



Compiled Date	23.10.2020
File Number	20.21.19

LGOIMA

When releasing responses to previous LGOIMA requests, names and contact details of individual requestors will be withheld to protect their privacy.

Information requested by the media, lobby groups, public sector organisations and MPs will always be published, while information specific to an individual or their property will not generally be published.

Request from:	Private Individual
Information requested:	Carnegie & Drummond Hall expenses and funding application
Response from:	Simon Bastion, Chief Executive

23 October 2020

Private Individual

Via Email:

Dear Private Individual

Official information request seeking information on Carnegie and Drummond Hall expenses and funding applications.

I refer to your official information request dated 29 September and subsequent clarification on 02 October 2020 seeking information on Carnegie and Drummond Hall expenses and funding applications.

You have asked for (your numbering):

- 1. Copy of Application made for Heritage Lotteries Grant made in collaboration by Gurden Consulting & Cr. Carruthers as quoted 18 June 2019.**

Lottery Environment and Heritage Application enclosed.

- 2. For what purpose was this Heritage funding and MDI fund gained.**

This information can be found within the enclosed application. Some contact details and personal information has been redacted under section 7(2)(a) of LGOIMA: protect the privacy of natural persons, including that of deceased natural person.

- 3. Where are those funds presently held and what area plans for Carnegie Building.**

I can advise that the funding from DWC is still currently held with DWC. Funding has been received from Lotteries NZ.

We have decided to refuse your request for area plans for Carnegie building under section 7(2)(h) of LGOIMA: enable any local author holding the information to carry out, without prejudice or disadvantage, commercial activities.

- 5. When will Carnegie Building, Drummond Hall strengthening and repairs and maintenance be carried out?**

The project will begin when the preferred tender has been appointed. We can confirm however that council has received confirmation of additional funding from the Regional Culture & Heritage Fund. This will enable us to progress finalising the tender process with the preferred tenderer.

There is no charge in supplying this information to you.

For the information you have asked for (clarified 02 October 2020) below, as stated in the charging letter sent 16 October 2020, given the amount of resource requested to process the request, we have decided to charge for making the requested information available:

- 4. How much is presently held in reserves or cash funds for Carnegie Building Drummond Hall.** (Please note, this has been partially transferred to Destination Westland, as per the letter sent on 16 October 2020).
- 6. Breakdown figures for Community Halls, what halls and buildings there are and the funding categories, i.e. Insurance, power, overheads, repairs and maintenance, applied to each (which determines your figures for budgeted rating from 2015 – 2025 LTP – and adjusted figures from the 2018 – 2028 LTP.**
- 7. Breakdown figures for Museum Function, i.e. Insurance, power, overheads, repairs and maintenance, applied to each (which determines your figures for budgeted rating from 2015 – 2025 LTP – and adjusted figures from the 2018 – 2028 LTP.**

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact Maryanne Bell, Senior Administration Assistant at LGOIMA@westlanddc.govt.nz, 03 756 9091.

Sincerely,



Simon Bastion | Chief Executive

SB/MB



Lottery Environment and Heritage LEH-2019-110231
Date Request Received: 13 March 2019

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ORGANISATION DETAILS

Organisation:

Westland District Council

location:

Hokitika

Who is the primary contact for this request?

Simon Bastion

Who could sign the grant agreement if offered? Signature 1

Simon Bastion

Who could sign the grant agreement if offered? Signature 2

Lesley Crichton

Organisation Details

I confirm the information in our organisation profile including email address, bank account details and GST status, has been checked and is up-to-date.

Confirmation:

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I confirm

LOTTO NZ PUBLICITY

Lotto NZ would like to contact your organisation about participating in Lotto NZ publicity. This is to provide consenting grant recipients the opportunity to promote their community based project, social service, or activity through Lotto NZ's advertising, and publicity tools for your organisation. It is also to increase public awareness that playing Lotto raises money for communities.

Agreeing to participate in Lotto NZ's publicity is optional and does not affect consideration of the Request, or the Terms and Conditions if a grant is received.

If a grant is offered, the person identified as Signature 1, Simon Bastion, will be asked to give permission for their name, phone number and email address to be given to Lotto NZ for potential publicity purposes. The information provided to Lotto NZ will only be used to contact you about participating in their publicity.

REQUEST DETAILS

Find information on Lottery Environment and Heritage at [Community Matters - Lottery Environment and Heritage](#)

What do you want funding for?

This project is to strengthen Hokitika's Carnegie Building from its current seismic rating of 34% NBS IL2 to 100% IL2. The work includes the creation of new foundations, installation of steel framing around the perimeter, a large concrete bracing wall, ceiling diaphragm and completing associated finishing works. Funding is also required for professional relocation of the current displays into storage during the building strengthening process, and enhancement of lighting and environmental conditions in the building.

What community need do you propose to meet?

The 1908 Carnegie Library building has a Category 2 historic listing with Heritage New Zealand and is one of Hokitika's leading iconic landmark heritage buildings. It is a prominent visitor attraction, that generates community pride and is part of the cultural and heritage identity of Hokitika.

The building is highly valued by the community. This was demonstrated in 1998 when the Westland community came together and raised \$1 million to undertake a restoration project to save it from potential demolition. Again in 2018, there was strong public support for proposals to strengthen the Carnegie Building and redevelop the museum and this was included in the Westland District Council's Long Term Plan 2018-2028.

Since its restoration in 1998, the building has served the purpose of an i-SITE (now located at the entrance to town in the Westland District Council offices), a well-supported district museum, gallery, and exhibition and meeting space. A wide range of community meetings, forums and events are held here each year. In the year leading up to its closure in 2016, the Carnegie Building/Museum received over

17,000 visitors and hosted a back-to-back calendar of exhibitions and community events. These included the Hokitika Fire Brigade's 150th Celebrations; the Hokitika Art Group's floral; fabric and Creative Fibre exhibitions; a pictorial exhibition on Charlie Douglas, Junk2Funk; and a national jade (pounamu) exhibition featuring the annual jade awards. The museum also hosted numerous school groups, welcomed French-speaking tour groups, and offered public lectures and holiday events. Since reopening this usage has continued with similar exhibitions and events over the past year, including use of the building for a World War 1 Armistice Light and Picture Show in November 2018. There is no other publicly owned venue in the Westland District where the museum could be housed and community based heritage and arts exhibitions of this nature can be held. Levels of usage are expected to continue to expand.

Currently, the Carnegie Building is the home of the Pounamu Exhibition developed in collaboration with Poutini Ngai Tahu (Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaa whio) and presents the stories they wish to tell to the public and visitors.

The building is also now the cornerstone of the proposed New Zealand Centre for Pounamu, new museum, cultural and visitor hub. This project has emerged from the process of addressing the seismic strengthening issues of this building, the adjoining Drummond and Pioneer Halls and collection storage area. The vision is to retain the Carnegie Building and replace the two display halls and collection storage areas with a New Zealand Centre for Pounamu, a new museum, community and visitor hub. The Carnegie Building and its strengthening is one of the anchors in this project. Through the planning and consultation process, with the support of Te Papa's Head of Art and Construction Manager, the Carnegie Building, in addition to its museum exhibition function, is proposed to become an art gallery and exhibition space. The roles include providing museum standard facilities to showcase historical and contemporary art and literature to show how this region has inspired, and continues to contribute to, the art history of the nation; providing a community hub for local arts practitioners to meet, host classes and hold exhibitions of the local work; and fostering artists by hosting visiting national and international artists in residence to assist with the development of local artistic practice by conducting workshops and hosting discussions.

Following the restoration it is expected that the building will return to its pre-2016 use while the new facilities are planned and confirmed. The feasibility study for this redevelopment is attached.

The Carnegie Building is also a central icon in a number of other projects. These include:

- The Westland District Cultural Heritage Tourism Project where it is identified as a key attraction and the entry point for the town historic precinct walks currently under development within the Hokitika Cultural Heritage Walkways Interpretation project. This is led by Heritage West Coast and supported by a Lottery Environment and Heritage Grant.
- The New Zealand Government's Tohu Whenua Project and status of Hokitika as an official Landmark telling the Hokitika Wilderness Goldrush, Port, Emporium and Capital story.

How will you address the need?

The Westland District Council will manage a tender process to select the company to undertake the strengthening work. This includes demolition of the perimeter subfloor, creating new foundations within the existing foundations, installation of steel framing around the perimeter, installation of large concrete bracing wall, relining of walls, installation of ceiling diaphragm, pinning external cladding, and completing finishing work.

Professionally trained museum specialists will be engaged to relocate the collection items currently on display into Drummond Hall and containers prior to the work commencing. A Position Description for this work is attached.

The project also includes enhancement of the environmental control and lighting to create an exhibition space to the standard required to host the type of displays proposed.

Project name/title:

Hokitika Carnegie Building Seismic Strengthening

What is the project start date?

1/11/2018

What is the project end date?

30/11/2020

FUNDING BENEFIT LOCATION

Where will the benefit of this grant request be realised?

Location

- Westland District

NGĀ HUA/OUTCOMES

What are the expected benefits/outcomes?

The project benefits include:

- The retention of a Category 2 historic listed Hokitika landmark building.
- Retention of the community exhibition and gallery space and, with that, the fostering of art, culture and heritage within the community including youth.
- Enhancement of the building space to better meet the environmental conditions for display of contemporary and historical collections and artwork. This will enable care of current works and the ability to host a greater range of objects and artwork from external collections.
- Provision of a place to tell the stories of the district in an historic building fitting this purpose.
- Provision of a community meeting and events space able to cater for larger groups of people.
- The development of a stronger visitor attraction and, from that, the ability to present and sell more art and craft work to this market thus supporting local artists.
- From the wider project perspective, create a place to present the local, national and international stories of the district and region; correctly preserve and care for the historic treasures of the district and develop a leading community and visitor hub that contributes to the development of cultural heritage tourism in Westland.

Mahinga/activities: briefly describe your project or planned activities:

The project involves:

- Removal of items currently on display by a professionally trained museum specialist.
- Contracting an engineering company to undertake the strengthening work and make good the building.
- Installation of the exhibitions.

How do you know this is needed?

Physical Need -The building was inspected by engineers and has been given a 34% NBS rating at IL2. This rating is not desirable for the purpose of a museum and events with large number of people. Westland District Council considered the future of the building and took the decision to strengthen the building.

Community Feedback: The museum staff received extensive feedback from members of the community. There was a high level of public indignation when the building was closed.

Demand by users and visitors: Since the building was reopened museum visitation is up 19% over the last two years. Exhibitions and event booking requests have been continuous since reopening with back to back events, as outlined above, and these remain continuous. These are from a wider range of organisations.

Future Planning - The subsequent feasibility study planning process to determine the future of this and the associated buildings on the site involved planning forums with Poutini Ngai Tahu, local leaders in heritage, arts, museums and libraries together with national specialists. The process identified the building's strengthening and future use as an important component of the new site development. The building is also an icon in the Tohu Whenua Landmark status awarded to Hokitika and the town's historic precinct walk being developed.

How will you achieve it?

The plans have been professionally prepared for the strengthening. Following obtaining of funding, the Council will run a tender process and appoint a company with experience in earthquake strengthening. Professionals at handling museum items will be engaged to relocate the collection items from the building to alternative storage. The strengthening work will then be undertaken over an estimated 12 month period, with the building likely to open for the summer of 2020.

How will you show you have achieved it?

The Carnegie Building will have been reopened to the community as a fully functioning exhibition and gallery space at 100% NBS IL2.

How do you know the community supports your project? (e.g. What community consultation has taken place and is the project supported by local hapu and iwi?):

Significant community support for this building was shown in 1998 when a large number of people came together, raised \$1 Million from the Westland District to restore the building.

The Westland District Council, as owners of the building, commissioned and considered reports and community feedback and support on the future of the building before deciding to strengthen the building. They then included the project within the Westland District Council Long Term Plan 2018 -2028.

The consultation process undertaken to determine the future of the museum and archive buildings also supported the retention and strengthening of the Carnegie Building. This consultation included Te Rūnanga o Ngāi Waewae and Te Rūnanga o Makaawhio, Heritage Hokitika, the Westland Industrial Heritage Park, Heritage West Coast, the Department of Conservation and Council management, library and museum staff. Letters of support from both rūnanga and a wide variety of other entities are attached in the feasibility study for this project. Both rūnanga have also since confirmed their support specifically for this strengthening project and this application.

Support letters have been provided in this application by two of the leading heritage and arts organisations in Hokitika: Heritage Hokitika and WAI (Westland Arts Incorporated).

What community participation/collaboration will be involved?

This project is required to be undertaken by professional engineers and the relocation of the items currently on display will be handled by trained curatorial professionals. The restoration work will

therefore not involve community participation as the nature of this project requires professionals in these fields. There is regular liaison with heritage organisations and continued support has been offered by Te Papa Tongarewa Museum of New Zealand including National Services Te Paerangi, the Head of Art and the Construction Manager if required.

How does your request align with the purpose or priorities of this fund?

This application is being lodged as a physical heritage project. The aim of the fund is to restore and protect a structure of significance to our history.

The project is the seismic strengthening of an iconic a 1908 Category 2 historic building and therefore meets this priority.

The application also meets the priorities of the cultural heritage aspects of the fund. These include the protection of collections at risk of damage or loss, making collections available to the community and improving public access and information, particularly for young people.

This is achieved through the enhancement of the physical environment to enable the display of historic collection items, paintings and photographs. It is envisaged that the upgraded of the building will improve the opportunities to borrow items for display in exhibitions and Westland inspired works of art and objects from other galleries including national institutions.

FUNDING BENEFIT ETHNICITY

Please select the ethnic groups or communities which will benefit from your activities or project.

Ethnicity

- All

Other Ethnicity:

AMOUNT REQUESTED

*If you are GST registered, the amounts should be exclusive of GST.
If you are not GST registered, the amounts should be inclusive of GST.*

What is the total amount you are requesting?

\$928,260.00

FINANCIAL INFORMATION

What is the total cost of the project?

\$1,392,391.00

Percent of project:

66.666618787

Is your request for a plan or report?

no

PARTNERSHIP FUNDING

Please provide details of all partnership funding secured for this project, including the amount, the date and the source.

Amount	Date	Source
\$464,130.00	12/3/2019	Development West Coast - Major District Initiative Funds

Total partnership funding secured:

\$464,130.00

Secured partnership funding should be at least one third of the total cost of the project.

Partnership funding as % of total project cost:

33.333309394

Secured partnership funding and amount requested should not exceed 100% of the total cost of the project

Partnership funding and requested amount as % of total project cost:

99.999928181

Comments on partnership funding and/or planned fund raising you are doing:

Funds are in hand, evidence by attached letter from Development West Coast
The secured funding for this project is from the Westland District Council's Major District Initiatives funding. This fund has been provided by Development West Coast for district projects.
The Council has approved \$500,000 for Strengthening and other associated upgrades to the Hokitika Museum. From this fund \$464,130.00 has been allocated to this project. The remaining \$35,870 is proposed to be used towards planning for the new museum specifically the replacement of the other two existing buildings, Drummond and Pioneer Hall.

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PROJECT RELATIONSHIPS

Please provide contact details for the organisations, agencies or bodies who are involved in collaborating with your organisation on this project?

Project Collaborators

-  **Collaborator Type:** Organisation
Collaborator Name: Simco Consulting


Contact Name: Kevin Simcock
Contact Details
Phone: 03 3486066 **Email:**
Address: 5 Burdale Street, P O Box 8874 Christchurch 8440

-  **Collaborator Type:** Organisation
Collaborator Name: Fulton Ross Team Architects Ltd


Contact Name: William Fulton
Contact Details
Phone: m [REDACTED] **Email:** [REDACTED]
Address: 284 Kilmore Street, Christchurch Central, Christchurch 8011

-  **Collaborator Type:**
Collaborator Name: Heritage New Zealand


Contact Name:
Contact Details
Phone: 03 3579629 **Email:**
Address: 64 Gloucester Street, Christchurch, PO Box 4406, Christchurch Mail Centre, 8140

-  **Collaborator Type:** Organisation
Collaborator Name: Te Papa Tongarewa Museum of New Zealand

Contact Name: Charlotte Davy
Contact Details
Phone: [REDACTED] **Email:** [REDACTED]
Address:

-  **Collaborator Type:** Organisation
Collaborator Name: Te Papa Tongarewa Museum of New Zealand

Contact Name: Don Gillies
Contact Details
Phone: [REDACTED] **Email:** [REDACTED]
Address:

-  **Collaborator Type:** Organisation
Collaborator Name: National Services Te Paerangi

Contact Name: Judith Taylor
Contact Details
Phone: [REDACTED] **Email:** [REDACTED]
Address:

-  **Collaborator Type:** Organisation
Collaborator Name: Destination Westland

Contact Name: Marion Smith
Contact Details
Phone: [REDACTED] **Email:** marion@destinationwestland.co.nz
Address: P O Box 22, Hokitika 7842

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Give details of any projects or services being provided which are similar to your project:

There are no other strengthening projects or community museums/galleries in Westland District. This is the sole facility that serves Westland for these purposes

PROJECT RESOURCES AND REQUIREMENTS

Have you secured resource consent for the project?

Not Applicable

Have you secured building consent for the project?

In Progress

Provide details of building consent applied for:

In Progress - Documents provided will form the basis of the Building Consent for structural strengthening and associated upgrades

Timing - Consent will be applied for and received prior to the project being offered for Tender

Does your organisation own the land the project will be on?

Yes

Will your organisation own the facility/site once the project has been completed?

Yes

Tell us about how your organisation will manage the facility, outlining how to fund the ongoing maintenance and running costs for the project:

The Westland District Council established Destination Westland as a Council Controlled Organisation (CCO) in 2018. The management of the Museum and Carnegie Building has been contracted to Destination Westland with an annual fee paid by Council to fund the operating costs and maintenance of the buildings and exhibition functions.

Who is, or will be, responsible for managing this project?

Project Lead Name:

Simon Eyre

Project Lead Email:

simon.eyre@westlanddc.govt.nz

Project Lead Phone:

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027 4407105

Project Lead Qualifications:

This overall project will be managed by Simon Eyre, Westland District Council Property & Projects Supervisor. [REDACTED]

SUPPORTING DOCUMENTATION

Refer to [Community Matters](#)

Required Documents:

- Project budget
- Project Plan and timeline
- Quotes, contracts and/or quantity surveyor reports
- Partnership funding: evidence of one third funds secured or raised - not required for feasibility study, conservation plan or specialist report requests
- 2 Letters of support for your project

Required for some projects depending on the nature of your project

- Detailed job descriptions for any project related salaries identified in the budget
- Professional independent endorsement of the project, appropriate to the sector (for capital works projects in museums and art galleries and major restoration projects)
- Resource consent approval - where required for capital works projects
- Landownership: evidence of project support from legal owner and proof of ongoing access for general public for capital works projects
- Concept drawings or floor plans - for capital works projects
- Resource consent approval - where required for capital works projects

Required for large projects (total project cost over \$250,000)

- A completed feasibility study
- Any specialist or conservation reports, restoration plans or collection policies - check website for requirements

Required for feasibility study, conservation plan or specialist report requests:

- A detailed requirements brief

Required for historical projects

- Chapter outline
- Main sources

Required for book publication projects

- Synopsis of proposed book
- One chapter of draft text or manuscript
- Confirmation of the proposed selling price of the book

Additional Supporting Documentation

- Any additional supporting documents you believe provide critical information to support your request

SUPPORTING DOCUMENTATION

[HNZ letter of consultation.pdf](#)

Professional Independent endorsement of project (LEH)

Added by Joanne Becker at 1:00 PM on 28 May 2019

[Judith Taylor EMAIL to LEH re CARNEGIE PROJECT.docx](#)

Professional Independent endorsement of project (LEH)

Added by Joanne Becker at 1:00 PM on 28 May 2019

[HNZ letter of consultation RC application.pdf](#)

Professional Independent endorsement of project (LEH)

Added by Joanne Becker at 11:05 AM on 21 May 2019

[HNZ \(002\).pdf](#)

Professional Independent endorsement of project (LEH)

Added by Joanne Becker at 1:16 PM on 15 May 2019

[6-WWES3.51 007GR Hokitika Carnegie Building DSA_FINAL Rev 3_2017.02.01.pdf](#)

Specialist or conservation reports, restoration plans or collection policies (LEH)

Added by Joanne Becker at 1:16 PM on 15 May 2019

[6-WWES3.51 001GR Hokitika Museum Building DSA_FINAL_2016.08.26.pdf](#)

Specialist or conservation reports, restoration plans or collection policies (LEH)

Added by Joanne Becker at 1:16 PM on 15 May 2019

[16226 letter certifying occupancy hokitika museum carnegie 30 nov 2016.pdf](#)

Specialist or conservation reports, restoration plans or collection policies (LEH)

Added by Joanne Becker at 1:16 PM on 15 May 2019

[Total Project Budget based off QS Quotes and confirmed funds in hand_C...](#)

Budget (LEH)

Added by Daniel Rosenbaum at 9:54 AM on 19 March 2019

[2019-03-12 Letter \(to WDC\) re Funding approval.pdf](#)

Partnership Funding: Evidence of funds secured or raised (LEH)

Added by Sarahanne Brown at 3:35 PM on 13 March 2019

[Carnegie Building Structural Strengthening Budget.docx](#)

Budget (LEH)

Added by Sarahanne Brown at 9:24 AM on 13 March 2019

[delore Quote QT00086.pdf](#)

Quotes, contracts and/or quantity surveyor reports (LEH)

Added by Sarahanne Brown at 9:24 AM on 13 March 2019

[AVON Carnegie Building Westland DC 12-3-19.pdf](#)

Quotes, contracts and/or quantity surveyor reports (LEH)

Added by Sarahanne Brown at 9:24 AM on 13 March 2019

SUPPORTING DOCUMENTATION

[Letter of support Carnegie Building.pdf](#)

Letter of Support (LEH)

Added by Sarahanne Brown at 8:57 AM on 12 March 2019

[Job Description Carnegie Project LEH.docx](#)

Job descriptions for project related salaries in budget (LEH)

Added by Sarahanne Brown at 3:34 PM on 11 March 2019

[New Zealand Pounamu Centre Museum Cultural and Visitor Hub FeasibilityS...](#)

Feasibility Study (LEH)

Added by Sarahanne Brown at 12:38 PM on 11 March 2019

[LTR-01-03-2019-David Verrall-RE-Support for Lotterie.pdf](#)

Letter of Support (LEH)

Added by Sarahanne Brown at 12:33 PM on 11 March 2019

[Carnegie Building Strengthening Project Plan and Timeline.docx](#)

Project plan and timeline (LEH)

Added by Sarahanne Brown at 12:33 PM on 11 March 2019

[Custom Container Quote Hokitika.pdf](#)

Quotes, contracts and/or quantity surveyor reports (LEH)

Added by Sarahanne Brown at 12:33 PM on 11 March 2019

[Container Quote Carnegie Project.pdf](#)

Quotes, contracts and/or quantity surveyor reports (LEH)

Added by Sarahanne Brown at 12:30 PM on 11 March 2019

[Carnegie Building Cost Estimate Report.pdf](#)

Quotes, contracts and/or quantity surveyor reports (LEH)

Added by Sarahanne Brown at 12:30 PM on 11 March 2019

[16226 20180907 Carnegie Drawings - For Consent.pdf](#)

Concept drawing or floor plans (LEH)

Added by Sarahanne Brown at 12:30 PM on 11 March 2019

[Carnegie drawings 180524.pdf](#)

Concept drawing or floor plans (LEH)

Added by Sarahanne Brown at 12:30 PM on 11 March 2019

NOTIFICATION OF DECISION

Decision: Partially Fund

Grant Awarded: \$500,000.00

Decision Reason: It was noted that the request aligned with Lottery Grants Board outcomes and this Committee's Lottery Environment and Heritage priorities and funding criteria. The Committee is not always able

to provide funding to the level requested and on this occasion, has chosen to only make a contribution to the outcomes of the project. The Committee thanks you for applying to the Lottery Environment and Heritage Committee and wishes you every success with the project.

Date notified: 13 June 2019

AGREEMENT DETAILS

Grant Offered On:

13/6/2019

Grant Offer Accepted & Approved on:

24/6/2019

GRANT AGREEMENT



Lottery Grants Board

Te Puna Tahua

LOTTO FUNDS FOR YOUR COMMUNITY

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The New Zealand Lottery Grants Board, acting by and through the Department of Internal Affairs, has agreed to contribute a Lottery Environment and Heritage grant of **\$500,000.00** to Westland District Council to support you to achieve the outcomes described in your request.

Each party warrants it has the authority to enter into this agreement and that all the information provided is true, complete and accurate.

Each party warrants it will fulfil its obligations as set out in this agreement.

Each party warrants it will attempt to resolve any dispute or difference amicably and in good faith, through dialogue in the first instance, or another form of dispute resolution.

The term of this agreement is from **6 June 2019 to 7 December 2020**

The Department of Internal Affairs will pay the grant as set out in the payments schedule in this agreement.

1. We confirm that the grant is still required and that the grant will be used for the agreed purpose.
2. We agree to keep financial records that demonstrate how the grant was spent for seven years after the end of the agreement term.
3. We agree to participate in a timely manner in any monitoring activities the Department of Internal Affairs, acting on behalf of New Zealand Lottery Grants Board, may undertake related to this grant, its purpose and its outcomes.
4. We agree to provide reports by the dates specified in the report schedule to this agreement, including reporting on how the grant was spent in relation to the budget presented in our request.
5. We understand that the Department of Internal Affairs, acting on behalf of the New Zealand Lottery Grants Board, is subject to the Official Information Act and may be required to release information unless there is good reason to withhold the information.
6. We understand that we may request a variation to the purpose, term or conditions of this agreement, and the Department of Internal Affairs, acting on behalf of the New Zealand Lottery Grants Board, may approve a variation agreement.
7. If the grant is not used for the agreed purpose, the Department of Internal Affairs will recover the grant in part or in full on behalf of the New Zealand Lottery Grants Board and may advise other government agencies and funders of this issue.
8. We understand and agree that the Department of Internal Affairs may, acting on behalf of the New Zealand Lottery Grants Board, terminate this agreement immediately if we:
 - a. fail to fulfil any obligations set out in this agreement or its schedules, and fail to respond to, address or remedy any issues identified by the Department of Internal Affairs within 30 days of electronic notice being sent, or
 - b. provide or have provided misleading or inaccurate information for this agreement or the request, or
 - c. become insolvent, bankrupt or subject to any form of insolvency action or administration.
9. We understand and agree that if this agreement expires or is terminated, Westland District Council must continue to fulfil its obligations and comply with any reporting or audit requirements.
10. We agree that the Department of Internal Affairs, acting on behalf of the New Zealand Lottery Grants Board, has our approval to publish that the grant has been made to Westland District Council for this purpose.

11. We agree that Lotto New Zealand may publish our organisation's name, the grant and grant purpose on the Lotto New Zealand website.

Reporting and Payments

- We agree to provide the following reports:

REPORTING SCHEDULE	
Report Due By	Report Type
31/7/2019	Pre-Payment Report
31/10/2019	Ara Poutama Milestone 1 Report
6/5/2020	Ara Poutama Milestone 2 Report
7/12/2020	Otinga Kōrero Final Results Report

Pre-Payment Conditions

- We agree to provide evidence of full funding being in place; provide a letter from National Services Te Paerangi confirming that the seismic strengthening and upgrade of Carnegie Building will result in a facility that meets national museum standards; and provide confirmation that appropriately qualified museum staff will undertake the work to pack up and relocate the museum collections. This report is due on or before the date listed in the reporting schedule above.

Ara Poutama Milestone Reports

- We agree to provide an update on project progress to date, and how it is tracking against budget. We will include an update on the tender progress, and the relocation of museum collection items. This report is due on or before the date listed in the reporting schedule above.
- We agree to provide an update on project progress to date, and how it is tracking against the budget. We will include an update on the seismic strengthening works. This report is due on or before the date listed in the reporting schedule above.
- The Department of Internal Affairs will pay the grant as set out in the following payment table, within 15 working days of satisfactory completion of this agreement or any reporting requirements listed above.

PAYMENTS SCHEDULE

Scheduled Date	Payment
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- Payment of any grant instalments will not be made until any associated reporting requirements are met in full, unless a variation to this requirement is negotiated and specified in an online variation to this agreement by both parties.

OTINGA KŌRERO/RESULTS REPORT SAMPLE

At the end of the term of this agreement, you will need to complete a results report that includes the following questions and requirements.

What happened?	
Who participated or benefited?	
What was achieved?	
What other community benefits or outcomes were achieved?	
Is there anything else you would like to tell us?	
Please upload an income and expenditure statement which reports what happened against the budget presented with your request. The Lottery Grants Board grant and any other grants or income should be clearly stated in the summary, along with all the expenses incurred.	
How did you use the grant?	
Did you use the entire grant?	
How much is your refund?	
Is there anything else we need to know about the financial statement in relation to the budget?	

SIGNED AGREEMENT

I, Simon Bastion, confirm that we understand and accept the terms and conditions for this grant agreement.

I, Lesley Crichton , confirm that we understand and accept the terms and conditions for this grant agreement

I Joe Grace confirm these terms and conditions on behalf of the Department of Internal Affairs.

LOTTO NZ PUBLICITY

Lotto NZ would like to contact your organisation about participating in Lotto NZ publicity. This is to provide consenting grant recipients the opportunity to promote their community based project, social service or activity through Lotto NZ's advertising, and resources for your organisation. It is also to increase public awareness that playing Lotto raises money for communities.

The information provided to Lotto NZ will only be used to contact you about participating in their publicity. Agreeing to participate in Lotto NZ's publicity does not affect any terms and conditions of the grant agreement.

I, Simon Bastion give permission for my name Simon Bastion, my phone number 0278385268 and the following email address, simon.bastion@westlanddc.govt.nz to be provided to Lotto NZ.

Lotto Publicity: I give permission

TRANSACTION HISTORY

PAYMENTS	
Date Paid	Payment
30/7/2019	\$300,000.00
21/11/2019	\$200,000.00
REFUNDS	
Date	Refund