



PALMERSTON NORTH CITY COUNCIL

AGENDA

ARTS, CULTURE & HERITAGE

COMMITTEE

1PM, WEDNESDAY 17 FEBRUARY 2021

COUNCIL CHAMBER, FIRST FLOOR,
CIVIC ADMINISTRATION BUILDING,
32 THE SQUARE, PALMERSTON NORTH



MEMBERSHIP

Rachel Bowen (Chairperson)
Brent Barrett (Deputy Chairperson)
Grant Smith (The Mayor)

Zulfiqar Butt
Renee Dingwall
Lorna Johnson

Karen Naylor
Bruno Petrenas
Aleisha Rutherford

Agenda items, if not attached, can be viewed at:

pncc.govt.nz | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library

Heather Shotter
Chief Executive, Palmerston North City Council

Palmerston North City Council

W pncc.govt.nz | E info@pncc.govt.nz | P 356 8199
Private Bag 11034, 32 The Square, Palmerston North



ARTS, CULTURE & HERITAGE COMMITTEE MEETING

17 February 2021

ORDER OF BUSINESS

1. Apologies

2. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

3. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

4. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

5. Presentation - Square Edge Community Arts Page 7

6. Confirmation of Minutes Page 9

"That the minutes of the Arts, Culture & Heritage Committee meeting of 11 November 2020 Part I Public be confirmed as a true and correct record."

7. Te Manawa - Six Month Report 1 July - 31 December 2020 Page 15

Memorandum, presented by Hannah White, Democracy & Governance Manager.

8. Progress Report: Plans for the City's 150th Celebrations Page 85

Memorandum, presented by Tasha Paladin, Head of Events & Partnerships.

9. Committee Work Schedule Page 107

10. Exclusion of Public

To be moved:

"That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

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:

PALMERSTON NORTH CITY COUNCIL

General subject of each matter to be considered		Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

PRESENTATION

TO: Arts, Culture & Heritage Committee

MEETING DATE: 17 February 2021

TITLE: Presentation - Square Edge Community Arts

RECOMMENDATION(S) TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the Arts, Culture & Heritage Committee receive the presentation from Square Edge Community Arts for information.

SUMMARY

Dr Karen Seccombe, Artistic Director and Mr Roger Buchanan, Board Chair will provide an update on activity and funding, the Artist in Residence scheme, and the work being done with CEDA on the Coastal Arts Trail Collaboration.

ATTACHMENTS

Nil

PALMERSTON NORTH CITY COUNCIL

Minutes of the Arts, Culture & Heritage Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 11 November 2020, commencing at 9.04am

Members Present: Councillor Rachel Bowen (in the Chair), The Mayor (Grant Smith) and Councillors Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas and Aleisha Rutherford.

Non Members: Councillors Susan Baty, Patrick Handcock ONZM, Leonie Hapeta and Billy Meehan.

Apologies: Councillors Vaughan Dennison and Lew Findlay QSM.

The Mayor (Grant Smith) was not present when the meeting resumed at 12.00pm. He was not present for clauses 27.2 to 27.4 inclusive. He was present when the meeting resumed at 2.01pm.

Councillor Aleisha Rutherford left the meeting at 10.04am during consideration of clause 26. She entered the meeting again at 10.08am during consideration of clause 27. She was not present for clause 26.

Councillor Karen Naylor left the meeting at 3.02pm during consideration of clause 31. She was not present for clauses 31 and 32 inclusive.

23-20 Apologies

Moved Rachel Bowen, seconded Brent Barrett.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 23-20 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

24-20 Presentation - Caccia Birch Trust Board

Mr Grant O'Donnell, Chairperson of Caccia Birch Trust Board, expressed the Board's opinion on the process and report resulting from the Section 17A Review of Caccia Birch House, considered in clause 27 below, and the preferred option stated therein.

Mr O'Donnell raised concerns regarding the process which led to the conclusion of the report. He questioned the Council officers' approach to the Board, since they were given only three days to respond to the report and the Caccia Birch House manager had not been engaged in the process. In the Board's view, the recommendation to disestablish the almost 30-year organisation was likely to lead to disenfranchisement of the community as well as a potential risk to cultural heritage.

Moved Aleisha Rutherford, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Arts, Culture & Heritage Committee receive the presentation for information.

Clause 24-20 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

25-20

Presentation - Creative Sounds (The Stomach)

Mr Harry Lilley, Manager of Creative Sounds Society Incorporated (The Stomach), presented an overview of the work carried out by Creative Sounds since its last presentation to committee in February 2018, mentioning the achievements, goals and funding plan.

Mr Lilley highlighted that The Stomach had grown to be much more than a music venue, recording studio and rehearsal facility; a community had been formed around the venue with a strong identity. The organisation also worked in collaboration with other institutions and the community.

Although Covid-19 had negative impacts on the venue operation, they continued with the provision of services and managed to maintain a stable financial position. The live streaming capabilities have been improved, and The Stomach has gained nationwide recognition.

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Arts, Culture & Heritage Committee receive the presentation for information.

Clause 25-20 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

26-20 Confirmation of Minutes

Councillor Aleisha Rutherford left the meeting at 10.04am.

Moved Rachel Bowen, seconded Brent Barrett.

The COMMITTEE RESOLVED

1. That the minutes of the Arts, Culture & Heritage Committee meeting of 12 August 2020 Part I Public be confirmed as a true and correct record.

Clause 26-20 above was carried 12 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta and Billy Meehan.

Councillor Aleisha Rutherford entered the meeting again at 10.08am.

27-20 Section 17A Review of Caccia Birch House

Report, presented by Julie Macdonald, Strategy & Policy Manager.

Moved Rachel Bowen, seconded Aleisha Rutherford.

The COMMITTEE RECOMMENDS

1. That the report entitled 'Section 17A Review of Caccia Birch House', presented to the Arts, Culture & Heritage Committee on 11 November 2020, be received.

Clause 27.1 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

The meeting adjourned at 10.44am.

The meeting resumed at 12.00pm.

The Mayor was not present when the meeting resumed.

Moved Rachel Bowen, seconded Aleisha Rutherford.

2. That Council endorse Option 2, Service delivery by the Council, of the report entitled 'Section 17A Review of Caccia Birch House', presented to the Arts, Culture & Heritage Committee on 11 November 2020, as the preferred option for the day-to-day management of Caccia Birch House, grounds and Coach House.

Clause 27.2 above was carried 8 votes to 4, the voting being as follows:

For:

Councillors Rachel Bowen, Renee Dingwall, Lorna Johnson, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

Against:

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Councillors Brent Barrett, Zulfiqar Butt, Karen Naylor and Bruno Petrenas.

Moved Rachel Bowen, seconded Aleisha Rutherford.

3. That Council instruct the Chief Executive to undertake public consultation on the preferred option and report back through the Arts, Culture and Heritage Committee.
4. That Attachment 2 (Confidential) be publicly released if Council decides not to pursue a commercial lease agreement for Caccia Birch House, with the information about the terms of Council's catering contract redacted.

Clauses 27-20 27.3 and 27.4 above were carried 12 votes to 0, the voting being as follows:

For:

Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

28-20

Cultural Council Controlled Organisations' Annual Reports 2019-20

Memorandum, presented by Julie Macdonald, Strategy & Policy Manager.

Caccia Birch Trust Board, Regent Theatre Trust Board, The Globe Theatre Trust Board and Te Manawa Museums Trust presented their Annual Reports to the Committee.

The meeting adjourned at 1.02pm.

The meeting resumed at 2.01pm.

The Mayor was present when the meeting resumed.

Elected Members acknowledged the resilience of the Cultural Council Controlled Organisations and thanked them for their efforts.

Moved Rachel Bowen, seconded Karen Naylor.

The COMMITTEE RECOMMENDS

1. That the memorandum entitled 'Cultural Council Controlled Organisations' Annual Reports 2019-20' presented to the Arts, Culture & Heritage Committee on 11 November 2020, be received.
2. That Council receive the annual reports for 2019-20 submitted by Caccia Birch Trust Board, Regent Theatre Trust, Globe Theatre Trust and Te Manawa Museums Trust (Attachments 2, 4, 6 and 8 of the memorandum entitled 'Cultural Council Controlled Organisations' Annual Reports 2019-20', presented to the Arts, Culture & Heritage Committee on 11 November 2020).
3. That Council thanks the board members, staff and volunteers of Caccia Birch Trust Board, Regent Theatre Trust, Globe Theatre Trust and Te Manawa Museums Trust for their contributions and commitment during the 2019-20 year.

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Clause 28-20 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

29-20 Te Manawa Museums Trust Quarterly Update (1 July 2020 to 30 September 2020)

Memorandum, presented by Andy Lowe, Chief Executive, Te Manawa.

Moved Rachel Bowen, seconded Brent Barrett.

The COMMITTEE RESOLVED

1. That the Te Manawa Museums Trust Quarterly Update (1 July 2020 to 30 September 2020), presented to the Arts, Culture & Heritage Committee on 11 November 2020, be received for information.

Clause 29-20 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

30-20 Statement of Expectation for Cultural Council Controlled Organisations 2021-22

Memorandum, presented by Julie Macdonald, Strategy & Policy Manager.

Moved Rachel Bowen, seconded Brent Barrett.

The COMMITTEE RECOMMENDS

1. That the memorandum entitled 'Statement of Expectations for Cultural Council Controlled Organisations 2021-22' presented to the Arts, Culture & Heritage Committee on 11 November 2020, be received.
2. That Council approve the Statements of Expectations delivered to Te Manawa Museums Trust, Regent Theatre Trust, Globe Theatre Trust, and Caccia Birch Trust Board in 2019 (Attachments 1–4 of the memorandum entitled 'Statement of Expectations for Cultural Council Controlled Organisations 2021-22', presented to the Arts, Culture & Heritage Committee on 11 November 2020) as the basis for the Statements of Intent 2021–2024.

Clause 30-20 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Karen Naylor, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

31-20 Status and activities of the Arts Powerhouse Group

Memorandum, presented by Joann Ransom, Community Development Manager.

Councillor Karen Naylor left the meeting at 3.02pm.

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the memorandum entitled 'Status and activities of the Arts Powerhouse Group' presented to the Arts, Culture & Heritage Committee on 11 November 2020, be received for information.

Clause 31-20 above was carried 12 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

32-20 Committee Work Schedule

Moved Rachel Bowen, seconded Brent Barrett.

The **COMMITTEE RESOLVED**

1. That the Arts, Culture & Heritage Committee receive its Work Schedule dated November 2020.

Clause 32-20 above was carried 12 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Brent Barrett, Zulfiqar Butt, Renee Dingwall, Lorna Johnson, Bruno Petrenas, Susan Baty, Patrick Handcock ONZM, Leonie Hapeta, Billy Meehan and Aleisha Rutherford.

The meeting finished at 3.05pm

Confirmed 17 February 2021

Chairperson

MEMORANDUM

TO: Arts, Culture & Heritage Committee

MEETING DATE: 17 February 2021

TITLE: Te Manawa - Six Month Report 1 July - 31 December 2020

DATE: 26 January 2021

PRESENTED BY: Hannah White, Democracy & Governance Manager

APPROVED BY: David Murphy, Acting General Manager - Strategy and Planning

RECOMMENDATION TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the memorandum titled 'Te Manawa - Six Month Report 1 July - 31 December 2020' and attachments, presented to the Arts, Culture & Heritage Committee on 17 February 2021, be received for information.
2. That the attachment titled 'Te Manawa - Six Month Performance Report 1 July - 31 December 2020' be received.

1. ISSUE

- 1.1 Te Manawa Museums Trust (Te Manawa) has submitted its six-month performance report 1 July - 31 December 2020 (Attachments 1 and 2) for consideration.
- 1.2 The Council is required by the Local Government Act 2002 (LGA) to regularly undertake performance monitoring of its Council-Controlled Organisations (CCOs). Council is required to evaluate:
 - the contribution of each CCO to the Council's objectives for the CCO;
 - the desired results set out in the Statement of Intent (SOI); and
 - the overall aims and outcomes of the Council based on the six-month reports.
- 1.3 This memorandum provides an opportunity for Elected Members to review the progress made by Te Manawa during the period 1 July to 31 December 2020 and is a chance for Council to consider the effect Covid-19 Level 2 restrictions had on Te Manawa's performance over this period.

- 1.4 In 2020 Council requested that Te Manawa present quarterly performance reports to the Arts, Culture & Heritage Committee. This change has enabled Te Manawa to submit their six-month report earlier than Council's other three cultural CCOs.
- 1.5 Officers would like to thank Te Manawa for their promptness at getting their six-month report to the council well in advance of the usual timeframe.
- 1.6 Representatives of Te Manawa will present their six-month report to the Committee.

2. BACKGROUND

- 2.1 A Council-Controlled Organisation (CCO) is an organisation in which Council has the right to appoint at least fifty per cent of the trustees. Te Manawa is one of Council's four cultural CCOs which were set up to independently manage Council-owned cultural facilities for a mixture of commercial and community purposes. Each organisation is managed by a Board of Trustees made up of committed volunteers.
- 2.2 Six-monthly reports allow Council to track a CCO's progress against their Statement of Intent (SOI) and the Council's objectives for the CCO. This six-month report covers the first six months of the SOI 2020-2023 which was developed during the Covid-19 lockdown and approved by Council in June 2020. At the time of adoption, there was significant uncertainty in the visitor sector as to what effect the Covid-19 lockdown would have on the economy and whether there would be further restrictions.
- 2.3 In response to Covid-19, Te Manawa's visitor targets were revised for 2020/21. The target for physical visits decreased from 170,000 to 150,000 and the target for online visits increased, from 450,000 to 500,000.
- 2.4 Te Manawa presented their 2020/21 first quarter report (1 July – 30 September 2020) to the Arts, Culture and Heritage Committee in November 2020. A table tracking Te Manawa's performance over the quarters is included as Attachment 3.

3. COUNCIL OBJECTIVES FOR TE MANAWA

- 3.1 As outlined in the Statement of Expectation, Council expects Te Manawa to focus on the delivery of three core functions:
 - Engaging local communities in learning experiences
 - Developing and growing the use of, and access to, collections of taonga, artwork, artefacts as defined by policies
 - Attracting visitation from beyond the region, and third-party investment.

Te Manawa has incorporated these objectives into their key performance indicators which are grouped as:

- Enhanced learning and engagement
- Innovative experiences that attract visitors
- A collaborative and future focused organisation

4. PERFORMANCE FOR THE SIX MONTHS JULY TO DECEMBER 2020

- 4.1 Te Manawa operated under Alert Level 1 from 1 July to 11 August 2020. It operated under Alert Level 2 for six weeks from 12 August to 20 September 2020 which restricted the size of events it could host to 100 people. Te Manawa has been operating under Alert Level 1 since 21 September 2020. Over the entire six-month reporting period the New Zealand border has been closed to foreign nationals with very few visas being granted for international artists to perform or exhibit in New Zealand.
- 4.2 Highlights from Te Manawa's six-month report (Attachment 1) include the following:
- Consolidation of forward exhibition programme through to December 2021, including securing two international touring exhibitions for 2021,
 - Opening a trio of exhibitions celebrating 25 years of the Toioho ki Apiti Bachelor of Maori Visual arts programme at Massey University, and
 - Completion and opening of a redeveloped Tamariki/TM Kids experience in December 2020.
- 4.3 Despite the Covid-19 restrictions, Te Manawa is tracking well against most of its performance measures and is performing well in the visitor attendance targets. Analysis is provided in Attachment 3.
- 4.4 The only performance measure at risk of not meeting the target is off site visits to Te Manawa experiences. Te Manawa's commentary states that the impact of Covid-19 has led to a reduction in the number of interested venues. Te Manawa is moving to a three-year touring cycle, and recruitment in 2021 will enable it to achieve more in this area.
- 4.5 Year to Date performance has been maintained against similar periods over the last three years.

TE MANAWA: PERFORMANCE TARGET DASHBOARD – 6 MONTH					
Measure		YTD 31 Dec 2018	YTD 31 Dec 2019	YTD 31 Dec 2020	3 year trend
Visits to TM	Actual <i>Target</i>	73,443 <i>86,000</i>	71,050 <i>85,000</i>	75,463 <i>75,000</i>	↑
Visits to TM exhibitions at other venues	Actual <i>Target</i>	78,123 <i>50,000</i>	11,640 <i>25,000</i>	10,578 <i>25,000</i>	↓
Online reach	Actual <i>Target</i>	315,172 <i>80,000</i>	362,462 <i>200,000</i>	297,686 <i>250,000</i>	↓
Third-party revenue	Actual <i>Target</i>	\$311,000 <i>\$481,200</i>	238,545 <i>325,500</i>	274,625 <i>287,077</i>	→
Visitor satisfaction (TM surveys)	Actual <i>Target</i>	99% <i>>96%</i>	99% <i>>96%</i>	99% <i>>96%</i>	→
Activity participation	Actual <i>Target</i>	No data <i>11,000</i>	Not measured	11,012 <i>15,000</i>	N/A

- 4.6 Te Manawa had added three new performance measures: ‘In-person visits to Rangimarie activities’; ‘Likelihood of visitors to positively endorse Te Manawa to others’; and ‘Strength of relationships with strategic partners.’ These new performance measures are under development and Te Manawa’s six-month report does not reference when these targets will be agreed or measured. The measures will need to be agreed by Elected Members in June 2021 and performance measured from July 2021, as agreed in the 2020-2023 SOI.
- 4.7 Te Manawa’s SOI states the following plans will be completed by the end of June 2021. These plans are captured in Te Manawa’s management plans rather than referenced in the six-month report. Te Manawa’s Leadership Team reviews progress weekly.

Objective 1: Enhanced learning and engagement <ul style="list-style-type: none"> Implementation of phase 1 of Te Rangimarie project, a dual venue cultural tourism project undertaken by Te Rangimarie Marae Trustees Review of Learning Strategy Identify and deliver two creative projects alongside local communities 	Current Progress To begin Jan 2021 Completed and implementing Expected completion by April 2021
Objective 2: Innovative experiences that attract visitors <ul style="list-style-type: none"> Develop an Exhibition Strategy that includes development of touring exhibitions Develop a Digital Strategy to support online experiences 	Expected completion by June 2021 Expected completion by April 2021
Objective 3: A collective and future-focussed organisation <ul style="list-style-type: none"> Develop a business plan Review scope of existing strategic partnerships Develop concept for a partner-based exhibition of national significance Develop short- and long-term funding strategies that source sustainable external funding for programmes and exhibitions Develop an environmental impact framework that drives environmentally focussed projects. Establish Future Museum principles - three examples to use and test concepts 	Draft complete. Next step to Board workshop Expected completion by February 2021 Expected completion by June 2022 Expected completion by April 2021 Expected completion by May 2021 Expected completion by June 2021

4.8 Officers have asked to see the plans upon completion.

5. TE MANAWA'S FINANCIAL PERFORMANCE JULY – DECEMBER 2020

- 5.1 Te Manawa reported a surplus of \$325k for the six-month period, which is \$36k above the budget and \$180k better than the same period 12 months ago.
- 5.2 Mainly due to the net operating cash inflow, the cash balance has increased by \$502k. Te Manawa confirmed this is due to changes in timing of expenditure, and changes in timing of capital expenditure over the period.
- 5.3 The Trust's current assets are more than double its current liabilities indicating the Trust's strong ability to satisfy its current obligations.

TE MANAWA: FINANCIALS – 6 MONTH					
	July – December 2020			July – Dec 2019	
Summary Financials (\$000)	Actual	Budget	Var.	Actual	Var.*
Financial Performance					
Revenue provided by PNCC	1,616	1,616	0	1,600	16
Total Revenue	1,921	2,081	(160)	1,863	58
Total Expenses	1,596	1,792	196	1,718	122
Net Surplus (Deficit)	325	289	36	145	180
Financial Position					
Current Assets	1,483	1,219	264	989	494
Total Assets	17,790	18,587	(797)	18,470	(680)
Current Liabilities	606	447	159	468	138
Total Liabilities	609	450	159	473	136
Equity	17,181	18,137	(956)	17,997	(816)
Cash Flows					
Total Net Cash Flows	502	557	(55)	(282)	784
Opening Cash	694	694	0	582	112
Closing Cash	1196	1,251	(55)	300	896

* when compared to the same period 12 months ago




6. NEXT STEPS

- 6.1 Te Manawa will submit its draft SOI 2021-2024 to the Arts, Culture and Heritage Committee on 14 April 2021.

7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Arts Plan	
The action is: to support CCOs to achieve the objectives of the arts plan.	
Contribution to strategic direction	The six-month report is a mechanism for PNCC to provide direction and oversight to the cultural CCOs who help Council deliver its Arts and Culture and Heritage plans.

ATTACHMENTS

1. Te Manawa - Six Month Performance Report 1 July- 31 December 2020
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2. Te Manawa: Financial Performance 1 July- 31 Dec 2020 [!\[\]\(a85cf8a5f7692437e8653d157b475e72_img.jpg\)](#) 
3. Te Manawa - Quarterly Performance Monitoring 2020/21 [!\[\]\(a8b2f012531f42fd6c29766b578f1f22_img.jpg\)](#) 



Financial Report
(Six monthly Report against SOI)
31 December 2020

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Financial Reports for Te Manawa Museums Trust Board

Statement of Financial Performance

Two versions of the Statement of Financial Performance have been presented to provide different views of the same data. The Activity Report is based on internal Management Reports and provides summary income and expenditure information for each reporting area.

The Income/Expenditure Category Report adopts a more traditional view detailing income and expenditure by category, which follows on to the Statement of Financial Position and Cash flows, providing information on the sources of income and expenditure relating specifically to the type of revenue or cost.

Statement of Financial Position

The Statement of Financial Position provides information about the assets, liabilities and equity of the Trust for the current reporting period and current year end forecast and the relationship of these elements to each other at a point in time.

Statement of Cash flows

The Statement of Cash Flows reflects the Trust's cash receipts and cash payments during the period, and provides information about the Trust's activities in generating cash from operations, investing and financing activities.

EXECUTIVE SUMMARY

The operating surplus, after Collection Movements, for the six months ended 31 December, is **\$324,649** compared with the budgeted surplus of **\$288,536**

Year to date revenue is below budget by **\$184,131**. One of the reasons is that \$200,000 grant from CET, budgeted to be received during December, will not be received until the project is completed. The actual grant is only \$172,500, so less than budgeted.

The funds from the Clevely Trust, and the bequest from the Dear Estate have been received but have been held as income in advance. The Clevely funds are tagged to a project which has not yet commenced and projects for the Dear bequest have not yet been finalised.

The interest rates on the deposits held by the trust are so low that forecast interest income has been reduced,

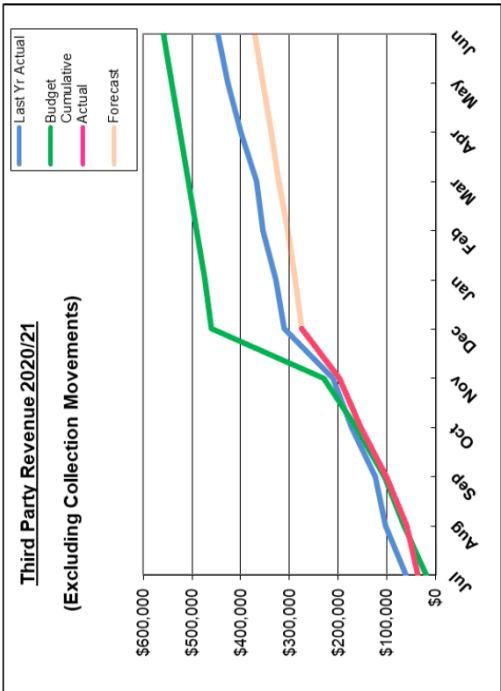
Operating costs are currently \$195,780 below budget. Payroll is \$88,801 below budget as the result of unfilled positions. Contractors will be used as needed to cover this work.

There are other expenditure timing costs and at this stage of the year no major expenditure savings have been identified.

Te Manawa Museums Trust**Summary Statement of Financial Performance for December 2020**

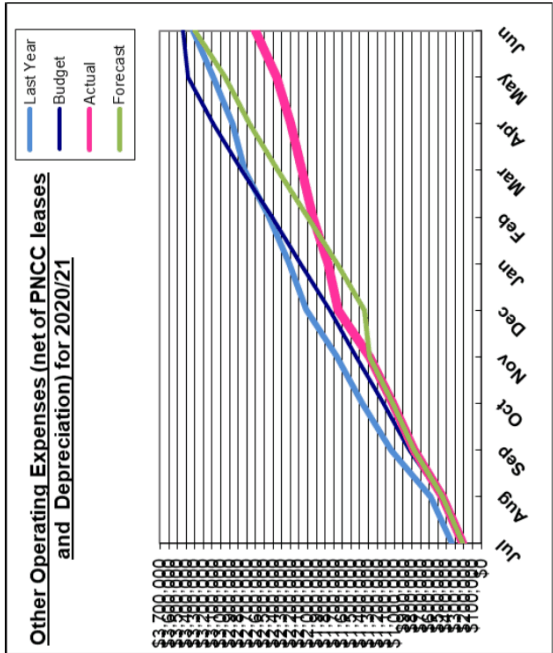
	A		B		C		D		E		F		G		I	
	Actual		Budget		Dec-20		Actual		Budget		Year to Date (December) 20		Forecast		Year End	
		\$		\$		fav/(unfav)		\$		\$		fav/(unfav)		\$	Budget	Variance H - G
Operating Income	1	345,141	496,637	(151,496)			1,890,579	2,074,710	(184,131)				3,877,708	3,806,062	71,646	
Operating Expenditure	2	270,663	317,183	46,521			1,596,394	1,792,174	195,780				3,901,543	3,818,122	(83,421)	
Surplus/(Deficit) before Collection Movement		74,479	179,454	(104,975)			294,185	282,536	11,649				(23,835)	(12,060)	(11,775)	
Collection Movement Income		500	1,500	(1,000)			33,942	6,000	27,942				38,442	15,000	23,442	
Collection Movement Expense		-	-	-			3,478	-	3,478				3,498	-	(3,498)	
Net Collection Movements		500	1,500	(1,000)			30,464	6,000	24,464				34,944	15,000	19,944	
Surplus/(Deficit) Including Collection Movements		74,979	180,954	(105,975)			324,649	288,536	36,113				11,109	2,940	8,169	

Key Result Indicators as at 31 December 2020



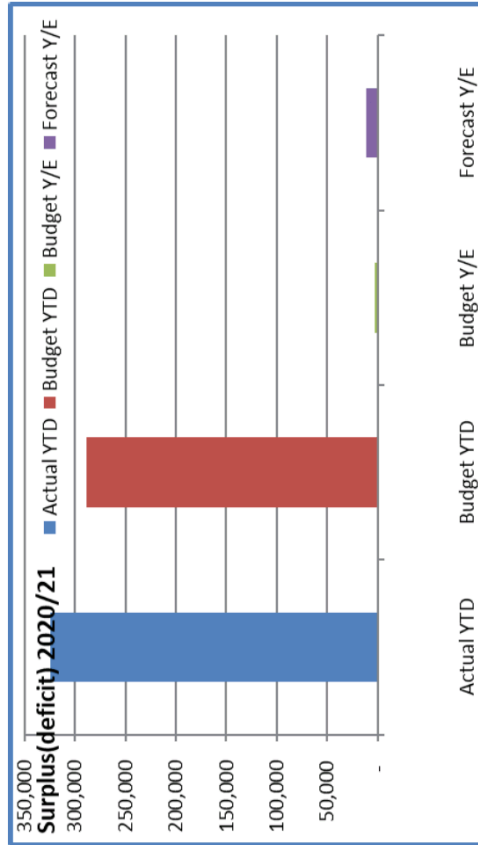
Third Party Revenue (excluding Collection Movements):

Actual year-to-date third-party revenue (including interest revenue) amounts to \$274,625 compared to a budgeted \$458,756 for the period.
The lower than budgeted third party revenue arises from timing change for the receipt of funds from CET, budgeted to be received in December but now to be received when the project is complete.



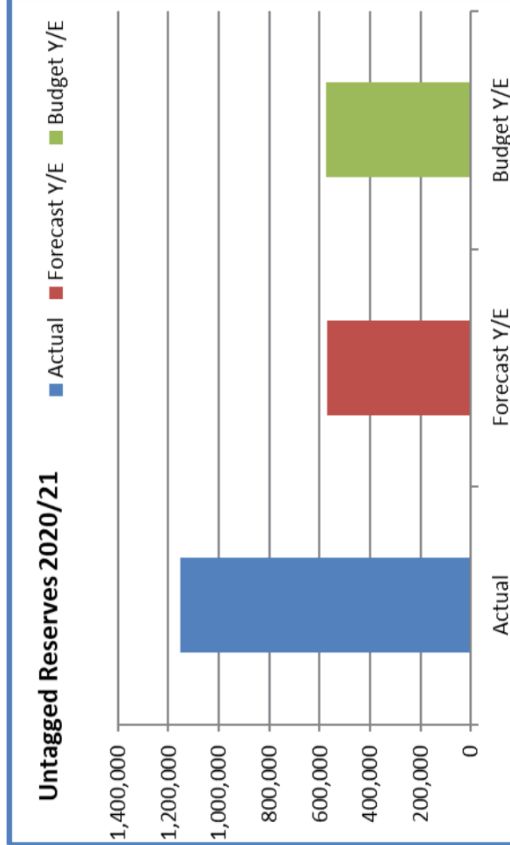
Other Operating Expenses (net of PNCC leases and Depreciation) for 2020/21

Currently these are below budget by \$195,780. \$88k of this is the result of payroll savings and unfilled positions.
Also some projects in The Collections and Exhibitions area have been delayed to the latter half of the year and the funds budgeted for these activities are yet to be spent.



Year-End Surplus/ (Deficit) (excluding Collection Movements):

The half year net operating surplus, prior to Collection movements) is \$294,185, compared to a budgeted operating surplus of \$282,536. Although revenue is \$184,131 less than budget there have been savings from unfilled positions (a collection manager, a designer and two technicians) as well as the project timing referred to above.



Untagged Reserves:

Year-to-date Untagged Reserves are \$1,153,580.

Te Manawa Museums Trust
Statement of Comprehensive Revenue and Expenditure
for the Month Ended 31 December 2020
(classification of expenses by activity)

Note	Actual YTD 31-Dec-20 Unaudited \$	Budget YTD 31-Dec-20 \$	Variance \$	Last year 31-Dec-19 Unaudited \$
Operating Revenue				
PNCC Grants	1,615,954	1,615,954	-	1,599,955
MDC Grant	20,000	-	-	20,000
Interest Received	4,097	6,999	(2,902)	7,341
Other Income	250,528	451,757	(201,229)	211,204
Total Operating Revenue	1,890,579	2,074,710	(184,131)	1,838,500
Total Operating Expenditure				
Assets & Systems				
Collection & Knowledge	62,258	134,712	(72,454)	185,549
Corporate Services & Facilities	290,916	329,283	(38,367)	321,874
	353,174	463,995	(110,821)	507,423
People & Partnership				
Learning	140,563	169,721	(29,158)	149,474
Kaihautū	6,411	12,221	(5,810)	9,363
Communications	93,376	103,194	(9,818)	112,941
Public Programmes & Events	68,396	80,770	(12,374)	80,199
Sponsorship	-	-	-	-
Customer Services	203,948	171,526	32,422	179,771
Volunteers	264	425	(161)	113
	512,959	537,857	(24,898)	531,861
Concepts & Engagement				
Executive	302,672	349,386	(46,715)	274,862
Depreciation	300,531	301,346	(815)	274,330
Asset Write Off	127,058	139,590	(12,532)	129,542
	-	-	-	267
Total Operating Expenditure	1,596,394	1,792,174	(195,780)	1,718,285
Operating Surplus/(Deficit)	294,185	282,536	11,649	120,215

Forecast 30-Jun-21 \$	Budget 30-Jun-21 (SOI) \$	Variance \$	30 June 2020 12 Months Audited \$
3,231,908	3,231,908	-	3,199,909
20,000	20,000	-	20,000
6,497	14,000	(7,503)	15,486
619,303	540,154	79,149	301,577
3,877,708	3,806,062	71,646	3,536,972
399,779	333,834	65,945	338,109
729,725	735,069	(5,344)	691,810
1,129,503	1,068,903	60,600	1,029,919
301,706	339,444	(37,738)	287,251
56,829	48,752	8,077	
210,992	214,910	(3,918)	194,788
168,658	168,993	(335)	144,557
-	-	-	3,810
395,570	338,160	57,410	341,393
689	850	(161)	215
1,134,445	1,111,109	23,336	972,014
737,447	736,318	1,128	479,286
617,742	617,231	510	546,344
282,406	284,560	(2,154)	259,017
-	-	-	615
3,901,543	3,818,122	83,421	3,287,195
(23,835)	(12,060)	(11,775)	249,777

(continued on the next page)

Commercial in Confidence

Collection Movement Income	-	-	-	-	-	-
Custodial Assets	-	-	-	-	-	-
Donated Assets	33,942	6,000	27,942	25,611	23,442	28,419
Collection Movement Expense	-	-	-	-	-	-
Custodial Assets Returned	-	-	-	-	-	-
Collection Assets Deaccessioned	3,478	-	3,478	164	3,498	184
Net Collection Movements	30,464	6,000	24,464	25,447	19,944	28,235
Net Surplus/(Deficit)	324,649	288,536	36,113	145,662	8,169	278,012
Other Comprehensive Revenue and Expense	-	-	-	-	-	-
Total Comprehensive Revenue and Expense	324,649	288,536	36,113	145,662	8,169	278,012

Te Manawa Museums Trust

Statement of Comprehensive Revenue and Expense (classification of expenses by category)
for the Month Ended 31 December 2020

Note	Actual YTD 31-Dec-20 Unaudited \$	Budget YTD 31-Dec-20 \$	Variance \$	Last year 31/12/2019 Unaudited \$
Operating Revenue				
PNCC Grants	1,615,954	1,615,954	-	1,599,955
MDC Grant	20,000	-	-	20,000
Interest Received	4,097	6,999	(2,902)	7,341
Other Income	250,528	451,757	(181,229)	211,204
Total Operating Revenue	1,890,579	2,074,710	(184,131)	1,838,500
Operating Expenditure				
Payroll	979,723	1,068,524	88,801	1,055,992
Other Operating Expenses	448,744	543,182	94,457	491,614
PNCC Leases & SLA's	40,869	40,878	(9)	40,869
Depreciation	127,058	139,590	12,532	129,542
Asset Write-offs	-	-	-	267
Total Operating Expenditure	1,596,394	1,792,174	195,780	1,718,284
Operating Surplus/(Deficit) Before Collection Items	294,185	282,536	11,649	120,216
Collection Movement Income				
Custodial Assets	-	-	-	-
Donated Assets	33,942	6,000	27,942	25,611
Collection Movement Expense				
Custodial Assets Returned	-	-	-	164
Collection Assets Deaccessioned	3,478	-	(3,478)	-
Net Collection Movements	30,464	6,000	31,421	25,447
Surplus/(Deficit) Including Collection Movements	324,649	288,536	36,113	145,663

Forecast 30-Jun-20 \$	Budget 30-Jun-20 (SOI) \$	Variance \$	30 June 2020 12 Months Audited \$
3,231,908	3,231,908	-	3,199,909
20,000	20,000	-	20,000
6,497	14,000	(7,503)	15,486
619,303	540,154	79,149	301,577
3,877,708	3,806,062	71,646	3,536,972
2,114,941	2,303,043	188,102	2,017,312
1,422,467	1,148,781	(273,686)	928,513
81,729	81,738	9	81,738
282,406	284,560	2,154	259,017
-	-	-	615
3,901,543	3,818,122	(83,421)	3,287,195
(23,835)	(12,060)	(11,775)	249,777
-	-	-	-
38,442	15,000	23,442	28,419
-	-	-	-
3,498	-	(3,498)	184
34,944	15,000	23,442	28,235
11,109	2,940	8,169	278,012

Te Manawa Museums Trust
Statement of Financial Position
As at 31 December 2020

		Actual 30/06/2020	Actual 31/12/2020	Budget \$	Variance \$
Assets					
Current Assets					
Cash and Cash Equivalents	3	694,163	1,196,295	156,105	1,040,190
Stock of Merchandise		51,472	47,969	45,000	2,969
Debtors and Sundry Receivables		10,509	15,939	50,000	(34,061)
Interest Receivable		2,022	1,257	1,600	(343)
Prepayments		8,125	40,536	57,000	(16,464)
Short Term Deposits	3	614,245	181,396	908,858	(727,462)
Total Current Assets		1,380,536	1,483,393	1,218,563	264,830
Non-Current Assets					
Intangible Assets		12,713	10,331	20,113	(9,782)
Property Plant & Equipment:					-
Computer Hardware		37,957	30,990	75,066	(44,076)
Exhibitions		284,028	244,399	190,728	53,671
Furniture & Fittings		62,071	51,319	58,679	(7,360)
Leasehold Improvements		67,136	56,697	45,638	11,059
Plant & Equipment		320,695	286,890	308,673	(21,783)
Work in Progress		61,809	185,591	30,000	155,591
Collection Assets - Owned		7,240,473	7,357,229	8,374,712	(1,017,483)
Collection Assets - Custodial		8,086,365	8,082,886	8,265,209	(182,323)
Total Non-Current Assets		16,173,247	16,306,333	17,368,818	(1,062,485)
Total Assets		17,553,783	17,789,726	18,587,381	(797,655)

Te Manawa Museums Trust**Statement of Financial Position****As at 31 December 2020**

	Actual 30/06/2020	Actual 31/12/2020	Budget \$	Variance \$
Current Liabilities				
Creditors, Provisions & Payables	284,622	138,373	160,000	(21,627)
Employee Liabilities	280,515	241,070	201,860	39,210
Provisions	-	-	-	-
GST Payable (Receivable)	46,336	54,518	55,000	(482)
Income received in advance	82,858	171,664	30,000	141,664
Total Current Liabilities	694,331	605,624	446,860	158,764
Non-Current Liabilities				
Employee Benefit Liabilities	3,463	3,464	3,266	198
Total Non-Current Liabilities	3,463	3,464	3,266	198
Total Liabilities	697,794	609,088	450,126	158,962
Equity				
Trust Equity	10,428,878	10,706,889	10,712,131	(5,242)
Retained Surplus Current Year	278,012	324,649	2,942	321,707
Asset Revaluation Reserve	5,800,107	5,800,107	7,073,191	(1,273,084)
Specific Reserves	338,118	338,118	338,117	1
Endowment Funds	10,874	10,874	10,874	0
Total Equity	16,855,990	17,180,637	18,137,255	(956,618)
Total Equity & Liabilities	17,553,783	17,789,726	18,587,381	(797,655)

Te Manawa Museums Trust

Statement of Cash flows

For the Six Months Ended 31 December 2020

Description	Actual 30/06/2020	Actual Year to date	Budget \$	Variance \$
Cash Flows from Operating Activities				
Cash was provided from:				
PNCC Grants	3,199,909	1,615,954	1,615,954	0
Other Revenue	349,862	270,528	451,757	(181,229)
Reduction in Reserves				
Interest	16,191	4,097	6,999	(2,902)
Cash was disbursed to:				
Payroll	3,565,962	1,890,579	2,074,710	(184,131)
	1,978,563	940,279	1,068,524	(128,245)
Suppliers	875,274	448,744	543,182	(94,438)
Interest	-	-	-	-
Net GST Outflow (Inflow)	(19,198)	8,182	3,000	5,182
	2,834,639	1,397,206	1,614,706	(217,501)
	731,323	493,373	460,004	33,370
Net Cash Flows from Operating Activities				
Cash Flows from Investing Activities				
Cash was provided from:				
Sale of Assets		-	-	-
Cash was disbursed to:				
Purchase of Intangible Assets - Software	3,345	-	-	0
Purchase of Property Plant & Equipment	122,386	183,806.00	213,300	29,494
Purchase of Collection Assets	29,634	82,813.03	50,000	(32,813)
Increase deposits	464,245	(275,378)	(360,109)	(84,731)
Total	619,610	(8,759)	(96,809)	(88,050)
Net Cash Flows from Investing Activities				
Cash Flows from Financing Activities				
Cash was provided from:				
PNCC Long-Term Exhibition Development Grant		-	-	-
Capital Introduced		-	-	-
Proceeds of Term Loans/Finance Leases		-	-	-
Cash was disbursed to:				
Net Cash Flows from Financing Activities				
Net Increase/(Decrease) in Cash Held	-	-	-	-
	111,713	502,132	556,813	(54,680)
Opening Cash Balances	582,450	694,163	694,163	-
Closing Total Cash Balances	3	1,196,295	1,250,976	(54,680)

1 -External Revenue

Analysis of External Revenue to 31 December 2020

3rd Party Revenue	Actual Month	Budget Month	Actual YTD	Annual Budget	Last Year	Comments
Grants Distributions - Heritage and cc	13,006	-	52,000	106,500	-	December receipt represents contribution from the Methodist Church towards removal and transportation of the stained glass windows.
LEOTC Contract	5,010	4,370	30,057	52,444	36,688	MoE Grant. The formal agreement ceased at 31 December but the MOE has rolled this over for another calendar year.
Other Education programmes	3,050	2,409	27,826	28,950	31,097	
Public programmes & Events	490	1,000	9,595	12,000	5,866	Proceeds from activities such as laser tag, Nerf Wars and a Drag night.
Public programmes - Education Led	-	-	-	-	26,180	
Touring Revenue	-	-	-	-	59,388	
Admission Fees	-	-	-	-	6,700	
Donations	11,156	10,121	15,564	11,300	17,736	Donations re Koru warrior, Santa's cave and Bugs.
Fundraising (Grants- no restriction No C	-	200,000	1,000	200,000	18,197	CE awarded \$172,500 to be received on completion of lighting project.
Grants	26,000	-	53,861	35,000	123,048	The receipts for December include the recognition of \$26k funding, from Westpac, Beca and Vitae, towards Tamariki.
Front of House Revenue, including Shop Sales and Venue Hire (Not including front of house donations)	15,487	7,038	54,269	84,460	72,584	
Inhouse donation received	541	-	2,215	-	7,878	These are received at Front of House either at the Museum or Art Gallery.
Interest Revenue	494	1,166	4,097	14,000	13,892	
Sundry Income	583	1,208	4,141	9,500	7,585	Monthly rent from Darkroom .
Grant MDC	-	-	20,000	20,000	20,360	
Total Third Party Revenue (excluding Collection Donations)	75,816	227,312	274,625	574,154	447,179	

2. Payroll

Te Manawa Museums Trust
Payroll Analysis
As at 31 December 2020

Costs

Payroll Analysis	Actual 31 December 2020	Budget 31 December 2020	Variance Actual from Budget	Forecast 30 June 2018	Budget 30 June 2018	Variance Annual Forecast from Annual Budget	Comments	Actual FTEs	20/21 Budget FTEs	Variance Actual from Budget
Finance and Facilities	79,017	88,430	(9,413)	187,606	197,019	(9,413)	At this stage an assistant accountant has not been employed as anticipated.	1.44	2.00	(0.56)
Collection & Knowledge	33,605	78,688	(45,083)	89,807	210,907	(121,100)	At this stage an art collections manager and a digital person have not been recruited.	1.00	3.00	(2.00)
Learning	127,032	155,021	(27,989)	269,684	310,064	(40,380)	This reduction is not the result of savings but of allocating half (\$44K) of the salary of the Curiosity Experience Manager to Customer Services.	4.75	4.75	-
Events	51,702	57,828	(6,126)	114,107	123,109	(9,002)	This is below budget as one team member elected to reduce her hours.	1.50	2.00	(0.50)
Visitors' Engagement	176,385	143,276	33,109	345,780	286,555	59,225	Some of this increase relates to the reallocation of 40% of the Curiosity Experience manager's salary (see above) and the balance arises from underbudgeting on the staff deployed in Customer Services.	5.92	5.92	-
Communications	57,576	56,725	851	116,936	116,085	851		1.69	1.69	-
Concepts & Engagement	180,040	195,884	(15,844)	385,481	420,442	(34,961)	There are still vacant positions for a designer and a technician. One technician has been employed and is to commence in February 2021	5.14	8.00	(2.86)
Executive	260,175	263,296	(3,121)	524,761	565,213	(40,452)	Recruitment is underway for a full time Executive assistant	4.80	4.80	-
Plus Annual Leave movement in provision and KiwiSaver Employer's contribution	14,192	29,376	(15,184)	80,780	73,649	7,131				-
Total Operational Payroll	979,723	1,068,524	(88,801)	2,114,941	2,303,043	(188,102)	The Actual to date and Forecast payroll does not include budgeted performance adjustments or a budgeted CPI adjustment as CCO's have been recommended to follow PNCC's lead in not increasing salaries during this financial year.	26.24	32.16	(5.92)

3. Cash and Cash Equivalents

Te Manawa Museums Trust
Details of Cash & Cash Equivalents
As at 31 December 2020

Cash & Cash Equivalents			Interest Rate	31 December 2020
Term Investments	Maturity date			
Term Investment - BNZ0001 CCE	13/03/2021		0.40%	\$135,630
				\$0
Term Investment - Westpac 0023 CCE	5/02/2021		2.65%	\$155,965
Term Investment - Westpac 0024 CCE	5/02/2021		1.50%	\$124,198
Term Investment - Westpac 0025 CCE	19/02/2021		0.60%	\$202,376
				\$618,169
Westpac Cheque Account				\$13,928
Westpac Online Saver Account				\$562,986
BNZ Cheque Account				\$11
Petty Cash / Cash Floats				\$1,200
				\$1,196,295
Short Term Deposit			Interest Rate	31 December 2020
Term Investments	Maturity date			
Short Term Deposits - Westpac 0022	30/07/2021		0.85%	\$181,396
				\$0
				\$181,396

4. Fixed Asset and Intangibles Additions – at 31 December 2020

Asset Description	Closing Book Value 30 JUNE 2020 / Opening Book Value 01 July 2020	Additions to 31 December 2020	Disposals	Depreciation / Amortisation	Impairment Losses	Closing Book Value 31 December 2020
Information Technology	37,956	1,814	0	8,780	-	30,990
Exhibitions	284,028	5,913	-	45,542	-	244,399
Furniture & Fittings	62,070	-	-	10,751	-	51,319
Leasehold Improvements	67,138	-	-	10,440	-	56,697
Plant & Equipment	320,695	15,358	3,735	49,163	-	286,890
Work in Progress	61,809	123,783	-	-	-	185,591
Total Property, Plant & Equipment Assets	771,887	23,084	3,735	124,676	-	855,886
Collections						
- Collection Assets - Owned	7,240,473	116,755	-	-	-	7,357,229
- Collection Assets - Custodial	8,086,365	-	3,478	-	-	8,082,886
Total Collection Assets	15,326,838	116,755	3,478	-	-	15,440,115
Intangibles	12,713	-	-	2,381	-	10,331
Work in Progress	-	-	-	-	-	0
Total Intangible Assets	12,713	-	-	2,381	-	10,331
Total Fixed Assets	16,111,438	139,840	7,213	127,058	-	16,306,333

5. Specific Reserves

Specific Reserves

	Balance at 01/07/19	Transfers from Retained Earnings	Disbursements / Release of Funds	Balance as at 30 September 2019	Forecast transfers in/(out)	Year-End Forecast Balance	Comments
Specific Reserves							
Collection Development Fund - General	8,856	-	-	8,856	-	8,856	These are funds tagged for art and/or heritage collection items purchases. Less over spend on 2017/18 collections
Collection Development Fund - Social History Specific	16,391	-	-	16,391	-	16,391	These funds are tagged for Social History only (based on bequests terms)
Historical Building Maintenance	19,081	-	-	19,081	-	19,081	
Exhibition Revitalisation/Development Fund	168,969	-	-	168,969	15,000	153,969	At the meeting held on 27 June 2019 the Board approved a release of \$15,000 towards the refresh of Kids TM.
Total Specific Reserves	213,296	-	-	213,296	15,000	198,296	

6

Endowment Funds

	Balance at 01/07/19	Additional Endowments	Disbursements / Release of Funds	Balance as at 30 September 2019	Forecast transfers in/(out)	Year-End Forecast Balance
Endowment Fund						
*Clevely Fund	10,874	-	-	10,874	-	10,874
Total Endowment Funds	10,874	-	-	10,874	-	10,874

1 Statement of Accounting Policies

REPORTING ENTITY

Te Manawa Museums Trust (the Trust) is a charitable trust incorporated in New Zealand under the Charitable Trusts Act 1957 and is domiciled in New Zealand. The Trust is controlled by Palmerston North City Council and is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint more than 50% of the Board of Trustees.

The Trust was incorporated on 20 August 1999. From that date, the Trust assumed responsibility for art works and heritage assets transferred to its care but held on behalf of others. From 1 July 2000 the Trust commenced leasing the premises and managing the institution under agreements entered into with the Palmerston North City Council. The principal place of business is 326-336 Main Street, Palmerston North.

The primary objective of the Trust is to provide interactive experience in art, science and history through acquiring, conserving, researching, developing, communicating and exhibiting material evidence of people and their environment, rather than making a commercial return. Accordingly, the Trust has designated itself as a public sector public benefit entity for the purposes of Public Benefit Entity Accounting Standards (PBE Standards), in accordance with the Financial Reporting Act (2013).

The financial statements of the Trust are for the six months ended 31 December 2019 and were approved by the Board of Trustees on 27 February 2020.

BASIS OF PREPARATION

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period.

Statement of Compliance

The financial statements of the Trust have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP).

The financial statements comply with Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable Financial Reporting Standards, as appropriate for Tier 2 public sector public benefit entities, for which all reduced disclosure regime exemptions, have been adopted. The Trust qualifies as a Tier 2 Public Sector PBE reporting entity as it is not publicly accountable and as for the two most recent reporting periods it has had between \$2m and \$30m operating expenditure.

Measurement Base

The measurement basis applied is historical cost, modified by the revaluation of collection assets as identified in this summary of significant accounting policies. The accrual basis of accounting has been used unless otherwise stated.

Functional and Presentation Currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Trust is New Zealand dollars (NZ\$).

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Revenue

Revenue is measured at fair value of consideration received or receivable.

Revenue may be derived from either exchange or non-exchange transactions.

Revenue from Non-exchange transactions

Revenue from non-exchange transactions arises from transactions that are not exchange transactions. In non-exchange transactions, the Trust either receives value from or gives value to another party without directly giving or receiving approximately equal value in exchange.

Approximately equal value is considered to reflect a fair or market value, which is normally commensurate with an arm's length commercial transaction between a willing buyer and willing seller. Many of the services that the Trust provides for a fee are charged at below market value as they are subsidised by Palmerston North City Council operational grant, sponsorship, government/non-government grants. Other services operate on a cost recovery or breakeven basis and are not considered to reflect a market return. Most of the Trust's revenue is therefore categorised as non-exchange.

This includes PNCC grants, transfers from government/non-government entities, donations, donated/vested and custodial collection items, sponsorship, in kind sponsorship, revenue from services supplied at subsidised price.

Specific accounting policies for major categories of revenue from non-exchange transactions are outlined below:

Grants

Grants received from PNCC are the primary source of funding to the Trust and are restricted for the purposes of the Trust meeting its objectives as specified in the Trust's trust deed.

Revenues from non-exchange transactions with Council/other government/non-government entities are measured at fair value and recognised when the event occurs and the asset recognition criteria are met, if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the Trust and can be measured reliably.

To the extent that there is a related condition attached that would give rise to a liability to repay the amount if conditions of the grant are not met, deferred income is recognised instead of revenue, and recognised as revenue when conditions of the grant are satisfied.

Rendering of services

Revenue from the rendering of services is recognised when the transaction occurs to the extent that a liability is not also recognised. For these transactions the revenue is recognised by reference to the stage of completion of the transaction at the reporting date.

All revenues from rendering of services are non-exchange, with the exception of revenue from Venue Hire which is classified as exchange transaction.

Vested or donated physical assets

Where a physical asset is gifted to or vested in the Trust for nil or nominal consideration, the fair value of the asset received is recognised as revenue. Such income is recognised when control over the asset is obtained, unless there is a use or return condition attached to the asset.

The fair value of vested or donated physical assets is determined by reference to the market value of comparable assets available.

'In Kind' Sponsorship

The Trust receives sponsorship 'in kind' by way of goods and services provided at discounted or nil charge. Where the fair value of these goods and services can be reliably measured, the income (and expense) is recognised as 'sponsorship - in kind' in the period in which the goods or services are received or there is a binding arrangement to receive the goods.

Volunteer Services

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

Revenue from Exchange transactions

Sales of goods

Revenue from the sale of goods is recognized when the significant risks and rewards of ownership have been transferred to the buyer, usually on delivery of the goods and when the amount of revenue can be measured reliably and it is probable that the economic benefits or service potential associated with the transaction will flow to the Trust.

Interest Income

Interest income is recognised using the effective interest method.

Advertising Costs

Advertising costs are expensed when the related service has been rendered.

Borrowing Costs

Interest expense is recognised using the effective interest rate method. All borrowing costs are expensed in the period in which they are incurred.

Depreciation and amortisation

Depreciation of property, plant and equipment and amortisation of intangible assets are charged on a straight-line basis over the estimated useful life of the associated assets.

Leases

Finance Leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Trust will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Operating Leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Lease incentives received are recognised in the surplus or deficit over the lease term as an integral part of the total lease expense.

Cash and cash equivalents

Cash and cash equivalents 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.

Bank overdrafts are presented within borrowings as a current liability in the statement of financial position.

Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

A provision for impairment of a receivable is established when there is objective evidence that the Trust will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership or liquidation, and default in payments are considered indicators that the receivable is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of an impaired receivable is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account for receivables. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due).

Financial Assets

Financial assets are categorised into the following four categories: financial assets at fair value through surplus or deficit; held-to-maturity investments; loans and receivables; and financial assets at fair value through other comprehensive revenue and expense. The classification depends on the purpose for which each investment was acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date.

The fair value of financial instruments traded in active markets is based upon the quoted market prices at the balance sheet date. The quoted market price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques.

The Trust uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows are used to determine fair value for the remaining financial instruments.

a) Financial Assets at Fair Value through Surplus or Deficit

This category has two sub-categories: financial assets held for trading, and those designated at fair value through surplus or deficit at inception. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Derivatives are also categorised as held for trading. After initial recognition they are measured at their fair values. Gains or losses due to change in fair value are recognised in the surplus or deficit.

Currently, the Trust does not hold any financial assets in this category.

b) Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets. After initial recognition, they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

c) Held to Maturity Investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities and there is the positive intention and ability to hold to maturity. They are included in current assets, except for maturities greater than 12 months after balance date, which are included in non-current assets. After initial recognition they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit. Currently, the Trust does not hold any financial assets in this category.

d) Financial Assets at Fair Value through Other Comprehensive Revenue and Expense

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into this category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of, or realise, the investment within 12 months of balance date.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, except for impairment losses, which are recognised in the surplus or deficit. On derecognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Currently, the Trust does not hold any financial assets in this category.

Impairment of financial assets

Financial assets are assessed for evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

Loans and receivables, and held-to-maturity investments

Impairment is established when there is evidence that the Trust will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership, or liquidation and default in payments are indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written-off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits are recognised directly against the instrument's carrying amount.

Financial assets at fair value through other comprehensive revenue and expense

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are objective indicators that the asset is impaired.

If impairment evidence exists for investments at fair value through other comprehensive revenue and expense, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit.

If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.

Inventories

Inventories held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at cost (using the FIFO method), adjusted, when applicable, for any loss of service potential.

Inventories acquired through non-exchange transactions are measured at fair value at the date of acquisition.

Inventories held for use in the provision of goods and services on a commercial basis are valued at the lower of cost (using the FIFO method) and net realisable value.

The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the surplus or deficit in the period of the write-down.

Property, Plant and Equipment

Items of property, plant and equipment are stated at historical or deemed cost, less accumulated depreciation and impairment losses. Where parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

Additions

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is initially recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are presented net in the surplus or deficit.

Work in Progress

All assets constructed by the Trust are initially recorded as work in progress. Work in progress is recognised at cost less impairment and it is not depreciated. Upon completion, these assets are transferred to their relevant asset class and depreciation commences.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised as an expense as they are incurred.

(a) Furniture, Equipment and Exhibits

Furniture, equipment and exhibits (excluding art and heritage collections) are valued at cost less accumulated depreciation and impairment losses.

Depreciation

Assets are depreciated on a straight-line basis at rates that will write off their cost less any estimated residual value over the expected useful life of the asset. The useful lives of major classes of assets have been estimated as follows:

Computer Hardware	1 to 5 years
Exhibitions	2 to 10 years
Furniture & Fittings	4 to 10 years
Leasehold Improvements	4 to 10 years
Office Equipment	4 to 10 years
Plant	4 to 20 years

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

(a) Collection Assets

As the Heritage Collection and Art Collection assets are intended to have an indefinite life, they are held in trust in perpetuity for the benefit of the public.

The Heritage Collection and Art Collection have not been depreciated, as it is the Trust's policy to maintain the collections in their current state, in accordance with the Trust's Collection Policies.

All additions to the Heritage and Art Collection are recorded at cost. These additions will be revalued in accordance with the Trust's Valuation Policy. Donated objects are recorded at fair value, or depreciated replacement cost, or nil value if considered unrealisable or irreplaceable.

Custodial Collection Assets are objects within the Heritage and Art Collections not formally owned by the Trust, where the Trust has assumed all the rights and obligations of ownership. Within the Heritage Collection this is limited to items on loan for an indefinite period, excluding works on loan from other Museums and Cultural organisations. In relation to the Art Collection, the nature of artworks and anecdotal evidence suggests that there is a high likelihood of request for return of loaned assets, irrespective of the loan period, therefore only items on loan from the Te Manawa Art Society Inc. are recognised as custodial assets. These assets are held and maintained by the Trust by agreement with the owners.

Revaluation

The Art Collection assets are revalued to fair value as determined from market-based evidence by an independent valuer. The most recent valuation was performed by *Art + Object* Auckland as at January 2018. Trust's policy is to revalue the Art Collection assets every three years.

The Heritage Collections assets are revalued to fair value as determined from market-based evidence by an independent valuer. The most recent valuation was performed by *Ashley and Associates*, Auckland as at May 2020. Trust's policy is to revalue the Heritage Collection assets every five years to ensure that their carrying amount does not differ materially from fair value.

All other asset classes are carried at depreciated historical cost.

Accounting for Revaluations

The results of revaluing are credited or debited to an asset revaluation reserve. Where this results in a debit balance in the asset revaluation reserve, this balance is charged to the surplus or deficit. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in a previous year surplus or deficit, will be recognised first in the surplus or deficit up to the amount previously expensed, and then credited to the revaluation reserve.

Intangible Assets**Recognition and measurement**

Intangible assets are initially measured at cost, except for Intangible assets acquired through non-exchange transactions (measured at fair value).

All of the Trust's intangible assets are subsequently measured in accordance with the cost model, being cost (or fair value for items acquired through non-exchange transactions) less accumulated amortisation and impairment, except for the items which are not amortised and instead tested for impairment such as Intangible assets with indefinite useful lives, or not yet available for use. The Trust has no intangible assets with indefinite useful lives.

Software acquisition and development

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs that are directly associated with the development of software for internal use are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised in the surplus or deficit when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with development and maintenance of the Trust's website are recognised as an expense when incurred.

Subsequent expenditure

Subsequent expenditure is capitalised only when it increases the future economic benefits embodied in the specific asset to which it relates. All other expenditure, including expenditure on internally generated goodwill and brands, is recognised in surplus or deficit as incurred.

Amortisation

Amortisation is recognised in surplus or deficit on a straight-line basis over the estimated useful lives of each amortisable intangible asset. Amortisation begins when the asset is available for use and ceases at the date that the asset is disposed of.

The estimated useful lives are as follows:

Software	1 to 7 years
Website	3 to 5 years

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

Impairment of property, plant and equipment and intangible assets

For the purpose of impairment of Property, plant and equipment and intangible assets, which are carried at cost less accumulated depreciation and impairment losses, the Trust classifies its items of property plant and equipment and intangibles as non-cash generating assets, as these are not held with the primary objective of generating a commercial return, but rather for service delivery purposes and to deliver to Trust's public benefit objectives. Property, plant, and equipment and intangible assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use for non-cash-generating assets

For Trust's non-cash generating assets, value in use is determined based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

Value in use for cash-generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return. The value in use for cash-generating assets is the present value of expected future cash flows. The Trust does not currently hold property plant and equipment and intangible assets in this category.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus or deficit.

Creditors and Other Payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

Borrowings

Borrowings are initially recognised at their fair value plus transaction costs, if any. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless the Trust has an unconditional right to defer settlement of the liability for at least 12 months after balance date or if the borrowings are not expected to be settled within 12 months of balance date.

Employee Entitlements

Short-term employee entitlements

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date and annual leave earned to, but not yet taken at balance date. Sick leave has not been included, as the amount of accumulated sick leave that is anticipated to be taken in future periods is not considered to be material.

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

Provisions

A provision is recognised for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised in 'finance costs'.

Goods and Services Tax (GST)

All items in the financial statements are stated exclusive of Goods and Services Tax (GST), except for trade receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Income Tax

The Trust is exempt from Income Tax by virtue of its charitable status.

Equity

Equity is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components.

- Trust's contributed capital;
- Retained earnings;
- Restricted reserves;
- Collections revaluation reserve;

Restricted reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Trust.

Restricted reserves include those that are subject to specific conditions accepted as binding by the Trust and which may not be revised by the Trust without reference to the Courts or a third party (i.e. endowment funds). Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Trust's decision. The Trust may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Trust.

Budget figures

The budget figures are derived from the Statement of Intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted by the Board of Trustees in preparing these financial statements

Critical Accounting Estimates and Assumptions

In preparing these financial statements, the Trust has made estimates and assumptions concerning the future. These estimates and assumptions may differ from subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Property, Plant and Equipment Useful Lives and Residual Values

The Trust reviews the useful lives and residual values of its property, plant and equipment annually. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the Trust to consider a number of factors including the physical condition of the asset, expected period of use of the asset by the Trust, and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the surplus or deficit and the carrying amount of the asset in the statement of financial position. The Trust minimises the risk of this estimation uncertainty by:

- physical inspection of assets;
- asset replacement programmes;
- review of second-hand market prices for similar assets; and
- analysis of prior asset sales.

The Trust has not made significant changes to past assumptions concerning useful lives and residual values.

Critical Judgements in applying the Trust's accounting policies

There have been no specific areas requiring management or Trustees to exercise critical judgement in applying the Trust's accounting policies for the period ended 31 December 2020.



Financial Report
(Six monthly Report against SOI)
31 December 2020

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Financial Reports for Te Manawa Museums Trust Board

Statement of Financial Performance

Two versions of the Statement of Financial Performance have been presented to provide different views of the same data. The Activity Report is based on Internal Management Reports and provides summary income and expenditure information for each reporting area.

The Income/Expenditure Category Report adopts a more traditional view detailing income and expenditure by category, which follows on to the Statement of Financial Position and Cash flows, providing information on the sources of income and expenditure relating specifically to the type of revenue or cost.

Statement of Financial Position

The Statement of Financial Position provides information about the assets, liabilities and equity of the Trust for the current reporting period and current year end forecast and the relationship of these elements to each other at a point in time.

Statement of Cash flows

The Statement of Cash Flows reflects the Trust's cash receipts and cash payments during the period, and provides information about the Trust's activities in generating cash from operations, investing and financing activities.

Commercial in Confidence

EXECUTIVE SUMMARY

The operating surplus, after Collection Movements, for the six months ended 31 December, is **\$324,649** compared with the budgeted surplus of **\$288,536**. Year to date revenue is below budget by **\$184,131**. One of the reasons is that \$200,000 grant from CET, budgeted to be received during December, will not be received until the project is completed. The actual grant is only \$172,500, so less than budgeted.

The funds from the Clevely Trust, and the bequest from the Dear Estate have been received but have been held as income in advance. The Clevely funds are tagged to a project which has not yet commenced and projects for the Dear bequest have not yet been finalised.

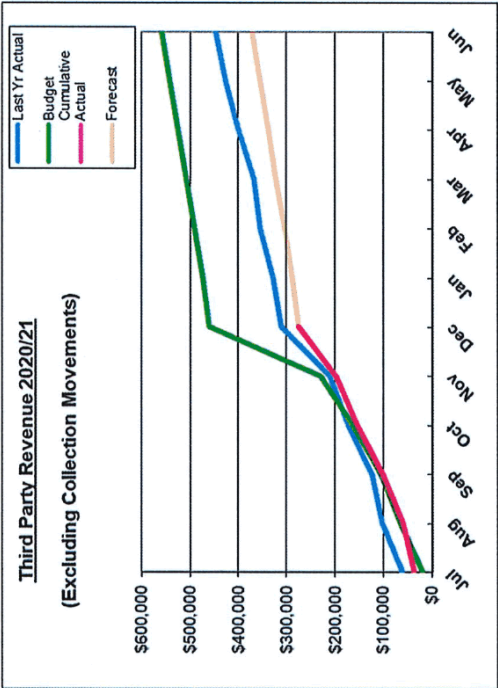
The interest rates on the deposits held by the trust are so low that forecast interest income has been reduced,

Operating costs are currently \$195,780 below budget. Payroll is \$88,801 below budget as the result of unfilled positions. Contractors will be used as needed to cover this work.

There are other expenditure timing costs and at this stage of the year no major expenditure savings have been identified.

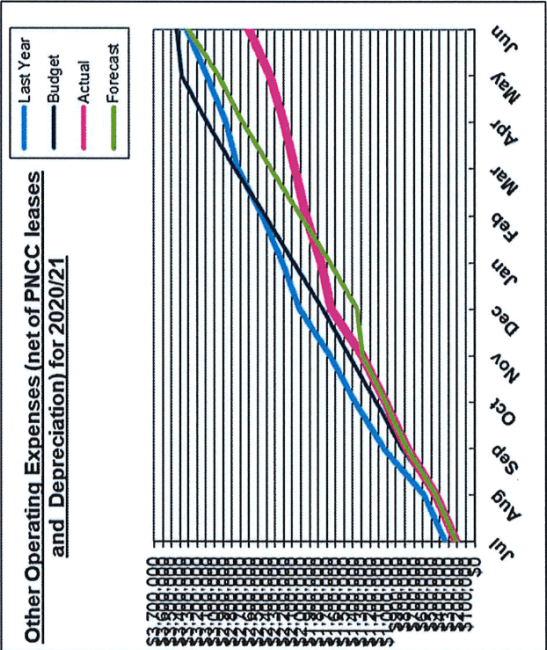
Te Manawa Museums Trust										
Summary Statement of Financial Performance for December 2020										
	A	B	C	D	E	F	G			
	Dec-20			Year to Date (December 20)			Year End			
	Actual	Budget	Variance A - B	Actual	Budget	Variance D - E	Forecast	Budget	Variance H - G	
	\$	\$	fav/(unfav)	\$	\$	fav/(unfav)	\$	\$		
Operating Income	1	345,141	496,637	1,890,579	2,074,710	(184,131)	3,877,708	3,806,062	71,646	
Operating Expenditure	2	270,663	317,183	1,596,394	1,792,174	195,780	3,901,543	3,818,122	(83,421)	
Surplus/(Deficit) before Collection Movement		74,479	179,454	294,185	282,536	11,649	(23,835)	(12,060)	(11,775)	
Collection Movement Income		500	1,500	33,942	6,000	27,942	38,442	15,000	23,442	
Collection Movement Expense		-	-	3,478	-	3,478	3,498	-	(3,498)	
Net Collection Movements		500	1,500	30,464	6,000	24,464	34,944	15,000	19,944	
Surplus/(Deficit) Including Collection Movements		74,979	180,954	324,649	288,536	36,113	11,109	2,940	8,169	

Key Result Indicators as at 31 December 2020



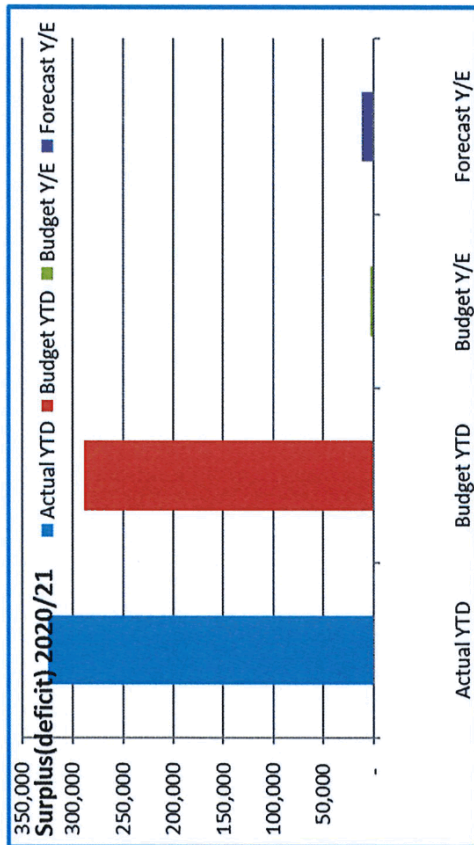
Third Party Revenue (excluding Collection Movements):

Actual year-to-date third-party revenue (including interest revenue) amounts to \$274,625 compared to a budgeted \$458,756 for the period. The lower than budgeted third party revenue arises from timing change for the receipt of funds from CET, budgeted to be received in December but now to be received when the project is complete.



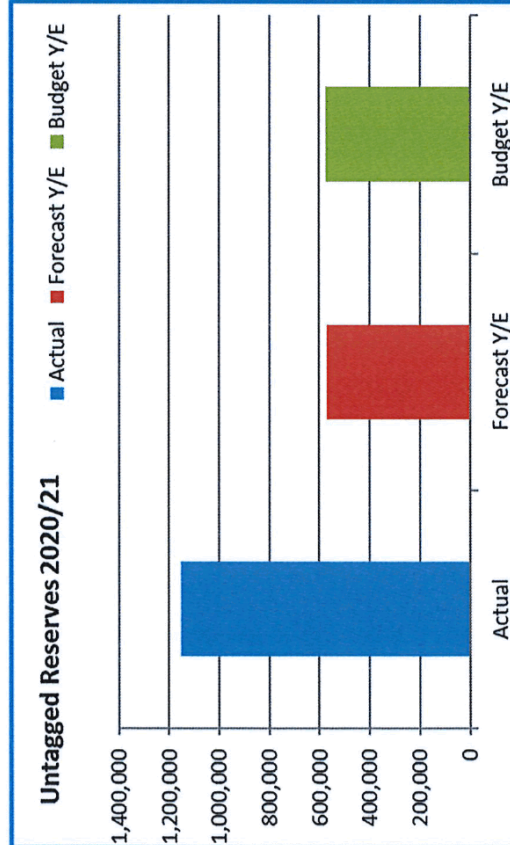
Other Operating Expenses (net of PNCC leases and Depreciation) for 2020/21

Currently these are below budget by \$195,780. \$88k of this is the result of payroll savings and unfilled positions. Also some projects in The Collections and Exhibitions area have been delayed to the latter half of the year and the funds budgeted for these activities are yet to be spent.



Year-End Surplus/ (Deficit) (excluding Collection Movements):

The half year net operating surplus, prior to Collection movements) is \$294,185, compared to a budgeted operating surplus of \$282,536. Although revenue is \$184,131 less than budget there have been savings from unfilled positions (a collection manager, a designer and two technicians) as well as the project timing referred to above.



Untagged Reserves:

Year-to-date Untagged Reserves are \$1,153,580.

Te Manawa Museums Trust
Statement of Comprehensive Revenue and Expenditure (classification of expenses by activity)
for the Month Ended 31 December 2020

Note	Actual YTD 31-Dec-20 Unaudited \$	Budget YTD 31-Dec-20 \$	Variance \$	Last year 31-Dec-19 Unaudited \$	Forecast 30-Jun-21 \$	Budget 30-Jun-21 (SOI) \$	Variance \$	30 June 2020 12 Months Audited \$
Operating Revenue								
PNCC Grants	1,615,954	1,615,954	-	1,599,955	3,231,908	3,231,908	-	3,199,909
MDC Grant	20,000	-	-	20,000	20,000	20,000	-	20,000
Interest Received	4,097	6,999	(2,902)	7,341	6,497	14,000	(7,503)	15,486
Other Income	250,528	451,757	(201,229)	211,204	619,303	540,154	79,149	301,577
Total Operating Revenue	1,890,579	2,074,710	(184,131)	1,838,500	3,877,708	3,806,062	71,646	3,536,972
Total Operating Expenditure								
Assets & Systems								
Collection & Knowledge	62,258	134,712	(72,454)	185,549	399,779	333,834	65,945	338,109
Corporate Services & Facilities	290,916	329,283	(38,367)	321,874	729,725	735,069	(5,344)	691,810
People & Partnership	353,174	463,995	(110,821)	507,423	1,129,503	1,068,903	60,600	1,029,919
Learning	140,563	169,721	(29,158)	149,474	301,706	339,444	(37,738)	287,251
Kaihautū	6,411	12,221	(5,810)	9,363	56,829	48,752	8,077	8,077
Communications	93,376	103,194	(9,818)	112,941	210,992	214,910	(3,918)	194,788
Public Programmes & Events	68,396	80,770	(12,374)	80,199	168,658	168,993	(335)	144,557
Sponsorship	-	-	-	-	-	-	-	3,810
Customer Services	203,948	171,526	32,422	179,771	395,570	338,160	57,410	341,393
Volunteers	264	425	(161)	113	689	850	(161)	215
Concepts & Engagement	512,959	537,857	(24,898)	531,861	1,134,445	1,111,109	23,336	972,014
Executive	302,672	349,386	(46,715)	274,862	737,447	736,318	1,128	479,286
Depreciation	300,531	301,346	(815)	274,330	617,742	617,231	510	546,344
Asset Write Off	127,058	139,590	(12,532)	129,542	282,406	284,560	(2,154)	259,017
Total Operating Expenditure	1,596,394	1,792,174	(195,780)	1,718,285	3,901,543	3,818,122	83,421	3,287,195
Operating Surplus/(Deficit)	294,185	282,536	11,649	120,215	(23,835)	(12,060)	(11,775)	249,777

(continued on the next page)

Commercial in Confidence

Collection Movement Income						
Custodial Assets	-	-	-	-	-	-
Donated Assets	33,942	6,000	27,942	25,611	23,442	28,419
Collection Movement Expense						
Custodial Assets Returned	-	-	-	-	-	-
Collection Assets Deaccessioned	3,478	-	3,478	164	3,498	184
Net Collection Movements	30,464	6,000	24,464	25,447	19,944	28,235
Net Surplus/(Deficit)	324,649	288,536	36,113	145,662	8,169	278,012
Other Comprehensive Revenue and Expense	-	-	-	-	-	-
Total Comprehensive Revenue and Expense	324,649	288,536	36,113	145,662	8,169	278,012

Te Manawa Museums Trust

Statement of Comprehensive Revenue and Expense (classification of expenses by category)
for the Month Ended 31 December 2020

	Note	Actual YTD 31-Dec-20 Unaudited \$	Budget YTD 31-Dec-20 \$	Variance \$	Last year 31/12/2019 Unaudited \$
Operating Revenue					
PNOC Grants		1,615,954	1,615,954	-	1,599,955
MDC Grant		20,000	-	-	20,000
Interest Received	1	4,097	6,999	(2,902)	7,341
Other Income	2	250,528	451,757	(181,229)	211,204
Total Operating Revenue		1,890,579	2,074,710	(184,131)	1,838,500
Operating Expenditure					
Payroll	3	979,723	1,068,524	88,801	1,055,992
Other Operating Expenses		448,744	543,182	94,457	491,614
PNOC Leases & SLA's		40,869	40,878	(9)	40,869
Depreciation		127,058	139,590	12,532	129,542
Asset Write-offs		-	-	-	267
Total Operating Expenditure		1,596,394	1,792,174	195,780	1,718,284
Operating Surplus/(Deficit) Before Collection Items		294,185	282,536	11,649	120,216
Collection Movement Income					
Custodial Assets	6	-	-	-	-
Donated Assets	6	33,942	6,000	27,942	25,611
Collection Movement Expense					
Custodial Assets Returned	2	-	-	-	-
Collection Assets Deaccessioned		3,478	-	(3,478)	164
Net Collection Movements		30,464	6,000	31,421	25,447
Surplus/(Deficit) Including Collection Movements		324,649	288,536	36,113	145,663

Forecast 30-Jun-20 \$	Budget 30-Jun-20 (SOI) \$	Variance \$	30 June 2020 12 Months Audited \$
3,231,308	3,231,908	-	3,199,909
20,000	20,000	-	20,000
6,497	14,000	(7,503)	15,486
619,303	540,154	79,149	301,577
3,877,708	3,806,062	71,646	3,536,972
2,114,941	2,303,043	188,102	2,017,312
1,422,467	1,148,781	(273,686)	928,513
81,729	81,738	9	81,738
282,406	284,560	2,154	259,017
-	-	-	615
3,901,543	3,818,122	(83,421)	3,287,195
(23,835)	(12,060)	(11,775)	249,777
-	-	-	-
38,442	15,000	23,442	28,419
-	-	-	-
3,498	-	(3,498)	184
34,944	15,000	23,442	28,235
11,109	2,940	8,169	278,012

Te Manawa Museums Trust
Statement of Financial Position
As at 31 December 2020

		Actual 30/06/2020	Actual	Budget	Variance
			\$	\$	\$
Assets					
Current Assets					
Cash and Cash Equivalents	3	694,163	1,196,295	156,105	1,040,190
Stock of Merchandise		51,472	47,969	45,000	2,969
Debtors and Sundry Receivables		10,509	15,939	50,000	(34,061)
Interest Receivable		2,022	1,257	1,600	(343)
Prepayments		8,125	40,536	57,000	(16,464)
Short Term Deposits	3	614,245	181,396	908,858	(727,462)
Total Current Assets		1,380,536	1,483,393	1,218,563	264,830
Non-Current Assets					
Intangible Assets		12,713	10,331	20,113	(9,782)
Property Plant & Equipment:					
Computer Hardware		37,957	30,990	75,066	(44,076)
Exhibitions		284,028	244,399	190,728	53,671
Furniture & Fittings		62,071	51,319	58,679	(7,360)
Leasehold Improvements		67,136	56,697	45,638	11,059
Plant & Equipment		320,695	286,890	308,673	(21,783)
Work in Progress		61,809	185,591	30,000	155,591
Collection Assets - Owned		7,240,473	7,357,229	8,374,712	(1,017,483)
Collection Assets - Custodial		8,086,365	8,082,886	8,265,209	(182,323)
Total Non-Current Assets		16,173,247	16,306,333	17,368,818	(1,062,485)
Total Assets		17,553,783	17,789,726	18,587,381	(797,655)

Te Manawa Museums Trust**Statement of Financial Position****As at 31 December 2020**

	Actual 30/06/2020	Actual	Budget	Variance
		\$	\$	\$
Current Liabilities				
Creditors, Provisions & Payables	284,622	138,373	160,000	(21,627)
Employee Liabilities	280,515	241,070	201,860	39,210
Provisions	-	-	-	-
GST Payable (Receivable)	46,336	54,518	55,000	(482)
Income received in advance	82,858	171,664	30,000	141,664
Total Current Liabilities	694,331	605,624	446,860	158,764
Non-Current Liabilities				
Employee Benefit Liabilities	3,463	3,464	3,266	198
Total Non-Current Liabilities	3,463	3,464	3,266	198
Total Liabilities	697,794	609,088	450,126	158,962
Equity				
Trust Equity	10,428,878	10,706,889	10,712,131	(5,242)
Retained Surplus Current Year	278,012	324,649	2,942	321,707
Asset Revaluation Reserve	5,800,107	5,800,107	7,073,191	(1,273,084)
Specific Reserves	338,118	338,118	338,117	1
Endowment Funds	10,874	10,874	10,874	0
Total Equity	16,855,990	17,180,637	18,137,255	(956,618)
Total Equity & Liabilities	17,553,783	17,789,726	18,587,381	(797,655)

Te Manawa Museums Trust
Statement of Cash flows
For the Six Months Ended 31 December 2020

Description	Actual	Actual Date	Budget	Variance
Cash Flows from Operating Activities				
Cash was provided from:				
PNCC Grants	3,199,909	1,615,954	1,615,954	0
Other Revenue	349,862	270,528	451,757	(181,229)
Reduction in Reserves				
Interest	16,191	4,097	6,999	(2,902)
Cash was disbursed to:				
Payroll	3,565,962	1,890,579	2,074,710	(184,131)
	1,978,563	940,279	1,068,524	(128,245)
Suppliers	875,274	448,744	543,182	(94,438)
Interest	-	-	-	-
Net GST Outflow (Inflow)	(19,198)	8,182	3,000	5,182
Net Cash Flows from Operating Activities	2,834,639	1,397,206	1,614,706	(217,501)
	731,323	493,373	460,004	33,370
Cash Flows from Investing Activities				
Cash was provided from:				
Sale of Assets		-	-	-
Cash was disbursed to:				
Purchase of Intangible Assets - Software	3,345	-	-	0
Purchase of Property Plant & Equipment	122,386	183,806.00	213,300	29,494
Purchase of Collection Assets	29,634	82,813.03	50,000	(32,813)
Increase deposits	464,245	(275,378)	(360,109)	(84,731)
Total	619,610	(8,759)	(96,809)	(88,050)
Net Cash Flows from Investing Activities	(619,610)	8,759	96,809	88,049
Cash Flows from Financing Activities				
Cash was provided from:				
PNCC Long-Term Exhibition Development Grant		-	-	-
Capital Introduced		-	-	-
Proceeds of Term Loans/Finance Leases		-	-	-
Cash was disbursed to:				
Net Cash Flows from Financing Activities	-	-	-	-
Net Increase/(Decrease) in Cash Held	111,713	502,132	556,813	(54,680)
Opening Cash Balances	582,450	694,163	694,163	-
Closing Total Cash Balances	694,163	1,196,295	1,250,976	(54,680)
3				0

1 - External Revenue

Analysis of External Revenue to 31 December 2020

3rd Party Revenue	Actual Month	Budget Month	Actual YTD	Annual Budget	Last Year	Comments
Grants Distributions - Heritage and co	13,006	-	52,000	106,500	-	December receipt represents contribution from the Methodist Church towards removal and transportation of the stained glass windows.
LEOTC Contract	5,010	4,370	30,057	52,444	36,688	MoE Grant. The formal agreement ceased at 31 December but the MOE has rolled this over for another calendar year.
Other Education programmes	3,050	2,409	27,826	28,950	31,097	
Public programmes & Events	490	1,000	9,595	12,000	5,866	Proceeds from activities such as laser tag, Nerf Wars and a Drag night.
Public programmes - Education Led	-	-	-	-	26,180	
Touring Revenue	-	-	-	-	59,368	
Admission Fees	-	-	-	-	6,700	
Donations	11,156	10,121	15,564	11,300	17,736	Donations re Koru warrior, Santa's cave and Bugs.
Fundraising (Grants- no restriction No C	-	200,000	1,000	200,000	18,197	CET awarded \$172,500 to be received on completion of lighting project.
Grants	26,000	-	53,861	35,000	123,048	The receipts for December include the recognition of \$26k funding, from Westpac, Beca and Vitae, towards Tamariki.
Front of House Revenue, including Shop Sales and Venue Hire (Not including front of house donations)	15,487	7,038	54,269	84,460	72,584	
Inhouse donation received	541	-	2,215	-	7,878	These are received at Front of House either at the Museum or Art Gallery.
Interest Revenue	494	1,166	4,097	14,000	13,892	
Sundry Income	583	1,208	4,141	9,500	7,585	Monthly rent from Darkroom .
Grant MDC	-	-	20,000	20,000	20,360	
Total Third Party Revenue (excluding Collection Donations)	75,816	227,312	274,625	574,154	447,179	

Commercial in Confidence

2. Payroll

Te Manawa Museums Trust
Payroll Analysis
As at 31 December 2020

Costs

Payroll Analysis	Actual 31 December 2020	Budget 31 December 2020	Variance Actual from Budget	Forecast 30 June 2018	Budget 30 June 2018	Variance Annual Forecast from Annual Budget	Comments	Actual FTEs	2021 Budget FTEs	Variance Actual from Budget
Finance and Facilities	79,017	88,430	(9,413)	187,606	197,019	(9,413)	At this stage an assistant accountant has not been employed as anticipated.	1.44	2.00	(0.56)
Collection & Knowledge	33,605	78,688	(45,083)	89,807	210,907	(121,100)	At this stage an art collections manager and a digital person have not been recruited.	1.00	3.00	(2.00)
Learning	127,032	155,021	(27,989)	269,684	310,064	(40,380)	This reduction is not the result of savings but of allocating half (\$44K) of the salary of the Curiosity Experience Manager to Customer Services.	4.75	4.75	-
Events	51,702	57,828	(6,126)	114,107	123,109	(9,002)	This is below budget as one team member elected to reduce her hours.	1.50	2.00	(0.50)
Visitors' Engagement	176,385	143,276	33,109	345,780	286,555	59,225	Some of this increase relates to the reallocation of 40% of the Curiosity Experience manager's salary (see above) and the balance arises from underbudgeting on the staff deployed in Customer Services.	5.92	5.92	-
Communications	57,576	56,725	851	116,936	116,085	851		1.69	1.69	-
Concepts & Engagement	130,040	195,884	(15,844)	385,481	420,442	(34,961)	There are still vacant positions for a designer and a technician. One technician has been employed and is to commence in February 2021	5.14	8.00	(2.86)
Executive	260,175	263,296	(3,121)	524,761	585,213	(40,452)	Recruitment is underway for a full time Executive assistant	4.80	4.80	-
Plus Annual Leave movement in provision and KiwiSaver Employer's contribution	14,192	29,376	(15,184)	80,780	73,649	7,131				-
Total Operational Payroll	979,723	1,068,524	(88,801)	2,114,941	2,303,043	(188,102)	The Actual to date and Forecast payroll does not include budgeted performance adjustments or a budgeted CPI adjustment as CCOs have been recommended to follow PNCC's lead in not increasing salaries during this financial year.	26.24	32.16	(5.92)

3. Cash and Cash Equivalents

Te Manawa Museums Trust
Details of Cash & Cash Equivalents
As at 31 December 2020

Cash & Cash Equivalents			31 December 2020
Term Investments	Maturity date	Interest Rate	
Term Investment - BNZ0001 CCE	13/03/2021	0.40%	\$135,630
			\$0
Term Investment - Westpac 0023 CCE	5/02/2021	2.65%	\$155,965
Term Investment - Westpac 0024 CCE	5/02/2021	1.50%	\$124,198
Term Investment - Westpac 0025 CCE	19/02/2021	0.60%	\$202,376
			\$618,169
Westpac Cheque Account			\$13,928
Westpac Online Saver Account			\$562,986
BNZ Cheque Account			\$11
Petty Cash / Cash Floats			\$1,200
			\$1,196,295

Short Term Deposit			31 December 2020
Term Investments	Maturity date	Interest Rate	
Short Term Deposits - Westpac 0022	30/07/2021	0.85%	\$181,396
			\$0
			\$181,396

4. Fixed Asset and Intangibles Additions – at 31 December 2020

Asset Description	Closing Book Value 30 JUNE 2020 / Opening Book Value 01 July 2020	Additions to 31 December 2020	Disposals	Depreciation / Amortisation	Impairment Losses	Closing Book Value 31 December 2020
Information Technology	37,956	1,814	0	8,780	-	30,990
Exhibitions	284,028	5,913	-	45,542	-	244,399
Furniture & Fittings	62,070	-	-	10,751	-	51,319
Leasehold Improvements	67,138	-	-	10,440	-	56,697
Plant & Equipment	320,695	15,358	3,735	49,163	-	286,890
Work in Progress	61,809	123,783	-	-	-	185,591
Total Property, Plant & Equipment Assets	771,887	23,084	3,735	124,676	-	855,886
Collections						
- Collection Assets - Owned	7,240,473	116,755	-	-	-	7,357,229
- Collection Assets - Custodial	8,086,365	-	3,478	-	-	8,082,886
Total Collection Assets	15,326,838	116,755	3,478	-	-	15,440,115
Intangibles	12,713	-	-	2,381	-	10,331
Work in Progress	-	-	-	-	-	0
Total Intangible Assets	12,713	-	-	2,381	-	10,331
Total Fixed Assets	16,111,438	139,840	7,213	127,058	-	16,306,333

5. Specific Reserves

Specific Reserves

	Balance at 01/07/19	Transfers from Retained Earnings	Disbursements / Release of Funds	Balance as at 30 September 2019	Forecast transfers in/(out)	Year-End Forecast Balance	Comments
Specific Reserves							
Collection Development Fund - General	8,856	-	-	8,856	-	8,856	These are funds tagged for art and/or heritage collection items purchases. Less over spend on 2017/18 collections
Collection Development Fund - Social History Specific	16,391	-	-	16,391	-	16,391	These funds are tagged for Social History only (based on bequests terms)
Historical Building Maintenance	19,081	-	-	19,081	-	19,081	
Exhibition Revitalisation/Development Fund	168,969	-	-	168,969	15,000	153,969	At the meeting held on 27 June 2019 the Board approved a release of \$15,000 towards the refresh of Kids TM.
Total Specific Reserves	213,296	-	-	213,296	15,000	198,296	

6 Endowment Funds

	Balance at 01/07/19	Additional Endowments	Disbursements / Release of Funds	Balance as at 30 September 2019	Forecast transfers in/(out)	Year-End Forecast Balance
Endowment Fund						
*Cleavelly Fund	10,874	-	-	10,874	-	10,874
Total Endowment Funds	10,874	-	-	10,874	-	10,874

1 Statement of Accounting Policies

REPORTING ENTITY

Te Manawa Museums Trust (the Trust) is a charitable trust incorporated in New Zealand under the Charitable Trusts Act 1957 and is domiciled in New Zealand. The Trust is controlled by Palmerston North City Council and is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint more than 50% of the Board of Trustees.

The Trust was incorporated on 20 August 1999. From that date, the Trust assumed responsibility for art works and heritage assets transferred to its care but held on behalf of others. From 1 July 2000 the Trust commenced leasing the premises and managing the institution under agreements entered into with the Palmerston North City Council. The principal place of business is 326-336 Main Street, Palmerston North.

The primary objective of the Trust is to provide interactive experience in art, science and history through acquiring, conserving, researching, developing, communicating and exhibiting material evidence of people and their environment, rather than making a commercial return. Accordingly, the Trust has designated itself as a public sector public benefit entity for the purposes of Public Benefit Entity Accounting Standards (PBE Standards), in accordance with the Financial Reporting Act (2013).

The financial statements of the Trust are for the six months ended 31 December 2019 and were approved by the Board of Trustees on 27 February 2020.

BASIS OF PREPARATION

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period.

Statement of Compliance

The financial statements of the Trust have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP).

The financial statements comply with Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable Financial Reporting Standards, as appropriate for Tier 2 public sector public benefit entities, for which all reduced disclosure regime exemptions, have been adopted.

The Trust qualifies as a Tier 2 Public Sector PBE reporting entity as it is not publicly accountable and as for the two most recent reporting periods it has had between \$2m and \$30m operating expenditure.

Measurement Base

The measurement basis applied is historical cost, modified by the revaluation of collection assets as identified in this summary of significant accounting policies. The accrual basis of accounting has been used unless otherwise stated.

Functional and Presentation Currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Trust is New Zealand dollars (NZ\$).

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Revenue

Revenue is measured at fair value of consideration received or receivable.

Revenue may be derived from either exchange or non-exchange transactions.

Revenue from Non-exchange transactions

Revenue from non-exchange transactions arises from transactions that are not exchange transactions. In non-exchange transactions, the Trust either receives value from or gives value to another party without directly giving or receiving approximately equal value in exchange.

Approximately equal value is considered to reflect a fair or market value, which is normally commensurate with an arm's length commercial transaction between a willing buyer and willing seller. Many of the services that the Trust provides for a fee are charged at below market value as they are subsidised by Palmerston North City Council operational grant, sponsorship, government/non-government grants. Other services operate on a cost recovery or breakeven basis and are not considered to reflect a market return. Most of the Trust's revenue is therefore categorised as non-exchange.

This includes PNCC grants, transfers from government/non-government entities, donations, donated/vested and custodial collection items, sponsorship, in kind sponsorship, revenue from services supplied at subsidised price.

Specific accounting policies for major categories of revenue from non-exchange transactions are outlined below:

Grants

Grants received from PNCC are the primary source of funding to the Trust and are restricted for the purposes of the Trust meeting its objectives as specified in the Trust's trust deed.

Revenues from non-exchange transactions with Council/other government/non-government entities are measured at fair value and recognised when the event occurs and the asset recognition criteria are met, if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the Trust and can be measured reliably.

To the extent that there is a related condition attached that would give rise to a liability to repay the amount if conditions of the grant are not met, deferred income is recognised instead of revenue, and recognised as revenue when conditions of the grant are satisfied.

Rendering of services

Revenue from the rendering of services is recognised when the transaction occurs to the extent that a liability is not also recognised. For these transactions the revenue is recognised by reference to the stage of completion of the transaction at the reporting date.

All revenues from rendering of services are non-exchange, with the exception of revenue from Venue Hire which is classified as exchange transaction.

Vested or donated physical assets

Where a physical asset is gifted to or vested in the Trust for nil or nominal consideration, the fair value of the asset received is recognised as revenue. Such income is recognised when control over the asset is obtained, unless there is a use or return condition attached to the asset.

The fair value of vested or donated physical assets is determined by reference to the market value of comparable assets available.

'In Kind' Sponsorship

The Trust receives sponsorship 'in kind' by way of goods and services provided at discounted or nil charge. Where the fair value of these goods and services can be reliably measured, the income (and expense) is recognised as 'sponsorship - in kind' in the period in which the goods or services are received or there is a binding arrangement to receive the goods.

Volunteer Services

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

Revenue from Exchange transactions

Sales of goods

Revenue from the sale of goods is recognized when the significant risks and rewards of ownership have been transferred to the buyer, usually on delivery of the goods and when the amount of revenue can be measured reliably and it is probable that the economic benefits or service potential associated with the transaction will flow to the Trust.

Interest Income

Interest income is recognised using the effective interest method.

Advertising Costs

Advertising costs are expensed when the related service has been rendered.

Borrowing Costs

Interest expense is recognised using the effective interest rate method. All borrowing costs are expensed in the period in which they are incurred.

Depreciation and amortisation

Depreciation of property, plant and equipment and amortisation of intangible assets are charged on a straight-line basis over the estimated useful life of the associated assets.

Leases

Finance Leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Trust will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Operating Leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Lease incentives received are recognised in the surplus or deficit over the lease term as an integral part of the total lease expense.

Cash and cash equivalents

Cash and cash equivalents 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.

Bank overdrafts are presented within borrowings as a current liability in the statement of financial position.

Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

A provision for impairment of a receivable is established when there is objective evidence that the Trust will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership or liquidation, and default in payments are considered indicators that the receivable is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of an impaired receivable is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account for receivables. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due).

Financial Assets

Financial assets are categorised into the following four categories: financial assets at fair value through surplus or deficit; held-to-maturity investments; loans and receivables; and financial assets at fair value through other comprehensive revenue and expense. The classification depends on the purpose for which each investment was acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date.

The fair value of financial instruments traded in active markets is based upon the quoted market prices at the balance sheet date. The quoted market price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques.

The Trust uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows are used to determine fair value for the remaining financial instruments.

a) Financial Assets at Fair Value through Surplus or Deficit

This category has two sub-categories: financial assets held for trading, and those designated at fair value through surplus or deficit at inception. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Derivatives are also categorised as held for trading. After initial recognition they are measured at their fair values. Gains or losses due to change in fair value are recognised in the surplus or deficit.

Currently, the Trust does not hold any financial assets in this category.

b) Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets. After initial recognition, they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

c) Held to Maturity Investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities and there is the positive intention and ability to hold to maturity. They are included in current assets, except for maturities greater than 12 months after balance date, which are included in non-current assets. After initial recognition they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit. Currently, the Trust does not hold any financial assets in this category.

d) Financial Assets at Fair Value through Other Comprehensive Revenue and Expense

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into this category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of, or realise, the investment within 12 months of balance date.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, except for impairment losses, which are recognised in the surplus or deficit. On derecognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Currently, the Trust does not hold any financial assets in this category.

Impairment of financial assets

Financial assets are assessed for evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

Loans and receivables, and held-to-maturity investments

Impairment is established when there is evidence that the Trust will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership, or liquidation and default in payments are indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written-off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits are recognised directly against the instrument's carrying amount.

Financial assets at fair value through other comprehensive revenue and expense

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are objective indicators that the asset is impaired.

If impairment evidence exists for investments at fair value through other comprehensive revenue and expense, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit.

If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.

Inventories

Inventories held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at cost (using the FIFO method), adjusted, when applicable, for any loss of service potential.

Inventories acquired through non-exchange transactions are measured at fair value at the date of acquisition.

Inventories held for use in the provision of goods and services on a commercial basis are valued at the lower of cost (using the FIFO method) and net realisable value.

The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the surplus or deficit in the period of the write-down.

Property, Plant and Equipment

Items of property, plant and equipment are stated at historical or deemed cost, less accumulated depreciation and impairment losses. Where parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

Additions

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is initially recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are presented net in the surplus or deficit.

Work in Progress

All assets constructed by the Trust are initially recorded as work in progress. Work in progress is recognised at cost less impairment and it is not depreciated. Upon completion, these assets are transferred to their relevant asset class and depreciation commences.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised as an expense as they are incurred.

(a) Furniture, Equipment and Exhibits

Furniture, equipment and exhibits (excluding art and heritage collections) are valued at cost less accumulated depreciation and impairment losses.

Depreciation

Assets are depreciated on a straight-line basis at rates that will write off their cost less any estimated residual value over the expected useful life of the asset. The useful lives of major classes of assets have been estimated as follows:

Computer Hardware	1 to 5 years
Exhibitions	2 to 10 years
Furniture & Fittings	4 to 10 years
Leasehold Improvements	4 to 10 years
Office Equipment	4 to 10 years
Plant	4 to 20 years

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

(a) Collection Assets

As the Heritage Collection and Art Collection assets are intended to have an indefinite life, they are held in trust in perpetuity for the benefit of the public.

The Heritage Collection and Art Collection have not been depreciated, as it is the Trust's policy to maintain the collections in their current state, in accordance with the Trust's Collection Policies.

All additions to the Heritage and Art Collection are recorded at cost. These additions will be revalued in accordance with the Trust's Valuation Policy. Donated objects are recorded at fair value, or depreciated replacement cost, or nil value if considered unrealisable or irreplaceable.

Custodial Collection Assets are objects within the Heritage and Art Collections not formally owned by the Trust, where the Trust has assumed all the rights and obligations of ownership. Within the Heritage Collection this is limited to items on loan for an indefinite period, excluding works on loan from other Museums and Cultural organisations. In relation to the Art Collection, the nature of artworks and anecdotal evidence suggests that there is a high likelihood of request for return of loaned assets, irrespective of the loan period, therefore only items on loan from the Te Manawa Art Society Inc. are recognised as custodial assets. These assets are held and maintained by the Trust by agreement with the owners.

Revaluation

The Art Collection assets are revalued to fair value as determined from market-based evidence by an independent valuer. The most recent valuation was performed by *Art + Object* Auckland as at January 2018. Trust's policy is to revalue the Art Collection assets every three years.

The Heritage Collections assets are revalued to fair value as determined from market-based evidence by an independent valuer. The most recent valuation was performed by *Ashley and Associates*, Auckland as at May 2020. Trust's policy is to revalue the Heritage Collection assets every five years to ensure that their carrying amount does not differ materially from fair value.

All other asset classes are carried at depreciated historical cost.

Accounting for Revaluations

The results of revaluing are credited or debited to an asset revaluation reserve. Where this results in a debit balance in the asset revaluation reserve, this balance is charged to the surplus or deficit. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in a previous year surplus or deficit, will be recognised first in the surplus or deficit up to the amount previously expensed, and then credited to the revaluation reserve.

Intangible Assets

Recognition and measurement

Intangible assets are initially measured at cost, except for Intangible assets acquired through non-exchange transactions (measured at fair value).

All of the Trust's intangible assets are subsequently measured in accordance with the cost model, being cost (or fair value for items acquired through non-Exchange transactions) less accumulated amortisation and impairment, except for the items which are not amortised and instead tested for impairment such as intangible assets with indefinite useful lives, or not yet available for use. The Trust has no intangible assets with indefinite useful lives.

Software acquisition and development

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs that are directly associated with the development of software for internal use are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads. Staff training costs are recognised in the surplus or deficit when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with development and maintenance of the Trust's website are recognised as an expense when incurred.

Subsequent expenditure

Subsequent expenditure is capitalised only when it increases the future economic benefits embodied in the specific asset to which it relates. All other expenditure, including expenditure on internally generated goodwill and brands, is recognised in surplus or deficit as incurred.

Amortisation

Amortisation is recognised in surplus or deficit on a straight-line basis over the estimated useful lives of each amortisable intangible asset. Amortisation begins when the asset is available for use and ceases at the date that the asset is disposed of.

The estimated useful lives are as follows:

Software	1 to 7 years
Website	3 to 5 years

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

Impairment of property, plant and equipment and intangible assets

For the purpose of impairment of Property, plant and equipment and intangible assets, which are carried at cost less accumulated depreciation and impairment losses, the Trust classifies its items of property plant and equipment and intangibles as non-cash generating assets, as these are not held with the primary objective of generating a commercial return, but rather for service delivery purposes and to deliver to Trust's public benefit objectives. Property, plant, and equipment and intangible assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use for non-cash-generating assets

For Trust's non-cash generating assets, value in use is determined based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

Value in use for cash-generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return. The value in use for cash-generating assets is the present value of expected future cash flows. The Trust does not currently hold property plant and equipment and intangible assets in this category.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus or deficit.

Creditors and Other Payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

Borrowings

Borrowings are initially recognised at their fair value plus transaction costs, if any. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless the Trust has an unconditional right to defer settlement of the liability for at least 12 months after balance date or if the borrowings are not expected to be settled within 12 months of balance date.

Employee Entitlements

Short-term employee entitlements

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date and annual leave earned to, but not yet taken at balance date. Sick leave has not been included, as the amount of accumulated sick leave that is anticipated to be taken in future periods is not considered to be material.

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

Provisions

A provision is recognised for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised in 'finance costs'.

Goods and Services Tax (GST)

All items in the financial statements are stated exclusive of Goods and Services Tax (GST), except for trade receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Income Tax

The Trust is exempt from Income Tax by virtue of its charitable status.

Equity

Equity is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components.

- Trust's contributed capital;
- Retained earnings;
- Restricted reserves;
- Collections revaluation reserve;

Restricted reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Trust.

Restricted reserves include those that are subject to specific conditions accepted as binding by the Trust and which may not be revised by the Trust without reference to the Courts or a third party (i.e. endowment funds). Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Trust's decision. The Trust may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Trust.

Budget figures

The budget figures are derived from the Statement of Intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted by the Board of Trustees in preparing these financial statements

Critical Accounting Estimates and Assumptions

In preparing these financial statements, the Trust has made estimates and assumptions concerning the future. These estimates and assumptions may differ from subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Property, Plant and Equipment Useful Lives and Residual Values

The Trust reviews the useful lives and residual values of its property, plant and equipment annually. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the Trust to consider a number of factors including the physical condition of the asset, expected period of use of the asset by the Trust, and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the surplus or deficit and the carrying amount of the asset in the statement of financial position. The Trust minimises the risk of this estimation uncertainty by:

- physical inspection of assets;
- asset replacement programmes;
- review of second-hand market prices for similar assets; and
- analysis of prior asset sales.

The Trust has not made significant changes to past assumptions concerning useful lives and residual values.

Critical Judgements in applying the Trust's accounting policies

There have been no specific areas requiring management or Trustees to exercise critical judgement in applying the Trust's accounting policies for the period ended 31 December 2020.

Te Manawa Quarterly Monitoring 2020/2021

	Annual Target	Quarter 1	% of annual target	Quarter 2	Quarters 1 + 2 (cumulative)	% of annual target (cumulative)	Officer's comment	Quarter 3
1. Enhanced Learning and Engagement								
Visitor satisfaction	Target >96%	99%	103%	99%	99%	103%	On track to achieving this target by year's end.	>96%
Participation in Learning programmes	Target 30,000	4,355	15%	6,657	11,012	36.7%	This target is still achievable by year's end. Target was revised after the learning review.	7,500
In-person visits to Rangimarie activities	Target Under development	No data		No data	No data			
2. Innovative experiences that attract visitors								
Likelihood of visitors to positively endorse Te Manawa to others	Target Under development	No data		No data	No data			
In-person visits to Te Manawa	Target 150,000	29,224	19%	46,239	75,463	50%	On track to achieving this target by year's end. This target was revised to 150,000 from 170,000 this year, to acknowledge the effect of Covid-19 restrictions.	37,500
Visits to Te Manawa experiences off-site	Target 50,000	1,373	3%	9,205	16,303	21%	Unlikely to achieve this target. TM has not toured any existing exhibitions due to the impact of Covid-19. No new touring shows being created this financial year - as TM does not have the resources to develop them.	12,500
Online reach (including evisits)	Target 500,000	158,487	68%	139,199	297,686	60%	On track to achieving this target by year's end. Target was increased from 450,000 to 500,000 this year.	125,000
3. A collaborative and future-focussed organisation								
Strength of relationships with strategic partners	Target Under development	No data		No data	No data			
Third party revenue	Target \$574,154	115,117	20%	159,508	274,625	48%	On track to be achieved. Notifications of funding totalling \$365k to be received in 3rd quarter.	\$143,539
		\$143,539		\$143,539	\$287,077			
		On track					Unlikely to achieve for reasons outside of CCO's control	
		Not on track but still achievable					Not yet measured	
		Unlikely to achieve						

MEMORANDUM

TO: Arts, Culture & Heritage Committee

MEETING DATE: 17 February 2021

TITLE: Progress Report: Plans for the City's 150th Celebrations

PRESENTED BY: Tasha Paladin, Head of Events & Partnerships

APPROVED BY: Sacha Haskell, General Manager - Marketing and Communications

RECOMMENDATION(S) TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the memorandum titled 'Progress Report: Plans for the City's 150th Celebrations', presented to the Arts, Culture & Heritage Committee on 17 February 2021, be received for information.

1. ISSUE

This memorandum reports on the progress of plans for the sesquicentennial (150th) year to the Arts, Culture and Heritage Committee.

2. BACKGROUND

In 2021, Palmerston North City celebrates 150 years, a significant milestone for any city in New Zealand. Although the founding of Palmerston North was not centred around any one day or one event, the 100th was celebrated in 1971. As a result, in 2021, we will celebrate our 150th year. The celebrations will be spread throughout the entire 12 months of 2021 and involve the community, CCOs and Council staff. There are elements of the project that will be managed entirely by Council; and Council will also support and promote other stakeholder events provided by the community and stakeholders as part of the 150th celebration.

Council activities are:

- Start of the 150th year – New Year's Eve (December 2020)
- A city and business stakeholder event (June)
- A community event: Palmy 150th Explore Esplanade Day (March)
- Arena opening (April)

- City installations and lighting projections (ongoing)
- The community event seed fund
- Legacy activation: The Palmerston North Monopoly Board Game

2.1 City and Business Stakeholder Event

Council plans to host a City Business and Stakeholder's function on 25 June 2021 at The Regent on Broadway. The event is to be invitation-only to our national and local dignitaries, key city businesses, partners, and alumni. Subject to venue capacity, it will be capped at 300 attendees to enable an easy 'pivot' should COVID Alert Levels change leading up to and during events.

The objective of this event is to provide an opportunity for various businesses and city stakeholders to celebrate the past, present and future of the city in an entertainment showcase. This is also to build national media profile and provide media opportunities to reinforce the city positioning and reputation of the city and enable our city and business community to network.

Master of Ceremonies, Te Radar, will take guests through a 'This is your Life' style entertainment showcase highlighting notable people, entities, and moments in time that have shaped our great city. It will be a chance to celebrate, network and profile our city to a broad and high-profile audience. Guests will enjoy a bespoke curated performance specifically designed for this milestone and enjoy distinctly local fare.

2.2 Community Event: Palmy 150th Explore Esplanade Day

As our city's pre-eminent family day, we will theme the event as a 150th Celebration, and enhance entertainment opportunities on the day for locals and visitors alike. This allows for a community focused event utilising existing allocated budget and resources and would be marketed as such with some additional 'Palmy' activities to connect to the 150th, eg. traditional relay races, egg and spoon, etc. and other 'retro' activities.

2.3 Arena Opening

The re-opening of the Arena following the Masterplan developments (subject to completion of works) will be held 10 April and commence with a blessing, and ribbon cutting of the new timber overbridge.

The event is planned to be a community and family focused event with music, food trucks, attractions and a farmer's style market. Key user groups such as Speedway, Sport Manawatu, and Manawatu Rugby Union will be invited to be involved and create activations to engage with Palmerston North's youth.

2.4 City Installations and Lighting Projections: Te Marae o Hine – The Square

The duck pond area of The Square remains an under-utilised space for events and placemaking installations. This provides a unique opportunity to repurpose the Butterfly Pond which holds a unique place in the city's history and tell our city's history.

With the use of a water fountain pump and projectors, the existing water feature can create a transformative and ever-changing opportunity for local artists and event producers to showcase moving art and event related promotion and additions. The moving images can be viewed from both sides – on the footbridge as well as the limestone path. This will provide opportunity to show dynamic 3D moving images to delight all members of the community.

This leverages Programme 2395 City Lighting and Projection to bring vibrancy to Te Marae O Hine The Square in this milestone year.

Projections will be deployed throughout the year with templates available for local artists and content creators. The Marketing and Communications team will assist the curation of content to ensure it supports the 150th theme and engage with community groups such as the Palmy Projection Lab if additional projectors or more in-depth and complicated content is developed.

2.5 Administration of a Community Seed Event Fund

The 150 Year Community Seed Event Fund is a special one-off contestable fund designed to support a range of events and activities, led by the community, to celebrate the city's unique heritage, its community, and promote the bright future for the city.

Allocation of the 150 Year Community Seed Event Fund is targeted at events and activities that:

- Tell, showcase and celebrate Palmerston North's unique heritage;
- Promote a bright future for the city;
- Contribute to a diverse range of events throughout the 150 Year Celebrations;
- Encourage social inclusiveness and accessibility for our diverse communities, and create positive engagement and pride in the city;
- Open to all community sectors of the city;
- Contribute towards the vision of being an eco-city, and showcase the importance of protecting and enhancing our natural environment by

demonstrating sustainable practices in the organisation and staging of the Event;

- Promote domestic tourism and build valuable visitor experiences;
- Generate positive media exposure for the region; and
- Enhance Palmerston North City Council's reputation as a Council that supports and encourages vibrant events for our local community and on a national scale.

Initially the budget line was set at \$10,000, however, there was a desire expressed by the Steering Committee to increase the fund to \$20,000. The change was enabled through reducing budgets for other events within Council's event portfolio and individual applications are capped at \$2,000.

The emphasis of this fund is on partial financial support to facilitate ideas from community groups who wish to celebrate the 150th. For reasons of transparency the 'seed fund' is contestable. The parameters of Council's own Community Funding Policy (that underpins all other contestable funds) was felt too restrictive and there was a desire expressed by the Steering Committee to relax the criteria to allow individuals and other entities already receiving funding from Council to be eligible for Seed Funding for this unique occasion.

Seasonal themes to promote City goals:

A seasonal themed framework has been laid over the year to help stimulate ideas. Each season aligns with one of Council's goals and scheduled to ensure a school holiday falls in each season thus enabling youth and family activities to occur.

Seasonal Theme	Quarters
A Creative & Exciting City	Jan to Mar
An Innovative & Growing City	Apr to Jun
An Eco City	Jul to Sept
A Connected & Safe City	Oct to Dec

There are two funding rounds designed to reach as many community events as possible and avoid all the funding being allocated before other communities had the chance to develop event concepts. The first round opened 1 August 2020 for events January – June 2021, and the second round is proposed to be in March 2021 for July – December 2021 events.

2.5.1 Community-Led Events and Seed Fund Progress

The first funding round of the Community Seed Event Fund received six applications from across the community. The applications were presented to the Steering

Committee for assessment and decision making at the Steering Meeting on 1 December 2020.

The following successful applicants have been contacted, and in addition to funding, will receive marketing and promotional support from the Marketing and Communications Unit for their event or activity, as well as feature in Council's calendar of events for 2021, and promotional material such as Palmy Proud Magazine.

Details of the events will be available (and updated) online and the online version of the Palmy Proud magazine.

Date	Location	Event / Organiser	Sum Approved	Details
24/01	Greens Estate	'The Nieuw Normal' Greens Estate Ltd	\$1,000	An invitational Mountain bike Freeride/Slopestyle event for professional and semi-professional riders with spectator admission. This is a start-up event requiring support to offset the cost and risk of getting a new, untried event off the ground. The event and facilities are joined at the hip – one cannot proceed without the other.
Feb to Nov	The City Library	'Celebrate our City' The Manawatu Camera Club	\$2,000	The project involves members of the Camera Club submitting photos of the city and its people to exhibit them in an innovative way on the ground floor off George Street. Included in the project is the intention to produce a book that captures the essence of Palmy in 2021. The book will be given to the Library for storage in the city archives until the next anniversary.
14/02	Caccia Birch	'Family Day Out' Roger Buchanan	\$2,000	Family Day Out is part of the new Caccia Birch House Summer Season designed to provide events for the community of Palmerston North in the grounds of Caccia Birch House. It also aims to provide a performance opportunity for local talent in the form of both established and emerging musical artists. In 2021 the season will form part of the city's 150 th Anniversary celebrations. The season will also help to showcase and better utilise the CCO to both the local community and visitors to the city.
July	Square Edge	Palmerston North Historical Exhibition & Competition – 'Past, Present & Future' The Green Hub Trust	\$1,000	An exhibition of paintings created by local artists with the theme of Palmerston North Past, Present & Future. A regular event refocused for the city's 150 th .
05/12	The Square	'Celebration of 150 years of work for the city' All Saint's Church	\$1,000	A multi-faith celebration involving iwi, leaders of the churches, social service agencies, recent refugee and migrant arrivals to celebrate the diversity of ethnicity and contribution to today's city.

2.6 Legacy Activation: The Palmerston North Monopoly Board Game

To commemorate the milestone as a legacy of the year, in perpetuity we have negotiated the ability to create and offer a Palmy Monopoly game. Monopoly is played by over 1 billion people across 114 countries and 47 different languages. Wellington is the only New Zealand City to date to produce a licenced Monopoly Board and we intend to be the second. The city's focal point is Te Marae o Hine-The Square that lends itself to be compared to the playing board of the Monopoly game – the world's most popular board game and global market leader.

The Monopoly Board Game was not part of the original programme budget and was an additional project supported by the 150th Steering Committee that presented a cost and revenue generating opportunity. It also provided a platform to raise the profile of Palmerston North nationally and internationally.

COVID-19 has stimulated an increase in board game sales, encouraging Winning Moves, Australian agents for the board game, to review its regional strategy. They have since presented a proposal that enables a Palmerston North Monopoly Board to be created but without the upfront costs borne by Council. This is less risk financially to Council as the production of the game in the past required expenditure to be incurred that is unbudgeted and unplanned. No financial commitment has been made to date.

Council officers are engaging with Winning Moves to understand the level of influence available if Council supports the production of a Palmerston North Regional Board Game by Winning Moves, and to confirm progress of the concept if suitable.

The main points of the Palmerston North Board Game proposal are;

- Local businesses are approached by Winning Moves, guided by Council's recommendations, to be involved;
- 'Sponsorship' through pre-purchasing games at wholesale cost provides benefits ranging from naming a property square, Community Chest and Chance cards and bespoke imagery;
 - Palmerston North Monopoly will be exclusively sold through these partners and Council/i-SITE (not general retail).

The table below outlines the standard package presentation. However, Winning Moves can change the number of units for each edition to suit the population and potential investment for the area. These may change for Palmerston North as it is a much larger area.

Tier	Branding Opportunities	Minimum Qty	Cost Price per Game
Bronze	Property Square	250	\$41
Silver	Bronze benefits plus Community Chest & Chance Cards	375	\$39
Gold	Silver benefits plus imagery on box lid or board	500	\$37

Winning Moves will support promotion of the Palmy Monopoly through media announcements and creation a Palmerston North Monopoly Facebook page to encourage public suggestions. Production of the Palmy Monopoly provides for exciting opportunities for launch activations throughout the city, including converting the actual Te Marae o Hine – The Square into a giant Monopoly game for the month of August, featuring a real-life Mr Monopoly Mascot and giant property squares through the placement of floor stickers around the perimeter of Te Marae o Hine – The Square.

This could also be supported by any destination marketing campaign planned at the time.

3. BUDGET

In December, it was confirmed that the full Programme 1161 budget of \$155,000 will be made available to support the planned programmes below.

Activity	Budget
Commemorative Book (Committed funds)	\$20,000
Public Celebration (used to boost Explore Esplanade Day)	\$10,000
The Square Light Installation and Light Projections throughout the year	\$17,000
City and business stakeholder's event	\$60,000
City campaign to enable city promotion and activation at all city events including 150 th identity development	\$28,000
Community Seed Event Fund (includes \$5k from Community Events)	\$20,000
TOTAL	\$155,000

4. MARKETING AND CITY PROMOTION

Marketing and promotional plans of the 150th Celebrations are being developed to build Palmerston North's national profile and attract business and stakeholder investment. A communication strategy is provided as an attachment to this report.

The 150th provides a timely opportunity to support socialisation of the city's new identity and strategic positioning with a wider national audience, and tell a more substantive story that connects the city's past to its future and highlights the city's attributes as a place to live and work, or to invest in.

The marketing campaign will commence in February 2021 and take a storytelling approach to align with the people-centric goals and values encompassed in the creative and liveable, and connected community strategies. Opportunities to tell stories will be identified from the event programme and we will work with stakeholders and community to create them.

An example of this style is shown in other Palmy produced videos.

This approach has a range of benefits:

- Conveys a marketing-related message in a fresh and personal way that the audience can relate to
- Reinforces our city identity
- Will result in higher audience trust and engagement as a more natural communication form, leading favourable dialogue with our community and improving our reputation
- Achieves audience attention and fosters community loyalty
- Connects people with the city and 150th events

Objectives are to celebrate our residents and all the great things our city has done over the last 150 years, and bring national PR attention promoting visitation to the city.

4.1 Promotional Channels

We will use a variety of paid and unpaid media channels.

Out of home advertising:

- City flags - installed February
- Te Marae o Hine feature flags - installed February
- Entrance Kiosks - installed February

- Cross street banners - installed at all times space is available

Street Flags past and present will be on display as shown below:



Digital:

- Social media advertising, eg. Facebook targeted ads
- LED i-SITE screen
- Snapchat Geofilter
- Library digital signs
- Email signature
- Neighbourly advertising

Radio/promotion:

- Mediaworks on air promotion
- Radio adverts

4.2 150 Tohu Design



Warren Warbrick, of Toi Warbrick, was commissioned to design a tohu to be considered for Palmerston North's 150th celebration. The intention is for the tohu to be made available through Council for Communities and Businesses to include in their 150th event marketing and promotional activity during the year.

The original design featured the dates '1871 – 2021'. These were subsequently removed in acknowledgement of the region's mana whenua, Rangitāne, who had lived in the region for centuries before the first European settlement.

This design celebrates Te Marae o Hine – The Square, as still being the heart of the city.

Around its edge are the ornaments and details from 'Pakeha' buildings including the Grand Hotel, Palmerston North City Library, and an Art Deco cluster near the i-SITE, and taniko patterns (traditional cloak weaving) representing the five hapu of Rangitāne.

The intention in this design is to reflect this long, harmonious relationship. Two sides of the square symbol are bordered by Maori design elements and two sides with Pakeha elements with Te Marae o Hine – The Square as the key feature.

Designed by JT Stewart, first surveyor of Palmerston North, this is the only city in New Zealand to form around a seven-hectare piece of land, now charged with 150 years of significant history, celebration, change, and meaning.

5. 150TH STEERING COMMITTEE MEMBERS AND MEETINGS

Member	Role
Mayor Grant Smith	Committee Chair
Councillor Rachel Bowen	Council delegate
Councillor Leonie Hapeta	Council delegate
Chris Whaiapu	Rangitāne (Invited October 2020)
Sacha Haskell	Programme Sponsor
Lesley Courtney	Heritage Advisor
Tasha Paladin	Programme Manager

6. NEXT STEPS

Council staff will continue the 150th Celebration Programme under the guidance of the 150th Steering Committee and report back to the Arts, Culture & Heritage Committee throughout 2021.


7. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 2: A Creative and Exciting City	
The recommendations contribute to the outcomes of the Creative and Liveable Strategy	
The recommendations contribute to the achievement of action/actions in the Events and Festivals Plan	
The action is: Council co-ordinates the delivery of the city's community and commemorative events and initiatives so Palmerston North has a full events calendar that caters well for different sectors of the city's population.	
Contribution to	If the recommendation is adopted, Council officers will be able to

PALMERSTON NORTH CITY COUNCIL

strategic direction and to social, economic, environmental and cultural well-being	coordinate delivery of the city's 150 th commemorative programme of events and provide funding to external organisations to facilitate community-led 150 th celebratory events.
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ATTACHMENTS

1. PNCC 150th Communications Strategy [↓](#) 



BACKGROUND & PURPOSE



Palmerston North is ambitious for its future and the bigger role it can play in the regional and national economy with the right partnerships and investment to support key initiatives. However, there is significant competition from other regions so Palmerston North seeks to leverage its 150th Anniversary as a city in 2021 as an opportunity to get attention from a wider national audience.

The 150th Anniversary also provides a timely opportunity to support the socialisation of the city's new brand identity with that wider national audience, and tell a more substantive story that connects the city's past to its future and highlights the city's attributes as a place to live & work in or to visit or invest in.

This communications strategy is designed to identify some pragmatic recommendations for achieving these goals irrespective of the extent to which the 150th Anniversary itself is prominently featured. In other words, it outlines activity that Palmerston North could be undertaking to reset nationwide audiences' perceptions of the city even if there were no anniversary to leverage, but the anniversary provides a platform for coordinated activity.

It is focused specifically on the city's 'external' audiences rather than on the local community (as there are already plans in place for community engagement around the 150th celebration).

COMMUNICATIONS OBJECTIVES



- Raise external awareness of Palmerston North and what is going on in the city to drive interest in visiting, living, working or investing here
- Reset external perceptions of Palmerston North – achieve ‘adjective shift’ from ‘flat & boring’ to ‘hot & happening’
- Amplify positioning as New Zealand’s food science innovation and agritech capital
- Attract Government and business interest and investment in the city
- Mitigate competitive threats from other regions seeking the same attention
- A related collateral benefit of the above is the additional community engagement/civic pride generated by residents seeing a bigger profile for their city nationally, which may in turn make them more active ambassadors/advocates for Palmy

ISSUES/CONSTRAINTS



- The ongoing economic and social impact of Covid-19 creates challenges in attracting media & stakeholder attention to promotional activity
- Recessionary environment, with pressure to keep rates rises low and potential service trade-offs, heightens community/media scrutiny of appropriateness of spend on promotional activity
- Inherently limited relevance of local events to wider national audience
- Ambiguities around what the 150th is an anniversary of/what specific city milestone is being commemorated; electoral boundary review could create further complications in the narrative and/or new demands (including new iwi relationships)
- Relative priority of other major projects (e.g. three waters reform, wastewater project) may create loss of momentum around the 150th over the course of the year
- Competition from higher profile Royal NZ Yacht Squadron 150th in 2021 (when they will be hosting the America's Cup); wider 'anniversary fatigue' (e.g. recent 150 celebrations for Wellington, Marton & Otago University) and/or negative associations of other commemorations (Sesqui 1990 and Tuia 250 programme in 2019)

STRATEGIC APPROACH



1. Develop overarching 150 narrative & simple assets based on this, which will underpin all communications in the 150 year
2. Create three key lynchpin 150 events that clearly show Palmy in a different/unexpected light, as a way of generating buzz & attention
3. Make people take a fresh look at Palmy by doing other existing planned BAU local events/activities slightly differently
4. Selectively and strategically leverage local events planned for 2021 to a broader audience, focusing on those that present a more modern image of Palmy
5. Actively leverage major city development milestones that substantiate the positioning of Palmy as a city on the rise with national media
6. Engage with local stakeholders (Rangitane, businesses & CCOs) to get their buy-in to promote the 150 and undertake their own activity under this banner to magnify reach/cut-through
7. Wider stakeholder engagement that is customised to their interests (business & government have limited interest in community events)
8. Campaign for public attention, whether seriously or on a tongue-in-cheek basis
9. Proactively engage in national conversations through thought leadership
10. Leverage Palmy alumni network to spread the word further

TACTICS



STRATEGIC APPROACH	TACTICAL ACTIVITY	TIMING
Develop 150 narrative & assets	<ul style="list-style-type: none"> Overarching story and key messages Core collateral (e.g. web copy, media fact sheet, Q&A) 150 launch press release, for distribution in January 2021 as a platform for ongoing media pitching 150 tagline for use on all PNCC email signatures & ads, etc, and boilerplate for all 2021 press releases 	Nov/Dec
Focus on three key lynchpin 150 events that clearly show Palmy in a different light and can be leveraged in media nationally	<ol style="list-style-type: none"> Jetboat event on the Manawatu River, led by local jet boating club as part of their own 50th celebration and will attract participants from around NZ; given we would typically associate this sort of event more with the Shotover River it has an inherent 'cool' factor and could attract national interest e.g. <i>Seven Sharp/The Project</i> reporter experience story; GoPro video from on-board boat for shareable social media content. Major food innovation livestream virtual event, featuring high profile speakers/talent (e.g. celebrity chef) promoted to an international audience as well as NZ industry and media; potentially to be held during AgriFood Week if there are synergies/benefit to be had from aligning these or as a standalone event Palmy music festival on the river, leveraging Palmy music vinyl production, new pontoon on the river, and new campervan park being created at Ahumate, (which is outside of the alcohol-restricted area, providing an opportunity to involve local craft brewers etc); timed to be at the end of the university year 	ANZAC Weekend May (TBC)? Labour Weekend?
Make people take a fresh look at Palmy by doing other BAU local events differently	<ul style="list-style-type: none"> Consider updating the Festival of Cultures by initiating/fostering community stakeholder dialogue about including representation of the 'rainbow' culture in the festival/Lantern Parade, as a potential stepping stone to bigger pride parades in the future if there is a community appetite for this – PNCC's role would be limited to simply suggesting the idea to the two key local rainbow advocacy groups to ask whether they might be interested in progressing this (then supporting them to make it happen in the same way as other groups are) Consider: Potential to engage Sculpture Trust to be part of 150 celebration; time capsule unearthing; silent disco in the Square featuring new outdoor lights for dramatic lighting show 	February TBC

STRATEGY ELEMENT	TACTICAL COMPONENT	TIMING
Selectively & strategically leverage local events planned for 2021 to a broader audience, focusing on those that present a modern image of Palmy	<ul style="list-style-type: none"> Local events that may have wider nationwide appeal can be pitched to national media: <ul style="list-style-type: none"> Gravel & Tar event (leveraging Retro Ride and new e-bike 46km ride, which connects past & future) Giant outdoor Monopoly game – pitch to <i>Seven Sharp</i> Palmy music Vinyl, Speedway events, Palmy ice cream, National Young Performer Awards, local partners' events Some planned community events like the Black Tie dinner in June are inherently less newsworthy beyond the local area, while others like the planned Top Town event in April may not present the image of modern Palmy that is desired, so it is recommended to focus primarily on local media for these events 	23-25 Jan TBC
Actively leverage major city development milestones	<ul style="list-style-type: none"> Press releases about major strategic milestones actively pitched to national media for coverage e.g: <ul style="list-style-type: none"> Finalisation/endorsement/publication of Spatial Plan Announcement re additional land being rezoned to meet demand around the KiwiRail Hub Release of independent economic impact report on Regional Freight Ring Road Delivery of Phase 1 of Arena Masterplan NZ Food Awards (October) Copy major releases to key government & business stakeholders directly 	Ongoing
Engage with local business & CCOs to get their buy-in to promote the 150 and undertake their own activity	<ul style="list-style-type: none"> 1:1 meetings with key targets to present PNCC's 150 narrative & plans (to generate wide enthusiasm around the celebration) and to find out from them how they might integrate the 150th in their plans, so that they can be leveraged via PNCC channels to boost overall awareness of a lot happening in the city: <ul style="list-style-type: none"> Rangitane Toyota Fonterra Norwood Palmy Airport Massey University NZDF 	Dec-Jan

TACTICS



STRATEGY ELEMENT	TACTICAL COMPONENT	TIMING
Wider stakeholder engagement (business & government)	<ul style="list-style-type: none"> Facilitate a BusinessNZ CEO dinner in Palmy to mark the 150 anniversary Facilitate a Manawātū Chamber of Commerce-hosted forum event in Palmy on a provocative topic that resonates with wider national stakeholders e.g. 'It's the regions that are driving the recovery – put us in the drivers seat'; held in the same timeframe as the planned Black Tie event, so that there is more reason for high profile stakeholders to attend that Send copy of SOI and/or Annual Report to key stakeholders, with cover letter summarising highlights Secure broader engagement opportunities with key Ministers who are attending major events: <ul style="list-style-type: none"> NZ Agricultural Climate Change Conference (tbc Mar/Apr) Asia/Pacific Security Innovation Summit (March) Leverage hosting of NZ Food Awards to position 'food innovation capital' with manufacturer & retail audiences (Mayoral speech, promotional materials, tour options to guests, trade media) Advocacy to Government to announce a NZ Food Innovation Strategy/Policy in Palmerston North at FoodHQ (potentially during Agri-Food Week) 	<p>Q1 June</p> <p>August? March/ April Oct</p> <p>May</p>
Campaign for public attention	<ul style="list-style-type: none"> Put Palmy on the weather map! Opportunity to engage hearts & minds locally, regionally & nationwide re what does it take to get on the weather map? Regardless of success, interest generated by the campaign will act as a platform to communicate fresh messages about the Palmy of today after 150 years Campaign for northbound commuter train from Wellington: A platform to communicate messages about the thriving city economy and the nature of jobs in the region (agri, food, innovation, science) 	<p>Q1</p> <p>Q2</p>

TACTICS



STRATEGY ELEMENT	TACTICAL COMPONENT	TIMING
Proactively engage in national conversations through thought leadership	<ul style="list-style-type: none"> Secure speaking opportunities at conferences/business events for PNCC leaders/spokespeople, e.g.: <ul style="list-style-type: none"> Economic Development NZ conference (first half of 2021) Local Government New Zealand Conference (July) Infrastructure NZ conference (tbc – Nov?) Pitch ‘regional perspective’ op-ed series to <i>NBR</i>, leveraging the city/region’s relative economic performance in 2020. One op-ed per quarter on topical subject from a regional POV, e.g: <ul style="list-style-type: none"> Q1 A regional economic outlook for 2021 Q2 Regional reaction to the Budget Q3 Recovery in the regions Q4 Looking back on 2021 	Ongoing
Leverage Palmy alumni network to spread the word further	<ul style="list-style-type: none"> Engage 1:1 with CEDA alumni network members to discuss leveraging their networks to amplify news of Palmerston North and its 150th celebration (this could be done via a New Year letter/email to each outlining the significance of the year for ‘proud Palmy people’ and inviting their advocacy of the 150th) Promote stories of noteworthy/ground-breaking/innovative Palmy people (e.g. Dairy farmer & FIFA Council member Johanna Wood) in NZ media and in media targeting expats e.g. NZEdge.com Utilise KEA & NZEdge networks to contact expat Palmy people based offshore and connect as potential ‘ambassadors’ for their home city, using the 150th as an attention-getter 	Q1 Ongoing

COMMITTEE WORK SCHEDULE

TO: Arts, Culture & Heritage Committee

MEETING DATE: 17 February 2021

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO ARTS, CULTURE & HERITAGE COMMITTEE

1. That the Arts, Culture & Heritage Committee receive its Work Schedule dated February 2021.

ATTACHMENTS

1. Committee Work Schedule_February 2021 [↓](#) 

ARTS, CULTURE & HERITAGE COMMITTEE

COMMITTEE WORK SCHEDULE – FEBRUARY 2021

Item No.	Estimated Report Date	Period of Reporting	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1:	February 2021	1 July – 31 December 2020	Te Manawa Six Monthly Report			
2:	February 2021		Report on the Palmerston North Sesquicentennial Work Programme	General Manager – Marketing & Communications		12 August 2020 – clause 22.2
3.	April 2021		Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities	General Manager – Infrastructure		25 June 2018 clause 19.2
4.	April 2021	1 July 2021 – 30 June 2023	Draft Statements of Intent Globe Theatre Regent Theatre Caccia Birch Te Manawa	General Manager – Strategy & Planning		
5.	April 2021		Six Monthly Reports Globe Theatre Regent Theatre Caccia Birch	General Manager – Strategy & Planning		
6.	April/May 2021		S17A Report Caccia Birch Hearing of submissions Final report	General Manager – Strategy & Planning	Extraordinary meeting date(s) to be advised	
7.	August 2021	1 January – 31 March 2021	Te Manawa Quarterly Report (third quarter 2020/21)		To be circulated for information after 31 May 2021, followed by formal receipt at August committee meeting	SOE 2020/21 LGA due date: 31 May 2021

8.	August 2021	1 July 2021 – 30 June 2023	Final Statements of Intent Globe Theatre Regent Theatre Caccia Birch Te Manawa	General Manager – Strategy & Planning		
9.	August 2021		Annual report from Palmerston North Public Sculpture Trust	Chief Customer Officer		Council 29 April 2019 clause 36.4
10.	August 2021		Annual progress report on the development of a military heritage theme across Council programmes	General Manager – Strategy & Planning		25 June 2018 clause 20.2
11.	November 2021	1 July 2020 – 30 June 2021	Annual Reports Globe Theatre Regent Theatre Caccia Birch Te Manawa	General Manager – Strategy & Planning		
12.	2022	1 July – 30 September 2021	Te Manawa Quarterly Report (first quarter 2021/22)		To be circulated for information after 30 November 2021, followed by formal receipt at first committee meeting of 2022	SOE 2020/21 LGA due date: 30 November 2021

CONFIDENTIAL DECISIONS RELEASED

Meeting date	Title	Released	Not Released
11 November 2020	Section 17A Review of Caccia Birch House (report and decisions already public)	Appendix with redactions	N/A

More information on the decisions released can be found here: [released decisions](#)