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## **NOTICE OF MEETING**

**Notice is hereby given of a Meeting of the  
Events Committee  
to be held in the Council Chambers,  
First Floor, Civic Administration Building,  
101 Esk Street, Invercargill on  
Friday 18 September 2020 at 9.00 am**

Cr G Lewis (Chairperson)  
His Worship the Mayor, Mr T Shadbolt, KNZM, JP  
Cr L Abbott  
Cr A Crackett  
Cr D Ludlow  
Cr N Skelt

Clare Hadley  
CHIEF EXECUTIVE

# A G E N D A

1. **APOLOGIES**
2. **MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 14 AUGUST 2020**
3. **UPDATED TERMS OF REFERENCE**
4. **ACTION SHEET**
5. **FINANCIAL UPDATE**
6. **PUBLIC EXCLUDED SESSION**

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) *Funding Application – Burt Munro Challenge*
- (b) *Funding Application – Murihiku Islamic Trust – Awareness Week*
- (c) *Confirmation of Public Excluded Minutes of Events Committee Meeting held on 10 July 2020*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) <i>Funding Application – Burt Munro Challenge</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(b) <i>Funding Application – Murihiku Islamic Trust – Awareness Week</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(c) <i>Confirmation of Public Excluded Minutes of Events Committee Meeting held on 14 August 2020</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

**MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD IN THE COUNCIL CHAMBERS, FIRST FLOOR, CIVIC ADMINISTRATION BUILDING, 101 ESK STREET, INVERCARGILL, ON FRIDAY 14 AUGUST 2020 AT 9.00 AM**

**PRESENT:** Cr G Lewis (Chairperson)  
His Worship the Mayor, Sir T Shadbolt  
Cr L Abbott (via Zoom)  
Cr A Crackett (via Zoom)  
Cr N Skelt

**IN ATTENDANCE:** Ms R Suter, Strategy and Policy Manager  
Ms M Sievwright, Personal Assistant

1. **APOLOGIES**

Cr D Ludlow.

Moved Cr Lewis, seconded Cr Skelt and **RESOLVED** that the apology be received.

2. **MINUTES OF THE MEETING OF THE EVENTS COMMITTEE HELD ON 10 JULY 2020**

Moved Cr Lewis, seconded Cr Skelt and **RESOLVED** that the minutes be received as a true and correct record.

3. **MATTERS ARISING**

Nil.

4. **FINANCIAL UPDATE**

The financial report had been circulated.

Cr Skelt asked whether funds needed to be returned if an event was cancelled due to Covid-19, and it was agreed that the funds should be returned.

Moved Cr Abbott, seconded Cr Crackett and **RESOLVED** that the Financial Update be received.

5. **GENERAL BUSINESS**

Nil.

6. **URGENT BUSINESS**

Nil.

7. **COMMITTEE IN PUBLIC EXCLUDED SESSION**

Moved Cr Lewis, seconded Cr Crackett and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) *Funding Application – Volleyball Southland – New Zealand South Island Secondary Schools Junior Beach Tournament*
- (b) *Funding Application – ILT Christmas Variety Show*
- (c) *Accountability Report – Burt Munro Challenge*
- (d) *Accountability Report – Cycling Southland – 2020 Oceania Track Cycling Champs*
- (e) *Accountability Report – 2019 ILT Christmas Show*
- (f) *Accountability Report – Stadium Southland – NZ Breakers*
- (g) *Confirmation of Public Excluded Minutes of Events Committee Meeting held on 10 July 2020*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) <i>Funding Application – Volleyball Southland – New Zealand South Island Secondary Schools Junior Beach Tournament</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(b) <i>Funding Application – ILT Christmas Variety Show</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(c) <i>Accountability Report – Burt Munro Challenge</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(d) <i>Accountability Report – Cycling Southland – 2020 Oceania Track Cycling Champs</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(e) <i>Accountability Report – 2019 ILT Christmas Show</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(f) <i>Accountability Report – Stadium Southland – NZ Breakers</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
(g) <i>Confirmation of Public Excluded Minutes of Events Committee Meeting held on 10 July 2020</i>	Section 7(2)(i)	To enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

There being no further business, the meeting concluded at 9.42 am.



# Events Committee

## Terms of Reference

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

**Effective December 2013  
(Updated **September 2020**)**

## **INVERCARGILL CITY COUNCIL 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.

### **Invercargill City Council 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 Graham Lewis (Chair)
- Cr Lindsay Abbott
- Cr Alex Crackett
- Cr Darren Ludlow
- Cr Nigel Skelt

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

- Bobbi Brown, Tourism, Events and Community, Great South
- Clare Hadley

### **Logistics and Management Support**

- (a) Meetings  
The Committee is to meet six weekly as scheduled.
- (b) Administration  
Invercargill City Council Governance and Administration staff will act as management liaison and will forward all applications to Bobbi Brown (Venture Southland Tourism, Events and Community) 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.
  - Events are not solely funded by the Events Committee, nor should the Events Committee be the major funder.
  - Retrospective funding is not available.

### **Accountability and Reporting**

As the Invercargill City Council 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 Invercargill City Council Events Fund.

Events Committee - 18 September 2020 - Action Sheet

**Creative / Promotion**

Applicant	2017/18		2018/19		2019/20		2020/21	
	Amount	Accountability	Amount	Accountability	Amount	Accountability	Amount	Accountability
Stadium Southland - Christmas Variety Show	\$7,891	✓	\$8,000	✓	\$8,000	✓		
Stadium Southland - NZ Breakers					\$10,000	✓		
Indian Community Southland - Diwali Festival			\$2,500	✓	\$7,500	✓		
Venture Southland - The Dust Palace			\$6,000	✓				
St Patricks Day Family Gala			\$500	✓				
Cycling Southland - 2020 Oceania Champs			\$15,000	✓				
City of Invercargill Highland Pipe Band Championship			\$15,000	✓				
Southern Pro Wrestling - Southern Rumble	\$15,000	✓	\$15,000					
National Women's Football League					\$4,200			
Te Waipounamu Rugby					\$7,000			
Filipino Society - Southland Island Games					\$5,000	**		
Rugby Southland - All Blacks Test Match			\$90,000	*				
Great South - Arts Festival			\$10,000	✓				
Arts Murihiku - Matariki	\$2,500		\$7,000	✓			\$7,000	
Stadium Southland - NBL 3 x 3 Basketball Champs							\$10,000	

\* \$90,000 over 2 years, not yet uplifted

\*\* Covid19 delayed or cancelled event

**Iconic**

Applicant	2017/18		2018/19		2019/20		2020/21	
	Amount	Accountability	Amount	Accountability	Amount	Accountability	Amount	Accountability
Burt Munro - Southland Motorcycle Club	\$30,000	✓			\$30,000	✓		
Buskers Festival	\$24,000		\$24,000		\$24,000			
Kidzone					\$5,000	✓		
Polyfest			\$15,000	✓ (1)	\$15,000	✓ (2)	\$7,000	(3)
Tour of Southland	\$30,000		\$30,000		\$30,000			
Speedfest	\$15,000		\$15,000		\$15,000			
Surf to City					\$30,000	(1)		

(1) First year of funding for 3 year term

(2) Second year of funding for 3 year term

(3) Third year of funding for 3 year term (will need to apply next year)

**Invercargill City Council  
Events Funds  
For the period 1 July 2020 to 13 September 2020**

**Events Funds - Creation/Promotion**

**Funding**

Annual funding budget  
Balance remaining from previous years  
Transfer to Iconic Events Fund

Total funding

**Grants paid**

Tuuramma Trust - Matariki Tiramarama Haakari Nui  
Stadium Southland - 3x3 Basketball tournament  
Volleyball Southland  
Stadium Southland - Christmas Variety Show  
Stadium Southland - NZ Breakers match  
Indian Community Southland - Diwali Festival  
Southland Filipino Society Incorporated - Sports event  
Murihiku Maori Rugby - Tournament  
Southland Football Inc. - National Women's League  
Southland Art Society  
Tickertape victory parade  
Targa Rally  
Venture Southland - The Dust Palace  
Green Light Innovations Ltd - St Patrick's Day family gala  
Cycling Southland - Oceanic Track Championship  
City of Invercargill Highland Pipe Band  
Southern Pro Wrestling Club  
Beck Industries Ltd - ANZAC 2019 Livestream and video  
Arts Murihiku Charitable Trust

Total grants paid

Balance remaining to carry forward

	2018 - 19 \$	2019 - 20 \$	20120 - 21 \$
Annual funding budget	100,000	100,000	100,000
Balance remaining from previous years	189,625	130,732	194,901
Transfer to Iconic Events Fund	(49,000)		
<b>Total funding</b>	<b>240,625</b>	<b>230,732</b>	<b>294,901</b>
Tuuramma Trust - Matariki Tiramarama Haakari Nui			7,000
Stadium Southland - 3x3 Basketball tournament			10,000
Volleyball Southland			20,000
Stadium Southland - Christmas Variety Show	8,000	8,000	
Stadium Southland - NZ Breakers match	10,000	10,000	
Indian Community Southland - Diwali Festival	2,500	7,500	
Southland Filipino Society Incorporated - Sports event		5,000	(5,000)
Murihiku Maori Rugby - Tournament		7,000	
Southland Football Inc. - National Women's League		4,200	
Southland Art Society		(5,869)	
Tickertape victory parade	10,478		
Targa Rally	20,000		
Venture Southland - The Dust Palace	6,000		
Green Light Innovations Ltd - St Patrick's Day family gala	500		
Cycling Southland - Oceanic Track Championship	15,000		
City of Invercargill Highland Pipe Band	15,000		
Southern Pro Wrestling Club	15,000		
Beck Industries Ltd - ANZAC 2019 Livestream and video	415		
Arts Murihiku Charitable Trust	7,000		
<b>Total grants paid</b>	<b>109,893</b>	<b>35,831</b>	<b>32,000</b>
<b>Balance remaining to carry forward</b>	<b>130,732</b>	<b>194,901</b>	<b>262,901</b>

**Events Funds - Iconic Events**

**Funding**

Annual funding budget  
Balance remaining from previous years  
Transfer from Creation/Promotion Events Fund

Total funding

**Grants paid**

Invercargill City Charitable Trust - Southland Buskers' Festival  
Southland Motorcycle Club - Burt Munro event  
Cycling Southland - Tour of Southland  
Venture Southland - Southland Arts Festival  
Sport Southland - Surf to City event  
Venture Southland - Kidzone event  
Murihiku Maori and Pasifika Cultural Trust - Polyfest event  
Southland Sports Car Club

Total grants paid

Balance remaining to carry forward

	2018 - 19 \$	2019 - 20 \$	20120 - 21 \$
Annual funding budget	100,000	100,000	100,000
Balance remaining from previous years	(104,000)	(104,000)	(138,000)
Transfer from Creation/Promotion Events Fund	49,000		
<b>Total funding</b>	<b>45,000</b>	<b>(4,000)</b>	<b>(38,000)</b>
Invercargill City Charitable Trust - Southland Buskers' Festival	24,000	24,000	
Southland Motorcycle Club - Burt Munro event	30,000	30,000	
Cycling Southland - Tour of Southland	30,000	30,000	30,000
Venture Southland - Southland Arts Festival	10,000		
Sport Southland - Surf to City event	20,000	20,000	
Venture Southland - Kidzone event	5,000		
Murihiku Maori and Pasifika Cultural Trust - Polyfest event	15,000	15,000	
Southland Sports Car Club	15,000	15,000	
<b>Total grants paid</b>	<b>149,000</b>	<b>134,000</b>	<b>30,000</b>
<b>Balance remaining to carry forward</b>	<b>(104,000)</b>	<b>(138,000)</b>	<b>(68,000)</b>