



PALMERSTON NORTH CITY COUNCIL

AGENDA

**EXTRAORDINARY SPORT AND
RECREATION COMMITTEE**

9AM, MONDAY 16 SEPTEMBER 2019
COUNCIL CHAMBER, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH



MEMBERSHIP

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 | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library**

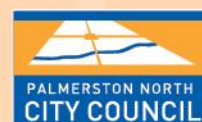
Heather Shotter

Chief Executive, Palmerston North City Council

Palmerston North City Council

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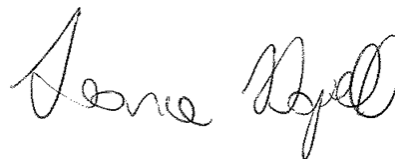


EXTRAORDINARY SPORT AND RECREATION COMMITTEE MEETING

16 September 2019

MEETING NOTICE

Pursuant to Clause 21 of Schedule 7 of the Local Government Act 2002, I hereby requisition an extraordinary meeting of the Council to be held at 9.00am on Monday, 16 September 2019 in the Council Chamber, first floor, Civic Administration Building, 32 The Square, Palmerston North, to consider the business stated below.



CHAIRPERSON

ORDER OF BUSINESS

NOTE: The Extraordinary Sport and Recreation Committee meeting coincides with the ordinary meeting of the Finance and Performance Committee meeting. The Committees will conduct business in the following order:

- Finance and Performance Committee
- Sport and Recreation Committee

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. Presentation - Palmerston North Boys High School

Page 7

6. Deputation - Ashhurst Scout Group

Page 9

7. Confirmation of Minutes

Page 57

"That the minutes of the extraordinary Sport and Recreation Committee meeting of 26 August 2019 Part I Public be confirmed as a true and correct record."

8. **Sport Manawatū twelve month report (1 July 2018 to 30 June 2019) to Palmerston North City Council** Page 61
Memorandum, presented by Julie Macdonald - Policy & Strategy Manager.
9. **Hokowhitu Lagoon Water Quality - Investigation and Monitoring Plan - Project Progress Report** Page 145
Memorandum, presented by Robert van Bentum, Manager - Transport and Infrastructure.
10. **Additional Information - Potential Lease of 51 Amberley Avenue** Page 155
Memorandum, presented by Bryce Hosking - Manager - Property.
11. **Ashhurst Domain - Function Centre lease proposal** Page 167
Report, presented by Aaron Phillips, Senior Parks Planner.
12. **Committee Work Schedule** Page 189
13. **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
14.	Artificial football turf - Financial Assessment	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), General Manager - Marketing and Communications (Sacha Haskell), Sandra King (Executive Officer) 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.

Democracy Administrators (Carly Chang, Courtney Kibby, Natalya Kushnirenko, and Penny Odell), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

Policy and Strategy Manager (Julie Macdonald), Policy Analyst (Ann-Marie Mori), Senior Parks Planner (Aaron Phillips) 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.

Consultant (Richard Lindsay) because of their knowledge and ability to assist the meeting in speaking to their report/s and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report.

PRESENTATION

TO: Sport and Recreation Committee

MEETING DATE: 16 September 2019

TITLE: Presentation - Palmerston North Boys High School

RECOMMENDATION(S) TO SPORT AND RECREATION COMMITTEE

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

SUMMARY

Mr Dave Bovey, Rector, Palmerston North Boys High will provide the Committee with an update on future plans for the school.

ATTACHMENTS

Nil

DEPUTATION

TO: Sport and Recreation Committee

MEETING DATE: 16 September 2019

TITLE: Deputation - Ashhurst Scout Group



RECOMMENDATION(S) TO SPORT AND RECREATION COMMITTEE

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

Mr Mark Drury will present a deputation to the Committee regarding Ashhurst Scout Group leasing PNCC Parks and Reserve land to construct a building prescribed for Scouting Use.

ATTACHMENTS

1. Proposal Brief [!\[\]\(e548a391c65118ac2476924cdb5db38c_img.jpg\)](#) 
2. Deed of Lease [!\[\]\(a85cf8a5f7692437e8653d157b475e72_img.jpg\)](#) 



**SCOUT ASSOCIATION OF NEW ZEALAND
ASHHURST SCOUT GROUP PROJECT PROPOSAL**

Approval of the Proposal indicates an understanding of the purpose and content described in this deliverable. By signing this deliverable, each individual agrees work should be started on this project and necessary resources should be committed as described herein.

Position	Approver Name	Signature	Date
Senior User (Scout Association of NZ)	Paul Snaith		

Position	Submitter Name	Signature	Date
Project Lead	Mark Drury		

In consultation with:

Group Name	Checked by	Date of meeting
PNCC Parks and Reserves	Kathy Dever-Todd	11/2/19
PNCC Property Manager	Bryce Hoskins	11/2/19
PNCC Urban Planning	David Charnley	11/2/19
PNCC Planning Concernt	Craig Auckram	11/2/19
Ashhurst Councillor	Aleisha Rutherford	7/2/19
PNCC Eco Design	Nelson Liebo	12/12/18

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- B. Project Tolerances
- C. WOLC model
- D. Initial building drawings

ENCLOSURE

- 1. Deed of Lease of 27 November 2018

PURPOSE OF THIS PROPOSAL

1. This proposal serves to obtain approval from Palmerston North City Council (PNCC) to permit the Ashhurst Scout Group to lease PNCC Parks and Reserve land to construct a building prescribed for Scouting Use. Approval of the Proposal confirms that the project is viable, worthwhile, sustainable, and in-keeping with the PNCC development plan. An approved Proposal serves as the project baseline.

PROPOSAL OVERVIEW

2. The Ashhurst Scout Group have sought permission to procure a building to be used for scouting activities. This permission was granted by Scout Association of New Zealand. The group leader (Mr Paul Snaith) negotiated with the PNCC to lease land in Ashhurst for the prescribed use of Scouting. PNCC granted a lease on 27 November 2018, Enclosure 1.

3. On award of the lease, the Ashhurst Group leader assigned a project manager to progress the project. The project manager held a meeting with the PNCC planning teams in February 2019 which identified that the lease awarded by the PNCC was insufficient to progress. This was due to the leased land being in a 'Commercial Zone'. It was advised that the extant lease be relinquished and a new proposal submitted to lease land in the 'Parks and Reserves' zone.

4. While permission had been obtained and a lease granted, this proposal provides information to aid you in your decision to lease Parks and Reserve land.

5. The Scout group and project manager held a community event on the 30th March 2019 to inform the community of its intentions and to ascertain their views, advice, and concerns. The community engagement proved extremely positive, with feedback at annex A.

6. The main aim of this community engagement event was to identify other community groups that were interested in utilising the building. This information allows their needs to be taken in to account in the design of the building and to identify potential revenue to ensure that this project is viable. The user requirements case is at annex A.

PROJECT BENEFITS

7. To support the current and future needs of the voluntary, amateur, and professional requirements of the community to enable the NZ Scouting regional development plan and the Ashhurst and PNCC community plan.

8. To ensure that the project is as inclusive as possible, as is the scouting way.

9. The journey is to be a positive experience for all involved with the sense of achievement shared by the community.

10. The project will deliver benefits that allow Ashhurst Scout Group to enhance the scouting experience by providing the full range of activities.

PROJECT DESCRIPTION

11. To create a purposed built facility that meets the needs of the Ashhurst Scouting Group to educate, develop, and inspire our youth in the scouting way.

Project Objectives

12. To build a hall that will meet the Scout Groups requirements and additionally the communities.

Project Scale

13. The project presented is a small scale project that will conform to all PNCC planning and building requirements. Cetified architects, lawers, insurances companies and contractors will be used to ensure that all risks are mitigated to as low as reasonably practicable.

Project Constraints/Assumptions

14. The following constraints have been identified for the project:

- a. The design, prototyping and embodiment of the facility will be decided by the PNCC planning department.

15. The following assumptions apply to this project:

- a. That WOLC model assumptions remain true.
- b. That requirements assumptions remain true.
- c. That the leased land is safe to build on.
- d. That dependancies do not impede project delivery plans.

Project Dependencies

16. The following dependencies have been identified:

- a. The PNCC planning consent department ability to support this project in the planned timeline at para 19.
- b. The contracted providers are able to supply the services to the correct standard and agreed timeline.
- c. That the availability of funding is sufficient to meet the project timeline.

Stakeholders

17. Key Stakeholders of the project are identified and assessed regularly in the Stakeholder Register as they change through different phases of the project. The enduring stakeholders are identified as followed:

Stakeholder	Comment
PNCC	Provision of leased land and consents.
Scouting Association of NZ	Responsible for the oversight of scouting activities.
Senior User	Responsible for the prescribed use of the lease to PNCC and Scouting Association of NZ.
Project manager	Responsible to the Senior User for the effective running of the project.
Suppliers	Partners, who supply the required materials and services to the correct compliant standards.
Community groups	Provide additional use of the building for other community groups.
Parents	To assist project manager and Senior User in providing resources for the project.

Risk Profile Assessment

18. The project has been assessed using the Treasury Risk Profile Assessment (RPA) Tool and has been agreed to be Small Risk.

PROJECT SCHEDULE

Project Governance Milestones

19. The project identifies the following 24 key project reporting milestones.

#	Milestone Activity		Planned Date
1	Project Proposal approved		Nov 2019

#	Milestone Activity		Planned Date
2	Funding streams providing funding		Oct 2019
3	Architects draft drawings available for planning consideration		Oct 2019
4	Lease signed		Dec 2019
8	Planning consent approved		Feb 2020
9	Phase 1 funding in place		Feb 2020
10	Phase 1 ground works contractor contract signed		Mar 2020
11	Phase 1 ground works complete		Jun 2020
12	Phase 1 consent provided by PNCC planning department		Jul 2020
13	Phase 2 funding in place		Jun 2020
14	Phase 2 building works contract signed		Jun 2020
15	Phase 2 building work complete		Sep 2020
16	Phase 2 consent provided by PNCC planning department		Oct 2020
17	Phase 3 furnishings, equipment, and IT installed		Oct 2020
18	All work completed		Nov 2020
19	Final consent sign off by PNCC planning department		Dec 2020

#	Milestone Activity		Planned Date
20	Official opening by dignitaries (PNCC Mayor)		Dec 2020
21	Accounts reconciled by independent accountant		Feb 2021
22	Finalise project closure report		Feb 2021
23	Announce project closed		Mar 2021
24	Benefits realisation approved by Scout Group		Jul 2021

20. These milestones will be used as the basis for project progress.

PROJECT RISKS

21. There are no key project risks currently identified by the project manager. A risk register will be held and updated as risks arise. These will be communicated to the necessary stakeholders as required.

PROJECT FINANCES

Pre-acquisition

22. Pre-acquisition funding is required to support project activities and resources. The project pre-acquisition budget will provide for legal, architectural, consent, travel, administration, assurance costs, contractor support and consultancy engagements.

23. Where further costs are identified the project manager will seek Senior User approval for addition of funding.

Operating

24. Due to the nature of this being a new build with a sustainability budget incorporated, the indicative through-life operating expenditure is \$1.5K per year for 5 years following project completion.

Capital

25. The main capital will be raised by the Ashhurst Scout Group by selling a space in a mural that will form part of the hall. Each space will be advertised to all scout groups worldwide for them to send a picture of their scout group that will form a pixel in the mural. Each space will cost \$10 NZD with the aim of raising >\$600K that will be paid in to a bank account that is managed by the Senior User, project manager, and the Parents Group. It will be independently audited by a certified accountant at

each stage of the project. The account will be closed on completion of the project and any unspent funding will be transferred in to the scout groups depreciation and running costs accounts.

26. Other funding will be obtained through grant application.

27. Costs include design, hardware, software, and running costs. The costs have been based on 20 X 15 metre building at \$2,500 NZD per square metre = 2500 X 300 = \$750,000.

Whole of Life Cost

28. Indicative Whole of Life Costs (WOLC) for Phase One scope is summarised in Annex B. This includes the depreciation costs.

29. Note that the whole of life costing is escalated for CPI adjustments.

PROJECT GOVERNANCE

30. The project is governed by the Senior User and the Parent Group Board (SUPGB). These provide strategic governance and decision making on key project decisions.

31. This board focuses on governance oversight of project-level risk management, management of any escalated risks, coordination of resource, delivery of outcomes, and monitoring and reporting to provide ongoing assurance to Scout Association of New Zealand that the project will successfully deliver the expected outcomes and benefits.

32. The project manager will escalate risks and issues by exception to the SUPGB for appropriate management. The decision to escalate will be informed by the project tolerances as well as the nature of the risk or issue.

33. All project documents that are required to be submitted to the governance group will be submitted by the project manager.

PROJECT CONTROLS

Tolerances

34. Project tolerances reflect an agreement between the project manager and the SUPGB. These are detailed in Annex C.

Reporting

35. The project manager reports to the SUPGB when directed. The Board may direct this to be monthly, quarterly or another period if it is appropriate to do so based on assurance and risk assessments.

36. The project delivers a Stage Project Status Report to the SUPGB. This Report can be accompanied by Minutes, Memos and other materials as appropriate to inform and support the Board to make decisions.

ANNEXES

ANNEX A: Community Engagement Feedback

A Community Engagement event was held at the Ashhurst Square on 30th March 2019. The aim of this event was to inform the community of the Scouts plans to build a hall; to capture any concerns; to answer any questions, and to identify any additional community groups requirements in the design of the build.

The event was extremely positive with no negative feedback. Below is the key suggestions and recommendations listed in the Personnel, Research and Development, Infrastructure, Concept, Information Technology, and Equipment (PRICIE) construct.

PRICIE	Comment	Response
Personnel	The people conducting the building work should be professionals with self-help limited to non-compliant works	All works of compliance will be conducted by professionals in their trades with self-help controlled by the project manager
Personnel	Including the Scouts in the project and exposing them to each element would educate them in certain life skills	The Scouts will be included in the whole process and opportunities will be provided for them to learn skills. If an individual shows a peticular interest, then that will be encouraged and developed
Research and Development	The engagement formed part of this process and it was appreciated by the community. The additional groups requirements were captured and these form part of the Infrastructure, concepts and equipment section	
Infrastructure	The community was keen to understand where the hall would be situated.	The location is still to be determined with PNCC
Infrastructure	The hall should be on an open spaces where the	Noted

	Scouts can easily utilise for their scouting activities	
Infrastructure	The other groups required storage space so that they do not have to remove their equipment from the hall after use	The hall design will incorporate storage facilities that will meet the requirements of all users
Concept	The concept of a purpose built hall for the Scouts was well received. The plan is to have: toilet/shower/kitchen/meeting rooms/storage/outside communal area that will be available to other interested parties on negotiation	The Girl Guides, Tae Kwondo, and some other small groups have strongly intimated that they would like to use the halls spare capacity
Concept	The incorporation of an ecological build would prove a role model to the young generation	It is intended to build ecologically with guidance from the PNCC Eco Design team and Massey University. With its own renewable electrical system, rain water collection for toilets and laundry facilities and thermal capture ability to reduce heating and cooling effects.
Concept	The prescribed use needs to allow Scouting activity which includes: Camp fires (small controlled) and Sleepovers	This will be agreed with the PNCC Property manager
Concept	To provide a facility that is available seven days a week . An option to have a manager run the facility would provide local employment	<p>The aim is to make the facility accessible to the user requirements. The facility will be available when the user requires within the prescribed use limitaions of the lease.</p> <p>The option to employ will be based on the demand and will be assessed throughout the project</p>

IT	The hall should have very good IT to encourage other users from the business sector to use the spare capacity	It is intended to incorporate a state of the art IT system that will provide all users with the ability to meet their requirements, to increase the potential revenue streams to cover the overall running costs of the hall
Equipment	An indoor climbing wall, Tree house, Jacuzzi, Sprung-floor, and coffee lounge are all suggestions.	The final use and equipment will be decided based on consent and finances available
Equipment	The main requirement is that the equipment needed to be used for each group needs to be easily accessible with secure storage onsite	This will be designed in to the plan to meet this need
Equipment	The ability to have a mini-bus that can also be used to help the community.	Depending on funding, it is planned to have a mini-bus that meet the needs of the Scout Group and the the community that compliments the services provided by the PNCC and Horizons. Additionally, it is intended to buy an Electric mini-bus which is inkeeping with the ecological requirements
Equipment	A Electric Charging Wall in Ashhurst would promote the use of EVs in the region which is inine with the PNCC priority three output	This is an aspiration of the project and will be progressed in concert with PNCC and the NZ Government initiatives with funding sought outside from the main project funding stream

ANNEX B: Whole Of Life Operating Costs (WLOC)

Description	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	Total		
Stage 1 ground works	100,000	600	600	625	625	625	103,075		
Stage 2 fixings	487,000	7,000	7,000	8,240	8,500	8,500	526,240		
Stage 3 furnishings	163,000	2,100	4,000	4,000	5,000	5,000	183,100		
Running costs	400	1,500	1,500	1,500	1,500	1,550	7,950		
Total	\$750,400	\$11,200	\$13,100	\$14,365	\$15,625	\$15,675	\$820,365		

The figures are for the 5 year term of the lease with Stages 1 – 3 taking into account the depreciation of the building and equipment. The building life expectancy is 25 years with equipment life expectancy of 10 years.

ANNEX C: Project Tolerances

1. The Project Specific levels for delegated authority are contained in the following table.
2. Tolerances cannot be considered in isolation as one area may have an impact on another. In this instance the tolerance should be considered at the most senior applicable level. For example, if a change to Technical Specification was to be approved that would delay a Key project Date but did not impact on System, User or High Level User Requirements, this would have to be approved by the project Board in accordance with the Time tolerance, rather than the project Manager in accordance with the Scope tolerance.

Area	Project Managers/Team Lead	Senior User	SUPGB
Time	Changes to project dates milestones which will not affect Key Project Dates or Governance milestones per para 19. Escalate other changes to Project Board.	Changes to Key Project Dates that will not affect Governance milestones.	Act on changes referred from the Senior User.
Project Budget	Manage within Delegated Authority. Report on project expenditure, forecast and budget to the project Board.	Monitor project Budget. Where required /appropriate, provide direction to the project on how to manage budget related risks/issues. Escalate budget risks/issues as appropriate.	Act on budget risks/issues referred by the Senior User.

Area	Project Managers/Team Lead	Senior User	SUPGB
Forecast Operating Costs	No authority to amend operating cost assumptions. Escalate proposed changes to the Project Board.	Endorse the inclusion of changes to cost assumptions in the business case which pose up to a moderate financial or objectives / outputs impact.	Endorse the inclusion of changes to cost assumptions in the business case which pose greater than a moderate financial or objectives / outputs impact.
Forecast Operating Costs	No authority to make decisions which result in increases to the WOLC. Monitor WOLC estimates and notify stakeholders of increases to WOLC resulting from external variables (e.g. commodity price trend forecasts).	Approval of decisions which pose up to a minor financial impact.	Approval of all decisions which pose greater than a minor financial impact.
Quality	Standards – No authority to alter the agreed standards. Deliver project within approved standards set. Make recommendations for changes in quality. Assurance – Manage project within approved Quality Assurance Plan.	Standards – Approve variations to the agreed quality standards and inform CMB. Escalate to CMB if necessary (e.g. for significant variations). Assurance – initiate and act upon assurance activities such as internal and external IQA.	Act on variations as referred
Scope	Approval to vary scope items and Technical Specifications that do not impact on System Requirements, User Requirements or High Level User Requirements	Approval to vary System requirements that do not impact on User Requirements or High Level User Requirements.	Act on variations as referred by Senior User.

Area	Project Managers/Team Lead	Senior User	SUPGB
	Make recommendations for changes in scope outside of these parameters.	Endorse or reject recommendations for scope change outside of these parameters	
Risks	<p>Monitor all risks. Report risks with a current or treated rank of 'High' or 'Critical' to the Project Board for direction.</p> <p>Manage all risks. Escalate risks unable to be effectively managed by the project to the Project Board.</p> <p>Where the appropriate management action is to accept a risk, the Lead shall be able to implement this action for risks with a current rank of 'Low'. Any Medium or higher risks requiring acceptance will be referred to the Project Board for acceptance and/or escalation.</p>	<p>Monitor high and critical risks. Ensure risks escalated by the IPT Leader are actioned by appropriate people. Escalate all risks unable to be effectively managed by the Project Board.</p> <p>Act to manage risks referred from Senior User.</p>	
Issues	<p>Monitor all issues. Report Medium, High or Critical Issues to the Project Board.</p> <p>Manage all issues. Escalate issues unable to be effectively managed by the project to the Project Board.</p>	<p>Monitor medium, high and critical issues.</p> <p>Act to manage issues escalated by the Lead..</p> <p>Act to manage issues referred from Senior User.</p>	

Area	Project Managers/Team Lead	Senior User	SUPGB
Benefits	Manage project within Benefits Management Plan. Advise/escalate to Project Board if benefits are likely to, or will, be compromised.	Monitor Benefits Management Plan.	Approve significant variations in the Benefits Management Plan.

ANNEX D: Initial building design drawings

ASHHURST SCOUT HALL:

A 20 X 15 metre hall with a second floor that spans 15 X 5 metres at one end. The upper level is to be used for meetings and recreation with the ability to view the lower level.

The aim of this build is to put our money where our mouth is. The Government talk about renewables and sustainability, well we want to show the scouts, community, and country how we should build ethically.

Foundations – Concrete pad (carbon offset with other materials and renewables) with underfloor warm water heating piping system laid in the screed.

Water - As it is a public building, it must be on mains water and sewage. However, rain water collection is to be used for the toilets, showers, laundry and garden area.

Electric - It will have a photovoltaic collection panels with battery power cell that powers all the building and outside areas. A solar collection system for the hot water to the bathrooms and an electric instant boiler for the kitchen. All off grid with the excess being explored to power an electric vehicle Powerwall (council permission). An electric cooking stove (need to discuss amperes requirements of an industrial stove).

Electric plug outlets –

Bottom floor, One every 5 metres around the main hall for the Hoover and other equipment to be used. As required in the kitchen and shower/toilet block. One every 1.5 metres in the storage area and two in the bunk space.

Top floor, four outlets at each end of the floor and one on each wall along the middle of the floor.

Light sockets – As required for the lighting regulations.

Lighting – Low power LEDs lighting. Willing to use as much 12 volts versus 240 volt to reduce load on electric plant.

Environmental Heating – Electric heating system.

Information Technology – A fibre broadband connected hub with wifi throughout the building.

Service room – the service room will house the electrical, water pump, IT server and other services.

Insulation – The building must be thermally with minimum draft but ventilated to remove moisture. Thermally insulated panels (100mm) with double glazing and if possible natural light insulated panelling for the roof.

Flooring –

Bottom floor, waterproof protective flooring in the wet areas. A concrete pad overlaid with hardwearing springy floor covering in the main hall. Carpet tiles in the storage and bunk spaces.

Top floor, carpet.

Toilet/shower block – One disabled toilet and combined shower. Four unisex toilets and showers with a laundry area for a washer and dryer and sink for cleaning. A cleaning cupboard under the stair well if possible.

Bunk space – a space with natural light and able to fit bunk beds

Storage space – The ability to provide separate storage cages for other groups to securely store their equipment. Each cage with a power outlet and light. 2 metres deep by 1 metre wide.

Kitchen – Able to cater for large groups with an island. A door connecting to the outside patio/rubbish area. A serving hatch to both the patio and to the main hall. All electric services with mains water.

Main Hall – a 15 X 15 metre hall with a rock climbing wall on the far end. The wall is to have over hangs at the so structural strengthening will need to be considered. A four panel double glazed sliding door that opens up to the patio with a four panel double glazed door with only two middle sections opening up to the main street. Window to provide natural light and be in keeping with aesthetic look. The cabinets in the bottom right of the hall drawing will be built by the carpenter.

Outside -

Patio – A 16 X 4 metre shaded area with stone flooring. Will be used for functions and recreation/lessons.

Shed – A 4X4 metre shed with roller door with a.

Rubbish area – Behind the kitchen.

Front entrance – Accessed from Cambridge road. A mural will be designed and adorn the front of the building.

Rear entrance - will be accessed from the area known as the metal pit, this will be the main entrance.

Each entrance needs to be wheelchair accessible.

Residential Fence

Distance TBD

SKY LIGHTS

SCOUTS NZ SIGN

Cover

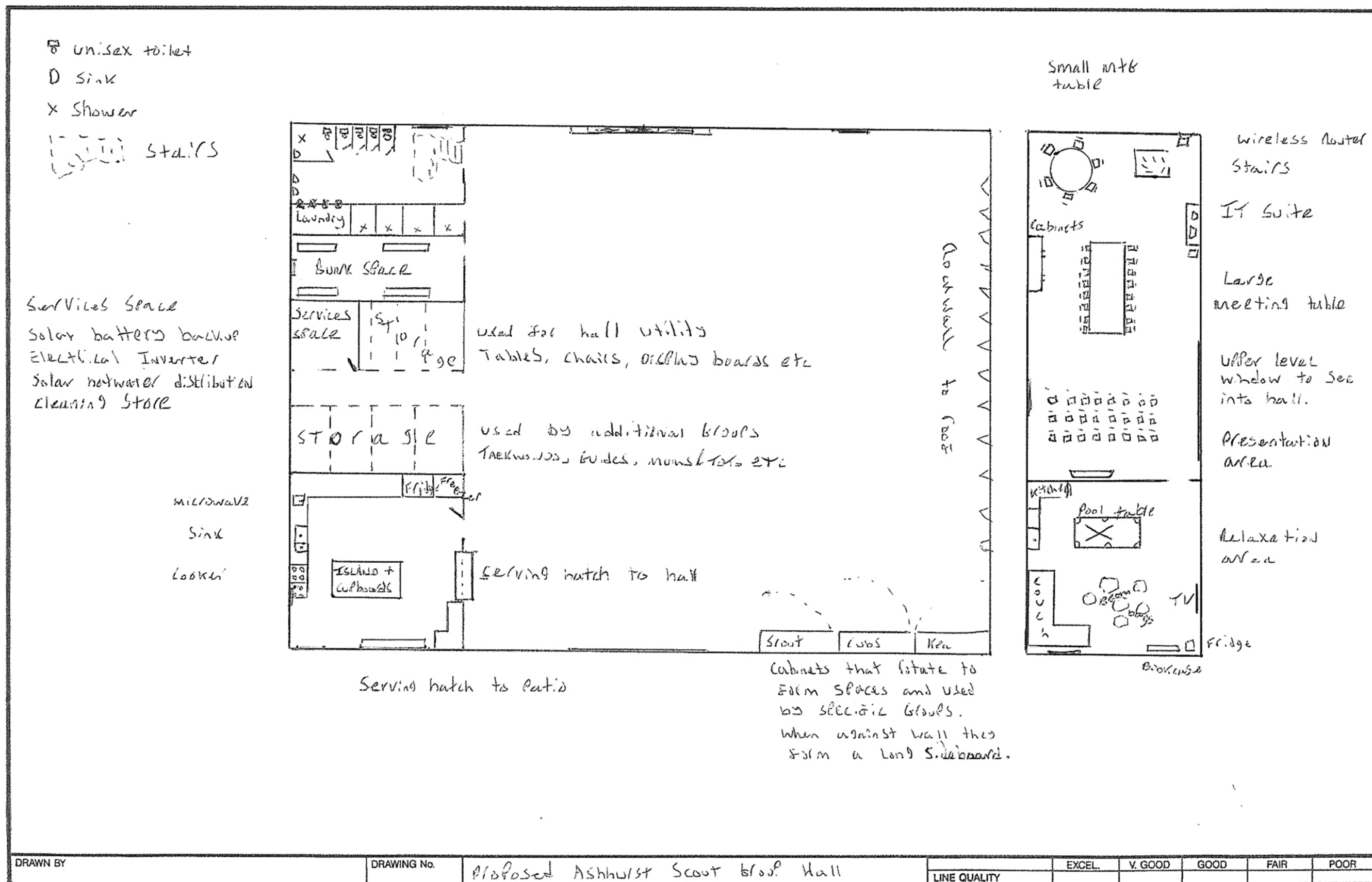
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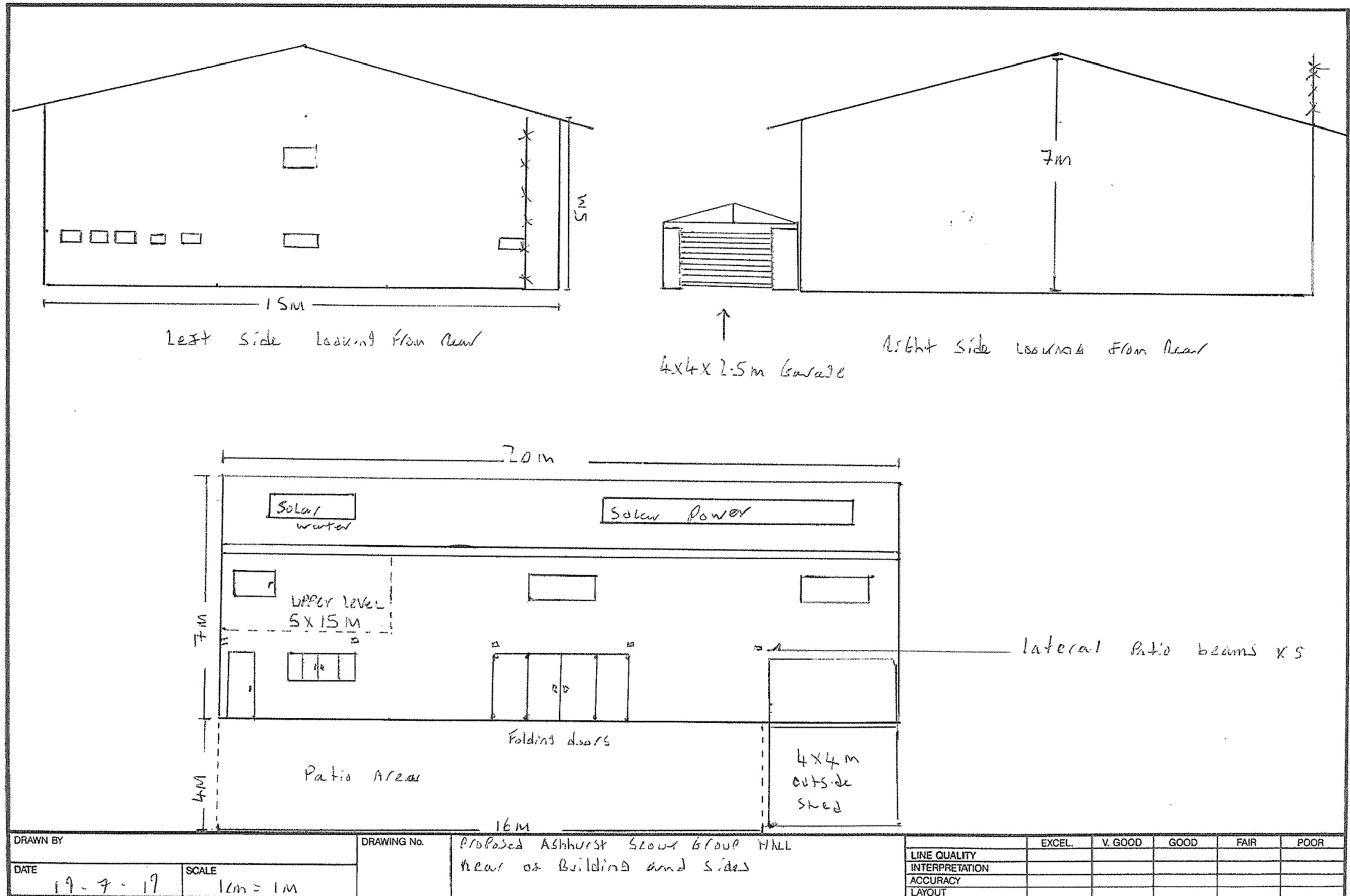
Cambridge Road Pavement

No-a-d

DRAWN BY	DATE	SCALE	DRAWING No.	PROPOSED ASKHURST SCOUT GROUP HALL	LINE QUALITY	EXCEL.	V. GOOD	GOOD	FAIR	POOR
				Front of building on Cambridge Road	INTERPRETATION					
					ACCURACY					
					LAYOUT					

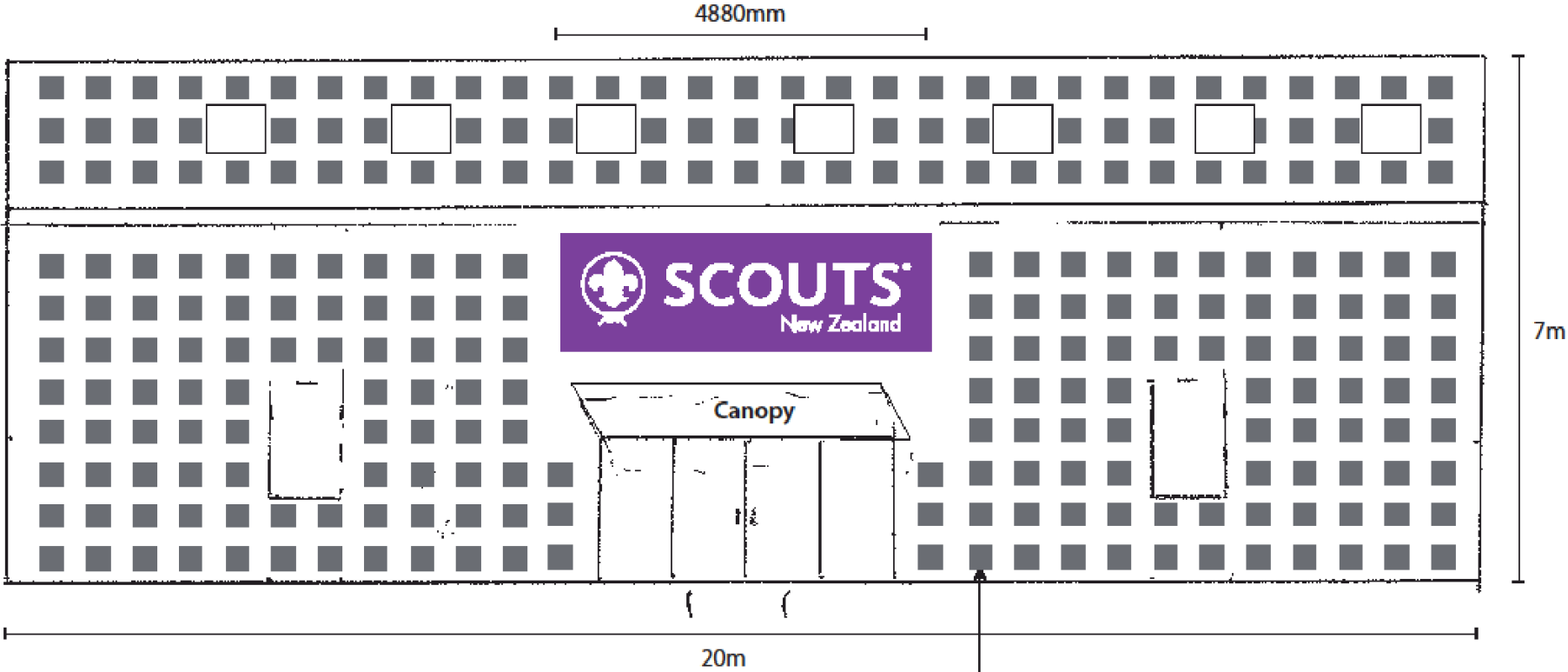
WARWICK





WARWICK

HALL - front



SCOUTS New Zealand Sign
Size: approx. 4880mm wide
- ACM sign with digital print to front face
- Flatmount

COLOUR SYSTEM

PRIMARY COLOURS

SCOUTS NEW ZEALAND PURPLE
PANTONE 527 CMYK 79 94 0 0 RGB 106 44 145

SPONSOR Signs
Size: approx. 300 x 300mm
- ACM signs with digital print to front face
- Flatmount
Client to confirm imagery, amounts and placement on building

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PROJECT MANAGER: Nigel Rook
PHONE NUMBER: 06 357 57 57
DESIGNER: MDD

JOB NAME: Ashhurst Scout Group
FILE NAME: CAP025810 - New Scout hall signage_09-19

capture@signs

DEED OF LEASE OF PALMERSTON NORTH CITY COUNCIL LAND

DATED: 27th November 2018

PARTIES

1. THE PALMERSTON NORTH CITY COUNCIL ("the Landlord")
2. SCOUT ASSOCIATION OF NEW ZEALAND ("the Tenant")

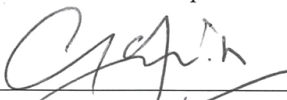
BACKGROUND

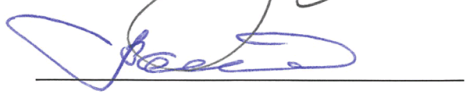
- A The Landlord is the owner of the property described in the First Schedule hereto and more particularly shown on the plan attached hereto ("the property").
- B The Landlord has agreed to lease to the Tenant the property subject to the covenants, conditions and restrictions contained herein.

NOW THIS DEED RECORDS

1. The Landlord leases to the Tenant and the Tenant takes on the property described in the First Schedule for the term from the commencement date and at the annual rent (subject to review if applicable as set out in the First Schedule).
2. The Landlord and Tenant covenant as set out in the said Second Schedule.

The Common Seal of the PALMERSTON)
 NORTH CITY COUNCIL was hereto)
 affixed as Landlord in the presence of:)





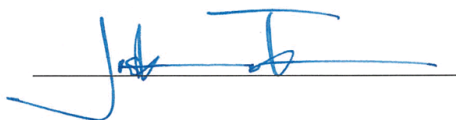
Mayor

Legal Counsel





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The Common Seal of **SCOUT ASSOCIATION**)
OF NEW ZEALAND was hereto)
affixed as Tenant in the presence of:)

 Signature

Joshua Tabor Chief Executive Name and Designation


Denise Church, Board member



Seal 2/29.



FIRST SCHEDULE

PROPERTY:	The portion of the premises at 48 Cambridge Avenue, Ashhurst, Palmerston North as shown in red on the attached plan.
TERM:	Five (5) Years
COMMENCEMENT DATE:	01 July 2018
RIGHT OF RENEWAL:	One (1) of Five (5) Years
RENEWAL DATE:	01 July 2023
FINAL EXPIRY DATE:	31 June 2028
ANNUAL RENT:	\$150.00 + GST
RENT PAYMENT DATES:	01 July 2018, annually thereafter
REVIEW DATES:	Upon Renewal
DEFAULT INTEREST RATE:	15% per annum
PRESCRIBED USE:	Scouting Related Activities


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SECOND SCHEDULE**TENANTS' PAYMENTS****Rent**

- 1.1 The Tenant shall pay the rent annually plus Goods and Services Tax in advance on the rent payment dates. The first annual payment (together with rent calculated on a daily basis for any period from the commencement date of the term to the first rent payment date) shall be payable on the first rent payment date.
- 1.2 All rent shall be paid without any deduction by direct payment to the Landlord or as the Landlord may direct and the Tenant shall not advance as a reason for non payment of rental any right of set off.

Rent Review

- 2.1 The annual rent may be reviewed by the Landlord as follows:
- (a) The Landlord may commence a review by not earlier than three (3) months prior to a review date or at any time up to the next following review date by giving written notice to the Tenant specifying the annual rent considered by the Landlord to be the current market rent as at the review date.
 - (b) If by written notice to the Landlord within twenty (20) working days after receipt of the Landlord's notice, the Tenant disputes that the proposed new annual rent is the current market rent then the new rent shall be determined in accordance with clause 2.2 but the new rent shall not be less than the annual rent payable during the period of twelve (12) months immediately preceding the relevant review date.
 - (c) If the Tenant fails to give such notice (time being of the essence) the Tenant shall be deemed to have accepted the annual rent specified in the Landlord's notice.
 - (d) The annual rent so determined or accepted shall be the annual rent from the review date or the date of the Landlord's notice if such notice is given later than sixty (60) working days after the review date.
- 2.2 (a) Immediately following receipt by the Landlord of the Tenant's notice, the parties shall endeavour to agree upon the current market rent, but if agreement is not reached within ten (10) working days then the new rent shall be determined either:
- (i) By one party giving written notice to the other requiring the new rent to be determined by arbitration;

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(ii) If the parties so agree, by registered valuers acting as experts and not as arbitrators as follows:

- (A) Each party shall appoint a valuer and give written notice of the appointment to the other party within ten (10) working days of the parties agreeing to so determine the new rent.
- (B) If the party receiving the notice fails to appoint a valuer within the ten (10) working day period then the valuer appointed by the other party shall determine the new rent and such determination shall be binding on both parties.
- (C) The valuers appointed before commencing their determination shall appoint an umpire who need not be a registered valuer.
- (D) The valuers shall determine the current market rent of the premises and if they fail to agree then the rent shall be determined by the umpire.
- (E) Each party shall be given the opportunity to make written or verbal representations to the valuer or the umpire subject to such reasonable time and other limits as the valuers or their umpire may describe and they shall have regard to any such representations but not to be bound thereby.

(b) When the new rent has been determined either the arbitrators or the valuers shall give written notice thereof to the parties. The notice shall provide as to how the costs of the determination shall be borne and such provision shall be binding on the party.

2.3 Pending determination of the new rent, the Tenant shall from the relevant rent review date or the date of service of the Landlord's notice if such notice is served later than 3 months after the relevant rent review date, until the determination of the new rent pay an interim rent as follows:

- (a) If both parties supply a registered valuer's certificate substantiating the new rents proposed, the interim rent payable shall be half way between the new rents proposed by the parties; or
- (b) If only one party supplies a registered valuer's certificate, the interim rent payable shall be the rent substantiated by the certificate; or
- (c) If no registered valuer's certificates are supplied, the interim rent payable shall be the rent payable immediately prior to the relevant rent review date;

but in no circumstances shall the interim rent be less than the rent payable as at the commencement date of the then current lease term.



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The interim rent payable shall be determined as at the relevant rent review date, or the date of service of the Landlord's notice if such notice is served later than 3 months after the relevant rent review date and, subject to clause 2.4, shall not be subject to adjustment.

- 2.4 Upon determination of the new rent, any overpayment shall be applied in payment of the next month's rent and any amount then remaining shall immediately be refunded to the Tenant. Any shortfall in payment shall immediately be payable by the Tenant.

Outgoings

- 3.1 The Tenant shall pay the outgoings in respect of the property which are specified in the Third Schedule attached hereto. Where any outgoing is not separately assessed the Tenant shall pay such a fair proportion as shall be agreed upon or failing agreement determined by arbitration.
- 3.2 The outgoings shall be payable by the Tenant on demand.

Interest on unpaid money

4. If the Tenant defaults in payment of the rent or other monies payable hereunder for ten (10) working days then the Tenant shall pay on demand interest at the default interest rate on the monies unpaid from the due date for payment down to the date of payment.

Costs

5. ~~The Tenant shall pay the Landlord's solicitors costs of and incidental to the preparation of this Lease and any variation or renewal or any Deed recording a rent review and the Landlord's legal costs (as between Solicitor and client) of and incidental to the enforcement or attempted enforcement of the Landlord's rights remedies and powers under this Lease. The Tenant shall also pay the Landlord's reasonable costs incurred in considering any request by the Tenant for the Landlord's consent to any matter contemplated by this Lease.~~

*****Both Parties will pay their own costs of and incidental to the preparation of this Lease and any variation or renewal or any Deed recording a rent review.**

Indemnity

6. The Tenant shall indemnify the Landlord against all damage or loss resulting from any act or omission on the part of the Tenant or the Tenant's employees, agents, invitees or contractors. The Tenant shall recompense the Landlord for all expenses incurred by the Landlord in making good any damage to the property resulting from any such act or omission. The Tenant shall be liable to indemnify only to the extent that the Landlord is not fully indemnified under any policy of insurance.

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Insurance

7. The Tenant shall at all times during the term keep and maintain any buildings on the property owned by the Tenant insured under a full replacement policy and if required by the Landlord provide evidence to the Landlord that such insurance's are in place.

PRESCRIBED USE OF THE PROPERTY

- 8.1 The Tenant will use the property solely for the purposes of the Tenant and its general activities as set out under the heading "Prescribed Use" in the First Schedule and for no other purposes.
- 8.2 If the Landlord after making such enquiries as it thinks fit and giving the Tenant the opportunity of explaining the usage of the property is satisfied that the property is not being used or being sufficiently used for the Prescribed Use then the Landlord may terminate this lease on such terms as it thinks fit but without prejudice to any antecedent right or action which the Landlord may have against the Tenant however it arose.
- 8.3 Notwithstanding clauses 8.1 and 8.2 above the Landlord may at the entire discretion of the Landlord consent to the property being used for a use other than the prescribed use.
- 8.4 Notwithstanding any other provision in this Lease if the Landlord considers the property is required for the purpose of public recreation, this Lease may be terminated on such terms as the Minister of Conservation approves.

MAINTENANCE AND CARE OF PROPERTY**Tenant's Obligations**

- 9.1 The Tenant shall keep and maintain any buildings or improvements that it erects on the property in good order and repair and shall comply with any reasonable requirements of the Landlord in respect to any such buildings or improvements.
- 9.2 Without in any way limiting the Landlord's rights pursuant to clause 9.1 above the Tenant shall comply with any reasonable requirement of the Landlord to repair all glass breakage's and any electrical fittings, paint and decorate any part of the exterior of any buildings or improvements erected on the property and repair and keep in good order any storm or wastewater drainage system.
- 9.3 The Tenant shall in a proper and workmanlike manner and to the reasonable requirements of the Landlord:

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(a) **Maintain Yards**

Keep and maintain any carpark, pavings and other sealed or surface areas in good order and repair.

(b) **Care of Grounds**

Keep any grounds, yards and surfaced areas in a tidy condition and maintain any garden or lawn areas in a tidy and cared for condition.

(c) **Other Works**

Carry out such works to the property as the Landlord may require in respect of which outgoings are payable by the Tenant.

Rubbish Removal

10. The Tenant shall regularly remove to an appropriate disposal site all rubbish and garbage generated from the property and will keep any rubbish bins or containers in a clean and tidy condition. The Tenant will also at the Tenant's own expense cause to be removed all trade waste boxes and other goods or rubbish not removable in the ordinary course by the local authority.

Landlord's Right of Inspection

11. The Landlord and its employees, agents and contractors may at all reasonable times during business hours enter upon the property to view the condition of any buildings or improvements erected thereon with or without valuers or insurers appraisers and prospective purchasers/tenants to view the condition thereof and may give notice in writing to the Tenant of all defects and wants of repair and the Tenant will with all reasonable despatch after receipt of such notice repair and make good the same according to such matters so far as the Tenant is liable so to do.

Landlord May Repair

- 12.1 If default is made by the Tenant in the due and punctual compliance with any notice given by the Landlord relating to repair or maintenance pursuant to clause 9.1 or clause 11 herein, the Landlord without prejudice to the Landlord's other rights and remedies shall at the Landlord's option without suit or further notice be entitled by its employees, agents and contractors with all necessary equipment and material at all reasonable times to enter upon the property to execute any works as may be specified in the notice.
- 12.2 All moneys expended by the Landlord by reason of the Tenant's default shall be payable by the Tenant to the Landlord upon demand together with interest at the default interest from the date of expenditure down to the date of payment.

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Access for Repair

13. The Tenant shall permit the Landlord and the Landlord's employees, agents and contractors at all reasonable times to enter the property to carry out repairs pursuant to clause 12 hereof to the property and to install inspect repair renew or replace any services where the same are not the responsibility of the Tenant all such repairs. All such repairs and work shall be carried out as far as reasonably possible with the least inconvenience to the Tenant.

Signs and Painting

- 14.1 The Tenant will not erect or display or permit to be erected or displayed either on the outside of any building on the property or upon any part of the property any advertising matter of any description or any sign displaying the name of the Tenant without the prior consent of the Landlord who may grant its consent subject to such reasonable conditions as the Landlord may decide which shall include compliance with the Local Authority's district plan.
- 14.2 The Tenant will not paint or repaint the exterior of any building or improvements on the property without the written consent of the Landlord to any colour scheme and the type of paint intended to be used.

Building Work and Alterations

- 15.1 The parties acknowledge that the Tenant intends to carry out certain building work on the property, however, the Tenant shall not carry out any such building work nor make any alterations or additions to any buildings or improvements erected on the property without first producing to the Landlord on every occasion plans and specifications and obtaining the written consent of the Landlord (not to be unreasonably or arbitrarily withheld or delayed) for that purpose.
- 15.2 The Tenant will at all times including when undertaking any "building work" on the property (as that term is defined in the Building Act 2004), comply with all statutory requirements including the obtaining of building consents and code compliance certificates pursuant to the Act and agrees to indemnify the Landlord for any claims made against the Landlord arising under the Building Act by virtue of the Tenant failing to comply with the Act.

Compliance with Statutes and Regulations

16. The Tenant shall comply with the provisions of all statutes, ordinances, regulations and by-laws relating to the use of the property by the Tenant or other occupant and will also comply with the provisions of all licences, requisitions and notices issued by any competent authority in respect of the property or their use by the Tenant or other occupant.

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No Noxious Use

17. The Tenant shall not:

- (a) Bring upon or store within the property nor allow to be brought upon or stored nor allowed to be brought upon the property or stored within any building on the property any machinery goods or things of an offensive noxious illegal or dangerous nature, or of such weight size or shape as is likely to cause damage to the building or any surfaced area.
- (b) Use the property or allow them to be used for any noisome noxious illegal or offensive trade or business, or
- (c) Allow any act or thing to be done which may be or grow to be a nuisance disturbance or annoyance to the Landlord, other tenants of the Landlord, or any other person, and generally the Tenant shall conduct the Tenant's business upon the property in a clean quiet and orderly manner free from damage nuisance disturbance or annoyance to any such persons but the carrying on by the Tenant in a reasonable manner of the Prescribed Use or any use to which the Landlord has consented shall be deemed not to be a breach of this clause.

Cancellation

18. The Landlord may (in addition to the Landlord's right to apply to the Court for an order for possession) cancel this Lease by re-entering the property at the time or at any time thereafter:

- (a) if the rent shall be in arrears for not less than ten working days after any of the rent payment dates and the Tenant has failed to remedy that breach within 10 working days after service on the Tenant of a notice in accordance with section 245 of the Property Law Act 2007.
- (b) in case of breach by the Tenant of any Covenant or agreement on the Tenant's part herein expressed or implied (other than the covenant to pay rent) after the Tenant has failed to remedy that breach within the period specified in a notice served on the Tenant in accordance with section 246 of the Property Law Act 2007.
- (c) if the Tenant shall make or enter into or attempt to make or enter into any composition assignment or other arrangement with or for the benefit of the Tenant's creditors;
- (d) in the event of the insolvency bankruptcy or liquidation of the Tenant; or
- (e) if the Tenant shall suffer distress or execution to issue against the Tenant's property goods or effects under any judgement against the Tenant in any Court for a sum in excess of five thousand dollars (\$5,000.00):

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and the term shall terminate on such cancellation but without prejudice to the rights of either party against the other.

Loss on Cancellation

19. Upon cancellation the Landlord may remove from the property or any buildings or improvements erected thereon any chattels in the apparent possession of the Tenant and place them outside the property and the Landlord shall not be answerable for any loss resulting from the exercise of the power of re-entry.

Essentiality of Payments

- 20.1 Failure to pay rent or other moneys payable hereunder on the due date shall be a breach going to the essence of the Tenant's obligations under the Lease. The Tenant shall compensate the Landlord and the Landlord shall be entitled to recover damages from the Tenant for such breach. Such entitlement shall subsist notwithstanding any determination of the lease and shall be in addition to any other right or remedy which the Landlord may have.
- 20.2 The acceptance by the Landlord of arrears of rent or other moneys shall not constitute a waiver of the essentiality of the Tenant's continuing obligation to pay rent and other moneys.

Repudiation

21. The Tenant shall compensate the Landlord and the Landlord shall be entitled to recover damages for any loss or damage suffered by reason of any acts or omissions of the Tenant constituting a repudiation of the lease or the Tenant's obligations under the lease. Such entitlement shall subsist notwithstanding any determination of the lease and shall be in addition to any other right or remedy which the Landlord may have.

Quiet Enjoyment

22. The Tenant paying the rent and performing and observing all the covenants and agreements herein expressed and implied shall quietly hold and enjoy the property throughout the term without any interruption by the Landlord or any person claiming under the Landlord.

Renewal of Lease

23. If the Tenant has given to the Landlord written notice to renew the Lease at least three (3) calendar months before the end of the term and it is not at the date of the giving of such notice in breach of this Lease then the Landlord will grant a new lease for a further term from the renewal date as follows:
- (a) If the renewal date is a rent review date the annual rent shall be agreed upon or failing agreement shall be determined in accordance with clauses 2.1 and 2.2 but such annual rental shall not be less than the rent payable at the commencement date of the immediately preceding lease term.

- (b) Subject to the provisions of clause 23(a) the new lease shall be upon and subject to the covenants and agreements herein expressed and implied except that the term of this Lease plus all further terms shall expire on or before the final expiry date.
- (c) The annual rent shall be subject to review during the term of the new lease on the rent review dates or if no dates are specified then after the lapse of the equivalent periods of time as are provided herein for rent reviews.
- (d) The Landlord, as a condition of granting a new lease shall be entitled to have the new lease guaranteed by any guarantor who has guaranteed this Lease on behalf of the Tenant who has given notice.
- (e) Pending the determination of the new rent, the Tenant shall pay an interim rent in accordance with clauses 2.3 and 2.4;
- (f) Notwithstanding anything contained in clause 2.3 interim rent referred to in that clause shall not be less than the annual rent payable as at the commencement date of the immediately preceding lease term.

Assignment or Subletting

- 24. The Tenant shall not assign sublet or otherwise part with the possession of the property or any part thereof without first obtaining the written consent of the Landlord.

GENERAL

Holding Over

- 25. If the Landlord permits the Tenant to remain in occupation of the property after the expiration or sooner determination of the term, such occupation shall be a monthly tenancy only terminable by twenty (20) working days written notice at the rent then payable and otherwise on the same covenants and agreements (so far as applicable to a monthly tenancy) as herein expressed or implied.

Access for Re-letting

- 26. The Tenant will at all reasonable times during the period of three months immediately preceding expiration of the term permit intending tenants and others with written authority from the Landlord or the Landlord's agents at all reasonable times to view the property.

Suitability

- 27. No warranty or representation expressed or implied has been or is made by the Landlord that the property is now suitable or will remain suitable or adequate for use

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by the Tenant or that any use of the property by the Tenant will comply with the by-laws or ordinances or other requirements of any authority having jurisdiction.

Waiver

28. No waiver or failure to act by the Landlord in respect of any breach by the Tenant shall operate as a waiver of another breach.

Tenant to Indemnify the Landlord

29. The parties acknowledge that the Landlord shall not be liable for any claims including but not limited in respect of accident, injury or damage suffered by any person or property as a result of the Tenant's use of the property and the Tenant shall comply with all obligations imposed on an employer or on an occupier of a place of work by the Health and Safety in Employment Act 1992 and will to the extent permitted by law indemnify the Landlord against any expense which the Landlord may incur by virtue of that Act arising from any event which may occur on the property during the term of the lease.

Sale of Alcohol

30. In the event that the Tenant wishes to sell alcohol on the property, or from any building or improvement erected on the property, permission must first be obtained in writing from the Recreation and Community Development Manager of the Landlord before a licensee may be applied for from the Liquor Licensing Agency.

Early Childhood Care

31. In the event that the Tenant wishes to use the property for the purposes of early childhood education the Tenant shall be required to comply with all requirements in respect to the property as determined by the Ministry of Education.

Landlord May Enter the Property Where Statutes and Regulations Are Not Complied With

32. In the event that the Tenant shall not comply with the provisions of all statutes, ordinances, regulations and by-laws relating to the use of the property by the Tenant as required by clause 16 herein the Landlord may without limiting its powers pursuant to clause 12 herein enter upon the property to execute such works to provide that all statutes, ordinances, regulations and by-laws are complied with and any monies expended by the Landlord in executing such works shall be payable by the Tenant to the Landlord upon demand together with interest thereon at the default interest rate from the date of expenditure down to the date of payment.

Tenant May Make Rules

- 33.1 The Tenant may make rules for management and control of the property and for the conduct of persons using them which are necessary and not inconsistent with this lease.

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- 33.2 Before any rules come into force they must have the written consent of the Landlord.
- 33.3 All such rules when approved and adopted shall be displayed in a conspicuous place on the property for the information and guidance of all persons entering upon the property.

Fences

34. In the event that the Landlord requires fencing to be erected upon the property then the Landlord may provide instructions to the Tenant requiring the fence to be so erected including the location and type of fence required and the Tenant shall erect such fence at the sole cost of the Tenant forthwith.

Tenant's Acknowledgement

35. The Tenant acknowledges that the Tenant will preserve and protect any natural, scientific, historical, cultural, archaeological, biological, geographical or other scientific feature or indigenous flora or fauna on the property.

LANDLORD'S OPTION TO PURCHASE BUILDINGS OR IMPROVEMENTS

Tenant's Buildings or Improvements

- 36.1 The Landlord shall be entitled within three (3) months of the end of the term of the Lease or by earlier determination of the term by notice in writing to the Tenant to require the Tenant to remove at the sole cost of the Tenant any improvements erected on the property by the Tenant. If the Landlord does not require any certain improvements erected on the property by the Tenant to be removed by the Tenant then those improvements shall fall into the ownership of the Landlord and the Landlord shall not be required to pay any compensation whatsoever to the Tenant for those improvements.
- 36.2 In the event the Tenant is requested by the Landlord to remove any such improvements erected on the property in accordance with clause 36.1 then the Tenant shall do so and leave the property in a good and tidy condition within two (2) months of the Landlord giving notice in accordance with clause 36.1. In the event the Tenant does not remove such improvements on the property within such time period then the Landlord may:
- (a) arrange for the removal of the improvements on the property together with their disposal; and
 - (b) arrange for the property to be left in a clean and tidy condition; and
 - (c) charge the Tenant for the cost of doing so which shall be payable upon demand together with interest thereon at the default interest rate as provided in this Lease.

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Third Party's Use of the Property

37. The Tenant shall be entitled to allow third persons to utilise the property from time to time, however, in the event that the Tenant enters into an arrangement to allow a third party to utilise the property on an ongoing basis, the Tenant shall first notify the Landlord of the proposal. The Tenant shall provide such information in respect to the proposal as the Landlord requires, including but not limited to the amount of any sum to be paid to the Tenant by the third party for the right to use the property and in the event that the Landlord is not satisfied with the proposal the Landlord may require it to be terminated or require the terms of it to be amended in which case the Tenant shall strictly comply with the Landlord's request.

Notices

- 38.1 All notices must be in writing and must be served by one of the following means:
- (a) In the case of a notice under sections 245 or 246 of the Property Law Act 2007 in accordance with the requirements of section 353 of that Act; and
 - (b) In all other cases, unless otherwise required by sections 352 to 361 of the Property Law Act 2007;
 - (i) using the procedure outlined in sections 354 to 361 of the Property Law Act 2007, or
 - (ii) by personal delivery, or by posting by registered or ordinary mail, or by facsimile, or by email.
- 38.2 In respect of the means of service specified in clause 38.1(b)(ii), a notice is deemed to have been served:
- (a) in the case of personal delivery, when received by the addressee;
 - (b) in the case of posting by mail, on the second working day following the date of posting to the addressee's last known address in New Zealand;
 - (c) in the case of facsimile transmission, when sent to the addressee's facsimile number; or
 - (d) in the case of email, when acknowledged by the addressee by return email or otherwise in writing.
- 38.3 In the case of a notice to be served on the Tenant, if the Landlord is unaware of the Tenant's last known address in New Zealand or the Tenant's facsimile number, any notice affixed conspicuously on any part of the premises shall be deemed to have been served on the Tenant on the day on which it is affixed.
- 38.4 A notice shall be valid if given by any director, general manager, solicitor or other authorised representative of the party giving the notice.

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Graffiti

39. If during the term of the Lease any graffiti occurs on the exterior of any building or improvements on the property then the Tenant shall forthwith remove the graffiti at the sole cost of the Tenant and, if required by the Landlord, repaint the affected area in keeping with the balance of such buildings or improvements to a standard acceptable to the Landlord.

No Overnight Occupation

40. The Tenant shall not permit any person or persons to reside on the property overnight or reside in any building or improvement on the property overnight.

Reporting Standard

41. The Tenant, when requested by the Landlord, shall provide to the Landlord a report in relation to the Tenant's occupation of the property in accordance with this Lease with such information to contain information and to be in a format as required by the Landlord.

Arbitration

42. If any dispute as to the terms or interpretation of this Deed or any part of it arises or as to the obligations of any party to this Deed then the parties at dispute shall enter into negotiations in good faith to resolve such dispute. If the dispute is not resolved within one (1) month of the date on which the parties begin their negotiations the parties shall submit their dispute to the arbitration of an independent arbitrator appointed jointly by the parties and if one cannot be agreed upon within ten (10) working days, to an independent arbitrator appointed by the President for the time being of the Manawatu District Law Society or the nominee of that person. Such arbitration shall be carried out in accordance with the provisions of the Arbitration Act 1996 or any then statutory provision relating to arbitration.

Interpretation

43. In this lease
- (a) the Landlord and the Tenant means where appropriate the executors, administrators, successors and permitted assigns of the Landlord and the Tenant.
 - (b) "the property" means the land leased by the Tenant pursuant to this Deed of Lease and where the context requires or admits means any buildings or improvements erected on the property.
 - (c) "working day" means a day of the week other than:
 - (i) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, The Sovereign's Birthday and Labour Day and;

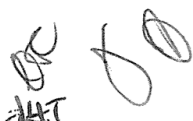
Handwritten initials 'JMT' and a circular stamp with a signature inside.

- (ii) A day in the period commencing with 25th December and ending with 2nd January in the following year and;
- (iii) The day observed as the anniversary of any province in which an act is to be done.
- (d) whenever words appear in this lease that also appear in the First Schedule then those words shall mean and include the details supplied after them in the First Schedule.
- (e) Where the context requires or admits, words importing the singular shall import the plural and vice versa.



THIRD SCHEDULE**Outgoings:**

1. Rates or levies payable to any local or territorial authority.
2. Charges for water gas electricity telephones and other utilities or services, including line charges.
3. Rubbish collection charges.
4. New Zealand Fire Service charges and the maintenance charges in respect of all fire detection and fire fighting equipment.
5. Service contract charges for air conditioning, lifts, other building services and security services.
6. Cleaning maintenance and repair charges including charges for repainting, decorative repairs and the maintenance and repair of building services to the extent that such charges do not comprise part of the cost of a service maintenance contract, but excluding charges for structural repairs to the building (minor repairs to the roof of the building shall not be a structural repair).
7. The provisioning of toilets and other shared facilities.
8. The cost of ground maintenance i.e. lawns, gardens and planted areas including plant hire and replacement, and the cost of repair of fences.
9. Yard and car parking area maintenance and repair charges.
- ~~10. Body Corporate charges for insurance premiums and related valuation fees and management administration expenses.~~
- ~~11. Management expenses.~~
12. The costs incurred and payable by the Landlord in supplying to the territorial authority a building warrant of fitness and obtaining reports as required by Section 45 of the Building Act 2004.

Handwritten signature and initials, possibly 'JAT' and 'JO'.



09/02/17

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 26 August 2019, commencing at 1.02pm

Members Present: Councillors Leonie Hapeta (in the Chair) and Brent Barrett, Vaughan Dennison, Lew Findlay QSM, Jim Jefferies, Lorna Johnson, Duncan McCann, Bruno Petrenas and Aleisha Rutherford.

Non Members: Councillors Rachel Bowen, Gabrielle Bundy-Cooke and Tangi Utikere.

Apologies: The Mayor (Grant Smith) and Councillors Susan Baty, Adrian Broad and Karen Naylor

Councillor Susan Baty entered the meeting at 1.07pm during consideration of clause 42. She was not present for clause 41.

Councillor Karen Naylor entered the meeting at 1.08pm during consideration of clause 42. She was not present for clause 41.

The Mayor (Grant Smith) entered the meeting at 1.15pm during consideration of clause 42. He was not present for clause 41.

41-19 Apologies

Moved Leonie Hapeta, seconded Vaughan Dennison.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 41-19 above was carried 12 votes to 0, the voting being as follows:

For:

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

42-19 Submissions - Ashhurst Function Centre Proposal 2019

The following people appeared before the Committee and made oral statements in support of their submission and replied to questions from Elected Members.

Myles Stilwell (18)

Myles Stilwell spoke to his submission and advised that after reading the comments made by other submitters he was no longer supportive of the proposal, as he was concerned it would impact adversely on campers. He

noted however that he would like to see the café reinstated.

Joe Erkens (24)

Joe Erkens spoke to his submission and made no additional comments.

Anne Strafford (26)

Anne Strafford spoke to the submission and made no additional comments.

Councillor Susan Baty entered the meeting at 1.07pm

Councillor Karen Naylor entered the meeting at 1.08pm

The Mayor (Grant Smith) entered the meeting at 1.15pm

Moved Leonie Hapeta, seconded Duncan McCann.

The COMMITTEE RESOLVED

1. That the Sport and Recreation Committee hear submissions from presenters who indicated their wish to be heard in support of their submission.
2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 42-19 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, 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.

43-19

Confirmation of Minutes

Moved Leonie Hapeta, seconded Duncan McCann.

The COMMITTEE RESOLVED

1. That the minutes of the Sport and Recreation Committee meeting of 10 June 2019 Part I Public be confirmed as a true and correct record.

Clause 43-19 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, 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.

44-19

Ashhurst Domain Function Centre Proposal - Summary of Submissions

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

Moved Leonie Hapeta, seconded Duncan McCann.

The **COMMITTEE RESOLVED**

1. That the Committee note the summary of submissions received on the proposal to lease an area of the Ashhurst Domain for a function centre.

Clause 44-19 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, 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.

45-19 Rangitāne Park - Lease area increase for Menzshed Manawatu to allow a building extension

Report, presented by Kathy Dever-Tod, Parks and Reserves Manager.

Moved Leonie Hapeta, seconded Duncan McCann.

The **COMMITTEE RECOMMENDS**

1. That Council approve the Deed of Variation of Lease with Menzshed Manawatu as attached in Appendix One of the report titled "Rangitāne Park – lease area increase for Menzshed Manawatu to allow a building extension";
2. That Council, having been satisfied that the functions and purposes of the Reserves Act have been considered, that the statutory processes have been met, and being satisfied that the decision is a reasonable one, exercise the delegated authority approved by the Minister of Conservation to grant consent for the lease variation.

Clause 45-19 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Brent Barrett, Susan Baty, Rachel Bowen, 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 meeting finished at 1.48pm

Confirmed 16 September 2019

Chairperson

MEMORANDUM

TO: Sport and Recreation Committee

MEETING DATE: 16 September 2019

TITLE: Sport Manawatū twelve month report (1 July 2018 to 30 June 2019) to Palmerston North City Council

PRESENTED BY: Julie Macdonald - Policy & Strategy Manager

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

RECOMMENDATION(S) TO COUNCIL

1. That the Committee receive the memorandum entitled 'Sport Manawatū twelve month report (1 July 2018 to 30 June 2019) to Palmerston North City Council'.

1. ISSUE

- 1.1 Attachment 1 is the twelve-month report outlining progress on contract outcomes under Sport Manawatū's fee for service contract with the Council. The report covers the period from 1 July 2018 to 30 June 2019. Six and twelve-month reports are required under the contract. Attachment 2 provides officer comments on the reported outcomes. Audited accounts are attached as Attachment 3.
- 1.2 Sport Manawatū is an independent charitable trust and 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 must work towards meeting several different outcomes across its activities. The Sport Manawatū report, therefore, describes activities that aren't necessarily solely funded through Council's service contract.
- 1.3 This is the final report under the three-year fee for service contract. A new funding agreement and strategic partnership plan with new outcomes has recently been entered between Sport Manawatū and the Council.

2. BACKGROUND

- 2.1 Council has funded Sport Manawatū since the early 1990s. Over time the grant has increased as services were added, including strategic plan implementation, event

support, and active transport promotion. Changes in the level of grant funding have reflected organisational changes by Council (such as fluctuations in in-house versus outsourced delivery models) as well as Council policy changes (e.g. changes to community outcomes and the community funding policy).

- 2.2 More recently, Sport Manawatū was contracted following the 2015 ‘fee for service’ round and has just concluded the final year of a three-year (2016-19) contract with Council. Funding to Sport Manawatū to deliver sport and recreation services was removed from the contestable ‘fee for service’ process (now known as strategic priorities grants) as part of the adoption of the new Community Funding Policy (2018).
- 2.3 The fee for service contract required 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 These outcomes form the basis of reporting for the last twelve-month report under the fee for service contract.

3. TWELVE MONTH REPORT HIGHLIGHTS

- 3.1 Sport Manawatū’s highlights are detailed in its report (attachment 1) and include:
- Palmerston North-based sports clubs and partners received a total of \$159,622 of KiwiSport funding.
 - A total of \$8,952 has been allocated from the Active Communities Fund for a range of activities, such as supporting opportunities for women organised through the Manawatū Multicultural Council and a boxing initiative for youth.
 - Sport Manawatū has collaborated with Council on a variety of projects such as the implementation of the Palmerston North Roads and Streets Framework (RASf), and the development of the Council’s Urban Cycle Network Masterplan; Sport Manawatū is currently playing a key role in progressing discussions about rationalisation of some of the City’s bowling clubs.

- Seven hundred students participated in the NZTA grade one cycle skills (basic cycling), and 490 students received tuition in grade two cycle skills (on-road instruction) through Sport Manawatū.
- Palmerston North hosted a total of 16 national level sporting events, 11 of which were national secondary school aged fixtures.
- Eleven major national and community sporting events were held at Central Energy Trust Arena during the last 12 months.
- The distribution of Sports Event Partnership Funding to support the delivery of sporting events contributed an estimated \$11,007,989 to the City's economy.

3.2 An additional service that was added to the contract in the 2018/19 year was the administration of the Active Community Fund of \$10,000 (refer 10-year plan programme #1424). As described above, Sport Manawatū has begun to distribute these funds to reduce barriers to participation for people on low incomes.

3.3 Sport Manawatū was also allocated an additional \$42,000 of 'Tranche 2 ACC funding' investment that Council received to deliver the national cycle skills education programme called 'Bike Ready'. Future Bike Ready funding is dependent on Sport Manawatū meeting the targets for participant numbers, and other funder requirements, outlined in the new agreement.

3.4 Officer comments on the Sport Manawatū outcomes, example outputs, and measures of success are included in attachment 2.

4. NEW FUNDING AGREEMENT AND STRATEGIC PARTNERSHIP PLAN

4.1 A new funding agreement was entered between Sport Manawatū and the Council in July 2019. A strategic partnership plan forms part of this agreement and includes a new set of outcomes aligned to Council's strategic direction, particularly as expressed in the Active Community, Active and Public Transport, Events and Festivals and Economic Development Plans.

4.2 The new agreed outcomes (from June 2019) are:

1. *Palmerston North has the most active community in NZ.*
2. *People have the skills to safely and confidently cycle, and walk, on our active transport network and system (roads, footpaths, shared paths, cycleways).*
3. *Everyone is encouraged to be active by playing and being active in sport and recreation facilities (places and spaces) across our City.*
4. *Sports and community sport events create social and participation opportunities as well as economic benefits.*

The new outcomes will guide future activities and reporting by Sport Manawatū. It should be noted that many of the outcomes in the previous contract are still relevant, and will guide work plans, but have been incorporated within the broader context of the above outcomes.

4.3 Key changes that were agreed through the new funding agreement and strategic partnership plan include:

- Identification of respective organisational strategic context and priorities.
- Clarification of organisational responsibilities for reporting strategic measures of success.
- A relationship map that identifies key staff contacts for the different activities covered under the agreement.
- Clear expectations for Bike Ready delivery and expected outcomes (e.g. delivery numbers receiving cycle skills education).
- Indicative grant allocation (in terms of percentage of grant funds) to be applied across the four outcomes.
- Identification of how the two funds that Sport Manawatū allocates on Council's behalf (Sports Event Partnership and Active Community funds) relate to the outcomes.
- Identification of the conditions required for any additional grant funding from Council for the Bike Ready programme and for the co-ordination of the implementation of the Manawatū-Whanganui Region Sport Facility Plan.

4.4 From this year, allocation of the Sports Event Partnership Fund (SEPF) will be jointly made through an assessment panel comprising Council, Sport Manawatū and CEDA staff. This change has been made to achieve better decision-making about that allocation of funding towards sports events through the SEPF and the major events fund.

5. CONCLUSION

5.1 The relationship between the Council and Sport Manawatū is long-established. 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 twelve-month report to 30 June

2019 provides a thorough review of activities that support the wide range of outcomes Council seeks for the community.



- 5.2 This is the last report made under the fee of service contract arrangement. Future reports will cover activities under the new outcomes set in the funding agreement and strategic partnership plan.

6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
If Yes quote relevant clause(s) from Delegations Manual clause 166	
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A creative and exciting city	
The recommended option contributes to the outcomes of the Creative and Liveable Strategy	
The recommended option contributes to the achievement of action/actions in the Active Community Plan	
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 contribution	A strong working relationship with Sport Manawatū is essential in meeting a range of strategic outcomes sought by the Council. The delivery of actions, priorities and outcomes in the Active Community Plan requires close collaboration with Sport Manawatū who are well-positioned in the community to deliver relevant services. The new funding agreement and strategic partnership plan will assist future services and activities to be delivered to the community including contributing to a range of actions in the Active Community, Active and Public Transport, Events and Festivals and the Economic Development Plans.

ATTACHMENTS

PALMERSTON NORTH CITY COUNCIL

1. Sport Manawatū 2018-19 12 month report [↓](#) 
2. Officer comments on contracted outcomes for 2018/19 year [↓](#) 
3. Financial Statements [↓](#) 

EVERYONE ACTIVE EVERYDAY



2018-19
12 MONTH **REPORT**

SPORTMANAWATU
PALMERSTON NORTH CITY COUNCIL

SPORTMANAWATU.ORG.NZ

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 12-months against Sport Manawātū's contracted key result areas for the Palmerston North City Council, with specific detail supporting our service agreement. Some of our achievements over the period 01 July 2018 to 30 June 2019 included:

1. PEOPLE ARE MORE ACTIVE, MORE OFTEN

- Palmerston North-based sports clubs and partners received a total of \$159,622 of KiwiSport funding to engage non-active kids and build capability across sports.
- The Whanau Tri event attracted more than 200 participants.
- A total of 394 participants graduated from our initial 10-week Green Prescription (GRx) programmes.
- The Refugee 5-week programme attracted 67 participants increasing awareness and social connectivity to facilities around the city.
- A total of \$8,952 has been allocated to Active Communities Fund applicants living in the city.

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

- Sport Manawātū have collaborated in a series of council led workshops to implement the Palmerston North Roads and Streets Framework (RASf). The RASf is intended to be a robust tool for determining the ideal movement and place function for a road, what level of service it should provide to users, and what infrastructure changes could be made to enable this.
- We are continuing to progress a joint facility relocation of the Northern, Takaro and Terrace End Bowling clubs.
- Sport Manawātū has re-negotiated its contract with council as part of a new strategic partnership.

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

- Delivery of a leadership programme for youth who are involved with Softball to encourage young people who are at risk of dropping out or who are no longer playing any sport. It is also focused on giving youth who are not in leadership positions opportunity to grow and develop skills and experiences.
- Three nutrition sessions were run in Palmerston North, with sessions targeted at teenagers (13 – 18 years old).
- Sport Manawātū gave out over 480 muffins to coaches, managers and officials whose influence impacts on over 4,500 young sporting participants in our city.

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

- Sport Manawātū was 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 6,819 likes (6,998 Followers).
- Our website continues to be a key avenue for providing information to users. This year has seen over 107,792 views on the site.

5. ARENA MANAWATU IS THE CITY HUB FOR INDOOR COMMUNITY SPORT

- Eleven national and community sporting events were held at CET Arena during the last 12-months.

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

- 490 students received tuition in New Zealand Transport Agency (NZTA) grade two cycle skills, in which they have the opportunity to learn, develop and practise the fundamental skills of cycling on the road.
- 700 students participated in the NZTA grade one cycle skills, which encourages the learning of road rules, bike and helmet safety, and practical riding skills on courts and shared pathways.

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

- Palmerston North hosted a total of 16 national level sporting events, 11 of which were national secondary school aged fixtures.
- The distribution of Sports Event Partnership Funding to support the delivery of sporting events contributed an estimated \$11,007,989 to the city's economy.

8. THERE IS A COLLABORATIVE PROGRAMME FOR COMMUNITY AND HIGH-PERFORMANCE CYCLING EVENTS IN THE MANAWATU

- The Gravel & Tar event included its first ever women's UCI race held in January.
- New Zealand Secondary School cycling returns to the Manawatu following a move to the South Island.

OUR FOCUS during THE NEXT 6-MONTHS

- Benchmark data on the new strategic partnership agreement outcomes.
- Development of a Play Plan for the city.
- Implement outcomes from the Urban Cycle Network Development Masterplan to get more people riding a bike.
- Administering the Active Communities fund aimed at removing barriers to physical activity participation.
- Retaining and growing our list of National Sporting events held in the city, in collaboration with PNCC and CEDA.
- Achieve the agreed outcomes from the RSFP Implementation Phase MoU.

1. PEOPLE ARE MORE ACTIVE, MORE OFTEN

Sport Manawātū continuously works towards our vision of "Everyone Active". We make it easier for families to participate in sport and recreation, for kids and youth to choose to be active, and for people to be active through community programmes and events.

ACTIVE TEAM Working with those most in need of physical activity

The Green Prescription programme (GRx) is about engaging individuals who are currently inactive and would benefit from an increased level of physical fitness. The programme helps to support participants with their health and fitness goals by linking them to appropriate and sustainable physical exercise options, whilst giving them the skills and education to make healthy nutrition and lifestyle choices. One component of GRx is to support sustained positive health outcomes for participants upon graduation from the programme. Education on the opportunities available in the community is key to supporting this outcome, and is achieved through collaboration with local health agencies, sports clubs and recreation providers.

- 1,132 participants living in Palmerston North were referred to the GRx programme during the last 12-months.
- 394 participants graduated from our initial 10-week GRx programmes. Participants have demonstrated an improvement in their health and physical activity levels, and, most importantly, have identified appropriate/sustainable exercise options to continue with.
- We continue to work successfully alongside some key stakeholders to identify priority groups to develop specific GRx programmes. Priority groups identified for 2018/2019 were maternal care, workplaces, new migrants, Pasifika and Māori.
- In May/June, the GRx team facilitated yet another successful 'Mums and Bubs' class in Palmerston North.
- The GRx team were able to offer Tai Chi as an activity option at the Palmerston North classes. This was driven from participant feedback.
- The GRx team continue to collaborate with Massey University to formulate workshops that focus on 'identifying and managing psychological barriers to lifestyle change'. These workshops are offered during the GRx programme sessions in Palmerston North.
- Palmerston North participants continue to benefit from health education and nutritional guidance via GRx phone support. Seventy-three PN residents engaged with the Phone Support service during this period.
- The Green Prescription team introduced a new 'strength and balance' programme to its weekly schedule. This had been initiated by recent concerns from ACC, Ministry of Health, and Health Quality and Safety Commission NZ that one in every three people over the age of 65 years will fall each year. Green Prescription has welcomed this research and recognised that we can help support this age group through a Strength and Balance class of our own. The classes will contain strength and balance tests, exercises to increase leg strength and balance, and provide this age group with the confidence and mobility they need to reduce the likelihood of falling.

- The GRx team again united with the Manawātū 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. (Our first programme was delivered in Oct 2016). The benefits of such a programme to this specific audience was initially identified through discussions with the Red Cross. The need was identified to provide support to migrant refugees in the Manawātū by providing education around adapting to the kiwi way of life through healthy lifestyle choices. Sixty-seven former refugees participated in the programme.



Photo: Refugee physical activity programme

ACTIVE FAMILIES Engaging whānau most in need of physical activity, sport and active recreation

The GRx Active Families programme is a community-based health initiative designed to increase physical activity in children and young people aged 4–17 years of age, and their whānau/family. The programme provides support, guidance, and opportunities for participants to create healthier lifestyle changes, through regular physical activity and healthy eating. This is achieved through education, nutritional guidance, goal setting and ongoing support. Each programme provides support for a minimum of 90 children and young people and their families, for a period of up to 12-months.

Below is a summary of how the Active Families Programme has been delivered within Palmerston North over the past year:

- Sixty-six children/youth and their whānau (living in Palmerston North) were referred to the Active Families programme over the past 12-months.

- Three programmes were delivered within Palmerston North over the past twelve-months including:
 1. Active families programme – children aged 4-11 and their whanau
 2. Active Teen Girls programme – teen girls from 12-17 years of age
 3. Active Teen Lads programme – teen boys from 12-17 years of age
- Initial insights had identified possible community areas to hold weekly sessions and this saw delivery of the programme at the following key venues: Terrace End School, Roslyn Scout Hall, Kelvin Grove Community Hall, Lido Aquatic Centre, as well as when possible the use of local parks, reserves and playgrounds.
- Initial planning has begun with Replay (Recycled Sports Gear) to collaborate on a new initiative – Sports Gear Library. Active Families Programme will be the trial participants of this initiative and this collaboration provides the perfect opportunity to distribute sports gear amongst our Active Families participants for continued activity at home with Whanau.

Identifying Communities of Interest

In mid-May a personnel change occurred within the Active Families Advisor role, and with this transition came the opportunity to review the programme delivery to ensure we deliver the programme to be as effective as can be. The review of all our programmes highlighted communities of interest for those families who could not make the weekly Active Families sessions. Based on the Phone Support system Green Prescription (Adult) delivers, a more formalised home-led support programme was shaped to cater to the needs of families who have differing lifestyles. This support programme looks to continue to assist families in setting goals and taking practical steps to improving their wellbeing but is guided by the family around their everyday lives and commitments.

A co-design approach of the weekly sessions by both the Active Families Advisor and the families involved was taken - a strategy to get families to buy in and attend weekly sessions as they were responsible for planning them. Families were also given a weekly schedule to fill in to detail all their commitments (e.g. school, homework, bedtime etc.), so they could have a visual aid to identify the available free times they could fit more activity into their lives. Term two was also about building confidence and capability within our families/teens through a family-led/teen-led session at the end of term. Each family was given the opportunity to lead an activity for the rest of the group for 5-10 minutes within the session. It was very positive to see the children stepping up to lead the games with clear instructions and set up of equipment with parents playing a more supporting role.

WHANAU FIT Encouraging Māori and Pasifika whānau to be physically active for life.

The Whānau Fit Programme (WFP) is a 10-week community-based physical activity and health programme, aimed but not exclusively at Māori and Pasifika whānau who have not participated in physical activity for a long time, encouraging them to become physically active. This sector of the community has, or at a higher risk of, developing chronic health conditions such as diabetes, high blood pressure, obesity, and cardiovascular disease.

The programme was designed to:

- equip participants with knowledge and skills to improve their whānau health status
- remove identified technical, physical, mental, social and financial barriers to participation
- show the health and social benefits of whānau-based participation in events and activities
- prepare participants for the Humphries Construction Whānau Tri event held in April 2019.

Training Programme

- Forty-two Palmerston North based participants registered on the 10-week programme.
- In collaboration with Whakapai Hauora (Best Care), Sport Manawātū piloted a version of the WFP delivered to the youth enrolled at the Highbury Whānau Centre (HWC), offering the swimming and cycling of the original programme, but adding traditional Māori weaponry training, commonly known as mau rākau.
- The WFP benefitted from input from the Heart Foundation, Whakapai Hauora, and the Manawātū, Horowhenua and Tararua Diabetes Trust, and several CPHO dietitians.

WHANAU TRI Event

The Humphries Construction Whanau Tri was held on Sunday 7 April at Ongley Park and the Lido Aquatic Centre with over 200 people taking part on the day. The Whanau Tri is a family focused participation event with course lengths to cater for the whole family. UCOL also came on board again and provided Students to do health checks and sports massage on the day. We are reviewing the event to determine future needs.



Photo: Children taking part in the Tamariki Tri event

Future Activities

Since the 10-week WFP has ended, Sport Manawātū's Active Communities Advisor has been tasked with developing the WFP to better address the goals of the programme, while maintaining Sport Manawātū's intention to follow Sport NZ's move away from self-delivery of programme content towards utilisation and support of local organisations to deliver instead. As preparation for the first module, contact has been made with many of the Martial Arts Clubs and Fitness facilities in the city, from Human Movements to Zenith, the Platform to City Fitness, Aikido to mau rākau, kung fu to karate. For later Modules the same will be done with sporting clubs across the city.

ACTIVE NZ SURVEY

In 2017, Sport NZ conducted its own Active NZ Survey aimed at providing a point-in-time snapshot of participation in sport and active recreation explored through the lenses of age, gender, ethnicity and deprivation. Its findings provided important insights into the changing landscape of participation in sport and active recreation in New Zealand. Subsequently, year 2 data will be released in July this year, of which key findings will be shared through a series of national roadshows. The previous results were captured in the Sport NZ Insights tool, with further updates likely to occur. We are most interested with identifying communities of interest where physical activity may not be prioritised. This piece of work which involves identifying baseline measures of physical activity consumption including our PLAY plan outcomes will hopefully contribute to us achieving the city's vision of becoming the most active city in New Zealand.

COMMUNITY GROUP STRENGTH AND BALANCE

One of the ways Sport Manawātū is helping New Zealanders to live stronger for longer is by supporting the development of community group strength and balance exercise classes targeting those over the age of 65 years throughout the Mid Central Health region. There are now 10 Strength & Balance classes endorsed on the Live Stronger for Longer website within Palmerston North. We are continuing to collaborate with a further five providers which are nearly at the point where their classes can also be endorsed on the Live Stronger for Longer website. Our Specific Strength and Balance poster along with flyers is now available and we will be using these resources to promote our programme across the region.

Physical Literacy Advisor

- Facilitated a presentation to 15 Secondary School Sports Coordinators on the Physical Literacy and how the approach might apply to young people. Students from St Peters College, Freyberg, PNGHS, Manukura, QEC and Longburn Adventist College attended the session.
- Facilitated a SportStart after school workshop at Russell Street School. The workshop was based on Gymnastics. Six teachers and two teacher placements attended the workshop.

- Observed eight Linton Camp School teachers in context, delivering SportStart to their respective students. A major part of the observation used reflection conducted at the conclusion of the session where the teachers reflect on their delivery.

Active Communities Fund

Sport Manawātū submitted a proposal to our PNCC contract management to administer a new community fund aimed at reducing financial barriers to sport and physical activity participation in the city. Sport Manawatu initially approached contacts from regional agencies including the MSD, Ministry of Education, and Oranga Tamariki to assist with promotion and source potential applicants. Unfortunately, this approach didn't achieve our desired outcome, so we approached schools, community groups and community members directly via our Sport Manawatu facebook page. Although slow, we've started to gain traction with several applications coming forward since April. Project funding allocated to date includes:

Activity	Group	Amount funded
Women in Sport	Manawatu Multicultural Council	\$5,400
Football	Red Cross	\$155
Boxing	SnapBack Gym	\$3,397
Total		\$8,952

Give Sport a Go

Sport Manawātū partnered with Te Aroha No during winter to deliver a 'Give it a Go' sports programme in Farnham Park. Supported by six sporting organisations including Manawātū Cricket, Manawātū Rugby, Takaro Football and Whakapai Hauora, the programme attracted over 25 children from the Highbury area over six weeks. It was a great way of collaborating with a community group supporting local tamariki with the opportunity to try different sports, be active and have fun together. We are working alongside Te Aroha Noa to identify and link families into sports and physical activity through the Active Communities Fund.



Photo: Cricket Manawatu representatives Dave Meiring and James Lovegrove deliver a Cricket session

REPLAY Sport

Sport Manawātū continues to partner with REPLAY to support local community groups and schools' access pre-loved sporting equipment. REPLAY was involved with Ethkick 2019 and have recently expressed a desire to expand the brand nationally. We are looking to leverage our connections with Sport Wellington and Sport Taranaki to investigate potential REPLAY partnership opportunities in these two regions.

Kiwisport

Sport NZ have taken a new approach to address the drop-off in kids participating in organised sport in New Zealand. They have identified five priority areas which includes:

- Identifying and focusing on initiatives /programmes that support low participating groups/communities.
- Bringing an increased focus on investing into initiatives which meet the needs of young people (12-18 years).
- Focusing on innovative approaches to getting girls and young women (10-18 years) participating in activities and sport that meet their needs.
- Continuing to decrease support for in-curriculum initiatives.
- Focusing on the importance of quality experiences.

Allocated funding 01 July 2018 – 30 June 2019

PNCC Kiwisport – Small Fund Projects		
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
Netball Manawatu	Future Ferns Junior Manager	\$4,870
Palmerston North Athletics & Harrier Club	Relay School Clinics	\$2,385
Touch Manawatu	Extension on Empowering Girls	\$3,884
SnapBACK Gym	The establishment of SnapBACK Gym	\$4,624
Turitea School	Fitzherbert Cluster Ki o Rahi Gear	\$3,775
Marist Football Club	Footie Fix	\$5,000
Roslyn School	Pushing Forward Skateboard Project	\$5,000
SnapBACK Gym	Boxing Ring Launch	\$5,000
PN Skateboard Community	Pushing Forward Community Skateboard Project	\$5,000
Manawatu Junior Softball	Winter Programme	\$3,954
Total		\$67,991

PNCC – KiwiSport – Large Fund Projects		
Organisation	Project	Amount Funded
Central Football	Junior Football Coach Development	\$7,549
Manawatu Badminton	Shuttle Time Badminton	\$13,574
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
Kelly Sports Manawatu	Ki o Rahi in the Manawatu	\$11,421
Table Tennis Manawatu	Table Tennis Manawatu Development Project	\$6,605
Manawatu GymSports	Primary School Gymnastics	\$12,765
Total		\$91,163.50

2. THE COUNCIL IS ABLE TO WORK WITH SPORT MANAWATU TO HELP ACHIEVE THE COUNCILS STRATEGIC ASPIRATIONS

Regional Sport Facilities Plan

The Regional Sport Facilities Plan steering group met in March as part of a project update meeting. Eleven Priority Actions were identified from the Facilities Plan with the steering group moving from endorsement to implementation. An MoU was circulated as part of the action points with councils to provide comment on future deliverables. Five of the seven councils have committed funding towards implementation with additional meetings scheduled to progress the two remaining councils. The next steering group meeting in August will confirm outcome requirements from the Implementation Phase of the MoU and determine agreed key performance indicators for the 2019/2020 financial period.

Bowls Relocation

We are continuing to progress a joint facility relocation of the Northern, Takaro and Terrace End Bowling clubs. Following the deputation from Bowls in June to the Sport and Recreation committee, project developments have moved from phase one of the Regional Sport Facilities Plan key work stages (Facility Concept Outline) to stage two (Preliminary Feasibility Assessment). This stage is a higher-level assessment which tests the viability of the facility concept (Proposed project and key facts). The Preliminary Feasibility Assessment will be presented in November of this year.

Play Plan

We are continuing to investigate opportunities around the consumption of Play in the city. This is involving 200 surveys of schools and interviews to determine user requirements. The aim of the Play Plan will be based on a shared desire to preserve and enhance play opportunities for residents in the city. We intend on discussing this information with council seeking feedback then move to a community consultation to test our thinking. The Sport Manawātū Insights Analyst conducted interviews with six schools to determine both teachers and children's value and consumption of play based activities within school and their associated outcomes. The case study is included at Appendix 1 of this report. The information from the case study will help shape our Regional Play Plan which will be completed by December 2019.

Roads and Streets Framework

Sport Manawatu have collaborated in a series of council led workshops to implement the Palmerston North Roads and Streets Framework (RASf). The RASf is intended to be a robust tool for determining the ideal movement and place function for a road, what level of service it should provide to users, and what infrastructure changes could be made to enable this. The RASf Framework, led by ARUP consultants, is investigating whether the current transport network priorities (Private vehicle, Public Transport, Freight, Cycling and Pedestrian networks) are fit for purpose, and how all transport modes could be better provided for. Groups were tasked with reviewing network areas of interest. Case studies for particular types of roads were developed and will support the RASf.

Draft urban cycling network masterplan

Sport Manawātū made a submission on the draft urban cycling network Masterplan in June, agreeing with the Council's vision which aligns closely with our internal Sport Manawātū regional cycling plan where people choose an active transport option that is most appropriate for their journey. Sport Manawātū want to contribute to making cycling, scootering and walking safer and more attractive by normalising active transport journeys. We also acknowledge active transport is beneficial to a person's Hauora (health and wellbeing).

PNCC will play a significant leadership role with overseeing the various action areas and we believe the appointment of a masterplan coordinator will provide essential oversight over key work stages thus ensuring progress is tracked and on schedule. Workshops with key stakeholders will also be necessary to ensure accountabilities are met, while also supporting an integrated cross agency communication and solutions-based approach. We are excited by the opportunity to be involved with bringing the plan to fruition.

Council – Sport Manawātū Strategic Partnership Agreement

Sport Manawātū has re-negotiated its contract with council as part of a new strategic partnership. The new contract outcomes will be in place from 01 July 2019 and will focus on the following areas:

- Palmerston North has the most active community in New Zealand
- People have the skills to safely and confidently cycle and walk on our active transport network and system
- Everyone is encouraged to be active by playing and being active in sport and recreation facilities across our city.
- Sports and community sport events create social opportunities and economic benefits.

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

Sport Development Team

Sport Manawātū employed Tania Garrett in February to take over the Sport Development team. The team's role is to increase the capability and capacity of sport across the region. Tania is also responsible for managing our Sport NZ investment outcomes. Outlined below are some of the impacts of their work over the past 12-months:

- Ongoing support of Manawātū Basketball supporting them to employ two employees to support the board to deliver a quality experience for the large number of young people participating in Basketball.
- Working with Vanessa Miller from Manawātū Softball and SOFTBALL 2020 Limited to deliver volunteers for the U-18 Men's softball world cup in February next year. Shaun Whenuaroa will support the new event manager when employed. Preliminary planning is underway and scoping of what is required by volunteers over the period.
- Delivery of a leadership programme for youth who are involved with Softball to encourage young people who are at risk of dropping out or who are no longer playing any sport. It is also focused on giving youth who are not in leadership positions opportunity to grow and develop skills and experiences.
- Working with Chard Consulting on a Regional Workforce Development Plan in partnership with our sport and active recreation community. This was on hold while Sport Manawātū reviewed its own Strategic Plan but is now being able move to phase two of engagement and will focus on future workforce requirements and develop an action plan.
- Annual reporting was completed with Sport New Zealand which includes both a written report and then a face to face review. We are now in year 4 of a 4-year investment period. New investments will be negotiated by December 2019 for beginning July 2020 covering a 12-year strategy approach.

Regional Coach Development Advisor

- Assisted with a NZ Golf and PGA Foundation Coaching course.
- Presented on Engaging our Future at the Regional Sport Conference.
- Supporting NZ Pony club re Coach Development framework for the Region.
- Facilitated an Observation and feedback session with Central Football women's coaching course.
- Facilitated a Community Coach Advance workshop – create learning environments by building positive relationships with your participants.
- Observation of Golf NZ initiative – She loves golf – Orlando country aimed at increasing female participation in the game.
- Individual Coaching Meetings with coaching leads from – Netball Manawātū, Manawātū Rugby and Cricket Manawātū.
- Grassroot coaching course at Longburn Adventist College with 15 teachers and coaches attending.

- Due to a large number of secondary schools having to rely on senior school student coaches to coach their junior sports teams, a Student Coach programme is currently being developed to be implemented in 2020. This is a year-long programme in which student coaches receive support, development opportunities, and ongoing mentoring throughout their coaching journey.

Secondary School Sports Advisor

The Secondary School Sports Advisor visited and met with secondary school sports coordinators from 10 schools around the Manawātū region. These discussions gave valuable insights into the issues and challenges secondary school sports coordinators are faced with in the Manawātū. The most significant challenges expressed were:

- Lack of volunteer coaches (parents and teachers), having to rely on student coaches of which they are getting no support or development.
- Issues around recruiting and retaining coaches for longer than one season.
- Issues around rewarding coaches (other than through remuneration).
- Issues regarding the Manawātū Secondary School Basketball Competition and games being played late into the night due to the arena at full capacity for basketball courts. Some schools would like to play home games in their own school gyms.
- Issues around the expectation of having to provide own umpires for school Hockey competition and no development opportunities provided for student umpires.
- Issues regarding the structure of the school Football league and this is currently based on age of players and not ability. Schools are finding there are large discrepancies in score margins with teams being unfairly matched against each other.
- Facilitated a Secondary School Principals Group meeting. A presentation was provided by Colin Stone and Roger Wood on the new Sport NZ Strategic plan. Further discussions revolved around concerns regarding transgender students participating in school sports and the lack of guidance around this. Currently there are no specific guidelines in NZ Secondary schools, however Sport NZ has recognised the need to have these and are working towards developing a set of guidelines for schools to follow. In the meantime, Sport NZ has distributed guidelines that the Australian School system use for the principals to follow if required.

After discussions and gaining insights from the secondary school sports coordinators, a Secondary School Leadership programme is currently being developed to be implemented in 2020. This is a co-design leadership programme that will run over the course of one full year and will consist of Year 11 & 12 secondary school students. The programme aligns with the following areas of the Sport NZ Strategic Plan:

- Young People
- Locally Led delivery

The aim of the programme is to:

- Help influence the leaders within the programme to explore, discover and develop their personal leadership and organisational skills.
- Develop and implement physical activity initiatives that provide quality experiences and increased participation amongst low-participating groups. This is achieved through one/several physical activity-related, co-design projects with a focus on increasing physical activity amongst the identified groups within their junior school (year 9/10).

Sport Coordinators

The Secondary school sport coordinators met five times over the course of the year. Meetings were held at Sport Manawātū and included discussions on issues/challenges, secondary school sporting events, and professional development workshops. The three main objectives for the meetings were:

- Building relationships within the Sport Coordinators' Network.
- Using the knowledge and experience of our senior sport coordinators to problem solve.
- Professional development for sport coordinators.

Principals Group

The Principals' Group will meet five times over the course of the year to discuss school sport governance in the secondary school environment. The Secondary School Sport Advisor invites Regional Sport Organisations and other sport providers to these meetings. The main objectives for these meetings are:

- To build relationships between the Principals' Group and regional sports organisations.
- To discuss current issues and the work that the RSOs and volunteers are currently doing.
- To discuss other speciality topics such as current legislation and how it relates to school sport, with experts sought for consultation.
- Advice is offered on recruiting and retaining effective sport coordinators.

Manawātū Inter-Secondary School Athletics - Massey University Community Athletics Track

Horowhenua College co-hosted the Manawātū Inter-Secondary Schools Athletics in conjunction with Manukura and Cornerstone Christian School. Outstanding performances and new records were set by Monique Gorrie (PNGHS) Junior Girls 400m – 1:00.20, Bradyn Popow (PNBHS) Mixed Open 2000m Walk – 10:07.58, C. Collette, A. Collette, J. Rolfe, K. Walsh (St Peters College) Junior Girls 4x100m Relay – 54.10, and Sam Mackinder (PNGHS) received the Albert Pootjes Memorial Cup for Athlete of the Meet.

Manawātū Inter-Secondary School Cross-Country

Manawātū College organised and hosted the event this year. Outstanding performances were achieved by Reuben Ducker (Junior Boys, PNBHS), Kimberly Walsh (Junior Girls, St Peters College), and Benjamin Wall (Senior Boys, PNBHS), who all attained new records in their year groups respectively.

Volunteer Development

NZ Secondary Schools Volleyball Championships: 5-day national event (25 - 29 March) with 50+ volunteers. The SM Volunteer lead was able to recruit over 20 Massey University students who along with performing their respective duties, also had the opportunity to sit down and ask the event manager questions around event planning. The tournament had over 1,700 players and support staff. The tournament was played across three venues, due to only being able to have two courts in Arena 2, these were CET Arena, Massey University and Cornerstone Christian School.

Four 'Health Series' workshops covering First Aid, Concussion, K-Tape Strapping and Sports Massage were held between January and June 19. Over 40 volunteers attended the series which comprised coaches, managers, secondary school sports coordinators, players and others. The purpose of these workshops is to raise the quality of volunteers involved in sports. The impact of working with 40+ volunteers is that they in turn engage with their athletes, therefore the influence of SM has a broader reach than just working directly with these individuals. The workshops incur no cost to the participants therefore removing a barrier. Other activities during the period included:

- Three nutrition sessions which ended the 'Health Series' workshops run in Palmerston North. The nutrition sessions were targeted specifically for teenagers (13 – 18 years old). Topics covered were;
 1. Simple food preparation while on tournament, recovery food, pre-game nutrition, female support, in season, post season and preseason training nutrition and general nutrition.
 2. Twenty-one people attended these sessions included were coaches, parents, teachers and athletes.
- June 16 - 22 was National Volunteer Week and with that Sport Manawatū ran our annual 'muffin drive' where Sport Manawatū staff went around the city at various sporting locations to give out muffins and thank you cards to people who volunteer their time and energy to ensure sport in Palmerston North still happens. Locations included Vautier Park (Intermediate and Secondary School Netball), Manawaroa and Ongley Parks (Junior Hockey and Junior Rugby), Monrad Park (Junior Football), SquashGym (Secondary School Squash), Bill Brown Park (Junior Rugby), the Arena (Secondary School Basketball) and Coronation Park (Secondary School Rugby). Sport Manawatū gave out over 480 muffins to coaches, managers and officials whose influence impacts on over 4,500 young sporting participants in our city. As well as the muffin drive, Sport Manawatū recognised over 1,900 volunteers in sport using the Manawatū Guardian.



Photo: Sport volunteers involved with Saturday morning Hockey receive a muffin as part of national Volunteer Recognition week

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 6,819 likes (6,998 Followers) which is up on our last reported figure of 6,662 likes. Monitoring the pages has highlighted an annual reach of 570,636, an average of 47,553 each month. 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. The site 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. This year has seen over 107,792 views on the site. User favourites include:

- Basketball (2,991 hits) key dates, Basketball Website, contacts
- Staff List (2,680) individual staff member details
- Contact (1,987) book a meeting room

We are steadily growing our Instagram presence to complement our current platforms. This is the second biggest social media platform available with 756 followers to date. The platform gives us better access to a younger target audience.

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.
- The Sport NZ Insights tool is a tool designed for those operating in the sector to better understand their participants and plan for future demand. The tool is accessible here <https://sportnz.org.nz/managing-sport/insights/sport-nz-insights-tool/>
- Sport Tutor is an online learning tool and has been created to support, help and guide people working at any level of the sports sector whether paid or volunteer. <https://www.sporttutor.nz/>
- Women and girls in sport and active recreation strategy aims to improve the opportunities for around leadership, participation value and visibility. <https://sportnz.org.nz/assets/Uploads/Women-and-Girls-Govt-Strategy.pdf>
- Sport NZ's three approaches to create better quality experiences that grow individuals' physical literacy and encourage ongoing participation are:
[Insights Approach](#)
[Locally Led Approach](#)
[Physical Literacy Approach.](#)

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

Sport Manawātū recognises that Central Energy Trust (CET) Arena is a superb indoor facility for sport and recreation in our city. Eleven national and community sporting events were held at CET Arena during the last 12-months. The events included:

Organisation	Event
Badminton NZ	NZ Junior Teams Champs
Basketball Manawātū	Stephen Adams Camp
Central Football	Junior Futsal Tournament
Basketball New Zealand	Schick Premierships Schick Championships
Marist Football	Ethkick
Sport Manawātū	CET Sports Awards
New Zealand Volleyball	National Secondary School Championships
Manawātū Badminton	Manawatu Badminton Tournaments
Parafed Manawātū	Wheelchair Rugby Round 1
Swamp City Roller Derby	NZ Roller Derby Top 10

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 cities 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 9,157 hours were dedicated to Community Sport and Recreation usage during the last 12-months. This is down from 11,000 hours recorded between July 17 – June 18 due to flooding which damaged the Arena 2 flooring back in December 2018. The flooring was repaired in time for the New Zealand Badminton Team Championships held 6 – 8 July 19.

Upcoming Sporting Events at CET Arena

Yonex Badminton Junior Champs (July)
Schick Basketball Premierships (September)
Schick Basketball Championships (September)

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 across 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 NZTA Grade 1 basic cycling skills and Grade 2 on-road instruction.

Bike Ready (National Programme)

Sport Manawātū and PNCC have furthered discussions regarding the implementation of the new NZTA BikeReady National Cycle Skills programme. Under this system, Sport Manawātū will become an accredited delivery provider and we have made subsequent changes including instructor to student ratios and a focus on Year 5 and 6 students.

The NZTA 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 and getting more children riding a bike). Phil Stevens is a national programme instructor and is currently developing two local coaches who will assist with future programmes.

NZTA Grade 1 Cycle Skills

The NZTA Grade 1 program 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 over the last 12 months have included:

Grade 1 Cycle Skills Training (01 July 18 – 30 June 19)	
School	Participant numbers
PNINS	393
St Marys	2
Takaro	47
West End	113
College Street School	44
Hokowhitu School	9
Winchester School	14
Longburn School	50
Massey Kids Club	31
Total	703

Parent Feedback to our Active Transport Advisor following a Grade 1 Cycle skills program 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 look 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 (Parent)*

NZTA Grade 2 Cycle Skills

The NZTA Grade 2 Cycle Skills programme offers schools, clubs, community groups and individuals the opportunity learn, develop and practise the fundamental skills of cycling on the road. Programmes delivered in Palmerston North over the last 12-months have included:

Grade 2 Cycle Skills Training (01 July 18 – 30 June 19)	
School	Participant numbers
St Marys	47
Takaro	39
West End	102
College Street	170
Hokowhitu Street	125
Whanau Fit Programme	10
Total	493

Bikes in Schools

Sport Manawātū 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.

Cycling Uncovered

The "Cycling Uncovered" programme was facilitated, with 21 people engaged in the programme. The group all went on to complete the 45km Tour de Manawatū event held November 2018.

Introduction to Mountain Biking

This course gives individuals the opportunity to learn, develop and practise the fundamental skills of mountain biking. A programme was delivered to 12 students from Ashhurst School.

Additional cycling related activities

- Member of a national working group set up to roll out the new BikeReady programme.
- Assisted in the delivery of two National BikeReady Instructor training workshops in the Hawkes Bay (eight potential instructors) and Auckland (nine potential instructors).
- In the role of Skills Active Assessor completed the training of four-Cycle Skills Instructors in Wanganui with their assessment to the National BikeReady Standard.
- Working with the Active Families and Active Teens programmes to assist participants in develop the skills and confidence to ride a bike as a means of exercise.
- Presented our submission to the panel involved with determining the consent outcome for the Te Ahu a Turanga Manawatū Tararua Highway.
- Sport Manawatū hosted Debbie Land from the New Zealand Transport Association who assessed our cycle programme. It was an opportunity to identify gaps as part of our desire to become a BikeReady endorsed deliverer.
- Stakeholder involvement on a Cycling and Walking Network Group along with PNCC Officers, Councillors and Horizons Regional Council staff to investigate a connected approach to Active Transport outcomes for the city.

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

Palmerston North hosted a total of 16 national level sporting events over the last 12 months, 11 of which were National Secondary School aged events.

Supported Events in the City (Sports Event Partnership Fund)

Sport Event Partnership Fund 01 July 2018 – 31 December 2018			
Organisation	Event	Amount Funded	Economic Impact
Badminton New Zealand	NZ Junior Team Champs	\$16,000	\$361,433
Hockey Manawatu	U18 Women's Nationals	\$4,090	\$499,814
New Zealand Football	National Youth Futsal Champs	\$14,000	\$847,132
New Zealand Secondary School Squash	Secondary School Squash Champs	\$5,000	\$159,199
Basketball Manawātū	Steven Adams Camp	\$2,826	\$190,276
Philippine Central Association	Intercity Basketball Tournament	\$3,180	\$22,910
Massey University Ultimate Disc Club	NZ Tertiary Ultimate Champs	\$1,000	\$77,778
Hockey Manawātū	Founders Cup	\$2,907	\$190,798
Central Football	Trident Tournament	\$1,500	\$682,796
NZ Secondary Schools Rugby	NZ Barbarians 1 st XV Champs	\$16,000	\$324,296
Central Football	Junior Futsal Tournament	\$698	Community
Basketball NZ	Schick Premierships Schick Champs	\$40,000	\$797,916
Badminton Manawātū	Four Comp Weekend	\$575	\$154,440
Softball Manawātū	Black Sox Camp	\$7,000	\$28,958
Indonesian Student Association	PPI Games	\$821	\$127,556
Total		\$115,597	\$4,465,302

Sport Event Partnership Fund 01 January 2019 – 30 June 2019			
Organisation	Event	Amount Funded	Economic Impact
Marist Football	Ethkick	\$3,000	Community
New Zealand Secondary Schools Rugby	Sir Gordon Tietjens 7's	\$5,000	\$384,744
Greasy Chain Trust	Gravel & Tar	\$2,500	Community
Volleyball NZ	NZ Secondary School Volleyball Nationals	\$34,000	\$4,522,661
Bowls Palmerston North	Golden Oldies	\$1,500	\$391,934
Palmerston North Racketlon	Racketlon Nationals	\$2,500	\$47,425
Manawatū Badminton	Manawatū Badminton Tournaments	\$3,903	\$508,064
Bike Manawatū	Manfield 6 Hour Challenge	\$665	Community
Team Manawatū	Heart Challenge Event	\$250	Community
Parafed Manawatū	Wheelchair Rugby Round 1	\$2,355	\$95,467
Swamp City Roller Derby	NZ Roller Derby Top 10	\$9,000	\$232,175
SquashGym Palmerston North	Cousins Shield and Mitchell Cup, and PSA	\$9,000	\$360,217
Total		\$73,673	\$6,542,687

Non-Supported Events

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

- Wellington Phoenix football match (CET Arena) 26 August
- BBNZ National Basketball qualifications (zone) 04 – 08 September
- Secondary Schools Third Division hockey qualifiers 03- 07 September
- Secondary Schools Golf u19 Nationals 03 – 07 September
- Secondary Schools Netball (Lower North Island)
- Secondary Schools Trident Football Tournament (3rd Division)
- Kahuterawa Classic Mountain Bike Race - 20 January
- North Island Cross-Country Olympic Championships - 10 February
- International Schoolgirls Netball Challenge 27 – 31 May

8. *THERE IS A COLLABORATIVE PROGRAMME OF COMMUNITY AND HIGH-PERFORMANCE CYCLING EVENTS IN THE MANAWATU*

SUPPORTING CYCLING EVENTS IN PALMERSTON NORTH

Gravel and Tar

Sport Manawātū, through the Event Partnership Fund, assisted with the Official Gravel and Tar Race Dinner on the evening of 18 January. The purpose of the dinner was to welcome the riders, officials, and supporters, especially those from overseas, to NZ and the Manawātū. An important aspect of organizing the event is hosting the visiting riders and ensuring they enjoy their time in the region. Sport Manawātū “officially” welcomed the riders along with Mayor Grant Smith and Manawātū District Mayor Helen Worboys.

A major highlight was the inclusion of a women’s Gravel and Tar cycling race which accompanied the men’s event. Like the men’s event, it was UCI 1.2 accredited and comprised five gravel sectors making approximately 40km and another 75km on tarmac. The women’s event was unique, not just because of the equal prize purse to the men’s event, but because it was the hardest race on the international women’s cycling calendar.

NZ Nationals Schools Cycling

The NZ National Schools Road Cycling Championships will return to the Manawātū in September following a move to Christchurch in 2018. The event has a long-standing tradition with the Manawātū having hosted the event here for 50 years before it was moved to Christchurch in a bid to engage more South Island Schools to participate in the event. It will be great to have it return to the region in 2019!

APPENDIX OF ADDITIONAL ACTIVITIES AND INFORMATION

APPENDIX 1 | ACTIVE TEAM SUCCESS STORIES

ALEX POLLOCK

Alex joined GRx in November 2018 after being referred by nutritionist Alex Tully from the PHO, due to a recent death in the family, his own deteriorating health, and to keep up with his young daughter who has A LOT of energy. He was only exercising one or two days a month which resulted in his blood pressure being high and out of control much like his asthma. He found it hard doing simple everyday tasks which made him feel tired and breathless with no energy to do anything especially when it came to his energetic daughter.

Throughout the GRx programme Alex has learnt how to set achievable goals and the importance of doing so, and how to exercise in a gym environment. He has also learnt about eating a balanced diet, portion size, and what to look out for when buying certain foods at the supermarket. With all this newfound education Alex has lost 45kgs meaning he had to buy new clothes as his old ones were too big, blood pressure has lowered, asthma is now under control, and everyday tasks like putting on shoes and socks do not make him breathless anymore. He has found a love for the gym which he never thought would happen and tries to get there 2-3 days a week. He finds the repetitions of each exercise relaxing and finds something very satisfying in feeling tired and sore after a workout, like he has really accomplished something. If he can't get to the gym, he will at least try to walk somewhere daily.

Alex feels he has had a lot of encouragement from staff involved with the programme and finds them very approachable with any concerns or questions he has had. The environment is inclusive and accepting of everyone, and provides support, knowledge, and encouragement on his health journey and would recommend the programme to others.



Photo: Alex Pollock

ACTIVE FAMILIES SUCCESS STORY

LEVI McCLELLAND AND FAMILY

Levi and his mum Tamara were welcomed onto the Active Families programme with open arms in 2018, when Levi's recreation time consisted of watching TV, using the IPAD and was very much introverted. Levi and his mum enjoyed attending the weekly sessions where they were able to have a go at activities not easily accessible at school. These included Dance, Skateboarding, Squash, Yoga and Cycling. Levi enjoyed these activities and built up enough confidence through the Active Families programme, that he then joined the Friday night Junior Squash programme at the local Squash Gym and carried on playing.

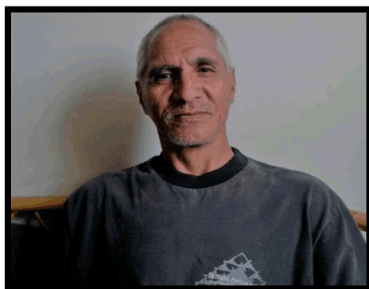
Levi was fully supported by his mother Tamara during the Active Families programme. Like most parents who come along to the programme, Tamara was very hesitant to get involved with the activities and stood back at first; but after realising her involvement was having a positive effect on her son – she joined in more and more. One instance stood out when playing a game of Seaweed on the grass, and as Tamara lunged out to tag someone, she slipped with mud going everywhere. It was when Levi yelled out very proudly to her on how well she was doing that she realised how much was being noticed; and how participating with Levi was having a great impact on them both.

Tamara and her family had also been trying for a long time to get Levi riding his bike. But every time they tried, Levi would feel very apprehensive, fall off, get very frustrated with himself and not want to try again. It wasn't until the Active Families programme cycling session that Levi got back on a bike to give it another go. Seeing Mum join in and jump on a bike herself, as well as the influence of an Active Families support person, Levi continued to persevere to ride his bike. The final push then came when Sport Manawatu in-schools cycling programme came into his school and with the confidence he had built up from Active Families, Levi got on the bike and rode by himself for the first time! Since then, Levi now cannot get enough of riding his bike. After the proud moment of going to a bike shop to buy a new bike (where he couldn't wipe the smile off of his face), he now rides to school, after school, around the block, loves the Esplanade bike track and wants to explore new places on his bike too! We are so happy for Levi and his family that they have had such great experiences and found something they can all share in together!



WHĀNAU FIT PROGRAMME SUCCESS STORY

Photo: Tūturu Hotereni



During October last year, our Active Communities Advisor took the chance to contact the participants of Sport Manawātū's Whanau Fit Programme of 2018, and the Whanau Tri event held in April the same year. The feedback was overwhelmingly positive, with praise for the staff, the organisation on the day, and the general feeling of support and care for those participating. Many of the people contacted stood out, some offering their services to support future events, but one of those people won't be forgotten for a long time. That man was Tūturu Hotereni who descends from the Ngāti Raukawa and Ngāpuhi tribes. Tūturu trained for, entered in, and completed the Whanau Tri in 2014, 2015, missed the event in 2016 due to illness, but came back and repeated his efforts in 2017, and 2018. Not happy to settle for those accomplishments he has re-enrolled in the Whanau Fit Programme for 2019, to prepare him for the Whanau Tri to be held in April. "I want all the medals!" he whispered cheekily.

Probing further, the Active Communities Advisor asked Tūturu what he enjoyed the most about the triathlon. For him it wasn't so much his own accomplishments. His fondest memory was after crossing the finish line on one event, turning around and going back to help the slower participants. He found a trio; an Asian, a pacific islander and a pākehā, struggling to make the finish. By remaining at their side and encouraging them all the way, they too got to receive their medals.

To understand what makes a man like Tūturu act in such a way, one only needs to get to know him, and listen. He is quiet man, appearing shy at first, but scratch below the surface, and you will find a silent river that runs deep. Tū was born and bred in Highbury, one of Palmerston North's most poverty-stricken suburbs, and still lives there today. Like many there, he suffers to this day from the inability to read and write more than just a few key words. Illiteracy is a setback that frustrates and hamstring so many people, but he shows that character can outshine any obstacle. Tu didn't let that stop him volunteering for the Maori Wardens in his early teens, where he has been active ever since (he's now over 50!).

Tūturu volunteers at the Highbury branch of the Palmerston North City Council Library (Te Patikitiki), trying to encourage reading amongst the population there, but also ensuring staff are

safe in the twilight hours. For those of you reading this, if you choose to come along and participate in the Whanau Fit programme in February or the Whanau Tri in April 2019, or just come to support those who do, one of the participants you will see is Tūturu. Perhaps you will recognise the fighting spirit of Tūmataunga, the Māori god of War and Mankind (they share the same nickname!), never giving up in the face of all battles. Ill-health is one battle he fought and won, literacy another, the Whanau Tri another, but one he has battled repeatedly, year after year, and won.

All said and done, we at Sport Manawatū wish Tūturu well in the upcoming event. We also look forward to handing over another medal to add to his collection. But true to his character, he will take it quietly, stash it away with the others, go home and check his garden, put on his gumboots, drive out to Motuiti Marae, head over to the urupa, and mow the lawns: "Someone has to look after the graves of our ancestors who have passed before us", he says. "And if I don't do it, nobody will!" Appropriate words for a man, who knows "if it's to be, it's up to me!"

APPENDIX 2 | CASE STUDY

ROSLYN
SCHOOL

IMPROVING STUDENTS WELL – BEING
AND INVOLVEMENT IN EDUCATION THROUGH A PLAY
BASED (LOOSE PARTS) TEACHING PEDAGOGY



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ROSLYN SCHOOL

Because children were coming to school not ready to learn in a formal teaching environment, we had to look at something that was going to engage them and stop the (disruptive) behaviour, get them talking more in a social setting and developing their fine and gross motor skills. We were finding some children couldn't hold a pen as they had no fine motor skills. A lot of the children's gross motor skills hadn't developed either. Many of them couldn't climb, crawl or coordinate the left and right sides of their brain effectively".

- DEBBIE SORENSON, DEPUTY PRINCIPAL



Roslyn school is a year 0 – 8 primary school with a student population of 341 students enrolled. The student population is made up of 53% Boys and 47% Girls, composed of 42% Maori, 35% Pākehā, 9% Pacific and 14% other ethnic groups.

The school is in the north-eastern end of Palmerston North. The school has a variety of play and recreation facilities available to its students, including:

- Three adventure playgrounds
- A school hall
- A large playing field with an artificial cricket pitch
- A paved fitness track that runs around the perimeter of the main grassed playing field.
- An assortment of 'loose' parts.

TEACHING STAFF

The team of teachers responsible for the education of the schools Year 0 – 2 students are known as Te Tipu Ora (Growing in Wellness). The team consists of five members;

- Tammy How – Room 1
- Ade Beech – Room 1
- Judie Keane – Room 2
- Carl Roberts – Room 3
- Fabian O'Halloran (Team Leader) – Room 4

All teachers have a passion for play based learning and actively work together to ensure this philosophy is reflected in the teaching curriculum.

GETTING STARTED

The biggest reason for the change was that I am early childhood and primary (school) trained. I had spent one year in the school's (Roslyn) new entrants' classrooms and refused to go back there. I didn't like the way the children were coming in at different times with different (learning) levels. As a result, we were trying to accelerate some learners at the same time as we had others (children) coming in (to school) with lots of (learning) needs.

I just felt the whole system needed to change to be able to meet the needs of those children (with learning needs). That's when we started to investigate different (teaching) philosophies to determine what might work for us and what won't work. We were particularly interested in the play-based approach (to learning) and what skills and development our children might gain from play".

- DEBBIE SORENSON, DEPUTY PRINCIPAL



Integrating new entrant primary age children into a formal education setting and instilling a passion for learning was the catalyst for Roslyn School's 'play' based approach to learning.

Introduced by the school's Deputy Principal – Debbie Sorenson – in 2013, a play based/loose parts teaching approach came about in response to the number of new entrant children starting school with a lack of fundamental fine and gross motor skills, verbal communication and social skills to enable them to participate effectively in school life.

The play/loose parts approach targets new entrant (Year 0 – 2) students. It provides them with opportunities to engage in holistic learning through regular engagement in individual and group play activity every school day from 10am – 1pm. Students drive learning content depending on what interests them at the time. Teachers primary role is the provision of a resource rich loose parts environment that supports children's pursuit of their interests. This approach is enshrined in the school's Learning through Play philosophy document which states:

We (teachers) provide an environment that supports this child lead play by noticing their interests. We encourage the children's exploration of things that we believe will interest them – such as dinosaurs or finger-paint – but we have no expectations that the children will go with what we have provided.

In addition to Debbie's personal experience, national data shows that despite significant government investment (over \$250 million between 2010 – 2016) to raise students literacy and numeracy rates, figures have remained largely unchanged over three years, rising an average 1 per cent across all year levels since 2012 (NZ Herald, 2016).

It was clear from the evidence That the traditional approach to educating new entrant students was

not addressing many of the social and cognitive issues facing young children attending school for the first time.



THE INITIATIVE

The reason for introducing a play-based approach to learning was because children coming into school weren't ready to sit and learn, consequently we had a lot of issues around speech. The children were coming into school with very low speaking skills. As a result, there were a lot of behaviour issues".

- DEBBIE SORENSON, DEPUTY PRINCIPAL

"It allowed teachers to think about learning with the children. Not standing up in front and dictating but getting to know the students better and providing for their needs and interests and talking to them. It is a matter of standing back and observing what is going on in the class and finding that your role as a teacher has changed. You are still the teacher, but you are there beside the child facilitating their learning"

- DEBBIE SORENSON, DEPUTY PRINCIPAL



Staff experience and research led Roslyn school to introduce a student led (play based) approach to learning for their new entrant students.

INTRODUCING A STUDENT-CENTERED LEARNING PEDAGOGY

To bring about the transition from a traditional, formal teacher-led approach to student learning, Debbie undertook extensive research in alternative teaching models including the play-based approaches to learning promoted by Kathy Walker: <https://www.earlylife.com.au/> and Longworth Education: <https://www.longwortheducation.co.nz/>

After some modifications and over two years of trials, Debbie decided the time was right to introduce her colleagues to the new way of student learning. Taking the time to trial the new approach and gather and record the results was important in order to get teachers buy in.

Equally important was finding the right staff to 'champion' the new approach within their classrooms.

Currently the school has a team of 5 teachers responsible for the new entrant cohort that have enthusiastically embraced the new approach to learning and taken it to the next level.

TEACHING FOR AGENCY

The teachers were required to rethink their approach to working to accommodate a change in the balance of power between them and the students. Instead of leading and directing learning, teachers were now having to subordinate themselves to the children's ideas, motivations and interests. For many staff - used to a traditional teaching approach - giving up control meant that they often felt they were redundant, as they weren't needed (or wanted) in children's play. Instead the teacher's role became one of facilitation where they were responsible for establishing the classroom

culture. This meant doing less talking and trying to manage children's behaviour and more on motivating, facilitating and scaffolding children's learning so they could achieve success in their chosen tasks.

"Teachers are there to scaffold the students. They are there to build relationships and empower the students to try and have a go at different things they wouldn't normally be able to experience and give them different opportunities to make connections with their world".

- DEBBIE SORENSON, DEPUTY PRINCIPAL

"We don't have a lot of attendance issues with our young ones at all. They are all so motivated and engaged".

- DEBBIE SORENSON, DEPUTY PRINCIPAL

"The Children are much more engaged. It is much easier to teach them social emotional stuff because we are watching them interacting with each other all the time instead of having them sitting on the mat and being quiet".

- JUDIE KEANE, TEAM LEADER: NEW ENTRANT STUDENTS

"We find with ESOL children that it doesn't take long for them to pick up the English language in our school environment because that is what they hear all day, every day"

"Definitely the play (environment) has allowed those children to advance more because they are talking a lot more throughout the day than they were before play was introduced"

- DEBBIE SORENSON, DEPUTY PRINCIPAL

By putting children at the centre of learning it enabled teachers to stand back and observe the children interacting with each other. Teachers were able to observe and listen carefully to daily conversations between children and watch for examples of the key competencies in action.

CHANGES IN CHILDREN'S ENGAGEMENT AND LEARNING

Teachers noticed the biggest change in children was their levels of behaviour. Under the traditional teacher led approach the school struggled with significant behaviour problems from children who weren't ready to sit still and be talked at all day by adults. This then impacted on staff's ability to teach and students ability to learn, as a large part of teacher's time was spent on managing student behaviour. In contrast, under a play-based approach - where the children have more autonomy over what they learn - they are much more engaged as they pursue their own interests individually or in collaboration with other children with minimal involvement from adults.

As a result, teachers feel that this led to children settling into school life much quicker and easier than in the past. Very few children appeared to be showing any signs of distress or unhappiness about being at school. Importantly students from non-English speaking backgrounds were able to make the transition into school life smoothly because of the regular opportunities they had to interact and communicate with children whose first language was English.

"Mostly what they love are the loose parts outside. The pallets, those reels, those big plastic barrels would be there favourite things".

- JUDIE KEANE, TEAM LEADER: NEW ENTRANT STUDENTS

"Mostly what they love are the loose parts outside. The pallets, those reels, those big plastic barrels would be there favourite things".

- JUDIE KEANE, TEAM LEADER: NEW ENTRANT STUDENTS

The benefits for the students (of play) is that they are learning so much more, because they're getting so many more opportunities. They learn right across the curriculum".

- JUDIE KEANE, TEAM LEADER:
_____ NEW ENTRANT STUDENTS



ENCOURAGING CREATIVITY AND INNOVATION

To support children's learning under the new play-based pedagogy, the school provides students with an extensive assortment of "loose parts" to stimulate their imagination, collaboration and creativity. Loose parts create a richer environment for children to play, by enabling them to engage in lots of practical, tactile activity where they can manipulate their environment. In the school's playground children can be seen climbing, balancing and walking over a range of obstacles including wooden drums, pallets and planks of wood.

While the students enjoyed some of the teacher directed activities (reading, writing and math's) staff recognised that the greatest amount of learning was taking place when the children were empowered to lead and collaborate on projects with minimal adult involvement.

IMPORTANT SUCCESS FACTORS

When I first started it (play approach) which was nearly 6 years ago, teachers weren't very open to that sort of change and what play would look like, so I wanted to model it. I wanted to collect data to see whether we were seeing a difference in our children that were coming in assessment wise before I got a team on board. I'm lucky with the team I have got now because they have taken it to the next level, well and truly. I felt quite safe walking away

from that area (new entrant classes) at the beginning of the year and letting them carry on with it".

- DEBBIE SORENSON, DEPUTY PRINCIPAL



TEACHER BUY-IN IS ESSENTIAL

Teacher buy-in has been essential to the successful implementation of the school's play-based approach to learning.

Taking the time to research and pilot the new approach with a group of students from one class, has provided an opportunity for the school to understand what effect the new pedagogy would have on student's learning and teacher's approach to curriculum delivery. Most importantly it allowed time for the all teaching staff to see the new approach operating in a practical setting without the pressure of having to introduce something new in their own classrooms before the concept was fully formed.

Introducing a radical new approach that challenges established norms and long held traditions can be difficult for any organization. Often staff are used to working in a certain way and become comfortable

with established norms. This is particularly true of the education sector which has a long and established teaching methodology founded on an industrial style of learning whereby the teacher is the primary source of all knowledge and the primary controller of all education content and delivery. The student's role is then relegated to one of passive receiver of the teacher's messages. In contrast a play-based approach requires teachers to give up much of their traditional authority for the determination of learning content and instead adopt a subordinate role where the students learning interests take precedence and drive the delivery of teaching content daily. However, in order to introduce a change of this magnitude, the school required the support of an internal champion.

For Roslyn School having a senior staff member – in this case Deputy Principal, Debbie Sorenson – champion the new approach to learning – and having the support of the school's leadership – has been critical in helping overcome staff's concerns about the introduction of a radical new approach to teaching and has ensured the success of the school's play-based pedagogy for the new entrant students.

"We had to stop being teachers in the formal sense. We had to stop sitting in front of the class and doing all the teacher talk, instead we had to sit back a lot more and observe. You feel like you are not teaching because you're not saying anything, instead

you are just watching and listening (to the children)".

- JUDIE KEANE, TEAM LEADER: NEW ENTRANT
STUDENTS

"They (children) just love sitting in the garden and they'd love to climb trees, but we haven't got trees for them to climb". Half our children would spend the whole time outside no matter what the weather".

- JUDIE KEANE, TEAM LEADER: NEW ENTRANT
STUDENTS

"I feel our children are talking 90% of the day, whereas with the previous (teacher led) way of teaching they were talking only 10% of the day and that was mainly morning tea and lunchtime".

- DEBBIE SORENSON, DEPUTY PRINCIPAL

"You will always find if you go down into the play-based (investigators we call it) approach that there is no one child isolated. There is always a group of children who are interested in the same thing and the language and talking comes through that. The negotiating and all the social skills that previously I don't feel we did well at are coming through more frequently now".

- DEBBIE SORENSON, DEPUTY PRINCIPAL

STUDENT'S LEAD THE LEARNING

One of the key outcomes of the school's play-based approach is the extent by which students are given autonomy to lead their own learning and determine what the outcome of that learning will be.

Under this approach, children are encouraged to utilize the materials (loose parts) at their disposal to pursue their interests through the development of passion projects to aid their learning. Common activities include; creating shelters to hide in, building structures to climb up and over, discovering wildlife and playing in nature and fantasy play.

This project and interest sharing by children in informal authentic ways through play and

conversations had flow on effects in relation to children's confidence, social competence and verbal skills. This was particularly true for the ESOL English as a Second Language) students who in the past faced challenges trying to socialize with other students.

"We find with the ESOL children that it doesn't take long for them to pick up the English language in a school environment because that is what they hear all day, every day. The play environment has allowed these children to advance more because they are talking a lot more throughout the day than they were before play was introduced".

- DEBBIE SORENSON, DEPUTY PRINCIPAL

Left to their own devices, children were free to explore new and innovative ways to use the available equipment. Whilst many of the innovations were basic in nature, such as using sticks to recreate medieval sword fighting, climbing over boxes or constructing figures with Lego they served to bring children together in a spirit of collaboration, ensuring that no child was left alone and isolated. As a result, children's social and communication skills and their ability and willingness to interact with each other constructively was greatly enhanced, often far beyond the level seen under a traditional – teacher led - approach.

OUTCOMES

Children aren't afraid to take risks because they are taking risks all the time through their play activities. They don't realise they are taking risks because there is no pressure on them. I think that's the biggest thing. It (play) takes the anxiety away from children".

- DEBBIE SORENSON, DEPUTY PRINCIPAL

"A lot of our parents say to us that they are happy because their children are happy, and they know as long as their children are happy, they are learning. That has been one of our philosophies here too; happy children learn".

- DEBBIE SORENSON, DEPUTY PRINCIPAL



The introduction of a play-based approach for the school's new entrant students has had a transformational effect on these children's school experience. Overturning the traditional teacher led approach to learning and replacing it with a play based approach where children are provided with numerous opportunities to utilize their imagination in the pursuit of individual and collaborative passion projects has led to increased confidence, creativity, risk taking, and improved communication and social skills – all essential capabilities for leading a productive and fulfilling life.

The freedom for children to be able express themselves, take risks and pursue unfamiliar challenges were essential elements in engaging them in active learning. Teachers felt that having the opportunity to engage in a range of practical learning experiences provides children with a more balanced and realistic curriculum than a traditional teaching environment, as well as a more motivating experience of school.

Soon after the play approach was introduced at the school, teachers were able to introduce a culture of innovation, creativity and risk taking built on a foundation of trust and a student-teacher relationship involving shared responsibility for learning. They did this by devolving primary responsibility for curriculum development to the students to free them to explore their interests in depth. Teachers were able to step back, observe and facilitate student learning, only intervening if children asked for assistance.

As a result of this new approach the children were happier. They enjoyed school and were able to experience a curriculum that catered to their individual needs. Consequently, the school has enjoyed a reduction in student behavioural problems and a low incidence of student absence throughout the year. The school continues to pursue improvements in its play-based approach for the new entrant students and is now expanding this via a project-based

learning approach for the older age group students.



ALMOST ALL CREATIVITY INVOLVES
PLAY



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REPORTING AGAINST CONTRACTED OUTCOMES FOR 2018-19 (1 JULY 2018 TO 30 JUNE 2019)

1. Outcome: People are more active, more often			
Example outputs (key tasks) Sport Manawatu will deliver	Example indicators of success	Officer comment on results	
<p>Sports starting or increased activity campaigns.</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>	<p>Physical Activity Programmes and other initiatives</p> <ul style="list-style-type: none"> • Sport Manawatu's Active Team run a variety of programmes linked to improving health and active lifestyle outcomes for those people most in need of physical activity. Key programmes are Green Prescription (GRx) for individuals, Active Families, Whanau Fit and Whanau Tri, Strength and Balance classes. • Participant feedback presented in the report indicating good progress in terms of this improving health and well-being outcomes. • Baseline data will be presented by Sport Manawatu at Sport and Recreation meeting. 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. <p>Active NZ survey</p> <ul style="list-style-type: none"> • 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. <p>Funding</p> <ul style="list-style-type: none"> • Sport Manawatu has allocated nearly \$9,000 to support the reduction of 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 need. • Sport Manawatu's administration of nearly \$160,000 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- 	

		<p>aged children wanting to participate in sports. Council staff are involved in making recommendations on how KiwiSport funding is allocated.</p> <p><u>Overall Summary:</u></p> <p><i>Sport Manawatu's Active team works closely with individuals, families/whānau and community organisations to improve health as physical activity levels as well as ensuring sustainable options to continue with once programmes conclude. The report describes a commitment to continuous improvement in programme delivery, identifying communities of interest through deeper analysis of insights from Sport NZ, finding effective ways of engagement, and supporting local organisations to deliver (rather than delivering programmes itself). Co-designing programmes and partnering initiatives are highlighted in the report and demonstrate Sport Manawatu's commitment to keep improving outcomes for the community – particularly those in most need or facing barriers to being active – and that often the most effective approach is for the community to lead local initiatives with the necessary support. The success stories shared provide examples of the positive impact these programmes have on individuals and families.</i></p> <p><i>In terms of funding it is noted that the allocation of the new Active Community Fund was challenging at the outset given the target was individuals. A more realistic approach in terms of accessing individuals through umbrella groups appears to be gaining momentum. Sport NZ have refreshed the approach to KiwiSport funding to address dropping participation rates by children in organised sport. A flow-on effect to the type of local projects supported through this funding should change because of national priorities.</i></p>
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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
<p>Presentations to committees of Council as required.</p> <p>Prompt responses to consultation and advice requests.</p> <p>Regular communication of their work and issues encountered.</p>	<p><i>Council staff report proactive partnership with Sport Manawatu staff.</i></p> <p><i>Council staff report they are well informed of Sport Manawatu activities and issues.</i></p>	<p>Project Work</p> <ul style="list-style-type: none"> There are a variety of projects that Council and Sport Manawatu staff have worked on over the year 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. <p>Planning, Policy and Strategy</p> <ul style="list-style-type: none"> From a strategic perspective, Sport Manawatu, Sport NZ and Council staff have been working together on a play policy (PNCC) and a regional Play Plan. Sport Manawatu's insights analyst has shared research on a survey on play carried out in a number of schools and a research report Sport Manawatu have been involved in the implementation of the Council's Roads and Streets Framework and in developing the Urban Cycling Network Master Plan. It is important that projects like these involve a broad range of staff able to recognise any operational impacts. <p>Regional Sport Facility Plan (RSFP)</p> <ul style="list-style-type: none"> The RSFP was presented and reported to Council in August 2018. As a result, Council has committed to using the investment decision-making framework in the RSFP to help inform decisions on sport and recreation facility development. The RSFP is now entering an implementation phase. Some work by Council and SM staff has been started on developing guidance for staff to assist facility proponents and develop tools to expand on the guidance provided in the RSFP. An MOU has been circulated to the contributing Councils to establish a commitment to an implementation plan. Five of the seven participating Councils have committed funding towards Sport Manawatu co-ordinating the agreed implementation actions. <p>New funding agreement and strategic partnership plan</p> <ul style="list-style-type: none"> The final six months of the fee for service contract term was spent reviewing a number of work areas and discussing these with various staff; as a result some changes were made to the form and content of the funding agreement, and

		<p>associated strategic partnership plan, and some of these changes are outlined in section 4.3 of the covering report.</p> <p>Overall summary: <i>Regular meetings occur between key organisational staff, including meetings between Sport Manawatu's Chief Executive and Council GMs to monitor the relationship, discuss both day-to-day and more strategic work areas, raise any issues and opportunities. Sport Manawatu is viewed by Council as a strategic partner and play a critical role in contributing to range of community outcomes. Ongoing involvement in projects and planning bring a practical/operational perspective, intelligence from the grass-roots/community level as well as advising on national direction in the sport and recreation sector. Sport Manawatu will continue to be a key player in providing leadership in the sport and recreation sector as well as being tasked with actions from a range of Council-led strategies and plans.</i></p> <p><i>Contributing Councils will play a key role in the implementation of the RSFP through planning processes such as 10 year plans. As the 'regional capital', with the biggest urban population in the region, and many regionally (or higher) classified sports facilities it is likely that some of the development of regional facility priorities will be in the City. The RSFP triggers the need for facility development decision-making to look beyond TA boundaries to deliver on the Plan's approach of mixed rationalisation and development. On a day-to-day level, the RSFP investment decision-making process is guiding staff on reporting on the merits of proposals submitted by sport facility proponents (e.g. the bowls rationalisation project, beach volleyball courts).</i></p> <p><i>The new strategic partnership plan aims to guide the relationship between the organisations and to align workstreams with the strategic direction. It is anticipated that the agreement will be under a rolling review that reflects the dynamic nature of the sport and recreation sector and an increased national emphasis on well-being.</i></p>
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>	Sport and volunteer development

<p>Databases and directories.</p> <p>Programmes and/or work with clubs and groups to improve their sustainability.</p>	<p><i>The proportion of Sport Manawatu total funding coming from Council decreases.</i></p> <p><i>Sport Manawatu work with clubs and groups to improve sustainability where required</i></p>	<ul style="list-style-type: none"> • This is a key delivery area for Sport Manawatu and it has reported on a wide range of up-skilling activities such as training opportunities for regional sports organisations, coaches, coach coordinators, sport and recreation providers and volunteers. It is anticipated that these activities all result in upskilling participants working or volunteering in the sector as evidenced through commentary in the report. • Provision of ongoing strategic planning support and advice to sports organisations are focussed on building the sector's capacity and capability as well as better governance. In turn, this the 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. • Sport Manawatu also organises awards events that recognise and celebrate volunteer administrators and coaches (as well as volunteer development and participation initiatives) and student athlete achievements. <p>Overall summary:</p> <p><i>Some discussions have taken place on how to best measure effectiveness of the types of activities under this outcome area such as moving towards results-based accountability (rather than recording attendance numbers or meeting content). More work in this area is planned in the future.</i></p> <p><i>A key initiative under this outcome is the development of a regional workforce development plan that has been undertaken in partnership with the sport and active recreation community. It will be good to see the action plan delivering results in this area.</i></p> <p><i>In terms of the funding indicator of success, as noted in the six-month report, Sport Manawatu, 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 Council's funding has increased due to additional expectations being placed on Sport Manawatu in the areas of fund distribution and active transport activities.</i></p>
<p>4. Outcome: The sport sector has access to up-to-date, specialist, relevant, information and advice</p>		

Example outputs (key tasks)	Example indicators of success	Officer comment on results
<ul style="list-style-type: none"> Database of clubs Database of Facilities Website Experienced and skilled staff available. Pushing out SportNZ Knowledge Library 	<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>Information and advice</p> <ul style="list-style-type: none"> Sport Manawātū engage with the sector and wider 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 other training opportunities. These communication platforms are key points of access for the sector, and wider public, to information on a wide range of sport and recreation opportunities. Its website provides staff profiles, a 'find your sport' tool and resources for teachers, parents, clubs and coaches. There is no facilities database Key reach and accessibility statistics are provided in their report and suggest a high level of digital engagement. Likes on its Facebook page compares favourably to an analysis of other RST's Facebook pages. 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. <p>Overall summary:</p> <p><i>There is a good range of mechanisms in use to keep the sector up-to-date with local opportunities/events and to pass on information about research findings. Council staff and the Sport Manawātū insights analyst have met to share sport and recreation research and to discuss specific research needs that have been included within Council's Active Community Plan.</i></p>
5. Outcome: Arena Manawātū is the City hub for indoor community sport.		
Developing and supporting increased use of Central Energy Trust Arena Manawātū ¹	<p><i>Example indicators of success</i></p> <p><i>Arena community hours of use increase.</i></p>	<p>Officer comment on results</p> <ul style="list-style-type: none"> 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 noting the superb facilities on offer.

¹ Changes sought of Arena Manawātū 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."

	<ul style="list-style-type: none"> SM's report contains data sourced from Central Energy Trust Arena (a Council-owned facility) on community sport and recreation hours of use with 9,157 hours dedicated to community sport and recreation over the 12-month reporting timeframe. Availability to the indoor stadia were affected by water damage to sports court floors caused due to heavy rainfall events in late 2018. The graph below shows trends over the last three years. <div data-bbox="485 376 890 985"> <table border="1"> <caption>Community sport and recreation hours at Central Energy Trust Arena</caption> <thead> <tr> <th>Period</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>9,157</td> </tr> <tr> <td>2017/18</td> <td>9,157</td> </tr> <tr> <td>2018/19 (YTD)</td> <td>9,157</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> Sport Manawatu reported that Central Energy Trust Arena use highlights hosting the national youth futsal champs for the third year, however, this was the last year of hosting rights and that tournament was hosted in Wellington this year (12-14 July). Eleven national sporting events were held at Central Energy Trust Arena over the reporting period that, with the exception of the CET Sports Awards, were supported through the Sports Event Partnership Fund. <p>Overall summary: <i>Sport Manawatu has limited influence over the levels of use of the CET Arena's indoor facilities as there is more likely to be direct relationship between user groups and the venue. It is understood that there is regular engagement between staff regarding use and particularly through key events that are supported through the Council-funded, but Sport Manawatu administered, Sports Event Partnership Fund. Additional monitoring of</i></p>	Period	Hours	2016/17	9,157	2017/18	9,157	2018/19 (YTD)	9,157
Period	Hours								
2016/17	9,157								
2017/18	9,157								
2018/19 (YTD)	9,157								

		the use of the Central Energy Trust Arena will be provided as part of the upcoming strategic monitoring report to Council.
6. Outcome: Palmerston North is the best place in New Zealand to ride a bike		
Example outputs (key tasks)	Example indicators of success	Officer comment on results
Learn to cycle initiatives	<i>Participation in organised events or activities.</i>	Cycle skills and initiatives
Cycling promotion campaigns	<i>Counts of cyclists through roading cyclist monitoring programme</i>	<ul style="list-style-type: none"> Sport Manawatu's Active Transport Advisor plays a key role in delivering cycle skills training programmes and over 700 participants from eight schools and an after-school club, completed Grade 1 skills and a further 493 participants completed Grade 2 cycle skills programme over the last year.
Cycle routes are promoted	<i>No of Schools that have cycle initiatives.</i>	<ul style="list-style-type: none"> 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 Schools' programmes at Ross Intermediate, St Mary's School, Terrace End School, Cloverlea School, Longburn Primary School and Takaro School. It is pleased to note teachers from some of these schools becoming qualified cycle skills instructors. A number of other cycle related activities have been noted with many of these related to preparing for the roll out of the new Bike Ready programme.
Active Transport promotion		
Bikes in Schools		
Overall summary: Over the last year there has been considerable focus on cycling through the Council's development of the Urban Cycleways masterplan, infrastructure projects aimed at improving cycling provision, as well as keeping abreast of national changes in the cycle skills education space. It is noted that this outcome originated from recommendations of the cycle investigation working party in August 2011. The Urban Cycleways Masterplan, soon to be adopted, notes that it is built on previous work such as the 2007 Manawātū Active Transport Strategy (that informed the development of today's primary on-road cycling and shared path network.), and the Urban Design Strategy 2010 (sought to "increase numbers of people who ride bicycles"). The Cycling Investigation Working Party published a Cycle Action Plan in 2015 with actions intended to help deliver on that vision, many of which have been completed or carried forward in this Plan. The purpose of the Active and Public Transport Plan is to have a safe, efficient, and effective active and public transport system. The Roading and Parking Asset Management Plan aims to		

		<p>reduce injuries and deaths by improving the quality and condition of the cycling network, including at intersections. These plans are providing more specific guidance for the new outcome.</p> <p>Sport Manawātū have been reliably delivering cycle skills education for many years working with many schools in the City and playing a pivotal role in cycle education and encouragement in the City. Phil Stevens is nationally recognised as a cycle skills assessor and has been involved as a member of the national working group on the Bike Ready programme. Sport Manawātū need to be better supported to fully deliver on cycle skills education as well as broader active transport promotion role assigned to them. This is an on-going discussion. This outcome area has been impacted on by Council staff changes working in this space, however, more recently clarity has been achieved with a better plan in place for 2019/20.</p>
7. Outcome: Palmerston North has an excellent reputation for hosting national sports events.		
Example outputs (key tasks)	Example indicators of success	Officer comment on results
Events are secured and retained.	Arena hosts 50% of the events.	Events supported through the Sports Event Partnership Fund
Event support activities provide added value experiences.	<p>Participants report having a good time in Manawātū in post-event surveys.</p> <p>Number of North Island and national school events.</p> <p>Maintain or increase the economic benefits from events both:</p> <ul style="list-style-type: none"> • Directly supported by Sport Manawātū (SPF) and • North Island or national events not supported by Sport Manawātū. • Evidence of Tikanga and Te Reo Māori are incorporated 	<ul style="list-style-type: none"> • Sport Manawātū reports the City hosted 16 national sporting events, eleven 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 Manawātū have worked hard to secure these events and must continue to foster key relationships made and work on the overall visitor experience. • Twenty-seven sports events were supported through the Sports Event Partnership Fund to the value of \$189,270. The economic impact of these events has been estimated at \$11,007,989. Events supported through the SEPF contributed to an estimated \$6.5 million to the City's economy over previous the 12-month period (2017-18 Annual Report). • A further nine national level and North Island events were reported by Sport Manawātū (not supported by Sport Manawātū through the SEPF); seven of which were at Central Energy Trust Arena. <p>Overall summary: <i>The economic benefits from hosting sports events are significant and have increased since last year. Sport Manawātū considers that there are also important leveraging</i></p>

	into national secondary school events.	opportunities for the sports sector, and the wider community, through hosting national sports events. These opportunities include training and coaching, improving sports code/event organiser capability and capacity, and volunteer management. Council's events role has increased significantly over the last year. A review of the Sports Event Partnership fund has led to a change in the administration of the fund that will now be through an assessment panel comprising Council, Sport Manawatu and CEDA staff. This aims to achieve better collaboration among organisations with a role in sports event funding. A retention plan for North Island and national secondary school event is planned.
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8. Outcome: There is a collaborative programme of community and high-performance cycling events in the Manawatu		
Example outputs (key tasks)	Example indicators of success	Officer comment on results
High performance cycling event supported. Community cycling events occur.	National media coverage. Community cycling event and activity participation numbers.	<ul style="list-style-type: none">Sport Manawatu have reported on the City's main high-performance cycling event, the Gravel and Tar, that attracts men's and women's professional riders and teams from around the world. This year it is notable that a UCI accredited women's event was included in the programme and is considered to be the hardest race on the international women's cycling calendar.The Council supports the Gravel and Tar through the Sports Event Partnership Fund and the major events fund; it receives good media coverage. <p>Overall summary: Although not reported by Sport Manawatu, it is noted that Bike Manawatu offer a number of other cycling events and recreational rides such as the Manfeild 6 hour challenge. Local Lions Clubs also organise the popular Tour de Manawatu charity Cycle Challenge that benefits local charities.</p> <p>Council plays a key role in supporting the Gar and Tar event that has a growing international profile (2019 was the fourth year of the event). Alongside the headline events a 'Slicks and Stones 100' event for non-professional riders enabled the opportunity for non-professional riders to race on much of the same course.</p>

INDEPENDENT AUDITOR'S REPORT

To the Trustees of Sport Manawatu Charitable Trust

Unqualified Opinion

We have audited the financial statements on pages 4 to 21 of Sport Manawatu Charitable Trust, which comprise the statement of financial position as at 30 June 2019, and the statement of comprehensive revenue and expense, statement of changes in net assets and cash flow statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Sport Manawatu Charitable Trust as at 30 June 2019, and its financial performance and its cash flows for the year then ended in accordance with Public Benefit Entity Standards Reduced Disclosure Regime (PBE Standards RDR) issued by the New Zealand Accounting Standards Board.

Basis for Unqualified Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Sport Manawatu Charitable Trust in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unqualified opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Sport Manawatu Charitable Trust.

Responsibilities of the Trustees for the Financial Statements

The Trustees are responsible on behalf of Sport Manawatu Charitable Trust for the preparation and fair presentation of the financial statements in accordance with Public Benefit Entity Standards Reduced Disclosure Regime (PBE Standards RDR), and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible on behalf of Sport Manawatu Charitable Trust for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate Sport Manawatu Charitable Trust or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in

the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located at the XRB's website at:

https://xrb.govt.nz/Site/Auditing_Assurance_Standards/Current_Standards/Page8.aspx

Restriction on Responsibility

This report is made solely to the Trustees, as a body, in accordance with section 42F of the Charities Act 2005. Our audit work has been undertaken so that we might state to the Trustees those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

CKS Audit

CKS Audit
3 September 2019

Sport Manawatu Charitable Trust
Financial Report
For the year ended
30 June 2019

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Directory

Board of Trustees

Nolan King

Shayne Harris

Craig Purdy

Tristine Emery

Barbara Cameron

Colleen Sheldon (resigned 1 May 2019)

Fenella Devlin

Nathan Hopcroft

Registered office

47 Queen Street

Palmerston North

New Zealand

Nature of business

Developing sport and active recreation in the Manawatu region.

Auditor

CKS Audit

Charities Commission Registration number:

CC29800

Statement of Comprehensive Revenue and Expenses

Sport Manawatu Charitable Trust

For the year ended 30 June 2019

	Notes	2019 \$	2018 \$
Revenue from non-exchange transactions			
Local Government grants		500,000	417,700
Sport NZ funding		649,000	673,514
Health grants		577,721	554,220
Other grants	5	195,885	252,942
		<u>1,922,606</u>	<u>1,898,376</u>
Revenue from exchange transactions			
Programmes		89,808	94,949
Interest income		40,572	34,145
Other operating income		163,448	166,262
		<u>293,828</u>	<u>295,356</u>
Total revenue		<u>2,216,434</u>	<u>2,193,732</u>
Expenses			
Staff costs		1,489,223	1,593,100
Administration and transport		320,391	271,823
Programmes		249,128	283,704
Interest expense		22,313	17,204
Depreciation	13	72,334	65,493
Loss on disposal of assets		35	354,430
Total expenses		<u>2,153,424</u>	<u>2,585,754</u>
Total surplus / (deficit) for the year		<u>63,010</u>	<u>(392,022)</u>
Other comprehensive revenue and expenses			
		-	-
Total comprehensive revenue and expenses for the year		<u>63,010</u>	<u>(392,022)</u>

These financial statements should be read in conjunction with the notes to the financial statements and the Audit Report.

4



Statement of Changes in Net Assets

Sport Manawatu Charitable Trust

For the year ended 30 June 2019

	Accumulated comprehensive revenue and expenses \$	Total equity \$
Opening balance 1 July 2017	1,541,231	1,541,231
Total comprehensive income	<u>(392,022)</u>	<u>(392,022)</u>
Closing equity 30 June 2018	<u>1,149,209</u>	<u>1,149,209</u>
Opening balance 1 July 2018	1,149,209	1,149,209
Total comprehensive income	<u>63,010</u>	<u>63,010</u>
Closing equity 30 June 2019	<u>1,212,219</u>	<u>1,212,219</u>

These financial statements should be read in conjunction with the notes to the financial statements and the Audit Report.

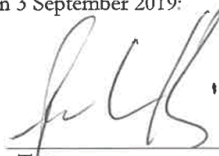
5



Statement of Financial Position**Sport Manawatu Charitable Trust****As at 30 June 2019**

	Notes	2019 \$	2018 \$
Current assets			
Cash and cash equivalents	7	1,119,479	752,185
Investments	8	310,171	704,923
Receivables and prepayments from exchange transactions	9	200,343	141,390
Receivables from non-exchange transactions	10	191,156	143,345
		<u>1,821,149</u>	<u>1,741,843</u>
Non-current assets			
Property, plant, and equipment	13	253,999	306,283
		<u>253,999</u>	<u>306,283</u>
Total assets		<u>2,075,148</u>	<u>2,048,126</u>
Current liabilities			
Trade and other creditors	11	90,656	83,911
Income in advance		13,750	61,747
Funds held on behalf	15	436,010	415,336
Finance leases	14	51,954	41,590
Employee entitlements	12	122,757	96,577
		<u>715,127</u>	<u>699,161</u>
Non-current liabilities			
Finance leases	14	147,802	199,756
		<u>147,802</u>	<u>199,756</u>
Total liabilities		<u>862,929</u>	<u>898,917</u>
Net assets		<u>1,212,219</u>	<u>1,149,209</u>
Equity			
Accumulated revenue and expenses		1,212,219	1,149,209
Total equity		<u>1,212,219</u>	<u>1,149,209</u>

Signed for and on behalf of the Board of Trustees who authorised these financial statements for issue on 3 September 2019:


Trustee


Trustee

These financial statements should be read in conjunction with the notes to the financial statements and the Audit Report.

6



Cash Flow Statement

Sport Manawatu Charitable Trust

For the year ended 30 June 2019

		2019	2018
	Notes	\$	\$
Cash flows from operating activities			
<i>Receipts</i>			
Sport NZ grants		649,000	652,777
Local government grants		476,439	421,536
Health provider grants		576,836	553,837
Other grants		112,370	291,899
Programmes		92,048	107,965
Other income		113,002	169,627
Interest received		39,145	34,237
		<u>2,058,840</u>	<u>2,231,878</u>
<i>Payments</i>			
Suppliers		541,345	632,487
Staff costs		1,466,981	1,586,664
Interest paid		22,313	17,203
GST		14,657	(14,767)
Funds held on behalf		(20,674)	(62,671)
		<u>2,024,622</u>	<u>2,158,916</u>
Net cash flows from operating activities		34,218	72,962
Cash flows from investing and financing activities			
<i>Receipts</i>			
Disposal of fixed assets		200	287,500
		<u>200</u>	<u>287,500</u>
<i>Payments</i>			
Purchase of fixed assets		20,285	14,893
Finance leases		41,591	30,390
Deposits into term investments		(394,752)	493,836
		<u>(332,876)</u>	<u>539,119</u>
Net cash flows from investing and financing activities		333,076	(251,619)
Net increase / (decrease) in cash and cash equivalents		367,294	(178,657)
Cash and cash equivalents at 1 July		752,185	930,842
Cash and cash equivalents at 30 June	7	<u>1,119,479</u>	<u>752,185</u>

These financial statements should be read in conjunction with the notes to the financial statements and the Audit Report.



Notes to the financial statements**Sport Manawatu Charitable Trust****For the Year ended 30 June 2019****1 Reporting entity**

The reporting entity is Sport Manawatu Charitable Trust (Sport Manawatu). Sport Manawatu is domiciled in New Zealand and is a charitable organisation registered under the Charitable Trusts Act 1957, and the Charities Act 2005.

The financial statements of Sport Manawatu are presented for the year ended 30 June 2019.

These financial statements and the accompanying notes summarise the financial results of the activities carried out by Sport Manawatu, which develops sport and active recreation in the wider Manawatu area.

These financial statements have been approved and were authorised for issue by the Board of Trustees on 3 September 2019.

2 Statement of compliance

The financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (NZ GAAP). They comply with Public Benefit Entity International Public Sector Accounting Standards (PBE IPSAS) and other applicable financial reporting standards as appropriate that have been authorised for use by the External Reporting Board for Not-For-Profit entities. For the purposes of complying with NZ GAAP, the Group is a public benefit not-for-profit entity and is eligible to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability and it is not defined as large.

The Board of Trustees has elected to report in accordance with Tier 2 Not-For-Profit PBE Accounting Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime (RDR) disclosure concessions.

3 Summary of accounting policies*Changes in Accounting Policies*

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in the previous years.

The significant accounting policies used in the preparation of these financial statements are:

3.1 Basis of measurement

These financial statements have been prepared on the basis of historical cost.

3.2 Functional and presentational currency

The financial statements are presented in New Zealand dollars (\$), which is the organisations functional currency. All financial information presented in New Zealand dollars has been rounded to the nearest dollar.

Notes to the financial statements

Sport Manawatu Charitable Trust

For the Year ended 30 June 2019

3.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the organisation and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

Revenue from non-exchange transactions

Donations

Donations are recognised as revenue upon receipt and include donations from the general public, donations received for specific programme or services, or donations in-kind. Donations in-kind include donations received for services, goods, and volunteer time, and is recognised in revenue and expense when the service or good is received. Donations in-kind are measured at their fair value as at the date of acquisition, ascertained by reference to the expected cost that would be otherwise incurred by Sport Manawatu.

Grant revenue

Grant revenue includes grants given by other charitable organisations, philanthropic organisations, and businesses. Grant revenue is recognised when the conditions attached to the grant has been complied with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to revenue as the conditions are fulfilled.

Revenue from exchange transactions

Event income

Entrance fees for functions and events are recorded as revenue when the function or event takes place.

Interest income

Interest revenue is recognised as it accrues, using the effective interest method.

3.4 Financial instruments

Financial assets and financial liabilities are recognised when the organisation becomes a party to the contractual provisions of the financial instrument.

The organisation derecognises a financial asset or, where applicable, a part of a financial asset or part of a group of similar financial assets when the rights to receive cash flows from the asset have expired or are waived, or the organisation has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party; and either:

- the organisation has transferred substantially all the risks and rewards of the asset;
- or
- the organisation has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

Notes to the financial statements

Sport Manawatu Charitable Trust

For the Year ended 30 June 2019

Financial Assets

Financial assets within the scope of NFP PBE IPSAS 29 Financial Instruments: Recognition and Measurement are classified as financial assets at fair value through surplus or deficit, loans and receivables, held-to-maturity investments or available-for-sale financial assets. The classifications of the financial assets are determined at initial recognition.

The categorisation determines subsequent measurement and whether any resulting income and expense is recognised in surplus or deficit or in other comprehensive revenue and expenses. The organisations financial assets are classified as either financial assets at fair value through surplus or deficit, or loans and receivables. The organisations financial assets include: cash and cash equivalents, short-term investments, receivables from non-exchange transactions, and receivables from exchange transactions.

All financial assets except for those at fair value through surplus or deficit are subject to review for impairment at least at each reporting date. Financial assets are impaired when there is any objective evidence that a financial asset or group of financial assets is impaired. Different criteria to determine impairment are applied for each category of financial assets, which are described below.

Financial assets at fair value through surplus or deficit

Financial assets at fair value through surplus or deficit include items that are either classified as held for trading or that meet certain conditions and are designated at fair value through surplus or deficit upon initial recognition. The organisations investments equities fall into this category of financial instruments.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest method, less any allowance for impairment. The organisations cash and cash equivalents, short-term investments, receivables from non-exchange transactions, receivables from exchange transactions and non-equity investments fall into this category of financial instruments.

Impairment of financial assets

The organisation assesses at the end of reporting date whether there is objective evidence that a financial asset or a group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event has an impact on the estimated future cash flows of the financial asset or the group of financial assets that can be reliably estimated.

For financial assets carried at amortised cost, if there is objective evidence that an impairment loss on loans and receivables carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account. The amount of the loss is recognised in the surplus or deficit for the reporting period.

Notes to the financial statements

Sport Manawatu Charitable Trust

For the Year ended 30 June 2019

In determining whether there is any objective evidence of impairment, the organisation first assesses whether there is objective evidence of impairment of financial assets that are individually significant, and individually or collectively significant for financial assets that are not individually significant. If the organisation determines that there is no objective evidence of impairment for an individually assessed financial asset, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is or continues to be recognised are not included in a collective assessment for impairment.

If in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed by adjusting the allowance account. If the reversal results in the carrying amount exceeding its amortised cost, the amount of the reversal is recognised in surplus or deficit.

Financial liabilities

The organisations financial liabilities include trade and other creditors (excluding GST and PAYE), employee entitlements, and deferred income (in respect to grants whose conditions are yet to be complied with).

All financial liabilities are initially recognised at fair value (plus transaction cost for financial liabilities not at fair value through surplus or deficit) and are measured subsequently at amortised cost using the effective interest method except for financial liabilities at fair value through surplus or deficit.

3.5 Cash and cash equivalents

Cash and cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

3.6 Short term investments

Short term investments comprise term deposits which have a term of greater than three months and therefore do not fall into the category of cash and cash equivalents.

3.7 Property, plant, and equipment

Items of property, plant, and equipment are measured at cost less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset. Where an asset is acquired through a non-exchange transaction, its cost is measured at its fair value as at the date of acquisition.

Notes to the financial statements

Sport Manawatu Charitable Trust

For the Year ended 30 June 2019

Depreciation is charged on a straight line basis over the useful life of the asset. Land is not depreciated. Depreciation is charged at rates calculated to allocate the cost or valuation of the asset less any estimated residual value over its remaining useful life:

• Plant and equipment	9% - 67%
• Leased assets	27% - 33%
• Computer Hardware	30%
• Computer Software	40%
• Furniture & Fittings	20%

Depreciation methods, useful lives, and residual values are reviewed at each reporting date and are adjusted if there is a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset.

3.8 Leases

Classification and treatment

Leases in terms of which Sport Manawatu assumes substantially all the risks and rewards of ownership are classified as finance leases.

Finance leases

Upon initial recognition the leased asset is measured at an amount equal to the lower of its fair value or the present value of the minimum lease payments. Subsequent to initial recognition, the asset is accounted for in accordance with the accounting policy applicable to that asset.

Operating leases

Leases that are not finance leases are classified as operating leases. Operating leases are not recognised in the statement of financial position. Payments made under operating leases are recognised in surplus or deficit on a straight-line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

Determining whether an arrangement contains a lease

At the inception of an arrangement Sport Manawatu determines whether such an arrangement is, or contains a lease. This will be the case if the following two criteria are met:

- The fulfilment of the arrangement is dependent on the use of a specific asset(s), and
- The arrangement contains a right to use the asset(s).

At inception or on reassessment of the arrangement, Sport Manawatu separates payments and other consideration required by such an arrangement into those for the lease and those for other elements on the basis of their relative fair value. If Sport Manawatu concludes for a finance lease that it is impracticable to separate the payments reliably, then an asset and liability are recognised at an equal amount to fair value of the underlying asset. Subsequently the liability is reduced as payments are made and an imputed finance cost on the liability is recognised using Sport Manawatu's incremental borrowing rate.

Notes to the financial statements

Sport Manawatu Charitable Trust

For the Year ended 30 June 2019

3.9 Employee benefits

Liabilities for wages, salaries, and annual leave are recognised in surplus or deficit during the period in which the employee provided the related services. Liabilities for the associated benefits are measured at the amounts expected to be paid when the liabilities are settled.

3.10 Income tax

Due to its charitable status, the organisation is exempt from income tax.

3.11 Goods and services tax (GST)

Revenues, expenses, and assets are recognised net of the amount of GST except for receivables and payables, which are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department is included as part of receivables or payables in the statement of financial position.

Cash flows are included in the statement of cash flows on a gross basis and the GST component of cash flows arising from investing and financing activities, which is recoverable from, or payable to, the Inland Revenue Department is classified as part of operating cash flows.

3.12 Equity

Equity is measured as the difference between total assets and total liabilities. Equity is made up of the organisations accumulated surplus or deficit since its formation.

4 Significant accounting judgements, estimates, and assumptions

The preparation of the organisations financial statements requires management to make judgements, estimates, and assumptions that affect the reported amounts of revenues, expenses, assets, and liabilities, and the accompanying disclosures, and the disclosure of contingent liabilities. Uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of assets or liabilities affected in future periods.

Judgements

In the process of applying the organisations accounting policies, management has made the following judgements, which have the most significant effect on the amounts recognised in the financial statements:



Notes to the financial statements

Sport Manawatu Charitable Trust

For the Year ended 30 June 2019

Estimates and assumptions

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are described below. The organisation based its assumptions and estimates on parameters available when the financial statements were prepared. Existing circumstances and assumptions about future developments, however, may change due to market changes or circumstances arising beyond the control of the organisation. Such changes are reflected in the assumptions when they occur.

Useful lives and residual values

The useful lives and residual values of assets are assessed using the following indicators to determine potential future use and value from disposal:

- The condition of the asset.
- The nature of the asset, its susceptibility and adaptability to changes in technology and processes.
- The nature of the processes in which the asset is deployed.
- Availability of funding to replace the asset.
- Changes in the market in relation to the asset.

The estimated useful lives of the asset classes held by the organisation are listed in Note 3.7.

Provision for doubtful debts

The estimation of the provision for doubtful debts at year end is based on reviewing the accounts receivable ledger and establishing a provision for those overdue accounts that are recorded as greater than 90 days overdue, and that are believed to be unrecoverable.

5 Other grants

	2019	2018
	\$	\$
Eastern Central Community Trust	106,120	106,120
New Zealand Community Trust	52,412	34,107
ACC	0	78,818
Lion Foundation	31,103	18,897
Other	6,250	15,000
	<u>195,885</u>	<u>252,942</u>

Notes to the financial statements**Sport Manawatu Charitable Trust****For the Year ended 30 June 2019****6 Auditor's remuneration**

CKS Audit provides audit services to the organisation. No non-audit services are provided by CKS Audit.

Total amount recognised as an audit expense was \$5,500 (2018: \$6,000).

7 Cash and cash equivalents

Cash and cash equivalents include the following components:

	2019	2018
	\$	\$
Cash at bank	91,419	147,634
Short-term investments with maturities of less than 3 months	1,028,060	604,551
Total cash and cash equivalents	1,119,479	752,185

8 Investments

	2019	2018
	\$	\$
Investments – Maturing within 12 months of balance date	310,171	704,923
	310,171	704,923

9 Receivables and prepayments from exchange transactions

	2019	2018
	\$	\$
Accounts receivable	130,472	106,821
Provision for doubtful debts impairment	(6,080)	(1,282)
Prepayments	6,377	3,923
Accrued income	69,574	31,928
	200,343	141,390



Notes to the financial statements

Sport Manawatu Charitable Trust

For the Year ended 30 June 2019

10 Receivables from non-exchange transactions

	2019	2018
	\$	\$
Accounts receivable	71,156	23,345
Accrued income	120,000	120,000
	<u>191,156</u>	<u>143,345</u>

11 Trade and other creditors

	2019	2018
	\$	\$
Accounts payable	58,225	35,376
Accrued expenditure	11,325	12,771
GST payable	21,106	35,764
	<u>90,656</u>	<u>83,911</u>

12 Employee entitlements

	2019	2018
	\$	\$
Annual leave entitlements	71,299	67,697
Accrued payroll expense	51,458	28,880
	<u>122,757</u>	<u>96,577</u>



Notes to the financial statements**Sport Manawatu Charitable Trust****For the Year ended 30 June 2019****13 Property, plant, and equipment**

2019	Cost / Valuation \$	Accumulated Depreciation \$	Net Book Value \$
Plant & equipment	106,058	75,128	30,930
Computer equipment	80,666	63,094	17,572
Furniture & fittings	42,651	34,618	8,033
Finance Lease Assets	275,393	77,929	197,464
Total	504,768	250,769	253,999

2018	Cost / Valuation \$	Accumulated Depreciation \$	Net Book Value \$
Plant & equipment	104,641	67,523	37,118
Computer equipment	61,796	47,106	14,690
Furniture & fittings	43,216	30,463	12,753
Finance Lease Assets	275,393	33,671	241,722
Total	485,046	178,763	306,283

Reconciliation of the carrying amount at the beginning and end of the period:

2019	Opening Balance \$	Additions \$	Disposals \$	Depreciation \$	Closing Balance \$
Plant & equipment	37,118	1,417	0	7,605	30,930
Computer equipment	14,691	18,868	0	15,987	17,572
Furniture & fittings	12,752	0	235	4,484	8,033
Finance Lease Assets	241,722	0	0	44,258	197,464
Total	306,283	20,285	235	72,334	253,999

On the 10 April 2018 the Sports House building and land situated at 50 Queen Street was sold.
This sale also resulted in various items of plant & equipment becoming obsolete.



Notes to the financial statements
Sport Manawatu Charitable Trust
For the Year ended 30 June 2019

14 Finance leases

Sport Manawatu has entered into finance leases for vehicles and a photocopier. As at the reporting date, Sport Manawatu has entered into the following non-cancellable finance leases:

	2019	2018
	\$	\$
<i>Current</i>		
Motor vehicles	43,889	34,329
Photocopier	8,065	7,261
Total current	51,954	41,590
<i>Non-current</i>		
Motor vehicles	128,016	171,906
Photocopier	19,786	27,850
Total non-current	147,802	199,756
Total finance leases payable	199,756	241,346

Future minimum finance lease payments:

	2019	2018
	\$	\$
Not later than one year	69,325	63,903
Later than one year and no later than five years	162,957	233,290
Later than five years	0	0
Total finance leases payable	232,282	297,193

15 Funds held on behalf

	2019	2018
	\$	\$
PNCC Sports Event Partnership Fund	91,000	83,279
Sport NZ KiwiSport Fund	318,512	305,936
Other funds	26,498	26,121
	436,010	415,336

At 30 June 2019 \$111,575 of the KiwiSport funds had been allocated but had not been collected (2018: \$194,672).

Notes to the financial statements**Sport Manawatu Charitable Trust****For the Year ended 30 June 2019****16 Commitments, Contingencies, and Guarantees and Security***Capital commitments*

At balance date Sport Manawatu had no major capital commitments.

Operating commitments

At balance date Sport Manawatu had the following major operating commitments:

	2019	2018
	\$	\$
GRx database redesign	0	14,490
Total major operating commitments	0	14,490

Sport Manawatu has entered into operating leases for premises, photocopier/printer, telecommunications equipment, vehicle systems, and a storage facility. As at the reporting date, Sport Manawatu has entered into the following non-cancellable operating leases:

	2019	2018
	\$	\$
Not later than one year	120,452	117,323
Later than one year and no later than five years	89,238	192,243
Later than five years	0	0
Total operating leases payable	209,690	309,566

Contingencies

There are no contingent assets or liabilities at reporting date.

Guarantees and security

The security held by the Bank of New Zealand over the building situated at 50 Queen Street was discharged on 10 April 2018 upon the sale of the building.



Notes to the financial statements**Sport Manawatu Charitable Trust****For the Year ended 30 June 2019****17 Related party transactions**

Related Party	Description of the Transaction	2019 Value of transaction	2019 Amount outstanding	2018 Value of transaction \$	2018 Amount outstanding \$
Nolan King	Trustee of Sport Manawatu who is a trustee of Longburn Adventist College, which receives grants from Sport Manawatu.	8,000	5,334	8,000	5,333
Shayne Harris	Trustee of Sport Manawatu who is an employee of Manawatu District Council (MDC). Sport Manawatu receives grants from MDC.	91,000	0	90,000	0
Craig Purdy	Trustee of Sport Manawatu who is a trustee of Palmerston North Boys High School, which receives grants from Sport Manawatu.	5,000	1,000	2,500	2,500
Nathan Hopcroft	Trustee of Sport Manawatu who, until February 2018, was a committee member of Manawatu Golf Club, which receives grants from Sport Manawatu.	0	0	20,000	0
Colleen Sheldon	Trustee of Sport Manawatu, until 1 May 2019, who is a councillor of Horizons Regional Council (HRC). Sport Manawatu receives grants from HRC.	35,000	8,750	15,000	3,750
Colleen Sheldon	Trustee of Sport Manawatu, until 1 May 2019, who is a committee member of Kiwi Canoe Polo Club, which receives grants from Sport Manawatu.	0	0	8,031	0
Stuart Robinson	Employee of Sport Manawatu who was a board member of Netball Manawatu (NM), resigned 18 May 2018. Sport Manawatu provides office space to, and pays grants to NM.	6,817	656	6,083	0
Barbara Cameron	Trustee of Sport Manawatu who is a councillor of Manawatu District Council (MDC). Sport Manawatu receives grants from MDC.	91,000	0	90,000	0

Notes to the financial statements**Sport Manawatu Charitable Trust****For the Year ended 30 June 2019**

Barbara Cameron	Trustee of Sport Manawatu who is a board member of MidCentral District Health Board (MCDHB). Sport Manawatu receives grants from MCDHB.	493,649	45,373	554,220	44,488
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Key Management Personnel

As at balance date the key management personnel, as defined by PBE IPSAS 20 Related Party Disclosures, are the members of the governing body which is comprised of the Board of Trustees, Chief Executive Officer, Corporate Services Manager, Active Communities Manager, Support Services Manager, and the Sport Development Manager. No remuneration is paid to members of the Board of Trustees. The aggregate remuneration of key management personnel and the number of individuals, determined on a full-time equivalent basis, receiving remuneration is as follows:

	2019	2018
Total remuneration	466,016	515,813
Number of persons	6	6

Remuneration and compensation provided to close family members of key management personnel

During the reporting period no remuneration or compensation was provided by the organisation to employees who are close family members of key management personnel.

18 Events after the reporting date

The Board of Trustees and management is not aware of any other matters or circumstances since the end of the reporting period, not otherwise dealt with in these financial statements that have significantly or may significantly affect the operations of Sport Manawatu.



MEMORANDUM

TO: Sport and Recreation Committee

MEETING DATE: 16 September 2019

TITLE: Hokowhitu Lagoon Water Quality - Investigation and Monitoring Plan - Project Progress Report

PRESENTED BY: Robert van Bentum, Manager - Transport and Infrastructure

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That Council receive the report titled “Hokowhitu Lagoon Water Quality – Investigation and Monitoring Plan – Progress Report”, noting the progress made and the further work scheduled to be undertaken in the 2019-20 Financial Year.

1. ISSUE

- 1.1 In June 2018, following several reported incidents of recreational users of Hokowhitu Lagoon becoming sick, follow-up monitoring of the lagoon waters confirmed elevated levels of a range of bacterial species. Council Officers subsequently committed to a series of actions to respond to the contamination risks. In addition to upgrading signage at the lagoon to advise users of the health risks of contact recreation, and development of a Health Risk Management Plan, Officers agreed to advance a coordinated investigation and monitoring programme. The aim of the work was to identify significant sources of contamination and identify any cost-effective options for reducing or mitigating the negative effects on lagoon water quality.
- 1.2 The Sport and Recreation Committee at its September 2018 meeting endorsed the proposed approach and actions and requested a report back to the Committee in 2019. This report is the first in a series of planned annual reports on progress made with the investigation and monitoring work being undertaken.

2. BACKGROUND

- 2.1 As previously reported in September 2018, the Hokowhitu Lagoon is one of several remnant water bodies within the city boundaries which were previous alignments of the Manawatu River. Like many of these bodies they have been significantly

modified over the period of development of the city. Private properties have been constructed right up to the water's edge with landscaped gardens developed along much of the western fringe. The eastern fringe of the Lagoon is public park with significant numbers of water fowl including ducks, geese and swans. Public users of the park include large numbers of dog walkers.

- 2.2 The Hokowhitu Lagoon is estimated to be the receiving environment for approximately 275 ha of urban land (refer figure 1 below). Council asset management system records 14 separate stormwater discharges ranging from individual road sumps, and property level connections to extensive stormwater networks extending into the Hokowhitu residential area. Figure 2 indicates the approximate location of the various point discharges.



Figure 1 – Plan of the Approximate Catchment Draining to Hokowhitu Lagoon



Figure 2 - Existing Stormwater Discharge Locations to Hokowhitu Lagoon.

2.3 Through stormwater discharges from the network, the lagoon is receiving significant quantities of urban pollutants including oils, sediments and metal contaminants on the roads as well as litter and organic material via roofs, property hard stand areas as well as berms and footpaths. Significant quantities of animal faeces, plant organic matter and soil is also being entrained in the stormwater. There is also likely to be some wastewater entering the stormwater network from leaking and faulty wastewater networks.

3. ASSESSMENT AND MONITORING PLAN / PROGRAMME

- 3.1 Council Officers working with consultants GHD formulated an assessment and monitoring plan which includes the following key components:
- Network investigations including CCTV inspections of a priority sections of the stormwater network discharging to the lagoon
 - Intensive monitoring and testing of the stormwater discharges to the lagoon

4. NETWORK INVESTIGATION WORK

- 4.1 As part of the on-going annual CCTV inspection programme undertaken by Council of its buried stormwater and sewer network several stormwater pipes discharging to the Hokowhitu Lagoon catchment were included in the 2018 programme of work (refer figure 3 below). CCTV inspection of the stormwater network will be continued over the next 2-3 years with priority for inspection given to those networks which run close to sewer pipelines and wherever there is evidence of structural or performance defects. The objective of this work is to identify any significant defect and any potential cross-connections between the sewer and stormwater networks.



Figure 3 - CCTV Inspection Completed in 2018

5. WATER QUALITY MONITORING

- 5.1 The monitoring undertaken by Horizon Regional Council as part of its “Safe Swim Spots” regional monitoring programme although helpful was insufficient to identify the source of contamination and therefore possible interventions or mitigation options, given the monitoring was carried out at only two locations at weekly intervals from November to April during the “bathing season”.

- 5.2 In June 2018, Officers engaged consultants GHD to help develop a more comprehensive and robust monitoring approach sufficient to identify the likely source and severity of contamination. The monitoring plan provides for sampling of stormwater at 20 locations within the lagoon both prior to, during and following major rain events. Baseline monthly monitoring will be undertaken for a minimum period of 6 months and storm event monitoring for a period long enough to provide a meaningful and statistically significant data set.
- 5.3 The proposed sampling locations and frequency required to provide adequate data to robustly determine microbial levels are depicted in Figure 4 and Table 1. The number of sampling locations will be gradually reduced over time as the data enables the sources of significant contamination to be refined.



Figure 4 - Proposed Locations for Long Term Monitoring Plan

Table 1. Proposed Long-Term Monitoring Plan

Sample location	Indicative coordinates	Monitoring frequency			Monitoring Parameters				
					E.coli	TSS	pH	Temperature	Conductivity
Mid-01	TBC	Baseline	post storm		Applies to all location and all events				
Mid-02	TBC	Baseline	post storm						
Mid-03	TBC	Baseline	post storm						
Mid-04	TBC	Baseline	post storm						
Mid-05	TBC	Baseline	post storm						
Mid-06	TBC	Baseline	post storm						
SW-01	TBC			Storm Event					
SW-02	TBC			Storm Event					
SW-03	TBC			Storm Event					
SW-04	TBC			Storm Event					
SW-05	TBC			Storm Event					
SW-06	TBC			Storm Event					
SW-07	TBC			Storm Event					
SW-08	TBC			Storm Event					
SW-09	TBC			Storm Event					
SW-10	TBC			Storm Event					
SW-11	TBC			Storm Event					
SW-12	TBC			Storm Event					
SW-13	TBC			Storm Event					
SW-14	TBC			Storm Event					

- 5.4 The frequency of sampling for each monitoring category is further explained below:
- Baseline monitoring: To occur on a monthly basis and to be taken when there is no residual effect of the previous storm, 3 to 5 dry days
 - Storm event monitoring: To occur during rainfall events greater than 2.5mm/day, possibly to reflect different depths to reflect the local annual rainfall distribution the first flush (first 30 minutes to 1 hour of the storm event) mid-stream (to be completed approximately > 1 hour after the first flush sampling)
 - Post storm monitoring: 24 hours after the occurrence of the storm event
- 5.5 Council is discussing with staff from the Public Health Unit at the District Health Board and Horizons Regional Council the option of extending recreational monitoring to cover the full year given the lagoon is utilised by the canoe club all year. Year round monitoring will provide useful additional data to that being collected by Council.

6. FINDINGS / PROGRESS TO DATE

- 6.1 The first baseline sampling was undertaken on 25th July at the 6 identified locations depicted in Figure 4. This sampling will be repeated monthly. Low levels of E-coli bacteria were identified in this initial sampling but at levels below the 550 MPN/100ml trigger level.
- 6.2 The storm event and post storm event sampling have yet to be started as Officers are working through options to engage the required resourcing to undertake sampling of stormwater at 20 locations within one hour of a storm event. It is likely that a combination of Council and contracted staff will be required to complete the sampling.
- 6.3 Weekly bathing water quality sampling undertaken by Horizons Regional Council between November 2018 and April 2019 indicate approximately 25% of the samples had levels of E coli bacteria which exceeded the trigger level. No specific conclusions can be drawn from the sampling. The highest measured level of E coli bacteria of 4100MPN/100mL was measured in February 2019:

Table 2. Summary of E. Coli Exceedances of 550 MPN/100ml

Season	Test site	% of tests above 550 MPN/100ml
2015/16	Chalet	38%
2016/17	Chalet	56%
2016/17	Walk bridge	27%
2017/18	Walk bridge	24%
2018	Walk bridge	25%
2019	Walk bridge	18%

7. WIDER INITIATIVES CONTRIBUTING TO IMPROVING HOKOWHITU LAGOON WATER QUALITY AND HEALTH

- 7.1 Since the September 2018 report, progress has been made by Council in combination with several developers to advance planning and design of projects and initiatives with the objective of improving the quality of stormwater discharges to the lagoon. The specific initiatives and the potential effect on water quality are briefly described below.
- 7.1.1 Bore Water Replenishment System. Implementation of a bore water replenishment system to enable the Hokowhitu lagoon ground and surface water inflows to be supplemented with pumped shallow groundwater particularly during the summer

period. This is likely to encourage flushing of nutrient and other contaminants during lagoon low water inflow periods contributing to improvements in water quality.

- 7.1.2 Stage1 – Centennial Development. Stage 1 of the residential sub-division development of the Hokowhitu campus has been approved with construction scheduled to begin soon. The development includes provision for in-street rain gardens which will treat the majority of the first flush of stormwater from the roads and private properties prior to discharge to the lagoon.
- 7.1.3 Lake Edge Refurbishment: Council has initiated work on upgrading the eastern lake edge to replace the failing timber retaining wall with more natural landscaped edges that provide a degree of treatment. This has the potential to intercept and capture some of the overland flow which entrains animal faecal material and sediment.
- 7.1.4 Stirling Crescent and Albert Street Capital Upgrade: Council has initiated work on an upgrade to stormwater drainage in the eastern part of the Hokowhitu Lagoon catchment that will include servicing new residential development off Ashford Ave and address flooding issues in upper Albert Street. The new residential development includes in-street stormwater rain gardens to treat stormwater and it is proposed to incorporate a treatment wetland at the end of the new pipeline prior to discharge to the lagoon. The project is in the early design and consultation phase with active involvement of Rangitane and Horizons given it will require a discharge consent. The treatment provisions will remove a significant proportion of the contaminants and model a new vision for managing stormwater in the city.

8. PROGRAMME FOCUS FOR 2019/20

- 8.1 Once the necessary resources have been confirmed, Officers from the Activity and Investigations team will assist external contractors with sampling of specific stormwater events. It is also proposed to extend the baseline monitoring to include all 20 sampling locations. This will enable identification of any contamination occurring outside rain events during dry weather periods.
- 8.2 CCTV inspection of additional parts of the stormwater network will be programmed with a specific focus on areas where the stormwater network is near to either the Council or private sewer network, to identify any potential cross-connect between the networks.
- 8.3 It is also proposed to identify selected upstream stormwater manholes in the larger sub-catchments most likely at selected intersections in Albert Street and Centennial Drive for sampling. Sampling at upstream manholes will assist with identifying and isolating smaller sub-catchments with significant levels of contamination.

9. SUMMARY

- 9.1 Identifying and eliminating the source of significant contamination of stormwater discharging to the lagoon is problematic given the size of the catchment, the variety and number of potential contaminant sources and the complexity of the network. Achieving any measurable improvement will require significant effort over an extended period of time.
- 9.2 Council has developed a two-pronged approach to investigating and identifying potential sources of contamination to the Hokowhitu Lagoon comprising CCTV inspections of the priority catchments and a robust stormwater monitoring plan, which includes extensive sampling and testing of baseline, storm event and post-event stormwater.
- 9.3 The inspection and monitoring work has only just been started so as yet there are no specific findings or conclusions around the specific source of the contamination and whether there is any practical mitigation. The CCTV inspection work has identified some minor network faults but nothing which might be directly leading to the contamination occurring in the lagoon.
- 9.4 Council is undertaking capital improvement work to the lagoon banks and has implemented a groundwater recharge facility designed to maintain lagoon water levels during the summer. Both of these initiatives coupled with investment in stormwater treatment in subdivision development which is discharging stormwater to the lagoon, are expected to contribute to measurable improvements in water quality over time.
- 9.5 The aim over time is to better understand the stormwater network and potential sources of contamination with a view to determining a range of cost effective and targeted interventions to significantly reduce contaminant levels and risks for lagoon users.

10. COMPLIANCE AND ADMINISTRATION

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

plans?	
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
<p>The recommendations contribute to the achievement of action/actions in the Active Community Plan</p> <p>The action is: Provide and maintain city reserves, neighbourhood reserves, playgrounds, sports field, Central Energy Trust Arena Manawatu, aquatic facilities, walkways, shared paths, sport and recreation facilities.</p>	
Contribution to strategic direction	If the investigation and monitoring programme are successful in identifying notable sources of contamination, then it may be possible to identify and implement cost effective mitigation measures to reduce the health risks of water recreation activities undertaken within the Hokowhitu Lagoon.

ATTACHMENTS

Nil

MEMORANDUM

TO: Sport and Recreation Committee

MEETING DATE: 16 September 2019

TITLE: Additional Information - Potential Lease of 51 Amberley Avenue

PRESENTED BY: Bryce Hosking - Manager - Property

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That the Memorandum dated 17 May 2019 and titled "Potential Lease of 51 Amberley Avenue" be uplifted from the table.
2. That Council receives the report titled "Additional Information – Potential Lease of 51 Amberley Avenue" dated 29 July 2019 for information to be considered in conjunction with the report titled "Potential Lease of 51 Amberley Avenue" that was presented to, and left on the table by, the Sport and Recreation Committee on 10 June 2019.
3. That Council as the administering body under the Reserves Act 1977, on behalf of the Minister of Conservation, approves the lease of land at 51 Amberley Avenue, Palmerston North, to Palmerston North Judo Club Incorporated for a recreation activity.
4. That Council agree to execute a new three (3) year lease (with a right of renewal) between Palmerston North City Council and Palmerston North Judo Club Incorporated for 51 Amberley Avenue, Palmerston North.

1. ISSUE

- 1.1 The report titled 'Potential Lease of 51 Amberley Avenue' dated 17 May 2019 was presented to the Sport and Recreation Committee on 10 June 2019.
- 1.2 The report highlighted that Council has the following options to consider:
 1. Approve a land lease to the Palmerston North Judo Club Incorporated.
 2. Approve a land lease to Highbury Mixed Martial Arts Trust.
 3. Attempt to purchase the building and lease it out to several organisations as a community and recreation facility.
 4. Do not proceed with any of the above.

- 1.3 The Sport and Recreation Committee requested the report be “left on the table” until the Sport and Recreation Committee Meeting in September 2019 so it could be considered with additional information.
- 1.4 In particular Council wanted to consider:
- Clarification of the process for accessing what activities can be undertaken on a Recreation Reserve;
 - As a specific example, how the Tongan Church’s activity on the site was assessed against the above;
 - Confirmation as to whether any staff members had conflicts of interest and if so, how this was being managed; and
 - A brief chronological summary of events regarding Council’s interactions with Scouts New Zealand and the Judo Club.
- 1.5 This report addresses these items.

2. FURTHER INFORMATION

Assessing Activities on a Recreation Reserve

- 2.1 Section 17 of the Reserves Act 1977 provides the following explicit direction in respect to what can be undertaken on a Recreation Reserve:

17 – Recreation Reserves

(1) It is hereby declared that the appropriate provisions of this Act shall have effect, in relation to reserves classified as recreation reserves, for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.

- 2.2 Council currently take a passive leasing stance on recreational leases; addressing enquires on a case-by-case basis when organisations approach Council, often with a desired venue in mind. This is as opposed to actively making certain sites available and proactively approaching the market.
- 2.3 When considering a new lease on a recreation reserve, Council Officers consider 2 questions in hierarchical order:
- Is the primary activity consistent with the provisions of the Act; if yes, then
 - Does the primary activity fit with Council policies, goals and strategic direction?

- 2.4 If the answer is yes to both the above, then the Reserves Act 1977 provides direction to undertake a public notification process, followed by obtaining a Council resolution to enter a lease on the reserve. This process is consistently followed by Council Officers whenever a new lease is required.

- 2.5 Section 117 (1)(b) of the Reserves Act 1977 states the following in respect to notifications of an intention to grant a new lease:

117 – Notifications

(1) Where this Act requires anything to be publicly notified or refers to public notification, the subject matter shall, unless this Act specifically provides otherwise, be published as follows:

(b) where the notification relates to any other reserve or proposed reserve, it shall be published—

(i) once in a newspaper circulating in the area in which the reserve or proposed reserve is situated; and

(ii) in such other newspapers (if any) as the administering body decides:

provided that any notification under section 16(4) relating to a nature reserve or scientific reserve or a proposed nature reserve or scientific reserve shall be published in the manner specified in paragraph (a).

- 2.6 The important point to highlight from the direction from the Reserves Act 1977 is that it is the primary purpose or activity to be undertaken that is considered, not the organisation itself.

To provide a tangible example: a law firm could operate their social football clubrooms from a recreation reserve, however, it would not be acceptable under the Act for them to operate their soliciting services from the reserve, even if on the weekends it also doubled up as their clubrooms.

Assessment of the Tongan Church's Activity on the Site

- 2.7 Clause 2.5 above is especially relevant to provide context to the assessment of the Tongan Church's operations on the Amberley Avenue Reserve, and the decision by Council Officers to request them to vacate the site.
- 2.8 The Tongan Church was informally subleasing the Scout Hall from Scouts New Zealand. Council Officers became aware of this in February 2019.

- 2.9 Council's Community Division then engaged in fact finding conversations with the church. Officers were advised by the church that the site was primarily used for prayer and religious activity.

As such they did not meet the requirements of the Reserves Act 1977 and were asked to vacate.

Staff Conflicts of Interest

- 2.10 There is only one identified minor conflict of interest from all Council Officers who have had any involvement in any of this process or with any of the parties involved in any of Council's options in Clause 1.2 of this report.
- 2.11 The minor conflict is that a Council Officer in the Parks and Reserves Division has children who are members of the Judo Club.
- 2.12 This minor conflict of interest was mitigated by the Council Officer not having a direct involvement in and leasing matters with the Judo Club, Scouts New Zealand or Highbury Mixed Martial Arts. These discussions have been undertaken by Council's Property Division.
- 2.13 For clarity, the Officer did provide expertise and advice regarding the Tongan Church's occupancy of the site and its conflict with the permitted activities on the site under the Reserves Act 1977. At this stage Scouts New Zealand were still the leaseholder and Council was not aware of their intention to vacate in the future.

Chronological Summary of Events

- 2.14 Below is a summary of events:

Date	Action
13 Feb .19	Officers contacted Scout Association NZ asking if they wanted to renew lease. They forwarded the matter to their local representative.
15 Feb .19	Judo NZ contacted Council about any buildings for sale they could purchase or if Council had any sites for lease. Officers advised nothing available at that time.
20 Feb .19	Officers met with local scouts' representative who advised they would not renew. Council Officers advised implications of this and options. Scouts asked if there were any other organisations who might like to purchase building. Officers passed Judo NZ's details to Scouts to pursue if they wished as responsibility to sell or remove the building was theirs, not Council's.
21 Feb .19	Scouts advised Officers that Judo and Scouts were negotiating terms to

	purchase the building.
22 Mar .19	Officers advised terms had been reach and the building was under contract.
6 Apr .19	Notice put in public notices for intention to lease.
18 Apr .19	Manager – Property received a call from Highbury MMA who was concerned about the process. Process explained, advised to put a submission in by 6 May if they wished it to be considered, but it would a land lease only.
6 May .19	Submission received from Highbury MMA.
13 May .19	Submission from Highbury MMA heard at Sport and Recreation Committee Meeting. Supplementary information provided to Councillors on the matter.
10 Jun .19	Report titled 'Potential Lease of 51 Amberley Avenue' presented to Sport and Recreation Committee Meeting.

3. NEXT STEPS

- 3.1 The additional information in this report is considered in conjunction with the report titled 'Potential Lease of 51 Amberley Avenue' that was presented to, and "left on the table" by, the Sport and Recreational Committee on 10 June 2019.
- 3.2 Providing the recommendations of that report are adopted, the next step is to enter a land lease with Palmerston North Judo Club.
- 3.3 Council Officers will also work with Highbury Mixed Martial Arts to try find an alternative venue.

4. COMPLIANCE AND ADMINISTRATION

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

PALMERSTON NORTH CITY COUNCIL

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 action is: 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	By leasing the land to the Judo Club, this allows for a sporting activity option to be held on a regular basis for the community.

ATTACHMENTS

1. Potential Lease of 51 Amberley Avenue [!\[\]\(4c660a3c4ce1da3313488b7854f55083_img.jpg\) !\[\]\(f01c435bb39e3068a9b4895c9a993158_img.jpg\)](#)



PALMERSTON NORTH CITY COUNCIL

MEMORANDUM

TO: Sport and Recreation Committee

MEETING DATE: 10 June 2019

TITLE: Potential Lease of 51 Amberley Avenue

DATE: 17 May 2019

PRESENTED BY: Bryce Hosking, Property Manager, Infrastructure

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

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 51 Amberley Avenue, Palmerston North, to Palmerston North Judo Club Incorporated for a recreation activity.
2. The Council agree to execute a new three (3) year lease (with a right of renewal) between Palmerston North City Council and Palmerston North Judo Club Incorporated for 51 Amberley Avenue, Palmerston North.

1. ISSUE

- 1.1 The current lease of 51 Amberley Avenue to the Scout Association of New Zealand expires of 31 May 2019. Scouts did not wish to enter a new lease. For clarity, this was a land lease only, and the scout hall building on the site is owned by the Scout Association, not Council.
- 1.2 As the Scout Association does not wish to enter a new lease, they had the following options:
 - Remove the building and make good the site;
 - On-sell the building to another party to either enter a new ground lease or remove the building;
 - Or Sell the building to Council if couldn't sell to another party.
- 1.3 For clarity, as the building is not owned by Council, Council typically would not be involved in the terms of any sale of the building, including whom it was sold to.



PALMERSTON NORTH CITY COUNCIL

- 1.4 The Scout Association of New Zealand have signed an Agreement to Transfer Ownership of Improvements to sell the building to Palmerston North Judo Club Incorporated. This agreement is conditional on the Judo Club obtaining a lease of the land at 51 Amberley Avenue from Palmerston North City Council.
- 1.5 The public notification process required under the Reserves Act 1977 has been followed. Notification was placed in the public notices about the intention to grant a new lease, inviting any submissions.
- 1.6 A single submission was received by the Highbury Mixed Martial Arts Trust on 6 May 2019, which was the last day for submissions.
- 1.7 This submission was presented to the Sport and Recreation Committee on 13 May. This submission asked for one of the following:
 - Council issue a ground lease to the Highbury Mixed Martial Arts Trust instead of to the Judo Club;
 - Council issue the lease to the Judo Club, but then assist by brokering a deal whereby the Highbury MMA can use the building for a nominal fee;
 - Council attempt to purchase the building from the Scouts and lease it out to several organisations as a community and recreation facility.
 - An important note was that Highbury MMA was not in a financial position to purchase the building itself.
- 1.8 After taking this submission into consideration, Council needs to decide how it wishes to proceed.

2. COUNCIL'S OPTIONS

- 2.1 Council has the following options to consider:
 1. Approve a land lease to the Palmerston North Judo Club Incorporated.
 - a. This would result in the Judo Club taking ownership of the building.
 - b. Council could consider attempting to broker a deal with the Judo Club to space share with Highbury MMA, but this would be their decision.
 2. Approve a land lease to Highbury Mixed Martial Arts Trust.
 - a. Highbury MMA would then need to try secure use of the building from Scouts.
 3. Attempt to purchase the building and lease it out to several organisations as a community and recreation facility.
 4. Do not proceed with any of the above.
 - a. Scouts would need to remove the building.



PALMERSTON NORTH CITY COUNCIL

3. BACKGROUND/ ADDITIONAL INFORMATION

General Considerations

- 3.1 As a non-profit sporting organisation, the Judo Club meets the requirements of Section 54 of the Reserves Act 1977.
- 3.2 Both the Scout Association of New Zealand and Palmerston North Judo Club Incorporated were advised of the process and entered into the Agreement fully aware that a public notification process required under the Reserves Act 1977, along with approval from the local authority on behalf of the Minister of Conservation to lease the land.
- 3.3 To inform this report, Council Officers spoke to Palmerston North Judo Club representatives to investigate the opportunity of them space sharing with Highbury Mixed Martial Arts.
- 3.4 The Judo Club representatives said they were *“very reluctant in committing to this”*. They were concerned there would be *“significant timetable and usage clashes with the two clubs”*.
- 3.5 The Scout Association of New Zealand are asking \$7,500 for the purchase of the building.

Building Condition

- 3.6 There are several immediate building issues that need to be remedied by the purchaser of the building as it is being sold in a “as is, where is” condition:
 - All the wooden window frames are rotten and need replacing;
 - The building has been leaking at some stage, as a result large portions of the ceiling needs to be replaced;
 - The steps at the rear door exit need to be replaced;
 - There are several fire compliance issues that need to be remedied including alarms, extinguishers, and door signage;
 - The doors are not secure and would probably need to be replaced.
- 3.7 If Council purchased this building, both the initial purchase and these works would be an additional unbudgeted expense.

Notification Requirements

- 3.8 The public notification process required under the Reserves Act 1977 has been followed. Section 117 of the Reserves Act 1977 states the following in respect to notifications of an intention to grant a new lease:

(1) Where this Act requires anything to be publicly notified or refers to public notification, the subject matter shall, unless this Act specifically provides otherwise, be published as follows:

(a) where the notification relates to a national reserve or proposed national reserve, or any part thereof, it shall be published—

(i) once in the Gazette; and

(ii) once in a newspaper circulating throughout the area in which the reserve or proposed reserve is situated; and

(iii) once in each of 2 daily newspapers published in the cities of Auckland, Wellington, Christchurch, and Dunedin; and

(iv) in such other newspapers (if any) as the Minister directs:

(b) where the notification relates to any other reserve or proposed reserve, it shall be published—

(i) once in a newspaper circulating in the area in which the reserve or proposed reserve is situated; and

(ii) in such other newspapers (if any) as the administering body decides:

provided that any notification under section 16(4) relating to a nature reserve or scientific reserve or a proposed nature reserve or scientific reserve shall be published in the manner specified in paragraph (a).

Proposed Ground Lease Terms

- 3.9 The proposed terms of a lease are:
- Lease commencement – 1 June 2019
 - The lease will be for an initial term of three (3) years, with a right of renewal for a further three (3) years
 - The rental will be \$150 + GST and outgoings per annum.

4. RECOMMENDATIONS

- 4.1 Considering all the above, Council Officers recommend that Council opt to enter a lease with Palmerston North Judo Club Incorporated.

5. NEXT STEPS



PALMERSTON NORTH CITY COUNCIL

- 5.1 Providing the recommendations of this report are adopted, the next step is to enter a land lease with Palmerston North Judo Club.
- 5.2 Council Officers will also work with Highbury Mixed Martial Arts to try find an alternative venue.

6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	No
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to 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 action is: 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	By leasing the land to the Judo Club, this allows for a sporting activity option to be held on a regular basis for the community.

ATTACHMENTS

Nil

REPORT

TO: Sport and Recreation Committee

MEETING DATE: 16 September 2019

TITLE: Ashhurst Domain - Function Centre lease proposal

PRESENTED BY: Aaron Phillips, Senior Parks Planner

APPROVED BY: Tom Williams, Chief Infrastructure Officer

RECOMMENDATION(S) TO COUNCIL

1. That the proposal for a function centre lease in the Ashhurst Domain be declined.
2. That the desirability of hospitality services in the Ashhurst Domain be referred to the process underway to review of the Ashhurst Domain Reserve Management and Development Plan.

SUMMARY OF OPTIONS ANALYSIS FOR

Problem or Opportunity	<p>Council has received a proposal to develop a function venue on the portion of the Ashhurst Domain formerly occupied by cafes.</p> <p>The proposal is not contemplated in the Ashhurst Domain Management Plan 1997 and has more extensive buildings than previous café leases on the site.</p> <p>Council has consulted with the community on the proposal.</p> <p>This report considers the submissions made during consultation and makes a recommendation on the proposed lease.</p>
OPTION 1:	Approve the function centre lease for the Ashhurst Domain under the terms and conditions of the draft lease presented to Council 20 May 2019 Sport and Recreation Committee meeting.
Community Views	18 submitters opposed the proposal, 12 supported it and 2 neutral submissions were received.
Benefits	New activity and facilities provided at the Ashhurst Domain.
Risks	Effects on the campground may significantly reduce patronage and satisfaction of campers. Effects on users may reduce their satisfaction and enjoyment of Ashhurst Domain.
Financial	A market rental land lease income. Camp ground income may level off or decline.
OPTION 2:	Decline the function centre lease
Community Views	12 supported the proposed lease, 18 were opposed and 2 neutral submissions were received.
Benefits	No negative effects on the campground and other parks activities and users.
Risks	Perception that Council is unsupportive of hospitality facilities and business development.
Financial	No change to current net operating costs of the Ashhurst Domain. Opportunity cost of a market-based land lease.
OPTION 3:	Enter into further negotiations with the lease applicant to modify the proposal to reduce the negative effects and/or increase the benefits.

Community Views	18 submitters opposed the proposal, 12 supported it and 2 neutral submissions were received.
Benefits	New activity and facilities provided at the Ashhurst Domain.
Risks	The applicant has already indicated there is no room for further negotiation of lease terms and conditions, and it is therefore unlikely negotiation will result in any material changes to the proposed lease.
Financial	Officer time involved in further negotiations.
OPTION 4:	Defer the decision on the function centre lease to the new Council. Local government elections are imminent, with the announcement of the new Council due on 17 October 2019.
Community Views	18 submitters opposed the proposal, 12 supported it and 2 neutral submissions were received.
Benefits	The proposal represents a major change in the Ashhurst Domain. With the election imminent, the ongoing Council may consider that the decision is better left to the new Council.
Risks	The additional time may cause concern with the applicant.
Financial	Officer time reporting to the new Council.
Implications	There would be a need to hold a new hearing to ensure fairness to the submitters due to the change in membership of the Council and its Committee structure.
The recommendations contribute to Goal 2: A creative and exciting city	
The recommended Option is 2: Decline the function centre lease	
The recommended option contributes to the outcomes of the Creative and Liveable Strategy	
<p>The recommended option contributes to the achievement of action/actions in the Active Community Plan</p> <p>The action is: Provide and maintain city reserves, neighbourhood reserves, playgrounds, sportsfields, Arena Manawatū, aquatic facilities, walkways, shared paths, sport and recreation facilities.</p> <p>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.</p>	
Contribution to strategic contribution	This report, in combination with the 10 June 2019 report to the Sport and Recreation Committee, assesses the proposal against the Ashhurst Domain Reserve Development and Management Plan 1997 and Reserves Act 1977.

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Council received a proposal to develop a function venue on the portion of the Ashhurst Domain formerly occupied by cafes.
- 1.2 The proposal is not contemplated in the Ashhurst Domain Development and Management Plan 1997.
- 1.3 Since it is not contemplated in the Management Plan the proposal was assessed against the objectives and policies of the Management Plan and Reserves Act 1977, in a report to the 10 June 2019 Sport and Recreation Committee.
- 1.4 Council decided it wished to hear community views and public consultation was undertaken from 29 June 2019 to 9 August 2019.
- 1.5 This report considers the community views raised in submissions during the consultation. It sets those views alongside the assessment made in the 10 June report.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 Council received a deputation to the Sport and Recreation Committee on the 11 March 2019. The Committee recommended, and Council resolved:

1-19 Ashhurst Domain - Function Venue Proposal

The COMMITTEE RECOMMENDS

1. That Council agree to progress to the assessment stage under the Reserves and Resource Management Acts for Ashhurst Domain function venue proposal.
- 2.2 Council received a report on the proposal at the 10 June 2019 Sport and Recreation Committee meeting which considered the proposal against the policies and objectives of the Ashurst Domain Development and Management Plan 1997 and the requirements of the Reserves Act 1977. The Committee recommended, and Council resolved:

2-19 Ashhurst Domain - Proposal to lease area for a function venue

The **COMMITTEE RECOMMENDS**

1. That Council approve community consultation on the proposal for a lease for a function venue at the Ashhurst Domain, meeting the requirements of Section 54 of the Reserves Act 1977.
2. That Council note the recreation reserve on which the lease is proposed is part of Lot 1 DP 55676, the lease area and the draft lease are contained in Attachment Six of the report titled "Ashhurst Domain – Proposal to lease area for a function venue" dated 20 May 2019.

- 2.3 Council heard submissions from the 3 submitters who indicated they wished to be heard and received a report summarising the submissions at the 26 August 2019 Sport and Recreation Extraordinary Committee meeting.

3. **COMMUNITY VIEWS**

- 3.1 The Reserves Act 1977 Section 120(1)(d) requires that Council give full consideration to objections and submissions before deciding to proceed with a proposal.
- 3.2 Thirty-two submissions were received, eighteen opposed to the proposal, twelve in support and two were neutral, as shown in Figure One.

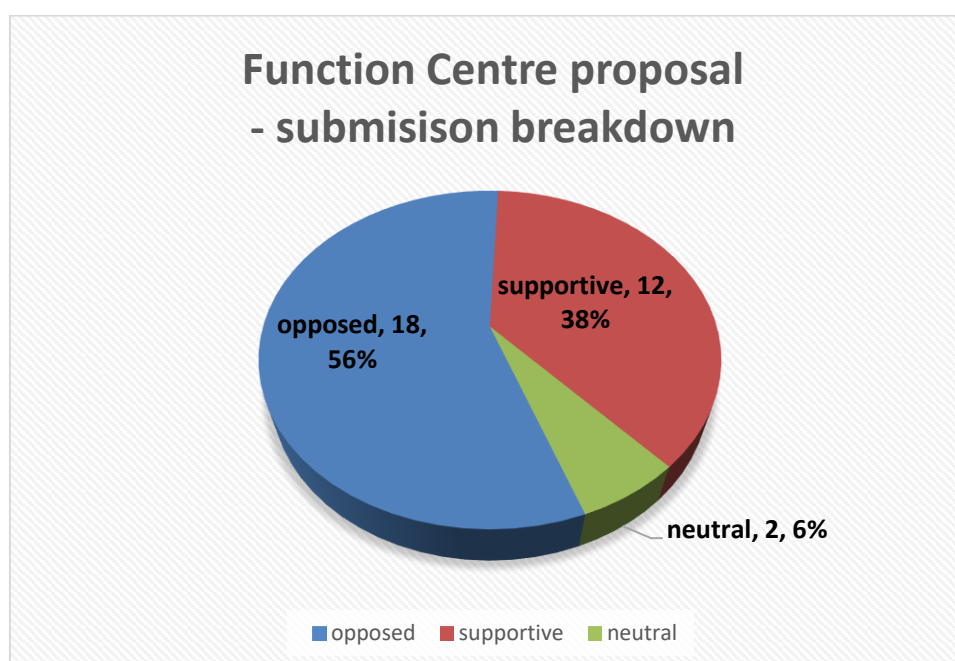


Figure One: Proportion of submitters supporting and opposing the proposal

- 3.3 The residential location of the submitters were fairly evenly split between Ashhurst residents and submitters with other places of residence. Numbers and proportions of submitters by location are shown in Figure Two.
- 3.4 Figure Three shows the approximate location of submitters from the Ashhurst and the surrounding rural area.

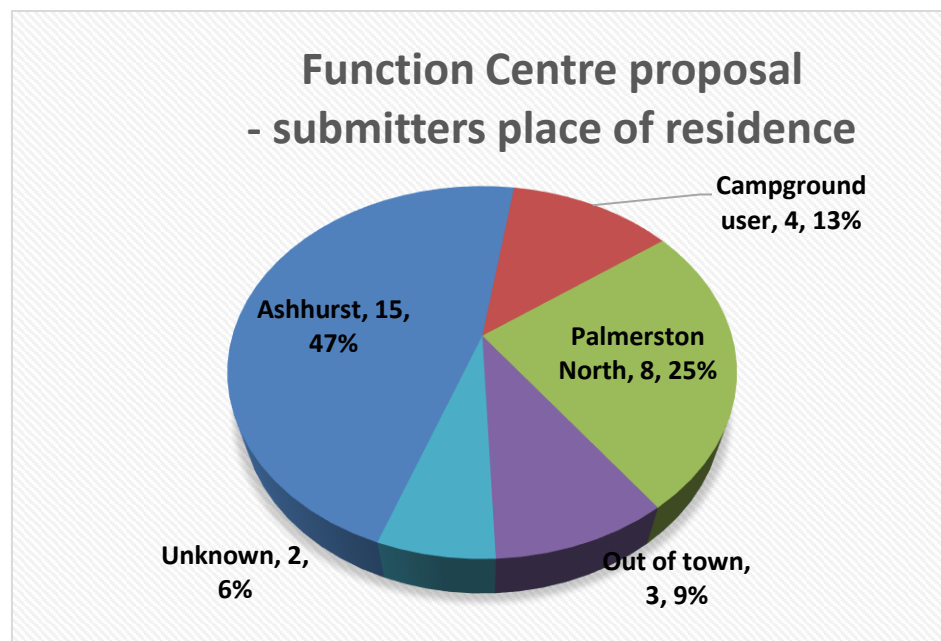


Figure Two: Residence of submitters

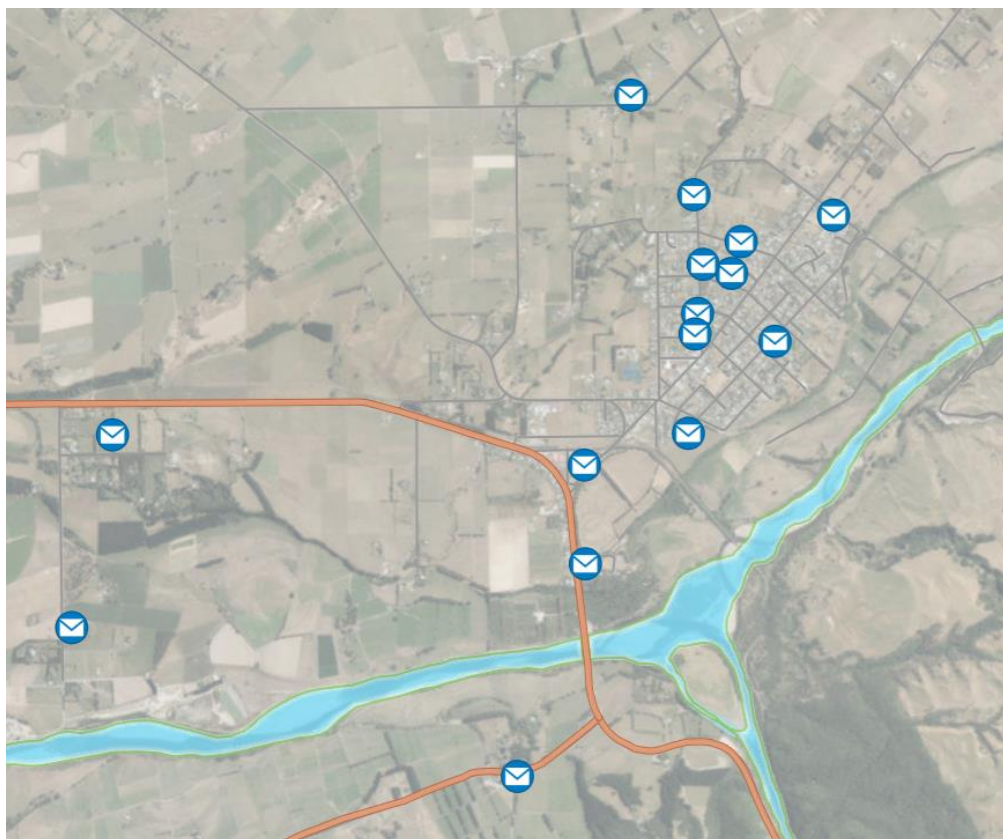


Figure Three: Submitters from Ashhurst and the surrounding rural area

- 3.5 Ashhurst residents and campground users were more opposed to the proposal than submitters from Palmerston North or out of town. Figure Four provides information on submitters support by place of residence.

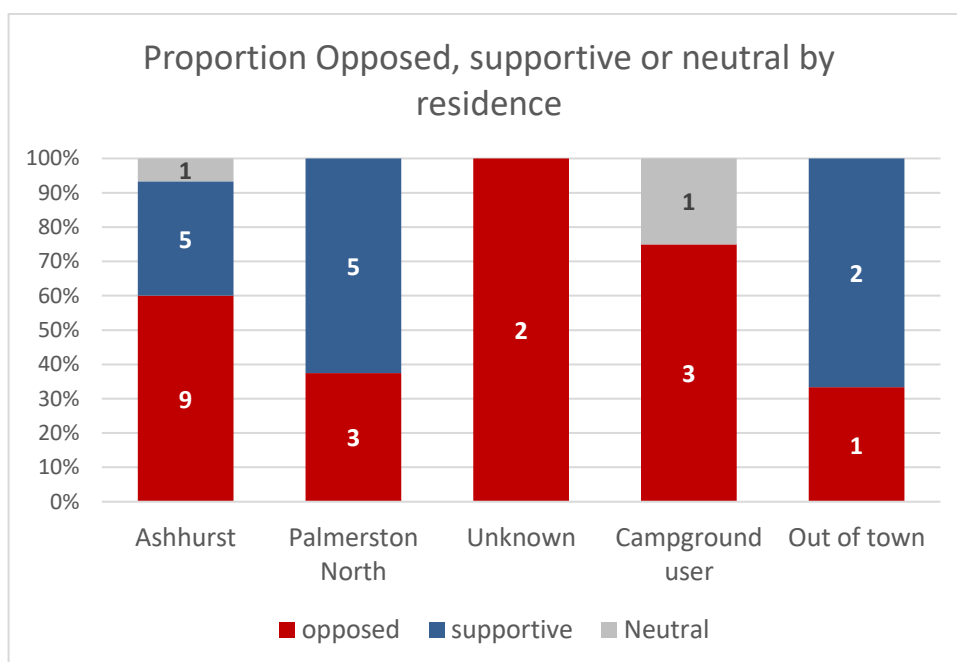


Figure Four: Proportions by residence

3.6 Table one below provides a summary of the main points raised by submitters, the number of submitters that raised the point and officer comment.

Submission point	# submissions raised in	Officer comment
Opposed: Noise effects park generally	11	<p>There would be an effect on park users, particularly in the evening daylight hours when picnicing and walking could be happening. The level of effect will depend to some extent on the individual users, the type of music, and their proximity and the duration of exposure to it.</p> <p>The various submitters valued the park for its tranquil and quiet nature.</p> <p>Review of the customer service requests/complaints system shows eight noise related complaints in the Ashhurst Domain since 2005. Four related to the model aircraft, three to bands/festivals in the Domain and one about a campground user's activities affecting another campground user.</p>

Submission point	# submissions raised in	Officer comment
Opposed: Noise effects on campground	10	<p>The noise effect on the campground were described as significant, in Resource Management Act terms, by the applicants Acoustic Consultant.</p> <p>The campground is showing a high rate of growth in camper numbers and as discussed in Section 8.7 of the 10 June report to the Sport and Recreation Committee.</p> <p>Palmerston North City Council has a dominant role in provision of camping in the City with two structured camping operations on Council land.</p> <p>There is a camping ground located in Totara Reserve Regional Park in the Pohangina valley operated by Horizons. Manawatu District has a private campground operating in Feilding and two lease run operations on Manawatu District Council land at Himitungi and Tangimoana.</p>
Opposed: Does not fit park environment	8	<p>The type of building and the container approach to storage and facilities is different to past café facilities and not a traditional facility style for a park venue.</p> <p>As discussed in the 10 June 2019 report the location is well screened from the cemetery, playground and camping areas. Landscaping and screening would be required as part of the lease mitigating the visual effects from the walkway and sportsfield areas. Past cafes were screened in similar manners with the remnants of those fences and screens still on the site.</p>
Opposed: Tree removal	8	<p>The applicant is proposing some replanting, six mature gums would be removed.</p> <p>Clarification with the applicant and Councils transport planners notes that the six gum trees required to be removed for the safety of the proposed building would be removed and any bus turning modifications, shown in some of the applicant's concept drawings, could be accommodated elsewhere in the Domain to avoiding all but these essential six tree removals.</p>
Opposed: Impact on fauna	7	<p>There would be some gum tree loss affecting some of the bird food source. Depending on replacement planting proposed this might be offset – although this would be until the trees matured.</p>

Submission point	# submissions raised in	Officer comment
		<p>A number of submitters mentioned moreporks and hearing them.</p> <p>Ducks Unlimited were contacted for comments following the submission hearings meeting. At the time of reporting a response had not been received.</p> <p>A desk top assessment of typical fauna species that might be in the vicinity and potential effects has been commissioned following the hearings meeting. An update will be given at the Committee meeting.</p> <p>If the proposal proceeds to a resource consenting, then that process will determine whether more in-depth impact assessment for fauna is required, or not.</p>
Opposed: Vandalism/nuisance/security	7	The operator's ability to manage patron activity would be critical to the success. There is some risk in this area.
Opposed: Alcohol/behaviour	5	The operator's ability to manage patron activity would be critical. There is some risk in this area.
Opposed: Does not serve the park users/public benefit	3	<p>Some benefits to the reserve would accrue from some of the activities in the function centre e.g. the ability to hold activities and events from the facilities, or family services associated with interment at the cemetery.</p> <p>Evening functions however, provide little benefit to the reserve itself and its core recreation functions.</p> <p>Café activities were well supported in submissions. A number of submitters in opposition to the function centre proposal did support a café. A function centre does not offer the same benefit to the general reserve user as other hospitality activities, such as a cafe operation, would.</p>
Opposed: Clash with Pony Club/Canine centre	3	Manawatu Canine Centre, the Pony Club, Central Football and Manawatu Cricket were briefed on the proposal. None had concerns and in some cases some advantage was seen in having the facility available.
Opposed: Carparking effects/conflicts	3	<p>Section 8.5 of the 10 June 2019 report considered car parking.</p> <p>Further review of the site notes that a further 12 cars can be accommodated over and above the 50 carparks identified in the 10 June 2019 report by managing a one-way access system and</p>

Submission point	# submissions raised in	Officer comment
		<p>using the parking space to the left of the accessway to the site.</p> <p>Council aerial photos show those parks in use as per the circled cars in the following image.</p>  <p>Football, Cricket, Pony and Canine Clubs indicated comfort with working collaboratively where large events occurred at the same time as functions and were comfortable that conflicts would be rare and manageable.</p> <p>There have been two carparking related complaints since 2005, both in 2011, relating to sportsfield parking overflow.</p> <p>Discussion with staff and sporting codes found that the large events at the Domain are typically midweek (interschool cross country) or in the mornings/early afternoons (sports tournaments) so would not normally conflict with afternoon/evening functions.</p>
Opposed: Risk of business failure too high/cost to reinstate	3	<p>Council could bond or require a personal guarantee from the applicant for the estimated cost of demolition and reinstatement, as was required with the high ropes course on the Railway Land</p>

Submission point	# submissions raised in	Officer comment
Opposed: Should be on private land	3	<p>Council can permit private business on Council property where the activity fits the requirements of the Reserves Act and provides some benefits to recreation/the reserve.</p> <p>In some cases, private provision allows recreation activities and/or functions that support them to occur at lower cost and risk than Council could undertake on its own. For example, the Café in the Victoria Esplanade.</p> <p>The draft Policy for use of Public Space includes a possible consideration of the "Potential impact on existing city businesses". The applicant suggests there is a shortage of suitable spaces for holding wedding functions, and references constraints with some venues such as Caccia Birch hours of operation. No quantitative assessment of potential impact on existing businesses has been undertaken.</p>
Opposed: Walking path effects	2	<p>The former café operations on the site included a long fence with brushwood screening. The new proposal would have similar effects on the walkway as have been accepted by Council for this site in the past.</p>
Opposed: Effect on access to views	2	<p>The applicant notes that the public would be free to access the outdoor part of the site when functions are not on. The landscaping however will have the effect of making the site appear private.</p> <p>There are some alternative views from a dedicated viewing platform 30 m from the site.</p> <p>There will be some loss of choice of viewing site.</p>
Opposed: Hours of operation being outside standard park hours	2	<p>This issue is considered in responses to camping and effects on other activities in the park under other points.</p>
Opposed: Light pollution	2	<p>There would be some light pollution effect on the reserve. Officers assume the number of people frequenting the Domain at night are small and there are other opportunities for experiencing the night sky unimpacted by light and the effect would be of most note to fauna, discussed in other sections.</p> <p>A desktop report on effects on wildlife has been commissioned with the findings to be presented at the committee meeting</p>
Opposed: Litter	2	<p>The draft lease includes a clause to address litter in the areas</p>

Submission point	# submissions raised in	Officer comment
		<p>surrounding the venue. The area excluded was the bank to the wetland.</p> <p>Council contractors currently scale the banks to carry out plant pest control. The collection of litter at the same time as plant pest control would be the most efficient/lowest risk option.</p>
Opposed: Effect on playground	2	<p>The playground is 200 to 300 metres from the proposed function centre site. It is anecdotally well used.</p> <p>A playground is by nature a noisy boisterous environment. There may be some noise effect on the playground from the function venue, it is presumed it would have a relatively low effect on people's satisfaction and enjoyment of the playground. In some instance officers have seen people playing music at activities at Council playgrounds, for example.</p>
Opposed: Conflict with off-leash dog walking	1	<p>The site of the proposed function centre is currently a dog on leash space under the Dog Control Policy 2018. This has not changed since the former café occupied the site.</p> <p>The space to the south, where the lookout is positioned between the cafe and the cemetery, is an off-leash area. Dog owners are required to have their dogs under control, at all times.</p>
Opposed: Effect on cemetery	1	<p>The cemetery is 75 to 160 m from the proposed function centre venue.</p> <p>In recent years there have been low numbers of burials at the cemetery, 2 to 3 per year. Cemetery administration staff advise that burials are mainly in the afternoons between 1pm and 3:30 pm, sometimes late mornings.</p> <p>There is a slight tendency towards Wednesday through Friday burials. Saturday morning burials can occur but attract a higher charge and tend to be lower in number. The exception to the day of the week trends are Muslim burials due to customary burial timeframes.</p> <p>Ash burials often occur on a Saturday morning and the service is less formal and smaller.</p> <p>No assessment of the timing and frequency of people visiting graves and ash plots has been carried out.</p>

Submission point	# submissions raised in	Officer comment
		There would be a negative effect on the peacefulness and experience for cemetery visitors if events that generate loud music or noise are on at the function centre.
Opposed: Safety vs terrace	1	The applicant is proposing a new fence, which would meet building code requirements, along the top of the terrace. Given the current fence is a chain link the new fence could be safer than the current fence.
Opposed: Already community facilities in Ashhurst	1	The assessment is not about the village, or facilities in the wider area, it only considers the Domain and its operation under the Reserves Act.
Opposed: No benefit to Ashhurst economy	1	The assessment of the lease proposal is not about economic development of Ashhurst or in wider Palmerston North. It is about is about the Domain and its operation under the Reserves Act.
Opposed: Effect on sportsfield users	1	Manawatu Canine Centre, the Pony Club, Central Football and Manawatu Cricket were briefed on the proposal. None had concerns, and in some cases some advantages were noted in having the facility available.
Opposed: Sewage system capacity	1	Building and resource consent processes will test the suitability of the sewage systems and require performance that meets relevant standards.
Supported: benefits outweigh effects	1	Consideration is being given in this process.
Supported: general support	3	Support noted.
Supported: events	1	There may be some event (as opposed to function use) but the level cannot be determined at this point.
Supported: under used area	1	Mixed feedback on use of the area has been received with some commentary suggesting there is regular walking and vehicle parking at the site and others of the opinion it gets low levels of use. No survey of use has been undertaken.
Supported: business opportunity	1	The assessment is not about economic development, it is an assessment on the costs and benefits to the Domain and its

Submission point	# submissions raised in	Officer comment
		users under the Reserves Act.
Supported: need café/hospitality	4	A consistent theme, through both submitters objecting and those in support, was for renewed hospitality facilities at the Domain. Many made the point that a café in a similar style to that which burnt down in 2011, would be appropriate and appreciated.
Supported: more visitors to Ashhurst	1	Point noted. The assessment is not about economic development, it is an assessment on the costs and benefits to the Domain and its users under the Reserves Act.
Supported: asset to domain	2	Point noted.
Supported: asset to community	2	This process is considering the Domain and its use.
Supported: keep wedding business local	1	The assessment is limited to costs and benefits to the Domain and its users under the Reserves Act.
Neutral: retain amenity of campground	1	The NZMCA submission notes that many of the motorhome users are an older generation and suggests that even a 10 pm noise restriction will impact their sleep and therefore enjoyment and experience of the Domain. The acoustic report describes the effects as significant, in Resource Management Act terms.
Neutral: operating hours need to be longer from business perspective	1	There has been extensive discussion with the applicant about the hours of operation with efforts to minimise the hours to limit the negative effects at the Domain. Longer/more regular hours would increase the negative impacts.
Neutral: mitigate noise effects on the campground	1	Officers questioned the applicant as to whether noise mitigation such as barriers, bunds and management of sound direction had been thoroughly canvassed. The applicant was adamant their noise consultant had considered mitigation. The advice received was that due to the nature of the function centre building being a lightweight glass structure, the environment it is in being open and flat relative to the campground, the proximity, and nature of the campground accommodation being tents, caravan and motorhomes, no practical mitigation solutions were viable.
Neutral: suggestions to enhance area	2	Enhancement suggestions noted. An upcoming reserve management and development plan process will provide an

Submission point	# submissions raised in	Officer comment
		opportunity to consider those further.

4. RESERVE MANAGEMENT AND DEVELOPMENT PLANNING

- 4.1 Council has included the review of the Ashhurst Domain Development and Reserve Management Plan 1997 on its work schedule.
- 4.2 With the recent decisions around the replacement Manawatu Gorge highway (Te Ahu a Turange: Manawatu Tararua Highway) and the associated cycling paths and ecological offset work, the review of the Ashhurst Domain Reserve Development and Management Plan has been elevated in priority and preliminary planning work is now underway.
- 4.3 The work is expected to take 12 to 18 months and will involve community engagement.

5. DESCRIPTION OF OPTIONS

- 5.1 Option One: Approve the function centre lease proposal for the Ashhurst Domain under the terms and conditions of the draft lease presented to the 20 May 2019 Sport and Recreation Committee meeting.
- 5.2 Option Two: Decline the function centre lease
- 5.3 Option Three: Enter into further negotiations with the lease applicant to modify the proposal in order to reduce the negative effects/increase the positive effects.
- 5.4 Option Four: Defer the decision on the function centre lease to the new Council.

6. ANALYSIS OF OPTIONS

- 6.1 Option One: Approve the function centre lease proposal for the Ashhurst Domain under the terms and conditions of the draft lease presented to Council 20 May 2019 Sport and Recreation Committee meeting.
 - 6.1.1 Council could approve the lease. In doing so it would be accepting a significant reduction in the level of service for the campground and a more modest one for activities people currently undertake in the Domain that include quiet enjoyment as a core value.

- 6.1.2 Effects such as car parking, the loss of some viewing sites at times, and site use are modest, particularly when those effects have been present to some extent when former café operations were on the site.
- 6.1.3 Interestingly one social media comment noted that they had been married in one of the former iterations of the cafes.
- 6.2 Option Two: Decline the function centre lease.
 - 6.2.1 Council could decline the function centre lease proposal. On balance there is a weak benefit cost ratio. While there is consistently high support for hospitality activities in the Domain, the nature of those activities would best serve a core of day time Domain use, rather than predominately targeting special evening-based events.
 - 6.2.2 The work to review the Ashhurst Domain Development and Management Plan 1997 is underway. This provides a timely opportunity to consider the aspect of hospitality in the Domain. That process can consider the form, location, and fit of any proposed hospitality facilities with the other Doman activities and values.
- 6.3 Option Three: Enter into further negotiations with the lease applicant to modify the proposal to reduce the negative effects/increase the positive effects.
 - 6.3.1 The applicant has been working on the proposal for a substantial time. The negotiations with Council officers have variously attempted to address the operating hours, noise, and the building form and landscaping.
 - 6.3.2 The applicant has noted they cannot alter the operating hours or use different building forms and still have a viable business proposition. The applicant also advised that their acoustic consultant could not identify any reasonably practical noise mitigation options.
 - 6.3.3 Option Three therefore is unlikely to yield any concessions or opportunities that will make the proposal more tenable.
- 6.4 Option Four: Defer the decision on the function centre lease to the new Council

6.4.1 Then proposal represents a potential major change to the Ashhurst Domain, with particular impacts on the campground as described in in Section 8.7 of the 10 June report to the Sport and Recreation Committee.

6.4.2 Local government elections are imminent, with the announcement of the new Council due on 17 October 2019.

6.4.3 Council could decide that the decision is best left to the incoming Council.

7. EXERCISING MINISTER'S DELEGATED AUTHORITY TO SUPERVISE RESERVES ACT PROCESS

7.1 In 2013 the Minister of Conservation delegated administering bodies of the Reserves Act the ability to exercise the Minister's function in ensuring that the functions, purposes and statutory processes required by the Reserves Act 1977 have been complied with. Five primary considerations are required in order to exercise that delegated authority:

7.1.1 Checking the status of the land and power to make decisions.

Land status was covered in the 10 June 2019 report to the Sport and Recreation Committee and confirmed that the land is held as Recreation Reserve.

7.1.2 Ensuring statutory processes have been followed.

The statutory processes have been met including requirements of public notification (Section 119), and rights of objection and making submission (Section 120).

7.1.3 Functions and purposes of the Reserves Act are taken into account.

The 10 June 2019 report considered the purpose of recreation reserves and concluded that the function centre would have activities that are recreation activities and are consistent with the purpose of recreation reserves.

The 10 June 2019 report, and some cases added to in this report considered the requirements of Section 17(2):

- the freedom of public access - Section 17(2)(a).
- the protection and management of flora and fauna to the extent compatible with the recreation purpose - Section 17(2)(b).
- The qualities that contribute to pleasantness and cohesion of the natural environment and enjoyment of the reserve - Section 17(2)(c)
- Soil, water and forest conservation (Section 17(2)(d)).

7.1.4 Objections or submissions from affected parties are considered

The consultation undertaken was described in the 26 August 2019 report, summarising the submissions and the consultation process. The requirements of the Section 119 of the Reserves Act 1977 on public notification were exceeded.

32 submission were received on the proposal: 18 opposed, 12 in support and 2 neutral submissions.

The three submitters who wished to be heard (Section 120(1)(c) of the Reserves Act 1977) were heard at the 26 August Sport and Recreation Committee extraordinary meeting.

Section 5 of this report considered the points raised in the submissions.

7.2 Tangata Whenua views sought and considered pursuant to section 4 of the Conservation Act 1987. The 10 June 2019 report noted Rangitāne o Manawatū representatives have considered the proposal and a representative has visited the site with Council officers. Rangitāne have no particular concerns. They see some opportunity to use the design of the proposal and its landscaping to reference important adjacent and visible sites.

7.2.1 The decisions is considered reasonable on the basis of evidence.

This report in combination with the 10 June 2019 report sets out an assessment of the proposal against the Ashhurst Domain Developmental and management plan 1997 and the Reserves Act 1977.

Council has sufficient evidence to make a decision.

8. CONCLUSION

8.1 On the face of it, the proposal appears a worthy and exciting proposition for the function centre, and the Palmerston North wedding venue market.

8.2 The series of reports and investigations on the proposal have been extensive.

8.3 Considering both the assessment of the proposal in the report to the 10 June 2019 Sport and Recreation Committee and the subsequent submissions from the community, it is apparent that a function centre of this type and location is not sufficiently beneficial to the reserve and the activities that take place on it, to outweigh the negative effects and impacts on the values the community places on the reserve.

8.4 As the Ashhurst Domain is connected to Te Apiti and Palmerston North through walking and cycling paths, coupled with the continued growth of Ashhurst and

Palmerston North, support or demand for hospitality facilities in the Domain are likely to increase.

- 8.5 The timing of the review of the Ashhurst Domain Development and Management Plan 1997 presents an excellent opportunity to consider hospitality facilities in an overall review of the Domain and set appropriate expectations on possible form, location and effects of such hospitality activities.
- 8.6 It is recommended that Option Two be approved and the function centre lease be declined. Further it is recommended that considerations of hospitality facilities be referred to the Ashhurst Domain Development and Management Plan review process.

9. NEXT ACTIONS

- 9.1 Advise the applicant of Council's decision.
- 9.2 Advise the submitters of Council's decision.

10. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 10.1 The community engagement process was outlined in the report to the 26 August Sport and Recreation Committee.

COMPLIANCE AND ADMINISTRATION

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

ATTACHMENTS

Nil

COMMITTEE WORK SCHEDULE

TO: Sport and Recreation Committee

MEETING DATE: 16 September 2019

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO SPORT AND RECREATION COMMITTEE

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

ATTACHMENTS

1. Work Schedule [↓](#) 

REF# 8126897

SPORT AND RECREATION COMMITTEE

COMMITTEE WORK SCHEDULE SEPTEMBER 2019

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	October 2018 September 2019	Hokowhitu Lagoon Water Quality	General Manager - Infrastructure	Awaiting outcome of further investigations	8 October 2018 Clause 46-18
2	October December 2018 March 2019 TBA	Artificial Football Turf – Process for Location Selection	General Manager - Strategy and Planning	Deferred – awaiting Financial Assessment and discussion with Central Football	Part II 11 March 2019 Clause 11-19
3	June 2019	Land occupied by Terrace End Bowling Club – Property Development Assessment	General Manager – Infrastructure	On track	17 December 2018 Clause 56-1
4	June November 2019	Bowling Club Merger Proposal	General Manager – Infrastructure	On track	17 December 2018 Clause 56-2 10 June 2019 Clause 35.1
5	TBA	Programme 1081 (City Reserves – Victoria Esplanade – Park Road Entrance and Parking Reconfiguration)	General Manager – Strategy and Planning		17 December 2018 Clause 58.5
6	June 2019 TBA September 2019	Ashhurst Domain – Function Venue Proposal	General Manager – Infrastructure		11 March 2019 Clause 4-19 10 June 2019 Clause 39-19
7	June 2019 TBA September 2019	Menzshed Manawatu – extension to Rangitane Park Pavilion and long-term Lease	General Manager – Infrastructure		8 April 2019 Clause 15-19 10 June 2019 Clause 38-19
8	TBA September 2019	Potential Lease of 51 Amberley Avenue	General Manager – Infrastructure		10 June 2019 Clause 37-19
9	September 2019	Changes to the CET Arena Masterplan	General Manager – Marketing and Comms	To be transferred to Council 7 October meeting	10 June 2019 Clause 40-19