

8 December 2020

Thomas Biss  
Chair  
Whangarei Art Museum Trust  
PO Box 1024  
Whangarei 0140

Dear Thomas Biss,

### ***Statement of Expectations: Whangarei Art Museum 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 Whangarei Art Museum Trust (WAMT), as a basis for further engagement.

The requirements and key result areas for the Annual Operating Fund Grant are additional to these expectations.

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***

WAMT is subject to reporting requirements under the LGA.

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

<b>Expectation</b>	<b>Focus Areas</b>
Legal compliance	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Comply with the Trust Deed.</li> <li>• Ensure that the organisation's information on the <a href="#">Charities Register</a> and the <a href="#">Charitable Trust Register</a> is accurate up to date.</li> </ul>
Effective operation	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Maintain steady operations.</li> <li>• Promote health and safety.</li> </ul>

	<ul style="list-style-type: none"> <li>Identify and manage risk including reputational, legal, operational, and financial risk.</li> </ul>
Reporting to Council	<ul style="list-style-type: none"> <li>Provide Half-Yearly and Annual reports to Council at the appropriate times under the LGA.</li> <li>Provide quarterly reports on the progress of the Hundertwasser Art Centre with Wairau Maori Art Gallery. These reports will be published on the Whangarei District Council website.</li> </ul>
Good Governance	<ul style="list-style-type: none"> <li>Review the performance of trustees and develop a trustee skills matrix.</li> <li>Provide an induction for any new board members.</li> <li>Be a good employer.</li> <li>Maintain a good reputation.</li> </ul>
Collaboration with Council	<ul style="list-style-type: none"> <li>Maintain a good relationship with Council.</li> <li>Work with Council and support the District Vision.</li> <li>Commit to a no surprises approach.</li> <li>Contact Sandra Boardman or Jonny Gritt by email or phone when needed.</li> </ul>
Social, cultural, and environmental responsibility	<ul style="list-style-type: none"> <li>Decision-making reflects te Tiriti o Waitangi/ the Treaty of Waitangi, consideration of Māori values, and promotes better outcomes for Māori.</li> <li>Collaborate with iwi and hapu.</li> <li>Mitigate negative environmental impacts.</li> <li>Promote diversity on the board.</li> <li>Engage with the community.</li> </ul>
Financial management	<ul style="list-style-type: none"> <li>Demonstrate financial sustainability and solvency.</li> <li>Achieve good value for money and work within agreed budgets.</li> <li>Seek opportunities to widen revenue base and fundraise.</li> <li>Prepare financial statements in accordance with generally accepted accounting practice.</li> </ul>

### **Reporting Timeframes for 2021**

<b>Requirement</b>	<b>Date required</b>
WAMT to produce the 2020/21 Half-Yearly Report to Council	Within two months after end of the first half of the financial year – by 28 February 2021
WAMT to provide the 2021/22 Draft Statement of Intent (SOI)	On or before 1 March 2021
Annual Operating Fund closing date	1 April 2021
Council to consider and provide commentary on any modification to the 2021/22 Draft SOI	WAMT to consider any commentary made within two months – by 1 May 2021
Quarter 3 report for 2020/21 on the Hundertwasser	Within three months after the end of the financial year – by 31 May 2021

WAMT to provide the 2021/22 Final SOI to Council	Delivered to Council on or before 30 June 2021
WAMT to provide an Annual Report for 2020/21	Within three months after the end of the financial year – by 30 September 2021
Quarter 1 report for 2021/22 on the Hundertwasser	Within 2 months of the end of the first half of the financial year – by 30 November 2021

### ***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 WAMT 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 WAMT for this year. It is intended to help facilitate a good working relationship between the Council and WAMT.

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**

