

**WAITAKERE PROPERTIES LIMITED
& ASSOCIATED TRUST ACCOUNTS**

THIRD QUARTER REPORT

to

31 March 2009

PURPOSE OF THE REPORT

This report presents the company and trust Financial Statements attached for the nine month period ending 31 March 2009 (balance date is 30 June) and financial statements for each trust account, along with a brief synopsis of activities.

BACKGROUND

Waitakere Properties Limited is 100% owned by Waitakere City Holdings Limited which is in turn 100% owned by the Waitakere City Council. Waitakere Properties Limited was set up to perform and facilitate property development on behalf of the City. Waitakere Properties Limited is required by its Statement of Corporate Intent to report quarterly, through the parent company, to Council.

STRATEGIC CONTEXT

Waitakere Properties Limited assists the Council in meeting its strategic outcomes by undertaking property development activities in Waitakere, facilitating economic development and town centre redevelopment while managing properties held for future strategic reasons.

WAITAKERE PROPERTIES LIMITED

WPL's accounts year-to-date remain in line with budget and we expect to earn a small profit for the year. Principal areas of cost savings have been travel, asset disposals, entertainment, and computing. Our interest income has continued to decline as our funds on deposit were earning 8.11% and are now on deposit at 4%.

TRUST PROJECT REPORTS

Waitakere Central

Central one is no longer fully leased with the departure of the florist and GJ Gardner. We are working to release these tenancies.

Central two marketing is proceeding but it is very difficult to pre lease suburban office. Glidepath, ASB and Kiwibank have all confirmed they are not expanding or staying where they are. We do have some interest from a medical centre.

Hotel

There is no current interest from investors to build a hotel in Henderson.

Consolidated Waitakere Central Financials

Revenue received for the period was \$550,418, being rental income from Central One and carparking revenue.

Expenditure totalled \$449,394, well below budget (\$4,643,226) as there was no construction work undertaken on Central 2 (\$4.159m budgeted).

Excluding construction, the trust account is on budget.

The net surplus for the entire development for the period was \$101,024. (Note that within this trust account we track subsidiary accounts for Central one, the overall land development, Central 2, apartments, hotels et cetera to allow correct costing.)

The balance sheet shows that we are holding Central one at cost, \$6.2 million, with land and capitalised costs making up the balance.

The trust account is on track to make a distribution to Council of approximately \$390,000 at year end, less the cost of the carparking provided to Council (being rates and fencing of \$9,787.52).

The distribution will increase next year as rentals are set to increase and professional fee expenditure should fall.

51-65 Keeling Rd

The key event since the last FOP meeting is the sale and settlement of another property. We continue to sell down the balance of the site.

WPL paid a distribution of \$1,000,000 to Council in January 2009 and will pay an additional distribution of \$500,000 in June. We will also pay the interest in full for the year of approximately \$500,000.

The remaining lots to sell are:

- | | |
|-------|--|
| Lot 1 | Occupied by Salthouse. No sale prospects. Their lease expires on the 30 November 2009 although there is a 6 year right of renewal. |
|-------|--|

- Lot 4 Vacant section. Little interest
- Lot 7 Little interest. Note that the covenanted area for the flood plain is 644m², which may make it difficult for us to realise our budgeted price of \$200/m².

Note that the sale of Lot 2 remains in dispute and will be in the court later this year. Corban Revell advise we have a strong case to force settlement.

Hobsonville

Work on the Hobsonville development has been a primary focus for WPL this calendar year and this is reflected in the expenditure of \$797,000 this year-to-date.

The Comprehensive Development Plan application is now complete and ready for submission. This major planning document has involved the following consulting disciplines and is a thorough assessment of the marine precinct.

Comprehensive development plan (CDP)	Consultant teams
Operation Management Plan	Waitakere Properties
Project Management	S3
Master Plan	Woodhams/Meikle/Zhan
Design Guidelines	Architectus
Urban Design	Architectus
Landscape Design Guidelines	Architectus
Visual Impact assessment and report	Boffa Miskall
Photomontage	One to One hundred
Planning	Cato Bolam
Arborist Report	Arborlab
Traffic Management Plan	Flow Transportation Specialists Ltd
Heritage and Cultural assessment and report	Dave Pearson Heritage Architect (heritage)
Iwi	Te Kawerau a Maki Ngati Whatua O Orakei Corporate Ltd
Archaeological	Clough & Associates
Acoustic and discharge assessment and report	Hegley Acoustic
Civil Engineering	MSC
Storm water management	Storm Water Solutions
Strutural Assessment Historical Bld	MSC
Geotechnical assessment and report	Tonkin & Taylor
Air discharge Management Plan	Tonkin & Taylor
Contamination assessment and report	Tonkin & Taylor
Topographical Survey	CKL
Legal: Kensington Swan	
Legal Structure	
Land Swap Agreement	
Infrastructure Cost Share and Timing	
Resource Consent Rules	
Marketing and Brand Development	WE
Launch Infrastructure	BECA, MSC, S3, MIA

The final business plan will now be completed for submission to the WPL Board and then to Council. We expect to commence soft marketing for the development later this year as the CDP application progresses.

The next key step is to secure resource and earthworks consent for Stage One to allow the precinct to commence development and for Council to start to earn development income. We forecast this to occur in 2010, consent dependent.

WPL is also working with Hobsonville Land Company on the design of the landing area and launch infrastructure. We have completed a major review of the needs of the industry and determined that a two stage launch mechanism is appropriate to for current industry needs and allows for future growth. This minimises upfront costs while allowing for larger yachts in the future. Our strategy has been confirmed by NZTE and we are progressing our \$2.0 million Major Regional Initiative grant with them.

Consents for the launch area are expected to be lodged in August 2009.

Financials

Expenditure year to date has been \$797,086, \$286,914 under budget due to timing issues relating to the lodgement of the CDP. We will continue to incur expenditure as we secure consents for the land and are completing budgets for next year in May.

Old New Lynn Hotel

WPL continues to progress the business plan for a childcare development on the site to maximise the return of capital to Council.

A full business plan will be submitted to Council at the next FOP meeting.

We received \$3,450 in rental income and incurred \$27,572 in the quarter. Year to date we have received \$11,397 in income and incurred expenditure of \$57,313.

This trust account has a deficit balance of \$183,433 since Waitakere Properties was asked to manage the site. This is largely fencing and property rates costs.

Totara Avenue Shops

Rental Income of \$92,949 has been received year to date (budget \$119,874) with the variance due to WPL allowing WCC to cancel their lease at no cost and the fruit shop owner closing his business due to ill health. Expenditure

was \$50,320 (budget \$43,000) with the variation due to unbudgeted leasing costs. This gives a net surplus of \$42,629 vs budget of \$76,874.

We now have all but one shop on demolition leases which will allow redevelopment to occur as desired.

We have relet both vacant shops and the property is again fully leased.

Green Bay (Godley Road)

These properties continue to be rented out and we have attempted to secure the immediate neighbouring property to allow a major residential development to occur but with no luck to date.

New Lynn (Ambrico Place), Hugh Brown Carpark, Ambrico Place

No action taken in the quarter pending the outcome of the New Lynn Review.

Other Activities

WPL has master planned a redevelopment of Wilsher Village to allow Council to secure new units at minimal cost of a private retirement village quality. We have continued to refine the design and now have 222 units. See the attached plan.

We will be lodging for resource consent on 8 May. The feasibility work is underway and our goal is to deliver 68 new units back to Council at minimal cost.

The next step in this work is the completion of the business plan for submission to Council then moving to detailed design for building consent, marketing, sales and then construction.

WPL was also assisting in the town centre planning for New Lynn although this is on hold due to WCC reviewing the town centre goals.

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WAITAKERE ENTERPRISE TRUST BOARD

FINANCIAL STATEMENTS

FOR THE NINE MONTHS ENDED

31 MARCH 2009

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WAITAKERE ENTERPRISE TRUST BOARD

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WAITAKERE ENTERPRISE TRUST BOARD

STATEMENT OF RESPONSIBILITY

FOR THE NINE MONTHS ENDED 31 MARCH 2009

The Board of Trustees and management of Waitakere Enterprise Trust Board accept responsibility for the preparation of the Financial Statements and the judgements used on them.

The Board of Trustees and management of Waitakere Enterprise Trust Board accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial and non financial reporting.

In the opinion of the Board of Trustees and management of Waitakere Enterprise Trust Board the Financial Statements for the nine months ended 31 March 2009, fairly reflect the financial position and operations of Waitakere Enterprise Trust Board.

CHAIRPERSON

TRUSTEE

WAITAKERE ENTERPRISE TRUST BOARD

TRUST DIRECTORY

NATURE OF UNDERTAKING

A Charitable Trust established to undertake initiatives that accelerate the sustainable economic growth of Waitakere.

LOCATION

2nd Floor Central One Building,
Waitakere Central Office Park,
4 Henderson Valley Road,
Henderson,
WAITAKERE CITY

TRUSTEES

Mr B.Mogridge O.N.Z.M (Chairman)

Mr B.Corban QSO
Ms Y. Hawke
Mr P.Spoonley
Mr M.Williams

BANKERS

Bank of New Zealand
373 Great North Road
HENDERSON

SOLICITORS

Corban Revell
133a Central Park Drive
WAITAKERE

AUDITORS

Audit New Zealand on behalf of the Auditor-General

CHAIRMAN - WAITAKERE ENTERPRISE TRUST BOARD

Mr B.Mogridge O.N.Z.M

CHIEF EXECUTIVE OFFICER - WAITAKERE ENTERPRISE TRUST BOARD

Mr J.Wadsworth

WAITAKERE ENTERPRISE TRUST BOARD

TRUST DIRECTORY

ENTRIES MADE IN THE INTERESTS REGISTER

Interests in Transactions

During the year there have been no transactions entered into by the Trustees of the Trust which would require disclosure.

Use Of Trust Information By Trustees

The Board of Trustees received no notices during the year from Trustees requesting to use Trust information in their capacity as Trustees which would not otherwise be available to them.

Remuneration

There have been no:-

Payments for services other than those stated in note 15 page 27,

Compensation for loss of office,

Loans by the Trust to a Trustee,

Guarantees given by the Trust for debts incurred by a Trustee,

Entering of contracts to do any of the above.

Indemnity and insurance : Trustees and Employees

The Trust has taken insurance for any Trustee and Employee in respect of any liability for any act or omission in his or her capacity as a Trustee or Employee.

Maximum Authorised Trustee Remuneration (Board Member Fees)

Amount

Mr B.Mogridge O.N.Z.M (Chairman)	30,000
Mr M.Williams	10,000
Mr B.Corban QSO	10,000
Ms Y. Hawke	10,000
Mr P.Spoonley	10,000
	<u>70,000</u>

WAITAKERE ENTERPRISE TRUST BOARD

THE PERIOD IN REVIEW

NINE MONTHS ENDED 31 MARCH 2009

Trust Activities

The business of the Trust is to undertake initiatives that accelerate the sustainable economic growth of Waitakere. Activities include investment and export facilitation, skills and education development, business information, mentoring and training, annual business events, community economic development and foundation employment skills training.

RESULTS AT A GLANCE

Revenue for the period	<u>2009</u> 2,146,637
Expenses for the period	2,235,795
Deficit at 31 March 2009	<u><u>(89,158)</u></u>

The state of the Trust's affairs as at 31 March 2009

Assets Totalled	<u><u>557,955</u></u>
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These were represented by:-

Trust Equity at 1 July 2008	488,728
Plus current surplus	<u>(89,158)</u>
Trust Equity at 31 March 2009	<u>399,570</u>

Liabilities of	<u><u>158,385</u></u>
	<u><u>557,955</u></u>

RESULTS AT A GLANCE

Revenue for the period	<u>2008</u> 2,129,278
Expenses for the period	2,082,985

Surplus at 31 March 2008	<u><u>46,293</u></u>
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The state of the Trust's affairs as at 31 March 2008

Assets Totalled	<u><u>697,996</u></u>
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These were represented by:-

Trust Equity at 1 July 2007	473,372
Plus current surplus	<u>46,293</u>
Trust Equity at 31 March 2008	<u>519,665</u>

Liabilities of	<u><u>178,331</u></u>
	<u><u>697,996</u></u>

Donations

The Trust has made no donations during the period.

WAITAKERE ENTERPRISE TRUST BOARD

THE PERIOD IN REVIEW

NINE MONTHS ENDED 31 MARCH 2009

Likely Developments

The Trust will continue to undertake activities that accelerate the economic growth of Waitakere. This will include activities that grow businesses and develop skilled people to meet their needs. All under contract to Waitakere City Council, Tertiary Education Commission, Business Mentors N.Z, Work and Income N.Z, Auckland Regional Chamber of Commerce and other public and private sector agreements.

Significant likely developments in the Trusts context over the next twelve months are expected through the findings and subsequent decisions taken from the Royal Commission on Auckland Governance and the Charities Commission on the Trusts charitable status.

AUDIT GOVERNANCE AND INDEPENDENCE

Approach to audit governance

The Board is committed to three core principles:-

- That the Board's financial reports present a true and fair view,
- That the Board's accounting methods are comprehensive and relevant and comply with applicable accounting rules and policies and,
- That the external auditor is independent and serves stakeholder interests.

Engagement of the external auditor

The Auditor - General is the auditor of the Trust.

The Auditor - General has appointed Audit New Zealand to be the Trust's auditor.

Restrictions on non - audit services by the external auditor

To avoid possible independence or conflict of issues, the external auditor is not permitted to carry out certain types of non - audit services for the Trust, including:

Preparation of accounting records and financial statements;
Financial information systems design and implementation; and
Internal audit services.

Attendance at General Board Meetings

Any Trustee can request that the external auditor be available to answer questions on:

- The conduct of the audit;
- The preparation and content of the audit report;
- The accounting policies adopted by the Board in relation to the preparation of the financial statements; and
- The independence of the auditor in relation to the conduct of the audit.

Auditors' Remuneration

Audit Fees (2009)	\$00,000 Annual Report.
Audit Fees (2009)	\$0,000 Financial Viability Report for Tertiary Education Commission.
Audit Fees (2008)	\$19,040 Annual Report.
Audit Fees (2008)	\$5,000 Financial Viability Report for Tertiary Education Commission.

WAITAKERE ENTERPRISE TRUST BOARD

THE PERIOD IN REVIEW

NINE MONTHS ENDED 31 MARCH 2009

CONTROLLING AND MANAGING RISK

The Board approaches risk management by identifying, assessing and managing the risks that effect its operations in accordance with a set core risk management values. This approach enables the risks to be balanced against appropriate rewards and reflects the Trust's vision, values, objectives, strategy procedures.

The Trust identifies four main types of risk:

- **Credit risk** .The risk of financial loss where a customer fails to meet their financial obligations;
- **Market risk** .the risk to earnings from changes in market factors, such as Government or Council policy initiatives;
- **Operational risk** .The risk that arises from inadequate or failed internal processes, people and systems or from external events; and
- **Compliance risk** .The risk of failing to comply with the Trust's obligations under the law, based on the letter and spirit of a range of regulatory standards expected of the Trust.

Risk management responsibilities

The Board of Trustees is responsible for reviewing and approving the Trust's risk management strategy, frameworks and key parameters, including determining the Trust's appetite for risk.

REMUNERATION

The Trust's reward strategy provides a framework aimed at attracting and retaining talented employees and embedding a culture of achievement.

This anchored by a philosophy of paying for performance, internal equity and external benchmarking to achieve market competitiveness.

Changes in Accounting Policy

There are no changes in Accounting Policies. The Policies are consistent with those adopted in the previous period.

WAITAKERE ENTERPRISE TRUST BOARD
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE NINE MONTHS ENDED 31 MARCH 2009

<u>2008</u>	<u>INCOME</u>	<u>NOTE</u>	<u>2009</u>
672,932	GOVERNMENT CONTRACTS		726,385
879,500	COUNCIL OPERATING GRANTS	15	843,500
12,404	INTEREST		11,323
492,942	OTHER REVENUE		457,929
71,500	SPONSORSHIP		107,500
<u>\$ 2,129,278</u>	<u>TOTAL INCOME</u>		<u>\$ 2,146,637</u>
 <u>EXPENSES</u> 			
43,950	TRUSTEE FEES		51,950
1,055,409	EMPLOYEE BENEFIT COSTS	2	1,289,248
224,339	OCCUPANCY COSTS		257,642
691,567	OPERATIONAL COSTS		546,646
7,554	FINANCE OPERATIONAL COSTS	3	17,969
57,096	DEPRECIATION	7	68,647
3,070	AMORTISATION	7	3,693
<u>\$ 2,082,985</u>	<u>TOTAL EXPENSES</u>		<u>\$ 2,235,795</u>
<u>\$ 46,293</u>	<u>SURPLUS/(DEFICIT)</u>		<u>\$ (89,158)</u>
	<u>ATTRIBUTABLE TO THE TRUST</u>		

This Statement should be read in conjunction with the Statement of Accounting Policies and the notes to the Financial Statements

WAITAKERE ENTERPRISE TRUST BOARD
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2009

<u>2008</u>		<u>NOTE</u>	<u>2009</u>
<u>ASSETS</u>			
<u>CURRENT ASSETS</u>			
314,687	CASH AND CASH EQUIVALENTS	5	221,930
69,656	TRADE AND OTHER RECEIVABLES	6	102,828
<u>384,343</u>	TOTAL CURRENT ASSETS		<u>324,758</u>
<u>NON CURRENT ASSETS</u>			
268,200	PROPERTY, PLANT AND EQUIPMENT	7	175,598
12,003	INTANGIBLE ASSETS	8	13,559
33,450	LEASED ASSET	3	44,040
<u>313,653</u>	TOTAL NON CURRENT ASSETS		<u>233,197</u>
<u>\$ 697,996</u>	<u>TOTAL ASSETS</u>		<u>\$ 557,955</u>
<u>LIABILITIES</u>			
<u>CURRENT LIABILITIES</u>			
109,795	TRADE AND OTHER PAYABLES	9	67,906
35,086	EMPLOYEE BENEFIT LIABILITIES	10	46,439
<u>144,881</u>	TOTAL CURRENT LIABILITIES		<u>114,345</u>
<u>NON CURRENT LIABILITIES</u>			
33,450	FINANCE LEASE	3	44,040
<u>178,331</u>	TOTAL LIABILITIES		<u>158,385</u>
<u>519,665</u>	<u>NET ASSETS</u>		<u>399,570</u>
<u>TRUST EQUITY</u>			
473,372	OPENING BALANCE	11	488,728
46,293	SURPLUS		(89,158)
<u>519,665</u>	<u>TOTAL EQUITY ATTRIBUTABLE TO</u>		<u>399,570</u>
	<u>THE TRUST</u>		

CHAIRPERSON

TRUSTEE

This Statement should be read in conjunction with the Statement of Accounting Policies and the notes to the Financial Statements

WAITAKERE ENTERPRISE TRUST BOARD
STATEMENT OF CHANGES IN EQUITY
FOR THE NINE MONTHS ENDED 31 MARCH 2009

<u>2008</u>	<u>NOTE</u>	<u>2009</u>
473,372 Balance at 1 July	11	488,728
<u>46,293</u> Surplus / (Deficit) for the period		<u>(89,158)</u>
<u>46,293</u> Total Recognised Income / (Expenses) for the period ended 31 March attributable to the Trust		<u>(89,158)</u>
<u>\$ 519,665</u> Balance at 31 March		<u>\$ 399,570</u>

This Statement should be read in conjunction with the Statement of Accounting Policies and the notes to the Financial Statements

WAITAKERE ENTERPRISE TRUST BOARD
STATEMENT OF CASH FLOWS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

<u>2008</u>	<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	<u>NOTE</u>	<u>2009</u>
879,500	Council Operating grants		843,500
1,337,320	Receipts From Customers		1,454,788
12,404	Interest Received		11,323
45,309	Goods and Services Tax (Net)		-
2,274,533			2,309,611
1,162,997	Payments to suppliers		1,060,098
1,055,409	Employee Benefits		1,289,248
1,692	Interest and Bank charges		1,537
-	Goods and Services Tax (Net)		12,535
2,220,098			2,363,418
54,435	NET CASH FROM OPERATING ACTIVITIES	12	(53,807)
	<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
108,397	Purchase of Property, Plant and Equipment		1,337
2,625	Intangible Assets		4,016
111,022	NET CASH FROM INVESTING ACTIVITIES		5,353
(56,587)	NET (DECREASE)/INCREASE IN CASH, CASH EQUIVALENTS AND BANK OVERDRAFTS		(59,160)
371,274	CASH, CASH EQUIVALENTS AND BANK OVERDRAFTS AT THE BEGINNING OF THE YEAR		279,590
314,687	CASH, CASH EQUIVALENTS AND BANK OVERDRAFTS AT THE END OF THE PERIOD	5	220,430

The GST (Net) component of operating activities reflect the net GST paid and received with the Inland Revenue Department. The GST (Net) component has been presented on a net basis, as the gross amounts do not provide meaningful information for financial statement purposes.

This Statement should be read in conjunction with the Statement of Accounting Policies and the notes to the Financial Statements

WAITAKERE ENTERPRISE TRUST BOARD

Notes to the Financial Statements

STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES **FOR THE NINE MONTHS ENDED 31 MARCH 2009**

REPORTING ENTITY

Waitakere Enterprise Trust Board (The Trust) is a charitable trust established on 27 May 1994 by a Deed of Trust under the Charitable Trusts Act 1957 and is domiciled in New Zealand. The Trust is controlled by Waitakere City Council and is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint the Board of Trustees. The Trust's financial year runs from 1 July to 30 June.

The primary objective of the Trust is to encourage, promote and support the establishment and growth of business investment and employment opportunities within West Auckland, rather than making a financial return.

Accordingly, the Trust has designated itself as a Public Benefit Entity for the purposes of New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS).

The financial statements of the Trust are for the nine months ended 31 March 2009.

BASIS OF PREPARATION

Statement of Compliance

The financial statements of the Trust have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally accepted accounting practice, applying the framework for differential reporting for entities adopting the New Zealand equivalents to International Financial Reporting standards (NZ IFRS), and its interpretations as appropriate to non profit entities that qualify for and apply differential reporting concessions.

Measurement Base

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The financial statements have been prepared on a historical cost basis.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Trust is New Zealand dollars.

New Accounting Standards and Interpretations

NZ IAS 1, Presentation of Financial Statements (revised 2007) effective for reporting periods on or after 1 January 2009.

The revised standard requires information in financial statements to be aggregated on the basis of shared characteristics and introduces a statement of comprehensive income. The Trust will apply this standard for the reporting period ending 30 June 2010. The Trust has yet to decide whether it will prepare a single statement of comprehensive income or a separate income statement followed by a statement of comprehensive income.

DIFFERENTIAL REPORTING CONCESSIONS

The Trust qualifies for Differential Reporting exemptions as it has no public accountability as defined in the Financial Reporting Act 1993.

The size of the organisation qualifies the Trust under the New Zealand Institute of Chartered Accountants reporting framework. The criteria for qualification is any two of the following:-

Total revenue not exceeding \$20.0 million,

Total assets not exceeding \$10 million,

Exceeding more than 50 full time employees.

The Trust presently meets all the criteria.

All concessions have been taken advantage of except for:-
NZ IAS 7 Cash Flow Statements.

REVENUE

Revenue is measured at the fair value of consideration received.

Grants received from the Waitakere City Council constitute a significant source of funding to the Trust and are restricted for the purposes of the Trust meeting its objectives as specified in the Trust Deed. The Trust also receives other Government assistance for specific purposes, and this income usually contains restrictions on their use.

Council, Government and non Government grants or income are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of use are not met. If there is such an obligation the grants or income are initially recorded as grants and income in advance, and recognised as revenue when conditions of the grant or income are satisfied.

Products held for sale are recognised when a product is sold to the customer. Sales are usually in cash or by credit card. The recorded revenue is the gross amount of the sale, including credit cards fees payable for the transaction. Such fees are included in operational expenses.

Where a physical asset is donated or vested in the Trust for nil or nominal consideration the fair value of the asset received is recognised as revenue. Assets vested in the Trust are recognised as revenue when control over the assets is obtained.

Interest income is recognised using the effective interest method.

Volunteer services received are not recognised as revenue or expenses as the Trust is unable to reliably measure the fair value of the services received.

ADVERTISING COSTS

Advertising costs are expensed when the related service has been rendered.

BORROWING COSTS

Borrowing costs are recognised as an expense in the period in which they are incurred.

TAXATION

Income Tax

The Trust is exempt from Income Tax.

Goods and Services Tax

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax than it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Fringe Benefit Tax

The Trust is exempt from Fringe Benefit Tax.

LEASES

Finance Leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an assets, whether or not title is eventually transferred.

At the commencement of the lease term, the Trust recognises finance leases as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Trust will obtain ownership at the end of the lease term, the assets is fully depreciated over the shorter of the lease term and its useful life.

Operating Leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Lease incentives received are recognised in the statement of financial performance over the lease term as an integral part of the total lease expense.

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown within borrowings as a current liability in the statement of financial position.

TRADE AND OTHER RECEIVABLES

Trade and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

A provision for impairment of receivables is established when there is objective evidence that the Trust will not be able to collect all amounts due according to the original term of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows using the effective interest method.

INVESTMENTS

Investments in bank deposits are initially measured at fair value plus transaction costs.

After initial recognition investments in bank deposits are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognised are recognised in the statement of financial performance.

At each balance sheet date the Trust assesses whether there is any objective evidence that an investment is impaired. Any impairment losses are recognised in the statement of financial performance.

PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are shown at cost, less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

Disposals

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are included in the statement of financial performance.

Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

PROPERTY, PLANT AND EQUIPMENT (Continued)

Depreciation

Depreciation is provided on a straight line basis on all property, plant and equipment at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Computer Hardware	2 to 3 years	(33% - 50%)
Office Equipment	5 years	(20%)
Office Fittings	5 years	(20%)

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

INTANGIBLE ASSETS

Software Acquisition

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with the development and maintenance of the Trust's website are recognised as an expense when incurred.

Amortisation

Computer software licenses are amortised on a straight-line basis over their useful life of 5 years. Amortisation begins when the asset is available for use and ceases at the date that the asset is disposed of.

The amortisation charge for each period is recognised in the statement of financial performance.

IMPAIRMENT OF NON-FINANCIAL ASSETS

Assets with a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where the Trust would, if deprived of the asset, replace its remaining future economic benefits or service potential.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the statement of financial performance.

EMPLOYEE BENEFITS

Short Term Benefits

Employee benefits that the Trust expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements expected to be settled within 12 months, and sick leave.

The Trust recognises a liability for sick leave to the extent that compensated absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent the Trust anticipates it will be used by staff to cover those future absences.

The Trust allows employees to carry forward any unused sick leave to a maximum of 400 hours.

Sick leave is taken first out of the previous year's entitlement and then out of any current entitlement, (a FIFO basis). The sick leave is non vesting and there is no formal or informal understanding that any unused sick leave can be paid other than for absences relating to sickness.

the Trust doesnot expect any material changes to the level of absences in the coming year owing to sickness.

Long Term Benefits

Entitlements that are payable beyond 12 months, such as long service leave and retiring leave are calculated on an actuarial basis.

The calculations are based on:

Likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information; and the present value of the estimated future cash flows.

A discount interest rate together with a rate for an inflation factor is used to establish the discount factor. The discount rate is based on the Reserve Bank of New Zealand end of year (June 2008) base lending rates plus the Reserve Bank of New Zealand consumer price index at year end (June 2008).

These two values make up the discount factor for net present value (NPV) calculations.

PROVISIONS

The Trust recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, if it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as a finance cost.

BORROWINGS

Borrowings are initially recognised at their fair value. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

CRITICAL ACCOUNTING ESTIMATES AND ASSUMPTIONS

In preparing these financial statements the Trust has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Property, Plant and Equipment useful lives and residual values

At each balance date the Trust reviews the useful lives and residual values of its property, plant and equipment. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the Trust to consider a number of factors such as the physical condition of the asset, expected period of use of the asset by the Trust, and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the statement of financial performance, and carrying amount of the asset in the statement of financial position. The Trust minimises the risk of this estimation uncertainty by:

- Physical inspection of assets;
- Asset replacement programs;
- Review of second hand market prices for similar assets; and
- Analysis of prior asset sales.

The Trust has not made significant changes to past assumptions concerning useful lives and residual values.

The carrying amounts of property, plant and equipment are disclosed in note 7, page 23.

CRITICAL JUDGEMENTS IN APPLYING THE TRUST'S ACCOUNTING POLICIES

The Trustees must exercise their judgement when recognising contract income to determine if conditions of the contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each revenue contract.

**WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009**

<u>2008</u>		<u>2009</u>
	<u>NOTE 2</u>	
	<u>Employee Benefit costs</u>	
1,047,202	Salary and wages	1,277,895
8,207	Increase/ (decrease) in employee benefit liabilities	11,353
<u>1,055,409</u>		<u>1,289,248</u>

	<u>NOTE 3</u>	
	<u>Finance Lease and Finance costs</u>	
	<u>Finance Costs</u>	
	Equipment Rental (Photocopiers)	10,196
7,554	Equipment Rental (Telephone system)	7,773
<u>7,554</u>	TOTAL	<u>17,969</u>

	<u>Finance Lease</u>	
	Telephone equipment rental (5 year rental term-expires 19 April 2012)	
	Photocopier equipment rental (2 year rental term-expires 01 December 2009)	
<u>41,670</u>	Gross fixed rental (balance of full term)	<u>47,273</u>
<u>33,450</u>	Net Present Value (balance of full term)	<u>44,040</u>
	NPV discount factor 17.66%	

Audited Values as at 30 June 2008

	<u>NOTE 4</u>	
	<u>Other expenses</u>	
-	Audit fees for financial statement audit	-
-	Audit fees for financial viability report for Tertiary Education Commission	-
-	Audit Fee for NZ IFRS Transition	-
-	NZ Qualifications Audit Fee	2,975
		<u>2,975</u>

	<u>NOTE 5</u>	
	<u>Cash and cash equivalents</u>	
<u>1,500</u>	Petty cash float	<u>1,500</u>
98,368	Cheque account	(1,068)
214,819	Call deposits at bank (0.50% to 2.35%)	8,698
	Term deposit (30Day 3.0%)	212,800
<u>313,187</u>	Net cash, cash equivalents and bank overdrafts for the purposes of the statement of cash flows.	<u>220,430</u>
<u>314,687</u>	Total Cash and Cash Equivalents	<u>221,930</u>

The carrying value of short-term deposits with maturity dates of three months or less approximates their fair value.

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WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

2008

2009

NOTE 6

Trade and other receivables

69,656	Gross trade and other receivables	98,483
-	Related Party receivables	4,345
	Less provision for impairment	
<u>69,656</u>	<u>Total trade and other receivables</u>	<u>102,828</u>

As at 31 March there are no receivables that need to be assessed for impairment.

**WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009**

Note 7

Property Plant, Equipment and Intangible assets

	Cost 1-Jul-08	Accumulated Book Depreciation Value 1-Jul-08	31 MARCH 2009				Cost 31-Mar-09	Accumulated Book Depreciation Value 31-Mar-09	
			Current Additions 31-Mar-09	Current Disposals 31-Mar-09	Current Impairment 31-Mar-09	Current Gains/(loss) Disposals 31-Mar-09			
Computer equipment	112,767	76,238	36,529	-	-	27,066	112,767	103,304	9,463
Office Fixture & Equip.	254,733	57,278	197,455	1,337	-	38,085	256,070	95,363	160,707
Motor Vehicles	13,982	5,058	8,924	-	-	3,495	13,982	8,553	5,429
TOTALS	381,482	138,574	242,908	1,337	-	68,646	382,819	207,220	175,599

Note 8

Intangible Assets

	Cost 1-Jul-08	Accumulated Book Amortisation Value 1-Jul-08					Cost 31-Mar-09	Accumulated Book Amortisation Value 31-Mar-09	
			Current Additions 31-Mar-09	Current Disposals 31-Mar-09	Current Impairment 31-Mar-09	Current Gains/(loss) Disposals 31-Mar-09			
Computer Software	23,469	10,233	13,236	4,016	-	3,693	27,485	13,926	13,559
TOTALS	404,951	148,807	256,144	5,353	-	72,339	410,304	221,146	189,158

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WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2008

Note 7 (Continued)

Property Plant, Equipment and Intangible assets

	<u>31 MARCH 2008</u>									
	Cost 1-Jul-07	Accumulated Book Depreciation Value 1-Jul-07	Current Additions 31-Mar-08	Current Disposals 31-Mar-08	Current Impairment 31-Mar-08	Gains/(loss) Disposals 31-Mar-08	Current Depreciation 31-Mar-08	Cost 31-Mar-08	Accumulated Book Depreciation Value 31-Mar-08	Current Depreciation 31-Mar-08
Computer equipment	100,944	40,850	60,094	11,823	-	0	26,419	112,767	67,269	45,498
Office Fixture & Equip.	157,709	14,498	143,211	96,574	-	0	27,182	254,283	41,680	212,603
Motor Vehicles	13,982	388	13,594	-	-	-	3,495	13,982	3,883	10,099
TOTALS	272,635	55,736	216,899	108,397	-	0	57,096	381,032	112,832	268,200

Note 8 (Continued)

Intangible Assets

	Cost 1-Jul-07	Accumulated Book Amortisation Value 1-Jul-07	Current Additions 31-Mar-08	Current Disposals 31-Mar-08	Current Impairment 31-Mar-08	Gains/(loss) Disposals 31-Mar-08	Current Amortisation 31-Mar-08	Cost 31-Mar-08	Accumulated Book Amortisation Value 31-Mar-08
	Computer Software	18,429	5,980	12,449	2,625	-	0	3,070	21,054
TOTALS	291,064	61,716	229,348	111,022	-	0	60,166	402,086	121,882

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WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

2,008

2009

NOTE 9

Trade and Other payables

63,179	Trade Payables	66,261
46,616	Accrued expenses	1,645
35,086	Employee Benefits	46,439
<u>144,881</u>	Total Trade and Other Payables	<u>114,345</u>

Trade and other payables are non-interest bearing and are normally settled on 30 day terms, therefore the carrying value of trade and other payables approximates their fair value.

NOTE 10

Employee Benefit Liabilities

35,086	Annual Leave	46,439
<u>35,086</u>	Total Employee benefit liabilities	<u>46,439</u>

Comprising

35,086	Current	46,439
	Non Current	
<u>35,086</u>	Total Employee benefit liabilities	<u>46,439</u>

NOTE 11

Reconciliation of Equity

Retained Surpluses

473,372	Balance at 1 July	488,728
46,293	Surplus / (Deficit) for the year	(89,158)
<u>519,665</u>	Balance at 31 March	<u>399,570</u>

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WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

NOTE 12

Reconciliation of net surplus/ (deficit) to net cash from operating activities

	2008		2009
46,293		Surplus / (Deficit) from operating activities	(89,158)
60,167		Add / (Less) depreciation and amortisation expense	72,340
<u>106,460</u>			<u>(16,818)</u>
 Add / (Less) movements in working capital items			
112,440		Trade and other receivables	174,152
(165,367)		Trade and other payables	(203,813)
902		Employee benefits	(7,328)
<u>54,435</u>		Net cash from operating activities	<u>(53,807)</u>

NOTE 13

Capital Commitments and operating leases

Capital Commitments

The Trust has no capital expenditure commitments.

Operating Leases as lessee

251,073		Not later than one year	291,939
862,308		Later than one and not later than five years	787,231
		Later than five years	
<u>1,113,381</u>		Total non-cancellable operating leases	<u>1,079,170</u>

A significant portion of the total non-cancellable operating lease amount relates to the lease of a new office building. The lease expires in February 2013, with an option to renew for a further six year term.

The Trust does not have the option to purchase the asset at the end of the lease term.

There are no restrictions placed on the Trust by any of its leasing arrangements.

NOTE 14

Contingencies

Contingent Liabilities

The Trust has no contingent liabilities (2008 Nil)

Contingent Assets

The Trust has no contingent assets (2008 Nil)

WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

NOTE 15

Related Party transaction

Waitakere City Council

The Trust was settled by Waitakere City Council and receives a significant amount of operating grants from the Council to deliver its objectives as specified in the Deed of Trust. The Waitakere City Council is the ultimate controlling party of the Trust.

Waitakere Properties Limited

The Company is wholly owned by the Waitakere City Holdings Ltd, a subsidiary of Waitakere City Council.

The business of the Company is property development and project consultancy.

The following transactions were carried out with related parties during the year.

Waitakere City Council

2,008	Value of Transactions between Council and the Trust are:-	2009
	Revenue	
879,500	Operating Grants	843,500
58,404	Other	10,131
937,904		853,631
	Expenditure	
127,929	Council Trust Accounts (Central One, Lease & Expenses)	135,829
4,782	Purchase of Goods and Services	15,082
132,711		150,911

These services were supplied on normal commercial terms.

Waitakere Properties Limited

	Revenue	
78,373	Rent and staff/management services	77,924
	Expenditure	
112	Purchase of Goods and Services	Nil

These services were supplied on normal commercial terms.

Key Management Personnel and Trustees

There have been no transactions for the nine months ended 31 March 2009.(2008 Nil)

Mr B.Mogridge is a Director of Mogridge and Associates Ltd.Trustee fees are paid to this company.

Mr K.Williams is a Director of Genesis Energy.All transactions with Genesis Energy have been on normal commercial terms.

Mr P.Spoonley has an interest in Tertiary Education Commission (TEC). All transactions with T.E.C have been on normal commercial terms.

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WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

Key Management Personnel and Trustees (Continued)

Mr B. Corban has an interest in Corbani Revell, Solicitors and Butts Bainbridge & Weir. All transactions with these organisations have been on normal commercial terms.

NOTE 16

Significant Events After the Balance Date

No significant events occurred after balance date.

NOTE 17

2,008		2009
	<u>Categories of financial assets and liabilities</u>	
	<u>Loans and receivables</u>	
314,687	Cash and cash equivalents	221,930
69,656	Trade and other receivables	102,828
<u>384,343</u>	Total loans and receivables	<u>324,758</u>
	<u>Financial liabilities measured at amortised cost</u>	
144,880	Trade and other payables	114,345
<u>144,880</u>	Total financial liabilities measured at amortised cost	<u>114,345</u>

NOTE 18

Financial Instrument risk

The Trust has policies to manage risks associated with financial instruments. The Trust is risk adverse and seeks to minimise exposure from its treasury activities. The Trust has established borrowing and investment policies. These policies do not allow any transactions that are speculative in nature to be entered into.

Market risk

The interest rates on the Trust's on call deposits are disclosed in note 5 and on the Trust's borrowing note 3.

Fair value interest rate risk

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. The Trust's exposure to fair value interest rate risk is limited to its borrowings and short-term bank deposits.

WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

Cash flow interest rate risk

Cash flow interest rate risk is the risk that the cash flows from a financial instrument will fluctuate because of changes in market interest rates. Borrowings and investments issued at variable interest rates expose the Trust to cash flow interest rate risk.

The Trust's investment policy requires a spread of investment maturity dates to limit exposure to short-term interest rate movements.

The Trust currently has no variable interest rate debt or investments.

Currency Risk

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates. The Trust is not exposed to currency risk, as it does not enter into foreign currency transactions.

Credit Risk

Credit risk is the risk that a third party will default on its obligation to the Trust, causing the Trust to incur a loss.

Due to the timing of its cash inflows and outflows, the Trust invests surplus cash with registered banks. The Trust's investment policy limits the amount of credit exposure to any one institution.

The Trust has processes in place to review the credit quality of customers prior to the granting of credit.

The Trust's maximum credit exposure for each class of financial instrument is represented by the total carrying amount of cash equivalents (note 5) and trade receivables (note 6). There is no collateral held as security against these financial instruments, including those instruments that are overdue or impaired.

The Trust has no significant concentrations of credit risk, as it has a large number of credit customers and only invests funds with registered banks with specific credit ratings.

Liquidity risk

Liquidity risk is the risk that the Trust will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities and the ability to close out market positions.

The trust aims to maintain flexibility in funding by keeping committed credit line available.

In meeting its liquidity requirements, the Trust maintains a target level of investments that must mature within specified timeframes.

The Trust manages its borrowings in accordance with its borrowing policy.

The maturity profiles of the Trust's interest bearing on call deposits and borrowings are disclosed in note 3 and 5.

WAITAKERE ENTERPRISE TRUST BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE NINE MONTHS ENDED 31 MARCH 2009

Capital Management

The Trust's capital is its equity, which comprises Trust capital and retained surpluses. Equity is represented by net assets.

The Trust Deed requires the Board of Trustees to manage its revenues, expenses, assets liabilities, investments, and general financial dealings prudently.

The Trust's equity is largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments and general financial dealings.

The objective of managing the Trust's equity is to ensure the Trust effectively achieves its objectives and purpose, whilst remaining a going concern.



Waitakere Enterprise

**Statement of Intent
2008 - 09 Third Quarter Performance Report**

Activity	Performance Objectives 1 July 2008 - 30 June 2009	Performance 1 January 2009 to 31 March 2009
<p>NEW BUSINESS START-UPS</p> <p>Deliver the <i>Powerful Start</i> new business start up information, workshop and coaching programme</p>	<p>400 new business information enquiries serviced through BIZ programme</p> <p>90% "mystery shopper" satisfaction rating</p> <p>75 complete new business workshop series</p> <p>The new businesses survival rate for the first 12 months exceeds the national average</p> <p>Baseline one year turnover and FTE growth of participants established</p> <p>40 participants complete the programme</p> <p>100% of those that complete the programme produce approved business plans or back to work plans</p>	<p>598 Biz enquiries</p> <p>Not visited to date</p> <p>44 completed 2 of 4 new business start-up workshop series</p> <p>Reported at year end</p> <p>Baseline recorded at year end</p> <p>39 clients completed 3 of 4 workshop series</p> <p>100% completion - 50% with approved business plans and 50% with approved back to work plans</p>
<p>Run the West Auckland Region of the Young Enterprise Scheme</p>	<p>7 schools participate</p> <p>200 students participate</p> <p>25 new businesses established</p>	<p>5 Schools participating in 2009 school year</p> <p>235 students participating</p>

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Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 -31 March 2009
EARLY STAGE BUSINESS Deliver New Zealand Trade and Enterprise's <i>Enterprise Training Programme</i> to provide foundation business skills to early stage businesses	175 Waitakere businesses participate in the programme 35 training workshops held in Waitakere	141 businesses with 158 individuals participated 46 workshops held in Waitakere
Deliver <i>Business Mentors New Zealand</i> mentoring programme	1 Maori Trustee Training programme delivered 75 matches made Grade A provider status maintained	1 Maori Trustee Training programme completed plus 2 modules 70 matches made Grade A attained

Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 -31 March 2009
ACCELERATED GROWTH BUSINESS		
Deliver the 2008 Waitakere Business Awards programme	75 entries 500 attend Gala Dinner event \$75,000 of unpaid/un-sponsored media coverage Baseline data for revenue, EBIT and FTE levels of participants established	Strategy implementation in progress 575 attendees Media coverage reported at \$145 000 in value
Deliver a High Growth Programme of accelerated growth planning, advice and connection to joint ventures and/or venture capital to unlock growth potential	5 participants selected Baseline data for revenue, EBIT and FTE levels of participants established	7 Participants selected in first quarter of 2009 3 to follow up.
Establish new business services for Waitakere growth businesses such as R&D Tax Credit Advice, advice on accessing central government business growth funding, a market analysis service and one-on-one strategic business advice	150 clients Baseline data for revenue, EBIT and FTE levels of clients established	Strategic one to one advice 10 businesses R&D Tax Credit revoked by new government 12 clients participated in market testing phase of strategy programme 20 clients have received market analysis service

Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 -31 March 2009
<p>ACCELERATED GROWTH BUSINESS (continued)</p> <p>Deliver advanced level "Powerful Ideas for Business" seminars.</p>	<p>8 seminars delivered</p> <p>Cumulative attendance of 125 participating individuals</p> <p>90% satisfaction</p>	<p>4 seminars delivered</p> <p>60 participants</p> <p>93% Satisfaction</p>
<p>Deliver the New Zealand Trade and Enterprise Escalator Programme</p>	<p>20 participants</p> <p>50 clients facilitated</p> <p>20 businesses locate, expand or are retained in Waitakere using the service</p> <p>200 new jobs</p>	<p>Scheduled for June 2009</p> <p>40 new jobs delivered</p>
<p>BUSINESS ATTRACTION, EXPANSION AND RETENTION</p> <p>Deliver a business attraction service for businesses seeking to locate in Waitakere</p>		<p>Current active client numbers: New Businesses (6 firms) - Employees 210 Existing local Businesses (9 firms) - Employees 345+ 9 active relationships with developers to date from a targeted list of 60</p>

Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 -31 March 2009
<p>KEY CLIENT MANAGEMENT</p> <p>Deliver the Waitakere 'A-list' Key Client Management Service in partnership with Council</p>	<p>40 A-list clients</p> <p>100% of Waitakere's A-list companies remain in Waitakere</p> <p>100% service level commitment on consents processing timeframes in accordance with the joint WE/WCC Service Level Agreement achieved</p> <p>80% client satisfaction</p>	<p>38 current clients</p> <p>Assessed at year end</p> <p>Assessed at year end</p> <p>Assessed at year end</p>
<p>Support Council's ambitions for the Community Sector</p>	<p>5 enter the Waitakere Business Awards</p> <p>Board membership of Community Waitakere maintained</p> <p>Support provided to specific initiatives as agreed</p>	<p>A measure relating to the 2009 Awards</p>
<p>BUSINESS NETWORKS</p> <p>Sponsor, support, market and grow the Waitakere Business Club, Waitakere City Rotary State of the Nation and Business After 5 events</p>	<p>15 events per annum</p> <p>Total cumulative attendance 1,300</p> <p>Business Club membership exceeds 2,000</p>	<p>9 events held to date (2 breakfasts, 1 lunch, 6 Business After 5 events) - cumulative attendance of 1,448 to date.</p> <p>Business Club membership currently stands at 2,006.</p>
<p>Deliver the West Women networking series</p>	<p>6 events held per annum</p> <p>Total cumulative attendance 200</p>	<p>4 West Women network held attended by 134</p>

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Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 - 31 March 2009
<p>KEY INDUSTRY SUPPORT</p> <p>Implement Council's allocation to purchase services from Tourism Auckland</p> <p>Maintain <i>Destination Waitakere</i> website</p> <p>Deliver a key client filming permit service</p> <p>SUSTAINABLE BUSINESS</p> <p>Develop Waitakere Enterprise as a leader in sustainable practice</p> <p>Mainstream sustainable business practice advocacy and advice into WE's services</p>	<p>8 advertisers in 'The Auckland Guide' Membership of Study Auckland maintained</p> <p>135 businesses featured</p> <p>150 filming permits 95% processed within 48 hours</p> <p>The impact of WE's activities be carbon zero</p> <p>Sustainable Action Plan performance objectives meet or exceeded</p> <p>A sustainable practice component to all Business Awards categories</p> <p>All business advisors trained in sustainable business practice</p> <p>Actively support the Sustainable Business Network</p> <p>Investigate the feasibility of sustainable consumer information to be incorporated into the Target Your Market service</p> <p>Sustainable business a priority sector under the Investment Facilitation service</p>	<p>Council funding allocation removed during Annual Plan deliberations therefore Auckland Guide advertising not subsidised and Study Auckland membership not retained.</p> <p>151 businesses featured</p> <p>88 filming permits 95% processed within 48 hours</p> <p>Investigating carbon calculators to establish what further action needs to be taken.</p> <p>Reported at year end</p> <p>Actioned and included in 2009 entry form</p> <p>Scheduled for first quarter of 2009</p> <p>Ongoing, membership of SBN Northern Region Board maintained</p> <p>Consumer Who Cares data purchased and used in the Target Your Market service</p> <p>Ongoing</p>

PART TWO:

Skilled and Productive Labour Force

Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 - 31 March 2009
FOUNDATION SKILLS Deliver foundation skills youth and ESOL programmes Deliver adult numeracy and literacy based programme Deliver ESOL after school programmes Establish an International Computer Drivers Licence IT literacy programme Implement the 'ICT Compass' Technology diagnostic and advisory tool	80% average occupancy and 60% achievement of positive destination outcomes for youth training 10 places for Alternative Education secondary school students Maori and Pacific youth participation exceeds 50% 80% average occupancy of 59 places and 60% achievement of positive destination outcomes for ESOL training 100% average occupancy of 30 adult literacy places An average of 20 enrolments 50 participants 60 businesses 25 community organisations and 10 schools participate in testing	88% occupancy for 2008 academic year. 62% positive outcomes for 2008. 95% occupancy for 2008. Maori 33% Pacific 28% in 2008 academic year 100% average occupancy of 30 adult literacy places achieved for 2008 with a throughput of 41 students. Milestone 3 targets reached 132 registered participants

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Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 - 31 March 2009
POST-SCHOOL TRANSITION Implement the CONNECT Waitakere programme	DVD, website and teaching resource integrated into the curriculum of 5 secondary schools	Updated DVD, website and teaching resource integrated into the curriculum of all Waitakere Secondary Schools
Implement the Gateway programme in partnership with Waitakere Secondary Schools	400 students participate Average unit standard achievement exceeds the national average of 16	387 students participating in 481 placements in 2008 school year Average unit standard achievement of 22 attained
Support and champion the Waitakere Youth Transition Service	Membership of the Steering Group and Advisory Group maintained	Membership of the Steering Group and Advisory Group maintained

Activity	Performance Objectives 1 July 2008 -30 June 2009	Performance 1 January 2009 - 31 March 2009
EDUCATIONAL ACHIEVEMENT AND ALIGNMENT		
Support and champion the Waitakere Education Sector Trust and implementation of the Waitakere Learning Plan	Membership of the Waitakere Education Sector Trust	Membership attained
Support and champion the expansion of Unitec in Waitakere including advocating for a multi-provider trade and technology campus	90% satisfaction from key Unitec staff	Assessed at year end
Present key economic trends and futures to Waitakere Secondary School Principal's, advocating the educational needs of the City	One presentation delivered per annum	Scheduled for 2009
Provide a leadership role to the local PTE network, advocating alignment and relevance	Chair role of ESOL providers network maintained Youth providers network established	Maintained Established
Conduct an annual industry training and apprentice graduation for Waitakere	85 graduates celebrated	Graduation cancelled by agreement with Council

A124

ATTACHMENT A

ACHIEVEMENT OF PERFORMANCE AGAINST THE CONTRACTED SERVICE TARGETS FOR THE 2007/2008 YEAR

Target - That WaiCAB acts to raise the awareness of residents to Council's support for the provision of CAB Services in Waitakere

Performance – Achieved

Comments - A plan for CAB advertising within Waitakere is developed each year. Media releases on behalf of the CABx acknowledge the support of the Council by a standard phrase at the conclusion of each item. Presentations were made to several organisations including the Salvation Army, Bounce Back, Kelston Boys High, Glen Eden Kindergarten, Fono West and Best Training. Stalls were manned at the Korean Day, Mokopuna Day, Moon and Diwali Festivals, Maori Music in Parks and at the International Language Day. Five Hundred CAB wallet cards were given to the Auckland School of Education for distribution to tertiary students. A full page advertisement has been included in a Directory for GP's who are part of a pilot mental health project.

Target - That the quality and accuracy of information and service given by each branch is rated satisfactory or higher by customers

This will be measured through a number of mechanisms including Council's survey, 'Mystery Shopper' survey and the Association's biennial review.

Performance – Achieved

Comments – A Topline telephone survey was conducted in June – July 2007. The summarised results indicated:

- 91.7% of participants had heard of CAB
- 81.6% know of at least one service offered
- 100% were satisfied or very satisfied with the service offered

The Council undertook a "Mystery Shopper" survey in November 2007. 83% of the answers gave critical and/or worthwhile information to the caller.

WaiCAB and the CABx had their biennial review in July 2007. There were no problems highlighted during this review.

Target – That an annual report showing the statistics including user demographics and the data that each Branch provides to the Association and comments are forwarded to the Library and Information Services Manager for submission to Council

A six monthly summary is also to be provided.

Performance – Achieved

Comments – Six monthly summary and Annual Report has been provided.

Target - That CABx are relevant to new migrant and ethnic communities, and that these communities are aware of the services available

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Performance – Achieved

Comments – Demographic Statistical Data reflects the ethnic diversity of Waitakere. The CABx have developed a strong relationship with Settlement Support in Waitakere. Each WaiCAB branch takes appointments and holds clinics where a Settlement Support Adviser can meet and work with clients and access CAB services. The Adviser conducts weekly or bi-weekly clinics at each branch. There is regular contact with Brendon Hickey, Migrant Information Coordinator, and Monica Sharma, Partnership Advocacy Leader New Migrants on the development and delivery of services to migrants and WaiCAB is actively working with New Out West. Glen Eden CAB arranges presentations to ESOL (English for Speakers of Other Languages) classes held at the Glen Eden Library. WaiCAB has always had an Equal Employment Opportunity policy.

Target - That volunteers and staff of each CAB are representative of the demographic of the community that they serve and the ethnic diversity of the City

Performance – Achieved

Comments - CABx are actively involved within their local ethnic communities. The volunteer pack developed in conjunction with New Zealand Association Citizens Advice Bureau for ethnic and migrant recruiting is made available to individual Community groups. Currently the CABx have volunteers from various ethnic groups including Maori, Chinese, Korean, Malay, Fijian Indian, Indian, South African, Samoan, Cook Islander, Scots. In addition language services are available in Cantonese, Mandarin, Korean, German and Farsi plus access is available to the CAB Multi-lingual Language Line.

Target – That the number of annual enquiries is maintained

Performance – Achieved

Comments – Total enquiries have increased by 10% in the last 12 months.

Target – Maintaining up to date and accurate information on the WaiCAB database by updating all information annually. Where resources allow, more frequent updating will occur

Performance – Achieved

Comments - Two paid Information Officers update the CABACCESS database. Accuracy is paramount, and notified changes are made within one week. All data held in the database is rechecked every 6 months.

Target – Enhancing the CABx e-community provision

Performance – Partially Achieved

Comments - E-mail enquiries received by CABx are handled on a “same day” basis. The development of Web links and an online database is being pursued with National office as part of the New Zealand Association Citizens Advice Bureau Digital Strategy. New Zealand Association Citizens Advice Bureau has adopted a Strategic Framework covering Bureau Technology for the period 2007 -2011. The Waitakere CABx are constrained by the National Association guidelines for an online presence. Currently the depth of content and the design of the website is poor. Council is meeting with the National Office to discuss this in the context of their digital strategy.

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Target - That the telephone information and advice service meets the minimum standards

Performance – Achieved

Comments - Once each CAB has closed for the day callers receive an after-hours message. Each CAB has a Call-Diversion System. Telephones are answered within 5-6 rings in all CABx

Target – That WaiCAB leads or participates in the development of regional initiatives for enhancing, improving and expanding CAB services to the community

Performance – Achieved

Comments - WaiCAB personnel are participating in the planning and reviewing committees established to progress the New Zealand Association Citizens Advice Bureau's Digital Strategy. The WaiCAB Branches have offered to be the test 'guinea pigs' for the new information database system being developed as part of this strategy. WaiCAB is working with the Council, the Waitakere Ethnic Board, Settlement Support, New Out West and Enterprise Waitakere to review and expand current services. Other community groups that individual CABx have involvement with include Community Houses, WEA, Glen Eden Protection Society, Twin Streams Project, Local MP's Offices, Youthline, WINZ, WADCOSS, Auckland Volunteer Centre, Waipareira Trust, Waitakere City Wardens, Western District Budgeting Service, Salvation Army, Community Outreach Foodbank, NZ Ethnic Social Services, Waitakere Community Law Service and Inland Revenue, Age Concern, Fono West, Massey Matters, Housing Advocacy Ranui, Community Waitakere, Adult Community Education and Disability Law.

Target - That Henderson CAB develops and implements a plan to expand the service to specialise in providing information and assistance for youth, in particular tertiary students, in the Waitakere Central Library

Performance – Achieved with limited outcomes

Comments - The Henderson Branch Manager has undertaken the development and implementation of this additional service. CAB brochures and promotional posters have been displayed throughout Unitec and presentations have been made to four separate groups of Unitec students. Small groups of students from targeted classes (e.g. English for Speakers of Other Languages) are being brought into the CAB. Posters are being provided to local schools and advertising is being undertaken in school newsletters. To date this approach has had mixed success in attracting younger volunteers prepared to make a long term commitment. Discussions with WaiCAB indicate that UNITEC have a student advisory service and Youthline may be meeting the needs of information and advice for young people.

Target – Ongoing development of Library and CAB collaboration

Performance – Achieved

Comments - All CABx have arranged training with their associated Libraries. This is a two-way process and will be ongoing. New CAB volunteers undergo an "ongoing" training session with the library staff and in turn library staff will be able to access a CAB

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"roadshow". CABx and the Libraries jointly promote CAB Awareness Week in March each year.

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DISCUSSION PAPER

Local Government Elected Members - Mileage Allowance

Introduction

1. This discussion paper sets out a proposal for changing the current arrangements under which Local Government elected representatives are eligible for an allowance (the "mileage allowance") for the use of their private vehicle on Council business.

Background

2. The mileage allowance was introduced in the first Local Government Elected Members Determination issued by the Authority in 2003. The amount of the allowance (\$0.70 per kilometre), and the eligibility criteria, have remained largely unchanged since that time.
3. For a number of reasons the mileage allowance has been a source of contention. This memorandum:
 - (a) Sets out the current situation;
 - (b) Identifies a number of anomalies or problems with the application of the allowance; and
 - (c) Recommends an approach to addressing these.

Current Situation

4. The mileage allowance is \$0.70 per kilometre. This rate was struck when the Remuneration Authority first issued a remuneration determination for Local Government Elected Members in early 2003.
5. Although the Authority file is not complete, the record is sufficient to confirm that:
 - (a) The rate was intended to incorporate an amount for travel time. Therefore it provides those eligible to receive it both remuneration and reimbursement of some costs;
 - (b) The initial travel time/running cost split was about 50/50 i.e. \$0.35/\$0.35; and

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Remuneration Authority

PO Box 10084, Morrison Kent House, 105 The Terrace, Wellington 6143, New Zealand
Telephone 04 499 3068 Facsimile 04 499 3065 Email info@remauthority.govt.nz

- (c) In 2001/02, probably the year of the data on which the rate was struck, \$0.35 per kilometre more than covered the running costs of a 1300 – 2000cc vehicle (15 – 18 cents per km) and approached the full cost (running cost plus ownership cost) of a similar-sized vehicle which travelled 20,000km each year (\$0.40 – \$0.51 per km).
6. The \$0.70 per km rate has remained unchanged since the 2003 determination. However, the value of the mileage allowance has not eroded to the extent often claimed when fuel prices exceeded \$2 per litre. The 2008 AA figures show running costs and full costs, on the same basis as (c) above, as \$0.17 to \$0.20 and \$0.39 to \$0.47. (Note that the total cost has in fact come down over the last five or six years although, in fairness, striking a rate is very difficult given the wide variation of vehicle sizes and cost, and the mileage actually run by individuals – the latter in particular having a significant impact on the numbers.)
7. The Remuneration Authority's current determination provides for a "vehicle mileage allowance" to be paid to an elected member, for travel by the member, (including travel to and from the member's residence), if the travel is:
- (a) In his or her own vehicle;
 - (b) On the Local Authority's business; and
 - (c) By the most direct route reasonable in the circumstances.
8. Note that this is permissive, not mandatory, and sets maxima for both the amount of, and eligibility for, the allowance. Local Authorities can (and in some cases do) set restrictions on mileage allowances which are tailored to the nature of the Authority and its financial position.

Tax Status of Elected Members

9. Any consideration of the mileage allowance should be seen in the context of the tax status of elected members. Elected members are self employed for tax purposes. This means that all income, including allowances (but not the reimbursement of actual costs such as taxi fares for example) is subject to withholding tax deductions. The member can also claim as business expenses costs incurred in generating income.
10. Mileage allowance payments to elected representatives are subject to withholding tax deductions. The cost of using a private motor vehicle on council business can be claimed as a business expense by the elected member, subject to the eligibility rules determined by the IRD from time to time. This provides an additional financial benefit to the elected member, relevant in the context of the "fairness" issue discussed below.

Current Issues with the Mileage Allowance

11. Set out below are four, sometimes related, matters which have emerged in the five years the mileage allowance provision has been incorporated in the Remuneration Authority's determinations.

(a) *Should a mileage allowance be paid at all to elected representatives?*

12. Mileage allowances (and similar allowances) are typically part of the conditions which govern *employment* relationships. They are a means of reimbursing costs which are incurred by a salaried employee who does not have the ability, because of his or her tax status, to claim these as employment expenses.

13. The payment of a mileage allowance to a self-employed person, who can separately claim the costs of using his or her vehicle as a business expense, can be seen as anomalous, or even perhaps as "double dipping".

(b) *If a mileage allowance is paid, should it be paid for journeys from home to the Council?*

14. It is not usual practice for *employees* to have this cost met by the employer.

15. For the self-employed person, the cost of travel from his or her "place of business" to a client is usually accepted as a business expense by the Inland Revenue Department, (but may not necessarily be charged to a client). Also, it is by no means certain that for many elected representatives, their home is their "place of business". Some will no doubt maintain an office at their home, others will have business premises or offices elsewhere.

16. It seems to the Remuneration Authority that there is a reasonable argument for not accepting travel to and from home and the Council Offices as qualifying for the payment of a mileage allowance, but leaving each elected representative to decide whether this travel is a business expense, and whether to claim it for tax purposes.

17. There are two important exceptions to this view:

- For some elected representatives in large, rural local authorities, or in regional councils, travel to and from council meetings takes significant time, and in fairness needs to be recognised.
- As with employees, where safety and security are involved, such as returning home from late meetings, there may be a case for meeting some transport costs, such as a taxi fare, even if other public transport is available.

(c) Fairness

18. There is another aspect to the payment of the vehicle mileage allowance for home to work travel. Should councillors who drive their private cars to Council meetings be paid additional remuneration? This is the effect of the time component in the mileage allowance, and it places the owners of motor vehicles who drive to council meetings at an advantage. Two examples illustrate the point.

- (1) On the assumption that the cost of travel to and from Council meetings is to be reimbursed, a councillor who travels, say, 15 km to a council meeting by car could claim up to \$21.00 for the round trip, and may claim a further deduction of around \$18.00 for tax purposes. Even before the tax benefit, the \$21.00 is likely to be more than the actual vehicle running cost, hence there is reimbursement for travel time.

A councillor who chooses to use public transport might be reimbursed the cost of the fare, but will receive no financial recognition of the time spent travelling. Nor will he or she be able to claim the expense for tax purposes if it has been reimbursed.

Additional income is being generated by the mode of transport rather than by the actual time spent by the elected representative on what is currently treated by some councils as council-related travel.

- (2) In the second example, two regional councillors make a 200km round trip to a council meeting. The travel takes about 2.5 hours. One councillor drives his own car, the other is his passenger. For the 200 km trip the owner/driver may claim \$140, of which about half is running cost (as opposed to total ownership cost). \$70 or about \$28 per hour is therefore payment for time. In addition, the owner/driver may claim around \$120 as a business expense.

The passenger, who spent the same amount of time travelling, receives nothing.

(d) Sustainability

19. A fourth concern with the mileage allowance, particularly in metropolitan areas where public transport is available, or walking and cycling options may be feasible, is that it encourages the use of motor vehicles rather than more sustainable or "environment-friendly" practices.

Comment

20. It is difficult to establish a regime for travel and related allowances which is sensible for all local authorities given the differences between compact urban authorities at one end of the scale and regional authorities covering hundreds of square kilometres at the other; the differences in accessibility of public transport across local authorities; and the differences in lifestyle choices which councillors make as individuals, and which are often reflected in their modes of transport.
21. It is clear also that it is difficult to reduce entitlements which have come to be regarded as part of the total income of elected representatives.
22. However, in the view of the Authority, the issues and examples touched on above raise legitimate concerns which need to be addressed.

Proposal

23. The following is a proposal for discussion.
 - (a) Remove the mileage allowance as it currently stands, leaving elected representatives to claim the costs of vehicle use as part of their taxation arrangements.
 - (b) In Councils' expenses policies, provide for explicit recognition of travelling time from home to council meetings (or to other explicitly recognised council business activities) where this exceeds, say, around 30km or 30 minutes. The "travel allowance" could be set at a rate per kilometre or, preferably, an hourly rate.

The Remuneration Authority's preference is that the hourly rate for travel time should be a flat rate which applies uniformly across the country rather than struck on the actual annual remuneration of each elected representative.

- (c) In councils' expenses policies make explicit reference to the conditions under which the actual costs of travel on public transport by an elected representative may be met by the Council. (Paragraph 17 above.)

Implementation

24. Given the significance of this change, our proposal is that comments be sought with the intention of introducing any change following the 2011 Local Body elections.

**MINUTES OF A MEETING OF THE CREATIVE COMMUNITIES SCHEME ALLOCATION
SUBCOMMITTEE HELD IN THE COUNCIL CHAMBER AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE,
ON MONDAY, 4 MAY 2009, COMMENCING AT 9.30 AM**

<u>PRESENT:</u>	Councillor	AK	Corban, OBE, JP	(Chairman)
	Councillor	BA	Brady, JP	(Deputy Chairman)
		JC	Carrodus	(Massey Community Board)(Alternate)
		P	van der Voort	(New Lynn Community Board)
	Ms	M	Sutcliffe	(Waitakere Central Community Arts Council)
	Mr	C	Hoult	(Professional Artist {nominated annually by Lopdell House Society})
	Ms	A	Milne	(Waitakere Arts and Cultural Development Trust)
	Ms	M	Hill	(Ngati Whatua)
	Ms	S	Robertson	(Titirangi Community Arts Council)

ABSENT: LE Davies (Waitakere Community Board)
C Talamaivao (Waitakere Pacific Board)

IN ATTENDANCE: Manager: Arts
Community Arts Co-ordinator
Community Arts Co-ordinator – Maori
Pacific Arts Advocate
Committee Secretary: C Fernandes

1 APOLOGIES

629/2009

MOVED by JC Carrodus, seconded Cr Brady:

That apologies from JA Fletcher, WS Bainbridge and H Baug for absence, be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFLICTS OF INTEREST

Elected Members were reminded via the agenda, of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have.

4 CONFIRMATION OF MINUTES

630/2009

MOVED by Cr Brady, seconded P van der Voort:

The Creative Communities Scheme Allocation Subcommittee resolved to:

Receive the minutes of the meeting of the Creative Communities Scheme Allocation Subcommittee held on Thursday, 16 October 2008 and reconvened on Tuesday, 21 October 2008, as circulated, and that they be taken as read and now be confirmed.

CARRIED

5 CREATIVE COMMUNITIES SCHEME ALLOCATION - SECOND ROUND 2008/2009

631/2009

MOVED by Cr Brady, seconded M Hill:

The Creative Communities Scheme Allocation Subcommittee resolved to:

1. **Receive** the Creative Communities Scheme Allocation - Second Round 2008/2009 report.
2. **Invite** grant applicants to present proposals over \$3,000 to the Creative Communities Scheme Allocation Subcommittee, for the second round 2008/2009 of the Creative Communities Scheme, to be heard and considered in accordance with the guidelines.

CARRIED

9.47 am Hearings of submissions commenced.

9.48 am **B Serjeant**

- Spoke to her submission for funding to produce an anthology of hand printed poems.

9.58 am **Titirangi Folk Music Club**
Presenters: L Appleby and I Bartlett

- Spoke to their submission for funding to hold a series of folk music evenings.

10.08 am **Violence Free Waitakere**
Presenter: E Dyer

- Spoke to their submission for funding of the Behind Closed Doors Project.

- 10.15 am **M H Powles**
- Spoke to her submission for funding for novel writing which is set in UK and New Zealand.
- 10.22 am **Toi Ora Live Art Trust**
Presenter: E van Asbeck
- Spoke to their submission for funding of workshops on art for people with mental ill health.
- 10.27 am **Waitakere Pacific Arts & Cultural Trust**
Presenter: T Raa
- Spoke to their submission for funding of Weaving Workshop.
- 10.36 am **Croatian Cultural Society**
Presenters: N Grgicevich & N Posa
- Spoke to their submission for funding of costumes for Croatian performance group.
- 10.43 am **C Davidson**
- Spoke to her submission for funding to hold photographic exhibition to mark the 20th year since the closure of the Crown Lynn factory in New Lynn.
- 10.50 am **Waitakere Ranges Protection Society**
Presenter: K Dewar
- Spoke to their submission for funding of a Mural on Pizza Hut wall, corner of Great North Road, Alderman Drive, Henderson.
- 10.58 am **McLaren Park & Henderson South Community Initiatives**
Presenter: R Sheward
- Spoke to the submission from McLaren Park & Henderson South Community Initiatives for funding to create a mural for the wall at the end of Starforth Reserve, McLaren Park, Henderson engaging local children and youth.

ADJOURNMENT

632/2009

MOVED by Cr Corban, seconded Cr Brady:

That the meeting stand adjourned until 11.10 am.

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CARRIED

- 11.05 am The meeting adjourned.
- 11.10 am The meeting reconvened and the hearing of submissions continued.
- 11.11 am **BU Bisley**
- Spoke to her submission for funding for the 'Convergences' Suite for Chamber Orchestra which is a composition of a series of short pieces for orchestra to be performed by the Waitakere City Orchestra in 2009 and 2010.
- 11.20 am **West Coast Community Arts Trust**
Presenter: M Patmore
- Spoke to their submission for funding of 'Wild' Community Arts Festival.
- 11.23 am **NZ Society of Authors**
Presenters: J Watkin & M Tarver
- Spoke to their submission for funding to run a Writer in Residence Programme in partnership with the Waitakere Libraries.
- 11.30 am JC Carrodus left the meeting.
- 11.31 am **Soul Centre of the Body and Mind**
Presenter: W Monroe
- Spoke to their submission for funding of the Somatic and Creative holiday workshop for children.
- 11.41 am **Waitakere New Energy Fare**
Presenter: L Katsoulis
- Spoke to their submission for funding of the New Energy Fare Street Gallery.
- 11.47 am **Bring it on Trust**
Presenter: P Savieti
- Spoke to their submission for funding of the Bring It On Secondary School Dance Competition.
- 11.56 am **Audio Café Limited**
Presenter: A Vause
- Spoke to their submission for funding of the recording experience for 20 at risk youth by giving them the opportunity to come into the recording studio and learn essential skills, from running and maintaining a recording studio, to recording their own song and cutting their own CD.

12.03 pm **Henderson Valley School**
Presenter: M Locke

- Spoke to the submission from Henderson Valley School for funding of the Music ensemble group for Waitakere students.

12.20 pm The hearing of submissions closed and the Creative Communities Scheme Allocation Subcommittee commenced deliberations on the Creative Communities Scheme Allocation - Second Round 2008/2009 applications.

ADJOURNMENT

633/2009

MOVED by Cr Brady, seconded P van der Voort:

That the meeting stand adjourned until Tuesday, 5 May 2009 at 9.30 am.

CARRIED

2.06 pm The meeting adjourned.

**MINUTES OF A MEETING OF THE CREATIVE COMMUNITIES SCHEME ALLOCATION
SUBCOMMITTEE HELD IN THE COUNCIL CHAMBER AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON MONDAY,
4 MAY 2009 AND RECONVENED ON TUESDAY, 5 MAY 2009
COMMENCING AT 9.30 AM**

PRESENT:

Councillor	AK	Corban, OBE, JP	(Chairman)
Councillor	BA	Brady, JP	(Deputy Chairman)
	JA	Fletcher	(Massey Community Board)
	P	van der Voort	(New Lynn Community Board)
Ms	M	Sutcliffe	(Waitakere Central Community Arts Council)
Mr	C	Hoult	(Professional Artist {nominated annually by Lopdell House Society})
Ms	A	Milne	(Waitakere Arts and Cultural Development Trust)
Ms	M	Hill	(Ngati Whatua)
Ms	S	Robertson	(Titirangi Community Arts Council)

ABSENT: LE Davies (Waitakere Community Board)
Ms C Talamaivao (Waitakere Pacific Board)

IN ATTENDANCE: Manager: Arts
Community Arts Co-ordinator
Community Arts Co-ordinator – Maori
Pacific Arts Advocate
Committee Secretary: C Fernandes

1 APOLOGIES

634/2009

MOVED by Cr Corban, seconded P van der Voort:

That apologies from WS Bainbridge and H Baug for absence, be received and sustained.

CARRIED

2 CREATIVE COMMUNITIES SCHEME ALLOCATION - SECOND ROUND 2008/2009

The Subcommittee recommenced deliberations on the Creative Communities Scheme Allocation - Second Round 2008/2009.

635/2009

MOVED by P van der Voort, seconded JA Fletcher:

The Creative Communities Scheme Allocation Subcommittee resolved to:

Approve a recommendation to the Finance and Operational Performance Committee for the allocation of funds to the second round 2008/2009 of the Creative Communities Scheme, according to criteria and available budget, from applicants as follows:

Applicant	Eligible	Funds Requested	Funds Allocated
Punanga Tauturu Kuki Airani	YES	\$3,520.00	\$0.00
Primal Youth Trust	YES	\$2,500.00	\$2,000.00
Violence Free Waitakere	YES	\$4,035.00	\$3,000.00
Waitakere Kiribati Community Association	YES	\$3,936.06	\$0.00
Waitakere Ranges Protection Society	YES	\$5,000.00	\$3,183.24
McLaren Park & Henderson South Community Initiative	YES	\$3,131.81	\$2,500.00
Mau Dance Limited	YES	\$5,000.00	\$0.00
A J Mclver	YES	\$903.00	\$0.00
Waitakere New Energy Fare	YES	\$3,504.00	\$0.00
Hosanna Creative Arts	YES	\$2,120.00	\$1,800.00
Integrated Neurological Rehabilitation Foundation	YES	\$2,779.05	\$2,000.00
Holy Cross Samoan Parent Support Group	YES	\$2,554.00	\$1,700.00
Toi Ora Live Art Trust	YES	\$5,000.00	\$0.00
Chinese New Settlers Services Trust	YES	\$2,693.34	\$0.00
Waitakere Pacific Arts & Cultural Trust	YES	\$3,150.00	\$0.00
N Z Society Of Authors	YES	\$3,000.00	\$2,500.00
C Davidson	YES	\$5,000.00	\$0.00
T M Caffell	YES	\$1,420.00	\$0.00
M Endt	YES	\$2,917.00	\$2,000.00
J Monaghan	YES	\$2,810.00	\$0.00
J Madden	YES	\$2,432.55	\$0.00
Soul Centre Of The Body And Mind	YES	\$4,903.50	\$0.00
Te Atatu Village Kindergarten	YES	\$1,120.00	1,000.00
M H Powles	YES	\$4,800.00	\$0.00
Croatian Cultural Society Inc	YES	\$3,763.00	2,500.00
Bring It On Trust	YES	\$5,000.00	\$0.00
B Serjeant	YES	\$3,802.50	2,000.00
Marina View Primary School	YES	\$3,514.00	2,500.00
N Gunawardana	YES	\$1,330.24	1,000.00
Sunderland College	YES	\$2,358.00	2,000.00
Massey Rugby Union Football Club	YES	\$1,400.00	1,000.00
K Anastasiou	YES	\$4,956.75	\$0.00
Te Kura Kaupapa Maori O Te Kotuku Inc	YES	\$3,651.72	2,500.00
Lopdell House Society	YES	\$950.00	\$0.00
Aotearoa Young Peoples Theatre Trust	YES	\$2,246.67	1,800.00
Pacific Culture & Art Exchange Centre	YES	\$1,500.00	\$0.00
West Coast Community Arts Trust	YES	\$5,000.00	3,000.00
Titirangi Community Arts Council	YES	\$1,707.49	1,350.00
Te Waihono A Kupe	YES	\$2,800.00	\$0.00
Starfish	YES	\$2,443.50	\$0.00
Audio Cafe Limited	YES	\$3,700.00	2,500.00
Henderson Valley School	YES	\$5,000.00	3,000.00
Titirangi Folk Music Club	YES	\$3,850.00	2,500.00

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Applicant	Eligible	Funds Requested	Funds Allocated
Waitakere Kiribati Community Association	YES	\$4,856.80	0.00
D Sheridan	NO		\$0.00
B U Bisley	YES	\$5,000.00	\$0.00
TOTAL:		\$147,059.98	\$49,333.24

CARRIED

10.28 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

DATE:.....

CHAIRMAN:.....

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**MINUTES OF A MEETING OF THE TENDERS SUBCOMMITTEE HELD IN THE
MANUKAU ROOM AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY
ROAD, HENDERSON, WAITAKERE, ON FRIDAY, 27 MARCH 2009,
COMMENCING AT 9.01 AM**

PRESENT:

Councillors RI Clow (Chairman)
JM Clews, QSO, JP (Deputy Chairman)
WW Flaunty, QSM, JP
Director: Corporate and Business Services
Director: Community Wellbeing
Director: Finance

IN ATTENDANCE:

Special Projects Manager
Senior Engineer: Special Projects
Assets and Network Manager
Manager: Property Assets
Senior: Transport Engineer
Operations Manager: Refuse & Recycling Station
Principal Contracts Planner
Contractor: Parks Assets: M Simpson
Senior Committee Administrator

1 APOLOGIES

404/2009

MOVED by Cr Clews, seconded Cr Flaunty:

That apologies from Chief Executive Officer, Director: City Services, Director: Strategic Planning and Director: Public Affairs for absence be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFLICTS OF INTEREST

Elected Members were reminded via the agenda, of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have.

4 CONFIRMATION OF MINUTES

405/2009

MOVED by Cr Clews, seconded Cr Flaunty:

The Tenders Subcommittee resolve to:

Receive the minutes of the meeting of the Tenders Subcommittee held on Friday, 13 March 2009, as circulated, and that they be taken as read and now be confirmed.

CARRIED

5 NEW LYNN TRANSIT ORIENTED DEVELOPMENT PROJECT NEGOTIATION FOR PROFESSIONAL SERVICES AND PHYSICAL WORKS

406/2009

MOVED by Director: Wellbeing, seconded Director: Finance:

The Tenders Subcommittee resolve to:

1. **Receive** the New Lynn Transit Oriented Development Project Negotiation For Professional Services And Physical Works report.
2. **Approve** that, subject to approval by the New Zealand Transport Agency, the renegotiated tender from Architectus Auckland Limited for Contract No. SP06004A - New Lynn Transit Oriented Development Project Design of Roads, a Bus Interchange and Associated Works in the sum of \$5,782,339.00 plus \$722,792.38 GST, totalling \$6,505,131.38 be accepted.
3. **Approve** that authority to enter into a renegotiated Contract No. SP06004A - New Lynn Transit Oriented Development Project Design of Roads, a Bus Interchange and Associated Works on behalf of the Council be delegated to the Deputy Director: City Services.
4. **Note** that negotiations between the Council and ONTRACK have been completed for the Council's share of costs under ONTRACK's Target Outturn Cost contract stage 1.

CARRIED

6 REGISTRATION OF INTEREST NO. NL08002J - NEW LYNN TRANSIT ORIENTED DEVELOPMENT PROJECT CONSTRUCTION STAGE 1

407/2009

MOVED by Cr Clews, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolve to:

1. **Receive** the Registration Of Interest No. NL08002J - New Lynn Transit Oriented Development Project Construction Stage 1 report.
2. **Approve** that the following four contractors be invited to submit tenders for Contract NL08002J - New Lynn Transit Oriented Development Project Construction Stage 1:
 - Dempsey and Wood Civil Contractors Limited;
 - Fulton Hogan Limited;
 - HEB Construction Limited; and

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- Dominion Construction Limited and Blacktop Construction Limited joint bid.
3. **Approve** that Downer EDI Works Limited be held in reserve in case one or more of the pre- approved registrants withdraw from the tender process.

CARRIED

7 OPERATIONAL MAINTENANCE CONTRACTS FOR WATER SUPPLY, WASTEWATER AND STORMWATER

408/2009

MOVED by Cr Clow, seconded Cr Flaunty:

The Tenders Subcommittee resolve to:

1. **Receive** the Operational Maintenance Contracts For Water Supply, Wastewater And Stormwater report.
2. **Approve** the tendering of the operational maintenance contracts listed in this report for a two year period with the option to extend up to a further two years for various ongoing maintenance activities associated with the provision of water supply, wastewater and stormwater services in the City, with the outcomes reported back to the Tenders Subcommittee for approval.

CARRIED

8 CONTRACT NO. PY08003B - HOUSING FOR OLDER ADULT REFURBISHMENT PROJECT: WESTVIEW VILLAGE

409/2009

MOVED by Cr Clews, seconded Cr Flaunty:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PY08003B - Housing For Older Adult Refurbishment Project: Westview Village report.
2. **Approve** that the tender from Great Kauri Construction Limited for Contract No. PY08003B - Housing for Older Adult Refurbishment Project: Westview Village in the sum of \$867,715.32 plus \$108,464.42 GST, totalling \$976,179.74 be accepted.
3. **Approve** that authority to enter into Contract No. PY08003B - Housing for Older Adult Refurbishment Project: Westview Village on behalf of the Council be delegated to the Deputy Director: City Services.
4. **Approve** that authority to award cumulative contract variations to Contract No. PY08003B - Housing for Older Adult Refurbishment Project: Westview Village, up to the value of the contingency sum of \$86,771.53 plus GST on behalf of the Council be delegated to the Deputy Director: City Services.
5. **Approve** the commitment of \$205,000.00 excluding GST to the draft Annual Plan 2009/2010 for Contract No. PY08003B - Housing for Older Adults Refurbishment Project: Westview Village.

CARRIED

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9 CONTRACT NO. TA08042A ORATIA STREAM BRIDGE ARTWORK

410/2009

MOVED by Cr Clews, seconded Cr Flaunty:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. TA08042A - Oratia Stream Bridge Artwork report.
2. **Approve** that the tender from Nasey Contractors Limited for Contract No. TA08042A - Oratia Stream Bridge Artwork in the sum of \$272,091.00 plus \$34,011.38 GST, totalling \$306,102.38 be accepted.
3. **Approve** that authority to enter into Contract No. TA08042A - Oratia Stream Bridge Artwork on behalf of the Council be delegated to the Deputy Director: City Services.

CARRIED

10 CONTRACT NO. SW08005A - STAFF AMENITIES CONSTRUCTION

411/2009

MOVED by Director: Finance, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. SW08005A - Staff Amenities Construction report.
2. **Approve** that the tender from Great Kauri Construction Limited for Contract No. SW08005A - Staff Amenities Construction in the sum of \$342,869.00 plus \$42,858.63 GST, totalling \$385,727.63 be accepted.
3. **Approve** that authority to enter into Contract No. SW08005A - Staff Amenities Construction on behalf of the Council be delegated to the Group Manager: Service Management.
4. **Approve** that authority to award cumulative contract variations to Contract No. SW08005A - Staff Amenities Construction, up to the value of the contingency sum of \$34,286.90 plus GST on behalf of the Council be delegated to the Group Manager: Service Management.

CARRIED

NOTE: That the unallocated surplus of \$134,570 be bought back to the relevant Committee for consideration, if necessary, for additional facilities within the Staff Amenities Construction for utilities such as solar heating, lockers and furniture.

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11 CONTRACT NO. PK09002A - CEMETERY LANDSCAPE MAINTENANCE

411a/2009

MOVED by Director: Corporate & Business Services, seconded Cr Clews:

The Tenders Subcommittee resolve to:

1. **Receive** the Contract No. PK09002A - Cemetery Landscape Maintenance report.
2. **Approve** that, subject to a satisfactory credit check, the tender from Parks and Maintenance Services Limited for Contract No. PK09002A - Cemetery Landscape Maintenance in the sum of \$329,941.62 plus \$41,242.70 GST, totalling \$371,184.32 be accepted.
3. **Approve** the commitment of \$329,941.62 excluding GST to the draft Annual Plan 2010/2011 for Contract No. PK09002A - Cemetery Landscape Maintenance.
4. **Approve** that authority to enter into Contract No. PK09002A - Cemetery Landscape Maintenance on behalf of the Council be delegated to the Deputy Director: City Services.
5. **Approve** that authority to award cumulative contract variations to Contract No. PK09002A - Cemetery Landscape Maintenance, up to the value of the contingency sum of \$32,994.16 plus GST on behalf of the Council be delegated to the Deputy Director: City Services.

CARRIED

9.18 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE TENDERS
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRMAN:.....

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**MINUTES OF A MEETING OF THE TENDERS SUBCOMMITTEE HELD IN THE
MANUKAU ROOM AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY
ROAD, HENDERSON, WAITAKERE, ON FRIDAY, 17 APRIL 2009,
COMMENCING AT 9.01 AM**

PRESENT:

Councillors RI Clow (Chairman)
JM Clews, QSO, JP (Deputy Chairman)
WW Flaunty, QSM, JP
Director: Corporate and Business Services (from 9.02 am)
Director: Public Affairs
Director: Finance

IN ATTENDANCE:

Group Manager: Service Management
Group Manager: Project Services
Manager Solid Waste
Parks & Assets Contracts Engineer
Solid Waste Engineer
Senior Committee Administrator

1 APOLOGIES

553/2009

MOVED by Cr Clow, seconded Cr Clews:

That apologies from Chief Executive Officer, Director: City Services, Director: Community Wellbeing, Director: Strategic Planning for absence, be received and sustained.

CARRIED

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFLICTS OF INTEREST

Elected Members were reminded via the agenda, of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have.

9.02 am Director: Corporate and Business Services entered the meeting.

4 CONFIRMATION OF MINUTES

554/2009

MOVED by Cr Flaunty, seconded Cr Clews:

The Tenders Subcommittee resolve to:

Receive the minutes of the meeting of the Tenders Subcommittee held on Friday, 27 March 2009, as circulated, and that they be taken as read and now be confirmed.

CARRIED

5 CONTRACT NO. TA08032B - TE ATATU CYCLEWAY

555/2009

MOVED by Cr Clews, seconded Director: Corporate & Business Services:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. TA08032B - Te Atatu Cycleway report.
2. **Approve** that the tender from HEB Construction Limited for Contract No. TA08032B - Te Atatu Cycleway in the sum of \$268,085.80 plus \$33,510.73 GST, totalling \$301,596.53 be accepted.
3. **Approve** that authority to enter into Contract No. TA08032B - Te Atatu Cycleway on behalf of the Council be delegated to the Group Manager: Project Services.

CARRIED

6 CONTRACT NO. SW08004A - LANDFILL LOADING AND TRANSPORTATION

556/2009

MOVED by Cr Clews, seconded Director: Public Affairs:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. SW08004A - Landfill Loading And Transportation report.
2. **Approve** that the tender from Smith & Davies Limited for Contract No. SW08004A - Landfill Loading and Transportation in the sum of \$15.71 per tonne plus \$1.96 GST, totalling \$17.67 per tonne be accepted.
3. **Approve** the commitment of \$1,386,533 excluding GST to the draft Annual Plan 2009/2010 for Contract No. SW08004A - Landfill Loading and Transportation.
4. **Approve** the commitment of \$1,386,533, excluding GST and cost escalation, to the financial year 2010/2011 for Contract No. SW08004A - Landfill Loading and Transportation.
5. **Approve** that authority to enter into Contract No. SW08004A - Landfill Loading and Transportation on behalf of the Council be delegated to the Group Manager: Service Management.
6. **Approve** that authority to award cumulative contract variations to Contract No. SW08004A - Landfill Loading and Transportation up to the value of the contingency sum of \$138,653 plus GST on behalf of the Council in each year of the contract be delegated to the Group Manager: Service Management.

7. **Agree** that future renewals for Contract No. SW08004A - Landfill Loading and Transportation under the 1 + 1 + 1 right of renewal provisions be reported back to the Council for approval.

CARRIED

7 **CONTRACT NO. SW09001A - MANUFACTURE AND SUPPLY OF OFFICIAL COUNCIL REFUSE BAGS**

557/2009

MOVED by Director: Public Affairs, seconded Cr Clews:

The Tenders Subcommittee resolved to:

1. **Receive** the Contract No. SW09001A - Manufacture And Supply of Official Council Refuse Bags report.
2. **Approve** that, subject to a satisfactory credit check, the tender from Hi-Tech Packaging Limited for Contract No. SW09001A - Manufacture And Supply of Official Council Refuse Bags in the sum of \$139.47 per 1000 bags plus \$17.43 GST, totalling \$156.90 per 1000 bags be accepted.
3. **Approve** the commitment of \$470,707 excluding GST to the draft Annual Plan 2009/2010 for Contract No. SW09001A - Manufacture And Supply of Official Council Refuse Bags.
4. **Approve** the commitment of \$470,707, excluding GST and cost escalation, to the draft Annual Plan 2010/2011 for Contract No. SW09001A - Manufacture And Supply of Official Council Refuse Bags.
5. **Approve** that authority to enter into Contract No. SW09001A - Manufacture And Supply of Official Council Refuse Bags on behalf of the Council be delegated to the Group Manager: Service Management.
6. **Agree** that future renewals for Contract No. SW09001A - Manufacture And Supply of Official Council Refuse Bags under the 1 + 1 + 1 right of renewal provisions are to be reported back to the Council for approval.

CARRIED

9.20 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE TENDERS
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRMAN:.....

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