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**PALMERSTON NORTH CITY COUNCIL**

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**AGENDA**  
**SPORT AND RECREATION**  
**COMMITTEE**

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**9AM, MONDAY 11 MARCH 2019**  
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING  
32 THE SQUARE, PALMERSTON NORTH

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## MEMBERSHIP

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**Leonie Hapeta (Chairperson)**

**Duncan McCann (Deputy Chairperson)**

**Grant Smith (The Mayor)**

**Brent Barrett**

**Adrian Broad**

**Vaughan Dennison**

**Lew Findlay QSM**

**Jim Jefferies**

**Lorna Johnson**

**Bruno Petrenas**

**Aleisha Rutherford**

**Agenda items, if not attached, can be viewed at:**

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

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**Heather Shotter**

**Chief Executive, Palmerston North City Council**

**Palmerston North City Council**

W [pncc.govt.nz](http://pncc.govt.nz) | E [info@pncc.govt.nz](mailto:info@pncc.govt.nz) | P 356 8199

Private Bag 11034, 32 The Square, Palmerston North



## **SPORT AND RECREATION COMMITTEE MEETING**

11 March 2019

### **ORDER OF BUSINESS**

**1. Apologies**

**2. 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.

**3. 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.

**4. Public Comment**

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

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

**5. Deputation - Glasshouse Events**

Page 7

**6. Confirmation of Minutes**

Page 67

“That the minutes of the extraordinary Sport and Recreation Committee meeting of 17 December 2018 Part I Public be confirmed as a true and correct record.”

**7. Ashhurst Domain - Function Venue Proposal**

Page 75

Memorandum, dated 18 February 2019 presented by the Parks and Reserves Manager, Kathy Dever-Tod.

**8. Palmerston North City Council Co-Management Committee Establishment**

Page 81

Report, dated 22 February 2019 presented by the Parks and Reserves Manager, Kathy Dever-Tod and the Principal Maori Advisor, Todd Taiepa.

**9. Reporting on contracted outcomes through 'Sport Manawatū six month report (1 July to 31 December 2018) to Palmerston North City Council'**

Page 99

Memorandum, dated 18 February 2019 presented by the Strategy and Policy Manager, Julie Macdonald.

**10. Committee Work Schedule**

Page 137

**11. Exclusion of Public**

To be moved:

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

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

| General subject of each matter to be considered |   | Reason for passing this resolution in relation to each matter   | Ground(s) under Section 48(1) for passing this resolution |
|---|---|---|---|
| 12.   | Minutes of the extraordinary Sport and Recreation Committee meeting - Part II Confidential - 17 December 2018 | For the reasons setout in the extraordinary Sport and Recreation Committee minutes of 17 December 2018, held in public present. |   |
| 13.   | Artificial Football Turf - site recommendation  | Negotiations  | s7(2)(i)  |

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

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

Chief Executive (Heather Shotter), Chief Financial Officer (Grant Elliott), Chief Infrastructure Officer (Tom Williams), General Manager – Strategy and Planning (Sheryl Bryant), General Manager - Community (Debbie Duncan), Chief Customer and Operating Officer (Chris Dyhrberg), General Manager - Marketing and Communications (Sacha Haskell), Executive Officer (Sandra King) because of their knowledge and ability to provide the meeting with advice on matters both from an organisation-wide context (being members of the Council’s Executive Leadership Team) and also from their specific role within the Council.

Legal Counsel (John Annabell), because of his knowledge and ability to provide the meeting with legal and procedural advice.

Committee Administrators (Penny Odell, Rachel Corser and Courtney Kibby), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

Parks and Reserves Manager (Kathy Dever-Tod), Strategy and Policy Manager (Julie Macdonald), Senior Parks and Property Planner (Aaron Phillips) and Policy Analyst (Ann-Marie Mori) because of their knowledge and ability to assist the meeting in speaking to their report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

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

## DEPUTATION

**TO:** Sport and Recreation Committee

**MEETING DATE:** 11 March 2019

**TITLE:** Deputation - Glasshouse Events

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### RECOMMENDATION(S) TO SPORT AND RECREATION COMMITTEE

1. That the Sport and Recreation Committee receive the deputation for information.
- 

### SUMMARY

Kelly and Toni Melody from Glasshouse Events will make a deputation regarding their wish to build a wedding and events venue at the old cafe site in the Ashhurst Domain. The full proposal and all research conducted thus far (acoustic, seismic and geotech reports) are attached.

In order to move forward the following is asked:

Agreement in principle that Council supports the proposal – before further work can proceed there needs to be consensus that the concept is a useful and acceptable use of space within the Ashhurst Domain.

Amendment to Resource Management Plan – with public notification – Currently an event space within the Domain is not an expected activity As the Domain is located within a Park and Reserve and the introduction of an Events and Function centre were not foreseen when the designations of the land were determined, the activity appears to need an amendment to the current resource management plan which will require public notification.

Resource Consent to be lodged which addresses all concerns that we foresee, apart from an agreement from the PNCC that the venue will not comply with current standards for noise at the Campground. An agreement that the benefits outweigh the negatives would need to be reached.

### ATTACHMENTS

1. Proposal  
2. Architect Plans  
3. Assessment of Noise Effects  

# GLASSHOUSE EVENTS LIMITED ASHHURST DOMAIN – WEDDING AND EVENT VENUE PROPOSAL

February 2019

## OVERVIEW

### 1. Project Background and Description

**i** Kelly and Toni Melody are local residents who are both current business owners in the Manawatu community, through their respective businesses have identified a gap in the Manawatu for a modern large wedding and event venues that are open to clients organizing and developing their own style of event.

In early 2018 the Toni and Kelly approached PNCC about the future of the café site at the Ashhurst Domain after seeing that it had been unused and generally is a bad state of repair for several years. The site has had a number of leases attempt to make viable café options but none have succeeded, mostly due to a lack of foot traffic.

Toni and Kelly see huge potential in the, the beautiful landscape, view and amenities offered in the Domain as well as the potential added benefits to the Ashhurst and wider Manawatu community with an invigorated event space to attract visitors and locals to the area.

Kelly is the owner of THE CRAFTED AND CO. an event and catering business in Palmerston North and has extensive knowledge of the wedding and event trade in the lower north island. She is in a unique position to understand the market and the opportunities for the Manawatu if it was to have a destination venue of the standard they envision.

Manawatu couples, corporates and families often travel outside of the region to host their events, citing the need for modern, cool facilities that live up to their expectations of a unique event. Well over 70% of TCAC's current wedding clients are Manawatu based but only 30% of our wedding catering are held in the Manawatu. There are similar issues for Wellington Region based couples who tend to head to Wairarapa and Hawkes Bay due to a lack of venues and event spaces.

Ashurst domain is a beautiful retreat in the Manawatu that has in the past tried to entice customers to a small café, unfortunately without recent commercial success. We believe that by creating a destination for people to come to, to enjoy and to celebrate will breathe new life into this small part of the park, showing off the a new side to the Manawatu and showcasing an underutilized asset as an event and family gathering space.

As a prominent caterer across the lower North Island based in Palmerston North, servicing over 70 weddings every summer and growing, we are in a unique position to understand the absolute need within the Manawatu to give every local the opportunity to keep their event local. Without a purpose-built event and wedding space like this, in a beautiful natural underutilized space, the Manawatu is collectively losing business which could benefit the whole community with the benefit of additional accommodation nights, meals, transport and employment. There is also added benefit of giving those new to the area a positive experience and those lucky enough to be from here another thing to be proud of.

We envision this space will enhance the natural area, an unobtrusive build that encapsulates the surrounding area. With events that celebrate family values, community and corporate needs.

From our point of view this is a commercial necessity and opportunity for the Manawatu not to be missed. .

## 2. Project Scope

### **i** Physical Scope

The project seeks to build a full service function and events venue on the current lease site (see image 1). The venue will include the current café building which will be extensively renovated to become a full service commercial catering kitchen as well as a pop up café/restaurant.

A commercial, clear, semi-permanent marquee will be erected on a 26m/ 12m concrete slab which will be integrated with two 40foot containers as the back as service modules. One housing a full service bar and the other storage for furniture and event needs. (Basic Architect drawings image 2). The marquee has a life of at least 10 years and is intended to stay erected for that time (unless a better idea for the space that suits, or if the business doesn't succeed and then it can be removed easily)

The site currently has two toilets which will be expanded to add an additional three.

The site will be extensively planted and landscaped using native plants and replicated planting from around the domain to ensure the site maintains its natural bush like appearance. Ground works, pathways and trails around the event site will be maintained and enhanced as part of the project and will reflect the vision the PNCC has for the site as well as the follow through from the river walkway guidelines.

Availability of parking in the domain is extensive with a large area beside the event space to be groomed to make carparks more visible to guests and domain visitors alike. (see image 3)

### **Business Scope:**

The project has four main business streams.

1. **Weddings and Private Events-** predominantly Fridays and Saturdays – 1pm – Midnight
  - November – April are High Season for events of this nature
2. **Pop up Café / Restaurant trade** – with selected vendors being able to use the kitchen/ event space to host pop up café/ restaurants. – Potential for 7 days – 7am – 10pm
  - Local Vendors / New Business wanting to test the market will be able to use the venue/ Kitchen to host events, we love the idea of this space being a testing ground for new businesses looking to test the market as well as potentially existing local businesses looking to try something different.
3. **Corporate Events** – Balls, Conferences, Trade Events – Potential for 7 days – 7am til 10pm
  - Interesting and unrestricted event spaces are hard to find within the Manawatu and even the Lower North Island with the venue being within bus distance to Palmerston North and accommodation providers.
4. **Markets, Fairs and Public Events** – Predominantly weekend days
  - Utilizing the entirety of the Domain for an open air market as well as the potential to attract events from outside of the region. Smaller local markets can also be accommodated within the small leased space. We love the Christchurch Markets and Markets over in the Hawkes Bay and believe this can be incorporated into the business model for the space. Adding much needed opportunity for our local artisans and makers.

The intent behind the event space is to provide a beautiful blank canvas which a wide range of groups can enjoy, customize and utilize.

The venue is intended to be an open venue with Clients being able to choose their caterer (although they need to be approved) with no obligation to use TCAC.

(see image 4)

### 3. High-Level Requirements

**i** In order to move forward the following is asked:

Agreement in principle that Council supports the proposal – before further work can proceed there needs to be consensus that the concept is a useful and acceptable use of space within the Ashhurst Domain.

Amendment to Resource Management Plan – with public notification – Currently an event space within the Domain is not an expected activity

As the Domain is located within a Park and Reserve and the introduction of an Events and Function center were not foreseen when the designations of the land were determined, the activity appears to need an amendment to the current resource management plan which will require public notification.

Resource Consent to be lodged which addresses all concerns that we foresee, apart from an agreement from the PNCC that the venue will not comply with current standards for noise at the Campground. An agreement that the benefits outweigh the negatives would need to be reached.

### 4.

#### Positives

**i** PNCC

The Ashhurst Domain is a beautiful natural space that is currently under utilized. We believe the addition of a Wedding and Event Space will help deliver on the Vision of the PNCC for The Manawatu River Framework to 'each year there will be more things to do and more people will spend more time at the Manawatu River Park'

The Ashhurst Domain falls into the 'Gateway' framework and it is already a vision of PNCC to increase visitor numbers and interaction with the river and its pathways, we see our proposal as being a positive aspect of this vision



#### Ashhurst Community

In all of the conversations had with residents, and visitors to the Domain, overwhelmingly they welcome the space being utilized. The community is excited to have more events and activities available. The flow on effects for the

small community will be wide, with accommodation, dining and supplementary vendors all benefiting from a rejuvenated space.

**Accommodation Providers**

More events in the Manawatu mean more nights in hotels, Air B&B's and other accommodation.

**Event Providers and Vendors**

There is ever growing creative and diverse base of businesses based in the Manawatu who will all benefit from having a new wedding and event space in the region. Florists, Hire Companies, Celebrants, Restaurants, Cafes, Caterers, Tradespeople, Hairdressers, and many many more.

**Local Retailers**

Out of town guests will visit local retailers while they are in town.

**Community Groups**

The event space will be available for meetings, gatherings and events as well as hosting many events within the local community.

**5. Potentially Affected Parties and Mitigation**



**Ashhurst Residents – Noise, Increased Visitors to the Domain.**

**MARSHALL DAY**  
Acoustics

**Table 5: Saturday night: Predicted noise level increases in noise levels and impact**

| Location                        | Noise level dB, L <sub>eq</sub> |             |    |            |    |            |
|---------------------------------|---------------------------------|-------------|----|------------|----|------------|
|                                 | 90                              | Impact      | 85 | Impact     | 80 | Impact     |
| 1400-1450 Napier Rd             | +5                              | Noticeable  | +2 | Negligible | +1 | Negligible |
| 1456-1502 Napier Rd             | +10                             | Substantial | +5 | Noticeable | +3 | Slight     |
| 3-15 Cambridge Ave <sup>2</sup> | +7                              | Noticeable  | +4 | Slight     | +1 | Negligible |
| 32-34 Cambridge Ave             | +8                              | Noticeable  | +1 | Negligible | +1 | Negligible |
| 25-27 Pembroke St               | +8                              | Noticeable  | +4 | Slight     | +2 | Negligible |

**Note:** 1 includes 63 York Street

Tables 4 and 5 show that with a noise level within the venue of 90 dB L<sub>eq</sub> the impact on the night time receiving environment has the potential to range from noticeable (an appreciable change) to serious (a more than doubling of the existing noise levels). With a noise level within the venue of 80 dB L<sub>eq</sub> the impact on the night time receiving environment has the potential to range from negligible (an insignificant change), to slight (just perceptible). For the dwellings listed in Table 5, this would be considered minor. Note that even with an internal venue music sound level of 80 dB L<sub>eq</sub> music may still be audible at times at various receiver locations.

A full acoustic report has been commissioned to ascertain the effects of noise on the surrounding neighbours. The full report is attached. The report notes that a 80 dbl level at the venue has a slight to negligible effect on the surrounding residents. 80dbl is more than enough noise at the venue for a band to play at a wedding and have the sound dissipate to negligible and slight levels.

The Domain has a great kids playground, is a gateway to the Manawatu River Walk and is a widely used as a space to walk dogs. We don't anticipate any change to this. With ample parking throughout the Domain and the addition of a pop up event space we see the venue as enhancing these activities rather than detracting from them.

**Campers – Noise, Increased Visitors to the Domain**

Campers are one area where the mitigation of sound cannot be achieved. Simply because a tent has no ability to keep any noise out. We envision that camp ground usage would increase with the introduction of the venue as it would be utilized by out of town guests as a place to stay. Late Closing (1am) would only occur on Fridays and

Saturdays (if booked) and with nothing later than 10pm during weekdays or Sunday. Its worth noting here that its unlikely that the venue will be used late at night during the week with any regularity.

**Wetlands – Birdlife effected by Increased Visitors to the Domain**

This is being investigated currently, and a letter writing supporting the statement that negligible effects will be had on the wetland below the venue space. As a venue we will strive to ensure that no adverse effects will be had to the wildlife that surrounds teawaglasshouse.

**Cemetery Users – Noise, Increased Visitors**

The cemetery located within the Domain hosts approximately 10 funerals a year, it is unlikely that any effect would be had by having an event venue located within the same Domain. The areas are fundamentally separate and in reality, the venue could be utilized as a wake space if required.

**Other Venue Operators in the Manawatu**

There will be effects on some of the local venue operators, however we believe our proposition is unique and offers a new and under serviced market a service that is not currently available. We don't believe that competition is a barrier to entry.

**PNCC – increased visitors, pressure on infrastructure**

As part of the River framework and the current effort that PNCC is putting into the beauification and also into encouraging residents and visitors to the make use of the river we believe this venue will be far more of an asset than an hinderance to PNCC.

**6. Affected Business Processes or Systems**

**i** The developers have already invested 60k on the base requirements for feasibility of the site and require surety of further investment.

Investment so far has included:

Geo tec testing stability of the site - report attached

Impact of Noise – In regards to Ashhurst residents and Campers in Camp Ground – A full acoustic report has been done by Marshall Day acoustics – report in full attached

Architectural drawings for both the wider site, marquee and kitchen

Engagement of all trades

Expected investment is around 500k

## 7. High-Level Timeline/Schedule

- i** 1. Report is submitted to PNCC for private readings and reflection- FEB
- 2. Report is discussed at PNCC meeting – MARCH – Assuming its acceptance
- 3. MARCH/APRIL – Public submissions for Change to Resource Management Plan and Resource consent application – simultaneously submitted for expediency.
- 4. JUNE – assuming all consents granted build begins
- 5. Open NOVEMBER 2019

Thank you for taking the time to consider our proposal, if you have any questions or require any further clarification please don't hesitate to get in touch.

Kelly Melody // 0274193264 // [kelly@thecraftandco.nz](mailto:kelly@thecraftandco.nz)

IMAGE ONE: LEASED SITE – RED OUTLINE



IMAGE 2. ARCHITECT DRAWINGS

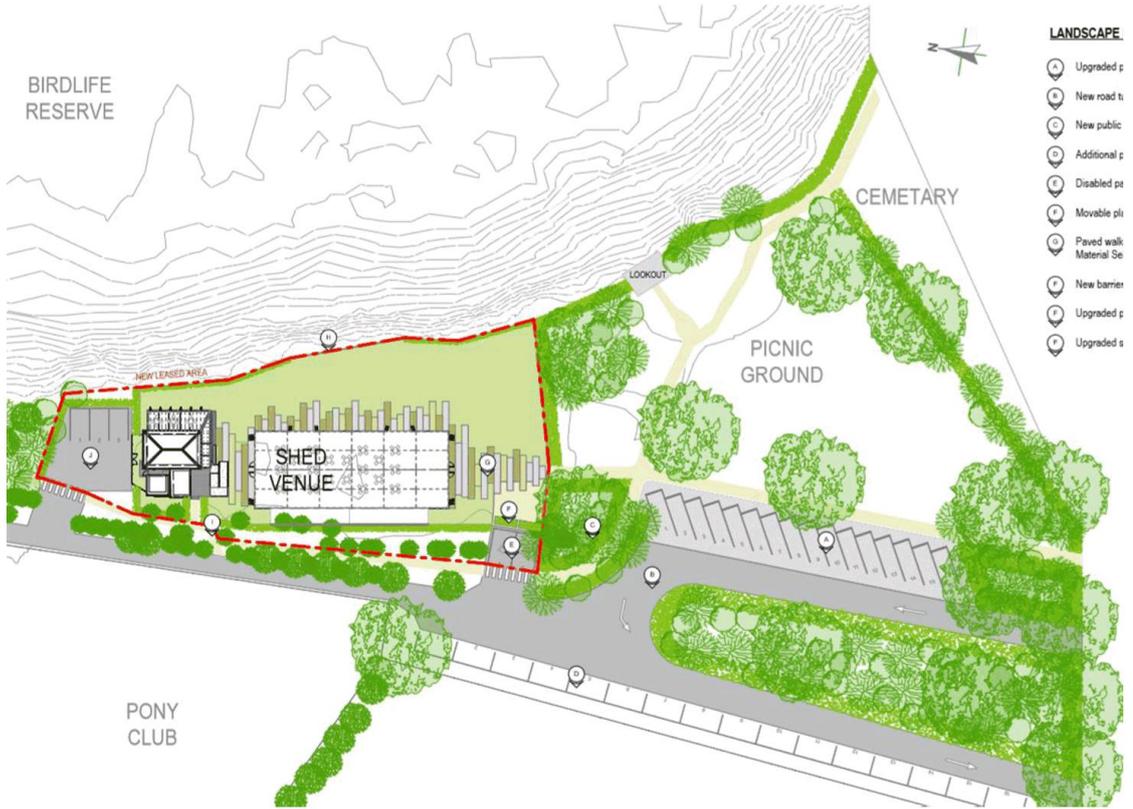




IMAGE 3 - ARTISTS IMPRESSION OF SITE INCLUDING PARKING

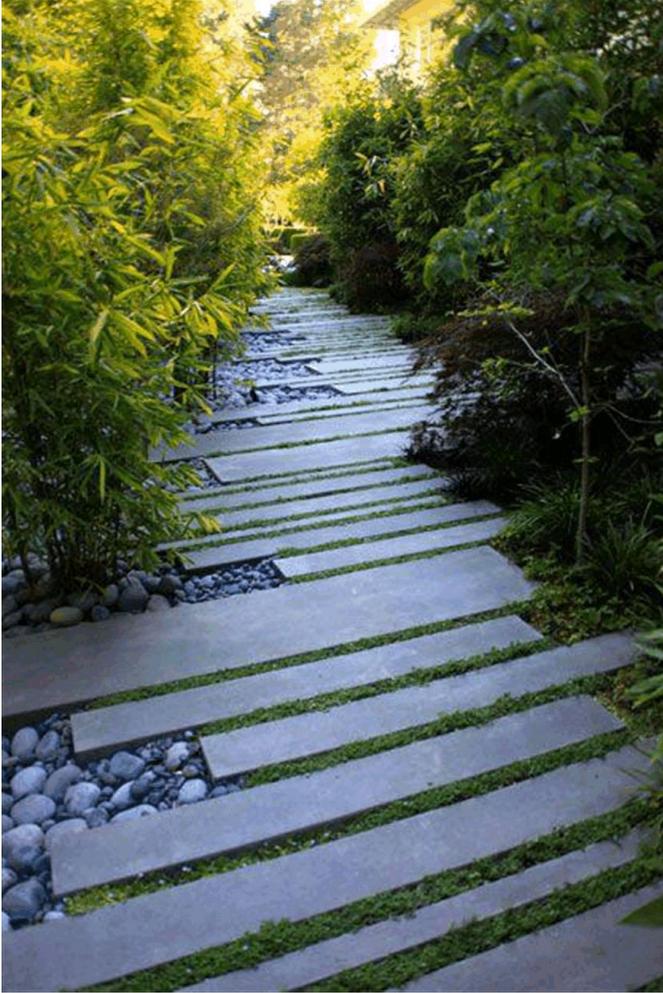


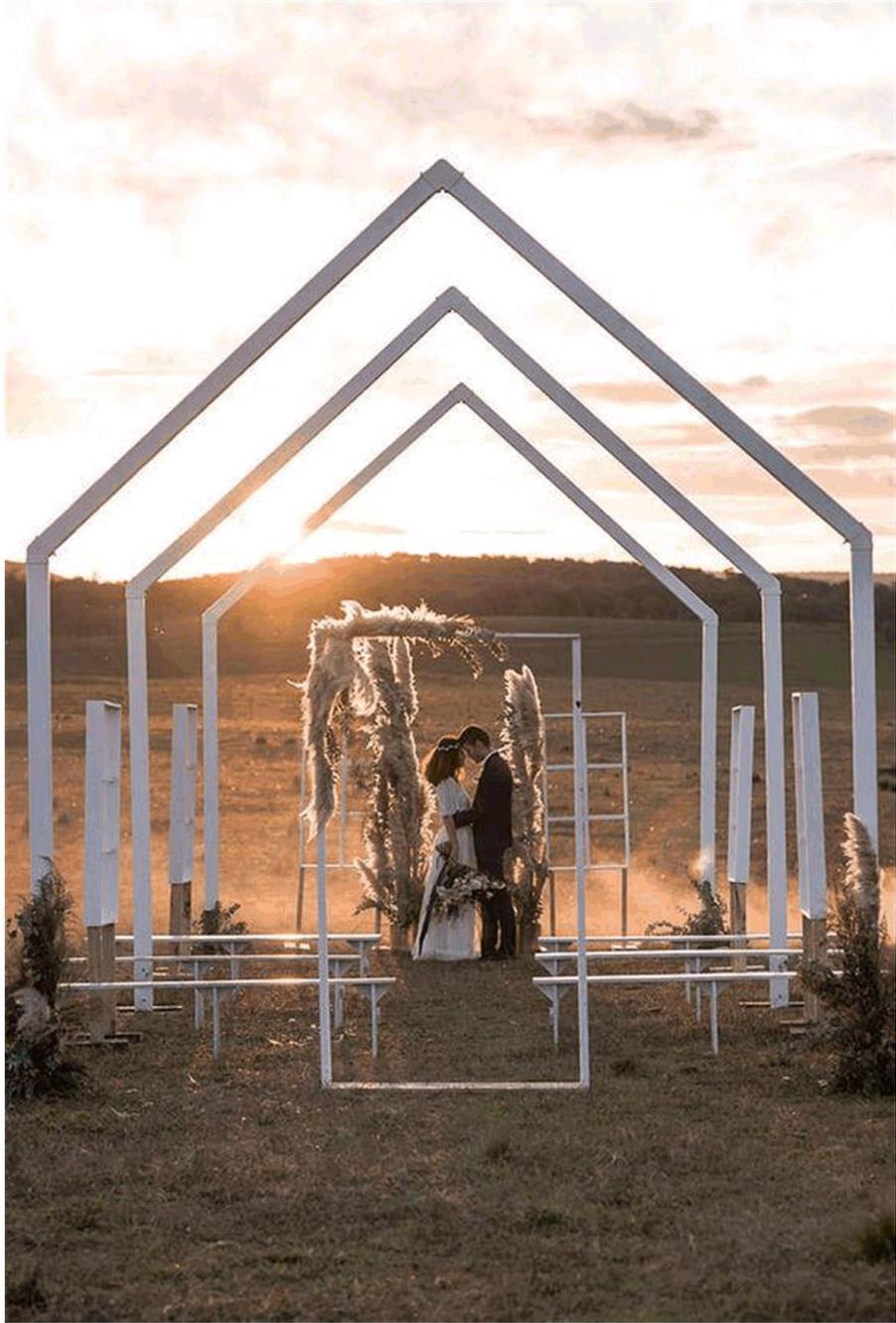
IMAGE 4 - COLLAGE OF IMAGES – CONCEPT OF SPACE – Sourced via Pinterest





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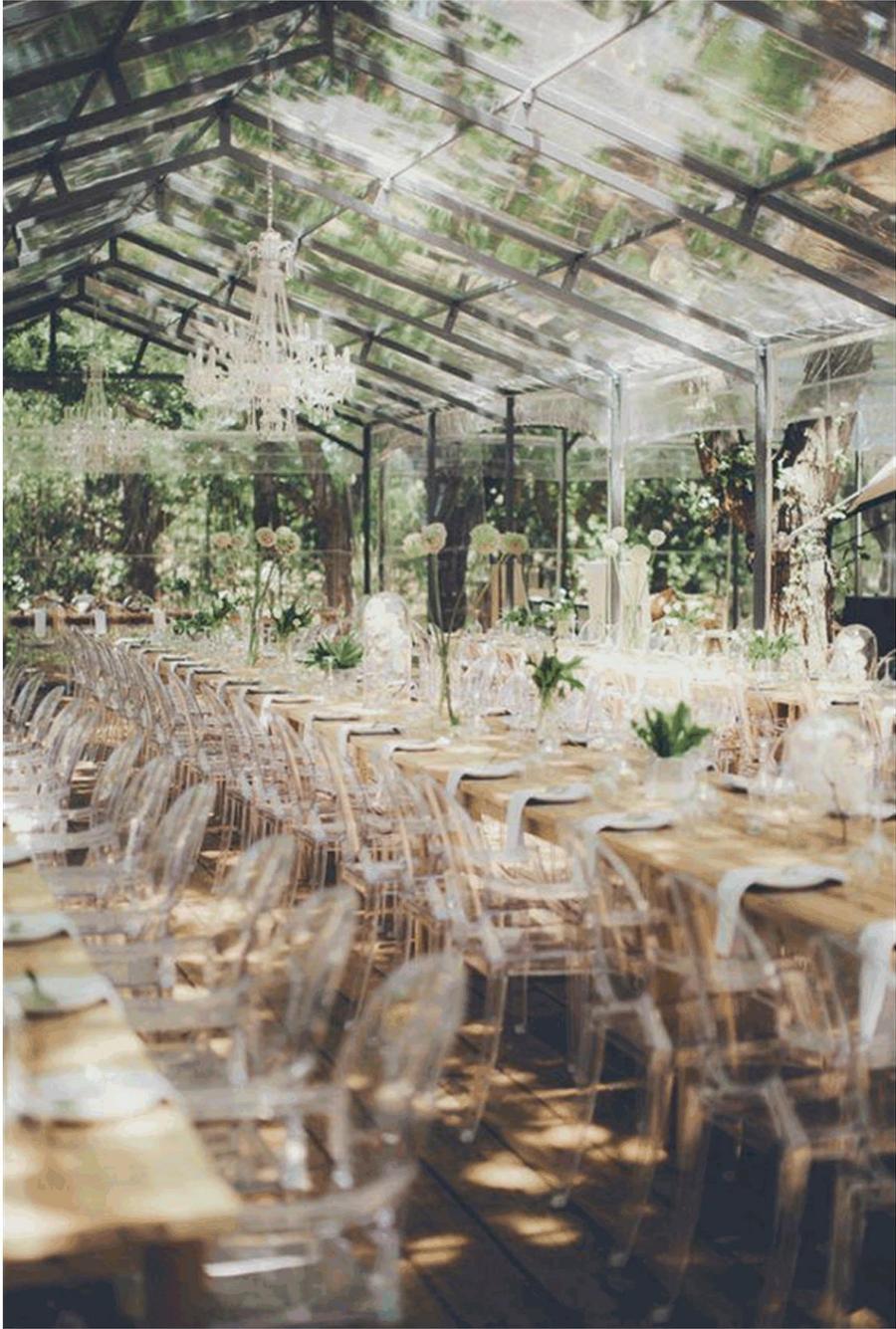


ITEM 5 - ATTACHMENT 1







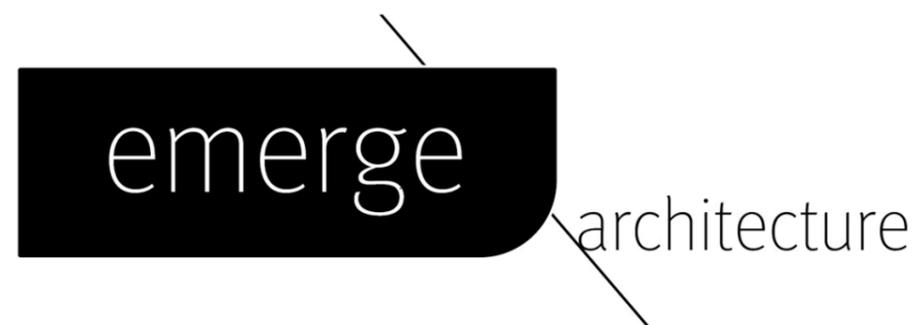


CURRENT SPACE....









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PROPOSED The Glasshouse Cafe and  
Function Centre FOR:

**Kelly Melody**

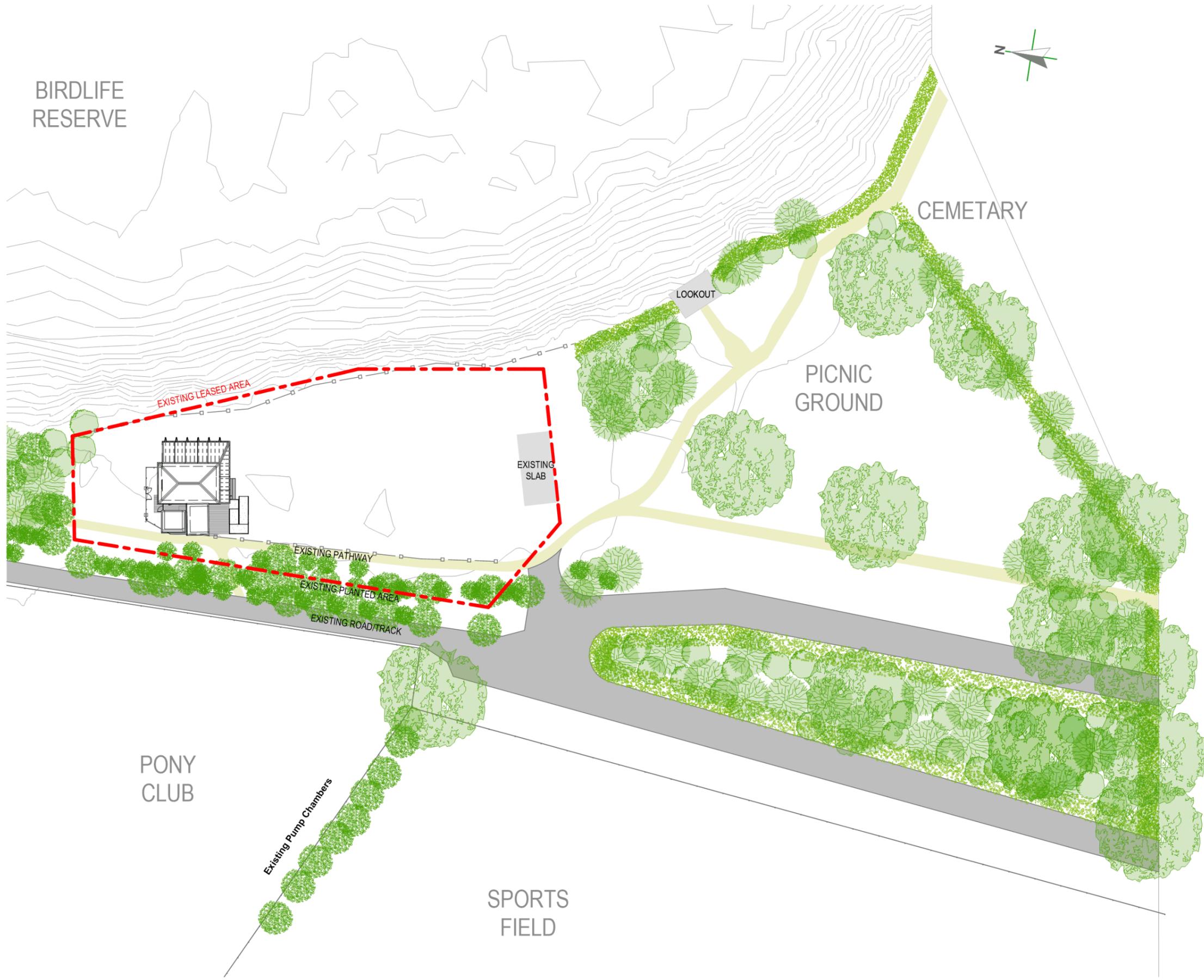
**Ashurst Domain, Palmerston North  
Lot 1 - DP 55676**

**VERIFY ALL DIMENSIONS ON SITE  
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| Drawing Number | Revision   | Date     |
|----------------|------------|----------|
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| PRELIM FOR CLIENT DISCUSSION | 08/06/2018    |
| Issue                        | Revision Date |



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 Job Title  
**Kelly Melody**  
**The Glasshouse Cafe and Function Centre**  
 Ashurst Domain Palmerston North

Drawing Title  
**LANDSCAPE PLAN**  
**EXISTING**

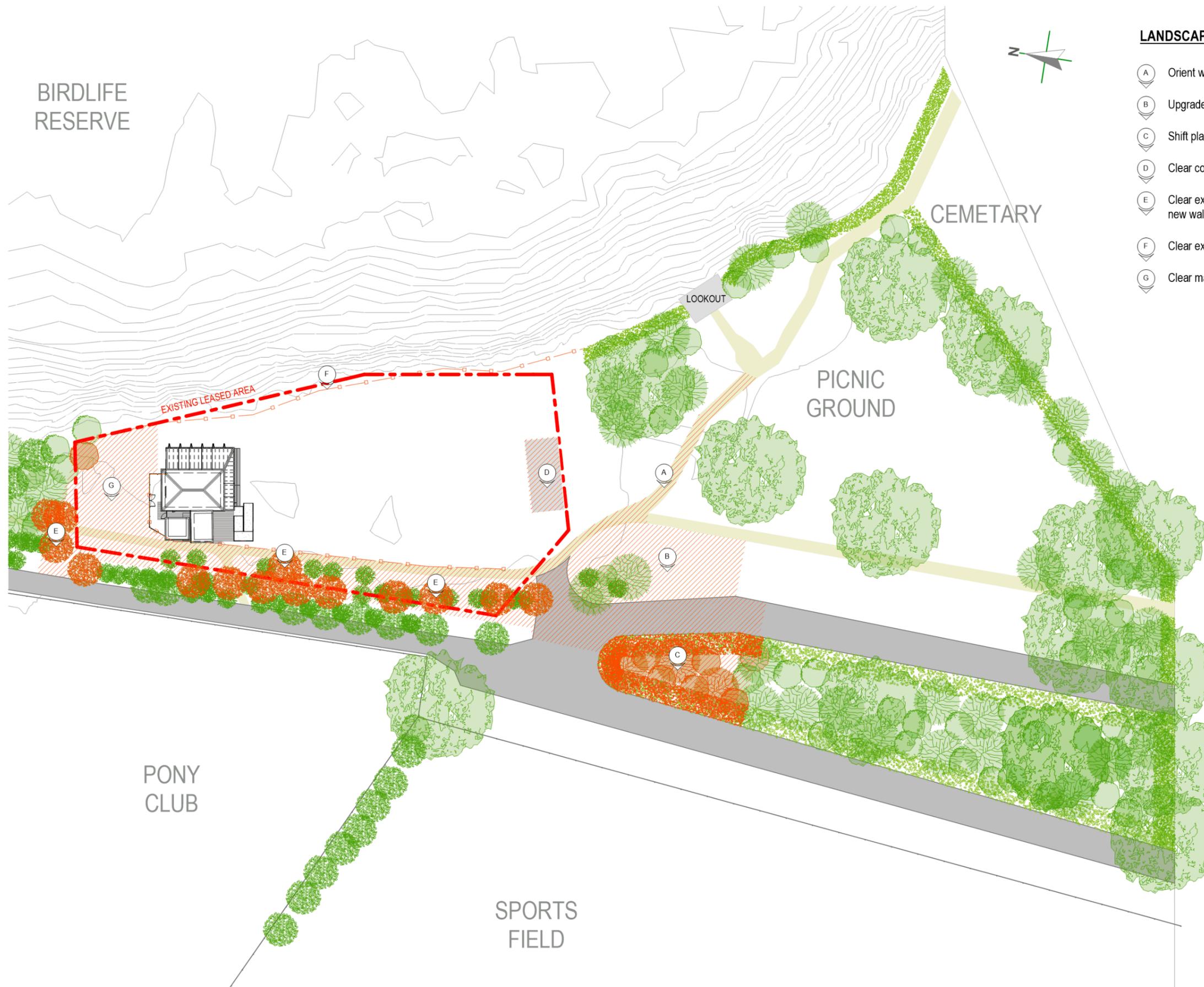
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| <b>EM377- dwg 01</b>          | (of 15 total) A |

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**LANDSCAPE REMOVAL LEGENDS**

- A** Orient walkway away from leased site
- B** Upgrade site to provide area for parking
- C** Shift planting to provide better access to carpark
- D** Clear concrete slab to make good for grassed area
- E** Clear existing Gumtrees (highlighted in orange) for new walkway
- F** Clear existing fence for new barrier
- G** Clear marked site and upgrade area for parking

|                              |               |
|------------------------------|---------------|
| PRELIM FOR CLIENT DISCUSSION | 08/06/2018    |
| Issue                        | Revision Date |



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 Job Title  
**Kelly Melody**  
**The Glasshouse Cafe and Function Centre**  
 Ashurst Domain Palmerston North

Drawing Title  
**LANDSCAPE PLAN**  
**REMOVAL**

|          |          |            |          |
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| <b>EM377- dwg 02</b>          | (of 15 total) A |

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BIRDLIFE RESERVE

CEMETARY

PICNIC GROUND

LOOKOUT

PONY CLUB

SPORTS FIELD

EXISTING LEASED AREA





**LANDSCAPE PROPOSE LEGENDS**

- (A) Upgraded parking space
- (B) New road turning lane
- (C) New public walkway and planting
- (D) Additional parking space
- (E) Disabled parking space
- (F) Movable planter boxes / temporal entry barrier
- (G) Paved walkway for visitors  
Material Selection : Concrete / Timber / Riverstone
- (F) New barrier and lookout to Birdlife Reserve
- (F) Upgraded public walkway
- (F) Upgraded site for service parking to cafe

|                              |               |
|------------------------------|---------------|
| PRELIM FOR CLIENT DISCUSSION | 08/06/2018    |
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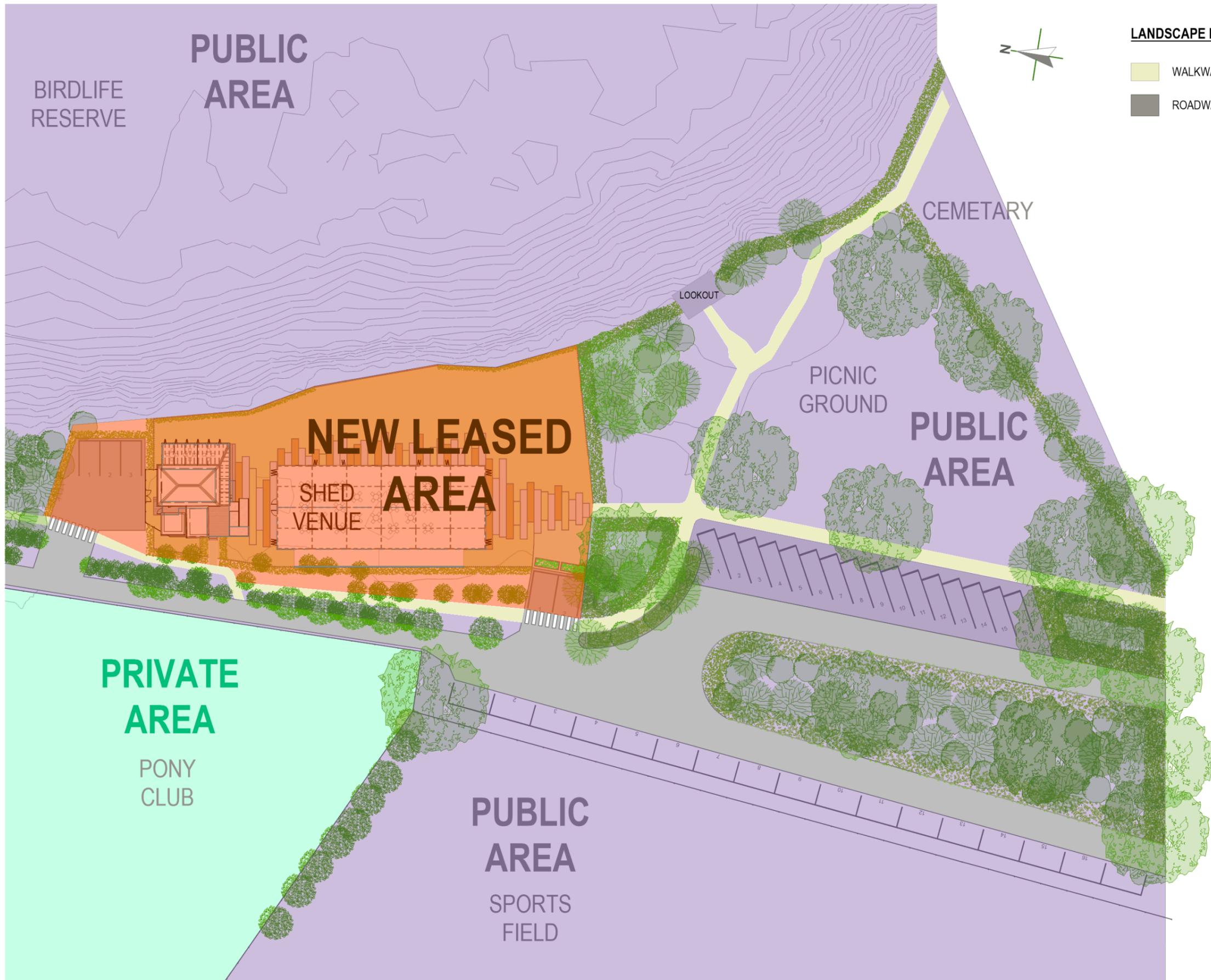
Drawing Title  
**LANDSCAPE PLAN**  
**PROPOSED**

|          |          |            |          |
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**LANDSCAPE PATHWAY LEGENDS**

- WALKWAY
- ROADWAY

|                              |               |
|------------------------------|---------------|
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| Issue                        | Revision Date |



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**Job Title**  
**Kelly Melody**  
**The Glasshouse Cafe and Function Centre**  
 Ashurst Domain Palmerston North

**Drawing Title**  
**LANDSCAPE PLAN - CIRCULATION**

|                 |             |                   |             |
|-----------------|-------------|-------------------|-------------|
| <b>Drawn by</b> | <b>Date</b> | <b>Checked by</b> | <b>Date</b> |
| JONO            | JUNE '18    | PHIL              | JUNE '18    |

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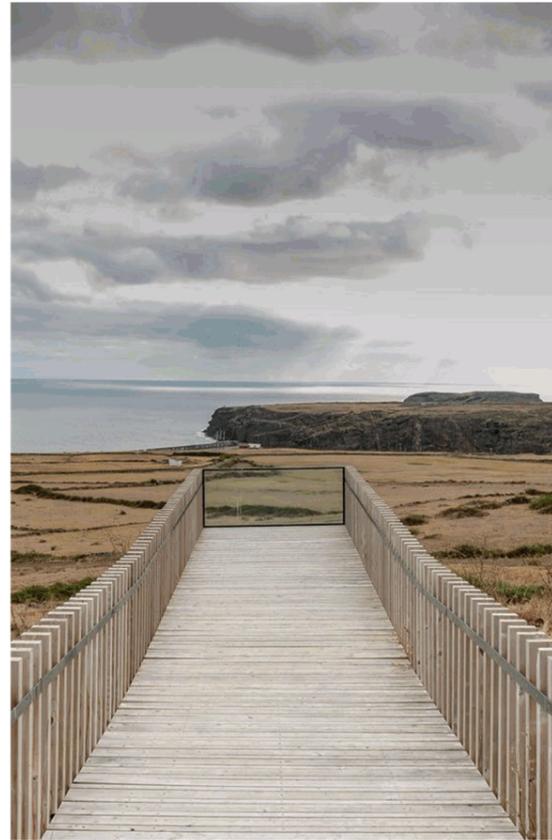
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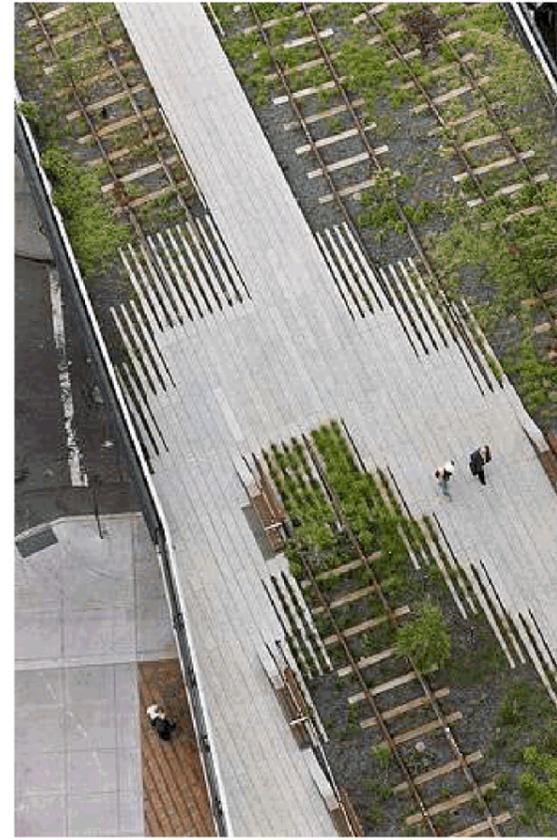




Gallery of Pedreria Do Campo - M Arquitectos  
Barrier Strategy



Gallery of Pedreria Do Campo - M Arquitectos  
Glazed Panel Lookout



The Highline - Diller Scofidio + Renfro  
Landscape Paving



Movable Planter Box

|                              |               |
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**emerge** architecture

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*Job Title*  
**Kelly Melody**  
**The Glasshouse Cafe and Function Centre**  
Ashurst Domain Palmerston North

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*Drawing Title*  
**PRECEDENT IMAGES**

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| JONO            | JUNE '18    | PHIL              | JUNE '18    |

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 Job Title

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Drawing Title  
**PERSPECTIVES**

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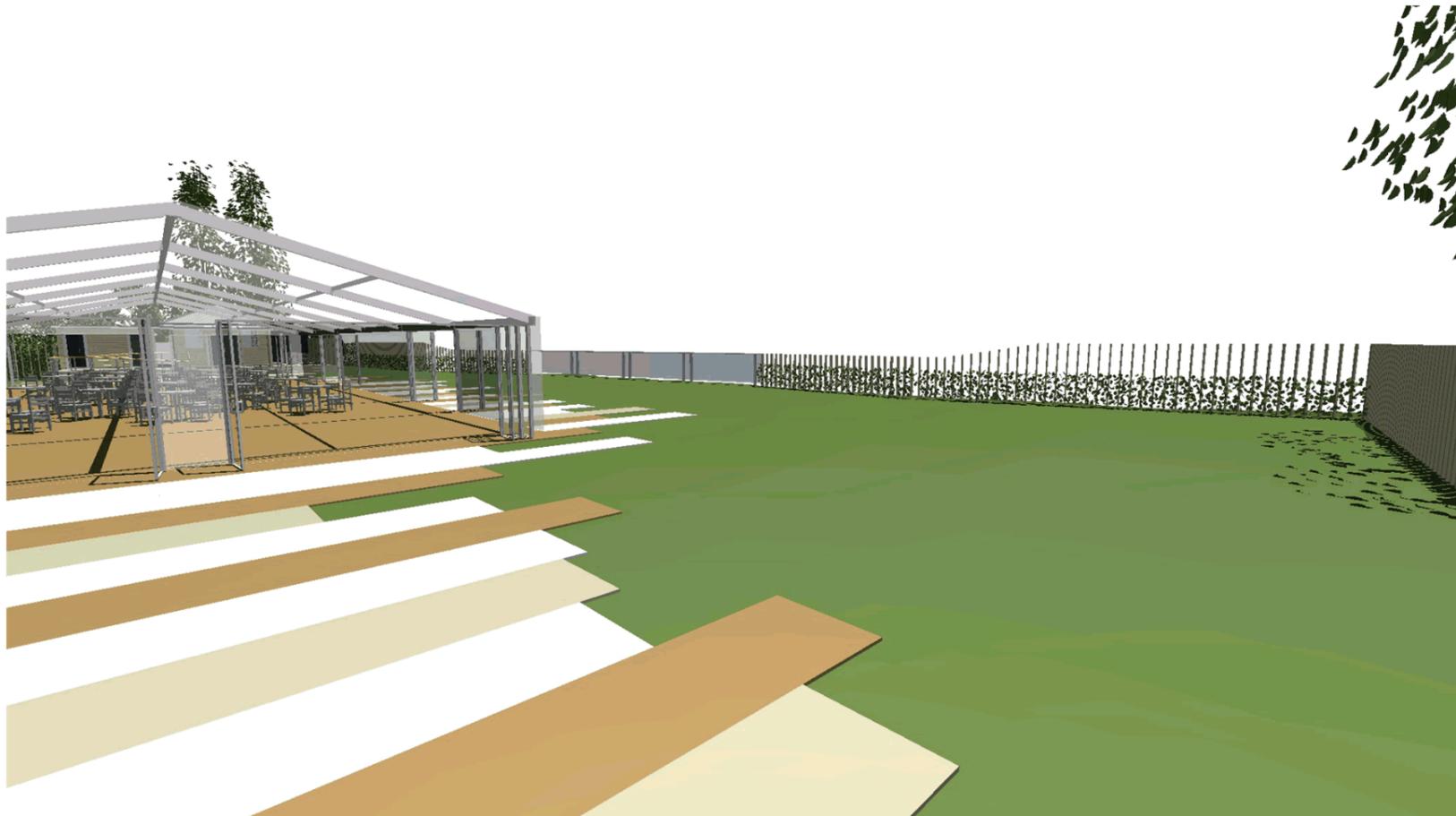
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**PERSPECTIVES**

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**MARSHALL DAY**  
Acoustics 

PROPOSED EVENTS VENUE: ASHHURST DOMAIN  
ASSESSMENT OF NOISE EFFECTS

Rp 001 20180138 | 07 July 2018



Project: **PROPOSED EVENTS VENUE: ASHHURST DOMAIN**

Prepared for: **Onslow Construction + Design Ltd  
22 St Albans Avenue  
Palmerston North 4410**

Attention: **Chris Tombleson**

Report No.: **Rp 001 20180138**

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## 1.0 INTRODUCTION

Onslow Construction + Design Ltd proposes to develop an events venue within the Ashhurst Domain. Marshall Day Acoustics has been engaged to provide an assessment of the environmental noise effects for this proposal.

The following assessment is based on drawings provided by Emerge Architectural Design Ltd, including:

- *Glass House Café Plan B*, dated 29 January 2018;
- *Floor Plan-3D 16.03.18*, received by Marshall Day Acoustics 29 May 2018;
- *Baytex GlassHouse marquee*, received by Marshall Day Acoustics 29 May 2018.

A glossary of acoustic terms used in this report is included as Appendix A.

## 2.0 PROPOSED FACILITY

The venue is proposed to be located near the eastern edge of Ashhurst Domain. It would consist of a small café area located in the existing building, and a relatively large marquee area to be used as a venue primarily for weddings, birthday celebrations and similar events.

The closest potentially affected Residential zoned properties include:

- 1400 to 1502 Napier Road;
- 3 to 15 Cambridge Avenue;
- 63 York Street;
- 32 and 34 Cambridge Avenue; and
- 25 to 27 Pembroke Street.

Although not specifically addressed within the Palmerston North City District Plan, noise effects within the Domain camping ground<sup>1</sup> have also been considered within this assessment.

Properties located at greater distances from the proposed venue may be exposed to noise from the venue, but noise levels and effects would be less than for the properties considered in this assessment. This is due to additional attenuation from increased distances and screening.

Figure 1 shows the location of the proposed venue and surrounding properties. Figure 2 shows the proposed venue location in the context of District Plan zoning.

From communication with the Applicant, we understand that the venue would operate primarily during Friday and Saturday evenings, typically between 9 pm and 1 am the following morning.

The Applicant has also stated that there is potential for weekday operation of the café area, up to 9 pm.

---

<sup>1</sup> Camping grounds are not considered a noise sensitive activity under the Palmerston North City District Plan.



Figure 1: Approximate location of proposed venue (blue) and surrounds (Base Image: PNCC GIS)

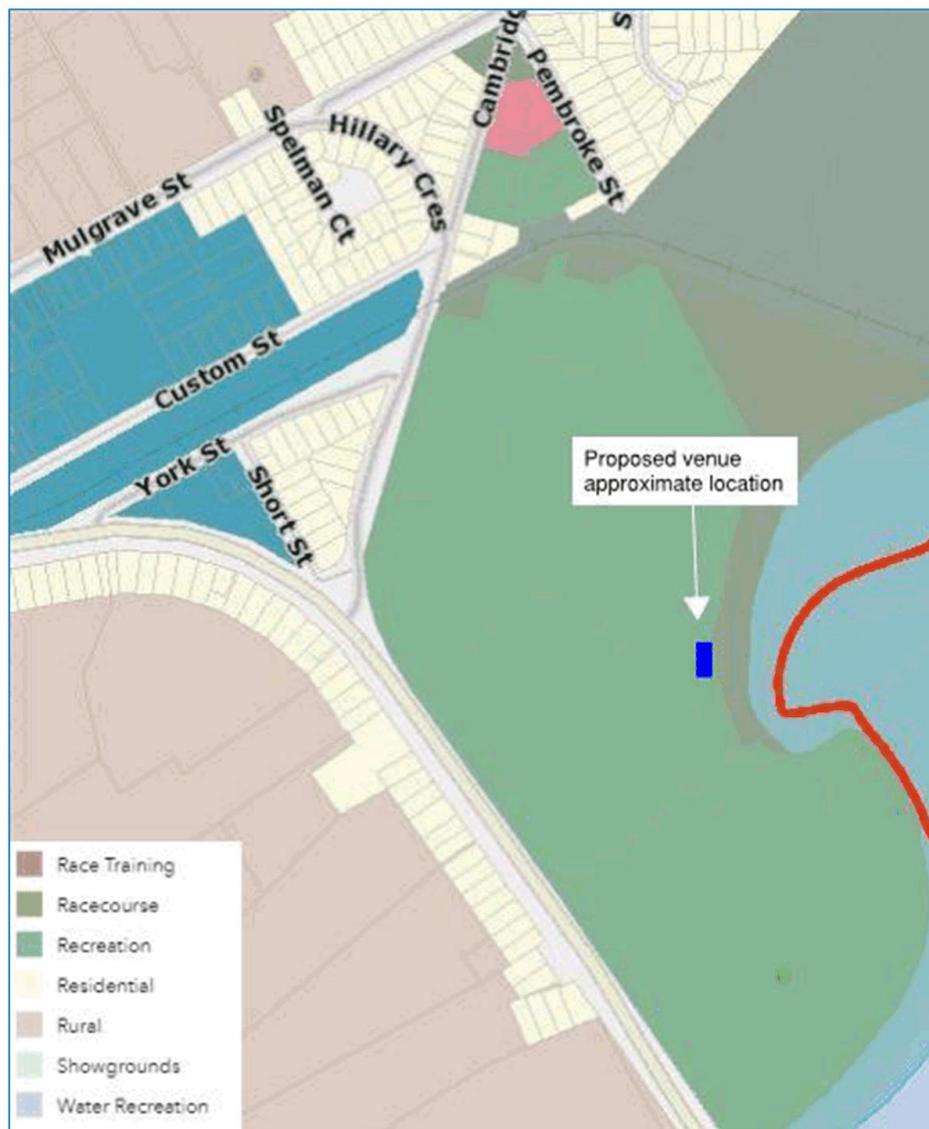


Figure 2: Subject site and surrounds zoning within the Palmerston North City District Plan (Base Image: PNCC GIS)

**3.0 NOISE PERFORMANCE STANDARDS – PALMERSTON NORTH CITY DISTRICT PLAN**

The proposed venue is located in an area of the Ashhurst Domain that is zoned Recreation within the Palmerston North City District Plan.

“Section 15: Recreation” of the District Plan contains the noise rules relevant for this project. These are as follows:

**“15.4.7 RULES : NOISE**

**R15.4.7.1 Noise**

- a. *Sound emissions from public address systems or mechanically powered machines or vehicles when operated on any park or reserve shall not exceed the following limits when measured at or within the boundary of any land zoned for residential purposes or at or within the boundary of any rural land in the Rural Zone:*

|                   |  |
|-------------------|--|
| 7:00am to 10:00pm | 50dBA L <sub>10</sub>                            |
| 10:00pm to 7:00am | 40dBA L <sub>10</sub> and 70dBA L <sub>max</sub> |

- b. *Crowd noise from people in a Park or Reserve is considered a reasonable and acceptable effect of the use of recreation reserves and as such shall not be controlled using rules in this Plan.*

**Explanation**

*The rules for noise are designed to protect neighbouring residential amenity and other users of these areas from the specific noise effects generated by public address systems, mechanically powered machines or vehicles. Crowd noise associated with activities undertaken in this zone is not addressed by rules in this Plan. “*

The predictions of the venue noise levels have been carried out in accordance with in New Zealand New Zealand Standard NZS 6802:1991 “Assessment of Environmental Sound” as required by the District Plan. NZS 6802:1991 includes a requirement to impose a 5 dB penalty for sounds which have ‘special audible characteristics’ (SAC) which attract attention much more readily than more neutral noise sources. The sound of music from the venue fits into this category.

NZS 6802:1991 applies this 5 dB penalty to the Permitted Activity noise limits, effectively reducing each limit for the day and night period.

Consequently the applicable noise limits for the venue noise, received within a residential area, are

- 7:00am to 10:00pm      45 dBA L<sub>10</sub>
- 10:00pm to 7:00am      35 dBA L<sub>10</sub>

**4.0 PREDICTED VENUE NOISE LEVELS AND COMPLIANCE WITH THE DISTRICT PLAN**

Because of the stated hours of operation, this assessment is focussed on the operational noise between 10 pm and 1am the following morning for Friday night and Saturday night. These are the hours of the most stringent noise rules within the District Plan.

The marquee design consists of a stretched fabric membrane supported by internal framing. The sides and ends of the marquee consist of glazed panels and doors. For the purposes of our calculations we have conservatively assumed 4mm thick glass for these sections. However, the main noise contribution received at the assessment locations is via the fabric sections of the facility (mainly the roof), which provide little sound insulation. Consequently, the specific glazing thickness is not significant for the purposes of this assessment.

The predicted venue noise levels have been calculated in accordance with ISO 9613-2:1996 "Acoustics - Attenuation of sound during propagation outdoors - Part 2: General method of calculation".

A range of internal music noise levels within the venue has been considered, from 90 dBA L<sub>10</sub> (subjectively reasonably loud for an events venue) to 80 dBA L<sub>10</sub> (which would be considered a quiet music level).

Table 1 sets out the predicted noise levels.

**Table 1: Predicted noise levels**

| Location            | Noise level L <sub>10</sub> dBA |       |       |                     |
|---------------------|---------------------------------|-------|-------|---------------------|
|                     | 90                              | 85    | 80    | 78 (for compliance) |
| 1400-1502 Napier Rd | 45-47                           | 40-42 | 35-37 | 33-35               |
| 3-15 Cambridge Ave  | 43-44                           | 38-39 | 33-34 | 31-32               |
| 32-34 Cambridge Ave | 41-42                           | 36-37 | 31-32 | 29-30               |
| 25-27 Pembroke St   | 41-42                           | 36-37 | 31-32 | 29-30               |

Table 1 shows that in order to comply with the night-time District Plan criterion of 35 dBA L<sub>10</sub> (40 dBA L<sub>10</sub> adjusted for SAC) or less at all assessment locations, music sound levels within the venue cannot exceed 78 dBA L<sub>10</sub>. This may preclude the use of live music in the venue.

## 5.0 ASSESSMENT OF EFFECTS

For an assessment of noise effects, it is common practice to use the  $L_{eq}$  descriptor. Additionally, it is now becoming standard practice in New Zealand for the  $L_{10}$  descriptor of District Plans to be replaced by  $L_{eq}$ . This is consistent with the 2008 version of NZS 6801/NZS6802 (where the descriptor is referred to as “dB  $L_{Aeq}$ ”) and with international practice.  $L_{Aeq}$  is the equivalent continuous (time-averaged) A-weighted sound level. This is commonly referred to as the average noise level.

The use of  $L_{eq}$  includes all noise emissions. Noise events of short duration may not be represented in the  $L_{10}$  data measure but will be in the  $L_{eq}$ . We therefore consider that the  $L_{Aeq}$  descriptor better in representing the noise effects received at an assessment location, compared with  $L_{10}$ .

Additionally, for some assessment locations, the difference between the two descriptors is important, as a significant contributor to (mainly daytime) current ambient noise levels is train passes. However, as these events are relatively infrequent and are of short term duration, they have limited influence on the  $L_{10}$  descriptor, which is dominated by traffic noise from Napier Road and Cambridge Avenue. However, these events are recorded using the  $L_{Aeq}$  descriptor.

### 5.1 Subject perception of noise level changes

Marshall Day Acoustics’ experience has shown that the subjective perception of a noise level change can be translated into a RMA effect. This effect is based on people’s annoyance reaction to noise level increases. It is noted that people may have an annoyance reaction to a greater or lesser degree, depending on their perception of the type of noise. For the purposes of this assessment we have taken the SAC of music into account by applying a +5 dB “penalty” to the calculated  $L_{Aeq}$  venue noise levels, received at the assessment locations.

Table 2 shows the indicative subjective responses to explain the noise level changes discussed in this report.

**Table2: Noise level change compared with general subjective perception**

| Noise level change | General subjective perception <sup>2</sup> | Impact <sup>3</sup> |
|--------------------|--|---------------------|
| 1–2 decibels       | Insignificant/imperceptible change         | Negligible          |
| 3–4 decibels       | Just perceptible change                    | Slight              |
| 5–8 decibels       | Appreciable change                         | Noticeable          |
| 9–11 decibels      | Halving/doubling of loudness               | Substantial         |
| >11 decibels       | More than halving/doubling of loudness     | Significant         |

### 5.2 Existing Noise Levels

The existing noise environment provides a baseline for assessing noise effects. Effects can be assessed by quantifying the noise levels that people would experience due to the operation of the venue. The change in noise environment can then be interpreted in relation to subjective responses of people and possible annoyance.

The existing ambient noise levels were determined by measurement at selected representative sites among the properties identified in Section 2 of this report. Noise level surveys were undertaken at two locations by means of continuous data logging extending over 7 days’ duration. In addition, short

<sup>2</sup> Based on research by Zwicker & Scharf (1965); and Stevens (1957, 1972).

<sup>3</sup> The descriptions in this column are based on MDA understanding of the perception in change in noise level.

duration attended noise level surveys were undertaken at 6 locations. These surveys were undertaken during daytime for 15 minutes' duration each.

The long-term measurement sites were at the positions marked LT 1 and LT 2 on Figure 3. The short-term attended measurement positions are identified on Figure 3 as MP 1 to MP 6. Each measurement position was selected as being representative of a group of houses potentially affected by noise from the proposed venue.

Each noise logger was positioned in free field conditions, and located on the aspect of the property that would be most affected by noise from the venue.

Where meteorological conditions were found to be unsuitable for environmental noise surveys, these periods were excluded from the survey period. This is the case when wind exceeded 5 m/s and rainfall 6 mm/h.

The short term attended noise measurements were carried out on Wednesday 20 June 2018, and on Wednesday 27 June 2018.

Meteorological conditions were as follows:

- 20 June 2018: cool (9 to 10°C), N to NW wind 2-4 m/s, overcast 6/8;
- 27 June 2018: cool (10 to 12°C), S to SE wind 0-1 m/s, overcast 4/8.

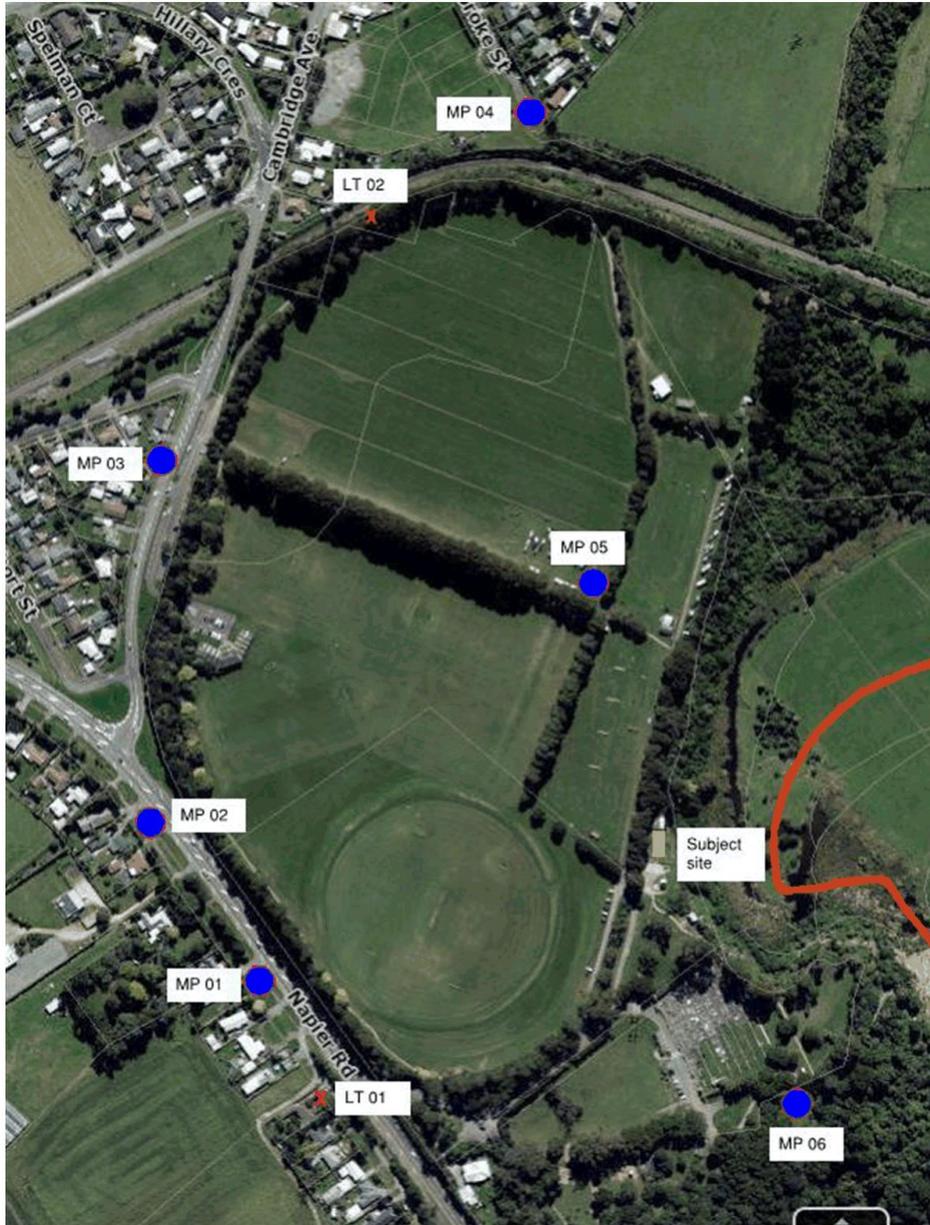


Figure 3: Noise survey locations. Note: "MP x" denotes a short term attended measurement position; "LT x" denotes a long-term noise logger position. (Base Image: PNCC GIS)

#### 5.2.1 1400 to 1450 Napier Road

In this location, the dominant noise source is traffic on Napier Road (State Highway 3). Other noise sources include occasional aircraft, wind in trees, and occasional dog barking.

##### Monday to Thursday noise levels

Daytime (7 am to 10 pm) noise levels in this area are measured to range typically 50 to 70 dB  $L_{Aeq}$ .  
 Week night-time noise levels (10pm to 1am) are measured as ranging typically from 40 to 60 dB  $L_{Aeq}$ .

##### Friday to Saturday noise levels

Friday: Friday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 55 to 70 dB  $L_{Aeq}$ .  
 Friday night-time noise levels (10pm to 1am) are measured as ranging typically from 50 to 57 dB  $L_{Aeq}$ .

Saturday: Saturday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 50 to 63 dB  $L_{Aeq}$ .  
 Saturday night-time noise levels (10pm to 1am) are measured as ranging typically from 49 to 58 dB  $L_{Aeq}$ .

#### 5.2.2 1456 to 1502 Napier Road

In this location, the dominant noise source is traffic on Napier Road (State Highway 3). Due to the terrain in this area which provides some screening of Napier Road, traffic noise is lower than for the more exposed houses further along Napier Road (1400 to 1450). Other noise sources include occasional aircraft, wind in trees, and occasional dog barking.

##### Monday to Thursday noise levels

Daytime (7 am to 10 pm) noise levels in this area are measured to range typically 47 to 67 dB  $L_{Aeq}$ .  
 Week night-time noise levels (10pm to 1am) are measured as ranging typically from 32 to 55 dB  $L_{Aeq}$ .

##### Friday to Saturday noise levels

Friday: Friday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 50 to 67 dB  $L_{Aeq}$ .  
 Friday night-time noise levels (10pm to 1am) are measured as ranging typically from 44 to 51 dB  $L_{Aeq}$ .

Saturday: Saturday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 43 to 57 dB  $L_{Aeq}$ .  
 Saturday night-time noise levels (10pm to 1am) are measured as ranging typically from 43 to 52 dB  $L_{Aeq}$ .

#### 5.2.3 3 to 15 Cambridge Avenue; and 63 York Street

In this location, noise sources are generally as identified for the Napier Road properties. However, an additional contributor to the weekday noise levels in this area is train movements on the Palmerston North-Gisborne railway line.

##### Monday to Thursday noise levels

Daytime (7 am to 10 pm) noise levels in this area are measured to range typically 48 to 63 dB  $L_{Aeq}$ .  
 Week night-time noise levels (10pm to 1am) are measured as ranging typically from 30 to 50 dB  $L_{Aeq}$ .

Friday to Saturday noise levels

- Friday: Friday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 50 to 65 dB  $L_{Aeq}$ .  
Friday night-time noise levels (10pm to 1am) are measured as ranging typically from 38 to 50 dB  $L_{Aeq}$ .
- Saturday: Saturday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 48 to 55 dB  $L_{Aeq}$ .  
Saturday night-time noise levels (10pm to 1am) are measured as ranging typically from 43 to 49 dB  $L_{Aeq}$ .

5.2.4 32-34 Cambridge Avenue

In this location, dominant noise sources are traffic on Cambridge Avenue, and train movements on the Palmerston North-Gisborne railway line (weekdays only).

Monday to Thursday noise levels

Daytime (7 am to 10 pm) noise levels in this area are measured to range typically 50 to 66 dB  $L_{Aeq}$ .  
Week night-time noise levels (10pm to 1am) are measured as ranging typically from 34 to 55 dB  $L_{Aeq}$ .

Friday to Saturday noise levels

- Friday: Friday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 51 to 68 dB  $L_{Aeq}$ .  
Friday night-time noise levels (10pm to 1am) are measured as ranging typically from 41 to 53 dB  $L_{Aeq}$ .
- Saturday: Saturday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 51 to 58 dB  $L_{Aeq}$ .  
Saturday night-time noise levels (10pm to 1am) are measured as ranging typically from 46 to 52 dB  $L_{Aeq}$ .

5.2.5 25 to 27 Pembroke Street

Noise sources at this eastern end of Pembroke Street consist of traffic on Cambridge Avenue and Mulgrave Street. Additional noise sources include some rail noise, traffic on the more distant roading network, and typical residential noise sources such as dogs, children, and birds.

Monday to Friday noise levels

Daytime (7 am to 10 pm) noise levels in this area are measured to range typically 44 to 60 dB  $L_{Aeq}$ .  
Week night-time noise levels (10pm to 1am) are measured as ranging typically from <30 to 50 dB  $L_{Aeq}$ .

Weekend noise levels

- Friday: Friday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 45 to 62 dB  $L_{Aeq}$ .  
Friday night-time noise levels (10pm to 1am) are measured as ranging typically from 35 to 47 dB  $L_{Aeq}$ .
- Saturday: Saturday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 45 to 52 dB  $L_{Aeq}$ .  
Saturday night-time noise levels (10pm to 1am) are measured as ranging typically from 40 to 46 dB  $L_{Aeq}$ .

**5.3 Assessment of effects**

In a manner similar to the compliance assessment in Section 4 of this report, a range of internal noise levels within the venue has been considered, from 90 dB L<sub>Aeq</sub> (subjectively reasonably loud for an events venue) to 80 dB L<sub>Aeq</sub>, which would be considered a quiet music level.

To assess the potential impact on residential amenity resulting from the noise from the venue, the predicted music noise levels have been compared with the lowest assessed existing ambient noise levels for each assessment location.

Table 3 sets out the predicted noise levels and compares these with the existing ambient noise levels at each of the assessment locations. Because it is intended that the venue would operate during the Friday and Saturday evenings, typically between 9 pm to 1 am the following morning, the night-time noise levels for those nights have been used. Note that the noise levels predicted at the receivers have been increased by +5 dB to account for SAC which is inherent with music.

**Table 3: Predicted noise levels compared with existing ambient night-time noise levels**

| Location                        | Noise level dB, L <sub>Aeq</sub> |    |    |    |                   |
|---------------------------------|----------------------------------|----|----|----|-------------------|
|                                 | In Venue                         | 90 | 85 | 80 | Fri night Ambient |
| 1400-1450 Napier Rd             | 52                               | 47 | 42 | 50 | 49                |
| 1456-1502 Napier Rd             | 52                               | 47 | 42 | 44 | 43                |
| 3-15 Cambridge Ave <sup>1</sup> | 49                               | 44 | 39 | 38 | 43                |
| 32-34 Cambridge Ave             | 47                               | 42 | 37 | 41 | 46                |
| 25-27 Pembroke St               | 47                               | 42 | 37 | 35 | 40                |

**Note:** 1 includes 63 York Street

Tables 4 and 5 below demonstrate the predicted noise level increases due to venue activities (taking into account the +5 dB penalty for SAC), and the likely impact on residents.

**Table 4: Friday night: Predicted noise level increases in noise levels and impact**

| Location                        | Noise level dB, L <sub>Aeq</sub> |             |        |            |        |            |
|---------------------------------|----------------------------------|-------------|--------|------------|--------|------------|
|                                 | In Venue Lpr                     | 90          | Impact | 85         | Impact | 80         |
| 1400-1450 Napier Rd             | +4                               | Slight      | +2     | Negligible | +1     | Negligible |
| 1456-1502 Napier Rd             | +9                               | Substantial | +5     | Noticeable | +2     | Negligible |
| 3-15 Cambridge Ave <sup>1</sup> | +11                              | Significant | +7     | Noticeable | +4     | Slight     |
| 32-34 Cambridge Ave             | +7                               | Noticeable  | +4     | Slight     | +1     | Negligible |
| 25-27 Pembroke St               | +12                              | Serious     | +8     | Noticeable | +4     | Slight     |

**Note:** 1 includes 63 York Street

Table 5: Saturday night: Predicted noise level increases in noise levels and impact

| Location<br>In Venue            | Noise level dB, $L_{Aeq}$ |             |    |            |    |            |
|---------------------------------|---------------------------|-------------|----|------------|----|------------|
|                                 | 90                        | Impact      | 85 | Impact     | 80 | Impact     |
| 1400-1450 Napier Rd             | +5                        | Noticeable  | +2 | Negligible | +1 | Negligible |
| 1456-1502 Napier Rd             | +10                       | Substantial | +5 | Noticeable | +3 | Slight     |
| 3-15 Cambridge Ave <sup>1</sup> | +7                        | Noticeable  | +4 | Slight     | +1 | Negligible |
| 32-34 Cambridge Ave             | +8                        | Noticeable  | +1 | Negligible | +1 | Negligible |
| 25-27 Pembroke St               | +8                        | Noticeable  | +4 | Slight     | +2 | Negligible |

Note: 1 includes 63 York Street

Tables 4 and 5 show that with a noise level within the venue of 90 dB  $L_{Aeq}$ , the impact on the night time receiving environment has the potential to range from noticeable (an appreciable change) to serious (a more than doubling of the existing noise levels). With a noise level within the venue of 80 dB  $L_{Aeq}$ , the impact on the night time receiving environment has the potential to range from negligible (an insignificant change), to slight (just perceptible). For the dwellings listed in Table 5, this would be considered minor. Note that even with an internal venue music sound level of 80 dB  $L_{Aeq}$ , music may still be audible at times at various receiver locations.

### 5.3.1 Camping area

Although not considered a noise-sensitive activity within the District Plan, Marshall Day Acoustics has been requested to consider noise effects on the adjacent camping ground.

Noise sources at this location consist of distant traffic on Napier Road and Saddle Road, as well as birds, breeze in trees, and the occasional rail freight train.

#### Weekday noise levels

Daytime (7 am to 10 pm) noise levels in this area are measured to range typically 35 to 55 dB  $L_{Aeq}$ . Week night-time noise levels (10pm to 1am) are measured as ranging typically from <30 to 45 dB  $L_{Aeq}$ .

#### Weekend noise levels

Friday: Friday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 37 to 55 dB  $L_{Aeq}$ .  
Friday night-time noise levels (10pm to 1am) are measured as ranging typically from 32 to 39 dB  $L_{Aeq}$ .

Saturday: Saturday daytime (7 am to 10 pm) noise levels in this area are measured to range typically 31 to 45 dB  $L_{Aeq}$ .  
Saturday night-time noise levels (10pm to 1am) are measured as ranging typically from 31 to 40 dB  $L_{Aeq}$ .

Table 6 shows the predicted noise levels from the venue, received at the camping ground area.

**Table 6: Predicted noise levels compared with existing ambient night-time noise levels**

| Location       | Noise level dB, L <sub>Aeq</sub> |    |    |    |                   |
|----------------|----------------------------------|----|----|----|-------------------|
|                | In Venue Lpr                     | 90 | 85 | 80 | Fri night Ambient |
| Camping Ground | 59                               | 54 | 49 | 32 | 31                |

From Table 6 it can be seen that even with internal music noise levels of 80 dB L<sub>Aeq</sub> within the venue, the likely impact for people camping in this area is predicted to be significant. Given that many camping accommodation types provide minimal sound insulation, there does not appear to be a practicable approach for addressing such an adverse noise effect.

#### 5.4 Internal noise levels

An alternative way of considering the night-time impact of noise from the venue is in terms of Australian/New Zealand Standard AS/NZS 2107:2016 “Acoustics - Recommended design sound levels and reverberation times for building interiors”. This document gives guidance for recommended internal noise levels for many spaces, including residential dwellings. Table 7 below sets out recommended internal noise levels for houses near major roads:

**Table 7: Recommended Design Sound Levels (from AS/NZS 2107:2016)**

| Room Type                   | Design Sound Level dB L <sub>Aeq</sub> |
|-----------------------------|--|
| Living Areas                | 35 to 45                               |
| Sleeping Areas (night-time) | 35 to 40                               |
| Work Areas                  | 35 to 45                               |

In New Zealand, typical building design means that a reduction in noise levels from outside to inside of 20 dB can be expected with windows closed, and a reduction of 15 dB can be expected with windows partially open. Consequently, an incident noise level of up to 50 dB L<sub>Aeq</sub> at the façade of the dwellings would be considered reasonable.

In this case, a music sound level within the venue of 85 dB L<sub>Aeq</sub> would comply with this criterion at all assessment locations (42 to 47 dB L<sub>Aeq</sub>) with the exception of the camping area. Note that the noise levels predicted for the receivers includes the +5 dB penalty for SAC.

## 6.0 CONCLUSIONS

Marshall Day Acoustics has carried out an assessment of the proposal to locate and operate an events venue within the Ashhurst Domain. Because it is intended to operate the venue during the Friday and Saturday evenings, typically between 9 pm to 1 am the following morning, this assessment is focussed on:

- Compliance with the night-time noise criteria of the Palmerston North City District Plan; and
- The assessment of effects against the existing night-time noise levels in the immediate receiving environment.

We conclude that for compliance with the District Plan night-time criterion of 35 dBA  $L_{10}$  (40 dBA  $L_{10}$  adjusted for SAC) or less at all assessment locations, music sound levels within the venue cannot exceed 78 dBA  $L_{10}$ . This may preclude the use of live music in the venue.

In terms of noise effects, we conclude that with a music sound level within the venue of 80 dB  $L_{Aeq}$ , the impact on the night time receiving environment has the potential to range from negligible (an insignificant change), to slight (just perceptible). For the dwellings considered in this assessment, this noise level would therefore be considered minor.

When considered in terms of NZS 2107: 2016, a music sound level within the venue of 85 dB  $L_{Aeq}$  would comply with the relevant criteria at all assessment locations.

Even with relatively low internal music noise levels within the venue, the likely impact for people camping in this area is predicted to be significant. Given that many camping accommodation types provide minimal sound insulation, there does not appear to be a practicable approach for addressing such an adverse noise effect.

## APPENDIX A GLOSSARY OF TERMINOLOGY

|             |   |
|-------------|---|
| dB          | <u>Decibel</u><br>The unit of sound level.<br><br>Expressed as a logarithmic ratio of sound pressure P relative to a reference pressure of $P_r=20 \mu\text{Pa}$ i.e. $\text{dB} = 20 \times \log(P/P_r)$ |
| dB(A)       | The unit of sound level which has its frequency characteristics modified by a filter (A-weighted) so as to more closely approximate the frequency bias of the human ear.                                  |
| A-weighting | The process by which noise levels are corrected to account for the non-linear frequency response of the human ear.  |
| $L_{10}$    | The noise level equalled or exceeded for 10% of the measurement period. This is commonly referred to as the average maximum noise level.  |
| $L_{Aeq}$   | The equivalent continuous (time-averaged) A-weighted sound level. This is commonly referred to as the average noise level.  |

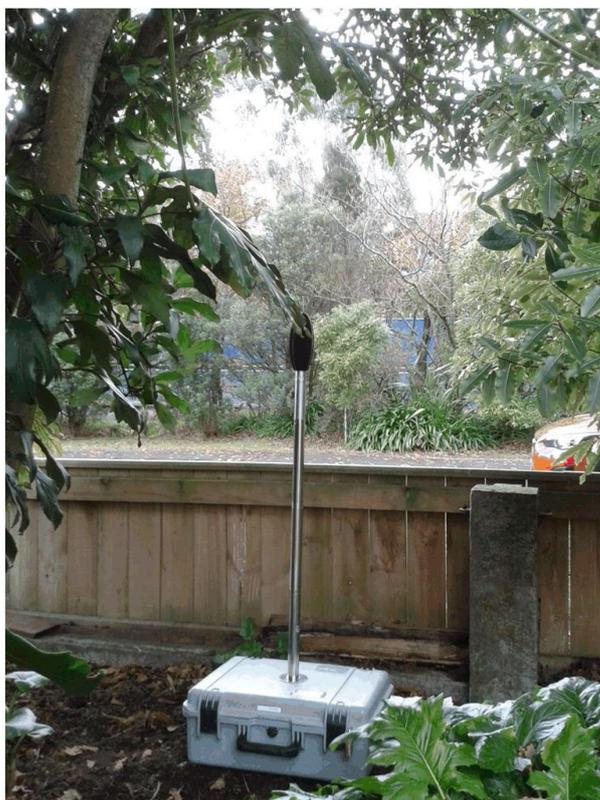
**APPENDIX B SHORT TERM AMBIENT NOISE LEVEL MEASUREMENTS**

| Measurement Position | Date     | Measured Noise Levels |                      |                               |
|----------------------|----------|-----------------------|----------------------|-------------------------------|
|                      |          | dBA, L <sub>10</sub>  | dBA, L <sub>95</sub> | dB, L <sub>Aeq</sub> (15 min) |
| MP 1                 | 20/06/18 | 62                    | 42                   | 61                            |
| MP 2                 | 20/06/18 | 66                    | 45                   | 63                            |
| MP 3                 | 27/06/18 | 71 <sup>1</sup>       | 44                   | 68                            |
| MP 4                 | 27/06/18 | 48                    | 38                   | 46                            |
| MP 5                 | 27/06/18 | 47                    | 39                   | 45                            |
| MP 6                 | 20/06/18 | 51                    | 38                   | 46                            |

Note 1: a rail freight pass by occurred during this 15-minute measurement.

APPENDIX C LONG TERM NOISE MONITORING

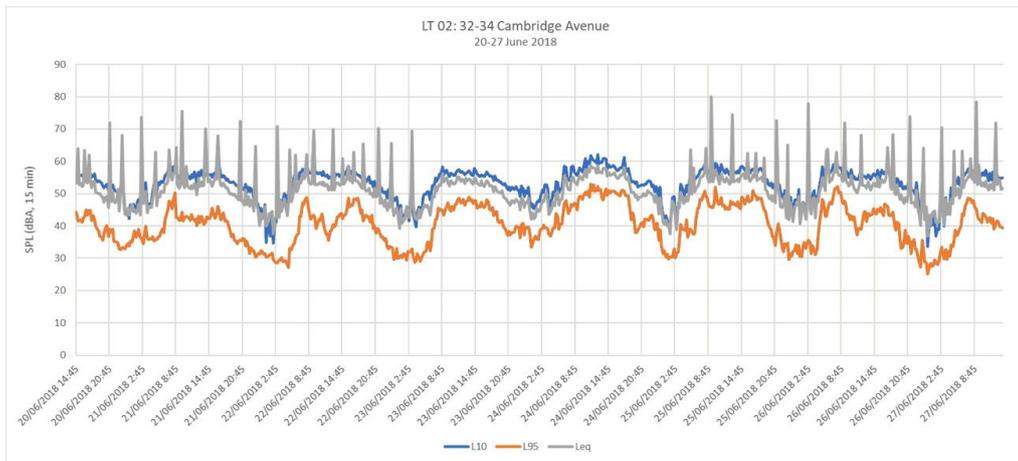
LT 01: Napier Road



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Rp 001 20180138 BW (Glasshouse Assessment of Noise Effects).docx

20 of 21

LT 02: Cambridge Avenue



Note the “spikes” representing rail freight train pass by events.





# PALMERSTON NORTH CITY COUNCIL

## Minutes of the Extraordinary Sport and Recreation Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 17 December 2018, commencing at 9.02am

- Members Present:** Councillor Leonie Hapeta (in the Chair), The Mayor (Grant Smith) and Councillors Brent Barrett, Adrian Broad, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Bruno Petrenas and Aleisha Rutherford.
- Non Members:** Councillors Susan Baty, Rachel Bowen, Gabrielle Bundy-Cooke, Karen Naylor and Tangi Utikere.
- Apologies:** The Mayor (Grant Smith) (early departure) and Councillors Duncan McCann (Late arrival) and Aleisha Rutherford (early departure).

The Mayor (Grant Smith) left the meeting at 9.27am during consideration of clause 53. He was present for clause 52.

Councillor Duncan McCann entered the meeting at 9.33am during consideration of clause 53. He was not present for clause 52.

Councillor Lew Findlay left the meeting at 10.52am at the conclusion of clause 56. He was not present for clause 57. When the meeting resumed at 11.10am he was present.

### 52-18 Apologies

Moved Leonie Hapeta, seconded Aleisha Rutherford.

#### The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 52-18 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**Abstained:**

The Mayor (Grant Smith).

### 53-18 Deputation - Sam Mclver and Arthur Yeo

The Mayor (Grant Smith) left the meeting at 9.27am  
Councillor Duncan McCann entered the meeting at 9.33am

Ms Sam Mclver and Mr Arthur Yeo spoke of the negative impacts on horse riding since state Highway 3 had been re-routed through Ashhurst, essentially

dividing the village into east and west, noting that previously horse riding recreational activities had used Saddle Road to Pohangina River which was now no longer accessible.

It was a safety issue to ride on State Highway 3 and the recent bypass suggestion had been quashed by NZTA. The Deputation was now asking Council to help find solutions to the limited safe access with varying proposed solutions that varied from quick fixes to longer-term suggestions.

The suggestions included the removal of barriers, opening up of pathways that had slipped away and a potential overbridge across a railway track. There were also issues with gates put in place which were narrow and spring loaded making it difficult to open whilst on a horse.

Moved Leonie Hapeta, seconded Lorna Johnson.

#### The **COMMITTEE RESOLVED**

1. That the Sport and Recreation Committee receive the deputation for information.

Clause 53-18 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**Abstained:**

Councillor Duncan McCann.

#### **54-18**

#### **Equestrian Access within Ashhurst village**

Memorandum, dated 4 December 2018 presented by the Leisure Assets Officer, Brian Way.

Moved Vaughan Dennison, seconded Rachel Bowen.

#### The **COMMITTEE RECOMMENDS**

1. That Council receives the report and endorses engagement with submitters and NZTA to identify opportunities to address or mitigate the safety concerns of horse owners in respect of the lack of safe travel routes through Ashhurst township.
2. That the Chief Executive be instructed to report back to the April 2019 meeting of Sport and Recreation Committee of Council, on the outcome of engagement with options for mitigation to address the safety concerns for horse riders in Ashhurst.

Clause 54-18 above was carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**55-18 Deputation - Palmerston North Based Bowling Clubs**

Rob Thomson from Palmerston North Bowling Club, Bruce Wood from Terrace End Bowling Club and Philip Meads from Takaro Sports Club spoke to their deputation regarding the restructure of bowling clubs in Palmerston North.

Discussions on a proposal to merge the clubs had commenced 3-4 years ago. There were 13 bowling greens in the City but current playing numbers did not require that number of greens. It was proposed that Palmerston North Bowling Club, who own their land, would remain and one additional site be developed as a multi-sports complex with a covered green.

Bowling clubs had beneficial partnerships with other organisations such as RSA, rugby, pétanque table tennis and a number of other activities separate from bowls that assist the clubs. Collectively there was a need for a covered green for locals but also for attracting national events.

The deputation believed there were two key decisions for Council to consider, one being a business plan and consideration of merger of the clubs. They asked Council if there were any known resource management issues that would eliminate any club as a potential site. There were five clubs with 400 years of history and a lot of issues to consider during this process.

In conclusion, better facilities were required to future proof the game and this was required within the next two to five years.

Moved Leonie Hapeta, seconded Duncan McCann.

The **COMMITTEE RESOLVED**

1. That the Sport and Recreation Committee receive the deputation for information.

Clause 55-18 above was carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**56-18 Bowling Clubs Merger Proposal**

Memorandum, dated 23 November 2018 presented by the Property Manager, Bryce Hosking.

Moved Lorna Johnson, seconded Gabrielle Bundy-Cooke.

The **COMMITTEE RECOMMENDS**

1. That Council carry out a Property Development Assessment of land currently occupied by the Terrace End Bowling Club and report back in June 2019.
2. That Council request the Bowling Clubs prepare their merger proposal addressing code administration arrangements and future facility

requirements and report back to the Council in June 2019.

Clause 56-18 above was carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Councillor Lew Findlay left the meeting at 10.52am

**57-18 Confirmation of Minutes**

Moved Leonie Hapeta, seconded Duncan McCann.

The **COMMITTEE RESOLVED**

1. That the minutes of the extraordinary Sport and Recreation Committee meetings of 8 and 15 October 2018 Part I Public be confirmed as a true and correct record.

Clause 57-18 above was carried 14 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**58-18 Victoria Esplanade Masterplan**

Memorandum, dated 30 November 2018 presented by the City Planning Manager, David Murphy.

During discussion Elected Members noted that any decision in relation to Programme 1081 (City Reserves – Victoria Esplanade – Park Road Entrance and Parking Reconfiguration) should be approved by Council.

Moved Leonie Hapeta, seconded Duncan McCann.

The **COMMITTEE RECOMMENDS**

1. That the Victoria Esplanade Masterplan Framework dated 30 November 2018 attached in Appendix 1 to the report titled “Victoria Esplanade Masterplan”, be adopted.
2. That the Chair and Deputy Chair of the Sport and Recreation Committee be authorised to approve any minor amendments to the Victoria Esplanade Masterplan Framework.
3. That a Victoria Esplanade User Group be established and the first forum held no later than 31 March 2019.
4. That the Victoria Esplanade User Group Terms of Reference attached in Appendix 2, to the report titled “Victoria Esplanade Masterplan”, be approved.

Clauses 58.1 to 58.4 inclusive above were carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Susan Baty, seconded Tangi Utikere.

5. That the Chief Executive be instructed to report back to Council prior to signing off of Programme 1081 ( City Reserves – Victoria Esplanade – Park Road Entrance and Parking Reconfiguration)

Clause 58.5 above was carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**59-18 New Deed of Lease for Linton Domain**

Memorandum, dated 29 October 2018 from the Property Manager, Bryce Hosking.

Moved Leonie Hapeta, seconded Gabrielle Bundy-Cooke.

The **COMMITTEE RECOMMENDS**

1. That Council as the administering body, under the Reserves Act 1977, on behalf of the Minister of Conservation approves the lease of land at Linton Domain to the Tiritea Pony Club Incorporated Society for a recreation activity.
2. That Council agreed to execute a new three year lease (with right of renewal) between PNCC and the Tiritea Pony Club Incorporated Society for their existing lease area at Linton Domain.

Clause 59-18 above was carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**60-18 Committee Work Schedule**

Moved Aleisha Rutherford, seconded Tangi Utikere.

The **COMMITTEE RESOLVED**

1. That the Sport and Recreation Committee receive its Work Schedule dated December 2018.

Clause 60-18 above was carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

**EXCLUSION OF PUBLIC**

**61-18 Recommendation to Exclude Public**

Moved Leonie Hapeta, seconded Duncan McCann.

The **COMMITTEE 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 |
|---|--|---|---|
| 14.   | Massey University Hockey turf - update | Third Party Commercial  | s7(2)(b)(ii)  |

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

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

Chief Executive (Heather Shotter), Chief Financial Officer (Grant Elliott), Chief Infrastructure Officer (Tom Williams), General Manager – Strategy and Planning (Sheryl Bryant), General Manager - Community (Debbie Duncan), Chief Customer and Operating Officer (Chris Dyhrberg), Human Resources Manager (Wayne Wilson), General Manager - Marketing and Communications (Sacha Haskell), Acting Operations Manager (Ray McIndoe) because of their knowledge and ability to provide the meeting with advice on matters both from an organisation-wide context (being members of the Council’s Management Team) and also from their specific role within the Council.

Legal Counsel (John Annabell), because of his knowledge and ability to provide the meeting with legal and procedural advice.

Acting Governance and Legal Team Leader (Sheryl Bryant) and Committee Administrators (Penny Odell, Rachel Corser and Courtney Kibby), because of their knowledge and ability to provide the meeting with procedural advice and

record the proceedings of the meeting.

Parks and Reserves Manager (Kathy Dever-Tod), Senior Property and Parks Planner (Aaron Phillips) and Property Manager (Bryce Hosking) because of their knowledge and ability to assist the meeting in speaking to their report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

Clause 61-18 above was carried 15 votes to 0, the voting being as follows:

**For:**

Councillors Brent Barrett, Susan Baty, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Lew Findlay QSM, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The public part of the meeting finished at 12.09pm

Confirmed 11 March 2018

**Chairperson**



## MEMORANDUM

**TO:** Sport and Recreation Committee

**MEETING DATE:** 11 March 2019

**TITLE:** Ashhurst Domain - Function Venue Proposal

**DATE:** 18 February 2019

**PRESENTED BY:** Kathy Dever-Tod, Parks and Reserves Manager, Infrastructure

**APPROVED BY:** Tom Williams, Chief Infrastructure Officer

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### RECOMMENDATION(S) TO COUNCIL

1. That Council decide whether it wishes the proposed event venue for the Ashhurst domain to:
    - a. progress to the assessment stage under the Reserves and Resource Management Acts or
    - b. be declined.
- 

### 1. ISSUE

Council has received a proposal to develop a function venue on the portion of the Ashhurst Domain formerly occupied by cafes.

The proposal is not contemplated in the Ashhurst Domain Management Plan 1997.

Council needs to decide whether it wishes to entertain the proposal and carry out an assessment process under the Reserves Act 1997 (against the Ashhurst Domain Management Plan objectives and policies) or, as the landowner, decline the application.

If approved through the Reserves Act assessments the proposal would also be subject to a public notification of the proposal to lease as well as resource consent application assessment.

## 2. ANALYSIS

### 2.1 Strategic fit:

In December 2018 the Council approved for consultation the *Draft Policy for the Use of Public Space*. The purpose of that policy to further Council's aim to become a city that is an exciting place to live, work and study, with great places for people and lots to do. While this consultation has not yet occurred, it is useful to consider this application in the light of the guidelines proposed in that Draft Policy. This assessment is made briefly here where possible, and otherwise matters for consideration by Councillors are noted.

### 2.2 Consideration of the application against policy guidelines

#### 2.2.1 supports the achievement of the Council's goals

Comment: The relevant strategic goals are:

Goal 1: An Innovative and Growing City – Priority 1: Create and enable opportunities for employment and growth

Goal 2: Creative and Exciting City – Priority 1: Create a city that has great places for all people, and particularly families

Goal 4: An eco city – Priority 1: Respect and enhance the mauri of the Manawatū River

#### 2.2.2 is accessible to the wider community

Comment: The proposal is in several parts, and so accessibility to the wider community would vary, depending on what was going on at the time. For instance, private events, such as corporate training or weddings, would be closed to the public, but at other times there may be accessibility offered to market-day or restaurant attendees. On balance, it seems the proposed venue would be used predominantly by attendees at private events.

#### 2.2.3 adds to the variety of events or activities available in Palmerston North

Comment: The desire to add to the variety of event venues available in Palmerston North is stated by the applicants as a project objective.

#### 2.2.4 enhances any precinct identities

Comment: This guideline does not apply.

#### 2.2.5 provides an experience (rather than a simple commercial exchange)

Comment: The proposal is for a commercial venture which provides the opportunity for private functions and other events.

2.2.6 do not significantly limit the availability of space for general community use

Comment: The proposal is for the use of part of the open space at Ashhurst Domain. The space has been used for a café for a number of years. It is currently gets low levels of use by dog walking, picnickers and for parking. The former café buildings have been the subject of some vandalism since they were vacated.

The Draft Policy also notes that depending on the nature, duration, and type of activity or event, Council may also consider:

2.2.7 iwi feedback on the proposed event or activity

Comment: Ashhurst Domain is the site of a former Rangitāne pa, Otangaki pa, and engagement with Rangitāne will be required prior to a formal consent process.

2.2.8 the opportunity to enhance or celebrate the heritage values of the public space

Comment: There is no site specifically identified as having significant heritage value, but it is noted that the proposal is for the land adjacent to the Ashhurst Cemetery.

2.2.9 the opportunity to enhance or celebrate the natural environment of the public space

Comment: The proposal is for an area adjacent to the Domain's wetland area.

2.2.10 potential impact on existing city businesses

The proposed business is not considered to have an impact on any of the existing businesses in the Ashhurst community, as it is not a direct competitor. The proposal is a destination business with pre-planned events, it may have some impact on similar business in the city and region but the level and extent of that impact is not known.

2.3 Reserves Act:

The Ashhurst Domain Management Plan (the Management Plan) was adopted in 1997. It is overdue for revision, and is currently on the work scheme for review in 2020/21 as per the report to the Sport and Recreation Committee in August 2018.

The process to revise the plan would be lengthy, and it would not be feasible to review the plan and consider the function centre proposal at the same time.

Assessment of the proposal against the objectives and policies of the existing Management Plan will occur should Council wish to consider the proposal for the function/café facility further.

There are policies relating to buildings, the cemetery, campground, landscape, recreation and leasing that will be assessed.

The proximity of the proposal to the cemetery and campground will need particular attention.

The buildings and facilities policy states:

*Policy 9.14.1*

*To ensure that only those buildings and facilities essential for the convenience, comfort and safety of the users are sited within the Domain.*

*4. "Assess all future proposals for additional structures and/or buildings against the following criteria:*

- The need for the structure to be within the Domain;*
- The need for the structure to be sited in the location identified;*
- The maintenance of the park's character;*
- The contribution of the structure to the quality and experience of the park;*
- The particular design and its relationship to the park character;*
- The public benefit to be obtained from the structure;*
- The impact on the immediate locality;*
- The ability to meet the objectives and policies of the Management Plan."*

*5. Ensure the following is achieved in relation to all future buildings and/or structures:*

- a design which is appropriate to the site and consistent with both the character of the Domain and all other existing structures and buildings;*
- locations appropriate to the function of the structure.*

If the proposal were deemed acceptable following the assessment against the Management Plan policies it would be publicly notified and consideration of any public objections or submissions given before a final decision were made. Section 54 of the Reserve Act states:

*54 Leasing powers in respect of recreation reserves (except farming, grazing, or afforestation leases)*

*(d) grant leases or licences for the carrying on of any trade, business, or occupation on any specified site within the reserve, subject to the provisions set out in Schedule 1 relating to leases or licences of recreation reserves issued pursuant to this paragraph:*

*provided that the trade, business, or occupation must be necessary to enable the public to obtain the benefit and enjoyment of the reserve or for the convenience of persons using the reserve.*

#### 2.4 Resource Consent:

The proposed site within the Ashhurst Domain is zoned recreation which provides for Community and Leisure Activities / Facilities as a permitted activity. The proposed wedding facility meets the definition of Community and Leisure Activities / Facilities and is therefore deemed a permitted activity, provided it complies with the relevant performance standards and noise rules. Preliminary investigations indicate the activity may not comply with the relevant noise rules and will therefore trigger a resource consent application.

### 3. NEXT STEPS

Either decline the proposed function centre proposal or progress to through the assessment process:

- 3.1 Reserves Act assessment including against the objectives and policies approved in the Ashhurst Domain Reserve Management Plan. (1 month)
- 3.2 Report to Council on the assessment with either a recommendation to consult the community on a proposed lease or decline the proposal. (6 weeks)
- 3.3 Carry out community consultation on the proposed lease. (6 weeks)
- 3.4 Hold hearings for submitters that wish to be heard. (2 weeks)
- 3.5 Assess the submissions. (2 weeks)
- 3.6 Report to Council on the findings of the community consultation making a recommendation to either approve or decline the lease proposal (6 weeks).
- 3.7 If successful the applicant would then need to make a resource consent application under the Resource Management Act/District Plan.

#### 4. COMPLIANCE AND ADMINISTRATION

|  |   |
|--|---|
| Does the Committee have delegated authority to decide?<br>If Yes quote relevant clause(s) from Delegations Manual <Enter clause>   | <b>No</b>   |
| Are the decisions significant?   | <b>No</b>   |
| If they are significant do they affect land or a body of water?  | <b>No</b>   |
| Can this decision only be made through a 10 Year Plan?   | <b>No</b>   |
| Does this decision require consultation through the Special Consultative procedure?  | <b>No</b>   |
| Is there funding in the current Annual Plan for these actions?   | <b>Yes</b>  |
| Are the recommendations inconsistent with any of Council's policies or plans?  | <b>No</b>   |
| The recommendations contribute to Goal 2: A Creative and Exciting City   |   |
| The recommendations contribute to the outcomes of the Creative and Liveable Strategy   |   |
| The recommendations contribute to the achievement of action/actions in the Active Community Plan   |   |
| The actions: Provide and maintain city reserves, neighbourhood reserves, playgrounds, sportsfields, Arena Manawatū, aquatic facilities, walkways, shared paths, sport and recreation facilities. |   |
| Carry out recreation and reserves planning functions under the Reserves Act 1977 and LGA including the preparation of Reserve Management and Development Plans and Master Plans.                 |   |
| Contribution to strategic direction  | This report provides background to an application for a lease on one of Council's reserves. |

#### ATTACHMENTS

Nil

**REPORT**

**TO:** Sport and Recreation Committee

**MEETING DATE:** 11 March 2019

**TITLE:** Palmerston North City Council Co-Management Committee Establishment

**DATE:** 22 February 2019

**PRESENTED BY:** Kathy Dever-Tod, Parks and Reserves Manager, Infrastructure  
Todd Taiepa, Principal Maori Advisor, Strategy and Planning

**APPROVED BY:** Tom Williams, Chief Infrastructure Officer  
Sheryl Bryant, General Manager - Strategy & Planning

**RECOMMENDATION(S) TO COUNCIL**

1. That the Council adopt the *Kawenata in Relation to Te Motu o Poutoa*, as attached to the report titled *Palmerston North City Council Co-Management Committee Establishment* and dated 22 February 2019, as the foundational partnership document that underpins the relationship and describes the arrangements for establishing a co-management Committee.

**SUMMARY OF OPTIONS ANALYSIS FOR**

**Problem or Opportunity**

Rangitāne o Manawatū and the Palmerston North City Council have collectively signalled their desire to work more collaboratively as partners.

One key aspect of this desire is to ensure that this expression of partnership is appropriately established through the co-management of wāhi tūpuna or ancestral sites.

Both Council and Rangitāne have agreed that Te Motu o Poutoa (ANZAC Park) is the most appropriate site to begin this collaboration.

Establishing the co-management partnership as a Council committee is considered the most appropriate option for giving the partnership the weight it requires, and the *Kawenata in Relation to Te Motu o Poutoa* (*Kawenata*) is an appropriate mechanism for this.

**OPTION 1:**

**Council establish a new committee as described in the *Kawenata***

|  |   |
|--|---|
|  | <b>attached to this report.</b>   |
| Community Views  | Community views have not been heard on the current proposal. The establishment of Council committees is considered a leadership activity conducted by the Mayor, and would not require consultation. The new Committee itself would operate to hear consultation on the Reserve Development and Management Plans for Te Motu o Poutoa going forward.  |
| Benefits   | Establishing the co-management partnership as a Council committee, gives the partnership the mana and significance required, allows new wāhi tūpuna sites to be included under the committee's mandate at a later date where appropriate, and provides the most significant expression of rangatiratanga to Rangitāne as permissible under the LGA 2002.  |
| Risks  | The community mistake the partnership for an agreement for restricted public access to sites.   |
| Financial  | All costs associated with the new Committee will come under Governance Team budgets.  |
| <b>OPTION 2:</b>   | <b>Council establishes a new committee and adopts the Kawenata with some changes.</b>   |
| Community Views  | Community views have not been heard on the current proposal. The establishment of committees is considered a leadership activity conducted by the Mayor, and would not require consultation. The new Committee itself would operate to hear consultation on the Reserve Development and Management Plans for Te Motu o Poutoa going forward.  |
| Benefits   | This option allows Councillors to make changes to the foundational document at this early stage of committee development.   |
| Risks  | <p>This option could see a pro-longed process depending upon the nature of the changes proposed by Council.</p> <p>The Kawenata is developed from templates of work that have proven successful, and changes may impact upon this.</p> <p>The existing Kawenata is built upon information and workshops developed alongside Councillors, and changes may not reflect those earlier decisions and discussions.</p> |
| Financial  | All costs associated with the new committee will come under Governance Team budgets. Any appropriate additions relative to the proposed changes will be administered by that team.  |
| The recommendations contribute to Goal 3: A Connected and Safe Community |   |

The recommended option contributes to the outcomes of the Connected Community Strategy

The recommended option contributes to the achievement of action/actions in the Culture and Heritage Plan

The action is: The recommended option contributes to the achievement of action/actions in the following Plans:

1. The Culture and Heritage Plan, where the imperatives are to ‘Incorporate Rangitāne history and aspirations in modern day Palmerston North’, and ‘Collaborate with Rangitāne on major Council projects, particularly ... the Manawatū River Park’; and
2. The Active Community Plan, ‘To establish a framework for mana whenua to partner and participate in policy, planning, design, development and management of parks and open spaces based on recognition and respect, which may include co-governance of particular parks and open spaces’, and ‘Work with mana whenua to identify, protect, preserve and manage wāhi tūpuna and other places of significance within the public open space network.’

|                                     |   |
|-------------------------------------|---|
| Contribution to strategic direction | The primary strategic imperatives underlying this report can be primarily found in the Creative and Liveable Strategy, with its emphasis on recognising the status of mana whenua in relationship to ancestral sites and landscapes. Underpinning this Strategy is an emphasis on collaboration between the Council and Rangitāne to work together in the recovery, protection, promotion and ongoing management of the cultural heritage of the iwi. |
|-------------------------------------|---|

**RATIONALE FOR THE RECOMMENDATIONS**

**1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY**

- 1.1 Rangitāne o Manawatū and Palmerston North City Council have collectively signalled their desire to work more collaboratively as partners.
- 1.2 One key aspect of this desire is to ensure that this expression of partnership is appropriately established through the co-management of Wahi Tupuna or ancestral sites.
- 1.3 The most appropriate expression of this partnership is the establishment of a Council committee. This allows for smooth future additions of further ancestral sites and provides the fullest expression of rangatira and true partnership to Rangitane, as allowed under current legislation.

- 1.4 Both Council and Rangitāne have agreed that Te Motu o Poutoa (ANZAC Park) is the most appropriate site to begin this collaboration. Officers have developed a Kawenata (or foundation document) that will ensure an equitable and productive partnership to manage and care for this important site.

## 2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Te Motu O Poutoa – the place of Poutoa (also known as ANZAC Park) is arguably the most significant site to Rangitāne o Manawatū in the Palmerston North area. It is listed in the Palmerston North District Plan Appendix 17B as a site of cultural significance.
- 2.2 Poutoa was an ancestor of Rangitāne. His descendents include Paewai, Te Awe Awe, Te Rangiotu and other families. The Urupā was attacked and destroyed by Ngāti Apa ki Rangitīkei about 1820. The Urupā (burial site) was on the river flat between the bridge and the cliff. Bones were taken to Rangiotu and reburied in the 1880's, and it is contentious as to whether the actual bones or just the grave markers were taken.
- 2.3 The land was purchased from the Kairanga County Council as ANZAC Park in 1916. It is assumed that at some point prior to this date that the Patriotic Society renamed the park.
- 2.4 From 1962-1963 the site was changed significantly. A ridge was lowered 20 metres to form the plateau that exists today and in 1964-65 a lookout station, car park and picnic spot were formed.
- 2.5 In 1968 the land was vested in the Palmerston North City Council by the Kairanga County Council as a reserve. The Palmerston North Astronomical Society observatory was built in 1971.
- 2.6 In recent years capital budgets for the development of this site have been proposed through various 10 Year Plans. However, without the full backing of any development on this site from Rangitāne, work has yet to occur.
- 2.7 The park and car parking area have fallen into a relatively poor condition, there is often rubbish left on site and anti-social behaviour occurs at the park which has resulted in the park being closed at certain hours. As a key cultural site that boasts the best geographical high-point in the City, it is essential that Council and Rangitāne come to an understanding on moving forward at this site.
- 2.8 In recent years Rangitāne o Manawatū have agreed a Treaty Settlement with the Crown, and are currently organising the iwi along a more cohesive set of systems and processes. In addition, the Council has expressed an interest in working more closely and cohesively with Rangitāne, and have directed officers to begin work on co-management options for wāhi tūpuna sites. Te Motu o Poutoa was identified by both Council and Rangitāne as the most appropriate site to begin this work.

- 2.9 Workshops were held with Rangitāne where their members discussed the values Iwi hold for this special site, their vision for the future and how they would like to see a working partnership between Council and Rangitāne established to develop and manage the site.
- 2.10 A workshop was held with Councillors where discussion of potential co-management options was undertaken, and the main sites of cultural significance to Rangitāne were laid out on a map and discussed. The purpose of the workshop was to advise Councillors as to which sites Rangitāne have interests in, and the possible ways to manage Te Motu O Poutoa as partners.
- 2.11 Officers developed a set of options for co-management based on that direction and the direction given to Officers by Rangitāne. This option was developed in collaboration with Paul Beverley of Buddle Findlay Lawyers. Mr Beverley has significant and unique expertise in developing co-management and co-governance frameworks with iwi across the country. This preferred option allows Council and Rangitāne to act as partners in the co-management of Te Motu o Poutoa, while simultaneously ensuring that the co-management committee is able to encompass further sites should this be appropriate at a later time.
- 2.12 In August of 2018 a report went to Council describing three potential options for establishing a co-management partnership. Those options were:
- Option 1: Establish a Council committee to function as a co-management committee, as per Schedule 7 of the Local Government Act 2002.
  - Option 2: Establish a co-management group as the Administering Body of Te Motu o Poutoa, as per the Reserves Act 1977.
  - Option 3: Establish a Memorandum of Understanding (MOU) between Rangitāne o Manawatū and Palmerston North City Council on the co-management of Te Motu o Poutoa.
- 2.13 Option 1 was the recommended option and was adopted by Council. The Kawenata (foundational document) that is attached and proposed in this report is the result and full expression of the adoption of this option. The Kawenata principles and actions emerged from earlier discussions with Paul Beverley, Rangitāne and Councillors during workshops. Apart from minor changes to the procedures around the installation of Chair and Deputy, and the resolution of issues, this document is supported by Rangitāne o Manawatū.
- 2.14 A number of key features designed to underpin the Kawenata are:
- Committee established as a Council committee under (under Schedule 7 of the LGA 2002).

- Committee members to include three Council representatives (one of whom will be the Mayor) and three Rangitāne representatives.
- The Council will appoint the Chair and Deputy Chair of the committee on an annual basis so that the respective roles will be rotated between the Council and the Rangitāne representatives.
- Establish a Te Reo Māori name for the committee with Rangitāne.
- If the committee wished to modify the Standing Orders or modify meeting procedures that are not otherwise permitted, approval will need to be given by the Council.

2.15 The establishment of these key features in the spirit of partnership will see the Council begin to move beyond the stakeholder relationship with Rangitāne and into a full partnership and sharing authority approach to the management of Te Motu o Poutoa.

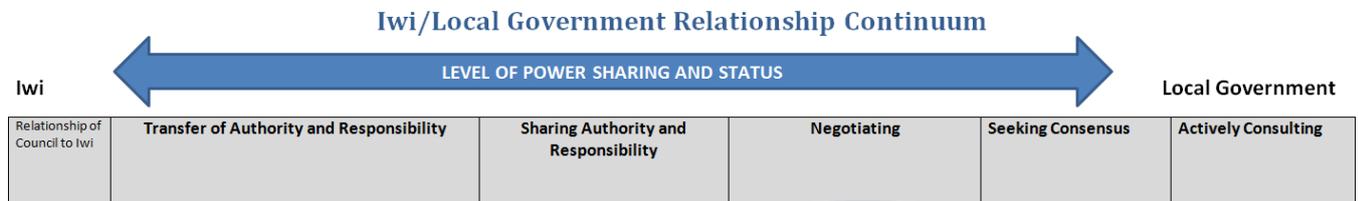
### 3. DESCRIPTION OF OPTIONS

- 3.1 **Option 1:** Council establish a new committee, as described in the Kawenata attached in this report.
- 3.2 **Option 2:** Council establishes a new Council committee, and adopts the Kawenata with some changes.

### 4. ANALYSIS OF OPTIONS

- 4.1 **Option 1:** Council establishes a new Council committee as a co-management committee, as described in the Kawenata.

**How Council Currently Works With Rangitāne**



4.2 The table above describes a relationship continuum – with Iwi on one side and Council on the other. This continuum describes the range of possible levels of decision making sharing that Council currently has with Rangitāne, or could have. It should be noted that Council and Rangitāne operate across a number of levels – depending on the subject matter. In some cases Council actively consults with Rangitāne (such as issuing an easement over a park with no significance to Rangitāne), and in other cases, where wāhi tūpuna sites are being discussed/planned, Council actively negotiates solutions with Rangitāne as a key stakeholder.

4.3 However, in some cases at present, such as developing the Te Motu o Poutoa Reserve Management Plan, Council is moving into the space where sharing responsibility and authority is beginning to “organically” emerge. Rangitāne and Councillors have expressed the desire to formalise this “organic movement” so as to ensure and uplift the mana of Rangitāne o Manawatu and to work in true partnership on key sites. Council also recognises the opportunities that partnership offers for the City.

**Kawenata - Forging a Partnership**

4.4 Partnership implies a certain level of equity, and the formalisation of partnership should ideally reflect that through the appropriate decision-making framework, legal status and hierarchy.

4.5 The establishment of the key features within the Kawenata will see the Council begin to move beyond the stakeholder relationship with Rangitāne and into a fuller expression of partnership in the approach to the management of Te Motu o Poutoa.

4.6 As a Council committee, operating under a general Kawenata agreement, this committee will also be capable of incorporating other appropriate wāhi tūpuna into its sphere of authority with relative ease should the parties seek to incorporate additional sites in the future. The committee would have the legal framework and logistical capacity already in place to do this. Therefore, this option future-proofs any further work in this sphere without Council and Rangitāne having to duplicate the process.

- 4.7 All decisions made by the new Council committee would ultimately be subject to final Council approval in the same manner that Council approves the resolutions of its committees at present, as per Schedule 7 of the LGA 2002. This option provides the fullest sense of partnership available under the existing local government legal framework, and Council retains the right ultimately to veto, as with any other Council committee.
- 4.8 Council has the option to establish the new co-management committee so that it does not dissolve like all other Council committees at the end of the triennial election cycle. This will be decided once the committee is established, and the committee makes recommendations on structure, etc. to full Council.
- 4.9 **Option 2:** Council establishes a new Council committee as a co-management committee. Councillors adopt the Kawenata with some changes.
- 4.10 The analysis for Option 1 holds depending on the nature and scale of the proposed changes to the Kawenata.

## 5. CONCLUSION

- 5.1 Council and Rangitāne, with the help of Paul Beverley, have been working together over the last two years to develop a co-management agreement for Te Motu o Poutoa, and other appropriate wāhi tūpuna sites.
- 5.2 The Kawenata is an expression of that work to date, which will form the basis of partnership for the creation of a new Council committee – to oversee and co-manage appropriate wāhi tūpuna sites.

## 6. NEXT ACTIONS

- 6.1 Begin the necessary steps in establishing a new Council committee.

## 7. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 7.1 A Community Engagement Plan is to be developed for the new committee.

## COMPLIANCE AND ADMINISTRATION

Local Government Act 2002.

|   |           |
|---|-----------|
| Does the Committee have delegated authority to decide?<br>If Yes quote relevant clause(s) from Delegations Manual | <b>No</b> |
| Are the decisions significant?  | <b>No</b> |
| If they are significant do they affect land or a body of water?   | <b>No</b> |

|   |            |
|---|------------|
| Can this decision only be made through a 10 Year Plan?                              | <b>No</b>  |
| Does this decision require consultation through the Special Consultative procedure? | <b>No</b>  |
| Is there funding in the current Annual Plan for these actions?                      | <b>Yes</b> |
| Are the recommendations inconsistent with any of Council's policies or plans?       | <b>No</b>  |

### **ATTACHMENTS**

1. Kawenata in Relation to Te Motu o Poutoa [↓](#) 

[LOGOS OF BOTH PARTNERS TO BE ADDED]

**KAWENATA IN RELATION TO  
TE MOTU O POUTOA**

**RANGITĀNE O MANAWATŪ**

**AND**

**PALMERSTON NORTH CITY COUNCIL**

20 February 2019 Version

[LOGOS OF BOTH PARTNERS TO BE ADDED]

## Mihimihi

E ngā mana, e ngā reo, tēnā koutou katoa.

Ngā mate huhua o te wā huri noa i tō tātou lwi, haere, hoki atu rā. He kōmako te tangi he manu tui. Tūiti huiā tū, tuia tui tuia.

Ko tātou ngā māhuetanga iho, tātou i roto i te wā nei, tēnā koutou katoa. Ko te tūmanako ka maturuhia mai e te runga rawa te tōmairangi o tōna ngākau atawhai ki runga i a tātou katoa.

He kawenata tēnei kia uru te hā o te matemateaone ki roto, whāia tonutia kia mau.

He whakahihiko tōna mahi ki roto i tēnei kōkiritanga. He mahi ārahi, he hononga mō ngā uri kia eke pānuku.

He whakangūngū anō ia, tēnei māhere mā tā tātou nei lwi. Kia mau ki tō tātou nei taonga rangatira, ngā mahi a kui mā, a koro mā.

Tēnā koutou katoa.

**DATE:**

**PARTIES**

1. Rangitāne o Manawatū ('Rangitāne')
2. Palmerston North City Council ('the Council')  
(together, the 'partners').

**BACKGROUND**

1. Rangitāne is the tangata whenua of the Manawatū having settled here in the 1300's.
2. The Council is a local authority under the Local Government Act 2002 and is based in and responsible for Palmerston North City.
3. Rangitāne and the Council have confirmed their mutual aspiration to work more collaboratively as partners.
4. One key aspect of this aspiration is to ensure that this expression of partnership is reflected through the co-management of wāhi tūpuna or ancestral sites.
5. The partners have agreed that a co-management arrangement over Te Motu o Poutoa is the most appropriate place to begin that collaboration.
6. It is envisaged as the partnership grows further Council reserves will come under this arrangement which are wāhi tūpuna to Rangitāne.
7. The partners therefore enter into this kawenata to record that mutual aspiration and the framework for a co-management arrangement over Te Motu o Poutoa.

**VISION AND PURPOSE**

8. The vision of the partners is to:
  - (a) Co-manage Te Motu o Poutoa and other Reserves as agreed in time;
  - (b) To give effect to Te Tiriti o Waitangi;
  - (c) To give effect to each other's aspirations;
  - (d) To recognise the significance of Te Motu o Poutoa and other Reserves that will become part of this structure to Rangitāne and in the general history of our City and;
  - (e) To preserve Te Motu o Poutoa and other Reserves that come under this structure for future generations;
  - (f) To, through understanding, have the provision of being the mechanism to include additional sites of significance of Rangitāne as agreed too.

9. The purpose of this kawenata is to:
- (a) acknowledge and provide for the mana and rangatiratanga of Rangitāne over its wāhi tapu sites of cultural significance
  - (b) acknowledge and provide for the role and responsibility of the Council;
  - (c) recognise the significance of Te Motu o Poutoa and other Reserves to Rangitāne and the community;
  - (d) confirm the partnership and collaborative approach between Rangitāne and the Council;
  - (e) confirm aspirations of the partners and the vision, purpose and principles that underpin this kawenata; and
  - (f) identify the broad framework for the co-management of Te Motu o Poutoa and other Reserves in time that may come under this structure.

#### **RANGITĀNE ASPIRATIONS**

10. Rangitāne aspirations in entering into this kawenata are as follows:
- (a) To ensure there is a proper management plan for the ongoing management of Te Motu o Poutoa;
  - (b) To ensure the story of Te Motu o Poutoa is told and maintained for future generations;
  - (c) To assist Rangitāne to reconnect with Te Motu o Poutoa;
  - (d) To protect Te Motu o Poutoa for future generations;
  - (e) To ensure adequate resourcing is allocated for the ongoing management and development of Te Motu o Poutoa.

#### **COUNCIL'S ASPIRATIONS**

11. The Council's aspirations in entering into this kawenata are as follows:
- (a) To uplift and enhance the mana of Rangitāne and the Council through working in partnership and collaboration;
  - (b) To ensure there is proper and appropriate management of Te Motu o Poutoa as a key site of cultural significance in Palmerston North;
  - (c) To work in partnership with Rangitāne to identify and properly manage other ancestral sites of historical and cultural importance;
  - (d) To partner with Rangitāne to restore, develop, preserve and express appropriate sites of cultural significance for the benefit of Rangitāne, the City and future generations.

**PRINCIPLES OF KAWENATA**

12. The partners commit to the following principles under this kawenata:
- (a) That the agents of the Palmerston North City Council, and representatives of Rangitāne o Manawatū enter into this kawenata in good faith, and have;
  - (b) acknowledgement of and respect for the Te Tiriti o Waitangi and its principles;
  - (c) acknowledgement of and respect for the values of Rangitāne;
  - (d) acknowledgement of and respect for the role and responsibility of the Council;
  - (e) the need to operate in a manner that respects for the individual autonomy, mandate and authority of each of the partners;
  - (f) a commitment to building a strong and enduring relationship based on respect, good faith and open and honest communication;
  - (g) a commitment to a genuine partnership in relation to the management of Te Motu o Poutoa.

**TE MOTU O POUTOA**

13. Te Motu o Poutoa, the place of Poutoa is a very significant site to Rangitāne.
14. Poutoa was an ancestor of Rangitāne. His descendants amongst others include Paewai, Te Awe Awe, Te Rangiotu and other families. The Pā was attacked and destroyed by Ngāti Apa ki Rangitīkei about 1820. The Urupā (burial site) was on the river flat between the bridge and the cliff. Kōiwi were taken to Rangiotu and reburied in the 1880's.
15. Te Motu o Poutoa is now held as a reserve under the Reserves Act 1977 and the Council is the 'administering body' of Te Motu o Poutoa under that Act.

**CO-MANAGEMENT OF TE MOTU O POUTOA**

16. The partners have agreed that they will adopt a co-management approach to Te Motu o Poutoa.
17. That approach will be as follows:
- (a) a partnership entity will be established as a Council committee;
  - (b) the name of the Committee will be proposed by the members of the Committee at its first meeting and will be referred to the Council for its approval;
  - (c) there will be six members on the Committee, namely three appointed from Rangitāne and three appointed from elected members of the Council, one of whom will be the Mayor. Rangitāne members will be recommended for appointment by

Rangitāne. All members of the Committee will be appointed by the Council when the Committee is formally established;

- (d) the Chair and the Deputy Chair of the Committee will be appointed annually by the Council so that, for the first year, the Chair will be appointed either from Rangitāne or Council members of the Committee, and the Deputy Chair will be appointed from the other Partner. In subsequent years, the positions of Chair and Deputy Chair will be rotated to the other Partner. In making these appointments, the Council will have regard to any recommendations made by the Committee.
- (e) The Committee will carry out the functions of administering body of Te Motu o Poutoa under the Reserves Act 1977, in accordance with any powers that may be delegated to the Committee by the Council;
- (f) The Committee may make decisions on meeting procedures where such decisions are either required or permitted by the Council's Standing Orders or relevant legislation. If the Committee wishes to modify Standing Orders or adopt meeting procedures that are not otherwise permitted, appropriate approval from the Council will be required;
- (g) The Committee will operate in a manner that reflects the purpose and principles of this kawenata and in accordance with the Reserves Act 1977, the Local Government Act 2002 and other relevant legislation.

#### **RESOLUTION OF ISSUES**

- 18. The partners will act at all times in good faith, in accordance with the purpose and principles of this kawenata, and with the goal of respecting and enhancing their relationship.
- 19. However, in the event of a dispute under this kawenata or in relation to the operation of the Committee, the partners agree to the following process:
  - (a) in the first instance the Committee will seek to resolve the dispute in accordance with the procedures and Standing Orders of the Committee;
  - (b) if that approach does not resolve the dispute within one month of the dispute being raised, three appointed representatives of each of the partners will meet and attempt to resolve the dispute;
  - (c) that group will work together to explore all options and approaches to resolving the dispute;
  - (d) that group may by agreement appoint a facilitator or mediator to assist in resolving the dispute.

#### **AMENDMENT TO AND TERMINATION OF KAWENATA**

- 20. The partners may agree from time to time and in writing, amend this kawenata.

21. Any partner may terminate this kawenata by giving not less than three months' notice in writing to the other partners.
22. Prior to giving any such termination notice, all partners will in good faith and in accordance with the purpose and principles of this kawenata:
  - (a) engage with the other partners to identify and work through any issue of concern;
  - (b) explore constructive solutions that avoid the need for termination; and
  - (c) provide time for that process to be worked through before resorting to termination.
23. The partners acknowledge that the termination of this kawenata may also lead to the dissolution of the Committee.
24. The parties acknowledge that the Committee will be deemed to be discharged on the coming into office of the members of the Council elected or appointed at, or following, the next triennial general election of members, unless the Council resolves otherwise.

#### **OTHER MATTERS**

25. The partners intend to be legally bound by this kawenata.
26. The partners will do all things that are reasonably necessary to implement or support the implementation and success of this kawenata.
27. No amendment to this kawenata will be effective unless it is in writing and signed by both partners.
28. This kawenata may be executed in any number of counterparts (including scanned PDF counterpart), each of which will be deemed an original, but all of which together will constitute the same instrument. No counterpart will be effective until each party has executed at least one counterpart.

#### **INTERPRETATION**

29. In this kawenata, unless the context requires otherwise:
  - (a) anything required by this kawenata to be done on a day which is not a working day may be done effectually on the next working day;
  - (b) headings appear as a matter of convenience and do not affect the construction of this kawenata;
  - (c) a reference to a party to this kawenata or any other document includes that party's personal representatives/successors and permitted assigns;
  - (d) a reference to a person includes a corporation sole and also a body of persons, whether corporate or unincorporate;
  - (e) where a word or expression is defined in this kawenata, other parts of speech and grammatical forms of that word or expression have corresponding meanings;

- (f) any appendices form part of this kawenata;
- (g) the singular includes the plural and vice versa, and words importing one gender include the other genders;
- (h) a reference to an enactment or any regulations is a reference to that enactment or those regulations as amended, or to any enactment or regulations substituted for that enactment or those regulations;
- (i) any reference to 'written' or 'in writing' includes all modes of presenting or reproducing words, figures and symbols in a tangible and permanently visible form.

**EXECUTED BY THE PARTNERS**

**SIGNED** by and on behalf of  
**RANGITĀNE O MANAWATŪ:**

\_\_\_\_\_  
Wiremu Te Awe Awe, Chair Te Rangimarie  
Trustees

\_\_\_\_\_  
Danielle Harris, Chief Executive  
Tanenuiarangi Manawatū Incorporated

\_\_\_\_\_  
Chris Whaiapu, Chair Ngāti Hineaute Hapū  
Authority.

**SIGNED** by and on behalf of  
**PALMERSTON NORTH CITY  
COUNCIL:**

\_\_\_\_\_  
[to insert]

\_\_\_\_\_  
[to insert]

\_\_\_\_\_



## MEMORANDUM

**TO:** Sport and Recreation Committee

**MEETING DATE:** 11 March 2019

**TITLE:** Reporting on contracted outcomes through 'Sport Manawatū six month report (1 July to 31 December 2018) to Palmerston North City Council'

**DATE:** 18 February 2019

**PRESENTED BY:** Julie Macdonald, Strategy and Policy Manager, Strategy and Planning

**APPROVED BY:** Sheryl Bryant, General Manager - Strategy & Planning

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### RECOMMENDATION(S) TO COMMITTEE

1. That the Committee receive the memorandum reporting on contracted outcomes through 'Sport Manawatū's six-month report (1 July to 31 December 2018)' (attachment 1) and commentary (attachment 2).

#### 1. ISSUE

- 1.1 Attachment 1 is the six-month report outlining progress on contract outcomes under Sport Manawatū's fee for service contract with the Council and covers the period from 1 July to 31 December 2018. Six and twelve-month reports are required under the contract. Attachment 2 provides officer comments on each of the reported outcomes.
- 1.2 It should be noted that Sport Manawatū, as an independent charitable trust, receives multiple and diverse sources of funding, including from Sport New Zealand, the Palmerston North City Council (approximately 20% of its total revenue) and other councils in the region, the MidCentral District Health Board and community trusts. As a result, it operates in an environment of having to meet a number of different outcomes across its activities. The Sport Manawatū report, therefore, describes activities that aren't necessarily solely funded through Council's service contract.

#### 2. BACKGROUND

- 2.1 Sport Manawatū was contracted following the 2015 'fee for service' round and is operating in the final year of a three-year (2016-19) contract with Council. In 2018 the Community Funding Policy, and the Active Community Plan, signalled that the

Council and Sport Manawatū relationship is such that the delivery of services to the community should be considered more strategically. As a result, it was decided that future Palmerston North City Council funding to Sport Manawatū to deliver sport and recreation services would be removed from the contestable process (now known as Strategic Priorities Grants). This change of approach was confirmed by Council through the adoption of the Community Funding Policy (2018) in August 2018.

- 2.2 The contract fee is \$461,500 (excl GST) per year, of which \$200,000 (excl GST) is distributed annually by Sport Manawatū to sports events providers under the Sports Events Partnership Fund on Council's behalf. Sport Manawatū has also recently started administering the Active Community Fund (an additional \$10,000).
- 2.3 The current contract requires reporting against the following outcomes:
1. *People are more active, more often.*
  2. *The Councils (PNCC and MDC) are able to work collaboratively with Sport Manawatū to help achieve the Council's strategic aspirations.*
  3. *The sport sector is able to build its capacity and capability whilst becoming more self-sustaining.*
  4. *The sport sector has access to up-to-date, specialist, relevant, information and advice.*
  5. *Arena Manawatū is the City hub for indoor community sport.*
  6. *Manawatū is the best place in New Zealand to ride a bike.*
  7. *Palmerston North has an excellent reputation for hosting national sports events.*
  8. *There is a joined-up programme of community and high-performance cycling events in the Manawatū.*
- 2.4 It is noted that these outcomes from the Council's Active Recreation and Events Strategies have now been superseded by the new strategic framework adopted as part of the 10 Year Plan (2018-28). Sport Manawatū's activities and outputs, as well as the indicators of success described in the current contract have been evaluated against these outcomes, however, there is recognition there is a transitional period of adapting to new outcomes that will impact on service delivery.

### 3. SIX MONTH REPORT HIGHLIGHTS

- 3.1 Sport Manawatū's highlights are detailed in its report (attachment 1) and include:
- *Two hundred and thirty-three participants graduated from the initial Green Prescription (GRx) programmes.*
  - *More than \$100,000 was allocated to projects to get children into organised sport via KiwiSport funding.*

- *Sport Manawatū, in partnership with Council, is developing a Play Plan with assistance from Sport New Zealand.*
- *Secondary school student participation in organised sport is rising, with a 2% increase between January and December 2018.*
- *The Central Energy Trust Arena hosted six national sporting events during the last six months and supported 4,630 hours to community sport and recreation.*
- *The City hosted 13 national sporting events during the last six months, six of which were national secondary school aged fixtures.*

3.2 Officer comments on the outcomes, example outputs and measures of success are included in attachment 2. Key observations are:

- Sport Manawatū's Active Team continues to run a variety of programmes linked to improving health and active lifestyle outcomes. Participant feedback presented in the report indicates good progress in terms of the outcome that 'people are more active, more often'. [Outcome 1]
- From a strategic perspective, Sport Manawatū, Sport NZ and Council staff have been exploring the development of a play policy and developing an Urban Cycling Network Master Plan. It is important that these projects involve stakeholders and staff to contribute to meeting Council's strategic goals whilst also recognising any operational impacts. [Outcome 2]
- Building the sport sector's capacity and capability is a key service area for Sport Manawatū and it has reported on a wide range of up-skilling activities for Regional Sports Organisations, coaches, coach coordinators, sport and recreation providers and volunteers. It is anticipated that these activities all result in upskilling of the sport and recreation sector as evidenced through commentary in the report. [Outcome 3]
- Council staff and the Sport Manawatū insights analyst have started to meet regularly to share sport and recreation research and to discuss specific research needs in Council's Active Community Plan. [Outcome 4]
- A key event organised by Sport Manawatū was the Regional Sports Conference held in August 2018 attended by 120 partners and organisations from the sport and recreation sector. Topics selected included technology and diversity in sport, social media, engagement and managing player behaviour and these are reflective of emerging topics in a rapidly changing sector. [Outcome 4]

#### 4. CONCLUSION

4.1 Sport Manawatū provides a wide range of sport and recreation services to Palmerston North, and the wider regional community, under its organisational

aspiration that 'everyone is active everyday'. Its six-month report to 31 December 2018 provides a thorough review of activities that support a wide range of outcomes Council seeks for the community.

## 5. NEXT STEPS

- 5.1 As the service contract is in the final six months of the three-year term, work on a future partnership arrangement with Sport Manawatū has begun. This includes identification of a new set of outcomes aligned with the Council's strategic direction.

## 6. COMPLIANCE AND ADMINISTRATION

|  |   |
|--|---|
| Does the Committee have delegated authority to decide?<br>If Yes quote relevant clause(s) from Delegations Manual <b>clause 166</b>      | <b>Yes</b>  |
| Are the decisions significant?   | <b>No</b>   |
| If they are significant do they affect land or a body of water?  | <b>No</b>   |
| Can this decision only be made through a 10 Year Plan?   | <b>No</b>   |
| Does this decision require consultation through the Special Consultative procedure?  | <b>No</b>   |
| Is there funding in the current Annual Plan for these actions?   | <b>Yes</b>  |
| Are the recommendations inconsistent with any of Council's policies or plans?  | <b>No</b>   |
| The recommendations contribute to Goal 2: A Creative and Exciting City   |   |
| The recommendations contribute to the outcomes of the Creative and Liveable Strategy   |   |
| The recommendations contribute to the achievement of action/actions in <b>the Active Community Plan</b>                                  |   |
| The action is: Contract Sport Manawatū to deliver sport and recreation services to meet a number of community outcomes sought by Council |   |
| Contribution to strategic direction  | Fostering a strong working relationship with Sport Manawatū is essential in meeting a range of sport and recreation outcomes sought by the Council. The Active Community Plan's priority is to have the most active community in the country. The delivery of actions within the Active Community Plan requires greater collaboration with Sport Manawatū and a new contractual arrangement is being worked on. |

## ATTACHMENTS

- Attachment 1: Sport Manawatū six-month report [↓](#) 

2. Attachment 2: Reporting against contracted outcomes from Sport Manawatū's six-month report (1 July to 31 December 2018) [↓](#) 

EVERYONE ACTIVE



**JULY - DEC**  
SIX MONTH REPORT

**SPORTMANAWATU**  
PALMERSTON NORTH CITY COUNCIL

[SPORTMANAWATU.ORG.NZ](http://SPORTMANAWATU.ORG.NZ)

# PALMERSTON NORTH CITY COUNCIL SIX MONTH REPORT

01 July to 31 December 2018

## INTRODUCTION

Sport Manawātū's role is to support the council achieve its aspiration of having a connected, vibrant, and thriving city, through the mediums of sport and active recreation. This report presents progress through the past 6 months against Sport Manawātū's contracted key result areas for the Palmerston North City Council. Some of our achievements over the period 01 July 2018 to 31 December 2018 include:

### 1. PEOPLE ARE MORE ACTIVE, MORE OFTEN

- Two hundred and thirty Three participants graduated from our initial 10-week Green Prescription (GRx) programmes during the last 6 months.
- An Active Communities Survey is underway to investigate unstructured and informal recreation activities and how we respond to emerging trends.
- Sixty-seven former refugees participated in the 2018 Healthy Lifestyle programme.
- The Replay Recycled Sports Gear was launched at the PNCC library with nearly 2500 pieces of equipment collected to date.
- More than \$100,000.00 was spent on projects to get more kids into organised sport.

### 2. THE COUNCIL IS ABLE TO WORK COLLECTIVELY WITH SPORT MANAWATU TO HELP ACHIEVE THE COUNCIL'S STRATEGIC ASPIRATIONS

- Sport Manawatu in partnership with Council are developing a Play Plan for the city.
- Sport Manawatu along with stakeholders are assisting Council to implement outcomes relating to the City Cycling Network Master Plan.

### 3. THE SPORT SECTOR IS ABLE TO BUILD ITS CAPACITY WHILST BECOMING MORE SELF-SUSTAINING

- Supported the Manawatu Softball Open Day and Black Sox Coaching Clinic involving 30 coaches.
- Secondary School Student Participation in organised sport is still on the rise, with a 2% participation increase between Jan – Dec 2018.
- Recruited and supported volunteers involved with the Basketball National Championships: a six day event requiring a minimum 130 volunteers.

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- Working with Basketball Manawatu and Basketball NZ to pilot Hoops in Schools Project in the Manawatu and Whanganui Regions. West End, Riverdale, Roslyn and Awapuni Schools have been identified as targeted schools for this project.

#### 4. THE SPORTS SECTOR HAS ACCESS TO UP-TO-DATE, SPECIALIST, RELEVANT INFORMATION AND ADVICE

- Sport Manawātū is recognised by Sport NZ as having one of the most successful Facebook pages, in comparison with other Regional Sport Trusts in New Zealand. The page currently has 6,662 'likes' with an average of 8000 people 'reached' per post.

#### 5. CET ARENA IS THE CITY HUB FOR INDOOR COMMUNITY SPORT

- CET Arena hosted six National Sporting Events during the last six months.
- 4,630 hours were dedicated to Community Sport and Recreation usage.

#### 6. PALMERSTON NORTH IS THE BEST PLACE IN NEW ZEALAND TO RIDE A BIKE

- One hundred and eighty eight students received New Zealand Transport Agency (NZTA) Grade 2 Cycle Skills instruction, in which they have the opportunity to learn, develop and practise the fundamental skills of cycling on the road.
- More than 550 students received Grade 1 Cycle Skills instruction, which encourages the learning of road rules, bike and helmet safety, and practical riding skills.

#### 7. PALMERSTON NORTH HAS AN EXCELLENT REPUTATION FOR HOSTING NATIONAL SPORTS EVENTS

- Palmerston North hosted 13 National Sporting Events during the last 6 months, six of which were National Secondary School aged fixtures.

#### 8. SPORT MANAWATU AWARD HIGHLIGHTS

- Sport Manawatu recognised and celebrated 27 volunteers at the 2018 Grassroots Sports Awards.
- The Secondary School Sports Awards celebrated 115 finalists at the 2018 House of Travel Stephen Parsons Secondary School Sport Awards. Sixty six New Zealand representatives were awarded silver fern pins in recognition of their outstanding achievements.

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### 1. People are More Active, More Often

Sport Manawatu's vision is "Everyone Active". Our role is to build stronger communities by removing barriers and creating opportunities that make it easier for individuals and families to participate in sport and active recreation. We encourage our communities to use local parks and facilities, connect with programmes and events, and promote the health and wellbeing benefits of being physically active.

#### Activity Insights

An action in the Active Community Plan is to carry out an 'Active Recreation Needs Assessment' to research unstructured and informal recreation activities. The value of undertaking this work is to add richer information to reporting (and shift the focus away from counting only sports membership and participation) and understanding how trends and may impact on service delivery and facility provision. Sport Manawātū and Council staff has begun exploring this research and have been discussing what activities should be looked into. Steve Hodges, SM Insights Analyst, has prepared a 'Changing the Game' presentation that looks specifically at young people's experiences and participation in a range of activities and draws several conclusions about how to respond to emerging trends. More research and discussion between Sport Manawātū and Council staff on this research is planned over the coming months.

#### Active Team

The Sport Manawatu Health programmes in Palmerston North continue to achieve great successes with participants engaged with our Green Prescription, Active Families and Whānau Fit programmes.

#### GRx

The Green Prescription adult programme continues to be well received with good attendance numbers and individual participant success. In the last 6-month period we had on average 106 participants (Term 3) and 199 participants (Term 4) attend our weekly community classes.

In addition, 78 participants (Term 3) and 155 (Term 4) graduated from our programmes. The participants have demonstrated an improvement in their health and physical activity levels and most importantly have identified appropriate/sustainable exercise options to continue forward with.

A new 'strength and balance' programme has been introduced into our weekly schedule. This was developed following recent concerns from ACC, Ministry of Health, and Health Quality and Safety Commission NZ highlighting that one in every three people over the age of 65 years will fall each year.

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Green Prescription has welcomed this research and implemented a programme to support these older people through a Strength and Balance class of our own. The classes contain strength and balance tests, exercises to increase leg strength and balance, and provide older people with the confidence and mobility they need to reduce the likelihood of falling.

The GRx team again united with the Manawatu Diabetes Trust to deliver our second 5-week GRx/Healthy Lifestyle programme to the local refugee learners at the ELP (English Learning Partners – Palmerston North) school. The need was identified to support migrant refugees in the Manawatu by providing education around adapting to the kiwi way of life through healthy lifestyle choices. Sixty-seven former refugees participated in the 2018 programme.



Refugee Physical Activity Programme

During the month of September, the Active team went into 'StudyLink' (Ministry of Social Development) to provide opportunities to get their workforce more ACTIVE. The GRx team worked closely with the Mahi Ora crew at Study Link to deliver a month long list of activity opportunities based on a **'SPORTEMBER'** engagement model. Some of these activity opportunities included lunchtime walks, resistance bands, after work outdoor circuits, in-office activation stations. In addition to the activities we provided a variety of information around our Active Programmes (GRx, Active Families, and Whanau Fit) and local community sport and recreational activities.

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Below is some participant feedback obtained from individuals involved with **SPORTEMBER**:

- SM: Did you notice an impact in the workplace environment as a result of **SPORTEMBER** activities? Participant: 'It gave me the opportunity to talk to people I otherwise wouldn't have while doing activities'; 'A lot more energy and interactions within the workplace'; 'Our workplace environment had an active buzz to it'.
- SM: Did you notice any evolving conversations amongst your colleagues around being more physically active? Participant: 'There has been interest in making these activities a permanent fixture'; 'people were more confident to share their journeys as they felt greater support'; 'People were talking about the exercises they were doing and how much better they felt as a result'.
- SM: Did you notice any positive changes as a result of the activities you engaged with over the month? Participant: 'I Felt refreshed after the exercise sessions'; I learnt that being more consistently active made me more motivated to keep it going'; 'I definitely felt in a better mood after the lunchtime walks and resistance band sessions'.

### Maternal Health Programme

We have begun delivering a maternal programme in Palmerston North. The programme is a collaborative approach with the Diabetes Trust which aims to: ***'Improve women's health during pregnancy and the postnatal period through promotion of healthy eating and physical activity'***.

### Whanau Fit Programme

Planning is well underway for the Whanau Fit Training programme scheduled 2019. The 10-week programme will lead into the summer series Tri event hosted by the Manawatu Tri Club in April. The event is just one of a series continuing activities that will be available for participants to participate in during 2019. As we now head in to the later stages of planning before the programme begins at Te Hotu Manawa O Rangitāne O Manawatu Marae on Maxwell's Line, registrations are coming in, interest is swirling on social media, and final details are being added to the programme content. The 10-week programme will commence 11 February and conclude 15 April.

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### Active Families

The Active Families and Active Teens programmes continue to support children and teens and their whanau by creating opportunities that promote and support healthy lifestyle change. Thirty six children and families are currently engaged on the programme in Palmerston North. Activities during the 6-month period has included Cycling, OnBoard skateboarding, Cricket, Golf, Traditional Māori games, Tennis, Athletics and a series of fun fitness games.

### Community Strength and Balance Coordinator

The Live Stronger for Longer Strength and Balance programme has gained significant momentum over the last 6 months. There are now 12 Strength and Balance classes endorsed on the Live Stronger for Longer website for Palmerston North. We are continuing to collaborate with a further three providers which are nearly at the point where there classes can be endorsed as approved strength and balance classes. Sport Manawatu have been working closely with the 'Falls Prevention team' and the 'promoting Mobility Workgroup' presenting our programme to GP's & Health Care workers. We have been promoting the programme as part of a wellness week, expos and the Older Persons Day. This has generated a huge amount of interest in regards to the availability of classes in the area.

### Physical Literacy

The Sport Manawatu Physical Literacy advisor has been working with teachers across the region to increase student engagement and enjoyment of physical activity. Outputs during the reporting period have included:

- A presentation to 15 Secondary School Sports Coordinators on the Physical Literacy and how the approach applies to young people.
- Facilitated a SportStart after school workshop for eight teachers at Russell Street School based on Gymnastics. Following the workshop the teachers then applied the learnings in context to support student learning outcomes for those involved in school gymnastic classes.
- Observation of eight Linton Camp School teachers in context, delivering SportStart to their respective students. A major part of the observation used teacher reflections regarding practical delivery of SportStart to students.

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### SportStart Review

The organisation in the last 6 months has been reviewing whether SportStart is achieving our desired outcomes around keeping children physically active for life. A significant learning since the programme's inception three years ago is the value on influencing behaviour change with teachers delivering quality Physical Education and the impact on students, particularly those that are not physically active. We have also taken a Physical Literacy approach (social, emotional, spiritual cognitive and physical needs) using our coaching programmes to ensure the needs of participants are considered within a sports context. We will be continuing to monitor and evaluate the impact of Physical Literacy on sport and recreation outcomes across the region.

### REPLAY

Sport Manawatu continues to partner with REPLAY to support local community groups and schools access pre-loved sporting equipment. The Secondary School Student Youth Sport Council has been tasked with looking into ways of collecting and distributing equipment for children in high priority schools. The project is currently being managed by the Sport Manawatu Secondary School Sports Advisor.

### Active Communities Fund

A significant area of work for the organisation is removing barriers to sport and recreation participation and in October, Sport Manawatu presented a proposal to Council management to administer a new fund aimed at reducing financial barriers to Sport and Physical Activity for people living in the city. We believe the fund (\$9k) will support additional social and mental health outcomes and we have approached a number of community groups and government agencies who we believe can help identify and empower those most in need. A select panel comprising community members will meet month and assist in reviewing Active Communities Fund applications. We have been working with a number of community groups over the past 6 months to create opportunities that support sport and active recreation outcomes in the city. Projects include:

- Partnering with the Chair of the Manawatu Multicultural Community to investigate opportunities to source an indoor facility that will connect sedentary members into physical activity and organised sport.
- Working with a member of the local Philippines Community to gain access to a local facility to play indoor sport.
- Working with a Pacific Island Group and the Manawatu Rugby Union to deliver a one day community seven-a-side rugby event.

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- Involved with planning for the 2019 Ethkick Football event scheduled 23 Feb 2019. As of 22 December 18, twenty four teams had registered for the event while the committee will partner with Central Football to coordinate Junior Ethkick.

### Kiwisport

#### Allocated funding 01 July – 31 December (Small Fund)

| PNCC – Kiwisport – Small Fund             |  |               |
|---|--|---------------|
| Organisation                              | Project Name   | Amount Funded |
| Touch Manawatu                            | Empowering Girls to Gain Confidence Through Touch Football | \$5,000       |
| NZ Red Cross                              | Learn to Play  | \$5,000       |
| Highbury MMA Trust                        | HMMA Junior Sessions                                       | \$5,000       |
| Cornerstone Christian School              | Drop in Sports Club  | \$5,000       |
| Highbury Whanau Centre                    | Box Fit  | \$4,499.85    |
| Netball Manawatu                          | Future Ferns Junior Manager                                | \$4,866       |
| Palmerston North Athletics & Harrier Club | Relay School Clinics                                       | \$2,384.30    |
| Touch Manawatu                            | Extension on Empowering Girls                              | \$3,883.96    |
| Carncot School                            | FMS & Athletics Development                                | \$2,633       |
| Palmerston North Athletics & Harrier Club | Relay School Clinics                                       | \$2,385       |

#### The large fund round 29 September 2018

| PNCC – Kiwisport – Large Fund |  |               |
|-------------------------------|--|---------------|
| Organisation                  | Project Name                             | Amount Funded |
| Central Football              | Junior Football Coach Development        | \$7,549       |
| Manawatu Badminton            | Shuttle Time Badminton                   | \$13,573.35   |
| OnBoard Skate                 | Autistic Kids and Girls Programme        | \$6,821       |
| RecreActive Ltd               | Water Skills for Life                    | \$13,620      |
| Turitea School                | Fitzherbert Interschool Sports Programme | \$19,276.50   |

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## 2. *The Council is able to work with Sport Manawatu to help achieve the Councils Strategic Aspirations*

Sport Manawātū is committed to working collaboratively with the Council to achieve its aspirations, to partner and identify opportunities to maximise resources that benefit the community. Sport and active recreation more than ever is becoming an essential component of making Palmerston North a great place to live, and Sport Manawātū is well placed to assist the Council deliver on community plans that positively impact on the health and well-being of city residents.

### Strategic Work

Sport Manawātū has been involved in a number of ongoing projects and initiatives over the last 6 months that have impacted positively in the city. Some examples include:

- Facilitating discussions as part of the Bowls one club merger project.
- Project meetings with Council Officers involving the Manawatu River Framework project, fitness trails and the Raleigh Park Development.
- Monthly meetings with Ann-Marie Mori (Policy Analyst) and Aaron Phillips (Senior Planner) to discuss outcomes from the Active Communities Plan and localised Sport Facility projects.

### Regional Play Development

Led by Scott McKenzie (Play Consultant with Sport NZ), staff from the Council and Sport Manawatu assembled for a Regional Play development meeting to investigate opportunities to develop a Play Plan for the city. The aim of the play will be based on a shared desire to preserve and enhance play opportunities for residents in the city. An outcome of the meeting has led to internal discussions to identify a Play Champions within each organisation responsible leading talks around play in the city, understanding current levels of investment and seeking feedback via community consultation.

### PNCC Cycling Network Master Plan

Sport Manawatu have been involved in a series of council led meetings involving the development and implementation of a City Cycling Network Master Plan. A range a stakeholder groups have been present during the discussions with council coordinating a multi-agency approach to achieve active transport outcomes for the city.

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### 3. *The Sport Sector is able to build its capacity whilst becoming more self-sustaining*

Sport Manawatu offers a wide range of resources, including shared services, to support and guide sports providers, where appropriate, so that they have the capacity and capability to service their local sporting communities. In addition, the Sport Development team are responsible for programmes, workshops, and training of our volunteer workforce. The team are also involved with:

- Quarterly meetings with Sport Managers and other staff from our respective Regional Sporting Organisations.
- Regular meetings with Coach Coordinators to upskill and advise them on sector changes.
- Regular monthly engagement with sport and recreation organisations including UCOL and Massey University.
- Creating training opportunities for our Volunteer Workforce.

#### **Regional Coach Development Advisor**

- Facilitated a Grassroots Coaching course for instructors involved with Manawatu Mountain Bike Club activities. One participant on the programme commented: *"I am more focused on building and developing new skills in my tool kit that I can pass on."* An experienced coach who attended the programme commented: *"A new coach will benefit from this as well as experienced coaches"*
- Facilitating a series of Community Coach Advance workshops aimed at creating learning environments by building positive relationships with your participants. In addition, the RCD Advisor delivered two athlete development sessions for coaches focusing on Long Term Athlete Development and Short Term Athlete Engagement involving nine participants. Learnings from the workshop centred on engaging and retaining athletes within sport.
- Facilitated a Coach workshop on behalf of Sport NZ coaching involving Regional Sports Trust representatives from Wellington, Whanganui and Taranaki. The Manawatu is considered a Hub for the Sport NZ Regional Coach Developer Training network.
- Working on a Coach Project with NZ Rugby and MRU regarding developing a junior club volunteer coach developer model – piloting in 2019

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- Supported the Manawatu Softball Open Day and Black Sox Coaching Clinic involving 30 coaches attended clinic. The event was a great opportunity to connect with the Softball community and understand their desires to employ a Coach Development Advisor and GM.
- Attended the Basketball Manawatu AGM held in November as part of our Memorandum of Understanding. Chris Vaughn (Originally from Harbour Basketball) who now resides in the Tararua was appointed on the board.
- Partnered with Tim Seaholme (UCOL) as part of a Coach Developer Training workshop – Discussed the Te Atakura programme which is aimed at developing lecturers and how some of these concepts could be used to develop coaches.

## Secondary School Sport Advisor

### Principal Group

The Principals' Group meets four times throughout the year to discuss sport governance in the secondary school environment. The meetings flow on from the Central District Principals' Group. Meetings cover local and national issues impacting on sport participation and current legislation and how it relates to school sport. Furthermore, in separate meetings, advice is offered on recruiting and retaining effective sport coordinators. We are currently investigating the cost of sport participation within schools and clubs which will help guide our strategies around equity and sport participation for our Young Peoples' Plan.

- Members of the Student Leadership Council attended the Sport Manawatu Regional Sport Conference (RSC) held at Hotel Coachman. A Student Representative was chosen as the Diversity workshop to answer questions from the community and was given a rousing applause after she spoke of her role and the council's current mandate.
- Region wide our preliminary results show that Secondary School Student Participation in organised sport is still on the rise, with a 2% increase between Jan – Dec 2018. This is in contrast with national trends and comes down to maintaining continuity of staff and employing highly capable Sport Coordinators within Secondary Schools.
- Sport Manawatu partnered with the Maori Teachers Collective, Whakapai Hauora, Rangatahi 2 Rangatira, Rangitane Iwi and Tai Wananga Tu Toa to organise the regional Ki-O-Rahi competition with a record 16 teams. The joint Palmerston North Boys/Girls High School team won the competition beating Tai Wananga Tu Toa in the final, this means both schools have qualified for nationals in March 2019.

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- Sport Manawatu CEO, Trevor Shailer presented at the December Secondary School Principal Group (Sport) Meeting to discuss the Regional Facility Sport Plan and how it the document determines regional facility priorities.

### Workforce Development

- Recruited and supported volunteers as part of the Basketball Premiership: a three day regional event requiring 50 volunteers. This involved mentoring Massey University practicum students around volunteer management.
- Recruited and supported volunteers involved with the Basketball National Championships: a six day event requiring a minimum 130 volunteers. This also involved mentoring a Massey University practicum student around volunteer management. Sport Management students from UCOL were recruited and managed by the Workforce Advisor with over 1000 players and support staff involved during the week.
- Recruited and supported volunteers involved with the 1 XV Championships: a three day National event held at the Sport and Rugby Institute. Ten volunteers were involved over the period to support 264 players and 50 support staff.
- The Workforce Advisor recruited 10 volunteers, support staff to support the Type 1 Diabetes Fun Run, a community event that attracted over 100 people.
- Sport Manawatu volunteer workforce assisted the MRU at home games during Manawatu Turbo's fixtures. Roles included site activations and greeting supporters.
- The Workforce Advisor attended the PNCC Youth Council meeting to form relationships with Youth Sports Council members. This has resulted in the Chairperson PNCC Youth Council now attending the Sport Manawatu Student Leadership Council meetings to support future project outcomes.

### Sport Partnership Manager

The Sport Partnership Manager continued to support the board of Basketball Manawatu completing administrative tasks and managing their paid employee. Outputs during the last six months included:

- Attending monthly Basketball Manawatu Board Meetings to collate minutes.
- Supporting the Kiwi Hoops programme at CET Arena.
- Supporting the Kiwi Hoops Beginner Referee Course.

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- Support for the opening of Steven Adams Court, Raleigh Street Park held 18 August.
- Providing assistance as part of the Steven Adams High School Invitational Camp at CET Arena held 18 - 19 August.
- Assisted Basketball Manawatu to develop a Satisfaction Survey for all camps (CET Arena, Whanganui, Levin and Pahiatua). Key findings included:
  - (1) 75.44% were very satisfied with the camp
  - (2) 82.46% rated the cost of the camps as "about right"
  - (3) 80.70% are very likely to sign up for future BM programmes
- Met with the Basketball NZ Manager, Basketball Development & Technology Services, Daniel Dawick regarding a proposed pilot Hoops in Schools Project in the Manawatu and Whanganui Regions. West End, Riverdale, Roslyn and Awapuni Schools have been identified as targeted schools for this project.

In addition to supporting Basketball Manawatu outcomes, on-going support has been offered to Tennis Manawatu and Manawatu Rugby League. Specifically:

- Attending Tennis Manawatu Board Meetings and AGM
  - Met with Co-chairperson Lis Giesen
  - Provided Board Terms of Reference and Service Commitment letter templates
  - Provided Board Portfolios example
- Reviewing MRL priorities for next four months, up to December 2018.
  - Assisted with the interview process for 2018 Representative Coaches and Managers.

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#### 4. *The Sport Sector has access to Up-To-Date, Specialist, Relevant, Information and Advice*

Sport Manawatu's online platforms including our website, email newsletters, Instagram and Facebook continue to be key channels for engaging with our sport and recreation community. Our Facebook page continues to be a popular way for our sporting community to connect into the work we are doing with 6,662 likes which is up on our last reported figure of 6,409 likes. We are tracking our monthly reach with the June to July period reaching 27,004 facebook users in one month alone. The page continues to perform very well compared with other Regional Sports Trusts nationwide.

Our website continues to be a key avenue for providing information to users. This year has seen over 30,000 users on the site, with a 43% increase from the previous year. One of user's favourites is the "find your sport" section. This gives people the ability to search up the sport they are interested in having a go at and then gives them the relevant details to get in touch with a club or sports organisation.

We are steadily growing our Instagram presence to complement our current platforms. This is the second biggest social media platform available with 761 followers to date. The platform gives us better access to a younger target audience. We also run a quarterly email newsletter updating our stakeholders. The organisation's Communication & Marketing strategy is almost complete. The Communication and Marketing Manager is leading the creation of this document which will frame how our brand is represented to both our stakeholders and to the public. It will ensure a consistent voice is heard and more people are aware of the services and support Sport Manawatu offers the community.

#### KEEPING SPORTS PROVIDERS INFORMED AND UP TO DATE

- Our quarterly newsletter highlights our past events and upcoming initiatives. This was distributed to 1,300 stakeholders via email and is also available on the website.
- A cover letter which extracted key points from our annual report was also distributed to the same database and can also be found on our website.
- Sport Leader forums have been rearranged to the form of a "working breakfast". Key topics and upcoming events are highlighted by Sport Manawātū and further discussion on anything topical is welcomed.
- The new Sports Compass Tool is now available to our sport partners. The new online tool replaces Sport NZ's Organisation Development Tool (ODT) and Club Warrant of Fitness (Club WoF). This is a free online tool that can be accessed through the Sport NZ website, which was designed to assist administrators in identifying areas for business improvement.

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- Sport Manawatu introduced a regular column into the Manawatu Standard back in May. The idea behind this is to help tell our Sport Manawatu story and provide community sport in the region with a voice. In addition, our latest newsletter is attached at the link below:  
<https://www.sportmanawatu.org.nz/january-newsletter/>
- More than 120 sector personnel attended the Sport Manawatu Regional Sports Conference held 10 August 2018 at the Hotel Coachman in Palmerston North. The Conference brought together partners and organisations from the Sport and Recreation sector and created opportunities for attendees to network, debate and workshop relevant topics. Sport Manawatu secured former World Anti-Doping Agency Chairman Dave Howman as the Key Note speaker for the event. Key topics included:
  - **Technology in Sport:** Apps to enhance performance. How technology benefits players and the sport.
  - **Diversity in Sport:** Do sport providers really cater to the cultural needs of participants? Catering to people with disabilities and gender diversity.
  - **Social Media:** Positive/Negative impacts on sport? How to best utilise social media platforms.
  - **Engagement in Sport:** The requirement for a changed mind-set (Membership vs Participation) Business House/Summer Hockey/Modified competitions. Why should the participant value your sporting product?
  - **Managing Player behaviour:** Tools to deal with player behaviour. How far do they get involved with breaking the player's behaviour and how do they go about disciplining the player without getting themselves into strife.

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### 5. Central Energy Trust Arena is the City Hub for Indoor Community Sport

Sport Manawatu recognises that Central Energy Trust (CET) Arena is a superb indoor facility for sport and recreation in our city. Six National sporting events were held at CET Arena during the last 6 months. The events could not have been staged without this funding from PNCC. The events included:

| Organisation                   | Event                                |
|--------------------------------|--------------------------------------|
| Badminton New Zealand          | NZ Junior Team Champs                |
| New Zealand Football           | National Youth Futsal Champs         |
| Basketball Manawatu            | Steven Adams Camp                    |
| Philippine Central Association | Intercity Basketball Tournament      |
| Central Football               | Junior Futsal Tournament             |
| Basketball NZ                  | Schick Premierships<br>Schick Champs |

### PROMOTING INCREASED USE OF CET ARENA

Sport Manawātū continues to promote the use of CET Arena to sport and recreation groups locally and nationally. The National Youth Futsal Championships were held at Central Energy Trust Arena for the third year. This builds on the city's exceptional reputation for hosting National Secondary School events which includes the NZ Junior Badminton Team Champs and Basketball National Secondary Schools tournament.

Central Energy Trust Arena staff reported that over 4,630 hours were dedicated to Community Sport and Recreation usage during the last 6-months. Local projects the team are working on include:

- Investigating opportunities to partner with NZ Golf, Manawatu-Whanganui Golf and CET Arena to host a Golf 9's event at CET Arena in March 2019  
<http://www.edenpark.co.nz/asbg9>.
- Promoting the use of CET Arena through the "Give Sport a Go" initiative held on Sunday afternoons, with the aim of increasing facility access to the public using a 'pay to play' sport activities model.

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### 6. Palmerston North is the best Place in New Zealand to Ride a Bike

Sport Manawātū delivers Cycle Skills sessions in Palmerston North schools and to other groups and organisations in the region. Active Transport Advisor, Phil Stevens, is a registered Cycle Skills Instructor and Assessor, and partners with Police School Community Officers to deliver these sessions. Programmes are tailored to the needs of individual schools or groups and include basic cycling skills as well as mountain biking, or on-road instruction. Our Active Transport Advisor has been involved in a number of cycling related tasks during the last six months including:

- Working with the Active Families and Active Teens programmes to assist participants to develop the skills and confidence to ride a bike as a means of exercise
- Attending national working group meetings to support the new BikeReady programme.
- Assisting Cycling NZ to roll out the national cycling "Ride Leader" programme in the Manawātū
- Involvement on the Cycling and Walking Network Group discussions to investigate a connected approach to Active Transport outcomes for the city
- Providing practical cycling activities as part of the National "2 Walk and Cycle" conference held in Palmerston North in August.

#### NZTA Grade 1 Cycle Skills

The "Learn to Ride" programme offers schools, clubs, community groups and individuals the opportunity to learn road rules, bike and helmet safety, and practical riding skills. Participants are limited to court, and shared pathway use only. Participants engaged in Palmerston North during the last six months included:

| Grade 1 Cycle Skills Training (01 July – 31 December 18) |                     |
|--|---------------------|
| School   | Participant numbers |
| PNINS  | 393                 |
| St Marys   | 2                   |
| Takaro   | 47                  |
| West End   | 113                 |

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### Parent Feedback to our Active Transport Advisor following a Grade 1 Cycle skills programme delivered at West End School

I wanted to say thank you! My son, Nathan, has dyspraxia and while it's not obvious, he can't ride a bike yet. He was anxious about being made to and looking silly. I'd arranged for him to watch instead, but he told me you encouraged him to try the balance bike and he loved it. He's now inspired to try again on his bike (once I remove pedal and chain 😊). So I wanted to thank you for your patience and taking time to re-inspire him. Sounds like you were great with them all!

Kind regards  
Heather

### NZTA Grade 2 Cycle Skills

The NZTA Grade 2 Cycle Skills programme offers schools, clubs, community groups and individuals the opportunity learn, develop and practice the fundamental skills of cycling on the road. Students engaged in Palmerston North over the last six months included:

| Grade 2 Cycle Skills Training (01 July – 31 December 18) |                     |
|--|---------------------|
| School   | Participant numbers |
| St Marys   | 47                  |
| Takaro   | 39                  |
| West End   | 102                 |

### Bikes in Schools

Sport Manawatu continues to work with the schools that have Bikes in Schools in place with Year 5 and 6 students from St Marys Catholic School, Takaro School, Cloverlea School and Terrace End School completing Grade 2 cycle skills instruction with a road ride. There has been a noticeable increase in the cycling skill levels of students in these schools and they required little or no work on their basic cycle skills before introducing road rules and taking to the road. As part of the programme, two teachers from Cloverlea School are now qualified Cycle Skills Instructors and have the skills to take students safely out on the road.

Roslyn School, Ashhurst School and Hokowhitu School now have the programme in place and we will be working to upskill the teachers Grade 1 cycle skills instruction, helmet fitting and conducting safety checks of bikes.

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### Cycling Uncovered

The Cycling Uncovered programme is aimed at encouraging and supporting those new to riding a bike into taking part in their first organised cycling event. Twenty one participants from Palmerston North took part on the programme scheduled September with 18 participants going on to complete the 45km Tour de Manawatu event.

### Bike Ready (National Programme)

Sport Manawatu and PNCC have been in discussions regarding the implementation of the new BikeReady National Cycle Skills programme. Eventually under this system, Sport Manawatu will become an accredited delivery provider however changes to our current delivery approach need to be made.

The focus of the BikeReady programme centres on quality standards and measures which includes spending more instructional time with individual participants. The programme includes an increase in funding that will greatly assist with building local capacity (developing more quality Cycle Skills Instructors).



Primary School pupils taking part in Grade 1 Cycle Skills Instruction

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### 7. Palmerston North has an excellent reputation for hosting National Sports Events

It has been a solid start to the annual Sporting Events in the city. Palmerston North hosted a total of 14 National Sporting Events over the last 6 months, six of which were National Secondary School aged events.

#### Supported Events in the City (Sports Event Partnership Fund)

| PNCC – Sport Event Partnership Fund  |   |               |
|--------------------------------------|---|---------------|
| Organisation                         | Event                                   | Amount Funded |
| Badminton New Zealand                | NZ Junior Team Champs                   | \$16,000      |
| Hockey Manawatu                      | U18 Women's Nationals                   | \$4,089.62    |
| New Zealand Football                 | National Youth Futsal Champs            | \$14,000      |
| New Zealand Secondary School Squash  | Secondary School Squash Champs          | \$5,000       |
| Basketball Manawatu                  | Steven Adams Camp                       | \$2,826.09    |
| Philippine Central Association       | Intercity Basketball Tournament         | \$3,180       |
| Massey University Ultimate Disc Club | NZ Tertiary Ultimate Champs             | \$1,000       |
| Hockey Manawatu                      | Founders Cup                            | \$2,907.26    |
| Central Football                     | Trident Tournament                      | \$1,500       |
| NZ Secondary Schools Rugby           | NZ Barbarians 1 <sup>st</sup> XV Champs | \$16,000      |
| Central Football                     | Junior Futsal Tournament                | \$698         |
| Basketball NZ                        | Schick Premierships Schick Champs       | \$40,000      |
| Badminton Manawatu                   | Four Comp Weekend                       | \$575         |
| Softball Manawatu                    | Black Sox Camp                          | \$7,000       |
| Indonesian Student Association       | PPI Games                               | \$821         |

#### NON-SUPPORTED EVENTS IN THE CITY

Sport Manawātū is also contracted to report on North Island and national level sports events held in Palmerston North that are not necessarily supported by Sport Manawātū. This allows us to understand the economic value of hosting them within the city.

- Pulse vs Steel Netball (12 August)
- Wellington Phoenix football match (CET Arena) 26 August

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- BBNZ National Basketball qualifications (zone) 4 – 8 September
- Secondary Schools Third Division hockey qualifiers 3 - 7 September
- Secondary Schools Golf Nationals under 19 03 – 07 September
- Secondary Schools Netball (Lower North Island)
- Secondary Schools Trident Football Tournament (3<sup>rd</sup> Division)
- Manawatu Turbos (August – October)
- Manawatu Cyclones (August – October)
- Stock Car Champs

#### Up-coming Events

- Kahuterawa Classic (27 January 2019)
- North Island MTB XCO Champs (10 February 2019)
- 2019 Volleyball Nationals (25 – 29 March 2019)



2018 National Secondary Schools Squash Championships

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## Appendix A

### GRASSROOTS SPORTS AWARDS

Around 165 people enjoyed the 2018 Sport Manawatu Grassroots Sports Awards which continues to be a fantastic initiative that helped recognize and celebrates 27 grassroots volunteer administrators, coaches representing 19 individual codes across the region.

The audience was highly entertained by a guest panel of community volunteers who have reached great honors in their selected disciplines. Joe Frost (Basketball) with his stories, John Dunweg (Parafed) talking about the importance of volunteers and Matt Conger (NZ Football Official) sharing his perspective on volunteer support during his time the FIFA Football World Cup provided valuable insights in how we can support, grow and retain volunteers in Sport.

We would like to acknowledge the support of Tim Seaholme UCOL, Shane Casey MDC, and Aaron Phillips PNCC who helped judge the 98 nominations.

#### 2018 Award Winners:

##### All round volunteer of the year: Kent Higson (Rugby)

Kent is the Marist Junior Rugby Club Chairperson, convenor and coach seeing the club steadily grow. Kent also sits on the Manawatu Junior Rugby Board as Deputy Chairman.

##### Frontline Volunteer of the year (Joint Winners):

##### Katrina Gemmell (Squash/Athletics)

Katrina has been delivering the junior squash programme at SquashGym every Friday night during terms 2 and 3. She organises all the food for squash tournaments, often making it herself. She also volunteers at tennis and the athletics run jump throw programme.

##### Fusi Feaunati (Rugby)

Fusi is the assistance coach for the senior 1 Manawatu Rugby team. He has run coaching upskilling and assisted in bringing about coaching sessions for international visiting team.

##### Behind the scenes volunteer of the year: Jason Flynn (Football)

Jason is the chairman of PN Marist Football Club which is now the largest club in the central region with 18 senior teams. He spends his time ensuring the clubs growth and financial stability.

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**Volunteer Development Initiative: Marist Junior Rugby Club**

Marist Junior Rugby Club has sourced sponsorship and purchased good quality wet weather gear for coaches, created a private Facebook page for knowledge sharing and initiated a Coach of the Year and Manager of the Year award at prize giving as voted by the families of the club.

**Participation Initiative of the year: Touch Manawatu**

Touch Manawatu grew participation at the secondary schools level, taking charge of and changing the venue where games were played. They have instilled an atmosphere of fun playing music during games and handing out spot prizes. They encouraged schools to provide referees to create growth in that area and in becoming a referee the students gained NZQA level 3 qualifications.

**Humphries Construction 25+ Years' Service to Sport**

**Bob Fryer** (Karate)

**Willie Doeherty** (PNBHS)

**Jason Flynn** (Football)

**Craig Irwin** (Touch Rugby)

**Robin Doyle** (PNBHS)

**Anne Thomson** (Athletics)

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## Appendix B

### STEPHEN PARSONS HOUSE OF TRAVEL SECONDARY SCHOOL SPORTS AWARDS 2018

The 2018 House of Travel Stephen Parsons Secondary School Sport Awards was once again held at the Awapuni Events Centre, Silks Lounge, on 31 October. The awards were an opportunity for the 425 attendees to recognise and celebrate student athlete achievements. 115 finalists across 43 different sporting codes were showcased with **66 New Zealand representatives awarded silver fern pins.**

#### 2018 Award winners:

**Massey University Sportsman of the Year: Callum Crawley** (Palmerston North High School)

Callum Crawley made a successful campaign in the New Zealand Formula First class, winning 8 rounds in the Championship. Over the season, Callum was one of only 2 drivers to finish every lap of every race, finishing inside the top 10 in every single race and placing top 5 in 20 out of 24 races. Callum also finished in the top 3 in 15 of those 24 races with a total of 4 wins. Callum was the winner at the Motorsport New Zealand Elite Motorsport Academy Camp.

**Ucol Supreme Sportswoman of the Year: Kaitlyn Watts** (Freyberg High School)

Kaitlyn has travelled to the US, England, Australia, India and China in the last 12 months to gain international experience before she tackles the top professional ranks of World Squash. She has represented NZ at both Junior and Senior World Championships in India and China and earlier this year made the final at a Senior Professional tournament. She has also been selected as one of only 18 female junior players in the world to attend the up-coming Youth Olympics in Argentina and was chosen as the Oceania Female Squash Ambassador to have the sport accepted into the 2024 Olympic Games.

**Visique Naylor Palmer Girls' Official of the Year: Olivia Hunt** (Palmerston North Girls High School)

Olivia was awarded the Tim O'Connor Trophy for most promising umpire at the Hockey Manawatu club prize giving this year. Among other great appointments she recently umpired the Bronze Medal Match at Federation Cup and the Gold Medal Match at the U15 Girls National Premier Tournament

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**Shoe Clinic Boys' Official of the Year (Joint Winners):****Samuel McFadzean** (Palmerston North Boys High School)

Sam McFadzean officiated weekly at the senior and junior premier grades as well as the men's and women's divisions. Sam officiated the U15 girl's final at the Mel Young Easter Classic tournament in Tauranga and the U15 girl's final at the U15-17's premierships in Hawkes Bay.

**Jacob Cowx** (Feilding High School)

Jacob is a hard working student who is always striving to be better, his umpiring has come a long way since the start of the year, in getting a Quarter and semi-final at Under 18 Women's Tournament. He later went on to umpire the Under 15 premier boys and was awarded the 3rd/4th playoff at the Tournament.

**Tiger Turf Team of the Year: Palmerston North Boys' High School** (Senior Track Cycling Team)

The team sprint team consisting of Michael Richmond, Angus Claasen and Cameron Jones rode together at the Secondary School National Track Championships that won the national title of the U20 Men's Team Sprint beating Cambridge Middle School. The team consisting of road and track riders rode a PB time of 51: 528 seconds to take the title.

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## REPORTING AGAINST CONTRACTED OUTCOMES FOR 2017-18 (1 JULY TO DECEMBER 2018)

| 1. Outcome: People are more active, more often   |  |  | Officer comment on results |
|--|--|--|----------------------------|
| Example outputs (key tasks) Sport Manawatu will deliver  | Example indicators of success  |  |                            |
| <p><b>Sports starting or increased activity campaigns.</b></p> <p><i>Health-related programmes such as GRx, Active Families and Whanau Fit</i></p> <p><i>Physical literacy work with teachers</i></p> <p><i>Locally-led initiatives targeting specific groups</i></p> <p><i>Administration of KiwiSport Funding</i></p> <p><i>Promotion of the REPLAY Recycled Sports gear</i></p> | <p><i>Sport Manawatu baseline data on priority sports increases.</i></p> <p><i>Greater use of Council facilities – hours of community use of Arena, sports field bookings.</i></p> | <ul style="list-style-type: none"> <li>• Sport Manawatu's Active Team continue to run a variety of programmes linked to improving health and active lifestyle outcomes with participant feedback presented in the report indicating good progress in terms of this outcome.</li> <li>• Baseline data will be presented in the 12-month report. It is noted that Council and Sport Manawatu staff have discussed capturing richer information on active recreation rather than continue to focus only on sports membership/participation. This will better reflect the active recreation trends in the City. Compilation of this data is being discussed.</li> <li>• A key participation measure is Sport NZ's 'Active NZ Survey 2017' that showed that 71% of adults and 93% of young people living in the Manawatu engage in physical activity on a weekly basis. This is slightly lower than the national figures of 73% for adults (over 18) and for young people 95%. More analysis of the Active NZ survey is planned and a collaborative approach taken to the analysis of local data, trends and implications on service delivery.</li> <li>• Sport Manawatu is administering a new fund (included in the Active Community Plan) on Council's behalf to remove barriers for people on low incomes to participate in sport and recreation. It is positive to see the partnership approach Sport Manawatu are taking by working with community groups to allocate this funding according to community need.</li> <li>• Sport Manawatu's administration of nearly \$100,000 of KiwiSport funding has enabled many regional sports organisations, social service providers, schools, clubs, trusts, and private recreation providers to support a range of projects for school-aged children wanting to participate in sports. Council staff are involved in making recommendation on the allocation of Kiwisport funding.</li> </ul> |                            |

| 2. Outcome: The Council is able to work collaboratively with Sport Manawatu to help achieve the Council's strategic aspirations. |   |  |
|--|---|--|
| Example outputs (key tasks)  | Example indicators of success   | Officer comment on results   |
| Presentations to committees of Council as required.  | <i>Council staff report proactive partnership with Sport Manawatu staff.</i>                | <ul style="list-style-type: none"> <li>There are a variety of projects that Council and Sport Manawatu staff have worked on collaboratively that contribute towards meeting Council's strategic aspirations; these include the future of bowls discussions, the Manawatu River framework, artificial turf projects, Arena Master Plan development, fitness trail and exercise equipment projects, and the Raleigh Park development.</li> </ul> |
| Prompt responses to consultation and advice requests.  | <i>Council staff report they are well informed of Sport Manawatu activities and issues.</i> | <ul style="list-style-type: none"> <li>From a strategic perspective, Sport Manawatu, Sport NZ and Council staff have been exploring the development of a play policy and developing an Urban Cycling Network Master Plan. It is important that these projects involve a broad range of staff able to contribute to meeting Council's strategic goals whilst also recognising any operational impacts.</li> </ul>                               |
| Regular communication of their work and issues encountered.  |   | <ul style="list-style-type: none"> <li>Regular meetings occur between key staff, including meetings between Sport Manawatu's Chief Executive and Council GMs to monitor the contractual relationship and to raise any issues.</li> </ul>   |
| 3. Outcome: The sport sector is able to build its capacity and capability whilst becoming more self-sustaining                   |   |  |
| Example outputs (key tasks)  | Example indicators of success   | Officer comment on results   |
| Training and information seminars.   | <i>Evidence of up-skilling in the sector.</i>   | <ul style="list-style-type: none"> <li>This is a key service area for Sport Manawatu and is reported on a wide range of up-skilling activities for Regional Sports Organisations, coaches, coach coordinators, sport and recreation providers and volunteers. It is anticipated that these activities all result in upskilling of the sport and recreation sector as evidenced through commentary in the report.</li> </ul>                    |
| Databases and directories.   | <i>The proportion of Sport Manawatu total funding coming from Council decreases.</i>        | <ul style="list-style-type: none"> <li>Provision of ongoing strategic planning support and advice to sports organisations are focused on building the sector's capacity and capability as well as better governance. In turn, this support Sport Manawatu provides leads to a strong, sustainable sports sector that responds to and meets the changing sport and recreational needs of the community.</li> </ul>                              |
| Programmes and/or work with clubs and groups to improve their sustainability.  | <i>Sport Manawatu work with clubs and groups to improve sustainability where required</i>   | <ul style="list-style-type: none"> <li>In terms of funding, the administration of the Active Community Fund is an additional service Council has added to the current contract, meaning the total funding has increased. There is current discussion with Sport Manawatu regarding</li> </ul>  |

|   |  |   |
|---|--|---|
|   |  | <p>the delivery of additional service related to the Bike Ready programme and cycle skills programmes. This may result in additional funding to the current 2016-19 contract.</p> <ul style="list-style-type: none"> <li>As previously noted at the end of the last 12 months, given greater expectations on of Sport Manawātū to provide services to assist in being the most active community (as expressed in the Active Community Plan) the indicator related to the level of funding it receives from the Council will need to be revisited.</li> <li>Sport Manawātū also organises awards events and two were held in the six month reporting period that recognise and celebrate volunteer administrators and coaches (as well as volunteer development and participation initiatives) and student athlete achievements.</li> </ul>  |
| <p><b>4. Outcome: The sport sector has access to up-to-date, specialist, relevant, information and advice</b></p>   |  |   |
| <p><b>Example outputs (key tasks)</b></p> <ul style="list-style-type: none"> <li>Database of clubs</li> <li>Database of Facilities</li> <li>Website</li> <li>Experienced and skilled staff available.</li> <li>Pushing out SportNZ Knowledge Library</li> </ul> | <p><b>Example indicators of success</b></p> <p><i>Public can access information</i></p> <p><i># hits on website.</i></p> <p><i># hits on facilities database</i></p> <p><i># of trainings completed.</i></p> <p><i>Description of staff work with clubs on information provision and advice.</i></p> | <p><b>Officer comment on results</b></p> <ul style="list-style-type: none"> <li>Sport Manawātū engage with the sector and the community using a variety of tools including its website, email newsletters, Instagram, Facebook and a column in the Manawātū Standard as well as running workshops and training opportunities. These communication platforms are key points of access to information on a wide range of sport and recreation opportunities.</li> <li>Key reach and accessibility statistics are provided in their report and suggest a high level of engagement with the sector, and wider community. Likes on its Facebook page compares favourably to an analysis of other RSTs Facebook sites.</li> <li>A key event organised by Sport Manawātū was the Regional Sports Conference held in August 2018 attended by 120 partners and organisations from the sport and recreation sector. Topics selected included technology and diversity in sport, social media, engagement and managing player behaviour and these are reflective of emerging topics in a rapidly changing sector.</li> <li>Council staff and the Sport Manawātū insights analyst have started to meet regularly to share sport and recreation research and to discuss specific research needs that have been included within Council's Active Community Plan.</li> </ul> |
| <p><b>5. Outcome: Arena Manawātū is the City hub for indoor community sport.</b></p>  |  |   |
| <p><b>Example outputs (key tasks)</b></p> <p>Developing and supporting increased use of Central</p>   | <p><b>Example indicators of success</b></p> <p><i>Arena community hours of use increase.</i></p>   | <p><b>Officer comment on results</b></p> <ul style="list-style-type: none"> <li>Sport Manawātū has continued to promote the Central Energy Trust Arena to event providers as well as to local and national sport and recreation groups.</li> </ul>  |

| <p><b>Energy Trust Arena Manawatu<sup>1</sup></b></p>  |  | <ul style="list-style-type: none"> <li>SM's report contains data sourced from Central Energy Trust Arena on community sport and recreation hours of use with 4,630 hours dedicated to community sport and recreation over the 6-month reporting timeframe. The graph below shows trends over the last two years with 6-month reporting figures showing a similar level of community use hours are projected at year end.</li> </ul> <div data-bbox="454 436 718 918"> <p>Community sport and recreation hours at Central Energy Trust Arena (source: Sport Manawatu 12 month reports)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>~10,000</td> </tr> <tr> <td>2017/18</td> <td>~10,000</td> </tr> <tr> <td>2018/19 (YTD)</td> <td>~10,000</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>Sport Manawatu reported that Central Energy Trust Arena use highlights as hosting the national youth futsal champs for the third year and promotion of the venue for the "Give Sport a Go" initiatives that aim to increase 'pay for play' opportunities. No figures of participation were provided in the report for the latter but it is considered a good initiative in response to current societal trends.</li> <li>Six national sporting events were held at Central Energy Trust Arena over the reporting period that were all supported through the Sports Event Partnership Fund.</li> </ul> | Year | Hours | 2016/17 | ~10,000 | 2017/18 | ~10,000 | 2018/19 (YTD) | ~10,000 |
|--|--|--|------|-------|---------|---------|---------|---------|---------------|---------|
| Year   | Hours  |  |      |       |         |         |         |         |               |         |
| 2016/17  | ~10,000  |  |      |       |         |         |         |         |               |         |
| 2017/18  | ~10,000  |  |      |       |         |         |         |         |               |         |
| 2018/19 (YTD)  | ~10,000  |  |      |       |         |         |         |         |               |         |
| <p><b>6. Outcome: Palmerston North is the best place in New Zealand to ride a bike</b></p>   |  |  |      |       |         |         |         |         |               |         |
| <p><b>Example outputs (key tasks)</b></p> <p><b>Learn to cycle initiatives</b></p> <p><b>Cycling promotion campaigns</b></p> <p><b>Cycle routes are promoted</b></p> | <p><b>Example indicators of success</b></p> <p><i>Participation in organised events or activities.</i></p> <p><i>Counts of cyclists through roading cyclist monitoring programme</i></p> | <p><b>Officer comment on results</b></p> <ul style="list-style-type: none"> <li>Sport Manawatu's Active Transport Advisor plays a key role in delivering cycle skills training programmes and 555 participants from four schools completed Grade 1 skills and a further 188 participants completed Grade 2 cycle skills programme.</li> <li>The report includes commentary on the 'Bikes in School' initiative noting an observed improvement in cycle skills for students attending schools where bike tracks and infrastructure have been installed. Council has supported six 'Bikes in</li> </ul>  |      |       |         |         |         |         |               |         |

<sup>1</sup> Changes sought of Arena Manawatu in the Active Recreation Strategy are increased casual use, disadvantaged groups use, sport and community use, net income and that "The [Arena] business planning moves from being a well-used facility-for-hire to a very popular facility that develops sport and active recreation at all levels."

|  |  |   |
|--|--|---|
| <p><b>Active Transport promotion</b></p> <p><b>Bikes in Schools</b></p>                                    | <p><i>No of Schools that have cycle initiatives.</i></p>   | <p>Schools' programmes at Ross Intermediate, St Mary's School., Terrace End School, Cloverlea School, Longburn Primary School and Takaro School.</p> <ul style="list-style-type: none"> <li>• Sport Manawatū, NZTA and Council staff have been discussing resourcing required for the implementation of the BikeReady National Cycle Skills programme; potentially this may mean Sport Manawatū will receive additional Council funding for the delivery of cycling instruction under this government initiative (NZTA and ACC).</li> </ul>   |
| <p><b>7. Outcome: Palmerston North has an excellent reputation for hosting national sports events.</b></p> |  |   |
| <p><b>Example outputs (key tasks)</b></p> <p><b>Events are secured and retained.</b></p>                   | <p><b>Example indicators of success</b></p> <p><i>Arena hosts 50% of the events.</i></p> <p><i>Participants report having a good time in Manawatū in post-event surveys.</i></p> <p><i>Number of North Island and national school events.</i></p> <p><i>Maintain or increase the economic benefits from events both:</i></p> <ul style="list-style-type: none"> <li>• <i>Directly supported by Sport Manawatū (SPF) and</i></li> <li>• <i>North Island or national events not supported by Sport Manawatū.</i></li> <li>• <i>Evidence of Tikanga and Te Reo Māori are incorporated into national secondary school events.</i></li> </ul> | <p><b>Officer comment on results</b></p> <ul style="list-style-type: none"> <li>• Sport Manawatū reports the City hosted 14 national sporting events, six of which were national secondary school events. Half of the events were held at Central Energy Trust Arena meeting the indicator of success. The City and Sport Manawatū have worked hard to secure these events and must continue to foster key relationships made and work on the overall visitor experience.</li> <li>• Fifteen sports events were supported through the Sports Event Partnership Fund to the value of \$115,400 meaning a careful approach has been taken to ensure funds are available for the remainder of the year. No estimate of economic impact has been provided by Sport Manawatū but this will be commented on at the meeting.</li> <li>• Sport Manawatū consider that while the events are important from an economic perspective, key benefits arise through hosting these events for the sports sector, and the community, through leveraging opportunities. These include training and coaching opportunities, improving sports code/event organiser capability and capacity and volunteer management.</li> <li>• A further ten national level and North Island events were reported by Sport Manawatū (not supported by Sport Manawatū through the SEPF); seven of which were at Central Energy Trust Arena.</li> </ul> |
| <p><b>Event support activities provide added value experiences.</b></p>                                    |  |   |

| 8. Outcome: There is a collaborative programme of community and high-performance cycling events in the Manawatū |  |   |
|---|--|---|
| Example outputs (key tasks)   | Example indicators of success  | Officer comment on results  |
| <p>High performance cycling event supported.</p> <p>Community cycling events occur.</p>                         | <p><i>National media coverage.</i></p> <p><i>Community cycling event and activity participation numbers.</i></p> | <ul style="list-style-type: none"> <li>• Sport Manawatū have not reported on this outcome specifically as the main high performance cycling event, ‘Gravel and Tar’ occurs outside the 6 month reporting timeframe. It is noted that under outcome 6, the ‘Cycling Uncovered’ programme that supported 21 participants of which most went on to complete the 45km Tour de Manawatū event in November 2018.</li> </ul> |

## COMMITTEE WORK SCHEDULE

**TO:** Sport and Recreation Committee

**MEETING DATE:** 11 March 2019

**TITLE:** Committee Work Schedule

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### RECOMMENDATION(S) TO SPORT AND RECREATION COMMITTEE

1. That the Sport and Recreation Committee receive its Work Schedule dated March 2019.

### ATTACHMENTS

1. Work Schedule  

**SPORT AND RECREATION COMMITTEE**

**COMMITTEE WORK SCHEDULE MARCH 2019**

| Item No. | Estimated Report Date   | Subject  | Officer Responsible                                | Current Position   | Date of Instruction/ Point of Origin                     |
|----------|---|--|--|--|--|
| 1        | <del>October 2018</del><br>September 2019                                 | Hokowhitu Lagoon Water Quality   | General Manager - Infrastructure                   | Awaiting outcome of further investigations   | 8 October 2018<br>Clause 46-18                           |
| 2        | <del>October</del><br>December 2018<br>March 2019                         | Artificial Football Turf – Process for Location Selection  | General Manager - Strategy and Planning            |  | Part II<br>12 March 2018<br>Clause 12.2                  |
| 3        | <del>December 2018</del>  | <del>Esplanade Reserve-Management Plan/ Redevelopment Plan</del>   | <del>General Manager-- Strategy and Planning</del> |  | <del>13-August-2018<br/>Clause-36-18</del>               |
| 4        | <del>TBA-March-2019</del>   | <del>Ashhurst-Pool-update</del>  | <del>General Manager-- Infrastructure</del>        |  | <del>Part II<br/>4-September-2017<br/>Clause-31-17</del> |
| 5        | <del>October-2018</del><br><del>March-2019</del><br><del>April 2019</del> | Review of the definition of sportsfields, with the consideration to include the lagoon and other sporting facilities which may not be included currently | General Manager - Infrastructure                   |  | 8 October 2018<br>Clause 47-18                           |
| 6        | <del>December 2018</del><br>March 2019                                    | Te Motu Poutoa (ANZAC Cliffs) Co-Management Options  | General Manager - Strategy and Planning            |  | 13 August 2018<br>Clause 37-18                           |
| 7        | <del>October</del><br>December 2018<br>April 2019                         | Charging Report on Sportsfields (as identified on page 91)   | General Manager – Infrastructure                   | Review underway raises some basic policy issues that need to be workshopped. Workshop to be February March 2019. | Finance & Performance<br>23 April 2018<br>Clause 25.2    |
| 8.       | <del>December 2018</del><br>TBA   | Massey University Hockey Turf  | General Manager – Infrastructure                   |  |  |
| 9.       | <del>April 2019</del>   | <del>Equestrian Access within Ashhurst Village</del>   | <del>General Manager – Infrastructure</del>        |  | <del>17 December 2018<br/>Clause 54.2</del>              |
| 10       | <del>June 2019</del>  | <del>Bowling Club Merger Proposal</del>  | <del>General Manager – Infrastructure</del>        |  | <del>17 December 2018<br/>Clause 56-18</del>             |
| 11.      | <del>TBA</del>  | <del>Programme 1081 (City Reserves – Victoria Esplanade – Park Road Entrance and Parking Reconfiguration)</del>  | <del>General Manager - Strategy and Planning</del> |  | <del>17 December 2018<br/>Clause 58.5</del>              |