



LAPA

Local Authority
Property Association

LOCAL AUTHORITY PROPERTY ASSOCIATION

ANNUAL REPORT 2011

AGM Agenda

NOTICE IS HEREEBY GIVEN that the Annual General Meeting of the Local Authority Property Association Inc (LAPA) will be held at the Wairakei Resort, Taupo on 2nd November 2011 commencing at 1:45 pm.

1. Apologies
2. Minutes of the Annual General Meeting – 4th August, 2010
3. President's Report
4. Report from the Executive
5. Annual Accounts
6. Election of Officers

Notice of Motion to Amend Rules

No changes to the rules are proposed.

MINUTES OF 2009 ANNUAL GENERAL MEETING

MINUTES OF 2010 ANNUAL GENERAL MEETING:

Minutes of the Annual General Meeting of Local Authority Property Association
Rendezvous Hotel
Auckland City
4th August 2010

Those present who signified their attendance:

Ian Wheeler	Auckland CC
Paul Ivory	Auckland City Council (committee 09/10)
Karl Beaufont	Buller District Council
Lewis Burn	Christchurch CC
Rachael Burgess	Environment Bay of Plenty
Annabel Bridge	Environment Bay of Plenty
Terry McDonald	Environment -Waikato
Ray Pooley	Hamilton City Council
Sean Hester	Kapiti Coast DC
Ken Price	Kapiti District Council (committee 09/10)
Karen Skelton	North Shore City
Maureen Buchanan	North Shore City
Mark Johannsen	Rodney District Council
Kevin McNaught	Southland District Council (committee 09/10)
Virginia Dillon	Southland District Council
Jim Frater	Tasman District Council (committee 09/10)
Scott Holdsworth	Taupo District Council (committee 09/10)
Gary Cleaver	Urban Plus – Hutt CC
Brian Telfer	Urbanplus, Hutt City Council
Monese Ball	Waimakariri District Council
Gary Saunders	Waimakariri District Council (committee 09/10)
Bernard Westerbaan	Waipa DC
Colin Windleburn	Waipa DC
Sandra Bradford	Waipa DC
Odette Pepers	Waitakere CC
Michael Riley	Waitakere City Council (committee 09/10)
Stephanie Willcox	Waitakere CC
Graeme Paulcoer	Wanganui DC
Mii Tomokino	Wellington CC
Vanessa Whitwell	Wellington CC

Apologies: There were no formal apologies, however several members telephoned the conference convenor to advise that they had intended to arrive in time for the AGM but had been delayed due to fog at Auckland Airport.

The President, Paul Ivory, opened the meeting at 1.00pm.

Minutes of the Annual General Meeting – 4th November 2009: Moved: Jim Frater Seconded: Ken Price. CARRIED.

PRESIDENT'S REPORT:

The President reminded those present that this is LAPA's 5th year. The committee has produced a draft strategic plan. It will be put on the website.

Sub committees have been formed for conference and sponsorship. Annabel Bridge joined the

committee last year.

Gary Saunders, Jim Frater and Annabel Bridge have been working on the conference sub committee and Paul Ivory thanked them for their work.

2009/10 has been a difficult year with elections, the amalgamation of Auckland and associated job application processes etc. For these reasons, the conference has been brought forward to August. As a rule, late October/early November seems to be a preferable time if it can be managed.

Thanks to Michael Riley for Secretary/Membership and Ken Price for Sponsorship, Scott Holdsworth for Website, Kevin McNaught for Outreach and Submissions, Gary Saunders for Finances and Jim Frater for the his work on the conference sub-committee. Moved: Paul Ivory/Seconded: Ken Price. CARRIED.

TREASURER'S REPORT:

The Treasurer reported that, after the conference washup, the 2009 conference concluded with an \$11,000 surplus. There needs to be sufficient funds set aside in the society's accounts to act as buffer for situations that could occur, such as recessions (as we now have) and to pay deposits for future conferences, for example the money that has already been paid for Taupo 2011. Gary expressed his thanks to the sponsors who support the society and encouraged members to include sponsors when calling for tenders. The contingency funds have been set aside in a term deposit investment. We now have a chartered accountant who deals with invoicing, depositing, audit of annual spend etc. Moved: Gary Saunders/ Seconded Paul Ivory. CARRIED.

NOTICE OF MOTION:

Michael Riley advised those present of two recommended changes to the Constitution. First, to modify rule 5.5 to change the name from Honorary member to Life member so that it identifies the category better. Second, to change rule 8 to allow the Executive to co-opt up to two people who may or may not be eligible for Executive roles to assist the committee in its work. Moved: Michael Riley/ Seconded Paul Ivory. CARRIED.

LIFE MEMBER:

Paul Ivory put the Executive's recommendation to appoint Jim Frater as a Life Member, in light of the work he has carried out in preparing LAPA for incorporation and as LAPA's first President. Seconded by Lewis Burns. CARRIED.

Meeting closed: 1.20pm.

PRESIDENT'S REPORT – 2011

As President of the Local Authority Property Association, I have great pleasure in presenting my second Annual Report to LAPA's Annual General Meeting, to be held at Taupo, on 2nd November 2011.



2010 saw the Executive return unopposed; Annabel Bridge joined the executive after a year's secondment, to replace Jim Frater, our first President.

The Executive committee for 2010/11 comprised:

Paul Ivory: President

Michael Riley: Secretary and Membership
Gary Saunders: Treasurer – Conference sub-committee

Annabel Bridge: Chair of Sponsorship sub-committee, Conference sub-committee

Scott Holdsworth: Chair of conference sub-committee, Website

Ken Price: Communications, Sponsorship sub-committee

Kevin McNaught: Liaison, Legal and Compliance, Conference sub-committee.

This year has been particularly trying for those members of the association who live in the Canterbury Region as many of our members were not only personally affected by the earthquakes but were also involved with Civil Defence in the immediate period after the quakes. The earthquakes have added an enormous amount of pressure in relation to their work as the "Business As Usual" needs to continue in addition dealing with the Civil Emergency.

As I write this report, the MV Rena has run aground, threatening the Bay of Plenty coastline; another Civil Defence mission for Local Government.

Not a Civil Emergency, of course, but the Auckland Region was transmogrified with the creation of a unitary Council and ten Council-controlled Organisations.

Small wonder, then, that the theme of our conference this year is "A Year of Upheaval".

In early February the Executive held a two day Executive meeting in Christchurch, where we continued to plan the future direction of LAPA (just days before the second and, arguably, worst quake to rock the city). The introduction of the sub-committee structure last year for the conference and sponsorship has worked extremely well and has continued. This structure not only enables a greater workload to be managed but also gives the newer Executive members more responsibility, which helps in succession planning.



Our strategic plan which was produced in 2010 is still not quite finished and, at time of writing, it is intended that it will be finalised at the Executive planning meeting to be held in Taupo on 2nd November and presented to the Annual General Meeting for ratification.

Sponsorship is running smoothly due to our sponsorship agreements which were developed last year. These give LAPA and our sponsors certainty for the period of the agreement.

LAPA's recognition and reputation continues to grow, with several new organisations having approached us, seeking to be sponsors. This is very gratifying, as the last several years have been difficult on the business front and some companies have had to take a hard look at their levels of sponsorship.

We are pleased to announce 12 (yes, 12) new sponsors.

We would like to thank all of our sponsors for supporting LAPA and I urge you to visit their stands during the conference to 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.

I would also like to take this opportunity thank all of the Executive members for their work and support over the last twelve months.

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. Despite the assistance provided by the outgoing Minister for Local Government with the amalgamation of Auckland's local authorities, we are still some way short of our goal of at least one member from each Local Authority.

Scott Holdsworth has had a change of employment and is now uncertain as to the extent to which he can continue as a member of the executive due to the same extent as before. Scott has been a much-valued member of the executive and bravely took on the challenge of redesigning (read "rebuilding") our website and managing it for us. I wish to sincerely thank Scott for all of his work whilst being a member of the executive.

I look forward to working with you in the future to further enhance LAPA as the pre-eminent professional organisation to represent the country's second-largest property portfolio and those who manage it.

Paul Ivory
LAPA President

TREASURY

Summary Statement

Income

Income is being received by way of sponsorship, surplus generated from annual conference and interest received on investment.

This year we had a surplus of \$22,393.

Investment

We have \$116,674 on investment, and our investments earned us \$2601 interest during the financial year.

The investments are held as security against a shortfall to meet costs associated with the annual conference, and other general expenses such as those incurred for accounting functions. Interest accrued from the investments is used to manage some of LAPA's annual running costs.

We are currently at a position we wished to be with investments and it is now possible to feel relaxed about meeting unforeseen expenses or covering conference costs should there be late-payers or defaulters.

An indication of costs that need to be carried is portrayed by on 18 October in excess of \$115,000 was still unpaid for conference registrations.

Conference Costs

As indicated last year, there has been a reduction in conference attendances, from the highs of over 210 a couple of years ago to the mid-100's.

There are clearly a number of reasons for this, the economic situation, natural disasters, and even the creation of Auckland's "super city" have reduced participation.

It is pleasing to see the numbers at this conference are similar to last year, but it does still make it prudent to have sufficient financial security to meet the challenges of a really badly supported conference, for whatever reason.

Accounting

The Association continues to engage Simon Rogan to undertake accounting functions

Audit

Paul Harrop and Co are used for the annual audit.

Gary Saunders

PUBLICITY

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

Publicity for 2011 has taken the form of LAPA's visibility in the wider sector, as opposed to seeking new members from Local Government, now that our profile is much better known to our core group.



We have developed our relationship with the Property Institute of NZ (PINZ), looking for future opportunities to share opportunities, rather than exploring ideas of becoming a part of this association. Some years ago, members made it known that their preference was to continue as an independent association, despite a change of heart by PINZ's new CEO. Your feedback during this year's conference would be most welcome.

Training

Learning State, the central and local government's own training arm, indicated its interest in supporting the development of a LAPA paper. This is in the early stage of consultation.

Regional Groups

The focus for 2012 will be on encouraging the development of Regional Network Groups, as the core benefit of LAPA's existence. Increasingly, attendance at the annual conference is limited to just a few from each local authority, so the development of regional groups will fill a growing void. If you would like to set up a networking group in your region, please speak to one of the Executive during the conference.

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 feedback regarding its use.

It is hoped that 2012 will see the website used as the hub of our organization, by developing Regional Groups and the like.



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 and some having the additional stress of being impacted by the Christchurch earthquakes. Despite this climate, we've had an amazing number of new, enthusiastic sponsors come on board and we now extend a warm welcome to:

- Energy & Technical Services Limited
- Davis Langdon
- Cheal Consultants
- Kone Elevators
- Survive It
- Ecoglo
- Dulux
- Environmental Challenge
- Assa Abloy Entrance Systems Limited
- RDT
- Avalon
- UGL

We also acknowledge the ongoing support of our historical sponsors. Our 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 Energy & Technical Services Limited Davis Langdon Cheal Consultants
Silver Level	City Cleaning Wattyl (NZ) Limited Exeloo Jardine Lloyd Thompson Designgroup New Zealand and Designgroup Stapleton Elliott Kone Elevators Survive It Ecoglo Dulux Environmental Challenge Assa Abloy Entrance Systems Limited RDT
Casual Level	Avalon UGL

Annabel Bridge, **Sponsorship Committee Chair**

OUTREACH/SUBMISSIONS

This year like last, has been reasonably quiet in respect to submissions on issues, with this activity being mainly confined to discussions with Walking Access regarding their published guidelines, particularly about road stopping.

It is pleasing to report that Walking Access now appear to be more receptive to LAPA's opinion that it is inappropriate for a sector group, who have no more direct input into road stoppings than anyone else, and who have never stopped a road should write guidelines on the process. LAPA has argued that access is just one consideration to be given, and that it is more appropriate that the guidelines be published by a Local Government group like LAPA or LGNZ.

It is hoped that over the next year, progress can be made to progress this issue further to get more detailed and appropriate guidelines developed and published, which will be more beneficial to LAPA members involved in this activity.



Kevin McNaught

MEMBERSHIP

Membership for 2010 to 2011 was quite significantly impacted by the amalgamation of the Auckland region's territorial authorities.



We began the amalgamation (soon after LAPA's 2010 conference) with approximately 170 members.

I recall one of the first tasks during the period between amalgamation (November 1st 2010) and the end of year wind-down being to send emails to all of the email addresses of members from the Auckland region, asking for a reply email if the member was still working for the new council or a subsidiary. Responses came slowly for a couple of days, which was a worry, but gradually more and more members reported they were still employed and the impact was a reduction of 15 members, overall. 15 more than desirable, but less than the impact might have been.

During 2011, we managed to recover the lost numbers, and now have 170 again, as at a year ago. Our goal is still to have at least one member in each TLA and the greatest number of members as possible on our database. Word of mouth from members is the best means to achieve this – we need your help to achieve our goal.

MICHAEL RILEY