



Notice is hereby given that a Meeting of the Milford Community Trust will be held on:

Date: **Monday, 20 February 2017**
Time: **9.30am**
Meeting Room: **Real Journeys Fiordland Community Events**
Venue: **Centre**
20 Luxmore Drive
Te Anau

Milford Community Trust Agenda

OPEN

MEMBERSHIP

Chairperson	Mike Schuck
Members	Rosco Gaudin Tim Holland Brad Johnstone Mike McConachie Jason Steele
Councillor	Ebel Kremer

IN ATTENDANCE

Committee Advisor	Jenny Labruyère
Community Partnership Leader	Simon Moran

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Trustees are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

6 Confirmation of Minutes

6.1 Meeting minutes of Milford Community Trust held on 07 December 2016.



Milford Community Trust

OPEN MINUTES

Minutes of a meeting of Milford Community Trust held in the Milford Tourism Limited Board Room, Milford on Wednesday, 7 December 2016 at 4.00pm.

PRESENT

Chairperson	Mike Schuck
Members	Rosco Gaudin Tim Holland Brad Johnstone Mike McConachie
Councillor	Ebel Kremer

IN ATTENDANCE

Chief Financial Officer	Anne Robson
Committee Advisor	Jenny Labruyère
Community Partnership Leader	Simon Moran
Group Manager	Ian Marshall
Services & Assets Team Leader	Ray Hamilton
Community Engineers Department of Conservation	Abby Wangeman

1 Apologies

An apology for non-attendance was lodged by Trustee Steele.

Moved Trustee Holland, seconded Trustee Johnstone and **resolved:**

That the Milford Community Trust accept the apology for non-attendance by Trustee Steele.

2 Leave of absence

No requests for leave of absence were received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

No members of the public were present in public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Kremer, seconded Trustee Johnstone

That the minutes of Milford Community Trust meeting, held on 19 August 2016 be confirmed as a true and correct record.

Reports

7.1 Milford Community Trust Action Sheet- December 2016

Record No: R/16/11/19623

Action points arising from previous meetings were tabled.

Issues arising included;

Rating Boundary:

In discussing the Milford Rating Boundary Trustees believe Milford rate payers should not be paying the Te Anau Community Board rate and the concession to the Milford Community Trust. Trustees believe that the Trust is undertaking similar activities as Te Anau Community Board within Milford to which they pay a concession. Therefore Milford concessionaires are paying twice.

Moved Trustee Gaudin, seconded Trustee Holland

Resolved that the Trust submit a letter to Council requesting that the Milford area be removed from the rating boundary of the Te Anau Community Board local rate.

Milford Roding:

Trustees noted the state of disrepair of roading within Milford village, but acknowledged that the roading system is under the Department of Conservation ownership.

Staff believe the Milford portion of the Southland District Council roading rate could be accessed to progress a short term improvement repair programme, however Trustees considered a more long term plan needs to be implemented.

Trustees requested a letter be sent to Southland District Council requesting the Council develop a long term management plan for the roads within Milford village and agree on a basis for funding maintenance and renewals from roading rates.

Trustees commented that Milford is in a unique situation and believe a partnership between Southland District Council, the Department of Conservation and NZTA is required to implement such management plan.

Resolution

Moved Trustee Johnstone, seconded Trustee McConachie

resolved that

- a) **Staff request Southland District Council provide funding to progress necessary roading repair works within Milford village.**
- b) **A letter be sent to Southland District Council requesting a long term management plan be developed for the roads (Sinbad Drive, Pembroke Drive and Deep Water Basin Road) and agree on a basis for funding maintenance and renewals from roading rates.**

MERT:

Councillor Kremer advised that Fiordland Medical Centre Trust are interested in providing medical services/clinical support to the Milford area and that Fiordland Medical Centre Trust require a letter from the Milford Community Trust requesting medical services/ clinical support be arranged.

Moved Cr Kremer, seconded Trustee Johnstone

Resolved that a letter be submitted to the Fiordland Medical Centre Trust requesting the Trust provide assistance with on-going medical services/clinical support in Milford.

Recreational Pad:

Trustees were advised work is underway with the preparations for the sealing of the recreation pad with the expectation of completion prior to the Christmas break.

Chairman Schuck advised he has provided the pole inserts for the pad to allow these to be installed prior to the seal being laid.

Trustees also acknowledged the variation of \$4,233.90 over the original quotation and accepted that this be covered from accumulated funds.

Trustees were also advised that Venture Southland staff are to be approached to seek funding assistance for the net equipment and storage facilities for such equipment.

Community Centre:

Trustee Holland tabled the first draft concept plan for the proposed Community Centre and advised he is awaiting further concept plans. Trustee Holland advised an estimated cost of \$800,00 to \$1,000,00 has been suggested to construct such a building at this point.

In discussing the matter further Trustees agreed once more detailed concept plans have been provided consideration would be required on the following;

- ownership of the facility
- on-going maintenance
- the need for a Department of Conservation concession
- a feasibility study
- community consultation
- Venture Southland funding assistance

Resolution

Moved Chairman Schuck, seconded Trustee Gaudin

That the Milford Community Trust:

- a) **Receives the report titled “Milford Community Trust Action Sheet-December 2016” dated 30 November 2016.**

7.2 Financial Report to 31 October 2016

Record No: R/16/11/19689

Financial Report prepared by B Du Mez (Graduate Accountant) for the period ended 31 October 2016, was tabled.

In discussing the report Trustees were advised that the monies for the Recreation Pad were still to come out once this has been charged. Trustees agreed for \$40,000 to be added to the term deposit to go towards the funding of the Community Centre.

It was also requested that the financial report in the future discloses the interest rate on any term deposit.

Recommendation

That the Milford Community Trust:

- a) **Receives the report titled “Financial Report to 31 October 2016” dated 30 November 2016.**

- b) **Agrees for \$40,000 to be added to the term deposit to go towards the funding of the Community Centre.**
- c) **Requests staff to disclose the interest rate on any term deposit on future financial reports.**

7.3 Milford Community Trust - Draft Statement of Intent 2017-2020

Record No: R/16/11/19626

The Draft Statement of Intent for the Milford Community Trust for 2017-2020 was presented to the Trustees for consideration and approval, was tabled.

The Trustees carried out changes to the draft Statement of Intent where considered relevant.

Besides the changes made to the Draft Statement of Intent Trustees requested the following;

- Grant monies labelled Bowen Falls Walkway be changed to read Airport to Deepwater Basin Walkway.
- Allowance for on-going maintenance and resource consent cost for Cleddau floodbank of \$15,000.
- That an additional \$40,000 be added to the term deposit making a total of \$110,000. This represents the funds being put aside for the Community Centre Building.

Resolution

Moved Trustee Gaudin, seconded Cr Kremer

That the Milford Community Trust:

- a) **Receives the report titled “Milford Community Trust - Draft Statement of Intent 2017-2020” dated 29 November 2016.**
- b) **Adopts the Draft Statement of Intent 2017-2020 as presented subject to the following amendments;**
 - **Grant monies labelled Bowen Falls walkway be changed to read Airport to Deepwater Basin Walkway**
 - **\$15,000 be included for Environment Southland consent fees**
 - **An additional \$40,000 be added to the term deposit representing funds being put aside for the Community Centre Building**
 - **That the budget of \$20,000 annually for the Cleddau Village Recreation facility be removed.**
- c) **Requests Council staff submit the approved Statement of Intent 2017-2020 to stakeholders for comment.**

7.4 Milford Community Association Report

Report by Milford Community Association representative Trustee Johnstone was presented, this included;

- Milford Community Facebook pages is now up and running
- Association is seeking an up-date on Tutoko Walkway to the bridge.

Ms Wangeman advised the Department and NZTA are to work together on the concept of the Tutoko Walkway.

7.5 Department of Conservation Report

Ms Wangeman (DOC) had nothing to report to the Trustees at this meeting.

5.35pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MILFORD COMMUNITY TRUST HELD ON 7 DECEMBER 2016.

DATE:.....

CHAIRPERSON:.....

Action Sheet - February 2017

Record No: R/17/2/2586

Author: Jenny Labruyere, Committee Advisor/Customer Support Partner

Approved by: Jenny Labruyere, Committee Advisor/Customer Support Partner

Decision

Recommendation

Information

Action Sheet

- 1 The Action Sheet from the previous Trust meeting is circulated for Trustees information.

Recommendation

That the Milford Community Trust:

- a) Receives the report titled "Action Sheet - February 2017" dated 14 February 2017.

Attachments

- A Milford Community Trust Statement of Intent 2017-2020 [↓](#)
B Milford Community Trust - Statement of Intent 2017-2020 - Department of Conservation Letter of Response. [↓](#)



MILFORD COMMUNITY TRUST

DRAFT

STATEMENT OF INTENT 2017 - 2020

Milford Community Trust

STATEMENT OF INTENT

1. Introduction

The Milford Community Trust was established in 2007 by the Southland District Council and the Department of Conservation with the assistance of Environment Southland for the purposes of providing leadership and governance for the Milford community.

The Trust Deed defines Milford as the developed area of land and adjacent coastal marine area at the end of State Highway 94 at the head of Milford Sound. It defines the Milford community as being the residents of Milford, the holders of concessions from the Crown operating at Milford and Iwi.

The purpose of this Statement of Intent (SOI) is to:

- Set out the proposed activities of the Trust.
- Provide an opportunity for stakeholders to influence the direction of the organisation.
- Provide a basis for accountability of the Trustees to their stakeholders for the performance of the organisation.

This Statement of Intent covers the three years from 1 July 2017 to 30 June 2020. The statement is updated annually.

2. Objectives of the Trust

The objectives of the Trust are:

- (a) To manage and carry out services and undertake leadership, planning and advocacy for the general benefit of the Milford community so as to ensure as far as possible that the infrastructure of the community and its sense of identity, viability and wellbeing are maintained and enhanced.
- (b) To liaise with and communicate with all individuals, organisations, groups and other parties with interests in the Milford community for all purposes which are beneficial to the community.
- (c) To represent the interests of the Milford community to ensure that the natural environments and outstanding values of the Milford Sound area are safeguarded and protected for all residents and visitors to the area.
- (d) To monitor and maintain an overview of all activities and services provided within the Milford community.
- (e) To consider and report on all matters either referred to and/or delegated to it from time to time by the Department of Conservation and the Southland District Council and on any matter of interest or concern to the Milford community.

- (f) To access, use or invest funds and enter into arrangements, contracts and other agreements upon such securities or in such manner and upon such terms and conditions that the Trustees deem suitable for the purpose of furthering the objects and purposes of the Trust.
- (g) To carry out such other lawful activities which are incidental or conducive to attaining the objects and purposes of the Trust.

3. Statement on the Trust's Approach to Governance

Establishment

The Milford Community Trust was established in 2007 following a process of consultation with residents, agencies and businesses with interests in Milford in accordance with the special consultation process set out in the Local Government Act 2002. The inaugural meeting of the Trust was held on 18 April 2007.

The Trust was incorporated under the Charitable Trusts Act 1957 on 18 May 2007. The Charities Commission has approved the Trust as being exempt for tax purposes.

The Trust reports to the Southland District Council.

Trust Structure

In accordance with Section 9 of the Trust Deed, the Trust is governed by a board of seven Trustees. Current representatives from stakeholder groups are shown in the table below:

Designation	Name	Term Expires 30 June
Independent Chair	Michael Schuck	2017
Mararoa-Waimea Ward Councillor, ex-officio appointment	Ebel Kremer	Oct 2019
Milford Community Association elected representative	Brad Johnstone	2017
Milford Community appointee	Tim Holland	2020
Milford Community appointee	Jason Steele	2018
Milford Community appointee	Mike McConachie	2018
Milford Community appointee	Rosco Gaudin	2019

Trust Operations

The Trust Deed sets out the way in which business of the Trust is to be conducted. A strong driver is that the local Milford community should determine its own priorities and agree on the funding for these. The Trust strives to regularly review its performance and to be open and accountable to the community through public meetings. The Trustees also undertake to meet the regulatory and stakeholder requirements for governance, reporting and planning, particularly the local government reporting requirements and recognition of the National Park and World Heritage Area status of the Milford Sound *Piopiotahi* area.

Resources Available to the Trust

Standing Orders, a Code of Conduct for Trustees and administrative support is available from Southland District Council.

Significant Policies

The Trust has a comprehensive Communications Policy in relation to its activities. Where appropriate, other policy guidance is obtained from relevant council and other statutory authority policy. It is expected that a full set of all relevant policies will be developed within the period covered by this Statement.

4. The Nature and Scope of the Activities to be Under-taken

Vision

The Trust's vision is:

The long-term sustainability of Milford Sound *Piopiota*hi.

Strategic Goals

The primary goals of the Trust are to:

- Provide leadership and governance for the Milford community in Milford Sound *Piopiota*hi.
- Monitor the adequacy of all arrangements to ensure sustainability.
- Advocate for the general benefit of the Milford community.
- Coordinate and communicate with all parties having interests in Milford Sound *Piopiota*hi.
- Undertake formal consultation on behalf of the Department of Conservation in relation to their services and facilities to be provided for the benefit of the Milford community.

Within the over-arching vision and strategic goals, the more specific focus areas for 2017- 2020 are:

Planning:

- Planning to address specific issues: highway safety, control of illegal camping, toilet facilities, community facilities, and coordinated emergency response.

Communication:

- Communicate the roles of the Trust and other authorities more clearly to the Milford community.
- Communicate the World Heritage Area status and relevance of this to Milford.
- Affirm the Trust role as a voice for the Milford community.
- Maintain closer relationships with Milford infrastructure providers.

- Provide clear information to concessionaires regarding intentions and implementation of Trust policies.
- Communicate with concessionaires and enquire of any planned activities they desire for the next three years and to adopt the SOI which is to be sent to all Concessionaires.

Advocacy:

- Advocate on behalf of the Milford community to central government, Environment Southland, Department of Conservation, Southland District Council, Iwi and other authorities.

Planned Activities/Services

2017/18:

- Advocate and assist with other organisations for strategic improvements in community planning in Milford Sound.
- Advocate and investigate funding options with other organisations for public toilets and shelter at the airport and completion of the walking track to the Lodge.
- Assist the Milford Community Association with the development of the Cleddau Village Recreation area which is to accommodate the community centre.
- Provide funding for medical support, services and facilities for Milford ERT station.
- Funding of the Team Leader Emergency Services and investigate the role of the Fiordland Medical Trust on emergency services.
- Review of the Trust and charging mechanism with stakeholders including concessionaires.
- Engage with NZTA for the development of the walking track from the airport to Deepwater Basin Road, car parking at the rock climbing area etc.
- Advocate the continuation of maintaining beautification and roading within the village.

2018/19:

- Advocate and assist with other organisations for strategic improvements in community planning in Milford Sound.
- Review the development of a future focused plan for the Milford ERT station including medical support and services.
- Provide funding for medical support, services and facilities for Milford ERT station.
- Purchase of emergency response equipment as required.
- Advocate and monitor camping ground facilities with affected organisations on Milford side of Homer Tunnel. (Trust to consider, is this the role of the Trust.)
- Advocate the continuation of maintaining beautification and roading issues within the village.
- Review of the requirements and funding of the Team Leader Emergency Services.

- Assist the Milford Community Association with the on-going development of the Cleddau Village Recreation Area to accommodate the community centre.
- Advocate with other organisations for public toilets and shelter at the airport and completion of the walking track to the Lodge. (Trust is operating in an advocacy role and funding options need to be investigated.)

2019/20:

- Advocate and assist with other organisations for strategic improvements in community planning in Milford Sound
- Provide funding for medical support, services and facilities for Milford ERT station.
- Purchase of emergency response equipment as required.
- Advocate maintaining beautification and roading issues within the village.
- Funding of the Team Leader Emergency Services if not already complete. (Recommend outcome of review noted in 18/19 for all medical services is relating to this activity.)
- Assist the Milford Community Association with the on-going development of the Cleddau Village Recreation Area which is to accommodate the community centre.
- Advocate with other organisations for public toilets and shelter at the airport and completion of the walking track to the Lodge. (Trust is operating in an advocacy role and funding options need to be investigated.)

5. Ratio of Total Assets: Equity

Total assets are defined to include cash, investment and bank balances, accounts receivable, investments, prepayments, fixed assets (net of accumulated depreciation), intangible assets (net of accumulated amortisation), loans (none), etc.

Total equity is defined to include accumulated funds and retained earnings.

The ratio of total assets to total equity is planned at 1:1.

6. Significant Accounting Policies

The following accounting policies have been adopted by the Trust.

Revenue Recognition

Concessionaires Fees

Revenue is recorded when the fee is due to be received.

Donated Assets

Revenue from donated assets is recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the value of the asset is readily obtainable and significant.

Interest

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

Debtors

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

Bank Accounts and Cash

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks.

Creditors and Accrued Expenses

Creditors and accrued expenses are measured at the amount owed.

Property, Plant and Equipment

Property, plant and equipment is recorded at cost, less accumulated depreciation and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

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

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation is provided on a diminishing value basis that will write off the cost of the assets over their useful lives. This is calculated using the following rates:

Equipment 40% Diminishing Value

Income Tax

The Trust is exempt from income tax as it is a Charitable Trust registered with the Charities Commission.

Budget Figures

The budget figures are derived from the Statement of Intent as approved by the Trustees at the beginning of the financial year. The budget figures have been prepared in accordance with tier 3 standards, using accounting policies that are consistent with those adopted by the Trustees in preparing these financial statements.

7. Key Performance Targets

The Trust has two levels of indicators:

- (a) The first relates to the achievement of objectives set by the Trust and carried through to the Long Term Plan (LTP). These are agreed through a public consultation process undertaken by the Southland District Council. These targets can be changed only through a formal review of the LTP.
- (b) The second set of are generic internal performance measures:

Level of service	Key performance indicator	Actual	Target		Confirmation source	
		16/17	17/18	18/19		19/20
Maintain a structure that facilitates local decision-making.	Hold public forums in Milford each year.	1	1	1	1	Agenda/minute records on file which note meeting location
Keep the Milford community informed about Trust plans and outcomes.	Community newsletters following MCT meetings.	<i>Not achieved</i>	2	2	2	Copies of Community newsletters
Provide leadership and advocacy on major issues.	Number of Milford Community Trust meetings held annually.	4	4	4	4	Agenda/minute records on file.
Response to issues raised by the community.	Percentage of issues raised at Milford Community Association meetings responded to prior to next meeting.	100%	85%	85%	85%	Copies of Milford Community Association letters/minutes and MCT correspondence in response
Milford Community Association meetings	To be reported at MCT meetings.	<i>Not achieved</i>	4	4	4	Agenda/minutes records on file.

8. Information to be Reported to Council

In each year the Trust will comply with all reporting requirements under the Local Government Act 2002 (particularly Sections 66 to 69 of that Act). In particular, it will provide:

- A draft Statement of Intent detailing all matters required under the Local Government Act 2002 by 1 March each year for consideration prior to commencement of the new financial year.
- A half yearly report by the end of February each year (specific dates as set by Council).

- An annual report by the end of September each year (specific dates as set by Council).

Copies of the Trust's reports are forwarded to the other major stakeholder authorities, being the Department of Conservation and Environment Southland.

9. Activities for which Other Investment is sought

As usual, it is proposed that the annual concession charged will be increased by 10% plus GST. This will continue to be reviewed annually. For 2017/18, the total amount being sought from concessionaires is \$124,449 excluding GST. Any surplus funds will be held by the Trust in its bank account for future project funding.

Included within the Forecast Expenditure of the Trust is Management and Administration costs of \$29,731.

Allowance for Emergency Response Team (ERT) Plant and Equipment purchase is \$2,500.

Additionally grant expenditure has been included for contributions for;

- A walkway to be developed between the Airport and Deepwater Basin.
- The Emergency Service Provider \$46,920

Funding has also been included towards a potential Community Centre building. This still has to go through a planning process including consideration of ownership of the building. At this stage an allowance of \$110,000 has been included.

The operational and project costs are those which the Milford Community Trust considers will provide benefit for all concessionaires at Milford and should be recovered from the Milford concessionaires through the Implied Concession Activity Fee, apportioned as per the Department of Conservation apportionment of cost schedule. The costs indicated above in the supporting forecasted accounts are funded from the annual implied concession activity fee and monies held.

Future budgeted costs are indicative only and will be reviewed annually by the Trustees.

Other Project Funding:

In addition to the above operational and project costs, there are also costs associated with other significant projects that fall either directly or indirectly under the influence of the Milford Community Trust but have all or a majority of proposed funding through means other than apportioned implied concessionaires fees. There may also be a portion of public good associated with these projects.

In this Statement of Intent the Trustees are not seeking any funding from Southland District Council or Environment Southland for the activities noted.

10. Estimate of Value of Stakeholders Investment

The net value of the stakeholders investment in the Trust is estimated to be valued at \$100. This value shall be reassessed by the Trustees on completion of the annual accounts or at any other time determined by the Trustees. The method of assessment will use the value of stakeholders funds as determined in the annual accounts as a guide.

11. Other Matters

No distribution is intended within the period of the Statement or succeeding years, noting the Trust's status as a charitable organisation.

Any subscription for, purchase or otherwise acquiring shares in any company or other organisation requires the prior approval of the Trustees.

**MILFORD COMMUNITY TRUST
PROSPECTIVE FINANCIAL STATEMENTS 2017 - 2020
Prospective Statement of Financial Performance**

Account Description	Forecast		Budget 2017/2018	Budget 2018/2019	Budget 2019/2020
	Actuals 2015/2016	Actuals 2016/2017			
<u>Income</u>					
Concessionaires Income	102,849	113,135	124,449	136,893	150,583
Interest	2,998	-	-	-	-
	105,847	113,135	124,449	136,893	150,583
<u>Expenses</u>					
<u>Management/Administration</u>					
Accommodation and Meals	174	800	800	800	800
Administration	67	67	67	67	67
Advertising	546	600	600	600	600
Audit Fees	4,026	5,000	5,000	5,000	5,000
Bad Debts	676	-	-	-	-
Bank Fees	40	40	40	40	40
Catering Expenses	116	500	500	500	500
Chairperson's Fees	4,906	5,000	10,000	10,000	10,000
Depreciation	657	-	-	-	-
Equipment Write off	-	985	-	-	-
General Projects	499	500	500	500	500
Mileage	1,000	3,000	3,000	3,000	3,000
RNZ Licence	360	370	370	370	370
Room Hire	183	300	300	300	300
Trustees Fees	600	6,000	6,000	6,000	6,000
Trustees' Indemnity Insurance	2,455	2,504	2,554	2,605	2,657
	16,305	25,666	29,731	29,782	29,834
<u>Grants</u>					
Grant - Emergency Services Provider	43,312	46,000	46,920	47,858	48,816
Grant - Airport to Deepwater Basin Walkway	-	-	20,000	-	-
	43,312	46,000	66,920	47,858	48,816
<u>Operations & Maintenance</u>					
ERT Plant & Equipment Purchases	-	2,500	2,500	2,500	2,500
Environment Southland - Consent Fees	-	-	15,000	15,000	15,000
	-	2,500	17,500	17,500	17,500
<u>Project Costs</u>					
Project Development and Planning	-	5,000	5,000	5,000	5,000
Cleddau Village Recreation Reserve	476	50,113	-	-	-
Cleddau Village Recreation Building	-	-	110,000	-	-
ERT Building	-	-	-	-	-
	476	55,113	115,000	5,000	5,000
Total Expenses	60,093	129,279	229,151	100,141	101,150
Net Operating Surplus/(Deficit)	45,753	(16,144)	(104,703)	36,753	49,433

Prospective Statement of Changes in Equity

	Actuals 2015/2016	Forecast Actuals 2016/2017	Budget 2017/2018	Budget 2018/2019	Budget 2019/2020
Balance at 1 July	115,949	161,702	145,558	40,855	77,608
Net Surplus / (Deficit)	45,753	(16,144)	(104,703)	36,753	49,433
Equity at end of year	161,702	145,558	40,855	77,608	127,041

Prospective Statement of Financial Position

	Actuals 2015/2016	Forecast Actuals 2016/2017	Budget 2017/2018	Budget 2018/2019	Budget 2019/2020
Equity					
Accumulated Funds	161,602	145,458	40,755	77,508	126,941
Trust Capital	100	100	100	100	100
	161,702	145,558	40,855	77,608	127,041
Represented by:					
Current Assets					
Accounts Receivable	100	100	100	100	100
Accrued income	83	-	-	-	-
Bank Account - 00	40,301	15,000	15,000	15,000	15,000
Bank Account - 25	61,742	31,453	-	-	-
Term Deposit	70,000	110,000	36,750	73,503	122,935
GST	-	-	-	-	-
Total Assets	172,228	156,553	51,850	88,603	138,036
Non Current Assets					
Equipment	985	-	-	-	-
Total Assets	173,213	156,553	51,850	88,603	138,036
Current Liabilities					
Accrued Expenses	5,797	5,797	5,797	5,797	5,797
Accounts Payable	516	-	-	-	-
GST	5,198	5,198	5,198	5,198	5,198
Total Liabilities	11,511	10,995	10,995	10,995	10,995
Net Assets	161,702	145,558	40,855	77,608	127,041



13 February 2017

C/O Jenny Labruyere
Committee Advisor/Customer Support Partner
Southland District Council
Via Email

Dear Mike,

Milford Community Trust – Statement of Intent 2017-20

Thank you for taking the time to consider the Department's interest in reviewing your Statement of Intent for 2017-2020. I have reviewed this document and make the following comments for the Trust's consideration;

Under planned activities/services for 2017/18

- *Review of the Trust and charging mechanism with stakeholders including concessionaires*

I have been informed this review has been postponed for a while and would suggest the Trust consider this to be undertaken as a matter of priority in 2017. The apportionment regime has become dated resulting in the Trust being unable to collect fees from all beneficiaries of your services provided.

Under planned activities/services for 2018/19;

- *Advocate and monitor camping ground facilities with affected organisations on Milford side of Homer Tunnel. (Trust to consider, is this the role of the Trust)*

Whilst the Department values consulting with the Trust on Department functions in Milford Sound/Piopiota, I do not consider the above planned activity to be a role of the Trust.

Environment Southland Consent Fees

The Trust has reincluded in their projected budgets the Environment Southland Consent fees for the flood protection works, the Department would like to thank the Trust and their beneficiaries for this ongoing financial support.

Village and DWB roads;

At previous Trust meeting the Department and Southland District Council have indicated that in 2019/20 a \$130,000 second coat reseal will be required on the Village and Deepwater Basin Roads. Funding grants for these roads are yet to be confirmed, however it would be considered wise for the Trust to acknowledge this in the planned activities/services for 2019/20 and include it in your draft budget for 2019/20.

Please do not hesitate to contact me if you would like to discuss any of the above comments.

Kind regards,

A handwritten signature in black ink, appearing to read 'Greg Lind', written over a light blue circular stamp or watermark.

Greg Lind
Operations Manager
Te Anau Area Office
T: 03 249 0200
E: glind@doc.govt.nz

Department of Conservation Te Papa Atawhai
Te Anau Area Office
PO Box 29, Te Anau 9640
www.doc.govt.nz

Financial Report to 31 December 2016

Record No: R/17/2/2504
Author: Ben du Mez, Graduate Accountant
Approved by: Anne Robson, Chief Financial Officer

Decision Recommendation Information

Commentary

Financial Performance

- 1 Concessionaire's income for the first two quarters has been invoiced in January.
- 2 Cleddau Village Recreation Reserve costs are currently at \$18K with the first progress claim being received for site levelling and preparation work completed in December. The total estimated final cost is \$55k.
- 3 General expenses are currently negative due to actual audit disbursement costs coming in below our \$500 estimate accrued at 30 June 2016.
- 4 Trustee Indemnity Insurance costs are \$2,455 for the year, \$735 over budget. This cost is the same as the 2015/16 year. This has been reflected in the 2017/2018 year budget as per the Statement of Intent.

Financial Position

- 5 Accounts receivable relates to concessionaires income for the first two quarters. This amount is GST inclusive.
- 6 MCT continue to have a strong cash position with \$156K across the call and current accounts. With the strong cash balance and high anticipated receivables for the remainder of the year, sufficient cash will be available to cover future operating and project costs.
- 7 The previous six month term deposit of \$70,000 matured in late December, this was invested at 3.15% per annum, generating \$1,099 interest over the period. The interest rate for the savings account is currently 0.35%. As resolved at the previous trust meeting a new term deposit of \$110,000 will be undertaken in due course.

Financial Report

Milford Community Trust
Statement of Financial Performance
For the period to 31 December 2016

Actual 30/06/16	Account Description	Actual 31/12/16	Annual Budget
<u>Income</u>			
102,849	Concessionaires Income	56,568	113,135
2,998	Interest - Received	1,264	-
<u>105,847</u>		<u>57,832</u>	<u>113,135</u>
<u>Expenses</u>			
174	Accommodation and Meals	209	600
67	Administration Fees (Charities Commission Fee)	51	44
546	Advertising	-	3,000
4,026	Audit Fees	-	5,000
676	Bad Debts	-	-
40	Bank Fees	-	40
117	Catering Expenses	-	500
4,906	Chairperson's Fees	2,339	10,000
476	Cleddau Village Recreation Reserve	18,347	20,000
-	Cleddau Village Recreation Building	-	110,000
657	Depreciation	-	394
43,312	Emergency Services Provider	10,590	44,880
-	ERT Plant & Equipment Purchases	-	2,500
499	General Expenses (Audit Disbursements)	(371)	500
-	Loss on Disposal of Gym Equipment	985	-
1,000	Mileage	576	3,000
-	Project Development & Planning	-	5,000
360	Radio Tower	-	360
183	Room Hire	126	300
600	Trustees Fees	300	6,600
2,455	Trustees' Indemnity Insurance	2,455	1,720
<u>60,094</u>		<u>35,607</u>	<u>214,438</u>
<u>45,753</u>	Net Operating Surplus/(Deficit)	<u>22,224</u>	<u>(101,303)</u>
-	Other Comprehensive Income	-	-
<u>45,753</u>	Total Comprehensive Income	<u>22,224</u>	<u>(101,303)</u>

Statement of Changes in Equity
For the period to 31 December 2016

Actual 30/06/16		Actual 31/12/16
115,949	Total Equity at beginning of year	161,702
<u>45,753</u>	Net Surplus / (Deficit)	<u>32,314</u>
<u>161,702</u>	Equity at end of year	<u>194,016</u>

Statement of Financial Position
As at 31 December 2016

Actual 30/06/16		Actual 31/12/16
	Equity	
100	Trust Capital	100
<u>161,602</u>	Accumulated Funds	<u>193,916</u>
<u>161,702</u>		<u>194,016</u>
	Represented by:	
	Current Assets	
100	Accounts Receivable	65,152
83	Accrued Income	-
-	GST	-
40,301	Bank Account - 00	1,321
61,742	Savings Account - 025	154,972
<u>70,000</u>	Term Deposit	<u>-</u>
172,226	Total Current Assets	221,445
	Non Current Assets	
985	Equipment	-
<u>173,211</u>	Total Assets	<u>221,445</u>
	Current Liabilities	
5,797	Accrued Expenses	1,176
516	Accounts Payable	21,759
<u>5,198</u>	GST	<u>4,495</u>
11,511	Total Liabilities	27,430
<u>161,702</u>	Net Assets	<u>194,015</u>

Recommendation

That the Milford Community Trust:

- a) Receives the report titled “Financial Report to 31 December 2016” dated 14 February 2017.

Attachments

There are no attachments for this report.

Milford Community Trust - Draft Half Yearly Report for the Six Monthly Period to 31 December 2017.

Record No: R/17/2/2592
Author: Jenny Labruyere, Committee Advisor/Customer Support Partner
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Purpose

- 1 The Draft half yearly report for the six monthly period to 31 December 2016 is presented for Trustees to peruse.

Recommendation

That the Milford Community Trust:

- a) Receives the report titled "Milford Community Trust - Draft Half Yearly Report for the Six Monthly Period to 31 December 2017.dated 15 February 2017.
- b) Approves the draft half yearly report for the six monthly period to 31 December 2016, and the report be submitted to the Southland District Council for information purposes and subsequently distributed to the Trust's stakeholders.

Attachments

- A Milford Community Trust Draft Half Yearly Report for the Six Month Period to 31 December 2016. [↓](#)



MILFORD COMMUNITY TRUST

DRAFT

HALF YEARLY REPORT

FOR THE SIX MONTH PERIOD TO 31 DECEMBER 2016

Directory as at 31 December 2016

Settler:	Southland District Council	
Trustees:	Trustee	Term Expires
	Mike Schuck (Chair)	2017
	Rosco Gaudin	2019
	Brad Johnstone	2017
	Mike McConachie	2018
	Jason Steele	2018
	Tim Holland	2020
Councillor	Ebel Kremer	2019
Status:	Charitable Trust	
Trust Manager	Southland District Council – Chris Dolan	
Trust Secretary	Southland District Council - Jenny Labruyère	
Trust Capital:	100 dollars	
Key Partners/Stakeholders:	Southland District Council Department of Conservation Environment Southland	

1.0 Introduction

The Milford Community Trust was established in 2007 by the Southland District Council and the Department of Conservation, with the assistance of Environment Southland for the purpose of providing leadership and governance in Milford Sound *Piopiota*hi.

In terms of the Local Government Act, the Trust is defined as a Council Controlled Organisation reporting the Southland District Council. The Trust was incorporated under the Charitable Trusts Act 1957 on 18 May 2007. The Charities Commission has approved the Trust as being exempt for taxation purposes.

This report covers the six monthly period from 1 July 2016 to 31 December 2016.

2.0 Chairman's Six Monthly Report: (Chairman - Mike Schuck)

This report covers the six months from 1 July 2016 to 31 December 2016.

The main work that the Trust will undertake over the next year will be the building of a community centre. A site is secured and some funding set aside. Community consultation has produced a concept plan. The next step is to finalise the design and tender the work. Fundraising will then begin in earnest.

The Cleddau village sport court site preparation has been completed. The asphaltting has been delayed by the Christmas break and a very wet January. It is disappointing that the courts are taking so long to finish.

The review of the Milford Community Trust (MCT) Trust Deed will now be completed during 2017. This review will consider the functions and responsibilities of the Trust including a review of the charging mechanism for concession fees.

Long serving Trust Manager, Chris Dolan retired prior to Christmas. Chris has been the Trust Manager since the Trust's inception. He has been a diligent and professional manager who I miss greatly. The Trust will certainly miss his experience and knowledge.

On behalf of the Trust I would like to welcome new Trustee Tim Holland. Tim is the General Manager at Milford Sound Development Authority now known as Milford Sound Tourism Limited and began work in June.

I also welcome Simon Moran, Southland District Council, Community Partnership Leader, who will take over some of the work done by Chris Dolan.

Mike Schuck
8 February 2017

3.0 Meetings

There were two meetings of the Trust held during this six month period.

4.0 Performance Report

Performance against key targets for the six monthly period was as follows:-

Levels of Service	Key Performance Indicator	Target	Actual Performance
Maintain a structure that facilitates local decision-making.	Hold public forums in Milford each year.	1	One held in Milford on 7 December 2016.
Keep the Milford community informed about Trust plans and outcomes.	Community newsletters	0	Nil to date. Going forward, activities carried out by the Trust will be included in the in the Fiordland Advocate.
Provide leadership and advocacy on major issues.	Number of Milford Community Trust meetings held annually.	4	2 meetings were held during this period.
Response to issues raised by the community.	Percentage of issues raised at Milford Community Association meetings responded to prior to next meeting.	100%	Issues raised by the Milford Community Association are attended to when required following meetings. Comment is provided through the action item responses.
Milford Community Association (MCA) meetings	To be reported at MCT meetings.	4	Two MCA meetings were held during this period. The Association Member updated Trustees at their meetings.

5.0 Activity Report

Progress against planned activities set out in the Statement of Intent for 2016-2019 are as follows:

Target	Status	Comments
Advocate and assist with other organisations for improvements in the public facilities at Deepwater Basin through the Concept Plan for this area	In progress	Other organisations are progressing these projects.
Working with other organisations to advocate for public toilets and shelter at the airport and completion of the walking track to the Lodge.	In progress	Walking track to Lodge ongoing. Airport issues still work in progress.
Assist Milford Community Association in the development of Cleddau Village Recreation area which is to accommodate village green/community centre.	In progress	Facilities at Recreation area or village green being installed and will be complete within the current financial year.
Provide funding for medical support, services and facilities for Milford ERT station.	On-going	Trust continuing to assist in providing support to the ERT station.
Continuation of funding of Team Leader of MERT (previously known as Emergency Services Provider).	On-going	Trust continues to provide financial assistance to employment of Team Leader of MERT
Assist with the redevelopment of the Bowen Falls walkway if this project is to proceed.	In progress	Grant monies labelled Bowen Falls Walkway to be re-labelled Airport to Deepwater Basin Walkway.
Engage with NZTA for the development of the walking track from the airport to Deepwater Basin Road, car parking at the rock climbing area etc.	In progress	Trust awaiting outcome from DOC before any further involvement.
Implement changes to any charging mechanism with all stakeholders in regard to the way fees are apportioned this includes undertaking a review of the Trust with stakeholders including concessionaires.	In progress	This will occur during forthcoming discussions on the review of the charging regime.
Advocate the continuation of maintaining beautification and roading within the village.	On-going	Beautification undertaken by contractor for ongoing maintenance.
Investigate change to Milford Rating Boundary to exclude Milford from Mararoa Waimea Rating boundary	In progress	Trust has requested Council to investigate Rating boundary change.
Trust to progress to facilitate and proceed with Community Centre in the Cleddau village	In progress	Site available, \$100,000 from concession fees put aside, undertaken community consultation. Awaiting further design concepts prior to seeking further fund raising assistance.

6.0 Community Views

Milford Community Association members and the Association's Trustees represent the views of the local community.

7.0 Financial Considerations

The Trust's financial report to 31 December 2016 is attached.

The actual cost of the recreation reserve facilities will be around \$55k compared to a budget of \$20k. The increased cost is as a result of actual tenders received. Funding of the project will be from existing savings.

As noted in the Chairman's report, initial concept plans for the recreation building have been undertaken. It is not expected that any significant costs will be incurred this year.

8.0 Legal Considerations

The Trust is required under Section 66 of the Local Government Act to submit a copy of the Half Yearly report to its stakeholders.

9.0 SUMMARY

The Milford Community Trust to adopt the Half Yearly Report to 31 December 2016 at its meeting held on 20 February 2017.

Jenny Labruière
Trust Secretary
MILFORD COMMUNITY TRUST

Milford Community Trust
Statement of Financial Performance
For the period to 31 December 2016

Actual 30/06/16	Account Description	Actual 31/12/16	Annual Budget
	<u>Income</u>		
102,849	Concessionaires Income	56,568	113,135
2,998	Interest - Received	1,264	-
<u>105,847</u>		<u>57,832</u>	<u>113,135</u>
	<u>Expenses</u>		
174	Accommodation and Meals	209	600
67	Administration Fees (Charities Commission Fee)	51	44
546	Advertising	-	3,000
4,026	Audit Fees	-	5,000
676	Bad Debts	-	-
40	Bank Fees	-	40
117	Catering Expenses	-	500
4,906	Chairperson's Fees	2,339	10,000
476	Cleddau Village Recreation Reserve	18,347	20,000
-	Cleddau Village Recreation Building	-	110,000
657	Depreciation	-	394
43,312	Emergency Services Provider	10,590	44,880
-	ERT Plant & Equipment Purchases	-	2,500
499	General Expenses (Audit Disbursements)	(371)	500
-	Loss on Disposal of Gym Equipment	985	-
1,000	Mileage	576	3,000
-	Project Development & Planning	-	5,000
360	Radio Tower	-	360
183	Room Hire	126	300
600	Trustees Fees	300	6,600
2,455	Trustees' Indemnity Insurance	2,455	1,720
<u>60,094</u>		<u>35,607</u>	<u>214,438</u>
<u>45,753</u>	Net Operating Surplus/(Deficit)	<u>22,224</u>	<u>(101,303)</u>
-	Other Comprehensive Income	-	-
<u>45,753</u>	Total Comprehensive Income	<u>22,224</u>	<u>(101,303)</u>

Item 7.3 Attachment A

Statement of Changes in Equity
For the period to 31 December 2016

Actual 30/06/16		Actual 31/12/16
115,949	Total Equity at beginning of year	161,702
<u>45,753</u>	Net Surplus / (Deficit)	<u>22,224</u>
<u>161,702</u>	Equity at end of year	<u>183,926</u>

Statement of Financial Position
As at 31 December 2016

Actual 30/06/16		Actual 31/12/16
	Equity	
100	Trust Capital	100
<u>161,602</u>	Accumulated Funds	<u>183,826</u>
<u>161,702</u>		<u>183,926</u>
	Represented by:	
	Current Assets	
100	Accounts Receivable	65,152
83	Accrued Income	-
-	GST	-
40,301	Bank Account - 00	1,321
61,742	Savings Account - 025	154,972
<u>70,000</u>	Term Deposit	<u>-</u>
172,226	Total Current Assets	221,445
	Non Current Assets	
985	Equipment	-
<u>173,211</u>	Total Assets	<u>221,445</u>
	Current Liabilities	
5,797	Accrued Expenses	11,266
516	Accounts Payable	21,759
<u>5,198</u>	GST	<u>4,495</u>
11,511	Total Liabilities	37,520
<u>161,702</u>	Net Assets	<u>183,926</u>

Milford Community Trust
Statement of Cash Flows
For the Period ended 31 December 2016

Actual 30/06/15		Actual 31/12/16
	Cash Flows From Operating Activities	
102,173	Receipts from Concessionaires Income	-
2,915	Interest Received	1,329
(59,074)	Payments to Suppliers and Employees	(10,426)
3,331	Goods and Services Tax (net)	(6,654)
49,345	Net Cash Flow from Operating Activities	(15,751)
	Cash Flow From Investing Activities	
(70,000)	Investment in Term Deposit	-
-	Maturity of Term Deposit	70,000
(70,000)	Net Cash Flow From Investing Activities	70,000
	Cash Flows From Financing Activities	
-	Proceeds for Borrowings	-
-	Repayment of Borrowings	-
-	Net Cash Flow From Financing Activities	-
(20,655)	Net Increase / (Decrease) In Cash	54,249
122,700	Cash at 1 July	102,044
102,044	Cash at 31 December	156,293
	Represented By	
102,044	Cash and Bank	156,293
102,044		156,293

Item 7.3 Attachment A