

Appendix A: All agreements between MCH and NTSV

MEMORANDUM OF UNDERSTANDING

between

THE MINISTER FOR ARTS, CULTURE AND HERITAGE

and

**THE NEW ZEALAND ARCHIVE OF FILM, TELEVISION AND
SOUND NGĀ TAONGA WHITIAHUA ME NGĀ TAONGA
KŌRERO**

for the period

1 AUGUST 2014– 30 JUNE 2017

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

MEMORANDUM OF UNDERSTANDING

PURPOSE AND SCOPE

- 1.1 This Agreement sets out the responsibilities and accountabilities of the Minister for Arts, Culture and Heritage (the Minister) and the New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua me Ngā Tonga Kōrero (the Archive) for the period 1 August 2014 to 30 June 2017 inclusive.
- 1.2 The Schedules 1 to 4 form part of this document.
- 1.3 The parties intend this Memorandum to be legally binding to the extent possible.

INTRODUCTION

The Archive:

- 2.1 is an independent charitable trust registered under the Charitable Trust Act 1957;
- 2.2 is subject to any obligation imposed by law.

The Crown:

- 3.1 is a major source of funding for the Archive;
- 3.2 expects the Minister to be accountable to Parliament for the use of public funds appropriated to the Archive through Vote Arts, Culture and Heritage;
- 3.3 recognises that the Archive must consider not only the Crown's interests in its outputs as stated in its Statement of Intent, but also the requirements and expectations of its other stakeholders, including audiences;
- 3.4 through the Minister, has appointed the Ministry for Culture and Heritage (the Ministry) to advise the Minister on the Archive's service and financial performance relating to the collection, preservation and archiving of New Zealand audiovisual material.

Outcomes and Outputs

- 4.1 The Archive will work to achieve the outcomes and deliver the outputs for archiving management services as set out in Schedules 3 to 4.

RESPONSIBILITIES

The Board of the Archive will:

- 5.1 be accountable to the Minister for the Archive's performance and provide the reports as agreed in Schedule 2 of this Memorandum;
- 5.2 ensure the Archive complies with the terms of this Memorandum, the provisions of the Charitable Trust Act 1957 and other relevant legislation;

- 5.3 consult with the Minister on necessary variations to the Memorandum where the Archive plans or anticipates significant changes in agreed outputs and related performance measures;
- 5.4 evaluate its performance as a Board and advise the Minister of its conclusions and plans for future development on an annual basis, by 30 June of each year.

The Archive will:

- 6.1 consult with the Ministry prior to the public release of information by the Archive;
- 6.2 work towards establishing a closer relationship with other agencies and iwi involved with archiving;
- 6.3 cooperate with the Ministry on work to improve arrangements for managing New Zealand's audiovisual archives, especially with respect to their accessibility;
- 6.4 be accountable to the Minister for the delivery of planned outputs and comply with all terms of the Agreement. If it becomes known to the Archive that outputs will not be delivered or that there is non-compliance with the terms of the Agreement, or that financial performance will be significantly different to the agreed work programme, the Archive will advise the Minister through the Ministry as soon as the Archive becomes aware of that possibility.
- 6.5 agree to apply funding allocated to the former Radio New Zealand Sound Archives Ngā Taonga Kōrero and the former TVNZ Archive to deliver the outputs and outcomes for sound and television archiving as set out in the Archive Statement of Intent. The Archive will provide a confirmed business plan for each year for the use of the baseline funding for sound and television archiving to the Ministry by 1 May of each year;
- 6.6 provide a plan for the use of funding provided for the Iwi Radio Archive to the Ministry by 31 July 2014 and by 1 May of each succeeding year and report regularly on progress against the agreed plan to the Ministry; and
- 6.7 manage the Television New Zealand Archive Collection in accordance with Schedule 4. The Archive will provide production library services to TVNZ, and will comply with its agreement with Television New Zealand to provide the production library services (as defined in its agreement with TVNZ, a copy of which is attached as Schedule 5);
- 6.8 handle, preserve and store the material it is being asked to archive from New Zealand broadcasting agencies in accordance with international best archiving practice for audiovisual archiving and any standards agreed between the Archive and MCH;
- 6.9 report on its archiving activities, including the above outputs, in its regular reporting as outlined in Schedule 2. This will include its use of funding provided for Digitisation and Access Projects.

The Minister will:

- 7.1 subject to the above provisions, recognise the independence of the Archive in managing its operations:

7.2 acknowledge that it may not be possible for the Archive to achieve some performance measures for its outputs covered in this Memorandum due to circumstances beyond its control. However, if there is significant or sustained failure to produce the outputs specified in Schedules 2, 3 and 4 or significant non-compliance with the terms of the Memorandum, the Minister will consider the most appropriate action, if any, that needs to be taken. Any breach of the Archive's agreement with TVNZ for production library services that significantly decreases the benefits or significantly increases the burden to TVNZ of obtaining the production library services will be deemed to be a significant failure for the purposes of this clause. These actions may include:

- amending the Memorandum to reflect the new situation; or
- withholding payment of a proportion of the Archive's appropriation until the terms of the Memorandum have been met.
- in the event that all funds have been paid to the Archive, requiring a repayment of the funds to the Crown.

7.3 not undertake such actions referred to in paragraph 7.2 without prior consultation with the Board of the Archive. Any changes will be recorded in writing and attached to the Memorandum.

7.4 consult the Archive before making a decision to provide funding to the Archive for a specific purpose or in a specific way ("tagged funds");

7.5 provide operating funding as follows, in accordance with the Estimates of Appropriations for 2014/15 (on behalf of the Crown):

	2014/15	2015/16	2016/17
General operating funding, including funding for the archiving of SANTK	\$3,020,000	\$3,020,000	\$3,020,000
Funding for the management, archiving and increased accessibility of the TVNZ Archive collection	\$1,590,000	\$2,000,000	\$2,000,000
Funding from Te Māngai Pāho for the archiving of Māori Television productions to the Archive	\$200,000	\$200,000	\$200,000
Funding from Te Māngai Pāho for the archiving of Iwi Radio material to the Archive	\$375,000	\$375,000	\$375,000
Total (GST exclusive)	\$5,185,000	\$5,595,000	\$5,595,000

The Ministry will:

- 8.1 subject to government appropriations for the period of this agreement, pay the agreed funding to the Archive in quarterly instalments (see *Schedule 1 for 2014/15*)
- 8.2 provide the Archive with timely feedback on the reports provided under *Schedule 2*;
- 8.3 consult with the Archive, where appropriate, on the content of briefings to the Minister. The Archive's comments will be taken into account and, where agreement cannot be reached, these comments can be included (if the Archive wishes) along with the Ministry's advice to the Minister;
- 8.4 draft replies to Parliamentary Questions and Ministerial correspondence. The Archive and the Minister and/or Ministry will supply each other with any information required to carry out their work in a professional and timely manner, and to meet externally imposed deadlines. The Ministry (and/or the Minister) can withhold information from the Archive where it is appropriate to do so (for example, in accordance with the provisions of the Privacy Act 1993), or where they may be separately liable for any legal proceedings;
- 8.5 refer correspondence to the Archive for direct reply if this is considered appropriate (for example, where it concerns the operational responsibilities of the Archive);
- 8.6 use its best endeavours to inform the Archive of significant issues that could concern the Archive's operations, and maintain regular dialogue and co-operate on matters of mutual interest including reviews of the work and/or funding of the Archive. If any issue or dispute arises between the Ministry and the Archive both parties will work to resolve the dispute promptly;
- 8.7 use its best endeavours to advise the Archive of press statements that comment on the Archive prior to the release of any statement;
- 8.8 renegotiate this agreement if during its term the work or environment of the Archive is so altered that the Memorandum's contents are no longer appropriate.

FORCE MAJEURE

- 9.1 In this Memorandum "force majeure" means an event which is beyond the reasonable control of any of the parties and which makes a party's performance of its obligations under this Memorandum impossible or so impracticable as reasonably to be considered impossible. It does not include industrial action where that action is within the power of the party invoking force majeure to prevent.
- 9.2 No party should be liable to the other party for any breach of its obligations under this Memorandum, or for losses or damages sustained by the other party, where such breach or non-performance is caused by force majeure.
- 9.3 If either party is unable to perform, or is delayed in the performance of this Memorandum due to force majeure, that party shall notify the other party as soon as practicable of the event of force majeure. This Memorandum may thereupon be suspended or terminated by agreement between the parties.

SIGNATURES

Hon Christopher Finlayson
Minister for Arts, Culture and Heritage

Jane Kominik
Chair
The New Zealand Archive of
Film, Television and Sound
Ngā Taonga Whitiāhua me
Ngā Taonga Kōrero

Date

Date

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Schedule 1 – 2014/15 Crown Payments to the Archive

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2014	755,000	113,250	868,250
1 October 2014	755,000	113,250	868,250
5 January 2015	755,000	113,250	868,250
1 April 2015	755,000	113,250	868,250
\$ Total	3,020,000	453,000	3,473,000

Māori Television and Iwi Radio Archiving Funding for 2014/15 (Te Māngai Pāho)

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2014	287,500	43,125	330,625
3 January 2015	287,500	43,125	330,625
\$ Total	575,000	86,250	661,250

TVNZ Archive Management Funding for 2014/15

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2014	397,500	59,625	457,125
1 October 2014	397,500	59,625	457,125
5 January 2015	397,500	59,625	457,125
1 April 2015	397,500	59,625	457,125
\$ Total	1,590,000	238,500	1,828,500

Schedule 2 – Key Reporting Dates 2014/15

Date	Reporting Activity
Monthly	The Archive provides MCH with monthly reports for the Minister on current key achievements, issues, and/or risks for the period.
29 August 2014	The Archive provides the Minister (via MCH) with a six-monthly report on its financial and operational activities to 30 June 2014.
By 3 November 2014	The Archive provides MCH with a copy of the <u>most recent</u> report provided to its Board (covering operational activities, financial position and performance, and year-end projections).
13 February 2015	The Archive provides MCH with a six-monthly report on its financial and operational activities to 31 December 2014.
By 1 May 2015	The Archive provides MCH with a copy of the <u>most recent</u> report provided to its Board (covering operational activities, financial position and performance, and year-end projections).
9 August 2014	The Archive provides MCH with its unaudited accounts and KPI results.
12 Sept 2014	MCH provides the Archive with feedback on its draft accounts and results.
Within 5 working days of receiving the Audit Report	The Archive provides MCH with the Audit Report and the final draft Annual Report.
Within 1 week of receiving final auditors' letter	The Archive provides the Minister (via the Ministry) with any further significant information arising from the work of its auditors.
Statement of Intent 2015–18	
By 10 October 2014	The Archive meets with MCH to discuss expectations and business planning.
30 March 2015	The Archive provides MCH with its first draft SOI.
10 April 2015	MCH provides comments to the Archive on the draft SOI.
17 April 2015	The Archive provides the draft SOI to Minister (via MCH).
1 May 2015	The Minister provides any comment to the Archive on the draft SOI (via MCH).
By 29 May 2015	The Archive provides its final SOI to the Minister.
By 29 June 2015	The Archive publishes the SOI after it has been presented to the Minister.
Memorandum of Understanding 2015/16	
By 8 May 2015	MCH provides the Archive with a draft Memorandum of Understanding.
By 26 June 2015	The Archive and the Minister sign the MOU.
Report on Governance	
By 30 June 2015	The Archive Board reports to the Minister (via MCH) on assessment of its own governance performance.

Schedule 3 – Archive Statement of Intent 2014-2017

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Schedule 4 – TVNZ ARCHIVE COLLECTION ARCHIVE MANAGER SERVICES

Background

- A. The TVNZ Archive Collection (the Archive Collection) has been transferred to the Crown by the agreement for the Transfer of the TVNZ Archive Collection and Employees dated 16 June 2014 (the Archive Collection Agreement). The Crown holds the Archive Collection and intends to make the Archive Collection publicly accessible in accordance with the terms and conditions of the Archive Collection Agreement.
- B. For the purpose of ensuring appropriate management of the archive Collection, the Crown has agreed to appoint the New Zealand Archive of Film, Television and Sound Ngā Taonga Whithiahua me Ngā Taonga Kōrero (the Archive) as the Archive Manager and to take receipt of the Archive Collection.
- C. In order to comply with the Crown's obligations under the Public Records Act 2005, and in order for exemptions under the Copyright Act 1994 for archiving and providing public access to apply, the arrangement between the Crown and the Archive will involve the Ministry for Culture and Heritage (MCH) subcontracting day-to-day maintenance and operation of the Archive Collection to the Archive.
- D. Any new intellectual property arising from the management of the Archive Collection will be the property of the Crown.
- E. The receipt of the Archive Collection by the Archive and the other elements of the transaction between the parties will be undertaken in accordance with the terms and conditions of this agreement.
- F. The Crown hereby appoints the Archive as the Archive Manager of the Archive collection, for an initial period of 3 years and the Archive accepts such appointment. The Archive will take receipt of the Archive Collection on 1 August 2014
- G. The Crown will obtain the agreement in writing of the Chief Archivist under the Public Records Act 2005 to defer under section 22 of that Act, for a specified period to be agreed between the Crown and the Chief Archivist, the transfer of the Archive Collection that has been in existence for 25 years or more and that is otherwise required by section 21 of that Act, provided that the terms and conditions of any such agreement are reasonably acceptable to the Crown.

Description of Archive Manager Services

- 1 The services to be provided by the Archive Manager include the responsibilities of the Archive Manager referred to in the Archive Collection Agreement and other outputs as may be agreed with the Crown from time to time. The key responsibilities include:

- 1.1 Provision of certain public access to the Archive Collection by viewing
- 1.2 Provision of access for re-use by third parties subject to the Crown's agreement with TVNZ
- 1.3 Digitisation of the Collection
- 1.4 Preservation of the Collection
- 1.5 Provision of Production Library Services to TVNZ, as set out in the Archive's agreement with TVNZ (a copy of which is attached as Schedule 5)

2 To the fullest extent possible, the Archive Collection will remain subject to the terms and conditions of the agreements between TVNZ and third party donors, and the Archive will comply with those agreements.

3 The Crown will provide the Archive with reasonable access to all relevant information about the Archive Collection that has been provided to the Crown by TVNZ, including metadata and all relevant information relating to rights of third parties.

4 No legal title and copyright (including any new copyright, if any) in the Archive Collection is being transferred to the Archive as a result of the carrying out of these services.

5 If the Archive records communication works, as defined in the Copyright Act, into the Archive Collection in accordance with section 90 of the Copyright Act, it will do so as contractor for the maintenance of the Archive Collection for the Crown.

6 *Storage, presentation and operation of Archive Collection*

6.1 The Archive will store, preserve and operate the Archive Collection in accordance with international best archiving practice for audio-visual archiving and in accordance with (subject to any third party rights) any reasonable requirements of the Crown.

7 *Digitisation*

7.1 Prior to 1 May in each year following the date of this agreement the Archive and the Crown will meet to agree a policy and/or schedule for the copying of the Archive Collection over the following 12 months. The Archive will use its best endeavours to adhere to any agreed schedule.

7.2 The Archive will progressively digitise the content of the TVNZ Archive for the purpose of making it available on the internet. Subject to expected levels of funding being confirmed, the following number of items will be digitised each year. The Archive will make these items available for approved users to stream and subject to funding, will stream them on its own website.

Subject to funding, a minimum of 2,000 items will be available on the internet by June 30, 2016.

	2014/15	2015/16	2016/17	2017/18
Items digitised	1,000	3,000	3,000	3,000
Items on internet	500	2,000	3,000	4,000

7.3 The Archive will copy the Archive Collection for preservation purposes in accordance with the provisions of the Copyright Act 1994 and as provided for in this MOU. Preserved Archive Collection Material will be stored and maintained by the Archive on behalf of the Crown and as contractor to the Crown for the maintenance of the Archive Collection.

7.4 On the expiry of this MOU, where requested by the Crown, the Archive Manager must transfer to the Crown copies made of the Archive Collection during the term of the MOU.

8. *Cataloguing of Archive collection*

8.1 The Archive will record descriptive information about the Archive Collection on to a database that is accessible to the public on the Internet.

9. *Significant Maori material*

9.1 The Archive is a bi-cultural organisation committed to ensuring appropriate use of the Archive Collection with significant Maori content and will provide relevant information regarding such material to whanau, hapu and iwi as part of its development of kaitiakitanga and access procedures.

9.2 In the case of significant Maori material, parties acknowledge that TVNZ has the right to decide access to TVNZ copyright material (subject to the provisions relating to viewing in clause 9 of the Archive Collection Agreement and other relevant provisions of that agreement). The Archive Manager will use best endeavours to ensure that the results of the clearance process are in keeping with the Archive Manager's best practice, including its policy for consulting with kaitiaki.

10. *Public access to the Collection*

10.1 The Archive will make the Archive Collection available for public viewing in accordance with clause 9 of the Archive Collection Agreement (see Schedule 6).

11. *Production Library Services*

- 11.1 The Archive will provide the Production Library Services to TVNZ, in accordance with its agreement with TVNZ dated 16 June 2014. Where an agreement relating to the provision of the production library services is not in existence between the Archive and TVNZ, the Archive will provide the services not relating to the production library services to the Crown.
- 11.2 The Archive will provide the production library services in accordance with the performance indicators set out in the Production Library Services Agreement.
- 11.3 Any breach by the Archive of its agreements with TVNZ for production library services that significantly decreases the benefits or significantly increases the burden to TVNZ of obtaining the production library series will be a breach of this agreement.

12. *Database Management*

- 12.1 In accordance with clause 2.3.2 of the Archive Collection Agreement, the Crown hereby grants the Archive a non-exclusive and non-transferable and royalty-free right to publish the contents of the database online in order to make it searchable by the general public provided that the Archive must not modify, delete or alter the Database in anyway. This does not permit publication of any part of the Archive Collection itself or the detailed shot logging information that supports the TVNZ production library function, but permits the inclusion of a precis of each title.
- 12.2 The Archive will copy the Database and copy content from the Database on to a database that is accessible to the public on the internet at regular intervals.
- 12.3 The Archive recognises TVNZ's right to handle, use and modify the contents of the Database in any manner TVNZ wishes, including to manage and administer all aspects of the Database.
- 12.4 The Database is expected to be obsolete in 2 – 3 years. TVNZ will maintain the Database until TVNZ's Digital Production Library (DPL) is operational, as notified by TVNZ to the Crown and the Archive. As soon as possible following notification by TVNZ the Crown will notify the Archive of TVNZ's intention to retire the Database to enable the Archive to make any final copies.

13 *Third party requests to re-use the Archive Collection*

- 13.1 The Archive will manage any third-party requests to re-use any of the Archive Collection in accordance with clause 10 of the Archive Collection Agreement (see schedule 6).

- 13.2 The Archive will work with TVNZ to refine the process for handling third-party requests.
- 13.3 Where a person requesting a copy of material from the Archive Collection does not provide the necessary permissions or licences from TVNZ or any other copyright holder of the material to re-use, the Archive Manager will refer the request to TVNZ.
- 13.4 95 per cent of all requests by the public or not for profit organisations for material from the Archive will be responded to within three working days of receipt and will be delivered within one week of receiving authorisation from TVNZ and/ or other rights-holders to release the material
- 13.5 The Archive will work with TVNZ to develop a pre-approval process for third party requests to reuse the materials in the Archive Collection in which TVNZ is the sole copyright holder, on such conditions as agreed between TVNZ and the Archive Manager from time to time.
- 13.6 In accordance with clause 9A of the Archive Collection Agreement, pursuant to clause 6 of the Agreement between the Crown and TVNZ dated 25 July 1991 relating to the transfer of assets to TVNZ, the Archive will, as the Archive Manager, allow access by Māori Television Broadcasters wishing to make programmes the dominant purpose of which is the promotion of Māori language and culture, for broadcast by Māori Television Broadcasters, to Māori Television Archival material held by it on a cost recovery basis.

14. *Streaming of Archive Collection*

- 14.1 The Archive will manage any requests to stream any of the Archive Collection in accordance with clause 11 of the Archive Collection Agreement (see schedule 6)
- 14.2 The Archive will collaborate with the Crown and TVNZ to review the watermark as provided for in clause 11.7 (see schedule 5) at agreed periods
- 14.3 In addition, as set out in clause 11.3 of the Archive Collection Agreement, the Archive may itself stream the Archive Collection subject to compliance with the provisions of clause 11.

15. *Compliance with the Public Records Act*

- 15.1 The Archive will comply with any requirements of the Crown, set out by the Crown in writing, for the Crown to meet its obligations under the Public Records Act.

16. *Compliance*

16.1 The Crown may at its own cost audit the Archive for the purpose of ascertaining compliance with this agreement.

17. *Governance*

17.1 The Archive agrees to fulfil the responsibilities of the Archive Manager in relation to clause 13 of the Archive Collection Agreement.

**Schedule 5 – Agreement between TVNZ and the Archive for provision of
Production Library Services**

**Schedule 6 – Agreement between TVNZ, the Ministry and the Archive relating to
the transfer of the TVNZ Archive Collection and employees (Archive Collection
Agreement)**

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LICENCE TO OCCUPY ARCHIVE FACILITY

DETAILS

Parties:	The Chief Executive of the Ministry for Culture and Heritage (MCH) The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua me Ngā Taonga Kōrero (the Archive Manager)
Premises:	The land situated at 181a Taita Drive, Avalon, Lower Hutt, held in computer freehold register 570366, and the buildings, fixtures, fittings and plant owned by TVNZ at the date of this Agreement and situated or held there on the Transfer Date, known as the TVNZ Archive
Term:	1 August 2014 to 30 June 2017
Commencement date:	Commences on the date ownership of the premises is transferred from TVNZ to the Crown anticipated to be 1 August 2014
Renewal dates:	On completion of a new Memorandum of Understanding between MCH and the Archive Manager
Final expiry date:	Either when the Archives Collection is no longer held within the premises or the Memorandum of Understanding between the Department of Internal Affairs (DIA) and MCH regarding the access to the Archive Collection is terminated
Business use:	Maintain, preserve and manage the Archive Collection
Insurance:	The Archive Manager will cover for the Archive Collection and related equipment Cover for the building against damage or destruction by fire, flood, explosion, lightning, storm, earthquake and volcanic activity is to be arranged by DIA
Outgoings:	Archive Manager's outgoings as per clause 4.1 The Crown's outgoings as per clause 4.2

THE PARTIES AGREE AS FOLLOWS

1. *Purpose of Licence*

- 1.1 In accordance with the Memorandum of Understanding between MCH and DIA dated 31 July 2014 ("the DIA-MCH MOU", a copy of which is attached as Appendix 1 to this Licence), this Licence:
- (a) grants the Archive Manager rights of access to the premises
 - (b) confirms the Archive Manager's agreement to comply with certain obligations, as required by the DIA-MCH MOU.

2. Occupancy of the premises

- 2.1 MCH grants to the Archive Manager the following rights of access to the premises for the duration of the Term for the purpose of carrying out its activities under the Memorandum of Understanding with the Crown:
- 2.1 Right to enter the premises at any time; and
 - 2.2 Right to locate Archive Manager staff and contractors and equipment at the premises.
- 2.3 In accessing the premises, the Archive Manager must avoid, minimise or mitigate an adverse effect on the premises.

3. Additions, alterations and repairs

- 3.1 The Archive Manager may undertake minor items of maintenance and other minor activities (such as painting a wall) without DIA's consent.
- 3.2 The Archive Manager will seek the consent of DIA before undertaking any activity which may have more than a minor effect (such as any alteration to the exterior of the building). Where such additions or alterations are approved, the Archive Manager will comply with clause 8.2 of the DIA-MCH MOU.

4. Outgoings

- 4.1 The Archive Manager is responsible for the outgoings specified in clause 9.2 of the DIA-MCH MOU.
- 4.2 The Crown outgoings (as specified in clause 9.1 of the DIA-MCH MOU) are the responsibility of DIA.

5. Compliance with legislation

- 5.1 The Archive Manager will comply with all obligations imposed on the Archive Manager at law as the person in charge of a place of work and will be responsible for the health and safety of any person who enters the premises at the request of the Archive Manager.
- 5.2 The Archive Manager will be responsible for (and bear the associated costs and risk in connection with) compliance with the relevant provisions of the Building Act 2004 concerning fire evacuation procedures for the premises.
- 5.3 All other obligations imposed at law on the owner of the premises are the responsibility of DIA, as stated in clause 12.3 of DIA-MCH MOU.

6. Right to use equipment related to Archive Collection

- 6.1 MCH grants the Archive Manager a non-transferable, non-sublicensable, non-exclusive licence, without fee or charge (except as set out in clause 6.2 below), to use the Equipment attached as Appendix A to the Archive Collection Agreement.
- 6.2 The Archive Manager will pay the costs of the Technical Support Services Agreement with Avalon Studios Limited (attached as Appendix 2 to this Licence), in accordance with the 'Payment' section of that agreement (page 15 of that agreement).

6.3 MCH grants the Archive Manager a non-transferable, non-sublicensable, non-exclusive licence, without fee or charge, to use the TVNZ technology (as defined in clause 12.1 of the Archive Collection Agreement) for the purpose of carrying out its activities under the Memorandum of Understanding and providing the Production Library Services to TVNZ in accordance with this Agreement and the Production Library Services Agreement. The term of this licence will be the earlier of the term of this Agreement or the Production Library Services Agreement.

7. Compliance

7.1 MCH may at its own cost audit the Archive Manager for the purpose of ascertaining compliance with this agreement.

8. Consultation

8.1 The parties will consult with each other regarding any long term plans either of the parties may have in relation to the premises or the Archive Collection.

9. Communication

9.1 Each party will keep the other informed of any issues which may affect the Archive Collection or premises and will notify each other immediately of any actual or anticipated issues related to this Licence, the premises or the Archive Collection that could significantly impact the Archive Manager's ability to access and use the Archive Collection for the purpose of carrying out its activities under this Agreement.

9.2 The Crown contact people are:

For day to day building matters:	All other matters:
General Manager Operations Department of Internal Affairs PO Box 805 Wellington DDI: 04 495 6803 Email: Philip.green@dia.govt.nz	Administration and Facilities Co-ordinator Ministry for Culture and Heritage P O Box 5364 Wellington DDI: 04 495 4586 Mobile: [Withheld under s9(2)(a)] Email: [Withheld under s9(2)(a)]

7. Signatures

Lewis Holden
Chief Executive
Ministry for Culture and
Heritage

Jane Kominik
Chair
The New Zealand Archive
of Film, Television and
Sound Ngā Taonga
Whitiahua me Ngā
Taonga Kōrero

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Jane Kominik
Chair
Ngā Taonga Sound & Vision
P O Box 11449
Manners Street
WELLINGTON, 6142

Dear Jane

LETTER OF EXPECTATIONS

This letter sets out my expectations for Ngā Taonga Sound & Vision (Ngā Taonga) for 2015/18. This letter will aid you in the development of your 2015-2018 Statement of Intent (SOI).

The past year has seen significant changes with the transfer of the TVNZ Archive collection almost trebling the audiovisual collection already being managed by Ngā Taonga and its acceptance of a contract to manage the archiving of the Iwi Radio Station collections. During the coming year Ngā Taonga will be involved in scoping and prioritising these collections as well as developing strategies for their preservation and digitisation.

The Government remains committed to its priorities of rebuilding Christchurch and better public services. The Government's aim is to renew Christchurch's unique identity and its vitality through supporting the recovery of its history, heritage and traditions. Ngā Taonga Sound & Vision has a significant part to play in this renewal through its film and sound holdings and the location of the Sound Archives in Christchurch.

Better Public Services requires an ongoing Government commitment to business improvement and service delivery, and achieving greater value from the taxpayers' investment. It also requires agencies to look increasingly for ways of working across the cultural sector and beyond, to improve the sector's cultural and social outcomes.

Over the next four years, I expect the Board to align, where possible, Ngā Taonga's strategy and operations with the Cultural Sector Strategic Framework. This Framework identifies five strategic priorities for the cultural sector during 2015/19: fostering inclusive New Zealand identity, supporting Māori cultural aspirations, frontfooting transformative technology, improving cultural asset sustainability and measuring and maximising public value. I see these priorities as a good match for Ngā Taonga's core business activities.

My specific expectations for the Archive are as follows:

- 1 *Maximising public access to audiovisual heritage:* I expect Ngā Taonga to work constructively with the Ministry for Culture and Heritage and other screen agencies on improving arrangements for the management of New Zealand's audiovisual heritage, and particularly the development of an online platform.

I also expect Ngā Taonga to participate with other screen agencies to provide efficient rights clearance and servicing of public broadcaster and individual public requests for access to the TVNZ and radio collections.

- 2 *Providing leadership in the audiovisual archiving sector:* I expect Ngā Taonga to continue the development of its role as an expert adviser on the care and preservation of New Zealand's audiovisual archive.

- 3 *Five-year strategic plan:* I acknowledge the challenges facing Ngā Taonga in the coming year and your intention to provide a new five-year strategic plan for Ngā Taonga. I look forward to seeing this work outlined in your Statement of Intent.

- 4 *Supporting Māori television and radio archiving:* I expect Ngā Taonga to continue to meet its annual commitments to archive Māori Television Service broadcast material and to provide strategic plans for ongoing targets in acquisition methods for Māori broadcasting.

- 5 *Contribution to the Canterbury heritage recovery programme:* I acknowledge Ngā Taonga's ongoing commitment to retaining the Sound Archives in Christchurch and the contribution this decision makes to Christchurch recovery. I expect to be advised of Ngā Taonga's efforts to resolve a permanent location for the Sound Archives.

My expectation is that you will engage with Ministry officials shortly after receiving this letter to discuss my expectations in more detail. This should then inform you and your Board's thinking when drafting your organisation's 2015-2018 Statement of Intent. My office will then arrange a meeting for us to discuss my expectations further if that is required.

Yours sincerely

Hon Maggie Barry ONZM
Minister for Arts, Culture and Heritage

cc Huia Kopua, Acting Chief Executive, Ngā Taonga Sound & Vision

Jane Kominik
Chair
Ngā Taonga Sound & Vision
P O Box 11449
Manners Street
WELLINGTON 6142

Dear Jane

LETTER OF EXPECTATIONS

This letter sets out my expectations for Ngā Taonga Sound & Vision (Ngā Taonga) in 2016/17. Its purpose is to assist the Board to develop its 2016/20 Four-year Plan and other strategic planning documents.

I am encouraged by Ngā Taonga's proactive approach to scoping, digitising and cataloguing the major collections entrusted to you by the Crown in recent years which I witnessed during my recent visit on 26 January. I appreciate your efforts to ensure access for all New Zealanders to our audiovisual heritage.

The Government has the following overarching expectations for all Crown-funded agencies in 2016/17:

Performance improvement – the Government expects Crown-funded agencies to continue looking for ways to deliver higher-quality public services and value-for-money.

Focus on achieving results – agencies should be able to demonstrate what difference they are making to their customers and stakeholders. I expect ongoing efforts to improve the quality of performance measures included in your public accountability documents. Please engage with the Ministry for Culture and Heritage as soon as practicable on this important issue.

Collaboration – agencies should continue to look for new and better ways of working together. Agencies should have a clear strategy for partnering to improve sector outcomes, and putting citizens – not agency boundaries – first in service design. Given the Government's ongoing commitment to fiscal restraint, arts, culture and heritage agencies should also continue seeking partnerships with the private and philanthropic sectors to leverage alternative funding streams where appropriate.

Openness and transparency – the Government expects Crown-funded agencies to publish non-sensitive performance information - including this letter - on your website in a timely manner. I expect you to inform me of any

new information before publishing it on your website, consistent with the 'no surprises' policy.

My specific expectations for Ngā Taonga are as follows:

- 1 *Maximising access to New Zealand's audiovisual heritage:* I expect Ngā Taonga to work constructively with the Ministry for Culture and Heritage and other screen and production agencies on improving arrangements for the management of and access to New Zealand's audiovisual heritage, and particularly the delivery of a coordinated online platform.

As part of this, I expect Ngā Taonga to participate with other screen agencies to provide efficient rights clearance and servicing of public broadcaster and individual public requests for access to the TVNZ and radio collections.

- 2 *Providing leadership in the audiovisual archiving sector:* I expect Ngā Taonga to continue the development of its role as an expert manager of the care and preservation of New Zealand's audiovisual archive.
- 3 *Supporting Māori television and radio archiving:* I expect Ngā Taonga to continue to meet its annual commitments to archive Māori Television Service and Iwi Radio station broadcast material and to provide plans for new and ongoing targets for acquisition of Māori broadcasting material.
- 4 *Accommodation of the Archive collections:* I acknowledge Ngā Taonga's recent decision to seismically strengthen its main Wellington building and its commitment to finding a permanent location for the Sound Archives. I expect Ngā Taonga to actively explore all cost-effective options for storage of its collections and would like you to provide me with an overview of your plans across your various premises.

I expect you to engage with Ministry officials once you receive this letter to discuss my expectations in more detail. I look forward to working with you and your Board over the coming year, and to seeing the expectations outlined above reflected in your planning documents.

Yours sincerely

Hon Maggie Barry ONZM
Minister for Arts, Culture and Heritage

cc Rebecca Elvy, Chief Executive, Ngā Taonga Sound & Vision

Jane Kominik
Chair
Ngā Taonga Sound and Vision
PO Box 11449
Manners Street
WELLINGTON, 6142

Dear Jane

Ngā Taonga Sound and Vision for 2015/16

This letter confirms The New Zealand Archive of Film, Television and Sound Ngā Taonga Whithiahua Me Ngā Taonga Kōrero's (the Archive's) government funding for 2015/16 as published in Budget 2015. You will receive \$5.595 million from Vote Arts, Culture and Heritage in four instalments (Schedule 1).

The Archive's relationship with me as responsible Minister in terms of this funding are set out in the signed Memorandum of Understanding for 1 August 2014 to 30 June 2017.

During 2015/16 you will report progress against your 2015/16 business plans included in your Statement of Intent 2015-2018 (Schedule 3). An updated reporting schedule is attached (Schedule 2).

Please sign a copy of this letter and return it to your Ministry advisor, [s9(2)(a)], Ministry for Culture and Heritage, PO Box 5364, Wellington 6145.

I look forward to working with you in 2015/16 and wish you, your Board and staff a successful year.

Yours sincerely

Hon Maggie Barry ONZM
Minister for Arts, Culture and Heritage

Jane Kominik
Chair, Nga Taonga Sound and Vision

cc Rebecca Elvy, Chief Executive, Nga Taonga Sound and Vision

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Schedule 1 - Crown Payments

Ngā Taonga Sound and Vision Baseline Funding

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2015	755,000	113,250	868,250
1 October 2015	755,000	113,250	868,250
5 January 2016	755,000	113,250	868,250
1 April 2016	755,000	113,250	868,250
\$ Total	3,020,000	453,000	3,473,000

TVNZ Archive Management Funding

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2015	500,000	75,000	575,000
1 October 2015	500,000	75,000	575,000
5 January 2016	500,000	75,000	575,000
1 April 2016	500,000	75,000	575,000
\$ Total	2,000,000	300,000	2,300,000

Māori language television and Iwi Radio Archiving Funding (Te Māngai Pāho)

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2015	287,500	43,125	330,625
5 January 2016	287,500	43,125	330,625
\$ Total	575,000	86,250	661,250

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Schedule 2 – Key Reporting Dates 2015/16

Annually by	Reporting Activity
the last working day of each month	The Archive provides MCH with monthly reports for the Minister on current key achievements, issues, and/or risks for the period.
the last week of August	The Archive provides the Minister (via MCH) with a six-monthly report on its financial and operational activities to 30 June of the current year.
the second week of November	The Archive provides MCH with a copy of the <u>most recent</u> report provided to its Board (covering operational activities, financial position and performance, and year-end projections - plus strategy/digital access platform/earthquake strengthening developments)
the last week of February	The Archive provides MCH with a six-monthly report on its financial and operational activities to 31 December of the current year.
the first week of May	The Archive provides MCH with a copy of the <u>most recent</u> report provided to its Board (covering operational activities, financial position and performance, and year-end projections - plus strategy/digital access platform/earthquake strengthening developments).
Annual Report	
the second week of August	The Archive provides MCH with its draft annual accounts, including draft financial statements and KPI results, for comment.
the last week of August	MCH provides the Archive with feedback on its draft accounts and results.
Within 5 working days of receiving the Audit Report	The Archive provides MCH with the Audit Report and the final copy of the Annual Report.
Within 1 week of receiving final auditors Management Letter	The Archive provides the Minister (via the Ministry) with any further significant information arising from the work of its auditors.
4 Year Plan 2016-19	
mid-October	The Archive meets with MCH to discuss expectations and business planning
the last working day in December	Minister indicates priorities for the next financial year.
the last working day of March	The Archive provides MCH with its first draft 4YP.
the second week of April	MCH provides comments to the Archive on the draft 4YP.
30 April	The Archive provides the draft 4YP to Minister (via MCH).
the third week of May	The Minister provides any comment to the Archive on the draft 4YP (via MCH).
the last working day of June	The Archive provides its final 4YP to the Minister.
Post Budget Letter	
31 May	MCH confirms with the Archive an agreed reporting performance reporting schedule.
first working day of June	MCH provides the Archive with a post-budget letter detailing an updated schedule of crown payments for the following year
Report on Governance	
By 30 June	The Archive Board reports to the Minister (via MCH) on assessment of its own governance performance.

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Office of Honourable Maggie Barry ONZM

MP for North Shore
Minister for Arts, Culture and Heritage
Minister of Conservation
Minister for Seniors

16 JUN 2016

COPY

Jane Kominik
Chair
Ngā Taonga Sound & Vision
84 Taranaki Street
PO Box 11 449
WELLINGTON, 6142

Dear Jane

Ngā Taonga Sound & Vision for 2016/17

This letter confirms The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero's (the Archive's) government funding arrangements for 2016/17 as published in Budget 2016. You will receive \$5.595 million (GST exclusive) from Vote Arts, Culture and Heritage in four instalments (summarised in Appendix A).

Your Funding Agreement with the Ministry, covering the period 1 August 2014 to 30 June 2017, provides the terms and conditions upon which the Crown funds the Archive and the basis for the monitoring and accountability for this funding. This Agreement is supported by the 'Guide to operating expectations: NGOs' available in the Ministry's website at <http://www.mch.govt.nz/what-we-do/agency-resources>. An updated reporting schedule is attached at Appendix B.

During 2016/17 you will report progress against your 2016–2020 Four Year Plan Mahere a Whā Tau as detailed in Appendix C.

Please sign both copies of this letter as indicated, retain one copy for your records and return one copy to Carrie Cooke, Manager, at the Ministry for Culture and Heritage, PO Box 5364, Wellington 6145.

I look forward to working with you in 2016/17 and wish you, your Board of Trustees and staff a successful year.

Yours sincerely

Hon Maggie Barry ONZM
Minister for Arts, Culture and Heritage

Jane Kominik
Chair, Ngā Taonga Sound & Vision

cc Rebecca Elvy, Chief Executive, Ngā Taonga Sound & Vision

Appendix A - Crown Payments 2016/17

Ngā Taonga Sound and Vision Baseline Funding

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2016	755,000	113,250	868,250
3 October 2016	755,000	113,250	868,250
4 January 2017	755,000	113,250	868,250
3 April 2017	755,000	113,250	868,250
\$ Total	3,020,000	453,000	3,473,000

TVNZ Archive Management Funding

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2016	500,000	75,000	575,000
3 October 2016	500,000	75,000	575,000
4 January 2017	500,000	75,000	575,000
3 April 2017	500,000	75,000	575,000
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Māori language television and Iwi Radio Archiving Funding (Te Māngai Pāho)

	Appropriation (\$ GST Exclusive)	GST (\$)	Disbursement (\$ GST Inclusive)
1 July 2016	287,500	43,125	330,625
4 January 2017	287,500	43,125	330,625
\$ Total	575,000	86,250	661,250

Appendix B – Key Reporting Dates 2016/17

Annually by	Reporting Activity
the last working day of each month	The Archive provides MCH with monthly reports for the Minister on current key achievements, issues, and/or risks for the period.
the last week of August	The Archive provides the Minister (via MCH) with a six-monthly report on its financial and operational activities to 30 June of the current year.
the second week of November	The Archive provides MCH with a copy of the <u>most recent</u> report provided to its Board (covering operational activities, financial position and performance, and year-end projections - plus strategy/digital access platform/earthquake strengthening developments)
the last week of February	The Archive provides MCH with a six-monthly report on its financial and operational activities to 31 December of the current year.
the first week of May	The Archive provides MCH with a copy of the <u>most recent</u> report provided to its Board (covering operational activities, financial position and performance, and year-end projections - plus strategy/digital access platform/earthquake strengthening developments).
Annual Report	
the second week of August	The Archive provides MCH with its draft annual accounts, including draft financial statements and KPI results, for comment.
the last week of August	MCH provides the Archive with feedback on its draft accounts and results.
Within 5 working days of receiving the Audit Report	The Archive provides MCH with the Audit Report and the final copy of the Annual Report.
Within 1 week of receiving final auditors Management Letter	The Archive provides the Minister (via the Ministry) with any further significant information arising from the work of its auditors.
4 Year Plan 2016-2020	
mid-October	The Archive meets with MCH to discuss expectations and business planning
the last working day in December	Minister indicates priorities for the next financial year.
the last working day of March	The Archive provides MCH with its first draft 4YP.
the second week of April	MCH provides comments to the Archive on the draft 4YP.
30 April	The Archive provides the draft 4YP to Minister (via MCH).
the third week of May	The Minister provides any comment to the Archive on the draft 4YP (via MCH).
the last working day of June	The Archive provides its final 4YP to the Minister.
Post Budget Letter	
31 May	MCH confirms with the Archive an agreed reporting performance reporting schedule.
first working day of June	MCH provides the Archive with a post-budget letter detailing an updated schedule of crown payments for the following year
Report on Governance	
By 30 June	The Archive Board reports to the Minister (via MCH) on assessment of its own governance performance.

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Appendix B: Extracts from monthly and six-monthly reports provided to MCH by Ngā Taonga Sound & Vision

Monthly report: January 2014

“Christchurch earthquake response

Archive location: Discussions are continuing between the Film Archive, Department of Internal Affairs and the University of Canterbury over a possible combined site at Ilam in Christchurch for the Sound Archives staff and collections alongside the South Island headquarters for Archives NZ and the University Library archives. A preliminary plan and costing will be presented by the architects to the parties in mid-February.”

Monthly report: February 2014

“*Restructure of Archive:* Formal consultation with Film Archive and Sound Archives staff over the restructuring of the organisation will commence on 10 March. In accordance with advice from consultants Martin Jenkins, a complete breakdown of the current and proposed staff positions will be provided for feedback and confirmation. Following consultation, some positions will be reconfirmed and the rest disestablished - with a similar number of new positions being created. Staff whose positions are disestablished will have the first option of applying for the new roles. It is anticipated that the majority of positions in the future archive will be filled by the beginning of May.”

Monthly report: March 2014

“Restructuring of the Film Archive and Sound Archives is now under way. In mid-March staff were provided with a draft breakdown of the current and proposed new staff positions for their feedback. The overall effect is to integrate film, television and radio archiving activities into a single structure with reduced numbers of management positions. Following the end of consultation on April 6 some positions will be reconfirmed and the rest disestablished - with a similar number of new positions being created. Staff whose positions are disestablished will have the first option of applying for the new roles. It is anticipated that the majority of positions in the future archive will be confirmed by the beginning of May.”

Monthly report: April 2014

“The Board considered new names and possible branding options for the new organisation to be created from the merged Film Archive and Sound Archives. General agreement was reached over the direction to be taken and final visual material has been commissioned from Wellington designers Base 2, subject to resolution of name and language questions.”

Monthly report: June 2014

“NZ Film Commission Chief Executive Dave Gibson spoke to a gathering of Archive staff on 30 June to mark the last day of operation of the New Zealand Film Archive - more than 33 years after its founding in March 1981. A similar function was held in Christchurch to acknowledge the merging of the Sound Archives Nga Taonga Korero into the new archive.”

Monthly report: July 2014

“Christchurch earthquake recovery

- Continued Sound Archives presence in Christchurch.”

Monthly report: August 2014

“Sound archiving: In early August the “SANTK” Advisory Panel met with [name withheld under s9(2)(a)], Head of Partnership and [name withheld under s9(2)(a)], Radio Collection Developer to review progress on the last six-months’ radio acquisition targets. The meeting also provided an opportunity for panel members to meet [name withheld under s9(2)(a)], the new Head of Standards and Collection Development Manager, [name withheld under s9(2)(a)]. (Panel member, [name withheld under s9(2)(a)], had previously met with the Board of Trustees at its May 2014 meeting.) A number of matters were discussed: Iwi radio archiving; the future relationship between Ngā Taonga and other agencies with an interest in sound heritage; and the panel’s future role in providing support for and advice on Ngā Taonga’s radio archiving mandate.”

Monthly report: September 2014

“Collective agreement: Negotiations between Ngā Taonga and the PSA on a two-year Collective Agreement were amicably concluded after a single day of bargaining in early September. The Collective now covers all ex-SANTK and ex-Film Archive staff previously covered under separate agreements. Staff working at the Avalon facility remain under their existing employment agreements as stipulated under the relevant Transfer Agreement(s).”

Monthly report: November 2014

“Following a meeting between the Chief Executive and the Acting Chief Archivist, it seems it might be difficult for the Internal Affairs-led building project in Christchurch to meet Ngā Taonga’s preferred timetable to accommodate the long term needs of its sound archiving operations by 2016. While Ngā Taonga will continue discussions with DIA, it will re-enter conversations with Radio New Zealand over accommodation in Christchurch.”

Third Quarter Management Reports 1 Jan - 31 March 2015

“TVNZ and RNZ Service Agreement Compliance is tracking well. No known breaches have been reported by the Television Services Manager or Client Services Co-ordinator - Radio in the quarter.

Partnership conducted a survey with RNZ staff this quarter. Overall service and speed of service were both rated at 90%. “Prompt, informative, communication is always great. Often I am sent material way before my deadline”. RNZ clients valued the research assistance provided by staff, with 77% of respondents saying they seek further assistance ‘occasionally; and the remaining ‘quite often’. Respondents would like to see some improvements to our online database and the online request process. There has not been any additional customisation of the online database since the Sound Archive joined NTSV, as we are still awaiting the move of our database from the RNZ platform to the NTSV web platform - and a new online search tool.

Client Services statistics (non-KPI) are now being collated for the Sound and Film & Video collections. (The TVNZ Collection has its own statistics which remain in place for the time being to gauge compliance with the Production Library Services Agreement). While it is difficult to compare the collections because of the very different processes in place for access Partnership will be summarising this in quarter four.”

Six-monthly report: January – June 2015

“Sound (broadcast) Collection

The total number of enquiries for sound material continued its upward trajectory in 2014-15. New reporting methodology shows a 50% increase in the number of requests in the fourth quarter. Bringing the sound collection website and search tools over to the new corporate website will enable improvements to be made to these processes.”

“To address the long-term accommodation needs of Ngā Taonga’s sound archiving operations in Christchurch, a formal “Agreement relating to Co-location in an Archive Facility in Christchurch” was entered into between Ngā Taonga and Archives New Zealand in January. In May, Archives New Zealand’s Christchurch co-location business case was accepted and funding for the capital work confirmed in the 2015-2016 Budget. Ngā Taonga’s discussions with Archives New Zealand now focus on its specific requirements within the stand-alone purpose-built archive, offices and public access building. The proposed site, near the Wigram Airforce Museum, will also bring Ngā Taonga’s operations’ alongside other Christchurch-heritage agencies and enable the Archive to revive and enhance its public access services to the region.”

Six-monthly report: July – December 2015

“The technology and infrastructure split from RNZ did not occur as scheduled in Q2. The current Services Agreement will continue into Q3. This will result in additional unbudgeted expenditure on RNZ Facilities and RNZ Data connection. RNZ has indicated that with its new programming format, including the loss of iconic shows such as “Sounds Historical”, there will likely be a reduction in the amount of historical material accessed by RNZ for broadcast.”

Six-monthly report: January – June 2016

“Major KPI Variance

Partnership met its KPI targets. In January, the Sound collection website and database was incorporated into the Ngā Taonga corporate website and third party access to collections and response times to client requests have improved.

Departmental Activities and Achievements

Work on separating Ngā Taonga’s staff from RNZ was completed in May. This allows two major broadcast collections, the Sound Archives and Ngā Taonga Korero, to be fully integrated under the Ngā Taonga banner. In April, a digitisation trial commenced at Avalon. This was part of Stage 1 of a full Digitisation Project that will see ‘at risk’ formats and high-priority content from the TVNZ Collection preserved and added to Ngā Taonga’s digital archive.

Effective relationships with stakeholders

The Partnership team has continued to build and strengthen its relationship with funders, primarily RNZ and TVNZ by meeting and complying with the agreement specifications.”

“De-coupling from the TVNZ and RNZ networks was completed in May, resulting in all staff operating on our own network.”

Monthly report: October 2016

“Ngā Taonga has withdrawn from the DIA/Archives New Zealand building project at Wigram, Christchurch. Ngā Taonga reached this decision once it became clear to the Archive that it would be unable to meet the increased associated costs of the project, particularly the ongoing rent costs that would become payable once the Archive moved in. The Archive remains committed to providing safe and secure accommodation for its employees and collections and our Christchurch employees remain in their Cashel St premises while the Archive works on an alternative longer-term accommodation solution.”

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Appendix C: Extracts from MCH briefings regarding NZFA and NTSV

Briefing: ANNUAL REPORT FOR NEW ZEALAND FILM ARCHIVE FOR 2012/13 –
14 February 2014

- 1 “2012-2013 was a year of major changes for the Archive focusing on the transfer of the Sound Archives Ngā Taonga Kōrero from Radio New Zealand, the establishment of reviews of the Archive’s governance, structure and capability, fundraising for the construction of a storage vault for cellulose nitrate film and the initiation of negotiations for the potential transfer of the TVNZ Archive collection.
- 2 Despite the demand such major changes made on the Archive’s Board and staff during the year, the Archive achieved 10 of its 12 key performance indicators. The exceptions were acquisition targets for radio and film collections (331 short of the 7000 target) and reduction in waste.
- 3 The Archive also increased the annual audience for its collections to over 800,000 (target 750,000) through its own website and video links to other sites, medianet community access sites throughout the country, screenings in the Archive’s cinema and in venues around New Zealand, participation in festivals and international events, and thousands of research projects.
- 4 Archive staff exceeded the targets set for digitisation (5,793 titles digitised against a target of 5,000) and collection preservation (17.29% of the collection fully preserved against a target of 16%). The Film Archive is exploring options for large-scale digital storage as well as acquiring key pieces of equipment to assist its digitisation programme.”

“Sound Archives Ngā Taonga Kōrero transfer

- 8 In the nine months following the transfer of responsibility for the management and preservation of Radio New Zealand’s Sound Archives to the Film Archive, the Film Archive has worked with the Sound Archives staff to harmonise systems and develop a major project to establish a digitisation programme for the collection’s future development. MCH believes the combination of the two archives has improved the collegiality of archivists in both organisations.”

“New structure for the Archive

- 11 The Archive undertook an extensive discussion on a proposed new structure for the organisation to provide a basis for planning through to 2020. As part of this exercise the Board of Trustees undertook a review of the Archive’s constitution and kaupapa, with an emphasis on their relevance to the transformed Archive and including Sound Archives staff.
- 12 Discussions are ongoing with Archive and Sound Archives staff and partners and once the structural model is chosen, it will be integrated within the Archive’s 2014-2015 Business Plan and Statement of Intent.”

Briefing: NGĀ TAONGA SOUND & VISION: INTERIM RESULTS FOR 2014/15

“Ngā Taonga has also been working to secure long-term accommodation for its sound archiving operations in Christchurch and has entered into a formal agreement with Archives NZ to co-locate in Archives NZ’s stand-alone purpose-built archive, offices and public access building. The business case and funding for this project were confirmed in Budget 2015 and work is expected to commence in early 2016.”

Aide memoire: NGĀ TAONGA SOUND & VISION: 2015/16 HALF-YEAR RESULTS

“There has been considerable expenditure in this half-year on aligning technologies with Radio NZ and TVNZ and integrating Avalon-based staff into Ngā Taonga’s communications networks. Changes in Services Agreements, particularly with Radio NZ, will result in unbudgeted expenditure on RNZ facilities and data connection.”

Briefing: NEW ZEALAND ARCHIVE OF FILM, TELEVISION AND SOUND: STATEMENT OF INTENT 2014-17 AND MEMORANDUM OF UNDERSTANDING 2014-17

“Key priorities for the Archive in 2014/15

- 1 The Archive’s SOI sets out clear priorities for the 2014/15 year that align with those outlined in your Letter of Expectations of 10 March 2014. They include:
 - *Integration of television archiving:* The Archive’s integration of the Sound Archives Ngā Taonga Kōrero (SANTK) collection into its new structure has provided an excellent model for its new TVNZ collection responsibility.
 - *Prioritisation and digitisation of collections:* The Archive’s ongoing development of digital expertise and its prioritisation work for its radio holdings and its iwi radio project will be replicated in its work on the TVNZ collection. The latter project will be developed alongside provision of production library facilities for TVNZ until their digital production library is fully operational in Auckland.
 - *Conserving and digitising at-risk audiovisual material:* All collections held by the Archive contain material which urgently requires preservation, mainly due to fragile stock (nitrate films) or obsolete equipment to play tapes. This includes the Archive’s work on the TVNZ collection and will require development of new expertise.
 - *Increasing New Zealanders’ access to audiovisual heritage:* The Archive will develop its database to receive new material digitised and catalogued from the TVNZ collection as well as the film, sound and iwi radio collections. It will also work to stream agreed parts of the TVNZ collection on its website and will collaborate with other screen bodies to provide public access to the collection contents as the material is digitised.

SOI content

The Archive’s operating environment

- 2 The integration of three major collections, the Archive’s deposit-based collection and the collections of Radio New Zealand and TVNZ, will provide the biggest challenge to the early years of the expanded Archive as it focuses on developing its potential and satisfying its stakeholders. This will involve providing archival content for radio and television programmes into the future as well as large-scale public access to the broadcasters’ collections via the internet.
- 3 The Archive will need to develop major digitisation and preservation programmes over the next few years to bring an increased portion of the national audiovisual collection to individual and professional users.
- 4 The housing of the collections in Wellington, Christchurch and Auckland has been impacted by the Canterbury earthquakes and their impact on building standards throughout New Zealand. While all collections are in safe storage, especially with the completion of a purpose-built facility for at-risk nitrate film near Wellington in 2014, the long-term location of the Sound Archives in Christchurch is still a priority issue for 2014 and beyond.”

Briefing: DRAFT STRATEGIC DOCUMENTS FOR HERITAGE AGENCIES FOR 2015-2019

“Ngā Taonga priorities

In 2015-16 Ngā Taonga will concentrate on the following strategic priorities:

- establishing a cohesive and sustainable national audiovisual archive
- digitisation
- building Māori capacity
- collaboration
- rehousing the Sound Collection.

The Ngā Taonga priorities align closely with your expectations (see Annex 1) and aim to integrate the management of the film, television and sound collections with strong digitisation and access strategies.”

“Annex 1: NGĀ TAONGA SOUND & VISION – STATEMENT OF INTENT (SOI) FOR 2015-18

Strategic Priority	Comparison with Expectations	Comment/Mitigation
Rehousing The Sound Collection - Planning for a permanent solution to storage and operational needs in Christchurch.	Report on efforts to resolve a permanent location for the Sound Archives.	Work is currently underway on possible co-location options in Christchurch.

Briefing: MEETING WITH THE CHAIR OF NGĀ TAONGA SOUND & VISION, WEDNESDAY 25 MARCH 2015 AT 12PM

“Rehousing of the Sound Archives collection in Christchurch

- 6 In the wake of the Canterbury earthquakes the then Sound Archives Ngā Taonga Kōrero (SANTK) staff, collections and operations were forced to relocate to new premises, as a temporary arrangement pending a long-term accommodation solution. It was agreed this would be done in collaboration with other heritage agencies similarly affected.
- 7 The Department of Internal Affairs (DIA) has a Budget bid as part of Budget 2015 for a purpose-built archive storage facility at Wigram in Christchurch. Ngā Taonga and Archives New Zealand has been negotiating with DIA on the possibility of sub-letting a section of this facility for a ten-year period and has agreed to share a portion of the upfront planning costs in this financial year.
- 8 The Board of Ngā Taonga has agreed to enter a formal agreement relating to the co-location of Ngā Taonga in a joint archive facility in Christchurch with Archives New Zealand. The Agreement was signed on 23 January 2015 and includes the following provisions:
 - i. Archives New Zealand/Department of Internal Affairs confirms that Ngā Taonga’s financial contribution to the joint costs of the co-location project will

be refunded by a rent holiday equivalent to the full amount of Ngā Taonga's contribution

- ii. should the project be delayed any financial contributions under the Agreement made by Ngā Taonga in this financial year will be held in credit under the same terms beyond 1 July 2015."

Briefing: MEETING WITH NGĀ TAONGA SOUND & VISION BOARD AND WEBSITE LAUNCH JANUARY 2016

"Location of Sound Archives at Wigram

- 18 The Radio NZ Sound Archives have been housed in temporary premises in Christchurch since the 2010/11 earthquakes and Ngā Taonga has been working with DIA towards a co-location option in Christchurch.
- 19 Ngā Taonga's agreement with DIA/Archives NZ for the Sound Archives to be the main tenant in its proposed new storage building at Wigram, Christchurch is still in place. Ngā Taonga's current rental of premises in Cashel Street may be compromised by the delay in DIA's construction of the Wigram facility but Ngā Taonga has advised its preference to extend its current rental for the two years that may elapse before it can move. It only wants to move staff and Sound Archives collections once."

Aide memoire: MEETING WITH NGĀ TAONGA SOUND AND VISION NOVEMBER 2016

"Christchurch and Auckland staff - Ngā Taonga was intending to co-locate with the National Archives at Wigram in Christchurch, however the rent required would be approximately four times what Ngā Taonga is currently paying for space in Christchurch, and is not affordable.

As a result, Ngā Taonga is considering the best long term option for the Christchurch collection and staff (who only had a few years of work left in that location). This provides Ngā Taonga with an opportunity to consider their wider staff footprint (including both Christchurch and Auckland), and it would prefer to locate staff in one place. Ngā Taonga is therefore considering moving both Christchurch and Auckland staff positions to Wellington."