

# **Auckland Tourism, Events and Economic Development Ltd Board meeting**

## **OPEN AGENDA**

### **Will be held as follows:**

**DATE:** 27 March 2015  
**TIME:** 8.00 am Start  
**VENUE:**

### **Board members:**

<i>Chair</i>	David McConnell
<i>Deputy Chair</i>	Norm Thompson
<i>Director</i>	Franceska Banga
<i>Director</i>	Richard Jeffery
<i>Director</i>	Danny Chan
<i>Director</i>	Helen Robinson

### **Attendees**

<i>CEO</i>	Brett O'Riley
<i>Company Secretary</i>	Libby Nuth
<i>Others TBC</i>	

OPEN AGENDA

1. **APOLOGIES**

No apologies have been received.

2. **MINUTES OF 3 MARCH 2015, OPEN ACTION TRACKER AND WRITTEN RESOLUTION**

Brett O'Riley, Chief Executive.....3 - 10

3. **REGISTER OF DIRECTORS' INTERESTS & DECLARATION OF CONFLICT OF INTEREST**

Brett O'Riley, Chief Executive..... 11 - 17

4. **CHIEF EXECUTIVE'S ACTIVITY REPORT**

Brett O'Riley, Chief Executive..... 18 - 24

5. **FINANCE REPORT**

Barbara Imlach, Chief Financial Officer..... 25 - 30

6. **HEALTH AND SAFETY UPDATE**

Barbara Imlach, Chief Financial Officer..... 31 - 36

Friday, 27 March 2015

OPEN AGENDA

2. **MINUTES OF 3 MARCH 2015, OPEN ACTION TRACKER AND WRITTEN RESOLUTION**

Brett O'Riley, Chief Executive

## BOARD MINUTES

- What:** Minutes of a Meeting of Board of Directors of Auckland Tourism Events and Economic Development Limited
- Where:** Gulf Boardroom, ATEED Central Office, Level 8, 139 Quay Street
- When:** Tuesday, 3 March 2015 at 8.20 am
- Directors:** David McConnell  
Norm Thompson  
Franceska Banga  
Richard Jeffery  
Helen Robinson
- In Attendance:** Brett O'Riley (Chief Executive)  
Martin Fairweather (General Manager - Strategy)  
Barbara Imlach (Chief Financial Officer)  
Steve Armitage (Head of Corporate and Council Relations)  
Libby Nuth (Company Secretary)
- Apologies:** Danny Chan
- Public & Media Attendance:** Maria Slade, Fairfax Media  
Kane Glass, All About Auckland
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### Background

- A. David McConnell was appointed as Chairperson for the meeting.
- B. It was noted that the quorum (12.9 of the Constitution) is a majority of the directors and there currently being 6 directors, a quorum of directors was present. It was noted that each director had been given proper notice of the meeting.

### Meeting Business

#### 1. Apologies

An apology was received from Danny Chan.

#### 2. Minutes of Previous Meetings and Open Action Tracker

The draft minutes of the meeting held on 27 January 2015 and the Open Action Tracker were discussed. The Board noted that, in light of the information from Stephen Town detailing ATEED's role in The Southern Initiative, the Action Tracker item relating to this could be removed.

Following the conclusion of discussions, the Board resolved that the minutes of the ATEED meeting held on 27 January 2015 be confirmed as a true and correct record.

### 3. Register of Directors' Interests and Conflicts of Interests Declaration

The Chief Executive noted that he was not aware of any ATEED Management or Officers having any undeclared Conflicts of Interests in relation to any ATEED activities and/or events.

### 4. Chief Executive Review of February 2015

The Chief Executive spoke to the Report which was taken as read. The following key points were discussed:

#### *Events:*

- There had been a large number of events during the month with the weekend in particular the largest events weekend Auckland has had. All events had gone to plan and management was pleased with the operation of the command and control system.
- Unprecedented numbers had attended the Lantern Festival demonstrating the ongoing growth of this event.
- Leveraging events was a key focus for ATEED. A number of high quality delegations had attended events during the month providing a number of opportunities to be followed up.
- It was noted that the first Chinese owned New Zealand bred horse had won the New Zealand Derby, signifying growth opportunities with China in this sector.

#### *Attracting Talent:*

- ATEED continued to work with Immigration New Zealand (INZ) to attract skilled migrants to Auckland, assisted by an INZ staff member based at ATEED's central office.
- ATEED's contracted resource in London assisted with skilled migrant attraction through attending offshore job fairs and working with agencies and associations to promote Auckland.
- A report would be provided to the Board on the work ATEED was doing in the talent space including an update on the number of people coming to Auckland to work.
- A forum with major technology firms would be held in April. The objective of the forum was to bring the industry together, provide an update on GridAKL and discuss strategic opportunities, including the Tripartite Alliance with Guangzhou and Los Angeles. The Board requested a copy of the list of companies participating in the event. **(ACTION)**

#### *ATEED Role in London:*

- The Chair and Chief Executive had advised Council of the rationale for the London role, including the outcomes ATEED was looking to achieve and the cost advantages.
- A key learning was that it should have been made clear this was a pilot project with no additional personnel cost for ATEED given Grant Jenkins was not replaced from his previous position.
- The work undertaken in London correlated with ATEED's Statement of Intent and strategic priorities. It was noted that ATEED's KPIs were agreed with Council and there was no ability at present to contract out its KPIs to Central Government agencies.
- It was noted that a revised CCO Governance Manual was being developed and this provided an opportunity to seek clearer expectation around information sharing and reporting with Council.

*JobFest 15:*

- This had been an outstanding event with excellent engagement between potential employers and 2000 unemployed young people. The Board were advised that successes and outcomes from the event would be tracked.

*Health & Safety:*

- No serious incidents had been reported for any of the weekend events.

**Following the conclusion of discussions, the Board resolved to receive the Chief Executive Review of February 2015.**

**5. Finance Report, January 2015**

Barbara Imlach spoke to the report which was taken as read. There was discussion on the relocation of the Pasifika Festival following the discovery of fruit fly in Grey Lynn. Management confirmed that the cost of relocating the Festival would be covered by MPI as part of their containment strategy.

**Following the conclusion of discussions, the Board resolved to note the Finance Report for the period 31 January 2015.**

**6. ATEED Report to Council for the Quarter Ending 31 December 2014**

The Board noted that ATEED's report for the quarter ending 31 December 2014 had been provided to Council. The Report showed that it had been an extremely busy quarter and the Board passed on to staff their acknowledgement of the work involved and the excellent results delivered.

**7. Closing the Meeting to the Public**

It was resolved to exclude the public from the remainder of the meeting in accordance with paragraph 12.3 of the Company's constitution.

Resolutions in relation to the discussions around confidential items are recorded in the confidential section of these minutes and are not publicly available.

The Chairperson noted the open part of the meeting concluded at 9.05am.

**SIGNED** by the Chairperson as an accurate record of the open part of the meeting:

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Chairman

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Date

**Open Board Action Tracker**

Action	Result of Action	Status of Action	Target Date	Responsibility
<b>25 October 2013 Meeting</b>				
Glossary to be developed in 2014 for inclusion in the Dropbox to capture key terminology to assist new Board members and employees.	A glossary has been added to the Dropbox and will continue to be updated.	Complete	Complete	Libby Nuth
<b>30 May 2014 Meeting</b>				
Health and Safety Update - provide an update on the programme of work and what the Directors needed to do in order to help management achieve best practice Health and Safety processes.  <b>29 August Meeting</b>  The Board requested that the Health and Safety implementation plan set out the scope of Directors' responsibilities, particularly with respect to subsidiary and joint venture companies.		In Progress	Item 6 - 27 March 2015 Meeting	Barbara Imlach
<b>3 March Meeting</b>				
Technology Forum: The Board requested a copy of the list of companies participating in the event.	In progress	In progress	Q4 2014/2015	Brett O'Riley

<b>Action</b>	<b>Result of Action</b>	<b>Status of Action</b>	<b>Target Date</b>	<b>Responsibility</b>
Provide the Board with a copy of the Auckland Film Studios Limited Report.	Awaiting approval from the Directors of AFSL for the report to be released for distribution.		Q4 2014/15	Cheryl Bowie



## **Auckland Tourism Events and Economic Development Limited (Company)**

Directors' resolution in writing pursuant to clause 12.12 of the Company's constitution

### **Background:**

The Board notes:

1. the paper dated March 2015 seeking approval of the Entertainment and Hosting Policy, Staff Functions and Other Staff Expenses Policy and Guidelines for Employees in Respect of External Directorships (the Policies);
2. the Policies were reviewed by the Audit and Risk Committee at their meeting on 4 February 2015. The Audit and Risk Committee recommended Board approval subject to certain amendments being made; and
3. the amendments requested by the Audit and Risk Committee have been incorporated into the Policies provided to the Board for approval.

### **Resolved:**

The Board resolved to:

1. receive the paper; and
2. **approve** the revised Entertainment and Hosting Policy;
3. **approve** the revised Staff Functions and Other Staff Expenses Policy; and
4. **approve** the Guidelines for Employees in Respect of External Directorships.

### **Dated:**

**SIGNED AND PASSED** by:

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David McConnell

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Norm Thompson

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Franceska Banga

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Richard Jeffery

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Danny Chan

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Helen Robinson

(Being all directors of the Company entitled to receive notice of a board meeting)

Friday, 27 March 2015



OPEN AGENDA

3. **REGISTER OF DIRECTORS' INTERESTS & DECLARATION OF CONFLICT OF INTEREST**

Brett O'Riley, Chief Executive

### ATEED Board Interests and Conflicts Register

Director	Interests and Conflicts
David McConnell	<ul style="list-style-type: none"> <li>· Managing Director, McConnell Group</li> <li>· Deputy Chair, Committee for Auckland</li> <li>· Board Member, University of Auckland’s Business School Advisory Board</li> <li>· Director, Hawkins Group</li> <li>· Director, 429 Limited</li> <li>· Director, Addison Developments Limited</li> <li>· Director, Addison Group Limited</li> <li>· Director, Addison Retirement Village Limited</li> <li>· Director, Anselmi Ridge Limited</li> <li>· Director, Arnot Investments Limited</li> <li>· Director, Ascot Parade Limited</li> <li>· Director, Ayrlires Holdings Limited</li> <li>· Director, BPB Plasterboard Limited</li> <li>· Director, British Plasterboard Limited</li> <li>· Director, C 60 Display Limited</li> <li>· Director, Citygate Limited</li> <li>· Director, Element NZ limited</li> <li>· Director, Galleon Limited</li> <li>· Director, Harker Underground Construction Limited</li> <li>· Director, Hawkins Construction Group Limited</li> <li>· Director, Hawkins Construction Hobsonville Limited</li> <li>· Director, Hawkins Construction Limited</li> <li>· Director, Hawkins Construction NI Limited</li> <li>· Director, Hawkins Construction North Island Group Limited</li> <li>· Director, Hawkins Construction North Island Limited</li> <li>· Director, Hawkins Construction South Island Limited</li> <li>· Director, Hawkins Group Limited</li> </ul>

	<ul style="list-style-type: none"> <li>• Director, Hawkins Infrastructure Limited</li> <li>• Director, Hawkins Management Limited</li> <li>• Director, Hawkins Plant Limited</li> <li>• Director, Learning Infrastructure Partners GP Limited</li> <li>• Director, Learnings Infrastructure Investment Limited</li> <li>• Director, McConnell Development Holdings Limited</li> <li>• Director, McConnell Developments Limited</li> <li>• Director, McConnell Funds Management Limited</li> <li>• Director, McConnell GP No.1 Limited</li> <li>• Director, McConnell Group Limited</li> <li>• Director, McConnell Limited</li> <li>• Director, McConnell Property Limited</li> <li>• Director, McConnell Property Services Limited</li> <li>• Director, McLennan Developments Limited</li> <li>• Director, Pomander Holdings Limited</li> <li>• Director, Projects (M.I.L.) Limited</li> <li>• Director, Shelf Company 2012A Limited</li> <li>• Director, Spiral Welded Pipes Limited</li> <li>• Director, Steelpipe Limited</li> <li>• Director, The Shooting Box Limited</li> <li>• Director, Titanium Park Development Limited</li> <li>• Director, Wilkins &amp; Davies Limited</li> </ul> <p>Party to a Deed of Indemnity and Undertaking between the Director and the Company and an insured party under a Directors and Officers Liability Insurance Policy and a Defence Costs Insurance Policy arranged and funded by the Company</p>
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<b>Director</b>	<b>Roles &amp; Responsibilities outside of ATEED</b>
Norman Thompson	<ul style="list-style-type: none"> <li>· Director, Dot.Kiwi Limited</li> <li>· Director, Golf Tourism New Zealand (GTNZ)</li> <li>· Director, Queenstown Airport Corporation Limited</li> <li>· Director, Tourism New Zealand Board</li> <li>· Chartered Fellow of Institute of Directors</li> <li>· Trustee, Young Enterprise Scheme (YES)</li> <li>· Member, New Zealand Golf Open 2015 Committee</li> </ul> <p>Party to a Deed of Indemnity and Undertaking between the Director and the Company and an insured party under a Directors and Officers Liability Insurance Policy and a Defence Costs Insurance Policy arranged and funded by the Company</p>
<b>Director</b>	<b>Roles &amp; Responsibilities outside of ATEED</b>
Franceska Banga	<ul style="list-style-type: none"> <li>· Chief Executive, NZ Venture Investment Fund Limited</li> <li>· Director, Constellation Capital</li> <li>· Director, Halo Fund No. 1 Limited (non-operating company)</li> <li>· Director, Halo Fund Investment Management Limited (non-operating company)</li> <li>· Director, 82 Above Limited (non-operating company)</li> <li>· Director, Frogparking Limited</li> <li>· Trustee, Fred Hollows Foundation</li> <li>· Trustee, Peka Peka Trust (Family Trust) Investments in:               <ul style="list-style-type: none"> <li>- Pohutukawa Fund, Maui Capital Indigo Fund</li> <li>- 82 Limited Partnership and Advisory Board member</li> </ul> </li> <li>· Shareholder (1%) – Business Growth Limited (Holds shares in Xero)</li> <li>· Shareholder – the Breakthrough Co. Limited (Family business)</li> <li>· Shareholder – National Business Coaching Limited</li> <li>· Member, Institute of Directors NZ Inc.</li> <li>· Observer – Fisher &amp; Paykel Healthcare Corporation (IoD Future Directors Initiative)</li> </ul>

	<p>Party to a Deed of Indemnity and Undertaking between the Director and the Company and an insured party under a Directors and Officers Liability Insurance Policy and a Defence Costs Insurance Policy arranged and funded by the Company</p>
Richard Jeffery	<ul style="list-style-type: none"> <li>· Chief Executive, Vodafone Events Centre</li> <li>· Trustee of the Rising Foundation</li> <li>· Owner – I Like Gallery Limited, Art Gallery &amp; Project Consulting</li> <li>· Director and Shareholder, Knight Star Covenants Limited</li> <li>· Director, The Original Art Sale Limited</li> <li>· Director, Museum of Transport and Technology (MOTAT)</li> </ul> <p>Party to a Deed of Indemnity and Undertaking between the Director and the Company and an insured party under a Directors and Officers Liability Insurance Policy and a Defence Costs Insurance Policy arranged and funded by the Company</p>
<b>Director</b>	<b>Roles &amp; Responsibilities outside of ATEED</b>
Danny Chan	<ul style="list-style-type: none"> <li>· Director and Shareholder, A1 Flower Wholesalers Limited</li> <li>· Director and Shareholder, Academic Colleges Group Limited and subsidiaries as follows: <ul style="list-style-type: none"> <li>Australian International Schools Limited (BVI)</li> <li>New Zealand International College Limited</li> <li>ACG New Zealand International College Jakarta Limited</li> <li>ACG Australian International Education Services Company Limited</li> <li>New Zealand Management Academies Limited</li> <li>ACG Yoobee School of Design Limited</li> <li>Yoobee Pty Limited (Australia)</li> <li>New Zealand Career College Limited</li> <li>NZ Nannies Plus Limited</li> <li>ACG Norton College Limited</li> <li>ACG NZIC Limited</li> <li>ACG English School Limited</li> <li>ACG Parnell College Limited</li> <li>ACG Senior College Limited</li> <li>ACG Strathallan Limited</li> <li>ACG Tauranga Limited</li> </ul> </li> </ul>

	<p>ACG Sunderland Limited  ACG Property Holdings (NZ) Limited  ACG Property 345 Queen Street Limited  ACG Parnell College Property Limited  ACG Senior College Property Limited  ACG Strathallan College Property Ltd  ACG Education Services Limited  ACG Tauranga Property Limited  Education Investments Group Limited  Sunderland School Property Limited  ACG Early Childhood Education Group limited</p> <ul style="list-style-type: none"> <li>• Director and Shareholder, Alpha Asset Management Limited</li> <li>• Director and Shareholder, ARN Investments Limited</li> <li>• Director and Shareholder, Danting Investments Limited</li> <li>• Director and Shareholder, Education Investment Limited</li> <li>• Director and Shareholder, Flowerzone International Limited and subsidiaries</li> <li>• Director and Shareholder, Green Cut Limited</li> <li>• Director and Shareholder, Griff Trading Limited</li> <li>• Director and Shareholder, Lady White Snake Film Limited</li> <li>• Director and Shareholder, Orient Group Limited and subsidiaries</li> <li>• Director and Shareholder, Orpac International Limited</li> <li>• Director and Shareholder, Planit Products NZ Limited</li> <li>• Director and Shareholder, Rhino Security Limited and subsidiaries</li> <li>• Director and Shareholder, Sharp Multi-Media Limited</li> <li>• Director and Shareholder, Sharp Multi-Media Productions Limited</li> <li>• Director and Shareholder, Simtics Limited</li> <li>• Director and Shareholder, Tahere Callas Limited and subsidiary</li> <li>• Director and Shareholder, Talaforde Investments Limited and subsidiary</li> <li>• Director and Shareholder, The Academic Coaching School Limited</li> <li>• Director and Shareholder, Turners Flower Exports NZ Limited</li> <li>• Director, Abano Healthcare Limited</li> <li>• Director, ASPEQ Limited and subsidiaries</li> <li>• Shareholder, Aire Cut Company Limited</li> </ul>
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	<ul style="list-style-type: none"> <li>· Shareholder, CLOUD M Limited</li> <li>· Shareholder, SimTutor Limited</li> <li>· Member, NZ China Advisory Council (appointed 20 November 2012)</li> <li>· Member, NZ Markets Disciplinary Tribunal</li> <li>· Director, Farmers Mutual Group (Mutual Society)</li> </ul> <p>Party to a Deed of Indemnity and Undertaking between the Director and the Company and an insured party under a Directors and Officers Liability Insurance Policy and a Defence Costs Insurance Policy arranged and funded by the Company</p>
Helen Robinson	<ul style="list-style-type: none"> <li>· Chair, CLOUD M Ltd</li> <li>· Chair, Mondiale Technologies Ltd</li> <li>· Chair, OPNZ Commercialisation Committee</li> <li>· Chair, The Network for Learning Ltd (N4L)</li> <li>· Chair, Valens Group</li> <li>· Director, KND Investments Ltd</li> <li>· Managing Director, Penguin Consulting Ltd</li> <li>· Member, Risk &amp; Audit Committee, N4L</li> <li>· Council Member, Open Polytechnic NZ (OPNZ)</li> <li>· Strategy Committee Member, New Zealand Rugby Union (NZRU)</li> <li>· Trustee, Auckland Sport</li> <li>· Trustee, Robinson Family Trust</li> </ul> <p>Party to a Deed of Indemnity and Undertaking between the Director and the Company and an insured party under a Directors and Officers Liability Insurance Policy and a Defence Costs Insurance Policy arranged and funded by the Company</p>

Friday, 27 March 2015

OPEN AGENDA

4. **CHIEF EXECUTIVE'S ACTIVITY REPORT**

Brett O'Riley, Chief Executive

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## Chief Executive Review of March 2015

Report to Auckland Tourism Events and Economic Development Limited Board

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### **ATEED “Big Rock” Priorities**

#### **Grid AKL**

There are now 16 resident businesses with hub occupancy at 89% of capacity. A number of businesses have also expressed their need to grow their space in the next few months. 18 events were held at GridAKL in February. The Auckland Lightning Lab formally took up residency this month, and 9 start-up companies have been selected to participate in a 3 month intensive “business accelerator” programme.

Lysaght Building enters an intensive period of activity on this project to deliver the building by August 2015.

Design workshops were held to develop high level concept plans for Innovation 5A. These are now being assessed by Colliers to test their commercial viability and by Beca regarding the cost of capital required for the fit-out. This is essential to ensure that ATEED develops an appropriate design that meets both innovation outcomes and is financially affordable.

#### **Auckland Investment Office (AIO)**

The establishment of the AIO is progressing slightly behind its original schedule. The Current State Analysis is in drafting stage and is anticipated to be published in April.

Other activities during the month include investor presentations to Beijing Capital Group, Fu Wah International Group and Dalian Wanda Group in China, and hosting investors in Auckland including the Holland Group, Indian infrastructure funds, four Australian large scale residential construction companies, and the Australian Government Ministerial infrastructure delegation (16 Australian construction and engineering companies).

#### **International Education**

The INAKL International Student Welcome event was held on Thursday 12 March at The Cloud launching Study Auckland’s INAKL International Student Experience Programme. The welcome event was well received, with over 2300 international student registrations. The event was formally opened by the Mayor and saw participation from a large number of tourism providers, sport teams (including the Auckland Blues, Badminton NZ and FIFA U-20), various service providers (including Immigration NZ, NZ Police, ANZ, BNZ and Westpac) and various Council services (including Auckland Libraries, Auckland Transport, Auckland Council and the Council’s Community Development Arts & Culture department).

As part of the Marketing and Digital strategy to increase student engagement in Auckland, the next phase of the programme includes an event-driven marketing (EDM) release to a database of over 2100 international students and programme activation to increase social media followers.

## February in Perspective

### Westpac Business Awards "Best of the Best"

South Supreme Award winner Milmeq Limited won the Westpac Auckland Business Awards "Best of the Best" title amid hot competition from all of last year's regional excellence award winners. The inaugural "Best of the Best" event, which ATEED presents alongside our partners, Auckland Chamber of Commerce was held on 3 March and marks a new initiative which will be a feature of each year's awards season from 2015. The 28 finalists were chosen from category winners from the North, South, West and Central gala awards events.

### 2015 Pasifika Festival

The Pasifika Festival had a new temporary home for 2015, with Hayman Park in Manukau transformed into an array of Pacific Island villages on 14 –15 March. Now in its 23rd year, Pasifika Festival is the biggest celebration of Pacific Island culture and heritage in the world with over 1,000 performers and 300 stalls. Originally scheduled to take place at Western Springs Park, the event was moved following the discovery of a localised small population of Queensland fruit flies in Grey Lynn.

The event received plenty of good feedback on the location, especially around the size and being able to get around all the villages in a good amount of time. Thoughts were with those in the islands feeling the impact of Cyclone Pam during that weekend and ATEED's delivery partner Orange Productions managed to organise for the Red Cross to collect funds onsite, raising more than \$1000.

### Auckland's Unrivalled Weekends

ATEED played a key role in two unrivalled weekends of sporting and cultural events in Auckland, at a scale exceeding previous event weekends. These came together seamlessly with stunning weather and international recognition for a diverse line-up, and our command and control systems performed extremely well, often under considerable pressure dealing with multiple change factors. In all Auckland has hosted five multiple major event weekends this summer creating unparalleled experiences and opportunities for ratepayers and visitors.

In the final week of February we hosted the third of the massive weekends. More than 40,000 cricket fans enjoyed the ICC Cricket World Cup 2015 match between Australia and New Zealand, the NZ Derby Day signalled the beginning of the Auckland Cup Racing Carnival, around 59,000 enjoyed the racing spirit at Auckland Viaduct as Auckland welcomed the Volvo Ocean Race's 65s fleet and an estimated 200,000 people attended the four-day Lantern Festival, now in its 16th year which celebrates our multicultural community.

Auckland's hosting of the four ICC Cricket World Cup 2015 matches is projected to inject 95,958 visitor nights and \$18.86 million into the Auckland economy and the Volvo Ocean Race stopover 16,720 visitor nights and \$6.66 million to the economy.

In the third week of March, Auckland's non-stop summer weekend continued with an unprecedented line-up of international events hitting town including the Volvo Ocean Race Heineken Pro-Am Races and The NZ Herald In-Port Race, Pasifika Festival at Hayman Park, the ICC Cricket World Cup 2015 match between India and Zimbabwe, The Eagles concerts at Mt Smart Stadium, The Ultimate Waterman and the Auckland

Arts Festival. Variables like Cyclone Pam and consequent scheduling changes were managed effectively by our systems with minimal disruption for the estimated 240,000 event attendees over the weekend.

### **Tourism Marketing Activity**

- The largest ATEED media campaign in Australia went into market mid-February featuring Australian cricket legend Glenn McGrath and his wife.
- Meetings were held in Auckland with key industry partners around the development of a multi-year Australian visitor attraction campaign.
- The Show Never Stops campaign TVC and print and digital activity across NZ wrapped up in early March.

### **Superyacht Visits – A record season**

A record 57 superyachts visited New Zealand during the season (April 2014 - March 2015), a 54 per cent increase from the season prior when 37 superyachts visited our shores. It is the highest number of superyachts to visit since the America's Cup in 2000, when between 90 to 100 superyachts came to Auckland.

The Destination New Zealand Superyacht Attraction Initiative Group (the Group) comprising Auckland Tourism, Events and Economic Development (ATEED), Tourism New Zealand, NZ Marine and New Zealand Trade and Enterprise, works to make New Zealand a desired superyacht destination. The Group has a target to attract 74 superyachts to our shores by 2018.

### **Cricket World Cup 2015**

Fanzone attendance has remained steady at around 110 on average for all of tournament. India matches have attracted over 850 attendees and the New Zealand v Australia match peaked at over 900 attendees. The total peak number of spectators averaged over the first 26 days of operation has been 2,650 (as at 13 March). Two photo booths originally assigned at the fan trail have been successfully deployed to the Fanzone allowing attendees to take a photo and share to social networks. A total of 45,700 people have been reached with the photo sharing campaign. The 'A great place to play' campaign has reached 348,000 generating 4,053 clicks to the AucklandNZ website.

All city operations have worked to plan, with three of the four Eden Park matches completed with no major issues or incidents. All Auckland Transport services have operated successfully, including the contingency planning for early egresses as occurred after the AUS v NZ match on 28 February, and the significant transport operation which occurred on 14 March with CWC 2015, The Eagles at Mt Smart and Pasifika in Manukau.

The results of ATEED's domestic tourism campaign for the digital media component are very positive with high click-through rates and cost-effective spend. Further analysis is being done to quantify the uplift in visitors to AucklandNZ.com from the campaign. The targeted Australian campaign to the ex-pat Indian community performed well with electronic direct mail open rate above the industry benchmarks. Facebook activity also performed well. A number of visiting media have been hosted on Auckland activities and will write stories to promote their experience in their publications.

Finally, the CWC 2015 business programme has performed well. The NZ South Africa Business Council Networking event on 6 March included the delegation of Pakistani Education institutions led by the Chair of the Pakistan Higher Education Commission. Study Auckland and Education New Zealand hosted an 11 strong delegation from Pakistan of tertiary institutions headed up by the Pakistan Higher Education Commission.

Three hundred people attended the India New Zealand Business Council Summit at the Crowne Plaza on 13 March, including 40 very senior executives from India. Five Auckland companies presented to the Summit. ATEED hosted five Indian education agents and senior staff from Auckland tertiary education sector in the ATEED suite and the key note speakers from the Indian Business Summit, and senior Indian business leaders from Auckland in the LOC Lounge at Eden Park.

### **FIFA U-20**

Since the FIFA U-20 draw event on 10 February, the LOC has had meetings with team representatives from Uruguay, Panama, Serbia, Austria, Ukraine, Qatar, NZ and USA.

A city dressing plan is underway in consultation with the FIFA U-20 LOC. While the dressing programme will not be as large as that of CWC 2015, it is being designed to ensure CBD, North Harbour and the Airport are covered as well as significant Auckland football clubs and the FIFA U20 Auckland training venues. Existing Auckland banners are able to be deployed alongside Tournament banners.

## **Progress towards delivery of ATEED's KPIs**

The latest economic data release suggests that the Auckland economy is growing strongly with more spending, employment and investment in the economy. Employment increased 3% in the past year and the unemployment rate has fallen to 5.7%. International net migration is surging, with a record net inward migration of 23,000 people last year. The main risk to the economy is from the ongoing strong increases in house prices in Auckland, which have increased 16% in the year to January 2015.

\$1.952m worth of Callaghan Innovation R&D grants have been distributed through the Regional Partner programme in this financial year (to YE January). There are currently 342 actively managed businesses through the Regional Business partner programme, as well as 85 account managed businesses in the ATEED aftercare programme (Aroha Auckland).

There have now been 13 signatories to the Youth Traction Hub Employers Pledge, which is below this year's target of 50 but with a strong pipeline of signatories. 16 businesses have taken up residence in GridAKL.

Visits to Aucklandnz.com are currently tracking at 2,044,745 for 1st July to 28th February 2015 up 42% on the same period last year.

International visitor arrivals into Auckland airport continue to experience good levels of growth, up 4% to the YE January 2015, with particularly strong growth from Japan (12%), Korea (12%) and USA (11%). Holiday arrivals were up 5% over the same time period, while visits to friends and relatives saw a 3% growth.

International guest nights in commercial accommodation increased 1.6% in Auckland to the YE January, compared to national figures which saw an increase of 5.3%. Domestic guest nights in commercial accommodation are up 7.7% for YE January, ahead of national growth of 5.7%.

Visitor satisfaction with Auckland continues to be below target, with an average rating of 7.7 out of 10 – compared to a target of 8.1. This varies by market, with domestic visitors least satisfied (7.6 out of 10), Australian visitors slightly more satisfied (7.8 out of 10) and other international visitors showing the highest level of satisfaction (8.0 out of 10). Satisfaction levels are highest for accommodation (7.8) and activities/attractions (7.7) and lowest for local transport (7.5) in Auckland.

## Looking Forward

A portfolio of upcoming events/activities for March – May 2015 is provided for the Board's information:

Scheduled event date	Event name	Location
28-29 March	ITU Barfoot & Thompson World Triathlon Series 2015	Various
24 April – 17 May	2015 New Zealand International Comedy Festival	Various
28 April – 3 May	New Zealand Badminton Open 2015	North Shore Events Centre
13 – 17 May	Auckland Writers Festival	Various
30 May – 20 June	FIFA U20 World Cup 2015	AMI Stadium

## Finance

ATEED is tracking to forecast and on track with full year forecast/budget. There are a few timing variances which are expected to even out over the coming months. However some areas of underspend, especially in regards to recruitment of vacant positions has meant there has been pressure in terms of resources across some business units.

ATEED's Long Term Plan has been submitted to Council and an updated report will be presented to the Board after we receive feedback.

## Risk

This month has seen an increase in our risk management with one critical and four high risks (compared to none the previous month). These are all under review and being monitored by ALT.

## Health & Safety

An update has been presented as part of this month's reporting, incorporating action tracking against the agreed plan, as well as moving forward with a H&S working group mandate for the Remuneration Committee and revised Terms of Reference. The first site visit took place last month and a review of all events along with a brief summary of our H&S responsibilities will be presented to next month's meeting.

### Health & Safety Scorecard update

One **incident** was reported in February. A staff member fainted while at work. Investigation has closed and appropriate actions taken, including ensuring others are not impacted by the busy ATEED work schedule, and reinforcement of the importance of eating well and staying healthy at such times. We have more staff attending the resilience training as well which has had positive reports.

Of the 17 year to date incidents, all have been closed.

**Near Misses:** No near misses were reported during February.

**Hazards:** No hazards were reported during February.

**Training:** A small reduction but still at an unacceptable level. Each GM will be working with their H&S representative over the next month to address this.

## Recommendations

1. The report be received.

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## Signatory

Chief Executive:                      Brett O'Riley



Friday, 27 March 2015



OPEN AGENDA

5. **FINANCE REPORT**

Barbara Imlach, Chief Financial Officer

## Finance Report, February 2015

Report to Auckland Tourism, Events and Economic Development Chairman and Board

Summary Income Statement													TABLE 1
For the Period Ended 28 February 2015													\$000's
Month					Year to Date					Year-to-Go	Full Year		
Actual	Forecast	Variance	Budget		Actual	Forecast	Variance	Budget	Last Year		Forecast	Budget	Last Year
				<b>Net operational expenses:</b>									
336	427	91	434	Business Attraction & Investment	1,767	1,857	90	2,665	1,769	1,959	3,726	3,664	3,227
777	801	24	1,047	Destination & Marketing	5,734	5,758	24	6,705	5,379	4,234	9,968	9,681	8,980
2,214	2,327	113	1,042	Major Events	10,631	10,744	113	10,006	8,892	5,353	15,984	15,850	14,592
366	387	21	710	Economic Growth	4,209	4,230	21	6,237	4,321	3,878	8,087	8,535	6,807
(8)	13	21	31	iSites	466	487	21	538	450	245	711	686	768
960	990	30	723	Corporate	5,787	5,817	30	5,942	5,442	4,006	9,793	9,386	7,931
<b>4,645</b>	<b>4,945</b>	<b>300</b>	<b>3,987</b>	<b>ATEED net deficit</b>	<b>28,593</b>	<b>28,893</b>	<b>300</b>	<b>32,094</b>	<b>26,253</b>	<b>19,676</b>	<b>48,269</b>	<b>47,802</b>	<b>42,306</b>
0	0	0	0	Major Events Fund drawdown	0	0	0	0	0	(152)	(152)	(1,686)	0
164	254	91	204	World Masters Games 2017 Ltd, net deficit	691	782	91	2,132	521	(6)	685	2,098	1,143
<b>4,809</b>	<b>5,199</b>	<b>390</b>	<b>4,191</b>	<b>Operating deficit</b>	<b>29,284</b>	<b>29,674</b>	<b>390</b>	<b>34,226</b>	<b>26,774</b>	<b>19,518</b>	<b>48,802</b>	<b>48,214</b>	<b>43,450</b>
				Approved Council Funding							48,659	47,962	43,226

### Key Points

- A busy month with several high profile events undertaken including NRL9s, start of CWC 2015, Volvo Ocean Race Auckland Stopover, and Lantern Festival.
- ATEED's February's deficit was 0.3m less than forecast. Some timing differences as regards major events, coupled with staff cost savings due to recruitment for vacant positions not as quick as planned.
- The difference between operating deficit and funding from Council relates to unfunded depreciation based on Council's agreed model.
- Council funding increased during this current year due to transfer of economic development staff from Council and agreed contribution to Corporate Partnerships.

Income Statement													TABLE 2
For the Period Ended 28 February 2015													
Month					Year to Date					Year-to-Go	Full Year		
Actual	Forecast	Variance	Budget		Actual	Forecast	Variance	Budget	Last Year		Forecast	Budget	Last Year
				<b>Operational income</b>									
105	239	(135)	105	Funding from Government	2,621	2,756	(135)	2,083	744	940	3,561	2,779	1,770
23	0	23	0	Sponsorship	765	742	23	486	861	429	1,194	2,599	976
22	13	10	0	Fees & Subscriptions	433	424	10	418	518	21	454	418	691
312	282	30	290	i-Sites	1,815	1,786	30	1,794	1,907	702	2,517	2,547	2,600
214	58	156	120	Sundry income	1,167	1,011	156	1,070	1,245	264	1,431	2,590	1,421
<b>677</b>	<b>593</b>	<b>84</b>	<b>515</b>	<b>Total Operating income</b>	<b>6,803</b>	<b>6,719</b>	<b>84</b>	<b>5,850</b>	<b>5,274</b>	<b>2,353</b>	<b>9,156</b>	<b>10,932</b>	<b>7,457</b>
				<b>Expenditure</b>									
367	449	82	456	Business Attraction & Investment	2,020	2,102	82	3,099	1,996	2,284	4,304	5,057	3,672
781	804	23	1,047	Destination & Marketing	6,263	6,286	23	7,043	5,973	4,297	10,560	10,481	9,701
2,214	2,307	92	1,042	Major Events	12,937	13,029	92	11,396	9,853	5,943	18,880	18,690	16,123
694	677	(18)	898	Economic Growth	5,996	5,979	(18)	8,012	5,782	4,475	10,471	11,709	8,691
304	296	(8)	321	iSites	2,281	2,273	(8)	2,332	2,357	947	3,228	3,232	3,461
962	1,006	44	738	Corporate	5,898	5,943	44	6,061	5,566	4,085	9,983	9,564	8,115
<b>5,322</b>	<b>5,538</b>	<b>216</b>	<b>4,502</b>	<b>Total Operating Expenditure</b>	<b>35,395</b>	<b>35,611</b>	<b>216</b>	<b>37,944</b>	<b>31,527</b>	<b>22,030</b>	<b>57,425</b>	<b>58,734</b>	<b>49,764</b>
0	0	0	0	Major Events Fund drawdown	0	0	0	0	0	(152)	(152)	(1,686)	0
<b>4,645</b>	<b>4,945</b>	<b>300</b>	<b>3,987</b>	<b>ATEED net deficit</b>	<b>28,593</b>	<b>28,893</b>	<b>300</b>	<b>32,094</b>	<b>26,253</b>	<b>19,524</b>	<b>48,117</b>	<b>46,116</b>	<b>42,306</b>
164	254	91	204	World Masters Games Ltd, net deficit	691	782	91	2,132	521	(6)	685	2,098	1,143
<b>4,809</b>	<b>5,199</b>	<b>391</b>	<b>4,191</b>	<b>ATEED Group - Operating deficit</b>	<b>29,284</b>	<b>29,674</b>	<b>391</b>	<b>34,226</b>	<b>26,774</b>	<b>19,518</b>	<b>48,802</b>	<b>48,214</b>	<b>43,450</b>

## Income

- Overall revenue for the month is favourable. The iSites are rolling out a new online system for managing bookings, piloted at one site and will be rolled out over the next few months across the others as hardware updated.

## Expenditure

- Overall tracking to forecast, however our Business Attraction and Investment business unit is behind schedule with the recruitment of three forecast positions, and some projects not fully operational.

## Revenue Analysis

Revenue Analysis													TABLE 3
For the Period Ended 28 February 2015													
Month					Year to Date					Year-to-Go	Full Year		
Actual	Forecast	Variance	Budget		Actual	Forecast	Variance	Budget	Last Year		Forecast	Budget	Last Year
				<b>SPONSORSHIP</b>									
0	0	0	0	GridAKL	334	334	0	381	0	0	334	563	0
5	0	5	0	Major Events	114	109	5	90	443	235	349	820	473
0	0	0	0	Commercial Partnerships Targets	250	250	0	0	0	131	381	1,200	0
18	0	18	0	Other	67	49	18	14	418	63	130	16	503
<b>23</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>Total SPONSORSHIP</b>	<b>765</b>	<b>742</b>	<b>23</b>	<b>486</b>	<b>861</b>	<b>429</b>	<b>1,194</b>	<b>2,599</b>	<b>976</b>
				<b>SUNDRY INCOME</b>									
47	54	(7)	84	GridAKL income	378	385	(7)	562	0	223	601	975	0
0	0	0	0	BA&I revenue target; govt/ third party funding	0	0	0	100	0	0	0	400	0
4	0	4	0	Fees and Income from Activities	263	259	4	80	630	58	321	512	667
163	4	159	26	Other incl. sub leasing arrangements	474	315	159	193	560	(48)	426	333	693
<b>214</b>	<b>58</b>	<b>156</b>	<b>120</b>	<b>Total SUNDRY INCOME</b>	<b>1,167</b>	<b>1,011</b>	<b>156</b>	<b>1,070</b>	<b>1,245</b>	<b>263</b>	<b>1,431</b>	<b>2,590</b>	<b>1,421</b>

- Other Income variance relates to incorrect coding used in the forecast between government income and sundry income. No impact on total revenue.

## Expense Analysis

Analysis by Expense Type													TABLE 4
For the Period Ended 28 February 2015													
Month				Year to Date					Full Year				
Actual	Forecast	Variance	Budget	Actual	Forecast	Variance	Budget	Last Year	Year-to-Go	Forecast	Budget	Last Year	
1,739	1,842	104	1,486	12,457	12,560	104	12,788	11,575	7,327	19,784	19,401	17,399	
967	922	(45)	544	3,410	3,365	(45)	4,365	2,755	4,449	7,859	7,288	5,420	
853	921	67	344	8,904	8,972	67	8,764	7,232	2,594	11,498	10,912	10,955	
43	47	5	57	352	356	5	454	299	194	546	681	458	
276	276	0	192	1,644	1,644	0	1,533	2,252	823	2,467	2,299	2,257	
193	200	6	193	1,651	1,657	6	1,619	646	862	2,513	2,498	2,417	
124	92	(32)	111	881	849	(32)	1,009	1,153	797	1,678	1,674	1,565	
383	339	(44)	381	1,645	1,602	(44)	1,800	1,675	785	2,430	3,687	2,714	
743	899	155	1,196	4,450	4,606	155	5,613	3,941	4,049	8,499	8,610	6,580	
<b>5,322</b>	<b>5,538</b>	<b>216</b>	<b>4,502</b>	<b>35,395</b>	<b>35,611</b>	<b>216</b>	<b>37,944</b>	<b>31,527</b>	<b>21,877</b>	<b>57,272</b>	<b>57,049</b>	<b>49,764</b>	

- **Staff Costs.** Staff costs are underspent compared to forecast. Some positions still being recruited, as well as some full time roles filled with part time resource. We also had savings in our forecast parental leave expense.
- **Advertising.** Cricket World Cup advertising plan was updated post forecast to phase more in March, this will even out next month.

## Summary of major projects

Summary of Major Projects: Spend and/or (Revenue) > 0.5m													TABLE 5
For the Period Ended 28 February 2015													
Month				Year to Date					Full Year				
Actual	Forecast	Variance	Budget	Actual	Forecast	Variance	Budget	Last Year	Year-to-Go	Forecast	Budget	Last Year	
68	68	0	83	556	556	0	667	640	444	1,000	1,000	1,000	
0	0	0	0	0	0	0	500	500	0	0	500	500	
81	70	(10)	228	839	829	(10)	1,546	454	1,070	1,909	2,169	1,174	
152	118	(33)	100	847	814	(33)	540	861	(33)	814	790	1,012	
45	50	5	300	252	257	5	600	0	428	680	700	0	
0	55	55	50	266	321	55	350	0	259	525	525	0	
0	0	0	0	2,495	2,495	0	1,200	485	(295)	2,200	1,978	450	
1,159	1,157	(2)	690	1,170	1,167	(2)	1,562	43	1,669	2,838	2,838	162	
132	188	56	0	2,513	2,569	56	2,710	2,327	64	2,577	2,710	2,798	
28	28	(1)	11	149	149	(1)	68	125	501	650	1,593	857	
381	444	63	0	461	524	63	0	(239)	63	524	346	279	
0	2	2	0	(112)	(110)	2	0	(101)	357	245	278	235	
<b>2,355</b>	<b>2,476</b>	<b>121</b>	<b>859</b>	<b>9,477</b>	<b>9,598</b>	<b>121</b>	<b>8,347</b>		<b>4,553</b>	<b>14,031</b>	<b>11,985</b>		
										<b>3,369</b>	<b>561</b>		

- NRL9's is on forecast for the year. Although the event has concluded for the 2015 year there is further activity planned in a lead up to the event next year which has been planned for
- Pasifika was underspent compared to forecast as some work deferred to March
- Cricket World Cup is on forecast overall however there are timing fluctuations within the detail of the program. The event finishes in March, all costs should be processed or accrued for at March month end, with no expected savings as our budgeted contingency was used as the result of a government directive on an activation in the Fanzone.

## World Masters Games

World Masters Games 2017 Ltd											TABLE 6		
Summary Income Statement													
For the Period Ended 28 February 2015													
Month				Year to Date					Full Year				
Actual	Forecast	Variance	Budget	Actual	Forecast	Variance	Budget	Last Year	Year-to-Go	Forecast	Budget	Last Year	
(1)	0	(1)	0	1,500	1,500	0	875	625	1,125	2,625	1,875	875	
40	40	0	0	40	40	0	25	375	425	465	400	375	
0	0	0	0	200	200	0	0	0	0	200	0	0	
<b>40</b>	<b>40</b>	<b>(1)</b>	<b>0</b>	<b>1,740</b>	<b>1,740</b>	<b>(1)</b>	<b>900</b>	<b>1,000</b>	<b>1,550</b>	<b>3,290</b>	<b>2,275</b>	<b>1,250</b>	
<b>Net Operational costs</b>													
131	162	31	137	1,018	1,049	31	1,185	532	778	1,796	1,780	1,014	
6	40	34	29	139	172	33	270	130	233	372	564	192	
0	0	0	0	696	696	0	707	675	0	696	712	694	
2	3	1	0	14	15	1	0	0	11	25	0	13	
27	23	(4)	20	69	65	(4)	172	29	82	151	262	52	
1	19	18	10	72	90	18	91	59	121	193	162	93	
1	9	8	9	147	155	8	234	20	59	206	269	52	
36	40	4	0	276	280	4	373	76	260	536	625	283	
<b>203</b>	<b>294</b>	<b>91</b>	<b>204</b>	<b>2,431</b>	<b>2,522</b>	<b>91</b>	<b>3,032</b>	<b>1,521</b>	<b>1,544</b>	<b>3,975</b>	<b>4,373</b>	<b>2,393</b>	
<b>(164)</b>	<b>(254)</b>	<b>91</b>	<b>(204)</b>	<b>(691)</b>	<b>(782)</b>	<b>91</b>	<b>(2,132)</b>	<b>(521)</b>	<b>6</b>	<b>(685)</b>	<b>(2,098)</b>	<b>(1,143)</b>	

	Total			
	Prior Year	2015 YTD	To Date	2015 YTD
Total Spend	4,884	2,431	7,315	2,522
ATEED Funding	2,265	691	2,956	782

To Go	Revised Forecast	Total Project
27,625	34,940	33,000
8,044	11,000	11,000

- Savings compared to forecast have occurred due to delays in hiring some contractors and also some recruitment delays
- We have been working with WMG to promote internal transfers and secondments to help them and to provide development opportunity for our staff, and we have two staff members transferring there over March and April.

## Summary Statement of Financial Position

TABLE 7

**Statement of Financial Position, ATEED Group**  
**As at 28 February 2015**

	YTD	\$000's Jun-14
<b>Current assets</b>		
Cash and cash equivalents	2,657	1,464
Receivables and prepayments	6,077	5,836
Other current assets, including iSite inventory	122	85
<b>Total current assets</b>	<b>8,856</b>	<b>7,385</b>
<b>Current liabilities</b>	<b>8,429</b>	<b>7,294</b>
<b>Working capital</b>	<b>427</b>	<b>91</b>
<b>Non-current assets</b>		
Receivables and prepayments (non-current)	1,015	1,032
Property, plant and equipment	2,294	2,329
Investment in Joint Venture, The FoodBow I	1,991	1,991
<b>Total non-current assets</b>	<b>5,300</b>	<b>5,352</b>
<b>Non-current liabilities</b>	<b>645</b>	<b>618</b>
<b>NET ASSETS</b>	<b>5,082</b>	<b>4,825</b>
<b>EQUITY</b>	<b>5,082</b>	<b>4,825</b>
<b>Capex spend</b>	<b>315</b>	<b>FY BUD 1,779</b>
<b>Total commitments (at Dec 2014)</b>	<b>\$48.2m</b>	<b>\$46.1m</b>

- Cash is higher than at June due to the timing of the sweep from Council
- The variance in receivables relates to the timing of receipt of Council funding
- The increase in current liabilities is a result of increased event activity over these first few months
- YTD capex spend relates to the iSite rejuvenation and capitalised consultancy costs for GridAKL. YTG capex spend relates to Lysaght.

Commitments have increased to Dec 14 from Jun 14 by a net \$2.1m. These increases are due to some major events sponsorship agreements, some GridAKL related and some consultancy related agreements.

## Recommendation

It is recommended that the Board note the Finance Report for the period 28 February 2015

## Signatories

Manager: Tony Hogg, Finance Manager

General Manager: Barbara Imlach, Chief Financial Officer

Friday, 27 March 2015



OPEN AGENDA

6. **HEALTH AND SAFETY UPDATE**

Barbara Imlach, Chief Financial Officer

OPEN

March 2015

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## Health & Safety Update

Report to Auckland Tourism, Events and Economic Development Chairman and Board

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### Proposal

The purpose of the report is to update the Board on recent health, safety and wellbeing initiatives.

### Strategic Alignment

An updated health and safety section has been included as part of our current SOI.

“ATEED is committed to driving a strategy that delivers a culture of zero harm for employees, contractors, visitors, customers and anyone who may be affected by ATEED’s activities. We will do this by:

- Ensuring that best practice health and safety standards are consistently applied in every aspect of our business activities;
- Complying with all health and safety obligations under relevant legislation; and
- Having a safe, healthy and enjoyable environment for everyone within ATEED’s area of control.”

### Comment

At the November Board meeting, the Board:

1. noted a proposed action plan
2. approved the inclusion of a health and safety remit to the existing Remuneration & Performance subcommittee, and
3. approved a change in name of that committee to Health, Safety and Remuneration committee

The action plan as discussed at the November Board meeting is attached, with tracking as to progress, refer appendix 1



The Health, Safety and Remuneration committee (Rem Committee) at their meeting of 9 March:

- Discussed the changes to the terms of reference (TOR) and subject to legal counsel approval, and minor changes (updated) have recommended the Board approve these. The revised Terms of Reference will be circulated separately to the Board for approval.
- Expressed their desire for an independent contractor, reporting directly to the Rem committee, be engaged to review the H&S plans for each event. This is underway and we are reviewing potential providers and will provide the Rem committee with recommendations over the next month. This is similar to the process we had in 2013 where an independent firm was engaged to provide event auditing and H&S plan reviews
- This is addition to an ATEED advisor role we are contracting on a 12-month basis to provide internal capability as we build up our own processes and procedures. We are planning for a permanent role but acknowledge the different skill set required as we review and implement versus an ongoing role.

## Consultation

Peter Attwood, an independent contractor has provided advice on the directors briefing paper prior to the Volvo Ocean race village sit visit, and general advice on updates to our SOI and TOR for the subcommittee.

## Decision Making

The paper is for noting and no decision is required.

## Financial Implications

Both the H&S advisor role and the independent audit role are both able to be met within our current funding envelope, as additional H&S costs were included as part of our current year budget and will remain a focus for 2015/16.

## Recommendations

It is recommended that the Board note this paper.

## Attachments

- Update to action plan (appendix 1)

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## Signatories

CFO: Barbara Imlach

Chief Executive: Brett O'Riley

**Appendix 1 - Health and Safety Action Plan, November 2014**

**Updated March 2015**

ACTION	RESPONSIBILITY	BY WHEN
<b>Policy and Planning</b>		
ATEED Corporate Governance Charter updated to include specific health and safety requirements	Board	Completed  28 Nov 2014
Board to review appropriate structure for health and safety leadership. Recommendation to add to remit of Remuneration Committee subcommittee of the Board to include health and safety focus (given expertise of individuals on that committee)	Board	Completed  28 Nov 2014
Revised terms of reference for H&S & Rem committee	Board	27 March 2015
ATEED to develop own policy to reflect vision and values. (This will sit under the Auckland Council Policy)  This will involve collaborative participation from ATEED's H&S committee as well as other interested employees	In progress	Will be subject to consultation within ATEED and brought to the June Board meeting
SOI to be reviewed and updated	Revisions incorporated into approved draft sent to Council	Completed  27 Feb 2015
Compendium of reference material to be available for directors, including IOD governance documents on health and safety	Libby Nuth.  H&S compendium file has been created on Dropbox and the IoD advice has been uploaded	Completed

<p>Board to hold management to account for implementing health and safety strategy:</p> <ul style="list-style-type: none"> <li>- CE performance to include health and safety responsibilities and accountabilities</li> <li>- Board to review annual report from management detailing management structure, accountabilities and responsibilities of staff</li> <li>- <b>Board to set targets to enable them to track ATEED's performance</b></li> </ul>	<p>Board</p> <p>Barbara Imlach</p> <p>Discussion document to be presented to Rem, Committee to provide recommendation to Board for 2015/16 targets</p>	<p>Completed</p> <p>June 2015 Board mtg</p> <p>June 2015 (was Jan 2015)</p>
<p><b>Deliver</b></p>		
<p>Board members to complete regular "site visits" to view health and safety systems in action. these "visits" will enable the director to review what hazard management systems are observed, emergency planning, contractor management, areas of good practice, areas observed that may require improvement</p>	<p>In progress. First visit took place 27 Feb – Volvo Ocean Race village.</p> <p>Note: Directors at any time can perform a "site visit" and report back to Board and management</p>	<p>Schedule to be discussed at next committee mtg and tabled at June Board mtg</p>
<p><b>Monitor</b></p>		
<p>The Board to receive, review (and minute) regular reports on:</p> <ul style="list-style-type: none"> <li>- Incidents, near misses and occupational illnesses</li> <li>- <b>Data in absence rates due to illness</b></li> <li>- <b>Data on trends including exposure to risks such as high noise levels, bullying</b></li> <li>- <b>Progress with implementation of formal improvement plan</b></li> <li>- <b>Actions aimed at preventing harm</b></li> <li>- <b>Health and safety performance of contractors</b></li> </ul>	<p>Barbara Imlach</p> <p>In progress. Reporting to management and Board is under review and additional information will be incorporated in our regular reporting covering the points listed as well as a brief summary of events/activities and associated H&amp;S plans</p>	<p>April Board meeting</p>

- Reports on internal and external audits and system reviews		
Directors to review serious incident reports	Brett O'Riley	When arises
Board to ensure proper due diligence over subsidiaries, joint ventures and material third parties health and safety practices  - WMG - GridAKL - The FoodBowl	Legal counsel engaged to determine what responsibilities rest with the Board and how do directors actively exercise due diligence over these entities that have their own governance framework.	Paper to April Board mtg
<b>Review</b>		
H&S & Rem committee to review ATEED's health and safety plan for 2015 (in progress)	Barbara Imlach	June 2015  (was Feb 2015)
Formal review of ATEED health and safety systems, annually	Barbara Imlach	June 2015
Annual health and safety plan to be developed, reviewing historical data and setting targets and improvements for the following year	H&S & Rem committee for recommendation to Board	June 2015
ATEED's annual health and safety plan to be reviewed in consultation with staff	Barbara Imlach	August 2015
Regular updates on any external audits undertaken, either as part of Council or as independently engaged	In progress.	As required