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# **PALMERSTON NORTH CITY COUNCIL**

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AGENDA

## **CULTURE & SPORT COMMITTEE**

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1:00 PM, WEDNESDAY 26 JUNE 2024

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  
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# CULTURE & SPORT COMMITTEE MEETING

26 June 2024

## ORDER OF BUSINESS

**1. Karakia Timatanga**

**2. Apologies**

**3. Notification of Additional Items**

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

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

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

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

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

**5. Public Comment**

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

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

**6. Presentation - Gravel & Tar** Page 7

**7. Presentation - New Zealand Rural Games** Page 9

**8. Confirmation of Minutes** Page 11

That the minutes of the Culture & Sport Committee meeting of 27 March 2024 Part I Public be confirmed as a true and correct record.

**9. Council endorsement of He rā ki tua - Horizons Region Spaces and Places Plan for Sport and Recreation 2023-2043** Page 21

Memorandum, presented by Ann-Marie Mori, Policy Analyst and Kelly Shanks, Chief Executive - Sport Manawatū.

**10. Annual Progress Report on Heritage Themes in Council Programmes 2023/24** Page 55

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

**11. Remuneration for Council Controlled Organisation Board Members** Page 63

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

**12. The Globe Theatre Trust - Final Statement of Intent 2024-2027** Page 79

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

**13. Te Manawa Museums Trust - Final Statement of Intent 2024-2027** Page 101  
 Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

**14. The Regent Theatre Trust - Final Statement of Intent 2024-2027** Page 143  
 Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

**15. Committee Work Schedule** Page 167

**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:** 26 June 2024

**TITLE:** Presentation - Gravel & Tar

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

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

### **SUMMARY**

Steve Stannard, Race Director, will update the Committee regarding National Criterium Championships held in January 2024.

### **ATTACHMENTS**

Nil





## **PRESENTATION**

**TO:** Culture & Sport Committee

**MEETING DATE:** 26 June 2024

**TITLE:** Presentation - New Zealand Rural Games

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

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

### **SUMMARY**

Daniel O'Regan, Margaret Kouvelis and James Stewart will update the Committee regarding the Rural Games 2024.

### **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 27 March 2024, commencing at 9.00am

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

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

**Apologies:** Councillors Vaughan Dennison and Leonie Hapeta (late arrival); Councillors Lew Findlay, Roly Fitzgerald and Debi Marshall-Lobb (early departure).

Councillor Brent Barrett left the meeting at 9.49am during consideration of clause 9. He entered the meeting again at 10.22am during consideration of clause 10. He was not present for clause 9.

Councillor Debi Marshall-Lobb left the meeting at 10.01am during consideration of clause 9. She entered the meeting again at 11.25am during consideration of clause 13. She was not present for clauses 9 to 12 inclusive.

Councillor Vaughan Dennison entered the meeting at 10.16am during consideration of clause 10. He was not present for clauses 6 to 9 inclusive.

Councillor Leonie Hapeta entered the meeting at 11.18am during consideration of clause 12. She was not present for clauses 6 to 11 inclusive.

Councillor Roly Fitzgerald left the meeting at 11.39am during consideration of clause 13. He was not present for clauses 13 to 18 inclusive.

Councillor Lew Findlay left the meeting at 11.57am during consideration of clause 14. He was not present for clauses 14 to 18 inclusive.

#### **Karakia Timatanga**

Councillor Rachel Bowen opened the meeting with karakia.

#### **6-24 Apologies**

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 6-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**Declarations of Interest**

Councillor Debi Marshall-Lobb declared an interest in item 11 (clause 12): The Globe Theatre Trust: Six-Month Report 1 July – 31 December 2023 and Draft Statement of Intent 2024-27.

Councillor Kaydee Zabelin declared a conflict of interest in item 9 (clause 10): Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts), and an interest in item 10 (clause 11): The Regent Theatre Trust: Six-Month Report 1 July – 31 December 2023 and Draft Statement of Intent 2024-27.

**7-24**

**Confirmation of Minutes**

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the minutes of the Culture & Sport Committee meeting of 7 February 2024 Part I Public be confirmed as a true and correct record.

Clause 7-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**8-24**

**Presentation - Manawatū Summer Shakespeare**

Presentation by Rachel Lenart, Creative Producer and Rhian Firmin, Director.

Rachel and Rhian presented a summation of the Council supported 2024 production of Much Ado About Nothing, including comments on audience and participant feedback, successes and challenges of the season and considerations of the future of the initiative, including funding, as appended to these Minutes.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 8-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**9-24**

**Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach)**

Memorandum, presented by Abi Symes, Manager and Harry Fraser, Convenor, Creative Sounds Society Incorporated (The Stomach).

Abi and Harry presented Creative Sounds Society Incorporated's annual report, together with a PowerPoint presentation which is appended to these Minutes.

2023 was a period of growth and celebration for The Stomach. Notable achievements included:

- 36% growth in attendance
- Rehearsal room usage increased
- Studio is always booked at least 4-6 weeks in advance
- Taken portable recording setup into schools to ensure their projects are completed in a timely manner
- Annual all local music festival 'SwampFest' a huge success, celebrating 35 years of The Stomach
- Increased social media presence
- Support of a young person in Oranga Tamariki care
- Working with NZ Department of Corrections

These outcomes were assisted by having a full time Community Outreach Coordinator, made possible by a three year funding agreement with the Ministry of Culture & Heritage. The challenge will be to secure ongoing funding to maintain this position and the projects that have come with it, in a highly competitive funding environment. The Stomach will not have the capacity to continue the work done in the past two and a half years without this position continued, so hope that Council will consider supporting their funding increase request.

Councillor Brent Barrett left the meeting at 9.49am.

Councillor Debi Marshall-Lobb left the meeting at 10.01am.

Moved Rachel Bowen, seconded Billy Meehan.

#### The **COMMITTEE RECOMMENDS**

1. That Council refer the increase to Creative Sounds Sector Lead Grant (of an additional \$68,000 for 2024/5, and inflation adjusted for future years) to the Long-Term Plan 2024-34 deliberations.

#### The **COMMITTEE RESOLVED**

2. That the Committee receive the Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach) (January-December 2023) (Attachments 1, 2 and 5).

Clause 9-24 above was carried 11 votes to 0, the voting being as follows:

**For:**

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

**10-24**

#### **Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)**

Memorandum, presented by Erana Kaa, Artistic Director, Community Arts Palmerston North Incorporated.

Erana presented Community Arts Palmerston North Incorporated's annual report, together with a PowerPoint presentation which is appended to these Minutes.

Square Edge Community Arts is an inclusive, complex community, continually seeking to broaden its range and improve its services. It serves the community by offering gallery spaces, venue hire and tenancies, all of which are available below market rate in the city centre, catering to an enormous range of different individuals and groups in the community. Square Edge provides support for all users, encouraging prosperity in the creative community.

Examples of current focus include:

- Building relationships with young creatives and their whanau by offering subsidised exhibition space to primary and secondary school students, subsidised school workshops and space for different youth group services and classes
- Catering to older groups who use Square Edge to connect spiritually, socially, for exercise, for creativity which adds to their health and wellbeing
- Supporting regional community art groups through Art Trail

Manawatū

- Developing online learning platform
- Organising, attending and supporting bimonthly regional community art group meetings
- Increasing visibility of indigenous art with a long term goal of having more toi Māori, toi Rangitāne in all initiatives and spaces

Their biggest challenge is sourcing additional funding, in addition to current workload, which at times makes it difficult to maintain a high standard of service.

Councillor Vaughan Dennison entered the meeting at 10.16am.

Councillor Brent Barrett entered the meeting again at 10.22am.

Moved Rachel Bowen, seconded Billy Meehan.

#### The **COMMITTEE RESOLVED**

1. That the Committee receive the Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts) (January-December 2023) (Attachments 1-5).

Clause 10-24 above was carried 12 votes to 0, the voting being as follows:

#### **For:**

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

#### **Note:**

Councillor Kaydee Zabelin declared a conflict of interest, withdrew from the discussion and sat in the gallery.

11-24

#### **The Regent Theatre Trust: Six-Month Report 1 July - 31 December 2023 and Draft Statement of Intent 2024-27**

Memorandum, presented by David Walsh, General Manager, Regent on Broadway and David Lea, Chair, Regent Theatre Trust Board.

Moved Rachel Bowen, seconded Billy Meehan.

#### The **COMMITTEE RESOLVED**

1. That the Committee receive the Six-Month Performance Report 1 July - 31 December 2023 (Attachment 1) submitted by the Regent Theatre Trust.
2. That the Committee receive the draft Statement of Intent 2024-27 (Attachment 3) submitted by the Regent Theatre Trust.
3. That the Committee agree that the recommended comments on the draft Statement of Intent 2024-27 outlined in Table 3 be advised to the Regent Theatre Trust Board.

Clause 11-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**Note:**

Councillor Kaydee Zabelin declared an interest but stated she would consider the matter with an open mind, and participated in the vote.

The meeting adjourned at 10.43am.

The meeting resumed at 11.02am.

**12-24 The Globe Theatre Trust: Six-Month Report 1 July - 31 December 2023 and Draft Statement of Intent 2024-27**

Memorandum, presented by Gerry Keating, Manager, Globe Theatre and John Adams, Chair, Globe Theatre Trust Board.

Councillor Leonie Hapeta entered the meeting at 11.18am.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the Six-Month Performance Report 1 July - 31 December 2023 (Attachment 1) submitted by the Globe Theatre Trust.
2. That the Committee receive the draft Statement of Intent 2024-27 (Attachment 3) submitted by the Globe Theatre Trust.
3. That the Committee agree that the recommended comments on the draft Statement of Intent 2024–27 outlined in Table 3 be advised to the Globe Theatre Trust Board.

Clause 12-24 above was carried 13 votes to 0, with 1 abstention, the voting being as follows:

**For:**

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

**Abstained:**

Councillor Leonie Hapeta.

**13-24 Te Manawa Museums Trust: Six-Month Report 1 July - 31 December 2023**

Memorandum, presented by Susana Shadbolt, Chief Executive, Te Manawa and Adrian van Dyk, Chair, Te Manawa Museums Trust Board.

Susana and Adrian presented Te Manawa's six-month report, together with a PowerPoint presentation which is appended to these Minutes.



Councillor Debi Marshall-Lobb entered the meeting again at 11.25am.

Councillor Roly Fitzgerald left the meeting at 11.39am.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the Six-Month Performance Report 1 July - 31 December 2023 (Attachment 1) submitted by Te Manawa Museums Trust.

Clause 13-24 above was carried 14 votes to 0, the voting being as follows:

**For:**

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

**14-24**

**Sport Manawatū Charitable Trust - Six-Month Progress Report to Palmerston North City Council for July to December 2023**

Memorandum, presented by Ann-Marie Mori, Policy Analyst, Kylie Turuwhenua-Tapsell, General Manager Partnerships – Active Communities, Sport Manawatū and Rachel O'Connor, Head of Communications & Impact, Sport Manawatū.

Kylie and Rachel presented Sport Manawatū's highlights from the last six month period, together with a PowerPoint presentation which is appended to these Minutes.

Councillor Lew Findlay left the meeting at 11.57am.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the Sport Manawatū Charitable Trust - Six-Month Progress Report to Palmerston North City Council for July to December 2023 (Attachment 1), presented to the Culture & Sport Committee on 27 March 2024.

Clause 14-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**15-24**

**Covered Bowling Green Progress**

Memorandum, presented by Aaron Phillips, Activities Manager - Parks.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Covered Bowling Green Progress' and the Palmerston North Indoor Bowling Arena Business Case (Attachment 1), presented to the Culture & Sport Committee on 27 March 2024.

Clause 15-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**16-24**

**Manawatū Community Athletics Track 2023 Annual Report**

Memorandum, presented by Aaron Phillips, Activities Manager - Parks.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the Manawatū Community Athletics Track 2023 Annual Report (Attachment 1), presented to the Culture & Sport Committee on 27 March 2024.

Clause 16-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**17-24**

**Manawatū Arts Festival Feasibility Study**

Memorandum, presented by Luke McIndoe, Head of Events.

Moved Rachel Bowen, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Committee note the findings of the Manawatū Festival - Arts Festival Research and Feasibility Study (Attachment 1), presented to the Culture & Sport Committee on 27 March 2024.

Clause 17-24 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

## **18-24 Committee Work Schedule**

Moved Rachel Bowen, seconded Billy Meehan.

### The **COMMITTEE RESOLVED**

1. That the Culture & Sport Committee receive its Work Schedule dated March 2024.

Clause 18-24 above was carried 13 votes to 0, the voting being as follows:

#### **For:**

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

### **Karakia Whakamutunga**

Councillor Rachel Bowen closed the meeting with karakia.

The meeting finished at 12.55pm.

Confirmed 26 June 2024

**Chair**



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 26 June 2024

**TITLE:** Council endorsement of He rā ki tua - Horizons Region Spaces and Places Plan for Sport and Recreation 2023-2043

**PRESENTED BY:** Ann-Marie Mori, Policy Analyst and Kelly Shanks, Chief Executive - Sport Manawatū

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

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### RECOMMENDATIONS TO COUNCIL

1. That Council endorse the 'He rā ki tua - Horizons Region Spaces and Places Plan for Sport and Recreation 2023-2043' (Attachment 1) to inform and guide Council decisions on play, active recreation and sports facilities.
  2. That the Chief Executive is delegated to enter into a Memorandum of Understanding for implementing He rā ki tua - Horizons Region Spaces and Places Plan for Sport and Recreation 2023-2043.
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#### 1. ISSUE

- 1.1 He rā ki tua - Horizons Region Spaces and Places Plan for Sport and Recreation 2023-2043 ('He rā ki tua' in Attachment 1) updates the Manawatū-Whanganui Regional Sports Facility Plan 2018 (RSFP).
- 1.2 It has been developed by Sport Manawatū and Sport Whanganui (the two regional sports trusts in the region), supported by Sport New Zealand Ihi Aotearoa and all seven councils in the Horizons/Manawatū-Whanganui region.
- 1.3 The essence of the Plan's name, He rā ki tua, signals better times ahead for stronger regional collaboration for decisions about play, active recreation and sports facilities.
- 1.4 He rā ki tua provides strategic direction for active recreation and sport partners and organisations responsible for providing or facilitating physical activity, in spaces and places. These spaces and places include parks, sportsfields, sport and recreation facilities, and swimming pools.
- 1.5 A key recommendation of He rā ki tua is that relevant organisations, including the councils in the region, endorse the Plan and the facility planning approach to guide decisions on play, active recreation and sports facilities.

- 1.6 He rā ki tua also supports detailed local planning on a project-by-project basis and informs the detailed recreation planning that needs to occur.

**2. BACKGROUND**

- 2.1 He rā ki tua builds on the foundations of the Manawatū-Whanganui Regional Sports Facility Plan (RSFP 2018) endorsed by Council in 2018.
- 2.2 Council contributed \$12,000 to the Plan's development through LTP programme 1913 in 2022/23. In the previous year, Council spent \$50,000 to review the Palmerston North sections of the RSFP 2018.
- 2.3 Council makes a \$20,000 annual contribution to Sport Manawatū, the local Regional Sports Trust (RST), to co-ordinate the implementation of the RSFP 2018 across the region.
- 2.4 Sport New Zealand Ihi Aotearoa has advocated for Spaces and Places/Sports Facility Plans to be developed across the country. Sport NZ invests in regional sports trusts to lead these facility planning processes with 'spaces and places' staff employed to carry out this work.

**Manawatū-Whanganui Regional Sports Facility Plan 2018**

- 2.5 The current RSFP was received by Council to guide future planning development, management and operation of sport and recreation facilities. (refer [Agenda of Sport and Recreation Committee - 13 August 2018 \(infocouncil.biz\)](#). Council endorsed the investment decision-making process that has guided facility proposals through various independent assessment steps and decision-making points.
- 2.6 The RSFP has enabled Council to take a consistent approach, alongside Sport Manawatū, towards planning for sports facilities. Council has funded several proponent-led proposals (i.e. ideas for facility developments that come from clubs or sporting organisations) to test concepts' alignment with the RSFP's principles and to demonstrate need and feasibility.
- 2.7 Council has funded two needs assessments in recognition of recent significant community interest represented through LTP submissions from sporting groups/clubs, and the direction in the RSFP 2018 for the development of additional aquatic facilities and indoor sports courts. These are:
- Programme #1899 – aquatic facilities and water-based recreation needs and feasibility assessments in 2022/23 & 2023/24.
  - Programme #1912 – indoor and outdoor covered courts study in 2023/24.

**Review of the Palmerston North sections of the RSFP**

- 2.8 The City sections of the RSFP were updated in 2021/22 (April to October 2022). This update provided an up-to-date and independent basis to inform Council's future decisions about sports facility provision, particularly leading

into the assessments on aquatic facilities and indoor sports courts described above. The update was presented to Council in November 2022 ([Agenda of Council - Wednesday, 30 November 2022 \(infocouncil.biz\)](#)).

- 2.9 The 2022 update also signalled that there was continued benefit in Council using the decision-making process to guide proponent groups to assess the viability of sport and recreation concepts.
- 2.10 Now the RSFP has been fully reviewed, the findings from the update to the Palmerston North sections will sit alongside the planning guidance provided in He rā ki tua.

**Process to develop He rā ki tua – Horizons Region Spaces and Places Plan for Sport and Recreation 2023-2043**

- 2.11 The review and update of the 2018 RSFP involved several stakeholders and included:
  - Confirming population and participation patterns.
  - Updating the stocktake of spaces and places (facilities and open spaces).
  - A range of engagement opportunities with iwi, play and recreation organisations, secondary school principals and sporting clubs and regional bodies.
  - An identification of the needs with regards to spaces and places for play, active recreation and sport.
  - Developing a decision-making framework with guiding principles and criteria.
  - Confirming specific initiatives for each territorial authority.
- 2.12 Once He rā ki tua was finalised, Sport Manawatū's team socialised the plan with the region's Mayors and Chief Executives to prepare for formal endorsement.
- 2.13 An Elected Member briefing was held on 5 June 2024 to provide an opportunity for clarification of the Plan's features before being reported to the Committee.

**3. OVERVIEW OF HE RĀ KI TUA - HORIZONS REGION SPACES AND PLACES PLAN FOR SPORT AND RECREATION 2023-2043**

- 3.1 He rā ki tua provides a platform for:
  - Greater inter-Council and partner collaboration across the Manawatū-Whanganui (Horizons) region, particularly between project partners.

- A collaborative view of the planning priorities for play, active recreation and sport spaces and places (facilities) across the Horizons region.
- Informing the planning for future spaces and places, such as providing mechanisms to support greater consistency in planning and decision-making processes used by key organisations.
- Informing Council LTP and other planning processes e.g. identifying projects for future funding consideration and using the findings to inform the merit of proposed facilities.
- Ensuring that investment decisions are independently assessed and evidenced-based.

3.2 He rā ki tua's vision statement is:

*Spaces and places in the Horizons region enable and inspire people to participate in play, active recreation, and sport, their way.*

3.3 Key planning principles to be considered for planned and emerging projects are outlined in the Plan. These principles enable any facility concept to be assessed by RST navigators in terms of how well it aligns to each planning principle assisted by corresponding criteria.

**Proposed facility planning approach**

3.4 He rā ki tua simplifies the process in the 2018 RSFP, however, it is a very similar approach for working out the type of independent planning assessment required (i.e., a needs assessment, feasibility study, and business case). Assessment includes looking at non-facility solutions such as optimising or re-developing existing facilities or forming partnerships with other facility providers.

3.5 At each step there is an opportunity for decision-making parties/stakeholders to move an idea forward, reject it, or re-visit and enhance the original concept.

3.6 For local-level facility concepts, the responsibility for this assessment falls to the local organisation i.e. the Council, with any financial decisions then made through the LTP process.

3.7 For facilities expected to have a sub-regional or above role, there is a more involved process with more resources applied, Steering Group involvement and comprehensive planning assessments being required.

**Regional recommendations**

3.8 The recommendations that apply across the region are separated into 'enabling' and 'process' recommendations.



3.9 For our region the Plan recommends an indoor courts network plan. Scoping work to understand the value of this work is currently underway as part of the indoor courts study.

#### 4. IMPLICATIONS FOR COUNCIL OF ENDORSING HE RĀ KI TUA

4.1 He rā ki tua will guide decisions on Council's approach to sport and recreation facility planning by:

- Reinforcing Council's strategic direction to support an active community.
- Supporting a collaborative approach across the region and moving towards taking a 'network' approach, i.e. looking beyond the City's needs and recognising the wider role the Council's sports facilities play in meeting regional sporting requirements.
- Responding to the societal issues and challenges for the play, active recreation and sport system in the City and wider region.
- Continuing to support Sport Manawatū to be the lead implementing organisation through its partnership agreement with Council.
- Guiding the planning approach alongside Sport Manawatū to identify the need for further assessments such as needs analyses and feasibility studies for particular sports facilities/assets sought by the sporting sector.
- Focusing on opportunities where there may be an evidenced need or a facility 'gap'.
- Assisting in fund-raising applications where external investment is required for sport and recreation facility development.

#### 5. DISCUSSION

5.1 Council's endorsement of He rā ki tua's planning approach to guide decision-making for proposed sport and recreation facilities will support good governance. The process steps provide the evidence that can inform the level of investment, or support, of a proposal by Council. The assessments refine capital and operational costs as well as demonstrate the outcomes being sought through He rā ki tua's vision and principles.

5.2 As financial pressures are impacting on Council's priorities, the desire to have some projects part-funded from external sources (e.g. trust funding, central government, and sponsorship) is growing. If planning assessments have not been prepared, this can be detrimental to the success of funding applications.

5.3 The demand for new or improved facilities (e.g. covering facilities or specialist playing surfaces) is mainly generated both by proponent groups (sporting organisations or clubs) with Council also identifying projects through planning processes such as the recent review of the CETA Masterplan.

## 6. NEXT STEPS

- 6.1 If He rā ki tua is endorsed by all Councils, Sport Manawatū will propose a Memorandum of Understanding (MOU) to guide the implementation phase including funding and roles/responsibilities.
- 6.2 If adopted across the region, He rā ki tua is scheduled for review in three to four years' time. Annual updates on progress will be provided in Sport Manawatū's reporting to Council.

## 7. 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>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: Review the Manawatū-Whanganui Regional Sports Facility Plan	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	He rā ki tua – Horizons Region Spaces and Places Plan for Sport and Recreation 2023-2043 sets the focus areas for the spaces and places (including facilities) that enable play, active recreation and sport. These spaces and places enable participation in a wide range of play, active recreation and sport activities that contribute to Oranga Papaioea with strong links to all the well-beings.

## ATTACHMENTS

1. He rā ki tua - Horizons Region Spaces and Places Plan for Sport and Recreation - Summary Document (28 March 2024) [↓](#) 































































## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 26 June 2024

**TITLE:** Annual Progress Report on Heritage Themes in Council Programmes 2023/24

**PRESENTED BY:** Keegan Aplin-Thane, Senior Planner and Linda Moore, Manager City Library

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

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Annual Progress Report on Heritage Themes in Council Programmes 2023/24', presented to the Culture & Sport Committee on 26 June 2023.
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#### 1. PURPOSE

The purpose of this memorandum is to update the Culture and Sport Committee on the heritage themed activities that have been completed in the 2023/24 period across Council programmes.

This report has been prepared in advance of the Long-Term Plan for 2024-34 being confirmed, so the outcomes of deliberations have not been factored into this report.

#### 2. CURRENT DIRECTION

The Arts and Heritage Plan (2021-31) includes the following ongoing action:

- Provide an annual progress report on military heritage themed Council-run programmes to the Arts, Culture & Heritage Committee (now the Culture & Sport Committee) with involvement of the Palmerston North Defence Heritage Advisory Group (PNDHAG).

Below are the relevant resolutions to date relating to this issue:

Resolution	Date/Meeting of recommendation
<i>That the future focus of the Military Heritage Update report includes opportunities for development of the military heritage theme in the built environment.</i>	Arts, Culture & Heritage Committee 29 September 2021
<i>That the Chief Executive provide an annual progress report on the development of heritage themes, including military heritage, across Council programmes.  Officers have assumed that the expanded scope of this report applies to the opportunities for development of heritage themes in the built environment.</i>	Arts, Culture & Heritage Committee 10 August 2022
<i>That the heritage funding shortfall identified in the 'Annual Progress Report on Heritage Themes in Council Programmes 2022/23' for the city is referred to the 2024-34 Long Term Plan.</i>	Culture & Sport Committee 28 June 2023

### 3. CURRENT COUNCIL PROGRAMMES & PLAN ACTIONS

Ongoing Council actions relating to heritage can be found in the [Arts and Heritage Plan](#). The following actions and programmes are specific to heritage:

Plan Action/Programme	Year	Update
Develop a Caccia Birch Site Masterplan	2023/24	Proposed for Year 1 of the 2024-34 Long Term Plan
Complete an inventory of District Plan listed Built Heritage	2021/22	Complete
Publish a public facing interactive online map that spatially shows the city's military heritage sites	2021/22	Complete
Develop a CBD Architectural Heritage Design Guide	2022/23	Not started due to resourcing constraints
Develop an earthquake strengthening guide for heritage buildings	2021/22	Not started due to resourcing constraints
Develop a 'District Plan Heritage Buildings Tour' on the Manawatū Heritage Tour App	2021/22	In progress. Changes to the app to be made prior to adding new tours



Survey the community and stakeholders to inform future development of Manawatū Heritage	2021/22	Discussions have taken place with key stakeholders in 2023/24 to inform development work. A full survey will be undertaken in the 2024/25 year to review the success of developments undertaken
Investigate the need for additional shelving for archives as part of the Civic and Cultural Precinct Master Plan	2021/22	Part of Civic and Cultural Precinct Masterplan
Review the Natural and Cultural Heritage Incentive Fund	2022/23	Not started
Mark the city's 150th anniversary	2021/22	Complete

#### 4. HERITAGE THEMED ACTIVITIES 2023-2024

Heritage-themed activities that do not relate to specific programmes above include the following for the 2022-23 financial year:

Council Function	Programmes/Activities
Events	<p>11<sup>th</sup> Nov 2023 - Armistice Day service, Conference &amp; Function Centre.</p> <p>25<sup>th</sup> Apr 2024 - Anzac Day services, Te Marae o Hine.</p> <p>PN City Council also supports Ashhurst and Bunnythorpe Anzac services.</p> <p>Battle of the Bridges: Postponed for this year due to resourcing constraints. Planning started for 2025.</p> <p>Support for the community-led rededication event at the Bunnythorpe War Memorial held on 9<sup>th</sup> December.</p>
Programmes	Local History Week and Heritage Month: 77 programmes and events were held in March delivered by heritage sector partners across the city. 2,050 attendees. Full programme can

	<p>be found <a href="#">here</a>.</p> <p>Military History Presentation Series have continued monthly during lunchtimes and evenings in the Central library.</p>
<p>Community Support</p>	<p>Support for the Palmerston North Returned Services Association initiative to restore service graves at Kelvin Grove and Terrace End cemeteries has been completed. Research work is continuing on identifying over 70 unmarked service graves.</p> <p>Support for the renewal of Awapuni Medical Corps signage.</p> <p>Partnership with the New Zealand Military Vehicle Club and local businesses had successfully refurbished the decommissioned howitzer at Memorial Park.</p> <p>Heritage funding given for:</p> <ul style="list-style-type: none"> <li>• Digitising community archives</li> <li>• Weather proofing a listed heritage home</li> <li>• Foundation strengthening for a house in the Savage Crescent Conservation Area</li> <li>• Roofing renewals and seismic assessments for the former Abbey Theatre and Kilwinning Lodge</li> <li>• Seismic assessment for the office building at the Hoffman Kiln</li> <li>• Maintenance work on 5 notable trees</li> <li>• Documentary related to World War 2 refugees who settled in Palmerston North and the Manawatū</li> </ul>
<p>Policy &amp; Regulatory</p>	<p>Plan change G: Aokautere Growth Area – The commissioners' decision was issued on 6<sup>th</sup> May 2024. Subject to any appeals being lodged by 18<sup>th</sup> July, this plan change has sought to protect 20 gullies and two native bush blocks that form part of the city's natural heritage.</p> <p>Resource consent has been granted for the redevelopment of the former post office building to provide for a hotel.</p>
<p>Storytelling</p>	<p>Coordination of <i>Back Issues</i> series in Manawatū Standard: Weekly article produced on local history for weekend broadsheet. Heritage Team members have researched and</p>

	<p>written regular articles alongside local historians, writers, researchers and knowledge holders.</p> <p>He Ara Kotahi, Hei Ara Kōrero has been launched in May. The <a href="#">self-guided interactive tour app</a> features six sites of significance to the city along the Manawatū River where Rangitāne o Manawatū occupied in 1600. PN City Council was a funding partner, along with the major funding partner, the Ministry for Culture and Heritage.</p> <p>The 20m long façade wrap along the George Street frontage to the Central Library has been rewrapped to tell some of the story of Te Marae o Hine through the lens of kua kaupapa I au te aroha ma koutou e whakaoti – <i>I have laid the foundation of friendship for your completion.</i></p>
<p>Archives &amp; Collections</p>	<p>Digital migration of existing community archives and research files to Manawatū Heritage Repository is due for completion 2024/25.</p> <p>Manawatū Heritage:</p> <ul style="list-style-type: none"> <li>• Manawatū Standard Subject Collection: Bands – 113 sets researched, described and uploaded</li> <li>• Manawatū People's Radio – 57 episodes of Friends of Marilyn edited, described and uploaded</li> <li>• Manawatū People's Radio - 29 episodes of Making Palmy Home edited, described and uploaded</li> <li>• Jack Cottam Slides (1970s)</li> <li>• Keith Hamblyn Slides (1960s/70s)</li> <li>• Frank Goldingham negative collection (1960-1964)</li> <li>• Rod Matheson films</li> </ul> <p>Migration of Council's public art, memorials, and historic objects register to the capital asset management database to support maintenance and care.</p>
<p>Capital Programmes</p>	<p>A tāniko-inspired design has been completed as part of renewals to the surface under Kerei Te Pānau/Hopwood Clocktower in late 2023. The pattern recognises ancestral Rangitāne leader Ereni Te Awe Awe.</p> <p>Albert Street entrance enhancements to the Manawatū River</p>

	<p>have been completed. The design references the historical connection to the Hokowhitu Lagoon as a food source.</p> <p>The new Ruahine Reserve has been established as part of the Centennial Park development. The park references the significant kainga that was established by Rangitāne o Manawatū adjacent to the Hokowhitu Lagoon.</p> <p>Two heritage features have been incorporated into the Featherston Street Safety Improvements Project:</p> <ul style="list-style-type: none"> <li>• The Fred Hollows Mural to acknowledge former Palmerston North Boys' High School student and world-renowned eye surgeon Fred Hollows.</li> <li>• "Silhouettes of Excellence" recognising former Palmerston North Boys' High School students who had lost their lives in WW1 and WW2, and those who have excelled in professional sports.</li> </ul> <p>A tomokanga gateway was carved by Craig Kawana and installed at the Arapuke Forest Park in early December 2023, co-funded with the Manawatū Mountain Bike Club.</p> <p>The new bus shelter roll-out has incorporated glazing design references to Haunui-a-Nanaia and John Tiffin Stewart.</p>
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**5. BARRIERS TO ADVANCING HERITAGE GOALS**

Current barriers limiting the delivery of Council's heritage actions and programmes include:

- a. Programme budgets for transport renewals or upgrades have not historically allocated funding towards delivering heritage outcomes.
- b. Increased demand for local history resources, advice and support for the Aotearoa NZ History curriculum.
- c. The physical facility (space, conditions, chiller) for the city's archival collections in the Central Library is under pressure.

The Ministry of Business, Innovation, and Employment intend to review the Building Act to extend the timeframe (by 4-6 years) for remediating earthquake-prone buildings later this year to allow for a review of the earthquake-prone building

system<sup>1</sup>. This may have an impact on the timing of applications to the Strengthening Palmy Fund.

**6. UPCOMING HERITAGE THEMED ACTIVITES**

Reserve management plans for Ashhurst Domain and local reserves are currently being prepared. These will provide guidance on managing sites with heritage sensitivities and special character.

**7. NEXT STEPS**

An annual report will be presented to the committee in 2025.

**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>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the achievement of action/actions in Arts and Heritage	
The action is: Provide an annual progress report on military heritage themed Council-run programmes to the Arts, Culture & Heritage Committee (now the Culture & Sport Committee) with involvement of the Palmerston North Defence Heritage Advisory Group (PNDHAG).	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	This memorandum delivers the annual progress report required in the action above, and on the scope set by the Arts, Culture & Heritage Committee at its meeting of 10 August 2022.

**ATTACHMENTS**

Nil

<sup>1</sup> Note a distribution plan to share these changes to the public will be prepared once we understand the nature of changes from MBIE later in the calendar year.



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 26 June 2024

**TITLE:** Remuneration for Council Controlled Organisation Board Members

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

**APPROVED BY:** Danelle Whakatihi, Chief People & Performance Officer

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### RECOMMENDATIONS TO COUNCIL

1. That the remuneration for Te Manawa be set out as one annual figure in the Appointment of Directors Policy (expenses and meeting fee combined), so as to read:
    - Te Manawa Chair: \$6,980
    - Te Manawa Board Member: \$2,980
  2. That Council increase the remuneration of the Chairs of the Regent Theatre and Globe Theatre Trust Boards to \$1,200 for the 2024/25 year.
  3. That Council agree an annual remuneration for Board Members of the Regent Theatre and Globe Theatre of \$1,020 for the 2024/25 year.
  4. That Council note that the remuneration fees will be adjusted annually for inflation and reviewed by 2027, in accordance with the Appointment of Directors Policy, recently reviewed.
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### 1. ISSUE

- 1.1 At its 18 December 2023 meeting, Council resolved, "That the Chief Executive review the remuneration/meeting fees for Trust Board Members of Te Manawa, the Globe and Regent Theatre to inform the Long-Term Plan 2024/34."
- 1.2 The cultural Council Controlled Organisations (CCOs) Chairs, led by Te Manawa, have requested that Council increase the remuneration paid to its Board Members. The request is attached. It sets out that increasing remuneration will attract skills to the cultural CCO Boards and more fairly compensate Board Members for time and value. The letter requests consideration for Deputy Chairs to be remunerated at a higher rate than Board Members, in recognition of the extra work they do.
- 1.3 This memorandum provides advice to aid Elected Members in their consideration of this request. Elected Members may resolve to leave

remuneration unchanged or to increase remuneration levels. Should Council raise remuneration it must also consider how the difference will be covered.

- 1.4 The Economic Growth Committee recently [reviewed](#) (and Council subsequently agreed on 1 May 2024) revisions to the Appointment of Directors and Trustees Policy to include an annual inflation adjustment and a set of criteria for triennial review. It is against these [criteria](#) that Council should consider the request put to it.

**2. BACKGROUND**

- 2.1 Council is empowered by the Local Government Act 2002, s57 to appoint directors to CCOs Boards and set Directors' fees.
- 2.2 Council's [Appointment of Directors and Trustees Policy](#) ("the Policy") governs the purposes and processes for CCO Board appointments. The Remuneration section of this policy was recently amended by Council, to provide guidance on the factors to consider when reviewing a Board's remuneration. Officers have taken these factors into consideration in the review of the Boards' remuneration.
- 2.3 Currently, Board Members (including the Chairs) of **the Globe and Regent Theatre Trusts** are paid a stipend of **\$85 per meeting**. This is allocated to the organisations as a "meeting fee grant". **Te Manawa Museums Trust** Board Members are remunerated at **\$165 per meeting plus expenses** of \$1,000 annually, and the Chair at \$5,000 per annum which is paid proportionally per meeting attended. In the case of Te Manawa, meeting fees and expenses are paid out of their operating grant from Council.

**Table 1: Cultural CCO Board remuneration paid 2022/23**

CCO Board	No. of Trustees	Chair (per meeting)	Board Member (per meeting)	Total Remuneration per meeting (full attendance)	Total actual Board Remuneration paid in 2022/23**
Te Manawa Museum*	9	\$582	\$248	\$2,568	\$22,378
Globe Theatre	6	\$85	\$85	\$510	\$4,590
Regent Theatre	9	\$85	\$85	\$765	\$5,525

\* For ease of comparison, the table combines meeting fees and expenses for Te Manawa.

\*\*As members are paid according to attendance, actual remuneration can be less than budgeted if not all trustees attend every meeting, or if there are periods when a Board has vacancies.



**3. REVIEW OF BOARD REMUNERATION**

3.1 A desktop review has been conducted against our Appointment of Directors and Trustees Policy, which included:

- Benchmarking remuneration against other cultural CCOs, the Institute of Directors (non-profit reporting), and by completing Auckland City Council's weighted Methodology for CCO Directors' Remuneration.
- Surveying the Board members of our cultural CCOs on their remuneration rate and their workload. 15 results were received out of 24 members.

Board Workload

3.2 Table 2 shows the average time spent on Board activities as reported by those who responded to the survey.

**Table 2: Average time spent on Board business per month**

CCO Board	Chair	Board Member
Te Manawa	10 -15 hours per month	6 - 10 hours per month
The Regent	no data	1 - 10 hours per month
The Globe	6-10 hours per month	less than 5 hours per month

3.3 Officers assessed the 9 factors listed in the Appointments Policy for remuneration considerations. The findings are outlined below.

**Factor 1 – The need to attract and retain appropriately qualified directors/trustees**

Council has not had any recent trouble appointing qualified candidates to these Trust Boards. There is a high level of skilled and diversity of candidates who apply.

Many trustees have sat on their Board for several terms. Overall, this suggests that remuneration is not a significant issue for attraction and retention.

Results from the Board Member's survey: 13/15 stated they did not expect to be paid, and 7/15 thought that remuneration was 'not important' or 'not important at all' when considering whether to stand again. Only 3/15 felt remuneration 'was important' or 'very important' when considering whether to re-stand.

**Factor 2 – The levels of remuneration paid by comparable organisations in New Zealand**

3.4 Table 3 shows remuneration rates for similar cultural CCO Boards in New Zealand. Entities have been ordered by size of turnover of the organisation (determined as: total expenses excluding depreciation) on the assumption that, when comparing organisations of a like-type, complexity of issues and the skills and knowledge required to oversee and manage risk increases as the size of the portfolio grows.

**Table 3: Remuneration rates for cultural CCO Boards**

Entity <sup>2</sup>	Type	Total expenses 2022/23	Individual annual remuneration <sup>3</sup>
<b>Te Manawa Museums Trust</b>	<b>Cultural CCO</b>	<b>\$3,660,181</b>	<b>\$6,980 for the Chair</b> <b>\$2,980 for Board members</b>
Whangārei Arts Trust <sup>4</sup>	Cultural CCO (Whangareia District Council)	\$3,103,194	No stipend or expenses provided
Southland Museum and Art Gallery <sup>5</sup>	Cultural CCO (Invercargill City, Southland District and Gore District Councils)	\$1,368,232	\$16,000 for Chair \$8,000 for Board Members
Tauranga Art Gallery	Cultural CCO (Tauranga City Council)	1,339,995 (2021/22)	\$15,000 for Chair \$9,375 for Deputy Chair \$7,500 for Board Members
Hawkes Bay Museum Trust	Cultural CCO (Hastings District and Napier City Councils)	\$1,165,760	No stipend or expenses provided

<sup>2</sup> Most cultural CCOs are either art galleries or museums. Officers could not find any examples of other theatre CCOs to compare the Globe or Regent against.

<sup>3</sup> Council's cultural CCOs are currently paid a per meeting fee rather than a yearly amount. For relative comparison, Table 3 shows the maximum stipend members would receive if they attended 12 meetings a year.

<sup>4</sup> Manages the Huntertwasser Art Centre with Wairau Māori Art Gallery, and Whangārei Art Muesum.

<sup>5</sup> Membership and remuneration of this Board has recently changed. Before August 2023 Chief Executives of the three councils sat on the Board with no stipend or expenses paid. Current members are independent, skilled-based appointments and are remunerated for their service.

Entity <sup>2</sup>	Type	Total expenses 2022/23	Individual annual remuneration <sup>3</sup>
Regent Theatre Trust	Cultural CCO	\$838,585	\$1,020 for Chair \$1,020 for Board Member
Globe Theatre Trust	Cultural CCO	\$300,957	\$1,020 for Chair \$1,020 for Board Member

- 3.5 While Board remuneration varies greatly across the country, based on the size of the organisation alone, Te Manawa's Board fees are less than several smaller sized council-controlled organisations.
- 3.6 The Chairs' request also mentions benchmarking rates for the not-for-profit sector. The 2022 Directors Fees report from the Institute of Directors (IOD) provides the following average industry remuneration rates for the not-for-profit sector.

**Table 4: Remuneration ranges for the not-for-profit sector, 2022/23 (per year)**

Type of entity	Sample Size	Director/Trustee	Deputy Chair	Chair
Not-for-profit	Median	\$24,860	\$16,658	\$37,500
	Lower Quartile	\$13,625	\$7,250	15,000
Trust (not-for-profit)	Median	\$12,000	n/a	\$24,000
	Lower Quartile	\$6,000	n/a	\$23,500

- 3.7 The focus of the IOD report is larger economic development organisations or local service providers (water, waste, airports). There is not a sufficient data sample to accurately determine appropriate remuneration levels for small cultural CCOs from this report.
- 3.8 The report notes the common practice is for a Chairperson to earn 1.5 times to double that of a Board Member, with a Deputy Chair being paid about 1.25 times the standard Board Member. Council may wish to consider compensating Chairs for additional duties – coordinating with staff, performance management of their key staff members, regular reporting to Council, etc.

**Factors 3 to 6 – Size and Scale, Complexity and Scope, Accountability, and Risk of operations**

- 3.9 Officers applied Auckland City Council's weighted methodology for CCO Director Remuneration, which is also used by Tauranga City Council (Attachment 2) to assess the appropriateness of remuneration levels. This methodology weights the subjected measures (complexity, scope, accountability and operational risk) making it possible to compare and rank different types of CCOs.
- 3.10 Workings can be seen in Attachment 2. Scores for the size and scope are based on the CCOs' annual reports. The remaining areas were assessed by Officers.
- 3.11 Like Tauranga, our CCO sizes are smaller than Auckland's. All Palmerston North City Council cultural CCOs fell within the lowest band – Level 5.

Band Level	Non-Commercial Basis	Score
5	\$2,500 to \$7,500	12-17

- 3.12 Te Manawa Board members' existing remuneration (\$2,980) falls at the low end of the band and the high end for the Chair (\$6,980).
- 3.13 The Regent and the Globe both received the lowest possible score (12). Their current annual remuneration per Board member (\$1,020) sits below the recommended fee band for this group. However, Officers note that this is unsurprising as theatres across the country are usually governed by community trusts on a voluntary basis.
- 3.14 Officers are comfortable with the current rate of remuneration paid to the Regent and Globe CCOs Boards as they are within Council's current stipend levels for other similar-sized appointed bodies, eg. Creative Communities/ reference groups (see Table 5 below). However, Officers acknowledge there is a significant reporting burden for CCO Boards, which community Boards and reference groups do not have, and thus note that some remuneration is justified for a CCO.
- 3.15 Officers recommend that Te Manawa's expenses be incorporated into their meeting fee for clarity and consistency.

**Table 5: Volunteer stipend (comparable for organisation type, roles and responsibilities)**

Organisation	Type	Remuneration
Disability, Pasifika, Seniors	Reference Group (PN City Council)	\$200/year
Creative Communities	Funding (PN City Council)	\$85 per decision meeting (2 annually)
Central Energy Trust Board	Funding Body	\$79,000 total split between 5 members (2022)
Palmerston North Performing Arts Trust, Jaycee Trust Travelling Fellowship	Funding (PN City Council)	No stipend
Environment Network Manawatū Board	Sector Lead Board Voluntary (Palmerston North)	No additional remuneration
Palmerston North Community Leisure Centre Board	Incorporated Society/ Charitable Trust  (Manages Community Centre on behalf of PN City Council)	\$200-300 a year
State Schools	School Board of Trustees	\$75 per meeting for a Chair  \$55 per meeting for a Board member

**Factor 7 – Any changes in the nature of the CCO’s business**

- 3.16 Officers did not identify any change to the level of CCOs responsibilities. Survey results indicated that for most trustees the introduction of the Trusts Act 2019 had not changed the type of work required. Only 2 Trustees felt more work was now required of them.

**Factor 8 – Council’s affordability**

- 3.17 Officers note any increase in Board remuneration multiplies by the number of Trustees to whom it is applied. Both Te Manawa and the Regent have 9 Trustees each, the Globe has 6.
- 3.18 If Council was mindful to increase remuneration, it could come from a Board's operating grant rather than at an additional cost to Council. However, this would increase pressure on operational resources used to deliver the services.

**Factor 9 – Any other relevant factors**

Additional remuneration for Deputy Chair

- 3.19 The Chairs' letter asked for the Deputy Chair's role to be remunerated at a higher rate than Board members.
- 3.20 None of Council's CCO Boards currently pay their Deputy Chair more than a Board Member. Survey results from Trustees did not give any clear indication that the Deputy Chair should be paid extra. Most respondents did not have an opinion.

Additional remuneration for Regent and Globe Chairs

- 3.21 The Chairs' letter asked for the Chair's role to be remunerated at a higher rate than Board Members.
- 3.22 Te Manawa already differentiates a Chair's rate.
- 3.23 The Chairs for the Regent and Globe do spend more time than other Trustees outside of formal meeting time. Officers suggest their fee could be increased to \$100 a meeting.

Meeting fees vs. annual rate

- 3.24 There was no clear preference from Trustees for remuneration to be paid as a meeting fee or annual rate.
- 3.25 The Board members of CEDA and PNAL get paid an annual rate. This makes administration easier.
- 3.26 One respondent noted that meeting fees penalise Trustees that do a lot of work in between formal meetings, especially if they then miss the formal meeting.
- 3.27 A meeting fee structure does give Elected Members assurance of Board member attendance, however cannot guarantee participation/contribution. As Chairs are expected to contribute outside of formal meetings, Officers preference would be an annual rate to recognise this.

**4. CONCLUSION**

- 4.1 Chairs of the Boards may perceive that because their remuneration has not been reviewed in many years, that remuneration has fallen behind the market. As evidenced from this work, this is not the case.
- 4.2 Council has recently agreed to an annual adjustment for inflation and to review Board remuneration triennially. This should go some way to relieve concerns, without any significant adjustment to actual remuneration becoming necessary.
- 4.3 Recommendations are thus limited to:

- a small increase for the Chairs of the Regent and Globe Trust Boards
- combining the fees paid to Te Manawa members
- introducing an annual rather than meeting fee

**5. NEXT STEPS**

5.1 Officers will notify CCOs Boards of Council's decision.

**6. COMPLIANCE AND ADMINISTRATION**

Does the Committee have delegated authority to decide?	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do, they affect land or a body of water?	<b>N/A</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>Yes</b>
Any change to cultural Council Controlled Organisation remuneration requires a change to the Appointment of Directors Policy.	
The recommendations contribute to Goal 5: A Driven & Enabling Council	
The recommendations contribute to the achievement of action/actions in Governance and Active Citizenship	
The action is: Ongoing review of governance systems and structures to support Council's effectiveness and reputation	
Contribution to strategic direction and to social, economic, environmental, and cultural well-being	According to the Local Government Act 2002, s58 (1), "The role of a director of a council-controlled organisation is to assist the organisation to meet its objectives and any other requirements in its statement of intent." CCOs further Council's strategic objectives on its behalf. Appropriate remuneration can contribute to the effectiveness of Boards and thus to the meeting of those objectives.

**ATTACHMENTS**

1. Letter from CCO Boards [!\[\]\(e7a5b2ecc7ab80b32b565dd7dfa9a5a9\_img.jpg\)](#) 
2. Auckland City Council's weighted methodology with Officers' workings [!\[\]\(ebb8dcf4bf19cae7a44506695af49594\_img.jpg\)](#) 

















## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 26 June 2024

**TITLE:** The Globe Theatre Trust - Final Statement of Intent 2024-2027

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

**APPROVED BY:** Danelle Whakatihi, Chief People & Performance Officer

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the final Statement of Intent 2024-2027 (Attachment 1) submitted by the Globe Theatre Trust Board.
- 

#### 1. ISSUE

- 1.1 The Statement of Intent (SOI) sets out the objectives and activities of the Globe Theatre Trust (the Globe) for the next three years. It serves as a basis for accountability to the Council, as the shareholder, and provides an opportunity for the Council to influence the Globe's direction. The requirements for the SOI are set out in Schedule 8 of the Local Government Act 2002 (LGA).
- 1.2 The purpose of this report is for the Committee to fulfil the requirement under s65(2) of the LGA to agree the final SOI, or if it does not agree, to require the SOI to be modified as set out in clause 6, Schedule 8 of the LGA.
- 1.3 The LGA requires a Council Controlled Organisation (CCO) Board to deliver the final SOI to the shareholder by 30 June. The Globe Theatre Trust has met that requirement.
- 1.4 Under the LGA, Council has the power to modify an SOI to ensure it adequately reflects strategic priorities if it considers that is necessary.

#### 2. BACKGROUND

- 2.1 The Globe is a CCO, which was set up to independently manage the Globe Theatre. 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 The Culture & Sport Committee received the Globe's draft SOI at its meeting on 27 March 2024 and made recommendations for the Globe Theatre Trust Board to consider when developing its final SOI (see Table 1).
- 2.3 The Globe Theatre Trust Board has considered the Committee's comments on the draft SOI and made changes in response, as summarised in Table 1.
- 2.4 Overall Officers are content with the strategic direction, and the ambitious and varied list of actions the Globe has outlined in their SOI 2024-27.

**Table 1: Comparison of Council comments with the Globe's final SOI 2024-27**

Committee's requests for changes to draft SOI 2024-2027	Is it dealt with in the SOI?
<p><b>PERFORMANCE MEASURE</b></p> <p>The Committee would like to see a specific target set for the performance measure "Support for Rangitānenuiarawa, whānau, hapu &amp; iwi to create and deliver arts experiences" so that progress can be shown.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>1. Include a meaningful target to show how support for the delivery of Māori arts will be progressed.</li> </ol>	<p><b>Partial</b></p> <p>The Globe has added two new targets:</p> <ul style="list-style-type: none"> <li>• Support for Rangitānenuiarawa, whānau hapu &amp; iwi to create and deliver art experiences, and</li> <li>• Support and encourage Rangitāne to incorporate art at the theatre.</li> </ul> <p>Targets include encouraging at least one Māori art experience and one opportunity to incorporate Rangitāne art at the theatre each year.</p> <p>Meeting with and discussing opportunities for how Māori artists could use the Globe is vital to ensuring that the theatre is known as a welcoming space for everyone in the community.</p>
<p><b>PERFORMANCE MEASURE</b></p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li>2. Consider revising performance targets to be more ambitious (see section 5.3 and 5.4 of the <a href="#">Officer's report</a> from the Committee meeting 27 March 2024).</li> </ol>	<p><b>Yes</b> - The Globe has revised its performance measures for Strategic Priority 1 (page 11) to be more ambitious.</p>

**3. NEXT STEPS**

- 3.1 The Globe's Annual Report 2023-24 is due to Council Officers on 30 September 2024 and will be presented to the Culture & Sport Committee in November 2024.



**4. 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 outcomes of the Creative and Liveable Strategy	
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	Agreeing the final Statement of Intent is a mechanism for the Committee to provide strategic guidance and direction to the CCO and meets Council's responsibility to monitor the CCO under the LGA.

**ATTACHMENTS**

1. Globe Theatre Trust Board\_ Statement of Intent 2024-27  











































## **MEMORANDUM**

**TO:** Culture & Sport Committee

**MEETING DATE:** 26 June 2024

**TITLE:** Te Manawa Museums Trust - Final Statement of Intent 2024-2027

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

**APPROVED BY:** Danelle Whakatihi, Chief People & Performance Officer

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

- 1. That the Committee agree the final Statement of Intent 2024-2027 (Attachment 1) submitted by Te Manawa Museums Trust Board.**
- 

#### **1. ISSUE**

- 1.1 The Statement of Intent (SOI) sets out the objectives and activities of Te Manawa Museums Trust Board (Te Manawa) for the next three years. It serves as a basis for accountability to the Council, as the shareholder, and provides an opportunity for the Council to influence Te Manawa's direction. The requirements for the SOI are set out in Schedule 8 of the Local Government Act 2002 (LGA).
- 1.2 The purpose of this report is for the Committee to fulfil the requirement under s65(2) of the LGA to agree the final SOI, or if it does not agree, to require the SOI to be modified as set out in clause 6, Schedule 8 of the LGA.
- 1.3 The LGA requires a Council Controlled Organisation (CCO) Board to deliver the final SOI to the shareholder by 30 June. The Globe Theatre Trust has met that requirement.
- 1.4 Under the LGA, Council has the power to modify an SOI to ensure it adequately reflects strategic priorities if it considers that is necessary.

#### **2. BACKGROUND**

- 2.1 Te Manawa is a CCO, which was set up to independently manage the Te Manawa Museum. A CCO is an organisation in which Council has the right to appoint at least fifty percent of the Trustees and must work towards Council's objectives on its behalf.
- 2.2 The Culture & Sport Committee received Te Manawa's draft SOI at its meeting on 7 February 2024 and made recommendations for the Te Manawa Board to consider when developing its final SOI.

2.3 The Trust Board requested a gradual increase in its annual operating grant shown below.

2024/25	2025/26	2026/27
\$3,833,599	\$4,024,056	\$4,217,826

2.4 This request was included in the draft Long-Term Plan consultation document. In the deliberations meeting of 29-31 May, Council retained the additional grant funding in the Long-Term Plan 2024-34 as proposed. The SOI's financials includes the requested additional grant.

**3. STATEMENT OF INTENT 2024-27**

3.1 Te Manawa Museums Trust Board has considered the Council's comments on the draft SOI and has revised their SOI in response, as summarised in Table 1.

3.2 Overall Officers are pleased with the strategic direction, and the ambitious and varied list of actions Te Manawa has outlined in their SOI 2024-26.

**Table 1: Comparison of Council comments with Te Manawa's final SOI 2024-26**

Committee's requests for changes to draft SOI 2024-2027	Is it dealt with in the final SOI?
<p><b>PERFORMANCE MEASURES</b></p> <p><u>Environmental Sustainability</u></p> <p>The Committee challenges Te Manawa to be a bit more ambitious; as several actions rely on Council support to be achieved rather than seeking external resourcing.</p> <p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. Make Environmental Sustainability actions more ambitious.</li> <li>2. Consider seeking funding from external resources for actions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Te Manawa has strengthened their environmental sustainability actions (p14), and have added the following: <ul style="list-style-type: none"> <li>• reduce carbon emissions from Te Manawa activities by 10% in 24/25 and by another 5% in following years.</li> <li>• Prioritise the re-use of materials and furniture in exhibition development.</li> <li>• In 26/27, The Science Centre will demonstrate best practice in sustainable exhibition delivery.</li> </ul> </li> <li>2. Te Manawa Board has added wording to work with external funders to progress the delivery of a new building. <ul style="list-style-type: none"> <li>• Work with PNCC <b>and external funders</b> towards a new, purpose-built, energy efficient and sustainable Te Manawa complex.</li> </ul> </li> </ol>


**4. NEXT STEPS**

- 4.1 Te Manawa's Annual Report 2023-24 will be presented to the Culture & Sport Committee in September 2024.

**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 outcomes of the Creative and Liveable Strategy	
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	Agreeing to the final Statements of Intent is a mechanism for the Committee to provide guidance and direction to the CCOs and meets Council's responsibility to monitor the CCOs under the LGA.

**ATTACHMENTS**

- 1. Te Manawa Museums Trust\_ Final Statement of Intent 2024-2027 [↓](#)  


























































































## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 26 June 2024

**TITLE:** The Regent Theatre Trust - Final Statement of Intent 2024-2027

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

**APPROVED BY:** Danelle Whakatihi, Chief People & Performance Officer

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

- 1. That the Committee agree the final Statement of Intent 2024-2027 (Attachment 1) submitted by the Regent Theatre Trust Board.**
- 

#### 1. ISSUE

- 1.1 The Statement of Intent (SOI) sets out the objectives and activities of the Regent Theatre Trust (the Regent) for the next three years. It serves as a basis for accountability to the Council, as the shareholder, and provides an opportunity for the Council to influence the Regent's direction. The requirements for the SOI are set out in Schedule 8 of the Local Government Act 2002 (LGA).
- 1.2 The purpose of this report is for the Committee to fulfil the requirement under s65(2) of the LGA to agree the final SOI, or if it does not agree, to require the SOI to be modified as set out in clause 6, Schedule 8 of the LGA.
- 1.3 The LGA requires a Council Controlled Organisation (CCO) Board to deliver the final SOI to the shareholder by 30 June. The Regent Theatre Trust has met that requirement.
- 1.4 Under the LGA, Council has the power to modify an SOI to ensure it adequately reflects strategic priorities if it considers that is necessary.

#### 2. BACKGROUND

- 2.1 The Regent is a CCO, which was set up "to control, develop, promote enhance and maintain the Regent Theatre so that it can be utilised and enjoyed by the inhabitants of the Manawatū area"<sup>6</sup>. 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.

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<sup>6</sup> As described in the purpose of the Regent Theatre Trust Deed.

- 2.2 The Culture & Sport Committee received the Regent's draft SOI at its meeting on 27 March 2024; no recommended changes were made to the Board.
- 2.3 The Regent Theatre Trust Board's final SOI 2024-27 is attached.
- 2.4 Overall Officers are pleased with the strategic direction, and the ambitious and varied list of actions the Regent has outlined in their SOI 2024-27.

**3. NEXT STEPS**

- 3.1 The Regent's Annual Report 2023-24 will be presented to the Culture & Sport Committee on 25 September 2024.

**4. 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 outcomes of the Creative and Liveable Strategy	
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	Agreeing to the final Statements of Intent is a mechanism for the Committee to provide guidance and direction to the CCOs and meets Council's responsibility to monitor the CCOs under the LGA.

**ATTACHMENTS**

- 1. The Regent Theatre Trust\_ Statement of Intent 2024-2027 [↓](#) 



















































## COMMITTEE WORK SCHEDULE

TO: Culture & Sport Committee

MEETING DATE: 26 June 2024

TITLE: Committee Work Schedule

### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive its Work Schedule dated June 2024.

COMMITTEE WORK SCHEDULE – JUNE 2024					
Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	June 2024	Rural Games – annual presentation	Acting CE Unit Manager		Council 31 May 2023 Clause 88.11-23
2.	June 2024	Final Statement of Intent 2024-2027 – Te Manawa, The Globe and The Regent	Acting CE Unit Manager		Terms of Reference
3.	June 2024	Review of Cultural CCO Boards Remuneration	CE Unit Manager		18 December 2023 Clause 246.11-23
4.	June 2024	Annual progress report on the development of heritage themes, including military heritage, across Council programmes	Chief Planning Officer		10 August 2022 Clause 17.2

5.	<del>June</del> September 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	Rescheduled to incorporate the 24/25 Masterplan development	Council 2 June 2021 Clause 50.5-21
6.	<del>June</del> September 2024	Annual report from PN Public Sculpture Trust	Chief Customer Officer	Deferred to provide full update regarding a new MoU and the Unity sculpture	Council 29 April 2019 Clause 36.4
7.	September 2024	Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities	Chief Infrastructure Officer		25 June 2018 Clause 19.2
8.	September 2024	Statement of Expectations 2025/28 – Te Manawa, The Globe and The Regent	Chief Customer Officer		Terms of Reference
9.	September 2024	Play Policy Annual Implementation Monitoring Report	Chief Customer Officer		14 April 2021 Clause 12-21
10.	September 2024	Annual Report 2023-2024 – The Regent, The Globe, Te Manawa	Acting CE Unit Manager		Terms of Reference
11.	November 2024	Annual Report: Sport Manawatū 2023/2024 to Palmerston North City Council	Chief Planning Officer		Terms of Reference
12.	June	Review of in-house service	Chief Customer		Council



	2025	delivery of Caccia Birch House	Officer		2 June 2021 Clause 50.7
13.	2025	Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach)	Chief Customer Officer		22 November 2023 Clause 43-23
14.	2025	Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)	Chief Customer Officer		22 November 2023 Clause 43-23
15.	2025	Six Month Performance Report – The Globe, The Regent, Te Manawa	Acting CE Unit Manager		Terms of Reference
16.	2025	Draft Statement of Intent 2025-2028 – The Globe, The Regent, Te Manawa	Acting CE Unit Manager		Terms of Reference

**ATTACHMENTS**

NIL