

14 December 2021

Thomas Biss
Chair
Whangarei Art Museum
PO Box 1024
Whangarei 0140

Dear Thomas Biss,

Statement of Expectations for 2022: Hatea Art Precinct 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 what the Whangarei District Council (Council) expects from the Hatea Art Precinct Trust (HAPT), as a basis for further engagement.

This statement of expectations is provided under section 64B of the Local Government Act 2002 (LGA) and will be published on the [Whangarei District Council website](#).

Council's Expectations

HAPT is subject to reporting requirements under the LGA.

Council's expectations are separated into the categories listed below. HAPT'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 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, and the Hundertwasser Art Centre with Wairau Maori Art Gallery project. • Maintain steady operations. • Promote health and safety. • Identify and manage risk including reputational, legal, operational, and financial risk.

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 on-going operational delivery situation.
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.
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. • Engage effectively with relevant departments and staff as required, ensuring an all informed network with General Manager Community and Manager Community Development as relationship points of contact. • Contact General Manager Community or Manager Community Development by email or phone when needed
Social, cultural, and environmental responsibility	<ul style="list-style-type: none"> • Decision-making reflects te Tiriti o Waitangi/ the Treaty of Waitangi, consideration of Māori values, and promotes better outcomes for Māori. • Collaborate with iwi and hapu. • Mitigate negative environmental impacts. • Promote diversity on the board. • Engage with the community.
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 2021

Requirement	Date required
HAPT to produce the 2021/22 Half-Yearly Report to Council	Within two months after end of the first half of the financial year – by 28 February 2022
HAPT to provide the 2022/23 Draft Statement of Intent (SOI)	On or before 1 March 2022
Council to consider and provide commentary on any changes to the 2022/23 Draft SOI	HAPT to consider any commentary made within two months – by 1 May 2022

HAPT to provide the 2022/23 Final SOI to Council	Delivered to Council on or before 30 June 2022
HAPT to provide an Annual Report for 2021/22	Within three months after the end of the financial year – by 30 September 2022

Preparing the Statement of Intent

The SOI should cover the current financial year as well as the following two financial years. It must include:

- the objectives of the organisation
- a statement of the board's approach to governance
- the nature and scope of activities to be undertaken
- the non-financial performance targets and other measures by which the performance of the group may be judged in relation to its objectives
- major accounting policies
- forecast financial statements.

To ensure HAPT addresses all the necessary elements in the SOI they may choose to follow the Council template.

Summary

The information provided in this letter reflects the expectations the Whangarei District Council has for HAPT for this year. It is intended to help facilitate a good working relationship between the Council and HAPT.

We welcome any discussion on the content of this letter and the attached SOI template. Please do not hesitate to contact me.



Sandra Boardman
General Manager – Community

