



RICCARTON HOUSE & BUSH
PŪTARINGAMOTU

RICCARTON BUSH TRUST

**Statement of Intent
for the year ending
30 June 2023**

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 | 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, fauna and ecology of Pūtaringamotu /Riccarton Bush; including mahinga kai and taonga species.
- Goal 2** Protect and conserve Riccarton House and Deans Cottage and their Grounds.
- Goal 3** Encourage public interest, use and participation and promote the natural and cultural heritage values of the site.

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 which includes Deans Cottage being the oldest house on the Canterbury Plains built in 1843. The House and grounds were 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 daily or by request at a modest cost.

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:

| | 2022/2023 \$m | 2023/2024 \$m | 2024/25 \$m |
|--------|---------------|---------------|-------------|
| Equity | 14.214 | 13.929 | 13.646 |
| Debt | Nil | Nil | Nil |

9. Performance Targets

(a) Financial performance Targets

| | 2022/23 \$ (000) | 2023/24 \$ (000) | 2024/25 \$ (000) |
|---|---------------------|---------------------|---------------------|
| Revenue | 567 | 580 | 593 |
| Operating Expenses | 567 | 580 | 593 |
| Operating surplus/deficit before depreciation | 0 | 0 | 0 |

(b) Non- Financial Performance Targets

| Target | | Performance Measure 2022/23 |
|--------|--|--|
| 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 meetingTarget results for all Trust activities, of:<ul style="list-style-type: none">Serious Harm incidents = 0Accident = 1Near Misses = 3 |
| 2. | Monitoring and management of rodent activity in Riccarton Bush | Effective management resulting in observable decrease in activity 6-monthly assessment of rodent activity completed |
| 3. | Bush Enhancements - Replace Board Walk and install improved Interpretation | Full Working drawings completed by October 2022 Complete fundraising by December 2022 Works Commence by June 2023 |

| | | |
|----|---|--|
| 4. | Encourage public interest, use and participation and promote the natural and cultural heritage values of the site. | <p>Inform the public and relevant interest groups about on-going activities of the Trust.</p> <p>Provide a quarterly report to the Board that detail the number of visitors that come to Riccarton Bush and Grounds. The reports will include marketing and social media summaries as well as year to date comparisons.</p> <p>Include in the 6-monthly and annual reporting to Council information on numbers of participants across the variety of Riccarton House and Bush offerings and provide comparisons over time as that information is compiled.</p> |
| 5. | Identify the contribution the Riccarton Bush Trust makes to the Council's community outcomes through the delivery of its activities and services. | Include in the 6-monthly and annual reporting to Council details on how the Riccarton Bush Trust contributes to the Council's community outcomes through the delivery of its activities and services. |
| 6. | Commit to meeting the goal of becoming net carbon neutral by 2030. | Work with Council staff to identify what is required to enable this outcome. |

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 Trust's 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 the next three financial years the Trust is seeking funding from the Council in accordance with the Riccarton Bush Amendment Act 2012 to assist with the operation and management of the Riccarton Bush.

| | 2022/2023 | 2023/2024 | 2024/2025 |
|----------------------|------------------|------------------|------------------|
| CCC Operational Levy | \$365,385 | \$373,514 | \$381,824 |

Capital grants are also sought from the Council in the sums shown below:

| | 2022/2023 | 2023/2024 | 2024/2025 |
|--------------------|------------------|------------------|------------------|
| CCC Capital grants | \$123,500 | \$115,000 | \$52,500 |

For financial year 2022/2023 Capital grants are also sought from the Council to assist with the funding of the following projects:

- Bush Enhancements (New Boardwalk and path upgrade and improved interpretation)
- Ground Landscaping/Planting
- New Furniture and Fittings
- New antiques and furnishings

For the following two financial years the Trust is seeking funding for all the above projects in addition to new computers and technology, and kitchen and restaurant plant and equipment renewals.

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.