



**PAPAIOEA**  
PALMERSTON  
NORTH  
CITY

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# **PALMERSTON NORTH CITY COUNCIL**

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AGENDA

## **CULTURE & SPORT COMMITTEE**

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**9:00 AM, WEDNESDAY 10 SEPTEMBER 2025**

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

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# MEMBERS

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

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

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

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

[pncc.govt.nz](http://pncc.govt.nz) | Civic Administration Building, 32 The Square  
City Library | Ashhurst Community Library | Linton Library

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**Waid Crockett**

**Chief Executive | PALMERSTON NORTH CITY COUNCIL**

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# **CULTURE & SPORT COMMITTEE MEETING**

10 September 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.

<b>6.</b>	<b>Presentation - Heritage Reference Group</b>	Page 7
<b>7.</b>	<b>Presentation - Sport New Zealand</b>	Page 9
<b>8.</b>	<b>Draft General Policy Reserve Management Plan: Hearing of Submissions</b>	Page 11
<b>9.</b>	<b>Draft General Policy Reserve Management Plan: Summary of Submissions</b>  Memorandum, presented by Kathy Dever-Tod, Manager Parks and Reserves.	Page 15
<b>10.</b>	<b>Confirmation of Minutes</b>  That the minutes of the Culture & Sport Committee meeting of 25 June 2025 Part I Public be confirmed as a true and correct record.	Page 19
<b>11.</b>	<b>Kahuterawa Outdoor Recreation Plan 2025 - adoption</b>  Report, presented by Aaron Phillips, Activities Manager - Parks.	Page 25
<b>12.</b>	<b>Otangaki-Ashhurst Domain Reserve Management Plan 2025 - adoption</b>  Report, presented by Aaron Phillips, Activities Manager - Parks.	Page 41
<b>13.</b>	<b>The Regent Theatre Trust - Annual Report 2024-25</b>  Memorandum, presented by Sarah Claridge, Governance Advisor.	Page 57
<b>14.</b>	<b>The Globe Theatre Trust - Annual Report 2024-25</b>  Memorandum, presented by Sarah Claridge, Governance Advisor.	Page 175
<b>15.</b>	<b>Palmerston North Public Sculpture Trust Annual Report 2024-2025</b>  Memorandum, presented by Gillian Tasker, Community Development Advisor.	Page 213

16. **Annual Progress Report on Heritage Themes in Council Programmes 2024/25** Page 217  
 Memorandum, presented by Keegan Aplin-Thane, Senior Planner and Linda Moore, Manager City Library.
  
17. **2025/26 Maintenance and Renewal Plans and Budgets for Cultural Facilities** Page 225  
 Memorandum, presented by Glenn Bunny, Manager Property.
  
18. **Sport Manawatū Annual Report to Palmerston North City Council for 2024-25** Page 229  
 Memorandum, presented by Ann-Marie Mori, Policy Analyst.
  
19. **Covered Bowling Green - proposed change in location** Page 287  
 Memorandum, presented by Aaron Phillips, Activities Manager - Parks and Carl Johnstone, General Manager Partnerships - Environments, Sport Manawatū.
  
20. **Arena 5 Development Six Monthly Update** Page 305  
 Memorandum, presented by Glenn Bunny, Manager Property.
  
21. **Play Policy Annual Implementation and Monitoring Report 2025** Page 317  
 Memorandum, presented by Manumea Durie, Play Advisor.
  
22. **Committee Work Schedule** Page 361
  
23. **Karakia Whakamutunga**
  
24. **Exclusion of Public**

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:** 10 September 2025

**TITLE:** Presentation - Heritage Reference Group

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### **RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE**

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

Margaret Tennant and Peter Te Rangi, co-Chairs, will update the committee on early meetings of the Heritage Reference Group.

### **ATTACHMENTS**

Nil





## **PRESENTATION**

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Presentation - Sport New Zealand

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### **RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE**

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

Colin Stone, Regional Partnerships Manager - Central Region will provide a general update from Sport New Zealand as the crown agency for Play, Active Recreation and Sport, touching on some macro trends.

### **ATTACHMENTS**

Nil



## SUBMISSION FROM CONSULTATION

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Draft General Policy Reserve Management Plan: Hearing of Submissions

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### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive the submissions and hear submissions from presenters who indicated their wish to be heard in support of their submission.
  2. That the Committee note the Procedure for Hearing of Submissions, as described in the procedure sheet.
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### SUBMITTERS WISHING TO BE HEARD IN SUPPORT OF THEIR SUBMISSION

Submission No.	Submitter	Page No.
7	Richard Dawson	
11	Palmerston North Youth Council	

### ATTACHMENTS

1. Submissions (attached separately) 
2. Procedure Sheet [↓](#) 

## Procedure Sheet Hearing of Submissions

### **Presenting your submission**

You have indicated a wish to present your submission before a Committee of Councillors; you can do this either in-person or online. You may speak to your submission yourself or, if you wish, arrange for some other person or persons to speak on your behalf.

We recommend that you speak to the main points of your submission and then answer any questions. It is not necessary to read your submission as Committee members have a copy and will have already read it.

Questions are for clarifying matters raised in submissions. Questions may only be asked by Committee members, unless the Chairperson gives permission.

### **Time Allocation**

Ten (10) minutes (including question time) will be allocated for the hearing of each submission. If more than one person speaks to a submission, the time that is allocated to that submission will be shared between the speakers.

### **Who will be there?**

The Culture & Sport Committee will hear the submissions. The Committee comprises of Elected Members as identified on the frontispiece of the Agenda.

There will also be other people there who are presenting their submission. The Hearing is open to the media and the public.

### **Agenda**

An Agenda for the meeting at which you will be speaking will be publicly available at least two working days prior to the meeting. It will be published on the Palmerston North City Council website ([Agendas and minutes](#)) and available to view at the Customer Service Centre. The Agenda lists the submissions in the order they will be considered by the Committee, although there may be some variation to this.

### **Venue**

The meeting will be held in the Council Chamber, First Floor, Civic Administration Building, Te Marae o Hine, 32 The Square, Palmerston North.

The Council Chamber will be set out with tables arranged appropriately. You will be invited to sit at the table with the Councillors when called.

<b>Tikanga Maori</b>	You may speak to your submission in Maori if you wish. If you intend to do so, please contact us no later than four days before the date of the meeting (refer to the 'Further Information' section below). This is to enable arrangements to be made for a certified interpreter to attend the meeting. You may bring your own interpreter if you wish.
<b>Visual Aids</b>	A whiteboard, and computer with PowerPoint will be available for your use. We prefer you notify us before the day if you will require these.
<b>Final Consideration of Submissions</b>	Final analysis of submissions will be compiled and presented to Elected Members for their decision. We will advise you once a date for this is confirmed. The media and public can attend these meetings, but it will not be possible for you to speak further to your submission or participate in the Committee deliberations.
<b>Changes to this Procedure</b>	The Committee may, in its sole discretion, vary the procedure set out above if circumstances indicate that some other procedure would be more appropriate.
<b>Further Information</b>	If you have any questions about the procedure outlined above please contact Natalya Kushnirenko, Governance Administrator, phone 06 356 8199 extension 7106 or email <a href="mailto:natalya.kushnirenko@pncc.govt.nz">natalya.kushnirenko@pncc.govt.nz</a> .





## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Draft General Policy Reserve Management Plan: Summary of Submissions

**PRESENTED BY:** Kathy Dever-Tod, Manager Parks and Reserves

**APPROVED BY:** Glen O'Connor, Acting General Manager Infrastructure

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### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Draft General Policy Reserve Management Plan - Summary of Submissions', presented to the Culture & Sport Committee on 10 September 2025.
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#### 1. ISSUE

- 1.1 On 25 June 2025 the draft General Policy Reserve Management Plan (RMP) was adopted for public consultation.
- 1.2 Consultation was undertaken for two months, from 27 June to 28 August 2025.
- 1.3 This memorandum provides a summary of the submissions received.

#### 2. BACKGROUND

- 2.1 The review of this RMP is part of the wider development of a full reserve management planning suite of documents for Palmerston North City Council. This is the first General Policy RMP for Palmerston North. A General Policy RMP contains the overarching management policies that run across all parks in the city.
- 2.2 On 25 September 2024 Council adopted a resolution to publicly notify its intention to prepare the Draft General Policy Reserve Management Plan.
- 2.3 From September 2024 until February 2025 Council held workshops with stakeholders and drop-in sessions at parks around the city. These sessions provided information on general policy and what that type of policy is in a parks context given that this is new to Palmerston North.
- 2.4 Council also completed a literary review of other General Policy RMP's from around the country. The information from the review and the engagement were used to prepare a draft plan.

- 2.5 The draft plan was presented to the Culture & Sport Committee on 25 June 2025, and it was adopted by Council to go out for consultation. A two-month consultation was completed. The consultation period on the draft plan opened on 25 June 2025 and closed on 28 August 2025.

### 3. CONSULTATION PROCESS

- 3.1 The consultation consisted of:

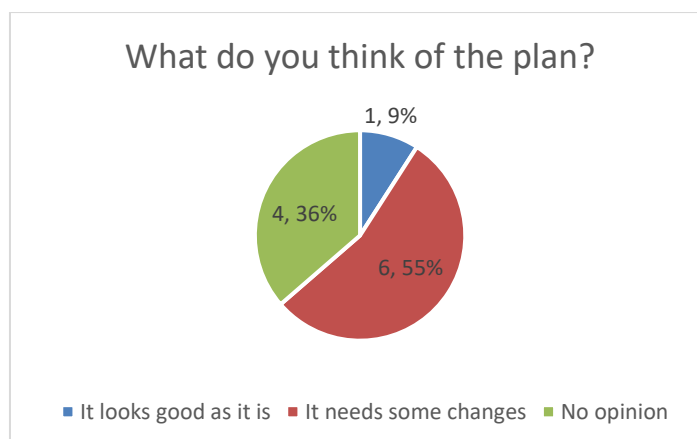
- A two-month consultation period
- The draft was made publicly available in hard copy and online on the PN City Council website
- Submission forms were provided
- Two drop-in sessions were held at the Customer Service Centre
- The plan was publicised, and previous participants were invited to read it and submit.

### 4. SUMMARY OF SUBMISSIONS

- 4.1 Eleven submissions were received on the Draft Plan.
- 4.2 The following three questions were posed seeking views on the Draft General Policy RMP:

#### Question 1: What do you think of the General Policy RMP?

- 4.3 100% of respondents answered this question. 55% believed the plan needs a few changes. 36% had no opinion on this and 9% believed that the plan was fine as it is.



#### Question 2: What should we change?

- 4.4 Eight of the eleven submitters answered this question.

- 4.5 Two submitters recommended the plan should have better flow between information such as the document's relationship to plans and legislation and additional information such as budget information and definitions.
- 4.6 Two submitters advocated for greater emphasis on biodiversity across all parks.
- 4.7 The submissions have been summarised in Table 1.

*Table 1: Summary of submissions*

Submissions	Number
Better layout and information should be provided	2
Greater commitment to biodiversity	2
More provision for dogs	1
Allow metal detecting for finding lost jewellery	1
'No Bikes' sign for Bledisloe Park - in the carpark	1
More and better access for horses	1
Manawatu Chinese Trust <sup>1</sup> would like some space in parks to engage in some projects for the community	1
Get all cars out of the Victoria Esplanade	1
Planning for new reserves in subdivisions is poor	1
Age-friendly approach to parks and reserves	1

Question 3: Any other comments or feedback?

- 4.8 Two submitters answered this question.
- 4.9 The first was a general statement of support for the plan for covering CCTV and carparking. The second submitter reiterated their comments from the second question – greater emphasis on biodiversity.

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<sup>1</sup> This view was raised by the submitter in a drop-in session and has been included by officers.

## 5. NEXT STEPS

- 5.1 Review the verbal submissions at the hearings for new, changed or expanded points.
- 5.2 Include workshop results, Open Day results and other consultation information into a final report for the General Policy Reserve Management Plan.

## 6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
<p>The recommendations contribute to:</p> <p>Whāinga 2: He tāone whakaihiihi, tapatapahi ana</p> <p>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: Develop reserve management plans for all parks and reserves in accordance with the Reserves Act 1977.</p>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Council's parks and reserves are well managed.

## ATTACHMENTS

Nil

## PALMERSTON NORTH CITY COUNCIL

### **Minutes of the Culture & Sport Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 25 June 2025, commencing at 1.01pm**

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

**Members Present Online:** Councillor Lew Findlay.

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

**Apologies:** The Mayor (Grant Smith), Councillor Lew Findlay (early departure).

Councillor Lew Findlay left the meeting at 1.23pm during consideration of clause 12, and entered the meeting again at 1.40pm during consideration of clause 13. He left the meeting at 2.07pm during consideration of clause 15. He was not present for clause 12 and clauses 15 to 21 inclusive.

Councillor Patrick Handcock was not present when the meeting resumed at 3.22pm. He was not present for clauses 18 to 21 inclusive.

Councillor Karen Naylor was not present when the meeting resumed at 3.22pm. She entered the meeting again at 3.23pm after consideration of clause 18. She was not present for clause 18.

Councillor Orphée Mickalad was not present when the meeting resumed at 3.22pm. He entered the meeting again at 3.26pm during consideration of clause 20. He was not present for clauses 18 and 19.

#### **Karakia Timatanga**

Councillor Debi Marshall-Lobb opened the meeting with karakia.

#### **11-25 Apologies**

Moved Rachel Bowen, seconded Billy Meehan.

#### **The COMMITTEE RESOLVED**

1. That the Committee receive the apologies.

Clause 11-25 above was carried 14 votes to 0, the voting being as follows:

**For:**

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

**12-25**

**Presentation - Manawatū Summer Shakespeare**

Presentation, by Rhian Firmin & Rachel Lenart, Artistic Directors, Manawatū Summer Shakespeare.

Rhian and Rachel presented a summation of the Council supported 2025 production of The Tempest, as appended to these Minutes.

Councillor Lew Findlay left the meeting at 1.23pm.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 12-25 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**13-25**

**Presentation - NZ Rural Games**

Presentation, by James Stewart, Chair, NZ Rural Games Trust and Daniel O'Regan, NZ Rural Games.

James and Daniel provided an update on this year's Rural Games, as appended to these Minutes.

Councillor Lew Findlay entered the meeting again at 1.40pm.

Moved Rachel Bowen, seconded William Wood.

The **COMMITTEE RESOLVED**

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

Clause 13-25 above was carried 14 votes to 0, the voting being as follows:

**For:**

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



**14-25 Confirmation of Minutes**

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

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

**For:**

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

**15-25 Response to the recommendations from the 'Canoe Polo Needs Assessment Papaioea Palmerston North - 2025' prepared by RSL Consultants**

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

Councillor Lew Findlay left the meeting at 2.07pm.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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.

Clause 15-25 above was carried 12 votes to 1, the voting being as follows:

**For:**

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

**Against:**

Councillor Leonie Hapeta.

**16-25 Draft General Policy Reserve Management Plan**

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

Elected Members requested amendments to the Draft Plan to include a 3 yearly monitoring report to Council or relevant Committee and reference to responsible ownership components of the Dog Control Policy.

Moved Brent Barrett, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

1. That the Draft Palmerston North City Council General Policy Reserve Management Plan be amended as follows:
  - Amend Section 4 (Monitoring) to include a 3 yearly monitoring report to Council or relevant Committee.
  - Amend Section 8 (Dogs) to refer to responsible ownership components of the Bylaw.

Clause 16.1-25 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

Moved Brent Barrett, seconded Leonie Hapeta.

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

Clause 16.2-25 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

**17-25**

**Draft Kahuterawa Outdoor Recreation Plan - 2025 Review**

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

Elected Members noted that one parcel of land had not been declared a reserve and requested that public feedback be sought on whether Arapuke Forest Park should be declared a reserve under the Reserves Act.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 17.1-25 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

Moved Brent Barrett, seconded Kaydee Zabelin.

2. That the draft plan consultation include a question of whether Arapuke Forest Park should be declared a reserve under the Reserves Act.

Clause 17.2-25 above was carried 13 votes to 0, the voting being as follows:

**For:**

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

The meeting adjourned at 3.09pm

The meeting resumed at 3.22pm

Councillors Patrick Handcock, Orphée Mickalad and Karen Naylor were not present when the meeting resumed.

**18-25**

**The Regent Theatre Trust - Final Statement of Intent 2025-2028**

**Te Manawa Museums Trust - Final Statement of Intent 2025-2028**

**The Globe Theatre Trust - Final Statement of Intent 2025-2028**

Memorandum, presented by Sarah Claridge, Governance Advisor.

Moved Rachel Bowen, seconded Leonie Hapeta.

The **COMMITTEE RESOLVED**

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

Clause 18-25 above was carried 10 votes to 0, the voting being as follows:

**For:**

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

Councillor Karen Naylor entered the meeting again at 3.23pm.

**19-25**

**Manawatū Community Athletics Track - Annual Report for 2024**

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

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

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

Clause 19-25 above was carried 11 votes to 0, the voting being as follows:

**For:**

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

## **20-25**

### **Hockey Turf at Massey University - Annual Report**

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

Councillor Orphée Mickalad entered the meeting again at 3.26pm.

Moved Rachel Bowen, seconded Billy Meehan.

#### **The COMMITTEE RESOLVED**

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.

Clause 20-25 above was carried 12 votes to 0, the voting being as follows:

#### **For:**

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

## **21-25**

### **Committee Work Schedule**

Moved Rachel Bowen, seconded Billy Meehan.

#### **The COMMITTEE RESOLVED**

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

Clause 21-25 above was carried 12 votes to 0, the voting being as follows:

#### **For:**

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

### **Karakia Whakamutunga**

Councillor Debi Marshall-Lobb closed the meeting with karakia.

The meeting finished at 3.31pm.

Confirmed 10 September 2025

**Chair**

## **REPORT**

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Kahuterawa Outdoor Recreation Plan 2025 - adoption

**PRESENTED BY:** Aaron Phillips, Activities Manager - Parks

**APPROVED BY:** Glen O'Connor, Acting General Manager Infrastructure

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### **RECOMMENDATION(S) TO COUNCIL**

1. That Council adopt the Kahuterawa Outdoor Recreation Plan 2025 (Attachment 2)
2. That Council exercise delegation from the Minister of Conservation and approve the Kahuterawa Outdoor Recreation Plan 2025, under section 41(1) of the Reserves Act 1977.
3. That Council proceed with a reserve classification of Arapuke Forest Park.

## SUMMARY OF OPTIONS ANALYSIS FOR

<b>Problem or Opportunity</b>	<p>Council has completed a review of the 2008 Kahuterawa Outdoor Recreation Plan (KORP) including consultation on a draft plan.</p> <p>A few changes are proposed to the draft 2025 KORP, having considered submissions.</p> <p>A final 2025 KORP (Attachment 2) has been developed and is recommended for adoption by Council and approval under delegation from the Minister of Conservation.</p>
<b>OPTION 1:</b>	<b>Adopt the Kahuterawa Outdoor Recreation Plan 2025 (Attachment 2)</b>
Community Views	Community views have been sought and considered, including the opportunity to be heard, prior to finalising the 2025 Plan, as outlined in this report.
Benefits	Council now has a clear set of updated policies for management of the Kahuterawa Outdoor Recreation Area (KORA).
Risks	There is a small risk that some of the community may have wished to see other changes or policies adopted.
Financial	<p>The management policies will be implemented within existing operational budgets.</p> <p>New capital work will be assessed and proposed in the Draft Parks Asset Management Plan, for consideration in the Long-Term Planning process.</p>
<b>OPTION 2:</b>	<b>Adopt the Kahuterawa Outdoor Recreation Plan 2025 (Attachment 2) with minor changes,</b>
Community Views	Community views have been sought and considered, including the opportunity to be heard, prior to finalising the 2025 Plan as outlined in this report.
Benefits	<p>Council has a clear set of policies for management and a roadmap for development of the KORA.</p> <p>The benefits of any changes directed by Council under this option will depend on the changes.</p>
Risks	There is a small risk that if any of the changes approved by the Committee are significant in nature there may be a community expectation they are consulted on.



Financial	<p>The management policies will be implemented within existing operational budgets.</p> <p>New capital work will be assessed and proposed in the Draft Parks Asset Management Plan, for consideration in the Long-Term Planning process.</p>
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## RATIONALE FOR THE RECOMMENDATIONS

### 1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The Reserves Act 1977 requires that an administering body has a management plan for all reserves under its administration. That plan shall provide for and ensure the use, enjoyment, maintenance, and preservation, as the case may require, for that reserve as it is classified. The current Kahuterawa Outdoor Recreation Plan was produced in 2008 to manage Palmerston North's main outdoor recreation area.
- 1.2 Reserve management plans are to be kept under continual review, so that the plan is adapted to changing knowledge and circumstance. The plan, from time to time, may require a full review in order to remain relevant. The Korp is overdue for a full review.
- 1.3 On [25 June 2025](#) the draft Kahuterawa Outdoor Recreation Plan 2025 (Korp) was adopted for public consultation.
- 1.4 This report provides information on the review process, responds to submissions, proposes changes to the draft 2025 Plan, and recommends Council adopt a final 2025 Korp.

### 2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 In 2008, the first Korp 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 2008 Korp 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 (MMBC), Fish and Game, Kahuterawa shuttle operator (since closed), Deerstalkers, Sport Manawātū, Tramping and Te Araroa Trail, Tararua District Council
    - Neighbours

- Environment/Ecology – Department of Conservation, Horizons Regional Council, Environment Network Manawatu and Forest and Bird.
- Central Economic Development Agency (CEDA)
- Emergency services.

- 2.3 A combination of Covid 19, officer workload and a greater focus on delivering the Parks and Reserves capital programmes meant the work was not progressed.
- 2.4 In 2024 the focus on delivery of the capital works programmes shifted and the management planning work resumed. On 25 September 2024 Council adopted a resolution to publicly notify its intention to review the 2008 Korp.
- 2.5 From September until February 2025 early engagement occurred. The earlier engagement results from the 2021 workshops were revisited and confirmed with stakeholders and Rangitāne.
- 2.6 Those results were analysed and compared to the existing 2008 Korp. It was clear that the 2008 plan was both successful and respected by stakeholders and the public. The comparison informed the changes to the existing plan, and a reviewed draft was developed for consultation.
- 2.7 The draft Korp and the results of the early engagement were reported to the Culture & Sport Committee on 25 June 2025. That report described the main proposed changes to the new draft and recommended that Council adopt the draft Korp to go out for public consultation.
- 2.8 The consultation consisted of the following:
- The draft plan was made available at the Customer Service Centre and online.
  - Information was made available and promoted on the PN City Council website
  - Submission forms were made available for the two-month period
  - Two drop-in sessions were made available at the Customer Service Centre
- 2.9 There were 35 submissions received (Attachment 1). No-one attended the Korp drop-in sessions. Consultation on the draft Korp ended on 28 August 2025. The results of that consultation are summarised below.

### 3. SUMMARY OF SUBMISSIONS

During the consultation the following questions were asked as part of the submissions process:

- 3.1 Question 1: Do you like the plan?

All 35 submitters answered this question. The results were slightly in favour of the draft plan as it is, with 51% of submission participants liking the plan as it is. 43% believed the plan needs some changes, and 6% had no opinion.

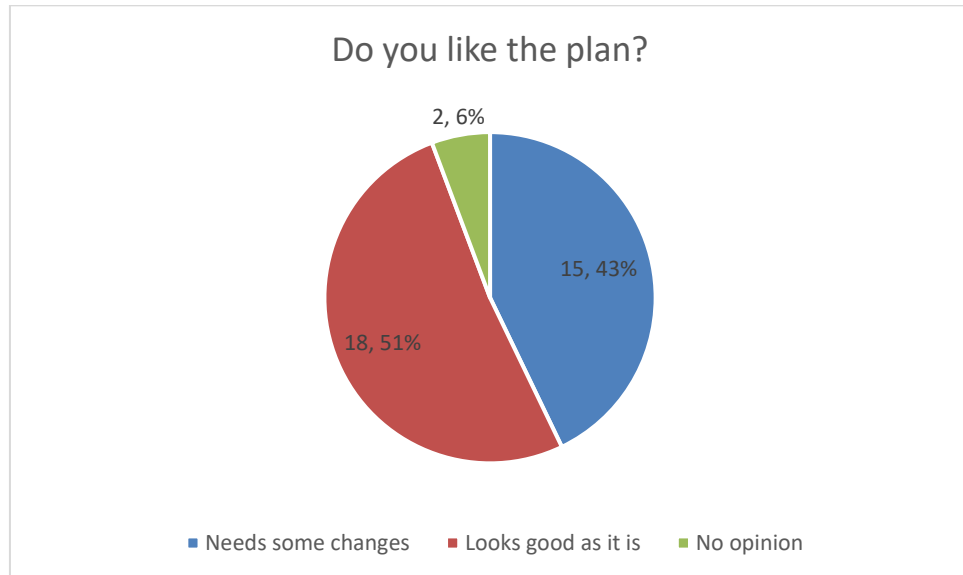


Figure 1: Do you like the plan?

### 3.2 Question 2: What should we change?

When asked what changes would make the plan better, 15 submitters answered in the following manner, as described in the graph below.

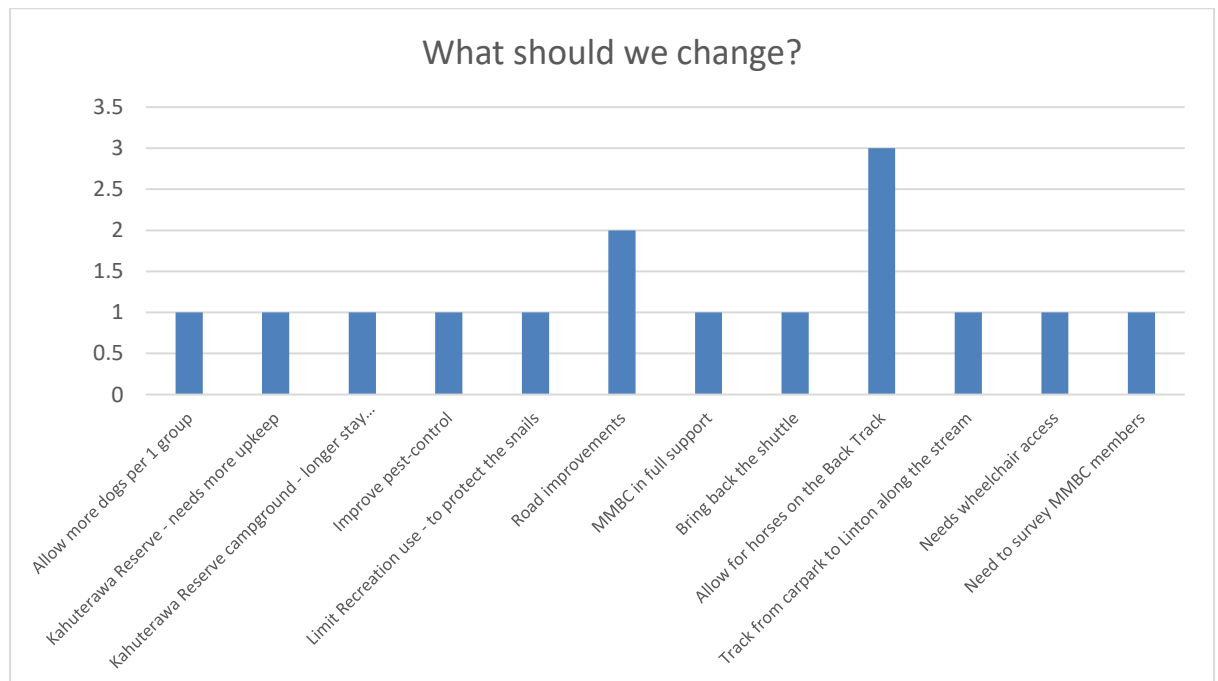


Figure 2: What should we change?

3.3 Feedback indicates support for the current direction, with submitters primarily suggesting expansions or enhancements rather than revisions to core elements.

#### 3.4 Question 3: Further comments or feedback

29 submitters answered the further comments or feedback section:

- Six submitters registered their support for the Manawatu Mountain Bike Club;
- Five signalled concerns with the current state of the road;
- Three submitters supported further mountain biking-styled developments; and
- Three respondents asked for the Back Track to be made available to horses.

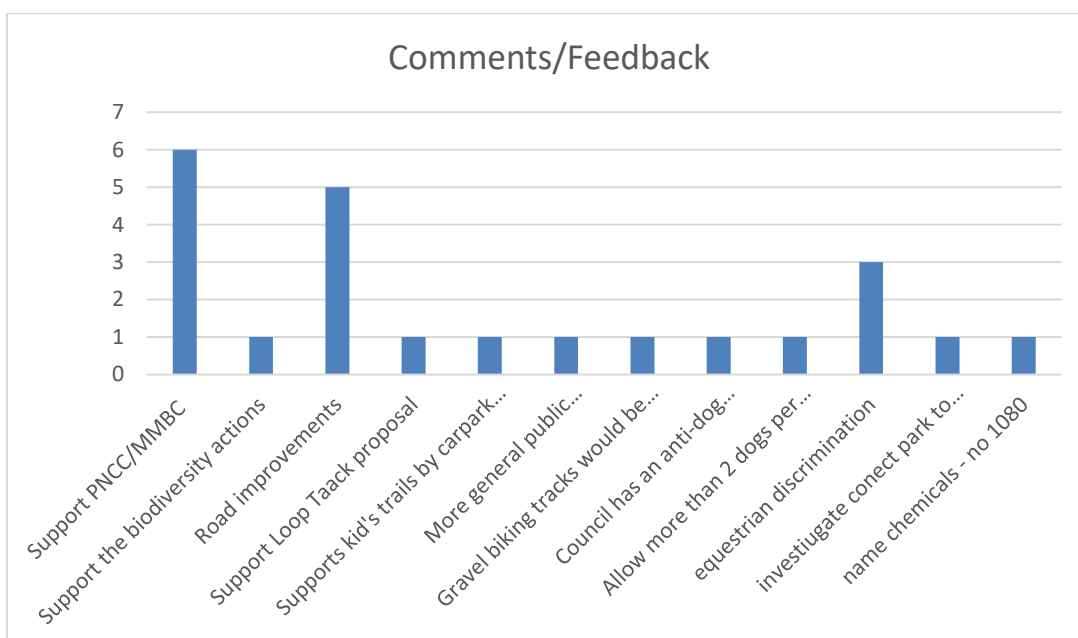


Figure 3: Further comments or feedback

#### 3.5 Question 4(a): Do you think the Arapuke Forest should be classified as a reserve?

34 submitters answered this question. The possible answers were 'yes', 'no' or 'no opinion'.

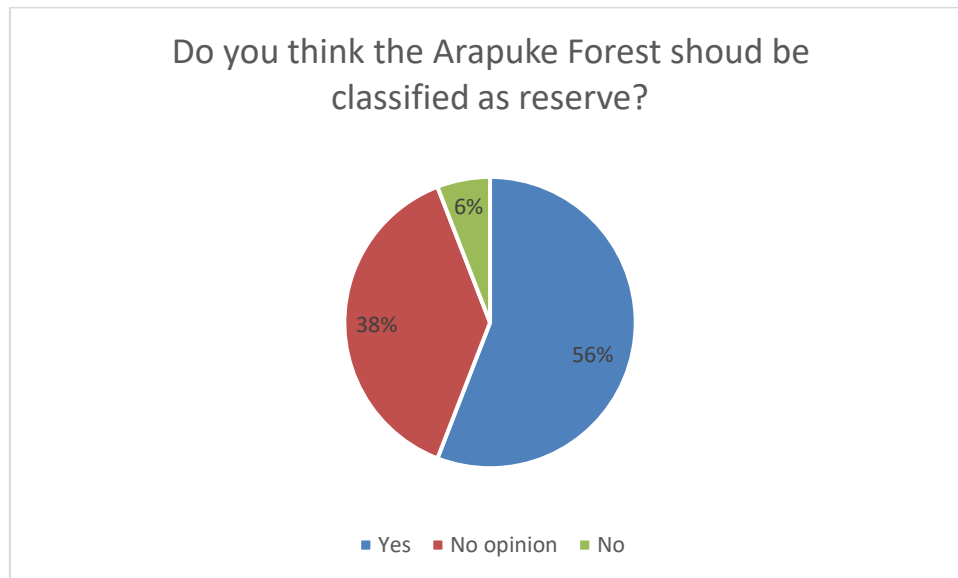


Figure 4: Should we classify the Arapuke Forest Park?

The answers were in favour of classification. 'No opinion' was the next most popular answer. Two submitters stated 'no' to classification for this question.

### 3.6 Question 4(b): Why did you answer like that?

Eight submitters answered the follow-up question. Six were in favour of more protection for the site by making it a reserve and three believed that classification would solidify its status as a top-end mountain bike area.

## 4. **RANGITĀNE: SUGGESTED CHANGES**

4.1 Rangitāne requested some further changes to the draft Korp that would strengthen their connections to the KORA and the people operating in this space. The following suggestions were provided:

- Strengthen the cultural health section of the Korp to including some cultural mapping of the area. Policy 2.1.3 was introduced to achieve this;
- Incorporate the Whanau Ora framework into the planning of the KORA. This action fits more appropriately within the context of the General Policy RMP. The action has been shifted over to that document for Council consideration;
- Adjustments were made to Policy 4.6 and Policy 2.1.2;
- Policy 3.2 was reworded;
- Policy 7.1.4 was added, and
- Policy 6.1.1 'inclusions' was altered to reflect Rangitāne involvement.

4.2 These changes have been made to the draft and are included in the final 2025 Korp, attached to this report.

## 5. DESCRIPTION OF OPTIONS

### 5.1 Option 1: Adopt the Kahuterawa Outdoor Recreation Plan 2025 as final, as attached to this report

Under this option Council adopts the new 2025 Korp as per Attachment 2. The changes made as a result of submissions and further engagement with Rangitāne are shown as highlights in the attachment.

Implementation occurs in two ways:

- the existing operational, maintenance and renewals budgets are utilised for the actions;
- Secondly, any capital requirements (as a 'development opportunity') will be assessed in an ongoing manner and reported to Council during the Long-Term Plan process.

### 5.2 Option 2: Adopt the Kahuterawa Outdoor Recreation Plan 2025 as final, with minor changes, as attached to this report

Under this option Council makes further changes to the attached Korp.

If the changes are determined to be significant, the Korp may require another round of consultation on the proposed changes.

Implementation occurs as per Option 1.

## 6. ANALYSIS OF OPTIONS / RESPONSES TO SUBMISSIONS

### Option 1: Adopt the Kahuterawa Outdoor Recreation Plan 2025 as final, as attached to this report

6.1 Table 1 sets out the suggested changes from submissions, officers' responses to them and identifies if a change has been made to the draft plan as a result.

6.2 Some selected topics are discussed further in sections following Table 1.

*Table 1: Responses to submissions requesting changes*

Matter(s) Raised	Officer Response	Discussion
1. Allow more than 2 dogs per visiting group.	No change to plan.	It is a reasonable restriction in both a high-speed mountain biking recreation area, and an area of biodiversity values, to have some minor restrictions on dogs.
2. The park needs more upkeep.	No change to plan.	This issue has not come through strongly via customer

Matter(s) Raised	Officer Response	Discussion
		complaints at this park. Will continue to monitor.
3. Kahuterawa Reserve campground should have longer stay availability.	No change to plan.	The campground has minimal services with a toilet but no potable water supply. Camping to support the Te Araroa Trail was allowed and they only need short stay. Short stay also helps manage the risk of inappropriate camping in a site not actively managed.
4. Improve pest control.	No change to plan.	No plans to increase pest control at this site. If the situation changes additional pest control may be required.
5. Limit recreation to save the snails.	No change to plan.	No plans to limit recreation at this site. Education can be improved.
6. Road safety improvements.	No change to plan.	This is out of the scope of this plan. Council has previously considered proposals for road upgrades and they were a low priority and did not attract an NZTA subsidy. Council has undertaken significant remedial work for slips.
7. Bring back the shuttle.	No change to plan.	The shuttle is a commercial enterprise and economic conditions will ultimately determine whether it succeeds or fails.
8. Full support should be given to the MMBC.	No change to plan	Council supports MMBC.
9. Allow horses on the Back Track.	No change to plan.	Council is inclusive with recreation options where possible and safe. Horses and downhill riding of mountain bikes are not a good fit. Officers are

Matter(s) Raised	Officer Response	Discussion
		concerned even with education and signage there would be unacceptable risks given the sight lines and potential speeds of mountain bike riders.
10. Wheelchair access.	No change to plan.	There are currently no plans to make this park wheelchair accessible.
11. Survey MMBC members to better understand needs.	No change to plan.	Officers will discuss this with the club when the MoU is updated.
12. Provide for more gravel (road) biking.	No change to plan.	Gravel biking on the forestry access roads can be done now. This is a discussion for the submitter to have with the MMBC in the first instance, if current provision is to be extended or changed.
13. More public involvement in the trail building.	No change to plan.	This is a highly specialised activity managed by the MMBC rather than Council.  The MMBC holds regular working-bees and opportunities already exist for this to occur.
14. Council has an anti-dog mentality.	No change to plan.	Council has an inclusive approach to use of its facilities and tries to include as many of activities as possible in them. It is important that people can control all the dogs that are with them at this park.
15. Investigate a path along the Kahuterawa Stream to Linton Army Base for walkers and cyclists – off road.	Policy 5.1.2 was added to the final making the taking of esplanade reserves explicit.	Council policy under the District Plan is to take esplanade reserves along the full extent of this stream as subdivision occurs.  Development of path would be an expensive undertaking and is not considered a priority relative to other development opportunities. It may be the subject of



Matter(s) Raised	Officer Response	Discussion
		future reviews but has not been included in the current plan.
16. Name the chemicals used for maintenance – don't drop 1080.	No change to plan.	<p>Council does not use 1080.</p> <p>Council policy on chemicals is best managed on a citywide basis through the General Policy RMP.</p> <p>The use of chemicals in the reserve is very limited, to encourage biodiversity, with the main chemical being bait within traps and fungicide (if needed) on the forestry trees. The submitter can contact Council to receive detailed information on the chemicals used in the reserve.</p>

### Question 3: Any comments or feedback – Road Safety

- 6.3 Six comments were made regarding concerns for safety of the road leading into the park. Increasing traffic has placed pressure on the limited-width gravel road. This issue emerged strongly during the pre-draft consultation phase and was an issue raised in an early workshop with Councillors.
- 6.4 The road is out of scope of the 2025 KORP. Council has considered upgrade proposals and budgets for design work in the past and they were not a priority, did not attract NZTA funding, and Council did not increase the level of service.

### Question 3: Any comments or feedback – Allow horses on the Back Track

- 6.5 Three submissions came in requesting the KORA to become a horse-friendly outdoor recreation area. Currently horse-riding is only allowed via Scotts Road and with advance permission from PN City Council. The submitter believes that Scotts Road is too dangerous for towing a horse float and that entry via the Back Track is the only real option.
- 6.6 The submissions suggest the Back Track become 'uphill only' for mountain bikers, the installation of horse styles in the carpark, and upgrading the road to a two-lane, asphalt and update signs to allow for horses. Kāpiti is the example used for shared path.
- 6.7 The Back Track is required for a portion of the downhill run by mountain bikers as one of the exit trails comes out on to the Back Track, in its lower reaches. It

is not possible or practical for the mountain bikers to use the Back Track as 'uphill only' for at least that portion without decommissioning that trail. That trail is one of the more accessible, easier exit trails.

- 6.8 The Back Track is also a high-speed downhill environment. The path is wide enough to accommodate walkers, runners and mountain bikers. The addition of horses on this track will likely create a more dangerous situation. Should bikes at speed encounter horses on a blind corner on this track, we may have accidents that could potentially cause harm to animals and/or park users.

### **Question 3: Any comments or feedback – Development Opportunity Support**

- 6.9 Support was provided for any opportunity to develop a 2km walking loop track from the carpark, and also a kids' trails section near the carpark. Implementation would be subject to landowner negotiation and funding.

### **Option 2: Adopt the 2025 Kahuterawa Outdoor Recreation Plan as final, with minor changes, as attached to this report**

- 6.10 The analysis of options in Option 1 also holds for this option.
- 6.11 The analysis of this option cannot occur until the nature and scale of the proposed change Council might require is understood. Anything minor in nature, in terms of its overall impact on the plan, may be inserted and the plan adopted.
- 6.12 Any significant change to the draft that may alter the KORP beyond what was consulted on would require another consultation round on the proposed change.

## **7. RESERVE CLASSIFICATION**

- 7.1 Question 4 asked if people thought Council should classify Arapuke Forest Park as a reserve under the Reserves Act 1977. This was a question that was highly technical in relation to reserve status under the Reserves Act 1977.
- 56% of submitters answering this question said 'yes';
  - 38% had no opinion;
  - Two submitters were in opposition.
- 7.2 Those that answered 'yes' tended to see the classification process as providing additional protection from land sale. There were only two submitters that answered 'no' to the question. Overall, this is a positive signal towards carrying out a classifications process under the Reserves Act 1977 for Arapuke Forest Park.

## 8. RESERVES ACT REQUIREMENTS

- 8.1 The Reserves Act 1977, Section 41 outlines the legislative requirements for the development of reserve management plans. The requirements are:

### Pre-Draft Requirements

- A notice of intention to develop a management plan is publicly notified.
- That notification allows for a one-month period where the public, and interested parties, are invited to provide suggestions on the proposal.

### Draft Requirements

- Council then prepares a draft plan, taking those suggestions into account, and must make that plan available to the public.
- Council must also consider the plan's alignment with the classification of the reserve. While the Arapuke Forest Park land is not classified, it is treated predominantly as a recreation reserve.
- The draft plan is then publicly notified under Section 119 of the Act, as available to the public to provide their support or opposition to the plan. Those who provided suggestions earlier are also contacted regarding the draft and invited to provide submissions.
- The period of availability to the public must be no less than two months; and all submitters must be provided the opportunity to speak directly to the administering body in support of their submission.

### Final Plan Requirements

- If any submitter exercised their right to speak publicly to their submission, a hearings date is established.
- The final plan should be submitted to the Minister with a summary of the submissions, and any reasons listed out for including or excluding them from the final plan.
- The Minister then decides on whether it has been demonstrated that the conditions have all been met.

- 8.2 Under the 2013 *Revised Delegation of Powers* Council has been delegated the Ministerial role to approve the plan. The criteria are the following:

- All steps listed above were followed in a manner consistent with the intent of the law.
- Was proper consideration given to the suggestions and the submissions when the final plan was developed.

- 8.3 Officers completed the following process for the review of the Kahuterawa Outdoor Recreation Plan:

- A notice of intent to review the Korp was adopted in September 2024.
- Confirmation that the stakeholder workshop results (2021) remained relevant in 2025, with those stakeholders.

- Engagement with the public, a submissions process, and an open day at the KORA,
- Draft plan was written from the information gathered, and was adopted for consultation by Council on 25 June 2025.
- Two-month consultation period on the draft – 25 June to 28 August 2025. Two drop-in sessions were offered at the Customer Service Centre where any concerns or questions could be raised directly with Officers.
- Analysis of full consultation results and appropriate changes to draft 2025 Plan made.
- Final report (describing all changes, requests not actioned, and the reasons for changes/no action) hearings with a final plan attached.

8.4 Council has completed all legislative requirements and has upheld the intent of the legislation in the development of the 2025 Korp.

## 9. CONCLUSION

9.1 The 2025 review of the Korp has undertaken an extensive engagement with Rangitāne, stakeholders and the general public.

9.2 The results have generally supported the 'business-as-usual' direction the draft plan proposed and confirmed the simplified and sharper focus on what works well and a greater emphasis on future protection of this city resource.

9.3 The process has met the requirements of the Reserves Act 1977 and considered the community feedback. Council can now adopt the Plan and exercise the Ministerial delegations to approve it under Section 41(1) of the Reserves Act 1977.

9.4 A final 2025 Korp is attached to this report for final approval.

## 10. NEXT ACTIONS

10.1 Publish the 2025 Korp on Council's website.

10.2 Review the development opportunities for future proposed programmes for the Parks Assessment Management Plan and the Long-Term Plan.

10.3 Undertake a Reserves Act classification of Arapuke Forest Park.

## 11. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

11.1 The following community engagement process was followed:



- Notification of intention to prepare plan
- Pre-draft stakeholder workshops
- Public notice
- Open day at the Arapuke Forest Park Kahuterawa Road carpark
- Consultation period on draft

- Two drop-in sessions at Customer Service Centre
- Hearings were made available

## 12. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
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: The requirements of the Reserves Act 1977 are met.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Ensure parks and reserves are well managed.

## ATTACHMENTS

1. Submissions (attached separately) 
2. Kahuterawa Outdoor Recreation Plan 2025 (attached separately) 



## **REPORT**

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Otangaki-Ashhurst Domain Reserve Management Plan 2025 - adoption

**PRESENTED BY:** Aaron Phillips, Activities Manager - Parks

**APPROVED BY:** Glen O'Connor, Acting General Manager Infrastructure

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### **RECOMMENDATION(S) TO COUNCIL**

1. That Council adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025 (Attachment 1).
2. That Council exercise delegation from the Minister of Conservation and approve the Otangaki-Ashhurst Domain Reserve Management Plan 2025 under section 41(1) of the Reserves Act 1977.

## SUMMARY OF OPTIONS ANALYSIS FOR THE RESERVE MANAGEMENT PLAN

<b>Problem or Opportunity</b>	<p>Council has completed a review of the 1997 Ashhurst Domain Reserve Management Plan (the 1977 Plan) including consultation on a draft Otangaki-Ashhurst Domain Reserve Management Plan 2025 (the draft 2025 Plan).</p> <p>A few changes are proposed to the draft 2025 Plan, having considered submissions. A final 2025 Plan (Attachment 1) has been developed and is recommended for adoption by Council and approval under delegation from the Minister of Conservation.</p>
<b>OPTION 1:</b>	<b>Adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025 (Attachment 1).</b>
Community Views	Community views have been sought and considered, including holding hearings, prior to finalising the 2025 Plan, as outlined in this report.
Benefits	Council now has a clear set of policies for management and a roadmap for development of the Domain.
Risks	There is a small risk that some of the community may have wished to see other changes or policies adopted.
Financial	<p>The management policies will be implemented within the existing operational budgets.</p> <p>New capital work may be required for the development of the natural burial cemetery. These will be assessed and proposed to the Long-Term Plan process.</p>
<b>OPTION 2:</b>	<b>Adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025 (Attachment 1), with changes.</b>
Community Views	Community views have been sought and considered, including holding hearings, prior to finalising the 2025 Plan as outlined in this report.
Benefits	<p>Council now has a clear set of policies for management and a roadmap for development of the Domain.</p> <p>The benefits of any changes directed by Council under this option will depend on the changes.</p>
Risks	There is a small risk that if any of the changes approved by the Committee are significant in nature there may be a community expectation they be consulted on.
Financial	The management policies will be implemented within the



	<p>existing operational budgets.</p> <p>New capital work, such as may be required for the development of the natural burial cemetery, will be assessed and proposed to the Long-Term Plan process.</p>
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## RATIONALE FOR THE RECOMMENDATIONS

### 1. OVERVIEW OF THE PROBLEM OR OPPORTUNITY

- 1.1 The 1997 Ashhurst Domain Reserve Management Plan (the 1997 Plan) was overdue for review. Council initiated a review in late 2023.
- 1.2 This report provides information on the review process, responds to submissions, including addressing the six additional submissions made in the extended consultation period, proposes changes to the draft 2025 Plan, and recommends Council adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025.

### 2. BACKGROUND AND PREVIOUS COUNCIL DECISIONS

- 2.1 On 8 November 2023 the Culture & Sport Committee adopted a resolution that Council publicly notify its intention to review the 1997 Plan.
- 2.2 Council Officers commissioned three reports to inform the review of the 1997 Plan, held stakeholder workshops, two open days at the Domain, provided three submission/feedback periods (including two formal consultation periods), and held hearings in order to assess community and stakeholder views on the review of the Plan.
- 2.3 Officers undertook a pre-draft, early engagement process. This process included:
  - stakeholder workshops,
  - a workshop with Rangitāne,
  - an Open Day at the Domain, and
  - a public feedback process.
- 2.4 Key information was gathered and a draft 2025 plan was developed.
- 2.5 The key matters incorporated into the draft 2025 Plan, as a result of early engagement, were:
  - A stronger focus on Rangitāne involvement in management of the site as a wahi tapu.
  - Included the original name of the Rangitāne settlement of the area, Otangaki, through dual naming - Otangaki-Ashhurst Domain.

- Emphasised integrating the space with the new highway development, Te Āpiti Masterplan and the Manawatū River Framework developments (as developments occur).
- Stronger emphasis on preservation and protection in Character Area 4, the native bush and wetland.
- A proposed site for natural burial on the edge of Character Area 4, at the northern end of the terrace near the rail tracks.
- More of an emphasis on mobile vendor licenses in contrast to commercial leasing for a café.
- A proposal to use the space that is currently leased for commercial grazing on the Upper Terrace (Figure 9, page 15: the 2025 Plan; attached to this report) for community proposals.
- A proposal to use the space that is currently leased for commercial grazing on the Lower Terrace (Figure 9, page 15: the 2025 Plan; attached to this report) to extend the native bush and wetland area.
- A proposal to consider the future management of the campground.
- An emphasis on volunteer involvement in the management and/or maintenance of the Domain.

2.6 On 28 November 2024 the Culture & Sport Committee adopted the draft 2025 Plan.

2.7 The consultation period ran from 2 February to 4 March 2025 in order to ensure those on summer holidays would be back and able to submit on the draft.

2.8 The [submissions](#), a [summary of submissions](#) and hearings were received by the Culture & Sport Committee on 26 March 2025. In the main the submissions supported the direction, but some submitters suggested changes.

### 3. FURTHER CONSULTATION PERIOD

3.1 In preparing the final 2025 Plan and report in April of 2025, Officers identified a procedural oversight. The Reserves Act 1977 Section 41(6)(a) requires a minimum two-month consultation period on any draft reserve management plan. Council had conducted a one-month consultation. Officers quickly re-advertised the draft 2025 Plan for another two-month consultation period and made all submitters and stakeholders aware of the oversight and next steps.

3.2 Over the two-month period an additional six submissions were received – one of which is an update from the first consultation process submissions. One submitter (Age Friendly Palmerston North) asked to be heard but was unable to make the date of this meeting, so has withdrawn their request to speak.

#### 4. CONSIDERATION OF SUBMISSIONS: FIRST CONSULTATION PERIOD

- 4.1 The following table describes the issues raised during the first consultation period (Column 1) and Officer responses including (where relevant) changes or additions made to the draft plan (Column 2) and a discussion/additional information on the issue or concern raised (Column 3).

*Table 1: Submission consideration and responses*

Matters raised	Officer response	Discussion
1. Recognition of military and racecourse history of the Domain is missing.	Information added into the overview section. See highlighted new paragraphs: Section 1, page 7.  Introduced Policy Actions 10.1.4 and 10.1.5 (highlighted) added to promote historical education.	The information was part of the 1997 Plan and its exclusion from the 2025 Plan was an oversight.
2. Manawatu Geopark – plan is silent about the two locations identified as significant by the Geopark team.	Added Policy Action 10.1.5 (highlighted) to promote geopark sites.	While the provision of signage sits more appropriately with an asset management plan, as a new project it should be included for socialisation of the Geopark.
3. Pony Club – needs room for growth.  Request to refurbish and use the stables, Jockey Clubrooms and old café toilets.	Policy Action 4.2.2 (highlighted) added to work with equestrian community (including pony club) to improve access.  Added Policy Action 11.2 (highlighted).	Equestrian access, including for pony club activities, could be improved.  Seek community proposals for relocation and reuse of the former Jockey Clubrooms with a preference for reuse within the Domain.
4. Native bush needs more protection.	Added Policy Action 3.2.8 (highlighted) to investigate re-classifying the existing bush, wetland and grazed lower terrace area from Recreation to Scenic-B.	Submitters views reflected on and determined as appropriate. Small process cost to do this.
5. Natural Burials - not enough options for investigation.	Policy Action 8.3.1 (highlighted) amended to consider up to 2 other possible sites.	Considering other sites is a robust approach and may mitigate some risks.
6. Food trucks: will be messy.	No change to the draft plan.	There is a risk of a higher volume of rubbish. Standard License agreements

		have stipulations about maintaining the area immediately around the vendor in a clean and tidy state. Staff would monitor and if the issue was significant the licence could be cancelled.
7. Maintain the 'off the beaten track' look at the campground.	Covered in Policy 6.1.	This was covered in the draft plan and retained following consultation.
8. NZMCA – request to manage the campground as per policy change to accept applications for alternative management of the campsite.  Establish a new NZMCA Campground in the new proposed community area.	No change to draft. Policy 6.2.3 is to investigate options to increase the level of management and facilities at the campground to better address camper needs, including commercial partnerships. NZMCA management can be assessed during the options analysis.  No change to draft. Depending on the outcome of the above, a proposal from NZMCA could be considered under Development Opportunity 12.3.	Investigating options was covered in the draft. NZMCA interest noted. A range of options should be considered through an assessment process.  Council would consider this alongside other community applications. Council would need to consider the effect on the existing campground and any limitations on other community proposals.
9. Equine advocates: horse-friendly gates, signage, et al.  Shared path from Raukawa Road to Ashhurst Domain has 'horses prohibited' and 'dogs on-leash'.	Added policy 4.2.2 to work with equestrian community on ways to improve access into, and around, the Domain.  Raukawa Road signage was incorrect and was taken down – horses are already allowed, and dogs can be off-leash.	Importance of equestrian activities in Ashhurst and the Domain are noted, and Council will work with representatives to make minor improvements.  This action did not require a policy and has been dealt with operationally.
10. Café is preferable to food trucks.	Policy 12.4 and 12.4.1 cover licences for food trucks. No café is contemplated in the final plan. Disposal of the buildings that formerly housed the last version of the café, that have deteriorated, is set out in Policy 11.2.	There have been a few attempts to re-establish a café. None have been successful, and it is hard to see one being forthcoming in the immediate future given the state of that sector currently. If a café proposal were to come forward now it would be tested with the community through specific consultation to ensure it would fit well in the Domain,

		rather than sitting as permitted activity in the plan. Mobile food trucks can provide many of the same benefits as a café.
11. No area for youth to make mountain bike tracks, so they go into the bush. Find them a space.	Covered by Policy Action 4.3.1.	Action is set to investigate how Council will accommodate recreation activities that do not fit with a particular character area and try to find alternative spaces.
12. Removal of bike access from native bush.	Covered by Policy Action 4.3.1.	There are many areas to bike around the Domain and surrounds. Te Apiti also contains plans for maintain bike trails in the area.
13. Dogs on-leash in native bush - not supported (41, 42, 48).	No change to plan.	Appears to be some mistaken belief that dogs are prohibited from Character Area 4. Not true: it is reasonable to expect that a short section of walk will require dogs to be on-leash while in a special native bush area.
14. Include fire pits, paddling pool, lighting in playground shed.	No change to plan.	There are no plans at this stage to install these types of activity in the Domain due to cost and risk factors.
15. Bike track from new bridge to Domain.	No change to plan.	Te Ahu A Turanga plans to achieve this.
16. Pedestrian fly-over at Pembroke to improve safe access to the Domain for kids.	No change to plan.	Te Apiti Masterplan: Council has responsibility for Ashhurst (3-Bridges) Loop Track, which has this bridge, as part of the implementation. The bridge was previously budgeted for under an active transport programme but is now on hold as there is no budget.

## 5. CONSIDERATION OF SUBMISSIONS: ADDITIONAL TWO-MONTH CONSULTATION PERIOD

5.1 The additional six submissions are described and responded to below.

*Table 2: Additional submission period consideration and responses*

Matters raised	Officer response	Discussion
17. In support of the draft 2025 Plan.	None.	Noted.
18. The new name should not include Ashhurst. It should only have the Maori name - Otangaki Domain.	No change to draft plan.	The name proposed change was developed with Council and Rangitāne to reflect our partnership.
19. In support of the draft 2025 Plan.	None.	Full support.
20. Long term campers need to be dealt with.  Encourage site history.  Native bush is important at this location.	No change to draft plan.  Introduced Policy Actions 10.1.4 (highlighted) added to promote historical education.  Added policy 3.2.8 (highlighted) to review wetland and bush area classification.	There is a process in place for management of the campground. Current policy is maximum of 28 days stay in any 3-month period.  Site history has been added into the plan.  Re-classification of Character Area 4 will go through a separate consultation process. This will test re-classification from Recreation to Scenic B with the public.
21. Need signage and links connecting the Domain to Te Apiti and Te Ahu A Turanga.  Food trucks: special events only. Will take business away from Ashhurst Village.  Lower Terrace development should include pest management.	No change to the draft plan.  No change to the draft plan.  No change to the draft plan.	This is contemplated in Policy Action 10.2.4.  Concern noted. Sports tournaments already bring in mobile traders for their events at the Domain under current general policy and Officers understand there is a general desire for hospitality activities to be available in the Domain.  This work would be contemplated as part of the plan for Lower Terrace Development and is covered in Policy 3.1.3.
22. Age Friendly Palmerston North.		

Encourage PN City Council to adopt an Age-Friendly Framework.	Refer General Policy RMP.	Acknowledged – the framework would be better directed to the General Policy RMP, which is under consultation at present; and the review of the Parks Asset Management Plan.
Points 1, 2 and 3: Infrastructure.	No change to plan.	Most of the individual requests are already functioning at the Domain such as shelters, close to play area, disability parking,
Points 4 and 5: Missing title put in for other ones – what is this?	No change to plan.	Signage is treated in this manner already. Council works with Disability Reference Group on infrastructure projects.
Point 6: Communication and information.	No change to plan.	Already occurring or referred to the Communications Teams.
Point 7: Community support and health.	No change to plan.	Exercise stations – mobile gyms currently at Domain. No plans for additional exercise stations. Funding for further exercise stations was removed from the Long-Term Plan as a saving. Website: age friendly issues pages; kaumatua encouragement, etc. are referred to the Strategy and Community Development teams.
Point 8: Natural burials.	No change to plan.	Will be working through this process should Council adopt the 2025 Plan as final.

- 5.2 The pre-draft engagement and consultation on the draft plan have provided information that led to a refined and robust review of the Ashhurst Domain Reserve Management Plan.

## 6. PROPOSED CHANGES TO THE DRAFT PLAN

### Reserve Classifications

- 6.1 Officers reflected on the Otangaki-Ashhurst Domain reserve classification, following feedback received during the recent Reserve Classification process undertaken.
- 6.2 The Reserve Classification process covered reserves in the city that were not currently classified under the Reserves Act or needed reclassifying. The Domain was therefore not included in this process.

- 6.3 As part of the Reserve Classification process, Council adopted Scenic Reserve Classification B for some areas of native bush as a result of public feedback. The Otangaki-Ashhurst Domain native bush area (Character Area 4) is a major piece of river wetland justifying the same higher levels of protection as these other reserves.
- 6.4 For efficiency, Officers propose to proceed with a re-classification proposal for the wetland and bush and lower terrace area (planned to be re-vegetated) of Otangaki-Ashhurst Domain at the same time as other reserve classification matters, such as Atawhai Reserve and Bledisloe Park, undertaking one consultation process.

### **Jockey Clubrooms**

- 6.5 Along with two submissions, approaches have been made with some concern for the state of the old Jockey Clubrooms and for Council to consider them as historical. The draft has been altered to receive proposals from the community for the reuse of the Jockey Clubrooms, preferably within the Domain. If no viable uses are identified, disposal options will need to be considered.

### **Natural Burials**

- 6.6 The submissions for natural burials came through strongly in favour and included a request to consider additional sites. Officers considered that the identification and testing of multiple sites within the Domain significantly reduces the risk of a site not being identified as suitable.

### **Geopark Signage**

- 6.7 It was planned to work alongside the Geopark Team and the Te Āpiti Governance Group and Forum to achieve this direction. The addition of Policy Action 10.1.5 confirms the commitment to this Te Āpiti project.

### **Horse-Friendly Domain**

- 6.8 Council has worked alongside the equestrian community in relation to development work that includes horses and horse-friendly infrastructure for many years and will continue to do so. This is a key aspect of the character of the City and this area. The addition of policy 4.2.2 formalises the intent and is in accordance with this long-standing relationship.

### **Historical and Military Interpretation**

- 6.9 Council has worked alongside the heritage community in relation to development work that includes heritage and military history for many years and will continue to do so. This is a key aspect of the character of the City and this area. Policies 10.1.4 and 10.1.5 have been added to promote historical education in accordance with this long-standing relationship.



## Age Friendly Palmerston North: Age friendly framework

6.10 There are several recommendations covered in this submission, that can be broken down into categories:

### 6.10.1 Infrastructure Concerns

These concerns are (bracket provides Officers' response):

- Design alongside the elderly, multigenerational/universal (Council works with the Disability Reference Group on parks accessibility improvements).
- Paths – slip-resistant and wide (existing consideration in level of service and condition assessments).
- Lighting and sightlines (existing safety improvements programme – where possible and appropriate).
- Shade provision (covered in the existing Health Promotion Policy).
- Accessibility improvements (existing parks programme for accessibility improvements and ongoing level of service and maintenance delivery).
- Transport and carparking: disability carparking, safe connections, drop-off zones and charging stations (existing level of service. Consideration of charging stations would need to be made on Ashhurst-wide basis).
- Shared play zones – close to seating and shelter (existing level of service provision).
- Drinking fountains (existing level of service programme is addressing gaps in other parks, there is good provision in the Domain).
- Sensory gardens and peaceful areas (Domain provides many peaceful spaces).
- Seating with backs and armrests (noted – level of service specification).
- Accessible, clean toilets (Policy 7.1.2 covers maintenance of facilities and level of service in Property Asset Management Plan covers toilets).
- Shared picnic areas (existing in Domain).
- Community gardens (Development Opportunity 12.3 provides space for future community initiatives).
- Fitness stations (not funded in the Long-Term Plan, none planned for the Domain).
- Support for natural burials (covered in Policy 8: Burial Sites).

#### 6.10.2 Communication and Participation

- Signage: Incorporate Te Reo and Mahi Toi; Readable with visuals (Section 1 of this plan; and existing PN City Council internal policy).
- Feedback loops (Council works with the Disability Reference Group).
- Digital kiosks/QR codes (not currently planned or funded in the current Long-Term Plan).
- Readable signs (covered Section 10 of the Plan).
- PN City Council website updates on age-friendly concerns (referred to the Communications and Community Development teams).
- Shared stewardship of the Domain (Policy 3.2.4 and 3.2.6).

#### 6.10.3 Health and Wellbeing

These concerns are listed in the following manner:

- Support health groups (Tai Chi, etc.) (referred to Community Development team).
- Celebrate kaumatua (referred to Community Development team).
- Wellness activities on site (referred to Community Development team).
- Activity zones - intergenerational activity (existing spaces provided).

### 7. DESCRIPTION OF OPTIONS

#### **Option 1: Adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025, (Attachment 1)**

- 7.1 Council accepts all changes to the draft 2025 Plan, as outlined in Table 1 and highlighted in Attachment 1, and adopts the plan attached to this report as the final plan.

#### **Option 2: Adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025, (Attachment 1) with changes**

- 7.2 The Council makes further changes before adopting the plan.

### 8. ANALYSIS OF OPTIONS

#### **Option 1: Adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025, as attached to this report**

- 8.1 Given the robustness of the consultation already undertaken and the nature and extent of changes covered in Table 1, it is proposed that Council adopts the final plan.

**Option 2: Adopt the Otangaki-Ashhurst Domain Reserve Management Plan 2025, as attached to this report, with changes.**

- 8.2 Any minor changes made to the proposed plan, as attached, may be included in the document and then that document finalised as the Otangaki-Ashhurst Domain Reserve Management Plan 2025.
- 8.3 Any major changes to the Plan may require additional consultation.

**9. RESERVES ACT REQUIREMENTS**

- 9.1 The Reserves Act 1977, Section 41, outlines the legislative requirements for the development of reserve management plans. The requirements are:

Pre-Draft Requirements

- A notice of intention to develop a management plan is publicly notified.
- That notification allows for a one-month period where the public, and interested parties, are invited to provide suggestions on the proposal.

Draft Requirements

- Council then prepares a draft plan, taking those suggestions into account, and must make that plan available to the public.
- Council must also consider the plan's alignment with the classification of the reserve (Section 17 Recreation Reserve, in this instance).
- The draft plan is then publicly notified under Section 119 of the Act, as available to the public to provide their support or opposition to the plan. Those who provided suggestions earlier are also contacted regarding the draft to provide submissions.
- The period of availability to the public must be no less than 2 months; and all submitters must be provided the opportunity to speak directly to the administering body in support of their submission.

Final Plan Requirements

- If any submitter exercised their right to speak publicly to their submission, a hearings date is established.
- The final plan should be submitted to the Minister with a summary of the submissions, and any reasons listed out for including or excluding them from the final plan.
- The Minister then makes a decision on whether it has been demonstrated that the conditions have all been met.

9.2 Under the 2013 *Revised Delegation of Powers* Council has been delegated the Ministerial role to approve the plan. The criteria are the following:

- All steps listed above were followed in a manner consistent with the intent of the law.
- Was proper consideration given to the suggestions and the submissions when the final plan was developed.

9.3 Officers completed the following process for the review of the Ashhurst Domain Reserve Management Plan:

- A notice of intent to review the Ashhurst Domain Reserve Management Plan was adopted on 8 November 2023.
- Engagement with the public and stakeholders began (a submissions process, open day at the Domain, three on-site workshops with stakeholders).
- Draft plan was written from the information gathered; and was adopted for consultation by Council on 27 November 2024.
- One-month consultation period on the draft – 3 February to 4 March 2025. An additional workshop was held on the draft document out at Ashhurst.
- A summary of submissions reported to Culture & Sport Committee on 26 March 2025. Hearings were also held at that meeting.
- Extended two-month consultation period from 30 May – 1 August 2025.
- Analysis of full consultation results, and appropriate changes to draft 2025 Plan made.
- Final report (describing all changes, requests not actioned, and the reasons for changes/no action) with a final plan attached.

9.4 Council has completed all legislative requirements and has upheld the intent of the legislation in the development of the Ashhurst Domain Reserve Management Plan 2025.

## 10. CONCLUSION

10.1 The consultation on the Otangaki-Ashhurst Domain Reserve Management Plan 2025 has been thorough.

10.2 The process has met the requirement of the Reserves Act 1977 and considered the community feedback. Council can now adopt the Plan and exercise the Ministerial delegations to approve it under Section 41(1) of the Reserves Act 1977.

- 10.3 A final Otangaki-Ashhurst Domain Reserve Management Plan 2025 is attached to this report for final approval.

## 11. NEXT ACTIONS

- 11.1 Finalise the Otangaki-Ashhurst Domain Reserve Management Plan 2025; and publish online.
- 11.2 Assess the policies and development opportunities in future Asset Management and Long-Term Plans.

## 12. OUTLINE OF COMMUNITY ENGAGEMENT PROCESS

- 12.1 In addition to the early engagement outlined in Section 2.2 consultation on the draft Plan involved the following:

- Publishing a public notice.
- A three month-long consultation period.
- An Open Day at the Domain.
- Information and submission forms online, at the Customer Service Centre and Ashhurst Library.
- Stakeholder workshop on the draft.
- Hearings.
- A summary of submissions report, which accompanied the hearings.

- 12.2 The engagement process was extended to meet legislative requirements. The result was an additional two-month consultation process – with additional notices and submission-forms being sent out and made available. It was completed as per Sections 41, 119 and 120 of the Reserves Act 1977.

## 13. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>No</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>

<p>The recommendations contribute to:</p> <p>Whāinga 2: He tāone whakaihiihi, tapatapahi ana          Goal 2: A creative and exciting city</p> <p>Whāinga 3: He hapori tūhonohono, he hapori 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: Prepare and review reserve management plans. The plan also supports a sustainable city as it includes revegetation of the lower terrace.</p>	
<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>Complying with the Reserves Act 1977 and managing reserves.</p>

## ATTACHMENTS

1. Otangaki-Ashhurst Domain Reserve Management Plan 2025  
 (attached separately) 
2. Submissions (attached separately) 

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** The Regent Theatre Trust - Annual Report 2024-25

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

**APPROVED BY:** Cameron McKay, General Manager Corporate Services

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive the Regent Theatre Trust Board's unaudited Annual Report 2024-25 (Attachment 2).
  2. That the Culture & Sport Committee receive the Regent Theatre Trust Board's audited Annual Report 2023-24 (Attachment 3).
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### 1. ISSUE

- 1.1 The Regent Theatre Trust Board (the Regent) has submitted its unaudited Annual Report 2024-25 (Attachment 2). This memorandum provides an opportunity for Elected Members to review the progress the Regent Theatre has made against its Statement of Intent during the period 1 July 2024 to 30 June 2025.
- 1.2 Following the audit in September 2024, The Regent's Annual Report 2023-24 (Attachment 3) was amended. Changes occurred in the financial section (see 5.1 for more detail). For completeness the Committee is asked to receive the updated version.
- 1.3 Representatives of the Regent are in attendance to present.

### 2. BACKGROUND

- 2.1 The Regent is a Council Controlled Organisation (CCO) which was set up to independently manage and promote the Regent Theatre as the preferred local venue of choice for international, national and local performing arts experiences.
- 2.2 A CCO is an organisation in which Council has the right to appoint at least fifty percent of the members on the Board and must work towards Council's objectives on its behalf.
- 2.3 The purpose of the Regent Theatre Trust Board is:

To control, develop, promote, enhance and maintain the Regent Theatre so that it may be utilised and enjoyed by the inhabitants of the Manawatu area including:

i. securing the future of the Regent Theatre.

- 2.4 In 2024-25, the Council granted the Regent Theatre Trust Board \$271,951<sup>2</sup> to deliver the functions listed in 2.3 above. The Trust secured external funding totalling \$135,700.
- 2.5 The Council owns and maintains the building and the Trust uses it rent free.
- 2.6 The Local Government Act (LGA) requires CCOs to produce an annual report which compares its actual and intended performance (as set out in the Statement of Intent) and audited financial statements. CCOs are required to present their Annual Report to its shareholder(s)(Council) by 30 September. The Regent has met this deadline.
- 2.7 Audit New Zealand has not yet audited the Regent's Annual Report. Therefore, the attached annual report is still in draft form. An updated report will be presented to the Committee in the event there are any material changes following audit.

### 3. PERFORMANCE FOR THE YEAR JULY 2024 - JUNE 2025

- 3.1 Highlights from the Regent's Annual Report include the following:
  - Hosted two Act 3 productions (Kinky Boots and School of Rock) which attracted 9,231 attendances.
  - Hosted several well-attended national/ international events including: Performing Arts Competitions Association of New Zealand (5,871) over 4 days, Crowded House(1,288), Palmy Drag Fest (1,335), and the Pink Floyd Experience (1,224).
  - Local community users such as Pasifika Fusion and Te Pae Tamariki continued to attract the crowds.
  - Secured funding from Central Energy Trust (\$100k) and the Friends of the Regent (\$35k) to purchase new LED theatre lights.
- 3.2 The Regent Theatre has achieved most of its targets (see Attachment 1). Commentary on the missed targets is detailed below.
- 3.3 There were three performance measures that did not achieve the target, two of these: 'Total number of local school concerts' and 'Total number of school prize-givings' missed the target because these events occur at specific times of the year, and the theatre was in use and unable to accommodate all requests.

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



- 3.4 The measure 'total number of tertiary graduation ceremonies' was not achieved because Massey University held fewer graduation ceremonies this year than expected, due to fewer students. This is out of the Regent's control.

### Three Year Review

- 3.5 Table 1 compares 2024-25 with 2023-24 and 2022-23. The Regent has had a solid year, with all measures showing increases on last year's results.
- 3.6 Use of the auditorium (both day and live nights) has increased significantly. This is shown in the number of live nights, day usage and overall Patronage figures that have increased compared to 2023-24. These results suggest the range of performances on offer at the theatre has attracted the crowds.
- 3.7 In terms of live nights, community performances have seen the greatest increase: 73 in 2024-25 compared to 37 in 2023-24. This is due to a change in how the Regent records Act 3's performances. In 2024-25, Act 3's two shows of 12 performances each (24 total) have been counted individually, rather than in previous years where only Act 3's booking(s) was counted (1-2). This change gives a more accurate account of the number of live nights the theatre is used. Aside from Act 3's 24 shows, the live nights figure for 2024-25 is still an increase on last year's result.

**Table 1: The Regent Theatre – Performance Target Dashboard – Annual Results**

Measure		2022-23 30 June 2023	2023-24 30 June 2024	2024-25 30 June 2025	3 Year Trend
<b>Live nights –</b> performances in the auditorium at night commercial + community	Actual	88  (48 commercial)	75  (38 commercial)	118*  (45 commercial)	-
<b>Auditorium days usage</b>	Actual	185	187	198	↑
<b>Summary of events –</b> Total number of events held at the Regent	Actual	437	423	426	→
<b>Patronage –</b> Total attendance for all events	Actual	113,561	99,483	101,081	→
<b>Average size of audience per event</b>	Actual	260	235	237	→

\* Includes 24 performances by Act 3.

#### 4. FINANCIAL PERFORMANCE

- 4.1 The Regent has achieved a net surplus of \$140,170, compared to a budgeted deficit of (\$8k), meaning they are \$148,273 better off than expected. This is mainly due to the external revenue received from CET (\$100k) for the theatre lights.
- 4.2 The Trust's current assets are more than three times its liabilities indicating that the Trust can satisfy its obligations.
- 4.3 Closing cash is significant; perhaps the Regent should consider putting some in a term deposit.

**Table 2: Financial Information for Annual Report 2024-25**

	2025			2024	
Summary Financials (\$)	Actual	Budget	Variation	Actual	Variation*
<b>Financial Performance</b>					
PNCC Grant	271,951	270,611	1,340	258,016	13,935
Total Revenue	1,393,295	945,137	448,158	1,142,744	250,551
Total Expenses	1,253,125	953,240	299,885	987,523	265,602
Net Surplus (Deficit)	140,170	-8,103	148,273	155,221	-15,051
<b>Financial Position</b>					
Current Assets	793,609	625,504	168,105	638,275	155,334
Total Assets	1,541,210	1,324,686	216,524	1,320,145	221,065
Current Liabilities	259,714	191,463	68,251	178,820	80,894
Total Liabilities	259,714	191,463	68,251	178,820	80,894
Equity	1,281,496	1,133,223	148,273	1,141,325	140,171
<b>Cash Flows</b>					
Total Net Cash Flows	-33,497	-25,339	77,481	52,142	-85,639
Opening Cash	349,771	349,771	-52,142	297,629	52,142
Closing Cash	316,274	324,432	-8,158	349,771	-33,497

\*when compared to the same period 12 months ago

## 5. AUDITED ANNUAL REPORT 2023-24

- 5.1 Following the audit of the Regent's Annual Report 2023/24, the following material amendments were made to the financial statements. Table 3 shows the change(s) in red.

**Table 3: Changes to the Financial Statements following audit**

	2024				2023	
Summary Financials	Actual (unaudited)	Actual (audited)	Budget	Variation	Actual	Variation*
<b>Financial Performance</b>						
PNCC Grant	258,016	258,016	258,018	-2	252,363	5,653
Total Revenue	1,131,322	1,142,744	919,318	223,426	1,018,646	124,098
Total Expenses	989,150	987,523	926,903	60,620	921,373	66,150
Net Surplus (Deficit)	142,172	155,221	-7,585	162,806	97,274	57,947
<b>Financial Position</b>						
Current Assets	635,768	635,768	614,308	21,460	610,826	24,942
Total Assets	1,315,073	1,317,638	1,230,951	86,687	1,225,986	91,652
Current Liabilities	186,796	176,312	255,921	-79,609	239,881	-63,569
Total Liabilities	186,796	176,312	255,921	-79,609	239,881	-63,569
Equity	1,128,276	1,141,325	975,030	166,295	986,105	155,220
<b>Cash Flows</b>						
Total Net Cash Flows	52,142	52,142	3,916	48,226	-43,827	95,969
Opening Cash	297,629	297,629	297,629	0	341,456	-43,827
Closing Cash	349,771	349,771	301,545	48,226	297,629	52,142

## 6. NEXT STEPS




- 6.1 At the end of February 2026, the Regent Theatre Trust Board will submit its draft Statement of Intent for 2026–29, which will be presented to the relevant committee's April meeting.
- 6.2 The audited 2023-24 report will replace the unaudited version on Council's website. The 2024-25 report will also be uploaded.

## 7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>

The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city	
The recommendations contribute to the achievement of objectives in: 14. Mahere mana urungi, kirirautanga hihiri 14. Governance and Active Citizenship Plan The objective is: Review and monitor the performance of Council operations and Council Controlled Organisations.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Receiving the Annual Report is a mechanism for Council to provide guidance and direction to the cultural CCOs and meets Council's responsibility to monitor the CCOs under the LGA.

## ATTACHMENTS

1. Regent Theatre Trust Board - Annual Performance Results 2024-25 [↓](#) 
2. Regent Theatre Trust Board - Unaudited Annual Report 2024-25 [↓](#) 
3. Regent Theatre Trust Board - Audited Annual Report 2023-24 [↓](#) 

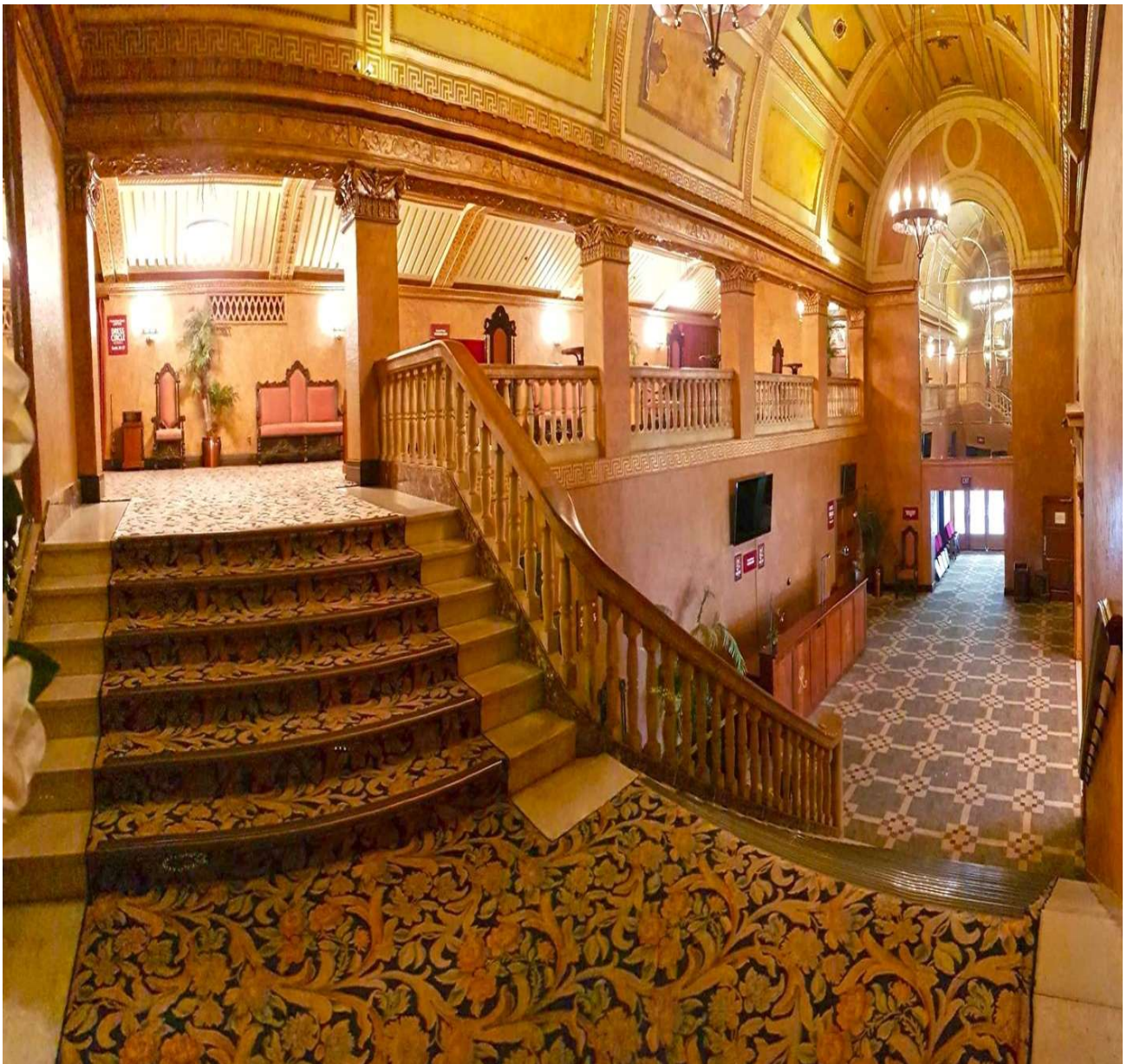
Regent Theatre -Annual Performance 2024-25	Annual Target 2023-24	6- month performance as at 31/12/23	% of annual target at 6 month mark	Annual performance 2023/2024	% of Annual Target	Officer's comment
<b>1. To be a venue for exciting community and performing arts experiences</b>						
Total number of main auditorium hires annually	190	121	64%	198	104%	Achieved
Total number of main auditorium national/international venue hirers annually	33	19	58%	33	100%	Achieved
Total number of events overall that held over all spaces in the theatre	370	232	63%	426	115%	Achieved
Further develop tours offered by the Regent for Schools and Community	10	5	50%	11	110%	Achieved
<b>2. To engage in effective collaboration with out stakeholders and clients, enabling the best customer experiences.</b>						
Total number of variety type shows such as tribute concerts and professional performers from the commerical sector	18	14	78%	26	144%	Achieved
Total number of tertiary graduations ceremonies held	15	5	33%	13	87%	Did not achieve due to circumstances outside of CCO's control - Fewer graduation ceremonies held than predicted.
Total number of local school concerts	12	7	58%	7	58%	Did not achieve due to circumstances outside of CCO's control - Fewer schools holding school concerts than predicted, and demand occuring during times when theatre is in use.
Total number of school prize-givings	11	9	82%	9	82%	Did not achieve - unable to accommodate all requests as theatre is in use.
Total number of ethnically diverse concerts and productions (both community and professional)	9	7	78%	10	111%	Achieved
Install LED lighting throughout the theatre - to improve the environmental footprint of the theatre (as a % of total lights)	50%		N/A		N/A	N/A
<b>3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.</b>						
Total attendance to all events held.	89,000	63,746	72%	101,081	114%	Achieved
Total Audience attendance split to all events Community 70%/Commercial 30%	70: 30	69:31		70:30	N/A	Achieved
Number of seats sold per PNCC companion card not less than 10	30	38	127%	87	290%	Achieved

	Not Achieved	Achieved
	Did not achieve due to circumstances outside of CCO control	



## 2024-2025 ANNUAL REPORT

# REGENT on BROADWAY



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**Annual Financial Report**

- Entity Information
- Statement of service performance - Regent Theatre Trust
- Statement of financial performance - Theatre Operations
- Statement of financial performance - Regent on Broadway Promotions
- Statement of financial performance -Ticketing
- Statement of financial performance - Refreshments
- Statement of financial position
- Statement of cash flows
- Statement of accounting policies
- Notes to the financial performance



**Our Directory:**

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

**Trust Board**

David Lea (Chairperson)  
Neil Ulrich (Deputy Chairperson)  
Mark Mabbett  
Tania Kopytko  
Reihana Haronga  
Kane Parsons  
Tessa Lohead  
Simon Ferry  
Rhia Taonui  
Tessa Lyons  
Carly Spring (Secretary)

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

**Regent Theatre Staff:**

<b>GENERAL MANAGER</b>	David Walsh
<b>TECHNICAL MANAGER</b>	Braden Noel
<b>THEATRE TECHNICIAN</b>	Kieran Peters
<b>FINANCIAL CONTROLLER</b>	Julie Walker
<b>BOX OFFICE/CLIENT LIAISON</b>	Karen Hambling
<b>REFRESHMENT'S CO-ORDINATOR</b>	Cherie Madie
<b>FOH MANAGERS</b>	Chris Laing Janice Jones (July – Dec) Sue Peck Graeme Tong

*The Theatre employs 6 permanent staff, plus three casual staff. All employees are accountable to the Trust Board through the General Manager.*

**Friends of the Regent**

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

**Friends of the Regent Patron** Anna Leese

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

**Palmerston North City Council**

*Palmerston North City Council is the building owner and provided the majority of the funding required to restore the Regent on Broadway in 1998. The Council provides an annual operational grant. The Regent Theatre Board is a Council Controlled Organisation (CCO). The Council appoints six of the nine trustees.*

## 29th Annual Chairman's Report 2023-24

### Tena Koutou Katoa

It is my pleasure to present my 8<sup>th</sup> (and The Trust's 30<sup>th</sup>) Annual Chairman's Report of The Regent on Broadway Theatre Trust.

This year has been one of consolidation and growth following a period of somewhat mixed and confusing times. Words like pandemic, theatre closure, Ticket Direct and management change are no longer part of our vocabulary but a distant memory (or should I say nightmare) of the past.

We have met and, in some cases, surpassed most of our KPI's and secured our financial position for the immediate future. These areas are covered elsewhere in this report so I will not repeat them apart from acknowledging our whole team (Board, Staff, Management and Council) for the part each one has played in achieving this result. I have simply been the choirmaster, you have been the choir.

### Board.

The Board continues to strive for excellence in all our board duties and with the separation between Governance and Management in mind, we continue to ensure we provide all that we can to assist management in the quest for excellence in all that the Regent provides to our stakeholders. To that end, this year we have begun to think about what the actual theatre building and its facilities may look like in 10 or even 20 years' time? What adaptations will be needed to accommodate the rapid changes in technology? Are all our "Spaces" fit for purpose? Has our own technology kept pace with change? All good questions that cannot be answered overnight but do need to be thought about. We have recently engaged a professional Theatre design company from Wellington to prepare a report to help us with some immediate issues we are faced with the Regency Room, Foyer and hospitality areas along with a long term view of our Green Room space and practicality. This report is due in the next few months and will not only assist us with our planning but also, hopefully, assist Council with their long-term planning and budgeting for this historic and strategic City facility. Initial consultation with some of our stakeholders has begun and we look forward to receiving the report, the cost of which will be met from reserves we have accumulated over the past successful years.

This year we successfully negotiated with Council to address a safety issue raised over the lack of a safety rail in the Circle and consequently, a new practical, aesthetically pleasing, non-invasive safety rail has been installed with the removal of Dress Circle Row A.

We welcomed Rhia Taouni and Tessa Lyons to our board this year and farewelled Amy Sorrell. Our thanks to Amy for her contribution and we look forward to working with both Rhia and Tessa and utilizing their skill sets to enhance our board's performance.

### Staff

Our Board acknowledge the dedication and commitment of all our staff and sincerely thank them for the effort they make and the role that they play in maintaining our theatre's reputation for excellence. Aply led by our outstanding Manager David Walsh assisted by Julie Walker in administration and finance, Karen Hambling in ticketing and promotions, Braden Noel as our Technical Manager with Kieran Peters as Technical Support alongside our front of house managers Chris Laing, Sue Peck & Graeme Tong. We are proud of how you uphold our mission and vision to be the best that we can.

This year saw the appointment of Cherie Madie as catering co-ordinator. With the change of operation in our catering from the Friends of the Regent to the Board, we have engaged Cherie to run all our catering requirements. In the past this was a huge undertaking and commitment from the Friends and as this part of our operation grew it became a bigger and bigger challenge for our volunteers. Part of the change involved still engaging with them to operate the bars but for us to be responsible for organising and ordering the What, How and When of the operation along with the fiscal responsibility. This was seen as a win-win opportunity for us and the Friends as the funds we pay for the hours worked by the Friends for this activity, in turn, is donated back by them to the theatre by way of donations for improvements.

Cherie is employed to grow and enhance this side of our business.

### Friends.

The concept of the "Friends of The Regent" seems to be unique to us and what a treasure we have in that uniqueness. I cannot put it any simpler, we would not be the Theatre we are without The Friends. We are recognised as being one of the best equipped theatres in New Zealand, certainly in the provinces. This has largely come about by the generosity of the Friends. Well over one million dollars' worth of improvements over the past 26 years is an incredible gift. Thank you to all the individuals who make up the Friends of the Regent, your hard work and dedication is one of our greatest assets. Please refer to our Managers report for this year's donations.

### Pat Snoxell Legacy Award.

This year saw the second of these awards contested for by many deserving and aspiring applicants. The eventual winner was Olive Parker who received an award of \$1000.00 to help her work with a one-to-one singing coach. We wish Olive well for her future and look forward to receiving many applications for this year's award. Applications closed on 31<sup>st</sup> August, and an announcement will be made sometime soon.

### Conclusion and Thanks

It is always hard to record thanks to people without missing someone important out. I apologise if I have done that this time.

I will start with my Board. Thank you all for your commitment to your role as trustee. I know it can sometimes be frustrating, but we also know it can be rewarding. A special mention must go to Tania Kopytko for the extra effort she makes in preserving and passing on our history. Tania and David Walsh's history tours of the theatre are becoming a regular and rewarding addition to the City's fabric. Keep an eye out for the next one! To my deputy Neil Ulrich, you are my rock. I know I can rely on you to keep the ship on course and keep all the technical "Things" we must do, up to date. Thank you. To the rest of the Board, Tessa Lohead, Kane Parsons, Mark Mabbett, Simon Ferry, Reihana Haronga, Rhia Taonui and Tessa Lyons, I look forward to continuing to work with you all next year.

Thank you to Mayor Grant Smith and the City Council for your continued support, not just financially but also all the moral support you give and especially for the technical guidance given by staff.

To all our staff, keep up the excellent work. You are the heart and soul of our theatre, and I personally look forward to enjoying yet another year of growth and success. That will only happen if we continue to be the well-oiled team that we are.

Nga Mihi Nui




**David Lea**  
Chairman Regent Theatre Trust Board  
August 2025



## **GENERAL MANAGER'S ANNUAL REPORT**

**Year Ended 30 June 2025**

I am delighted to present once more the annual report for the Regent on Broadway.

We have enjoyed another positive result despite a year of strong economic downturn. The first six months started well with a variety of events and good audience attendances. We struggled after the Christmas break (January through to April) as touring shows were cancelled and ticket sales to all events slowed dramatically. Pleasingly, the industry has picked up and the last two months of this year and the events that we held put us back on track and headed us back in the right direction.

Even with an up and down year we are still able to report a financial surplus (for the year). We can only succeed with support from our professional and community groups who hold their events in the theatre and those who attend performances a big thank you to you all. It is comforting to know that the community continues to support and attend the regions premier venue. We also appreciate and acknowledge the support from the Palmerston North City Council.

### **REVIEW OF THE YEAR**

The Regent on Broadway held some great shows/events during these past 12 months and I am pleased to report on some of the busy/exciting times that the theatre experienced.

**Professional shows:**

Crowded House drew a dedicated audience in November, with 1,288 attendees. The Pink Floyd Experience also performed strongly, attracting 1,224 fans who were treated to classic Floyd-era music and a captivating stage production. Palmy Drag Fest saw an impressive turnout as well, with 1,335 people attending, showcasing the vibrant appeal and strong community engagement for these diverse live performances.

**Local and community events:**

Massey University's graduation ceremonies continue to be a standout occasion, with a remarkable attendance of 9,380 graduates, families, and guests coming together to celebrate academic achievements. The PACANZ awards ("Performing Arts Competitions Association of New Zealand") and the Pasifika Fusion festival both achieved full-capacity crowds, filling the theatre —testament to the continuing passion for performing arts and Pacific heritage in our region. Act Three had two major productions this year Kinky Boots and School of Rock.

Again, we continued to be committed to hosting school productions with seven different schools performing at the Regent throughout the year with a total of 5,870 attendances together with eight schools holding their end of year prize-giving ceremonies. We continue to encourage these events as for most students, this is the start of their development and growth of their creativities.

**Assets:**

Our asset renewals throughout the year included the purchase of new theatre lighting at a cost of \$143k. Thanks must go to both Central Energy Trust who contributed \$100k and the Friends of the Regent \$30k towards this project. The balance of the costs required was funded from our operational account. These new theatre lights is Stage one of a three-year project to improve our environmental footprint by incrementally replacing all our theatre lighting with LED Luminaires.

A further \$5,700 of assets was funded throughout the year by the Friends of the Regent which included replacement of Headset Microphones and additional equipment for our Bar.

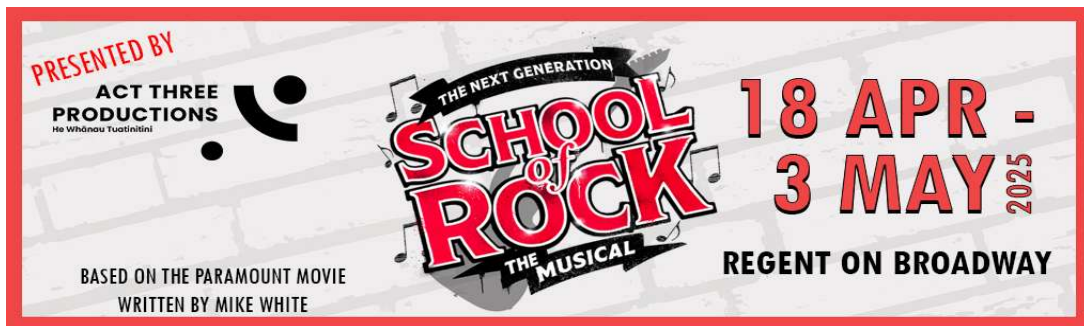
Our attendances and the variety of events held through this past year have helped towards our years positive result being achieved, this is in spite once more living through another year of economic uncertainty.

We had set ourselves a target for the year of 89,000 attendances and we achieved a total of 101,081 (13% increase). By achieving over 100,000 attendances throughout the year this is one of the key factors in ensuring vibrancy within our community and region. We continue to be held in high esteem with all hirers, both nationally and locally, and our job is to ensure that we continue to uphold this reputation.

Within this report are the results from our yearly performance measures. We achieved a high percentage (75%) of our targets for the year as set out within our Statement of Intent. A total of 426 events were held over all the spaces in the theatre this year which was an increase on last year. Our main Auditorium usage amounted to 198 days compared to 190 last year.

Our target was set at 70% community and 30% commercial use and once more this result was achieved. It is pleasing to know that the theatre continues to be well used by our local community groups.

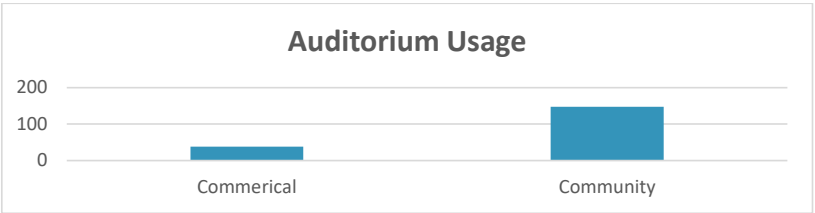




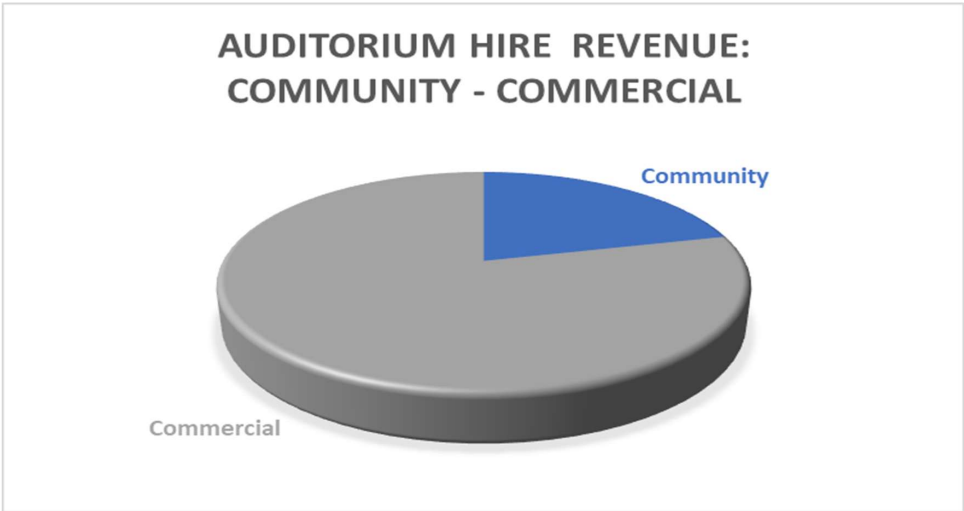
**FINANCIAL OVERVIEW (Subject to Audit)**

Our Financial Statements for the 2024/25 year accompany this Annual Report. After allowing for depreciation of \$124,741, our overall Statement of Performance shows a year-to-date surplus of \$140,170 which was a slight decrease compared to last year (2023/24) where we reported a surplus of \$155,211.

**USAGE**



Auditorium Revenue Received Community vs Commercial



Local Community Events held in the Auditorium accounted for 30% of total revenue received. This is from 37 events held over 147 days.

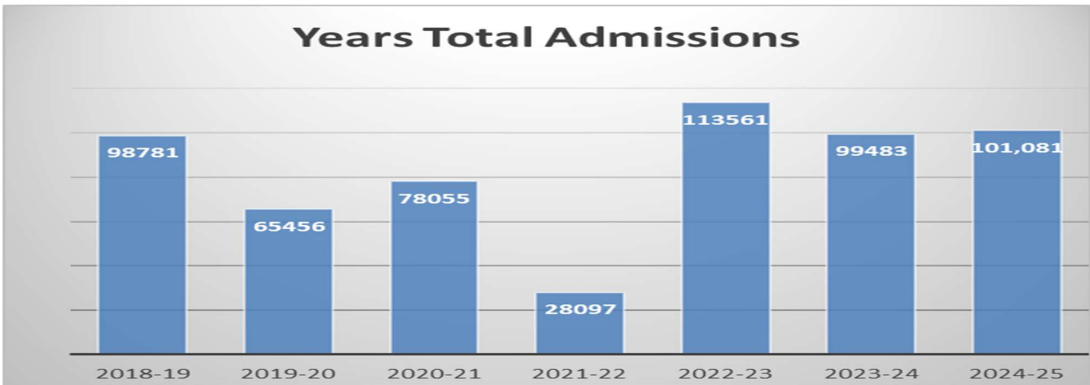
Professional events held in the Auditorium accounted for 70% of total revenue received.

*(Note: Revenue received from Act Three’s production of “Kinky Boots”, and “School of Rock” has been treated as professional)*

ATTENDANCES

Our target for the year was set at 89,000 attendances. This was based on our advanced bookings at the time of setting our yearly targets. With the decline in the economy during these past 12 months, it was unknown if the theatre could perform to the success of the previous year which stood at 99,483. We were extremely delighted to exceed our year’s target with attendances of 101,081.

Our average yearly attendance (since 1997) is 95,825, so this year’s result is above average.



Attendance List for 2024-25 Performances

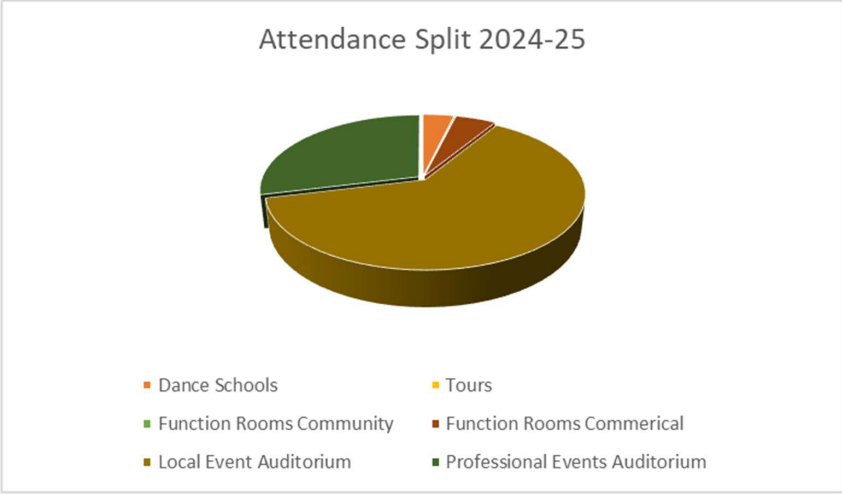


<b>JULY</b>	<b>Admissions</b>	<b>Days Used</b>
Pasifika Fusion	7211	3
Pink Floyd Experience	1224	1
NZSO	324	1
Unique Dance	212	1
World of Musicals	459	1
Taste of Ireland	652	1
Titans of Tap	306	2
Badjelly The Witch	578	1
Creedence Clearwater Collective	597	1
Dance NZ Made	370	2
Kapa Haka	1393	1
	<b>13,135</b>	
<b>AUGUST</b>		
Kairanga School	509	1
Hiwinui School	341	1
Cornerstone School	1032	2
NZIFBB	276	1
Dance NZ Made	1106	1
	<b>3,264</b>	
<b>SEPTEMBER</b>		
Kinky Boots	5152	37
Riverdale School	1015	1
Hokowhitu School	1018	1
Palmerston North dance Assn	984	4
	<b>8,169</b>	
<b>OCTOBER</b>		
Palmerston North Dance Assn	303	3
Palmy Drag Festival	1335	2
Greatest Showman Sing-along	213	1
Dance NZ Made	1006	3
Checker of the Year	230	1
Bee Gees Night Fever	606	1
Six to Sixty	477	1
Ashhurst School	1132	1
Winchester School	823	1
PACANZ	5871	4
PNGHS Awards Ceremony	900	2
	<b>12,896</b>	
<b>NOVEMBER</b>		
Kingdom of Bling	288	1
Celtic Illusion	642	1
Awatapu College Awards Ceremony	456	1
Magic Men	442	1
Siddharth Menon	567	1
Dame Vera Lynn Tribute	250	1
Royal NZ Ballet	984	2
Central Normal School (Rehearsal)	50	1
Paddy Gower	379	1
Anomaly Dance	505	1
Crowded House	1288	1
Ko Whiri Tiki Mai	3500	1
Dancing Queen	737	1
7 Days Live	868	1
Levin The Movement	776	1
Massey Graduations	3090	3
Fleetwood Mac Experience	797	1
	<b>15,619</b>	
<b>DECEMBER</b>		
Encore	248	1
Urzila Carlson	1043	1
Cirque Africa	458	1
St Mary's School Prizegiving	500	1
Freyberg High School Prizegiving	1190	1
Carnot Prizegiving	350	1

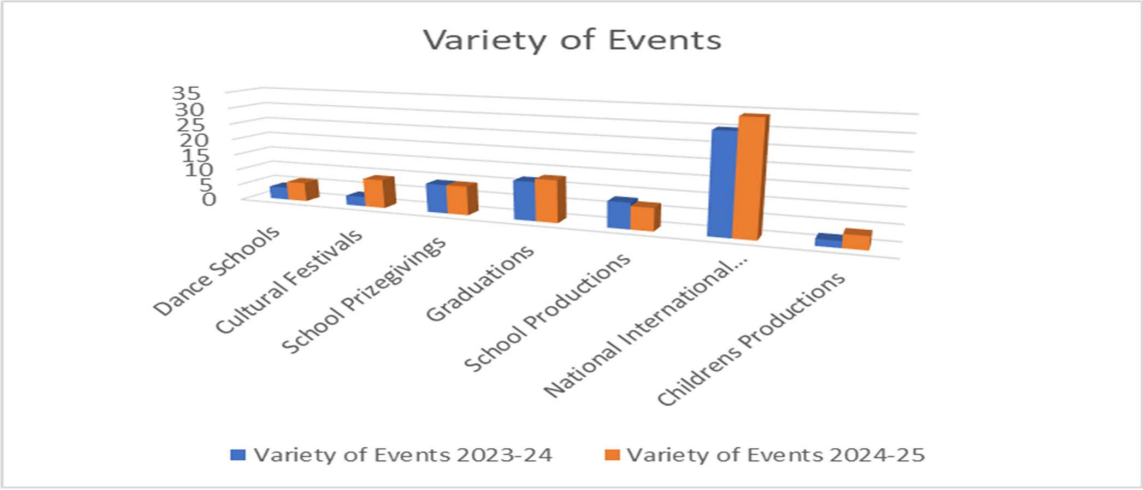
Ross Intermediate Prizegiving	780	1
Whakarongo School Prizegiving	648	1
Aokautere School Prizegiving	310	1
DanceWorks	1296	1
PNINS Prizegiving	1200	1
Kerala Assn	591	1
	<b>8,614</b>	
<b>JANUARY</b>		
Gold Awards	95	1
	<b>95</b>	
<b>FEBRUARY</b>		
Royal NZ Air Force Band	425	1
	<b>425</b>	
<b>MARCH</b>		
NZSO	300	1
Equipper Church	1275	1
Joseph & Technicolor Dreamcoat	900	3
Ucol Graduations	2200	3
Palmerston North Dance Assn	888	3
School of Rock		3
	<b>5,563</b>	
<b>APRIL</b>		
School of Rock	3191	30
Dion Pride	352	1
	<b>3,543</b>	
<b>MAY</b>		
School of Rock	1642	4
Massey Graduations	6290	4
Marlon Williams	563	1
Palace Dance Studio	644	1
Royal NZ Ballet	629	2
Chopper	468	1
National Young Leaders Day	1243	2
Michael Jackson History Tour	618	1
Showquest	976	2
The Boss	378	1
	<b>13,451</b>	
<b>JUNE</b>		
Manawatu Youth Orchestra	390	2
Te Pae Tamariki	2655	2
Glow Show	673	1
Bjorn Again	735	1
Nga Manu Korero Speech Comps	260	1
Palmerston North Dance Assn	140	1
Big Sing	800	1
Red Star Dance	539	4
Pasifika Fusion	3991	2
	<b>10,183</b>	
<b>TOTAL</b>	<b>94,957*</b>	

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

We continue encourage tours of the Regent with a total of 12 tours hosted this year, with 8 community group, 2 schools and 2 public tours during Heritage month.

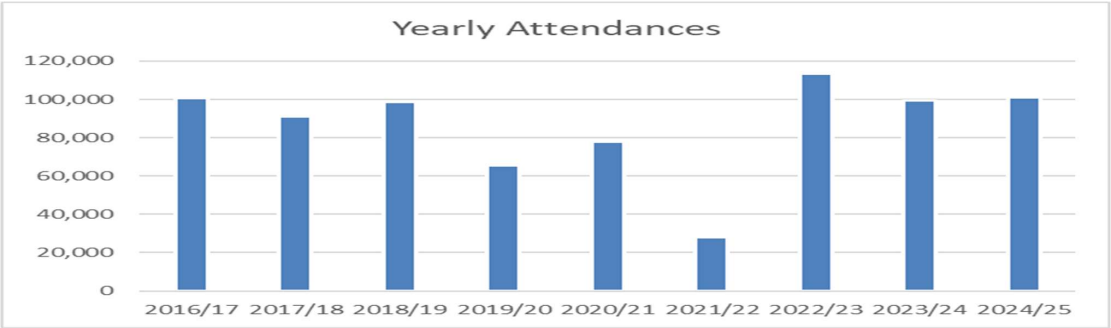


The graph below highlights some of the variety of events that were held during this past year compared to last year.



Record Attendance Year    2000/01            135,498  
Lowest Attendance Year    2021/22            28,097 (Covid impacted)

Total attendance since theatre reopened    2,688,368

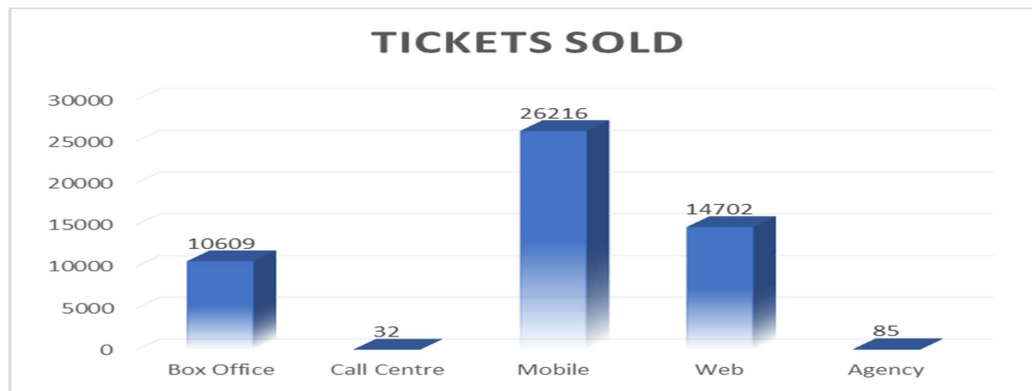
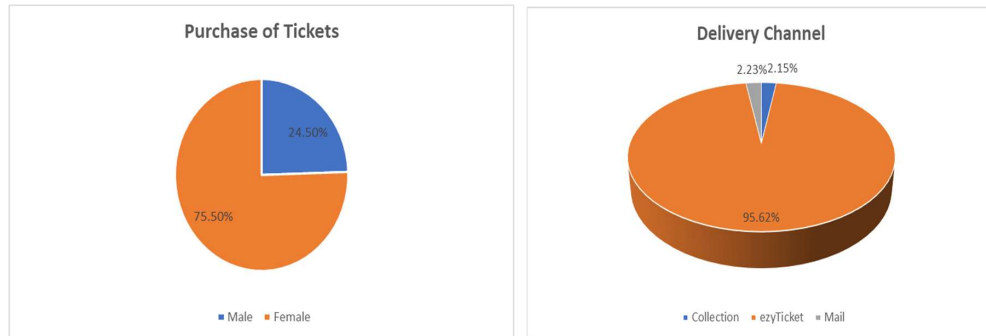


## TICKETING

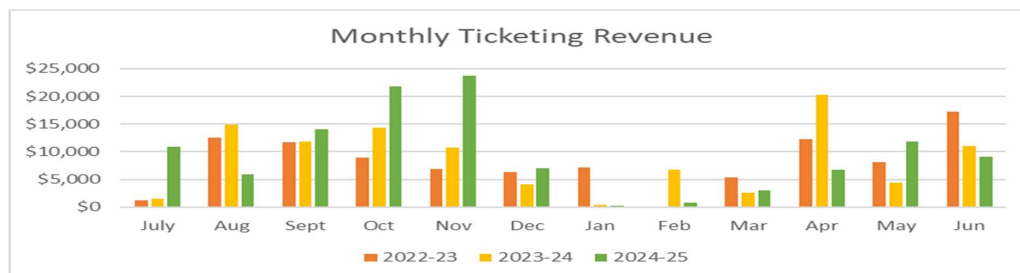
We are pleased to report that our ticketing sales for the year have been comparable to last years results.

This year, a total of 51,644 tickets were sold through Ticketek to events during the period 1<sup>st</sup> July 2024 – 30<sup>th</sup> June 2025.

The total value of tickets sold for all events held at the Regent was \$2.2m



Mobile devices and Website sales continue to be the dominating areas of how people buy their tickets for events held at the Regent.



This graph shows the monthly revenue received from ticket sales compared to the last two financial years.

A very quiet start to 2025 with low sales for the first 4 months (January- April). A very busy October and November.

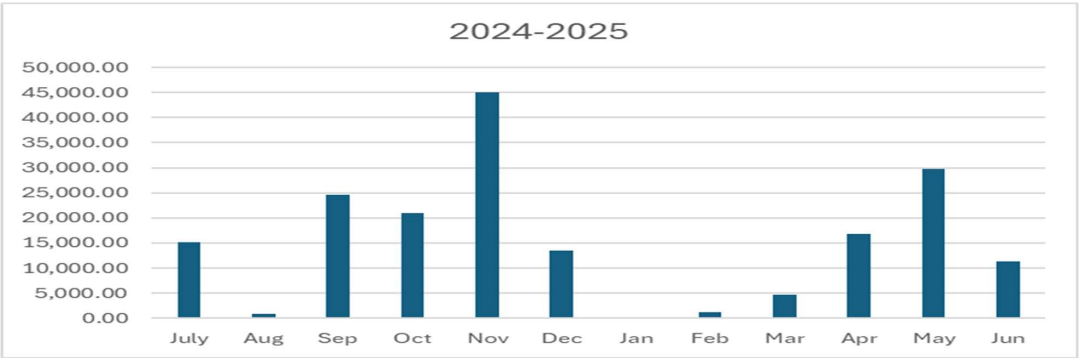
51% of the year's total attendances were for ticketed events and 49% were for non-ticketed events e.g. PTA Meeting Pae Tamariki, Massey /Ucol Graduations, School Prizgivings, etc.)



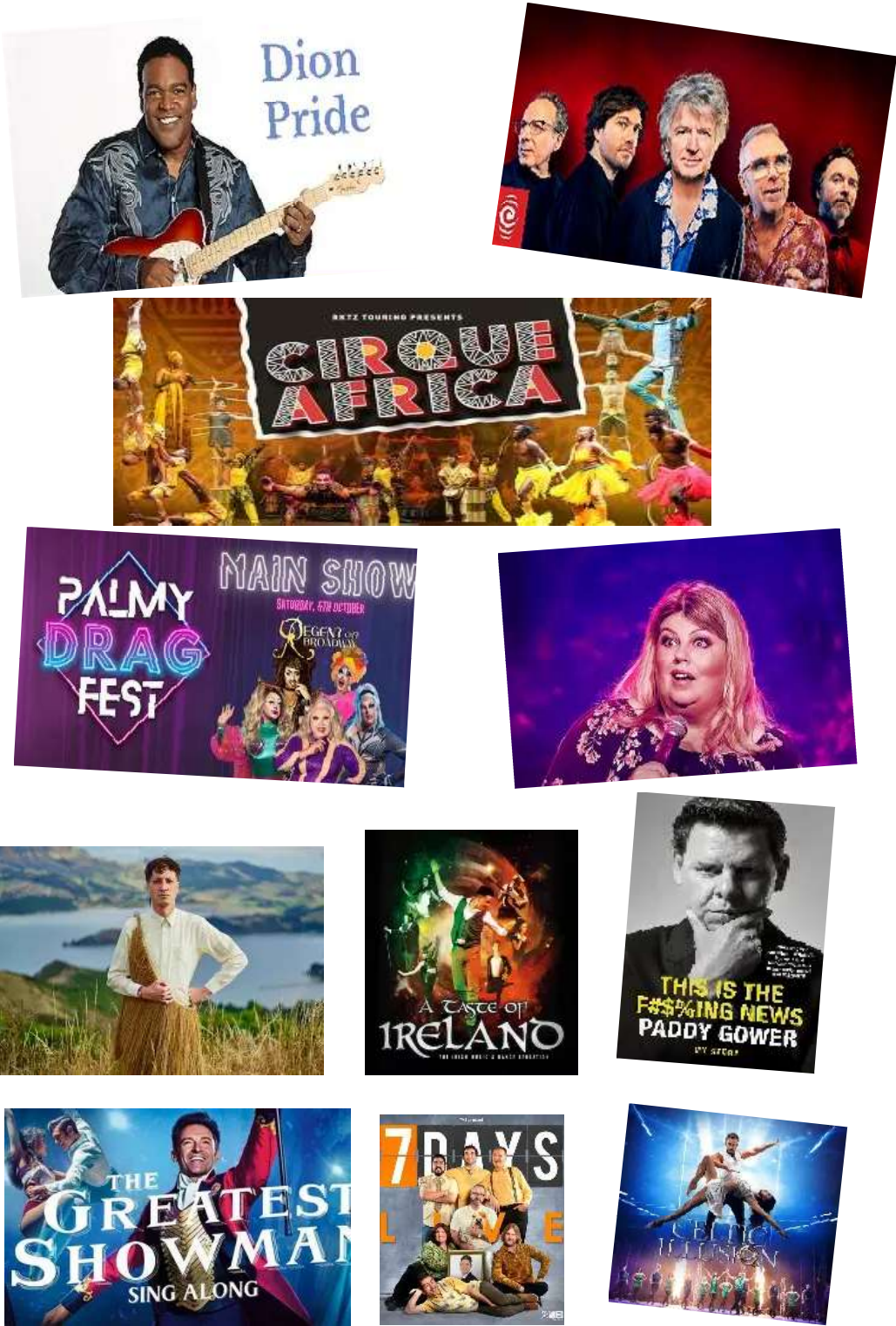
**REFRESHMENTS**

We now include the sales of our refreshment areas within this annual report. Previously this had been reported through Friends of the Regent but is now included within the theatre's accounts. We changed our ranges of beers this year and introduced RTDs and snack items. We also purchased seven Points of Sale Machines thus speeding up our service. We positioned mobile bars throughout the foyer areas at busy times to help the customer experience, (especially important when there is only 15 minutes during an intermission to process all sales).

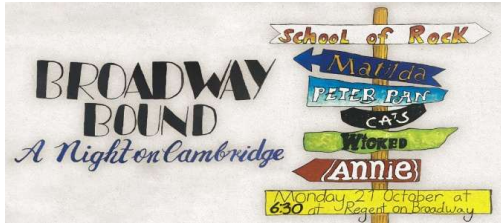
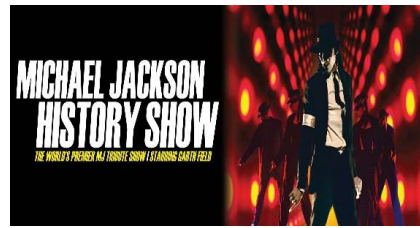
Overall, we were pleased with the year's changes and results, and we can plan with more certainty for next year.



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







# AIR FORCE ON TOUR 2025

Tuesday 28 February, 7pm  
Regent on Broadway, Palmerston North

Tickets from Eventfinda.  
\*Booking fees apply.



## Performance measures REGENT on BROADWAY 2024-25

### Our Strategic Objectives

The Theatre's three strategic objectives were developed to enable the Regent on Broadway to achieve its vision.

**Objective 1.** To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawātū region including recognising the role of local Tangata Whenua and heritage status of the building.

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

**Objective 3.** To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.

Objective	Performance Measure	Actual	Target	Year Results	
		2023-24	2024-25	2024-25	
1. To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawātū region including recognizing the role of local Tangata Whenua and the Heritage status of the building	Total number of main auditorium hires annually (days the auditorium is used), to be not less than. (Usage of the Auditorium includes both Performance, Pack-in and Pack-out days, rehearsal and dark days e.g. days that are booked but not used (but charged for) during long run seasons)	187	190	198	Achieved 1
	Total number of main auditorium national/international venue hirers (actual live performances), to be not less than.30 .includes all touring shows from both Overseas and NZ Artists	31	33	33	Achieved 2
	Total number of events overall that are held over all spaces in the theatre. This includes Main Auditorium/Rehearsal Room/Regency Room.	423	370	426	Achieved 3



	Further develop tours offered by the Regent. For schools and community (to be not less than one)	7	10	11	Achieved 4
2. To engage in effective collaboration with our stakeholders and clients, that enables the best customer experience.	Total number of variety type shows such as tribute concerts and professional performers from the commercial sector, (includes Royal NZ Ballet, NZSO, National & International events) not less than.	28	18	26	Achieved 5
	Total number of tertiary graduation ceremonies held, not less than. Eg Massey University, Ucol etc.	13	15	13	Not Met 1
	Total number of local school concerts held, not less than	8	12	7	Not Met 2
	Total number of school prize-giving held, not less than	10	11	9	Not Met 3
	Total number of ethnically diverse concerts and productions, both community and professionally produced including Kapa Haka competitions. World on stage, Cultural events, not less than.	8	9	10	Achieved 6
	To improve our environmental footprint following our <i>Greenhouse Gas Emissions Inventory Report</i> , lighting throughout the theatre will be incrementally replaced to LED Luminaires	35%	50%	50%	Achieved 7
3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artic/cultural trends	Total attendances including Ticketed and non-ticketed events held, not less than.	99,483	89,000	101,081	Achieved 8
	Total audience attendance split to all events Community 70%/Commercial 30%	70/30	70/30	70/30	Achieved 9
	Number of seats sold per PNCC companion card	73	30	87	Achieved 10

**Achieved 1**

Total number of main auditorium hires was 8 above our target. We are pleased to have achieved 198 Auditorium hires from a target of 190. Although the number of hires for the year was similar to the previous year, the difficult economic times this year did have an impact on the theatre industry nation wide so achieving our target was a great result.

**Achieved 2**

The total of 33 national/international events held within the auditorium which was on target. With International/National tours from artists such as Crowded House, Urzila Carlson, Dion Pride, Royal New Zealand Ballet, NZSO, Marlon Williams, Richard O'Brien plus a variety of Tribute shows such as Eagles, Bjorn Again, Bee Gees, Fleetwood Mac together with the children's production of the Matariki Glow Show all ensured that the Regent on Broadway remains a key venue for touring shows.

**Achieved 3**

The total number of events held during the year over all spaces was 426 which was similar to last year. We exceeded our target total. Breakdown of usage Regency Room 35, Rehearsal Room 161, Auditorium 225, Other 5.

**Achieved 4**

We achieved 11 organised tours of the theatre throughout the year. Tours held: Heritage Month x 2, School x 2, Private tours (overseas visitors) x 2, Community Groups x 5. Our target of 10 was met.

**Achieved 5**

Variety shows continue to be popular. Performances held throughout the year was varied and we continue to welcome both NZSO and Royal NZ Ballet each year. Although our target was met for the year, the total number of events held was slightly down on the previous year.

**Not Met 1**

Our target of 15 Graduation ceremonies was not met with a total of 13 being held (which was the same number as the previous year). Massey has reduced overall the total number of ceremonies held due to less students graduating. Attendances at all graduation ceremonies amounted to 11,580.

**Not Met 2**

Our targeted figure of 12 local school concerts was not met with only 7 schools hiring the theatre for their productions with a total attendance of 5,879. Some schools are still struggling find time within their school curriculum to put on a production. School productions usually occur

during term 3 and with Act 3s booking for 4 weeks during this term can also be an additional restriction for the schools. Some schools only put on a production every second year.

**Not Met 3**

Our target for school prizegiving was not achieved with 11 targeted and 9 achieved. (Non-availability of dates during the limited time frame that these events are held in December can impact the result)

**Achieved 6**

We achieved 10 ethnically diverse productions against our target of 9. (Palace Dance, Palmy Drag Fest, Schools Kapa Haka, Kerala Assn, Nga Manu Korero Speech Comps, Siddharth Menon, Te Pae Tamariki, and two Pasifika Fusion events (July 2024 and June 2025)).

**Achieved 7**

We continue to work to achieve 100% LED lighting throughout the theatre. With a generous grant received this year from Central Energy Trust we replaced a number of theatre lights within the auditorium. We have estimated we have achieved approximately 50% replacement.

It is difficult to ascertain the actual amount of lighting that has been changed to LEDs due the total number of lights throughout this building, but we are continuing to work to our lighting replacement programme and are currently on target.

**Achieved 8**

Our target of 89,000 attendances was achieved with 101,081 people attending the theatre throughout the year. This figure is an increase on last year, (helped by Pasifika Fusion holding two events within this current financial year). Our average yearly attendance over the past 27 years is 96,013. This year's result is above average.

**Achieved 9**

We achieved our total community use which was targeted at 70% with 70% usage throughout the year.

**Achieved 10**

Sales from the usage of the PNCC Companion card well and truly exceeded our expectations with 87 seats sold, an increase of 14 on last year's results

### **Future Growth**

We continue to sustain momentum in growth which can sometimes be challenging when trying to attract promoters to encourage them to book their event/artist with us during these difficult economic times. One of the key requirements in receiving our market share is to ensure that we remain competitive in pricing and add value to any client booking in whatever areas we are able and to keep building on relationships.

The Theatre's 10 Year Strategic Plan has the following vision and mission:

#### **OUR VISION:**

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

#### **OUR MISSION:**

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

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

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

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

### **Theatre Assets**

Theatre maintenance and asset management is managed in the following categories:

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

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

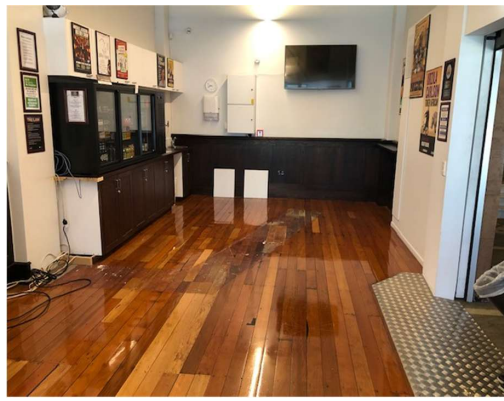
#### **General Asset and Building Maintenance**

It is important to note that two-thirds of the theatre is 94 years old with all the issues relative to a building of this age and era. Constant and routine external maintenance is carried out during each year to mitigate any issues that are usual and predictable for a 94-year-old building. This is managed by PNCC Property Management in consultation with Regent Theatre Management. Internal assets that are the responsibility of the building owner are managed and maintained by PNCC Property Management in consultation with Regent Theatre Management.

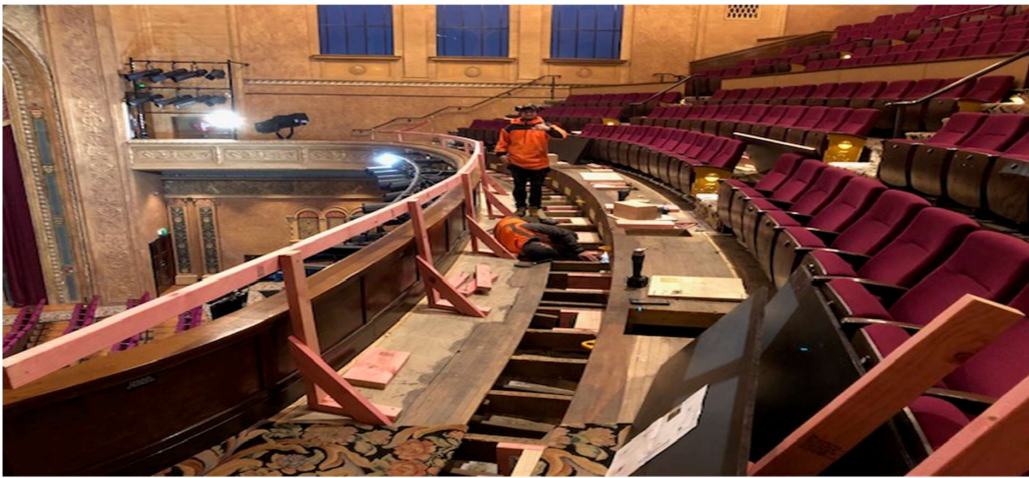
A variety of Building Maintenance was undertaken in conjunction with the Palmerston North City Council including repairing damaged walls and installation of new toilet pans in the downstairs ladies toilet area, improvements to the Friends Bar (by alteration to the configuration of the serving counter and our main project of improving the safety for patrons by removing the front row of the Dress Circle.



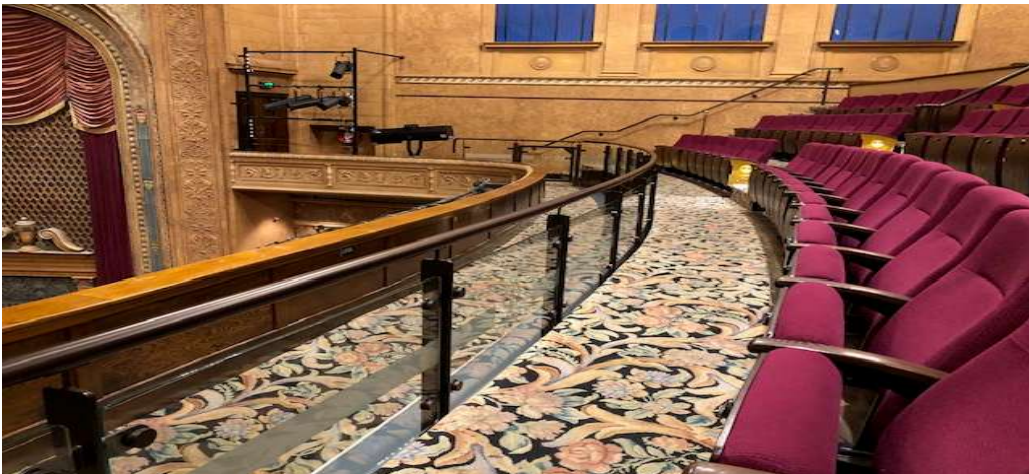
New Toilet Pans being installed



Improvements being undertaken to Friends Bar



Work undertaken on removing front row of seats in Circle and installing new Circle Barrier



Works Completed.

### Regent Theatre Trust asset management

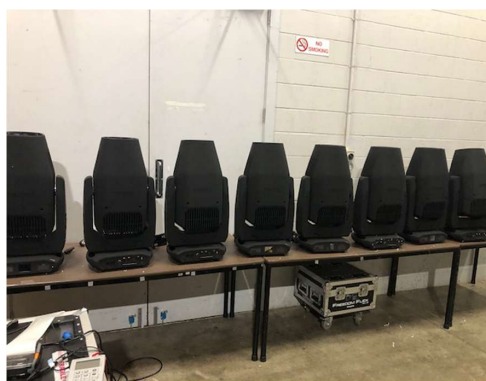
The Regent Theatre Trust assets are predominantly furniture and appliances to support the theatre's ability to deliver its hospitality responsibilities plus administration support equipment such as office furniture and computers. Also included is a large resource of equipment to support the stage events such as specialised microphones, sound, lighting and projection equipment. These assets have realised a significant amount over the years totalling over \$2.4 million. The theatre has a comprehensive Asset Management Plan. However, funding of equipment replacement through theatre operations and normal depreciation is assisted with the help of the generous financial support from the Friends of the Regent and with the generosity from funding agencies.

### Current Position

The Board employs the theatre's General Manager who in turn employs full-time, part-time, and casual staff. Staffing costs for this financial year amounted to \$680,570. There is also a team of volunteers, the Friends of the Regent, who provide front-of-house services to hirers. The income from this service is eventually donated back to the Regent as a contribution towards asset renewals and capital items as required by the Board.

This year's operating grant provided by Palmerston North City Council was \$271,951. The City Council also maintains the fabric of the theatre building through its asset management programme. Assets, when replaced at the end of their useful life, are funded by a mixture of operating surpluses and external funding agencies.

This year Central Energy Trust provided us with a grant of \$100,000 towards Stage one of our theatre lighting replacement programme. (replace the theatre stage lighting from the Bridges within the auditorium). All the new lamps purchased are LED Luminaires which also improves our environmental footprint. We thank Central Energy Trust for their contribution as these assets ensure that the Regent maintains and keeps up with technology while reducing our carbon footprint.



Arrival of new Theatre lighting

### The Friends of the Regent

Each year the Regent Theatre Trust Board continues to be extremely grateful to the Friends of the Regent for the overwhelming support provided by them for their professional service of Front of House ushering and the services that they contribute within our refreshment areas.

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

#### Friends Assets Purchased 2024/25

10 Headset Microphones	\$ 1,947.83
Automatic Coffee Machine	\$ 3,837.74
LED Moving Profiles	\$ 30,000.00

**TOTAL \$ 35,785.57**

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

### Theatre Operations Team

We have a small but very dedicated talented team:

<b>Operations Team:</b>	<b>Julie Walker</b> , who is responsible for the theatre's administration, and all our finances
	<b>Karen Hambling</b> , who is responsible for the theatre's bookings, marketing and ticketing services.
<b>Technical Team:</b>	<b>Braden Noel</b> (Technical Manager) and <b>Kieran Peters</b> (Technical Support) are responsible for sound, lighting, stage setting and all things technical.
<b>Refreshments</b>	<b>Cherie Madie</b> , who is responsible for the refreshment areas within the theatre and holds a Bar Managers Licence
<b>Front of House Managers</b>	<b>Chris Laing, Sue Peck, and Graeme Tong</b> look after Front of House operations and our patrons on show days. Each are also required to hold a Bar Manager's Licence.

I continue to personally thank all these skilled and talented people for their passion, hard work and valued input into our staff meetings, each helping to bring the Regent on Broadway through



another year and supporting me as General Manager. I look forward to working with them as a team as we progress through to another year.

### **Next Year and Beyond**

Our advance bookings for next year are strong with an exciting and varied line up. We currently have 237 days booked for 2025/26. These bookings include overseas professional events such as Dracula's, from the UK The Rock Orchestra, comedians Bill Bailey, John Bishop and Jimmy Carr, local bookings by Act Three Productions, Palmerston North Dance Assn, school performances, graduation ceremonies etc. These bookings meet the Regent Trust Board aims by achieving its key objectives to ensure that the theatre is well equipped and available for hire by national, international, local and community organisations.

We maintain close working relationships with all of our hirers including Performing Arts Competitions Assn of New Zealand (PACANZ) who has continued to confirm Palmerston North as the permanent home for future competitions. The PACANZ festival is the pinnacle of youth award festivals in respect to the performing arts and attracts contestants from all over New Zealand.

Act Three Productions has also confirmed their commitment to us with the booking of dates out until 2027. Our relationship with the Society has allowed them to book the Regent on Broadway for a minimum of two musical theatre productions per year. We continue to work closely with them.

Forward bookings from our local community groups are exciting as local schools and cultural groups continue to utilise and advance book the venue. Considerable effort continues to be made to attract schools and other education providers to use the theatre. It is principally through these types of events which involve our youth where we see growth in the performing arts by creating the performers and audiences of tomorrow.

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

### **Statistics for the year ended 30<sup>th</sup> June 2025**

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

	<b>2024/25</b>	<b>2023/24</b>	<b>2022/23</b>
Number of events held at the Regent on Broadway	426	423	437
Auditorium days usage	198	187	185
Auditorium live nights. Commercial (actual shows)	45	38	48
Auditorium live nights. Community (actual shows)	73	37	40

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

Total attendances for each year	101,081	99,483	113,561
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#### **Measures of the financial performance of the Theatre Operations**



Total theatre revenue – hire and cost recoveries	\$1,112,859	\$873,306	\$766,283
Operational Grant from PN City Council	\$ 280,436	\$258,016	\$252,363
Expenses (less depreciation)	(\$1,127,312)	(\$896,548)	(\$838,585)
Depreciation (Principally donated assets)	(\$ 124,741)	(\$92,602)	(\$86,058)
Operating surplus (deficit) after all costs	\$ 140,170	\$142,172	\$94,003

#### Measures of activities of TICKETING

Surplus (Deficit) from the Ticketing	\$70,690	\$63,409	\$38,839
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#### Appreciation

To summarise, we have achieved a good result for this past year. We cannot achieve such a result on our own. The Regent Theatre Trust Board and Regent on Broadway Staff appreciate the continued support from the Palmerston North City Council (both Councillors and Staff) who provide their advice, expertise and services.

Credit must also go to the Board, staff and volunteers whose passion for the theatre continues to shine ensuring that the Regent on Broadway remains one on New Zealand's most iconic venues which is supported by both our community and national/international touring shows.

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

I would once again like to personally express my gratitude to the entire Regent Team and the Friends of the Regent. I thank all members of the Regent Theatre Trust Board for their professional governance and guidance during these past 12 months to help me steer the theatre through another enjoyable and healthy financial year.

**David Walsh**  
General Manager



## FRIENDS OF THE REGENT

### PRESIDENTS REPORT 2024/2025

This past year has been another busy year at the Regent Theatre, and also a year of change with the theatre taking over catering management and the implementation of electronic terminals at the bars.

This has led to a loss in some income for the Friends, with the theatre now managing the revenues from this activity. We receive income for all hours that are worked behind the Bars, and we continue to receive payment for all Ushering duties.

The introduction of the electronic terminals has at times, experienced technical issues, causing frustration to the team and delays to our customers, but we continue to work with theatre management to overcome these issues.

The number of products being sold has more than doubled, and at times the number of sales points has been condensed.

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

We have approved donations of \$38,482.74 for ongoing improvements in the 2024/2025 financial year, including headsets, microphones, foggers, lighting and the coffee machine, and we have now passed the \$1 million of donations to the theatre thanks to the efforts of all of our volunteers.

We have increased our financial reserves by approximately \$32,000 and our un-audited bank balance on 30<sup>th</sup> June 2025 stood at \$234,912.20 although the audited amounts may differ slightly.

While this may again seem a large amount to still have in reserve, there is no doubt the money will be put to good use when requested.

A special thank you to all the committee, some of the tasks undertaken by the team take up considerable time and energy so once again my thanks and appreciation should not be underestimated.

Special thanks to Lilian (Roster Coordinator), Merrilyn (Training Coordinator and Constitution update lead) Debs (Secretary and Newsletter), Christine (Retiring Treasurer)

In closing I would like to express my appreciation for the hours worked by all our volunteer team, and I appreciate you making yourself available and making the theatre experience a success.

Adam Robertson  
President



**Adam Robertson (President Friends of Regent)**



# The Regent Theatre Trust

PERFORMANCE REPORT  
FOR THE YEAR ENDED 30 JUNE 2025

[BDO.CO.NZ](https://www.bdo.co.nz)

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# Compilation Report and Disclaimer of Liability

## The Regent Theatre Trust For the year ended 30 June 2025

Compilation Report and Disclaimer of Liability to the Trustees of The Regent Theatre Trust.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the Performance Report of The Regent Theatre Trust for the year ended 30 June 2025.

This Report has been prepared in accordance with the accounting policies described in the Notes to the Performance Report.

### Responsibilities

The Trustees are solely responsible for the information contained in this Performance report and have determined that the accounting policies used are appropriate to meet their needs and for the purpose that the Report was prepared.

The Performance Report was prepared exclusively for the Trustees benefit. We do not accept responsibility to any other person for the contents of the Report.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the Performance Report from information provided to us by the Trustees. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with The Regent Theatre Trust other than for the preparation of the Performance Report and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the Performance Report. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this Performance report.

Signed by:  
  
30CD303DE0D83B17

BDO Manawatu Limited

32 Amesbury Street

Palmerston North

Dated: 21 July 2025

## Entity Information

### The Regent Theatre Trust For the year ended 30 June 2025

#### Legal Name of Entity

The Regent Theatre Trust

#### Entity Type and Legal Basis

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

#### Entity's Purpose or Mission

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

#### Entity's Structure

The Trust operates as a single unit.

#### Entity's governance arrangements

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



## Approval of Performance Report

### The Regent Theatre Trust For the year ended 30 June 2025

The Trustees are pleased to present the approved Performance report including the historical financial statements of The Regent Theatre Trust for year ended 30 June 2025.

APPROVED

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David Lea - Trustee

Date .....

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Neil Ulrich - Trustee

Date .....

# Statement of Service Performance

## The Regent Theatre Trust For the year ended 30 June 2025

### Our medium to long term objectives

The Trust's three strategic objectives have been developed and aligned to the Palmerston North City Council goals to enable the Regent on Broadway to achieve its vision. The Trusts three key objectives are:

1. To be a venue for hire for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawātū region including recognising the role of local Tangata Whenua and heritage status of the building.
2. To engage in effective collaboration with our stakeholders and clients, enabling the best customer experience.
3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.

### Our key activities

Objective 1	2025 Actual	2025 Target	2024 Actual
<i>Performance Measures</i>			
Total number of main auditorium hires annually (days the auditorium is used), to be not less than. (Usage of the Auditorium includes both Performance, Pack-in and Pack-out days, rehearsal and dark days e.g. days that are booked but not used (but charged for) during long run seasons)	198	190	187
Total number of main auditorium national/international venue hirers (actual live performances), to be not less than. Includes all touring shows from both Overseas and NZ Artists	33	33	31
Total number of events overall that are held over all spaces in the theatre. This includes Main Auditorium/Rehearsal Room/Regency Room	426	370	423
Further develop tours offered by the Regent. For schools and community (to be not less than one)	11	10	7

Objective 2	2025 Actual	2025 Target	2024 Actual
<i>Performance Measures</i>			
Total number of variety type shows such as tribute concerts and professional performers from the commercial sector, (includes Royal NZ Ballet, NZSO, National & International events) not less than.	26	18	28
Total number of tertiary graduation ceremonies held, not less than. Eg Massey University, Ucol etc.	13	15	13
Total number of local school concerts held, not less than	7	12	8
Total number of school prize-giving held, not less than	9	11	10
Total number of ethnically diverse concerts and productions, both community and professionally produced including Kapa Haka competitions. World on stage, Cultural events, not less than	10	9	8
To improve our environmental footprint following our Greenhouse Gas Emissions Inventory Report, lighting throughout the theatre will be incrementally replaced to LED Luminaires	In progress	50%	35%



Objective 3	2025 Actual	2025 Target	2024 Actual
<i>Performance Measures</i>			
Total attendances including Ticketed and non-ticketed events held, not less than	101,081	89,000	99,483
Total audience attendance split to all events Community 70%/Commercial 30%	70/30	70/30	72/28
Number of seats sold per PNCC companion card	87	30	73

## Statement of Financial Performance

### The Regent Theatre Trust For the year ended 30 June 2025

	NOTES	2025	2025 BUDGET	2024
<b>Revenue</b>				
Donations, koha, bequests, and other general fundraising activities	1	35,786	91,800	79,188
Capital grants	1	100,000	-	50,000
Revenue from service delivery grants/contracts (central or local government)	1	280,436	270,611	262,916
Revenue from service delivery grants/contracts (non-government)	1	955,216	567,726	727,463
Interest, dividends, and other investment revenue	1	21,858	15,000	23,177
<b>Total Revenue</b>		<b>1,393,295</b>	<b>945,137</b>	<b>1,142,744</b>
<b>Expenses</b>				
Employee remuneration and other related expenses	2	680,570	546,210	556,666
Other expenses related to service delivery	2	446,742	329,343	336,491
Grants and donations made	2	1,072	-	1,586
Other expenses	2	124,741	77,687	92,780
<b>Total Expenses</b>		<b>1,253,125</b>	<b>953,240</b>	<b>987,523</b>
<b>Surplus/(Deficit) for the Year</b>		<b>140,170</b>	<b>(8,103)</b>	<b>155,221</b>

This statement has been compiled without undertaking an audit engagement or review engagement and should be read with the Compilation Report-Disclaimer of Liability and Notes to the Performance Report.

# Statement of Financial Performance - Theatre Operations

The Regent Theatre Trust  
For the year ended 30 June 2025

	2025	2024
<b>Theatre Operations Trading</b>		
<b>Revenue</b>		
Theatre hire	281,030	266,567
Recoveries and commissions	392,266	329,658
Council funding - PNCC	275,246	258,016
Interest revenue	21,858	23,177
<b>Total Revenue</b>	<b>970,400</b>	<b>877,418</b>
<b>Expenses</b>		
Pat Snoxell Legacy Unspent Interest	1,734	428
Pat Snoxell Legacy Account Payments	1,072	1,586
Operating costs	227,831	202,607
Administration related costs	106,960	95,846
Employee related costs	577,943	516,071
<b>Total Expenses</b>	<b>915,540</b>	<b>816,539</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>54,860</b>	<b>60,879</b>

# Statement of Financial Performance - Regent on Broadway Promotions

The Regent Theatre Trust  
For the year ended 30 June 2025

	2025	2024
<b>Regent on Broadway Promotions Trading</b>		
<b>Revenue</b>		
ROB Promotion	2,584	-
Matilda Income	-	15,407
We Will Rock You Income	-	9,000
<b>Total Revenue</b>	<b>2,584</b>	<b>24,407</b>
<b>Expenses</b>		
ROB Promotion Expenses	1,847	-
Matilda Payments	-	15,407
We Will Rock You Payments	-	9,000
<b>Total Expenses</b>	<b>1,847</b>	<b>24,407</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>737</b>	<b>-</b>

# Statement of Financial Performance - Piano Campaign

The Regent Theatre Trust  
For the year ended 30 June 2025

	2025	2024
<b>Piano Campaign Trading</b>		
<b>Revenue</b>		
Interest Revenue	-	-
<b>Total Revenue</b>	-	-
<b>Expenses</b>		
Piano Maintenance	-	-
<b>Total Expenses</b>	-	-
<b>Net Operating Surplus/(Deficit)</b>	-	-

# Statement of Financial Performance - Event Ticketing Centre

The Regent Theatre Trust  
For the year ended 30 June 2025

	2025	2024
<b>Event Ticketing Centre Trading</b>		
<b>Revenue</b>		
Ticketing fees	117,731	106,831
<b>Total Revenue</b>	<b>117,731</b>	<b>106,831</b>
<b>Expenses</b>		
Electricity	4,813	3,866
Employee related costs	38,298	36,856
Eftpos terminals/computer	640	729
Marketing and promotion	-	198
Security	2,044	525
Stationery	71	102
Telephone	1,175	1,134
<b>Total Expenses</b>	<b>47,041</b>	<b>43,409</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>70,690</b>	<b>63,422</b>

# Statement of Financial Performance - Refreshments

The Regent Theatre Trust  
For the year ended 30 June 2025

	2025	2024
<b>Refreshment Trading</b>		
<b>Revenue</b>		
Sales (Refreshments)	161,605	-
<b>Total Revenue</b>	<b>161,605</b>	<b>-</b>
<b>Expenses</b>		
Bar purchases	32,584	-
Catering staff	17,662	-
Energy	3,384	-
Ice Cream purchase	27,614	-
Other	22,612	248
Refreshments Co-ordinator	46,667	3,739
Snack purchases	8,244	-
<b>Total Expenses</b>	<b>158,766</b>	<b>3,986</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>2,838</b>	<b>(3,986)</b>

# Statement of Financial Position

## The Regent Theatre Trust As at 30 June 2025

	NOTES	30 JUN 2025	2025 BUDGET	30 JUN 2024
<b>Assets</b>				
<b>Current Assets</b>				
Cash and short-term deposits	3	316,274	324,513	349,852
Debtors and prepayments	3	59,378	34,672	37,180
Investments	4	417,957	266,319	251,243
<b>Total Current Assets</b>		<b>793,609</b>	<b>625,504</b>	<b>638,275</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	5	747,601	699,182	681,870
<b>Total Non-Current Assets</b>		<b>747,601</b>	<b>699,182</b>	<b>681,870</b>
<b>Total Assets</b>		<b>1,541,210</b>	<b>1,324,686</b>	<b>1,320,145</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Creditors and accrued expenses	6	133,045	82,167	69,524
Employee costs payable	6	51,600	47,050	47,050
Deferred revenue	6	75,069	62,246	62,246
<b>Total Current Liabilities</b>		<b>259,714</b>	<b>191,463</b>	<b>178,820</b>
<b>Total Liabilities</b>		<b>259,714</b>	<b>191,463</b>	<b>178,820</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>1,281,495</b>	<b>1,133,223</b>	<b>1,141,325</b>
<b>Accumulated Funds</b>				
Accumulated surpluses or (deficits)	7	1,090,046	941,774	949,876
Discretionary reserves	8	191,449	191,449	191,449
<b>Total Accumulated Funds</b>		<b>1,281,495</b>	<b>1,133,223</b>	<b>1,141,325</b>

This statement has been compiled without undertaking an audit engagement or review engagement and should be read with the Compilation Report-Disclaimer of Liability and Notes to the Performance Report.



# Statement of Cash Flows

## The Regent Theatre Trust For the year ended 30 June 2025

	NOTES	2025	2025 BUDGET	2024
<b>Cash Flows from Operating Activities</b>				
<b>Cash was received from</b>				
Donations, koha, bequests, and other general fundraising activities		35,786	91,800	79,188
Capital grants and donations		100,000	-	50,000
Government service delivery grants/contracts		280,768	270,611	262,016
Non-government service delivery grants/contracts		945,813	567,726	754,460
Goods and Services Tax received		12,088	15,152	(8,970)
Interest, dividends and other investment receipts		22,598	15,000	23,177
<b>Total Cash was received from</b>		<b>1,397,053</b>	<b>960,289</b>	<b>1,159,871</b>
<b>Cash was applied to</b>				
Employee remuneration and other related payments		(676,019)	(546,210)	(561,119)
Other payments related to service delivery		(398,274)	(329,343)	(375,523)
Donations or grants paid		(1,072)	-	(1,586)
<b>Total Cash was applied to</b>		<b>(1,075,365)</b>	<b>(875,553)</b>	<b>(938,228)</b>
<b>Total Cash Flows from Operating Activities</b>		<b>321,688</b>	<b>84,736</b>	<b>221,643</b>
<b>Cash Flows from other activities</b>				
<b>Cash was applied to</b>				
Payments to acquire property, plant and equipment		(188,472)	(95,000)	(159,490)
Payments to purchase investments		(166,713)	(15,075)	(10,011)
<b>Total Cash was applied to</b>		<b>(355,185)</b>	<b>(110,075)</b>	<b>(169,501)</b>
<b>Total Cash Flows from other activities</b>		<b>(355,185)</b>	<b>(110,075)</b>	<b>(169,501)</b>
Net Increase/(Decrease) in Cash		(33,497)	(25,339)	52,142
Opening Cash Balance		349,771	349,771	297,629
Closing Cash Balance		316,274	324,432	349,771

# Statement of Accounting Policies

## The Regent Theatre Trust For the year ended 30 June 2025

### Basis of Preparation

The entity has elected to apply with XRB's Tier 3 PBE (NFP) standard. This is on the basis that it does not have public accountability and has total annual expenses equal to or less than \$5,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

This is the Entity's first Performance Report presented in accordance with XRB's NFP Tier 3 Standards.

### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

The Regent Theatre Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Presentation Currency

The Performance Report is presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$.

### Revenue Recognition

Donations and grants with a documented expectation regarding use have been recognised as revenue over time as the expectation is satisfied.

Donated assets that are significant and have useful lives of 12 months or more are recorded on receipt at readily obtainable values. Other donated assets are not recorded.

Donated goods or services are not recorded.

Fundraising revenue is recorded when cash is received (is no "use or return" condition is attached").

Sale of goods is recorded when the goods are sold (usually when the goods are received by the purchaser).

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

Interest income is recorded as it is earned.

Recoveries and commissions consist of monies recovered from the theatre hirer for direct costs incurred during the hire period. These include labour, electricity and gas and staging expenses.

### Employee Related Costs

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

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Trade Receivables

Trade receivables are initially measured at the amount owed. When it is likely that the amount owed, or some portion, will not be collected, an impairment adjustment is recorded. Interest charged on overdue amounts are added to the individual debtor balance.

### Investments

Investments are recorded when purchased and are recorded at cost. If it appears that the carrying amount of the investment will not be recovered, it shall be written down to the current market price. Any impairment expense is recorded in the Statement of Financial Performance.

### Property, Plant and Equipment

Items of property, plant and equipment are initially recognised at cost. Historic cost includes items of expenditure directly attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

Items of property, plant and equipment are measured under the cost model: Cost (or fair value for items acquired through non-exchange transactions) less accumulated depreciation and impairment.

All other repairs and maintenance expenditure is recognised in the Statement of Financial Performance as incurred.

Depreciation is calculated on a straight line basis over the estimated useful life of the asset. The following estimated depreciation rates have been used:

- Bar Equipment 21%-30% SL
- Furniture and fittings 10-25% SL
- Leasehold Improvements 8.4% SL
- Piano 5% SL
- Plant and Equipment 5-67% SL

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the Statement of Financial Performance in the year the asset is derecognised.

### Creditors and Accrued Expenses

Creditors and accrued expenses are measured at the amount owed.

### Employee Costs Payable

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

### Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

## The Regent Theatre Trust For the year ended 30 June 2025

	2025	2024
<b>1. Analysis of Revenue</b>		
<b>Donations, koha, bequests, and other general fundraising activities</b>		
Donations - Friends	35,786	79,188
<b>Total Donations, koha, bequests, and other general fundraising activities</b>	<b>35,786</b>	<b>79,188</b>
<b>Capital grants</b>		
Community Grants	100,000	50,000
<b>Total Capital grants</b>	<b>100,000</b>	<b>50,000</b>
<b>Revenue from service delivery grants/contracts (central or local government)</b>		
Operating Grant	271,951	258,016
Palmy Companion Card Income	5,190	4,900
Theatre Hire and Recoveries	3,295	-
<b>Total Revenue from service delivery grants/contracts (central or local government)</b>	<b>280,436</b>	<b>262,916</b>
<b>Revenue from service delivery grants/contracts (non-government)</b>		
<b>Theatre Operations</b>		
Theatre Hire	281,030	266,567
Recoveries and Commission	392,266	329,658
<b>Total Theatre Operations</b>	<b>673,296</b>	<b>596,225</b>
<b>Regent on Broadway Promotions</b>		
ROB Promotion	2,584	-
Matilda Income	-	15,407
We Will Rock You Income	-	9,000
<b>Total Regent on Broadway Promotions</b>	<b>2,584</b>	<b>24,407</b>
<b>Event Ticketing Centre</b>		
Ticketek	2,802	-
Ticketek - External Events Income	797	555
Ticketek - Inhouse Events Income	114,125	106,262
Ticketek - Recoveries	7	14
<b>Total Event Ticketing Centre</b>	<b>117,731</b>	<b>106,831</b>
<b>Refreshments</b>		
Sales (Refreshments)	161,605	-
<b>Total Refreshments</b>	<b>161,605</b>	<b>-</b>
<b>Total Revenue from service delivery grants/contracts (non-government)</b>	<b>955,216</b>	<b>727,463</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Income	21,858	23,177
<b>Total Interest, dividends and other investment revenue</b>	<b>21,858</b>	<b>23,177</b>

	2025	2024
<b>2. Analysis of Expenses</b>		
<b>Employee remuneration and other related expenses</b>		
Salaries and Wages	672,396	551,330
Other Costs	8,174	5,336
<b>Total Employee remuneration and other related expenses</b>	<b>680,570</b>	<b>556,666</b>
<b>Other expenses related to service delivery</b>		
<b>Theatre Operations</b>		
<b>Operation Costs</b>		
Advertising & Promotion	2,574	4,920
Cleaning Contract	51,489	29,304
Freight and cartage	553	103
Electricity and gas	92,317	77,715
Sanitation	20,558	17,002
Repairs and maintenance	19,583	23,141
Recoverable expenses	33,947	36,489
Recruitment	-	5,200
Services - Water	1,865	1,843
Technical Supplies	4,946	7,888
<b>Total Operation Costs</b>	<b>227,831</b>	<b>203,605</b>
<b>Administration Costs</b>		
Audit Fees	37,787	34,186
Bank Fees	273	342
Computer Expenses	6,367	3,080
Conferences	12,798	6,766
Consulting & Accounting	13,788	17,106
Entertainment	1,769	1,468
Insurance	10,536	10,125
Miscellaneous - Other	3,701	3,170
Petty Cash	-	174
Secretarial Services	1,950	1,500
Security	1,245	1,776
Stationery	390	770
Subscriptions	12,307	10,484
Telephone and internet	5,781	5,832
<b>Total Administration Costs</b>	<b>108,694</b>	<b>96,778</b>
<b>Total Theatre Operations</b>	<b>336,525</b>	<b>300,384</b>
<b>Regent on Broadway Promotions</b>		
ROB Promotion Expenses	1,847	-
Matilda Payments	-	15,407
We Will Rock You Payments	-	9,000
<b>Total Regent on Broadway Promotions</b>	<b>1,847</b>	<b>24,407</b>

	2025	2024
<b>Event Ticketing Centre Trading</b>		
Electricity	4,813	3,866
Eftpos terminals/computer	640	729
Marketing and promotion	-	198
Security	2,044	525
Telephone and internet	1,175	1,134
Stationary	71	102
<b>Total Event Ticketing Centre Trading</b>	<b>8,743</b>	<b>6,553</b>
<b>Refreshments</b>		
Bar purchases	32,584	-
Energy	3,384	-
Ice Cream purchase	27,614	-
Other	22,612	248
Snack purchases	8,244	-
<b>Total Refreshments</b>	<b>94,437</b>	<b>248</b>
<b>Palmy Companion Card Expense</b>		
Palmy Companion Card Expense	5,190	4,900
<b>Total Palmy Companion Card Expense</b>	<b>5,190</b>	<b>4,900</b>
<b>Total Other expenses related to service delivery</b>	<b>446,742</b>	<b>336,491</b>
<b>Grants and donations made</b>		
Pat Snoxell Legacy Account Payments	1,072	1,586
<b>Total Grants and donations made</b>	<b>1,072</b>	<b>1,586</b>
<b>Other expenses</b>		
Depreciation	124,741	92,780
Interest Expense	-	-
<b>Total Other expenses</b>	<b>124,741</b>	<b>92,780</b>
	2025	2024

### 3. Analysis of Assets

<b>Cash and short-term deposits</b>		
Theatre Administration Account	308,309	343,844
ANZ Call Account - Pat Snoxell Legacy Account	3	3
Ticketek Account	6,009	5,924
Petty Cash	1,954	81
<b>Total Cash and short-term deposits</b>	<b>316,274</b>	<b>349,852</b>
<b>Debtors and prepayments</b>		
Accounts Receivable	42,657	16,126
Accrued Interest	7,843	8,584
Prepayments	8,878	9,962
GST Receivable	-	2,507
<b>Total Debtors and prepayments</b>	<b>59,378</b>	<b>37,180</b>
<b>Total Analysis of Assets</b>	<b>375,652</b>	<b>387,032</b>

	2025	2024
<b>4. Investments</b>		
<b>Current</b>		
<b>Term Deposits (held at cost)</b>		
Opening carrying value	251,243	241,087
Investments	166,714	10,156
Closing carrying value	417,957	251,243
<b>Total Investments</b>	<b>417,957</b>	<b>251,243</b>
	2025	2024
<b>5. Property, Plant and Equipment</b>		
<b>Bar Equipment</b>		
Opening carrying value	9,733	-
Additions	9,615	10,245
Disposals	-	-
Depreciation/Impairment expense	(4,975)	(512)
Closing carrying value	14,373	9,733
<b>Furniture and Fittings</b>		
Opening carrying value	32,763	837
Additions	143,833	33,381
Disposals	-	-
Depreciation/Impairment expense	(18,819)	(1,455)
Closing carrying value	157,777	32,763
<b>Leasehold Improvements</b>		
Opening carrying value	68,388	82,522
Additions	15,600	-
Disposals	-	-
Depreciation/Impairment expense	(14,312)	(14,134)
Closing carrying value	69,676	68,388
<b>Piano</b>		
Opening carrying value	5,031	5,835
Additions	-	-
Disposals	-	-
Depreciation/Impairment expense	(804)	(804)
Closing carrying value	4,227	5,031
<b>Plant and Equipment</b>		
Opening carrying value	565,956	525,965
Additions	21,424	115,864
Disposals	-	-
Depreciation/Impairment expense	(85,831)	(75,874)
Closing carrying value	501,548	565,956
<b>Total Property, Plant and Equipment</b>	<b>747,601</b>	<b>681,870</b>

	2025	2024
<b>6. Analysis of Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	50,936	28,125
Audit & Accounting Accrual	71,071	41,398
GST Payable	11,038	-
<b>Total Creditors and accrued expenses</b>	<b>133,045</b>	<b>69,523</b>
<b>Employee costs payable</b>		
Holiday Pay Accrual	24,159	20,262
PAYE Payable	13,382	13,099
Wages Payable - Payroll	14,059	13,688
<b>Total Employee costs payable</b>	<b>51,600</b>	<b>47,050</b>
<b>Deferred revenue</b>		
Income in Advance	22,907	9,016
Ticketek Funds	-	2,802
Pat Snoxell Legacy Account (Bequest)	50,000	50,000
Pat Snoxell Legacy Interest unspent	2,162	428
<b>Total Deferred revenue</b>	<b>75,069</b>	<b>62,246</b>
<b>Total Analysis of Liabilities</b>	<b>259,714</b>	<b>178,819</b>
	2025	2024
<b>7. Accumulated Funds</b>		
<b>Accumulated Funds</b>		
Opening Balance	949,876	794,656
Accumulated surpluses or (deficits)	140,170	155,221
<b>Total Accumulated Funds</b>	<b>1,090,046</b>	<b>949,876</b>
<b>Total Accumulated Funds</b>	<b>1,090,046</b>	<b>949,876</b>
	2025	2024
<b>8. Breakdown of Restricted and Discretionary Reserves</b>		
<b>Discretionary Reserves</b>		
Maintenance Reserve	150,000	150,000
Piano Fund Equity	41,449	41,449
<b>Total Discretionary Reserves</b>	<b>191,449</b>	<b>191,449</b>

**Piano Fund Equity**

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

**Maintenance Reserve**

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



	2025	2024
<b>9. Commitments</b>		
<b>Commitments to lease or rent assets</b>		
Current (less than twelve months)	647	647
Non Current (later than twelve months)	-	647
<b>Total Commitments to lease or rent assets</b>	<b>647</b>	<b>1,294</b>

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

#### 10. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2025 (2024: Nil).

	2025	2024
<b>11. Deferred revenue</b>		
<b>Unused significant donations, grants, bequests and pledges with expectations over use</b>		
Pat Snoxell Legacy Account (Bequest)	50,000	50,000
<b>Total Unused significant donations, grants, bequests and pledges with expectations over use</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Deferred revenue</b>	<b>50,000</b>	<b>50,000</b>

Pat Snoxell left a bequest to The Regent Theatre Trust Board of \$50,000 with a request that the Trust create a fund to provide for grants that would be made on an annual basis to "Young People" to help them develop their interest in the performing arts.

The Regent on Broadway have placed the \$50,000 bequest received from The Estate of Pat Snoxell in an interest bearing account. Any interest accrued in this account will be added to the principal amount.

The lifetime of the account will be 15 years, ending on 1 April 2036 at which the full balance of the account will be made available to the Trust Board to invest in equipment that will enhance the theatre.

Each year from 1 April 2023 to 1 April 2036 a scholarship up to \$1,000 will be awarded to a young person between the ages of 12yrs and 16yrs. The interest earned on the interest bearing account will be used for the scholarship.

#### 12. Related Party Transactions

##### **Key management personnel**

The Trustees received payment of \$8,007 for attending meetings in the 2025 financial year (2024: \$6,715).

##### **Palmerston North City Council**

The Regent Theatre Trust is a Council Controlled organisation of the Palmerston North City Council.

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

	2025	2024
<b>The Trust received payments from the council for the following transactions:</b>		
<b>Grants</b>		
Operating grants	262,591	258,016
Palmy Companion Card (Grant)	5,522	4,000
Meeting Fees	9,360	-
<b>Total Grants</b>	<b>277,473</b>	<b>262,016</b>
<b>Theatre Hire and Recoveries</b>		
Security - Personal Protective Services	1,121	-
Dame Vera Lynn Concert	2,174	-
Catering for the Arts Managers Meeting	-	141
We will Rock you, Social Club Function, Venue Hire	-	384
Te Kura Kaupapa Maori O Manawatu Te Pae Tamariki, Venue Hire	-	8,746
<b>Total Theatre Hire and Recoveries</b>	<b>3,295</b>	<b>9,271</b>
<b>Total</b>	<b>280,768</b>	<b>271,287</b>
	2025	2024
<b>Amounts receivable at balance date</b>		
Palmy Companion Card (Grant)	87	419
<b>Total Amounts receivable at balance date</b>	<b>87</b>	<b>419</b>

### 13. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

### 14. Community Grant

Community Grant was received from Central Energy Trust of \$100,000 towards the purchase of new Chauvet Maverick LED lighting profiles, which are disclosed under the Fixed Asset Register.

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

Donations from Friends of The Regent this year are \$35,786 (2024: \$79,188). Total donations made to 30 June 2025 were \$1,042,611 (2024: \$1,006,824).

### 16. Explanation of significant variances against budget

Explanations for significant variations from the budgeted figures in the 30 June 2025 statement of intent are as follows:

#### Revenue

- Donations: during this financial year \$35,786 was received from the Friends of Regent for asset purchases versus budget \$91,800.
- Capital grants: the Trust received a grant from Central Energy Trust of \$100,00 for asset purchases.
- Theatre Operations: revenue including Theatre Hire, Recoveries and Commissions was \$673,296 versus budget \$413,390.
- Refreshments: revenue from refreshment sales for the year was \$161,605 versus budget \$Nil.

**Expenses**

- Employee Costs: employee remuneration and other related costs were \$680,570 versus budget \$546,210.
- Theatre Operations: expenses including operating costs and administration costs were \$336,525 versus budget \$251,393.
- Refreshments: costs from refreshment purchases for the year were \$94,437 versus budget \$Nil.
- Depreciation: actual depreciation \$124,741 versus budget \$77,687. The Trust had additional assets during the 2025 financial year of \$190,472.



## 2023-2024 ANNUAL REPORT

# REGENT on BROADWAY



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**Annual Financial Report**

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## Our Directory

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

## Trust Board

David Lea (Chairperson)  
Neil Ulrich (Deputy Chairperson)  
Mark Mabbett  
Tania Kopytko  
Reihana Haronga  
Kane Parsons  
Tessa Lothead  
Simon Ferry  
Amy-Mae Sorrell  
Carly Spring (Secretary)

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

### **Regent Theatre Staff**

<b>GENERAL MANAGER</b>	David Walsh
<b>TECHNICAL MANAGER</b>	Braden Noel
<b>THEATRE TECHNICIAN</b>	Kieran Peters
<b>FINANCIAL CONTROLLER</b>	Julie Walker
<b>BOX OFFICE/CLIENT LIAISON</b>	Karen Hambling
<b>FOH MANAGERS</b>	Janice Jones Chris Laing

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

### **Friends of the Regent**

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

### **Friends of the Regent Patron** Anna Leese

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

### **Palmerston North City Council**

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



## 29th Annual Chairman's Report 2023-24



**David Lea      Chairman**

### **Tena Koutou Katoa**

It is my pleasure to present my 7th Report as Chairman of The Regent on Broadway Theatre Trust.

The year began as we had finished last year, on the road to recovery after several years of disaster thrust upon us with the Pandemic. Last year I reported "we had made it through" well I am proud to report that not only have we made it through, but we have started nearing or even breaking records again.

It is an incredibly satisfying thing to be able to look back at where we were and now to look at where we are and then to look forward to what we believe is an exciting future. Thank you to all our friends, patrons, benefactors, promoters and supporters for all you have done to help make this year a year of great progress and a segue to even better things to come. The details and highlights of the year can be found in our manager's report.

### **Board.**

We continue to strive for excellence in all our board duties and to that end, while we farewelled Phil Payton from the Board, we welcomed 2 new Board Members: Reihana Haronga who complements the multicultural responsibilities we have to our community and Amy Sorrell who provides us with a wider perspective on the responsibilities we have to the youth in our community. Phil was Deputy Chair and was replaced by sitting Board member Neil Ulrich. Thanks to Phil for his service to the Regent over previous years and we wish him the best in his new business venture.

After completing a matrix of the expertise we now have on our Board, we are excited and grateful that our current board fills all of the areas of skill that we believe are needed to continue to provide the guidance and direction the Regent on Broadway needs to continue to be the best regional theatre in New Zealand.

### **Staff**

We began the year with a full complement of staff and were especially excited about our newly appointed "Techies" Braden Noel and Kieran Peters. Both men have not let us down. They are both dedicated, hardworking experts in their fields and we are lucky to have them on our staff. They understand the concept of "teamwork" and they work tirelessly to ensure our promoters and our patrons leave our theatre with a smile on their face and a great desire to return for another show.

We continue to be blessed with all our staff, Julie in accounts, Karen in bookings, Janice and Chris on front of house and all captained by the steady, reliable, dedicated, knowledgeable David Walsh as our Manager. Running the Regent takes a team and again, I cannot be more impressed how all our staff play their part in that team. Sure, each has a prime role, but all are willing and able to cover for the others if cover is required. I am so grateful and humbled to be able to play a small part in that team.

#### **Friends.**

The concept of the "Friends of The Regent" seems to be unique to us and what a treasure we have in that uniqueness. I cannot put it any simpler, we would not be the Theatre we are without The Friends. We are recognised as being one of the best equipped theatres in New Zealand, certainly in the provinces. This has largely come about by the generosity of the Friends, with financial contributions from them totalling over one million dollars of during the past 25 years is an incredible gift. Thank you to the individuals who make up the Friends, your hard work and dedication is one of our greatest assets. Please refer to our Manager's report for the latest donations.

#### **Pat Snoxell Legacy Award.**

This year saw the first of these awards contested for by many deserving and aspiring applicants. The eventual winner was Armani Whitehead-Wilson who received an award of \$1000.00 to help him purchase a new Saxophone. We wish Armani well for his future and look forward to receiving many applications for the award this year.

#### **Conclusion and Thanks**

It is always hard to record thanks to people without missing someone important out so a general thanks is possibly a better option!

I will start with my Board. Thank you all for your commitment to your role as trustee. I know it can sometimes be frustrating, but we also know it can be rewarding. A special mention to Tania Kopytko for the extra effort she makes in preserving and passing on our history as a theatre. Tania's history tours of the theatre are becoming a regular and rewarding addition to the City's fabric. Keep an eye out for the next one! To my deputy Neil Ulrich, you are my rock. I know I can rely on you to keep the ship on course and keep all the technical "things" we have to do, up to date. Thank you. To the rest of the Board, Tessa Lochead, Kane Parsons, Mark Mabbett, Simon Ferry, Reihana Haronga and Amy Sorrell,- Thank you and I look forward to continuing to work with you all next year.

Thank you to Mayor Grant Smith and the Palmerston North City Council for your continued support, not just financially but also all the moral and technical support given by staff

To all our staff, keep up the excellent work. You are the heart and soul of our theatre and I personally look forward to enjoying yet another year of growth and success. This will only happen if we continue to be the well-oiled team that we are.

Nga Mihi Nui



**David Lea**  
Chairman Regent Theatre Trust Board  
August 2024



## GENERAL MANAGER'S ANNUAL REPORT for year ended 30 June 2024

I am delighted to present once more the annual report for the Regent on Broadway.

Following on from our extremely busy year last year, when the “theatre returned” from Covid, we have once more enjoyed another positive result despite a year of economic downturn.

We are proud of our financial results this year which enables us to reinvest back into the venue and, most importantly, continue to maintain and re-invest into our hardworking dedicated staff.

Although we have achieved a positive result, we cannot achieve our goals alone, therefore we acknowledge the support from Palmerston North City Council and to all our professional and community groups who held events within the theatre. We also must thank all of those who attended performances thus helping to support the region’s premier venue.

This year we continued to be committed to hosting school productions with 10 different schools performing at the Regent throughout the year. For most students, this is the start of their development and growth of their creativities.

Our asset renewals throughout the year included the purchase of a new sound desk at a cost of \$113,000. Thanks must go to both Central Energy Trust (\$50k) and the Friends of the Regent (\$35k) for their contribution towards this purchase. The balance was funded from our operational account. This new sound desk now complements the sound system that was installed in 2020 and we can be proud that the theatre has one of the best sound systems in New Zealand.

A further \$44k of assets was funded throughout the year by the Friends of the Regent which included replacement of some stage cloth (borders), laptops, TVs and other technical equipment.

## REVIEW OF THE YEAR

It is pleasing to report that patrons are still supporting theatre events resulting in our positive outcome, especially in a year of economic uncertainty.

We had a target for the year of 87,000 attendances and we achieved 99,483, a 14% increase on our target. This once more highlights the tremendous support from our community.

The total variety and number of events held throughout the year contributed to this result. The role that the Regent on Broadway plays in our community/region is extremely important and we are held in high esteem both nationally and locally so we must ensure that we continue to uphold this reputation.

We have achieved a high percentage of our targets for the year as set out in our Statement of Intent. A total of 423 events were held over all the spaces in the theatre this year which included the main Auditorium/Rehearsal Room/ Regency Room against a target of 350. Our target for usage was set at 70% community and 30% commercial and we achieved a 72% community use and 28% commercial use.

## HIGHLIGHTS AUDITORIUM EVENTS

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

Two Act 3 productions were held throughout the year (We Will Rock You & Matilda). These two events attracted over 18,000 attendances. Some of the other national major events held included PACANZ (4,049) Wiggles (2,225) Palmy Drag Fest (1,355) Bill Bailey (1,367) Russell Howard (1085). We had eight local school productions throughout the year with a total of 5,287 attendances. The majority of our bookings are local community users who play an important role for the theatre. Users such as Te Pae Tamariki attract a total of 6,000 (both on stage and audience).

Throughout the year the theatre also hosted 12 performances that reflected the exciting cultural and diverse activities of Māori, the Pacific Islands as well as our significant multicultural sector. Events held by the Chinese Assn (*CHINESE NEW YEAR CELEBRATIONS*) the Indian Community (*THAIKUDAM BRIDGE*) and *PALMY DRAG FEST*, all attracted great numbers.

Schools have continued to utilise the theatre for both their stage productions and prizegivings. Usage by local and touring dance groups also play an important role with 12 different

organisations using the theatre throughout the year. The highlight is in October with *PACANZ* which brings a variety of talented young performer to the city from all over NZ.

We appreciate that Massey University and Ucol continue to use us for their Graduation ceremonies. These Graduation ceremonies have a huge economic impact on the city.



Act 3s production 10<sup>th</sup> – 19<sup>th</sup> August



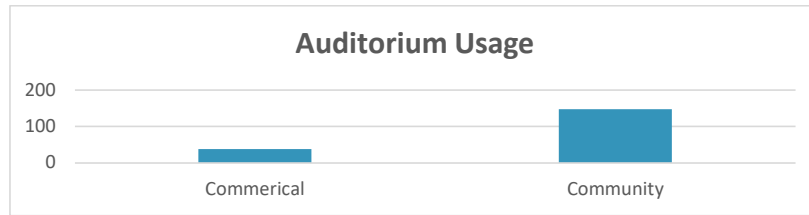
Act 3s production 12<sup>th</sup> – 27<sup>th</sup> April

#### FINANCIAL OVERVIEW

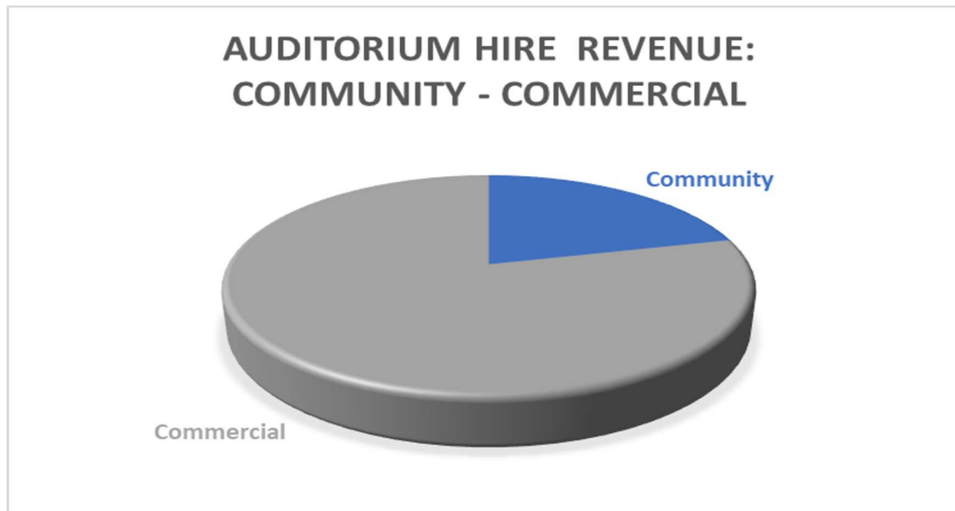
Our Financial Statements for the 2023/24 year accompany this Annual Report. After allowing for depreciation of \$92,602, the overall Statement of Performance shows a year to date surplus of \$142,172 compared to a surplus of \$94,003 for the previous year 2021/22.

This year's result is very pleasing and follows on from a good result last year. Our financial performance is indeed encouraging as we continue to move forward following restrictions two years previous that had been placed upon us during Covid.

## USAGE



## Auditorium Revenue Received Community vs Commercial



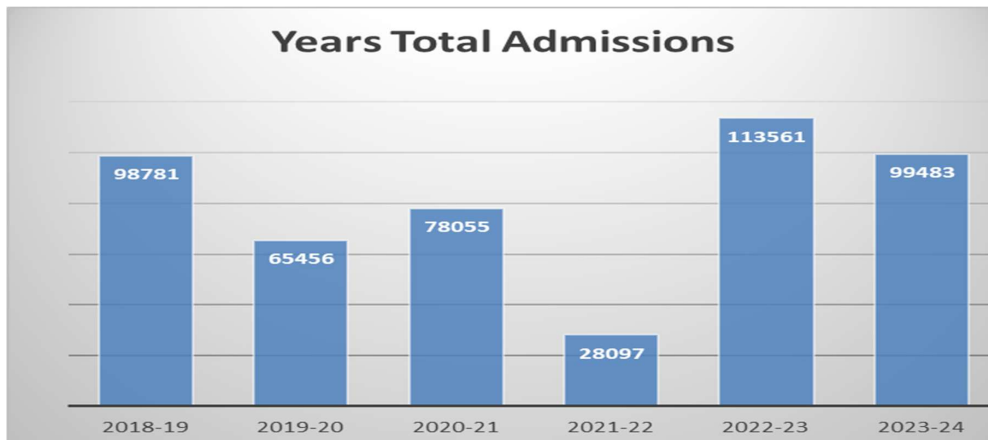
Local Community Events held in the Auditorium accounted for 28% of total revenue received. This is from 37 events held over 147 days.

Professional events held in the Auditorium accounted for 72% of total revenue received. This is from 38 events held.

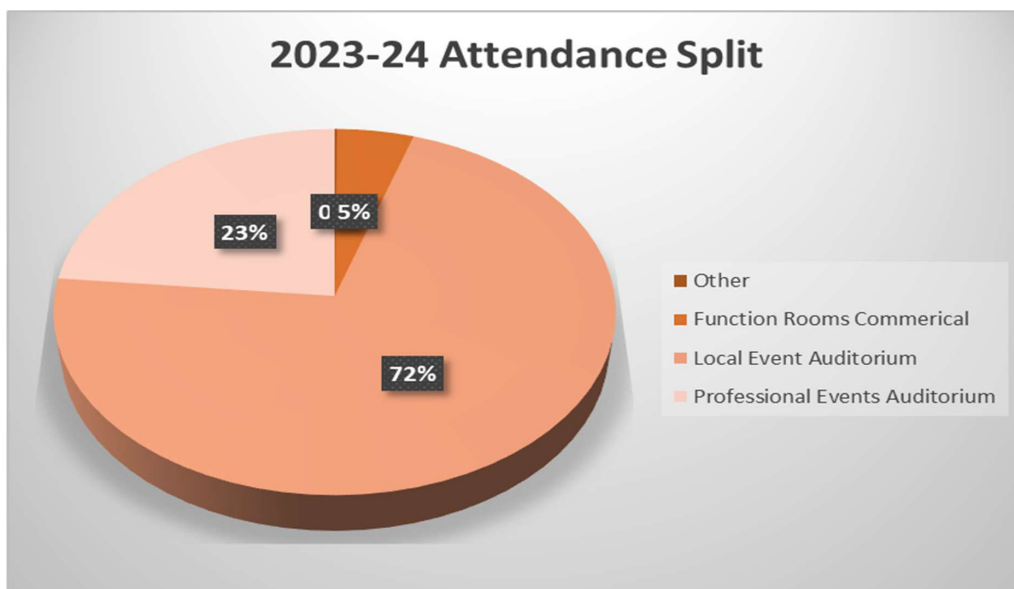
*(Note: Revenue received from Act Three's production of "Matilda" and "We will Rock You" has been treated as professional)*

## ATTENDANCES

A target for the year was set at 87,000 attendances as it was unknown when setting our targets if the theatre could perform to the success of last year (113,561) following the amazing return of events after Covid. We exceeded our target and are pleased with the result of 99,483 attendances at the theatre for the year. Although this attendance number is down on last year, our average yearly attendance (since 1997) has been 95,825, so our result this year is very pleasingly above average.



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



#### Attendance List for 2023-24 Performances

JULY		Admissions	
Unity Singers:	Community Event	325	
Titans of Tap		93	
Creedence Clearwater Collective		823	
			1,241
AUGUST			
We Will Rock You	Act Three Productions	5916	

Wiggles	2234	
NZIFBB	294	
Westend School	891	
		<b>9,335</b>
<b>SEPTEMBER</b>		
Dance NZ Made	1279	
Palace Dance Studio	687	
Ross Intermediate	458	
Winchester School	942	
St Marys School	835	
Dance Nationals	1158	
Seven Days	899	
NZSO	293	
Turitea School	432	
Russell Street School	421	
Manawatu Gang Show	751	
Cat in the Hat	1038	
PN Chinese Assn	487	
PNDA	490	
		<b>10,170</b>
<b>OCTOBER</b>		
PNDA	1084	
Drag Fest	1355	
Roslyn School	823	
Ladies Night	417	
Six to Sixty	470	
PACANZ	7128	
Queen Tribute	648	
Sports Awards	300	
Manakura School	600	
Youth Orchestra	417	
		<b>13,242</b>
<b>NOVEMBER</b>		
PN Girls High	730	
Awatapu College	600	
Royal NZ Ballet	949	
Levin the Movement	676	
Bill Bailey	1361	
Anomally Dance	514	
Sweet Caroline	540	
Luke Kidgell	775	
Massey Graduation	3162	
		<b>9,307</b>
<b>DECEMBER</b>		
Freyberg College Prizegiving	981	
Aokautere School Prizegiving	380	
Whakarongo School Prizegiving	700	
Carncot School Prizegiving	462	
Red Star Dance	402	
St Mary's School Prizegiving	700	
PN Intermediate Normal	1230	
DanceWorks	1584	
When Xmas Comes to Town	424	
		<b>6,863</b>
<b>JANUARY</b>		
Gold Awards	154	
		<b>154</b>
<b>FEBRUARY</b>		
Russell Howard	1099	
Michael Jackson History Show	742	
Daniel O'Donnell	747	

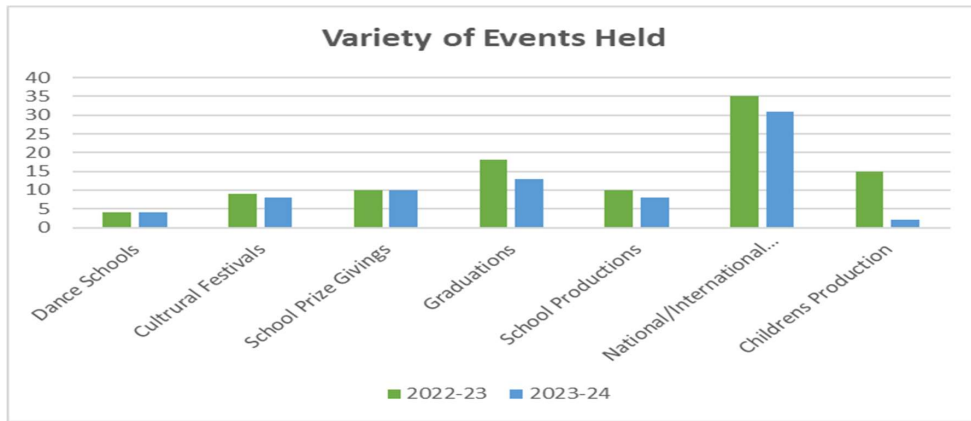


<b>MARCH</b>		<b>2,588</b>
Thaikkudam Bridge	772	
Palmerston North Dance Assn	789	
Ucol Graduation	1750	
Kaylee Bell	726	
		<b>3,987</b>
<b>APRIL</b>		
Matilda Act Three Production	11910	
Massey Graduation	2141	
		<b>14,051</b>
<b>MAY</b>		
Massey Graduations	4230	
Ultimate Prince	317	
Leaving Jackson	574	
PPTA Meeting	650	
National Young Leaders Day	1306	
Chopper	983	
Nga Manu Korero Regional Speech	200	
Showquest	1100	
		<b>9,360</b>
<b>JUNE</b>		
Beach Boys Experience	460	
Eagles Greatest Hits	573	
Ballroom Blitz	714	
NZ Highwaymen	587	
PN Dance 2024	227	
Carncot School	485	
Rain on Me	908	
Te Pae Tamariki	6150	
Ukraine Ballet	467	
Big Sing	1990	
Unity Singers	433	
		<b>11,961</b>
<b>TOTAL</b>		<b>92,259*</b>

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

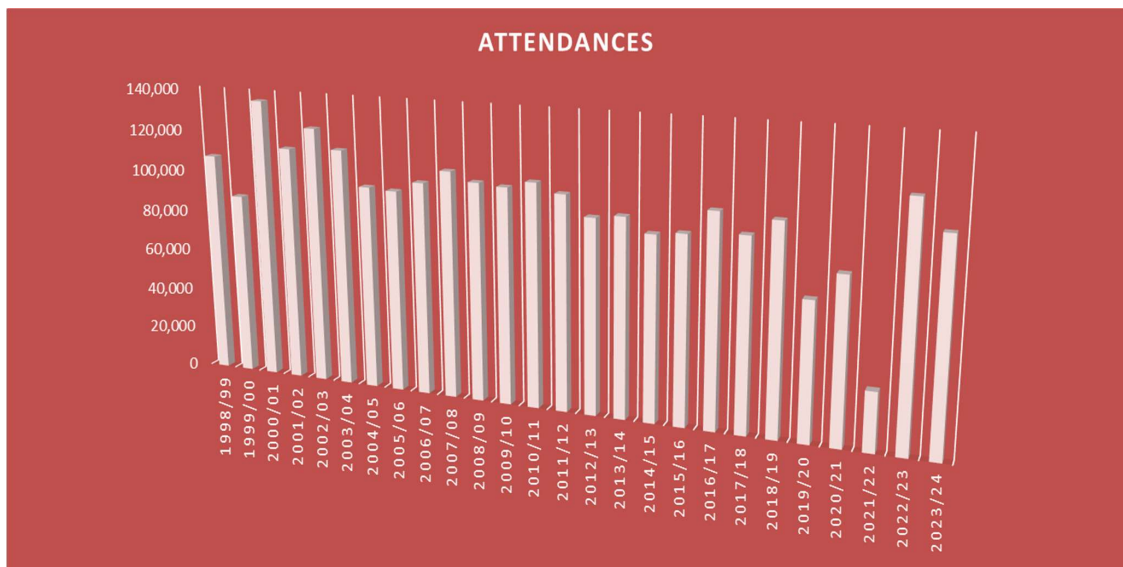
Tours of the Regent were re-generated this year, with 1 community group, 4 schools and 2 tours for the public during planned open days.

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



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

Record Year	2000/21	135,498
Lowest Year	2021/22	28,097 (Covid impacted)
Total attendance since theatre reopened		2,587,295

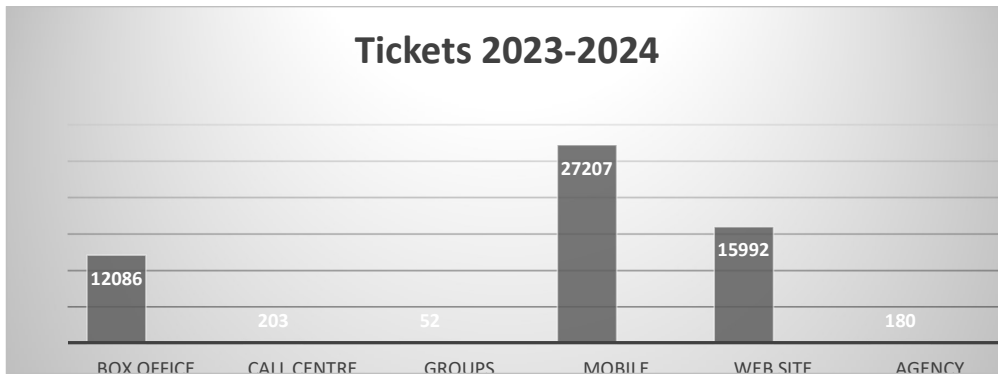
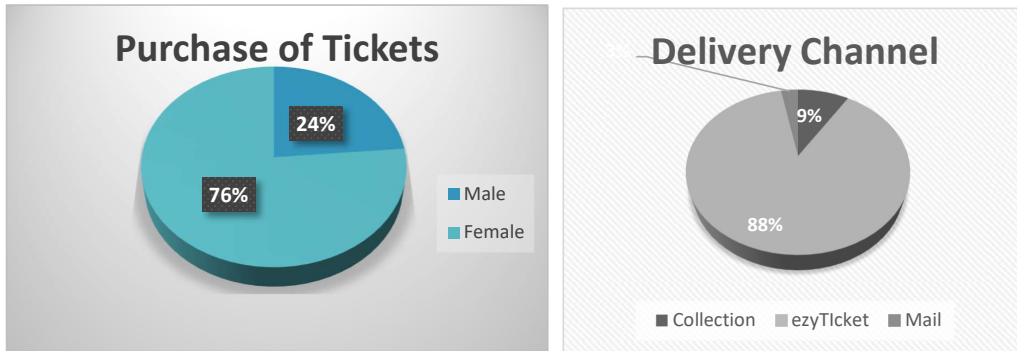


### TICKETING

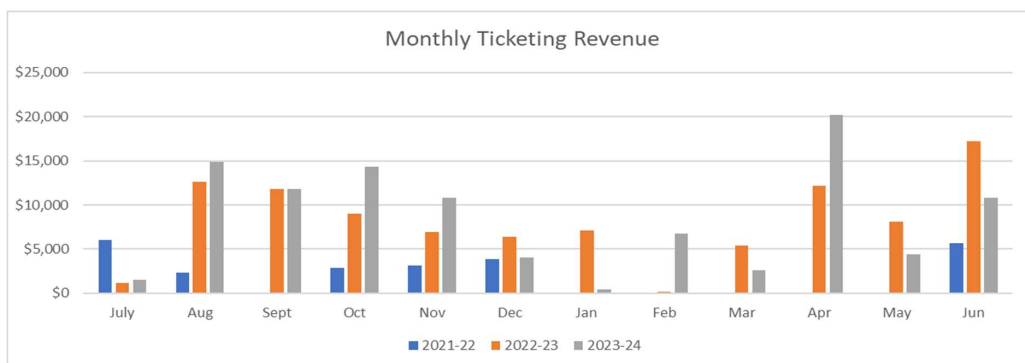
We are pleased to report that our ticketing sales for the year have been strong.

A total of 53,202 (52%) tickets were sold through Ticketek to events from 1<sup>st</sup> July 2023 – 30<sup>th</sup> June 2024. (48% of attendances were for non-ticketed events e.g. PTA Meeting Pae Tamariki, Massey /Ucol Graduations, School Prizegivings, etc.)

The total value of tickets sold for events held at the Regent was \$2,404,000

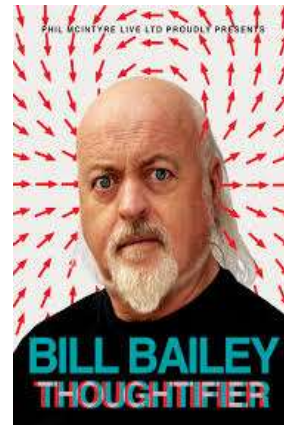


The majority of our tickets sold for events for 2023/24 have been via mobile devices and Website.



This graph shows the revenue received from ticket sales compared to the last two financial years. (Note: January 2022 through to May 2022 no events were held due to the Government Covid attendance restrictions).

A very busy April (Matilda) helped our revenue from the sale of tickets for that month.



## Performance measures REGENT on BROADWAY 2023-24

### Our Strategic Objectives

The Theatre's three strategic objectives were developed to enable the Regent on Broadway to achieve its vision.

**Objective 1.** To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawātū region including recognising the role of local Tangata Whenua and heritage status of the building.

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

**Objective 3.** To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.

Objective	Performance Measure	Actual	Target	Year Results	
		2022/23	2023/24	2023/24	
1. To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawātū region including recognizing the role of local Tangata Whenua and the Heritage status of the building	Total number of main auditorium hires annually (days the auditorium is used), to be not less than. (Usage of the Auditorium includes both Performance, Pack-in and Pack-out days, rehearsal and dark days e.g. days that are booked but not used (but charged for) during long run seasons)	185	180	187	Achieved 1
	Total number of main auditorium national/international venue hirers (actual live performances), to be not less than.30 .includes all touring shows from both Overseas and NZ Artists	35	30	31	Achieved 2
	Total number of events overall that are held over all spaces in the theatre. This includes Main Auditorium/Rehearsal Room/Regency Room.	437	350	423	Achieved 3

	Further develop tours offered by the Regent. For schools and community (to be not less than one)	7	8	7	Not Met 1
2. To engage in effective collaboration with our stakeholders and clients, that enables the best customer experience.	Total number of variety type shows such as tribute concerts and professional performers from the commercial sector, (includes Royal NZ Ballet, NZSO, National & International events) not less than.	31	16	28	Achieved 4
	Total number of tertiary graduation ceremonies held, not less than. Eg Massey University, Ucol etc.	17	14	13	Not Met 2
	Total number of local school concerts held, not less than	10	12	8	Not Met 3
	Total number of school prize-giving held, not less than	10	10	10	Achieved 5
	Total number of ethnically diverse concerts and productions, both community and professionally produced including Kapa Haka competitions. World on stage, Cultural events, not less than.	9	8	8	Achieved 6
	To improve our environmental footprint following our <i>Greenhouse Gas Emissions Inventory Report</i> , lighting throughout the theatre will be incrementally replaced to LED Luminaires		35%	35%	Achieved 7
3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artic/cultural trends	Total attendances including Ticketed and non-ticketed events held, not less than.	113,561	87,000	99,483	Achieved 8
	Total audience attendance split to all events Community 70%/Commercial 30%	90/10	70/30	72/28	Achieved 9
	Number of seats sold per PNCC companion card	25	15	73	Achieved 10

**Achieved 1**

Total number of main auditorium hires was 7 above our target. We achieved 187 Auditorium hires from a target of 180. The number of hires for the year was similar to the previous year, which is pleasing, as our level of hires remain consistent (especially through these difficult economic times)

**Achieved 2**

The total number of national/international events held within the auditorium was 31 compared to our target of 30. With international tours from Bill Bailey, Wiggles, and Russell Howard together with national tours of Ladies Night, Luke Kidgell,, Chopper, plus Tribute shows and the children's production of Cat in the Hat all ensured that the Regent on Broadway remains as a key venue for touring shows.

**Achieved 3**

The total number of events held during the year over all spaces was 423 which was similar to last year. We exceeded our target total of 350 events. (Regency Room 23, Rehearsal Room 160 Auditorium 240)

**Not Met 1**

We achieved 7 organised tours of the theatre throughout the year, and we were pleased with a total of 149 people attending. Tours held: Heritage Month x 2, Palmerston North Intermediate Normal School x 2, Private tours (overseas visitors) x 2, Autumn Seminar x 1. Our target of 8 was not met.

**Achieved 4**

Variety shows continue to be popular. Performances held throughout the year was varied and we continue to welcome both NZSO and Royal NZ Ballet each year. Although our target was met for the year the total number of events held was slightly down on the previous year.

**Not Met 2**

Our target of 14 ceremonies was not met with 13 being held. Massey has reduced the total number of ceremonies held as less students are graduating. Attendances at all graduation ceremonies amounted to 11,283.

**Not Met 3**

Our targeted figure of 12 was not met with only 8 schools hiring the theatre for their productions with a total attendance of 5,287. Some schools are struggling find time within their school curriculum to put on a production. With Act Three now taking two periods of hire per year

(March/April and September) this now restricts the availability of dates for schools as they normally put on production's during the 3<sup>rd</sup> term which now clashes with Act Three's booking.

**Achieved 5**

Our target for school prize-giving was achieved with 10 targeted and 10 achieved.

**Achieved 6**

We met our target of 8 ethnically diverse productions with 8 achieved. (Palace Dance, PN Chinese Assn, Drag Fest, Schools Kapa Haka, Thaikkudam Bridge, Manawatu Kapa Haka, Pae Tamariki, Ukraine Ballet) Due to timing of bookings the Pasifika Fusion event did not feature in this financial year.

**Achieved 7**

With the replacement and upgrade of the Regent Arcade lighting and the work in replacing and installing additional lighting over the stage, fly floor, grid, some backstage areas (e.g. Dock way etc) it has been estimated only that we have achieved approximately 35% replacement to LED Lighting. It is difficult to ascertain the actual amount of lighting that has been changed to LEDs due the total number of lights throughout this building.

**Achieved 8**

Our target of 87,000 attendances was achieved with 99,483 people attending the theatre throughout the year. Although this figure is down on last year, our average yearly attendance over the past 26 years is 95,825. This year's result is above average.

**Achieved 9**

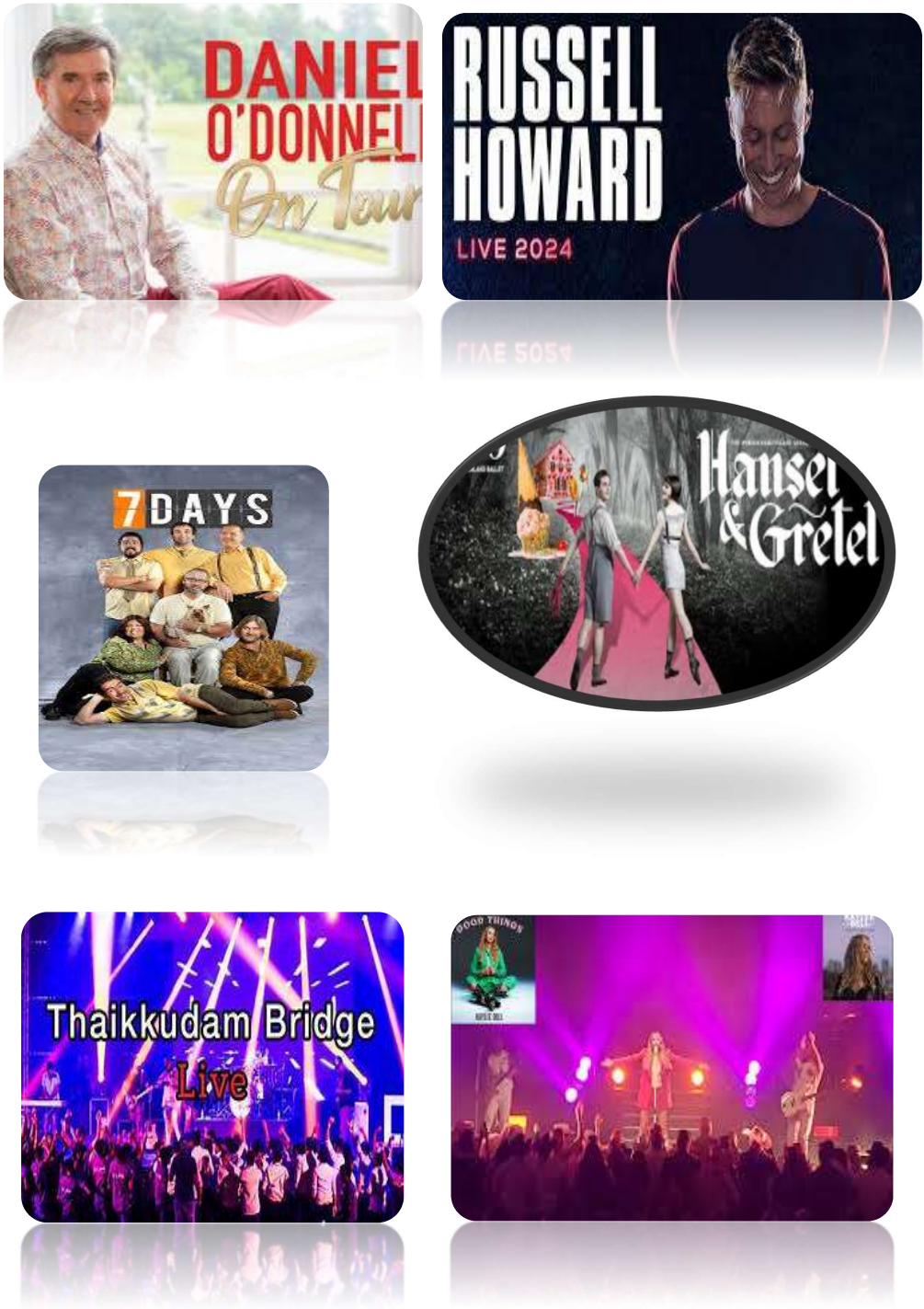
We exceeded our total community use which was targeted at 70% with 72% usage throughout the year.

**Achieved 10**

Sales from the usage of the PNCC Companion card well and truly exceeded our expectations with 73 seats sold against our target of 15.



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





## **Future Growth**

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

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

### **OUR VISION:**

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

### **OUR MISSION:**

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

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

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

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

## **Theatre Assets**

Theatre maintenance and asset management is managed in 3 categories:

### **Heritage infrastructure and assets**

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

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

It is important to note that two-thirds of the theatre is 94 years old with all the issues relative to a building of this age and era. Constant and routine external maintenance is carried out during each year to mitigate any issues that are usual and predictable for a 94-year-old building. This is managed by PNCC Property Management in consultation with Regent Theatre Management. Internal assets that are the responsibility of the building owner are managed and maintained by PNCC Property Management in consultation with Regent Theatre Management.

### Regent Theatre Trust asset management

The Regent Theatre Trust assets are predominantly furniture and appliances to support the theatre's ability to deliver its hospitality responsibilities plus administration support equipment such as office furniture and computers. Also included is a large resource of equipment to support the stage events such as specialised microphones, sound, lighting and projection equipment. These assets have realised a significant amount over the years totalling over \$2.4 million. The theatre has a comprehensive Asset Management Plan. However, funding of equipment replacement through theatre operations and normal depreciation is assisted with the help of the generous financial support from the Friends of the Regent.

### Current Position

The Board employs a team of full-time, part-time, and casual staff reporting to a full-time manager. Staffing costs are about \$531,000 per annum. There is also a team of volunteers, "The Friends of the Regent", who provide front-of-house services to hirers. The income from this service is donated back to the Regent as a contribution towards asset renewals and capital items as required by the Board.

Palmerston North City Council provided an operating grant of \$258,016. Council also maintains the fabric of the theatre building through its asset management programme.. Assets, when replaced at the end of their useful life, are funded from a mixture of operating surpluses and external funding agencies.

This year Central Energy Trust provided a community grant of \$43,478 towards our new sound desk. We thank them for their contribution as this asset enhances our recently installed sound system.





### The Friends of the Regent

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

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

#### Friends Assets Purchased 2023/24

2 x Acer Notebooks 1 x Desktop etc	\$ 4,180.03
2 x Phillips 75" TVs	\$ 2,954.78
5 x Serge Black Borders (Stage cloth)	\$ 32,600.00
Donation towards New Sound Desk	\$ 35,000.00
Smartview Duo 2 LCD Monitor	\$ 919.00
Multi-Port Hub	\$ 89.85
2 x Apple Macbook Laptop	\$ 2,954.78
2 x FHD Monitors	\$ 489.53

**TOTAL \$ 79,187.97**

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

### Theatre Operations Team

We have a small but very dedicated talented team:

<b>Operations Team:</b>	<b>Julie Walker</b> , who is responsible for the theatre's administration and all our finances
	<b>Karen Hambling</b> , who is responsible for the theatre's bookings, marketing and ticketing services.
<b>Technical Team:</b>	<b>Braden Noel</b> (Technical Manager) and <b>Kieran Peters</b> (Technical Support) are responsible for sound, lighting, stage setting and all things technical.

**Front of House Managers**      **Janice Jones** and **Chris Laing** look after Front of House operations and our patrons on show days. They are each required to hold a Bar Manager's Licence.

**Refreshment Co-Ordinator**      **Cherie Madie.** We have recent brought Cherie into the team to co-ordinate our refreshment Sales outlets.

I personally wish to thank all of these skilled and talented people for their passion hard work and valued input into our staff meetings helping to bring the Regent on Broadway through another busy year and supporting me as General Manager. I continue to look forward to working with them as a team in the forthcoming year.

### **Next Year and Beyond**

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

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

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

Forward bookings from our local community groups are exciting as local schools and cultural groups continue to utilise and advance book the venue. Considerable effort continues to be made to attract schools and other education providers to use the theatre. It is principally through these types of events which involve our youth where we see growth in the performing arts by creating the performers and audiences of tomorrow.

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

## Statistics for the year ended 30<sup>th</sup> June 2024

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

	2023/24	2022/23	2021/22	2020/21
Number of events held at the Regent on Broadway	423	437	271	355
Auditorium days usage	179	185	95	140
Auditorium live nights. Commercial (actual shows)	38	48	18	40
Auditorium live nights. Community (actual shows)	37	40	29	

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

Total attendances for each year	99,483	113,561	28,083	78,055
Our total attendances were sourced from:				
National / International Theatre			5,146	26,111
Conferences and other commercial activities			<b>5,573</b>	
Local Theatre			12,962	33,282
Schools, Massey, IPU and UCOL			1,551	14,880
Other local events			2,851	5,932
Professional Events Auditorium	23,321	30,082		
Local Events Auditorium	71,241	79,165		
Tours	(149)	139		
Function Room Community	147	96		
Function Room Commercial	4,774	4,079		
Total attendances since we re-opened in May 1998:	2,587,295	2,487,812	2,374,251	2,346,168

### Measures of the financial performance of the Theatre Operations

Total theatre revenue – hire and cost recoveries	\$873,306	\$766,283	\$334,819	\$405,755
Operational Grant from PN City Council	\$258,016	\$252,363	\$370,669	\$238,285
Expenses (less depreciation)	(\$896,548)	(\$838,585)	(\$613,348)	(\$649,394)
Depreciation (Principally donated assets)	(\$92,602)	(\$86,058)	(\$84,447)	(\$82,862)
Operating surplus (deficit) after all costs	\$142,172	\$94,003	\$7,693	(\$88,216)

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

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

### Measures of activities of TICKETING

Surplus (Deficit) from the Ticketing	\$63,409	\$38,839	(\$17,251)	\$609

### Measures of activities of the Regent Social Media

Regent on Broadway Facebook activity	2023-24	2022-23	2021-22
Total Reach	287.5k	22,082	14,753
Total Followers	6.3k	6,249	6,072
Link clicks	1.4k		

### Appreciation

The Regent Theatre Trust Board together with Management and Staff at the *Regent on Broadway* appreciate the continued support from the Palmerston North City Council (both Councillors and Staff) who provide their advice, expertise, and services throughout the year.

Credit continues to go to the Board, staff and volunteers whose passion for the theatre continues to shine ensuring that the Regent on Broadway remains one on New Zealand's most iconic venues which is supported by both our community and national/international touring shows.

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

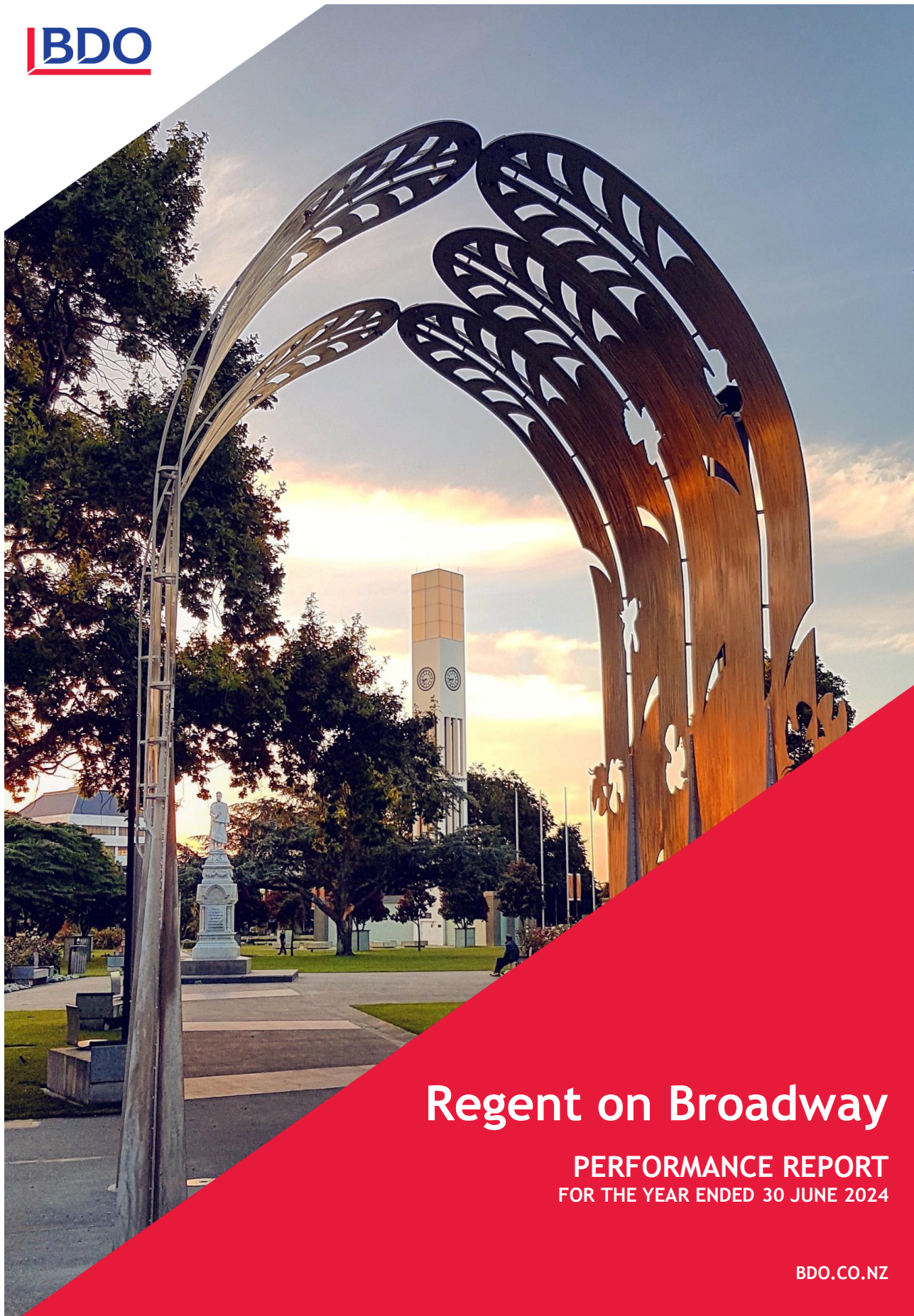
I would once again like to personally express my gratitude to the Operation Team (Administration, Ticketing and Technical) and the Friends of the Regent. I thank all members of the Regent Theatre Trust Board for their professional governance and guidance in assisting me during these past 12 months to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



**David Walsh**

**General Manager  
REGENT on BROADWAY**





# Regent on Broadway

PERFORMANCE REPORT  
FOR THE YEAR ENDED 30 JUNE 2024

[BDO.CO.NZ](https://www.bdo.co.nz)



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## Entity Information

### The Regent Theatre Trust For the year ended 30 June 2024

#### Legal name

The Regent Theatre Trust (the Trust).

#### Type of entity and legal basis

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

#### The Trust's purpose or mission

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

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

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

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

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

## Approval of Financial Report

### The Regent Theatre Trust For the year ended 30 June 2024

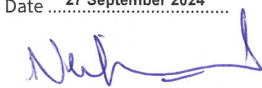
The Trustees are pleased to present the approved financial report including the historical financial statements of The Regent Theatre Trust for the year ended 30 June 2024.

APPROVED

  
DAVID LEA

Trustee

Date 27 September 2024

  
NEIL ULRICH

Trustee

Date 27 September 2024

# Statement of Service Performance

The Regent Theatre Trust  
For the year ended 30 June 2024

Regent on Broadway Theatre usage		Auditorium							Regency Room		Tours		Rehearsal Room		Events	Audit Usage
	Total	Professional Theatre	Conferences	Other Com	Local Theatre	Schools University Polytech	Other Local		Commercial				Commercial			
<b>2023/2024</b>																
Jul-23	1,410	823	-	104	-	-	325	0	-	-	0	158	27			
Aug-23	9,411	2,234	-	294	5,636	-	891	140	-	-	0	216	46			
Sep-23	10,862	2,230	-	-	-	-	7,940	422	78	-	0	192	51			
Oct-23	13,832	2,420	-	-	-	600	10,222	450	-	-	0	140	51			
Nov-23	9,837	3,625	-	-	-	4,492	1,190	291	-	-	0	239	41			
Dec-23	6,988	424	-	-	-	4,453	1,986	57	-	-	0	68	22			
Jan-24	199	-	-	-	-	-	154	0	15	-	0	30	4			
Feb-24	2,748	2,588	-	-	-	-	-	0	-	-	0	160	20			
Mar-24	4,542	1,498	-	-	249	1,750	789	50	-	-	0	206	40			
Apr-24	15,731	-	-	-	13,150	2,141	-	286	-	-	0	154	48			
May-24	10,634	2,974	-	1,306	-	4,230	850	691	54	-	0	529	41			
Jun-24	13,289	2,801	-	-	-	-	10,193	105	-	-	0	190	32			
<b>Attendances</b>	99,483	21,617	-	1,704	19,035	17,666	34,540	2492	147	-	0	2,282	423			
<b>Attendance split</b>	100.00%	21.73%	0.00%	1.71%	19.13%	17.76%	34.72%	2.50%	0.15%	0.00%	0.00%	2.29%	0.43%			
ance School Attendance	4084	4.11%														
unction Rooms - Community	147	0.15%														
unction Rooms - Commercial	4,774	4.80%														
urs	-	0.00%														
ocal Events Auditorium	71,241	71.61%														
rofessional Events Auditorium	23,321	23.44%														
	99,483	100.00%														
<b>Other Usage Splits</b>																
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Totals			
total Events	27	46	51	51	41	22	4	20	40	48	41	32	423	100%		
rofessional Events	2	3	4	3	4	1	0	3	2	0	6	5	33	8%		
ommunity Events	25	43	47	48	37	21	4	17	38	48	35	27	390	92%		
orporate Events	0	0	0	0	0	0	0	0	0	0	0	0	0	0%		
agency/Green Rm Events	0	2	7	2	6	1	0	0	1	2	1	1	23	5%		
hearsal Room Events	15	20	14	13	21	6	3	15	19	12	5	17	160	38%		
ditorium Performances (Live Shows)	4	24	34	30	16	12	1	3	5	15	13	18	175	100%		
ational International Shows	1	2	4	3	4	1	0	3	2	0	5	5	30	17%		
ildrens Productions	0	1	1	0	0	0	0	0	0	0	0	0	2	1%		
chool Productions	0	1	5	1	0	0	0	0	0	0	0	1	8	5%		
ni/Polite Graduations	0	0	0	0	4	0	0	0	2	2	4	0	12	7%		
chool Prizegivings	0	0	0	1	2	6	0	0	0	0	0	0	9	5%		
ultural Festivals (Kapahaka etc)	0	0	1	0	0	0	0	0	0	0	1	1	3	2%		
ance Schools	0	0	0	0	2	1	0	0	0	0	0	1	4	2%		
ance School attendances	0	0	0	0	1190	1986	0	0	0	0	0	908	4084			
ditorium Usage (days)	9	23	27	16	13	12	1	3	17	30	11	17	179			

## Statement of Financial Performance

### The Regent Theatre Trust For the year ended 30 June 2024

	NOTES	2024	2024 BUDGET	2023
<b>Revenue</b>				
Theatre Operations	2	596,225	412,980	604,676
Regent on Broadway Promotions		24,407	85,000	8,403
Event Ticketing Centre		106,831	66,300	94,782
Council Funding - PNCC		258,016	258,018	252,363
Interest Revenue		23,177	7,020	14,972
Community Grants	21	50,000	-	-
Donations from Friends of Regent		79,188	90,000	41,649
Covid-19 Wage Subsidy Received		-	-	1,800
Palmy Companion Card Income		4,900	-	-
<b>Total Revenue</b>		<b>1,142,744</b>	<b>919,318</b>	<b>1,018,646</b>
<b>Expenses</b>				
Theatre Operations	3	331,398	321,435	313,946
Palmy Companion Card Expense		4,900	-	-
Employee Related Expense	4	527,238	535,500	477,297
Regent on Broadway Promotions		24,407	-	23,901
Event Ticketing Centre		6,553	1,450	20,171
Refreshments		248	-	-
Depreciation		92,780	68,518	86,058
Other expenses		-	-	-
<b>Total Expenses</b>		<b>987,523</b>	<b>926,903</b>	<b>921,373</b>
<b>Surplus/(Deficit) for the Year</b>		<b>155,221</b>	<b>(7,585)</b>	<b>97,274</b>

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





# Statement of Financial Performance - Theatre Operations Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2024

	2024	2023
<b>Theatre Operations Trading</b>		
<b>Revenue</b>		
Theatre hire	266,567	280,222
Recoveries and commissions	329,658	324,454
Council funding - PNCC	258,016	252,363
Interest revenue	23,177	14,972
<b>Total Income</b>	<b>877,418</b>	<b>872,012</b>
<b>Expenses</b>		
Pat Snoxell Legacy Unspent Interest	428	-
Pat Snoxell Legacy Account Payments	1,586	394
Operating costs	232,035	221,773
Administration related costs	95,846	91,779
Employee related costs	486,643	441,525
<b>Total Expenses</b>	<b>816,539</b>	<b>755,471</b>
<b>Net Operating Surplus/Deficit</b>	<b>60,879</b>	<b>116,540</b>



# Statement of Financial Performance - Regent on Broadway Promotions Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2024

	2024	2023
<b>Regent on Broadway Promotions Trading</b>		
<b>Revenue</b>		
Matilda	15,407	-
Rebel	-	5,353
We Will Rock You	9,000	-
Werk It	-	3,050
<b>Total Income</b>	<b>24,407</b>	<b>8,403</b>
<b>Expenses</b>		
25th Anniversary	-	5,674
Matilda	15,407	-
Rebel	-	11,762
We Will Rock You	9,000	-
Werk It	-	6,465
<b>Total Expenses</b>	<b>24,407</b>	<b>23,901</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>-</b>	<b>(15,498)</b>

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



# Statement of Financial Performance - Piano Campaign Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2024

	2024	2023
<b>Piano Campaign Trading</b>		
<b>Revenue</b>		
Interest revenue	-	-
<b>Total Income</b>	-	-
<b>Expenses</b>		
Piano maintenance	-	-
<b>Total Expenses</b>	-	-
<b>Net Operating Surplus/(Deficit)</b>	-	-

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



# Statement of Financial Performance - Event Ticketing Centre Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2024

	2024	2023
<b>Event Ticketing Centre Trading</b>		
<b>Revenue</b>		
Ticketing fees	106,831	94,782
<b>Total Income</b>	<b>106,831</b>	<b>94,782</b>
<b>Expenses</b>		
Electricity	3,866	2,866
Employee related costs	36,856	35,772
Eftpos terminals/computer	729	567
Marketing and promotion	198	-
Security	525	923
Stationery	666	744
Telephone	570	618
ETC Cancellation Fees	-	14,454
<b>Total Expenses</b>	<b>43,409</b>	<b>55,943</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>63,422</b>	<b>38,839</b>

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



# Statement of Financial Performance - Refreshments Trading Account

The Regent Theatre Trust  
For the year ended 30 June 2024

	2024	2023
<b>Refreshment Trading</b>		
<b>Expenses</b>		
Employee related costs	3,739	-
Other	248	-
<b>Total Expenses</b>	<b>3,986</b>	<b>-</b>
Net Operating Surplus/ (Deficit)	(3,986)	-

# Statement of Financial Position

## The Regent Theatre Trust As at 30 June 2024

	NOTES	30 JUN 2024	2024 BUDGET	30 JUN 2023
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash	5	349,852	301,545	298,064
Debtors	6	24,710	54,987	54,987
Investments	7	251,243	241,088	241,087
Prepayments		9,962	16,688	16,688
<b>Total Current Assets</b>		<b>635,768</b>	<b>614,308</b>	<b>610,826</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	8	681,870	616,643	615,160
<b>Total Non-Current Assets</b>		<b>681,870</b>	<b>616,643</b>	<b>615,160</b>
<b>Total Assets</b>		<b>1,317,638</b>	<b>1,230,951</b>	<b>1,225,986</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Creditors and accrued expenses	9	82,623	160,002	127,992
Goods and services tax		(2,507)	23,195	7,155
Deposits in advance	10	11,818	22,724	22,243
Employee costs payable	11	33,951	-	32,010
Palmy Companion Card		-	-	481
Pat Snoxell Legacy Account (Bequest)	22	50,000	50,000	50,000
Pat Snoxell Legacy Interest unspent	22	428	-	-
<b>Total Current Liabilities</b>		<b>176,312</b>	<b>255,921</b>	<b>239,881</b>
<b>Total Liabilities</b>		<b>176,312</b>	<b>255,921</b>	<b>239,881</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>1,141,325</b>	<b>975,030</b>	<b>986,105</b>
<b>Equity</b>				
<b>Retained Earnings</b>				
Steinway Piano Campaign Fund	16	41,449	41,449	41,449
Theatre Operations	17	891,427	725,132	736,207
Regent on Broadway Promotions	18	58,449	58,449	58,449
<b>Reserves</b>				
Maintenance Reserve	19	150,000	150,000	150,000
<b>Total Equity</b>		<b>1,141,325</b>	<b>975,030</b>	<b>986,105</b>

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



## Statement of Cash Flows

### The Regent Theatre Trust For the year ended 30 June 2024

	2024	2024 BUDGET	2023
<b>Cash Flows from Operating Activities</b>			
Receipts of Council Funding	262,016	258,016	252,363
Interest, dividends and other investment receipts	23,177	7,020	11,190
Cash receipts from Operating activities	754,460	701,124	598,571
Donations and Grants	129,188	90,000	41,649
Covid-19 Wages Subsidy	-	-	1,800
GST	(8,970)	(64,926)	(17,083)
Payments to suppliers and Employees	(938,229)	(906,818)	(786,103)
<b>Total Cash Flows from Operating Activities</b>	<b>221,642</b>	<b>84,416</b>	<b>102,387</b>
<b>Cash Flows from Investing and Financing Activities</b>			
Payments to investments	(10,011)	-	(56,429)
Payments to acquire property, plant and equipment	(159,490)	(80,500)	(89,784)
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>(169,501)</b>	<b>80,500)</b>	<b>(146,214)</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>52,142</b>	<b>3,916</b>	<b>(43,827)</b>
<b>Bank Accounts and Cash</b>			
Opening cash	297,629	297,629	341,456
Net change in cash for period	52,142	3,916	(43,827)
Closing cash	349,771	301,545	297,629

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



# Notes to the Performance Report

## The Regent Theatre Trust For the year ended 30 June 2024

### 1. Accounting Policies Applied

#### Basis of Preparation

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

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

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

#### Goods and Services Tax

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

#### Significant Accounting Policies

#### Revenue

##### *Grants*

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

##### *Sale of goods*

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

##### *Sale of services*

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

##### *Donated assets*

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

##### *Interest*

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

##### *Recoveries and commissions*

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

### Employee Related Costs

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

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

These are expensed when the related service has been received.

### Lease expense

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

### Bank accounts and cash

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

### Debtors

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

### Property, Plant, and Equipment

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

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

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

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

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

Plant & equipment	5-67%	Straight-line
Furniture & fittings	10-25%	Straight-line
Piano	5%	Straight-line
Leasehold Improvements	8.40%	Straight-line
Bar equipment	30%	Straight-line



### Investments

Investments comprise investments in terms deposits with banks.

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

### Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

### Employee costs payable

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

### Provisions

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

### Income Tax

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

### Tier 2 PBE Accounting Standards applied

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

### Changes in Accounting Policies

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

	2024	2023
<b>2. Theatre Operation Revenue</b>		
Theatre Hire	266,567	280,222
Recoveries and Commission	329,658	324,454
<b>Total Theatre Operation Revenue</b>	<b>596,225</b>	<b>604,676</b>

	2024	2023
<b>3. Theatre Operations Expenditure</b>		
<b>Operation costs</b>		
Advertising & Promotion	4,920	5,985
Cleaning	29,304	25,772
Freight & cartage	103	282
Electricity & Gas	77,715	61,476
Sanitation	17,002	17,530
Repairs & maintenance	23,141	18,813
Recoverable expenses	65,917	70,646
Recruitment	5,200	16,149
Services - Water	1,843	1,463
Technical Supplies	7,888	3,657
<b>Total Operation costs</b>	<b>233,033</b>	<b>221,773</b>
<b>Administration costs</b>		
Audit Fees	34,186	25,000
Bank Fees	342	388
Computer Expenses	3,080	322
Consulting & Accounting	17,106	30,000
Conferences	6,766	7,183
Entertainment	1,468	793
Insurance	10,125	8,964
Petty Cash Expenditure	174	-
Miscellaneous - Other	4,756	1,702
Office Expenses	-	430
Security	1,776	677
Stationery	770	402
Secretarial Services	1,500	1,500
Subscriptions	10,484	8,900
Telephone	5,832	5,912
<b>Total Administration costs</b>	<b>98,364</b>	<b>92,173</b>
<b>Total Theatre Operations Expenditure</b>	<b>331,398</b>	<b>313,946</b>
	<b>2024</b>	<b>2023</b>
<b>4. Employee Related Costs</b>		
Salaries and wages	521,902	471,822
Other Employee related cost	5,336	5,476
<b>Total Employee Related Costs</b>	<b>527,238</b>	<b>477,297</b>
	<b>2024</b>	<b>2023</b>
<b>5. Bank Accounts and Cash</b>		
<b>Bank Accounts</b>		
Analysis of total cash book balances and deposit accounts as at 30 June :	-	-



	2024	2023
Theatre Administration Account	343,844	284,502
ANZ Call Account - Pat Snoxell Legacy Account	3	3
Ticketek Account	5,924	13,124
<b>Total Bank Accounts</b>	<b>349,771</b>	<b>297,629</b>
<b>Cash</b>		
Petty Cash	81	435
<b>Total Cash</b>	<b>81</b>	<b>435</b>
<b>Total Bank Accounts and Cash</b>	<b>349,852</b>	<b>298,064</b>

Visa limit of \$5,000

	2024	2023
<b>6. Debtors</b>		
<b>Total trade receivables</b>		
Accounts Receivable	15,707	48,558
<b>Total Total trade receivables</b>	<b>15,707</b>	<b>48,558</b>
Total trade receivables	15,707	48,558
<b>Total trade and other receivables</b>		
Accrued interest	8,584	6,429
Palmy Companion Card	419	-
<b>Total Total trade and other receivables</b>	<b>9,003</b>	<b>6,429</b>
Total trade and other receivables	24,710	54,987
	2024	2023

## 7. Investments

<b>Current investments</b>		
ANZ Bank term deposits	251,243	241,087
<b>Total Current investments</b>	<b>251,243</b>	<b>241,087</b>
<b>Total Investments</b>	<b>251,243</b>	<b>241,087</b>

## 8. Property, Plant and Equipment

Cost	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Bar Equipment	Total
Balance at 1 July 2022	1,675,000	200,598	186,554	285,937	-	2,348,089
Additions	89,784	-	-	-	-	89,784
Disposals	-	-	-	-	-	-
Balance at 30 June 2023	1,764,784	200,598	186,554	285,937	-	2,437,873

<b>Cost</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Bar Equipment	Total
Balance at 1 July 2023	1,764,784	200,598	186,554	285,937	-	2,437,873
Additions	115,864	33,381	-	-	10,245	159,490
Disposals	(348,606)	-	-	-	-	(348,606)
Balance at 30 June 2024	1,532,042	233,979	186,554	285,937	10,245	2,248,757

<b>Accumulated Depreciation</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Bar Equipment	Total
Balance at 1 July 2022	1,168,174	199,288	179,915	189,279	-	1,736,656
Depreciation	70,646	473	804	14,134	-	86,057
Disposals	-	-	-	-	-	-
Balance at 30 June 2023	1,238,820	199,761	180,719	203,413	-	1,822,713

<b>Accumulated Depreciation</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Bar Equipment	Total
Balance at 1 July 2023	1,238,820	199,761	180,719	203,413	-	1,822,713
Depreciation	75,874	1,455	804	14,134	512	92,780
Disposals	(348,606)	-	-	-	-	(348,606)
Balance at 30 June 2024	966,088	201,216	181,523	217,547	512	1,566,886

<b>Carrying amount</b>	Plant and Equipment	Furniture and Fittings	Piano	Lease Hold Improvements	Bar Equipment	Total
At 30 June 2023	525,965	837	5,835	82,522	-	615,160
At 30 June 2024	565,954	32,763	5,031	68,390	9,733	681,870

Leasehold improvements includes \$Nil of work in progress (2023: \$Nil).

2024 2023

## 9. Creditors and accrued expenses

<b>Total trade payables</b>		
PAYE Payable	13,099	10,212
Accounts Payable	28,125	51,280
<b>Total Total trade payables</b>	<b>41,224</b>	<b>61,492</b>
Total Creditors	41,224	61,492

## Total trade and other receivables

	2024	2023
Accruals	41,398	66,500
<b>Total Total trade and other receivables</b>	<b>41,398</b>	<b>66,500</b>
Comprising:	-	-
Current	82,623	127,992
Total Creditors and accrued expenses	82,623	127,992

### 10. Deposits in Advance

Deposits received in advance during 2023/2024 of \$11,818 (2023: \$22,243) are funds received by the theatre for shows and events yet to come.

	2024	2023
<b>11. Employee Costs Payable</b>		
<b>Leave</b>		
Annual leave	20,262	25,459
<b>Wages</b>		
Wages owing	13,688	6,551
<b>Lieu time</b>		
Lieu hours owing	-	-
Total employee costs payable	33,950	32,010
Comprising:	-	-
Current	33,950	32,010
Total employee costs payable	33,950	32,010

### 12. Related Party Transactions

#### Key management personnel

The Trustees received payment of \$6,715 for attending meetings in the 2024 financial year (2023: \$5,525).

#### Palmerston North City Council

The total amount of operating grants received from the Council is disclosed in the statement of financial performance. In 2023/2024 year, the Palmerston North City Council contributed the following additional funds:

- \$141 for Catering for the Arts Managers meeting.
- \$384 for We will Rock you, Social Club Function, Venue Hire.
- \$8,745 for Te Kura Kaupapa Maori O Manawatu Te Pae Tamariki, Venue Hire (For PNCC Library)
- \$4,000 for Palmy Companion Card contribution

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

Payment Dates	Amount (GST exclusive)	Descriptions
17/07/2023	\$64,504.00	Annual 2024 Operating Grant
03/10/2023	\$64,504.00	Annual 2024 Operating Grant

18/12/2023	\$64,504.00	Annual 2024 Operating Grant
02/04/2024	\$64,504.00	Annual 2024 Operating Grant
	\$258,016.00	Total

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

Amount (GST exclusive)	Report Type	Account name	Notes
\$258,016.00	Statement of Financial Performance	Council Funding - PNCC	Annual 2024 Operating grants.
\$141.00	Statement of Financial Performance	Council Funding - PNCC	Catering for the Arts Managers meeting
\$384.00	Statement of Financial Performance	Council Funding - PNCC	We will Rock you, Social Club Function, Venue Hire
\$8,746	Statement of Financial Performance	Council Funding - PNCC	Te Kura Kaupapa Maori O Manawatu Te Pae Tamariki, Venue Hire
\$267,287	Total		

Allocation of funds received from Palmerston North City Council in the Financial Position

Payment Dates	Amount (GST exclusive)	Descriptions
31/10/2023	\$1,000	Palmy Companion Card Contribution
17/01/2024	\$1,000	Palmy Companion Card Contribution
06/03/2024	\$1,000	Palmy Companion Card Contribution
8/05/2024	\$1,000	Palmy Companion Card Contribution
	\$4,000	Total

2024 2023

### 13. Operating lease commitments

The future aggregate minimum lease payments to be paid under non-cancellable operating leases are as follows:	-	-
Not later than one year	647	647
Later than one year and not later than five years	647	1,294
Later than five years	-	-
<b>Total Operating lease commitments</b>	<b>1,294</b>	<b>1,941</b>

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

### 14. Contingent assets and liabilities

The Trust has no contingent assets or liabilities as at 30 June 2024 (2023: Nil).

#### 15. Events subsequent to balance date

There have been no significant events subsequent to balance date (2023: Nil).

	2024	2023
<b>16. Steinway Piano Campaign Fund</b>		
Balance at beginning of year	41,449	41,449
Net surplus / (deficit) for year	-	-
<b>Total Steinway Piano Campaign Fund</b>	<b>41,449</b>	<b>41,449</b>

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

	2024	2023
<b>17. Theatre Operations</b>		
Balance at beginning of year	736,207	623,044
Donated Assets/In kind	79,188	41,649
Community Grants	50,000	-
Covid -19 Wages Subsidy	-	1,800
Net surplus / (deficit) for year*	118,813	155,772
Depreciation	(92,780)	(86,058)
<b>Total Theatre Operations</b>	<b>891,428</b>	<b>736,207</b>

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

	2024	2023
<b>18. Regent on Broadway promotions</b>		
Balance at beginning of year	58,449	74,338
Net surplus / (deficit) for year	-	(15,889)
<b>Total Regent on Broadway promotions</b>	<b>58,449</b>	<b>58,449</b>

	2024	2023
<b>19. Maintenance reserve</b>		
Balance at beginning of year	150,000	150,000
<b>Balance at end of year</b>	<b>150,000</b>	<b>150,000</b>

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

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

Donations from Friends of The Regent this year are \$79,188 (2023: \$41,649). Total donations made to 30 June 2024 were \$1,006,824 (2023: \$927,637).

## 21. Community Grant

Community Grant was received from Central Energy Trust of \$50,000 towards the New Sound Desk. The Sound Desk is disclosed under the Fixed Asset Register.

## 22. Pat Snoxell Legacy Account

Pat Snoxell left a bequest to The Regent Theatre Trust Board of \$50,000 with a request that the Trust create a fund to provide for grants that would be made on an annual basis to "Young People" to help them develop their interest in the performing arts.

The Regent on Broadway have placed the \$50,000 bequest received from The Estate of Pat Snoxell in an interest bearing account. Any interest accrued in this account will be added to the principal amount.

The lifetime of the account will be 15 years, ending on 1 April 2036 at which the full balance of the account will be made available to the Trust Board to invest in equipment that will enhance the theatre.

Each year from 1 April 2023 to 1 April 2036 a scholarship up to \$1,000 will be awarded to a young person between the ages of 12yrs and 16yrs. The interest earned on the interest bearing account will be used for the scholarship.

## 23. Explanation of significant variances against budget

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

### *Revenue*

Theatre Operations revenue includes Recoveries and Commissions. Budget \$420,000 versus actual \$619,402.

### *Donations from Friends of Regent.*

During this financial year \$79,188 was received from the Friends of Regent for asset purchases.

### *Expenses*

Depreciation. Budget \$68,518 versus actual \$92,780. The Trust had additional assets during the 2023/2024 year of \$159,490.



**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF THE REGENT THEATRE TRUST'S FINANCIAL STATEMENTS AND  
PERFORMANCE INFORMATION FOR THE YEAR ENDED 30 JUNE 2024**

The Auditor-General is the auditor of The Regent Theatre Trust (the Trust). The Auditor-General has appointed me, Cameron Town, using the staff and resources of Silks Audit Chartered Accountants Ltd, to carry out the audit of the financial statements and performance information of the Trust on his behalf.

**Opinion**

We have audited:

- the financial statements of the Trust on pages 6 to 24, that comprise the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the Trust on page 5.

**Unmodified opinion on the financial statements**

In our opinion:

- the financial statements of the Trust:
  - present fairly, in all material respects:
    - its financial position as at 30 June 2024; and
    - its financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with Tier 3: Public Benefit Entity Simple Format Reporting – Accrual (Not-for-profit); and

**Qualified opinion on the performance information**

In our opinion, except for the possible effects of the matter described in the Basis for Our Opinion section of our report, the performance information of the Trust on page 5 presents fairly, in all material respects, the Trust's actual performance compared against the performance targets and other measures by which performance was judged in relation to the Trust's objectives for the year ended 30 June 2024.

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Our audit was completed on 27 September 2024. This is the date at which our opinion is expressed. The basis for our opinion is explained below. In addition, we outline the responsibilities of the Trust Board and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.

#### **Basis for our opinion**

***Performance information: Insufficient evidence available to confirm independently the accuracy of estimated attendance numbers for non-ticketed events.***

The Trust's performance information on page 33 includes a performance measure about the total attendance of people attending events in the theatre.

These attendance numbers include both formally ticketed events and non-ticketed events. Attendance numbers for non-ticketed events are based on estimates by staff members and there are no satisfactory audit procedures that we could adopt to confirm independently whether these estimated attendance numbers are materially accurate.

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Responsibilities of the Trust Board for the financial statements and the performance information**

The Trust Board is responsible on behalf of the Trust for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Trust Board is also responsible for preparing the performance information for the Trust.

The Trust Board is responsible for such internal control as they determine is necessary to enable them to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Trust Board is responsible on behalf of the Trust for assessing the Trust's ability to continue as a going concern. The Trust Board is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Trust Board intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

The Trust Board's responsibilities arise from the Local Government Act 2002 and the Trust's Trust Deed.

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**Responsibilities of the auditor for the audit of the financial statements and the performance information**

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

For the budget information reported in the financial statements and the performance information, our procedures were limited to checking that the information agreed to the Trust's statement of intent.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trust Board.
- We evaluate the appropriateness of the reported performance information within the Trust's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Trust Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.

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- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Trust Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

#### Other Information

The Trust Board is responsible for the other information. The other information comprises the information included on pages 1 to 32, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Independence

We are independent of the Trust in accordance with the independence requirements of the Auditor General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: International Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Trust.



Cameron Town  
Silks Audit Chartered Accountants Ltd  
On behalf of the Auditor-General  
Whanganui, New Zealand

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** The Globe Theatre Trust - Annual Report 2024-25

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

**APPROVED BY:** Cameron McKay, General Manager Corporate Services

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### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the Globe Theatre Trust Board's unaudited Annual Report 2024/25 (Attachment 2).
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#### 1. ISSUE

- 1.1 The Globe Theatre Trust Board (the Globe) has submitted its draft Annual Report 2024-25 (Attachment 2). This memorandum provides an opportunity for Elected Members to review the progress the Globe Theatre has made against its Statement of Intent during the period 1 July 2024 to 30 June 2025.
- 1.2 Representatives of the Globe are in attendance to present.

#### 2. BACKGROUND

- 2.1 The Globe is a Council Controlled Organisation (CCO), which was set up to independently manage and promote the Globe Theatre as a venue for hire. A CCO is an organisation in which Council has the right to appoint at least fifty percent of the trustees and must work towards Council's objectives on its behalf.

- 2.2 The purpose of the Globe Theatre Trust Board is:

To control, develop, promote, enhance and maintain the Globe Theatre so that it may be utilised and enjoyed by the inhabitants of the Manawātū area including:

- i. securing the future of the Globe Theatre;
- ii. acknowledging the Globe Theatre as the home of the Manawatu Theatre Society Inc.;
- iii. ensuring the Globe remains accessible to the community (both physically and financially);
- iv. fostering a sense of community.

- 2.3 In 2024/25, the Council granted the Globe Trust Board \$184,781<sup>3</sup>, which Council expected the Board to supplement by seeking external revenue.
- 2.4 The Local Government Act (LGA) requires CCOs to produce an annual report which compares its actual and intended performance (as set out in the Statement of Intent) and audited financial statements.
- 2.5 The attached Annual Report has not yet been audited by Audit NZ. An updated report will be brought to Committee in the event there are any material changes following audit.
- 2.6 The Globe Theatre Trust was made an exempted organisation in February 2025; as such this will be the last audited Annual Report for the next few years. However, Council still requires the Globe to present an unaudited Annual Report.

### 3. PERFORMANCE FOR THE YEAR JULY 2024 - JUNE 2025

- 3.1 Highlights from the Globe's Annual Report include the following:
  - Hosted a wide range of shows and events such as: Manawatū Youth Theatre, French Film Festivals, Pro-Wrestling, comedy nights, Manawatū Jazz Festivals, Palmy Drag Fest and the Burleskiwi Festival (new for 2025).
  - Continued to build strong working relationships with a variety of community groups including 12 Memorandum of Understanding (MOU) groups – MOU groups used the theatre 56% of the time in 2024/25.
  - Attracted 64 national/ international acts to Palmerston North, these included Ed Bryne, King Kapsi and Che Fu, which increases the variety of acts performed in the city.
  - Continued to offer the Palmy Companion Card, which was used by 21 individuals, 42 times to attend events.
  - Worked with PN City Council Marketing team to create a marketing plan to increase the reach of the theatre in the community. Work commenced on developing a new website, due to be launched in October 2025.
- 3.2 The Globe Theatre Trust results against its performance targets are set out in Attachment 1. Commentary on the missed targets for 2024-25 are set out below.
- 3.3 In May 2025, the Globe revised their performance measures to seven for their SOI 2025-28, to strengthen the alignment with their strategic objectives and purpose. As such, this will be the final reporting for several of these measures.

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

### **Objective 1: Ensure there are more arts and activities at the Globe Theatre**

- 3.4 The 'Number of participants involved in performances' did not achieve its target. This is a measure out of the Globe's control, as they are a venue for hire and have no influence over the number of people involved in each performance. As reported in the six-month report, the Globe has seen a decrease in the number of performances and an increase in hiring to groups that do not perform to audiences - which directly affects this performance measure.
- 3.5 The number of 'Collaboration performances (box office splits)' also did not achieve its target, as performers are choosing the theatre hire option instead. Financially, the Globe is better off when hirers choose the theatre hire option as it guarantees a hire fee for the theatre compared to the box office split which can (depending on audience numbers) sometimes be less than the theatre hire fee.

### **Objective 2: Supporting and encouraging local community use**

- 3.6 The percentage of theatre usage attributed to community groups (excluding MOUs) did not meet its target of 36%. This measures the community groups, which use the theatre for one-off performances or irregularly rather than the MOUs who use the theatre on a regular basis. This measure did not meet its target because the high use of MOU groups reduced the availability for other community use.

As the Globe's result for community use of the theatre (MOU and other community groups) totalled 87% of use, Officers do not have any concerns with this measure not meeting its target.

### **Objective 3: Maintain and develop facilities**

- 3.7 The upgrade to the Globe foyer was not achieved as external funding was not secured. This also meant that the measure 'Support and encourage Rangitāne to incorporate art at the theatre' was not achieved, as this work was going to be included in the new foyer development.
- 3.8 During the year, The Globe Trust Board re-prioritised away from this project and decided to focus on:
- (a) securing funding for conference tables & chairs,
  - (b) securing funding for lighting and CCTV, and
  - (c) developing the solar panel project.

In 2024-25, external funding was secured for (a) and (b) and the Globe are investigating options for solar panels. Applying for funding for the solar panels project will be the focus for 2025-26.

- 3.9 The work to investigate creating an Environmental Sustainability Report was also not achieved as the Trust Board decided to prioritise investigating the installation of solar panels in 2025/26 instead.

### Three Year Review

3.10 Table 1 compares 2024/25 with the last two years.

**Table 1: The Globe – Annual Performance Results for the financial years 2023, 2024 and 2025**

Measure		2022-23 30 June 2023	2023-24 30 June 2024	2024-25 30 June 2025	3 Year Trend
<b>Number of Usages</b>	Actual	581	715	727	↑
<b>Number of Performances</b>	Actual	296	343	303	→
<b>Patronage</b> – Total attendance for all events	Actual	23,190	27,126	24,554	→
<b>% Community Usage</b> % of total usage attributed to community groups (including MOUs)	Actual	87%	89%	87%	→
<b>Average size of audience per event</b>	Actual	78	79	81	↑

3.11 Number of usages has continued to increase over the last three years, of which this is predominantly community (including MOU hirers), indicating the Globe theatre is achieving its objective of 'ensuring the Theatre remains accessible to the community'.

3.12 As discussed in the six-month report, The Globe has seen a shift in usage in the theatre, with a decrease in total performances to non-audience-based use. With fewer performances, there has also been a decrease in total patronage (-2,600). However, the number of performances and patronage figures in 2024-25 is still higher than results from 2022-23.

## 4. FINANCIAL PERFORMANCE FOR THE YEAR JULY 2024-JUNE 2025

4.1 The Trust had a net surplus of \$118,075, which is \$14k more than budgeted, due to receiving external funding (\$125k) to purchase lighting equipment and CCTV (fixed assets). Without this funding there would have been a small deficit of -\$7.5k, which is immaterial due to the amount of cash reserves the Globe holds.



- 4.2 Total Assets has increased due to the fixed assets (mentioned in 4.1) purchased during the year.
- 4.3 The Globe has \$200k cash in a rapid saver; some of this money could be spent on progressing projects or put into a term deposit.

**Table 2: Financial Information for the draft Annual Report 2024-25**

	2025			2024	
Summary Financials (\$)	Actual	Budget	Variation	Actual	Variation*
<b>Financial Performance</b>					
PNCC Grant	184,781	178,481	-3,500	174,981	9,800
Total Revenue	542,361	536,901	5,460	420,854	121,507
Total Expenses	424,286	432,340	-8,054	405,620	18,666
Net Surplus (Deficit)	118,075	104,561	13,514	15,234	102,841
<b>Financial Position</b>					
Current Assets	358,149	334,582	6,590	341,172	16,977
Total Assets	702,754	659,162	-64,017	595,145	107,609
Current Liabilities	98,854	55,078	52,691	107,769	-8,915
Total Liabilities	99,113	55,342	54,236	109,578	-10,465
Equity	603,641	603,820	-118,254	485,566	118,075
<b>Cash Flows</b>					
Total Net Cash Flows	18,547	52,783	39,541	92,324	-73,777
Opening Cash	334,807	275,986	-33,503	242,483	92,324
Closing Cash	353,354	328,769	6,038	334,807	18,547

\*when compared to the same period 12 months ago

## 5. NEXT STEPS



- 5.1 At the end of February 2026, the Globe Theatre Trust Board will submit its draft Statement of Intent for 2026–29, which will be presented to the relevant committee in April 2026.

5.2 The 2024-25 Annual Report will be made available on Council's website.

## 6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these actions?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city	
The recommendations contribute to the achievement of objective(s) in: 14. Mahere mana urungi, kirirarautanga hihiri 14. Governance and Active Citizenship Plan The objective is: Review and monitor the performance of Council operations and Council Controlled Organisations.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Receiving the Annual Report is a mechanism for Council to provide guidance and direction to the cultural CCOs and meets Council's responsibility to monitor the CCOs under the Local Government Act.

## ATTACHMENTS

1. The Globe Theatre\_ Performance Results 2024-25 [↓](#) 
2. Globe Theatre Trust Board\_ Draft Annual Report 2024-25 [↓](#) 

The Globe Theatre Trust - Annual Report 2024-25	Annual Target 2024-25	6- month performance as at 31/12/24	% of annual target at six month mark	Annual Performance 2024-25	% of Annual target	Officer's comment
<b>Objective 1: Ensure that there are more arts and activities at The Globe that contribute to the Council's aspirations for Palmerston North to be a creative and exciting city.</b>						
Number of usages	592	338	57%	727	123%	Achieved
Number of Performances	302	141	47%	303	100%	Achieved
Hours of use by hirers	3,317	2,048	62%	3677	111%	Achieved
Number of participants (involved in performances)	4,153	1,428	34%	3672	88%	Not Achieved due to circumstances outside of the CCO control - the Globe has no control over the number of participants involved in performances.
Number of audience in attendance	23,700	12,892	54%	24,554	104%	Achieved
Number of national and international visiting productions performing at the Globe theatre.	39	30	77%	64	164%	Achieved
Number of collaborated performances (box office split)	32	10	31%	25	78%	Not Achieved - more hirers selecting a theatre hire option, shows confidence in their ability to sell tickets.
<b>Objective 2: Support the local performing arts community to showcase their diverse talents at the Globe, and working to ensure our users represent the diversity of the Palmerston North community</b>						
% of total theatre usage attributed to MOU groups	50%	54%	N/A	54%	N/A	Achieved
% of total theatre usage attributed to community groups	36%	33%	N/A	33%	N/A	Not Achieved - high level of MOU use, reduces the availability of the theatre for community use.
Support for Rangitānenuiawau, whānau, hapu & iwi to create and deliver art experiences	Discuss and develop one arts experience with Rangitāne representatives	N/A	N/A		N/A	Achieved - Hosted Tainapu, a Te Reo comedy show on July 7th 2024
<b>Objective 3: Maintain and develop facilities that enable our communities to produce and enjoy the very best performing arts that can be offered, ensuring that the Globe remains a cutting edge, visible and resilient cultural institution/facility.</b>						
Carry out Capital Development Programme -	Upgrade Foyer	N/A			N/A	Not Achieved - Unsuccessful in applications made to external funding agencies
Contribution to Environmental Sustainability	Investigate Environmental Sustainability Report	N/A			N/A	Not Achieved - Trust board decided to investigate installation of solar panels.
Support and encourage Rangitāne to incorporate art at the theatre	Develop a vision and action steps for implementation	N/A			N/A	Not Achieved - performance measure was put on hold until external funding secured.
		On Track				
		Not on track but likely to achieve				
			Not achieved due to circumstances outside of the CCO's control			



# Globe Theatre Trust Board

## Draft Annual Report

### 2024-2025



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## SHOWCASING OUR COMMUNITY



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

Trust Details as at 30 June 2025	
Nature of Business	Theatre
Establishment Date	15 April 2002
Trustees	J Adams (Chairperson) R Harris R Sheppard C Wilson M Lobb M O'Connell C Wilson
Secretary	C Wilson
Treasurer	
Address	312 Main Street PO Box 132 Palmerston North  Telephone: (06) 351 4409
Bankers	Bank of New Zealand
Solicitors	Cooper Rapley
Accountants	About Time Accounting Services Limited
Registered Office	C/ Palmerston North City Council Civic Administration Building The Square Palmerston North
Incorporation Number	1206039
Inland Revenue Number	43-006-495

**SHOWCASING OUR COMMUNITY**

## CHAIRPERSON'S REPORT

I am pleased to present this annual report on behalf of the Globe Theatre Trust Board for the year ended June 2025.

The theatre has had another very successful year and we are proud of our contribution towards making Palmerston North a better place to live, visit and work in. We feel we contribute significantly to the council's vision and goals of being an innovative and growing city, a creative and exciting city, a connected and safe community and a resilient and sustainable city.

We are in a stable financial position returning a surplus of \$118,075.

The post-Covid bounce back in terms of usage and performances has been great to see and the theatre is being heavily used.

The number of shows and performances and the sheer diversity of what is offered is something we are very proud of.

We have attracted external funding of approximately \$130,000 to enable the continued updating of sound and lighting equipment, a CCTV system and furniture to help diversify our usage.

We have invested heavily in professional development for staff and have begun work on a marketing review, governance review and updating of policies. We have also started work on implementing a rigorous business plan to take us into the future with confidence.

I realise that economic times are tight and there is a lot of pressure from Central Government and local body candidates, as we head into a local body election, to concentrate on the basics. The Performing Arts Sector is often one of the first sectors to be targeted in such times, so the support the sector and this theatre gets from our local council is certainly appreciated and makes Palmy a better place to be. I urge council to continue that support.

As always, my thanks to my fellow Board Members for their input, and to Gerry and his staff for the wonderful job they do to make the place hum. The fact that we are one of the busiest and most diverse theatre venues in New Zealand has not happened by accident.

Thanks to Palmerston North Council and Council Staff for their continued and much valued support.

John Adams  
Chairperson  
July 2025

## SHOWCASING OUR COMMUNITY



**MANAGER’S REPORT**

The year 2024-2025 opened with the Manawatu Youth Theatre and Six To Sixty Choir and closed with the Manawatu Youth Theatre, Six To Sixty Choir and the Globe Theatre Trust Board. In between these two dates, the Globe Theatre hosted:

- 727 Theatre Usages (a new world record)
- 303 Performances
- 24,554 Audience Members
- 3,673 Participants involved in an event with an audience
- 5,863 Participants involved in an event that did not have an audience

The theatre also had:

- 3,677 Hours Of Use (excluding box office opening hours)
- 64 International/National Acts
- 25 Box Office Splits

Of the 727 theatre usages, 89% can be attributed to community groups. Of the 303 performances, 78% can be attributed to community groups. I think we can happily say, the Globe Theatre is definitely a Community Theatre.

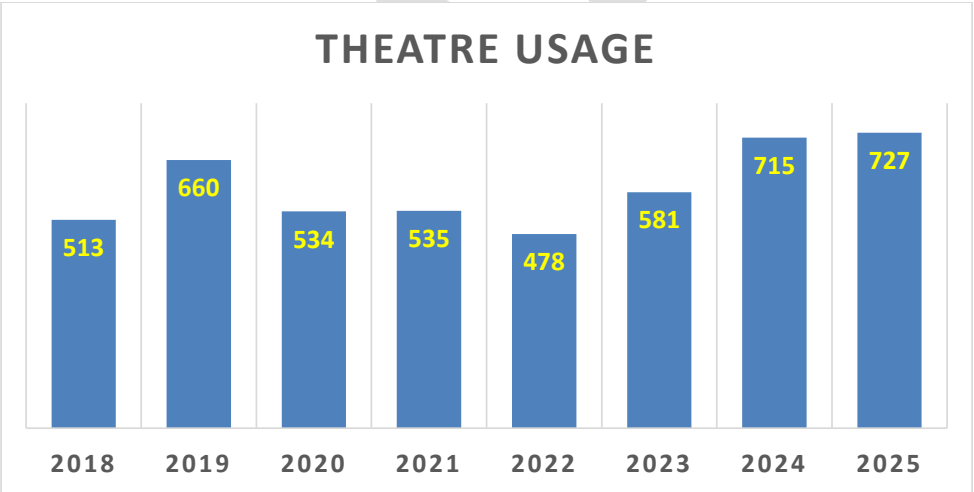


Figure 1

**SHOWCASING OUR COMMUNITY**

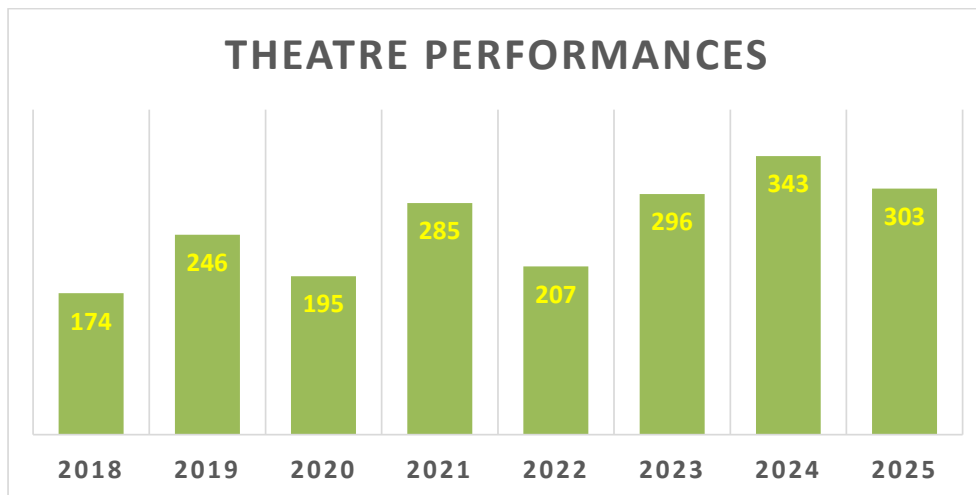


Figure 2

The theatre played host to a wide variety of events. Music, theatre & comedy continued to lead the way performance wise. But we cannot forget the films, conferences/presentations and dance events that also graced our stages. And of course, we have “Other”. Events that don’t have their own place but contribute to an exciting and versatile theatre community. And what is classed as “Other” I hear you ask?

Wrestling, dog scent competitions, storytelling, sound immersion, graduations, birthday parties, emergency first aid competitions, and the Ahuwhenua Awards powhiri.

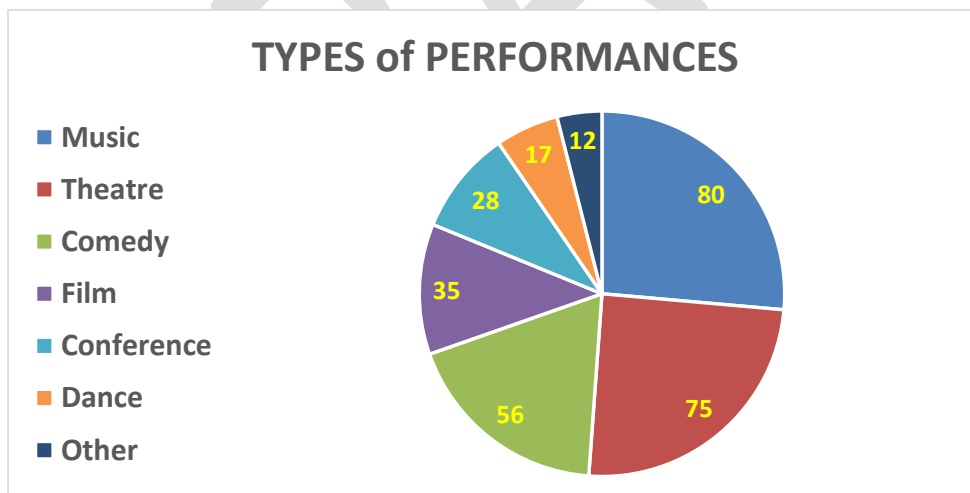


Figure 3

The theatre hosted 64 recognised International & National acts. The manager’s highlights were Irish comedian Ed Bryne, King Kapisi & Che Fu (NZ), Mel Parsons (NZ), Australian comedian Kirsty Webeck, Spankie Jackson (NZ), Irish singer/songwriter Susan O’Neill, Michael Houstoun (NZ), Avalanche City (NZ), Mark Wright & Voices From Gallipoli (NZ), Greg Johnson (NZ), Project Malabaricus from India and US guitarist Carl Verheyen (from

## SHOWCASING OUR COMMUNITY

Supertramp). Theatre manager, Gerry Keating, once again showed his entrepreneurship by contacting Irish singer/songwriter Susan O'Neill when he noticed she was touring Australia and worked with her agent and Turner Centre Kerikeri manager, Gerry Paul, to put together a New Zealand tour for Susan.

The theatre played host to a number of festivals. New Zealand Blues, Roots & Groove Festival, Alliance Francaise New Caledonia Film Festival, Palmy Drag Fest, Alliance Francaise Francophone Film Festival, Palmy Comedy Festival, Burleskiwi Festival (new for 2025) and the Manawatu International Jazz & Blues Festival.

The theatre MOU (Memorandum of Understanding) groups continued to be the backbone of the theatre. There are times when numbers tell a great story and with the theatre MOU groups, the numbers cannot be faulted. Of the 727 theatre usages, 410 (56%) can be attributed to MOU groups. Of the 303 performances, 138 (46%) can be attributed to MOU groups. The theatre works very closely with its MOU groups and wishes to sincerely thank the Manawatu Theatre Society, the Comedy Hub, Six To Sixty, Alliance Francaise de Palmerston North, Manawatu Youth Theatre, Tall Poppies Drama, Ian Harman & the Boom Boom Room Burlesque, the Rose Academy of Dance, Michelle Robinson Dance and the Sunday Matinee Series for the role they play in making the Globe Theatre, a Community Theatre.

We also record the number of Community Groups that use the theatre. During the year, local community groups accounted for 238 (33%) Theatre Usages and 97 (32%) Performances.

The Palmy Companion Card continues to be promoted and facilitated by the theatre. During the year, 21 unique individuals used the card 42 times to attend events. It is worth noting that when theatre management attends conferences, there is a lot of pride when the Companion Card gets discussed. To have a scheme like this operating in our city, shows wonderful foresight from our council and it is a scheme we should all be very proud of.

One of our performance measures is our box office splits. Box office splits are a collaborated approach to venue hire and are offered to groups who feel they need some assistance with their event. The theatre & group, share the risk. Over the years this has proven to be a very popular option especially with performers from outside of the region. However, in 2024-2025, this option was only selected 25 times. This can be attributed to the performers having more confidence in their ability to sell tickets to their shows and while this performance measure was not achieved for the year, it is seen as a positive and not a negative.

Every year, when we create our Statement of Intent, we look at previous years figures and try to predict the future. Our SOL, guides us throughout the year and everything we do and achieve, is underpinned by the theatre striving to contribute to the councils vision for Palmerston North and the Oranga Papaioea City Strategy.

1. Goal 1: An innovative and growing city
2. Goal 2: A creative and exciting city
3. Goal 3: A connected and safe community
4. Goal 4: A sustainable and resilient city

## SHOWCASING OUR COMMUNITY

To gauge how the theatre is operating, we track the following performance measures:

Performance Measure	Target	Result
Number of Usages	592	727
Number of Performances	302	303
Hours of Use by Hires	3,317	3,677
Number of Participants	4,153	3,672
Number of Audience Members	23,700	24,554
Number of International/National Performances	39	64
Number of Collaborated Performances (Box Office Splits)	32	25
% of Total Theatre Usage – MOU Groups	50%	56%
% of Total Theatre Usage – Community Groups	36%	33%



## SHOWCASING OUR COMMUNITY

Over the year we asked our hirers to complete a short survey.

How would you rate your experience of hiring the Globe Theatre? **94% Excellent 6% Good**

How likely would you be to recommend the Globe Theatre as a venue for hire? **97% Very Likely 3% Likely**

Indicate the factors that influenced your assessment

Booking & confirming your hire **94%**

Support to promote your event **94%**

Technical support available to you **88%**

Equipment available to you **82%**

Front of House/Box Office **85%**

Completing your hire/pack out **71%**

Completing the paperwork for your hire **68%**

### What else happened at the Globe Theatre?

In November, Theatre Manager, Gerry Keating, attended the Venue Management Association Venue Management School Year 1. The Venue Management School is the industry's most respected career development experience for aspiring and emerging venue professionals. Delivered as a two-year residential program, VMS combines expert-led workshops, peer learning, and real-world application to strengthen capability across all venue types and career stages.

Also in November, Gerry attended the EVANZ Conference and Awards in Auckland. The Globe Theatre made the Final 3 of the Small Venue of the Year Award. Unfortunately, the award went to the Turner Centre in Kerikeri but we will be try again in 2025.

In June 2025, Gerry attended the Venue Management Association Congress in Sydney and took advantage of in-depth tours of the Sydney Opera House and Theatre Royal as well as networking with fellow VMS Year 1 attendees. Gerry is also taking part in the VMA Mentor Programme and is currently being mentored by Anthony Duffy AVM.

Theatre management and board looked to identify areas of growth within the theatre and identified the possibility to host small to medium sized conferences & workshops. With that in mind, the theatre applied to external funding agencies and was successful in receiving \$5,000 from the Lion Foundation and \$15,000 from Pub Charity. This facilitated the theatre in purchasing conference tables & chairs.

The theatre applied to the Central Energy Trust for funding to continue upgrading the theatre sound & lighting equipment and the installation of CCTV. This application was successful with \$105,665.75 being received.

The theatre continues to work with the Palmerston North City Council, with a view to keeping the building and facilities up to date and fit for purpose. The theatre wishes to thank Bailey Woodman (PNCC) for her input and support throughout the year.

Theatre management engaged with the PNCC Marketing team to create a marketing plan to grow the reach of the theatre in our community. While the theatre has been in existence since 1982, we know from talking to our audience members that many of them were visiting for the first time and didn't realise the theatre was here. We plan to change this perception over the next year.

Theatre management worked with IT firm, Firecrest Systems to create a new theatre website which will be mobile optimised and easier for patrons to use. We hope to have this launched by October 2025.

## SHOWCASING OUR COMMUNITY

Theatre Management held regular meetings with PNCC staff members Gillian Tasker and Sarah Claridge and met quarterly with PNCC Chief Executive, Waid Crockett and Danelle Whakatihi (General Manager – Customer & Community).

In early 2025, council formally agreed to exempt the Globe Theatre from an annual audit till 2028. The cost in both time and money to the theatre was immense considering the size of the theatre and the level of finances involved.

Theatre management also meets Regent Theatre Management on a regular basis and during the year has shared resources with Centrepont Theatre, The Stomach/Creative Sounds and Te Manawa Museum.

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

2025/2026 is shaping up to be a busy year. Theatre bookings are healthy with our MOU and regular groups pencilled in and enquiries coming in on a daily basis from hirers who are local, national and international. It is encouraging to note that the international enquiries are contacting the theatre because they have spoken to other performers who have performed at the theatre and had only good things to say about us.

The theatre is at an advanced stage of its investigation into installing solar panels. With electricity costs continuing to rise, the board see this as a huge benefit to the theatre and hope to be in the position soon to start installation. Thanks, must be given to David Watson (PNCC) for advance and assistance.

Theatre management and staff are currently looking at what upgrades are required for the theatre and once that project is finalised, theatre management will look to external funding agencies.

Our Statement of Intent 2025-2028 was well received by the Palmerston North City Council, and it will soon be time to work on 2026-2029.

Our Assistant manager, Matt Kilsby-Halliday, said farewell at the start of 2025 as he went off to Teacher's College and we welcomed Emilie Smith to the team in late 2024.

### **My Thanks**

It is an honour and a privilege to manage the Globe Theatre. The sense of pride felt in hosting so many events can never be understated. Hirer and audience feedback has been extremely positive and being home to many festivals helps keep the vibe of the theatre electric.

It was once again pleasing to see over \$30,000 received by performance groups from the Creative Communities Scheme for performances/events held at the theatre. These grants are an important component for these groups and having access to a scheme that allows them to apply, is vital for the arts in our city. I would also like to acknowledge the Central Energy Trust who also have an event fund available for local groups. When I attended the recent CET AGM, I made a point of thanking the board for not just their donation to the Globe Theatre but also the small grants they approve for the performing arts community. The difference between an event going ahead or not, is often a small sum of money and having avenues for funding play a huge role.

My thanks to the Palmerston North City Council for having the vision to be a proud supporter of the arts. I have mentioned this many times but there are many theatres in New Zealand who do not have council support.

To the theatre board of trustees, John Adams, Chris Wilson, Ralph Sheppard, Marama Lobb, Russell Harris and Mikel O'Connell, thank you for the support you have given me over the year.

## **SHOWCASING OUR COMMUNITY**

We are a small team at the Globe. Matt Kilsby-Halliday, Emily Lipsys, Brayden Cowie, Emilie Smith and Brooklyn Retter work tirelessly to provide a seamless service to our hirers and patrons and put in huge hours to keep the Globe at the forefront of the arts community in New Zealand. Thank you for your efforts throughout the year.

Gerry Keating, Manager  
August 2025



HOMEWARD MUSIC & RUGGED SHARK TOURING Presents  
**GRAEME JAMES**  
July Fifth 2024 LUMINOUS TIMES TOUR  
TE PAPAIOEA PALMERSTON NORTH **GLOBE THEATRE**

**SOLD OUT!**

FRIDAY  
5th JULY

TICKETS: \$29

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



**DANIEL CHAMPAGNE**

Sat 20 July,  
3pm & 7.30pm

Tickets: \$32

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

**SHOWCASING OUR COMMUNITY**



## PERFORMANCE MEASURES - 12 MONTHS TO 30 JUNE 2025

### DEFINITIONS

#### USER GROUPS

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

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

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

#### USAGE AND PERFORMANCE

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

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

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

#### CATEGORY OF EVENT:

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

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

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

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

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

**Conference** – a presentation, meeting, or workshop, may be public or private, may be ticketed or not

**Other** – a category that does not include any of the above, open to the public, may be ticketed or not

**CPW**  
CAPITAL PRO WRESTLING

**globe**  
theatre

Palmerston North  
27th July

**SAT 27 JULY,  
6:30PM**

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

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

## SHOWCASING OUR COMMUNITY



# Strategic priorities and performance monitoring for 2024/25

STRATEGIC PRIORITY 1: ENSURE THAT THERE ARE MORE, AND MORE VISIBLE, ARTS AND ACTIVITIES AT THE GLOBE THAT CONTRIBUTE TO THE COUNCIL'S ASPIRATIONS FOR PALMERSTON NORTH TO BE A CREATIVE AND EXCITING CITY		
Outcomes	Outputs (KPIs)	
	Target	Result at 30 June 2025
Number of usages	592	Achieved: 727
Number of performances	302	Achieved: 303
Hours of use by hirers	3,317	Achieved: 3,677
Number of Participants	4,153	Not Achieved: 3,672  The theatre has no control over the number of participants involved in productions. It is worth noting only participants are recorded from performances. The theatre also records participants from rehearsals and events that do not have an audience. That figure for the year was 5,863. A true reflection of participants might therefore be 9,535.
Audience	23,700	Achieved: 24,554
Number of National/International Performers	39	Achieved: 64
Number of Collaborated Performances (Box Office Splits)	32	Not Achieved: 25  Performers selecting a theatre hire option rather than a box office split shows confidence in their ability to sell tickets.

## SHOWCASING OUR COMMUNITY

STRATEGIC PRIORITY 2: SUPPORT THE LOCAL PERFORMING ARTS COMMUNITY TO SHOWCASE THEIR DIVERSE TALENTS AT THE GLOBE, AND WORKING TO ENSURE OUR USERS REPRESENT THE DIVERSITY OF THE PALMERSTON NORTH COMMUNITY		
Outcomes	Outputs (KPIs)	
	Target	Result at 30 June 2025
% of total theatre usage attributed to an MOU group	50%	Achieved: 56%
% of total theatre usage attributed to a Community group	36%	Not Achieved: 33%  The high level of MOU theatre usage reduced the availability of the theatre for community use
Support for Rangitānenuiawā, whānau, hapu & iwi to create and deliver arts experiences	Discuss and develop one arts experience with Rangitāne representatives	Achieved:  Hosted Tainapu, a Te Reo comedy show in July 2024 and Ahuwhenua Awards powhiri in June 2025.

STRATEGIC PRIORITY 3: MAINTAIN AND DEVELOP FACILITIES THAT ENABLE OUR COMMUNITIES TO PRODUCE AND ENJOY THE VERY BEST PERFORMING ARTS THAT CAN BE OFFERED, ENSURING THAT THE GLOBE REMAINS A CUTTING EDGE, VISIBLE AND RESILIENT CULTURAL INSTITUTION/FACILITY		
Outcomes	Outputs (KPIs)	
	Target	Result at 30 June 2025
Carry out capital development programme	Upgrade Theatre Foyer	Not Achieved:  Was not successful in applications made to external funding agencies
Contribute to environmental sustainability	Investigate Environmental Sustainability Report	Not Achieved:  Trust board decided that investigating the installation of solar panels (SOI 2025/2026) was a more worthwhile project
Support and encourage Rangitāne to incorporate art at the theatre	Discuss theatre foyer upgrade with Rangitāne and how we can incorporate art in the upgrade	Not Achieved:  With the lack of success in securing external funding for the foyer upgrade, this performance measure was put on hold

## SHOWCASING OUR COMMUNITY

## THE GLOBE THEATRE TRUST FINANCIAL STATEMENTS FOR THE 12 MONTHS ENDED 30 JUNE 2025

### Statement of Responsibility

We are responsible for the preparation of the Globe Theatre Trust's financial statements and statement of performance, and for the judgements made in them. We are responsible for any end-of-year performance information provided by the Globe Theatre Trust under section 19A of the Public Finance Act 1989. We have the responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting. In our opinion, these financial statements and statement of performance fairly reflect the financial position and operations of the Globe Theatre Trust for the 12 months ended 30 June 2025.

Signed on behalf of the Board:

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### Entity Information For 12 Months To 30 June 2025

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

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

#### THE TRUST'S PURPOSE OR MISSION

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

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

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

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

The Trust Board manages the theatre complex as multi-purpose venues for hire. Principally, the venues are for the performing arts with two theatres: one a 206 tiered-seat theatre and one a flat-floor performance space with an option of up to 105 tiered-seat layouts. The Trust Board also hires the foyer/cafe area and rehearsal room separately as required. The Trust Board maintains an asset register of equipment.

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

## SHOWCASING OUR COMMUNITY

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

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



**NEW ZEALAND Blues, Roots & Groove FESTIVAL**

5—8 SEPT


www.NZBluesRootsGroove.nz

AT THE GLOBE THEATRE 06 351 4409

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

globe theatre

Alliance Française Palmerston North Presents:



**New Caledonia Film Festival**

SAT 21 SEPT FROM 7 PM GLOBE THEATRE

Event starts at 7pm, with screening at 8pm  
(movies are in French with English Subtitles)

General Admission \$35  
AF Members \$25

New Caledonian food tasting with complimentary glass of wine included

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

globe theatre

## SHOWCASING OUR COMMUNITY

## Statement Of Financial Performance For 12 Months To 30 June 2025

	Note	Unaudited Actual 2025	SOI Budget 2025	Unaudited Actual 2024
<b>Revenue</b>				
Donations, Fundraising and Other Similar Revenue	2	130,540	100,300	3,699
Council Funding	3	184,781	178,481	174,981
Investment Income		10,410	4,800	11,962
Sales of Goods and Services	4	216,630	253,320	230,212
<b>Total Revenue</b>		<b>542,361</b>	<b>536,901</b>	<b>420,854</b>
<b>Expenditure</b>				
Costs Related to Providing Goods and Services	5	71,478	60,600	71,913
Administration and Overhead Costs	7	54,302	61,200	47,886
Employee, Trustee and Contractor Costs	6	192,113	188,940	180,799
Other Expenses	8	49,206	61,600	37,818
Depreciation		57,187	60,000	67,204
<b>Total Expenditure</b>		<b>424,286</b>	<b>432,340</b>	<b>405,620</b>
<b>Net Surplus/(Deficit)</b>		<b>118,075</b>	<b>104,561</b>	<b>15,234</b>

## Statement Of Financial Position as at 30 June 2025

	Note	Unaudited Actual 2025	SOI Budget 2025	Unaudited Actual 2024
<b>Current Assets</b>				
Cash and Cash Equivalents	9	353,354	328,769	334,807
Debtors and Prepayments	10	1,481	2,500	3,052
Inventory		3,313	3,313	3,313
<b>Total Current Assets</b>		<b>358,149</b>	<b>334,582</b>	<b>341,172</b>
<b>Non Current Assets</b>				
Property, Plant and Equipment	15	344,605	324,580	253,973
<b>Total Non Current Assets</b>		<b>344,605</b>	<b>324,580</b>	<b>253,973</b>
<b>Total Assets</b>		<b>702,754</b>	<b>659,162</b>	<b>595,145</b>

SHOWCASING OUR COMMUNITY

<b>Liabilities</b>				
<b>Current Liabilities</b>				
Creditors and Accrued Expenses	11	77,160	42,860	88,938
Employee Costs Payable	12	21,352	12,218	17,292
Unused Grants and Donations with Conditions	13	342	0	1,539
<b>Total Current Liabilities</b>		<b>98,854</b>	<b>55,078</b>	<b>107,769</b>
<b>Non-Current Liabilities</b>				
Non-Current Liabilities		258	264	1,809
<b>Total Non-Current Liabilities</b>		<b>258</b>	<b>264</b>	<b>1,809</b>
<b>Total Liabilities</b>		<b>99,113</b>	<b>55,342</b>	<b>109,578</b>
<b>Net Assets</b>		<b>603,641</b>	<b>603,820</b>	<b>485,566</b>
<b>Trust Equity</b>				
Contributed Capital		100	100	100
Accumulated Surpluses	14	603,541	603,720	485,466
<b>Total Trust Equity</b>		<b>603,641</b>	<b>603,820</b>	<b>485,566</b>

**PALM DRAG FEST**

**PRESENTS SPANKIE JACKZON**

**'Just The Tip'**

**THURS 3 OCT**

**8PM**

**\$32**

**SOLD OUT**

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

**globe theatre**

**SHOWCASING OUR COMMUNITY**

### Statement Of Changes in Trust Equity for 12 Months To 30 June 2025

	Note	Unaudited Actual 2025	SOI Budget 2025	Unaudited Actual 2024
Opening balance as at 1 July		485,566	499,259	470,332
Current Period Surplus /(Deficit)		118,075	104,561	15,234
<b>Balance at 30 June</b>		<b>603,641</b>	<b>603,820</b>	<b>485,566</b>

### Statement Of Cash Flows For 12 Months To 30 June 2025

	Note	Unaudited Actual 2025	SOI Budget 2025	Unaudited Actual 2024
<b>Cash Flows from Operating Activities</b>				
Donations and Fundraising		128,008	100,300	1,910
Receipts from Council Grants		184,781	178,481	174,981
Receipts from Sale of Goods and Services		209,065	252,970	248,378
Interest Received		10,410	4,800	11,962
Payments to Suppliers & staff		-364,370	-372,220	-336,701
Goods and Services Tax (net)		23	0	-628
<b>Net Cash Flows from Operating Activities</b>		<b>167,917</b>	<b>164,331</b>	<b>99,901</b>
<b>Cash Flows from Investing Activities</b>				
Purchase of Fixed Assets/Renewals		-147,819	-110,000	-6,027
Repayment of Non-Current Liabilities		-1,551	-1,548	-1,551
<b>Net Cash Flow from Investing Activities</b>		<b>-149,370</b>	<b>-111,548</b>	<b>-7,577</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>		<b>18,547</b>	<b>52,783</b>	<b>92,324</b>
Cash and Cash Equivalents at the start of the Year		334,807	275,986	242,483
<b>Cash and Cash Equivalents at the End of the Year</b>		<b>353,354</b>	<b>328,769</b>	<b>334,807</b>

### Notes to the Financial Statements

#### 1 Statement of Accounting Policies

#### REPORTING ENTITY

The financial statements for the Trust are for twelve months ended 30 June 2025 and were approved by the Board of Trustees on 29<sup>th</sup> September 2025

#### BASIS OF PREPARATION

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

## SHOWCASING OUR COMMUNITY

basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### *Statement of compliance*

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

#### *Measurement base*

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

### *SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES*

#### *Changes in Accounting Policies*

There have been no changes to accounting policies this year.

#### *GST*

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

#### *Sale of goods*

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

#### *Sale of services*

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

#### *Theatre Hire*

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

#### *Interest Revenue*

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

#### *Grants*

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

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

#### *Fundraising and Donations*

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

#### *Donated assets revenue*

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

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

These are expensed when the related service has been received.

## **SHOWCASING OUR COMMUNITY**



***Bank Accounts and Cash***

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

***Debtors and other receivables***

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

***Investments***

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

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

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

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

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

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

***Depreciation***

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

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

***Creditors and other payables***

Creditors and accrued expenses are measured at the amount owed.

***Employee and contractor costs***

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

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

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

***Employee Costs Payable***

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

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

## SHOWCASING OUR COMMUNITY

### *Provisions*

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

### *Income Tax*

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

### *Accumulated Funds*

Accumulated Funds are measured through the following components:

- Retained Earnings
- Contributed Capital

### *Budget figures*

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

### *Tier 2 PBE Accounting Standards applied*

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

### *Grant expenditure*

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

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

Wed 12 Feb,  
8pm  
Tickets: \$32

**Susan O'Neill**  
now in a minute tour  
new zealand

"An album of great intimacy"  
- Rolling Stone

"Simply exceptional..."  
★★★★ - The Irish Times

"Seductive, beautifully crafted album"  
★★★★ - The Sunday Times

"Superb" - Clash

"Artist working at the top of her game..."  
- Hot Press

"It's been a long long time since a  
record like this has come around"  
★★★★ - The Independent

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

## SHOWCASING OUR COMMUNITY

## 2 Donations, Fundraising and Other Similar Revenue

	Unaudited Actual 2025	Unaudited Actual 2024
Donations and Fundraising	4,874	3,699
Other	125,666	0
<b>Total Donations, Fundraising and Other Similar Revenue</b>	<b>130,540</b>	<b>3,699</b>

"Other" fundraising comprises:

	Unaudited Actual 2025	Unaudited Actual 2024
Central Energy Trust	105,666	0
Pub Charity Ltd	15,000	0
The Lion Foundation	5,000	0
<b>Total "Other"</b>	<b>125,666</b>	<b>0</b>

## 3 Council Funding

	Unaudited Actual 2025	Unaudited Actual 2024
PNCC Grant	184,781	174,981
<b>Total Council Funding</b>	<b>184,781</b>	<b>174,981</b>

## 4 Sales of Goods and Services

	Unaudited Actual 2025	Unaudited Actual 2024
Cafe Sales	87,522	94,570
Donations for Venue Hire	2,208	2,728
Theatre Hire	93,848	100,032
Recoverable Income	9,366	6,537
Ticket Sales (commission and shows)	23,686	26,345
<b>Total Sales of Goods and Services</b>	<b>216,630</b>	<b>230,212</b>

**SHOWCASING OUR COMMUNITY**

#### 5 Costs relating to Providing Goods and Services

	Unaudited Actual 2025	Unaudited Actual 2024
Café Expenses	44,235	45,440
Recoverable Expenses	8,856	8,340
Show Expenses	18,387	18,133
<b>Total Costs Relating to Providing Goods and Services</b>	<b>71,478</b>	<b>71,913</b>

#### 6 Employee, Trustee and Contractor Related Costs

	Unaudited Actual 2025	Unaudited Actual 2024
Salaries, Wages and Employment Related Costs	179,519	172,248
Contractor Costs	1,115	-439
Trustee Remuneration	6,215	3,995
KiwiSaver Employer Contributions	5,263	4,995
<b>Total Employee, Trustee and Contractor Costs</b>	<b>192,113</b>	<b>180,799</b>

#### 7 Administration and Overheads

	Unaudited Actual 2025	Unaudited Actual 2024
Cleaning	18,226	19,336
Hire of Plant and equipment	916	52
Light, Heating and Power	14,985	15,304
Marketing	9,799	7,842
Office Costs	3,362	2,731
Postage, Printing and Stationery	1,089	1,056
Telephone and Internet	5,924	1,566
<b>Total Administration and Overhead Costs</b>	<b>54,302</b>	<b>47,886</b>

**SHOWCASING OUR COMMUNITY**

## 8 Other Expenses

	Unaudited Actual 2025	Unaudited Actual 2024
Audit Fees	0	182
Bank Charges	946	858
Consulting and Accountancy	6,518	5,495
Functions and Events	0	96
General Expenses	3,031	2,522
Insurance	3,753	3,127
Interest and Penalties	219	91
Professional Development	8,739	2,694
Repairs and Maintenance	11,541	7,084
Security	1,882	1,241
Small Items Purchased Under \$500	5,055	4,752
Subscriptions and Compliance Costs	1,329	2,664
Travel National	4,472	5,330
Waste Disposal	1,722	1,683
<b>Total Other Expenses</b>	<b>49,206</b>	<b>37,818</b>

## 9 Cash and Cash Equivalents

	Unaudited Actual 2025	Unaudited Actual 2024
Cash on Hand	395	395
Non-Profit Current	76,072	93,099
Rapid Save (donations)	278,929	241,313
Credit Card	-2,041	0
<b>Total Cash and Cash Equivalents</b>	<b>353,354</b>	<b>334,807</b>

## 10 Debtors and Prepayments

	Unaudited Actual 2025	Unaudited Actual 2024
Accounts receivable	1,481	3,052
Prepayments	0	0
<b>Total Debtors and Prepayments</b>	<b>1,481</b>	<b>3,052</b>

**SHOWCASING OUR COMMUNITY**

## 11 Creditors and Accrued Expenses

	Unaudited Actual 2025	Unaudited Actual 2024
Accrued Expenses	9,110	14,050
PAYE Payable	7,174	3,555
Creditors	10,251	11,049
GST Payable	-952	-842
Income in Advance	51,577	61,126
<b>Total Creditors and Accrued Expenses</b>	<b>77,160</b>	<b>88,938</b>

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

## 12 Employee Costs Payable

	Unaudited Actual 2025	Unaudited Actual 2024
Holiday Pay Liability	16,621	14,201
Wages Accrual	4,731	3,091
<b>Total Employee Costs Payable</b>	<b>21,352</b>	<b>17,292</b>

## 13 Unused Donations and Grants with Conditions

	Unaudited Actual 2025	Unaudited Actual 2024
PNCC - Companion Card Funding	342	1,539
<b>Total Unused Grants and Grants with Conditions</b>	<b>342</b>	<b>1,539</b>

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

## 14 Accumulated Surpluses

	Unaudited Actual 2025	Unaudited Actual 2024
Balance as at 1 July	485,466	470,232
Current Period Surplus/(Deficit)	118,075	15,234
<b>Balance as at 30 June</b>	<b>603,541</b>	<b>485,466</b>

**SHOWCASING OUR COMMUNITY**

## 15 Property, Plant &amp; Equipment

	Furniture and fittings	Theatre Equipment	Computer Equipment	Total
<b>Cost</b>				
Cost as at 1 July 2023	57,600	770,898	8,186	836,684
Additions	0	6,027	0	6,027
Disposals	0	0	0	0
<b>Cost as at 30 June 2024</b>	<b>57,600</b>	<b>776,925</b>	<b>8,186</b>	<b>842,711</b>
<b>Accumulated depreciation and Impairment Losses</b>				
Balance as at 1 July 2023	40,893	476,292	4,349	521,534
Depreciation Expenses	6,144	59,322	1,738	67,204
Disposals	0	0	0	0
<b>Balance as at 30 June 2024</b>	<b>47,037</b>	<b>535,614</b>	<b>6,087</b>	<b>588,738</b>
<b>Carrying Amount at 30 June 2024</b>	<b>10,563</b>	<b>241,311</b>	<b>2,099</b>	<b>253,973</b>
<b>Cost</b>				
Cost as at 1 July 2024	57,600	776,925	8,186	842,711
Additions	17,577	127,474	2,768	147,819
Disposals	0	0	0	0
<b>Cost as at 30 June 2025</b>	<b>75,177</b>	<b>904,399</b>	<b>10,954</b>	<b>990,530</b>
<b>Accumulated depreciation and Impairment Losses</b>				
Balance as at 1 July 2024	47,037	535,614	6,087	588,738
Depreciation Expenses	3,970	51,958	1,259	57,187
Disposals	0	0	0	0
<b>Balance as at 30 June 2025</b>	<b>51,007</b>	<b>587,572</b>	<b>7,346</b>	<b>645,925</b>
<b>Carrying Amount at 30 June 2025</b>	<b>24,170</b>	<b>316,827</b>	<b>3,608</b>	<b>344,605</b>

## 16 Capital Commitments and Operating Leases

The Trust has no capital commitments and no operating lease as at balance date (2023 \$nil).

**SHOWCASING OUR COMMUNITY**

## 17 Contingencies

### CONTINGENT LIABILITY

The Trust has no known contingent liabilities as at balance date (2024 \$nil).

### CONTINGENT ASSETS

The Trust has no known contingent assets as at balance date (2024 \$nil).

## 18 Related Party Transactions

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

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

### PALMERSTON NORTH CITY COUNCIL

The total amount of operating grants received from the Council is disclosed in the statement of financial comprehensive income, being \$184,781 (2024 \$174,981). No other grant funding was received from Council in 2025 (2024 \$nil). There is no outstanding balance at balance date (2024 \$nil).

No capital contributions were received from Council (2023 \$nil).

Good and services of \$2,039.20 (excl GST) (2024 \$780.45) were purchased from the Council relating to insurance, rates, food registration, parking and manager's licence renewal. There is no outstanding balance at balance date (2024 \$nil).

Goods and services of \$119.14 (excl GST) (2024 \$431.30) were supplied to the Council on normal commercial terms. There is no outstanding balance at balance date (2024 \$nil).

The Trust did not provide any free venue to PNCC during the year (2024 \$nil).

### KEY MANAGEMENT PERSONNEL

Goods and services (Ticket Sales) of \$2,686.52 (excl GST) (2024 \$7,970.91) were purchased from The Comedy Hub, a society of which Trustee N. Cross is a member, on normal commercial terms. N. Cross resigned from the Trust Board on September 30<sup>th</sup>, 2024. At balance date there was nil owing (2024 \$nil).

No provision has been required, nor any expense recognised, for impairment of receivables from related parties (2024 \$nil).

During 2024/2025, the following remuneration was paid to the Trustees:

- Chairperson \$1,200
- Board Member \$1,020

All remuneration paid to the staff is disclosed in Note 6. No other benefits were provided.

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

## SHOWCASING OUR COMMUNITY



## 19 Capital Management

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

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

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

## 20 Explanation of major variances against budget

### REVENUE

The Trust has recorded a total revenue for the financial year of \$542,361, compared to a Statement of Intent budget of \$536,901.

### EXPENDITURE

Overall expenditure for the year has ended up \$8,054 below the Statement of Intent budget.

### OVERALL FINANCIAL PERFORMANCE

The Trust recorded a net surplus of \$118,075.

Creditors and accrued expenses include ticketing money held on behalf of hirers for shows that take place in the following year but have tickets on sale in the current year. The amount is unknown at year end so cannot be confidently predicted in the budget.

## 21 Events after Balance Date

There were no events after balance date that require disclosure.

## 22 Ability to continue operating

The Trust intends to continue operating in future periods.

**SHOWCASING OUR COMMUNITY**



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Palmerston North Public Sculpture Trust Annual Report 2024-2025

**PRESENTED BY:** Gillian Tasker, Community Development Advisor

**APPROVED BY:** Danelle Whakatihi, General Manager Customer & Community

### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Palmerston North Public Sculpture Trust Annual Report 2024-2025' presented to the Culture & Sport Committee on 10 September 2025.

#### 1. ISSUE

- 1.1 The purpose of this memorandum is to present the annual report to Council from the Palmerston North Public Sculpture Trust for the 2024-2025 period.

#### 2. BACKGROUND

- 2.1 The Palmerston North Public Sculpture Trust received a grant from Council of \$52,500 for the 2024-2025 financial year. A requirement of the funding received by the Trust is to provide an annual report to Council outlining their activities from the year prior.
- 2.2 The report from the Trust is appended to this report as Attachment 1.

#### 3. NEXT STEPS

- 3.1 Staff will continue to work with the Sculpture Trust to support the installation of the planned sculpture.

#### 4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>

Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
<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 hapori tūhonohono, he hapori haumarū Goal 3: A connected and safe community</p>	
<p>The recommendations contribute to this plan:</p> <p>5. Mahere toi</p> <p>5. Arts Plan</p> <p>The objective is: Support community arts initiatives and organisations - Purchase and install new public art.</p>	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	Funding of public sculptures contributes to a creative city that celebrates the arts and fosters cultural expression, and enhances community connectedness and civic pride. It supports the cultural, social, and economic aspirations of people and communities.

## ATTACHMENTS

1. Palmerston North Public Sculpture Trust report 2024-2025 [↓](#) 

1 September 2025

Report To Culture & Sport Committee

Kia ora valued partners.

It has been 19 years since a partnership between a passionate group of Palmerstonians and the Palmerston North City Council (PNCC) was initiated. During this time the Palmerston North Public Sculpture Trust has commissioned, installed and passed ownership to the PNCC a significant number of sculptures that have contributed meaningfully to the vitality, and beauty of the city, as well as lifting the profile of the arts. Our funding is based on a council grant, and significant contributions from engaged and generous individuals and families. All council funding has been applied to the purchase of sculptures. We are very appreciative of the Council grant as without this we would not be able to afford sculptures of quality and significance especially in light of continuing increases in the cost of public sculptures.

The last 12 months have proved challenging on several fronts. One sculpture was damaged by a speeding car and another stolen. While both these were covered by insurance and have now been rebuilt and recently reinstalled, this has been a distraction.

Our existing Memorandum of Understanding with the PNCC was extended while a revised MOU was developed that reflected the realities of the role and activities of the Trust, the needs of the PNCC and its partnership with Rangitāne. This process has been drawn out, not from a lack of willingness on anyone's part, but the complexity of meeting the needs of all three parties and the pressure of work and associated priorities.

For our next sculpture, our advisory panel of experts selected a significant work by Palmerston North raised and educated artist Andrew Drummond for a site on the corner of Te Marae o Hine and Church Street, opposite the entry to the Plaza. It transpired that the required foundations were not viable given the underground services. Significant delays were experienced culminating in a slight change in the site, a foundation redesign and consultation with representatives from Rangitāne. All these issues have now been resolved, a contract established with Andrew and work begun on the sculpture.

At all points, the Trust's interactions with officers of the PNCC have been very timely and positive. We are very appreciative of their help and professionalism.

There is just one concern we would like to bring to your attention. Lighting is an important aspect of a sculpture's night time impact. Careful consideration and expenditure has been invested in the lighting of many of the works. While we understand there are many priorities, on various occasions we have reported to council officers that the lighting of a reasonably high number of the sculptures need maintenance. It is proving to be an ongoing challenge to get these lights fixed.

Yours sincerely, and on behalf of the Trustees of the Palmerston North Public Sculpture Trust. Sue Mordant, Peter Shelton, Susanna Shadbolt, Tim Mordant

Simon Barnett  
Chair

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Annual Progress Report on Heritage Themes in Council Programmes 2024/25

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

**APPROVED BY:** David Murphy, General Manager Strategic Planning  
Danelle Whakatihi, General Manager Customer & Community

### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Annual Progress Report on Heritage Themes in Council Programmes 2024/25', presented to the Culture & Sport Committee on 10 September 2025.

### 1. PURPOSE

- 1.1 The purpose of this memorandum is to update the Culture & Sport Committee on the heritage-themed activities that have been completed in the 2024/25 period across Council programmes.

### 2. CURRENT DIRECTION

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

Resolution	Date/Meeting of recommendation
<i>That the future focus of the Military Heritage Update report includes opportunities for development of the military heritage theme in the built environment.</i>	Arts, Culture & Heritage Committee 29 September 2021
<i>That the Chief Executive provide an annual progress report on the development of heritage themes, including military heritage, across Council programmes.  Officers have assumed that the expanded scope of this report applies to the opportunities for development of heritage themes in the built environment.</i>	Arts, Culture & Heritage Committee 10 August 2022

### 3. CURRENT COUNCIL PROGRAMMES & PLAN ACTIONS

3.1 Ongoing Council actions relating to heritage can be found in the following plans:

- [Biodiversity and the Manawatū River plan](#)
- [City Library plan](#)
- [Heritage plan](#)
- [Arts plan](#)

3.2 The following new or one-off actions are specific to heritage:

Plan Action/Programme	Year	Update
<i>Biodiversity and the Manawatū River plan</i>		
Develop Te Motu o Poutoa	-	The latest progress report was presented to the Rangitāne o Manawatū Committee on 6 August 2025. <sup>4</sup>
<i>City Library plan</i>		
Earthquake strengthen and upgrade the Central Library	Years 6-7	Review of the last seismic assessment is underway to inform a proposed remediation plan. Civic and Cultural Precinct work recommenced.
<i>Heritage plan</i>		
Establish a volunteer city heritage advisory or reference group to contribute to heritage planning	Year 1	The Heritage Reference Group has been established in March 2025. Advice had been sought on two projects, being the Municipal Opera House foundation stone and Bunnythorpe Community Plan.

4

[https://palmerstonnorth.infocouncil.biz//Open/2025/08/RC\\_20250806\\_AGN\\_11255\\_AT\\_WEB.htm](https://palmerstonnorth.infocouncil.biz//Open/2025/08/RC_20250806_AGN_11255_AT_WEB.htm)



Design and install heritage markers for Cuba Street	Years 1-2	Programme 2501 in the Annual Budget was carried forward to 2025/26.
Support Heritage Month	-	Local History Week and Heritage Month was family-friendly, with many activities scheduled on weekends and outside of classroom hours. The diverse programme, delivered alongside Rangitāne o Manawatū and heritage sector partners across the city was both well attended and well received by the community, with 94 activities, 3,026 attendees, and 7 displays across 17 partner groups and organisations. <sup>5</sup>
Include heritage storytelling in major Council services, projects and activities	-	See pages 59-69 of the City Library Annual Report 2024-25. <sup>6</sup>  The Palmerston North Airport Limited has co-designed the terminal redevelopment with Rangitāne o Manawatū. <sup>7</sup>
Support schools to deliver the history curriculum	-	See page 68 of the City Library Annual Report 2024-25. <sup>3</sup>
Investigate and trial innovative ways of showcasing our city heritage	-	See pages 63-64 of the City Library Annual Report 2024-25. <sup>3</sup>
<i>Arts plan</i>		
Finalise a Civic and Cultural Masterplan with cultural facilities and communities, and investigate co-	Years 1-3	Consultants have been appointed to undertake this work, with an initial focus on

<sup>5</sup> The full programme can be found at [https://citylibrary.pncc.govt.nz/assets/Heritage/HM\\_LHWBookletDigital.pdf](https://citylibrary.pncc.govt.nz/assets/Heritage/HM_LHWBookletDigital.pdf)

<sup>6</sup>

[https://palmerstonnorth.infocouncil.biz//Open/2025/08/CCCCC\\_20250813\\_AGN\\_11285\\_AT.htm#PDF3\\_Attachment\\_32221\\_1](https://palmerstonnorth.infocouncil.biz//Open/2025/08/CCCCC_20250813_AGN_11285_AT.htm#PDF3_Attachment_32221_1)

<sup>7</sup> [https://youtu.be/GW\\_9VwpzvU](https://youtu.be/GW_9VwpzvU)

funding and partnership models		feasible funding models first.
Undertake seismic strengthening of the Council-owned arts and cultural facilities	From Year 1	Programme 902 in the Annual Budget was deferred to 2026/27.

#### 4. HERITAGE THEMED ACTIVITIES 2024-2025

Heritage-themed activities that do not relate to specific programmes above include the following for the 2024-25 financial year:

Council Function	Programmes/Activities
Events	<p>11<sup>th</sup> Nov 2024 - Remembrance Day service, Te Marae o Hine and Conference &amp; Function Centre.</p> <p>25<sup>th</sup> Apr 2025 - Anzac Day services, Te Marae o Hine.</p> <p>PN City Council also supports Ashhurst and Bunnythorpe Anzac services.</p> <p>Battle of The Bridges has failed to receive in-kind operational support from Linton Army Base. The event has been discontinued, as this partnership is vital to ensure successful delivery.</p>
Programmes	<p>See pages 65-69 of the City Library Annual Report 2024-25.<sup>3</sup></p> <p>To support Local History Week and Heritage Month, a range of heritage-themed items, such as magnets, bookmarks, and posters, were also produced. A promotional campaign for Local History Week and Heritage Month helped raise awareness, boost participation, and deepen understanding of our people and place.</p>
Community Support	<p>Support for the Palmerston North Returned Services Association initiative to restore service graves at Kelvin Grove and Terrace End cemeteries has been completed. Research work to identify over 70 unmarked service graves is ongoing.</p> <p>We supported the Rangitāne o Manawatū Settlement Trust at the 'Hui-a-lwi Rangitāne Expo' (13 April), by providing maps that were then used to communicate key iwi sites in the city to Rangitāne whānau.</p> <p>Heritage funding allocated for:</p> <p>Weather proofing for two listed heritage homes.</p>

	<p>Digitising community archives held by Musica Viva Manawatū.</p> <p>Drone washing and mould treatment of the former T&amp;G Building.</p> <p>Seismic assessment and structural design for the former Post Office Building.</p> <p>Maintenance work on seven notable trees.</p>
Policy & Regulatory	<p>The Dangerous, Affected and Insanitary Buildings Policy was adopted in December 2024.</p> <p>Four of the city's initiatives have been included as case studies in the <a href="#">Policy for the Public Good: A Local Government Resource Guide</a>, published by <a href="#">Wellbeing Economy Alliance Aotearoa</a>. Two of these case studies relate to heritage outcomes: The Green Corridors Programme and He Ara Kotahi.</p> <p>We have recently engaged on the Bunnythorpe Community Plan. Feedback revealed support for heritage storytelling in the village and a recognition of the role of the historic bridges into the village as gateways.</p> <p>The Kahuterawa Outdoor Recreation Plan<sup>8</sup> and Otangaki-Ashhurst Domain Reserve Management Plan<sup>9</sup> have been reviewed and consulted on. A new General Reserve Management Policy<sup>10</sup> was approved for consultation. These three reserves plans/policies have a relationship with the Heritage Plan, particularly with the relationship that Rangitāne o Manawatū has with reserves across the city.</p>
Storytelling	<p>See pages 63-64 of the City Library Annual Report 2024-25.<sup>3</sup></p> <p>We developed promotional material to support key events, including collateral and advertising for the Heritage Games and <a href="#">Ngā Taonga Tākaro</a>, which took place in Te Marae o Hine – The Square on 22 March and</p>

<sup>8</sup> <https://www.pncc.govt.nz/files/assets/public/v/2/documents/have-your-say/draft-kahuterawa-outdoor-recreation-plan.pdf>

<sup>9</sup> <https://www.pncc.govt.nz/files/assets/public/v/3/documents/have-your-say/draft-otangaki-ashhurst-reserve-management-plan-2024.pdf>

<sup>10</sup> <https://www.pncc.govt.nz/files/assets/public/v/2/documents/have-your-say/draft-general-policy-reserve-management-plan.pdf>

	<p>were later displayed at Te Manawa.</p> <p>Palmy Proud has featured articles highlighting military heritage and Caccia Birch House.<sup>11</sup></p>
Archives & Collections	<p>The City Archivist role was filled in October 2024.</p> <p>See pages 59-62 of the City Library Annual Report 2024-25<sup>3</sup> for a summary of additions to the Ian Matheson City Archives and Manawatū Heritage.</p>
Capital Programmes	<p>Te Pa Tuna sculpture<sup>12</sup> has been recently installed in Hokowhitu Lagoon connection to the Manawatū River. This sculpture was produced by Ephraim Russell, in partnership between Rangitāne o Manawatū, Wallace Development, and Council. It recognises the history of tuna (eel) harvesting in the area.</p>  <p>Te Apiti Masterplan implementation was reported in April 2025.<sup>13</sup> A number of these outcomes (including heritage) have been progressed through the Te Ahu a Turanga Manawatū-Tararua Highway opening.</p> <p>The Asset Management Plan for Public Art and Heritage Objects<sup>14</sup> was adopted in 2024. This is the first asset management plan of its kind in Aotearoa.</p>

<sup>11</sup> <https://www.pncc.govt.nz/files/assets/public/v/14/documents/news-amp-events/palmyproud-magazine-issue-21-web.pdf>

<sup>12</sup> <https://coastalartstrail.nz/gallery/te-pa-tuna-o-ruahine-by-ephraim-russell-2025/>

<sup>13</sup>

[https://palmerstonnorth.infocouncil.biz/Open/2025/04/RC\\_20250402\\_AGN\\_11254\\_AT\\_WEB.htm](https://palmerstonnorth.infocouncil.biz/Open/2025/04/RC_20250402_AGN_11254_AT_WEB.htm)

<sup>14</sup> <https://www.pncc.govt.nz/files/assets/public/v/1/documents/council/asset-management-plans/public-art-and-heritage-objects-asset-management-plan-2024.pdf>

## **5. BARRIERS AND RISKS TO ADVANCING HERITAGE GOALS**

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

- a. Programme budgets for transport renewals or upgrades have not historically allocated funding towards delivering heritage outcomes. We anticipate this to improve with the establishment of the Heritage Reference Group.
- b. Increased demand for local history resources, advice and support for the Aotearoa NZ History curriculum.
- c. The physical facility (space, conditions, chiller) for the city's archival collections in the Central Library is under pressure.
- d. Inflation in the arboricultural sector has led to the funding thresholds for notable tree maintenance being disproportionate with the costs of maintenance.
- e. Heritage month is currently delivered through existing operational budgets, as opposed to dedicated funding within the Long-Term Plan.
- f. Some members of the Heritage Reference Group have raised an issue with not receiving financial contribution for their time and expertise relative to other reference groups.

5.2 The Ministry of Business, Innovation, and Employment has adopted four year extensions for earthquake prone building remediation, with an optional two year extension. This extended timeframe does not appear to have impacted the anticipated demand for the Earthquake-prone Heritage Buildings Fund.

## **6. UPCOMING HERITAGE THEMED ACTIVITIES**

- 6.1 The reinstallation of the former Municipal Opera House foundation stone outside Farmers Department Store is being commissioned this financial year.
- 6.2 Interpretive signage is currently being commissioned for Edwards Pit Park to highlight the geological history of Te Apiti and surrounds. This is a project as part of establishing Te Apiti as a [UNESCO Geopark](#)<sup>15</sup>.
- 6.3 Advice and support has been provided to owners of The Batchelor Centre (Tennant Drive) who wish to include public interpretive signage to recognise the history of the site and connection to Rangitāne o Manawātū.

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<sup>15</sup> Project 4 of Te Apiti Masterplan - <https://www.teapiti.co.nz/wp-content/uploads/2022/06/Te-Apiti-Manawatu-Gorge-Masterplan-WEB.pdf>

## 7. NEXT STEPS

7.1 An annual report will be presented to the committee in 2026.

## 8. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
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 and Goal 2: A creative and exciting city	
The recommendations contribute to this plan:	
4. Mahere taonga tuku iho	
4. Heritage Plan	
The objective is: Promote, protect, celebrate, and share knowledge of local history.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	This annual progress support summarises the degree to which social and cultural wellbeing is being developed through Council's heritage efforts.

## ATTACHMENTS

Nil

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** 2025/26 Maintenance and Renewal Plans and Budgets for Cultural Facilities

**PRESENTED BY:** Glenn Bunny, Manager Property

**APPROVED BY:** Glen O'Connor, Acting General Manager Infrastructure

### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled '2025/26 Maintenance and Renewal Plans and Budgets for Cultural Facilities', presented to the Culture & Sport Committee on 10 September 2025.

#### 1. ISSUE

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

*'That the Chief Executive be instructed to present annual maintenance and renewal plans and budgets for the cultural facilities to the Arts, Culture & Heritage Committee, excluding the Central Library.'*

- 1.2 This memorandum addresses this resolution.

#### 2. BACKGROUND

- 2.1 The buildings that sit in the Cultural Facilities portfolio include:

- The Globe Theatre
- The Regent Theatre
- Square Edge building
- Te Manawa and the Art Gallery
- Creative Sounds
- Caccia Birch

- 2.2 There is a clear and consistent demarcation for who is financially responsible for outgoings across the cultural facilities portfolio; Council or the Tenant/ Council Controlled Organisation (CCO). This allows for both parties to plan and budget for the outgoings which are their responsibility.

- 2.3 Most of the building maintenance and renewals are the responsibility of Council as the Landlord and are undertaken by the Council's Property Division.
- 2.4 The Property Division works with the various Tenants/CCO's to plan and prioritise Council's capital renewal works and planned preventative maintenance each year. The planning and prioritisation of works are undertaken at both a facility-by-facility level and at a portfolio level to ensure the best use of available funds.
- 2.5 Capital renewal works are delivered within the cultural facilities portfolio via Programme 213 (Cultural Facilities – Renewals), whereas the maintenance is undertaken through Council's operational maintenance budgets.

### 3. CAPITAL RENEWAL AND MAINTENANCE WORKS PLANNED FOR 2025/26

- 3.1 Below is an overview of the capital renewal works planned for 2025/26.

Facility	Planned Renewal Projects
The Globe Theatre	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
The Regent Theatre	<ul style="list-style-type: none"> <li>• Seismic design</li> <li>• Additional customer area – subject to seismic design requirements</li> </ul>
Square Edge building	<ul style="list-style-type: none"> <li>• Replacement of emergency exit skylights</li> </ul>
Caccia Birch House	<ul style="list-style-type: none"> <li>• Investigation into replacement heating system</li> </ul>
Te Manawa/Art Gallery	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

- 3.2 Please note there were no-carry-forwards in this programme from 2024/25 into 2025/26.
- 3.3 Below is an overview of the repairs and maintenance works planned for 2025/26:



Facility	Planned Maintenance Projects
The Globe Theatre	<ul style="list-style-type: none"> <li>Roof maintenance and water-tightness, including re-paint</li> </ul>
The Regent Theatre	<ul style="list-style-type: none"> <li>Gutter maintenance</li> <li>Interior painting of the atrium</li> </ul>
Square Edge building	
Te Manawa and the Art Gallery	<ul style="list-style-type: none"> <li>Decommissioning and removal of gas appliances</li> <li>Gutter maintenance</li> <li>Roof maintenance and water-tightness</li> </ul>
Creative Sounds	
Caccia Birch	<ul style="list-style-type: none"> <li>Roof re-paint</li> <li>Repairs and maintenance of front entry steps</li> </ul>

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

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

Officers are continuing to refine scope and the associated costs of the identified projects to ensure improvements are optimised but ensuring total costs will remain within the allocated budgets respectively.

#### 4. NEXT STEPS

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

#### 5. COMPLIANCE AND ADMINISTRATION

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

procedure?		
Is there funding in the current Annual Plan for these objectives?		<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?		<b>No</b>
The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city		
The recommendations contribute to this plan: 5. Mahere toi 5. Arts Plan The objective is: Develop and maintain Council-owned cultural facilities (Te Manawa, Regent on Broadway, and Globe Theatre.		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	A robust renewals programme and facilities management model will help ensure the city's existing arts and culture buildings are achieving the Council's aspirations and meet the community's needs.	

## ATTACHMENTS

Nil

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Sport Manawatū Annual Report to Palmerston North City Council for 2024-25

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

**APPROVED BY:** David Murphy, General Manager Strategic Planning

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### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the Sport Manawatū Charitable Trust – Annual Report to Palmerston North City Council for 1 July 2024 to 30 June 2025 (Attachment 1), presented to the Culture & Sport Committee on 10 September 2025.
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#### 1. ISSUE

- 1.1 Attachment 1 is Sport Manawatū's Annual Report to Council for the period 1 July 2024 to 30 June 2025 (representing the final year of a three-year agreement). Representatives of Sport Manawatū will be in attendance to present the report.
- 1.2 As part of the 2022-25 agreement, there is a requirement to submit an Annual Report. The [six-month progress update](#) was presented to the Culture & Sport Committee on 26 March 2025.
- 1.3 Staff have evaluated Sport Manawatū's performance based on the accountability requirements and performance measures outlined in the agreement. The evaluation assesses progress towards three outcome areas. The Year 3 assessment of Sport Manawatū's Annual Report by Officers is included as Attachment 2.

#### 2. BACKGROUND

- 2.1 Sport Manawatū is an independent charitable trust that has various funding sources, including Ihi Aotearoa - Sport New Zealand, Palmerston North City Council, other local authorities, Te Whatu Ora Health NZ – MidCentral, and community trusts.
- 2.2 Sport Manawatū were acknowledged as a strategic partner of Council in the previous report in November 2024 ([Annual Report for 2023-24](#)). Council has a long-standing and successful relationship with Sport Manawatū. It plays a key

leadership role in the sport and recreation sector and contributes significantly to Council's strategic direction, supporting health and well-being benefits for the community.

- 2.3 Council has provided funding support to Sport Manawātū since 1996. Over time, the grant amount has varied due to changing organisational priorities, such as fluctuations between in-house and outsourced delivery models, and policy.
- 2.4 The value of the base funding in the agreement for the 2024-25 financial year was \$673,565.00 (excluding GST). This was made up of:
  - Operational grant - \$337,667
  - Sports Event Partnership Fund (SEPF) (for distribution) - \$294,741
  - Community Sport and Recreation Fund (for distribution) - \$29,415
  - Active Communities Fund (for distribution) - \$11,742
- 2.5 An additional operational grant of \$80,000 per annum for the Bike Ready programme (cycle skills delivery) investment was continued for this reporting period.
- 2.6 The 2022-25 funding agreement outcomes, based on Council's 2021 strategic direction, were:
  - Outcome 1: Palmerston North is one of the most active communities in New Zealand.
  - Outcome 2: Sports events create both social opportunities and economic benefits.
  - Outcome 3: People have the skills to safely and confidently cycle and walk on our transport network.
- 2.7 To help deliver these outcomes, Sport Manawātū manages the Active Communities Fund (Outcome 1), along with the Sports Event Partnership Fund and the Community Sport and Recreation Fund (Outcome 2), on Council's behalf. The management of these funds falls under the Support and Funding Policy.
- 2.7 The Trust's financial statements are available on the [Charities Services](#) website. Annual returns are due to Charities Services within six months of a charity's balance date (at financial year end).

### 3. ANNUAL REPORT ANALYSIS

- 3.1 An evaluation of Sport Manawātū's accountability reporting requirements and performance measures in the Funding Agreement is included as

Attachment 2. This assessment reflects ongoing discussions with the team at Sport Manawātū.

- 3.2 The overall conclusions from the assessment of both the accountability reporting requirements and performance measures in the Agreement, are summarised as follows.

	Outcomes	Conclusion of accountability reporting assessment	Traffic light assessment of performance measures in the agreement
	<b>Outcome 1: Palmerston North is one of the most active communities in NZ</b>		
Sub-outcomes	Insights inform SM's response to the community	Met	<i>The physical activity level measure was not able to be assessed due to data unavailability<sup>16</sup></i>  Three measures on responsiveness, compliance and implementation of agreed policy actions are 'on track'
	Support and funding enable people to be active	Met	
	Demonstration of regional leadership for the sector	Met	
	The community understands the value and benefits of play	Met	
	<b>Outcome 2: Sports events create both social opportunities and economic benefits</b>		
Sub-outcome	Collaborative partnership and economic benefits from events	Met	The measure of increased economic benefit from the SEPF is 'partly on track' <sup>17</sup>  The measure for collaborative working is 'on track'

<sup>16</sup> It is noted that there have been no updated physical activity statistics available at the City level from the national Active NZ survey; physical activity levels cannot be directly attributed to Sport Manawātū's activities, although they have a clear role in improving physical activity levels.

<sup>17</sup> It is noted that the estimated economic benefit from SEPF-funded events cannot be directly attributed to Sport Manawātū's role as funding manager.

	Outcomes	Conclusion of accountability reporting assessment	Traffic light assessment of performance measures in the agreement
	<b>Outcome 3: People have the skills to safely and confidently cycle, and walk, on our transport network</b>		
Sub-outcome	Bike Ready delivery and promotion of active modes	Met	<p>The measure for increased walking and cycling participation was not able to be assessed due to data unavailability<sup>18</sup></p> <p>The measure on Bike Ready (cycle skills) delivery is 'on track'</p>

*Table 1: Overall assessment of Sport Manawatū meeting accountability reporting requirements and performance measures based on Sport Manawatū's Annual Report for 2024-25*

A year-to-year comparison, with year 3 highlighted, of the accountability reporting assessment is included within Attachment 2.

- 3.3 Three of the performance measures are difficult to directly attribute to Sport Manawatū's activities; notes regarding these measures can be found in Table 1. Due to the lack of direct attribution to Sport Manawatū's activities, these performance measures have therefore not been carried through to the new agreement (see section 4.3, which notes a change to the performance measurement approach in the new agreement).
- 3.4 As an overall summary, in 2024-25 Sport Manawatū has demonstrated good progress in fulfilling the accountability requirements and was 'partly on track' or 'on track' for achieving the performance measures during this period. The Annual Report includes valuable narrative statements alongside quantitative data, which helps in assessing the progress on the agreed outcomes.

#### 4. NEW FUNDING AGREEMENT AND STRATEGIC PARTNERSHIP PLAN FOR 2025-2028

- 4.1 A new three-year funding agreement and strategic partnership plan was signed by the Chief Executives of Sport Manawatū and Council in July 2025.

<sup>18</sup> There is no current data available to enable comparison with the previous year; note that participation in active transport modes cannot be directly attributed to the activities delivered by Sport Manawatū.

- 4.2 To shape the new agreement, Elected Members participated in and shared valuable feedback on a workshop on 26 March 2025 that staff integrated into the negotiation process for the new agreement (see: [Workshop presentation](#)).
- 4.3 While similar to the previous 2025-28 agreement, the new agreement:
- Aligns with Council's 2024-34 strategic direction.
  - Includes the following refreshed outcomes:
    1. *Palmerston North is recognised as one of the most active and healthiest communities in New Zealand.*
    2. *Sports events provide great experiences and significant economic benefits to our city, creating vibrancy and widespread social benefits.*
    3. *Palmerston North residents embrace active transport as part of their daily lives, to enhance their health and well-being while contributing to a more sustainable future.*
  - Includes some new activities, including:
    - Outcome 1:**
      - Conduct regular 'health checks' with Regional Sports Organisations (RSOs) and provide support to them to ensure a sustainable level of service and assistance to the sector.
      - Collaborate with Council staff to activate the Council's spaces and places, such as mobile gym demonstrations and pop-up events.
    - Outcome 2:**
      - Refresh the Sport Event Attraction & Retention Plan during Year 1, as included in the 'Sports Event Partnership Fund Review' report (prepared by Third Bearing for Sport Manawātū in June 2021).
    - Outcome 3:**
      - Pilot an iMove Initiative: this initiative aims to encourage more people, especially primary school children, to actively transport themselves to school by walking, cycling, or scootering.
      - As part of the 'Let's Get Moving' initiative, which is part of the Age-Friendly Action Plan, develop and deliver two workshops: the 'Let's Take a Walk' workshop and the 'Let's Take a Bike' workshop. These workshops will introduce seniors in Palmerston North to age-friendly walking and cycling opportunities.
  - Implements Results-Based Accountability (RBA) measures to enhance reporting clarity and align with the approach used to monitor performance of sector lead organisations.

- Includes a refreshed Strategic Partnership Plan that reflects the role Sport New Zealand Ihi Aotearoa plays as shared investment partner of both Sport Manawatū and Council, and acknowledges the opportunities to work more closely together.

4.4 Due to financial constraints identified during the Annual Plan 2025-26 process, the funding amount in the agreement for this year is unchanged from the 2024-25 financial year.

## 5. NEXT STEPS

5.1 Staff will monitor progress for the first year of the agreement with regular check-ins with Sport Manawatū staff.

5.2 Sport Manawatū will present a six-month progress update in early 2026.



## 6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual 4.3.5c	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
<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 hapori tūhonohono, he hapori 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: Support the community-activation and needs assessment activities</p>	



<p>of the regional sports trust (Sport Manawatū).</p> <p>2. Mahere whakawhanake ohaoha</p> <p>2. Economic development plan</p> <p>The objective is: Support major events in the city through the Sports Event Partnership Fund (Sport Manawatū).</p>	
<p>Contribution to strategic direction and to social, economic, environmental and cultural well-being</p>	<p>The 2022-25 funding agreement and strategic partnership plan have guided Sport Manawatū's delivery of services and activities to the community that contribute to all of Council's goals. Sport Manawatū is well-positioned to deliver these services and activities to support community well-being.</p>

## ATTACHMENTS

1. Palmerston North City Council 12-month report for July 2024 - June 2025 [↓](#) 
2. Staff assessment of accountability requirements and performance measures - Sport Manawatū's Annual Report to PN City Council 2024-25 [↓](#) 



Palmerston North City Council

# 12-MONTH REPORT

July 2024 - June 2025



[SPORTMANAWATU.ORG.NZ](https://SPORTMANAWATU.ORG.NZ)



# SUMMARY OF ACTIVITY OVER THE PERIOD 1 JULY 2024 – 30 JUNE 2025

	JUL 24	AUG 24	SEP 24	OCT 24	NOV 24	DEC 24	JAN 25	FEB 25	MAR 25	APR 25	MAY 25	JUN 25
Active Teens Te Hīringa												
Support to Sport Sector Groups in Governance, Policies and Programmes												
That's Not On												
KIK Whānau Day												
Active Communities Fund												
Kick for the Seagulls												
Tamariki Sideline Support												
Raising an Athlete Workshops												
ACROSS Services Rangatahi Raukura												
Tū Manawa Fund												
Rise & Thrive Women's Coaching Connect												
Co-Design Workshop												
White Ribbon Event												
Support on the Sides - video comp												
It's My Move/See Her Be Her												
Coaching Development Initiatives												
Sport Sector Leadership and Facility Support												
Play activations and support												
Pounamu Project (Youth Services Network)												
Building inclusive opportunities for tamariki whaikaha												
Manawatū Walking Festival												
Workplace Challenge												
National Volunteer Week												
Healthy Active Learning												
Green Prescription & Active Families/Teens												
Sports Event Partnership Fund												
Cycle Skills Education Programme												



# HIGHLIGHTING PARTNERSHIPS THAT MOVE PEOPLE

## Partnerships In Action event

This event was held to showcase the impact and achievements of Sport Manawātū and partners over the past 12 months. Hosted in the J.A. Russell lounge at Arena in Palmerston North, it highlighted how funding has been effectively used to support participation, inclusion, and wellbeing through play, active recreation, and sport across the region.

We demonstrated our reach into diverse communities via trusted partnerships and emphasised our role in empowering local organisations, advocating for sector growth, and fostering lifelong engagement in active lifestyles.

Mayor Grant Smith was part of a panel of Mayors across the Rohe talking about the success of active recreation across the city with a particular focus on the economic benefit that the city receives from hosting sporting events and the significant contribution the Sports Event Partnership Fund does to support this.

We thank elected members and officers from PNCC that came to make the event a successful and enjoyable night.



## Sport and Recreation awards

Sport Manawātū, in partnership with Te Pae Oranga o Ruahine o Taranua, were the successful winners of the Jim Maniapoto Memorial Taonga- Excellence in impacting Māori participation as Māori Award at the recent New Zealand Sport and Recreation award 2025.

Our partnership with Te Pae Oranga o Ruahine o Taranua through the He Oranga Poutama Māori Activation fund is all about strengthening wellbeing through Kaupapa Māori physical activity and connection.



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

### Secondary School Student Coach and Officials Development Day

9 August 2025

Sport Manawātū, in collaboration with Manawātū Hockey, Netball, Basketball, Volleyball, and Central Football, delivered the third annual Student Coach and Officials Development Day.

The initiative was created in response to feedback from secondary school Sports Coordinators, who identified a need to upskill student coaches and officials to address declining volunteer numbers and improve the sporting experience for participants.

#### Key highlights:

- **78 students** from across the Manawātū region took part, with half coming from PNCC-area colleges.
- **82% of students** rated the day as beneficial or very beneficial.
- A new extension module was introduced for returning or more experienced student coaches, with **100% finding it very valuable**.
- Students were added to sport-specific group chats to maintain connection and receive ongoing support from RSO development staff.



### Te Tiriti o Waitangi in Sport – Workshop Series

Part A: 26 February 2025 | Part B: 17 April 2025

In response to a request from the regional sports sector, Sport Manawātū developed and delivered a two-part workshop series to support organisations in understanding and applying Te Tiriti o Waitangi within their structures and programmes.

- Part A focused on the history and principles of Te Tiriti.
- Part B explored practical ways to integrate Te Tiriti into sport programmes and governance.

The workshops were attended by representatives from Badminton, Hockey, Volleyball, Rugby League, Lawn Bowls, Netball, and Touch – all of which have strong participation and influence in Palmerston North.

Feedback was overwhelmingly positive, with **100% of attendees** reporting an improved understanding of Te Tiriti and increased confidence in applying its principles within their sport. This mahi represents a meaningful step towards a more inclusive and culturally responsive sport system across our rohe.

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

CONTINUED

**What Our Tamariki Want to Hear on the Sidelines**

6-7 August 2024

**Tamariki voice shouting for positives sidelines**

Sport New Zealand research clearly states that young people who have negative experience in sport are more likely to drop out of physical activity. However, no work had been done to deeply understand the experience of tamariki here in Palmerston North.

Utilising our networks with schools, sports and local community initiatives, we were able to support 1420 local tamariki to contribute to the 'What kids want to hear on the sidelines when they play sport' research. To extend this, we sought feedback from rangatahi which saw two local secondary schools create videos sharing what they want the sidelines of sport to look like for the 'Support on the Sides' video competition. Both are examples of empowering young people to use their voice to advocate and shape the sport environment to be participant centred.

This research was shared at the Sport Sector GM Network which led to relationship building with Softball Manawātū and Touch NZ. This resulted in us running two 'Raising an Athlete' workshops with Softball, and both Softball and Touch joining the sideline behaviour RSO network to work together on the 'Positive Vibes Only' initiative.

**1420**

Tamariki told us what they want to hear on the sidelines.





## OUTCOME 1

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

CONTINUED

### Positive Vibes Only Campaign

March 2025 onwards

We're proud to align with the Positive Vibes Only (PVO) campaign, an initiative originally launched by Sport Waikato and now embraced by Sport Manawātū alongside Sport Taranaki, Sport Hawke's Bay, and Sport Whanganui. PVO is all about fostering the kind of sporting environments our participants want: positive, supportive, safe, and inclusive. This campaign creates and celebrates the sideline behaviour we want to see, encouraging communities to uplift their athletes, coaches, and officials through respectful and enthusiastic support.

Sport Manawātū facilitate the network of 9 RSOs working together collaboratively to implement PVO across their codes; individually and as a collective. The network successfully applied for \$15,000 for signage and a gazebo to be shared between the codes for PVO activations during tournaments or regular season games.

So far PVO activations have already taken place at Cricket, Football, Netball, and Rugby events, receiving overwhelmingly positive feedback from participants and spectators alike. Learnings from these activations have already been shared between codes at the network hui facilitated by Sport Manawātū, to inform future activations.

With Sport Manawātū driving the collective aspect of this campaign, the RSO network have recently developed a communications strategy and received the resources needed to implement consistent messaging across codes to our sport community.





## OUTCOME 1

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

CONTINUED

### Raising an Athlete – Supporting Parents to Support Tamariki

7 August 2024, 19 October 2024, 24 November 2024

Raising an Athlete is a Sport Manawātū-led workshop designed to provide sport parents with a space to connect, reflect, and learn research-based tools to better support their young athletes.

Programme highlights:

- Each session is tailored using pre-workshop insights from young people, ensuring relevance and impact.
- **98% of parents** reported increased confidence in how to best support their child in sport.
- **100% of attendees** identified a key takeaway that was most helpful in their parenting journey.

This initiative strengthens family engagement in sport and contributes to emotionally safe, supportive environments for tamariki.

#### Parent Feedback:

“

*Great session, very well presented. Opportunities for feedback and discussion in a relaxed, welcoming environment.*

*Understanding the difference between development and performance, and how to support both.*

*Confirmation about communicating with our child and helping them see the bigger picture.*

”

### Play, Parent, Coach – Empowering Volunteer Coaches

21 February 2025, 20 May 2025,

Ahead of the winter sports season, Sport Manawātū delivered the Parent, Play, Coach workshop; an accessible, free initiative designed to support parents stepping into volunteer coaching roles.

The session provided practical strategies, tools, and a positive coaching mindset to help parents confidently guide their child or team in a fun, development-focused environment.

#### Key outcomes:

- Participants praised the hands-on, engaging format, with feedback highlighting:

**“Playing activities that I can now reuse with my team, and learning about the Good Sports Spine and the importance of development.”**

**“The coaching tips and how to run activities that keep kids involved and having fun.”**

- Confidence gains reported by attendees:
  - Providing play opportunities: ↑ from 3.9 to 4.5 (out of 5)
  - Supporting young people in sport: ↑ from 3.8 to 4.3
  - Coaching tamariki: ↑ from 3.8 to 4.3

This initiative strengthens the volunteer coaching base and supports tamariki to thrive in positive, inclusive sport environments.



## OUTCOME 1

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

CONTINUED

### Supporting Youth Through Mental Skills Development – Expert-Led Workshops

23 & 24 June 2025

Sport Manawātū hosted two impactful development sessions led by Dave MacKay, a specialist in athlete wellbeing with a Master's in Counselling.

#### Session 1: For Parents

Topic: The Adolescent Brain and Parental Influence on Sporting Youth

Focus: Understanding how adolescent brain development affects behaviour and how parents can positively support their children in sport.

#### Session 2: For Coach Developers

Topic: Mental Barriers to Sports Performance  
Focus: Practical strategies to help young athletes overcome challenges such as self-doubt and performance anxiety.



### Participant Feedback:

“I found the workshop informative and straight to the point.”

“Dave was engaging and made the topic relatable by sharing relevant stories and examples.”

### Youth Wellbeing Forum

4 April 2025

Sport Manawātū supported the design and facilitation of the PNCC Youth Wellbeing forum for the second year of its running. The event was held at the Palmerston North Convention Centre and brought together kaimahi who work in all facets of the Youth Sector within Palmerston North.

The focus was put on face-to-face connection between kaimahi and different services, what is working well and not so well within the sector, and the potential need for a Youth Services directory.

Sport Manawātū's Active Recreation lead worked alongside other influential youth sector kaimahi to facilitate conversation with attendees, with insights being gathered to form a report to be put together by the PNCC Youthspace team.

### Pounamu Project – Building a Purpose-Driven Youth Services Network

28 March 2025

To strengthen collaboration across youth-focused organisations in Palmerston North, a project group was formed by kaimahi from Sport Manawātū, Youthspace (PNCC), and Youthline. This network provides deeper insight into each organisation's mahi, fosters stronger relationships, and enhances connection to local schools.

## OUTCOME 1

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

CONTINUED

### Steve's Tyre Service Manawātū Secondary School Sport Champions

5 November 2024

On 5 November, the Manawātū region's finest young student-athletes and leaders were celebrated at the Steve's Tyre Service Manawātū Secondary School Sport Champions 2024 event, held at the Palmerston North Conference & Function Centre.

The awards honoured sporting achievements across Palmerston North, Manawātū, Taranaki, and Horowhenua, recognising over 75 nominees whose dedication and skill have brought pride to their communities.

We extend heartfelt gratitude to the principals and sports coordinators for their mentorship, the whānau whose unwavering support has been vital, the clubs for their encouragement, and the friends who have cheered these athletes on from the sidelines. Your collective support is an irreplaceable part of their success and the future of sport in our rohe.

Despite tough competition, the following individuals and teams were crowned champions:

**Active Recreation Champion:** Jakob Abernethy, Palmerston North Boys' High School, Orienteering (*Sponsored by P3 Physiotherapy*)

**Student Coaches of the Year:** Liam Morgan and Reuben Taua'i, St Peter's College, Basketball (*Sponsored by The Verdict Cafe*)

**Student Official of the Year (Female):** Jazmin Dean, Freyberg High School, Basketball (*Sponsored by Mid Central Podiatry*)

**Champion Female Athlete with Disabilities:** Jessica Yeates, Freyberg High School, Athletics (*Sponsored by P3 Physiotherapy*)

**Champion Team of the Year:** Manukura 1<sup>st</sup> XV Girls Rugby (*Sponsored by Ebony Coffee Roasters*)

This event highlights the strength of youth sport in our region and reinforces the importance of recognising leadership, commitment, and excellence among our young people.



### Kick for the Seagulls 19 August - 3 December 2024

Sport Manawātū supported the planning and delivery of an alternative youth education programme led by UCOL, Y Central, and PNCC Youthspace. The initiative combines NCEA learning with physical activity, offering a holistic approach to youth development.

Sport Manawātū's initial focus was on integrating sport and amplifying youth voice, with ongoing collaboration to strengthen participant input and enhance physical activity opportunities in future iterations. UCOL and Y Central have continued this programme.

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

CONTINUED

**Co-Design Workshop**

23 October 2024 &amp; 2 March 2025

**Youth-Led Sport Design: Empowering Rangatahi Voices**

Sport Manawātū is committed to ensuring youth sport and recreation is shaped with youth, not just for them.

By encouraging the sector to co-design programmes with rangatahi, we aim to create offerings that truly reflect their needs and aspirations.

To build capability, Sport Manawātū delivered a Co-Design Workshop attended by 30 participants from councils, RSOs, iwi, and seven sport codes. The workshop introduced youth development principles and practical tools for engaging rangatahi meaningfully.

Following the workshop:

- Organisations began integrating co-design into their planning.
- A collaborative session with Parafed Manawātū's Youth Council helped shape inclusive youth sport initiatives.
- Supported Palmerston North Youth Council's induction weekend by delivering the co-design workshop to members.

This work marks a significant step toward youth-led sport and recreation across our region, and one in which has inspired the creation of Sport Manawātū's own Youth Advisory Panel.

Currently in the recruiting and interviewing phase, Sport Manawātū will create a group of approximately 10 rangatahi who will assist in event design, funding insights and panel contributions, and project development. This is an important step in Sport Manawātū's journey to ensuring the voices of young people are heard and valued in sport and recreation.

**It's My Move: Empowering Kōhine Through Movement***January 2025*

It's My Move is a national campaign from Sport New Zealand that encourages kōhine (young women) to explore physical activity in ways that suit them. With kōhine less likely to participate and more likely to drop out of sport than young men, the campaign promotes confidence and long-term engagement.

In early 2025, Sport Manawātū localised the campaign through See Her Be Her, celebrating kōhine from our region who are passionate about physical activity. These local role models shared their stories to inspire others and highlight the benefits of movement for hauora (wellbeing). A standout was Palmerston North dancer Kayla Wilton, whose launch video reached thousands—particularly young women under 24—demonstrating the positive impact of dance on mood and relationships.

The message was clear: when kōhine can see her, they believe they can be her. Representation matters.

**96k**  
total video views  
**75%**  
were female

**52%**  
were aged 13-24  
**3,260**  
interactions

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

CONTINUED

Membership and participation statistics for the sports codes represented by Regional Sports Organisations.

Sporting organisation	What is the name of your organisation?	How many MEMBERS does your club/code/org currently have?	How many PARTICIPANTS does your club/code/org currently have?	How many USERS does your club/code/org currently have?	Total	Increase or decrease on previous year from total
Touch	Te Ohu Ikaroa Touch	0	2500	0	2500	—
Rugby Union	Manawatu Rugby Union	0	4534	0	4534	↑
Hockey	Hockey Manawatu Inc	4832	2014	600	7446	↓
Badminton	Manawatu Badminton Association	250	4000	400	4650	↑
Volleyball	Manawatu Regional Volleyball Assn	0	6500	2500	9000	↓
Gymnastics	Manawatu GymSports	1715	896	5000	7611	↑
Football	Central Football	4476	1895	2005	8376	—
Netball	Netball Manawatu	5285	4634	345	10264	—
Basketball	Basketball Manawatu Incorporated	2483	450	0	2933	↓
Cricket	Manawatu Cricket Association	1500	3000	500	5000	—

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

CONTINUED

Membership and participation statistics for the sports codes represented by Regional Sports Organisations.

Capturing participation data is difficult to measure because there are so many different ways that codes and clubs measure these.

- Some count only registered members, others include casual participants, school events, or one-off activities.
- Players often participate in multiple teams, clubs, or competitions, and without shared databases, individuals can be counted more than once.
- Variability between codes in how they measure age groups, gender, and participation frequency makes cross-code comparisons difficult as we do not have a consistent view.

### Snapshot Participation Analysis

- **Touch**, did not receive data last year, so assume consistent, have met with them and nothing to the contrary.
- **Rugby** has seen growth within the Woman and Girl's space. Reduction in the Male area. New registration system difficult to utilise.
- **Hockey**, Similar numbers to previous year.
- **Badminton** is showing consistent growth across a number of years.
- **Volleyball**, Slight decline in numbers from last season, unknown reason.
- **Gymnastics** at capacity with numbers solid and slight increase in participation.
- **Football**, consistent participation numbers.
- **Netball**, Consistent participation numbers.
- **Basket Ball**. Slight decline in numbers, has been feedback that the new registration system is difficult to navigate.
- **Cricket**, Consistent numbers participants.

### Definitions

**Member:** a person who pays an annual (monthly/weekly) fee to belong to the RSO. An RSO may have different membership plans (senior, junior, corporate, life, etc.), which all apply to this category.

**User:** a person who periodically (once a week, twice a week, etc.) uses the facilities either as a member, or that pays to play (any person can come to the club and 'have a hit' provided that they pay a one-off fee to use the facility).

**Participant:** a person who participates in events organised by the RSO e.g., business house, tournaments, etc. Participants can be members and/or non-members (e.g. a club member that plays business house will count as a participant and as a club member. Participants can also be non-members, or people not related to the club that only comes in to play in a competition/event like a tournament/business house).

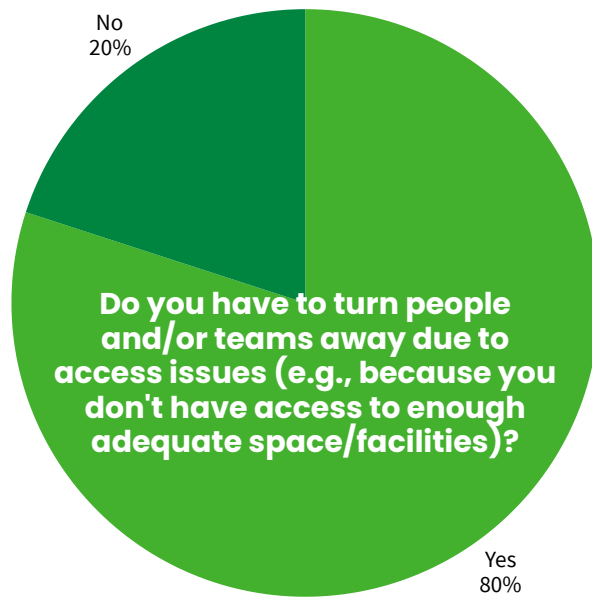
#### Examples:

1. A life member who never uses the club or participates in club activities would only count as a **member**.
2. A lawyer and her team entered the business house competition, but they are otherwise unrelated to the club is a **participant** only.
3. The accountant who is a club member entered the business house competition. He is a **member** and a **participant**.
4. A person that came from Auckland and asks to hire a court for an hour to play is a **user**.
5. The accountant from example # 3 comes to play once per week on top of his business house competition. He is a **member**, a **participant** and a **user**.



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

CONTINUED



If you answered "yes" to the previous question, these themes emerged as to why. These are responses from a range of RSO's.

**1. Insufficient facility capacity (especially after school hours)**

- Struggle to access venues after 3:30pm, particularly in winter.
- Large numbers (e.g. 40–50 participants) are turned away during peak periods.
- Arena bookings are fully utilised, especially in terms 1 and 4.
- Facility availability during school hours doesn't meet the needs of most participants.

**2. Overflow demand and waitlists**

- Waitlists of 30–60 people are common for classes and programmes.
- Unknown number of people opt out due to perceived overcrowding.
- Some competitions are oversubscribed, requiring modified formats to accommodate numbers.

**3. Limited access to venues and courts**

- Limited access to preferred venues means only a fraction of interested participants can be included.
- School venues often offer just one court, making them impractical for programme delivery.
- Multi-court venues are essential but either fully booked or financially unviable if split across locations.

**4. Cost and staffing constraints**

- Delivering events across multiple venues increases staffing and operational costs.
- Growth is stifled by the need to fully book secondary venues before they become financially viable.
- All-or-nothing booking models at some venues limit the ability to scale gradually.

**5. Impact on programme growth and participation**

- Programmes have reached their maximum capacity under current conditions.
- Lack of additional space prevents the introduction of new initiatives or organic growth.
- Seasonal scheduling conflicts result in 5–6 fixtures (approx. 100 people) being turned away annually.

## OUTCOME 1

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

CONTINUED

### Governance and Capability Support for Our Sports Organisations

*Continuous*

Sport Manawātū has supported stronger governance across Regional Sports Organisations (RSOs) in the Manawātū region.

Marketing and communications templates were adopted by Netball Manawātū, while work is underway with four other RSOs. Child Protection resources were taken up by Touch, Badminton, Volleyball, and Rugby. Nine codes participated in the Sport NZ Competitions Pathways workshop, and a cross-code sports calendar was developed to improve coordination.

Sport Manawātū also promoted online Community Governance Board Talk webinars and facilitated access to the Sport NZ Integrity Code webinar, distributing supporting materials to sports organisations. The national Sports Club Survey, run by NZASA, was also actively promoted to local codes.

Additional support included participation on the Bowls Manawātū Advisory Group, assisting Basketball, Hockey, and Cricket with Tū Manawa funding applications, and working with Hockey, Netball, Rugby, Football, Softball, and Touch to address sideline behaviour through targeted programmes.

### National Hockey Championships

*September 2024*

Sport Manawātū supported Hockey Manawātū in a connection with Whatunga Tūao Volunteer Central in the lead up to the hosting of the National Hockey Championships in Palmerston North September 2024.

One of the advantages Whatunga Tūao Volunteer Central has is their vast knowledge, connections, and networks within the communities of Palmerston North, Horowhenua, Tararua, and Manawātū.

The Rotary Club of Papaioea stated, “It was a privilege for a number of members to be involved as volunteers at the event. Our members were not part of the ‘hockey family’ but we were made to feel welcome and the atmosphere was friendly and organised.”

Dilan Raj the CE of Manawātū Hockey described the relationship as being an “11 out of 10”. Feedback from Hockey NZ was that they had not seen the facility looking so good in a long time” Dilan stated, “this could not have been achieved without the connection to the volunteers from Volunteer Central.”

**94**

volunteers

**27**

from volunteer central

### National Volunteer Week

*16 - 20 June 2025*

Sport Manawātū celebrated National Volunteer Week (Te Wiki Tūao ā-Motu) with a community-driven social media campaign that recognised and thanked local volunteers for their contribution.

Community members were invited to nominate individuals and groups who go above and beyond in their volunteer roles, resulting in a range of positive submissions across sport, schools, and community organisations.

Five individual winners and one club were selected to receive a New World voucher as a token of appreciation. Taekwondo Manawatu was the winning club of the campaign. This campaign successfully showcased the impact of our local volunteers and the amazing work they do across the district.

**4046**

Views

**173**

Interactions



## OUTCOME 1

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

CONTINUED

### Rangatahi Raukura – Supporting Rangatahi through Basketball – a Co-designed Initiative

August 2024 - June 2025

Sport Manawātū partnered with ACROSS Social Services to support a group of rangatahi through a co-designed basketball programme, enabled by the Tū Manawa Active Aotearoa (TMAA) Fund and support from Basketball Manawātū.

The initiative engaged 13 rangatahi (aged 15–16) from Freyberg High School, Horizons Alternative Education, Achievement NZ, and YMCA Palmerston North. These young people face significant social and educational challenges, often involving trauma and mental health struggles such as anxiety, depression, PTSD, or substance use.

Delivered over 14 weeks (Sept 11 – Dec 17, 2024), the programme offered a safe, structured, and supportive environment for the rangatahi to build confidence, strengthen social connections, and improve their overall wellbeing.

#### Key Outcomes:

- **29% improvement** in self-reported wellbeing
- **90% attendance** over 14 weeks
- **13 participants**
- Positive feedback included:
  - “Getting better with the bros”
  - “It made me more energised”
  - “I got out the house and got to see my parents at the game”

Many rangatahi involved had previously participated in school-based basketball but lost access after transitioning into alternative education pathways. High costs including venue hire, uniforms, and competition fees created significant barriers to ongoing participation. Additionally, mental health challenges made it difficult to engage in group activities without a supportive framework.

Sport Manawātū worked closely with ACROSS Social Worker Banele Mkhwanazi to co-design the project with direct input from the rangatahi. A creative planning session held at ACROSS allowed youth to express their ideas and shape the programme. While some aspirations were ambitious (e.g., playing one-on-one with NBA stars), the session built ownership, trust, and enthusiasm key to the programme’s success.

This initiative highlights the power of community collaboration and youth-led design in reducing participation barriers, enhancing wellbeing, and fostering a sense of identity and belonging for rangatahi. It also demonstrates the critical role of targeted funding in creating equitable opportunities for physical activity.



## OUTCOME 1

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

CONTINUED

### Manawatū Walking Festival 2025

7 - 9 March 2025

The 2025 Manawatū Walking Festival, held from 7–9 March, attracted 91 participants across 10 walks, with 43% of attendees visiting from outside the region.

Popular walks included the PNCC Sculpture Tour, the Gorge Walk, and the Sunset Beach Walk. Sport Manawatū led the Bridges, Eels, and Birds walk along the Bridle Track, offering a scenic 10km route that featured local wildlife and community spaces.

Participant feedback highlighted the value, friendly, and unique experiences offered. Festival promotion was supported by volunteers and partners, with Sport Manawatū providing free marketing through Walking Magazine, social media, and email outreach.



Planning meetings identified the need for a dedicated coordinator to ensure the event's sustainability.

While CEDA and PNCC offered support for marketing and funding applications, no organisation was available to lead delivery. Sport Manawatū developed a draft job description to help progress this.

The festival demonstrated strong potential for future growth, underpinned by regional collaboration, high-quality experiences, and positive participant feedback.

### Participant Feedback:

- "It was worth the money and took in some interesting places."
- "Sorry for my late reply. I live in Christchurch and this was my first time visiting Palmy. I enjoy the walk along the park and the river and of course the urban eel is a highlight. It is an amazing place and never experience anything like this."
- "The Walking Festival is a great event and wish I could have join more than this one. The staff leading the trip are friendly and very help. The fee is reasonable. Wish this event keep going next year."
- "Thank you for your effort."

## Manawatu WALKING FESTIVAL

**MARCH 2025**  
1 weekend 10 walks

<b>01 TWILIGHT BEACH WALK</b> Friday 7 March 2025 4.00pm \$39	<b>02 RIVER, NATIVE BUSH, &amp; VIEWS</b> Saturday 8 March 2025 8.30am \$10	<b>03 SLEDGE TRACK, TOE TOE, PLATINUM MINE</b> Saturday 8 March 2025 9.00am \$69										
<b>04 TOTARA RESERVE FERN WALK</b> Saturday 8 March 2025 10.00am \$65	<b>05 SCULPTURE WALK WITH TE MANAWA</b> Saturday 8 March 2025 5.00pm \$10	<b>06 FITZHERBERT, RIVER &amp; AWAPUNI LOOP</b> Sunday 9 March 2025 8.00am \$10 \$12										
<b>07 KLEIN TRACK WALK</b> Sunday 9 March 2025 8.00am \$39	<b>08 TE APITI - MANAWATU GORGE</b> Sunday 9 March 2025 8.00am \$39	<b>09 BRIDGES, EELS, &amp; BIRDS WALK</b> Sunday 9 March 2025 10.00am \$10 \$12										
<b>10 SEE THE LIGHTS &amp; THE RIVER BY NIGHT</b> Sunday 9 March 2025 8.00pm \$10 \$12	<table border="1"> <thead> <tr> <th>DURATION</th> <th>DIFFICULTY</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>1-2 hours</td> <td>Easy</td> <td rowspan="3">Bus provided &amp; included in cost Booking fees apply.</td> </tr> <tr> <td>2-3 hours</td> <td>Moderate</td> </tr> <tr> <td>Over 3 hours</td> <td>Hard</td> </tr> </tbody> </table>		DURATION	DIFFICULTY	OTHER	1-2 hours	Easy	Bus provided & included in cost Booking fees apply.	2-3 hours	Moderate	Over 3 hours	Hard
DURATION	DIFFICULTY	OTHER										
1-2 hours	Easy	Bus provided & included in cost Booking fees apply.										
2-3 hours	Moderate											
Over 3 hours	Hard											

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## OUTCOME 1

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

CONTINUED

### Workplace Challenge 2025

5 May - 1 June 2025

The 2025 Workplace Challenge ran from May 5 to June 1, promoting movement, wellbeing, and team spirit across the region. Proudly sponsored by local tech company Nodero, this year's challenge featured a new digital platform that made step-tracking simple and engaging. This was a great partnership to enhance the user experience.

*"We're proud to support an initiative that promotes health and connection through technology." – Nodero*

The 2025 Workplace Challenge was a success, blending digital innovation, active living, and community spirit. With high satisfaction and strong engagement, the challenge continues to be a valued regional initiative for workplace wellbeing.



### Participation

- **52 teams, 217 participants** (including 10 individuals)
- Daily step goal: **10,000 steps**
- Weekly challenges and spot prizes maintained engagement
- Participant satisfaction: **8.6/10 average rating**

“

### Participant Feedback:

- “Love the WPC you did a great job organising it.”
- “Thank you for organising - it kicked my butt to get moving more.”
- “It is great reminder of how little I move in an office job, and since moving out of town, I can no longer walk to shops or school etc. But it has been a good motivation to get up and move, and I will do my best to keep it up.”
- “Thanks again. It was a great motivation to get out of the house after work.”
- “Awesome team at Sport Manawatu. Keep it up!”

### New initiative: Wheels Week

Held from May 19–25, Wheels Week encouraged active transport options like walking, biking, scootering, or skating.

- Promoted **Palmy City Pathways** as safe routes
- Rewarded creativity and commitment with spot prizes
- Reinforced sustainable travel habits beyond the challenge

Wheels Week was a fun, engaging initiative that supported behaviour change and promoted simple, everyday opportunities for movement and sustainable travel.

**20**

participated everyday  
of the week

**86**

Used active transport  
at least once that  
week

## OUTCOME 1

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

CONTINUED

### Building Inclusive Opportunities for Tamariki Whaikaha

16 February 2025

Sport Manawātū has built a strong relationship with ParaFed and other disability groups to create and advocate for quality inclusive opportunities and spaces and places to be active for disabled young people (tamariki whaikaha).

Capacity to support and develop the Board and one staff member for ParaFed has been a key focus for Sport Manawātū. This year we actively supported ParaFed through recruitment and employment of staff, workplan development, staff induction and training. Together, we have co-designed and delivered inclusive initiatives such as the RSO adaptive sport festival and white-water rafting experiences for rangatahi whaikaha. Sport Manawātū supported the ParaFed Youth Council to design a 12-week Sport and Recreation programme which will be delivered later in the year. The ideas, which have come directly from the young people, have informed the design of the project which will see several providers work with ParaFed affiliated rangatahi over the coming months.

Through this work we have supported 26 tamariki and rangatahi whaikaha into physical activity opportunities. Additionally, we brokered eight sport provider relationships with ParaFed to support the activity for young people.

### GRx Ola Fiafia Programme

January - March 2025

#### Ola FiaFia – Green Prescription 8-Week

Programme in Partnership with Niuvaka Trust  
Sport Manawātū's Green Prescription (GRx) team partnered with Niuvaka Trust to deliver an 8-week healthy lifestyle programme for Pasifika whānau in the Manawātū. Co-designed through collaboration with Niuvaka trust and community input, the programme supported 12 participants with education and physical activity to encourage sustainable, healthy lifestyle choices.

#### Programme Overview

Each weekly session included an educational component and practical activity. Topics covered:

- Heart Health – Heart Foundation
- Diabetes and Healthy Eating – Diabetes Trust
- Stroke Awareness – Stroke Aotearoa NZ
- Arthritis Awareness – Sport Manawātū
- Benefits of Physical Activity & Active Families

Physical activities included chair yoga, resistance bands, and play-based movement, chosen for their accessibility and low cost. Sessions were highly interactive, culturally responsive, and well received.

#### Participant Outcomes

- 100% are more physically active
- 100% feel more confident being active
- 100% improved their nutritional habits
- 100% noticed positive health changes
- 100% felt the programme matched their needs and wellness goals

#### Participant Feedback:

- *"The journey was incredible. You set us all up to succeed—it's impacted not just me, but my whole family."* – Jessie Fauolo
- *"This came at the right time. It helped me through difficult moments and gave me new friendships."* – Isaac Luamanuvite-Sua

This programme was a clear success, with strong engagement, life-changing outcomes, and ripple effects across whānau. Sport Manawātū looks forward to continuing this important work with Pasifika communities.





## OUTCOME 1

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

Sport Manawatū has contributed to Māori wellbeing by fostering meaningful relationships and partnerships that uphold iwi Māori aspirations in the physical activity space. A significant example of this is our involvement with He Oranga Poutama (HOP), a kaupapa Māori initiative designed to increase Māori participation and leadership in sport and physical activity in a way that reflects te ao Māori.

Sport Manawatū, in collaboration with the operational arm of the Iwi Māori Partnership Board, Tahu Ora (Te Pae Oranga o Ruahine o Taranui), successfully piloted He Oranga Poutama within our region. This pilot model upheld the principle of iwi Māori-led decision-making, with Sport Manawatū providing strategic, logistical, and operational support. Together, we co-designed an approach that was grounded in tikanga Māori, responsive to local context, and focused on long-term community outcomes.

Through this partnership, we supported several kaupapa Māori initiatives aimed at enhancing physical activity and wellbeing across whānau, hapū, and iwi. The following kaupapa received investment as part of the HOP pilot:

### Te Awhina Kōhanga Reo – Pō Matariki/Mokotini (\$5149)

Two whānau-focused events were held at Te Awhina Kōhanga Reo to celebrate significant points in the Māori calendar – one during Matariki and another to mark the end of the year. These kaupapa provided opportunities for tamariki to share their learning through kapa haka and cultural performances in an intimate setting with their whānau. The events strengthened whānau engagement with the kōhanga, nurtured tamariki confidence and identity, and upheld the values of whakawhanaungatanga and ako through celebration and connection.

### Rangitāne o Manawatū Cultural Trust – Mau Rākau Wānanga (\$10,000)

Held at Takaro School, this kaupapa delivered a series of wānanga focused on the traditional Māori martial art of mau rākau. Facilitated by skilled kaiako, the programme shared whakapapa, tikanga, and movement associated with weaponry training. Tamariki and rangatahi were immersed in disciplined practice, strengthening not only physical coordination and confidence but also cultural identity, leadership, and respect through wānanga-based learning.

### Whakapai Hauora – Te Whare Tapa Whā in Schools (4412) (\$10,000)

This kaupapa delivered a comprehensive hauora programme to schools within the 4412 postcode, using the Te Whare Tapa Whā model as a foundation. Tamariki engaged with mātauranga Māori through workshops that explored the four pillars of wellbeing – Taha Wairua, Taha Whānau, Taha Hinengaro, and Taha Tinana. The initiative promoted holistic wellbeing, encouraged identity development, and empowered young people to understand the interconnectedness of their mental, spiritual, physical, and relational health.



**OUTCOME 1****PALMERSTON NORTH IS ONE OF THE MOST ACTIVE COMMUNITIES IN NEW ZEALAND.**  
CONTINUED**Tū Manawa Active Aotearoa Fund**

Tū Manawa Active Aotearoa Fund provides funding for programmes or projects delivering play, active recreation, and sport experiences for Tamariki and Rangatahi. It is particularly focused on groups where barriers cause them to be less active.

The purpose of the Tū Manawa Active Aotearoa Fund is to provide quality experiences that are accessible, create a lifelong love of being active and meet the needs of tamariki and Rangatahi.

The activation fund helps to cover programme or service delivery costs including:

1. Programme or project delivery e.g., venue or equipment hire, transport.
2. Equipment as part of the programme or service.
3. Officials, where these are required for the delivery.
4. Programme delivery, supporting staff wages applicable to the project e.g., activity leader, coordinator.

**Play projects funded through Tu Manawa**

• House Next Door	\$40,000
• Big Brothers Big Sisters	\$10,000
• Bunnythorpe School	\$4,397
• Berean Trust	\$976
• SquashGym	\$997

**The Impact of Tū Manawa**

This year, 18 dedicated projects within the PNCC area received a total of \$256,590 in support, successfully engaging 10,365 tamariki and rangatahi in meaningful activities.

In addition, a further 13 projects (not included in the table), including the PNCC area, were backed with \$242,849, reaching and activating another 4,552 tamariki and rangatahi.

**18** projects funded

**\$257k** funding distributed

**10,365**

tamariki and rangatahi active

**5**  
Play projects  
funded

**\$56,370**  
Value

The following list includes organisations and their projects that received Tū Manawa Funding between 1 July 2024 and 30 June 2025.

Organisation	Amount	P*
Te Whirikōkō o Rangitāne Inc.	\$4,000.00	30
ACROSS Te Kotahitanga O te Wairua	\$5,881.00	11
Basketball Manawatu Incorporated	\$1,803.00	80
NZ Rural Games Trust	\$10,000.00	5,000
Ignited Education Limited	\$2,030.00	20
Takaro BJJ/MMA Limited	\$30,000.00	100
Bunnythorpe School	\$4,397.00	30
Freyberg High School	\$8,280.00	16
Awatapu College	\$4398.00	20
Snapback Gym 'Toe a'e se tofa' Trust	\$45,000	180
Massey University	\$8,400.00	150
ACROSS Te Kotahitanga O te Wairua	\$10,000.00	20
IHC New Zealand Incorporated	\$16,744.00	98
MANUKURA School	\$14,000	150
House Next Door	\$40,000	210
Basketball Manawātū	\$30,000	3,000
Freyberg High School	\$7,000.00	250
Netball Manawātū	\$15,000.00	1,000
<b>Total</b>	<b>\$256,933</b>	<b>10,365</b>

P\* = participants

## OUTCOME 1

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

CONTINUED

### Active Communities Fund

Sport Manawātū received 44 applications, of which 28 were approved.

A total of 37 Palmerston North residents received support, with \$13,172 distributed to help reduce financial barriers to participation in sport and active recreation.

Organisation	Amount	Used for
44 applications received	\$18,418	Various ways to support residents to remove barriers to be active.
28 applications approved	\$13,172	Various ways to support residents to remove barriers to be active.

### Community Impact

#### Pedalling Towards a Healthier Future

With support from the Active Communities Fund, a local mum was able to access a home exercise bike to begin her journey back to health while caring for her children at home. She was facing multiple challenges, including transitional housing, financial stress, and no transport. But with wrap-around support and further funding for bikes and helmets for her tamariki, the whole whānau is now active, mobile, and thriving.

Her health and the whānau's overall wellbeing have improved thanks to this support. She says the fund has made a huge difference: "It's a great form of transport that costs not a penny, and we're getting out more together."

#### Confidence Through Swimming

Thanks to the Active Communities Fund, a young girl who was previously inactive and struggling with her weight has found her passion: swimming.

The fund enabled her to attend weekly swimming lessons for a full year, and her progress has been remarkable: she's already moved up a swim group and now goes swimming nearly every day.

Beyond fitness, the impact has been deeply personal; her confidence has grown, she's more engaged with others, and she's even started helping fellow swimmers during lessons.





## OUTCOME 1

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

### Rise & Thrive Women's Coaching Connect

13 October 2024, 17 November 2024, 2 February 2025, 2 March 2025

Women remain significantly underrepresented in coaching. To address this, we supported Women in Sport Aotearoa and the Turkington's in developing the Rise & Thrive programme, responding to feedback from local coaches at a fundraiser earlier this year.

Coaches highlighted the need for spaces to connect, grow, and develop, along with a supportive community to encourage more women into coaching pathways.

Our role has been to connect with our sport partners to promote the workshops, identify key female leads and gain insights to develop the training opportunities and development.

This resulted in supporting 96 of female coaches, over 4 sessions. The programme of work will culminate in a coaching summit later this year.

Additionally, the need for an RSO specific working group was identified by participants through the programme and as such a wider body of women's development in sport has emerged and been supported into fruition by Sport Manawatū.



96

participants over 4 sessions

100

NPS



### Leveraging Opportunities to Support Women and Girls

27 May 2025

Following on from the Rise & Thrive series, our partners sought support to develop an RSO specific network for Women's Development Leads to ensure a network of support, best practice and professional development could be joined up across the codes.

From this direction, Sport Manawatū provided:

- 6 network meetings that supported collective discussions on professional development
- A kōhine focussed officials development day which enabled leadership, development and training for 23 students across five different schools who officiate across eight sports.
- An RSO development workshop with Dr Ellen Ford and her leadership model which creates thriving people and workspaces.
- Through her facilitated conversations our RSO leads involved discovered ways they can support each other, utilise their voice and how to be more confident in themselves.
- Feedback from the kōhine officials day noted that many of the young women indicated sideline behaviour as most difficult, especially at their age and would like more support from their Sporting organisations. This information has been shared back with our RSO's and ties in nicely to our sideline campaign around Positive Vibes Only, reinforcing the need to advocate for better sporting environments for plays, coaches and officials.



## OUTCOME 1

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

CONTINUED

### Canoe Polo

July 2024 - March 2025

In a collaboration of funding from Sport New Zealand and PNCC a Needs Assessment/ pre-feasibility study was carried out for Manawātū Kiwi Canoe Polo.

### He Rā Ki Tua – Regional Facility Planning in Action

The He Rā Ki Tua Regional Sport Facility Plan has now been formally endorsed by Palmerston North City Council, alongside the seven other councils within the Horizons region. This marks a significant step forward in how we collectively plan, advocate for, and deliver quality spaces and places for our communities.

In partnership with Sport Whanganui, an implementation plan has been developed, and a cross-council working party established with PNCC represented by Ann- Marie Mori.

An initial in-person hui in Bulls, and a Horizons South online meeting have already taken place, demonstrating strong collaboration and shared commitment to regional alignment.

Sport Manawātū's General Manager of Environments has been working closely with a number of PNCC officers, providing information relating to a range of facilities activities across the city, being Arena 5 development working group, (Sport Manawātū CEO on Steering Group) Canoe Polo Needs assessment, Turf installation at Massey, Covered Bowling green for the city, Gym Sports expansion venue identification.

Also working with Manfeild to identify potential partnerships with Palmerston North Venues team, to enhance outcomes for both parties.



## OUTCOME 1

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

### CONTINUED

### Local Play Network

*Ongoing*

Sport Manawātū continued to lead the Local Play Network of community champions meeting approx. six-weekly through until Feb 2025. PNCC Officers were able to use the network and these meetings to consult to community about post LTP decisions regarding play. The impact of this network included the play network coming up with the activation idea for Play week, where key messaging about the value of play was able to be promoted out across all four districts through the activation.

In addition, Sport Manawātū were also included within Council's internal play ropu to ensure an alignment of play across the district. Pop-up play opportunities, selected community events, and sporting venues ensure we are promoting the play happens anytime, anywhere messaging across the community.

### Play Week Aotearoa – Keepy Uppy Record Attempt

*October 2024*

To promote and celebrate Play week Aotearoa, Sport Manawātū led the unofficial “Keepy Uppy” world record attempt. Inviting all community to be involved, we were able to promote the importance of play and just how accessible and inclusive it can be.

The record to beat was 702 participants playing simultaneously at one time, and we had 2,107 of our community join in across all four districts.

We had participants from Early Child Educator's, Schools, Community Organisations, Workplaces and even a retirement village join in. Participants could either attend one of our events or take part within their daily space, promoting anyone could take part anywhere!

Everyone involved loved the simple way to play, and we even had one workplace take their Beach Ball to Kapa Haka Noho the following weekend to play with everyone there.

### PALMERSTON NORTH

Public Event: B&M Centre (Arena 4), Central Energy Trust Arena



**136**  
participants.

**91**  
NPS score

**91%**  
of attendees loved the event.

Other Events

**834**  
total participants across Palmerston North.

## OUTCOME 1

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

### Risky Play Support

*Ongoing*

Sport Manawātū's Tamariki Advisor, Healthy Active Learning (HAL) team, and community connectors began conversations with schools around Risky Play, including two schools within Palmerston North District - Te Kura O Takaro and Bunnythorpe. Schools are wanting assistance on how they can implement risky play opportunities within Health and Safety restrictions they both perceive and need to follow.

Sport Manawātū has been able to support by facilitating staff conversations around risk aversion, collect tamariki insights, and provide recommendations and ideas. We will look to support these Schools (and others) through TMAA applications to implement these play opportunities; and continue with educational workshops for adult enablers should these be necessary too.

In addition to this, our Tamariki Advisor presented at the Tai Tōrua Teacher PLD Day for kaiako across the region. Highlighting the value of risky play, we used the session to identify adult versus child perception, tamariki play mapping and addressing health and safety concerns. Feedback from the PLD was that the risky play session was one that stood out to them, and takeaways were around what they could provide within their own school.

### Playing Sport

*Ongoing*

After presenting at the Sport Sector meeting, Sport Manawātū supported Netball Manawātū with their Play in Sport pilot.

Following the conclusion of the season, evaluation of learnings were identified and shared with other sports through Sport Sector Newsletter. The impact of the play activation has been positive for the netball community through increased play opportunities, increased family interactions creating more connections, and a rise in netball participation.

We have also seen Netball Manawātū as adult enablers value play enough to commit their own budget to growing the play space in 2025 and are looking to collaborate with others in the play sector also.

The impact of this has seen other sports keen to also provide play alongside their sport including Touch NZ who we are currently working with to gather insights from their community, also Manawātū Badminton.



## OUTCOME 1

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



### Active Age Games

*October 2024*

In conjunction with Clearview Lions Club, we delivered the Active Age Games for 18 retirement villages and their residents on International Day of Older persons October 2024.

With nine rotations of different games and activities to play, as well as music and dancing, the event provided a day out for over 150 seniors from across the regions.

Sport Manawātū provided the activities and games as well as volunteers alongside many other organisations to facilitate the games and rotations.

The activities included a range of games that were suitable for all abilities from a giant puzzle, cornhole, 10 pin bowling, to hoop throwing. The event was such a success it is now become an annual event that is looked forward to – showcasing play is for ANY ages and abilities.



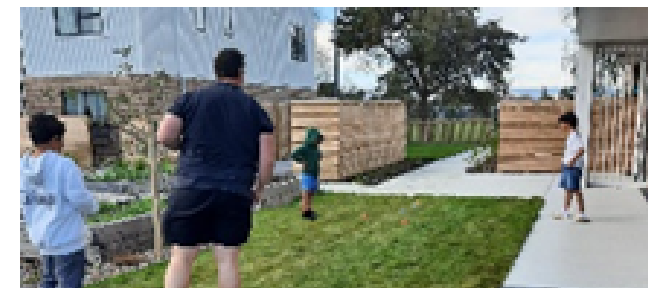
### Whare Easter Pop-up Play Opportunities

*19 April 2025*

YMCA Central as facility managers of the community space Whare Manaaki at the Kāinga Ora Te Raki Pae Ora complex on North Street planned an Easter Event for the residents and wider community as a warm welcome to the space.

Delivering pancakes and pop-up play, the morning was supported by Sport Manawātū, PNCC and Arise Care. The morning was a hit with residents being able to connect with each other and with those who would be running the space and corresponding events/programmes.

YMCA Central saw how vital the play opportunities were to build connections to where they wanted to provide some ongoing play whenever the space is open to continue to foster relationships between residents and community. Sport Manawātū was able to help resource some play equipment to sit permanently within the space.





## OUTCOME 1

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

### Wharenui Terrace Community Day

3 May 2025

In May, we supported Kāinga Ora with a street party at Wharenui Terrace to help connect residents and whānau within the new complex with neighbours in Wharenui Terrace through play and kai.

This street party strengthened stakeholder collaboration, with us, PNCC, FENZ, Neighbourhood Support and Switched On Group, all supporting mahi to build a sense of community through play.

This created connections that otherwise, may never have happened. Feedback from the morning was overwhelmingly positive with two local mums arranging a time to catch up again the following week, a little girl had been invited to visit Charlie, the black cavoodle who lives a few doors away; and several of those attending commented that we must do this again sometime.

We can learn a lot from children about community engagement (they break down barriers because they just don't see barriers and when we can facilitate this even more through a playful environment, we hope it can happen even more!



### Supported White Ribbon Event

24 November 2024

Sport Manawatū, alongside many other organisations, supported the White Ribbon Day Family Fun Day in November.

White Ribbon Day is observed internationally, with people wearing white ribbons to stand against violence towards women.

The event was held in Ross Intermediate school, which is a low socio-economic community. Sport Manawatū was asked to go along to bring games, activities and sports equipment for the whānau to play and interact with! We took down the play trailer and a few activities from our own supply. We also took along some of our pamphlets along that advertise Green Prescription and Active Families.

There was great engagement with the gear, the whole whānau were getting involved and we saw lots of smiles and fun!



## OUTCOME 1

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

### Play Along the Way

25 January 2025

#### Promoting Active Communities through Outdoor Gym Engagement

In October 2024, Sport Manawātū met with PNCC in response to community feedback that many residents were unsure how to use the city's outdoor gym equipment.

In collaboration, signage featuring QR codes linking to demonstration videos, starring Sport Manawātū staff, was installed to help bridge this knowledge gap.

To further promote use of the equipment and nearby cycle and walkways, Sport Manawātū hosted a free community event, Play Along the Way, on 25 January at the gym area beneath He Ara Kotahi Bridge.

The event featured:

- Live demonstrations by Studio X personal trainers,
- A range of sports and play gear,
- Community cycle rides led by Sport Manawātū's bike team
- Fun competitions,
- Giveaways, sunscreen, and water bottles thanks to Rapid Relief,
- A joint promotional video to raise awareness in the lead-up.

The event aimed to build public confidence in using the gym equipment, while encouraging wider engagement in play and physical activity.

Registration was available via paper forms or QR code, capturing contact details and summer sport interests for future follow-up.

#### Key outcomes:

- **32 formal registrations** (with additional unregistered attendees), including many whānau,
- **100%** of survey respondents said the event helped increase their confidence and knowledge about using the equipment,
- Several participants were connected to the Green Prescription and Active Families programmes for ongoing support.

This initiative demonstrates the value of responsive community engagement and cross-sector collaboration in promoting active lifestyles for all.

### “PNCC Councillor Feedback

*“I give the pop-up great feedback. It's awesome that you know how to make things fun and interactive, and very welcoming for all ages. I especially liked how two older ladies came specifically to learn how to use the equipment. They'd always wanted to, but lacked the confidence.”*



## OUTCOME 1

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

### KIK Whānau Day – Te Wakahuia

25 July 2024, 12 December 2024

In July 2024, the Sport Manawātū Active Team was asked to support Te Wakahuia with their KIK Whānau Day which was created as an end of term children and youth event to celebrate the children's achievements.

KIK is a Te Wakahuia after school programme that runs selected days throughout the week, providing kai, activities and a safe space for school ages children. The event was held outside Te Wakahuia Trust which is located in the Highbury Superette.

Sport Manawātū was asked to come and bring sporting and play equipment for the youth, as an active movement initiative. Whānau of the children are also present so it was a good opportunity for us to network with the families about our services in the Green Prescription space.

In the past 6 months the Sport Manawātū team has attended this event twice. Both times there was great engagement from the youth and whānau, everyone was getting active and involved. We also handed out Green Prescription pamphlets and skills passports which have skills and games youth can play to help with their motor development.

The engagement in both events from Tamariki, rangatahi and Whānau is huge. All equipment gets used and you can see the pure enjoyment on their faces. These days are always a great opportunity for us to provide play opportunities to whānau in the 4412.



### TMAA Quick Release Play Fund

October 2024

To celebrate and promote Play week 2024, Sport Manawātū activated a quick release play fund through the Tu Manawa Active Aotearoa Fund.

Open for key stakeholders to apply to deliver play activations that celebrated play week, we wanted to promote the key messages of play, whilst encouraging locally led play activations within the community.

Stakeholders ranged from schools to sports clubs, to community groups, and local territorial authorities; and included a variety of play from sensory play to whānau hut building.

With over 900 tamariki and their whānau involved, we will look to build on this next year in a timelier fashion for more stakeholders to be involved.

The highlights of the quick release play fund included new faces into community spaces and an increase in fostered sense of community; and has resulted in permanent play opportunities within club settings and annual community play events within Palmerston North.



## OUTCOME 1

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

### PNCC Play Equity Mapping

*Ongoing*

Sport Manawātū has assisted the working group for PNCC Play Equity mapping. Our role has included investigating what schools allow community access to play assets outside of school hours, in the hope we can work with schools in areas that lack play access to open for their community within evenings and weekends.

We also aim to take the equity parameters from PNCC and apply to our other three regions to look at rohe wide play equity.

We have continued to work with Terrace End School on the recommendations of the NPS report, as well as sitting on the working group for their new playground development. This is to ensure they are thinking of a variety of play opportunities for all their students.

### Palmy Play Festival

*November 2024*

City Centre Play was taken out post LTP, so to support this outcome, we supported the delivery of the Palmy Play Festival in November held in Te Marae o Hine to celebrate play week.

With over 20 different community groups and cultures showcasing their version of play, it was an awesome day for close to 2,000 tamariki and whānau who came along to play.

From this festival, we have been able to identify additional play champions for our Local Play Network including GPS.





## OUTCOME 2 SPORTS EVENTS CREATE BOTH SOCIAL OPPORTUNITIES AND ECONOMIC BENEFITS.

### Sports Event Partnership Fund

Event	Amount	Used for	Value add to the city
Badminton NZ	\$30,000	Badminton Jr Teams Nationals	\$373,737
Gymnastics NZ	\$35,000	NZ Gymnastics National Championships	\$1,534,776
Basketball NZ	\$60,000	NZ Secondary Schools Basketball Championships	\$1,139,680
International Taekwon-Do Foundation	\$5,000	National Taekwon-Do Tournament 2024	\$138,686
Hockey Manawatu Inc	\$30,000	National Hockey Championships	\$1,022,873
Wellington and Central Powerlifting Association	\$4,000	Powerlifting Championships	\$161,168
Volleyball NZ	\$70,000	NZ Secondary Schools Volleyball Championships	\$2,708,466
NZ Schools Rugby Union Inc	\$15,000	NZ Rugby First XV	\$538,612
Table Tennis NZ	\$4,210	NZ Secondary Schools Table Tennis Cup	\$59,364
NZ Central Southern Muslim Youth & Sports Association	\$4,750	Inter District Games	\$42,489
Manawatu Badminton	\$15,000	Various Regional Events	\$183,134
Racketlon NZ	\$4,000	NZ Racketlon Open	\$23,071
PN Marist Football Club	\$5,000	Palmerston North Marist Futsal Tournament	\$150,470
PN Fijian Community Inc.	\$2,000	Manawatū Pacifica 7s Tournament	\$10,837
PN Marist Football Club	\$7,000	Ethkick	\$0
Manawatū Golf Club	\$10,000	Super 6s Charles Tour Event	\$895,897
Netball Central	\$10,000	Central Pulse vs. Magic	\$0
Marching Wellington Inc	\$8,423	Leisure Marching Nationals	\$432,504
Parafed Manawatū	\$4,648	Parafed Manawatū Push to Play	\$55,944
Manawatū Softball	\$7,000	Manawatū Softball International Events	\$502,016
PN Boys' High School	\$6,077	Secondary Schools Ki o Rahi Nationals	\$256,179
SquashGym PN	\$3,578	Squash Central Open	\$41,530
<b>Total</b>	<b>\$340,687</b>	<b>Projects supported: 22</b>	<b>\$10,389,448</b>

### Event Activations to Enhance Visitor Experience

To enrich the experience for participants and spectators at major events, Sport Manawatū, alongside key partners, has delivered a range of interactive activations.

At the recent National Badminton Championships, a Pop-Up Play model was in place for the duration of the event, offering fun, active engagement opportunities for attendees.

During the New Zealand Gym Club Challenge, Sport Manawatū partnered with Manawatū GymSports to deliver Palmy Bingo, an initiative encouraging visiting athletes and their families to explore local attractions during downtime between events.

The activity was well-received and added a unique, community-focused element to the event experience.



## OUTCOME 2

## SPORTS EVENTS CREATE BOTH SOCIAL OPPORTUNITIES AND ECONOMIC BENEFITS. CONTINUED

### Manawātū Inter Secondary School Athletics

21 March 2025

Over 560 students took part in the event in 2025, an increase of over 10% on 2024. Nine of the 17 schools competing were from the PNCC area, contributing 61% of attendees. Of that 61%, 40% of athletes were female, 60% male. The event was hosted by PNGHS with support from Sport Manawatu and Athletics New Zealand.

After feedback from previous years when individual school would host the day being a major burden a single school, all competing schools were allocated an individual event to run on the day and will remain with this event in future years with the aim to grow knowledge and capacity. Seven meet records were set during the event including the record for the Senior Girls 4 x 100m relay which was set by Palmerston North Girls High School, bettering the record which had been held by Freyberg High School since 1975.



12 MONTH REPORT | Palmerston North City Council | 1 July 2024 - 30 June 2025

### Women's Health Series

February - April 2025

Building on the success of the inaugural 2024 series, Sport Manawātū delivered the Women's Health Series 2025 to continue addressing the health and wellbeing needs of women across the region.

Originally developed in response to women expressing feelings of invisibility and confusion during life transitions like perimenopause and menopause, the 2025 series expanded its focus to support women of all ages.

Topics included:

- Mental wellbeing
- Nutrition and fuelling the body
- Pelvic floor health
- Sleep quality
- Physical activity and movement

Participants described the workshops as helpful, well-presented, and motivating, and expressed a strong desire for the series to continue. The initiative continues to be a powerful platform for supporting women's hauora and community connection.

### Programme Reach and Impact

- 76 registrations (28 attended all five workshops)
- 78% reported increased knowledge after each session
- 99.5% overall participant satisfaction

### Participant Feedback

- "This was absolutely fantastic. Such a variety of exercises I wasn't aware of."
- "Really enjoyed them all. Great work!"
- "Have learnt so much about improving my sleep. Thank you!"
- "Please keep these evenings going – so valuable for women's health."



### OUTCOME 3

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

### Bike Ready Programme

The bike ready programme run by Sport Manawātū targets primary school aged children from year 5 to 6 with the odd group of year 4s.

The programme has two grades. **Grade 1** is aimed at year 4 and year 5's with a key focus of getting them confident riding their bikes and teaching them basic signals for going on the road. This is held on the school grounds. **Grade 2** focuses on teaching the kids how to safely ride on the road by taking them out there. This also allows them to learn basic road rules.

This programme as a whole is all about getting the Tamariki of Palmerston North confident and comfortable riding their bikes. With the hopes that this could possibly be a mode of transport they will use in the future.

The impact of the programme can be seen through the feedback Sport Manawātū has received from Aokautere school students that participated in the programme this year:

- *kind instructors*
- *felt safe riding*
- *going on the road*
- *helping me to learn to indicate with 1 hand*
- *opportunity to use the pump track*
- *passing the sticks/blocks between riders*
- *riding in the opposite directions passed each other, it made me a better rider by having more control.*

**14**

schools

**540**

students completed grade 1

**596**

students completed grade 2

**71**

learner students are now able to successfully ride their bikes and were able to partake in the grade 1 programme.

**14**

students are still in the process of learning to ride



12-MONTH REPORT | Palmerston North City Council | 1 July 2024 - 30 June 2025

### OUTCOME 3

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

CONTINUED

### Travel Plan Recommendations

*April - June 2025*

This year, Sport Manawatū supported the development of active travel plan recommendations for two local schools: Milson School and Te Kura o Wairau.

To guide this work, a dedicated working group was established for each school. These groups included a school staff member, a student representative, a Palmerston North City Council staff member, a community police officer, and two members of Sport Manawatū's Active Transport Team.

Each working group met twice. The initial meeting established a baseline understanding of current active transport behaviours at each school. Following this, Sport Manawatū developed two tailored surveys per school, one for students and one for parents, to gather more detailed insights into how students travel to and from school, and the reasons behind their choices.

Milson School also undertook an additional in-person survey to capture more comprehensive student data. Te Kura o Wairau had an existing survey process in place and provided Sport Manawatū with the data collected through that initiative.

Based on the survey findings and follow-up analysis at the second working group meeting, Sport Manawatū developed a set of recommendations to support more active and safe travel options for each school community.

#### Survey Results

*Milson School – Online Survey Results:*

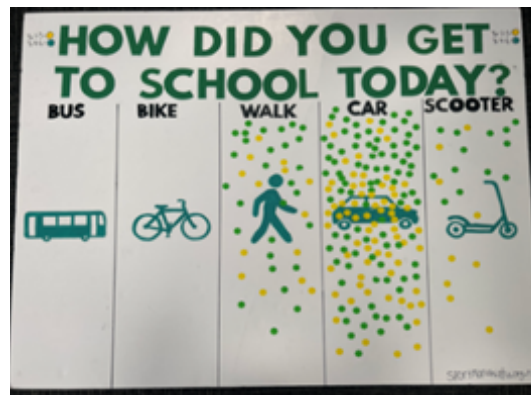
- 60 parents responded
- 57 students responded

*Milson School – In-Person Student Survey:*

- 219 students participated

*Te Kura o Wairau – Online Survey Results:*

- 68 students responded
- 28 parents responded



### Wheels Week – 2025 Workplace Challenge

*19 - 25 May 2025*

A new addition to the 2025 Workplace Challenge, Wheels Week (May 19–25) encouraged participants to “Give Wheels a Go” by using active transport, walking, biking, scootering, or skating to get around town or to work.

This year, the initiative shifted its focus from schools to workplaces to further promote active commuting. Palmerston North City Pathways were highlighted as safe and accessible routes, and a special spot prize recognised the most creative and committed commuters.

#### Key Outcomes:

- **86 participants** used active transport at least once
- **20 participants** wheeled every day of the week

Wheels Week was a fun, engaging initiative that supported behaviour change and promoted simple, everyday opportunities for movement and sustainable travel.



### OUTCOME 3

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

CONTINUED

### Awatapu College active Teens: Building Confidence Through Cycle Skills

6 May - 17 June 2025

In Term 2 of 2025, Sport Manawātū partnered with Awatapu College to deliver the Active Teens Programme, focused on developing cycle skills and promoting active travel among rangatahi.

Over four fortnightly sessions, 15 students gained essential road safety knowledge and practical cycling experience.

Starting with basic skills like helmet fitting and safe bike handling, the programme gradually progressed to road cycling. By the final session, all 15 students confidently cycled on the road and along the bridle track, an incredible achievement, especially considering most had never ridden on the road before.

The programme combined hands-on learning with classroom reinforcement, helping students retain key safety concepts. The enjoyment and engagement were evident, with students consistently enthusiastic and involved.

This initiative not only taught valuable life skills but also encouraged independence, wellbeing, and a love for movement.

### “ Teacher Feedback

*“It was well-planned, engaging, and suited to the needs of our rangatahi. We saw a clear increase in their confidence and understanding of road safety. For some, it was one of the few consistent opportunities to be active. We highly recommend Sport Manawātū—this programme made a real impact.”*

”

### “ Teacher Feedback

*It provided regular opportunities for them to be active, which for some was one of the few consistent chances they had to participate in physical activity. We noticed a clear increase in their confidence, particularly in cycling on the road safely and independently. The hands on learning helped students understand road safety rules and navigate shared spaces with more confidence. We would highly recommend Sport Manawātū, this programme made a real impact”*

”



## Independent Rapid Review of Sport New Zealand

The Government commissioned the IRR to run a “health check” over Sport New Zealand, something which they had also done with other government agencies. The IRR showed that the organisation operates efficiently and effectively with sound strategies and governance in place. The report also found that:

- Sport New Zealand has adopted a robust approach to reaching their budget reduction target savings and that they have identified credible saving options,
- Their operational spending is within the acceptable range and their back-office costs benchmark favourably compared to public sector averages. In addition, consultant and contractor use is trending down and staff turnover is relatively low.

On the back of the report, the Minister will progress minor changes to Sport New Zealand’s governance, and changes to their strategic policy function and monitoring arrangements with the Ministry for Culture and Heritage. The Minister has also asked Sport New Zealand to explore how they can - with other relevant government agencies - support a reduction in youth offending and recidivism.

The changes are in line with directives to all government agencies to focus on consistency and improving accountability. In their context, moving the strategic policy function is so Sport New Zealand has the same structure as other Crown Entities.

It is common across government for a ministry and Crown Entity to manage different elements of policy work. For example, the Ministry of Health’s policy team acts as the strategic arm, setting the “what” and “why” of health policy, whereas one of its Crown Entities, Te Whatu Ora (Health NZ), handles operational policy and the “how” of service design and delivery. In this case, the Ministry for Culture and Heritage is the Ministry of Health and Sport NZ is Te Whatu Ora. From your perspective, you should not see any changes.

Should you wish to read the IRR, it is available on the [Ministry for Culture and Heritage’s website](#)

## Online Casino Gambling Bill Submissions

Martin Snedden has led work with Regional Sport Trust chairs to galvanise the sector (through NSOs and RSTs) to come together and oppose the Online Casino Gambling Bill that is being proposed by the government.

A key feature of the proposed regulatory regime is that the licenced offshore operators will not be required to contribute to community funding, unlike the Class 4 gaming trusts who have to return 40% of their net proceeds in the form of grants.

Although no analysis has been done by the Government on the impact that this decision may have if implemented, it is likely that it might have a detrimental effect on the revenues of Class 4 gaming trusts and therefore the distributions they make to the community, including the sport, active recreation and play sector. Sport Manawatū has decided to support this movement.

There are now 42 NSOs and RSTs confirmed to support this initiative currently with more expected to join. Sport Manawatū is supporting and advocating across our sport sector for anyone that would like to put in a submission.

## INSIGHTS

## SECTOR UPDATES: TRENDS

Source: Disruptor Scan May 2025, Sport New Zealand.

Sport NZ's quarterly scan highlights potential disruptors to sport and recreation over the next two to five years. It serves as a tool for discussions on their implications and whether adjustments to current approaches are needed. The following disruptors have been identified as potentially relevant to PNCC. This information is from the May Disruptor Scan

### GOVERNANCE

#### Status of public funding

18,000 incorporated societies, many sport and recreation clubs, have yet to re-register as part of the updated Incorporated Societies Act. International online gambling firms will soon start operating in NZ. There are concerns this will reduce Class 4, TAB sports betting and lotto revenues.

### ECONOMIC

#### Workforce including Volunteers

Between 2022 and March 2025, over 1,100 incorporated community sport organisations in New Zealand were dissolved by the Registrar of Incorporated Societies. New reporting requirements under the revised Incorporated Societies Act may make it harder to recruit and retain volunteers, as increased administrative demands deter people from taking on committee and governance roles. This legislative change, combined with ongoing workforce challenges, could significantly impact the sustainability and operation of sport and recreation organisations, including their reliance on volunteers.

### SECTOR

#### Social licence for sport and rec

Sport and recreation has faced heightened scrutiny over issues like concussion protocols, inclusivity, and the influence of gambling and alcohol sponsorship. These pressures are compounded by new forms of sport-as-entertainment, such as the Enhanced Games (scheduled to commence in 2026) and the Runit Championship League, which directly challenge the sector's social licence—the broad public acceptance that underpins sport's legitimacy and support.

### ENVIRONMENTAL

#### Active Transport

Waka Kotahi is developing an "Evidence Pack" to develop a better understanding of the transport network, including challenges, potential solutions, and their effectiveness. Cycleways are likely to be a contentious point of debate during some Council elections later this year. Potential candidates have already indicated they favour removing some existing bike ways and halting further developments where vehicles and parking are to be reduced.

**RELEVANCE:** Growing polarisation on transport safety measures suggests that partnering to strengthen community engagement to balance the needs of motorists, cyclists, and pedestrians while ensuring equitable transport investment could be an area of focus in 2025/26 planning.

### SOCIAL

#### Wellbeing

A UNICEF report ranks NZ 32<sup>nd</sup> out of 36 countries for overall child wellbeing. A mental health initiative for school children, called Mitey, has been rolled out in Bay of Plenty schools. The programme embeds mental health education for Years 1-8. It is hoped that this will expand to include all primary schools. A recent international study found that NZ's sexual violence rates are higher than Australia's and the global average. The Impact of Dementia and Equity in Aotearoa study has found that thousands of kiwis have undiagnosed dementia and are not receiving appropriate support. The research project has four more years to run. The Smokefree 2025 goal of having only 5% of the population smoking is unlikely to be achieved, with at least 80,000 kiwis needing to stop smoking this year.

### SECTOR

#### Athlete and participant wellbeing

Recent months have seen heightened risks to athlete and participant wellbeing in New Zealand, with the launch of the controversial Runit Championship League, rising concussion claims among youth, and growing restrictions on transgender participation in sport. Social media-driven trends are also increasing unprepared backcountry hiking incidents. These developments, alongside neuroscientist warnings about new high-impact sports, highlight escalating concerns for safety, inclusion, and health across both traditional and emerging sporting activities.

**RELEVANCE:** Increased backcountry use, especially by unprepared participants, raises the need for clear signage, safety education, and collaboration with outdoor providers to prevent harm. This may be something that needs to be looked into as part of Asset Management Planning in rural reserves.

### SOCIAL

#### Changing leisure patterns

In New Zealand, more young people are choosing to socialise without alcohol. This is leading to greater interest in saunas and other wellness activities as social activities. Other changes include new freedom camping regulations to protect natural areas, and a rise in flexible recreation like gym workouts and self-guided activities.

# GREEN PRESCRIPTION PROGRAMME

## Referral information

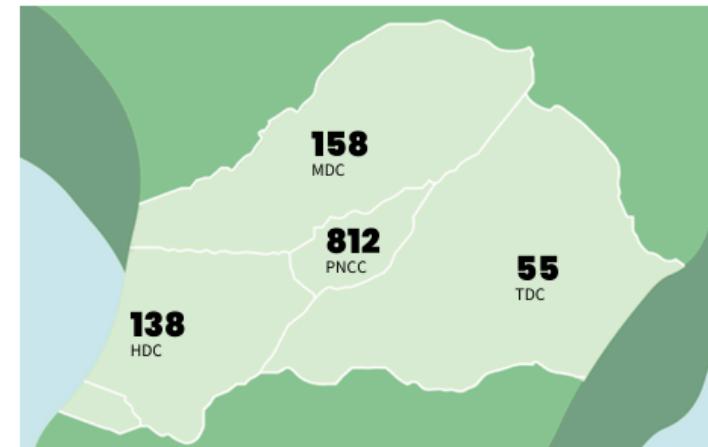
### Jan – Jun Referrals



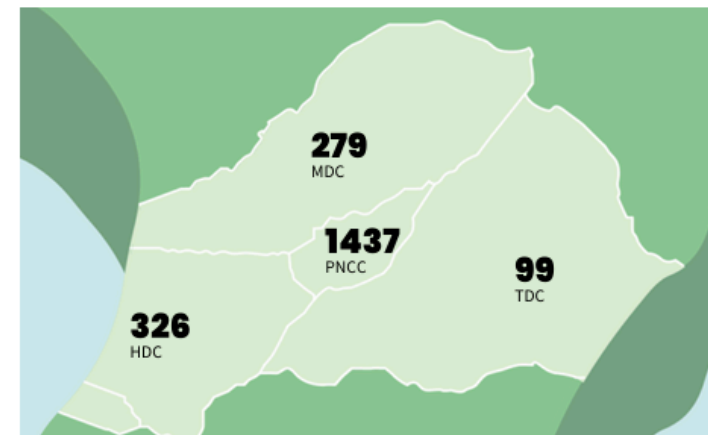
### Total Referrals – Jul 24–Jun 25



Referrals by Region  
Jan – Jun 2025



Total Referrals by Region  
Jul 2024 – Jun 2025





### GRx New Kiwis Programme

May to June 2025

#### Green Prescription & English Language Partners: 6-Week Healthy Lifestyle Programme

Sport Manawatū's Green Prescription (GRx) team partnered with English Language Partners (ELP) to deliver a 6-week healthy lifestyle programme for 69 former refugee learners at ELP's Palmerston North campus.

The co-designed programme supported successful settlement through weekly education and physical activity sessions, covering topics identified by learners and staff. These included heart health, diabetes, healthy eating, stress management, bowel health, and arthritis. Presenters included the Heart Foundation, Diabetes Trust, Massey University, and Sport Manawatū.

Physical activities included chair yoga, resistance bands, table tennis, squash, and play-based movement designed to be inclusive and enjoyable. Feedback was overwhelmingly positive, with learners appreciating the relevance, accessibility, and fun.

This programme was a clear success, fostering confidence, wellbeing, and stronger community connections for participants. Sport Manawatū looks forward to supporting continued engagement in local sport and recreation.

**96%**

are more physically active

**100%**

feel more confident being active

**74%**

improved their nutrition habits

**94%**

noticed positive health changes

“

#### APPENDIX Participant Feedback

- “I loved the healthy eating session and the plate we were gifted.”
- “Chair yoga and resistance bands were fun and easy to follow.”

”



# ACTIVE TEENS & ACTIVE FAMILIES

## Referral information

### Jan – Jun Referrals



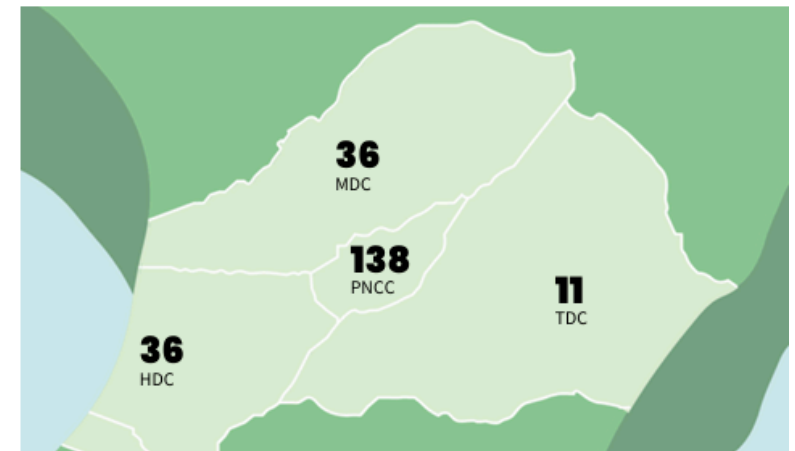
### Total Referrals – Jul 24–Jun 25



### Referrals by Region Jan – Jun 2025



### Total Referrals by Region Jul 2024 – Jun 2025



## Active Families Programme

*July 2024 - June 2025*

The aim of the Active Families/Teens programme is to support, educate and encourage whānau to set and achieve goals for lifestyle change and physical activity levels in children, young people and their whānau.

Over the last year, there was a change to the team delivering the Active Families/Teens programme. This provided an opportunity to consider the current programme and opportunities for growth.

On meeting with the current schools/community we identified people who had become more confident with delivering their own programmes due to the input of Active Families/Teens over the previous 12- 24 months. This enabled the Active Families/Teens team to offer our services to other schools, groups, and providers, widening the number of people who can benefit from the programme. When contacting participants/whānau from Active Families referrals it was also apparent that a number of participants wanted to re-engage in the programme, taking a holistic approach to the health of their whānau. This is reflected in the high number of self-referrals who were previously referred by health professionals.

Over the past 12 months, Active Families has had 236 referrals and 136 out of them are from Palmerston North. 97 if the referrals have been from our Active Teens programme and 38 from our Active Families programme.

## Active Teens Te Hiringa Programme

*July 2024 - June 2025*

From Term 3, 2024 to Term 2, 2025, Sport Manawātū partnered with the Highbury Whānau Centre to deliver the Te Hiringa – Active Teens programme, supporting rangatahi in alternative education through accessible, engaging physical activity.

With limited access to sport in their usual environment, this programme provided new experiences and built strong connections through co-designed terms and diverse activities. Across four terms, rangatahi took part in multisport, football, volleyball, basketball, netball, squash, table tennis, wheelchair basketball, rugby, and even led their own Ki-o-Rahi session. Each activity was supported by community providers, offering rangatahi a chance to build trust, explore new sports, and grow their confidence.

A simple feedback tool, tracking mood and confidence before and after each session—showed consistent improvements in wellbeing and self-belief. Teachers and kaimahi reported increased Friday attendance, higher engagement, and strong relationships forming between rangatahi and Sport Manawātū staff.

The programme was rated 10/10 by Highbury Whānau Centre staff and has inspired ongoing interest from students to stay involved in sport. This partnership continues to show the power of community, connection, and youth-led experiences in creating lasting impact.





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## Year three assessment by staff on progress towards meeting outcomes based on Sport Manawātū's Annual Report to PNCC for 2024/25

### Part A: Assessment of accountability reporting requirements

Sport Manawātū's role in the outcome	Accountability reporting - summary comments	Conclusion
<b>Outcome 1: Palmerston North is one of the most active communities in NZ</b>		
<p>1. Insights &amp; advice inform the type of response to the community, so that:</p> <ul style="list-style-type: none"> <li>➤ There is equitable access to play, recreation and sport facilities throughout the City</li> <li>➤ The community is increasingly active</li> <li>➤ The sports sector is sustainable</li> <li>➤ There is close collaboration throughout the sports sector</li> <li>➤ Facility programming and scheduling of events respond to community needs</li> </ul>	<p><b>Annual Plan*</b> - The requirement to prepare an Annual Plan for the upcoming year was fulfilled through the review of Sport Manawātū's (SM) work (operations) plan. This plan outlines the actions staff will take in response to the priority areas identified in the agreement.</p> <p><b>Uptake and benefits from activities and programmes*</b> - A consistent feature of Sport Manawātū's reports is the detailed descriptions of the wide range of opportunities it offers to the sector. Feedback from participants is consistently positive, and metrics are high where surveys have been undertaken.</p> <p><b>Sports membership and participation data*</b> - The report includes data on membership and participation for the main sports codes represented by Regional Sports Organisations. The change in data collection methodology, which involves sourcing data directly from the codes, has provided a more holistic view of the number of people engaged in each sport.</p> <p>Due to past concerns about the reliability of this type of data, there has been some hesitancy to place high confidence in the accuracy of previously collected statistics. However, improved data collection techniques have informed the analysis provided and have shown a good area of improvement since last year's reporting.</p> <p><b>Monitoring physical activity levels</b> – Data on activity behaviour has not been presented in the report, as the most recent Active NZ survey from Sport NZ has not been made available for comparison. Insights on local physical activity trends were included in the 6-month progress report.</p> <p><b>Māori Wellbeing</b> – Sport Manawātū has contributed to Māori wellbeing by fostering meaningful relationships and partnerships that uphold iwi Māori aspirations in the physical activity space. A notable example of this is its involvement with He Oranga Poutama (HOP), a kaupapa Māori initiative designed to increase Māori participation and leadership in sport and physical activity in alignment with te ao Māori. Several kaupapa Māori initiatives aimed at enhancing physical activity and wellbeing across whānau, hapū, and iwi are profiled in the report.</p>	Met

Sport Manawatū's role in the outcome	Accountability reporting - summary comments  *indicates accountability reporting requirements in the agreement	Conclusion
	Sport Manawatū, in partnership with Te Pae Oranga o Ruahine o Tararua, won the Jim Maniapoto Memorial Taonga- Excellence in impacting Māori participation as Māori Award at the recent Sport and Recreation Awards 2025. This partnership, supported through the HOP Māori Activation fund focuses on strengthening wellbeing through Kaupapa Māori physical activity and connection.	
2. Support & funding helps people to be active	<p><b>Active Communities Fund uptake*</b> - The report details the uptake of the Active Communities Fund, which has granted funding to 28 applicants, totalling \$13,172. Two examples of community impact from applicants have been included.</p> <p><b>Operational Support and Updates to the Council*</b> - SM has reported on their collaboration with Council staff regarding service level agreements (SLAs). This includes discussions on seasonal overlaps between touch football and rugby league, as well as clarifying with codes the Council's approach to setting fees and charges for different sports codes. Engagement with the Council's planning processes, particularly on reserve management planning, and other reporting procedures has been documented separately, and discussed with staff, from the Annual Report.</p>	Met
3. Leadership ensures we have a sustainable network of sport and recreation facilities	<p><b>Regional Sports Facility Planning*</b> - As outlined in the Annual Report, over the past year, Sport Manawatū staff have been actively involved in several initiatives:</p> <ul style="list-style-type: none"> <li>• He rā ki tua – Horizons Region Spaces and Places Plan for Sport and Recreation: Sport Manawatū collaborated with Sport Whanganui to organise an all-region meeting with Council and Regional Sports Trust (RST) staff. They shared an Implementation Plan for the He rā ki tua Plan, which includes a new initiative to enhance the Plan's visibility by developing a dedicated website.</li> <li>• Canoe Polo: A Needs Assessment for a proposed canoe polo facility was created in partnership with Sport NZ and the Manawatū Kiwi Canoe Polo Club. Sport Manawatū staff co-presented a report on this Needs Assessment to the Culture &amp; Sport Committee in June 2025.</li> <li>• Arena 5: Sport Manawatū staff are actively involved as members of both the user input Working Group and the Steering Group, which operates at the governance level for the new facility.</li> <li>• Artificial Football Turf: Sport Manawatū has participated in this project by maintaining ongoing communication with Council staff.</li> <li>• Covered Bowling Green: Sport Manawatū has taken the lead in post-Business Case discussions for this project in collaboration with Bowls NZ.</li> <li>• Manawatū Gymsports: There has been continuous liaison with the Club following the completion of the Needs Assessment and Feasibility Study in May 2024.</li> </ul>	Met



Sport Manawatū's role in the outcome	Accountability reporting - summary comments  *indicates accountability reporting requirements in the agreement	Conclusion
	As some of these facility proposals advance through the He rā ki tua planning approach, Sport Manawatū has ensured close collaboration with the proponent groups and relevant operational and planning Council staff, demonstrating leadership in achieving this outcome.	
4. The community understands and values the benefits of play.	<p><b>Progress towards Play Policy implementation*</b> - The report highlights various examples of how SM has led and influenced play activities throughout the City.</p> <p><b>Pop-Up Play Opportunities*</b> The requirement to conduct at least four pop-up play events was successfully met (refer to pages 25-27 in the Annual Report).</p> <p><b>Tū Manawa Active Aotearoa funding for play*</b> - Five Palmerston North play-related projects were supported by the Tū Manawa Active Aotearoa fund during the 2024-25 financial year, totalling \$56,370 (see page 20 of the Annual Report).</p>	Met
<b>Outcome 2: Sports events create both social opportunities and economic benefits</b>		
1. Strong and collaborative partnerships are formed with event organisers to host strategically important sports events	<p><b>Sports Event Partnership Fund (SEPF) Administration*</b> - SM administers the Sports Event Partnership Fund (SEPF) on behalf of the Council. Although this information is not included in the Annual Report, SM contributed to the "Summary of Community Funding Allocations 01/07/2024 - 30/06/2025" report, which was presented to the Community Committee on August 13. In this report, Sport Manawatū noted:</p> <ul style="list-style-type: none"> <li>• <b>Increased Competition:</b> Other cities with new venues and similar event funding are actively pursuing event hosting, influencing local negotiations.</li> <li>• <b>Strategic Funding Allocation:</b> The assessment panel reduced the number of supported events to focus on those with the highest economic return, helping retain key events within budget.</li> <li>• <b>Future Direction:</b> <ul style="list-style-type: none"> <li>– <b>Unified City Approach:</b> Sport Manawatū emphasises the need for a cohesive strategy to enhance Palmerston North's appeal for sports events.</li> <li>– <b>Stakeholder Engagement:</b> To date there has been limited hospitality and accommodation sector involvement so far, aside from Massey University.</li> <li>– <b>Collaborative Efforts:</b> Ongoing work with Council, CEDA, and partners is required (and is underway) to improve the overall experience for event participants, aiming to boost retention and growth.</li> </ul> </li> </ul> <p><b>Retention and attraction of strategically important events*</b> See above comments on strategic funding allocation.</p> <p><b>Economic and social benefits of SEPF-supported events*</b> - The report indicates that the SEPF supported twenty-two</p>	Met

Sport Manawatū's role in the outcome	Accountability reporting - summary comments  *indicates accountability reporting requirements in the agreement	Conclusion
	<p>sports events, which contributed an estimated \$10.4 million to the economy. The three largest contributors to this economic benefit were the NZSS Volleyball Championships, NZSS Basketball Championships, and the NZ Gymnastics National Championships.</p> <p><b>Evidence of collaboration:</b> Sport Manawatū collaborates with PNCC Event staff to coordinate major events in the City, avoiding scheduling conflicts and easing demands on local resources. It also facilitates event delivery by connecting event organisers with local clubs, activating volunteers, and providing insights on accommodation and facility needs. For instance, SM supported Hockey Manawatū by linking them to a volunteer network for the Nationals. This collaboration enhances the experience for participants and strengthens the City's reputation as a welcoming host for major sporting events.</p>	
<b>Outcome 3: People have the skills to safely and confidently cycle, and walk, on our transport network</b>		
1. Promote active transport modes (walking and cycling) for recreation and commuting	<p><b>Bike Ready cycle skills*</b> - During this reporting period, the initial goal was to train 800 students to a grade 2 level in cycling skills. The Council struggled to confirm ongoing funding for SM to continue the Bike Ready programme because NZTA Waka Kotahi withdrew financial support for active transport initiatives.</p> <p>Despite this challenging start to the year, SM made commendable progress toward meeting the original delivery expectations, successfully training 596 students to a grade 2 level last year, and 540 students completed grade 1. This brought the total number of students trained to 1,136. While this was a decrease in the overall number of students receiving grade 2 cycle skills support compared to the previous year, it met the revised expectation of 1000 students trained at grades 1 and 2 set by council staff.</p> <p>The impact of the programme is evident in the positive feedback from Aokautere school students who participated this year. They expressed how they learned to signal while riding, had the opportunity to use the pump track, and practiced manoeuvring around obstacles with riders coming from the opposite direction. Overall, this experience helped students improve their riding skills and control.</p> <p><b>Walk and Wheels Event &amp; Workplace Challenge*</b> - The Walk and Wheels event, which encouraged people to use active modes of transport, took place from May 19 to May 25 as part of the Workplace Challenge. Key outcomes from participants in the Workplace Challenge included: 86 individuals used active transport at least once, and 20 participants engaged in wheeling activities every day of the week.</p>	Met



Sport Manawatū's role in the outcome	Accountability reporting - summary comments	Conclusion
	*indicates accountability reporting requirements in the agreement	
	<p><b>School travel plans*</b> - This year, Sport Manawatū assisted in developing school travel plans for two local schools: Milson School and Te Kura o Wairau. Based on survey findings and subsequent analysis during a working group meeting, Sport Manawatū created a set of recommendations to encourage more active and safe travel options for each school community.</p> <p>Given the lower-than-expected numbers being trained at the grade 2 level, the overall assessment for this outcome equates to a 'partially met' conclusion.</p>	

#### Yearly accountability summary – annual comparison over the term of the Funding Agreement

	Year 1 – 2022/23	Year 2 – 2023/24	Year 3 – 2024/25
<b>Outcome 1: Palmerston North is one of the most active communities in NZ</b>			
Insights inform response	Met	Partially met	Met
Support and funding	Met	Met	Met
Regional leadership	Met	Met	Met
Value and benefits of play	Met	Met	Met
<b>Outcome 2: Sports events create both social opportunities and economic benefits</b>			
Event funding and support	Partially met	Met	Met
<b>Outcome 3: People have the skills to safely and confidently cycle, and walk, on our transport network</b>			
Promotion of active modes	Partially met	Partially met	Met

## Part B: Performance measures 'traffic light' assessment

Outcome area performance measures	Comments	Traffic light key:								
		<div><div></div>Not on track</div> <div><div></div>Partly on track</div> <div><div></div>On track</div>								
Outcome 1: Palmerston North is one of the most active communities in NZ										
Decreasing levels of physical inactivity in the City.	<p>SM's Annual report does not include any commentary on this measure because there are no updated physical activity statistics available at the City level from the national Active NZ survey conducted by Sport NZ.</p> <p>As reported in the evaluation of SM's Annual Report for 2023-24, nationally collected data indicate that physical activity levels in the city are relatively stable, which suggests that inactivity levels are also likely consistent. Combined data from 2022 and 2023 for the 'last 7 days participation rate' metric show that, across all ages, Palmerston North has a participation rate of 73.4% active (with a range of 72.4% to 74.7% across the city) and 26.6% inactive. This inactivity percentage compares to 23.4% nationally. Typically, the activity and inactivity rates for Palmerston North are similar to those in the Manawatū region.</p>	Not assessed – there is no current data available to enable comparison with the previous year; note that physical activity levels cannot be directly attributed to Sport Manawatū, although they have a clear role in improving physical activity levels.								
➤ Activities delivered are responding to and meeting community needs.	The Annual Report demonstrates how SM's activities address the needs of the community.									
➤ Compliant administration and allocation of funding programmes on behalf of the Council	SM has confirmed with staff that its management of the SEPF and Active Communities Fund comply with the requirements of the Support and Funding Policy 2022.									
➤ Delivery of agreed implementation actions in the RSFP (now the He rā ki tua Plan) and Play Policy.	Clear evidence of actions taken to implement the He rā ki tua Plan (page 22) and the Play Policy (pages 23–29) is included in the report.									
Outcome 2: Sports events create both social opportunities and economic benefits										
➤ Increasing economic and social benefits of	<table><tr><th>Year</th><th>Number of supported events</th><th>Value of SEPF support</th><th>Estimated economic benefit (value-add)</th></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Year	Number of supported events	Value of SEPF support	Estimated economic benefit (value-add)					Note that the estimated economic benefit
Year	Number of supported events	Value of SEPF support	Estimated economic benefit (value-add)							

Outcome area performance measures	Comments				Traffic light key:																				
					<div><div>Not on track</div><div>Partly on track</div><div>On track</div></div>																				
SEPF-supported sporting events.	<table><tr><th>2024/25</th><th>22</th><th>\$340,687</th><th>\$10.4 million</th></tr><tr><td>2023/24</td><td>28</td><td>\$289,420</td><td>\$11.2 million</td></tr><tr><td>2022/23</td><td>40</td><td>\$327,814</td><td>\$13.6 million</td></tr><tr><td>2021/22</td><td>11<sup>1</sup></td><td>\$113,700</td><td>\$2.4 million</td></tr><tr><td>2020/21</td><td>27</td><td>\$230,829</td><td>\$7.4 million</td></tr></table>	2024/25	22	\$340,687	\$10.4 million	2023/24	28	\$289,420	\$11.2 million	2022/23	40	\$327,814	\$13.6 million	2021/22	11 <sup>1</sup>	\$113,700	\$2.4 million	2020/21	27	\$230,829	\$7.4 million	<p>Summary of economic benefits from SEPF-supported sports events based on Sport Manawatū Annual reports to PNCC</p> <p>The table above shows that the estimated value-added economic benefit resulting from SEPF funding support in the 2024/25 financial year has decreased compared to the previous year. Data from previous years shows the variability in the amount of funding, and resultant economic benefits and demonstrates an average economic benefit of \$10.65 million (excluding the Covid-19 impacted year). The decrease is potentially linked to the reduction in events supported through the SEPF and support of events that do not necessarily generate economic benefits, as they are community participation-focused.</p> <p>Social benefits are typically more difficult to assess than economic benefits. SM have highlighted in its Annual report that interactive activities at two events supported by the SEPF have provided social benefits.</p>			cannot be directly attributed to Sport Manawatū's role as a funding administrator.
2024/25	22	\$340,687	\$10.4 million																						
2023/24	28	\$289,420	\$11.2 million																						
2022/23	40	\$327,814	\$13.6 million																						
2021/22	11 <sup>1</sup>	\$113,700	\$2.4 million																						
2020/21	27	\$230,829	\$7.4 million																						
➤ SM is a collaborative partner in the City's event network that contributes to hosting successful sports events in the City.	Sport Manawatū has described the collaborative efforts to host successful sports events in the city.																								
Outcome 3: People have the skills to safely and confidently cycle, and walk, on our transport network																									
➤ Increasing participation in walking and cycling as active transport modes	SM's Annual report does not include any commentary on this measure as it is based on the 2023 Census data. For information last year's assessment showed that the percentage of people walking or jogging to work in the City has decreased from 6.8% in 2018 to 5.1% in 2023. However, this figure remains higher than the national average of 4.2% for New Zealand. The percentage of people cycling to work has also declined, from 3.4% to 2.6%. Similarly, this percentage is above the national average of 1.9% for New Zealand.				Not assessed – there is no current data available to enable comparison with the previous year; note that participation in active transport modes																				

<sup>1</sup> In 2020/21 fifteen (15) events were cancelled due to Covid-19 restrictions with an estimated loss of economic benefit (value-add) of \$9.5 million.

Outcome area performance measures	Comments	Traffic light key: <table><tr><td></td><td>Not on track</td></tr><tr><td></td><td>Partly on track</td></tr><tr><td></td><td>On track</td></tr></table>		Not on track		Partly on track		On track
	Not on track							
	Partly on track							
	On track							
		<i>cannot be directly attributed to the activities delivered by Sport Manawatu.</i>						
➤ Minimum of 800 students trained at Grade 2 cycle skills level annually (year 2, total of 1000 students trained (year 3)	A delayed start to delivering Bike Ready to schools due to the funding impacts described in Part B above led to revised expectations established from the previous year. The target of 1000 students trained was surpassed, with 1,136 students trained over the year.							

## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Covered Bowling Green - proposed change in location

**PRESENTED BY:** Aaron Phillips, Activities Manager - Parks and Carl Johnstone, General Manager Partnerships - Environments, Sport Manawātū

**APPROVED BY:** Glen O'Connor, Acting General Manager Infrastructure  
David Murphy, General Manager Strategic Planning

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### RECOMMENDATION(S) TO COUNCIL

1. That the operational grant of \$475,000 provided in Long-Term Plan programme 2537 be transferred from the Palmerston North Bowling Club to the Takaro Sports Club – Takaro Bowls Section.
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#### 1. ISSUE

- 1.1 Council approved a grant of \$475,000, spread over the 2026/27 and 2027/28 financial years, as support for a covered bowling green in the 2024/34 Long-Term Plan (LTP).
- 1.2 The programme header for programme 2537 states the support is to Bowls Manawātū.
- 1.3 The resolution of Council during the 2024/34 LTP deliberations specified that the grant was to the Palmerston North Bowling Club.
- 1.4 Palmerston North Bowling Club has withdrawn from pursuing a covered green at their facilities because the funding environment meant they could not raise the necessary funds and a few key personnel were unable to continue to drive the project.
- 1.5 Bowls Manawātū initiated work with the other Palmerston North based clubs to see whether any of them wished to be reconsidered as a venue for a covered green. Only the Takaro Sports Club engaged in the process; the other clubs declined the invitation.
- 1.6 The project has been rescoped to a stretched membrane roof from the scope the Palmerston North Bowling Club pursued, which had expanded to an indoor green, and building.
- 1.7 Council needs to confirm whether or not it will redirect the grant for the covered green to Takaro Sports Club – Takaro Bowls Section.

## **2. BACKGROUND**

- 2.1 A covered bowling green has been under consideration since 2019 alongside club merger proposals. A history was provided in [Attachment 3](#) of the report in April 2023.
- 2.2 Programme 1891, to complete a detailed feasibility assessment on a covered bowling green, was included in the 2021-31 LTP. The minutes from the Committee of Council note that this was to *'allow the assessment of a potential site and provide clarity as to whether to progress to the next stages of the project'*.
- 2.3 A [Detailed Feasibility Study](#) was completed and reported to Council in April 2023. The report concluded further work on strategic direction, a preferred location, funding streams (including operational funding) and a business case was needed.
- 2.4 Council received an [update report](#) in March 2024 following completion of the business case.
- 2.5 Council made the decision to contribute funding to the covered green in its [2024/34 LTP deliberations](#), resolution G41.

That Council contribute a grant towards the development and construction of a new Covered Bowling Green at Palmerston North Bowling Club of a total contribution of \$450,000 (excluding inflation) over two years: \$225,000 Year 3 and then \$225,000 Year 4.

- 2.6 With Palmerston North Bowling Club withdrawing from the project, Bowls New Zealand reviewed the scope and has recommended it be reduced from a fully enclosed facility to a covered green. This has reduced the budget required to complete the project.

### 3. READINESS TEST

3.1 In the report to Council in March 2024 Officers and Sport Manawatū staff recommended that the project proceed to negotiating the partner and funding agreements<sup>19</sup> if Council supports the funding request of \$450,000 though the 2024/34 LTP. The funding agreement would be conditional on eight criteria. The following sections update Councillors on progress towards meeting those criteria.

**a. Bowls Manawatū adopted a strategic plan that identifies an indoor green as a strategic priority**

Bowls Manawatū confirm that their strategic plan adopted in 2022 included the covered green as a strategic priority.

**b. ~~Palmerston North Bowling Club~~ Takaro Sports Club Bowls Section completes a Strategic Plan**

A strategic plan has been developed by the committee and is to be considered, amended and adopted by the full Takaro committee in the 4th Quarter 2025.

**c. A project timeline identifying key milestones is developed**

A timeline has been provided as per Attachment 1. Key dates:

- Design complete                      March 2026
- Resource consent                      April – September 2026
- Fundraising complete                      February 2027
- Construction                      May – September 2027
- Opening                      October 2027

**d. A detailed fundraising plan is completed**

A high-level fundraising plan has been provided and is contained in Attachment 2 alongside a capital construction estimate. This is discussed in Section 5 of this report.

**e. Details are provided on a Project Steering Group membership, their relevant skills and experience**

Project steering group consists of:

- Phil Meads, Takaro Sports Club

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<sup>19</sup> As per the [Facility Investment Decision Making Process](#) (note this has now been superseded by the planning process in He rā ki tua Regional Spaces and Places Plan).

- Gary Mitchell, Takaro Sports Club
- Wally Davies, Takaro Sports Club
- Steve Toms, Takaro Bowls Section
- Chris Lander, Bowls New Zealand General Manager – Clubs & Community
- Vanessa Taylor, Bowls Manawātū Centre Manager

**f. Operational sustainability is tested further via modelling the impact and requirements to service a loan**

An operational budget has been provided as attached. Officers have not carried out a thorough assessment of the Takaro Club's budget to test its validity. There is some reliance on the financial experience of Bowls New Zealand and thoroughness of the club's consideration of the proposal.

The 2022 [Detailed Feasibility Study](#) found that in the order of \$63,000 in additional annual operational costs would be required, of which \$34,000 was to cover future canopy/structure replacements and \$23,000 was for a 0.5 FTE staff person. Direct additional maintenance and expenses were estimated at \$6,000 per year.

The 2022 Detailed Feasibility Study found that covering that cost through a combination of bar take, fees, and sponsorship was achievable with a modest increase in bar prices (5%) and increased patronage making a substantial contribution.

The Takaro budget allows lower depreciation and excludes carpet replacement which Officers understand is separately budgeted for. Their budget has included insurance costs, a budget for promotion but a smaller labour / part time administrator allowance.

The Bowls Section of the Takaro Sports Club posted small losses in previous years. The wider Sports Club also had small losses. They need to be confident they can turn these into profits as well as cover the additional costs in order to be sustainable.

**g. Payment being conditional on written verification of full funding being in place that matches up-to-date costs and is paid out in instalments matching agreed milestones**

No evidence required; will be in the funding agreement should Council approve the grant redirection.

**h. Any change in scope from warehouse to alternative types of provision is to be reported back to Council prior to committing to construction**



This report confirms a shift back to a stretched membrane structure approach. Figure 1 is indicative of what is proposed.



*Figure 1: Example fabric structure covered bowling green*

#### **4. DISCUSSION**

- 4.1 The readiness tests have been met or are largely in hand as discussed in Sections 3.a. – 3.h. Takaro Sports Club, Bowls Manawātū and Bowls New Zealand have provided a Business case; refer Attachment 3.
- 4.2 After scaling the project back to a roof only option the fundraising plan looks more achievable than when Palmerston North Bowling Club expanded it to an indoor facility.
- 4.3 While it is concerning that the Palmerston North Bowling Club were unable to meet the aspiration and undertakings, it appears from the information received that Takaro are well positioned to drive the project forward.
- 4.4 There is strong support from Bowls New Zealand to have a covered green within the Manawātū Region and this is identified within its strategic plan 2023-2026 for all weather facilities across the country.
- 4.5 Bowls New Zealand have led out the process for establishing a new site for the covered green within Palmerston North with discussions with each club on the prospect.
- 4.6 In the initial proposal situation in 2023 both Takaro Sports Club and Palmerston North Bowling Club were very close in the evaluation process, with the proximity to the city centre being the deciding factor for Palmerston North Bowling Club.

## 5. FUNDING

- 5.1 The fundraising lead from the Club will be Phil Meads. He has been working in this space for a long time with a solid reputation of delivering. He was instrumental in delivering the Takaro Sports Club Takaro Park lighting project, for the football club and basketball court, securing \$120,000.
- 5.2 Total construction costs for the cover are estimated at \$950,000 including consenting.
- 5.3 The fundraising plan sets targets for \$995,000. Factoring some movement between the funding categories it requires:
- |                   |                       |                        |
|-------------------|-----------------------|------------------------|
| - PN City Council | \$475,000             | 48% of total cost      |
| - Grants          | \$355,000 - \$400,000 | 37 – 42% of total cost |
| - Club/donations  | \$75,000 - \$120,000  | 8 – 13% of total cost  |
- 5.4 The Fundraising Plan states 'Club Reserve - if needed'. The Club has healthy reserves<sup>20</sup>, with net current assets of over \$130,000; however this is down from over \$175,000 in 2023.
- 5.5 The Club would need to limit use of club reserves to an amount that doesn't compromise ongoing club viability. Typically, six to twelve months of operational costs as a reserve is considered prudent; in the Takaro Sports Club case a reserve in the order of \$60,000 to \$120,000.
- 5.6 As such the club/donations component of the fundraising plan appears reasonable.
- 5.7 The community grants component of the fundraising plan lists eight potential sources.
- A 100% success rate would require an average grant of \$44,375 to \$50,000 to obtain \$355,000 to \$400,000.
  - With say a 50% success (4 out of 8 applications) rate the average grant would need to be \$89,000 to \$100,000.
  - A 38% success rate (3 out of 8 applications) would require grants of \$118,000 to \$133,000.
- 5.8 A scan of recent grants from some of the larger gaming trusts suggests this will be at the upper end of their grant range. Typical grants are in the range of \$5,000 to \$50,000.

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<sup>20</sup> Officers reviewed the 2024 Takaro Sports Club Annual Accounts.

- 5.9 The Council's Commercial and Funding Advisory team suggest that the identified potential funders typically offer grants in the range of \$10,000 to \$100,000.
- 5.10 Council and Sport Manawatū are aware of other community projects that will potentially be seeking funding in a similar timeframe, such as the artificial football turf for Central Football, Massey University Turitea Stream Gardens (part of Botanical Gardens), Manawatū Community Athletics Track lighting replacements, and Gymsports facility development. This presents a risk of either compromising the amount of fundraising achievable or lengthening the timeframe.
- 5.11 The fundraising plan remains a challenge despite the reduced scope of a stretched membrane covered green. The project has the benefit of clear support at national level from Bowls New Zealand, but it is difficult to see an easy path for the grants portion without at least two significant grants of around \$100,000.
- 5.12 There is a risk that in twelve months' time Bowls New Zealand and the Club advise Council they have been unable to reach the funding target and will not draw down the Council grant.

## 6. TIMING OF COUNCIL FUNDING

- 6.1 Council has allowed \$235,000 in 2026/27 and \$240,000 in 2027/28 of the 2024-34 LTP within programme 2537.
- 6.2 The funding agreement will include the draw-down of the Council grant being conditional on all funding requirements being met and a fixed/firm price for construction being established.
- 6.3 If there is a delay of two months to the timeline proposed, then Council funding in 2026/2027 would be deferred until 2027/2028. A delay would result in all the funding being in the 2027/28 year, the first year of the new LTP.

## 7. NEXT STEPS

- 7.1 Enter into a funding agreement with Takaro Bowling/Sports Club and Bowls Manawatū detailing the terms and conditions of the grant.
- 7.2 Monitor progress.

## 8. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
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?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
The recommendations contribute to: Whāinga 2: He tāone whakaihihi, 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: provision of sports fields and facilities.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The grant assists the Manawatū Bowling Community to cover a bowling green, increasing community access to bowling, regardless of the weather. The covered green will enhance the city's offering when it comes to hosting bowling tournaments

## ATTACHMENTS

1. Takaro Covered Green - Timeline [↓](#) 
2. Takaro Covered Green - Capital Budget and Funding Plan [↓](#) 
3. Takaro Covered Green - Business Case [↓](#) 

**TAKARO COVERED GREEN TIMELINE - AS AT 6 AUGUST 2025**

2025	December
PNCC approval of \$400k funding	15th
Budget agreed by Takaro BC / Bowls NZ	20th

2026	January	February	March	April	May	June	July	August	September	October	November	December
Design drawings initiated	26th											
Funding support plan established and initiated		15th										
Design agreed for submission to consenting process			20th									
Resource Consent Process Commences				6th								
External funding partner approaches initiated				6th								
Funding updates reported to project team					29th			28th			27th	
Resource Consent Process Completed									30th			
Request for Proposals (RFP) sent to prospective suppliers for build project										12th		
RFP return deadline											27th	

2027	January	February	March	April	May	June	July	August	September	October	November	December
Funding updates reported to project team		26th			28th			27th			26th	
Selection of project contractor		1st										
Sub-contractors / suppliers finalised			26th									
Development commences				5th								
Site preparation completed				30th								
Building work commences					3rd							
Building work completed									10th			
Artificial green returned to "fit for purpose" status										8th		
Opening Function										16th		



### **TAKARO COVERED GREEN - CAPITAL BUDGET - AS AT 6 AUGUST 2025**

#### Projects Costs

Canopy (includes contingency)	\$	849,862
Canopy - Design to Consent	\$	69,852
Canopy - Drainage (estimate)	\$	30,000
	\$	<u>949,714</u>

#### Project Funding

PNCC	\$	475,000	
Community Grants	\$	400,000	(NZCT, Lion, Pub Charity, PowerCo, TAB, Grassroots, Lotteries, EECA)
Donations/Bequests	\$	20,000	
Club Fundraising Activities	\$	100,000	(Events, Raffles, Auction, Dinner)
Club Reserves	TBC		if needed
	\$	<u>995,000</u>	





**Business Case – May 2025**

From:	Takaro Sports Club, Bowls Manawatu, Bowls New Zealand
To:	Palmerston North City Council, Sport Manawatu
Re:	Covered Bowling Green Project
Date:	27/05/25

**1.0 INTRODUCTION**

This report sets out a business case for the development of a covered green facility at Takaro Sports Club. The development has the backing of Bowls Manawātū and Bowls New Zealand.

**2.0 BACKGROUND**

Considerable work has already been done to establish a preferred venue for the development of a covered bowling green in Palmerston North. The Palmerston North City Council (PNCC) has committed to supporting the development of a covered green within its Long Term Plan.

Bowls New Zealand had previously facilitated a process that identified Bowls Palmerston North as the preferred venue for a covered green facility in Palmerston North. However the club has now indicated to Bowls New Zealand that they are no longer willing to be the host site for this development.

Consequently Bowls New Zealand has conducted a further process which has established Takaro Sports Club as the preferred venue.

**3.0 STRATEGIC CONTEXT**

**Purpose:** To provide a year-round facility for lawn bowls, enhancing community engagement and promoting healthy lifestyles.

**Objectives:** Increase participation in lawn bowls, support local sports clubs, and offer a versatile venue for events.

**Alignment with Strategic Goals:** Aligns with Bowls New Zealand strategy to foster participation and growth of the sport through the development of covered artificial greens to improve access for all.

**Regional Environment:** Bowls has a strong presence in Palmerston North and the Manawātū with 15 clubs spread across the region, with 1700 members, 2060 casual participants and 144 students evidenced in the December 2024 census.

**Network Importance:** There is no covered facility in the region and its implementation would provide a significant asset for Palmerston North and the Manawātū, whilst offering a facility that creates opportunity for the hosting of regional and national events.

**3.1 The Changing Face of Bowls**

The sport of Bowls has undergone a transformation in the last decade with our clubs embracing their role as modern, inclusive and accessible community hubs.

### Artificial greens

There are over 200 artificial greens now in operation across the country. Artificial greens provide a surface less subject to weather and reduce the burden of maintenance on small clubs with limited resources. It allows bowlers to play more often and provides far greater opportunity for people to access the sport. When you add in the 100 rest homes with artificial greens, the change that this has brought to the sport is even more significant.



### Covered facilities

There are now 12 covered bowls facilities in Aotearoa and each one has brought with it a transformative change for their local community. Apart from guaranteeing play all year round and providing sun protection over the summer months when the UV factor is at its highest, these facilities have enhanced each club's playing environment that has resulted in significant growth.



The table below shows membership and participation figures from an Auckland club in 2019 and after the installation of a covered green in 2020, highlighting the difference a cover can make.

Membership	2019	2024
Full and limited members	198	335
Twilight members	0	80
Casual members	438	1960
<b>Total</b>	<b>636</b>	<b>2375</b>

### Inclusion

Making bowls accessible and inclusive for all is a focus for Bowls New Zealand and for our clubs. Close to 40% of our playing population are female and we have a range of options for members with a disability. Our Inclusion Plan launched this year is designed to help all our clubs become an environment that is welcoming for everyone.

### Social bowls



Bowls participation has changed dramatically in recent times with almost 40% of bowlers across the country now competing in social, or twilight, competitions. That figure is more remarkable given that twilight bowls was only introduced five years ago. Twilight bowls is the essence of our bowling clubs as the focal point of their community – a diverse range of people playing relaxed social bowls during the week for exercise, connection and enjoyment.

### 3.2 Benefits

#### Facilities

Quality – a unique and brand new facility for the region will provide a high quality environment for all bowlers.

Asset utilisation – the ability to use the green regardless of weather all year round means the surface and club gets maximum usage.

#### Participation

Bowls access – the cover and surface will allow all scheduled events to go ahead, supporting existing and new bowlers to have guaranteed play, and allow the sport to grow.

Community access – the canopy will increase community access with the ability for the club to welcome more school groups for bowls introductory and coaching sessions, providing tamariki and rangatahi with greater physical activity opportunities.

#### Community

Opportunity – providing this asset in an area that has high social deprivation will offer increased access opportunities for those in the community that often miss out due to cost, travel or other barriers.

Health benefits – providing year round access will allow those utilising the artificial with the ability to gain the benefits of physical activity and social connection throughout the year.

### 4.0 SITE OPTIONS

Takaro Sport Club (Takaro) currently has one grass and one artificial bowling green, with an additional unused green on site. The canopy structure would be built over the existing artificial green.

- Takaro exists in a sports precinct comprising football fields, netball, basketball and beach volleyball courts, alongside the bowling club.
- Takaro is a multi-sports club comprising bowls, football, table tennis and pool.
- Takaro operates on PNCC owned land and any investment from Council to support development will result in significantly increased usage hours for the community.
- The fact that the club already has an existing artificial green means that construction will be limited to building a canopy over the green. This reduces cost, build time, build complexity and consequently derisks the project considerably.
- The reduction in funds required to be raised, aids the long term sustainability of the facility with the club being able to better manage the maintenance and renewal of each asset (artificial green and canopy cover) across different timeframes.



## 5.0 FACILITY DEVELOPMENT OPTIONS

- There are a number of possible development options that could be considered to achieve the desired outcome of providing increased playing opportunities all year round.
- In the interests of achievability and aiding long term sustainability a PVC Canvas structure has been chosen, similar to the image shown to the right.
- The structure will cover the entire green and up to 2-3 metres around the perimeter.
- The structure has a warranty period of 25 years.



### 5.1 Project Components

- The build components have been quoted by Shade Solutions and include the following:
  - NZ Fabricated Steel Frame structure
  - Galvanised steel coating
  - SKY W9400 architectural grade PVC tensile membrane fabric
- Shade Systems will produce all design requirements associated with the project, including all elements required for building consent.
- We will be looking to get a second quote, in addition to Shade Systems.

## 6.0 FINANCIAL CASE

### 6.1 Project Costs

The structure has been designed to be as simple and cost effective as possible to minimise initial cost and the long term maintenance of the asset. The ability to expand over time is possible once the business case for the initial structure has been fully tested in reality. This could involve the addition of items such as lighting and drop down sides for weather protection, and the club would seek local support for these.

The figures outlined in the table below include building consent costs but exclude resource consent costs.



Project Component	Cost	Notes
Canopy	\$849,862	1560m <sup>2</sup> canopy with support structure
Canopy – Design to Consent	\$69,852	
Canopy – Drainage (estimate)	\$30,000	
<b>Total Project Costs</b>	<b>\$949,714</b>	

### 6.2 Project Funding

The project will draw on multiple sources of revenue with Bowls Manawatu and the club taking the onus to fundraise their share of the costs. The Project Steering Group will monitor progress against fundraising goals and assist in providing advice on managing areas where projected revenue is not likely to be achieved.

<b>Funding Targets</b>	<b>Amount</b>
Palmerston North City Council	\$475,000
Grant Bodies / Sponsorship / Commercial Partnerships	\$415,000
<b>Total funding</b>	<b>\$990,000</b>

### 6.3 Financial Forecasting

The following table outlines an operating model for the canopy. Note, that the following are annual budget expectations and do not constitute a full budget for Takaro. The intent is for the facility to be sustainable in the short term and manage full asset renewal from their own funds through careful planning.

<b>Related Income</b>	<b>Amount</b>	<b>Notes</b>
Additional Membership	\$15,000	
Facility hireage (events)	\$50,000	
Club Bar Revenue	\$25,000	
Canopy Sponsorship	\$10,000	
<b>Total income</b>	<b>\$100,000</b>	
<b>Related expenditure</b>	<b>Amount</b>	<b>Notes</b>
Maintenance	\$10,000	
Repairs	\$5,000	
Canopy replacement allowance	\$20,000	Based on renewal after 25 years
<b>Total expenses</b>	<b>\$35,000</b>	

The cost of maintaining the existing artificial green has not been factored into this forecasting, as this is already provisioned for as part of the operating costs of Takaro.

## 7.0 PROJECT MANAGEMENT

A design build option has been chosen for this development to simplify the construction process and allow close oversight. Providers will be asked to include project management delivery in their proposal which eases the burden on Takaro board members who are all volunteers. However a Project Steering Group is proposed to ensure connection to the club through the build process.

### 7.1 Project Steering Group

Proposed to comprise members from Takaro, Bowls Manawatu and Bowls NZ. The Takaro rep would chair/lead the group. The group will be able to call upon specialist advice to help them with aspects of the project that the group might not have specific expertise in (eg. Legal, consents, technical, fund raising).

### 7.2 Asset management

A plan will be created that will specify, and budget for, annual maintenance that will prolong the structure's life span and align with all health and safety requirements.

Likewise, a contingency for repairs will be allocated in the club's annual budget to ensure that the structure is continually kept in optimal condition.



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Arena 5 Development Six Monthly Update

**PRESENTED BY:** Glenn Bunny, Manager Property

**APPROVED BY:** Glen O'Connor, Acting General Manager Infrastructure

### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Arena 5 Development Six Monthly Update', presented to the Culture & Sport Committee on 10 September 2025.

#### 1. ISSUE

- 1.1 Council endorsed reconvening the Arena Masterplan Steering Group (AMSG) to oversee the new Arena 5 Development project at the 12 February 2025 Council meeting.
- 1.2 The Terms of Reference were agreed on that day, which included providing six-monthly updates to the Culture & Sport Committee.
- 1.3 The first AMSG meeting was held on 13 March 2025 and repeats monthly thereafter.
- 1.4 This is the first of the six-monthly update reports for the 2024-27 term, for the period ending 31 August 2025.

#### 2. BACKGROUND

- 2.1 In 2014, a high-level study of Arena Manawatū (now CET Arena) was undertaken, resulting in a framework plan and a range of projects aimed at delivering a higher quality destination with improved usability, street presence, and visibility of sport and events.
- 2.2 In 2015, the framework plan was embedded into the Palmerston North District Plan (Planning Map 15.2), and preliminary feasibility was identified for the Long-Term Plan (LTP).
- 2.3 An initial CET Arena Masterplan was prepared in 2017 to inform a programme of projects across the site and funding allocated into the LTP for delivery of initial stages of redevelopment.

- 2.4 The first stages of the Masterplan redevelopment were completed between 2018-2022, including:
- A new artificial turf and lighting for Arena 6,
  - A new entrance plaza and pedestrian overbridge to Arena 1 from Cuba Street,
  - Foundation, seating, and ablutions for a new Arena 1 south stand,
  - Relocation of speedway pits and pre-race starting grid along the south edge of Cuba Street.
- 2.5 A review of the CET Arena Masterplan was carried out in 2023 to update progress made and confirm all existing and new priorities. This Masterplan was adopted by the Council, and \$36 million was allocated into the 2024-2034 LTP for the next phase of development, including:
- Replacement of Arena 5
  - Continued investment in Arena 6 outdoor playing surfaces and rear fields.
- 2.6 The existing Arena 5 building, including Bell and Barber Halls, was confirmed as earthquake-prone in September 2023, with strengthening work required to be completed by 2039. The building is also coming to the end of its useful life.
- 2.7 An indoor courts and outdoor covered courts study was conducted in 2024, which confirmed the need for more indoor court space in the Manawatu region. The results of this report were presented to the Culture & Sport Committee on 25 September 2024, and the results of the indoor court study were noted to be considered during the planning and design of the new Arena 5 facility.
- 2.8 The new Arena 5 development project is budgeted to occur over years 1 to 3 of the 2024-34 LTP, to be completed and commissioned by 30 June 2027. It is proposed to be developed on the green space on the corner of Pascal and Cuba Streets, in anticipation of the future decommissioning of the existing Arena 5 facility. The replacement facility is intended to serve community and recreational user needs.

### 3. **PROGRESS SUMMARY – AUGUST 2025**

#### Project Governance

- 3.1 The project governance and team structure were established and confirmed by the ASMG at the April 2025 meeting. The agreed structure is provided in the figure below, noting that this has evolved as personnel changes and stakeholder mapping have occurred.



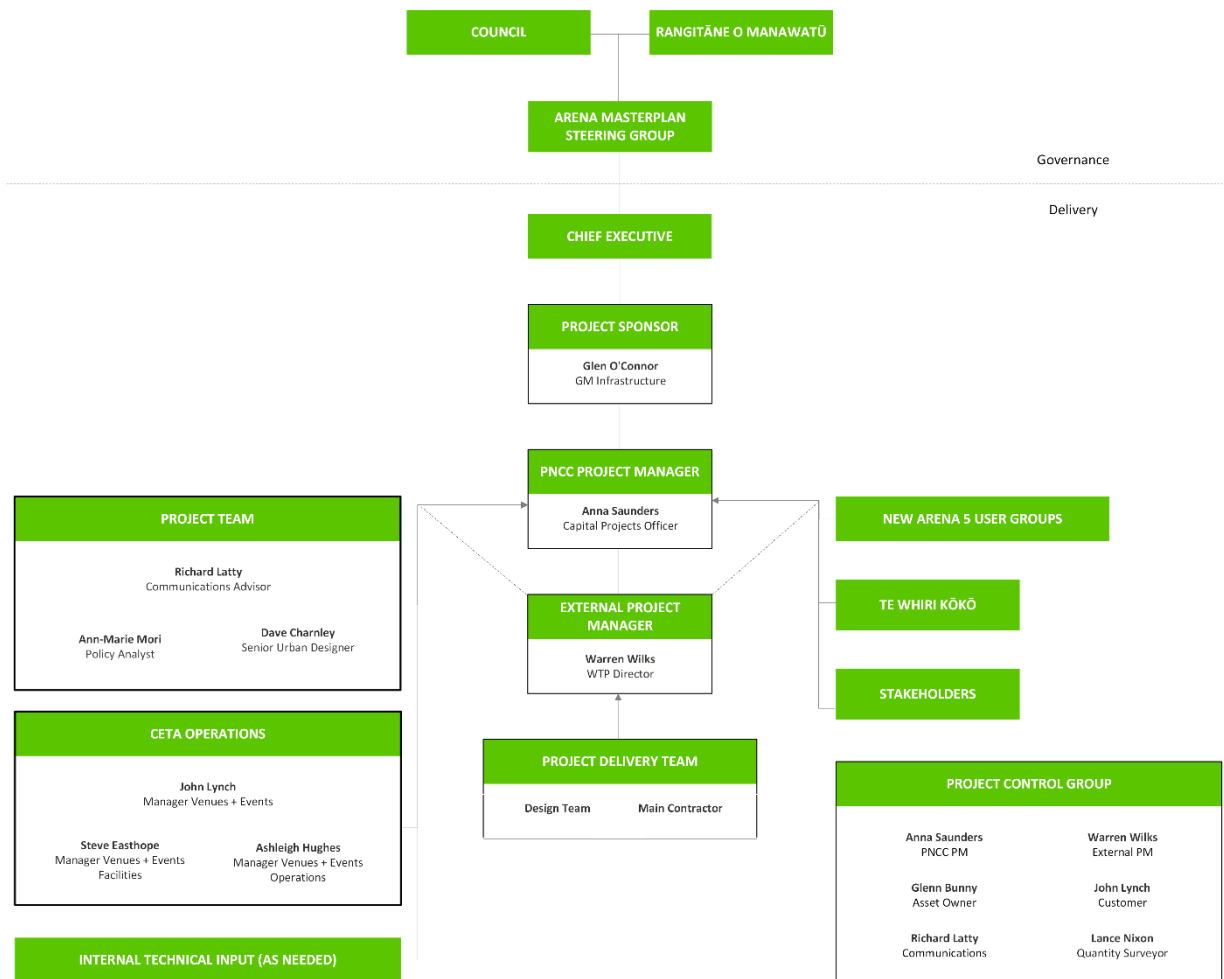


Figure 1: Project Governance and Team Structure

- 3.2 The structure follows a traditional approach to project governance, whereby it utilises already established delegated levels of authority to generate efficient delivery within the agreed limitations already in place.
- 3.3 The AMSG will operate at the project governance level, with the project control group (PCG), project team, and CETA operations feeding into the project at delivery and operational levels.
- 3.4 The external project manager will lead the delivery team consisting of a Design Team and a Main Contractor. The internal and external project managers will work in unison with stakeholder engagement and other project aspects.

#### Key Programme Dates

- 3.5 A high-level delivery timeline has been provided with the following figure, signalling key programme dates for this project.

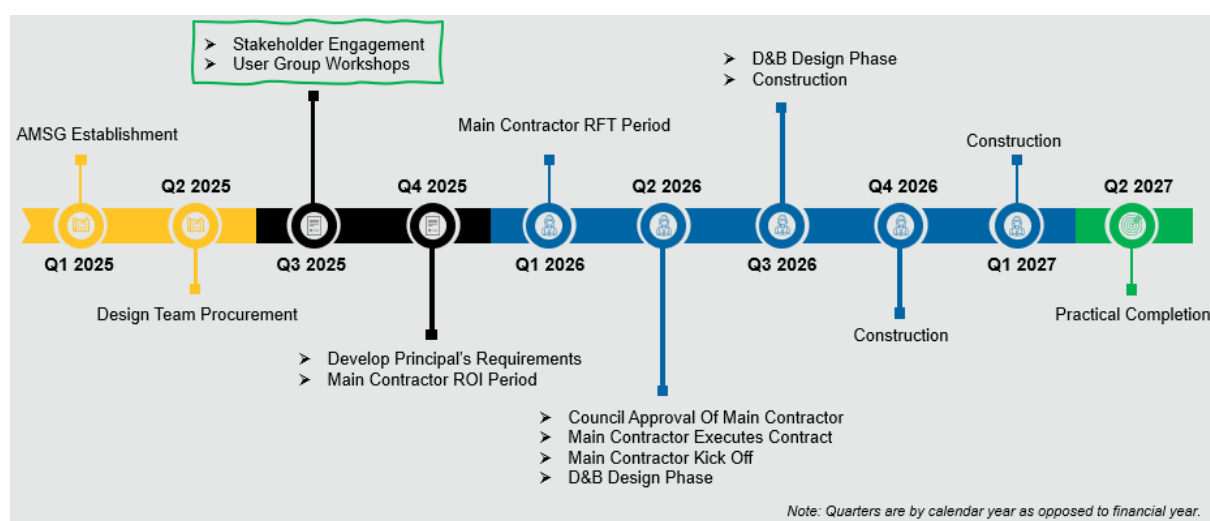


Figure 2: Project Timeline

3.6 We are currently sitting at Quarter 3 2025, focusing on stakeholder engagement and user group workshops.

#### Programme Update

3.7 Key programme items undertaken since the establishment of the AMSG in March are:

- Procurement and engagement of an External Project Manager to support the delivery of the project.
- Procurement and engagement of Architectural Services to lead the concept design phase and develop the Principal's Requirements.
- Procurement and engagement of supporting technical design consultants, such as Building Services, and Civil + Geotechnical Services.
- Facilitated User Group workshops to establish the project needs and determine User Group requirements of the new facility.
- Drafting of the main contractor procurement plan to source a Design & Build partner.

3.8 Key upcoming programme items to complete within the next six months are:

- First stage procurement for a Design & Build contractor, consisting of an Advance Notice and Registration of Interest (ROI) to be released to the open market.
- Shortlist ROI respondents to two or three suppliers to move forward with the second stage of tendering. The shortlist recommendation report is anticipated to be presented to Council in late 2025 for approval to proceed.

- Development of the Principal's Requirements and Concept Design to include in the main contractor's second stage tender.
- Obtain resource consent conditions to include in the main contractor's second stage tender.
- Second stage procurement to source a Design & Build contractor from the shortlisted pool. The tender award recommendation report is anticipated to be presented to Council in mid-2026 for approval.
- Award the Design & Build contract.

#### Delivery Model

- 3.9 At the 13 March 2025 steering group meeting, the delivery model for the project was discussed, considering traditional methods versus a design and build.
- 3.10 For clarity, a traditional contract would entail Council engaging a full design team to complete conceptual through to detailed design drawings and specifications, then tendering this package to secure a contractor to construct the fully specified building. This is the most common delivery method in industry and for Council. Please refer to the image below to visualise the traditional method.

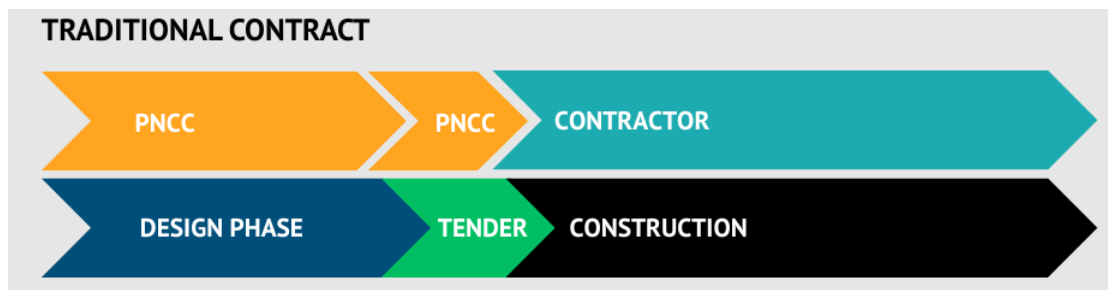


Figure 3: Traditional Project Delivery Method

- 3.11 The alternative method for this project delivery is design and build, whereby the design phase is split into two. An initial concept phase is undertaken to determine the Principal's Requirements and performance requirements for the building. The Principal's Requirements include the stakeholder needs and all other technical requirements that the building must fulfil. Council would then tender this initial concept and outcomes-based specifications to engage a main contractor to continue with the design process into developed designs and then detailed design. This same main contractor will also be constructing the building, and so can conduct the design and some construction elements concurrently, resulting in a faster design and construction timeframe, as opposed to traditional methods. Please refer to the image below to visualise the design and build delivery model.

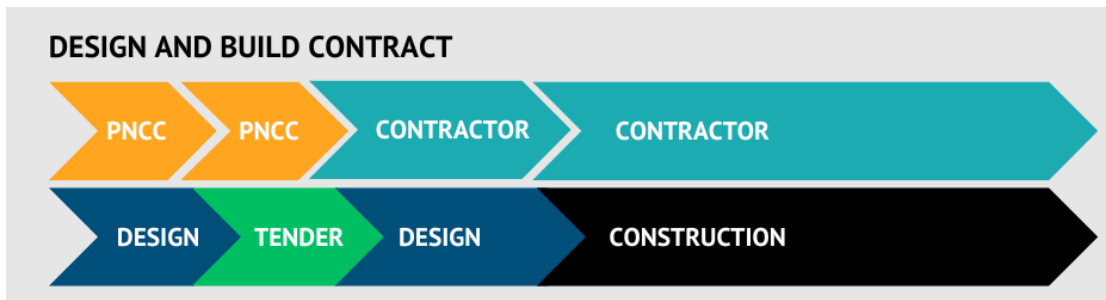


Figure 4: Design and Build Project Delivery Model

- 3.12 The recommendation from the AMSG was to undertake a design and build delivery model. This is the trajectory that this project is now pursuing.

#### Stakeholder Engagement

- 3.13 A stakeholder engagement and communications plan has been prepared for this project, which identifies the various project stakeholders and the methods of how best to engage with and/or inform each of them. User Groups of the new Arena 5 facility have been identified as a portion of key contributors who will help to shape the Principal's Requirements and therefore what the new building may look like.
- 3.14 Three workshops have been held to date with the User Groups by way of introductions and collecting their needs and wish lists, feeding into the new facility's brief. The project Architect has been incorporated into the latter of these sessions to lead the development of the Principal's Requirements and concept design.

#### Rangitāne o Manawatū Partnership

- 3.15 Rangitāne o Manawatū have been approached through Te Whiri Kōkō and additional project-specific hui to initiate their involvement. A Rangitāne o Manawatū toi mahi resource to support cultural design and input is currently being discussed with a view to establishing the best working option moving forward.

#### Design

- 3.16 Officers have engaged consultants for Architectural, Building Services, and Civil + Geotechnical services to develop the Principal's Requirements and concept design. Structural design and fire engineering will be engaged in due course to complete the concept design team.
- 3.17 Stakeholder engagement heads this concept design phase, before any physical deliverables can be developed by these listed consultants.
- 3.18 'Airdome' technology has been presented to the project team, and an unintrusive exploration of this type of building has been undertaken. Please refer to the image below to visualise this air-supported structure, noting that Project L in the 2023 Arena Masterplan illustrates this sort of technology.



Figure 5: 'Airdome' Air-Supported Structure



Figure 4: Arena Masterplan 2023 Project L Concept Imagery

- 3.19 The steering group is open to the idea of an air-supported structure of sorts, and so this building option has not been ruled out of the project. The open market procurement will be structured in a way that alternative and

innovative building methods can be submitted and considered, but with the same performance criterion as traditional building tenders.

#### Regulatory

- 3.20 The project will align with section 15.8 Arena Zone of the District Plan. Note that the District Plan includes the 2018 version of the Arena Masterplan, and so consideration will need to be made to instead align with the now-adopted 2023 Arena Masterplan.
- 3.21 An external Planner will be engaged to lead and guide the regulatory aspects of the project.

### **4. FINANCIAL UPDATE – AS AT AUGUST 2025**

#### Budget Overview

- 4.1 The total project budget is \$17,353,000 through Programme 1194 – CET Arena – Masterplan Redevelopment.
- 4.2 The 2024-34 LTP approved the following annual budget allocations for this project:

\$000's	2024/25 Year 1	2025/26 Year 2	2026/27 Year 3	Total
2024-34 LTP	500	8,168	8,685	<b>17,353</b>

- 4.4 The WT Partnership estimate based on Project L of the 2023 Arena Masterplan had the following allocations, noting that this was provided for a traditional delivery model and traditional building structure:

Project Phase	Estimate	Contingency
Professional Fees in Design and Delivery	\$1.8M	
Consent Costs, Development Contributions, etc.	\$64k	
Construction	\$12.9M	\$740k
Overall	\$14.8M	\$1.5M
<b>Total</b>		<b>\$17M</b>

- 4.5 Project costings will be updated and included in the next six-monthly report, given that the concept design phase will then be completed, and the project's Quantity Surveyor can provide costings based on the concept.

### Financial Progress and Performance

- 4.6 The 2024/25 FY expenditure was \$102k.
- 4.7 The 2025/26 FY budget is \$5,528,000, as approved through the annual plan.
- 4.8 It is anticipated to spend the full 2025/26 budget in line with the following forecast, noting that in Quarter 4, the Design and Build contract will be executed and underway, hence why a large sum of the funds is allocated for that time:

July – Sept 25 Q1	Oct – Dec 25 Q2	Jan – March 26 Q3	April – June 26 Q4	Total
\$170,000	\$350,000	\$310,000	\$4,698,000	<b>\$5,528,000</b>

### 4.9 Financial

- Risk: Insufficient budget for the project to be completed.
- Consequence: The project budget would be exceeded, and more budget would be required to complete the project.
- Mitigation Actions: Utilise Quantity Surveyor engagement for information and knowledge, allow adequate contingency within each project phase and the overall project contingency sum, explore and allow alternative/innovative design and construction methods that reduce capital and all of life costs, actively track project budget, and provide regular pricing updates.

### 4.10 Changing Scope

- Risk: Scope additions are made after the Design and Build contract agreement is signed and the contract is active.
- Consequence: The contractor is given the ability to claim a variation on the contract, requiring a portion of the contingency budget to be absorbed by the change and used.
- Mitigation Actions: Educate the project stakeholders and, in particular, User Groups, on the structure of a Design and Build contract, including that any scope change incurs a variation request and payment by Council. Utilise correct change management processes, and gain Project Sponsor sign-off or other project governance levels for variation approvals.

### 4.11 Customer

- Risk: Improvements do not meet the user requirements.

- Consequence: Unsatisfied users and reputational damage.
- Mitigation Actions: Complete a thorough stakeholder mapping exercise to ensure all of the correct stakeholders are captured. Undertake adequate stakeholder engagement to capture all the User Group needs and develop a robust set of Principal's Requirements, complete a review/approval process with the User Groups to confirm that their needs are captured and incorporated.

#### 4.12 Timeline

- Risk: The new facility will not be completed and commissioned by 30 June 2027.
- Consequence: Resulting in additional costs to continue and complete the project, and forgone revenue from the bookings allocated in the new facility beyond the completion date.
- Mitigation Actions: Prepare and regularly update the detailed programme, including the required Council meeting dates for items that require Council approval in the detailed programme, create adequate programme float for particularly risky tasks, and build programme requirements into each contract/engagement to ensure delivery of each on time, as a contractual obligation.

### 5. NEXT STEPS

- 5.1 Continue with stakeholder engagement, including User Group workshops and conversations with iwi.
- 5.2 Commence concept design and create the Principal's Requirements.
- 5.3 Issue the Advance Notice, followed by the Registration of Interest to the open market.
- 5.4 Complete the detailed tender documents and issue the Request for Tenders to the ROI shortlisted suppliers.

### 6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant, do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>



Are the recommendations inconsistent with any of Council's policies or plans?		<b>No</b>
The recommendations contribute to: Whāinga 2: He tāone whakaihiihi, tapatapahi ana Goal 2: A creative and exciting city		
<p>The recommendations contribute to this plan:</p> <p>6. Mahere rēhia</p> <p>6. Recreation and Play Plan</p> <p>The objectives are:</p> <ul style="list-style-type: none"> <li>• To provide community sport and sport-event facilities at Central Energy Trust Arena</li> <li>• To attract and support major events and activities (Mahere whakawhanake ohaoha, Economic Development Plan)</li> </ul>		
Contribution to strategic direction and to social, economic, environmental and cultural well-being	<p>The CET Arena provides accessible and affordable opportunities for community sport and recreation. Opportunities for communities to take part in active sport and recreation are prioritised over other users of the Arena. The new Arena 5 development project at CET Arena helps ensure Palmerston North has fit-for-purpose facilities that meet the community's sport and recreation needs and retains its ability to host major sporting events.</p>	

## ATTACHMENTS

Nil



## MEMORANDUM

**TO:** Culture & Sport Committee

**MEETING DATE:** 10 September 2025

**TITLE:** Play Policy Annual Implementation and Monitoring Report 2025

**PRESENTED BY:** Manumea Durie, Play Advisor

**APPROVED BY:** Danelle Whakatihi, General Manager Customer & Community

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### RECOMMENDATION(S) TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Play Policy Annual Implementation and Monitoring Report 2025', presented to the Culture & Sport Committee on 10 September 2025.
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#### 1. ISSUE

- 1.1 Council's [Rēhia o Papaioea - Play Palmy Play Policy](#) was adopted in April 2021 and states that progress towards implementation will be reported to Council annually.
- 1.2 This memorandum provides an annual progress update on the Play Policy Implementation Plan for the period August 2024 to August 2025.

#### 2. BACKGROUND

- 2.1 The [Mahere Rēhia - Recreation & Play Plan](#), as part of Council's Oranga Papaioea City Strategy for the 2024-2034 Long-Term Plan, states that we will 'provide and promote opportunities for play', to create 'opportunities for play throughout the city for people of all ages, abilities and interests'.
- 2.2 The Play Policy guides Council's decision-making processes and commitment to providing play opportunities in a range of areas including:
  - Parks and Reserves planning, management and development
  - Facility programming and development, e.g. at libraries and aquatic centres
  - Urban design response to public space infrastructure development
  - Placemaking activities such as street activations
  - Community events and activities

- Support to strategic partners including Rangitāne o Manawatū and Sport Manawatū.

2.3 Delivery of Council's play objectives is enabled through a number of dedicated and complementary budgets across Council and partner agencies. These funding streams collectively provide for programme delivery, infrastructure investment, and the integration of play into wider community initiatives. Key budgets include the Play Initiatives operational budget, parks and playground renewal budgets, Sport Manawatū funding, events and placemaking budgets. Together, these budgets ensure that Play Policy is not delivered in isolation but is embedded within Council's broader community outcomes, supporting the strategic goal of making Palmerston North a city that is playful, inclusive, and connected.

### 3. ANNUAL UPDATE

- 3.1 A detailed update of activities against each aspect of the Play Policy Implementation Plan can be found in Attachment 1. Case studies of play initiatives from the reporting period can be found as Attachment 2.
- 3.2 These updates demonstrate a significant amount of progress has been achieved against the Play Policy's objectives. This progress has been driven by Council's dedicated Play Advisor and supported through the strategic partnership with Sport Manawatū and wider community partnerships.
- 3.3 This is the third year of this resourcing approach to the work programme and it continues to demonstrate its value in strengthening collaboration, maximising capacity, and ensuring that play continues to be prioritised at both the strategic planning level and within community delivery.
- 3.4 Through this approach, play continues to grow in a variety of modes and experiences within the city, from play assets and built environment, through to activations, events and resources. Alongside Council's ongoing commitment to maintaining a high calibre of playgrounds, parks and reserves, the Play programme has enhanced and embedded playful experiences right across the city centre, into new neighbourhood spaces, at city events and within city facilities. New examples of this from this period include the Palmy Walls Alive placemaking project, the Tākaro play stations, and the Edwards Pit Park Story Walk.
- 3.5 A focus of this year was on making play more equitable and inclusive, ensuring tamariki, whānau, and the wider community could connect through play in ways that reflect the city's diversity; for example, the Games Down Memory Lane – Heritage Games and Ngā Taonga Tākaro Exhibition for Heritage Month, the Sensory Backpacks for neurodiverse tamariki at events, and the Active Age Games which celebrated active play for older adults. Collectively, the activities undertaken demonstrate the value of play as a community connector and a driver of wellbeing.

- 3.6 Another highlight of this period included the strengthening of the internal play lens across organisational projects, such as the Bunnythorpe Community Plan, Community Centres Review and the Adderstone Reserve updates. This reflects a growing maturity in how play is embedded across the work of Council.
- 3.7 Lastly, the progression of the play equity mapping work has been a highlight this year. A GIS-based dataset has been established using the Collins Play Equity Model (2023), which incorporates seven equity factors: Location, Deprivation, Culture & Ethnicity, Gender, Age, Disability, and Lifestyle. Initial analysis of SA2 Deprivation levels and Walkability has been completed, with phase two now focused on validation and integration with internal planning and investment processes. Once the findings are sufficiently robust, a final report will be shared, outlining the current state of play equity across the city and setting out future recommendations.
- 3.8 The play equity mapping will also help inform the upcoming review of the Play Policy, which is scheduled for late 2025.

#### **4. CONCLUSION**

- 4.1 This report has provided the annual update on the progress of the Play Policy Implementation Plan for 2025. It has demonstrated a wide range of activities have been successfully implemented, highlighting the strong momentum of the Play programme in advancing Council's objectives.
- 4.2 The programme has continued to strengthen the role of play in the City's public spaces, policy frameworks, and community life. Resourcing this year has focused on engaging and inclusive activations along with more permanent placemaking installations and system-level changes.
- 4.3 Projects were co-designed with communities, delivered across a range of neighbourhoods and communities of interest, and tailored to support inclusion, wellbeing, and cultural connection. The Play Policy's emphasis on equity, access, and community leadership continues to guide how and where resource is directed.
- 4.4 Moving forward, the focus will be on deepening the impact of play across city systems and expanding the visibility and value of play in everyday city life.

#### **5. NEXT STEPS**

- 5.1 Staff will continue to coordinate the delivery of the Implementation Plan, together with Sport Manawātū and other community partners, to further advance Council's play objectives.
- 5.2 A review of the Play Policy is scheduled for later this year, and an updated Implementation Plan will be prepared following the review, as required.
- 5.3 The next annual report will be presented to Council in late 2026.

## 6. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual 167.2	<b>Yes</b>
Are the decisions significant?	<b>No</b>
If they are significant do they affect land or a body of water?	<b>No</b>
Can this decision only be made through a 10 Year Plan?	<b>No</b>
Does this decision require consultation through the Special Consultative procedure?	<b>No</b>
Is there funding in the current Annual Plan for these objectives?	<b>Yes</b>
Are the recommendations inconsistent with any of Council's policies or plans?	<b>No</b>
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 and promote opportunities for play.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	The Play Policy seeks to drive change across several activity areas of Council so that play provides opportunities to improve individual and community wellbeing.

## ATTACHMENTS

1. Play Policy Implementation Plan Updates Aug 2025 [↓](#) 
2. Play Case Studies Aug 2025 [↓](#) 

# Play Policy 2021- Rēhia Papaioea! Play Palmy Play!

## Play Policy Implementation Plan Progress Report

**Reporting Period: August 2024 - August 2025**

### **Strategic Oversight**

In 2023, Council established the Play Advisor role to lead the implementation of *Rēhia Papaioea – Play Palmy Play Policy*. The role maintains a dual focus. Internally, the Play Advisor works across Council teams to embed the principles of the policy into planning processes, strategy development, and project delivery. Externally, the role involves close collaboration with Sport Manawatū and the wider community of Play Champions, to support policy-aligned play outcomes throughout the city.

Since 2021, Sport Manawatū have led the delivery of the Sport New Zealand Play, Regional Sports Trust initiative including a dedicated Regional Play Systems Lead who works across the four districts (Palmerston North, Manawatū, Taranaki and Horowhenua) for a regionally aligned approach to play. This aligned approach sees advocacy, education, promotion, and support within all settings including school, home, club, and community for tamariki and their whānau. Sport Manawatū has built internal capability across all staff to ensure play is engrained in operational programmes and initiatives but also support play as an accessible physical activity wellbeing tool across wider community networks and initiatives. In addition to this, Sport Manawatū have delivered on specific outcomes within Council's Play Implementation plan as directed by contractual outcomes as part of the Council-Sport Manawatū funding agreement.

Council and Sport Manawatū have recently completed the review of the PNCC-Sport Manawatū 2025–2028 funding agreement, which includes continued allocation of funding to support the delivery of specific objectives of *Rēhia Papaioea – Play Palmy Play*.

### **Future Policy Review**

A review of the current *Rēhia Papaioea – Play Palmy Play Policy* is scheduled for late 2025. When complete, this Play Policy Implementation Plan will be updated in alignment. It is expected that the Policy review will look to incorporate updated play sector 'best practices' and recent sector-wide developments in core play principles, ensuring the policy remains effective and aligned with contemporary approaches to play provision.

## Implementation Plan

Policy Guideline	Improvements - List of Actions	Status	Progress Updates
What Policy Guideline needs to be implemented?	What action must be completed to implement the policy guideline? Use Traffic Light system to identify order of priority.	Is the action not started, in progress, ongoing, complete, on hold?	(Related activities that have occurred during the reporting period to advance this policy guideline)
1. Advocate for and actively promote play	1. <b>[External + Internal]</b> Develop and implement a City Play Communications and Engagement Plan. Goal: Engagement and communications to council staff and wider public is consistent and regular in promoting & advocating key play messages and play opportunities in the city.	Ongoing	<b>Consistent Advocacy and Promotion of Play</b>  Preliminary scoping began in early 2025 for the City Play Communications and Engagement Guide. While the formal guide is pending, the Play Advisor role has ensured consistent advice, promotion and messaging through strategic internal channels and external platforms. Collaboration with the Marketing and Communications team has strengthened the visibility of play across areas of Council programming such as events, playground upgrades, promotion of city greenspaces, and community play projects, with learnings to inform the Guide development in 2025–2026.
	2. <b>[External]</b> Improve accessibility of council's information sources for public play opportunities. 1. Review the accessibility of the play information features on PNCC website. 2. Develop a Play Palmy Play booklet. Goal: Improve user-experience with collated information sources relating to our city's public play opportunities.	Complete	<b>Website Review and Development Complete</b>  A review of the Council's websites' existing play-related content is complete. In response, a new Play Hub has been developed for the Council website, offering clearer navigation and expanded information about play opportunities across the city, to be launched in the coming weeks. This includes maps, featured initiatives, and guidance on where and how to play in Palmy.  <b>Booklet Development Not Pursued</b>  The proposed Play Palmy Play booklet has not progressed, following the decision to develop the Play Hub on Council's website. Feedback and internal review indicated that the digital



			platform provides broader reach, easier maintenance, and better alignment with Council's sustainability and accessibility goals.
	3. <b>[External &amp; Internal]</b> Establish regular play related content in appropriate external and internal council communications channels: Palmy Proud magazine, The Sauce, social media, CE update, etc. Goal: Play is promoted through key internal and external media and communications channels.	Ongoing	<p><b>Continued Promotion of Play</b></p> <p>Play-related content is consistently promoted through both internal and external channels, coordinated by various Council teams and partners. Ensuring visibility of play initiatives.</p> <p><b>Internal communications channels used include:</b></p> <ul style="list-style-type: none"> <li>• CE and Elected Member update reports</li> <li>• The Sauce (staff intranet)</li> <li>• Global Diary (Elected Members calendar of events and engagements)</li> </ul> <p><b>External communications channels used include:</b></p> <ul style="list-style-type: none"> <li>• Palmy Proud city magazine</li> <li>• Council and partner social media channels</li> <li>• Local community newspapers and radio stations</li> <li>• Community organisation newsletters and platforms</li> <li>• Council's website (Play Hub)</li> <li>• National campaigns and features (e.g. Sport NZ media activity)</li> <li>• CCO and collaborative partner communication streams</li> </ul>

	4. <b>[External]</b> Investigate the opportunity to develop Play Packs for the city's social service agencies and community groups. Goal: Connecting communities with low cost/no cost play opportunities.	Complete	<b>Trial Completed – No Further Rollout Planned</b>  In late 2024, Council partnered with Sport Manawātū and Kāinga Ora to trial the Palmy Play Pack initiative, providing new Kāinga Ora households with free play equipment, Passports to Play booklets, a city playground map and city bus services guides. The initiative successfully connected families to local play opportunities and was well received by Kāinga Ora as a valuable 'new residents' resource as they settled into their new neighbourhoods. While expansion is not planned due to current resourcing and priorities, insights from the trial will inform any future adaptations.
	5. <b>[Internal]</b> Explore options to develop a Let's Talk Play workshop, e-learning module or briefing as part of the induction process for appropriate council staff and Elected Members. Goal: Socialise play concepts through highlighting the Play Policy, city's play opportunities and council's role in facilitating play.	On Hold	<b>Investigations Started – Awaiting Progression</b>  Initial work began in 2024 to scope a Let's Talk Play e-learning module for new Council staff, aimed at embedding play literacy into new staff inductions and ongoing professional development. A draft outline was reviewed and supported in principle; however, development has not progressed due to capacity constraints. The concept remains on hold, pending future resourcing or integration into the People & Performance work programme.
	1. <b>[Internal]</b> Integrate principles of play into cross-council systems and ways of working. Goal: Build a stronger internal network of council officers who champion and support play principles in their annual work plans and council programmes.	Ongoing	<b>Embedded through cross-team collaboration</b>  Principles of play are being embedded across Council through strong collaboration on various play-related initiatives. Future opportunities may include exploring if a more structured Play Champions model is needed to sustain momentum.  Notable examples include: <ul style="list-style-type: none"> <li>• <b>Community Development Advisors</b> supporting the delivery of Palmy Play Festival, Pop Up Play, and identifying potential community-led play projects.</li> <li>• <b>Cultural Advisors</b> co-developing the Puanga Passport to Play, Rapuna Te Kura Huna, and translations for</li> </ul>

			<p>Communication Boards in Parks (in partnership with Rangitāne iwi),</p> <ul style="list-style-type: none"> <li>• <b>Library Staff</b> developing Sensory Play sessions in libraries, trailing Messy Play time at Awapuni branch library, maintaining Play Library Stands in all branch libraries, supporting Pop Up Play series, partnering on Palmy Walls Alive, Puanga Passport to Play and Woolly Riot Community Reef</li> <li>• <b>Transport Officers</b> leading community co-design workshops for the Featherston Street Play-Based Placemaking project. Supporting the review process for Play Streets, High Five Hands initiatives, and Palmy Walls Alive,</li> <li>• <b>Strategic Planners</b> including principles of play in relevant strategy, policy and plan reviews.</li> <li>• <b>Parks &amp; Reserves officers</b> supporting play projects through advice, H&amp;S guidance, Installation oversight,</li> <li>• <b>GIS and AMP officers</b> supporting the Play Equity Project</li> <li>• <b>Urban Planning</b> oversight and support to Palmy Play Streets review</li> <li>• <b>Events Team</b> Technical supports on Palmy Walls Alive and development of the Community Events Trailer</li> </ul>
	<p>2. <b>[Internal &amp; External]</b> Develop an annual programme that provides opportunities for Council staff and wide community stakeholders to learn the principles of play and latest sector developments. Goal: Council and community groups are introduced to key play concepts, latest developments in the sector and connecting to play innovators.</p>	Ongoing	<p><b>Occurring informally through cross sector engagement</b></p> <p>While a formal guest speaker programme has not yet been established, Council staff regularly attend internal and external meetings or events to share council related play updates, connect others to play sector innovations, and promote Palmy's play journey.</p> <p>Key examples include:</p> <ul style="list-style-type: none"> <li>• <b>Community Play Champions Network:</b> Council staff regularly present at network meetings, offering updates and support for local play initiatives.</li> <li>• <b>LEGO Serious Play Workshop Pilot (2025):</b> Delivered by the Council Play Advisor in collaboration with Massey University Children's University, this pilot programme introduces</li> </ul>

			<p>tamariki in local schools to the value of play through hands-on learning and systems thinking.</p> <ul style="list-style-type: none"> <li>• <b>Enviroschools Wānanga (August 2025):</b> The Play Advisor presented on nature-based play developments in the city, contributing to conversations around nature play, sustainability, tamariki wellbeing, and outdoor learning environments.</li> <li>• <b>International Play Association (IPA) Asia-Pacific Conference (Melbourne, 2025):</b> Council's Play Advisor presented as part of a panel, sharing Palmy's experience implementing a city-wide Play Policy and the implantation of inclusive, all-ages play initiatives.</li> </ul> <p>These engagements have strengthened Council's sector leadership and helped connect local communities and professionals to current thinking in play design, delivery, and advocacy. While this work meets the original intent, future consideration could be given to developing a more structured framework for proactively inviting external guest speakers into Council or community-facing settings.</p>
2. Introduce fun, playful and creative elements into public space development at early project planning stages	1. <b>[Council Play Network]</b> Reinstate council's Play Champions Group. Goal: Connecting key roles within council to maximise cross council collaboration and ensure the play policy is being prioritised across units	Ongoing	<p><b>Reactivated and occurring informally</b></p> <p>Council's internal <b>Play Champions Network</b> was reactivated in 2023 to support cross-council collaboration and embed play across key work areas.</p> <p>The network has since evolved into an informal, flexible model. Rather than regular meetings, the Council Play Advisor now coordinates targeted working groups tailored to specific projects or initiatives. This approach has enabled targeted collaboration and helped integrate play into planning, infrastructure, community programmes, and city development projects. Consideration will be given to reviewing the need for reinstalling a more formal Play Champions Network or committee within Council.</p>

	1. <b>[Strategic Review]</b> Continue to review where play concepts currently sit within key strategy, policy and plans across council. Goal: Identify where play should be integrated into future strategic frameworks.	Ongoing	<b>Ongoing Strategic Integration of Play</b>  Play continues to be identified and integrated into relevant Council strategies and planning documents. Recent examples include: <ul style="list-style-type: none"> <li>• <b>Play in the Current Recreation &amp; Play Plan</b> ensures direct link between wider Council Strategic direction and operational planning.</li> <li>• Inclusion of Recreation value and its link to natural storm water design principles in the <b>Stormwater Strategy Review</b></li> <li>• <b>Recreation &amp; Play recommendations</b> incorporated into the Bunnythorpe Community Plan</li> </ul>
	2. <b>[Long Term Plan Projects]</b> Use Council's LTP to identify key projects where Play-lens Application concepts can be applied. Goal: Play concepts are introduced into applicable project or programmes at the earliest stages of planning.	Ongoing	<b>Introduction of PoPTED to Infrastructure Group SLT</b>  In May 2025, the Play Advisor presented to Council's Infrastructure Group's Senior Leadership Team to introduce the Play Opportunities through Environmental Design (PoPTED) framework at a strategic level. The presentation aimed to build awareness of PoPTED as a concept and encourage the Infrastructure SLT to identify key areas within infrastructure's strategic documents and strategies which PoPTED could be formally integrated or adopted, with the aspiration that future LTP projects and programmes have PoPTED design integrated at the early stages of planning.
	3. <b>[Play Application] Integrate</b> PopTed (Play Opportunities through Environmental Design-relating to council's landscape and built design projects). Integrate concepts into relevant PMO guideline documentation (i.e. Project Management Manual). Goal: Play concepts have cross organizational application and planners incorporate play concepts into appropriate projects (Capital and Operational).	Complete	<b>Play Prompt in PMO Documentation</b>  In 2023, the PMO agreed to include a "Play Prompt" within the Project Initiation Documentation (PID) process. While this was a positive step, its practical influence on projects has been limited, with greater traction achieved through direct advocacy within planning processes.  <b>Proposal:</b> Given the limited impact of this standalone action, it is recommended this action be <b>combined with Action 2 of Guideline 2</b> as part of the Play Policy Review and Implementation Plan update. This will streamline expectations and ensure play

			considerations are embedded more effectively into core planning and design processes.
	4. <b>[District Plan]</b> Support the inclusion of play provision and play focused urban design concepts into the District Plan city view objectives. Goal: Play concepts are integrated into the District Plan.	On Hold	<b>Scope Future Opportunities</b>  This action remains on hold. While no formal progress has been made toward the inclusion of play provision or play-focused urban design concepts within the District Plan to date, the Play Advisor continues to monitor opportunities to align with upcoming review phases. Internal conversations are still required to clarify the appropriate timing, scope, and mechanisms for embedding play within the city view objectives.
	5. <b>[Asset Management]</b> Support the integration of the Play Policy objectives into the Strategic Asset Management Plan (SAMP) and relevant AMP. Goal: Play concepts are prioritised within all appropriate AMP	Complete	<b>The Strategic Asset Management Plan (SAMP)</b>  Describes how we plan to manage and make decisions about our assets in a way that achieves the Council's strategic direction for the city. The Play Policy has been included and is now referenced in the SAMP as a mechanism to assist the Council to ensure that development aligns with the Council's strategic direction.  <b>Asset Management Plans (APM):</b> The underlying principle of asset management is to deliver agreed levels of service in the most cost-effective manner for present and future communities. Asset management plans set out the programmes necessary to deliver levels of services, with associated costs, risk and benefits. The plans include the programme of asset renewals and developments, including play spaces. The Play Advisor will continue to advise on the inclusion of play objectives into relevant AMP.

	<b>6. [City Centre Play Programme]</b> Deliver the City Centre Play Programme. Goal: City centre is a space that is engaging across all age groups, abilities and interests.	In progress	<b>Evolving to meet identified city-wide play gaps</b>  Following the last Annual Budget review, the City Centre Play Programme, as originally structured, was formally discontinued. The three budget lines under the programme (Pop-Up Play, Fixed Play, and Library Play Initiatives) were consolidated into a single, flexible Play Initiatives budget, expanding its scope city-wide to better address small-scale play gaps and respond to neighbourhood aspirations. While the formal programme has ended, activating the city centre with playful opportunities remains a strong focus, with both permanent and temporary initiatives continuing to be delivered.  Key progress during reporting period includes: <ul style="list-style-type: none"> <li>• <b>Expanded Pop-Up Play Activations:</b> Increased from four events per year to four per school holiday, with at least two activations held annually in Te Marae o Hine.</li> <li>• <b>Woolly Riot Community Reef Relocation:</b> Adapted and relocated to the Central Library for the 2024–2025 Summer Programme due to site feasibility issues at 50 George Street.</li> <li>• <b>Palmy Walls Alive (Projection Mapping):</b> Continued delivery of playful after-dark art installations in the city centre following the 2024 pilot.</li> <li>• <b>Programme Visibility:</b> Play in the city centre continues to be promoted through Play Week campaigns, collaborative placemaking initiatives, and partnerships with local organisations.</li> </ul>
3. Support community play champions and initiatives to access external funding for play resources in communities	<b>1. [Tū Manawa fund]</b> Promote the Tū Manawa Active Aotearoa (TMAA) fund to all local play champions. Goal: Council is supporting more funding being targeted toward community-led play projects.	Ongoing	<b>Ongoing Commitment to Utilise and Promote TMAA</b>  The Play Advisor has continued to support community organisations to access the TMAA fund that align with Council's Play Policy objectives. Key activity during this reporting period includes:

that need more assistance to play and be active			<ul style="list-style-type: none"> <li>• <b>Big Brothers Big Sisters Manawātū (BBBSM):</b> Successfully supported BBBSM to secure a significant TMAA grant for the development of a Play Library and Mentor play packs, designed to enhance the quality of play experiences shared between mentors and young people.</li> <li>• <b>Y Central:</b> Proactively supported the organisation's TMAA application to refresh and upgrade the city's only existing Play Trailer, ensuring it remains a well-resourced and accessible asset for community use.</li> <li>• <b>Tākaro Stations Initiative:</b> The Play Advisor led the development and installation of four new Tākaro Stations using the remaining balance of Council's TMAA allocation. These community-based play boxes were installed across high-use recreational spaces and are designed to increase access to free, unstructured play in under-served neighbourhoods.</li> <li>• <b>Currently supporting two funding applications:</b> <ul style="list-style-type: none"> <li>○ <b>TMAA application with Wild Nature School</b> to develop a Nature Play School Holiday Series aimed at delivering nature-based play activations across multiple reserve sites in the city.</li> <li>○ <b>TMAA application with best Care Whakapai Hauora</b> to renew their play Kit for the FLIP Youth Programme.</li> </ul> </li> </ul>
	2. <b>[High Priority groups]</b> Identify community groups that require higher levels of assistance to play and be active.	Complete	<p><b>Play Champions Stakeholder Map Complete</b></p> <p>The Play Advisor has completed the Play Champions Stakeholder Map to support the identification of community partners who may require higher levels of support to access play opportunities. This tool helps track key relationships with organisations working alongside high-priority groups, including tamariki and whānau experiencing barriers related to disability, income, ethnicity, or geographic isolation.</p> <p>In parallel, the data from the Play Equity Mapping Project, will provide a place-based framework for identifying geographic areas and communities requiring targeted play investment. Once complete, and with planned reviews every three years, the</p>



			mapping tool will complement the stakeholder map by offering spatial insights to guide future funding, partnerships, and project delivery.
	3. <b>[External Funding]</b> Continue to identify other funding opportunities that Play Champions or community organisations can apply to for play related initiatives.	On track/ Review	<p><b>Streamline this action point</b></p> <p>Council has regularly shared information on external funding opportunities with Play Champions and community partners. For example, advice and guidance have been provided to groups applying to Tū Manawa Active Aotearoa. While useful, this action has significant overlap with other community support functions within Council.</p> <p><b>Proposal</b> Integrate this action with Action 2 of Guideline 3 as part of the Play Policy Review and Implementation Plan update, to streamline community funding and support processes.</p>
	4. <b>[Application Process]</b> Provide appropriate assistance and education to community members and groups throughout the application process	Review	<p><b>Streamline this Action Point</b></p> <p>Council officers, including the Play Advisor, have provided one-on-one guidance to groups such as Best Care Whakapai Hauora, REPLAY Trust, Manawatū Multicultural Council and others to strengthen applications for Tū Manawa and other funding streams. This support has been valuable but duplicates aspects of broader community development functions.</p> <p><b>Proposal</b> Integrate this action with Action 2 of Guideline 3 as part of the Play Policy Review and Implementation Plan update, ensuring that</p>

			application assistance is delivered in a coordinated and efficient way.
4. Work with other organisations to achieve better play outcomes	1. <b>[Stakeholder Mapping]</b> Update the Play Network Stakeholder Map that identifies key play champions (individuals and groups) in the community.	Complete	See Action 2 of Guideline 3 for progress update
	2. <b>[Collaboration]</b> Develop partnerships with stakeholder network for ideation of and collaboration on play opportunities in the city. Goal: Improve the range of play opportunities for priority community groups.	Ongoing	<p><b>Partnership collaboration remains a core function</b></p> <p>Collaboration is actively sought by Council's Play Advisor across a wide range of stakeholders to improve access to play opportunities, particularly for priority community groups.</p> <p>Over the past year, this has included co-design and delivery of initiatives with organisations such as:</p> <ul style="list-style-type: none"> <li>• <b>Big Brothers Big Sisters Manawatū</b> – Play Library and mentor play packs (TMAA-funded)</li> <li>• <b>Y Central</b> – Refresh of the city's Play Trailer</li> <li>• <b>Wild Nature School</b> – In development: Nature Play Pop-Up Series</li> <li>• <b>Manawatū Multicultural Council</b> – Ongoing collaboration through Palmy Play Fest, Pop Up Play series, Palmy Walls Alive, and other inclusive activations</li> <li>• <b>REPLAY Trust</b> – Installation of Tākaro Stations across multiple neighbourhoods</li> <li>• <b>Best Care Whakapai Hauora</b> – Development of taonga tākaro components for Game Down Memory Lane event and exhibition</li> <li>• <b>RMOST</b> – Support for Rangatahi Ngā Taonga Tākaro initiatives and funding application</li> <li>• <b>UCOL Workhub</b> – Placemaking partnerships through student-led activations (e.g., Palmy Walls Alive, Edwards Pit Park Story Walk)</li> </ul>

			<ul style="list-style-type: none"> <li>• <b>Kāinga Ora</b> – Collaboration on Play Streets and embedding play in the design of social housing environments</li> <li>• <b>Autism NZ Manawatū</b> – Development of Sensory Play Backpacks to support neurodiverse children in public spaces</li> <li>• <b>Neighbourhood groups</b> - such as Savage Cres (Pop Up Play), Edwards Pit Park (Story Walk)</li> </ul>
5. Develop a decision-making process to inform the renewal and development of council's play spaces	1. <b>[City Centre Play Programme]</b> Map a City Centre Play Delivery Process, for delivery on 2006 and 2017 play budgets.	Complete	See Action 6 of Guideline 2 for progress update.
	2. <b>[Recreation &amp; Play Plan]</b> Conduct a Play Equity Audit to provide insights on city's current level of play provision. Goal: Play Equity Audit informs future play provision and develop for council planning.	In Progress	<p><b>The Play Equity Mapping Project</b></p> <p>Commenced as a key action within the current Recreation &amp; Play Plan under the 2024–2034 Long Term Plan. This work aims to assess the equity of play opportunities across the city and inform future play provision through both internal planning and external partnerships.</p> <ul style="list-style-type: none"> <li>• Initial scoping and engagement with relevant council teams commenced early 2025, with the establishment of an internal steering group proposed to guide the project and consolidate expertise across Parks &amp; Reserves planning, community development, infrastructure, and GIS.</li> <li>• The equity layers influencing access to play opportunities are structured around key play equity metrics, adapted from the Collins Play Equity Model (2023), and include: <ul style="list-style-type: none"> <li>◦ <b>Location</b> (distribution of playgrounds, play spaces, and informal play assets)</li> <li>◦ <b>Deprivation</b> (impact of household income on play access)</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>o <b>Age</b> (current and projected age-based play needs)</li> <li>o <b>Disability</b> (inclusiveness and accessibility of play spaces)</li> <li>o <b>Lifestyle</b> (household composition and play behaviours)</li> <li>o <b>Gender</b> (imbalances in access to or participation in different types of play)</li> <li>o <b>Culture &amp; Ethnicity</b> (cultural influences on play engagement and preferences)</li> </ul> <p>The target outcome is the development of a multi-layered GIS map visualising these metrics, highlighting areas of inequity, and enabling more informed planning decisions for future play provision. The aim is that this tool will also support external community groups and partners in aligning their efforts with identified gaps in play provision.</p>
	<p>3. <b>[Neighbourhood Play Systems]</b> Support Sport Manawatū with Neighbourhood Play System Reviews. NPS to produce a list of recommendations which will identify play opportunities within the reviewed neighbourhood. Goal: NPS council recommendations are considered in future projects and programmes of within the NPS area.</p>	Ongoing	<p><b>NPS Collaboration for Terrace End School Community</b></p> <p>The city received its first Neighbourhood Play System (NPS) report for Terrace End School in 2023 by Sport Manawatū with support from Council. The report recommendations have served as a valuable tool in identifying ongoing opportunities to enhance play and active transport connections in the surrounding area. Since the release of the report, Council has supported several outcomes aligned with the recommendations, including:</p> <ul style="list-style-type: none"> <li>• <b>Installation of a new raised pedestrian crossing</b> on Ruahine Street outside the school's main entrance, to improve safety and active travel access to the school.</li> <li>• <b>Implementation of an 80-metre footpath play trail</b> on Wharenui Terrace—one of the key routes used by students to walk to TES school.</li> <li>• <b>Partnership with Kāinga Ora</b> to deliver a Play Street activation on Wharenui Terrace, introducing new residents to the neighbourhood and helping foster connections,</li> </ul>

			<p>including among families with children attending Terrace End School.</p> <ul style="list-style-type: none"> <li>• <b>Rock painting workshop at the school</b>, enabling students to contribute personally to the Memorial Park Sensory Play Garden with its painted rock riverbed.</li> <li>• <b>Roslyn Based Pop Up Play Session</b> support TES whānau living in the area to access free play sessions during the school holidays</li> </ul> <p>Sport Manawātū's next NPS review for Palmerston North is scheduled for late 2026 in the 4412 area with Council providing support for the review process.</p>
6.Engage with communities and listen to their ideas for play to inform decision-making	<p><b>1. [Community Engagement]</b> Refer to the Play Communications and Engagement Plan to achieve adequate community engagement across priority community groups.</p>	Ongoing	See Action 1 of Guideline 1 for progress update.
	<p><b>2. [CBD Pop Up Play Ideation Space]</b> Explore the feasibility of a Pop-Up Play ideation space in the city centre as a means of community engagement on play aspirations</p>	Remove	<p><b>Remove Action in Policy Review and Implementation Plan Update</b></p> <p>Preliminary investigations were undertaken; however, the action was determined to have limited alignment with broader Play Policy objectives. Other engagement mechanisms, such as Pop-Up Play activations and community-led projects, have proven more effective in achieving similar outcomes.</p> <p><b>Proposal:</b> Remove this action as part of the Play Policy Review and Implementation Plan update, as it does not provide a strong contribution to the achievement of the Guideline.</p>

	<b>3. [Community Play Champions Network]</b> Utilise the Community Play Champions network for community engagement and ideation.	Ongoing	<b>Community Palmy Play Champions Network Update</b>  Launched in June 2023 in partnership with Sport Manawatū. A Play Champion is a person in our community who has a passion for play and recognises its contribution to individual and community wellbeing. The Community Palmy Play Champions Network brings together the city's play champions from across council's priority communities. Regular hui throughout the year provide an opportunity for play champions to connect, discuss, collaborate and provide valuable insights on their community's play aspirations.  Council staff use this network as a form of engagement and consultation to receive feedback on a range of play related projects across the city. Some examples include Council's Parks officers presenting to the group on Playground renewal project and post LTP Parks and Reserves planning. Council's Play Advisor has received input on various play initiatives including the City Centre Play Programme, national play week planning, nature-based play trials, Pop Up Play Series, etc.
7. Grow a network of play champions in the community and support them to lead local play opportunities	<b>1. [Community Play Champions Network]</b> Establish a Community Play Champions Network, consisting of key play champions from out in the community, with representation across all priority groups in the community. Goal: Support group to be proactive play champions for their communities.	In progress	See Action 3 of Guideline 6 for progress update.
	<b>2. [Council Controlled Organisations]</b> Support and collaborate with key CCO's and Council community organisations for future play related initiatives. Goal: Harness the capabilities of the city's major play champions.	Ongoing	<b>CCO Play Progress</b>  The Play Advisor continues to engage with Council Controlled Organisations (CCOs) to strengthen their role as play champions and collaborators in delivering high-quality play outcomes across the city. Over the reporting period, this has included:

			<ul style="list-style-type: none"> <li>• <b>Ongoing relationship building with Te Manawa Museums Trust</b>, which has supported co-delivery of intergenerational and culturally inclusive play activations such as Game Down Memory Lane, Senior's Play Day at Te Manawa Palmy Play Fest.</li> <li>• <b>Lido and CLM</b> continue to support Play through various play assets (i.e. working with Council to store and loan out the lido's Horizontal Bungee, 30m Slip n Slide)</li> <li>• <b>Wild base Recovery</b> continues to support various play initiatives such as previous Palmy Walls Alive that focused on Native birds</li> </ul> <p>This workstream remains active, with a focus on enabling CCOs &amp; Council community organisations to see themselves as key enablers of play through events, spaces, and community partnerships.</p>
8.Support free play in our parks, reserves and public spaces	1. <b>[Play Gaps]</b> Continue to identify potential Play Gaps- underutilised public spaces. Goal: Co-design with community placemaking initiatives to support playful urban design.	Ongoing	See Action 2 of Guideline 5 for progress update
	2. <b>[Play Resources]</b> Local free Play Resources (i.e. Global Passport to Play, Palmy Dirty 30, playground maps, play postcard, etc) are easily accessible. Goal: local free play resources are well maintained.	Complete	See Action 1 of Guideline 1 for progress update

	3. <b>[Play Week Development]</b> Deliver a local Play Week campaign that links to Sport NZ's annual theme. Anchor Event: Palmy Play Festival	Ongoing	<b>Palmy Play Festival – Council's Anchor Event for Play</b> Palmy Play Fest has served as Council's anchor event for National Play Week in 2023, 2024 and is planned to continue in 2025. Delivered in partnership with Manawātū Multicultural Council and Sport Manawātū, the event invites participants to experience traditional games and popular play activities from over 25 cultures or countries from around the world. This celebration of our city's cultural diversity through the universal love of play strengthens community connections, fosters inclusion, and highlights the city's commitment to accessible and culturally rich play opportunities.
	4. <b>[Loose Parts Play]</b> Investigate the opportunity to trial a free loose parts play programme in the city. Options: Loose parts park, loose parts trailer, junk parts café or Junk Sound Garden.	On Hold	<b>Loose Parts Play Space Trial Completed</b>  The Woolly Riot Reef Project was a loose parts play trial - in partnership with local yarn street art group, Woolly Riot, was relocated from its original outdoor site to an indoor installation at the Central Library over summer 2024–25. The installation featured loose parts free play pieces, yarn art, and a mixed-media sensory wall, serving as a pilot for future loose parts and creative play activations in the CBD.  <b>Next Steps</b> <ul style="list-style-type: none"> <li>• Currently in discussions with Woolly Riot to explore the potential for future yarn street art projects as a placemaking adaptation.</li> <li>• No confirmed plans for a dedicated loose parts play space in the city at this stage; learnings from this project will inform any future opportunities should they arise.</li> </ul>



	5. <b>[Access to Nature Play]</b> Continue to identify and improve natural play options across the city: Play in natural environments and play on natural elements in urban spaces. Goal: Encouraging people into free green spaces through play	Ongoing	<b>Palmy Plant n Play continues to evolve</b>  Introduced in 2023, Plant n Play Palmy aligns with Council's annual planting schedule. In 2024–25, Council hosts three local schools to plant native species at three city reserves, complemented by targeted play activities. The initiative remains Council-led, with the long-term aim of partnering with local community group(s) to transition it into a community-led programme. Key features this year include: <ul style="list-style-type: none"> <li>• Participation in Horizons Regional Council's Conservation Week event, promoting planting and nature play to over 100 tamariki from seven schools.</li> <li>• Collaboration with Horizons Enviroschools to explore the development of Plant n Play Kits—including shovels, gloves, and bug kits—to improve accessibility and participation.</li> </ul>
	6. <b>[Nature Play Events]</b> Establish an Annual Nature event in green space(s) around the city through partnership with key groups. Goal: provide a dedicated and free event that promotes the value of Nature play	Not started	To be considered for a future <b>TMAA Funding application</b> by Council.
	1. <b>[Play on the Way]</b> support active transport initiatives such as the development of a city-wide Bike Bus programme or event. Goal: Empower participants to use active transport and expand their freedom to access play spaces across the city.	Not Started	<b>Link to Age Friendly Action Plan</b> With the recent development of Council's <b>Age-Friendly Action Plan</b> , this action point will be reviewed to explore opportunities for expansion beyond school-aged children. Consideration will be given to framing it as an active transport and play initiative that promotes intergenerational participation, enabling people of all ages to travel actively together and access play spaces across the city.

9. Provide play spaces that are safe, inclusive, accessible and comply with council's health-related policies	1. <b>[Accessible &amp; Inclusive]</b> Develop an Inclusive and Accessible Playscape Guideline. Goal: A guideline that can be used as a cross organisational tool for all appropriate projects.	Complete	<b>Recreation Aotearoa Accessibility Guideline Released</b>  Recreation Aotearoa recently released the Outdoors Accessibility Design Guidelines, providing a nationally recognised framework that provides accessibility advice relating to outdoor recreational spaces. Investigations are underway on how to incorporate the guideline into Council policy and practice.
	2. <b>[Safety Standards]</b> Formalise council's Risky Play Assessment tool for play spaces and play infrastructure. Goal: Balance traditional play safety standards with the importance of access to risky adventurous play.	In Progress	<b>Continued Investigations</b>  Council has purchased the latest Standards NZ ISO 4980:2003 Standard in August 2024 for review.  An Internal Council Play Champions network meeting was held to review the latest standard around adventurous play and how the standard could be integrated into Council planning.
	3. <b>[Policy audits]</b> Keep play space information up to date through annual audit processes for council's Shade and Sun Protection policies. Goal: identify inequities to inform future schedule of works.	Ongoing	<b>Ensuring Healthy Play Spaces</b>  <b>Shelter and Shade Provision:</b> Shelter structures are planned for all suburb-level reserves, with installations already in parks such as Peren, Milverton, Takaro, Cloverlea, and Savage. A shade audit identified 49 parks and 16 playgrounds needing increased tree cover; annual tree funding rose from \$10,000 to \$40,000 in 2022/23 to accelerate natural shade provision.  <b>Smoke-free/Vape-free Policy:</b> Under the 2020 policy, all playgrounds, parks, Te Marae o Hine, sportsgrounds, CETA, and skate parks are smoke-free and vape-free, with updated signage installed at all locations.

	4. <b>[Street Berm Policy]</b> Develop a guide for street berm activations that are compliant with council's current H&S requirements and bylaws. Goal: Integrate the guide into the Public Spaces Policy.	Review	<b>Review viability of this Action Point under the Play Policy Review and Implementation Plan Update</b>  Review the viability of this action point. Council Play Advisor to investigate the progress of the Public Spaces Policy and where street berm activations could potentially sit within this policy.
10. Provide play spaces that are designed to engage people of different ages, stages and needs	1. <b>[Community Engagement Plan]</b> Engage with council's priority community groups to develop a curated play profile. Goal: Data collected informs future council decision making and community collaboration initiatives.	Ongoing	<b>Evolving Approach to Community Play Profiling</b>  Since 2023, this action point has evolved with no formal play profiles have been developed for priority community groups. Instead, Council is leveraging existing data sources — including Sport Manawātū Neighbourhood Play System (NPS) insights, Council's Play Equity Map dataset, and Sport NZ's Voice of Tamariki and Active NZ surveys- to monitor trends and inform decision-making. The need for a dedicated Community Play Profile resource will be reviewed as part of ongoing monitoring and evaluation
11. Provide play spaces that express and provide for Rangitāne and Māori cultural needs	1. <b>[Co-design]</b> Develop a Ngā Taonga Tākaro guideline which identifies how to incorporate te ao Māori play elements into appropriate projects, programmes and play related strategy, policies or plans. Goal: Te Ao Māori play lens is integrated into council play planning.	Not started	<b>Ngā Taonga Tākaro Framework still to be developed</b>  Proposal to contract this action point to iwi Māori Ngā Taonga Tākaro provider.
	2. <b>[City Centre Play Programme]</b> Ensure the City Centre Play Plan delivery process incorporates bicultural frameworks and iwi interests guide decision-making	Complete	See 2023 Play Policy Implementation Plan Progress Update Report for full details.

	<p>3. <b>[Activations]</b> Investigate iwi's interest levels for a dedicated kī-o-rahi field, Mara hupara playground or establishing a He Taonga Tākaro festival. Strengthen cultural play opportunities by exploring and supporting iwi-led initiatives that celebrate and promote traditional Māori games and play spaces.</p>	Complete	<p><b>Kī-o-rahi Module and Māori Play Initiatives</b></p> <p><b>Dedicated Kī-o-rahi Space in the City:</b> Year 1 LTP provisions to develop a dedicated kī-o-rahi space with Rangitāne have shifted, following iwi engagement, to delivering a kī-o-rahi module over summer at Bill Brown Park, focusing on skill development, participation, and cultural connection.</p> <p><b>Other initiatives supporting Rangitāne and Māori cultural needs in this period:</b></p> <ul style="list-style-type: none"> <li>• Puanga Passport to Play – City Library collaboration linking Matariki Puanga whetū to city locations.</li> <li>• Rapua te Kura Huna – Te Wiki o Te Reo Māori scavenger hunt in Te Marae o Hine.</li> <li>• Play Down Memory Lane – Traditional and Ngā Taonga Tākaro exhibition and pop-up event for Manawatū Heritage Month.</li> </ul>
	<p>4. <b>[Naming Processes]</b> Review current naming process against council's Parks &amp; Reserves Naming policy and Signs Framework along with Mana Whenua's interest in developing dual naming of council's outdoor spaces (i.e. Current English &amp; Te Reo Māori naming for parks and reserve spaces)</p>	Review	<p><b>Proposal to remove this action under the Policy Review and Implementation Plan Update</b></p> <p>Preliminary consideration was given to aligning naming processes with Council's Parks &amp; Reserves Naming Policy and Signs Framework. However, this work was found to duplicate other Council processes already in place and does not directly advance Play Policy objectives.</p> <p><b>Proposal:</b> Remove this action as part of the Play Policy Review and Implementation Plan update, as it no longer aligns or provides a strong contribution to the achievement of the Guideline.</p>

12. Encourage Pop-Up Play opportunities	<p><b>1. [Rec Hire]</b> Promote Council's current Rec Hire Play resources and Sport Manawatū Play Trailer to community groups for their play related activations. Goal: Increase community access to quality equipment and event resources, supporting diverse and inclusive play opportunities across the city.</p>	Ongoing	<p><b>Play Resourcing and Waka Manaaki Launch</b></p> <p>Rec Hire has been phased out as bookable resource for community and replaced by the newly built Waka Manaaki Community Events Trailer, equipped with essential outdoor event items and play equipment. To be launched in September 2025, the trailer provides enhanced support for community groups delivering play-related activations and gatherings in outdoor spaces. The Y Central/Sport Manawatū Play Trailer also continues to be well utilised, with strong bookings from community groups across the city.</p>
	<p><b>2. [Events]</b> Support free play activations at pre-existing council/council supported events &amp; programmes. Goal: Community have free play options at local events.</p>	Ongoing	<p><b>Strong Integration of Play offerings and Community events</b></p> <p>Free play activities remain embedded across key events, including the City Ambassadors Programme, Pop Up Play Palmy and Palmy Play Festival. Council's Events Team continues to integrate play into major city events such as Festival of Cultures, Puanga Festival, and Waitangi Day. Libraries, Te Manawa, and Wild base Recovery Centre also deliver regular play activations, with new initiatives such as the Seniors Play Day and Messy Play Takeover. Community-led events continue to receive support from Council and Sport Manawatū Play Leads to include play, including large-scale activations such as Wacky Water Day, Ethkick, etc.</p>
	<p><b>3. [Pop Up Play]</b> Assist Sport Manawatū in the development of their Community Pop up Play event series (min of x4 per year)&gt; Goal: Activate underused green spaces and support underserved community groups to be active through play.</p>	Ongoing	<p><b>Expanding and Evolving Partnership Model</b></p> <p>Pop Up Play Palmy continues to expand by offering 3-4 sessions per school holidays and new community groups coming on board to co-deliver engaging sessions. Recent examples include Manawatū Multicultural Council and Y Central.</p>

	<p><b>4. [Pop Up Play themes]</b> Identify key play related dates in the annual calendar (i.e. Parks Week, Play Week, Welcoming Week, PRIDE Month, etc) to link specific Pop Up Play opportunities. to. Partner with key groups to expand Pop Up Play offerings: Cardboard mini city days, Dog-and-owner Fashion Parade, Scavenger hunt, Kids workshops, Kids Maker Markets, dance pop up, etc.</p>	Review	<p><b>Proposal to remove this action under the Policy Review and Implementation Plan Update</b></p> <p>Pop-Up Play activations are being well linked to themed opportunities. Examples include activations during Conservation Week and Matariki Punaga. These activities demonstrate that the intent of the action is already being achieved through broader Pop-Up Play planning.</p> <p><b>Proposal:</b> Remove this as a standalone action point and combine with <b>Action 3 of Guideline 12</b> as part of the Play Policy Review and Implementation Plan update, ensuring Pop-Up Play themes are embedded within wider programme delivery.</p>
13. Provide play spaces for a wide range of play types that challenge, allow discovery, creative expression and movement and offer an element of surprise	<p>1. <b>[Challenge, Discovery]</b> Support the development of activations along the Manawatū Awa Nature Play trail</p>	Review	<p><b>Proposal to Remove all six separate actions under this guideline (13) and developed one combined action instead.</b></p> <p>Proposed (Combined) Action Point:</p> <p><b>Challenge, Discovery, Creative Expression, Surprise, Movement</b></p> <p>Identify, develop, and activate a diverse range of play opportunities across the city, incorporating nature play, incidental play spaces, educational and playful design elements, interactive art, sensory experiences, and adventurous play options. Goal: Ensure public spaces offer inclusive, engaging, and varied play types that encourage exploration, creativity, physical activity, and moments of surprise for all ages and abilities.</p>
	<p>2. <b>[Discovery, Surprise Element]</b> Activate spaces with educational/playful signage and designs (i.e. pedestrian crossing, story boards, nature trail education boards).</p>	Review	<p>See Action 1 of this guideline (13) for proposed update under the Play Policy Review and Implementation Plan Update</p>

	3. <b>[Challenge, Movement, Discovery]</b> Explore nature play options in each suburb, including consideration of incidental play spaces i.e. play beyond the playgrounds	Review	See Action 1 of this guideline (13) for proposed update under the Play Policy Review and Implementation Plan Update
	4. <b>[Discovery, Creative Expression, Surprise Element]</b> Advocate for consideration of interactive art and sculptures in the City Centre Framework.	Review	See Action 1 of this guideline (13) for proposed update under the Play Policy Review and Implementation Plan Update
	5. <b>[Creative Expression, Discovery, Surprise Element]</b> Research sensory options for key public spaces: soft sensory indoor play, outdoor sensory walls, sensory rooms and sensory aquatic play	Review	See Action 1 of this guideline (13) for proposed update under the Play Policy Review and Implementation Plan Update
	6. <b>[Movement, Challenge]</b> Investigate adventurous play options for future projects: i.e. obstacle courses, boulder play, parkour, Race Tag, bike tracks, skate parks, etc.	Review	See Action 1 of this guideline (13) for proposed update under the Play Policy Review and Implementation Plan Update
14. Formalise an approach to play streets that enables and encourages	1. <b>[External]</b> Identify the current engagement rates and barriers to neighbourhoods adopting Play Streets	Complete	See 2024 Play Policy Implementation Plan Progress Update Report for full details

people to play in their streets and neighbourhoods.	2. <b>[Internal &amp; External]</b> Engage with internal and external stakeholders to improve the delivery of Play Streets	Ongoing	<p><b>Strategic Development of formalised approach to Play Streets</b></p> <p>Internal Council officers met in early 2025 to review the current state of Council's internal frameworks for Play Street assessments and approvals against the updated Waka Kotahi NZTA standard. A directive was agreed to review, update, and align Council frameworks to ensure compliance with the new national standard.</p> <p><b>Operational Trial with Kainga Ora</b></p> <p>This year, the Play Street model was successfully trialled in a Roslyn cul-de-sac activation, delivered in partnership with Kāinga Ora. The event was used as a key engagement tool to connect Kāinga Ora's new residents with their new neighbours- supporting their settlement process and fostering neighbourhood connections through play.</p>
	3. <b>[External]</b> Develop promotional strategy for Play Streets to increase community awareness and interest	On Hold	See Action 2 of Guideline 14 for progress update.





## Rēhia Play Palmy Play Case Studies for 2024/2025

## 2024/2025 Play Case Study Highlights

In 2024/2025, Council led or supported a diverse portfolio of play-related initiatives aligned with the *Rēhia o Papaioea – Play Palmy Play Policy*. While Palmerston North already maintains a high calibre of playgrounds, parks, and reserves, these initiatives were designed to extend the reach of play into everyday environments — embedding playful experiences in the city centre, neighbourhood spaces, and community events.

This year's focus was on making play more equitable and inclusive, ensuring tamariki, whānau, and the wider community could connect through play in ways that reflect the city's diversity. Collectively, these activities demonstrated the value of play not only as a feature of our playground network, but also as a community connector and a driver of wellbeing.

### 2024/2025 Areas of Focus

- **Infrastructure & Installations**  
New installations such as the Tākaro Stations and the Edwards Pit Park Story Walk created playful, interactive opportunities that extend beyond traditional playground settings.
- **Placemaking & Art**  
Creative initiatives including the Woolly Riot Community Reef and Palmy Walls Alive transformed central city spaces through playful art and placemaking, encouraging public participation and city centre vibrancy.
- **Events & Activations**  
Community events such as Palmy Play Fest, Pop-Up Play sessions during school holidays, Active Age Games, and Plant & Play days brought people together in fun, low-barrier ways that celebrated active, intergenerational play.
- **Equity & Inclusion**  
Initiatives such as sensory backpacks and access passes at the Lido supported more inclusive opportunities, ensuring play could be experienced by tamariki and whānau with diverse needs and backgrounds.
- **Marketing & Strategy**  
Play visibility was strengthened through signage, collateral, and groundwork to progress adoption of the Risky Play Standard (ISO 4980).
- **Cultural & Ngā Taonga Tākaro**  
Initiatives such as *Rapua Te Kura Huna* and *Play Down Memory Lane – Ngā Taonga Tākaro Collection* showcased traditional and cultural approaches to play, recognising and celebrating local heritage.

## Key Project and Initiatives Summary

**Project:** Tākaro Stations

### Description

In partnership with REPLAY Trust, four permanent play boxes were installed in public green spaces across the city. Each box provides access to free play equipment donated by REPLAY and operates on a trust-based model - 'pick, play and return for the next person to enjoy'. Local neighbourhood volunteers act as play kaitiaki, helping to maintain the boxes, keep an eye out for the equipment and promote its use within the community. Funded through Sport NZ TMAA fund.

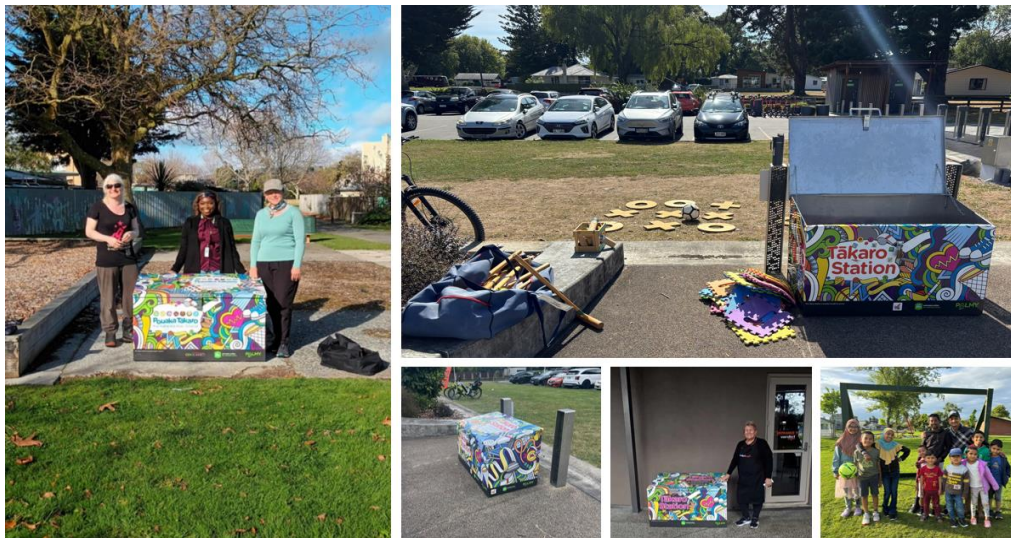
### Aligned Play Policy Objectives/Guidelines

Guideline 8: Support Free play in Parks, Reserves and Public Spaces.

Objective: Everyone has opportunities to play.

### Impact Snapshot

- **Locations:** Tākaro Stations installed at Bunnythorpe Sports Fields, Savage Crescent Reserve, Te Marae o Hine, He Ara Kotahi Walking Bridge Area
- **Accessibility:** 100+ pieces of free REPLAY-supplied play gear in circulation
- **H&S:** 0 major incidents of loss or vandalism since installation
- **Partnerships:** 4 active community partners supporting their station in their neighbourhood
- **Equity Focus:** Support's access to play in local neighbourhoods
- **Engagement Rates:** Countless moments of intergenerational, informal play observed



**Project:** Taiopenga ā-Rēhia- Palmy Play Festival 2024

### Description

Held during National Play Week, a free multicultural play event delivered in partnership with Manawātū Multicultural Council and Sport Manawātū. In 2024 the event featured over 25 community-led play stalls, each showcasing traditional and contemporary games from around the world. In its second year, the festival celebrated the city's cultural diversity and the link to play as a universal connector, drawing strong attendance and engagement from families across the Manawātū region.

### Aligned Play Policy Objectives/Guidelines

Objective: Play Spaces enable multi-cultural Communities to play and participate in traditional games and recreation activities.

Guideline 4: Work with other organisations to achieve better play outcomes.

### Impact Snapshot

- **Attendance:** Estimated 2,000-3,000 attendees
- **Community Involvement:** 25+ community-led play stalls
- **Cultural Representation:** Games and activities from 20 countries/cultures
- **Equity Focus:** Free sausage sizzle and fruit stand, "you can't play on an empty tummy"
- **Accessibility:** Introduced a Chill-Out tent and Sensory Backpacks for neurodiverse tamariki
- **Community Feedback:** Families appreciated this no-cost event
- **Partnership:** Strong ongoing collaboration with Manawātū Multicultural Council and Global Parents Support





**Project:** Palmy Pop-Up Play

### Description

In partnership with Sport Manawātū, Palmy Pop-Up Play delivers free play sessions during the school holiday periods across city parks and reserves. The unstructured, drop-in sessions offer open-ended play activities for a wide range of ages, supporting creativity, social connection, and physical activity. In 2024–2025, the initiative expanded through increased collaboration with community groups, enabling a more sustainable, community-led delivery model. *Pop Up Play Palmy* contributes to intergenerational engagement and improving access to free play in underutilised areas.

### Aligned Play Policy Objectives/Guidelines

- Guideline 4: Work with other organisations to achieve better play outcomes.
- Guideline 7: Grow a network of play champions in the community and support them to lead local play opportunities.
- Guideline 8: Support Free play in our parks, reserves and public spaces.
- Guideline 12: Encourage Pop-up Play opportunities.

### Impact Snapshot

- **Sessions:** 2–4 per school holiday period
- **Locations:** Under-served parks and reserves across the city
- **Attendance:** 40–300 participants per session
- **Audience:** Pre-schoolers, school-aged children, rangatahi, parents, and caregivers
- **Accessibility:** Free and open access; no registration required
- **Feedback:** Strong community appreciation for accessible, local play opportunities
- **New Partnerships:** Established with Manawātū Multicultural Council, Global Parents Support, Y Central, Savage Cres Neighbours and Council's City Ambassadors Programme



**Project:** Palmy Walls Alive

**Description**

A city centre placemaking initiative that projects animated tamariki artworks onto public walls after dark, celebrating playful storytelling through light. Since piloting *Library Walls Alive* in 2024, the project has grown into a rotating showcase series. To date, over 150 tamariki have contributed, alongside local artists and partners. The 2025 *Wildlife Illuminated* series, launched during Conservation Week with local artist Belle Chadwick, focused on wildlife conservation. The project aims to activate public spaces with inclusive, family-friendly creative experiences.

**Aligned Play Policy Objectives/Guidelines**

- Objective: Council is a play innovator and uses its expertise to inspire others.
- Objective: Council works across sectors to lead and co-create playful opportunities, play spaces and services.
- Guideline 2: Introduce fun, playful and creative elements into public space development

**Impact Snapshot**

- **Partnerships:** UCOL Workhub, Council's Library Team, Manawatū Multicultural Council (MMC), local artists
- **Participants:** 150+ tamariki, including MMC Welcoming Schools
- **Delivery Model:** Rotating city centre projections co-designed with tamariki and artists
- **2025 Highlight:** *Wildlife Illuminated* launched during Conservation Week
- **Equity Focus:** Celebrates diverse tamariki voices in a public, creative platform
- **Engagement:** Strong whānau feedback and growing community pride



**Project:** Edwards Pit Park Story Walk - Ōku Tuakana

**Description**

The *Edwards Pit Park Story Walk* is the city's second installation of its kind, bringing playful literacy into a well-used nature reserve. It features *Ōku Tuakana*, a children's story written and illustrated by local UCOL Workhub Creative Media student Nina Kereama-Stevenson, displayed on weatherproof panels along the park's walking loop. The Story Walk invites tamariki and whānau to read, discover, and engage with the natural environment, adding a creative and reflective play element to the space.

**Aligned Play Policy Objectives/Guidelines**

Objective: Everywhere in Palmerston north offers places for play.  
 Guideline 2: Introduce fun, playful and creative elements into public space developments.  
 Guideline 13: Provide play spaces for a wide range of play types that challenge, allow for discovery, creative expression and movement, and offer an element of surprise.

**Impact Snapshot**

- **Partnerships:** Local Author/Illustrator, UCOL Workhub, Edwards Pit Park Community Group
- **Participants:** Open to the public; particularly engaging for tamariki aged 3–10 and their caregivers
- **Delivery Model:** Permanent story walk comprising 10 weatherproof panels along the reserve's walking loop
- **Equity Focus:** Supports literacy and access to play in a nature-based public space
- **Highlights:** Positive community feedback, especially from local kura, ECEs, and whānau; strong sense of pride in showcasing young local talent





**Project:** Woolly Riot Community Reef

### Description

Initially planned as a placemaking activation for 50 George Street, the *Woolly Riot Community Reef* was reimagined into a temporary indoor yarn-and-play installation at the Central Library after the original site became unavailable. Delivered over summer 2024–2025, the installation coincided with the City Library's Annual Summer Reading Challenge and featured yarn reef walls, a wooden play boat, window decals, and playful prompts encouraging creative, sensory, and imaginative play. Community involvement was central to the project, with contributions from Woolly Riot, local play champions, and library's knitting and crochet groups.

### Aligned Play Policy Objectives/Guidelines

- Guideline 13: Provide play spaces for a wide range of play types that challenge, allow for discovery, creative expression and movement, and offer an element of surprise.
- Guideline 7: Grow a network of Play Champions in the community and support them to lead local play opportunities.

### Impact Snapshot

- **Partnerships:** Woolly Riot, Council's Library Team, local play champions, and community crafters
- **Participants:** Intergenerational- People of all ages and abilities contributed to the project through a series of messy play, craft and knit sessions over a seven-month period.
- **Delivery Model:** Temporary indoor installation with interactive yarn art, imaginative play elements, and play prompts.
- **Equity Focus:** Inclusive, low-barrier play experiences in a central location over summer
- **Highlights:** Strong engagement during Summer Reading Challenge; positive feedback on the sensory and creative elements; interest in future yarn-based activations





## Project: Sensory Backpacks

### Description

Launched in 2024, the Sensory Backpacks initiative provides borrowable packs at Council-led events to support sensory-friendly experiences for neurodiverse tamariki. Each backpack includes resources to assist with self-regulation in busy settings. The initiative aims to expand access to public venues such as Libraries, Te Manawa, and Wildbase Recovery.

### Aligned Play Policy Objectives/Guidelines:

- Objective: Play opportunities reflect our diverse community needs by being inclusive and accessible to all.
- Guideline 6: Engage with communities and listen to their ideas for play to inform decision-making.

### Impact Snapshot

- **Partnerships:** Autism NZ and local caregivers of neurodiverse tamariki contributed to pack design and content selection.
- **Participants:** Neurodiverse tamariki attending Council events
- **Delivery Model:** Borrowable sensory backpacks provided at selected events with planned expansion to public venues
- **Kit Contents:** Fidget toys, sunglasses, handheld fan, earmuffs, communication cards, emotion cards, and a weighted teddy
- **Equity Focus:** Enhance sensory accessibility and inclusion in public spaces
- **Highlights:** Successful trial with seven whānau at Palmy Play Fest; supports longer and more comfortable engagement



**Project:** Rapua Te Kura Huna

**Description:**

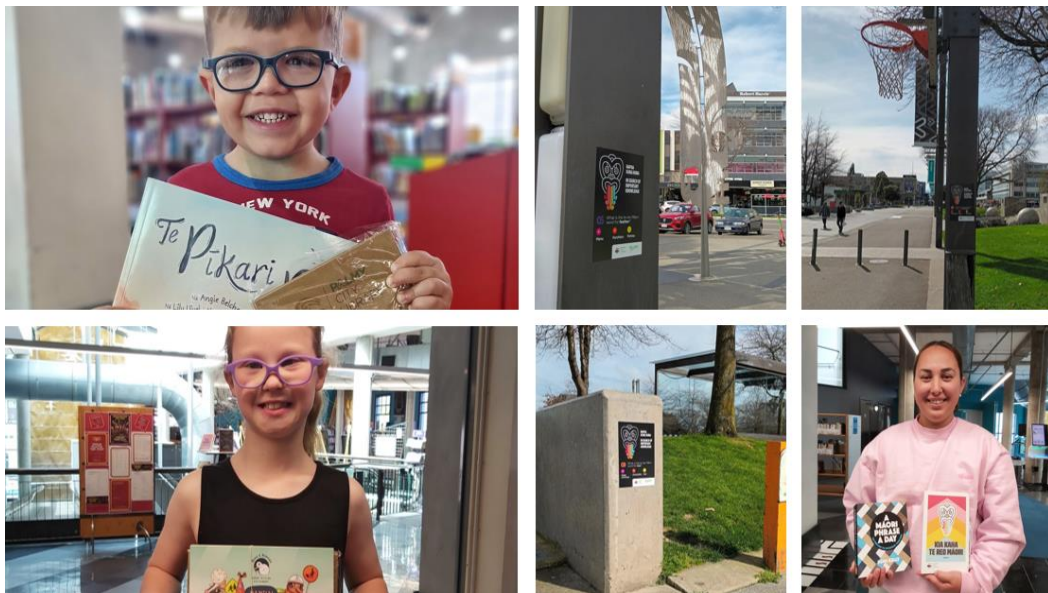
Now in its third year, *Rapua Te Kura Huna* is a bilingual, discovery-based play activation delivered during Mahuru Māori and Te Wiki o te Reo Māori. Meaning "Seek the Hidden Treasure," the activation encourages tamariki, rangatahi, and whānau to explore Te Marae o Hine – The Square by locating 10 hidden clues featuring kupu (words) and prompts that foster language learning and playful curiosity. Developed as a cross-Council collaboration, the initiative transforms the city's central civic space into a celebration of te reo Māori, promoting everyday use of the language in an inclusive and engaging way.

**Aligned Play Policy Objectives/Guidelines:**

- Guideline 11: Provide Play Spaces that express and provide for Rangitāne and Māori Cultural needs.

**Impact Snapshot**

- **Partnership:** Ngati Hineaute
- **Participants:** Open to the public during Mahuru Māori and Te Wiki o te Reo Māori
- **Delivery Model:** Temporary, outdoor treasure-hunt in Te Marae o Hine
- **Equity Focus:** Promote visibility of te reo Māori public space; affirms Māori identity through playful, language-rich engagement
- **Highlights:** Strong engagement across all age groups; positive feedback from whānau and Kura; popular recurring feature in Council's reo Māori celebrations



**Project:** A Game Down Memory Lane – Heritage Games & Ngā Taonga Tākaro Exhibition

**Description:**

Delivered as part of Manawatū Heritage Month (May 2025), A month-long interactive exhibition at Te Manawa celebrating traditional games through intergenerational, hands-on play. The original Te Manawa exhibition featured classic games such as quoits, ring toss, and dominoes. To extend the kaupapa, Council partnered with Best Care Whakapai Hauora to develop a Ngā Taonga Tākaro component, showcasing five traditional Māori games with curated information boards highlighting their cultural significance. A complementary outdoor Pop-Up Play event was held in Te Marae o Hine – The Square, enabling tamariki, whānau, and the wider community to engage with the full collection in a central public space. The initiative promoted cultural heritage, intergenerational connection, and playful engagement in both indoor and outdoor settings.

**Aligned Play Policy Objectives/Guidelines:**

- Guideline 11: Provide Play Spaces that express and provide for Rangitāne and Maori Cultural needs.
- Guideline 12: Encourage Pop Up Play opportunities.

**Impact Snapshot – 2025**

- **Partnerships:** Library Heritage Team, Te Manawa Museum, Best Care Whakapai Hauora
- **Participants:** Intergenerational, strong engagement from whānau with young tamariki
- **Delivery Model:** Month-long exhibition at Te Manawa with hands-on elements, paired with a public *Pop-Up Play* event in Te Marae o Hine
- **Equity Focus:** Promoted access to cultural play experiences in public civic spaces, celebrating intergenerational connection and heritage
- **Highlights:** Strong whānau participation; positive feedback on the blend of games; sparked memory-sharing across generations



**Project:** 2024 Active Age Games

**Description:**

The inaugural 2024 Active Age Games was a community-led event celebrating active play for older adults. Supported through a small allocation of Council's Play Initiatives funding, the event was delivered in close collaboration with Council and Sport Manawātū. Held in Palmerston North, the event brought together rest homes and retirement villages from across the Manawātū region for a day of friendly competition. Participants engaged in a variety of light-hearted and accessible games designed to promote movement, teamwork, and joy. The event celebrated the importance of play at all life stages and reinforced the message that play is a lifelong right.

**Aligned Play Policy Objectives/Guidelines:**

- Objective: Everyone has opportunities to play
- Guideline 8: Grow a network of play champions in the community and support them to lead play opportunities

**Impact Snapshot:**

- **Partnerships:** Middle Districts Lions Club, aged care providers, Sport Manawātū
- **Participants:** 250+ older adults and aged care staff from 20+ facilities across Manawātū
- **Delivery Model:** Community-led with direct support from Council
- **Equity Focus:** Promoted inclusive access to play for older residents and reinforced the role of play in healthy ageing
- **Highlights:**
  - Strong regional participation and collaboration among aged care providers
  - Positive feedback from residents and staff
  - Increased visibility of play as a tool for wellbeing in later life





### Conclusion

The 24/25 Play programme has continued to strengthen the role of play in Palmerston North's public spaces, policy frameworks, and community life. Resourcing this year has focused on engaging and inclusive activations along with more permanent placemaking installations and system-level changes.

This year's initiatives reflect a growing maturity in how play is embedded across council workstreams. Projects were co-designed with communities, delivered in diverse neighbourhoods, and tailored to support inclusion, wellbeing, and cultural connection. The *Rēhia Papaioea - Play Palmy Play Policy*'s emphasis on equity, access, and community leadership continues to guide how and where investment is directed.

As Council looks ahead, the focus will be on deepening the impact of play across city systems, from emergency management to civic engagement, along with expanding the visibility and value of play in everyday city life.

### Looking Ahead: 2025–2026 Focus Areas

In 25/26, the Play programme will support the continued delivery of high-impact initiatives and strengthen play as a core civic value. Planned areas of focus include:

- **High Five Hands Placemaking:** A placemaking project supporting local body elections through playful street art installations across city centre footpaths.
- **Play Kits for Emergency Management Centres:** Providing tamariki-friendly play kits to create calm and safe play zones during emergencies or evacuations. Part of a broad scope of work to integrate Sport NZ's Play in a Crisis framework within Civil Defences Welfare programme.
- **Woolly Riot Yarn Street Art:** Placemaking project and expanding on previous trial - tactile and intergenerational yarn-based installations into city centre public spaces.
- **Palmy Play Fest 2025:** Continuing the city's multicultural play celebration, with a growing number of community-led play stalls.
- **Palmy Walls Alive:** Ongoing animated projection series showcasing tamariki voices, stories, and creativity after dark.

- **Palmy Play Collateral:** Development of visual and physical resources to support 'Let's Talk Play' workshops and engagement sessions across Council and community.
- **Pop-Up Play Palmy:** Continuing development of Pop-Up Play Palmy partnerships with a focus on multicultural, youth and nature-based offerings.
- **Community-led Play Initiatives** Support through funding, community-led play ideas that support neighbourhood and communities in being active through play. For example, Hokowhitu Hidden Books, Active Age Games, etc.

## COMMITTEE WORK SCHEDULE

TO: Culture & Sport Committee

MEETING DATE: 10 September 2025

TITLE: Committee Work Schedule

FROM:

### RECOMMENDATION TO CULTURE & SPORT COMMITTEE

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

COMMITTEE WORK SCHEDULE – SEPTEMBER 2025					
Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Clause number
1.	10 September 2025	Draft General Policy Reserve Management Plan—hearings	General Manager Infrastructure	If required	25 September 2024 Clause 34-24
2.	10 September 2025	Draft General Policy Reserve Management Plan—summary of submissions	General Manager Infrastructure	If required	25 September 2024 Clause 34-24
3.	10 September 2025	Otangaki-Ashhurst Domain Reserve Management Plan 2025—adoption	General Manager Infrastructure		27 November 2024 Clause 51-24
4.	10 September 2025	Kahuterawa Outdoor Recreation Plan 2025—adoption	General Manager Infrastructure		
5.	10 September	Review of in-house service	General Manager	Moved to Council	Council 2 June 2021

	2025	delivery of Caccia Birch House	Customer & Community	8 October 2025	Clause 50.7
<del>6.</del>	<del>10 September 2025</del>	<del>Annual report from PN Public Sculpture Trust</del>	<del>General Manager Customer &amp; Community</del>		<del>Council 29 April 2019 Clause 36.4</del>
<del>7.</del>	<del>10 September 2025</del>	<del>Annual progress report on the development of heritage themes, including military heritage, across Council programmes</del>	<del>General Manager Strategic Planning</del>		<del>10 August 2022 Clause 17.2</del>
<del>8.</del>	<del>10 September 2025</del>	<del>Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities</del>	<del>General Manager Infrastructure Services</del>		<del>25 June 2018 Clause 19.2</del>
<del>9.</del>	<del>10 September 2025</del>	<del>Play Policy Annual Implementation Monitoring Report</del>	<del>General Manager Customer &amp; Community</del>		<del>14 April 2021 Clause 12-21</del>
<del>10.</del>	<del>10 September 2025</del>	<del>Annual Report 2024-2025 – The Regent, The Globe, Te Manawa</del>	<del>General Manager Corporate Services</del>		<del>Terms of Reference</del>
<del>11.</del>	<del>10 September 2025</del>	<del>Annual Report – Sport Manawatu 2024/2025</del>	<del>General Manager Strategic Planning</del>		<del>Terms of Reference</del>
12.	TBC	Draft General Policy Reserve Management Plan - deliberations	General Manager Infrastructure		25 September 2024 Clause 34-24

## ATTACHMENTS

NIL