

ORDINARY MEETING

OF

STRATEGY AND POLICY COMMITTEE

MINUTES

Time: 9:30 am
Date: Wednesday, 11 December 2019
Venue: Ngake (16.09)
Level 16, Tahiwī
113 The Terrace
Wellington

PRESENT

Mayor Foster
Councillor Calvert (Deputy Chair)
Councillor Condie
Councillor Day (Chair)
Councillor Fitzsimons
Councillor Foon
Councillor Free
Councillor Matthews
Councillor O'Neill
Councillor Pannett
Councillor Paul
Councillor Rush
Councillor Sparrow
Councillor Woolf
Councillor Young

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1. Meeting Conduct

1.1 Karakia

The Chairperson declared the meeting open at 9:30 am and invited members to stand and read the following karakia to open the meeting.

**Whakataka te hau ki te uru,
Whakataka te hau ki te tonga.
Kia mākinakina ki uta,
Kia mātaratara ki tai.
E hī ake ana te atākura.
He tio, he huka, he hauhū.
Tihei Mauri Ora!**

Cease oh winds of the west
and of the south
Let the bracing breezes flow,
over the land and the sea.
Let the red-tipped dawn come
with a sharpened edge, a touch of frost,
a promise of a glorious day

1.2 Apologies

No apologies were received.

1.3 Conflict of Interest Declarations

No conflicts of interest were declared.

1.4 Confirmation of Minutes

There were no previous meeting minutes to confirm.

1.5 Items not on the Agenda

There were no items not on the agenda.

1.6 Public Participation

1.6.1 Don McDonald

Having been referred from Council to committee, Don McDonald was given the opportunity to speak to councillors about Webb St bus stop, Fixit app and the Wellington City Council Contact Centre (not on the agenda but allowed by Chair of the committee through her discretion as per the Wellington City Council Standing Orders).

1.6.2 Living Streets Aotearoa

Mike Mellor, on behalf of Living Streets Aotearoa, spoke to item 4.2. Joint programme to improve the reliability of travel times for buses.

Public Participation

Attachments

- 1 Don McDonald - tabled document
- 2 Mike Mellor - tabled document

2. Petitions

2.1 e-petition: build an exercise park in Wellington

Moved Councillor Day, seconded Councillor Fitzsimons

Resolved

That the Strategy and Policy Committee:

1. Receive the information.
2. Thank the petitioner and request officers to report back on options.

Carried unanimously

Secretarial note: With the leave of the meeting, clause 2 was added to the motion.

3. Monitoring

3.1 Quarter 1 Report 2019/20

Moved Councillor Free, seconded Councillor Foon

Resolved

That the Strategy and Policy Committee:

1. Receive the information.
2. Note the contents of the Quarter One 2019/20 report (Attachment 1).
3. Note the Financial and Performance Measure variances.
4. Agree to capital expenditure carry forwards of \$17.6 million (net) being included in the full year 2019/20 budget from the 2018/19 underspend.
5. Approve the 2019/20 Quarter One report.

Carried unanimously

4. Operational

4.1 Funding and partnering for the next phase of Let's Get Wellington Moving

Moved Mayor Foster, seconded Councillor Free

Amended Officers' Recommendations

That the Strategy and Policy Committee:

1. Receive the report and attachment.
2. Note progress to date on the LGWM programme.
3. Note that the existing LGWM work programme includes further business case investigations that, when complete, will allow LGWM to review and recommend to the LGWM partners the optimal ~~staging~~sequencing and options for the future LGWM components.
4. Agree that the LGWM City Streets work package will deliver the joint WCC/GWRC bus priority action plan (as per Item 4.2: Joint programme to improve the reliability of travel times for buses) to expedite improvements and maximise funding opportunities, noting that this approach has been endorsed by the LGWM Board.
5. Note the interim funding splits agreed by Council in June 2019.
6. Approve the Relationship and Funding Agreement outlined in Attachment 1 to this report, which provides the basis of the next phase of the programme (business cases and quick-win capital works).
7. Agree to the additional funding for the LGWM programme in 2019/20 and 2020/21 as outlined below, with the 2020/21 additional funding being included as part of the 2020/21 Annual Plan process:

Partner	Expenditure type	2019/20	2020/21
NZTA	Opex	\$10.6m	\$21.4m
	Capex	\$0.6m	\$19.2m
	Total	\$11.2m	\$40.6m
GWRC	Opex	\$3.5m	\$7.1m
	Total	\$3.5m	\$7.1m
WCC	Opex	\$3.5m	\$7.1m
	Capex	\$0.6m	\$6.9m
	Total	\$4.1m	\$14.1m

8. Agree that for the purposes of the 2020/21 Annual Plan, the funding of Wellington City Council's contribution to the LGWM programme (as summarised in recommendation 7 above) will be spread over a 10-year period or shorter, noting that officers will report back as part of the Annual Plan process.
9. Agree that Mayor Foster and Deputy Mayor Free will be the Council's

representatives on the LGWM Governance Reference Group for ~~this~~ **the 2019-2022** triennium.

10. **Nominate an elected member as an observer for the Council on the LGWM Governance Reference Group for the 2019-2022 triennium.**
11. Note that the final Terms of Reference for the LGWM Governance Reference Group will be provided to Council in early 2020.
12. **Request that LGWM engages with Mana Whenua to understand how they would like to be involved as partners for the next phase of LGWM, including a potential role as part of the LGWM Governance Reference Group.**
13. Note that key decisions in relation to the packages of work within the LGWM programme will come back to Council for approval, and that regular (generally monthly) briefing/workshop sessions will be established in the new year to provide updates and insight to the progress of the programme. These could include joint workshops with the partners if necessary or desired.
14. Delegate to the Mayor and Chief Executive the authority to approve any minor amendments, **including the addition of a Council observer and Mana Whenua representative(s)**, and sign the LGWM Relationship and Funding Agreement (Attachment 1), on behalf of the Council.

Moved Councillor Rush, seconded Councillor Young, the following amendment

That the Strategy and Policy Committee:

- 4A. Encourage Council staff to communicate early opportunities to accelerate construction on the proposed duplicate Mt Victoria tunnel.

A division was called for, voting on which was as follows:

For:

Mayor Foster
Councillor Calvert (Deputy Chair)
Councillor Rush
Councillor Sparrow
Councillor Woolf
Councillor Young

Against:

Councillor Condie
Councillor Day (Chair)
Councillor Fitzsimons
Councillor Foon
Councillor Free
Councillor Matthews
Councillor O'Neill
Councillor Pannett
Councillor Paul

Majority Vote: 6:9

Lost

The meeting adjourned for morning tea at 10:42 am and reconvened at 11:00 am with all the members present.

Moved Councillor Calvert, seconded Councillor Woolf, the following amendment

That the Strategy and Policy Committee:

- 6.A Agree that approval of the Relationship and Funding Agreement should be held over to the next available meeting to allow the respective parties' governing bodies to consider any changes on the LGWM programme's governance and reporting structure before a final version is presented for approval.

A division was called for, voting on which was as follows:

For:

Councillor Calvert (Deputy Chair)
Councillor Woolf

Against:

Mayor Foster
Councillor Condie
Councillor Day (Chair)
Councillor Fitzsimons
Councillor Foon
Councillor Free
Councillor Matthews
Councillor O'Neill
Councillor Pannett
Councillor Paul
Councillor Rush
Councillor Sparrow
Councillor Young

Majority Vote: 2:13

Lost

Moved Councillor Pannett, seconded Councillor Sparrow, the following amendment

Resolved

That the Strategy and Policy Committee:

- 10A. Nominate Councillor Jenny Condie as an observer for the Council on the LGWM Governance Reference Group for the 2019-2022 triennium.

Carried

The meeting adjourned at 11:32 am for a short break and reconvened at 11:36 with all the members present.

Moved Councillor Condie, seconded Councillor Matthews, the following amendment

Resolved

That the Strategy and Policy Committee:

- 11A. Note that the Terms of Reference for the LGWM Governance Reference Group, including how the interface between the reference group and the board will be managed, will be reported to Council in early 2020.

Carried

Moved Mayor Foster, seconded Councillor Free, the following substantive motion

Resolved

That the Strategy and Policy Committee:

1. Receive the report and attachment.
2. Note progress to date on the LGWM programme.
3. Note that the existing LGWM work programme includes further business case investigations that, when complete, will allow LGWM to review and recommend to the LGWM partners the optimal staging **sequencing** and options for the future LGWM components.
4. Agree that the LGWM City Streets work package will deliver the joint WCC/GWRC bus priority action plan (as per Item 4.2: Joint programme to improve the reliability of travel times for buses) to expedite improvements and maximise funding opportunities, noting that this approach has been endorsed by the LGWM Board.
5. Note the interim funding splits agreed by Council in June 2019.
6. Approve the Relationship and Funding Agreement outlined in Attachment 1 to this report, which provides the basis of the next phase of the programme (business cases and quick-win capital works).
7. Agree to the additional funding for the LGWM programme in 2019/20 and 2020/21 as outlined below, with the 2020/21 additional funding being included as part of the 2020/21 Annual Plan process:

Partner	Expenditure type	2019/20	2020/21
NZTA	Opex	\$10.6m	\$21.4m
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	Total	\$11.2m	\$40.6m
GWRC	Opex	\$3.5m	\$7.1m
	Total	\$3.5m	\$7.1m
WCC	Opex	\$3.5m	\$7.1m
	Capex	\$0.6m	\$6.9m
	Total	\$4.1m	\$14.1m

8. Agree that for the purposes of the 2020/21 Annual Plan, the funding of Wellington City Council's contribution to the LGWM programme (as summarised in recommendation 7 above) will be spread over a 10-year period or shorter, noting that officers will report back as part of the Annual Plan process.
9. Agree that Mayor Foster and Deputy Mayor Free will be the Council's representatives on the LGWM Governance Reference Group for ~~this~~ **the 2019-2022** triennium.
10. **Nominate Councillor Condie as an observer for the Council on the LGWM Governance Reference Group for the 2019-2022 triennium.**

11. Note that the Terms of Reference for the LGWM Governance Reference Group, including how the interface between the reference group and the board will be managed, will be reported to Council in early 2020.
12. Request that LGWM engages with Mana Whenua to understand how they would like to be involved as partners for the next phase of LGWM, including a potential role as part of the LGWM Governance Reference Group.
13. Note that key decisions in relation to the packages of work within the LGWM programme will come back to Council for approval, and that regular (generally monthly) briefing/workshop sessions will be established in the new year to provide updates and insight to the progress of the programme. These could include joint workshops with the partners if necessary or desired.
14. Delegate to the Mayor and Chief Executive the authority to approve any minor amendments, including the addition of a Council observer and Mana Whenua representative(s), and sign the LGWM Relationship and Funding Agreement (Attachment 1), on behalf of the Council.

Carried

Attachment 1

Reference to be made to Attachment 1 of item 4.1 on the Strategy and Policy Committee meeting agenda of 11 December 2019: Funding and partnering for the next phase of Let's Get Wellington Moving

Secretarial note: Clause 6 was voted on separately and carried as detailed below:

Moved Mayor Foster, seconded Councillor Free

That the Strategy and Policy Committee:

6. Approve the Relationship and Funding Agreement outlined in Attachment 1 to this report, which provides the basis of the next phase of the programme (business cases and quick-win capital works).

A division was called for, voting on which was as follows:

For:

Mayor Foster
Councillor Condie
Councillor Day (Chair)
Councillor Fitzsimons
Councillor Foon
Councillor Free
Councillor Matthews
Councillor O'Neill
Councillor Pannett
Councillor Paul
Councillor Rush
Councillor Sparrow
Councillor Young

Against:

Councillor Calvert (Deputy Chair)
Councillor Woolf

Majority Vote: 13:2

Carried

(Councillor Paul left the meeting at 11:57 am)
(Councillor Paul returned to the meeting at 11:59 am)

4.2 Joint programme to improve the reliability of travel times for buses

Moved Councillor Free pro-forma, seconded Councillor Condie

Amended Officers' Recommendations

That the Strategy and Policy Committee:

1. Receive the report.
2. Note the collaborative approach and process between the two councils, with the involvement of the Transport Agency, to develop the draft Bus Priority Action Plan.
3. Endorse the direction of the draft Bus Priority Action Plan (Attachment 1).
4. Note that in order to access government funding, the LGWM's City Streets package will deliver the bus priority works.
5. Note that the Council will receive an update and consider the full City Streets package, including bus prioritisation, following the engagement planned for early 2020 and that this will form the basis of future reporting.
6. Note that the findings and recommendations from the imminent Greater Wellington Regional Council's Bus Network Review will be considered as part of the detailed investigation, engagement and development of the LGWM City Streets package.
7. Note that approval for the infrastructure changes proposed as a result of detailed investigation and engagement will be considered by the Wellington City Council through the standard traffic resolution process.

Moved Councillor Free, seconded Councillor Rush, the following amendment

Resolved

That the Strategy and Policy Committee:

- 3A. Endorse the direction of the draft Bus Priority Action Plan (Attachment 1) provided that:
- a) The following parts of the Seatoun to City corridor are reconsidered in the Indicative Business Case to be re-prioritised as category A: Miramar to Kilbirnie and Kilbirnie to Hataitai; and
 - b) Early consideration is given to dedicated bus lanes with T3 multi-user opportunities where possible.

Carried unanimously

Moved Mayor Foster, seconded Councillor Calvert, the following amendment

Resolved

That the Strategy and Policy Committee:

8. Request officers to urgently consider opportunities to speed up the delivery of the bus priority programme, and in particular the delivery of bus lanes.

Carried unanimously

Moved Councillor Free, seconded Councillor Condie, the following substantive motion

Resolved

That the Strategy and Policy Committee:

1. Receive the report.
2. Note the collaborative approach and process between the two councils, with the involvement of the Transport Agency, to develop the draft Bus Priority Action Plan.
3. Endorse the direction of the draft Bus Priority Action Plan (Attachment 1) provided that:
 - a) The following parts of the Seatoun to City corridor are reconsidered in the Indicative Business Case to be re-prioritised as category A: Miramar to Kilbirnie and Kilbirnie to Hataitai; and
 - b) Early consideration is given to dedicated bus lanes with T3 multi-user opportunities where possible.
4. Note that in order to access government funding, the LGWM's City Streets package will deliver the bus priority works.
5. Note that the Council will receive an update and consider the full City Streets package, including bus prioritisation, following the engagement planned for early 2020 and that this will form the basis of future reporting.
6. Note that the findings and recommendations from the imminent Greater Wellington Regional Council's Bus Network Review will be considered as part of the detailed investigation, engagement and development of the LGWM City Streets package.
7. Note that approval for the infrastructure changes proposed as a result of detailed investigation and engagement will be considered by the Wellington City Council through the standard traffic resolution process.
8. Request officers to urgently consider opportunities to speed up the delivery of the bus priority programme, and in particular the delivery of bus lanes.

Carried unanimously

Attachment 1

Reference to be made to Attachment 1 of item 4.2 on the Strategy and Policy Committee meeting agenda of 11 December 2019: Joint programme to improve the reliability of travel times for buses

4.3 Wellington Town Belt: Land Owner Approval for slope retention work by 10A Grass St, Oriental Bay

Moved Councillor O'Neill, seconded Councillor Fitzsimons

Resolved

That the Strategy and Policy Committee:

1. Receive the information.
2. Grant land owner approval for ground anchors to extend from 10A Grass St (Lot 4 DP 2520) into Wellington Town Belt, being part of Lot 2 DP 10507 (CFR WN427/150), as part of slope retention work; and for stabilisation work on Wellington Town Belt land adjacent to 10A Grass St, pursuant to the Wellington Town Belt Act 2016 (WTBA).
3. Note that any approval to grant the land owner approval (referred to above) is conditional upon:
 - a) appropriate iwi consultation; and
 - b) all related costs being met by the owners of 10A Grass St.
4. Note that the slope retention work will be subject to the relevant bylaw, building and/or resource consent requirements.
5. Note that the works will proceed in accordance with final Parks, Sport and Recreation (PSR) agreement to all replanting mitigation plans, reinstatement and park management/ work access plans.

Carried unanimously

(Mayor Foster left the meeting at 12:38 pm)

5. Committee Reports

5.1 Report of the Council Controlled Organisations Subcommittee Meeting of 3 December 2019

A. LETTER OF EXPECTATION TO WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD

Moved Councillor Condie, seconded Councillor Rush

Resolved

That the Strategy and Policy Committee:

1. Receive the information and approve the draft letter of expectation, as amended in Attachment 1.
2. **Include in the letter of expectation under the areas requiring a particular focus in the statement of intent that “The Company has implemented the payment of the Living Wage across its business and Council expects that the Company now maintains this.”**

Carried unanimously

Secretarial note: With the leave of the meeting, clause 2 was added to the motion.

B. LETTERS OF EXPECTATION TO COUNCIL-CONTROLLED ORGANISATIONS

Moved Councillor Condie, seconded Councillor Rush

Resolved

That the Strategy and Policy Committee:

1. Receive the information and approve the final letters of expectation, as amended in Attachments 2-7.

Carried unanimously

Tabled documents - letters of expectation

Attachments

- 1 LoE to WREDA
- 2 LoE Cable car
- 3 LoE Zealandia
- 4 LoE Museum Trust
- 5 LoE Stadium Trust
- 6 LoE Zoo
- 7 LoE Basin Reserve

The meeting concluded at 12:49 pm with the reading of the following karakia:

Unuhia, unuhia, unuhia ki te uru tapu nui	Draw on, draw on
Kia wātea, kia māmā, te ngākau, te tinana, te wairua	Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind
I te ara takatū	
Koia rā e Rongo, whakairia ake ki runga	Oh Rongo, above (symbol of peace)
Kia wātea, kia wātea	Let this all be done in unity
Āe rā, kua wātea!	

Authenticated: _____
Chair

ORDINARY MEETING

OF

STRATEGY AND POLICY COMMITTEE

MINUTE ITEM ATTACHMENTS

Time: 9:30 am
Date: Wednesday, 11 December 2019
Venue: Ngake (16.09)
Level 16, Tahiwī
113 The Terrace
Wellington

Business	Page No.
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Public Participation

- | | |
|-----------------------------------|----|
| 1. Don McDonald - tabled document | 2 |
| 2. Mike Mellor - tabled document | 21 |

Tabled documents - letters of expectation

- | | |
|----------------------|----|
| 1. LoE to WREDA | 23 |
| 2. LoE cable car | 25 |
| 3. LoE Zealandia | 30 |
| 4. LoE Museum Trust | 35 |
| 5. LoE Stadium Trust | 40 |
| 6. LoE Zoo | 43 |
| 7. LoE Basin Reserve | 47 |

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Wgtnce public participation 11 dec 19.
Don McDonald.
Pg87.

Please print out.

Dear strategy POLICY ctte. Wednesday.

The role of councillor. Is it photo opportunity or accountability? :)
Congratulations.
Declaration ■■ is highest importance.
You better mean it.

Trees fall over on owen street town belt for 8 yrs.
Hanging in branches, fatal. Not good.■

Webb st and taranaki st has toxic sludge in gutter for 30 yrs. Yes that's horrid.
Pic.

Newtown fairway has vomit splat
X on footpath from march until dec. No thanks justin for 9 months and
newtown McDonalds.

Fran wilde said cleansing contracts 5 and 6 nites per week. Footpaths.
Olympic poo sydney 2000. Enforce penalty.

Sarah free thank, took some pix of toilets n potholes.
Paul eagle did 2 things. Earthquake bldg and parking on an intersection. He didnt do
much more than that.
Training fleur labour 2 b conscientious Not ■.

Complaints dept was called public advocate, issues resolution, assurance and
window dressing.
Tks deborah gives 1st aid or condolence.
Tks simon woolf for meet at clarks cafe. But little result.

Tks foster. I was locked in the toilet because no door handle.
Tks celia. Walking n thru access to wgtn indoor sports hall st.

Tks ian hunter 4 enquiry trace forms. Tks mike Scott x tv closeup 2005. St signs
hanson st. Urgent coutts st now. pic.

Norti ph bks gareth hughes. Chk ur listing.

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Call DON until 10pm.
But FIXS how many chars? ■■■■
Never acknowklg few pct.
No information app ? Impossible website.

essential model example worksheet.■■

Antidemocracy. Poor ppl often hav phnes but no computer google entertainmt hse.
Data.
Smart newtown.

Free 3400 +3400?? Upgrade downgrade.
What is intention of changes? Improve■■?

FIXS must sign off ■■by senior officer.
Does it answ what the complaint said?

No. 99pct is doesn't answer the question.

It was reported 60x n situation repeats million times across city.
Dominoes newtown. Tv aerial spears u thru heart elxn day urgent. Pic.

FIXS derelict. Inadequate ans.
Not Succint. Nothing happens inefcnt.

AUDIT AUDIT. HELP
I have asked x 6 years. Very poor. Councillor.

6.30am wed.
m0277 845.900 please.

Yours, disgrace not good. U know
Many years.

Sent from Yahoo Mail on Android
●● Don S McDonald Newt. B.Sc.
16-181 Daniell St, Newtown, Wellington NZ.
+64 277 845.900 Ample talk text data spark
04 389.6820 wireless landline

until 9:45pm.
mcdonewt on Twitter Facebook Yahoo nz.

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mathen• rgdsm.wordpress.com blog.
340.0 2nd preference votes Plain talk FIXS

Growth is v bad X wgtm mayor (2013 16 17 19)
than too cars Mt Vic tunnels (===)
BACKUP do.no.gamb@gmail.com oct '19 nzdt
see Media Matters in NZ site, viewers.org.nz, for "opinion on the Tv./Internet
scene in NZ"

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**Public Participation at Wellington City Council Strategy & Policy Committee
on Wednesday 11 December 2019
with respect to Agenda Item 4.2**

Joint programme to improve the reliability of travel times for buses

Contact person: **Mike Mellor**
Email: mmellor1@gmail.com, wellington@livingstreets.org.nz
Phone: **027 684 1213**
Date: **10 December 2019**

Walking and public transport are key complementary features of a liveable city, and we are very pleased to see the results of co-operation between WCC and GWRC, essential for the operation and development of Wellington’s public transport network.

We would make the following comments on the report.

1. Multimodalism

It is good to see multimodalism being mentioned specifically, and we understand the key relationship between cycling and buses with respect to roadspace allocation. There are also other aspects to be considered, and we suggest that the importance of walking and the necessary infrastructure needs to be explicitly acknowledged both as the way of accessing bus stops and as an alternative to short bus trips.

Safe and convenient access both along and across the corridor is essential at all stops, and this is particularly important where the distance between bus stops is being increased. (This may seem elementary and obvious, but it has not been properly taken into account at new facilities such as Kilbirnie hub.)

2. Prioritisation

It is unclear how the different sectors have been prioritised for the longer term, and it is not easy to see what effect this has on each corridor as a whole.

There are some results that appear odd at first glance: for instance, the Karori and Johnsonville corridors, with the fastest current average speeds, are two of the three corridors with the highest priority for improvement; while Mt Cook, the slowest one and with the highest levels of variability between the maximum and minimum travel times, is not in the top rank.

Looking at the bigger picture, the Seatoun corridor also appears to be an anomaly. It is proposed to spend a very large amount of money to construct a new tunnel to the eastern suburbs, yet the parallel bus corridor, serving the same function of moving people but much more efficiently than other road-based modes and with a lower carbon footprint, has the second-lowest level of priority of any corridor. It is hard to see how this disparity can be justified.

One of the great potentials of bus priority (in all its forms) is increase in mode share. The faster and more reliable bus travel becomes, the more people will use it. This needs to be recognised, with mode share change being included as an important part of the prioritisation process.

3. Conclusion

Please get on with it!

About Living Streets

Living Streets Aotearoa is New Zealand's national walking and pedestrian organisation, providing a positive voice for people on foot and working to promote walking-friendly planning and development around the country. Our vision is "More people choosing to walk more often and enjoying public places".

The objectives of Living Streets Aotearoa are:

- *to promote walking as a healthy, environmentally-friendly and universal means of transport and recreation*
- *to promote the social and economic benefits of pedestrian-friendly communities*
- *to work for improved access and conditions for walkers, pedestrians and runners including walking surfaces, traffic flows, speed and safety*
- *to advocate for greater representation of pedestrian concerns in national, regional and urban land use and transport planning.*

For more information, please see www.livingstreets.org.nz.

12 December 2019

Tracey Bridges
Chair
Wellington Regional Economic Development Agency Ltd
Level 1, 175 Victoria Street
Te Aro
WELLINGTON

By email only: tracey@portchester.co.nz

Dear Tracey

This letter sets out the shareholder's statement of expectations for Wellington Regional Economic Development Agency Ltd and its subsidiary, Creative HQ (WREDA) regarding their Statement of Intent (SOI) for 2020-23. Usually, this letter is considered by the Wellington Regional Strategy Committee. However, with the Committee not meeting until February 2020 this letter has been prepared by the shareholders and circulated to the members of the committee.

The new triennium brings a number of transformational projects for the region, including Let's Get Wellington Moving. The resources and financing for this significant project need to be considered at a time when there are a number of other demands on Council budgets including the impact of the Kaikoura earthquake. This will require careful consideration of our future priorities, particularly any increased funding.

To a large degree, the expectations are enduring and WREDA is expected to ensure on-going alignment to the Wellington Regional Strategy and the shareholders annual and long term plans. This letter serves to reiterate or emphasise some of these while also alerting WREDA to new initiatives or programmes.

There are a range of relatively new and significant strategies and policies which have been adopted over the past year that are drawn to your attention. These include:-

- Wellington Regional Investment Plan
- Te Reo Maori;
- Low-carbon economy;
- Accessible Wellington, The Accessible Journey Action Plan 2019
- The vision for Wellington as a creative city; and
- The Wellington Region Waste Management and Minimisation Plan 2017-2023.

WREDA is expected to be familiar with these (and include them where appropriate) along with the WRS and the other significant policies and strategies which provide a clear direction for setting its future goals.

The Committee acknowledges that WREDA has made significant progress across a range of key initiatives but have identified the following areas as requiring a particular focus in the SOI;

1. To achieve the result of a low carbon economy WREDA will need to focus on the impacts of major climate change policy decisions on industries and the region. Most Councils in the region have announced a climate change emergency and/or have or are developing low carbon-based strategies and plans. WREDA will need to work with the Councils to understand and develop a framework to support businesses to transition.
2. A key component of enabling the development of a high enterprise economy is to ensure the right skilled workforce is available. WREDA has taken the first step in the development of a plan for the region, now we expect to see the delivery of actions in this plan over the next three year period along with a joined up approach with central government.
3. There is currently significant work ongoing in the development of a Wellington Region Growth Framework (spatial plan) and a Māori Economic Development strategy and the expectation is that WREDA will be involved in the development of both of these and should plan for future delivery outcomes.
4. It is expected that the venues strategic review will consider the future demands on our venues, their fit and any gaps or investment requirements. We expect that this should transverse the areas of community accessibility and affordability.

The core funding provided by the Councils is seed funding and WREDA is expected to utilise this funding to partner in delivering activities, the SOI should demonstrate an emphasis on partnerships and partner funding to deliver programmes.

With respect to all of these points and the SOI in general we expect clear actions, expected outcomes with clear and measurable KPIs. Wherever possible there should be a clear line of sight between WREDA's actions and the outcomes being measured.

Yours sincerely

Andy Foster
Mayor, Wellington City Council
Ph: (021) 227 8537
Email: andy.foster@wcc.govt.nz

Daran Ponter
Chair, Greater Wellington Regional Council
Ph; (027) 454 0689
Email: daran.ponter@gw.govt.nz

cc: Lance Walker, Chief Executive
lance.walker@wellingtonnz.com

12 December 2019

Andy Matthews
Chair
Wellington Cable Car Ltd
72 Ahikouka Road
R.D.1
GREYTOWN 5794

By email only: andy.matthews@wcc.govt.nz

Dear Andy

Re: 2020/21 Statement of Intent and Wellington City Council Expectations

This letter sets out the Council's expectations of the Wellington Cable Car Limited for 2020/21. It is intended to assist the Company in its business planning and with the preparation of its 2020/21 Statement of Intent (SOI).

As Council enters a new triennium we have an opportunity to shape the city through transformational projects such as Let's Get Wellington Moving. The resources and financing for this significant project need to be considered at a time when we are still dealing with the impacts of the Kaikoura earthquake, and the costs associated with resilience have added significantly to Council's budgets. The work programme for the next triennium will require us to look at our priorities as a Council and how we keep costs down for our ratepayers whilst providing good stewardship of the City and delivering the quality of services expected of us.

To a large degree, the Council's expectations of the Company are enduring and the Company is expected to ensure on-going alignment to the Council's annual and long term plans. This letter serves to reiterate or emphasise some of these expectations while also alerting the Company to new Council initiatives or programmes, or expected outcomes from the Company.

There are a range of relatively new and significant Council strategies and policies which have been adopted over the past year that are drawn to your attention. The Company is expected to be familiar with these and, to the extent they are relevant, engage with the policies and strategies and respond accordingly. These include:-

- Te Tauihu Te Reo Maori Policy;
- Te Mapihi Maurea Naming Policy;
- Te Atakura First to Zero Policy (given that 83.8% of the Council's emissions are from waste, we refer you to the existing Wellington Region Waste Management and Minimisation Plan 2017-2023);
- Accessible Wellington, The Accessible Journey Action Plan 2019; and
- The vision for Wellington as a creative city (Aho-Tini Strategy).

In addition, Council makes the following comments in relation to its expectations of the Company.

The Company has made significant progress across a range of key initiatives for the Cable Car and retains Council's support for continuing these, notably:-

1. The SOI should provide an update on the programme of significant upgrade or renewal programmes over the next three years. In particular the SOI should provide an update on the status of the renewal or upgrade of the rolling stock, the associated capital works, the timing and the progress towards the funding programme.
2. Long term strategic asset management remains a focus area for Council and the SOI should contain detail around the status of asset management planning within the Company.
3. The Kelburn precinct is a gateway to a number of Council visitor attractions or areas of local interest. The Cable Car is in the unique position of being one of the first points of contact for a significant number of visitors to Wellington and also providing a unique travel experience for these visitors. Council has an expectation that the Company will play a proactive role in ensuring the presentation and wayfinding at the Kelburn terminal is maintained to a high standard and that there is strong engagement with the range of attractions and places of interest in the Kelburn precinct to enhance the visitor experience and showcase Wellington.
4. The Company has implemented the payment of the Living Wage across the Cable Car and Council expects that the Company now maintains this.

Governance

The Council expects the Company to comply with its obligations under the Health and Safety at Work Act 2015. This includes having in place an effective health and safety management framework that identifies and prioritises the management of critical areas of health and safety risk and that this management framework is reviewed, monitored and verified for effectiveness. Where the Council and the Company have shared responsibilities and overlapping duties as they relate to the health and safety risks of the activities and services of the Company and the Council, then all parties will ensure that there is effective consultation, co-operation and co-ordination of activities and responsibilities to eliminate or minimise the health and safety risks and that our organisations are aligned and influencing good outcomes that keep all those in or in the vicinity of our workplaces safe and free from harm.

Timetable

The Council's 2018-28 Ten Year Plan includes a number of performance measures involving the Cable Car that the Company is expected to support by supplying its performance measures and activity highlights to the Council and observing the reporting timetable attached to this letter.

We look forward to receiving the Company's draft Statement of Intent no later than 14 February 2020. Please refer to the reporting timetable attached for other reporting dates.

Should you have any queries or comments in regard to this letter, or wish to discuss the Council's strategies and the outcomes we are seeking in more detail, please contact Warwick Hayes in the first instance on 021 247 8377.

Yours sincerely

Cr Jenny Condie
Chair, Council-controlled Organisations Subcommittee
Ph: (021) 972 763
Email: jenny.condie@wcc.govt.nz

cc: Stephen Ward, Acting Chief Executive
stephen.ward@wellingtoncablecar.co.nz

Performance Measures

The following are performance measures that are relevant to Council's own reporting framework.

Performance Measure (KPI)	KPI Basis	Report Basis	Report Due
Total Passengers	Quarter	Quarter	7 days
Cable Car reliability	Annual	Quarter	7 days
Passenger satisfaction <ul style="list-style-type: none"> • Customer satisfaction survey • TripAdvisor rating • Customer complaints (per 100,000 passenger trips) 	Annual	Quarter	30 days
Fare income	Annual	Quarter	30 days
Total revenue	Annual	Quarter	30 days

Reporting Timetable

Report	Reference Date	Due Date	Committee Date[^]
1st Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Full Q1 report with financial statements 	30 Sep	7 Oct 31 Oct	Nov / Dec
2nd Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Full Q2 report with financial statements 	31 Dec	7 Jan 31 Jan	Mar / Apr
Draft Statement of Intent	n/a	14 Feb	Mar / Apr
3rd Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Full Q3 report with financial statements 	31 Mar	7 Apr 30 Apr	May / Jun
Statement of Intent	n/a	30 Apr	May / Jun
4th Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Annual Report & Financial Statements 	30 Jun	7 Jul 30 Sep	Nov / Dec

[^] Committee dates may vary each year between the months indicated.

Guidelines for the preparation of Council's Annual Report and Financial Statements

The following information is required by Council to support the preparation its annual report. Council officers will liaise directly during the process. Your Council contacts will be Annemarie Booth and Brendan Murphy.

- Related party template (due 11 May)
- Related party balances & transactions (due 31 May)
- Performance measures (due 11 Jul)
- Consolidation template (as applicable) and draft financial statements (due 16 Jul)
- Audit clearance or audited financial statements, and draft report commentary (due 7 Sep)
- Letter of representation to Council's CFO (due 7 Sep)
- Audited annual report and financial statements (due 30 Sep)

12 December 2019

Phillip Meyer
Chair
Karori Sanctuary Trust
PO Box 9267
Marion Square
WELLINGTON 6141

By email only: phillip.j.meyer@gmail.com

Dear Phillip

Re: 2020/21 Statement of Intent and Wellington City Council Expectations

This letter sets out the Council's expectations of the Karori Sanctuary Trust for 2020/21. It is intended to assist the Trust in its business planning and with the preparation of its 2020/21 Statement of Intent (SOI).

As Council enters a new triennium we have an opportunity to shape the city through transformational projects such as Let's Get Wellington Moving. The resources and financing for this significant project need to be considered at a time when we are still dealing with the impacts of the Kaikoura earthquake, and the costs associated with resilience have added significantly to Council's budgets. The work programme for the next triennium will require us to look at our priorities as a Council and how we keep costs down for our ratepayers whilst providing good stewardship of the City and delivering the quality of services expected of us.

To a large degree, the Council's expectations of the Trust are enduring and the Trust is expected to ensure on-going alignment to the Council's annual and long term plans. This letter serves to reiterate or emphasise some of these while also alerting the Trust to new Council initiatives or programmes, or expected outcomes from the Trust.

There are a range of relatively new and significant Council strategies and policies which have been adopted over the past year that are drawn to your attention. The Trust is expected to be familiar with these and to the extent they are relevant engage with the policies and strategies and respond accordingly. These include:-

- Te Tauihu Te Reo Maori Policy;
- Te Mapihi Maurea Naming Policy;
- Te Atakura First to Zero Policy (given that 83.8% of the Council's emissions are from waste, we refer you to the existing Wellington Region Waste Management and Minimisation Plan 2017-2023);
- Accessible Wellington, The Accessible Journey Action Plan 2019; and
- The vision for Wellington as a creative city (Aho-Tini Strategy).

In addition, Council makes the following comments in relation to its expectations of the Trust.

The Trust has made significant progress across a range of key initiatives and retains Council's support for continuing these, notably:-

1. The development of Tanglewood House; the SOI should provide an update regarding the expected status of the project including timelines, expected costs and governance arrangements for the project.
2. The Trust has implemented the payment of the Living Wage and Council expects that the Trust now maintains this.
3. Long term strategic asset management remains a focus area for Council and the SOI should contain detail around the status of planning within the Trust pertaining to its key strategic assets.

Governance

The Council expects the Trust to maintain a high degree of awareness of legislation that is applicable to the activities of the Trust and in particular on relevant Health and Safety legislation.

The Council expects the Trust to comply with its obligations under the Health and Safety at Work Act 2015. This includes having in place an effective health and safety management framework that identifies and prioritises the management of critical areas of health and safety risk and that this management framework is reviewed, monitored and verified for effectiveness. Where the Council and the Trust have shared responsibilities and overlapping duties as they relate to the health and safety risks of the activities and services of the Trust and the Council, then all parties will ensure that there is effective consultation, co-operation and co-ordination of activities and responsibilities to eliminate or minimise the health and safety risks and that our organisations are aligned and influencing good outcomes that keep all those in or in the vicinity of our workplaces safe and free from harm.

The Trust board is expected to meet best practice governance standards and, in support of this, to undertake a performance review of the overall board, individual board members and the board chair. On completion of this review, the Council's Chief Executive should receive an update that describes the form the review took and the outcomes of the review. The review is to be completed by 30 September 2020.

Timetable

The Council's 2018-28 Ten Year Plan includes a number of performance measures that the Trust is expected to support by supplying its performance measures and activity highlights to the Council and observing the reporting timetable attached to this letter.

We look forward to receiving the Trust's draft Statement of Intent no later than 14 February 2020. Please refer to the reporting timetable attached for other reporting dates.

Should you have any queries or comments in regard to this letter, or wish to discuss the Council's strategies and the outcomes we are seeking in more detail, please contact Warwick Hayes in the first instance on 021 247 8377.

Yours sincerely

Cr Jenny Condie
Chair, Council-controlled Organisations Subcommittee
Ph: (021) 972 763
Email: jenny.condie@wcc.govt.nz

cc: Paul Atkins, Chief Executive
paul.atkins@visitzealandia.com

Performance Measures

The following are performance measures that are relevant to Council's own reporting framework.

Performance Measure (KPI)	KPI Basis	Report Basis	Report Due
Visitors	Quarter	Quarter	7 days
Student & education visits	Annual	Quarter	7 days
Individual members	Annual	Year To Date	30 days
Percentage of satisfied visitors	Annual	Year To Date	30 days
Volunteers	Annual	Year To Date	30 days
Council operating grant per visitor	Annual	Year To Date	30 days
Full cost to Council	Annual	Year To Date	30 days
Trading revenue per visit (excl. grants & interest)	Annual	Year To Date	30 days
Non-Council donations & funding	Annual	Year To Date	30 days
Membership subscription revenue	Annual	Year To Date	30 days

Reporting Timetable

Report	Reference Date	Due Date	Committee Date[^]
1st Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Full Q1 report with financial statements 	30 Sep	7 Oct 31 Oct	Nov / Dec
2nd Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Full Q2 report with financial statements 	31 Dec	7 Jan 31 Jan	Mar / Apr
Draft Statement of Intent	n/a	14 Feb	Mar / Apr
3rd Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Full Q3 report with financial statements 	31 Mar	7 Apr 30 Apr	May / Jun
Statement of Intent	n/a	30 Apr	May / Jun
4th Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Annual Report & Financial Statements 	30 Jun	7 Jul 30 Sep	Nov / Dec

[^] Committee dates may vary each year between the months indicated.

Item Table documents - letters of expectation Attachment 3

Guidelines for the preparation of Council's Annual Report and Financial Statements

The following information is required by Council to support the preparation its annual report. Council officers will liaise directly during the process. Your Council contacts will be Annemarie Booth and Brendan Murphy.

- Related party template (due 11 May)
- Related party balances & transactions (due 31 May)
- Performance measures (due 11 Jul)
- Consolidation template (as applicable) and draft financial statements (due 16 Jul)
- Audit clearance or audited financial statements, and draft report commentary (due 7 Sep)
- Letter of representation to Council's CFO (due 7 Sep)
- Audited annual report and financial statements (due 30 Sep)

12 December 2019

Jackie Lloyd
Chair
Wellington Museums Trust
PO Box 893
WELLINGTON 6140

By email only: jackie.lloydnz@gmail.com

Dear Jackie

Re: 2020/21 Statement of Intent and Wellington City Council Expectations

This letter sets out the Council's expectations of the Wellington Museums Trust for 2020/21. It is intended to assist the Trust in its business planning and with the preparation of its 2020/21 Statement of Intent (SOI).

As Council enters a new triennium we have an opportunity to shape the city through transformational projects such as Let's Get Wellington Moving. The resources and financing for this significant project need to be considered at a time when we are still dealing with the impacts of the Kaikoura earthquake, and the costs associated with resilience have added significantly to Council's budgets. The work programme for the next triennium will require us to look at our priorities as a Council and how we keep costs down for our ratepayers whilst providing good stewardship of the City and delivering the quality of services expected of us.

To a large degree, the Council's expectations of the Trust are enduring and the Trust is expected to ensure on-going alignment to the Council's annual and long term plans. This letter serves to reiterate or emphasise some of these while also alerting the Trust to new Council initiatives or programmes, or expected outcomes from the Trust.

There are a range of relatively new and significant Council strategies and policies which have been adopted over the past year that are drawn to your attention. The Trust is expected to be familiar with these and to the extent they are relevant engage with the policies and strategies and respond accordingly.

These include:-

- Te Tauihu Te Reo Maori Policy;
- Te Mapihi Maurea Naming Policy;
- Te Atakura First to Zero Policy (given that 83.8% of the Council's emissions are from waste, we refer you to the existing Wellington Region Waste Management and Minimisation Plan 2017-2023);

- Accessible Wellington, The Accessible Journey Action Plan 2019; and
- The vision for Wellington as a creative city (Aho-Tini Strategy).

In addition, Council makes the following comments in relation to its expectations of the Trust.

The Trust has made significant progress across a range of key initiatives for Experience Wellington and retains Council's support for continuing these, notably:-

1. Council recognises the importance of Te Ngākau Civic Square to the community and is mindful of the effect of the building closures and associated construction works. As a key stakeholder in Te Ngākau Civic Square we welcome suggestions from the Trust on how it, and in particular the City Gallery, could partner with Council to activate this area.
2. Capital E continues to provide a valued amenity for the young people of the City. Council expects the Trust to remain a strong advocate for the return of Capital E in any Te Ngākau Civic Square discussions and, with an existing strong presence in the square through the City Gallery, to contribute constructively in this process.
3. The SOI should provide an update on the status of the planned upgrade works at the Wellington Museum. Council acknowledges that this is an important project for the Trust and in addition to the necessary structural works needed to address the earthquake risks associated with the Bond Store the investment provides an opportunity to upgrade the exhibition spaces.
4. The continued spatial demand on Capital E for its programming and the Bond Store upgrade will present the Trust with a range of issues relating to staff accommodation. The SOI provides an opportunity to traverse these issues both from a short term operational perspective and also a more strategic view.
5. The international exhibition programme at the City Gallery is a welcome addition to the Gallery's programme and the SOI should discuss the planning around future programmes. These are viewed by Council as being above and beyond the normal Gallery programming and we note that funding support through the City Growth Fund is likely to be required to secure stand out exhibitions.
6. The Trust has implemented the payment of the Living Wage across Experience Wellington and Council expects that the Trust now maintains this.

Governance

The Council expects the Trust to maintain a high degree of awareness of legislation that is applicable to its activities and in particular on relevant Health and Safety legislation.

The Council expects the Trust to comply with its obligations under the Health and Safety at Work Act 2015. This includes having in place an effective health and safety management framework that identifies and prioritises the management of critical areas of health and safety risk and that this management framework is reviewed, monitored and verified for effectiveness. Where the Council and the Trust have shared responsibilities and overlapping duties as they relate to the health and safety risks of the activities and services of the Trust and the Council, then all parties will ensure that there is effective consultation, co-operation and co-ordination of activities and responsibilities to eliminate or minimise the health and safety risks and that our organisations are aligned and influencing good outcomes that keep all those in or in the vicinity of our workplaces safe and free from harm.

The Trust is expected to meet best practice governance standards and, in support of this, to undertake a performance review of the overall board, individual board members and the board chair. On completion of this review, the Council's Chief Executive should receive an update that describes the form the review took and the outcomes of the review. The review is to be completed by 30 September 2020.

Timetable

The Council's 2018-28 Ten Year Plan includes a number of performance measures involving Experience Wellington that the Trust is expected to support by supplying its performance measures and activity highlights to the Council and observing the reporting timetable attached to this letter.

We look forward to receiving the Trust's draft Statement of Intent no later than 14 February 2020. Please refer to the reporting timetable attached for other reporting dates.

Should you have any queries or comments in regard to this letter, or wish to discuss the Council's strategies and the outcomes we are seeking in more detail, please contact Warwick Hayes in the first instance on 021 247 8377.

Yours sincerely

Cr Jenny Condie
Chair, Council-controlled Organisations Sub-committee
Ph: (021) 972 763
Email: jenny.condie@wcc.govt.nz

cc: Pat Stuart, Chief Executive
pats@experiencewellington.org.nz

Performance Measures

The following are performance measures that are relevant to Council's own reporting framework.

Performance Measure (KPI)	KPI Basis	Report Basis	Report Due
Visitors	Quarter	Quarter	7 days
Student & education visits	Annual	Quarter	7 days
Percentage of satisfied visitors	Annual	Year To Date	30 days
Council operating grant per visitor	Annual	Year To Date	30 days
Full cost to Council	Annual	Year To Date	30 days
Trading revenue per visit (excl. grants & interest)	Annual	Year To Date	30 days
Non-Council donations & funding	Annual	Year To Date	30 days

Reporting Timetable

Report	Reference Date	Due Date	Committee Date[^]
1st Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Full Q1 report with financial statements 	30 Sep	7 Oct 31 Oct	Nov / Dec
2nd Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Full Q2 report with financial statements 	31 Dec	7 Jan 31 Jan	Mar / Apr
Draft Statement of Intent	n/a	14 Feb	Mar / Apr
3rd Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Full Q3 report with financial statements 	31 Mar	7 Apr 30 Apr	May / Jun
Statement of Intent	n/a	30 Apr	May / Jun
4th Quarter Report <ul style="list-style-type: none"> Non-financial performance measures Annual Report & Financial Statements 	30 Jun	7 Jul 30 Sep	Nov / Dec

[^] Committee dates may vary each year between the months indicated.

Guidelines for the preparation of Council's Annual Report and Financial Statements

The following information is required by Council to support the preparation its annual report. Council officers will liaise directly during the process. Your Council contacts will be Annemarie Booth and Brendan Murphy.

- Related party template (due 11 May)
- Related party balances & transactions (due 31 May)
- Performance measures (due 11 Jul)
- Consolidation template (as applicable) and draft financial statements (due 16 Jul)
- Audit clearance or audited financial statements, and draft report commentary (due 7 Sep)
- Letter of representation to Council's CFO (due 7 Sep)
- Audited annual report and financial statements (due 30 Sep)

12 December 2019

John Shewan
Chair
Wellington Regional Stadium Trust
PO Box 2080
WELLINGTON 6011

By email only: john.shewan@hotmail.com

Dear John

Re: 2020/21 Statement of Intent and Wellington City Council Expectations

This letter sets out the Council's expectations of the Wellington Regional Stadium Trust for 2020/21. It is intended to assist the Trust in its business planning and with the preparation of its 2020/21 Statement of Intent (SOI).

As Council enters a new triennium we have an opportunity to shape the city through transformational projects such as Let's Get Wellington Moving. The resources and financing for this significant project need to be considered at a time when we are still dealing with the impacts of the Kaikoura earthquake, and the costs associated with resilience have added significantly to Council's budgets. The work programme for the next triennium will require us to look at our priorities as a Council and how we keep costs down for our ratepayers whilst providing good stewardship of the City and delivering the quality of services expected of us.

To a large degree, the Council's expectations of the Trust are enduring and the Trust is expected to ensure on-going alignment to the Council's annual and long term plans. This letter serves to reiterate or emphasise some of these while also alerting the Trust to new Council initiatives or programmes, or expected outcomes from the Trust.

There are a range of relatively new and significant Council strategies and policies which have been adopted over the past year that are drawn to your attention. The Trust is expected to be familiar with these and to the extent they are relevant engage with the policies and strategies and respond accordingly. These include:-

- Te Tauihu Te Reo Maori Policy;
- Te Mapihi Maurea Naming Policy;
- Te Atakura First to Zero Policy (given that 83.8% of the Council's emissions are from waste, we refer you to the existing Wellington Region Waste Management and Minimisation Plan 2017-2023);
- Accessible Wellington, The Accessible Journey Action Plan 2019; and
- The vision for Wellington as a creative city (Aho-Tini Strategy).

In addition, Council makes the following comments in relation to its expectations of the Trust.

The Trust has made significant progress across a range of key initiatives for the Stadium and retains Council's support for continuing these, notably:-

1. Continued focus on preventing all forms of harassment at events hosted at the Stadium and this being embedded in the culture and practices at the venue.

2. The SOI should provide an update on the programme of significant planned upgrade or renewal programmes at the Stadium over the next three years. In particular the SOI should provide an update on the concourse upgrade project which has been partially funded by the Council.
3. Long term strategic asset management remains a focus area for Council and the SOI should contain detail around the status of asset management planning within the Trust.

Governance

The Council expects the Trust to maintain a high degree of awareness of legislation that is applicable to its activities and in particular on relevant Health and Safety legislation.

The Council expects the Trust to comply with its obligations under the Health and Safety at Work Act 2015. This includes having in place an effective health and safety management framework that identifies and prioritises the management of critical areas of health and safety risk and that this management framework is reviewed, monitored and verified for effectiveness. Where the Council and the Trust have shared responsibilities and overlapping duties as they relate to the health and safety risks of the activities and services of the Trust and the Council, then all parties will ensure that there is effective consultation, co-operation and co-ordination of activities and responsibilities to eliminate or minimise the health and safety risks and that our organisations are aligned and influencing good outcomes that keep all those in or in the vicinity of our workplaces safe and free from harm.

The Trust is expected to meet best practice governance standards and, in support of this, to undertake a performance review of the overall board, individual board members and the chair. On completion of this review, any matters of concern should be drawn to the attention of the Chief Executives of the settlor councils.

Timetable

We look forward to receiving the Trust's draft Statement of Intent by 20 March 2020. Please refer to the reporting timetable attached for other reporting dates.

Should you have any queries or comments in regard to this letter, or wish to discuss the Council's strategies and the outcomes we are seeking in more detail, please contact Warwick Hayes in the first instance on 021 247 8377.

Yours sincerely

Cr Jenny Condie
Chair, Council-controlled Organisations Sub-committee
Ph: (021) 972 763
Email: jenny.condie@wcc.govt.nz

cc: Shane Harmon, Chief Executive
sharmon@stadiumtrust.org.nz
Dave Humm, Chief Financial Officer, Greater Wellington Regional Council
dave.humm@gw.govt.nz

Reporting Timetable

Report	Reference Date	Due Date#	Committee Date^
First Half Report	31 Dec	15 Feb	Mar / Apr
Draft Statement of Intent	n/a	20 Mar	Mar / Apr
Statement of Intent	n/a	10 May	May / Jun
Second Half Report	30 Jun	14 Aug	Nov / Dec
Annual Report & Financial Statements	30 Jun	30 Sep	Nov / Dec

Indicative

^ Committee dates may vary each year between the months indicated.

12 December 2019

Craig Ellison
Chair
Wellington Zoo Trust
200 Daniell St
Newtown
WELLINGTON 6021

By email only: craig.raniera@gmail.com

Dear Craig

Re: 2020/21 Statement of Intent and Wellington City Council Expectations

This letter sets out the Council's expectations of the Wellington Zoo Trust for 2020/21. It is intended to assist the Trust in its business planning and with the preparation of its 2020/21 Statement of Intent (SOI).

As Council enters a new triennium we have an opportunity to shape the city through transformational projects such as Let's Get Wellington Moving. The resources and financing for this significant project need to be considered at a time when we are still dealing with the impacts of the Kaikoura earthquake, and the costs associated with resilience have added significantly to Council's budgets. The work programme for the next triennium will require us to look at our priorities as a Council and how we keep costs down for our ratepayers whilst providing good stewardship of the City and delivering the quality of services expected of us.

To a large degree, the Council's expectations of the Trust are enduring and the Trust is expected to ensure on-going alignment to the Council's annual and long term plans. This letter serves to reiterate or emphasise some of these while also alerting the Trust to new Council initiatives or programmes, or expected outcomes from the Trust.

There are a range of relatively new and significant Council strategies and policies which have been adopted over the past year that are drawn to your attention. The Trust is expected to be familiar with these and to the extent they are relevant engage with the policies and strategies and respond accordingly. These include:-

- Te Taihu Te Reo Maori Policy;
- Te Mapihi Maurea Naming Policy;
- Te Atakura First to Zero Policy (given that 83.8% of the Council's emissions are from waste, we refer you to the existing Wellington Region Waste Management and Minimisation Plan 2017-2023);
- Accessible Wellington, The Accessible Journey Action Plan 2019; and
- The vision for Wellington as a creative city (Aho-Tini Strategy).

In addition, Council makes the following comments in relation to its expectations of the Trust.

The Trust has made significant progress across a range of key initiatives for Wellington Zoo and retains Council's support for continuing these, notably:-

1. The SOI should provide an update on the programme of significant planned upgrade or renewal programmes at the Zoo over the next three years. In particular the SOI should provide an update on the status of the introduction of Snow Leopards to the Zoo, the associated capital works and the fundraising programme.
2. Long term strategic asset management remains a focus area for Council and the SOI should contain detail around the status of asset management planning within the Trust.
3. The Trust has implemented the payment of the Living Wage across the Zoo and Council expects that the Trust now maintains this.

Governance

The Council expects the Trust to maintain a high degree of awareness of legislation that is applicable to its activities and in particular on relevant Health and Safety legislation.

The Council expects the Trust to comply with its obligations under the Health and Safety at Work Act 2015. This includes having in place an effective health and safety management framework that identifies and prioritises the management of critical areas of health and safety risk and that this management framework is reviewed, monitored and verified for effectiveness. Where the Council and the Trust have shared responsibilities and overlapping duties as they relate to the health and safety risks of the activities and services of the Trust and the Council, then all parties will ensure that there is effective consultation, co-operation and co-ordination of activities and responsibilities to eliminate or minimise the health and safety risks and that our organisations are aligned and influencing good outcomes that keep all those in or in the vicinity of our workplaces safe and free from harm.

The Trust is expected to meet best practice governance standards and, in support of this, to undertake a performance review of the overall board, individual board members and the board chair. On completion of this review, the Council's Chief Executive should receive an update that describes the form the review took and the outcomes of the review. The review is to be completed by 30 September 2020.

Timetable

The Council's 2018-28 Ten Year Plan includes a number of performance measures involving the Zoo that the Trust is expected to support by supplying its performance measures and activity highlights to the Council and observing the reporting timetable attached to this letter.

We look forward to receiving the Trust's draft Statement of Intent no later than 14 February 2020. Please refer to the reporting timetable attached for other reporting dates.

Should you have any queries or comments with regard to this letter, or wish to discuss the Council's strategies and the outcomes we are seeking in more detail, please contact Warwick Hayes in the first instance on 021 247 8377.

Yours sincerely

Cr Jenny Condie
Chair, Council-controlled Organisations Sub-committee
Ph: (021) 972 763
Email: jenny.condie@wcc.govt.nz

cc: Karen Fifield, Chief Executive
karen.fifield@wellingtonzoo.com

Performance Measures

The following are performance measures that are relevant to Council's own reporting framework.

Performance Measure (KPI)	KPI Basis	Report Basis	Report Due
Visitors	Quarter	Quarter	7 days
Student & education visits	Annual	Quarter	7 days
Council operating grant per visitor	Annual	Year To Date	30 days
Full cost to Council	Annual	Year To Date	30 days
Trading revenue per visit (excl. grants & interest)	Annual	Year To Date	30 days
Non-Council donations & funding	Annual	Year To Date	30 days
% Operating costs generated by the Trust	Annual	Year To Date	30 days
Trust generated income as % of the Council grant	Annual	Year To Date	30 days

Reporting Timetable

Report	Reference Date	Due Date	Committee Date[^]
1st Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Full Q1 report with financial statements 	30 Sep	7 Oct 31 Oct	Nov / Dec
2nd Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Full Q2 report with financial statements 	31 Dec	7 Jan 31 Jan	Mar / Apr
Draft Statement of Intent	n/a	14 Feb	Mar / Apr
3rd Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Full Q3 report with financial statements 	31 Mar	7 Apr 30 Apr	May / Jun
Statement of Intent	n/a	30 Apr	May / Jun
4th Quarter Report <ul style="list-style-type: none"> • Non-financial performance measures • Annual Report & Financial Statements 	30 Jun	7 Jul 30 Sep	Nov / Dec

[^] Committee dates may vary each year between the months indicated.

Item 6 - letters of expectation Attachment 6

Guidelines for the preparation of Council's Annual Report and Financial Statements

The following information is required by Council to support the preparation its annual report. Council officers will liaise directly during the process. Your Council contacts will be Annemarie Booth and Brendan Murphy.

- Related party template (due 11 May)
- Related party balances & transactions (due 31 May)
- Performance measures (due 11 Jul)
- Consolidation template (as applicable) and draft financial statements (due 16 Jul)
- Audit clearance or audited financial statements, and draft report commentary (due 7 Sep)
- Letter of representation to Council's CFO (due 7 Sep)
- Audited annual report and financial statements (due 30 Sep)

12 December 2019

Alan Isaac
Chair
Basin Reserve Trust
PO Box 578
WELLINGTON 6140

By email only: isaacadvisory52@gmail.com

Dear Alan

Re: 2020/21 Statement of Intent and Wellington City Council Expectations

This letter sets out the Council's expectations of the Basin Reserve Trust for 2020/21. It is intended to assist the Trust in its business planning and with the preparation of its 2020/21 Statement of Intent.

As Council enters a new triennium we have an opportunity to shape the city through transformational projects such as Let's Get Wellington Moving. The resources and financing for this significant project need to be considered at a time when we are still dealing with the impacts of the Kaikoura earthquake, and the costs associated with resilience have added significantly to Council's budgets. The work programme for the next triennium will require us to look at our priorities as a Council and how we keep costs down for our ratepayers whilst providing good stewardship of the city and delivering the quality of services expected of us.

To a large degree, the Council's expectations of the Trust are enduring and the Trust is expected to ensure on-going alignment with the Council's annual and long term plans. This letter serves to reiterate or emphasise some of these expectations while also alerting the Trust to new Council initiatives or programmes, or expected outcomes from the Trust.

There are a range of relatively new and significant Council strategies and policies which have been adopted over the past year that are drawn to your attention. The Trust is expected to be familiar with these and, to the extent they are relevant, engage with the policies and strategies and respond accordingly. These include:-

- Te Tauihu Te Reo Maori Policy;
- Te Mapihi Maurea Naming Policy;
- Te Atakura First to Zero Policy (given that 83.8% of the Council's emissions are from waste, we refer you to the existing Wellington Region Waste Management and Minimisation Plan 2017-2023);
- Accessible Wellington, The Accessible Journey Action Plan 2019; and
- The vision for Wellington as a creative city (Aho-Tini Strategy).

In addition, Council makes the following comments in relation to its expectations of the Trust.

The Trust has made significant progress across a range of key initiatives for the Basin Reserve and retains Council's support for continuing these, notably:-

1. Continued focus on preventing all forms of harassment at events hosted at the Basin Reserve and this being embedded in the culture and practices at the ground.
2. Support the completion of the strengthening and refurbishment of the Museum Stand, ensuring that the Trust's financial commitment towards funding its \$1.0m contribution is delivered. Following completion of these works it is Council's expectation that the Trust will implement the necessary actions to safely reinstate public access to the ground 24 hours per day, 7 days per week except when the ground is required to be closed for events, sports training or in the interests of public safety.
3. Continued focus on increasing and diversifying the utilisation of the Basin Reserve. The Council expects the Trust to continue to seek opportunities to increase its usage by community and other sports organisations and to also drive the utilisation of the facilities at the ground.
4. As the major construction projects near completion Council would like to see the ground presented to a consistently high standard throughout the year befitting its international status.
5. Council expects the Trust to ensure it is well positioned to deliver a programme of premium international cricket matches and to maximise opportunities to host ICC Women's World Cup matches in 2021.

Governance

The Council expects the Trust to maintain a high degree of awareness of legislation that is applicable to its activities and in particular on relevant Health and Safety legislation. While this is an enduring Council expectation, this needs to be a key focus given the amount of construction work happening at the Basin Reserve.

The Council expects the Trust to comply with its obligations under the Health and Safety at Work Act 2015. This includes having in place an effective health and safety management framework that identifies and prioritises the management of critical areas of health and safety risk and that this management framework is reviewed, monitored and verified for effectiveness. Where the Council and the Trust have shared responsibilities and overlapping duties as they relate to the health and safety risks of the activities and services of the Trust and the Council, then all parties will ensure that there is effective consultation, co-operation and co-ordination of activities and responsibilities to eliminate or minimise the health and safety risks and that our organisations are aligned and influencing good outcomes that keep all those in or in the vicinity of our workplaces safe and free from harm.

The Trust board is expected to meet best practice governance standards and, in support of this, to undertake a performance review of the overall board, individual board members and the board chair. On completion of this review, the Council's Chief Executive should receive an update that describes the form the review took and the outcomes of the review in relation to the Council appointed Trustees. The review is to be completed by 30 September 2020.

Timetable

The Council's 2018-28 Ten Year Plan includes a number of performance measures involving the Basin Reserve that the Trust is expected to support by supplying its performance measures and activity highlights to the Council and observing the reporting timetable attached to this letter.

We look forward to receiving the Trust's draft Statement of Intent no later than 14 February 2020. Please refer to the reporting timetable attached for other reporting dates.

Should you have any queries or comments in regard to this letter, or wish to discuss the Council's strategies and the outcomes we are seeking in more detail, please contact Warwick Hayes in the first instance on 021 247 8377.

Yours sincerely

Cr Jenny Condie
Chair, Council-controlled Organisations Subcommittee
Ph: (021) 972 763
Email: jenny.condie@wcc.govt.nz

cc: Cam Mitchell, Chief Executive, Cricket Wellington
cam@cricketwellington.co.nz

Performance Measures

The following are performance measures that are relevant to Council's own reporting framework.

Performance Measure (KPI)	KPI Basis	Report Basis	Report Due
Event days <ul style="list-style-type: none"> • Cricket • Other sports • Community • Functions 	Quarter	Quarter	7 days
Practice facility usage (days)	Quarter	Quarter	7 days
Numbers attending events at the Basin Reserve	Quarter	Quarter	7 days
Event income	Annual	Year To Date	30 days
Council operating grant	Annual	Year To Date	30 days
Council operating grant per attendance	Annual	Year To Date	30 days

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