



RICCARTON HOUSE & BUSH
PŪTARINGAMOTU

RICCARTON BUSH TRUST

**Statement of Intent
for the year ending
30 June 2020**

1. Introduction

This Statement of Intent (SOI) is prepared in accordance with S.64 (1) of the Local Government Act 2002.

The Riccarton Bush Trust is a Council Controlled Organisation for the purpose of the Local Government Act 2002.

The SOI specifies for the Riccarton Bush Trust, the objectives, the nature and scope of the activities to be undertaken and the performance targets and other measures by which the performance of the Riccarton Bush Trust may be judged in relation to its objectives, amongst other requirements.

The process of negotiation and determination of an acceptable SOI is a public expression of the accountability relationship between the Riccarton Bush Trust and the Christchurch City Council.

The SOI is reviewed annually with the Council and covers a three-year period.

The office of Riccarton Bush Trust is 16 Kahu Road, Christchurch.

Contact details for both the Chairman and the Manager are as follows:

	Chairman Bob Shearing	Manager Shona Willis	
Address		16 Kahu Road,	
Phone no.	021 320967	03 341-1018	027 5440462
Email	bob@bobshearing.co.nz	manager@riccartonhouse.co.nz	

2. Our Vision

The Riccarton Bush/Pūtaringamotu, Riccarton House, Deans Cottage and the Grounds are collectively recognised as the premier natural and cultural heritage site in Christchurch/Ōtautahi and Canterbury/Waitaha

3. Value Statement

Heritage conservation of The Riccarton Bush property/Pūtaringamotu is the primary consideration.

4. Management Goals

- Goal 1** Protect and enhance the indigenous flora and fauna of The Riccarton Bush indigenous forest, including mahinga kai and taonga species.
- Goal 2** Protect and conserve Riccarton House and Deans Cottage and their Grounds.

- Goal 3** Promote the natural and cultural heritage values of the Riccarton Bush property/Pūtaringamotu.
- Goal 4** Increase visitation to The Riccarton Bush, Riccarton House, Deans Cottage and their Grounds.

5. Nature and Scope of Activities

The Riccarton Bush Trust administers a 7.8 hectare native bush remnant gifted by the Deans family to the people of Canterbury in 1914. The Trust also administers Riccarton House (built from 1856-1900) and its 5.41 hectares of grounds, including Deans Cottage the oldest house on the Canterbury Plains, built in 1843, purchased by the Trust from the Deans family in 1947. Incorporated under a 1914 Act of Parliament, the Riccarton Bush Trust is a Council Controlled Organisation (CCO) with operating funds provided by the Council in accordance with the Riccarton Bush Amendment Act 2012 and which are used to maintain and operate the Riccarton Bush, Riccarton House, Deans Cottage and the grounds.

Part of Riccarton House is licensed to a commercial caterer and is used as a restaurant and event centre including wedding receptions and corporate functions. The Caterer also operates a weekly “Farmers” market which is very popular.

Much of Riccarton House is refurnished in 1900’s Victorian style and guided Heritage Tours are available at a modest cost on a daily basis or by request. Discounts are available to Christchurch residents.

Deans Cottage is open daily to the public at no charge, displaying life at Riccarton in the 1840s.

Riccarton Bush, the sole remnant of Kahikatea alluvial floodplain forest on the Canterbury Plains, has a predator proof fence and is open daily to the public at no charge. The Trust charges for organised eco-tours involving Riccarton Bush.

6. Governance

The Riccarton Bush Trust Board currently comprises eight members. The Christchurch City Council appoints five members and the other three members are appointed by the Deans family (x 2) and the Canterbury Branch of the Royal Society NZ (x 1). A ninth member can be appointed by the Board.

The functions of the Board are to:

- a) Appoint a chief executive officer
- b) Reappoint or replace a chief executive officer
- c) Specify the functions of the chief executive officer
- d) Establish broad lines of policy consistent with the Riccarton Bush Act (and amendments) for the guidance of the Chief Executive Officer
- e) Ensure that the Board’s assets are maintained in good order and condition:
- f) Ensure that the Riccarton House and Bush are run effectively and efficiently.

The board has established three working parties to overview more closely the work of the Trust and report back to the Board with recommendations. These working parties are:

- Bush and Grounds
- House and Promotions
- Finance

7. Accounting Policies

The Trust has adopted accounting policies that are consistent with generally accepted accounting practices in New Zealand (NZGAAP). They comply with the Tier 2 Public Benefit Entity (PBE) standards for periods beginning on or after 1 July 2014.

8. Ratio of Shareholders' funds to total assets:

This ratio is not applicable as the total assets of the Riccarton Bush Trust are vested in the Trust and cannot be transferred. There is currently no debt.

The forecast capital structure for the next three years is:

	2019/2020 \$m	2020/2021 \$m	2021/2022 \$m
Equity	15.967	15.816	15.666
Debt	Nil	Nil	Nil

9. Performance Targets

(a) Financial performance Targets

The financial performance targets for the Trust are as follows:

	2019/20 \$ (000)	2020/21 \$ (000)	2021/22 \$ (000)
Revenue	560	771	582
Operating Expenses	560	771	582
Operating surplus/deficit before depreciation	0	0	0

Note that the repaint of Riccarton House is scheduled for 2020/21 which shows as an additional \$200,000 operational expense.

(b) Project Performance Targets

Target		Performance Measure 2019/20
1.	Monitor Health and Safety practices in accordance with adopted policy to meet the requirements of the Health and Safety at Work Act 2015	<ul style="list-style-type: none"> • Report to each Board meeting • Target results for all Trust activities, of: <ul style="list-style-type: none"> ○ Serious Harm incidents = 0 ○ Accident = 1 ○ Near Misses = 3

2.	Refit and upgrade the external public toilets	Completed by 30 June 2020
3.	Carpet in hallway/drawing room and fine dining room replaced	Completed by 30 December 2019
4.	Installation of sun-filters throughout house	The wall paper and linings in the morning room are protected from sun damage by 30 June 2020
5.	Visitor numbers to the House, Bush and Grounds are increasing annually.	<p>Visitor Numbers to the Bush increase by 2% on previous year</p> <p style="text-align: center;">2017/18 71,000</p> <p>Independent and Group Tours of Riccarton House increase by 2% on previous year</p> <p style="text-align: center;">2017/18 4382</p>
6.	There is no reduction in the % of ordinary income from sources other than CCC and Capital Grants.	<p>Ordinary income from sources other than CCC does not reduce</p> <p style="text-align: center;">2017/18 31%</p>

Environmental and Social Performance Targets

Target		Performance Measure 2019/20
1.	Monitoring and management of rodent activity in Riccarton Bush	Effective management of bait stations resulting in observable decrease in activity
2.	Bush and Ground Interpretation	The full upgrade has been completed by 30 June 2020
3.	Bush Enhancements - Boardwalk	Develop a fund-raising strategy by 30 December 2019

10. Information to be provided to the Council

An Annual Report will be submitted to the Council. The Annual Report will include audited financial statements, including the report of the auditor, and such other details as are necessary to permit an informed assessment of the Trusts performance and financial position during the reporting period provided.

Half yearly reports will also be provided to the Council. These reports will contain unaudited information and comply with NZ IAS 34.

The Trust will include within its half year and year end reporting to Council details of the expenditure against the capital grant approved by Council.

The Annual report will outline the Trust's objectives and performance in terms of: Financial; Operational; Environmental and Social targets

The Statement of Intent will be submitted to the Council for consultation annually, as required by the Local Government Act 2002. The Trustees will include any other information they consider appropriate. Where appropriate, revised forecasts will be submitted to the Council.

The Trust will operate on a "no surprises" basis in respect of significant "Council interest" related matters, to the extent possible in the context of commercial sensitivity and confidentiality obligations.

The Trust will provide information requested by the Council in accordance with the requirement of the Local Government Act 2002 and the Riccarton Bush Amendment Act 2012.

11. Compensation sought from local authority

For 2019/20 the Trust is seeking funding from the Council in the sum of \$360,600 in accordance with the Riccarton Bush Amendment Act 2012 to assist with the operation and management of the Riccarton Bush.

Capital grants totalling \$93,100 are also sought from the Council to assist with the funding of the following projects:

- Ground floor Carpet Replacement
- Technology Upgrade
- Bush and Grounds Interpretation
- External Toilet Upgrade
- Bush Enhancements (Boardwalk)
- New Drapes/Sun-filters

12. General Information

Distributions:

The Riccarton Bush Trust was registered as a charitable entity under the Charities Act 2005 on 26 May 2008 and as such, there will be no distributions.

Acquisition or Disposal of Shares or Assets:

The Riccarton Bush Trust has no intention to acquire shares or dispose of any of the core assets.

Commercial Value:

Given the charitable status of the Riccarton Bush Trust, the concept of the Trust having a commercial value is not applicable.