



**AGENDA FOR AN ORDINARY MEETING OF THE FINANCE AND OPERATIONAL  
PERFORMANCE COMMITTEE TO BE HELD IN THE CIVIC CENTRE,  
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON  
MONDAY, 4 OCTOBER 2004 COMMENCING AT 9.30 AM.**

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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Committee by resolution so decides; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

**NOTE:** Urgent business need not be dealt with now and may be delayed until later in the meeting.



**3 CONFIRMATION OF MINUTES**

Ordinary - Thursday, 19 August 2004  
- Monday, 6 September 2004

Reconvened - Thursday, 9 September 2004

**RECOMMENDATION**

That the minutes of the Ordinary Meetings of the Finance and Operational Performance Committee held on Thursday, 19 August 2004, Monday 6 September 2004 and the Reconvened meeting held on Thursday, 9 September 2004, as circulated, be taken as read and now be confirmed.



**4 WAITAKERE CITY HOLDINGS LIMITED AND SUBSIDIARIES 2004 ANNUAL REPORTS**

**PURPOSE OF THE REPORT**

The purpose of the report is to present the 2004 Annual Reports of Waitakere City Holdings Limited, Waitakere Properties Limited, Techscape Limited and Waitakere Enterprise Trust Board to the Finance and Operational Performance Committee.

**BACKGROUND**

The Local Government Act 2002 requires that the Board of a Council-Controlled Organisation must deliver to the shareholders, and make available to the public, a report on the organisation's operations during that year. These reports are circulated under separate cover.

**STRATEGIC CONTEXT**

Council has a financial investment in its Holding Company and subsidiaries. These companies assist the Council in meeting its strategic outcomes by a return on investment, involvement in strategic projects, economic development and in the support of service delivery.

**ISSUES**

The presentation of these reports is normally accompanied by an overview delivered by the respective Board Chairperson and Chief Executive of each company, however, because of the unavailability of Waitakere City Holdings Limited Board Members for this meeting it is recommended that the overview presentations be deferred until the next meeting of this Committee. It should be noted that Waitakere Enterprise Trust report separately on a quarterly basis with regard to their performance.

At the time this report was written formal Audit clearance had only been received for Techscape Limited. It is expected that full clearances will be given with regard to the remainder of the reports shortly and verbally communicated to this Committee at the meeting. A representative from Audit New Zealand will be available to comment if required.

**CONCLUSION**

The Annual Reports for the year ended 30 June 2004 for Waitakere City Holdings Limited, Waitakere Properties Limited, Techscape Limited and Waitakere Enterprise Trust Board are now available for the Committee's consideration. A formal presentation by the respective Board Chairpersons and Chief Executives will be scheduled for the November 2004 meeting of this Committee (or its equivalent). It is expected that full Audit clearances will be available in respect of each report, with a representative from Audit New Zealand available for comment at the meeting.

## **RECOMMENDATIONS**

1. That the Waitakere City Holdings Limited and Subsidiaries 2004 Annual Reports be received.
2. That the Board Chairpersons and Chief Executives of Waitakere City Holdings Limited, Waitakere Properties Limited and Techscape Limited be requested to present their respective year end results at the meeting of the Finance and Operational Performance Committee or its equivalent to be held in November 2004.

Report prepared by: Alec Third, Group Manager: Financial Operations.



## **5 ANNUAL REPORT 2003/2004**

### **PURPOSE OF THE REPORT**

The purpose of the report is to present the year end Annual Report to the Finance and Operational Performance Committee and seek a recommendation that the report be forwarded to the Council for adoption.

### **BACKGROUND**

The preparation of the Annual Report is a statutory requirement of the Local Government Act. The Annual Report must be adopted no later than four months after the completion of the financial year ending 30 June 2004.

### **STRATEGIC CONTEXT**

The Annual Report completes the planning and reporting cycle for the year ended 30 June 2004. The report contains the actual results of financial performance against budgets and non financial measures.

### **ANNUAL REPORT CONTENT**

The financial statements along with the statements of service performance have received clearance from Audit New Zealand. The draft Annual Report will be circulated under separate cover. The key content of the published report will comprise:

- From the Mayor;
- Report of the Chief Executive;
- A Year of Achievements;
- Sustainable Development report;
- Corporate Sustainability report;
- Financial Overview;
- Statement of Compliance and Responsibility;
- Financial Statements for the year ended 30 June 2004;
- Governance report;
- Statement of Resources;
- Statement of Human Resources Policies;
- Report of the Auditor-General.

It is intended that the Council adopt the Annual Report at its meeting scheduled for 6 October 2004. Once approved the report will be printed for public distribution.

## **CONCLUSION**

The Annual Report content has been prepared in accordance with statutory requirements and has been completed well within the statutory timeframe. Once adopted by Council the report will be printed. It is expected to be available for public distribution in early November 2004.

## **RECOMMENDATIONS**

1. That the Annual Report 2003/2004 be received.
2. That it be recommended to Council that the Annual Report for 2003/2004 be approved.

Report prepared by: Andrew Pollock, Director: Finance.



## **6 WAITAKERE SPORTS COMPLEX - ALL WEATHER ATHLETIC TRACK FUNDING**

### **PURPOSE OF THE REPORT**

The purpose of this report is to put forward to the Finance and Operational Performance Committee a letter that has been received from the Waitakere Sports Complex Development Board, on behalf of the Waitakere Regional Sports Trust, requesting additional funding for the All Weather Athletic Track project.

### **ISSUES**

*A1-A3* A letter dated 22 September 2004, attached as pages A1 to A3, has been received from the Waitakere Sports Complex Development Board, regarding the All Weather Athletic Track project.

This letter outlines the final project cost, which has exceeded the \$1.1M (excluding G.S.T.) budget provided by Council to the Trust. This increase is due to the need for a track re-design and additional physical works on site. As a result, the Trust are seeking additional funding of \$69,402.00 (excluding G.S.T.) from Council to meet the increased construction costs of the All Weather Athletic Track.

The Finance and Operational Performance Committee is being asked to consider extra funding as set out in the letter attached at pages A1 to A3.

**RECOMMENDATIONS**

1. That the Waitakere Sports Complex - All Weather Athletic Track Funding report be received.
2. That the Finance and Operational Performance Committee consider the Waitakere Regional Sports Trust's request for additional funding as outlined in the letter attached at pages A1 to A3.

Report prepared by: Peter Sewell: Special Projects Engineer



**7 BOARD APPOINTMENTS TO WATERCARE SERVICES LIMITED**

This item will be considered in the Confidential Supplement of the agenda, and has been circulated to members separately with this agenda.

**PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

That the public be excluded from the following part of the proceedings of this meeting, namely Board Appointments to Watercare Services Limited.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation of the matters, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matters to be considered.	Reason for passing this resolution in relation to the matters.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> <li>• Board Appointments to Watercare Services Limited</li> </ul>	<p>The withholding of information is necessary in order to protect information where the making available of the information would</p> <ul style="list-style-type: none"> <li>• Protect the privacy of natural persons, including that of deceased natural persons; or</li> <li>• Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information -                             <ul style="list-style-type: none"> <li>(i) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or</li> </ul> </li> </ul>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 7(2)(a) and 7(2)(c)(i) of that Act which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public as follows:

- *The report contains information regarding applicants for appointment to the Board of Watercare Services Limited.*