



Events Committee

Terms of Reference

**ICC Iconic Events Fund
ICC Event Development Fund**

**Effective December 2013
(Updated August 2015)**

ICC EVENTS COMMITTEE TERMS OF REFERENCE

Background

At 6 March 2012 Finance and Policy meeting Council confirmed the Events Position Paper objectives and approach and endorsed the establishment of a Venture Southland/ Invercargill City Council Events Advisory Group to determine the Terms of Reference and implement accordingly.

This Position Paper confirmed that Venture Southland and Invercargill City Council work in partnership with the event sector to support Invercargill and Southland's growing desire to be an attractive destination for events.

Invercargill City Council Vision

Creating an exciting, innovative, safe, caring and friendly city offering lifestyles based on a healthy environment and diverse growing economy.

ICC Event Support

The Invercargill City Council recognises the positive contribution events make to the city. As part of its vision to support vibrant and strong communities and contribute to a thriving economy the Council has funding available to support events that have a citywide focus.

Specific community and citywide events are seen as important for creating a strong sense of pride in place and a positive Invercargill identity. The city's cultural diversity is recognised as a strength to be protected and promoted in ways that celebrate the different community identities and aspirations.

This investment in events is made in partnership with event organisers to enhance social, community, economic, environmental and city image outcomes in Invercargill that deliver a memorable community experience, and may be further enhanced by the support of other community funders.

Purpose and Objectives

The Invercargill City Council Events Committee will:

- Develop an understanding of the events sector and the benefits of involvement for the City.
- Consider applications, determine and approve grant funding allocations from Invercargill City Council Event funds – i.e. Event Development Fund and Iconic Events Fund.
- Develop and use an Event Evaluation and Assessment Framework to assess funding applications.
- Progress action on recommendations from the Southland Events Strategy - An Approach to Events August 2011.
- Liaise and communicate with event stakeholders in Southland.
- Consider options to progress developing and implementing a regional approach to event delivery in Invercargill and Southland.
- Evaluate economic and community benefits of the event sector for the city and region.

Committee and Advisory Group

The Invercargill City Council Events Committee, having delegated power to determine and decide applications and allocations is:

- Mayor Tim Shadbolt.
- Cr Peter Kett (Chair).
- Cr Darren Ludlow.

The Advisory Group for the Events Committee, having the role and responsibility to receive, administer and advise the Committee on funding applications is:

- Liz Williams, Conference and Events Team Leader, Venture Southland
- Richard King

Logistics and Management Support

(a) Meetings

The Committee is to meet six weekly as scheduled.

(b) Administration

Invercargill City Council, EA, Michelle Chapman is to act as management liaison person and will forward all applications to Liz Williams (Venture Southland Conference and Events Team Leader) for administering. The Advisory Group will assess and evaluate each application in providing advice to the Committee.

Event Support Funds

(1) Invercargill City Council Iconic Events Fund

Council approves \$100,000 per annum to be available for allocation to events that:

- Generate significant direct economic, community and lifestyle benefits to Invercargill.
- Attract a significant proportion of participants/spectators from outside of the city.
- Has a high profile outside of the city.
- Iconic Events are to be reviewed on a five yearly basis.
- Retrospective funding is not available.

(2) Invercargill City Council Event Development Fund

Council approves \$100,000 per annum to be available for allocation to events that

- Are new events (1-3 years old) and require initial catalyst funding support.
- Are one off events that bring economic and community benefit to the city.
- Assist in increasing the profile of the city and benefit residents.
- Provide evidence of significant economic impact for the city.
- Events are not able to be fundraisers for charities.
- Retrospective funding is not available.

Accountability and Reporting

As the ICC Events Committee distributes funds on behalf of the community it is important we are able to ensure accountability for the use of these funds.

Therefore all organisations and individuals who receive funding will need to complete an accountability report at the end of their funded activity.

The Committee requires the following areas to be covered off in this report:

- the final costs of the project, including where appropriate full audited accounts for the event;
- how the funds contributed to the outcomes of your event;
- the benefits achieved for the City and community; and
- how did the delivery of your project differ from the original plans that accompanied your initial request?

The Committee may require any un-used funds to be returned to the ICC Events Fund.