



Office of the Mayor

~~07 March 2025~~ update

Feilding Civic Centre Trust
Tony Chapman (Chair)
84 Aorangi Street
FEILDING

Dear Tony

Statement of Expectations for Feilding Civic Centre Trust 1 July ~~2025-2026~~ – 30 June ~~2026~~2027

Manawatū District Council values the important contribution Feilding Civic Centre Trust (FCCT) makes to our vision of “Proudly Provincial. A great place to land - Wehi nā te kāinga taurikura nei ki tuawhenua”.

This Statement of Expectations provides direction to assist the Trust in preparing its Statement of Intent (SOI) for the three years 202~~6~~5 – 202~~9~~8. It also clarifies Council’s expectations on how FCCT and Council can work together for maximum community benefit.

1.0 Strategic Direction

Manawatū District Council’s vision is:

Proudly provincial. A great place to land - Wehi nā te kāinga taurikura nei ki tuawhenua

Feilding Civic Centre has an important role to play in helping Council achieve its strategic priorities to achieve our vision, of particular focus is the strategic priority of a place to belong and grow.

Manawatū District Council’s Strategic priorities are:

- **A place to belong and grow. He kāinga e ora pai ai te katoa - We provide leisure and sports facilities and support community activities to encourage social and cultural well-being for everyone.**
- A future planned together. He kāinga ka whakamaherea tahitia tōna anamata e te hapori tonu - We work with all parts of our community to plan for a future everyone can enjoy.
- An environment to be proud of. He kāinga ka rauhītia tōna taiao - We protect and care for the Manawatū District’s natural and physical resources.

- Infrastructure fit for future. He kāinga ka tūwhena tonu ōna pūnahahanga, haere ake nei te wā - We ensure the Manawatū District has infrastructure (water, roads, etc.) that meets the needs of the community now and into the future.
- A prosperous, resilient economy. He kāinga ka tōnui tōna ōhanga - We aim to make the Manawatū District a great place to live, to visit and to do business.
- Value for money and excellence in local government He kāinga ka eke tōna kāwanatanga ā-rohe ki ngā taumata o te kairangi - We take pride in serving our communities. We focus on doing the best for the District.

The overall result Council strives for is - Our people delivering great service and facilities to our community. FCCT as a Council Controlled Organisation is seen as an extension of Council striving towards this outcome.

2.0 Development of the Statement of Intent (SOI)

When developing Feilding Civic Centre Trust’s SOI, we expect that you will address the following:

Expectations	Comment to Trust for preparation of their SOI 20265 - 20298
<p>Work to attract, promote and hold events and activities to encourage utilization in the Civic Centre <u>Maximise utilisation of the Civic Centre within the known constraints of the building</u></p>	<p>Describe the Trusts anticipated 6-monthly:</p> <ul style="list-style-type: none"> • booking occupancy rate • foot traffic (utilization) rate <p><u>Outline how FCCT aims to maximise utilisation of the Civic Centre within current building constraints.</u> <u>FCCT to anticipate targets, including:</u></p> <ul style="list-style-type: none"> • <u>Booking / venue occupancy rates (by type and space, where possible)</u> • <u>Utilisation / attendance measures, e.g.</u> <ul style="list-style-type: none"> ○ <u>ticketed attendance, and/or</u> ○ <u>estimated foot traffic / utilisation rate</u> • <u>Lost or declined bookings attributable to building constraints, including</u> <ul style="list-style-type: none"> ○ <u>number of lost bookings, and</u> ○ <u>the primary reason for decline</u> <p><u>Report progress to Council every six months</u></p>
<p>Work to encourage participation of the community in performing arts and recreational activity <u>Plan to increase community participation in performing arts, cultural and recreational activities</u></p>	<p>Performance measure on the new initiatives developed that encourage community involvement in the variety of roles involved in performing arts and recreation <u>Describe how FCCT plans to encourage and enable broader community participation by developing anticipated targets for new initiatives that increase community involvement, such as:</u></p> <ul style="list-style-type: none"> • <u>Number of new initiatives / programmes / partnership events developed</u> • <u>Target groups reached</u> • <u>Quality indicators, such as:</u>

	<ul style="list-style-type: none"> ○ <u>participant feedback</u> ○ <u>repeat delivery / sustained participation</u> ○ <u>partner involvement or collaboration</u> <p><u>Report progress to Council every six months</u></p>
Work to optimally run the Feilding Civic Centre in a financially astute manner	<ul style="list-style-type: none"> ● Actively source and apply for relevant third party funding ● Submit a 6 monthly financial report and an audited annual report that meets the timelines of MDC and Audit NZ
Work with Council on developing and delivering a facility investment schedule and 10+ year asset management plan (AMP)@ <u>needs analysis and economic impact report</u> for district performing arts, cultural, and civic activity to develop a case for future investment as part of Council's upcoming LTP process	<p>Performance measure developed to agree on a timeline for the Trust and Council officers to agree on the annual facility maintenance schedule and a 10 year facility asset management plan. Provide operational and performance insights that help inform Council's community facilities planning and investment decisions, for example:</p> <ul style="list-style-type: none"> ● <u>Include operational statistics and narrative insights, such as:</u> <ul style="list-style-type: none"> ○ <u>Usage trends, market demand, customer / community feedback, and civic / cultural / recreational needs</u> ● <u>Provide information in a timely manner when requested by Council, using a no surprises approach</u>
<u>Practice good governance principles and sound financial performance.</u>	<ul style="list-style-type: none"> ● <u>Succession planning for the continuation and development of FCCT</u> ● <u>Submit a six-monthly financial report and an audited annual report that meets the timelines of MDC and Audit NZ</u> ● <u>Seek out partnerships including third party funding opportunities, grants and financing to ensure FCCT remains financially sustainable</u> ● <u>Practice good governance principles</u>

3.0 Working together

One of Council's priorities is to establish and manage an effective working relationship based on mutual respect and trust with its CCOs. This means more than regular reporting, it means two-way conversation and working together to achieve shared outcomes.

To achieve these aims, Council has the following expectations:

- Collaboration - FCCT and Council will work together collaboratively to ensure FCCT's policies and decisions represent the strategic direction and best interest of the Council and ultimately the community;
- Communication - Ongoing engagement between FCCT and Council, both at a governance and operational level, to ensure that all parties are well-informed of each other's mandate and priorities. Council decisions are to be communicated in a positive manner; any concerns should be raised directly with Council Officers;
- Performance - The Trust is the most important monitor of FCCT's performance. Council expects the Trust to advise regularly of its performance, implications for future performance, and risks and opportunities faced by the organisation. Reporting to Council is required six-monthly and annually with a no surprises approach to communication. Performance measures will be developed together;
- Partnerships - Strategic partnerships will be developed and maintained including with Feilding and District Promotion;
- Funding – In addition to the grant funding Council provides, opportunities to attract third party investment to be identified and actioned as appropriate.

Council will notify FCCT of any actions or announcements that may affect the trust before any public announcement is made.

4.0 Responsibilities

Council expects that FCCT will:

- Achieve the objectives and performance measures as determined through the FCCT Trust Deed, the Statement of Expectations, and the Statement of Intent;
- Align its strategic priorities to Council's wider strategic priorities;
- Manage financials in a prudent manner which promotes current and future interests of the community, ensuring efficient allocation of public resources;
- Provide audited financial statements which are prepared with generally accepted accounting practice;
- Work to mitigate risk through ensuring sound Health, Safety and Wellbeing practices. Reporting on Health, Safety and Wellbeing to be included in the 6-monthly reporting to Council;
- Uphold good governance practices, such as managing real or perceived conflicts of interest in line with Council's policy; be sensitive to the demand for accountability and transparency required by the status of a public entity; and retain good visibility over operational decision-making managing risks in a proactive manner.

The responsibilities of Council are to:

- Provide an operational grant to the Trust for the relevant LTP period;
- Support FCCT to achieve the objectives of this Statement of Expectation, receiving and approving the draft and final Statement of Intent;

- Appoint trustees to the FCCT board in accordance with the Trust Deed and Appointment of Directors Policy;
- Monitor FCCT’s performance as informed through the presentation of six monthly and annual reports to Council;
- Build and maintain a relationship of mutual respect and trust, including communicating in a positive manner about FCCT’s successes.

5.0 Accountability, monitoring and transparency

FCCT is statutorily required to meet its obligations under Part 5 and Schedule 8 of the Local Government Act 2002 (LGA) including achieving the objectives of the Council, be a good employer, and exhibit a sense of social and environmental responsibility. The Act was amended with changes applicable from October 2019.

It is important to the Council that the people of the Manawatū District know that they can attend at least one public board meeting each year, even if the majority will not choose to do so. The Council sees FCCT’s AGM as the ideal opportunity to do this and encourages FCCT to actively promote this to the public.

6.0 Timeline of the Statement of Intent (SOI)

1 May <u>April</u> 202 <u>6</u> 5	Draft SOI presented to Council
2 May <u>April</u> 202 <u>6</u> 5	Council recommended changes to the draft SOI sent to the Trust for consideration / inclusion
On or before 25 <u>3</u> May 202 <u>6</u> 5	Updated SOI delivered to Council Officers by FCCT
3 <u>5</u> June 202 <u>6</u> 5	Final SOI presented to Council

We look forward to working with FCCT collectively as we continue to develop a model of service and facilities that ensure our community thrives socially, culturally, economically and environmentally. We thank the Trust and volunteers of FCCT for their collaboration as we move ahead together.

Yours sincerely

~~Helen Worboys~~ Michael Ford JP
Mayor