

**MINUTES OF A SPECIAL MEETING OF THE COUNCIL CONTROLLED ORGANISATIONS  
GOVERNANCE SUBCOMMITTEE HELD IN THE CIVIC CENTRE,  
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON TUESDAY, 17 DECEMBER 2002  
COMMENCING AT 9.30 AM.**

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**PRESENT:** Councillors JM Clews, QSO, JP  
AC Fenton  
JP Lawley  
GB Presland  
GW Russell  
DA Yates, JP

Mayor, Bob Harvey, QSO, JP (ex officio)

**ALSO PRESENT:** Councillor DQ Battersby, JP

**IN ATTENDANCE:** Chief Executive  
Director: Strategic Projects  
Director: Quality Assurance  
Director: Finance  
Senior Project Manager: Transport Projects  
Partnership and Advocacy Leader: Governance  
Committee Secretary: D Griffin

**1 APOLOGIES**

There were no apologies.

**2 ELECTION OF CHAIRPERSON**

The Manager: Democracy & Support Services called for nominations for the position of Chairperson.

3626/2002

MOVED by Mayor Bob Harvey, seconded Cr Yates:

That Cr Presland be appointed as Chairperson of the Council Controlled Organisations Governance Subcommittee.

NOMINATED by Cr Presland, seconded Cr Russell:

That Cr Clews be appointed as Chairperson of the Council Controlled Organisations Governance Subcommittee.

Cr Clews declined the nomination

The Manager Democracy & Support Services then declared Cr Presland be the elected Chairperson of the Council Controlled Organisations Governance Subcommittee.

**3 ELECTION OF DEPUTY CHAIRPERSON**

It was agreed by the Council Controlled Organisations Governance Subcommittee that it defer consideration of the election of a member to be the Deputy Chairperson of the Council Controlled Organisation Governance Subcommittee until the next meeting of the Subcommittee.

**4 ENTERPRISE WAITAKERE GOVERNANCE ARRANGEMENTS**

3627/2002

MOVED by Cr Yates, seconded Cr Clews:

That the information be received.

**CARRIED**

10.12 am Cr Battersby left the meeting.

3628/2002

MOVED by Cr Yates, seconded Cr Clews:

1. That the Special Council Controlled Organisations Governance Subcommittee engages in a process of appointing up to a further three Trustees to the Waitakere Enterprise Trust Board.
2. That the following process for the appointment of Trustees to the Waitakere Enterprise Trust Board be approved:
  - 2.1 Expression of interest to be advertised in NZ Herald - prior to 25 December 2002 and early January 2003.
  - 2.2. Councillors invite potential candidates to express an interest - prior to 31 January 2003.
  - 2.3. Subcommittee prepares for interview questions and selection criteria - meeting prior to 31 January 2003.
  - 2.4. Applications close - on 31 January 2003.
  - 2.5. Shortlist developed by Staff Advisory Group is sent to Subcommittee - on 4 February 2003.
  - 2.6. Subcommittee approves shortlist - on 5 February 2003 (next meeting of the Subcommittee).
  - 2.7. Interviews by Subcommittee delegates - from 10 to 14 February 2003.
  - 2.8. Evaluation of applicants by Subcommittee delegates - from 10 to 18 February 2003.

- 2.9. Subcommittee reviews and makes decision - on 20 February 2003
  - 2.10. Subcommittee delegate contacts successful applicants to discuss remuneration and availability - 20-24 February 2003.
  - 2.11. Ratification at Council meeting on 26 February 2003.
  - 2.12. Contract with key result areas entered into with successful applicants - after 26 February 2003.
3. That the following schedule of general and specific competencies and skills required for Trustees to the Waitakere Enterprise Trust Board be approved:
- 3.1 Competencies required in all Members:
    - Leadership and governance;
    - Understanding of and commitment to sustainable economic development principles;
    - Cultural understanding and awareness;
    - Relationship management and advocacy skills;
    - Networks in the communities, locally, regionally and nationally.
  - 3.2 Skill sets to be represented among Member(s):
    - Leadership and Management;
    - Financial and Strategic Planning;
    - Information Management;
    - The translation of cultural capital into economic activity;
    - Marketing and/or customer relations expertise;
    - Understanding of Waitakere economic development issues;
    - Legal experience.
  - 3.3 Demonstrate credibility, access and the ability to leverage networks in the following areas:
    - Local Economic Development, particularly in the areas of sector focus-film, boat building, organics & technology (ICT);
    - New economy industry including creative industries, renewable energy and SME's;
    - Direct Investment, including foreign investments which provide direct benefit to Waitakere;
    - Education;
    - Venture Capital;
    - Enterprise Development;
    - Government.
  - 3.4 Behaviour Profile - to be able to take people with them:
    - Visionary Leadership;
    - Inspire and Motivate;
    - Strategic thinkers;
    - Excellent communicator and an ability to work across a wide range of stakeholder groups;

- Commitment to working as a team;
- Prepared to be held accountable for given portfolio;
- Prepared to commit to a policy of “no surprises” on matters likely to cause community concern or have political implications;
- Commitment to Waitakere City’s Agenda 21/Eco City philosophy and Council’s primary goal of the creation of sustainable, high quality local jobs.

4. That the Chief Executive be requested to undertake a comprehensive review of remuneration for Directors and Trustees of Council Controlled Organisations and an interim increase in remuneration for the Waitakere Enterprise Trust Board Chairperson to \$30,000 and Trustees to \$10,000 be approved.

**CARRIED**

**5 TECHSCAPE LIMITED GOVERNANCE ARRANGEMENTS**

3629/2002

MOVED by Mayor Bob Harvey, seconded Cr Fenton:

That the information be received.

**CARRIED**

3630/2002

MOVED by Mayor Bob Harvey, seconded Cr Clews:

That the joint Working Party with North Shore City Council to review the governance and performance of Techscape include Councillor Presland, the Director: Finance and the Director: Quality Assurance.

**CARRIED**

3631/2002

MOVED by Cr Clews, seconded Mayor Bob Harvey:

That the joint Working Party with North Shore City Council to review the governance and performance of Techscape also include Councillor Lawley.

**CARRIED**

3632/2002

MOVED by Mayor Bob Harvey, seconded Cr Fenton:

That before finalising the scope of review, appropriate input into the scope is obtained from the Chief Executive, the Council Controlled Organisations Governance Subcommittee, and the respective Chairs of the Finance and Operational Performance Committee, City Development Committee and the Environmental Management Committee.

**CARRIED**

10.32 am

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT AN ORDINARY MEETING OF  
THE COUNCIL CONTROLLED ORGANISATIONS  
GOVERNANCE SUBCOMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....