

NOTICE OF A MEETING**Pukaki ki Rotorua Charitable Trust meeting****AGENDA**

Date: 17 September 2020**Time:** 10am**Venue:** Committee Room 2

MEMBERSHIP

Chairperson

Mr Tamati Coffey

Members

Mayor Steve Chadwick

Mr Paora Tapihana

Mr David Reeves

Quorum

3

Order of Business

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1 Opening karakia - Karakia whakapuaki

2 Apologies - Ngā whakapaaha

The Chairperson invites notice from members of:

1. Leave of absence for future meetings of the Rotorua Lakes Council; or
2. Apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

3 Confirmation of Minutes – Te whakaū i ngā meneti

3.1 Pukaki ki Rotorua Charitable Trust meeting 23 September 2019

20-07-300\02

MINUTES

**PUKAKI KI ROTORUA CHARITABLE TRUST MEETING
HELD ON MONDAY, 23 SEPTEMBER 2019 AT 9.30AM
IN COMMITTEE ROOM 1, ROTORUA LAKES COUNCIL**

MEMBERS PRESENT: Tamati Coffey, MP (Chair)
Mayor Steve Chadwick, Rotorua Lakes Council
Paora Tapihana, Ngati Whakaue
Linnae Pohatu, Auckland Museum
David Reeves, Auckland Museum

APOLOGIES: Kingi Biddle; Leon Pieterse (Audit NZ), Stewart Brown (for lateness)

IN ATTENDANCE: Cr Dave Donaldson, Deputy Mayor
Maria Palmer, Absolute Accounting

OFFICERS PRESENT: Gina Rangi, Kaiwhakahaere Maori; Monty Morrison, Kaitiaki Maori; Stewart Brown, Manager Arts & Culture; Pete Kearney, Finance Business Advisory Manager; Isabel Brell, Governance Support Advisor.

1. MIHI AND KARAKIA

Monty Morrison opened the meeting with a karakia.

2. APOLOGIES

Resolved:

That the apologies from Kingi Biddle; Leon Pieterse (Audit NZ), Stewart Brown (for lateness) be accepted.

Mr Coffey/Mr Morrison
CARRIED

[Back to index](#)

3. MINUTES OF MEETING HELD 24 SEPTEMBER 2018

Resolved:

That the minutes of the meeting held 24 September 2018 be accepted as a true and correct record.

Mr Coffey/Mr Tapihana
CARRIED

Mayor Chadwick acknowledged Kingi Biddle and Museum staff in the sensitive handling of the moving of Pukaki.

Tamati Coffey advised that he had not yet contacted the Minister Culture and Heritage about topping up the Audit NZ fees. However he said would do this prior to the next meeting. Mr Coffey acknowledged the \$19m funding for the Museum.

4. ANNUAL FINANCIAL ACCOUNTS AND ADMINISTRATIVE TASKS

Resolved:

That the report "Annual Financial Accounts and Administrative Tasks" be received and that the Rotorua Lakes Council undertake the accounting functions for the Pukaki Trust.

Mr Tapihana/Mr Reeves
CARRIED

Mayor Chadwick thanked Maria Palmer for her work with Pukaki Trust accounts.

Cr Donaldson asked if Audit NZ would include the Trust's audit as part of Council's and therefore reduce the fee. Maria Palmer explained Pukaki Trust is a separate legal entity from Council and has a separate set of accounts. Ms Palmer said Audit NZ had been asked several times in the past if the fee could be reduced. Pete Kearney said in terms of a cost benefit, staff would liaise with Audit NZ to see if this could happen.

5. FINANCIAL STATEMENTS FOR Y.E. 30 JUNE 2019**Resolved:****1. That the list of Pukaki ki Trust Board trustees be updated to include David Reeves.**

Mayor Chadwick/Mr Tapihana
CARRIED

2. That the Pukaki ki Rotorua Trust Board's Financial Statements for Y.E 30 June 2019 be received and adopted.

Mr Tapihana/Mr Reeves
CARRIED

3. That the Fraud Policy; the applications for Funds Policy and the Contracts/Purchasing of Goods and Services Policy be adopted with a review date of 2022. (Attachment 1 pages 8-10)

Mayor Chadwick/Mr Tapihana
CARRIED

**6. DRAFT REPORT ON THE AUDIT Y.E. 30 JUNE 2019 OF PUKAKI KI ROTORUA CHARITABLE TRUST;
DRAFT AUDIT OPINION AND DRAFT REPRESENTATION LETTER****Resolved:****That the report "Draft Report on the Audit of Pukaki ki Rotorua Charitable Trust Y.E. 30 June 2019; Draft Audit Opinion and Draft Representation Letter" be received and the contents noted.**

Mr Coffey/Mr Tapihana
CARRIED

7. CONDITION REPORT ON PUKAKI**Resolved:****That the "Condition Report on Pukaki" be received.**

Mr Tapihana/Mr Reeves
CARRIED

Mr Tapihana, on behalf of Ngati Whakaue, thanked the Museum staff, for the current presentation and care of Pukaki.

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8. INWARD CORRESPONDENCE

The items included under 'Inward Correspondence' were noted.

9. GENERAL BUSINESS

Redevelopment of the Museum exhibition

Stewart Brown said they would be seeking direction from the Trust as to what is to happen to Pukaki

In terms of the rebuild project i.e. will Pukaki return to the Museum? Mr Brown said he did not have any plans this stage. The following comments were made:

- Due to the scale of the project a contractor with the required skills will need to be recruited.
- Conversations have been undertaken with the B Company Trust as to what their aspirations might be.
- Pukaki to be available to the public.
- The main lobby area would be a consideration as that is an unpaid area to access. Currently visitors from outside the region and international visitors pay for access. Appropriate climate conditions would need to be in place.
- Presentations would be bilingual.
- A redevelopment committee will be established and there will be Te Arawa representation.

Mr Brown said he would continue to communicate with the trustees as soon as there is more information.

10. CLOSING KARAKIA

Mr Morrison closed the meeting with a karakia.

The meeting closed at 10.04am

FRAUD POLICY

Date adopted:

Date for review:

Officer responsible: Trustees, Pukaki Ki Rotorua Charitable Trust

Policy purpose:

Trustees are responsible for establishing internal controls and other systems to prevent or detect fraud. Trustees should be familiar with the types of fraud that might occur and be alert for any indication of fraud.

Any fraud that is detected or suspected must be reported immediately to the Trustees of Pukaki Ki Rotorua Charitable Trust who are responsible for coordinating all investigations, both internal and external.

Policy:

Scope

The conditions of this policy apply to any fraud, or suspected fraud, involving elected representatives, vendors, and outside agencies doing business with the Pukaki Ki Rotorua Charitable Trust.

Actions Constituting Fraud

As used in this policy, the term "fraud" shall mean theft, misappropriation, and/or other fiscal irregularities that would include but are not limited to:

- Any dishonest or fraudulent act;
- Forgery or alteration of any document or account belonging to the Pukaki Ki Rotorua Charitable Trust;
- Forgery or alteration of any cheque, bank draft, or any other financial document;
- Misappropriation of funds, supplies, or other assets;
- Impropriety in the handling or reporting of money or financial transactions;
- Accepting or seeking anything of material value from vendors or persons providing services/material to the Pukaki Ki Rotorua Charitable Trust; (relating to offers of gifts, benefits or hospitality)
- Destruction or disappearance of records; and/or
- Any similar or related irregularity

Non-Fraud Irregularities

It is possible that certain allegations involving fraudulent activities covered by this policy may also involve violations of the Trust's policies, criminal law, or other statutory regulations. In cases where the allegations appear to constitute fraud as defined in this policy and violate other regulations, the Trustees develop a plan for conducting the investigation.

Investigation Responsibilities

The Trustees have the primary responsibility for the investigation and will issue reports to the appropriate persons as determines necessary.

Decisions to prosecute or turn matters over to the Police and/or regulatory agencies for independent investigation are at the discretion of the Trustees. As a general rule, however, matters pertaining to fraud will result in a complaint being laid with the Police.

APPLICATIONS FOR FUNDS POLICY

Date adopted:

Date for review:

Officer responsible: Trustees, Pukaki Ki Rotorua Charitable Trust

Policy purpose:

The Trust, from time to time, will make application to funding bodies to undertake specific projects. The following policy will help to ensure that the Trustees are aware of the applications and their purpose

Policy:

- *That all applications be firstly presented to the Trustees for sign off.*
- *That a description of each specific funding proposal be included in the reports*
- *That where details and costings are unknown, as much information as possible will be included in the report, with follow up information on the proposal being included in the minutes prior to the application being lodged.*

CONTRACTS/PURCHASING OF GOODS AND SERVICES POLICY

Date adopted:

Date for review:

Officer responsible: Trustees, Pukaki Ki Rotorua Charitable Trust

Policy purpose:

The Trust must undertake activities in an open, transparent, and democratically accountable manner. Financial accountability must be adhered to through principles of generally accepted accounting practice.

Policy:

Where the value of the goods or works proposed to be purchased or sold exceeds \$10,000, publicly advertised tenders are to be called and such tenders will be opened in the presence of the Trustees.

Where the value of the goods or works proposed to be purchased or sold does not exceed \$10,000, the decision as to whether to call tenders, or quotations, or invitations to quote, will be made by the Trustees in terms of the following policy which provides that, in general:-

- a) Where the value of goods or works falls between \$5,000 and \$10,000, three competitive quotes shall be sought and recorded.*
- b) Where the value of goods or works is less than \$5,000, it is not necessary to obtain quotations.*

Where the lump sum contract is over \$10,000 and is to be subject to the calling of tenders, the tender and contract documents shall be in general accord with the basic documents currently approved by the Trustees.

Tenders are to be publicly called except in exceptional circumstances for which approval must be given in writing by the Trustees. Exceptional circumstances are defined as where there is only one known single supplier, or in cases of obvious emergency.

That prior to tendering, the Trustees be advised of the intention to use an alternative method to the lowest price conforming for contracts where there is a service element associated with the physical works.

That details be provided to the Trustees on the services/works sought and why a contract was not put out to full public tender where normally it would have been expected to do so.

4 Staff Reports – Pūrongo Kaimahi

20-07-300\02
RDC-1054731

ROTORUA LAKES COUNCIL

Chairperson and Members
PUKAKI KI ROTORUA CHARITABLE TRUST

4.1 Condition Report on Pukaki

Report prepared by: Isabel Brell, Governance Support Advisor
Report approved by: Rick Dunn, Governance Lead

1. TE PUTAKE PURPOSE

The purpose of this report is to provide an update on the condition of Pukaki.

2. HE TŪTOHUNGA RECOMMENDATION

1. That the “Condition Report on Pukaki” be received.

3. NGĀ ĀPITI HANGA ATTACHMENTS

Condition Report on Pukaki – Attachment 1



CONDITION REPORT

Accession no. E2011.70
Object/Title Pukaki
Medium Totara



As can be seen from the image above – Koro Pukaki is still very much safe and secure as the Offsite store and (with the exception of COVID-19) continues to be visited by his many Ngāti Whakaue uri.



CONDITION REPORT

Condition

- On 11 September 2020, a condition report assessment and general brush vacuum clean was carried out by Collection Curator Tangi Maori, Manaaki Pene
- The dimensions of splitting/cracks in the timber were again measured at random and remain unchanged
- The temperature and humidity levels in the offsite store continue to be constant.
- Overall, Koro Pukaki's condition is stable and there is no new information to report.

Report by

Manaaki Pene

Position

Collection Curator, Tangi Maori

Signed

Date

11 September 2020

5 Inward Correspondence

-----Original Message-----

From: "Lynette Townsend" <Lynette.Townsend@nzpost.co.nz>

Sent: Thursday, 6 August 2020 9:49 am

To: "info@rotorualc.nz" <info@rotorualc.nz>

Subject: Pukaki Trust Re: New Zealand Post Coin Project

Tēnā koe Hon Tamati Coffey,

I am emailing to seek official endorsement from the Pūkaki Trust for a New Zealand Post project that includes the New Zealand 20c coin depicting Pūkaki.

The New Zealand Post Stamps and Collectables team requests permission to include this coin, minted as a gold version, in a gold 'Proof of Currency' set. The 20c coin will be one of the five coins, and there will just be 100 sets made. Please note that this project will be done under licence with the Reserve Bank of New Zealand.

We suggest a one off payment of \$1000. As advised by Professor Paora Tapsell, we are very happy to make the payment to the Kawharu Foundation or another organisation of your choice. I look forward to your advice on this matter.

In addition, I would like to open a discussion about the possibility of the 20c Pukaki coin being made in other formats e.g. silver and gold or other metals, and in various weights and sizes. At this point in time there is nothing specific underway but it would be good to know whether you are agreeable to this.

Ngā mihi,

Lynette

Lynette Townsend

Programme and Content Manager

Mobile: +64 021 148 0137

6 General Business

6.1 Review of criteria to audit

7 Closing Karakia - Te Karakia Whakamutunga

Pukaki Ki Rotorua Trust Meeting Minutes 17 September 202020-07-300\02
RDC-1066346

Minutes

**Pukaki ki Rotorua Trust meeting
held Thursday 17 September 2020, 10am
in Committee Room 2, Rotorua Lakes Council**

MEMBERS PRESENT:

Mayor Chadwick
by Zoom – Mr Coffey, Mr Tapihana, Mr Reeves

APOLOGIES:

Gina Rangi for lateness

STAFF PRESENT:

S Brown, Manager Arts & Culture; G Rangi, Manahautu
Māori; L Marvely, Museum Director; M Pene, Collections
Curator; B Manley, Research Lead & Senior Advisor;
K Biddle, Pukenga Mātauranga Māori; T Mowbray, Financial
Accountant; I Brell, Governance Support Advisor

The meeting opened at 10.05am
The Chair welcomed members and staff.

**1 KARAKIA WHAKAPUAKI
OPENING KARAKIA**

Kingi Biddle opened the meeting with a mihi and Karakia.

**2 NGĀ WHAKAPAAHA
APOLOGIES**

The apologies from Gina Rangi for lateness were noted.

**3 TE WHAKAŪ I NGĀ MENETI
CONFIRMATION OF MINUTES**

3.1 CONFIRMATION OF PUKAKI KI ROTORUA CHARITABLE TRUST MEETING 23 SEPTEMBER 2019

Resolved

“That the minutes of the Pukaki ki Rotorua Charitable Trust meeting 23 September 2019 be confirmed as a true and correct record”.

Moved: Mayor Chadwick
Seconded: Mr Tapihana

CARRIED

MATTERS ARISING FROM THE MINUTES

Mayor Chadwick said the Trust was unable to negotiate a one off reduction in the audit fees. Mr Coffey said the matter of audit fees had been a constant issue and this was an unsustainable model. He would continue this conversation with the Minister of Arts, Culture and Heritage after the elections. Mr Reeves gave his support and said the model was at odds with ensuring the welfare of Pukaki. Mr Brown provided the following comments:

- Apply to the Ministry of Heritage and Culture for funding, which opens in March 2021.
- Apply for funding to complete conservation work before Pukaki moves to the Museum.
- The model does not provide any positive outcomes for Pukaki and RLC staff will talk to the Ministry of Heritage and Culture.
- The Trust will be informed prior to any funding applications.

Further resolved:

“That the Trust meet with the Minister of Art, Heritage and Culture and the Minister of Finance, after the election, to discuss the anomaly of the model and support a funding application next year.

Moved: Mayor Chadwick

Seconded: Mr Tapihana

CARRIED

Mr Tapihana thanked Rotorua Lakes Council for continuing to support Pukaki financially in terms of conservation and insurance.

**4 PŪRONGO KAIMAHI
STAFF REPORTS****RECOMMENDATION****4.1 CONDITION REPORT ON PUKAKI****Resolved**

That the “Condition Report on Pukaki” be received.

Moved: Mr Tapihana

Seconded: Mr Reeves

CARRIED

Manaaki Pene said there had been about 300 visitors to see Pukaki in storage and this had been well received by Ngāti Whakaue. The visitors were from Kura, Kura Kaupapa, members of the public, and students from the weaving school at Te Wānanga Aotearoa and carvers from Te Puea.

5 INWARD CORRESPONDENCE

New Zealand Post Coin Project – request to use image of Pukaki

Mayor Chadwick thanked Mr Tapsell for his guardianship and duty of care of the Pukaki image. After discussion the trustees supported the request from NZ Post. Mr Coffey said as Chair he would contact Lynette Townsend, NZ Post to advise the Trust's decision and to also discuss the option of receiving some sets coins instead of the cash payment. The coins could then be utilised as a koha for distribution within Ngāti Whakaue.

ACTION: Due to Covid the Reserve Bank will be unable to host the Ngāti Whakaue scholars in Wellington this year. However the Trust will invite the Rangatahi to visit Pukaki.

6 GENERAL BUSINESS

6.1 Review of Criteria to audit

Tracey Mowbray advised she had been provided with an email from the auditors –also sent to the Mr Coffey – setting out the criteria to enable the Trust not to be audited. This would involve an agreement to be made with the Office of the Auditor General. The auditors' opinion is that there would be no reason why the Trust would not be deemed a public entity. The possible options would be to seek a reduction in audit fees or apply for funding.

6.2 Adoption of Financial accounts

Due to Covid -19 Audit NZ have not completed the *financial accounts. Another meeting will therefore be required to adopt the financial accounts. The Trustees will be advised once the audit is completed and a suitable date will be arranged. Mr Coffey said he might have some updates on the audit fees by then.

CORRECTIONS NOTED AT 15 FEBRUARY 2021 MEETING:

Due to Covid-19 Audit NZ have not completed the *Audit of the Annual Report.

6.3 Pukaki return to the Museum

Mr Tapihana said when Pukaki is returned to that public space, it is envisaged the public will not have to pay as Koro is taonga. Ms Marvally said she shared his view and they would work together to ensure Pukaki is safe and accessible * in his new space.

CORRECTIONS NOTED AT 15 FEBRUARY 2021 MEETING:

Ms Marvally said she shared his view and they would work together to ensure Pukaki is safe and accessible *if possible in his new space.

6.4 Museum reconstruction update

Mr Brown provided an update:

- Design and construction processes have been challenging.
- Due to the Covid lockdown, the conservators who were tasked to remove heritage items from the basement, were delayed by 12 weeks.
- Asbestos has been discovered in the ground under the Museum and is being removed. Once removed the ground will be tested for the foundation programme.
- The detailed design is nearly completed apart from the roof and the atrium.
- Peer reviews are being undertaken. There are challenges between geotech views of the ground conditions being able to support the current foundation methodology. Other options are being explored and may delay the start of the construction phase.
- A redesign of the foundations would accelerate that part of the programmed. The new approach is less excavation of the ground under the museum, a more shallow foundation design.
- A report is expected by the 2 October – this will not impact on the completion date as it should be faster and less expensive.
- Work is underway in the south wing. New connections have being installed.

Mr Coffey thanked Mr Brown for his report acknowledged the challenges of the project.

6.5 Offsite storage and collection facility

Mr Brown said a submission will go into the Long Term Plan process for an upgrade of the facility - to increase space for conservation work; Council archive storage; research and extra office space and new air conditioning.

7 CLOSING KARAKIA

Invite Kingi Biddle to close the meeting with a Karakia.

The meeting closed at 11am.

SUMMARY OF ACTION POINTS

Agenda Item No	Action	MS	Due Date
5.	Due to Covid the Reserve Bank will be unable to host the Ngāti Whakaue scholars in Wellington this year. However the Trust will invite the Rangatahi to visit Pukaki.	Ms Marvally	To be advised

20-07-300\02
RDC-1098394

Kaupapataka Agenda

NOTICE OF A MEETING

Pukaki ki Rotorua Charitable Trust meeting

Date: Monday 15 February 2021

Time: 1.30pm

Venue: The Boardroom

MEMBERSHIP

Chairperson

Mr Tamati Coffey

Members

Mayor Steve Chadwick

Mr Paora Tapihana

Mr David Reeves

Quorum

3

PUKAKI TRUST

Type of Committee	Charitable Trust
Background	Ngati Whakaue originally intended to gift its ancestor Pukaki to the Crown in 1877 to symbolise agreement between the people of Ngati Whakaue and the Crown to the establishment of Rotorua township. Pukaki was held by the Auckland Museum from 1877 until 2 October 1997 The people of Ngati Whakaue wished to confirm and complete its gift of Pukaki to the Crown, with the intention that that gift is to recognise and symbolise the partnership of Ngati Whakaue and the Crown achieved through the settlement agreement signed by those parties on 23 Sept 1993. By Memorandum of Understanding dated 2 October 1997 it was agreed that a trust called the Pukaki Trust, would be established by the parties to the MOU by 2 November 1997.
Membership	The trustees of the Pukaki Trust would be: • One crown representative (as appointed by the Minister in Charge of Treaty of Waitangi Negotiations), as Chair; • One Ngati Whakaue representative; • One Auckland Museum Trust Board representative; and • One Rotorua District Council representative. The Trust will act as guardians of Pukaki in accordance with the trust deed
Reference	20-07-300\02
Quorum	3
Meeting frequency	Annually
Purpose	• The Trust is established to provide within New Zealand for the care, conservation and custody of Pukaki on behalf of the Crown.

Order of Business

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1 Opening karakia - Karakia whakapuaki

2 Apologies - Ngā whakapaaha

The Chairperson invites notice from members, apologies, including apologies for lateness and early departure from the meeting,

3 Confirmation of Minutes – Te whakaū i ngā meneti

3.1 Pukaki Ki Rotorua Trust Meeting Draft Minutes 17 September 2020

20-07-300\02

RDC-1066346

Draft Minutes

**Pukaki ki Rotorua Trust meeting
held Thursday 17 September 2020, 10am
in Committee Room 2, Rotorua Lakes Council**

MEMBERS PRESENT: Mayor Chadwick
by Zoom – Mr Coffey, Mr Tapihana, Mr Reeves

APOLOGIES: Gina Rangi for lateness

STAFF PRESENT: S Brown, Manager Arts & Culture; G Rangi, Manahautu Māori; L Marvally, Museum Director; M Pene, Collections Curator; B Manley, Research Lead & Senior Advisor; K Biddle, Pukenga Mātauranga Māori; T Mowbray, Financial Accountant; I Brell, Governance Support Advisor

The meeting opened at 10.05am and the Chair welcomed members and staff.

1 KARAKIA WHAKAPUAKI OPENING KARAKIA

Kingi Biddle opened the meeting with a mihi and Karakia.

2 NGĀ WHAKAPAAHA APOLOGIES

The apologies from Gina Rangi for lateness were noted.

3 TE WHAKAŪ I NGĀ MENETI CONFIRMATION OF MINUTES

CONFIRMATION OF PUKAKI KI ROTORUA CHARITABLE TRUST MEETING 23 SEPTEMBER 2019

Resolved

“That the minutes of the Pukaki ki Rotorua Charitable Trust meeting 23 September 2019 be confirmed as a true and correct record”.

Moved: Mayor Chadwick
Seconded: Mr Tapihana

CARRIED

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MATTERS ARISING FROM THE MINUTES

Mayor Chadwick said the Trust was unable to negotiate a one off reduction in the audit fees. Mr Coffey said the matter of audit fees had been a constant issue and this was an unsustainable model. He would continue this conversation with the Minister of Arts, Culture and Heritage after the elections. Mr Reeves gave his support and said the model was at odds with ensuring the welfare of Pukaki. Mr Brown provided the following comments:

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- The Trust will be informed prior to any funding applications.

Further resolved:

“That the Trust meet with the Minister of Art, Heritage and Culture and the Minister of Finance, after the election, to discuss the anomaly of the model and support a funding application next year.

Moved: Mayor Chadwick

Seconded: Mr Tapihana

CARRIED

Mr Tapihana thanked Rotorua Lakes Council for continuing to support Pukaki financially in terms of conservation and insurance.

PŪRONGO KAIMAHI STAFF REPORTS

RECOMMENDATION

3.1 CONDITION REPORT ON PUKAKI

Resolved

That the “Condition Report on Pukaki” be received.

Moved: Mr Tapihana

Seconded: Mr Reeves

CARRIED

Manaaki Pene said there had been about 300 visitors to see Pukaki in storage and this had been well received by Ngāti Whakaue. The visitors were from Kura, Kura Kaupapa, members of the public, and students from the weaving school at Te Wānanga Aotearoa and carvers from Te Puea.

INWARD CORRESPONDENCE

New Zealand Post Coin Project – request to use image of Pukaki

Mayor Chadwick thanked Mr Tapsell for his guardianship and duty of care of the Pukaki image. After discussion the trustees supported the request from NZ Post. Mr Coffey said as Chair he would contact Lynette Townsend, NZ Post to advise the Trust's decision and to also discuss the option of receiving some sets coins instead of the cash payment. The coins could then be utilised as a koha for distribution within Ngāti Whakaue.

ACTION: Due to Covid the Reserve Bank will be unable to host the Ngāti Whakaue scholars in Wellington this year. However the Trust will invite the Rangatahi to visit Pukaki.

6 GENERAL BUSINESS

6.1 Review of Criteria to audit

Tracey Mowbray advised she had been provided with an email from the auditors –also sent to the Mr Coffey – setting out the criteria to enable the Trust not to be audited. This would involve an agreement to be made with the Office of the Auditor General. The auditors' opinion is that there would be no reason why the Trust would not be deemed a public entity. The possible options would be to seek a reduction in audit fees or apply for funding.

6.2 Adoption of Financial accounts

Due to Covid -19 Audit NZ have not completed the financial accounts. Another meeting will therefore be required to adopt the financial accounts. The Trustees will be advised once the audit is completed and a suitable date will be arranged. Mr Coffey said he might have some updates on the audit fees by then.

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Mr Tapihana said when Pukaki is returned to that public space, it is envisaged the public will not have to pay as Koro is taonga. Ms Marvelly said she shared his view and they would work together to ensure Pukaki is safe and accessible in his new space.

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- Due to the Covid lockdown, the conservators who were tasked to remove heritage items from the basement, were delayed by 12 weeks.
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SUMMARY OF ACTION POINTS

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4 Staff Reports – Pūrongo Kaimahi

20-07-300\02
RDC-1098590

ROTORUA LAKES COUNCIL

Chair and Members
PUKAKI KI ROTORUA CHARITABLE TRUST

4.1 Annual Report y.e. 30 June 2020

Report prepared by: Isabel Brell, Governance Support Advisor

Report approved by: Rick Dunn, Governance Lead

1. TE PUTAKE PURPOSE

The purpose of this report is to advise the chair and members that the annual report on the audit of Pukaki ki Rotorua Charitable Trust y.e. 30 June 2020 prepared by Audit New Zealand, will be presented at the meeting 15 February 2021.

2. HE TŪTOHUNGA RECOMMENDATION

1. That the report "Annual Report y.e. 30 June 2020" be received and the contents noted.

3. NGĀ ĀPITI HANGA ATTACHMENTS

Annual Report y.e. 30 June 2020 (Attachment 1)

Annual Report

Pukaki ki Rotorua Charitable Trust
For the year ended 30 June 2020

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6	Statement of Cash Flows
7 - 9	Notes to the Financial Statements
10	Audit Report

Statement of Responsibility

Pukaki ki Rotorua Charitable Trust
For the year ended 30 June 2020

The board of trustees of Pukaki ki Rotorua Charitable trust accepts responsibility for:

- the preparation of the Trust's financial statements, and statements of expenses and capital expenditure, and for the judgements expressed in them;
- having in place a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

Chairperson

Dated: 2020

Trustee

Dated: 2020

Entity Information

Pukaki ki Rotorua Charitable Trust For the year ended 30 June 2020

Legal Name of Entity

Pukaki ki Rotorua Charitable Trust

Entity Type and Legal Basis

Pukaki ki Rotorua Charitable Trust was registered on the 18th May 2010 under the Charitable Trusts Act 1957 and with the Charities Commission under the Charity Act 2005.

Pukaki ki Rotorua Charitable Trust is a public entity under the Public Audit Act 2001.

Charities Registration Number

CC52842

The Trust's purpose or mission

The Trust was established to provide within New Zealand for the care, conservation and custody of Pukaki on behalf of the Crown.

Structure of the Trust's operations, including governance arrangements

The Board is responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

Postal Address

C/O Rotorua Lakes Council

PO Box 3029

Rotorua 3046

Trustees

Stephanie Chadwick

Tamati Coffey

Paora John Tapsell

Bank

BNZ, Rotorua

Solicitor

Chapman Tripp

PO Box 2206

Auckland 1140

Description of Entity's Outcomes

Providing for the care, conservation and custody of Pukaki on behalf of the Crown.

Statement of Comprehensive Income

Pukaki ki Rotorua Charitable Trust
For the year ended 30 June 2020

	Notes	2020	2019
Revenue			
Interest Received	2	113	435
Total Revenue		113	435
Expenses			
Other expenses	3	6,082	6,285
Total Expenses		6,082	6,285
Surplus/(Deficit) for the Year		(5,969)	(5,850)

Statement of Financial Position

Pukaki ki Rotorua Charitable Trust
As at 30 June 2020

	Notes	30 Jun 2020	30 Jun 2019
Assets			
Current Assets			
Cash and cash equivalents	4	45,427	45,351
Receivables	5	0	3
Total Current Assets		45,427	45,353
Total Assets		45,427	45,353
Liabilities			
Current Liabilities			
Payables and accrued expenses	7	35,024	28,982
Total Current Liabilities		35,024	28,982
Total Liabilities		35,024	28,982
Net Assets		10,403	16,372
Accumulated Funds			
Partner Funds		10,403	16,372
Total Accumulated Funds		10,403	16,372

Statement of Changes in Equity

Pukaki ki Rotorua Charitable Trust
For the year ended 30 June 2020

	Notes	2020	2019
Equity			
Opening Balance	8	18,372	22,222
Current Year Earnings	8	(5,969)	(5,850)
Total Equity	8	10,403	16,372

This statement is to be read in conjunction with the Audit Report.

Page 5

Statement of Cash Flows

Pukaki ki Rotorua Charitable Trust
For the year ended 30 June 2020

	Notes	2020	2019
Cash Flows from Operating Activities			
Interest received		116	434
Payments to suppliers		(40)	(40)
Net Cash Flows from Operating Activities		76	394
Net Cash Flows from Investing Activities		0	0
Net Cash Flows from Financing Activities		0	0
Net Increase/(Decrease) in Cash		76	394
Cash and Cash Equivalents			
Cash and cash equivalents at beginning of period		45,351	44,956
Cash and cash equivalents at end of period		45,427	45,351
Net change in cash for period		76	394

This statement is to be read in conjunction with the Audit Report

Page 6

Notes to the Financial Statements

Pukaki ki Rotorua Charitable Trust For the year ended 30 June 2020

1. Statement of Accounting Policies for the year ended 30 June 2020

Accounting Policies Applied

Reporting Entity

Pukaki ki Rotorua Charitable Trust was registered on the 18th May 2010 under the Charitable Trusts Act 1957 and with the Charitable Commission under the Charities Act 2005.

Basis of Preparation

All transactions in the financial statement are reported using the accrual basis of accounting. The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar.

Statement of Compliance

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

Going concern

Accounts have been prepared on the going concern assumption.

Changes in Accounting Policies

There has been no changes in accounting policies during the year.

Goods and Services Tax (GST)

The Trust is not registered for GST. All amounts in the financial statements are recorded inclusive of GST.

Significant Accounting Policies

Revenue

Interest Received

Interest revenue is recorded as it is earned during the year. The Pukaki ki Rotorua Charitable Trust is exempt from RWT.

Cash and cash equivalents

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

The Trust is only permitted to expend its cash and cash equivalents within the scope and limits of its appropriations.

Receivables

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Heritage Assets

Heritage assets are accounted for at cost or if donated, at readily obtainable current values. Heritage assets, for which current values are not readily obtainable, is not recorded in the statement of financial position and is disclosed in the notes to the performance report.

This statement is to be read in conjunction with the Audit Report.

Page 7

Notes to the Financial Statements

Pukaki ki Rotorua Charitable Trust For the year ended 30 June 2020

Payables

Creditors and accrued expenses are measured at the amount owed.

Provisions

The Trust recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation as a result of a past event, it is probable that expenditure will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Income Tax

The Trust is exempt from the payment of income tax. Accordingly no provision has been made for income tax.

	2020	2019
2. Interest Received		
Interest Received	113	435
Total Interest Received	113	435
	2020	2019
3. Other Expenses		
Bank charges	40	40
Fees to Audit New Zealand for audit of financial statements	4,306	4,299
Insurance	1,212	1,946
Subscriptions	524	0
Total Other expenses	6,082	6,285
	2020	2019
4. Cash and Cash Equivalents		
Cheque account	45,427	45,351
Total Cash and cash equivalents	45,427	45,351
	2020	2019
5. Receivables		
Interest Accrual	0	3
Total Receivables	0	3
6. Heritage Assets		
Pukaki is a Maori taonga (valuable carving) that is located in the Rotorua Museum of Art and History. This taonga was originally gifted as a symbol of trust regarding the Crown's promise to develop the Rotorua township for the benefit of Ngati Whakaue - a Maori tribe. Due to the cultural nature of the artwork, no current values are readily obtainable.		
7. Payables and accrued expenses		
Accounts payable to Rotorua District Council	30,678	24,643
Other Accounts Payable	4,348	4,339
Total Payables and accrued expenses	35,024	28,982

This statement is to be read in conjunction with the Audit Report.

Page 8

Notes to the Financial Statements

Pukaki ki Rotorua Charitable Trust
For the year ended 30 June 2020

	2020	2019
8. Statement of Changes in Equity		
Balance at 1 July	16,372	22,222
Current Year Earnings	(5,969)	(5,850)
Balance at 30 June	10,403	16,372

9. Related party Transactions

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and conditions no more or less favourable than those that it is reasonable to expect the Trust would have adopted in dealing with the party at an arm's length in the same circumstances. Further, transactions with other government agencies (for example, government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions of such transactions.

Related party transactions required to be disclosed.

The Trust entered into transactions with the Rotorua District Council:

- Payments have been made on behalf of Pukaki ki Rotorua Charitable Trust by Rotorua District Council during the year of \$6,035 (2019: \$6,183)
- Amounts payable/(due) to/(from) Rotorua District Council at year end total \$(30,677) (2019: \$(24,643)).
- The amounts paid and payable made by Rotorua District Council on behalf of Pukaki ki Rotorua Charitable Trust are unsecured. There are no terms and conditions nor any guarantees given or received in relation to payments made by Rotorua District Council on behalf of Pukaki ki Rotorua Charitable Trust.

10. Donations

No donations were made by the Trust during the year.

11. Auditors

The Auditor General is appointed under Section 15 of the Public Audit Act 2001. Audit New Zealand has been appointed to provide these services on her behalf. Provision for audit fee for the year was \$4,308 incl. GST (2019: \$4,299 incl. GST).

12. Events After the Balance Date

There have been no significant events after the balance date.

13. COVID-19 impact

Pukaki ki Rotorua Charitable Trust's purpose is to provide for the care, conservation and custody of Pukaki on behalf of the Crown. The taonga is currently stored in the museum's off-site storage and therefore COVID-19 has had no impact on the Trust during the year and is not expected to impact the Trust in the future.

14. Trust Deed Compliance

Section 8.9 of the Trust Deed requires that the annual report and audited financial statements are forwarded to the interested parties within four months of balance date. This year due to extraordinary circumstances this obligation has not been met.

5 Closing Karakia - Te Karakia Whakamutunga

Pukaki Ki Rotorua Trust Meeting Minutes 15 February 202120-07-300\02
RDC-1100876

Minutes

**Pukaki ki Rotorua Trust meeting
held Monday 15 February 2021, 1.30pm
in The Boardroom, Rotorua Lakes Council**

MEMBERS PRESENT:
AUDIO VISUAL:

Mayor Chadwick, Mr Tapsell
Mr Coffey, Mr Reeves,

IN ATTENDANCE
AUDIO VISUAL:

D Peita, Tumuaki, Director Maori and Pacific
Development Auckland Museum:

APOLOGIES:

S Brown, Manager Arts & Culture; K Biddle, Pukenga
Mātauranga Māori;

STAFF PRESENT:

L Bidois, Accounting Lead; K Keogh, Financial Services
Manager; H King, Governance Support Advisor;

AUDIO VISUAL:

L Marvelly, Museum Director; C Jehly, Operations Manager,
Museum;

The meeting opened at 1.30pm and the Chair welcomed members and staff.

1 KARAKIA WHAKAPUAKI
OPENING KARAKIA

Tamati Coffey opened the meeting with a Karakia

2 NGĀ WHAKAPAAHA
APOLOGIES

That the apologies from Stewart Brown and Kingi Biddle be accepted.

Moved: Mayor Chadwick
Seconded: Mr Coffey

CARRIED

3 TE WHAKAŪ I NGĀ MENETI
CONFIRMATION OF MINUTES

3.1 CONFIRMATION OF PUKAKI KI ROTORUA CHARITABLE TRUST MEETING 17 SEPTEMBER 2020

Resolved

"That the minutes of the Pukaki ki Rotorua Charitable Trust meeting 17 September 2020 be confirmed as a true and correct record with the following corrections:

Item 6.2 Adoption of Financial Accounts; (1st sentence)

Should read: Due to Covid-19 Audit NZ have not completed the *Audit of the Annual Report*.

Item 6.3 Pukaki return to the Museum; (Last sentence)

Should read: Ms Marvelly said she shared his view and they would work together to ensure Pukaki is safe and accessible *if possible* in his new space.

Moved: Mr Coffey

Seconded: Mayor Chadwick

CARRIED

3.2 MATTERS ARISING FROM PREVIOUS MINUTES:

- Ngāti Whakaue scholars – Lizzie Marvelly met with Sonya recently. Plans are in process for the scholars to visit Pukaki with Manaaki Pene and Ben Manley providing history of Koro and his people. There could be opportunities for other Rangatahi to visit.
- NZ Post Coin Project – Mr Coffey advised conversations have been held and Lynette Townsend was very receptive to the coin project request. He is awaiting their response.
- Discussion took place around the deficient per annum. (Audit fees, and insurances) . The Mayor Chadwick suggested Mr Tamati approach the Hon Carmel Sepuloni (Minister of Arts, Culture & Heritage) advising of the need for a standing budget line item representing the Crown's contribution to the care of Pukaki.

Further discussion took place regarding application grants.

Resolved

3.3 That the Chair organise a meeting with the Minister of Arts, Culture & Heritage and the head of MCH to hold discussions around an ongoing annual budget line for Pukaki of \$7000.00.

Moved: Mr Tapsell

Seconded: Mayor Chadwick

CARRIED

Action Point: A letter from the Trust incorporating the above information be sent prior to the above meeting being held.

**4 PŪRONGO KAIMAHI
STAFF REPORTS**

4.1 RECOMMENDATION

ANNUAL REPORT Y.E. 30 JUNE 2020

RDC-1098590

Lorraine Bidois spoke to the report and directed the trustees to Clause 6.10 of the Trust Deed.

Resolved:

That the trust note clause 6.10 in the Deed and agree to waive the need to seek an independent advisor to review and report on the performance of the Trust.

Moved: Mr Tapsell

Seconded: Mayor Chadwick

CARRIED

Action: Page 2 of the report to record David Reeves as a Trustee (Auckland Museum Trust board representative) – Ms Bidois to follow up.

Ms Bidois referred to page 7 of the Auditors Report to Trustees "Matters arising – Conflict of Interest Register".

Action: To assist Auditors with this matter it was agreed that "Conflict of Interest Register" become a standard item on the AGM Agenda.

Resolved:

That the report "Annual Report Y.E. 30 June 2020 "be received and the contents noted.

Moved: Mayor Chadwick

Seconded: Mr Tapsell

CARRIED

Further Comments:

Dion Peita - (Tumuaki, Director Maori and Pacific Development Auckland Museum). In attendance to tautoko colleague David Reeves. Look forward to being of services to this mahi.
Cat Jehly – (Operations Manager – Arts & Culture Museum, RLC), Look forward to the Rangatahi visits and invited all to visit Pukaki.

5 Closing Karakia – Te Karakia Whakamutunga

The Chair closed the hui with Karakia.

The meeting closed at 2.10pm

SUMMARY OF ACTION POINTS
from Pukaki ki Rotorua Charitable Trust
Meeting held 15 February 2021

Item No	Subject	For action by	updates	Status
3.3 (page 2)	Request for ongoing annual budget line	Chair	Letter to be sent prior to a meeting with the Minister and the head of MCH to discuss request for ongoing annual budget line	Report back to next meeting
4.1 (Page 3)	Trustee List to include David Reeves	L Bidois	Annual Report Trustee list to include David Reeves(Auckland Museum Trust Board representative)	Report back to next meeting
4.1 (Page 3)	Conflict of interest register	Governance team	Conflict of Interest Register – agenda item	On going

20-07-019
RDC-1190008

Kaupapataka Agenda

NOTICE OF A MEETING

Pukaki ki Rotorua Charitable Trust meeting

Date: Monday 13 October 2021

Time: 2pm

Venue: Committee Room 2

MEMBERSHIP

Chairperson

Mr Tamati Coffey

Members

Mayor Steve Chadwick

Mr Paora Tapihana

Mr David Reeves

Quorum

3

PUKAKI TRUST

Type of Committee	Charitable Trust
Background	Ngati Whakaue originally intended to gift its ancestor Pukaki to the Crown in 1877 to symbolise agreement between the people of Ngati Whakaue and the Crown to the establishment of Rotorua township. Pukaki was held by the Auckland Museum from 1877 until 2 October 1997 The people of Ngāti Whakaue wished to confirm and complete its gift of Pukaki to the Crown, with the intention that that gift is to recognise and symbolise the partnership of Ngāti Whakaue and the Crown achieved through the settlement agreement signed by those parties on 23 Sept 1993. By Memorandum of Understanding dated 2 October 1997 it was agreed that a trust called the Pukaki Trust, would be established by the parties to the MOU by 2 November 1997.
Membership	The trustees of the Pukaki Trust would be: • One crown representative (as appointed by the Minister in Charge of Treaty of Waitangi Negotiations), as Chairperson; • One Ngāati Whakaue representative; • One Auckland Museum Trust Board representative; and • One Rotorua District Council representative. The Trust will act as guardians of Pukaki in accordance with the trust deed
Reference	20-07-019
Quorum	3
Meeting frequency	Annually
Purpose	• The Trust is established to provide within New Zealand for the care, conservation and custody of Pukaki on behalf of the Crown.

Order of Business

1	Opening karakia - Karakia whakapuaki	4
2	Apologies - Ngā whakapāha.....	4
3	Confirmation of Minutes – Te whakaū i ngā meneti.....	5
3.1	Pukaki Ki Rotorua Trust Meeting Draft Minutes 15 February 2021	5
4	Staff Reports – Pūrongo Kaimahi	9
4.1	Condition Report on Pukaki	9
5	Staff updates.....	10
5.1	Te Whare Taonga o T Arawa project update – Stewart Brown, Manager Arts & Culture.....	10
5.2	Financial update – George Smith, Financial Accountant.....	10
6	Inward Correspondence	10
7	General Business	11
8	Closing Karakia - Te Karakia Whakamutunga	11

1 Opening karakia - Karakia whakapuaki

2 Apologies - Ngā whakapāha

The Chairperson invites notice from members, apologies, including apologies for lateness and early departure from the meeting,

3 Confirmation of Minutes – Te whakaū i ngā meneti

3.1 Pukaki Ki Rotorua Trust Meeting Draft Minutes 15 February 2021

20-07-300\02
RDC-1100876

Draft Minutes

**Pukaki ki Rotorua Trust meeting
held Monday 15 February 2021, 1.30pm
in The Boardroom, Rotorua Lakes Council**

MEMBERS PRESENT:	Mayor Chadwick, Mr Tapsell
AUDIO VISUAL:	Mr Coffey, Mr Reeves,
IN ATTENDANCE	D Peita, Tumuaki, Director Maori and Pacific Development Auckland
AUDIO VISUAL:	Museum:
APOLOGIES:	S Brown, Manager Arts & Culture; K Biddle, Pukenga Mātauranga Māori;
STAFF PRESENT:	L Bidois, Accounting Lead; K Keogh, Financial Services Manager; H King, Governance Support Advisor;
AUDIO VISUAL:	L Marvelly, Museum Director; C Jehly, Operations Manager, Museum;

The meeting opened at 1.30pm and the Chair welcomed members and staff.

1 KARAKIA WHAKAPUAKI OPENING KARAKIA

The Chair opened the meeting with a Karakia.

2 NGĀ WHAKAPAAHA APOLOGIES

That the apologies from Stewart Brown and Kingi Biddle be accepted.

Moved: Mayor Chadwick

Seconded: Mr Coffey

CARRIED

3 TE WHAKAŪ I NGĀ MENETI CONFIRMATION OF MINUTES

CONFIRMATION OF PUKAKI KI ROTORUA CHARITABLE TRUST MEETING 17 SEPTEMBER 2020

Resolved

“That the minutes of the Pukaki ki Rotorua Charitable Trust meeting 17 September 2020 be confirmed as a true and correct record with the following corrections:

Item 6.2 Adoption of Financial Accounts; (1st sentence)

Should read: Due to Covid-19 Audit NZ have not completed the *Audit of the Annual Report*.

Item 6.3 Pukaki return to the Museum; (Last sentence)

Should read: Ms Marvelly said she shared his view and they would work together to ensure Pukaki is safe and accessible *if possible* in his new space.

Moved: Mr Coffey

Seconded: Mayor Chadwick

CARRIED

3.2 MATTERS ARISING FROM PREVIOUS MINUTES:

- Ngāti Whakaue scholars – Lizzie Marvelly met with Sonya recently. Plans are in process for the scholars to visit Pukaki with Manaaki Pene and Ben Manley providing history of Koro and his people. There could be opportunities for other Rangatahi to visit.
- NZ Post Coin Project – Mr Coffey advised conversations have been held and Lynette Townsend was very receptive to the coin project request. He is awaiting their response.
- Discussion took place around the deficient per annum. (Audit fees, and insurances) . The Mayor Chadwick suggested Mr Tamati approach the Hon Carmel Sepuloni (Minister of Arts, Culture & Heritage) advising of the need for a standing budget line item representing the Crown’s contribution to the care of Pukaki.

Further discussion took place regarding application grants.

Resolved

3.3 That the Chair organise a meeting with the Minister of Arts, Culture & Heritage and the head of MCH to hold discussions around an ongoing annual budget line for Pukaki of \$7000.00.

Moved: Mr Tapsell

Seconded: Mayor Chadwick

CARRIED

Action Point: A letter from the Trust incorporating the above information be sent prior to the above meeting being held.

**PŪRONGO KAIMAHI
STAFF REPORTS****4.1 RECOMMENDATION**

ANNUAL REPORT Y.E. 30 JUNE 2020

RDC-1098590

Lorraine Bidois spoke to the report and directed the trustees to Clause 6.10 of the Trust Deed.

Resolved:**That the trust note clause 6.10 in the Deed and agree to waive the need to seek an independent advisor to review and report on the performance of the Trust.**

Moved: Mr Tapsell

Seconded: Mayor Chadwick

CARRIED***Action: Page 2 of the report to record David Reeves as a Trustee (Auckland Museum Trust board representative) – Ms Bidois to follow up.***

Ms Bidois referred to page 7 of the Auditors Report to Trustees "Matters arising – Conflict of Interest Register".

Action: To assist Auditors with this matter it was agreed that "Conflict of Interest Register" become a standard item on the AGM Agenda.**Resolved:****That the report "Annual Report Y.E. 30 June 2020 "be received and the contents noted.**

Moved: Mayor Chadwick

Seconded: Mr Tapsell

CARRIED**Further Comments:**

Dion Peita - (Tumuaki, Director Maori and Pacific Development Auckland Museum). In attendance to tautoko colleague David Reeves. Look forward to being of services to this mahi.

Cat Jehly – (Operations manager – Arts & Culture Museum, RLC), Look forward to the Rangatahi visits and invited all to visit Pukaki.

5 Closing Karakia – Te Karakia Whakamutunga

The Chair closed the hui with Karakia.

The meeting closed at 2.10pm

SUMMARY OF ACTION POINTS
from Pukaki ki Rotorua Charitable Trust
meeting held 15 February 2021

Item No	Subject	For action by	updates	Status
3.3 (page 2)	Request for ongoing annual budget line	Chair	Letter to be sent prior to a meeting with the Minister and the head of MCH to discuss request for ongoing annual budget line	Report back to next meeting
4.1 (Page 3)	Trustee List to include David Reeves	L Bidois	Annual Report Trustee list to include David Reeves(Auckland Museum Trust Board representative)	Report back to next meeting
4.1 (Page 3)	Conflict of interest register	Governance team	Conflict of Interest Register – agenda item	On going

4 Staff Reports – Pūrongo Kaimahi

20-07-019
RDC-1190026

ROTORUA LAKES COUNCIL

Chair and Members
PUKAKI KI ROTORUA CHARITABLE TRUST

4.1 Condition Report on Pukaki

Report prepared by: Isabel Brell, Governance Support Advisor**Report approved by:** Rick Dunn, Governance Lead

1. TE PUTAKE PURPOSE

The purpose of this report is to provide an update on the condition of Pukaki.

2. HE TŪTOHUNGA RECOMMENDATION

1. That the “Condition Report on Pukaki” be received.

3. NGĀ ĀPITI HANGA ATTACHMENTS

Condition Report on Pukaki – Attachment 1



CONDITION REPORT

Accession no. L2011.70

Object/Title Pukaki

Medium Totara



Koro Pukaki continues to be cared for in the museum's environmentally controlled Offsite Facility. This year he was again visited by many uri, and local kura, namely Rotorua Intermediate and Whakarewarewa school. Unfortunately, other kura and visits that were booked in had to be pushed out or cancelled due to Lockdown.



CONDITION REPORT

Condition

- On 6 October 2021, a condition report and general brush vacuum clean was carried out by Collection Curator Taonga Māori, Manaaki Pene
- The temperature and humidity levels in the offsite store are checked regularly and continue to be constant and stable.
- The dimensions of all 42 splitting/cracks in the timber originally recorded and monitored by Conservator Jack Fry were again measured and largely remain unchanged.
- Overall, Koro Pukaki's condition is stable and there is no new information to report.

Report by

Manaaki Pene

Position

Collection Curator, Taonga Māori

Signed

Date

6 October 2021

5 Staff updates

5.1 Te Whare Taonga o T Arawa project update – Stewart Brown, Manager Arts & Culture

5.2 Financial update – George Smith, Financial Accountant

6 Inward Correspondence

From: Barbara Graham [<mailto:barbara.graham.bwb@gmail.com>]

Sent: Thursday, 11 March 2021 7:03 PM

To: Tamati Coffey <Tamati.Coffey@parliament.govt.nz>

Subject: Tangata Whenua - Request to extend image rights to digital book formats

Kia ora Mr Coffey,

I am writing to you as the Chair of the Pukaki Trust, as per the below request for publication of an image of Pukaki.

The team at Bridget Williams Books (BWB) is preparing *Tangata Whenua: An Illustrated History* by Atholl Anderson, Judith Binney and Aroha Harris (ISBN: 9781927131411) for publication in digital formats (www.bwb.co.nz/books/tangata-whenua-illustrated-history).

The Pukaki Trust kindly granted BWB permission to use an image of Pukaki (held by the Auckland Art Gallery Toi o Tāmaki) in print editions of the book (first published in 2014). We are now seeking to extend that permission to cover digital publications (e-book and subscriber-only website), as per the attached letter and form.

If you are happy to extend the print image licence to cover digital rights, please sign and return the form. Please let us know if you need any further information.

Ngā mihi nui,
Barbara

Barbara Graham

Digital Publishing Assistant (Freelance)

Bridget Williams Books

Wellington, New Zealand

0064 22 493 5665

7 General Business

8 Closing Karakia - Te Karakia Whakamutunga

