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**ORDINARY MEETING**

**OF**

**COUNCIL CONTROLLED ORGANISATIONS SUBCOMMITTEE**

**MINUTES**

**Time:** 9:33 am  
**Date:** Tuesday, 27 November 2018  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**PRESENT**

Mayor Lester  
Councillor Fitzsimons  
Councillor Lee  
Councillor Marsh  
Councillor Woolf (Chair)

**IN ATTENDANCE**

Councillor Day  
Councillor Gilberd



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## **1 Meeting Conduct**

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The Chairperson opened the meeting at 9:33am.

Note: The meeting had a moment of silence out of respect to recently passed Chairperson of the Basin Reserve Trust, Sir John Anderson.

### **1.1 Apologies**

No apologies were received.

### **1.2 Conflict of Interest Declarations**

No conflicts of interest were declared.

### **1.3 Confirmation of Minutes**

**Moved Councillor Woolf, seconded Councillor Lee**

#### **Resolved**

That the Council Controlled Organisations Subcommittee:

1. Approve the minutes of the Council Controlled Organisations Subcommittee Meeting held on 30 May 2018, having been circulated, that they be taken as read and confirmed as an accurate record of that meeting.

**Carried**

### **1.4 Items not on the Agenda**

There were no items not on the agenda.

### **1.5 Public Participation**

#### **1.5.1 Wellington Regional Economic Development Agency Ltd.**

Lance Walker addressed the Subcommittee on the Wellington Regional Economic Development Agency's Annual Report and Quarter One Report.

#### **1.5.2 Basin Reserve Trust**

Cam Mitchell addressed the Subcommittee on the Basin Reserve Trusts Calendar of Events, Year to Date Performance, the future of the Trust and projects that are a work in progress.

#### **Attachments**

- 1 Basin Reserve Trust Presentation

#### **1.5.3 Wellington Cable Car Ltd.**

Bruce Jensen addressed the Subcommittee on the Wellington Cable Car's Annual Report and Quarter One Report.

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**Attachments**

- 1 Cable Car Ltd Presentation

Note: The meeting adjourned for morning tea at 10:30am and reconvened at 10:49am the following members were present when the meeting reconvened: Councillor Fitzsimons, Councillor Gilberd, Councillor Lee, Mayor Lester, Councillor Marsh and Councillor Woolf (Chair).

**1.5.4 Karori Sanctuary Trust**

Paul Atkins addressed the Subcommittee on the Karori Sanctuary Trust's Annual Report and Quarter One Report.

**Attachments**

- 1 Karori Sanctuary Trust Presentation

Note: The Subcommittee thanked outgoing Chair Denise Church for her invaluable work on the Karori Sanctuary Trust.

(Councillor Day arrived to the meeting at 11:14am.)

**1.5.5 Wellington Museums Trust**

Jackie Lloyd and Pat Stuart addressed the Subcommittee on the Wellington Museums Trust's Annual Report and Quarter One Report.

**Attachments**

- 1 Wellington Museums Trust Presentation

(Councillor Marsh left the meeting at 11:41am.)  
(Councillor Marsh returned to the meeting at 11:44am.)

**1.5.6 Wellington Zoo**

Karen Fifield and Craig Ellison addressed the Subcommittee on the Wellington Zoo's Annual Report and Quarter One Report.

**Attachments**

- 1 Wellington Zoo Presentation

Note: The Subcommittee gave their condolences for the recently passed Board member Sue Paterson and noted her outstanding work on the Board.

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## **2. General Business**

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### **2.1 Review of Annual Reports for Council Controlled Organisations for the Year Ending 30 June 2018**

**Moved Councillor Woolf, seconded Councillor Lee**

#### **Resolved**

That the Council Controlled Organisations Subcommittee Sub-committee:

1. Receive the information.
2. Note any issues for the Chair to raise with the entities covered by this report.

**Carried**

### **2.2 Review of Quarter One Reports for the Council Controlled Organisations for the Period Ending 30 September 2018**

**Moved Councillor Woolf, seconded Councillor Lee**

#### **Resolved**

That the Council Controlled Organisations Subcommittee Sub-committee:

1. Receive the information.
2. Note any issues for the Chair to raise with the entities covered by this report.

**Carried**

(Councillor Gilberd left the meeting at 12:09pm)

(Councillor Gilberd returned to the meeting at 12:15pm)

### **2.3 Letters of Expectation to Council Controlled Organisations**

**Moved Councillor Woolf, seconded Councillor Marsh**

#### **Recommendations**

That the Council Controlled Organisations Subcommittee:

1. Receive the information.
2. Confirm the messages in the draft Letters of Expectation to the following organisations:
  - a. Basin Reserve Trust
  - b. Karori Sanctuary Trust
  - c. Wellington Cable Car Limited
  - d. Wellington Museums Trust
  - e. Wellington Regional Stadium Trust
  - f. Wellington Zoo Trust

3. Note that officers will prepare final Letters of Expectation incorporating the directions of the sub-committee for signing by the Chair of the sub-committee.
4. Recommends that the City Strategy Committee receives the information.

Note: The meeting adjourned at 12:17pm and reconvened at 12:31pm the following members were present when the meeting reconvened: Councillor Day, Councillor Fitzsimons, Councillor Gilberd, Councillor Lee, Mayor Lester, Councillor Marsh and Councillor Woolf (Chair).

### **2.3 Letters of Expectation to Council Controlled Organisations**

**Moved Councillor Fitzsimons, seconded Mayor Lester the following amendment by way of replacement:**

#### **Resolved**

That the Council Controlled Organisations Subcommittee:

3. Note that officers will prepare final Letters of Expectation incorporating the directions of the sub-committee for signing by the Chair of the sub-committee; including reference to and seeking response from each Council Controlled Organisation through their Statement of Intent on the following issues:
  - a) The inclusion of Wellington City Council's Te Tauihu Te Reo Māori Policy in Council Controlled Organisation strategy and operation activities.
  - b) Increasing the visibility of the relationship between each Council Controlled Organisation and Wellington City Council.
  - c) Instruct Council Controlled Organisations to participate in Wellington City Council's Leisure Card Review.
  - d) For the Museums Trust, Zealandia and Wellington Zoo to consider expanding school holiday offerings for Wellington children and caregivers.
  - e) For Westpac Stadium and the Basin Reserve Trust to consider active steps to prevent all forms of harassment consistent with Wellington City Council's Long Term Plan objectives.

**Carried**

### **2.3 Letters of Expectation to Council Controlled Organisations**

**Moved Councillor Woolf, seconded Councillor Lee**

#### **Resolved**

That the Council Controlled Organisations Subcommittee:

1. Receive the information.
2. Confirm the messages in the draft Letters of Expectation to the following organisations:
  - a. Basin Reserve Trust
  - b. Karori Sanctuary Trust
  - c. Wellington Cable Car Limited



- d. Wellington Museums Trust
  - e. Wellington Regional Stadium Trust
  - f. Wellington Zoo Trust
3. Note that officers will prepare final Letters of Expectation incorporating the directions of the sub-committee for signing by the Chair of the sub-committee; including reference to and seeking response from each Council Controlled Organisation through their Statement of Intent on the following issues:
- a) The inclusion of Wellington City Council's Te Tauihu Te Reo Māori Policy in Council Controlled Organisation strategy and operation activities.
  - b) Increasing the visibility of the relationship between each Council Controlled Organisation and Wellington City Council.
  - c) Instruct Council Controlled Organisations to participate in Wellington City Council's Leisure Card Review.
  - d) For the Museums Trust, Zealandia and Wellington Zoo to consider expanding school holiday offerings for Wellington children and caregivers.
  - e) For Westpac Stadium and the Basin Reserve Trust to consider active steps to prevent all forms of harassment consistent with Wellington City Council's Long Term Plan objectives.
4. Recommends that the City Strategy Committee receives the information.

**Carried**

#### **2.4 Review of the Quarter Two Report for Wellington International Airport Limited to 30 September 2018**

**Moved Councillor Woolf, seconded Councillor Lee**

**Resolved**

That the Council Controlled Organisations Subcommittee:

1. Receive the information.

**Carried**

#### **2.5 Letter of Expectation to Wellington Regional Economic Development Agency Ltd**

**Moved Councillor Fitzsimons, seconded Mayor Lester**

**Resolved**

That the Council Controlled Organisations Subcommittee:

1. Receive the information.
2. Note the Letter of Expectation will be considered by the Wellington Regional Strategy Committee at its meeting on 27 November 2018.
3. Recommends that the City Strategy Committee receives the information.
4. Requests that the Wellington Regional Economic Development Agency Ltd considers

global megatrends with a view to their impact on the Wellington region and how they may be leveraged for the region.

5. Note that officers will prepare final Letters of Expectation incorporating the directions of the sub-committee for signing by the Chair of the sub-committee; including reference to and seeking response from the Wellington Regional Economic Development Agency through their Statement of Intent on the following issues:
- a) The inclusion of Wellington City Council's Te Tauihu Te Reo Māori Policy in the Wellington Regional Economic Development Agency's strategy and operation activities.
  - b) Increasing the visibility of the relationship between the Wellington Regional Economic Development Agency and Wellington City Council.
  - c) Instruct the Wellington Regional Economic Development Agency to participate in Wellington City Council's Leisure Card Review.
  - d) For the Wellington Regional Economic Development Agency to consider active steps to prevent all forms of harassment consistent with Wellington City Council's Long Term Plan objectives.

**Carried**

The meeting concluded at 12:38pm.

Confirmed: \_\_\_\_\_  
Chair