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# **PALMERSTON NORTH CITY COUNCIL**

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## **AGENDA**

# **CULTURE & SPORT COMMITTEE**

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**9AM, WEDNESDAY 8 NOVEMBER 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**  
**Lew 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**

8 November 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.)

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|------------|--|----------|
| <b>6.</b>  | <b>Presentation - Manawatū GymSports</b>   | Page 7   |
| <b>7.</b>  | <b>Presentation - Palmerston North Performing Arts Trust</b>   | Page 15  |
| <b>8.</b>  | <b>Confirmation of Minutes</b><br>"That the minutes of the Culture & Sport Committee meeting of 13 September 2023 Part I Public be confirmed as a true and correct record."        | Page 17  |
| <b>9.</b>  | <b>The Regent Theatre Trust - Annual Report 2022-23</b><br>Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.  | Page 25  |
| <b>10.</b> | <b>The Globe Theatre Trust - Annual Report 2022-23</b><br>Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.   | Page 97  |
| <b>11.</b> | <b>Sport Manawatū - Annual Report 2022-23</b><br>Memorandum, presented by Ann-Marie Mori, Policy Analyst.  | Page 139 |
| <b>12.</b> | <b>Central Energy Trust Arena Masterplan 2023</b><br>Memorandum, presented by Dave Charnley, Senior Urban Designer; Ann-Marie Mori, Policy Analyst and John Lynch, Venues Manager. | Page 185 |



**13. Response to the 'Aquatic Facilities and Water-based Recreation Needs Assessment'** Page 193

Report, presented by Ann-Marie Mori, Policy Analyst and Kathy Dever-Tod, Group Manager - Parks and Logistics.

**14. Reserve Management and Development Planning Update** Page 207

Memorandum, presented by Jason Pilkington, Parks Planner and Kathy Dever-Tod, Group Manager - Parks and Logistics.

**15. Committee Work Schedule** Page 217

**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:** 8 November 2023

**TITLE:** Presentation - Manawatū GymSports

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

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

Kylan Taylor, Head of Men's Artistic Gymnastics and Alanah McLeod, Lead Activate Coach will provide an update on Manawatū GymSport's youth development programme and their activate programme for inclusion of all children.

### ATTACHMENTS

1. Manawatū GymSports update [!\[\]\(2a133ebb0337313d16cc068f19494aa2\_img.jpg\)](#) 





We first presented to PNCC in April of 2021. It has been just over 2 years since then and we wanted to share some of our achievements since then with you all. Since then, we have continued to grow our numbers in all areas of the gym, cemented our schools programme, developed our higher needs Activate Programme, created a coach development pathway programme, been selected to host GNZ Recreational Nationals, had children selected for the MAG International development programme, and coaches selected for high level development opportunities with GNZ and Sport NZ.

When we came to see you in April our current enrolled Athletes in classes for that term were on 890. Term 2 2022 saw us click over 1,000 athletes in classes per term, and we have sat just over 1100 since Term 3 2022: today we are on 1128.

Visitor Solutions have completed the first part of the Feasibility Study, the results of which have been included with this report. In essence it shows that we continue to grow in all areas, making the most of opportunities in terms of casual participation, holiday programmes, and developing all codes that we offer.

We have added Parkour to our classes and are very excited to see this develop.

Our coaching team continue to grow in strength, with 31 talented coaches providing fabulous classes throughout the week.

Earlier this year Alanah McLeod received a scholarship from Sport NZ to attend the **International Symposium of Adaptive Physical Activity (ISAPA)** from Jun 25-29 in Dunedin. Alanah has developed our Activate Programme which we now provide to 2 schools in addition to our public Activate Class.

Alanah ran a seminar on this at Club Challenge in October and is working with GNZ on how she can help with the national programme in this space; in addition to working with GNZ in a focus group in Auckland shortly on developing programmes for children with additional needs.

We also loved being part of the Halberg Sports Day again this year, and look forward to being a regular at this wonderful event.

## Manawatu Gymsports

# Activate

Fridays 2:30pm-3:15pm

Providing recreational and physical activity for children facing specific challenges and disabilities.

Activate is a physical activity programme designed to enable and empower children with disabilities (physical, intellectual and sensory). Each class is designed to allow children to explore a range of movements that will increase their fine motorskills, problem solving ability, and self confidence.

Each fun session has a specific focus, however there is a wide degree of flexibility to ensure we provide every athlete with an opportunity to participate. Support people will be encouraged to participate in the sessions helping to adjust stations and activities for their child, under the guidance of our staff.

**Activities include: Jumping, Rolling, Throwing, Walking, Swinging, Climbing, Balancing, and Hanging.**

Every activity is suitable to be adapted by the athletes support person to best meet their needs.

CHILDREN MUST HAVE A SUPPORT PERSON WITH THEM AT EACH SESSION.

Email us for more information: [club@manawatugymsports.co.nz](mailto:club@manawatugymsports.co.nz)  
93 Malden St, Roslyn, Palmerston North



We host 4 annual competitive events, two of which are part of the GNZ competitive qualifying calendar and attract a large number of athletes from around the region. Notably our Junior Opens competition that was held in May this year had 395 entrants, up from our recent highest number of 299.

Our ability to host well run events has seen us be given the opportunity to host **Club Challenge** in October this year. This event is the National Recreational event and will include competition for Recreational, Tumbling, Team Gym, Trampoline, Double Mini, Aerogym, GNZ Parkour, Rhythmic and Aerodance. North Harbour had the 3-year contract from GNZ to host this event but are unable to do so this year so we have been privileged to be awarded this event. We had 15 clubs from across NZ attend this event including clubs from Christchurch and Auckland. 290 gymnasts attended and competed 404 events as many entered multiple codes. We have had substantial positive feedback from this event and enjoyed showcasing what Manawatu GymSports has to offer.



We are also excited to announce that Palmerston North will be hosting the National Championships in October of 2024 at the Central Energy Trust Arena. This event brings all competitive clubs coming together, with large supporter numbers also travelling to the region. We are hopeful that Palmerston North proves to be a successful location choice and that this event also returns to the region.



Our **competitive gymnasts** have continued to succeed in their sport, and make us very proud! Key information about the 3 Nationals events since we presented are shown below.

Nationals 2021; held in Auckland. The Whanganui-Manawatu Province sent a team of 5 girls; 4 from our club and 2 boys, both of whom were from our club. AJ, Level 5 was 3<sup>rd</sup> overall, Grayson in Level 4 was 1<sup>st</sup> on floor and 2<sup>nd</sup> on vault.

Nationals 2022; held in Invercargill. The province sent a team of 4 girls and 7 boys, all of whom were from our club. Both of our STEP 7 girls made it to day two, with Zahara placing 3<sup>rd</sup> Overall. In apparatus finals Zahara also placed 1<sup>st</sup> Vault, 2<sup>nd</sup> Bar and 2<sup>nd</sup> Floor.

Our boys also performed very well with Armant, Level 5 taking silver in High Bar and both boys qualifying for day two. Our Level 4 team of Sean, Harry and Dylan came 3<sup>rd</sup>. Sean came home with a gold on vault, with a perfect score which is outstanding. Harry took out the bronze on vault.

Nationals 2023; held in Tauranga. The province sent 12 girls, 10 of whom were from our Club and 8 boys, all from our club. Notable achievements from this year's competition were Zahara being crowned the STEP 8 champion. Charlee was awarded the Artistry Award in STEP 7, and Zahara was awarded the Artistry Award in STEP 8. Zahara also placed first on floor in apparatus finals.



In Level 4 our boys took out the silver team medal; in addition to Dylan earning gold on rings and bronze on pommel. Both Dylan and Harry qualified for day two, with Dylan in 2<sup>nd</sup> place on day one.

Level 6 saw Armant and Grayson both qualifying for day two. In apparatus finals Armant achieved gold in high bar and bronze in pommel and Grayson took away gold in vault. Eduart in Level 7 qualified for finals in rings and floor.

Over the last 3 years of nationals, we have also had boys qualify for 360 trials – this is the development programme for men's competitive gymnastics in NZ and shows how far our MAG programme has come. This year trials took place in Christchurch and we had 3 athletes invited to attend. Previously 2 of our athletes have been successful in being awarded a spot on this programme. This year Grayson has secured a spot.



This year saw us implement a **Youth Leadership Programme** as we identify the need to upskill our next generation of coaches, and to keep our youth engaged in the sport. This programme is being run by Kylan Taylor and Michaela Darmody. Michaela was appointed as Coach Developer within our club a year ago and since then, and the implementation of our programme, we have seen our recreational coaches go from strength to strength, which in turn means we continue to improve what we are offering to our gymnasts.. We currently have 9 young athletes on this programme in our club with 6 more on a waiting list to join. Kylan was also asked to present at the GNZ **Youth Connect Course** which was very successful

The Youth Leadership Program is designed to **HELP YOUNG ATHLETES DEVELOP THEIR SKILLS AND CONFIDENCE**

allowing them to become strong leaders and smart communicators.

MGI's Youth Leaders will **LEARN HOW TO COACH BY WORKING WITH OUR TOP COACHES.**

Once a week, these Leaders will assist our coaches in encouraging the next generation of gymnasts.

Two of our coaches; Alanah McLeod and Kylan Taylor have recently attended a **GNZ Presenter Course**. GNZ selects coaches from around the country who they believe have the ability to become presenters in the education space. Having two of our coaches attend this course along with 9 others from around NZ was a strong indication of the work we are doing in this space.





In order to coach at an International Level staff must acquire qualifications from **FIG (Federation Internationale de Gymnastique)**. To be accepted on this course coaches must have completed all NZ qualifications and have a proven track record of coaching. The application process alone is lengthy. This year 3 of our coaches applied, Kylan Taylor, Kelsey McColgan and Rosi Haas. We are very proud to say that all 3 successfully passed, which now means we have 5 Senior Coaches in our team, providing a solid base of talent within our team.

Kylan has also been asked to be selected to be part of the **Sport NZ Coach Development System Pilot Programme** and we look forward to the outcomes of this exciting initiative. Kylan runs our coaching clinics in house; with our last one seeing Whanganui coaches also attend and he is running a clinic for their coaches this week as we continue to work on our wider networks.



## **PRESENTATION**

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

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

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

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

Margaret May and Sheridan Hickey, Trustees, Palmerston North Performing Arts Trust will update the Committee on the history and activities of the Trust.

### **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 13 September 2023, commencing at 9.00am

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

**Non Members:** Councillors Brent Barrett, Lorna Johnson and Orphée Mickalad.

**Apologies:** The Mayor (Grant Smith) (for late arrival and early departure).

The Mayor (Grant Smith) entered the meeting at 9.18am during consideration of clause 30. He was not present when the meeting resumed at 11.12am. He entered the meeting again at 12.23pm during consideration of clause 38. He was not present for clauses 28, 29 and 35-37 inclusive.

Councillor Lew Findlay left the meeting at 12.03pm during consideration of clause 37. He was not present for clauses 37 to 39 inclusive.

#### **Karakia Timatanga**

Councillor Rachel Bowen opened the meeting with karakia.

#### **Acknowledgement of Te Wiki o Te Reo Māori**

In acknowledgement of Te Wiki o Te Reo Māori, Councillor Debi Marshall-Lobb spoke about the ways Te Reo is upheld by Palmerston North City Council.

#### **28-23 Apologies**

Moved Rachel Bowen, seconded Billy Meehan.

#### **The COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 28-23 above was carried 14 votes to 0, the voting being as follows:

#### **For:**

Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée

Mickalad.

## 29-23 Public Comment

Warren Warbrick made public comment in relation to Item 10: Options to change the Palmerston North City Coat of Arms (clause 34).

Warren is also representing his cousin Wiremu Kingi Te Awe Awe, as head of the Te Awe Awe family, and the traditional leaders of Ngāti Hineaute hapū and Rangitepaia hapū of Rangitāne.

In clause 2.9 of the report John Bevan Ford is referenced as being Senior Lecturer at Massey; at the time he was also designated as the Tohunga whakairo for Rangitāne, and Warren was assigned to be his apprentice. As such he was privy to a lot of the discussions that John had with his people at the time, especially relating to the symbolism of this piece of work.

The Māori chief in the crest was originally modelled on Te Peeti Te Awe Awe and then later his people wished it to be a more generic form of rangatira. In his hand he has a mere pounamu, which was very significant to them because it is a symbol of one of three mere pounamu that recognised the peace making that happened at a place called Tūwhakatupua, and the mere that they held was called Tane-nui-a-Rangi. The one in the crest represents Tane-nui-a-Rangi.

Rangitāne o Manawatū see the crest as being a strong symbol of their relationships with Council and their bicultural way of being. After discussions with his cousin Wiremu Te Awe Awe they would like to see the crest stay as it is and no change to happen.

Moved Lorna Johnson, seconded Billy Meehan.

### The **COMMITTEE RESOLVED**

1. That the Culture & Sport Committee receive the public comment for information.

Clause 29-23 above was carried 14 votes to 0, the voting being as follows:

#### **For:**

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

## 30-23 Presentation - Special Olympics Team

Presentation, by Olwyn Humphreys and Carla L'huillier, Special Olympics Team Coaches, along with athletes.

The Mayor (Grant Smith) entered the meeting at 9.18am.

Olwyn and Carla spoke about the Special Olympics Team's trip to Berlin in July to participate in the Special Olympics World Summer Games 2023 - the biggest sporting event of 2023 with more than 170 countries competing: 7,000 athletes, 3,000 coaches and 20,000 volunteers. The

New Zealand team consisted of 39 athletes and 22 coaches and support staff.

Highlights included the following:

- The athletes received a range of medals for athletics, ten pin, swimming and 3x3 unified basketball – the largest medal haul to date (5 gold, 17 silver and 12 bronze) – and smashed many personal bests.
- The host town programme in Munich was hosted by three municipalities. Events included being hosted at civic receptions, visits to schools, a beer garden, palace, and planetarium, and joint training sessions with locals. The team had the opportunity to perform their new haka and waiata several times at functions.
- Opening ceremony held at the Olympiastadion, Berlin which has not hosted an Olympic event since 1936.
- Each evening the team met to discuss the highs and lows of the day and to prepare for the next day, and a taonga made in the image of the manaia on their uniforms was presented to someone each day who had done something special.
- All the athletes embodied the Special Olympics oath, which is 'let me win, but if I cannot win, let me be brave in the attempt'. As a country we can be proud of them!
- Community support and fundraising supported the \$18,000 per athlete required and raised awareness of the games.

Moved Rachel Bowen, seconded Billy Meehan.

#### The **COMMITTEE RESOLVED**

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

Clause 30-23 above was carried 15 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, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

### **31-23**

#### **Presentation - Palmerston North Heritage Trust**

Presentation, by Margaret Tennant, Chair, Palmerston North Heritage Trust Committee.

Margaret presented an update on the activities of the Trust and current heritage issues, as attached to these minutes. In addition, she made the following comments:

- Relationship between Council and the Heritage Trust is going well – individual Councillors are always open to conversation and the library staff have been wonderful.
- Challenges around archive space – Palmerston North is wise not

to go along with the Archive Central model.

- Signage boards across the city relating to heritage is important.
- While noting that smaller towns utilise trained volunteers, which may be helpful depending on the task, there are good models of systems to manage archives in other cities/councils. Staff having a working knowledge of archives would be helpful.

The Chief Executive advised the Trust had written to him, along with the NZ Society of Genealogy, and that work is underway regarding recruitment of a City Archivist. The Chief Executive encouraged both groups to make submissions to the Long Term Plan.

Regarding the Heritage Planner role, Officers advised there is not a specialist heritage planner in Council and has not been for at least 20 years, however heritage is involved in a wide variety of planning projects, the expectation being that all planners have a good understanding of heritage and that this is incorporated into their everyday work.

Moved Rachel Bowen, seconded Billy Meehan.

#### The **COMMITTEE RESOLVED**

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

Clause 31-23 above was carried 15 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, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

### **32-23**

#### **Presentation - Volleyball Manawatū**

Presentation, by Kelsey Higgins, Community Engagement Officer, Volleyball Manawatū.

Kelsey outlined Volleyball Manawatū's annual plan and highlighted major projects, as attached to these minutes. In addition she made the following comments:

- 2024 is the final year of the contract for the New Zealand Secondary Schools Volleyball Championships, the largest indoor sporting event in New Zealand. The three year contract negotiations will begin next month. Volleyball NZ is looking for the association to be able to lead the operations of that tournament; in which case they will need to increase the Manawatū staff to accommodate this and heighten the professionalism and ensure sufficient funding in Year 3 to cover costs.
- It is important to Volleyball Manawatū that the space at Takaro Sports Club remains a community space, maintained by the Club. They are looking to expand community provision and tie in to the competitive and elite sport pathway in beach volleyball



for New Zealand. Previously the only beach volleyball court was at Massey University and the only other city court is a grass court at one of our community parks.

- The Mana Beach 2023/24 season will be the first season the association has run leagues as well as a tournament series.
- An economic impact study on the previous year's tournament identified a 2,000% return on investment of \$180,000.
- Kelsey stated she understood Council worked with Sport Manawatū and not the sports directly but wanted to represent the potential impact of the sport partnership fund for our community, and in particular the national championship.

Moved Lorna Johnson, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 32-23 above was carried 15 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, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

**33-23**

**Confirmation of Minutes**

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 33-23 above was carried 13 votes to 0, with 2 abstentions, 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 and Orphée Mickalad.

**Abstained:**

Councillors Leonie Hapeta and Lorna Johnson.

**34-23**

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

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

Moved Grant Smith, seconded Debi Marshall-Lobb.

The **COMMITTEE RECOMMENDS**

1. That Council retain the current Coat of Arms.

Clause 34-23 above was carried 15 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, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

The meeting adjourned at 10.52am.

The meeting resumed at 11.12am.

The Mayor (Grant Smith) was not present when the meeting resumed.

**35-23**

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

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

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 35-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

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

**36-23**

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

Memorandum, presented by Susana Shadbolt, Te Manawa Chief Executive Officer, Catherine Parsons, Te Manawa Finance & Commercial Manager and Caroline Tate, Te Manawa Museums Trust Board Chair.

Te Manawa representatives noted the following corrections to their report:

- Page 77 of Agenda, all the notes in the 'Comments' column should read **21/22**, not 22/23.
- The Property, Plant and Equipment note on pages 105 and 106 of the Agenda is a duplication.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive Te Manawa Museums Trust Board's

Annual Report 2022-23 (Attachment 1).

Clause 36-23 above was carried 14 votes to 0, the voting being as follows:

**For:**

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

**37-23**

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

Memorandum, presented by Manumea Durie, Play Advisor and Anton Carter, Group Manager – Community Services.

Councillor Lew Findlay left the meeting at 12.03pm.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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.

Clause 37-23 above was carried 13 votes to 0, the voting being as follows:

**For:**

Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

**38-23**

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

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

The Mayor (Grant Smith) entered the meeting again at 12.23pm.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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.

Clause 38-23 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, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

**Note:**

Moved Billy Meehan, seconded William Wood.

The motion: 'That the Chief Executive be instructed to present an annual

maintenance and renewal plans and budgets report for Council owned sports facilities, excluding the arena, to the Culture & Sport Committee', was withdrawn.

### **39-23 Committee Work Schedule**

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 39-23 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, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

### **Karakia Whakamutunga**

Councillor Rachel Bowen closed the meeting with karakia.

The meeting finished at 12.43pm.

Confirmed 8 November 2023

**Chair**

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

**TITLE:** The Regent Theatre 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 the Regent Theatre Trust Board's Annual Report 2022-23 (Attachment 2).
- 

#### 1. ISSUE

- 1.1 The Regent Theatre Trust Board (the Regent) has submitted its Annual Report 2022-23 (Attachment 2). This memorandum provides an opportunity for Elected Members to review the progress the Regent Theatre has made against its Statement of Intent during the period 1 July 2022 to 30 June 2023.
- 1.2 Representatives of the Regent are in attendance to present.

#### 2. BACKGROUND

- 2.1 The Regent is a Council Controlled Organisation (CCO) which was set up to independently manage and promote the Regent Theatre as the preferred local venue of choice for international, national and local performing arts experiences.
- 2.2 A CCO is an organisation in which Council has the right to appoint at least fifty percent of the members on the Board and must work towards Council's objectives on its behalf.
- 2.3 For the 2022-23 year, Council expected the Regent to focus on the delivery of four core functions:
  - Be Palmerston North's premier theatre attracting regional and national audiences to visit Palmerston North.
  - Host a good quality range of events attracting diverse audiences.
  - Deliver an increase in audience size and performance nights.
  - Protect and futureproof this heritage building.

- 2.4 In 2022/23, the Council granted the Regent Theatre Trust Board \$252,363<sup>1</sup> to deliver the core functions listed in 2.3 above. This included an additional \$5,425 for the inspection report for the fly tower (used for the movement of scenery and lighting).
- 2.5 The Council owns the building and maintains it and the Trust uses it rent free.
- 2.6 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.
- 2.7 Audit New Zealand has not yet audited the Regent's Annual Report. Therefore, the attached annual report is still in draft form. An updated report will be presented to the Committee in the event there are any material changes following audit.

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

- 3.1 Highlights from the Regent's Annual Report include the following:
  - Secured highest patronage figures in the last 18 years - 113,561 people attended shows at the Regent during this reporting period.
  - Hosted several sell-out international and national touring events including Jimmy Carr, The Wiggles, Kevin Bloody Wilson, Tina Simply the Best, Leaving Jackson World of Musicals, 10 Tenors, Royal Czech Ballet, New Zealand Symphony Orchestra and the Royal New Zealand Ballet.
  - Hosted nine ethnically diverse concerts including Pasifika Fusion, Pae Tamariki, World on Stage, Atamira Dance Co. and the Regional Cultural Festival.
  - Locally produced Legend of Okatia was the key event for the Regent's 25-year celebrations.
  - The Manawatū Youth Theatre performed Moana Jr, attracting 4,007 people to the theatre and a chance for young people to perform on a big stage.
- 3.2 Attachment 1 shows the Regent's performance against the agreed Statement of Intent targets. All but two of the Regent's performance measures were achieved.
- 3.3 The number of 'school prizegivings' was not achieved because the Regent was unable to accommodate the requests, due to other bookings.
- 3.4 The total attendance split between community and commercial events also missed its target. The ratio of attendance of community vs commercial events measures the ratio of events (community/ commercial) held within the auditorium. Increasing the ratio of commercial events to 30% will increase the financial security of the theatre and reduce the Regent's reliance on Council

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<sup>1</sup> Adjusted annually for inflation

grant support. As the Board encourages greater commercial use of the theatre, Council will need to closely observe how the Board manages this objective against continuing to offer community use of the theatre.

- 3.5 The Regent's Greenhouse Gas Emissions report (Attachment 3) provides a baseline of the Regent's carbon emissions for the 2021-22 year. It offers recommendations and future actions for how the Regent could reduce its carbon emissions in the future, and could be used to set future performance targets.
- 3.6 The Regent has not recorded its result for the measure 'Commitment to bi-culturalism and cultural diversity' in the second part of the year, stating that work being done to encourage bicultural shows to perform is ongoing. Officers note the annual target was met in the first half of the year.
- 3.7 Officers see no merit in comparing 2022 with the COVID years of 2020 and 2021; instead Table 1 compares 2022 results with pre-COVID years 2018 and 2019.

**Table 1: The Regent – Annual Performance Results for the financial years 2018, 2019 and 2022 (Covid-free years)**

Measure		2017-18 30 June 2018	2018-19 30 June 2019	2022-23 30 June 2023	3 Year Trend
<b>Live nights</b> – performances in the auditorium at night commercial + community	Actual	139  (36 commercial)	153  (37 commercial)	88  (48 commercial)	↓
<b>Auditorium days usage</b>	Actual	158	181	185	↑
<b>Summary of events</b> – Total number of events held at the Regent	Actual	365	385	437	↑
<b>Patronage</b> – Total attendance for all events	Actual	91,065	98,781	113,561	↑
<b>Average size of audience per event</b>	Actual	249	257	260	↑

#### 4. FINANCIAL PERFORMANCE

- 4.1 Financially the Regent has done well compared to last year. It has achieved an operating net surplus of \$94,000, which is \$86k better off than forecasted. This is due to the theatre's operations being much stronger than expected.
- 4.2 The Trust's current assets are more than twice its liabilities indicating that the Trust can satisfy its obligations.

**Table 2: Financial Information for Annual Report 2022-23**

	2023			2022	
Summary Financials (\$000)	Actual	Budget	Var.	Actual	Var.*
<b>Financial Performance</b>					
PNCC Grant	252,363	243,079	9,284	370,669 <sup>2</sup>	(118,306)
Total Revenue	1,018,646	871,129	147,517	728,747	289,899
Total Expenses	924,643	863,404	(61,239)	697,795	226,848
Net Surplus (Deficit)	94,003	7,725	86,278	30,952	63,051
<b>Financial Position</b>					
Current Assets	610,391	573,770	36,621	551,614	58,777
Total Assets	1,225,551	573,770	41,866	1,163,047	58,777
Current Liabilities	242,934	284,046	41,112	274,434	(31,500)
Total Liabilities	242,934	284,046	41,112	274,434	(31,500)
Equity	982,617	899,639	82,978	888,613	94,004
<b>Cash Flows</b>					
Total Net Cash Flows	(43,827)	22,115	(21,712)	156,105	(199,932)
Opening Cash	341,456	341,456	0	185,351	156,105
Closing Cash	297,629	363,611	(65,982)	341,456	(43,827)

\*when compared to the same period 12 months ago

#### 5. NEXT STEPS

At the end of February 2024, the Regent Theatre Trust Board will submit:

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

<sup>2</sup> Included an additional grant of \$80,000 for Covid-relief and a grant towards repayment of counterweight flying system ropes and wires.






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 LGA.

## ATTACHMENTS

1. The Regent Theatre Trust\_Performance Measures 2022-2023 [↓](#) 
2. The Regent Theatre Trust\_Annual Report 2022-2023 [↓](#) 
3. Greenhouse Gas Emissions Inventory Report 2021-22 [↓](#) 



Regent Theatre - 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	Officer's comment
<b>1. To be a venue for exciting community and performing arts experiences</b>						
Total number of main auditorium hires annually	100	124	124%	185		Achieved
Total number of main auditorium national/international venue hirers annually	15	20	133%	35		Achieved
Total number of events overall that held over all spaces in the theatre	280	256	91%	437		Achieved
Further develop tours offered by the Regent for Schools and Community	6	N/A		7		Achieved
<b>2. To engage in effective collaboration with out stakeholders and clients, enabling the best customer experiences.</b>						
Total number of variety type shows such as tribute concerts and professional performers from the commerical sector	12	17	142%	31		Achieved
Total number of tertiary graduations ceremonies held	10	10	100%	18		Achieved
Total number of local school concerts	10	6	60%	10		Achieved
Total number of school prize-givings	15	8	53%	10		Not Achieved - unable to accommodate all school requests for prize givings due to other bookings.
Total number of ethnically diverse concerts and productions (both community and professional)	7	4	57%	9		Achieved
Assess the capability to improve the environmental footprint of the theatre by producing a professional report to PNCC (Similar to other CCOs)	Produce a profesional report to PNCC	In progress	N/A			Achieved Attachment 3 to report.
<b>3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.</b>						
Total attendance to all events held.	75,000	65,102	87%	113,561		Achieved
Total Audience attendance split to all events Community 70%/Commercial 30%	70/30	80/20		80/20		Not Achieved - see comment in report.
Number of seats sold per PNCC companion card not less than 10	10	9	90%	25		Achieved
Commitment to bi-culturalism and cultural diversity by supporting Whanau, Hāpu and Iwi to create and deliver arts experience.	1	1		1		Achieved



Not Achieved



Achieved



# REGENT on BROADWAY

ANNUAL REPORT

(Subject to Audit)

2022-2023



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#### **Annual Financial Report**

Entity Information
Statement of financial performance - Theatre Operations
Statement of financial performance - Regent on Broadway Promotions
Statement of financial performance - Piano Campaign
Statement of financial performance - Event Ticketing Centre
Overall Statement of financial performance
Statement of movements in equity
Statement of financial position
Statement of cash flows
Notes to the financial statements

## Our Directory

<b>Come and see us at:</b>	53 Broadway Avenue Palmerston North New Zealand
<b>Mail, Phone us at:</b>	P O Box 1723 Palmerston North Phone (06) 350 2100
<b>Email and web addresses are:</b>	<a href="mailto:manager@regent.co.nz">manager@regent.co.nz</a> <a href="http://www.regent.co.nz">www.regent.co.nz</a>
<b>Registered office of the Trust:</b>	c/- Palmerston North City Council Civic Administration Building The Square P O Box 11-034 Palmerston North
<b>Accountants</b>	BDO Central (NI) Limited
<b>Legal Advisers</b>	Fitzherbert Rowe Lawyers
<b>Bankers</b>	ANZ Bank New Zealand Limited
<b>Auditors</b>	Audit New Zealand on behalf of the office of the Auditor General

## Trust Board

David Lea (Chairperson)  
Phil Payton (Deputy Chairperson)  
Mark Mabbett  
Tania Kopytko  
Neil Ulrich  
Kane Parsons  
Tessa Lothead  
Simon Ferry  
Penny Odell (Secretary)

*The Trust Board originated from the group of people who fought to save the Theatre in the early 1990s. The Board completed its job of saving and re-establishing the Theatre and in 2001 was restructured from a representative based group to a smaller skill-based group. The Trust exists to further the interests of the Regent on Broadway and leases the Theatre from the Palmerston North City Council.*

**Regent Theatre Staff**

<b>GENERAL MANAGER</b>	David Walsh
<b>TECHNICAL MANAGER</b>	Shamus Jackson (July – May)
<b>THEATRE TECHNICIAN</b>	Cheenu Natarajan (July – Nov)
<b>FINANCIAL CONTROLLER</b>	Julie Walker
<b>BOX OFFICE/CLIENT LIAISON</b>	Karen Hambling
<b>FOH MANAGERS</b>	Janice Jones Chris Laing

*The Theatre employs 7 permanent staff, two of which are casual staff. All employees are accountable to the Trust Board through the General Manager.*

**Friends of the Regent**

<b>PRESIDENT</b>	Adam Robertson
<b>TREASURER</b>	Christine Earle
<b>VICE PRESIDENT</b>	Robyn Baker
<b>SECRETARY</b>	Debs Marshall

**Friends of the Regent Patron** Anna Leese

*The Friends is an incorporated society whose members voluntarily give their time to the Regent on Broadway. The Friends contract to provide ushering and catering (refreshments and bar services) to the theatre patrons and hirers. This helps to provide the Theatre with equipment purchases from the funds received for these efforts.*

**Palmerston North City Council**

*Palmerston North City Council is the building owner and provided the majority of the funding required to restore the Regent on Broadway in 1998. The Council provides an annual operational grant to the Regent on Broadway.*



## 28th Annual Chairman's Report 2022-23

### **Tena Koutou Katoa**

It is my pleasure to present my 6<sup>th</sup> Annual report as Chairman of the Regent on Broadway Trust.

It is hard to believe the turnaround in our business since first being decimated by covid which began back in 2019. We put on a brave face during those turbulent times but underneath we were really like the proverbial duck, calm on the surface but check below the water line and you would have seen the uncertainty and turbulence created by those webbed feet flying in all directions! The fact is "we made it through" and as you will see in our Manager's report, we are on the march again and looking forward to breaking even more records than we have this past year.

### **Board**

Our current Trustees are listed elsewhere in this document. Our board is multi-talented and is working like a well-oiled machine and I thank them all for their contribution and for making my job easy.

This year we have introduced a subcommittee system that allows for a greater distribution of our workload and provides an opportunity for in-depth research to be undertaken at subcommittee level with sound proposals finally presented to the full board for ratification or otherwise. This system saves much time at our board meetings and gives each board member the opportunity to deliver in their specialist area, with each member allocated to 2 of these 4 subcommittees with myself and our manager ex officio on each.

This year saw a change in trustees due to the retirement of our last inaugural trustee Susan McConachy. Her dedication to this board spans 27 years. Our thanks are extended to Susan for her tireless work over so many years. Susan will be remembered as one of people that made the current Regent on Broadway a reality. A suitable presentation was made in recognition of this outstanding service. As Susan was a Council appointed trustee, Council now had the difficult task of finding her replacement. After interviewing potential candidates, Council made the inspired decision to appoint Simon Ferry to the Board. Simon is a well-known local "Thespian" and Theatre Administrator with a wealth of knowledge and experience in all thing's theatre. We welcome Simon to our Board and look forward to his contribution.

We have one co-opted vacancy at present and are actively seeking the addition of a trustee who can help fill our desire to have a voice for Māori and other ethnicities on our Board. We are also conscious of a gender imbalance on the Board and will attempt to address this as vacancies allow.

### **Staff.**

We have had some changes to our staff this year with both our technical staff making the decision to move on, firstly Cheenu took up an opportunity in Christchurch and more recently

Shamus moving over to Image Group here in Palmerston North. We thank them both for their service to the Regent and wish them well in their new endeavours. We start the New year with the great news that we have secured the services of Braden Noel as our Technical Manager and the end of August sees the arrival of Kieran Peters as our Theatre Technician. We are thrilled with both appointments and pleased to be able to employ 2 local people, both with a great knowledge of theatre and in particular our theatre.

Any organisation is only ever as good as the people that work in it and we are no different. We are indeed blessed to have Julie and Karen along with David making up our management team. Of course, we would not be where we are today without the expertise of our Manager David Walsh. David has a wealth of knowledge and that, along with his dedication, great sense of humour and strong desire to do all he can to keep our hirers happy, makes our job as a board very easy. I am extremely grateful that David has continued to say yes to our managers role and is happy (in his words,) "for the time being" to continue to grace our theatre. Thank you, David, you are a gem.

To Janice and Chris, our front of house managers, a special thank you, especially for the effort you put in during covid and continue to make, ensuring our clients receive the best possible experience when they come to our theatre.

As David points out in his report, we have managed to reach and in some cases surpass most of the key objectives as set by the board. This reflects the sterling efforts of all the team. We are especially pleased with our total attendance figures and look forward to continuing to grow these numbers.

#### **The Friends of The Regent**

We continue to be grateful for the work undertaken by the Friends and for the generous support they continue to give ensuring our theatre remains one of the best equipped in New Zealand. We are conscious that age is creeping up on many of our Friends and that this organisation needs to remain attractive to new and younger members in order to continue the wonderful benefits that have arisen because of the existence of this voluntary group. We continue to work closely with our friends to ensure both of our futures.

#### **Pat Snoxell Legacy grants.**

After being bequeathed a sizeable donation from Pat, the Regent Board have responded to Pat's desire that this money be used to secure an annual grant to be awarded to a young person that demonstrates commitment and dedication to the Performing Arts. The first of these grants will be awarded in August this year. The mechanics of setting this type of grant up has been challenging as this activity is not part of our core business and so we are grateful to Board Member Kane Parsons and Pat's daughter Kirsty for the efforts made to ensure its success.

#### **Some thanks.**

In conclusion I would like to recognise the support and assistance of The Palmerston North City Council for their extra efforts made during the time of Covid and also the distressing times created by the demise of our past ticketing agency Ticket Rocket. We can only wonder where we might be now without your help. You have demonstrated your belief in our Board and in the future of our iconic venue. Thank you.

It can only be onward and upwards from here and we look forward to serving this community by ensuring our treasured Regent remains the best provincial theatre in the country!

Nga mihi maioha



A handwritten signature in black ink that reads "David Lea." with a horizontal line underneath the name.

David Lea  
Chairman Regent Theatre Trust Board  
August 2023

## GENERAL MANAGER'S ANNUAL REPORT for year ended 30 June 2023

A YEAR OF CHANGE...Back to the "good old days"?

### REVIEW OF THE YEAR

In the year that started as the "unknown", just after we had experienced the challenging times of the previous 24 months.- in which we were just trying to survive - I am happy to report that this past 12-month period has felt like the "good old days" with shows that had been "waiting in the wings" returning very quickly once all of the Government restrictions had been removed. The public returned to the theatre in larger numbers than anticipate, and we had the highest number of people attending theatre in the past 18 years (113, 561) which is the fourth biggest attendance number since the theatre reopened 25 years ago.

We are still very mindful that we must continue to keep our patrons, volunteers and staff safe. We continue to ensure that with extra cleaning, signage, hand sanitisers throughout the building and having masks readily available these are just some of the ways in which this is being achieved.

I am pleased to report on the busy/exciting times that the theatre has had during these past 12 months.

### AUDITORIUM EVENTS

The year started in July with the Unity Singers, Pae Tamariki, Pasifika Fusion and the National Highland Dance Competitions with the attendances for these events (8,361) was the start of encouraging signs that we were heading for a great year.

Some of the amazing touring events that we were able to secure throughout the year included *THE WIGGLES*, *KEVIN BLOODY WILSON*, *ROYAL NEW ZEALAND BALLET*, *NZSO*, *URZILA CARLSON*, *ROYAL CZECH BALLET*, *DAVID STRASSMAN*, *TEN TENORS*, *PROCLAIMERS*, *ED BYRNE*, *KAYLEE BELL* and the very popular *JIMMY CARR* who performed to two sell out shows in one night. All the above events performed to capacity or near capacity houses.

Tribute shows *TINA SIMPLY THE BEST*, *BJORN AGAIN*, *LEAVING JACKSON*, *WHITNEY HOUSTON TRIBUTE SHOW* and the New Zealand production touring shows *PINK FLOYD EXPERIENCE* and *THE BOSS* not only helped provide a variety of entertainment for the region but also attracted great audience numbers as well. All the above shows contributed to the wide variety of International/National touring productions held at the Theatre.

Throughout the year, the theatre also hosted events that reflected the exciting cultural activities of Māori, Pacific Islands as well as our significant multicultural sector. We had capacity audiences attending both *TE PAE TAMARIKI Kapa Haka* and *PASIFIKA FUYSION*. Events such as *WORLD on STAGE*, the biennial multi-cultural show and *PALMY DRAG FEST* also generated great numbers and performed to a diverse audience.

Other local users utilising the theatre throughout the year included Act 3 Productions who commenced their season of *JERSEY BOYS* for 11 performances during August. Manawatu Youth Theatre performed *MOANA Jr* during the school holidays to incredible audience numbers, many of whom had never experienced live theatre.

Schools also returned to the theatre with ten different schools presenting their productions on stage. Kapa Haka competitions, local dance schools and community groups all ensured that a wide variety of events was presented from the community.



**JERSEY BOYS August 2022**



**ATAMIRA DANCE September 2022**

We were excited and proud to have had the World Premiere in May of the locally produced **LEGEND OF OKATIA** for a one-off performance which was the key event for our 25 years celebration since the theatre reopened.



**May 2023**



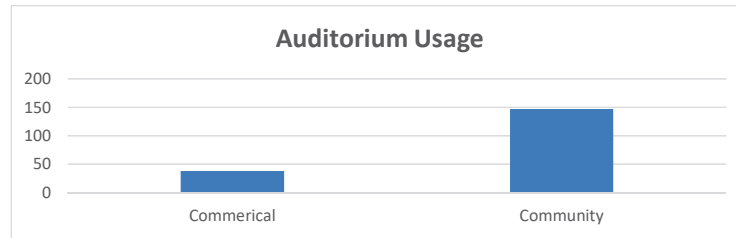
**Rehearsals for Legend of Okatia**

#### **FINANCIAL OVERVIEW**

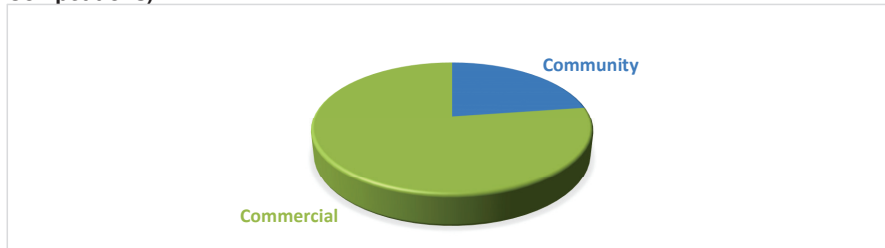
The Board's Financial Statements for the 2022/23 year accompany this Annual Report. After allowing for depreciation of \$86,058, the overall Statement of Performance shows a surplus for the year of \$94,003 compared to a surplus of \$30,952 for the year 2021/22. (Note the surplus for the previous year included an additional cash injection from Palmerston North City Council following Covid and the cancellations of events).

This year's result is very pleasing following a difficult couple of years and our financial performance is indeed encouraging as we continue to "make up ground" following the previous restrictions that had been placed upon us during Covid.

## USAGE



## Auditorium Revenue Received Community vs Commercial (includes National Competitions)

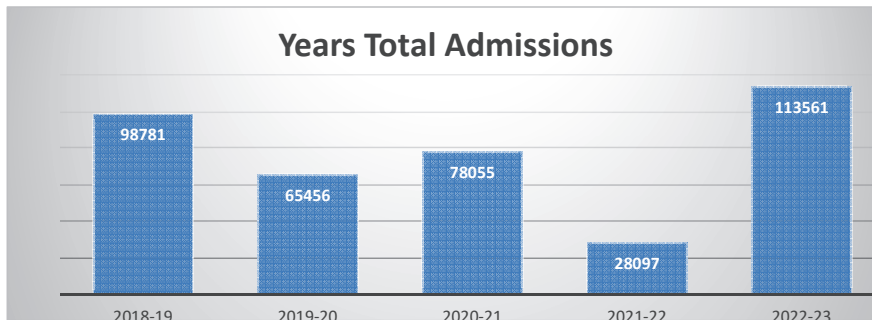


Local Community Events held in the Auditorium accounted for 80% of events held and 23% of revenue received. 40 events held over 147 days.

Professional events held in the Auditorium accounted for 20% of events held and 77% of revenue received.

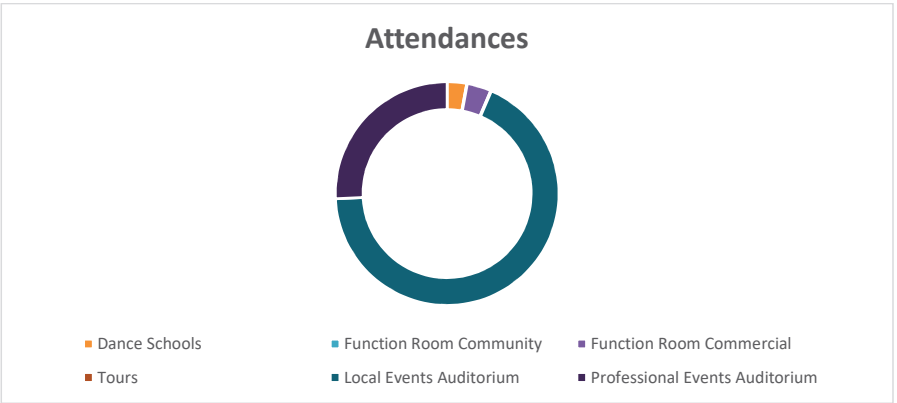
## ATTENDANCES

What a great result with 113,561 attendances at the theatre for the year. This is the best result for attendances since 2005, 18 years ago, and the fourth highest of attendances in any one year since the theatre reopened 25 years ago.



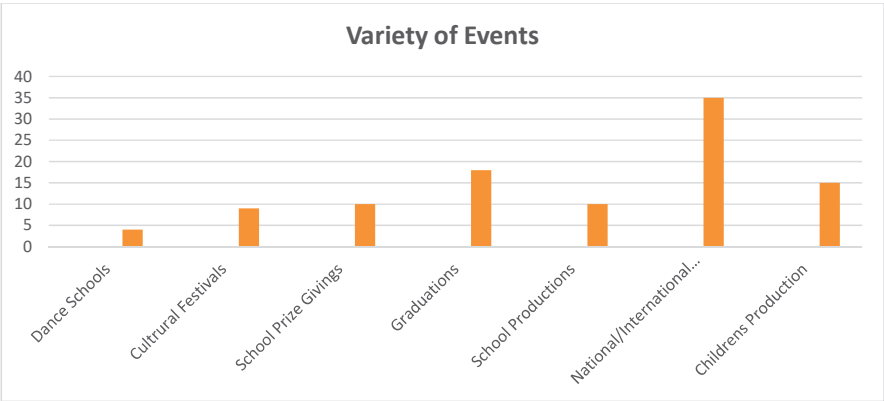
A target for the year was set at 75,000 attendances as it was unknown how the theatre would perform during this year following the disruptive previous years due to Covid. This target was well and truly surpassed when we achieved 113,561 attendances for the year.

Attendances at school events, touring shows, graduation ceremonies also all surpassed our expectations.



Tours of the Regent were re-generated this year, with1 community group, 4 schools and 2 tours for the public during planned open days. In addition, a curriculum has been developed on a new historical resource and lesson plans on the Regent that is relevant for Schools History Curriculums. This research was also presented within our school's tours and used during the local History week and Heritage month.

The graph below highlights some of the variety of events that were held during this past year.



**Attendance List for 2022-23 Performances**

<b>JULY</b>	<b>Admissions</b>	
Unity Singers: Community Event	242	
Te Pae Tamariki: School Competition	1710	
Pasifika Fusion: Competition	2860	
NZ Highland Dance Competition	3166	
Glow Show	278	
		<b>8,256</b>
<b>AUGUST</b>		
Jersey Boys Act Three Productions	4888	
Wiggles	2539	
		<b>7,427</b>
<b>SEPTEMBER</b>		
Hokowhitu School	992	
Dance NZ Made	645	
The Boss Tribute Show	458	
Atamira Dance Company	144	
Palmy Drag Fest	1289	
Carncot School	476	
Kairanga School	508	
Barbershop Conference/Competitions	4043	
Winchester School	833	
Riverdale School	1072	
Kevin Bloody Wilson	813	
PNDA	1659	
		<b>12,932</b>
<b>OCTOBER</b>		
Tina Simply the Best	242	
Tutus on tour	742	
PACANZ	9787	
Sport Manawatu Awards	360	
NZIFF Body Building Competitions	270	
		<b>11,401</b>
<b>NOVEMBER</b>		
Manakura School	512	
PN Girls High	817	
Awatapu College	651	
Urzila Carlson	736	
Leaving Jackson	397	
Rebel	135	
Royal Czech Ballet	407	
Werk it	155	
Crows Feet	58	
Regional Cultural Festival	837	
Pax Assadi	141	
Abba Tribute	679	
Massey Graduation	7911	
Anomaly Dance	420	
		<b>13,856</b>
<b>DECEMBER</b>		
World of Musicals	677	
Red Star Dance	313	
Carncot School Prizegiving	312	
Freyberg College Prizegiving	1060	
St Peter's College Prizegiving	1231	
Celtic Christmas	813	
Whakarongo School Prizegiving	807	
St Mary's School Prizegiving	565	
PN Intermediate Normal	1412	
DanceWorks	1522	

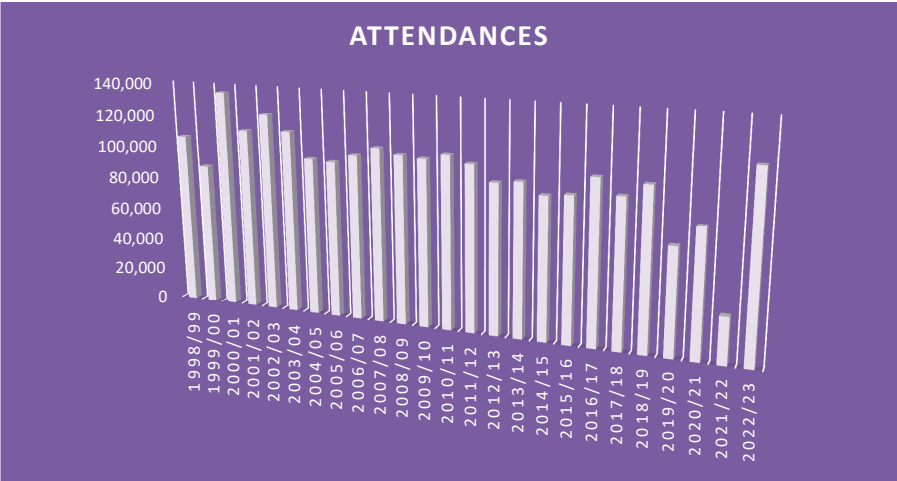


		8,712
<b>JANUARY</b>		
Jimmy Carr	2775	2,775
<b>FEBRUARY</b>		
Market day	250	250
<b>MARCH</b>		
David Strassman	1278	
NZSO	395	
Palmerston North Dance Assn	808	
Proclaimers	496	
Ucol Graduation	2030	5,007
<b>APRIL</b>		
NZ National Party Function	60	
Moana Jr	4007	
50 Golden Years Musicals	566	
Ten Tenors	897	
Ukrainian Ballet	522	6,052
<b>MAY</b>		
Massey Graduations	5948	
Bjorn Again	1127	
Don McLean	1061	
Kaylee Bell	740	
Ed Byrne	338	
National Young Leaders Day	1231	
Legend of Okatia	822	11,317
<b>JUNE</b>		
Royal NZ Ballet	1042	
Freedom & Joy	1076	
Pink Floyd Experience	1382	
Greatest Love of All	425	
Nga Manu Korero	220	
Checker of the Year	200	
Big Sing	925	
Chris Parker	414	
Showquest	1368	
Newbury School	655	
Pasifika Fusion	3398	
College Street School	2831	
Glow Show	235	
Pae Tamariki	3600	
PPTA Meeting	600	
Parkland School	1187	
World on Stage	1013	20,571
<b>TOTAL</b>		<b>108,556*</b>

\*The above attendance numbers refer only to events that were held in the Auditorium and does not include the attendance for events/functions for Regency or Rehearsal rooms nor for set up, rehearsals or packing out of events

The Graph below highlights the attendance numbers each year since the theatre reopened in 1998.

Record Year	2000/21	135,498
Lowest Year	2021/22	28,097 (Covid impacted)
Total attendance since theatre reopened	2,487,812	



TICKETING

Since we contracted Ticketek in 2020 as our ticketing agent, following the demise of Ticket Rocket, this past year has been the first full uninterrupted year that we can be reported on.

A total of 56,466 (52%) tickets were sold to events throughout the year through Ticketek. 48% of attendances were for non-ticketed events e.g. PTA Meeting Pae Tamariki, Massey /Ucol Graduations, School Prizegivings, etc.



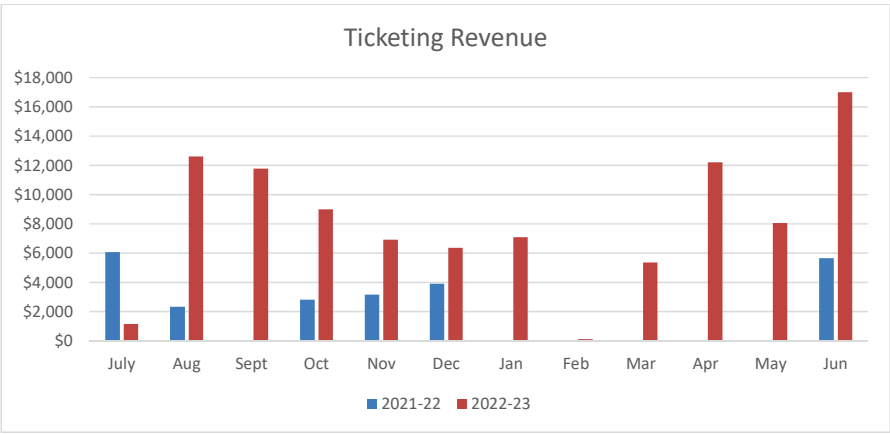
DON MCLEAN  
May 2023



WIGGLES August 2022



PALMY DRAG FEST  
October 2022



This graph highlights the revenue received compared to the last financial year. (Note: January 2022 through to May 2022 no events were held due to the Government Covid attendance restrictions).

A very busy June helped our revenue from the sale of tickets for that month.



## Our Strategic Objectives

The Theatres three strategic objectives have been developed to enable the Regent on Broadway to achieve its vision

**Objective1.** To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawatū region including recognizing the role of local Tangata Whenua and heritage status of the building.

Objective 2. To engage in effective collaboration with our stakeholders and clients enabling the best customer experience

Objective 3 .

## Performance measures REGENT on BROADWAY 2022-23

Objective	Performance Measure	Actual	Target	Year Results	
		2021/22	2022/23	2022/23	
1. To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawatū region including recognizing the role of local Tangata Whenua and the Heritage status of the building	Total number of main auditorium hires annually (days the auditorium is used), to be not less than.(Usage of the Auditorium includes both Performance, Pack-in and Pack Out days, rehearsal and dark days e.g. days that are booked but not used (but charged for) during long run seasons)	95	100	185	Achieved 1
	Total number of main auditorium national/international venue hirers (actual live performances), to be not less than. Including all touring shows from both Overseas and NZ Artists/Organisation	9	15	35	Achieved 2
	Total number of events overall that are held over all spaces in the theatre. This includes Main Auditorium/Rehearsal Room/Regency Room	257	280	437	Achieved 3
	Further develop Tours offered by the Regent for schools and community (to be not less than one)	1	6	7	Achieved 4
2. To engage in effective collaboration with our stakeholders and clients, that enables the best customer experience.	Total number of variety type shows such as tribute concerts and professional performers from the commercial sector; (includes Royal New Zealand Ballet, NZSO, National and International events) not less than. not less than.	8	12	31	Achieved 5
	Total number of tertiary graduation ceremonies held, e.g.( Massey University. Ucol etc )not less than.	Nil	10	18	Achieved 6
	Total number of local school concerts held, not less than	3	10	10	Achieved 7

	Total number of school prize-giving held, not less than.	3	15	10	Not Met 1
	Total number of ethnically diverse concerts and productions, both community and professionally produced including Kapa Haka competitions, World on Stage, Cultural events not less than.	4	7	9	Achieved 8
	Assess the capability to improve the environmental footprint of the theatre by producing during 2022/23 a professional report to PNCC (Similar to other CCOs)				Partial Completion
3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends..	Total attendances including ticketed and non-ticketed events held, not less than.	30,183	75,000	113,561	Achieved 9
	Total audience split to all events Community 70% /Commercial 30%	62% Community 38% Commercial	70/30	80% Community 20% Commercial	Not Met 2
	Number of seats sold per PNCC companion card.	0	10	25	Achieved 10
	Commitment to bi-culturalism and cultural diversity by supporting Whanau, Hapu and Iwi to create and deliver arts experience.	0	1		Achieved 11

#### Not Met 1

We achieved 10 schools for their annual prize giving/awards events against a target of 15. Due to the late bookings from some schools (still recovering from the Covid disruptions) we were unable to accommodate their events due to other bookings already being in place hence our target was not met.

#### Not Met 2

This target was measured by the number of days (events) held within the auditorium We accommodated 80% of the days from the Community with 20% from the commercial sector. (Although our commercial use was 20% this generated 77% of our auditorium revenue hireage)

#### Achieved 1

Due to the extremely busy year and the increased use of the theatre our usage of the main auditorium was comparable to pre Covid times.

#### Achieved 2

With the Covid restrictions finally being lifted in early 2022 touring Shows that had been "waiting in the wings" finally started their national tours. Shows such as *Jimmy Carr*, *Kevin Bloody Wilson*, *Tina Turner Simply the Best*, *Leaving Jackson World of Musicals*, *10 Tenors*, *Royal Czech Ballet*, *NZSO*, *Royal New Zealand Ballet* etc all contributed to the increase in the number of national touring events.

#### Achieved 3

Our target of 257 events for the year was exceeded with 437 events held throughout the theatre. Our main usage areas were Regency Room 32, Rehearsal Room 181 and Auditorium 185.

#### Achieved 4

Four School Tours (Highbury, Bunnythorpe, Rongotea, Russell Street) and three public tours were conducted by Management and Trust Board representative this year.

#### Achieved 5

An increase in touring shows resulted in 31 events being held throughout the year, which was an increase from 12 held the previous year but is comparable to pre covid times.

#### Achieved 6

The increased number of tertiary graduation ceremonies was due to Massey having a "catch up" after covid restrictions and we hosted extra ceremonies during their November booking. Total Massey Ceremonies held during the year 16 UCol 2

#### Achieved 7

With the cancellation of School Concerts over previous years due to covid it was a welcome relief to have 10 different schools present their productions this year.

#### Achieved 8

Once more we exceeded our target with nine ethnically Diverse Concerts held ranging from Pasifika Fusion, Pae Tamariki, World on Stage, Atamira Dance Co, Regional Cultural Festival whom all contributing to help us achieve our goal.

#### Achieved 9

Our attendances for the year of 113,561 surpassed all our predictions. By having a variety of uses throughout the year each event was well attended and, in some cases, exceeded our expectations. Jimmy Carr's attendance of 2775 for his two performances in one evening, capacity houses for shows such as Pink Floyd Experience, Palmy Drag Fest, extra Graduation ceremonies all contributed to the highest attendances at the theatre during the past 18 years.

#### Achieved 10

As this is the first full year of having the companion card, we were unsure as to the number of times that this card would be used. A figure of 25 and beyond is now a benchmark for future years subject to PNCC funding.

#### Achieved 11

We have not put a number on this as we continue to work to ensure cultural diversity of events is prevalent throughout the year. Our commitment is shown and proven with the help and assistance we give to events such as Pae Tamariki, World on Stage etc encouraging them to use our facilities and showcase their talents which enables them to consider returning in the following year.

Partial Achievement

An environmental impact report was commissioned and completed. This report has been presented to the Regent Trust Board for consideration and now will be presented to PNCC.

PAE TAMARIKI July 2022 & June 2023



50 YEARS OF MUSICALS April 2023



MASSEY GRADUATIONS November 2022 & May 2023





Some of the shows held at the Regent on Broadway during the past year



PROCLAIMERS March 2023



JIMMY CARR January 2023



STRASSMAN March 2023



ED BYRNE May 2023



TEN TENORS April 2023



KAYLEE BELL May 2023



BJORN AGAIN May 2023



PASIFIKA FUSION  
July 2022 & June 2023



## **Regent Theatre Trust Board.**

### **Future Growth**

As stated in last year's report, to sustain momentum in growth can sometimes be challenging when trying to attract promoters during difficult economic times and to encourage them to book their event/artist with us. One of the key requirements in receiving our market share is to ensure that we remain competitive in pricing and add value to any client booking in whatever areas we are able.

The Theatre's 10 Year Strategic Plan was completed during 2020 with the following vision and mission:

#### **OUR VISION:**

To provide the most vibrant theatre going experience in an unforgettable venue of classical grandeur.

#### **OUR MISSION:**

To achieve this vision the Regent Theatre Trust Board will work to:

Maintain and preserve the Regent on Broadway as a valuable historic venue.

Ensure that the Regent on Broadway remains the preferred local venue of choice for international, national, and local performing arts experiences.

The Regent Theatre Trust Board will continually monitor this document to ensure we achieve the outcomes contained therein.

### **Theatre Assets**

Theatre maintenance and asset management is managed in 3 categories:

#### **Heritage infrastructure and assets**

Any theatre that hosts over 100,000 people throughout a year inevitably receives wear and tear, especially during youth events where high energy is a factor and large competitive teams are involved. Inevitably damage occurs and usually it's to areas that have heritage significance. In respect to any part of the theatre's heritage infrastructure or assets, it is important these are maintained by well trained and highly skilled technicians. Constant focus and inspections are made regarding all heritage areas and assets. Carefully selected skilled tradespersons and technicians are engaged to undertake any work, alterations or repairs which is done in consultation with PNCC Property Management.

#### **General Asset and Building Maintenance**

It is important to note that two-thirds of the theatre is 93 years old with all the issues relative to a building of this age and era. Constant and routine external maintenance is carried out during each year to mitigate any issues that are usual and predictable for a 93-year-old building. This is managed by PNCC Property Management in consultation with Regent Theatre Management. Internal assets that are the responsibility of the building owner are managed and maintained by PNCC Property Management in consultation with Regent Theatre Management. This year we finally replaced the stage ropes and 16.4km of staging wires. This work had been delayed due to shipping issues and Covid. The total amount for

## Regent Theatre Trust Board.

this work was \$117,000. This was funded by \$50,000 grant from PNCC, \$25,000 from Friends of the Regent and \$42,000 from the theatre's operating account.

### Regent Theatre Trust asset management

The Regent Theatre Trust assets are predominantly furniture and appliances to support the theatre's ability to deliver its hospitality responsibilities plus administration support equipment such as office furniture and computers. Also included is a large resource of equipment to support the stage events such as specialised microphones, sound, lighting and projection equipment. These assets have realised a significant amount over the years totalling over \$2.3 million. The theatre has a comprehensive Asset Management Plan. However, funding of equipment replacement through theatre operations and normal depreciation is assisted with the help of the generous financial support from the Friends of the Regent.

### Current Position

The Board employs a team of full-time, part-time, and casual staff reporting to a full-time manager. Staffing costs are about \$370,000 per annum. There is also a team of volunteers, "The Friends of the Regent", who provide front-of-house services to hirers. The income from this service is donated back to the Regent as a contribution towards asset renewals and capital items as required by the Board.

Palmerston North City Council provided an operating grant of \$252,363. Council also maintains the fabric of the theatre building through its asset management programme. Assets, when replaced at the end of their useful life, are funded from a mixture of operating surpluses and philanthropic funds.

The Board also has the ability to source funding and grants from external agencies e.g. Central Energy Trust, Lotteries Commission, etc.

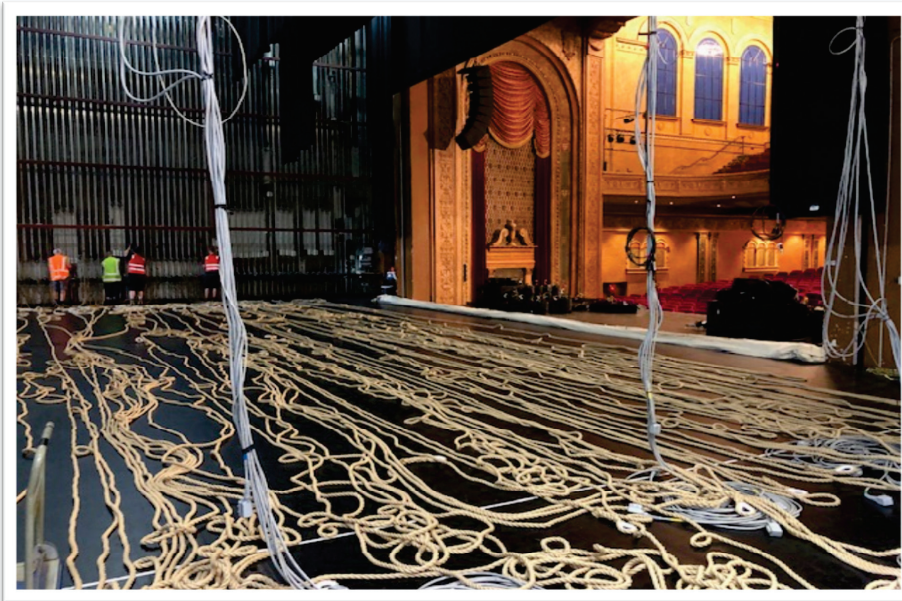
### Capital Improvements Programme

	2022/23	2023/24	2024/30
Capital programme			
<b>Goal 1.</b> To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawatū region including recognizing the role of local Tangata Whenua and the Heritage status of the building			
Renew Stage Curtains	\$32k		
Replace Stage Wires/ropes.	\$36k		
Replace Stage Pelmet Curtain	\$25k		
New Sound Desk		\$140k	
New Sound shell			\$30/\$40k
Redesign Friends Bar 2024/25			\$100k
Possible Partial roof replacement 2024/25			\$250k
Additional Staging		\$25-\$35k	
Replace Theatre Lighting with LEDS	\$4k	\$20-\$35k	\$20/\$35k
Refurb/re-Carpet Dressing Rooms 2026/27			\$300k
Update Regency Room 2025/26			\$200k

**Regent Theatre Trust Board.**

	Foyer Carpet Replacement 2028/29			?
<b>Goal 2.</b> To engage in effective collaboration with our stakeholders and clients, that enables the best customer experience				
	Signage to reflect Bi-cultural nature of theatre		\$5-\$10k	
	CCTV Upgrade			\$100k
<b>Goal 3</b> To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.				
	Electronic Billboards			\$40-\$60k

Work being undertaken replacing the theatres stage ropes and wires. January 2023



The above programmed capital items for the year ensured that we continued with the replacement of our stage lamps and changing them when able to LEDs. Our stage drapes were very tired and some of these cloths had been torn with holes that were starting to appear. These were replaced during the year with a contribution from the Friends of the Regent and the balance from our operating surplus.

**Regent on Broadway Promotions**

Regent on Broadway Promotions funding was used for two shows this year: WERK IT (incredible Circus Comedy show) and REBEL (Circus Rock tribute to David Bowie). Both

## Regent Theatre Trust Board.

events were part of the Taranaki & Hawkes Bay Festivals from which we took the opportunity to secure both events for the Regent. Although the results did not produce a financial surplus, it did, however, allow us to secure two more international events for the city.

## The Friends of the Regent

Each year the Regent Theatre Trust Board continues to be extremely grateful to the Friends of the Regent for the overwhelming support provided by the provision of the professional Front of House ushering and catering services.

The services for ushering provided by the Friends of the Regent are on-charged to each event. Proceeds from both the ushering and catering services are then given back to the theatre by way of support to the theatre's infrastructure and assist with the purchase of new equipment and asset renewals.

### Friends Assets Purchased 2022/23

Mounting & Laminating posters (July)	\$ 224.35
Mounting & Laminating posters (Sept)	\$ 193.04
50% for Stage Cloths replacement	\$ 16,000.00
Mounting & Laminating posters (Feb)	\$ 152.17
Replacement Pelmet Curtain	\$ 25,079.72

**TOTAL \$ 41,649.28**

Financial support is not the total contribution made by the Friends of the Regent as they play an integral part in theatre operations. The Friends are responsible for the ushering and catering duties on event day. The training undertaken by this group of volunteers is to a very high level which gives assurance to the Regent Theatre Trust and Management that we have a safe and efficient working venue. The dedication and commitment by the Friends is outstanding, especially when it is being provided by a group who receive no personal reward except the satisfaction they are supporting their city's Auditorium and one of New Zealand's iconic performing arts facilities.

## Theatre Operations Team

We have a small but very dedicated talented team:

**Operations Team:** **Julie Walker**, who is responsible for the theatre's administration and all of our finances.

**Karen Hambling**, who is responsible for the theatre's bookings and all ticketing services.

**Technical Team:** **Shamus Jackson** Technical Manager (July – May) and **Cheenu Natarajan** (July – Nov) were responsible for sound, lighting, and stage setting. These positions are vacant and currently have been filled with the successful applicants commencing duties in July and August 2023.

**Front of House Managers** **Janice Jones** and **Chris Laing** look after Front of House operations and our patrons on show days.

## Regent Theatre Trust Board.

I personally wish to thank this skilled and talented team for their passion and hard work in bringing the Regent on Broadway through an extremely busy year and supporting me as General Manager through these busy challenging times. I continue to look forward to working with them as a team in the forthcoming year.

### Next Year and Beyond

The Board continues its aims to meet its key objectives by ensuring that the theatre is well equipped and available for hire by national, international, local, and community organisation. It aims to balance availability for national and international touring events with the needs of many local groups as grand venue for their events and celebrations. The latter includes graduation ceremonies and end-of-year school ceremonies as well as opportunities for local amateur societies to stage their magnificent productions in an historic proscenium theatre.

We have continued to maintain close working relationships with several of our hirers including Performing Arts Competitions New Zealand (PACANZ) who has continued to confirm Palmerston North as the permanent home for future competitions. Although competition is held throughout the city at a variety of venues, its performances/competitions are based principally at the Regent on Broadway. The PACANZ festival is the pinnacle of youth award festivals in respect to the performing arts and attracts contestants from all over New Zealand. This year we commissioned an economic impact report with a result that the city benefited by over \$2m by hosting the PACANZ competition during October..

Act Three Productions has also confirmed their commitment to us with the booking of dates out until 2026. Our relationship with the Society has allowed them to book the Regent on Broadway for a minimum of two musical theatre productions per year. We continue to work closely with them.

Forward bookings from our local community groups are encouraging. Local schools and cultural groups are utilising the venue to pre- Covid levels. Considerable effort continues to be made to attract schools and other education providers to use the theatre. It is principally through these types of events that involve our youth where we see growth in the performing arts by creating the performers and audiences of tomorrow.

Commitment and networking to our commercial hirers is ongoing so that the Regent on Broadway remains a strategic venue for all appropriate professional and commercial performers and events.

### Statistics for the year ended 30<sup>th</sup> June 2023

#### Measures of level of activity generated by the theatre.

	2019/20	2020/21	2021/22	2022/23
Number of events held at the Regent on Broadway	296	355	271	437
Auditorium days usage	133	140	95	185
Auditorium live nights. Commercial (actual shows)	17	40	18	48
Auditorium live nights. Community (actual shows)		142	29	40

#### Measures of the overall success of the events held at the Theatre.

Total attendances for each year	65,456	78,055	28,083	113,561
Our total attendances were sourced from:				
National / International Theatre	11,362	26,111	5,146	

**Regent Theatre Trust Board.**

Conferences and other commercial activities			<b>5,573</b>	
Local Theatre	33,282	33,561	12,962	
Schools, Massey, IPU and UCOL	14,880	14,344	1,551	
Other local events	5,932	3,563	2,851	
Professional Events Auditorium				30,082
Local Events Auditorium				79,165
Tours				139
Function Room Community				96
Function Room Commercial				4,079
Total attendances since we re-opened in May 1998:	2,268,113	2,346,168	2,374,251	2,487,812

**Measures of the financial performance of the Theatre Operations**

Total theatre revenue – hire and cost recoveries	\$304,059	\$405,755	\$334,819	\$766,283
Operational Grant from PN City Council	\$235,986	\$238,285	\$370,669	\$252,363
Expenses (less depreciation)	(\$648,486)	(\$649,394)	(\$613,348)	(\$838,585)
Depreciation (Principally donated assets)	(\$83,246)	(\$82,862)	(\$84,447)	(\$86,058)
Operating surplus (deficit) after all costs	(\$191,687)	(\$88,216)	\$7,693	\$94,003

**Measures of the activities of Regent on Broadway Promotions**

Surplus (Deficit) from <i>Regent on Broadway Promotions</i>	(\$8,911)	(\$25,339)	(\$0)	(\$15,891)
Number of shows undertaken	1	1	0	2

**Measures of activities of the EventTICKETINGCentre**

Surplus (Deficit) from the EventTicketing Centre	(\$8,624)	\$609	(\$17,251)	\$38,839

**Measures of activities of the Regent Social Media**

Regent on Broadway Facebook activity	<i>2020-21</i>	<i>2021-22</i>	<i>2022-23</i>
Total Reach	3789	14753	22082
Total Followers	5469	6072	6249
Total Likes	5478	5776	
Regent on Broadway Instagram followers		1047	1080
			1128

**Appreciation**

The Regent Theatre Trust Board together with the Management and staff at the Regent on Broadway appreciate the continued support from the Palmerston North City Council staff who have provided their advice, expertise, and services during the year.

Credit continues to go to the Board, staff and volunteers whose passion for the theatre continued to shine following previous years' challenges.

I look forward to another year and I am confident that we will continue to rise to any challenges that may be put in our way. Our advance bookings continue to be healthy, and I am sure the next financial year will yield positive results that are aligned to the Palmerston North City Council's Strategic Goals.

**Regent Theatre Trust Board.**

I would again like to personally express my gratitude to the Operation Team (Administration and Technical) and Friends of the Regent. I thank members of the Regent Theatre Trust Board for their professional governance and guidance in assisting me during these past 12 months guiding the theatre through a much more enjoyable and healthy financial year.



**David Walsh  
General Manager  
REGENT on BROADWAY**

Regent Theatre Trust Board.

## FRIENDS OF THE REGENT PRESIDENT'S REPORT

For the year ended 30 June 2023

It is with pleasure I present the President's report for 2022/2023.

This past year has, after almost three years of disruption, had a sense of busy normality. In fact patron numbers have made the last year the busiest in 18 years, with 113,000 patrons through the doors.

In January our team (with 42 volunteers working) coped well with the double header Jimmy Carr shows. This demonstrate what the Friends are capable of with planning and much work behind the scenes ensuring that this event went seamlessly. Close to 2,800 patrons entered and exited the theatre for the 2 shows without incident. A record one day catering income of over \$11,000 was achieved.

A function celebrating 25 years since the theatre was re-opened was celebrated on the 27<sup>th</sup> of May with a local show "The Legend of Okatia".

June was a very busy month. The theatre I believe was booked everyday bar one and although not all of those days were show days, it was certainly busy with 31 show sessions during that month.

David Walsh as theatre manager has continued to be fully committed to encouraging promoters and organisers to use the theatre and the bookings continue to come in.

We have donated \$41,649.00 back to the theatre in this 2022/2023 financial year including:

\$16,000 towards new stage drapes.  
\$25,079 to replace the waterfall curtain pelmet.

The Friends committee has agreed to pay for the re upholstering of the foyer antique chairs and couches to an amount of approximately \$11,000. We have also earmarked up to \$30,000 towards an upgraded sound desk for the theatre. This is currently being sourced. The funds for this were approved in the previous reporting period and remain in the bank.

We have increased our financial reserves by approximately \$47,000 and our un-audited bank balance on 30<sup>th</sup> June stood at \$190,735.44 although the audited amounts may differ slightly. While this may seem a large amount to have in reserve, with an aging theatre and ongoing technology changes, there is no doubt the money will be put to good use.

Due to the number of large shows a further three EFTPOS machine were hired last year to make six in total which has helped to speed up our sales and provide better service to the patrons. A close second to the Jimmy Carr show in sales was \$10,500 in 45 minutes at the one performance of the Pink Floyd Experience show.

In closing I would like to express my appreciation for the hours worked by all our volunteers, who have coped exceedingly well, and I appreciate you making yourself freely available.

A special thank you to all the committee, especially, Debs (Secretary), Christine (Treasurer), Jann (Catering Manager), Lilian (Roster Coordinator), Marilyn (Training coordinator) and Janice/Christine (Newsletter).



**Regent Theatre Trust Board.**

Some of the tasks undertaken by the above team take up considerable time and energy so once again my thanks and appreciation should not be underestimated.

**Adam Robertson  
President**

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## REGENT ON BROADWAY

### PERFORMANCE REPORT

For the year ended 30 June 2023



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SUBJECT OF AUDIT

## Compilation Report and Disclaimer of Liability to the Trustees

### The Regent Theatre Trust For the year ended 30 June 2023

Compilation Report to the Trustees of The Regent Theatre Trust.

#### Scope

We have compiled the financial statements of The Regent Theatre Trust for the year ended 30 June 2023 on the basis of information provided to us by the Trustees in accordance with *Service Engagement Standard No 2: Compilation of Financial Information* issued by the New Zealand Institute of Chartered Accountants. These have been prepared in accordance with the framework described in the Statement of Accounting Policies to the financial statements.

#### Responsibilities

The Trustees are solely responsible for the information contained in the financial statements and has determined that the financial reporting framework used is appropriate to meet its needs and the purpose for which the financial statements were prepared.

The financial statements were prepared exclusively for the Trustees. We do not accept responsibility to any other person for the contents of the financial statements.

#### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information provided to us by the Trustees and in accordance with the limited procedures agreed in our engagement letter. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

#### Disclaimer

Neither we nor any of our employees accepts any responsibility for the reliability, accuracy or completeness of the compiled financial information nor do we accept liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.



Director

BDO Manawatu Limited  
Chartered Accountants  
32 Amesbury Street  
Palmerston North

Dated: 21 July 2023

## Entity Information

### The Regent Theatre Trust For the year ended 30 June 2023

#### Legal name

The Regent Theatre Trust (the Trust).

#### Type of entity and legal basis

The Trust is incorporated in New Zealand under the Charitable Trusts Act 1957. The Trust is controlled by The Palmerston North City Council and is a council-controlled organisation as defined in section 6 of the Local Government Act 2002.

#### The Trust's purpose or mission

The primary objective of the Trust is to maximise use of the theatre by being pro-active in encouraging professional and amateur theatre, conference organisers, community groups, schools and the general public to make full use of the facilities and make a very major contribution to the Palmerston North City Council city vision.

#### Structure of the Trust's operations, including governance arrangements

The Trust comprises a Board of eight Trustees who oversee the governance of the Trust, a General Manager who is responsible for the day to day operations and management and reporting to the Trustees, plus eight other full-time staff who support the General Manager. The Trustees are appointed by the Palmerston North City Council.

#### Main sources of the Trust's cash and resources

Operating grants received from the Palmerston North City Council plus other income as received by way of Theatre hire and event ticketing centre income are the primary sources of funding to the Trust.

## Approval of Financial Report

### The Regent Theatre Trust For the year ended 30 June 2023

The Trustees are pleased to present the approved financial report including the historical financial statements of The Regent Theatre Trust for the year ended 30 June 2023.

APPROVED

\_\_\_\_\_  
Trustee

Date .....

\_\_\_\_\_  
Trustee

Date .....

SUBJECT OF AUDIT

## Statement of Service Performance

The Regent Theatre Trust  
For the year ended 30 June 2023

SUBJECT OF AUDIT

## Theatre Operations Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2023

	2023	2022
<b>Theatre Operations Trading</b>		
<b>Revenue</b>		
Theatre hire	280,222	66,437
Recoveries and commissions	324,454	112,917
Council funding - PNCC	252,363	370,669
Interest revenue	14,972	1,768
<b>Total Income</b>	<b>872,012</b>	<b>551,791</b>
<b>Expenses</b>		
Operating costs	221,773	94,138
Administration related costs	91,997	95,811
Employee related costs	444,578	379,957
<b>Total Expenses</b>	<b>758,348</b>	<b>569,906</b>
<b>Net Operating Surplus/Deficit</b>	<b>113,664</b>	<b>(18,115)</b>

SUBJECT OF AUDIT



## Regent on Broadway Promotions Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2023

	2023	2022
<b>Regent on Broadway Promotions Trading</b>		
<b>Revenue</b>		
Rebel	5,353	-
Werk It	3,050	-
<b>Total Income</b>	<b>8,403</b>	<b>-</b>
<b>Expenses</b>		
25th Anniversary	5,674	-
Pat Snoxell Legacy	394	-
Rebel	11,762	-
Werk It	6,465	-
<b>Total Expenses</b>	<b>24,295</b>	<b>-</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>(15,891)</b>	<b>-</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and Notes to the Financial Statements.

## Piano Campaign Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2023

	2023	2022
<b>Piano Campaign Trading</b>		
<b>Revenue</b>		
Interest revenue	-	-
<b>Total Income</b>	-	-
<b>Expenses</b>		
Piano maintenance	-	-
<b>Total Expenses</b>	-	-
<b>Net Operating Surplus/(Deficit)</b>	-	-

SUBJECT TO AUDIT

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and Notes to the Financial Statements.

## Event Ticketing Centre Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2023

	2023	2022
<b>Event Ticketing Centre Trading</b>		
<b>Revenue</b>		
Ticketing fees	94,782	49,289
<b>Total Income</b>	<b>94,782</b>	<b>49,289</b>
<b>Expenses</b>		
Electricity	2,866	2,577
Employee related costs	35,772	35,117
Eftpos terminals/computer	567	1,348
Marketing and promotion	-	320
Security	923	1,285
Stationery	744	606
Telephone	618	570
ETC Cancellation Fees	14,454	1,619
<b>Total Expenses</b>	<b>55,943</b>	<b>43,442</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>38,839</b>	<b>5,847</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and Notes to the Financial Statements.

## Statement of Financial Performance

### The Regent Theatre Trust For the year ended 30 June 2023

	NOTES	2023	2023 BUDGET	2022
<b>Revenue</b>				
Theatre Operations	2	604,676	389,800	179,355
Regent on Broadway Promotions		8,403	85,000	-
Event Ticketing Centre		94,782	65,000	49,289
Council Funding - PNCC		252,363	243,079	370,669
Interest Revenue		14,972	2,000	1,768
Donations from Friends of Regent		41,649	86,250	27,172
Covid-19 Wage Subsidy Received		1,800	-	69,452
Government Resurgence Support		-	-	31,043
<b>Total Revenue</b>		<b>1,018,646</b>	<b>871,129</b>	<b>728,747</b>
<b>Expenses</b>				
Theatre Operations	3	313,770	218,425	189,949
Employee Related Expense	4	480,350	509,240	415,074
Regent on Broadway Promotions		24,295	57,570	-
Event Ticketing Centre		20,171	10,401	8,325
Depreciation		86,058	67,768	84,447
<b>Total Expenses</b>		<b>924,643</b>	<b>863,404</b>	<b>697,795</b>
<b>Surplus/(Deficit) for the Year</b>		<b>94,003</b>	<b>7,725</b>	<b>30,952</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Financial Position

### The Regent Theatre Trust As at 30 June 2023

	NOTES	30 JUN 2023	2023 BUDGET	30 JUN 2022
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash	5	297,629	363,611	341,456
Debtors	6	54,987	17,688	17,688
Investments	7	241,087	186,532	186,532
Prepayments		16,688	5,939	5,939
<b>Total Current Assets</b>		<b>610,391</b>	<b>573,770</b>	<b>551,614</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	8	615,160	609,915	611,433
<b>Total Non-Current Assets</b>		<b>615,160</b>	<b>609,915</b>	<b>611,433</b>
<b>Total Assets</b>		<b>1,225,551</b>	<b>1,183,685</b>	<b>1,163,047</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Creditors and accrued expenses	9	127,992	96,585	65,352
Goods and services tax		10,208	36,739	27,291
Deposits in advance	10	22,243	150,722	35,519
Employee costs payable	11	32,010	-	31,419
Kevin Bloody Wilson – Ticket Funds	10	-	-	5,352
Palmy Companion Card (Grant)		481	-	2,000
Pat Snoxell Legacy Account (Bequest)		50,000	-	50,000
Settlement Funds for performance cancellation		-	-	57,501
<b>Total Current Liabilities</b>		<b>242,934</b>	<b>284,046</b>	<b>274,434</b>
<b>Total Liabilities</b>		<b>242,934</b>	<b>284,046</b>	<b>274,434</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>982,617</b>	<b>899,639</b>	<b>888,613</b>
<b>Equity</b>				
<b>Retained Earnings</b>				
Steinway Piano Campaign Fund	16	41,449	41,449	41,449
Theatre Operations	17	716,830	633,852	622,826
Regent on Broadway Promotions		74,338	74,338	74,338
<b>Reserves</b>				
Maintenance Reserve		150,000	150,000	150,000
<b>Total Equity</b>		<b>982,617</b>	<b>899,639</b>	<b>888,613</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Cash Flows

### The Regent Theatre Trust For the year ended 30 June 2023

	2023	2023 BUDGET	2022
<b>Cash Flows from Operating Activities</b>			
Receipts of Council Funding	252,363	243,079	358,669
Interest, dividends and other investment receipts	9,315	2,000	1,385
Cash receipts from Operating activities	602,703	670,169	329,102
Donations and Grants	41,649	86,250	27,172
Government Resurgence Support	-	-	28,383
Covid-19 Wages Subsidy	1,800	-	69,452
GST	(13,040)	(64,560)	63,833
Payments to suppliers and employees	(794,278)	(837,399)	(633,489)
<b>Total Cash Flows from Operating Activities</b>	<b>100,513</b>	<b>99,539</b>	<b>244,507</b>
<b>Cash Flows from Investing and Financing Activities</b>			
Payments to investments	(54,555)	(1,236)	(1,385)
Payments to acquire property, plant and equipment	(89,784)	(76,188)	(87,016)
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>(144,340)</b>	<b>(77,424)</b>	<b>(88,401)</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>(43,827)</b>	<b>22,115</b>	<b>156,105</b>
<b>Bank Accounts and Cash</b>			
Opening cash	341,456	341,456	185,351
Net change in cash for period	(43,827)	22,115	156,105
Closing cash	297,629	363,611	341,456

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Notes to the Performance Report

## The Regent Theatre Trust For the year ended 30 June 2023

### 1. Accounting Policies Applied

#### Basis of Preparation

The Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that the Trust does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting.

The Performance Report is prepared under the assumption that the Trust will continue to operate in the foreseeable future.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

#### Goods and Services Tax

The Trust is registered for GST. All amounts in the financial statements are recorded exclusive of GST, except for debtors and creditors, which are stated inclusive of GST.

#### Significant Accounting Policies

##### Revenue

###### *Grants*

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("use or return condition"). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

###### *Sale of goods*

Revenue from the sale of goods is recognised when the goods are sold to the customer.

###### *Sale of services*

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

###### *Donated assets*

Revenue from donated assets is recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the value of the asset is readily obtainable and significant.

###### *Interest*

Interest revenue is recorded as it is earned during the year.

###### *Recoveries and commissions*

Amounts disclosed in the Statement of Financial Performance consist of monies recovered from the theatre hirer for direct costs incurred during the hire period. These include labour, electricity and gas and staging expenses.

### Employee Related Costs

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, leave entitlements and lieu hours. Performance payments are recorded when the employee is notified that the payment has been granted. Superannuation contributions are recorded as an expense as staff provide services.

### Advertising, marketing, administration, overhead, and fundraising costs

These are expensed when the related service has been received.

### Lease expense

Lease payments are recognised as an expense on a straight-line basis over the lease term.

### Bank accounts and cash

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks. Bank overdrafts are presented as a current liability in the statement of financial position.

### Debtors

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

### Property, Plant, and Equipment

Property, plant, and equipment is recorded at cost, less accumulated depreciation and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Plant & equipment	5-67%	Straight-line
Furniture & fittings	10-25%	Straight-line
Piano	5%	Straight-line
Leasehold improvements	8.40%	Straight-line



### Investments

Investments comprise investments in terms deposits with banks.

Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it is written down to the expected recoverable amount.

### Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

### Employee costs payable

A liability for employee costs payable is recognised when an employee has earned the entitlement. These include salaries and wages accrued up to balance date, lieu hours and annual leave earned but not yet taken at balance date.

### Provisions

The Trust recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation as a result of a past event, it is probable that expenditure will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

### Income Tax

The Regent Theatre Trust has been granted charitable status by the Inland Revenue Department, and therefore is exempt from income tax.

### Tier 2 PBE Accounting Standards applied

The Trust has not applied any Tier 2 Accounting Standards in the preparing its financial statements.

### Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (last year – nil).

	2023	2022
<b>2. Theatre Operation Revenue</b>		
Theatre Hire	280,222	66,437
Recoveries and Commission	324,454	112,917
<b>Total Theatre Operation Revenue</b>	<b>604,676</b>	<b>179,355</b>

	2023	2022
<b>3. Theatre Operations Expenditure</b>		
<b>Operation costs</b>		
Advertising & Promotion	5,985	3,782
Cleaning	25,772	20,790
Freight & cartage	282	-
Electricity & Gas	61,476	38,984
Sanitation	17,530	10,206
Repairs & maintenance	18,813	5,759
Recoverable expenses	70,646	12,894
Recruitment	16,149	-
Services - Water	1,463	919
Technical Supplies	3,657	803
<b>Total Operation costs</b>	<b>221,773</b>	<b>94,138</b>
<b>Administration costs</b>		
Audit Fees	25,000	35,331
Bank Fees	388	243
Computer Expenses	322	746
Consulting & Accounting	30,000	32,302
Conferences	7,183	1,142
Entertainment	793	1,685
Insurance	8,964	9,498
Petty Cash	217	217
Miscellaneous - Other	1,309	1,016
Office Expenses	430	-
Security	677	1,054
Stationery	402	506
Secretarial Services	1,500	1,350
Subscriptions	8,900	6,551
Telephone	5,912	4,169
<b>Total Administration costs</b>	<b>91,997</b>	<b>95,811</b>
<b>Total Theatre Operations Expenditure</b>	<b>313,770</b>	<b>189,949</b>
	<b>2023</b>	<b>2022</b>
<b>4. Employee Related Costs</b>		
Salaries and wages	474,874	410,028
Other Employee related cost	5,476	5,047
<b>Total Employee Related Costs</b>	<b>480,350</b>	<b>415,074</b>
	<b>2023</b>	<b>2022</b>
<b>5. Bank Accounts and Cash</b>		
Analysis of total cash book balances and deposit accounts as at 30 June :	-	-
Theatre Administration Account	284,502	284,741

ANZ Call Account - Pat Snoxell Legacy Account	3	50,031
Ticketek Account	13,124	6,684
<b>Total Bank Accounts and Cash</b>	<b>297,629</b>	<b>341,456</b>
	<b>2023</b>	<b>2022</b>

**6. Debtors**

Trade receivables	48,558	16,916
<b>Less:</b>		
Provision for impairment	-	-
Total trade receivables	48,558	16,916
Accrued interest	6,429	772
Total trade and other receivables	54,987	17,688
	<b>2023</b>	<b>2022</b>

**7. Investments**

<b>Current investments</b>		
ANZ Bank term deposits	241,087	186,532
<b>Total Current investments</b>	<b>241,087</b>	<b>186,532</b>
<b>Total Investments</b>	<b>241,087</b>	<b>186,532</b>

**8. Property, Plant and Equipment**

<b>Cost</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Total
Balance at 1 July 2021	1,587,984	200,598	186,554	285,937	2,261,073
Additions	87,016	-	-	-	87,016
Disposals	-	-	-	-	-
Balance at 30 June 2022	1,675,000	200,598	186,554	285,937	2,348,089

<b>Cost</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Total
Balance at 1 July 2022	1,675,000	200,598	186,554	285,937	2,348,089
Additions	89,784	-	-	-	89,784
Disposals	-	-	-	-	-
Balance at 30 June 2022	1,764,784	200,598	186,554	285,937	2,437,873

<b>Accumulated Depreciation</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Total
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Balance at 1 July 2021	1,100,349	197,877	179,110	174,873	1,652,209
Depreciation	67,825	1,411	805	14,406	84,447
Disposals	-	-	-	-	-
Balance at 30 June 2022	1,168,174	199,288	179,915	189,279	1,736,656

<b>Accumulated Depreciation</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Total
Balance at 1 July 2022	1,168,174	199,288	179,915	189,279	1,736,656
Depreciation	70,646	473	804	14,134	84,447
Disposals	-	-	-	-	-
Balance at 30 June 2022	1,238,820	199,761	180,719	203,413	1,736,656

<b>Carrying amount</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Total
At 30 June 2022	506,826	1,310	6,639	96,658	611,433
At 30 June 2023	525,965	837	5,835	82,522	615,160

Leasehold improvements includes \$Nil of work in progress (2022: \$Nil).

	2023	2022
<b>9. Creditors and accrued expenses</b>		
Trade payables	61,492	28,852
Accrued expenses	66,500	36,500
Total Creditors and accrued expenses	127,992	65,352
Comprising:	-	-
Current	127,992	65,352
Total Creditors and accrued expenses	127,992	65,352

#### 10. Deposits in Advance

Deposits received in advance during 2022/2023 of \$22,243 (2022: \$41,221) are funds received by the theatre for shows and events yet to come.

	2023	2022
<b>11. Employee Costs Payable</b>		
<b>Leave</b>		
Annual leave	25,459	25,147
<b>Wages</b>		
Wages owing	6,551	5,737

	2023	2022
<b>Lieu time</b>		
Lieu hours owing	-	535
Total employee costs payable	32,010	31,419
Comprising:	-	-
Current	-	31,419
Total employee costs payable	32,010	31,419

## 12. Related Party Transactions

### Key management personnel

The Trustees received payment of \$5,525 for attending meetings in the 2023 financial year (2022: \$6,035).

#### Palmerston North City Council

The total amount of operating grants received from the Council is disclosed in the statement of financial performance. There were no further Grants funding received from the Council for 2021/2022 year. In 2022/2023 year, the Palmerston North City Council contributed the following additional funds:

- \$5,425 for assistance towards the Inspection report for the fly tower.

In terms of the Management Agreement between the Palmerston North City Council and the Trust, the Council's charges for rent, rates and insurance attributable to the Theatre are covered by the Council's internal accounting processes and do not require an actual payment to be made by the trustees.

Total funds received from Palmerston North City Council

Payment Dates	Amount (GST exclusive)	Descriptions
13/07/2022	\$61,734.50	Annual 2023 Operating Grant
5/10/2022	\$61,734.50	Annual 2023 Operating Grant
21/12/2022	\$61,743.50	Annual 2023 Operating Grant
10/03/2023	\$5,425.00	For inspection report for the Fly Tower
19/04/2023	\$61,734.50	Annual 2023 Operating Grant
	\$252,363.00	Total

Allocation of funds received from Palmerston North City Council in the Performance Report

Amount (GST exclusive)	Report Type	Account name	Notes
\$246,938.00	Statement of Financial Position	Council Funding - PNCC	Annual 2023 Operating grants.
\$5,425.00	Statement of Financial Position	Council Funding - PNCC	For inspection report for the Fly Tower
\$252,363.00	Total		

	2023	2022
<b>13. Operating lease commitments</b>		
The future aggregate minimum lease payments to be paid under non-cancellable operating leases are as follows:		
Not later than one year	1,488	1,488
Later than one year and not later than five years	2,232	1,488
Later than five years	-	-
<b>Total Operating lease commitments</b>	<b>3,720</b>	<b>2,976</b>

The Trust leases ETFPOS machines from EFTPOS Central for a period of 36 months. This agreement was re-signed during 2023 and ends in 2026.

#### 14. Contingent assets and liabilities

The Trust has no contingent assets or liabilities as at 30 June 2023 (2022: Nil).

#### 15. Events subsequent to balance date

There have been no significant events subsequent to balance date (2022: Nil).

	2023	2022
<b>16. Steinway Piano Campaign Fund</b>		
Balance at beginning of year	41,449	41,449
Net surplus / (deficit) for year	-	-
<b>Total Steinway Piano Campaign Fund</b>	<b>41,449</b>	<b>41,449</b>

The Trust Board had undertaken a fund raising campaign for the specific purpose of purchasing a new grand piano. In December 2001 this grand piano was purchased with any remaining funds to be used on maintenance, upkeep and tuning.

	2023	2022
<b>17. Theatre Operations</b>		
Balance at beginning of year	626,127	618,621
Donated Assets/In kind	41,649	27,172
Community Grants	-	-
Covid -19 Wages Subsidy	1,800	100,495
Net surplus / (deficit) for year*	152,502	(35,714)
Depreciation	(86,058)	(84,447)
<b>Total Theatre Operations</b>	<b>736,020</b>	<b>626,127</b>

\*Includes net surplus/(deficit) for both Theatre Operations and Event Ticketing Centre.

	2023	2022
<b>18. Regent on Broadway promotions</b>		
Balance at beginning of year	74,338	74,338
Net surplus / (deficit) for year	(15,892)	-
<b>Total Regent on Broadway promotions</b>	<b>58,446</b>	<b>74,338</b>
	2023	2022
<b>19. Maintenance reserve</b>		
Balance at beginning of year	150,000	150,000
<b>Balance at end of year</b>	<b>150,000</b>	<b>150,000</b>

The maintenance reserve fund of \$150,000 was set up principally to support the Regent Theatre Trust's maintenance obligations in respect to theatre equipment and other tangible assets of the Trust.

#### 20. Donations from Friends of Regent for assets and time.

Donations from Friends of The Regent this year are \$41,649 (2022: \$27,172). Total donations made to 30 June 2023 were \$927,637 (2022: \$885,988).

#### 21. Donations from other sources.

No Donations were received during the year (2022: \$50,000).

#### 22. Explanation of significant variances against budget

Explanations for significant variations from the budgeted figures in the Statement of Performance are as follows:

##### Revenue

Theatre Operations revenue includes Recoveries and Commissions. Budget \$227,848 versus actual \$619,648.

##### Donations from Friends of Regent.

Income from the Friends of Regent is not included in the budget due to the nature of the revenue type, being variable and unpredictable. During this financial year \$41,649 was received from the Friends of Regent for asset purchases.

*Expenses* Depreciation. Budget \$67,768 versus actual \$86,058. The Trust had additional assets during the 2022/2023 year of \$89,784.





# REGENT ON BROADWAY

## GREENHOUSE GAS EMISSIONS INVENTORY REPORT

APRIL 2021 – MARCH 2022





**He waka eke noa  
We are all on this journey together**

*New Zealand now has the Zero Carbon Act. This commits the country to net zero greenhouse gas emissions by 2050. The Act specifically focuses on carbon dioxide, methane and nitrous oxide.*

*These make up a majority of NZ's emissions.*

*The Act is likely to lead to a lot of changes in the way we do business in coming years.  
Managing your carbon footprint will prepare your business for the changes to come.*

[Sustainable.org.nz](https://Sustainable.org.nz)

**This Enviro Insights report has been created by Event Insights NZ for Regent Theatre Trust Incorporated.**

# INTRODUCTION



**This is Regent Theatre Trust's first Greenhouse Gas (GHG) emissions report, providing a baseline for future annual reports. The inventory listed in this report is a thorough and detailed count of the GHG emissions that can be directly attributed to Regent on Broadway's functions. The data applies CO<sub>2</sub>e calculations provided by Ministry for the Environment – Manatu Mo Te Taiao.**

## ABOUT REGENT ON BROADWAY

Regent on Broadway is among the top four performing arts centres in New Zealand, alongside Wellington, Christchurch and Auckland.

The activities of the Regent help to build Palmerston North's national and international reputation as a creative and exciting place to live, work, study and play. The Regent on Broadway plays a critical part in contributing to the city vision of "Small city benefits, big city ambition" – a city that draws inspiration from the diversity within its culture and creates a vibrant urban environment that attracts creative and clever people and nurtures creative talent. The Regent is a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawatu region.

The Regent on Broadway is governed by the Regent Theatre Trust Incorporated. This Trust is governed by a Board of Trustees which is responsible for the strategic direction and control of its activities. The Board guides and monitors the business and affairs of Regent Theatre Trust in accordance with the Trust Deed and its Statement of Intent.

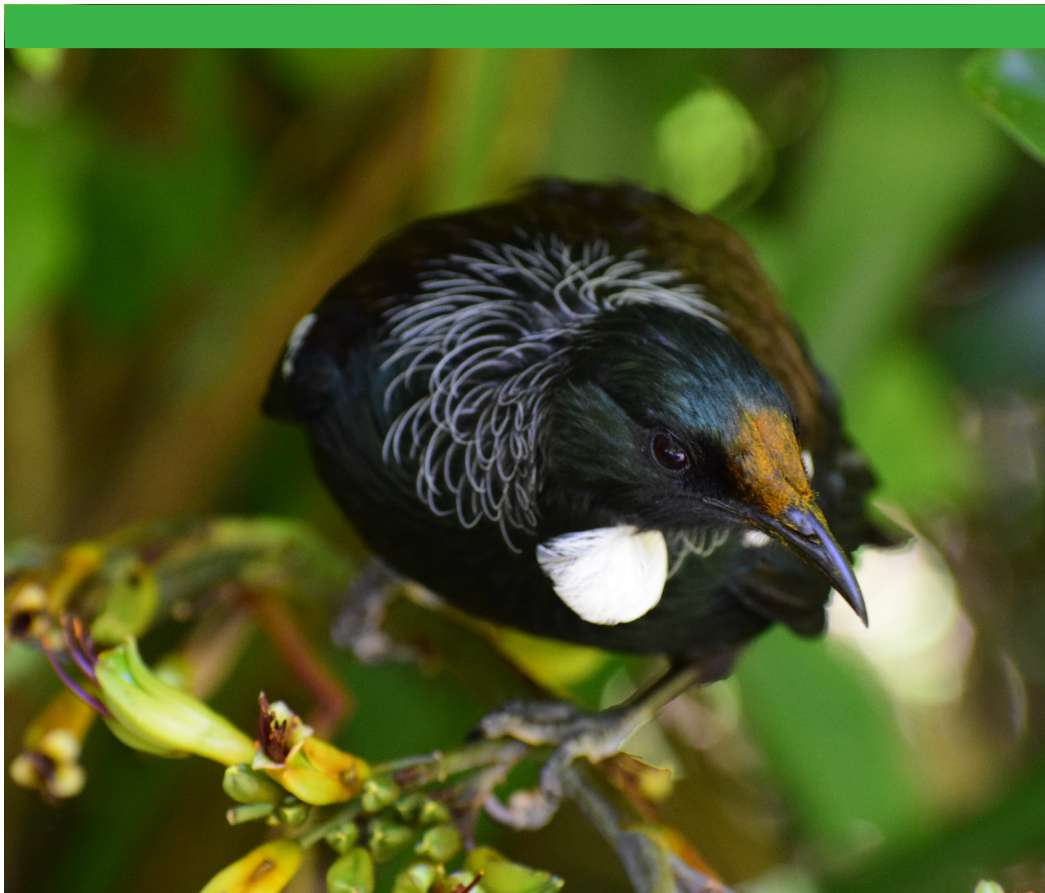
# REGENT ON BROADWAY

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## ENVIRONMENTAL OBJECTIVES

As a Council Controlled Organisation, Regent on Broadway shares Palmerston North City Council's Eco City Strategy target of a 30% reduction in Carbon Dioxide Equivalent (CO<sub>2</sub>e) emissions by 2031, from their 2018 baseline.

The Regent Theatre Trust, Statement of Intent describes that it is working towards sustainable environmental practice such as recycling, replacing disposable with reusable and energy reduction.



APRIL 2021 – MARCH 2022

# GHG EMISSIONS SOURCES INVENTORY



AREA	SCOPE LEVEL	UNIT	SOURCE
<b>Theatre</b>			
Electricity	2	kWh	Contact account
Natural Gas	1	kWh	Nova account
<b>Ticket Office</b>			
Electricity	2	kWh	Contact account
<b>Bar Area</b>			
Electricity	2	kWh	Contact account
<b>Staff commuting/ Workplace travel</b>			
Air Travel – domestic	3	Km	Air NZ account (nil)
Private Car – diesel	3	Km	Travel survey
Private Car – petrol	3	Km	Travel survey
Private Car – hybrid	3	km	Travel survey
<b>Waste</b>			
Waste to Landfill	3	Kg	EnviroWaste weigh data

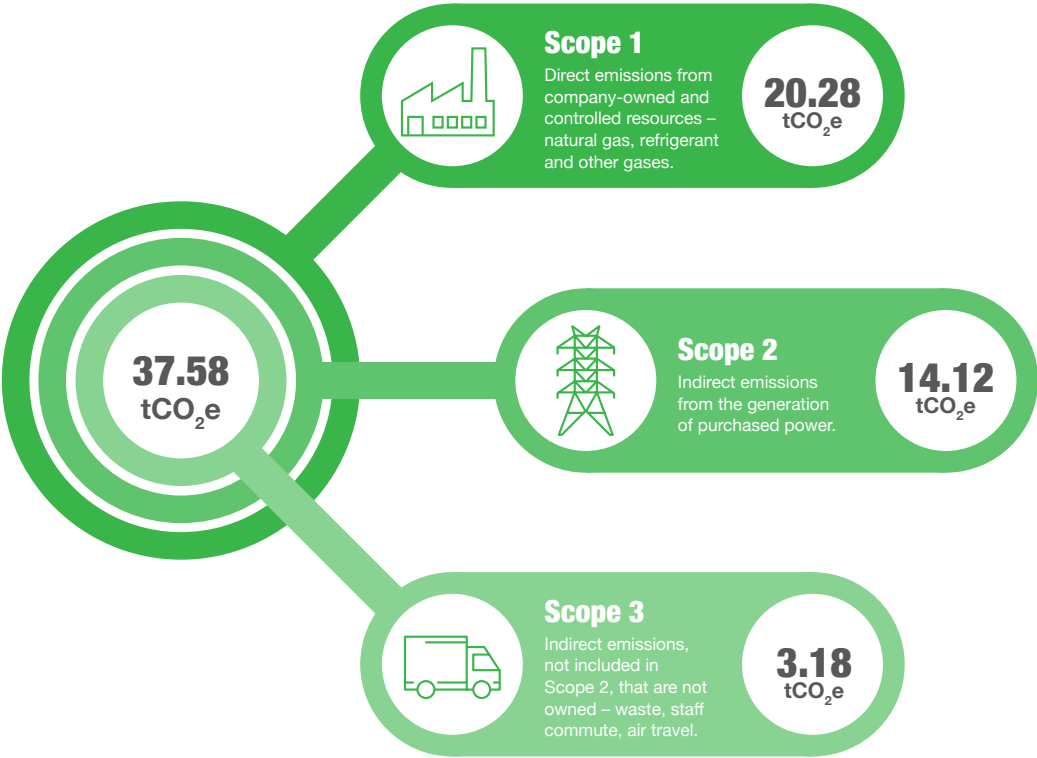
## EXCLUSIONS

Emissions resulting from the transport of goods by third parties (freight) has been excluded from this report. Please note staff did not travel out of the city for meetings, events or conferences; so, no air travel was used over this period.

AREA	SCOPE LEVEL	REASON
Wastewater	3	Insufficient data, intention to include area in future
Accommodation Include in future	3	Insufficient data, likely to be de minimis, intention to include in future
Refrigerant gas Include in future	1	Insufficient data, likely to be de minimis, intention to include in future



# EMISSIONS BY SCOPE



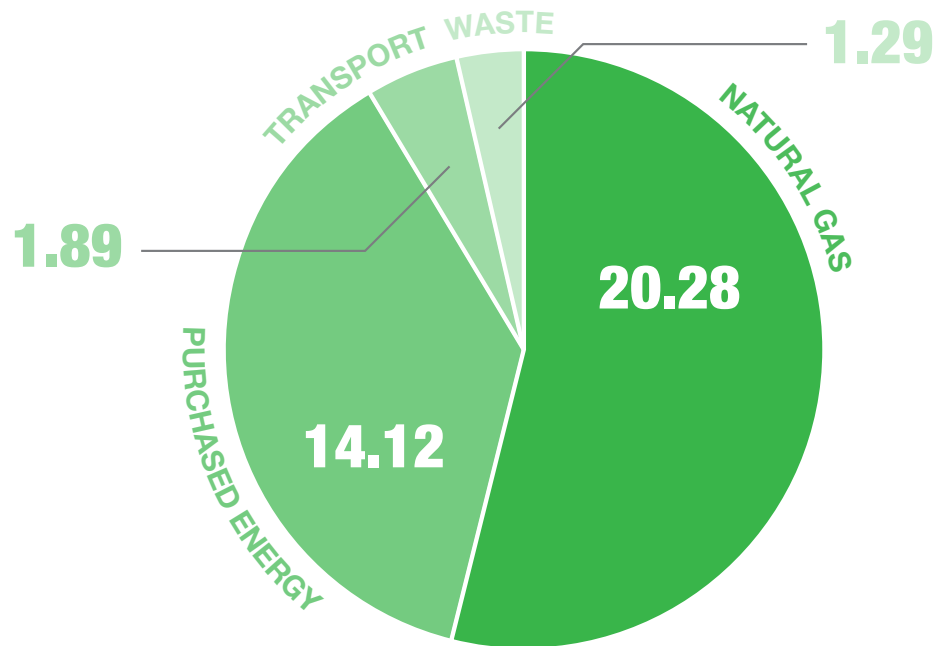
DATA SUMMARY		tCO <sub>2</sub> e
Total Scope 1		20.28
Total Scope 2		14.12
Total Scope 3		3.18
Total GHG Inventory Emissions		37.58

tCO<sub>2</sub>e = metric tonnes of carbon dioxide equivalent

APRIL 2021 – MARCH 2022



# EMISSIONS BY SOURCE



GROSS GHG EMISSIONS BY SCOPE		tCO <sub>2</sub> e
<strong>Scope 1:</strong>		
Natural Gas (Fuel)		20.28
<strong>Scope 2:</strong>		
Purchased Energy		14.12
<strong>Scope 3</strong>		
Transport		1.89
Waste		1.29
Total GHG Inventory Emissions		37.58

Actual usage is recorded on attached register.

# CURRENT AND FUTURE ACTIONS



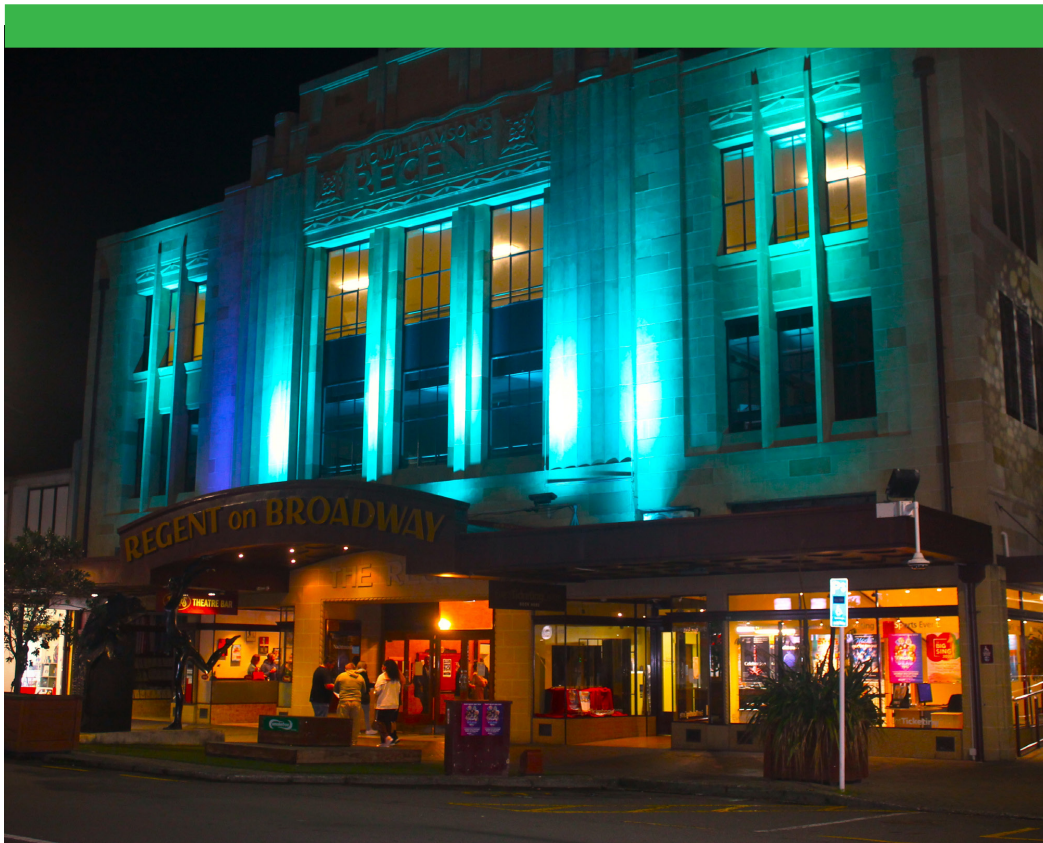
Replaced 35% of lighting to LED luminaires
Carpooling among some of the Friends of the Regent
17% of staff/Friends of the Regent commute by a hybrid vehicle, walk or cycle for their commute
One staff member walked their commute to work over the year which is equivalent to saving the emissions of driving Wellington to Cape Reinga
Recycle paper
Recycle bottles and cans from bar area



## **SPECIAL NOTE**

It must be noted that Covid 19 had a major impact on the Regent on Broadway. In the year April 2021 – March 2022 it hosted only 219 events compared to an average 365 events per year, a massive 40% decrease in activity. This decrease in events has meant less use of many of the inventory areas i.e. natural gas, electricity and transport; that would have been consumed in a 'normal' year.

Due to the pandemic events hosted by Events Venues Association of New Zealand and Venue Management Association (Asia and Pacific) Ltd, that normally are attended by the General Manager, were cancelled. This has resulted in no air travel occurring over this period when normally there would.








7

# RECOMMENDATIONS



<p><b>Set greenhouse gases emission target</b></p> 	<p><b>Continue to replace lighting to LED</b></p> 	<p><b>Optimise heating and cooling systems</b></p> 
<p><b>Investigate replacing all natural gas with electric</b></p> 	<p><b>Investigate converting to solar power</b></p> 	<p><b>Recycling – internal and external bins</b></p> 
<p><b>Investigate recycling options for items currently not recycled</b></p> 	<p><b>Include environmental discussions in Staff, Friends and Board meetings</b></p> 	<p><b>Encourage promoters to use recyclable paper for posters</b></p> 

<p><b>Encourage promoters to use recyclable material, for signs, instead of corflute</b></p> 	<p><b>Offset air travel with carbon credits i.e. Air NZ's 'FlyNeutral' programme</b></p> 	<p><b>Encourage car-pooling</b></p> 
<p><b>Encourage use of public transport</b></p> 	<p><b>Encourage cycling and walking</b></p> 	



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## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

**TITLE:** The Globe Theatre Trust - Annual Report 2022-23

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

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

---

### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the Globe Theatre Trust Board's draft Annual Report 2022/23 (Attachment 2).
- 

#### 1. ISSUE

- 1.1 The Globe Theatre Trust Board (the Globe) has submitted its draft Annual Report 2022-23 (Attachment 2). This memorandum provides an opportunity for Elected Members to review the progress the Globe Theatre has made against its Statement of Intent during the period 1 July 2022 to 30 June 2023.
- 1.2 Representatives of the Globe are in attendance to present.

#### 2. BACKGROUND

- 2.1 The Globe is a Council Controlled Organisation (CCO), which was set up to independently manage and promote the Globe Theatre as a venue for hire. 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 the Globe to focus on the delivery of three core functions:
  - Remain an affordable venue for hire
  - Support theatre talent development – onstage and off
  - Encourage diversity and the celebration of diverse communities.
- 2.3 In 2022/23, the Council granted the Globe Trust Board \$121,125<sup>3</sup> to deliver the core functions listed in 2.3 above. Council expected the Board to supplement this grant by seeking external revenue.

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<sup>3</sup> Adjusted annually for inflation

- 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.
- 2.5 The attached Annual Report has not yet been audited by Audit NZ. An updated report will be brought to Committee in the event there are any material changes following audit.

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

- 3.1 Highlights from the Globe's Annual Report include the following:
  - Hosted a wide range of shows and events – such as: Manawatū Youth Theatre, French film festivals, Powerlifting National Championships, comedy nights, Manawatū Jazz Festivals and the Aotearoa Country Music Awards.
  - Continued to build strong working relationships with a variety of community groups including 12 Memorandum of Understanding (MOU) groups. MOU groups used the theatre 49% of the time in 2022/23.
  - Continued to attract touring acts for many musical/ theatre performances. By offering acts different options for paying the hireage fee, 31 groups took up the offer of the 70/30 hire option – which increases the variety of acts performed in the city.
  - Attracted 35 national/ international touring groups to Palmerston North, which increases the variety of acts performed in the city.
  - Received a Highly Commended award in the Manawatū Business Awards 2022 'Not for Profit' category.
- 3.2 The Globe has achieved most of its targets, except for three: number of usages; number of audience members and the percentage of total theatre usages by a community group. Attachment 1 shows the Globe's performance against the agreed Statement of Intent targets and includes Officer comments.

#### 3.3 Objective 1: Increasing usage and audience attendance

The Globe managed to increase usage compared to 2022, however, admits its target was too ambitious.

The measure 'Number of audience members' did not meet the target. The Globe was very successful at encouraging new acts to tour Palmerston North, however despite there being more performances at the Globe than expected, fewer people attended the shows. Part of this could be due to the cost of living crisis, and people having less disposable income to attend 'new' or unfamiliar shows. Generally, returning or familiar shows were well attended, but some of the first-time performances (to Palmerston North) struggled.

3.4 Objective 2: Supporting and encouraging local community use

The percentage of theatre usage attributed to community groups (excluding MOUs) did not meet its target of 45%. This measures the community groups which use the theatre for one-off performances or irregularly rather than the MOUs who use the theatre on a regular basis. Despite this measure not meeting its target, Officers are not concerned, as when combined with the MOU result, community use of the theatre reached 87% against a combined target of 80%.

3.5 Work to provide 'Support for Rangitānenuiarawa, whanau hapū and iwi to create and deliver art experiences', has started progressing towards the target, which was to develop a vision and actions for implementation. The Trust Board has initiated a relationship with Rangitāne and has commissioned Rangitāne artists to design and create artwork for the new Theatre Foyer. The Board also recently appointed Marama Lobb onto the Board. The development of a vision and additional actions are the next steps.

3.6 Officers see no merit in comparing 2022 with the COVID years of 2020 and 2021; instead Table 1 compares 2022 results with pre-COVID years 2018 and 2019.

3.7 Despite the Globe Trust not meeting its 22/23 target for Patronage (audience attendance), it still achieved greater audience numbers than in the pre-COVID years.

**Table 1: The Globe – Annual Performance Results for the financial years 2018, 2019 and 2023 (Covid-free years)**

Measure		2017-18 30 June 2018	2018-19 30 June 2019	2022-23 30 June 2023	3 Year Trend
<b>Number of Usages</b>	Actual	514	680	581	↓
<b>Number of Performances</b>	Actual	175	253	296	↑
<b>Patronage</b> – Total attendance for all events	Actual	Not recorded	21,409	23,190	↑
<b>% Community Usage</b> % of total usage attributed to community groups (including MOUs)	Actual	83%	83%	87%	↑
<b>Average size of audience per event</b>	Actual	Not available	85	78	↓

#### 4. FINANCIAL PERFORMANCE FOR THE YEAR JULY 2022- JUNE 2023

- 4.1 The Trust had an operating net surplus \$64K, which was less than the budgeted net surplus of \$117K in the Statement of Intent. The Globe sets out in their report that this was due to an ambitious revenue target for sales of goods and services.
- 4.1 The Trust's current assets are more than 2.7 times its liabilities indicating that the Trust can satisfy its obligations.

**Table 2: Financial Information for the draft Annual Report 2022-23**

	2023			2022	
Summary Financials (\$000)	Actual	Budget	Var.	Actual	Var.*
<b>Financial Performance</b>					
PNCC Grant	121,125	119,257	1,868	118,075	3,050
Total Revenue	430,782	452,599	(21,817)	266,815	163,967
Total Expenses	366,437	334,877	31,560	285,653	(80,784)
Net Surplus (Deficit)	64,345	117,722	(53,377)	(18,838)	83,183
<b>Financial Position</b>					
Current Assets	248,162	338,232	(90,070)	209,547	38,615
Total Assets	562,774	578,470	(15,696)	479,785	82,989
Current Liabilities	91,287	56,914	(34,373)	71,092	20,195
Total Liabilities	94,647	60,277	(34,370)	76,003	18,644
Equity	468,127	518,193	(50,066)	403,783	64,344
<b>Cash Flows</b>					
Total Net Cash Flows	35,939	127,688	(91,749)	20,502	15,437
Opening Cash	206,545	206,544	1	186,043	20,502
Closing Cash	242,484	334,232	(91,748)	206,545	35,939

\*when compared to the same period 12 months ago

#### 5. NEXT STEPS

- 5.1 Council Officers will communicate any Council comments on the draft Annual Report to the Globe Theatre.



5.2 At the end of February 2024, the Globe Theatre Trust Board will submit:



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

These will be presented to Committee in April 2024.

## 6. 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 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. The Globe Theatre Trust Board\_Non-financial Performance Results  
[!\[\]\(49aa2e1da5fe39294864e9598c593810\_img.jpg\)](#) 
2. The Globe Theatre Trust\_Draft Annual Report 2022-23 [!\[\]\(6557fa7496e6a507d2326ea0bef061ee\_img.jpg\)](#) 



The Globe Theatre Trust - Annual Performance 2022-23	Annual Target 2022-23	6- month performance as at 31/12/22	% of annual target at six month mark	Annual performance 2022/2023	% of Annual target	Officer's comment
<b>Objective 1: Ensure that there are more arts and activities at The Globe that contribute to the Council's aspirations for Palmerston North to be a creative and exciting city.</b>						
Number of usages	675	314	47%	581	86%	Not Achieved - too ambitious a target
Number of Performances	240	178	74%	296	123%	Achieved
Hours of use by hirers	2,800	1,674	60%	3,252	116%	Achieved
Number of participants	1,850	1,885	102%	4,010	217%	Achieved
Number of audience in attendance	27,000	14,693	54%	23,190	86%	Not Achieved - low attendance in the third quarter (Jan-March) due to the cost of living crisis, which made this target difficult to achieve.
Number of national and international visiting productions performing at the Globe theatre.	17	16	94%	35	206%	Achieved
Number of collaborated performances (box office split)	15	15	100%	31	207%	Achieved
<b>Objective 2: Support the local performing arts community to showcase their diverse talents at the Globe, and working to ensure our users represent the diversity of the Palmerston North community</b>						
% of total theatre usage attributed to MOU groups	35%	48%		49%	N/A	Achieved
% of total theatre usage attributed to community groups	45%	40%	89%	38%	84%	Not Achieved
Support for Rangitānenuiawara, whānau, hapu & iwi to create and deliver art experiences	Develop a vision and actions for implementation	N/A			N/A	Not Achieved - Work progressed to initiate a relationship with Rangitāne, but the Trust is yet to agree a vision or actions for implementations.
<b>Objective 3: Maintain and develop facilities that enable our communities to produce and enjoy the very best performing arts that can be offered, ensuring that the Globe remains a cutting edge, visible and resilient cultural institution/facility.</b>						
Carry out Capital Development Programme -	Investigate digital signage options	N/A	N/A		N/A	Achieved
Contribution to environmental Sustainability	All Globe stage lighting to be converted to LED	N/A	N/A		N/A	Achieved
Support and encourage Rangitāne to incorporate art at the theatre	Develop a vision and actions for implementation	N/A	N/A		N/A	Achieved
				<div></div> <div></div>	Achieved Not Achieved	



# Globe Theatre Trust Board

## Draft Annual Report

### 2022-2023



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## SHOWCASING OUR COMMUNITY



address: PO Box 132, 312 Main Street  
Palmerston North  
website: [www.globetheatre.co.nz](http://www.globetheatre.co.nz)  
email: [info@globetheatre.co.nz](mailto:info@globetheatre.co.nz)  
phone: 06 351 4409

Trust Details as at 30 June 2023	
<b>Nature of Business</b>	Theatre
<b>Establishment Date</b>	15 April 2002
<b>Trustees</b>	J Adams (Chairperson) N Cross R Harris R Sheppard C Wilson
<b>Secretary</b>	C Wilson
<b>Treasurer</b>	N Cross
<b>Address</b>	312 Main Street PO Box 132 Palmerston North
	Telephone: (06) 351 4409
<b>Bankers</b>	Bank of New Zealand
<b>Solicitors</b>	Cooper Rapley
<b>Accountants</b>	About Time Accounting Services Limited
<b>Registered Office</b>	C/ Palmerston North City Council Civic Administration Building The Square Palmerston North
<b>Incorporation Number</b>	1206039
<b>Inland Revenue Number</b>	43-006-495

**SHOWCASING OUR COMMUNITY**



#### CHAIRPERSON'S REPORT

The Globe Theatre Trust Board is pleased to present our Annual Report for 2022/2023.

The year ended June 2023 has been another success story on all fronts. The ongoing success of the theatre is largely based on relationships and that can only grow. We are most proud of this aspect of what we are doing.

Our MOU groups continue to grow and build on their user base and offer diverse experiences to the community. The main groups in this category are Alliance Francaise with their monthly film nights, the Comedy Hub with monthly shows, Six to Sixty Choir and their weekly classes, the Sunday Matinee Series, and their monthly shows, plus a number of other MOU groups who perform throughout the year, but not quite as regularly as those mentioned. Of particular note it is great to see something of a resurgence of the Manawatu Theatre Society who are now staging three shows a year.

Other highlights include the Altitude Pole and Corps De Burlesque who each use the theatre 3 or 4 times a year to give their students something to aspire to. The Manawatu Jazz Festival this year had the biggest audience numbers we have had for some years – 7 shows, 1073 attendees – an average of 153 per show. The buzz around the theatre during this year's festival, especially during the day for the Secondary School Competition had to be experienced to be believed.

September 2022 saw the inaugural NZ Blues, Roots & Groove Festival, which can only grow, and become a regular for fans throughout NZ. This has got some real potential.

Other things of note include:

The Summer Sounds Festival.

The continued positive feedback we get from hirers.

The number of repeat bookings we are getting from hirers.

## SHOWCASING OUR COMMUNITY



The Board acknowledges the support we receive from the Palmerston North City Council, both at a councillor and council staff level. We appreciate the sense of collegiality we enjoy with the other CCO's, and I want to thank my fellow board members for their input. We were particularly appreciative of the extra funding we received for the new financial year, which has enabled us to pay staff a little more realistically.

I would like to flag the need for an annual audit. I know we have to be accountable for any funding we receive but I am sure there are more cost-effective ways of doing this, than going through the full audit process as we do now. It is very costly, not only in terms of the audit fee incurred but the huge draw on staff time.

In particular, I want to thank Gerry Keating, the theatre manager, and his staff who do way more than we pay them for. The theatre operates on a shoestring, makes hirers and attendees go away smiling and turns a small profit – this is largely down to the efforts of Gerry and his team.

John Adams  
Chairperson  
July 2023

Altitude Pole & Fitness  
Presents:

**THE ARCADE**  
ALTITUDE PALMERSTON NORTH SHOWCA

**SAT 30 JULY**  
**7PM**  
**\$30**

**SOLD OUT**

THIS SHOW IS  
R18

Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz) **globe** theatre

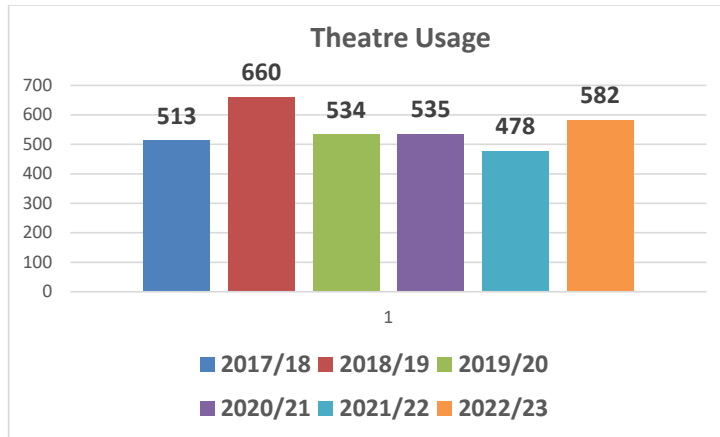
## SHOWCASING OUR COMMUNITY

## MANAGER'S REPORT

There are many ways to measure performance & success. How much money you make? How many sales you had? How many goals you scored? At the Globe Theatre, we use a number of different metrics to measure our progress throughout the year.

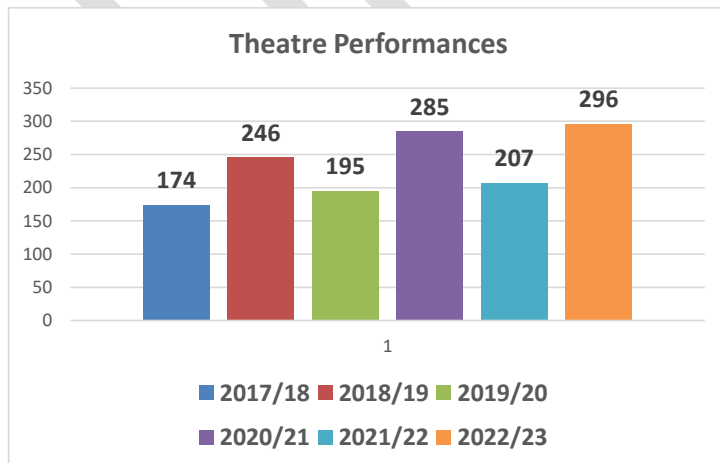
### Theatre Usage – How many times the theatre gets used. A nice and simple measurement.

During the 2022-2023 year, the Globe Theatre had 582 usages. This was an increase of 104 on the previous year.



### Theatre Performances – How many times a usage involving an audience takes place.

During the 2022-2023 year, the Globe Theatre had 296 performances take place. Over half the theatre usage was a performance and this year's figure was an increase of 89 on the previous year and a record number of performances for the theatre.



## SHOWCASING OUR COMMUNITY

### Theatre Use By Hirer

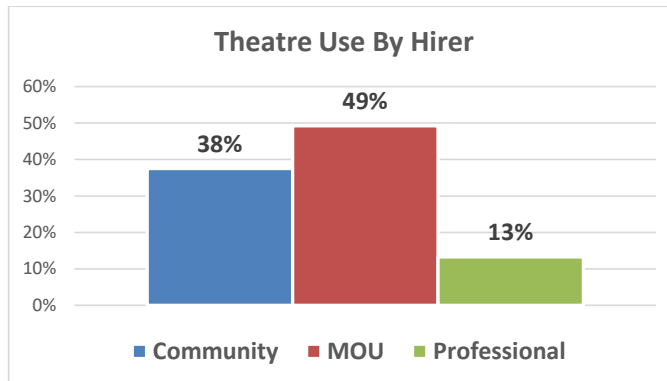
We record our theatre use by hirer as follows:

MOU (Memorandum of Understanding) Groups

Community Groups

Professional Organisation

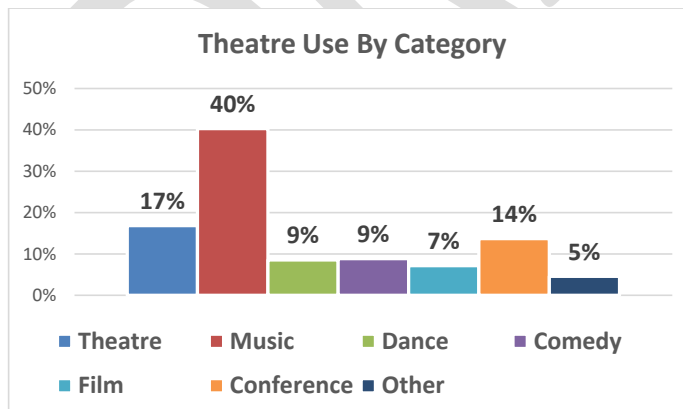
Our aim is to have at least 80% of our theatre use from community groups. MOU groups are classed as community groups for this purpose. As you can see from the illustration below, MOU/Community usage of the theatre is 87%.



These three measurements allow the board and theatre management to evaluate the past year. We are extremely proud of Theatre Usage and Theatre Performances. These are true measures of how the theatre is performing.

It is also worth noting the Theatre Use By Category. To keep things simple, we identify each theatre use in the following way:

Theatre, Music, Dance, Comedy, Film, Conference, & Other



## SHOWCASING OUR COMMUNITY

Of course, another important mark of how the theatre is performing, comes from our financial report. For the year ended June 2023, the Globe Theatre made a surplus of \$64,345.

The Globe Theatre currently has 12 MOU agreements in place. Alliance Francaise, the Comedy Hub, DIY Comedy, Ian Harman and the Boom Boom Room Burlesque, the Manawatu Youth Theatre, the Michelle Robinson Dance Studio, Pūrerehua Storytelling, the Rose Academy, Six To Sixty Performing Arts, the Sunday Matinee Series, Tall Poppies, and the Manawatu Theatre Society.

These groups form the backbone of the theatre in both usage and performances. Looking at our measurements for 2022-2023, MOU groups accounted for 49% (286) theatre usage and 40% (118) theatre performances.

During the year we welcomed 32 new hirers to the theatre.

We engaged in 31 collaborated performances during the year. Collaborated performances are performers who opt for a Performer/Venue 70%/30% Split rather than a straightforward theatre hire. This option tends to be favoured by travelling groups. They don't have a fan base in the region and having a Performer/Venue Split is more attractive to them than hiring the theatre outright. This option takes the pressure off them having to sell a certain number of seats just to cover the venue hire. The huge benefit of this allows us to be attractive to travelling groups who may be keen to include Palmerston North in their tour but are unsure if they can cover the venue hire costs.

Over the year over 23,000 people attended a show/event at the theatre. This is a huge increase on attendance from 2021/2022 (14,657). This can be attributed to the increased number of performances we catered to and our marketing/promotion strategy.

I mention every year, the importance of providing a platform for people to be involved in a show/event. While the audience will applaud the performers, we know a huge amount of work takes place before, during and after a show. During the year, over 4,000 people were involved in a show/event production. Another huge increase on the figure for 2021/2022 (1,785).

A statistic I enjoy measuring is the number of hours the theatre is in use. This can be a difficult figure to measure especially when you consider we have a number of spaces available. During the year, the theatre was in use for over 3,250 hours which equates to just under 9 hours a day.

You may have noticed above in the bar chart for Theatre Use By Category, that music plays a huge part in the theatre. This large increase can be attributed to the wonderful and new relationship we formed with Amy Hunt and the Six To Sixty Choir. They had performed at the theatre a number of times over the years and in conversation one evening, Amy asked if Globe 2 was available on Wednesday nights. I suggested that Monday nights would be a better option as I could pretty much guarantee one of the theatres would always be available. Amy had a chat to her group and next thing we know; the Six To Sixty Choir have signed an MOU agreement and are part of the Globe Theatre Family.

We also welcomed the School Of Film to the theatre on Saturday afternoons. Local film enthusiasts Arka Gupta and Caleb Rayner had created a filmmaking programme for aspiring young filmmakers. They needed a suitable venue on a regular basis, and we were able to facilitate them. Another example of how the theatre fosters relationships with locals.

We are also extremely proud to have the JorJaz Dance Crew use the theatre every Saturday morning. This group is a locally organised not-for-profit group providing a dance class experience for young adults with Down Syndrome. They have been a part of the Globe Theatre since 2018. The central location of the Globe Theatre

## SHOWCASING OUR COMMUNITY

means that many of the dancers can attend independently using local bus services or walking which is an additional positive for both wellbeing and independence.

At the Globe Theatre, we pride ourselves on the relationships we have with our users. Whether you use the theatre on a regular basis or on a “one-off” occasion, we want to make your experience the best it can be. This attitude has led to the growth in theatre usage and performances over the years. This has also led to an increased vibrancy at the theatre. People are looking forward to coming to a show and are meeting with family & friends beforehand to have a drink and take in the atmosphere. All part of making their experience a better one.

I am always asked for my highlights of the year, and it is a difficult task. As the Manager, you never want to single out particular events but of course, there are always a few favourites.

#### **July 2022**

Manawatu Youth Theatre and their production of Peter Pan Jr. Every July is a joy at the theatre when MYTH takes over Globe 1. The excitement, the nerves, the mess, the noise..... just adds huge vibrancy to the theatre and is always a wonderful way to start our financial year. In 2022, over 2,500 people attend 13 performances and over 60 young people took part on and off the stage.

#### **August 2022**

I have mentioned many times that we don't view the theatre as a theatre for hire. We view it as a space for hire. In August 2022, we hosted the Powerlifting Nationals for a week. Competitors and spectators came from all over the country to compete and the feedback for our facility was second to none. We also learned that the Globe 1 stage wasn't as strong as we thought it was, leading to some emergency repairs taking place during the nationals.

#### **September 2022**

The first ever New Zealand Blues, Roots & Groove Festival took place at the Globe Theatre. This brand-new festival was a collaboration between the Globe Theatre & Rodger Fox and featured some of the best NZ blues, roots & groove performers. 9 performances over 4 days. We also brought a new concept to the festival with our “Foyer Sessions” after the last show each night. Performers from the festival performed in the foyer till late at night. This was new to us as we'd never used the foyer like this before. And how wonderful it was to see people staying after their show to enjoy the free music. Definitely something we will replicate in the future.

We also played host to the Aotearoa Country Music Awards. Organised by local musician Renee Strawbridge, the ACMA have been held at the Globe Theatre for a number of years and brings performers and supporters from all over New Zealand to Palmerston North for a weekend of country music.

#### **October 2022**

We celebrated the 15<sup>th</sup> birthday of the Boom Boom Room Burlesque with two wonderful performances. October was the month for celebrations as we also hosted renowned NZ pianist Michael Houstoun and his 70<sup>th</sup> birthday concert and CD launch. We also welcomed NZ 2020 Best Folk Artist Mel Parsons back to the theatre with the release of her new album, Slow Burn.

#### **November 2022**

The Manawatu Theatre Society hit the Globe 1 stage with You're A Good Man Charlie Brown. This wonderful production was a hit with all ages. The theatre, once again, supported DIY Comedy and their comedy fundraiser for Gumboot Friday. And on Sunday November 20<sup>th</sup>, we got together with all our supporters and friends and celebrated the Globe's 40<sup>th</sup> birthday.

## **SHOWCASING OUR COMMUNITY**

**December 2022**

We welcomed back Australian singer/songwriter Daniel Champagne to a sold-out Globe 1. Daniel is wildly regarded as one of the hardest working musicians in the business and is a regular performer at the Globe Theatre.

**January 2023**

In the past, we have looked forward to our 3–4-week rest over the Christmas/New Year period. However, in January 2023 this was not the case. Christchurch band, Somebody Do Something were on a lower North Island tour and had a performance at the theatre on January 7<sup>th</sup>. This performance was the first of our Summer Sounds Festival which ran over January, February & March.

**February 2023**

As mentioned previously, our ability to be creative and inventive has seen a variety of shows take place at the theatre. One such show came from Capital Pro Wrestling. We removed the first 4 rows of seats in Globe 1 and installed a wrestling ring. Put seats up on the stage and call it a “VIP Seating” and you have another wonderful event taking place.

**March 2023**

Rodger Fox CNZM enjoys bringing his shows to the Globe Theatre. March 2023 saw The Big Drum Off take place. Featuring the Rodger Fox Big Band and three internationally acclaimed drummers from the USA. Gregg Bissonette, Dennis Chambers and Peter Erskine. March also saw regular Globe Theatre user, Altitude Pole & Fitness, bring their first ever Dynasty Pole Dance Competition to the theatre featuring performers from all over New Zealand.

From January to March, we hosted the Globe Theatre Summer Sounds Festival. Northern Hemisphere music performers tend to go south during the first 3 months of the year. And why not. It is winter in the north and summer in the south. With this in mind, we resurrected the Summer Sounds Festival as a vehicle to bring these touring acts to Palmerston North. Over the 3 months, 12 performances took place and audience members were encouraged to purchase tickets to 3 or more shows and receive a 15% discount. SSF23 featured: Somebody Do Something (NZ), The Frank Talbot Quartet (NZ), The Frank Burkitt Band (UK), Sneaky Bones (US), Anthonie Tonnon (NZ), Hot Potato Band (Aus), Shaun Kirk (Aus), Joel Fafard (Canada), Scott Cook (Canada), Chamber Music NZ, The Rodger Fox Big Band The Big Drum Off and Tattletale Saints (US).

**April 2023**

The Manawatu Theatre Society were back in Globe 1 with Growth. This production was made that little bit more special as Globe Theatre Assistant Manager, Matt Kilsby-Halliday, took on the role of Director. As the production took on the sensitive topic of testicular cancer, Matt organised a raffle during the show's season and raised over \$1,200 for the Prostate Cancer Foundation.

**May 2023**

May Day celebrations took place with the bi-annual May Day Concert. The theatre welcomed back Hogsnot Bulldogs Goodtime Show for a sold-out performance, and we also welcomed cover artists Elton John & Billy Joel to the theatre for 2 sold out shows.

**June 2023**

The 56<sup>th</sup> Manawatu Jazz Festival took place over King's Weekend in June. 7 performances over 4 days and the High Schools Competition on Saturday brought over 1,500 people through the doors of the Globe Theatre. The highest attendance figures for this festival in many years. The featured performance of the festival was Four Hands, Two Pianos featuring NZ pianist Michael Houstoun and Grammy Award winning musician Bill Cunliffe (US) alongside the Rodger Fox Big Band.

## SHOWCASING OUR COMMUNITY

### **What else happened at the Globe Theatre?**

We were nominated for the Manawatu Business Awards 2022 "Not For Profit" Business Category and came away with a Highly Commended award.

I attended two conferences held by the Entertainment Venues Association of New Zealand (EVANZ) in Wellington and Hastings. These conferences are wonderful opportunities to catch up with fellow venue managers and discuss the many issues we face in the industry. I was very pleased when my suggestion to have a "round table discussion" for smaller venues was taken on board and initiated at the mid-year conference in Hastings.

We once again put ourselves forward for the Entertainment Venues Association of New Zealand (EVANZ) Small Venue of the Year award. Unfortunately, we lost out to Haere-Roa University of Canterbury, but rest assured we will be back for 2023.

We applied to the Central Energy Trust for funding to allow us to continue upgrading our theatre lighting and sound equipment and were very pleased when they contributed \$98,925.

During the year I had regular catchups with fellow CCO managers, David Walsh (Regent Theatre) and Susanna Shadbolt (Te Manawa). We also worked closely with Centrepont Theatre in providing them with access to our facilities for a number of their courses. There were also regular Arts Managers meetings throughout the year which was another wonderful opportunity to catchup with venue managers and staff from the many entertainment venues in Palmerston North & Manawatu.

We continued to promote the Palmy Companion Card. This wonderful initiative, funded by the Palmerston North City Council, provides an opportunity for people who need a support person to accompany them to the theatre. If they have a Palmy Companion Card, they get "2 for the price of 1" entry to shows. And to ensure the performers do not miss out financially, we have a fund to cover the cost of the extra ticket. During the 2022/2023 year, we had 21 uses of the Palmy Companion Card.

### **What's next for the Globe Theatre?**

As we move into the new financial year, we will continue to do what we are doing. Feedback from our hirers and audience members is telling us that we are on the right track. There is no negative feedback and any suggestions made to us are taken onboard. I am heartened by the conversations I have with our hirers when they tell me we are a joy to work with and we make everything nice and easy. As the manager of this wonderful facility, I wouldn't have it any other way.

We are working with local design company, Emma Brown Design, to create a new "Foyer Concept". The initial concept has been completed and we are in the process of applying for funding. Our aim is to create a venue that feels welcome to all. A venue that you are happy to come to an hour before your event because it feels good, and you enjoy being there.

Our Statement of Intent for 2023-2026 was well received by the Palmerston North City Council. We worked very closely with council officers to evaluate our performance measures and to identify what we want to achieve over the next few years. This is an ongoing discussion in the theatre as we look to the future.

We applied for an increase in our annual funding from the Palmerston North City Council. As the theatre usage grows, we have identified the need for a new staff member. Our application was well received, and our funding was increased by \$50,000 a year starting from this new financial year.

## **SHOWCASING OUR COMMUNITY**

We continue to investigate ways of promoting the theatre. During the year we worked very closely with city Arts Ambassador Shaun Kay and engaged Shaun to put event posters up around town. It is hard to gauge whether this has been successful or not as the metrics are hard to capture but the increase in theatre attendance and the visual perception of our posters around town, can only be a good thing.

Our bookings are looking good for the year, and we are especially excited to be bringing the 2<sup>nd</sup> edition of the New Zealand Blues, Roots & Groove Festival to the theatre over the first weekend in September. Legendary blues guitarist Chris Cain will be the headline act. We are also looking forward to the wonderful Hollie Smith performing a very intimate and solo show in Globe 2 in November. Hollie has been on our radar for many years and we have finally managed to bring her to Palmerston North.

#### My Thanks

To the Palmerston North City Council, I wish to express my sincere appreciation for everything you do. From our annual funding to the facility management, to the numerous hours spent with PNCC staff, we are extremely fortunate to have an "arts loving" council. There are many venues throughout New Zealand, jealous of the relationship we have with our council. Long may it continue.

To the Central Energy Trust, thank you once again for your support of our theatre.

To our Board of Trustees, John, Russell, Ralph, Chris & Nathan, thank you for your support throughout the year. We have had another successful year and we did this together. I would also like to take this opportunity to welcome Marama Lobb to the Globe Theatre Trust Board.

To the team here at the Globe Theatre, Matt, Brayden, Emily, Lillian, and Brooklyn, thank you for all your support and hard work throughout the year. We are a small but close team, and we complement each other well. Any organisation is only as strong as the people that work in it and the theatre is successful because of the work you do. I continue to be excited about the future of the Globe Theatre and having a team this strong, we are looking good.

Gerry Keating, Manager  
July 2023



## SHOWCASING OUR COMMUNITY



The Ultimate 80's Party Band!



**LOVE SHACK**

Friday 7 Oct, 8PM

Tickets: \$35 + booking fee | Door sales will be available  
(if not sold out prior)

Tickets available online at [www.eventfinda.co.nz](http://www.eventfinda.co.nz)

**globe**  
theatre

Based on the comic strip "Peanuts" by Charles M. Schulz

MANAWATU THEATRE SOCIETY In association with **GO MEDIA**  
Proudly presents the Broadway Hit Musical!



**YOU'RE A GOOD MAN  
CHARLIE BROWN**

WED 16-SAT 26 NOVEMBER  
(Times & days vary)

Adult: <b>\$25</b>	Group 5+: <b>\$22 each</b>
Child (Under 18 yrs) : <b>\$15</b>	Family (2 adults & 2 Children: <b>\$65</b>
Senior/Student (with ID): <b>\$20</b>	MTS Members: <b>\$20</b>

Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz)

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theatre

## SHOWCASING OUR COMMUNITY

## PERFORMANCE MEASURES - 12 MONTHS TO 30 JUNE 2023

### DEFINITIONS

#### USER GROUPS

**MOU** – has a Memorandum of Understanding arrangement with the Globe Theatre, is performance-based, may be a community group or professional group

**Community** – the hirer is a community organisation, may or may not be performance based

**Professional** – the hirer is a professional performing arts practitioner, a private individual or a commercial company, may or may not be performance based

#### USAGE AND PERFORMANCE

**Usage** – A space in the theatre is set aside for a specific event, activity, or exclusive use by a hirer.

**Performance** – The “usage” involves an audience of any description

**Note:** The Theatre has two auditoria, and a rehearsal room which are all available for hire. Thus, there may be multiple uses, both across hireable spaces and of single hire spaces – for example morning and evening use in the same space - in any one day

#### PERFORMANCE BASED USAGE:

**Theatre** – a dramatic performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

**Music** – a musical performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

**Film** – a film shown to an audience, open to the public, may be ticketed or not

**Dance** – a dance performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

**Comedy** – a comedy performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

#### NON-PERFORMANCE BASED USAGE:

**Conference** – a presentation on stage to an audience, may be open to the public or may be pre-registered delegates, may be ticketed or not

**Other** – anything else



Somebody  
Do  
Something

SAT 7 JAN  
7.30PM  
\$27

Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz)

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theatre

## SHOWCASING OUR COMMUNITY

**RODGER FOX BIG BAND 50TH ANNIVERSARY**

**TUES 7 MARCH**

**8PM**

**\$68**

Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz)

**globe** theatre

### Strategic priorities and performance monitoring for 2022/23

STRATEGIC PRIORITY 1: ENSURE THAT THERE ARE MORE, AND MORE VISIBLE, ARTS AND ACTIVITIES AT THE GLOBE THAT CONTRIBUTE TO THE COUNCIL'S ASPIRATIONS AS AN ARTS POWERHOUSE.		
Outcomes	Outputs (KPIs)	
	Target 2022/2023 SOI	Result at 30 June 2023
Number of usages	675	Not Achieved: 581 Too ambitious a target
Number of performances	240	Achieved: 296
Hours of use by hirers	2,800	Achieved: 3,252
Participants	1,850	Achieved: 4,010 Organiser/Performer/Speaker/Backstage/Technician
Audience	27,000	Not Achieved: 23,190

### SHOWCASING OUR COMMUNITY

STRATEGIC PRIORITY 1: ENSURE THAT THERE ARE MORE, AND MORE VISIBLE, ARTS AND ACTIVITIES AT THE GLOBE THAT CONTRIBUTE TO THE COUNCIL'S ASPIRATIONS AS AN ARTS POWERHOUSE.		
Outcomes	Outputs (KPIs)	
	Target 2022/2023 SOI	Result at 30 June 2023
Number of national and international visiting productions performing at the Globe	17	<b>Achieved: 35</b> Productions classed as national or international - Greg Johnson - Powerlifting Nationals - Drop Dead Gorgeous - Anita Wiglit - Chris Parker - Niko Ne Zna - NZ Blues, Roots & Groove Festival - Chamber Music New Zealand - Bloom (Aus) - Aroha String Quartet - Aotearoa Country Music Awards - The Paul Paul Comedy Show - Mel Parsons - Rodger Fox Big Band - Lauren Ellis Quartet (US) - Michael Houstoun - Somebody Do Something - The Frank Talbot Quartet - The Frank Burkitt Band (UK) - Sneaky Bones (US) - Daniel Champagne (Aus) - Anthonie Tonnon - Hot Potato Band (Aus) - Shaun Kirk (Aus) - Joel Fafard (Canada) - Scott Cook (Canada) - Capital Pro Wrestling - The Big Bikle Film Night - Tattletale Saints (US) - Flamencodanza (Spain) - We Mavericks (Aus) - Turkey The Bird - Hogsnort Bulldogs Goodtime Show - Smokefree Rockquest & Bandquest - The Manawatu Jazz Festival

## SHOWCASING OUR COMMUNITY

STRATEGIC PRIORITY 1: ENSURE THAT THERE ARE MORE, AND MORE VISIBLE, ARTS AND ACTIVITIES AT THE GLOBE THAT CONTRIBUTE TO THE COUNCIL'S ASPIRATIONS AS AN ARTS POWERHOUSE.		
Outcomes	Outputs (KPIs)	
	Target 2022/2023 SOI	Result at 30 June 2023
Number of collaborated performances (box office splits)	15	<b>Achieved: 31</b> <ul style="list-style-type: none"> <li>- Adam McGrath</li> <li>- Chris Parker</li> <li>- Hammers &amp; Horsehair</li> <li>- Jez &amp; Jace</li> <li>- Niko Ne Zna</li> <li>- Aroha String Quartet</li> <li>- The Paul Paul Comedy Show</li> <li>- The Flow Collective</li> <li>- Corps De Burlesque</li> <li>- Pantaloons x 2</li> <li>- Lauren Ellis Quartet</li> <li>- Rennie Pearson</li> <li>- Jonathon Falconer</li> <li>- Blowout Comedy</li> <li>- Manawatu Highland Dancing</li> <li>- Somebody Do Something</li> <li>- The Frank Talbot Quartet</li> <li>- The Frank Burkitt Band</li> <li>- Sneaky Bones</li> <li>- Hot Potato Band</li> <li>- Shaun Kirk</li> <li>- Joel Fafard</li> <li>- Scott Cook</li> <li>- Tattletale Saints</li> <li>- Flamencodanza</li> <li>- Amy Aitkins</li> <li>- We Mavericks</li> <li>- Turley The Bird</li> <li>- The Zimmermans</li> <li>- Shift Your Paradigm</li> </ul>

Chamber Music NZ Presents

**NZTrio**

Wed 17 May,  
7.30pm



Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz) **globe** theatre

**SHOWCASING OUR COMMUNITY**

STRATEGIC PRIORITY 2: SUPPORT THE LOCAL PERFORMING ARTS COMMUNITY TO SHOWCASE THEIR DIVERSE TALENTS AT THE GLOBE, AND WORKING TO ENSURE OUR USERS REPRESENT THE DIVERSITY OF THE PALMERSTON NORTH COMMUNITY		
Outcomes	Outputs (KPIs)	
	Target 2021/2022 SOI	Result at 30 June 2022
% of total theatre usage attributed to an MOU group	35%	<b>Achieved: 49%</b> 12 MOU arrangements are currently in place: <ul style="list-style-type: none"> <li>- Alliance Francaise</li> <li>- Michelle Robinson School of Dance</li> <li>- Manawatu Theatre Society</li> <li>- Sunday Matinee Series</li> <li>- Tall Poppies</li> <li>- Rose Academy</li> <li>- The Comedy Hub</li> <li>- Equippers Church</li> <li>- DIY Comedy</li> <li>- Ian Harman (Lola &amp; Friends and the Boom Boom Room Burlesque)</li> <li>- Manawatu Youth Theatre</li> <li>- Pūrerehua Storytelling</li> <li>- Six To Sixty Choir</li> </ul>
% of total theatre usage attributed to a Community group	45%	<b>Not Achieved: 38%</b>
Support for Rangitānenuiarawa, whānau, hapu & iwi to create and deliver arts experiences	Develop a vision and action steps for implementation	<b>Achieved:</b> Have developed a relationship with Rangitāne and welcomed Marama Lobb on to the Globe Theatre Trust Board

## SHOWCASING OUR COMMUNITY



STRATEGIC PRIORITY 2: SUPPORT THE LOCAL PERFORMING ARTS COMMUNITY TO SHOWCASE THEIR DIVERSE TALENTS AT THE GLOBE, AND WORKING TO ENSURE OUR USERS REPRESENT THE DIVERSITY OF THE PALMERSTON NORTH COMMUNITY		
Outcomes	Outputs (KPIs)	
	Target 2021/2022 SOI	Result at 30 June 2022
STRATEGIC PRIORITY 3: MAINTAIN AND DEVELOP FACILITIES THAT ENABLE OUR COMMUNITIES TO PRODUCE AND ENJOY THE VERY BEST PERFORMING ARTS THAT CAN BE OFFERED, ENSURING THAT THE GLOBE REMAINS A CUTTING EDGE, VISIBLE AND RESILIENT CULTURAL INSTITUTION/FACILITY.		
Outcomes	Outputs (KPIs)	
	Target 2022/2023 SOI	Result at 30 June 2023
Carry out capital development programme	Investigate digital signage options	Achieved: Working with local media company to install digital signage on outside theatre wall on Main Street
Contribute to environmental sustainability	All stage lighting to be converted to LED	Achieved:
Support and encourage <i>Rangitāne</i> to incorporate art at the theatre	Develop a vision and actions steps for implementation	Achieved During 2022/2023, the board employed a local interior design company to develop a new foyer design concept. The concept has been created and theatre management will now engage with Rangitāne as to how artwork and the concept can be combined

Manawatu Theatre Society Presents:



Thurs 20, Fri 21,  
Sat 22 April  
&  
Thurs 27, Fri 28,  
Sat 29 April

7.30PM

Tickets:  
\$25/\$18/\$15

Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz)

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**SHOWCASING OUR COMMUNITY**

## THE GLOBE THEATRE TRUST FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED 30 JUNE 2023

### Statement of Responsibility

We are responsible for the preparation of the Globe Theatre Trust's financial statements and statement of performance, and for the judgements made in them. We are responsible for any end-of-year performance information provided by the Globe Theatre Trust under section 19A of the Public Finance Act 1989. We have the responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting. In our opinion, these financial statements and statement of performance fairly reflect the financial position and operations of the Globe Theatre Trust for the 12 months ended 30 June 2023.

Signed on behalf of the Board:

### Entity Information For 12 Months To 30 June 2023

#### LEGAL NAME, TYPE OF ENTITY AND LEGAL BASIS

The Globe Theatre Trust (the Trust) is a trust incorporated in New Zealand under the Charitable Trusts Act 1957 and is domiciled in New Zealand. The Trust is controlled by Palmerston North City Council (PNCC) and is a council-controlled organisation as defined under section 6 of the Local Government Act 2002, by the Council's right to appoint the Board of Trustees.

#### THE TRUST'S PURPOSE OR MISSION

The primary objective of the Trust is to promote the arts within Palmerston North by catering for a variety of local and touring arts and cultural events such as drama, comedy, musical theatre, dance and musical recitals, public artistic competitions, conferences, and seminars, rather than making a financial return.

#### STRUCTURE OF THE TRUST'S OPERATIONS, INCLUDING GOVERNANCE ARRANGEMENTS

The Globe Theatre is a Council-owned venue that is managed by a Trust Board comprising 4 Council-appointed trustees and up to 2 trustees co-opted by these appointees.

#### MAIN SOURCES OF THE TRUST'S CASH AND RESOURCES

The Trust Board manages the theatre complex as multi-purpose venues for hire. Principally, the venues are for the performing arts with two theatres: one a 194 tiered-seat theatre and one a flat-floor performance space with an option of up to 105 tiered-seat layouts. There is also a rehearsal room available for hire. The Trust Board maintains an asset register of equipment.

The Globe Theatre complex primarily serves the performing arts community in Palmerston North with an operating subsidy from the City Council which ensures that the complex is affordable for amateur and community groups. Particularly, the Theatre was developed in 1982 as a partnership project between the City Council and the Manawatu Theatre Society and this relationship remains enshrined in the Board's Trust Deed.

## SHOWCASING OUR COMMUNITY



The theatre provides a quality experience that is also available to professional organisations for hire.

Finally, the Trust Board raises funds to maintain its equipment and asset register to ensure that it can continue to offer that quality experience to all its clients. As part of this, the Trust Board also promotes shows to raise funds for this purpose.

**SAT 8 APRIL**  
**7PM**

**TICKETS:**  
Front Row: \$23.25  
Adult GA: \$16.58  
Child GA: \$10.25  
Family Pass: (2A & 3C) \$44.30



Tickets available online at [www.eventfinda.co.nz](http://www.eventfinda.co.nz) **globe** theatre



**Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz)** **globe** theatre

## SHOWCASING OUR COMMUNITY

## Statement Of Financial Performance For 12 Months To 30 June 2023

	Note	Unaudited Actual 2023	SOI Budget 2023	Unaudited Actual 2022
<b>Revenue</b>				
Donations, Fundraising and Other Similar Revenue	2	104,156	100,000	5,367
COVID-19 Wage Subsidy		0	0	28,301
Council Funding	3	121,125	119,257	118,075
Investment Income		5,142	3,642	764
Sales of Goods and Services	4	200,359	229,700	114,309
<b>Total Revenue</b>		<b>430,782</b>	<b>452,599</b>	<b>266,815</b>
<b>Expenditure</b>				
Costs Related to Providing Goods and Services	5	65,603	49,946	33,888
Administration and Overhead Costs	7	37,184	36,650	27,416
Employee, Trustee and Contractor Costs	6	155,236	155,170	131,289
Other Expenses	8	42,935	33,111	34,488
Depreciation		65,480	60,000	58,572
<b>Total Expenditure</b>		<b>366,437</b>	<b>334,877</b>	<b>285,653</b>
<b>Net Surplus/(Deficit)</b>		<b>64,345</b>	<b>117,722</b>	<b>-18,838</b>



**THE Lola Show**

*Saturday 1 April*

*8pm*

*Tickets \$32*

BOYLESQUE CROONER, CONJURER & PROFESSIONAL SHOW OFF

Tickets available at the Box Office or online at [www.globetheatre.co.nz](http://www.globetheatre.co.nz) **globe** theatre

SHOWCASING OUR COMMUNITY

## Statement Of Financial Position as at 30 June 2023

	Note	Unaudited Actual 2023	SOI Budget 2023	Unaudited Actual 2022
<b>Current Assets</b>				
Cash and Cash Equivalents	9	242,483	334,232	206,544
Debtors and Prepayments	10	2,366	4,000	-310
Inventory		3,313	0	3,313
<b>Total Current Assets</b>		<b>248,162</b>	<b>338,232</b>	<b>209,547</b>
<b>Non Current Assets</b>				
Property, Plant and Equipment	15	314,613	240,238	270,238
<b>Total Non Current Assets</b>		<b>314,613</b>	<b>240,238</b>	<b>270,238</b>
<b>Total Assets</b>		<b>562,774</b>	<b>578,470</b>	<b>479,785</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Creditors and Accrued Expenses	11	78,368	43,885	58,062
Employee Costs Payable	12	11,976	11,529	11,530
Unused Grants and Donations with Conditions	13	943	1,500	1,500
<b>Total Current Liabilities</b>		<b>91,287</b>	<b>56,914</b>	<b>71,092</b>
<b>Non-Current Liabilities</b>				
Non-Current Liabilities		3,360	3,363	4,911
<b>Total Non Current Liabilities</b>		<b>3,360</b>	<b>3,363</b>	<b>4,911</b>
<b>Total Liabilities</b>		<b>94,647</b>	<b>60,277</b>	<b>76,003</b>
<b>Net Assets</b>		<b>468,127</b>	<b>518,193</b>	<b>403,782</b>
<b>Trust Equity</b>				
Contributed Capital		100	100	100
Accumulated Surpluses	14	468,027	518,093	403,682
<b>Total Trust Equity</b>		<b>468,127</b>	<b>518,193</b>	<b>403,782</b>

## Statement Of Changes in Trust Equity for 12 Months To 30 June 2023

	Note	Unaudited Actual 2023	SOI Budget 2023	Unaudited Actual 2022
Opening balance as at 1 July		403,782	400,471	422,621
Current Period Surplus /(Deficit)		64,345	117,722	-18,838
<b>Balance at 30 June</b>		<b>468,127</b>	<b>518,193</b>	<b>403,782</b>

SHOWCASING OUR COMMUNITY

## Statement Of Cash Flows For 12 Months To 30 June 2023

	Note	Unaudited Actual 2023	SOI Budget 2023	Unaudited Actual 2022
<b>Cash Flows from Operating Activities</b>				
Donations and Fundraising		102,934	100,000	7,310
Receipts from Council Grants		121,125	119,257	118,075
Receipts from Sale of Goods and Services		207,815	210,791	112,629
COVID-19 Wage Subsidy		0	0	28,301
Interest Received		5,142	3,642	764
Payments to Suppliers & staff		-289,420	-276,277	-218,364
Goods and Services Tax (net)		-1,122	1,823	-6,505
<b>Net Cash Flows from Operating Activities</b>		<b>146,475</b>	<b>159,236</b>	<b>42,209</b>
<b>Cash Flows from Investing Activities</b>				
Purchase of Fixed Assets/Renewals		-108,985	-30,000	-20,415
Repayment of Non-Current Liabilities		-1,551	-1,548	-1,292
<b>Net Cash Flow from Investing Activities</b>		<b>-110,536</b>	<b>-31,548</b>	<b>-21,708</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>		<b>35,939</b>	<b>127,688</b>	<b>20,502</b>
Cash and Cash Equivalents at the start of the Year		206,545	206,544	186,043
<b>Cash and Cash Equivalents at the End of the Year</b>		<b>242,483</b>	<b>334,232</b>	<b>206,545</b>

**ROCKET MAN** **PIANO MAN**  
**ELTON JOHN** **VS** **BILLY JOEL**  
 NZ TRIBUTE SHOW

**NEW SHOW ADDED:**

**THURS 25 MAY | 8PM | \$45 (+ Booking Fee)**

**SOLD OUT! FRIDAY 26 MAY | 8PM SOLD OUT!**

Tickets available online at [www.eventfinda.co.nz](http://www.eventfinda.co.nz)

**globe**  
theatre

SHOWCASING OUR COMMUNITY

## Notes to the Financial Statements

### 1 Statement of Accounting Policies

#### REPORTING ENTITY

The financial statements for the Trust are for twelve months ended 30 June 2023 and were approved by the Board of Trustees on **18<sup>th</sup> September 2023**

#### BASIS OF PREPARATION

The Trust has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that it does not have public accountability as defined and has total annual expenses of equal to or less than \$2,000,000. All transactions in the performance report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### Statement of compliance

The financial statements of the Trust have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

#### Measurement base

The financial statements have been prepared on a historical cost basis.

#### SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Changes in Accounting Policies

There have been no changes to accounting policies this year.

##### GST

The Trust is registered for GST. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

##### Sale of goods

Revenue from the sale of goods is recognised when the goods are sold to the customer.

##### Sale of services

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

##### Theatre Hire

Charges for Theatre Hire are recognised when the Theatre is hired to the customer.

##### Interest Revenue

Interest revenue is recorded as it is earned during the year.

##### Grants

Grants received from the Palmerston North City Council are the primary source of funding to the Trust and are restricted for the purposes of the Trust meeting its objectives as specified in the Trust's trust deed.

Council, government, and non-government grants are recognised as revenue when they are received unless there is an obligation to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

## SHOWCASING OUR COMMUNITY

***Fundraising and Donations***

Fundraising and donations are recognised as revenue when cash is received unless the donations have a “use or return” condition attached. If there is such a condition, then the donation is initially recorded as a liability on receipt and recognised as revenue when conditions of the donation are met.

***Donated assets revenue***

Revenue from donated assets is recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the value of the asset is readily obtainable and significant.

***Advertising, marketing, administration, overhead and fundraising costs***

These are expensed when the related service has been received.

***Bank Accounts and Cash***

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks. Bank overdrafts are presented as a current liability in the statement of financial position.

***Debtors and other receivables***

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

***Investments***

Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered; it is written down to the expected recoverable amount.

***Property, plant, and equipment***

Property, plant, and equipment is recorded at cost, less accumulated depreciation, and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

***Depreciation***

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows

- Theatre Equipment 10 years (10%)
- Computer Equipment 5 years (20%)
- Furniture & Fittings 10 years (10%)

***Creditors and other payables***

Creditors and accrued expenses are measured at the amount owed.

***Employee and contractor costs***

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries and leave entitlements. Independent contractor costs are also included where at the discretion of management these services could equally have been delivered by an employee.

## **SHOWCASING OUR COMMUNITY**

Performance payments are recorded when the employee has been notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

#### *Employee Costs Payable*

A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date. A liability and expense for long service leave and retirement gratuities is recognised when the entitlement becomes available to the employee.

#### *Provisions*

The Trust recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation because of a past event, it is probable that expenditure will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

#### *Income Tax*

The Trust has been granted Charitable Status by the Inland Revenue Department and therefore is exempt from income tax.

#### *Accumulated Funds*

Accumulated Funds are measured through the following components:

- Retained Earnings
- Contributed Capital

#### *Budget figures*

The budget figures are derived from the Statement of Intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

#### *Tier 2 PBE Accounting Standards applied*

The Trust has applied the following Tier 2 Accounting Standards in preparing its financial statements.

#### *Grant expenditure*

Non-discretionary grants are those grants awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Globe Theatre Trust has no obligation to award on receipt of the grant application and are recognised as expenditure when approved by the Grants Approval Committee and the approval has been communicated to the applicant. The Globe Theatre Trust's grants awarded have no substantive conditions attached.

## SHOWCASING OUR COMMUNITY

## 2 Donations, Fundraising and Other Similar Revenue

	Unaudited Actual 2023	Unaudited Actual 2022
Donations and Fundraising	5,231	367
Other	98,925	5,000
<b>Total Donations, Fundraising and Other Similar Revenue</b>	<b>104,156</b>	<b>5,367</b>

"Other" fundraising comprises:

	Unaudited Actual 2023	Unaudited Actual 2022
Community Organisation Grant Scheme	0	5,000
Central Energy Trust	98,925	0
<b>Total "Other"</b>	<b>98,925</b>	<b>5,000</b>

## 3 Council Funding

	Unaudited Actual 2023	Unaudited Actual 2022
PNCC Grant	121,125	118,075
<b>Total Council Funding</b>	<b>121,125</b>	<b>118,075</b>

## 4 Sales of Goods and Services

	Unaudited Actual 2023	Unaudited Actual 2022
Cafe Sales	76,543	41,787
Donations for Venue Hire	2,242	1,948
Theatre Hire	96,626	58,652
Recoverable Income	6,353	3,512
Ticket Sales (commission and shows)	18,393	8,409
<b>Total Sales of Goods and Services</b>	<b>200,359</b>	<b>114,309</b>

**SHOWCASING OUR COMMUNITY**



## 5 Costs relating to Providing Goods and Services

	Unaudited Actual 2023	Unaudited Actual 2022
Café Expenses	39,463	21,771
Project Expenses	6,749	0
Recoverable Expenses	3,027	3,056
Show Expenses	16,363	9,062
<b>Total Costs Relating to Providing Goods and Services</b>	<b>65,603</b>	<b>33,888</b>

## 6 Employee, Trustee and Contractor Costs

	Unaudited Actual 2023	Unaudited Actual 2022
Salaries, Wages and Employment Related Costs	146,309	113,754
Contractor Costs	249	8,942
Trustee Remuneration	4,590	5,158
KiwiSaver Employer Contributions	4,088	3,435
<b>Total Employee, Trustee and Contractor Costs</b>	<b>155,236</b>	<b>131,289</b>

## 7 Administration and Overheads

	Unaudited Actual 2023	Unaudited Actual 2022
Cleaning	7,127	4,373
Hire of Plant and equipment	1,486	90
Light, Heating and Power	13,317	10,823
Marketing	8,079	6,795
Office Costs	3,027	1,426
Postage, Printing and Stationery	1,292	1,110
Telephone and Internet	2,856	2,799
<b>Total Administration and Overhead Costs</b>	<b>37,184</b>	<b>27,416</b>

**SHOWCASING OUR COMMUNITY**

## 8 Other Expenses

	Unaudited Actual 2023	Unaudited Actual 2022
Audit Fees	9,500	9,773
Bad Debts	0	333
Bank Charges	682	410
Consulting and Accountancy	4,765	3,101
Functions and Events	1,429	90
General Expenses	1,363	494
Insurance	6,049	2,895
Professional Development	2,664	0
Repairs and Maintenance	9,953	13,838
Security	616	748
Small Items Purchased Under \$500	1,439	312
Subscriptions and Compliance Costs	2,662	1,396
Travel – National	273	0
Waste Disposal	1,540	1,099
<b>Total Other Expenses</b>	<b>42,935</b>	<b>34,488</b>

## 9 Cash and Cash Equivalents

	Unaudited Actual 2023	Unaudited Actual 2022
Cash on Hand	395	395
Non-Profit Current	60,660	28,936
Rapid Save (donations)	181,428	177,213
<b>Total Cash and Cash Equivalents</b>	<b>242,483</b>	<b>206,544</b>

## 10 Debtors and Prepayments

	Unaudited Actual 2023	Unaudited Actual 2022
Accounts receivable	2,366	-310
<b>Total Debtors and Prepayments</b>	<b>2,366</b>	<b>-310</b>

**SHOWCASING OUR COMMUNITY**

## 11 Creditors and Accrued Expenses

	Unaudited Actual 2023	Unaudited Actual 2022
Accrued Expenses	19,000	9,500
PAYE Payable	5,759	4,479
Creditors	10,208	8,781
GST Payable	-271	702
Income in Advance	43,672	34,600
<b>Total Creditors and Accrued Expenses</b>	<b>78,368</b>	<b>58,062</b>

Creditors and other payables are non-interest bearing and are normally settled on 30-day terms. Therefore, the carrying value of creditors and other payables approximates their fair value.

## 12 Employee Costs Payable

	Unaudited Actual 2023	Unaudited Actual 2022
Holiday Pay Liability	9,748	9,594
Wages Accrual	2,228	1,935
<b>Total Employee Costs Payable</b>	<b>11,976</b>	<b>11,530</b>

## 13 Unused Donations and Grants with Conditions

	Unaudited Actual 2023	Unaudited Actual 2022
PNCC - Companion Card Funding	943	1,500
<b>Total Unused Grants and Grants with Conditions</b>	<b>943</b>	<b>1,500</b>

Grants received in advance relate to funding received for the provision of specific development where conditions of the grant have not yet been satisfied, and conditions include a "use or return" clause.

## 14 Accumulated Surpluses

	Unaudited Actual 2023	Unaudited Actual 2022
Balance as at 1 July	403,682	422,521
Current Period Surplus/(Deficit)	64,345	-18,838
<b>Balance as at 30 June</b>	<b>468,027</b>	<b>403,682</b>

**SHOWCASING OUR COMMUNITY**

## 15 Property, Plant &amp; Equipment

	Furniture and fittings	Theatre Equipment	Computer Equipment	Total
<b>Cost</b>				
Cost as at 1 July 2021	50,221	649,433	2,248	701,902
Additions	6,202	17,874	2,540	26,616
Disposals	0	0	0	0
<b>Cost as at 30 June 2022</b>	<b>56,423</b>	<b>667,307</b>	<b>4,788</b>	<b>728,518</b>
<b>Accumulated depreciation and Impairment Losses</b>				
Balance as at 1 July 2021	28,329	369,133	2,246	399,708
Depreciation Expenses	6,316	52,044	212	58,572
Disposals	0	0	0	0
<b>Balance as at 30 June 2022</b>	<b>34,645</b>	<b>246,130</b>	<b>2,330</b>	<b>458,280</b>
<b>Carrying Amount at 30 June 2022</b>	<b>21,778</b>	<b>246,130</b>	<b>2,330</b>	<b>270,238</b>
<b>Cost</b>				
Cost as at 1 July 2022	56,423	667,307	4,788	728,518
Additions	1,575	104,880	3,400	109,855
Disposals	0	1,688	0	1,688
<b>Cost as at 30 June 2023</b>	<b>57,998</b>	<b>770,499</b>	<b>8,188</b>	<b>836,685</b>
<b>Accumulated depreciation and Impairment Losses</b>				
Balance as at 1 July 2022	34,645	421,177	2,458	458,280
Depreciation Expenses	6,616	56,971	1,893	65,480
Disposals	0	1,688	0	1,688
<b>Balance as at 30 June 2023</b>	<b>41,261</b>	<b>476,460</b>	<b>4,351</b>	<b>522,072</b>
<b>Carrying Amount at 30 June 2023</b>	<b>16,737</b>	<b>294,039</b>	<b>3,837</b>	<b>314,613</b>

## 16 Capital Commitments and Operating Leases

The Trust has no capital commitments and no operating lease as at balance date (2022 \$nil).

## 17 Contingencies

## CONTINGENT LIABILITY

The Trust has no known contingent liabilities as at balance date (2022 \$nil).

## SHOWCASING OUR COMMUNITY

## CONTINGENT ASSETS

The Trust has no known contingent assets as at balance date (2022 \$nil).

### 18 Related Party Transactions

The Trust was settled by the Palmerston North City Council and receives a significant amount of operating grants from the Council to deliver its objectives as specified in the Trust Deed. In addition, the Trust does not pay a lease to use the Council building. The Palmerston North City Council is the ultimate controlling party of the Trust.

The following transactions were carried out with related parties during the year:

#### PALMERSTON NORTH CITY COUNCIL

The total amount of operating grants received from the Council is disclosed in the statement of financial comprehensive income, being \$121,125 (2022 \$118,075).

A grant of \$2,500 (excl GST) was received from the PNCC Arts Initiative Fund for the Globe Theatre's 40<sup>th</sup> Birthday celebrations.

No other grant funding was received from Council in 2023 (2022 \$nil). There is no outstanding balance at balance date (2022 \$nil).

No capital contributions were received from Council (2022 \$nil).

Good and services of \$2,259.37 (excl GST) (2022 \$2,943.68) were purchased from the Council relating to gas, insurance, rates, telephone service, food registration fee and bar licence renewal. At balance date the amount outstanding is \$140.79 (2022 \$364.18).

Goods and services of \$1,096.65 (excl GST) (2022 \$4,061.34) were supplied to the Council on normal commercial terms. At balance date the amount outstanding was \$nil (excl GST) (2022 \$1,570).

The Trust did not provide any free venue to PNCC during the year (2022 \$nil).

#### KEY MANAGEMENT PERSONNEL

Goods and services (Ticket Sales) of \$5,049.99 (excl GST) (2022 \$3,858.93) were purchased from The Comedy Hub, a society of which Trustee N. Cross is a member, on normal commercial terms. At balance date there was nil owing (2021 \$nil).

No provision has been required, nor any expense recognised, for impairment of receivables from related parties (2022 \$nil).

During 2021/2022, Trustees were paid a meeting fee of \$85 for each Board meeting attended. All remuneration paid to the staff is disclosed in Note 6. No other benefits were provided.

The Key Management Personnel is made up of six Trustees, including the Chairperson, Treasurer and Secretary, 1 Manager and 1 Assistant Manager.

### 19 Capital Management

The Trust's capital is its equity, which comprises Trust capital and retained surpluses. Equity is represented by net assets.

## SHOWCASING OUR COMMUNITY

The Trust deed requires the Board of Trustees to manage its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently. The Trust's equity is largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments, and general financial dealings.

The objective of managing the Trust's equity is to ensure that the Trust effectively achieves its objectives and purpose, whilst remaining a going concern.

#### 20 Explanation of major variances against budget

##### REVENUE

Sales of Goods and Services: Decrease from budget was due to too ambitious a target.

Donations & Fundraising Income: Only one funding payment, \$98,925, was received during the 2022/2023 year from the Central Energy Trust.

##### EXPENDITURE

Costs Related to Providing Goods and Services: Increase from budget was due to increased café sales which resulted in increased café purchases.

##### BALANCE SHEET

Variance for cash balance is due to the following

Creditors and accrued expenses include ticketing money held on behalf of hirers for shows in late June or early July. The amount is unknown at year end so cannot be confidently predicted in the budget.

#### 21 Events after Balance Date

There were no events after balance date that require disclosure.

#### 22 Ability to continue operating

The Trust intends to continue operating in future periods.

**SHOWCASING OUR COMMUNITY**

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

**TITLE:** Sport Manawatū - Annual Report 2022-23

**PRESENTED BY:** Ann-Marie Mori, Policy Analyst

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

### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive Sport Manawatū's 2022-23 Annual Report (Attachment 1) presented on 8 November 2023.

#### 1. ISSUE

- 1.1 In July 2022 Sport Manawatū and the Council entered a three-year funding agreement and strategic partnership plan. Under the 2022-25 agreement there is a requirement to submit an Annual Report.
- 1.2 A [six-month progress](#) update was presented to the Culture & Sport Committee in March 2023.
- 1.3 Staff have evaluated Sport Manawatū's performance against the agreement's accountability requirements and performance measures to assess progress towards three outcome areas.
- 1.4 Attachment 1 is Sport Manawatū's Annual Report to the Council for the period from 1 July 2022 to 30 June 2023. Representatives of Sport Manawatū are in attendance to present the report.
- 1.5 Sport Manawatū's audited accounts for 2022-23 will be presented once they are available.

#### 2. BACKGROUND

- 2.1 Sport Manawatū is an independent charitable trust and receives multiple and diverse sources of funding, including from Ihi Aotearoa - Sport New Zealand, the Palmerston North City Council, other councils in the region, the Te Whatu Ora Health NZ – MidCentral, and community trusts. Sport Manawatū works towards meeting several different investment outcomes through its activities and, therefore, its report includes some activities that are not solely funded through Council's funding agreement.

2.2 Council has funded Sport Manawatū since the early 1990s. Over time the grant amount has varied as services were added, including strategic plan implementation, event support, and active transport promotion. These changes have reflected organisational changes by Council (such as fluctuations of in-house versus outsourced delivery models) as well as Council policy changes (including changes to community outcomes and the Support and Funding Policy).

2.3 The 2022-25 funding agreement outcomes, based on Council's 2021 strategic direction, are:

1. *Palmerston North is one of the most active communities in NZ.*
2. *Sports events create both social opportunities and economic benefits.*
3. *People have the skills to safely and confidently cycle, and walk, on our transport network.*

These outcomes guide Sport Manawatū's reporting.

### **3. SPORT MANAWATŪ IS MAKING GOOD PROGRESS TOWARDS THE AGREED OUTCOMES**

3.1 An evaluation of Sport Manawatū's accountability reporting requirements and performance measures is summarised in Attachment 2. This assessment is part of ongoing discussions with Sport Manawatū staff.

3.2 In summary, Sport Manawatū has demonstrated good progress towards meeting the performance measures in the first year of the 2022-25 funding agreement. The performance measures guide monitoring for the key outcome areas. In many cases, Sport Manawatū has provided useful narrative alongside quantitative data to help measure progress towards the agreed outcomes. Areas to improve relate to its role in the outcomes relating to sports events (outcome 2) and active transport (outcome 3).

3.3 In terms of a wider assessment of the combined contribution of both the Council and Sport Manawatū towards the outcomes, the relevant high-level measures in Council's strategies and plans are still being collated for reporting. Staff will report on an analysis of these measures once all this data has been received.

### **4. THE NEXT STEP IN REPORTING SPORT MANAWATŪ'S PROGRESS WILL BE A SIX-MONTH UPDATE**

4.1 Council and Sport Manawatū staff will continue to work closely together on the wide-ranging activities and initiatives covered by the funding agreement for the 2022-23 year.

4.2 Under the new agreement, Sport Manawatū will provide a six-month update to the Council for the period ending December 2023, in early 2024. Staff may be able to report on the high-level measures at this point.



## 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 Active Communities	
The action is: Carry out regular monitoring and reporting with Sport Manawatū.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The 2022-25 funding agreement and strategic partnership plan guides the delivery of services and activities to the community that contribute to social well-being. As a regional sports trust, Sport Manawatū are well-positioned to deliver these activities and services to the community with support and funding from Council.

## ATTACHMENTS

1. Sport Manawatū - Annual Report 2022-23 to Palmerston North City Council [↓](#) 
2. Annual Report 2022-23 - Year One Assessment of Progress Towards Outcomes [↓](#) 





## Palmerston North City Council

Annual Report

01 July 2022 - 30 June 2023

## EXECUTIVE SUMMARY

The role of Sport Manawatū is to support Palmerston North City Council (Council) to achieve its aspiration of delivering social outcomes that contribute to the priorities identified in the Council's strategic direction including the Creative and Liveable Strategy and the Active Communities Plan. Activities identified each year must align with:

- (i) Council strategic priorities that Sport Manawatū will contribute to under our strategic partnership agreement.
- (ii) Sport Manawatū outcomes that Sport Manawatū and Council agree that will contribute towards the Council strategic priorities.
- (iii) Performance measures to assess how Sport Manawatū is contributing towards the Council strategic priorities, and
- (iv) Sport Manawatū activities that Council agree contribute towards the Council strategic priorities.

To provide context and clarity Sport Manawatū (SM) has a cohort of staff who are subject matter experts across a variety of areas. These include Green Prescription, Coaching, Creating Safe Sporting Environments, Healthy Active Learning, Active Recreation, Active Transport, Strength and Balance and Play. These experts work across and within our MidCentral rohe. Our team of experts gather insights and data, as well as listening to the voice of the community to understand their needs, aspirations and challenges. This information helps us to determine how we best respond to these needs in a responsive way that will work for them. Our experts work collectively and collaboratively with iwi, community groups, sports partners, health and many others to further extending the support available across the city. In essence, Council benefit from a team of people supporting the community in a range of activities and areas.

This report marks the first year of a revised three-year strategic partnership agreement with the Palmerston North City Council. Sport Manawatū have gathered both qualitative and quantitative insights from a variety of sources including participant voices, clubs and community organisations to identify local challenges, barriers and needs, as well as identify what's working well. The priority areas are as follows:

- Barriers exist for marginalised communities so there is a need to increase awareness of and develop greater diversity, equity and inclusion responses to grow participation.
- Building an equitable support for and increasing women and girl's promotion and participation in sport and recreation. Data clearly demonstrates this as an area of priority.
- There is a need to create safe and supportive environments for tamariki and Rangatahi to play sport. This includes addressing sideline behaviour issues that are impacting on rangatahi youth participating in sport (there is a noticeable drop-off in participation in competitive sport)
- Addressing low participation rates among tamariki and rangatahi which has been exacerbated by conflicting family priorities, financial limitations, and adequate resourcing.
- Supporting Māori participation, leadership and capability building in play, active recreation and Sport through He Oranga Poutama investment.
- Reducing inequities and increasing access for tamariki, rangatahi, adults and whānau in high deprivation communities where living costs present a daily barrier.



- The need to support sport and recreation providers (paid and unpaid workforce) to offer quality, inclusive experiences for participants and members (Coaching and Volunteers).
- There continues to be a growing need to strengthen and retain governance leadership across the sector. Changes in regulations is making committee volunteering less attractive.
- Developing partnerships and support for our Pasifica and multicultural communities where traditional western activities are not always attractive. Likewise, access to spaces with inherent risks which pose concerns for community welfare without educational awareness i.e., open water, rivers and waterways.
- Helping people to overcome their barriers to participation whether that be financial, motivational, or behavioural and linking to Council and other funding sources.
- Tamariki and their whānau are not experiencing the same variety of quality play experiences those of past generations experienced. This has been caused by societal shifts and expectations which limit time, space and permission in ways that support tamariki development.
- Attracting and retaining events is crucial if the city business network is to benefit economically. This is currently achieved through administration of the Sports Event Partnership Fund and the requirement to maintain long-term partnerships with National and regional sport organisations.
- Creating behaviour change initiatives based on fewer children and adults are riding a bike on our roads, while advocating for improved network and infrastructure improvements which will address safety perceptions.

## **PALMERSTON NORTH IS ONE OF THE MOST ACTIVE COMMUNITIES IN NEW ZEALAND**

- The Changing Room series attracted over 100 attendees who have an interest in promoting and increasing Women in Sport participation.
- The 'That's Not On' campaign addressing sideline behaviour issues involved a collaboration of five Regional Sport Organisations.
- \$508,739 Tū Manawa funding was granted to city-based clubs and community groups to address low participation rates among tamariki and rangatahi.
- The region saw the successful return of He Oranga Poutama investment, a national fund governed by Sport NZ designed to support Māori participation, leadership and capability building in play, active Recreation and Sport.
- Pop-Up plays during the annual period. It was fantastic to partner with our city's Library staff.
- Targeted initiatives like the Humphries Construction Workplace Challenge and Bubble Bingo continue to promote the benefits of being active among our older demographics.

## **SPORTS EVENTS CREATE BOTH SOCIAL OPPORTUNITIES AND ECONOMIC BENEFITS**

- The SEPF panel funded 40 events, delivering an estimated economic benefit of \$13 million to the city.

## PEOPLE HAVE THE SKILLS TO SAFELY AND CONFIDENTLY CYCLE AND WALK ON OUR ACTIVE TRANSPORT NETWORK AND SYSTEM

- Five Hundred and Eighty residents received Grade 2 Cycle Skills Instruction aimed at getting more people cycling on our roading networks.
- We worked with two schools during Walk and Wheels week: Winchester (360 roll size) and Parkland (297 roll size) schools – both of whom reported that the event was a success and would like to participate in the event again.
- Six submissions were made to Council on improving our network to encourage more residents to ride on our networks.
- Twenty-eight adults received cycle skills support.

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## 1. PALMERSTON NORTH IS ONE OF THE MOST ACTIVE COMMUNITIES IN NEW ZEALAND

*This area focuses on getting our city active using play, active recreation, and sport. Sport Manawātū's role is to strengthen our sector, increase participant use of parks and open spaces, using insights to assist decisions on facility developments that grow membership and participation opportunities, and empower our community to be active for life. We know that people are generally healthier and happier when they are physically active and that being active contributes to all aspects of hauora.*

### a. Using Insights and Advice

The use of Insights has played a critical role for how Sport Manawātū prioritises the work we do however the last 18-months have been challenging in securing an Insights and Evaluation specialist. The role should be helping us to capture and build a platform to track community attitudes, behaviours, and motivations towards physical activity. We have been working on a community survey that we believe will provide a better tracking tool however require this specialist to help build a platform that is easy to use and is also accessible by partners. Insights at a localised level ensures community solutions and innovations are designed and led by the community for the community. These additional insights findings should complement the Active NZ data but provide a more localised lens.

There are many barriers to participation that are affecting our communities: These include but are not limited to:

- Changes in how and when we work can lead to disparity in how much free time we have.
- Work is becoming more sedentary, and lifestyles are becoming dependent on cars. Both of these have an immediate impact on participant activity levels.
- The increasing use of technology can increase passive leisure opportunities with a corresponding reduction in participation in physical activity.
- Changes in the way we consume food such as fast food or ready to eat food is impacting on our state of wellbeing and finding a balance.
- Our work patterns are more individualised and less predictable, with the working week now covering seven days and 24 hours. As a result, the 'weekend' is often eroded, making it more difficult for groups or families to organise collective recreation activities.
- The current cost of living crisis has compromised peoples' time and energy to put the good of the community over self-interests. This has resulted in a decrease in volunteer numbers and the way that they contribute to their communities meaningfully.

The Active NZ survey takes samples from New Zealanders registered on the electoral roll. The latest survey which captured 2022 respondents suggests that our region is up slightly for adults compared with participation behaviours captured in 2019 (PA during a seven-day period), while down for tamariki and rangatahi aged participation.

#### 2019 participation statistics

- National tamariki participation 94%
- Regional tamariki participation 93%

- National rangatahi participation in sport 47%
- Regional rangatahi participation in sport 50%
- Regional rangatahi participation in PA 92%
- National Adult over 18 years 72%
- Regional Adult over 18 years 65%

#### 2022 participation statistics

- National tamariki participation 94%
- Regional tamariki participation 91%
- National rangatahi participation in sport 47%
- Regional rangatahi participation in sport 50%
- Regional rangatahi participation in PA 85%
- National Adult over 18 years 72%
- Regional Adult over 18 years 68%

Of note is that competitive sport took a major hit during and following the pandemic. The recent numbers suggest that activity levels haven't decreased rather people are consuming different physical activity types. Likewise, tamariki and rangatahi participation is much higher than adult participation which may not be surprising given the level of investment in youth activities and the various pressures faced by the older demographic groups i.e., time, income, employment. Being time poor particularly reduces not only activity choices and activity duration.

However, what is of on-going concern is the steady drop in rangatahi participation in competitive sport. Inequities still exists among high deprivation groups, which have only intensified by higher living standard costs. Sport Manawātū have attempted to address some of these barriers using local insights to deliver targeted initiatives to support our residents to be active. The initiatives are outlined throughout this section.

#### Play, Active Recreation and Sport conference (PARS) – October 2022

Sport Manawātū hosted its biennial PARS conference with the last conference held in 2020. In previous years the conference has focused on the sport sector; however, in line with Sport NZ and Sport Manawātū's new strategies, the 2022 conference included aspects of Play, Active Recreation as well as Sport (PARS). The conference was held at the Sport & Rugby Institute at Massey University on 28 October attracting 58 attendees.

Feedback from attendees highlighted a need for our role to develop approaches which address participation barriers related to 'Diversity, Equity and Inclusion' principles. Sport Manawātū responded to these insights by delivering a series of localised workshops to improve sector knowledge and understanding across the 12-month period. These were:

#### World Class Wahine and Korero Tall Ferns Assistant Coach and Tall Ferns

The Manawātū Jets in partnership with Basketball New Zealand facilitated an event series aimed at promoting Women in Sport as part of NZ Secondary School Basketball Nationals week (30 Oct to 04 Nov 22). The purpose of the two events was to promote Women Sport Month (October) with some activation delivered concurrently with the Basketball NZ A and AA Schick Secondary School Champs. The rationale was to provide the coaches and athletes at the championships, as well as coaches from the Manawātū, an opportunity to attend these two events and create awareness of Sport Manawātū's 'See Her Be Her'

and Basketball NZ's 'Girls Got Game' programmes. A outcome of the programmes was to support coaches deliver quality experiences for young women and girls, and to keep them involved in the game.

#### **Participant feedback:**

*Speaking with several coaches after the event, they were grateful for the 'Gold Nuggets' and insights they could adopt not only as a sport coach, but also in their vocation. Sarah Leberman spoke about 'enrichment' that every learning opportunity is an opportunity for enrichment and growth. The challenge to females that females need to support females and societal attitudes and behaviours of males need to change with the diversity of leadership. This is paramount to continue the focus of promoting women to positions of leadership. Dr Farah Palmer spoke of the situation at NZRFU and the fact the board there were one of the only boards operating with the less than the recommended female to male board ratio by Sport NZ. The forum created an awareness of what these leading females have experienced in the past and what the key focus areas are in the future i.e., Creating an awareness of the significant impact females can have in sport and what they're already doing, and as females valuing the work and that these female pioneers have done and continue to do. Thirteen people attended the sessions.*

### **Women in Sport Breakfast**

In February 2023, Sport Manawātū collaborated with Golf New Zealand and Manawātū Golf Club to deliver the Women in Sport Breakfast. The event was a lead up to the Super 6s Golf Tournament hosted at Manawātū Golf Club. The focus of the breakfast was on resilience where presentations from Palmerston North City Councillor, Rachel Bowen and professional psychologist, Dr Kristen Hambling were delivered to an audience of around 80 people.

Dr Hamling was in the Australian Army Reserve, when the seeds of curiosity around trauma and wellbeing were planted. She saw first-hand how deployment to places like Afghanistan and East Timor had very different effects on her fellow soldiers. Hamlin became fascinated with learning strategies to help cope with the impact of traumatic events and, where possible, support people and companies who had been exposed to trauma.

Fast forward to 2023 and a psychologist for 23 years, Hamlin has supported and educated thousands of people from schools, emergency service organisations, corporate organisations, and government agencies on how to deal with traumatic events. The event was attended by a diverse audience composed of regional sport organisation staff/governance, coaches, athletes, and volunteers.

Rachel Bowen is a Palmerston North City Councillor elected for the past three terms. She is the chair of the culture and sport committee with a passion for the arts. She is also WorkSafe's Engagement Lead for the Construction Sector. She joined WorkSafe New Zealand in 2021, attracted by the opportunity to engage with people to achieve change. With a background in Learning and Development, Bowen has worked as a Training Facilitator across the commercial and voluntary sectors, as well as within the public sector. Before moving to NZ in 2004 Bowen held various Policy and Management positions in the UK Civil Service at HM Revenue and Customs.

#### **Participant feedback:**

Feedback from the event was well received and many liked the idea that it focussed on the overall wellbeing of individuals rather than just the physical component.

***'Loved attending my first Women in Sport Breakfast'***

*'Thanks so much, I thoroughly enjoyed the morning! Two wonderful speakers!!!!'*

*'Was good to see you doing your mahi and grateful to be at the breakfast!'*

*'Thank you for the opportunity to attend this 'Woman in Sport' breakfast and for all your super organising to make this a great event. I really enjoyed Cr Rachel Bowen's talk -very relatable. What a gem!'*



**Image:** attendees listening intently to Rachel Bowen during the W&G breakfast

## Sector Capability Coach Development

Consultation with the sector highlighted the need to support sport development staff and aid in their professional development and cross code collaboration and support. The Coach Developers network was reset to cater for this. Secondary School Sport Coordinators also identified a lack of coaches as a barrier for being able to engage students in sport and requested support to reduce this barrier. Outcomes from a new Student Coach Development program are outlined in the report below.

### Black Ferns Coach Wesley Clarke

The Coach Developers Group offers opportunities for specific and generic professional coach development. As part of the Sport Manawātū Coach Development programme for 2023 bi-monthly coach workshops have been put in place alongside the reforming of the Coach Developers group who meet bi-monthly in the alternative months.

The coach development sessions are facilitated to target generic coaching topics and are opened up to coaches across all codes to complement the work of the cross-code Coach Developers group. The first session in the series was targeted at the topic of creating great team culture. The timing of this topic was a strong consideration for the coach developers' group as it was well timed for the start of the winter codes and the team culture piece they would be looking to formulate.

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Wes Clarke was approached as a perfect speaker with the very current and relevant topic of the Black Ferns recent world cup success. Fifty-one registrations were received while 27 attended.

### Participant Feedback

***Responses demonstrated that main points of the content were impactful for the audience. Two common take home statements in the feedback that coaches will look to bring into their team environments were “Men need to play well to feel good, Women need to feel good to play well” (52%) and “fun to create a sense of belonging” (62%).***

Insights were also gathered on future topics of interest from the coaches. Common topics were mental skills, culture setting, and different coaching styles.

### Coach for Life Shane McLeod

The second Coach development session involved guest speaker Shane McLeod. Shane shared inspiring stories of his coaching success on the world stage, specifically leading a team who were placed 15th in the world to becoming World and Olympic Champions in just five years.

This compelling narrative delved into his personal story, unveiling the invaluable experiences, mentorship, and life lessons he gained from a young age, which profoundly influenced his athlete-centred coaching philosophy. Attendees learnt how his engaging coaching approach breathes life into his methods, serving as a beacon of inspiration for coaches across all levels of sport, from the elite to the grassroots.

### Participant feedback:

***From one of the 20 attendees: “I was privileged to not only learn about his success but challenges and failures and how he used these situations to fuel his desire to make a difference” Attendees had the opportunity to reflect on and refine their own coaching philosophies. Through meaningful discussions, attendees were able to unpack his journey providing an opportunity to enhance their coaching strategies and approaches.***

### Secondary School Sport

A secondary schools’ student coach development day was established and ran its first session in April. 59 students from five secondary schools participated in this personal development opportunity. Twenty-three of these students went on to coach school teams, with sports codes providing follow up support throughout the season.

### Awapuni Library play equipment

Sport Manawātū supported staff from the Awapuni Library following a successful Tū Manawa application, which allowed all the city’s libraries to create play-equipment-libraries that lend play equipment to their patrons. Many of the youth that used to go to the library to be on their devices changed their routine to play with the library’s equipment before settling in on their devices.

**The programme commenced 01 August with an Awapuni Library staff member commenting:**

***“we’ve been able to incorporate an active element to some of our programming, such as putting a table tennis set out on Friday afternoons for our youth. We’ve also noticed youth who’d usually hang out on devices pick up equipment and head outside”.***

The library staff also commented:

*“The pop-up play sessions delivered with Sport Manawatū were a highlight and a great link to the play kits. Those sessions were most successful in Awapuni, Highbury and Ashhurst. Session attendance varied based on weather, but we had 50+ people at some sessions, with requests for repeat events.*”

### **Freyberg High School ESOL survival swimming skills programme**

The drownings over the 2021-2022 new year's period had huge impacts across the migrant and refugee communities within Palmerston North and reinforced the need for these communities to have the opportunity to take part in such lessons from a young age. Sport Manawatū collaborated with Freyberg High School, Splash save, Hilton Brown swimming pool and Freyberg Community Pool to make this project possible. Tū Manawa funding was applied for and received by Freyberg High School to overcome participant barriers such as costs, transport, and access while it fostered a sense of belonging for the 35 migrant/refugee youth involved in the project.

The participants learnt backstroke and doggy paddle and were gradually introduced to freestyle. By the end of the 10-weeks, they were swimming the length of the pool flipping from freestyle to backstroke. Everyone who attended regularly was swimming confidently at the end of the 10 weeks.

**Programme impact statements included:**

*“The whole experience was magic! Because we had the added responsibility of the bus ride, I was mainly with the girls and 2 of my teacher aides were with the boys. That first lesson when Carla was pitching her language to suit ESOL students and they first got into the water, I couldn't keep the smile off my face as I saw my dream unfold before my eyes!”*

*“Seeing the excitement in the girls as we waited for the bus, watching them float for the first time, seeing the girls confident if they slipped unexpectedly underwater, the first time they swam without aids, seeing them swap from front to back.”*

<https://fb.watch/m814vgPSZZ/>

### **Sport Manawatū July school holiday programme in partnership with THINK Hauora**

Sport Manawatū in partnership with THINK Hauora facilitated the 12 – 14 July School Holiday Programme, which was held at the Massey University Recreation Centre. The programme targeted tamariki and rangatahi in the community ranging from 7–15-year-olds. Using a rotational system, each participant had a taste of at least 12 different sport and active recreation activities that are on offer to the community across the three days, with the aim of introducing nonparticipants into sport, active recreation, and play. The programme supported 85 children from high deprivation communities to attend covering costs such as transport, registration fees, lunch, and a free T-shirt. The programme was recognised by Recreation Aotearoa and named a finalist (Top 4) for the best recreation event in the country for 2022.

Watch here: <https://fb.watch/in1tM0LGG0/>

### Every Kid Active Recreation Programme

Through connecting with local organisations who work with specific groups of youth, it was identified that sport and active recreation was difficult to access for many communities. Connection with the Manawātū Multicultural Council identified that these barriers existed for many refugee and immigrant families. The Every Kid Active Recreation programme (EKARP) was developed to specifically target these groups alongside other youth from high deprivation communities. The 'Every Kid Active Programme' took place in the January school holidays and brought 200 tamariki and rangatahi together to participate in 12 sports and activities. The programme was held over three days and allowed participants to spend one hour at each of the activities. One hundred of the registration spots were given free to participants who were targeted through collaboration with THINK Hauora and through Shannon School, a Healthy Active Learning school. Participants from priority groups with low participation rates were given the opportunity to attend this programme. Families were supported by SM with connections to sport and activity providers after the event through the use of insights, finding what children liked best, and what they were interested in being involved with. Notably, Skateboarding, Basketball, Rugby, Badminton and Gymnastics were among the favourites of the children. SM conducted a post-activity survey and learned that 56% responses indicated that they joined new sport or activity post programme. In total there were 27 new 'uptakes' across the different activities with some kids choosing multiple activity options.

### Alternative Education Sports

Alternative Education students were identified as a group of rangatahi who did not have access to the same opportunities that students in traditional High School education facilities access. There are a significant number of organisations in Palmerston North, many of which Sport Manawātū has working relationships with. For many of these rangatahi, the only opportunities they have to be active in a structured sense, is within their contact time at their education centres. This was a barrier for their participation, however an opportunity for Sport Manawātū to address these challenges. Sport Manawātū has a longstanding relationship with many of the local Alternative Education (AE) providers via our Active Families programme. A common thread of feedback from these organisations was the interest their students had around sport and competition. In response to this need, Sport Manawātū organised a multi-sport tournament between the various AE providers, which was held at the Palmerston Indoor Sports Arena (PISA). This project received great feedback, which led to three out of the four AE providers signing up to a weekly *Sport and Wellbeing programme*. This programme, which was hosted and delivered by PISA and their staff during term two, enabled 30 students to participate in sessions that included Netball, Cricket, and Football. This project showed success in helping students get outside their comfort zones. Students in the early sessions were very standoffish, however through encouraging coaching practices, all students were involved by Week four.

### Championing youth voice within local high schools

Sport Manawātū designed and developed the 'Know Them Project' which was delivered within five high schools within the four Territorial Local Authority's Sport Manawātū operates within, three of these in Palmerston. The project allowed us to identify opportunities and design appropriate sport and active recreation programmes in the future that are driven by the voice of rangatahi within these schools. Freyberg High School were winners of the group challenge within the project which allowed them to bring their project to life with Sport Manawātū courtesy of the Tu Manawa fund. Twenty Rangatahi (15 from Freyberg High School, five from the Y Palmerston North) who were inactive and not involved in



mainstream sport/active rec were selected/signed up to this experience which was an overnight camp at Captivate Adventures/Waihoanga lodge (Otaki). Sport Manawātū facilitated this experience with the help of Captivate Adventures staff. The activities included: Rafting, survival eating skills, bushcraft, rock-climbing/abseiling, archery and build your own raft. All of this camp was designed by the Rangatahi from Freyberg High School.

### ***Building partnerships with Manawhenua to support whānau participation***

Sport Manawātū have been working with both the Chair and Pitau Whakarei of Te Pae Oranga o Ruahine o Taranua (iwi Māori partnership board) to develop a framework so that organisations can respond to Māori in a culturally relevant and meaningful way. The aspiration is to achieve mutually supportive outcomes in partnership with iwi from within our wider region. Initial investigations have provided a general view of Māori participation in physical activity, and we have begun the process by establishing key connections.



**Image:** Te Pae Oranga o Ruahine o Taranua Chair, Oriana Paewai and Sport Manawātū Chief Executive, Kelly Shanks signing the He Oranga Poutama contract

In April 2023 Sport Manawātū in partnership with Te Pae Oranga o Ruahine o Taranua saw the successful return of He Oranga Poutama investment, a national fund governed by Sport NZ designed to support Māori participation, leadership and capability building in play, active Recreation and Sport. Tāhū Ora with support from SM have established a panel comprising representatives from each iwi, mana whaikaha (disability), mātāwaka, and youth who will oversee the process of achieving the three key outcome areas. Initial insights will draw on existing localised programmes closely linked to Te Whetu Rehua which will help identify network gaps that could be supported and funded using HOP investment.



He Oranga Poutama investment is strongly centred on Māori ways of being and knowing. It's about supporting and growing community leadership and participation in play, active recreation and sport as Māori. Sport Manawātū see the value of this kaupapa, and wish to identify how Iwi might wish to proceed in guiding decisions and support for Iwi Māori wellbeing by increasing physical activity participation opportunities for whānau and hapū. It is envisaged that the collective thinking from representatives will also contribute to a regional Māori outcomes framework for play, active recreation, and sport (PARS) within our rohe.

### ***Supporting events and responding to community needs***

We have been building our connections with Rangitāne o Manawātū and other community stakeholders thanks to an invitation to join Ora Konnect, a ropū based in Palmerston North comprising Māori health organisations covering the 4412 catchment (Awapuni). Two Sport Manawātū staff were brought into a project involving a collaboration with Te Tihi (Māori health agency that supports seven manawhenua ropu), THINK Hauora, Public Health, Council, Highbury Whānau Centre, and the Manawātū Rugby Union to deliver the Geoff Thompson Keep Well programme. The programme was designed by all partners to offer the experience of attending a Manawātū Turbos game for whānau that haven't been to a game before. The day included free bus transport from 4412, a full venue tour, an engagement session with the Manawātū Cyclones, viewing of the Turbos game and kai packs to take home.



**Image:** whānau involved in the Manawātū Turbo's experience

#### **Whānau feedback included**

***“Despite the Turbos not winning the match, they won the hearts of our tamariki who enjoyed their day supporting local Rugby. Lots of loud cheering, vigorous waving of flags, meeting the Turbos up close for autographs and smiles”***

***“A great whānau day out at the Turbos final home game... we got to enjoy a behind the scenes tour, meet and greets; fun games and activities, lunch and the game. What an awesome Kaupapa!”***

## DEVELOPING SUPPORT FOR A YOUTH NETWORK- YOUTH WEEK 2023

Sport Manawātū, Youth Space, and Youthline collaborated re-establish a youth services hui in Palmerston North. Through this collaboration using networks the first hui on 31 March was attended by over 30 individuals representing 15 organisations. The hui enabled connections and collaboration to be utilised within organisations. An example of this was the Youth Week 2023 network group created from this hui. A range of organisations collaborated in the lead up to youth week with Sport Manawātū taking a lead role in the organisation of the week. The result of this was a collective calendar of events for youth week across seven different organisations. These organisations were: Youth space, Youthline, Highbury Whānau Centre, Onboard Skate, Manawātū Rugby, Y Central, and START youth services.

## Sport Sector Group

This group was initially developed with the Operation Managers of the seven largest Regional Sport Organisations (RSO) codes (Rugby, Netball, Football, Basketball, Hockey, Cricket, and Volleyball) to discuss areas that impacted our RSO system. Attendance at meetings in 2022 had fallen away, and to improve and achieve outcomes aligned with our strategy a Sports Partnership Lead was appointed in March 2023. The group has been re-established and expanded and some of the outcomes achieved are included in the detail of this report.

## ‘That’s Not On’ Campaign

*That’s Not On* is our response to poor sideline behaviour in youth sport. The team had individual meetings with Manawātū RSOs, where the consistent theme of poor parent and sideline behaviour was identified as a threat to participation. The project was co-designed with five of the major winter sport organisations (Central Football, Manawātū Rugby, Hockey Manawātū, Basketball Manawātū and Netball Manawātū) in response to Poor parent behaviour on the sidelines, poor treatment of officials and volunteers and toxic sporting cultures were all contributing factors to issues RSOs had experienced. Key players, volunteers and officials were dropping out of these sports due to these issues.

That’s Not On was developed to bring awareness to the issue of poor sideline behaviour, with the goal of creating a positive environment in youth sport, where rangatahi can thrive and develop a lifelong love of their chosen code(s). Physical signage and flags were produced and distributed amongst the five sporting organisations, which have positive messages that were designed by the sports themselves. The campaign also launched with a video to introduce the community to the issue and campaign. This was shared by Sport Manawātū and then reposted by each of the sporting organisations. The campaign has been well received by all stakeholders and we now await to see the impact it generates. The goal of the project is first, to raise awareness of the issue, and then build from this, instilling positive strategies to improving the overall environment of youth sport.



Links to some content if interested:

<https://www.sportmanawatu.org.nz/home/thats-not-on/>

<https://fb.watch/IT0n0aYPgA/>

## b. Helping people to be active.

### ***Administer the Active Communities Fund (for low-income access to physical activity opportunities)***

Established by the Council in 2018, the Active Communities Fund aims to remove financial barriers to enable individuals, families, caregivers, children, and youth the opportunity to be more active, more often. The fund aims to remove barriers to participation through the provision of:

- activity-related costs
- activity-related equipment not provided through a club, school, or activity provider.
- uniforms, clothing, or footwear
- facility fees or event costs
- access to one-on-one or small group coaching
- opportunities that support a life-long love of being physically active
- travel-related costs.

Forty-seven Palmerston North city residents received funding to be active through grants totalling \$12,320.

The following statement helps to describe the impact that the fund has on its recipients:

***“...without the funding we simply wouldn't be able to afford to send them, we truly appreciate it. We have seen so much growth with each of them, Stevie has really come out of her shell, and was always quite shy and Kung fu has given her so much confidence. It's so nice seeing our kids being active and making new friends. It's given them confidence and strength an knowing they can achieve anything they set their minds to. They really love coming to kung fu, and really adore their***

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*teachers. I think this fund also helps our community by supporting wonderful groups and activities like the kung fu academy. It is wonderful to have full support to bring in more kids that helps them and helps families to get their children active. Again..... THANK you so much for this opportunity. It truly has helped us“.*

***Delivering or supporting targeted activities, events, activations and initiatives aimed at increasing physical activity levels, achieving equitable access, ensuring approaches take into account diversity and inclusion principles, and reducing barriers***

### **Workplace Challenge**

The Humphries Construction Workplace challenge was well received for its third iteration by 51 teams from 20 different organisations. A total of 192 participants took on the challenge of walking (at least) 10,000 steps each day and do (a minimum of) 30-minutes of moderate activity each day for 28 consecutive days. The challenge also included smaller challenges within, which had the goal of building team spirit while fostering the enjoyment for physical activity. Week three of the Challenge had a particular focus on Active Transport. During this week, we offered free Active transport plans to all participating organisations.

### **Bubble Bingo Virtual Challenge 2023**

Bubble Bingo programme was held in the month of March for 21 days of challenges. The initiative was based on a resource that people could download from our website and/or the Facebook group. The resource listed 21 different activities that participants would do throughout the duration of the campaign. Each team would randomly draw a number between 1 and 21, and the team would do the activity that matched the number during the following day. Participants were encouraged to post videos and pictures of their challenges and to interact with other teams via the private Facebook group. Participants also entered a draw to win spot prizes during the campaign. The 2023 Bubble Bingo attracted 49 families (253 participants in total) within Palmerston North.

#### **Participants:**

<b>District</b>	<b>Participants</b>	<b>Teams (families)</b>
Horowhenua	30	7
Manawatū	234	44
Palmerston North	253	49
Tararua	58	14
Other*	16	4
<b>Total</b>	<b>591</b>	<b>231</b>

#### **Key insights into participant behaviours**

- Substantial majority of the respondents found the Bubble Bingo Programme through social media. Social media can be an effective way of advertising such programmes.
- Family consisting of 3 to 4 members formed the largest group in the bubble as compared to more members in the family.

- The programme found to be very good for a family time or family members bonding in addition to stay physically active in life.
- The Bubble Bingo programme has an impact on their regular physical activities. Prior to the programme participation, respondents tended to spend less time/day doing physical activities opposed to after the Bubble Bingo Programme.



Image: Bubble Bingo Challenge Activities

***Helping to improve operational processes with sports codes, resolving seasonal overlap conflicts minimise barriers to participation, and improve use of Council facilities***

We have been working with our Regional Sport Organisations (RSO's) and Council staff to broker multi-use agreements between codes, Council's facilities, and sports fields. This has included Sport Manawātū coordinating a user group meeting involving Manawātū Rugby League and Touch Manawātū to address code concerns regarding shared use of Coronation Park.

**CET Arena Masterplan Review**

Sport Manawātū were involved with giving feedback to Council on its review of the CET Arena Masterplan. We hope the review will enable Council to understand future priorities for the facility.

**Sport Sector Group – Regional Leadership**

This group was initially developed with the Operation Managers of the seven largest Regional Sport Organisations (RSO) codes (Rugby, Netball, Football, Basketball, Hockey, Cricket, and Volleyball) to discuss areas that impacted our RSO system. Attendance at meetings in 2022 had fallen away, and to improve and achieve outcomes aligned with our strategy a Sports Partnership Lead was appointed in March 2023. Sport Manawātū set about meeting with codes individually to identify how this group can

be re-focused to better serve the codes while more recently, expanded the network to include Softball, Touch, League, and a representative from Aquatics Users. Common issues were identified and discussed and have become the focus for Sport Manawātū staff moving forward, for example, issues relating to Integrity in Sport. This common thread led to the development and implementation of the “That’s Not On” Collaborative project across our five main Winter Codes. It was also agreed that meetings would be held when there was an identified purpose. A meeting scheduled in July hopes to discuss matters which relate to ground allocation, facility standards, and suitability. This will bring PNCC and the codes together for a positive collaborative discussion.

### **c. Providing leadership and supporting a sustainable network of sport and recreation facilities.**

#### **Undertake a full review of the Regional Sport Facility Plan**

One of our strategic partnership outcomes in the 2022-23 financial period was to coordinate the review of the Manawātū-Whanganui regional Sport Facility Plan. A Project Working Group (PWG) was established with a Memorandum of Understanding signed for the review of the 2018 Regional Sport Facility Plan back in October. The PWG comprises representatives from Sport NZ, Sport Whanganui, five Territorial Authorities: Horizons, and ECCT. Recreation, Sport, and Leisure consultancy (RSL) have been appointed the consultants to undertake the review with completion expected and endorsed by 30 June 2023. Unfortunately, this has since been pushed out to November 2023

#### **Key deliverables of the review**

The key deliverables the PWG have set out to achieve include:

- To enhance the investment decision-making framework and improve guidance to assist with developing and enhancing our facility network to meet the needs and aspirations of mana whenua and our communities, enabling an increase in participation, quality experiences and the variety of culturally distinctive pathways in physical activity.
- Identify the appropriate role of Manawhenua, Tangata Whenua, and young people in the development and/or implementation of the revised plan. This needs to include assurances that Iwi/Hapu voices and aspirations are captured and integrated into the Plan’s Principles.
- Refresh the high-level Plan principles, key work stages, and decision-making framework ensuring it guides the planning (including repurposing and rationalisation of existing facilities) of quality sport and recreation spaces and places across the region; to achieve a complimentary network of well utilized, multi-use, sustainable, fit for purpose facilities to reduce barriers to physical activity participation.
- The strategy must continue to provide leadership and guidance to key stakeholders so that they can determine and agree a structure for supporting future facility developments.
- Keep key stakeholders informed of the projects progress including the need for a detailed engagement and communications plan.

#### **Current Progress**

The PWG have provided feedback on the draft reference document. RSL are finalising the summary document and this document will be disseminated to the PWG for review and feedback circulated via Sport Manawātū and Sport Whanganui to the original stakeholder lists for their feedback - utilising an



online survey tool we will provide a link for (week commencing Oct 10). Final Documents to PWG for distribution (Mon 06 November). The PWG along with council executives will be encouraged to review and provide comment before it is presented to elected members through a workshop and considered for adoption as part of Long-Term Plan deliberations.

### ***Sport readiness tool***

To address some of the challenges around changing participant preferences and facility demands, a project involving RSL consultants, and Sport Manawātū to improve data capture was completed in April 2021 to help inform future facility planning requirements. A range of sources are still currently used to assist parties with verifying community demand of facilities however the tool has been adapted to help us understand user demands of Council facilities across the region.

The tool has enabled us to:

- assist in a fair and needs-based allocation of resources
- show where current and future demand is greater than supply
- identify growth centres and areas of decline
- provide a factual context when codes lobby for additional resources or investment
- adjust data collection e.g., numbers of teams should be the basis for team sports rather than membership numbers
- identify incentives/mechanisms to ensure data provision by codes.

The tool will be used in October 2023 to assist us in capturing membership and participation data from the previous winter playing season.

### **Collect and Analyse Club membership and participation Data**

Code	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Netball	3,097	3,687	2,549	3,312	4,200	3,750	*5,000	*5,000
Manawātū Rugby Union	4,231	3,385	3,945	3,629	3,669	4,562	4,270	4,270
Central Football	4,052	1,969	2,223	2,686	3,200	3,353	3,100	3,100
Futsal		2,653	1,788	317	288	350	350	<b>NDS</b>
Manawātū Cricket	2,123	2,343	1,531	1,018	1,460	1,460	*3,000	*3,000
Golf	1,165	1,051	1,638	1,589	1,516	1,779	1,839	2,030
Touch Rugby	3,072	2,578	2,452	3,342	3,330	3,572	3,000	*3,200
Hockey Manawātū	2,388	2,455	2,560	3,007	5,100	5,684	*9,070	*9,670
Basketball Manawātū	2,296	2,660	2,450	2,632	3,180	3,010	3,500	*3,500
Squash Gym	2,186	278	396	398	402	424	500	510
Swimming Manawātū Inc	775	441	544	860	676	518	1,000	1,081
Tennis Manawātū	450	450	299	401	244	487	*753	753
Manawātū Gymsports	327	332	535	1,045	750	1,146	950+	*1,250
Rugby League (MRL)	667	320	502	646	698	425	*1,500	*1,500
Bike Road	550	278	168	134	151	146	172	172
Bike MTN		722	787	843	576	559	827	827
PN Athletic and Harrier	251	251	363	210	190	321	*410	*410
Special Olympics	177	259	173	277	147	149	151	200

Kiwi Canoe Polo Club	259	285	249	321	316	283	316	*436
Triathlon	292	290	889	1,050	99	158	<b>NDS</b>	<b>NDS</b>
Badminton Manawatū	352	218	492	186	199	180	*1,000	*1,100
Manawatū Striders	184	191	176	133	100	75	130	*1,130
Orienteering	42	30	43	43	22	44	80	86
Volleyball		1,040	950	975	1,156	1,828	800	*800
Softball Manawatū					1,327	1,122	1,143	1,143
Tae Kwon Do					200	105	150	45
Surf Lifesaving					82	55	<b>NDS</b>	<b>NDS</b>
Table Tennis					120	350	350	350
Bowls	664	332	309	309	272	355	300	*2,900
Gateball							13	13
Manawatū Waterpolo							150	150
Pickleball							26	26
Onboard Skate							*1,000+	<b>NDS</b>
Massey Rec. Centre							600	600
Equestrian							40	40
Rod n Rifle Club							15	20
Roller Derby							40	40
Martial Arts							150	145
Boxing							*450	430
Manawatū Blokarting							80	80
<b>TOTALS</b>	<b>29,779</b>	<b>28,498</b>	<b>28,011</b>	<b>24,982</b>	<b>33,912</b>	<b>36,399</b>	<b>43,895</b>	<b>50,007</b>

**Note:** No Data Submitted (**NDS**) from the club/code prior to report submission

\*Membership numbers/participations combined

### Definitions

Membership is defined as (an individual paying an annual fee to play in regular club competitions and events. Can also be an official/coach or manager).

Participations is defined as (an individual attending a facilitated programme outside of a membership competition or formal club membership event (business house programme, in-school skills/coaching programme, 'have a go' event or members from other club involved in club tournaments).

### Membership analysis

In our previous annual report, we highlighted that membership and participation counts tracks trends and identified declining membership across (Futsal, Triathlon, and Cycling) numbers. The information helps identify how we respond to these challenges in partnership with codes. Some of which we have had little impact without broader Council support. Several factors including volunteer retention, lack of regular access to indoor courts, and higher operational costs involved with traffic management requirements are impacting delivery.

You will see in some instances, the numbers captured show notable increases compared with the year before (for example Golf, Hockey, Swimming, Gymsports, Canoe Polo, and Striders). We have determined that the figures submitted combine both membership and participations (youth and senior participants), therefore it has made it difficult to provide accurate figures. There have been a number of projects (RSFP review, Aquatics review and soon to be indoor sports needs assessment) where



consultants have gone out to codes and collected membership/participation data. Given this has been exhaustive on volunteers, SM have not pursued codes for additional data.

As with all data capture, relying on third party input there are some limitations. We have attempted to mitigate potential 'interpretations' and being explicit in our questioning. The importance of accurate data, and our methods of capturing consistently reliable and comparable participation data from various sporting stakeholders is always challenging when dealing with organisations with variable capacity to respond to such requests. The information presented presents a mixture of membership (in some cases) and participations.

We are working alongside clubs/codes to better understand how our communities participate, what facilities are being used, and address gaps in provision. What we have extrapolated from observations and insights is that the top three participation sport and recreation activities (Gymsports, Basketball and Volleyball) have done well to either retain or increase membership/participation during this period. Other codes appear to be making adaptations to their service offerings, exploring new ways of refining their products i.e. Bowls. We may find that the codes with decreased membership may not have been able to offer variations on the traditional delivery model or face other constraints i.e., facility limitations, lack of volunteers, and increasing operating costs.

### **d. Contribute to pre-feasibility or needs assessment work (as required by Council's commitment to the Regional Sports Facilities Plan).**

#### **Manawatū Gymsports – proposal for a new regional gymnastics facility**

The Project Steering Group (PSG) led by Gymsports Manawatū have progressed from the preliminary feasibility to detailed feasibility assessment for a Gymsports facility in the city. The project remains on track with Visitor Solutions completing this key work stage. The PSG comprises representatives from Manawatū Gymsports, Gymnastics NZ, PNCC and Sport Manawatū. Manawatū Gymsports are currently talking with funders and exploring fund raising options.

##### **Work progressed to date:**

- Funding assessment has been undertaken.
- Facility schedule of spaces have been drafted.
- Indicative floor layout developed.
- Critical success factors and site assessment criteria devised.
- Site shortlisting exercise undertaken (I can include these but I'm conscious that as a group we have not had an opportunity to sit down to discuss these).
- Initial bulk and location concepts of greenfield sites have been drafted.
- Engagement with real estate agent on prospective land parcels and existing commercial buildings (including market insights on facilities of comparable scale).

##### **Next Key Steps**

- Revise and complete bulk and location concepts.
- Undertake initial cost estimates.
- High-level cost-benefit analysis.
- Identify preferred option/approach and refine information/concept (as required).
- Develop operational model.

- Outline prospective ownership, governance, and management structures.

### **Aquatic facilities review**

Sport Manawātū assisted Council as part of programme #1899 Aquatic facilities and water needs assessment to review the scoping work for the brief and assist in its selection of the consultant to undertake the work. The findings of the review are expected to inform demand and future aquatics facility needs across the city. Recreation, Sport, and Leisure along with SMARTZ were commissioned to undertake the review of the Aquatic Facilities Plan on behalf of the Palmerston North City Council. The review engaged several stakeholders including Aquatics clubs, Swimming Manawātū, Swimming NZ, Iwi, and facility owners and operators. We have been made aware that the plan has been finalised.

### **Artificial Turf detailed feasibility assessment**

A proposal for an artificial sports turf from the Central Football was presented to Council back in 2010. Investment through the 10 Year Plan was committed for turf design and consenting, and for a contribution towards a development. Sport Manawātū has been involved on the project working group responsible for guiding the detailed feasibility assessment.

### **Bowls Detailed Feasibility assessment**

Bowls have completed its detailed feasibility assessment for a covered Bowling green. The next step for bowls was to identify a site for the development and continue to progress a Bowls Manawātū and individual club strategies, and business case.

Bowls New Zealand in discussions with Bowls Manawātū established a panel to decide on the location of the proposed covered green. This Panel was composed by external stakeholders to the proponent clubs facilitated interviews with representatives from each of the three clubs in June. The panel chose the Palmerston North Bowls Club as the venue that they consider is the best candidate to receive support to cover a green once the remaining steps are completed.

The remaining steps are:

- Support Bowls Manawatu's to complete its strategic plan;
- Assist Bowls Palmerston North develop its strategic plan;
- set up a Memorandum of Understanding (detailing expectations from supporting partners), and
- prepare a detailed business case to analyse the financial implications of the proposed facility.

Sport Manawātū along with Council are working with a committee from Bowls Palmerston North who have appointed a specialist Project Lead based in Auckland to complete recommendations from the detailed feasibility assessment feedback in preparation for the Councils 2024 – 2034 Long Term Plan process.

### **Disk Golf expansion**

Sport Manawātū had been assisting a local Disk Golf committee establish a second course in the city. The intention was for the group to create a complimentary course on the western side of the city to that which is located at Linklater Reserve. The Regional Sport Facility Plan key work stages is helping guide the process however unfortunately progress has slowed as the suitability for the proposed course site is investigated.

## e. The community understands and values the benefits of play.

*This activity area examines our activities that encourage our community to use of spaces including local parks and reserves for play. We highlight community activations that promote access to safe, affordable, and healthy ways to experience and appreciate nature and our great outdoors. However as mentioned earlier Tamariki and their whānau are not experiencing the same variety of quality play experiences those of past generations experienced. This has been caused by societal shifts and expectations which limit time, space and permission in ways that support tamariki development. This is leading to a new generation of tamariki who are less active, have less resilience, and are not connecting with others and their environment like we used to do as children. To help respond to these issues, we need to be the voice for our children and be a key play advocate to promote and educate about the role of adults as key enablers for tamariki to play!*

### Play policy implementation

Sport Manawātū advocated to Ihi Aotearoa Sport New Zealand for PNCC to be selected as one of the first four TAs to be given resourcing for the Local Play Advocate role across Aotearoa New Zealand. This will now enhance the impact we can have at a local level with an increase in time and skillset toward play. Regular meetings have been set up between SM Play Lead and PNCC Play Advisor to collectively work toward practical steps to implement the PNCC Play Policy. This collaboration allows SM to identify how play can be implemented across the city, while working with the PNCC Play Advisor to implement internal operations across council staff.

Play was included in the Sport Manawātū PARS conference held in October with a specific look at the equity of Play. Attendees were educated on the value of play and by highlighting the inequities of play, we were able to promote future thinking for those in the community to look for and reduce barriers of play.

### Support community play champions and initiatives

We have supported Community Libraries staff through an application for TMAA for a Play Libraries project that allow tamariki and youth within their communities to borrow play equipment when they want to be active. The libraries picked a selection of play equipment (including some that tamariki may not have access to at home) and had available within their library to be used at any time. The initiative has seen tamariki have input into what they would like to see at the library, requesting equipment, giving them a sense of belonging and responsibility to their community.

### Work with other organisations to achieve better play outcomes

We have worked with multiple organisations around the rohe to support play opportunities and deliver pop-up plays including Children's University using deprivation as a scale, Best Care Whakapai Hauora, and PNCC Community libraries. These have included engagements with the following schools over 19 – 23 September:

- Te Kura o Wairau,

- Longburn,
- Takaro and
- Riverdale.

We supported PNCC Community libraries with spot prizes for a second distribution of their play postcards (as the first was so popular) to entice more tamariki to get out and play within their community.

We collaborated with Youth space to deliver a rangatahi/tamariki space at the 4412 Pāia free whānau concert organised by Best Care Whakapai Hauora at Raleigh St Reserve. We interacted with the 4412 community to gain insight into how they play and what restricts them from doing this.

### **Grow a network of play champions in the community**

Existing play champions will be shoulder tapped in the new year and a local play network group will be created to support play opportunities within the rohe. We will continue to use our networks to identify more play champions across the rohe.

SM and PNCC Play Advisor held the first Local Play Network meeting this past quarter, beginning an exciting journey to make play accessible across the district. Attendees included representation from Awapuni community, MMC, Replay Equipment, Palmy Parents and Reboot, Disability and Pasifika. With apologies from Red Cross and other community play champions, this network will continue to meet on a six-week basis to feed insights from their communities, as well as collaborate on play projects or opportunities throughout the city.

### **Encourage pop-up play opportunities**

Sport Manawātū collaborated with four community libraries across the district to deliver four pop ups:

- Awapuni,
- Ashhurst,
- Te Pātikitiki and
- Roslyn.

The pop-ups were also used as a promotional tool to showcase the project of 'Play Libraries'; where each of these libraries had play equipment available to be borrowed by the tamariki of their community to use on an on-going basis. The library staff now have direct access to our Play Systems lead and Tū Manawa should recipients require access to more play resources and equipment.

More recently, we collaborated with PNCC Community libraries to deliver three pop-up plays around our city for tamariki and their whānau over the April school holidays. Working with Awapuni, Te Pātikitiki and Central Library, we utilized parks and green space in close proximity to the libraries including Awapuni Park, Monrad Park and Te Marae o Hine with play activations. With over 85 tamariki and their whānau attending the three sessions, we had a diverse range of ages present from 2-years to 60 years old. Play was set up in a way that allowed open ended play with a range of equipment; including everything from balls to hurdles to spots.

School holidays can be isolating for families and expensive too, and we were able to offer a free, fun opportunity for our community to get together. Tamariki got to learn through play - while others were able to share and teach skills that they knew with other children and even adults. It allowed parents to

connect too, chatting with each other; but also connecting with their tamariki by helping out spinning skipping ropes etc. The collaboration with libraries allows us to promote our everyone active vision, while allowing libraries strengthen their link with learning through Play and provide families with opportunities to do this.

### **Play streets enable and encourage people to play in their streets and neighbourhoods**

A Play Streets Workshop was delivered in August involving Council, Sport NZ and other key play champions from around the district. This workshop highlighted a clear process to work through to develop and implement Play Streets guidelines within the district. Sport Manawātū will continue to support council with developing and promoting Play streets.

### **Identify and address barriers to play**

We have used the Neighbourhood Play System process with Terrace End school. Through utilising a classroom of Year 4-5 students at Terrace End School we were able to understand the barriers to play within their school and the wider Roslyn community. Through engagement sessions with the class, we got to understand their modes of transport to school, what they enjoy playing with and issues of safety to accessing play opportunities. The published report is due in the next month or two and from this, we will support Terrace End School to look at ways to overcome barriers for the tamariki and wider school community; while working with council through the Play Advisor to find solutions to barriers that council can assist with.

After hearing of the news that their current playground has been deemed unsafe and needs to be pulled down, Sport Manawātū supported Bunnythorpe School to establish a variety of quality play opportunities for students to have access to. We supported the school to consider alternate play opportunities by going in and workshoping with the tamariki how they like to play and what they would like to see in their school. They were then able to apply successfully to TMAA to get some Loose Parts Play within their school. We also provided a letter of support for their application for a new playground so the tamariki of the school, as well as the Bunnythorpe community can utilize the facilities as a recreation space outside of school; to all be Active Everyday.

We have started working with the new Play lead within Council on the Play Guidelines implementation plan, to help co-design a play programme to provide opportunities for play in Te Marae o Hine - The Square and the city centre.

## 2. SPORTS EVENTS CREATE BOTH SOCIAL OPPORTUNITIES AND ECONOMIC BENEFITS

*This outcome area examines how Sport Manawātū has built strategic partnerships with Sport and Recreation Providers, Organisations, and other stakeholders to successfully attract, host, and retain strategically important sporting events which contribute to our city's economy, culture, and wellbeing.*

### Administer the Sports Event Partnership Fund

The SEPF panel funded 40 events, delivering an estimated economic benefit of \$13 million to the city. An estimated 18k participants (80% domestic) performed in front of 20k spectators (40% domestic) in events that fulfilled at least one of the SEPF four priority criteria.

Type	Event	Increase in regional value-add	SEPF Contribution
Nat	Archery NZ Indoor Nationals	\$101,205	\$1,060
Nat	Badminton NZ Jr Teams	\$529,973	\$20,000
Int'l	Blokart NZ Open and Worlds 2022	\$369,754	\$2,000
Nat	Cricket T-20 Double header	\$60,374.00	\$19,997
SS Nat	Cross Country SS Nationals	\$461,664.00	\$11,120
Nat	Cycling NZ National School Road Championships	\$533,820	\$7,500
Comm	Ethkick 2023	Local Community	\$1,632
Nat	First XVs NZ Barbarians	\$382,906.00	\$ 5,000
Reg	Girls Cricket Festival	\$102,614	\$7,000
Reg	Golden Oldies Bowls	\$95,424	\$1,350
Nat	Golf NZ Super 6s	\$348,852.00	\$12,500
Reg	Hallberg Games Central	\$ 58,611	\$3,348
Nat	Hockey Vantage Nationals U-18s	\$ 977,197	\$ 2,500
Reg	Intercity Basketball and Volleyball Tournament	\$59,847	\$4,000
Regional	Manawatu IPL Cup	\$160,563	\$4,600
Int'l	Manawatu Triathlon League	\$238,917	\$10,000
Reg	Manawatu-Whanganui Schools Mountain Bike Competition	\$111,107	\$4,686
Nat	Marist Football tournament	\$264,936.00	\$5,000
Reg	Muslim Inter district games	\$100,072.00	\$5,000

Type	Event	Increase in regional value-add	SEPF Contribution
	<i>Netball Pulse VS Stars</i>		\$10,000
Nat	<i>NZ Kyokushin Karate Tournament 2023</i>	\$34,699	\$1,000
Nat	<i>NZ Powerlifting Nationals</i>	\$730,800	\$3,800
Nat	<i>NZ Racketlon Championships</i>	\$42,000	\$2,500
SS Nat	<i>NZ SS Volleyball Championships</i>	\$3,305,015	\$40,000
	<i>NZ SS Volleyball Championships (Volleyball Manawatu)</i>		\$5,000
Reg	<i>Parafed Wheelchair Basketball</i>	\$47,166	\$919
Local	<i>Primary &amp; Intermediate Ki O Rahi Tournament</i>	Local Community	\$2,500
Reg	<i>Pulse vs Tactix</i>	\$50,428	\$10,000
Nat	<i>Secondary Schools Basketball Nationals</i>	\$2,052,079	\$45,000
Int'l	<i>Softball NZ Warm up Event</i>	\$162,956	\$10,000
Reg	<i>Softball U-15 Twilight Tournament</i>	\$278,432.00	\$5,500
Reg	<i>SquashGym Events</i>	\$120,680.00	\$5,000
Reg	<i>Squash NZ Regional C Grade Superchamps</i>	\$116,407	\$1,500
Nat	<i>Table Tennis NZ North Island Championships</i>	\$219,520	\$7,738
Nat	<i>Taekwon Do</i>	\$28,434.00	\$500
Nat	<i>Tertiary Schools Event</i>	\$35,062	\$3,500
Nat	<i>Touch Nationals</i>	\$1,329,966	\$40,000
Int'l	<i>Trans-Tasman Deaf BB test</i>	\$24,557	\$830
Reg	<i>WCPA Regional Powerlifting Championships</i>	\$79,649	\$1,500
Nat	<i>Women and Girls in Sport @ Basketball Nationals</i>	Local Community	\$2,733
<b>Total</b>		<b>\$13,615,686</b>	<b>\$327,814</b>

The Council through the 2022-23 annual budget afforded SM permission to rollover \$55k of unspent SEPF budget from 2021-22 to assist with the lingering negative impacts of COVID. This financial commitment ensured that we were able to retain events of economic significance while also support our localised community event proponents. This financial boost saw an economic benefit of \$2,385,983 in the previous financial period to \$13,615,686 this financial year. It has been agreed that unspent SEPF funds can be retained for this financial year. This unspent allocation arose from the Touch Nationals not requiring the total amount approved by the SEPF panel. There remains a genuine concern that there will be the loss of previously funded community events when factoring in increasing delivery costs.

A significant portion of the fund is or will be committed to multi-year agreements of strategic financial importance to the city. We have also committed \$35k to attract a new event in the city in 2024, that being the New Zealand Gymnastics Nationals which means that we will see a reduction in the total number of events previously hosted. Additional challenges for the panel to consider when managing the fund is the heavy increases in venue, resource and operational costs and the impact this will have on event retention.

Sport Manawatū is intending on making a submission to the Councils 10-Year Plan for Council to consider additional investment into the SEPF to provide us with opportunities to both retain and attract events which benefit our city residents.

### ***Build strong and collaborative partnerships with event organisers***

Sport Manawatū management over the next 6-month have been and will continue to connect with our National Sport Organisations and local codes who are coming off multi-year agreements. This process will involve discussions on how we continue to retain events of strategic importance. The meetings with codes will also involve Council staff, CET Arena management and other facility operators.

Sport Manawatū were also tasked with collating feedback from event attendees to assess both economic and social benefits of the SEPF. The team focused its efforts on obtaining attendee feedback from four targeted events:

- Golden Oldie Bowls (19)
- Ki-o-Rahi regionals (12)
- New Zealand Secondary School Volleyball Championships (42)
- 2023 Regional Powerlifting Champs (13)

Key questions addressed overall satisfaction i.e. how satisfied were you with your experience at THIS EVENT? How well did this event meet your expectations?

- Experience
- Expectations
- Entertainment and activities
- Venue

Overall responses were extremely positive with over 90% of respondents either rated satisfied or very satisfied to the questions pertaining to Experience (99%), Expectations (94%) and venue (92%). The events surveyed showed an acceptance of 83% on Entertainment and Activities. This may reflect respondents wanting a wider variety of ways to recreate when in Palmerston North for an event.



### 3. PEOPLE HAVE THE SKILLS TO SAFELY AND CONFIDENTLY CYCLE AND WALK ON OUR TRANSPORT NETWORK AND SYSTEM

*This outcome area details our activities which contribute to more city residents walking, cycling, or using other active transport modes to move around and explore our amazing city. We provide cycle skills instruction for school aged children, events that promote cycling and active transport, and encourage provision of infrastructure designed to get more residents riding a bike and using our city's network system. We are working with schools to better understand and develop their school travel plans to actively encourage active transport.*

#### ***a. Promote active transport modes (walking and cycling) for recreation and commuting.***

##### **Delivering cycle skills education programmes**

Sport Manawātū and Council have continued to progress actions within this outcome area relating to becoming a He Waka Kotahi BikeReady national cycle skills region. The He Waka Kotahi BikeReady programme centres on quality standards and measures, which includes spending more instructional time with individual participants. The programme includes an increase in funding that will greatly assist with building local capacity (developing more quality cycle skills instructors and getting more children riding a bike).

Sport Manawātū's focus during the last 12-months has been recruiting cycle skills staff to deliver on our amended BikeReady numbers of 600 children. In the past year we have recruited three instructors (with one returning after having resigned six months earlier).

##### **Student Delivery**

Period	School	G1 Delivery	G2 Delivery	Total
Aug-22	Ashhurst School	2	58	60
Sep-22	Turitea School	39	21	60
Oct-22	Parkland School	42	49	93
Oct-22	Riverdale School		47	47
Nov-22	Winchester School	40	37	77
Feb-23	Aokautere School	14	12	27
Feb-23	Longburn School	12	12	24
Mar-23	Te Kura O Wairau		30	30
Mar-23	Ashhurst School	44	49	93
Mar-23	Awapuni Primary School		20	20
Mar-23	Turitea School	20	16	42
May-23	College St School	128	95	233
May-23	Whakarongo School	44	52	29
Jun-23	Russell Street School	42	42	90
Jun-23	Terrace End School	17	29	59

### Adult Delivery

Period	Organisation	G1 Delivery	G2 delivery 2	Total
Jul 22	Central Normal School PN		12	12
Dec 22	Individual		1	1
Feb 23	Te Kura O Wairau		6	6
Mar 23	Freyberg College Teen Parent Unit		8	8
May 23	Individual		1	1

School recruitment has been our focus however we have experienced some challenges with schools dropping out from the programme impacting on our BikeReady number projections. Projections have been based on school rolls as recorded in the education counts website. Children need parents' permission to participate in Grade 2 (as the instruction is outside school grounds) and we are averaging 77 percent of the listed school roll participating (although this varies from 50% to 100%).

Adult education is delivered in groups when possible but often is delivered one-on-one so that the training meets their particular need – for example riding to and from work. This involves choosing the least stressful route and riding with them around three times so that they feel they have the skills to do the ride. We are supporting a community initiative to create a buddy system to support adults starting up cycling.

The Active Transport advisor made the following submissions:

- Aokautere Subdivision developments,
- Reshaping streets
- Summerhill cycleway
- Interim National Cycle Action Plan
- Featherston St Cycleway (submission, attended co-design meetings, submitted to Council meeting), and
- Palmerston North becoming an Age-Friendly city.

### ***b. Develop and co-ordinate walking, cycling and active wheels events, initiatives, and activities.***

#### **Walk and Wheels Week**

Our annual 'Walk and Wheels' event was run in the last week in March 2023 (relabelled "Mini Movin March" to align with Movin March - run by Wellington Regional Council and enables us to use their publicity material. The event encourages walking, scooting, and biking to school. The programme was picked up by two schools – Winchester (360 roll size) and Parkland (297 roll size) schools – both of whom reported that the event was a success and would like to participate in the event again. Children are given a ticket which is "clicked" by senior students once they actively travel to school.

Winchester reported that a highlight was being on the Road patrol which was very busy but “there being barely any cars. The big smiles of learners and parents who had walked/scooter together ... Learners also came in better moods to school because they had got their endorphins flowing”. Next steps will be using positive feedback from participants to encourage more schools to pick up the programme. We will be working with Winchester St School to develop walking buses and drop-off points to encourage more active travel – although this will be dependent on what other priorities they are facing.

### **Bikes in Schools**

We worked with Central Normal School to help them get the best out of their Bikes in Schools in July and Terrace End School in June. We offered skills-training and discounts on helmets to Bikes in School schools. Bike On Trust provided free helmets to one school (who responded to the survey).

### **Community Activations**

We have been offering cycling skills instruction to Green Prescription participants while some residents have requested individual help. We have facilitated one E bike course, with three Palmerston North Librarians currently working with us (with one more session due for later this year). Our promotion of cycling and walking related events included working with Palmerston North City Council Communication and Marketing Team to create opportunities for people to cycle in February as part of the Bike Challenge Aotearoa <https://www.lovetoride.net/nz> (including reaching out to Palmerston North cycling groups). We supported the Bike Challenge Aotearoa with a stall in the Square, promoted safe cycling tips on our website, led a river ride with the Greasy Chain Trust, and came first in our category (20-49 employee sized organisation) for Manawātū Bike Challenge.

We also supported Pacific rides with Public Health Services and a river ride with the Dutch Community. We supported the Gravel and Tar race, Slicks and Stones races and organised the Kids Bike Criterium (alongside the Criterium National Championship).

### **Workplace Challenge**

As mentioned earlier in the report, the 2023 “Humphries Construction” Workplace challenge was well received for its third iteration by 51 teams from 20 different organisations. Week three of the Challenge had a particular focus on Active Transport. During this week, we offered free Active transport plans to all participating organisations.

### ***Developing connections and campaigns with other groups (such as Waka Kotahi, Horizons Regional Council, adjoining Councils, advocacy groups)***

The Active Transport advisor was a Speaker for: Green Drinks meeting in September; Radio Access in August; Sustainable Living Course in May; and provided input to Environment Manawātū stakeholders on Active Transport options.

### **Helping to develop School Travel Plans with selected schools**

We continue to support Winchester Street and Terrace End schools (Bikes in Schools recipient) on developing their travel plans which involves ongoing monitoring.

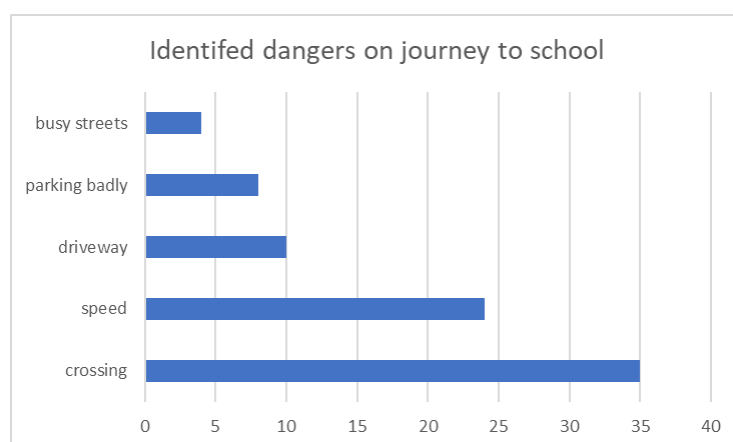
Terrace End is working with the Sport Manawātū Healthy Active Learning team on a number of other projects and has not yet started working on a travel plan. Cornerstone School has completed a baseline survey of how students travel to school. They plan to survey their students in more depth and then work with Sport Manawātū to survey students travel in more depth, analyse their responses and develop a school travel plan.

### ***Schools Travel Plan Survey***

Winchester School has completed a survey of school students and their whānau with 154 responses from a roll of around 360.

Question 4 asked if people had concerns about dangers in the area when they were walking or travelling to school.

The most common concern with 33 mentions was crossing the road, and the second most common response was about speed. The third most concern was driveways with comments about people parking on them; people entering and exiting from them; or sometimes the response just said “driveways”.



The next steps is to explore setting up walking school buses, but this will be reliant on what other priorities the school faces.

### ***Helping implement a Low Carbon Roadmap to reduce citywide emissions***

We have yet to start implementation of the Low Carbon Roadmap in partnership with Council to reduce citywide emissions. We had hoped to begin this work midyear; but have not developed a partnership with Council on respective roles in relation to this road map. Sport Manawātū in line with our purpose of *everyone active* is working on a number of initiatives to increase active transport including:

- BikeReady cycle skills training.
- School travel plans (as schools get time to do this).
- Mini Movin March – leveraging off Movin March campaign to increase students actively travelling to school, and
- Submissions to increase infrastructure that encourages active transport.

## APPENDIX A - SUPPORT INFORMATION

Programmes not funded by the Palmerston North City Council but contribute to supporting resident physical activity participation in the city.

### Green Prescription – Getting the Manawātū Active!

The Green Prescription is a Ministry of Health and MidCentral District Health Board funded programme that aims to get more people physically active, and to help them to improve their health and wellbeing. The Green Prescription programme (GRx) is about engaging residents in sustainable physical exercise and giving them the skills and educational advice to make healthy nutritional and lifestyle choices. Community classes are offered in Feilding, which run for four 10-week cycles throughout the year. 907 participants living in Palmerston North city were referred to the GRx programme during the past 12-month period.

### Supporting Multi-Cultural Communities to be Active

The Sport Manawātū Green Prescription team reconnected with the local refugee learners from the ELP (English Learning Partners – Palmerston North) school and the English Teaching College (ETC). We understand that ongoing support is needed for this community to ensure they can continue to integrate into the community to further grow their connections with local sport and recreation providers. In September 2022, we organized a couple of ‘Have a Go’ sessions for some of the learners from the ETC school. We partnered with a couple of local sports clubs and provided the opportunity to ‘Have a Go’ at table tennis and squash (hosted at the SquashGym), and football and volleyball, (hosted by Volleyball Manawātū and Central Football). The group enjoyed both the indoor and outdoor activity sessions and were able to gain more information around how to connect with these clubs outside of these ‘Have a Go’ activities.



*Image:* ETC attendees enjoy a ‘Have a Go’ session Te Mare o Hine

In December the GRx team organised another two 'Have a Go' sessions, this time with learners from the ELP school. One session focused on easy, at home exercises using a resistance band and the second session was delivered outdoors incorporating football, cricket and play. Both sessions were extremely successful! The learners were extremely grateful for this opportunity and we look forward to seeing their confidence grow. At the end of May 2023, we facilitated some more outdoor sport sessions (Volleyball, Basketball and Football) for the learners at ETC. For the sessions we split the group into females and males so they can appropriately participate while upholding respect to their individual religions and beliefs. Although the weather was not that great, both groups got stuck in and gave all three sports a good go! When asked what they thought of the session, we received the following comments: "We enjoyed being outside with some fresh air, trying something new", "volleyball was our favourite sport", "we want more sessions like this in the future". Both males and females seemed to enjoy themselves a lot and it was obvious Volleyball was a hit.

### Community Group Strength and Balance

There are now 11 providers of Strength and Balance (S&B) classes in Palmerston North who run 17 classes. Clinical research has shown that when people do exercises to strengthen their leg and core muscles, their balance improves, and their risk of falls reduces by almost a third. Most classes continue to be low cost. Some organisations help connect participants to pick others up. In all S&B classes social connection is a major part of attending a community class and most places have a cuppa/chat afterwards. All classes are updated and listed on the 'Live Stronger for Longer' website <https://www.livestronger.org.nz/>.

### Active Families – Engaging whānau most in need of physical activity, play, and active recreation

The GRx Active Families programme is designed for children and young people, aged 4–17 years of age and their whānau/family to become more active, play, have fun and active recreation. The programme provides support, guidance, and opportunities for families to create healthier lifestyle and healthy eating. This is achieved through education, nutritional guidance, goal setting and ongoing support.

Below is a summary of the Active Families Programme across the city during the past 12-months:

- Active Families continued to support city families through the Home-led support programme over the last three months.
- There are currently 40 Teens from the city involved on the programme.
- Programmes are delivered in partnership with Secondary Schools, Te Hīringa Alternative Education unit, and the Whakatipuria Teen Parent Unit

### The Tū Manawa Active Aotearoa Fund

Tū Manawa Active Aotearoa provides funding for programmes or projects delivering play, active recreation, and sport experiences for tamariki and rangatahi. It is particularly focused on groups where barriers cause them to be less active. The purpose of Tū Manawa Active Aotearoa is to provide quality experiences that are accessible, create a lifelong love of being active and meet the needs of tamariki and rangatahi. Due to the strong connections and relationships developed by the MRA, we are able to easily and quickly connect with local groups to support them in understanding and applying for funding through the Tū Manawa fund.

We have a particular focus on:

- Children and young people in higher deprivation communities,
- Girls and young women (5-24) and disabled children and young people (5-18),
- Refugees and migrant young people (5-18),
- Demand/Needs led programmes,
- Local Led Delivery based, and
- Leveraging opportunities through collaborative partnerships with non-traditional sport and recreation providers.

This activation fund helps to cover programme or service delivery costs including:

- Programme or project delivery e.g., venue or equipment hire, transport.
- Equipment as part of the programme or service.
- Officials, where these are required for the delivery.
- Delivery staff wages e.g., activity leader, coordinator.

### **Programme Support for priority populations – Tu Manawa Active Aotearoa**

Sport Manawatu Provided support to 33 organisations to deliver 45 programmes with a total cost of \$508,739 via the Tu Manawa Fund. These programmes focused on ‘less active’ priority populations. The programmes activated 4,949 tamariki, rangatahi and young women (18 – 24 years old) from the PNCC catchment area.



#### CONTACT US

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## Annual Report 2022/2023 – Year One Assessment of Progress Towards Outcomes

Sport Manawatū's role in outcome	Accountability reporting - summary comments	Conclusion
<b>Outcome 1: Palmerston North is one of the most active communities in NZ</b>		
<p>1. Insights &amp; advice inform the type of response to the community, so that:</p> <ul style="list-style-type: none"> <li>➤ There is equitable access to play, recreation and sport facilities throughout the City</li> <li>➤ The community is increasingly active</li> <li>➤ The sports sector is sustainable</li> <li>➤ There is close collaboration throughout the sports sector</li> <li>➤ Facility programming and scheduling of events respond to community needs</li> </ul>	<p>A key change from the last funding agreement was to enable Sport Manawatū (SM) the scope to deliver activities based on a situational analysis of insights and research through the presentation of an Annual Plan. The plan was submitted in the required timeframe with a focus on internal operations rather than convey a strategic approach, such as identifying issues and areas of priorities for the year. The priority areas have, however, been well covered in the Annual report, so it is much clearer to see how the activities described respond to the issues impacting on physical activity in the community.</p> <p>A feature of SM's reports is detailed descriptions of the activities/programmes it delivers. An improved level of impact statements and satisfaction levels has been provided for most supported events and activities.</p> <p>An analysis of membership and participation statistics from the main sports codes has been provided. This analysis highlights the on-going challenges of data collection and the requirement to continuously improve to enable reliable data to inform planning processes e.g. sports facility planning and investment.</p> <p>There is an ongoing challenge to obtain Palmerston North-only physical activity levels as this data is collected at a regional (regional sports trust) scale. It is unfortunate that the residents' physical activity survey (designed to give more localised data) was not completed, however, with better resourcing in this area we should see more tangible insights outcomes. Some analysis on regional participation behaviours, comparing these to national statistics, has been provided. It is still of concern that the 2022 Active NZ survey shows that adult participation the region ranks one of the lowest in the country (68% compared to 72% nationally).<sup>1</sup></p> <p>Approaches to improving Māori wellbeing through physical activity are captured through commentary on the partnership with Te Pae Oranga o Ruahine o Tararua and the return of the He Oranga Poutama investment from Ihi Aotearoa.</p>	Met
2. Support & funding helps people to be active	<p>The uptake of the Active Communities Fund has been described in the report with a benefit statement provided; 47 applicants were supported from this fund with \$12,320 distributed.</p> <p>The report includes examples of advice and support provided to the sector on Council facility use and proposed developments such as the Arena Masterplan review. Sport</p>	Met

<sup>1</sup> Council staff are working with Ihi Aotearoa to get up-to-date localised physical activity data.

Sport Manawatū's role in outcome	Accountability reporting - summary comments	Conclusion
	Manawatū provide valuable insights on sector trends and local intelligence.	
3. Leadership ensures we have a sustainable network of sport and recreation facilities	<p>The last year has seen a considerable investment in this sub-outcome area, with Sport Manawatū staff leading the implementation and review of the Regional Sport Facilities Plan. Council has contributed to the cost of this review and staff have also been involved in a Project Working Group led by SM.</p> <p>The revised RSFP, to be known as <i>He rā ki tua - Horizons Regional Spaces and Places Plan for Sport and Recreation</i> will be presented to the Council in December.</p> <p>Comprehensive updates have been provided on several facility proposals over the last year involving Sport Manawatū staff. SM staff have had a key involvement in the gymsports facility, the Aquatic Facilities Needs Assessment and the feasibility work for a covered bowling green. As these proposals are tracking through the RSFP's investment decision-making process, close liaison with proponent groups has been maintained by SM staff.</p>	Met
4. The community understands and values the benefits of play.	<p>The report includes several examples of SM leading and influencing play activities around the City. As noted in the report, increased resourcing from Sport NZ for a Play Advisor position at the Council is resulting in more organisational collaboration on play initiatives and therefore clearer demonstration of progress towards assigned actions from the Council's Play Policy.</p> <p>The requirement to hold a minimum of four pop-up play opportunities has been met.</p> <p>Four Palmerston North City Play projects were supported by the Tu Manawa Active Aotearoa fund during the 2022-23 financial year with a total of \$69,870.</p>	Met
<b>Outcome 2: Sports events create both social opportunities and economic benefits</b>		
1. Strong and collaborative partnerships are formed with event organisers to host strategically important sports events	<p>SM administers the Sports Event Partnership Fund (SEPF) on behalf of the Council, in line with the Support and Funding Policy 2022. It reported that 40 events were supported with an estimated 'value add' to the economy of \$13.6 million. Some limited commentary has been provided on event satisfaction on the social benefits (mainly for community-focussed events) that provides balance to the traditional focus on economic benefits alone. This could be built on for future reporting.</p> <p>SM note that there is an on-going need to connect with national sports organisation event organisers that have received multi-year agreements through previous SEPF funding contributions. A strength of the organisation is the ability to leverage community-based opportunities from supported events such as speaking and coaching events at a grassroots level. Although the relationships between Council and Sport Manawatū staff with an events role, are</p>	Partially met

Sport Manawatu's role in outcome	Accountability reporting - summary comments	Conclusion
	<p>growing, wider connection with the City's events sector is an area that could be improved.</p> <p>Without auditing the administration of the SEPF it is difficult to show compliance and no funding improvements were recommended (apart from SM indicating that it will submit to the LTP on increasing the funding pool). SM has also recently indicated that it will be refreshing the 'Attraction and retention plan (2021)'. This should renew discussion on the delivery of key sports-event actions required in the agreement. These comments account for the partially met evaluation for this outcome.</p>	
<b>Outcome 3: People have the skills to safely and confidently cycle, and walk, on our transport network</b>		
<p>1. Promote active transport modes (walking and cycling) for recreation and commuting</p>	<p>In its role as an advocate for active transport, SM made several submissions on Council projects and plans.</p> <p>In terms of the delivery of cycle skills (the Bike Ready programme) due to staffing issues and uncertainty around participating schools' commitment to the programme, the partners agreed to vary the agreement for the number of students trained to a grade 2 level. Despite these challenges, SM was close to meeting this target with 580 students trained last year. A further twenty-eight adults received cycle skills support.</p> <p>SM describe several events, initiatives and activities focussed on getting more people walking and cycling. It is good to see staff supporting a range of activities and networking with other agencies with a stake in active transport promotion. A future focus on more walking-related activities is, however, recommended.</p> <p>Good progress has been made with school travel plans, with SM staff supporting three primary schools.</p> <p>The proposed contribution to supporting work on the low carbon roadmap has not occurred (due to staff changes and the need to connect with relevant staff).</p>	<p>Partially met</p>

## Performance measure assessment

Outcome area performance measures	Comments																
<b>Outcome 1:</b>																	
➤ Activities delivered are responding to and meeting community needs.	Sport Manawatū have demonstrated how the activities they are delivering are responding to community needs.																
➤ Decreasing levels of physical inactivity in the City.	SM have provided two sets of physical activity (over a 7-day period) data from the 2019 and 2022 Active NZ surveys. These show that regional (based on the RST region) participation in physical activity has dropped for tamariki (5-11 year olds) and rangatahi (12-18 year olds) over this three year period (meaning inactivity levels are increasing). For adults (over 18) physical activity levels have increased (from 65% to 68%) with a corresponding decrease in the level of physical inactivity.																
➤ Compliant administration and allocation of funding programmes on behalf of the Council	More analysis of compliance is needed as this was not commented on in the Annual Report. SM are aware of the need to administer the SEPF and Active Communities fund in accordance with the Support and Funding Policy 2022.																
➤ Delivery of agreed implementation actions in the RSFP and Play Policy.	Good evidence of the delivery of actions related to the RSFP (pages 20-21and 23) and Play Policy (pages 25-27) are included in the report.																
<b>Outcome 2:</b>	This information will be available once the 2023 Census data is released.																
➤ Increasing participation in walking and cycling as active transport modes																	
➤ 600 school students trained at Grade 2 cycle skills level annually (years 1 and 2 of the agreement only).	580 students were trained at Grade 2 level (95% of the target number).																
<b>Outcome 3:</b>																	
➤ Increasing economic and social benefits of SEPF-supported sporting events.	<table><tr><th>Year</th><th>Number of supported events</th><th>Value of SEPF support</th><th>Estimated economic benefit (value-add)</th></tr><tr><td>22/23</td><td>40</td><td>\$327,814</td><td>\$13.6 million</td></tr><tr><td>21/22</td><td>11<sup>2</sup></td><td>\$113,700</td><td>\$2.4 million</td></tr><tr><td>20/21</td><td>27</td><td>\$230,829</td><td>\$7.4 million</td></tr></table> <p>Summary of economic benefits from SEPF-supported sports events.</p> <p>The Covid-19 pandemic has disrupted the events sector therefore the return from events in the two previous financial years are low. The 22/23 has seen the estimated value add from the SEPF supported events rebound. Social benefits are being better documented by Sport Manawatū but could be improved (see page 32 of the annual report).</p>	Year	Number of supported events	Value of SEPF support	Estimated economic benefit (value-add)	22/23	40	\$327,814	\$13.6 million	21/22	11 <sup>2</sup>	\$113,700	\$2.4 million	20/21	27	\$230,829	\$7.4 million
Year	Number of supported events	Value of SEPF support	Estimated economic benefit (value-add)														
22/23	40	\$327,814	\$13.6 million														
21/22	11 <sup>2</sup>	\$113,700	\$2.4 million														
20/21	27	\$230,829	\$7.4 million														
➤ Sport Manawatū is a collaborative partner in the City's event network that contributes to hosting successful sports events in the city.	Sport Manawatū have described in its report (page 30) the collaborative work that takes place to ensure successful sports events are hosted in the City.																

<sup>2</sup> In 2020/21 fifteen (15) events were cancelled with estimated loss of economic benefit (value-add) of \$9.5 million.

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

**TITLE:** Central Energy Trust Arena Masterplan 2023

**PRESENTED BY:** Dave Charnley, Senior Urban Designer; Ann-Marie Mori, Policy Analyst and John Lynch, Venues Manager

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

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### RECOMMENDATIONS TO COUNCIL

1. That Council adopt the Central Energy Trust Arena Masterplan 2023 to inform future decision making, including the 2024-2034 Long Term Plan process.
  2. That Council receive the Central Energy Trust Arena Masterplan 2023: Delivery Scenarios (Attachment 2) to inform prioritisation of the 2024-2034 Long Term Plan.
- 

#### 1. ISSUE

- 1.1 On [4 May 2022](#) Council resolved that direction on the Arena Masterplan review be provided by Council via the Planning & Strategy Committee, that a workshop with Elected Members be planned to assist the preparation of the work and that final approval of the Arena Masterplan Review be a Council decision.
- 1.2 The Central Energy Trust Arena Masterplan Study 2017 has been reviewed and updated. This memorandum requests Council's approval of the Masterplan review.
- 1.3 A copy of the Central Energy Trust Arena Masterplan 2023 is included as Attachment 1.
- 1.4 It is recommended that the Central Energy Trust Arena Masterplan 2023 be adopted to inform future decision making, including the 2024-2034 Long Term Plan process. Adoption of the Masterplan does not commit the Council to funding and delivering the individual components of the Masterplan. Funding and delivery of any Council projects is directed by the content of the Long Term Plan, not the content of the Masterplan.
- 1.5 Projects identified within the Central Energy Trust Arena Masterplan 2023 are anticipated to be delivered over a long time period through a variety of funding mechanisms and will need to be carefully weighed up against competing priorities.

- 1.6 The updated Central Energy Trust Arena Masterplan 2023 builds on previous master planning vision and now reflects all recently completed projects while further embedding strategic fit, contextual and site analysis, utilisation and location. It also included key moves to continue to guide the co-ordinated long-term development and function of the site and its facilities.
- 1.7 The Plan will now guide all future decision making for the long-term development of the site, including prioritisation, funding and delivery through the Long Term Plan process. All potential projects identified on page 33 of the updated Masterplan have preliminary costs based on their gross floor area and identified dependencies.
- 1.8 A peer review of preliminary Masterplan costs has been undertaken and there is variability. These costings are currently being further assessed against project scope along with investigation of supporting infrastructure to further determine and confirm master plan project costs. These preliminary costings will be completed and provided to Council ready for prioritisation of the 2023-2024 Long Term Plan.
- 1.9 That said, delivery scenarios and preliminary cost envelopes have been prepared for consideration. These are provided as a separate document alongside the updated Masterplan to inform project prioritisation and funding into the 2024-2034 Long Term Plan.
- 1.10 The Central Energy Trust Arena Masterplan 2023: Delivery Scenarios and preliminary cost envelopes are included as Attachment 2.
- 1.11 Final preliminary Masterplan costings when received will be in line with the delivery scenarios as laid out in Attachment 2. Further detailed costings of all key projects will be better understood through developed design and feasibility processes as determined through Long Term Plan prioritisation.

## 2. BACKGROUND

- 2.1 In 2014, Council undertook a high-level study of Arena Manawatū, now Central Energy Trust Arena to produce a spatial framework for the site and immediate surrounding streets. Significant improvement of the facility's relationship and connection to adjoining streets was identified as a key issue. A range of projects aimed to deliver a high-quality site and sports destination with improved street presence, legibility and sporting visibility. This included a new open plaza entrance to Cuba Street and a potential Sports House.
- 2.2 In 2015, Updates to Section 15 Recreation of the Operative District Plan were made resulting in a specific Arena Zone (Section 15.2.5) and embedding the Arena spatial framework as a Planning Map (Map 15.2). Funding of priority streams of work was allocated into the 2015 - 2025 Long Term Plan including Council agreeing to provide a \$1.5M funding grant for a Sports House on the site.

- 2.3 In 2017, a more detailed Masterplan study was then prepared to further test and develop previous work undertaken. Key outcomes underpinning the Masterplan to create a higher quality sporting destination with improved street presence, legibility and sporting visibility remained. Further contextual analysis of the planning framework, site conditions, built form, open space patterns and general assessment of facilities were undertaken. Specific briefs for Arenas 1-6 were prepared and a range of concept options including a new Sports House tested to best address site-wide requirements. Options were costed and assessed, and a preferred Masterplan option emerged (Option 3). Funding for Option 3 priority projects were then allocated into the 2018-2028 Long Term Plan.
- 2.4 Land was acquired at the corner of Cuba and Waldegrave Street and the site made good in preparation for construction works for a new entrance plaza. From 2018, with oversight from the Arena Steering Group, detailed design of priority projects commenced with the first artificial turf at Arena 6 completed late 2019.
- 2.5 During this time the proposal for a Sports House to be located at Central Energy Trust Arena was withdrawn by Sport Manawātū. Attention then shifted to construction delivery with the Cuba Street entrance plaza and overbridge, reconfigured speedway pits and south stand base plinth and ablutions completed in August 2021.
- 2.6 This significant change has resulted in a more welcoming public entrance from Cuba Street, an enhanced visitor and fan experience for users of Arena 1 and improved operations management for larger events such as speedway, rugby, concerts and community events. These changes have drawn positive national design attention with Central Energy Trust Arena receiving a handful of prestigious Toitanga and public space design awards.
- 2.7 With this tranche of work now complete, updating the Masterplan to reflect progress made, understand any new or emerging needs and confirm all future projects are the next logical steps in continuing to provide long term vision and guidance for co-ordinated and integrated development of Central Energy Trust Arena.
- 2.8 Sport and recreation facility planning processes are occurring in parallel. Needs assessments guided by the Regional Sports Facilities Plan 2018 and the Palmerston North 'City Specific' sections updated in 2022 have informed the Masterplan review. Central Energy Trust Arena is recognised as having a unique role in the region for meeting demand for further sports facilities. Needs have been canvassed for additional indoor court and sports field facilities identified for the site. A regional GymSports feasibility study is underway and Central Energy Trust Arena is a potential location being considered.
- 2.9 The Arena site does not sit in isolation to its immediate surrounds. Other projects – the Cuba Street link and Featherston Street cycleway directly relate to the immediate street network that surrounds the Arena site and these have

been highlighted within the updated Masterplan. It is essential to ensure these projects are considered in relationship to the ongoing development of the Arena and that wider City Centre transformation and active transport outcomes to better connect and access the site are achieved.

### **3. REVIEW METHODOLOGY**

3.1 The Central Energy Trust Arena Masterplan 2023 has been prepared by an experienced multi-disciplinary team comprising Council Officers and consultants. The methodology follows best practice for the development of a masterplan and includes increased information and analysis on understanding the place before developing a spatial response.

3.2 The review process consisted of the following:

- Engagement utilising a range of techniques including surveys, focus groups, workshops, drop-in sessions and meetings to understand all existing or emerging issues, opportunities and priorities.
- Assessment of Vision and Goals and project strategic role and fit.
- Contextual analysis including surrounding urban structure and form, relation to city centre, river and key transport networks, district plan and regional sports facility planning, cultural and historical. Includes identifying key projects that physically relate or connect to the site, e.g. Cuba Street link.
- Site visits to understand function and use, recent changes and operational issues. Includes inspection and assessment of facility condition. Includes access to all seismic assessments undertaken.
- Access to latest as-built drawings to compile and update existing site plan and seismic assessments.
- Preparation of a preliminary spatial response to test thinking around key moves and future development.
- Assess and understand dependencies to determine and coordinate most logical way forward for future development.
- Seeking feedback from all engaged parties.
- Preparation of high-level preliminary costings based on understood spatial need, functional purpose and gross floor area. Includes undertaking a peer review and reconciling of any cost differences in regard to scope and investigation of supporting infrastructure.
- Prepare a finalised updated Masterplan and supplementary guidance to inform approach to prioritisation and delivery.



- 3.3 As directed by Council's Active Communities Plan, the Regional Sports Facility Plan has informed the Masterplan review. Formal needs assessments and feasibility studies establish the boundaries by which to test spatial capacity and flexibility in the Arena site to accommodate any potential or established community sports. Spatial testing has been carried out to confirm and demonstrate within the updated Masterplan that all current needs identified on the site could be accommodated (see Attachment 3 for more detail).

#### **4. REVIEW ENGAGEMENT**

- 4.1 Direct engagement has occurred with Elected Members via a Council workshop and drop-in sessions, through hui with Rangitāne o Manawatū; and surveys, focused interviews and workshop with key stakeholders, user groups and Council Officers. Engagement has canvassed a wide Arena user group audience to gain perspective from a local, regional and national level (refer to engagement diagram on page 7 of The Masterplan for further detail).
- 4.2 Engagement has informed understanding of all current site and facility issues and confirmed a proposed programme of future projects for development.
- 4.3 As Council embarks on each of the projects identified, there will be several opportunities for public consultation and engagement with key stakeholders.

#### **5. REVIEW KEY HIGHLIGHTS AND RESPONSE**

- 5.1 The revised Plan retains many existing projects and proposes new projects that will meet current identified needs while ensuring spatial flexibility for other future needs.
- 5.2 It also signals an interest from city partners and key stakeholders to further enhance identity and heritage, as well as explore future potential of a facility to establish a public facing 'hub of sport' adjacent to the new entrance plaza at the corner of Cuba Street and Waldegrave Street.
- 5.3 The review pointed to key challenges, which are responded to in the revised Masterplan:
- **Sufficient community indoor court space** – there is a tension between the Arena being a financially sustainable venue and destination attractor while also providing for community needs. We also know that indoor court space is limited in the region; the Masterplan thus investigates an additional indoor court facility on the Arena site.
  - **All-weather sports fields** – increased capacity for winter training. The Masterplan proposes an additional artificial turf on the site and reconfiguration of current surfaces.
  - **Gymsports needs** – Elected Members are also aware of the work Gymsports is doing with Sport Manawatū to look to future-proof their facilities. Should the Arena be the best location for Gymsports, the Masterplan seeks to provide sufficient space for that option.

- **Site identity** – stakeholders have varying perspectives. The Masterplan responds by further balancing heritage and considers the role of naming spaces and facilities. Expanding 'He Aho tangata' and improving wayfinding across the site and facilities will assist and support this.
- **Improved movement and safety** – providing clear and intuitive pathways for all users, particularly east-west and north-south movements, will 'stitch' facilities together. Addressing safety concerns throughout particularly at carparks and entries including after dark. Provide well lit, welcoming and overlooked pathways.
- **City centre connection** – attraction of events and audiences and improving the public frontage and access between the city and the site. The Masterplan highlights the relationship between the surrounding and wider urban structure and highlights key projects immediately related to the Arena including connection to wider transport network.
- **Earthquake prone building at Arena 5** – a seismic rating of 30% NBS. Whilst in a 'good' working condition, Arena 5 is acknowledged as having passed its 'use-by-date' and is no longer fit for purpose. This presents a spatial opportunity for a future multi-purpose or indoor court facility though it is dependent on further land acquisitions to be complete and current users being decamped to alternative facilities before decommissioning and redeveloping.
- **Land acquisition is required** – the vast majority of the land affected by the Central Energy Trust Arena Masterplan 2023 is Council owned. There are still small remaining parcels of private land adjacent to the Entrance Plaza to acquire. Acquisition for these sites has been considered in the overall costings.

## 6. DELIVERY SCENARIOS & PRELIMINARY COSTINGS

- 6.1 Officers have prepared delivery scenarios to inform prioritisation in the 2024-2034 Long Term Plan process. These consider dependencies to offer ways forward in implementing further physical change at the Arena, particularly in delivering immediate and short-term priorities.
- 6.2 A peer review of preliminary Masterplan costs has been undertaken and there is variability, particularly with larger new facilities proposed. These costings are now being further assessed against project scope including proposed bulk and location gross floor area and supporting infrastructure investigations to determine and confirm final Masterplan preliminary costings. These final costings will still remain high-level in nature and be provided to Council ready for prioritisation of the 2023-2024 Long Term Plan.
- 6.3 It should be noted that projects identified within the Central Energy Trust Arena Masterplan 2023 are anticipated to be delivered over a long time period through a variety of funding mechanisms and will need to be carefully weighed up against competing priorities.

6.4 Detailed costs for each project identified are expected to be better understood through feasibility as each project moves through indicative business case processes to better determine a preferred developed design option for delivery.

6.5 Delivery scenarios including the preliminary cost envelopes for each scenario are included as Attachment 2.

## **7. NEXT STEPS**

7.1 Officers will provide final Masterplan costings prior to commencing 2024-2034 Long Term Prioritisation process.

7.2 Council will consider development priorities and funding for Central Energy Trust Arena through the 2024 -2034 Long Term Plan.

7.3 Officers will prepare an Implementation Plan to determine strategy, process and action in regard to the next tranche of development priorities including:

- aligning strategic objectives,
- determining roles and responsibilities for operational delivery (including Arena Steering Group),
- stakeholder, team and process management,
- tasks and deliverables,
- risk assessment.

7.4 As projects are prioritised, feasibility studies/businesses cases will be prepared to:




- confirm strategic fit and the case for change
- appraise and determine best option to maximise public value
- be commercially viable and attractive to supply
- confirm affordability and funding over time
- be successful in delivery by Council and its partners.

## **8. 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 all Goals, in particular Goal 2: A Creative and Exciting City	
<p>The recommendations contribute to the achievement of action/actions in the Active Communities Plan, Arts &amp; Heritage Plan, City Shaping Plan, City Growth Plan, Transport Plan, Economic Development Plan, Connected Communities Plan, Climate Change Plan and Environmental Sustainability Plan.</p> <p>The actions are:</p> <ul style="list-style-type: none"> <li>• Deliver the Central Energy Trust Arena Masterplan</li> <li>• Provide sport and recreation opportunities in all of the City's parks and reserves, that are responsive to the needs and views of communities of interest</li> <li>• Implement a wayfinding strategy to increase legibility in public spaces in the city centre</li> <li>• Support projects that promote the visibility of, and participation in, Māori creative practices</li> <li>• Include Rangitāne o Manawatū art and design in the city centre</li> <li>• Acknowledge and express Te Ao Māori in citywide urban design principles and practice</li> <li>• Apply urban design best practice to greenfield structure planning and public space master planning</li> <li>• Prioritise active transport programmes that deliver on Council goals, the purpose of this plan, and the Government Policy Statement on Transport</li> <li>• Attract, fund and manage events which bring significant economic benefit to the city (through the Major Events Fund, Art Event Fund and Sports Event Partnership Fund)</li> <li>• Provide gender-neutral and accessible public toilets throughout the city</li> <li>• Implement sustainable practices throughout the Council</li> </ul>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The revised Arena Masterplan is best practice master planning and therefore is expected to deliver across all four wellbeings.

## ATTACHMENTS

1. Central Energy Trust Arena Masterplan 2023 (attached separately) 
2. Central Energy Trust Arena Masterplan 2023: Delivery Scenarios & Cost Envelopes (attached separately) 
3. Establishing needs for CET Arena Masterplan Projects 2023 (attached separately) 

## REPORT

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

**TITLE:** Response to the 'Aquatic Facilities and Water-based Recreation Needs Assessment'

**PRESENTED BY:** Ann-Marie Mori, Policy Analyst and Kathy Dever-Tod, Group Manager - Parks and Logistics

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

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### RECOMMENDATION TO COMMITTEE

1. That the Culture & Sport Committee receive the 'Aquatic Facilities and Water-based Recreation Needs Assessment' (the Needs Assessment) prepared by RSL Consultants and smartz (Attachment 1).

### RECOMMENDATIONS TO COUNCIL

2. That Council endorse Option 2 in the report titled 'Response to the 'Aquatic Facilities and Water-based Recreation Needs Assessment''.
3. That Council note the outcomes of the investigation into the low investment opportunities described in this report will be reported back to Council to inform future decision-making.

**SUMMARY OF OPTIONS ANALYSIS FOR THE AQUATIC FACILITIES AND WATER-BASED RECREATION NEEDS ASSESSMENT (LTP PROGRAMME 1899)**

<b>Problem or Opportunity</b>	<p>To consider how the recommended opportunities presented in the 'Aquatic facilities and water-based recreation needs assessment' (the Needs Assessment) should be included in Council's planning.</p> <p>These opportunities range from making immediate operating changes to pool scheduling, considering low investment opportunities (e.g. school partnerships), to making significant investment in redeveloped or new facilities.</p>
<b>OPTION 1:</b>	<p><b>Continue current levels of service for the swimming pool activity, outdoor paddling pools and splash pads, and the canoe polo facilities at Hokowhitu Lagoon.</b></p> <p><b>Initiate work, as appropriate, on recommended immediate opportunities in the Needs Assessment.</b></p>
Community Views	The Needs Assessment included views from a wide range of stakeholders and sector groups. This option will involve more liaison with stakeholders.
Benefits	Operational improvements will benefit some users immediately. Low cost option compared to implementing the low or high investment opportunities.
Risks	May not be a popular option or be easily implemented. There may be frustration from some sectors of the community (formal sports pool users) that all opportunities aren't being explored.
Financial	May have minor revenue implications.
<b>OPTION 2: (recommended)</b>	<p><b>Option 1 (as above) AND explore the <u>low investment opportunities (see Attachment 2)</u> through LTP programme 1899 this year (2023-24) to inform future decisions.</b></p>
Community Views	The Needs Assessment included views from a wide range of stakeholders and sector groups. This option will involve more liaison with stakeholders, particularly the education sector, to respond to the issues.
Benefits	<p>Exploration into this opportunity aims to create long-term pool network resilience across the City (and therefore less reliance on Council's provision alone).</p> <p>Places the Council in a better position to inform future LTP cycles given the low investment opportunities may have an ongoing operational impact.</p>

	Provides an opportunity for organisational relationships to be formed and for the aquatics sector to have a more 'joined-up' / network approach to resolving issues.
Risks	<p>Uncertain internal and external funding environments for our potential partners.</p> <p>May raise expectations from the community that the Council is in a position to make funding provision to pursue the low investment opportunities.</p>
Financial	<p>Operational changes to pool scheduling may have minor revenue implications.</p> <p>No immediate impacts as this work can be funded through LTP programme 1899.</p>
<b>OPTION 3:</b>	<b>Options 1 AND 2 AND make funding provision within the draft 2024-34 LTP process to plan for capital and operational implications of the recommended <u>high investment</u> opportunities (see Attachment 2).</b>
Community Views	The Needs Assessment included views from a wide range of stakeholders and sector groups. This option will involve more liaison with stakeholders, particularly the education sector, to respond to the issues.
Benefits	<p>Would signal the level of commitment from the Council to the community to investing in solutions to meet the wide-ranging needs served by aquatic facilities/swimming pools.</p> <p>Would allow for costs associated with these opportunities to be refined through feasibility assessment.</p>
Risks	<p>Unrealistic and unaffordable to progress planning and capital projects in the current funding environment.</p> <p>Feasibility not established for all investment opportunities – particularly the high investment opportunities.</p> <p>Requires additional programmes/budgets due to the broad scope of the opportunities that need to be explored.</p>
Financial	<p>This option would require the preparation of indicative budgets and timelines for each item as part of the draft 2024-34 LTP process.</p> <p>Currently Council has not made provision within the 2021-31 LTP for capital investment or operational grants for new or partnered swimming pool facilities.</p>

## RATIONALE FOR THE RECOMMENDATIONS

### 1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The purpose of this report is to provide Elected Members with an opportunity to respond to the recommended opportunities presented in the 'Aquatic Facilities and Water-based Recreation Needs Assessment' (the Needs Assessment, see Attachment 1).
- 1.2 These opportunities range from making immediate operating changes to pool scheduling, considering low investment opportunities (e.g. school partnerships), to making significant investment in redeveloped or new facilities.
- 1.3 The opportunities aim to meet the City's wide-ranging water-recreation needs, including catering for participation/leisure and competitive swimming, in a balanced way.
- 1.4 The Needs Assessment was completed in August 2023 by RSL Consultants and smartz. This work was funded through LTP programme 1899 with a \$51,000 budget.
- 1.5 Council now has an opportunity to decide which opportunities should be progressed to respond to identified needs and to inform further decision-making.

### 2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

#### Background

- 2.1 The network of water-based facilities in Palmerston North includes a range of Council, education, and private pools along with natural bodies of water. The Council operates three aquatic facilities (see Section 6.2.1 of the Needs Assessment) – the Lido Aquatic Centre, the Freyberg Community Pool and Splashhurst.
- 2.2 The strategic direction for the swimming pool activity sits in Whāinga 2: He tāone whakaihiihi, tapatapahi Goal 2: A creative and exciting city and Te mahere hapori hohe Active communities plan. Swimming pools are also covered by the Parks and Reserves Asset Management Plan.
- 2.3 Consultation on the 2021-31 LTP generated over 700 submissions, with approximately half of these in the 'active communities' activity area. Submissions on aquatic facilities dominated this topic.

#### Manawatū-Whanganui Regional Sport Facility Plan – review of the Palmerston North section

- 2.4 The Needs Assessment forms part of a wider planning process expressed in the Manawatū-Whanganui Regional Sport Facility Plan 2018 (RSFP). The



Palmerston North section of the RSFP was reviewed in October 2022 by consultants RSL.

2.5 The revised 'Aquatics' section recommended the following planning approaches for further exploration:

- a) *Gain more access to school pools (although this only increases the capacity of the pool network during summer months, when it is least needed).*
- b) *Cover the existing 50m pool at the Lido Aquatic Centre (this would add sufficient year-round access to lane space to the sports pool network up until approximately 2041. This would allow Council to consider longer-term options to protect the network).*
- c) *Develop new pool space, including:*
  - *Deepwater pool space for sport and recreation activities that require greater depth such as water polo.*
  - *Warmwater pool space which is often developed for therapy and rehabilitation purposes.*
  - *Leisure water for tamariki (particularly targeting the 4-8 year old age group)*

These approaches were reported to [Council in November 2022](#) and guided the scope for the Needs Assessment.

### **The Needs Assessment**

2.6 The research was carried out in response to several factors, including numerous community requests through the 2021-31 LTP for the Council to build new water-based sport and recreation facilities.

2.7 The key objectives of the Needs Assessment were to understand:

- a) *If the Council needs to make changes to its current operating policies to increase the use of current facilities and/or invest in current or new indoor and outdoor aquatic facilities to serve the City's water-recreation needs.*
- b) *The types of facilities that would best meet the water-recreation needs of the community and provide value for money for users and residents.*
- c) *When any additional capacity is required and provide a timetable and cost estimates for future capital works programming.*

2.8 Specialist sport and recreation consultants, RSL Consultants and smartz were commissioned to carry out the work early in 2023.

2.9 A Councillor workshop was held on 24 May 2023 with the consultant team. In preparation for the workshop the consultants surveyed Elected Members

asking them what the community values about aquatic and water-based recreation facilities in Palmerston North.

### **National Aquatic Facilities Strategy (2013) review**

- 2.10 Alongside the Needs Assessment, Ihi Aotearoa Sport New Zealand has been reviewing the 2013 National Aquatic Facilities Strategy (the Strategy). Key insights from this review have informed the Needs Assessment. **The strong guidance from the Strategy is that the facility focus should be on local level facilities.** The Strategy is due for completion by the end of the year.

### **Annual Plan 2023-24 and Long-Term Plan 2024-2034 process**

- 2.11 Thirty-seven submitters commented on aquatic facilities through the Annual Plan 2023-24 process. All supported an increased Council investment, larger pool and/or new facilities, as well as proceeding with LTP programme 1899 (Aquatic Facilities and Water Recreation Preliminary Feasibility Study/Needs Assessment).
- 2.12 There is provision in this year's Annual Plan, through LTP programme #1899, to investigate the feasibility of the recommended opportunities in the Needs Assessment.
- 2.13 The Council referred an aquatic facilities business case to the Long-Term Plan 2024-2034 process. At this stage, no programmes have been included for consideration.

## **3. NEEDS ASSESSMENT FINDINGS AND RECOMMENDED OPPORTUNITIES**

- 3.1 The Needs Assessment was guided by a key goal:

*To provide opportunities for everyone to enjoy aquatic activities safely and equitably.*

### **Key findings**

- 3.2 The main findings are set out in the Executive Summary (in pages 2 – 4 of Attachment 1) and in the main body of the Needs Assessment with the following highlights:
- Comparing the City's supply with the national demand profile, more pool water should be allocated for leisure and hydrotherapy and less for fitness/lane sports water sports and learning/education activities (e.g. learn-to-swim).
  - The City is growing, meaning our facilities need to cater for both participation/casual (11.4% of the city's population) and competitive (1.2% of the city's population) water-based activities.

- The analysis of pool space scheduling demonstrates there is peak time (i.e., mornings and evenings) availability in the three Council-operated pools.
- The (draft) National Aquatics Facility Strategy 2023 states swimming and diving sports do not require additional international or national level event facilities, as there are enough to serve event needs now and into the future. Any event-focused facility development should be district or possibly regional-level facility.
- To meet the range of community demands, all operational and upgrade/repurpose options are recommended for exploration before developing new facilities.

### **Recommended opportunities**

- 3.3 Section 9 of the Needs Assessment covers a range of **opportunities** to address the imbalance of pool water type ahead of other demands. While these opportunities support addressing the imbalance of pool space (to accommodate leisure swimming and hydrotherapy needs), they also provide for competitive swimming activities to grow.
- 3.4 The recommended opportunities (see Section 9 of the Needs Assessment), with indicative timeframes are:
  - **A: Immediate opportunities – operational pool scheduling adjustments, user liaison**
  - **B: Partnership low investment opportunities (2023-2026) – predominantly exploring school partnership options**
  - **C: Significant investment opportunities (2027 beyond) – upgrade and new facility proposals**
- 3.5 Staff note that the costs for recommended low and high investment opportunities (i.e. opportunities B and C) are estimates and have not been assessed for feasibility or taken to a business case stage. A brief description of the opportunities and costs for each are in Attachment 2.
- 3.6 To help understand how the opportunities address the need for more leisure pool space and hydrotherapy provision, further explanation is provided in section 9 of the Needs Assessment below:
  - Opportunity B aims to address **leisure swimming** demand by making school pool water space available for casual, out-of-school hours access over the summer months.
  - Opportunity C includes an option to enclose the Lido's 50m pool to provide a sport-focused pool facility, therefore freeing up other pools for leisure and recreational activities. To a lesser degree, the potential upgrade of the 25m pool to a 50m pool would do the same, although an

upgrade would absorb pool space that could be used more for leisure and recreational activity.

- During the summer months and outside of the peak lane swimming times, any new 50m pool would be used for leisure swimming. Any new multi-pool facility in the growth area would have a leisure and hydrotherapy focus (see the Albany Stadium Pool case study).

- 3.7 The opportunities are inter-linked, i.e. they should be approached sequentially. This is because one group of actions may resolve issues and change the nature or scope of the potential low and high investment opportunities.
- 3.8 The sequential relationship between the Needs Assessment's proposed opportunities is illustrated in the diagram below:

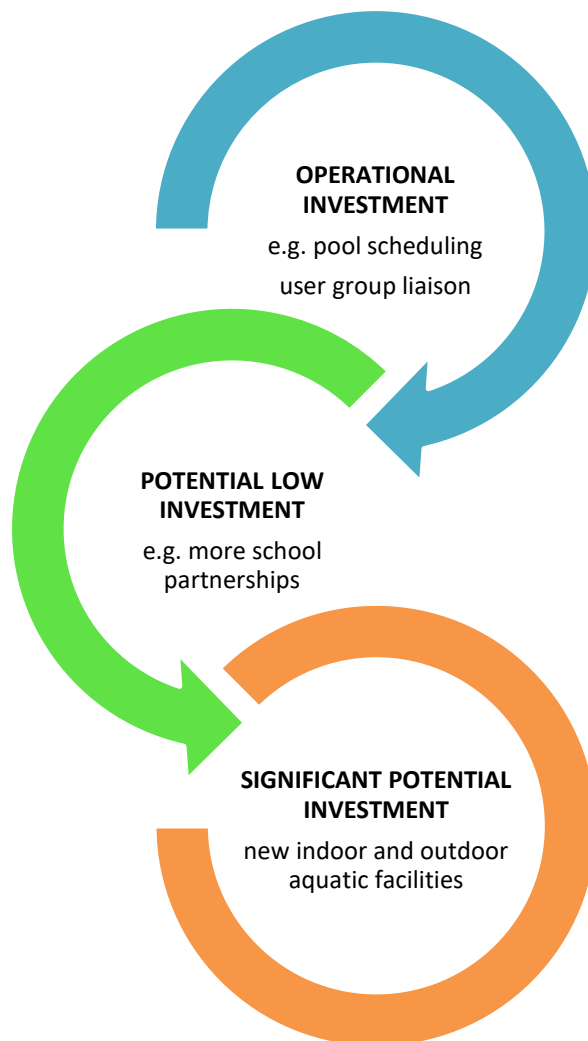


Figure 1: Relationship between the Needs Assessment's proposed opportunities

- 3.9 Recommendations from the Needs Assessment aim to balance the type of pools we have to meet leisure swimming and hydrotherapy needs. The purpose is also to achieve resilience across the City's network of facilities for water-based activities.

#### **4. DESCRIPTION OF OPTIONS**

##### **4.1 Option 1:**

- **Continue current levels of service for the swimming pool activity, outdoor paddling pools and splash pads, and the canoe polo facilities at Hokowhitu Lagoon.**
- **Initiate work on the recommended immediate opportunities (A) in the Needs Assessment where possible:**

- Council policy setting options for scheduling of casual swimming lane space in public pools
- Morning pool space optimised for sports groups

##### **Comment**

- Sport Manawatū and CLM are well-positioned to work with Council and sports user groups to seek better optimisation of pool use in the mornings.
- Allows time to monitor impacts of operational adjustments.

##### **4.2 Option 2:**

- **Option 1 (as above) AND explore the low investment opportunities (B) through LTP programme 1899 this year (2023-24) to inform future decisions:**

- Summer school pool access is encouraged and, where appropriate, resourced in partnership, e.g. pool network resilience funding scheme
- Network resilience support for the current indoor school pools available for community use, e.g. capital grant or loan
- Network resilience through strategic investment in upgrades selected to school pool facilities
- Leveraging Council's pool management contract to improve technical capability and capacity across the network
- Leveraging resources to develop an asset upgrade and renewals programme across the pools network
- Hokowhitu Lagoon water quality, weed management and improvement to stormwater inflow

### Comment

- Report back to Council on the outcomes of the investigation into the low investment opportunities to inform future decision-making.

### 4.3 Option 3:

- **Option 1 AND 2 AND make funding provision within the draft 2024-34 LTP process to plan for capital and operational implications of the recommended high investment opportunities (C):**

- Lido 50m pool enclosure with a roof structure
- Demolish the current Lido 25m indoor pool and replace with a 50m indoor pool facility OR a new 50m pool at Lido
- New local level, multi-purpose pool facility as the city grows (e.g. in the Kākātangiata urban growth area)
- Lake opportunities – access to or purchase of privately owned ex-quarry lake/s
- Explore the development of an artificial Canoe Polo outdoor courts facility

### Comment

- This option requires the preparation of indicative budgets and timelines for each opportunity (likely to be place-holder budgets as depend on the outcomes of exploration into the low investment opportunities and would be developed without information from feasibility/business cases).

- 4.4 Figure 2 shows a summary of each of the options, and how they potentially align with Council's long-term planning.

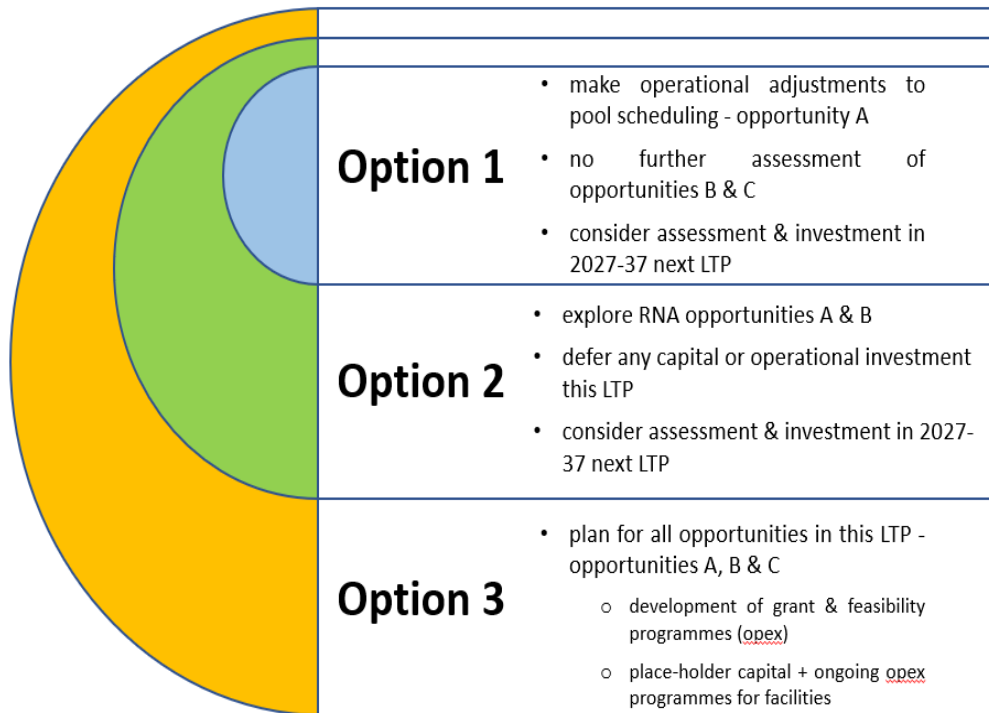


Figure 2: Summary of options in response to the opportunities presented in the Needs Assessment

## 5. ANALYSIS OF OPTIONS

### 5.1 Option 1: Make immediate operational adjustments (opportunity A) and consider the low and high investment opportunities later.

Pros	Cons
Focuses effort on better use of existing infrastructure including maximising use of lane space and pools	Pushes out timeframes for further research, including feasibility and building timeframes
Provides the potential for better delivery to address immediate demand pressures and user needs	Unsatisfactory outcome for parts of the aquatic community, such as organised sports groups wanting facilities to be built sooner
Low cost option compared to investment opportunities	

- 5.2 **Option 2: Option 1 (opportunity A) AND explore the low investment opportunities (opportunity B) through LTP programme 1899 this year (2023-24) to inform future decisions.**

Pros	Cons
Would result in more definite costs associated with this opportunity to be determined (e.g. refine estimated costs, and quantify grants to schools)	May cause frustration to stakeholders as the focus is on more research rather than building facilities
Places the Council in a better position to inform future LTP cycles given the impact this opportunity may have on high investment items and ongoing operational costs	Uncertain internal and external funding environments for our potential partners
Provides an opportunity for organisational relationships to be built and for a more 'joined-up' / network approach	
Exploration of this option could create long-term resilience across the City (and therefore less reliance on Council's provision alone)	
Aligns with the RSFP investment decision-making process that is best practice for sports facility planning; explores other solutions to problems that don't involve new facilities	
Gives some breathing space when Council is faced with juggling multiple community facility projects requiring investment decisions	
Can use programme 1899 to explore this opportunity	

- 5.3 **Option 3: Option 1 and 2 (opportunities A AND B) AND make funding provision within the draft 2024-34 LTP process to plan for capital and operational implications of the recommended high investment opportunities (opportunity C).**



Pros	Cons
Would signal the level of commitment from the Council to the community to planning and investing in solutions to meet the wide-ranging needs served by these facilities	Challenging to progress planning and capital projects in current funding environment
	Feasibility not established for investment items – particularly the high investment opportunities
	Requires extra budget or a new programme due to the broad scope of the opportunities that need to be explored

- 5.4 In response to the Needs Assessment, staff recommend Council should implement the immediate opportunities (A) AND explore the feasibility of low investment opportunities (B) to inform future decisions (Option 2). The community benefits of Option 2 enable some 'quick wins' and also provide opportunities to consider the most effective solutions to the identified needs.

## 6. CONCLUSION

- 6.1 The Needs Assessment recommends that Council consider several opportunities to better balance the type of pools to meet the forecast demand for participation and competitive swimming, and other water-based activities.
- 6.2 The low investment opportunities can be explored in 2023/2024 through LTP programme 1899 and will enable decisions on future LTP cycles.

## 7. NEXT ACTIONS

- 7.1 Depending on the decisions of Council, work on the immediate opportunities can begin under delegated authority.
- 7.2 LTP programme 1889 could be used to initiate work on exploring the low investment opportunities.



## 8. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 8.1 The Needs Assessment has involved a considerable level of community engagement but not public consultation. Section 8 and Appendix 5 of the Needs Assessment outline the stakeholder engagement process.

## COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>Yes</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 Active Communities	
The action is: Carry out a needs-assessment for swimming and other water-based recreation	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Water-based recreation facility provision plays an important role in the safety, health, and wellbeing of the Palmerston North community. The City has a network of water-based recreation facilities that are used by the community for developing aquatic safety skills, improving health, and for water recreation and sport activities. The community need and demand for future aquatic facilities and water-based recreation provisions have been determined through this research. The Aquatic Facilities and Water-based Recreation Needs Assessment provides a basis for Council's aquatic facility planning.

## ATTACHMENTS

1. Aquatic Facilities and Water-based Recreation Needs Assessment (August 2023) by smartz and RSL Consultants (attached separately) 
2. Summary of opportunities and estimated costs from 'Aquatic Facilities and Water-based Recreation Needs Assessment (August 2023) (attached separately) 

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

**TITLE:** Reserve Management and Development Planning Update

**PRESENTED BY:** Jason Pilkington, Parks Planner and Kathy Dever-Tod, Group Manager - Parks and Logistics

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

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### RECOMMENDATIONS TO CULTURE & SPORT COMMITTEE

1. That the Committee note the progress on reserve management and reserve development planning.
  2. That the Committee publicly notifies its intention to review the Ashhurst Domain Development and Management Plan under the provisions of the Reserves Act 1977.
- 

#### 1. ISSUE

- 1.1 The Reserves Act 1977 (The Act) provides the legislative framework for how Council manages, develops and disposes of its reserves.
- 1.2 The Act requires the Administering Body, in this case the Council, to have Reserve Management Plans (RMPs) in place for reserves and stipulates how the plans are developed and adopted.
- 1.3 This report provides an update on reserve management planning since the last report to Council in 2018.
- 1.4 The report also outlines the future work programme and seeks Council approval to publicly notify its intention to commence the review of the Ashhurst Domain Development and Management Plan.

#### 2. BACKGROUND

- 2.1 In June 2015 Council received a memo titled *Sport and Recreation Planning Framework*. The memo described the requirements for reserve management planning under the provisions of the Act.
- 2.2 The memo described a process and priority order for managing the large body of work required to comply with the reserve planning provisions of the Act.

- 2.3 In August 2018, the Sport and Recreation Committee received an update on the reserve planning process. The report outlined that a significant phase of the work programme, the reserves auditing exercise, was nearing completion.
- 2.4 It was also noted that since the 2015 report, a few RDPs had been completed (Memorial Park RDP and Ahimate Reserve RDP). In addition, work on Victoria Esplanade and Te Motu O Poutoa was underway.
- 2.5 The Committee adopted a revised work programme. The 2018 programme is presented in Table 1.

Timeframe	Reserve	Type of Plan	Who
2018/19	Victoria Esplanade Te Motu o Poutoa Reserve Status and Classification	RMP Co-manage n/a	External Internal/external External
2019/20	Te Motu o Poutoa Manawatu Linear River Park	RDP RMP	Co-management body and City Networks City Networks & City Future
2020/21	Te Motu o Poutoa Ashhurst Domain	RMP RDP & RMP	Co-management body and City Networks City Future & City Networks
2021/22	Manawatu Linear River Park Sport and Recreation Reserves	RDP – Review RMP	City Future/external External
2022/23	Kahuterawa Outdoor Recreation Plan Recreation and Ecological Linkages (including shared paths and walkways)	RMP & RDP RMP	External External
2023/24	Aquatic Facilities	RDP	TBA
2024/25	The Square	RMP & RDP	TBA

Table 1: Reserve Management Planning programme adopted by Council in 2018

- 2.6 Note: The review of the Turitea Reserve Management Plan was not included in the 2018 programme and is not included in this report. Whilst the Turitea Reserve is subject to the Act, the primary purpose of the reserve is quite different to the reserves covered in this report. The Turitea Reserve is mixed purpose, including water supply. At the meeting of Council on 4 October 2023, Officers advised Council that the review of the Turitea Reserve Management Plan has been delayed, pending the outcomes of water reform.

### 3. CONTEXT FOR RESERVE MANAGEMENT PLANNING

- 3.1 Section 41 of the Act sets out the provisions for reserve management plans. Section 41(3) states: *'The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out in section 17, section 18, section 19, section 20, section 21, section 22, or section 23, as the case may be, for a reserve of that classification'*.
- 3.2 The Local Government Act 2002 makes provision for the development of a Long Term Plan (LTP). In relation to reserves, the LTP is informed by several documents, including the Parks Asset Management Plan (AMP). The AMP sets out the investment in parks and reserves and related activities over a 30-year period to ensure the delivery of agreed levels of service to the community in the most cost-effective manner. In this regard, the AMP is the primary document informing the development of reserves.
- 3.3 The function of a reserve management plan in the context of local government therefore, is primarily *use, enjoyment, maintenance, protection, and preservation* of reserves Council administers.
- 3.4 The Palmerston North District Plan sets out the rules and objectives for the use and development of land in the city. The District Plan seeks to mitigate adverse effects, and therefore limits activities permitted on reserves. Reserve management plans need to consider the impact of reserve activities on the surrounding environment.
- 3.5 The development of reserve management plans is a very large and time-consuming body of work. Before preparing a reserve management plan, the Council is required to:
- give public notice of its intention to do so; and
  - in that notice, invite interested persons and organisations to send to the administering body at its office written suggestions on the proposed plan within a time specified in the notice; and
  - in preparing that management plan, give full consideration to any such comments received.

- 3.6 Once the draft plan has been prepared, Council is then required to publicly notify that the draft plan is available for inspection, inviting written objections and suggestions over a two-month period. Council is then required to provide a reasonable opportunity for anyone who wishes to speak to their submission before considering submissions and adopting the reserve management plan.
- 3.7 Despite the work involved, there are advantages to Council adopting management plans for the reserves which extend beyond compliance. These are:
- a. Providing the community with opportunity for input into the way reserves are managed and preserved.
  - b. Setting objectives and policies for matters that are not covered by a bylaw or Council policy, for example - no golf on sports fields, no open fires, etc.
  - c. Simplifies re-leasing of reserve land. If leasing of land is anticipated in the RMP, then Council is no longer required to pass a resolution and publicly notify its intention to renew a lease and hear submissions under the provisions of the Act.
  - d. Simplifies issuing new leases. Council could determine how it will engage with the community, and potentially speed up and simplify the leasing process. For example, as part of the reserve planning process, Council could identify reserve areas in the city for community gardens.
  - e. If a Reserve Management Plan makes provision for the issue of licences for certain complementary activities within reserves, such as coffee carts, then these licences could be issued simply and cost effectively in line with the fees and charges set by Council.
- 3.8 Ultimately, the adoption of RMPs will provide more certainty to the community and reduce the time and cost involved with activities consistent with strategies, plans and policies of Council and the District Plan.

#### **4. RESERVE MANAGEMENT PLANNING PROGRESS**

- 4.1 Table 2 summarises progress with reserve management and development planning since the 2018 report.
- 4.2 As part of the 2021 Long Term Plan, Council adopted two new reserve development areas: Maraë Tarata and the Hokowhitu Lagoon. These have been added to Table 2 for completeness.
- 4.3 The table shows that reserve management planning has not progressed as quickly as planned for a few reasons. The development of reserves management plans is managed by staff, with external expertise engaged when needed, through Programme 1073 of the Long Term Plan.
- 4.4 The Parks and Logistics Division have been recruiting for a Parks Planner for the past nine months, with no success to date. The large volume of work

associated with District Plan changes for growth and medium density housing have diverted the limited staff resources away from reserve management planning.

Park or Reserve	Plan Type	2018 Timeframe	Progress
Manawatu River Park (River Framework)	RDP		Complete - 2016
Linklater Reserve	RDP		Complete - 2016
Ahimate Reserve	RDP		Complete - 2017
Memorial Park	RDP		Complete - 2017
Victoria Esplanade	RMP & RDP	2017/18	Complete - 2018
Te Apiti Masterplan	External		Complete - 2022 (PNCC partner)
Sport and Recreation Reserves	RMP	2018/19	Not started
Recreation and Ecological Reserves	RMP	2018/19	Not started
Te Motu O Poutoa	RMP & RDP	2019/20	In progress – concept design complete, Business Case under development
Ashhurst Domain	RMP & RDP	2018/19	Preliminary background work underway. Delayed pending outcomes of Te Apiti Masterplan and Te Ahu a Turanga
Kahuterawa Outdoor Recreation Plan (review)	RMP (review) & RDP	2020/21	Stakeholder engagement complete. Increased support for urban growth work and a staff vacancy have hampered progress

Park or Reserve	Plan Type	2018 Timeframe	Progress
Aquatic Facilities		2019/20	Needs assessment in progress <sup>4</sup>
Te Marae o Hine/ The Square		2020/21	Not started
Marae Tarata (part of River Framework)	RDP	2022/23	Stakeholder engagement complete
Hokowhitu Lagoon (part of Manawatu River Park)	RDP	2022/23	On hold – pending completion of adjoining Centennial Park residential area

Table 2: Reserve Planning programme and progress

4.5 While initial preparatory work was undertaken for the revision of Ashhurst Domain Development and Management Plan, Officers did not initiate a full revision process while a few related planning works in the wider related environment progressed. These included Te Apiti Masterplan work, Te Ahu a Turanga (Gorge Road replacement), the Ashhurst to Palmerston North shared path, and the Ashhurst Urban Growth planning.

4.6 In May 2022 the Te Apiti Masterplan was formally adopted by the Te Apiti Partners. In the Officer report to Council on 10 August 2022, it was noted:

*'In the delivery phase it is noted that only one project (the 'Ashhurst Three Bridges Loop Track' identified as 'P1' in the masterplan) has Council as the specific lead. In two other cases, and potentially some others, Council is identified as a support partner. As such, the expectation is an Officer will continue to perform an active role as part of the Secretariat group, from existing budgets, for such a significant area.'*<sup>5</sup>

## 5. FORWARD WORK PROGRAMME

5.1 With a reduced capital works programme in 2023/24, and the reserve component of the District Plan changes largely complete, the reserve management planning programme and plan approach has been reviewed.

5.2 To ensure that the limited resources of Council can be used to get the best coverage of reserves, in the shortest timeframe, Officers propose the following plan structure:

<sup>4</sup> Led by Strategy and Planning Unit

<sup>5</sup> PNCC Council Report: Te Āpiti Masterplan, 10 August 2022, Jeff Baker



- a. Each City Reserve<sup>6</sup> would have its own reserve management and development plan.
  - b. Te Motu o Poutoa will continue to progress as a separate reserve development and management programme under the provisions of the Kawenata and the Rangitāne o Manawatū Committee.
  - c. The Kahuterawa Outdoor Recreation Plan would have its separate plan as a unique blend of recreation, commercial forestry and ecological areas. Its review is in progress.
  - d. All other reserves will be covered in a single Omnibus Reserve Management Plan with chapters addressing the different reserve types. This is the approach taken by most other councils in New Zealand.
- 5.3 The omnibus plan sections/chapters would be based around the reserve categories contained within the Parks Asset Management Plan.
- 5.4 This would enable the management of similar reserves across the City to be aligned, avoiding undue repetition, whilst maintaining the uniqueness of reserve categories.
- 5.5 The omnibus chapters would not have associated 'Development Plans'. The Parks Asset Management Plan is the more appropriate place for the programme of works associated with the development of categories of reserves, where demand and levels of service for these park areas are reviewed and programmes of work to address any identified gaps identified, and forwarded to the Long Term Planning process for consideration.
- 5.6 There is nothing preventing Council from developing a separate reserve management plan in the future for any reserve covered by the omnibus plan, should circumstances arise.
- 5.7 Table 3 describes the proposed reserves plan workplan. The programme is based on full staffing levels and ongoing funding of programme 1073.

Reserve Type	Plan Type – individual or omnibus	Plan Type	Year
City Reserve	Ashhurst Domain (review - underway)	RMP and RDP (review)	2023/24 – 2024/25
Outdoor recreation	Kahuterawa Outdoor Recreation Plan (review - underway)	RMP and RDP (review)	2023/24

<sup>6</sup> Te Marae o Hine, Manawatu River Park, Victoria Esplanade, Memorial Park, Ashhurst Domain and Linklater Reserve

Part of City Reserve	Marae Tarata (former quarry – end of Tip Road)	RDP	2023/24
City Reserve	The Manawatu River Park	RDP (review River Framework)	2024/25 – 2025/26
Omnibus RMP	Chapters on: 1. Generic policy and management that applies to all reserve types 2. Neighbourhood Reserves 3. Suburb Reserves 4. Special Character Reserves 5. Cultural Reserves 6. Ecological Reserves (including walkways, gullies and linkages) 7. Sports fields	RMP (new)	2024/25 – 2026/27
City Reserve	Te Maraē o Hine (The Square)	RMP (new)	2026/27
City Reserve	The Victoria Esplanade	RMP and RDP (review)	2027/28
City Reserve	The Linklater Reserve	RMP (new) and RDP (review)	2027/28
City Reserve	Memorial Park	RMP (new) and RDP (review)	2028/29

Table 3: Reserve Planning Proposed Programme

5.8 The timing is right for Council to resume work on the review of the Ashhurst Domain Reserve Development and Masterplan.

5.9 Council adopted the Manawātū River Framework in February 2016. It is recommended that the River Framework be reviewed in 2024/25.

## 6. NEXT STEPS

6.1 Publicly notify the Council's intention to review the Ashhurst Domain Reserve Development and Management Plan as per requirements of the Reserves Act.

- 6.2 Begin the public consultation process for the review Ashhurst Domain Reserve Development and Management Plan.
- 6.3 Report back to Council with a draft Kahuterawa Outdoor Recreation Plan for consultation.
- 6.4 Report back to Council with a draft Marae Tarata Development Plan, to be incorporated into the Manawatu River Framework review.

## 7. 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 Active Communities	
The action is:	
Reserve Management and Development Plans and Masterplans (prepared under the Reserves Act 1977) – Te Āpiti/Manawatu Gorge, Victoria Esplanade, Memorial Park, Ahimate Park, Manawatū River, Kahuterawa (Arapuke), Ashhurst	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Ensure the strategic direction of Council is implemented through the development of Reserve Development and Management plans.

## ATTACHMENTS

Nil



## COMMITTEE WORK SCHEDULE

**TO:** Culture & Sport Committee

**MEETING DATE:** 8 November 2023

**TITLE:** Committee Work Schedule

### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

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

COMMITTEE WORK SCHEDULE – NOVEMBER 2023					
Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	November 2023	Annual Report 2022-2023 – The Regent	Acting CE Unit Manager		Terms of Reference
2.	November 2023	Annual Report 2022-2023 – The Globe	Acting CE Unit Manager		Terms of Reference
3.	November 2023	Annual Report: Sport Manawātū 2022/2023 to Palmerston North City Council	Chief Planning Officer		Terms of Reference
4.	November 2023	Aquatic Facilities – Feasibility Study	Chief Planning Officer		17 August 2022 Clause 23-22
5.		Scope and cost of a needs assessment for performance spaces	Chief Planning Officer / Chief Customer Officer	To be addressed via LTP	Council 31 May 2023 Clause 88.16-23
6.	Early 2024	Rural Games –	Acting CE		Council

		annual presentation	Unit Manager		31 May 2023 Clause 88.11-23
7.	April 2024	Six Month Performance Report - Te Manawa, The Globe and The Regent	Acting CE Unit Manager		Terms of Reference
8.	April 2024	Draft Statement of Intent 2024-2027 - Te Manawa, The Globe and The Regent	Acting CE Unit Manager		Terms of Reference
9.	June 2024	Final Statement of Intent 2024-2027 - Te Manawa, The Globe and The Regent	Acting CE Unit Manager		Terms of Reference
10.	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
11.	June 2025	Review of in-house service delivery of Caccia Birch House	Chief Customer Officer		Council 2 June 2021 Clause 50.7-21

## ATTACHMENTS

NIL