

- In conjunction with Council the Chairperson will evaluate the performance of the Board on an annual basis.
- In conjunction with Council the Chairperson of Waitakere City Holdings Limited will evaluate the performance of the Waitakere Properties Board Chair on an annual basis.

The Chairperson's role is to manage the board effectively, to provide leadership to the Board, to interface with the Chief Executive and to monitor performance with respect to the achievement of Trust Projects and the attainment of the Company's goals and objectives.

**6. Business Performance Targets and Other Performance Measures**

GOAL	TO BE MEASURED BY
<p><b><u>Commercial Return</u></b></p> <p>To provide an acceptable return to the Shareholder through sustaining the economic value of the Company and ensuring that each Trust Project is delivered in a manner which optimises the commercial benefit and return to Council consistent with the attainment of economic environmental and social objectives.</p>	<ul style="list-style-type: none"> <li>➤ To achieve budgeted revenue and costs.</li> <li>➤ The Net Profit After Tax (NPAT) target for 2005/06 and the succeeding two years is breakeven.</li> <li>➤ Financial returns for development projects shall be consistent with the assessment framework detailed in 16 below.</li> <li>➤ A capital plan shall be developed consistent with the assessment framework detailed in 16 below</li> </ul>
<p><b><u>Governance under Declaration of Trust</u></b></p> <p>To adhere to the terms of the Declaration of Trust and any related Letter of Direction for each Trust Project undertaken.</p>	<ul style="list-style-type: none"> <li>➤ The objectives for each project will:-                             <ul style="list-style-type: none"> <li>- be agreed with the Council concurrently with the Company accepting responsibility for control and development activities for such landholding under Declaration of Trust or be provided subsequently by approval of a concept plan or development plan prior to any significant construction expenditure being incurred, consistent with the Declaration of Trust.</li> </ul> </li> <li>➤ Adherence to the terms and conditions of any Letter of Direction</li> </ul>

GOAL	TO BE MEASURED BY
	<p>which may be given by Council from time to time in relation to any landholding, including in relation to commercial or environmental concerns, strategic outcomes and project financial distributions.</p> <ul style="list-style-type: none"> <li>➤ Report to the Council progress in relation to each landholding held under Declaration of Trust simultaneously with the statutory requirements to report on operations.</li> </ul>
<p><b>Governance</b> To meet all statutory, regulatory and shareholder requirements as required by the Local Government Act 2002, the Companies Act 1993 and any other applicable legislation.</p>	<ul style="list-style-type: none"> <li>➤ Provide a draft Statement of Intent to the shareholder by 1 March each year</li> <li>➤ Provide a final Statement of Corporate Intent to the Shareholder by 30 June each year.</li> <li>➤ To hold regular meetings of the Board of Directors.</li> <li>➤ Provide audited financial statements and an operations report for the Company to the Shareholder within three months of the completion of the financial year as required by section 67 the Local Government Act 2002.</li> <li>➤ Provide unaudited financial statements and operations report of the Company to the Shareholder within two months of the completion of the first half of the financial year as required by section 66 the Local Government Act 2002.</li> <li>➤ Provide a quarterly report to the shareholder on financial and non-financial performance including with respect to Trust Projects, contracts and transactions of significance, and strategic initiatives.</li> <li>➤ Provide such other information as may reasonably be required by the Shareholder or the Council, subject to</li> </ul>

GOAL	TO BE MEASURED BY
	any obligation of confidentiality which may be appropriate.

## **7. Dividend and Distribution Policy**

The Company's policy regarding dividends and other distributions will be determined from year to year by the Directors in accordance with operational results, financial prospects, and the circumstances prevailing, with the objectives of ensuring that: -

- The amount of the dividend or other distribution does not limit the Company's ability to fund future requirements (to both maintain and expand current operations in line with the Company's objectives).

and with the proviso's that:

- The Directors are satisfied that the requirements of Sect.4 of the Companies Act (the "solvency test") have been satisfied;
- The amount of any dividend does not exceed the amount of the profit after tax in the year to which the distribution relates; and
- That total liabilities do not exceed 50% of total assets.

## **8. Information to be Provided to Shareholders**

Although the Local Government Act 2002 only requires the company to report half yearly and annually to its shareholder, Council requires the company to report on a quarterly basis through its Finance & Operational Performance Committee.

The Company will provide information which meets the requirements of the Companies Act 1993, the Local Government Act 2002, and the reporting requirements prescribed from time to time by the Institute of Chartered Accountants of New Zealand, in order to enable the shareholders to make an informed assessment of the company's performance.

The following information will be made available:

- (a) An annual Statement of Intent in accordance with the Local Government Act 2002.
- (b) Quarterly reporting to Council, including the half yearly report shall be in accordance with Sect.66 of the Local Government Act and shall include any other information that the Directors deem appropriate.
- (c) An annual report in accordance with Secs 67, 68 and 69 of the Local Government Act 2002 and the reporting requirements prescribed from time to time by the Institute of Chartered Accountants of New Zealand, and any other information that the Directors deem appropriate.
- (d) Any other information required by Council, upon receipt of a written request from Council through its Chief Executive. The Local Government Act 2002 does not require the disclosure of sensitive information that may

be properly withheld if a request for that information were made under the Local Government Official Information and Meetings Act 1987.

- (e) Prior written proposals as a basis for discussion and negotiation for:-
- Any expansion of the Company's activities into new areas of business.
  - Any activity or arrangement related to property, subject to a specific Declaration of Trust, where the activity was not expressly approved by the Declaration of Trust or any Letter of Direction relating to that property, or is not consistent with any approved Concept Plan.
  - Any activity or arrangement involving the commitment of significant capital or Council resources (where "significant" equates to 50% of the value of Shareholder's Equity or for a property vested under a Declaration of Trust, 50% of the value of the developed land).

## **9. Statement of Accounting Policies**

The Company will comply with the Financial Reporting Standards and Statements of Standard Accounting Practice of the Institute of Chartered Accountants of New Zealand, and Generally Accepted Accounting Principles to the extent that this is practicable without disclosing commercially sensitive information that, in the view of the Directors, would be of value to third parties.

The Company will be subject to taxation, and accordingly normal commercial taxation policies will apply, including where appropriate, deferred taxation provisions.

## **10. Other Matters Required By The Local Government Act**

### **Ratio of Shareholder's Funds to Total Assets**

Shareholder's Funds are defined as the sum of the amount of share capital on issue, retained earnings/accumulated losses, revenue and capital reserves. Total Assets are defined as the sum of the net book value of current assets, investments, fixed assets, and intangible assets as disclosed in the Company's Statement of Financial Position, prepared in accordance with the accounting policies adopted by the Directors.

The target ratio of Shareholder's Funds to Total Assets shall not be less than 50% for the period covered by this Statement of Intent.

### **Estimate of the Commercial Value of the Company**

The value of Waitakere Properties Limited has been defined as the value of the issued share capital at the 30 June 2005.

### **Procedure for the Acquisition of an Interest in Another Organisation**

In order for the Company to meet its objectives, it may be necessary to initiate transactions relating to shares in subsidiary companies, joint ventures or existing companies. Any decision to initiate such transactions will be subject to approval by the Directors of the Company and to the extent that such transactions result in either a change in the essential nature of the business of the Company or involves significant resources or capital in excess of \$1,000,000, the approval of the Shareholder.

#### **11. Capital Structure**

The Company will operate with a debt to total assets ratio that is less than 50%, except where additional debt: -

- Is secured by charge against the property assets vested in the Company under Declaration of Trust; and
- The charging of such property assets is specifically approved under the particular Declaration of Trust and/or any related Letter of Direction; and
- The debt so charged in any case does not exceed 50% of the market value of the land and improvements vested under the particular Declaration of Trust.

Within these restrictions the Company may arrange funding from the financial sector as required subject to the prudent management of market rate, currency and credit risk.

#### **12. Risk Analysis and Management Policy**

The framework for managing and reporting on risk will follow the current standard AS/NZS 4360: 1999. Each year the Board will ensure there is a formal evaluation of the Company's exposure to risk and satisfy itself that appropriate strategies are in place to manage or eliminate risk.

In assessing and managing risks it is recognised that the shareholder, as a public entity, is risk averse and consequently the Board will manage both the Company and Trust projects prudently to minimise risk and the potential for losses, subject to the requirement to attain strategic outcomes and objectives as agreed from time to time with Council. The shareholder recognises that the intent to facilitate particular strategic development goals and outcomes of significance to the City may justify in any instance the assumption by the Company of greater risk and an inherent potential for losses with respect to a given project than might otherwise be desirable.

The levels of return offered by the property industry reflect the generally high degree of risk associated with: -

- Extended development cycles.
- Relatively high investments associated with low volume turnovers.
- Exposure to external factors such as the legislative and regulatory framework, business cycles (interest rates), immigration etc.
- The residential and business sectors are exposed to consumer preferences not associated with quantifiable benefits / costs.

The management and mitigation / control of risk will be undertaken through: -

- Detailed financial feasibilities, including sensitivity analyses
- Product selection based on comprehensive research and informed opinion
- Knowledge of business cycles
- Cash flow management
- Staging of construction and provision of infrastructure
- Debt management in accordance with stated ratios
- Product diversification (type, price and location) where possible and appropriate
- Risk sharing where appropriate (joint ventures)
- Pre-leasing or pre-commitments by prospective tenants, purchasers and third parties
- Employment of expert project management skills
- Establishment of monitoring procedures

The above are the most critical aspects of risk management. Additional business risks in the form of business continuity, statutory compliance, financial management and control, professional indemnity, contractual protection, fire etc will be managed in the normal manner.

### **13. Trust Projects Funding & Accounting Structure**

Projects undertaken in terms of the Declaration of Trust are funded and managed as follows: -

- A strict accounting policy shall be maintained to ensure each project is separately accounted.

- Projects shall be accounted and funded through accounts that are common with those of the Council but are subject to the direct control of signatories authorised by the Company.
- When projects do not achieve established criteria the details of shortcomings and the reasons for undertaking such projects shall be detailed to the Shareholder and Council as Trust beneficiary through the quarterly reporting process.
- Financial Distributions to the Council from Trust Projects shall only be made when such projects provide sustainable positive cash flow.

#### **14 Development Projects – Strategic Outcomes**

Development Projects shall satisfy the following strategic criteria: -

- Assist urban consolidation
- Contribute to town centre revitalisation and development
- Provide support to public transport initiatives and viability
- Be employment generating
- Facilitate town centre growth
- Provide key infrastructure
- Offer opportunities to leverage private sector investment
- Respond to the environment in an appropriate manner consistent with Eco-City objectives.

#### **15 Development Projects – Assessment Criteria**

Development projects shall be selected in accordance with the established risk management policy and subject to the following further criteria: -

##### Financial Criteria

Any development project contemplated by the Company which does not satisfy the requirements of Project Returns may be referred to the Shareholder for consideration on the following grounds: -

- Achieves delivery on strategic City objectives
- Achieves delivery of significant public good

- Achieves delivery as a pilot project which offers leadership to the private sector or lowers risks and uncertainties to the private sector in delivering strategic outcomes.

#### Geographic Criteria

All development projects funded from share capital shall be located in Waitakere City

## 16 Facilitating Strategic City Objectives

The shareholder is desirous of extending the activities of the Company in facilitating strategic City objectives. To achieve this the Company will seek to develop, in liaison with the Council, an **assessment framework** and establish a formal working **relationship framework** with Council and Council officers consistent with achieving the objectives.

These frameworks will encompass strategic property acquisitions and development, the proactive identification of opportunities for the Company and Council, and may actively seek to provide examples of innovative or leading edge development within approved development outcomes.

The **Assessment Framework** may include:-

- The social, environmental and economic issues consistent with the objectives.
- Criteria for assessing and measuring Company and development project performance towards the objectives.
- Financial criteria relevant to assessing Company and development project performance.
- Governance requirements specific to Company delivery on these objectives, relating to the representation, skill set and particular performance parameters associated with the objectives.
- Sustainable building criteria
- A financial structure which provides for the establishment and growth of capital which would be utilised in respect of projects which fit the assessment criteria

#### **Relationship Framework**

The role of the Company as an implementation tool to give effect to strategic City objectives requires the establishment of best practice in public private partnering which: -

- Enables the Company to provide an advisory role in the policy and planning phases undertaken by Council thus maximising the ability to implement the objectives.
- Enables Council staff to interact directly with the Company to develop staff expertise in implementation and commercial business practice thus promoting practical policy formation.
- Establishes a commercial business relationship that secures best value from both entities and enables close cooperation whilst recognising the particular roles and functions of each.
- Provides a formal reporting relationship with Council to ensure that Councillors have an opportunity to interact with the Company and provide political direction.
- Enables the Company to act in concert with the provision by Enterprise Waitakere of a service as an economic development agency, facilitating and where appropriate undertaking development supportive of economic and strategic objectives common to Enterprise Waitakere and Council.

#### **17 Activities Involving Public Authorities**

The Company may provide services, as described in the section entitled "Nature and Scope of Activities", to the Council as part of its normal business activities. These services will generally be contracted and charged for on a commercial basis but some advice may be provided without specific charge in accordance with the nature of the relationship.

Subject to the assessment criteria contained in this Statement of Intent the Company may also enter into any contractual or commercial arrangement with any other territorial or regional authority as part of its normal business activities, payment for which will be the responsibility of the territorial or local authority concerned.

**WAITAKERE ENTERPRISE TRUST BOARD  
(TRADING AS ENTERPRISE WAITAKERE)**

**STATEMENT OF INTENT  
2005/06**



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**STATEMENT OF INTENT  
FOR THE THREE YEARS COMMENCING  
1 JULY 2005**

*This document is The Waitakere Enterprise Trust Board (trading as Enterprise Waitakere)  
Statement of Intent for  
the purposes of the Local Government Act 2002.*

**Chair's Comment**

The Board of Enterprise Waitakere is pleased to present its updated Statement of Intent for the three year period commencing 1 July 2005. This is the first review of the original document.

The organisation has operated successfully for 10 years helping the economy of Waitakere perform for the benefit of residents and ratepayers in Waitakere City and laying the foundations for future growth.

Economic trends over the last 10 years have generally been positive in all areas when measured by average annual growth. Waitakere's performance has tended to trail the Auckland Region's trend but has been better than the New Zealand average. In fact in the last 12 months its overall performance amongst the 74 Territorial Authorities NZ wide was 13<sup>th</sup> which placed it 3<sup>rd</sup> within the region behind Rodney District and North Shore City.

Deeper analysis however points to this performance being largely people driven with the relative growth patterns being primarily the result of significant growth in the service sector, construction, retail and distribution. Manufacturing and technology sector have not performed so well and there are some issues of structure and constraints which mean that without fundamental changes in the City's use of land, Waitakere will be confined to being a dormitory suburb of the Auckland Region.

Currently 60% of the City's workforce leaves Waitakere each day adding to the region's transport and environmental challenges. Only 8% of the region's jobs are based in Waitakere, despite 14% of the population living here.

As a result the Board of Enterprise Waitakere has set itself some robust objectives around introducing more new, good quality businesses to the City with a focus on the creative and technology driven manufacturing sectors. It also highlights the need for ongoing advocacy to change Regional Planning paradigms in order to respond more effectively to growth opportunities locally.

This Statement of Intent builds on the framework established by the Waitakere City Economic Development Strategy and the Board look forward to working closely with Waitakere City Council and its staff to deliver on these initiatives.

  
\_\_\_\_\_  
Chairman

Bryan Mogridge

23<sup>rd</sup> February 2005

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## Introduction

Enterprise Waitakere was established by Waitakere City Council to promote, foster and develop a sustainable, dynamic and innovative economy in Waitakere City.

The Trust meets the definition of a Council Controlled Organisation as defined by section 6 of the Local Government Act and accordingly is required to prepare and deliver to the shareholder a completed statement of intent on or before 30 June each year.

- o The Local Government Act also provides the opportunity for the shareholder to comment on a draft of the statement of intent. The trustees will consider these comments, prior to finalisation.
- o This statement has been prepared in accordance with these requirements.

This Statement of Intent has been developed between Enterprise Waitakere and its shareholder to:

- State publicly the activities and intentions of Enterprise Waitakere for the year to 30 June 2005 and the following two financial years including the objectives to which these activities will contribute.
- Provide an opportunity for the Shareholder to influence the direction of Enterprise Waitakere.
- Provide a basis for the accountability of the directors to the shareholder for the performance of Enterprise Waitakere.

The content of the Statement is specified in Schedule 8 of the Local Government Act 2002.

The Statement of Intent is reviewed annually with the shareholder, although each Statement spans a three-year horizon.

## Objectives

1. Promote Waitakere as an attractive business location.
2. Partner Council and Waitakere Properties Ltd to realise the economic opportunities presented by major projects.
3. Support the establishment and growth of businesses focusing in particular on high added value industries.
4. Focus on the skill needs of employers and initiate actions to help meet those needs.
5. Advocate the needs of the Waitakere economy.

## Nature and Scope of Activities

Enterprise Waitakere is focused on achieving positive transitions for business, employers, employees and Waitakere's communities. It will do this by facilitation, partnering, advocating and delivering on sustainable economic initiatives within its community and the wider Auckland Region in order to drive sustainable economic growth.

The Trust is a Council controlled organisation subject to the provisions of the Charitable Trusts Act 1957 and the Local Government Act 2002. The Trust does not trade with the intention or purpose of making a profit.

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## **Governance**

### **Council Policy**

In accordance with section 57 of Local Government Act 2002 local authorities are required to have in place a policy on the appointment of directors that sets out an objective and transparent process for:

- the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and
- the appointment of directors to a council organisation; and
- the remuneration of directors of the council organisation.

Local authorities may appoint a person to be a director of a council organisation only if the person has, in the opinion of the local authority, the skills, knowledge, or experience to:

- guide the organisation, given the nature and scope of its activities; and
- contribute to the achievement of the objectives of the organisation.

### **Role of the Board**

The Board aims to ensure that the business of the trust is carried out in the best interests of the shareholder and with proper regard to corporate responsibility.

The primary role of the board of directors is to:

- 1) Allocate capital and resources to enable the trust to achieve its goals in a manner that best serves the interests of the shareholder as a whole.
- 2) Effectively represent and promote the interests of the shareholder with a view to adding long-term value.
- 3) Direct and supervise the management of the business affairs of the trust including:
  - Establishing goals and strategies
  - Establishing policies for strengthening the performance of the trust
  - Monitoring performance of management
  - Appointing the CEO
  - Deciding whatever steps are necessary to protect the trust's financial position
  - Ensuring that financial statements are true and fair and conform to law
  - Ensuring the trust adheres to high standards of ethics and corporate behaviour
  - Ensuring the trust has appropriate risk management/regulatory compliance policies in place.
- 4) Satisfy itself that the trust is achieving the trust goals.
- 5) Familiarise itself with issues of concern to the shareholder and keep the shareholder informed on a timely basis through quarterly reporting and using the principle of no surprises.
- 6) Evaluate economic, political, social and legal issues that may impact on the business.

The Chairperson's role is to manage the board effectively, to provide leadership to the Board and to interface with the Chief Executive Officer. The Chairperson's role includes completing an evaluation of the individual Directors and collective Board performance on an annual basis.

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## **RISK MANAGEMENT**

The framework for managing and reporting on risk will follow the current standard AS/NZS 4360: 1999. Each year the Board will ensure there is a formal evaluation of the trust's exposure to risk and satisfy itself that appropriate strategies are in place to manage or eliminate risk.

In assessing and managing risks it is recognised that the Board is risk adverse and consequently the Board will manage the Trust to minimise risk and the potential for losses.

The management mitigation/ control of risk will be undertaken through:-

1. Detailed financial feasibility studies
2. Service selection based in comprehensive research and informed opinion.
3. Knowledge of business and political cycles
4. Cash flow management
5. Debt management where appropriate
6. Risk sharing where appropriate
7. Employment of expert management advice
8. Appointment of skilled and experience Trustees
9. Establishment of a risk management policy and monitoring procedures

The above are the most critical aspects of risk management. Additional business risks in the form of Trust continuity, Statutory Compliance, Financial management and control, professional indemnity etc will be managed in the normal manner and in accordance the risk management policy.

Activity	Strategic Objectives *	Indicators sought by 30 June 2008	Targets to 30 June 2006
City Image	Promote Waitakere as an attractive business location	A strong positive identity underpins a proactive investment attraction programme	An agreed value proposition underpinning investment attraction initiatives in Henderson & Hobsonville Tourism destination marketing programme including brochure, website, 0800 number and advertising is completed.
Investment	Partner Council and WPI. to realise the economic opportunities presented by major projects.	At least \$100 million of new introduction facilitated into the City with a bias towards the key locations of Henderson, New Lynn and Hobsonville.	\$30 million new investment facilitated into the City with a bias towards the key locations of Henderson and Hobsonville.
Business Services & sector support	Support the establishment and growth of SMEs focusing in particular on high added value industries	The number of registered business entities grow by 8.5%.	Support to 2000 businesses with > 85% satisfaction from contact clients. Growth in key sectors realised which exceeds regional and national average. The number of business entities grows by at least 4%.
Employment & Skills	Focus on the skill needs of employers and initiate actions to help meet those needs.	The number of people leaving the City for employment reduced by 10% of total number currently working outside of the City.	Implement Waitakere Employment and Skills project by ensuring the unemployed directly connected to the labour market and all senior secondary school students informed of local employment opportunities. TrainSmart Education Centre occupancy in Youth Training and ESOL – English for Employment exceeds 80% with positive outcome exceeding 75%.
Responsiveness & Advocacy	Advocate the needs of the Waitakere economy.	The government agreeing Whenuapai should be established as a Civil/mixed use airport. Hobsonville Marine Precinct underway. An MUL shift provides adequate greenfield opportunities for commercial and industrial development.	To continue to work with Council to proactively lobby Government to agreeing to Whenuapai airbase being converted to a Civil/mixed use airport. MRI funding attracted to Hobsonville Marine Precinct Ensuring ARC's business location strategy adequately acknowledges Waitakere's land use needs. Council's bi-annual business survey measure > 70% satisfaction with EW's performance

\* Footnote: The strategic objectives align with the Council objectives expressed in the draft Economic Development Strategy.

## **Information to be Provided to the Council**

The Trust will provide information which meets the requirements of the Charitable Trusts Act 1957, the Local Government Act 2002, and the Financial Reporting Act 1993 in order to enable the shareholders to make an informed assessment of the trust's performance. The following information will be made available to the shareholder:

- An annual Statement of Intent in accordance with S.64 of the Local Government Act 2002 and any other information that the Directors deem appropriate.
- A first and third quarter report of financial and non-financial information as deemed appropriate by the Directors.
- A half yearly report in accordance with S.66 of the Local Government Act 2002 and any other information that the Directors deem appropriate.
- An annual report in accordance with S 67, 68 and 69 of the Local Government Act 2002 and any other information that the Directors deem appropriate.
- Any other information required by the shareholders, upon receipt of a joint written request from the shareholder through their respective Chief Executives. The Local Government Act 2002 does not require the disclosure of sensitive information that may be properly withheld if a request for that information were made under the Local Government Official Information and Meetings Act 1987.

## **Other Matters Required by the Local Government Act**

The following information is required to be disclosed in each Statement of Intent.

### **Ratio of Shareholders' Funds to Total Assets**

As a Charitable Trust this is not applicable.

### **Procedure for the Acquisition of an interest in another organisation**

In order for the Trust to meet its objectives, it may be in its interest to initiate transactions which bring about a memorandum of understanding, partnership or joint venture with existing organisations. Any decision to initiate such transactions will be subject to approval by the Board of Trustees and the procession of the Board's Deed of Trust.

Shareholder approval is required where commitments exceed \$500,000.

### **Accounting Policies**

The Trust will comply with the Financial Reporting standards and statements of standard accounting practice of the Institute of Chartered Accountants of New Zealand, and generally accepted accounting principals.

### **Activities for Which the Board Seeks Compensation from Local Authorities**

Enterprise Waitakere will provide goods and services, as described in the section entitled "Nature and Scope of Activities", to the shareholding Council as part of its normal business activities. These goods and services will be contracted and charged for on a commercial basis.

Enterprise Waitakere may also enter into any contractual or commercial arrangement with any other territorial or regional authority as part of its normal business activities. Payment for which will be the responsibility of the territorial or local authority concerned.

**Council Controlled Organisation - 2005/2006 draft Statements of Intent  
Compliance with the Local Government Act 2002 with regard to content**

**Schedule 8, clause 9 :**

A statement of intent must, to the extent that is appropriate given the organisational form of the council-controlled organisation, specify for the group comprising the council-controlled organisation and its subsidiaries (if any) and in respect of the financial year immediately following the financial year in which it is required by clause 3(b) to be delivered and each of the immediately following 2 financial years, the following information :

		WCHL	WPL	WE	T/scape
a)	the objectives of the group; and	complies	complies	complies	complies
b)	a statement of the board's approach to governance of the group; and	complies	complies	complies	complies
c)	the nature and scope of the activities to be undertaken by the group; and	complies	complies	complies	complies
d)	the ratio of consolidated shareholders funds to total assets and the definitions of those terms; and	complies	complies	Not applicable	complies
e)	the accounting policies of the group; and	complies	Summary only	Summary only	complies
(f)	the performance targets and other measures by which the performance of the group may be judged in relation to its objectives; and	complies	complies	complies	complies
(g)	an estimate of the amount or proportion of accumulated profits and capital reserves that is intended to be distributed to the shareholders; and	complies	complies	Not applicable	complies
(h)	the kind of information to be provided to the shareholders by the group during the course of those financial years, including the information to be included in each half yearly report (and, in particular, what financial information is required and how it is to be presented); and	complies	complies	complies	complies
(i)	the procedures to be followed before any member of the group subscribes for, purchases, or otherwise acquires shares in any company or other organisation; and	Divestment policy only	complies	complies	complies
(j)	any activities for which the board seeks compensation from any local authority (whether or not the local authority has agreed to provide the compensation); and	complies	complies	complies	complies
(k)	the boards estimate of the commercial value of the shareholders' investment in the group and the manner in which, and the times at which, that value is to be reassessed; and	complies	complies	Not applicable	complies
(l)	any other matters that are agreed to by the shareholders and the board.	complies	complies	complies	complies

**MINUTES OF A MEETING OF THE EMERGENCY SERVICES SPECIAL COMMITTEE  
HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN,  
WAITAKERE CITY, ON WEDNESDAY, 2 MARCH 2005,  
COMMENCING AT 2.06 PM.**

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**PRESENT:** Councillors DQ Battersby, JP (Chairperson)  
WW Flaunty, QSM, JP (Deputy Chairperson) (from  
2.08 pm)  
PJ Booth, OBE  
RP Dallow, QPM, JP

**IN ATTENDANCE:** Director: Corporate & Civic Services  
Manager: Emergency Management Services  
Principal Rural Fire Officer  
Democracy and Governance Team Manager

**1 APOLOGIES**

225/2005

MOVED by Cr Booth, seconded Cr Dallow:

That an apology from Cr Flaunty for lateness be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

226/2005

MOVED by Cr Battersby, seconded Cr Dallow:

That the minutes of the Meeting of the Emergency Services Special Committee held on Tuesday, 1 February 2005, as circulated, be taken as read and now be confirmed.

**CARRIED**

**4 COUNCIL SUBMISSION ON THE NEW FIRE LEGISLATION DISCUSSION DOCUMENT**

2.08 pm Cr Flaunty entered the meeting.

227/2005

MOVED by Cr Flaunty, seconded Cr Dallow:

1. That the Council Submission on the New Fire Legislation Discussion Document report be received.

2. That the draft Submission on the New Fire Legislation Discussion Document, as attached at pages A1 to A7 to the Agenda, be adopted as the Waitakere City Council Submission and submitted to the Department of Internal Affairs.

**CARRIED**

**CONFIDENTIAL ITEM**

**5 AUCKLAND REGION CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP - APPOINTMENT OF GROUP CONTROLLER**

**PROCEDURAL MOTION TO EXCLUDE THE PUBLIC**

228/2005

MOVED by Cr Battersby, seconded Cr Dallow:

That the public be excluded from the following part of the proceedings of this meeting, namely Auckland Region Civil Defence Emergency Management Group - Appointment of Group Controller.

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

General subject of the matter to be considered.	Reason for passing this resolution in relation to the matter.	Ground(s) under Section 48(1)(a) for the passing of this resolution.
<ul style="list-style-type: none"> <li>• Auckland Region Civil Defence Emergency Management Group – Appointment of Group Controller.</li> </ul>	<p>The withholding of information is necessary in order to:</p> <ul style="list-style-type: none"> <li>• protect the privacy of natural persons, including that of deceased natural persons.</li> </ul>	<p>That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

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

- *The report contains information that might affect the privacy of natural persons.*

**CARRIED**

2.12 pm The public were excluded.

Minute Number 229/2005 is recorded in the Confidential Section of these Minutes.

2.20 pm The public were readmitted.

**RESTATEMENT**

The Committee resolved while the public were excluded:

(MOVED by Cr Dallow, seconded Cr Flaunty) (resolution 229/2005) *"That the Auckland Region Civil Defence Emergency Management Group - Appointment of Group Controller report together with resolution 229/2005 remain confidential until further notice."*

2.21 pm

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

CONFIRMED AT A MEETING OF THE  
EMERGENCY SERVICES SPECIAL COMMITTEE  
HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

**MINUTES OF A MEETING OF THE EMERGENCY SERVICES SPECIAL COMMITTEE  
HELD IN THE CIVIL DEFENCE HEADQUARTERS, 7 ELCOAT AVENUE,  
HENDERSON, WAITAKERE CITY, ON TUESDAY, 5 APRIL 2005  
COMMENCING AT 9.32 AM.**

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**PRESENT:** Councillors DQ Battersby, JP (Chairperson)  
WW Flaunty, QSM, JP (Deputy Chairperson)  
PJ Booth, OBE  
RP Dallow, QPM, JP (from 9.50 am)

**IN ATTENDANCE:** Director: Corporate & Civic Services  
Group Manager Democracy and Support Services  
Emergency Management Services Officer  
Principal Rural Fire Officer  
Democracy and Governance Team Manager

**ALSO IN ATTENDANCE:** B Ellis: Chief Fire Officer, NZ Fire Service, Waitakere City  
P Wilding: Deputy Chief Fire Officer, NZ Fire Service, Waitakere City

**1 APOLOGIES**

479/2005

MOVED by Cr Flaunty, seconded Cr Booth:

That an apology from Cr Dallow for lateness be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

480/2005

MOVED by Cr Flaunty, seconded Cr Booth:

That the minutes of the Meeting of the Emergency Services Special Committee held on Wednesday, 2 March 2005, as circulated, be taken as read and now be confirmed.

**CARRIED**

4 **OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT AND RURAL FIRE ACTIVITY**

9.50 am Cr Dallow entered the meeting.

481/2005

MOVED by Cr Booth, seconded Cr Flaunty:

That Officers be instructed to undertake feasibility and due diligence on the co-location of the Civil Defence Emergency Management Emergency Operating Centre with the Fire Service Headquarters at sites identified in Te Atatu South by the Fire Service and report back to Council in relation to tenure, cost, and project viability issues, at the earliest opportunity.

**CARRIED**

482/2005

MOVED by Cr Dallow, seconded Cr Flaunty:

That the Chairman write a letter to the appropriate authorities putting forward the urgency of the need to re-instate the automatic weather stations at Cornwallis and Woodhill to a fully operational state.

**CARRIED**

483/2005

MOVED by Cr Dallow, seconded Cr Flaunty:

That the Overview Of Civil Defence Emergency Management and Rural Fire Activity report be received.

**CARRIED**

10.18 am

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

CONFIRMED AT A MEETING OF THE  
EMERGENCY SERVICES SPECIAL COMMITTEE  
HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

**MINUTES OF A MEETING OF THE TENDERS SUBCOMMITTEE HELD IN THE  
CIVIC CENTRE, 6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON FRIDAY, 1 APRIL 2005, COMMENCING AT 9.05 AM**

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**PRESENT:**

Councillors JM Clews, QSO, JP (Chairperson)  
RI Clow (Deputy Chairperson)  
Director: City Services  
Director: Corporate & Civic Services  
Director: Quality Assurance  
Director: Finance

**ALSO PRESENT:**

Councillor WW Flaunty, QSM, JP

**IN ATTENDANCE:**

Group Manager: Asset Management  
Manager: Parks & Open Spaces  
Asset Manager: Environmental  
IM Infrastructure Project Manager  
Committee Secretary: O Schuster

**1. APOLOGIES**

475/2005

MOVED by Cr Clow, seconded R McLeod:

That apologies from HV O'Rourke, A Magee and W Paki for absence be received and sustained.

**CARRIED**

**2. URGENT BUSINESS**

There was no Urgent Business.

**3. CONFIRMATION OF MINUTES**

476/2005

MOVED by R McLeod, seconded Cr Clow:

That the minutes of the Meeting of the Tenders Subcommittee held on Friday, 18 March 2005, as circulated, be taken as read and now be confirmed.

**CARRIED**

4 **PARKS MAINTENANCE CONTRACT 2005 - CONTRACT NO. PK 05001C - PLANT AND ANIMAL PEST MAINTENANCE**

477/2005

MOVED by R Rudd, seconded Cr Clow:

1. That the Parks Maintenance Contract 2005 No. PK 05001C - Plant and Animal Pest Maintenance report be received.
2. That approval be given to invite public tenders for Contract No. PK 05001C - Plant and Animal Pest Maintenance, for two (2) years with extensions of two (2) plus two (2) years.

**CARRIED**

5 **REPORT ON PROCUREMENT CONTRACT FOR COUNCIL CHAMBER AUDIO VISUAL SYSTEMS FOR WAITAKERE CENTRAL**

478/2005

MOVED by Cr Clow, seconded R McLeod:

1. That the Report on Procurement Contract for Council Chamber Audio Visual Systems for Waitakere Central be received.
2. That the reasons for not proceeding to tender for the Waitakere Central Audio Visual Contract as set out in the report be noted.

**CARRIED**

9.07 am

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

CONFIRMED AT AN ORDINARY MEETING OF THE  
TENDERS SUBCOMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....