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**ORDINARY MEETING**

**OF**

**GOVERNANCE, FINANCE AND PLANNING COMMITTEE**

**AGENDA**

**Time:** 9.15am  
**Date:** Wednesday, 23 September 2015  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Wade-Brown

Councillor Ahipene-Mercer  
Councillor Coughlan  
Councillor Eagle  
Councillor Foster  
Councillor Free  
Councillor Lee  
Councillor Lester (Chair)

Councillor Marsh  
Councillor Pannett  
Councillor Peck  
Councillor Ritchie  
Councillor Sparrow  
Councillor Woolf  
Councillor Young

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democratic Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number and the issue you would like to talk about.*

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## **AREA OF FOCUS**

The Governance, Finance and Planning Committee is responsible for long-term planning, setting the strategic direction for the city, agreeing outcomes, priorities, performance frameworks and annual budgets. The Committee is responsible for the long-term plan, annual plan, annual report, and quarterly reports. The Committee also makes sure residents are kept informed about what the Council is doing, are able to have their say, and feel confident that their views count.

**Quorum:** 8 members

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**23 SEPTEMBER 2015**

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## **1 Meeting Conduct**

### **1.1 Apologies**

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

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

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### **1.3 Confirmation of Minutes**

The minutes of the meeting held on 26 August 2015 will be put to the Governance, Finance and Planning Committee for confirmation.

### **1.4 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

### **1.5 Items not on the Agenda**

The Chairperson will give notice of items not on the agenda as follows:

***Matters Requiring Urgent Attention as Determined by Resolution of the Governance, Finance and Planning Committee.***

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

***Minor Matters relating to the General Business of the Governance, Finance and Planning Committee.***

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Governance, Finance and Planning Committee for further discussion.



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## 2. General Business

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### 2015/16 PROJECT AND PROGRAMMES BUDGET UPDATE

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#### Purpose

1. This report is to update the Committee on the recommended funding reprioritisation to the 2015/16 projects and programmes approved as part of the 2015-25 Long-term Plan in June.

#### Summary

2. The Council plans to spend just under \$600m in 2015/16, \$440m of this to cover operational costs and \$160m on capital projects. This programme of work covers the eight Activity Areas and delivers services to the community for roading, water, wastewater and stormwater networks, parks, libraries, recreational facilities, urban design and economic development activities, amongst others.
3. Council needs to adjust and adapt to factors external to their control to best meet the needs of the community. Recent external factors have given rise to the need to reprioritise some projects and accelerate the progress of others.
4. The reprioritisation and accelerating of projects creates a funding gap between what was approved in the 2015-25 Long-term Plan and what will best achieve the outcomes desired.
5. The projects deemed to have a higher priority can potentially be funded through the reprioritised projects of a lesser priority and the projects with accelerated timeframes through bringing funding forward from 2016/17.
  - Funding reprioritised within 2015/16 - \$4.481m
  - Funding brought forward from 2016/17 - \$2.733m
  - Proposed overspend with no mitigation - \$0.22m (funded through prior year surpluses).
6. Each Council committee has the ability to approve exceeding the budget level for a project or programme provided that the overall budget for the Activity Area is met. If the overall budget will also be exceeded the committee must recommend to Council that additional funding be approved.

## Recommendations

That the Governance, Finance and Planning Committee:

1. Receive the information.
2. Agree 2015/16 project reprioritisation as outlined in paragraph 9 (Table 1).
3. Recommend to Council the 2015/16 project spend increases with commensurate reductions to budgets in the 2016/17 Annual Plan as outlined in paragraph 10 (Table 2).
4. Recommend to Council the increased 2015/16 project spends as outlined in paragraph 11 (Table 3), to be funded by prior year surpluses.
5. Note decisions already made by Council to approve 2015/16 budget overspends as captured in paragraph 12 (Table 4).

## Background

7. The 2015/16 projects and programmes were initially adopted by Council on 25 February 2015 and after public consultation and consideration of feedback from the community the projects and programmes were set and approved by Council as part of the 2015-25 Long-term Plan on 24 June 2015.
8. After the adoption of the 2015-25 Long-term Plan, priorities in a limited number of areas changed creating the need to reprioritise the funding allocated to projects within Activity Areas. A large portion of this reprioritisation work is in response to recent storm activity within the region and the city and to provide sufficient budget to allow the Island Bay seawall to be repaired and strengthened in its entirety.

## Discussion

9. The total proposed project reprioritisation results in \$4.601m of cost increases with commensurate savings (within Activity Areas) of \$4.481m. It is proposed that funding be brought forward from 2016/17 to offset increased project spend in 2015/16 totals \$2.733m.
10. A large portion of this reprioritisation work is in response to recent storm activity within the region and the city and to provide sufficient budget to allow the Island Bay seawall to be repaired and strengthened in its entirety.



Project	Project name	Opex/ Capex	Activity Area	2015/16 Reprioritised spend \$'000	2015/16 Annual Plan \$'000	2015/16 with Reprioritised spend \$'000
<b>Table 1</b>						
CX126	Water - Network renewals	(Capex)	2 - Environment	(1,885)	12,489	10,604
CX151	Stormwater - Network renewals	(Capex)	2 - Environment	1,200	3,511	4,711
CX430	Water - Network renewals	(Capex)	2 - Environment	500	536	1,036
CX512	Water - Reservoir renewals	(Capex)	2 - Environment	185	1,975	2,160
<b>Environment Reprioritisation Total</b>				<b>0</b>		
CX086	Wall,Bridge&Tunnel renewals	(Capex)	7 - Transport	382	2,510	2,892
CX091	Pedestrian Network Structures	(Capex)	7 - Transport	332	118	450
CX093	Sumps Flood Mitigation Upgrade	(Capex)	7 - Transport	272	9	281
CX108	Street Furniture renewals	(Capex)	7 - Transport	120	160	280
CX383	Area Wide Road Maintenance	(Capex)	7 - Transport	40	719	759
CX092	Shape & Camber Correction	(Capex)	7 - Transport	(43)	4,276	4,233
CX090	Preseal Preparation renewals	(Capex)	7 - Transport	(53)	3,360	3,307
CX095	Traffic & St Signs renewals	(Capex)	7 - Transport	(100)	1,570	1,470
CX253	Kerb & Channel renewals	(Capex)	7 - Transport	(100)	2,208	2,108
CX089	Reseals renewals	(Capex)	7 - Transport	(250)	2,477	2,227
CX094	Pedestrian Network Footpath renewals	(Capex)	7 - Transport	(600)	3,859	3,259
<b>Transport Reprioritisation Total</b>				<b>0</b>		
CX501	Commercial Properties renewals	(Capex)	10 - Council	1,450	538	1,988
CX426	Civic Property renewals	(Capex)	10 - Council	(1,450)	2,229	779
<b>Council Reprioritisation Total</b>				<b>0</b>		

11. Two key strategic projects have required funding to be brought forward from 2016/17 due to changes in circumstances. Both projects, Lombard Lane and Cable Car Electric Drive Replacement, have changed due to an external party changing the proposed timing of planned investment.

Project	Project name	Opex/ Capex	Activity Area	2015/16 Overspend Bfwd \$'000	2016/17 Long-term Plan \$'000	2016/17 Proposed Annual Plan \$'000
<b>Table 2</b>						
C708	Cable Car	(Opex)	7 - Transport 6 - Urban	1,500	2,500	1,000
CX406	Central City Framework	(Capex)	Development	750	1,947	1,197
CX426	Civic Property renewals	(Capex)	10 - Council	483 <sup>1</sup>	4,202	4,202

*There will be an operational cost associated with these brought forward amounts of approximately \$81k*

*1. This amount will be brought forward from 2018/19 not 2016/17*

12. Periodic changes in traffic enforcement rules and regulations as well as new case law, unless responded to immediately, can prove problematic in the enforcement of parking. There is currently an unquantified backlog of issues which need to be assessed to determine what, if any actions need to be taken. There are insufficient resources in-house to give this work the priority it deserves but nevertheless it does pose a reputational and financial risk to Council.

Project	Project name	Opex/ Capex	Activity Area	2015/16 Over/(Under) spend \$'000	2015/16 Annual Plan \$'000	2015/16 Proposed \$'000
<b>Table 3</b>						
C026c	Road Marking Maintenance	(Opex)	7 - Transport	120	547	667

*There will be an operational cost associated with these brought forward amounts of approximately \$4k*

13. Council has previously agreed the following changes regarding increased project spends in 2015/16.

Project	Project name	Opex/ Capex	Activity Area	2015/16 Overspend Bfwd \$'000	2016/17 Long-term Plan \$'000	2016/17 Proposed Annual Plan \$'000
<b>Table 4</b>						
CX492	Bus Priority Planning	(Capex)	7 - Transport	375	902	527
C668	e-democracy initiatives	(Opex)	1- Governance	100	0	0
<i>There will be an operational cost associated with the capex brought forward amounts of approximately \$19k</i>						

## Attachments

Attachment 1. Project Commentary

Page 12

Author	Brendan Eckert, Team Leader Financial Planning
Authoriser	Andy Matthews, Chief Financial Officer

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

The Council consulted on the projects and programmes as part of the 2015-25 Long-term Plan.

### **Treaty of Waitangi considerations**

Local Iwi were consulted directly and indirectly throughout the development of the 2015-25 Long-term Plan.

### **Financial implications**

The financial implications are set out within the report.

### **Policy and legislative implications**

There are no policy and legislative implications.

### **Risks / legal**

Any risks / legal implications have been considered.

### **Climate Change impact and considerations**

No specific implications or considerations.

### **Communications Plan**

Not applicable.

## 2015/16 Project and Programmes Budget update

Project	Project Name	Opex/ Capex	Reprioritised \$'000	Description
CX151	Stormwater - Network renewals	(Capex)	1,200	The reprioritised funding will be used to fund the following high priority projects; Aro Valley stormwater pit strengthening, Breton Grove stormwater renewal, The Terrace stormwater renewal, Porritt Avenue stormwater renewal
CX430	Water - Network renewals	(Capex)	500	Additional funding for the replacement of tobies, hydrants, valves and water service pipes between main and the toby, the additional budget is to ensure desired outcomes can be delivered in 2015/16.
CX512	Water - Reservoir renewals	(Capex)	185	Melrose, Linden and Newlands are utilising the bulk of the budget the increase is for forward design of the 2016/17 programme and urgent renewals
CX126	Water - Network renewals	(Capex)	(1,885)	Reprioritisation of budgets from CX126 to CX151, CX430 and CX512 will have no short term service level impact. Desired outcomes can still be delivered with revised budget levels.
CX086	Wall,Bridge&Tunnel renewals	(Capex)	382	Additional funding is required for high priority / high risk renewals that have been added to the programme of work for 2015/16.
CX091	Pedestrian Network Structures	(Capex)	332	Renewal of the pedestrian bridge RB130 (on 31-37 The Drive, Tawa) has been added to the programme of work for 2015/16 as it is a high safety risk.
CX093	Sumps Flood Mitigation Upgrade	(Capex)	272	Additional funding is required to install/repair drainage infrastructure (e.g. sumps and leads) for high risk locations programmed for 2015/16. Note that sites are identified as a result of previous flooding events, prioritised after investigation and programmed after 3 flooding events in 10 years - this means that all locations on the programme are high risk.
CX108	Street Furniture renewals	(Capex)	120	This project funds the installation/repair of street furniture such as street litter bins, seats, cycle racks, pedestrian shelters, poster bollards, and bollards. Works currently programmed for 2015/16 will require an additional 120k to complete.
CX383	Area Wide Road Maintenance	(Capex)	40	Current programme is to complete 1.5km pavement rehabilitation but this will require an additional 40k to complete
CX092	Shape & Camber Correction	(Capex)	(43)	We can defer some work to 2016/17 to allow the BU to reprioritise funding to critical risk areas with minimal level of service impact. Funding will need to be increased in 2016/17 to complete these renewals
CX090	Preseal Preparation renewals	(Capex)	(53)	We can defer some work to 2016/17 to allow the BU to reprioritise funding to critical risk areas. Funding will need to be increased in 2016/17 to complete these renewals
CX095	Traffic & St Signs renewals	(Capex)	(100)	We can defer some work to 2016/17 to allow the BU to reprioritise funding to critical risk areas. Funding will need to be increased in 2016/17 to complete these renewals
CX253	Kerb & Channel renewals	(Capex)	(100)	We can defer some work to 2016/17 to allow the BU to reprioritise funding to critical risk areas. Funding will need to be increased in 2016/17 to complete these renewals
CX089	Reseals renewals	(Capex)	(250)	If bitumen prices remain at current levels, we will be able to deliver the 2015/16 programme of work for up to \$250k less than the LTP budget.

## 2015/16 Project and Programmes Budget update

Project	Project Name	Opex/ Capex	Reprioritised \$'000	Description
CX094	Pedestrian Network Footpath renewals	(Capex)	(600)	We can defer a significant amount of work to allow the Business Unit to reprioritise funding to critical risk areas. Funding will need to be increased in 2016/17 to complete these renewals.
CX501	Commercial Properties renewals	(Capex)	1,450	When detailed asset data on these properties was obtained from City Care, the scope of 15/16 year works needed in CX501 increased, and decreased in CX426. Reallocating the funding from CX426 Civic Renewals to complete the following projects; Embassy Theatre - exterior works & concrete rehabilitation works, Shelly Bay seawall, Band Rotunda - renewals, Carter Observatory - renewals, Bond Store - stair tower renewals overspend, Bond Store - renewals.
CX426	Civic Property renewals	(Capex)	(1,450)	When detailed asset data on these properties was obtained from City Care, the scope of 15/16 year works needed in CX501 increased, and decreased in CX426. Scope and cost savings were made in the following projects; Central Library - air handler unit, City Gallery - air handler unit, Municipal Office Building - air handler unit, Central library lift / escalator, City Gallery - roof, Civic Centre Basement - HVAC.
C708	Cable Car	(Opex)	1,500	The funding for the Cable Car electric drive replacement allocated to 2016/17 in the LTP, the installation has now been scheduled for the shutdown period in July, for this to occur a large portion of the funding will need to be made up front and will occur in June 2015/16. Due to this being an operational grant to the Cable Car Company this will be funded from prior year surpluses.

**2015/16 Project and Programmes Budget update**

Project	Project Name	Opex/ Capex	Reprioritised \$'000	Description
CX406	Central City Framework	(Capex)	750	<p>Transfer of \$750k CX406 funding from the 2016/17 for the Lombard Lane project to fund the development of detailed design and delivery of construction works alongside the Developer's tender in late October 2015. Consultancy input is required including Landscape Architectural, Quantity Surveying, Structural, Civil and Traffic Engineering services.</p> <p>The Developers construction programme will commence in December 2015 with completion expected in November 2016. Should a portion of the Council works be undertaken in the 2015/16 financial year, to coordinate with the Developers construction programme, funding will need to be available to support these works. To reduce the Council's project management and site establishment costs, the Officers are seeking approval to deliver the Council works alongside the Development under one contract. The outcome of this approach is that with one main contractor potentially undertaking all the works the transition between the public spaces and building should be seamless, and would have less impact on the community with one set of construction works.</p>
C026c	Road Marking Maintenance	(Opex)	120	<p>To resolve the current backlog and thereby provide a consistent platform for enforcement there is the need to bring in additional resources on a short term basis. It is anticipated that this would be a contracted resource for a maximum of 4 months. The estimated cost for this additional resource and an allowance for any physical works is \$120,000.</p> <p>At present it is estimated that the Transport team spend approximately \$200,000 per annum on the legislative compliance for traffic enforcement. There is an ongoing need and commitment to this work stream and the request for additional funding is to alleviate the current priority backlog.</p>

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## **ATTENDANCE AT JAPAN NEW ZEALAND BUSINESS COUNCIL CONFERENCE IN JAPAN AND WETA FANTASY WEEK IN KOREA**

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### **Purpose**

1. To seek approval for Councillor Simon Marsh to travel to Japan and Korea to attend the Japan New Zealand Business Council Conference in Japan (18 – 20 October) and a signing of a Memorandum of Understanding (MOU) with Gwangmyeong, Republic of Korea (22 – 23 October 2015).

### **Summary**

2. Wellington City is hosting the 43<sup>rd</sup> Japan New Zealand Business Council (JNZBC) conference in 2016 for the first time.
3. It is proposed that Councillor Marsh as the Deputy Chair of the Economic Growth and Arts Committee attend the Japan New Zealand Business Council Conference 2015 in Japan to:
  - promote the 2016 conference and attract Japanese companies to attend the conference in Wellington
  - promote Wellington as a business destination
  - facilitate business relationships between Wellington and Japan.
4. Wellington City Council has been invited by the Mayor of Gwangmyeong to join the Fantasy Week and NZ Festival in Gwangmyeong and to take that opportunity to sign the MOU (Attachment 2).
5. The proposed travel to Japan would enable the Council to:
  - support Massey University with its MOU
  - support Weta Workshop with their Fantasy Week internship competition and
  - sign the MOU without the costs associated with a standalone visit and use the opportunity to leverage off an already established event programme.
6. The estimated cost of the Councillor's travel is NZD\$6,300. This includes flights, accommodation, domestic travel in Japan and Korea and meals. The cost for an officer to accompany and support the Councillor will also be NZD\$6,300.

### **Recommendations**

That the Governance, Finance and Planning Committee:

1. Receive the information.
2. Agree that Councillor Marsh (Deputy Chair of the Economic Growth and Arts Committee) will represent Wellington City Council at the Japan New Zealand Business Council Conference.

3. Agree that Councillor Marsh will, on behalf of Wellington City Council, sign a design Memorandum of Understanding with Gwangmyeong City and attend the Weta Fantasy Week and NZ Festival.
4. Agree to fund Councillor Marsh's travel to Japan and Korea from the International Relations budget for the estimated cost of NZD\$6,300. This includes flights, accommodation, domestic travel in Japan and Korea and meals. The Japan New Zealand Business Council Conference registration fee is NZD\$950.

## **Background**

### **Japan**

7. The JNZBC was formed in 1974 to:
  - foster and develop long term economic and trade relations with Japan
  - provide a forum for a high level interchange of views between business leaders of Japan and New Zealand on a regular basis
  - foster and deepen mutual understanding essential to the expansion of trade between the two countries.
8. Wellington City Council became an executive committee member of JNZBC in January 2014. The NZ committee consists of 20 members and the Japan committee consists of 32 members. Members include well known global companies such as Toyota, Toshiba, Mitsubishi, Mitsui, Sumitomo and Japan and Tokyo Chamber of Commerce & Industry.
9. The JNZBC conference is held in turn every year with the last conference in Christchurch in November 2014 with 140 participants from both countries including Hon Tim Groser, Mayor Celia Wade-Brown and Grow Wellington's representative.
10. Wellington is hosting the 43<sup>rd</sup> JNZBC conference on 24 - 25 November 2016. It will be the first time the conference is held in Wellington.

### **Korea**

11. Korea is important for New Zealand trade and in March 2015, New Zealand and the Republic of Korea signed the NZ-Korea Free Trade Agreement which allows for more cooperation in the areas of agriculture, education, trade facilitation, science and technology, and film and television.
12. Wellington City Council was approached by Gwangmyeong to enter into a sister city relationship. Council declined the request but did agree to look at MOU's in areas of mutual interest.
13. Wellington City Council has been invited by the Mayor of Gwangmyeong to join the Fantasy Week and NZ Festival in Gwangmyeong and to take that opportunity to sign the MOU on design cooperation.
14. Gwangmyeong is keen for Wellington City Council to promote the design competition to Wellington residents particularly those attending university.
15. Both Massey University and Weta Workshop are involved in the Festival: Weta Workshop is sponsoring a design competition at the Fantasy Festival with winners being given an internship at Weta.



## Discussion

### Japan

16. As an executive committee member and host of the next conference, it is appropriate that Wellington City Council is represented at the conference. Attendance will give an ideal opportunity to promote the 2016 conference and to promote Wellington as a business destination.
17. The Council has agreed that sustaining our relationship with Japan by supporting business initiatives is a priority and this travel will assist in maintaining and developing that relationship.
18. The goals of the trip to Japan are to:
  - promote the 2016 conference and attract Japanese companies to attend the conference in Wellington
  - promote Wellington as a business destination
  - facilitate business relationships between Wellington and Japan.
19. It is recommended that Councillor Simon Marsh travel to Japan to attend the JNZBC conference.

### Korea

20. The travel to Korea is well timed to benefit from the fantasy event in Gwangmyeong, provide support to two of our strategic partners and further our relationship with Gwangmyeong without incurring the costs of a stand-alone trip.
21. Minister Joyce will be visiting Seoul during the Weta Fantasy Week (Gwangmyeong is a satellite city of Seoul). With his visit along with the Fantasy Week there will be a large contingent of New Zealand representatives in the city at that time, offering a number of events at which Councillor Marsh can represent Wellington City Council.
22. The purpose of the travel to Korea is for the Council to:
  - support Massey University with its MOU
  - support Weta Workshop with their Fantasy Week internship competition and
  - sign the MOU without the costs associated with a standalone visit and use the opportunity to leverage off an already established event programme.
23. It is proposed that Councillor Marsh signs the MOU on design cooperation which is also aligned with Weta Workshop's internship competition without over-extending Council's commitment to future activities.

### Costs

24. The estimated cost of Councillor Marsh's travel is NZD\$6,300. This includes flights, accommodation, domestic travel in Japan and Korea and meals. The cost for an officer to accompany and support Councillor Marsh will also be NZD\$6,300.
25. In line with Council policy, Carbon Credits to the value of \$80.00 will be purchased.
26. The Conference registration fee is \$950.

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## Programme

27. Programme is as follows:

- 18 - 20 October : JNZBC Conference in Tomakomai (Attachment 1: 2015 Conference draft programme)
- 21 October Travel to the Republic of Korea
- 22 – 23 October: Weta Fantasy Week Ceremony – Sir Richard Taylor to present Weta internship to design contest winner. NZ Festival Closing event hosted by NZ Chamber of Commerce.

## Attachments

Attachment 1.	Draft Programme JNZBC Conference	Page 20
Attachment 2.	Design MOU	Page 23
Attachment 3.	Mayor Invitation to Weta Fantasy Week	Page 25

Authors	Kirsten Stevens, Strategy Advisor Aiko Collins, International Relations Advisor
Authoriser	Anusha Guler, Acting Director Governance

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Not required.

### **Treaty of Waitangi considerations**

Not relevant.

### **Financial implications**

Costs will be met from International Relations Budget.

### **Policy and legislative implications**

The proposed travel is consistent with Council's 2013 International Relations Policy.

### **Risks / legal**

None.

### **Climate Change impact and considerations**

Carbon Credits will be purchased for flights in line with agreed Council policy.

### **Communications Plan**

Not required.

**42<sup>nd</sup> Joint Meeting of the Japan New Zealand Business Council**  
**“Japan and New Zealand: a value added relationship”**  
**Grand Hotel New Oji, Tomakomai, Hokkaido, Japan**  
**Draft Programme**

**Sunday, 18 October**

- Golf competition (optional) [Tarumae Country Club]  
17:30-19:00 Registration [Foyer of Fuyo Room, 2F]  
19:00-20:30 Welcome Reception (standing cocktail) [Fuyo Room, 2F]  
Special Guest: The Mayor of Tomakomai (TBC)

**Monday, 19 October**

- 07:00-07:45 NZ Delegate’s Breakfast [Shirakaba Room, 2F]  
Overview by HE Mr Mark Sinclair, Ambassador of New Zealand to Japan  
07:30-08:00 Registration (continued) [TBC]  
08:00-12:30 **Industry Tour**  
08:00 Depart Grand Hotel New Oji  
Toyota Motor Hokkaido, Inc. & Oji Paper Co., Ltd., Tomakomai Factory  
12:30 Arrive at Grand Hotel New Oji  
13:00-14:00 **Lunch hosted by Japan Committee** [Fuyo Room, 2F]  
15:00-15:30 **Opening Ceremony** [Grand Hall South, 3F]  
- Opening Addresses  
Mr Kiyotaka Shindo, Chairman, Japan Committee  
Mr Ian Kennedy, Chairman, New Zealand Committee  
- Congratulatory Addresses  
HE Mr Toshihisa Takata, Ambassador of Japan to New Zealand (TBC)  
HE Mr Mark Sinclair, Ambassador of New Zealand to Japan  
The Governor of Hokkaido (TBC)  
Mr Hiroaki Fujita, Chairman, Tomakomai Chamber of Commerce and Industry  
15:30-16:30 **Keynote Address**  
**“Japan-New Zealand Relations in Asia Pacific”**  
Guest Speaker: Mr Tatsuhiko Yoshizaki, Chief Economist, Sojitz Research Institute, Ltd.  
16:30-16:45 Tea break [Foyer of Grand Hall South, 3F]  
16:45-18:00 **First Plenary Session**  
**“Economic Overviews and Prospects”**  
Chairman: Mr Kiyotaka Shindo, Chairman, Japan Committee  
Co-Chairman: Mr Ian Kennedy, Chairman, New Zealand Committee  
Speaker: (J) Mr Daisuke Hiratsuka, Executive Vice President, Japan External Trade  
Organisation (JETRO)  
(NZ) ANZ (TBC)  
Q&A

19:00-21:00 **Dinner** (seated) [Fuyo Room, 2F]

**Tuesday, 20 October**

08:30-09:30 NZ Delegate's Breakfast [Shirakaba Room, 2F]  
Overview by Mr Jason Reeves, Trade Commissioner, NZTE

10:00-10:50 **Second Plenary Session** [Grand Hall South, 3F]  
**"Environment and Energy"**

Chairman: (J) Mr Hiromu Tada, President, Tasman Corporation  
Co-Chairman: (NZ) Mr Matt Walsh, Managing Director, NZ Carbon Farming Group  
Speaker: (J)  
(NZ) Dr Warren Parker, CEO, SCION  
Q&A

10:50-11:05 Tea break [Foyer of Grand Hall South, 3F]

11:05-11:55 **Third Plenary Session** [Grand Hall South, 3F]  
**"Innovation and Technology"**

Chairman: (J) Mr Muneo Kurauchi, Adviser, The Bank of Tokyo-Mitsubishi UFJ, Ltd.  
Co-Chairman: (NZ) Ms Catherine O'Connell, Director, Legal, Molex Incorporated  
Speaker: (J) Dr Shigeru Futamura, Senior Manager, International Affairs Division,  
Research and Innovation Promotion Headquarters, National Institute of  
Advanced Industrial Science and Technology (AIST)  
(NZ) Professor Bruce MacDonald, National Institute of Advanced  
Industrial Science and Technology, University of Auckland  
Q&A

11:55-12:45 **Fourth Plenary Session** [Grand Hall South, 3F]  
**"Manufacturing"**

Chairman: (J) Mr Ryu Yano, Chairman of the Board, Sumitomo Forestry Co.,Ltd  
Co-Chairman: (NZ) Ms Catherine Beard, Executive Director, Manufacturing and Export NZ,  
Business New Zealand  
Speaker: (J) Mr Hiroyuki Isono, Director of the Board, Executive Officer,  
Oji Holdings Corporation  
(NZ) Mr Kensuke Konaka, President, Konaka  
Q&A

12:45-13:45 **Lunch hosted by NZ Committee** [Fuyo Room, 2F]

13:45-14:35 **Fifth Plenary Session** [Grand Hall South, 3F]  
**"Logistics and Port"**

Chairman: (J) Mr Koji Miyahara, Board Counselor, NYK Line  
Co-Chairman: (NZ) Mr Jason Reeves. Trade Commissioner, NZTE  
Speaker: (J) Mr Ryo Ishimori, President, Tomakomai Port Development Co., Ltd.  
(NZ) Air New Zealand (TBC)  
Q&A

14:35-15:25 **Sixth Plenary Session** [Grand Hall South, 3F]  
**"Food, Agriculture, Forestry and Fisheries"**

Chairman: (J) Mr Akira Ichikawa, President, Sumitomo Forestry Co.,Ltd  
Co-Chairman: (NZ) Mr Paul Gestro, Head of Asia Business, Bank of New Zealand  
Speaker: (J) Mr Hiroyuki Bandou, Executive Managing Director, HOKUREN  
Federation of Agricultural Cooperatives

**Item 2.2 Attachment 1**

(NZ) Dr Greg Pringle, Business Manager, New Zealand Plant & Food Research

(J) Prof Kazunaga Yazawa, Integrated Institute for Regulatory Science (Health Food Div.), Waseda University

(NZ) Mr Yasuhiro Saito, President, Fonterra (Japan) Ltd

Q&A

15:25-15:40 Tea break [Foyer of Grand Hall South, 3F]

15:40-16:30 **Seventh Plenary Session** [Grand Hall South, 3F]

**"Education and Tourism"**

Chairman: (J) Mr Fuminobu Kawashima, Counselor, Mitsui & Co., Ltd.

Co-Chairman: (NZ) Ms Mia Evans, General Manager, Bancorp Wealth Management

Speaker: (J) Mr Hisaji Aoki, Managing Officer, Sports Consulting and Marketing Office, JTB Corp

(NZ) Mr Grant MacPherson, CEO, Education New Zealand

Q&A

16:30-17:00 **Eighth Plenary Session** [Grand Hall South, 3F]

**"Open Discussion" Japan and New Zealand: a value added relationship**

Chairman: (J) Mr Kiyotaka Shindo, Chairman, Japan Committee

Co-Chairman: (NZ) Mr Ian Kennedy, Chairman, New Zealand Committee

Speaker: (J)

(NZ) Mr Stephen Jacobi, Executive Director, International Business Forum

Q&A

17:00-17:15 **Final Plenary Session** [Grand Hall South, 3F]

**"Closing Remarks"**

-Mr Ian Kennedy, Chairman, New Zealand Committee

-Mr Kiyotaka Shindo, Chairman, Japan Committee

18:15-19:30 **Cocktail Reception hosted by Japan Committee** [Fuyo Room, 2F]

Chairman's Summary

Date/ Venue of the 43rd Joint Meeting

# Memorandum of Understanding

## for cooperation on design

**This Memorandum of Understanding (“MOU”) is made and entered into by and between Gwangmyeong City, Korea and Wellington City Council New Zealand, (hereafter collectively referred to as “the Participants”), to establish a collaborative relationship between both participants in the field of design.**

### **Purpose of this MOU**

The purpose of this MOU is to promote cooperation between the Participants in the field of design, so that both participants are able to develop into global exchange cities by enhancing mutual benefits in areas such as administration, culture, art and tourism.

### **Scope of this MOU**

This MOU will cover the following topics:

- a. Both Participants will cooperate to ensure the success of the 2016 International Fantasy conceptual Design Competition.
- b. Exchange of information on areas of common interest including culture, art, and tourism to build understanding and cooperation.
- c. The participants will continue to discuss cooperation in these areas with a goal of being global exchange cities for the future.

This MOU will not limit cooperation and exchange of information in areas outside of the scope of this MOU, if further cooperation is desired by the Participants.

### **Duration of this MOU and its Extension**

This MOU will be effective from the date of signature, until it is ended by the Participants.

This MOU may be ended:

- a. By mutual decision of the Participants; or
- b. If one of the participants is no longer be able to cooperate in promoting the Festival.

If the MOU is ended, projects in progress may still proceed by mutual decision of both Participants.

**Miscellaneous**

Participants acknowledge and confirm that the matters outside the scope of this MOU should be dealt with in accordance with international common practice.

Each Participant will be responsible for the finance of their own activities under this MOU.

No contractual relationship is created between them by this Memorandum, but the Participants will work together in the true spirit of partnership to ensure the success of the International Fantasy Design Competition and ongoing cooperation in the area of design.

The Participants confirm their commitment to this Memorandum of Understanding for cooperation in the field of design.

To verify the effectiveness of this MOU, two copies of this MOU will be distributed to each participant with each representative's signatures.

2015.

Gwangmyeong City, Korea

Wellington, New Zealand

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**Mayor Yang Ki-dae**

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**Mayor Celia Wade-Brown**





Invitation to the 'MOU of Gwangmyeong City and Wellington City' and the 'Gwangmyeong Cave Fantasy Week' on 2015

Dear Councillor Marsh

We cordially invite you to sign the Memorandum of Understanding Ceremony between Gwangmyeong City Council, The Republic of Korea and Wellington City Council, New Zealand to formalise this first-of-its-kind 'Design MOU' and the 'Gwangmyeong Fantasy Week' on 22, October, 2015 at Gwangmyeong Cave.

Hosting the <2015 Gwangmyeong International Fantasy Conceptual Design Contest> is expected to cultivate many talented artists of conceptual designs and invigorate fantasy contents industry such as film, dream, game, animation and so forth. By doing this, our city has been stimulating creative economy by adding new values and new opportunities.

In recognition of our international contest's influence of the

conceptual design industry, it is a pleasure to have Design MOU with Wellington City Council.

Through thinking out of the box by combining creative ideas and contents, our city has been managing a tourist attraction coexisted with culture and art, and particularly, Gwangmyeong Cave has been highly praised as the best example of a creative economy.

Gwangmyeong city is very pleased to begin interexchange with Wellington City, where Weta Workshop, the multi-award winning design studio and physical manufacturing facility is located.

We look forward to welcoming you at Gwangmyeong City, characterized as promising by those who like to cooperate in culture and art.

2015. 9. 02.

**Mayor of Gwangmyeong City, Yang Ki-dae**



## Invitation

You are cordially invited to MOU ceremony at Gwangmyeong City,  
South Korea of the signing on behalf of Wellington Mayor

of

### **Memorandum of Understanding**

(between Gwangmyeong City Council and Wellington City Council)

By

**Yang, Ki-dae,**

Mayor of Gwangmyeong City

And

**Councillor Simon Marsh**

Councillor of Wellington City,

Committee of the Economic Growth and Arts – Small Medium

Entreprise and Tertiary Liaison

On

22, October, 2015, 10:00 a.m.

**Venue:** Cave Art Centre, Gwangmyeong Cave

**Programme for the Ceremony of Signing MOU between  
Gwangmyeong City Council and Wellington City Council,  
Gwangmyeong Fantasy Week**

The MOU and Award Ceremony will be held on Thursday, 22, October, 2015 at 10a.m. at the Cave Art Centre, Gwangmyeong Cave. The activities is appended below for your reference:

No	Date	Time	Activities	Remark
1 <sup>st</sup> Day	Tue. 20. Oct.		Arrive at Korea	
2 <sup>nd</sup> Day	Wen. 21. Oct.	18:00	Dinner with Mayor and jury member of the contest	If you wish
3 <sup>rd</sup> Day	Thur. 22. Oct.	09:30	Ceremony of unveiling the sculpture 'Dragon' at Gwangmyeong Cave	Revenue: : Fantasy Gallery
		10:00	MOU with Gwangmyeong City and Wellington City	Revenue: Cave Art Centre
		11:00	Award Ceremony	
		12:00	Luncheon	
		13:30	Preview of <ThunderBirds>	Revenue: Cave Art Centre
		14:00 ~ 16:00	Lecture of Fantasy Academy	"
4 <sup>th</sup> Day	Fri. 23. Oct.	13:30	Tea with Mayor and Sir Richard Taylor	
		14:00	Official schedule is over.	