

# MEMORANDUM OF UNDERSTANDING BETWEEN KAPITI COAST DISTRICT COUNCIL AND SCREEN WELLINGTON

13th September 2021

## Agreement Purpose

This Memorandum of Understanding (MoU) signed by Kapiti Coast District Council (the Council) and Screen Wellington outlines the roles and responsibilities of both parties for the application of the New Zealand Local Government Film Protocol (Film Friendly Protocol). The Film Friendly Protocol states that where applicable Council film offices must communicate and co-operate with regional film offices to deliver a truly consistent and streamlined service to the film industry.

The Council's Film Friendly Policy 2019 acknowledges the benefits for the Kāpiti Coast District of working collaboratively with Screen Wellington (the Wellington regional film office) to collectively promote and encourage a 'film friendly' supportive environment for screen activity. The MoU outlines the roles and responsibilities of the Council and Screen Wellington to support and encourage film production activities in the Kāpiti Coast District and the wider Wellington region.

## Roles and Responsibilities

The Kapiti Coast District Council will:

- Promote its Film Friendly Policy through its website: <https://www.kapiticoast.govt.nz/>.
- Develop a strong relationship with Screen Wellington, and act as a Film Liaison Office through its Economic Development Team to respond to enquiries and permission requests regarding location filming in the Kāpiti Coast District.
- Actively engage with Screen Wellington on joint strategies and promotions to encourage and support filming activities in the Kāpiti Coast District.
- Accept Screen Wellington's Standard Terms & Conditions of Contract between film production companies and councils (see Attachment 1).
- Agree to give Screen Wellington's permit applications prompt consideration.
- Provide Screen Wellington with up-to-date images of the Kāpiti Coast District and assist Screen Wellington in ensuring an up-to-date location library.
- Update Screen Wellington on any implementation or changes to fees, or to any organisational processes relating to film permits.
- Provide Screen Wellington with up-to-date contacts within the Economic Development Team and notify of any changes.
- Provide guidance on general Health and Safety requirements as set out by the Council.
- Put steps in place to direct screen clients to Screen Wellington when permitting is needed, as well as other industry needs including directing any filming enquiries to Screen Wellington vis the KCDC website

Screen Wellington will:

- Actively promote the Kāpiti Coast District as a great film location.
- Maintain an attractive webpage profiling the Kāpiti Coast District as a filming location.

- Provide regular updates on film activities occurring in the Wellington region and forward notice of prospective film opportunities.
- Work with the Council’s Economic Development Team to encourage inbound film companies to use local acting talent, facilities, and services.
- Encourage film production companies to acknowledge the assistance and cooperation of the Kapiti Coast District Council and its community, in addition (and where possible) to giving credit to any areas featured in the Kāpiti Coast District.
- Provide prompt notification to the Council of any issues or concerns regarding the activities of any film production company working or wishing to work in the Kāpiti Coast District.
- Ensure that any prospective film production company wishing to work in the Kāpiti Coast District has a valid and adequate level of Public Liability Insurance, as determined by the insurance company, to cover their intended filming activity.<sup>1</sup>
- Ensure that any prospective film production company wishing to work in the Kāpiti Coast District has provided a Health and Safety Plan, and a Risk Assessment, for the location(s) at which they intend to film.<sup>2</sup>
- Set up half-yearly meetings with the Council to discuss what’s going on in the Wellington region and any potential high-impact filming, including reviewing any relationship needs.

**Dispute Resolution**

Any matter causing dispute between the Council and Screen Wellington must be aired and attempted to be resolved between the parties in the first instance.

**Review Period**

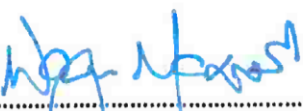
The MoU between the Council and Screen Wellington shall run for a period of three years from the date of being signed by both parties. The parties shall consult and may suggest and adapt amendments to this document at any time.

At the expiration of the three-year period, if the desire of both parties is that the MoU continue, then by exchange of letters the review term shall be extended by a further defined period.

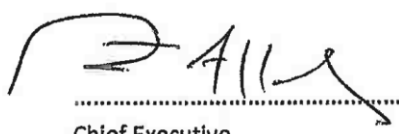
**Dissolution of MoU**

Either party may terminate the MoU without cause by providing 14 days’ written notice to the other party.

**Signed:**



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 Chief Executive  
 Kapiti Coast District Council



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 Chief Executive  
 Screen Wellington / WellingtonNZ

- <sup>1</sup> Screen Wellington must be in possession of a copy of the film production company's Public Liability Insurance, and make it available for Council inspection upon request.
- <sup>2</sup> Screen Wellington must be in possession of a copy of the film production company's Health and Safety Plan and Risk Assessment, and make it available for Council inspection upon request.