

25 January 2011

Paul Collins
Chair
Wellington Regional Stadium Trust
PO Box 2080
WELLINGTON

Dear Paul

RE: 2011/12 Statement of Intent and Wellington City Council Expectations

This letter sets out the Council's expectations of Wellington Regional Stadium Trust (WRST or the Trust) for the 2011/12 year. It is intended to assist the Trust in its business planning and preparation of its 2011/12 Statement of Intent (SOI). The SOI should reflect the relationship and interest that the Council has in WRST, and the contribution of the Trust to the Council's vision of continuing to make Wellington a vibrant, internationally competitive, and affordable city. To optimise its effectiveness, the SOI should be regarded as a strategic document, as well as one of compliance.

While the Trust is not a Council Controlled Organisation (CCO), a number of general references to CCO activities are included within this letter. This reflects the materiality of the Trust's contribution to Council outcomes.

Rugby World Cup

The number one priority for the Council in 2011/12 is Rugby World Cup 2011 (RWC 2011). Each CCO should be well advanced with its planning for RWC 2011 and a clear outline of its planned activities and how these will be integrated with the Council's own activities should be provided in the SOI. The Trust is obviously well advanced in this area.

Co-operation

The Council has a significant investment in a range of visitor attractions and venues and contributes significantly to operating costs annually through the CCO grants. In addition, Council is the major funder of Positively Wellington Tourism (PWT). Each CCO should outline strategies for closer co-operation with both PWT and each other (where relevant) in marketing, promotion and

public relations to better leverage the Council's overall investment in Wellington's visitor attractions.

Key Performance Indicators

Each CCO should revisit its key performance indicators (KPIs) to ensure that they are still relevant and appropriate in judging the performance of the CCO in relation to its objectives and supporting Council outcomes. CCOs are expected to work with officers to agree a focused set of KPIs with an emphasis on measuring outcomes.

Risk management

Each CCO should articulate the risk management process that underpins its operations and identify the five key risks for its business and how these are managed.

Specific Issues

The Council would like to see an update on the progress and likely timing of the development of the Stadium Master Plan.

On behalf of the Council, I would like to acknowledge the Trust's continued strong financial and operating performance and the valued contribution it makes to Wellington.

Timeline

We look forward to receiving the draft SOI and business plan by Tuesday 1 March 2011. Once we have received the draft SOIs, we will present them, along with comments, to CCOPS at its meeting in April 2011. After the meeting, any feedback from the Subcommittee will be sent to you by the end of April, with final SOIs requested to be provided to officers by Monday 16 May 2011 for presentation to CCOPS, and subsequently to the Strategy and Policy Committee (SPC), for approval in June 2011.

The attachment sets out in more detail a number of issues which should be considered in developing the SOI and in reporting to the Council.

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 Maree Henwood on 803 8709 in the first instance.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Alan Isaac".

Alan Isaac
CHAIR, COUNCIL CONTROLLED ORGANISATIONS
PERFORMANCE SUBCOMMITTEE

CC: David Gray, CEO