

From: Samantha Rose <samantha.rose@wellingtoncablecar.co.nz>

Sent: Monday, 30 March 2020 4:33 PM

To: Stephen Ward <stephen@wellingtoncablecar.co.nz>

Subject: FW: Covid-19 - Weekly Situation Reports

What I worded earlier 😊 :

Hi Stephen.

I'm not sure about this wage subsidy to be honest, I hope you don't mind me putting in my 2cents. My understanding is, it's for employers who don't have the funds to pay/retain staff due to loss in revenue. I take it you're probably already getting advice from council or our tax agent if we have one yet before applying.

Also the subsidy is paying flat rates of \$585 fulltime and \$350 part time. My understanding is, if we don't have the funds to pay our staff – we must try our hardest to pay at least 80% and if we cannot pay 80%, we have to pass on the full subsidy less PAYE. – I don't think that applies to cable car considering the large amount of cash reserves?? I don't know – just how I'm reading it.

“Before receiving a subsidy, employers must take measures to manage the implications of COVID-19 on their business. These measures might include, but are not limited to, talking with their banks and drawing on internal cash reserves”

What are active steps to mitigate the impact of COVID-19?

A business must take active steps to mitigate the financial impact of COVID-19 on their business. This could include:

- drawing from your case reserves (as appropriate)
- activating your business continuity plan
- making an insurance claim
- proactively engaging with your bank
- seeking advice and support from:
 - the Chamber of Commerce

Sources: <https://workandincome.govt.nz/online-services/covid-19/declaration-wage-subsidy.html>

<https://workandincome.govt.nz/products/a-z-benefits/covid-19-support.html#null>

Thanks

Sam

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

Sent: 30 March 2020 11:14 AM

To: Samantha Rose <samantha.rose@wellingtoncablecar.co.nz>; Annemarie Booth <Annemarie.Booth@wcc.govt.nz>; wcc@addsmart.co.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

[REDACTED]

EMAIL: stephen.ward@wellingtoncablecar.co.nz

WEB: www.wellingtoncablecar.co.nz

Follow us on: [Facebook](#) | [Instagram](#) |

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

The information contained in this email is privileged and confidential and intended for the addressee only.

If you are not the intended recipient, you are asked to respect that confidentiality and not disclose, copy or make use of its contents.

If received in error you are asked to destroy this email and contact the sender immediately. Your assistance is appreciated.

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



WELLINGTON CABLE CAR LIMITED

Level 4, 276 Lambton Quay, Wellington 6011, NEW ZEALAND

Post: PO BOX 25094, Wellington 6146, NEW ZEALAND

CELL: +

EMAIL: stephen.ward@wellingtoncablecar.co.nz

WEB: www.wellingtoncablecar.co.nz

Follow us on: [Facebook](#) | [Instagram](#) |

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@wellingtonzoo.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

M [REDACTED]

E warwick.hayes@wcc.govt.nz

The information contained in this email is privileged and confidential and intended for the addressee only.

If you are not the intended recipient, you are asked to respect that confidentiality and not disclose, copy or make use of its contents.

If received in error you are asked to destroy this email and contact the sender immediately. Your assistance is appreciated.

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]

E warwick.hayes@wcc.govt.nz

The information contained in this email is privileged and confidential and intended for the addressee only.

If you are not the intended recipient, you are asked to respect that confidentiality and not disclose, copy or make use of its contents.
If received in error you are asked to destroy this email and contact the sender immediately. Your assistance is appreciated.

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

W Wellington.govt.nz | [f](#) | [e](#)

The information contained in this email is privileged and confidential and intended for the addressee only.
If you are not the intended recipient, you are asked to respect that confidentiality and not disclose, copy or make use of its contents.
If received in error you are asked to destroy this email and contact the sender immediately. Your assistance is appreciated.

**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke