



new ways of seeing arts, culture, heritage & Wellington

2009-10 Statement of Intent

**Progress Report
at 31 December 2009**

Collection and Knowledge Management

1	Measures 2009/10	Progress at 31.12.09	Comment
<i>Collections Relocation</i>			
<i>Collections Policy and Procedures</i>			
1.1	Collections Plan developed for the planning period inclusive of collection review targets.	Achieved	Collections Plan developed and approved by the Board in July 2009
1.2	The cataloguing of all objects is completed by 30 June 2010.	1,322 objects catalogued. Specific projects within the target have taken longer than anticipated to complete and it is possible that the target will not be achieved by 30 June. Total database 18,191	This target refers to objects in storage for which there is only an estimate of volume. The Museum of Wellington collection is estimated at 69,000 (objects and photographs) in storage or on display. This does not include items at the Cable Car Museum, the Colonial Cottage Museum or Plimmer's Ark recovered timbers.
1.3	At least 2,000 photographs are fully catalogued per year.	1,407 photographs catalogued Total database 9,678	2000 photographs to be fully catalogued, digitized and re-housed per year. There is a significantly greater number of photographs than objects in the estimated 69,000 but there is no accurate estimate of the total number of photographs remaining to be catalogued.
<i>Collection Research and Public Access</i>			
1.4	Research plan developed and implemented.	Internal consultation on scope of plan completed. Research to focus on supporting the visitor experience or access to collections.	Research Plan to be implemented by June 2010
1.5	Collection access strategy developed and implemented to include specific targets for physical and virtual collection access.	Draft proposal developed for consultation.	<i>10 Years in Wonderland</i> incorporates access to collection database. Access Strategy to be implemented by June 2010
<i>Plimmer's Ark Conservation Project</i>			
1.6	Conservation project continued in accordance with Council decision.	Achieved	The conservation project continues and as noted below ,steps have been taken to implement the decision which will see the disposal of some of the timbers and the project reduced to the stern timbers only.

1.7	Relocation/disposal plan for recovered timbers approved by 30 June 2010.	On target	Discussion with project conservator on implications of decision and best practice on disposal to be completed by March 2010.
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Visitor Experiences

2	Measures 2008/09	Progress at 31.12.09	Comment
<i>City Gallery Wellington</i>			
2.1	The Gallery is fully operational by 1 October 2009.	Achieved	The Gallery was officially opened by the Mayor of Wellington 26 September.
2.2	The programme achieves public and critical acclaim as evidenced through audience data and published articles.	Achieved to date.	100% of respondents to survey considered Kusama good to very good value for money. 100% rated the experience good to very good. 100% would definitely or maybe (10%) recommend the Gallery to their friends, Substantial press coverage including some indepth articles in national media on all exhibitions representing significant value in terms of free media exposure.
<i>Museums Wellington</i>			
2.3	Conceptual framework for Museum of Wellington VE reviewed.	On target	<ul style="list-style-type: none"> ▪ Framework discussion begun in-house. ▪ Work begun on scope and timeframe. ▪ Identifying a working party of advisors for initial meeting by June 2010. ▪ Stakeholder meeting to be held September 2010.
2.4	The programme achieves public and critical acclaim as evidenced through audience data and published articles.	Public feedback very positive	Good press coverage in local media particularly for <i>10 Years in Wonderland</i> .

<i>Capital E</i>			
2.5	Council engaged about the building.	Several meetings have been held to bring new staff up to speed. Maintenance issues have been addressed.	<ul style="list-style-type: none"> An emphasis has been placed on the strategic value of the Capital E site in terms of a) any redevelopment plans for Civic Square and b) the refreshed Capital E concept.
2.6	Capital E concept reviewed.	On target	<ul style="list-style-type: none"> Internal and stakeholder discussions have been held.
2.8	<p>At least 588,400 visits are achieved to Trust institutions.</p> <p><u>Half year targets at 31 Dec 09:</u></p> <ul style="list-style-type: none"> City Gallery Wellington 40,000 Museum of Wellington 39,000 Capital E 55,000 Cable Car Museum 98,000 Colonial Cottage 800 Cricket Museum 800 Total: <u>223,600</u> 	<p>Achieved 286,128</p> <ul style="list-style-type: none"> City Gallery Wellington 59,533 Museum of Wellington 50,051 Capital E 56,435 Cable Car Museum 117,798 Colonial Cottage 955 Cricket Museum 1356 	Half year total exceeded by 62,528
2.9	At least 10 new temporary exhibitions presented.	Eight temporary exhibitions presented.	<p>City Gallery Wellington:</p> <ul style="list-style-type: none"> <i>Yayoi Kusama: Mirrored Years</i> <i>Make Way: Regan Gentry</i> <i>Ngaahina Hohaia</i> <i>Following the Blue Ribbon: recent work by Gerda Leenards</i> Square² video programme; 7 video works shown. <p>Capital E -</p> <ul style="list-style-type: none"> <i>2009 Photography Retrospective</i> Museums Wellington: <ul style="list-style-type: none"> - <i>Audible Identities</i> - <i>10 Years in Wonderland</i>
2.10	At least 3 exhibition segmental changes will be achieved.	Five segmental changes in planning	<p>Planning Underway for four refreshments:</p> <ul style="list-style-type: none"> Boer War Colonial Cottage garden interpretation Children's interactive area <i>Parmir</i> Sections of Telling Tales as loans require, Victoria University project incorporated into segmental <i>Telling Tales</i>.

2.11	At least 33,000 visitors enjoy events annually: <ul style="list-style-type: none"> ▪ City Gallery Wellington 4,500 ▪ Museum of Wellington 3,000 ▪ Capital E 25,000 ▪ Cable Car Museum 250 ▪ Colonial Cottage 250 	To date 32,275 <ul style="list-style-type: none"> ▪ City Gallery Wellington 1,839 ▪ Museum of Wellington 4,264 ▪ Capital E 25,718 ▪ Colonial Cottage 195 ▪ Cable Car Museum 259 	Gallery total includes community tours, public programmes but excludes re-opening celebration
2.12	At least 4 theatre productions are presented each year.	On target	<i>Stealing Games</i> SEASONS
2.13	At least 10 exhibitions/theatre productions are toured nationally and internationally each year.	Four underway	<ul style="list-style-type: none"> ▪ <i>War in Paradise</i> (Auckland Museum, Rotorua Museum) ▪ <i>Tale of a Dog</i> (Tauranga, Upper Hutt) ▪ <i>Stealing Games</i> (Auckland) ▪ SEASONS (National Tour)
2.14	20% repeat visitation is achieved (City Gallery Wellington, Museum of Wellington, the Cable Car Museum and Capital E)	Annual target	
2.15	90% of visitors to all Trust institutions rate their experience as good or very good.	Annual target	
2.16	85% of residents are aware of City Gallery Wellington; Museum of Wellington; Capital E and the Cable Car Museum.	Annual target	
2.17	Develop one new charged-for visitor experience targeting the tourism market per annum.	Achieved, two developed and presented.	Museum of Wellington: <ul style="list-style-type: none"> ▪ Shopping Tour ▪ Maori Experience
2.18	Develop at least one new cross-institutional annual signature event that celebrates Wellington.	Achieved, two developed and presented. Another in planning (Matariki).	<ul style="list-style-type: none"> ▪ Museums Wellington Wellington Anniversary day BBQ with shuttle from Cable Car Museum to Colonial Cottage Museum ▪ Capital E initiative with Museum of Wellington: Summer City Anniversary Weekend Scavenger Hunt
<i>Visitor Experience Publications</i>			
2.19	At least 21 scholarly articles and/or catalogues are published.	Three scholarly articles produced. Target unlikely to be achieved.	New essays; <i>Make Way: Regan Gentry; Ngaahina Hohaia; Following the Blue Ribbon</i> : recent work by Gerda Leenards
2.20	Sales targets of books/catalogues achieved.	City Gallery Wellington: 165 Kusama catalogues sold (41% of end year target).	

<i>Trust Education</i>			
2.21	At least 29,200 students attend curriculum-aligned education programmes at Trust institutions.	Annual target to date: 17,990	<ul style="list-style-type: none"> ▪ Museum of Wellington - 3,420 ▪ Cable Car - 569 ▪ Colonial Cottage - 511 ▪ Capital E - 11,130 (down due to 4 week closure of OnTV due to flooding) ▪ City Gallery Education - 2,360
<i>The Trust Mark</i>			
2.22	Achieve agreed benchmark measure.		Vision Staff Survey to be completed in April/May.

Partnerships and Relationship Management

3	Measures	Progress to 31.12.09	Comment
<i>Stakeholder Relationships</i>			
3.1	Relationship Health benchmark target set and achieved in respect of all critical stakeholder relationships.	Annual target	Survey questions developed; stakeholders to be surveyed in May.
<i>Professional Partnerships</i>			
3.2	Relationship Health benchmark target set and achieved in respect of all critical professional partnerships.	Annual target	Survey questions developed; partnerships to be surveyed in May.
3.3	Review the agreement between the Trust and the New Zealand Cricket Museum.	Annual target	NZCMT undertaking internal review; report due by March/April.
3.4	Reach agreement with Council regarding the governance and management of the Carter Observatory.	On target	Transfer agreement on 17 February agenda.
<i>Friends and Supporters</i>			
3.5	Membership of Trust institutions' friends and supporters is 700. City Gallery Wellington 300 Museum of Wellington 400	City Gallery Wellington - 297 members (includes 55 doubles) Museum of Wellington – 389 Total: 686	City Gallery - membership drive planned for summer 09/10.
3.6	Friends group for Museums Wellington launched in November 2009	Progressed	Timed to launch in June 2010 around Sampler Season
<i>Financial Sustainability</i>			
3.7	To continue to engage Council on the importance of a mechanism to adjust the Trust's Council funding for inflation.	Annual target	Council aware of issue. Policy for all CCOs unlikely to be successful. Separate case for inflation catch-up is proposed.
3.8	The Council subsidy does not exceed \$12.00 per visit.	Quarterly Target \$12.32 Actual \$9.05 YTD Target \$14.66 YTD Actual \$11.98	Current subsidy rate will reduce as visitation builds.

Organisation

4	Measures	Progress to 31.12.09	Comment
<i>High Performing Organisation</i>			
4.1	Benchmark system implemented for all permanent and contract staff.	On target	New APA system implemented.
4.2	Approximately 30% of total revenue is from non-Council sources.	On target To date 26%	
4.3	Staff retention of 90%	Achieved, 98%	Refers to permanent staff only.
4.4	All Human Resources policies reviewed, approved and implemented by 30 June 2012	On target	Plan for 2009-10 agreed and on target to achieve
4.5	Personnel costs do not exceed 50% of total operating expenditure.	Achieved, 40%	

Environmental and Social Sustainability

5	Measures	Progress at 31.12.09	Comment
5.1	90% of all waste is recycled or reused at Trust buildings.	On target	Refers to office waste.
5.2	50% of staff walk, cycle or use public transport to get to and from work.	On target	To be assessed through staff survey in April.

Actual 30-Jun-09	STATEMENT OF FINANCIAL PERFORMANCE							Actual 30-Sep-09	SOI Qtr to 30-Sep-09	Actual 31-Dec-09	SOI Qtr to 31-Dec-09	SOI Qtr to 31-Mar-10	SOI Qtr to 30-Jun-10	Total YE 30-Jun-10	Total YE 30-Jun-11	Total YE 30-Jun-12
Revenue																
971 Trading Income		223	242	559	332	252	298	1,124	1,333	1,229						
6,272 Council Grants		1,672	1,693	1,697	1,693	1,693	1,695	6,774	7,199	7,649						
566 Other Grants		140	290	182	100	100	100	590	632	612						
123 Sponsorships and Donations		27	37	22	51	39	46	173	433	234						
82 Investment Income		21	25	4	11	25	11	72	77	89						
306 Other Income		42	23	42	23	23	24	93	98	103						
8,320 Total Revenue		2,123	2,310	2,506	2,210	2,132	2,174	8,826	9,772	9,916						
Expenditure																
3,057 Employee Costs		869	914	945	915	915	915	3,659	3,928	4,110						
1,472 Council Rent		417	436	442	436	436	436	1,744	1,769	1,769						
3,433 Other Operating Expenses		783	720	957	991	751	889	3,351	3,953	3,742						
395 Depreciation		88	105	91	106	106	106	423	457	464						
15 Interest		2	5	1	0	2	0	7	0	0						
8,372 Total Expenditure		2,159	2,180	2,436	2,448	2,210	2,346	9,184	10,107	10,086						
(52) Net Surplus/(Deficit) before Taxation		(36)	130	70	(238)	(78)	(172)	(358)	(335)	(169)						
Taxation Expense																
(52) Net Surplus/(Deficit)		(36)	130	70	(238)	(78)	(172)	(358)	(335)	(169)						
-0.6% Operating Margin		-1.7%	5.6%	2.8%	-10.8%	-3.7%	-7.9%	-4.1%	-3.4%	-1.7%						

Actual 30-Jun-09	STATEMENT OF FINANCIAL POSITION							Actual 30-Sep-09	SOI Qtr to 30-Sep-09	Actual 31-Dec-09	SOI Qtr to 31-Dec-09	SOI Qtr to 31-Mar-10	SOI Qtr to 30-Jun-10	Total YE 30-Jun-10	Total YE 30-Jun-11	Total YE 30-Jun-12
Shareholder/Trust Funds																
2,123 Share Capital/Settled Funds		2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123	2,123						
0 Revaluation Reserves		0	0	0	0	0	0	0	0	0						
36 Restricted Funds		36	36	36	36	36	36	36	34	34						
2,430 Retained Earnings		2,395	2,668	2,465	2,430	2,352	2,072	2,072	1,845	1,676						
4,589 Total Shareholder/Trust Funds		4,554	4,827	4,624	4,589	4,511	4,231	4,231	4,002	3,833						
Current Assets																
2 Cash and Bank		1,278	30	422	32	33	34	34	28	21						
224 Accounts Receivable		347	370	389	380	375	269	269	389	401						
253 Other Current Assets		234	208	230	210	220	215	215	237	260						
479 Total Current Assets		1,859	608	1,041	622	628	518	518	654	683						
Investments																
252 Deposits on Call		2	1,785	56	178	1,603	93	93	185	310						
0 Other Investments		0	0	0	0	0	0	0	0	0						
252 Total Investments		2	1,785	56	178	1,603	93	93	185	310						
Non-Current Assets																
4,754 Fixed Assets		4,740	4,856	4,758	4,750	4,644	4,538	4,538	4,111	3,817						
19 Other Non-current Assets		18	47	12	47	47	47	47	47	47						
4,773 Total Non-current Assets		4,758	4,903	4,770	4,797	4,691	4,585	4,586	4,158	3,864						
5,504 Total Assets		6,619	7,296	5,868	5,597	6,922	5,196	5,196	4,998	4,857						
Current Liabilities																
518 Accounts Payable and Accruals		421	445	902	448	450	456	456	470	484						
185 Provisions		163	528	144	355	513	374	374	385	397						
0 Other Current Liabilities		1,290	1,288	35	22	1,289	0	0	0	0						
703 Total Current Liabilities		1,875	2,261	1,081	825	2,252	830	830	855	881						
Non-Current Liabilities																
0 Loans - WCC		0	0	0	0	0	0	0	0	0						
129 Loans - Other		106	125	80	100	75	50	50	50	50						
83 Other Non-Current Liabilities		83	83	83	83	84	85	85	90	93						
212 Total Non-Current Liabilities		189	208	162	183	159	135	135	140	143						
4,589 Net Assets		4,555	4,827	4,624	4,589	4,511	4,231	4,230	4,002	3,833						
0.74 Current Ratio		0.99	0.27	0.96	0.75	0.28	0.62	0.75	0.76	0.77						
0.82 Equity Ratio		0.69	0.66	0.79	0.82	0.65	0.81	0.82	0.80	0.79						

Actual 30-Jun-09	STATEMENT OF CASH FLOWS			Actual 30-Sep-09	SOI Qtr to 30-Sep-09	Actual 31-Dec-09	SOI Qtr to 31-Dec-09	SOI Qtr to 31-Mar-10	SOI Qtr to 30-Jun-10	Total YE 30-Jun-10	Total YE 30-Jun-11	Total YE 30-Jun-12
Cash provided from:												
965 Trading Receipts	119	242	520	332	252	1,835	2,661	2,884	2,778			
6,337 WCC Grants	2,962	2,515	442	442	2,515	0	5,030	5,430	5,880			
566 Other Grants	140	290	182	100	100	100	590	632	612			
123 Sponsorships and Donations	27	37	22	51	39	46	173	433	234			
82 Investment Income	21	25	4	11	25	11	72	77	89			
306 Other Income	42	23	42	23	23	210	279	284	288			
8,379	3,310	3,132	1,213	959	2,954	2,202	8,805	9,739	9,881			
Cash applied to:												
3,057 Payments to Employees	869	914	945	915	915	731	3,475	3,791	3,969			
4,971 Payments to Suppliers	1,481	720	1,128	1,433	751	2,763	5,225	5,797	5,614			
(5) Net GST Cashflow	(162)	(191)	(190)	191	(165)	174	9	9	9			
0 Other Operating Costs	0	0	0	0	0	0	0	0	0			
15 Interest Paid	2	5	1	0	2	18	25	25	0			
8,038	2,189	1,448	1,884	2,539	1,503	3,686	8,734	9,622	9,593			
341 Total Operating Cash Flow	1,120	1,684	(671)	(1,580)	1,451	(1,484)	71	117	288			
Investing Cash Flow												
Cash provided from:												
0 Sale of Fixed Assets	0	0	0	0	0	0	0	0	0			
0 Other	0	0	0	0	0	0	0	0	0			
Cash applied to:												
102 Purchase of Fixed Assets	72	0	104	0	0	0	0	30	170			
0 Other	0	0	0	0	0	0	0	0	0			
102	72	0	104	0	0	0	0	30	170			
(102) Total Investing Cash Flow	(72)	0	(104)	0	0	0	0	(30)	(170)			

Actual to 30-Jun-09	STATEMENT OF CASH FLOWS (CONT)			Actual 30-Sep-09	SOI Qtr to 30-Sep-09	Actual 31-Dec-09	SOI Qtr to 31-Dec-09	SOI Qtr to 31-Mar-10	SOI Qtr to 30-Jun-10	Forecast to 30-Jun-10	Forecast to 30-Jun-11	Forecast to 30-Jun-12
Financing Cash Flow												
Cash provided from:												
0 Drawdown of Loans	0	0	0	0	0	0	0	0	0	0	0	0
0 Other	0	0	0	0	0	0	0	0	0	0	0	0
Cash applied to:												
111 Repayment of Loans	23	25	27	25	25	25	100	0	0			
0 Other	0	0	0	0	0	0	0	0	0			
111	23	25	27	25	25	25	100	0	0			
(111) Total Financing Cash Flow	(23)	(25)	(27)	(25)	(25)	(25)	(100)	0	0			
128 Net Increase/(Decrease) in Cash Held	1,026	1,659	(802)	(1,605)	1,426	(1,509)	(29)	87	118			
126 Opening Cash Equivalents	254	156	1,280	1,815	210	1,636	156	126	213			
254 Closing Cash Equivalents	1,280	1,815	478	210	1,636	127	126	213	331			
	1,280	1,815	478	210	1,636	127	126	213	331			

Actual to 30-Jun-09	CASH FLOW RECONCILIATION			Actual 30-Sep-09	SOI Qtr to 30-Sep-09	Actual 31-Dec-09	SOI Qtr to 31-Dec-09	SOI Qtr to 31-Mar-10	SOI Qtr to 30-Jun-10	Forecast to 30-Jun-10	Forecast to 30-Jun-11	Forecast to 30-Jun-12
-52	Operating Surplus/(Deficit) for the Year			(36)	130	70	(238)	(78)	(172)	(358)	(335)	(169)
Add Non Cash Items												
395 Depreciation	88	105	91	106	106	106	423	457	464			
0 Other	0	0	0	0	0	0	0	0	0			
343	52	235	161	(132)	28	(66)	65	122	295			

Movements in Working Capital												
83 (Increase)/Decrease in Receivables	(123)	(146)	(43)	(10)	5	(3)	(11)	(11)	(12)			
(6) (Increase)/Decrease in Other Current Assets	19	45	4	(2)	(10)	5	(10)	(22)	(24)			
(3) Increase/(Decrease) in Accounts Payable	(119)	270	481	3	2	6	13	14	14			
(76) Increase/(Decrease) in Other Current Liabilities	1,290	1,288	(1,274)	(1,439)	1,426	(1,427)	13	14	14			
(2)	1,068	1,457	(832)	(1,448)	1,423	(1,419)	5	(5)	(7)			

Net Gain/(Loss) on Sale:												
0 Fixed Assets	0	0	0	0	0	0	0	0	0			
0 Investments	0	0	0	0	0	0	0	0	0			

341 Net Cash Flow from Operations	1,120	1,692	(671)	(1,580)	1,451	(1,485)	71	117	288			
	1,120	1,684	(671)	(1,580)	1,451	(1,484)	71					

	Actual 30-Sep-09	SOI Qtr to 30-Sep-09	Actual 31-Dec-09	SOI Qtr to 31-Dec-09	SOI Qtr to 31-Mar-10	SOI Qtr to 30-Jun-10	Forecast to 30-Jun-10	Forecast to 30-Jun-11	Forecast to 30-Jun-12
Visitor numbers									
City Gallery	4,292	0	55,241	30,000	60,000	80,000	180,000	250,000	250,000
Museum of Wellington	20,783	18,000	29,268	21,000	25,000	26,000	90,000	92,700	95,481
Capital E	24,159	25,000	32,276	30,000	10,000	25,000	90,000	115,000	90,000
Cable Car museum	45,265	40,000	72,533	58,000	89,500	37,000	224,500	228,888	233,466
Colonial Cottage Museum	599	400	356	400	900	300	2,000	2,040	2,081
Cricket Museum	493	300	863	500	1,000	200	2,000	2,040	2,081
	95,591	83,700	190,537	139,900	186,400	168,500	588,500	690,668	673,109

Revenue higher through Kusama exhibition at City Gallery, partly offset by not now receiving underwrite of \$50K from City Gallery Foundation.
Security wages and host wages higher than budget at City Gallery with additional staff being employed to handle increased visitor numbers.