

MINUTES

MONDAY 11 APRIL 2011

**1.04PM – 3.16PM
3.28PM – 4.01PM**

**Committee Room One
Ground Floor, Council Offices
101 Wakefield Street
Wellington**

PRESENT:

Mayor Wade-Brown	(1.04pm – 3.16pm, 3.28pm – 4.01pm)
Councillor Coughlan	(1.04pm – 3.13pm, 3.28pm – 4.01pm)
Councillor Marsh	(1.04pm – 3.16pm, 3.28pm – 4.01pm)
Councillor Ritchie	(1.04pm – 2.30pm, 2.34pm – 3.15pm, 3.28pm – 4.01pm)
Alan Isaac (Chair)	(1.04pm – 3.16pm, 3.28pm – 4.01pm)
Denise Church	(1.04pm – 3.16pm, 3.28pm – 4.01pm)

IN ATTENDANCE:

Councillor Eagle (1.04pm – 2.36pm (3:15pm – 3:16pm, 3.28pm – 4.01pm)
Councillor Gill (1.04pm – 2.03pm)
Councillor Morrison (1.04pm – 2.16pm)

IN ATTENDANCE (DEMOCRATIC SERVICES):

Kirstin Harvey, Team Leader, Meeting Support
Maleik Edwards, Committee Advisor
Laura Pilgrim, Committee Advisor

010/11FM APOLOGIES
(1215/52/02/IM)

NOTED:

There were no apologies.

011/11FM CONFLICT OF INTEREST DECLARATIONS
(1215/52/02/IM)

Councillor Marsh declared a conflict of interest in relation to Report 1 as he was a board member of the Zoo Trust.

012/10FM PUBLIC PARTICIPATION
(1215/52/02/IM)

NOTED:

There was no public participation.

**013/10FM DRAFT STATEMENTS OF INTENT FOR COUNCIL
CONTROLLED ORGANISATIONS FOR THE YEAR 2011/2012**
(01:06 – 03:49PM)

Report of Maree Henwood, Portfolio Manager - Council Controlled Organisations,
Natasha Petkovic-Jeremic, Portfolio Manager - Council Controlled
Organisations and Richard Hardie, Portfolio Manager - Council Controlled
Organisations,
(1215/52/02/IM) (REPORT ONE)

NOTED:

1. Glenys Coughlan from Wellington Venues Limited delivered a presentation which provided an overview of the developments within the organisation since its formation. Areas of improvement and savings had been identified and the need to balance the interests of commercial and community groups was discussed.

(Councillor Gill left the meeting at 2.03pm.)
(Councillor Morrison left the meeting at 2.16pm.)
(Councillor Ritchie left the meeting at 2.30pm.)
(Councillor Ritchie rejoined the meeting at 2.34pm.)
(Councillor Eagle left the meeting at 2.36p 0m.)
(Councillor Coughlan left the meeting at 3.13pm.)
(Councillor Eagle rejoined the meeting at 3.15pm.)

(The meeting adjourned for afternoon tea at 3.16pm)

(The meeting resumed at 3.28 pm)

(Mayor Wade-Brown, Councillors Coughlan, Eagle, Marsh, Ritchie and Alan Issac and Denise Church were present when the meeting resumed)

Moved Mr Isaac, seconded Ms Church the substantive motion, as amended:

1. *Recommend that the Strategy and Policy Committee notes that:*
 - (a) *the Chair will write to each organisation, on the basis of the officer assessment provided in this cover report and as detailed below, requesting changes for final 2011/12 Statements of Intent for presentation to this Subcommittee at its meeting of 13 June 2011*

Basin Reserve Trust

- ***Identify the five key risks and how they are managed.***

Wellington Cable Car Limited

- ***Plans for continued co-ordination with other stakeholders in the Kelburn tourist precinct and wider transport and signage strategies, and***

Wellington Waterfront Limited

- ***Amend the wording on the Transition Building – Waitangi Park to acknowledge that design development and fundraising for the project is subject to the result of the Waterfront Framework Review and Council approval.***

The substantive motion, as amended, was put and declared CARRIED.

RESOLVED:

2. *Receive the information.*
3. *Recommend that the Strategy and Policy Committee notes that:*
 - (a) *the Chair will write to each organisation, on the basis of the officer assessment provided in this cover report and as detailed below, requesting changes for final 2011/12 Statements of Intent for presentation to this Subcommittee at its meeting of 13 June 2011*

Basin Reserve Trust

- *Identify strategies and opportunities for closer co-operation with PWT and other CCOs;*
- *Provide information regarding the Council's request to participate in the review of the CCO back office functions and include a KPI relating to the review; and*
- *Outline how the Trust plans to achieve Council's funding at less than 35% of total income.*
- ***Identify the five key risks and how they are managed.***

Capacity Infrastructure Services Limited

- *Officers request confirmation that Capacity will provide a higher level of detail on the active monitoring of work that may need to be undertaken during RWC 2011 to the Infrastructure team, as part of the SLA reporting process;*
- *Add a reference to the provision of a high quality, reliable water, stormwater and wastewater service to the Company's business objectives;*
- *Include an additional performance target on water quality under the service quality KPIs;*
- *Include wording equivalent to "any performance measures where targets are not being achieved (or as requested by shareholders) will be included and commented upon in Capacity's reports" in the KPI section;*
- *Add descriptions of the potential consequences and likelihoods to the risk management section;*
- *Add a column to the Forecast Financial Statements with the Company's estimated position at 30 June 2011 as a comparison;*
- *Include more detail on the emergency water and response strategy discussion, including a KPI;*
- *Confirm that a verbal shareholders briefing will be held in place of written first and third quarter reports; and*
- *Include a sentence confirming the Company's commitment to its relationship with its Council shareholders and a "no surprises" policy of open communication.*

Positively Wellington Tourism

- *Outline strategies for closer collaboration with the Council's CCOs;*
- *Provide more detailed information of the advantages of the integrated marketing model;*
- *Provide reviewed targets reflecting a better understanding of the impacts of the Christchurch earthquake on NZ visitor arrivals once available, together with the impact of other events taking place both locally during the year and across global travel trends;*
- *Include information on the outcomes achieved to date and information on specific objectives for outlined Long Haul activities for 2011/12;*

- *Outline strategies that the Trust will employ to mitigate the risk of no ongoing funding for the Australian campaign;*
- *Include a KPI that measures stakeholders' satisfaction levels relating to PWT performance; and*
- *Include information about reasons for the static trading income.*

Wellington Venues Limited

- *Officers had not received Wellington Venues Limited's Statement of Intent by the time of this report going to print.*

Wellington Cable Car Limited

- *Include discussion of:*
 - *WCCL's planned activities for RWC 2011 and how these will be integrated with the Council's own activities,*
 - *The Company's strategy for closer co-operation with PWT and other CCOs in promotional activities,*
 - *Analysis on the recent declines in cable car passenger numbers and the strategy to address this,*
 - *Plans for continued co-ordination with other stakeholders in the Kelburn tourist precinct **and wider transport and signage strategies,** and*
 - *Plans for the redevelopment of the Kelburn terminal, as well as an update on the issue of user charges on poles for the overhead trolley bus network and the Technical Review Group work;*
- *Provide further detail of the Risk and Vulnerability schedule, including identifying the five key risks and how they are managed; and*
- *Add confirmation of the annual board performance review process.*

Wellington Museums Trust

- *Add a KPI on the back office function review;*
- *Include some discussion on the likely timing and cost of feasibility studies (where relevant) on the strategic plan proposals; and*
- *Include commentary on why visitor forecasts for City Gallery, Capital E and Carter Observatory are lower than previously forecast.*

Wellington Waterfront Limited

- *Provide additional detail as to potential additional revenue sources that could be developed over the next 12 months in order to improve its operating position; and*
- *Provide more specific detail on the nature of the risks identified in the SOI and their order of priority in WWL's operational planning.*

- ***Amend the wording on the Transition Building – Waitangi Park to acknowledge that design development and fundraising for the project is subject to the result of the Waterfront Framework Review and Council approval.***

Wellington Zoo Trust

- *Include quarterly visitor targets;*
- *Consider two additional KPIs:*
 - *meeting the Zoo's 2011/12 budget, and*
 - *meeting capex targets (both financial and timing);*
- *Add discussion on the major planned capex projects and what they will add to the current Zoo experience; and*
- *Confirm the Trust's fundraising target for 2011/12.*

Wellington Regional Stadium Trust

- *Outline any work still planned before RWC 2011, even if it is not part of a major capital project;*
- *Include a rough timeline on the likely stages of the development of the Stadium Master Plan; and*
- ***Add a comment confirming that the Chair will bring any Board performance matters to the attention of the Chair of CCOPs.***

Karori Sanctuary Trust

- *In the light of recent discussion, the board are currently reviewing the business case for the Karori Sanctuary Trust and are not yet in a position to submit a draft Statement of Intent for 2011/12. The document will be forthcoming.*

**014/10FM COUNCIL CONTROLLED ORGANISATION (03.49PM – 03.59PM)
TEAM FORWARD WORK PROGRAMME**

Report of Maree Henwood, Portfolio Manager - Council Controlled Organisations, Richard Hardie, Portfolio Manager - Council Controlled Organisations and Natasha Petkovic-Jeremic, Portfolio Manager - Council Controlled Organisations. (REPORT 2)

Moved Mr Isaac, seconded Ms Church the substantive motion, as amended:

1. *Receive the information, as amended:*
 - a. ***That Officers review and report back on the consultation work carried out by Karori Sanctuary Trust.***

The motion, as amended, was put and declared CARRIED.

RESOLVED:

THAT the Council Controlled Organisation Performance Subcommittee:

1. *Receive the information as amended:*
 - a. *That Officers review and report back on the consultation work carried out by Karori Sanctuary Trust.*
2. *Note any issues for the Chair to raise with the Strategy and Policy Committee.*
3. *Note any issues for the Chair to raise with the Council Controlled Organisation team.*

015/10FM **FORWARD PROGRAMME** (03.59PM – 04.01PM)
 Report of Maree Henwood, Portfolio Manager - Council Controlled Organisations, Richard Hardie, Portfolio Manager - Council Controlled Organisations and Natasha Petkovic-Jeremic, Portfolio Manager - Council Controlled Organisations. (REPORT 3)

Moved Mr Isaac, seconded Ms Church the substantive motion, as amended:

1. *Receive the information as amended:*
 - a. *That an update on the Karori Sanctuary Trust is brought to the meeting on 13 June 2011*
 - b. *That the update on the Basin Reserve is moved to the meeting on the 5 December 2011*

The motion, as amended, was put and declared CARRIED.

RESOLVED:

THAT the Council Controlled Organisation Performance Subcommittee:

1. *Receive the information as amended:*
 - a. *That an update on the Karori Sanctuary Trust is brought to the meeting on 13 June 2011*
 - b. *That the update on the Basin Reserve is moved to the meeting on the 5 December 2011*
2. *Agree to the forward programme attached to this report.*

The meeting concluded at 4.01pm.

Confirmed: _____
Chair / /