



PAPAIOEA
PALMERSTON
NORTH
CITY

PALMERSTON NORTH CITY COUNCIL

AGENDA

CULTURE & SPORT COMMITTEE

1:00 PM, WEDNESDAY 25 JUNE 2025

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

MEMBERS

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

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

Te Marae o Hine | 32 The Square
Private Bag 11034 | Palmerston North 4442 | New Zealand
pncc.govt.nz

PALMY™
PAPAIOEA
PALMERSTON
NORTH
CITY

CULTURE & SPORT COMMITTEE MEETING

25 June 2025

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.

6. **Presentation - Manawatū Summer Shakespeare** Page 7

7. **Presentation - NZ Rural Games** Page 9

8. **Confirmation of Minutes** Page 19

That the minutes of the Culture & Sport Committee meeting of 26 March 2025 Part I Public be confirmed as a true and correct record.

9. **Response to the recommendations from the 'Canoe Polo Needs Assessment Papaioea Palmerston North - 2025' prepared by RSL Consultants** Page 27

Memorandum, presented by Ann-Marie Mori, Policy Analyst and Carl Johnstone, General Manager - Partnerships, Sport Manawatū.

10. **Draft General Policy Reserve Management Plan** Page 35

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

11. **Draft Kahuterawa Outdoor Recreation Plan - 2025 Review** Page 71

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

12. **The Regent Theatre Trust - Final Statement of Intent 2025-2028** Page 103

Memorandum, presented by Sarah Claridge, Governance Advisor.

13. **Te Manawa Museums Trust - Final Statement of Intent 2025-2028** Page 107

Memorandum, presented by Sarah Claridge, Governance Advisor.

14. **The Globe Theatre Trust - Final Statement of Intent 2025-2028** Page 111

Memorandum, presented by Sarah Claridge, Governance Advisor.

15. **Manawatu Community Athletics Track - Annual Report for 2024** Page 115

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

16. Hockey Turf at Massey University - Annual Report

Page 127

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

17. Committee Work Schedule

Page 135

18. Karakia Whakamutunga

19. 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: 25 June 2025

TITLE: Presentation - Manawatū Summer Shakespeare

RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

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

SUMMARY

Manawatū Summer Shakespeare's Artistic Directors Rhian Firmin and Rachel Lenart will present a summation of the Council supported 2025 production of The Tempest. They will address each of the performance measures in their agreement with PN City Council and their priority alignments, as well as a financial overview, reflections and recommendations.

ATTACHMENTS

Nil

PRESENTATION

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Presentation - NZ Rural Games

RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

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

SUMMARY

James Stewart, Chair NZ Rural Games Trust and Daniel O'Regan, NZ Rural Games will provide their annual report.

ATTACHMENTS

1. NZ Rural Games Weekend Event Report [↓](#) 



Ford Ranger New Zealand Rural Games Weekend Event Report

FORD RANGER  NEW ZEALAND
RURAL GAMES



NEW ZEALAND
RURAL SPORTS
awards

AGRI
FUTURES
Ahuwhenua ki te Anamata

Author: Daniel O'Regan, Marketing Manager for New Zealand Rural Games Trust

Date: 6 May 2025

Notes:

- Sources: This document was created with information provided by Cvent, Google, Event Insights, Farm4Life, Hootsuite, LiveGauge, Mailchimp, Marketview, MediaWorks, Meta, N-Tech, Palmerston North City Council, TV3, TVNZ, TikTok, Sports Inc., Stuff, Survey Monkey, Whotsonwhere and Youtube.
- Social media activity is for the period: 23 April 2024-23 April 2025



An estimated
42,255 people

enjoyed the events around the Ford Ranger
New Zealand Rural Games Weekend.

| Day | Live Gauge | NZRGT |
|-----------|------------|--------|
| Friday: | 5,530 | 5,943 |
| Saturday: | 16,764 | 18,017 |
| Sunday: | 15,627 | 16,795 |

Notes: The LiveGauge figures are based on a formula that assumes only 6% of attendees are children. The New Zealand Rural Games Trust believes this underestimates the true number, so we have provided our own estimate at 15% (we actually believe the figure is far higher)..

Our other events related to the weekend

| | |
|-------|---|
| 100 | golfers at MacDougalls Rural Golf Charity Event |
| 400 | attendees at Ford NZ Rural Sports Awards at Awapuni |
| 1,000 | attendees at Kids 'n Country Comes to Feilding |

Foot Traffic at the Plaza

Total: **12%** vs the weekend before
10% vs the weekend after

Church Street entrance:
23% vs the weekend before
24% vs the weekend after

6,757,487 people
saw Rural Games activities and information
online.

Economic Impact

Direct Expenditure: **\$3,608,156**

Value Added: **\$2,525,709**

Average nights stayed:

2.77 nights (Competitors/ Officials)
2.11 nights (Attendees)

Total visitor nights: **15,479**

- Competitors/Officials 63.3% Visitors vs 36.7% Locals
- Attendees 34.8% Visitors vs 65.2% Locals

Average daily spend per person that stayed:

\$196.88 PP (Attendees)

\$85.00 PP (Competitors/Officials)

Average daily spend of day visitors

\$85.00 PP

Notes:

Direct Expenditure – actual expenditure by 'event visitor', based on average daily spend per visitor's response to the survey (unless specified). Spend includes accommodation, transport, food, registration, shopping, and other incidental spending. This does not include spending of local participants as their spending is considered to be money already present within the local economy.

Value Added – the net addition to GDP as a result of economic activity of the 'event visitor'. Measurement of value added excludes the double counting of intermediate goods and services involved in the production and distribution of the final goods and goods consumed by households and end-users in the economy.

MarketView

ATM expenditure and comparisons

- **\$8.31M in EFTPOS** spend in the CBD during event week
- **Smarter Spend, Fewer Transactions:** Total transactions decreased slightly year-on-year (**144,315 in 2025** vs **146,153 in 2024**), but spend remained stable (**\$8.31 million** in 2025 vs. **\$8.24 million** in 2024), reflecting more efficient consumer engagement during a recession.
- **Week-on-Week Growth:** Unlike in 2024 where event week spend declined from the prior week, **2025 showed a 3.5% increase in spend compared to the week before the Games**, pointing to improved event-driven foot traffic and retail activation.

Notes:

Marketview information is drawn from Worldline which holds 70% of EFTPOS Machines in New Zealand, with the remaining being held by Windcave and other smaller providers. It should be noted that:

Food Trucks in New Zealand prefer to use Windcave and other smaller providers. Data from out of town Food Truck's that use Worldline eftpos is not captured in this report as the data is connected to the location of their business.

Eftpos transactions are in decline due to the increasing use of contactless and digital wallets.

Social Media

Rural Games:

 **4,890,259** impressions
41,885 reactions

 **584,907** impressions
3,720 reactions

 **146,900** views
5,300 hours watched

 **77,910** impressions
2,473 reactions

Agri Futures:

 **32,129** impressions
175 reactions

 **791** views
8 hours watched

 **20,150** impressions
1,337 reactions

Others:

Media Works: **19,032** impressions
13,713 reach

Farm4Life: **22,742** impressions
19,742 reach

Rural Games Livestream: **18,811**



Television - watched by **625,800**

TV3 1hr Highlights Show:

5 p.m. on Saturday, 29 March 25-54: **9,300** 5+: **24,000**
9:30 a.m. on Saturday, 5 April 25-54: **6,800** 5+: **11,800**

Replayed across the Pacific by Pasifika TV

Seven Sharp:

Thursday 20th March: 5mins 38 seconds - audience: **590,000**
viewers aged 5+

Print:

Total: **15,269** words and **60** images

Rural Sports Awards: **5,269** words and **27** images

Agri Futures: **828** words and **two** images

Print Advertising:

Stuff Geo located Lower North Island: **314,664** impressions
and **1850** clicks

Manawatu Standard, Feilding Rangitikei Herald,
District Monitor, Lifestyle Farming Manawatu and Rural News
(**170,000 readership**) - three full page adverts

Radio:

Editorial: **1hr and 3 minutes**

Rural Games: **49.58**

Sports Awards: **14:03**

MediaWorks Radio Promotion:

Manawatu, Whanganui, Kapiti and Wairapa The Breeze & More
FM advertising promotional campaign value: **\$32,154**

More FM Manawatu - **21,000** listeners heard

Cow Milking

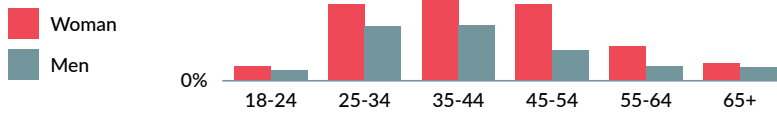
Quad Bike

Tractor Driving

Gumboot Throwing

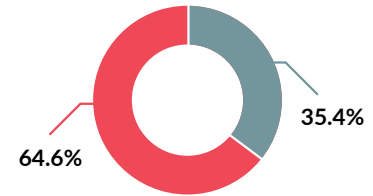
Our Audience

Facebook: 2,722 followers

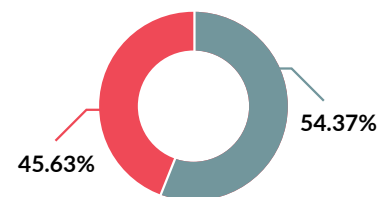


Top Towns/Cities

| | | | | |
|-------------------------|----------------|-------------------|-----------------|-----------------|
| 19.45% Palmerston North | 3.7% Feilding | 2.8% Hamilton | 2.3% Wellington | 1.9% Lower Hutt |
| 6.2% Auckland | 3.2% Whanganui | 2.5% Christchurch | 2.1% Levin | 1.8% Napier |



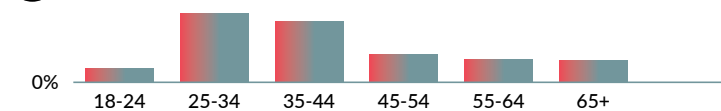
Tiktok: 2,893 followers



Queenstown competition:

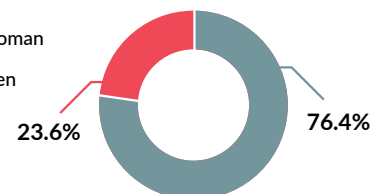
Spend \$20 in the CBD in the four weeks leading up to the Rural Games and be in to win a \$5,000 holiday in Queenstown. 930 entries were received up on 27% on previous year despite entries being limited to one per day and a shorter competition period.

Youtube: 3,796 followers

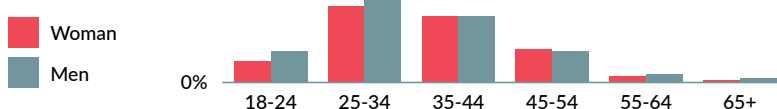


Top Geographies

| | | |
|---------------------|---------------------|--------------|
| 26.6% New Zealand | 9.7% Australia | 2.0% Germany |
| 15.1% United States | 8.4% United Kingdom | |

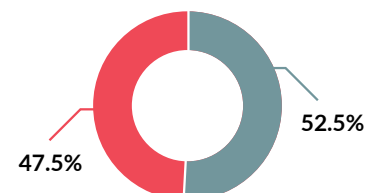


Instagram: 2,049 followers



Top Towns/Cities

| | | | | |
|------------------------|-------------------|-----------------|---------------------------|--------------------------|
| 11.3% Palmerston North | 4.5% Christchurch | 1.8% Hamilton | 1.6% Melbourne, Australia | 1.2% Masterton |
| 8.5% Auckland | 2.3% Feilding | 1.6% Wellington | 1.4% Tauranga | 1.2% Central Hawke's Bay |



Note: We started a new Rural Games Facebook page from scratch ahead of the 2024 Rural Games.

2025 Survey Results

Where are you from:

- Manawatu: **65.2%**
- Wellington: **11.3%**
- Hawkes' Bay and Poverty Bay: **5.3%** each
- Auckland and Whanganui: **3.5%** each
- Rangitikei: **3.3%**
- Taranaki, Tararua, Horowhenua, Waikato: **2-2.6%**

Have you attended before:

YES 70.4% **NO 29.6%**

How they knew about us:

- Social media: **54.7%**
- Word of mouth: **18.3%**
- Street banner: **9.6%**
- Website: **8.7%**
- Radio: **5.2%**
- Brochures/flyers/posters: **3.5%**

Would you recommend the event to others:

- Very likely: **84.4%**
- Likely: **13%**
- Neutral: **2.6%**
- Unlikely: **0**
- Extremely unlikely: **0**



Comments:

- More horse riding
- Event was excellent
- **Just keep doing what's your doing**
- For the clash of the colleges, maybe letting other teams who didn't place, be able to find out discreetly how they did (eg points scored etc)
- **Let younger people who aren't apart of young farmers do the mut and mate race**
- Pre warning about bookings needed for kids' activities
- More kids games
- It was our first time and it was great! We will definitely be back
- Arrange motor home & caravan parking area. If school or racing clubs & charge \$10 per vehicle per night. Would need to be from Thursday pm to Monday am. A good money raiser for a school
- **Bring back some of this to Feilding. I almost didn't get there!**
- Add roosters and chickens and pigs and rabbits for public to see at the games. More Shops too
- I think you guys doing a good job
- More stalls for us shopaholics eg, clothing and farmers market area
- **IT'S AWESOME!!**
- More seating that isn't bleachers to watch events
- **What an awesome event, great bring the country to the city!**
- Love it
- Better weather lolo maybe summer
- **It's a great event enjoy coming every year**
- Well done fun event for everyone
- **It's great. Very friendly roaming helpers**
- Shelter from the sun/rain to watch main events. Otherwise, I was sooo impressed with it, have told so many people about it and will be returning next year for the weekend and staying in Palmerston
- Easier way for children to see events
- **Quite long queues for stuff. Would be good to have less queuing**
- It was pretty good. Very enjoyable
- It's getting bigger and better

Note: Information collected by Event Insights NZ online survey completed by attendees on behalf of 439 attendees, and NZ Rural Games Trust supplied results from a survey completed by 32 competitors/officials.



Website visits: **24,000**
Event Finda: **3,392**
App downloads: **1,480**

Ambient Outdoors

- Two outdoor double-sided signs and a Cape Reinga-style sign for 12months in The Square
- Double-sided overhead Street banner for one month on Rangitikei Street (more than 10,000 car movements a day)
- Three city of Palmerston North welcome kiosk signs on major routes (25,000 car movements per day) for two months
- Event signage - 24 corflutes and 1 kilometre of mesh throughout and around the square
- Flyers: 25,000 delivered to homes and schools in Palmerston North, Feilding, and Ashhurst
- Street flags around The Square for one month
- Welcome Gates, Big Screen sponsor Thank You, iSite digital billboard
- Awahuri SH3 container banner
- Have a Go
 - 2,000 Have a Go booklets created for children as a memento
 - Have a Go activities expanded into The Plaza with Putt Putt Golf

Sustainability

2024:

- 23 bags of recycling
- 37 rubbish bags
- 9 biodegradable
- 9 glass

2025:

- 24 bags of recycling
- 39 rubbish bags
- 11 biodegradable
- 7 glass



Rural Games Free Bus

Weekend: 2025: **4,295***
2024: **3,443**
2023: **1,494**

* 711 trips above weekend before the event and 803 trips up on the weekend after the Games.

Kids 'n Country Comes to Feilding

Run by Feilding District & Promotions with support from Kelly Sports Manawatu on Saturday 1 March. About **1,000** young families took part in the event that is aimed at promoting the Rural Games and the free bus service.

The Ford New Zealand Rural Sports Awards at Awapuni hosted **400** guests from around New Zealand.

Giving Back - funds raised more than \$21,985 for charities



The MacDougalls Rural Golf Challenge
raised \$13,000
for the Manawātū Rangitikei Rural
Family Support Trust

Charity Engagement Opportunities

- Retired Working Dogs
- Life After Racing
- Greatmates
- Canine Friends Pet Therapy
- Palmerston North Rural Fire Service raffle & slip 'n slide
- Kimbolton Sculpture Festival
- Steam Traction Engine Society
- Taranaki Kidz Kartz

133 people volunteered across
our events

Student experience

- Palmerston North Boys' High School boarding students and Feilding High School students: 40 students and four teachers
- Kids n Country Comes to Feilding - six Feilding High School students and three NEETS

Palmy Proud Market Fundraisers

- School student project funds raised: St Peter's College and Palmerston North Boys' High School: \$365
- Cancer Society through jam sales: \$150

Volunteers

- 45 people from Palmerston North, Manawatu and Taranaki volunteered across the three days
- 35 people from the NZ Rural Games Family of Volunteers

Steam Traction Engine Society

- \$2 rides (under five-year-olds went free) raised \$2,280

Ford NZ Rural Sports Awards - Agri Futures Scholarship auction

- A Paris Olympic framed singlet signed by trampoline star Dylan Schmidt sold for \$620
- A Paris Olympic framed sailing shirt signed by Olympian Erica Dawson went for \$620
- A signed 2023 Black Ferns rugby jersey, generously donated by coaching great Wayne Smith, attracted a winning bid of \$2,250
- A signed Black Caps cricket shirt from Tim Southee, \$2,700

Agri Futures Scholarships are awarded in spring every year.

Celebrity Guests and MPs

Former All Black Coach Sir Wayne Smith; former Blackcap Captain Tim Southee; Sailor and Olympic Bronze Medallist Erica Dawson, Trampoline Olympic Bronze Medallist Dylan Schmidt, Paralympian Cameron Leslie MNZM, World Women's Speed Tree Climbing Champion Steph Dryfhout, Reigning three-time STIHL Timbersports World Champion Jack Jordan, Sir David Fagan, Former World Champion Shearer Rowland Smith, Minister of Sport & Recreation Hon. Mark Mitchell, Trade Minister Right Hon. Todd McClay, Rural Communities Minister Mark Patterson, Associate Agriculture Minister Hon Andrew Hoggard, MPs from Whanganui, Rangitikei, Palmerston North, Ōtaki and Wairarapa. International guests: Jerry Buttimer, the Irish Minister of Rural Communities and Development and the Irish Ambassador to New Zealand. Tangaroa Walker from Farm4Life, Tia MacDougall from 3Sport & Newshub, and the iconic Mark Leishman.

FORD RANGER RURAL NEW ZEALAND GAMES



NEW ZEALAND
RURAL SPORTS
awards 

AGRI 
FUTURES
Ahuwhenua ki te Anamata

All information contained in this report is the property of the New Zealand Rural Games Trust (NZRGT) and must not be reprinted or shared without the prior consent of the NZRGT.

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 26 March 2025, commencing at 9.01am.

Members Present: Councillor Rachel Bowen (in the Chair), The Mayor (Grant Smith) and Councillors 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 and Orphée Mickalad.

Apologies: The Mayor (Grant Smith) (early departure, on Council business), Councillors Lew Findlay and William Wood (early departure).

The Mayor (Grant Smith) left the meeting at 11.41am during consideration of clause 6. He re-entered the meeting again at 12.05pm during consideration of clause 7. He was not present for clause 6.

Councillor Lew Findlay left the meeting at 11.52am after consideration of clause 6. He was not present for clauses 7 to 10 inclusive.

Councillor William Wood left the meeting at 11.52am after consideration of clause 6. He was not present for clauses 7 to 10 inclusive.

Councillor Kaydee Zabelin declared a conflict of interest in Item 12 'Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)' (clause 8) and took no further part in discussion or debate of such item.

Karakia Timatanga

Councillor Debi Marshall-Lobb opened the meeting with karakia.

1-25 Apologies

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 1-25 above was carried 14 votes to 0, the voting being as follows:

For:

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

Declaration of Interest

Councillor Kaydee Zabelin declared a conflict of interest in Item 12 Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts) (clause 8-25) and took no further part in discussion or debate.

2-25

Presentation - Basketball New Zealand/Basketball Manawatū

Dave Everitt, General Manager Commercial, Basketball NZ, and Mike Ryan, General Manager, Basketball Manawatū made a presentation about Basketball Manawatū's work, its impact in the region, and financial challenges they are facing.

They requested financial support from the Council, proposing a partnership approach, to help them overcome the current financial difficulties while aiming for developing a sustainable basketball system in the region.

Elected Members requested further due diligence on Basketball Manawatū's situation with support from Sport Manawatū and referred their request for funding to the Annual Budget deliberations.

Moved Rachel Bowen, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

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

Clause 2-25 above was carried 14 votes to 0, the voting being as follows:

For:

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

Moved Grant Smith, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

2. That the Chief Executive work with Sport Manawatū, Basketball New Zealand and Basketball Manawatū to understand the association's ongoing sustainability and a plan going forward.

Clause 2-25 above was carried 14 votes to 0, the voting being as follows:

For:

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

Barrett and Orphée Mickalad.

Moved Rachel Bowen, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

3. That Basketball New Zealand and Basketball Manawatū's request for funding be referred to the Annual Budget deliberations.

Clause 2-25 above was carried 10 votes to 4, the voting being as follows:

For:

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

Against:

The Mayor (Grant Smith) and Councillors Lew Findlay, William Wood and Kaydee Zabelin.

3-25

Ashhurst Domain Reserve Management Plan Review - Hearing of Submissions and Summary of Submissions

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the summary titled 'Ashhurst Domain Reserve Management Plan Review - Summary of Submissions', presented to the Culture & Sport Committee on 26 March 2025.
2. That the Committee receive the submissions and hear submissions from presenters who indicated their wish to be heard in support of their submission.
3. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.

Clause 3-25 above was carried 14 votes to 0, the voting being as follows:

For:

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

The Committee considered submissions on the Ashhurst Domain Reserve Management Plan Review together with supporting oral statements including additional tabled material.

The following persons appeared before the Committee and made oral statements in support of their submissions and replied to questions from Elected Members, the additional points being:

Natural Burial Manawatū (Jean Hera, Angie Crabtree and Jennie Gleeson) (65)

Jean Hera and Jennie Gleeson spoke to Natural Burial Manawatū's submission and made no additional comments. Angie Crabtree, from

her personal perspective, stated that her family was looking forward to seeing natural burial options available soon.

Beauchamp Funeral Home (Anthony Beauchamp) (84)

Anthony Beauchamp spoke to Beauchamp Funeral Home's submission and made no additional comments.

Manawatū Estuary Management Team (Kathryn Lane) (75)

Kathryn Lane spoke to the Manawatū Estuary Management Team's submission and made the following additional comments:

- Particular support to policy 3, especially policies 3.4 and 3.5.

Daniel Sproull (66)

Daniel Sproull spoke to his submission and made the following additional comments:

- There used to be a water spring at the proposed natural burial site which fed the wetland. The area is not ideal for that purpose.

4-25

Confirmation of Minutes

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 4-25 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, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin and Brent Barrett.

Abstained:

Councillor Orphée Mickalad.

The meeting adjourned at 10.40am.

The meeting resumed at 10.58am.

5-25

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

Memorandum, presented by Sarah Claridge, Governance Advisor, David Walsh, Manager, Regent Theatre, 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 2024 (Attachment 1) submitted by the Regent Theatre Trust.
2. That the Committee receive the draft Statement of Intent 2025-28

(Attachment 3) submitted by the Regent Theatre Trust.

3. That the Committee agree that the recommended comment on the draft Statement of Intent 2025–28 outlined in Table 3 be advised to the Regent Theatre Trust Board.

Clause 5-25 above was carried 14 votes to 0, the voting being as follows:

For:

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

6-25

He rā ki tua Horizons Region Spaces and Places Plan for Sport and Recreation - implementation and facility planning update

Memorandum, presented by Ann-Marie Mori, Policy Analyst, and Carl Johnstone, General Manager Partnerships - Environment, Sport Manawatū.

The Mayor (Grant Smith) left the meeting at 11.41am.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'He rā ki tua Horizons Region Spaces and Places Plan for Sport and Recreation - implementation and facility planning update' presented to the Culture & Sport Committee on 26 March 2025.

Clause 6-25 above was carried 13 votes to 0, the voting being as follows:

For:

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

Councillors Lew Findlay and William Wood left the meeting at 11.52am.

7-25

Sport Manawatū Charitable Trust: Six-Month Progress Update 1 July to 31 December 2024

Memorandum, presented by Ann-Marie Mori, Policy Analyst, and from Sport Manawatū: Carl Johnstone, General Manager Partnerships – Environments, Kelly Shanks, Chief Executive Officer, and Kylie Turuwhenua-Tapsell, General Manager Partnerships – Active Communities.

The Mayor (Grant Smith) entered the meeting at 12.05pm.

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 2024 (Attachment 1), presented to the Culture & Sport Committee on 26 March 2025.

Clause 7-25 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, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, Kaydee Zabelin, Brent Barrett and Orphée Mickalad.

8-25 Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)

Memorandum, presented by Gillian Tasker, Community Development Advisor, and Rose Evans, Artistic Director, Square Edge Community Arts.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Annual Sector Lead Report: Community Arts Palmerston North Incorporated (Square Edge Community Arts)' presented to the Culture & Sport Committee on 26 March 2025.

Clause 8-25 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, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, Brent Barrett and Orphée Mickalad.

Note:

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

9-25 Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach)

Memorandum, presented by Gillian Tasker, Community Development Advisor, and from The Stomach: Abi Symes, Manager, and Jordan Kupe, Convenor, Management Committee.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Committee receive the memorandum titled 'Annual Sector Lead Report: Creative Sounds Society Incorporated (The Stomach)' presented to the Culture & Sport Committee on 26 March 2025.

Clause 9-25 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, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, Kaydee Zabelin, Brent Barrett and Orphée Mickalad.

10-25

Committee Work Schedule

Moved Rachel Bowen, seconded Billy Meehan.

The COMMITTEE RESOLVED

1. That the Culture & Sport Committee receive its Work Schedule dated March 2025.

Clause 10-25 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, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, Kaydee Zabelin, Brent Barrett and Orphée Mickalad.

Karakia Whakamutunga

Councillor Debi Marshall-Lobb closed the meeting with karakia.

The meeting finished at 12.40pm.

Confirmed 25 June 2025.

Chair

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Response to the recommendations from the 'Canoe Polo Needs Assessment Papaioea Palmerston North - 2025' prepared by RSL Consultants

PRESENTED BY: Ann-Marie Mori, Policy Analyst and Carl Johnstone, General Manager - Partnerships, Sport Manawatū

APPROVED BY: David Murphy, General Manager Strategic Planning

RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee note the recommendations of the 'Canoe Polo Needs Assessment Papaioea Palmerston North - 2025' will be used to inform future assessment stages and advice on the provision of canoe polo facilities in the City.
-

1. ISSUE

- 1.1 In March 2025, the Committee received an update on the status of several proponent-led sports facility planning proposals, including one from the Manawatū Kiwi Canoe Polo Club (MKCP) for a purpose-built outdoor canoe polo facility.
- 1.2 The *Canoe Polo Needs Assessment Papaioea Palmerston North – 2025* (the 2025 Needs Assessment) has since been finalised and can now be shared with Elected Members.
- 1.3 The purpose of the 2025 Needs Assessment report is to provide an independent evaluation of the needs of canoe polo in Papaioea, Palmerston North. It is intended to guide the decision-making processes of the Manawatū Kiwi Canoe Polo Club (MKCP), Palmerston North City Council (PNCC), Sport Manawatū, and other key stakeholders, including potential funders, regarding future facility development options.

2. BACKGROUND

He rā ki tua process and aquatic needs assessment

- 2.1 The He rā ki tua Plan provides the process for assessing emerging sports facility projects.



Figure 1: Part of the Facility Planning Approach showing the steps in the independent assessment process (source: section 1.6 of He rā ki tua – Horizons Region Spaces and Places Plan for Sport and Recreation – Summary Document – March 2024)

2.2 The Aquatic Facilities and Water-based Recreation Needs Assessment (2023) recommended that the development of a canoe polo facility be explored as a significant investment opportunity (in the timeframe of 2027 and beyond), subject to a (supportive) feasibility study.

2.3 The Aquatic and Water-based Recreation Needs Assessment 2023 noted:

- Finding an alternative location for the canoe polo courts would help reduce demand conflicts. Gathering current usage data is recommended for the relocation process.
- Relocating the canoe polo facility requires objective evidence of user impacts and demand.
- Developing an artificial canoe polo pond like the Hawkes Bay facility could be a viable medium to a long-term solution for water-based recreational activities.

Canoe polo

2.4 Around the same time the Aquatic and Water-based Recreation Needs Assessment 2023 was being prepared, the Manawātū Kiwi Canoe Polo Club (MKCP) were working on a Facility Concept Outline (FCO) for a purpose-built canoe polo facility. The Club finalised this proposal in May 2024. Due to the timing of the information received from MKCP, the specific facility needs for canoe polo were not fully explored in the Aquatic and Water-based Recreation Needs Assessment 2023.

2.5 The He rā ki tua Steering Group for the Horizons South area (PNCC, Tararua, Manawātū, and Horowhenua) were invited by Sport Manawātū to contribute

to the FCO assessment. Council and Sport Manawātū then endorsed the FCO assessment on behalf of the Steering Group, and recommended moving forward to a Needs Assessment stage.

- 2.6 Sport Manawātū selected RSL Consultants to carry out the Needs Assessment.
- 2.7 The Project Working Group for the 2025 Needs Assessment was established to oversee the development of the project. The Working Group was led by Sport Manawātū, given the proposal's regional level status. This Working Group included representatives from the Council, Sport Manawātū, MKCP, Central Canoe Polo, and Rangitāne o Manawātū.
- 2.8 The 2025 Needs Assessment was completed in late February 2025. This research was jointly funded by the Council and Sport New Zealand, at a total cost of \$30,000. The Council's contribution was funded through Long-Term Plan Programme 1899.

3. SUMMARY OF THE CANOE POLO NEEDS ASSESSMENT'S FINDINGS

- 3.1 The *Canoe Polo Needs Assessment Papaioea Palmerston North – 2025* key findings are summarised in Figure 2:

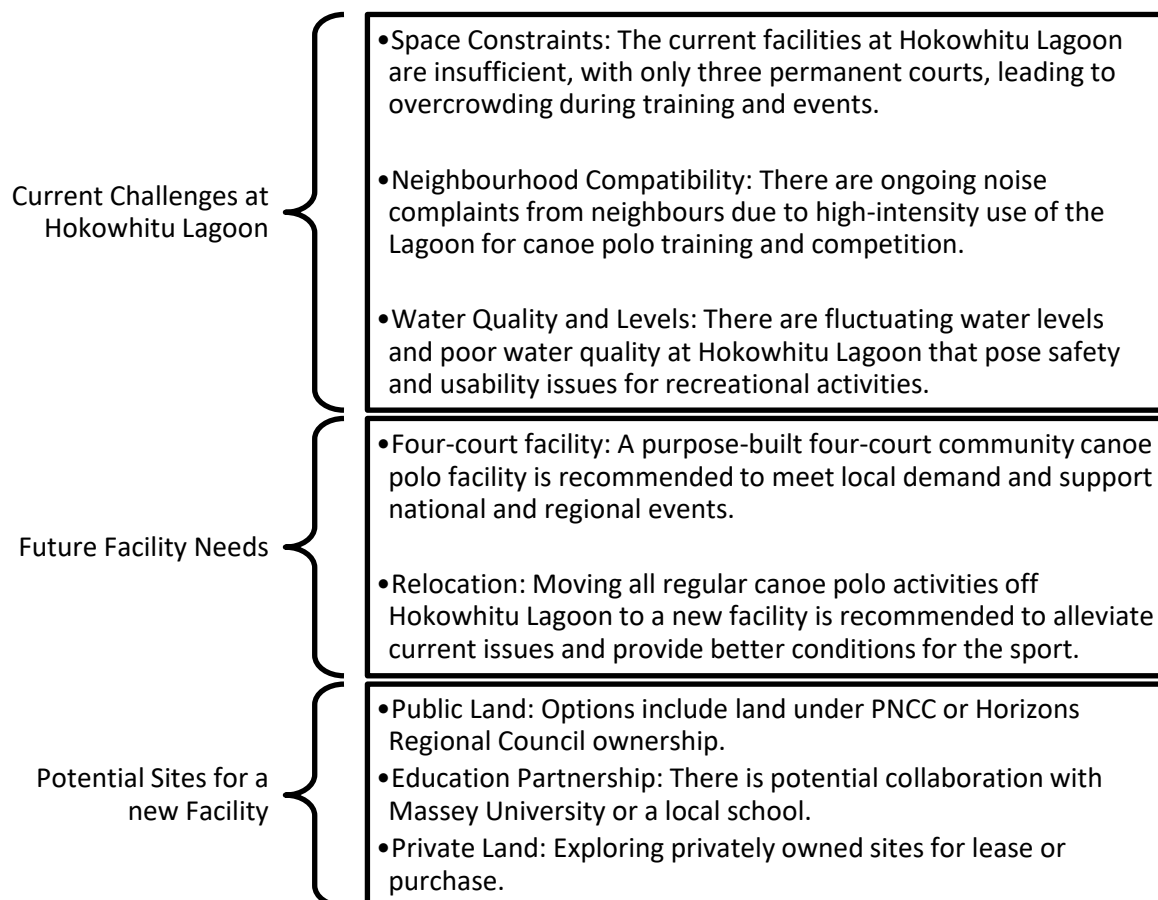


Figure 2: Key findings from the *Canoe Polo Needs Assessment (2025)*

4. RESPONSE TO THE RECOMMENDATIONS

4.1 Carry out short-term changes to support the current canoe polo use

The Canoe Polo Needs Assessment recommended that the current venue be optimised in the short term. MKCP requested the establishment of a fourth court at the Lagoon in July 2024, but this was declined by the Parks team due to ongoing noise complaints from the neighbours. MKCP erected a single additional goal for warm-up/training purposes.

In terms of the recommendations regarding securing more indoor and outdoor pool access, this responsibility falls to MKCP to follow up with pool operators. It is understood that factors such as unsuitable pool dimensions, the sport's preferred delivery model for training, cost, and time availability contribute to making increased pool use unattractive to MKCP.

4.2 Develop a new four-court canoe polo facility

The key recommendation of the Canoe Polo Needs Assessment is the development of a new four-court facility. Costs of a new facility are estimated to be between \$2.5 million and \$4.5 million (medium cost rating), with an annual estimated operating cost ranging from \$45,000 to \$80,000.

The funding environment for developing new sports facilities is very uncertain, as are the broader economic conditions that impact on the affordability and sustainability of sport and recreation facilities. It will be important for the Council to set realistic expectations for any financial support of a new facility with this project potentially suitable for consideration in the 2027-37 LTP.

4.3 Relocate canoe polo activities from Hokowhitu Lagoon

The recommendation is that all regular canoe polo activities be moved to the new facility once it is developed.

MKCP note that there is a group of players that would be unlikely to voluntarily relocate to the new facility and still seek to practice at the Lagoon.

As this recommendation relates to the management of the Lagoon for water-based recreation, it would be best considered through a reserve management plan process. This could be addressed either in the preparation of an Omnibus RMP or the Manawatū River Park, which will include the review of the River Framework. The timeframes for City Reserves RMPs and RDPs have not yet been set in the Council's work programme (see report 'Statement of Intent to develop Reserve Management Plans' presented to Culture & Sport Committee on 25 September 2024).

Reserves management decisions like this can be challenging due to the historic use of the Lagoon for canoe polo, which may be unpopular for some users. However, this shift may support other water-based recreation activities that are currently limited due to the location of the canoe polo courts, to develop.

4.4 In the future, the Lagoon is used for canoe polo event/tournament use only

This recommendation is that Hokowhitu Lagoon be used for occasional one-off events/tournaments that overflow any new facility capacity. This may not be practical from an event organiser's perspective, however, it is similar to the relocation recommendation, which depends on a new facility being developed.

4.5 Carry out a site assessment to identify preferred sites for feasibility

The Needs Assessment included a high-level assessment of 22 potential sites that was refined to six locations. The Canoe Polo Needs Assessment notes:

To avoid confidentiality issues and the potential for any community or individual concerns, most of the potential development sites have not been specified in this report but are known to the project working group. Massey University has confirmed it is comfortable with being noted in this report as a potential site subject to further discussions and investigations.

This recommendation is consistent with the HRKT planning process and will support the feasibility stage.

4.6 Preparation of a Feasibility Study

Moving to a feasibility study provides an opportunity to explore the proposal in more detail (see Figure 1 for the areas covered in this stage of work) and to check the proposal against the He rā ki tua planning principles that contribute to good decision-making.

5. RISK ASSESSMENT

5.1 Several risks have been identified through this research:

Current facility risks:

- Limited court space at Hokowhitu Lagoon impacts training quality and membership growth.
- Management of multiple users (canoe polo, waka ama, kayakers, fishers) sharing the Lagoon.
- Ongoing noise complaints from adjoining neighbours due to the high-intensity use of the Lagoon by canoe polo.
- Fluctuating water levels and poor water quality, especially after heavy rain, pose ongoing health risks.
- These risks may contribute to the health of the sport and the ability to perform competitively nationally and internationally.

Future Facility Development Risks:

- Significant capital investment will be required for developing a new purpose-built facility; the ongoing operational costs for maintaining the facility need to be factored into the overall cost.
- Potential noise and neighbourhood compatibility issues depending on the location.
- Ensuring the site has suitable water quality and access.
- Need for effective partnerships with landowners, education providers, and other partners and stakeholders.
- Securing funding and support from key partners and funders.

Operational risks:

- There is heavy reliance on MKCP volunteers for club operations and facility management, as well as leading this proposal.
- Potential stabilisation or decline in membership due to demographic trends may impact on the need for a new facility.

5.2 Addressing all these risks will be important for ensuring the sustainable growth and development of canoe polo in Palmerston North.

6. NEXT STEPS

- 6.1 The 2025 Needs Assessment supports a detailed site assessment of six potential locations for a new facility to then progress to a feasibility study for one or more preferred site(s). This assessment would include early engagement with landowners, before undertaking a full feasibility study.
- 6.2 No Council budgets are available for further investigations related to this proposal. MKCP has indicated that it can potentially access funding, or self-fund, future stages of work identified in the Canoe Polo Needs Assessment.
- 6.3 Sport Manawātū and Council staff will support MKCP in future work stages to ensure ongoing alignment with the He rā ki tua planning principles.
- 6.4 Once the site assessment is complete, staff will provide the Committee with a further update.

7. COMPLIANCE AND ADMINISTRATION

| | |
|--|------------|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative | No |

| | |
|--|--|
| procedure? | |
| Is there funding in the current Annual Plan for these objectives? | No |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| <p>The recommendations contribute to: Whāinga 1: He tāone auaha, he tāone tiputipu Goal 1: An innovative and growing city</p> <p>Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city</p> | |
| <p>The recommendations contribute to this plan:</p> <p>6. Mahere rēhia</p> <p>6. Recreation and Play Plan</p> <p>The objective is: Provide swimming pools and other water-based recreation facilities</p> <p>Specific action: Provide a multi-water sport outdoor facility at Hokowhitu Lagoon</p> | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | The Council's provision of a multi-sport outdoor facility at Hokowhitu Lagoon supports the community to be active which contributes to overall well-being. |

ATTACHMENTS

1. Canoe Polo Needs Assessment - Papaioea Palmerston North - 2025 by RSL Consultancy (attached separately) 

REPORT

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Draft General Policy Reserve Management Plan

PRESENTED BY: Kathy Dever-Tod, Manager Parks and Reserves and Aaron Phillips, Activities Manager - Parks

APPROVED BY: Chris Dyhrberg, General Manager Infrastructure

RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee adopt the Draft Palmerston North City Council General Policy Reserve Management Plan for consultation under the provisions of the Reserves Act 1977.

SUMMARY OF OPTIONS ANALYSIS FOR

| | |
|-------------------------------|---|
| Problem or Opportunity | <p>In October 2024 the Council resolved to publicly notify its intention to develop a General Policy Reserve Management Plan (General Policy RMP) for Palmerston North.</p> <p>Council commenced pre-draft engagement in October including a one-month submission period to obtain input from stakeholders and the public regarding the content of this plan.</p> <p>Information was gathered and a draft document formulated in early 2025. Under the provisions of the Reserves Act, Council needs to adopt a draft reserve management plan before consulting with the community.</p> |
| OPTION 1: | Adopt the Draft Palmerston North City Council General Policy Reserve Management Plan for public consultation. |
| Community Views | <p>Support for an over-arching management plan for reserves in Palmerston North was noted during the pre-engagement phase.</p> <p>Wider community views will be sought through the consultation process.</p> |
| Benefits | <p>Compliant with the provisions of the Reserves Act.</p> <p>A single document for all Council Reserve Policy.</p> <p>Council can seek community views on the overall management of reserves prior to finalising operational policy.</p> |

| | |
|------------------|---|
| Risks | A single General Policy Reserve Management Plan is a new approach for Council which may not be well understood by the community. |
| Financial | The project is included within the work programme and associated budget for the parks planning staff in 2025/26. |
| OPTION 2: | Adopt the Draft Palmerston North City Council General Policy Reserve Management Plan, with amendments, for consultation. |
| Community Views | Support for an over-arching management plan for reserves in Palmerston North was noted during the pre-engagement phase. Wider community views will be sought through the consultation process. |
| Benefits | Compliant with the provisions of the Reserves Act. A single document for all Council Reserve Policy. Council can seek community views on the overall management of reserves prior to finalising operational policy. |
| Risks | If any amendments are a significant change to the Policy in the draft, it may not align with feedback from stakeholders. |
| Financial | The project is included within the work programme and associated budget for the parks planning staff in 2025/26. |

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 In October 2024 the Council resolved to publicly notify its intention to develop a General Policy Reserve Management Plan (General Policy RMP) for Palmerston North.
- 1.2 The pre-draft engagement phase enabled officers to explain to stakeholders and the public what a General Policy RMP might look like and receive feedback regarding the future content of the plan. The Manawatu District Council General Policy was used as a good example of a concise and effective general policy.
- 1.3 The formal submission period was from 24 October - 24 November 2024.
- 1.4 Information was gathered by officers up until Christmas of 2024, and a draft document formulated in early 2025.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 In September 2025 the Culture & Sport Committee of Council received an update on Reserve Management Planning, with some proposed changes to the works schedule and the content of the Reserve Management Plans (RMPs).
- 2.2 This report proposed a change to the schedule and a change to the content of the plans themselves. A General Policy was suggested for a few reasons.
 1. A general policy would allow all the references made to legislation, Council plans, policies, stakeholders and partners to be in one document rather than repeated over multiple plans.
 2. Council management practices are the same across many reserves and areas of subject matter. For example, our policy on flying drones can be produced as a general policy statement rather than being repeated across multiple policies.
 3. A review of other councils and their RMPs revealed that this is a common approach – particularly for urban Councils that have multiple smaller or 'neighbourhood' reserves. The approach makes documentation concise and clear.
 4. Single RMP's for City Reserves would remain, and any deviations from general policy would be handled in those plans and linked for reference.
- 2.3 The Committee recommended that Council publicly notified its intention to develop the General Policy RMP, as per requirements of Section 41(5)(a) of the Reserves Act 1977 (the Act).

3. STAKEHOLDER AND PUBLIC ENGAGEMENT

- 3.1 Council issued a public notice and the pre-draft engagement phase began in October 2024. Engagement included stakeholder engagement workshops, a session with Rangitāne and public feedback via two drop-in sessions and online submissions.
- 3.2 The formal submission period was one month commencing 24 October 2024.
- 3.3 **Stakeholder Engagement**
- 3.4 A wide group of stakeholders were invited to attend workshops. The numbers of respondents accepting the invitation were accommodated within 2 workshops.
- 3.5 Attendees were given a sheet with the proposed General Policy RMP headings – in a draft format, so that they would better understand what a general policy is. This worked well in the groups so that attendees could contextualise the general policy framework, and how it might relate to them.

- 3.6 The first workshop had 8 participants from the following:
- Rugby: 3 attendees
 - Rugby League: 1 attendee
 - The Esplanade Users: 3 attendees (croquet, etc.)
 - Manawatu Skating Trust: 1 attendee
- 3.7 Only one attendee came to the second workshop – from the Manawatu Hot Rod Club Association.
- 3.8 Issues raised during workshops were:
- Would like an easier time of cutting trees away from sports turfs – too much red tape
 - Food vendors should be able to apply for a licence that allows them to shift locations
 - Can we ban drones from flying over the croquet pitch?
 - Need a more streamlined approach with Council staff – always different
 - Disability carparks at Memorial Park should be monitored and enforced.
- 3.9 Staff are reviewing the Drone Policy and Mobile Vendor licensing considering this feedback.
- 3.10 **Public Engagement**
- 3.11 The one-month submission period resulted in 23 online submissions and revealed the following in relation to reserve management:

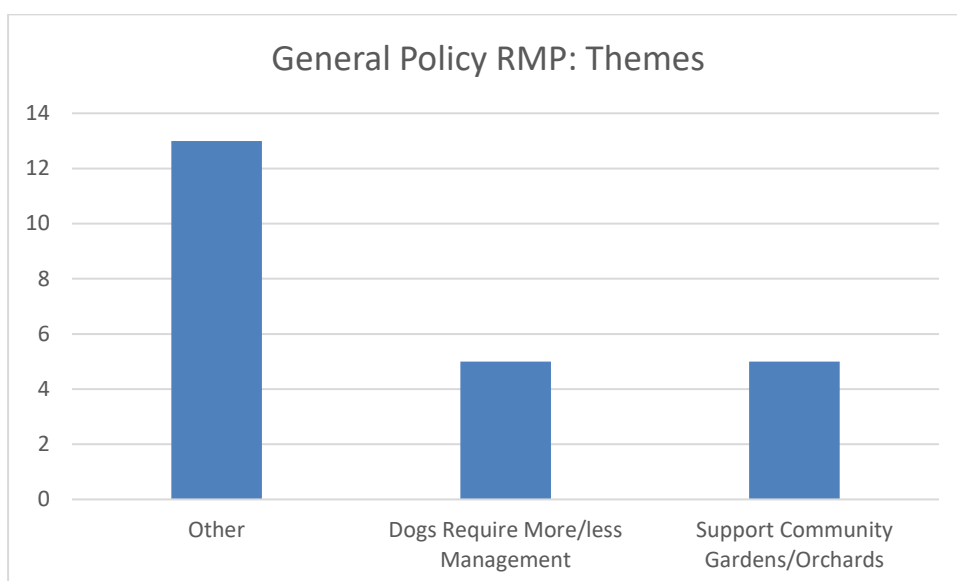


Figure 1: Reserve Management Requests

- 3.12 The standouts were dogs and community gardens. Dogs however was a mix of 'should be on leash/plus signage' and 'should not be on leash. The 'Other' category was made up of the following one-off comments:

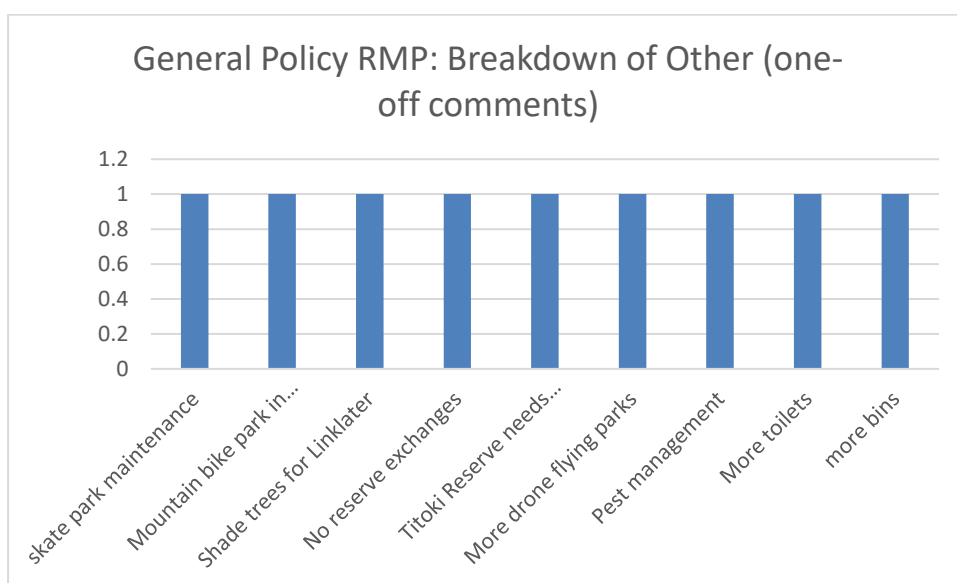


Figure 2: Other one-off comments

- 3.13 For the most part the 23 submissions were a mixture of requests relating to capital development, maintenance, renewals and management.

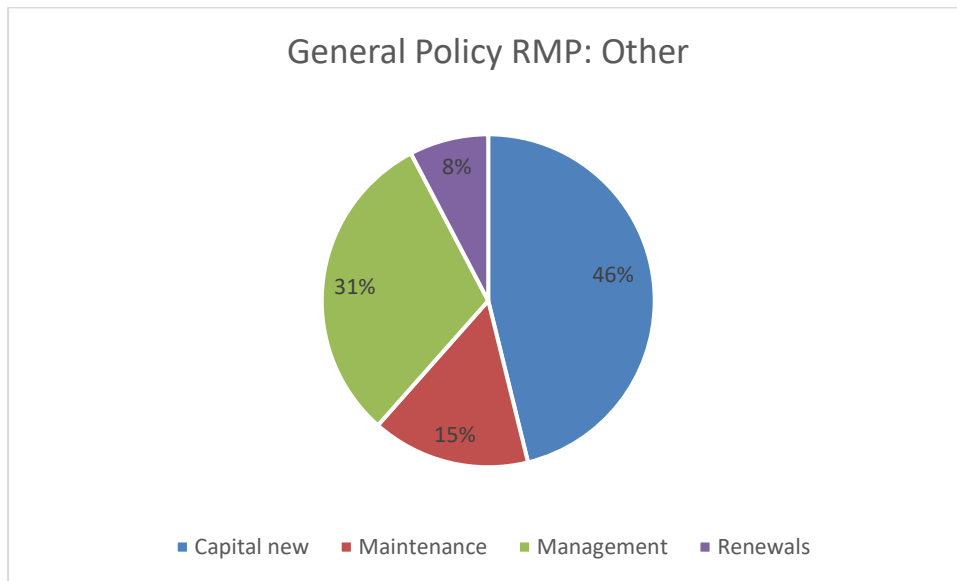


Figure 3: The total type of requests

- 3.14 Sixty-nine percent of responses were not in relation to reserve management concerns or comments. It appears that the public may not have fully understood the purpose and scope of the plan, as they commented on maintenance and development.

4. DEVELOPMENT OF DRAFT PLAN

- 4.1 In terms of the process for developing the draft plan the following was undertaken:

- A review of NZ reserve management planning literature (from that review the general template for the Palmerston North plan was taken from Manawatu District Council)
- Internal staff workshops
- Elected Members workshop
- Stakeholder workshops
- A workshop with Rangitāne
- The formal submission period – with online submission forms
- Drop-in sessions at two locations: He Ara Kotahi and Memorial Park
- General discussions and phone calls, etc. held on an ongoing basis

- 4.2 During the peer review of other Council plans the following were considered:

- Waikato District Council General Policies Reserve Management Plan

- Manawatu District Council General Policy Reserve Management
- Horowhenua District Council: Parks and Reserves General Policy
- South Waikato Reserves Management Plan
- Hamilton City Council: Neighbourhood and Amenity Reserves Management Plan 2019

4.3 The peer review and the series of engagements with various parties provided a sound basis from which to develop a draft General Policy RMP.

4.4 The Draft General Policy RMP is attached as Attachment 1.

5. DESCRIPTION OF OPTIONS

5.1 **Option 1:** Adopt the Draft Palmerston North City Council General Policy Reserve Management Plan for public consultation

5.2 **Option 2:** Adopt the Draft Palmerston North City Council General Policy Reserve Management Plan, with amendments for public consultation.

6. ANALYSIS OF OPTIONS

Option 1: Adopt the Draft Palmerston North City Council General Policy Reserve Management Plan for public consultation

6.1 The Draft General Policy RMP is the result of the early work completed with Rangitāne, stakeholders, staff, Councillors and public engagement.

6.2 The high percentage of public submissions that raised matters that were not reserve management, i.e. reserve development and maintenance, indicates that submitters may have been confused about the scope of the reserve management framework.

6.3 The draft General Policy RMP plan provides the community with a document to comment on. Formal engagement is therefore likely to generate more interest than pre-engagement.

Option 2: Adopt the Draft Palmerston North City Council General Policy Reserve Management Plan for public consultation, with some changes.

6.4 The analysis for Option 1 holds for Option 2. Any minor amendments made to the draft by the Committee prior to adoption would have no impact on the consultation process.

6.5 For more significant amendments, Officers would need to consider whether re-engagement with stakeholders would be needed before a wider public consultation process.

7. CONCLUSION

- 7.1 Council has undertaken a peer review of General Policies for reserve management planning and completed pre-engagement with interested parties and stakeholders.
- 7.2 This preliminary work has enabled draft General Policy RMP to be prepared.
- 7.3 It is now appropriate that the Council consults with the community on this draft document.

8. NEXT ACTIONS

- 8.1 Council will issue a public notice advising the public of consultation on the Draft General Policy Reserve Management Plan 2025 for a period of no less than two months in accordance with Section 41(6)(a) of the Reserves Act 1977.
- 8.2 All parties who submitted during the pre-engagement phase will be notified in writing that consultation is now open and invited to submit.
- 8.3 An opportunity to be heard will be provided in accordance with the Reserves Act 1977 Section 41(6)(d).
- 8.4 Submissions and information from hearings will be considered and proposed amendments to the draft will be reported to Council for adoption of the final General Policy Reserve Management Plan 2025.

9. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 9.1 Pre-draft engagement included
 - Stakeholder workshops
 - A workshop with Rangitāne
 - A one-month public engagement period – with online submission forms
 - Drop-in sessions at two locations: He Ara Kotahi and Memorial Park
 - General discussions and phone-calls, etc. held on an ongoing basis
- 9.2 Consultation on the draft will include website information, signs at the park, a drop-in session at the park, social media posts. Submitters will be provided with the opportunity to speak directly to the Council on their submission.

10. COMPLIANCE AND ADMINISTRATION

| | |
|--|---|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these objectives? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| <p>The recommendations contribute to: Whāinga 1: He tāone auaha, he tāone tiputipu Goal 1: An innovative and growing city</p> <p>Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city</p> <p>Whāinga 3: He hāpori tūhonohono, he hāpori haumarū Goal 3: A connected and safe community</p> <p>Whāinga 4: He tāone toitū, he tāone manawaroa Goal 4: A sustainable and resilient city</p> | |
| <p>The recommendations contribute to this plan:</p> <p>6. Mahere rēhia</p> <p>6. Recreation and Play Plan</p> <p>The objective is: Provide city, suburb, and local parks and reserves, sports fields and facilities, walkways and shared paths</p> | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | Develop reserve management plans for Palmerston North Parks and Reserves. |

ATTACHMENTS

1. General Reserve Management Policy - 1st Proof  
2. Schedule to General Policy - Recreation Leases  

General Reserve Management Policy

PALMY®
PALMERSTON
NORTH
CITY

ITEM 10 - ATTACHMENT 1

DRAFT

| | |
|--|----|
| About this policy | 5 |
| Exceptions clause..... | 5 |
| Document Guide..... | 5 |
| Statutory: Reserves Act 1977..... | 5 |
| Developing Reserve Management Plans | 6 |
| 1. Early engagement..... | 6 |
| Initial scoping and research..... | 6 |
| Engagement with iwi as partners..... | 6 |
| Stakeholder engagement and consultation..... | 6 |
| 2. Draft and consult..... | 6 |
| Public notification of draft plan..... | 6 |
| 3. Final plan..... | 6 |
| Final approval and adoption..... | 6 |
| 4. Implementation and monitoring..... | 7 |
| Statutory: Other legislation | 8 |
| Conservation Act 1987..... | 8 |
| Resource Management Act (RMA) 1991..... | 8 |
| Palmerston North City District Plan..... | 8 |
| Other relevant legislation..... | 8 |
| Council's strategic goals: Related Council plans and policies | 10 |
| Parks Asset Management Plan..... | 10 |
| Recreation and Play Plan..... | 10 |
| Auahi Kore Smokefree and Vapefree Policy (2020) - Under Review..... | 10 |
| Significance and Engagement Policy (2021)..... | 10 |
| Waste Minimisation and Management Policy..... | 10 |
| Biodiversity Strategy..... | 10 |
| Biodiversity and Manawatū River Plan..... | 10 |
| Cultural Heritage Protection Policy..... | 10 |
| Our council partners | 11 |
| Rangitāne o Manawatū..... | 11 |
| Department of Conservation..... | 12 |
| Stakeholders | 12 |
| General policies | 13 |
| Public access and use of reserves..... | 13 |
| 1. Access: Restrictions on access to reserves..... | 13 |
| 2. Access: Accessibility of reserves..... | 14 |
| 3. Activities on reserves: Events and activations..... | 14 |
| 4. Animals (including birds and insects)..... | 14 |
| 5. Bookings, fees, and charges..... | 14 |
| 6. Camping and overnight stays..... | 15 |

| | |
|---|-----------|
| 7. Commercial activity: Licenses and permits..... | 15 |
| 8. Dogs and dog exercise | 15 |
| 9. Encroachments: Fences, plantings, structures, and water passage.. | 15 |
| 10. Fires, hāngī pits & fireworks..... | 16 |
| 11. Parking..... | 17 |
| 12. Shared paths..... | 17 |
| 13. Community initiatives..... | 18 |
| 14. Community gardens in reserves..... | 18 |
| Reserve management and operations | 19 |
| 15. Acquisition and disposal of reserves..... | 19 |
| 16. Biodiversity and planting in reserves..... | 20 |
| 17. Classification of reserves..... | 21 |
| 18. Donations and requests for memorials | 21 |
| 19. Fruit trees and foraging in reserves..... | 22 |
| 20. Leases and occupations..... | 22 |
| 21. Naming of reserves | 22 |
| 22. Pesticides and hazardous chemicals..... | 23 |
| 23. Rubbish, recycling, and bins | 23 |
| 24. Seed collection in reserves..... | 23 |
| 25. Toilets..... | 24 |
| 26. Easements for utilities or private benefit..... | 24 |
| 27. Volunteers and Volunteer Groups..... | 24 |
| Safety and compliance..... | 24 |
| 28. CCTV..... | 24 |
| 29. Drones, remote-controlled vehicles, and UAVs | 25 |
| 30. Motorised vehicles, electric vehicles, active transport..... | 25 |
| 31. Notices..... | 25 |
| 32. Penalties..... | 26 |
| 33. Mana whenua..... | 26 |
| 34. Historical, cultural (wāhi tapu), and archaeological sites..... | 26 |
| 35. Promotional material, marketing, and signage in reserves..... | 26 |
| 35.5 Non-Council signage in reserves | 27 |
| 36. Disposal of animal and human remains | 27 |
| 37. Firearms and hunting..... | 28 |
| 38. Metal detecting, prospecting, or searching for archaeological remains..... | 28 |
| Definitions..... | 29 |

About this policy

This policy sets out how we look after our reserves. We've put this together to make sure our reserves are managed in a way that works for everyone – whether you're here to enjoy the open spaces, protect the environment, or celebrate our cultural heritage.

We're guided by the **Reserves Act 1977** and other legislation. We've created this policy to show how we balance competing priorities as we manage our reserves. We're also committed to working closely with iwi as key partners, especially when it comes to protecting culturally significant sites. Our goal is to make sure our reserves are accessible, sustainable, and a great place for everyone to enjoy – now and in the future.

This policy will be active for a term of up to 10 years following the date of its adoption. The Council will keep the policy under continuous review so that the policy adapts to changing circumstances or in accordance with increased knowledge. If changes are required within the 10-year term of the policy to ensure that policy remains relevant and accurate, and the changes do not involve a comprehensive review, the Council will make these changes without seeking public input.

At the end of the ten-year period, that policy will be reviewed in accordance with the provisions of Section 41(8) of the Reserves Act 1977.

Exceptions clause

Activities prohibited under this plan may need to be carried from time to time by Council, or on behalf of Council, for the purposes of maintaining reserves or responding to an emergency. All activity of this nature must be approved by the Manager Parks and Reserves.

Document Guide

Statutory: Reserves Act 1977

A reserve is land that's been set aside for a public purpose. Reserves are covered by the Reserves Act 1977 (the Act). If land is used for public enjoyment and access but isn't classified as a reserve under the Act, it might be considered a "park" under the Local Government Act.

Every reserve needs to be classified under the Act for a specific purpose. The classification ensures the control, management, development, use, maintenance, and preservation of reserves for their appropriate purposes

Once a reserve is classified, we can create a management plan for it. The process for developing a Reserve Management Plan (RMP) follows the process set out in the Act. The process involves four main phases, as outlined below, with references to relevant sections of the Act.

Developing Reserve Management Plans

1. Early engagement

Preparation

First, we need to understand the legal requirements, especially the sections related to reserve management plans (s.41) and reserve classifications (e.g., recreation, scenic) and what they mean for how we manage the reserves (s.17-19). We also need to make sure all the legal land titles and other paperwork are in order.

Initial scoping and research

We do a baseline assessment of the reserve's ecological, cultural, and recreational values (s.41(3)) and figure out who the key stakeholders are, including community groups, local residents, and experts. We might also need a Cultural Assessment.

Engagement with iwi as partners

We work closely with iwi as key partners in the planning process, making sure their role in governance, cultural protection, and decision-making (s.41(2)(c)) is clear and agreed upon.

Stakeholder engagement and consultation

We talk to broader community groups, recreational users, and the public (s.41(5)). We'll let everyone know that we're planning to prepare or review the management plan and ask for their initial feedback (s.41(6)).

2. Draft and consult

We come up with the plan's objectives, policies, and actions, balancing conservation, recreation, and cultural heritage (s.41(3)-(4)). We consult with specialists (e.g. ecologists, landscape architects) to make sure the plan is sustainable and compliant. We also make sure iwi values and kaitiakitanga (guardianship) are reflected in the plan to respect and preserve cultural heritage.

Public notification of draft plan

We let the public know about the draft plan, make it available for review, and ask for submissions (s.41(6)). We'll also hold public hearings or meetings to get more feedback.

3. Final plan

Review submissions and make revisions

We go through all the submissions and revise the plan based on the feedback (s.41(7)). We'll prepare a summary of the submissions and explain why we've made any changes to the draft plan we consulted on.

Final approval and adoption

We'll present the revised plan to the Council (the administering body under the Act for this plan) for approval (s.41(8)-(9)). We'll make sure everything is legally compliant with the Reserves Act and other relevant legislation, including acting on behalf of the Minister under our delegated authority.

4. Implementation and monitoring

We'll put the management plan into action. (s.41(11)). We'll keep an eye on how things are going and review the plan regularly, making updates as needed to adapt to new conditions (s.41(4)).

This approach helps us make sure our reserve management plans are legally sound, culturally sensitive, and responsive to both the environment and the community. By recognising iwi as partners, not just stakeholders, we're reinforcing the importance of cultural heritage and governance in the planning process.



Statutory: Other legislation

When we're putting together Reserve Management Plans (RMPs), there are a few other laws we need to keep in mind, even though they're not as central as the Reserves Act 1977. These include:

Conservation Act 1987

This Act helps us look after New Zealand's natural resources, including our reserves. Our RMPs need to follow the principles of this Act, especially when it comes to protecting native plants and animals, managing ecosystems, and promoting conservation. The Minister of Conservation makes sure we're doing this right.

Resource Management Act (RMA) 1991

The RMA is the big one when it comes to environmental management in New Zealand. It helps us regulate land use and make sure we're managing resources sustainably. Our RMPs have to fit with the RMA, especially for things like protecting the environment, developing landscapes, and planning land use. Sometimes, we might need extra permissions (called resource consents) for activities that affect natural areas, even if they're allowed under the Reserves Act.

Palmerston North City District Plan

The District Plan is how we put the RMA into action locally. It helps us decide how reserves are zoned and used. For example, reserves like Ashhurst Domain are split into zones like:

- Recreation Zone: For fun activities while keeping open spaces open.
- Conservation and Amenity Zone: For protecting habitats, landscapes, and biodiversity.
- Cultural Heritage Status: For looking after places that are important to iwi or have historical value.

Activities in these zones have to follow the District Plan rules, and some developments might need extra permissions for sensitive areas. Our RMPs shouldn't clash with the District Plan.

Other relevant legislation

- Burial and Cremation Act 1964: This Act helps us manage burial sites in reserves, making sure we respect cultural and historical values.
- Local Government Act 2002: This Act gives us a framework for talking to the public about parks. Any land used for public enjoyment that isn't a reserve under the Reserves Act is considered a park under this Act.
- Bylaws: Bylaws are secondary legislation developed under the Local Government
- We've got ten Local Government Act bylaws, and two of these apply to all reserves:
- The Dog Control Bylaw
- The Signs and Use of Public Places Bylaw
- A few others are relevant to specific reserves:
- Palmerston North CBD Liquor Ban (Te Marae O Hine- The Square only).
- Cemeteries and Crematoria Bylaw (the cemetery within Ashhurst Domain, Bunnythorpe, Kelvin Grove and Terrace End cemeteries).
- Traffic and Parking Bylaw (reserves with marked carparking).

By making sure our RMPs fit with this legislation, we can manage our reserves in a way that's sustainable, balances public use, and protects both the environment and our cultural heritage.

Council's strategic goals: Related Council plans and policies

There are a few key plans and policies that influence or work alongside our Reserve Management Plans (RMPs). Here's how they fit in:

Parks Asset Management Plan

Developed under the provisions of the Local Government Act, our asset management plan (AMP) outlines how we manage parks and reserves, our challenges and how we plan to invest over the next 30 years to ensure that our parks and reserves support our community to be more active and connected, and our city more resilient. Our AMP is the key Council document that shows how we apply the policies in this RMP.

Recreation and Play Plan

This plan is about making sure everyone has access to great recreational spaces. We refer to this plan when developing reserve management policy to consider the impacts on recreation and play.

Auahi Kore Smokefree and Vapefree Policy (2020) – Under Review

This policy is all about keeping public spaces smokefree and vapefree. We ensure our RMPs support this policy. Check out the policy for more information.

Significance and Engagement Policy (2021)

This policy influences how we engage with the public and iwi when we're developing RMPs.

Waste Minimisation and Management Policy

This policy encourages us to manage waste sustainably in reserves. We'll consider how we can support this policy through recycling facilities and ways to reduce waste during public use in our RMPs.

Biodiversity Strategy

This strategy is about protecting and enhancing native plants and animals in reserves. We'll focus on planting native species, restoring habitats, and controlling invasive species in our RMPs.

Biodiversity and Manawatū River Plan

This plan is all about restoring the health and accessibility of the Manawatū River and its surroundings. We'll make sure our RMPs help improve public access, recreational opportunities, and ecological restoration along the riverbanks.

Cultural Heritage Protection Policy

This policy helps us protect culturally significant sites, especially through working with iwi. We'll make sure our RMPs protect and manage important cultural areas, like wāhi tapu, in a way that respects their values.



Our council partners

Rangitāne o Manawatū

Ancestors of Rangitāne arrived in Aotearoa aboard the Kurahaupō waka over 30 generations ago. Whātonga was a captain and one of the Chiefs of the waka and is the eponymous ancestor whom the people of Rangitāne o Manawatū trace their lineage. He settled in the Heretaunga area (Hawkes Bay) and explored a large part of Aotearoa. Rangitāne was the grandson of Whātonga whose descendants occupy the Manawatū and other areas of the lower North Island and the top of the South Island today. The Rangitāne o Manawatū rohe follows the Manawatu River, extending north to the Rangitikei River, from the Tararua and Ruahine Ranges to the West Coast, and south to the Manawatu River mouth.

At the turn of the 19th Century, Rangitāne o Manawatū and Rangitāne o Manawatū whanaunga had held mana over nearly the entire drainage basin of the Manawatū Awa for many hundreds of years. Life centred around the awa, its tributaries, lakes, and wetlands, which came to shape the worldview and values system of Rangitāne o Manawatū Iwi today. Traditional entry to the Manawatū interior was gained by paddling and poling waka along the Manawatū Awa. At each major river bend, a permanent or seasonal village or Pā existed. The awa linked the hapū (family groups) of Rangitāne o Manawatū.

Pursuant to the Rangitāne o Manawatū Settlement Claims Act 2016, Rangitāne o Manawatu Iwi have a statutory area of interest which covers 440,000ha of the Manawatū plains and associated maunga. It encompasses the Manawatū Awa and tributaries including (but not limited to) the Mangahao, Tokomaru, Oroua, Pohangina, and the Rangitikei Awa, Pukepuke Lagoon, and Makurerua Swamplands which are within the Manawatū-Whanganui Region (Horizons). Rangitāne o Manawatū Iwi area of interest also includes Palmerston North, Fielding, Ashhurst, Himatangi, Sanson, Waituna West, Kimbolton, Apiti, Rangiwhia, Umutoi, Tokomaru, Shannon and Foxton townships, among others.

Rangitāne o Manawatū maintain the knowledge of, and relationship with, hundreds of wāhi tapu across the Manawatū. Wāhi tapu are highly interconnected features generating connection to the landscape, waterways and moana. These wāhi tapu support Rangitāne o Manawatū position as mana whenua in the Manawatū and are an imprint of Rangitāne o Manawatū on the whenua, manifesting a link between the past and present, Rangitāne ancestors, and the surrounding landscape. The importance of wāhi tapu does not diminish with the passing of time or succession of generations and their status has not been overturned by Crown policy.

The Kawanata (Partnership Agreement) between Palmerston North City Council (PNCC) and Rangitāne o Manawatū recognises Rangitāne o Manawatū status as mana whenua within the rohe today through continued and everlasting connection with the awa, whenua and moana. Rangitāne o Manawatū and PNCC continue to have a positive and mana-enhancing relationship and partnership, based on mutual trust, respect and co-operation.

The Rangitāne Committee of Council was established shortly after the signing of the Kawanata in order to give force to the newly partnered decision-making agreement. The Committee is made up of 50% Rangitāne and 50% Councillors, with an annually revolving Chair. While the Committee's delegation is primarily over Te Motu o Poutoa, in recent years the Committee has presided over an increasingly broader range of areas.

Department of Conservation

The Department of Conservation (DoC) has statutory responsibility for administering the Reserves Act 1977. They provide two passive reserves on the Mangaone Stream, one of which is maintained by us. DoC also manages the Manawatū Gorge, a major ecological and recreation area, in partnership with Councils and other agencies, as part of the Te Apiti Manawatū Gorge Biodiversity Project.

Stakeholders

- Sport Manawātū
- Sport and Recreation Groups
- Community Groups
- Environmental Network Manawātū
- Massey University
- Schools
- Recreation Aotearoa
- Green Corridors
- NZ Heritage Society
- Manawātū Walkways Promotion Society
- Educational providers and institutions
- Ministry for the Environment



DRAFT General Reserve Management Policy 11

General policies

Public access and use of reserves

1. Access: Restrictions on access to reserves

Most of the time, our reserves are open 24/7—perfect for those early morning walks or late-night runs! But sometimes, we might need to restrict access for safety, maintenance, or other reasons.

Policy 1.1: Reserves are open to the public at all times, unless there's a need to restrict access.

- The Palmerston North District Plan sets rules for noise and light levels at night to keep things peaceful.
- Parks Management can also set hours for facilities or areas that need a break.

Policy 1.2: We'll do our best to make reserves accessible for everyone, including people with access needs, without changing the natural feel of the reserve.

Policy 1.3: Sometimes, we'll need to limit access for management reasons, like:

- Closing reserves if the ground conditions aren't great, for flooding or other similar reasons
- Doing maintenance or upkeep work.
- For Health and Safety
- Hosting events that benefit the public.
- Leasing parts of the reserve.

Policy 1.4: Neighbours can have a pedestrian gateway to access reserves from their property—these need to be well-built and paid for by the neighbour. Temporary vehicle access? That's a bit trickier and needs Council approval.

Policy 1.5: Some areas in reserves are extra special and need protection, like sensitive landscapes or cultural sites. We'll limit access to these spots to keep them safe.

Policy 1.6: Vehicles are only allowed on designated roads and parking areas, unless:

- Council staff or contractors need access for work.
- There's a booked event.

- We've given special permission.
- It's an emergency vehicle.
- A mobile vendor has a licence to be there.

2. Access: Accessibility of reserves

We want everyone to enjoy our reserves, so we'll keep accessibility in mind when managing them.

Policy 2.1: Council will consider accessibility when looking after reserves and their facilities.

3. Activities on reserves: Events and activations

Got an idea for an event or activation in a reserve? Awesome! We're all for making our reserves lively and fun, as long as we protect the natural environment and we manage any long-term impact on other users.

Policy 3.1: Council will run events based on the Events Strategy.

Policy 3.2: Council will assess applications for one-off reserve bookings in accordance with current Council policy and alignment with the primary purpose of the reserve (classification)

Policy 3.3: We'll check out any activations or temporary installations to make sure they:

- Fit with our placemaking guidelines.
- Are safe for users.
- The reserve can be put back to how it was.
- Won't cause unreasonable disturbance to others or create reputational issues for Council.

4. Animals (including birds and insects)

We love animals, but releasing them into reserves or waterways or hunting them? Not such a great idea. Both can mess with the ecosystem, so we've got some rules in place.

Policy 4.1: Releasing animals into reserves or waterways is a no-go.

Exceptions:

- Trout at Hokowhitu Lagoon.
- Native species to boost biodiversity (with Parks Manager approval).
- Releasing insects as part of an approved plant pest control programme.

Policy 4.2: Taking animals, including insects and birds from reserves is also off-limits.

Exceptions:

- As part of a Council approved pest control programme to improve biodiversity or address health and safety concerns (e.g. possums, wasps).
- Fishing or hunting in the right areas (check local rules).
- Eels at the Eel Platform on He Ara Kotahi—hands off, please!

5. Bookings, fees, and charges

Want to book a space for an event or activity? No problem! We'll help you sort it out. Just keep in mind, there might be fees involved to cover costs.

Policy 5.1: Council will manage bookings and apply the Fees and Charges Policy.

6. Camping and overnight stays

Fancy a night under the stars? We've got some great spots set aside for short-term camping, but there are a few rules to keep things tidy and safe.

Policy 6.1: We'll keep an eye on camping to make sure no one's camping where they shouldn't be or setting up to stay long-term.

Policy 6.2: We'll manage our campgrounds to make sure they're welcoming for visitors.

Policy 6.3: We'll assess applications for group camping outside of designated campgrounds, for example scouts or for events, on a case-by-case basis with approval required from the Manager Parks and Reserves.

7. Commercial activity: Licenses and permits

Reserves are not there to privately profit for commercial activities, but some commercial activities can enhance a reserve or provide recreational benefit or enjoyment for reserve users that wouldn't be available otherwise. For example, people love to get a coffee in a park where there are no other coffee outlets close by. Commercial activities need to fit in and benefit a reserve without taking over.

Policy 7.1: Any commercial activity needs Council approval and will be managed through a license or permit.¹

- Permits and licenses will be assessed under the criteria in the Policy for the Use of Public Spaces. The activity should suit the reserve, be a benefit to the reserve or people using it, and not get in the way of everyday use or existing commercial agreements.
- Permits for temporary activities are issued by the Manager Parks and Reserves.
- Council will renew existing licences that have a permanent footprint in a reserve, without consulting with the public, providing the proposed activity and licence is substantially the same as in the current license provisions.
- Decisions on new licences for activities that have a permanent footprint in a reserve will be considered by Council and publicly advertised with objections considered (following Reserves Act processes).

8. Dogs and dog exercise

Dogs are part of the family, and we've got plenty of spaces for them to stretch their legs. Just check the Dog Control Bylaw for where they can go off-leash!

9. Encroachments: Fences, plantings, structures, and water passage

We've got to keep our reserves clear for everyone to enjoy, so we manage encroachments by private landowners very carefully.

Policy 9.1: We will act as a good neighbour and follow the Fencing Act when it comes to boundaries with landowners.

Policy 9.2: Neighbours need our approval for any encroachment onto our reserve like fences or structures. Unauthorised ones might have to go.

Policy 9.3: Old or verbal agreement for encroachment onto our reserve? We'll treat them as new from now on.

Policy 9.4: We will consider the impact on and/or benefits to the public of an encroachment before deciding whether or not to issue a permit.

Policy 9.5: If we require a neighbour to remove an encroachment, and they don't, they'll cover the cost of us fixing it.

¹ Also see section XX Leases.



10. Fires, hāngī pits & fireworks

We do not want fires in reserves, but we have got a few spots where you can use fire for cultural expression, or use our fire pits.

Policy 10.1: Fires are a no-go in reserves, except in designated areas or for specific events with Council approval. Portable gas barbecues are fine, though—just not during a FENZ restricted fire season.

Designated fire and hāngī pits are at:

- Ahimate Reserve Fire Pits
- The Scout's Fire Pit (at Centennial Drive)
- Lincoln Park Hāngī Pit
- Ahimate Reserve Beach area (for temporary events—booked through Council)
- An area set-aside for the Pasifika Centre at Bill Brown Park (to be investigated)

For all other reserves, fires are banned unless a permit has been issued for an event:

Policy 10.2: We'll consider applications for new designated fire areas.

Policy 10.3: We'll set criteria for allowing larger, open-fire events on reserves.

Reserves that could host these events must:

- Not be right next to residential properties.
- Have space so a fire won't spread or get out of control.
- Not damage the reserve turf or facilities (so no fires on sports fields!).

Fireworks have a bit of history in Palmerston North reserves, especially during Guy Fawkes season. While it's slowed down lately, we've got some rules to keep things safe.

Policy 10.4: Setting off fireworks in reserves is prohibited except during the 4-day Guy Fawkes season (2–5 November) or as part of an approved Council event. Public fireworks displays during events must be run by a licensed pyrotechnic operator, and safety conditions (like fire risk and noise) must be met.

Conditions for fireworks use:

- Used in open spaces
- Well away from housing and other buildings
- Away from trees, bush or other vegetation
- Not on artificial turf or similar surfaces that will be damaged by heat
- Clean up spent fireworks and take them away
- Use fireworks responsibly and safely.

11. Parking

We want to make sure there's enough parking in reserves for everyone to enjoy their activities, but we also need to protect the environment. That's why car parks are in designated areas, and we've got rules to keep vehicles where they belong.

All our larger City Reserves have car parks to help you access different parts of the reserve. Smaller neighbourhood reserves don't have car parks, but they've got road frontage for parking.

To keep things safe and protect our reserves, please stick to the speed limits, stay on dedicated roads, and only park in designated areas. Remember when using our carparks, if you do not follow the parking signs, our parking officers may issue you with a ticket!

Policy 11.1: Vehicles must park in designated areas and stay on dedicated roads to prevent damage and ensure safety.

Policy 11.2: Parts of a reserve may be closed to provide additional carparking and/or access to existing carparks restricted as part of an event.

12. Shared paths

Shared paths in Palmerston North are for everyone—walkers, dogs, kids, bikes, skateboards, horses, you name it! We want to keep it that way, with paths that are open to all kinds of active transport. But with some electric powered options getting faster every year, we've got to keep things safe. That's why we're taking a common-sense approach, where everyone looks out for each other, with a few simple rules to guide the way.

Policy 12.1: Council will encourage users to “look out” for one another on shared paths.

If there's an accident, it's usually the person on wheels who could cause the most harm. So, we've introduced a “wheels give way” rule. If you're on wheels, use your common sense when approaching horses or groups with adults, dogs, or kids, or when you're on blind corners.

Policy 12.2: Wheels give way on all shared paths.

Most of us are used to keeping left on roads and paths in New Zealand. We'll encourage the same on shared paths, but it's not a hard-and-fast rule—dogs and kids might not always follow it! Just remember, this doesn't override the “Wheels Give Way” policy.

Policy 12.3: Keep left.

Policy 12.4: Horses are allowed on certain shared paths, like the bridle track along the Manawātū River and paths in Ashhurst. Riders must:

- Be cautious on bridges and avoid crowded areas.
- Clean up horse excrement on bridges and push it to the side of paths.
- Only ride if they're confident and can safely dismount and remount.

Note: If you are walking a dog and horses are in the area you should put your dog on the lead.

Policy 12.5: We've got parking and facilities for horse floats at Ahimate Reserve, Riverside Drive, and Ashhurst Domain.

Policy 12.6: Horses aren't allowed in sports fields, suburban reserves, or areas like Memorial Park and Te Marae o Hine (The Square) unless Council gives permission.

13. Community initiatives

A lot of the fun activities and play ideas in our reserves started with the community, and we want to keep that spirit alive. Take Palmy Rocks, for example—it's all about getting back to natural play, like climbing trees, painting rocks, and splashing in puddles. We're all for new ideas that bring people together and make our reserves even more special.

Policy 13.1: Council will stay open to community initiatives and assess each proposal on its merits.

Here are a few general guidelines:

- The activity should fit the type of reserve or area it's proposed for (e.g., no paintball in protected native bush stands!).
- The activity should not cause harm to our environment – no nailing things to trees or spreading non-biodegradable confetti in our parks thanks!
- It shouldn't stop other people from enjoying the reserve or effectively close it, unless it is an event approved by Council.
- It shouldn't change or add new structures in a way that doesn't match the reserve's character or natural vibe.
- The impact on the overall aesthetics of the reserve should be minimised – we do not want everything in one place and our reserves to become cluttered and untidy!

14. Community gardens in reserves

Community gardens are a great way to bring people together and make the most of our reserves. how they can be developed and managed, making sure they fit with the environmental and social goals of the area and don't take away from the open space we all enjoy.

Policy 14.1: Council will support community gardens in reserves, using garden permits.

Policy 14.2: Council will use the Community Garden Guide when processing applications for community gardens.

Check out the Community Gardens Guidelines for more details on criteria and the process: Community Gardens | Palmerston North City Council.

Reserve management and operations

15. Acquisition and disposal of reserves

This section covers how we get new reserves or dispose of existing ones, always keeping the community's benefit and long-term vision in mind. Don't worry, we will always invite the community to tell us what they think, before we decide to dispose of a reserve.

Policy 15.1: Council will acquire new reserves based on population growth, urban development, and the Greenfields Reserve Acquisition Guidelines in the Engineering Standards for Land Development.

New reserves can come about in a few ways:

- Through population growth and development, following the Greenfields Reserve Development Guidelines.
- Private land acquisition to address a shortfall of open space in an existing neighbourhood - acquired during infill subdivision or through purchase considered case by case basis.
- An approach from a landowner who wishes to preserve part of the land they own for public reserve, through either donation or first offer to Council - also considered on case-by-case basis.

Policy 15.2: Council will follow the Reserves Act 1977 (Sections 15AA & 26) and the Local Government Act when deciding to dispose or exchanging reserves, or part of any reserve.

Here's what we'll consider:

- Is the reserve surplus to our needs and unlikely to be needed in the future, even with population growth?
- Is it no longer suitable for its classification, and reclassification or repurposing for another community use?
- Will disposing of the reserve (or part of it) provide a greater overall benefit for reserve amenity across the city? For example, how will the funds from the sale be applied to develop other reserves or acquire ones in areas where there is a shortage?

We'll also make sure:

- The proposal meets all Reserves Act 1977 requirements including consultation with our community.
- If the reserve is wahi tapu, we will work closely with Rangitāne to identify the best option for the ongoing preservation of the site.

16. Biodiversity and planting in reserves

Many of our Council Reserves are home to native forests, and we've taken on the role of protecting and managing these special spaces. They've become really important to the community, so we've got some rules to keep them thriving.

Policy 16.1: Plants must not be damaged or removed, or new ones planted/seed scattered in any Council reserve without Council approval.

Exceptions to this policy:

- Planned planting initiatives: All plants and the proposed layout must be approved by Council before any planting day.
- Council staff and contractors: Suitably qualified folks removing plant pests and filling in gaps in our plantings pest management work.
- Boundary maintenance: Removal of our tree branches that overhang your fence – but remember, without our permission, you are only allowed to prune to the boundary line!
- Community Groups: If they've got an MoU with Council and a pre-agreed planting plan.
- Harakeke for weaving and rongoa: This is covered in a separate section.
- Tree removal: A tree has been approved for removal under Council policy. Example might include it is dead, diseased or dying and may harm the public or the surrounding reserve if it fell.

Policy 16.2: Council and Rangitāne will promote the responsible harvesting of rongoa plants and harakeke.

Harakeke (flax) and rongoa (medicinal plants) are super important for weaving and health purposes. If you're sourcing these from reserves, here's what you need to know:

- Harvesting harakeke correctly: Cut on an angle from the stem to avoid unsightly plants and sharp, dried leaves that could hurt someone.
- Commercial use: Allowed, but you'll need permission from Council and Rangitāne for the quantity and location.
- Large quantities: Maybe allowed but permission is needed from Council and Rangitāne.

Note: If you're collecting more than you can carry, check in with Council first and Council will discuss this with Rangitāne, and make a decision. Some reserves have been specially planted with harakeke for harvesting, with different species and colours to give weavers plenty of options. Here are the reserves where you can responsibly harvest harakeke:

- Edwards Pit Park in Roslyn
- Manawatū River Park (next to He Ara Kotahi Bridge on the Shared Path below the campground)
- Tui Park in Highbury
- Ahimate Reserve off Maxwell's line
- Summerhill Reserve Gully off Summerhill Drive

Policy 16.3: When restoring areas in native bush we'll use local, eco-sourced plants.

17. Classification of reserves

We manage our reserves under the Reserves Act 1977, which means we've got to classify them. Usually, reserves are classified when they're acquired as part of a subdivision process, but sometimes we pick up land for reserves as opportunities arise.

Policy 17.1: Council will classify reserves under the Reserves Act 1977 within 12 months of acquisition.

Here's how the classification process works:

1. The land parcel is transferred into Council ownership.
2. Officers figure out the right classification following guidance associated with the Act.
3. A report goes to Council for approval, followed by community consultation.
4. Once the Council has made a decision to classify the reserve, it's gazetted, so everyone knows what we decided.
5. The reserve is added to the list of reserves attached to a relevant Reserve Management Plan, or we may develop a new plan if needed.

18. Donations and requests for memorials

We often get requests for memorial seats or other donations to honour loved ones in a place other than our cemeteries. We work with families to meet the request in a way that aligns with our reserve management plans and supports community values for the reserve.

Policy 18.1: Council will only accept cash donations from a legitimate and legal source that does not cause ethical concerns for the Council or community.

Policy 18.2: Donations of assets should provide benefit for the community without creating extra costs for ratepayers or cause ethical discomfort.

For memorial seating requests, here's what we'll consider:

- The location should need a new seat, or an old seat should be due for renewal. If not, we'll suggest alternate locations. We can't have heaps of seats everywhere as they cost to maintain and replace, we need to be reasonable about the number and locations.
- The seat must meet Council design specifications, and the wording of the plaque must be approved by the Manager Parks and Reserves.
- We will seek the agreement of Rangitāne before placing a seat near wahi tapu and along the Manawatu River.
- The plaque will remain the responsibility of the donor who agrees to cover the cost of renewing the plaque if it's damaged or wears out over time.
- Council does not guarantee to maintain or renew the seat indefinitely. If we decide the seat should be removed, we can do that.

19. Fruit trees and foraging in reserves

We're shaking things up a bit by exploring local food stability in our reserves. We have been planting fruit trees and community orchards in reserves and support foraging from them.

Policy 19.1: Council will provide reserve space for orchards and fruit trees, as long as:

- New plantings do not impact the future development or use of the reserve.
- The proposal doesn't cause undue nuisance to neighbours.

Policy 19.2: Council supports food foraging for foods like mushrooms and fruits, as long as:

- Care is taken not to trample plants or damage trees when foraging.

20. Leases and occupations

We often lease reserve space to community groups at reduced rates to keep activities affordable. For example, scout halls, pony or sports clubs wouldn't be feasible if they had to pay commercial leases. Schedule 1 contains a list of all the leases we manage.

Policy 20.1: Council will consider the renewal of existing community group leases, without consulting with the public, providing the proposed activity and lease area is substantially the same as in the current lease provisions.

Policy 20.2: Council will assess new proposals for the leasing reserve land, against the Use of Public Space and Support and Funding Policies, and follow the Reserves Act process, including consulting with the community before issuing a lease.

21. Naming of reserves

Naming reserves is a big deal—the chosen name should reflect the area's cultural history and aspirations. We're currently reviewing the process to make sure it aligns with Council policies and community values.

Policy 21.1: Council will use the Reserve and Walkway Naming Policy.²

22. Pesticides and hazardous chemicals

We're all about managing pests in a sustainable way to support biodiversity whilst minimising the use of hazardous chemicals.

Policy 22.1: Council will minimise harm from chemicals by:

- Following HSNO codes of practice for the storage and use of hazardous substances.
- Not spraying herbicides near children's playgrounds.
- Continuing to limit the use of chemicals to occasions where it is not practical to use other methods to control pests.
- Putting up signage warning the public when chemical spraying is happening.
- Continuing to trial new chemicals and alternate pest control pest as they arise.

23. Rubbish, recycling, and bins

We provide rubbish and recycling bins in reserves to keep things clean and tidy.

Policy 23.1: Council will provide rubbish bins in reserves where people gather and it is practical to empty them regularly.

Policy 25.2: Recycling options will be available at Council events.

² At the time of review the Reserve and Walkway Naming Policy was under review and may be combined with policy covering street naming.



24. Seed collection in reserves

Collecting native seeds for eco-sourcing is a common activity in our reserves, especially since there aren't many large native stands in private ownership.

Policy 24.1: Seed collection from native bush stands in reserves is allowed.

Here are some guidelines to follow:

- **Genetic diversity:** Collect seeds from a wide range of plants.
- **Sustainable harvesting:** Don't take more than 20% of available seeds.
- **Timing:** Collect when seeds are mature but not yet dispersed.
- **Seed quality:** Only collect healthy, viable seeds.
- **Site selection:** Stick to healthy, viable plants.
- **Care of the surrounding bush:** Step carefully lightly, young seedlings are emerging from the leaf litter
- **Tikanga:** Respect local Iwi protocols when gathering seeds which will be published in a seed collection guideline.

Note: Some species are protected and may require permits from the Department of Conservation. There are guidelines for seed collection on the DOC website.

25. Toilets

We've got toilets across reserves and walkways to make things more convenient.

Policy 25.1: Council will provide toilets where needed, based on criteria like user numbers, practicality, distribution throughout the city and requests.

Policy 25.2: Toilets will be designed to suit the location and reserve type.

Policy 25.3: Toilets will be maintained and monitored regularly.

26. Easements for utilities or private benefit

Sometimes, we get requests for public utilities (sometimes called lifeline infrastructure), usually power, telecommunications or gas lines, to have access through reserves. We'll balance reserve values and uses with infrastructure needs carefully. Occasionally it's for private benefit e.g. to enable a subdivision.

Policy 26.1: Easements for above or underground services, will not be granted unless there are exceptional circumstances. These will be publicly advertised and the community feedback sought

before a decision is made in accordance with the Reserves Act.

Policy 26.2: If approval is given for an easement the associated utility infrastructure will be required to blend into the reserve environment or be placed underground where possible.

Policy 26.3: Applicants will be required to cover the cost of land use, Council processing, and legal fees.

Policy 26.4: Applications for private benefit for non-lifeline infrastructure will be only considered in exceptional circumstances and the Reserves Act will be followed.

27. Volunteers and Volunteer Groups

We love working with volunteer groups who want to help us to clear rubbish, and to plant and maintain reserves. Council usually helps by providing rubbish bags for litter collection and plants. We can support new community groups to get established.

Policy 27.1: Council will support community groups that want to help develop or maintain reserves.

Safety and compliance

28. CCTV

Over the last 5–10 years, we've seen a rise in vandalism and theft of assets in our reserves. To tackle this, we've started using surveillance cameras in some areas. As technology improves and costs come down, we'll likely see more cameras in the future.

Policy 28.1: Council will use surveillance cameras in reserves where extra security is needed, and it's cost-effective, beneficial, and practical.

Policy 28.2: If we install cameras, we'll make sure there's signage, so everyone knows they're in a surveillance area.

29. Drones, remote-controlled vehicles, and UAVs

Flying drones or other remote-controlled vehicles in our reserves? We allow flying in some parks and restrict or prohibit some parks for either safety or reserve use reasons. We have a set of rules specific to flying drones.

Policy 29.1: Council will follow the Drones Parks Policy of Palmerston North.

Check out the full details on our website: Flying drones in Palmerston North | Palmerston North City Council

30. Motorised vehicles, electric vehicles, active transport

Our reserves are all about open space and enjoyment, so motorised vehicles generally aren't allowed. But there are a few exceptions.

Policy 30.1: Motorised vehicles like motorbikes and cars (both fuel and battery-powered) aren't allowed in reserves, except for:

- Council staff, contractors, and emergency services doing their jobs.
- Utility providers and event organisers with permission.
- Council-approved training purposes.
- Events that include vehicle use as part of their application.

Policy 30.2: Active transport options like e-bikes, scooters, and motorised skateboards are allowed, but riders must:

- Keep to the left on shared paths.
- Respect other users.
- Give way to pedestrians, kids, and dogs.
- Stick to speed limits and where no speed limits in place travel at speeds that are safe and capable of stopping quickly if need be.

31. Notices

We'll keep you in the loop with timely notices about:

- Ground closures due to weather or other reasons.
- Construction or maintenance work.

This helps everyone stay informed, especially during bad weather when sports fields might be closed.

32. Penalties

To keep our reserves safe and enjoyable, we've got penalties for certain activities.

Policy 32.1: Council will publicise prohibited activities and may enforce penalties under legislation including but not limited to:

- Using a reserve for temporary or permanent accommodation (camping doesn't count as accommodation—check the definitions for details).
- Trading in a reserve without a lease, licence or permit
- Fly-tipping in reserves.

33. Mana whenua

We've got a strong partnership with Rangitāne, and we work together to manage culturally significant reserves.

Policy 33.1: Council will work closely with Rangitāne on reserves they identify as culturally significant.

Rangitāne has a deep connection to the Manawātū River and surrounding areas, with many Wahi Tapu (sacred sites) along the river. Rangitāne Settlement Trust manages all their Wahi Tapu on reserves in partnership with Council.

Policy 33.2: Rangitāne may practice nohoanga (temporary occupation) at their Wahi Tapu.

Note: If you're wanting to engage in nohoanga check with the Rangitāne Settlement Trust first who will discuss this with Council.

34. Historical, cultural (wāhi tapu), and archaeological sites

We're committed to protecting and maintaining sites, structures, trees, or vegetation with historic or cultural value.

Policy 34.1: All archaeological or culturally significant sites on reserves will be managed appropriately.



35. Promotional material, marketing, and signage in reserves

Signs in reserves can be regulatory and advisory – keeping people safe, educational and informative, or to promote activities and events on reserves. However, signage needs to be managed to avoid clutter, detracting from the reserve and high ongoing costs.

Policy 35.1: Council will use signage to clearly communicate rules, warnings, and directions.

Priority 1 signage includes:

- Prohibited activities (like motorbikes or go-carts)
- Reserve opening and closing hours
- Wayfinding for trails and walks
- Rahui (temporary bans, e.g., after a drowning)
- Health and safety information
- Speed limits in reserves.
- Animal control
- Protection for wildlife species

Policy 35.2: Council may use signage, or permit community signage, to promote local destinations, events or community initiatives in parks.

Priority 2 signage includes:

- Wayfinding and directional signs
- Historical or cultural information
- Temporary signs (e.g., for nesting birds or upcoming events)

Policy 35.3: All Council signage will follow design guidelines and be approved by the Manager Parks and Reserves.

Policy 35.4: All signage must:

- Meet Palmerston North District Plan requirements.
- Avoid controversial, hateful, or sexual content.

35.5 Non-Council signage in reserves

Permanent non-Council signage is generally prohibited unless:

- It is a sign approved for a Council stakeholder or partner.
- It's on a building or fence in a leased area and is promoting the lease activity.
- It's approved under delegation by the Parks Manager as an exception.

Temporary non-Council signage is prohibited unless:

- It is associated with a temporary activity or event or an event in a reserve and approved by the Manager Parks and Reserves.

36. Disposal of animal and human remains

Reserves are public spaces, so scattering ashes or burying remains isn't allowed

Policy 36.1: Scattering ashes on Council reserves is prohibited

We have a dedicated garden at the Kelvin Grove Cemetery where you can scatter the ashes of your loved one.

Policy 36.2: Burying remains (animal or human) is also prohibited:

Exception:

- Burial of human remains within a designated cemetery area within a reserve.

37. Firearms and hunting

Firearms and hunting are generally prohibited in reserves, but there are exceptions for pest control.

Policy 37.1: Firearms and hunting are prohibited in all parks and reserves, except:

- Council-authorised pest control by qualified contractors.
- Council-issued hunting permits for animal population management.

38. Metal detecting, prospecting, or searching for archaeological remains

Metal detecting and prospecting have become more popular as technology has improved, but they can cause problems in our reserves. These activities can disturb or damage historical, cultural, and archaeological sites, harm native plants, and disrupt soil ecosystems.

Policy 38.1: Metal detecting in reserves is not allowed.



Definitions

Here's a quick rundown of some key terms used in this plan:

1. **Camping:** camping is an outdoor experience where visitors stay temporarily in designated campgrounds, typically for short durations (e.g., a weekend or a few nights). It involves setting up tents, RVs, or cabins in managed sites with basic amenities like shared facilities, fresh water, and waste disposal. Unlike freedom camping, it requires adherence to campground rules, fees, and reserved stays, catering to travellers seeking structured outdoor recreation without long-term stays.
2. **Commercial activities:** Privately owned profit-driven activities in reserves, like food stalls, guided tours, or equipment rentals, where a private individual or business benefits financially from the activities.
3. **Licenses:** Short-term permissions for particular activities or events, often with conditions.
4. **Permits:** One-time or occasional activity approvals, ensuring compliance with reserve policies.
5. **Encroachments:** When a private or commercial entity uses reserve land without Council approval.
6. **Nohoanga:** A Te Reo term meaning a place of sitting, dwelling, or staying. It can also refer to traditional sites used by Māori for activities like fishing or gathering food.



Te Kaunihera o Papaioea Palmerston North City Council
pncc.govt.nz / info@pncc.govt.nz / 06 356 8199

Schedule 1: Palmerston North City Council Recreation Leases

All recreation leases listed in this schedule, as part of the General Policy Reserve Management Plan, are leases held with the Council, approved through a Reserves Act 1977 process, including public consultation. The RMP anticipates that all the leases are ongoing leases.

Council will **not** notify the public on its intention to renew any lease listed below and seek submissions before deciding, **unless** any proposed changes to the lease terms and/or conditions are considered by the Council to be more than minor, in which case a full Reserves Act consultation process will be followed.

Council will add to this schedule from time to time any new recreation leases issued following a full Reserves Act consultation process

| Organisation | Area Leased |
|--|--------------------------------------|
| Grazing Leases | |
| Sproull Farms Limited | 1461 Napier Road, Ashhurst Domain |
| Theodore De Klerk | McCraes Bush, River Road |
| Chris Satherley | 45 Pacific Drive, Adderstone Reserve |
| Arnold Chamove | Kahuterawa Road, Kahuterawa Reserve |
| Community Centres | |
| Awapuni Community Centre | 22 Newbury Street |
| Bunnythorpe Community Centre | Raymond Street |
| Whanau Support Group, Highbury, Takaro, Westbrook Inc (was Highbury Whanau Centre) | 155 Highbury Ave, Palmerston North |
| Kelvin Grove Community Centre | 68 Kaimanawa Street |
| Papaioea Pasifika Centre | 21 Havelock Avenue |
| Child Care and Education | |
| Campbell Street Kindergarten | 61 Campbell Street |
| Hokowhitu Kindergarten | 25 Franklin Avenue |
| Kelvin Grove Kindergarten | 113 Hillcrest Drive |
| Hokowhitu Plunket | 27 Franklin Avenue |
| Te Reotupua O Awapuni Kohanga Reo Limited | 26 Alexander Street |
| Bowling Clubs | |
| Hokowhitu Bowling Club | 261-281 Albert Street |
| Takaro Sports Club | 16 Featherston Street |
| Sports | |
| Ashhurst/Pohangina Rugby Club | 2 Lincoln Street |
| Colquhoun Park Sports Association (Land) | Fairs Road |
| United Cricket Club Incorporated | Manawaroa Street |
| Hockey Manawatu | Manawaroa Street |
| Manawatu Cricket Association - Ongley Gym | Park Road |
| Manawatu Cricket Association -Practice Wickets | Park Road |
| MCA/MRFL - Bruce Turner Pavilion | Fitzherbert Avenue |
| Manawatu Pony Club (Palmerston North Branch) | 22 Totara Road |

| | |
|--|-----------------------------|
| Manawatu Pony Club (Ashhurst-Pohangina Branch) | Ashhurst Domain |
| Manawatu Tennis Club | 204-224 Fitzherbert Avenue |
| Netball Manawatu | Vautier Park |
| Redsox Club Rooms | 916 Tremaine Avenue |
| Rose Garden Croquet Club | The Esplanade |
| Ruahine Football Club | 2 Jickell Street |
| Lions Club of Middle Districts Charitable Trust | The Esplanade |
| Tiritea Pony Club Incorporated | 97 Hewitt's Road |
| Palmerston North Golf Club | 100 Brightwater Terrace |
| General | |
| Manawatu Canine Club | Ashhurst Domain |
| Awapuni Girl Guides | 2 Panako Place |
| Ngati Hineaute Ki Rangitane O Manawatu Trust | Opie Reserve, Opie Place |
| Ngati Hineaute Ki Rangitane O Manawatu Trust | Tui Park, Highbury Ave |
| Menzshed Manawatu | Rangitane Pavilion |
| Palm Nth Esplanade Scenic Railway - Lease | The Esplanade |
| Palm Nth Esplanade Scenic Railway - Licence | The Esplanade |
| YMCA Central | 148 Park Road |
| Palmerston North Model Engineering Club Incorporated | Marriner Reserve |
| Pascal Street Community Trust | Crewe Park, Crewe Crescent |
| Pascal Street Community Trust | Awapuni Park |
| Papaioea Pasifika Community Trust | Havelock Ave |
| Te whatu raranga o Highbury Weavers | 119 Highbury Avenue |
| Scout Halls | |
| Palmerston North Judo Club Incorporated | 51 Amberley Avenue |
| Hokowhitu Scout Group | 9 Ayr Place (waterloo park) |
| Milson Scout Group | 123 John F Kennedy Drive |
| Roslyn Scouts | 5 Andrew Avenue |
| Manawatu Wood Workers Guild Inc | 38 Featherston Street |
| Ashhurst Scouts | Ashhurst Domain |

REPORT

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Draft Kahuterawa Outdoor Recreation Plan - 2025 Review

PRESENTED BY: Kathy Dever-Tod, Manager Parks and Reserves and Aaron Phillips, Activities Manager - Parks

APPROVED BY: Chris Dyhrberg, General Manager Infrastructure

RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee adopt the Draft Kahuterawa Outdoor Recreation Plan 2025 for public consultation.

SUMMARY OF OPTIONS ANALYSIS FOR

| | |
|-------------------------------|--|
| Problem or Opportunity | <p>In September 2024, the Culture & Sport Committee recommended that Council publicly notify its intention to review the Kahuterawa Outdoor Recreation Plan (KORP) 2008.</p> <p>In October 2024, Council commenced a 6-week pre-draft engagement. Council engaged with Rangitāne, stakeholders and the public regarding the review.</p> <p>Information gathered in the engagement period was assessed, the KORP 2008 reviewed, and a draft Kahuterawa Outdoor Recreation Plan 2025 document prepared for consultation.</p> |
| OPTION 1: | Adopt the Draft Kahuterawa Outdoor Recreation Plan 2025 for consultation |
| Community Views | <p>Community views have been supportive of the original plan.</p> <p>Community views from early engagement have been considered in the preparation of the draft KORP 2025.</p> <p>Concerns with the safety of Kahuterawa Road were a key issue for early engagement consultation. Road upgrades have been the subject of separate considerations in the past with decisions being to maintain the current level of service. The road is outside the scope of the draft KORP 2025.</p> |
| Benefits | <p>Allows Council to test the reviewed plan with the public and stakeholders, prior to any final decisions.</p> <p>Ensures the management and development approaches</p> |

| | |
|------------------|---|
| | accounts for the changes since 2008 and sets direction for future planning and budgeting processes. |
| Risks | That community expectation and the draft Plan are not aligned. This risk is considered low. |
| Financial | The project is included within the work programme and associated budget for the parks planning staff in 2025/26. |
| OPTION 2: | Adopt the Draft Kahuterawa Outdoor Recreation Plan 2025, with amendments, for consultation. |
| Community Views | <p>Community views have been supportive of the original plan.</p> <p>Community views from early engagement have been considered in the preparation of the draft Korp 2025.</p> <p>Concerns with the safety of Kahuterawa Road were a key issue for early engagement consultation. Road upgrades have been the subject of separate considerations in the past with decisions being to maintain the current level of service. The road is outside the scope of the draft Korp 2025.</p> |
| Benefits | <p>Any amendments Council makes, and the draft itself, will be tested with the public and stakeholders, prior to any final decisions.</p> <p>Ensures the management and development approaches accounts for the changes since 2008 and sets direction for future planning and budgeting processes.</p> |
| Risks | Additional changes are not based on the early engagement and, depending on their nature, may draw additional comment. |
| Financial | The project is included within the work programme and associated budget for the parks planning staff in 2025/26. |

RATIONALE FOR THE RECOMMENDATIONS

1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 Council is reviewing the Kahuterawa Outdoor Recreation Plan 2008 (Korp 2008).
- 1.2 Having publicly notified the intention to review the Korp and carried out early engagement, this report presents a draft Kahuterawa Outdoor Recreation Plan 2025 (Korp 2025) and proposes Council proceed with consultation on it.

2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 In 2008, the first Kahuterawa Outdoor Recreation Plan was adopted by Council. This plan guided the development and success of the KORP area through to 2025.
- 2.2 In 2021 preparatory work was undertaken for the KORP 2008 review. This included:
 - a. Commissioning a Cultural Assessment by Te Au Turoa Environmental Centre.
 - b. A series of workshops and discussions with:
 - Rangitāne
 - Recreation Groups – The Manawatu Mountain Bike Club, Fish and Game, Kahuterawa shuttle operator (since closed), Deerstalkers, Sport Manawatu, Tramping and Te Araroa Trail, Tararua District Council
 - Neighbours
 - Environment/Ecology – Department of Conservation, Horizons Regional Council, Environmental Network Manawatu and Forest and Bird)
 - Central Economic Development Agency (CEDA)
 - Emergency services.
- 2.3 A combination of Covid 19, Officer workload and a focus delivery on the capital programmes meant the work was not progressed.
- 2.4 On 25 September 2024, the Culture & Sport Committee of Council received an update on Reserve Management Planning, with some proposed changes to the works schedule and the content of the Reserve Management Plans (RMPs). That report also recommended Council publicly notify the proposed review of the KORP, which was adopted.

3. EARLY ENGAGEMENT PROCESS AND RESULTS

- 3.1 The early engagement consultation involved:
 - Information on the website and submission forms – 12 submissions were received on the KORP
 - A drop-in session at the Kahuterawa Road end carpark
 - A review of the notes taken during stakeholder workshops (stakeholders were asked to review and confirm/make changes)

- A public notice in the Manawatu Standard.
- 3.2 Given the three-year time lapse between the stakeholder workshops and the restart of the process, Council contacted stakeholders with some options asking whether they would like to have a new workshop or review the meeting notes from 2001 and advise if anything had changed. All stakeholders chose to review their 2021 meeting notes and there were no changes or updates to the views and information requested.
- 3.3 The results of the early engagement submissions showed respondents were primarily concerned with road safety.

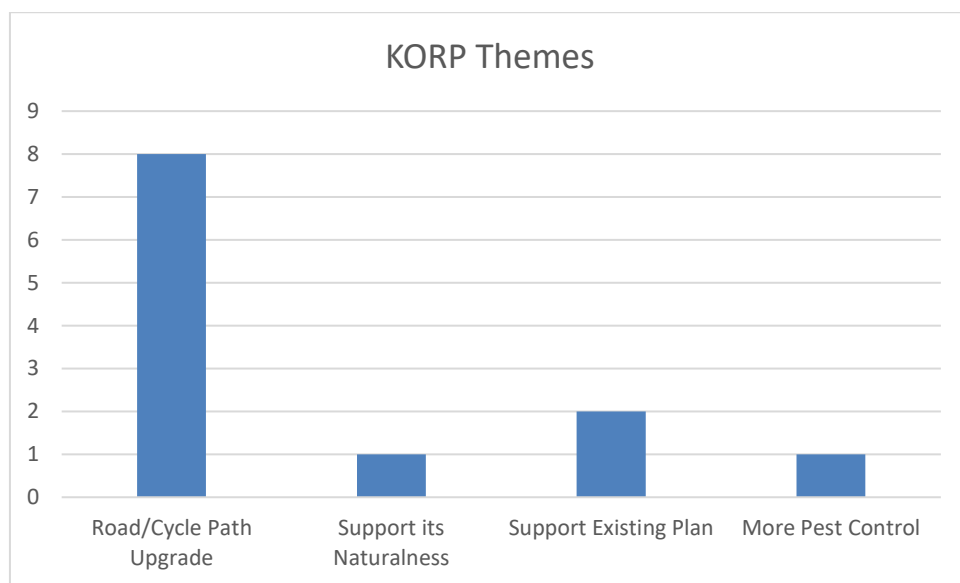


Figure 1: Responses to the pre-engagement material - submissions

- 3.4 At the drop-in session up at the KORP bottom carpark we spoke with 12 people, and all responses were in relation to the road.
- 3.5 The draft KORP 2025 (attached as Appendix I of this report) was developed using the information gathered from the pre-draft engagement process. No major variations (or new issues) emerged (that were notably different from the existing plan) during the engagement.
- 3.6 The KORP 2008 was two documents totalling 90 pages. This was appropriate at the time as a comprehensive document setting out a direction for significant change including:
- Harvest of a significant area of pine forest and the associated environmental risks
 - Development of major recreation facilities with the Manawatu Mountain Bike leading mountain biking work and Council leading other recreation forms including walking/tramping

- Stocktaking and setting out of environmental resources and plant and pest management regimes
- A comprehensive monitoring programme.

3.7 Since then the major changes for the area have been completed and bedded in. As such in this review, Council has drastically reduced the first document to a succinct set of management policies and development opportunities – the direction of which is largely 'business-as-usual'. The second 2008 document was a detailed contextual analysis to inform the strategic element of the first plan; this remains a useful resource but was not required to be reviewed and republished for the development of the draft Korp 2025.

4. DESCRIPTION OF OPTIONS

4.1 **Option 1: Adopt the Draft Kahuterawa Outdoor Recreation Plan 2025 for consultation**

4.1.1 Council adopts the draft and takes it out to the public, stakeholders and Rangitāne to provide feedback.

4.1.2 An option for submitters to speak to their submissions directly to Councillors will be provided.

4.2 **Option 2: Adopt the Draft Kahuterawa Outdoor Recreation Plan 2025, with amendments, for consultation**

4.2.1 Under this option Councillors might direct some changes to the draft Korp 2025 before adopting for consultation.

5. ANALYSIS OF OPTIONS

5.1 **Option 1: Adopt the Draft Kahuterawa Outdoor Recreation Plan 2025 for consultation**

5.2 Under this option the Council adopts the draft Korp 2025 contained in Attachment 1, for public consultation.

5.3 The review process has provided a robust understanding on which the draft Korp 2025 was prepared.

5.4 The draft Korp 2025 continues to build on the existing success of the area with modest suggestions for future development opportunities in line with stakeholder discussions.

5.5 The current plan has been simplified and distilled into a more succinct form, making it more accessible to readers.

5.6 The main concerns raised in early engagement are with the road condition – slips and safety. This concern is not a new one and has been the subject of previous assessments and considerations. The current direction of Council is

that the road will be maintained at its current level of service and any major capital works, other than emergency works, is currently out of the scope of available budgets. As such the road has been set as out of scope of the draft Korp 2025.

5.7 **Option 2: Adopt the Draft Kahuterawa Outdoor Recreation Plan 2025, with amendments, for consultation**

5.8 The analysis of options for Option 1 holds for Option 2.

5.9 Under Option 2 Council would make changes to the draft Korp 2025 before going out to consultation.

5.10 Depending on the nature and extent of the proposed changes, Officers may need to report back on any implications or advise on the changes.

6. CONCLUSION

6.1 The Korp 2008 has been successful. The development of the area, through the work of both volunteers and the Council, has resulted in a highly used and valued outdoor recreation area used not only by the local community but attracting visitors from outside the region.

6.2 A robust pre-draft engagement process has taken place and no significant issues were raised by stakeholders or the public.

6.3 The road, while being the main concern from both stakeholders and the public, is not new and remains out of the scope of this plan.

6.4 The draft Kahuterawa Outdoor Recreation Plan 2025 is ready for community consultation.

7. NEXT ACTIONS

7.1 Council will issue a public notice advising the public of consultation on the Draft General Policy Reserve Management Plan 2025 for a period of no less than two months in accordance with Section 41(6)(a) of the Reserves Act 1977.

7.2 All parties who submitted during the pre-engagement phase will be notified in writing that consultation is now open and invited to submit.

7.3 An opportunity to be heard will be provided in accordance with the Reserves Act 1977 Section 41(6)(d).

7.4 Submissions and information from hearings will be considered and proposed amendments to the draft will be reported to Council for adoption of the final Korp 2025.

8. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

8.1 Pre-draft engagement included

- Stakeholder workshops
- A workshop with Rangitāne
- A one-month public engagement period – with online submission forms
- Drop-in sessions at two locations: He Ara Kotahi and Memorial Park
- General discussions and phone-calls, etc. held on an ongoing basis.

8.2 Consultation on the draft will include website information, signs at the park, a drop-in session at the park, social media posts. Submitters will be provided with the opportunity to speak directly to the Council on their submission.

9. COMPLIANCE AND ADMINISTRATION

| | |
|--|--|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these objectives? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city | |
| The recommendations contribute to this plan: 6. Mahere rēhia 6. Recreation and Play Plan The objective is: Provide city, suburb, and local parks and reserves, sports fields and facilities, walkways and shared paths | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | Sets the direction for the management and development of the Kahuterawa Outdoor Recreation area. |

| | |
|--|---|
| | Supports recreation at Arapuke Forest Park, including through the development of trails with the Manawatū Mountain Bike Club. |
|--|---|

ATTACHMENTS

1. Draft Kahuterawa Outdoor Recreation Plan 2025 [↓](#) 



Kahuterawa Outdoor Recreation Plan



An Outdoor Recreation Strategy was developed in 2002 to set the direction for the development and management on the Kahuterawa Recreation Area.

In 2006 Council acquired what is now known as Arapuke Forest Park, then the Woodpecker Forest. The 2008 Kahuterawa Outdoor Recreation Plan updated development and management planning for the Kahuterawa Recreation Area, taking a comprehensive look at direction that would be taken following the harvesting of the exotic pine forest.

Since that time the Kahuterawa Recreation area has seen significant growth and popularity. This recreation area, and in particular the mountain bike assets, attract visitors to events and day-rides and is a major asset for Palmerston North.

The 2025 Kahuterawa Outdoor Recreation Plan (KORP) follows in the footsteps of the successful 2008 plan. It is 17 years since the 2008 KORP was developed, and it is due for a review.



Resources, Context and Planning Framework

A detailed analysis and description of the resources of the area, stakeholder input, and the planning framework was undertaken in the preparation of the 2008 Kahuterawa Outdoor Recreation Plan. A brief summary of this information is provided as follows:

Scope of the plan

The plan addresses the management of linked areas and facilities that form part of a Kahuterawa Outdoor Recreation Hub.

Areas and facilities included are:

- Arapuke Forest Park (formerly known as Woodpecker Forest)
- Kahuterawa Reserve
- Gordon Kear Forest
- Hardings Park (Turitea Reserve Management Plan is already present for this area which will be integrated with other areas).
- Back Track
- Sledge Track
- Kahuterawa Road End carpark and associated facilities
- Greens Road (the portion closed to vehicle traffic)
- The carpark within the park, at the end of Scotts Road
- Land between the carpark and the Kahuterawa stream at the Kahuterawa Road end.

The objective is to provide an integrated plan for the management of Council's outdoor recreational assets within the Kahuterawa Valley and related land, to ensure they provide maximum benefit for the community.

Environment and Resources

The physical environment of the Kahuterawa Outdoor Recreation Area is varied. Altitude rises from 150m above sea level, at the end of the Kahuterawa Road, to 767m at the summit of Arawaru. Vegetation cover ranges from exotic forests to native scrub and mature native forest. The Kahuterawa Stream forms a central axis flowing through the area.

There are a range of important resources within the area that need to be considered within the plan. These include:

Recreation:

The area is already important for outdoor recreation. There is wide use of the Sledge Track and Back Track by walkers and runners. The Te Araroa Trail passes through the area along the Back Track and through Gordon Kear Forest. Arapuke Forest Park forms an important mountain biking resource and has hosted national mountain biking events. Picnicking and swimming are important around the road end area.

Water:

The Kahuterawa Stream is an important high-quality water resource for native fish species and trout spawning. It also provides high quality water for swimming. It is used for kayaking in flood flows.

Biodiversity – native plants & animals:

The area has important biodiversity values including regionally important remnant kāmahi forest, a nationally endangered carnivorous land snail, *Powelliphanta traversi tararuaensis*, and a good variety of native bird species including kererū, bellbird, tūī and whitehead.

Exotic forests:

Important exotic forest resources are presently in their early growth phase. Arapuke Forest Park was harvested in 2014/15. The replanting programme shifted 48 ha out of exotic forest in to a mix of regenerating native forest on the margins of the stream and steeper gullies. The exotics area was planted out in mixed-species planting, including varied pockets of long-lived species to ensure future harvesting was not clear felling of the whole site at one time. This reduced the environmental impacts and impacts on recreation access and use including mountain biking. Other major forests are present in Gordon Kear Forest and forests on private land. Gordon Kear Forest is managed primarily for commercial forestry returns but has some secondary recreational use.

Landscape:

The area is identified as having a high quality rural and conservation landscape. It connects to large, intact, ecological areas, and the Tararua Range.



Structure of plan

The plan is divided into Management Areas. The following describe the areas:

- Management Area 1: Management and Administration
- Management Area 2: Rangitāne o Manawatū
- Management Area 3 and 4: Information & Involvement
- Management Area 5: Outdoor Recreation
- Management Area 6: Natural Landscapes & Ecosystems
- Management Area 7: Monitoring

Each Management Area has an explanation of its context; and a set of Policies Council requires to define the effective management of the area. Some Development Opportunities are identified.

This plan should be read in conjunction with the General Policy Reserve Management Plan. The following areas have a cross-over with the General Policy, and links to the relevant section(s) are provided:

- One-off events
- Special Interest Camping
- Nohoanga



| Physical Area | Status | Legal Description | Description |
|----------------------------|--------------------------------------|--|--|
| Arapuke Forest Park | Council owned private land | CT WN 324/117 | Forest 171.6 Ha land area, 130.7 Ha of which is mature radiata pine forest. Located at the end of Kahuterawa Road |
| Kahuterawa Reserve | Reserve used for recreation purposes | Lot 1 DP 30200; Lot 2 DP 30200; Lot 4 DP 80726 | 4.9 Ha of Recreation Reserve adjacent to Kahuterawa Road and Kahuterawa Stream. |
| Back Track | Legal road | | Formed legal roadway used as recreational track from the end of Kahuterawa Road to Scotts Road. |
| Sledge Track | Legal road | | Recreational walking track on legal roadway from end of Kahuterawa Road to Hardings Park. |
| Hardings Park | Scenic Reserve | Part Sec 2 SO 37039, CT WN 373/131 (pt). | 828.7 ha of scenic reserve comprising the southern end of Turitea Reserve. Covered by the Turitea Reserve Management Plan |
| Kahuterawa Road | Legal road | | The Kahuterawa Road end carpark and associated facilities, but not the road itself. |
| Greens Road | Legal road | | The portion of road closed to vehicle traffic and the walkway purchased parallel to a portion of the open road. |
| Gordon Kear | Council owned private land. | CT 242473 and CT WN 225/68 | Forest 678.1 ha of land and forest jointly owned by PNCC and Manawatu District Council. 414.1 ha is planted in radiata pine forest, of which 60.5 ha is subject to a six year forestry right. Excludes 66.2 ha in CT 242474 which is no longer owned by Council. Gordon Kear Forest is managed for commercial forestry returns but has some secondary recreational use |

Management and Administration

1. Management Policies

The Kahuterawa Outdoor Recreation Area (KORA) is a thriving space thanks to the strong partnership between Council and a variety of community groups. These groups bring their expertise and passion to the area, confidently managing their respective roles and contributing to its ongoing success.

Council supports these efforts through funding in the Long-Term Plan and providing support across diverse activities—such as mountain-biking, volunteer-led track work and improving biodiversity. Council provides clear communication and promotes shared responsibilities at this park. This collaborative approach helps maintain the area as a vibrant and well-managed space for outdoor recreation, while also fostering public engagement and education about its unique features.

Policy 1.1: Support and facilitate coordination between groups working to improve the Kahuterawa Outdoor Recreation area for mountain-biking, walking, biodiversity and cultural identity

Policy 1.2: Remain updated with information from users, neighbours and volunteers that enable effective management of the KORA.

Policy 1.3: Assess (impacts and benefits) and remain open to opportunities and proposals from the community, such as the following:

- Events and activations
- New activities and infrastructural requirements to support them
- Improvement of existing activities and associated infrastructure
- Commercial activities that improve user experience at the KORA
- One-off or short-term activities.



Rangitāne o Manawatū

Rangitāne have a deep and enduring relationship to the peaks of the Tararua Ranges, which is recalled when speaking to the maunga of their pepeha. The ranges are the key feature that, along with the Manawatu River – which form an integral part of their spiritual and physical identity both as an Iwi and as individuals belonging to an area.

In recent times Council and the Manawatu Mountain Bike Club have worked with Rangitāne to develop a rest area and waharoa that represent the significance of this place and their relationship to it.

The KORP area and ranges are also home to some rare and endangered wildlife species and Rangitāne are kaitiaki in this space. As kaitiaki Rangitāne may be required to impart tikanga to Council staff and volunteers when working amongst the maunga, issue rahui, be part of inductions for staff or volunteers and be involved in key decision-making areas. Induction information may include respectfulness, accidental discovery protocols and care of other species.

2.1: Recognition of Rangitāne relationship to the KORP

Although infrastructure developments in this area are rare, opportunities may occasionally arise to incorporate infrastructure that enables cultural expression.

Policy 2.1.1: work with Rangitāne to incorporate local design features into appropriate Council infrastructure projects at the KORP.

Some outdoor recreation signage is simply directional or regulatory, while other signage has an interpretive or historical element to it. Council will work with Rangitāne to identify signage where it is appropriate to include a cultural element.

Policy 2.1.2: as signage is replaced, work with Rangitāne to incorporate any appropriate cultural information into new signs.

2.2 Rangitane Involvement in Decision-Making

As partners with Council Rangitāne there is a strong focus on ensuring decision-making occurs alongside the Council and that appropriate roles (such as kaitiaki) are able to be enacted across a variety of areas.

Policy 2.2.1: Council will work with Rangitāne on key decisions regarding walking track development and upgrades and encourage the Manawatu Mountain Bike club to do so for major trail development proposals.

Policy 2.2.2: Council will work with Rangitāne on key decisions regarding ecological restoration and the harvesting/planting of forest.

The role of kaitiaki is about ensuring a place is cared for so that all of its inhabitants are respected and able to dwell in their place in balance with nature. This includes people, streams, wildlife, plants, mountains and peaks. If deaths or dangers occur from time-to-time in a place, rahui may be required in order to reset the balance. Sometimes it may be appropriate for some form of tikanga to be imparted to volunteers and Council staff when working amongst the maunga.

Policy 2.2.3: Rangitāne will act as kaitiaki of KORP

Policy 2.2.4: Rangitāne may issue rahui when required

Policy 2.2.5: Rangitāne may provide tikanga to Council staff and volunteers as required for inductions for Council and volunteers.

Information and Involvement

3. Health and Safety Policies

Council has responsibilities under the Health and Safety at Work Act 2015 to identify and manage hazards for workers and visitors in the area. This requires an effective health and safety management system to address liabilities related to staff, contractors, and the identification and management of workplace hazards for visitors.

Key concerns in the area include security issues such as vandalism and theft, risks associated with recreation in remote areas, safety on Kahuterawa Road due to increasing use, use of appropriate tikanga, and the threat of fire in zones with exotic forest or scrub vegetation. These hazards have the potential to impact visitor safety, recreational use, and biodiversity, making proactive risk management essential.

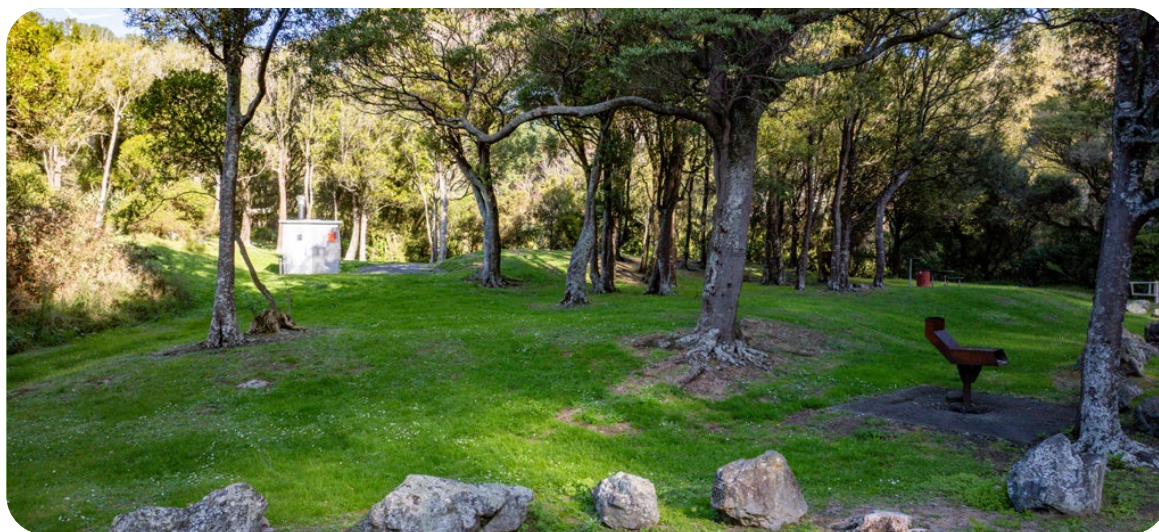
Policy 3.1: Ensure Council's primary duty for the health and safety of staff, contractors, volunteers and visitors to the Kahuterawa Recreation area is met.

This duty is comprised of the following:

- Provide clear information and/or signage for hazards (e.g., steep trails, fire risks, or remote areas).
- Ensure safe access roads and parking areas.
- Ensure that fire prevention and management plans are in place and regularly updated.
- Assess security concerns, such as theft or vandalism, to help protect both visitors and infrastructure.
- Ensure helicopter landing sites and fire ponds are maintained and operational.
- Ensure volunteer health and safety plans are in place and adequate.
- Ensure public have information of basic emergency processes.

Policy 3.2: Rangitāne may choose to attend and be part of any key induction of staff or volunteers.

NOTE: The Manawatu Mountain Bike Club and Council have a Memorandum of Understanding (MoU) which includes understanding that the Manawatu Mountain Bike Club manages the health and safety of their volunteers and contractors who carry out mountain bike track building and maintenance.



4. Signage, Communication and Community Involvement Policies

New users of the area will benefit from clear and helpful information about tracks, facilities, hazards, and boundaries between public and private land. To ensure a positive experience and avoid trespassing, effective signage, maps, and other resources are essential.

The Kahuterawa Outdoor Recreation Area (KORA) offers excellent opportunities for environmental education and interpretation. Visitors can learn about native flora and fauna, local history, and the area's unique ecological features and how the area acknowledges mana whenua.

For the most up-to-date and comprehensive information, visitors are encouraged to visit the **Council website**, which serves as the primary resource for maps, track details, safety guidelines, and educational content. This ensures that all users have access to the information they need to enjoy the area safely and responsibly.

The Council and volunteers working at the KORA have rural neighbours. Council will continue to be a good neighbour and needs to manage its activities with neighbours in mind.

Policy 4.1: Take a coordinated approach to development, volunteering, information and maintenance within the KORA area.

Policy 4.2: Council and stakeholders provide up-to-date information on the KORA. The following types of information will be provided;

- Events
- Rangitāne's connection to the area
- Hazards
- Closures
- Trails and walking tracks
- Emergency procedures
- Rules and regulations
- History, education and cultural information
- Other activities in the area.

Policy 4.3: Ensure the area has key historical, environmental and cultural knowledge displayed in signage, mahi toi (art) and on the Council website.

Policy 4.4: Council and KORA volunteers will communicate any activities or events that might impact the neighbours and the public in a timely manner.

Policy 4.5: Work with neighbours and volunteers to ensure the security, management, maintenance and development of the KORA is achieved effectively.

Development Opportunity 4.6: Council will work with appropriate users (walking/hiking/mountain biking) to develop a programme to improve the wayfinding system at the park.



12 DRAFT Kahuterawa Outdoor Recreation Plan

Outdoor Recreation

5.1 Outdoor Recreation: supporting opportunities

The Kahuterawa Outdoor Recreation Area (KORA), the city's premier outdoor active recreation¹ playground, offers a wide range of activities such as swimming, fishing, picnicking, hiking, mountain biking, and camping, all set within a stunning natural landscape. Outdoor recreation has long been a cornerstone of Kiwi culture, with New Zealanders embracing it in even the most remote and inaccessible places, both at home and abroad. In recent years, mountain biking has surged in popularity, becoming one of the fastest-growing sports in the country, particularly with the advent of production-capable e-bikes. KORA caters to these evolving interests, providing a space where tradition and innovation in outdoor recreation intersect.

The development of KORA's network of walking tracks and mountain-bike trails has been driven largely by the passion and dedication of volunteers, supported by the Council. This community-led approach has been instrumental in creating a space that reflects the diverse needs and aspirations of Palmerston North's residents and visitors. To build on this success, it is essential to continue investing in the area's infrastructure, accessibility, and environmental sustainability.

Policy 5.1.1: support a wide variety of outdoor recreation opportunities at the Kahuterawa Outdoor Recreation Area. The main activities are:

- Kayaking
- Walking/Hiking
- Trail running
- Camping and campfires
- Horse riding²
- Swimming
- Picnicking
- Fishing
- Orienteering
- Hunting²
- Dogs and dog walking
- Motorised recreation²

¹ Alongside Te Aipiti Manawatu

² By permit in Gordon Kear Forest

5.2 Mountain Biking

The Manawatu Mountain Bike Club (MMBC) takes responsibility for building and maintaining tracks that are available to their members, as well as the general public and visitors from outside the region. They have constructed over 40km, to date, with plans for a further 10–15km. The trails range in abilities (grades) and the club activity seeks to cater to a wide variety of riding preferences from young kids right through to advanced technical riding.

Council provides an annual contribution towards the track maintenance and the club resources the new track builds and rest of the maintenance costs through fundraising activities and volunteer work. A 2022 Memorandum of Understanding details the roles and responsibilities of MMBC and the Council. Council purchased the land between the lower carpark and the stream which could be used for picnicking, camping and also a mountain bike skills area.

Arapuke Forest park and its mountain biking is recognised in the regional economic development agency (CEDA) and features in their promotional materials.

For more information refer to the club and park websites: <https://www.arapuketrails.co.nz/>
<https://mmbc.co.nz/>

Policy 5.2.1: support the Manawatu Mountain Bike Club to promote mountain biking in the region.

Policy 5.2.2: provide permits and access to the area for appropriate booked events.

Policy 5.2.3: maintain the MoU between Council and the Manawatu Mountain Bike Club.

Policy 5.2.4: ensure the Manawatu Mountain Bike Club maintains track grading and signage to recognised national standards.

Policy 5.2.5: support the Manawatu Mountain Bike Club development of the area for mountain biking.

Note: Council purchased the land between the lower carpark and the stream which could be used for picnicking, camping and also a mountain bike skills area.

Development Opportunity 5.2.6: Investigate options for acquisition of the private property adjacent to Kahuterawa Road end carpark to develop learner and family mountain biking trails.

Development Opportunity 5.2.7: Should the Epic Ride prove viable during the review of the Turitea Reserve Management Plan, then assess the implications for the KORA.

5.3 Walking and Running

Walking, including short walks along part of the Sledge Track or Back Track, to day-tramps into Hardings Park, are an important part of recreational use of the area. Running is also popular with some users.

There is potential to provide a greater range of recreational walking and running opportunities in the area through development of a short 5km loop track. The Central Economic Development Agency (CEDA) recommended shorter loop tracks as a key recreation opportunity that they believed would attract high use.

Policy 5.3.1: provide walking and running opportunities for a wide range of abilities and fitness.

Any walking track development proposals are assessed against the following priorities:

- Short loops that incorporate existing tracks and are close to carparks and picnicking areas
- Provide links to existing tracks
- Provide access to significant views or vistas

Policy 5.3.2: Ensure the Department of Conservation (DoC) track standards are maintained.

Development Opportunity 5.3.3: Investigate options for the development of a short family-friendly loop walking track that begins and ends at the Kahuterawa Road end carpark/entrance.

5.4 Fishing

Some fishing for brown trout occurs in the Kahuterawa Stream. This involves a relatively small number of anglers and hours each year. The Stream is an important spawning area for trout that populate the lower reaches of the Manawatu River. Fishing is likely to remain a valued but minor use of the stream. Management will need to focus predominantly on actions that ensure the maintenance of water-quality, so it is attractive as a fish habitat and for fish spawning.

Policy 5.4.1: Maintain established fishing access points along the Kahuterawa Stream.

5.5 Picnicking

Picnicking used to occur around Black Bridge and occurs at Kahuterawa Reserve, particularly in summer and in association with swimming. There is opportunity to improve the attractiveness and use of these picnicking areas. This offers potential to extend the variety of use of the area and provide for combined family/group outings for individuals with a range of abilities and interests. Some individuals may wish to relax at a picnic site while others are doing a short walking or riding circuit.

Policy 5.5.1: Maintain the existing picnic infrastructure and associated amenities.

Policy 5.5.2: Develop a plan that identifies all existing and potential picnicking areas. Where possible prioritise picnicking areas that complement existing activity – such as swimming.

5.6 Swimming

Swimming in the Kahuterawa Stream occurs during summer. Informal swimming holes are present around various open access areas along the stream. Providing basic walking access to these areas and picnicking opportunities on adjacent flat ground will be valuable.

Policy 5.6.1: Maintain access to existing swimming holes at the Kahuterawa Recreation areas.

5.7 Kayaking

Kayaking in this area is infrequent but highly valued. The stream is typically paddled during flood conditions, starting from Gordon Kear Forest. These conditions occur roughly 3–4 times a year. The trip is only suitable for experienced whitewater kayakers. Maintaining access to the waterway and keeping it clear of debris has become less of an issue since the forest harvesting took place.

Policy 5.7.1: Informally monitor access points for kayakers.

5.8 Horse Riding

Gordon Kear Forest is occasionally used for organised horse rides, which require one-off approval from Council. This approach will continue. Ongoing access for horse riding within the active recreation zone is not considered appropriate due to potential conflicts with mountain bikers and walkers.

Policy 5.8.1: Assess one-off applications for horse-related events in Gordon Kear Forest.

5.9: Camping & Campfires

Camping is provided for at the Kahuterawa Reserve; but is generally not permitted in the active recreation area or in Harding's Park under the Turitea Reserve Management Plan.

Te Araroa Trail walkers sometimes camp in the open space at the Kahuterawa Road end carpark and park entrance. This, in combination with the acquisition of the farm paddock next to the Kahuterawa Road End carpark and the upgrade of the toilet, now allows for future consideration of camping.

However, there have been issues with camping in the Kahuterawa Reserve – with damage to vegetation, litter and behaviour. Any camping needs to be short term only, principally to support the Te Araroa Trail use. The sites are not suitable for heavy or extended use having no potable water supplies, washing or cooking facilities.

Fireplaces are provided at Kahuterawa Reserve. There is also some use of informal campfires around the Kahuterawa Road end. Campfires can be an important aspect of picnicking and outdoor experience. However, they pose risks to forest and biodiversity resources if not adequately controlled. Provision of a small number of safe fire areas at Kahuterawa Reserve and Kahuterawa Road end will allow controlled access to campfires.

Policy 5.9.1: Short stay camping will be allowed at the Kahuterawa Reserve and Kahuterawa Road End for no longer than 2 consecutive nights in any 6-month period.

Exceptions – Council will consider applications for group bookings in association with events on a case-by-case basis.

Policy 5.9.2: Campfires are not permitted outside Council provided fireplaces and barbecues.

5.10 Dogs

Dogs can be a threat to neighbouring farming operations through attacks on stock and through risks of sheep measles spreading. Uncontrolled dogs can impact on the enjoyment of recreational users. Recreational walking with dogs is popular and dogs are often used to aid hunting in areas of the remote experience zone. Finding a balance around dogs in the area is not simple. The Department of Conservation allows two dogs per hunting permit holder in the adjacent Tararua Forest Park. Controls relating to dogs also need to be compatible with the Turitea Reserve Management Plan covering Hardings Park. This plan allows 2 dogs per group that must be under close control.

Policy 5.10.1: A maximum of two dogs per group may be taken into the area, and they must be under control at all times (if a dog is not under voice control it must be on the leash).

Policy 5.10.2: Restriction of dog access may be required where pest control operations are undertaken.

5.11 Hunting

Hunting is a well-established recreation activity in the Tararua Ranges and Hardings Park. However, access to these areas is often through the Korp area. While this is permitted, this is conditional upon hunters (taking this route) adhering to both the law and Council's Safe Firearms Transit guidelines below.

Policy 5.11.1: Hunters with up-to-date permits are allowed to access their hunting grounds through the Korp.

To eliminate the risk of a firearms incident while accessing a hunting-permitted zone through a recreation area, the following apply:

- The firearm must be unloaded (the chamber is empty)
- The magazine is removed, emptied and packed in within a pack or belt.
- There is no ammunition connected in any way to the firearm.
- The bolt is removed from the action, the firearm is broken, or the empty chamber flag is active.
- The firearm is transported through the recreation zone in a firearms carry-case and/or is not visible to recreation users.

5.12: Motorised Recreation

Gordon Kear Forest (GKF) is used for occasional organised club drives. One off access for this is provided by Council. Historically (approximately 20 years ago) four-wheel drives used the Back Track. This is no longer possible due to the closed bridge at the top of the track and no longer appropriate due to the level of use by walkers and mountain bikers. Retaining controlled access for organised club activities in GKF will remain available on a permit basis. 4WD access in this area is less likely to result in conflict with other users due to the lower intensity of use and greater restriction on access.

Policy 5.12.1: Provide access for organised groups to ride in Gordon Kear Forest on a permit basis.

Natural Landscapes and Ecosystems

The native vegetation, wildlife, and ecosystems within this reserve are not only critical for their intrinsic biodiversity value but also serve as the cornerstone of the area's appeal for outdoor recreation. Degraded or fragmented ecosystems directly diminish the quality and desirability of recreational experiences, reducing the area's capacity to attract visitors and sustain long-term community engagement. The presence of intact natural landscapes, thriving wildlife populations, and ecologically functional habitats ensures that the reserve remains a vibrant destination for walking, hiking, birdwatching, and other nature-based activities.

6.1: Integrated Catchment Approach

Policy 6.1.1: Consider the management of the Kahuterawa ecosystems and natural landscapes at a catchment level.

This should include:

- Consideration of plans and programmes developed for adjacent catchments.
- Communication between volunteers, Council, neighbours and partners involved in the catchment.

6.2 Ecological Restoration and Linkages

The KORA plays a pivotal role in linking the upland forests of the Turitea Reserve and Tararua Forest Park to the Kahuterawa Valley's lowland habitats, creating vital pathways for native species to thrive. By addressing threats such as possums, rats, and invasive weeds through targeted control programs, the area is being restored to support resilient ecosystems. Collaborative efforts with Horizons Regional Council and neighbouring landowners are strengthening these connections, ensuring safe passage for species like the nationally endangered *Powelliphanta traversii tararuaensis* snail and fostering biodiversity resilience across the catchment.

These restoration initiatives align with the Council's Green Corridors project, which aims to expand native habitats and enhance ecological linkages from the Tararua Ranges to the Manawatū River. By prioritising pest management and weed control in partnership with local communities and agencies, KORA is becoming a model for landscape-scale conservation.

Restored habitats not only protect vulnerable species but also enrich outdoor experiences, offering visitors vibrant forests, clean waterways, and thriving wildlife. Through sustained collaboration, KORA exemplifies how ecological restoration can safeguard New Zealand's natural heritage while ensuring future generations inherit a landscape teeming with life.

Policy 6.2.1: Enhance and restore biodiversity in the Kahuterawa catchment.

This will be achieved in the following manner:

6.2.1(a): Continue to support the native forest natural regeneration of the margins of the streams and steeper slopes.

6.2.1(b): Pest control strategies (for both plant and animal pests that are compliant with regional strategies) maintained at current levels.

Prioritise weed eradication in the following manner:

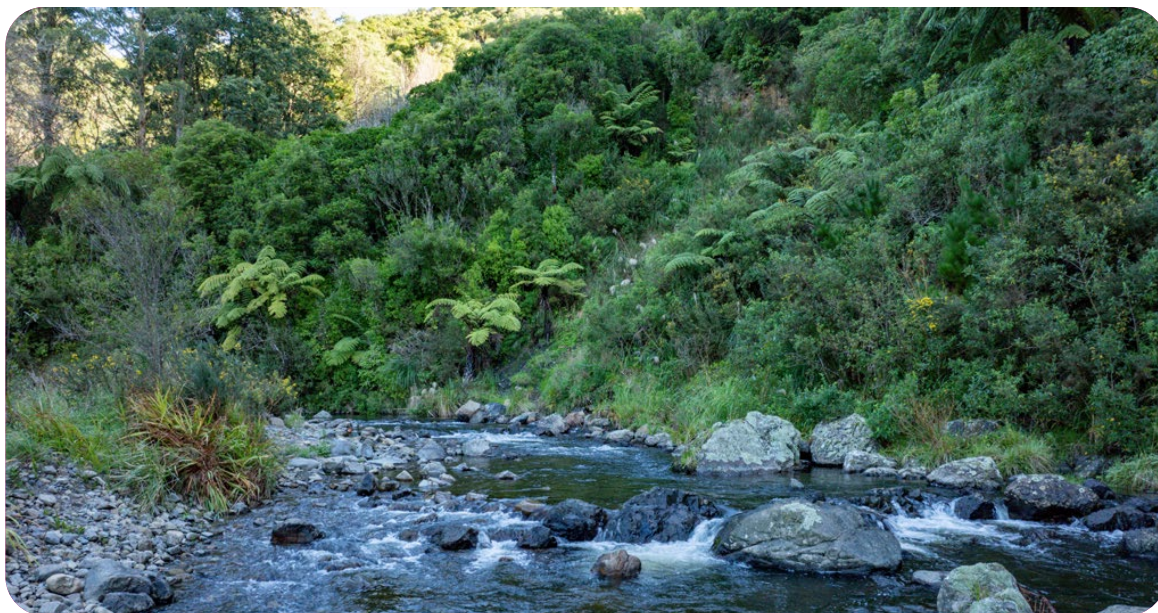
- Recently established weeds that are localised in their distribution
- Those that place biodiversity conservation at most immediate risk
- Easily controlled and eradicated weeds
- Weeds have a low risk of reinvasion
- Weeds score highly in terms of weed characteristics under national classification systems

Animal pest control strategies will:

- Take a catchment approach
- Ensure work with neighbours to develop a coordinated approach
- Be cost effective
- Have a low risk to non-target species, recreational users and neighbours
- Use best practice approach to pest management
- Are undertaken to achieve targets in Appendix I

6.2.1(c): Consider and assess applications for ecological restoration proposals & initiatives, including:

- planting days
- events
- volunteer days



6.2.1(d): Minimise risk of introduction or spread of pests into the Kahuterawa catchment.

- Utilise wash-downs for operational gear
- encourage users to clean at-risk boots and gear prior to visiting the reserve).
- Avoid using road metal sourced from high weed areas
- Provide information on prevention of weed introduction

6.2.1(e): Ensure fencing with neighbours is stock-proof and effectively ensures stock is excluded from KORP areas.

Policy 6.2.2: Planted native vegetation will use appropriate species and seed sources and consider bird feed plants.

Policy 6.2.3: Planted restoration opportunities and pest management operations will prioritise native plant species that have been removed or reduced from the area by the impact of pests.

Policy 6.2.4: Create ecological linkages where possible.

The following will contribute to this:

- Encourage linkages on neighbouring properties
- Prioritise linkages that contribute to the development of “green corridors” to lowland areas via the Kahuterawa Valley

Policy 6.2.5: Enhance biodiversity across the area utilising pest management strategies (for both plant and animal pests).

6.3: Rural Landscapes

The areas covered by this plan are vital to preserving the high-quality rural and natural character of the Kahuterawa Valley and its upper catchment. Activities such as road widening and the development of tracks or structures—particularly on prominent ridgelines - could undermine these landscape values. Road upgrades and new infrastructure should be carefully managed to minimise their negative impacts on the area’s visual and ecological integrity.

Policy 6.3.1: All development of the KORP and management practices will consider any implications on the visual landscape in the design phase and prior to construction.

Policy 6.3.2: Any road development will strive to maintain a balance between safety and impacts on the rural character of the area.

6.4 Forest Harvesting & Silviculture

The planting of exotic harvest species was undertaken with the intention to provide tree species that contribute to recreation in the area and also provide income via harvesting in high-value exotic small stands. Planning was completed in order to maximise recreation opportunities, maximise income from harvesting and to minimise impact of future harvesting on biodiversity and recreation. While harvesting is many years off, the trees will need ongoing pruning, thinning and maintenance to ensure a profitable harvest.

Policy 6.4.1: Maintain exotic harvest forest stands in order to maximise recreation and income opportunities.



Monitoring

Monitoring serves as a critical tool to evaluate the effectiveness of management strategies in achieving established objectives and implementing targeted policies. It enables the identification of necessary adjustments to ensure the plan's goals are met. For instance, tracking native vegetation regeneration allows for assessing whether key canopy tree species and understorey plants are recovering adequately. Much of the intensive monitoring that was occurring when harvesting was in full swing will now go back to a maintenance model.

In the KORA region, such monitoring initiatives are integrated with the Council's broader state-of-the-environment reporting frameworks. This alignment ensures consistency with regional environmental assessments and strengthens the capacity to inform adaptive management strategies. Future monitoring efforts will be designed in direct reference to these comprehensive reporting systems, enhancing their relevance and utility in guiding conservation and policy decisions.

A significant monitoring programme was undertaken in the early years of the KORA implementation and development. In recent years the programme was paused as the pest control and forest reestablishment and regeneration was embedded. Periodic monitoring will provide snapshots of health and progress.

7.1: Assess the Effectiveness of Management Actions

Policy 7.1.1: Incorporate KORA into the recreational Parkcheck survey once every two years.

Policy 7.1.2: Complete snapshot monitoring of biodiversity outcomes (Section 5: Natural Landscapes and Ecosystems) every 3- 5 years. This monitoring will include:

- Forest canopy condition, particularly of browse susceptible species
- Understorey condition including regeneration of main canopy species and maintenance of diverse understorey
- Distribution of and rare, threatened and vulnerable species

Policy 7.1.3: Complete snapshot monitoring of animal and plant pests every 3 – 5 years.

This will include:

- Plant pests
- Animal pests (including possums, wild cats, rodents and stoats)
- Large exotic animal pests (such as deer).



Appendix 1: Animal Pest Control Targets

| Animal | Area | Control target | Notes |
|-----------------|---|---|---|
| Possum | Snail and Vulnerable Plant species areas (Woodpecker, Sledge Track, Back Track) | <ul style="list-style-type: none"> ➤ < 5% possum residual trap catch (RTC) ➤ Maintain a stable canopy of main canopy species and avoid the removal of vulnerable canopy species by possums | <ul style="list-style-type: none"> ➤ Protection for snails and Kaimahi ➤ May expand target onto adjacent and down valley private land with landowners support ➤ Links to Hardings Park and Turitea Reserve Control |
| | Northern Harding's Park | < 10% residual trap catch (RTC) | Currently maintained as a buffer to Turitea catchment possum control. |
| | Other Areas | No other target at present, but if control is introduced in adjacent Tararua Forest Park, then set appropriate control targets | Currently no control in Tararua Forest Park. Undertaking control in areas such as Gordon Kear is unlikely to be cost effective while there is this major re-invasion source. |
| Goat | Woodpecker, Sledge Track, Back Track | Take all practical steps to eradicate | Goats only present as occasional visitors |
| | Other Areas | <ul style="list-style-type: none"> ➤ Sufficient control to minimise movement. ➤ Eradicate where feasible. | Control currently undertaken in and around Turitea water catchment |
| Red Deer | | To a level that allows adequate regeneration of main canopy tree species and palatable understorey species. | |
| Pigs | Woodpecker, Sledge Track, Back Track | Take all practical steps to eradicate | <ul style="list-style-type: none"> ➤ Important for protection of snails. ➤ Are occasional visitors to these areas. |
| | Other Areas | | Control may be required in relation to any specific problems or decline in vegetation condition. |

| Animal | Area | Control target | Notes |
|-------------------|--------------------------------------|---|--|
| Mustelids | | No direct control | |
| Feral Cats | | No direct control | <ul style="list-style-type: none"> ➤ Encourage any nearby subdivisions to be “cat free”. ➤ Work with neighbours to ensure cats are de-sexed. |
| Rodents | Woodpecker, Sledge Track, Back Track | Control of rodents in conjunction with possum control | <ul style="list-style-type: none"> ➤ Focus where snail populations are present ➤ Likely to involve use of brodifacoum or other toxin in conjunction with maintenance control of possum populations |
| | Other Areas | No direct control | |





Te Kaunihera o Papaioea Palmerston North City Council
pncc.govt.nz / info@pncc.govt.nz / 06 356 8199

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: The Regent Theatre Trust - Final Statement of Intent 2025-2028

PRESENTED BY: Sarah Claridge, Governance Advisor

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the final Statement of Intent 2025-2028 (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'¹. 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.

¹ 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 of 26 March 2025; one recommendation was made for the Regent Theatre Trust Board to consider when developing its final SOI (see Table 1 below).
- 2.3 Council Officers met with the Regent Manager to discuss how the performance measures could be condensed and targeted to enable the reader to easily ascertain the performance of the Regent. The Regent Theatre Trust Board has considered the Committee's comment on the draft SOI and has revised its performance measures as summarised in Table 1.

Table 1: Comparison of Council comments with the Regent's final SOI 2025-28

| Committee's requests for changes to draft SOI 2025-2028 | Is it dealt with in the SOI? |
|---|---|
| <p>PERFORMANCE MEASURE</p> <p>Recommendation</p> <p>Council Officers to work with the Regent Theatre to review the total number of performance measures to 4-6.</p> | <p>Yes – The Regent has revised its performance measures to six measures (page 10).</p> <p>3. The following changes have been made to performance measures:</p> <ul style="list-style-type: none"> Measures around LED lighting through the theatre; companion card tickets sold and the number of ethnically diverse concerts will now be reported on in the activities section. A new measure: total number of performances in the auditorium has been added, while removing 'total number of events over all spaces in the theatre'. 'Number of events held by educational facilities' is an amalgamation of the previous three measures: number of events from tertiary graduation ceremonies, school concerts and school prizegivings. |

4. NEXT STEPS

- 4.1 The Regent's Annual Report 2024-25 will be presented to the Culture & Sport Committee on 10 September 2025.

5. COMPLIANCE AND ADMINISTRATION

| | |
|--|---|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a Long Term Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city | |
| The recommendations contribute to this plan: 14. Mahere mana urungi, kirirautanga hihiri 14. Governance and Active Citizenship Plan The objective is: Review and monitor the performance of Council Controlled organisations. | |
| 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. The Regent Theatre Trust - Statement of Intent 2025-2028
(attached separately) 

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Te Manawa Museums Trust - Final Statement of Intent 2025-2028

PRESENTED BY: Sarah Claridge, Governance Advisor

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the final Statement of Intent 2025-2028 (Attachment 1) submitted by the Te Manawa Museums Trust Board.

1. ISSUE

- 1.1 The Statement of Intent (SOI) sets out the objectives and activities of the Te Manawa Museums Trust (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. Te Manawa Museums 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 Council received Te Manawa's draft SOI at its meeting of 7 May 2025 and made recommendations for Te Manawa Museums Trust Board to consider when developing its final SOI (see Table 1).

- 2.3 Te Manawa Museums Trust Board has considered Council'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 Te Manawa has outlined in their SOI 2025-28.

Table 1: Comparison of Council comments with Te Manawa's final SOI 2025-28

| Council's requests for changes to draft SOI 2025-2028 | Is it dealt with in the SOI? |
|---|---|
| Contribution to Council Plans Include in the SOI details of how Te Manawa meets the specific objectives listed in the Arts and Heritage Plans (as referenced in your SOE). | Yes – Te Manawa has clearly explained how it meets the specific objectives listed in Council's Arts and Heritage Plans (page 9). |
| Manage existing collections and any potential donations Include an action to inform Council about the Acquisition Policy, how collections are protected, and any risks to the collection. | Yes – Te Manawa has added two actions to progress this expectation: <ul style="list-style-type: none"> to review its Collections Policy in 2025/26 and 2027/28; and to inform Council about its Acquisition Policy in 2026/27. (page 15) |
| Strategic Partnerships Explain how Te Manawa plans to work with the Heritage Reference Group. | Yes – Te Manawa has added an ongoing action to: Support the Heritage Reference Group through providing staff advice, participation and professional museum expertise. (page 15) |

3. NEXT STEPS


- 3.1 Te Manawa's Annual Report 2024-25 will be presented to the Culture & Sport Committee on 10 September 2025.

4. COMPLIANCE AND ADMINISTRATION

| | |
|---|------------|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a Long Term Plan? | No |

| | |
|--|---|
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city | |
| The recommendations contribute to this plan: 14. Mahere mana urungi, kirirautanga hihiri 14. Governance and Active Citizenship Plan The objective is: Review and monitor the performance of Council Controlled organisations. | |
| 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. Te Manawa Museums Trust - Final Statement of Intent 2025-28 (attached separately) 

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: The Globe Theatre Trust - Final Statement of Intent 2025-2028

PRESENTED BY: Sarah Claridge, Governance Advisor

APPROVED BY: Cameron McKay, General Manager Corporate Services

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the final Statement of Intent 2025-2028 (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 Council received the Globe's draft SOI at its meeting on 2 April 2025 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 Council's comments on the draft SOI and made changes in response, as summarised in Table 1.
- 2.4 Council Officers met with the Globe's Manager to discuss how the performance measures could be improved. The Globe Theatre Trust Board has considered the Committee's comments on the draft SOI and has revised its performance measures as summarised in Table 1.
- 2.5 Overall Officers are content with the strategic direction, and the ambitious and varied list of actions the Globe has outlined in their SOI 2025-28.

Table 1: Comparison of Council comments with the Globe's final SOI 2025-28

| Committee's requests for changes to draft SOI 2025-2028 | Is it dealt with in the SOI? |
|--|---|
| <p>CONTRIBUTION TO ACTIONS IN THE ARTS PLAN:</p> <p>The SOI needs to clearly explain how the operations of the Globe Theatre contributes to Council's strategic documents, in particular objectives 1-3 in the Arts Plan.</p> | <p>Yes – the Globe has explained how its operations contribute to Council's strategic objectives (pages 4-6).</p> |
| <p>PERFORMANCE MEASURE</p> <p>Recommendation</p> <p>Council Officers to work with the Globe Theatre to review the total number of performance measures to 4-6.</p> | <p>Yes – The Globe has condensed its performance measures.</p> <p>The Globe has removed the two targets: '% of MOU' and '% Community usage.' These two measures are no longer useful given the Globe has successfully attracted many groups to sign MOUs (which was the original intention of the measures).</p> <p>The Globe has also elaborated on the target: 'hours of use by hirers' by putting a total usage of 12 hours per day. The Globe is open 365 days a year.</p> |
| <p>ECONOMIC IMPACT REPORTING</p> <p>Recommendation</p> <p>Add an activity to progress this expectation.</p> | <p>Yes – an activity has been included to develop an economic reporting model and share it with relevant hirers (page 6).</p> |
| <p>FINANCIALS</p> <p>Recommendation</p> <p>Consider seeking grant funding in</p> | <p>Yes – the Globe states its intention to seek external funding to progress projects (page 6).</p> |

| Committee's requests for changes to draft SOI 2025-2028 | Is it dealt with in the SOI? |
|---|------------------------------|
| 2026/2027 for the projects. | |


3. NEXT STEPS

- 3.1 The Globe's Annual Report 2024-25 will be presented to the Culture & Sport Committee on 10 September 2025.

4. COMPLIANCE AND ADMINISTRATION

| | |
|--|---|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a Long Term Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city | |
| The recommendations contribute to this plan: 14. Mahere mana urungi, kirirautanga hihiri 14. Governance and Active Citizenship Plan The objective is: Review and monitor the performance of Council Controlled organisations. | |
| 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 - Final Statement of Intent 2025-2028 (attached separately) 

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Manawatu Community Athletics Track - Annual Report for 2024

PRESENTED BY: Aaron Phillips, Activities Manager - Parks

APPROVED BY: Chris Dyhrberg, General Manager Infrastructure

RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the Manawātū Community Athletics Track Annual Report for 2024, presented to the Culture & Sport Committee on 25 June 2025.

1. ISSUE

- 1.1 The Manawātū Community Athletics Track was established on Massey University's Turitea Campus in 2001 as a partnership between the athletics community, Massey University and the Palmerston North City Council (PNCC).
- 1.2 This memorandum provides commentary on the 2024 Annual Report from the Advisory Committee.

2. BACKGROUND

- 2.1 The facility is operated under a Memorandum of Understanding (MOU), which was formed in 2000. The 2000 MOU was reviewed and updated in 2021.
- 2.2 Under the MOU, an Advisory Committee oversees the track governance with appointments from Massey University, PNCC and Palmerston North Athletic and Harrier Club (PNA&HC).
- 2.3 In 2024, Palmerston North City Council was represented by Councillor Billy Meehan and the Activities Manager – Parks, Aaron Phillips.
- 2.4 The Council contributes \$78,900 + GST per year (adjusted for inflation)² towards both the maintenance and renewals of the track.
- 2.5 Massey University provides day-to-day facility administration, management, maintenance and security services, as well as sharing in maintenance and

² Adjusted for inflation, in 2024/25 the total contribution is \$88,631.25 + GST.

renewal costs. The PNA&HC provides track and field equipment and often assists with events and school use.

2.6 The 2024 Annual Report (Attachment 1):

- The committee focused on renewal items such as repainting the lines on the track and preparing for the renewal of the track lighting and replacement of lamps with LEDs.
- The long-serving stalwart volunteer in the athletics community, Alan Adamson, passed away. His 70-year involvement in athletics and 25-year service directly with the track will be missed and remembered.
- The report contains various statistics and graphs that enable the use of the track to be understood.

2.7 Figure 1 shows the annual number of bookings³ since 2010.

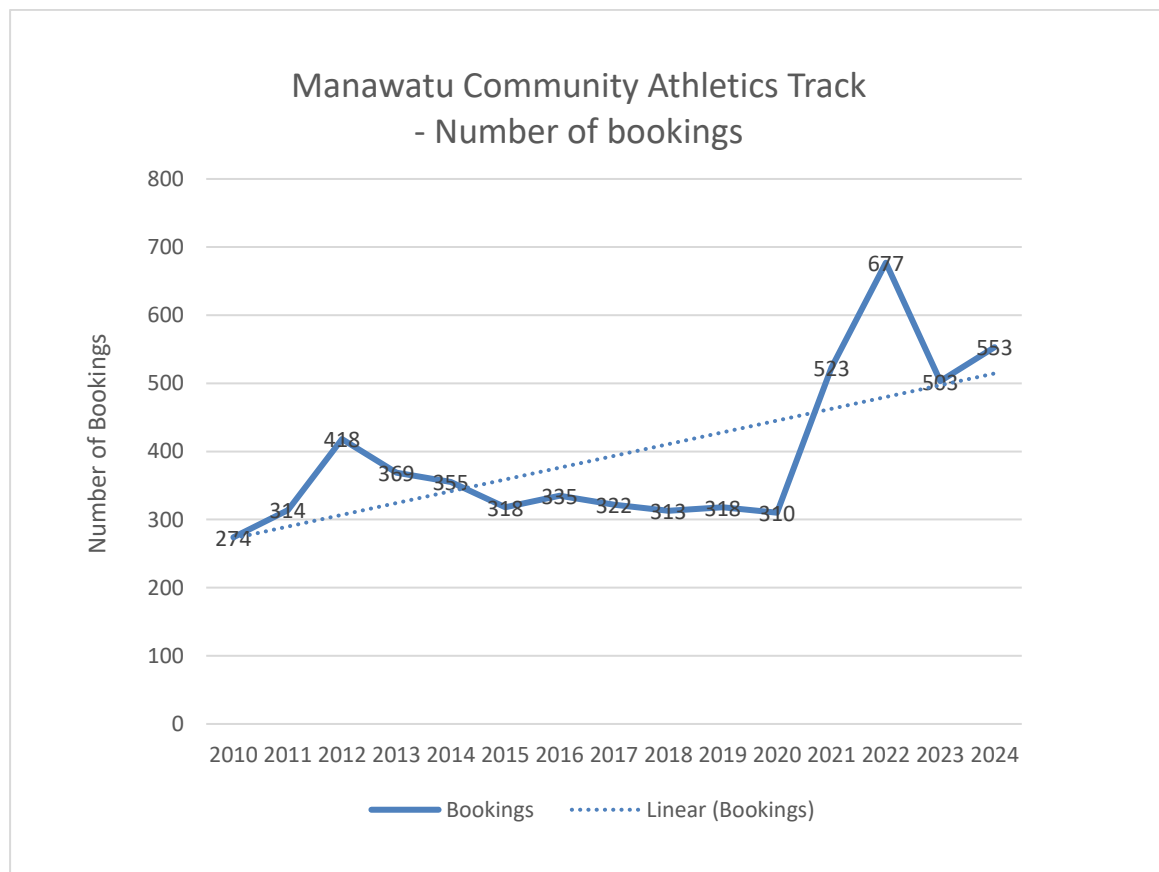


Figure 1: MCAT booking numbers since 2010

2.8 The bookings remain at a strong level and show an average of more than one booked use per day.

³ Includes football use of the infield, of which there were 93 uses in 2024.

- 2.9 The figures for the estimated number of users shown in Figure 2 show a bounce back in use numbers similar to 2021 and the highest year since 2016.

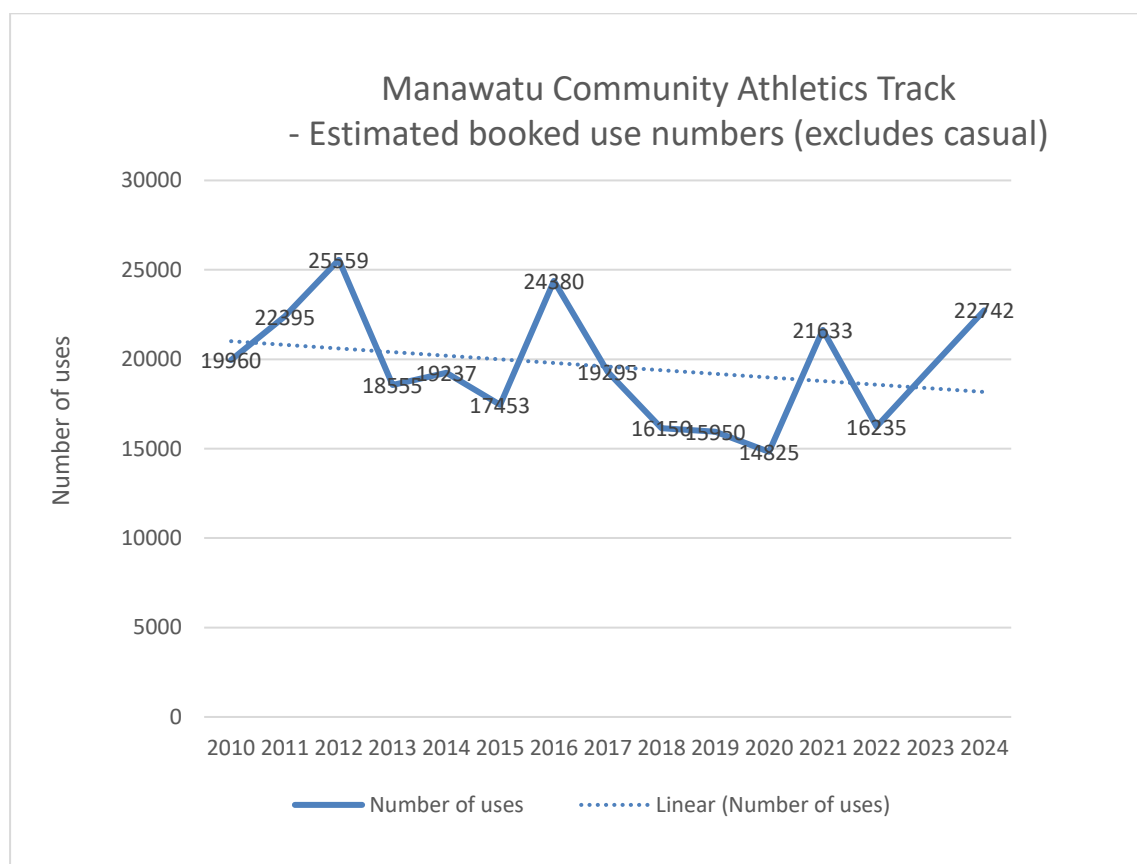


Figure 2: MCAT estimated numbers of booked users excluding casual

- 2.10 A Councillor appointment to the Advisory Committee will be required following this year's local government elections.

3. NEXT STEPS

- Seek a Councillor appointment to the Advisory Committee following the election.
- Thank the Advisory Committee and their organisations for their work in providing the facility for Palmerston North and the wider Manawātū.

4. COMPLIANCE AND ADMINISTRATION

| | |
|--|------------|
| Does the Committee have delegated authority to decide | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative | No |

| | |
|--|---|
| procedure? | |
| Is there funding in the current Annual Plan for these objectives? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city | |
| The recommendations contribute to this plan: 6. Mahere rēhia 6. Recreation and Play Plan The objective is: Support community access to sports facilities at Massey University | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | Provides recreation facilities for the athletics community and casual recreation. Supports attracting events. |

ATTACHMENTS

1. Manawatu Community Athletics Track Annual Report 2024 [↓](#) 



TE KUNENGA
KI PUREHUROA
MASSEY
UNIVERSITY
UNIVERSITY OF NEW ZEALAND



MANAWATŪ COMMUNITY ATHLETICS TRACK 2024 ANNUAL REPORT

Prepared by the
Manawatū Community Athletics Track Advisory Committee

Contents:

| | |
|--|---|
| 1. Executive Summary | 2 |
| 2. Palmerston North Athletic and Harrier Club Report | 3 |
| 3. Community and Schools Report | 4 |
| 5. Bookings and Users Statistics | 6 |



EXECUTIVE SUMMARY

This is the 23rd annual report provided by the Manawātū Community Athletics Track (MCAT) Advisory Committee to the Palmerston North City Council (PNCC) and Massey University (Massey). The provision of this report is part of the requirement of the Memorandum of Understanding for the Advisory Committee to formally report to both the PNCC and Massey.

One of the key 2024 items achieved from an Advisory Committee perspective was the re-painting of the lines on the track. The decision to re-paint the lines was approved by the Committee when the Athletics Club identified the amount of wear on the lines over the years since the track was re-surfaced. The re-painting came at a time when the track was at its busiest with the usual Primary and Intermediate School bookings, but bookings were managed so that most schools could reschedule their dates and still have a chance to use the track.

Other items from the Advisory Committee in 2024 included the continued work on the Asset Renewal Development Plan, exploring the lighting replacement, and discussions around athletics matters such as the discus netting and replacing the photo timing equipment.

Looking ahead to 2025, one of the key tasks will be looking into the lighting replacement. An application has been approved by Central Energy Trust to get a structural report of the lighting columns. With LED lights being heavier than normal lights, the columns need to be looked at to assess whether the columns can withstand extra weight and wind loadings. Other items will be finalising the MCAT Asset Renewal Development Plan, which will be especially important for the lighting requirements, the roof of the clubrooms, and the track surface itself. Given the tight financial climate, and the fact that the MCAT surface is approximately halfway through its projected lifecycle, this document becomes increasingly important to plan accordingly. The MCAT Advisory Committee will also look further into replacing the discus netting, to date it has been difficult to find a company that makes these.

Finally, thank you to the representatives of the MCAT Advisory Committee, especially Jacob Oram as he steps down as Chair, and Alan Adamson, a long-serving member who sadly passed away during this year, but also Massey University (Gary Mack and Emma Carey), PNCC (Cllr. Billy Meehan and Aaron Phillips), and the User Group representatives (George McConachy, Tara Rolfe, Lisa Trow and Hannah Callesen) for their contributions to another productive 12 months.

Gary Mack

Massey University – Grounds Manager

Manawātū Community Athletics Track Advisory Committee – Interim Chairperson



PALMERSTON NORTH ATHLETIC AND HARRIERS CLUB REPORT

Another busy year has passed. Schools are holding events at the track with peaks in March for High Schools and in November for Primary Schools. We also held the North Island Secondary Schools Championships for a second year and again a very popular and successful event with a 20% increase in numbers. Thank you to all those involved, with a special mention to Tara Rolfe who did a great job bringing the event together.

Last year we lost Robin “Digger” Doyle. Digger bequeathed \$70,000 to the club. This has made it possible to purchase an electric vehicle to tow hurdles and jump pads at the track. This vehicle is to be known as “The Digger”, and has already made a significant difference to coaches, officials, and school groups.

This year we also lost Alan Adamson. Alan joined the Palmerston North Athletic and Cycling Club as a seven-year-old and was a member until his passing, a total of seventy years. Alan was involved as an athlete, a coach, an official and an administrator at local, regional and national levels. He was president of the Athletics and Cycling Club and the Palmerston North Athletic and Harrier Club, a member of the MCAT Advisory Committee from 2000, a life member of this club and of Athletics Manawatu-Wanganui, and a long service and merit recipient from Athletics New Zealand. Alan had a vision for a club that catered for all ages and all events and that the club would have first-class facilities. Alan wrote a column for the Manawatu Standard and for Stuff, and was a very able statistician. Always known as a friendly and kind official, he contributed to local athletics in a massive way. You cannot replace such a man. He Rangatira kua wheturangitia.

A big project that has been ticked off the list in 2024 was the re-marking of the track in November. Projects for 2025 include replacing the 24-year-old photo-timing equipment and upgrading the Hammer/Discus throws cage. The User Group appreciates the ongoing support of the Palmerston North City Council and the work of Jacob Oram and the Massey University team. Jacob has moved on from his position to become an assistant coach with the Black Caps and we are sure he will bring his knowledge and passion to that role. Thank you for your years of service to Massey and to the Athletics community. We wish you well Jacob.

The reason the club exists is to promote athletes, so it is pleasing to note that we have had another great year. Winning the Central Team Athletics Competition National championship brought a harvest of medals, including five gold, five silver, and five bronze medals across a range of events. I would also like to highlight Dale McMillan setting a W55+ Shot Put record and Vanessa Hodge winning the 200m, 400m, and 800m at the Pan American Masters in Cleveland USA.

I must mention Hamish Kerr who was a club member for four years. It takes a community to get an athlete to an Olympic gold. Without our facilities and the work of club members and particularly Anne Thomson, his career would have ended when he left Auckland. A wonderful achievement.

Congratulations on another good year. I wish to thank the committee, coaches, officials, athletes, parents and supporters. We look forward to another successful athletics season.

George McConachy

President – Palmerston North Athletic and Harrier Club

COMMUNITY AND SCHOOLS REPORT

“The Manawātū Community Athletics Track continues to serve as a fantastic sport facility for primary and secondary schools to use, as well as the wider community. 2024 once again saw a number of our Palmerston North secondary schools (Awatapu, Freyberg, PNBHS and PNGHS) as well as a host of primary schools use MCAT for their school athletics days.

The Manawātū Inter-Secondary School Athletics Championship was once again hosted at the track, with 500 secondary school students from across the Manawātū, Palmerston North, Horowhenua and Taranaki districts taking part, a 25% increase from the previous year. This was due in part to holding the event on a weekday rather than a weekend. Feedback about the equipment and facilities for the event was overwhelmingly positive, although the lack of an adequate size toilet block, requiring the hire of additional port-a-loo facilities was noted as a negative factor. Other significant secondary school events held at MCAT in 2024 included the North Island Inter-Secondary School Association and Special Olympics Secondary School competitions.

The low-to-no-cost model continues to be a positive factor in promoting the use of the facility. The equipment is generally well maintained, although access to keys was a minor factor due to the primary keyholder being significantly unwell at times. As always, Sport Manawātū fully encourages the use of this facility as an important resource for our community to stay active and healthy.”

Matthew Conger

Sport Manawātū – Regional Sport Director

“The Manawātū Community Athletics Track has been used by Palmerston North Intermediate Normal School for its school athletics day, super sport events and school cross country events for over 20 years.

As we are a large school it is great to have access to a track that can cater for our numbers and equipment needs. The track has all the equipment we need to run an event for 700 students, along with the required parking and bus drop off areas. This enables us to comply with our health and safety plans with ease. Events are easy to manage with the track microphone system and all the equipment is always of a high standard. The staff and volunteers are always extremely helpful and make the process easy.

We look forward to our days at the Manawātū Community Athletics Track every year.”

Liam McCrae

Palmerston North Intermediate Normal School – Sports Coordinator

"The wider Manawatū community is fortunate to have a facility such as the Manawatū Community Athletics Track out at Massey University.

The track adds to a hub already established including top-level football and rugby fields, a hockey turf, the Sport Institute with its green room and accommodation facilities, recreation areas, equestrian capabilities and more.

As a school, Palmerston North Boys' High School uses this facility regularly with athletes training several times a week with the club, school athletics finals day, MISSA and this year the NISSA championships. Hosting larger athletic events is made possible with both the physical and club manpower made available. The track is supplied with up-to-date equipment that is stored on-site which makes the set-up and pack-downs efficient. Being supported by lights also gives the track added capabilities."

Peter Finch

Palmerston North Boys High School – Director of Sport

"The Community Track is a huge asset for schools. We have now moved running our school event to the track as well as our cluster event. The equipment and track are well looked after and maintained, making it so much easier for us to carry out our school events. Having the event at school comes at a cost for us with digging out and replacing sand in our jumping pits and renewing and storing huge mats for high jump. Equipment that is not used all year round in our school takes up a huge chunk of our budget.

Thank you for supporting Massey Community Track and making this such an amazing resource for the entire community."

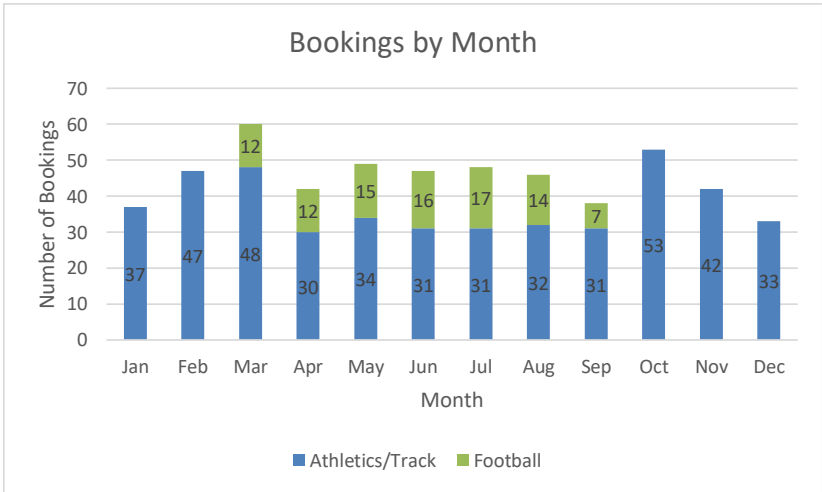
Shelley Karatau

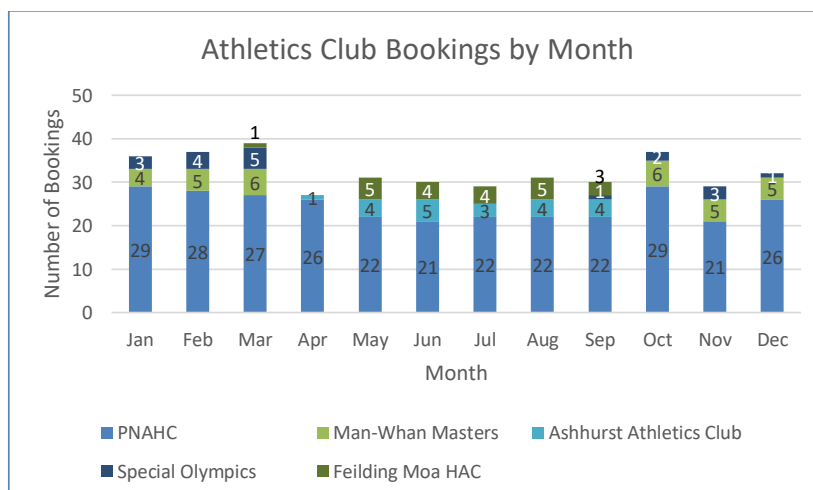
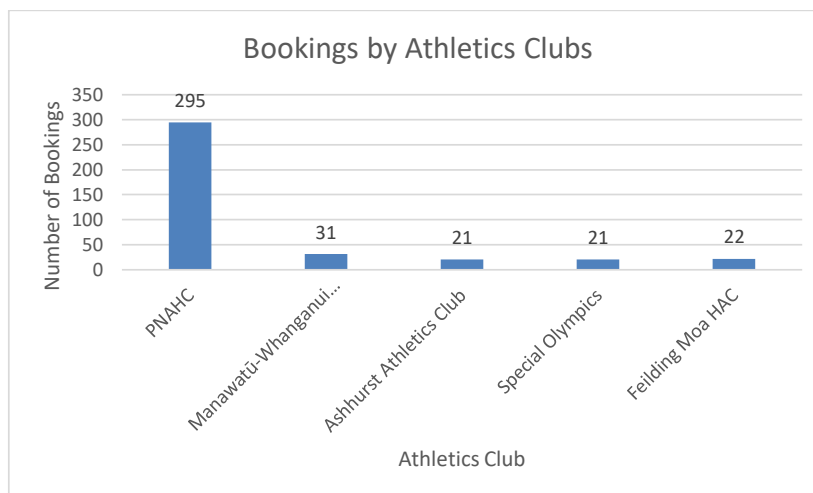
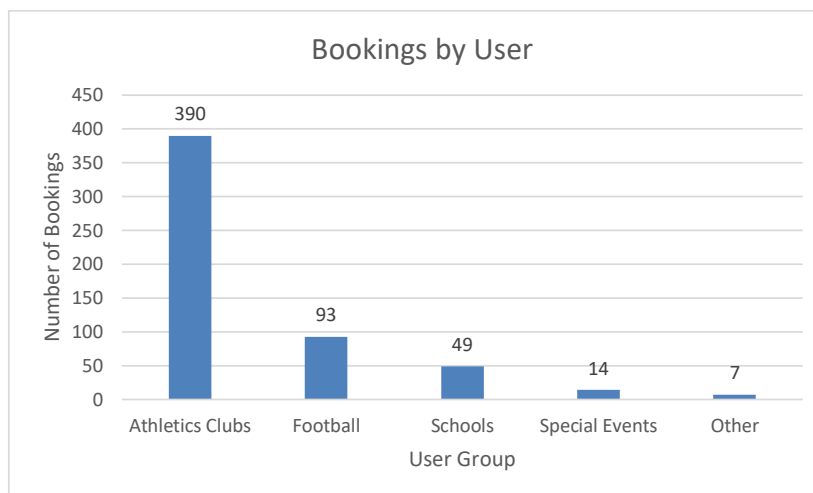
Fitzherbert Cluster – Aokoutere School Representative

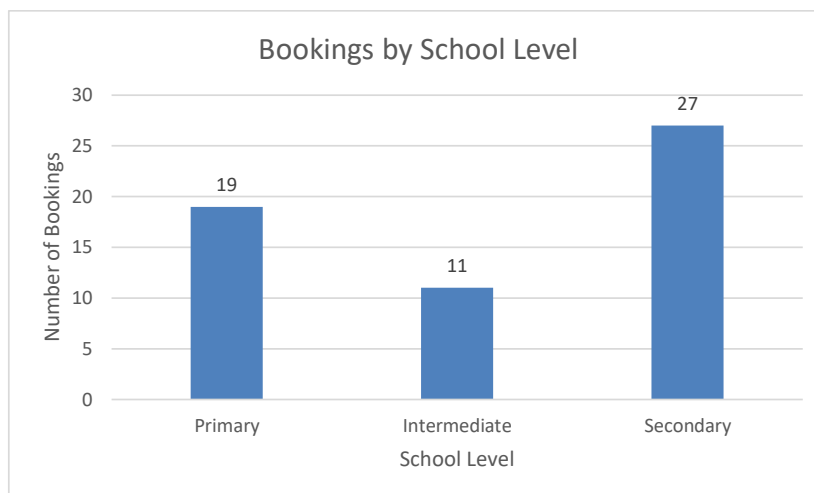
Bookings and User Statistics 2024

2024 MCAT Number of Users per Month

| Month | Athletics Clubs | Football | Schools | Special Olympics | Special Events | Other | Total |
|-------|-----------------|----------|---------|------------------|----------------|-------|--------|
| Jan | 845 | | | 90 | | 20 | 955 |
| Feb | 850 | | 3,480 | 120 | | | 4,450 |
| Mar | 925 | 192 | 1,305 | 150 | 800 | | 3,372 |
| Apr | 675 | 192 | 15 | | 1,200 | | 2,082 |
| May | 665 | 240 | 30 | | | 17 | 952 |
| Jun | 635 | 301 | | | | 3 | 939 |
| Jul | 640 | 317 | 30 | | 150 | | 1,137 |
| Aug | 665 | 314 | 4 | | | | 983 |
| Sep | 635 | 112 | 15 | 30 | 150 | | 942 |
| Oct | 890 | | 730 | 60 | 150 | 40 | 1,870 |
| Nov | 680 | | 2,100 | 90 | 1,045 | 70 | 3,985 |
| Dec | 775 | | | 30 | 270 | | 1,075 |
| Total | 8,880 | 1,668 | 7,709 | 570 | 3,765 | 150 | 22,742 |







NOTES:

1. The number of users has been captured. This is an estimate prior to the booking of the numbers of spectators, coaches and participants.
2. The MCAT field (inside the athletics track) was used regularly for football training in 2024. From March - September (between and around athletics seasons) the field was used Tuesday-Thursday for 2-3 hours per afternoon/night by either the Massey Club or PN United FC. There were four games played on that field during the year too.

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Hockey Turf at Massey University - Annual Report

PRESENTED BY: Aaron Phillips, Activities Manager - Parks

APPROVED BY: Chris Dyhrberg, General Manager Infrastructure

RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the 2024 Annual Report for the Hockey Turf at Massey University, presented to the Culture & Sport Committee on 25 June 2025.
-

1. ISSUE

This memorandum presents the Annual Report for 2024 for the Hockey Turf at Massey University.

2. BACKGROUND

In the 2015/25 Long-Term Plan Council allocated \$500,000 contribution to a third hockey turf in the City. Following needs and location assessment the decision was made to support a turf at Massey University.

Council entered into an [Agreement for Shared Use](#) of a Hockey Turf at Massey University in 2020.

Council is represented by Councillors Arnott and Meehan on the Steering Group that provides oversight alongside representatives from Massey University and Hockey Manawatu.

3. 2024 ANNUAL REPORT

Attachment 1 contains the 2024 Annual Report. The report notes:

- The use of the Hockey Turf at Massey in tournaments including the National Hockey Championships.
- 125 bookings for trainings and trials and 89 bookings for games spread through schools (41), Hockey Manawatu and clubs (29) and Massey University (25) uses.
- 547 hours of use in 2024. This compares to 467 hours in 2023 and 641 hours in 2022.

- Hockey Manawatu note that changing room provision is desirable.
- That thanks are given to the Steering Group, including the former Chairperson, Jacob Oram, who moved on from Massey University in 2024.

4. NEXT STEPS

Continue to support the operation of the Hockey Turf.

5. COMPLIANCE AND ADMINISTRATION

| | |
|--|--|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these objectives? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | Yes |
| <p>The recommendations contribute to: Whāinga 1: He tāone auaha, he tāone tiputipu Goal 1: An innovative and growing city Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city</p> | |
| <p>The recommendations contribute to this plan:</p> <p>2. Mahere whakawhanake ohaoha 2. Economic Development Plan 6. Mahere rēhia 6. Recreation and Play Plan</p> <p>The objectives are:</p> <ul style="list-style-type: none"> • Attract major events to the city, including national secondary school events • Provide sportsfields and facilities | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | The Hockey Turf at Massey University provides for hockey leagues, trainings and tournaments. |

ATTACHMENTS

1. Hockey Tournament at Massey University 2024 Annual Report [📄](#)



TE KUNENGA
KI PŪREHUROA
MASSEY
UNIVERSITY
UNIVERSITY OF NEW ZEALAND

PALMY
PARADES
PAU AND HORTON
NORTH
CITY

HOCKEY
MANAWATU

HMI HOCKEY TURF AT MASSEY UNIVERSITY

2024 ANNUAL REPORT



Contents:

| | |
|-------------------------------------|---|
| <i>Steering Group Chair Summary</i> | 2 |
| <i>Hockey Manawatū Report</i> | 3 |
| <i>2024 Turf Usage (Data)</i> | 4 |

HOCKEY STEERING GROUP CHAIR SUMMARY

This is the fifth annual report provided by the Hockey Turf at Massey University Steering Group. The purpose of this group is to oversee the direction and management of the turf at Massey to ensure that the parties – Massey University (Massey), Palmerston North City Council (PNCC), and Hockey Manawātū (HMI) – interests are being met. This document formally satisfies a requirement of the Steering Group to report to HMI, PNCC and Massey.

Infrastructure and maintenance have remained a priority, particularly concerning the condition of the turf and surrounding facilities. Issues such as moss growth, grass encroachment, and carpark maintenance were highlighted, leading to a commitment to implementing a more structured maintenance plan. The Steering Group also closed the discussion on live streaming, as Cello ceased its sports streaming service, and the group opted not to pursue an alternative provider.

Finally, the past year saw successful events held at the venue, including the National Hockey Championship (NHC) and the Premier Hockey League (PHL) franchise tournament. Feedback from these events was overwhelmingly positive, with strong attendance numbers and significant community engagement. The success of these tournaments has positioned HMI as a potential host for future national and international events, including the Masters tournament in 2026, which aligns well with the university's facilities and broader community objectives.

I want to close by thanking former Chair Jake Oram for his significant contribution to sport in general but specifically to this committee since the completion of the Hockey Turf facility.

Thank you also to the Steering Group members, Cnr Billy Meehan, Cnr Mark Arnott (PNCC), Dilan Raj & Fiona Chard (HMI) – who contributed their time and energy to oversee turf governance in 2024. A further thank you to the staff at both HMI and Massey (Recreation, and Grounds) for their combined efforts in ensuring the smooth operation of the turf. The joint effort of these organisations and individuals ensures that the Turf at Massey University is a key hockey (and recreation) facility in the Manawātū.

Richard Lloyd

Senior Business Advisor – Strategy & Projects

Chairperson – Massey University Hockey Turf Steering Group

HOCKEY MANAWATŪ REPORT



2024 marked a year of growth and achievement for Hockey Manawatu including the appointment of Dilan Raj as General Manager in May. This continued the build on the strong foundation of collaboration established with Massey University and Palmerston North City Council (PNCC) through previous recent GMs, Jake Inwood and Neil Ulrich.

A key highlight of the year was the successful hosting of the National Hockey Championship (NHC), a momentous event that brought 48 teams from across New Zealand to Palmerston North. The NHC showcased Massey University, which served as one of the four venues for the tournament, alongside Levin and the Twin Turfs. The event provided a valuable platform to showcase Massey University to participating teams, some of whom stayed on campus and enjoyed the university's amenities. The NHC was a success, generating an estimated 3 million dollars in economic activity for the region over the seven-day period. This achievement would not have been possible without the ongoing partnership between Hockey Manawatu, Massey University, and PNCC, and the invaluable resource of the turf at Massey.

The positive feedback received from the NHC has encouraged Hockey Manawatu to pursue even larger events. The organisation has submitted expressions of interest to Hockey NZ for hosting additional large-scale tournaments in 2026 and beyond. However, there is one area that requires prompt attention to assist with our large-scale tournament aspirations - to ensure a consistently high-quality player experience across all venues, the provision of suitable changing rooms at the Massey Turf remains a priority. This has been a key agenda item for the steering committee since the turf's inception, and we anticipate this vital addition becoming a reality in the near future.

The turf hours used at Massey saw an increase of 16% in 2024, a testament to the growing demand for the facility, with the NHC game time in September alone totalling 83 hours. The graphs below illustrate total hours for the year, including a comparison with 2022 and 2023, the various users of the turf, and a breakdown of their hours.

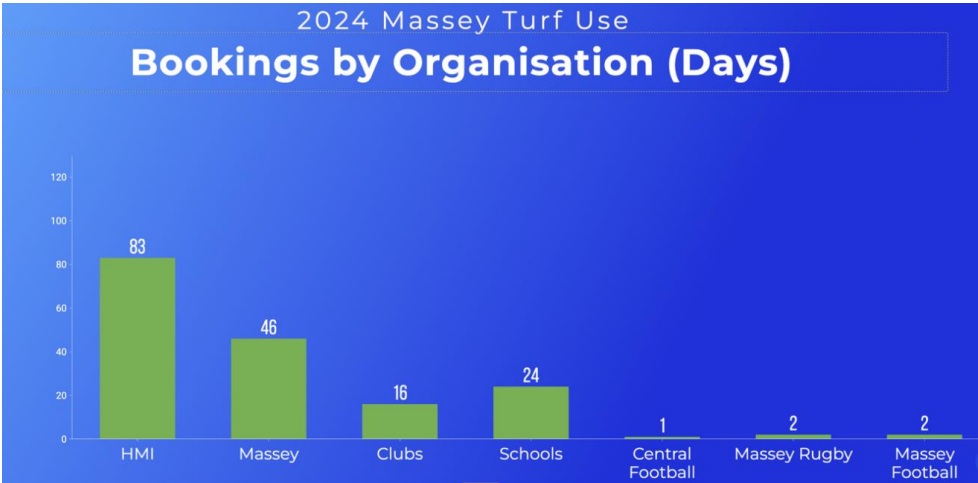
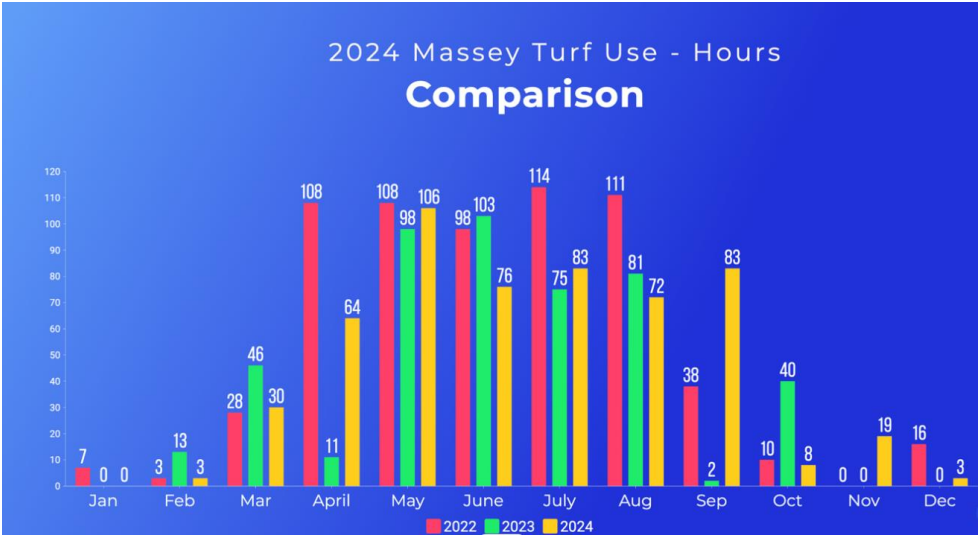
Looking ahead, Hockey Manawatu is committed to building on this success and continuing to work collaboratively with its partners to provide world-class facilities and opportunities for our growing hockey community.

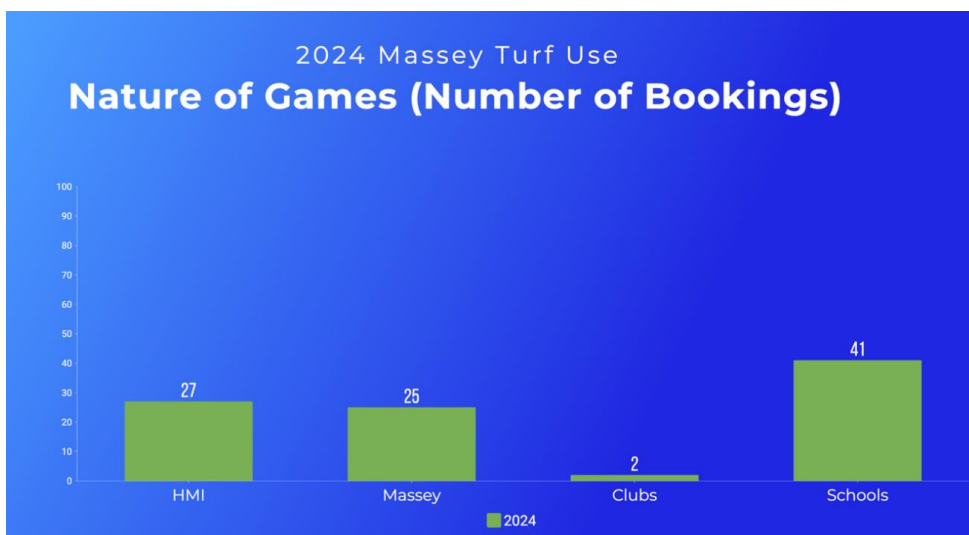
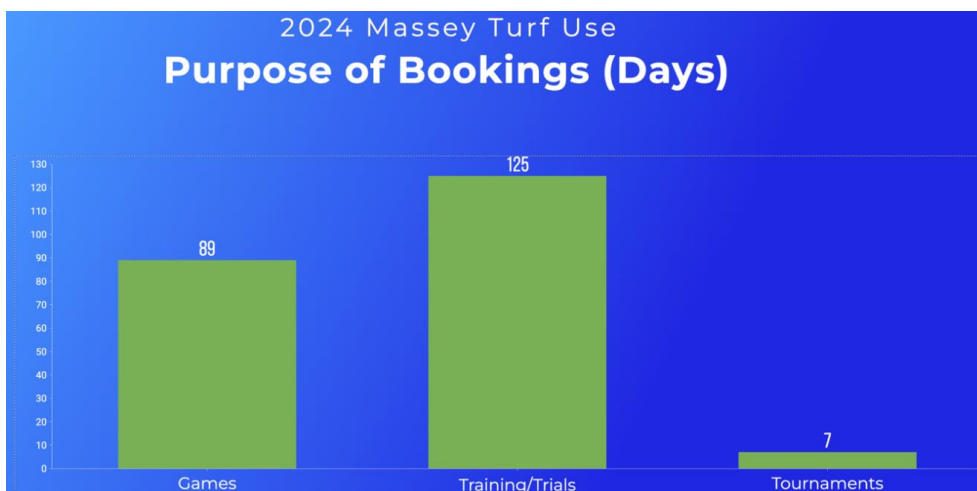
We extend our sincere gratitude to Jacob Oram for his dedicated service in overseeing the Massey Turf, and to Richard Lloyd for his leadership in facilitating further growth. Special thanks are also extended to Ron Werner (Massey), Jayne Mossman, and Fran Healy (HMI) for their invaluable contributions to the operational running of the Massey Turf.

Dilan Raj

General Manager – Hockey Manawatū

2024 TURF USAGE





COMMITTEE WORK SCHEDULE

TO: Culture & Sport Committee

MEETING DATE: 25 June 2025

TITLE: Committee Work Schedule

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive its Work Schedule dated June 2025.

| COMMITTEE WORK SCHEDULE – JUNE 2025 | | | | | |
|-------------------------------------|-----------------------------------|--|--------------------------------------|---|--|
| Item No. | Estimated Report Date | Subject | Officer Responsible | Current Position | Date of Instruction/ Clause number |
| 1. | 25 June 2025 | Rural Games—annual presentation | | | Council 31 May 2023 Clause 88.11-23 |
| 2. | 25 June 2025 | Final Statement of Intent 2025-2028—Te Manawa, The Globe and The Regent | General Manager Corporate Services | | Terms of Reference |
| 7. | 25 June 2025 10 September 2025 | Review of in-house service delivery of Caccia Birch House | General Manager Customer & Community | Aligned with draft Caccia Birch Masterplan | Council 2 June 2021 Clause 50.7 |
| 8. | 25 June 2025 10 September 2025 | Annual progress report on the development of heritage themes, including military heritage, across Council programmes | General Manager Strategic Planning | Moved to align with the annual update of the Heritage Reference Group | 10 August 2022 Clause 17.2 |

| | | | | | |
|-----|--|--|---|-------------------------|--------------------------------------|
| 9. | 25 June 2025 10 September 2025 | Draft Otangaki-Ashhurst Domain Reserve Management Plan – deliberations | General Manager Infrastructure | Renotification required | 27 November 2024 Clause 51-24 |
| 10. | 10 September 2025 | Annual report from PN Public Sculpture Trust | General Manager Customer & Community | | Council 29 April 2019 Clause 36.4 |
| 11. | 10 September 2025 | Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities | General Manager Infrastructure Services | | 25 June 2018 Clause 19.2 |
| 12. | 10 September 2025 | Play Policy Annual Implementation Monitoring Report | General Manager Customer & Community | | 14 April 2021 Clause 12-21 |
| 13. | 10 September 2025 | Annual Report 2024-2025 – The Regent, The Globe, Te Manawa | General Manager Corporate Services | | Terms of Reference |
| 14. | 10 September 2025 | Annual Report – Sport Manawatū 2024/2025 | General Manager Strategic Planning | | Terms of Reference |

ATTACHMENTS

NIL