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# **PALMERSTON NORTH CITY COUNCIL**

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AGENDA

## **CULTURE & SPORT COMMITTEE**

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9AM, WEDNESDAY 13 SEPTEMBER 2023

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

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# MEMBERS

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**Rachel Bowen (Chair)**  
**Billy Meehan (Deputy Chair)**  
**Grant Smith (The Mayor)**

**Mark Arnott**  
**Vaughan Dennison**  
**Lev Findlay (QSM)**  
**Roly Fitzgerald**  
**Patrick Handcock**  
**(ONZM)**

**Leonie Hapeta**  
**Debi Marshall-Lobb**  
**William Wood**  
**Kaydee Zabelin**

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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**Waid Crockett**

**Chief Executive | PALMERSTON NORTH CITY COUNCIL**

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Te Marae o Hine | 32 The Square  
Private Bag 11034 | Palmerston North 4442 | New Zealand  
[pncc.govt.nz](http://pncc.govt.nz)

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# CULTURE & SPORT COMMITTEE MEETING

13 September 2023

## ORDER OF BUSINESS

**1. Karakia Timatanga**

**2. Apologies**

**3. Notification of Additional Items**

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

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

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

**4. Declarations of Interest (if any)**

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

**5. Public Comment**

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

(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.)

**6. Presentation - Palmerston North Heritage Trust** Page 7

**7. Presentation - Volleyball Manawatū** Page 9

**8. Presentation - Special Olympics Team** Page 11

**9. Confirmation of Minutes** Page 13

"That the minutes of the Culture & Sport Committee meeting of 28 June 2023 Part I Public be confirmed as a true and correct record."

**10. Options to change the Palmerston North City Coat of Arms** Page 19

Memorandum, presented by Desiree Harvey, Legal Counsel and Donna Baker, Acting Chief Executive Unit Manager.

**11. Te Manawa Museums Trust - Statement of Intent 2023-26: revised finances** Page 23

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

**12. Te Manawa Museums Trust - Annual Report 2022-23** Page 65

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

**13. Play Policy - Annual Implementation and Monitoring Report 2023** Page 115

Memorandum, presented by Manumea Durie, Play Advisor and Stephanie Velvin, Community Development Manager.

**14. 2023/24 Maintenance and Renewal Plans and Budgets for Cultural Facilities** Page 175

Memorandum, presented by Bryce Hosking, Group Manager - Property and Resource Recovery.

**15. Committee Work Schedule** Page 179

**16. Karakia Whakamutunga**

**17. 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:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** Presentation - Palmerston North Heritage Trust

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### **RECOMMENDATION TO CULTURE & SPORT COMMITTEE**

- 1. That the Culture & Sport Committee receive the presentation for information.**
- 

### **SUMMARY**

Margaret Tennant, Chair, Palmerston North Heritage Trust Administering Committee, will present an update regarding Palmerston North Heritage Trust's activities and current heritage issues.

### **ATTACHMENTS**

NIL





## **PRESENTATION**

**TO:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** Presentation - Volleyball Manawatū

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### **RECOMMENDATION TO CULTURE & SPORT COMMITTEE**

- 1. That the Culture & Sport Committee receive the presentation for information.**
- 

### **SUMMARY**

Kelsey Higgins, Community Engagement Officer will outline Volleyball Manawatū's annual plan, and highlight two major projects: hosting 2024 NZ Secondary School Volleyball Championships in Palmerston North, and the ongoing development of their beach volleyball court facility at Takaro Sports Club.

### **ATTACHMENTS**

Nil



## **PRESENTATION**

**TO:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** Presentation - Special Olympics Team

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### **RECOMMENDATION TO CULTURE & SPORT COMMITTEE**

- 1. That the Culture & Sport Committee receive the presentation for information.**
- 

### **SUMMARY**

Olwyn Humphreys and Carla L'huillier, Special Olympics Team Coaches, will present the outcome of the team's trip to Berlin in July to participate in the Special Olympics World Summer Games 2023.

### **ATTACHMENTS**

Nil



## PALMERSTON NORTH CITY COUNCIL

**Minutes of the Culture & Sport Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 28 June 2023, commencing at 1.00pm.**

**Members Present:** Councillors Rachel Bowen (in the Chair), Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb, William Wood and Kaydee Zabelin.

**Non Members:** Councillors Brent Barrett, Orphée Mickalad and Karen Naylor.

**Apologies:** The Mayor (Grant Smith) (late arrival), Councillors Vaughan Dennison (early departure) and Leonie Hapeta.

The Mayor (Grant Smith) entered the meeting at 1.39pm during consideration of clause 23. He was not present for clauses 19 to 22 inclusive.

### **Karakia Timatanga**

Councillor Rachel Bowen opened the meeting with karakia.

### **19-23 Apologies**

Moved Rachel Bowen, seconded Billy Meehan.

#### The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 19-23 above was carried 13 votes to 0, the voting being as follows:

#### **For:**

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

### **Declarations of Interest**

Deputy Mayor Debi Marshall-Lobb declared a conflict of interest in item 14 (clause 26): The Globe Theatre Trust – Final Statement of Intent 2023-2026, and took no part in the discussion or debate.

20-23

### **Presentation - Manawatū Jazz Club**

Presentation by David Edge, President, Manawatū Jazz Club and Chair, Manawatū International Jazz & Blues Festival and Roger Fox, Festival Organiser.

The Manawatū Jazz Club Festival Committee is seeking a long term non-contestable, but accountable, funding stream to secure the future of the Manawatū Annual International Jazz & Blues Festival.

They made the following further comments to support the proposal:

- The Jazz Festival is the second oldest and largest of its kind in New Zealand involving 400 musicians internationally and nationally, promoting Palmerston North as a cultural and creative environment.
- The festival only uses local businesses for promoting and printing and local venues to run the 'cafe scene', a part of the event which has seen around 1,500 people involved and is free.
- Cafe scene supports hospitality and provides opportunities for local musicians to showcase their talents.
- Another free event is the High School Jazz Competition organised by Roger Fox, involving 11 schools in 2023 from Rotorua to Wellington, with 200 high school students participating, and including workshops run by highly qualified musicians and educators. This year Bill Cunliffe delivered a masterclass for students.
- The festival operates a break-even model – not for profit. In the past Council has given a 3 year contract of \$35K which helps to bring ticket prices down for the main event. This is currently their biggest problem moving forward with this festival. It was noted overseas groups have been booked for future events.
- He disputes Council's claim that it is a local festival.

Officers advised there are other possible funding avenues available through Council which they would be willing to explore further with the Manawatū Jazz Club.

Moved Rachel Bowen, seconded Billy Meehan.

### The **COMMITTEE RESOLVED**

1. That the Culture & Sport Committee receive the presentation for information.

Clause 20-23 above was carried 13 votes to 0, the voting being as follows:

#### **For:**

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

21-23

### **Presentation - New Zealand Rugby Museum**

Presentation by Stephen Berg, Director, New Zealand Rugby Museum and Phil Monk, Deputy Chair, New Zealand Rugby Museum.

Stephen and Phil presented a proposal seeking \$30k for operational funding. They made the following further comments to support the proposal:

- Currently the museum has one full-time employee and some of the extra funding will go towards a part-time employee. This will support the expansion of the Museum's operation through increasing quality of exhibits and improving visitor experiences.
- CEDA and Tourism Trade have requested a VIP tour to become available.
- The museum would like to undertake more tours of exhibits around New Zealand and overseas, provide a better connection with community and further support with continuity of service such as annual leave and sick leave.
- Visitors book shows national and international visitors; around 85% are international visitors.
- Volunteer base has declined from 70 to around 40 currently due to an ageing group.

Moved Rachel Bowen, seconded Billy Meehan.

### The **COMMITTEE RESOLVED**

1. That the Culture & Sport Committee receive the presentation for information.

Clause 21-23 above was carried 13 votes to 0, the voting being as follows:

#### **For:**

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

22-23

### **Confirmation of Minutes**

Moved Rachel Bowen, seconded Billy Meehan.

### The **COMMITTEE RESOLVED**

1. That the minutes of the Culture & Sport Committee meeting of 19 April 2023 Part I Public be confirmed as a true and correct record.

Clause 22-23 above was carried 12 votes to 0, with 1 abstention, the voting being as follows:

#### **For:**

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

**Abstained:**

Councillor Patrick Handcock.

**23-23**

**Palmerston North Public Sculpture Trust - Annual Report to Council June 2023**

Memorandum, presented by Simon Barnett, Chairperson, Palmerston North Public Sculpture Trust and Peter Shelton, Trustee, Palmerston North Public Sculpture Trust.

The Mayor (Grant Smith) entered the meeting at 1.39pm.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the Palmerston North Public Sculpture Trust's Annual Report 2022–23, presented to the Culture & Sport Committee on 28 June 2023.

Clause 23-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

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

**24-23**

**Ongoing funding arrangement options for Palmerston North Public Sculpture Trust**

Memorandum, presented by Anton Carter, Group Manager - Community Services.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Ongoing funding arrangement options for Palmerston North Public Sculpture Trust' presented to the Culture & Sport Committee on 28 June 2023, noting that Council's Public Art Policy is currently under development.
2. That the Committee directs the Chief Executive to support the Trust to gather ongoing public input.

Clause 24-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

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



**25-23 Annual Progress Report on Heritage Themes in Council Programmes 2022/23**

Memorandum, presented by Keegan Aplin-Thane, Senior Planner and Linda Moore, Manager City Library.

Following discussion an additional motion was passed to enable Elected Members to gain a better understanding of the funding gaps that exist.

Moved Patrick Handcock, seconded Rachel Bowen.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Annual Progress Report on Heritage Themes in Council Programmes 2022/23', presented to the Culture & Sport Committee on 28 June 2023.
2. That the heritage funding shortfall identified in the 'Annual Progress Report on Heritage Themes in Council Programmes 2022/23' for the city is referred to the 2024-34 Long Term Plan.

Clause 25-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

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

**26-23 Te Manawa Museums Trust - Final Statement of Intent 2023-2026  
The Regent Theatre Trust - Final Statement of Intent 2023-2026  
The Globe Theatre Trust - Final Statement of Intent 2023-2026**

Memorandums, presented by Sarah Claridge, Democracy & Governance Advisor.

The Officer noted an error in the Regent and Globe Theatre financial reports on pages 115 and 136 regarding PN City Council grant funding amounts.

The correct amounts should read as follows:

<b>PNCC Grants (\$)</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
Regent Theatre	258,016	270,611	278,546
Globe Theatre	174,981	181,995	185,771

An additional error was noted in the Regent Theatre report, paragraph 1.3, where it mentions the Globe Theatre but should read the Regent Theatre.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee agree the final Statement of Intent 2023-2026 (Attachment 1) submitted by Te Manawa Museums Trust Board.
2. That the Committee agree the final Statement of Intent 2023-2026 (Attachment 1) submitted by the Regent Theatre Trust Board, as amended.
3. That the Committee agree the final Statement of Intent 2023-2026 (Attachment 1) submitted by the Globe Theatre Trust Board, as amended.

Clause 26-23 above was carried 13 votes to 0, the voting being as follows:

**For:**

The Mayor (Grant Smith) and Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, William Wood, Kaydee Zabelin, Brent Barrett, Orphée Mickalad and Karen Naylor.

**Note:**

Deputy Mayor Debi Marshall-Lobb declared a conflict of interest, withdrew from the discussion and sat in the gallery.

**27-23**

**Committee Work Schedule**

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Culture & Sport Committee receive its Work Schedule dated June 2023.

Clause 27-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

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

**Karakia Whakamutunga**

Councillor Rachel Bowen closed the meeting with karakia.

The meeting finished at 2.34pm.

Confirmed 13 September 2023

**Chair**

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** Options to change the Palmerston North City Coat of Arms

**PRESENTED BY:** Desiree Harvey, Legal Counsel and Donna Baker, Acting Chief Executive Unit Manager

**APPROVED BY:** Donna Baker, Acting Chief Executive Unit Manager

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### RECOMMENDATION TO COUNCIL

#### 1. That Council retain the current Coat of Arms.

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#### 1. ISSUE

- 1.1 On 8 March 2023, the Culture & Sport Committee directed the Chief Executive to investigate options to change the Coat of Arms to better reflect the City's bicultural heritage and report back (Resolution 3-23). This was in response to a public comment questioning whether the current Coat of Arms were reflective of the City's bicultural heritage.
- 1.2 The current Coat of Arms was adopted by Council resolution in 1989, following a long, technical process. If the Council decides to change the current Coat of Arms, the same process, as outlined below, will need to be followed.
- 1.3 The issue before the Council is whether the City's Coat of Arms reflect its bicultural heritage and if not, whether the Council wishes to proceed with obtaining new Letters Patent to change the design of the Arms.

#### 2. BACKGROUND

- 2.1 Coats of Arms are an "honour from the Sovereign and they require proper control and protection to ensure the dignity of the Crown is maintained."<sup>1</sup> To protect the use of Arms, the office of the New Zealand Herald of Arms Extraordinary was established in 1978 to act as the formal intermediary between New Zealand and His Majesty's College of Arms in London. All applicants wanting to obtain Coats of Arms for local authorities in New Zealand must consult with the New Zealand Herald of Arms Extraordinary.

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<sup>1</sup> 'Grant of Arms, Background for Coat of Arms', *Palmerston North City Council, Town Clerk's Department*, PNCC 1/25/1:1:1, Ian Matheson City Archives.

- 2.2 New Arms are issued by “a grant of arms by Letters Patent”. The legal right to issue the Letters Patent is delegated by the Crown to the King of Arms with the consent of the Earl Marshall. Any design must “accord with the rules of heraldry.”
- 2.3 Palmerston North's Coat of Arms were adopted by Council resolution in 1989, following a lengthy administrative process that dated back to 1981. The Arms were adopted in time for the local government reorganisation that occurred that same year.
- 2.4 In 1982 the Council delegated to a subcommittee the authority to oversee the formal process for adopting the City's new Coat of Arms. The committee liaised with the New Zealand Herald of Arms.
- 2.5 The Coat of Arms adopted by the committee was based on the historic badge for the City of Palmerston North. The badge was drawn by local resident F. H. Smith in 1885 and was incorporated into other official badges in the City, including local high school crests. The badge was drafted by F. H. Smith on his own initiative and did not involve any formal process with Council officials or community organisations.
- 2.6 The badge had been used informally as a symbol for the city. The badge was adopted as the crest for the former Palmerston North City Corporation. The badge contained a shield depicting a blue eagle on a gold background, inspired by the family crest for Lord Palmerston. The right-hand side of the shield depicted a blue tower flying the Union Jack standard. A lion was placed above the shield, representing the ‘Lion of England.’
- 2.7 The badge also featured the motto “Palmam qui meruit ferat”, which translates to “let he who has won the palm, wear it.” The phrase was the family motto of Lord Nelson and was chosen due to its association with “palms” and civil engagement. The greenery surrounding the shield was originally two palm leaves but this was later replaced by ferns, as a better reflection of New Zealand's biodiversity.
- 2.8 The Council decided to use the badge as the starting point for the Coat of Arms, subject to technical revisions required by the College of Arms. In addition to the shield, the Council desired to have two ‘supporters’ on either side of the Arms. The subcommittee suggested a “Pakeha women...in 19<sup>th</sup> century dress” and a “Māori figure...modelled on Peeti Te Awe Awe.” The committee sent photographs of the Te Peeti Te Awe Awe statute in Te Marae o Hine to use as a reference.
- 2.9 John Bevan Ford, a Senior Lecturer for Māori Visual Arts at Massey University was engaged by the Council to provide advice on design. He wrote that the final concept demonstrated that “the European mana and identity is equal to the Māori and therefore as a symbol for Palmerton North expresses the deep regard and respect each group has for the other.” The Council did not engage in any formal consultation with Rangitāne o Manawatū on the design.

- 2.10 After a draft design was accepted by the Council, it was sent to the College of Arms, via the New Zealand Herald of Arms, for approval. There were several different iterations of the design that went back and forth until the Garter King of Arms was satisfied that the design met the requirements of heraldry. Any design needs to comply with the rules of heraldry and be distinctive from other Arms.
- 2.11 Once the design was approved, the College of Arms authorised the issuing of Letters Patent. The letters took around 18 months to be issued. The Letters Patent contained the precise written description of the features of the Arms, from which the design was reproduced in visual form. The city of Palmerston North was officially granted the armorial bearings by Letters Patent issued by Her Majesty's Kings of Arms on 10 June 1989.
- 2.12 Any change to the City's existing Coat of Arms would need to follow a similar process from the beginning as new Letters Patent would need to be issued for the amended design.
- 2.13 The New Zealand Herald of Arms has provided an estimate that the cost for applying to change the Coat of Arms would be between GB£16,000-24,000 with each Supporter at an additional GB£3,000 (as of August 2023.)

**3. THE PROCESS FOR ADOPTING A NEW COAT OF ARMS**

The formal process for changing the existing Coat of Arms is as follows:

- 1. Acting on the instruction of the Council, the New Zealand Herald of Arms (the representative in New Zealand of His Majesty's College of Arms) drafts a petition to the Earl Marshall of England requesting approval.
- 2. Once the Earl Marshall approves the petition, they issue a warrant to the King of Arms to proceed with a formal design of the Arms.
- 3. The New Zealand Herald of Arms consults with the petitioner (the Council) about the elements or references that are to be included in the design of the Arms. (It should be noted that the composition and design must accord with the technical rules of heraldry.)
- 4. A draft design is sent back to the petitioner as a 'sketch for approval' for comment.
- 5. The petitioner needs to approve the initial draft of the sketch. If the petitioner is not satisfied with the design, there are only limited grounds for recommending changes. The King of Arms retains the final discretion for approving any changes.
- 6. The King of Arms issues Letters Patent, which is the formal legal document describing the design of the Coat of Arms from which a visual representation is produced.

**4. POSITION OF RANGITĀNE**

4.1 Council have sought advice from representatives of Rangitāne o Manawatū on whether a change would be supported and discussions are ongoing.

**5. NEXT STEPS**

5.1 If Council decides that the Coat of Arms reflects the bicultural heritage of Palmerston North, no further action will be required.

5.2 Alternatively, Council can resolve to begin the formal process of applying for a new Coat of Arms. New Letters Patent would need to be issued outlining the technical specifications of a new design. The College of Arms retains the final decision on whether to approve the new design.

**6. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>No</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is: n/a	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Regular consideration of our representative imagery ensures relevancy.

**ATTACHMENTS**

Nil

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** Te Manawa Museums Trust - Statement of Intent 2023-26: revised finances

**PRESENTED BY:** Sarah Claridge, Democracy & Governance Advisor

**APPROVED BY:** Donna Baker, Acting Chief Executive Unit Manager

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the revised Statement of Intent 2023-26 from Te Manawa Museums Trust.
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#### 1. ISSUE

- 1.1 Te Manawa has revised the finances of their Statement of Intent (Attachment 1). The revision corrects an interpretation error with regard to the additional grant provided by Council in the Annual Budget 2023/24.
- 1.2 To provide clarity and understanding between Council and Te Manawa, Te Manawa has resubmitted their SOI for Committee to agree.

#### 2. BACKGROUND

- 2.1 Te Manawa presented their final Statement of Intent 2023-26 (SOI) to the Committee on 28 June 2023. At the meeting, it was questioned whether the additional grant for the 2023 year (\$250,000) was accurately reflected in the financial accounts.
- 2.2 Te Manawa has indicated they were going to spend \$60,000 on display cases, but this was incorrectly shown in their SOI as an operating expense.
- 2.3 Council Officers met with Te Manawa staff to confirm the allocation of the additional grant and Te Manawa has revised their finances accordingly (see table below).

**Corrected financials - page 22 of the Statement of Intent 2023-26 (attached):**

	SOI shown on 28 June 2023	Revised SOI (attached)
Capital expenditure	\$20,000	\$95,000 (exhibition cases and light fittings)
Operating expenditure	\$230,000	\$155,000

2.4 Due to this correction affecting multiple financial disclosures, Te Manawa has resubmitted their SOI for the Committee to agree.

**3. NEXT STEPS**

3.1 The SOI will be re-published on the Council website.

**4. 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>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: to support CCOs to achieve the objectives of the Arts and Heritage Plan	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Agreeing the final Statements of Intent is a mechanism for the Committee to provide guidance and direction to the CCOs and meets Council's responsibility to monitor the CCOs under the LGA.

**ATTACHMENTS**



1. Te Manawa Museums Trust\_ Final Statement of Intent 2023-26  



# Te Ara Hihiri

## Statement of Intent

2023/24 – 2025/26  
TE MANAWA MUSEUMS TRUST

TE MANAWA MUSEUMS TRUST  
PRIVATE BAG 11055 PALMERSTON NORTH 4442 | TEMANAWA.NZ



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## Contact details

<b>Address</b>	Te Manawa Museums Trust Private Bag 11055 Palmerston North	<b>Legal Status</b>	Te Manawa Museums Trust is a Council-Controlled Organisation (CCO) for the purposes of the Local Government Act 2002 and operates as a charitable trust under the Trusts Act 2019. It is a not-for-profit CCO.
<b>Website</b>	www.temanawa.co.nz		
<b>Phone</b>	(06) 355-5000		
<b>Email</b>	enquiries@temanawa.co.nz		
<b>Main Contact</b>	Susanna Shadbolt	<b>Charities Registration number</b>	CC38836
<b>Role in CCO</b>	Chief Executive	<b>Trustees</b>	Caroline Tate - Chair Adrian van Dyk – Deputy Chair Peter Te Rangi Terry Hapi Alison Rudzki Geoffrey Jameson Evan Greensides
<b>Phone</b>	06 351-4492		
<b>Email</b>	susanna.shadbolt@temanawa.co.nz		



















































































## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** Te Manawa Museums Trust - Annual Report 2022-23

**PRESENTED BY:** Sarah Claridge, Democracy & Governance Advisor

**APPROVED BY:** Donna Baker, Acting Chief Executive Unit Manager

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive Te Manawa Museums Trust Board's Annual Report 2022-23 (Attachment 1).
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#### 1. ISSUE

- 1.1 Te Manawa Museums Trust Board (Te Manawa) has submitted its Annual Report 2022-23 (Attachment 1). This memorandum provides an opportunity for Elected Members to review the progress Te Manawa has made against its Statement of Intent (SOI) during the period 1 July 2022 to 30 June 2023.
- 1.2 Representatives of Te Manawa are in attendance to present.

#### 2. BACKGROUND

- 2.1 Te Manawa is a Council Controlled Organisation (CCO), which was set up to independently manage the Te Manawa Museum. A CCO is an organisation in which Council has the right to appoint at least fifty percent of the trustees and must work towards Council's objectives on its behalf.
- 2.2 For the 2022/23 year, Council expected Te Manawa to focus on the delivery of two core functions:

Facilitate and enable local history:

- Acquire, archive, conserve, research, record, celebrate and develop local history
- Give opportunities for people to tell their stories and facilitate their recordings for the future
- Investigate and trial innovative ways of showcasing our heritage.

Enhance local heritage:

- Add collections to better reflect our diverse community
- Increase the opportunities to capture community stories today and tomorrow
- Proactively celebrate our changing culture and heritage
- Apply a lighter, quicker, cheaper approach by trialling heritage education and promotion activities.

2.3 In 2022/23, the Council granted the Te Manawa Board \$3,352,361<sup>2</sup> to deliver the core functions listed in 2.2 above, which the Board is expected to supplement with external revenue.

2.4 The Local Government Act (LGA) requires CCOs to produce an annual report which compares its actual and intended performance (as set out in the Statement of Intent) and audited financial statements.

### 3. PERFORMANCE FOR THE YEAR JULY 2022 - JUNE 2023

3.1 Highlights from Te Manawa's Annual Report include the following:

- Completed the Mātauranga Rangitāne learning programme with Warren Warbrick. This will assist local schools in the delivery of the new Aotearoa New Zealand Histories curriculum.
- Successfully trialled Heirloom Boxes, an outreach learning initiative. The project was completed digitally with a series of videos released on the Te Manawa website and YouTube.
- Launched the Sunday Science Squad, a monthly science learning programme for children. Other popular events included the Halloween Treat Trail for families, Santa's Cave and a free school holiday programme which offered daily activities.
- Have digitalised 10% of the collection online – which is several thousand objects and, 100% of the Art Collection is online.
- Hosted Australian exhibition *Codebreaker* from April-June 2023, which attracted 18,292 visitors.

3.2 Table 1 shows Te Manawa's annual performance against the agreed SOI targets for 2022/23. Two measures: 'Visitor Numbers' and 'External Revenue target' have not achieved their target.

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<sup>2</sup> Adjusted annually for inflation

3.3 It should be noted that the target for 'Online Engagement' was interpreted differently to the original SOI, following change of personnel at Te Manawa. Performance has subsequently been reported in both the six-month and annual report against this reset understanding.

**Table 1 Te Manawa -Annual Performance 2022-23**

	Annual Target 2022-23	6- month performance as at 31/12/22	% of annual target at 6 month mark	Annual performance 2022/2023	% of Annual Target
Visitor Numbers	130,000	69,303	53%	121,914	94%
Te Manawa Experiences offsite	25,000	5,455	22%	42,519	170%
Online Engagement	90,000	84,777	94%	121,966	136%
External Revenue Target	\$947,180	\$197,940	21%	\$416,062	44%
Audience Satisfaction	95% - Good/Very Good/Excellent	98%	N/A	99%	N/A

Not Achieved
  Achieved  
 Likely to Achieve

3.2 Te Manawa's visitor number performance (121,914) is a concern. Despite having Covid regulations affecting only three months of the year, Te Manawa recorded fewer visitors than the full Covid impacted 2020/21 year (135,817).

3.3 The External Revenue target also did not meet its target. The target was always ambitious and relied on several projects getting funding for it to be achieved. With the new Chief Executive setting new priorities, funding for several of these projects was not sought. Officers recommend that when agreeing the next SOI, Council review the revenue target to ensure it is realistic and Te Manawa has a plan in place to ensure it can be achieved.

3.4 Table 2 provides a three year comparison of performance measures, from the current 2022/23 year with the pre-Covid years 2018 and 2019. As can be seen, Te Manawa has not yet 'bounced back' to its pre-Covid results. This may be due to the transition in the organisation.

3.5 Visitor satisfaction remains high and visits to Te Manawa remain steady compared to 2018/19.

**Table 2: Te Manawa’s Performance Target Dashboard – Annual Results**

Measure		2017/18	2018/19	2022/23	3 year trend
		Year ending 30 June 2018	Year ending 30 June 2019	Year ending 30 June 2023	
Visits to TM	<b>Actual</b>	<b>141,434</b>	<b>126,666</b>	<b>121,914</b>	↓
	Target	172,000	178,000	130,000	
Visits to TM exhibitions at other venues	<b>Actual</b>	<b>251,141</b>	<b>103,589</b>	<b>42,519</b>	↓
	Target	100,000	100,000	25,000	
Third-party revenue	<b>Actual</b>	<b>\$659,284</b>	<b>\$447,178</b>	<b>416,062</b>	↓
	Target	\$577,000	\$577,000	947,180	
Visitor satisfaction (TM surveys)	<b>Actual</b>	<b>99%</b>	<b>99%</b>	<b>99%</b>	→
	Target	>96%	>98%	>95%	

3.6 Over the last few years, the number of visits to Te Manawa exhibitions at other venues (touring exhibitions) has decreased significantly due to Te Manawa changing how they manage touring exhibitions. Officers are hopeful that with the new Chief Executive's planned exhibitions listed in the SOI 2023-25, this performance measure will improve next year.

**4. FINANCIAL PERFORMANCE 2022/23**

4.1 The Trust's current assets are 1.5 times its liabilities indicating that the Trust can satisfy its obligations.

4.2 The Trust had an operating net deficit of \$243k. The Trust had budgeted for a net surplus of \$203.

**Table 3: Financial Information for Annual Report 2022-23**

Summary Financials (\$000)	2023			2022	
	Actual	Budget	Var.	Actual	Var.*
<b>Financial Performance</b>					
PNCC Grant	3,352,361	3,329,511	22,850	3,264,227	88,134
Total Revenue	3,808,213	4,291,691	(483,478)	3,605,751	202,462
Total Expenses	4,051,123	4,291,488	240,365	3,680,802	(370,321)
Net Surplus (Deficit)	(242,910)	203	(243,113)	(75,051)	(167,859)
<b>Financial Position</b>					
Current Assets	1,076,779	819,232	257,547	1,240,075	(163,296)
Total Assets	18,932,024	18,960,585	(28,561)	19,205,461	(273,437)
Current Liabilities	733,631	768,171	(34,540)	760,867	(27,236)
Total Liabilities	733,632	771,437	(37,805)	764,158	(30,526)
Equity	18,198,393	18,189,148	9,245	18,441,303	(242,910)
<b>Cash Flows</b>					
Total Net Cash Flows	(188,541)	(663,089)	474,548	(121,682)	(66,859)
Opening Cash	454,000	1,064,963	(610,963)	575,682	(121,682)
Closing Cash	265,459	401,874	(136,415)	454,000	(188,541)

\*when compared to the same period 12 months ago

## 5. NEXT STEPS

5.1 Council Officers will communicate any Committee comments on the Annual Report to Te Manawa.

5.2 At the end of February 2024, Te Manawa will submit to Council Officers:

- draft Statement of Intent for 2024–27; and
- six month report on the current Statement of Intent 2023–26.



These will be presented to the next available Culture & Sport Committee meeting.

## 6. 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 the Arts and Heritage Plan	
The action is: to support CCOs to achieve the objectives of the Arts and Heritage plan.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Receiving the Annual Report is a mechanism for Council to provide guidance and direction to the cultural CCOs and meets Council's responsibility to monitor the CCOs under the Local Government Act.

**ATTACHMENTS**

1. Te Manawa Museums Trust\_ Draft Annual Report 2022/23  





































































































## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** Play Policy - Annual Implementation and Monitoring Report 2023

**PRESENTED BY:** Manumea Durie, Play Advisor and Stephanie Velvin, Community Development Manager

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

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Play Policy - Annual Implementation and Monitoring Report 2023' presented to the Culture & Sport Committee on 13 September 2023.
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#### 1. ISSUE

- 1.1 Council's [Play Policy](#) was adopted in April 2021, and states that progress towards implementation will be reported to Council annually.
- 1.2 This report provides the 2022/2023 annual update on the progress of the Play Policy implementation, including progress on areas for improvement identified in the last annual report, and early updates on the progress of the Implementation Plan which was finalised in June 2023 (see Attachment 1).

#### 2. BACKGROUND

- 2.1 The Active Communities Plan 2021 includes an action that the Play Policy informs Council's operational decisions.
- 2.2 The Play Policy guides Council's decision-making processes and commitment to providing a range of play opportunities in areas including:
  - Parks and Reserves planning, management and development
  - Facility programming and development, e.g. libraries and aquatic centres
  - Urban design response to public space infrastructure development
  - Placemaking activities such as street activations
  - Community events and activities
  - Support to strategic partners such as Rangitāne o Manawatū and Sport Manawatū.

2.3 There are three relevant play related budgets that currently sit within the Long Term Plan which provide support to the delivery of the Play Policy Implementation Plan action points, including:

- **2006-City Centre Play - Fixed Play Development**  
\$151K in 2023/24 (ongoing programme to year 6)

Description: This budget supports the establishment of permanently fixed assets that support play opportunities in the City Centre. The budget is intended to provide play options that are centred on developing City Centre vibrancy and supports Council's Play Policy objectives.

- **2017-City Centre Pop Up Play**  
\$31K in 2023/24 (ongoing programme to year 10)

Description: This budget is intended to support non-permanent or temporary play activations in the City Centre. Pop up play activations support City Centre vibrancy, free play opportunities in our public spaces and Council's Play Policy objectives.

- **1463-Play Palmy** - \$5K in 2023/24 (ongoing programme to year 10)

Description: This budget supports play delivery through our city's library services. This budget acknowledges the role our library programmes have in supporting Council's Play Policy objectives.

2.4 In the previous annual report to the Play, Recreation & Sport Committee (17 August 2022), several areas were identified to improve the implementation of the policy. Progress on these identified areas over the past year is detailed below.

**3. ANNUAL PROGRESS**

Recommended improvements from August 2022 report	Update as at August 2023
<p>Improving cross-Council collaboration and communication: The implementation stage requires a more proactive and planned approach across various parts of the Council as well as with strategic and community partners. This will drive aspects of the Policy to achieve better play outcomes.</p>	<ul style="list-style-type: none"> <li>□ Late 2022, PN City Council was accepted onto Sport NZ's Local Government Play Workforce Cohort 1: One of five councils from around New Zealand. This programme includes funding for participating councils to employ dedicated Play roles, and as a result Council employed a Play Advisor in February 2023. The Play Advisor ensures the ongoing coordination across Council units for the integration of Play Policy objectives.</li> <li>□ The Play Advisor also developed the Play Policy Implementation Plan, which was finalised in June 2023 (see</li> </ul>

Recommended improvements from August 2022 report	Update as at August 2023
	<p>Attachment 1). The Implementation Plan takes the fourteen guidelines of the policy and outlines the key action points, with the aim of achieving the Play Policy objectives.</p> <ul style="list-style-type: none"> <li>□ Alongside this, the Play Advisor has reactivated the Council's Play Champions Network which consists of Play Champions from across Council's units. The intention is to ensure cross-unit collaboration and support the integration of Play Policy objectives.</li> <li>□ The Play Advisor has also established the Local Play Champions Network with members from across various community groups including, Seniors, Disability, Māori &amp; Pasifika, Ethnic, Youth, Schools &amp; Early Childhood sectors and neighbourhoods across the district. The intention is to ensure a collaborative approach to achieve Play Policy objectives and to engage with community groups to identify, support and empower our community's play aspirations.</li> <li>□ It is noted that play outcomes are also achieved through Sport Manawatū's investment in a 0.5 FTE dedicated Play Systems Lead. The Play Advisor and Play Systems Lead are working together to coordinate delivery of the Implementation Plan.</li> </ul>
<p>Ensuring that the objectives and guidelines of the Play Policy are considered in the urban design response to public space infrastructure development (e.g. in streetscape projects). Particularly: 'Introduce fun, playful and creative elements into public space development at early project planning stages (guideline #2).'</p>	<ul style="list-style-type: none"> <li>□ The Play Policy Implementation Plan has identified critical Council frameworks to target in order to integrate policy objectives into relevant Long Term Plan activities and public space infrastructure development. Early examples include the inclusion of He Aho Tangata cultural patterns within the spatial design elements of the Albert Street River Entrance Upgrades, to encourage playful engagement with the space, and the inclusion of vibrant street furniture and redesigned green spaces in the Highbury Shopping Centre revitalisation, to encourage engagement and add vibrancy.</li> </ul>

Recommended improvements from August 2022 report	Update as at August 2023
<p>Increasing engagement with Rangitāne o Manawatū: Especially regarding furthering a proposal to provide a permanent space for ki-o-rahi in the City to further the objective: 'Play spaces enable mana whenua and the wider Māori community to play and participate in ngā taonga tākaro (traditional games and sports).'</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Play Advisor has ensured ongoing engagement with Rangitāne, taking regular updates to Te Whiri Kōkō and seeking direct collaboration and feedback on various play related activities. For example, Rangitāne provided advice and feedback on the Puanga ki Papaioea Play Trail Map, to link Matariki Puanga whetū to locations around the city. The map was an opportunity for whānau to learn about matariki, understand how it links to where we live and start new traditions.</li> <li><input type="checkbox"/> Provisions are being made to research the potential for a dedicated kī-o-rahi space in the city following interest from Rangitāne. Ki-o-rahi stems from the legend of Rahitutakahina and Tiarakurapakewai. It is a traditional Māori sport played with a small round ball called a 'kī'. It is a fast-paced game incorporating skills similar to rugby union, netball, tag rugby and touch.</li> </ul>
<p>Increasing engagement with multi-cultural communities to further the objective: 'Play spaces enable multi-cultural communities to play and participate in traditional games and recreation activities.'</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Through the Play Advisor, relationships have been strengthened with multicultural communities, via the Welcoming Communities programme. Current and future collaboration opportunities have been identified around communities' play aspirations in the city. An example of early success in this area is a collaboration with the Manawatū Multicultural Council (MMC) for a new Palmy Play Fest in November 2023. This will be an event during National Play Week 2023 which will celebrate our city's cultural diversity through play. Council and MMC will be inviting our community groups to share games or popular play activities from their country or culture.</li> </ul>
<p>Exploring the development of a decision-making process to inform the renewal and development of the Council's play spaces. This process will contribute to multiple policy objectives relating to accessibility, inclusion and diversity (guideline #5).</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Play Policy Implementation Plan has identified critical Council frameworks to target.</li> </ul>

Recommended improvements from August 2022 report	Update as at August 2023
More focus when developing or redeveloping play spaces on improving ways to engage people of different ages, stages and needs (guideline #10).	<input type="checkbox"/> The Play Policy Implementation Plan has identified critical Council frameworks to target.
Continuing to work with Sport Manawatū, Sport NZ and Waka Kotahi to overcome barriers inhibiting play streets to occur in the City's neighbourhoods. (guideline #14).	<input type="checkbox"/> The Play Policy Implementation Plan includes an action to develop a Play Streets Communications Plan to revive community awareness of the Play Street Concept. There are also plans in place to connect with a social service in Roslyn to partner on a trial of Play Streets in that neighbourhood. The Play Advisor continues to work with Waka Kotahi and Sport NZ's Play Streets Consultant in this area.

3.1 In addition to the above, updates on the progress of the Implementation Plan to date are detailed in Attachment 2.

#### 4. ANALYSIS & EVALUATION

4.1 The overview of the current review period indicates that a good level of progress has been attained against the Play Policy's objectives, particularly since the introduction of the Play Advisor role and the development of the Implementation Plan this year. The role has added capacity and ensured a more deliberate approach across the organisation towards Play Policy objectives.

4.2 The introduction of the Play Advisor role has also strengthened the connection between Council and Sport Manawatū, and engagement has improved with Rangitāne and the wider community.

4.3 While significant progress has been made, there remain many areas of opportunity to target over the coming year, including:

4.3.1 Continuing to promote Play Policy objectives across Council to maximise cross-unit collaboration;

4.3.2 Continuing to prioritise Play Policy Implementation Plan timeline targets to ensure methodical progress is achieved;

4.3.3 Investigating opportunities to integrate learnings from research and recommendations into Long Term Plan programming;

- 4.3.4 Continuing to advocate for strong community engagement with all Council's play related projects, programmes or activities, to ensure integration of the community's play aspirations and needs;
- 4.3.5 Prioritising the City Centre Play Development Programme and the delivery of quality playful elements that enhance vibrancy and social connections across the allocated budgets (2006- Fixed Play Development, 2017- Pop Up Play, 1463- Library Play);
- 4.3.6 Following the Play Policy Implementation Plan's Evaluation Template to ensure adequate monitoring of progress over the year.

**5. CONCLUSION**

- 5.1 This report has provided the 2022/2023 annual update on the progress of the Play Policy implementation, and highlights the progress made on areas for improvement that were identified in the last annual report (17 August 2022).
- 5.2 The analysis of the current review year for the Play Policy Implementation Plan has provided a good platform to identify where the Council is performing well and where areas of future improvement exist.
- 5.3 Overall, it is the view of Officers that Council has performed well in providing quality play opportunities for the community.

**6. NEXT STEPS**

- 6.1 The Play Advisor will continue to coordinate the delivery of the Implementation Plan to ensure the Policy objectives and guidelines are being met.
- 6.2 The next annual report will be reported back to Council in a year's time.

**7. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual 167.2	<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	



<p>The recommendations contribute to the achievement of action/actions in Active Communities</p> <p>The action is: Council's Play Policy should inform Council's operational decisions.</p>	
<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>The Play Policy seeks to drive change across a number of activity areas of Council so that play provides opportunities to improve individual and community wellbeing.</p> <p>To reflect a playful, fun and flexible approach to Council's public spaces, facilities, events and wider community activities a more focussed and deliberate approach to the play policy's implementation is required.</p>

**ATTACHMENTS**

1. Play Policy Implementation Plan 2023-2024 [!\[\]\(f15d3c54be60b4fd0ce1da9fb3f67256\_img.jpg\) !\[\]\(7bf135d42c40a6430c927b2fd03d7659\_img.jpg\)](#)
2. Play Policy Implementation Progress Update until August 2023 [!\[\]\(2bcc37677ea6b96900e4d746ad300082\_img.jpg\) !\[\]\(b62812e390f75b509ead0f847e76b4ce\_img.jpg\)](#)























































































































## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 13 September 2023

**TITLE:** 2023/24 Maintenance and Renewal Plans and Budgets for Cultural Facilities

**PRESENTED BY:** Bryce Hosking, Group Manager - Property and Resource Recovery

**APPROVED BY:** Chris Dyhrberg, Chief Infrastructure Officer

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled '2023/24 Maintenance and Renewal Plans and Budgets for Cultural Facilities', presented to the Culture & Sport Committee on 13 September 2023.
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#### 1. ISSUE

- 1.1 The Arts, Culture & 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 & 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.

- 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 In addition to Programme 213, an additional capital new programme is also in place for the upgrade and replacement of the Regent Theatre roof. This work is being delivered through Programme 2210 (Regent Theatre Roof Upgrade).

**3. CAPITAL RENEWAL AND MAINTENANCE WORKS PLANNED FOR 2023/24**

3.1 Below is an overview of the capital renewal works planned for 2023/24:

<b>Facility</b>	<b>Planned Renewal Projects</b>	<b>Project Budget (excl. GST)</b>
The Globe Theatre	<ul style="list-style-type: none"> <li>• Fire safety upgrades</li> </ul>	\$150K
The Regent Theatre	<ul style="list-style-type: none"> <li>• Fly tower structure renewal</li> <li>• Roof upgrade</li> </ul>	\$35K \$400K
Square Edge Building	<ul style="list-style-type: none"> <li>• Office aircon upgrade</li> </ul>	\$33K
Caccia Birch House	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> floor strengthening</li> </ul>	\$165K
Te Manawa/ Art Gallery	<ul style="list-style-type: none"> <li>• Ground floor toilet improvements</li> <li>• Various carpet replacements</li> </ul>	\$110K \$71K
<b>Total</b>		<b>\$964K</b>

3.2 Please note the above amounts include carry-forwards from the 2022/23 Financial Year.



3.3 Below is an overview of the repairs and maintenance works planned for 2023/24:

Facility	Planned Maintenance Projects
The Globe Theatre	<ul style="list-style-type: none"> <li>• Roof membrane replacement</li> <li>• Replace/ repair HVAC</li> <li>• Re-paint rehearsal room</li> </ul>
The Regent Theatre	<ul style="list-style-type: none"> <li>• Re-paint inside Admin office and ticket area</li> <li>• Repair exterior cracks for re-paint</li> </ul>
Square Edge Building	<ul style="list-style-type: none"> <li>• Replace membrane roof second floor</li> <li>• Investigate and attend to leak in Room 114</li> <li>• Roof membrane assessments</li> </ul>
Te Manawa/ Art Gallery	<ul style="list-style-type: none"> <li>• Full roof clean</li> <li>• Painting of Totaranui House roof</li> </ul>
Creative Sounds	<ul style="list-style-type: none"> <li>• Assessment of foundations condition</li> <li>• Building exterior and roof wash</li> </ul>
Caccia Birch House	<ul style="list-style-type: none"> <li>• Roof assessment and repairs</li> <li>• Wiring and switch board assessment</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: Culture & Sport Committee

MEETING DATE: 13 September 2023

TITLE: Committee Work Schedule

### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive its Work Schedule dated September 2023.

COMMITTEE WORK SCHEDULE – SEPTEMBER 2023					
Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	September 2023	Investigate options to change the City's coat of arms to better reflect its bicultural heritage	Assistant Chief Executive		8 March 2023 Clause 3
2.	September 2023	Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities	Chief Infrastructure Officer		25 June 2018 Clause 19.2
3.	September 2023	Play Policy Annual Implementation Monitoring Report	Chief Customer Officer		14 April 2021 Clause 12-21
4.	September 2023	Annual Report 2022-2023 – Te Manawa	Acting CE Unit Manager		Terms of Reference

5.	November 2023	Annual Report 2022-2023 - The Regent	Acting CE Unit Manager		Terms of Reference
6.	November 2023	Annual Report 2022-2023 - The Globe	Acting CE Unit Manager		Terms of Reference
7.	November 2023	Annual Report: Sport Manawatū 2022/2023 to Palmerston North City Council	Chief Planning Officer		Terms of Reference
8.	November 2023	Aquatic Facilities – Feasibility Study	Chief Planning Officer		17 August 2022 Clause 23-22
9.	November 2023	Scope and cost of a needs assessment for performance spaces	Chief Planning Officer / Chief Customer Officer		Council 31 May 2023 Clause 88.16-23
10.	Early 2024	Rural Games – annual presentation	Acting CE Unit Manager		Council 31 May 2023 Clause 88.11-23
11.	April 2024	Update on the Artist in Residence Scheme accommodation	Chief Customer Officer	Progress ongoing. If necessary will be brought to Annual Budget deliberations	<del>10 August 2022 Clause 19</del>
12.	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		Council 2 June 2021 Clause 50.5-21
13.	June 2025	Review of in-house service delivery of Caccia Birch	Chief Customer Officer		Council 2 June 2021 Clause 50.7-21

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**ATTACHMENTS**

NIL