

**AGENDA FOR A MEETING OF THE FINANCE AND OPERATIONAL PERFORMANCE
COMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON MONDAY, 11 APRIL 2005
COMMENCING AT 9.30 AM.**

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PART A - OPENING OF MEETING

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

Meeting Minutes - Monday, 7 March 2005

RECOMMENDATION

That the minutes of the Meeting of the Finance and Operational Performance Committee held on Monday, 7 March 2005, as circulated, be taken as read and now be confirmed.



PART B - LEGAL AND CONSTITUTIONAL

4 AFFIXATION OF COMMON SEAL

EXECUTION OF DOCUMENTS: 28 February 2005 to 31 March 2005

Nº	NAME	PARTICULARS
3276	WCC – SN Pillay	Drainage easement in gross – CTs 149165-149166 – 66 Rimu Street – SPW 21553
3277	WCC – Kran Properties Ltd	Drainage easement in gross – CT 161549 – 4 Kamara Road – SPW 18695
3278	WCC – Yvonne Marlene Wilson	Drainage easement in gross – CT 120997 – 189 Te Atatu Road – SPW 21958
3279	WCC – SJ McClunie and SL Jensen	Deed of Settlement – 1 Fawcett Road, Laingholm, in duplicate – Resolutuion 220/2005
3280	WCC – Tiriti Corp Consultancies Ltd, CR Trustees Ltd and AL Durie	Deed of Waiver re purchase of 341-347 Henderson Valley Road
3281	WCC – DE Kenealy and E Broome	Deed of Waiver – s.50 Public Works Act 1981 – 6A Lucinda Place, Glen Eden – Resolution 1977/2004
3282	WCC – Corban Revell Law Partnership	Deed of renewal, rent review and variation in respect of lease of premises at 20 Alderman Drive, Henderson
3283	WCC – Steven Cresswell	Warrant of Appointment & Evidence of Identity – No.WCC186
3284	WCC – Donald Leitch	Warrant of Appointment & Evidence of Identity – No.WCC187
3285	WCC – Daniel Thomas	Warrant of Appointment & Evidence of Identity – No.WCC188
3286	WCC – Cassel Holdings Ltd	Water Supply Easement in gross – CTs 193575- 193578 – 7A-7D Kitewaho Road – SPW 21955 (Stage 1)
3287	WCC – Cassel Holdings Ltd	Right of Way easement in gross – CTs 193575- 193578 – 7A-7D Kitewaho Road – SPW 21955 – (Stage 1)
3288	WCC – Cassel Holdings Ltd	Fencing Agreement re CT 193575 – 7A-7D Kitewaho Road – SPW 21955 – (Stage 1)
3289	WCC – RH Jones & BA Singer	Drainage easement in gross – CTs 199406 and 199407 – 82 Hetherington Road – SPW 21597
3290	WCC – RH Jones & BA Singer	Surrender of drainage right in gross created by Transfer 02115 insofar as it affects CT NA24A/936 – SPW 21597
3291	WCC – Waitakere City Holdings Ltd	Deed relating to a Tax Loss Offset & Subvention Payment
3292	WCC – Farac	Consent as Chargeholder under land charge C129742.1 to registration of Mortgage M6307487.1 – 329 Lincoln Road
3293	WCC – Merz, Xin, Manson & Chong and ANZ National Bank Ltd	Consent as encumbrancee under Encumbrance B844795.2 to registration of mortgage variation instrument, amending Mortgage D632893.3 – 23 Tui Crescent
3294	WCC – BMR Austin	Drainage easement in gross – CTs 151422 and 151423 – 41 Titirangi Road – SPW

Nº	NAME	PARTICULARS
		19356
3295	WCC – BMR Austin	Drainage easement in gross – CTs 151421 and 151423 – 41 Titirangi Road – SPW 19356
3296	WCC – BMR Austin	Fencing Agreement – CTs 151421 & 151422 – 41 Titirangi Road – SPW 19356
3297	WCC – Jeannette Ibrahim – Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC161
3298	WCC – Roger Wilson – Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC021
3299	WCC – Caroline Vear - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC178
3300	WCC – Hamish Anderson - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC162
3301	WCC – Peter Donovan - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC168
3302	WCC – Peter Proctor - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC102
3303	WCC – Edward Donaghy - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC103
3304	WCC – Joseph Todd - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC104
3305	WCC – John Gutch - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC105
3306	WCC – John Nicholls - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC106
3307	WCC – Terrence Brown - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC107
3308	WCC – Balvant Dullabh - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC151
3309	WCC – Desmond Wilkinson - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC149
3310	WCC – Tineke De Villiers - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC148
3311	WCC – Keith Walker - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC114
3312	WCC – Bruce Hawkins - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC115

Nº	NAME	PARTICULARS
3313	WCC – Jeff Fahrensohn - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC117
3314	WCC – Glenn Moser - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC108
3315	WCC – Michael Lazonby - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC113
3316	WCC – Wolfgang Nethe - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC059
3317	WCC – John Franciscus Koolen - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC067
3318	WCC – Graeme McCarrison - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC160
3319	WCC – Max Wilde - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC088
3320	WCC – Bronwyn Allerby - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC159
3321	WCC – Chris Olsen - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC039
3322	WCC – Grant Gillard - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC098
3323	WCC – Alan Forster - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC099
3324	WCC – Graeme Turner - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC100
3325	WCC – Karen Ruth Pegrume - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.0054
3326	WCC – Kristen Wood - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC094
3327	WCC – David Rankin - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC016
3328	WCC – Alfredo Sodo - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC037
3329	WCC – John McKeown - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC012
3330	WCC – Kim McLeod - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC013
3331	WCC – Dean Nuralli - Authorised	Renewal Warrant of Appointment & Evidence of Identity – No.WCC015

Nº	NAME	PARTICULARS
	Enforcement Officer	
3332	WCC – Neville Exler - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC006
3333	WCC – John Cox - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC003
3334	WCC – Robert Davidson - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC004
3335	WCC – Colin Diprose - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC005
3336	WCC – Alan Ahmu - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC001
3337	WCC - Andrew Chalton - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC002
3338	WCC – Neville Colling - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC086
3339	WCC – Graeme Garrett - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC171
3340	WCC – Ronald Pritchard - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC185
3341	WCC – Francis Ma - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC011
3342	WCC – John Edwards - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC156
3343	WCC – Prasad Tekumalla - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC157
3344	WCC – Richard Yearsley - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC164
3345	WCC – Murray Norris - Authorised Enforcement Officer	Renewal Warrant of Appointment & Evidence of Identity – No.WCC165

RECOMMENDATIONS

1. That the Affixation of Common Seal report be received.
2. That the action taken in affixing the Common Seal on the documents as set out in the agenda report be adopted.

Report prepared by: Magdalene Conceicao, Executive Officer (Legal).



PART C - FINANCE

5 OPERATING AND CAPITAL EXPENDITURE SUMMARIES

PURPOSE OF THE REPORT

The purpose of this report is to inform the Finance and Operational Performance Committee as to the level of the year to date operating and capital expenditure by unit compared to budget.

STRATEGIC CONTEXT

Through the Long Term Council Community Plan processes, the Council approves operating and capital expenditure. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.

ISSUES

A1 This report covers expenditure for the 8 months to 28 February 2005. The financial summaries are attached at page A1.

If any further information is required in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

CONCLUSION

Expenditure for the 8 months to 28 February 2005 is tracking well against operational budgets.

RECOMMENDATION

That the Operating and Capital Expenditure Summaries report be received.

Report prepared by: Bob Preston, Group Manager, Financial Management.



6 STATUS OF SPECIAL FUNDS

PURPOSE OF THE REPORT

The purpose of this report is to inform the Finance and Operational Performance Committee on the status of Council's Special Funds.

BACKGROUND

Special funds are those funds held or designated by Council for a specific purpose or purposes. With the exception of the Auckland Regional Services Trust funds which are held in a separate bank account, the balances of these funds are used to offset Council's borrowing requirements. Interest is allocated to funds where applicable.

STRATEGIC CONTEXT

Special fund movements are recommended through the Long Term Council Community Plan and Annual Plan adoption process. Special funds are classified as either "Restricted Funds" or "Non-Restricted Funds". Restricted funds are those funds that have been received by Council from a third party or parties and are to be used for a specific purpose or purposes. Non-restricted funds are funds established by a Council resolution to use and set aside its own funds and also to meet a specific purpose or purposes.

ISSUES

A2 The Special Fund report is separated into restricted and non-restricted funds. The balances and summary transactions for the 8 months ended 28 February 2005 are attached at page A2.

If any further information is required in respect of this report, other than of a general nature, please contact either the writer or the Director: Finance prior to the meeting to enable the query to be researched.

CONCLUSION

Special Funds are being held or designated for a specific purpose or purposes. The fund balances have been reported as required.

RECOMMENDATION

That the Status of Special Funds report be received.

Report prepared by: Bob Preston, Group Manager, Financial Management.



7 BORROWING AND INVESTMENT REPORT

PURPOSE OF THE REPORT

The purpose of this report is to provide the Finance and Operational Performance Committee with an update on borrowing and investment activity and to recommend minor changes to the Liability Management and Investment Policy.

BACKGROUND

Waitakere City Council enters into treasury related financial contracts in the ordinary course of its business. It is the role of Council's Funds Management section to manage such contracts and the impact that they have on the organisation. All funds management transactions are governed by the Liability Management and Investment Policy, prepared in compliance with the Local Government Act 2002. As a requirement of that Policy this report informs the Committee on the current and future movements of Council's debt and cash investments and provides a general commentary of financial market conditions.

A3-A8 The relevant portfolio and graphs reflect the estimated position as at 28 February 2005 and are attached at pages A3 to A8.

As part of this report, from time to time, certain operational amendments are required to be made to the Liability Management and Investment Policy. Such changes are simply administrative rather than procedural and therefore do not change the scope of the policy, triggering the requirement of the Special Consultation procedure. However, included in the Liability Management and Investment policy, such changes require the approval of Council.

STRATEGIC CONTEXT

Council's Funds Management function actively manages a large portfolio of various debt and investment instruments. The benefit of borrowing is that it enables Council to carry out the projects identified in the Annual Plan and Long Term Council Community Plan, while spreading the costs for those projects over time to recognise the future benefits. Borrowing funds therefore assist Council with its entire loans funded strategic initiatives. The Liability Management and Investment Policy requires that a report detailing the management of the portfolio be presented to the Finance and Operational Performance Committee on a regular basis. The report must include information on the following subjects:

- Cash/Debt position;
- Forecasted borrowing profile;
- Interest rate profile;
- Risk management;
- Material transactions;
- Market commentary.

This report addresses the requirement of the Policy and may include other information that is relevant to the Funds Management function.

FINANCIAL IMPLICATIONS

The active management of the treasury portfolio seeks to minimise Council's borrowing costs and maximise investment returns of liquid assets. The Funds Management function is also charged with seeking investors, thus ensuring that there is sufficient liquidity available for the organisation to continue its work programme. New Zealand financial markets are significantly volatile and therefore interest rate risk management is a key responsibility of the Funds Management function. Detailed financial information included within this report is intended to give assurance of the prudent management of Council's portfolio.

Council approved a new loans funded capital works programme for the 2004/2005 year, including carry forward projects from the 2003/2004 year, through the 2004/2005 Annual Plan to a maximum gross debt of \$239.468 million. Interest expense for the 2004/2005 year is budgeted to be \$9.668 million.

Council maintains Standard and Poor's Credit Ratings of A-1+ short term, and AA-long term (stable).

RECOMMENDED CHANGES TO THE LIABILITY MANAGEMENT AND INVESTMENT POLICY

With the acquisition of The National Bank of New Zealand Limited by ANZ Banking Group almost complete and that the new company formed by this merger, now called ANZ National Bank Limited, Council's Liability Management and Investment Policy does not list ANZ National Bank Limited as an approved counterparty. Although all treasury facilities and exposures in existence before ANZ Banking Groups acquisition of The National Bank of New Zealand continue, for administrative completeness, it is appropriate to make the correction to the policy recognising the New Bank.

With the merging of the two banks, Council has, in effect, lost an approved counterparty. This affects the number of possible competitive quotations the Councils Funds Management section can obtain when considering new hedging instruments and strategies.

Council has been approached by ABN AMRO who have recently launched a capital markets treasury desk in New Zealand, referred to as ABN AMRO New Zealand Limited.

A9 A copy of the media release is attached at page A9.

A10 ABN AMRO Bank NV is a registered bank in New Zealand, as listed by the Reserve Bank of New Zealand with a credit rating of AA-. A copy of the Reserve Bank of New Zealand's registered banks is attached at page A10. ABN AMRO New Zealand Limited is a wholly owned subsidiary of ABN AMRO Bank Limited.

ABN AMRO New Zealand Limited have employed suitably experienced individuals who have had a long business relationship with Council. Based on discussions already conducted between ABN AMRO New Zealand Limited and Councils Treasury Manager, the products and services offered by ABN AMRO New Zealand Limited are suitable to Councils requirements. It is therefore recommended that ABN AMRO should be added to the Liability Management and Investment Policy as an approved counterparty for credit risk purposes.

ESTIMATED SUMMARY OF BORROWING AND INVESTMENT MOVEMENTS TO FEBRUARY 2005

Council's estimated gross term debt position has increased by \$3.999 million since January 2005, with an estimated closing balance at February month end of \$130.727 million. Estimated working capital borrowings of \$3.73 million as at 28 February 2005 have been funded using unsecured bank loans.

SIGNIFICANT FUNDING TRANSACTIONS ENTERED INTO DURING FEBRUARY 2005

- Negotiated new Floating Rate Note issue, effective 15 April 2005 of \$10 million for 10 years at an interest rate of New Zealand 90 Day Bank Bill Rate Mid plus 20 basis points;
- Negotiated new Floating Rate Note issue effective 15 March 2005 of \$10 million for 5 years at an interest rate of New Zealand 90 Day Bank Bill Rate Mid plus 12 basis points.

FINANCIAL MARKET COMMENTARY

Market Overview

The Reserve Bank of New Zealand again increased its Official Cash Rate on 10 March 2005 by 0.25% to 6.75%. Governor Alan Bollard said in his news release of the day that "In our December and January reviews we emphasised that inflation was expected to remain toward the top of the 1 to 3 per cent target band over the medium term, providing little headroom to absorb additional inflation pressures. We also projected a near-term economic slowdown which was expected to constrain inflation consistent with the Policy Targets Agreement. With the economy remaining very strong and resources becoming increasingly stretched, we assess that a further tightening of policy is now necessary."

Concluding his news release, Governor Alan Bollard stated that "Whether there is any further tightening ahead will depend on how the risks play out over the coming period. Certainly, the current outlook offers little scope for an easing of policy in the foreseeable future."

Clearly, the New Zealand economy has been performing well above average for a number of years. However, it is this continued above average growth that has put pressure on capacity utilisation. As demand for a resource continues to be strong and the resource itself is scarce, the only free market control is the price. Growing prices in such areas as labour or building materials lead directly to the inflationary issues that the Reserve Bank of New Zealand attempts to keep within its 1% to 3% target range. Using increased interest rates to slow the momentum of the economy is intended to provide overall price stability.

With the increase in the Official Cash Rate and the comments contained in the news release from Governor Alan Bollard, a number of key market rates changed accordingly. The New Zealand 90 day bank bill rate increased from a level of 6.70% - 6.80% to a current level of over 7%. The one year New Zealand swap rate rose to a mid level of 7.10%. However, long term rates did not raise as much as short term rates and currently remain at around a level of 6.90%.

The New Zealand dollar has continued its strengthening trend against the US dollar to a current level of close to 0.745 cents. This level is now above the last 2 cyclic peaks reached in the late 1980's and the mid 1990's, where the New Zealand US dollar cross rate reached approximately 0.72 cents. However, considering that the US Federal Reserve, who control the US equivalent of the New Zealand Official Cash Rate, have been tightening monetary policy for sometime, it is questionable just how long the current US currency weakness will last. Once US interest rates become more attractive to the investment community, New Zealand should expect a reasonably rapid correction in the US cross rate.

Up Coming Dates

Official Cash Rate announcement	28 April 2005
Monetary Policy Statement	9 June 2005

CONCLUSION

All transactions covered by this report have complied with the requirements of Council's Liability Management and Investment Policy.

RECOMMENDATIONS

1. That the Borrowing and Investment Report be received.
2. That it be recommended to Council that The National Bank of New Zealand and the ANZ Banking Group be replaced in the Liability Management and Investment Policy with ANZ National Bank Limited as an approved counterparty for counterparty credit risk purposes.
3. That it be recommended to Council that ABN AMRO New Zealand Limited be added to the Liability Management and Investment policy as an approved counterparty for counterparty credit risk purposes.

Report prepared by: Bruce Wilkin, Treasury Manager.



8 PAYMENTS FOR APPROVAL

PURPOSE OF THE REPORT

The purpose of this report is to advise of payments made by the Council.

BACKGROUND

This report provides details of payments made to external suppliers in excess of \$5,000. In addition there is a summary listing, which aggregates payments made to various organisations and suppliers for the Committee's information. These payments have already been processed as allowed by delegations approved by the Council. If any Councillor requires information regarding the nature of any payment, that information can be provided.

STRATEGIC CONTEXT

The Council makes various payments as provided for in its Long Term Council Community Plan and Annual Plans. The Council follows good practice for procurement of goods and services and ensures that funding has been provided from appropriate sources.

PAYMENTS

A11-A14

A summary schedule of payments made for the period 11 February 2005 to 10 March 2005 is attached at page A11. A further schedule of all payments of \$5,000 and above, together with the reason for the payment is attached at pages A12 to A14. If a committee member wishes to ask specific questions relating to any of these payments, prior to the meeting, then such questions can be directed to the Director: Finance.

CONCLUSION

The summary schedule of payments is shown for the period 11 February 2005 to 10 March 2005. Payments have been provided for in accordance with approved budgets.

RECOMMENDATIONS

1. That the Payments for Approval report be received.
2. That the contracts let and payments made be approved.

Report prepared by: Andrew Pollock, Director, Finance.



PART D - GENERAL

9 KEEP WAITAKERE BEAUTIFUL SIX MONTHLY REPORT JULY TO DECEMBER 2004

PURPOSE OF THE REPORT

A15-A21

The purpose of this report is to inform the Finance and Operational Performance Committee of the key findings of the Keep Waitakere Beautiful Trust Six Monthly Report for 1 July to 31 December 2004 which is attached at pages A15 to A21.

BACKGROUND

Keep Waitakere Beautiful was established in 1993 as a Council - community partnership

In August 2002, Keep Waitakere Beautiful was incorporated as a charitable trust and a 'Memorandum of Understanding' between Keep Waitakere Beautiful Trust and the Council was signed in September 2002. This document was created to clarify and strengthen the relationship and commitment between Keep Waitakere Beautiful Trust and the Council. A contract is also entered into annually and Keep Waitakere Beautiful Trust reports regularly on milestones, Key Performance Indicators and shared objectives that have been met.

Council provides funding for the Keep Waitakere Beautiful Trust programme on an annual basis through the Annual Plan process. Keep Waitakere Beautiful Trust also receives financial support in the form of cash and in-kind sponsorship from the local community.

The Keep Waitakere Beautiful Trust Board provides a governance role by ensuring that the aims and vision of Keep Waitakere Beautiful Trust is translated through the annual work programme. The Board also establishes the broad strategic framework for which the work programme is guided, in order to achieve Keep Waitakere Beautiful Trust's vision and goals. A part time programme manager supports the programme.

STRATEGIC CONTEXT

The Green Network and Active Democracy Strategic Platforms of the Long Term Council Community Plan are both contributed to by the Keep Waitakere Beautiful Trust annual work programme.

The Green Network is enhanced by the Clean Stream Waitakere project, which also works in the Twin Streams catchment area. Adopt a Spot, Trees for Babies, Community Group Support and Operation Spring Clean, all play a part in the continued community engagement in park and Green Network development.

The partnership between Keep Waitakere Beautiful Trust & Council is a reflection of the Active Democracy Strategic Platform. Both parties recognise the long-term value in community ownership of, and participation in, community-based environmental initiatives

The objectives of the Keep Waitakere Beautiful Trust - Council partnership are:

1. To provide the community with avenues for volunteer involvement in local environmental initiatives;
2. To provide input into Council policy, service delivery and decision making by community groups and residents with respect to environmental initiatives;
3. To provide a forum for consultation and communication between Council and community groups and residents on environmental issues;
4. To enhance the community awareness of environmental issues through community based programmes;
5. To increase volunteer involvement in Keep Waitakere Beautiful Trust project activities long term.

ISSUES

The annual contract with Keep Waitakere Beautiful Trust outlines the requirements of the Six Monthly Report:

- Review of progress against programme;
- Relevant data towards Key Performance Indicator targets;
- Other educative and environmental initiatives undertaken;
- Summary of any accidents, injuries or near miss incidents in the work place;
- Issues relating to use of volunteers;
- Any initiatives to advance the goals of the Keep Waitakere Beautiful Trust and Council.

The report attached demonstrates that Keep Waitakere Beautiful Trust has delivered all projects except Kite Day, for the period, and is on track to meet the annual Key Performance Indicator requirements (Table 1).

Kite Day is a family fun day held to say thank you to the community for their volunteer efforts throughout the year, especially during Operation Spring Clean. It was not held last year as there were problems with Whenuapai not being available as the venue. Keep Waitakere Beautiful Trust are discussing alternatives to this event, with the idea of holding a Volunteer Award event, possibly on International Volunteers Day, in December.

Key performance indicator	Target	Count:	Six monthly figure	On track?
Maintain or increase the number of people working in partnership with the Council in Green Network projects involving planting and weed removal	2000	Volunteers in these projects: Trees for Babies, Community Street Trees, Clean Stream Waitakere, Schools Assistance, War on Weeds (each full bin = 20 people)	900	Yes, three major volunteer projects occur this autumn
Number of clean-ups by the community.	120	Clean ups as part of: Operation Spring Clean, Adopt a spot, Ongoing Community Group Support	90	Yes

Table 1. Six monthly Key Performance Indicator requirements for Keep Waitakere Beautiful

CONCLUSION

In the last half of 2004, Keep Waitakere Beautiful Trust involved 900 residents to be involved in the enhancement of the City's environment and has organised 120 clean-ups. Keep Waitakere Beautiful Trust continues to initiate, motivate and encourage community action and pride in the City by organising clean-ups and plantings and providing education and publicity on the environment.

RECOMMENDATION

That the Keep Waitakere Beautiful Trust Six Monthly Report be received.

Report prepared by: Jacki Byrd Parks & Community Projects Co-ordinator.



10 **WAITAKERE CITY HOLDING LIMITED AND SUBSIDIARIES 2005/2006 DRAFT STATEMENTS OF INTENT**

PURPOSE OF THE REPORT

The purpose of the report is to recommend any changes to the 2005/2006 draft Statements of Intent in respect of Waitakere City Holdings Limited, Techscape Limited, Waitakere Properties Limited and the Waitakere Enterprise Trust Board.

BACKGROUND

The Local Government Act 2002 requires that the board of a council-controlled organisation must deliver to its shareholders a draft statement of intent on or before 1 March each year. The respective boards are required to deliver the completed statement of intent to the shareholders on or before 30 June each year. The draft statements were tabled and received at the 7 March 2005 meeting of this Committee with the following resolution being passed:

“That a report be brought back to the next meeting of the Finance and Operational Performance Committee with recommendations as to the amendments and comments, if any, to the Statements of intent and that a workshop be held to discuss the alignment of the statements of intent with Council’s strategic direction”.

360/2005

A22-A77

The draft statements are attached at pages A22 to A77.

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

A78

Council officers have reviewed the draft Statements of Intent for statutory compliance in accordance with clause 9, schedule 8 of the Local Government Act 2002. Generally they comply with legislative disclosure requirements however there are some areas that will require further attention. A schedule of compliance is attached at page A78 with the recommended amendments being as follows:

1. Waitakere Properties Limited and the Waitakere Enterprise Trust Board have only included a summary of their respective accounting policies (sub clause (e));
2. The Waitakere City Holdings Limited draft Statement of Intent contains only a divestment policy as apposed to an acquisition policy required by the Act (sub clause (i)).

Note that in a number of cases within the compliance schedule the Waitakere Enterprise Trust Board is noted as not being required to comply (not applicable). These are strictly commercial financial ratio requirements and as a charitable trust it is deemed that the Board need not comply.

The Director; Finance discussed the requirement for a work shop on strategic alignment with the Chair of this Committee and it was decided that the discussion could take place within this agenda item and that issues specific to Techscape Limited could be further discussed in conjunction with the report titled Techscape Limited Governance Review contained within this agenda.

CONCLUSION

The 2005/2006 draft Statements of Intent in respect of Waitakere City Holdings Limited, Techscape Limited, Waitakere Properties Limited and the Waitakere Enterprise Trust Board have been reviewed by Council officers for legislative compliance with the result that there are a number of minor issues to be referred back to the respective entities.

If any individual Councillors have any issues or comments in respect of these Statements of Intent they should now be raised and discussed with any resulting amendments agreed to by the Committee.

RECOMMENDATIONS

1. That the Waitakere City Holding Limited and Subsidiaries 2005/2006 Draft Statements of Intent report to be received.
2. That legislative non compliance issues identified within this report be referred to the respective council-controlled organisations with a view to their final 2005/2006 Statements of Intent being amended accordingly.
3. That any other amendments identified and agreed to by the Committee be forwarded to the respective council-controlled organisations for inclusion in their final 2005/2006 Statements of Intent.

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



11 WATERCARE SERVICES LIMITED DRAFT STATEMENT OF CORPORATE INTENT

This report will be circulated separately with the Agenda.



12 WAITAKERE REGIONAL SPORT TRUST GOVERNANCE REVIEW

A review of the governance of the Waitakere Regional Sports Trust (including governance of The Trusts Stadium) has been commissioned by the Trust and Waitakere City Council. Work and processes relating to the report from the review had not been completed by the time of the printing of this agenda. If this work is completed in time for this meeting, the report will be circulated under separate cover. Otherwise, the report will be provided to the May meeting of the Finance and Operational Performance Committee.



13 HENDERSON VALLEY STUDIOS

This report will be circulated separately with the Agenda.



PART E - SUBCOMMITTEE REPORTS

14 EMERGENCY SERVICES SPECIAL COMMITTEE

THE SPECIAL COMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETINGS HELD ON WEDNESDAY 2 MARCH 2005 AND TUESDAY 5 APRIL 2005.

MATTERS CONSIDERED

A79-A83

The Special Committee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meeting is attached at pages A79 to A83, the public excluded minutes are attached at page C2 of the confidential supplement.

The Special Committee Recommends:

That the Meeting report of the Emergency Services Special Committee held on Wednesday, 2 March 2005 and Tuesday, 5 April 2005 be received.

DQ Battersby, JP
CHAIRPERSON



15 TENDERS SUBCOMMITTEE

THE SUBCOMMITTEE SUBMITS THE FOLLOWING REPORT OF ITS MEETING HELD ON FRIDAY, 1 APRIL 2005

MATTERS CONSIDERED

A84-A85

The Subcommittee dealt with a number of items for which it has delegated powers to act and a copy of the minutes of the meeting is attached at pages A84 to A85.

The Subcommittee Recommends:

That the Meeting report of the Tenders Subcommittee held on Friday, 1 April 2005 be received.

JM Clews, QSO, JP
CHAIRPERSON



PART F - PUBLIC EXCLUDED MATTERS

16 TECHSCAPE LIMITED GOVERNANCE REVIEW

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 Techscape Limited Governance Review.

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation of the matter, 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 matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none">• Techscape Limited Governance Review	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none">• enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	<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)(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 which if released, could affect the Council's negotiations.*

