

Community Development Committee Agenda

Date: Thursday, 18 July, 2024

Time: 11:00 am

Location: Civic Centre, Te Iwitihi, 9 Rust Avenue

Elected Members: Cr Gavin Benney (Chairperson)
Cr Carol Peters (Deputy Chairperson)
His Worship the Mayor Vince Cocurullo
Cr Nicholas Connop
Cr Ken Couper
Cr Jayne Golightly
Cr Phil Halse
Cr Deborah Harding
Cr Patrick Holmes
Cr Scott McKenzie
Cr Marie Olsen
Cr Simon Reid
Cr Phoenix Ruka
Cr Paul Yovich

For any queries regarding this meeting please contact the Whangarei District Council on (09) 430-4200.

1. Declarations of Interest / Take Whaipānga	
2. Apologies / Kore Tae Mai	
3. Confirmation of Minutes of Previous Community Development Committee Meeting / Whakatau Meneti	
3.1 Minutes Community Development Committee 20 June 2024	6
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6. Public Excluded Business / Rāhui Tangata	
7. Closure of Meeting / Te katinga o te Hui	

Recommendations contained in the agenda are not the decisions of the meeting.

Please refer to minutes for resolutions.

Community Development Committee – Terms of Reference

Membership

Chairperson	Councillor Gavin Benney
Deputy Chairperson	Councillor Carol Peters
Members	His Worship the Mayor Vince Cocurullo Councillors Nicholas Connop, Ken Couper, Jayne Golightly, Phil Halse, Deborah Harding, Patrick Holmes, Marie Olsen, Scott McKenzie, Simon Reid, Phoenix Ruka and Paul Yovich
Meetings	Monthly
Quorum	7

Purpose

To oversee functions of Council that interact, support and provide services for the community, including to disburse funds as determined by the Whangarei District Council Grants, Concessions and Loans Policy.

Key responsibilities

- Policy and planning for the provision of community development, culture, arts and heritage and events
- District venues and community events
- Libraries services (Central Library, Branch Libraries, Mobile Library services)
- Customer Services
 - Customer Services Civic Centre and Ruakaka Service Centre
 - Contact Centre Services
 - Isite services
 - National Claphams Clock Museum
 - Request system
- Community services
 - Community sector liaison and support (Advisory Groups)
 - Community safety (City Safe, CCTV)
- Pensioner housing
- Property asset management
 - Pensioner housing

- Forum North
- Community halls
- Civil Defence Emergency Management
- Heritage, culture, arts and creative industries sector liaison
- Community development led programmes
- Operational accountability of performance including:
 - Health and Safety
 - Regular reporting on service delivery
 - Compliance
 - Sustainability
 - Finance
- Reporting on capital projects
- Procurement – general procurement relating to the areas of business of this committee, within delegations
- Shared services – investigate opportunities for shared services for recommendation to council
- To carry out the funding process in accordance with the Whangarei District Council Grants, Concessions and Loans Policy in an objective, fair and transparent way.
- Council Controlled Organisations (CCOs) – monitoring the financial and non-financial performance of CCOs whose functions would otherwise fall under the scope of this committee. Includes trading CCOs (CCTOs) and those CCOs exempted under the LGA. Responsibilities include:
 - advising on the content of annual Statement of Expectations to CCOs
 - agreement of the Statement of Intent
 - monitoring against the Statement of Intent
 - for exempted CCOs, monitoring and reporting as agreed between Council and the organisation
 - quarterly reporting on performance

CCO accountable to this committee:

- Hatea Art Trust (HAT)
- Hundertwasser Art Centre (HAC)
- Whangarei Art Museum (WAM)
- Northland Events Centre Trust 2021 (NECT2021)

Delegations

- (i) All powers necessary to perform the committee's responsibilities, including, but not limited to:
- a) approval of a submission to an external body.
 - b) establishment of working parties or steering groups.
 - c) adoption of strategies and policies relating to the key responsibilities of this committee (except for those that cannot be delegated by Council under Clause 32(1)(f) of Schedule 7 of the Local Government Act (LGA).
 - d) the approval of expenditure of less than \$5 million plus GST.
 - e) the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction (this allows for setting of fees and bylaw making processes up to but not including adoption).
 - f) the power to delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002.

The Committee does not have:

- I. The power to establish sub-committees.
- II. The powers Council is expressly prohibited from delegating as outlined in Clause 32(1)(a)-(h) of Schedule 7 of the Local Government Act 2002; being:
 - the power to make a rate
 - the power to make a bylaw
 - the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
 - the power to adopt a long-term plan, annual plan or annual report
 - the power to appoint a chief executive the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
 - the power to adopt a remuneration and employment policy.

Item 3.1
Community Development Committee Meeting Minutes

Date: Thursday, 20 June, 2024

Time: 11:00 a.m.

Location: Civic Centre, Te Iwitahi, 9 Rust Avenue

In Attendance

Cr Carol Peters (Chairperson)
Cr Gavin Benney
His Worship the Mayor Vince Cocurullo
Cr Nicholas Connop
Cr Ken Couper
Cr Jayne Golightly
Cr Phil Halse
Cr Deborah Harding
Cr Patrick Holmes
Cr Scott McKenzie
Cr Marie Olsen
Cr Simon Reid
Cr Paul Yovich

Not in Attendance

Cr Phoenix Ruka

Scribe

C Brindle (Senior Democracy Adviser)

Cr Benney vacated the Chair at the start of the meeting. Cr Peters chaired the meeting.

1. Declarations of Interest / Take Whaipānga

Item 4.2 – Grants District Amenities Fund 2024-27

2. Apology / Kore Tae Mai

Cr Phoenix Ruka

Moved By Cr Ken Couper

Seconded By Cr Scott McKenzie

That the apology be sustained.

Carried

3. Confirmation of Minutes of Previous Community Development Committee Meeting / Whakatau Meneti

3.1 Minutes Community Development Committee Meeting held 16 May 2024

Moved By Cr Deborah Harding

Seconded By Cr Gavin Benney

That the minutes of the Community Development Committee meeting held on Thursday 16 May 2024, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

4. Decision Reports / Whakatau Ripoata

4.1 Cruise Ship Season 2023-2024 Infometrics Update

Moved By His Worship the Mayor

Seconded By Cr Gavin Benney

That the Committee:

1. Receive the report Cruise Ship Season 2023-2024 and Infometrics Update.
2. Endorse the ongoing involvement of council service delivery in future cruise ship seasons in the Whangarei district.

Carried

4.2 Grants - District Amenities Fund 2024-27

The motion was voted on in parts.

Moved By His Worship the Mayor

Seconded By Cr Gavin Benney

That the Community Development Committee:

1. Approves District Amenities Fund operating grants for Years 1 to 3, subject to Annual Plan adoption, as follows:

Recipient (by funding priority)	Year 1	Year 2	Year 3
<i>Arts, Culture, and Heritage</i>			
Creative Northland (subject to conditions)	\$270,000	\$270,000	\$280,000
Jack Morgan Museum	\$5,319	\$5,319	\$5,319
Northland Craft Trust	\$92,000	\$92,000	\$92,000
Northland Society of Arts	\$38,110	\$38,110	\$38,110
Northland Youth Theatre	\$28,840	\$28,840	\$28,840
Sistema Whangarei	\$24,720	\$24,720	\$24,720

Te Kowhai Print Trust	\$23,400	\$23,400	\$23,400
Waipu Centennial Trust Board	\$81,082	\$81,082	\$81,082
Whangarei Museum and Heritage Trust	\$560,000	\$600,000	\$630,000
Whangarei Theatre Company	\$7,567	\$7,567	\$7,567
<i>Community Wellbeing</i>			
Habitat for Humanity Northern Region	\$20,000	\$20,000	\$20,000
Multicultural Whangarei	\$6,487	\$6,487	\$6,487
Pataua Outdoor Education and Recreation Trust	\$0	\$0	\$0
Tai Tokerau Emergency Housing Charitable Trust	\$22,000	\$22,000	\$22,000
Whangarei Citizens Advice Bureau	\$85,490	\$85,490	\$85,490
Whangarei Youth Space	\$16,480	\$16,480	\$16,480
<i>Environment</i>			
Friends of Motu Matakohē – Limestone Island	\$68,000	\$68,000	\$68,000
Pukenui Western Hills Forest Charitable Trust	\$57,297	\$57,297	\$57,297
<i>Recreation and Sport</i>			
Mangakahia Sports and Community Complex	\$42,000	\$42,000	\$42,000
Ruakaka Recreation Centre	\$46,350	\$46,350	\$46,350
Waipu Caledonian Society Inc	\$32,300	\$32,300	\$32,300

Carried

Anawhata Museum Trust	\$9,785	\$9,785	\$9,785
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Carried

Cr Yovich abstained from voting on the grant to the Anawhata Museum.

Volunteering Northland	\$24,000	\$24,000	\$24,000
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Carried

Cr Connop abstained from discussions and voting on the grant to Volunteering Northland.

Whangarei Quarry Gardens Trust	\$110,000	\$115,000	\$120,000
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Carried

Cr Olsen and Yovich abstained from voting on the grant to the Whangarei Quarry Gardens Trust.

Declarations of Interest:

Cr Reid declared an interest as council appointed representative to the Mangakahia Sports and Community Complex and Whangarei Museum and Heritage Trust.

Cr Olsen declared an interest as council appointed representative to the Whangarei Museum and Heritage Trust and the Whangarei Quarry Gardens Trust.

Cr Peters declared an interest as the council appointed representative to Creative Northland.

Cr Connop declared an interest as council appointed representative to the Northland Craft Trust.

Cr Connop declared a conflict of interest as a member of the Board of Volunteering Northland. Cr Connop took no part in discussions or voting on the grant to Volunteering Northland.

Cr Yovich declared a conflict of interest in regards to the Anawhata Trust and Whangarei Quarry Gardens Trust. Cr Yovich took no part in discussions or voting on the Anawhata Trust and Quarry Gardens Trust grants.

4.3 Review of Community Funding Policy

Moved By His Worship the Mayor

Seconded By Cr Marie Olsen

That the Community Development Committee:

1. Approves the draft revised Community Funding Policy (031), and
2. Authorises the Chief Executive to make any typographical or minor edits required.

Carried

Cr Halse left the meeting at 11.19am following Item 4.3.

5. Information Reports / Ngā Pūrongo Kōrero

5.1 Youth Week 2024 Review

Moved By Cr Deborah Harding

Seconded By Cr Marie Olsen

That the Committee receives and notes the Youth Week 2024 review.

Carried

5.2 Community Safety Update: March 2024 to May 2024

Moved By His Worship the Mayor

Seconded By Cr Marie Olsen

That the Committee receives and notes the Community Safety quarterly operations report March 2024 - May 2024 and presentation.

Carried

5.3 Forum North Entertainment Centre Hapai Card incentive

Moved By Cr Marie Olsen

Seconded By Cr Deborah Harding

That the Committee:

1. Receives the report Forum North Entertainment Centre Hāpai Card Incentive.
2. Endorses the Hāpai Card initiative and its benefits for the community.

Carried

5.4 Community Group Operational Report April 2024

Moved By His Worship the Mayor

Seconded By Cr Simon Reid

That the Community Development Committee receives the operational report for May 2024.

Carried

6. Public Excluded Business / Rāhui Tangata

There was no business conducted in public excluded.

7. Closure of Meeting / Te katinga o te Hui

Cr Couper closed the meeting at 11.57am with a karakia/prayer.

Confirmed this 18th day of July 2024

Councillor Carol Peters (Acting Chairperson)

4.1 Whangārei Art Trust (WAT) Final Statement of Intent (SOI) 2024-2027

Meeting: Community Development Committee
Date of meeting: 18 July 2024
Reporting officer: Victoria Harwood General Manager Community
 Jacki Cooper Manager Community Development

1 Purpose / Te Kaupapa

To approve the Whangārei Art Trust Statement of Intent 2024-2027.

2 Recommendations / Whakataunga

That the Community Development Committee:

1. Receives the Whangārei Art Trust Statement of Intent 2024-2027.
2. Approves the Whangārei Art Trust Statement of Intent 2024-2027.
3. Acknowledges the commitment and work of the Whangārei Art Trust Board members and staff.

3 Background / Horopaki

Section 64 of the Local Government Act 2002 (LGA) provides that Council-Controlled Organisations (CCOs) must have a statement of intent (SOI). The purpose of a SOI is to state publicly the activities and intentions of the CCO, to provide an opportunity for Council to influence the direction of the organisation, and to provide a basis for accountability.

CCOs have legislative timeframes under the LGA to provide a draft Statement of Intent (SOI), and based on feedback, a subsequent final SOI to Council for approval. Under schedule 8 clause 4 of the LGA, The Whangārei Art Trust that encapsulates Hundertwasser Art Centre and the Whangārei Art Museum now presents their finalised SOI under Section 64 and schedule 8 of the LGA for Council approval.

The Whangārei Art Trust (WAT) operates the Whangārei Art Museum (WAM) and the Hundertwasser Art Centre (HAC). The Wairau Māori Art Gallery (WMAG) is housed within the Hundertwasser Art Centre. The Whangārei Art Museum and the Hundertwasser Art Centre are located beside the popular Hatea loop walk and Whangārei's Town Basin marina.

In 2011 Deloitte were commissioned to assist in determining the feasibility of the project, and to consider it in the wider context of Council's strategy and vision and of the economic impact that such a development would have on the region. An Economic Impact Assessment

was carried out separately to the feasibility study. In the final conclusion of the Deloitte's feasibility study is the following comments relating to the financial analysis:

"The financial analysis showed that the Hundertwasser Art Centre could operate without additional WDC support, unless there was a significant shortfall in visitor numbers in the short term and that budgets and operating costs would need to be closely monitored, as the project is sensitive to movements in visitor numbers and increases and decreases in revenues and expenditure.

Therefore, it remains a risk to WDC, that the Hundertwasser Art Centre could need additional funding to support it. The centre should generate sufficient cash reserves for capital reinvestment at some stage in the future, although small accounting net surpluses and deficits are forecast.

The sensitivity analysis Hundertwasser Art Centre: Feasibility Study 54 shows that there are a number of expenses that are more sensitive than others and these should be monitored more closely to keep control of costs."

There were several expenses which were not included in the report which are part of the HAC operations to date post opening:

- Advertising (& Marketing)
- Trustee insurance
- Admin and curator wages

There are significantly higher costs post opening in February 2021 compared to the cost estimates of 2011, these include:

- Audit fees
- Computer and ICT systems
- Building insurance
- Building costs, mainly power & gas.
- Admin and curator wages
- Trustee Liability insurance

Some expenses are out of the control of Trustees, which means they cannot reduce costs by searching for alternative providers, some of these costs / providers are decided by council and passed onto the trust, these include:

- Trustee Liability Insurance
- Power
- Insurance
- Audit fees

Trustees and staff have worked hard to reduce operating costs during 2023-2024 to offset some of the increasing costs as follows:

- Direct HAC wage costs reduced by \$175,000.
- Security reduced by \$69,000.
- Cleaning reduced by \$25,000.

The Deloitte's report also points out that the HAC was not expected to start making profits until after June 2025. The Hundertwasser Art Centre opened 10 years after the Deloitte's feasibility was completed and during a turbulent economic environment post covid and

severe weather events. The expectation that the Deloitte's Feasibility Report conclusions could be attained are unrealistic.

4 Discussion / Whakawhiti kōrero

In spite of challenging economic times and further State Highway 1 closures at the Brynderwyns, the Hundertwasser Art Centre has already demonstrated its effectiveness as a catalyst to get cruise ships into Northport with independent research by Infometrics demonstrating an estimated \$420,600 worth of revenue for the district.

While the Trust are currently focused on strategic planning and improving marketing, there is also and an ongoing focus on seeking further operational cost savings and exploring other potential revenue streams. Over the next three years the trust will focus on:

- Good governance
- Effective operations
- Financial management
- Increasing revenue through marketing and promotion
- Delivering diverse public programmes
- Collection management
- Engaging with hapū, iwi and community organisations.

The council provided the Trust with a Statement of Expectations late 2023 which forms the basis for the priorities, objectives, and expectations of council for the CCO. Based on these expectations, the Trust has five main objectives and Key Performance Indicators (KPI's) to achieve which are:

- Governance – with two KPI's
- Excellence – with three KPI's
- Hundertwasser Art Centre with Wairau Māori Art Gallery Thriving – with two KPI's
- Finances – with one KPI
- Leadership – with one KPI

Council has the opportunity when the Trust submit their Annual Report in September and their Half-Yearly Report in February each year to assess the progress of the KPI's against the expectations of the council and the Trusts Statement of Intent.

4.1 Financial/budget considerations

Council has allocated funding to Whangārei Art Trust in the LTP 2024-34 with adoption planned for 16 July 2024, as follows:

LTP Year 1	\$ 90,000
LTP Year 2	\$ 480,000
LTP Year 3	\$ 480,000

There is \$450,000 remaining in the Deed of Guarantee if required to support the Whangārei Art Trust. A separate agenda item will be brought to a council meeting requesting access to the remaining funding in the guarantee.

5 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

6 Attachments / Ngā Tāpiritanga

1. Whangārei Art Museum Final Statement of Intent 2024 – 2027
2. Council Statement of Expectations 2024-2025

Whangārei Art Trust
Final Statement of Intent

For the year 1 July 2024 to 30 June 2027

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1 *Introduction from the Chair*

The Whangārei Art Trust (WAT) operates the Whangārei Art Museum (WAM) and the Hundertwasser Art Centre (HAC). The Wairau Māori Art Gallery (WMAG) is housed within the Hundertwasser Art Centre. The Whangārei Art Museum and the Hundertwasser Art Centre are located beside the popular Hātea loop walk and Whangārei's Town Basin marina.

The Hundertwasser Art Centre is an original Hundertwasser design. It celebrates art and ecological sustainability in a remarkable building dedicated to the legacy of artist Friedensreich Hundertwasser in New Zealand. It contains the Hundertwasser exhibition, the Wairau Māori Art Gallery, a museum shop, an activity centre and a restaurant with a terrace overlooking the waterfront. In keeping with Hundertwasser's philosophy, the building celebrates nature with 'tree tenants' and a forest of plants on the roof. The trees include fruit trees and rare native species.

Along with the Hundertwasser Art Centre, WAT oversees and manages the Whangārei Art Museum, Northland's public art gallery, which is dedicated to exhibitions of works of national standing, including by Northland artists.

In November 2022, the three facilities, - the Hundertwasser Art Centre, Wairau Māori Art Gallery and Whangārei Art Museum, were each awarded a Qualmark Gold Sustainable Business Tourism Award – in recognition of the quality of our visitor experience, operations, marketing, culture, communications and leadership. That success has opened the door to international exposure in collaboration with Tourism NZ and established the Whangārei Town Basin as a significant tourist and visitor destination.

2022/23 was the year of Covid. Lockdowns and closed borders followed by weather events closing State Highway 1, all contributed to a "difficult birth" for our beloved Hundertwasser Art Centre. In spite of challenging economic times and further State Highway 1 closures at the Brynderwyns, the Hundertwasser Art Centre has already demonstrated its effectiveness as a catalyst to get cruise ships into Northport.

The first three cruise ships entered the Whangārei harbour in February/March 2024. Independent research carried out by Infometrics for the Whangārei District Council, demonstrated an estimated \$420,600 worth of revenue for the District. Council activities were absorbed by each department, so there was no additional cost to Council. To date there are four ships booked in for the 2024-25 cruise ship season with an estimated revenue of almost \$1 million. Small beginnings, but it is a start!

The Trustees are delighted that the Whangārei District Council will continue its moral and financial support for the Whangārei Art Trust in the LTP, undertaking to provide \$90,000 in the 2024-25 financial year and \$480,000 in each of the 2025-26 and 2026-27 financial years. Further support will be reviewed in the 2025-26 Annual Plan.

Seeking further operating cost savings and exploring other potential revenue streams, is an ongoing focus for the Trust. In addition, improved marketing and strategic planning is a significant focus for the Trustees and management over the next few months. We cannot rely on any significant improvement in economic conditions in the short term. Hopefully, the reconstructed highway over the Brynderwyns will be more resilient than in the past, so we must focus on ensuring that we grow our share of the visitors who do come to Whangārei. A

The Whangārei Art Museum, which operates as a separate entity under the umbrella of the Whangārei Art Trust, is funded principally by a Council grant. This grant funding is at a lower level on a per capita or gross funding basis than any other regional art gallery in New Zealand.

On the positive side, the Trust is blessed with a group of highly skilled and experienced Trustees, supported by extremely competent staff, who give their all to make the Whangārei Art Trust a financial and physical success. It is not easy in the current economic environment, and we really appreciate and depend on ongoing Council support.

Bill Shepherd
Chair

2 *Purpose of the Statement of Intent*

In accordance with section 64 of the Local Government Act 2002, this Draft Statement of Intent publicly states the activities and intentions of the Whangārei Art Trust (WAT) for the next three financial years, and the objectives to which those activities will contribute. This Draft Statement of Intent has been created through liaison with Whangārei District Council (WDC) and includes performance measures and targets as the basis of organisational accountability.

3 *Nature of the Organisation*

WAT was established in 1996 as a Council Controlled Organisation (CCO) and incorporated as a Board under the Charitable Trusts Act 1957. The Trust's name was changed from Whangārei Art Museum Trust to Hātea Art Precinct Trust in June 2021 and has changed again (under request from the Hundertwasser Foundation and with WDC approval) to Whangārei Art Trust in April 2023.

4 *Purpose of the Organisation*

WAT was established 26 years ago to collect, display, conserve, and promote art in Northland.

The purpose of WAT is to operate and manage two separate art facilities in Whangārei; 1.) Whangārei Art Museum, the public art gallery of the Whangārei District, 2.) The Hundertwasser Art Centre with Wairau Māori Art Gallery, which opened to the public on February 20th 2022 as an independent-autarkic institution. Therefore, it is under strict and total activity separation from Whangārei Art Museum (WAM). The HAC-WMAG is internationally oriented, carried by Hundertwasser's reputation and his existing brand-value. The HAC is operated in co-operation with the Hundertwasser Non Profit Foundation (HNPF).

5 *Approach to Governance*

The governance of WAT is the responsibility of a Trust board of six Trustees, three appointed by the Whangārei District Council with the Trust able to appoint a further three Trustees.

WAT actions and direction are determined by the Trust Deed, which details the objectives of the Trust. These include both the operation of the Art Museum and the requirement to support, stimulate and enhance the artistic and cultural life of the Whangārei District.

Hundertwasser Art Centre

The Hundertwasser Art Centre is operated under a Cooperation agreement with the Hundertwasser Foundation located in Vienna, Austria. The agreement gives the Foundation authority over the nature of the operations, and the protection of the authentic presentation of Friedensreich Hundertwasser's legacy in New Zealand. As required under this agreement, The Hundertwasser Art Centre is managed by a Director responsible for the operation of the Centre with the corporate services supplied by a separate unit of WAT. There is space for public programmes, fixed Hundertwasser exhibition galleries, a museum shop, and a café-restaurant leased to a private operator.

Whangārei Art Museum

WAM is managed by a Director, and also receives corporate services from another unit of WAT. WAM is responsible for maintaining, cataloguing, conserving and displaying works of art held in the Council's art collection. WAM organises and holds local exhibitions, including both internally curated exhibitions and touring exhibitions, designed to showcase the full diversity of creative art practice in Northland, New Zealand, and beyond.

Corporate services

Corporate services are also a separate unit of WAT supplying operational assistance to both facilities including finance, HR, property maintenance and Board Services. Revenue and expenses for each facility are tracked separately for internal business purposes, although the Trust remains a single financial entity.

Wairau Māori Art Gallery

Wairau Māori Art Gallery Board (WMAGB) is an independent Charitable Trust, responsible for funding and curating art exhibitions for the Wairau Māori Art Gallery, which is located within the Hundertwasser Art Centre. The collaborative relationship between the WAT and WMAGB is governed by an Operational Agreement (yet to be agreed), which enables daily functioning and support for the Wairau Māori Gallery by WAT.

6 Whangārei District Council Vision

WAT will operate in support of the WDC vision and community outcomes. Council's vision is to be "*an inclusive, resilient, and sustainable District*". This is achieved through the following community outcomes:

- Efficient and resilient core services
- Positive about the future
- Caring for the environment
- Proud to be local

WAT plays a key role in creating a vibrant, attractive, and thriving District through art. It particularly supports the values of being proud to be local and being positive about the future.

Whangārei Art Museum provides a great opportunity for people of all ages, both visitors and residents, to experience art. Hundertwasser Art Centre is a significant drawcard and a reputation giver, a cultural and touristic asset, both with the international acclaimed Hundertwasser more human architecture, art, ecology and philosophy for Whangārei.

7 He Rautaki Toi ā Rohe o Whangārei, a strategy for arts, culture and heritage in the Whangārei District 2019-2029

WAT is well positioned to be a key partner to WDC and Creative Northland in carrying out He Rautaki Toi ā Rohe o Whangārei strategy, which aims to support the vitality of the arts in the Whangārei District and further afield.

8 Local Government Act – Accountability Measures

WAT has agreed to a set of performance measures and targets, which form the basis for accountability to deliver on Council's strategic direction, priorities and targets. These are reported in accordance with Local Government Act 2002 requirements.

WAT will continue to work internally, and with Council, on the development of performance measures, as it continues to refine the long-term strategic direction.

Council's expectations for WAT are provided in Appendix 1. WAT's strategic plan, action areas and performance measures fall out of these expectations.

8.1 Objectives

WAT's Strategic Plan has five goals:

1. Good governance is assured
2. We are known for excellence
3. HAC-WMAG will continue to thrive
4. We will grow our financial resources to fund future aspirations
5. We will be a leader in Northland creative arts

8.2 Performance Measures and Targets

WAT Strategic Objectives	WDC Expectation Focus Areas	Action Areas	Performance Measures 2025 - 2027
1. Governance	<ul style="list-style-type: none"> • Good Governance • Reporting to Council • Legal Compliance • Collaboration with WDC • Social, Cultural and Environmental responsibility • Financial Management 	<ul style="list-style-type: none"> • Succession planning, including recruitment of new trustees, taking diversity into consideration. • Use co-opt provisions to expand board to include all skill areas needed • Manage risk effectively - assess at least twice a year • Protect board only time • Fulfil LGA reporting requirements • Regular communication with WDC, including attendance of key WDC staff at board meetings • Oversight of financial position 	<p>1. All areas of trustee skills matrix are covered by trustees and co-opted members</p> <p>2. The Half Year and Annual Reports are provided within the LGA timeframes</p>
2. Excellence	<ul style="list-style-type: none"> • Social, Cultural & Environmental responsibility • Effective Operation 	<ul style="list-style-type: none"> • Collection management adheres to industry standards of best practice. • Produce high quality exhibitions and diverse public programmes, relevant to the Northland community. • Consider and plan implementation of key recommendations of environmental audit. 	<p>3. Visitor numbers: Target of 70K for HAC and 5% increase on previous year for WAM</p> <p>4. Visitor survey: At least 85% of visitors are satisfied</p> <p>5. Less than 1% of art works in the WAT collection and works on loan suffer damage.</p>
3. HAC-WMAG Thriving	<ul style="list-style-type: none"> • Effective Operation • Financial Management • Social, Cultural & Environmental responsibility 	<ul style="list-style-type: none"> • Promotion and publicity to grow visitation • Maintain Qualmark gold star rating • Adhere to Cooperation Agreement with the Hundertwasser Foundation 	<p>6. Maintain Qualmark gold star rating</p> <p>7. Online bookings increase by 5%</p>
4. Finances	<ul style="list-style-type: none"> • Financial Management • Effective Operation 	<ul style="list-style-type: none"> • Approach council for annual grant • Fundraising • Seek efficiency savings • Improvements to financial management systems 	<p>7. Trust is operating within agreed budgets</p>

WAT Strategic Objectives	WDC Expectation Focus Areas	Action Areas	Performance Measures 2025 - 2027
5. Leadership	<ul style="list-style-type: none"> • Social, Cultural and Environmental responsibility • Collaboration with WDC 	<ul style="list-style-type: none"> • Engage with iwi, hapu and community organisations • Work with Creative Northland • Support WDC District vision and Arts Strategy 	8. Develop and propose at least one community initiative

9 Information to be Provided Throughout the Financial Year

9.1 Half-yearly Report

The half-yearly report will be provided to Council within 2 months of the first half of the financial year ending (29 February 2024). It will include:

- Commentary on operations for the relevant six-month period, including commentary on both the financial and non-financial results.
- A comparison of performance against the objectives and performance targets set out in the statement of intent, such as:
 - a comparison of actual spending against the budget
 - annual survey results on visitor experience
 - evidence of community initiatives developed or in development
 - changes in visitor numbers.
- Un-audited financial statements including a statement of financial performance, statement of financial position, cash flow statement, and notes to the financial statements.

9.2 Annual Report

The annual report will be provided to Council within 3 months of the financial year ending (30 September 2024). The annual report will include all the information necessary to enable an informed assessment of operations, including:

- A comparison of the performance targets and measures outlined in this statement of intent, and the actual performance of WAT for the financial year, such as:
 - a comparison of actual spending against the budget
 - annual survey results on visitor experience
 - evidence of community initiatives developed or in development
 - changes in visitor numbers
 - collection management.
- Any material variances from the expected performance of WAT, and explanations for those variances.
- The amount of any compensation WAT has undertaken to obtain, or has obtained, from Council.
- Audited consolidated financial statements for the financial year including a statement of financial performance, statement of financial position, cash flow statement, and notes to the financial statements.
- An independent auditor's report on the financial statements and the performance targets and other measures by which WAT's performance against its objectives may be judged.

9.3 No Surprises Approach

To ensure there is timely notification of any major issues, WAT commits to a no surprises approach beyond the formal reporting requirements. This means that WAT will inform Council via email or phone as soon as possible of any major issues that arise in the course of operations. WAT will proactively inform Council when

their operations could; create a major issue for WAT or Council, trigger significant public interest, have political implications, or gain significant media attention.

10 Compensation Sought or Obtained

Council Funding

WAT receives funding from WDC for WAM, and through community donations and grants. The financial statements show the split between funding from WDC, and other sources of revenue.

In 2023/24 WAT received \$423,719 via a grant from WDC for WAM and \$186,100 as a rent concession for WAM. HAC received a one off grant of \$100,000 in response to Cyclone Gabriel effects.

This Statement of Intent is prepared based on the of the WAM funding and also the adoption of the additional funding in the LTP recommendations as passed on 29 May 2024, being an additional \$90,000 of operating expenses in 2024/2025, and \$480,000 in 2025/2026 and 2026/2027. If there is any significant variance in funding, we will modify the Statement of Intent under the Local Government Act 2002, and any variance will be noted in the annual report.

HAC is a major tourist attraction for Whangārei. It brings in both domestic and international visitors. The attached accounts show an operational deficit before depreciation in 2024/2025 of \$425,632 which will be funded by remaining Trust funds. A surplus before depreciation of between \$24,636 and 41,882 in years 2025/2026 and 2026/2027 has been forecast.

While we do not expect the challenges of COVID, storms, roading disasters and the current recession, to continue we wish to be prepared for future challenges.

Fundraising

The Trust is responsible for fundraising for the HAC. This is a significant undertaking for the Trust, given that few art museums in New Zealand operate without local government support. WAT is committed to continued delivery against the principles of the founding Trust Deed, delivery of the actions relating to the Museum in this Statement of Intent, and preservation of the Centre's authentic representation of Hundertwasser's art and philosophy.

WAM relies on continued support from the community through fundraising, to ensure the sustainability of art acquisition, restoration, and conservation of the collection. The collection is something for Whangārei to treasure and WAT is committed to its ongoing preservation.

● *Appendix 1: Council expectations*

Council's Expectations

WAT is subject to reporting requirements under the LGA.

Council's expectations are separated into the categories listed below. WAT's Statement of Intent will include objectives and performance measures/targets formulated around these expectations.

Expectation	Focus Areas
Legal compliance	<ul style="list-style-type: none"> ● Comply with relevant legislation including the Local Government Act 2002, Public Records Act 2005, Local Government Official Information and Meetings Act 1987, and Health and Safety at Work Act 2015. ● Comply with the Trust Deed. ● Ensure that the organisation's information on the Charities Register and the Charitable Trust Register is accurate and up to date.
Effective operation	<ul style="list-style-type: none"> ● Develop and review business plans addressing marketing, exhibition planning, long-term planning, collection management, for the Hundertwasser Art Centre (HAC) with Wairau Māori Art Gallery. This planning is done exclusively by HAC employees in co-operation with the HNPF. ● Develop and review business plans addressing marketing, exhibition planning, long-term planning collection management by WAM. ● Maintain steady operations. ● Promote health and safety and operate as a PCBU under the Work Act 2015 with the primary duty of care. ● Promote and maintain a best practice health and safety policy and a current up to date H and S register and site-specific safety plans for HAC in co-operation with HAC director. ● Promote and maintain a best practice health And safety policy and a current and up to date H and S register and site specific safety plans for WAM in co-operation with the WAM Director ● Identify and manage risk including reputational, legal, operational, and financial risk. ● Reveal yearly HAC budget ● Work to agreed WAM budget
Reporting to Council	<ul style="list-style-type: none"> ● Provide Half-Yearly and Annual reports to Council at the appropriate times under the LGA. ● Provide a draft and final Statement of Intent to Council at the appropriate times under the LGA. ● Update any changes or amendments to practice or financial performance to keep Council abreast of ongoing operational delivery situation. ● Provide board meeting full agendas and after board meetings the minutes to the GM Community. ● Provide updates through board meetings on the health of the relationship between WAT and the Hundertwasser Foundation.

Expectation	Focus Areas
Good Governance	<ul style="list-style-type: none"> ● Maintain a trustee skills matrix. ● Provide an induction for any new board members. ● Be a good employer. ● Maintain a good reputation. ● Have a clear purpose and to stay focused on it. ● Have clear roles and responsibilities that separate governance and management. ● Invest in effective relationships built on trust and respect. ● Be clear about accountabilities and transparent about performance against them; manage risk effectively and ensure that you have good information, systems, and controls. ● Take proactive measures to build, maintain and ensure a positive relationship is held with the Hundertwasser Foundation from a governance and operations perspective, including following all requirements of the Cooperation Agreement.
Collaboration with Council	<ul style="list-style-type: none"> ● Maintain a good relationship with Council. ● Work with Council and support the District Vision. ● Commit to a no surprises approach. ● Invite relationship points of contact to Board meetings to maintain clear communication and relationships. ● Engage effectively with General Manager Community and Manager Community Development as relationship points of contact and, when required, relevant departments and staff to ensure an all-informed network. ● Contact General Manager Community or Manager Community Development by email or phone when needed. ● Update council on the ongoing health of the relationship between WAT and the Hundertwasser Foundation.
Social, cultural, and environmental responsibility	<ul style="list-style-type: none"> ● Decision-making reflects te Tiritio Waitangi/ the Treaty of Waitangi, consideration of Māori values, and promotes better outcomes for Māori. ● Collaborate with iwi and hapū. ● Mitigate negative environmental impacts. ● Promote diversity on the board. ● Work towards a zero-waste events strategy. ● Engage with the community. ● Commit to working with Creative Northland and supporting Artist Groups in the community to promote and encourage the Arts and be involved in a district Arts Strategy. ● Build and maintain the relationship with the Hundertwasser Foundation and carry out the requirements of the Cooperation Agreement.

Expectation	Focus Areas
Financial management	<ul style="list-style-type: none"> • Demonstrate financial sustainability and solvency. • Achieve good value for money and work within agreed budgets. • Seek opportunities to widen revenue base and fundraise. • Prepare financial statements in accordance with generally accepted accounting practice.

Reporting Timeframes for 2024-25

Requirement	Date required
WAT to provide the 2024/25 Final SOI to Council	Delivered to Council on or before 30 June 2024
WAT to provide an Annual Report for 2023/24	Within three months after the end of the financial year – by 30 September 2024
WAT to produce the 2024/25 Half-Yearly Report to Council	Within two months after end of the first half of the financial year – by 28 February 2025
WAT to provide the 2025/26 Draft Statement of Intent (SOI)	On or before 1 March 2025
Council to consider and provide commentary on any changes to the 2025/26 Draft SOI	WAT to consider any commentary made within two months – by 1 May 2025
WAT to provide an agenda overview and minutes of each board meeting	Within 2 weeks of a board meeting

● *Appendix 2: Accounting Policies*

1 Statement of accounting policies for the year ended 30 June 2024

1.1 Reporting entity

The Whangārei Art Trust (WAT) is incorporated as a trust under the Charitable Trusts Act 1957, is domiciled in New Zealand and registered under the Charities Act 2005, registration number CC28917. It is a Council controlled organisation as defined under Section 6 of the Local Government Act 2002.

2 Summary of significant accounting policies

2.1 Basis of preparation

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements of the Council have been prepared in accordance with the requirements of the LGA, which include the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

The financial statements of the Council have been prepared in accordance with Generally Accepted accounting Practice in New Zealand ('NZ GAAP'). They comply with New Zealand equivalents International Financial Reporting Standards for Public Benefit Entities ('NZ IFRS PBE').

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements are prepared on the assumption that WAT will continue to operate in the foreseeable future.

The financial statements have been prepared on a going concern basis. WAT is reliant on Council's continued support of its operations. Council has included funding for WAT in its 2024-2034 Long - Term Plan.

The Board has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that WAT does not have public accountability (as defined) and has previously had total annual expenses of less than \$5 million.

Goods and services tax

WAT 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.

Functional and presentation currency

The financial statements are presented in New Zealand dollars.

Revenue and expenses

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and services, excluding Goods and Services Tax, rebates and discounts. Revenue is recognised as follows:

(i) Grants and donations

Grants and donations are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grant is initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

(ii) Pledges

Pledges are not recognised as revenue as WAT is unable to control the access to the funds. Pledges are disclosed as a contingent asset when the money is pledged and recognised as revenue when the pledged money is received.

(iii) 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.

(iv) Interest income

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

v) Sale of goods

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

(vi) Volunteer services

Volunteer services received are not recognised as revenue or expenditure as WAT is unable to reliably measure the fair value of the services received.

(vii) Advertising, marketing, administration, overhead, and fundraising costs

These are expensed when the related service has been received.

2.2 Bank accounts and cash

Bank accounts and cash include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

2.3 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.

2.4 Property, plant and equipment

Property, plant, and equipment (excluding donated assets) are recorded at cost, less accumulated depreciation and impairment losses. WAT does not revalue its property, plant and equipment. WAT undertakes periodic impairment assessments of its property, plant and equipment.

(i) Artworks and donated assets

Purchased artworks are recognised at cost. 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. Artworks have an indefinite useful life and are not depreciated. Impairment is recognised if identified as below.

(ii) Asset sales

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

(iii) Use of assets

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:

Class of PP&E Leasehold	Estimated useful life	Depreciation rates
improvements Office equipment	10-100 years	1%-10%
Plant and equipment Computer	2-10 years	20%-50%
equipment Artworks	6-60 years	1.6%-17%
	2-5 years	20%-50%
	Indefinite	-

2.5 Investments

Investments comprise investments in term deposits with banks, listed bonds, and listed shares.

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.

2.6 Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

2.7 Lease expenses

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

2.8 Tier 2 PBE Accounting Standards applied

WAT has not applied any Tier 2 Accounting Standards in preparing its financial statements.

- *Appendix 3: Forecast Financial Information*

PROSPECTIVE STATEMENT OF COMPREHENSIVE INCOME

	BUDGET 30 June 2025	BUDGET 30 June 2026	BUDGET 30 June 2027
Income			
Sales	603,869	707,494	826,411
Admission Revenue	726,388	742,368	759,443
Other Revenue	147,890	210,140	212,545
Council Funding	707,003	1,106,483	1,116,612
Interest revenue	8,000	5,500	3,500
Donations	74,023	50,618	38,253
Total Income	2,267,173	2,822,603	2,956,763
Less Expenses			
Employee Related Costs	1,339,031	1,368,490	1,399,965
Other expenses	1,353,774	1,429,477	1,514,915
Total Expenses before depreciation	2,692,805	2,797,967	2,914,880
Net Surplus (Loss) before depreciation	(425,632)	24,636	41,882
Depreciation	933,430	933,437	933,443
Net Surplus (Loss) before tax	(1,359,062)	(908,800)	(891,561)
Tax Expense	-	-	-
Net Surplus / (Deficit)	(1,359,062)	(908,800)	(891,561)

	30 June 2025	30 June 2026	30 June 2027
Capital Expenditure			
Plant and Equipment	10,000	10,000	10,000
Total capital expenditure	10,000	10,000	10,000

PROSPECTIVE STATEMENT OF MOVEMENTS IN EQUITY

	30 June 2025	30 June 2026	30 June 2027
Opening Equity as at 1 July	31,457,470	30,098,408	29,189,607
Plus Profit (Loss) for the year	<u>(1,359,062)</u>	<u>(908,800)</u>	<u>(891,561)</u>
Total increase/(decrease) in equity	<u>(1,359,062)</u>	<u>(908,800)</u>	<u>(891,561)</u>
Closing Equity as at 30 June	30,098,408	29,189,607	28,298,046

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

	30 June 2025	30 June 2026	30 June 2027
Equity	30,098,408	29,189,607	28,298,046
Total Equity	<u>30,098,408</u>	<u>29,189,607</u>	<u>28,298,046</u>
Current Assets			
Cash and Cash equivalents	561,566	602,750	670,943
Stock on Hand	478,500	478,500	478,500
Trade and other receivables	63,322	38,000	13,000
	1,103,388	1,119,250	1,162,443
Current Liabilities			
Trade and other payables and accruals	171,828	173,054	174,363
Working Capital	<u>931,560</u>	<u>946,197</u>	<u>988,079</u>
Non Current Assets			
Property plant and equipment	29,166,847	28,243,411	27,309,967
Total Net Assets	<u>30,098,408</u>	<u>29,189,607</u>	<u>28,298,046</u>

21 December 2023

Whangārei Art Trust
Chairperson
William Shepherd

Dear Mr Shepherd,

Statement of Expectations for 2024/2025

Whangārei Art Trust

This statement of expectations is the first step in preparing for the upcoming financial year and is designed to provide you with a high-level view of Whangarei District Council's (Council) expectations, as a basis for ongoing communication.

This document should be considered in the development of your draft statement of intent for the upcoming financial year.

It sets out common expectations across all council-controlled organisations (CCOs), and expectations specific to the Whangarei art Trust (WAT).

The Mayor's Expectations of Council Controlled Organisations

As Mayor I want CCOs to operate under the principle of no surprises and in accordance with legislative requirements. CCOs must be accountable to the Council, and by extension the community. I set out my general expectations below, which reflect the high-level overarching principles for CCOs.

1. CCOs are transparent and accountable

Council is accountable to the community for the actions of its CCOs. This means that Council must be aware of any matters of significance or current issues.

Your organisation must provide timely, meaningful, and candid information about operations, especially any matters that are potentially contentious or of high public interest. This may include information that:

- Creates a major issue for your organisation or for Council
- Raises financial concerns
- Could generate community concern
- Raises political implications
- Could gain significant media attention or generate wide public interest

To be able to identify such issues your organisation will need to have a strong risk awareness and be able to identify and manage risks. This includes health and safety, legal, operational, reputational, and financial risks.

It is important for the Council to build strong relationships with CCOs in which there are no surprises, and an open dialogue is maintained.

2. The board demonstrates good governance

The governing body of the CCO must demonstrate good governance.

Good governance should encompass the following:

- having a clear purpose
- maintaining a good organisational culture
- promoting accountability
- ensuring compliance with legislation and organisational rules.

These principles should support quality decision making. It is important for Council to have confidence in the board's ability to make decisions and govern the organisation effectively.

As a CCO it is also important to maintain good records in line with the Public Records Act 2005, and to be able to respond to any official information requests by members of the public.

3. CCOs provide a benefit to the community

CCOs deliver functions that support the Council and provide a benefit to the community. This means that the Council expects your organisation to support the overall District Vision as outlined in the Long-Term Plan.

In operating the organisation, your governing board must act with good judgement, ensuring that all board members are performing well.

Social, cultural, and environmental factors should also be considered by the board, such as:

- Promoting diversity and inclusivity on your board
- Engaging with the community

CCOs promote value for money and provide Community Services on behalf of Council

The council expects that your organisation will be financially sustainable and solvent.

It is important that Council is confident that your focus is on achieving the best value for money for your organisation and the community. In doing so, the council expects that you will continue to limit the draw on ratepayer funding.

Council is experiencing financial constraints felt across the organisation and must be pragmatic in achieving the service levels set out in the Long-Term Plan within tight budgets. Council expects your organisation to similarly prioritise affordability.

Your statement of intent should provide a clear plan of how you intend to operate effectively within set budgets. You may need to consider methods to widen your external revenue base or to cut expenditure.

Financial statements are vital to Council understanding the financial position of the organisation. You must include financial forecasts in your statement of intent, and financial statements in your annual report. These must be in accordance with accepted accounting practice.

4. Statements of Intent are concise and include meaningful performance measures

A statement of intent should be concise and informative. This enables Council and the public to understand your activities, note any proposed changes, and understand the proposed benefit and fiscal impact of your activities.

Your performance measures should be meaningful to your organisation and its purpose. They will need to include specific and measurable targets, so that success can be objectively evaluated.

Council encourages you to use the S.M.A.R.T framework in developing objectives and performance targets:

S	Specific	<i>The objective or target should be specific.</i>
M	Measurable	<i>The objective or target should be measurable.</i>
A	Achievable	<i>The objective or target should be achievable.</i>
R	Relevant	<i>The objective or target should be relevant.</i>
T	Time-bound	<i>The objective or target should be time-bound.</i>

A statement of intent must cover the current financial year as well as the following two financial years. It must include the following content:

- The objectives of your organisation
- A statement of the board's approach to governance
- The nature and scope of activities to be undertaken by your organisation
- Performance targets and other measures that support your organisation's objectives
- The major accounting policies
- Forecast financial statements

Your organisation must ensure that the content and time frames of the statement of intent and other CCO reports meet the Local Government Act 2002 requirements.

5. Council meetings on the Statement of Intent, Annual Report, and Half-yearly report are attended by the CCO

Once received, statements of intent and CCO reports are put to the next available Council meeting or meeting of the appropriate Committee.

The council expects that a member of your board or staff will attend the meeting to answer any questions raised, and to take note of any feedback provided by Elected Members. Any feedback raised on the draft statement of intent will need to be incorporated into the final statement of intent.

6. Rules and legislation are complied with

It is the responsibility of your board to comply with your organisation's rules document (such as a Company Constitution or Trust Deed) and any relevant legislation, including but not limited to the following:

- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020
- Health and Safety at Work Act 2015
- Public Records Act 2005

- Employment Relations Act 2000.

The expectations I have outlined above are intended to ensure that CCOs are performing well and clearly understand their responsibilities.

This statement of expectations allows Council to have confidence that the objectives of your organisation are aligned with Council expectations.

I expect the principles above to be imbedded into your organisational practices and culture, as well as demonstrated in your statement of intent, which I look forward to receiving in due course.

A handwritten signature in dark ink, appearing to read 'Vince Cocurullo', with a long horizontal stroke extending to the right.

His Worship the Mayor
Vince Cocurullo

Specific Expectations for Whangārei Art Trust

The council would like to outline the following expectations of the Whangārei Art Trust.

1. Ensure successful operations and clear direction

Your organisation should develop and review business plans that address marketing, exhibition planning, long-term planning, fundraising and collection management of both the Hundertwasser Art Centre and Whangārei Art Museum.

It is expected that you will work proactively with the Wairau Māori Art Gallery Trust and the Hundertwasser Art Foundation. There should be commitment to working with Creative Northland and supporting Artist Groups in the community to promote and encourage Arts and be involved in a district Arts Strategy.

The Whangārei Art Trust should work towards a zero-waste events strategy.

The trust should seek opportunities to widen revenue base and fundraise.

To monitor performance, the Council would like to receive full agendas and minutes for board meetings through the General Manager of the Community Group, who should be invited to attend board meetings when available.

2. Maintain a strong relationship with the Hundertwasser Foundation

Council expects you to take proactive measures to build, maintain and ensure a positive relationship is held with the Hundertwasser Foundation from a governance and operations perspective, including carrying out all requirements of the Cooperation Agreement. This may include sharing your meeting minutes with the Hundertwasser Foundation.

The council would like updates provided through board meetings on the ongoing health of the relationship between Whangārei Art Trust and the Hundertwasser Foundation.

3. Collaborate with Council

Maintaining a good relationship between the Council and the Whangārei Art Trust is important. This relationship should be built around the principle of a 'no surprises' approach to issues.

Points of contact within the Council should be invited to board meetings to maintain clear communication and a good relationship. The trust should engage with the General Manager of Community Group and the Manager of Community Development department as the primary points of contact. When required, the trust will need to work with other departments and staff to ensure an all-informed network.

You should be clear about accountabilities and be transparent about performance against those accountabilities. This includes managing risk effectively and ensuring that you have useful information, systems, and controls in place.

4. Ensure good governance from the board of trustees

The council expects the Whangārei Art Trust to have clear roles and responsibilities that separate governance and management. A clear purpose and strategic direction are paramount.

To ensure quality governance the Council would like the Whangārei Art Trust to maintain a trustee skills matrix and provide inductions to any new board members.

It is important that the organisation is a good employer and maintains a good overall reputation.

5. Promote health and safety

The council expects the Whangārei Art Trust to promote health and safety and operate as a PCBU (Person Conducting a Business or Undertaking) under the Health and Safety at Work Act 2015 with the primary duty of care. This includes promoting and maintaining a best practice health and safety policy, a current up to date health and safety register and site-specific safety plans for both Hundertwasser Art Centre and Whangareai Art Museum.

6. Comply with Lease Agreements

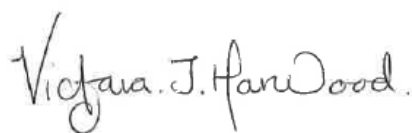
The council expects full compliance with the Deed of Lease Agreements for the Hundertwasser Art Centre and the Whangareai Art Museum.

Summary

The information provided in this letter reflects the expectations the Whangareai District Council has for Whangārei Art Trust. It is intended to help facilitate a good working relationship.

We welcome any discussion on this letter's content and look forward to receiving your draft statement of intent by 1 March 2024.

In accordance with section 64B of the Local Government Act 2002 this letter will be published on the Whangareai District Council website.



Victoria Harwood
General Manager – Community

Appendix 1 – Council Controlled Organisation Reporting Timeframes

Reporting Requirement	Date Required
CCO to provide a draft statement of intent	On or before 1 March Put to a Council meeting in March or April.
Council to consider and provide commentary on the draft statement of intent	CCO to consider any commentary on the draft statement of intent that is made on or before 1 May
CCO to provide the final statement of intent to Council	On or before 30 June Put to a Council meeting in July or August.
CCO to provide an annual report	Within three months after the end of the financial year – by 30 September Put to a Council meeting in October or November
CCO to provide a half-yearly report to Council	Within two months after end of the first half of the financial year – by 28th or 29th of February Put to a Council meeting in March or April.

4.2 Northland Events Centre 2021 Trust (NECT2021) Final Statement of Intent (SOI) 2024-2027

Meeting: Community Development Committee
Date of meeting: 18 July 2024
Reporting officer: Victoria Harwood General Manager Community
 Bea Mossop Manager Venue and Events

1 Purpose / Te Kaupapa

To approve the Northland Events Centre 2021 Trust Statement of Intent 2024-2027.

2 Recommendations / Whakataunga

That the Community Development Committee:

1. Receive the Northland Events Centre 2021 Trust Statement of Intent 2024-2027.
2. Approve the Northland Events Centre 2021 Trust Statement of Intent 2024-2027.
3. Acknowledges the commitment and work of the Northland Events Centre 2021 Trust Board members and staff.
4. Acknowledges the commitment, dedication, and leadership of the Chair Nigel Brereton upon his resignation as Chair of the Northland Events Centre 2021 Trust, effective 01 November 2024.

3 Background / Horopaki

Section 64 of the Local Government Act 2002 (LGA) provides that Council-Controlled Organisations (CCOs) must have a statement of intent (SOI). The purpose of a SOI is to state publicly the activities and intentions of the CCO, to provide an opportunity for Council to influence the direction of the organisation, and to provide a basis for accountability.

CCOs have legislative timeframes under the LGA to provide a draft Statement of Intent (SOI), and based on feedback, a subsequent final SOI to Council for approval. Under schedule 8 clause 4 of the LGA, The Northland Events Centre 2021 Trust that encapsulates the Northland Events Centre - Semenoff Stadium now presents their finalised SOI under Section 64 and schedule 8 of the LGA for Council approval.

The intent of the new Trust upon formation was approved by the Community development Committee on 18 June 2020 with the following expectations:

- 1) Confirms that expectations of the Northland Events Centre are that it:
 - i) Operates as a multipurpose, community facility for the benefit of Northland.
 - ii) Delivers large events which raise the profile and contribute to the vibrancy of the District/Region
 - iii) Is managed on a commercial basis according to industry best practice.
 - iv) Is financially successful based on contribution to the economic impact on local businesses, rather than by profit generated.
 - v) Delivers the outcomes of the Whangarei District Council Events Strategy – building local confidence, local capability and local connection.
 - vi) Acts as a hub to support sporting codes in a post-COVID-19 environment.
 - vii) Attracts external funding to support facility development and event delivery.

4 Discussion / Whakawhiti kōrero

A challenging year for the Northland Events Centre, within a difficult economic climate and major road closures to the district reducing the number of visitors to events at the stadium.

A new Chief Executive, Brent Markwick, was appointed in June 2024 who will lead operations of the stadium into the future.

The Trust vision and mission are strong to be the heart of events in Northland enhancing the wellbeing of the community proudly and professionally hosting events that embody the heart, spirit, and potential of Northland.

The council provided the Trust with a Statement of Expectations late 2023 which forms the basis for the priorities, objectives, and expectations of council for the CCO. Based on these expectations, the Trust has five main objectives and Key Performance Indicators (KPI's) to achieve which are:

- Events
- Te Ao
- Venue
- Financial
- Reporting

Council has the opportunity when the Trust submit their Annual Report in September and their Half-Yearly Report in February each year to assess the progress of the KPI's against the expectations of the council and the Trusts Statement of Intent.

4.1 Financial/budget considerations

Council has allocated funding to the Northland Events Centre 2021 Trust in the LTP 2024-34 with adoption planned for 16 July 2024, as follows:

LTP Year 1	\$682,007
LTP Year 2	\$682,007
LTP Year 3	\$682,007

The Trust has forecast operating losses for the next three years, but the Trust also have equity to off-set those losses at this stage, of which \$500,000 is allocated to lessen the financial impacts of the stadium roof replacement.

Council's expectation as indicated above is that the Trust will attract external funding to support facility development and event delivery to mitigate financial losses.

5 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

6 Attachments / Ngā Tāpiritanga

1. Northland Events Centre 2021 Trust Final Statement of Intent 2024 – 2027
2. Council Statement of Expectations 2024-2025



2024-2027

Statement of Intent



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1 Introduction

The Northland Events Centre (2021) Trust, a Whangarei District Council Controlled Organisation (CCO), has been in operation for two years, since it was established on 1 December 2021.

The five Council appointed Trustees and Trustee appointed General Manager have successfully developed and implemented a Strategic Plan (Vision, Mission, Strategic Pillars and Values), Statement of Intent, Annual Plan and Budget that aligns to Council's Statement of Expectations for CCO's.

With the resignation of the General Manager, the trust appointed a new Chief Executive who will continue the development and implementation of the above from June 2024.

2 Purpose of the Statement of Intent

This statement of intent is prepared in accordance with section 64 of the Local Government Act 2002. It outlines the activities and intentions of NECT2021 for the next three financial years, and the objectives to which those activities will contribute. It provides a basis for accountability to WDC and the public for the performance of the organisation.



3 Nature and Scope of Activities

NECT2021 is responsible for:

- Proudly and professionally hosting events that embody the heart, spirit and potential of Northland Te Tai Tokerau
- Demonstrate financial sustainability and solvency
- Delivering events for the benefit of Northland Te Tai Tokerau
- Operating a multipurpose, community facility for the benefit of Northland
- Manage on a commercial basis according to industry best practice
- Adherence to WDCs reporting requirements
- Demonstrate social, cultural and environmental responsibility and sustainability
- Compliance with relevant legislation, obligations of a PCBU under the Health and Safety Work Act 2015
- Act in accordance with the Trust Deed, Good Governance practice and the Deed of Lease (once finalised).

Council's expectations for NECT2021 as per the Statement of Expectations 2024-2025:

- Transparent and accountable
- Demonstrate good governance
- Provide benefit to the community
- Promote value for money and provide Community Services on behalf of Council
- Statements of Intent are concise and include meaningful performance measures
- Attend Council meetings on the Statement of Intent, Annual Report, and Half-yearly report
- Compliance with Rules and Legislation.

4 Approach to Governance

The governance of NECT2021 is the responsibility of the Trust board of five Trustees appointed by WDC.

The following five Trustees have been appointed based on their wealth of experience in diverse sectors:

- Nigel Brereton (Chairman)
- Paula Savage (Deputy Chair)
- Hetty Van Hale
- Steve Armitage
- Andre Hemara

In addition, the following committees have been established by the Trust to ensure best practice:

- People and Performance Committee
- Audit and Risk Committee

The Trust's actions and direction is governed by the Trust Deed, Board Charter, Policy Framework and Strategic Plan. These key documents detail the objectives of the Trust which includes governance and management of Semenoff Stadium and delivery of events to the Region.



5 Vision, Mission and Strategic Pillars

Vision

To be the heart of events in Northland Te Tai Tokerau, enhancing the wellbeing of our community.

Mission

We proudly and professionally host events that embody the heart, spirit and potential of Northland Te Tai Tokerau.

NECT2021 has developed three strategic pillars for the next 3 to 5 years to support the Trust's overall Strategic Vision and Mission (refer to Appendix 3):

- Events
- Te Ao
- Venue

6 Objectives

The following objectives focus on the long-term goals of NECT2021:

1. Events
 - 1.1 Host events for the benefit of Northland Te Tai Tokerau
 - 1.2 Continue to offer event management services
2. Te Ao
 - 2.1 Continuous development of closer relationships with Tangata Whenua
 - 2.2 Continuous development of our unique sense of identity for the venue
 - 2.3 Continue our bi-cultural journey
3. Venue
 - 3.1 Increase commercial revenue
 - 3.2 Improve the visitor experience
 - 3.3 Implement sustainable and environmental measures



7 Performance Targets and Measures

OBJECTIVE		PERFORMANCE MEASURE		
		YEAR 1 2024/2025	YEAR 2 2025/2026	YEAR 3 2026/2027
1. EVENTS	Host events for the benefit of Northland Te Tai Tokerau.	Deliver 10 or more large events* including two concerts/festivals and two sporting events (reported in the half yearly report and annual report).	Deliver 8 or more large events* (reported in the half yearly report and annual report). * Roof impact	Deliver 10 or more large events* (reported in the half yearly report and annual report). * Roof impact
	Continue to offer event management services.	Deliver 1 or more event management contract** (reported in the annual report).	Deliver 2 or more event management contract** (reported in the annual report).	Deliver 2 or more event management contract** (reported in the annual report).
*Large events (400+ pax)		** Either onsite or at an alternate venue		

OBJECTIVE		PERFORMANCE MEASURE		
		YEAR 1 2024/2025	YEAR 2 2025/2026	YEAR 3 2026/2027
2. TE AO	Continuous development of closer relationships with Tangata Whenua.	Implement 2 or more actions from the Te Ao Plan: Host one cultural event	Implement 2 or more actions from the Te Ao Plan: Host one cultural event	Implement 2 or more actions from the Te Ao Plan: Host one cultural event
	Continuous development of our unique cultural sense of identity for the venue.	Implement 1 deliverable of the Te Ao section of the Kotahi Plan	Implement 1 deliverable of the Te Ao section of the Kotahi Plan	Implement 1 deliverable of the Te Ao section of the Kotahi Plan
	Continue our bi-cultural journey.			

OBJECTIVE		PERFORMANCE MEASURE		
		YEAR 1 2024/2025	YEAR 2 2025/2026	YEAR 3 2026/2027
3. VENUE	Increase commercial revenue.	Actual income is greater than or equal to budget. • Achieve 1 or more new internal rental opportunities • Apply for funding from two new funds • Increase internal event revenue by 10% • Secure three new sponsorships • Develop new packages for internal events.	Actual income is greater than or equal to budget. • Review Year 1 measures and implement improvements* * Measures will be impacted by stadium roof project.	Actual income is greater than or equal to budget. • Review Year 2 measures and implement improvements* * Measures will be impacted by stadium roof project.
	Improve the visitor experience.	Implement 2 or more Year 1 Kotahi Experience Plan measures.	Implement 2 or more Year 2 Kotahi Experience Plan measures.	Implement 2 or more Year 3 Kotahi Experience Plan measures.
	Implement sustainable and environmental measures.	Delivery of 2 or more events that are sustainable and support zero waste.	Delivery of 3 or more events that are sustainable and support zero waste.	Delivery of 3 or more events that are sustainable and support zero waste.

OBJECTIVE		PERFORMANCE MEASURE		
		YEAR 1 2024/2025	YEAR 2 2025/2026	YEAR 3 2026/2027
4. FINANCIAL	NECT2021 will operate in accordance with Board approved financial budgets and delegated authority.	The overall surplus/ deficit is in line with the approved budget (reported in the half-yearly report and annual report).	The overall surplus/ deficit is in line with the approved budget (reported in the half-yearly report and annual report).	The overall surplus/ deficit is in line with the approved budget (reported in the half-yearly report and annual report).
	Meet all financial obligations to Charities Services including annual returns and reporting requirements.	Submission of annual returns within 6 months of financial year end to Charities Services.	Submission of annual returns within 6 months of financial year end to Charities Services.	Submission of annual returns within 6 months of financial year end to Charities Services.
	Meet financial reporting standards for a Council Controlled Organisation (CCO)	Submission of financial reports to Council as per CCO reporting standards	Submission of financial reports to Council as per CCO reporting standards	Submission of financial reports to Council as per CCO reporting standards

OBJECTIVE		PERFORMANCE MEASURE		
		YEAR 1 2024/2025	YEAR 2 2025/2026	YEAR 3 2026/2027
5. REPORTING	NECT2021 will report on its achievement against the strategic objectives as outlined in the Statement of Intent.	Strategic objectives (reported in the half yearly and annual report).	Strategic objectives (reported in the half yearly and annual report).	Strategic objectives (reported in the half yearly and annual report).

OBJECTIVE		PERFORMANCE MEASURE		
		YEAR 1 2024/2025	YEAR 2 2025/2026	YEAR 3 2026/2027
6. HEALTH, SAFETY AND WELLBEING	Meet our PCBU Health and Safety Work Act responsibilities.	No. of critical incidents reported in the Half-Yearly Report and Annual Report.	No. of critical incidents reported in the Half-Yearly Report and Annual Report.	No. of critical incidents reported in the Half-Yearly Report and Annual Report.
		Semiannual deep dives into critical risks.	Semiannual deep dives into critical risks.	Semiannual deep dives into critical risks.
		Develop and implement a Health and Safety Annual Plan.	Review and implementation of the Health and Safety Annual Plan.	Review and implementation of the Health and Safety Annual Plan.

8 Information to be Provided Throughout the Financial Year

A half-yearly report will be provided to WDC by 28 February each year. This will include a comparison of performance against the performance targets and measures set out in this Statement of Intent, and unaudited financial statements.

An annual report will be provided to WDC by 30 September each year. This will include a comparison of performance against the performance targets and measures set out in this statement of intent, an explanation of any material variances from the statement of intent, audited financial statements, and an independent auditors report on the financial statements and the performance targets and measures.

To ensure there is timely notification of any major issues, NECT2021 commits to a no surprises approach beyond the formal reporting requirements. This means that NECT2021 will inform WDC as soon as possible of any major issues that arise in the course of operations. NECT2021 will proactively inform WDC when their operations could: create a major issue for NECT2021 or WDC; trigger public interest; have political implications; or gain significant media attention.

Appendix 1: Accounting Policies

1 Statement of accounting policies for the year ended 30 June 2025

1.1 Reporting entity

NECT2021 is incorporated as a trust under the Charitable Trusts Act 1957, is domiciled in New Zealand and registered under the Charities Act 2005, registration number CC59521. NECT2021 is a Council Controlled Organisation as defined under Section 6 of the Local Government Act 2002.

2 Summary of significant accounting policies

2.1 Basis of preparation

The Board has elected to apply PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that NECT2021 does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

All transactions in the financial statements are reported using the accrual basis of accounting. The financial statements are prepared on the assumption that NECT2021 will continue to operate in the foreseeable future.

The financial statements have been prepared on a going concern basis. NECT2021 is reliant on WDC's annual operating grant and continued support of its operations. WDC has included ongoing funding for NECT2021 in its 2018-2028 Long – Term Plan.

2.2 Goods and services tax

NECT2021 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.

2.3 Functional and presentation currency

The financial statements are presented in New Zealand dollars.

2.4 Revenue and expenses

Revenue comprises the fair value of the consideration received or receivable for the sale of goods and services, excluding Goods and Services Tax, rebates and discounts. Revenue is recognised as follows:

(i) **Grants:** Grants are recognised as revenue when they become receivable unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grant is initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

(ii) **Interest income:** Interest revenue is recorded as it is earned during the year.

(iii) **Sale of goods:** Revenue from the sale of goods is recognised when the goods are sold to the customer.

(iv) **Volunteer services:** Volunteer services received are not recognised as revenue or expenditure as NECT2021 is unable to measure the fair value of the services received.

(v) **Rental revenue:** Rental revenue is measured at the fair value of consideration received or receivable. Rental revenue is received one month in advance and is recognised for the month it relates to.

(vi) **Advertising, marketing, administration, overhead and fundraising costs:** These are expensed when the related service has been received.

2.5 Bank accounts and cash

Bank accounts and cash include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

2.6 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.

2.7 Property, plant and equipment

Property, plant, and equipment (excluding donated assets) are recorded at cost, less accumulated depreciation and impairment losses. NECT2021 does not revalue its property, plant and equipment. NECT2021 undertakes periodic impairment assessments of its property, plant and equipment.

(i) **Donated assets:** 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.

(ii) **Asset sales:** For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

(iii) **Use of assets:** 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.

(iv) **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:

Class of PP&E Leasehold	Estimated useful life	Depreciation rates
Improvements	10-100 years	1%-10%
Office equipment	2-10 years	10%-50%
Plant and equipment	6-60 years	1.6%-20%
Computer equipment	2-5 years	20%-50%

2.8 Investments

Investments comprise investments in term deposits with banks, listed bonds, and listed shares. 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.

2.9 Creditors and accrued expenses

Creditors and accrued expenses are measured at the amount owed.

2.10 Lease expenses

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

2.11 Tier 2 PBE Accounting Standards applied

NECT2021 has not applied any Tier 2 Accounting Standards in preparing its financial statements.

Appendix 2: Forecast Financial Information

PROSPECTIVE STATEMENT OF COMPREHENSIVE INCOME			
	Budget to 30 June 2025	Budget to 30 June 2026	Budget to 30 June 2027
Income			
Revenue	\$1,586,099	\$1,226,968	\$1,565,269
Grants	\$673,131	\$689,960	\$705,139
Interest	\$86,905	\$41,567	\$28,150
Total Income	\$2,346,136	\$1,958,494	\$2,298,558
Less Expenses			
Expenses	\$2,399,851	\$2,352,235	\$2,481,982
Total Expenses before depreciation	\$2,399,851	\$2,352,235	\$2,481,982
Net Surplus (Loss) before depreciation	-\$53,716	-\$393,741	-\$183,425
Depreciation	\$24,809	\$27,721	\$27,721
Net Surplus (Loss) before tax	-\$78,525	-\$421,462	-\$211,145
Tax Expense	\$0	\$0	\$0
Net Surplus/(Profit)	-\$78,525	-\$421,462	-\$211,145

Note 1: The three year financial forecasts provided within this Statement of Intent include \$90,000 per annum additional anticipated R&M expenditure under the new Deed of Lease with Council.

Note 2: The Year 2 financial forecast includes the financial impact of the Stadium Roof Project assumed to commence in November 2025 for completion in August 2026.

Note 3: In accordance with NECT2021's reserves policy, \$500k is reserved for a prudent reserve, a total of \$500K has been set aside to cover operating deficits during the stadium roof replacement.

Note 4: The three year financial forecasts provided within this Statement of Intent include an annual CPI increase in the Annual Operating Grant.



	Budget to 30 June 2025	Budget to 30 June 2026	Budget to 30 June 2027
Opening Equity as at 1 July	\$1,170,884	\$1,092,359	\$670,897
Plus Profit (Loss) for the year	-\$78,525	-\$421,462	-\$211,145
Total increase/(decrease) in equity	-\$78,525	-\$421,462	-\$211,145
Closing Equity as at 30 June	\$1,092,359	\$670,897	\$459,752

PROSPECTIVE STATEMENT OF FINANCIAL POSITION

	Budget to 30 June 2025	Budget to 30 June 2026	Budget to 30 June 2027
Equity			
Total Equity	\$1,092,359	\$670,897	\$459,752
Current Assets			
Cash and Cash equivalents	\$200,000	\$200,000	\$200,000
Stock on Hand	\$13,260	\$10,000	\$12,000
Trade and other receivables	\$226,444	\$293,522	\$114,915
Current Liabilities			
Trade and other payables and accruals	\$302,345	\$309,904	\$316,722
Working Capital	\$137,359	\$193,618	\$10,194
Non Current Assets			
Property plant and equipment	\$155,000	\$177,279	\$149,558
Term Deposit	\$800,000	\$300,000	\$300,000
Total Net Assets	\$1,092,359	\$670,897	\$459,752

Appendix 3: Strategic Plan



Te Mahere Rautaki STRATEGIC PLAN

Matawhānui Kia mahia te ngākau o ētahi kaupapa, whakangāhau, hākinakina, hui me ērā atu mea, kia whakanikoniko te painga o te hapori o Te Tai Tokerau.

Vision To be the heart of events in Northland Te Tai Tokerau to enhance the wellbeing of our community.

Whakatakanga Ka whakamanuhiri whakahī, mātanga hoki, mātou, i ētahi kaupapa maha hei whakatinana te ngākau, te wairua me te torohū o Te Tai Tokerau.

Mission We proudly and professionally host events that embody the heart, spirit and potential of Northland Te Tai Tokerau.

STRATEGIC PILLARS

EVENTS

- Host events for the benefit of Northland Te Tai Tokerau
- Continue to offer event management services

TE AO

- Continuous development of closer relationships with Tangata Whenua
- Continuous development of our unique cultural sense of identity for the venue
- Continue our bi-cultural journey

VENUE

- Increase commercial revenue
- Improve the visitor experience
- Implement sustainable and environmental measures

KOTAHI STADIUM STRATEGY

MARKETING & COMMUNICATIONS STRATEGY

Uara Values

Manaakitanga	Mana, hospitality, extend love & compassion to others
Kotahitanga	Unity, together, collaboration, solidarity
Rangatiratanga	Leadership
Whakatupanga	Excellence
Tapatahi	Integrity
Kaitiakitanga	Guardianship of our environment
Whakaaro Pai	Positivity

Revised 16 February 2024



NORTHLAND
EVENTS CENTRE (2021) TRUST
TE PAE TAURIMA
O TE TAI TOKERAU

SEMENOFF

STADIUM

21 December 2023

Chairperson
Nigel Brereton
Te Pae Turima O Te Tai Tokerau
Northland Events Centre (2021) Trust

Dear Mr Brereton

Statement of Expectations for 2024/2025

Te Pae Turima O Te Tai Tokerau

Northland Events Centre (2021) Trust

This statement of expectations is the first step in preparing for the upcoming financial year and is designed to provide you with a high-level view of Whangarei District Council's (Council) expectations, as a basis for ongoing communication.

This document should be considered in the development of your draft statement of intent for the upcoming financial year.

It sets out common expectations across all council-controlled organisations (CCOs), and expectations specific to Te Pae Turima O Te Tai Tokerau.

The Mayor's Expectations of Council Controlled Organisations

As Mayor I want CCOs to operate under the principle of no surprises and in accordance with legislative requirements. CCOs must be accountable to the Council, and by extension the community. I set out my general expectations below, which reflect the high-level overarching principles for CCOs.

1. CCOs are transparent and accountable

Council is accountable to the community for the actions of its CCOs. This means that Council must be aware of any matters of significance or current issues.

Your organisation must provide timely, meaningful, and candid information about operations, especially any matters that are potentially contentious or of high public interest. This may include information that:

- Creates a major issue for your organisation or for Council
- Raises financial concerns
- Could generate community concern
- Raises political implications
- Could gain significant media attention or generate wide public interest

To be able to identify such issues your organisation will need to have a strong risk awareness and be able to identify and manage risks. This includes health and safety, legal, operational, reputational, and financial risks.

It is important to Council to build strong relationships with CCOs in which there are no surprises, and an open dialogue is maintained.

2. The board demonstrates good governance

The governing body of the CCO must demonstrate good governance.

Good governance should encompass the following:

- having a clear purpose
- maintaining a good organisational culture
- promoting accountability
- ensuring compliance with legislation and organisational rules.

These principles should support quality decision making. It is important for Council to have confidence in the board's ability to make decisions and govern the organisation effectively.

As a CCO it is also important to maintain good records in line with the Public Records Act 2005, and to be able to respond to any official information requests by members of the public.

3. CCOs provide a benefit to the community

CCOs deliver functions that support the Council and provide a benefit to the community. This means that Council expects your organisation to support the overall District Vision as outlined in the Long-Term Plan.

In operating the organisation, your governing board must act with good judgement, ensuring that all board members are performing well.

Social, cultural, and environmental factors should also be considered by the board, such as:

- Promoting diversity and inclusivity on your board
- Engaging with the community

4. CCOs promote value for money and provide Community Services on behalf of Council

Council expects that your organisation will be financially sustainable and solvent.

It is important that Council is confident that your focus is on achieving the best value for money for your organisation and the community. In doing so, the council expects that you will continue to limit the draw on ratepayer funding.

Council is experiencing financial constraints felt across the organisation and must be pragmatic in achieving the service levels set out in the Long-Term Plan within tight budgets. Council expects your organisation to similarly prioritise affordability.

Your statement of intent should provide a clear plan of how you intend to operate effectively within set budgets. You may need to consider methods to widen your external revenue base or to cut expenditure.

Financial statements are vital to Council understanding the financial position of the organisation. You must include forecast financials in your statement of intent, and financial statements in your annual report. These must be in accordance with accepted accounting practice.

5. Statements of Intent are concise and include meaningful performance measures

A statement of intent should be concise and informative. This enables Council and the public to understand your activities, note any proposed changes, and understand the proposed benefit and fiscal impact of your activities.

Your performance measures should be meaningful to your organisation and its purpose. They will need to include specific and measurable targets, so that success can be objectively evaluated.

Council encourages you to use the S.M.A.R.T framework in developing objectives and performance targets:

S	Specific	<i>The objective or target should be specific.</i>
M	Measurable	<i>The objective or target should be measurable.</i>
A	Achievable	<i>The objective or target should be achievable.</i>
R	Relevant	<i>The objective or target should be relevant.</i>
T	Time-bound	<i>The objective or target should be time-bound.</i>

A statement of intent must cover the current financial year as well as the following two financial years. It must include the following content:

- The objectives of your organisation
- A statement of the board's approach to governance
- The nature and scope of activities to be undertaken by your organisation
- Performance targets and other measures that support your organisation's objectives
- The major accounting policies
- Forecast financial statements

Your organisation must ensure that the content and time frames of the statement of intent and other CCO reports meet the Local Government Act 2002 requirements.

6. Council meetings on the Statement of Intent, Annual Report, and Half-yearly report are attended by the CCO

Once received, statements of intent and CCO reports are put to the next available Council meeting or meeting of the appropriate Committee.

Council expects that a member of your board or staff will attend the meeting to answer any questions raised, and to take note of any feedback provided by Elected Members. Any feedback raised on the draft statement of intent will need to be incorporated into the final statement of intent.

7. Rules and legislation are complied with

It is the responsibility of your board to comply with your organisation's rules document (such as a Company Constitution or Trust Deed) and any relevant legislation, including but not limited to the following:

- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020
- Health and Safety at Work Act 2015
- Public Records Act 2005
- Employment Relations Act 2000.

The expectations I have outlined above are intended to ensure that CCOs are performing well and clearly understand their responsibilities.

This statement of expectations allows Council to have confidence that the objectives of your organisation are aligned with Council expectations.

I expect the principles above to be imbedded into your organisational practices and culture, as well as demonstrated in your statement of intent, which I look forward to receiving in due course.

A handwritten signature in dark ink, appearing to read 'Vince Cocurullo', with a long horizontal stroke extending to the right.

His Worship the Mayor

Vince Cocurullo

Specific Expectations for Te Pae Turima O Te Tai Tokerau

The council would like to outline the following expectations of the Northland Events Centre (2021) Trust, otherwise known as Te Pae Turima O Te Tai Tokerau.

1. Ensure successful operations and clear direction

Council expects the trust to maintain steady operations and deliver large events, operating as a multipurpose community facility for the benefit of Northland Te Tai Tokerau.

Management of the day-to-day operations of the venue should be in an orderly and lawful manner. Council expects the trust to promote health and safety and operate as a PCBU (Person Conducting a Business or Undertaking) under the Health and Safety at Work Act 2015 with the primary duty of care.

The trust should contribute to the periodic reviews of the Northland Events Centre Asset Management Plan and its delivery.

To monitor performance, Council would like to receive full agenda pack and minutes for board meetings through the General Manager of the Community Group via email.

2. Ensure good governance from the board of trustees

The board of trustees must act in accordance with the Trust Deed and good governance practice for trustees. They should promote diversity on the board and provide an induction for new trustees.

It is important that your organisation is a good employer and maintains a good overall reputation.

You should be clear about accountabilities and be transparent about performance against those accountabilities. This includes managing risk effectively and ensuring that you have good information, systems, and controls in place.

3. Collaborate with Council

The organisation's General Manager should meet monthly with the General Manager of Community Group within Council, to maintain relationships and discuss operations matters to enhance communication.

Maintaining a good relationship between Council and the trust is highly important. This relationship should be built around the principle of a 'no surprises' approach to issues.

Points of contact within the Council should be invited to board meetings to maintain clear communication and a good relationship. The trust should engage with the General Manager of Community Group and the Manager of Venues and Events department as the primary points of contact.

4. Demonstrate social responsibility

Council expects the trust to demonstrate decision-making that embraces the principles of Te Tiriti o Waitangi/ the Treaty of Waitangi. The trust should collaborate with iwi and hapū and engage with the community to provide community access and use of the facility.

The trust should mitigate negative environmental impacts by supporting the Whangarei District Council Waste Minimisation and Management Plan.

5. Comply with Lease Agreements

Council expects an agreed and signed council approved lease agreement within the financial year 2023-2024 ahead of the draft Statement of Intent due in March 2024 and have full compliance of the lease agreement.

Summary

The information provided in this letter reflects the expectations the Whangarei District Council has for Te Pae Turima O Te Tai Tokerau. It is intended to help facilitate a good working relationship.

We welcome any discussion on the content of this letter and look forward to receiving your draft statement of intent by 1 March 2024.

In accordance with section 64B of the Local Government Act 2002 this letter will be published on the Whangarei District Council website.

A handwritten signature in black ink that reads "Victoria J. Harwood". The signature is written in a cursive style with a large 'V' at the start and a long horizontal stroke at the end.

Victoria Harwood
General Manager – Community

Appendix 1 – Council Controlled Organisation Reporting Timeframes

Reporting Requirement	Date Required
CCO to provide a draft statement of intent	On or before 1 March Put to a Council meeting in March or April.
Council to consider and provide commentary on the draft statement of intent	CCO to consider any commentary on the draft statement of intent that is made on or before 1 May
CCO to provide the final statement of intent to Council	On or before 30 June . Put to a Council meeting in July or August.
CCO to provide an annual report	Within three months after the end of the financial year – by 30 September . Put to a Council meeting in October or November.
CCO to provide a half-yearly report to Council	Within two months after end of the first half of the financial year – by 28th or 29th of February Put to a Council meeting in March or April.

5.1 Community Group Operational Report June 2024

Meeting: Community Development Committee
Date of meeting: 18 July 2024
Reporting officer: Victoria Harwood, General Manager- Community

1 Purpose / Te Kaupapa

To provide an overview of operational activities occurring in the previous month, across the Community Group services that the Community Development Committee govern under their Terms of Reference.

2 Recommendation / Whakataunga

That the Community Development Committee receives the operational report for June 2024.

3 Background / Horopaki

This report provides an overview of operational activities and highlights for June 2024, including the five Community Group departments and two Council Controlled Organisations (CCO's), and provides commentary on future activities planned.

4 Significance and engagement / Te Hira me te Arawhiti

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website and through the public meeting.

5 Attachment / Ngā Tāpiritanga

Attachment 1 – Community Group – Operations Report for the July Community Development Committee

Operations Report Community Group

July 2024

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1. Community Group Overview

1.1 Health and Safety

Current Community Group Focus:

- Continue to be proactive in mitigating anti-social behaviour impacts displayed towards front line staff.
- Continue to monitor staff wellbeing.

1.2 Current Priorities

GM Community Group current focus areas:

- Delivery of Priority Projects
- Northland Events centre 2021 Trust relationship management
- Northland Events Centre, Stadium Asset Management Plan review
- Whangarei Art Trust relationship management
- Five council departments staffing and operations.
- Long-term plan finalisation and planned delivery
- Procurement and contracts for service
- Final Statement of Intents from CCO's
- Pensioner housing – three work streams – contract management, new pensioner homes, independent review for future development and delivery model.
- Infrastructure Projects – Old Municipal Building and Stadium Roof

Agenda items outside the Community Development Committee meeting

- Council meeting July – Event Road Closures
- Council meeting July – Old Municipal Building Future Use (confidential)
- Council meeting July – Reappointment of Trustees NECT2021 (confidential)
- Council meeting July – Older Persons Affordable Rental Housing (confidential)

Other Operations

- Request system improvements and remedial plan
- Trustee Recruitment Whangarei Art Trust

1.3 Current challenges/issues

- Staff are at the minimum numbers to deliver operations across departments, workloads are large in some areas, so taking on new projects or initiatives is difficult. Additionally, covering long term staff absences also affects the wellbeing of staff.

1.4 Future focus areas

- Long-term plan 2024-2034 – budget implementation and work programme planning for 2024-2025
- After Hours call centre procurement process
- isite café procurement
- Forum North remedial repairs and future
- Working with the Forum North Trust
- Developing Community Group Department strategies, aligning outcomes of the strategy review with the long-term plan process and key priorities
- Stadium Roof replacement
- Community Led Projects Review
- Old Municipal Building restoration and future use

2. Council Controlled Organisations – Monthly reporting

Whangarei Art Trust - Hundertwasser Art Centre (HAC) and Whangarei Art Museum (WAM).

2.1 Hundertwasser Art Centre

Admission and shop sales

Admission sales and shop sales in May were at 64% and 85% of budget respectively:

1-31 May 2024		
Hundertwasser Art Centre	Admission sales	MuseumShop sales
Budget	\$42,249	\$30,526
Actual	\$26,849 (64%)	\$26,082 (85%)

Admission sales and shop sales for June are at 36% and 54% of budget so far:

1-20 June 2024		
Hundertwasser Art Centre	Admission sales	MuseumShop sales
Budget (full month)	\$49,134	\$30,896
Actual (until 20 June)	\$17,746 (36%)	\$16,722 (54%)

Road closure

The closure of State Highway One at the Brynderwyn Hills has had a large impact on our sales, particularly since the extension until the end of June was announced. Regarding the disappointingly low visitation numbers in June, it seems that people are waiting for the road to be reopened. This will happen on 26 June, in time for the Matariki long weekend.

Grants

The following grant application was successful:

- \$10k for a new billboard on SH1 from Pub Charity This means that we can build a Hundertwasser Art Centre billboard alongside SH1 in Waipū.

We were unsuccessful with the following grant application:

- \$10k for improved security from Oxford Sports Trust We will reapply with Oxford Sports Trust for the same expenses.

Marketing campaign

The first marketing campaign with Level has started. It is mainly a social media campaign through Facebook and Instagram directed at Auckland and Northland audiences. As part of the campaign, we are offering 2-for-1 deals for adult tickets and a 25% discount on family tickets. The campaign works through promocodes and specific landing pages for different audiences which will allow us to track very specifically which parts of the campaign were successful. Level has also had a first workshop with Hundertwasser Art Centre staff about its marketing plan.

Cruise ships

Together with our Tourism and Sales Coordinator, the HAC Director met with a representative from Akorn, a Destination Management Company that managed all three cruise ship visits to Whangārei last season and will manage three out of the four next cruise ship visits. The idea of adding the Hundertwasser Art Centre to the Whangārei Highlights Tour was pitched, which was received positively. The existing package for the Hundertwasser Art Centre with Wairau Māori Art Gallery would remain so this would be a second offering. The Director has also connected with ID New Zealand which will do the destination management for the fourth cruise ship next year.

Fundraising event

A fundraising event was held on Saturday 15 June that was attended by 57 people. It was a busy event with speeches, a silent art auction, raffles, live music, food, and drinks from Aqua, and an MC from NZME. Profit made will be used to support our schools and public programming. The event was also an excellent opportunity to reconnect people to the project who played a large part in the initial fundraising effort. Planning is underway to organise this event as an annual anniversary fundraiser for the Hundertwasser Art Centre.

Conservation Week

Posters A total of 47 Conservation Week posters have been sold to date. The poster will feature heavily during Conservation Week in September, and we will get T-shirts with the image of the poster printed that will be sold in the Museum Shop. It has been difficult to find a market for the poster in an economic climate where people do not have a lot of money to spend on art and entertainment.

Sculpture exhibition

A new artwork was added to the Hundertwasser Art Centre Outdoor Sculpture Exhibition, "Blooms", an installation by artist Jenna Winterton that encourages feelings of positivity and playfulness. The artwork hangs in the trees in front of the Hundertwasser Art Centre.

Hundertwasser trail

On 8 June the Director met with representatives from the Te Hononga Hundertwasser Memorial Park and the Grass Hut shop in Kawakawa as well as the Hundertwasser Non-Profit Foundation in Kaurinui to talk about establishing a Hundertwasser trail for tourists and other ways in which the different Hundertwasser-focused businesses can support each other.

Temperature and humidity readings

Temperature and humidity readings for the Hundertwasser exhibition for May were sent to the Hundertwasser Non-Profit Foundation in early June. All temperature and humidity readings were within the target range (target range temperature: 20-22 degrees; target range humidity: 45-55%). There was some unexpected fluctuation on one of the humidity meters which our Property Assistant did more research on. This fluctuation happens overnight when there are no visitors in the building and not at the other humidity reader at the start of the exhibition. We conclude that the fluctuation happens due to the plants in the plant purification system respiring and will keep monitoring.

2.2 Whangārei Art Museum

Visitor Numbers

1,464 visitors so far in June as of 21st June.

This represents a 5.2% increase compared with June last year.

36,836 visitors so far, this financial year, which represents a 6.75% reduction compared with this point in the last financial year. The Director expects that the year will finish with about an overall 5% decrease compared with last year.

Grants

The University of Auckland has provided Peter Robinson with a grant of \$17,951 for his upcoming exhibition at Whangārei Art Museum, which opens September 7.

Exhibitions

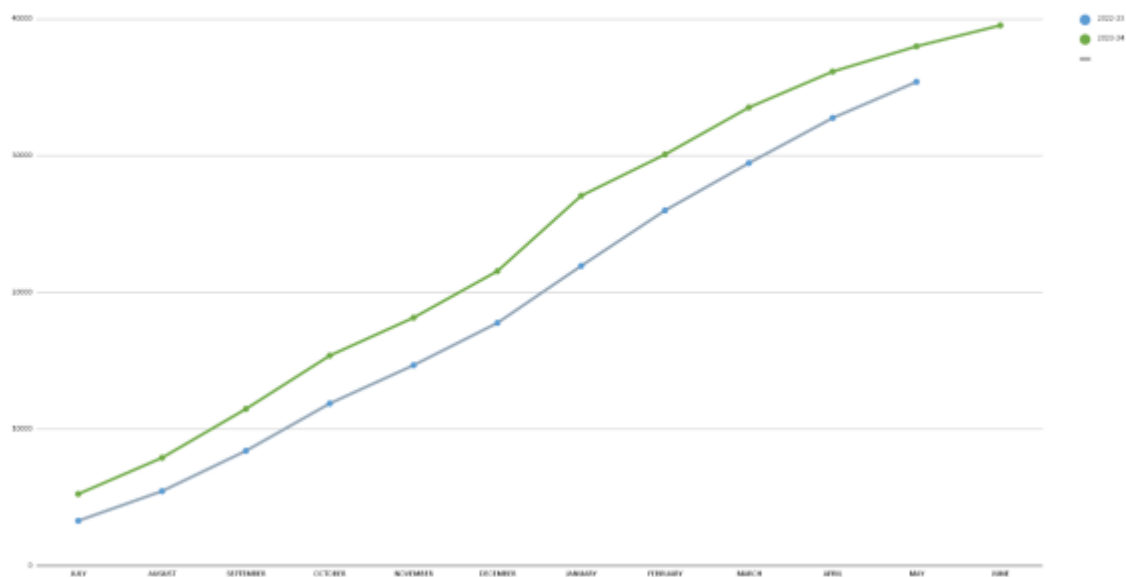
Our planned exhibition for 6 July has unfortunately been cancelled due to unforeseen circumstances. Instead, our current exhibition, Studio Paraniaoa will expand and spread to the adjoining gallery. This will then be followed by a solo exhibition across both of our galleries by Peter Robinson, as planned.

Art Forum is reviewing Studio Paraniaoa in their September issue. Art Forum is arguably the most important art magazine in the world and only rarely reviews exhibitions in New Zealand.

ArtNews New Zealand have published a review of one of our previous exhibitions, A House For Adelle.

Visitor Numbers

Cumulative Monthly Visitors Comparison by Year



● 2022-23

● 2023-24

Financial Update

Reporting starts again next month in the new financial year.

2.3 Northland Events Centre 2021 Trust

An overview of operations for the Northland Events centre for the month of June:

- June is traditionally a relatively quiet month in terms of major events, however after a lot of hard work by the team we were pleased to have the L.A.B concert for 25 January announced. This is one of only three New Zealand shows by the band over summer so a big win for Whangārei.
- Discussions underway for four large sporting events and an additional concert for the upcoming year
- A successful Pitch at the Park networking event held with over 70 businesses in attendance.
- Revenue from internal bookings continue to track up on last year with June up 21% on 2023.
- The final Statement of Intent for 2024-2027 complete and submitted to council.
- Both club rugby and rugby league finals to be played at Semenoff Stadium in the next two months.
- Work underway on safety upgrades to perimeter field fencing, car park bollards and gates and installation of 'Locky Dock' bike parking and advertising system.
- Tohu commissioned to acknowledge Hapu that also opened the Stadium on 28 May 2011. Unveiling of this Tohu will occur once discussions complete.
- Staff are currently undertaking Hāpai Access Card training - this is aimed at reducing the impact of barriers and expanding more accessible services in the community.

3. Community Priority Projects Update

Owner	Project	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
General Manager Community	Draft Long-Term Plan delivery	COMPLETED																
GM Community	Community Group strategies																	
GM Community	Community centricity																	
GM Community	Stadium lease	COMPLETED																
GM Community	Forum North – renovation and future																	
GM Community	NECT2021 Resource Consent additional large events																	
Libraries	Recarpet & aircon procurement central library																	
Libraries	Book Supplier Contract Renewal				COMPLETED													
Libraries	Asset Management Plan library				COMPLETED													
Customer Services	Town basin customer service area / isite																	
Customer Services	Afterhours call centre contract procurement																	

Owner	Project	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Customer Services	isite café operator																	
Customer Services	Customer request system and remedial plan																	
Customer Services	CS presence at isite	COMPLETED																
Customer Services	Cruise Ship Season Planning																	
Customer Services	Claphams Clocks AMP																	
Customer Services	Ruakākā AMP																	
Customer Services	iSite AMP																	
V&E	Events strategy																	
V&E	Canopy bridge lighting	COMPLETED																
V & E	Arts Culture and Heritage Strategy 24 -29																	
V & E	Stadium Asset Management Plan AMP																	
V&E	Stadium Roof replacement																	

Owner	Project	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
V&E	Painting forum north	COMPLETED																
V&E	Art on Boxes																	
V&E	Replace all foyer Lights with LED Colour Changers	COMPLETED																
V&E	Painting forum north – Foyer Phase Two																	
Com Dev	Community Funding review	COMPLETED																
Com Dev	Community led projects list review																	
Com Dev	Pensioner housing new builds + future delivery																	
Com Dev	Old Municipal Building restoration																	
Com Dev	Old Municipal Building Future use																	
Com Dev	Regional accessibility strategy						COMPLETED											
Com Dev	CitySafe contract																	
Com Dev	Hikurangi Business Association proposal for King Street	COMPLETED																

Owner	Project	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Com Dev	Pensioner housing management contract	COMPLETED																
Com Dev	Draft welcoming communities stock take																	
Com Dev	Advisory group review																	
CDEM	New Tsunami siren network installation																	
CDEM	Multi-agency Coordination Centre (MACC) development phase																	
CDEM	Tsunami Boards new inundation modelling signage.																	

4. Community Development

4.1 Health and Safety

Community Safety

CitySafe Community Officers have had four Health and Safety incident reports for May, with three occurring during the day and one at night, when:

- responding to a call for assistance for an unwell homeless man with known mental health issues, who has charged at the community officers and threatened to stab them, resulting in the Police being called and taking the man away.
- assisting a retailer requesting an intoxicated homeless young man the man to leave the store, who became abusive towards the community officers as he was leaving the store.
- responding to a call for assistance at the Strand Arcade where two youths were fighting, by de-escalating and separating the youths
- an intoxicated night-time reveller tried to pick a fight with the community officers in Butter Factory Lane, who was fended off by the officer and the man was taken away by his friends.

At the time of reporting, there has been one Health and Safety report for June, being:

- threatened by an intoxicated homeless woman with known mental health issues, when advising her that she was breaching the liquor ban during the day.

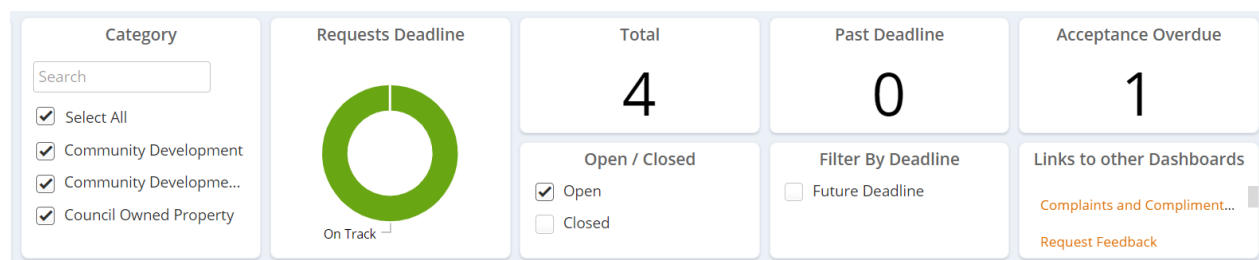
4.2 Current Priorities

- Community funding review implementation.
- Procurement for Pensioner Housing Tenancy Management and Pensioner Housing Grounds Maintenance contracts.
- Progressing future growth and delivery options for Pensioner Housing.
- Community Led Projects Programme review

4.3 Performance measures and compliance

Reported annually.

4.4 Request system dashboard update



4.5 Current challenges/issues

- Resourcing pressures for community funding.
- Increased supply, labour, and materials costs, e.g. scaffolding to be used in exterior building maintenance painting works and pensioner housing refurbishments.
- Supporting Council's tenancy managers to work through complex pensioner housing tenancy issues.
- Unremoved graffiti vandalism in the Inner City, shopping centres, and on the main arterial routes, that continues to detract from the city's image of being a safe and welcoming city.
- Getting the Community Led Projects (CLP) programme in Tikipunga back on track.

4.6 Overview of Operational Activities for June

Advisory Groups

- The Disability Advisory Group (DAG) received a presentation about how to raise a customer request online and other channels. Kainga Ora representatives also attended the meeting for a discussion around universal design in their housing developments.
- Positive Ageing Advisory Group June meeting was postponed due to the District Wide Power Outage – the meeting will progress on Thursday 4 July to discuss the upcoming Silver Festival and their Future Development Strategy Submission.
- The Youth Advisory Group June meeting was cancelled due to staff illness.

Community Led Projects (CLP)

- Onerahi CLP group's focus remains on the parklet in the Onerahi shopping centre.
- Maungatapere Village Inc (MVI) are exploring AI (Artificial Intelligence) to overcome a challenge with their Welcome Signage, this combines an original community art design and technology.
- The committee and Council are still exploring options for public toilets in the Maungatapere Village.
- Waipu CLP- Work is underway to install track and drainage on the Waipu River Walk. This will make the walk usable year-round.



- Tikipunga CLP will need to decide on how to proceed with their signage projects.
- Community Development Advisors are continuing to work on a review of the Community Led Projects programme.
- The Raumanga Community Roopu are planning their event to Celebrate Puanga Matariki with Kuia and Kaumatua in the area on Friday 12 July.

Community Development

- Maunu Gardens has renewed their lease of Council land at 46 Cemetery Road. The gardens were recipients of the Kai Ora Funding this year. Staff were invited to their Matariki Celebration.



- The Te Tai Tokerau Regional Accessibility Strategy was adopted at the 27 June Council meeting. Staff are now working on the implementation plan.

Welcoming Communities

- A draft Stock take report has been compiled. The report is based on data and feedback collected via the Welcoming Communities Survey on Council's website, one-on-one interviews, and group discussion sessions with the Multi-Ethnic Collective.
- The MEC members and partners meeting was held on 12 June. A presentation from the Whangarei Police Area Commander Maria Nordstrom was received. Members discussed ways to strengthen the relationship between ethnic communities, MEC and Whangarei Police from senior leadership to front facing staff.
- Sergeant John Larkin (Pouwhakataki – Iwi Liaison Officer) now holds the ethnic communities portfolio. Sergeant Larkin will be a vital link for MEC and ethnic communities to raise key issues with Whangarei Police.

Total Mobility Scheme (TMS)

Last three months charges (GST exclusive)

- March charges \$16,699.32
- April charges \$17,141.94
- May charges \$18,710.37

Have reached total allocation for this FY. Budget increase approved by General Manager to pay for June services.

Community Funding

- Funding rounds this month:
 - District Amenities Fund for 2024-2027 – completed.
 - Creative Communities Scheme (Round 1) – assessment stage.
 - Interim Community Fund round opened on 'apply anytime' basis, while awaiting the grants management system.
- Community funding policy updated.
- First [webinar](#) held on new funding model with some regular applicants. This raised some useful feedback including:
 - The need for building insurance is seen as a significant barrier and unaffordable.
 - Council's ability to support events is seen as insufficient and inconsistent. Some event organisers are asking for Council to be upfront about what it wants to see in the event space and support accordingly.
 - Clarification sought for criteria around repeat applicants – now redefined while still within policy intent.

Community Property

- Old Library, Rust Ave –working with Business Support to upgrade the main entrance steps with new tiles. Work will commence in July.
- Civic Centre landscaping and paving – from July the entrance to the Shutter room will be from the back door of the Old Library. From August paving work will start in Lovers Lane to connect to the new bridge. The new deck/stage has reached its 28-day concrete curing time which will allow electricians to proceed installing LED lights with the construction of timber panels, work is scheduled to be completed by the end of September.
- The rear wall at OneOneSix (116 Bank St) has been sealed and repaired to stop water ingress into the building.



- Facia and soffit damages to the Onerahi Community Hall have been repaired after a waste rubbish truck caused light damage to the exterior of the hall.
- 2024 Pensioner Housing rent review and implementation of new rates to be finalised and will be implemented, 1 October 2024.

Community Safety

- **Overall antisocial (ASB) behaviour** reporting has increased slightly in May, with a significant increase in night-time reporting, where late night revellers continue to congregate in the Laurie Hall Carpark and breach the liquor ban on Friday and Saturday nights with a significant increase in reported drug use, public urination, and vomit, which is reflected in the consistently high night-time vibe and bottle counts being reported.
Of concern, was a youth presenting a knife during a fight in the Laurie Hall Carpark in the early hours, being reported to Police.
There has been a slight decrease in overall daytime ASB, despite a significant increase in gangs, fighting, dishonesty, public urination, and vomit. June has seen a further increase in of these behaviours, with a significant increase in breach of the liquor ban and a 3-fold increase in fights in the vicinity of the Laurie Hall Carpark at night, as well as an increase in dishonesty and drug use during the day.
- **Homeless reporting** for May has significantly decreased to 105 reports (down from 165) over 73 interactions, consisting of 52 homeless reports, 28 ASB reports for breach of the liquor ban, damage, disorder, and drugs, 7 mental health reports, 9 dog and 10 other reports. Preliminary reporting for June has 81 reports over 49 interactions, being a slight decrease with 48 homeless reports, 14 ASB reports for the same behaviours in the inner city, 6 mental health, and 12 other reports including begging and dogs.

Two people are living under the Water Street Carpark with their dogs, two are sleeping around the Forum North Events Centre, one is living in a tent at the old Almond Court site in Dent St., a couple living in their vehicle and under tarpaulins at the Hatea East Carpark relocating to the William Jones Skatepark carpark and approximately 5 people are still reported to be living at the Okara Reserve, with others living in vehicles in the city carparks, and others living in vehicles or in tents on park reserves at Beach Road Onerahi, Tikipunga Sports Park Reserve, the Otaika Sports Park (Blue Goose) and other diverse locations about the district.

The Parks and Recreation Department continue to monitor and respond to reports of antisocial behaviour occurring outside of the inner city, particularly at the Onerahi foreshore and the Tikipunga Reserve.

An abandoned vehicle in the inner city has been towed due to offensive smells coming from the vehicle, and another broken down vehicle has been towed from the Bascule Carpark.

- **Mental Health reporting** has significantly decreased down to 42 reports over 32 interactions, consisting of 11 mental health reports, 13 homelessness, 12 ASB reports (predominantly for disorder) and 7 other reports. Preliminary reporting for June has seen a significant increase in mental health reports to 46 over 27 interactions, consisting of 17 mental health reports, 13 homelessness, 6 ASB reports (predominantly for drugs and disorder) and 7 other reports, including begging and allegedly supplying cannabis to youths.
- **Youth reporting** has significantly increased to 262 reports (up from 175) over 223 interactions, consisting of 66 youth reports, 63 truancy reports, 22 ASB reports (dishonesty, damage, drugs, disorder and fighting), 9 suspicious and 20 other activities, including smoking cannabis with the homeless in Cafler Park. Of concern, were two incidents of youths carrying knives reported to Police. Preliminary reporting for June has significantly decreased to 183 reports over 151 interactions with 33 youth reports, however, there has been an increase for truancy reports (108), 14 ASB reports (dishonesty, damage, drugs, disorder and fighting), 2 suspicious and 26 other activities including bikes, skateboards, and scooters.
- **The CCTV Network** has no new projects planned and the focus is on maintaining the existing infrastructure and the Proceeds of Crime funded Community CCTV continues to focus on the operational maintenance of the Hikurangi and Kamo Community CCTV.
- **Graffiti reporting** for May has seen a significant increase in graffiti removal in the Stop Tags database to 200 tags removed over 115 jobs, with the hot spots being the City Centre, Otangarei, Kamo, William Jones Skate Park, Tikipunga, Raumanga and Onerahi. As previously reported, there has been a spate of mural vandalism with 6 murals around the city being defaced, however, this has not reoccurred in June, with preliminary reporting for June having 126 jobs attended with 363 tags removed.

CitySafe Trends Reporting

Trend Key:

Trend Key	
Significant increase over previous month's reporting	↑
Slight increase over previous month's reporting	↗
Around the same as previous month's reporting	→
Slight decrease under previous month's reporting	↘
Significant decrease under previous month's reporting	↓

• *CitySafe Monthly Totals*

1% increase in overall reporting for the month	→
11% increase in Anti-Social Behaviour (ASB) reporting	↗
35% decrease in Bylaw reporting	↘
12 % increase in Other reporting	↗
June provisional overall reporting is on par with the reporting month	→

- *CitySafe – Day ASB*

7% decrease in daytime ASB that comprises 45% of total reported ASB	↘
Gangs, fighting, dishonesty, public urination and vomit	↑
Drugs	↗
Breach of the liquor ban, disorder and damage	↘
Assaults and drunks	↓
June provisional daytime ASB reporting is set to be lower than the reporting month, but has seen an increase in dishonesty and drug reporting, and a decrease in assault, damage, fighting and gangs, with no public urination or vomit being reported during the day.	↘

- *CitySafe – Night ASB*

29% increase in nighttime ASB that comprises of 55% of total reported ASB	↗
Damage, drugs, public urination and vomit	↑
Fighting & drunks	↗
Breach of liquor ban	→
Dishonesty	↓
CitySafe nighttime General Vibe: 53 - average 6.6 per night	→
CitySafe nighttime Bottle Count: 537 - average 67.17 per night	↗
June provisional overall nighttime ASB reporting has exceeded the reporting month, with a 300% increase in fighting and a projected 60% increase in breach of the liquor ban, disorder and public urination, but has seen a decrease in damage and vomit; with the nighttime vibe and bottle count being on par with the previous month.	→

- *CitySafe Bylaw and Other Reporting*

2% decrease in general bylaw and other reporting this month	→
Bylaws: 35% reduction in all bylaws, apart from Skateboards, which is the same as the preceding month.	↘
Other Reporting: 12% overall increase, with increases in abandoned trolleys and truancy	↗
CitySafe Maintenance Requests: down to 42, being 4.8% of total CitySafe reporting	↓
June provisional reporting shows a slight decrease in overall bylaw and other reporting, although there was a significant increase in skateboards and mental health reporting, but a significant decrease in abandoned trolleys and youth reporting. Maintenance Requests are on par with the reporting month.	↘

Risk to the Tiriti Relationship

Nothing to report.

4.7 Delegated Financial Authority Policy

Nothing to report.

4.8 Legislation changes or updates

Nothing to report.

4.9 Future Planning / What's coming next?

Community Development

- Community Led Projects programme review
- Development of Te Tai Tokerau Regional Accessibility Strategy implementation plan

Community Funding

- Implementation of new funding model post funding review.
- Creative Communities Scheme Round 1.
- Interim Community Fund round.

Community Property

- Housing contracts are due for renewal before 30 June 2024, including tenancy management services, grounds maintenance services and heat pump maintenance services.
- Finalising the Asset Management Plan for the Community Property portfolio.
- Continue with discussions with regards to Pensioner Housing review and quick turn-around solutions.
- Old Municipal Building site visit scheduled in July for elected members and affected staff to familiar themselves on progress on the restoration of the building and visualise planned layouts.

Community Safety

- Continuing to progress CCTV installation at Whangarei, Kamo and Hikurangi for Year 2 of the Proceeds of Crime funded programme.
- Awaiting the installation of CCTV to be installed by Roding on Stage 5 of the Kamo Shared Pathway and subsequent connection to the CCTV network.
- Planning for the removal and replacement of CCTV for the construction of the new Rose Street Bus Terminus.
- Planning for the contract variation to pay the living wage to the CitySafe Community Officers from 1 July 2024.

Welcoming Communities

- The Welcoming Communities Stock take report will be submitted to the elected members in the upcoming Community Development July meeting. The report will then be published on Council's website.
- Welcoming Week (6th - 13th September 2024).

4.10 Capital Works

Major Projects – Community Development	Current Stage	Estimated Construction Start Date	Estimated Completion Date
Old Municipal Building (OMB)	Construction	17/7/2023	March 2025
Summary: The Project is around 44% complete. The Project is on Budget. The Project is schedule to be complete for hand over March 2025 The roof reconstruction has slipped to end of July with Trusses arriving onsite mid-July The clock tower is onsite preassembled ready for Cladding and will be installed in place once the trusses are complete. Contractor: Arco			

5. Customer Services

5.1 Health and Safety

Ruakaka Service Centre

An incident occurred at Ruakaka Service Centre, where a member of public threatened that they were going to get a gun. (This was over a dog registration issue). The customer left, and the premise was put into lockdown with Police called. Police were unable to locate the offender, but since this incident there is a permanent guard on site. This guard will remain onsite until security glass is installed, which is in progress. It was identified that the storage capability of the CCTV camera was not working so staff were unable to get a visual reference of the offender, this is to be rectified.

Community library volunteers on site in the building were also evacuated by council staff at the time of the incident.

Current Priorities

- Maintain security guard presence until security glass is installed at Ruakaka Service Centre and isite.

Te Iwitahi

An incident on the front counter where a member of public came in disgruntled, taking a photo of one of the staff members without consent. Our concierge was able to ask him to delete the photo and the incident was logged into My Safety.

Airflow issues continue with some days very cold for desks in the Customer Services team areas, this will continue to be logged via MySafety.

Claphams Clocks

No H&S incidents reported. The H&S rep position at Claphams has become the H&S Aide and the H&S rep is now based at ISITE (covering Claphams also). Initial training in the new Assura H&S software was undertaken by the TL.

Isite



There were no incidents reported for June.

Dianne Thomas has taken on the role as the new H&S rep for isite and Clapham's Clocks. Joey Gillatt has stepped down to focus on study.

5.2 Current Priorities

Customer Services – Te Iwitahi, Ruakākā

Coordinators

- The new dog registration period has started. Staff are expecting a considerable increase with customers coming into Te Iwitahi to register their dogs.
- Preparing for Rate rebates and 1st Rate instalment.
- Recruited one Customer Relations Coordinator Site Support role, this position is to primarily cover the Reception at Te Iwitahi, but will also be trained to support the Contact Centre, iSite and Clapham's clocks.

- Encouraging Customers to have their receipts emailed rather than printed.

Contact Centre



Karyn Pilcher, who is has been appointed the new Team Leader for the Contact Centre and the hand over has begun. Karyn has previous experience working in the Contact Centre before moving to Resource Consents to be the Administration team lead. She will start her new role on the 8th of July.

isite

- Café – working with District Development to source tenant. Health & Bylaws and Waste & Drainage teams assessing space
- Customer satisfaction software – to have in place by July
- Hundertwasser Art Centre Supplier Agreement – contract in negotiation
- Event ticketing contract – contract in negotiation
- Stocktake – retail items for end of financial year

Claphams Clocks

Pre-planning actions before installation of new Front Counter (August 2023); ordering new high lift chairs and new computers for POS systems. With team input, reviewing rostering over the week beforehand and planning removal and housing of shop stock from the shop to suitable temporary storage away from works area.

Property Assessment Team

- Continued training and upskilling of new team members to competency. Progressing with projects and different property types with peer reviewing.
- Continuing to manage and prioritise workloads to meet timeframes. With the consultant planner having a break for a couple of months staff
- have secured support from the District Plan team to assist with commercial project assessments. This is also beneficial for their planners to be viewing the plan from the perspective of interpreting at building consent stage.

5.3 Performance measures and compliance

The community accesses Customer Services activities through our service centres and contact centre, which provide a 'first point of contact' service.

Performance Measure	2022 – 23 targets	Compliance
Contact centre service calls answered in under 20 seconds.	≥85%	92%

Wait time for walk-in customers	No more than six mins	Exceeded
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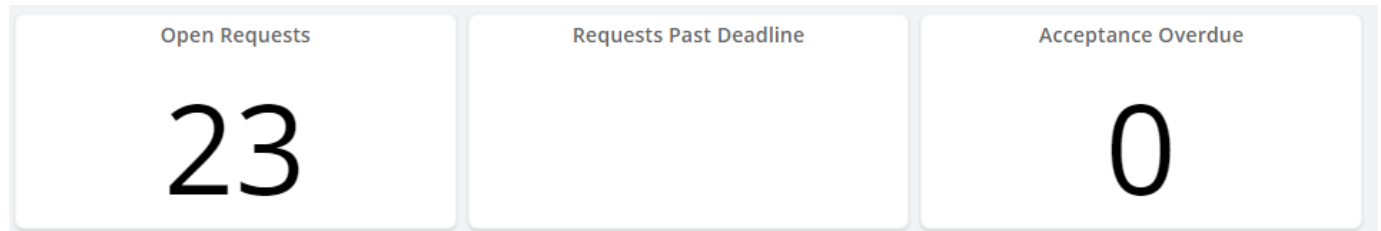
An accurate booking and information service which influences more visitors to stay longer and spend more will be provided.

Performance Measure	2022 – 23 target	Compliance
Visitors' satisfaction with the service provided by the information consultants at our information centres.	≥80%	Exceeded

isite

Visitors' satisfaction with the service provided by the information consultants at our information centres - Exceeded

5.4 Request system dashboard update



5.5 Current challenges/issues

Te Iwitahi/Ruakaka/isite Customer Services

Ensuring there is adequate cover for all three Service Centres due to staff sickness and annual leave.

Claphams Clocks

- A definite downturn in visitation during June, although King's Birthday weekend saw an upward swing with Auckland visitors venturing up to Tai Tokerau. We anticipate Matariki weekend will similarly see good numbers with the re-opening of the Brynderwyns. Stock continues to move (albeit more slowly) from the museum shop.
- Team Leader working part time from home one day a week; back in the museum up to 6 hours for 4 days a week (ongoing from previous injury).
- Maintaining staff coverage/rostering due to TL not working full time and team members needing to take required annual leave.

Contact Centre

- Still working with our temporary Afterhours service to improve their service.
- Experiencing an increase in email and phone calls following the release of the new dog registration notices.
- Our Rates Department have sent out "Legal Pending Letter" to customer who still have a balance owing on their rates for the 23/24 rating year with no arrangements in place. This has generated several phone calls to our operators.

isite

Complaints that café is closed. Huckleberries' coffee truck not operating due to vehicle needing repairs.

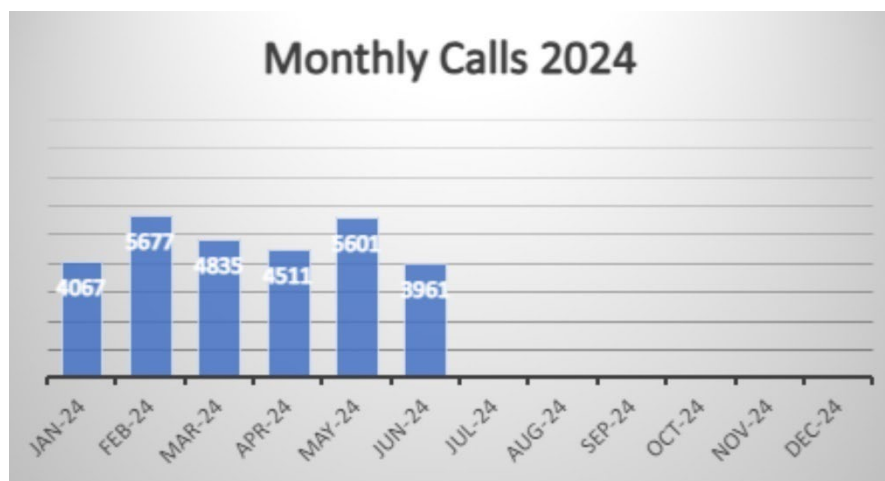
Property Assessment Team

- This month has presented some challenges with documents and applications being created in TechOne and not linking to Kete smart folders. Whilst this is an ongoing intermittent issue this month, we had no connection for 48hrs at one point. This creates impact with not being able to issue LIM reports in a timely manner and lost efficiency. We have been communicating closely with ICT who are working towards a solution with our vendor as this also creates issues for several other Council teams.
- Working through updating LIM document links to the updated ePlan on Council website and our PIM check sheets to match required formatting changes from the plan also. This requires significant time and checking that information is still relevant and correct.

5.6 Overview of Operational Activities for June

Contact Centre

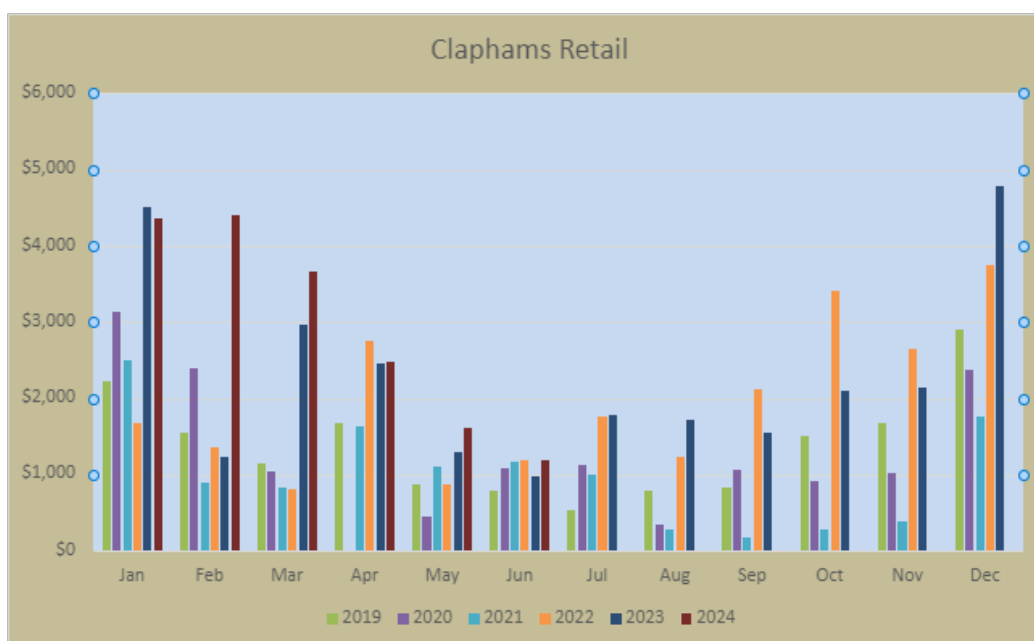
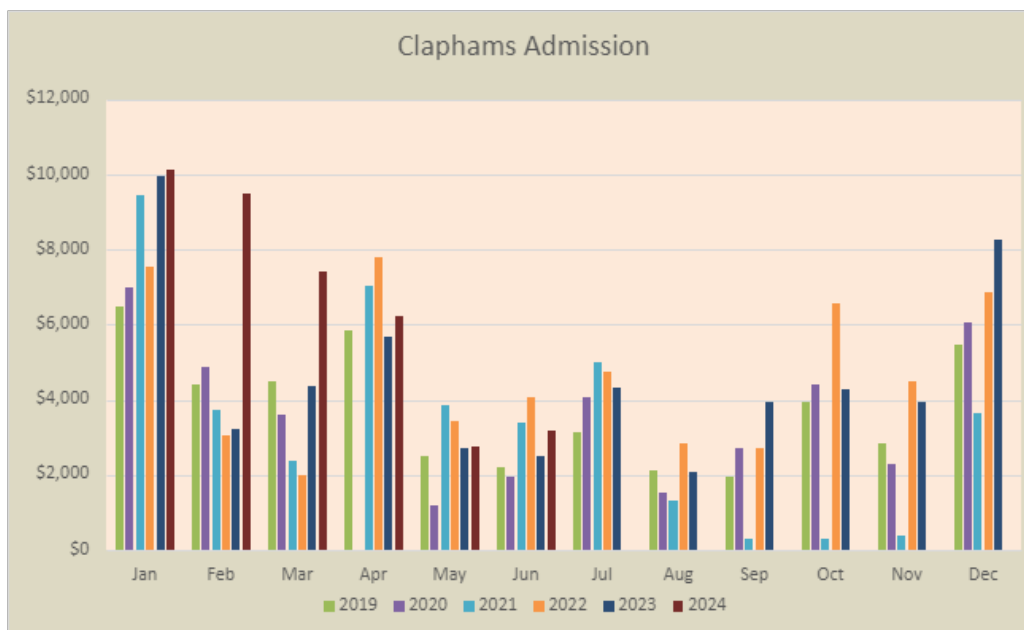
The team successfully maintained operations and customer support during a power supply disruption last week.



Clapham Clocks

- Finalised new museum locations map for use by the team. Correction of previously inconsistent use of location codes is being resolved to ensure all artefacts have correct locations recorded in our E-hive software. This must be consistent so that artefacts can be easily located, now and in the future. This also assists with running full collection inventory reports (that should be done once a year).

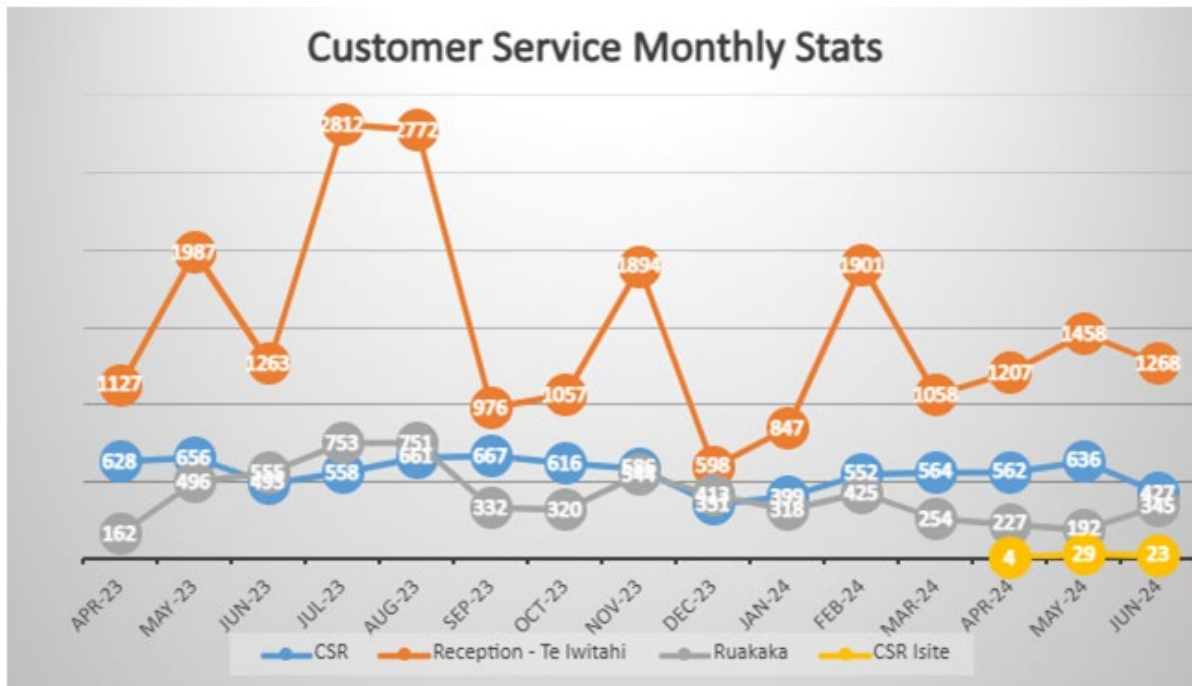
- Finalising new children's 'Clock Hunt' redesign with Graphics, in keeping with our 'new' colours and to change some of the content. Anticipate first print run in early July.
 - Working through outstanding museum collection jobs such as ensuring best practice storage for smaller horological artefacts found loose in old cardboard boxes in the storage areas. Archival boxes purchased and labelling, photographing and safe storage of fob watches and wristwatches is in progress. This includes TL training new team members in museum storage processes.
 - Casual team members have been assisting with stocktake (due 30th June). Some rationalization of old stock has been done.
 - The museum was closed on 30th June 2024 for stocktake.
-
- Visitor numbers (door count) – **2550 (up 24% on June 2023)**
 - Admission numbers – **426 (up 16 % on June 2023)**
 - Admission revenue - **\$3194 (up 27% on June 2023)**
 - Net retail revenue - **\$1189 (up 23% on June 2023)**
 - Total revenue for June 2024 - **\$ 4383 (up 26% on June 2023)**



Customer Services – Te Iwitihi Civic Centre and Ruakākā

The following graph shows the activity for Customer Services Representatives and Coordinators. The orange line is the number of applications received at the front counter which includes over 70 parking, LIM requests and any other over the counter applications.

The blue line is the number of applications dealt with by the Customer Services Representatives at the Civic Centre such as building consents, vehicle crossings and public utility applications. The grey line is the number of applications handled by our satellite Service Centre at Ruakākā. The yellow line is the new Customer Services desk at the isite.

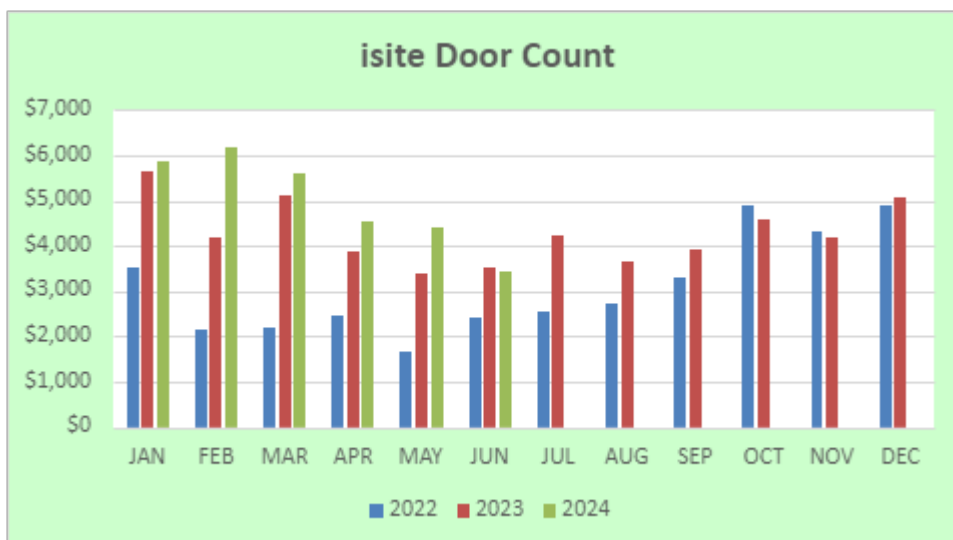


Isite

Visitor numbers were **3433** – down by 2% on June 2023

Booking revenue was **\$256** – down by 52% on June 2023

Retails revenue was **\$1537** – down by 40% on June 2023





Facilities (toilets and showers) as recorded by Northern District Securities (NDS) static guard 9am – 4.30pm daily.

Toilets - **6813 for the month.**

Shower users – **260 for the month.**

Staff training – isite NZ

On the 25th the isite team attended workshop with Raylene Innes – isite NZ’s training coordinator. Topics covered included an overview of TNZ, isite NZ, RTOs, Qualmark as well as sales and customer service training. Raylene has been with isite NZ for many years and is also a Councillor for Marlborough District.



Bellwether Visitor Counting system



Installation of the Bellwether people counting system was completed last month, as per isite NZ requirements.

From July data for future reports will include Bellwether data.

The Team Leader is currently working with Bellwether to amalgamate prior data with the new system.

Staffing

Two isite staff are covering staff who are on extended leave at Clapham’s Clocks.

Property Assessment team

- Property Assessment Team PCS report requests remained steady this month and LIM report applications coming decreased from the busy month of May. This has been beneficial for the team as we train up to competency our secondee. Commercial LIM reports have eased again after a number received for large forestry blocks.
- Building consent numbers (PAs and PIMs) applications and amendments have eased though some multi-unit and large commercial projects which are complex to assess are keeping the team busy. We continue to work with the Building and RMA Compliance teams on effective assessment of Building Exemption applications.
- Project Information Memorandums (PIMs): **7**
- Planning checks of Building consents: **81**
- Total PIM, Building Consents Exemptions and amendments, CoAs received – **105**
- Potential Contaminated Site Reports: Received **15**. Completed: **12**, **100% <20-day** internal target
- LIMs received: 109. Completed: **99**, average days to report **4**, **99% <10 days** (one large commercial report issued on Day 11 with agreement from applicant)
- LIM Summary report:



5.7 Risk to the Tiriti Relationship

Nothing to report

5.8 Delegated Financial Authority Policy

Nothing to report

5.9 Legislation changes or updates

- Local Government Amendment Act 2023, work will be commencing in second half of 2024.
- District Plan PC1 change finalised later this year

5.10 Future Planning / What's coming next?

Contact Centre

A preferred supplier has been agreed. Now we are drafting a contract and setting up our ICT process which will take several weeks.

Customer Services – Te Iwitihi Civic Centre and Ruakākā

Alpha one (where customers lodge Building Consents) has been enhanced and rebranded to “Build”. This is to transition mid-August. Customer Service staff will have training tutorials.

Working in with the Rates department when customers can apply for Rates rebates for the new financial year.

isite

- Ibis training for team
- Brochure and Digital Display - TL to email Whangārei operators
- Famils to activities/accommodation providers

Property Assessment Team

- Awaiting capacity in web team to instigate Online LIM application form which is currently in test and refreshed LIM branding
- Working with RMA, Rates and Records team on internal process for improving property records, particularly with moving and associating applications at time of development.

Clapham Clocks

- Silver Festival (Sept-Oct).
- Maritime Festival (Oct).
- Finalising terms and PL insurance with Akorn (Cruise contractors).
- Reviewing smaller cabinet displays in main museum exhibition hall, with some minor revamps and bringing some of the more popular, but fragile, artefacts back onto display in glass cabinets.
- Working with graphics department to look at future shop colours (once new FOH counter in), and building exterior and interior signage that requires upgrading in 2024-25 financial year.
- Planning continues around Front counter project.

5.11 Request Remedial Plan Update

Issue	Solution	Timeframe	Status
Historic requests	Additional resources to deal with these in departments with the highest number	All 2022 requests closed and communicated by end 2023. Ensure all outstanding 2023 requests are closed by September 2024	2021 requests cleared 2022 requests in progress (35 left)
	Remove requests that do not require a response		294 currently and support to these areas is in progress
Closure messaging to customers when work not complete or scheduled	Refresher training and new training on use of automated messaging.	When Customer Requests Analyst is in place.	Training programme currently being developed. Training currently being rolled out May 2024
Systems Analyst role and lack of system management	Use funding now available from customer services role to fund this Customer Requests Analyst role to achieve governance and system configuration. Business Analyst role recruited to fill a vacancy in ICT, will work with CRA to develop training programme and provide required configuration based on individual departmental need.	Incumbent in place by August 2023.	Completed
Training programme and lack of ongoing training for staff	Utilise the Customer Requests Analyst to deliver training and support to existing and new staff.	January 2024.	Started CRA meeting with high volume users and contractors to assess needs

Subject Matter Experts (SME's) and staff support for high volume requests and business as usual	High volume users around the organisation will be identified as part of the SME training programme. This SME group will include many of the Customer Services team who will be able to support the rest of the organisation with specialist assistance.	With SLTs backing this can be up and running by the end of 2024	Progressing SME job description/spec currently with SLT for approval May 2024
Issue	Solution	Timeframe	Status
Lack of oversight of staff and contractors' management of requests	Incorporate dashboard checks every fortnight through Strategic Leadership Team meeting.	Immediate and ongoing.	Progressing Began 30 May
	Chief Executive to communicate remedial plan to staff at All Staff.	July 4 th All staff meeting	Completed
	General Managers to inform their managers to ensure staff are managing requests effectively and check in during one-on-one meetings with their staff.	Current and ongoing.	Ongoing monitoring
Gap in reporting to elected members	Groups to include a dashboard overview of their departments in relevant Committee Operations reports	June / July 2023.	Completed
	Customer Services to report monthly to the Community Development Committee on progress of the remedial plan	June 2023.	Ongoing

6 Libraries

6.1 Health and Safety

This month there have been no health and safety concerns.

6.2 Current Priorities

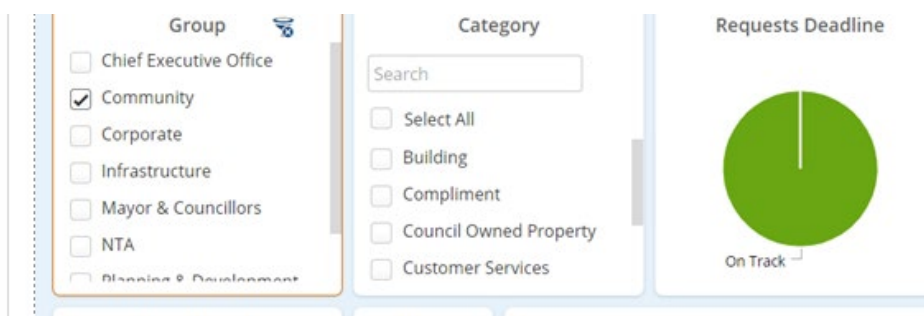
- New carpet and air conditioning
- Recruiting for Team Leader position

6.3 Performance measures and compliance

These are reported annually.

6.4 Request System dashboard update

No outstanding requests



6.5 Current challenges/issues

- Continued construction works outside the library
- Staffing levels due to a key vacancy and staff on leave

6.6 Overview of Operational Activities for June

Events

Puanga Matariki

During June we focused on celebrating Puanga Matariki with several events and activities open to the public at no charge. The photograph on the left below shows Josie Selkirk Artist creating the mural in the Creative Northland installation in the Central Library foyer. Everyone was welcome to add their own shining stars and their hopes and wishes for the future.



Mana Wahine

This series of talks featured four wahine Maori who spoke on their chosen Kaupapa and sharing their experiences of successfully navigating their various professions. All the women have tribal affiliations with iwi and hapu from Te Tai Tokerau.



Te Tai Tokerau Chamber Music Collective

A series of concerts presented in Te Puawananga at Central Library by the Te Tai Tokerau Chamber Music Collective.



Matariki Preschool Funtimes

Songs, dancing, stories, craft, plays and shared kai were enjoyed by all at these special Funtime sessions.



Flax Weaving Workshops

These very popular weaving workshops for beginners and advanced beginners were all fully booked.



The Great Matariki Star Hunt

Participants were invited to pick up an entry card from Whangarei Central Library and then follow the clues around the CBD to find all 9 stars of Matariki. A cash prize was on offer to the winner plus numerous other rewards for those who took part.



Heritage Talk – Kaumatua O Tamaterau

Author June Pitman took the audience on an historical journey providing an insight into the Te Tawera o Ngati Pukenga tribe who have maintained ahikaroa (the long burning fires of occupation) of their ancestral land – Pakakaikutu, Tamaterau.



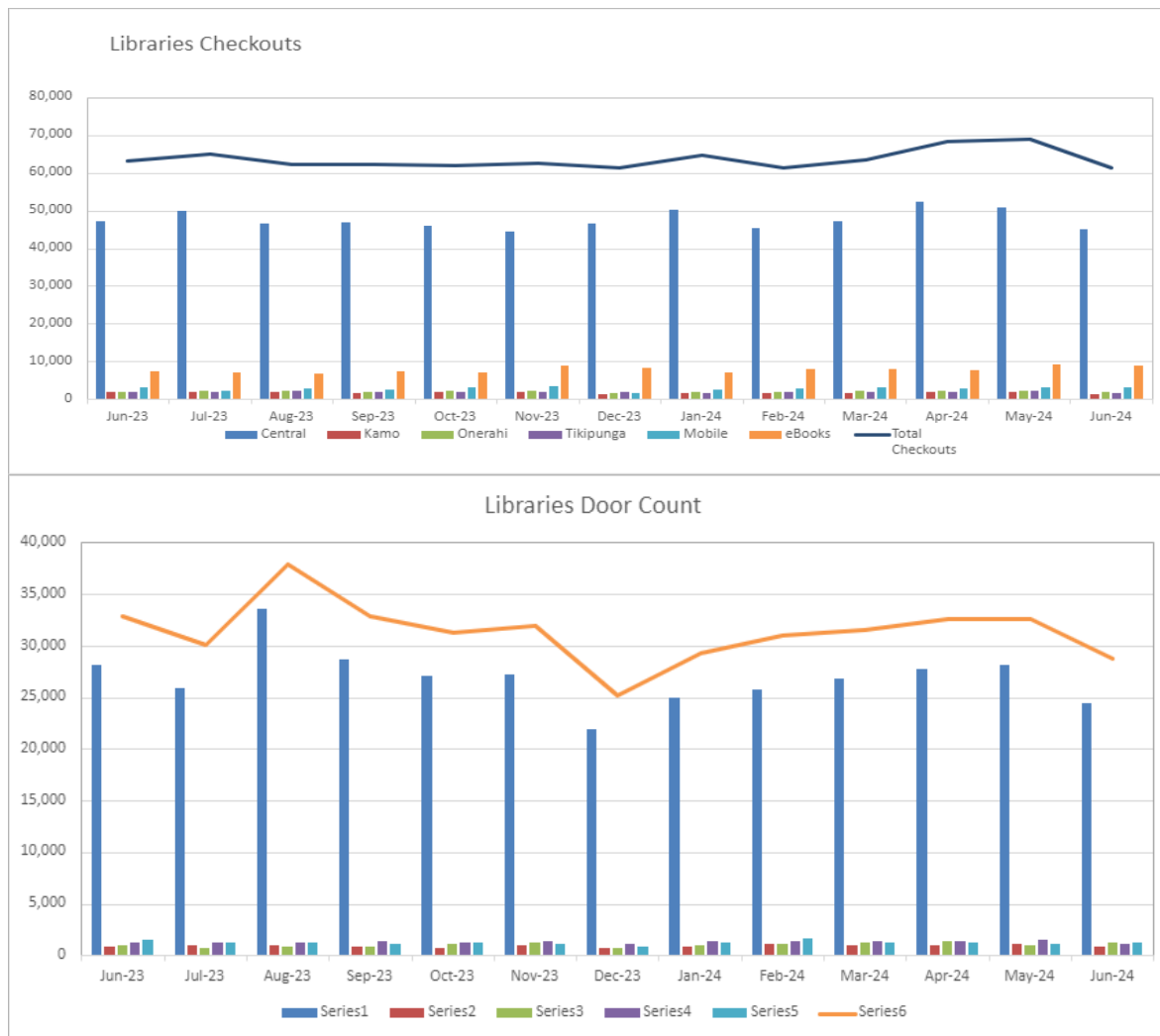
Volunteer Fair

This year's Volunteer Fair consisted of food, activities, music and prizes as well as show casing a wide range of volunteer agencies across the District.



Statistics

The number of items borrowed from all libraries during June totalled 61,571 with a visitor count of 28,805. The average number of items borrowed per visit was 2.1 which is slightly higher than 1.9 in June 2023.



6.6.1 Risk to the Tiriti Relationship

Nothing to report

6.7 Delegated Financial Authority Policy

Nothing to report

6.8 Legislation changes or updates

Nothing to report

6.9 Future Planning / What's coming next?

- Remuneration and performance reviews
- Finalise book supply contract.
- School holiday programmes

7 Venues and Events

7.1 Health and Safety

- There have been no major H&S related incidents to report in Venues and Events during June.

7.2 Current Priorities

- Venues and Events current priorities focus on delivery of the events budget for 2024 –2025, reviewing our districts Puanga Matariki 2024, sourcing external funding to support future events and the implementation of a new event economics software for events.
- The implementation of an Event Economics programme is a strategic move for Venue and Events, as it provides a robust framework for evaluating the potential economic impact of various events. By utilizing this programme, the team can create detailed event profiles that encompass key financial metrics, audience demographics, and market trends. This data-driven approach enables the organization to allocate resources effectively, ensuring that investments are made in events that offer the highest return on investment and align with the company's strategic goals. Moreover, this initiative can significantly enhance decision-making processes, leading to more successful and profitable events.
- The bi-monthly Events round table meeting our cornerstone for interdepartmental communication within the Whangarei District Council (WDC), fostering strong relationships with key community services such as the Police, Fire and Emergency NZ, and Health sectors not only enhances operational efficiency but also reinforces community safety and preparedness.

Discussions from this meeting highlighted the Puanga Matariki Festival, as a vibrant showcase of cultural events and festivities. It featured a diverse range of activities, including the culinary delight 'Puanga on a Plate' throughout the festival, and various sponsored events under the theme of 'Puanga Matariki.'

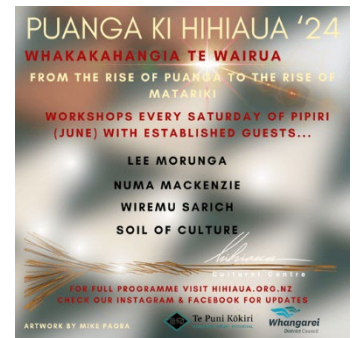
Highlights include:



Ūkaipō event at oneonesix 'A wish upon a star' exhibition at the Whangarei Library,

Whakakahangia Te Wairua - Puanga ki Hihiaua' at the Hihiaua Cultural Centre. Showcased a month of exhibitions honouring community resilience, strength, and vibrancy and reflecting the enduring spirit and strength needed in today's changing world.

Like the rising of Puanga and Matariki, the major highlight of the season took place before dawn on Saturday June 15 when a 16-metre waka taua silently left Hihiaua for its new home with Ngati Whatua ki Orakei.



The festival also offered a lantern workshop and parade, the 'MANA WAHINE' series at the Whangarei Library, the 'TOWN BASIN Matariki EXHIBITION' at Reyburn House, and the 'TE URUMATARIKI' at Ruakākā racecourse. Additionally, the Whangārei Latin American Festival and 'Back to the Roots' event at Hihiaua Cultural Centre add international flair to the local celebrations. The positive feedback regarding the events indicates a successful and enriching festival experience for all attendees.



The social media presence through 'What's on Whangarei' (WoW) is providing a source for engagement with the local businesses and communities and is driving a significant increase in activities and subscribers. This platform serves as a vibrant hub for promoting local events, fostering a sense of community, and driving economic activity by highlighting local offerings.

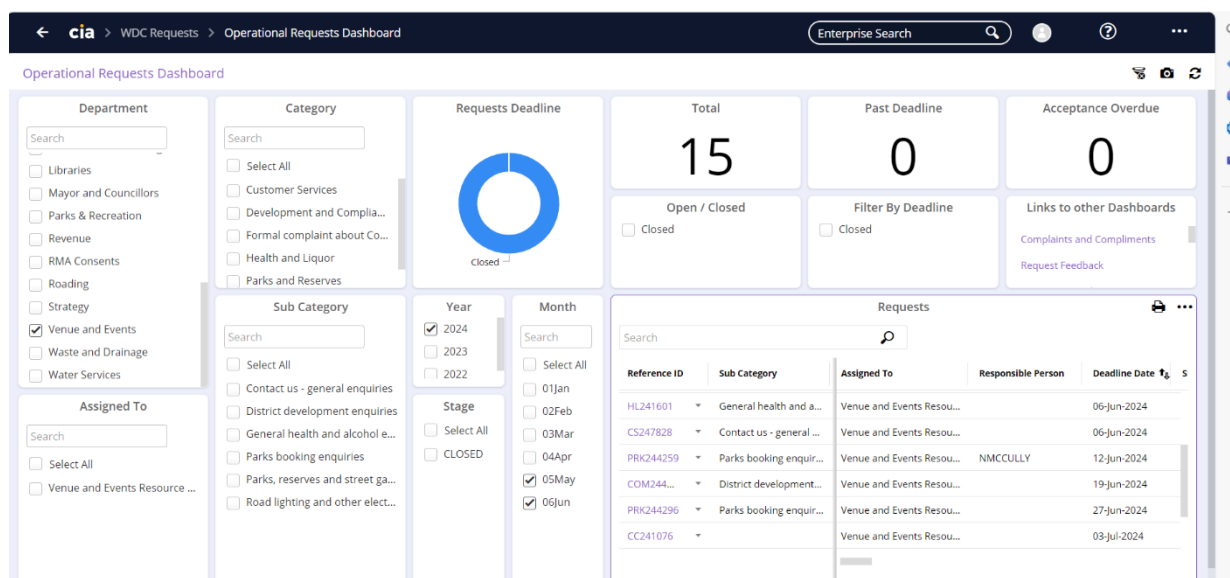
The introduction of E-newsletters represents a progressive step towards enhancing communication with residents and visitors. Overall, these developments reflect a proactive approach to community engagement and

highlight the WDC's commitment to serving its constituents through innovative and inclusive strategies.

7.3 Performance measures and compliance

Reported annually

7.4 Request System dashboard update



7.5 Current challenges/issues

- Shortage of skills and experience in event and theatre management and etiquette. Implementation of training and development opportunities to enhance the skills of in-house employees for event management and Theatre etiquette.
- Shortage of skilled technical staff. Expanded our network of freelancers through investigations into youth training to increase the pool of skilled technical labour within Whangarei. This project is in its early stages.
- Shortage of event management activation experience for multicultural communities. Hired a contractor to support the event management team to activate the community and take a more considered approach to our multicultural communities and events that suit their needs and aspirations.
- Working towards redesign and implementation of the Stadium Roof and look forward to working across council as the project comes into fruition.

Enhanced community relationships

Strategic community engagement, focusing on mutual benefits and active participation between V and E and the community. This is aimed at establishing and maintaining long-term relationships with community members to build a foundation for future initiatives. We have a challenge with this incentive to develop core partnership ground rules and adapt them over time to ensure effective collaboration with community partners.



Budget management:

- Exploring creative budgeting strategies that maximize the use of available funds without compromising event quality.
- Working to grow our partnerships with community, local businesses, and alternative sponsors to offset costs and enhance community involvement.
- Regularly reviewing and adjusting budgets allocations to reflect the changing needs and priorities of events and community expectations. This is becoming increasingly challenging with a reprioritisation of events that we support reducing by 40% aligning with the reduction in opex funding through the Long-Term Plan.
- Flags and Decorations for Whangarei, any potential move to flag tracks and any future reduction in flags and decorations costs. Briefing will be presented to council as soon as the work is completed.

- Working on developing plans to reduce the large screen advertising for events across the district by working internally to capitalise in investments and working across the business sector to make relationships that look to reduce this cost in the future.

The above strategies aim to address the current challenges faced by Venues and Events, ensuring the safety and satisfaction of all stakeholders involved.

Forum North Venues

The first year of refurbishing Forum North has seen significant progress, with aesthetic and functional enhancements such as the painting of Cafier suites and the installation of new linoleum in the kitchen and food areas. The ongoing maintenance plan is a testament to the commitment to quality and sustainability. Engaging the community for feedback has been pivotal in shaping the development plans to align with local needs and expectations. Sustainable development is at the forefront, with the integration of eco-friendly materials and energy-efficient solutions.

Technological advancements are set to elevate the visitor experience further. The introduction of LED lighting in the foyers not only improves ambiance but also contributes to energy conservation. Interactive displays in the concourse area will provide dynamic advertising for future events, enhancing engagement and information dissemination. The installation of a 20k DCP projector is a significant upgrade for the film society, promising a superior viewing experience for the community.

Looking ahead, the focus on technological and infrastructural improvements continues. Plans to repaint fix the roof in the concourse, repaint foyer areas and begin pricing replacement of the sound systems in the theatre and expo hall, along with recarpet the theatre are planned for January 2025. These upgrades are designed to enrich the cultural and entertainment value of Forum North, ensuring it remains a premier destination for the community and visitors alike.

We are in the process of developing a comprehensive maintenance schedule that addresses both immediate needs and long-term sustainability of the venue. As a part of this transitional period, we aim to:

- Investigate potential partnerships with businesses, government agencies, hapu, performing arts curators and cultural groups to create a diverse range of events and activities at Forum North.
- Ensure accessibility is a key component of the refurbishment, making the venue inclusive for all visitors. We have begun this journey with partnering with Ministry of Culture and Heritage to introduce the Hapai card incentive to Forum North in an aim to Help reduce the impact of accessibility barriers in the community for disabled people
- Plan for the integration of modern safety and security features to protect both the patrons and the infrastructure of Forum North.
- Evaluate the current space usage and consider reconfiguring areas to maximize functionality and versatility for various types of events and performances.

7.6 Operational Activities for June

Forum North

The courtyard at Forum North has been cleared. The vines over the pergola were overgrown and fungus was covering the inside of the structure. This has opened the space to be more welcoming and has deterred anti-social behaviour and drug use.



Good feedback from June events at Forum North:

"Great event on Saturday... your team are just awesome!"

"Working with the Forum North team was amazing. Everything was quick and easy to communicate."

Cultural Events

Puanga Matariki Festival, a significant event in the Whangarei District, was celebrated with great enthusiasm, reflecting the rich cultural heritage and community spirit of the region. Spanning from May 31 to June 30, 2024, the festival offered a diverse range of events that catered to all ages and interests, promoting the values of whanaungatanga, unity, and reflection.

The festival's impact was profound, fostering a sense of belonging and inclusivity among residents and visitors. It served as a platform for cultural exchange and understanding, strengthening the social fabric of Whangarei. The array of events encouraged participation from all community sectors, highlighting the district's commitment to celebrating diversity and unity.

The Puanga Matariki Festival was a resounding success, achieving its objectives of community engagement and cultural celebration. The Whangarei District Council's support and coordination played a pivotal role in the seamless execution of the festival, setting a benchmark for future cultural events in the region.

Full festival report to come.



Puanga Matariki – ‘Puanga on a Plate’ competition winners – Aqua Restaurant and Bar Town Basin

Major Events

Event Development Fund

The team is currently processing the submissions for the event development fund for 2024-2025.

Events on Council Land Permits issued in June

- Whangārei Light and Lantern Community Parade - Canopy Bridge, Pūtahi/Bascule Park & Hātea Loop walkway (28th June 2024)
- Celebration "by rangatahi for rangatahi - Cafler Park (27th June 2024)

Temporary Road Closure Applications received in June:

- Northland Car Club - Motor Sport Series (Sept and Oct events).
- Dress for Success Northland - Walkin Wardrobe event.

Temporary Road Closure Applications currently being processed:

- Northland Car Club - Motor Sport Series (Sept and Oct events).
- Dress for Success Northland - Walkin Wardrobe event.
- International Rally – (November event)



Operational Activities

Over the month of June 2024 Forum North Hosted

- 12 Community Events over 13 days
- 0 Commercial Event over 0 days

Tickets issued in May across all Forum North shows.

1542 total - which is down by approx. 9% from month prior and a decrease of 32% compared against June 2023 statistics.

Last year the Whangarei Theatre Company had their season of Sister Act that drew large ticket sales, their production occurs biyearly at Forum North.

Ticketed shows in June:

- Whangārei Latin American Festival – 1 June
 - Total tickets issued: 556
- Showquest Northland 2024 Junior – 6 June
 - Total tickets issued: 328
- Showquest Northland 2024 Senior – 7 June
 - Total tickets issued: 276
- Northland Smoke free rock quest Final – 8 June
 - Total tickets issued: 246
- KŌPŪ – 26 June
 - Total tickets issued: 177 (as at time of report)



Other public events in Forum North:

- Whangarei Film Society
- Institute of Registered Music Teachers

Current Marketing Underway:

- Forum North Theatre Shows
- CommUnity After 5
- Silver Festival

7.7 Future Planning / What's coming next?

Forum North Upcoming Events

In July there are 16 events

- 5 Commercial and 11 Community events
- 11 days of events in the Theatre
- 15 days of events in the Conferencing Area

Upcoming public events/shows at Forum North.

- World of Music Concert – 03 July
- Whangarei Film Society – Tuesday nights weekly
- Bad Jelly the Witch – Glow Show – 9 July
- A Taste of Ireland – 20 July
- Sandbox Fandom Festival 27 July



Upcoming Events on Council Land Permitted Events – July 2024

- N/A

Upcoming/Processed Temporary Road Closures:

- N/A

Future Community Events

- CommUnity After 5 2024 Series:
 - 16th July - Topic: Event Essentials: Navigating Council Event Requirements.
 - 24th September - Topic: Event Funding/Sponsorship.
- Sponsored Community Events:
 - Fringe Festival 27th Sept – 13th Oct.
- Planning for Christmas has started:
 - Whangārei Central Christmas Parade – 30th Nov

Future Cultural Events

- Cultural Events for 24/25 to be confirmed

Future Major Events

- International Rally 8-9 November
- EDF sponsorships for 24/25 to be confirmed

7.8 Risk to the Tiriti Relationship

None to report

7.9 Delegated Financial Authority Policy

Nothing to report

7.10 Legislation changes or updates

Nothing to report.

7.11 Capital Works

Major Projects – Venues & Events	Current Stage	Estimated Construction Start Date	Estimate Completion Date
Stadium Roof	Planning	TBC	TBC
<p>Summary:</p> <p>Council have approved Option 3 for the Mono Pitched roof.</p> <p>A new procurement plan is underway so that professional services can be engaged, to secure a design that can meet the budget and timeframe constraints.</p> <p>The council project manager will undertake the next steps and work alongside NECT2021.</p> <p>Consultant: BECA</p>			

8 Civil Defence Emergency Management (CDEM)

8.1 Health and Safety

No Health & Safety issues to report.

8.1a Response to Regional Power Outage 20th June 2024

The council Emergency Operations Centre (EOC) was activated on Level 2 in Te Iwitihi on Thursday 20th and Friday 21st June 2024 in response to the Transpower power outage across Northland.

Trained council staff took up their CDEM roles within the EOC. Initial work undertaken was to establish the status of council infrastructure services, including drinking water, traffic light intersections / roading and wastewater. Infrastructure staff activated their emergency plans in response to the power outage, this included generators, supporting NZ Police with roading contractors undertaking traffic management at intersections and diesel for generators.

Other services also ceased during the power outage including libraries and customer services due to no access for payments, lighting, and ventilation.

EOC staff in the welfare function contacted retirement and care homes to see what emergency plans they were activating, and support required and linking them with Health NZ. CDEM Community Response Groups were also contacted.

Regional Stakeholder teleconferences led by Northland CDEM were attended with updates provided from all agencies including power companies, emergency services, councils, telecommunication service providers, Health NZ and Transpower.

The EOC was closed at 13.00hrs on Friday 21 June once power had been restored to most of the district albeit on a temporary line.

The Hon Simeon Browne MP attended the EOC on Friday 21st June and thanked staff for their response efforts.

It was a good test of the EOC facilities as the first time they have been activated in Te Iwitihi. A debrief was held on 8th July where successes and improvements were identified, and any remedial work will be undertaken by the Emergency management Specialists.

8.2 Current Priorities

Emergency Operations Centre (EOC) Refresh

- An ongoing review of the Whangarei District Council Emergency Operating Centre (EOC) is underway, regarding review of procedures, policies, and documentation. Feedback from the recent EOC activation will also be used for improvements.

Tsunami Resources

- Waiting for new inundation modelling, once completed the tsunami information boards will have the new inundation maps installed – last quarter of the calendar year.
- Tsunami Siren Replacement Project ongoing.

Community

Community and Organisational engagement, with specific attention to meeting Iwi Māori and isolated communities to continue developing strong relationships.

- Community Response Group engagement continues through the sharing of information, reviewing and developing response plans. Looking to establish more community response groups where communities have expressed an interest.

8.3 Performance measures and compliance

Assessment of the Northland CDEM Group Plan 2021-2026 will be undertaken by the Northland CDEM Group office staff at intervals. The next reporting is to the Northland CDEM Group Joint Committee in June 2024.

8.4 Request System dashboard update

Nil Requests

8.5 Current Issues and Challenges

The council Emergency Management document structure in Kete needs to be updated and made fit for purpose. Plans for this are underway, then MS TEAMS can be adapted for use as a template for the EOC. Feedback from the recent EOC activation (Transpower outage) will be used for improvements to the operation of the EOC.

8.6 Overview of Operational Activities for May reporting period:

Response

Orange Weather Warning for 19-20th June 2024:

The council EOC was not activated (not needed), but council staff were fully informed and prepared for a worsening possibility. Flooding was mainly concentrated to the Far North (east) area, with a 180mm of rain in that area over 12-24 hours. No flooding issues experienced in the Whangarei district.

Power outage for 20-23rd June 2024:

The WDC EOC was activated for 24 hours (not overnight) to implement plans and manage the power outage situation for the Whangarei District. It was a successful activation. Feedback has been sought and will be used for the improvements of the EOC function.

Emergency Operations Centre (EOC):

- Work is continuing to further develop the council EOC with a review and update of all EOP's and documentation.
- Feedback from recent activation will be used for improvements.
- An EOC feedback set up session is planned for July.
- A Response Manager course is scheduled for October.

Community Engagement Activities:

Community engagement activities for the month of April include,

- Attended Community Response Group (CRG) and community meetings in:
 - Mokau/Ohawini Site visit – Tsunami Replacement Project
 - Whananaki CRG
 - Ngati Taka me ona hapori CRG
 - Initial engagement with Patuharakeke hapu environmental roopu
- Ongoing engagement with Marae for the Flood Resilient Māori Communities and Marae Project,
 - Mokau Marae
 - Otetao-Reti Marae
 - Ngatiwai Marae

A further meeting planned with Tutukaka CRG and preparedness planning workshops with 5 Marae from the Whangaruru area in July.

Northland Tsunami Siren Replacement Project – June 2024

The current Northland tsunami siren network is made up of over **200** sirens located along Northland's 3200km coastline. The network is an initial warning system to alert coastal communities of tsunami threats.

The tsunami siren upgrade project will see over **90** new sirens installed along Northland's coastline, **46** of which will be in Whangarei District. The purpose is to help provide more effective warnings to Northlanders and to meet the new tsunami guidelines, and the joint project was initiated and partially funded by all four Northland councils as well as the National Emergency Management Agency.

What the project is and the reason for it

The current siren network is nearly 15 years old and needs replacing. The new sirens will provide more effective tsunami warnings to Whangarei's coastal communities.

The new sirens: provide wider coverage, can play a voice programmed message and a multi-tone siren sound, can be activated via the cell phone network or satellite, are true multi-directional, report failures back automatically, and each siren has a back-up solar power supply. This gives them full operational capability even when power or the cell phone networks are out.

The added complexity of the sirens is required to meet the standard brought out after Northland had committed to the previous models currently in use. It also means a considerably larger unit than the existing sirens, that is not able to be hidden on pre-existing poles and is much more visible. Where possible to location has been aligned with other similar structures, or disguising features to reduce the visible impact, however this is not always possible in the highly limited coastal locations.

The current indoor sirens will continue to be activated simultaneously with the new outdoor sirens for the foreseeable future.

We will continue to use the old sirens until all the new sirens are in place (there is currently no plan for use of the old sirens, but discussions are underway with some communities who may utilise them for other purposes).

New sirens will continue to be tested twice a year at the change of daylight savings, although the new testing routine will only be for one cycle (approximately one minute).

Site considerations

Each site has been worked through with the following considerations:

Consideration	Detail
Best sound propagation	This was ultimately determined by acousticians from the supplier (and through the tendering process back in 2020) who mapped all sirens as a region wide network. Sirens that overlap are done so strategically, and any movement of one siren needs to consider the impact on other sirens propagation lines. The network design is done to cover the areas that the previous network covered. Good sound propagation is the primary consideration of the project.
Located on council/public property	The sirens are assets of each council. Where possible the asset is to be located on council property. If not possible, crown/central government agency land or a shared community property (such as Marae/Iwi land) is chosen. The sirens shall not be located on land that is privately owned to ensure the longevity of the site (20 years +).
Distance from infrastructure	The sirens must reside more than 2m from the nearest power lines, suitably setback from the road edge, setback as far as practical from neighboring property boundaries, must not impede the growth of significant plant life (differs from council to council),

or significant objects	and must avoid culturally significant areas (where possible). The base size is considered under this requirement.
Proximity to power source	Must have a nearby transformer with available capacity. The closer to the transformer the better (from a cost perspective)
Suitable ground stability	Although engineering can overcome some issues, the site must be relatively level or capable of being levelled without significant re-engineering. Some sites require minimal disturbance, whereas other sites require the base to be no higher than flush with the ground. This is determined by the landowner.
Suitable vehicular access	The site needs to be accessible by a truck with a crane for installation, and a vehicle with a scissor lift, cherry picker, or similar for maintenance.

Communications and community engagement to date

Communications on the project to date have consisted of media releases, social media, print ads/public notices and website updates.

Due to the number of sites and amount of information, all communications are geared towards providing general information about the project, while also sending people to the webpage so they can get any specific information they want to know about their area or the sirens.

Community Engagement

This has been mainly done by the Civil Defence team at NRC, with support from the district councils. This has been largely focused on landowners, leaseholders, the local Community Response groups, local hapu and other community groups in our networks.

Brochures have been provided to the team, dispensed at local libraries, and are given out by our Civil Defence team members at any events they have attended – these brochures also include a link to the webpage to ensure they are still relevant.

3D printed models of the sirens were also produced to help people picture the size of the new sirens when we engage with communities. The team bring them to all their engagements and have some stationed in libraries too – including the Whangārei central library.

Website:

The webpage: www.nrc.govt.nz/sirenproject is kept up to date with the latest information on the project including the new siren locations and the criteria around why sites are chosen, which was added ahead of the latest media update.

Social:

In terms of social media, the [Civil Defence Northland](https://www.facebook.com/civildefencenorthland) Facebook page is the key channel, with the district councils also sharing posts to help amplify the message. There are a number of posts about the project but here's the latest post:

<https://www.facebook.com/civildefencenorthland/posts/pfbid02SX2cMngjUcc3ND8RgLpgpsfNLtU6h97VsaX21guF2SFSaybpwtYfeXb7kRpugMvBl>

Media:

The project as a whole has been covered in previous articles but here is the Advocate article published on the project (also on RNZ): <https://www.nzherald.co.nz/northern-advocate/news/new-zealands-biggest-tsunami-siren-replacement-project-underway-in-northland/3UUR4DRU6FDXHAKWFJFECK6JT4/>

Print and flyers:

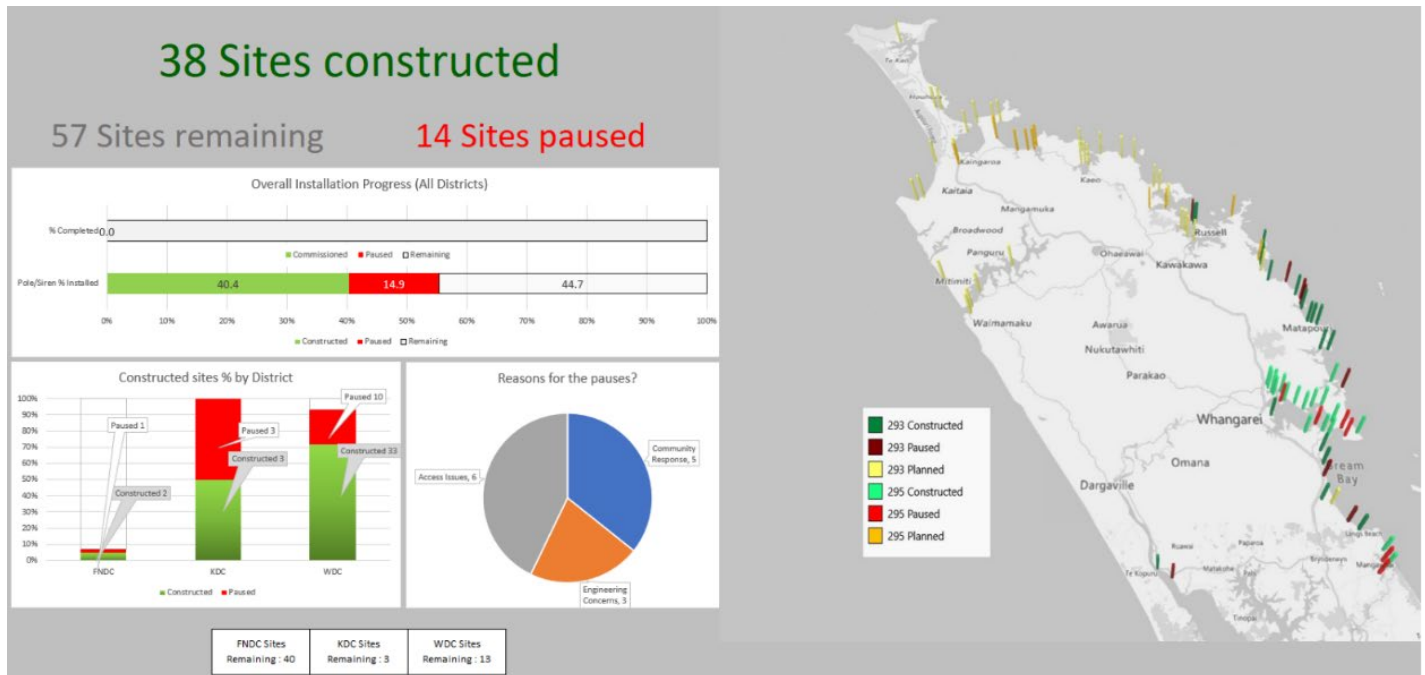
Print ads and public notices have all gone out in 6 newspapers across the region.

Flyers have been produced to be used in maildrops to neighbouring properties – with the goal of these being delivered at least two weeks prior to install. All sites within WDC have now had flyer drops done.

District councils:

All the latest updates are provided to the district council comms teams so that they can help share and amplify messages through their channels.

Progress Update



8.6.1 Risk to the Tiriti Relationship

Nothing to report.

8.7 Delegated Financial Authority Policy

Nothing to report

8.8 Legislation changes or updates

The Emergency Management Bill has been postponed until the new Government have a full review of what is needed. Numerous Reviews have been recently published and these will help updating the new Bill.

8.9 Future Planning / What's coming next?

- Marae Preparedness Plan and Māori Engagement within the Whangarei District.
- EOC staff training – 18 courses (total) planned for 2024.
- EOC process and documentation review.
- SLA (Service level Agreement) review
- Tsunami Siren Replacement Project.
- Tsunami Board review with new inundation modelling.
- Flood Resilient Māori Communities and Marae Project

CDEM continue to support this Northland Regional Council (NRC) project to provide flood readiness planning to 35 Marae throughout Te Taitokerau. Whangarei district EMS will support 6 Marae in the Whangarei district through this process.

Upcoming Training Courses:

22 nd & 23 rd July (Mon/Tues)	CIMS 4
24 th July	Planning
25 th July	Intelligence

26 th July	Operations
29 th July	Needs Assessor (Welfare)
9 th & 10 th Sept (Mon/Tues)	CIMS 4
11 th September	Welfare
12 th September	Logistics
13 th September	Intelligence
11 th & 12 th Nov (Mon/Tues)	CIMS 4
13 th Nov	Logistics
14 th Nov	NRC Staff Exercise
15 th Nov	Planning

May need to schedule a further CIMS4 course for council staff. This will be assessed in July.

A further (and new) Response Manager course will be scheduled for 1 October.

RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of proceedings of this meeting.

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:

1.	The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the information. {Section 7(2)(c)}
2.	To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {(Section 7(2)(i))}.
3.	To protect the privacy of natural persons. {Section 7(2)(a)}.
4.	Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court. {Section 48(1)(b)}.
5.	To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied. {Section 7(2)(c)(i)}.
6.	In order to maintain legal professional privilege. {Section 2(g)}.
7.	To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}.

Resolution to allow members of the public to remain

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

"That _____ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item _____.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because _____.

Note:

Every resolution to exclude the public shall be put at a time when the meeting is open to the public.