

ORDINARY MEETING

OF

**WELLINGTON REGIONAL AMENITIES FUND JOINT
COMMITTEE**

AGENDA

Time: 1:30 pm
Date: Friday, 20 April 2018
Venue: Upper Hutt Council Chambers
Level 3, Civic Administration Building
838-842 Fergusson Drive
Upper Hutt

MEMBERSHIP

| | |
|---------------------|-------------------------------|
| Mayor Justin Lester | Wellington City Council |
| Mayor K Gurunathan | Kāpiti Coast District Council |
| Mayor Wayne Guppy | Upper Hutt City Council |
| Mayor Mike Tana | Porirua City Council |
| Mayor Ray Wallace | Hutt City Council |

AREA OF FOCUS

The Wellington Regional Amenities Fund was established to demonstrate the region's commitment to arts and cultural activity and to our unique natural environment. Many important cultural and environmental organisations are based in Wellington and provide significant benefit to the region. These organisations support the development and production of high quality experiences, make it possible for all to participate in these experiences and ensure the region has a robust arts infrastructure and thriving network of cultural and environmental attractions.

Quorum: 3 members.

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1 Meeting Conduct

1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.2 Conflict of Interest Declarations

Members 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.

1.3 Confirmation of Minutes

The minutes of the meeting held on 25 August 2017 will be put to the Wellington Regional Amenities Fund Joint Committee for confirmation.

1.4 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows:

Matters Requiring Urgent Attention as Determined by Resolution of the Wellington Regional Amenities Fund Joint Committee.

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor Matters relating to the General Business of the Wellington Regional Amenities Fund Joint Committee.

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Wellington Regional Amenities Fund Joint Committee for further discussion.

2. General Business

UPDATE ON 2017/18 WELLINGTON REGIONAL AMENITIES FUND PROJECTS AND PROCESS FOR 2018/19

Purpose

1. The purpose of this report is to give the Joint Committee an update on Wellington Regional Amenities Fund projects and organisations supported in 2017/18 and to outline the process for 2018/19.

Summary

2. WRAF was established to support eligible entities of regional significance with day to day operational expenses and new innovative projects that will achieve identified priorities for the region. WRAF is focused on arts, cultural and environmental attractions and events to support and add to the attractiveness and vitality of the Wellington region.

Recommendation/s

That the Wellington Regional Amenities Fund Joint Committee:

1. Receive the information.

Background

3. Each of the following local authorities is a Member:
 - Hutt City Council
 - Kāpiti Coast District Council
 - Porirua City Council
 - Upper Hutt City Council
 - Wellington City Council
4. Each Member agreed through the Terms of Reference to provide funding to WRAF to the level agreed in their respective Long Term Plans.

Fund priorities

5. On the basis of discussions at the March 2016 meeting of the Joint Committee the Council Officers Group re-drafted the Fund Guidelines to ensure clarity of purpose and sharpen the criteria including that organisations need to be 'regionally significant'- in that they provide quality arts/cultural or environmental activities that are accessible to everyone in the region, and can demonstrate they have sufficient profile to attract

visitors/groups from across the region. This was guided by the initial results of the economic and social impact study.

6. Priorities:

1. To increase their long-term contribution to the economy of the Wellington Region by:

- increasing visitor numbers to the region
- growing audience numbers and diversity
- increasing paid and volunteering opportunities
- ensuring activities are accessible (financially and physically)
- contributing to another key regional growth sector, for example film, hospitality, recreation

2. Partner with organisations in the Wellington region to:

- strengthen networks (through skills transfer, knowledge sharing, or increased organisational capacity through sharing resources)
- develop robust, diverse cultural and environmental infrastructures through working in collaboration
- mentor smaller/like organisations, and/or deliver education opportunities
- complement other regional events (by ensuring event calendars align)

1. 3. Contribute to Wellington's status as a nationally and internationally competitive region by:

- strengthening its unique arts, cultural and environmental offering
- addressing gaps in the cultural/environmental ecosystem
- ensuring they plan to stay in the Wellington Region

2017/18 WRAF funded organisations

7. At the Joint Committee in March 2017 it was agreed the application process would be changed for 2017/18. Rather than having an open call for applications, organisations identified by the Council Officers Group were invited to submit applications. Ten organisations submitted applications for support in 2017/18, seven received support through the fund, listed in table 1 below.

Table 1- 2017/18 WRAF funded projects

| | | |
|-------------------------------|--|-----------|
| New Zealand Festival | 'A Waka Odyssey' New Zealand Festival | \$400,000 |
| Creative Capital Arts Trust | CubaDupa Festival | \$200,000 |
| Wellington LUX Festival Trust | LUX Light Festival | \$150,000 |
| Porirua City Council | Measina Festival of Contemporary Pacific Dance and Theatre | \$50,000 |

| | | |
|--|--|-----------|
| Tawata Productions | Kia Mau Festival | \$100,000 |
| Wellington Regional Orchestra Foundation Inc | 3 Concerts & 2 education programmes (Wellington- Moana, Porirua, Hutt City & Upper Hutt) | \$135,000 |
| Expressions Arts and Entertainment Centre | Expressions Whirinaki Arts and Entertainment Centre blockbuster exhibition support; Secrets of The Mona Lisa | \$40,000 |

Discussion

8. The key findings of the 2016 review emphasised the importance of the fund in supporting organisations that are 'regionally significant' and who can make a significant contribution to 'Priority 1; increasing the long-term contribution to the region's economy.' Discussions between participant Chief Executives and Mayors since 2016 have supported a more strategic and proactive approach to funding, with funding focussed on larger, more regionally significant organisations and projects that have a regional impact.
9. Timing- 2018/19
 - June 2018: Confirmation of Annual Plan/contributions from participating Councils
 - July 2018: Council Officers Group (as representatives of their CEs) identify key regional organisations and projects
 - July 2018: Council Officers Group recommendations
 - August 2018: Joint Committee

Mark Farrar, Fund Manager, Wellington Regional Amenities Fund

Wellington Regional Amenities Fund- Council Officers Group:

Wendy Moore (Hutt City Council)

Tania Parata and Sarah Todd (from February 2018) (Kāpiti Coast District Council)

Darryn Grant (Porirua City)

Steve Taylor, Megan O'Connor (from April 2018) (Upper Hutt City Council)

Natasha Petkovic-Jeremic (Wellington City Council)

Attachments

Nil

| | |
|--------|--|
| Author | Mark Farrar, Team Leader Funding and Relationships |
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|------------|--|
| Authoriser | Natasha Petkovic-Jeremic, Manager City Arts Barbara McKerrow, Chief Operating Officer |
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SUPPORTING INFORMATION

Engagement and Consultation

NA

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

The Long Term Plans of the respective TLA's participating makes provision for WRAF contributions

| | | |
|----|--------------------------------|--------------------|
| 2. | Contributions 2018/19 | |
| 3. | Hutt City Council; | \$200,000 |
| 4. | Kāpiti Coast District Council; | \$48,000 |
| 5. | Porirua City Council; | \$50,000 |
| 6. | Upper Hutt City Council; | \$106,000 |
| 7. | Wellington City Council; | \$609,200 |
| 8. | <u>Total (2018/19);</u> | <u>\$1,013,200</u> |

Policy and legislative implications

WRAF was created to support organisations in line with fund Terms of Reference.

Risks / legal

NA

Climate Change impact and considerations

NA

Communications Plan

NA

Health and Safety Impact considered

NA

WELLINGTON REGIONAL AMENITIES FUND AND THE DECADE OF CULTURE

This report was not available at the time of print and will be provided under a separate cover.

TE MATATINI 2019

Purpose

1. To seek the Joint Committee's decisions on allocating a grant to support Te Matatini from the Wellington Regional Amenities Fund in the 2018/19 financial year.

Summary

2. The Wellington Regional Amenities Fund (WRAF) is focused on arts, cultural and environmental organisations that can deliver activities that support the fund priorities, thereby contributing to the attractiveness, vitality and wellbeing of the Wellington Region.
3. The Joint Committee agreed to consider an application from the Te Matatini Society Incorporated for support for the festival which will take place in February 2019 at the Westpac Stadium.

Recommendation/s

That the Wellington Regional Amenities Fund Joint Committee:

1. Receive the information.
2. Agree to allocate a WRAF Grant to Te Matatini Society Incorporated from the 2018/19 financial year (as per the table below), subject to all member Councils contributing to the Wellington Regional Amenities Fund.

| Organisation | Request | Amount Requested | Comments | Recommendation |
|----------------------------------|--|------------------|--|----------------|
| Te Matatini Society Incorporated | Te Matatini National Kapa Haka Festival 2019 | \$750,000 | Contribution to direct stadium costs and hosting costs. Release of funds subject to confirmation of five member Councils. | \$350,000 |

Background

4. The Te Matatini Society Incorporated (TMS) have requested \$750,000 for the Te Matatini National Kapa Haka Festival 2019.
5. The Joint Committee agreed to consider an application outside the normal WRAF funding cycle to enable the organisation to plan for the event.

6. The Festival is New Zealand's premiere traditional Māori performing arts event where the top teams from 13 regions compete for the Kapa Haka championship title. TMS are expecting to attract up to 55,000 people to the festival as performers and audience.
7. Funding requested is to contribute to the venue and infrastructure costs associated with the festival at the Westpac Stadium from 21 to 24 February 2019.
8. TMS are core funded by the Ministry of Culture and Heritage and rely on additional funding and sponsorship. TMS are actively seeking sponsorship from a range of agencies and organisations including; Te Puni Kōkiri, The Ministry of Education, NZ Māori Arts and Crafts Institute, Te Wānanga o Aotearoa, Victoria University of Wellington, Te Taura Whiri i te Reo Māori, The University of Waikato, Te Whare Wānanga o Awanuiārangi, Te Māngai Pāho, Te Wānanga o Raukawa, NZ Community Trust and Creative NZ.
9. A local host committee, made up of representatives from Ngati Toa Rangatira, Te Atiawa Taranaki Whanui, the Wellington Māori Cultural Society as well as the Te Matatini Society (TMS) Incorporated itself are coordinating hosting responsibilities. This group of organisations meet on a monthly basis and report through to their respective entities. Their key functional responsibilities expressed in the agreement between the hosts and TMS includes provision for the powhiri and poroporoaki, volunteer co-ordination, hosting guests and manaaki zones. These manaakitanga zones within the festival event aim to manaaki (care) for kaumātua, tamariki and those with special needs.
10. Officers have been working with local regional grant funding and philanthropic organisations including the Department of Internal Affairs and Wellington Community Trust to support the event, local groups and organisations who will be involved in the festival.
11. Application material provided by the organisation has been provided to members of the Council Officers Group and to the the Joint Committee.

Discussion

12. This application is a close fit with WRAF criteria in relation to: the attraction of visitors to the region who will experience a unique arts and cultural festival and fostering and developing strong partnerships with Iwi and mana whenua. The recommendation for funding is based on alignment with the priorities, support from local Councils, fit with the fund criteria and priorities and potential for the festival to secure funding from a range of sources.
13. The recommendation of a \$350,000 grant is focussed on contribution to two elements of the projected expenditure for the Kapa Haka festival, notably;
 - Direct costs to TMS of hire of the Westpac Stadium for the performance days
 - Hosting costs
14. As per the WRAF Terms of Reference (included as Attachment 1) the cross-Council Officers Group, as representatives of their Chief Executives have reviewed the application alongside the Fund Manager. Part of their consideration and the recommendation is other likely demand on the fund from regionally significant organisations. These organisations are identified and invited to apply during June/July with all requests considered by the Joint Committee in August.

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15. Given this recommended grant is for the financial year 2018/19 it is recommended that a condition be placed on the grant relating to receipt of funding from contributing Councils.

Attachments

Attachment 1. Terms of Reference [↓](#)

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|------------|--|
| Author | Mark Farrar, Team Leader Funding and Relationships |
| Authoriser | Natasha Petkovic-Jeremic, Manager City Arts Barbara McKerrow, Chief Operating Officer |

SUPPORTING INFORMATION

Engagement and Consultation

The Council Officers group in consultation with the Fund Manager will identify organisations for applications for the 2018/19 fund.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

The Long Term Plans of the respective member Councils make provision for WRAF contributions.

Policy and legislative implications

WRAF was created to support organisations in line with fund Terms of Reference.

Risks / legal

The fund operates as per agreed Terms of Reference, with funding allocated committed by the Joint Committee subject to member Councils providing funds.

Climate Change impact and considerations

There are no relevant considerations

Communications Plan

Communication support for the fund is provided through the Fund Manager in liaison with member Councils and funded organisations

Health and Safety Impact considered

Projects seeking support through WRAF are delivered by organisations and groups who are legal entities and responsible for health and safety of the project, events, etc.

TERMS OF REFERENCE FOR THE WELLINGTON REGIONAL AMENITIES FUND JOINT COMMITTEE

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1. Definitions

1.1 For the purpose of these Terms of Reference:

“Act” means the Local Government Act 2002.

“Member” means a local authority that is a participant in the Wellington Regional Amenities Fund, as listed in clause 3.1.

“Representative(s)” means the Mayor or Chairperson or councillor or councillors of a Member, or alternate(s) that have been resolved by the Member authority to be a member of the Joint Committee.

“Wellington Regional Amenities Fund” and “WRA Fund” means the fund established and contributed to by the Members in accordance with their respective Long Term Plan decisions.

“Wellington Regional Amenities Fund Joint Committee” means the Joint Committee appointed by the Members to oversee the development of the Wellington Regional Amenities Fund.

2. Name

- 2.1 The Committee shall be known as the Wellington Regional Amenities Fund (WRA Fund) Joint Committee (Joint Committee).

3. Members

- 3.1 Each of the following local authorities is a Member:

- Kapiti Coast District Council
- Masterton District Council *
- Hutt City Council
- Upper Hutt City Council
- Wellington City Council
- Porirua City Council

* Membership ended 2015/16

4. Status

- 4.1 The Joint Committee is a joint standing committee under clause 30(1)(b) of Schedule 7 of the Act.
- 4.2 In accordance with clause 30(7) of Schedule 7 of the Act, the Joint Committee is not deemed discharged following each triennial election.

5. Membership of Joint Committee

- 5.1 The Joint Committee will comprise [6] persons in total.
- 5.2 Each Member will appoint one Representative, being one elected person, and will also appoint an alternate who may attend and vote at meetings in the absence of the appointed representative. Both the Representative and the alternate must be an elected person from that Member.
- 5.3 Under clause 30(9) Schedule 7 of the Act, the powers to discharge any representative on the Joint Committee and appoint his or her replacement shall be exercisable only by the Member that appointed the representative being discharged.
- 5.4 Each Representative is appointed for a term that expires on the date of the next local government triennial election.

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- 5.5 It is the responsibility of each Member of the Joint Committee to ensure that they have a representative available to participate in the Joint Committee, as soon as practicable after their representative is no longer able to represent that Member for whatever reason, with the same delegated functions, duties and powers as their predecessor.
- 5.6 Each Member is responsible for remunerating its Representatives and for the cost of the Representatives' participation in the Joint Committee.

6. Purpose of Terms of Reference

- 6.1 The purpose of these Terms of Reference is to:
- (a) Define the role and responsibilities of the Joint Committee
 - (b) Provide for the administrative arrangements of the Joint Committee.

7. Role and responsibilities of Joint Committee

- 7.1 The role of the Joint Committee is to govern and administer the WRAF Fund, in accordance with the objectives of the WRAF Fund.
- 7.2 In performing its role, the responsibilities of the Joint Committee include:
- (a) approval of criteria and priorities for the WRA Fund
 - (b) to consider recommendations from the Fund Manager and Officer's Group on applications made to the WRA Fund
 - (c) to approve applications for funding.

8. Objectives of the WRA Fund

8.1 Goal

The WRA Fund has been established to support eligible entities of regional significance with day to day operational expenses and new innovative projects that will achieve identified priorities for the region. The WRA Fund is focused on arts, cultural and environmental attractions and events to support and add to the attractiveness and vitality of the Wellington region.

8.2 Scope

The Fund will assist to ensure that regionally significant entities can be developed or sustained in the Wellington region to contribute to the region's quality of life; attractiveness to residents and visitors; and economy. The Fund is intended to allow funded entities to:

-
- Focus more on their core business
 - Reduce the amount of time spent on securing funding across the region
 - Improve their ability to perform on a wider regional basis
 - Improve accessibility to their services
 - Ensure staffing requirements are met adequately for a fixed term.

8.3 Criteria and Priorities

Applications to the WRA Fund will be assessed against criteria and priorities for the region.

9. Delegated authority

- 9.1 The Members delegate to the Joint Committee, the powers and functions to enable it to perform its role and carry out its responsibilities in relation to the WRA Fund, except those matters reserved under Clause 32 Schedule 7 of the Act, and the appointment of new members to the Joint Committee.

10. Meetings

- 10.1 The New Zealand Standard for model standing orders (NZS 9202: 2001), or any New Zealand Standard substituted for that standard, will be used to conduct Joint Committee meetings as if the Joint Committee were a local authority and the principal administrative officer of the Wellington City Council or his or her nominated representative were its principal administrative officer.
- 10.2 The Joint Committee shall hold meetings at such frequency, times and place(s) as agreed by the Joint Committee for the performance of the functions, duties and powers delegated under this Terms of Reference.
- 10.3 In accordance with Clause 30(9)(b) Schedule 7 of the Act, the quorum shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

11. Voting

- 11.1 In accordance with clause 32(4) Schedule 7 of the Act, at meetings of the Joint Committee each Member's Representative has full authority to vote

and make decisions within the delegations of this Terms of Reference on behalf of that Member without further recourse to that Member.

- 11.2 Each Representative has one equal vote. Decisions will be made by simple majority.

12. Election of Chairperson and Deputy Chairperson

- 12.1 On the constitution or reconstitution of the WRAF Joint Committee the representatives shall elect a Chairperson and may elect a Deputy Chairperson.
- 12.2 The term of office of an appointed Chairperson or Deputy Chairperson ends on the date of the next local government triennial election.

13. Administration arrangements

- 13.1 The administering authority for the Joint Committee is Wellington City Council.
- 13.2 The administrative costs of servicing the Joint Committee will be met within the allocated funding of the WRA Fund.
- 13.3 The WRA Fund Manager (Fund Manager), who will be located at Wellington City Council, will service the Joint Committee and will have the following functions:
- Management and administrative support for the Joint Committee
 - Prepare draft criteria and priorities for the WRA Fund for approval by the Joint Committee
 - Initial assessment of applications
 - Report to the Joint Committee with recommendations
 - Develop and maintain key relationships within the arts, culture and environmental sectors
 - Relationship management with successful applicants
 - Distribution of funds
 - Coordinate the collection, holding and distribution of funds
 - Monitor, evaluate and report on the WRA Fund
 - Research and promotion of the WRA Fund
 - Approve all papers to the Joint Committee and ensure decisions are

signed off at critical times.

13.4 A cross-council WRA Fund Officers Group (Officers Group) will be established with a representative from each of the Members. The Officers Group will act as their council's point of contact for the WRA Fund, and the Joint Committee. In conjunction with the Fund Manager the Officers Group will:

- Prepare draft the criteria and priorities of the WRA Fund
- Assess applications and make recommendations to the Joint Committee.

14. Funding

14.1 Each Member will provide funding to the WRA Fund to the level agreed in their 2012-22 Long Term Plan.

14.2 The financial administration of the WRA Fund will be carried out by Wellington City Council on behalf of the Members.

14.3 Each Member will be invoiced by Wellington City Council at the establishment of the Fund, and the beginning of each new financial year thereafter, until such time as the WRA Fund is wound up.

14.4 Contributions will be specifically tied to the WRA Fund and cannot be used for any other purpose. The funds will be held in an interest bearing money market deposit account.

15. Reporting

15.1 All reports to the Joint Committee shall be presented via the Chairperson.

15.2 Following each meeting of the Joint Committee, the Fund Manager shall prepare a summary report of the business of the meeting and submit that report, for information to each Member authority following each meeting. Such report will be in addition to any formal minutes prepared by the Administering authority.

16. Good faith

16.1 In the event of any circumstances arising that were unforeseen by the Members or the Representatives at the time of adopting these Terms of Reference, the Members and the Representatives hereby record their intention that they will negotiate in good faith to add to or vary this

Terms of Reference so to resolve the impact of those circumstances in the best interests of:

- (1) The Members collectively
- (2) The Wellington regional community represented by the Members collectively.

17. Variations

- 17.1 Any Member may propose a change to the Terms of Reference by putting the wording of the proposed change to a meeting of the Joint Committee for consideration and comment.
- 17.2 Once a proposed change to these Terms of Reference has been considered by the Joint Committee, these Terms of Reference are not amended until each Member adopts the revised Terms of Reference giving effect to the proposed change.
- 17.3 Notwithstanding clause 17.2, the Joint Committee may itself amend the Terms of Reference, where the changes will not materially affect the commitment of any individual Member, or the scope of the Joint Committee's role and responsibilities.

18. Review

- 18.1 In March each year, the Fund Manager and the Officers Group will report to the Joint Committee on the operation of the WRA Fund during the financial year to date, and whether the WRA Fund is sustainable for the next financial year. If it is considered that the WRA Fund is not sustainable, the Joint Committee will report back to the Members with a recommended course of action.