



LAPA

Local Authority
Property Association

**LOCAL AUTHORITY PROPERTY
ASSOCIATION**

ANNUAL REPORT 2010

AGM Agenda

NOTICE IS HEREEBY GIVEN that the Annual General Meeting of the Local Authority Property Association Inc (LAPA) will be held at the Rendezvous Hotel, Auckland on 4 August 2010 commencing at 1:00 pm.

1. Apologies
2. Minutes of the Annual General Meeting – 4 November, 2009
3. President's Report
4. Report from the Executive
5. Annual Accounts
6. Election of Officers
7. Notice of motion to amend the rules

Notice of Motion to Amend Rules

Proposed Rule Change:

It is proposed to amend the Constitution of the Local Authority Property Association to:

1. Modify Rule 5.5 to change the name "Honorary Member" to "Life Member". This is because there are now several classes of membership, and the existing title does not clearly identify the purpose of the membership. No change is proposed to the category of membership, and the basis for being awarded Life Membership will remain exactly as for Honorary Member.
2. Modify Rule 8 to allow the Executive Committee to co-opt the services of up to two individuals who may or may not meet the criteria for Executive Committee membership. This is to allow, in the future, one or two people to assist in the work of running LAPA, who may be retired or who may have a specialist skill that is needed by the Executive from time to time.

Rule 5.5 would be changed to read:

5.5 Life Membership – This membership may be conferred on any person in recognition of their contribution to Local Authority Property. Life Membership will be conferred by the AGM on the recommendation of the Executive.

Rule 8 would be changed to read:

8. The Executive - The Executive will comprise of up to ten (10) Officers elected at the Annual General Meeting. Only Members of the Association can be elected to the Executive. Nominations for the Executive are to be called with the notice of the Annual General Meeting and be received by the Secretary of the Association before the commencement of the Annual General Meeting in a form prescribed by the Executive. - The Executive will take office at midnight on the day following the Annual General Meeting and will hold office until the new executive takes office. The Executive will elect a President, Secretary, and Treasurer from among its number. The Executive, at its discretion, may co-opt up to two individuals who may or may not meet the criteria for Executive Office to assist with the Association's activities. At all times, no less than two (2) of the Executive are to be from South Island Local Authorities and no less than three (3) of the Executive are to be from North Island Local Authorities.

MINUTES OF 2009 ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of Local Authority Property Association
Grand Chancellor Hotel
Christchurch
12.30pm
4th November, 2009

Present:

John Rooney	Ashburton DC
Yuting Yin	Ashburton DC
John O'Brien	Auckland CC
Paul Ivory	Auckland CC (Executive)
Jacqueline Stokes	Auckland Regional Council
Natasha Friedrichson	Auckland Regional Council
Bede Brown	Buller DC
Karl Beaufort	Buller DC
Bill Hughes	Christchurch CC
Lewis Burn	Christchurch CC
Stuart McLeod	Christchurch CC
Annabel Bridge	Environment BoP
Adrian VanDerHulst	Hamilton CC
Grant Neilson	Horizons RC
Max Tregonning	Horowhenua DC
Paul Horner	Invercargill CC
Kevin McNaught	Invercargill CC (Executive)
Sean Hester	Kapiti Coast DC
Ken Price	Kapiti Coast DC (Executive)
Graeme Pointon	Manawatu/Rangitikei
Sharon Berry	Matamata Piako DC
Ian Morrison	Nelson CC
Geoff Dawson	North Shore CC
Graham Taylor	North Shore CC
Nicki Hanna	Palmerston North CC
Stephanie Thompson	Palmerston North CC
Mark Johannsen	Rodney DC
Paul Will	Rodney DC
Kathy Phillips	Rotorua DC
Leonie Spalding	Selwyn DC
Rob Allen	Selwyn DC
Phillip Merfield	Simpson Grierson
Gary Tong	Southland DC
Jenine Kaye-Wood	Tasman DC
Susan Mathieson	Tasman DC
Jim Frater	Tasman DC (Executive)
Flash Sandham	Taupo DC
Jack Woodland	Taupo DC
Judy Nicholas	Taupo DC
Stuart Hallet	Taupo DC
Norman Chester	Taupo DC
Scott Holdsworth	Taupo DC (Executive)
Brian Telfer	Urbanplus, Hutt City Council
Monese Ball	Waimakariri DC
Gary Saunders	Waimakariri DC (Executive)
John Larcombe	Waimate DC
Bernard Winterborn	Waipa DC
Michael Riley	Waitakere CC (Executive)
Margaret Hamilton	Waitaki DC
Blaise Williams	Western BoP DC

Present: 50 Members of the Local Authority Property Association

Apology: Anthony Averill, Tauranga

Nomination: Prior to the meeting, nominations were called for, to add to those already received (being Jim Frater, Michael Riley, Paul Ivory, Kevin McNaught, Gary Saunders, Scott Holdsworth and Ken Price). No further nominations were received and, accordingly, the nominated members automatically became the new committee.

The outgoing President, Jim Frater, opened the meeting at 12.30pm

Motion: That the Minutes of the Annual General Meeting held on 8th October 2008 be adopted. Moved Kevin McNaught/Seconded Ken Price. CARRIED

President's Report:

Those present to encourage others in the property field to become members. He advised the improvements to the website. He felt that LAPA was at the end of the first phase of establishment. He detailed some of the work undertaken by the Executive during the past 12 months.

Motion: That the President's Report be received. Moved Jim Frater/Seconded Bede Brown. CARRIED

Finance Report:

Paul Ivory advised LAPA had engaged the services of an accountant, Simon Rogan, to look after the accounting side of the association. He mentioned the meeting held earlier in the week with representatives from PINZ and training opportunities that may be offered.

Motion: That the Finance Report be received. Moved Paul Ivory/Seconded Lewis Burn. CARRIED

Publicity:

Ken Price asked those present for open, honest feedback from members after the conference, to indicate what their real needs are.

Website:

Scott Holdsworth urged members to use the website. If they felt there was no need for a website, to indicate such.

Sponsorship:

Paul Ivory advised that a couple of sponsors had been lost, but these have been replaced by other firms. He encouraged members to support the sponsors.

Outreach/Submissions:

Kevin McNaught advised areas of submission, especially with respect to the Public Works Act. He elaborated on training opportunities being investigated.

Conference 2009

Gary Saunders commented on the organisation of the 2009 conference, and encouraged all to enjoy the event.

Membership

Michael Riley advised there were now 155 members. No membership fee makes it easy to join, yet many still have not done so. The LAPA goal was to have at least one member in each TA.

Election of Officers

The seven nominations were appointed to the Executive.

Notice of Motion

The notice of motion to amend Rule 5 to include CCO employees to have Full Member status, and to establish a new Affiliate Member class was put to those present.

Motion: To amend Rule 5 as described in the AGM booklet. Moved Michael Riley/Seconded John O'Brien. CARRIED

General Business

Motion: To thank Jim Frater for his role as President for the past four years. Moved Michael Riley/Seconded Paul Ivory. CARRIED

Meeting closed 1.05pm

PRESIDENT'S REPORT – 2010

I have pleasure in presenting my first annual report as president of the Local Authority Property Association. This is the fifth LAPA annual report, to be formally presented at the Annual General Meeting in Auckland on 4 August 2010.

The annual meeting in Christchurch last year saw the Executive return unopposed. Annabel Bridge was seconded to the committee and has been a valuable asset with fresh ideas and enthusiasm.



The committee elected Michael Riley as Vice President, including Secretary and Membership roles. Gary Saunders is responsible for the Treasury function and is also a member of the conference sub-committee. Kevin McNaught deals with legal and compliance matters and represents LAPA with regard to various submissions to draft government policy and legislation. Ken Price has been appointed to the sponsorship sub-committee along with Annabel Bridge and Kevin McNaught. Ken is also responsible for our communications. Scott Holdsworth has continued with his role as website sponsor and has been developing the site over the last year. Annabel Bridge chairs the sponsorship sub-committee and is also a member of the conference sub-committee.

Jim Frater stated in the 2009 Annual Report that he would step down from the executive at this year's conference. I would like to thank him for his invaluable contribution during the last twelve months and his participation as an active member of the executive and conference sub-committee. I understand he intends to purchase an American sports car to fill in the time previously spent on the LAPA Executive Committee.

LAPA's recognition and reputation continues to grow. This has been evident with an invitation to Kevin McNaught and myself by the Ministry of the Environment to attend a meeting in Wellington to discuss proposed changes to the Resource Management Act.

In March we held a two day Executive meeting in Auckland where we discussed the future direction of LAPA and introduced several new initiatives. Sub committees were formed for the conference and sponsorship, which not only shares the load of work but also gives the executive members responsibility for these tasks.

A strategic plan was produced and widely discussed at our February meeting. The plan is designed to give us direction and goal setting for the next three to five years. The strategic plan will be presented at this years conference vision/strategy session – 'What can LAPA do for you?' on Thursday at 12.45pm – 1.30pm.

The Executive also discussed options for sponsorship. While we have had the concept of the family of sponsors for several years; there has never been any written agreement with our sponsors, for both their and our obligations. 2009 and 2010 have been difficult years for corporates, and this has created additional risks for LAPA itself. I wish to thank Ken Price and Annabel Bridge for the work they put into formulating the sponsorship agreement. The agreement is for two years which gives a greater degree of certainty to both parties in these hard financial times.

We would like to thank our current sponsors for supporting LAPA and I urge you to visit their stands during the conference and show them your support. The sponsors are the life blood of our organisation and we encourage the members to give them an opportunity to quote for the works and services that they provide.



Our membership has continued to grow from last year's conference of one hundred and fifty-five full members to one hundred and seventy this year. I would like to thank Michael Riley for his efforts with building our membership and also his support to me as Vice President and Secretary.

My thanks to Gary Saunders for taking on the Treasury role and also for his work on the conference sub-committee, which has proved to be extremely helpful due to his recent experience with the Christchurch conference last year. Gary has provided the executive with up to date financial statements and has dealt with LAPA's interest bearing investments.

We have continued our development of our website and are intending to introduce an automated system that will notify members when new information is published. This is all due to the efforts of Scott Holdsworth. When you return to your offices, please make a point of checking the website on a regular basis. We are working to develop regular new content, but it is more difficult to do so unless we can demonstrate that members are reviewing the site.

This year has been particularly trying for those members of the association that have been involved with re-organisation of the Auckland local government and the uncertainty that this has brought. Many of us have been working closely with the Auckland Transition Agency (ATA) in various work streams to establish the new Auckland Council. This work has been over and above business as usual and has been very demanding and time consuming.

I look forward to working with you in the future to further enhance LAPA as a professional organisation.

Paul Ivory
LAPA President

TREASURY

Summary Statement

Income

Income is received by way of interest received on investment, sponsorship and any surplus generated from the annual conference. As can be seen a small surplus of \$11,279 was received during the 2009/10 financial year.

Investment

Currently the Association has \$50,000 on term deposit. The purpose of having this investment is for protection should there ever be a shortfall required to meet the costs associated with the annual conference and other general expenses such as those incurred for accounting functions.

Also, significant deposits are required to secure conference venues as much as eighteen months prior to receiving conference registrations. For that reason sufficient float is required.

Conference Costs

The last two year's conferences have seen nervous times for the Executive as, for a variety of reasons, the numbers attending conference have reduced. Obviously the economic situation and the restructuring of Local Authorities around Auckland have impacted this year, and could well have greater impact next year. That could prove a challenge for those planning the 2011 conference as many costs are fixed and are difficult to control.

Accounting

The association engages Simon Rogan Chartered Accountants to carry out its accounting functions

Audit

The Association uses Paul Harrop and Co for the annual audit

Gary Saunders

PUBLICITY

LAPA main communication system is via the website www.lapa.co.nz.

During the past 18 months we have been developing promotional information which can be found on our website, this includes such information as “Find out about us”, “Supporting Property Professionals”, “News and forum information”. We are encouraging all members to contribute and use this communication tool for the benefit of all members. We look forward to any feedback relating to improving our communication system or any other comments that will help us become a better organization.



We are also encouraging the development of Regional Meetings during the year by our members and last year Christchurch and the upper South Island had some successful meetings where they provided LAPA with information they discussed at this meetings, a great way to share idea's. If you would like to help us establish a Regional group within your region please contact Ken Price at Kapiti Coast District Council or any member of the executive team.

Training

As a result of discussion with InfraTrain New Zealand who has set up specific training relating to Local Government Asset Management in conjunction with NAMS, we have a number of members who have registered to further their education.

Sponsorship

This year the Executive committee set up a Sponsorship committee to review our current sponsorship arrangements and have finalized legal documents.

Feedback opportunities

As part of the development of LAPA we are always keen to hear from members or people who are interested in developing a good working relationship that will enhance our organization for the benefit of all. If you are one of those people we would love to hear from you. Please contact my self or any member of the Executive committee or via our website www.lapa.co.nz.

I hope you have a great conference.

Ken Price

WEBSITE

We ask again that members look at what the website can do to enhance benefits to members and provide the feedback..



Scott Holdsworth

SPONSORSHIP

Without investment from our sponsors we would be unable to provide the level and quality of services that our members currently benefit from. From their financial input, through to sharing their expertise by providing speakers at our annual conference, their support is greatly appreciated.

We encourage you to reciprocate by inviting them to tender or price any work or services that fall into our sponsors' specialist areas. We will also be encouraging our sponsors to post information that may be of interest to our members on our Website www.lapa.co.nz throughout the year, so keep an eye out for these as I'm sure there will be plenty of useful snippets you can benefit from.

It's been another hard year for many companies with the recession still being in the forefront of many of their minds. Despite this climate, we extend a warm welcome to our new sponsors this year- Downers EDI, Designgroup New Zealand / Designgroup Stapleton Elliott and Space Innovations. We also acknowledge the ongoing support of our historical sponsors and in particular, congratulate GHD for increasing their support from Gold to the Platinum level and Turley & Co for increasing from Silver to Gold.

The LAPA Family of Sponsors are:

Principal	Simpson Grierson
Platinum Level	Programmed Property Services GHD Telfer Young
Gold Level	The Property Group Turley & Co (TCL) SPM Assets Downers EDI
Silver Level	Schindler Lifts NZ Limited City Cleaning Wattyl (NZ) Limited Exeloo Jardine Lloyd Thompson Salmond Reed Architects Designgroup New Zealand and Designgroup Stapleton Elliott Space Innovations
Casual Level	Ecoglo Ltd

Annabel Bridge
Sponsorship Committee Chair



OUTREACH/SUBMISSIONS

This last year has been reasonably quiet in respect to submissions on issues, with this activity being mainly confined to making submissions on the structures for property activities in the Auckland reorganisation.



LAPA's desire to have a single unit for all property activities has not been totally accepted with the decision to have a Property CCO, a Property Department and some property activities within the Transportation CCO. While each separate unit will have its own specific activities for various reasons, it appears that the Property Department role will include most if not all core and operational property activities. In that respect LAPA's submission has been successful.

Recently, at the request of Local Government NZ, LAPA considered the draft guidelines prepared by the Walking Access Commission in respect to unformed roads. LAPA rejected the document on various grounds and offered to work with the Commission on redrafting it. This offer has been accepted and the executive met with the Commission staff only yesterday, so further information will be available in time as this project proceeds.

Kevin McNaught

MEMBERSHIP

Since LAPA's inception, we have been keeping membership records on Excel worksheets; one for members and another for those who expressed interest but did not wish to be members. Initially, both lists were approximately equal in number, however, gradually, we have grown the former and the latter has shrunk through attrition. Nevertheless, there have been occasions during the past five years when the question arose "Why be a member of LAPA, when non-members get the same benefits?"



There will always be a need to keep a separate "contacts" database to deal with those who might join at some future time but, with membership now at 170, I believe it is time now for the Executive to consider how we might gradually transform some of the LAPA functions to "members-only" status. Member-exclusive activities will reduce LAPA's ability to reach out to prospective members, however, and finding the right balance is important.

There is a conference session at 12.45pm on Thursday (What Can LAPA Do For You?) when we can all discuss issues like this, and I hope many people can attend.

In addition, one of the proposed changes to the constitution, namely to enable the Executive to co-opt assistance from non-members, will ensure that the Executive will have the capacity to govern during a time of great change in LAPA and in Local Government as a whole.

MICHAEL RILEY