



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

COUNCIL

9:00 AM, WEDNESDAY 25 MARCH 2026

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

MEMBERS

Grant Smith (Mayor)

Debi Marshall-Lobb (Deputy Mayor)

Mark Arnott

Brent Barrett

Rachel Bowen

Vaughan Dennison

Lew Findlay (QSM)

Hayden Fitzgerald

Leonie Hapeta

Lorna Johnson

Bonnie Kuru

Billy Meehan

Orphée Mickalad

Karen Naylor

William Wood

Kaydee Zabelin

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

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

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

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

COUNCIL MEETING

25 March 2026

ORDER OF BUSINESS

1. Karakia Timatanga

2. Apologies

3. Notification of Additional Items

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

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

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

4. Declarations of Interest (if any)

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

5. Public Comment

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

6. Confirmation of Minutes Page 7

That the minutes of the ordinary Council meeting of 11 February 2026 Part I Public be confirmed as a true and correct record.

REPORTS

7. Urban Bus Terminal Waiting Lounge and Bus Drivers' Lounge Page 21

Memorandum, presented by David Murphy, General Manager Strategic Planning, Glenn Bunny, Manager Property and Mark Read, Manager Transport Services, Horizons Regional Council.

8. Implication of the Wastewater Environmental Performance Standards (WEPS) on the Nature Calls Project Page 29

Report, presented by Mike Monaghan - Manager 3 Waters and Anna Lewis - Nature Calls Project Manager.

9. Proposed Amendments to the Signs and Use of Public Places Bylaw 2015 (Election Signs) - Approval for Consultation Page 75

Report, presented by Ann-Marie Mori, Policy Analyst and Peter Ridge, Manager Strategy & Policy.

10. Strategy and Policy Work Programme 2026/27 Page 137

Memorandum, presented by Peter Ridge, Manager Strategy and Policy.

11. 465B Church Street – Fire Damage Reinstatement (Insurance Claim) Page 147

Memorandum, presented by Glenn Bunny, Manager Property and Project Management.

12. 48 Cambridge Ave, Ashhurst - Interim management decision pending completion of Property Portfolio Review Page 151

Report, presented by Perene Green, Property Officer.

13. Adoption of Triennial Agreement Page 161

Memorandum, presented by Hannah White, Manager - Governance.

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|------------|--|----------|
| 14. | Local Government Elections 2025
Memorandum, presented by Hannah White, Manager Governance. | Page 179 |
| 15. | Inquiry into the 2025 Local Elections- Submission Approved Under Mayoral Delegation
Memorandum, presented by Hannah White, Manager Governance. | Page 217 |
| 16. | Appointment of Council Representatives (Age Friendly and Food HQ)
Memorandum, presented by Sarah Claridge, Governance Advisor. | Page 223 |
| 17. | Extension of term of Trustee on Regent Theatre Trust Board
Memorandum, presented by Hannah White, Manager Governance. | Page 227 |
| 18. | Council Work Schedule | Page 231 |

RECOMMENDATIONS FROM COMMITTEE MEETINGS

- | | | |
|------------|--|----------|
| 19. | Presentation of the Part I Public Joint Shareholders' Committee - Central Districts Water Recommendations from its 13 February 2026 Meeting | Page 235 |
| 20. | Presentation of the Part I Public Community Resilience & Sustainability Committee Recommendations from its 18 February 2026 Meeting | Page 237 |
| 21. | Presentation of the Part I Public Finance, Performance & Audit Committee Recommendations from its 4 March 2026 Meeting | Page 239 |
| 22. | Presentation of the Part I Public Community Resilience & Sustainability Committee Recommendations from its 11 March 2026 Meeting | Page 241 |
| 23. | Karakia Whakamutunga | |

24. Exclusion of Public

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
25.	Confirmation of the minutes of the ordinary Council meeting of 11 February 2026 Part II Confidential	For the reasons set out in the Council meeting of 11 February 2026, held in public.	
26.	696 Roberts Line - Land Exchange with Kiwi Rail (Crown Land) for the purpose of Water Bore Development	The report contains commercially sensitive financial information and Council's negotiation position relating to the matter. Public disclosure would likely prejudice Council's ability to carry out its commercial activities without disadvantage.	s7(2)(h)COMMERCIAL ACTIVITIES: This information needs to be kept confidential to allow Council to engage in commercial activities without prejudice or disadvantage
27.	District Licensing Committee Appointments	The privacy of the individuals overrides public interest in knowing who the DLC list members are until appointments have been confirmed.	s7(2)(a)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

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

PALMERSTON NORTH CITY COUNCIL

Minutes of the Council Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 11 February 2026, commencing at 9.03am.

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

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

Declarations of Interest

Mayor Grant Smith declared a conflict of interest in Item 10 Funding and City Support Request from Squash NZ to host the 2027 New Zealand Squash Open (clause 4-26) and took no further part in discussion or debate.

Councillor Kaydee Zabelin declared a conflict of interest in Item 14 Local Water Done Well - Initiating the Shareholders Committee for the Joint Water Services Council-Controlled Organisation known as Central Districts Water (clause 7) and took no further part in discussion or debate.

1-26 **Presentation - New Year's Honours 2026** Presentation, by Mayor Grant Smith

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council note that congratulations have been conveyed on behalf of the Council to the local recipients of the New Year's Honours 2026.

Clause 1-26 above was carried 16 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, Hayden Fitzgerald, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and

Kaydee Zabelin.

2-26 Confirmation of Minutes 3 and 10 December

Moved Debi Marshall-Lobb, seconded Vaughan Dennison.

RESOLVED

That the minutes of the ordinary Council meetings of 3 December 2025 Part I Public and 10 December 2025 Part I Public and Part II Confidential be confirmed as a true and correct record.

Clause 2-26 above was carried 15 votes to 0, with 1 abstention, the voting being as follows:

For:

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

Abstained:

The Mayor (Grant Smith).

REPORTS

3-26 Fees and Charges Review

Report, presented by Steve Paterson, Manager - Financial Strategy.

Councillor Wood moved a motion to retain the Environmental Services fees at the current rates as the user-charged portion of the 25/26 fees is already higher than the ratio set by Council's Revenue and Financing Policy, so any further increase would be contrary to Council policy.

Councillor Johnson moved a motion to remove charging caregivers for accessing swimming pools when accompanying Under 5s (Parks and Reserves fees), as the proposal was contrary to Council policy to encourage water safety.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the report titled 'Fees and Charges Review', presented on 11 February 2026, and note the current status of fees and charges.

Trade Waste

2. That Council agree for consultation the proposal of updated fees and charges for Trade Waste services effective from 1 July 2026 as attached in Appendix 2 and authorise the Chief Executive to undertake the necessary consultative process under sections 82 and 150 of the Local Government Act 2002;

Building

4. That Council agree the fees and charges for Building Services, as proposed in Appendix 4 for public notification to take effect from 1 July 2026.

Animal Management

6. That Council agree the fees and charges for the Impounding of Animals (in terms of section 14 of the Impounding Act 1955) and for Dog Registration and Dog Impounding (in terms of sections 37 and 68 of the Dog Control Act 1996) as proposed in Appendix 6 for public notification to take effect from 1 July 2026.

Burial & Cremation

7. That Council agree the fees and charges for Burial and Cremation, as proposed in Appendix 7 for public notification to take effect from 1 July 2026.

Service Connections

8. That Council agree the fees and charges for Service Connections, as proposed in Appendix 8 to take effect from 1 July 2026.

Resource Recovery

9. That Council agree the fees and charges for Resource Recovery, as proposed in Appendix 9, and amended to incorporate option 1 for the Ashhurst Transfer Station charges as outlined in section 3.4 of Appendix 9, to take effect from 1 July 2026.

Backflow Prevention

11. That Council agree the fees and charges for Backflow Prevention testing and maintenance as proposed in Appendix 11 to take effect from 1 July 2026.

Corridor Access Request

12. That Council agree the fees and charges for Corridor Access Requests as proposed in Appendix 12 to take effect from 1 July 2026.

Parking

13. That Council agree there be no change to fees and charges for Parking, as proposed in Appendix 13.

Clause 3-26 above was carried 16 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, Hayden Fitzgerald, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

Planning & Miscellaneous

3. That Council agree for consultation the Statement of Proposal (and the associated summary) of updated fees and charges for Planning Services and Miscellaneous Services effective from 1 July 2026 as attached in Appendix 3, and authorise the Chief Executive to undertake the necessary consultative process under sections 83 and 150 of the Local Government Act 2002.

Clause 3-26 above was carried 11 votes to 5, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, Karen Naylor and Kaydee Zabelin.

Against:

Councillors Mark Arnott, Hayden Fitzgerald, Leonie Hapeta, Billy Meehan and William Wood.

Moved William Wood, seconded Mark Arnott.

RESOLVED

Environmental Services

5. That Council agree the fees and charges for Environmental Health Services (in terms of regulation 7 of the Health (Registration of Premises) Regulations 1996) remain unchanged for the 2026/2027 financial year.

Clause 3-26 above was carried 12 votes to 4, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Rachel Bowen, Vaughan Dennison, Hayden Fitzgerald, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Billy Meehan, William Wood and Kaydee Zabelin.

Against:

Councillors Brent Barrett, Lew Findlay, Orphée Mickalad and Karen Naylor.

Moved Lorna Johnson, seconded Billy Meehan.

RESOLVED

Parks and Reserves

10. That Council agree the fees and charges for Parks and Reserves (including the maximum charges for swimming pools except for the \$3 caregiver charge for under 5s) as proposed in Appendix 10 to take

effect from 1 July 2026.

Clause 3-26 above was carried 16 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, Hayden Fitzgerald, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

The meeting adjourned at 11.10am

The meeting resumed at 11.30am

Mayor Grant Smith declared a conflict of interest and withdrew from the chair to present item 10.

Councillor Debi Marshall-Lobb took the chair.

4-26 Funding and City Support Request from Squash NZ to host the 2027 New Zealand Squash Open

Report, presented by Luke McIndoe, Manager Venues + Events Partnerships, Mayor Grant Smith and Martin Dowson, Squash NZ.

A presentation on the New Zealand Squash Open was made (attached to the minutes).

Moved Debi Marshall-Lobb, seconded Bonnie Kuru.

RESOLVED

1. That Council establish an operating programme in 2026/27 of \$30,000 for one year AND direct the Chief Executive to allocate \$20,000 from the Major Events Fund in 2026/27 to partner with Squash NZ to host the NZ Squash Open 2027. (Option 2)

Clause 4-26 above was carried 14 votes to 1, the voting being as follows:

For:

Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Hayden Fitzgerald, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Billy Meehan, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillor Karen Naylor.

Moved Karen Naylor, seconded Hayden Fitzgerald.

On an amendment: That Council establish an operating programme in 2026/27 of ~~\$30,000~~ \$10,000 for one year AND direct the Chief Executive to allocate ~~\$20,000~~ \$40,000 from the Major Events Fund in 2026/27 and/ or other existing budgets to partner with Squash NZ to host the NZ Squash Open 2027 (Option 2). The amendment was lost 3 votes to 12, the voting being as follows:

For:

Councillors Hayden Fitzgerald, Billy Meehan and Karen Naylor.

Against:

Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, William Wood and Kaydee Zabelin.

5-26 Recommendation to Exclude Public

Moved Debi Marshall-Lobb, seconded Brent Barrett.

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
24.	Extension of Contract 4059 - Three Waters and Waste Mechanical and Electrical Maintenance and Minor Capital Works	Commercial sensitivity ensures value to Council can be maximised.	s7(2)(b)(ii)THIRD PARTY COMMERCIAL Disclosing the information could harm a company's commercial position and s7(2)(i)NEGOTIATIONS: This information needs to be kept confidential to ensure that Council can negotiate effectively, especially in business dealings

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 5-26 above was carried 16 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, Hayden Fitzgerald, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Billy Meehan, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

The meeting adjourned at 12.37pm
The meeting returned from Part II Confidential at 2.33pm

7-26

Local Water Done Well - Initiating the Shareholders Committee for the Joint Water Services Council-Controlled Organisation known as Central Districts Water

Report, presented by Chris Dyhrberg - Executive Director Central Districts Water, Mike Monaghan - Manager Three Waters and Julie Keane - Transition Manager.

Moved Debi Marshall-Lobb, seconded Vaughan Dennison.

RESOLVED

1. That, subject to confirmation by the Horowhenua District and Rangitikei District Councils, the Palmerston North City Council *initiate* the Shareholders Committee for Central Districts Water under clause 30(1)(b) of Schedule 7 to the Local Government Act 2002, having regard to the terms of reference set out in the Shareholders Agreement approved by Council at its meeting on 10 December 2025.
2. That Council agree (in terms of clause 30(7) of Schedule 7 to the Local Government Act 2002) that the Shareholder Committee will not be discharged following the triennial local elections.
3. That Council note the roles and responsibilities of the Shareholders Committee, as stated in Schedule 3 of the Shareholders' Agreement and, in terms of clause 30A(2)(d) of Schedule 7 in the Local Government Act 2002, delegate to the Shareholders Committee and the members of that committee those roles and responsibilities.
4. That Council appoint with the delegated power to make decisions in accordance with the Committee's terms of reference the following persons as the Council's representatives on the Shareholders Committee for Central Districts Water:
 - Mayor Grant Smith
 - Councillor Kaydee Zabelin
 - Councillor Brent Barrett (alternate)
5. That, subject to confirmation of the Horowhenua District and Rangitikei District Councils, Council confirm the appointment of the following persons nominated by Ngā Tapuwāe o Hau as the Mana whenua representatives on the Shareholders Committee for Central Districts Water with the delegated power to make decisions in accordance with the Committee's terms of reference:
 - Kurahaupo Confederation: Danielle Harris
 - Alternate for Danielle Harris: Di Rump
 - Tainui Confederation: Hayden Turoa
 - Alternate for Hayden Turoa: Tiwana Tibble
 - Iwi of the greater Rangitikei Region: Marj Heeney
 - Alternate for Marj Heeney: Suze Hepi

6. That, subject to confirmation of the Horowhenua District and Rangitīkei District Councils, Council *delegate* to the Council's representatives on the Shareholders Committee for Central Districts Water the power to confirm any replacement iwi members nominated in writing by Ngā Tapuwāe o Hau.

Clause 7-26 above was carried 12 votes to 2, with 1 abstention, the voting being as follows:

For:

Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Billy Meehan, Orphée Mickalad, Karen Naylor and William Wood.

Against:

Councillors Mark Arnott and Hayden Fitzgerald.

Abstained:

The Mayor (Grant Smith).

Note:

Councillor Kaydee Zabelin declared a conflict of interest, withdrew from the discussion and sat in the gallery.

8-26

Annual Budget (Plan) 2026/27 - Adoption of Consultation Document and Supporting Information

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

Councillor Billy Meehan left the meeting at 3:20pm

Moved Grant Smith, seconded Vaughan Dennison.

RESOLVED

1. That Council adopt the Supporting Information for the proposed 2026/27 Annual Budget (Attachment 1), as the material relied upon to prepare the Consultation Document.
2. That Council adopt the Consultation Document for the proposed 2026/27 Annual Budget (Attachment 2).

Clause 8-26 above was carried 13 votes to 2, 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, Bonnie Kuru, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillors Hayden Fitzgerald and Karen Naylor.

9-26 Quarterly Performance and Financial Report - period ending 31 December 2025

Memorandum, presented by Scott Mancer, Manager – Finance and Glenn Bunny, Manager - Property and Project Management

Councillor Billy Meehan returned to the meeting at 3.40pm

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the report titled ‘Quarterly Performance and Financial Report – period ending 31 December 2025’, and related attachments, presented on 11 February 2026.
2. That Council approve an increase to Professional Services budget of \$1,300,000 and a corresponding increase to Operational Revenue of \$1,300,000.
3. That Council approve an increase to Programme 2345 – Property – Solar Panel Installations budget of up to \$420,000 and an increase to Capital New Revenue budget of up to \$420,000 subject to funding being confirmed.

Clause 9-26 above was carried 15 votes to 1, the voting being as follows:

For:

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

Against:

Councillor Mark Arnott.

The meeting adjourned at 3.55pm

The meeting returned at 4.10pm

Councillors Billy Meehan, Orphee Mickalad and Bonnie Kuru were not present when the meeting resumed.

10-26 Treasury Report - Six months ending 31 December 2025

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

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council note the performance of Council’s treasury activity for the six months ending 31 December 2025.

Clause 10-26 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Mark Arnott, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Hayden Fitzgerald, Leonie Hapeta, Lorna

Johnson, Karen Naylor, William Wood and Kaydee Zabelin.

Councillors Orphee Mickalad and Bonnie Kuru returned to the meeting at 4.12pm.

Manawatū Regional Freight Ring Road Indicative Business Case - Update
Memorandum, presented by James Miguel, Senior Transport Planner
Olivia Wix, Manager Communications.

This report was withdrawn.

11-26 Linklater Reserve - Disposal of woolshed
Memorandum, presented by Bill Carswell Activities Manager - Property.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council approve a contract with Central House Movers to remove the woolshed and yards located at Linklater Reserve, at a cost of \$3,500 plus GST.

Clause 11-26 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, Hayden Fitzgerald, Leonie Hapeta, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Councillor Leonie Hapeta left the meeting at 4:35pm

12-26 Government Reform affecting Local Government: Council Submissions
Memorandum, presented by David Murphy, General Manager Strategic Planning and Jono Ferguson-Pye, Manager City Planning.

Councillor Barrett moved a motion to amend Council's Simplifying Local Government submission to advocate for the retention of democratically elected regional councillors until the end of their term.

Moved Brent Barrett, seconded Vaughan Dennison.

RESOLVED

3. That the Simplifying Local Government submission be amended to advocate that Regional Councillors continue in their role until the next Local Government elections, concurrent with establishment of a group mandated to explore new LG arrangements for the region.

Clause 12-26 above was carried 11 votes to 2, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillors Mark Arnott and Hayden Fitzgerald.

Note:

Councillor Karen Naylor declared a conflict of interest, withdrew from the discussion and sat in the gallery.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council approve the following submissions on Government reform processes:
 - a. Planning Bill
 - b. Building (Earthquake prone Buildings) Amendment Bill
 - c. Simplifying Local Government: A draft proposal (Discussion Document – as amended)
 - d. Supporting Growth Through a Development Levies System (Discussion Document)
2. That Council note the following submissions on Government reform processes:
 - a. Emergency Management Bill (No 2)
 - b. Rates Target Model for New Zealand

Clause 12-26 above was carried 12 votes to 1, 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, Lew Findlay, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, William Wood and Kaydee Zabelin.

Against:

Councillor Hayden Fitzgerald.

Abstained:

Councillor Karen Naylor.

13-26

Development Subsidy Fund Application: Te Ranga Maro Charitable Trust
Memorandum, presented by Jono Ferguson-Pye, Manager Planning

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council approve the allocation of \$6,273 from the Development Subsidy Fund to support consent fees and development contributions

for Te Ranga Maro Charitable Trust.

Clause 13-26 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Debi Marshall-Lobb, Brent Barrett, Rachel Bowen, Vaughan Dennison, Lew Findlay, Hayden Fitzgerald, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Against:

Councillor Mark Arnott.

14-26 Wastewater Treatment Plant - Nature Calls; Quarterly Update
Memorandum, presented by Mike Monaghan - Manager 3 Waters.

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive the report titled 'Wastewater Treatment Plant – Nature Calls; Quarterly Update' presented on 11 February 2026

Clause 14-26 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, Hayden Fitzgerald, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

15-26 Council Work Schedule

Moved Grant Smith, seconded Debi Marshall-Lobb.

RESOLVED

1. That Council receive its Work Schedule dated 11 February 2026.

Clause 15-26 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, Hayden Fitzgerald, Lorna Johnson, Bonnie Kuru, Orphée Mickalad, Karen Naylor, William Wood and Kaydee Zabelin.

Karakia Whakamutunga

Councillor Debi Marshall-Lobb closed the meeting with karakia

The meeting finished at 4.42pm

Confirmed 25 March 2026

Mayor

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: Urban Bus Terminal Waiting Lounge and Bus Drivers' Lounge

PRESENTED BY: David Murphy, General Manager Strategic Planning, Glenn Bunny, Manager Property & Mark Read, Manager Transport Services, Horizons Regional Council

APPROVED BY: David Murphy, General Manager Strategic Planning
Glen O'Connor, Acting General Manager Infrastructure

RECOMMENDATION(S) TO COUNCIL

1. That Council refer an annual operational budget of \$82,000 to the 2026/27 Annual Budget deliberations to lease space in the Tryp Wyndham Hotel development for an Urban Bus Terminal Waiting Lounge and Bus Drivers Lounge, subject to confirmed co-funding, with the net cost to Palmerston North City Council estimated to be \$10,746 per annum.
 2. That Council refer a capital new budget of \$200,000 to the 2026/27 Annual Budget deliberations to support the fit-out and establishment of the Urban Bus Terminal Waiting Lounge and Bus Drivers' Lounge, subject to 50% of the capital costs being co-funded by Horizons Regional Council.
-

1. ISSUE

- 1.1 An opportunity exists for Council to partner with Horizons Regional Council, NZ Transport Agency Waka Kotahi and Tranzit Coachlines to establish an urban bus terminal waiting lounge and bus drivers' lounge within the ground floor of the new Tryp Wyndham Hotel, located immediately adjacent to the urban bus terminal on Main Street.

2. BACKGROUND

- 2.1 Safari Group, the Hotel developer, has ground floor space available for lease which fronts directly onto the urban bus terminal on Main Street.

Urban Bus Terminal Waiting Lounge

- 2.2 The proposal would provide a high-quality all-weather waiting lounge for bus patrons. The lounge would also provide an opportunity to display information on the bus service and related public transport matters, and could provide supporting amenities such as a coffee cart and / or a food and drink vending machine (or similar activity). The waiting lounge could also include secure bike / electric bike storage and charging to better integrate the cycling and bus networks.
- 2.3 Establishment of the waiting lounge would reinforce the important role of public transport within the City and help further support the recent enhancements to the bus service provided by Horizons Regional Council.
- 2.4 While Horizons Regional Council are responsible for the operation of the bus service, the Council is responsible for supporting infrastructure such as bus stops, including the urban bus terminal.
- 2.5 The Safari Group has been very supportive of the urban bus terminal operating from its current location on Main Street and are supportive of establishing a waiting lounge within the overall development. The Safari Group development will also provide various supporting activities which will benefit bus users, e.g. hospitality and retail offerings.
- 2.6 As the waiting lounge would not be staffed, its overall performance will be heavily influenced by the way in which it is designed and activated to ensure it is a safe and vibrant space for all bus users and contributes positively to the overall Hotel development. Activation could include sub-leasing a small coffee cart or including placemaking activities, e.g. a small book exchange or dedicated space for busking. Like all public spaces, there is a risk the waiting lounge establishes a space for anti-social behaviour. Good high-quality design and activation can mitigate this risk.
- 2.7 While the City Centre Business Case is yet to be finalised, the work undertaken to date identified Main Street as the preferred long-term location for the Urban Bus Terminal.

Bus Drivers' Lounge

- 2.8 There is also an opportunity to partner with Horizons Regional Council and Transit Coachlines (the bus service operator) to lease a space within the Hotel development for a bus drivers' lounge.
- 2.9 Such a facility would mean the bus drivers can rest close to the urban bus terminal in a location with various supporting amenities.

Location and design

- 2.10 Both the bus terminal waiting area and bus drivers’ lounge would be located in ground floor space at the eastern edge of the development. The bus terminal waiting area would be highly visible and front directly onto the urban bus terminal. The bus drivers’ lounge would be located at the rear of the development with access onto the rear courtyard.
- 2.11 Retail areas 4 and 6 in the attached plan (Attachment 1) would be leased from Safari. In general, area 6 would be used for the bus terminal waiting lounge and area 4 would be used for the bus drivers’ lounge. The exact floor area split between the two facilities would be subject to detailed design, i.e. The area 6 footprint could be increased as required to accommodate a larger bus terminal waiting lounge.

3. COSTS & FUNDING ASSUMPTIONS

Budgeted Costs

- 3.1 The total operational lease costs for areas 4 and 6 is budgeted to be approximately \$82,000 per annum (\$43,000 for area 6 and \$39,000 for area 4).
- 3.2 The total capital fitout costs of the urban bus terminal waiting area and bus drivers’ lounge is budgeted to be approximately \$200,000.
- 3.3 The Safari Group model generally involves handing over a basic shell, i.e. a concrete floor, blank walls, no ceilings, provisions for utilities, but nothing finished.
- 3.4 There is potential to decrease the capital costs by negotiating the developer to complete more of the fitout. This would likely result in an increase to the lease and total operational costs.
- 3.5 As noted above, there is a potential to help offset the operational costs by sub-leasing part of the building to a small coffee cart and / or food and drink vending machine (or similar activity).
- 3.6 It is assumed that maintenance costs in 2026/27 would be minimal following construction during that financial year and be able to be accommodated in existing budgets. Future maintenance costs would be addressed in the 2027 LTP.

Funding Assumptions

- 3.7 Horizons Regional Council is confident of securing 51% co-funding from NZ Transport Agency Waka Kotahi for the operational lease costs of the bus terminal waiting lounge and bus drivers’ lounge.
- 3.8 Horizons Regional Council has indicated the capital fitout costs are unlikely to be eligible for co-funding from NZ Transport Agency Waka Kotahi.

- 3.9 Council would be responsible for the lease arrangements with Safari Group and would partner with Horizons Regional Council on the design of the fitout and display material.
- 3.10 Based on current budget and funding assumptions, the annual operational and capital costs would be distributed as detailed in table 1 below:

Table 1: Distribution of Annual Operational and Capital Costs Based on Budget and Funding Assumptions

Component	Annual Cost	PNCC	Horizons	NZTA	Tranzit
Bus terminal waiting area (Area 6)	\$43,000	\$10,746 (half of 49%)	\$10,746 (half of 49%)	\$21,930 (51% of the cost)	\$0
Bus drivers' lounge (Area 4)	\$39,000	\$0	\$9,555 (49% of half the cost)	\$9,945 (51% of half the cost)	\$19,500 (50% of the cost)
Sub-total	\$82,000	\$10,746	\$20,301	\$31,875	\$19,500
Debt repayment on capital fitout / costs ¹	\$26,000	\$13,000 (50% of the cost)	\$13,000 (50% of the cost)	\$0	\$0
Total	\$108,000	\$23,746	\$33,301	\$31,875	\$19,500

4. NEXT STEPS

- 4.1 Refer the recommended budgets and co-funding assumptions to the 2026/27 Annual Budget deliberations and continue to engage with Horizons Regional Council, NZ Transport Agency Waka Kotahi, Tranzit Coachlines and Safari Group on the proposal.
- 4.2 Continue to advocate to Horizons Regional Council to partner with Council on the project.

5. COMPLIANCE AND ADMINISTRATION

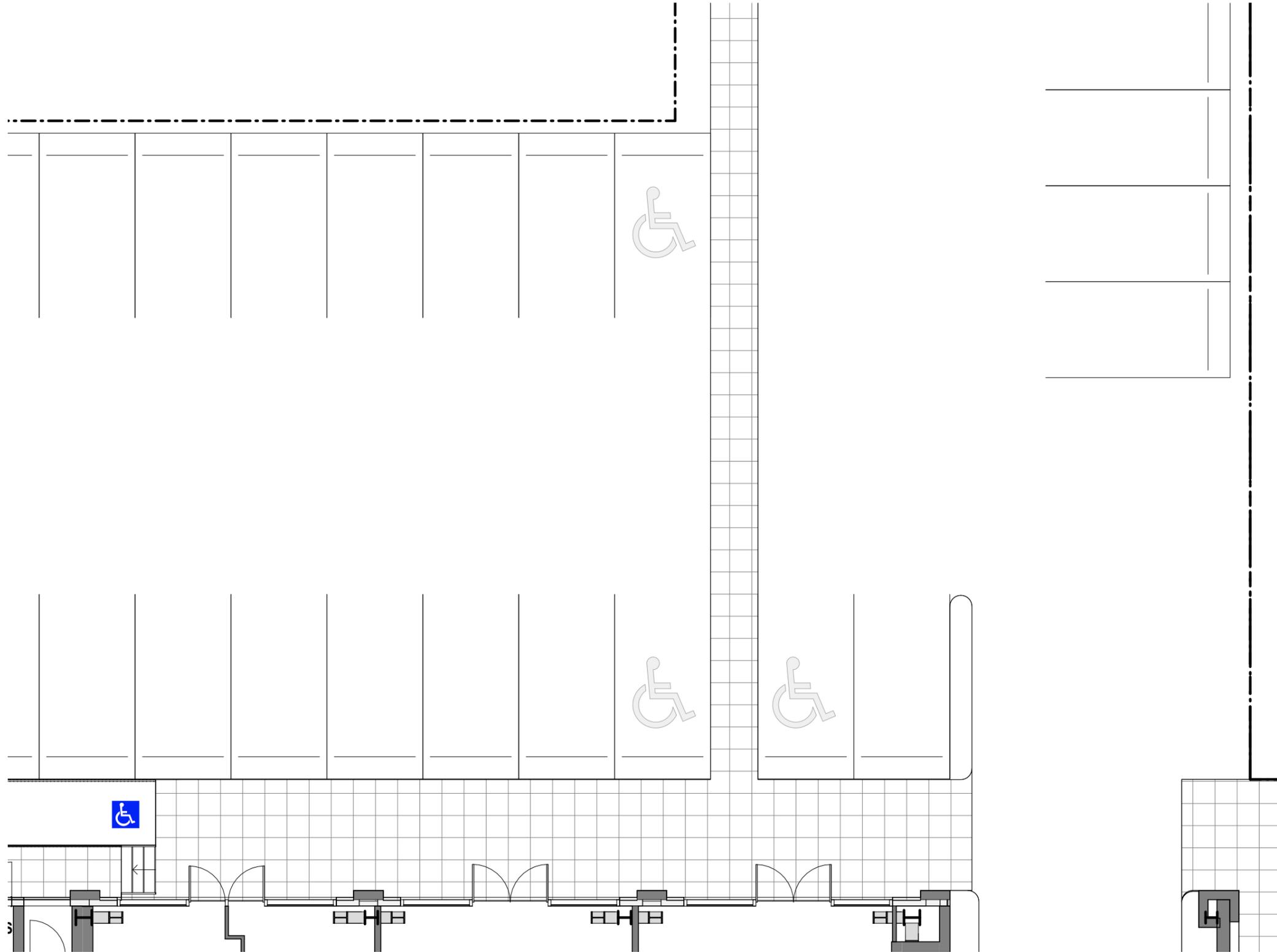
Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No

¹ \$200,00 capital cost based on a 10-year repayment, with an interest rate of 5%

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 hapori tūhonohono, he hapori haumaruru 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>3. Mahere tūnuku</p> <p>3. Transport Plan</p> <p>The objective is: Provide a safe, low carbon, integrated, and multi-modal transport network</p>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Enhanced public transport network.

ATTACHMENTS

1. Safari Hotel Development Ground Floor Plan [↓](#) 



REPORT

TO: Council

MEETING DATE: 25 March 2026

TITLE: Implication of the Wastewater Environmental Performance Standards (WEPS) on the Nature Calls Project

PRESENTED BY: Mike Monaghan - Manager 3 Waters and Anna Lewis - Nature Calls Project Manager

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

RECOMMENDATION(S) TO COUNCIL

1. That Council instruct the Chief Executive to continue to investigate the following Nature Calls discharge options (choose from):

- Option A
- Option B
- Option C
- Option E

for the following reasons (choose from):

- Compliance with wastewater environmental performance standards (and/or)
- Alignment with project objectives
- Cost
- Other (please state)

2. That Council instruct the Chief Executive to discard the following Nature Calls discharge options (choose from):

- Option A
- Option B
- Option C
- Option E

for the following reasons (choose from):

- Compliance with wastewater environmental performance standards (and/or)

- Alignment with project objectives
- Cost
- Other (please state)

SUMMARY OF OPTIONS ANALYSIS

Problem or Opportunity	That Council provide direction to the Chief Executive on which of the Nature Calls discharge options are to be removed from further consideration and no longer progressed, and what are to be kept. The project team have completed further technical work on the discharge options and assessed these against the final Wastewater Environmental Performance Standards ('WEPS). The options are outlined in detail below for Council's consideration. Refer Attachment 2 (Treatment Levels Comparison Tables) for further information.
OPTION A:	Discharge to River at Ōpiki Treated wastewater discharged to Manawatū River at Ōpiki Bridge
Treatment and assumptions	New WWTP (TN 4mg/L) (typically Membrane Bio-Reactor (MBR), or similar with high rate activated sludge), value engineering applied. Target treatment values (wastewater standards in brackets): <ul style="list-style-type: none"> • BOD - 5 mg/L annual median (10 mg/L annual median; 20 mg/L 90th %ile) • TSS - 5 mg/L annual median (10 mg/L annual median; 20 mg/L 90th %ile) • Ammonia - 1mg/L 90%ile (1mg/L, 90%ile) • E. coli – 10 cfu/100mL 90%ile (650 cfu/100 mL, 90%ile) • TN - 4 mg/L annual median (5 mg/L annual median) • TP - 0.2 mg/L below median flow, and 0.1 mg/L below half median flow (1mg/L, annual median)
Considerations and risks	<ul style="list-style-type: none"> • CAPEX costs for new & upgraded infrastructure • OPEX conveyance costs • Unlikely to be supported by Iwi • Adaptive Management approach to be applied.
Compliance with the WEPS	Complies with WEPS
Alignment to project objectives	General alignment
Financial	Cost - \$360M (meets LTP budget). Cost includes conveyance to and new river discharge structure at Ōpiki.

OPTION B:	Discharge to River at Totara Rd Treated wastewater is discharged to the Manawatū River at Totara Road
Treatment and assumptions	<p>New WWTP (TN 4mg/L) (typically Membrane Bio-Reactor (MBR), or similar with high rate activated sludge), value engineering applied.</p> <p>Target treatment values (wastewater standards in brackets):</p> <ul style="list-style-type: none"> • BOD - 5 mg/L annual median (10 mg/L annual median; 20 mg/L 90th %ile) • TSS - 5 mg/L annual median (10 mg/L annual median; 20 mg/L 90th %ile) • Ammonia - 1mg/L 90%ile (1mg/L, 90%ile) • E. coli – 10 cfu/100mL 90%ile (650 cfu/100 mL, 90%ile) • TN: 4 mg/L (4 – 5 mg/L annual median), depending on periphyton risk assessment • TP - 0.25mg/L as required (managed through additional alum dosing) (0.25 – 1 mg/L (annual median), depending on periphyton risk assessment)
Considerations and risks	<p>Periphyton risk assessment required</p> <ul style="list-style-type: none"> • Improvement of mixing at Totara Rd could reduce periphyton risk • TP reduction will require further alum dosing than originally considered for Option B1 • Adaptive Management approach to be applied.
Compliance with the WEPS	Complies with WEPS
Alignment to project objectives	Strong alignment
Financial	Cost - \$290M (meets LTP budget).
OPTION C:	Discharge to River at Totara Rd (at high flows) and below Ōpiki Bridge (at lower flows)
Treatment and assumptions	<p>New WWTP (TN 4mg/L) (typically Membrane Bio-Reactor (MBR), or similar with high rate activated sludge), value engineering applied.</p> <p>Target treatment values (wastewater standards in brackets):</p> <ul style="list-style-type: none"> • BOD - 5 mg/L annual median (10 mg/L annual median; 20 mg/L 90th %ile) • TSS - 5 mg/L annual median (10 mg/L annual median; 20 mg/L 90th %ile) • Ammonia - 1mg/L 90%ile (1mg/L, 90%ile) • E. coli – 10 cfu/100mL 90%ile (650 cfu/100 mL, 90%ile) • TN: 4 mg/L (4 – 5 mg/L annual median), depending on periphyton risk assessment • TP - 0.25mg/L as required (managed through additional alum dosing) (0.25 – 1 mg/L (annual median), depending on periphyton risk assessment) <p>Noting that:</p> <ul style="list-style-type: none"> • Conveyance and discharge to Manawatū River at Ōpiki during low river

	<p>flows (soft-bottom portion of the river).</p> <ul style="list-style-type: none"> • TN level of 4mg/L can be achieved. To meet WEPS, 5 mg/L is needed for discharge at Ōpiki, and 4-35mg/L at Totara Rd (depending on periphyton risk) • TP - 0.25mg/L as required, managed through additional alum dosing (<1 mg/L required at Opiki, 0.25 – 10mg/L at Totara Rd depending on periphyton risk)
Considerations and risks	<ul style="list-style-type: none"> • Low dilution ratio standards apply at Ōpiki and WWTP upgrades therefore required to reach high level of treatment due to low dilution standards • Discharging at Totara Road (rather than Ōpiki) saves OPEX costs (e.g. conveyance and alum dosing) • Periphyton risk assessment required for discharge at Tōtara Road • Potential OPEX cost reduction by minimising alum dosing (and additional sludge) and annual pumping costs – to be calculated • Adaptive Management approach to be applied.
Compliance with the WEPS	Complies with WEPS
Alignment to project objectives	General Alignment
Financial	Cost - \$370M (meets LTP budget).
OPTION E:	Treated wastewater is discharged to the Manawatū River at Opiki or Totara Road when a High Dilution ratio (1:250) can be met, with discharge to land at all other times
Treatment and assumptions	<p>Upgrade existing WWTP (TN 15 mg/L), upgrading the existing WWTP components as far as practicable without large step-change. Improved treatment (but not highest level of treatment possible).</p> <p>This WWTP upgrade provides additional processes to the existing lagoon system to reduce total nitrogen to 15mg/l. The total nitrogen reduction achieved by this option is significantly less than achieved by Options A, B1, B2 and C. Discharge to river only possible when high dilution ratio (250:1) is met.</p> <p>Target treatment values (wastewater standards in brackets for river discharge component):</p> <ul style="list-style-type: none"> • BOD - 20 mg/L annual median (20 mg/L annual median, 40 mg/L 90th %ile) • TSS - 30 mg/L annual median (30 mg/L annual median, 60 mg/L 90th %ile) • E.coli - 1,000 cfu/100 mL 90%ile (16,250 cfu/100mL 90th %ile) • TN - 15mg/L annual median (20 - 35 mg/L annual median) • TP - 0.1 mg/L if required, managed through alum dosing (5 - 10 mg/L annual median at Totara Rd, 10mg/L at Opiki)

	Discharge to land driven by times when high dilution ratio cannot be met for river discharge; approximately 4,927 ha of land (comprising a mix of recent and gley soils) is required for land discharge component.
Considerations and risks	<p>Note: This level of treatment is an improvement over current WWTP, however not to the highest practicably possible standard per above options.</p> <ul style="list-style-type: none"> • Periphyton risk classification at Totara Road would need to be low or medium for this level of treatment in order to meet TN limitation • At Ōpiki Bridge, TN limit would be 35 mg/L assuming high dilution ratio achieved • Discharging to hard-bottomed river (at Totara Road) and only at times when river flows are not low may allow for lesser upgrade to the WWTP than previous options • Risk of not achieving 15 mg/L TN due to performance limitations in retrofitting existing pond infrastructure • Technical advice received previously noted that the discharge to land could be optimised if the amount of discharge is driven by soil moisture. The recent soil moisture model shows that almost no discharge to land is possible in June – August and that it would be severely limited in May, September and October, although nutrient limits from the discharge would be acceptable. Review of the operative WEPS showed that a dilution ratio of 250:1 would need to be met for any discharge to the river. Using daily river flow data for when discharge to land would need to occur, PDP has calculated that the scheme would need approximately 4,927 ha of land as well as approximately 500,000m³ of storage. • Land discharge requires a confirmed land area and a site-specific risk and land capability assessment prior to lodging a consent application • May not be supported by iwi in terms of lower standard of treated wastewater being discharged to river • Adaptive Management approach to be applied.
Compliance with the WEPS	Assessment of compliance with WEPS for land discharge not possible until a site is confirmed. A significant land area would be required to be investigated to determine compliance.
Alignment to project objectives	Weak alignment to objectives.
Financial	<p>Cost - \$500M (exceeds LTP budget). Cost estimate excludes land application and land conveyance costs.</p> <p>Not yet costed in full and carries a high risk of significant additional costs.</p>

1. ANALYSIS OF OPTIONS

- 1.1 Officers have completed work on the remaining long list of options that Council instructed the project team to undertake further technical work on following the 7 May 2025 meeting.
- 1.2 These are presented in the Options Analysis Table below and have been assessed against the Water Services (Wastewater Environmental Performance Standards) Regulations 2025 that came into force on 19 December 2025 (**WEPS**).
- 1.3 The project team have reassessed these options against the LTP project budget of \$480M (excluding inflation) and the project objectives. With certainty around the final WEPS parameters confirmed, officers consider that Elected Members are now well placed to determine which options should proceed to the next stage of detailed technical review and community engagement.
- 1.4 Officers recommend that Elected Members resolve which options are to be progressed for further technical development, with the rationale for either progressing or not progressing specific options clearly recorded. Progressing options that meet the WEPS, LTP budget and are generally aligned to the project objectives will enable more detailed technical, financial and environmental assessment to be undertaken.
- 1.5 In parallel to the technical work, public engagement will occur to help the Council understand the community's views about the options still on the table. While consultation was undertaken in 2021/2022, a further round of engagement is prudent and desirable given the time that has elapsed, the introduction of the WEPS and the additional work undertaken on the options since then.
- 1.6 This approach seeks to focus further work on options that are likely to meet the WEPS, project budget and the project objectives, and provides a robust basis for further engagement with the community and iwi.
- 1.7 While a final decision on the Best Practicable Option (BPO) will be made following further analysis and engagement, this staged approach supports transparent governance, strengthens the evidential basis for decision-making, is consistent with Local Government Act decision-making requirements, and ensures that the eventual recommendation is a balanced, inclusive and future-proofed outcome.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Under the conditions of the current wastewater discharge consent for the wastewater treatment plant a Best Practicable Option (BPO) was required to be selected.
- 2.2 Council selected a dual land and river discharge scheme in November 2021. This was progressed to consent application in December 2022.

- 2.3 During the consent application period, Council reviewed the 2024-2034 LTP in 2023-2024. It was found that the upgrade proposed in the 2022 consent application was unaffordable.
- 2.4 In June 2024, Council determined that the consent application should be put on hold, and that a new BPO would be determined with a budget cap of \$480M plus inflation.
- 2.5 A long list of options was revisited and in late 2024 central government announced the development of new wastewater discharge standards (WEPS).
- 2.6 In February 2025 the draft WEPS were released for consultation.
- 2.7 Using the information in the draft standard, the long list of options was prepared and presented to Council on [7 May 2025](#) to perform a traffic light assessment to determine which options would have no further work progressed. Council determined the following:

Option	Decision	Justification to discard
A: Discharge to River at Ōpiki	Keep	
B1: Discharge to River at Totara Rd	Keep	
B2: B1 + Future Adaptive Management Solution to address periphyton risk	Keep	
C: Discharge to River at Totara Rd and Ōpiki (at low flows)	Keep	
D: Discharge to River at Totara Rd and Ōpiki (at low flows); and Discharge to Land (75% Average Dry Weather Flows (ADWF))	Discard	Not a practicable option because of cost for Nature Calls.
E: Discharge to River at Totara Rd and Ōpiki; Discharge to Land (soil moisture dependent, >75% ADWF)	Keep	
F: Discharge to Ocean	Discard	Not a practicable option because of cost and likelihood of Treaty Partner objections for Nature Calls.
G: Discharge to River at Totara Rd; Discharge to Land (Staged move)	Discard	Not a practicable option because of cost and compliance for Nature Calls.
H: Discharge to River at Totara Rd; Discharge to Land	Discard	Not a practicable option because of cost and compliance for Nature Calls.
I: Discharge to River at Longburn; Discharge to Land (Previous BPO and option that consent was submitted for)	Discard	Not a practicable option because of cost for Nature Calls.

- 2.8 The draft WEPS standards attracted a large number of submissions from the water sector, Iwi and other interested stakeholders, a signal that significant changes could be anticipated in the final version. To address this risk, the project team waited until the release of the final WEPS to progress the options further.
- 2.9 The WEPS came into force on 19 December 2025 (for the most part). In December 2025 the Water Services Authority (Taumata Arowai) also released supporting guidance documents for [discharge to water](#) and [discharge to land](#).

3. DESCRIPTION OF DISCHARGE OPTIONS

- 3.1 Further information supporting the Summary of Options table above can be found in; Council Presentation Slides, Attachment 1 (Traffic Light Assessment Handout), and Attachment 2 (Treatment Levels Comparison Tables), which provide detail of each of the individual options considered. Below is the summary of the options that Council instructed the project team to undertake further work on following the 7 May 2025 Council meeting.

Overview of Discharge Options

- 3.2 The discharge options presented in the accompanying attachments fall into two categories:
- Discharge to the Manawatū River (Options A, B, and C); and
 - Hybrid discharge to the Manawatū River, and to land (Option E).
- 3.3 The options considered include varying combinations of the above. An overview of key considerations of these options is provided below.

Discharge to River

- 3.4 The options include a discharge to the Manawatū River at two locations:
- Discharge via existing location and structure at Totara Road; and
 - Discharge at a new location and structure at Ōpiki.

Discharge to Land

- 3.5 Option E is a dual discharge option (Hybrid) to the river and land. The WEPS require a risk-based approach to land discharge. This requires a specific land area to be identified for the risk-based approach to be applied. The previously lodged consent application sought a global consent, which allowed Council to obtain consent for land discharge within the 'Area of Interest'. For a land discharge option to be considered, specific sites will need to be identified to allow for the risk-based approach to be applied. This is discussed in further detail below.

4. WORK UNDERTAKEN TO PROGRESS OPTIONS

4.1 The work undertaken since the 7 May 2025 Council resolution is set out below.

Assessment against final WEPS

4.2 As outlined in the 11 February update to Council, the project team have completed a review of how the WEPS applies to the Options, including considering matters that Council included in the submission to Taumata Arowai.

4.3 The WEPS provided clarity on the matters Council submitted on, including:

- Dual discharges (i.e. land and to water),
- The periphyton risk assessment requirements for discharge in hard bottomed rivers; and
- The land-based discharge risk assessment requirements.

4.4 Attachment 1 (Traffic Light Assessment Handout) provides an overview of the options against the WEPS. This is also included in the Summary of Options for Recommendation Table above.

4.5 The WEPS prevail over any rules in regional or district plans. The WEPS require a resource consent for these types of discharges even if the discharge quality standards are met.

4.6 A resource consent cannot be granted contrary to the WEPS (section 104(2D)). The usual RMA requirements in sections 105 and 107 for discharges do not apply where the WEPS are met (sections 105(3)(a) and 107(4)).

4.7 It is important to note that other discharge effects not regulated or managed by the WEPS may still trigger other resource consent requirements, require an effects assessment (and potentially the imposition of conditions). This may include cultural effects, odour, discharge structures, and other contaminants. The WEPS only relate to end of pipe discharges and do not cover other regional or land use consents required. Further, adverse effects not addressed by the contaminant limits set out in the WEPS (such as adverse cultural effects) may also be significant enough to result in consent being declined. To that extent, the WEPS provide greater (but by no means complete) certainty about how wastewater treatment plant discharge consent applications will be dealt with by a consent authority.

Option E development

4.8 Further technical work on Option E was undertaken following the 7 May 2025 resolution. This was required to develop Option E to consider dual river and land discharge. The outcome of this work allowed the project team to determine whether Option E meets the WEPS, ascertain the estimated cost and accordance to the project objectives.

4.9 The additional technical work included:

- Assessing the potential irrigation capacity of land within the Area of Interest for Option E. See assessment of Option E (Soil Moisture Driven Model) against the WEPS, Attachment 3.
- Dilution ratio calculations to support Option E assessment, refer Attachment 4;

4.9 The outcome of work outlined above has been used to inform whether Option E is compliant with the WEPS. Attachment 1 (Traffic Light Assessment Handout) provides an overview of the options against the final WEPS. This is also included in the Summary of Options for Recommendation Table above.

5. ANALYSIS OF OPTIONS

5.1 To support Elected Members in determining which options should progress with further technical development and engagement, the project team assessed the options against the project objectives, the LTP budget, and the WEPS.

Wastewater Environmental Performance Standards (WEPS)

5.2 The options were assessed if they comply with the WEPS. Refer to Attachment 1 (Traffic Light Assessment Handout) and Attachment 2 (Treatment Levels Comparison Tables).

Project Objectives

5.3 The Nature Calls Project Objectives as previously agreed by Council are:

A best practicable option that is developed in partnership with Rangitāne Manawatū which:

1. *Protects public health and minimises public health risks.*
2. *Minimises adverse environmental effects on air, land and water;*
3. *Is sustainable, enduring, and resilient;*
4. *Contributes to improving the health and mauri of the Manawatū River;*
5. *Takes an integrated approach to the management of the Manawatū River Catchment including understanding cumulative effects*
6. *Enhances peoples use and enjoyment of the Manawatū River*
7. *Is affordable and cost effective;*
8. *Minimises whole of life carbon emissions and optimises resource recovery;*
9. *Is innovative while being evidence based;*
10. *Facilitates long term growth and economic development;*
11. *Is developed with the active engagement of the community and key stakeholders*

- 5.4 Iwi/hapu involved in the technical workstreams to date have provided feedback that it is not for the project team to assess whether options have improved the mauri of the Manawatū River (in relation to Objective 4 (Contributes to improving the health and mauri of the Manawatū River)). Based on this feedback, an assessment against Objective 4 has not been included in this traffic light assessment.
- 5.5 Objective 5 and Objective 11 have not been assessed at this time. Objective 5 requires a cumulative effects assessment (of contaminants not covered by the WEPS), which has not been completed at this stage of the project. Objective 11 has not been assessed as engagement for this phase of the project has not been undertaken yet.
- 5.6 The options have been assessed against the remaining objectives and this is included in Attachment 1 (Traffic Light Assessment Handout) and in the summary of options table above.

Cost

- 5.7 Each option had a comparative cost prepared and is presented for consideration.
 - The cost estimates have been developed by adjusting the 2024 baseline estimate to reflect changes in the options since that time. This method keeps estimation costs low but provides only a coarser level of accuracy, suitable for comparing options rather than making investment decisions. More precise costing, suitable for investment decisions, will be prepared for the final option selection.
 - The 2024 estimate was created using the simple approach (risk adjusted statistical numeric modelling means were not used). This is appropriate for the stage of the project and level of design development.
 - The costs presented are at the expected cost level (P50 probability). P50 means that half the time the project could go under, and half the time over. It does, however, indicate the expected cost outcome. An additional risk allowance on top of the P50 expected cost is required to reach a confidence level required for funding (P95 probability), which give a 95% confidence level of expected project costs.
 - Further information on understanding major infrastructure cost estimate practices can be found in Appendix E (Understanding Infrastructure Cost Estimates).
 - A revised cost estimate at both P50 and P95 probabilities will be determined for financial decisions before final option selection.
 - At this early stage of design development, the cost risk allowance to reach P95 probability is larger. As the project progresses, the project risk is reduced with further technical development, and the cost risk allowance will reduce.

6. ADAPTIVE MANAGEMENT

6.1 Adaptive Management was raised in a Council resolution on the 9 Sept 2021 when the previous BPO option was adopted. At that time Council passed the following two resolutions:

2) That Council confirms support to continue exploring other practicable options to increase the diversion of wastewater from the river during the period of the consent through the adoption of an Adaptive Management approach; and

3) That an Adaptive Management Strategy (AMS), be developed by Council with the involvement of Rangitāne and Iwi in the region who continue to be involved in the BPO consent. This may be developed under an agreed Project partnership or Governance group, to be determined upon deciding the BPO. That this group establish the AMS in order to define the resource consent and may continue to be established as part of the consent delivery over time, subject to a terms of reference being agreed by Council.

This group needs to be formed in consultation with Rangitāne and Iwi in the first instance.

6.2 The project team developed an Adaptive Management Strategy (AMS) with the previously lodged application. An Exemplar AMS was developed in partnership with Rangitāne. The AMS sought to reduce the effects of the discharge on the mauri of the river through a range of methods including:

- Offsetting through restorative actions; and
- Reducing the amount of wastewater going to the river by discharging to other receiving environments, reducing the amount of wastewater generated in the first instance and beneficial reuse.

6.3 In the 7 May 2025 Council meeting, Option B2 included discharge to the Manawatū River and Adaptive Management.

6.4 It is now recommended that Adaptive Management is applied to all the discharge options. This honours Council’s previous resolution to adopt adaptive management to reduce the effects of the discharge on the mauri of the river. The WEPS has provided clarity on the end of pipe standards the project is required to address. However, they do not cover cultural impacts of effects associated with emerging contaminants. A consent will be required to address these effects and adopting the adaptative management approach (as per the previous application) provides a mechanism to continue to restore the mauri of the river through the methods outlined above in 6.2.

6.5 The Adaptive Management approach will be written into the discharge consent application. This, and the water services transfer agreement, will create a

requirement for an adaptive management programme to be implemented by Central Districts Water (CDW). CDW will need to include the Adaptive Management Programme into their budgets for the duration of the consent.

- 6.6 The resolution on the application of Adaptive Management will inform the engagement material.
- 6.7 Although an Adaptive Management budget is difficult to determine at this stage, as an indication for Council, it could be as much as \$1M per year over the construction and consenting period, above the forecast option costs. This would likely be a mixture of OPEX and CAPEX, depending on the initiative being pursued at any given time.

7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 The proposed engagement process for Nature Calls includes the following:
 - Public feedback on Nature Calls is open April/May 2026.
 - The purpose is to seek community feedback on the revised list of wastewater discharge options.
 - A document will outline the background to the project, regulatory requirements, funding, the establishment of Central Districts Water, and the discharge options under consideration. The document also includes a submission form. This will also be available online and at libraries in Palmerston North, Shannon and Foxton.
 - Public drop-in sessions will be held in Foxton, Shannon, at the Palmerston North Central Library and the PNCC customer service centre to provide opportunities for people to speak directly with staff and ask questions about the options.
 - All feedback received will be analysed and reported back to Council to inform decision-making on the preferred discharge option.

8. RESOURCE MANAGEMENT ACT (RMA) REFORM

- 8.1 Whilst the WEPS have been finalised, officers wish to make Council aware of the Resource Management Act 1991 (RMA) reform. Late 2025, the Government released the Natural Environment Bill (NEB) and the Planning Bill set to replace the RMA.
- 8.2 The Bills are currently before the Environment Select Committee. The Committee is due to report back on the Bills on 26 June 2026. After the Committee reports back, the Bills must still pass through several processes to reach Royal Assent.

- 8.3 The Government has, however, clearly signalled that it wishes to have the Bills enacted before the election. So, the best estimate at this stage for their enactment is the third quarter of 2026.
- 8.4 The Natural Environment Bill is the most relevant Bill to the consenting of PNCC’s wastewater scheme as it applies to air, water, land, soils, and indigenous biodiversity. The Planning Bill applies to land use planning. Land use consents are not being considered during the BPO selection phase, work on these approvals will occur in more detail later.
- 8.5 The RMA provides that the WEPS apply to an existing resource consent application for an activity associated with operating or constructing a wastewater network if the consent authority has not made a notification decision yet, which is the case with the Nature Calls application. Therefore, if the current application proceeds, the consent conditions would need to incorporate requirements from the standards. The Nature Calls situation is complicated because it will also be seeking to significantly change the proposal for which consent will be sought from what the previous application applied for. It is likely that a fresh application will need to be lodged, but this will need to be determined once a final option is selected.
- 8.6 At this stage the project team have not assessed in any detail the implications of the Natural Environment Bill for PNCC’s application, noting that the Bill could significantly change resulting from the Select Committee process.

9. PROGRAMME

- 9.1 Moving forward the following will be conducted:
- Development of material for BPO assessment:
 - Assessment framework.
 - Public engagement.
 - Iwi engagement.
 - Technical development of options.
 - Periphyton risk assessment (if required by remaining options)
 - Land site specific risk assessment (if required by remaining options) – this is a long duration (approximately 1 to 1.5 years) investigation only if Option E selected due to area of land required.
 - Cost estimates to P50 and P95 probabilities.
 - Officers assess options and prepare presentation to Council.
 - Council determines BPO to progress to consent.
 - Preparation of consent application including:
 - Technical assessment to support consent application
 - Preparation of consent application for regional council consents
 - Engagement with Horizons Regional Council.
 - Consent Lodgement.

9.2 The following key dates represent a likely programme to reaching a selected option:



10. IWI ENGAGEMENT

10.1 As reported at the 11 February 2026 Council meeting, the project team and Iwi partners have been working collaboratively to compare options for discharge methods to ensure effective mixing and best alignment to cultural values. Mixing at the discharge point is important to maintain good ecological river health and mitigate periphyton growth downstream of the discharge location. The existing discharge structure at Totara Road is not meeting design conditions due to a gravel bank formation (from flooding) which stops the main river flowing into the discharge zone and therefore lowering the river flow where mixing should be occurring.

10.2 Selected options will involve a significant decision in relation to land or a body of water, and therefore under s77(1)(c) of the LGA must take into account the “relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga”. The project team will therefore continue to engage with Iwi partners in the development of all options.

11. CONCLUSION

11.1 Discharge Options A, B, C and E have been presented in this report. All options have been measured against three criteria - budget threshold; compliance with the WEPS and alignment with the original project objectives.

11.2 It is anticipated that Elected Members will select option/s to remove from further, development and public engagement. The rationale for this decision will be recorded. Technical work will then continue on the remaining options and engagement will occur with the public, iwi and stakeholders.

12. NEXT STEPS

12.1 Following Council determining which discharge option/s to remove from those presented, the project team will commence further technical development on the remaining options.

12.2 Once the Council determine which options should progress to public engagement, the project team will develop the relevant material and commence engagement in April/May 2026.

12.3 The project team will present regular updates to Council via the established Quarterly reports.

12.4 Engagement with Iwi partners and stakeholder groups will continue as we work towards the release of the standards and the development of the project.

13. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	Yes
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 4: He tāone toitū, he tāone manawaroa Goal 4: A sustainable and resilient city	
The recommendations contribute to this plan: 13. Mahere wai 13. Water Plan	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	To obtain a resource consent for the discharge of Palmerston North Wastewater in accordance with the National Wastewater Environmental Performance Standards.

ATTACHMENTS

1. Traffic Light Assessment Handout [↓](#) 
2. Treatment Levels Comparison Tables [↓](#) 
3. Assessment of Option E against the WEPS [↓](#) 
4. Dilution ratio calculations to support Option E assessment [↓](#) 
5. Understanding Infrastructure Cost Estimates [↓](#) 

Handout: Assessment of options against project objectives, costs and WEPS

Summary of changes in options since 7 May 2025

- Only the options which Council resolved to take forward (on 7 May 2025) have been assessed
- Implications of the Wastewater Environmental Performance Standards (WEPS) have been assessed (rather than the draft standards in the last assessment)
- Definitions of each option have been modified such that the option meets the WEPS
- Costs have been checked in light of WEPS. The cost to discharge to Totara Road has increased with the assumption that a new discharge structure will be required to improve initial river mixing (and therefore lower periphyton risk). The cost for Option E has been re-calculated based on the implications for a land discharge of only discharging to the river at a dilution ratio of 250:1, resulting in a land area far larger than previously estimated. Parts of the costs for Option E have not been able to be re-calculated, and as such will further increase the cost.
- The assessment of project objectives has been updated in light of WEPS and updated option definitions

Project Objectives:

The project objectives, defined early in the BPO process are:

A best practicable option wastewater management solution that is developed in partnership with Rangitāne o Manawatū which:

1. *Protects public health and minimises public health risks.*
2. *Minimises adverse environmental effects on air, land and water;*
3. *Is sustainable, enduring, and resilient;*
4. *Contributes to improving the health and mauri of the Manawatū River;*
5. *Takes an integrated approach to the management of the Manawatū River Catchment including understanding cumulative effects;*
6. *Enhances peoples use and enjoyment of the Manawatū River*
7. *Is affordable and cost effective;*
8. *Minimises whole of life carbon emissions and optimises resource recovery;*
9. *Is innovative while being evidence based;*
10. *Facilitates long term growth and economic development;*
11. *Is developed with the active engagement of the community and key stakeholders*

Objectives not assessed: Objective 4 (needs to be assessed by tangata whenua), Objective 5 (not assessed as cumulative effects on entire catchment depends on actions undertaken by others), and Objective 11 (not assessed at this stage given engagement will occur later)

Scoring of the options against objectives in the table below is a high-level traffic light:

Level of alignment	Score
Strong alignment	
General alignment	
Weak alignment	

Costs

Costs in the following table are expressed as capital costs in 2024 dollars. **They are broad brush estimates** based on broadly defined WWTP upgrade requirements, and land procurement costs re-calculated this year, with contingencies applied. The figures do not include inflation and are not presented as NPV.

Several assumptions have been made, including but not limited to:

- Costs are high level estimates, largely **based on cost estimates from February 2024**, and should be considered for comparative purposes only.
- High-level cost estimates have been prepared using broad cost categories from previously developed estimates..
- The total cost may be greater than the sum of the individual 'blocks', and as such it is recommended that any option taken forward is assessed more thoroughly as a singular project.
- Contingencies have been applied as follows:
 - o WWTP: 31% design, 5% market condition, 1% exchange rate. Costs are midpoints of estimates meeting AACEI Class 5 estimate, refined to -21% / +52%
 - o Conveyance: 102% (20% professional services, 10% design contingency, 10% market, 20% preliminary and general, 25% construction, and 17% unknown items and other costs)
 - o Land procurement: 53% Gross, 23% market
 - o Land application: 40%
 - o Consenting: Inherent (very high level, taking a conservative approach)
- Inflation has not been applied since February 2024
- Discharging to Totara Rd assumes an upgrade will be required to improve river mixing (and consequently reduce periphyton risk). As no decision has been made on upgrades to the discharge to river at this point in time, an assumption has been made that a new discharge structure will be required. This has been priced at \$8.9M, which is the same as a new structure at Opiki.
- "Value Engineering" has been applied to all costs involving WWTP upgrade to high treatment levels. As a summary, this defers the fourth Primary Sedimentation Tank and reduces secondary treatment capacity (i.e. only allows for some growth), and removes the UV component (which is generally not required given the already high level of treatment).
- Costs for Option E have been significantly recalculated given new information from Traverse and PDP, as a response to applying the new WEPS. While the cost estimate includes a far larger land area than previously estimated, costs for land application and conveyance have been excluded as the assumptions are too uncertain to produce an estimate with any accuracy.
- Costs have been rounded to nearest ten Million NZD.

Comparison of proposed treatment levels vs WEPS requirements

Option A (Opiki)

Contaminant	Units	WEPS Requirement River Low Dilution		Expected Performance from proposed Treatment Plant	
		Median	90 th %ile	Median	90 th %ile
cBOD ₅	mg/L	10	20	5.0	10
TSS	mg/L	10	20	5.0	10
TN	mg/L	5.0	-	4.0	-
TP	mg/L	1.0	-	down to 0.10	-
NH ₄ -N	mg/L	-	1.0	0.20	1.0
<i>E.Coli</i>	mg/L	-	650	1.0	10

Options B and C (which includes hard-bottom river at Totara Road)

Contaminant	Units	WEPS Requirement Hard-Bottomed River, Low Dilution		Expected Performance from proposed Treatment Plant	
		Median	90 th %ile	Median	90 th %ile
cBOD ₅	mg/L	10	20	5.0	10
TSS	mg/L	10	20	5.0	10
TN	mg/L	4 – 5	-	4.0	-
TP	mg/L	0.25 – 1	-	down to 0.10	-
NH ₄ -N	mg/L	-	1.0	0.20	1.0
<i>E.Coli</i>	mg/L	-	650	1.0	10

Option E

Contaminant	Units	WEPS Requirement Hard-Bottomed River, High Dilution, Medium Periphyton Risk		Expected Performance from proposed Treatment Plant	
		Median	90 th %ile	Median	90 th %ile
cBOD ₅	mg/L	20	40	20	40
TSS	mg/L	40	60	30	60
TN	mg/L	20	-	15	-
TP	mg/L	5.0	-	down to 0.10	-
NH ₄ -N	mg/L	-	25	10	25
<i>E.Coli</i>	mg/L	-	16,250	1,000	15,000



Technical Memorandum

TO Frances Lojkine FROM Khun Chueaphoodee
Mike Monaghan Lenka Craft
Palmerston North City Council DATE 20 February 2026
(via Stantec NZ)
RE Assessment of Option E (Soil Moisture Driven Model) against the Wastewater Environmental Performance Standards

1.0 Introduction

1.1 Background

Palmerston North City Council (PNCC) is re-investigating the Best Practicable Option (BPO) assessment for the management of the Palmerston North wastewater treatment plant (WWTP) and its treated wastewater discharge. One of the options, Option E, is the dual discharge of moderately treated wastewater to the Manawatū River and to land. To support the assessment of Option E, Pattle Delamore Partners (PDP) was engaged by PNCC (via Stantec) to undertake a desktop-based assessment of the potential irrigation capacity of land under a soil moisture driven model. The details and outcomes of this assessment are outlined in technical memorandum A031090005M001 (PDP, 2025).

Since Option E was originally assessed, the Water Services' Wastewater Environmental Performance Standards Regulations 2025 (WEPS) have been enacted. These set new requirements for the discharge of treated wastewater to surface water and to land. Stantec has recently completed an assessment of the implications of WEPS on the discharge options for Palmerston North. For Option E, to meet the requirements of the WEPS, treated wastewater can be discharged to the Manawatū River when the high dilution ratio can be achieved ($\geq 250:1$, as defined in Regulation 47 of WEPS), with the remainder of the flows directed to land application.

PNCC engaged Traverse Environmental Ltd (Traverse) to assess dilution ratios for the river discharge portion of Option E and confirm the remaining wastewater volumes that would be required to be applied to land. PDP has been engaged to assess the land area requirements for irrigation under Option E, using wastewater volumes provided by Traverse (29 January 2026), when the high dilution ratio cannot be met.

This assessment builds on the previous soil moisture driven assessment outlined in technical memorandum A031090005M001 (PDP, 2026). The methodology and findings from the assessment are outlined in this memorandum.

1.2 Scope

The scope of this assessment was to investigate two potential scenarios for Option E; a seasonal discharge with treated wastewater discharge to land over November to April, and a year-round discharge with treated wastewater discharged to land on days when the high dilution ratio in the river cannot be met.

Traverse's assessment (Traverse Environmental, 2026) found that it is not possible to rely solely on river discharge from May to October while consistently meeting the high dilution ratio (>1:250) required by the WEPS. Therefore, the feasibility of exclusively discharging to land during the drier months (November to April) was not assessed. This assessment focuses on modelling year-round discharge to land to maintain the required high dilution ratio in the river.

Using a soil moisture driven soil moisture model (SMM), PDP has estimated the land area (split between Recent and Gley soils) and storage requirements needed to manage the new high dilution-limited discharge scheme.

It is noted that this assessment is limited to hydraulic assessment only and considerations for nutrient loading and Land Class assessment (as per the WEPS) are not part of the scope.

2.0 Model Assumptions and Methodology

Detailed information on the SMM background and assumptions are provided in the previous soil moisture technical memorandum A031090005M001 (PDP, 2026). Updates and assumptions required for this assessment are detailed in the following sections.

2.1 Wastewater Volumes

The SMM inputs have been updated to incorporate the treated wastewater discharge to land rates provided by Traverse (29 January 2026), covering the period from 1 January 2004 to 31 December 2021 (previous data set used spanned 1 January 1992 to 31 March 2025).

Traverse's assessment indicates that, on average, land application (including storage) would be required approximately 71% of the time. This is a significant increase in land application compared to the previous soil moisture-driven assessment where discharge to land occurred ~40% of the time on average over the same modelled period. Additionally, there is an approximate 130 - 550% increase (soil type dependant) in days where land application is required over the wetter months (May – October) when land application is more challenging due to high soil moisture content.

A plot of the daily treated wastewater volumes requiring discharge to land is provided in Figure 1, with a summary in Table 1.

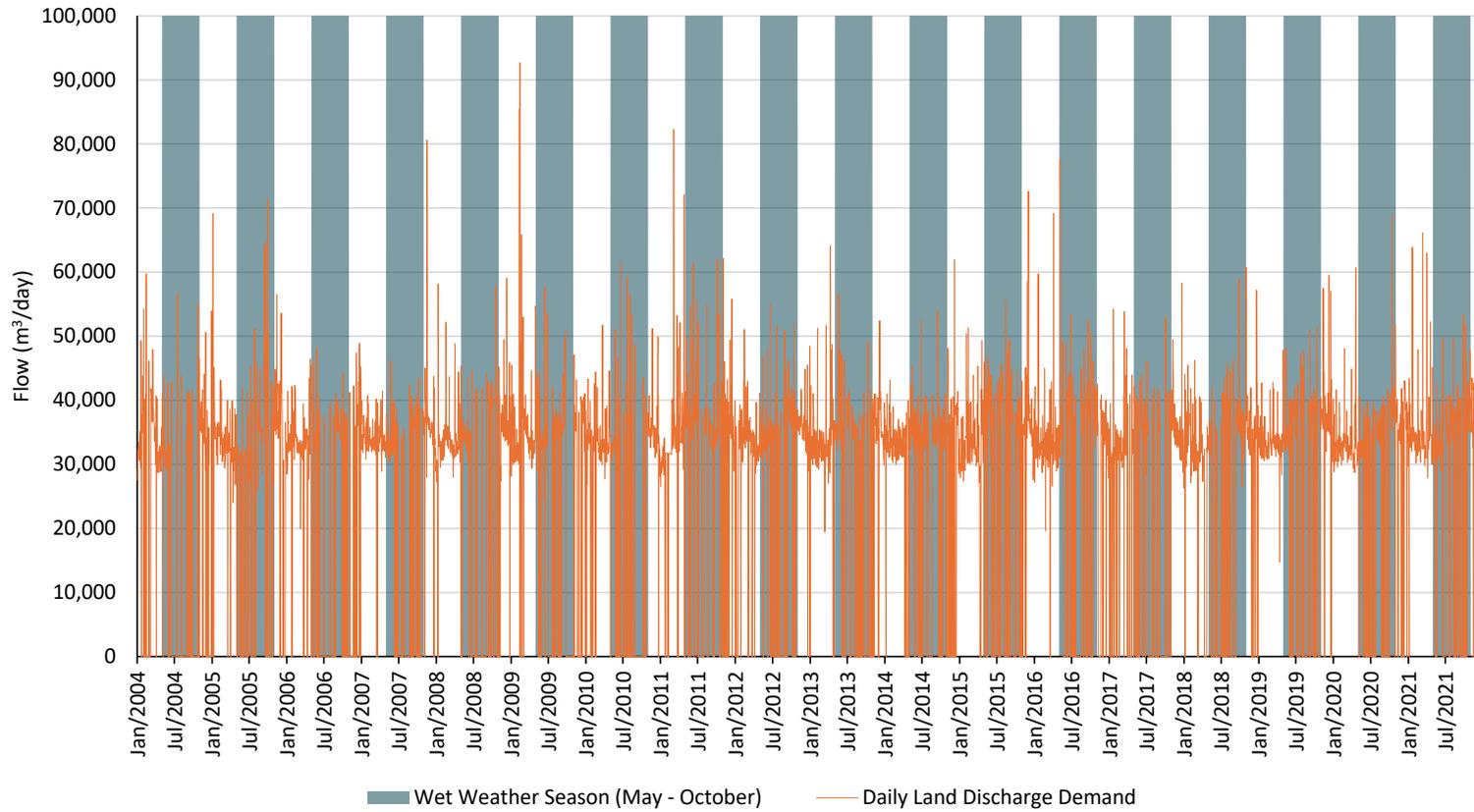


Figure 1: Projected Daily Effluent Flow to Land Application for 2068

Table 1: Summary of 2068 Effluent Flow to Land Application	
	Flow (m ³ /day)
Mean	36,000
Median	35,000
Min	9,000
Max	93,000
95 th %tile	43,000
Notes: 1. Based on flow rates during days where treated effluent must be discharged to land as high dilution cannot be achieved for river discharge.	

2.2 Irrigation and Storage Parameters

The previous soil moisture-driven model operated under irrigation constraints that allowed for resting periods between applications and irrigation depths that align with existing land application sites of similar soil orders. However, due to the significant increase in volumes for land discharge and increase in winter land application requirements, the previous irrigation and storage constraints are too restrictive (refer to A031090005M001 for full details). Therefore, PDP has made the following adjustments under this assessment to allow for increased discharge to land:

- ∴ Irrigation is not limited to potential evapotranspiration in this assessment.
- ∴ The system operates to limit irrigation depth up to field capacity for each soil order (previously below field capacity), to limit drainage to groundwater to align with previous assessments. This is to limit the potential for groundwater mounding beyond what was assessed within the previous area of interest.
- ∴ 500,000 m³ of storage – this is predominately wet-weather storage to accommodate the increased land application volumes over the wetter months.

The updated irrigation parameters used in this assessment are summarised in Table 2 below.

Table 2: Irrigation Parameters for SMM by Soil Orders			
Parameters	Units	Recent	Gley
Maximum Irrigable SMC ¹	% of topsoil depth	41%	45%
Maximum Irrigation Event ²	mm	50	20
Minimum Rotation Period ²	day	5	5
Notes: 1. Irrigation year-round at depths up to field capacity. 2. The maximum daily irrigation to each soil type is modelled as maximum irrigation event/minimum rotation period.			

2.3 Modelling Methodology

The overall methodology and modelling assumptions used for this assessment are as follow:

- ∴ Modelling was carried out for the estimated flows for the year 2068, applied to river flow and climate data from 1 January 2004 to 31 December 2021.
- ∴ Only Recent and Gley soils are considered in this assessment as these are the main soil orders found within the original Area of Interest (AOI) and represent the best and worst soils in terms of capacity to receive wastewater, respectively (PDP, 2022).
- ∴ It is assumed that the 100% of the estimated daily wastewater flow will be directed to land application whenever the river flow drops below 110,900 L/s.
- ∴ The SMM is used to assess the land area and storage requirements associated with the following scenarios:
 - Irrigation on 100% Gley soils (worst-case)
 - Irrigation on 100% Recent soils only (best-case)
- ∴ The likely area split between the two soil orders has been estimated at a high level based on the percentage of Gley and Recent soils within the AOI (83% Gley, and 17% Recent soils).

3.0 Results and Discussion

Modelling results including land area and storage requirements are summarised in Table 3 and key discussions of the results are included below. Please refer to Appendix A for time series of soil moisture outputs and monthly water balance summaries per soil type.

Table 3: Summary of SMM Results		
	Recent	Gley
Irrigable Land Area ¹ Requirements	3,000 ha	4,000 ha
Total Land Area ²	4,290 ha	5,715 ha
Storage Requirement ³	500,000 m ³	500,000 m ³
Average Annual Irrigation Depth	314 mm	236 mm
Average Annual Drainage Rate	366 mm	281 mm

Notes:

1. Irrigable land area excludes buffer zones and other areas on land parcels that cannot be irrigated on.
2. Including an assumed 30% buffer area for setback distances.
3. It is noted that in the Recent soil model there are 4 years over the modelled period where discharge demand is in excess of storage capacity over winter periods (on average 7 days). To manage storage during these periods, higher drainage to groundwater will need to be allowed for to prevent storage overflow.

- ∴ An irrigable land area of approximately 3,000–4,000 ha will be required, depending on the underlying soil order. This represents 26–34% of the total AOI.
 - If wastewater is irrigated entirely on Recent soils, approximately 3,000 ha of irrigable area would be required, with a total area required of 4,290 ha to allow for buffer and set-back distances (~37% of AOI land). It is noted that only approximately 2,000 ha of Recent soils exist within the AOI.

- If wastewater is irrigated entirely on Gley soils, approximately 4,000 ha of irrigable area would be required, with a total area required of 5,715 ha to allow for buffer and set-back distances. This is equivalent to ~49% of AOI land and 59% of all Gley soils within the AOI.
- ∴ To manage the irrigation scheme on land with mixed soil types broadly representative of the AOI, a minimum of approximately 3,800 ha of irrigable land would be required. This land area would comprise:
 - Approximately 640 ha of Recent soils, and
 - Approximately 3,150 ha of Gley soils.
- ∴ A minimum irrigation storage of 500,000 m³ will be required. This is ~14 days of average flow. The primary challenge for this scheme is meeting land discharge demands during wet periods. During these periods, there are days where dilution requirements for river discharge cannot be achieved coinciding with high rainfall and elevated soil moisture, leaving the soils with limited irrigation capacity. Between May and October from 2004 to 2021, there were 1,818 days (55%) where discharge to land was required during this period. Under the previously assessed scheme, the probability of discharge to land was 280 days (10%) for the 100% Gley soil scenario and 779 days (24%) for the 100% Recent soil scenario over the same period. Thus, seasonal storage will be required to manage wet weather conditions and meet high dilution requirements.
- ∴ The SMM was manipulated to target similar average annual drainage rates to previous modelling works (refer to A031090005M001 for full details). However, it is noted that the monthly drainage rates are different, with significantly higher drainage occurring during winter periods. Winter irrigation practices saturate the soil and lead to excess moisture, including contribution from rainwater, to drain (see Appendix A). As a result, groundwater mounding remains a significant risk under this scheme.
- ∴ The average annual irrigation depths are lower than the previous soil-driven SMM particularly on the Recent soils. This is a result of the increase in irrigation required over the wetter months. To accommodate the additional water in winter and maintain similar average annual drainage rates, larger areas of land are required, which reduces the average annual irrigation depths.
- ∴ PDP notes that earlier work conducted in 2019, during the Long List phase of the Nature Calls project, estimated that up to 2,700 ha of Recent soil and 120,000 m³ of storage would be needed for a full discharge to land scheme. However, the sizing of this scheme allowed for an additional rapid infiltration area, capable of receiving 48,000 m³/day for up to 90 days a year, to prevent storage overflows when irrigation was not feasible due to sustained rainfall or elevated soil moisture content.

4.0 Conclusions

PDP has used SMM's to assess year-round discharge to land based on daily treated wastewater volumes required to be diverted to land to maintain a high dilution ratio in the Manawatū River (based on discharge data provided by Traverse). Land area and storage requirements for Recent and Gley soils have been estimated while keeping average annual drainage rates similar to the outcomes of the previous soil-moisture driven assessments (refer to A031090005M001). Results from this modelling work indicate that:

- ∴ An irrigable land area of approximately 3,000 – 4,000 ha will be required, depending on the underlying soil order.
- ∴ A total land area of approximately 4,290 – 5,715 ha will be required, depending on underlying soil, allowing for 30% non-irrigable area for buffer and set-back distances. This overall land area represents 37–49% of the total AOI.

- ∴ To manage the irrigation scheme on land with mixed soil types broadly representative of the AOI, approximately 3,800 ha of irrigable land would be required. This land area would comprise:
 - Approximately 640 ha of irrigable Recent soils, and
 - Approximately 3,150 ha of irrigable Gley soils.
- ∴ A total storage capacity of 500,000 m³ is required to manage discharge demands during periods when the high dilution in the River cannot be achieved and soil irrigation capacity is limited.
- ∴ The land and storage requirements are significant and are driven by the challenge to handle the increased demand for land application, up to ~71% of the time compared to ~40% of the time on the previous scheme. This is particularly challenging due to the increase in required land application over the wetter months (May – October) when irrigation is more challenging due to high soil moisture content.
- ∴ While the resulting average annual drainage rates are similar to those seen in previous assessments, there is a notable increase in groundwater drainage during wet periods, which raises the risk of seasonal groundwater mounding.

5.0 References

PDP. (2022). *Palmerston North Wastewater Consents Project - Land Application - Technical Assessment of Effects*. Palmerston North: Palmerston North City Council.

PDP. (2026). *Assessment of Potential Irrigation Capacity for Option E - Soil Moisture Driven Irrigation Model*.

Traverse Environmental. (2026). *Dilution ratio calculations to support Option E assessment*.

This memorandum has been prepared by Pattle Delamore Partners Limited (PDP) on the basis of information provided by Stantec NZ Ltd and Traverse Environmental Ltd. PDP has not independently verified the provided information and has relied upon it being accurate and sufficient for use by PDP in preparing the memorandum. PDP accepts no responsibility for errors or omissions in, or the currency or sufficiency of, the provided information.

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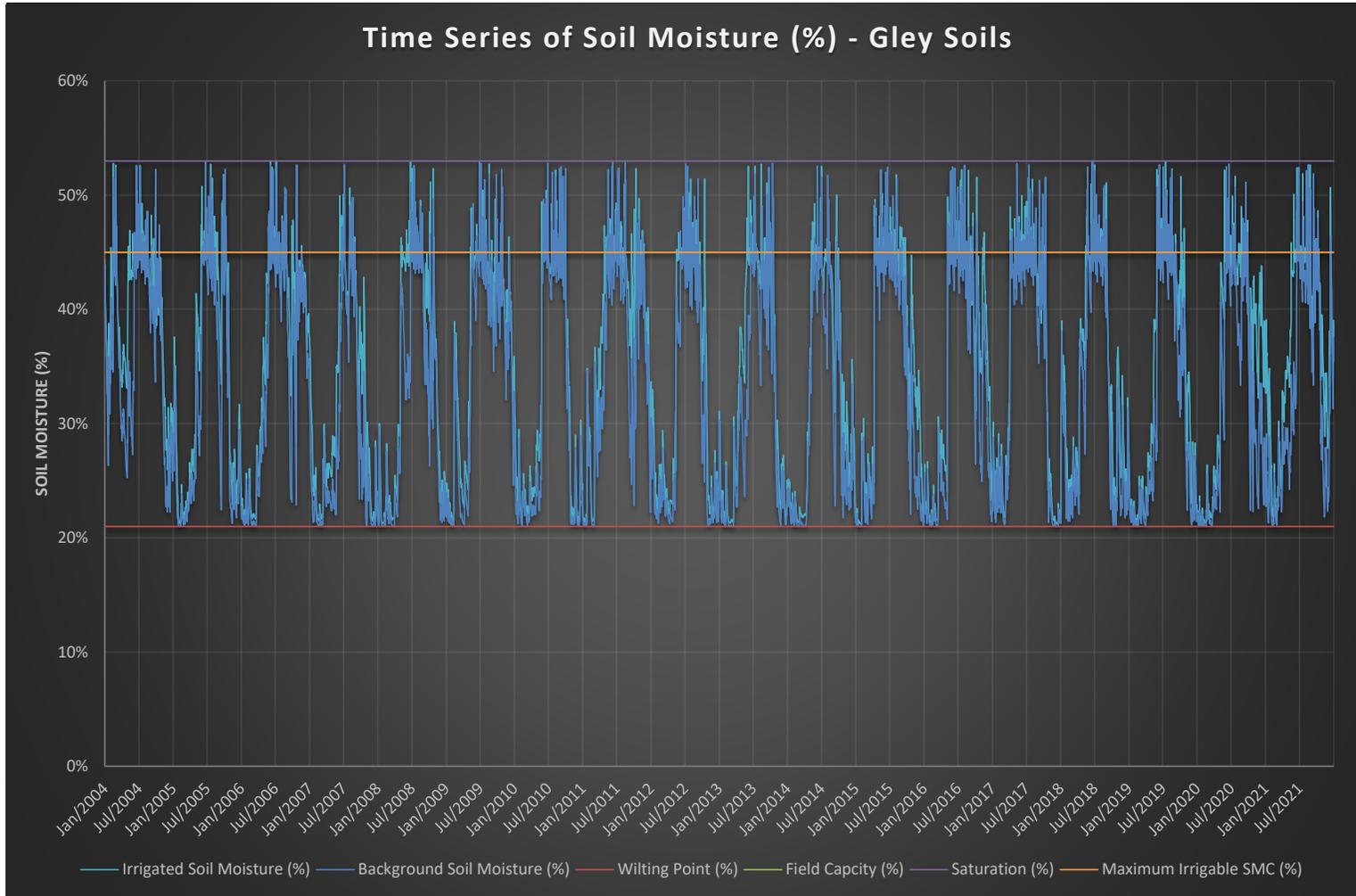
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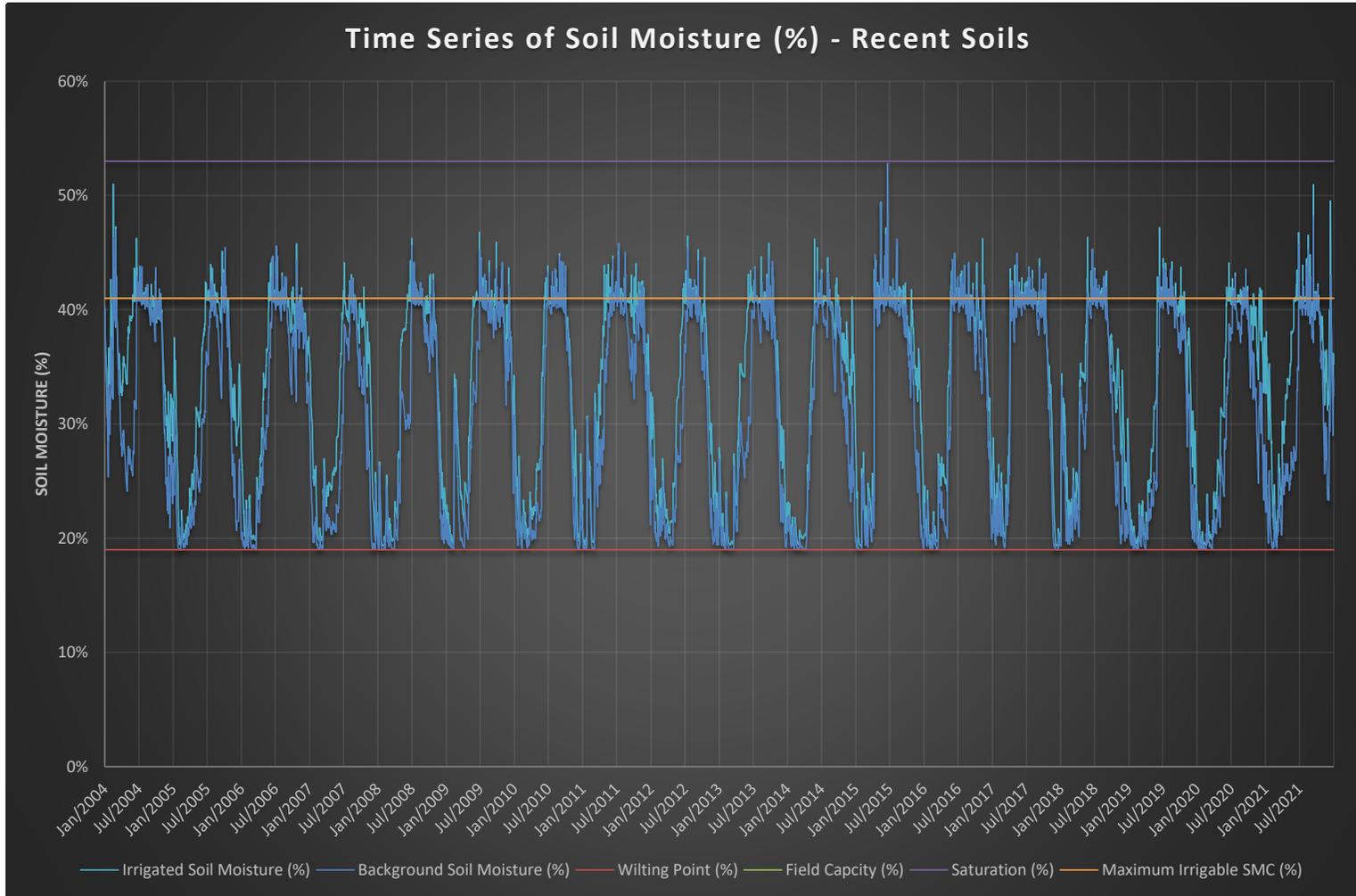
Daryl Irvine
Technical Director – Water Infrastructure



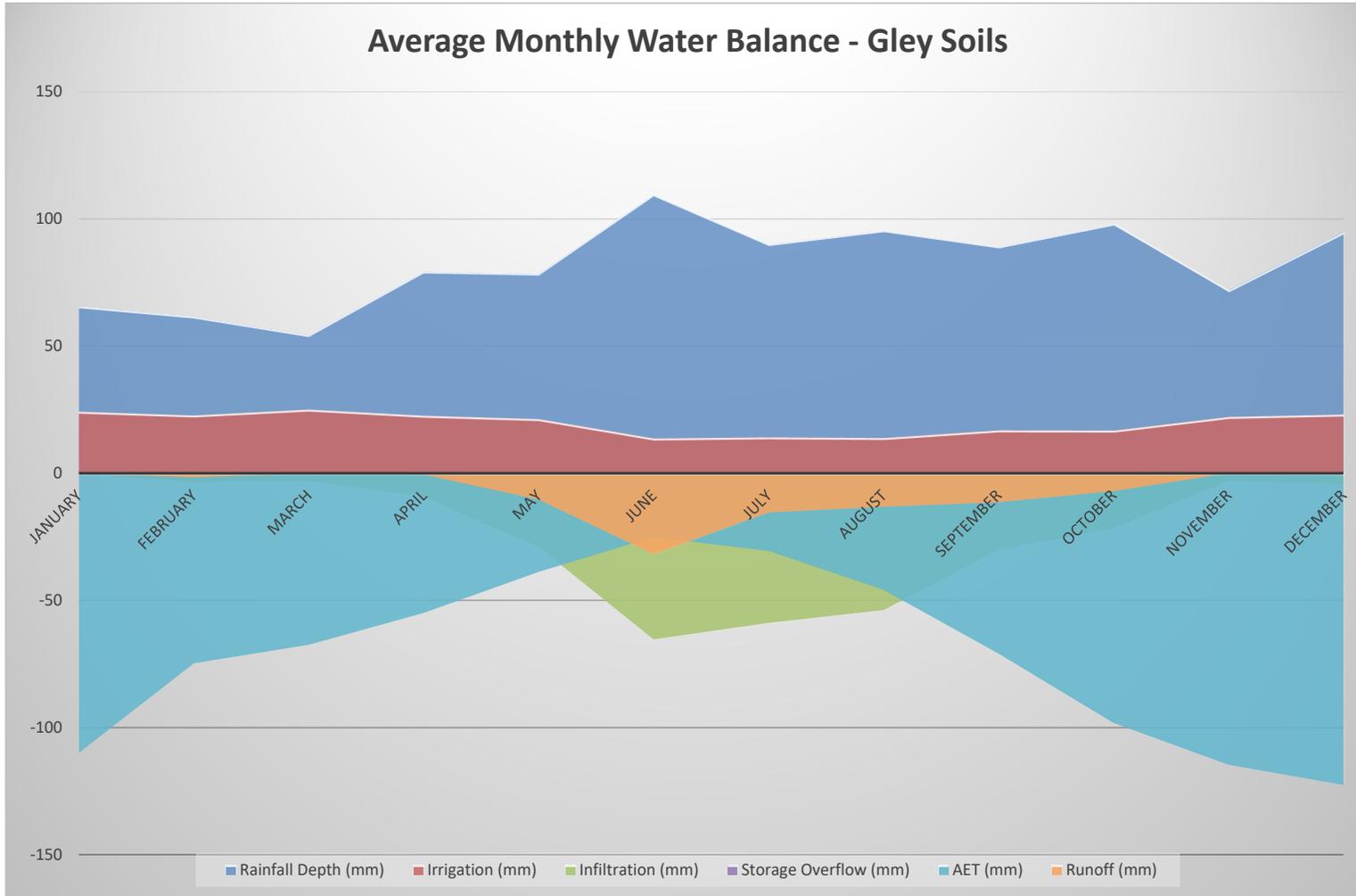
Appendix A: Soil Moisture Model Outputs



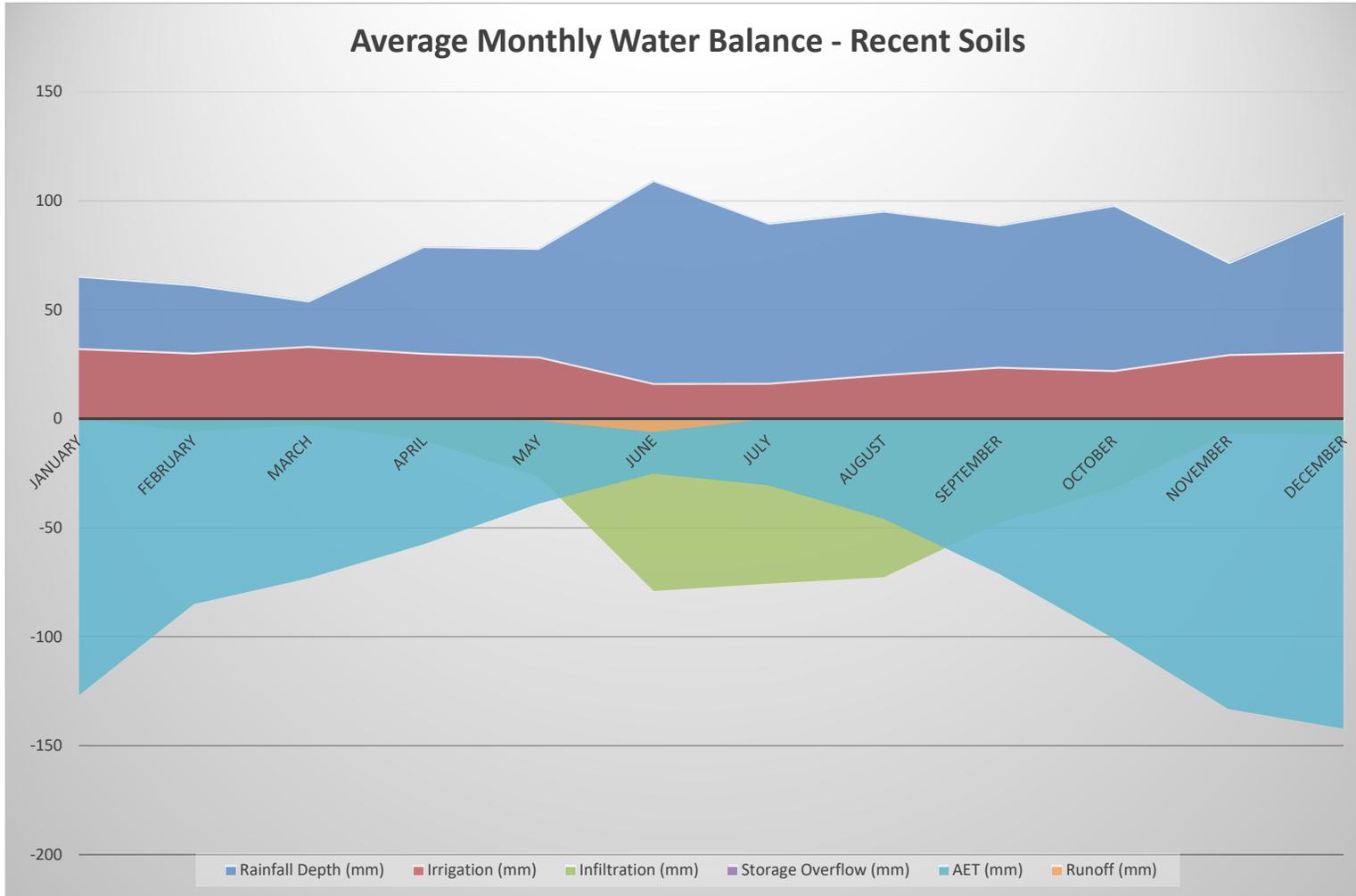
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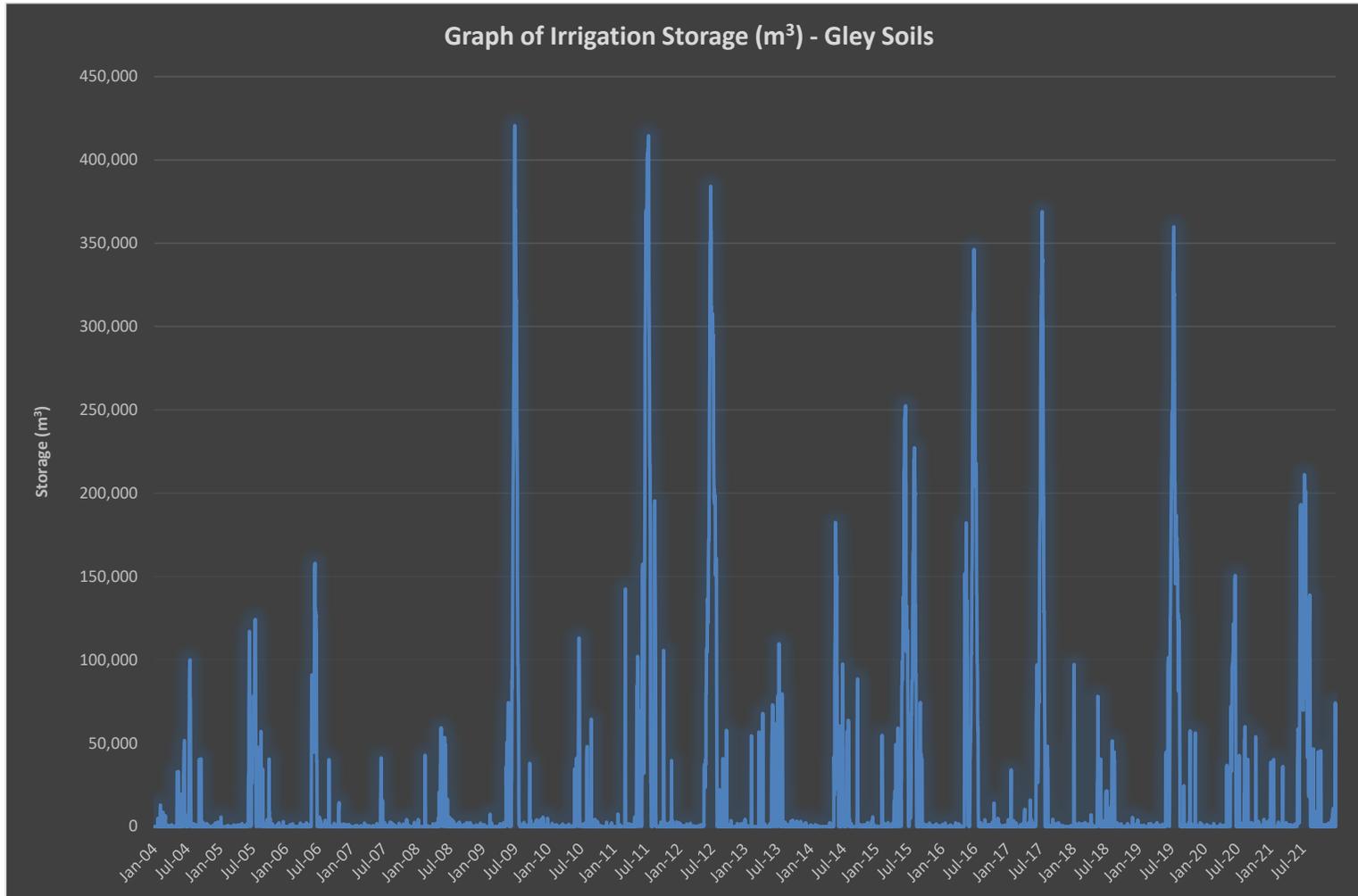


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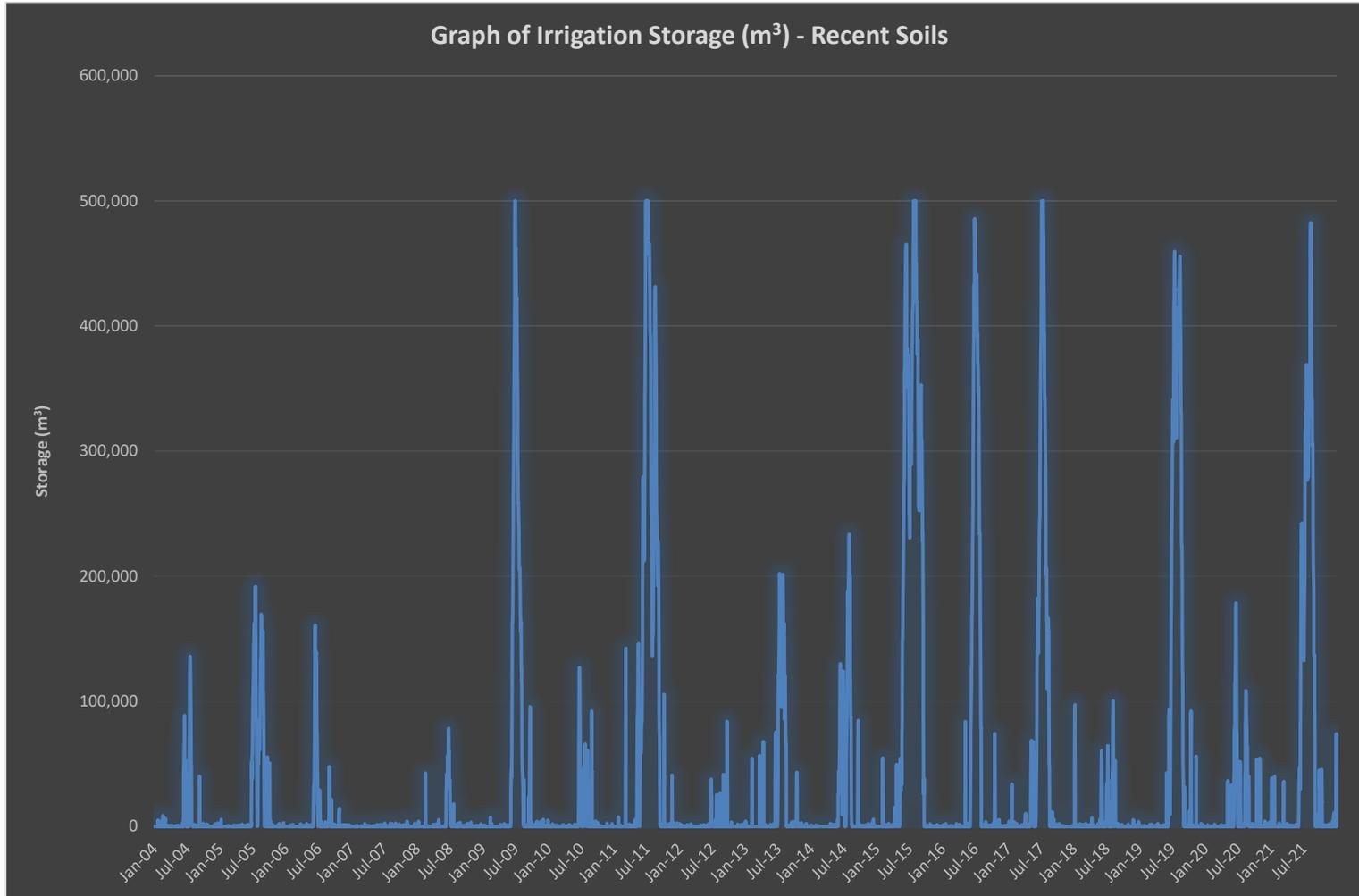


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MEMO

Date: 2 February 2026
To: Mike Monaghan and Anna Lewis, Palmerston North City Council
From: Olivier Ausseil and Laura Keenan
Subject: Dilution ratio calculations to support Option E assessment

Purpose

Stantec (2025) recently assessed the implications of the Water Services (Wastewater Environmental Performance Standards) Regulations 2025 (WEPS) on the current options for the discharge of wastewater from Palmerston North to the Manawatū River. Option E is a partial discharge, whereby treated wastewater is discharged to the Manawatū River at Ōpiki or Totara Rd, with discharge to river when a high dilution ratio can be met, with the remainder to land.

PNCC have contracted Traverse Environmental to calculate dilution ratios for the river discharge portion of Option E. Previous work has determined that Option E could only meet the WEPS if the river discharge portion fell into the 'high dilution' class with 'medium' periphyton risk (Stantec 2025). Given that a synthetic river / land discharge time series is unavailable, the calculations presented in this memo represent a high-level, screening assessment of whether or how the river discharge portion could meet the high dilution class (a dilution ratio of 250:1 or greater, as defined in Regulation 47 of the WEPS).

Calculation of dilution ratio class in the WEPS

The WEPS use a dilution ratio approach as a proxy for the mixing and assimilative capacity of the receiving environment (Taumata Arowai, n.d.). The dilution ratio is calculated as defined in Regulation 48 for a full discharge to a river or Regulation 75 for a mixed discharge scheme¹. The calculation of the dilution ratio involves determining two parameters:

- A low flow parameter, being *Qmean annual low flow* (Regulation 48) or *Qmean low flow* (Regulation 75), which is intended as a measure of low flow in the river – either year-round (Regulation 48) or for the period of discharge to river (Regulation 75), as described in further detail below.
- A measure of the "normal" volume of effluent discharged to the river, being *Qeffluent*, which is calculated as the maximum annual median effluent discharge rate for the relevant period of discharge – either year-round (Regulation 48) or for the period of discharge to river (Regulation 75)-, calculated using at least five years of effluent discharge data.

The resulting value determines the dilution ratio class, ranging from high dilution (250:1 or greater) to very low dilution (less than 10:1) (as defined in Regulation 47).

The parameter *Qmean annual low flow* or (*Qmean low flow* in Regulation 75) is intended to be the 7-day mean annual low flow (MALF) of the river (Taumata Arowai, n.d.), which represents a 'typical' low flow in the river (the average of the lowest flows over a seven-day period for each year of the river flow record). However, the steps for calculating *Qmean annual low flow*, specified in Regulation 48(3), omit the critical step of extracting the lowest 7-day average flow for each year of record. Thus, the value obtained for *Qmean annual low flow* when following Regulation 48(3) to the letter is close to an overall average flow and is much higher than the 7-

¹ Whereby, under Regulation 72, the wastewater is discharge into a river in certain circumstances but, when those circumstances do not apply, the wastewater is discharged to land, stored or managed in another way.



day MALF obtained using standard hydrological practice. The same issue applies to *Qmean low flow*, which is also a measure of average low flow but calculated using a restricted (less than year-round) data series. We understand the issue has been reported to Taumata Arowai who have confirmed there is an error in the methods stipulated in regulations 48(3) and 75(3); and the errors are intended to be fixed.

For the calculations in this memo, we present the dilution ratio class results obtained using both:

- *Qmean annual low flow* or *Qmean low flow*, calculated strictly in accordance with the WEPS, and
- the 7-day MALF calculated using standard hydrological practice to reflect the intent signalled in the technical guidance associated with the WEPS (Taumata Arowai, n.d.).

Scope

The dilution class for the discharge to the Manawatū River at Totara Rd was assessed in three ways:

1. Calculation of the dilution ratio for the full river discharge. This will indicate, for context, the dilution ratio class without any discharge to land.
2. Calculation of the dilution ratio for the river discharge component of a seasonally based mixed discharge, assuming a full discharge to river during May to October and no discharge to river over November to April. This is the best-case scenario of a mixed discharge, as we understand PDP (Stantec, pers. comm.) have determined that no consistent discharge to land will be possible for the May to October period. We note, however, that in assessing the dilution ratio of a discharge to water over May to October we are not suggesting that a full discharge to land over November to April will be possible. This analysis is intended as a screening exercise only for Option E.
3. Simple analysis of a flow-based threshold for river discharge, or a *Qeffluent* value for a constant discharge, to achieve a high dilution ratio. This is a high-level method of determining how the discharge regime under Option E could achieve a high dilution.

For the first two assessments, the dilution ratio was calculated using *Qmean annual low flow* or *Qmean low flow* derived using the WEPS method and the 'correct' 7-day MALF, giving two results for each assessment.

Method and data

Data

The effluent discharge time series were provided by Stantec for the period January 2004 to December 2021, adjusted to projected effluent volumes in 2028, 2033, 2058, 2063 and 2068.

River flow data for the site Manawatū River at Teacher's College were provided by Horizons Regional Council, in two forms:

- Minimum daily flow (L/s), for use in the WEPS method of calculating *Qmean annual low flow* and *Qmean low flow*, and
- Mean daily flow (L/s), for use in the standard method of calculating the 7-day MALF.

River flow records were used for the period 2000 to 2025. While the monitoring site at Teacher's College has been operational since 1987, restricting the analysis to 2000 onwards provides an acceptable length of record for low flow analysis. This period is also in line with that used to produce recent estimates of naturalised flow statistics for the Manawatū catchment (Keenan and Kittridge 2025). A check of the MALF for the period 2000 to 2025 found it to be less than 3% different to that for the period 1987 to 2022 as reported by Lennard (2022).

Calculation of *Qeffluent*

Qeffluent was calculated following the methods specified in Regulation 48(2) (for items 1 and 3 of the scope) and Regulation 75(2) (for item 2 of the scope). This method involves calculation of the median discharge for each year of record and then selection of the highest annual median.

In the results below, we report *Qeffluent*, and the resulting dilution ratios, using the projected 2068 effluent discharge volume data series. However, for completeness, we have assessed the results using the other effluent discharge volume data series (2028, 2033, 2058 and 2063) and include these results in Appendix 1.

Calculation of low flow parameters

Qmean annual low flow and *Qmean low flow* were calculated following the exact methods specified in Regulation 48(3) and Regulation 75(3), respectively, using the minimum daily flow data for Manawatū River at Teacher's College (2000 to 2025).

The 7-day MALF was calculated following standard hydrological practice, using the mean daily flow data for Manawatū River at Teacher's College (2000 to 2025). For the first assessment of the scope, the 7-day MALF was calculated using water years (i.e. July to June). For the second assessment of the scope, the 7-day mean low flow (MLF) was calculated using data for the months May to October inclusive.

Calculation of dilution ratios

The dilution ratios were calculated using the formula:

$$(Q_{effluent} + Q_{mean\ annual\ low\ flow}) / Q_{effluent}$$

With *Qmean annual low flow* replaced with *Qmean low flow*, the 7-day MALF or 7-day MLF as appropriate.

Results

The three sections below show the results of the three analyses outlined in the scope above.

1 Full river discharge

For a year-round full discharge to water and effluent volumes projected for 2068, the following dilution ratios were attained (Table 1):

- a dilution ratio of 37:1 calculated using the 7-day MALF (as we believe the WEPS intended). This falls into the 'low' dilution ratio class
- a dilution ratio of 180:1 calculated following the WEPS method. The higher (than above) dilution ratio is due to the value of *Qmean annual low flow* being significantly higher than the 7-day MALF.

Slightly higher dilution ratios resulted for the 2028 to 2063 effluent discharge datasets, with the highest ratios of 52:1 and 256:1 for the projected 2028 volumes using the 7-day MALF and *Qmean annual low flow*, respectively (see Table A1 in Appendix 1).

Table 1: Dilution ratio class assessment for year-round PNCC wastewater discharge to the Manawatu River at Totara Road (using projected 2068 effluent volumes)

Parameter	Value
<i>Qeffluent</i>	445 L/s (38,448 m ³ /d)
7-day MALF	15.94 m ³ /s (15,938 L/s)
<i>Qmean annual low flow</i>	79.85 m ³ /s (79,848 L/s)
Dilution ratio	37:1 (calculated using 7-day MALF) 180:1 (calculated using <i>Qmean annual low flow</i>)

2 May to October river discharge

For a discharge to the river operating only during May to October every year, the following dilution ratios were attained (Table 2):

- A dilution ratio of 57:1 calculated using the 7-day MLF, as we believe the WEPS intended, which falls into the 'medium' dilution ratio class
- A dilution ratio of 222:1 calculated following the WEPS method exactly. The higher ratio value is due to the value of *Qmean low flow* being significantly higher than the 7-day MLF, but the dilution ratio class is also 'medium'.

Slightly higher dilution ratios resulted for the 2028 to 2063 effluent discharge datasets, with the highest ratios of 76:1 and 297:1 for the projected 2028 volumes using the 7-day MLF and *Qmean low flow*, respectively (see Table A2 in Appendix 1).

Table 2: Dilution ratio class assessment for May to October only PNCC wastewater discharge to the Manawatu River at Totara Road (using projected 2068 effluent volumes)

Parameter	Result
<i>Qeffluent</i>	488 L/s (42,163 m ³ /d)
7-day MLF	27.23 m ³ /s (27,232 L/s)
<i>Qmean low flow</i>	107.7 m ³ /s (107,747 L/s)
Dilution ratio	57:1 (calculated using 7-day MLF) 222:1 (calculated using <i>Qmean low flow</i>)

3 High level assessment of options to achieve a high dilution class

As explained above, the dilution ratio is based on two parameters, a low flow parameter (*Qmean low flow*) and a measure of effluent volume discharge to the river (*Qeffluent*). To obtain a higher dilution ratio value, the low flow parameter must increase or the measure of effluent volume discharge to the river must decrease - or a combination of both (noting that options involving combinations are not assessed here).

3.1 Achieving a high dilution class by increasing the low flow parameter

The low flow parameter may be increased by ceasing discharge to the river during times of low river flow, so that these flows can be omitted from the 7-day MLF calculation as prescribed in Regulation 75(3).

As a high-level assessment, for a river discharge portion of a mixed scheme (i.e. intermittent discharge to water), the low flow parameter – *Q_{mean low flow}* (which we assume to be the 7-day MLF) – would need to be approximately equal to the flow threshold below which discharge to water could not occur.

Based on a *Q_{effluent}* value of 445 L/s, this flow threshold would need to be ~111 m³/s to meet the high dilution class (Table 3). In other words, to achieve a dilution ratio of 250:1, no effluent should be discharged to the river at flows below 111 m³/s.

A flow of 111 m³/s is exceeded about 29% of the time in the Manawatū River at Teacher's College; i.e. the discharge to land (or storage) would need to occur ~71% of the time on average, including during the winter months.

Table 3: Assessment of flow threshold for river discharge to Manawatu River at Totara Road (using projected 2068 effluent volumes) to achieve a high dilution ratio class

Parameter	Value
<i>Q_{effluent}</i>	445 L/s (38,448 m ³ /d)
Dilution ratio	250:1
Dilution ratio class	High
Estimated river flow threshold	111 m ³ /s (110,900 L/s)
Probability of exceedance	29%

3.2 Achieving a high dilution class by decreasing *Q_{effluent}*

To achieve a higher dilution ratio in the context of a permanent (continuous), the *Q_{effluent}* value may be decreased by reducing the volume of effluent discharged to the river often enough that the annual median discharge volume (*Q_{effluent}*) is reduced, i.e. over 50% of the time.

For a continuous discharge to water, the low flow parameter must be calculated using year-round data, and therefore is 'fixed' at the 7-day MALF of 15.94 m³/s. In order to meet the high dilution class, the *Q_{effluent}* value would need to be 64 L/s (Table 4).

Note that this is the maximum annual median discharge; i.e. the median annual discharge would need to fall below 64 L/s every year. In practice, it would mean that only up to 64 L/s (5,530 m³/d) of treated effluent could be discharged to the river for at least 6 months per year every year. The remainder of the treated effluent would have to be either stored or disposed to an alternative receiving environment.

Table 4: Assessment of *Q_{effluent}* for river discharge to Manawatū River at Totara Road year-round discharge to achieve a high dilution ratio class

Parameter	Value
7-day MALF	15.94 m ³ /s
Dilution ratio	250:1 (high dilution class)
Dilution ratio class	High
Required <i>Q_{effluent}</i>	64 L/s (5,530 m ³ /d)

Conclusion

A year-round effluent discharge to the Manawatū River at Totara Rd, with no discharge to land, falls into the low dilution ratio class (based on effluent discharge rates projected to 2068). If the discharge were to be removed from the river over the period November to April, a moderate dilution ratio class could be achieved for the May to October discharge to river.

Based on our high-level calculations, to achieve a high dilution ratio for 2068 effluent discharge rates, the discharge to river would need to cease at river flows below about 111 m³/s. River flows below this level occur, on average, 71% of the time (i.e. the discharge to the river could only operate 29% of the time on average). Alternatively, the highest median annual effluent discharge rate for a continuous river discharge would need to reduce to ~64 L/s (5,530 m³/d); that is, the effluent discharge would need to be less than 5,530 m³/d at least 50% of the time.

References

- Keenan L, Kittridge M. 2025. Naturalised flow statistics for the Manawatū catchment. Report for Horizons Regional Council. Traverse Environmental, Wellington. 44 p.
- Lennard A. 2022. Hydrological Statistics for the Horizons Region. Horizons Regional Council (draft report).
- Stantec 2025. Nature Calls: WP 48 Task 10 – Implications of WEPS on options. Memo from S. Stewart to M. Monaghan (Palmerston North City Council), 5 December 2025.
- Taumata Arowhai. n.d. Discharge to water implementation materials. Retrieved 28 January 2026 from <https://www.taumataarowai.govt.nz/assets/Uploads/Wastewater/Discharge-to-Water-Guidance-FINAL.pdf>

Appendix 1

Table A1: Dilution ratio class assessment for year-round PNCC wastewater discharge to the Manawātū River at Totara Road, using projected effluent volumes for different years

	2028	2033	2058	2063
<i>Qeffluent</i>	313 L/s (27,064 m ³ /d)	333 L/s (28,790 m ³ /d)	410 L/s (35,381 m ³ /d)	427 L/s (36,873 m ³ /d)
7-day MALF	15.94 m ³ /s (15,938 L/s)			
<i>Qmean annual low flow</i>	79.85 m ³ /s (79,848 L/s)			
Dilution ratio:				
Calculated using 7-d MALF	52:1	49:1	40:1	38:1
Calculated using <i>Qmean annual low flow</i>	256:1	241:1	196:1	188:1

Table A2: Dilution ratio class assessment for May to October only PNCC wastewater discharge to the Manawatu River at Totara Road, using projected effluent volumes for different years

	2028	2033	2058	2063
<i>Qeffluent</i>	365 L/s (31,496 m ³ /d)	384 L/s (33,205 m ³ /d)	454 L/s (39,179 m ³ /d)	470 L/s (40,643 m ³ /d)
7-day MLF	27.23 m ³ /s (27,232 L/s)			
<i>Qmean low flow</i>	107.7 m ³ /s (107,747 L/s)			
Dilution ratio:				
Calculated using 7-d MLF	76:1	72:1	61:1	59:1
Calculated using <i>Qmean low flow</i>	297:1	281:1	239:1	230:1

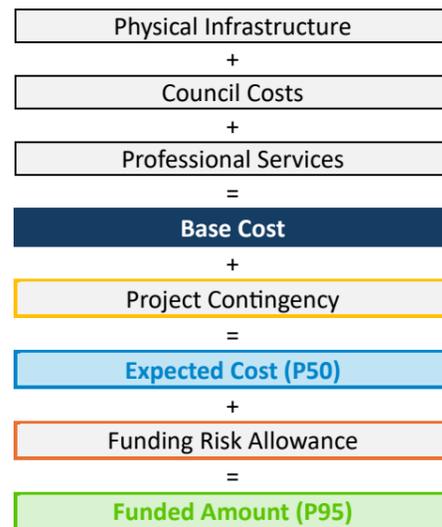
Table A3: Assessment of flow threshold for river discharge to Manawatu River at Totara Road to achieve a high dilution ratio class using projected effluent volumes for different years

	2028	2033	2058	2063
<i>Q_{effluent}</i>	313 L/s (27,064 m ³ /d)	333 L/s (28,790 m ³ /d)	410 L/s (35,381 m ³ /d)	427 L/s (36,873 m ³ /d)
Dilution ratio	250:1	250:1	250:1	250:1
Dilution ratio class	High	High	High	High
Estimated river flow threshold	78 m ³ /s (77,996 L/s)	83 m ³ /s (82,972 L/s)	102 m ³ /s (101,966 L/s)	106 m ³ /s (106,266 L/s)
Probability of exceedance	44%	41%	33%	31%

Understanding Infrastructure Cost Estimates

Cost Estimate Structure

There are different methods for how cost estimates are built up. The method being proposed by PNCC officers offers a clear view of the physical infrastructure, Council costs, External professional services, project contingency, and funding risk allowance.



Project contingency is for things we know might happen and is likely to be required; funding risk allowance is for things we don't yet know could happen and could be required.

By applying contingency to the base cost, we reach an expected cost, and the most likely outcome. This is P50 amount. P50 means that the cost will be under this 50% of the time.

By applying the funding risk allowance to the expected cost we reach the funded amount, which covers most of the potential scenarios. It is important to reach this level so situations requiring additional funding requests are avoided. This cost is also referred to as the P95 level. P95 accounts for 95% of the outcomes being under this cost.

The allowances are often managed differently. This is achieved through different delegated authority levels within the project organisational structure. Project contingency is often release by the project sponsor or project director, and funding risk allowance by the project board, or the organisation's executives.

Choosing a Methodology

Capital cost estimates can be built using a **simple method**. This establishes cost areas and cost lines then applies grouped risk allowances. An alternative is a **complex method** using numerical risk-adjusted methods, often relying on statistical computer modelling to quantify line-by-line risk into cost.

Simple Approach

Simple estimating approaches are used in the early stages of a project when the design is still vague and uncertainty is high. At this point, only broad allowances (such as project contingency for known uncertainties and risk allowance for general variability) can be applied in a meaningful way. This approach is like building a cost estimate out of simple building blocks, much like stacking bricks to form a wall: the number and size of the bricks determine the overall size of the wall.

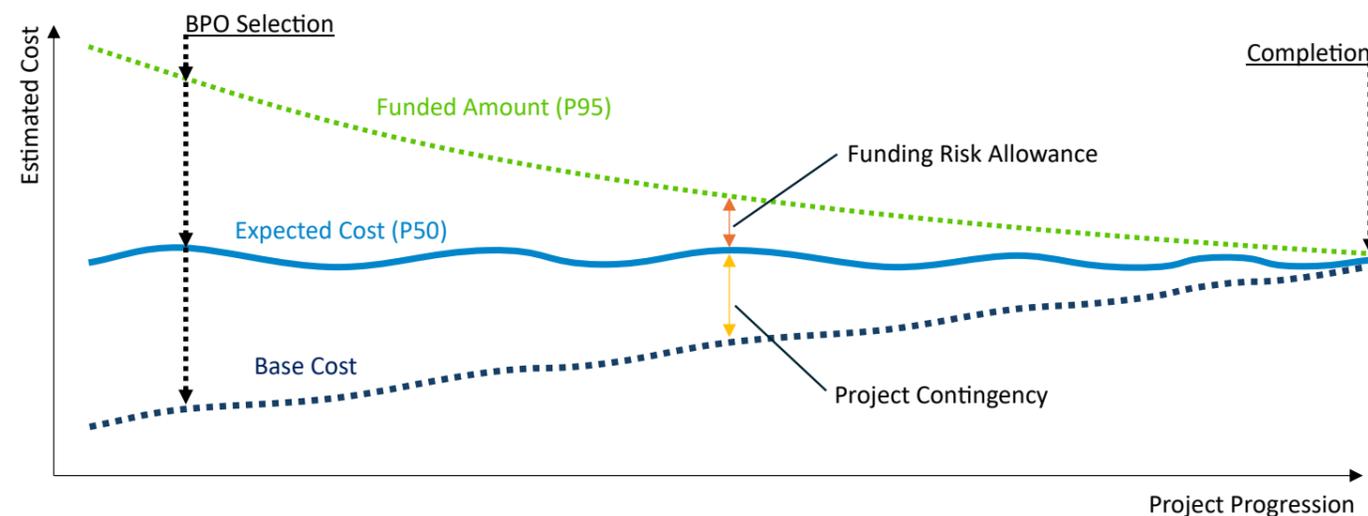
Complex Approach

As a project progresses and the design becomes more defined, teams can shift to complex estimating methods that use numerical, risk-adjusted analysis. At this stage, specific risks can be identified and quantified, allowing computer models to run thousands of iterations to show a range of possible cost outcomes and the probability of each. This is like planning a journey using a navigation app: it provides the most likely travel time but also shows how delays may occur in unexpected conditions such as traffic or roadworks.

Larger projects tend to adopt complex methods earlier, due to their scale, higher risk exposure, and the need for more robust forecasting. Smaller projects often stay with simpler methods longer because the cost of undertaking detailed risk analysis isn't justified.

Evolving Levels of Risk

Whether or not the method is simple or complex risk allowance should be applied - project contingency for known risk, and funding risk allowance for unknown risk. As the project moves closer to completion more risk is understood, and therefore the projects become more certain of cost. This is reflected in the base cost and funded amount converging on the expected cost and allowances being large at the start of the project, and smaller towards the end. As the project progresses sometimes the expected cost will either increase or decrease depending on if these realised risks are threats or opportunities.



REPORT

TO: Council

MEETING DATE: 25 March 2026

TITLE: Proposed Amendments to the Signs and Use of Public Places Bylaw 2015 (Election Signs) - Approval for Consultation

PRESENTED BY: Ann-Marie Mori, Policy Analyst and Peter Ridge, Manager Strategy & Policy

APPROVED BY: David Murphy, General Manager Strategic Planning

RECOMMENDATION(S) TO COUNCIL

1. That the Statement of Proposal – Amendments to the Signs and Use of Public Places Bylaw 2015 (election signs), in Attachment 1, is approved for public consultation.
2. That the Chief Executive is given delegated authority to approve minor changes to the Statement of Proposal prior to publication.

SUMMARY OF OPTIONS ANALYSIS FOR AMENDMENTS TO THE SIGNS AND USE OF PUBLIC PLACES BYLAW 2015 (ELECTION SIGNS) - APPROVAL FOR CONSULTATION

Problem or Opportunity	The review of the Signs and Use of Public Places Bylaw presents an opportunity to address issues arising from the 2025 local elections, particularly those related to the use of commercially- owned illuminated and digital signs on private property that are visible from public places. Amendments are proposed to the Bylaw to clarify and align election sign controls with the Local Electoral Act and Electoral Act, associated regulations, and the District Plan. Through these amendments, the Council can improve regulatory consistency and reduce confusion for candidates and the public ahead of the 2026 general election and future election periods.
OPTION 1:	Approve the Statement of Proposal document for public consultation to amend the Signs and Use of Public Places Bylaw
Community Views	Community views can be gathered from the formal consultation process. Limited pre-engagement has occurred with GoMedia, Outdoor of Home Media Association Aotearoa (OOHMAA) and some political parties.
Benefits	Consulting with the community on the proposed amendments gives them the opportunity to provide feedback, including suggestions for improvement.
Risks	If there are significant changes recommended following submissions, the proposal could require further consultation, which is unlikely to be completed before the general election. As outlined in section 4 of this report, there may be “push back” from candidates or political parties due to

	different interpretations of s221B of the Electoral Act, including the potential for a legal challenge.
Financial	There will be some costs for consultation activities.
OPTION 2:	Do not approve the Statement of Proposal document for public consultation to amend the Signs and Use of Public Places Bylaw for public consultation
Community Views	This would limit understanding of the community's and stakeholders' views.
Benefits	None identified.
Risks	Loss of the opportunity to improve election signage controls.
Financial	None identified.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

1.1 During the last local election period, issues related to election signage/election advertising in Palmerston North were raised, including several complaints. Staff discussed these issues as part of the wider review of the Signs and Use of Public Places Bylaw (the Bylaw) with Elected Members at a workshop on 18 February 2026.

1.2 Key issues include:

- Whether commercially owned billboards (that are digital and/or illuminated) should be able to display electoral advertising.
- What should be the appropriate sign size/areas during local and general election periods and clarifying how section 221B of the Electoral Act 1993 impacts local sign size controls in the Bylaw.
- Defining the period during which election signs can be displayed prior to any election, by-election or polling day.

1.3 We are proposing amendments to the election sign controls in response to those identified issues, and some changes that are more technical in nature, in advance of the 2026 general election. These amendments are included in the Statement of Proposal in Attachment 1.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

2.1 Election sign provisions were first included in the Bylaw in 2010 in response to the lack of clear controls for election signage. The Bylaw was amended in 2015, again in 2016 (amending clauses 11.5 and 11.6 relating to election signs), and again in 2018 (removing clause 14 related to the use of public places to sell motor vehicles).

2.1 The [section 155 LGA determination report to Council in August 2024](#)² described the perceived problem the Bylaw proposed to address as: *that the shared use of Council-*

² https://palmerstonnorth.infocouncil.biz/Open/2024/08/SAFC1_20240814_AGN_11225_AT_WEB.htm

controlled public places in Palmerston North can create health, safety, nuisance, and accessibility issues. More specifically, in relation to signs, the identified problem was that signs can impact the amenity of public places, cause nuisance, or pose a risk to the health and safety of the community.

- 2.2 The Bylaw regulates and manages the use of public places. The other way to regulate the use of public places, including certain types of signage, is through provisions in the District Plan. Together, the Bylaw and the District Plan set the rules that govern signage within the City. The Bylaw specifically oversees signage for activities that, due to their nature, often produce widespread but temporary signage for particular activities, including elections.

Signs regulated in the District Plan	Signs regulated in the Bylaw
Official Signs	Mobile/trailer signs
Official Transport signs	Signs and flags on footpaths
Advertising signs	Signs advertising commercial sexual services
Illuminated and digital signs	Real estate signs and flags
Temporary signs (excluding signs covered by the Bylaw)	Sign parks
Sponsorship Advertising Signs at Specified Sporting Facilities	Election signs
Signs affixed to the exterior of a building or object of cultural significance	
Advertising devices	

Table 1: Different types of signs are controlled by the District Plan and the Signs and Use of Public Places Bylaw

- 2.3 Staff have carried out engagement to shape advice to the Council on revising and amending the Bylaw. Elected member drop-in sessions were held in March 2025, seeking feedback on a wide range of public place issues that had emerged through this engagement phase. No significant issues with the election sign controls were identified by Elected Members at that time.
- 2.4 Issues related to election signs during the last local elections period have prompted amendments to the Bylaw. Options for addressing these issues were presented to Elected Members at the February 2026 workshop. Engagement with GoMedia and the Outdoor of Home Media Association Aotearoa (OOHMAA) regarding the issues has been undertaken to clarify the problems further.
- 2.5 An analysis of election sign-related complaints/queries between 2014 and 2023 has also been used to inform proposed revisions to the Bylaw.

Year	Size, or number of signs	General information request/enquiry	Timing of displaying signs
2014	1		
2015			
2016			
2017	2		
2018			
2019			
2020	1	2	
2021			
2022			
2023	1		1

Table 2: Number of complaints about on election signs (2014-2023) (note this table does not include complaints during the 2025 local election period). Source: kBase (now archived)

2.6 Issues and opportunities identified through early engagement on the Bylaw include:

- Whether election signs on commercial billboards on private property, including digital and illuminated signs, are exempt from the Bylaw, as some are permitted or consented to under the District Plan.
- That the visibility of election signs from public places (such as roads and footpaths) can raise road safety concerns, but regulations about the visibility of election signs, real estate signs and flags, and signs for commercial sexual services, from public places have not been specified in the Bylaw.
- Clarifying where election signs can be displayed on public places, including the continuation of providing for Council’s approved “sign parks.”
- Determining an appropriate sign size control for residential areas and whether local and general elections require different controls because of primary legislation and associated regulation. For example, understanding how the Electoral Act interacts with setting Bylaw controls, particularly for sign size.
- That cross-references and definitions in the District Plan and Bylaw have led to interpretation issues and have raised questions of regulatory primacy (e.g., whether holding a resource consent for an advertising sign means the Bylaw does not apply).
- The Bylaw does not have a control for the period when signs can be displayed, therefore there is an undefined timeframe for the Council’s enforcement of the Bylaw.
- Managing nuisance is a core purpose of the Bylaw, but it is currently undefined, which means there is uncertainty about its meaning for implementation and operational purposes.

2.7 In terms of issues with the District Plan’s general controls for signage ([Section 6 General Rules](#)), staff are working on a ‘rehousing’ project that is bringing the current provisions in line with the National Planning Standards. Through this work, we will be able to clarify the notes and provisions in the District Plan that refer to the Bylaw.

2.8 It is important to note that the District Plan specifically excludes rules for election signs as they do not meet the definition of a temporary sign and should therefore be considered as a special category of temporary signage controlled by the Bylaw.

3. DESCRIPTION OF PROPOSED AMENDMENTS

3.1 A full analysis of the proposed amendments to the Signs and Use of Public Places Bylaw is in Attachment 2.

3.2 The main proposed amendments responding to issues and opportunities are:

<i>Proposed amendment</i>	<i>Reasons for the proposed amendment</i>								
<p><i>10.8 For the display of election advertisements under the Local Electoral Act 2001 or the Electoral Act 1993, a freestanding or election sign affixed to a structure or building, provided it is not a digital or illuminated sign, must comply with the following maximum sign area:</i></p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;"><i>District Plan Zone</i></th> <th style="text-align: left;"><i>Maximum single sign area</i></th> </tr> </thead> <tbody> <tr> <td><i>Residential</i></td> <td><i>1.5 m²</i></td> </tr> <tr> <td><i>Local Business, Rural, Institutional</i></td> <td><i>10 m²</i></td> </tr> <tr> <td><i>Inner Business Zone, Outer Business, Fringe Business, Industrial, North East Industrial</i></td> <td><i>18 m²</i></td> </tr> </tbody> </table>	<i>District Plan Zone</i>	<i>Maximum single sign area</i>	<i>Residential</i>	<i>1.5 m²</i>	<i>Local Business, Rural, Institutional</i>	<i>10 m²</i>	<i>Inner Business Zone, Outer Business, Fringe Business, Industrial, North East Industrial</i>	<i>18 m²</i>	<ul style="list-style-type: none"> • Proposed clause 10.8 clarifies which signage formats are regulated, as this is currently unspecified, especially as election advertising on digital and illuminated advertising signs is proposed to be permitted under the Bylaw under proposed clause 10.9. • Proposes that a maximum 1.5 m² sign size for election advertising is allowed for both local elections and general elections in the Residential zone, and that 1.5m² is a practical size for election signs in residential areas (noting that this is the average size between the two size controls for temporary advertising signs in the District Plan for residentially zoned areas). • The Council could propose alternative maximum sign sizes for these zones, for instance 3 m² for the Residential Zone. Doing so would align with the guidance from the Electoral Commission (though external legal advice notes that their interpretation of the Electoral Act incorrectly assumes that a 3 m² election sign is automatically permitted during the 9-week period prior to polling day – see paragraph 4). However a 3 m² election sign in the Residential Zone exceeds what is permitted for temporary signs in the District Plan. • Clarifies the application of the control to named zones rather than ‘by exception’ as the current control is written (clause 11.2); this proposed clause also excludes identifying some zones as not being appropriate for election signage to be displayed as they cover public places controlled by the Council, or one of its CCOs, in the case of the Airport (refer proposed clause 10.11). • The comparable District Plan rules for temporary signs are for a maximum sign area per site; this is not considered to be applicable for election signs due to the control that allows one sign per candidate and per party, which would lead to multiple signs in excess of
<i>District Plan Zone</i>	<i>Maximum single sign area</i>								
<i>Residential</i>	<i>1.5 m²</i>								
<i>Local Business, Rural, Institutional</i>	<i>10 m²</i>								
<i>Inner Business Zone, Outer Business, Fringe Business, Industrial, North East Industrial</i>	<i>18 m²</i>								

<i>Proposed amendment</i>	<i>Reasons for the proposed amendment</i>
	<p>the District Plan's limits on the number and area of signs in each zone.</p> <ul style="list-style-type: none"> The Local Business, Rural, and Institutional zones are more likely to have residential interfaces; therefore, a maximum sign size of 10m² has been retained. Conversely, election signs in the Inner Business Zone, Outer Business, Fringe Business, Industrial, and North East Industrial Zones have a lower potential to cause nuisance or amenity impacts due to less interface with residential environments. The proposed clause allows large-format sign frameworks up to 18m² to be used that are already permitted in the District Plan or have been granted resource consent (provided they are not digital or illuminated). A key reason for maintaining large sign size limits is that it decreases the need to seek permits under the Bylaw, thereby reducing the workload related to compliance during a period when temporary signage is an accepted part of electioneering campaigns.
<p><i>10.9 Election advertisements can be displayed on illuminated signs and digital signs, provided they:</i></p> <p><i>(a) are not located in a Residential zone, and</i></p> <p><i>(b) exceed 3m² in area, and</i></p> <p><i>(c) have been granted a resource consent under the District Plan.</i></p> <p><i>10.10. Election advertisements displayed on illuminated signs, and digital signs, in accordance with clause 10.9 are exempt from compliance with clauses 10.3, 10.4 and 10.8 in relation to the number of signs and the maximum permitted sign area.</i></p>	<ul style="list-style-type: none"> The basis of proposed clause 10.9 is that there is no discernible difference between advertising goods and services on commercially-owned large-format signs and electoral advertising, which can be described as 'advocacy advertising'. As there is a maximum size restriction of 1.5 m² in the Residential zone specified in proposed clause 10.8, any signs cannot comply with proposed clause 10.9 (b). Therefore, election advertising on illuminated or digital signs in a Residential area is excluded. A minimum size limit of 3m² has been specified in proposed clause 10.9, as the Electoral (Advertisements of a Specified Kind) Regulations 2005 specify that signs under 3m² cannot be illuminated. The proposed new control, therefore, mirrors this existing regulatory requirement. The requirement in the proposed clause to have a resource consent is because the process to obtain a consent requires a full assessment of effects in relation to the policies, objectives and performance standards set out in the District Plan; this includes consideration of matters to ensure the safe and efficient functioning of the land transport network and the safety of road

Proposed amendment	Reasons for the proposed amendment
	<p>users.</p> <ul style="list-style-type: none"> • Under proposed clause 10.9, no maximum sign size has been set, as it is considered that these large signs/billboards all have similar effects and these have been assessed under the District Plan. • Proposed clause 10.10 recognises that the proposed controls relating to the number of signs (clauses 10.3 and 10.4) and maximum sign area (clause 10.8) are exempt from compliance, as all consented illuminated or digital signs will surpass these limits. • Proposed clause 10.9 has the effect that for illuminated and digital signs with a resource consent, a permit under the Bylaw would not be required (as it would be under the Bylaw’s current controls). • The animated and reflectorised elements of the current control (clause 11.6) have been separated out into a new clause (proposed clause 10.15) and are similar to the requirements under the Electoral (Advertisements of a Specified Kind) Regulations 2005.
<p>10.12. <i>The period during which election signs can be displayed is restricted to the period nine weeks prior to any election, by-election, referendum or polling day.</i></p> <p>10.13. <i>All election signs must be removed by midnight on the night prior to polling or election day.</i></p>	<ul style="list-style-type: none"> • Proposed clause 10.12 sets a defined timeframe that prevents parties or candidates from erecting signs well in advance of the election or polling day; this control standardises the display of election signs for a fixed duration of 9 weeks leading into polling day. • Without any limits, signs may accumulate, creating amenity, and health and safety concerns such as driver distraction, and these are matters that are recognised in the purpose of the Bylaw. • A clear timeframe helps Council staff monitor compliance more easily; when signs appear outside this period, enforcement can be more straightforward. • Once campaigning ends, the removal of signs signifies the end of electioneering (proposed clause 10.13).
<p>10. SIGN PARKS</p> <p>10.1 From time to time the Council (for the principal but not exclusive purpose of providing designated space for election signs) may:</p> <p>(a) Identify an area as a sign park.</p> <p>(b) Prescribe fees for the</p>	<ul style="list-style-type: none"> • Current clause 10 is proposed to be deleted as staff consider that Sign Parks are no longer required, as they have caused a proliferation of signs, causing problems such as road safety and visual amenity issues, which should be avoided. • Removal of this clause aligns with the General Policy Reserve Management Plan adopted last year, which states that temporary non-Council signage is prohibited unless it is associated with a temporary activity or event, or an event in a reserve and approved by the

Proposed amendment	Reasons for the proposed amendment
<p>use of the sign park.</p> <p>10.2 No person may display a sign in a sign park without a permit from the Council.</p> <p>3.3 10.3 No person may display in a sign park a sign greater than 2.9 metres².</p> <p>10.11. No person may display election signs on any road reserve or in any public place. This includes any election signs within the Recreation, Conservation and Amenity, Caccia Birch, Arena, and Airport Zones in the District Plan.</p>	<p>Manager of Parks and Reserves.</p> <ul style="list-style-type: none"> • Removal of this clause also aligns with the rule in the District Plan in relation to temporary signs not being permitted 'on any public road or public place'. • Proposed clause 10.11 identifies some zones that are not appropriate for election signage to be displayed, these zones cover public places controlled by the Council, or one of its CCOs, in the case of the Airport.

Table 3: Main proposed amendments and reasons (see Attachment 2 for more detail)

3.4 The main proposed amendments of a technical nature are:

Proposed amendment	Reason for proposed amendment
<p>2.2The purpose of the Bylaw, in conjunction with the methods contained in the Palmerston North District Plan, is to:</p> <p>(a) Protect the public from nuisance and maintain the amenity of Palmerston North City</p> <p>(b) Protect, promote, and maintain public health and safety</p> <p>(c) Regulate trading in public places</p> <p>(d) Regulate, control, or prohibit signs in, or visible from public places, particularly the visibility of the following types of signs: election signs, real estate signs, real estate flags and signs advertising commercial sexual services.</p>	<ul style="list-style-type: none"> • Since the District Plan defaults to the Bylaw for election sign controls, the controls need to cover signs on private property, signs at the private/public interface, and signs in public places. • One way to acknowledge all of these circumstances is to introduce the concept of <i>visibility from public places</i> into the purpose statement. Proposed clause 2.2 (d) recognises that some signs regulated under the Bylaw, including election signs, require regulation due to their associated safety or nuisance effects when they are visible from a public place.

Proposed amendment	Reason for proposed amendment
<p>2.3 This Bylaw is intended to regulate matters not addressed in the District Plan.</p>	<ul style="list-style-type: none"> • Proposed clause 2.3 clarifies that signs covered in the Bylaw are not regulated in the District Plan. • In particular, election signs are considered to be a special category of temporary signage that falls outside of the definition of a ‘temporary sign’ in the District Plan. • One reason the election controls are in the Bylaw rather than the District Plan is that many of the signs are temporary and appear relatively infrequently during the local and general election periods, which occur every three years, a year apart (e.g. local elections were held in October 2025, the general election will be held in November 2026). • Consenting to temporary signage activities for election periods under the District Plan, in relation to any non-compliances, is considered too onerous and cost-prohibitive for applicants (as was outlined in the Statement of Proposal for the Bylaw in 2015). • Legal advice supports the need for the Council’s Bylaw and District Plan to be consistent. However, where they do overlap, both must be complied with for a sign covered by both to be lawful. Neither overrides the other in the case of a conflict, and resource consents issued under the Resource Management Act 1991 (RMA) do not change that position. • Current work to align the District Plan’s provisions with the National Planning Standards will clarify references to the Bylaw to lessen any future interpretation issues.

Table 4: Technical amendments and reasons (see Attachment 2 for more detail)

4. LEGAL ADVICE SUPPORTING THE PROPOSED BYLAW AMENDMENTS

Effect of Section 221B of the Electoral Act on the Bylaw

- 4.1 Section 221B of the Electoral Act applies to election advertisements. However, there are conflicting interpretations of how this section applies to our Bylaw.
- 4.2 Staff have sought legal advice on these interpretations, to ascertain how this could impact on the proposed amendments and, ultimately, the enforcement of election sign controls in our Bylaw. The legal advice confirms that our Bylaw does have the power to regulate election signs in relation to matters including:

- The number of signs permitted
- The maximum size of signs
- The permitted location of signs.

Conflicting interpretations

4.3 We have interpreted that section 221B of the Electoral Act:

- Defines a key term – “Advertisements of a Specified Kind” as election advertisements up to 3m² in size.
- Overrides two types of bylaw control that relate to these types of sign (election signs up to 3m² in size):
 - The period when election signs may be displayed
 - The content or language used on election advertisements.

4.4 However, the Electoral Commission has published on its website guidance which uses a different interpretation of the election sign rules (it does not specifically reference section 221B of the Electoral Act 1993).

4.5 The Electoral Commission guidance states that:

“In the 9 weeks before election day the Electoral Act says you can have election signs that are up to 3 square metres in size. This supersedes any council rules about the size of election signs in this period.

This applies wherever you are in New Zealand, but you’ll still need to follow your local council’s application processes and rules about where you can put them up and how many you can have.”³

4.6 This interpretation appears to take the definition of the term “Advertisement of a Specified Kind” and rather than treat it as a definition, it applies the term as an *entitlement* to display a sign up to 3m² during the nine weeks before election day. If correct, this would override any rules in any bylaw about the size of election signs.

Legal advice

4.7 We obtained external legal advice on how section 221B should be interpreted. The legal advice confirmed that our interpretation is correct, using a “plain and ordinary reading” of section 221B. They noted that section 221B(1) of the Electoral Act, supported by its purpose and context, is not a blanket override of bylaw provisions relating to elections during the 9-week period before polling day. Rather, it provides only a limited override of restrictions imposed in a bylaw, specifically limited to the period when “advertisements of a specified kind (i.e. election signs up to 3m²) can be displayed, or any controls on the content or language used on the sign.

³ <https://elections.nz/guidance-and-rules/advertising-and-campaigning/election-signs>

- 4.8 There is nothing in section 221B which should be interpreted as overriding any restrictions in our bylaw relating to the size of election signs, to give permission for the display of election signs up to 3m².
- 4.9 Therefore, the Council can choose to create rules for election signs in the Bylaw. The legal advice observed that the Council can regulate things in its Bylaw such as the size, number or location of election signs.
- 4.10 On this basis, there is no requirement to align our Bylaw to match what the Electoral Commission states is a permitted sign size of 3m². Instead, staff propose that the control for sign size in Residential areas is increased from 0.6m² to 1.5 m². While there have not been substantial complaints suggesting that sign sizes in Residential areas have been problematic, an increase to 1.5m² is an appropriate size for advertising and temporary signs in Residential Zones.

Resolving the conflicting interpretations

- 4.11 While the external legal advice supports our interpretation and acknowledges our ability to regulate election signage through our Bylaw, they note that there is a risk in adopting an interpretation that differs from the Electoral Commission. Candidates and parties wishing to display election signage in Palmerston North may rely on the guidance from the Electoral Commission website and be confused when that guidance is different to our election sign rules. This could lead to “push back” from candidates or political parties due to these different interpretations, including potentially a legal challenge.
- 4.12 Staff are confident that our interpretation, supported by the legal advice we have sought, is correct and provides a reasonable basis for proposing election sign rules in the Bylaw.
- 4.13 To address these conflicting interpretations, it may be appropriate to contact the Electoral Commission for the purpose of having their guidance revised to reflect this interpretation of section 221B of the Electoral Act 1993.

Clarifying the District Plan/Bylaw relationship

- 4.14 Ideally, the controls for election signage should be in one place only, improving understanding and interpretation. However, different review schedules for the District Plan and the Bylaw, the Council’s key regulatory tools controlling for signage, make it challenging to achieve 100% alignment.
- 4.15 Legal advice received is that the Bylaw and District Plan should be consistent and that if there is overlap between the controls in the Bylaw and the District Plan, both controls need to be complied with for the sign to be lawful. Neither overrides the other in the case of a conflict, and resource consents issued under the Resource Management Act 1991 (RMA) do not change this.
- 4.16 The effect of this advice on the Bylaw/District Plan relationship is reflected in the proposed amendments is explained in section 3.4 of this report.

5. DESCRIPTION OF OPTIONS

- 5.1 There are two key options related to the recommendations.

- 5.2 The first is to approve the proposed Statement of Proposal document for public consultation. This consultation document includes the draft amended Bylaw and Administration Manual.
- 5.3 The second option is to not approve the proposed Statement of Proposal document for public consultation. The Council may take this course of action either to stop work on the proposed amendments or to seek further changes before consultation is undertaken. If significant changes are sought, then further work may be required before a decision to approve the consultation document is made. This could include the incorporation of 'Election sign' controls as part of a comprehensive Bylaw amendment package covering other types of signage, and the other public place elements of the Bylaw.
- 5.4 As noted in paragraph 2.4, staff presented at the February elected members workshop a range of potential options for addressing the issues related to election signs. These included:
- Making amendments to the Administration Manual and developing guidance to clarify current controls;
 - Making an amendment to the Bylaw and the Administration Manual focussed on election sign rules, and clarifying District Plan rules;
 - Proceeding with a full Bylaw review and including election sign rules as part of that review.
 - Shifting election sign controls to the District Plan and removing them from the Bylaw
 - Having no election sign controls in either the Bylaw or the District Plan and relying on existing legislation only.
- 5.5 The discussion among elected members at the February workshop appeared to favour making amendments to the election sign rules in the Bylaw and seeking clarification around how the District Plan rules may apply. The advice in this report has been based around proceeding with this option.
- 5.6 Due to time constraints we have not included in this report detailed analysis of the alternative options (amendments to the Administration Manual, proceeding with the full bylaw review, or shifting controls to the District Plan). None of these options are likely to address the identified issues in a timely manner to provide clarity for election signs in the upcoming general election. Therefore, this report has focussed on the option of amending the election sign controls in the Bylaw to provide clarity in a timely manner.

6. ANALYSIS OF OPTIONS

Option one – Approve the Statement of Proposal document for public consultation (recommended)

- 6.1 Consulting on this document gives the community and identified stakeholders the opportunity to make submissions on the Council's proposal. While limited engagement has been conducted with some stakeholders, the formal consultation process provides the opportunity to identify any specific parts of the Bylaw that need to be changed or problems that need to be resolved.

- 6.2 There are no significant risks associated with consulting on the proposal. If submitters to the proposal suggest different Bylaw controls than those proposed, and those suggestions are supported by the Council, further consultation may be necessary (if the changes are considered significant). If that occurs, the opportunity to amend the Bylaw could be delayed, and the proposed amendments may not be adopted before the general elections in November.

If the Council wishes to improve the election sign controls through amendments to the Bylaw, consultation is necessary, and option one is the recommended course of action. However, the Council may want to revise the proposal's specific details before consulting the community. In that case, the recommended approach would be to present a revised draft consultation document at a later Council or Committee meeting and to start consultation at that time.

Option two – Do not approve the Statement of Proposal document for public consultation

- 6.3 If the Council is not satisfied with the proposed amendments, it could choose not to approve the consultation document for public feedback, ending the process. The main advantage of this approach is that no further consultation would be needed.
- 6.4 The main risk of this option is that the identified issues might remain unresolved. This could introduce uncertainty for the Council's election sign controls and fail to deliver the clarity needed.

7. CONCLUSION

- 7.1 The recommendation is to approve the proposal for public consultation.
- 7.2 There may be scope to modify the proposal before public consultation. If those changes are minor, then they could be incorporated by way of an additional resolution from the Council. If the changes are more substantial, the Council could consider a revised consultation document before deciding to proceed with public consultation.

8. NEXT ACTIONS

- 8.1 If the Council approves the Statement of Proposal document for public consultation, then the consultation period will start on 8 April 2026. The written submission period will close on 11 May 2026. Hearings will be scheduled for the Community Resilience & Sustainability Committee on 20 May 2026. A deliberations report with recommendations on the points raised by submissions will be presented for consideration at the Council meeting on 24 June 2026.

9. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 9.1 The following stakeholders have been identified as having a specific interest in the regulation of election signs. These stakeholders will be directly contacted at the start of the consultation period, provided with a copy of the consultation document, and invited to submit or meet with staff:

- Registered political parties

- Candidates for the 2025 local election
- Authorisers of election signage
- Electoral Commission
- Commercial billboard businesses e.g. Go Media, JCDecaux, MediaWorks
- Outdoor of Home Media Association Aotearoa (OOHMAA)
- Residents
- NZTA Waka Kotahi
- Palmerston North Airport
- Institution zoned properties

9.2 The consultation document will be made available at the Council’s customer service centre, libraries, and on the Council website. A submission form will be included with the printed consultation document, and an online form will also be available on the Council website. The form will seek feedback on specific elements of the proposal.

9.3 The consultation process will be promoted through a range of channels.

10. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	Yes
Is there funding in the current Annual Plan for these 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 haumaruru Goal 3: A connected and safe community	
The recommendations contribute to this plan: 9. Mahere haumaruru hapori, hauora hapori 9. Community Safety and Health Plan The objective is: Co-ordinate and support community safety and harm reduction initiatives	

<p>14. Mahere mana urungi, kirirarautanga hihiri</p> <p>14. Governance and active citizenship plan</p> <p>The objective is: Provide clear and accessible information and opportunities for community input into Council decisions</p>	
<p>Statement of Proposal</p> <p>Proposed amendments to the Palmerston North Signs and Use of Public Places Bylaw (Election Signs)</p>	
<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>One purpose of the Signs and Use of Public Places Bylaw is to protect the community from nuisances, health, and safety issues arising from signage. Implementing effective controls for election signs helps achieve this and promotes social and environmental well-being. The Bylaw enables the Council to establish local signage regulations for both local and general elections, which can assist the community in choosing representatives for the Council and Parliament. Therefore, signage, as one form of advertising, plays a vital role in our democratic processes.</p>
<p>Submissions close 4pm on 11 May 2026</p>	

ATTACHMENTS

1. Statement of Proposal - Proposed amendments to the Palmerston North Signs and Use of Public Places Bylaw (Election Signs) 2026 [↓](#) 
2. Response to issues and opportunities with election signs and proposed amendments to Bylaw controls [↓](#) 

Draft for consultation - approved

Introduction

Participation in local and national elections is how we have a say in who represents us and our community in Council and in Parliament. Knowing which candidates are standing for election is an important part of deciding who to vote for. We want to make sure the rules we have about election signs are as clear as possible for the community and anyone who is standing to represent the community, so we are proposing a few changes to our Bylaw that we think will make things simpler for everyone.

This Statement of Proposal provides information that will help you to make a submission on our proposed Election Sign provisions in the Signs and Use of Public Places Bylaw. For more detailed background information and analysis, please refer to the Council report on 25 March 2025.

If you require further information on this consultation or if you need help with making your submission, get in touch by calling the Council on 06 356 8199, or emailing info@pncc.govt.nz so we can assist you.

Draft for consultation approval

Statement of Proposal

This Statement of Proposal describes the proposal to amend the election sign controls in the Signs and Use of Public Places Bylaw 2015. We've included a copy of our proposed amendments to the Bylaw in this statement.

Reason for the Proposal

The main reason for the proposal to amend the Bylaw is to improve the clarity of the rules we have for election signs. This includes how the Bylaw should work in relation to electoral legislation and regulations, as well as the Council's District Plan.

Signs (including election signs) can impact the amenity of public places, cause nuisance, or pose a risk to the health and safety of the community. Because of this, we have rules in our Bylaw about where signs can go, what they can or cannot say or show, and what they are or aren't allowed to be made of. This gives the Council a way to ensure that many of the negative effects that can be caused by different types of signs in different places can be lessened or avoided.

Issues that emerged during the 2025 local election period have prompted a closer look at the Bylaw's rules for election signs. These included:

- Displaying election signage on illuminated or digital signs is currently not allowed under the Bylaw.
- Displaying election advertising on large signs in the CBD and other parts of the City that are over the current maximum sign size.
- A lack of timeframe controls on when signs can be displayed and removed.
- Understanding the implications of how primary legislation and associated regulation, as well as the District Plan, operate in relation to the Bylaw.

We are proposing to address these issues by:

- Clarifying that consented commercially-owned billboards (that are digital or illuminated) should be able to display electoral advertising.
- Increasing the maximum election sign size for residential zones and increasing the maximum election sign size in most business and industrial zones (as well as clarifying if the Electoral Act 1993 overrides local sign size controls).
- Defining the period during which election signs can be displayed to nine weeks prior to any election, by-election or polling day.
- Clarifying the role of the District Plan in relation to the Bylaw.

Amending the election signs rules will mean the Council can improve regulatory consistency, reduce confusion for candidates and the community, and strengthen the implementation and enforcement of election signage rules ahead of the 2026 General Election and future elections.

What we're proposing

We are proposing several amendments and new rules for Election Signs in the Palmerston North Signs and Use of Public Places Bylaw. Some of the changes are significant, others are technical, or minor. We've highlighted and explained the changes we are proposing below.

Our main proposed amendments are described here:

Main proposed amendments									
Proposed amendment – add Clause 10.8	Reasons for the proposed amendment								
<p>Clause 10.8 For the display of election advertisements under the Local Electoral Act 2001 or the Electoral Act 1993, a freestanding or election sign affixed to a structure or building, provided it is not a digital or illuminated sign, must comply with the following maximum sign area:</p> <table border="1"> <thead> <tr> <th>District Plan Zone</th> <th>Maximum single sign area</th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>1.5 m²</td> </tr> <tr> <td>Local Business, Rural, Institutional</td> <td>10m²</td> </tr> <tr> <td>Inner Business, Outer Business, Fringe Business, Industrial, North East Industrial</td> <td>18m²</td> </tr> </tbody> </table>	District Plan Zone	Maximum single sign area	Residential	1.5 m ²	Local Business, Rural, Institutional	10m ²	Inner Business, Outer Business, Fringe Business, Industrial, North East Industrial	18m ²	<p>Proposed clause 10.8 clarifies which signage types are regulated, especially as new digital and illuminated advertising signage types are proposed to be allowed under the Bylaw. It describes the size of signs that are allowed for both local and national elections, and the zones where those signs can be placed.</p> <p>Proposed clause 10.8 increases the maximum single sign area from 0.6m² to 1.5m² in Residential zones. This is considered a practical sign size for election signs in Residential areas, reflecting the average between the size controls for temporary advertising signs for residential zones in the District Plan.</p> <p>The Local Business, Rural, and Institutional zones are more likely to have residential interfaces; therefore, the maximum sign size of 10m² has been retained from the current Bylaw. Conversely, election signs in the Inner Business Zone, Outer Business, Fringe Business, Industrial, and North East Industrial Zone (NEIZ) are less likely to negatively impact the amenity of the residential environments, so the maximum sign size has been set to 18 m². The proposed clause therefore seeks to allow large-format sign structures to be used that are already permitted in the District Plan, or have been consented.</p> <p>A key reason for keeping large sign size limits, except in Residential areas, is that it reduces the need to seek permits under the Bylaw. This helps lower the workload related to compliance during times when temporary electioneering signage is expected.</p>
District Plan Zone	Maximum single sign area								
Residential	1.5 m ²								
Local Business, Rural, Institutional	10m ²								
Inner Business, Outer Business, Fringe Business, Industrial, North East Industrial	18m ²								
Proposed amendment – amend Clauses 10.9 and 10.10 related to illuminated and digital signs	Reasons for the proposed amendment								

<p>Clause 10.9 Election advertisements can be displayed on illuminated signs and digital signs, provided they:</p> <ul style="list-style-type: none"> (a) are not located in a Residential zone, and (b) exceed 3m² in area, and (c) have been granted a resource consent under the District Plan. <p>Clause 10.10 Election advertisements displayed on illuminated signs and digital signs in accordance with clause 10.9 are exempt from compliance with clauses 10.3, 10.4 and 10.8 in relation to the number of signs, and the maximum permitted sign area.</p>	<p>Illuminated and digital advertising formats are becoming more common, so we want the Bylaw to be able to respond to these types of signs.</p> <p>We've proposed a minimum size limit of 3 m² as the Electoral (Advertisements of a Specified Kind) Regulations 2005 specify that signs under 3m² cannot be illuminated. The proposed new control mirrors this existing requirement.</p> <p>We've also separated out animated and reflectorised elements of the current control (clause 11.7) into a new clause to align with those of the Electoral (Advertisements of a Specified Kind) Regulations 2005.</p> <p>We haven't set a maximum sign size because these types of signs already get assessed under the District Plan for safety and nuisance issues and require a resource consent. Proposed clause 10.9 therefore clarifies that for illuminated and digital signs with resource consent, a permit under the Bylaw wouldn't be necessary (as the current rule prohibits illuminated signs).</p> <p>Proposed clause 10.10 clarifies that the proposed rules governing the number and maximum area do not apply, as all consented illuminated or digital signs will exceed these limits and therefore are not required to comply with these particular Bylaw controls.</p>
<p>Proposed amendment – <i>add</i> clauses 10.12 and 10.13 related to the times when election signs can be displayed</p>	<p>Reasons for the proposed amendment</p>
<p>Clause 10.12 The period during which election signs can be displayed is restricted to the period nine weeks prior to any election, by-election, referendum or polling day.</p> <p>Clause 10.13 All election signs must be removed by midnight on the night prior to polling or election day.</p>	<p>Without any time limits, signs may accumulate, leading to amenity and health and safety concerns such as driver distraction, which are recognised in the purpose of the Bylaw. A set timeframe prevents parties or candidates from erecting signs too far in advance of an election. This proposed clause standardises the display duration of election signs across both local and national elections, making it easier for Council staff to monitor compliance. The removal of signs marks the end of electioneering and the voting period.</p>
<p>Proposed amendment – <i>delete</i> previous clause 10 for Sign Parks</p>	<p>Reasons for the proposed amendment</p>

<p>10. SIGN PARKS</p> <p>10.1 — From time to time the Council (for the principal but not exclusive purpose of providing designated space for election signs) may:</p> <p>(a) — Identify an area as a sign park.</p> <p>(b) — Prescribe fees for the use of the sign park.</p> <p>10.2 — No person may display a sign in a sign park without a permit from the Council.</p> <p>10.3 — No person may display in a sign park a sign greater than 2.9 metres².</p>	<p>Sign parks are no longer required, and staff are of the view that the potential for proliferation of election signs causing problems (including road safety issues) should be avoided.</p> <p>Deleting this clause also brings the Bylaw into alignment with the General Policy Reserve Management Plan (adopted in 2025), as well as the rules in the District Plan related to temporary signs not being permitted ‘on any public road or public place’.</p>
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We’ve also proposed some more minor amendments to the Bylaw:

Technical / minor proposed amendments	
Proposed amendment – <i>amend</i> clause 2.2 related to the purpose of the Bylaw, and <i>add new</i> clause 2.3	Reason for proposed amendment
<p>Clause 2.2 The purpose of the Bylaw, in conjunction with the methods contained in the Palmerston North District Plan, is to:</p> <ul style="list-style-type: none"> (a) Protect the public from nuisance and maintain the amenity of Palmerston North City (b) Protect, promote, and maintain public health and safety (c) Regulate trading in public places (d) Regulate, control, or prohibit signs in, or visible from public places, particularly the visibility of the following types of signs: election signs, real estate signs, real estate flags and signs advertising commercial sexual services. <p>2.3 This Bylaw is intended to regulate matters not addressed in the District Plan.</p>	<p>The District Plan defaults to the Bylaw for election sign controls, so any provisions in the Bylaw must cover signs on private property, at the private/public interface, and in public places. We’ve acknowledged this and propose to introduce the concept of <i>visibility</i>, recognising that some signs regulated under the Bylaw, including election signs, may have nuisance, amenity, and health and safety impacts because they are visible from public places.</p> <p>Having election sign rules in the Bylaw rather than the District Plan is currently more practical, as the Bylaw can respond more easily to these types of signs as a special category of temporary signs not catered for in the District Plan.</p>
Other minor proposed amendments	Reason for proposed amendment

<p>We've made a number of other, more minor changes to the draft Bylaw and Administration Manual, such as adding or deleting definitions in clause 5, and changing the numbering throughout the Bylaw.</p>	<p>We've done this to update administrative matters (such as dates and titles), as well as to improve the readability and interpretation of the Bylaw.</p>
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More details and information on the proposed amendments and the reasons for them can be found in the report titled 'Proposed Amendments to the Signs and Use of Public Places Bylaw 2015 (Election Signs) - Approval for Consultation' presented to Council on 25 March 2026.

Other options we considered

Before making this proposal, we also considered other options for addressing the issue of how we manage election signage in Palmerston North, including:

- Amending the Administration Manual to the Bylaw to develop permit processes for election signs and develop guidance to clarify how to apply the rules we have now;
- Clarifying the rules about signage in the District Plan, and how they work in conjunction with the current rules in the Bylaw;
- Not having any rules for election signs in the Bylaw, and moving them all to the District Plan; and
- Having no controls for election signs in our Bylaw or our District Plan, and being guided by the rules set out in legislation.

We think our proposal to amend the current Bylaw is the best approach because it will improve regulatory consistency and reduce confusion for candidates and the public ahead of the 2026 general election and in future elections.

Determination under the Local Government Act 2002, S.155

Under s.155 of the Local Government Act 2002, the Council is required to determine whether a bylaw is the most appropriate way of addressing the perceived problem. The perceived problem is: *The shared use of Council-controlled public places in Palmerston North can create health, safety, nuisance, and accessibility issues*

On 14 August 2024, the Strategy and Finance Committee received a report evaluating whether a bylaw was the most appropriate way to address the perceived problems and whether it was likely to raise concerns under the Bill of Rights Act 1990.

As a result of that report, the Council determined that a bylaw is the most appropriate way to address the perceived problem, which includes election signs.

Let us know what you think – make a submission and have your say

Anyone is welcome to submit feedback on the proposals outlined in this document. We encourage anyone interested in the issues raised to make a submission.

This Statement of Proposal, and the submission form can be found at:

- Palmerston North City Council website [insert link]
- Customer Service Centre, Palmerston North City Council, The Square, Palmerston North;
- City Library, The Square, Palmerston North, and the libraries at Ashhurst, Awapuni, Roslyn, Linton and Te Pātikitiki/Highbury.

Hard copies of the Statement of Proposal and the submission form are also available on request.

To get your submission to us, you can:

- Submit it online using the online submission form on our website [insert shortlink]
- Mail it to: Draft Signs and Use of Public Places Bylaw Amendment (Election Signs) 2026 Submissions, Governance and Democracy Manager, Palmerston North City Council, Private Bag 11034, Palmerston North 4442
- Deliver it to: Palmerston North City Council Customer Service Centre, 32 The Square, Palmerston North
- Email it to: submission@pncc.govt.nz (write Draft Signs and Use of Public Places Bylaw Amendment (Election Signs) 2026 Submission in the subject)
- Phone us on: 06 356 8199

Speaking to your submission

You can also appear before the Council and speak to your submission. Please indicate on your submission form whether you wish to do this. The Community Resilience and Sustainability Committee intends to hear submissions on this proposal at its meeting on 20 May 2026. The date and time for hearings will be confirmed in the letter acknowledging your submission, and will also be advertised in the Manawatū Standard newspaper.

The submission period runs from 8 April 2026 until 4 pm 11 May 2026

Making a good submission

We welcome your feedback in any form – via our online submissions form, in a letter or email, over the phone, or by using our hardcopy submission forms.

To make a good submission, we encourage you to point to the specific section of the proposal you are commenting on, explain why you support or do not support it, and what you think we should consider changing (if anything). At this time, we are only proposing changes to the Bylaw that are relevant to how we regulate election sign controls. Other parts of the Bylaw may be revised or amended in future. Matters outside of the scope of the proposal may not be able to be considered as part of this process.

Privacy Statement

All submissions are made publicly available on our website and at Council libraries. Your contact details (but not your name) are confidential and will not be published. Elected Members will receive all submissions, without contact details, so they can consider the views and comments expressed. We collect your contact information so that we can keep you up to date with the proposal.

For more information, see our privacy statement: www.pncc.govt.nz/privacy

Draft for consultation approval



PALMERSTON NORTH CITY

PALMERSTON NORTH SIGNS AND USE OF PUBLIC PLACES BYLAW 2015

**(incorporating amendments as at ~~30 April 2018~~
Day Month 2026)**

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Palmerston North Signs and Use of Public Places Bylaw 2015

1. TITLE

1.1. The title of this Bylaw is "THE PALMERSTON NORTH SIGNS AND USE OF PUBLIC PLACES BYLAW 2015".

2. PURPOSE

- 2.1. This Bylaw is made under the Local Government Act 2002, the Prostitution Reform Act 2003, the Land Transport Act 1998 and the Health Act 1956.
- 2.2. The purpose of the Bylaw, in conjunction with the methods contained in the Palmerston North District Plan, is to:
 - (a) Protect the public from nuisance and maintain the amenity of Palmerston North City
 - (b) Protect, promote, and maintain public health and safety
 - (c) Regulate trading in public places
 - (d) Regulate, control, or prohibit signs in, or visible from public places, particularly the visibility of the following types of signs: election signs, real estate signs, real estate flags and signs advertising commercial sexual services.
- 2.3 This Bylaw is intended to regulate matters not addressed in the District Plan

3. COMMENCEMENT AND APPLICATION

3.1. This Bylaw comes into force on 1 October 2015.

4. REPEAL

4.1. The Palmerston North Signs and Use of Public Places Bylaw 2010 is repealed at midnight 30 September 2015.

5. INTERPRETATION

5.1. In this Bylaw:

- Administration Manual** means the Administration Manual for the Palmerston North Signs and Use of Public Places Bylaw 2015, as approved by the Council when the Palmerston North Signs and Use of Public Places Bylaw 2015 came into force and as amended from time to time by delegated authority under this Bylaw.
- Advertising** means using words or any pictorial or other representation to notify the availability of or to

	promote the sale of an object, a product, a service or a business.
Authorised Officer	means a person appointed or authorised in writing by the Council to act on its behalf in relation to this Bylaw.
Candidate advertisement	has the same meaning in the Electoral Act 1993 and means an advertisement in any medium that may reasonably be regarded as encouraging or persuading voters to do either or both of the following: <ul style="list-style-type: none"> (a) to vote for a constituency candidate (whether or not the name of the candidate is stated): (b) not to vote for a constituency candidate (whether or not the name of the candidate is stated)
Commercial Sexual Services	means sexual services that – <ul style="list-style-type: none"> (a) involve physical participation by a person in sexual acts with, and for the gratification of, another person; and (b) are provided for payment or other reward (irrespective of whether the reward is given to the person providing the services or another person)
Council	means the Palmerston North City Council.
Digital Sign	means a sign with a pixelated image generated by solid-state lighting, capable of displaying animated images.
Display	means to place, erect, construct or fix.
District Plan	means the operative Palmerston North City District Plan. and includes the operative parts of the Manawatu District Plan that apply to land that is now part of Palmerston North City until such time as that land is incorporated into the Palmerston North City District Plan via a Plan Change.
Election	means an election under the Electoral Act 1993 (for general elections, by-elections and referenda) or the Local Electoral Act 2001 (for local elections, by-elections and polls).

Election Advertisement	<p>has the same meaning in the Electoral Act 1993 and means an advertisement in any medium that may reasonably be regarded as encouraging or persuading voters to do either or both of the following:</p> <ul style="list-style-type: none"> i. to vote, or not to vote, for a type of candidate described or indicated by reference to views or positions that are, or are not, held or taken (whether or not the name of the candidate is stated): ii. to vote, or not to vote, for a type of party described or indicated by reference to views or positions that are, or are not, held or taken (whether or not the name of the party is stated); and <p>includes—</p> <ul style="list-style-type: none"> i. a candidate advertisement; and ii. a party advertisement
Election Sign	<p>Means an election advertisement that is displayed on a sign or any part of a sign (including the frame and supporting structure) for a public referendum, election, or by-election, that encourages or persuades or appears to encourage or persuade voters to vote for a person or a party or to vote in a particular way on a referendum or election.</p>
Flag Sign	<p>means a flag with advertising on it.</p>
Footpath	<p>means a path or way under the control of the Council and principally designed for, and used by, pedestrians, and includes a footbridge.</p>
Footpath sign	<p>means a sign containing advertising displayed on a footpath but does not include a flag sign.</p>
General Authorisation	<p>means permission granted by the Council and recorded in the Administration Manual, permitting the activities specified in the General Authorisation by all persons, provided the conditions identified in the General Authorisation are complied with at all times.</p>
Illuminated Sign	<p>means a sign that uses internal and external light sources or digital technology, coloured and non-coloured, for advertising purposes.</p>
Mobile sign	<p>means a sign or signs attached to a vehicle (including trailer).</p>

Mobile trading	means the sale of goods or services in a public place from premises which are not fixed to the public place.
Nuisance	means a person, thing or circumstance causing unreasonable interference with the peace, comfort or convenience of another person, whether or not that person is in a public place.
Party advertisement	has the same meaning in the Electoral Act 1993 and means an advertisement in any medium that may reasonably be regarded as encouraging or persuading voters to do either or both of the following: <ul style="list-style-type: none"> (a) to vote for a party (whether or not the name of the party is stated): (b) not to vote for a party (whether or not the name of the party is stated)
Permit	means any approval or consent required or given by the Council under this Bylaw and includes any approval whether or not on a prescribed form including by electronic communication.
Public Place	means an area that is open to or used by the public and that is under the control of the Palmerston North City Council, or one of its Council Controlled Organisations. This includes, but is not limited to, the road reserve, parks and reserves.
Real Estate	means land, and buildings on land.
Real estate flag	means a flag advertising real estate or a licensed real estate agency.
Real estate sign	means a sign advertising the sale and purchase of real estate but does not include a real estate flag whether or not on the property to which it relates.
Road	Includes: <ul style="list-style-type: none"> (a) Every road, street or public highway under Council's control; (b) Any land that is vested in Council for the purpose of a road as shown on a deposited survey plan; (c) Any land that is vested in Council as a road or street pursuant to any other enactment;

- (d) Any access way or service lane;
- (e) Every square or place intended for use of the public generally;
- (f) Every bridge, culvert, drain, ford, gate, building, or other thing belonging thereto or lying upon the line or within the limits thereof;
- (g) Any state highway where the Council has the necessary administrative powers to manage signs on that highway.

Road Reserve means land vested in or controlled by the Council for the purpose of a road.

Sign means words or any pictorial or other representation or notice on any material or object.

Sign Parks ~~means any space set out by the Council for the purpose of displaying signs in accordance with this Bylaw.~~

Site means an area of land capable of being disposed of separately.

Temporary Sign means a sign that is portable and not fixed to land or buildings.

Vehicle Means:

- (a) A contrivance equipped with wheels, tracks, or revolving runners on which it moves or is moved; and
- (b) Includes a hovercraft, a skateboard, in-line skates, and roller-skates; but
- (c) Does not include –
 - i. A perambulator or pushchair
 - ii. A shopping or sporting trundle not propelled by mechanical power
 - iii. A wheelbarrow or hand-trolley
 - iv. A pedestrian-controlled lawnmower
 - v. A pedestrian-controlled agricultural machine not propelled by mechanical power
 - vi. An article of furniture
 - vii. A wheelchair not propelled by mechanical power
 - viii. Any rail vehicle.

PART 1 – SIGNS

6. GENERAL CONTROL ON SIGNS IN PUBLIC PLACES

- 6.1. No person may display a sign in a public place or on or overhanging any land or building owned by the Council ~~without a permit from the Council~~, unless:
- (a) The display of the sign is authorised by this Bylaw or a permit issued under this Bylaw; or
 - (b) The display of the sign involves a temporary sign associated with a cultural, social, sporting or educational activity authorised by the Council and is removed after the activity ceases: or
 - (c) The display of the sign is expressly allowed by a resource consent under the Resource Management Act 1991 or a building consent ~~under the Building Act 2004~~.
- 6.2. No person may display a sign containing material that is offensive, objectionable, or indecent, that is visible from a public place or another person's private residence.

MOBILE SIGNS

- 6.3. No person may display a mobile sign without a permit issued under this Bylaw unless it complies with the following conditions:
- (a) The mobile sign must be no larger than 3 square metres. If it is a panel with signs on both sides each can be up to 3 square metres.
 - (b) The mobile sign must not be placed on land zoned Residential or Village in the District Plan or on road reserve adjacent to land zoned Residential or Village in the District Plan.
 - (c) The mobile sign must not be placed outside a business deemed to be in competition with the business or activity advertised by the mobile sign.
 - (d) The top of the mobile sign is to be no more than 4 metres from the ground.
 - (e) The mobile sign must not extend outside the footprint of the vehicle to which it is attached.
 - (f) The mobile sign must be securely fastened to the vehicle.
 - (g) The vehicle must comply with all laws, rules, regulations, and bylaws regarding the position of the vehicle on a roadway, and must be no closer than 25 metres to any intersection.
 - (h) If the mobile sign is attached to a trailer, the tow bar of the trailer must be positioned away from the traffic flow, i.e. next to the curb

in angle parking. If the trailer is parked after dark it must display an illuminated red light to the rear on the side closest to the centre of the road, so that is easily seen by oncoming vehicles.

- (i) The vehicle must be parked so that no street/advisory signage is obscured and that there is clear line of sight for drivers.
- (j) The vehicle is not to be parked on raised or painted medians or any grass berms.

7. SIGNS AND FLAGS ON FOOTPATHS

7.1. No person may display a footpath sign on a footpath unless it complies with the following specifications:

Maximum height	1.0 metres
Maximum width	0.6 metres
Maximum base spread	0.6metres.

7.2. No person may display a flag sign on a footpath unless it complies with the following specifications:

Maximum height	2.0 metres
Maximum width	0.6 metres
Maximum base spread	0.6 metres
Maximum flagpole height	3.0 metres

7.3. No person may display a footpath sign or flag sign on a footpath unless;

- (a) The sign advertises a business or relates to the business activity; and
- (b) The sign is located adjacent to the business to which it relates; and
- (c) The sign is removed when the business is not open to the public; and
- (d) There is not more than one footpath sign or flag sign for the business where the business is located in the area bounded by Ferguson Street, Pitt Street, Bourke Street, Walding Street, Grey Street and

Princess Street, and in all other cases not more than two footpath signs or flag signs for each business; and

- (e) There is a minimum width of footpath free of objects adjacent to the footpath sign or flag sign of 1.5 metres; and
- (f) The footpath sign or flag sign is placed immediately adjacent to the footpath kerb but must not impede access to carparks reserved for Mobility Parking Permit holders, bus stops, or access to existing amenities or infrastructure such as rubbish bins, traffic signals and crossing signals, road crossings, or other permanent features; and
- (g) The footpath sign or flag sign does not protrude on to a road; and
- (h) The footpath sign does not alone or with other footpath signs unreasonably impede safe and efficient pedestrian flow.

7.4. Despite clause 7.3, a flag sign may be fixed to a building if;

- (a) The sign relates to a business in that building;
- (b) The maximum height of the flag sign does not exceed 3 metres;
- (c) The flag sign does not protrude onto a road;
- (d) The flag sign does not protrude into any footpath more than 0.6 metres.
- (e) The lowest edge of the flag sign has a minimum overhead clearance of 2.1 metres.

8. SIGNS ADVERTISING COMMERCIAL SEXUAL SERVICES

8.1. No person may display a sign advertising commercial sexual services unless the following conditions are met:

- (a) The sign is on the premises in which the commercial sexual services are provided; and
- (b) The sign is not located on land zoned Residential, Village, Rural or Institutional in the District Plan; and
- (c) The sign is not visible from a private residence on land zoned Residential, Village, Rural or Institutional zones in the District Plan, or any road adjacent to Residential or Village zoned land in the District Plan.

8.2. No person may distribute in a public place handbills that advertise commercial sexual services.

9. REAL ESTATE SIGNS AND FLAGS

9.1. No person may display a real estate sign in the Residential or Village zone in the District Plan unless:

- (a) The sign has an area less than 1.1 metres²; and

- (b) All parts of the sign do not exceed a vertical height of 1.8 metres above ground level; and
 - (c) The number of signs does not exceed one per licensed real estate agency appointed in writing by the owner of the residential real estate being offered for sale; and
 - (d) The sign is on a property available for sale
 - (e) The total number of signs does not exceed three on any property; and
 - (f) The sign is removed within three weeks of the unconditional sale or lease of the real estate.
- 9.2. No person may display a real estate sign advertising real estate (other than real estate covered by clause 9.1) unless:
- (a) The sign has an area less than 2.9 metres²; and
 - (b) The number of signs does not exceed one per licensed real estate agency appointed in writing by the owner of the real estate being offered for sale; and
 - (c) The sign is on a property available for sale
 - (d) The total number of signs does not exceed three; and
 - (e) The sign is removed within three weeks of the unconditional sale or lease of the real estate.
- 9.3. No person may display a real estate flag unless:
- (a) The real estate flag is adjacent to the real estate to which it relates; and
 - (b) The dimensions of the real estate flag do not exceed 2 metres high x 0.6 metres wide; and
 - (c) The flag pole of the real estate flag does not have a vertical height measured from ground level exceeding 3 metres; and
 - (d) The base of the flagpole is positioned on the road not more than 0.5 metres from the face of the kerb, is located alongside and attached to the associated vehicle and is not a freestanding device.
 - (e) Is displayed only when a real estate agent is conducting open days for the public
- 9.4. Clauses 9.1, 9.2 and 9.3 do not apply to signs on the business premises of a licensed real estate agent or real estate agency.

10. SIGN PARKS

- ~~10.1. From time to time the Council (for the principal but not exclusive purpose of providing designated space for election signs) may:

 - ~~(a) Identify an area as a sign park.~~
 - ~~(b) Prescribe fees for the use of the sign park.~~~~
- ~~10.2. No person may display a sign in a sign park without a permit from the Council.~~
- ~~10.3. No person may display in a sign park a sign greater than 2.9 metres².~~

10. ELECTION SIGNS CONTROLS

- 10.1 This clause is subject to and should be read in conjunction with the relevant provisions of the Electoral Act 1993, the Electoral (Advertisements of a Specified Kind) Regulations 2005, and the Local Electoral Act 2001.
- 10.2 These controls apply to both local elections held under the Local Electoral Act 2001, and national elections held under the Electoral Act 1993.
- 10.3 No site may display more than one election sign per candidate.
- 10.4 No site may display more than one election sign per political party.
- 10.5 No person may display election signs on any site without the written permission of the owner of the site.
- 10.6 Any free-standing election sign in a Residential Zone shall have a maximum height of 1.8 metres measured from ground level to the top edge of the sign.
- 10.7 Any election sign that is affixed to a building, other than in a Residential Zone, is not subject to any height restrictions.
- 10.8 For the display of election advertisements under the Local Electoral Act 2001 or the Electoral Act 1993, a freestanding or election sign affixed to a structure or building, provided it is not a digital or illuminated sign, must comply with the following maximum sign area:

District Plan Zone	Maximum single sign area
Residential	1.5 m ²
Local Business, Rural, Institutional	10 m ²
Inner Business, Outer Business, Fringe Business, Industrial, North East Industrial	18 m ²

- 10.9 Election advertisements can be displayed on illuminated signs and digital signs, provided they:
 - (a) are not located in a Residential zone, and
 - (b) exceed 3 m² in area, and
 - (c) have been granted a resource consent under the District Plan.

- 10.10 Election advertisements displayed on illuminated signs and digital signs in accordance with clause 10.9 are exempt from compliance with clauses 10.3, 10.4 and 10.8 in relation to the number of signs, and the maximum permitted sign area.
- 10.11 No person may display election signs on any road reserve or in any public place. This includes any election signs within the Recreation, Conservation and Amenity, Caccia Birch, Arena, and Airport Zones in the District Plan.
- 10.12 The period during which election signs can be displayed is restricted to the period nine weeks prior to any election, by-election, referendum or polling day.
- 10.13 All election signs must be removed by midnight on the night prior to polling or election day.
- 10.14 No sign shall be placed where it obscures the required sight distances from an access or intersection, or the visibility of an existing official traffic sign, as viewed from the centre of the approaching traffic lane at a distance of 15 metres.
- 10.15 No election sign visible from a road shall use reflective material, contain moving parts, be animated, use flashing lights, or resemble traffic signs.

~~11.1 This clause is subject to the Electoral Act 1993 and the Local Electoral Act 2004.~~

Area

~~11.2 No person may display on any land that is zoned Residential or Village in the District Plan an election sign that is greater than 0.6 metres² in area.~~

~~11.3 No person may display on any land other than land zoned Residential or Village in the District Plan an election sign that is greater than 10 metres².~~

Height

~~11.4 No person may display any freestanding election sign that is greater in height than 1.8 metres.~~

Number

~~11.5 No property or sign park may display more than one election sign per candidate.~~

~~11.6 No property or sign park may display more than one election sign per political party.~~

Illumination and animation

~~11.7 No person may display in any place visible from a road an election sign that is animated or illuminated or made of any reflective material.~~

PART 2 – USE OF FOOTPATHS AND PUBLIC PLACES

11. OBJECTS ON FOOTPATHS

- 11.1. No person may place objects on a footpath without a permit from the Council.
- 11.2. If the Council issues a permit to a person to leave tables, chairs or other objects on a footpath then the permit holder must comply with the standard conditions in the Administration Manual together with any other special conditions on the permit. Where the special conditions are inconsistent with the standard conditions, the special conditions prevail.
- 11.3. Clause ~~12.1~~ 11.1 does not apply to any footpath in a locality, or to a type of object or objects, in respect of which the Council has issued a current general authorisation provided that the performance conditions attaching to the authorisation are met. Any authorisation may be revoked or amended by the Council at any time in its entirety, or specifically amended as to whom it applies, where it applies or the conditions to be met.

12. DRAWING ON FOOTPATHS

- 12.1. No person may mark any footpath or other public place, unless chalk is the only material applied and it is applied only to a footpath unless given written approval from the Palmerston North City Council.

13. REVOKED

14. SECURITY FENCES

- 14.1. No person may erect or permit to be erected any barbed wire, razor wire or electrified wire within 1 metre of any boundary adjoining any public place at a height of less than 2 metres above the ground level of the public place unless the property is zoned rural in the District Plan.

PART 3 – STOCK ON ROAD RESERVES

15. ROADSIDE GRAZING

- 15.1. No person may graze animals on the grassed part of a road reserve unless the following conditions are met:
- (a) The grassed area is fenced by a temporary electric fence; and
 - (b) The land adjacent to the road reserve is zoned rural in the District Plan; and
 - (c) The animals belong to the owner of the allotment of land adjacent to the road reserve or the owner of the allotment of land adjacent to the road reserve has given consent to the owner of the animals for them to graze on that land; and
 - (d) As soon as the grassed area has been grazed off, the stock and the electric fence are removed; and
 - (e) The grassed area is not overgrazed or trampled into mud and all water channels and culverts are kept in good working order.

PART 4 – TRADING IN PUBLIC PLACES

16. MOBILE TRADING PERMITS

- 16.1. No person may engage in mobile trading in a public place without a permit from the Council. This clause does not apply to a person who has a mobile food business registered with the Council.
- 16.2. If the Council issues a permit to a person to engage in mobile trading in a public place then the permit holder must comply with the standard conditions in the Administration Manual together with any other special conditions on the permit. The special conditions prevail where inconsistent with the standard conditions.

PART 5 – ADMINISTRATION

17. FEES AND CHARGES

17.1. The Council may set fees and charges for any permit granted under the Bylaw.

18. DELEGATIONS

18.1. The following are authorised delegates under this Bylaw:

- (a) The Council by resolution;
- (b) The Chief Executive of the Council;
- (c) The person holding the office identified in Council's Delegations Manual as responsible for the administration of this Bylaw;
- (d) Any other person authorised to exercise a power under the Bylaw, pursuant to the Council's Delegations Manual or resolution of the Council.

18.2. Authorised delegated persons may exercise any power, function or duty under this Bylaw or carry out any act, other than those expressly required to be by Council resolution, in order to achieve its effective administration on behalf of the Council including, without limitation:

- (a) Grant permits;
- (b) Specify the special conditions that apply to a permit;
- (c) Declare General Authorisations;
- (d) Specify forms and procedures for the effective administration of the Bylaw;
- (e) Make any decision or determination required in this Bylaw in order to administer it;
- (f) Decisions regarding suspension, withdrawal or removal of a permit;

18.3. The Council by resolution may amend the Administration Manual. Before amending the Administration Manual, the Council must consult appropriately with any person that it considers may be affected by the proposed amendments and give those persons a reasonable opportunity to provide feedback on the proposed amendments before they come into effect. The Council must have regard to that feedback before making any final decision on the proposed amendments.

18.4. All forms, specifications, standard conditions or methods for this Bylaw must be in writing and kept in the Administration Manual for this Bylaw

called the Palmerston North Signs and Use of Public Places Bylaw Administration Manual, and shall be available to the public.

- 18.5. Every exercise of a power of delegation under this clause must be publicly reported at least annually to Council if not exercised by Council by resolution provided that failure to report does not invalidate the exercise of the delegate's power.

19. PERMITS

- 19.1. Where an activity under this Bylaw requires a permit from the Council, the person seeking a permit must:
- (a) Complete the required application form;
 - (b) Pay the applicable fee;
 - (c) Comply with the conditions of that permit
- 19.2. A permit may include, in addition to conditions incorporated by this Bylaw, conditions that the Council considers are necessary to manage the effects of the activity, achieve the objectives of this Bylaw and minimise the risk of nuisance.
- 19.3. The Council may grant a permit for any activity that would otherwise contravene this Bylaw.
- 19.4. A permit is personal to the applicant and is not transferable.
- 19.5. An authorised officer may revoke or suspend any permit issued under this Bylaw at any time, or suspend for such periods of time, on such terms and conditions as the authorised officer may consider appropriate in the circumstances to protect Council property, public health and safety or to minimise nuisance.
- 19.6. An authorised officer may revoke any permit issued under this Bylaw where the conditions of that permit are not complied with.
- 19.7. All permits issued under clause ~~12.4~~ 11.1 of the Palmerston North Signs and Use of Public Places Bylaw 2010 or its predecessors that are in effect at the time of the commencement of this Bylaw will expire on 1 May 2016.

PART 6 – ENFORCEMENT

20. OFFENCES AND PENALTIES

20.1. Every person or permit holder who:

- (a) Fails to comply with any provision of this Bylaw; or
- (b) Breaches the conditions of any permit granted pursuant to this Bylaw

commits an offence under section 239 of the LGA 2002 and is liable to a fine as specified in section 242 of the LGA 2002.

20.2. The Council may issue infringement notices, in such forms and for such amounts as are authorised in any regulations made under section 259 of the LGA 2002.



PALMERSTON NORTH CITY

**PALMERSTON NORTH
SIGNS AND USE OF PUBLIC
PLACES BYLAW 2015**

Administration Manual

Document control

Version No.	Reason for amendment	Date
1	Adopted by Council	1 October 2015
2	Correct information requirements for permit application form	3 April 2017
3	Remove references to permits for vehicles parked for sale	30 April 2018
4	Remove references to sign parks	XX March 2026

Authorisation

	Name	Signature	Date
Prepared by	Peter Ridge		
Reviewed by	Graeme Gillespie		
Authorised by	Peter Eathorne		

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PART ONE – INTRODUCTION

The purpose of this Administration Manual is to support the administration of the Signs and Use of Public Places Bylaw 2015 (the Bylaw), to provide information to the public about making applications for permits under the Bylaw, and to identify the standard conditions that apply to the different activities for which permits may be issued.

The Administration Manual is made under the Bylaw, and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document, and will be made available on the Council's website alongside the Council's bylaws. A hard copy can be provided on request.

This Administration Manual will be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. ~~Amendments to this document will be authorised by the General Manager for the Customer Services Unit.~~

PART TWO – FORMS

This section includes the form to be used when applying for a permit under the Signs and Use of Public Places Bylaw. This form applies to the following activities controlled by the bylaw and for which a permit may be issued:

- Displaying a sign in a public place (ref. clauses 6.1 and 6.3)
- ~~Displaying a sign in a sign park (ref. clause 10.2)~~
- Placing objects on, or use of, the footpath (ref. clause 12.1)
- Mobile trading in a public place (ref. clause 17.1)
- Other (activities which would otherwise contravene the bylaw – ref. clause 20.3)

Signs and Use of Public Places Permit Application Form

APPLICANT DETAILS

Applicant Name: _____

Trading Name of Business (if applicable) : _____

Mailing Address: _____

Telephone: _____ Email: _____

After hours: _____ Mobile: _____

ACTIVITY TYPE

Please indicate the type of activity permit for which you are applying

- Displaying a sign in a public place ~~Displaying a sign in a sign park~~
 Placing objects on or use of the footpath Mobile Trading in a Public Place
 Other: _____

PERMIT REQUIREMENTS

I confirm that:

- (a) I have included in this application the required information necessary to enable the Council to consider the application (see overleaf).
- (b) I have paid the prescribed fee (if applicable)
- (c) I agree to comply with the times, terms and conditions of the permit if a permit is issued.

Signature: _____ (applicant) Date: _____

OFFICE USE ONLY

Application received on: _____

Recommendation: Approved/Declined (circle one) Permit number: _____

Applicant advised: Yes/No (circle one) Date: _____

Notes: _____

PERMIT INFORMATION REQUIREMENTS

The following are the information requirements for each of the different permit activity types. Please ensure that you supply all the required information with your application to enable the Council to consider your application. A failure to supply the required information may delay your permit application.

Displaying a sign in a public place (clause 6)

1. Identify the location where the sign will be located
2. Provide details of the sign content, and the size and construction of the sign (including whether it is a mobile sign).
3. Provide the date on which the sign is to be erected, and the date on which the sign is to be removed.

~~Displaying a sign in a sign park (clause 10)~~

- ~~1. Identify in which sign park(s) the sign will be located:

 - ~~a. Pioneer Highway — heading into the city, green area left hand side, past the Information Board and entrance to the Manawatū Trotting Track~~
 - ~~b. Fitzherbert Avenue — heading out of the city prior to crossing the Manawatū River and bridge, green area on the left hand side.~~~~
- ~~2. Supply a sketch plan of the sign, including a description of the sign content, and the size and construction of the sign.~~
- ~~3. Provide the date on which the sign is to be erected, and the date on which the sign is to be removed.~~

Placing objects on or use of the footpath (clause 12)

1. Describe the locality where objects are to be placed.
2. Supply a sketch plan that details the location of the objects to be placed on the footpath.
3. Identify the number and type of each object proposed to be placed on the footpath, and the times of the day and the days that the objects will be placed on the footpath.

Mobile trading in a public place

1. Identify the nature of the mobile trade that will take place.
2. Clearly identify the exact location(s) where the mobile trading will take place. Each site will require a clear map for each proposed location.
3. The dates, times, frequency and duration the mobile trade will take place.

PART THREE – STANDARD CONDITIONS FOR PERMITS

All Permits

1. Permits are issued under the Palmerston North Signs and Use of Public Places Bylaw 2015.
2. The permit holder must present the permit if requested by any officer of the Palmerston North City Council.
3. The permit may be reviewed by the Council at any time and may be revoked on 48 hours written notice or earlier if necessary to prevent harm to any person or damage to any private or public property.
4. The permit is only valid if all applicable fees have been paid and funds have cleared.
5. Unless otherwise specified, a permit issued under this bylaw is valid for a maximum of three years. The Council may grant a renewal of the permit on application.

Displaying a sign in a public place

1. The sign must correspond with the specifications and description in the permit application, including but not limited to the construction and dimensions of the sign.
2. Any sign, including any structure attached to the sign, must be maintained in good repair. If it is damaged for any reason it must be removed, repaired or replaced within 24 hours of sustaining damage if there is a safety issue, and within 72 hours otherwise.
3. The sign must be removed by the date stated in the permit. If no date is stated, then the permit is deemed to terminate within 21 days of the date the permit was issued.
4. The permit holder is responsible for any damage to the public place or any other property of the Palmerston North City Council caused by the sign, the permit holder, the permit holder's contractors or the permit holder's employees.

Displaying a sign in a sign park

- ~~1. The sign must correspond with the specifications and description in the permit application, including but not limited to the construction and dimensions of the sign.~~
- ~~2. The sign must not be erected before a site inspection has been completed by a Council officer.~~
- ~~3. Any sign, including any structure attached to the sign, must be maintained in good repair. If it is damaged for any reason it must be repaired or replaced within 24 hours of sustaining damage.~~
- ~~4. The sign must not exceed 2.9m² in area and it must not exceed 1.6m above the ground inclusive of supports (posts).~~
- ~~5. The posts used to support the sign must fit in ground cylinders. The maximum width is 100mm² or 4"x4", and the maximum depth into the ground is 800mm.~~
- ~~6. The sign must be removed from the sign park by the date stated in the permit or before the end of eight weeks since the sign was erected, whichever is earlier.~~

Placing objects on or use of the footpath

1. Objects placed on the footpath must be placed outside the premises to which they relate.
2. Objects must not be placed outside adjoining premises without written permission from the adjoining premises.
3. Objects must be placed on the footpath only when the premises to which they relate are open to the public.
4. Pedestrians using the footpath must not be impeded by the objects placed on the footpath.
5. Objects placed on the footpath must be placed to ensure a minimum 1.5 metres continuous, straight-line width of the footpath remains clear for pedestrian access.
6. Objects other than tables and chairs may not occupy more than one quarter of the footpath width or 0.6 metres, whichever is the lesser.
7. Objects including but not limited to umbrellas, canopies or shades must be secured in such a way that they will not fall or be blown over.
8. The lower edge of the canopy of any umbrella or shade must be at least 2.1 metres above the footpath.
9. Access to fire exits, fire hydrants, shop doorways, parking meters, rubbish receptacles, street furniture and bicycle stands must be kept clear at all times.
10. All braziers or heating devices must be securely fixed so as to not fall over.
11. A brazier or heating device must not present a danger to any pedestrian or building.
12. If alcohol is to be consumed in the area to be covered by this permit then it also needs to be licensed for alcohol consumption under the Sale and Supply of Alcohol Act 2012.
13. If tables, chairs, or other seating arrangements are placed on the footpath, then smokefree signage supplied by the Council must be displayed at all times the tables, chairs or other seating arrangements are placed on the footpath, so as to be prominently visible to persons using the tables, chairs or seating. No ashtrays or other devices intended for collecting ash may be placed on the tables or seating arrangements.
14. The permit holder must keep the footpath area where objects are placed clean from litter at all times.

Mobile trading in a public place

1. The permit holder must not impede the efficient flow of traffic or pedestrians.
2. The permit holder must not cause damage to the road reserve or any other property of the Palmerston North City Council.
3. The permit holder must cease trading when the permit expires or on revocation of the permit.

PART FOUR – CURRENT GENERAL AUTHORISATIONS

The following are General Authorisations made under clause 12.3 of the Bylaw, currently in effect:

General Authorisation #1 - footpaths within the CBD and Local Business Zone

This authorisation, made in accordance with clause 12.3 of the Signs and Use of Public Places Bylaw 2015, authorises the placement of objects (excluding tables, chairs or other seating arrangements) on footpaths within the area bounded by (and including) the following streets: Pitt Street, Bourke Street, Walding Street, Grey Street, Princess Street, and Ferguson Street, and on any footpath adjoining land zoned Local Business in the Palmerston North City District Plan.

The placement of any objects under this general authorisation is subject to the following conditions:

- The person who places the object(s) is the owner or occupier of the premises adjacent to the section of footpath where the objects are to be placed.
- The objects must not impede pedestrians using the footpath.
- A minimum 1.5 metres of continuous, straight-line width of the footpath must remain clear for pedestrian access.
- The lower edge of any object overhanging the footpath must be at least 2.1 metres above the ground.
- The objects must not block access to fire exits, fire hydrants, shop doorways, parking meters, rubbish receptacles, street furniture, or bicycle stands, at any time.

The Council may revoke or amend this general authorisation at any time, and any objects placed on the footpath must comply with any amended conditions or be removed from the footpath.

Declared by PNCC on 1 October 2015

ATTACHMENT 2 - RESPONSE TO ISSUES AND OPPORTUNITIES WITH ELECTION SIGNS AND PROPOSED AMENDMENTS TO BYLAW CONTROLS

Issues and opportunities	Current control	Proposed amendment	Reasons for the proposed amendment and options considered				
<ul style="list-style-type: none"> Site owners need to give their permission to allow election signs in the first instance. 	None	<p>10.5 No person may display election signs on any site without the written permission of the owner of the site.</p>	<p>Background The bylaw is currently silent on whether or not the owner’s permission is required to display an election sign on a site. It is noted that this is probably already occurring in practice.</p> <p>Rationale for proposed control Including this control helps limit the proliferation of signs and, to an extent, their size, as the site owner has the right to refuse or accept the placement of signs on their property.</p> <p>Options</p> <ul style="list-style-type: none"> No control for seeking the owner’s permission (status quo). Control specifies the <u>owner and occupier</u>. Control doesn’t require approval to be written (verbal approval is acceptable). 				
<ul style="list-style-type: none"> Ascertaining what an appropriate sign size should be for residential areas during local election and general election periods, whilst clarifying if the s221B of the Electoral Act (what has been referred to as a ‘statutory override’) influences local sign size controls. 	<p><u>Area</u> 11.2 No person may display on any land that is zoned Residential or Village in the District Plan an election sign that is greater than 0.6 metres² in area.</p>	<p>10.8 For the display of election advertisements under the Local Electoral Act 2001 or the Electoral Act 1993, a freestanding or election sign affixed to a structure or building, provided it is not a digital or illuminated sign, must comply with the following maximum sign area:</p> <table border="1" data-bbox="1308 968 1754 1089"> <thead> <tr> <th>District Plan Zone</th> <th>Maximum single sign area</th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>1.5 m²</td> </tr> </tbody> </table>	District Plan Zone	Maximum single sign area	Residential	1.5 m ²	<p>Background The current Bylaw controls have adopted the 0.6 m² maximum sign size in the District Plan for temporary signs on residentially zoned sites on local roads. Signs erected in residential areas are typically freestanding on timber supports or affixed to a fence, wall, or other structure fronting a street or road.</p> <p>Small sign sizes arguably have less impact on amenity values in residential areas, but allowing many signs to be displayed can lead to signage clutter. For election signs, there are usually more during the local election period, when there are more candidates, than during general elections. A smaller sign size also allows more signs per site than fewer larger signs in residential areas.</p> <p>Staff have received advice on s221B of the Electoral Act 1993, which confirms that Council is able to regulate the size of election signage (refer to Section 4 of the officer’s report). Although sign size has not been a significant issue, the Bylaw review has enabled more analysis of sign-size settings.</p> <p>Rationale for proposed control</p> <ul style="list-style-type: none"> Proposed clause 10.8 clarifies which signage types are being regulated, as this is currently unspecified in the current control; this is important as election advertising on digital and illuminated advertising signs is proposed to be more permissible under the Bylaw under proposed clause 10.9. Proposes a maximum 1.5 m² sign size, increasing it from 0.6 m², for electoral advertising for both local elections and general elections in Residential areas, as this is a more practical size for election signs in Residential areas. This is the average sign size between the two size controls of 0.6 m² (sites on local roads) and 2.5 m² (sites on Major Arterial, Minor Arterial, or Collector Roads) for temporary advertising signs in the District Plan in residentially zoned areas. <p>Options:</p> <ul style="list-style-type: none"> Retain the maximum 0.6 m² area for election advertising for local elections. Retain the maximum 0.6 m² area for election advertising for local elections and increase to 3.0 m² for general elections to align with the Electoral Commission’s guidance i.e., split the sign size controls for each type of election [on the basis that Council agrees with the Electoral Commission’s guidance in relation to s221B of the Electoral Act – refer section 4 of the officer’s report for more detail].
District Plan Zone	Maximum single sign area						
Residential	1.5 m ²						

Issues and opportunities	Current control	Proposed amendment	Reasons for the proposed amendment and options considered								
<ul style="list-style-type: none"> That signs or billboards (not digital or illuminated signs) over 10 m² that are located in non-residential areas should be allowed to display electoral advertising. 	<p><u>Area</u> 11.3 No person may display on any land other than land zoned Residential or Village in the District Plan an election sign that is greater than 10m².</p>	<p>10.8 For the display of election advertisements under the Local Electoral Act 2001 or the Electoral Act 1993, a freestanding or election sign affixed to a structure or building, provided it is not a digital or illuminated sign, must comply with the following maximum sign area:</p> <table border="1" data-bbox="1308 701 1754 1066"> <thead> <tr> <th>District Plan Zone</th> <th>Maximum single sign area</th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>1.5 m²</td> </tr> <tr> <td>Local Business, Rural, Institutional</td> <td>10m²</td> </tr> <tr> <td>Inner Business Zone, Outer Business, Fringe Business, Industrial, North East Industrial</td> <td>18m²</td> </tr> </tbody> </table>	District Plan Zone	Maximum single sign area	Residential	1.5 m ²	Local Business, Rural, Institutional	10m ²	Inner Business Zone, Outer Business, Fringe Business, Industrial, North East Industrial	18m ²	<ul style="list-style-type: none"> Increase the maximum area to 1.1 m² to mirror real estate signage controls in the Bylaw. Increase the maximum area to 2.5m² to mirror the District Plan rule for temporary signs in Residential zones fronting higher order roads, on the basis that most signage is likely to be placed in higher traffic areas, where signs are more visible, therefore the higher sign size in the District Plan is more appropriate. <p>Background The Bylaw's current rules acknowledge that in non-residential areas, election signs can be larger. The zones identified in the proposed amendment already feature a diverse range of permanent and temporary advertising signage with associated effects on amenity values. Larger temporary election signs erected only during election periods can be more easily tolerated in these areas than in residential areas.</p> <p>In the District Plan, the maximum common area for both permanent and temporary advertising signs is 10 m². The maximum total areas for sign size specified in the District Plan vary, but can be summarised as:</p> <ul style="list-style-type: none"> Smaller signs are allowed in residential areas (0.6 – 2.5m²) depending on the site's location on the roading hierarchy, in parks and reserves (where sign size varies according to site size), and in the Caccia Birch zone (up to 4m²). Larger signs are allowed in other Zones of up to 10m² but are limited to this maximum if the site adjoins or fronts a residential area; there are no limits on sign area where they don't front or adjoin a residential area. <p>Some of the commercial signs candidates wanted to use in the last local elections were static, unilluminated signs measuring up to 18 m².</p> <p>Rationale for proposed control</p> <ul style="list-style-type: none"> Establishes that this size is for both local and general elections to avoid setting different size limits for each. Establishes the form of sign construction in the control that is currently unspecified. Clarifies the application of the control to named zones rather than 'by exception' as the current controls are written (clauses 11.2 and 11.3); this proposed clause also recognises that some of the zones are not appropriate for election signage to be displayed as they cover public places controlled by the Council, or one of its CCOs, in the case of the Airport (refer proposed clause 10.11). The comparable District Plan rules for temporary signs specify a maximum sign area per site; however, this is not appropriate for election signs as the rule that allows one sign per candidate and per party, would result in multiple signs exceeding the District Plan's limits on the number of signs in each zone; therefore the proposed control sets a maximum single sign area. The Local Business, Rural, and Institutional zones are more likely to interface with residential areas; therefore, the maximum sign size of 10m² has been retained. Conversely, election signs in the Inner Business, Outer Business, Fringe Business, Industrial, and North East Industrial Zones have less potential to cause nuisance or amenity impacts due to reduced boundaries with residential environments. The proposed clause allows large-format sign frameworks up to 18m² to be used that are already permitted in the District Plan or have been granted resource consent. A key reason for keeping large sign size limits is that it reduces the need to seek permits under the Bylaw, which lowers the compliance workload during a time when temporary signage is a normal part of election campaigns.
District Plan Zone	Maximum single sign area										
Residential	1.5 m ²										
Local Business, Rural, Institutional	10m ²										
Inner Business Zone, Outer Business, Fringe Business, Industrial, North East Industrial	18m ²										

Issues and opportunities	Current control	Proposed amendment	Reasons for the proposed amendment and options considered
<ul style="list-style-type: none"> That consented commercially-owned billboards should be able to display election advertisements, That if the holder of a resource consent for an illuminated or digital sign does not have to comply with the election sign controls in the Signs and Use of Public Places Bylaw. Because digital and illuminated signs are not defined in the Bylaw, there is a lack of clarity regarding the differences. Understanding the implications of the Electoral (Advertisements of a Specified Kind) Regulations 2005 on our local controls. 	<p><u><i>Illumination and animation</i></u> <i>11.7. No person may display in any place visible from a road an election sign that is animated or illuminated or made of any reflective material.</i></p>	<p><i>10.9 Election advertisements can be displayed on illuminated signs and digital signs, provided they:</i> <i>(a) are not located in a Residential zone, and</i> <i>(b) exceed 3m² in area, and</i> <i>(c) have been granted a resource consent under the District Plan.</i></p> <p><i>10.10. Election advertisements displayed on illuminated signs, and digital signs, in accordance with clause 10.9 are exempt from compliance with clauses 10.3, 10.4 and 10.8 in relation to the number of signs, and the maximum permitted sign area.</i></p> <p>To assist with the interpretation of the proposed clause, the following new definitions are proposed in the Bylaw's interpretation section:</p> <p><i>(a) Digital Sign</i> <i>(b) Election advertisement</i> <i>(c) Candidate advertisement</i> <i>(d) Party advertisement</i> <i>(e) Illuminated Sign</i></p>	<p>Options</p> <ul style="list-style-type: none"> Do not amend the up to 10 m² control (except to remove 'Village' that is no longer a zone in the District Plan). Reduce the limits on sign size further, acknowledging that the proposed sign sizes may result in large signs in various zones, should people want to display signs at the maximum size. Practicality, the likelihood is that most signs will be much smaller than the maximums. <p>Background</p> <p>During the 2025 local elections, there were complaints about the use of commercially-owned digital signs and billboards that did not comply with clause 11.7 of the Bylaw. In the District Plan, all illuminated and digital signs used for advertising over 2.5 m² require a resource consent under R 6.1.7.1 as a restricted discretionary activity. Some sign companies that had clients wishing to display election advertising believed that obtaining a resource consent for these sign types exempted them from complying with the Bylaw.</p> <p>The original clause in the 2015 Bylaw was intended to address situations in which lights were hung over free-standing election signs to attract attention. More recently, several illuminated and digital signs have been approved under the District Plan for advertising purposes. The approvals granted are subject to meeting several performance standards, including those for advertisement dwell times and specific luminance levels. These types of signs are primarily found in the City's Business and Industrial Zones. However, the consents granted under the District Plan do not automatically allow the display of election advertisements on election signs, as election signs are excluded from the definition of advertising or temporary signs. Permission for election signs is provided under the Bylaw and are a special category of temporary signage not regulated in the District Plan.</p> <p>It is noted that the largest consented digital sign in the City, at 408 Featherston Street (in the Fringe Business Zone), has one side measuring 32 m² and the other 36 m². These signs are designed to be visible to road users from considerable distances.</p> <p>Staff have not conducted comprehensive research into differences across New Zealand for the rules for election advertising on illuminated or digital commercial billboards. As these large-format signs become more prevalent and accepted in the environment, it is likely that other councils will face the issue of whether to allow electoral advertising on digital and illuminated signs, either now or in the future.</p> <p>Legal advice regarding the proposed amendment indicates that currently, both Council's regulatory tools for managing signage must be followed, i.e., the Bylaw and the District Plan. This means that even if an applicant has been granted a resource consent for an illuminated or digital sign or billboard, it does not automatically permit the display of electoral signage on that sign or billboard. As election signage regulation falls under the Bylaw's authority, any contravention of the controls technically requires a permit.</p> <p>The new control proposed allows electoral advertising on digital and illuminated signs/billboards provided a resource consent has been granted. Given that the largest digital sign is 36 m², this raises the potential for electoral advertising to be displayed on this size of sign and on any future large-format signs.</p>

Issues and opportunities	Current control	Proposed amendment	Reasons for the proposed amendment and options considered
			<p>Rationale for the proposed control</p> <ul style="list-style-type: none"> The basis of proposed clause 10.9 is that there is no discernible difference between advertising goods and services on commercially-owned large-format signs and election advertising, which can also be described as ‘advocacy advertising’. A minimum size limit of 3 m² has been specified in proposed clause 10.9, as the Electoral (Advertisements of a Specified Kind) Regulations 2005 specify that signs under 3m² cannot be illuminated. The proposed new control, therefore, is consistent with this existing regulatory requirement. As there is a maximum size restriction of 1.5 m² in the Residential zone specified in proposed clause 10.8, any signs cannot comply with proposed clause 10.9 (b). Therefore, election advertising on illuminated or digital signs in a Residential area is excluded. Including a requirement for a resource consent to permit the display of election advertising on digital or illuminated sign is on the basis that the resource consent process requires a full assessment of effects in relation to the policies, objectives and performance standards set out in the District Plan; this includes matters to ensure the safe and efficient functioning of the land transport network and the safety of road users. Proposed clause 10.10 recognises that the proposed controls relating to the number of signs (clauses 10.3 and 10.4) and maximum sign area (clause 10.8) are exempt from compliance, as all consented illuminated or digital signs will surpass these limits. The animated and reflectorised elements of the current control (clause 11.7) have been separated out into a new clause (proposed clause 10.15) and are similar to the requirements under the Electoral (Advertisements of a Specified Kind) Regulations 2005. Under proposed clause 10.9, no maximum sign size has been set, as it is considered that these large signs/billboards potentially have similar effects and that these have already been assessed under the District Plan. Proposed clause 10.9 has the effect that for illuminated and digital signs with a resource consent, a permit under the Bylaw would not be required (as it would be required under the Bylaw’s current controls). <p>Options considered:</p> <ul style="list-style-type: none"> Not allowing election advertising on illuminated or digital signs. Only allow digital and illuminated signs between 3 m² and 10 m² to align with the current maximum area control in the Bylaw and the requirement in the Electoral (Advertisements of a Specified Kind) Regulations 2005 for illuminated signs to be greater than 3m². Only allow election advertising on these types of signs that have been granted resource consent at the time of the adoption date of the Bylaw amendment. Capping the size to a maximum area of 18m², as this is a common large-format sign size.
<ul style="list-style-type: none"> There are no controls on when signs can be displayed, which means that signs can be erected well in advance of election day, and there is no compulsion for parties/candidates to remove them. 	None	<p><i>10.12. The period during which election signs can be displayed is restricted to the period nine weeks prior to any election, by-election, referendum or polling day.</i></p> <p><i>10.13. All election signs must be removed by midnight on the night prior to polling or election day.</i></p>	<p>Background</p> <p>This aspect was raised at the Elected Member Workshop on 18 February 2026, highlighting a gap in the current controls. Council’s Regulatory and Development Group have indicated that, from an enforcement and compliance perspective, it would be helpful to state when signs must come down for both local and general elections. Some Councils have set this as a control in their regulations for election signs. There is no fixed date in the Electoral Act when election signs are allowed to go up – this is left to the Council to decide.</p> <p>Rationale for the proposed controls</p> <ul style="list-style-type: none"> Proposed clause 10.12 sets a defined timeframe that prevents parties or candidates from erecting signs well in advance of the election or polling day; this control standardises the display of election signs for a fixed duration of nine weeks leading into polling day.

Issues and opportunities	Current control	Proposed amendment	Reasons for the proposed amendment and options considered
			<ul style="list-style-type: none"> Without any limits, signs may accumulate, creating amenity, and health and safety concerns such as driver distraction, and these matters are recognised in the purpose of the Bylaw. A clear timeframe helps Council staff monitor compliance more easily; when signs appear outside this period, enforcement can be more straightforward. Proposed clause 10.13 reflects that once campaigning ends, the removal of signs signifies the end of electioneering. <p>Options considered:</p> <ul style="list-style-type: none"> Include these provisions in the Administration Manual rather than in the Bylaw. Do not include these provisions in the Bylaw. Include these provisions in supplementary guidance prepared by the Council prior to any election.
<ul style="list-style-type: none"> Clarifying where (or if) election signs can be displayed in public places 	<p>10. SIGN PARKS</p> <p>10.1 From time to time the Council (for the principal but not exclusive purpose of providing designated space for election signs) may:</p> <p>(a) Identify an area as a sign park.</p> <p>(b) Prescribe fees for the use of the sign park.</p> <p>10.2 No person may display a sign in a sign park without a permit from the Council.</p> <p>10.3 No person may display in a sign park a sign greater than 2.9 metres².</p>	<p>10. SIGN PARKS</p> <p>10.1 From time to time the Council (for the principal but not exclusive purpose of providing designated space for election signs) may:</p> <p>(a) Identify an area as a sign park.</p> <p>(b) Prescribe fees for the use of the sign park.</p> <p>10.2 No person may display a sign in a sign park without a permit from the Council.</p> <p>10.3 No person may display in a sign park a sign greater than 2.9 metres².</p> <p>10.11. No person may display election signs on any road reserve or in any public place. This includes any election signs within the Recreation, Conservation and Amenity, Caccia Birch, Arena, and Airport Zones in the District Plan.</p>	<p>Background</p> <p>There have been instances where members of the public have questioned whether election signs can be placed in public places, such as road reserves and in parks/reserves. The Bylaw provides general controls for signs in public places, and also designates 'Signs Parks' as the "approved sites" in public places allowing the placement of election signs. A permit was required under the Administration Manual to erect an election sign in a sign park.</p> <p>Two sign parks that were in operation were located on Pioneer Highway road reserve and on reserve land on corner of Fitzherbert Ave and Hardie Street. As a result of a Notice of Motion, the sign park infrastructure was removed in 2018 as it was considered they made the City's entranceways 'look untidy' (refer Cr Aleisha Rutherford's Notice of Motion dated 27 August 2018 and 'Background information on Sign Parks' reported to 24 September 2018 Council meeting).¹ Related to this issue was providing the community with an alternative place to advertise community events that was a function of the sign parks.</p> <p>The ability to designate sign parks has been included in the Bylaw (through clause 10) since 2018. Staff believe that this amendment offers an opportunity to delete clause 10 entirely. The Council must stay politically neutral; therefore, using public places under its control for election advertising is not appropriate.</p> <p>A proposed related control, clause 10.11, is designed to clarify that some zones are not appropriate for election signage because they cover public places controlled by the Council or, in the case of the Airport, by one of its CCOs.</p> <p>Rationale for the proposed control</p> <ul style="list-style-type: none"> Sign parks are no longer required, and staff are of the view that the potential for proliferation of election signs causing problems (including road safety issues) should be avoided. Aligns with the General Policy Reserve Management Plan adopted last year. Aligns with the rule in the District Plan in relation to temporary signs not being permitted 'on any public road or public place'. <p>Options considered:</p> <ul style="list-style-type: none"> Retain clause 10 to future-proof the ability to designate sign parks if the Council wanted to. Not identify specific zones where election signs are prohibited.

¹ https://palmerstonnorth.infocouncil.biz/Open/2018/09/COU_20180924_AGN_7712_AT.htm

Issues and opportunities	Current control	Proposed amendment	Reasons for the proposed amendment and options considered
Technical issues with the current Bylaw			
<ul style="list-style-type: none"> The visibility of certain signs (such as election signs, real estate signs, real estate flags, and advertisements for commercial sexual services) from public places needs to be reflected in the Bylaw. 	None	<p>2.2 <i>The purpose of the Bylaw, in conjunction with the methods contained in the Palmerston North District Plan, is to:</i></p> <p>(a) <i>Protect the public from nuisance and maintain the amenity of Palmerston North City</i></p> <p>(b) <i>Protect, promote, and maintain public health and safety</i></p> <p>(c) <i>Regulate trading in public places</i></p> <p>(d) <i>Regulate, control, or prohibit signs in, or visible from public places, particularly the visibility of the following types of signs: election signs, real estate signs, real estate flags and signs advertising commercial sexual services.</i></p>	<ul style="list-style-type: none"> Since the District Plan defaults to the Bylaw for election sign controls, the controls need to cover signs on private property, signs on the private/public interface, and signs in public places. One way to acknowledge these circumstances is to introduce the concept of <i>visibility from public places</i> into the purpose statement. Proposed clause 2.2 (d) recognises that some signs regulated under the Bylaw, including election signs, require regulation due to associated safety or nuisance effects.
<ul style="list-style-type: none"> The District Plan includes cross-references and definitions relating to the Bylaw that are causing interpretation issues and raising questions of primacy. 	N/A	<p>2.3. <i>This Bylaw is intended to regulate matters not addressed in the District Plan.</i></p>	<ul style="list-style-type: none"> Proposed clause 2.3 clarifies that the signs covered in the Bylaw are not regulated in the District Plan. In particular, election signs are considered to be a special category of temporary signage that fall outside of the definition of a 'temporary sign' in the District Plan. One reason the election controls are in the Bylaw rather than the District Plan is that many of the signs are temporary and appear relatively infrequently during the local and general election periods, which occur every three years, a year apart (e.g. local elections were held in October 2020, the general election will be held in November 2026). Consenting to temporary signage activities for election periods under the District Plan, in relation to any non-compliances, is considered too onerous and cost-prohibitive for applicants (as was outlined in the Statement of Proposal for the Bylaw in 2015). Legal advice supports the need for the Council's Bylaw and District Plan to be consistent. However, where they do overlap, both must be complied with for a sign covered by both to be lawful. Neither overrides the other in the case of a conflict, and resource consents issued under the Resource Management Act 1991 (RMA) do not change that position. Current work to align the District Plan's provisions with the National Planning Standards will clarify references to the Bylaw to lessen any future interpretation issues.
<ul style="list-style-type: none"> Clarifying how the primary legislation and associated regulation, work in relation to the Bylaw, including terminology alignment with the Acts 	<p>11.1 <i>This clause is subject to the Electoral Act 1993 and the Local Electoral Act 2001.</i></p>	<p>10.1. <i>This clause is subject to and should be read in conjunction with the relevant provisions of the Electoral Act 1993, the Electoral (Advertisements of a Specified Kind) Regulations 2005, and the Local Electoral Act 2001.</i></p> <p>10.2. <i>These controls apply to both local elections held under the Local Electoral Act 2001, and national elections held under the Electoral Act 1993.</i></p>	<ul style="list-style-type: none"> Achieving complete clarity with the legislation governing elections is challenging, as it is not best practice to replicate other laws or regulations in the Bylaw. The current clause 11.1 can be open to interpretation (in terms of what 'subject to' means) and has been amended to expand to 'subject to and should be read in conjunction with' to ensure that it recognises that there are other matters that those responsible for election signage need to comply with, e.g. promoter statements on signs, lettering size and spacing. These include Parts 3A, 6AA of the Electoral Act 1993 and Part 5A of the Local Electoral Act and the Electoral (Advertisements of a Specified Kind) Regulations 2005. The Electoral (Advertisements of a Specified Kind) Regulations 2005 have been included as it relates to election advertisements displayed in a public place or on private property that do not exceed 3 m² in size; the Regulations' core role is to ensure road safety during the general election period. The 2005 Regulations have informed the drafting of the following clauses:

Issues and opportunities	Current control	Proposed amendment	Reasons for the proposed amendment and options considered
			<ul style="list-style-type: none"> ○ 10.9 – illuminated and digital signs must be greater than 3m² to comply with this Regulation. ○ 10.15 – mirrors the Regulation in terms of use of reflective material, similarly with including references to traffic signs, flashing or moving parts of signs.
<ul style="list-style-type: none"> • There is no definition of nuisance 	N/A	<p><i>Nuisance means a person, thing or circumstance causing unreasonable interference with the peace, comfort or convenience of another person, whether or not that person is in a public place.</i></p>	<ul style="list-style-type: none"> • A definition for nuisance has been included to assist with the enforcement of the Bylaw. This definition is borrowed from the Health Act but has been modified to suit the Bylaw's purpose.

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: Strategy and Policy Work Programme 2026/27

PRESENTED BY: Peter Ridge, Manager Strategy and Policy

APPROVED BY: David Murphy, General Manager Strategic Planning

RECOMMENDATION(S) TO COUNCIL

1. That Council receive the memorandum titled 'Strategy and Policy Work Programme 2026/27,' presented to the Council on 25 March 2026.
-

1. ISSUE

- 1.1 The Council has asked for a report that sets out the work programme of policy and bylaw reviews scheduled for the next two years, so that it can review and provide direction on the relative priority of these projects. This report provides an overview of the policy and bylaw reviews scheduled for 2026 and 2027.

2. BACKGROUND

- 2.1 At the Signs and Use of Public Places Bylaw Workshop on 18 February 2026, the Council also received a summary table of the Strategy and Policy Team's policy and bylaw review schedule for 2026/27. Elected members discussed some aspects of this review schedule, but requested that it be presented as a report to enable further discussion and to provide direction to staff.

3. POLICY AND BYLAW REVIEW SCHEDULE

- 3.1 Attachment 1 to this memorandum includes a table that shows all the policy and bylaw reviews that are underway or scheduled to begin in 2026 and 2027.

Work in progress

- 3.2 There are several pieces of work already underway and well-progressed. These include:

Review of the Signs and Use of Public Places Bylaw and the Policy on Use of Public Spaces

- 3.3 This is a significant piece of work which was triggered by a statutory requirement to review the Signs and Use of Public Places Bylaw (the Bylaw) in 2024. The initial review requirement was met when the Council made the determinations required by S155 of the Local Government Act 2002 in 2024. Consequently, staff have been reviewing the specific provisions of the Bylaw and identifying issues, and developing appropriate revisions for the Bylaw. The review of the Policy on Use of Public Spaces was initiated alongside the Bylaw review, to ensure alignment of these two documents.
- 3.4 At a workshop on 18 February the Council indicated it preferred to progress an amendment to the Bylaw relating to election signs, to provide clarity and certainty for the upcoming general election in November. A report is being presented to this same Council meeting that will propose amendments to the election sign provisions and recommend that the Council begin public consultation on those proposed amendments. The remainder of the Bylaw review will also be progressed over the coming months, for public consultation later in the year.
- 3.5 A draft revised Policy on the Use of Public Spaces will be presented to the Community Resilience and Sustainability Committee in April for approval for public consultation.

Review of the Support and Funding Policy

- 3.6 The Support and Funding Policy was last updated in 2022 and was scheduled to be reviewed in 2025. The Policy sets out how the Council will manage the various streams of support and funding that it administers; key amongst these are the Strategic Priority Grants which are distributed in the year following the adoption of the Long-Term Plan. A review was initiated so that any issues with the current policy are addressed before the Long-Term Plan is adopted. A workshop with elected members was held on 11 March, to provide direction on scope and identified issues.

Review of Council’s “Naming” policies (Street Naming and Numbering Policy, Reserve and Walkway Naming Policy, and Naming Rights for Council-Owned Recreational Facilities Policy)

- 3.7 These three policies were identified for review in 2024 based on the date of the most recent review: the Street Naming and Numbering Policy was last reviewed in 2012, while the other policies are even older. Several issues have been identified and are impacting on operational decisions relating to urban development.
- 3.8 An initial workshop with elected members was held in August 2024. Since then, the staff member who was leading the policy review resigned, and a new member of the team was recruited and has resumed the project. This review work is well-advanced, with a workshop with elected members scheduled for 11 March to seek direction on

several aspects of the policies before finalising a draft policy for approval for consultation.

Review of the Significance and Engagement Policy

- 3.9 The Significance and Engagement Policy is a policy that the Council must adopt under S76AA of the Local Government Act 2002. It was last reviewed in 2024. Under the Local Government (Water Services) Act 2025, Central Districts Water must prepare and adopt a Significance and Engagement Policy. This will necessarily require the Council to amend its own Significance and Engagement Policy to reflect the changes to how water assets are treated and the Council’s role as a shareholder.
- 3.10 In addition, there are improvements to the Significance and Engagement Policy that are being explored, to be included as part of the statutory review required in the next 12 months.
- 3.11 Initial scoping work has begun, and a workshop with elected members is being sought to provide direction and guidance for this review work.

Review of the Alcohol Control Bylaw

- 3.12 A bylaw must be reviewed within five years of being adopted, and thereafter every ten years. If a bylaw is not reviewed by that five- or ten-year deadline, the bylaw expires and is automatically revoked two years later. The Alcohol Control Bylaw should have been reviewed by August 2025, but this deadline was not able to be met due to resourcing limitations. If a new Alcohol Control Bylaw is not adopted by August 2027 then the current Bylaw will be automatically revoked, and Palmerston North will no longer have a liquor ban for the central city.
- 3.13 The first step in preparing a replacement Alcohol Control Bylaw is for the Council to make the determinations required by S155 of the Local Government Act 2002. On 11 March the Community Resilience and Sustainability Committee will receive a report that recommends the Council make those determinations so that work can progress on drafting a replacement Alcohol Control Bylaw.

Development of the Speed Management Plan (stage 1)

- 3.14 The development of the Speed Management Plan is well advanced, with the public consultation process in its final stages. A report, with advice on the issues raised by submitters and a draft Speed Management Plan for adoption will be presented to the April meeting of the Finance, Performance and Audit Committee, for confirmation by the Council later in April.

Review of the Play Policy

- 3.15 The Play Policy was adopted in 2021. A review was identified in 2025, to recognise changes to the role of the Play Advisor and potential reconsideration of the status of

the Play Policy. This work is being completed by the Community Development Team, with support from the Strategy and Policy Team. Work is underway, with a report to the Sport and Recreation Committee expected later this year.

Work scheduled for 2026

- 3.16 Over the seven projects currently in progress, five are expected to be mostly or fully completed by the end of 2026, with the remainder expected to be completed early in 2027. The following projects are scheduled to begin later in 2026 or early 2027, as staff resources become available:

Water Services bylaws

- 3.17 The Local Government (Water Services) Act 2025 requires that the Council reviews all its water services bylaws for consistency with the Act by August 2027. This review must be conducted jointly with the other shareholding councils in the water organisation. The purpose of the review is to identify any changes that need to be made – whether amendments, revocations, or new bylaws. In addition, new bylaw provisions may be recommended by the water organisation as a result of the mandatory plans that are required to be prepared (trade waste plan, stormwater network risk management plan, and source water risk management plan).
- 3.18 This is a significant piece of work that must be completed by August 2027, with further work likely to be required by 2030. It will be a highly complex process that requires coordinated work across three councils and with the new water organisation as it is being built up.

Speed Management Plan (stage 2)

- 3.19 The second stage of the Speed Management Plan is planned to begin in early 2026, as the first stage neared completion. The initial scope identified a slower city centre speed limit, along with several other locations where a speed limit change may be necessary.
- 3.20 There is no statutory requirement to undertake any further speed limit reviews by a given deadline. The Council can choose for itself when it reviews any speed limits, and which roads it thinks need to be reviewed.

Local Alcohol Policy

- 3.21 The Council discontinued the Provisional Local Alcohol Policy in November 2024, but decided to begin development of a new local alcohol policy. This work has been scheduled to start in late 2026/early 2027.

Gambling Venues policies

- 3.22 These policies were last reviewed in 2023. They are required to be reviewed every three years, though they do not cease to have effect if they are not reviewed within the required timeframe. These policies were scheduled to begin in either late 2026 or early 2027, subject to staff resourcing.

Work scheduled for 2027

- 3.23 There are currently three further projects scheduled for 2027. Many of the projects which are starting in 2026 will likely continue into 2027, so these further projects are in addition to those earlier projects which will span 2026 and 2027. These further projects include:

Traffic and Parking Bylaw

- 3.24 This Bylaw was last reviewed in 2018. While there is no statutory deadline for reviewing a bylaw made under the Land Transport Act 1998, it is good practice to review a bylaw at least once every ten years.

Cemeteries and Crematorium Bylaw

- 3.25 This Bylaw was last reviewed in 2017 and adopted in 2018. The next review of this Bylaw is due to be completed by November 2027.

Local Approved Products Policy

- 3.26 This is a policy that the Council is required to adopt and review every five years. It was last reviewed in 2022, with no changes made.
- 3.27 While the statutory requirement remains, this policy has no practical effect. It allows the Council to regulate where premises may be located that sell approved psychoactive products (for example, “party pills”). However, there are currently no approved products and so this policy is largely a “dead letter.” While a review is legally required, it is unlikely that any changes to the current policy would be required.

4. DISCUSSION

- 4.1 The prioritisation of the policy and bylaw work programme is primarily driven by the following criteria:

Statutory need and deadlines

- 4.2 All bylaws and some policies have a mandatory review schedule, with consequences if those review deadlines are not met. Bylaws that are not reviewed by their specified deadline, for instance, expire and are automatically revoked 2 years after the date they should have been reviewed. Some policies that the Council is required

to adopt, or those that it has chosen to adopt under legislation, may also have mandatory review schedules. However, in some cases there is no consequence if the review deadline is not met (e.g. gambling venue policies). These mandatory review schedules set by legislation are usually the first criteria when setting our review work schedule.

Scope, significance and impact of identified issues

- 4.3 When setting our review work schedule, we also consider the scope, significance and impact of known or identified issues. If the impact of known issues is significant and affects our ability to remain legally compliant, or limits our ability to achieve Council’s strategic outcomes, then we may prioritise the review work higher. For instance, the Support and Funding Policy, while being reviewed relatively recently, could affect our ability to deliver on Council’s strategic outcomes via the Strategic Priority Grants process. Completing this review in a timely manner ensures that when the LTP is adopted we have a robust process for delivering the Strategic Priority Grants. Council also specifically identified concerns regarding the process for confirming ‘sector lead’ organisations.

Relationship or dependence on other work

- 4.4 We also give consideration to policies or bylaws which may have a relationship to other work already underway. For instance, the Signs and Use of Public Places Bylaw was required to be reviewed by 2024 to meet a statutory deadline. We identified the review of the Policy on Use of Public Spaces as being related to the Bylaw and prioritised its review to ensure better alignment and coordination between these two documents. This can also have a benefit if consultation is able to be conducted concurrently, allowing stakeholders who have an interest in the related issues the opportunity to submit simultaneously.

Opportunities for re-prioritisation

- 4.5 If the Council is looking for opportunities for re-prioritising the work programme of the Strategy and Policy team, there are a few projects which could be deferred or paused, to allow other projects to be brought forward:
- Review of “Naming” Policies – while this project is already well advanced, with a draft proposal for approval for consultation nearly complete, there is no statutory deadline for the review to be complete. Deferring this project will leave the Council’s approach to naming streets, walkways and reserves uncoordinated and with identified gaps in the current policies.
 - Speed Management Plan (stage 2) – while stage 1 is required to be completed by 1 July 2026, there is no statutory requirement to develop any further speed management plans. This work could be deferred to allow other projects to be prioritised.

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		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>Council’s policies and bylaws set out how Council (including officers) will make decisions and enforce rules. Policies and bylaws should therefore be relevant, current, clear and unambiguous, so that the community understands what the Council will do, and the community can be compliant with rules that apply to them.</p> <p>A review schedule ensures that policy and bylaw reviews are conducted in a timely and efficient way that maximises the value from Council’s limited resources.</p>	

ATTACHMENTS

1. Policy and Bylaw Review Schedule 2026 [!\[\]\(283d125cd37cca6c533374f168b0febd_img.jpg\) !\[\]\(c14e6d28f379d2f5ada506b858020663_img.jpg\)](#)

Strategy & Policy Team – policy and bylaw review schedule for 2025-2027

Name	Start date	Priority (Low/High)	Notes
Signs and Use of Public Places Bylaw	2024 (in progress)	High	The review of the Bylaw began in 2024 with the determinations required under the LGA02. Staff are preparing a draft Bylaw for approval for public consultation in 2026.
Policy on Use of Public Spaces	2024 (in progress)	High	The review of the Policy was initiated concurrent with the review of the Signs and Use of Public Places Bylaw, to ensure alignment and consistency across the two related pieces of work. Staff are preparing a draft Policy for approval for public consultation in 2026
Support and Funding Policy	2025 (in progress)	High	Staff have undertaken initial engagement to inform the review of the Policy, and are developing a draft Policy for approval for public consultation in 2026. The Policy was last updated in 2022. A workshop with Elected Members is scheduled for March.
Alcohol Control Bylaw	2025 (in progress)	High	Initial work for a report on the determinations required by S155 of the LGA02 has begun. A draft Bylaw for approval for public consultation is expected in 2026. The review deadline (August 2025) was not met. The existing Alcohol Control Bylaw will be automatically revoked if a new Bylaw is not adopted by August 2027.
Speed Management Plan (stage 1)	2025 (in progress)	High	Consultation on stage 1 of the Speed Management Plan is nearly complete. This is a high priority, to meet the statutory deadline for variable speed limits for schools.
Naming policies	2025 (in progress)	Low	This project is reviewing several “naming” policies that the Council has previously adopted – Street Naming and Numbering Policy (2012); Reserve and Walkway Naming Policy (2009); and Naming Rights for Council-Owned Recreational Facilities Policy (2001). While there is no statutory requirement to review these policies by a given date, they are significantly overdue for review. A draft combined policy is being developed, for approval for public consultation in 2026. A workshop with Elected Members is scheduled for March.
Play Policy	2025 (in progress)	Low	The Play Policy was adopted in 2021. The review of the Policy is being conducted by the Community Development Team, supported by the Strategy and Policy Team. A draft Policy is expected to be presented to Committee in 2026.
Significance and Engagement Policy	2026 (in progress)	High	The Significance and Engagement Policy is a statutory policy that the Council must adopt under S76AA of the LGA02. It was last reviewed in 2024. Changes

Strategy & Policy Team – policy and bylaw review schedule for 2025-2027

Name	Start date	Priority (Low/High)	Notes
			are required to this policy to bring it in line with the Local Government (Water Services) Act 2025.
Speed Management Plan (stage 2)	2026	Low	A commitment was given to Elected Members that stage 2 of the Speed Management Plan (including reviewing city centre speed limits) would begin in early 2026. It is anticipated that this could start in March, with a report to the Committee following shortly after. Depending on scope, it is expected that consultation on a draft SMP could be completed by the end of 2026. It is rated “low priority” because there is no statutory obligation to develop a speed management plan by any specific date.
Water Services bylaws	2026/27	High	The Local Government (Water Services) Act 2025 requires that we conduct an initial review of our water services bylaws by August 2027 and develop a plan for whether the bylaws should be amended, revoked, or revoked and replaced. This needs to be undertaken jointly with Rangitikei and Horowhenua District Councils, and any amended or replaced bylaws need to be completed by August 2030.
Local Alcohol Policy	2026/2027	Low	The Local Alcohol Policy has been scheduled to begin in late 2026/27, due to limited staff resourcing and existing projects underway.
Gambling Venues policies	2026/27	Low	These policies were last reviewed in 2023 and are required to be reviewed every three years. However, the policies do not expire if they are not reviewed within the required timeframe.
Traffic and Parking Bylaw	2027	Low	The current Bylaw was adopted in 2018. There is no statutory requirement to review the Traffic and Parking Bylaw, however a 10-year review is considered good practice.
Cemeteries and Crematorium Bylaw	2027	Low	The Bylaw was last reviewed in 2017, and was adopted in 2018. The next review is due to be completed by November 2027.
Local Approved Products Policy	2027	Low	This policy regulates the location of premises from which approved psychoactive products (e.g. “party pills”) may be sold. While the Council is not required to have this Policy, if it does have a Policy it must be reviewed within five years of the last review. The Policy was last reviewed in 2022, with no changes made.

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: 465B Church Street – Fire Damage Reinstatement (Insurance Claim)

PRESENTED BY: Glenn Bunny, Manager Property and Project Management

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

RECOMMENDATION(S) TO COUNCIL

1. That Council approve an increase to Programme 180 – Social Housing – Renewals by up to \$252,000 (GST inclusive) and an increase to Capital Revenue budget of up to \$252,000 (GST inclusive) subject to funding being confirmed.
-

1. ISSUE

- 1.1 Remediation works are required to reinstate the fire-damaged Council social housing property located at 465B Church Street.
- 1.2 The reinstatement works have been quoted by Lee Builders at \$228,727.76 (GST inclusive). To enable these works to proceed, the capital budget for Programme 180 – Social Housing – Renewals must be increased by \$228,727.76 for the 2025/26 financial year. The revised budget for the programme will be \$409,127.76.
- 1.3 The cost of the reinstatement works will be fully funded through an insurance settlement relating to the fire damage, and as such cost neutral to council.
- 1.4 Clause 5.4.2 of the Delegation Manual limits “the Chief Executive to authorising an increase in Capital Renewals or Capital New budget of no more than \$500k total increase in a financial year where there is a 100% capital revenue offset”. This insurance claim exceeds the Chief Executive’s delegation for this financial year, and therefore requires Council’s approval.
- 1.5 Lee Builders have provided a construction programme indicating that the reinstatement works are expected to be completed by mid-June 2026. The unit has been vacant since the fire and can’t be tenanted until the work is completed.
- 1.6 Based on learnings from a previous insurance claim relating to a Council property, officers have requested that the insurer make a full payment to Council for the agreed contract value, rather than paying the contractor directly.

- 1.7 This process has been requested by both Lee Builders and McLarens Loss Adjustors, as it ensures payments to the contractor are made in a timely manner and as such the construction works can continue without delay and disruption.
- 1.8 Under this arrangement, the insurer will settle the claim with Council for \$228,727.76 (GST inclusive), being the full quoted contract amount covered by the insurance payment. Council will then administer progress payments to Lee Builders as the works progress.
- 1.9 Any cost variations incurred during the repair process can be submitted to the insurer for approval and reimbursement before Council issues payment. The recommendation has included a budget increase of up to \$252,000 (GST inclusive) being approximately 10% of the quoted amount to cover any cost variations.
- 1.10 Approval of this report will enable Council to receive the insurance settlement directly and avoid delays in progress payments, which previously resulted in works being paused during the earlier Rakaia Place insurance claim.
- 1.11 If the recommendation is not approved, the insurer would instead pay the contractor directly, which may create similar payment delays and potential disruptions to the construction programme.

2. BACKGROUND

- 2.1 A fire occurred at the Council-owned social housing property at 465B Church Street, resulting in significant damage requiring reinstatement works.
- 2.2 Council subsequently lodged an insurance claim with its insurer. The insurer, together with the appointed loss adjustor, managed the assessment of the damage and the procurement process for the reinstatement works, including seeking and evaluating contractor pricing.
- 2.3 Through this process, Lee Builders were engaged to provide a quotation for the reinstatement works. The insurer has confirmed that the quoted contract amount will be covered under the insurance claim settlement.

3. NEXT STEPS

- 3.1 Council officers will advise the insurer and Lee Builders of Council's decision.
- 3.2 Subject to approval, the insurer will settle the agreed amount with Council and the construction contract with Lee Builders will proceed
- 3.3 Council will administer progress payments to the contractor as works are completed, with the project expected to be completed by mid-June 2026.

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 3: He hāpori tūhonohono, he hāpori haumaruru Goal 3: A connected and safe community</p>	
<p>The recommendations contribute to this plan:</p> <p>15. Mahere whare 15. Housing Plan</p> <p>The objective is: Provide social housing according to best practice guidance</p>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Council housing is available to older people, disabled people, and people on low incomes. Community-led housing initiatives receive support to address housing insecurity by building, providing, or improving city housing.

ATTACHMENTS

Nil

REPORT

TO: Council

MEETING DATE: 25 March 2026

TITLE: 48 Cambridge Ave, Ashhurst - Interim management decision pending completion of Property Portfolio Review

PRESENTED BY: Perene Green, Property Officer

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

RECOMMENDATION(S) TO COUNCIL

1. That Council agree to progress one of the following options:
 - a. Seek Expressions of Interest for a community lease for 48 Cambridge Avenue, Ashhurst (located on part of Works Pit Park) on a tenant-led works basis; or
 - b. Demolish the existing building and land-bank the site.
2. That if Council agrees to progress option 1.a, that Council endorse the intention to dispose of the building for \$1 to any future community group or organisation that has entered into a community occupancy agreement.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>The property at 48 Cambridge Ave, Ashhurst contains a vacant building in poor condition that has become a target for vandalism and break-ins.</p> <p>While there has been community interest in leasing the site, Council’s Support and Funding Policy outlines that, where there has been a lapse or surrender of a community occupancy arrangement, Council will undertake a strategic options review for the property before further community occupancy options are considered.</p> <p>Council’s social housing property portfolio is currently subject to a strategic review which has included a review of Council’s wider property portfolio. Officers consider that undertaking a site-specific review at this time would be premature and inconsistent with the approach applied to other land parcels.</p> <p>Officers are requesting direction in the interim while a long-term strategy for the site is determined.</p>
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OPTION 1:	Seek Expressions of Interest with the view to grant a Community occupancy/lease under the Support and Funding Policy
Community Views	Community views would be sought through an Expressions of Interest (EOI) process and wider consultation, including feedback on whether the community supports the building being leased for community use, given its condition.
Benefits	<p>Enables community use of the site without Council funding.</p> <p>Activates the site, which may reduce vandalism and unauthorised access if a lease arrangement is the outcome.</p> <p>Allows Council to test community demand while retaining ownership of the land.</p> <p>Any lease would be conditional on:</p> <ul style="list-style-type: none"> • The tenant undertaking all required building works at their cost. • The tenant assuming full responsibility for compliance with building, health and safety, fire, and accessibility requirements. • The tenant maintaining appropriate insurance cover. • The tenant assuming responsibility for ongoing maintenance and security. • No expectation of Council capital investment or upgrade funding. <p>Officers have also considered the option of disposing of the building to a successful tenant for a nominal value of \$1 on an “as is, where is” basis, while Council retains ownership of the land. Under this arrangement, all liabilities, compliance obligations, and upgrade requirements would transfer to the purchaser via formal legal agreement.</p>
Risks	<p>Requires robust lease conditions and monitoring to manage risk.</p> <p>Potential reputational risk if the building condition or compliance issues cannot be adequately addressed by a tenant.</p>
Financial	<p>If Council is to approve the sale of the building to a community group, Council will receive an annual revenue of \$50 + GST per annum.</p> <p>If Council choose to not sell the building, Council would receive an annual revenue of \$500 + GST.</p>
OPTION 2:	Demolish the Building and Land-Bank the Site
Community Views	Community views would not be sought as this option relates to risk mitigation and asset management rather than community use.
Benefits	Retention of the cleared land.

	Removes an ongoing safety and security risk. Maintains flexibility for future land use or development decisions.
Risks	Possible perceived loss by the community of a community asset. Potential negative community response due to the removal of a building previously used for community purposes.
Financial	One-off demolition and site clearance cost of circa \$33k which can be funded from property operational budgets.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Council's Support and Funding Policy outlines that, where there has been a lapse or surrender of a community occupancy arrangement, Council will undertake a strategic options review to guide decisions for the property prior to considering further community occupancy as an option.
- 1.2 Officers were preparing to bring a report to Council recommending demolition of the derelict building. During this period, officers were approached by two groups/individuals expressing interest in leasing the property.
- 1.3 Undertaking a separate, site-specific strategic review as outlined in the Support and Funding Policy at this time would be premature and inconsistent with the approach applied to other Council land parcels currently being land-banked or placed on hold as part of the social housing property portfolio review.
- 1.4 The building is in a poor condition and presents ongoing risks, including vandalism, unauthorised access and public safety concerns for Council.
- 1.5 In the interim, officers recommend Council should prioritise risk management while acknowledging community interest, rather than making long-term land use ahead of the property review.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 The premise was occupied by the Red Cross for use as a second-hand shop from 2009 and on a month-to-month basis from 2012.
- 2.2 The Red Cross terminated the lease arrangement in 2025 due to ongoing break-ins. At the commencement of the lease, Red Cross was aware of the condition of the building and understood that Council was not prepared to invest funds into the premises, as demolition had been anticipated.
- 2.3 The fenced leased area measures approximately 338sqm, with the building footprint being approximately 200sqm.



Figure 1: 48 Cambridge Ave, Ashhurst

- 2.4 The building requires roofing, internal lining, electrical, plumbing, and flooring works to enable refurbishment for an estimated remaining lifespan of approximately 10 years. Officers had asbestos testing carried out at the property, it has been confirmed that there is asbestos in multiple areas of the building.
- 2.5 Officers recommend that any Expression of Interest (EOI) clearly state that prospective tenants will be responsible for undertaking all required works at their own cost and risk. The scope of works will vary depending on the specific needs and intended use of the prospective tenant.



Figure 2: Internal photo of premise and exterior of the rear of the premise



Figure 3: Street view of the premise

2.6 Works Pit Park is zoned Outer Business (salmon) and Recreation (green) under the District Plan and outlined in Figure 4. While part of the site is zoned Recreation, it has not been formally used for recreational purposes, as it adjoins the Ashhurst Domain which provides established recreational facilities. The land parcel does not have a reserve classification registered on the land title. The majority of the existing building is located within the Outer Business zone.



Figure 4: District Plan zoning

- 2.7 As part of the property review, we are reconsidering land that has previously been considered ‘excess land’ and could be considered for possible development. Possible land development would likely require statutory processes that would need to be addressed, including the possibility of rezoning under the District Plan (e.g. residential). While land development remains a viable option, the anticipated timeframe would likely align with a 10-year lease term, ensuring that any investment in the building remains justifiable.
- 2.8 Council has incurred costs to date of approximately \$2000 + GST. While this amount is not significant in isolation, it does not reflect the potential for ongoing and unbudgeted costs. Officers are unable to forecast future expenditure, as costs would be reactive in nature and driven by further vandalism, damage, or unauthorised access. There is also a risk that damage could escalate to more serious incidents, including fire, which would likely result in substantially higher remediation and liability costs.
- 2.9 Two parties have expressed interest in leasing the site, subject to meeting the terms and requirements outlined by Council. One party meets the eligibility criteria under the Supporting Funding Policy for Community Occupancy. The second party is not currently a registered organisation but has indicated it would consider formal registration should Council decide to release the premise.
- 2.10 The option to do nothing has been considered but is not recommended due to ongoing unmanaged risk, escalating security costs, and continued reputational exposure. Deferring a decision until completion of the social housing property review would expose Council to continued unmanaged risk, escalating security costs, and increased likelihood of serious incidents such as fire or asbestos disturbance.

3. DESCRIPTION OF OPTIONS

Option 1: Seek Expressions of Interest with the view to grant a Community occupancy/lease under the Support and Funding Policy

- 3.1 Officers have sought multiple cost estimate from different contractors for works required to get the building to a habitable standard.
- 3.2 Estimate 1 relates to the initial works required to make the premises suitable for operation. It is noted that additional maintenance and capital renewal works will be required over time, including the likely replacement of the roof. The estimate was \$9,108.81 + GST for the following works:
 - Remove Carpet and shelving in the main area
 - Replace gib
 - New back door

- Repairs to windows
 - New toilet, sink and shower system
- 3.3 Estimate 2 provides the indicative cost of works required to achieve an anticipated building lifespan of approximately 10 years. The estimate provided was \$171,500k + GST. Noting that this estimate was based on visual assumptions typical of similar aged commercial/light retail buildings. The scope of works including the following:
- Roofing and external envelope
 - Internal re-lining and Insulation (re-jibing)
 - Electrical upgrade
 - Plumbing and sanitary
 - Flooring replacement
 - Compliance and safety upgrades
- 3.4 One interested party has advised they would be able to undertake works at reduced cost through access to contractors. Noting the works included in the quote sought by Council includes additional services that the interested party does not require.
- 3.5 Given the buildings current condition, officers consider that there may be limited community interest in leasing the property. Officers considered publicly consulting on leasing the property to the specific interested party that meets Council criteria, rather than undertaking an Expressions of Interest (EOI) process. However, this option was not progressed, as it would be inconsistent with the Council's Support and Funding Policy. Proceeding directly with a known party may create a risk of perceived preferential treatment and would be inconsistent with the Support and Funding Policy.
- 3.6 Council's asset register records the building with a nil book value. Officers have considered the option of disposing of the building to a prospective tenant for a nominal value of \$1 on an "as is, where is" basis. Under this approach:
- Council would retain ownership of the land.
 - Ownership and liability for the building would transfer to the purchaser.
 - All compliance, upgrade, insurance, and maintenance obligations would sit with the purchaser.
 - Legal documentation would protect Council's position, including removal of the building at the tenant's cost should the lease terminate.
- 3.7 Under Council Delegations Manual, the power to dispose of assets rests with full Council. Accordingly, a resolution of Council is required to approve the disposal. If a

suitable community group is recommended in the EOI process, Officers recommendation in the subsequent report will be to dispose of the property asset.

- 3.8 Under this option, the EOI process would run for one month. Officers would then assess applications against criteria and report back to Council with a recommended preferred applicant for decision on a suitable community occupancy/lease.
- 3.9 If multiple suitable applications are received, officers would evaluate them against assessment criteria and provide a recommendation to Council. The final decision would rest with Council.
- 3.10 The assessment criteria are outlined in section 8c of the Support and Funding Policy.
- 3.11 If no suitable EOI is received, or if a preferred applicant is unable to meet lease and compliance requirements, officers would return to Council with a recommendation to progress demolition.
- 3.12 Option 1 provides an opportunity for community use, with limited financial exposure to Council, subject to lease agreement clauses.

Option 2: Demolish the existing building and retain the land

- 3.13 Council Officers has engaged with ARC Asbestos Removal Limited to carry out asbestos testing on the building, as well as quote for demolishing of the building. The information provided outlined that asbestos has been identified in multiple locations. An assessment was carried out confirming the ease with which it will release fibres if disturbed, while there are number of areas that had asbestos present, the potential to release fibres was rated low to very low.

Environmental Considerations:

- 3.14 Demolition of the building would result in short-term environmental impacts, including construction and demolition waste, noise, dust, and vehicle movements.
- 3.15 These impacts can be mitigated through appropriate demolition and waste management practices, including dust control and recycling of materials where practicable. Removal of the derelict structure would also address ongoing environmental issues associated with vandalism and unmanaged debris, and deterioration of the building.
- 3.16 Option 2 provides lower ongoing risk, and flexibility for future land use decisions, but involves a one-off cost. Officer have advised that this work would be able to be completed in this financial year, through property operational budgets.
- 3.17 This option does not preclude future community use of the land once strategic decisions are made and avoids further investment in a building that is no longer fit for purpose.

3.18 While not required, officers considered undertaking consultation specifically on the demolition of the building. However, any delay in decision-making may increase the risk of further vandalism, break-ins, and associated security costs while the building remains vacant. It is noted that a similar interim risk would also apply under option 1 during the EOI and community occupancy process, prior to a lease being finalised and the site occupied.

4. CONCLUSION

4.1 In summary, Option 1 preserves the possibility of interim community use and demonstrates responsiveness to expressed interest, but retains moderate operational, reputational, and compliance risk until such time as a suitable tenant is secured.

4.2 Option 2 provides the lowest ongoing risk profile and highest certainty from a health and safety perspective, while maintaining long-term strategic flexibility.

4.3 The decision for Council is therefore primarily a balance between testing community demand in the short term and adopting the most risk-averse interim position.

5. NEXT ACTIONS

5.1 Council decision on preferred interim option.

5.2 If Option 1 is selected, commence Expressions of Interest consultation process.

5.3 If Option 2 is selected, progress demolition.

6. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

6.1 If option 1 is selected, consultation would include:

- Seeking Expressions of Interest from community groups interested in leasing the building on a tenant-funded basis.
- Seeking broader community feedback on whether the site should be leased again for community use, given its condition and history.

6.2 The consultation process will include:

- Billboard on site
- Advertisement on Council's website
- Ashhurst Community Facebook page
- Council social media outlets

6.3 If Option 2 is selected, no formal consultation is proposed however, communication with the community would occur prior to demolition to explain the rationale.

7. 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 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: Include opportunities for play in all planning for community and public places	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The recommendation is in line with Council’s Support and Funding Policy which supports for-purpose groups to occupy, and operate out of, Council-owned property for sporting, and recreational purposes.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: Adoption of Triennial Agreement

PRESENTED BY: Hannah White, Manager - Governance

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION TO COUNCIL

- 1. That Council adopt the Triennial Agreement for the Manawatū-Whanganui Region 2025-2028.**
-

1. ISSUE

All local authorities within each region are required to enter into a triennial agreement for each term (s15, Local Government Act 2002).

The Triennial Agreement (Attachment 1) has been prepared by Horizons for consideration and adoption by all local authorities in the Manawatū-Whanganui Region.

This memorandum seeks Council approval for the Mayor to enter the agreement on behalf of Palmerston North City Council.

2. BACKGROUND

The Triennial Agreement is the formal mechanism that sets out how the local authorities of the Manawatū Whanganui Region will work together.

It sets out agreed protocols for how the councils:

- Respond to issues and opportunities facing our communities
- Communicate and collaborate with each other
- Manage consultations under the Resource Management Act
- Manage disputes
- Implement the Agreement via the Mayoral Forum

Due to exceptional circumstances, the region’s local authorities have not met the 1 March deadline for adoption set out in the Act. The Agreement was due to be reviewed by the region’s Mayoral Forum on 16 February 2026, however the meeting was cancelled due to the storm that hit the region on 15 February. As such the attached agreement is based on the 2022 version and has only had a ‘light touch’ review.

The Mayoral Forum plans to review the agreement at its next meeting in May, with a revised Agreement expected to be presented to councils in June 2026. However, in the meantime, Horizons has requested that Council adopt the Draft Triennial Agreement attached.

While an agreement must be adopted after each local government elections and remains in place until the next election, an agreement can be amended at any point if all local authorities within a region agree.

3. NEXT STEPS

The Triennial Agreement will be signed by the Chairperson of Horizons Regional Council and the mayors of the territorial authorities that form the Manawatū-Whanganui region.

The Mayoral Forum will review the Triennial Agreement with any proposed changes being presented to councils for consideration and adoption.

4. COMPLIANCE AND ADMINISTRATION

Does Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council’s policies or plans?	No
The recommendations contribute to: All Goals	
The recommendations contribute to the achievement of objective/objectives in: 14. Mahere mana urungi, kirirautanga hihiri 14. Governance and Active Citizenship Plan The objective is: Provide leadership and advocacy for Palmerston North	

<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>A legal mechanism which sets out how the local authorities in a region will work together to promote wellbeing outcomes.</p> <p>If any decision of a local authority is significantly inconsistent with, or is expected to have consequences that will be significantly inconsistent with, the Agreement then the local authority must clearly identify the inconsistency and the reasons for it, and say that the local authority intends to seek an amendment to the Agreement.</p>
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ATTACHMENTS

1. Triennial Agreement - Manawatū-Whanganui Region 2025-28 [↓](#) 

TRIENNIAL AGREEMENT
Manawatū-Whanganui REGION
2025 -2028

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Purpose

The signatories are committed to working together to promote the social, economic, environmental, and cultural wellbeing of their communities—in accordance with principles of sustainable management for current and future generations, and of the Treaty of Waitangi.

The purpose of this Triennial Agreement (the Agreement) is to ensure appropriate communication, coordination and collaboration between local authorities within the Manawatū-Whanganui Region.

This Agreement is established under section 15 of the Local Government Act 2002 (LGA). It is effective until such time as it is either amended by the agreement of all parties or is renewed following the 2028 local authority elections (and no later than 1 March 2029).

Parties

The signatories to this agreement comprise *principal signatories* (those local authorities whose boundaries are completely or primarily encompassed within the Manawatū-Whanganui Region and who primarily identify with that region) and *non-primary signatories* (those local authorities whose boundaries bisect the Manawatū-Whanganui Region but whose principal identification is with another region).

Principal Signatories:

- Manawatū-Whanganui Regional Council (Horizons)
- Horowhenua District Council
- Manawatū District Council
- Palmerston North City Council
- Rangitikei District Council
- Ruapehu District Council
- Tararua District Council
- Whanganui District Council

Non-primary Signatories:

- Stratford District Council
- Taupō District Council
- Waitomo District Council

This Agreement is binding on all local authorities of the Manawatū-Whanganui Region. It is recognised that non-primary signatories retain discretion over the extent of their involvement, in proportion to the extent to which issues and decisions under consideration affect them.

Working Together

This Agreement focuses on responding to issues and opportunities facing our communities and local environment. The parties agree to work together in good faith for the good governance and sustainable development of their local areas and the region as a whole.

Signatories to this Agreement recognise that obligations to the Treaty of Waitangi, and to provide opportunities for Māori to contribute to local decision-making, extend to regional cooperation and joint decision-making. Central Government, too, has overlapping but distinct priority areas. The parties will seek to collaborate on matters of shared interest.

The wellbeing of our communities and health of our environment are best served by local authorities working together. We face increasingly complex governance issues, many of which cannot be resolved by any one organisation acting alone. Cooperation is necessary to tackle challenges such as:

- Delivering better social outcomes for communities, through affordable housing, well-functioning urban environments, infrastructure, and transport links;
- Improving the resilience of our environment and communities to the effects of climate change;
- Improving the health of our ecosystems and waterways;
- Supporting the development of a vibrant, sustainable regional economy.

The parties value and will maintain open communication, collaboration and trust, applying a 'no surprises' policy by ensuring other parties receive early notification of significant proposals that may affect them and their communities, and of divergent views on proposed decisions before critical public announcements are made.

Collaboration and cooperation between local authorities can yield administrative efficiencies, allowing for better use of available resources and more effective community participation. The parties undertake to work together toward common priorities and community outcomes, and making efficient use of resources, in accordance with LGA s14(1)(e).

While collaboration and cooperation are desirable, the region's communities and landscapes are diverse, and each local authority has the legislative mandate to govern its own area as appropriate.

Governance

The primary mechanism to implement this Agreement is the Manawatū-Whanganui Mayoral Forum (the Mayoral Forum), comprised of the region's Mayors and the Chair of Horizons Regional Council. The Forum will meet quarterly and operate in accordance with its agreed terms of reference, which are attached at Appendix One.

The Manawatū-Whanganui Mayoral Forum will:

- Provide governance oversight of our response to regionally significant challenges;
- Promote understanding and alignment of effort across councils, with central government, and with tangata whenua;
- Advocate for the interests of the region, its councils and communities.

The Mayoral Forum will be supported by the Manawatū-Whanganui Chief Executives Forum.

The Chief Executives Forum will:

- Identify and escalate to the Mayoral Forum strategic issues and opportunities for collaboration;
- Report to the Mayoral Forum on the delivery of its agreed actions, work programmes or collaborative projects.

Other groups will support regional coordination:

- The Climate Action Joint Committee is to continue. Terms of Reference are attached at Appendix Two.

- Regional Transport Committee is to continue, as required by s105(2) of the Land Transport Management Act 2003.
- For the avoidance of doubt, Manawatū-Whanganui Civil Defence and Emergency Management Group will continue, as required by s12 of the Civil Defence Emergency Management Act 2002.
- The Accelerate 35 (A35) Lead Team will continue to progress regional economic development.
- The Regional Leadership Group, convened by the Ministry for Social Development, will bring together senior officials from central and local government, tangata whenua, and other community groups with a focus on social wellbeing, health, and education.

These arrangements complement other mechanisms for inter-council collaboration, such as Local Government New Zealand, Taituarā, the Association of Local Government Information Management, the Institute of Public Works Engineering Australasia, the Local Authorities Public Relations Network, and the Manawatū-Whanganui Local Area Shared Services CCO (MWLASS).

Recognition of Resolutions by Joint Committee

Within the parameters set through legislation – and acknowledging each local authority’s mandate to govern in its own area – the parties agree to:

- Have particular regard to resolutions made by joint committees in developing policies, determining priorities, and allocating resource;
- Progress to the fullest possible extent actions identified through joint planning and decision-making arrangements.

Servicing and Support

Horizons will host a permanent secretariat to support the Manawatū-Whanganui Mayoral Forum. The secretariat will be funded jointly by participating councils.

Significant New Activities

When a party is considering a major policy initiative or proposal that may have implications for other parties, and unless such disclosure is inconsistent with the Local Government Official Information and Meetings Act 1987 or commercial confidences precludes such disclosure, they will give early notification to the affected parties and share the information with the Mayoral Forum and the Chief Executives Forum.

Horizons Regional Council will provide early advice to the Chief Executives Forum and the Mayoral Forum of any significant new regional council activity, in addition to other requirements specified in LGA s16.

Significant Facilities and Services

The Mayoral Forum and Chief Executives Forum may from time to time explore options for identifying, delivering and funding facilities and services of significance to more than one district. Any Party to this Agreement may raise these issues for consideration.

Consultation in Relation to Resource Management Act 1991 (RMA) Policy & Plans

The following consultation process will apply to the preparation of a new, or change, variation, or review of an existing, regional policy statement, regional plan or district plan by a local authority in the Region:

- The Regional Council will seek the input of territorial authorities, and vice-versa, for the preparation or review of the regional policy statement, or regional or district plan.
- For the regional policy statement or a regional plan, the Regional Council will make the draft version available to all territorial authorities in the Region for discussion and development.
- The parties to this Agreement acknowledge their obligation to act in accordance with the principles of consultation set out in LGA s82.

In addition, the parties agree to cooperate in implementing national policy statements, to ensure alignment of regional and district policies and plans, as well as efficiency of process. The parties undertake to report, through Chief Executives, to the Mayoral Forum on opportunities to share information, jointly commission advice, or otherwise pool effort in order to give effect to national direction within appropriate timeframes and in a practicable way.

Other Agreements

This Agreement does not prevent the Parties from entering into other agreements among themselves or outside the Manawatū-Whanganui region. Any other such agreement should not, however, be contrary to this Agreement.

Resolving Disagreement

All parties to this Agreement are committed to working strenuously, in good faith, to resolve any disagreements that may arise in relation to its application. Where a party has a significant disagreement with the position of the others, all parties will make every effort to accommodate, acknowledge or at least fairly represent the dissenting view.

In the event of a disagreement over the actions taken to give effect to this Agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation. Should agreement on a mediator not be possible, a mediator will be appointed by the president of the Manawatū Branch of the Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

Agreement to Review

This Agreement remains in force until local authorities ratify a new agreement.

Any party may request an amendment to this Agreement by writing to the Chair of the Mayoral Forum at least two weeks before a regular quarterly meeting of the Forum. The Mayoral Forum will review the Agreement no later than the final meeting before triennial local body elections and recommend any changes to the incoming councils.

Any agreed amendment will be referred to each local authority for ratification. No amendment to this Agreement has effect until signed by all parties.

Statutory Requirements

This document is deemed to duly constitute fulfilment of section 14(1)(e), 15 and 16 of the LGA, and Schedule 1 Clause 3A(1) of the RMA.

Authority

This Agreement is signed by the following on behalf of their respective authorities.

Signing Page

This Agreement is signed by the following on behalf of their respective authorities.

Council	Role / Name	Signature	Date
Horizons Regional Council	Nikki Riley Chairperson		
Horowhenua District Council	Bernie Wanden Mayor		
Manawatu District Council	Michael Ford Mayor		
Palmerston North City Council	Grant Smith Mayor		
Rangitikei District Council	Andy Watson Mayor		
Ruapehu District Council	Weston Kirton Mayor		
Stratford District Council	Neil Volzke Mayor		
Tararua District Council	Scott Gilmore Mayor		
Taupō District Council	John Funnell Mayor		
Waitomo District Council	John Robertson Mayor		
Whanganui District Council	Andrew Tripe Mayor		

Appendix One - Manawatū-Whanganui Mayoral Forum Terms of Reference

Statement of Purpose

The purpose of the Manawatū-Whanganui Mayoral Forum is to support effective leadership on shared priorities and matters of importance to the region's communities.

Objectives

The Manawatū-Whanganui Mayoral Forum has the following objectives:

- To enable Manawatū-Whanganui councils to work more collaboratively in response to regionally significant challenges and opportunities;
- To provide a forum for engagement between councils, central government, tangata whenua, and other leaders in the region;
- To explore, with iwi and hapū, how governance relationships might be further progressed in future;
- To provide a collective voice to advocate for and raise the profile of these issues and opportunities;
- To increase the effectiveness of local government in meeting the needs of Manawatū-Whanganui communities;
- To develop and implement programmes (including joint plans where appropriate), which are responsive to the needs and expectations of the community; and
- To prepare for institutional changes, such as joint planning arrangements, and oversee preliminary work to inform joint strategies and plans.

Principles

In pursuit of these objectives the Manawatū-Whanganui Mayoral Forum will observe the following principles:

- Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication;
- Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament;
- Recognise that obligations to the Treaty of Waitangi, and opportunities for Māori to contribute to local decision-making, extend to regional cooperation and joint decision-making;
- Work towards shared positions on issues of mutual concern, formalising these through letters of support, submissions and/or public statements as appropriate;
- Exercise its functions with due regard to the tangata whenua and cultural diversity of the community;
- Establish processes for reporting back to its respective councils and communities.

Powers

The Manawatū-Whanganui Mayoral Forum shall have the power to:

- Make submissions and undertake advocacy to external organisations on matters germane to the Committee's objectives;
- Engage with key agencies and neighbouring regions on matters relating to the Committee's objectives;
- Recommend to the parties actions that materially contribute to attainment of the Committee's objectives.

Membership

Membership shall to open to the eight councils wholly or primarily within the Manawatū-Whanganui Region (Horowhenua District Council, Manawatū District Council, Palmerston North City Council, Rangitīkei District Council, Ruapehu District Council, Tararua District Council, Whanganui District Council, Manawatū-Whanganui Regional Council (Horizons)).

Each member council shall be represented by its Mayor (or Chair in the case of the Regional Council) and supported by its Chief Executive. On occasions where the Mayor or Chair cannot attend, a council may be represented by its Deputy Mayor or Chair.

The Mayoral Forum will have the power to co-opt other members on a permanent and/or issues basis.

Election of Chair

The Manawatū-Whanganui Mayoral Forum shall select a Chair and Deputy Chair at the first meeting immediately following the Triennial Elections. These appointments may be reviewed after a period of 18 months.

The Chair selected will preside at all meetings of the Mayoral Forum.

The Mayoral Forum may appoint spokespersons from its membership for issues being considered, in which case each member council agrees to refer all requests for information and documents to the duly appointed spokespersons.

Meetings

Meetings will be held quarterly at Regional House in Palmerston North, unless otherwise advised.

Special meetings may be called at the request of members.

The secretariat will prepare an agenda for Mayoral Forum meetings in consultation with the Chair and the Chief Executives Forum.

Agendas for meetings will be issued and minutes will be taken and circulated.

Quorum

The quorum will consist of four members (half the number of members including vacancies).

Meetings may be held in person or by other means (such as audiovisual link) as the Committee agrees and where permissible under New Zealand law and the standing orders of the parties.

Decision Making

The practice of the Forum will be to determine issues before it by consensus.

If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of members attending the meeting.

Remuneration and Expenses

Each party shall be responsible for remunerating its representative on the Committee.

Standing Orders

The Committee shall apply the standing orders of Manawatū-Whanganui Regional Council.

Secretariat

The Manawatū-Whanganui Mayoral Forum will appoint Manawatū-Whanganui Regional Council to carry out the secretariat function on such terms and conditions as it shall decide for the discharge of duties, including the taking of minutes and the keeping of any books and accounts and attending to any other business of the forum.

Variations to this Agreement

Amendments to this agreement may be required from time to time. Changes will be approved by the parties, on the recommendation of the Mayoral Forum.

Appendix Two – Climate Action Joint Committee Manawatū-Whanganui Terms of Reference

Statement of Purpose

The purpose of the Climate Action Joint Committee (CAJC) is to support a coordinated response to climate change across the Councils and communities of the Manawatū-Whanganui Region.

It is established in accordance with Section 7, clauses 30 and 30A of the Local Government Act 2002.

Objectives

The Climate Action Joint Committee's operating objectives are to:

- Collaborate on action to build organisational, community, and regional resilience in the face of climate change;
- Make use of available environmental, social, cultural and economic research, skills and capabilities to leverage opportunities and mitigate the impacts of climate change;
- Develop a climate action plan, including recommended actions for councils to contribute to mitigation of greenhouse gas emissions and to support community resilience to the effects of climate change;
- Work collectively as a region to engage with central government, including any actions to deliver on responsibilities under the National Adaptation Plan and Emissions Reduction Plan, and to support a Just Transition for our region;
- Promote consistent and effective leadership, advocacy, communication and engagement on climate change issues to enable individual and collaborative action;
- Champion the integration of partner strategies, programmes, and plans and encourage partnerships with iwi and others in central and local government, health, education, youth, NGOs and business;
- Oversee implementation of agreed joint projects;
- Share climate change evidence and guidance to inform Council work programmes and support explicit consideration of climate change impacts in decisions; and
- Monitor and report annually on implementation of the joint action plan.

Powers

The Climate Action Joint Committee does not have the power to legally bind any Council to any act or decision, unless that act or decision has been agreed to by decision of that council.

Within that context, the parties agree to:

- Have particular regard to the recommendations of the Committee in developing policies, determining priorities, and allocating resource;
- Progress, to the fullest possible extent, actions identified through joint planning and decision-making arrangements.

The Climate Action Joint Committee shall have the power to:

- Receive regular monitoring reports and presentations on the matters relevant to the Committee's objectives;
- Develop, adopt, and progress a joint climate action plan;

- Make of submissions and undertake advocacy to external organisations on matters germane to the Committee's objectives;
- Engage with key agencies and neighbouring regions on matters relating to the Committee's objectives;
- Recommend to the parties actions that materially contribute to attainment of the Committee's objectives;
- Receive any grant or subsidy;
- Receive financial contributions from member authorities, as may be mutually determined and acceptable to individual local authorities; and
- Determine and make payments from its funds for any or all of the purposes of its objects.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Climate Action Joint Committee's recommendations, these will be reported to the Joint Committee by its delegate. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Committee Membership

The Committee consists of the following members:

- The Mayor / Chair or designated delegate of each local authority within the Manawatū-Whanganui Region (total 8 members); and
- Up to eight non-Councillor members, to represent the views of Tangata Whenua. These appointments will be made by Horizons (HRC) on the recommendation of iwi leaders, taking into consideration their skills, attributes or knowledge that will assist the work of the Committee.

This Committee may invite advisors to attend relevant portions of the Committee's business.

Election of Co-Chairs

The committee will elect Co-Chairs by the system described in clause 25(4) Schedule 7 of the Local Government Act 2002.

The governance group will have two Co-Chairs:

- A Councillor member of the group; and
- A Tangata Whenua member of the group.

Each Co-Chair shall preside on an alternate basis. If a Co-Chair is absent from a meeting at which they are scheduled to be the presiding member, the other Co-Chair shall preside at the meeting.

Meeting Schedule

The Committee will sit at least twice each year.

Special meetings may be called at the request of members.

Agendas for meetings will be issued and minutes will be taken and circulated.

Approved minutes and approved final reports and papers will be made available via Horizons' website.

The Committee will sit at least twice each year.

Special meetings may be called at the request of members.

Agendas for meetings will be issued and minutes will be taken and circulated.

Approved minutes and approved final reports and papers will be made available via Horizons' website and a Microsoft Teams portal.

Decision making

The practice of the forum will be to determine issues before it by consensus.

If the consensus is to determine issues by voting, the determination shall be determined by a majority of votes of members attending the meeting.

Remuneration and Expenses

Each party shall be responsible for remunerating its representative on the Committee.

Tangata Whenua members shall be eligible for compensation for joint committee activity including travel and attendance at meetings.

Standing Orders

The Committee shall apply the standing orders of Manawatū-Whanganui Regional Council.

Duration

The committee will elect Co-Chairs by the system described in clause 25(4) Schedule 7 of the Local Government Act 2002.

The governance group will have two Co-Chairs:

- A Councillor member of the group; and
- A Tangata Whenua member of the group.

Each Co-Chair shall preside on an alternate basis. If a Co-Chair is absent from a meeting at which they are scheduled to be the presiding member, the other Co-Chair shall preside at the meeting.

Variations to this Agreement

Amendments to this agreement may be required from time to time. Changes will be approved by the parties, on the recommendation of the Climate Action Joint Committee.

Meeting Quorum

The quorum will consist of:

- Half of the members present (in-person or on-line) if the number of members (including vacancies) is an even number; or
- A majority of members present (in-person or on-line) if the number of members (including vacancies) is an odd number.

Non-elected positions to which no appointment has been made are not considered to be vacancies for the purposes of forming a quorum.

Meetings may be held in person or by other means (such as audio visual link) as the Committee agrees where permissible under New Zealand law and the standing orders of the parties.

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: Local Government Elections 2025

PRESENTED BY: Hannah White, Manager Governance

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION(S) TO COUNCIL

1. That Council receive the memorandum titled 'Local Government Elections 2025', presented on 25 March 2026.
-

1. ISSUE

This memorandum reports back to Elected Members and the community on the delivery of the 2025 local government election and Māori ward referendum. It covers material raised by Elected Members during the workshop of 18 February 2026 and the candidate survey which fed into that session.

The memorandum also raises issues for consideration when planning for 2028 implementation.

2. BACKGROUND

2.1 Chief Executive role

The Chief Executive has a responsibility under the Local Government Act 2002, s.42(2)(da) to "facilitate and foster representative and substantial electoral participation in elections and polls held under the Local Electoral Act 2001". This duty has applied since the 2019 local elections.

Council established a budget of \$40,000 in FY 2025/26 to undertake this responsibility.

Attachment 1: Communications Engagement and Marketing Summary sets out a summary of the actions taken for the promotion of electoral participation in the Palmerston North 2025 local body elections.

2.2 Local government role as implementer of elections

Palmerston North City Council contracted Independent Electoral Services as the provider of the Palmerston North election and Māori referendum poll and appointed Dale Ofoske as its Electoral Officer. The Electoral Officer nominated Hannah White as the Deputy Electoral Officer.

The election and poll cost equated to \$5.11 + GST per elector, compared to \$3.94 +GST per elector in 2022. Cost increases are attributed to 30% increase in printing costs, 10% increase in insurance and the additional poll.

Attachment 2: Final Report- 2025 Triennial Elections and Other Electoral Matters is a memorandum from the electoral services provider responsible for the administration of the election.

Palmerston North City Council, Local Government New Zealand and Parliament have all indicated an interest in the Electoral Commission running future local government elections. There would need to be significant legislative change and resourcing of the Electoral Commission capacity were this to occur for the 2028 local body elections.

2.3 Postal voting

Palmerston North City Council contracted DX Mail to provide postal services for the 2025 local body election and poll. In 2022 Palmerston North was the only council to work with DX. In 2025 DX supported provision for 49 councils.

Postal voting is often considered to be a high obstacle to elector participation with many voters unfamiliar with the postal service. Anecdotally we encountered voters unfamiliar with envelopes and their own postal address. Certainly, it relies on someone having updated their residential address on the electoral roll, and thus a significant focus must be put on reminding voters to update their registration details. International voters have also struggled with accessibility.

The cost of running election via post is becoming prohibitive for councils. When postage costs are included the cost per elector for running the election is \$7.20+GST compared to \$4.89 +GST for 2022. In other words, a 47.3% increase in cost.

There is also an additional internal resourcing cost to cover regular pick-ups from Council venues hosting ballot bins to keep contractor costs down. Effectively, the 'orange ballot bins' across the city have become an additional level of service required of councils to compensate for the limited postal service.

Previous Justice Committee reviews have raised the opportunity to move to online voting, however it is not a secure method. Instead, an amendment to the Local Electoral Act allowed for longer postal period for the 2025 elections, as NZ Post was no longer able to meet the legislative deadlines for lack of capacity. This appears a short-term solution for a postal system which is increasingly struggling with sustainability worldwide.

Booth voting is instead being recommended by both Local Government New Zealand (through its Electoral Reform Working Group) and Taituarā in their respective submissions

to the current Justice Committee review. It is expected booth voting would be even more costly, however Palmerston North with its compact geography and small number of electoral combinations (city-wide wards) may be a prime candidate for booth voting should this be pursued further.⁴ There is no data to support the hypothesis that booth voting alone would increase local election turnout without also considering convenience, complexity of voting documents, coordinating election timeframes and providers⁵ etc.

2.4 Māori ward referendum

Palmerston North City Council was required (as one of 42 councils) to hold a referendum on whether to keep its Te Pūao Māori ward in conjunction with the 2025 election.

A majority of voters on both the General and Māori rolls voted to retain the Ward, with a total of 13,373 electors voting to retain the Ward and 10,718 to remove it. Palmerston North was one of 18 councils to retain its Māori ward(s)/constituency(ies).

The result is binding for 2028 and 2031 and will be the foundation for this term’s representation review. Council can next consider the retention of (a) Māori ward(s) in the 2032 representation review.

2.5 Cost sharing

Territorial authorities undertake elections on behalf of the regional councils. In 2022 we were able to recuperate 30% of total costs from Horizons Regional Council; this was 36.66% in 2025. (Noting in 2019 a further share had been covered by the District Health Board). Should regional councils be disbanded under *Simplifying Local Government* 100% of rising costs could fall on Palmerston North City Council.

3. VOTER TURNOUT

3.1 Overall turnout

3000 more people voted in 2025 compared to 2022. The voter turnout rate for the 2025 local body elections for Palmerston North was:

Overall turnout

42.1% of all registered voters	(25,060/ 59,478 electors)
42.7% Te Hirawanui General ward	(23,158/ 54,228 electors)
36.2% Te Pūao Māori ward	(1,902/ 5,205 electors)

⁴ For the 2026 general election the Electoral Commission is preparing 41 voting locations at least 6-7 advance voting booths and pop-up locations.

⁵ Auckland Council’s submission assumes that booth voting would be undertaken by the Electoral Commission and at least partially funded by central government.

3.2 Māori voter turnout

Total turnout for Māori voters on the Māori roll tripled on 2022. Māori voters on the Māori roll had a 35.1% turnout, higher than 30.6% of Māori on the General roll.

This was the first local election since changes allowing Māori to move between rolls up until three months before an election (the ‘Māori roll option’). The Māori ward and constituency polls may also have encouraged voter participation.

3.3 Comparison to other cities

The average turnout for the “metros”⁶ in 2025 was 41.85% (see Table 1 below), against a nationwide average of 48%.

Palmerston North City Council local election voter turnout rates have historically sat at the lower end of the metro average, but this was not the case for 2025. It should be noted that when total population is taken into account (see Graph 1 below), metros sit at a 34.77% average turnout against a nationwide total of 39.42%. In both cases Palmerston sat above the average in 2025.

3.4 Special voting

We increased special voting locations- both opening hours and number of locations. Special voting was available during weekdays at the Customer Service Centre as in previous years, noting that the actual voting period was two weeks longer. This service was covered by temporary staff trained as electoral officials. We also opened on two Saturday mornings. Community and central libraries had special voting facilities available on each of the 5 Saturdays throughout the voting period. Saturday voting was staffed by wider staff volunteers trained as electoral officials. The Central library was a busy location, but others were not as well utilised. We also ran a handful of community pop up special voting at Te Wakahuia Medical, Massey University, and with the disability community at their request, which were able to support enrolment as well as voting.

1000 special votes were received, this was up from 597 in 2022.⁷

In Palmerston North 38.2% of these were disallowed. This is similar to the 37% disallowed in Auckland. The number of disallowed special votes across the country is one of the themes of the Justice Committee review. Unnecessary requirements on special voting declarations has been raised as an obstacle by some submitters. Thorough training of electoral officers may go some way towards ensuring declarations are completed in full and thus a special vote counted.

⁶ Comparison against metros is useful as turnout can vary significantly between councils, with turnout tending to be higher in smaller and rural councils than larger and urban councils.

⁷ By way of comparison, Auckland Council received 9,306 special votes. It has a registered voter population of 1,195,533.

3.5 Returns across the voting period

In 2022 17.2% of all votes received were returned on the final morning of voting. In 2025, 25.2% were received.

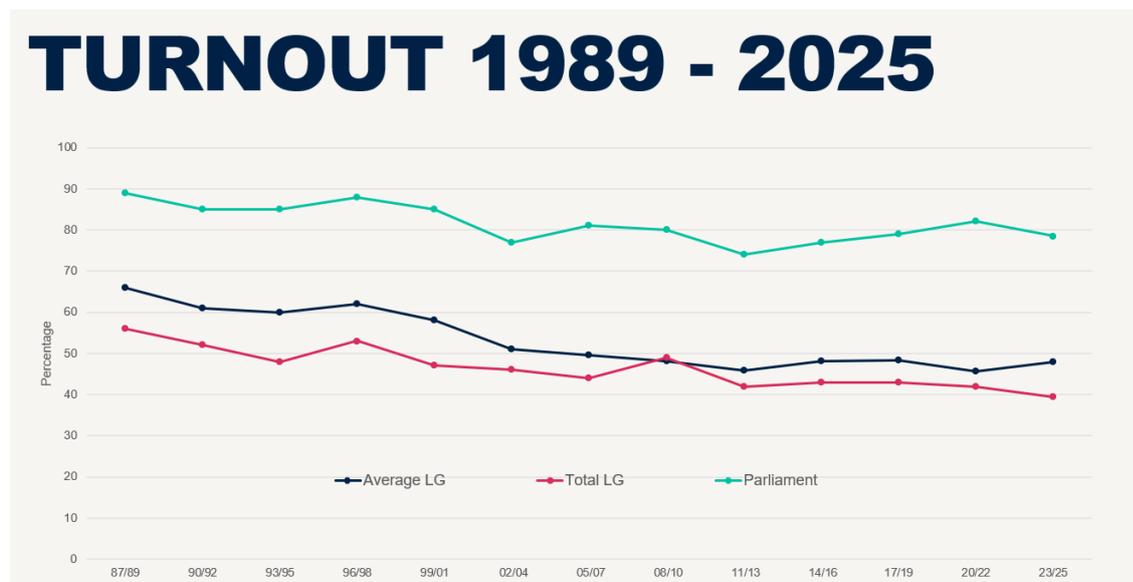
While, the longer voting period and frequency of ballot box collection makes it difficult to compare the returns behaviour between 2022 and 2025, the trend towards voting later in the voting period appears to be mirrored across the country and is a significant shift since 2019.

For candidates it meant a long wait for the Sunday preliminary result, which included the final day's votes. While this demands greater planning for regular pickups and resourcing at the end of the period, officers also recommend that a longer lag time is expected for the preliminary result in future. Where there is a significant number of later votes and thus a high possibility for a shift in the STV results to occur between progress and preliminary votes, there may be reason to consider holding off on releasing progress results on the Saturday. All councils currently choose to release progress results on the Saturday, and this is usually picked up by media, however it is not required by law.

Table 1: Voter turnout %- Metro Councils

Council	2010	2013	2016	2019	2022	2025
Auckland	51.0	34.9	38.5	34.8	35.5	29.33
Christchurch City	52.2	42.9	38.3	41.8	43.31	38.12
Dunedin City	53.0	43.1	45.2	46.9	48.21	45.47
Hamilton City	37.8	38.3	33.6	39.4	29.4	32.97
Hutt City Council	40.4	36.6	37.8	42.8	40.24	41.56
Nelson City	52.2	52.2	52.1	53.4	51.14	48.14
Palmerston North City	43.2	38.7	39.1	37.9	36.7	42.13
Porirua City	39.1	36.6	38	41	37.30	40.70
Upper Hutt City	44.3	40.8	41	43.9	43.15	50.06
Wellington City	40.0	41.5	45.6	41.2	43.27	49.99
Average Metro	48.25	41.85	40.87	42.2	40.82	41.85

Graph 1: LG Election turnout over time (source: Mike Reid, LGNZ Policy Analyst)⁸



⁸ “Total” refers to a total count of population who voted against population registered to vote, ie. A weighted average

4. ELECTORAL PARTICIPATION CAMPAIGN

Attachment 1 sets out the detail of innovations undertaken in 2025. The information campaign was designed around the following three strategies.

4.1 Regional Collaboration

The Electoral Commission runs a short national campaign prior to the roll closing to remind people to register and/or update their details for local elections. Local Government New Zealand (LGNZ) also made advertising assets available for councils to use. The Taituarā and LGNZ joint website votelocal.co.nz contained useful information for candidates and voters, particularly on the referendum. However, each council is then left to run its own voter awareness campaign.

Palmerston North City Council led and partnered regionally with Horizons Regional Council and Ruapehu District Council. Each of these councils contributed to costs for access to a range of assets (formats designed in-house by Palmerston North). Rangitīkei and Horowhenua District Council also incorporated some similar style elements. The aim was that people who lived and worked across the region were exposed to consistent and recognisable messaging encouraging them to vote. Horizons provided advertising space inside city buses, and also contributed to the Rock Around the Clock Day by putting on free buses to encourage people in the suburbs to join the event in the central city.

4.2 Visibility and incorporation of play

Evaluation and key learnings following the 2022 election led officers to focus on face-to-face communications with communities. We investigated several avenues for incorporating wider community understanding of how Council impacts the daily lives of residents in a playful, entry-level way for all ages, in alignment with Council's Play Strategy.

This required investment of officer time at community events from early February 2025 to build trust of Council and grow interest in engagement, eg. Pasifika community health events.

4.3 Teach the teacher

Since Council itself is limited both in the trust it has of some communities and also in its capacity to resource (we cannot be everywhere), the aim was to provide reliable, useful and understandable information that could then be repackaged by communities for communities. In other words, trusted faces in target communities would have the information they needed to share the messages in ways that met the needs of their communities.

A community guide was shared with all of Council's community group contacts and many sessions were held with individual groups introducing the content in this guide, which was particular to Palmerston North and local elections. Where community leaders were introducing the kaupapa we were also invited along, eg. to the regional whanau day at

Monrad Intermediate School where all the region's territorial authorities were represented, 4412 hui, Highbury Whanau Centre hui etc.

We also provided collateral on enrolment, updating your address, special voting, and the referendum to groups with significant reach in target communities, working closely in coordination with Te Tihi o Ruahine o Manawatū's investment in raising awareness about civic participation; unions, accommodation providers such as retirement villages etc.

5. COMMENTARY

5.1 System limits impact we can have on turnout

Officers are encouraged by the increase in turnout despite structural obstacles to local government elections outside of our control. Councils' resourcing and role limit what can be achieved. Elections are coordinated and electoral participation encouraged triennially on top of business as usual. In 2025 resources also needed to stretch across the additional referendum.

We note that the upturn may be the result of incorporating the referendum alongside the election, and that we cannot assert that there has been any pattern or change of behaviour. Research tells us that if someone votes once, they are more likely to do so again and so are hopeful that those who voted in 2025 will do so again in 2028.

5.2 Electoral integrity

Several instances of irregularity were reported across the country.

- Results were challenged in Kaipara and Porirua but were upheld by the courts.
- The Ōtara-Papatoetoe Local Board election was voided for irregularities related to postal voting and a new election held
- Candidates in Whanganui, Ōpōtiki and South Wairarapa were left out of candidate information booklets
- There was widespread reporting of people "having been left off the electoral roll"

While these are issues outside of Palmerston North and Palmerston North's control, they do affect public confidence in election processes and thus attitudes towards voting and councils and in general. As such, educative materials in 2028 will also need to explain the checks and balances that uphold the integrity of local elections in New Zealand.

5.3 Misinformation/disinformation

A lack of mainstream media reporting on local government elections has meant that communities are turning to their councils as a source of neutral truth.

Planning for 2028 will need to take into account residents’ expectations that Council be the provider of the information they are looking for. This is particularly pertinent to resourcing of appropriate ‘meet-the-candidate’/ debate fora, as raised during the elected member workshop and candidate survey.

It also increases the need for Council’s support of candidates to ensure they have access to timely content that can support accurate conversations in the community as well as their physical and digital safety.

6. NEXT STEPS

This year, Council will begin to work through initial decisions and research towards the representation review in 2027.

Further investigation of voter turnout by age group and address is underway and will help inform planning for 2028.

Challenges raised by candidates with the interpretation and application of the Signs and Use of Public Places Bylaw as it relates to election signs will be considered as part of the review of the bylaw currently underway.

The ‘what Council does’ information campaign will continue outside of election years to build base knowledge and interest. We will continue to build trusted relationships between Council and schools, particularly so we can access primary school network communications that regularly go to families (a key demographic for increasing turnout).

7. COMPLIANCE AND ADMINISTRATION

Does the Council have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council’s policies or plans?	No
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: Run local body elections and any polls, including a Representation Review.	
Contribution to strategic direction	The Oranga Papaioea City Strategy identified voter turnout as an

<p>and to social, economic, environmental and cultural well-being</p>	<p>indicator of community wellbeing.</p> <p>Active citizenship is one factor of a flourishing community. The whānau ora outcomes framework identifies “whanau are participating fully in society” as one of the seven key aspirations of which the short-term outcomes are “increased number of whanau exercising their right to vote in national and local council elections.”</p>
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ATTACHMENTS

1. Communications Engagement and Marketing Summary [!\[\]\(0449773563d10f16b2cef940a73b4260_img.jpg\) !\[\]\(7a767ceee92c05cc8fe3be178db414bb_img.jpg\)](#)
2. Final Report- 2025 Triennial Elections and Other Electoral Matters [!\[\]\(dab8a04500a2f87119ff1d0cb3e2d064_img.jpg\) !\[\]\(68f148883a391c5cba79fb7058dca85d_img.jpg\)](#)

YOU DECIDE OUR CITY'S FUTURE

ELECTIONS 2025

Communications, engagement
and marketing summary.

PALMY[®]
PAPAIOEA
PALMERSTON
NORTH
CITY

Campaign overview

Our 2025 local elections campaign helped support an increase in voter turnout in Palmerston North. Turnout reached 42.1%, up from 36.7% in 2022, a 5.4 percentage point increase.

Our campaign was delivered in three stages:

1. Enrol – Check your details and update your address
2. Stand – Encourage candidates to put themselves forward
3. Vote – Make voting visible and easy

Information on the referendum was also a key focus throughout the entire campaign.

Each phase used consistent branding, messaging and design so the campaign was instantly recognisable across the city.

We delivered the campaign on budget and designed 301 pieces of material in-house, including billboards, posters, brochures, digital ads, animations and videos.

More than 56 community events or activations were held across the city to meet people where they already were.

All campaign activity directed people back to our website as the single source of truth, resulting in more than double the traffic compared to 2022's election.



Strong community engagement through all phases

Throughout the campaign, we worked closely with other teams across Council and alongside community groups to maximise our reach and impact.

Together, we organised, attended and activated at more than 56 events and hui, including:

- Waitangi Day
- Massey Orientation
- Puanga Festival
- Explore Esplanade Day
- The Home and Lifestyle Show
- The Mayoral Debate (live streamed on our Facebook page)
- Rock Around the Clock “Big Vote” event

At each event or engagement session, we provided printed collateral for people to take home. We also supported attendees to update their enrolment details and created space for questions and conversations about the election process.

To encourage family participation, we included interactive elements such as the Spin to Win wheel, a “What Council Does” wordsearch for children and a whiteboard magnet game. These activities helped spark conversations between children and their parents.

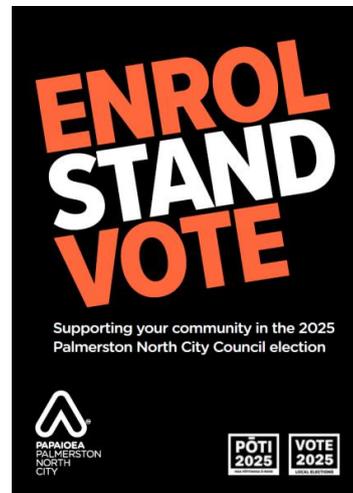




We also worked closely with:

- Community partners and stakeholder networks (including holding a city bus tour for our former refugee and migrant communities)
- Schools (through newsletters and parent apps)
- Property managers and Massey University

Partners were supported with a clear Community Guide to help share accurate information through their own networks.



We made sure voting bins were hard to miss

We introduced bright orange voting bins and placed them in high-traffic, everyday locations such as supermarkets, Mitre 10, libraries and Council facilities, right across the city.

The bold colours and consistent branding made the bins highly visible in busy retail environments. This meant they worked not only as a practical place to return voting papers, but also as a strong visual reminder for people to bring their papers with them on their next visit.

DX mailboxes were also wrapped in bright orange with key election information.



Our website was the central hub for all information

Website traffic more than doubled compared to 2022 (going from 18,339 users to 37,409). It served as the primary hub for all “how to” information for voters and those wishing to stand.

For the first time, all candidates were offered the opportunity to record a short video introduction. These videos were embedded directly into our website within a custom wireframe. Most views occurred through the website itself, so YouTube view counts may appear lower. Higher YouTube numbers reflect candidates who independently promoted their direct video link through paid advertising.

Compared to 2022’s election, we had a 104% increase in website users and 115% increase in pageviews.

Website traffic reached its highest levels of the entire year on 11 and 12 October, as people were eager to see the progress and preliminary results.

Social media performed extremely well

We organically posted 60 times across Facebook, Instagram, LinkedIn and TikTok.

These posts ranged from fun and attention-grabbing content through to clear, informative updates, as well as live streaming the Mayoral Debate.

Results were significantly above industry benchmarks for local government:

- 750,000+ organic reach
- Nearly 70,000 interactions
- 8% average engagement rate (well above the 1.5–3% industry average)
- 3,000+ website clicks

Paid social media complemented this by amplifying key messages and reaching audiences less likely to engage through traditional channels.

Paid advertising played a focused and strategic role across all phases

We used a balanced mix of:

- Billboards – printed, digital and targeted framed posters in high foot traffic areas
- Bus stops and bus backs
- Other outdoor placements (footpath stickers & flags around city-centre)
- Paid social media
- Google Search and Display advertising
- Local radio (including partnering with Kia Ora FM)
- Print advertising (including front page placements in the Manawatū Standard and targeted placements in Village Voice and Focus on Manawatū)



Activity was timed around key decision-making moments - enrolment deadlines, candidate announcements and the opening and closing of voting.



Our advertising on social media channels delivered:

- 450,000+ reach
- 500,000+ impressions
- Very low cost-per-engagement (as low as \$0.01 on video campaigns)

Link-based ads drove direct action, including:

- Checking enrolment details
- Viewing candidate profiles
- Finding voting bin locations

Overall, paid advertising delivered strong value for money, extended our reach, and reinforced key messages at the right time.



Māori Wards Referendum

Throughout every stage of the campaign, we shared clear, factual and neutral information about the Māori wards referendum alongside our general election messaging.

To support this, we developed a range of resources including posters, flyers and digital assets. These materials were translated into te reo Māori and distributed widely across the city to ensure accessibility.

We also worked closely with key stakeholders and community networks to help ensure accurate information reached as many people as possible. This included attending community events and investing in paid radio advertising with Kia Ora FM to further extend our reach.



Māu tonu e whakatau me pēhea te whakakanohi i te iwi Māori i tō hapori. Ka whakahaerehia tētahi pōtitake i te wā o ngā pōtitanga kaunihera ā-rohe 2025, ā, ka pōti koe mehemea ka puritia, ka tangohia rānei te Rohe Māori me ngā kaipōti ā-rohe i tō tātou tāone me tō tātou rohe hoki.

Anei ngā kōrero me mōhio koe.



Citywide awareness through media

We issued:

- 12 media releases, which were picked up by local and some national media each time
- 15 local radio interviews

This ensured consistent public reminders across the full campaign period.

Overall impact

The campaign delivered strong citywide visibility, high engagement, and a strong return on paid advertising investment.

We made voting visible everywhere and we showed up in the community. We used consistent, recognisable branding, and most importantly, we helped to reverse the local decline in voter turnout.

FINAL REPORT

2025 Triennial Elections and Other Electoral Matters

20 February 2026 | 20 Pēpuere 2026

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Outline

The 2025 local government triennial elections occurred on Saturday 11 October 2025. The elections for Palmerston North City Council and Manawatū-Whanganui Regional Council (trading as Horizons Regional Council) were conducted satisfactorily and on time and met all legislative and practical requirements.

This report summarises the electoral process together with other electoral matters.

Background

Local government elections are required every three years, with the 2025 elections occurring on Saturday 11 October 2025. The conduct of these elections is prescribed by legislation and regulation to ensure public confidence and electoral integrity are maintained.

The following preliminary actions/decisions were made:

- (i) in 2023, Council resolved to retain the STV (single transferable voting) electoral system for the 2025 triennial election. Horizons Regional Council resolved to retain the FPP (first past the post) electoral system for their 2025 triennial election;
- (ii) in 2020, Council resolved to establish one or more Māori wards for the 2022 and 2025 triennial elections;
- (iii) due to a legislation change in 2024, where Māori wards or constituencies had been established on/after 2020 without holding a poll, a poll was required to be held with the 2025 triennial election on whether to keep or remove Māori wards or constituencies;
- (iv) during 2021, Council undertook a representation arrangements review (a review of wards, boundaries, number of councillors etc) due to the earlier decision to establish one or more Māori wards. As the maximum six-year period between representation arrangements review is expiring, a further representation arrangements review will be required in 2027;
- (v) postal voting to be used;
- (vi) the random order of candidate names to be used for Palmerston North City Council and Horizons Regional Council.

The electoral officer appointed for Palmerston North City Council is Dale Ofsoske of Election Services with Hannah White, Manager Governance appointed Deputy Electoral Officer.

With the 2025 elections now complete, this report details the various electoral processes undertaken, together with election statistics for the information of Council.

Narrative

Elections Required

Elections were undertaken for:

Palmerston North City Council

- mayor (elected at large)
- 15 councillors (elected from two district-wide wards)
 - Te Pūao Māori Ward (2)
 - Te Hirawanui General Ward (13)
- Māori wards poll

Horizons Regional Council

- four members (elected from the Palmerston North General Constituency) or
- 1 member (elected from the Tonga Māori Constituency)
- Māori constituencies poll.

Election Timetable

Key election functions and dates were:

Nomination period

4 July – 1 August 2025

Inspection of Preliminary Electoral Roll

4 July – 1 August 2025

Delivery of voting mailers

9-22 September 2025

Special voting/early processing

9 September – 11 October 2025

Election day

11 October 2025

Preliminary count

11 October 2025

Official count

12-17 October 2025

Return of Electoral Donations & Expenses Form

by 11 December 2025

Due to a legislation change in 2024, a longer postal delivery period was permitted with the voting period extended from three-weeks to four-and-a-half weeks.

Electoral Roll

The electoral roll comprises two parts, the Residential Electoral Roll and the Ratepayer Electoral Roll.

The Residential Electoral Roll contains parliamentary electors, whose details are supplied by the Electoral Commission.

Each territorial authority is responsible for compiling its own non-resident Ratepayer Electoral Roll.

To compile the Ratepayer Electoral Roll, three actions are required:

- (i) issuing an explanatory ratepayer roll flyer with all rates notices;
- (ii) a nationwide advertising campaign on the criteria of ratepayer elector qualifications and enrolment procedures; and

- (iii) the issuing of Ratepayer Confirmation Forms to all eligible 2022 Ratepayer Electoral Roll electors, and if returned, these along with any new enrolments, form the basis of the 2025 Ratepayer Electoral Roll.

A national advertising campaign was undertaken by Taituarā during May 2025 advising readers in all major daily newspapers of the criteria and qualifications required to be eligible for the Ratepayer Electoral Roll.

In April 2025, 69 Ratepayer Roll Confirmation Forms were issued to eligible 2022 Ratepayer Electoral Roll electors. A total of 70 non-resident ratepayer electors appeared on the 2025 Final Ratepayer Electoral Roll.

Preliminary and Final Electoral Rolls

The Preliminary and Final Electoral Rolls contained elector details in alphabetical order with a flag denoting voting entitlement (ward and regional council constituency).

The Preliminary Electoral Roll was available for public inspection during normal office hours between 4 July 2025 and 1 August 2025.

Statistics relating to the Final Electoral Roll are as follows:

Ward	Final Roll		
	No. Residents	No. Ratepayers	Total
Te Pūao Māori	5,249	1	5,250
Te Hirawanui General	54,159	69	54,228
TOTAL	59,408	70	59,478

The total number of electors of 59,478 is a slight decrease of 590 (-1%) when compared to the 2022 Final Electoral Roll of 60,068.

Nominations

The nomination period was 4 July to noon 1 August 2025.

For the first time, candidates were available to access, complete and submit nominations 24/7 by going online to: esp.electionservices.co.nz/lge2025/PA

Nomination material was also available during this time by:

- (i) visiting the Civic Administration Building Te Marae o Hine – 32 The Square, Palmerston North;
- (ii) downloading the material from the Council’s website;

(iii) phoning the electoral office or the Council office to have the material posted out.

A detailed '2025 Candidate Information Handbook' was prepared and made available to all candidates, any interested party (e.g. media) and available online.

A total of 44 nominations were received for the 16 Council vacancies, these detailed as follows:

Issue	No. Nominations	No. Vacancies
Mayor	4	1
Te Pūao Māori	3	2
Te Hirawanui General	37	13
TOTAL	44	16

For candidate names, refer Notice of Day of Election – **Appendix 2.**

The 44 nominations received for mayor and council vacancies is up from the 39 nominations received at the 2022 election (+12.82%).

Voting Mailers

Voting mailers consisting of an outward envelope, return prepaid envelope, voting document and candidate profile booklet (which included instructions in English and Māori) were posted to electors from Tuesday 9 September 2025.

The voting mailers were produced by NZ Post Group and were consistent in design layout to all other local authorities in the country.

The voting mailers were distributed to electors by DX Mail.

Return of Voting Documents

Voting documents were able to be hand delivered to a DX mail box or a council ballot box at one of 53 locations across the city - from various council facilities, supermarkets and retail stores. The availability of these many mail/ballot boxes over the voting period was a success in encouraging electors to return their vote.

Special Voting

Special votes were available from 9 September 2025 to noon 11 October 2025 by:

- (i) visiting the Civic Administration Building Te Marae o Hine – 32 The Square, Palmerston North;

(ii) phoning the Council office or the electoral office.

A total of 1,000 special votes were returned prior to the close of voting, of which 618 were valid (61.8%). This compares to 597 special votes returned at the 2022 triennial election (+67.5%) of which 433 (72.5%) were valid.

Special votes were disallowed on the following grounds:

- the elector voted twice (91)
- decision of the Electoral Commission (elector did not enrol/change enrolment details) (112)
- the special vote declaration was not in order/incomplete (179).

Electors Turnout

Of the 59,478 electors on the Final Electoral Roll, 25,060 electors returned their vote. This represents a 42.1% return and compares to a return of 36.73% at the 2022 election (or +5.37%).

A schedule of the number of daily returned voting documents over the voting period is attached (**Appendix 1**).

Of note, the 2025 average nationwide voter turnout is 48% (compared to 45.6% for the 2022 election).

Results

With the undertaking of the early processing of returned voting documents during the voting period, progress results were able to be released on election day at around 2pm. Progress results reflected about 75% of votes cast and did not include votes received at Council offices on election day morning or special votes received.

The preliminary results were released about 2pm on Sunday following the receipt and processing of a significant number of votes received at the drop-off locations on election day morning. The preliminary result reflected about 98% of votes cast and excluded special votes. These statistics show about 25% of all votes cast were received on election day morning.

Both the progress and preliminary results were released to candidates and placed on Council's website.

The final results (Declaration of Results of Election – see **Appendix 3**) were made on Friday 14 October 2025 and were also released to candidates and placed on Council's website.

Māori Wards Poll

For the Māori Wards Poll, 13,373 electors voted to keep Māori wards (55.5%) and 10,718 electors voted to remove Māori wards (44.5%). The outcome of the poll is binding for two triennial elections (2028 and 2031) so this issue cannot be revisited until 2032 (for the 2035 triennial election).

Election Costs

The estimated cost of the 2025 election was \$413,550 + GST (or for 60,000 electors, \$6.89 + GST per elector), consisting of \$288,550 + GST (Election Services) and \$125,000 + GST (postage) - subject to actual statistics and costs.

The 2025 final election cost has now been determined at \$428,370 + GST (or for 59,478 electors, \$7.20 + GST per elector).

Of the \$428,370 + GST final cost, Council is able to recover \$157,027 + GST (36.66%) from Horizons Regional Council for their election and poll.

This leaves a net cost to Council for their election and poll of \$271,343 + GST (63.34% of the total), or \$4.56 + GST per elector.

The cost share between organizations is determined by the nationally provided Taituarā MOU Cost Sharing Calculator.

Other Electoral Matters

Inquiry into the 2025 elections

Parliament's Justice Committee is undertaking its standard inquiry into the conduct of the 2025 local government elections. Submissions have been called for and will close on Friday 27 February 2026.

The inquiry will focus on:

- Voting processes, including:
 - Reports of people being removed from rolls or switched between them
 - Number of disallowed special votes
 - Outcomes of recent changes to the delivery of voting papers and returns, such as increased use of DX mail and orange bins in supermarkets
 - Use of telephone dictation for voters who are blind, visually impaired or physically unable to mark their voting paper
 - The appropriateness of the use of mobile voting booths
- Electoral integrity, including disinformation and misinformation
- Consideration of the role of councils and their staff when determining voting arrangements, and their relationships with the electoral agencies responsible for conducting the voting.

Not specific to the Justice Committee’s inquiry, there are other issues being canvassed in the sector that Council may also wish to consider:

- Role of the Electoral Commission in local elections
- National election signs policy
- Possible 4-year electoral term
- LGNZ report on local elections
- Local government re-organisation, particularly the future of regional councils and potential territorial authority amalgamation (e.g. Southland region)
- Postal, booth, combination postal/booth, online voting options
- Local government reform e.g. Resource Management Act changes, Water Done Well etc.

Electoral System Review

Under section 27 of the Local Electoral Act 2001 (LEA), a local authority may resolve, before 12 September 2026, to change the electoral system used at the last election. Should Council wish to consider changing its electoral system, it can do so by resolution no later than 12 September 2026.

Representation Arrangements Review

Under the normal six-year cycle, a representation arrangements review is required in 2026/2027 for the 2028 triennial election.

Key dates for the review are:

- Now – 19 December 2026: informal public consultation on review scenarios
- 20 December 2026 – by 31 July 2027: formal public consultation/resolution of initial proposal
- By 8 August 2027: public notice of initial proposal. Submission period starts
- By 8 September 2027: submission period closes
- By 3 November 2027: submissions heard, resolution of final proposal, public notice of final proposal. Objection/appeal period starts
- By 3 December 2027: Objection/appeal period closes
- By 20 December 2027: if required, forward all material to the Local Government Commission
- By 11 April 2028: if required, Local Government Commission determination.

Conclusion

The Palmerston North City Council's 2025 triennial election and poll were conducted successfully and met all legislative and practical requirements. No issues or concerns of significance arose from these elections and polls and all tasks were completed satisfactorily and on time.

Recommendation

That the report titled '2025 Triennial Election and Other Electoral Matters' be received.

Yours sincerely,



Dale Ofoske
Electoral Officer // Palmerston North City Council
Election Services
+64 9 973 5212
dale@electionservices.co.nz

APPENDIX 2



NOTICE OF DAY OF ELECTION AND POLL FOR THE PALMERSTON NORTH CITY COUNCIL

Nominations received

Notice is given under section 65 of the Local Electoral Act 2001 that the following persons have been duly nominated as candidates for:

MAYOR (*one vacancy*)

<i>Name</i>	<i>Affiliation</i>
MICKALAD, Orphée	Independent
MORRIS, Michael	
RIDDICK, Caleb	Independent
SMITH, Grant	Independent

COUNCIL**Te Pūao Māori Ward** (*two vacancies*)

<i>Name</i>	<i>Affiliation</i>
FITZGERALD, Rowland Prince	
KURU, Bonnie	
MARSHALL-LOBB, Debi	Te Pāti Māori

Te Hirawanui General Ward (*thirteen vacancies*)

<i>Name</i>	<i>Affiliation</i>
AKBARYAN, Wajeha	Independent
ARNOTT, Mark	
BARRETT, Brent	Green Party
BOWEN, Rachel	
BUTLER, Melanie	Independent
BUTT, Zulfiqar	Labour
DENNISON, Vaughan	Independent
DUNLOP, Kayne John	
FINDLAY, Lew	Independent
FITZGERALD, Hayden	Independent

GUNNING, Mark	Independent
HAPETA, Leonie	
HARPER, Nelson	Independent
HOSKINS, Jeremy Craig	
JENKINS, Cameron	Independent
JOHNSON, Lorna	Labour
JUDD, Eric	Independent
KOH, Jack	
MCGREGOR, Quintin	
MEEHAN, Billy	Independent
MICKALAD, Orphée	Independent
NASH, Tobias Wilson	
NAYLOR, Karen	Independent
PHILLIPS, Adrian	
POOVATHUMVEETIL MATHEW, Eldhose	Independent
POPPELWELL, Dave	Independent
RAHIM, Atif	
RIDDICK, Caleb	Independent
ROKKANNO, Zakk	Independent
SALISBURY, Dave	Independent
STRACHAN, Michael Paul	
WHEELER, Jackie	Independent
WILLIAMS, Glen	ACT Local
WILSON, Verne	Independent
WOOD, William George	
WOOLGAR, Richard	Independent
ZABELIN, Kaydee Jean	Green Party

As there are (for each office) more candidates than there are vacancies to be filled, an election will be held between the listed candidates on Saturday, 11 October 2025, under the Single Transferable Voting electoral system by postal vote.

Order of candidate names

The Palmerston North City Council has resolved under regulation 31 of the Local Electoral Regulations 2001 to adopt the random order of candidate names to appear on the voting documents.

Māori Ward Poll

Notice is also given under section 65 of the Local Electoral Act 2001, that the Palmerston North City Council is required to hold a poll on its Māori ward in conjunction with its 2025 elections. The poll will be held on Saturday, 11 October 2025 under the First Past the Post electoral system by postal vote.

The outcome of the poll will be binding and apply for the 2028 and 2031 triennial elections.

The poll is a vote to KEEP or REMOVE the Palmerston North City Council's Māori ward.

Issuing of voting documents

Voting documents will be posted to electors from Tuesday, 9 September 2025.

Return of voting documents

Voting documents must be returned not later than noon, Saturday, 11 October 2025 to the electoral officer.

Voting documents can be dropped off at any blue DX post box or any orange vote box.

Voting documents can also be hand delivered to one of the following locations between Tuesday, 9 September 2025 and Friday, 10 October 2025 during normal business hours:

- Civic Administration Building, Te Marae o Hine - 32 The Square, Palmerston North
- Central Library, Te Marae o Hine - 4 The Square, Palmerston North
- Ashhurst Library, cnr Cambridge and Bamfield Street, Ashhurst
- Te Pātikitiki Library, 157 Highbury Ave, Palmerston North
- Roslyn Library, 8 Kipling St, Palmerston North
- Awapuni Library, 96C College St, Palmerston North
- Linton Library, cnr Bells Road and Puttick Road, Linton
- Council's mobile library.

In addition, on Saturday, 11 October 2025, voting documents can be hand delivered to one of the following locations:

- Civic Administration Building, Te Marae o Hine – 32 The Square, Palmerston North
(open from 9:00am to noon)
- the following Council libraries (open from 10:00am to noon):
 - Central Library, Te Marae o Hine – 4 The Square, Palmerston North
 - Ashhurst Library, cnr Cambridge and Bamfield Street, Ashhurst
 - Te Pātikitiki Library, 157 Highbury Ave, Palmerston North
 - Roslyn Library, 8 Kipling St, Palmerston North
 - Awapuni Library, 96C College St, Palmerston North.

For an updated list of locations, including opening hours where completed votes can be returned by hand, please visit the Council's website: www.pncc.govt.nz/elections

Special voting

Special voting in terms of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 may be exercised at the following council office between Tuesday, 9 September 2025 and Friday, 10 October 2025 during normal business hours, and Saturday, 11 October 2025 between 9.00am – noon:

- Civic Administration Building, Te Marae o Hine - 32 The Square, Palmerston North
- or by phoning the electoral office on 0800 922 822.

In addition, special votes may be exercised at the following council libraries on Saturdays between Tuesday, 9 September 2025 and noon Saturday, 11 October 2025:

- Central Library, Te Marae o Hine – 4 The Square, Palmerston North (Sat 10.00am – 4.00pm)
- Ashhurst Library, cnr Cambridge and Bamfield Street, Ashhurst (Sat 10.00am – 1.00pm)
- Te Pātikitiki Library, 157 Highbury Ave, Palmerston North (Sat 10.00am – 1.00pm)
- Roslyn Library, 8 Kipling St, Palmerston North (Sat 10.00am – 1.00pm)
- Awapuni Library, 96C College St, Palmerston North (Sat 10.00am – 1.00pm).

A person can apply to enrol as either a residential or ratepayer elector right up to and including Friday, 10 October 2025 – the day before the close of voting.

Dale Ofoske, Electoral Officer

Palmerston North City Council

Te Marae o Hine - 32 The Square, Palmerston North

6 August 2025

APPENDIX 3



DECLARATION OF RESULTS OF ELECTION AND POLL

Pursuant to section 86 of the Local Electoral Act 2001, I declare the results of the election and Māori wards poll held on 11 October 2025 to be as follows:

MAYOR (*one vacancy*)

Name	Affiliation	Status
SMITH, Grant	Independent	elected
MICKALAD, Orphée	Independent	excluded
RIDDICK, Caleb	Independent	excluded
MORRIS, Michael		excluded

Informal votes: 101

Blank votes: 977

I therefore declare Grant SMITH to be elected.

The final quota as determined at the last iteration was 11991.

COUNCIL

Te Pūao Māori Ward (*two vacancies*)

Name	Affiliation	Status
MARSHALL-LOBB, Debi	Te Pāti Māori	elected
KURU, Bonnie		elected
FITZGERALD, Rowland Prince		excluded

Informal votes: 27

Blank votes: 32

I therefore declare Debi MARSHALL-LOBB and Bonnie KURU to be elected.

The final quota as determined at the last iteration was 591.721864506.

Te Hirawanui General Ward (thirteen vacancies)

Name	Affiliation	Status
WOOD, William George		elected
ARNOTT, Mark		elected
MICKALAD, Orphée	Independent	elected
NAYLOR, Karen	Independent	elected
BOWEN, Rachel		elected
FINDLAY, Lew	Independent	elected
DENNISON, Vaughan	Independent	elected
BARRETT, Brent	Green Party	elected
FITZGERALD, Hayden	Independent	elected
JOHNSON, Lorna	Labour	elected
MEEHAN, Billy	Independent	elected
HAPETA, Leonie		elected
ZABELIN, Kaydee Jean	Green Party	elected
BUTT, Zulfiqar	Labour	excluded
WILLIAMS, Glen	ACT Local	excluded
WHEELER, Jackie	Independent	excluded
GUNNING, Mark	Independent	excluded
RIDDICK, Caleb	Independent	excluded
HOSKINS, Jeremy Craig		excluded
WILSON, Verne	Independent	excluded
HARPER, Nelson	Independent	excluded
AKBARYAN, Wajeha	Independent	excluded
WOOLGAR, Richard	Independent	excluded
POOVATHUMVEETIL MATHEW, Eldhose	Independent	excluded
BUTLER, Melanie	Independent	excluded
DUNLOP, Kayne John		excluded
SALISBURY, Dave	Independent	excluded
NASH, Tobias Wilson		excluded
JENKINS, Cameron	Independent	excluded
POPPELWELL, Dave	Independent	excluded
MCGREGOR, Quintin		excluded
PHILLIPS, Adrian		excluded
JUDD, Eric	Independent	excluded
RAHIM, Atif		excluded
STRACHAN, Michael Paul		excluded
KOH, Jack		excluded
ROKKANNO, Zakk	Independent	excluded

Informal votes: 477

Blank votes: 222

I therefore declare William George WOOD, Mark ARNOTT, Orphée MICKALAD, Karen NAYLOR, Rachel BOWEN, Lew FINDLAY, Vaughan DENNISON, Brent BARRETT, Hayden FITZGERALD, Lorna JOHNSON, Billy MEEHAN, Leonie HAPETA and Kaydee Jean ZABELIN to be elected.

Full details of the official results of the election are available on request from the Electoral Officer.

Māori Wards Poll

Option	Affiliation	Votes Received
I vote to KEEP Māori wards		13373
I vote to REMOVE Māori wards		10718

Informal votes: 13

Blank votes: 956

I therefore declare the option to KEEP Māori wards for Palmerston North City Council for the 2028 and 2031 triennial elections is passed.

Dated at Palmerston North, 17 October 2025

Dale Ofsoske, Electoral Officer

Palmerston North City Council

Te Marae o Hine - 32 The Square, Palmerston North

Phone: 0800 922 822

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: Inquiry into the 2025 Local Elections- Submission Approved Under Mayoral Delegation

PRESENTED BY: Hannah White, Manager Governance

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION(S) TO COUNCIL

- 1. That Council receive the report titled 'Inquiry into the 2025 Local Elections- Submission Approved Under Mayoral Delegation,' presented on 25 March 2026.**
-

1. ISSUE

- 1.1 The Justice Select Committee called for submissions to its regular triennial inquiry into the local elections. The submission period was 11 December 2025-27 February 2026. The Mayor approved the submission under delegation, and it is now presented to Council for information.
- 1.2 The full submission is attached. It was lodged on 24 February 2026.
- 1.3 The inquiry will examine the law and administrative procedures for the conduct of the 2025 Local Elections with a particular focus on:
 - voting processes, including:
 - reports of people being removed from rolls or switched between them
 - the number of disallowed special votes
 - outcomes of recent changes to the delivery of voting papers and returns, such as increased use of DX mail and orange bins in supermarkets
 - use of telephone dictation voting for voters who are blind, vision-impaired, or physically unable to mark their voting paper
 - the appropriateness of the use of mobile voting booths.
 - electoral integrity, including disinformation or misinformation

- consideration of the role of councils and their staff when determining voting arrangements, and their relationships with the electoral agencies responsible for conducting the voting.

1.4 Officers drafted the submission by drawing on the previous submission ([presented to Council 15 March 2023](#)), the Council’s current policy positions, Palmerston North’s experience and Elected Member comment at the Elections Review workshop held 18 February 2026.

2. NEXT STEPS

The Justice Committee will hold hearings in due course and release a report of its findings on the Parliamentary services website to inform any further legislative development. We have not requested to be heard.

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
<p>The recommendations contribute to this plan:</p> <p>14. Mahere mana urungi, kirirarautanga hihiri</p> <p>14. Governance and Active Citizenship Plan</p> <p>The objective is: Provide leadership and advocacy for Palmerston North</p>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Through the submission, Council is proactively advocating Palmerston North’s interests to central government, thereby demonstrating civic leadership and ensuring the city’s voice shapes national policy. This particular topic also contributes to one of the two purposes of local government, that being to, “to enable democratic local decision-making and action by, and on behalf of, communities.”

ATTACHMENTS

1. Palmerston North Submission- 2025 Local Election Inquiry of Justice Committee [↓](#) 

20 February 2026



OFFICE OF THE MAYOR
Palmerston North City Council

Committee Secretariat
Justice Committee

Parliament Buildings
Wellington
ju@parliament.govt.nz

Members of the Justice Committee,

Re: INQUIRY INTO THE 2025 LOCAL ELECTIONS

Palmerston North City Council (PNCC) appreciates the opportunity to submit on the Inquiry into the 2025 Local Elections and welcomes the Justice Committee's consideration.

Councils throughout the country work with electoral services providers to administer local elections. The comments below reflect our own experience and are offered to contribute practical context to the Committee's regular review.

Voting processes- reports of people being removed from rolls or switched between them
PNCC encountered several instances of residents who had been 'removed' from the electoral roll. This was the case for the hard copy roll as well as online searches.

- We encourage the Committee to seriously investigate the Electoral Commission processes to assure the public of the integrity of the electoral roll.
- Should the Committee find the dormant roll to be the reason, then the process by which someone ends up on the dormant roll should be clearly explained to the public by the Electoral Commission.
- We support retention of paper enrolment and registration changes alongside the enrol.nz portal.

PNCC spent significant resource on encouraging residents to update their details on the roll. The Electoral Commission enrolment campaign in local election years is minimal at best. Regional offices were dissolved during the 2022 local election period.

- We request more central government investment is put into promoting roll registration and update as it fits within the current Electoral Commission remit.

Voting processes- the number of disallowed votes

PNCC special votes increased from 600 to 1000 special votes between 2022 and 2025. However, in 2022 72% of those special votes were allowed and in 2025 only 59%. Considering the significant effort that goes into supporting special voting locations, communicating with unpublished voters, working with transient populations etc. this is a

1

disappointing statistic. It also impacts whose votes get counted towards the final democratic outcome.

- We support any changes which will allow greater flexibility for special voters while upholding the integrity of one-person one-vote. For example, it is unnecessary that a special voter must declare their employment for their vote to be counted. This obstacle should be removed.
- Any changes that can support second-language voters or those with low literacy (more likely to have to cast a special vote) would be welcomed.

Voting processes- outcome of recent changes to the delivery of voting papers and returns, such as an increased use of DX Mail and orange bins in supermarkets

PNCC has used DX and additional ballot box locations for the previous three elections.

- While we are confident in this service it must be acknowledged that the Council is supplementing the lack of capacity in the postal system and will have to continue to do so as long as postal voting continues.

Voting processes-use of telephone dictation voting for voters who are blind, vision-impaired, or physically unable to mark their voting paper

This was a useful innovation which could be extended to cover those travelling within New Zealand over the voting period and unable to receive their posted papers, or indeed keen voters who are resident overseas and physically unable to return their vote in time.

Voting processes-the appropriateness of the use of mobile voting booths

See comment below re: roles of councils and agencies.

Electoral integrity, including disinformation or misinformation

- Central government has a role to play in the strengthening of mainstream media capacity and capability ie. knowledge of local government sector, which would go some way to safeguarding mis/disinformation.
- Councils' chief executives also have a particular role to play in encouraging electoral participation and in doing so provide significant neutral and trusted information to their communities.

Role of councils and council staff when determining voting arrangements and their relationships with the electoral agencies responsible for conducting voting

- Contracted electoral agencies, or indeed the Electoral Commission, must take greater responsibility for rolling out coordinated training of electoral officers, not only in systems but in integrity and regulations. Alternatively, the role of deputy electoral officer could be delegated this responsibility at the local level, as the agencies are remote.
- The Department of Internal Affairs could take a greater role in issuing sector-wide guidance particularly in contentious areas such as issues of treating and mobile voting booths.

- PNCC continues to advocate for the Electoral Commission to run local body elections. Any such consideration must include fair appropriation of cost sharing, appropriate resourcing and capacity building of the Electoral Commission, as well as clear distinction of the roles of council staff and the Electoral Commission.

Other matters- four-year term

PNCC continues to advocate for a four-year term, which must be aligned with any central government electoral term changes.

Other matters- cost sharing in light of proposed dissolution of regional councils

After the dissolution of the District Health Boards, the total cost of the 2025 election was covered by ratepayers, but then spread between regional and city/district councils. It should be noted that under the Simplifying Local Government proposal the 2028 local elections will be fully city/district council rates funded. This should be taken into account when setting any rates cap.

Other matters- post-amalgamation civics education costs

Should reorganisation proposals be submitted as a consequence of the Simplifying Local Government proposal, then there will need to be significant additional investment to explain to voters prior to the 2031 (or earlier) local elections changes such as local electoral boundaries, voting systems, revised representation arrangements etc. The variety of systems allowed for will lend itself to a local cost. However, it should be noted that these costs are the consequence of legislative design and are another additional cost to be covered inside any rates cap.

We hope this submission is helpful to the Committee's inquiry.

We do not intend to present our views in person on the Inquiry. For further details on any of the points raised in this submission, please contact Governance Manager Hannah White on 06 356 8199 or hannah.white@pncc.govt.nz

Ngā mihi nui



Grant Smith
MAYOR
Palmerston North City Council

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: Appointment of Council Representatives (Age Friendly and Food HQ)

PRESENTED BY: Sarah Claridge, Governance Advisor

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION(S) TO COUNCIL

1. That Council appoint Councillor Bonnie Kuru as Council’s representative on Age Friendly until October 2028.
 2. That Council appoint David Murphy, GM Strategic Planning as Council’s nominated director for Food HQ Innovation Limited, with Waid Crockett, Chief Executive as his proxy.
-

1. ISSUE

At its meeting of 3 December 2025, Council resolved to appoint a representative to Age Friendly; following a request from Age Friendly.

This report recommends the appointment of Councillor Kuru as the elected member representative on Age Friendly.

At its meeting of 6 September 2023 Council [agreed](#) to appoint Chris Dyhrberg, Deputy Chief Executive as Council’s nominated director on the Food HQ board to be reviewed in 2026.

The Chief Executive recommends David Murphy, GM Strategic Planning replace Chris Dyhrberg in this role mostly as a result of his ongoing commitments to the transition to Central District’s Water.

2. BACKGROUND

Age Friendly sees great value in having council representation, they state:

“having the guidance and input from Councillors and Council staff has helped identify how we can advocate clearly for the needs of older residents to be integrated into local governance and practice.

By working together and using an age-friendly lens on our decision-making, we can strengthen the commitment to be an Age-Friendly city, both at a Council and community level, and give meaning to the vision of "A Palmerston North community where age is not a barrier, and people of all ages can flourish and thrive."

Expressions of interest were sought from Elected Members willing to represent Council on Age Friendly. Cr Kuru was the sole nominee.

Food HQ

Council is a founding shareholder (20% shareholding) of Food HQ Innovation Limited ("Food HQ"). The other shareholders are Plant and Food Research, now part of the Bioeconomy Science Institute, (60%) and Fonterra (20%).

Other board members are Mark Piper (Bioeconomy Science Institute), Ray Geor (Massey University), Dr Sarah Glyn-Jones (Fonterra) and Nick Pyke (AGMARDT). Sue Bidrose (Ex AgResearch) has recently resigned due to her appointment to the board of Research Funding NZ.

3. NEXT STEPS

Age Friendly and Food HQ will be informed of their respective council representatives.

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:	
All Goals	
The recommendations contribute to this plan:	
14. Mahere mana urungi, kirirautanga hihiri	
14. Governance and Active Citizenship Plan	

The objective is: Provide clear and accessible information and opportunities for community input into Council decisions.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Appointment to external bodies builds effective partnerships and encourages greater collaboration and communication between council and community.

ATTACHMENTS

Nil

MEMORANDUM

TO: Council

MEETING DATE: 25 March 2026

TITLE: Extension of term of Trustee on Regent Theatre Trust Board

PRESENTED BY: Hannah White, Manager Governance

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION(S) TO COUNCIL

- 1. That Council extend Simon Ferry's term on the Regent Theatre Trust Board until 30 June 2026.**
-

1. ISSUE

- 1.1 Simon Ferry was appointed as a Trustee on the Regent Theatre Trust Board on 15 March 2023, for a term of up to three years. His term therefore effectively expires in March.
- 1.2 The Regent Theatre Trust's constitution requires the Board to consist of not less than six (6) members, appointed by Council. There are six members on the Board including Mr Ferry.
- 1.3 This memorandum seeks Council approval to extend his term until 30 June 2026, by which time the annual recruitment process for positions on Council Controlled Organisations (CCOs) will have commenced, enabling him to apply for reappointment if he wishes to do so. Not advertising at this time would save time and recruitment costs by aligning any recruitment process with the other cultural CCOs later in the year. The Regent is comfortable with this approach.

2. BACKGROUND

- 2.1 The Regent Theatre Trust was set up as a Council Controlled Organisation (CCO) to independently manage and promote the Regent Theatre as the preferred local venue of choice for international, national, and local performing arts experiences catering to culturally diverse people of all ages.
- 2.2 Council's Appointment of Directors and Trustees Policy 2022 (the Policy) outlines the process for appointing Trustees to the Regent Theatre Trust Board.

2.3 In the case of the Regent’s current appointments, the five other Council trustees’ terms are set to expire in November 2026, October 2027 and August 2028.

3. NEXT STEPS

3.1 Officers will inform the Board and Mr Ferry of Council’s decision.

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
Council’s policy on the Appointment of Directors and Trustees states that “Board members will <u>normally be appointed for a term of up to three years</u> from the date of appointment. Upon expiry of that three-year term, the Board member retires from the Board and may be eligible for re-appointment. A Board member who is retiring may be re-appointed for a further term of up to three years if deemed appropriate by the Council.” <i>Officers are comfortable that although not a normal length of appointment, that it is within the intent of the Policy to extend for this reasonably short time and then go to market.</i>	
The recommendations contribute to: Whāinga 1: He tāone auaha, he tāone tiputipu Goal 1: An innovative and growing city Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city	
The recommendations contribute to this plan: 14. Mahere mana urungi, kirirautanga hihiri 14. Governance and Active Citizenship Plan The objective is: Review Governance systems and structures.	
Contribution to strategic direction and to social, economic, environmental	By carefully considering appointments, Council will ensure that there is effective representation within the Council Organisations in which the Council has a financial interest or

and cultural well-being	strategic interest. This will contribute to the desired outcome of an effective and responsible Council that excels in good governance.
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ATTACHMENTS

Nil

COMMITTEE WORK SCHEDULE

TO: Council

MEETING DATE: 25 March 2026

TITLE: Council Work Schedule

RECOMMENDATION TO COUNCIL

1. That Council receive its Work Schedule dated 25 March 2026.

COUNCIL WORK SCHEDULE MARCH 2026

#	Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
	25 March 2026	Appointment to Age Friendly Palmerston North	GM Corporate Services		3-Dec-2025 Clause 194-25
	25 March 2026	Agree the Triennial Agreement	GM Corporate Services		Terms of Reference
1	27 May 2026	Manawatū Ring Road Business Case – Update and Short list of options	GM Strategic Planning	-	-
	25 March 2026	Appointment of Elected Members and Community Members to the District Licensing Committee List.	GM Corporate Services		Terms of Reference
	25 March 2026	Remits from PNCC for consideration	GM Corporate Services	No remits received	Terms of Reference
	25 March 2026	Nature Calls – Shortlist Options and Public Engagement	GM Infrastructure		Terms of Reference
	25 March	Public Spaces Bylaw – Electoral Signage. Draft for consultation	GM Strategic Planning	Moved to council to enable completion of review before 30 June.	

#	Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
2	25 March 27 May 2026	Civic and Cultural Precinct Master Plan Steering Group - 6-monthly update	GM Strategic Planning	To incorporate material from April workshop	Terms of Reference of the CCMP Steering Group
3	25 March 27 May 2026	Review of PNCC Appointment of Directors Policy.	GM Corporate Services	Not a post-election priority.	2 Oct 2024 Clause 172
4	25 March 27 May 2026	Elected Members Expenses Policy	GM Corporate Services	Reviewing feedback from Feb Workshop	Terms of Reference
5	27 May 2026	Food HQ Director's Company Progress Report	Deputy Chief Executive	To ensure availability of key players	Moved from Finance 13 April
6	22 April 2026	Hearings for the Annual Budget 2026	Chief Executive		Terms of Reference
7	6 May 2026	Deliberations on the Annual Budget 2026-27	Chief Executive	Including Fees and Charges (consulted on)	Terms of Reference
8	27 May 2026	Remits received from other Territorial Authorities	GM Corporate Services	None received	Terms of Reference
9	27 May 2026	Wastewater Treatment Plant -Nature Calls: Quarterly Report	GM Infrastructure		Terms of Reference
10	27 May 2026	Arena 5 Development Six Monthly Update	GM Infrastructure	Delayed to reconsider options.	Council 12 Feb 2025 Clause 24-25
11	3 June 2026	Adopt Annual Plan (Budget) 2026-27	Chief Executive		Terms of Reference
12	3 June 2026	Adoption of Fees and Charges following consultation (Trade Waste/ Planning)	GM Corporate Services	Consider alongside Annual Budget 12 Feb	Terms of Reference
13	3 June 2026	Approve Borrowing for 26-27	GM Corporate Services		Terms of Reference
14	3 June 2026	Set the Rates for 2026-27	GM Corporate Services		Terms of Reference
15	24 June 2026	Aokautere Business Case	GM Strategic Planning		3 Sept 2025 Clause 168-25
16	24 June 2026	Parking Contract Review Update - Frog Parking	GM Infrastructure	Following specialist staff	Council 4 Sept 2024

#	Report Date	Subject	Officer Responsible	Current Position	Date of Instruction & Clause
				recruitment	Clause 156-24
17	24 June 2026	Deliberation and Adoption of Public Spaces Bylaw – Electoral Signage.	GM Strategic Planning		
18	24 June 2026	Agree draft Future Development (FDS) Strategy 2026 for consultation	GM Strategic Planning		Council 28 June 2023 Clause 109-23
19	26 August 2026	Appointment of Trustees on Council Controlled Organisations	GM Corporate Services		Terms of Reference
	30 Sept 2026	Appointment of Community Members to the District Licensing Committee	GM Corporate Services	Appointments by Nov.	Terms of Reference
20	30 Sept 2026	Hearings Commissioners List 2027-2030 - Appointment of external commissioners	GM Corporate Services	Appoint before 30 Nov 2026	6 Dec 2023 Clause 204-23
21	30 Sept 2026	Adopt Annual Report 2025/26	GM Corporate Services		Terms of Reference
22	30 Sept 2026	2026 Residents Survey Results	GM Corporate Services		Terms of Reference
23	28 Oct 2026	Adopt Future Development Strategy (FDS) 2026	GM Strategic Planning		Terms of Reference
24	25 Nov 2026	Appointment of CEDA Directors	GM Corporate Services		Terms of Reference
25	TBC	Nature Calls – Agree revised BPO	GM Infrastructure		Council 29 May 2024 Clause 95.11 - 25 (rec 2)
26	TBC	Local Water Done Well - Assets and Liability Assessment	GMs Infrastructure and Corporate Services.		Terms of Reference

Proactive Release of Confidential Decisions

Date of meeting	Report Title	Released	Withheld

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 March 2026

TITLE: Presentation of the Part I Public Joint Shareholders Committee - Central Districts Water Recommendations from its 13 February 2026 Meeting

Set out below are the recommendations only from the Joint Shareholders Committee - Central Districts Water meeting Part I Public held on 13 February 2026. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

3-26 Initial Shareholders' Committee Policies

Memorandum, presented by Chris Dyhrberg - Executive Director
Julie Keane - Executive Support.

The COMMITTEE RECOMMENDS

2. That the Committee recommend to the respective shareholder councils that the Shareholder Agreement Terms of Reference for the Committee are amended:
 - a. Clause 2 – add (t) Engaging with the Company on behalf of the Shareholders' Committee in relation to how the Company shall engage with mana whenua to give effect to te Tiriti o Waitangi and its principles and establish and implements its Te Ao Māori framework
 - b. Clause 6 – adjust 6(a) Quorum to remain at 5 members, but now require a member from each of the shareholder councils and Ngā Tapuwāe o Hau

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 March 2026

TITLE: Presentation of the Part I Public Community Resilience & Sustainability Committee Recommendations from its 18 February 2026 Meeting

Set out below are the recommendations only from the Community Resilience & Sustainability Committee meeting Part I Public held on 18 February 2026. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

3-26 Soft Plastics Trial - Options and Costs

Report, presented by Natasha Hickmott, Acting Manager Resource Recovery.

The COMMITTEE RECOMMENDS

1. That Council approve a soft plastics recycling drop off trial at both Ferguson Street Recycling Centre and Supermarkets commencing Quarter 1 2026/27 for a period of twelve months (Option 1).
2. That Council establish a new Capital Programme called 'Recycling – Soft Plastics Storage Shelter' for the purposes of building a storage shelter at Awapuni to facilitate implementation of a trial for soft plastics recycling.
3. That Council transfer \$82,600 from Programme 727 – Recycling – Materials Recovery Facility Development to new programme 'Recycling – Soft Plastics Storage Shelter' in the current Financial Year.
4. That Council refer to the Annual Budget 2026/27 deliberations additional operating expenditure of \$43,000 and additional operating revenue of \$15,000.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 March 2026

TITLE: Presentation of the Part I Public Finance, Performance & Audit Committee Recommendations from its 4 March 2026 Meeting

Set out below are the recommendations only from the Finance, Performance & Audit Committee meeting Part I Public held on 4 March 2026. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

4-26 Setting Council's Risk Management Appetite and Tolerance Levels

Memorandum, presented by Stephen Minton, Risk Management Advisor and Desiree Viggars, Manager Legal, Risk and Assurance.

The **COMMITTEE RECOMMENDS**

1. That Council re-confirm the risk appetite and risk tolerance levels as noted in section 4.1 and 4.2 of the memorandum titled 'Setting Council's Risk Management Appetite and Tolerance Levels' presented on 4 March 2026.
2. That Council agree to review risk appetite and tolerance levels triennially hereafter.

5-26 New Zealand Food Awards - Annual Report

Report, presented by Jessica Papple, Manager Marketing.

The **COMMITTEE RECOMMENDS**

1. That the Committee decline the request to sponsor the New Zealand Food Awards.

RECOMMENDATIONS FROM COMMITTEE

TO: Council

MEETING DATE: 25 March 2026

TITLE: Presentation of the Part I Public Community Resilience & Sustainability Committee Recommendations from its 11 March 2026 Meeting

Set out below are the recommendations only from the Community Resilience & Sustainability Committee meeting Part I Public held on 11 March 2026. The Council may resolve to adopt, amend, receive, note or not adopt any such recommendations. (SO 2.18.1)

11-26 Resource Recovery Section 17A Review

Memorandum, presented by Natasha Hickmott, Acting Manager Resource Recovery.

The **COMMITTEE RECOMMENDS**

1. That Council note a Section 17A review has determined that the current model of in-house service delivery for the Resource Recovery Activity is cost effective and agree responsibility for governance, funding and delivery continue to be exercised by Council.