



Hastings District Council

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OPEN A G E N D A

OPERA HOUSE & ARTS PRECINCT SUBCOMMITTEE MEETING

Meeting Date: **Thursday, 22 November 2018**

Time: **10.00am**

Venue: **Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Subcommittee Members	Chair: Councillor Dixon Mayor Hazlehurst Councillors Harvey (Deputy Chair), Lyons and Schollum (<i>Quorum = 3</i>)
Officer Responsible	Group Manager: Community Facilities & Programmes (Mrs A Banks)
Committee Secretary	Christine Hilton (Ext 5633)

Opera House & Arts Precinct Subcommittee

Fields of activity

The Opera House and Arts Precinct Subcommittee is responsible for assisting Council by providing an overview of the development of strategies, programmes and initiatives aimed at community engagement and fundraising with respect to the redevelopment of the Hawke's Bay Opera House and development of an Arts precinct in Hastings.

Membership (5 Elected Members)

Chairman appointed by Council who is the Portfolio Leader for "Our Places"

Deputy Chairman appointed by the Council

3 Other Councillors

Quorum – 3 members

DELEGATED POWERS

General Delegations

1. Authority to facilitate and oversee Community engagement and fundraising activity in relation to matters within the fields of activity and within the financial framework established by the Community Development Committee.
2. Authority to make recommendations to the Community Development Committee where resolutions of the Council are required.

The Subcommittee reports to the Community Development Committee.

HASTINGS DISTRICT COUNCIL
OPERA HOUSE & ARTS PRECINCT SUBCOMMITTEE
MEETING

THURSDAY, 22 NOVEMBER 2018

VENUE: Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

TIME: 10.00am

A G E N D A

1. Apologies

At the close of the agenda no apologies had been received.

At the close of the agenda no requests for leave of absence had been received.

2. Conflict of Interest

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Democratic Support Manager (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

3. Confirmation of Minutes

Minutes of the Opera House & Arts Precinct Subcommittee Meeting held Thursday 7 December 2017.
(Previously circulated)

4.	Revised Terms of Reference - Opera House & Arts Precinct Subcommittee	5
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6.	Additional Business Items	
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REPORT TO: OPERA HOUSE & ARTS PRECINCT SUBCOMMITTEE

MEETING DATE: THURSDAY 22 NOVEMBER 2018

FROM: GROUP MANAGER: COMMUNITY FACILITIES & PROGRAMMES
ALISON BANKS

SUBJECT: REVISED TERMS OF REFERENCE - OPERA HOUSE & ARTS PRECINCT SUBCOMMITTEE

1.0 SUMMARY

- 1.1 The purpose of this report is to recommend to the Subcommittee that the Terms of Reference for the Opera House & Arts Precinct Subcommittee as adopted by Council on 24 May 2018 be received.

2.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Group Manager: Community Facilities & Programmes titled "Revised Terms of Reference - Opera House & Arts Precinct Subcommittee" dated 22/11/2018 be received.**
- B) That Council adopt the revised Terms of Reference for the Opera House & Arts Precinct Subcommittee.**
- C) That the Hastings District Council Committees and Rural Community Board Delegations Register be amended to include the amended Terms of Reference for the Opera House & Arts Precinct Subcommittee (CG-08-9-18-291).**

Attachments:

- 1 Terms of Reference - Opera House & Arts Precinct Subcommittee CG-08-9-18-295

CG-08-9-18-295

Adopted by Council Resolution 24 May 2019

Item 4

Opera House & Arts Precinct Subcommittee

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Attachment 1

REPORT TO: OPERA HOUSE & ARTS PRECINCT SUBCOMMITTEE

MEETING DATE: THURSDAY 22 NOVEMBER 2018

FROM: GROUP MANAGER: COMMUNITY FACILITIES & PROGRAMMES
ALISON BANKS

SUBJECT: GENERAL UPDATE - FUNDING AND COMMUNITY ENGAGEMENT

1.0 INTRODUCTION

- 1.1. Officers will provide the Subcommittee with an update on the status of Funding and Community Engagement activities, including next steps and timelines.
- 1.2. A memo outlining direct engagement addressing community engagement and fundraising strategy is attached for discussion (**Attachment 1**).

2.0 RECOMMENDATION

That the report from the Group Manager: Community Facilities and Programmes titled “General Update – Funding and Community Engagement” be received.

Attachments:

1 Direct Engagement - Brown Bread

PRJ17-7-0351



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TE KAUNIHERA O HERETAUNGA

MEMORANDUM

If calling ask for Alison Banks

Doc ID PRJ17-7-0351

To: Opera House & Arts Precinct Subcommittee

Date: 8 November 2018

Subject: Direct Engagement: Brown Bread for Community Engagement and Fundraising Strategy

INTRODUCTION AND SCOPE OF WORKS

The purpose of this memo is to seek approval to directly engage Brown Bread to develop a Community Engagement and Fundraising Strategy to raise funds for the development of the Hastings District Municipal Building Redevelopment.

In 2016 Hastings District Council (Council) consulted with the community about possible uses for the Opera House, Plaza and Municipal Buildings, prior to the commencement of any earthquake strengthening works. The Council has now committed to \$8.7 million dollars to help complete seismic strengthening of the Municipal Building and is currently consulting the community on potential uses of the facility. It is estimated that a further \$8 million dollars will be required to develop the facility and create a spaces that will cater for the communities' aspirations for an arts and culture precinct.

One possible funding stream being investigated for additional funding is through Central Government, there is a team at Council exploring this option.

Council also want to develop a campaign strategy that will engage the Hawke's Bay community to raise funds for the development of the Municipal Building. To help achieve this Council requires a Community Engagement and Fundraising Strategy to support the redevelopment of the Municipal Building.

An experienced consultant is required to draft the strategy, the approved strategy is required by the end of January 2019, ready for implementation between February 2019 and February 2020. The main aim is to raise funds and engage the Hawke's Bay Community to actively participate in this fundraising opportunity.

This contract is programmed to start on or about 26th November 2018 and it is anticipated completion will be end of January 2019.

TENDERS/QUOTES RECEIVED

No tenders/quotes for the above contract were received at 3pm on 7th November 2018.

TENDER PROCESS / EVALUATION

N/A

PROCUREMENT OPTIONS

Council's Procurement Policy for procuring services and supplies sets out a range of options for procuring services including quotations, open tender and invitation to tender. These options are guided by the scale of the project, associated risk, and the total project costs. The policy provides for the direct engagement of services in certain circumstances.

Directly procuring from a single supplier may be a valid approach where 'the goods or services require specialised skills or are very complex and there is a limited number of qualified suppliers'

The rationale for direct engagement of Brown Bread for the Community Engagement and Fundraising Strategy is that we had previously met with Brown Bread for consultation on this and another Community Facilities and Programmes project and felt that we should revisit them on the outcome of the recently closed Tender Process.

Brown Bread have an innovative and fresh approach to community engagement which the Municipal Building Redevelopment requires to motivate new and key stakeholders to embed in this project.

They have been able to provide us with a Proposal that captures the essence of our Scope of Work by targeting key community groups and identify opportunities for community-led activities to ensure a community driven Campaign.

They undertake to deliver results, generating revenue and growing communities and advocate building 'movements that inspire action'.

BUDGET

The Estimate (ex GST) for the works requested so far:

Discovery:	\$4,000
Research:	\$3,750
Campaign strategy and brief:	\$7,500
Disbursements:	\$4,750
SUBTOTAL:	\$20,000

Council's budget allocation for this project is **\$50,000** (excl. GST) from Budget Line 271.2342.000000.00

RECOMMENDATION

THAT HASTINGS DISTRICT COUNCIL ENTER INTO A CONTRACT WITH BROWN BREAD TO DEVELOP A COMMUNITY ENGAGEMENT AND FUNDRAISING STRATEGY.

Alison Banks

Group Manager: Community Facilities & Programmes, Community Facilities & Programmes

Authorisation		
Signatory	Signature	Date