

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 and situated or held there on the Transfer Date, known as the TVNZ Archive
Term:	1 July 2017 to 30 June 2018
Commencement date:	1 July 2017
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 DIA will cover for the building against damage or destruction by fire, flood, explosion, lightning, storm, earthquake and volcanic activity
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

("Memorandum of Understanding between the Minister for Arts, Culture and Heritage and The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua me Ngā Taonga Kōrero"):

- 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 any 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.

8.2 The parties acknowledge that discussions have been initiated between MCH, the Archive Manager and DIA with the intent to alter access arrangements to the premises. If an agreement is not reached before the term of this licence is complete, the parties may renew this licence for a further term.

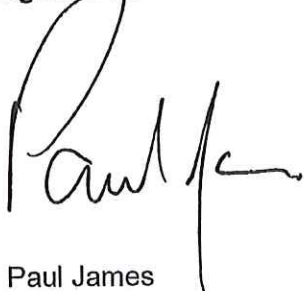
9. Communication

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: Manager, Asset Management, Property Group Department of Internal Affairs PO Box 805 Wellington Mobile: s9(2)(a) Email: s9(2)(a)	All other matters: Manager, Media Policy Ministry for Culture and Heritage P O Box 5364 Wellington DDI: 04 499 4229 Email: info@mch.govt.nz
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7. Signatures



Paul James
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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Minister for Arts, Culture and Heritage



Ministry
for Culture
& Heritage

BRIEFING

MEETING WITH MINISTER DUNNE, MINISTER OF INTERNAL AFFAIRS, 16 FEBRUARY 2017

Date:	15 February 2017	Priority:	High
Briefing Number:	2017/027	TRIM Ref:	D-0702290
		TRIM Folder:	

Action sought		Deadline
a	Note you are scheduled to meet Minister Dunne, the Minister of Internal Affairs, on Thursday, 16 February, at 3.15pm	15 February 2017
b	Note the attached talking points for your consideration, and possible use, during the meeting.	You meet with Minister Dunne on 16 February

Contacts				
Name	Positions	Cell phone	DDI	1st contact
Heather Baggott	Group Manager, Delivery	s9(2)(a)	4994229 s9(2)(a)	✓
Lois Searle	Senior Advisor, Heritage Policy	s9(2)(a)	4994229 s9(2)(a)	

Minister's office to complete:

- | | |
|---|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Declined |
| <input type="checkbox"/> Noted | <input type="checkbox"/> Needs change |
| <input type="checkbox"/> Seen | <input type="checkbox"/> Overtaken by Events |
| <input type="checkbox"/> See Minister's Notes | <input type="checkbox"/> Withdrawn |

Comments:

Purpose

This briefing provides information for your meeting with Minister Dunne, Minister of Internal Affairs, scheduled for 16 February at 3.15pm.

Executive summary

You are meeting with Minister Dunne to discuss:

- Lotto New Zealand's positive updated forecast for 2016/17 and the financial implications for Creative New Zealand, Ngā Taonga Sound and Vision, the NZ Film Commission, and Sport NZ (Lotto NZ has updated its forecast final end of year profit for 2016/17 from \$191.5m to \$229.5m which will see additional payments to Statutory Bodies and Lottery Distribution Committees)
- the possibility of Lotteries funding for significant commemorations such as *First Encounters 250* (the Lotteries Grants Board (LGB) considers that *First Encounters 250* activities should be funded through existing Lottery channels and that no specific allocation of the WW100 kind is required)
- the National Library Future Strategy and the proposed National Library Documentary Heritage framework (a subset of the 2030 strategy) both of which the Ministry supports in principle.

If there is time, you may also wish to raise Ngā Taonga's occupancy at DIA's Avalon facility.

Recommended action

The Ministry for Culture and Heritage recommends that you:

- c **Note** you are scheduled to meet Minister Dunne, the Minister of Internal Affairs, on Thursday, 16 February, at 3.15pm
- d **Note** the attached talking points for your consideration, and possible use, during the meeting.

Heather Baggott
Group Manager, Delivery

Hon Maggie Barry ONZM
Minister for Arts, Culture and Heritage

_____/_____/2017

Background

1. At the end of 2016 when the National Library released its strategic directions to 2030 <http://natlib.govt.nz/files/strategy/strategicdirection-2030.pdf>, Minister Dunne wrote to relevant ministers offering to meet on the strategy and other matters of mutual interest.
2. You responded to Minister Dunne's invitation by requesting a meeting and the key agenda items are as follows.
 - Lotto New Zealand's updated forecast for 2016/17
 - aligning Lotteries funding with significant commemorations (*First Encounters 250*)
 - the National Library Future Strategy
 - the National Library documentary heritage strategy
 - Ngā Taonga's occupancy at DIA's Avalon facility (should there be time)
3. Information on these topics are outlined below and talking points are appended to this paper.

Lotto NZ's updated forecast for 2016/17 year

Record sales will see additional payments to Statutory Bodies and Lottery Distribution Committees

4. Lotto NZ has updated its forecast final end of year profit for 2016/17 from \$191.5m to \$229.5m. This follows record sales of Lotto products in the first half year to December 2016. This updated figure is still a conservative figure as explained in paragraph 9 below.
5. The LGB allocates 42% of lottery profits in fixed percentages to four Statutory Bodies: Sport NZ (20%), Creative NZ (15%), NZ Film Commission (6.5%) and Ngā Taonga Sound and Vision (0.5%). The remaining 58% of profits go to the LGB's 20 specialist and regional committees for distribution to community projects.
6. In line with the updated Lotto NZ forecast, the LGB has increased its scheduled quarter 3 and 4 payments to the four Statutory Bodies accordingly (see attached table, Appendix 1, for details).
7. In summary:
 - Creative NZ will now receive \$5.77m over original forecast (\$34.43m instead of \$28.66m)
 - NZ Film Commission will receive \$2.50m over original forecast (\$14.9m instead of \$12.42m)
 - Ngā Taonga will receive \$0.19m over original forecast (\$1.15m instead of \$0.95m).
 - Sport NZ will receive \$7.69m over original forecast \$45.91m instead of \$38.22m).
8. A further \$22.31m will be passed on to the Lottery Distribution Committees.

Lotto NZ is expecting end-of-year profits to be even higher

9. Subject to continued solid sales performance over the coming months, Lotto NZ is expecting actual profit levels to be closer to \$250m. If the \$250m profit level is achieved, a further wash-up payment of around \$8.4m would be distributed to the

Statutory Bodies in August 2017 (42% of \$20m) and around \$11.6m further to the Lottery Distribution Committees.

Communication around these results

10. Lotto NZ shared these updated forecasts in confidence with the Statutory Bodies and the Ministry this week. This was the second of a recently established cycle of six-monthly meetings and regular communications with Lotto NZ and LGB officials.
11. The updated forecasts are not yet publicly released. Lotto NZ is planning to officially announce its six-monthly profit via a general media release in early March. We will liaise closely with the Department of Internal Affairs and the Statutory Bodies to ensure consistent messaging around this announcement.
12. Lotto NZ has also undertaken to update the Ministry and the Statutory Bodies on its profit forecasts monthly from now to the end of the financial year. It will also advise us on the likely range of the final wash up amount approximately 10 days after the end of the financial year to assist Statutory Bodies in their end of year financial reporting.
13. An indication of the likely profit forecast for 2017/18 will be made available to us in early May after the Lotto NZ Board decisions on this are provided to the Minister of Revenue.

Ministry Comment

Implications for Statutory Bodies

14. This new and regular information sharing and communication with Lotto NZ has been warmly welcomed by the Ministry and the Statutory Bodies. The receipt of timely updated forecasts well before their public release enables these organisations and their Boards to plan ahead with more certainty.
15. The news of the increased profit forecast is also very positive. We will liaise closely with Creative NZ, the NZ Film Commission and Ngā Taonga over the next month and brief you on the implications for each agency of this significant increase in their 2016/17 LGB payments.
16. Given the inherent vagaries of Lotto NZ profit levels (as recent history has shown), we would expect and encourage the Statutory Bodies to retain healthy reserves as a buffer against any future decline in the LGB payments.

Implications for Lottery Distribution Committees

17. The increase in 2016/17 payments to the Lottery Distribution Heritage Committees (\$22.31m over the original forecast with the likelihood of further wash-up funding) should give those committees greater scope to support a wider range of applications, including applications for regional activity in support of *First Encounters 250*.

Aligning Lotteries funding with significant commemorations helps achieves cross-government goals

18. *First Encounters 250* will acknowledge the first meetings of Māori and Europeans when those on the barque *Endeavour* (including James Cook and the Tahitian chief Tupaia) first landed in New Zealand and also explore voyaging/navigation and science themes. This Tier 1 event on the Government's commemorations programme will occur in 2019.
19. After the success of the WW100 programme, there is growing community interest across the country in *First Encounters 250* and other commemorations. A *First Encounters 250* programme office is proposed, subject to a current Budget bid, to lead

the national commemoration (the voyaging event and national opening ceremony) and co-ordinate regional activities.

20. While we have secured some funding for the voyaging event and the opening ceremony, other aspects of the national commemoration are subject to a budget bid, and there is very limited provision for regional/local initiatives and these would need to be funded through a combination of philanthropists and community grants. Similar to WW1, the office could provide advice to the Lotteries Board to help prioritise funding bids and ensure these are aligned with the national approach.
21. We are hopeful that additional funding will be available in Budget 2017 for *First Encounters 250* activities to supplement the Major Events Development Fund (administered by the Ministry of Business, Innovation, and Employment) which has committed \$3.5m towards a commemorative voyage around New Zealand.
22. We are aware there is significant interest in the cultural sector, and from community groups, to participate in the commemoration and they will be seeking Lotteries funding for exhibitions and other community events. Based on feedback to date, expectations are high and those expectations will require some management.
23. A ring-fenced amount of funding from Lotteries could help manage those expectations, and a dedicated committee like WW100 would enable co-ordination and streamlining of those bids. Alternatively this could be achieved through a joined up approach and consistent stream of advice, with MCH input, across the various LGB committees. Should the Minister and DIA be open to ring-fencing an amount, we can discuss with DIA officials the appropriate amounts to be recommended to the LGB. Our initial thinking is around \$5m - \$10m.
24. Other resourcing will still be required to maximise the *First Encounters 250* commemoration opportunities throughout the country, particularly at the various landing sites but also in metropolitan centres. There is potential for major New Zealand exhibitions displaying taonga normally held in overseas institutions which will be of great interest to iwi and the general public, stimulating interest in science and New Zealand's history.

The Lotteries Grants Board considers First Encounters 250 events should be funded through existing channels rather than through a specific allocation

25. The LGB considered your previous request to consider funding *First Encounters 250* in November 2015. The Board decided that *First Encounters 250* activities (and those of other commemorative activities, aside from WW100) could be funded through existing channels - applications to the various Lottery committees or the Significant Projects Fund - and that no specific allocation was required. That remains the LGB's position at this time. A table of Lottery funds is attached as Appendix 2.

Background to the Lottery World War One Commemorations, Environment and Heritage Fund

26. In 2012 the New Zealand Lottery Grants Board made an allocation of \$17,291m to fund community events, activities and capital projects associated with the First World War Centenary commemorations; \$7.291m was allocated to general pool to fund community events and smaller capital work projects; and \$10m to fund large-scale projects of national significance.
27. A further \$5m was allocated to the WW100 general pool in the 2014/15 financial year, and a final \$3m in 2015/16. In total the Lottery Grants Board made \$25.291m available for WW100 commemorations.

Ministry comment

28. You may wish to discuss with Minister Dunne ways in which Lotteries funding could be made available to support national and regional activity, particularly given the positive Lotteries funding projects for 2016/17.
29. This could be through making *First Encounters 250* a national priority with dedicated funding administered by a committee (similar to WW100) or in some other way.

The Ministry supports the National Library's Strategic Directions to 2030 and welcomes increased collaboration

30. The National Library has consulted with the Ministry on its draft 'Strategic Directions to 2030' document. The strategy aims to increase the National Library's visibility and its cross-government and cross-sector collaboration with other stakeholders.
31. The focus of the strategy is on three broad themes:
 - *Taonga*: words as taonga and the protection of New Zealand's documentary heritage
 - *Knowledge*: access, sharing and use of New Zealand's knowledge resources
 - *Reading*: creating a nation of readers (promotion of literacy outcomes)
32. The strategy aims to remove barriers to sharing knowledge and ideas, improve literacy to boost social participation, and provide skills to work in a high-productivity economy and address issues related to social cohesion and discrimination.

Ministry comment

33. The strategy contains a series of worthy and ambitious goals e.g. by 2030 all NZ knowledge resources, including from cultural institutions, will be digitally accessible to all New Zealanders. The Ministry is supportive of the strategy overall and we will work with DIA and other agencies to ascertain how it can be achieved, the prioritisation, sequencing, and resourcing required.

The Ministry intends to be involved in National Documentary Heritage Framework discussions led by the National Library

34. The National Library is seeking the involvement of the Ministry in the development of a National Documentary Heritage Framework which would see a national approach to managing and prioritising the collections. This project is a subset of the Strategic Directions to 2030.
35. The National Library is the lead agency on documentary heritage policy because of its central position in relation to the library and archive sector. Documentary heritage is created in many formats from traditional paper based documents, electronic media, photographic images to digital media.
36. A national documentary heritage framework has been discussed for many years and would help protect material held in both the National Library's collections, their public collections and also material in private hands. It has the potential to surface new and important documentary heritage and create new content.
37. The first step is to assess current arrangements with a view to establishing whether a national approach is warranted.

Ministry comment

38. The Ministry plans to be involved in DIA's discussions on documentary heritage policy given the connections with our work on nationhood, social cohesion and citizenship education.

Ngā Taonga's long-term occupancy at DIA's Avalon facility requires DIA support

39. Paul James and Karen Adair attended Ngā Taonga's Board of Trustees meeting on Friday 10 February and agreed on next steps for progressing its property strategy.

40. [REDACTED] s9(2)(j)
[REDACTED] s9(2)(j) Avalon is a purpose-built, climate-controlled facility in Lower Hutt owned by DIA.

41. Currently, the Ministry holds separate agreements with DIA and Ngā Taonga that permit Ngā Taonga to occupy the Avalon facility in order to manage the TVNZ Archive.

[REDACTED] s9(2)(j)

42. The Ministry recognises that certainty regarding the long-term, appropriate accommodation of Ngā Taonga's collections and staff is key to achieving its Strategic Plan. [REDACTED] s9(2)(j)

[REDACTED] s9(2)(j)

Ministry comment

43. At your meeting with Minister Dunne, you may wish to:
- discuss Ngā Taonga's intent for its future use of the Avalon facility; and
 - encourage DIA and Ngā Taonga officials, supported by MCH, to reach an agreement on Ngā Taonga's use of Avalon that is satisfactory to all parties.
 - note that Ngā Taonga is an important repository of New Zealand's documentary heritage.

Talking Points – Meeting with Minister Dunne, 16 February, 3.15pm

National Library Strategic Directions to 2030 and the National Documentary Heritage Framework project

- Congratulations on creating a forward looking strategy with the key themes of Knowledge, Reading and Taonga – there are many connections with the Ministry's work on nationhood, social cohesion and citizenship education and digital access.
- The Ministry welcomes the National Library's invitation to collaborate on improving accessibility to knowledge and information and other aspects of the strategy, including the proposed national documentary heritage framework.
- Protecting repositories of knowledge and information for current and future generations is hugely important and this includes the transmission of the historical legacy.

Lotto NZ's updated forecast for 2016/17 year

- The news of the Lotto NZ updated forecasts is very welcome.
- You appreciate the efforts the LGB officials have made to establish closer communications and early, timely information sharing between Lotto NZ, your officials and the Statutory Bodies on Lotto forecasts and business plans. This has enabled these organisations and their Boards to plan ahead with more certainty.
- Early indications of the updated Lotto NZ forecasts for 2017/18 and outyears would also be appreciated – by late April or early May if possible as these agencies will be finalising their own budgets for the forthcoming year at that point.
- You note that the information has been provided in confidence at this point and that Lotto NZ is likely to announce its six-monthly profit in early March. Your officials will work with DIA officials to ensure consistent messaging following the Lotto NZ announcement.
- You will use your regular accountability mechanisms to ensure that any new expenditure by the three Statutory Bodies within your portfolio is consistent with Government's overall expectations of those Bodies. This includes an expectation that the Statutory Bodies maintain adequate reserves so that they can effectively manage any future downturn in Lotto NZ profits.

Aligning Lotteries funding with significant commemorations such as First Encounters 250

- *First Encounters 250* aims to connect communities across New Zealand to remember a founding event in our history; celebrate the inspiring European and Pacific voyaging traditions from which our nation has emerged; and look at our potential as a multi-cultural country today.
- The commemoration has potential to engage local communities - and young people in particular - in the same way as WW100.
- Lotteries funding plays a major part in supporting national and regional activity for these nationwide events – there is growing community interest across the country (as evidenced by the WW100 programme).
- Additional resourcing will be required to maximise the opportunities offered by the *First Encounters 250* commemoration, particularly at the various landing sites but

also in metropolitan centres (e.g. major exhibitions which would display taonga held in overseas institutions as well as from New Zealand museums and art galleries).

- How do we work together to support national and regional activity for *First Encounters 250*, given the positive Lotto forecasts?

Ngā Taonga's occupancy at DIA's Avalon facility

- s9(2)(j)

- It makes sense for our respective officials to work together to find a solution that works for all parties involved to ensure this nationally significant repository is protected and made accessible in the most cost-effective way.

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Appendix / Appendices [list here or delete this page if no appendices]

Annex 1: Lottery Grants Board Statutory Body Payment Schedule 2016/17

Annex 2: Table of Lottery Funds

Annex 3: National Library Strategic Directions to 2030

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Appendix One.

Statutory Body Payment Schedule 2016/17

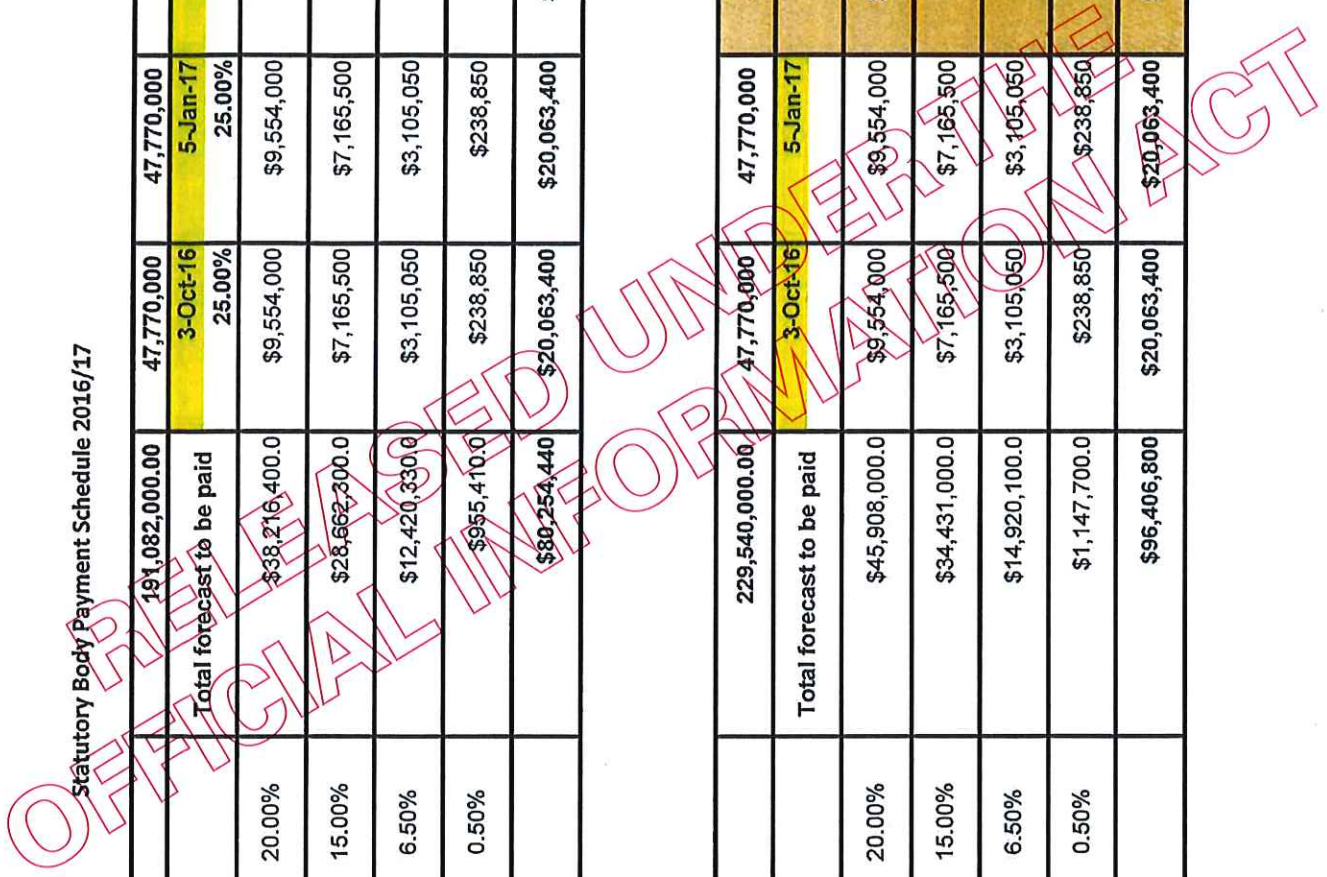
2016/17 Lotto NZ Advised Profit		191,082,000.00	47,770,000	47,770,000	47,770,000	47,772,000
		Total forecast to be paid	25.00%	5-Jan-17 25.00%	3-Apr-17 25.00%	3-Jul-17 25.00%
Sport New Zealand (20%)	20.00%	\$38,216,400.0	\$9,554,000	\$9,554,000	\$9,554,000	\$9,554,400
Creative New Zealand (15%)	15.00%	\$28,662,300.0	\$7,165,500	\$7,165,500	\$7,165,500	\$7,165,800
New Zealand Film Commission (6.5%)	6.50%	\$12,420,330.0	\$3,105,050	\$3,105,050	\$3,105,050	\$3,105,180
Nga Tonga (0.5%)	0.50%	\$955,410.0	\$238,850	\$238,850	\$238,850	\$238,860
		\$80,254,440	\$20,063,400	\$20,063,400	\$20,063,400	\$20,064,240

Original

2016/17 Lotto NZ Forecast Profit		229,540,000.00	47,770,000	47,770,000	64,000,000	70,000,000
31/12/2016		Total forecast to be paid	3-Oct-16 25.00%	5-Jan-17 25.00%	3-Apr-17 25.00%	3-Jul-17 25.00%
Sport New Zealand (20%)	20.00%	\$45,908,000.0	\$9,554,000	\$9,554,000	\$12,800,000	\$14,000,000
Creative New Zealand (15%)	15.00%	\$34,431,000.0	\$7,165,500	\$7,165,500	\$9,600,000	\$10,500,000
New Zealand Film Commission (6.5%)	6.50%	\$14,920,100.0	\$3,105,050	\$3,105,050	\$4,160,000	\$4,550,000
Nga Tonga (0.5%)	0.50%	\$1,147,700.0	\$238,850	\$238,850	\$320,000	\$350,000
		\$96,406,800	\$20,063,400	\$20,063,400	\$26,880,000	\$29,400,000

New Forecast

Revised



Appendix 3 Lottery Funds

Lottery Significant Projects Fund	Lottery WW1 Commemorations, Environment and Heritage	Lottery Marae and Heritage Facilities	Lottery Community Facilities
Allocated \$0 2015/16**	Allocated \$12.7m 2015/16***	Allocated \$7.3m 2015/16	Allocated \$13.8m 2015/16
Purpose of committee	To support organisations undertaking major community-based capital expenditure projects.	To provide grants to projects that foster the conservation, preservation and promotion of NZ's natural, physical and cultural heritage [+ separate, temporary fund for WWI commemorations.	To support the development and conservation of marae facilities.
			To support organisations to build new community facilities or improve existing community facilities.

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Lottery Significant Projects Fund	Lottery WW1 Commemorations, Environment and Heritage	Lottery Marae and Heritage Facilities	Lottery Community Facilities
<p>Types of projects that receive funding</p> <p>The committee may fund any capital expenditure project as long as it meets one of the Committee's outcomes.</p> <p>Costs for the project must be over \$3 million.</p> <p>** As this was the last Lottery committee to be created it is the first to be cancelled when profits fall. The board has been able to reactivate the fund for the 2016/17 year.</p> <p>Recent pattern is 2 years on/ 3 years off.</p>	<p>Priority is given to cultural heritage projects that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> protect collections at risk <input type="checkbox"/> make collections available to the community <input type="checkbox"/> enhance the learning experience and involvement of young people <input type="checkbox"/> conserve moveable cultural property; <p>Consideration has been given to the fire protection or seismic strengthening needs of the completed project.</p> <p>*** This allocation is higher than previous years due to WW1 component.</p>	<p>Considers applications for capital works projects (marae-based) and conservation projects (conservation of places or structures associated with the marae or moveable cultural property in marae ownership and based at the marae).</p> <p>Majority of funding is spent on basic infrastructure.</p>	<p>Construction, redevelopment, feasibility studies or seismic assessment (with total project cost over \$250,000) of new community buildings – including performing arts centres and theatres, but not museums or art galleries.</p> <p>NB: committee does not provide funding for commercial spaces— i.e. spaces that will be hired.</p>

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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

COPY

23 MAR 2017

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

Dear Jane

LETTER OF EXPECTATIONS: 2017/18

This letter sets out my expectations for Ngā Taonga Sound and Vision (Ngā Taonga) in 2017/18 - its purpose is to assist the Board to draft your strategic planning documents.

I acknowledge the successful launch of Ngā Taonga's Strategic Plan 2016-2024. Along with the Four Year Plan 2016-2020, the Strategic Plan sets a suitably ambitious direction for your organisation. I look forward to seeing Ngā Taonga's progress with respect to the priorities and result areas that have been identified.

Before outlining my specific expectations for Ngā Taonga, I would like to outline two expectations that I have of all the agencies I am responsible for - effective governance and 'no surprises'.

Whilst your board has the most immediate and direct responsibility for monitoring the performance of Ngā Taonga, I expect it to provide me (as responsible Minister) with high quality information on performance against your planning documents, and timely information on the risks and opportunities facing your organisation. I have asked the Ministry for Culture and Heritage, acting as my monitoring agent, to focus on the quality and timeliness of performance information - you can expect the Ministry to work with you on this over the coming year.

For the avoidance of doubt, no surprises means that I expect you to inform me in a timely manner about matters of significance within my portfolio responsibilities, particularly where these matters may be controversial or may become the subject of public debate.

My specific expectations for Ngā Taonga in 2017/18 are as follows:

1. *Implement the Four Year Plan 2016-2020 and Strategic Plan 2016-2024:* I expect Ngā Taonga to make progress on implementing its Four Year Plan 2016-2020 and Strategic Plan 2016-2024, and to provide me with regular updates on progress or any significant organisational change.

2. *Buildings and accommodation:* In view of the recent Kaikoura earthquake, I expect the safe housing of Ngā Taonga's collections and staff to be one of your organisation's major concerns in 2017/18. I expect you to continue to explore cost-effective options regarding Ngā Taonga's earthquake-prone Taranaki Street headquarters, and to provide me with updates on any decisions in relation to this building. I also expect you to keep me informed regarding the future of Ngā Taonga's facilities in Auckland and Christchurch.
3. *Maximise cross-agency collaboration:* 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. I also expect you to work with agencies such as the National Library and Archives New Zealand in order to improve coordination across the system of publicly-funded archives.
4. *Continue to grow non-government revenue:* The Government continues to operate within an environment of fiscal constraint. I note that 10% of Ngā Taonga's revenue came from non-government sources in 2015/16. I commend your organisation for this result, and I encourage you to grow the share of your revenue from non-government sources.
5. *Continue digitising the TVNZ Archive:* I understand that Ngā Taonga is facing cost pressures in relation to its work on digitising the TVNZ Archive. Given the fiscal constraints faced across the public sector, I expect you to continue to deliver this work within baseline funding. I would also like you to provide the Ministry with a report on the progress of this digitisation project by the end of the financial year.
6. *Te Ture mō Te Reo Māori (the Māori Language Act) 2016:* With the passing of the Māori Language Act, the Government is prioritising the development of its Māori Language Strategy, Maihi Karauna. Given the work Ngā Taonga performs in archiving Māori broadcast programming, I expect Ngā Taonga to be involved in discussions on the development of the Maihi Karauna.

Finally, I would appreciate a response to this letter, which outlines the key strategic challenges and opportunities facing Ngā Taonga and how the Board intends responding to the expectations contained in this letter. I look forward to working with you, the rest of the Board and your Chief Executive over the coming year.

Yours sincerely



Hon Maggie Barry ONZM
Minister for Arts Culture and Heritage

cc: Rebecca Elvy, Chief Executive, Ngā Taonga Sound and Vision