



**PAPAIOEA**  
PALMERSTON  
NORTH  
CITY

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# **PALMERSTON NORTH CITY COUNCIL**

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AGENDA

## **ARTS, CULTURE & HERITAGE COMMITTEE**

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**1PM, WEDNESDAY 10 AUGUST 2022**

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

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# MEMBERS

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**Rachel Bowen (Chairperson)**

**Brent Barrett (Deputy Chairperson)**

**Grant Smith (The Mayor)**

**Zulfiqar Butt**

**Karen Naylor**

**Renee Dingwall**

**Bruno Petrenas**

**Lorna Johnson**

**Aleisha Rutherford**

**Orphée Mickalad**

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square

City Library | Ashhurst Community Library | Linton Library

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**Chris Dyhrberg**

**Acting Chief Executive | PALMERSTON NORTH CITY COUNCIL**

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# **ARTS, CULTURE & HERITAGE COMMITTEE MEETING**

10 August 2022

## **ORDER OF BUSINESS**

### **1. Apologies**

### **2. Notification of Additional Items**

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

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

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

### **3. Declarations of Interest (if any)**

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

### **4. Public Comment**

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

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

5. **Presentation - Palmerston North Public Sculpture Trust** Page 7
6. **Presentation - Palmerston North Performing Arts Trust** Page 11
7. **Presentation - Square Edge Community Arts** Page 13
8. **Confirmation of Minutes** Page 15  
 "That the minutes of the Arts, Culture & Heritage Committee meeting of 13 April 2022 Part I Public be confirmed as a true and correct record."
9. **Future of the Artist in Residence Scheme** Page 21  
 Memorandum, presented by Stephanie Velvin, Community Development Manager.
10. **Community Involvement Model for Caccia Birch House** Page 35  
 Report, presented by Stephanie Velvin, Community Development Manager.
11. **Military Heritage and Heritage Advisory Panel Update 2021/22** Page 43  
 Memorandum, presented by Jono Ferguson-Pye, City Planning Manager.
12. **2022/23 Maintenance and Renewal Plans and Budgets for Cultural Facilities** Page 51  
 Memorandum, presented by Bryce Hosking, Group Manager - Property.
13. **Committee Work Schedule** Page 55

## 14. Exclusion of Public

To be moved:

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution

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

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

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



## **PRESENTATION**

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 10 August 2022

**TITLE:** Presentation - Palmerston North Public Sculpture Trust

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### **RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE**

1. That the Arts, Culture & Heritage Committee note the Palmerston North Public Sculpture Trust's Annual Report 2021-22.
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### **SUMMARY**

Mr Simon Barnett and Ms Sussana Stock will present to the Committee the Palmerston North Public Sculpture Trust's Annual Report 2021-22.

### **ATTACHMENTS**

1. Palmerston North Public Sculpture Trust's Annual Report 2021-22 [↓](#)







## Palmerston North Public Sculpture Trust Annual Report 2021-22

Greetings valued partners

The PNPST has now been in operation for 16 years. Our founding principles were:  
to create greater public access to sculpture, raise the profile of the arts and ultimately add to the vitality of our city centre.

With 13 artworks now installed since the trust began, we hope that the sculptures have contributed to the growing sense of pride in our city. It is encouraging to see both locals and visitors alike, photographing themselves alongside the sculptures; sitting on them, touching them, walking through and underneath the works, taking an interest in and making **them** a part of the Palmy experience. In recent years we have focused on smaller works that people can interact with in a more intimate manner, and while still mainly focusing on the central city, and without losing physical concentration of the works, we have started to spread outwards.

**Partnership.** As you know the sculpture initiative is a partnership between the PNCC and the PNPST. We believe it is fair to say that this has resulted in New Zealand's leading provincial public sculpture collection. We have got stuff done, enhanced the city, and added to the capital assets of the city providing a capital value return to the city of between 3 and 4 times the direct investment. It is also fair to say that our partnership has experienced some pretty rocky times. **We understand the demands of staffing and COVID have been extreme in recent times however** our efforts on occasions have been hampered by a lack of action, communication, follow through, in some cases obstruction from Council officers. This has sapped our energy and motivation, and hampered our ability to deliver the number of sculptures we would have liked to the city. The good news is that in recent times this has changed, and we are now confident that we will again be in position to install one sculpture per year. We wish to acknowledge this change and the role that the leadership of Sheryl Bryant has played in this. Connections and a communication channel is also in place with the Leaders Group of Rangitāne. An M.O.U. is now in place between the PNCC and PNPST. A plan for future sculpture sites has been developed in consultation with all relevant parties. A lighting and maintenance schedule has been agreed with PNCC. All council funding of the PNPST has been applied to the purchase of sculptures.

**Recent Installations.** In partnership with the PNCC, Te Manawa, and Lotteries, the historically important and quite stunning "Falling Water" by Fred Graham is now installed on the wall of the Convention Centre.

In partnership with Te Manawa "The Head of John Doe" by Sean Crawford was recently installed between the Convention Centre and Te Manawa.

### **Future plans.**

A relationship has been developed with Mary-Louise Browne, New Zealand's foremost "word" sculptor. Mary-Louise was organised to provide a sculpture as part of the development of Square East, but this street work has now been postponed. Mary-Louise remains committed to providing a work for the city when street construction plans are clear.

We are in the final stages of commissioning a work comprising two elements, in the currently under development eastern section of Cuba Street.

Yours sincerely, and on behalf of the Trustees of the PNPST

Simon Barnett



## **PRESENTATION**

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 10 August 2022

**TITLE:** Presentation - Palmerston North Performing Arts Trust

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### **RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE**

1. That the Arts, Culture & Heritage Committee receive the presentation from Palmerston North Performing Arts Trust.
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### **SUMMARY**

Mrs Sheridan Hickey, Chair of Palmerston North Performing Arts Trust will provide an update to the Committee regarding fiscal limitations and the inability of performing arts to operate during restrictions imposed by COVID-19.

### **ATTACHMENTS**

Nil



## **PRESENTATION**

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 10 August 2022

**TITLE:** Presentation - Square Edge Community Arts

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### **RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE**

1. That the Arts, Culture & Heritage Committee receive the presentation from Square Edge Community Arts.
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### **SUMMARY**

Dr Karen Seccombe, Artistic Director, Square Edge Community Arts will provide an update on the work of Square Edge including any particular challenges and opportunities seen at the moment.

### **ATTACHMENTS**

Nil



## PALMERSTON NORTH CITY COUNCIL

### Minutes of the Arts, Culture & Heritage Committee Meeting Part I Public, held as an Audio-Visual meeting on 13 April 2022, commencing at 1.01pm

**Members Present:** Councillors Rachel Bowen (in the Chair), Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Orphée Mickalad, Karen Naylor and Bruno Petrenas.

**Non Members:** Councillors Vaughan Dennison, Patrick Handcock ONZM, Leonie Hapeta and Billy Meehan.

**Apologies:** The Mayor (Grant Smith) (absent on Council business), Councillors Lew Findlay, Susan Baty (late arrival), Aleisha Rutherford (late arrival), Leonie Hapeta (early departure) and Orphée Mickalad (early departure).

Councillor Aleisha Rutherford entered the meeting at 1.35pm during consideration of clause 3. She was not present for clauses 1 and 2.

Councillor Orphée Mickalad left the meeting at 2.28pm at the conclusion of clause 6. He was not present for clauses 7 to 10 inclusive.

Councillor Leonie Hapeta was not present when the meeting resumed at 3.05pm. She was not present for clauses 8 to 10 inclusive.

#### 1-22 Apologies

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 1-22 above was carried.

#### Declarations of Interest

Councillor Renee Dingwall declared a conflict of interest in item 6 (clause 3) and stated she would withdraw from the discussion.

#### 2-22 Presentation - The Design School

Presentation, by Mr Mike Saywell, Director, The Design School.

The Design School now has four sites across the North Island including two studios within prisons, although the prison sites are on hold due to

the impacts of COVID.

It attracts creative people who either know exactly where they want to go and want a dedicated fast track to their goals, or they are looking for an alternative to Secondary School. Their Student population is largely under 24 years old and traditionally disadvantaged ethnicities on the courses are double the regional populations that we operate in (Maori 34%, Pasifika 10%). The School's success rates align with or exceed national benchmarks even with so many students starting from lower educational achievements.

Mr Saywell discussed the reforms happening in the education sector including the development of workforce development councils for the six main employment sectors in New Zealand, and spoke of his work with the Ministry of Education and NZQA on the Creative Industries Vocational Pathway initiatives.

The creative sector now represents one of the biggest employment opportunities in the country; the design sector alone generates over \$10 billion of income in New Zealand. The Design School graduates are in demand as a result. Design is among the top nine sectors in the Creative Industries, with Design representing 120,000 of the jobs.

Moved Rachel Bowen, seconded Zulfiqar Butt.

#### The **COMMITTEE RESOLVED**

1. That the presentation from The Design School be received for information.

Clause 2-22 above was carried.

### **3-22**

#### **Presentation - Manawatū People's Radio**

Presentation, by Mr Fraser Greig, Station Manager.

Councillor Aleisha Rutherford entered the meeting at 1.35pm.

Mr Greig acknowledged the recent passing of Dr Cat Pausé; a respected academic, valued content creator and pioneering force in humanities. Cat was a good example of the empowerment Manawatu People's Radio (MPR) can provide anyone in the community.

Access Media in Aotearoa is media created by, for and about communities of interest who otherwise may have limited access. These may be communities united by (for example) music interests, hobbies, languages and cultures, or ages. The Broadcasting Act ensures a range of content is available for certain communities and New Zealand On Air funding allows for the provision of content that attracts these audiences.

There are twelve Access Media Stations in New Zealand, among which MPR has existed since 1997. As a rule, MPR does not make radio



programmes and podcasts but enables community groups and individuals to make their own programmes that reflect their views and values. MPR's vision is for independent, accessible media, amplifying diverse and local voices, contributing to positive community growth in our region.

MPR has two broadcast industry standard studios, two portable studios and a range of bespoke mobile options that mean content can be created even in a pandemic environment. They have been able to maintain a strong financial position during the pandemic without bailouts, thanks to a resilient business model, catering to the community in a way that was needed through the delivery of hyper-local information and escapism in niche media.

Many people experience MPR through its events support. MPR may typically be seen as audio only, but over recent years a multi-platform approach has been embraced, successfully publishing video across a range of interests. Mr Greig encouraged Palmerston North City Council (PNCC) to use MPR, to come to them with ideas and recommend them to others. He also suggested that PNCC could provide MPR with a trustee to sit on the Manawatu Access Radio Charitable Trust.

Moved Rachel Bowen, seconded Brent Barrett.

#### The **COMMITTEE RESOLVED**

1. That the presentation from Manawatū People's Radio be received for information.

Clause 3-22 above was carried.

#### **Abstained:**

Councillor Renee Dingwall.

#### **Note:**

Councillor Renee Dingwall declared a conflict of interest and withdrew from the discussion.

## **4-22**

### **Confirmation of Minutes**

Moved Rachel Bowen, seconded Brent Barrett.

#### The **COMMITTEE RESOLVED**

1. That the minutes of the extraordinary Arts, Culture & Heritage Committee meeting of 13 April 2021 Part I Public be confirmed as a true and correct record.

Clause 4.1-22 above was carried.

2. That the minutes of the Arts, Culture & Heritage Committee meeting of 17 November 2021 Part I Public be confirmed as a true and correct record.

Clause 4.2-22 above was carried.

**Abstained:**

Councillor Leonie Hapeta.

**5-22**

**The Regent Theatre Trust: Six Month Report 1 July - 31 December 2021 and Draft Statement of Intent 2022-25**

Memorandum, presented by Hannah White, Democracy & Governance Manager.

Mr David Walsh, Manager, Regent Theatre presented The Regent Theatre Trust's Six Month Report 1 July – 31 December 2021 and Draft Statement of Intent 2022-25 to the Committee.

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RECOMMENDS**

1. That Council receive the Six-Month Performance Report 1 July - 31 December 2021 (Attachment 1) submitted by the Regent Theatre Trust.
2. That Council receive the draft Statement of Intent 2022-25 (Attachments 3 and 4) submitted by the Regent Theatre Trust.
3. That Council agree that the recommended comments on the draft Statement of Intent 2022–25 outlined in Table 3 be advised to the Regent Theatre Trust Board.

Clause 5-22 above was carried.

**6-22**

**Te Manawa Museums Trust: Six Month Report 1 July - 31 December 2021 and Draft Statement of Intent 2022-25**

Memorandum, presented by Hannah White, Democracy & Governance Manager.

Mr John Fowke, Board Chair and Acting Chief Executive, Te Manawa presented Te Manawa Museums Trust's Six Month Report 1 July – 31 December 2021 and Draft Statement of Intent 2022-25 to the Committee.

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RECOMMENDS**

1. That Council receive the Six-Month Performance Report 1 July - 31 December 2021 (Attachment 1) submitted by Te Manawa Museums Trust.
2. That Council receive the draft Statement of Intent 2022-25 (Attachment 3) submitted by Te Manawa Museums Trust.
3. That Council agree that the recommended comments on the draft Statement of Intent 2021–24 outlined in Table 3 be advised to Te Manawa Museums Trust.

Clause 6-22 above was carried.

Councillor Orphée Mickalad left the meeting at 2.28pm.

**7-22**

**The Globe Theatre Trust: Six Month Report 1 July - 31 December 2021 and Draft Statement of Intent 2022-25**

Memorandum, presented by Hannah White, Democracy & Governance Manager.

Mr Gerry Keating, Manager, Globe Theatre presented The Globe Theatre Trust's Six Month Report 1 July – 31 December 2021 and Draft Statement of Intent 2022-25 to the Committee.

Moved Rachel Bowen, seconded Lorna Johnson.

The **COMMITTEE RECOMMENDS**

1. That Council receive the Six-Month Performance Report 1 July - 31 December 2021 (Attachment 1) submitted by the Globe Theatre Trust.
2. That Council receive the draft Statement of Intent 2022-25 (Attachment 3) submitted by the Globe Theatre Trust.
3. That Council agree that the recommended comments on the draft Statement of Intent 2021–24 outlined in Table 3 be advised to the Globe Theatre Trust Board.

Clause 7-22 above was carried.

The meeting adjourned at 2.45pm.

The meeting resumed at 3.05pm.

Councillor Leonie Hapeta was not present when the meeting resumed.

**8-22**

**Review of the City's 150th Celebrations Programme Delivery, Costs and Outcomes**

Memorandum, presented by Luke McIndoe, Head of Events.

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Review of the City's 150th Celebrations Programme Delivery, Costs and Outcomes', presented to the Arts Culture & Heritage Committee on 13 April 2022.

Clause 8-22 above was carried.

**9-22**

**Caccia Birch Trust Board: Six Month Report 1 July - 31 December 2021**

Memorandum, presented by Hannah White, Democracy & Governance Manager.

Mr Chris Smith, Strategic Facilities Manager presented Caccia Birch Trust Board's Six Month Report 1 July – 31 December 2021 to the Committee.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RECOMMENDS**

1. That Council receive the Six-Month Performance Report 1 July - 31 December 2022 (Attachment 1) submitted by Caccia Birch Trust Board.

Clause 9-22 above was carried.

**10-22 Committee Work Schedule**

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Arts, Culture & Heritage Committee receive its Work Schedule dated April 2022.

Clause 10-22 above was carried.

The meeting finished at 3.29pm

Confirmed 10 August 2022

**Chairperson**

## MEMORANDUM

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 10 August 2022

**TITLE:** Future of the Artist in Residence Scheme

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

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

### RECOMMENDATIONS TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the Committee note the three changes to the future Artist in Residence Scheme identified in the 2021/22 review.
2. That the Chief Executive report to the relevant Committee meeting in the first quarter of 2023 providing an update on the Residence Scheme accommodation.

### 1. ISSUE

- 1.1. The Palmerston North Artist in Residence Scheme has been operating for 18 years with the support of the three partners, Palmerston North City Council, Massey University and Square Edge Community Arts. The Scheme has contributed significantly to the creativity of the city, and the cultural, social and economic wellbeing of the community.
- 1.2. A presentation by Square Edge Community Arts to the Arts, Culture and Heritage Committee in February 2021 informed Council that due to fire regulations the Square Edge apartment accommodation for the artist could no longer be used. This offered the opportunity for the three partners to review the Scheme.
- 1.3. At the February 2021 meeting, the Arts, Culture and Heritage Committee resolved:
 

‘That the Chief Executive report to Arts, Culture & Heritage Committee in 2022 on the future of the Artist in Residence scheme.’
- 1.4. This report highlights current challenges and opportunities for improvement in the Artist in Residence Scheme identified as a result of the review.

### 2. BACKGROUND

- 2.1. Support for the Artist in Residence Scheme was approved by Council in November 2003 after Massey University and Palmerston North Community Arts Council (now Square Edge Community Arts) both proposed similar artist residencies.

2.2. The aims of the Scheme, as stated in the current MOU, include:

- encouraging a closer relationship between the community and the University, with Council Officers supporting the scheme as facilitators, bringing the parties together;
- raising the profile of both Square Edge and the Massey University creative programmes, and the community of Palmerston North;
- assisting the visiting artist to further their work alongside recognised mentors at university level; and
- developing the creative talent of the students and the community through workshops, presentations of work, and community projects with an established or emerging artist.

### **Historic structure of the Scheme**

- 2.3. Three residencies are offered annually, and details of the current structure are provided in the Visiting Artist Scheme outline (see Attachment 1: Visiting Artist Scheme). Due to the theatre director needing more time to rehearse the annual Summer Shakespeare play, the residencies of the literary artist in Semester One, and the video/film or digital artist in Semester Two were reduced in 2021 from ten weeks to seven, while the theatre director's residency was extended to 16 weeks.
- 2.4. Each Visiting Artist (VA) receives a stipend funded by Massey University, office space on Massey's campus, and support from Square Edge Community Arts to connect with the local community, including a community meeting venue.
- 2.5. Since the loss of the Square Edge apartment in 2021, accommodation has been rented from inner city short term stay providers. In 2021/22 Council contributed \$5,734 towards accommodating the artists.
- 2.6. Additionally, Council's Massey Arts Fund (\$10,000 per year) offers support to Summer Shakespeare and other art projects. Massey arts programmes and associated products are currently excluded from eligibility for Creative Communities and Community-Led Initiatives funding.

### **Community impact**

- 2.7. In the eighteen years since the scheme began, there have been more than fifty residencies, with forty-six nationally and internationally renowned artists participating in the scheme from diverse fields of expression (for the full list of artists see Attachment 2: Visiting Artists). They have included leading New Zealand fiction writer Owen Marshall CNZM, award-winning New Zealand actor and director Peter Hambleton, poet Helen Lehndorf, and Australian visual artist Mark Themann. Some artists, such as New Zealand actor/director Vanessa Stacey (VA 2012 and 2013) and Chilean actor/director Jaime Dörner (VA 2011 and 2015), returned to extend their work with a second residency.

2.8. All the VA's have enriched the knowledge of their students and helped to build the reputation of the arts sector in Palmerston North and nation-wide. Jaime Dörner and American multimedia artist Derrick Sims (VA 2016) were both so impressed by the University and creative arts community in Palmerston North that they decided to stay on in the city. Dörner became programme director of UCOL's performing arts programme before taking up a PhD at Monash University, Australia, while Sims is a Bachelor of Creative Media Lecturer at UCOL.

2.9. The annual Summer Shakespeare is unique in New Zealand as the only annual free performance of the bard's plays, maximizing accessibility for the community both as participants and audience. Performing at the Esplanade Gardens showcases innovative use of public space and enables people 'to discover' the performance as they walk through the park. Peter Hambleton (VA 2018), returning for a second time to direct the summer 2018 production of *The Comedy of Errors* comments:

"I continue to be impressed by the calibre and dedication of the local people involved in Manawatu Summer Shakespeare ... The people who get involved with Summer Shakespeare as performers and crew strongly increase their skills in an environment where professional rigour is used to create a valuable experience for all, resulting in a lively community event that celebrates the city, its amenities, and most of all - its people."

2.10. For the last 14 years, the visiting literary artist has been a centrepiece of the engagement between Massey University, Palmerston North City Library, and the local community through the Off the Page programme. The artists have attended and participated in the series' open mic sessions, panel discussions and readings. They have also delivered writing workshops and contributed to the Manawatū Writers Festival.

2.11. Through Square Edge, the VA's have an opportunity to introduce themselves and their work to the community and share their skills and knowledge through workshops, film screenings, performances or exhibitions. Composer and filmmaker David Downes (VA 2018) described the experience:

"I enjoyed talking and getting to know the resident artists at Square Edge, especially during the Arts Trail and Makers Markets. The apartment was an ideal environment for research, reflection, writing and music exploration. I thoroughly enjoyed being surrounded by other creative people, hearing music being practiced in the evenings while I worked."

2.12. The VA's have found working with the community a valuable experience and one that can have a significant impact on community wellbeing. For Feana Tu'akoi (VA 2022), children's author and most recent Artist in Residence, her community project *Le'o 'o e Pasifiki Voices of the Pacific* aimed to show Pasifika students from four intermediate schools that their stories are important.

- 2.13. The project gave the students a taste of being published writers to encourage them to become our writers of the future. The project's community outcomes have exceeded expectations, with one of the schools planning a larger Pasifika writing group to continue the students' work, alongside a non-Pasifika group.
- 2.14. As a result of seeing the connections that the students began to make during the workshop with Feana, the schools are now also discussing having other cross-school get-togethers for Pasifika students. Further, two of the Pasifika teachers who were present for the writing workshop are considering writing stories of their own. In her Visiting Artist Report Feana commented:

"I'd like to start by saying how incredibly grateful I am to have been awarded this opportunity. Being gifted a period of time to focus on writing, whether my own or that of others, has been transformative, as has the feeling of validation that comes with such recognition ... I'm excited about the zine and the upcoming launch. I feel that my time in Palmerston North has been worthwhile, not just for me, but for the community."

### **3. CHANGES TO THE ARTIST IN RESIDENCE SCHEME**

- 3.1. Between February 2021 and June 2022, the three partners have met to formally review the Scheme.
- 3.2. In this review, it has been confirmed that Square Edge and Massey University are committed to continuing to work together rather than offering separate, competing residency schemes.
- 3.3. It has also been confirmed that the three partners are aligned in the need to alter elements of the Scheme to improve community and artist engagement and outcomes.
- 3.4. Three key changes are proposed to the Scheme, including:
- Opening eligibility to a wider range of artists
  - Adjusting the length and balance of residencies across the year
  - Improving the accommodation arrangements, including achieving more sustainable funding

#### **Opening eligibility to a wider range of artists**

- 3.5. It is proposed to replace the video/film or digital artist with an open residency, to be inclusive of other Massey schools, e.g. Māori Fine Arts and different art genres, e.g. visual artists, carvers, weavers.
- 3.6. Including an open residency will encourage collaboration and support from other Massey schools. Increasing the diversity of artists also provides more



opportunities to connect with local artists and communities supported by Square Edge, and better aligns with Council's strategic outcomes, including:

- to be a creative city that nurtures and celebrates the arts;
- to celebrate the city's history and diversity, and build on the strength of being a city of many cultures and languages;
- support communities of identity, interest and place to express cultural identity through the arts; and
- support artists and the arts community to co-ordinate activities, promote their work, encourage cooperation and share information.

### **Adjusting the length and balance of residencies across the year**

- 3.7. It has been noted that the shortened residencies for the author and film/digital VA's since 2021 have impacted negatively on their experience, with artists under pressure to sacrifice their work or the work with the community. For example, Feana Tu'akoi commented:

"A longer residency would've allowed a more manageable workload and more time for writing. As it was, the last few weeks of my residency were devoted, almost exclusively, to pivoting and dealing with my ever-morphing [community] project".

- 3.8. To ensure that the VA's have enough time to develop their own project, work with the Palmerston North community and Massey students it is proposed to restructure the residencies to:
- a. Author/Literary residency – 12 weeks
  - b. Open residency – 12 weeks
  - c. Summer Shakespeare residency– 16 weeks

- 3.9. This increases the number of weeks of residency per year by 10, to a total of 40 weeks.

### **Improving the accommodation arrangements**

- 3.10. It has been established in the review that the loss of the apartment at Square Edge means that the current funding arrangement is not sufficient to support the costs of accommodating the artists (for both the current and proposed structure).
- 3.11. This issue has been slow to come to light, despite the apartment being unavailable since early 2021, because residencies have been postponed due to Covid-19.

- 3.12. The current shortfall for the accommodation (based on the revised structure) is approximately \$15,000-\$20,000. This means that there are currently insufficient funds available to accommodate the Author/Literary residency in Autumn 2023.
- 3.13. At the date of writing, a range of alternative accommodation options have been explored, but no solutions have been identified as yet.

#### **4. NEXT STEPS**

- 4.1. As the new Scheme structure is introduced in the coming year, staff will ensure the stories of the VA's, particularly the community impacts, are celebrated to maximise the profile of the Scheme.
- 4.2. Staff will continue working alongside Massey and Square Edge Community Arts to explore solutions for the accommodation challenge, including looking at more affordable arrangements, sponsorship options and grant funding.
- 4.3. Staff will report back to the relevant Committee in the first quarter of 2023 to provide an update on the progress of efforts to solve the accommodation issue.

#### **5. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is:	
Provide support for arts organisations to build meaningful relationships and deliver community-led collaborative projects.	
From the Connected Communities Plan:	
Provide and support initiatives that promote participation in the community.	
Contribution to strategic direction and to	The Artist in Residence Scheme contributes to outcomes under Goals 1, 2 and 3, with economic, social and cultural wellbeing

social, economic, environmental and cultural well-being	<p>impacts.</p> <p>Economic wellbeing contributions are achieved as the Scheme supports and develops our creative industries, and positively strengthens our national and international reputation and connections.</p> <p>Cultural wellbeing contributions are achieved as a core purpose of the Scheme is to nurture and celebrate arts, fostering a more creative city. With the introduction of the open residency, there is even more potential to celebrate Palmerston North's history and diversity.</p> <p>Social wellbeing contributions are achieved as the community engagement aspects of the Scheme foster community connectivity and inclusivity, and provide opportunities for communities to achieve their artistic and related aspirations.</p>
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## ATTACHMENTS

1. Visiting Artist Scheme [↓](#) 
2. Record of Visiting Artists [↓](#) 





## Visiting Artist Residency

Massey University, Palmerston North City Council, and Square Edge Community Arts offer three annual residencies for established or emerging artists. Each residency provides the opportunity for a visiting artist to develop their own project and work with the Palmerston North arts community and Massey students.

The annual programme is organised into three residencies, each arranged around the academic year:

- Writer-in-Residence (approximately 7 weeks duration during April-June)
- Multimedia/Filmmaker-in-residence (approximately 7 weeks duration during August-October)
- Theatre-Director/ Practitioner-in-residence to direct Summer Shakespeare (approximately 16 weeks duration from mid-November to mid-March with a Christmas break).

While in residence, visiting artists will have time to focus on their own artistic practice. They will also facilitate ongoing community engagement with the arts in partnership with Square Edge Community Arts. Finally, they will contribute to the arts practice of Massey University students in Theatre, Creative Writing, English, and Media Studies. Opportunities for mentorship and collaboration with community and Massey-based artists may also be possible.

Accommodation and a stipend based on the length of the residency will be provided (see below for more detailed information). The residency also includes an office on Massey's Palmerston North campus, free access to the Massey library, and community-oriented support from Square Edge Community Arts, including a community meeting venue.

### Aims of the Residency

- to facilitate a partnership between Massey University, Square Edge Community Arts, and Palmerston North City that enriches the local arts community
- to encourage innovation in artistic practice and provide a supportive environment for the artist-in-residence to focus on their own arts practice
- to facilitate face to face community participation in the arts and provide an opportunity for local artists to benefit from the expertise of the artist-in-residence
- to facilitate excellence in learning as Massey students benefit from the expertise of the artist-in-residence
- to strengthen the networks between the local arts community and those throughout Aotearoa New Zealand and the world.

**Semester One – Writer-in-Residence (approximately 7 weeks)**

The writer in residence will receive:

- accommodation (power included) in Palmerston North for the length of the residency
- \$6,000 stipend
- time for their own creative work
- an office on Massey's Palmerston North campus,
- free Massey Library access
- community-oriented support from Square Edge Community Arts, including a community meeting venue

The writer in residence will be expected to:

- facilitate an ongoing community project in conjunction with Square Edge Community Arts
- participate in the Off the Page public writer's series at the Palmerston North City Library
- deliver 1-2 lectures and work with creative writing students as negotiated

**Semester Two – Multimedia/Filmmaker-in-Residence (approximately 7 weeks)**

The multimedia/filmmaker in residence will receive:

- accommodation (power included) in Palmerston North for the length of the residency
- \$6,000 stipend
- time for their own creative work
- an office on Massey's Palmerston North campus,
- free Massey Library access
- community-oriented support from Square Edge Community Arts, including a community meeting venue

The multimedia/filmmaker in residence will be expected to:

- facilitate a community based ongoing project in conjunction with Square Edge Community Arts
- deliver 1-2 lectures/workshops and work with media practice students as negotiated

**Summer School – Theatre-Director/ Practitioner (approximately 16 weeks)**

Manawatū Summer Shakespeare brings high quality, vibrant, outdoor Shakespeare productions to Palmerston North every summer. Shakespeare is for everyone, so all shows are koha entry. Rehearsals for the Annual Summer Shakespeare production are scheduled from December through February.

Participants are drawn from Massey and the local region, and the production is staged in the Victoria Esplanade to community audiences over a two-week period in early to mid March.

The Theatre-Director/ Practitioner in residence will receive:

- accommodation (power included) in Palmerston North for the length of the residency
- \$11,000 stipend
- an office on Massey's Palmerston North campus,
- free Massey Library access
- community-oriented support from Square Edge Community Arts, including a community meeting venue

The resident artist will be expected to:

- direct the annual community production of Summer Shakespeare
- work as part of a team with the Summer Shakespeare executive producer, community actors, stage crew and the production team
- work with Massey University distance students at contact courses held during the contract period
- facilitate a skills focussed community based workshop series/project in conjunction with Square Edge Community Arts
- serve as a community Theatre leader and mentor

#### **Selection of Artists-in-Residence**

Artists will be selected by a committee of Massey academic staff and members of Square Edge Community Arts. In some cases, the committee may select an artist for the following year as well. All applicants will be notified and informed of the status of their application.

A contract with an agreed programme of work will be negotiated with each artist in residence. At the end of their residency the visiting artist will complete a report on their experience. Reporting guidelines will be provided.

#### **Massey University**

Massey University is one of New Zealand's leading educational institutions and is a state funded university with a proud 70-year tradition of academic excellence and a strong national and international reputation. Campuses in Palmerston North, Wellington, and Albany cater for about 30,000 distance and face-to-face students.

Massey provides a diversity of degrees, diplomas, and certificates, with about 42 undergraduate degrees offered through the colleges of: Business, Education, Sciences, Humanities and Social Sciences, and Design, Music and Fine Arts. The degrees range in length from three to four years. Home to around 9,000 students, Massey's Manawātū Campus provides a park-like and bicycle-friendly learning and study environment.

The visiting artist residency is proudly coordinated by the School of Humanities, Media, and Creative Communication at Massey University. The School of Humanities, Media, and Creative Communication asks fundamental questions about the arts, society and culture; it examines our individual and collective achievements, fascinations and follies in both the past and present. The study of literature and languages, communication, media, theatre, arts and culture is a vital to prepare our students to participate in an increasingly complex and

interconnected world.

### **Square Edge Community Arts**

Opened in 1892, the building that is now known as the Square Edge Arts Centre was originally home to the Colonial Bank of New Zealand. In 1905 it housed the city library and later the Borough Council offices. In 1924 an addition, including a Council Chamber was added. Since 1980 the Square Edge Arts Centre has been home to Square Edge Community Arts. Housing working artists' studios, a café, shops, and businesses, hosting classes, and all kinds of artists and performers, the beautiful art deco building offers a myriad of ways to connect creatively. Square Edge have in-house photographers, painters, a picture framer, cabaret and nga taonga pūoro performers, a sign writer, and sound healer. We provide bookable spaces for concerts, meetings, events, performances, and workshops. New exhibitions are installed monthly in our two gallery spaces.

Square Edge Community Arts professionally engages with our diverse local community to:

- develop and deliver arts programmes, exhibitions and events
- offer leadership within the sector
- ensure access to and participation in the arts
- work creatively with artists and the public
- manage the delivery of Square Edge as an Arts Centre

### **Palmerston North**

On the banks of the Manawatū River and nestled at the foot of the impressive Tararua Mountain Range, Palmerston North is a growing city of 90,400 people. The city's vision of Small City Benefits, Big City Ambition is embodied in urban-life comforts alongside the ease and safety of a small-town lifestyle. The Square Edge Arts Centre is directly across from Te Marae o Hine – The Square in Palmy's city centre. Originally part of the Papaioea clearing, Te Marae o Hine - The Square is a seven-hectare park of lawn, trees, lakes, fountains, and gardens, from which the city's main streets are arranged.

Palmerston North has a number of facilities and attractions. Te Manawa is the cultural museum of art, science and history. Attached to Te Manawa is the New Zealand Rugby Museum. There are also small independent galleries. Many of New Zealand's best-known artists came from or live in Palmerston North. The list includes Rita Angus, John Bevan Ford, Shane Cotton, Paul Dibble, Pat Hanly, Brent Harris, Bob Jahnke, John Panting, Carl Sydow and Tim Wilson. Palmy has multiple theatres that regularly host musical performances, theatrical plays and formal events. These theatres include the Regent on Broadway Theatre, the Centrepoint Theatre, and Globe Theatre, a small community theatre of around 200 seats.

The Plaza Shopping Centre is the largest shopping mall in the Manawatū-Whanganui region and a key shopping centre in the lower North Island, with more than 100 stores. Palmerston North is also the gateway to attractions in other parts of the region, such as Tongariro National Park, Ruahine and Tararua Ranges. The Manawatū region itself has many local opportunities to experience the great outdoors, from short walks in the Victoria Esplanade or the Manawatū Gorge to multi-day tramps in the adjacent Ruahine or Tararua Ranges.



## Record of Visiting Artists

2022	Feana Tu'akoi	Writer
2021	Mikaela Nyman	Writer
2020/21	Mel Cook	Summer Shakespeare director – A Midsummer Night's Dream
2020	Sorawit Songsataya	Filmmaker/Multimedia
2020	Octavia Cade	Writer
2019/20	Mel Cook	Summer Shakespeare director
2019	Jonny Walls	Filmmaker
2019	Pip Desmond	Writer
2018/19	Ralph Johnson	Summer Shakespeare director – Antony and Cleopatra
2018	David Downes	Composer and filmmaker
2018	Lynley Edmeades	Writer
2017/18	Peter Hambleton	Summer Shakespeare director – Comedy of Errors
2017	Richard Turner	Filmmaker
2017	Owen Marshall	Writer
2016/17	Sara Brodie	Summer Shakespeare director – The Winter's Tale
2016	Derrick Sims	Multimedia
2016	David Hill	Writer
2015/16	Kelly Harris	Summer Shakespeare director – The Merry Wives of Windsor
2015	Stephen Bain	Digital artist
2015	Jaspreet Singh	Writer
2014/15	Jaime Dörner	Summer Shakespeare director – King Lear
2014	Aline Tran	Filmmaker
2014	Alice Miller	Writer
2013/14	Grant Mouldey	Summer Shakespeare director – As You Like It
2013	Mel Edmon	Filmmaker
2013	Helen Lehdorf	Poet
2012/13	Vanessa Stacey	Summer Shakespeare director – The Tempest
2012	Vanessa Stacey	Filmmaker
2012	Johanna Aitchison	Writer
2011/12	Amanda McRaven	Summer Shakespeare director – Much Ado About Nothing
2011	Steven Barr	Filmmaker
2011	Lynn Davidson	Writer
2010/11	Jaime Dörner	Summer Shakespeare director – A Midsummer Night's Dream
2010	Sally Tran	Filmmaker
2010	Jennifer Compton	Writer
2009/10	Paul McLaughlin	Summer Shakespeare director – Macbeth
2009	Neil Parker	Documentary maker
2009	Glenn Colquhoun	Writer
2008/09	Peter Hambleton	Summer Shakespeare director – All's Well that Ends Well
2008	Daniel Belton	Visual artist/choreographer
2008	James Norcliffe	Writer
2007/08	Ralph Johnson	Summer Shakespeare director – Romeo & Juliet
2007	Mark Prebble	Filmmaker

2007	Jennifer Knowlton	Writer (USA)
2006/07	Lilicherie McGregor	Summer Shakespeare director – Hamlet
2006	Mark Themann	Visual artist (Australia)
2006	Vivienne Plumb	Writer
2005/06	Penni Bousfield	Summer Shakespeare director – Love's Labour's Lost
2005	David Reid	Filmmaker
2005	Kate Duigan	Writer
2004/05	Ryan Hartigan	Summer Shakespeare director – Twelfth Night
2004	Stephen Bain	Digital artist
2003/04	Ralph Johnson	Summer Shakespeare director – Comedy of Errors
2002/03	Simon Ferry	Summer Shakespeare director – The Tempest

## REPORT

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 10 August 2022

**TITLE:** Community Involvement Model for Caccia Birch House

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

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

### RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the Committee receive the report titled 'Community Involvement Model for Caccia Birch House', presented to the Arts, Culture & Heritage Committee on 10 August 2022.

#### 1. ISSUE

- 1.1 In June 2021, Council resolved to bring the management of Caccia Birch House back to Council.
- 1.2 From the Extraordinary Arts, Culture & Heritage Committee Meeting dated 5 May 2021 the Committee recommended:
 

'That the Chief Executive develops a model to enable community involvement in the in-house service delivery and reports back to Arts, Culture & Heritage Committee by February 2022.'
- 1.3 A decision was made in November 2021 to extend the report date to August 2022 to ensure feedback from interest groups and key community partners could be sought.
- 1.4 This report outlines the development of the community involvement model for Caccia Birch House, including the community feedback process undertaken, and details the proposed model.

#### 2. BACKGROUND

##### Transition of Caccia Birch Management

- 2.1 Since June 2021, Council Officers have been working alongside the Caccia Birch Trust Board and Caccia Birch staff to facilitate a smooth transition of Caccia Birch back to Council. The aim of the transition period was to deliver a practical and pragmatic transition that ensured Caccia Birch remains a key heritage asset for the people of Palmerston North.

- 2.2 The Caccia Birch Trust Board requested transition of the management of Caccia Birch to Council at the earliest opportunity, and this occurred on 19 December 2021.
- 2.3 Management of Caccia Birch House now sits with the Strategic Facilities division of the Customer Unit, alongside Wildbase Recovery and the I-Site. This recognises the unique heritage nature of the property and ensures the focus remains on the heritage value of Caccia Birch as a priority over its use as a venue.

### **Section 17A Review Context**

- 2.4 The Caccia Birch community involvement model has been developed to ensure the community has input into the operation of Caccia Birch and is able to provide advice on its future direction. The development of the proposed model has also considered concerns raised through the Section 17A Review of Caccia Birch House.
- 2.5 The Section 17A Review of Caccia Birch House, presented to the 11 November 2020 Arts, Culture and Heritage Committee meeting, recognised that the Caccia Birch Trust Board provided advocacy for the property and helped to develop resources such as the Coach House Archives (Attachment 3: Analysis of Options).
- 2.6 The review also noted that Caccia Birch Trust Board had proposed the establishment of the 'Friends of Caccia Birch' to provide trained volunteers to assist visitors to the property and increase its profile but it did not have the capacity to co-ordinate volunteers.
- 2.7 Through the public submission process of the Section 17A Review of Caccia Birch House, community members expressed their concern that winding up the Caccia Birch Trust would remove the ability to fundraise to maintain and develop the house and grounds.
- 2.8 Community members were concerned that there would be less transparency in the operation and plans for the future of the property and the collective knowledge of the Trustees would be lost. Concern was also expressed that if Council assumed management of the property its unique heritage values may be lost and Caccia Birch may become "just another venue".

## **3. PROPOSED COMMUNITY ENGAGEMENT MODEL**

### **Re-Purposing the Caccia Birch Trust**

- 3.1 In addressing the need to advocate for Caccia Birch and to assist in fundraising for the property, consideration has been given to either creating a new Trust for Caccia Birch or continuing with the present Trust.
- 3.2 Legal advice was sought on the pros and cons of both options, and the opinion was that the process would be similar for either varying the existing Trust or establishing a new Trust.

- 3.3 It was noted that keeping the existing Trust would have the advantage of it being known to the community and that it currently holds charitable status. However, the existing Trust deed would need to be varied to make it fit for purpose and the changes approved by Charities Services.
- 3.4 The emphasis of the re-purposed Trust would be on guardianship of the heritage property and not governance of operations.
- 3.5 The key purpose of the Caccia Birch Trust would be the mechanism to provide advocacy, education and fundraising to support the ongoing development of Caccia Birch.
- 3.6 The Trust would also have an overview of the operations from a probity perspective and trustees would act as ambassadors for key funding contacts and as guides to visitors during open days.
- 3.7 It was proposed that membership of the Trust be at least five members, with appointment to the board being through the existing board. Allowance was made for a Palmerston North City Councillor appointed Trustee, and if this was to occur, the membership would increase from a maximum of seven members to a total of eight members.
- 3.8 The Trust would no longer be a CCO, instead it would be a community Trust independent of Council.
- 3.9 Following community feedback, changes to the existing Trust Deed were prepared to re-purpose the existing Trust. The Caccia Birch Trust Board approved the amended Trust Deed on 17 May, and this was followed by approval from Palmerston North City Council on 1 June 2022.
- 3.10 The Caccia Birch Trust Board held a Special General Meeting to sign the re-purposed Deed and to approve the Trustee appointment process to recruit new Trustees on 28 June 2022.
- 3.11 Advertising for expressions of interest for Trustees commenced following the signing of the Trust Deed on 28 June, and it is planned to appoint the new Trustees at the Caccia Birch Trust Board meeting on 18 July 2022.
- 3.12 The three elected members appointed to the Caccia Birch Trust Board to fill vacancies will retire from the Board on 1 August 2022.

#### **Advisory Group development**

- 3.13 Alongside the re-purposed Charitable Trust, staff sought community feedback between December 2021 and April 2022 on a proposal to establish a Caccia Birch Advisory Group.
- 3.14 It was noted in the Section 17A Review that community submitters wanted to strengthen community connection with Caccia Birch. The Caccia Birch Trust Board's proposal to establish a "Friends of" group was considered as a means of ensuring the community's 'ownership' of, and involvement in, the

management of the House; however, a Friends group would not guarantee that all key community partners would have a voice in the ongoing management of the property. It may have also been difficult to ensure a mix of people with the skills and expertise to provide advice on the future of the property were included in a Friends group.

- 3.15 The Advisory Group model proposed to the community for feedback specified that the Group will be open to representatives of key community partners including (but not limited to) the Caccia Birch Trust, Rangitāne, local history groups, neighbourhood representatives, Manawatū Rose Society, Palmerston North Horticultural Society, Scandinavian Club of Manawatū, and an education sector representative. It was proposed that the membership of the Advisory Group include at least eight members and not more than fifteen members.
- 3.16 The model proposed the establishment of an Advisory Group to provide the link between key Caccia Birch partner groups and facilitate the provision of expertise on matters affecting Caccia Birch through quarterly meetings with the Strategic Facilities Manager. Input would also be sought from the Group into processes such as the development of the Caccia Birch Master Plan.

### **Community Feedback Process**

- 3.17 Elected members were asked in March 2022 to review a list of key community contacts to receive information on the proposed community involvement model. In addition to the groups mentioned above at 3.15, copies of the proposed model were also sent to local schools and to interested groups and individuals who had submitted in the Section 17A Review.
- 3.18 Discussions with the community on the proposed model began with presentation of the proposal to Rangitāne and to Historic Places Manawatū-Horowhenua, both in December 2021. This was followed by feedback meetings for the neighbours of Caccia Birch and for the community in March and April 2022.
- 3.19 Community feedback was supportive of re-purposing the existing Caccia Birch Trust and establishing the proposed Advisory Group.
- 3.20 Requests for further clarification on how the Caccia Birch Trust and Advisory Group connect with each other and to Council prompted further discussion with each responder. The attached diagram of the proposed community involvement model (see Attachment 1: Caccia Birch Proposed Community Involvement Model) demonstrates how the Strategic Facilities Manager will be the main conduit for communication with each group and with Council. There is also direct communication between the groups with a Caccia Birch Trustee to be a member of the Advisory Group.
- 3.21 Following the positive community feedback, a call for expressions of interest for the Advisory Group was made via the Council's communication channels

and through relevant community networks. Several key partner groups have nominated representatives for the Advisory Group including:

- Manawatū Rose Society
- Palmerston North Heritage Trust
- Palmerston North Defence Heritage Advisory Group
- Scandinavian Club of Manawatū
- Historic Places Manawatū-Horowhenua

3.22 In addition, an education sector representative, an arts and culture sector representative, and a local historian have also indicated that they wish to serve on the Advisory Group.

#### 4. NEXT STEPS

- 4.1 Staff will contact the nominees to the Advisory Group with a view to having the group established and operational by 31 August 2022. The Strategic Facilities Manager will work with the Advisory Group to finalise the Terms of Reference for the Group.
- 4.2 The Advisory Group will form part of the review of the in-house service delivery report back to Arts, Culture & Heritage Committee before July 2025.

#### 5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is: <ul style="list-style-type: none"> <li>• Provide quality visitor experience and accessibility to Council-owned and/or operated heritage buildings.</li> <li>• Make use of, and invest in, heritage buildings to provide Council and community facilities.</li> </ul>	

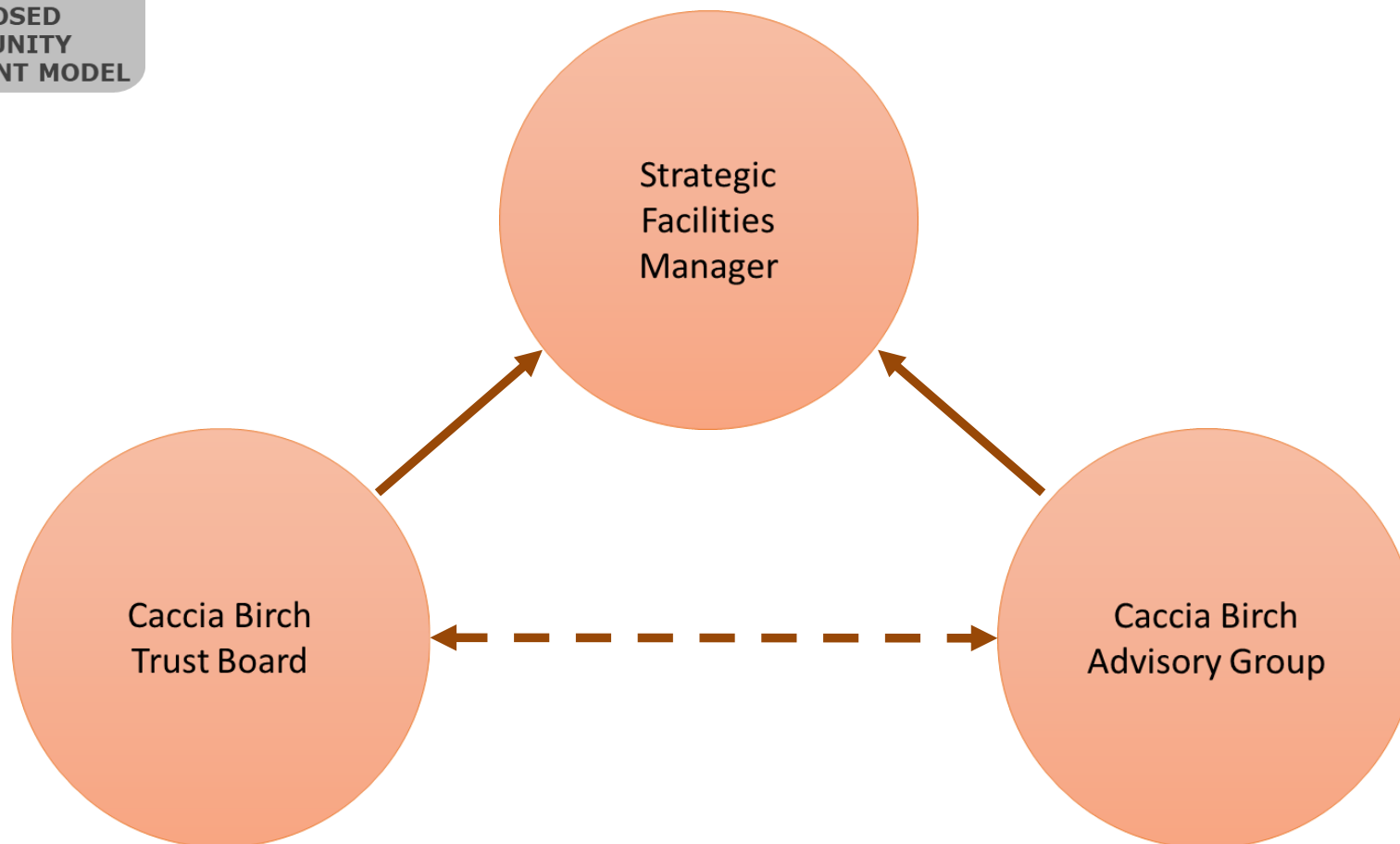
<ul style="list-style-type: none"> <li>• Regularly engage with a wider range of stakeholders in the heritage sector.</li> <li>• Collaborate with the community to make heritage a visible part of city life and the cityscape.</li> <li>• Develop a Caccia Birch Site Master Plan.</li> </ul> <p>Note the Community Reference Groups also contribute to the achievement of actions under Goal 5: Driven and Enabling Council, in particular, Active Citizenship.</p>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Development of a community involvement model is part of the transition plan of Caccia Birch House into Council management to ensure key community partners remain involved and have input into the future direction of Caccia Birch House.

## ATTACHMENTS

1. Caccia Birch Proposed Community Involvement Model [↓](#) 



**PROPOSED  
COMMUNITY  
ENGAGEMENT MODEL**





## MEMORANDUM

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 10 August 2022

**TITLE:** Military Heritage and Heritage Advisory Panel Update 2021/22

**PRESENTED BY:** Jono Ferguson-Pye, City Planning Manager

**APPROVED BY:** David Murphy, Chief Planning Officer

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### RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the Committee receive the memorandum titled 'Military Heritage and Heritage Advisory Panel Update 2021/22', presented to the Arts, Culture & Heritage Committee on 10 August 2022.
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#### 1. ISSUE

The purpose of this memorandum is to update the Arts, Culture & Heritage Committee on the work that has been completed in the 2021/22 period. It also outlines opportunities for development of the military heritage themes in the built environment in the 2022/23 period.

#### 2. BACKGROUND

In June 2018 the Arts, Culture & Heritage Committee passed the following resolution:

- That the Chief Executive provide an annual progress report on the development of a Military Heritage Theme across Council Programmes to Arts, Culture and Heritage from June 2019.

The Arts and Heritage Plan (2021) includes the following ongoing action:

- Provide an annual progress report on military heritage themed Council-run programmes to the Arts, Culture and Heritage Committee with involvement of the Palmerston North Defence Heritage Advisory Group

The Plan also states Council seeks to ensure that:

- Military heritage is included in Council planning and programme delivery.

At the Extraordinary Arts, Culture & Heritage Committee Meeting held 29 September 2021 the Committee passed the following resolution:

- That the future focus of the Military Heritage Update report include opportunities for development of the military heritage theme in the built environment.

The 17 November 2021 Arts, Culture and Heritage Committee resolved (Clause 34-21) that the Chief Executive be directed to prepare a programme to establish a Heritage Advisory Panel to be considered as part of the 2022/23 Annual Budget:

- A programme and associated budget for the establishment of a Heritage Advisory Panel was prepared and considered as part of the 2022/23 Annual Plan. The programme was not approved and deferred for re-consideration as part of the 2023/24 Annual Budget. Officers had undertaken some preliminary work on potential resourcing options for the Heritage Advisory Panel.

### 3. MILITARY HERITAGE THEMED ACTIVITIES 2021-2022

Activity Type	
Meetings	<ul style="list-style-type: none"> <li>• Meeting held between City Planning Manager and Palmerston North Defence Heritage Advisory Group (PNDHAG) representative to discuss projects of mutual interest and working with Strategic Planning Unit.</li> <li>• Introduction meeting with new Policy Planner and PNDHAG representative.</li> <li>• Attendance at PNDHAG monthly meetings.</li> </ul>
Plaques	<ul style="list-style-type: none"> <li>• Nothing in this last financial year.</li> </ul>
Events	<ul style="list-style-type: none"> <li>• Military Heritage / History Commemoration Programme 2022-2027 (see attached).</li> </ul>
Display	<ul style="list-style-type: none"> <li>• Nothing in the last financial year.</li> </ul>
Presentations and Lectures	<ul style="list-style-type: none"> <li>• 2022 Military History Presentation Series (see attached).</li> </ul>
Parks and Reserves	<ul style="list-style-type: none"> <li>• Nothing in this financial year.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• The Terms of Reference for the Palmerston North Anzac and Armistice Day Organising Committee have been completed.</li> </ul>

#### 4. NEXT STEPS

Explore further opportunities to incorporate the military heritage themes across Council projects, activities and the built environment. Planned actions include:

- Re-establishing relationship with PNDHAG following staff departure, including through attendance at quarterly meetings of PNDHAG.
- Incorporation of military heritage memorials in the District Plan including the Awapuni Medical Memorial.
- Assist PNDHAG where appropriate to obtain a joint agreement for maintenance of the memorial remains, with the parties to include Racing at Awapuni and Trentham Combined Enterprises (RACE) Inc., Palmerston North City Council and the Royal New Zealand Army Medical Corps (RNZAMC).

#### 5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is: to provide an annual progress report on military heritage themed Council-run programmes to the Arts, Culture and Heritage Committee.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>The recommendation contributes to fulfilling the actions in the Arts and Heritage Plan 2021-31 of providing an annual progress report on military heritage themed Council-run programmes to the Arts, Culture and Heritage Committee.</p> <p>It also demonstrates how military heritage is included in Council planning and programme delivery, which is something the strategic direction seeks to achieve.</p>

#### ATTACHMENTS

1. 2022 Military History Presentation Series (V5 - Jul 22) [↓](#) 
2. Draft PNCC Military Heritage / History Commemoration Programme 2022-2027 [↓](#) 



## THE RNZE CHARITABLE TRUST Incorporated

C/o DSS Registry  
Linton Military Camp  
Palmerston North 4820  
NEW ZEALAND



“Preserving RNZE Heritage”

[www.nzsappers.org.nz](http://www.nzsappers.org.nz)

### 2022 MILITARY HISTORY PRESENTATION SERIES (V5 – Jul 22)

The **Engineer Corps Memorial Centre (ECMC)** as part of the **RNZE Charitable Trust** and in partnership with the **Palmerston North City Library (PNCL)**, will continue to host these presentations. The **Draft 2022 Programme** includes:

- 10 Feb** (MMMHP) – “The Singapore Strategy - Part 2” (80<sup>th</sup> anniversary of the Fall of Singapore, in February 1942), by CDR (Rtd) Richard Jackson, RNZN
- 10 Mar** (MMMHP) – “The NZ Army Staff College at Massey University and Linton Military Camp” (80<sup>th</sup> anniversary of both, 1942), by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZ Defence College (NZDC)
- 14 Apr** (MMMHP) – “The First Battle of the Somme in 1916” by LTCOL (Rtd) Prof Glyn Harper, QSM, Professor of War Studies at Massey University
- 27 Apr** (EPLP) – WW1 “Global Catastrophe” presentation by Assoc Prof Maartje Abbenhuis, Auckland University
- 12 May** (MMMHP) – “Life as a Beefeater in the Tower of London” by WO1 (Rtd) Partrick Nolan, RNZEME (now RNZALR)
- 9 Jun** (MMMHP) – “Soldiers Without Guns – (Operation BIG TALK) - Part 2 – The continuing Bougainville and PNG peace talks”, by RADM (Rtd) David Ledson, RNZN
- 21 Jun** (Tue - EPLP) – “First Battle of Alamein, including Alam Halfa Ridge and Ruweisat Ridge” (80<sup>th</sup> anniversary, 1942), by LTCOL (Rtd) Dr Glyn Harper, ex - Massey University
- 14 Jul** (Thu - MMMHP) – “Operation FARAD – Multinational Force Observers (MFO), Sinai” (40<sup>th</sup> anniversary of establishment/NZ involvement), by MAJ Mike Pettersen, MNZM, RNZE
- 11 Aug** (Thu - MMMHP) – “The Battle of Gate Pa – Pukehinahina, in 1864”, by LTCOL (Rtd) Dr Chris Pugsley, ONZM, FRHistS
- 30 Aug** (Tue - EPLP) – “The Greek Campaign in WW2”, by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC
- 8 Sep** (MMMHP) – “Signals Corps Centenary”, by LTCOL Jared McGregor, RNZ Sigs, CO,1 CSR
- 13 Oct** (Thu - MMMHP) – NZ Wars month – “The Musket Wars from the early 1800’s”, by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC
- 11 Nov** (Fri - EPLP) – “A Place for Heroes – The Battle of Rossignol Wood (Copse 125 – July 1918)”, by LTCOL (Rtd) Dr Chris Pugsley, ONZM, FRHistS
- 24 Nov** (Thu - MMMHP) – “Hunting the Bombers – the Luftwaffe Night Fighter Campaign”, by PO(EWO) (Rtd) Dennis O’Rourke, MNZN, RNZN

**(Note)** that all the 2020-22 audio recordings and Powerpoint presentations are on the “**nzsappers**” website (see letterhead above). EPLP = Evening Public Lecture Presentation at the Globe Theatre and MMMHP = Monthly Middy Military History Presentation at the Globe Theatre on a Thu.)

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**DRAFT PNCC MILITARY HERITAGE/HISTORY COMMEMORATION PROGRAMME 2022-2027**

This draft programme follows on from the approved and successful 2021 activity listing. 2021 activities are now about to end and an outline for a similar format/schedule for years 2022 to 2027, is provided. This includes the military history presentations known as the “Evening Public Lecture Presentations” (EPLP) and the “Monthly Midday Military History Presentations” (MMMHP). There are also “Major City Events” (MCE) as shown below and other related military historical anniversaries, activities and events. This programme has been based around discussions with the PNCC Mayor, Chair of the PNCC Arts, Culture and Heritage Committee, PNCL Heritage team, PNCC Events team, PNDHAG members and the PNRSA Executive Committee. The programme is very dynamic, venues include PNCL Level 2 (Heritage Section), The Globe Theatre and Te Manawa Education Rooms, depending upon availability and evolving Covid-19 restrictions. Following invitations will confirm dates, timings and venues, together with any associated health and safety requirements.

**2022 Draft Programme:**

**6/7 Feb** – Waitangi Day

**10 Feb (MMMHP)** – “Singapore Strategy - Part 2” (80<sup>th</sup> anniversary of the Fall of Singapore, in February 1942), by CDR (Rtd) Richard Jackson, RNZN

**15 Feb** – 80<sup>th</sup> anniversary of the **Fall of Singapore** in WW2

**24 Feb** – NZ War Animal Memorial (Purple Poppy) Day at NAM, Waiouru

**10 Mar (MMMHP)** – “The NZ Army Staff College at Massey University and Linton Military Camp” (80<sup>th</sup> anniversary of both, 1942), by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZ Defence College (NZDC)

**11-13 Mar** – NZ Rural Games (potential for NZDF teams participating) **CANCELLED**

**Apr-May** – WW2 80<sup>th</sup> anniversary topic display at PNCL, Level 2 (Heritage Section)

**14 Apr (MMMHP)** – “The First Battle of the Somme in 1916” by LTCOL (Rtd) Prof Glyn Harper, QSM, Professor of War Studies at Massey University

**22 Apr** – RNZRSA and PNRSA National Poppy Day (week from Easter running up to this Friday)

**25 Apr** – (MCE) **ANZAC Day** (Dawn and Civic) Parades and Services in Te Marae o Hine/The Square and elsewhere in Ashhurst, Bunnythorpe, Linton Camp and the Māori Battalion Hall.

**27 Apr** – (Wed - EPLP) WW1 and book topic presentation by Assoc Prof Maartje Abbenhuis, Auckland University (placeholder for Globe 2)

**8 May** – **VE (Victory in Europe – WW2) Day** – 77<sup>th</sup> Anniversary

**12 May (MMMHP)** – “Life as a Beefeater in the Tower of London” by WO1 (Rtd) Partrick Nolan, RNZEME (now RNZALR)

**3-6 Jun** – 80<sup>th</sup> anniversary of the **Battle of Midway** in the Pacific

**9 Jun (MMMHP)** – “Soldiers Without Guns – (Operation BIG TALK) - Part 2 – The continuing Bougainville and PNG peace talks”, by RADM (Rtd) David Ledson, RNZN

**14 Jun** – 80<sup>th</sup> anniversary of the **landing of 1 (US) Marine Division** (5,000) troops in Wellington

**21 Jun (Tue - EPLP)** – “The First Battle of Alamein, including Alam Halfa Ridge and Ruweisat Ridge” (80<sup>th</sup> anniversary, 1942), by LTCOL (Rtd) Prof Glyn Harper, Massey University

**24 Jun** – Matariki (Friday) observance

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PNCC Mil Comm Prgm 2022-27 (PNDHAG – V3 – Dec 21)

**1 Jul** – 80<sup>th</sup> anniversary of the **First Battle of El Alamein**  
**14 Jul (MMMHP)** – “Operation FARAD – Multinational Force Observers (MFO), Sinai” (40<sup>th</sup> anniversary of establishment/NZ involvement), by MAJ (Rtd) Mike Pettersen, MNZM, RNZE  
**August** – Potential for the 2022 PNRSA Youth Speech Competition at PNCC Youth Space (DTBA)  
**8 Aug** – **Chunuk Bair** (107<sup>th</sup> – WW1) anniversary day  
**11 Aug (MMMHP)** – “The Greek Campaign in WW2”, by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC  
**15 Aug** – **VJ (Victory over Japan – WW2) Day** – 77<sup>th</sup> Anniversary  
**30 Aug (Tue - EPLP)** – “The Battle of Gate Pa – Pukehinahina, in 1864”, by LTCOL (Rtd) Dr Chris Pugsley, ONZM, FRHistS  
**8 Sep (MMMHP)** – “Signals Corps Centenary”, by LTCOL Jared McGregor, CO,1 CSR  
**1 Oct** – 80<sup>th</sup> anniversary of legally constituting the establishment of the WRNZNS, WAAC and WAAF, as parts of the Navy, Army and Air Force in NZ (in 1942)  
**12 Oct** – **Passchendaele** (105<sup>th</sup> – WW1) anniversary day  
**13 Oct (MMMHP)** – NZ Wars month – “The Musket Wars from the early 1800’s”, by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC  
**15 Oct** – 120<sup>th</sup> anniversary of the Corps of Royal NZ Engineers (reunion in PN, 14-16 Oct 22)  
**23 Oct** – 80<sup>th</sup> anniversary of the **Second Battle of El Alamein** (Operation LIGHTFOOT)  
**11 Nov** – **(MCE) Armistice Day** Parade and Service in Te Marae o Hine/The Square and NZPPT launch of more Linton Camp streets of significance, following the service  
**11 Nov (Fri - EPLP)** – “A Place for Heroes – The Battle of Rossignol Wood (Copse 125 – July 1918)”, by LTCOL (Rtd) Dr Chris Pugsley, ONZM, FRHistS  
**24 Nov (MMMHP)** – “Hunting the Bombers – the Luftwaffe Night Fighter Campaign”, by PO(EWO) (Rtd) Dennis O’Rourke, MNZN, RNZN

**2023** (Details and Dates TBA) – will be developed during the latter course of 2022, with a similar pattern to previous years. These activities could include the “**Battle of the Bridges**” event in March 2023 (hosted by Linton Camp and run by the Corps of RNZE and Defence Recruiting) in Te Marae o Hine/The Square and the **WHAM Conference**, which is likely to be held in April 2023 at the Auckland War Memorial Museum focusing on the theme of civil war. There is also the potential for a **RNZAF commemorative event** to celebrate the Centennial of the establishment of the NZ Permanent Airforce in 1923

Otherwise for **2024-2027**, a similar format/pattern as in previous years for both **EPLP** and **MMMHP** programmes, two major commemorative events (or **MCE - ANZAC Day and Armistice Day**), plus an annual NZDF activity/event, provided by Linton Camp (1 (NZ) Bde) and RNZAF Base Ohakea, as Charter partners of the PNCC.

## MEMORANDUM

**TO:** Arts, Culture & Heritage Committee

**MEETING DATE:** 10 August 2022

**TITLE:** 2022/23 Maintenance and Renewal Plans and Budgets for Cultural Facilities

**PRESENTED BY:** Bryce Hosking, Group Manager - Property

**APPROVED BY:** Sarah Sinclair, Chief Infrastructure Officer

### RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the Committee receive the memorandum titled '2022/23 Maintenance and Renewal Plans and Budgets for Cultural Facilities', presented to the Arts, Culture & Heritage Committee on 10 August 2022.

#### 1. ISSUE

- 1.1 The Arts, Culture and Heritage Committee Meeting on 11 June 2018 resolved:
 

*'That the Chief Executive be instructed to present annual maintenance and renewal plans and budgets for the cultural facilities to the Arts, Culture and Heritage Committee, excluding the Central Library.'*
- 1.2 This report addresses this resolution.

#### 2. BACKGROUND

- 2.1 The buildings that sit in the Cultural Facilities portfolio include:
  - The Globe Theatre;
  - The Regent Theatre;
  - Square Edge Building;
  - Te Manawa and the Art Gallery;
  - Creative Sounds;
  - Caccia Birch; and
  - Central Library Building.
- 2.2 There is a clear and consistent demarcation for who is financially responsible for outgoings across the cultural facilities portfolio; Council or the Tenant/CCO. This allows for both parties to plan and budget for the outgoings which are their responsibility.

- 2.3 Most of the building maintenance and renewals are the responsibility of Council as the Landlord and are undertaken by the Property Division.
- 2.4 The Property Division works with the various Tenants/ CCO's to plan and prioritise Council's capital renewal works and planned preventative maintenance each year. The planning and prioritisation of works are undertaken at both a facility-by-facility level and at a portfolio level to ensure the best use of available funds.
- 2.5 Capital renewal works are delivered within the cultural facilities portfolio via Programme 213 – Cultural Facilities – Renewals, whereas the maintenance is undertaken through Council's operational maintenance budgets.
- 2.6 The resolution in Clause 1.1 excludes the Central Library. Therefore, this report does not discuss the renewals to be undertaken within the Central Library Building. For clarity, capital renewal works in the Central Library building are undertaken through Programme 1775 – Central Library – Renewals.

### 3. CAPITAL RENEWAL AND MAINTENANCE WORKS PLANNED FOR 2022/23

- 3.1 Below is an overview of the capital renewal works planned for 2022/23:

Facility	Planned Renewal Projects	Project Budget (excl. GST)
The Globe Theatre	<ul style="list-style-type: none"> <li>Fire Safety Upgrades</li> </ul>	\$120,000
The Regent Theatre	<ul style="list-style-type: none"> <li>Harmonic Filter Renewal</li> <li>Carpet Replacement</li> </ul>	\$120,000 \$120,000
Square Edge Building	<ul style="list-style-type: none"> <li>Fire Safety Upgrades</li> </ul>	\$170,000
Te Manawa/ Art Gallery	<ul style="list-style-type: none"> <li>Roof Renewals (part)</li> <li>Totaranui House Roof Renewal</li> <li>Fire Curtain Replacement</li> <li>Foyer LED Replacement</li> </ul>	\$220,000 \$80,000 \$26,000 \$35,000
<b>Total</b>		<b>\$891,000</b>

- 3.2 Please note the above amounts include carry-forwards from the 2021/22 Financial Year.
- 3.3 Below is an overview of the repairs and maintenance works planned for 2022/23:

Facility	Planned Maintenance Projects
The Globe Theatre	<ul style="list-style-type: none"> <li>Regular building clean and paint touch ups</li> <li>Interior foyer painting</li> </ul>
The Regent Theatre	<ul style="list-style-type: none"> <li>Investigation into ongoing roof issues to determine a replacement programme</li> <li>Minor roof repairs and maintenance</li> </ul>
Square Edge Building	<ul style="list-style-type: none"> <li>Interior painting in the FX room as well as touch ups from the fire upgrades</li> <li>Replacement of seals on the glass room in the café</li> <li>Investigation into ongoing veranda and guttering leaks to determine a replacement programme</li> </ul>
Te Manawa/ Art Gallery	<ul style="list-style-type: none"> <li>Repairs on heat pump in offices</li> <li>Painting on main exterior wall for new signage</li> </ul>
Creative Sounds	<ul style="list-style-type: none"> <li>Full building and roof wash</li> <li>Repairs/ alterations to air-conditioning system</li> </ul>
Caccia Birch House	<ul style="list-style-type: none"> <li>Repairs and replacement of rotten balustrades</li> <li>Repairs and replacement of rusted spouting</li> <li>Repairs and improvements to first floor flooring to resolve uneven surfaces issue</li> <li>Regular building clean and paint touch ups</li> </ul>

3.4 Please note the above works is only the planned and maintenance items of significance identified by the Property Division in conjunction with the various CCOs. Any regular servicing will be undertaken over and above this as required, and there is a small allowance for reactive works.

3.5 Please also note any works that are being undertaken by the Tenant/ CCO is not included in the above and is additional to the above works.

#### 4. NEXT STEPS

4.1 Undertake the maintenance and renewal works throughout the cultural facilities portfolio as planned.

## 5. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do, they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is: Renew, develop and maintain Council-owned cultural facilities, incorporating modern accessibility standards where practical.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	A robust renewals programme and facilities management model will help ensure the city's existing arts and culture buildings are achieving the Council's aspirations and meet the community's needs.

## ATTACHMENTS

Nil

## COMMITTEE WORK SCHEDULE

TO: Arts, Culture & Heritage Committee

MEETING DATE: 10 August 2022

TITLE: Committee Work Schedule

### RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the Arts, Culture & Heritage Committee receive its Work Schedule dated August 2022.

COMMITTEE WORK SCHEDULE – AUGUST 2022						
Item No.	Estimated Report Date	Period of Reporting	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	10 August 2022		Develop model to enable community involvement in the in-house service delivery of Caccia Birch House	Chief Customer Officer		
2.	10 August 2022		Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities	Chief Infrastructure Officer		25 June 2018 clause 19.2
3.	10 August 2022		Report on the future of the Artist in Residence scheme	Chief Customer Officer		17 February 2021 clause 6.3
4.	10 August 2022		Annual report from Palmerston North Public	Assistant Chief Executive		Council 29 April 2019 clause 36.4

			<del>Sculpture Trust</del>			
5.	<del>10 August 2022</del>		<del>Report on the establishment of a Heritage Advisory Panel Annual Progress Report on the development of a military heritage theme across Council programmes</del>	<del>Chief Planning Officer</del>		<del>17 November 2021 clause 34-21</del>
6.	November/December (new triennium)	1 July 2021 – 30 June 2022	<b>Annual Reports</b> Globe Theatre Regent Theatre Te Manawa	Assistant Chief Executive		
7.	June 2024		Development of conservation plan for Caccia Birch House and property, costed and included in the CBH Masterplan programme of work for 2023/24	Chief Infrastructure Officer		
8.	June 2025		Review of in-house service delivery of Caccia Birch House	Chief Customer Officer		

## ATTACHMENTS

NIL