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## NOTICE OF MEETING

**Notice is hereby given of the Meeting of the  
Southland Regional Heritage Committee  
to be held in the Council Chamber,  
Southland District Council, Level 2, 20 Don Street,  
Invercargill on Thursday 28 March 2024  
at 10.00 am**

Cr P Duffy (Chair)  
Cr C Menzies  
Cr N Phillips  
Cr B Reid  
Cr L Soper  
Cr B Stewart  
Rev E Cook  
Alternate - Cr G Dickson  
Alternate - Cr D Ludlow

# Southland Regional Heritage Committee - Public

28 March 2024 10:00 AM

<b>Agenda Topic</b>	<b>Page</b>
1. Apologies	
2. Declaration of Interest	
a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.	
3. <a href="#">Minutes of the Southland Regional Heritage Committee Meeting Held on 19 October 2023 (A4959089)</a>	4
4. <a href="#">Financial Reports for Southland Regional Heritage Committee (A5279033)</a>	8
4.1 <a href="#">Appendix 1 - Funding Report – 1 September 2023 – 31 January 2024 (A5279026)</a>	10
4.2 <a href="#">Appendix 2 – Project Ark Budget Vs Actual 2023-2034 as at 31 December 2023 (A5279025)</a>	13
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5. <a href="#">The Southern Regional Resources Project (A5143939)</a>	16
6. <a href="#">Review of Committee Heads of Agreement (A5274641)</a>	21
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6.2 <a href="#">Appendix 2 - Current Heads of Agreement (A5274967)</a>	28
7. Public Excluded Session	

## **PUBLIC EXCLUDED SESSION**

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

- (a) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee meeting held on 19 October 2023

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) 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) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee meeting held on 19 October 2023	<p><b>Section 7(2)(a)</b> To Protect the privacy of natural persons, including that of deceased natural persons</p> <p><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

**MINUTES OF THE SOUTHLAND REGIONAL HERITAGE COMMITTEE, HELD IN THE COUNCIL CHAMBER, FIRST FLOOR, TE HĪNAKI CIVIC BUILDING, 101 ESK STREET, INVERCARGILL ON THURSDAY 19 OCTOBER 2023 AT 10.00 AM**

**Present:** Cr P Duffy (Chair)  
Cr C Menzies  
Cr N Phillips  
Cr B Reid  
Cr L Soper  
Cr B Stewart  
Rev E Cook

**In Attendance:** Mr J Cappie – Community Relations Manager (SDC)  
Mr W Marriott – Manager - Museum and Heritage Services (ICC)  
Ms J Massey - Roving Museum Officer (SDC)  
Mrs K Simmonds – Accounting Technician (ICC)  
Ms B Affleck – Fund Administration Officer (Great South)  
Mrs T Amarasingha – Governance Advisor (ICC)

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**1. Apologies**

Mr J Geddes

Moved Cr Phillips, seconded Cr Soper and **RESOLVED** that the apology be accepted.

**2. Declaration of Interest**

The Committee members were asked to provide their interest register details to Mrs Simmonds.

Cr Duffy declared a conflict of interest for the application 'Wyndham & Districts Historical Society' acting as an umbrella organisation for Menzies Ferry – Heritage Kiosk and Information Panels'.

Rev Cook declared a conflict of interest on Te Runanga o Awarua – Awarua Taoka Tuturu Registration Project Application.

**3. Minutes of the Southland Regional Heritage Committee Meeting Held on 29 September 2023**

A4921785

Moved Cr Soper, seconded Cr Menzies and **RESOLVED** that the Minutes of the Southland Regional Heritage Committee Meeting held on 29 September 2023 be confirmed.

**4. Roving Museum Officer Six Monthly Report**

A4945625

Ms Massey presented the report and provided an overview of ongoing work at Otautau Museum.

In response to a query about fund allocation for Wyndham Museum, it was noted that the collection was relocated in a storage facility and the demolition of the building was scheduled for next year.

Moved Cr Menzies, seconded Rev Cook and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the "Roving Museum Officer Six Monthly Report".

**5. Roving Museum Officer**

A4945647

The Committee acknowledged the work commitment of the Roving Museum Officer position. The Committee noted that the current level of funding agreed by the Community Trust was \$45,000 and also discussed the possibility for a request to increase the fund allocation to the Community Trust.

Moved Cr Soper, seconded Cr Menzies and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the report 'Roving Museums Officer'.
2. Authorise the District Curator – Gore District Council to apply to Community Trust South for a grant of \$45,000 to assist with the Roving Museum Officer expenses.
3. Notes that the grant is for a three year period of \$15,000 per annum.

**6. Financial Reports for Southland Regional Heritage Committee**

A4945666

Mrs Simmonds spoke to the report and provided the financial overview.

The Committee noted the high audit fee and noted that the Committee's preference to get a lower audit fee. Mr Botting said that the current audit fee was locked in for three years. Further he said, the pressure for audit was across the whole sector at this stage and if the Committee decided to go to an another auditor, the charges might be higher than Audit NZ because the new auditor required to do extra work as they do not have the knowledge of the history of the Committee.

Moved Cr Soper, seconded Cr Stewart and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the "Financial reports for Southland Regional Heritage Committee".

2. Note the financial report for "Project Ark, year ended 30 June 2023.
3. Note "Funding Report – 1 May 2023 to 30 August 2023".
4. Approve revised "Annual Plan 2023-24".
5. Approve "LTP Budget 2024 – 2034".
6. Audit Fees 2023, 2024, 2025.
7. Note the "Report to SDC, ICC and GDC".

## 7. Public Excluded Session

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

- (a) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee held on 11 May 2023
- (b) Report on the Summary of Funding Applications and Recommendations

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) 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) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee held on 11 May 2023	<p><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p><b>Section 7(2)(a)</b> To Protect the privacy of natural persons, including that of deceased natural persons</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

<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>
(b) Report on the Summary of Funding Applications and Recommendations	<p data-bbox="715 439 1023 786"><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p data-bbox="715 819 1023 1010"><b>Section 7(2)(a)</b> To Protect the privacy of natural persons, including that of deceased natural persons</p>	<p data-bbox="1070 439 1340 719"><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

## FINANCIAL REPORTS FOR SOUTHLAND REGIONAL HERITAGE COMMITTEE

<b>To:</b>	Southland Regional Heritage Committee
<b>Meeting Date:</b>	Thursday 28 March 2024
<b>From:</b>	Kathleen Simmonds
<b>Approved:</b>	Patricia Christie – Group Manager - Finance and Assurance
<b>Approved Date:</b>	Friday 22 March 2024
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### Purpose and Summary

To present to the Committee the:

- Funding Report – September to January 2024
- Project Ark Budget vs Actual 2023-2024 as at 31 December 2023
- Revised Project Ark Forecast 2023-2024 and 2024–2034 Long-term Plan

### Recommendations

That the Southland Regional Heritage Committee:

1. Receives the “Financial reports for Southland Regional Heritage Committee”
2. Receives Funding Report from 1st September 2023 to 31st January 2024 (Appendix 1)
3. Receives the Project Ark Budget vs Actual 2023-2024 as at 31 December 2023 (Appendix 2)
4. Receives Project Ark Forecast 2023-2024 and 2024 – 2034 Long-term Plan (Appendix 3)

### Funding Report – 1 September 2023 – January 2024

The funding report has a total closing balance of \$570,998.13 of which \$400,000 remains on Term Deposit.

Currently there are three items on the Forecast Statement – Southland Regional Heritage Fund that ideally needs to be paid before June 2024.

The Committee will note that as part of the Forecast Statement under Administration Fund there is an allowance of a further three years funding for the Roving Museum Role. This is to coincide with the funding being sought from Community Trust South.



### **Project Ark Budget Vs Actual 2023 as at 31 December 2023**

For the first half of 2023-2024 Project Ark's costs amounted to \$135,935.58 with the majority of these costs being attributed to salaries.

Funding is still to be received from the Ministry of Culture and Heritage for the 2023-2024 year, this funding is for of \$96,150.

As advised at the meeting held on 29 September 2023 the underspent Lottery funding of \$10,666 does not need to be returned to Lotteries.

### **Project Ark Reforecast 2023-2024 and LTP 2024 – 2034**

There has been a reforecast of Project Ark expenditure for the last quarter of the 2023 – 2024 year and the flow on effect to the 2024 – 2034 Long-term Plan (LTP). There have been no other changes to the budget previously submitted at the meeting held on 19 October 2023.

There has also been a line added "Regional Resource Team" and budget applied from 2025-2026 year onwards. This amount replaces what is currently being paid to the Project Ark Team.

It should be noted that LGCI and CPI rates have been updated as new rates have been supplied. This only affects the 2024 – 2034 LTP.

### **Attachments**

1. Appendix 1 – Funding Report – 1 September 2023 – 31 January 2024 (A5279026)
2. Appendix 2 – Project Ark Budget Vs Actual 2023-2034 as at 31 December 2023 (A5279025)
3. Appendix 3 – Project Ark Forecast 2023-2024 and LTP 2024 – 2034 (A5279027)

**Southland Regional Heritage Committee  
Funding Report  
1 September 2023 - 31 January 2024**

**Summary**

Opening Balance	522,083.88
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**Income**

Rate - Invercargill City Council	444,114.89
Rate - Southland District Council	441,983.12
Rate - Gore District Council	146,522.74
Term Deposit released	400,000.00
CTOS-Grant for RMO	0.00
Interest Earned	27,582.59
GST Refunds	12,743.48
Lottery Grant for Project Ark	0.00
Ministry for Culture for Project Ark	0.00

<b>Total Income</b>	<b>1,472,946.82</b>
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Less

**Grants and other**

Te Kupeka Tiaki Taoka	546,154.77
Gore District Council	87,467.36
Term Deposit - reinvested	400,000.00
CTOS-Grant for RMO - paid back to SDC	0.00
Admin Grant	0.00
Bluff Maritime Museum 2020-2021 Grant	15,258.00
Te Hiko Southern Journey Ltd 2020-2021 Grant	15,258.00
SRHC Fund	84,949.00
Admin Fees	0.00
RMO Charge	31,250.00
RMO Expenses	851.41
General Expenses	755.90
Repayment of Unused Grant-NZ Lottery Grant Board	0.00
Project Ark	0.00
Audit Fees - June 2023	17,868.70
GST Payment	8,364.65

<b>Total Expenses</b>	<b>1,208,177.79</b>
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<b>Closing Balance</b>	<b>786,852.91</b>
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Forecast Expenditure	280,985.78
Project Ark forecasted spend - 2023-2024 year	334,869.00

<b>Closing operating bank balance after current forecasted expenditure</b>	<b>170,998.13</b>
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Term Deposit	Maturity Date - 30 June 2024	400,000.00
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<b>Total closing balance to date</b>	<b>570,998.13</b>
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**0.00**

<b>Funding Available for Grants &amp; Administration</b>	
<b>Southland Regional Heritage Fund - Opening Balance</b>	<b>658,891.44</b>
Funding Received	75,000.00
Grants Paid and Other Forecasted Spend	
Star Rugby Football Club Invercargill Inc	2,200.00
Heritage South	10,000.00
Switzers Museum (Waikaia) Inc	32,334.00
Lloyd Esler	5,000.00
Rakiura Museum Te Puka O Te Waka	5,155.00
Invercargill Community Connections	2,000.00
Waikawa District Museum Committee	8,500.00
Richard Johnson	1,000.00
Awarua Runanga	5,760.00
Catlins Coast Incorporated	3,000.00
Southern Steam Train Charitable Trust	10,000.00
Total	84,949.00
<b>Southland Regional Heritage Fund - Closing Balance</b>	<b>648,942.44</b>
<i>Less Forecasted Spend</i>	43,485.78
<b>Funds Available for Distribution</b>	<b>605,456.66</b>
<b>Administration &amp; Other Museum Grants - Opening Balance</b>	
	<b>263,192.47</b>
Funding Received	957,620.75
Grants Paid	664,138.13
Other Income	40,326.07
Term Investment Released	400,000.00
Admin Fees	0.00
RMO Charge	31,250.00
RMO Expenses	851.41
General Expenses	755.90
Project Ark	0.00
Repayment of Unused Funds-NZ Lottery Grant Board	0.00
Term Investment (re-invested)	400,000.00
Other Payments	26,233.35
<b>Administration &amp; Other Museum Grants - Closing Balance</b>	<b>537,910.50</b>
<i>Less Forecastwd Spend</i>	237,500.00
Project Ark forecasted spend - 2023-2024 year	334,869.00
.	
<b>Funds Available for Administration &amp; Other Museum Grants</b>	<b>(34,458.50)</b>
<b>Total Closing Balance</b>	<b>1,186,852.94</b>
<b>Total Funds Available for Grants &amp; Administration</b>	<b>570,998.13</b>

<b>Forecast Statement</b>			
	<b>Forecast Expenditure</b>	<b>Uplifted</b>	<b>Balance</b>
<b><u>Southland Regional Heritage Fund</u></b>			
Regional Borer Treatments - towards re Fridgeration unit (minutes 26 November 2021)	32,985.78		32,985.78
Heritage South - towards proposed 2023 annual training opportunity up to - (minutes 23 September 2021)	5,000.00		5,000.00
Tuatapere & Districts Promotion Inc-Central & Western Archive, Murihiku Southland, Subject to a satisfactory report being received by the Advisory Committee (minutes 11 May 2023)	5,500.00		5,500.00
<b>Total</b>	<b>43,485.78</b>	<b>0.00</b>	<b>43,485.78</b>
<b><u>Administration Fund</u></b>			
Te Hikoi Southern Journey Ltd - 2023-2024 Grant	15,258.00	15,258.00	0.00
Bluff Maritime Museum - 2023-2024 Grant	15,258.00	15,258.00	0.00
RMO Charge - April 2023 to March 2024 - up to January 2024	75,000.00	62,500.00	12,500.00
RMO Charge - April 2024 to March 2025	75,000.00		75,000.00
RMO Charge - April 2025 to March 2026	75,000.00		75,000.00
RMO Charge - April 2026 to March 2027	75,000.00		75,000.00
<b>Total</b>	<b>330,516.00</b>	<b>93,016.00</b>	<b>237,500.00</b>
<b>Total Forecaste Expenditure</b>	<b>374,001.78</b>	<b>93,016.00</b>	<b>280,985.78</b>

Southland Regional Heritage Committee - Public - Financial Reports for Southland Regional Heritage Committee (A5279033)

A5279025

Project Ark - Quarterly Report to 31 December 2023

	Year Five Project Ark - Year 3 LTP - 2023-2024			Full Year Actual - Year One 2021-2022	Full Year Actual - Year Two 2022-2023	Budget Reforecast - presented to committee 28 March 2024	Budget Reforecast - presented to committee 28 March 2024	Budget Reforecast - presented to committee 28 March 2024	Budget Reforecast - presented to committee 28 March 2024	
	Actual	Budget - Projected	Remaining Spend			Year 3 LTP Full Year Budget 2023-2024	Year 1 LTP 2024-2024 Full Year Budget 2024-2025	Year 2 LTP 2024-2024 Full Year Budget 2025-2026	Year 3 LTP 2024-2024 Full Year Budget 2026-2027	
<b>Annual Costs</b>										
25000 Co-Ordinator's Salary (SRHC Funded)		76,706.00	76,706.00	76,295.26	-	76,706	35,000	-	-	Co-Ordinator's Salary (SRHC Funded)
25000 Co-Ordinator's KS, ACC, Travel, Admin		-	-	3,782.05	-	-	-	-	-	Co-Ordinator's KS, ACC, Travel, Admin
25000 Collection Cataloguer & Collection Technician (SRHC Funded)	33,750.59	101,000.00	67,249.41	95,149.47	82,484.23	101,000	120,000	-	-	Collection Technician x 2 (SRHC Funded)
25000 Collection Photographer and Technician (Lottery)	36,373.83	125,000.00	88,626.17	104,045.31	112,093.94	125,000	140,000	-	-	Collection Co-ordinator & Photographer (Lottery)
25000 Collection Cataloguers, FTE x1, FTE .5 x1, summer intern (Cultural Heritage)	57,921.21	97,785.00	39,863.79	59,773.36	89,024.28	97,785	36,099	-	-	Collection Cataloguers, FTE x1, FTE .5 x1, summer intern (Cultural Heritage)
25000 Others - KiwiSaver, admin etc	3,840.99	15,707.00	11,866.01	6,468.79	8,623.89	15,707	15,000	-	-	Others - KiwiSaver, admin etc
25000 New Role - Regional Collection Technician (.8 FTE @ 50k)-included in Row 8)		-	-	-	-	-	-	-	-	
New Role - Regional Resource Team		-	-	-	-	-	-	330,000	-	336,600 Regional Contractor - Specific Skills
22600 Recruitment Costs - Cataloguers		-	-	629.00	0.00	-	-	-	-	
22700 Travel, Conference, Accommodation	3,769.37	3,000.00	-769.37	-	2,785.23	3,000	2,500	2,500	2,500	Travel, Conference, Accommodation
22702 Professional Membership and Fees		-	-	217.40	0.00	-	-	-	-	
22008 Honorarium - Volunteer travel etc		1,125.00	1,125.00	600.00	225.00	1,125	1,000	1,000	1,020	Volunteer Honorarium Travel
Conference - National Digital Forum 2019		-	-	-	-	-	-	-	-	
Cataloguers' H&S - Ergonomic Assmt		-	-	-	-	-	-	-	-	
First Aid Course		-	-	-	-	-	-	-	-	
Hard Hats and Vests		-	-	-	-	-	-	-	-	
Fully maintained car, leased		-	-	-	-	-	-	-	-	
Fuel and Insurance		-	-	-	-	-	-	-	-	
Accommodation Allowance/Travel		-	-	378.41	-	-	-	-	-	Accommodation
27001 Packing Materials		25,984.00	25,984.00	8,519.61	9,479.55	25,984	20,000	12,500	12,750	Packing Materials
Media liaison and advocacy		-	-	-	-	-	-	-	-	
22700 Training PD		5,000.00	5,000.00	-	-	5,000	5,120	5,222	5,327	Training PD
25501 Lease of workspace		-	-	6,000.00	6,000.00	-	-	1,300	1,326	Lease of workspace
Establishment Costs		-	-	-	-	-	-	-	-	
24503 General Expenses / Printing Stationery		15,591.00	15,312.41	10,152.32	8,760.36	15,591	5,000	4,500	4,500	General Expenses / Printing Stationery
24510 Minor equipment purchases	278.59	-	-	1,087.25	2,149.24	-	-	-	-	Minor equipment purchases
24503 IGH speed broadband connection		1,746.00	1,746.00	-	-	1,746	2,500	2,550	2,601	IGH speed broadband connection
Annual costs for server, image backup to cloud		14,967.00	14,967.00	1,881.68	-	14,967	15,326	15,633	15,945	Annual costs for server, image backup to cloud
Unbudgeted spend but within budget - 2020-2021		-	-	-	-	-	-	-	-	
-30TB Storage Server and backup system for images		-	-	-	-	-	-	-	-	
Computer Server - CCL		-	-	-	-	-	-	-	-	
Consulting Fees		-	-	4,608.85	-	-	-	-	-	
Provision for travel allowances and cultural advice		5,000.00	5,000.00	-	300.00	5,000	5,120	5,222	5,327	Provision for travel allowances and cultural advice
	135,934.58	488,611.00	352,676.42	379,588.76	321,915.72	488,611	402,665	380,427	388,036	
<b>Total Invoices received to date - INV-</b>				100,000.00	122,750	122,750	125,000.00	150,000.00		Lottery Grant Funding confirmed for 22-23 & 23-24 Ministry of Culture and Heritage
				59,100.00	93,651.00	96,150.00	36,099.00			
				<b>220,488.76</b>	<b>105,514.72</b>	<b>269,711.00</b>	<b>241,566.00</b>	<b>230,427.00</b>	<b>388,036.00</b>	<b>Provisional Grant Funding from Lottery-application submitted</b>

Southland Regional Heritage Committee - Public - Financial Reports for Southland Regional Heritage Committee (A5279033)

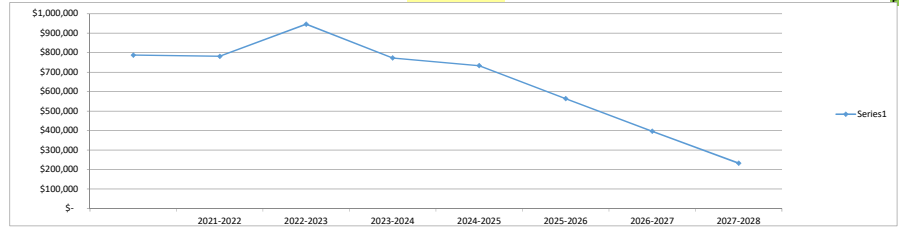
A5279027

Southland Regional Heritage Committee - Long-term Plan 2024 - 2034 and revised Forecast 2023/2024

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034
	LTP year 1	LTP year 2	LTP year 3	LTP year 1	LTP year 2	LTP year 3	LTP year 4	LTP year 5	LTP year 6	LTP year 7	LTP year 8	LTP year 9	LTP year 10
<b>Inflation (LGI) - BERL rate updated as per BERL interim report, final October 2021:</b>	3.60%	2.40%	4.30%	2.90%	2.20%	2.30%	2.30%	2.20%	2.10%	2.00%	2.00%	1.90%	1.90%
<b>Inflation (CPI) - as 30 June 2023 6% &amp; forecast as per RB monetary Policy May 202:</b>	1.70%	2.20%	6.00%	2.40%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
<b>CPI updated as at February 2024</b>													
<b>Calculation of Levies</b>													
Invercargill City Council	\$ 34.23	\$ 35.06	\$ 36.56	\$ 37.62	\$ 38.45	\$ 39.34	\$ 40.24	\$ 41.13	\$ 41.99	\$ 42.83	\$ 43.69	\$ 44.52	\$ 45.36
Invercargill City Council (Additional funding for cataloguing at SMAG)	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35
Invercargill City Council Regional Cataloguing Rate	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
<b>Invercargill City Council - Rate (GST Excl)</b>	<b>\$ 39.58</b>	<b>\$ 40.41</b>	<b>\$ 41.91</b>	<b>\$ 42.97</b>	<b>\$ 43.80</b>	<b>\$ 44.69</b>	<b>\$ 45.59</b>	<b>\$ 46.48</b>	<b>\$ 47.34</b>	<b>\$ 48.18</b>	<b>\$ 49.04</b>	<b>\$ 49.87</b>	<b>\$ 50.71</b>
Southland District Council	\$ 34.23	\$ 35.06	\$ 36.56	\$ 37.62	\$ 38.45	\$ 39.34	\$ 40.24	\$ 41.13	\$ 41.99	\$ 42.83	\$ 43.69	\$ 44.52	\$ 45.36
Southland District Council (Additional funding for cataloguing at SMAG)	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35
Southland District Council Regional Cataloguing Rate	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
<b>Southland District Council - Rate (GST Excl)</b>	<b>\$ 39.58</b>	<b>\$ 40.41</b>	<b>\$ 41.91</b>	<b>\$ 42.97</b>	<b>\$ 43.80</b>	<b>\$ 44.69</b>	<b>\$ 45.59</b>	<b>\$ 46.48</b>	<b>\$ 47.34</b>	<b>\$ 48.18</b>	<b>\$ 49.04</b>	<b>\$ 49.87</b>	<b>\$ 50.71</b>
Gore District Council	\$ 34.23	\$ 35.06	\$ 36.56	\$ 37.62	\$ 38.45	\$ 39.34	\$ 40.24	\$ 41.13	\$ 41.99	\$ 42.83	\$ 43.69	\$ 44.52	\$ 45.36
Gore District Council Regional Cataloguing	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
<b>Gore District Council - Rate (GST Excl)</b>	<b>\$ 35.23</b>	<b>\$ 36.06</b>	<b>\$ 37.56</b>	<b>\$ 38.62</b>	<b>\$ 39.45</b>	<b>\$ 40.34</b>	<b>\$ 41.24</b>	<b>\$ 42.13</b>	<b>\$ 42.99</b>	<b>\$ 43.83</b>	<b>\$ 44.69</b>	<b>\$ 45.52</b>	<b>\$ 46.36</b>
<b>Rateable Properties</b>													
Invercargill City Council	25,492	24,819	25,001	25,001	25,001	25,001	25,001	25,001	25,001	25,001	25,001	25,001	25,001
Southland District Council	16,123	16,151	16,422	16,422	16,422	16,422	16,422	16,422	16,422	16,422	16,422	16,422	16,422
Gore District Council	6,534	6,593	6,687	6,687	6,687	6,687	6,687	6,687	6,687	6,687	6,687	6,687	6,687
<b>Budgeted Income</b>													
<b>Original Regional Rate (GST Excl)</b>													
Invercargill City Council	\$ 872,686.17	\$ 870,038.40	\$ 914,104.47	\$ 940,613.50	\$ 961,306.99	\$ 983,417.05	\$ 1,006,035.65	\$ 1,028,168.43	\$ 1,049,759.97	\$ 1,070,755.17	\$ 1,092,170.27	\$ 1,112,921.50	\$ 1,134,067.01
Invercargill City Council (Additional funding for cataloguing at SMAG)	\$ 110,890.20	\$ 107,962.65	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35	\$ 108,754.35
Invercargill City Council Regional Cataloguing Rate (*New)	\$ 25,492.00	\$ 24,819.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00	\$ 25,001.00
<b>Invercargill City Council - Total Funding</b>	<b>\$ 1,009,068.37</b>	<b>\$ 1,002,820.05</b>	<b>\$ 1,047,859.82</b>	<b>\$ 1,074,368.85</b>	<b>\$ 1,095,062.34</b>	<b>\$ 1,117,172.40</b>	<b>\$ 1,139,791.00</b>	<b>\$ 1,161,923.78</b>	<b>\$ 1,183,515.32</b>	<b>\$ 1,204,510.52</b>	<b>\$ 1,225,925.62</b>	<b>\$ 1,246,576.85</b>	<b>\$ 1,267,822.36</b>
Southland District Council	\$ 551,950.38	\$ 566,178.74	\$ 600,432.92	\$ 617,845.48	\$ 631,438.08	\$ 645,961.16	\$ 660,818.26	\$ 675,356.26	\$ 689,538.75	\$ 703,329.52	\$ 717,396.11	\$ 731,026.64	\$ 744,916.14
Southland District Council (Additional funding for cataloguing at SMAG)	\$ 70,135.05	\$ 70,256.85	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70	\$ 71,435.70
Southland District Council Regional Cataloguing Rate (*New)	\$ 16,123.00	\$ 16,151.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00	\$ 16,422.00
<b>Southland District Council - Total Funding</b>	<b>\$ 638,208.43</b>	<b>\$ 652,586.59</b>	<b>\$ 682,290.62</b>	<b>\$ 705,703.18</b>	<b>\$ 719,295.78</b>	<b>\$ 733,818.86</b>	<b>\$ 748,676.96</b>	<b>\$ 763,215.96</b>	<b>\$ 777,396.45</b>	<b>\$ 791,187.22</b>	<b>\$ 805,253.51</b>	<b>\$ 818,884.34</b>	<b>\$ 832,773.84</b>
Gore District Council	\$ 223,883.17	\$ 231,119.83	\$ 244,494.88	\$ 251,585.23	\$ 257,120.11	\$ 263,033.87	\$ 269,083.65	\$ 275,003.49	\$ 280,778.56	\$ 286,394.14	\$ 292,122.02	\$ 297,672.34	\$ 303,328.11
Gore District Council Regional Cataloguing Rate (*New)	\$ 6,534.00	\$ 6,593.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00	\$ 6,687.00

Southland Regional Heritage Committee - Public - Financial Reports for Southland Regional Heritage Committee (A5279033)

Regional Cataloguing Project - (costs increased by CPI)	Actual	Actual	Forecast	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Co-ordinators salary (RHC Funded)	\$ 76,295	\$ -	\$ 76,706	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Co-ordinator's KS, ACC, Admin	\$ 3,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Cataloguer (SRHC Funded)	\$ 95,149	\$ 82,484	\$ 101,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Photographer and Technician (Lottery)	\$ 104,045	\$ 112,084	\$ 125,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Cataloguers, FTE x 1, FTE, 5 x 2, includes summer intern (Cultural Heritage)	\$ 59,773	\$ 89,024	\$ 97,785	\$ 36,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Regional Resource Team</b>					\$ 330,000	\$ 336,600	\$ 343,332	\$ 350,199	\$ 357,203	\$ 364,347	\$ 371,634	\$ 379,066	\$ 386,648	
All Kwi Saver @ 3%	\$ 6,469	\$ 8,624	\$ 15,707	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Recruitment Costs - Cataloguers	\$ 629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel, Conference, Accommodation	\$ 378	\$ 2,785	\$ 3,000	\$ 2,500	\$ 2,500	\$ 2,550	\$ 2,601	\$ 2,653	\$ 2,706	\$ 2,760	\$ 2,815	\$ 2,872	\$ 2,929	
Professional Membership	\$ 217	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Volunteer Honorarium Travel	\$ 600	\$ 225	\$ 1,125	\$ 1,000	\$ 1,000	\$ 1,020	\$ 1,040	\$ 1,061	\$ 1,082	\$ 1,104	\$ 1,126	\$ 1,149	\$ 1,172	
Packing materials	\$ 8,520	\$ 9,480	\$ 25,984	\$ 20,000	\$ 12,500	\$ 12,750	\$ 13,006	\$ 13,265	\$ 13,530	\$ 13,801	\$ 14,077	\$ 14,359	\$ 14,646	
Training PD	\$ -	\$ -	\$ 5,000	\$ 5,120	\$ 5,222	\$ 5,327	\$ 5,433	\$ 5,542	\$ 5,653	\$ 5,766	\$ 5,881	\$ 5,999	\$ 6,119	
Lease of workspace	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ 1,300	\$ 1,326	\$ 1,353	\$ 1,380	\$ 1,407	\$ 1,435	\$ 1,464	\$ 1,493	\$ 1,523	
General Operating Expenses / Equipment replacement	\$ 11,240	\$ 10,909	\$ 15,991	\$ 5,000	\$ 4,500	\$ 4,590	\$ 4,682	\$ 4,775	\$ 4,871	\$ 4,968	\$ 5,068	\$ 5,169	\$ 5,272	
IGH speed broadband connection	\$ -	\$ -	\$ 1,746	\$ 2,500	\$ 2,550	\$ 2,601	\$ 2,653	\$ 2,706	\$ 2,760	\$ 2,815	\$ 2,872	\$ 2,929	\$ 2,986	
Significance assessment software & database	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Annual costs for server, image backup to cloud	\$ 1,882	\$ -	\$ 14,967	\$ 15,326	\$ 15,633	\$ 15,945	\$ 16,264	\$ 16,590	\$ 16,921	\$ 17,260	\$ 17,605	\$ 17,957	\$ 18,316	
Provision for travel allowance and cultural advice	\$ 4,610	\$ 301	\$ 5,000	\$ 5,120	\$ 5,222	\$ 5,327	\$ 5,433	\$ 5,542	\$ 5,653	\$ 5,766	\$ 5,881	\$ 5,999	\$ 6,119	
<b>Total Regional Cataloguing Project</b>	<b>\$ 379,589</b>	<b>\$ 321,916</b>	<b>\$ 488,611</b>	<b>\$ 402,665</b>	<b>\$ 380,428</b>	<b>\$ 388,036</b>	<b>\$ 395,797</b>	<b>\$ 403,713</b>	<b>\$ 411,787</b>	<b>\$ 420,023</b>	<b>\$ 428,423</b>	<b>\$ 436,992</b>	<b>\$ 445,731</b>	
Funding from LEHC- \$75,000 Yr1 & \$100,000 Y2 -Funding 2022-2023,2023-2024 confirmed	\$ 100,000	\$ 122,750	\$ 122,750	\$ 125,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Funding from Ministry of Culture and Heritage, paid once report from previous year received	\$ 59,100	\$ 93,651	\$ 96,150	\$ 36,099	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Funding not spent LEHC - to be returned	\$ -	\$ 10,667	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Expenditure</b>	<b>\$ 1,883,696.71</b>	<b>\$ 1,728,105.74</b>	<b>\$ 2,160,937.22</b>	<b>\$ 2,078,260.21</b>	<b>\$ 2,247,582.92</b>	<b>\$ 2,287,707.79</b>	<b>\$ 2,328,730.80</b>	<b>\$ 2,369,221.67</b>	<b>\$ 2,409,103.64</b>	<b>\$ 2,448,300.71</b>	<b>\$ 2,488,281.82</b>	<b>\$ 2,527,487.84</b>	<b>\$ 2,567,448.05</b>	
Surplus or Excess Funds	\$ (6,202.73)	\$ 165,013.74	\$ (173,604.90)	\$ (39,915.95)	\$ (169,417.69)	\$ (166,995.66)	\$ (164,493.19)	\$ (162,393.33)	\$ (160,726.21)	\$ (159,521.84)	\$ (158,293.37)	\$ (157,567.31)	\$ (156,836.74)	
<b>Bank Balance and Term Deposit Balance as at 1 July 2021</b>	<b>\$ 787,660</b>	<b>\$ 781,457.27</b>	<b>\$ 946,471.01</b>	<b>\$ 772,866.11</b>	<b>\$ 732,950.16</b>	<b>\$ 563,532.47</b>	<b>\$ 396,536.81</b>	<b>\$ 232,043.62</b>	<b>\$ 69,650.29</b>	<b>\$ (91,075.92)</b>	<b>\$ (250,597.76)</b>	<b>\$ (408,891.13)</b>	<b>\$ (566,458.44)</b>	<b>\$ (723,295.18)</b>



## THE SOUTHERN REGIONAL RESOURCES PROJECT

<b>To:</b>	Southland Regional Heritage Committee
<b>Meeting Date:</b>	Thursday 28 March 2024
<b>From:</b>	Jim Geddes (SRHC Advisor), Johannah Massey (SRHC Advisor), Wayne Marriott (SRHC Advisor)
<b>Approved:</b>	Rex Capil – ICC Group Manager Community Places and Spaces
<b>Approved Date:</b>	Friday 15 March 2024

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### Purpose and Summary

The Southland Regional Heritage Committee's (SRHC) purpose to establish and implement a collaborative strategy to preserve the regional heritage of Murihiku/Southland.

A two-year pilot project was established through the SRHC which enabled the digitisation of 50 objects in 14 of Southlands' community museums, and an 18-month project working with the Wyndham and Districts Historical Museum to digitise and pack its collection. Only 12 museums were able to participate due to closed collections once the project was approved.

In January 2021, the Project relocated to Riverton to work with the Riverton Heritage and Tourist Centre Trust's collection at Te Hikoi. The majority of the team finished onsite on 30 June 2023 and relocated to the former Southland Museum and Art Gallery building to assist in the packing of the collection of Te Kupeka Tiaki Taoka – Southern Regional Collections Trust (formerly Southland Museum and Art Gallery Trust Board) for relocation to a new regional storage facility.

In 2022 the Southland Regional Heritage Committee committed up to \$559,092 for the continuation of Project Ark. This commitment expires on 30 June 2024. The Advisors are recommending a budget commitment of up to \$548,636 1 July 2024 – 30 June 2026 from SRHC.

The SRHC sought \$250,000 from the New Zealand Lottery Grants Board. The project received \$245,500 to fund the project until 29 July 2024.

The Project received additional support from the Ministry of Culture and Heritage, which contributed \$189,801 through the Te Tahua Aki Auahatanga (Innovation Fund). This fund will expire on 31 December 2024, and is no longer available to access.

The Advisors are recommending that as Te Tahua Aki Auahatanga (Innovation Fund) is no longer available, that further applications are made to other funds – which would include the Stout Trust and Getty. If these applications are successful this would be treated as additional project opportunities and could not be used to off-set the SRHC contribution.

As the Project Funding will expire mid-year 2024, we are seeking the support of the SRHC to continue to support a Regional Resources Project. We are also seeking the endorsement of the committee for the Lottery Grants Board LEH application for \$275,000 which was submitted



on behalf of the SRHC by the closing date of 28 February 2024 for further funding of a Regional Resources Project.

**Recommendation:**

That Southland Regional Heritage Committee:

1. Receives the report "The Southern Regional Resources Project".
2. That the SRHC agree to rename the Project – The Southern Regional Resources Project – and the Team – Southern Regional Resources team.
3. That the SRHC agree to invite the four Rūnaka to consider providing a name for the Project and the Team.
4. That the SRHC agree to support a Regional Resources Project until 30 June 2026, and agree to commit up to \$548,636 to the Project.
5. That the SRHC agree to support an application to the NZ Lottery Grants Board to seek funding support of \$275,000 for the Regional Resources Project
6. That the SRHC agree to endorse additional applications for funding to external funders of up to \$200,000, including, but not limited to, Ministry of Culture and Heritage; Stout Trust, Getty Trust for additional financial resources towards a Regional Resources Project.

**Background**

The Southland Regional Heritage Committee was formally established in 2005 with a Heads of Agreement between Invercargill City Council (ICC), Southland District Council (SDC) and Gore District Council (GDC), with the key objectives of the Committee to preserve heritage collections of regional significance through preservation and cataloguing; develop collections to portray the context of "The Story of Southland"; local accountability; and ensuring a regional approach to heritage, as well as the individual contributions of Territorial Authorities to establishing a Regional Heritage Collection.

The Committee also took a proactive approach towards accessing and finding funds for Regional Heritage and Museums; developing and implementing key partnerships, including Community Trust South, SIT, and other agencies.

The Heads of Agreement provided for designated Regional Heritage grants to Gore and Southland Museum and Art Gallery which are LGCI rated. Additional grants were also provided to Bluff Maritime Museum and Te Hikoi, which are CPI adjusted. Other regionally based museums, marae and galleries are able to access funding from the committee for projects.

The Heads of Agreement was signed again on 1 November 2012, and then on 1 December 2018. The Heads of Agreement is currently due for review in 2025. Currently there are three funding streams which fall under SRHC. They are Museum – Collection; Regional Heritage Development Fund and Projects. Project Ark is funded through Projects.

The three Councils have jointly contributed to the ongoing success of the SRHC by sharing a number of additional functions. ICC has held the responsibility for the finances. SDC has held responsibility for providing a base and support for the Roving Museum Officer who works across the three Councils. GDC had undertaken the administration support for Project Ark until 30 June 2023, when it was transferred to ICC.

### **Project Ark:**

A two-year Pilot was funded between July 2018 to July 2020 to develop a Regional Cataloguing Project and demonstrate its value. During the Pilot four museum professionals, resourced with best practice standards and equipment, went out into Southland's community museums, and worked alongside their volunteers to research, catalogue, image and pack their collections.

For the first six months of the Pilot, the mobile team spent a fortnight at 12 of Southland community museums and digitised 50 objects at each museum. With 600 items accessible through e-HIVE, this provided one of the first opportunities for many of the community museums to be able to share their stories and objects online. This continued to provide a glimpse into the collections of Southland during the Covid pandemic when many volunteer institutions temporarily shut their doors.

The Project entered into a regional partnership agreement with Te Papa's outreach team, National Services Te Paerangi (NSTP). The SRHC and NSTP jointly commissioned an independent review of the Pilot which was conducted by Dr Jane Leggett. The review found that the Pilot achieved its primary objectives and went on to make a number of constructive recommendations that have been applied to Phase Two of the Project. The Project also partnered with Vernon Systems Limited (the developer of eHive) to write best practice cataloguing Standards which are now a sector-wide resource:

In mid-2020 the Lotteries Environment and Heritage Committee (LEHC) provided a two-year grant to fund the salaries of the Project Ark collection photographer and collection technician. This LEHC grant covers the 2020/21 and 2021/22 financial years during which time Project Ark has been working on the collection at Te Hikoi Museum in Riverton/Aparima. Project Ark started at Te Hikoi in January 2021 and is still on site, and is continuing to work under a Museum Support Agreement with the Riverton Heritage and Tourist Centre Trust.

In October 2021 the Ministry of Culture and Heritage boosted the Project with a grant through the Te Urungi (Innovation) Fund to upscale and accelerate the above work. On 31 May 2022, LEHC granted SRHC \$285,000 for 21-22 (part year); 22-23; 23-24 and \$36,099 for 24-25 if the final report is received.

One of the guiding principles of Project Ark is the identification of "collections in need, or at risk" and agility to provide immediate hands-on skilled staff.

Since 1 July 2023 the Project Ark team have been based at the former Southland Museum and Art Gallery building assisting the Museum team to pack and relocate the collection of 4.5million plus objects to a new Regional Facility in Tisbury – Te Pataka Taoka – Southland Regional Collections Facility.

## **Current Position**

At the end of 2023, a number of Southland's community museums came together to explore opportunities for regional projects, how they could be better supported by SRHC, and also their needs going forward – which included whether or not Project Ark in its current form could support the needs of the individual and collective group.

The feedback suggested that instead of a team of people working onsite for a period of time, a collective regional resources approach would be a better outcome – this included collection management support; conservation advice and providing hands-on assistance; marketing; and education packages.

Ongoing support for the role of the Roving Museum Officer was also acknowledged and through this position cultural facilities would be able to access Regional Resources.

## **Next Steps**

Project Ark was established as a regional first in New Zealand. Since 2018 Project Ark has worked at Wyndham, Te Hikoī, Southland Museum and Art Gallery Niho o te Taniwha and supported other community-based projects, including Heritage Month.

Since 2018 the team members have changed but the over-riding principle of providing a specialist set of skills for the regional community has continued.

The opening of Te Pātaka Taoka – Southern Regional Collections Facility at Tisbury has further endorsed a centralised “regional service”. The SRHC Regional Freezing Facility has been operating at Queens Park, and will be relocated to Te Pātaka Toaka Southern Regional Collections Facility at Tisbury, where it is expected to be fully operational again from May 2024.

A fully equipped Conservation Laboratory is expected to be fully operational at Te Pātaka Toaka Southern Regional Collections Facility by the end of June 2024.

In 2018 Project Ark was established as a two-year Pilot Project. Six years later we would like to reconfigure Project Ark into a Regional Resource Project team which could have a home base at Te Pātaka Toaka Southern Regional Collections Facility.

The rationale behind the name change from Project Ark to Regional Resources team is a direct result of feedback received from Southlands community museums. Project Ark had traditionally been based as a team inside a facility – whether Wyndham, Te Hikoī, or the Southland Museum and Art Gallery. Many community-based museums and whare taoka have identified they required specialised one-off support. Examples may include digitisation, collection management, pest management, conservation, policy and marketing support.

In addition, external funding agencies, including New Zealand Lottery Grants Board, Stout Trust and Community Trust South require projects to be reviewed and to be reflective of the needs and aspirations of the community. Project Ark was established in 2018 and has received generous external funding support. However, the risk to any project is that may become treated as business as usual and that an expectation of external funding continuing will exist. There is no funding guarantee from any external funder.

New Zealand Lottery Grants Board have publicly announced that for the 2023/2024 financial year the Environment and Heritage Committee has 46% less funding available compared to 2022/2023. While the Lottery Grants Board application is being reviewed further applications for project funding will be made to other external funding sources, with the endorsement of the Committee.

On 30 June 2024, funding for many of the current Project Ark staff will end. The team have contracts which provide the opportunity for them to continue to work on regional projects, subject to funding, until 30 June 2025.

## REVIEW OF THE COMMITTEE HEADS OF AGREEMENT

<b>To:</b>	Southland Regional Heritage Committee
<b>Meeting Date:</b>	Thursday 28 March 2024
<b>From:</b>	Michael Morris – Manager, Governance and Legal
<b>Approved:</b>	Rex Capil – Group Manager Spaces and Places
<b>Approved Date:</b>	Tuesday 19 March 2024
<b>Open Agenda:</b>	Yes
<b>Public Excluded Agenda:</b>	No

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### Purpose and Summary

This Committee operates under a Heads of Agreement signed by each of the three councils with the current Agreement being signed on 1 December 2018 and to be reviewed before 2025.

It is proposed that there be an independent review of the Heads of Agreement. The review would look at the reason for the Committee and ensure that it is fit for purpose and reflecting the aspirations of the communities and councils it serves going forward for the next seven years.

### Recommendation

That the Committee:

1. Receives the report 'Review of Committee Heads of Agreement'.
2. Confirms that it wishes to:
  - a. proceed with a staff led review; or
  - b. proceed with a third party review
3. Endorses the draft Terms of Reference for the review.
4. Notes that a budget for the review will be prepared following determinations of this Committee.

### Background

In 2005 the first Heads of Agreement was signed between the three councils. The background to this development is continued in a Venture Southland Report prepared by Mr Jeff Troon and presented to the inaugural meeting of the Joint Committee on 1 September 2005. It is attached as attachment one for reference and will be incorporated as an attachment to the

draft Terms of Reference. The current Heads of Agreement was signed on 1 December 2018 (attached as attachment two). This has formed the basis of the Committee's work as a Joint Committee of the three councils.<sup>1</sup>

The current structure is to have two appointees from each council and a single representative of the four Rūnaka<sup>2</sup> in the council's districts.

The Heads of Agreement created a Joint Committee under the Local Government Act 2002 of the three councils that continues to exist notwithstanding the changes at each triennial election.

The current Agreement was entered into and makes express mention of the fact that the Southland Museum and Art Gallery (in Invercargill) had just been closed due to earthquake risks to the building.

Since the Agreement was signed there have been many changes through the council's districts in terms of museums and heritage activities being undertaken.

It is felt timely to go back to a first principles basis and look at the current model and Agreement to ensure that the needs of the communities, the Rūnaka and the councils are being met by the functions of the Committee.

### **Issues and Options**

There are two realistic options for the review of the Agreement:

1. A staff review (with officers from each council and a representative on behalf of the Rūnaka; or
2. An independent third party.

The first option (using staff) is how the Agreement has been reviewed each time since its inception in 2005.

This will be a significant burden on the staff involved on top of work already relating to the Long-term Plans and everyday business. There is also a risk that one organisation takes a lead role which can lead to an unintentional bias in the review and also risks to the integrity of the report when presented to the three councils for adoption of the review and renewal.

Previous staff led reviews have led to only minor changes to the Heads of Agreement. They have not been able to lead the full review of the Agreement to ensure the best model is now operating 20 years later that meets the needs of the councils, Rūnaka and entities.

The major benefit is that there will be no extra cost incurred as staff are all employed by the respective councils or Rūnaka.

The second option (third party) has the major benefit that it is truly independent and a neutral view to look at the three councils and four Rūnaka as well as other stakeholders who are interested (for example the third party museums around the Region).

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<sup>1</sup> Southland and Gore Districts and Invercargill City.

<sup>2</sup> Waihōpai Rūnaka, Te Rūnanga o Ōraka Apriama, Hokonui Rūnaka and Te Rūnaka o Awarua

The major disadvantage is the potential cost. However there are reserves for the Committee that could be spent on this project.

Whichever option is selected the review will be driven by a Terms of Reference. A draft is appended to this report.

The Terms of Reference is broad to ensure that the review is not limited in scope to try and achieve a specific outcome but rather will provide a basis for a long-term model and/or approach that is fit for the future.

#### *Likely Funding*

The Committee has sufficient reserves to be able to cover the costs of any proposed review. It is inherent in the jurisdiction of the Committee that it is able to fund the costs of a review into itself and its Heads of Agreement. Notwithstanding that at clause 3 of the current Heads of Agreement, 3.1.15 provides for the Committee *"to undertake necessary any other activities which are incidental or conducive to the attainment of the above objects and purposes.*

This contemplates the Committee being able to undertake work that achieves the aims and purposes of the Committee which must include a review of itself to ensure it is still able to meet these shared objects and purposes and to be able to adequately reflect and adapt as the objects and purposes may change over the lifetime of the Committee.

## **Next Steps**

The Committee will need to decide if it wishes to proceed with either a staff led review or with a third party review.

Following the adoption of the Terms of Reference, the reviewer will need to be appointed/ team assembled.

If the reviewer is going to be a third party it is recommended that the Committee delegate to two members the ability to appoint a provider.

It is proposed that contact is made with two of the unsuccessful tenderers who applied to complete the work relating to Great South recently.

The two likely options both appear to have experience in this area and have a cultural/ heritage/ local government expertise that would add value.

The budget will then be able to set and confirmed by this Committee.

## **Attachments**

1. Venture Southland Background Report (A5274972)
2. Current Heads of Agreement (A5274967)
3. Draft Terms of Reference – appended to this report

## **DRAFT TERMS OF REFERENCE**

### **Southland Regional Heritage Committee - Heads of Agreement**

#### **Review Purpose**

The purpose of this review is to provide a comprehensive review of the Committee, its functions, purpose and ensure that the Committee is meeting the needs of its Communities, the councils and the Rūnaka.

The review is to provide recommendations on the following:

1. Purpose and Objectives of the Committee
2. Governance Structure
3. Funding Model

#### **Specifics - Purpose and Objectives**

The current purpose and objectives are set out in clause 3 of the current Agreement.

The review is to ensure that these purposes and objectives are still fit of purpose, will meet the needs of the Communities, Rūnaka and councils as well as providers of the services who benefit from the work of the Committee.

To make recommendations for any changes to the Purpose and Objectives as required to ensure these identified needs are met.

#### **Specifics - Governance Structure**

The Governance arrangements are set out in clauses 4-6 of the current Agreement.

Governance and Finance administration is currently managed by Invercargill City Council. Great South manage the funding applications administration.

The review is to consider if the Joint Committee is the best way to deliver Heritage funding within the structure of Local Government.

The review will also consider if the current level of representation is appropriate between the councils and the Rūnaka, and to make recommendations on what representation options there are.

#### **Specifics - Funding Model**

The current financial model is in clauses 7-8 of the current Agreement.

The review is to assess and make recommendations on the funding options the Committee uses to fund heritage in the region, as well as assessing if the current funding of the Committee is appropriate and to make any recommendations relating to the funding such that councils can seek to consult on them if there is an increase recommended in the Heritage rate.



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## REGIONAL HERITAGE

### “Story of Southland”

#### BACKGROUND

In 2003 Venture Southland was asked to address Museum funding which had been a contentious issue between the three territorial local authorities for a number of years.

A new approach was needed to break the impasse of funding for the Southland Museum. The approach taken was to look at museums and collections in terms of their relevance and value in the context of preserving and promoting Regional Heritage regardless of location; adopting the generally accepted principle that it is more relevant to portray history and heritage close to the location at which the events occurred.

An assessment was made of the value of various collections and displays, including those at Gore and other locations in the Region. A funding formula for supporting and maintaining these collections was developed and agreed to by the local authorities.

An additional initiative to develop and preserve Regional Heritage in the context of the “Story of Southland” was developed to be initiated and overseen by a Regional Heritage Group (Trust or Joint Committee).

#### FUNDING

In addition to endorsing ongoing funding (cpi adjusted) to maintain existing collections, additional funding has been provided to be distributed by the committee. There are three elements to this annual funding (refer appendix 1).

- (i) \$10,000 per annum for the committee to use to obtain advice or assistance in assessing applications or projects.
- (ii) \$40,000 per annum to provide funding assistance for smaller collections relevant in a Regional Heritage context, for cataloguing and preservation.
- (iii) \$100,000 per annum to support initiatives that are in the context of Regional Heritage and contribute to developing the “Story of Southland” concept.

#### THE STORY OF SOUTHLAND

Developing Regional Heritage in a coordinated manner can lead to the evolution of the “Story of Southland” which, in portraying Southland’s rich natural and human history in context, will enhance the development of Regional and local pride and can be promoted as a major visitor attraction.

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With the overall concept being displayed in Invercargill and possibly Gore, and collections and information available at local sites, the benefits can be spread throughout the Region.

The maps attached as Appendix 2 give an indication of the elements of Southland's history and heritage that could be developed both separately and integrated at a local level. Displays at the major museums and an audio visual at the Southland Museum could be a focal point. Local history could be portrayed through local museums, exhibits, or information boards on local heritage trails.

There are already a number of existing and proposed developments that would provide a good basis for developing the "Story of Southland" – eg ...

- Hokonui Moonshine display at Gore
- Discover Fiordland (proposed) at Te Anau – \$10.8m
  - Gondwana
  - Maori History
  - European History
- Curio Bay Natural Heritage Centre (proposed) at Waikawa - \$4.2m
  - Petrified forest
  - Penguins
  - Dolphins
- Riverton Heritage Centre - \$1.2m
  - Whaling
- Southern Odyssey (under development) – Eastern & Northern Southland
  - Local characters
- World's Fastest Indian (major film)
  - Burt Munro's exploits.

#### CHILDREN'S "STORY OF SOUTHLAND"

An additional initiative, which could add value, is to develop a Story of Southland, written and illustrated by children. Telling the history of their local areas and perhaps combined in a regional context.

The genesis of this idea came from a visit from Gordon Dryden, an educationalist who had a copy of a book "A Child's History of Hawaii" now out of print. A copy of some excerpts has been reproduced and appended to this report for your information.

#### POSSIBLE APPROACH

A suggested approach is that a concept guideline document be drawn up, outlining the key aspects and location of relevant events or elements of Southland's History/Heritage, with a brief description of each event or element. This could be used as a guide by the committee in encouraging developments and assessing the relevance of applications for funding.

A key person to consider in developing the initial elements of the guideline would be obtaining the services of Russell Beck, former Director of the Southland Museum, who is widely respected for his in-depth knowledge and appreciation of Southland history.

An endorsement of a project by the committee would also be of significant benefit to the project proponents when seeking funding support from local and national funders.

#### ADDITIONAL ISSUES

##### Southland's Bi-centennial Celebrations

There is a range of opinion on when and to what extent any celebrations relevant to the above should be held.

It was suggested at a shared services meeting that the Regional Heritage committee may be the appropriate group to assess this (another hospital pass).

Michele Poole, Southland District Council Communications Officer, has an interest and good understanding of the issues and options related to this matter.

##### Book on Southland's History

There is a group currently initiating a History of Southland book which will take the form of a collection of essays.

I made them aware of the imminent formation of the Regional Heritage committee and they would like to meet to discuss how the two initiatives could be complementary and may also be looking for some funding assistance.

##### A positive note on funding

As a result of delays in setting up the committee, the committee should have at its disposal, two years of funding to kick off initiatives.

#### CONCLUSION

I believe, with the application of a bit of imagination, the development of Regional Heritage and the "Story of Southland" offers the scope to develop a major tourism visitor attraction as well as raising Regional and local awareness and pride. There will be significant potential benefits to all communities.

If Venture Southland can assist the committee in the development of this concept, we will be very happy to offer our support.



Jeff Troon  
**CHIEF EXECUTIVE**

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A5274967

# Southland Regional Heritage Committee

Heads of Agreement  
2018 - 2025



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**THIS AGREEMENT** is made the 1st day of December 2018

**BETWEEN Invercargill City Council (ICC)**

**AND Southland District Council (SDC)**

**AND Gore District Council (GDC)**

## **Background**

- i. ICC, SDC and GDC are all incorporated territorial authorities, Local Government Act 2002 (Local Authorities) (“the Parties”).
- ii. THE Local Authorities have agreed to establish an Organisation to be known as the Southland Regional Heritage Committee (“the Committee”) for the purpose of maintaining agreements and standards regarding the preservation of collections and overview the distribution of Regional Heritage Funding to Museums and the Regional Heritage Development Fund.
- iii. THIS Agreement is to confirm commitment from Local Authorities to advance the establishment of the Committee’s Funding with the intent that:
  - a) The Committee will be carried out by a Joint Committee of Councils (Section 5(1) in Schedule 7, clause 30, Local Government Act 2002) with representatives from the Parties.
  - b) The Parties delegate to the Joint Committee, the authority for governance and coordination of funding for Regional Heritage and Museums in Southland on the terms set out in this Agreement.
  - c) The Joint Committee shall be responsible for the integration and application of the combined resources, including funding and the establishment of priorities, having regard to local programmes and commitments within the Southland Region.
- iv. IT is intended to record the objects, purposes and responsibilities of the Parties.

## **1. Interpretations**

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### **1.1 Definitions**

“Commencement Date”: means the 1st day of December 2018

The “Committee” and “Southland Regional Heritage Committee” means the Joint Committee formed by this Agreement.

“The parties” means Invercargill City Council (“ICC”), Southland District Council (“SDC”), Gore District Council (“GDC”)

“Territorial Authorities” means ICC, SDC, GDC

“ICC” means the Invercargill City Council

“SDC” means the Southland District Council

“GDC” means the Gore District Council

“LGA” means Local Government Act 2002

“Working day” has the same meaning as Section 2 LGA 2002.

### **1.2 Headings**

Clause and other headings are for ease of reference only and do not form any part of the context nor affect the interpretation of this Agreement.

### **1.3 Parties**

Reference to parties is the parties to this Agreement.

### **1.4 Defined Expressions**

Expressions defined in the main body of this Agreement bear the defined meaning in the whole of this Agreement, including the recitals.

### **1.5 Plural and Singular**

Words importing the singular number shall include the plural and vice versa.

### **1.6 Negative Obligations**

Any obligation not to do anything shall be deemed to include an obligation not to suffer, permit or cause that thing to be done.

### **1.7 Statutes**

A reference to a statute includes reference to the statute, regulations, orders or notices and amendments made pursuant or in substitution to that statute or regulation.

### **1.8 Clauses**

Refers to clauses in this Agreement.

## **2. Formation**

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- 2.1 The parties shall cause to be formed immediately after the signing of this Agreement by the parties to have effect from the commencement date a Joint Committee (Section 5(1), Schedule 7, Clause 30 LGA 2002) to be known as “Southland Regional Heritage Committee” on the terms following and with the following objects, purposes and responsibilities as outlined in Clauses 3 – 13 below of this document.
- 2.2 In reaching this agreement, the parties acknowledge that the closure to the public in 2018 of the Southland Museum and Art Gallery for safety reasons may necessitate the review of this Heads of Agreement document prior to 2025.

## **3. The Committee’s Objects and Purposes**

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- 3.1 To be responsible for the establishment and implementation of a strategy for preserving the Regional Heritage in Southland, including but not limited to the following:
- 3.1.1 Preserving key heritage collections of regional significance by providing regional heritage funding to ensure the preservation and cataloguing of key heritage elements;
- 3.1.2 To develop collections to portray and promote Southland’s Heritage in the context of the “Story of Southland” including the portrayal of elements of Southland Heritage near where the activities occurred adding relevance and context.
- 3.1.3 To provide the scope for local accountability and priorities and ensuring the opportunity for local Communities to develop their administration and exhibitions in a manner that reflects the importance placed on heritage by the local Communities in Southland and the promotion of visitor interest.
- 3.1.4 To ensure recognition of heritage as it relates to the whole of the Region including but not limited to:
- a regional approach crossing territorial boundaries;
  - a recognition of the contribution individual territorial authorities make to Regional Heritage Collection;
  - stimulating co-operation between all governing bodies;
  - increasing the potential for regional expertise and funding to be available to local Museums;
  - providing an integrated regional approach with local accountability;
  - developing the potential for the Regional Heritage Grants to encourage preservation and heritage collections;
  - establishment of grants for the development of heritage as it relates to the “Story of Southland”
- 3.1.5 To establish strategic plans and identify priorities for (but not exclusively) Museum and heritage development.
- 3.1.6 To achieve a co-ordinated and complementary approach and the implementation of existing programmes and projects of Southland Museums.



- 3.1.7 To establish a fund to facilitate, investigate, assess, evaluate and prepare feasibility studies for new initiatives relating to Regional Heritage and Museums.
- 3.1.8 To take a proactive approach towards accessing and distributing funds for Regional Heritage and Museums. Funding will not be allocated retrospectively and will not be eligible to offset capital development project over runs or operational deficits.
- 3.1.9 To develop and implement further partnerships with key agencies to implement projects and initiatives of benefit for the purposes of advancing regional heritage and museums, in Southland.
- 3.1.10 To promote community heritage projects and initiatives of benefit to Southlanders and visitors to Southland.
- 3.1.11 To encourage the preservation and maintenance of buildings and facilities and the preservation, management and development of collections and exhibits and obtaining of funds to support the objects and purposes of the Committee.
- 3.1.12 To facilitate seminars, public forums and education to develop skills and public awareness of issues and opportunities of Southland's Regional Heritage and Museums.
- 3.1.13 To utilise and manage funds, make necessary investments, enter into joint ventures, service contracts, lease and other agreements upon such securities or in such a manner and upon such terms and conditions as the Joint Committee may deem necessary and to apply funds received for the purposes for which they were granted or advanced or allocated.
- 3.1.14 To maintain close liaison with community groups and local communities throughout Southland to ensure all Local and Regional Museum strategies and initiatives of benefit to Southland are identified, encouraged and addressed.
- 3.1.15 To undertake as necessary any other activities which are incidental or conducive to the attainment of the above objects and purposes.

#### **4. Term**

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- 4.1 The term of the Agreement shall be for a term of seven (7) years from the date of commencement and thereafter for renewable periods of twelve (12) months each or such longer periods of time as any two or more of ICC, SDC and GDC agree and as otherwise provided in Clause 4.2.
- 4.2 Any of the parties may terminate their further participation in the Committee (subject to Clause 4.1) by giving eighteen (18) calendar months prior written notice to the expiry of any term or renewed term (Clause 4.1) to the other parties that their further participation is cancelled and that their member or members and the rights of appointment of a member or members are discharged ("the date of cessation") without prejudice to any liabilities and responsibilities to the date of cancellation.
- 4.3 The Committee shall (unless sooner discharged), not be deemed to be discharged on the coming into office of the members of the local authority elected or appointed, as the case may be, at or following the general election next after the appointment of the Committee and the provisions of Schedule 7 Clause 31(5) of the Local Government Act 2002 shall apply.

## **5. Representation**

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- 5.1 ICC, SDC and GDC shall each appoint two voting members both of whom must be elected members of the local authority.
- 5.1.1 Any other interested Councillors who are not members of the Committee may also attend meetings, but do not have voting rights.
- 5.2 The Committee may jointly appoint an Iwi representative to the Committee.
- 5.3 The Committee may jointly appoint other Committee Members being persons who have the skills, attributes or knowledge that may assist the work of the Committee.
- 5.4 Each local authority shall be at any time and from time to time entitled to appoint or discharge its member or members including alternate members.
- 5.5 Each local authority shall be entitled to appoint an alternate/s to attend a Committee meeting in the event that the appointed member/s is/are not available to attend.
- 5.6 The parties may jointly discharge a member appointed (clauses 5.2 and 5.3)

## **6. Governance**

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- 6.1 The Committee shall re-appoint its own Chair and deputy Chair (if any) after each triennial election and the provisions of the Local Government Act 2002 and Local Government Official Information Meetings Act 1987 shall apply and Standing Orders Section 5(1), Schedule 7, Clause 27(1), LGA 2002 shall be adopted by the Committee to order its proceedings.
- 6.2 The Committee shall meet at such times and places as it shall determine.
- 6.3 A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member of each local authority to form a quorum.
- 6.4 The Committee shall have such powers, functions and duties as are necessary to carry out the objects and goals set out in this Agreement.
- 6.5 The powers shall include, but not be limited to the following (subject to Clauses 6.6 – 6.7):
- 6.5.1 To carry and fund surpluses.
- 6.5.2 To delegate to subcommittees.
- 6.5.3 The powers shall not include those powers expressly excluded by Section 5(1), Schedule 7, Clause 32 of the Local Government Act 2002 and not include the power to employ staff.
- 6.6 Each of the parties agree to make best endeavours to provide such staff as the Committee reasonably require including a Staff Advisory Group to assist the Committee in the exercising of its functions.

## **7. Financial Commitment**

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- 7.1 The parties have each resolved to set and collect a Regional Heritage Uniform Annual Charge (UAC) and make this available to the Committee.
- As of the date of signing of this agreement, the current UAC is \$41.28 per SUIP in 2017/2018. It is recognised that this amount will vary during the term of this agreement, as referred to in clause 7.5 below.
- 7.2 The amount in clause 7.1 shall be the minimum level of contribution.
- 7.3 Where new initiatives or opportunities arise the parties may agree to provide additional funding as necessary based on the merit of the project.
- 7.4 The parties shall ensure for the term of this Agreement (Clause 4) that funding is provided by each of the Local Authorities' planning processes for the purposes of Local Government Act 2002 to meet each party's financial commitment as contemplated by this Agreement.
- 7.5 Annual contributions made by the parties to this Agreement via clause 7.1 above shall be automatically Local Government Cost Index adjusted annually.
- 7.6 It is agreed that any income or credit balance in the annual accounts of the Committee will be carried forward and will be applied as determined by the Joint Committee.
- 7.7 Any local authority not paying its agreed share when due as agreed under this Agreement, shall not be entitled to continue membership of the Committee.
- 7.8 "Due" (clause 7.7) unless otherwise agreed by the parties shall mean the end of the financial year for which the rates have been set (refer clause 7.1).
- 7.9 Each local authority shall be deemed to have passed a resolution for its members to be discharged until such time as such funding when due shall have been paid, without prejudice to any other rights the other parties may have for non-payment (clause 7.7).

## **8. Financial Policy**

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### **8.1 Fiscal Responsibility**

The Committee shall ensure that it operates in a fiscally responsible manner and having due regard to the relevant provisions of the Income Tax Act 2007.

#### **8.1.1 Application of the Committee's Funds**

The Committee's Funds shall be applied solely towards the advancement and promotion of its objects (refer clause 3 above)

- 8.1.2 No proportion of the Committee's Funds shall be paid or transferred directly or indirectly to any Joint Committee member save that nothing shall prevent payment, at a fair and reasonable rate, to any Committee member of any out of pocket expenses.

#### **8.1.3 Remuneration**

The Committee members may be paid remuneration pursuant to the provisions of LGA 2002 by each party in accordance with the policies of that party BUT they shall not be an expense of Southland Regional Heritage Committee Funds.

#### 8.1.4 **Audit**

The books of account of the Committee shall be audited annually by Audit New Zealand and be reported as part of the Local Authorities annual reporting process.

#### 8.1.5 **Annual Balance**

The annual joint accounts of the Committee will be presented to the parties to this Agreement as early as possible, within three months, after the balance date of the Committee, the annual balance date being 30 June, and otherwise in accordance with the LGA 2002.

### 8.2 **General**

The Committee shall ensure that:

- 8.2.1 The financial management complies with the requirements of this Heads of Agreement.
- 8.2.2 Officers with delegated authority shall report to the Committee on their respective areas of activity and shall be accountable for achieving outcomes relevant to those activities.
- 8.2.3 That each party shall put in place a comprehensive risk management plan with adequate insurances established for all areas of activity, asset protection and litigation indemnity for each of its members. Any additional members (clauses 5.2 and 5.3 above) shall be the joint responsibility of the partners unless otherwise agreed.
- 8.2.4 Standard reporting from the Committee will be provided to each of the parties on a biannual basis unless they have ceased to be a member for the purposes of Clause 7.9.

### 8.3 **Budgets**

The Committee shall ensure that:

- 8.3.1 Annual budgets be prepared for all activities.
- 8.3.2 Budgets shall identify operational costs, projects, activity funding budgets, specific capital expenditure, major maintenance items and costs associated with meeting the Committee objectives.

### 8.4 **Donations/Contributions**

The Committee shall ensure that:

- 8.4.1 Donations received are clearly identified in the Committee's accounts and tagged to identify the purpose for which they were received.
- 8.4.2 Accountability documentation and reporting shall be completed and returned to the "donor organisation" to confirm that a grant has been applied to the purpose for which it was received.
- 8.4.3 A register of donations/grants is maintained under the following categories and reported as part of the annual reporting process:
  - Cash donations
  - Donations of materials
  - Transport
  - Voluntary labour
  - Professional services

**8.5 Asset Management**

The Committee shall ensure that:

- 8.5.1 All assets including replacements/acquisitions be clearly identified as to which party they belong.
- 8.5.2 An Asset Register is maintained on a regular basis and that items not required by the Committee be offered back for value originally donated or (unless otherwise agreed) to the party from which they were donated.
- 8.5.3 Purchases of \$250.00 or more be considered as capital items and if relevant, be recorded in the Asset Register including donated assets.

**8.6 Investment**

The Committee shall ensure that investment of the Committee funds be the responsibility of the financial administrator, ICC, as per this agreement. Such investment shall include adoption of appropriate strategies to ensure that:

- 8.6.1 Assets are adequately safeguarded and investment risks minimised.
- 8.6.2 Interest income is maximised (taking into account the need to ensure the security of investments).
- 8.6.3 Funds are available to meet the Committee's cash flow needs.
- 8.6.4 Fixed term investments shall be secure investments with major registered trading banks or institutions having a Standard and Poors rating of AA or better.
- 8.6.5 Investments be either one lump sum or parcels invested with "staggered" maturation dates. The parties agree spreading investments over secure instruments with a variety of banks and/or financial institutions is the most desirable option.

**8.7 Taxation**

The Committee shall ensure that taxation payments (including GST if any) are the responsibility of the financial administrator as determined by the Committee.

**8.8 Annual Reporting**

The Committee's annual reporting process shall include such information reasonably required by the parties in terms of the LGA 2002.

**9. Further Assurances**

- 
- 9.1 The parties delegate to the Committee the authority to consider and recommend alternatives to the parties as follows:
    - 9.1.1 Implementation timetable.
    - 9.1.2 Delegation of authority
    - 9.1.3 Provision of assets.
    - 9.1.4 Resources.
  - 9.2 The parties agree to make best endeavours to sign and execute all deeds, acts, documents and things as may reasonably be required to effectively carry out and give effect to the provisions and intentions of this Agreement, including the passing of necessary resolutions.

## **10. Disputes**

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- 10.1 If a dispute arises between the parties out of or in connection with this Agreement, including any dispute as to its existence or validity, which is not resolved within 14 days after the dispute arises, any party may, by written notice served on the other parties, require the Chief Executive Officers/Chief Executive or other agreed persons of the parties to attempt to resolve the issue. If the parties are unable to resolve the dispute, then any party may require, by written notice served on any other party, for the dispute to be determined by arbitration of a single arbitrator.
- 10.2 If the parties cannot agree on a single arbitrator, then an arbitrator shall be appointed by the President of Local Government New Zealand for the time being.
- 10.3 The arbitration shall be conducted as soon as possible in accordance with and subject to the provisions of the Arbitration Statutes for the time being in force in New Zealand.

## **11. Dissolution**

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- 11.1 In the event that the Committee and its members are discharged, then any property and/or funds, real or personal (except those assets identified as belonging to a specific party in terms of Clause 8.5.1), shall be held for such of the local authorities who have appointed members remaining on the Joint Committee at the time of discharge.
- 11.2 The property shall be held in such proportion to the share of contributions each local authority has made to the funding of the Committee during the term of this Agreement (except those assets identified as belonging to a specific party in terms of Clause 8.5.1).

## **12. Miscellaneous**

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- 12.1 No delay, grant of time, release, compromise, forbearance (whether partial or otherwise) or other indulgence by one party in respect of any breach of any other party's obligations under this Agreement is to:
- 12.1.1 Operate as a waiver or prevent the subsequent enforcement of that obligation; or
- 12.1.2 Be deemed a delay, grant of time, release, compromise, forbearance (whether partial or otherwise) or other indulgence in respect of, or a waiver of, any subsequent or other breach.
- 12.2 If any provision of this Agreement or its application to any party, person or circumstance is invalid or unenforceable, then the remainder of this Agreement or the application of such provision to such other parties, persons or circumstances shall not be affected.

### **13. NOTICES**

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- 13.1 Each notice or other communication under this Agreement is to be in writing, is to be made by personal delivery, by e-mail or by post to the addressee at its e-mail address or address and is to be marked for the attention of the person or office holder (if any) from time to time designated for the purpose by the addressee to the other party. The initial e-mail address and address and relevant person or office holder of each party is set out under its name at the end of this Agreement.
- 13.2 No communication is to be effective until received. A communication will, however, be deemed to be received by the addressee:
- 13.2.1 In the case of personal delivery, when delivered.
  - 13.2.2 In the case of a letter, on the sixth working day after posting and
  - 13.2.3 In the case of an email, on receipt of 'received confirmation' by email notification.

Invercargill City Council  
Chief Executive Officer  
101 Esk Street  
Private Bag 90104  
Invercargill 9840  
Telephone: 03 211 1777  
Email: [service@icc.govt.nz](mailto:service@icc.govt.nz)

Southland District Council  
Chief Executive Officer  
15 Forth Street  
P O Box 803  
Invercargill 9810  
Telephone: 0800 732 732  
E-mail: [sdcsouthlandddc.govt.nz](mailto:sdcsouthlandddc.govt.nz)

Gore District Council  
Chief Executive Officer  
29 Bowler Avenue  
P O Box 8  
Gore 9740  
Telephone: 03 209 0330  
E-mail: [info@goredc.govt.nz](mailto:info@goredc.govt.nz)



IN WITNESS this Agreement was signed on the date first stated

THE COMMON SEAL of the)  
INVERCARGILL CITY COUNCIL)  
was affixed in the presence of: )



*[Signature]*  
.....Mayor

*[Signature]*  
.....Chief Executive Officer

*10 May 2019* .....Date

THE COMMON SEAL of the)  
SOUTHLAND DISTRICT COUNCIL)  
was affixed in the presence of: )



*[Signature]*  
.....Mayor

*[Signature]*  
.....Chief Executive Officer

*8 May 2019* .....Date

THE COMMON SEAL OF THE)  
GORE DISTRICT COUNCIL)  
was affixed in the presence of: )



*[Signature]*  
.....Mayor

*[Signature]*  
.....Chief Executive Officer

*6 May 2019* .....Date