

From: Stephen Ward
Sent: Monday, 30 March 2020 11:14 AM
To: Samantha Rose <samantha.rose@wellingtoncablecar.co.nz>; Annemarie Booth <Annemarie.Booth@wcc.govt.nz>
Cc: Matthew Hardy <mathew@wellingtoncablecar.co.nz>
Subject: FW: Covid-19 - Weekly Situation Reports

Please see the email train from Warwick Hayes below. It appears that we need to stay committed to our obligations to pay the living wage, so although we will only get a subsidy for 80% of wages, we will need to top up to contract level, for both permanent and casual staff.

This is likely to be something that will be checked at audit time.

Please call or email me if you have any questions or concerns.

Ngā mihi nui

Stephen Ward | Acting Chief Executive



WELLINGTON CABLE CAR LIMITED

Level 4, 276 Lambton Quay, Wellington 6011, NEW ZEALAND
Post: PO BOX 25094, Wellington 6146, NEW ZEALAND

EMAIL: stephen.ward@wellingtoncablecar.co.nz

WEB: www.wellingtoncablecar.co.nz

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From: Warwick Hayes <Warwick.Hayes@wcc.govt.nz>
Sent: Friday, 27 March 2020 12:44 PM
To: Stephen Ward <stephen@wellingtoncablecar.co.nz>
Cc: Danny McComb <Danny.McComb@wcc.govt.nz>; Andy Matthews <Andy.Matthews@wcc.govt.nz>
Subject: RE: Covid-19 - Weekly Situation Reports

Hi Stephen
Thanks, appreciated.

I'll see what we have in the virtual space for learning Te Reo.

In terms of living wage – Council is not retracing its steps here so this commitment will remain. It would be expected to remain for CCOs too. Andy might comment further if needed.

Regards

Warwick Hayes

Projects & CCO Manager | Economic & Commercial

M [REDACTED]

E warwick.hayes@wcc.govt.nz

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From: Stephen Ward [<mailto:stephen@wellingtoncablecar.co.nz>]

Sent: Friday, 27 March 2020 12:32 PM

To: Warwick Hayes

Cc: Danny McComb; Andy Matthews

Subject: RE: Covid-19 - Weekly Situation Reports

Hello Warwick

Please see attached the weekly update from Wellington Cable Car.

You will see that I have a question about our obligations to support casual workers. We will apply for the Government support at 80%, are we obligated to pay casual workers at the living wage, if they are on special leave for Covid-19?

Also, does Council have any recommendations for virtual Te Reo language resources that we can direct staff to at this time?

Please let me know if you have any questions or if you need anything further.

Ngā mihi nui

Stephen Ward | Acting Chief Executive



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From: Warwick Hayes <Warwick.Hayes@wcc.govt.nz>
Sent: Thursday, 26 March 2020 3:06 PM
To: Shane Harmon <sharmon@stadiumtrust.org.nz>; Pat Stuart <PatS@experiencewellington.org.nz>; Karen Fifield <Karen.Fifield@wellingtonzoo.com>; paul.atkins@visitzealandia.com; cam@firebirds.co.nz; lance.walker@wellingtonnz.com; Stephen Ward <stephen@wellingtoncablecar.co.nz>
Cc: Danny McComb <Danny.McComb@wcc.govt.nz>
Subject: RE: Covid-19 - Weekly Situation Reports

Hi all

I hope everyone is well and settling into the new normal.

Council is keen to keep abreast of how Covid-19 is affecting (or will affect) CCO activities, staffing and finances. We greatly appreciate the quick daily updates we're already getting (in some cases) but thought it might be helpful to standardise a weekly Situation Report, along the lines of the attached. Don't feel restricted by the format – but this is what we are interested in.

Please don't throw hours of your time into the status/issues update. Quick brief statements will be great.

In terms of cash flows, I appreciate the forecasts may take a bit of time. If you have these already that's great but don't necessarily expect to see them tomorrow. Please do supply what you can as soon as possible.

Sorry to burden you at this time, but this reporting will help keep Council well informed and hopefully minimise the need for additional information to Council.

Regards

Warwick Hayes

Projects & CCO Manager | Economic & Commercial

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From: Warwick Hayes
Sent: Monday, 23 March 2020 3:38 PM
To: Shane Harmon; Pat Stuart; Karen Fifield; paul.atkins@visitzealandia.com; cam@firebirds.co.nz; lance.walker@wellingtonnz.com; Stephen Ward (stephen@wellingtoncablecar.co.nz)
Cc: Danny McComb; Councillor Jenny Condie; Barbara McKerrow
Subject: Covid-19 - imminent Level 4

Hi everyone

Many thanks to those entities that have already informed me of their operations and business plans under the imminent Level 4 lock down.

Going forward, it will be helpful to retain a single point of contact through the CCO team (i.e. myself and Danny). We will involve Barbara and others as needed.

This will be a unique BAU time for us all. Please do keep in touch as necessary.

Regards

Warwick Hayes

Projects & CCO Manager | Economic & Commercial

M [REDACTED]

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From: Linda Vekula **On Behalf Of** Barbara McKerrow

Sent: Monday, 23 March 2020 12:02 PM

To: Shane Harmon; Pat Stuart; Karen Fifield; paul.atkins@visitzealandia.com; cam@firebirds.co.nz; lance.walker@wellingtonnz.com

Cc: Warwick Hayes; Danny McComb; Councillor Jenny Condie

Subject: 2020/21 Statements of Intent / Financial Forecasts

Good morning all

In response to the dynamic environment caused by Covid-19, Council intends to accept all draft Statements of Intent without further amendment or discussion of the impacts that could result from the Covid-19 pandemic on the draft SOIs.

At this stage, it is unlikely that the CCO Subcommittee meeting scheduled on 8th April will proceed in its planned format and you will not be expected to attend in person nor make any presentation to this meeting.

Looking ahead

Council would appreciate you continuing to keep us informed, via the CCO team, of the operational responses taken by your business to this event, and of any consequent financial implications for your business.

As a guide, it would be helpful for the CCO team to receive a three month rolling cash flow forecast, updated monthly or as circumstances for your entity materially change. It would help to include brief operational responses as a covering letter or memo with the monthly forecast, for context. Resources permitting, this process could begin for the period from 1 April 2020 to 30 June 2020 and monthly thereafter.

If you have any questions, please get in touch with Warwick Hayes.

Regards

Barbara

Barbara Mckerrow

Chief Executive | | Wellington City Council

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**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke