



RICCARTON HOUSE & BUSH
PŪTARINGAMOTU

RICCARTON BUSH TRUST

**Statement of Intent
for the year ending
30 June 2021**

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 refurbished 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:

| | 2020/2021 \$m | 2021/2022 \$m | 2022/2023 |
|--------|---------------|---------------|-----------|
| Equity | 15.895 | 15.733 | 15.573 |
| Debt | Nil | Nil | Nil |

9. Performance Targets

(a) Financial performance Targets

The financial performance targets for the Trust are as follows:

| | 2020/21 \$ (000) | 2021/22 \$ (000) | 2022/23 \$ (000) |
|--|---------------------|---------------------|---------------------|
| Revenue | 671 | 682 | 594 |
| Operating Expenses | 671 | 682 | 594 |
| Operating surplus/deficit before depreciation | 0 | 0 | 0 |

Note that the repaint of Riccarton House was originally scheduled for 2020/21 at a cost of \$200,000 as an additional operational expense. Due to the impact of Covid – 19 and a request from Christchurch City Council this will now be spread over 2 years i.e. \$100, 000 in each of 20/21 and 21/22.

(b) Project Performance Targets

| Target | | Performance Measure 2020/21 |
|--------|--|--|
| 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 |

| | | |
|----|---|---|
| | | <ul style="list-style-type: none"> ○ Accident = 1 ○ Near Misses = 3 |
| 2. | Refit and upgrade the external public toilets (deferred from 19/20) | Completed by 30 June 2021 |
| 3. | New Antiques and Furnishings | Jane Deans' Fire Surround fully conserved and on display by March 2021 |

Environmental and Social Performance Targets

| Target | | Performance Measure 2020/21 |
|---------------|--|---|
| 1. | Monitoring and management of rodent activity in Riccarton Bush | Effective management of bait stations resulting in observable decrease in activity |
| 2. | Bush Enhancements - Replacement Board Walk | Working Drawings completed by February 2021 Fundraising commenced by June 2021 |

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 2020/21 the Trust is seeking funding from the Council in the sum of \$560,399 in accordance with the Riccarton Bush Amendment Act 2012 to assist with the operation and management of the Riccarton Bush.

Capital grants totalling \$61,250 are also sought from the Council to assist with the funding of the following projects:

- Bush Enhancements (New Boardwalk and path upgrade)
- New antiques and furnishings
- New Drapes/Sun-filters
- New furniture and fittings
- Public Toilet refit and upgrade
- New computers and technology

12. General Information

Impact of Covid - 19

47% of Individuals and 54% of our groups on guided tours are international visitors. Effectively 50% of the Trust's income generated from guided tours will be lost while international flights are restricted. In addition the commission received from the café will also be significantly reduced while international visits are affected. On the positive side there have been indications from the tour operators that they will be returning as soon as they are able. The Trust will focus on the domestic market in the foreseeable future.

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.