

Document No: 329773

File No: 037/043

**Report To: Council****Meeting Date:** 25 March 2014**Subject: Motion to Exclude the Public for the Consideration of Council Business****Purpose of Report**

- 1.1 The purpose of this business paper is to enable the Council to consider whether or not the public should be excluded from the consideration of Council business.

**Commentary**

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.

**Suggested Resolutions**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree the following staff, having relevant knowledge, remain in attendance to assist Council with its decision making: ...
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each 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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Contractual Issues: Six Monthly Review against 2013/2014 Performance Agreement	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Confidential

Confidential

Confidential

**Document No:** 330130**File No:** 037/043**Report To: Council****Meeting Date:** 25 March 2014**Subject: Resolution to Re-Open Meeting to the Public**

### **Purpose of Report**

- 1.1 The purpose of this business paper is for Council to pass a formal resolution to re-open the meeting to the Public following the consideration of public excluded business.

### **Commentary**

- 2.1 Section 48 of the Local Government Official Information and Meetings Act 1987 gives Council the right by resolution to exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds contained within that Section.
- 2.2 In circumstances where, following the consideration of public excluded business, there is further business on the Agenda to be dealt with in the public forum, Council must pass a formal resolution re-opening the meeting to the public.

### **Suggested Resolution**

The meeting be re-opened to the public for the consideration of that part of the Agenda which is not public excluded business.

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MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

**Document No:** 329641**File No:** 329641**Report To: Council****Meeting Date:** 25 March 2014**Subject: Deputation: Sport Waikato – Six Monthly Report**

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that Mike Maguire, General Manager Sport Waikato and Dede Downs, Sport Waikato Coordinator will be in attendance at 10:30am to present the Sport Waikato Six Monthly Report.
- 1.2 Attached to and forming part of this business paper is a copy of the Sport Waikato Six Monthly Report (July to December 2013) and the Schedule of Services.

### Suggested Resolutions

The Deputation from Sport Waikato – Six Monthly Report be received.

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HELEN BEEVER

**GROUP MANAGER – CUSTOMER SERVICES**

March 2014

- Attachments:
1. Six Monthly Report (doc 329644)
  2. Schedule of Services (doc 329645)



Koohao o te ngira: Eye of the needle – Kiingi Potatau

## **VISION:**

Everyone out there and active

## **PURPOSE:**

To inspire and enable our people to be active and healthy for life through sport, recreation and physical activity



## HEALTHY ACTIVE LIFESTYLES

Physical activity and recreation for health, fun and a lifelong habit

- Increased number, variety and quality of physical activity and recreational opportunities
- Increased number of people meeting the NZ Physical Activity and Nutrition Guidelines
- Increased number of people participating in targeted physical and recreational opportunities
- Increased opportunities for older adults especially over 65

## YOUNG PEOPLE

A lifelong involvement in sport, recreation and healthy active lifestyles

- Improved fundamental skills development in children (0-12)
- Increased number of young people being physically active
- Increased number of young people participating in all aspects of sport and recreation activities

## COMMUNITY SPORT

Strong and capable delivery of community sport

- Strengthened capability of local and regional sport and recreation providers
- Increased number and quality of trained volunteers in sport and recreation
- Increased number of adults participating in sport and recreation
- Promotion and celebration of success in all aspects of sport

## REGIONAL LEADERSHIP

A professional organisation providing regional leadership and influence

- Ensure our organisation's sustainability
- Connect the sector through quality information and communication
- Engage in regional and national projects of significance
- Develop and strengthen relationships and partnerships

## SPORT WAIKATO WILL ALWAYS:

- Proactively engage and support the aspirations of all Maori and Iwi
- Promote and support accessibility for people with disabilities
- Advocate for opportunities in rural communities
- Recognise and respond to the diversity of our people and the environment
- Promote fair play and positive sideline behaviour

Waitomo District Council report –  
July to December 2013

Outcome	KPI	Evidence/ Measurement
<p><b><u>Planning</u></b></p> <p>Projects Register</p>	<p><b>Compile a Projects Register for all initiatives under this Agreement. This Register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.</b></p>	<p>37 Project Registers submitted to Waitomo District Council – August 2013</p> <p>.....</p>
<p><b><u>Communications</u></b></p> <p>Contacts Register</p>	<p><b>Compile a Contacts Register containing contact details for all participating community organisations, groups, and schools throughout the Waitomo District.</b></p>	<p>Contacts register submitted to Waitomo District Council - August 2013</p> <p>.....</p>
<p><b><u>Participation</u></b></p> <p>Reducing barriers and increasing participation in recreation and Sport</p>	<p><b>Coordinate and support a minimum of 8 KiwiSport initiatives in the district.</b></p>	<p><b>KiwiSport review and planning</b></p> <p>The KiwiSport programme underwent a review resulting in some structural and sport changes. To take a proactive approach on behalf of the district, the Waitomo District Coordinator led a planning process with KiwiSport Officers and Energizers. A 2014 calendar was created and distributed to schools.</p> <p>The Waitomo District Coordinator proactively assisted KiwiSport Officers on implementing the plan. Outcomes from the plan include:</p> <ul style="list-style-type: none"> <li>• <b>KiwiSport – GymSport</b></li> </ul> <p>In-School taster and after-school sessions were held in Te Kuiti and Piopio, leading up to the North King Country Gymsport Festival in September. Seven schools attended the festival with 64 participants</p> <p>Work to be done to grow GymSport in North King Country - Promotion of weekly sessions, more KiwiSport involvement with the Te Kuiti Club and</p>

		<p>mentoring from the experienced Piopio and Aria Leaders helping strengthen fundamental skill levels of the children.</p> <ul style="list-style-type: none"> <li>• <b>KiwiSport Badminton</b> Supporting Bennydale Badminton project led by the Waitomo District Coordinator. KiwiSport Badminton Officer provided skill sessions at Bennydale Hall (averaging 12 children per session) and Monday afternoon junior badminton sessions in Te Kuiti during term three (average 15 participants and 3 parent helpers).</li> <li>• <b>KiwiSport Holiday Programme - Football</b> Supporting the North King Country Football project led by the Waitomo District Coordinator, KiwiSport Football offered a two-day ASB Fun Football programme 22 attended. This programme provided a taste of the proposed new Fun Football Programme to be introduced into the North King Country calendar in the 2014 season.</li> <li>• <b>KiwiSport - Junior Rugby League</b> Supporting the North King Country Rugby League project led by the Waitomo District Coordinator. The Kiwisport Rugby League Officer worked with Otorohanga and Waitomo parent organisers of the trial junior rugby league competition module in the North King Country, during term two and three. 60 -70 children attended practices and games each week.</li> <li>• <b>KiwiSport Leadership Training</b> To assist the Waitomo District Coordinator to develop youth community sport leaders in the district. Workshops run for secondary school community sport leaders for holiday programmes and other events. Leaders assisted with the King Country Hockey Junior FunSticks programme, GymSports Festival and holiday programmes.</li> <li>• <b>KiwiSport Lawn Bowls</b> Taster sessions were held in Te Kuiti leading to a successful one-day competition at Te Kuiti Bowling Club between Otorohanga College and Te Kuiti High School (32 students participated). The students proved to be very skilful and a number of Te Kuiti students expressed an interest in taking part in future bowling club social competitions.</li> </ul>
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	<p><b>in Education project) and Piopio College to add value to their projects and increase sport opportunities and participation.</b></p> <p><b>Support delivery of three secondary school events</b></p> <p><b>Provide a min of nine sport-specific holiday programmes and activity options that meet the needs of</b></p>	<p>community opportunities and links. A key focus is the Sport Education Model at Te Kuiti High School. Involved in the planning meetings around the development of the project and developing key strategies to increase participation in sport, not only taking into consideration formal sport but also social sport.</p> <p>Examples of secondary school outcomes include:</p> <ul style="list-style-type: none"> <li>• Youth basketball afternoon during July school holidays at Piopio College</li> <li>• Youth Golf Day at Piopio Aria in October (after having liaised with Piopio College students following youth council feedback)</li> <li>• Leadership opportunities for Te Kuiti High School students, as volunteer coaches, at the Piopio and Te Kuiti basketball days.</li> <li>• Assisted Piopio College Rugby Coach and 1<sup>st</sup> XV to secure sponsorship</li> <li>• Novice_Te Kuiti High School youth hockey umpire trained and supported</li> <li>• Te Kuiti High School leadership students officiated at FunSticks junior hockey programme and GymSport Festival</li> <li>• King Country Secondary School Quad Tournament – an event that evolved from Sport Waikato’s 2012 SPLASH Programme in the King Country secondary schools.</li> <li>• Involved in the Te Kuiti High School Careers Roadshow</li> <li>• Nominations obtained from Te Kuiti High School and Piopio College for Waikato Secondary and Waitomo District Sports Awards</li> <li>• Leader to run Te Kuiti High School lunchtime tennis programme</li> <li>• Lawn bowls sessions at Te Kuiti</li> <li>• Coordinated the attendance of the local school sports coordinators to the Waikato/BOP Secondary School Sport Coordinator Conference.</li> </ul> <p>March / April 2014 events</p> <p><b>Holiday programme outcomes: July 2013</b></p> <ul style="list-style-type: none"> <li>- Football at Te Kuiti Domain, presented by WaiBOP – 22 children;</li> <li>- Badminton afternoon in Te Kuiti, supported by SportsForce– 8 children, 3 youth, 8 adults;</li> </ul>
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	<p><b>Facilitate Sports Day activities for Pureora Camp.</b></p> <p><b>Facilitate BikeWise events in the Waitomo district.</b></p> <p><b>Support event organisers of local events including hands-on involvement at the following local events -</b></p> <p><b>Work in partnership with Otorohanga DC, to lead the coordination of a bi-annual events calendar for the North King Country</b></p> <p><b>Work with sports on club development projects focussed on increasing participation and or membership in the following sports clubs/activities</b></p>	<p>Report January 2014</p> <p>Collaborative planning of activities with North King County Road Safety Coordinator and Te Kuiti Police. Worked with the Piopio event organisers to register the March Cycletime Mountain Bike event</p> <ul style="list-style-type: none"> <li>- <b>Trail Blazer Mountain Bike Event</b> – Waitomo District Coordinator is the liaison person for Stephen Cox of Dynamo events, organiser of the February 2014 Pureora Timber Trail Mountain bike event. Provided local information and promotion opportunities.</li> </ul> <p>Other events involved in, supported and promoted include:</p> <ul style="list-style-type: none"> <li>- Matariki 2013 assistance and participation</li> <li>- Matariki Blue Light Disco</li> <li>- ‘Kawhia Nudes and Prudes Tasman Dash’</li> <li>- Waitomo District 2013 Citizen’s Awards</li> <li>- Waitomo District Council Te Kuiti Christmas Parade</li> <li>- Waitomo Primary School athletics day</li> <li>- Kaumatua Games</li> </ul> <p>North King Country summer participation events with a calendar developed and displayed around the district.</p> <p><b>King Country Junior Hockey</b> - Worked to increase participation across the North King Country and grow the volunteer base to ensure sustainable competition.</p> <p><b>Milestone -</b></p> <ul style="list-style-type: none"> <li>- Volunteers - administrators, coaches, officials working well</li> <li>- Newly introduced processes and systems- web page, communications</li> </ul>
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		<p>game day processes</p> <ul style="list-style-type: none"> <li>- Adoption of the FunSticks (5 and 6 year olds) programme</li> <li>- Improved representative programme</li> <li>- Inaugural end of year 6 –a –side Tournament and Summer Social competition.</li> </ul> <p><b>Te Kuiti Athletics</b> – Working to reestablish Te Kuiti Amateur Athletics Club Challenge- despite much advocacy not enough interest at Oct AGM to form a working group. Focus will be to work with SportsForce athletics to work in schools creating interest in holding a Waitomo athletics day. The aim of the day would be to get more children interested in participating and getting more parents involved in revitalising the club.</p> <p>Still catering for the local athletes who travel to the Otorohanga club. Five young Waitomo district athletes have become the ‘2013 stars’ of Otorohanga Athletics Club by representation at regional and national levels with distinction. These local successes are already prompting parents to express their interest in revitalising the Te Kuiti Athletics Club in the 2014 season.</p> <p><b>Social Tennis</b> – coordinated a regular social twilight doubles tennis group based at the Te Kuiti High School tennis courts.</p> <p>Worked to create school community links with Kinohaku and Taharoa schools to provide community tennis.</p> <p><b>Milestone</b> - Members of the Coast Rugby Football and Sports Club offered twilight tennis at junior and senior level through November and December.</p> <p><b>Te Kuiti Volleyball</b> -The primary outcome of the project was to integrate the new Samoan residents into the community</p> <p>A successful fourth winter volleyball competition was held with 11 teams. The next stage is to develop an organising committee to run volleyball and to look at competition to enter.</p> <p><b>Milestone</b> – Volunteer committee members stepped up. The committee consists of 2 Maori, 2 European, 2 Samoan.</p> <p>The senior Samoan players identified secondary school students who they would like to develop further by inclusion into their competitive teams for out-of town competitions.</p> <p>Looking ahead - The committee is already planning ahead to the 2014 Te Kuiti</p>
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		<p>competition and investigating other volleyball options.  Challenge – Transient nature of Samoan population and need to grow the core group that run it.</p> <p><b>Junior Golf – Waitomo and Piopio Aria</b>  Building on the success of KiwiSport coaching sessions held with seven new golfers attending [ages 7 to 15].  Feedback from parents and senior golfers from Piopio Aria Golf Club following the October youth golf day was very positive and encouraging.</p> <p><b>North King Country Junior Football/Soccer</b> - Working to provide quality programmes, grow junior membership and develop skills and pathways for members.  Worked with President and organiser of North King Country Junior Football around updating the constitution and affiliating to Wai BOP.  Challenge - side line behaviour- worked with schools using templates to address this with good results and feedback</p> <p><b>Milestone -</b></p> <ul style="list-style-type: none"> <li>- New organising committee established</li> <li>- New constitution and rules formulated</li> <li>- Sideline behaviour managed</li> <li>- 2014 program planning set – including affiliation, trialling new WaiBOP fun -football and rep programme</li> </ul> <p><b>Junior Rugby League</b> – Working to provide a new rugby league competition, developing skills and pathway for members.  Working collaboratively with Te Kuiti organising committee, Otorohanga organisers, SportsForce and NZ Rugby League officers as the 2014 Carnival, AGM and planning days are set for March/April.</p> <p><b>Milestone -</b></p> <ul style="list-style-type: none"> <li>- The inaugural 2013 competition in the North King Country with Te Kuiti and Otorohanga based teams playing Under 7s, Under 9s and under 13s age-group games.</li> <li>- Te Kuiti Mustangs junior club formed with 3 full age group squads. They also hosted other Waikato based teams and were invited to attend tournaments and club fixtures in the region.</li> </ul> <p><b>Challenges</b> - Coaches untrained , lack of commitment of Otorohanga to the</p>
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		<p>competition and small number of teams in competition. Will need to Look at other possible fixtures, growing the number of teams and provide coach training.</p> <p><b>Waitomo Miniball Competition</b> – facilitated a meeting of parents to recruit volunteers to assist with the running of the annual competition. Training and assistance was offered through SportsForce and local coaches.</p> <p><b>Milestone -</b>      -Training of competition day assistants – parent volunteers increased      -Planning underway for a committee to manage the competition</p> <p><b>Club Development Workshops</b> - Sports Strapping workshops were co-ordinated by the Waitomo District Co-ordinator in Te Kuiti – 13 attendees; Benneydale – 6; Taharoa – 8. A Physio Plus Physiotherapist was engaged to facilitate the workshops.</p> <p><b>Social Sport Competitions in Waitomo District</b> – Advocated, liaised, assisted convenors and promoted the many social sport competitions. A local database was compiled and a North King Country summer sport database was sent to all contacts, clubs and media.      Social sport competitions catering for both adults and youth held in the Waitomo District, July to December 2013</p> <ul style="list-style-type: none"> <li>- Volleyball</li> <li>- Squash</li> <li>- Golf – Waitomo and Piopio Aria</li> <li>- Bowls</li> <li>- Football / Soccer</li> <li>- Hockey</li> <li>- Ki O Rahi</li> <li>- Touch</li> <li>- Badminton</li> <li>- Piopio Summer sport Module</li> </ul> <p><b>Sporting Club Partnerships Project</b> - Investigate the possibility of developing community sports partnerships with the user groups of the Piopio Domain to share resources /facilities/ planning to become strong and sustainable clubs,</p>
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<p><u>Quality of Life</u></p>	<p><b>Events and activities inclusive of people with disabilities</b></p> <p><b>Support delivery of three parent education sessions –</b></p> <p><b>KiwiBaby, KiwiToddler and KiwiPreSchooler manuals distributed.</b></p> <p><b>Support community activity groups To ensure quality, increase numbers and develop new opportunities</b></p>	<p>meeting the needs of the community.  Discussions with Piopio Domain Board and Piopio Rugby Club  Assisted to coordinate a summer sport module, catering to the wider community, introducing a variety of sports and in turn encouraging them to diversify. Relationships have been strengthened with both Domain Board and Piopio Rugby Club with assistance such as funding and creating links through events.</p> <p>.....</p> <p>Sport Waikato works to ensure all activities and events are inclusive.</p> <p>.....</p> <p>One Parent Education session was held at Te Kuiti Plunket Rooms by the Sport Waikato under Fives Coordinator – 6 attendees.</p> <p><b>KiwiBaby Manuals</b> - Delivered to local distribution outlets – Distribution on manuals through Te Kuiti Hospital Birthing Unit (20), Te Kuiti Plunket (12) and also Te Kuiti Playcentre (4) to assist with their under 5’s activity programme.</p> <p><b>Mini Movers</b> – Set up a weekly activity/sport session (Mini Movers) in partnership with a group of young mums. These Under Fives sessions evolved from a KiwiBaby Active Movement session as the mums wanted to introduce their pre-schoolers to group sport and organised games.</p> <p>Ongoing support was also provided to the Piopio Mainly Music organisers and Te Kuiti Gymsport Club (under fives section).</p> <p>Working with Waitomo District Council library to set up ‘Wriggle &amp; Rhyme’ sessions.</p> <p>The five seniors activity groups were visited and supported on a regular basis. The District Coordinator facilitated Te Kuiti Community House Sit &amp; Be Fit sessions as and when required.</p> <p>.....</p>
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	<p><b>Support Healthy Lifestyle Coach provide a minimum of two Healthy Lifestyle sessions/workshops, including goal setting, focussing on healthy eating and exercise.</b></p> <p><b>Encourage and refer people from the communities to Active &amp; Well programme with a minimum of two clients per month referred to Healthy Lifestyle Coach.</b></p> <p><b>Work with Community Coalition groups to encourage people to participate in physical activity and sport. A minimum of two projects.</b></p>	<p>Advocate support for sessions and linking to community opportunities. A six week Green Prescription group course was offered to clients. Response was poor so a less threatening option was provided which was circuit training and activity guidance in client homes. Once confidence is gained the six week Green Prescription group course will again be offered.</p> <p>.....</p> <p>Advocate referrals of prospective Green Prescription clients and link to opportunities in the community.</p> <p>.....</p> <p>Work collaboratively with the following groups to encourage active and healthy lifestyles:</p> <p><b>Summer Programme</b> – North King Country Summer Programme organising group, planned 2014 programme.</p> <p><b>SmokeFree</b> - T.T.O.A.S.T, facilitated the ‘Smokefree Playgrounds’ project.</p> <p><b>Grandparents raising Grandchildren</b> – provided local sport and activity information such as the GRG day at Te Kuiti Pools.</p> <p><b>Kaumatua Games</b> – Member of the Kaumatua Games organising coalition, Coordinated Sport Waikato’s Healthy Lifestyle Coach to support the planning and facilitation fhe Te Kuiti event. 11 teams and 96 participants took part.</p> <p>Assisted with promotion of Pink Ribbon Fun Run/Walk and invited to to join this coalition, for the 10<sup>th</sup> anniversary event in 2014.</p> <p>.....</p>
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<p><b><u>Community Development</u></b></p>	<p><b>Provide local community promotions to improve quality of life</b>  <b>Project to assist Samoan residents to Integrate into Waitomo/Te Kuiti communities through participation, recreation and sporting activities.</b></p> <p><b>Collaborative approach to Youth Initiatives through working with MSD, WDC and Sport Waikato.</b></p> <p><b>Liaise with Energize to provide ongoing Professional Development to teachers and coaches for primary and intermediate schools</b></p> <p><b>Liaise with SportsForce Development Officers to provide professional development to secondary schools.</b></p> <p><b>Swimming – Work with SportsForce</b></p>	<p><b>Health Expo</b> – District Coordinator and Healthy Lifestyle Coach provided an information display (sport and active lifestyles), networked and made referrals at the Maniapoto Marae Pact Trust Community Expo.</p> <p><b>Refer to KPI – Te Kuiti Volleyball</b>          During the fourth winter volleyball competition, it was evident that strong relationships have been formed with local residents. Senior players came together to form a volleyball organising committee, including a number of Samoans. Many of the Samoan parents have gained confidence with their communication and also seem to be more ready to contribute to their community and schools.</p> <p><b>Milestone -</b>          New Samoan residents are now entering other local sporting competitions such as touch, basketball and the Summer-Volley-Net competition. New Samoan residents have taken up offers of development from local coaches.</p> <p>Collaborated with MSD Youth Council at the Skate Park Youth Holiday Programme and we look forward to increased collaboration around youth. Consulting regularly with youth leaders to jointly promote activities through local radio. Involvement with youth through work with Limitless Youth Breakaway Programme and social sport opportunities.</p> <p>.....</p> <p>The District Coordinator liaises with the three Energizers working in Waitomo schools. All schools have been offered personal development sessions. Piopio Primary School accepted the Energize programme in late 2013 so now all Waitomo Primary schools receive the benefits of this unique programme.</p> <p>Professional development was offered to Te Kuiti High School and Piopio College prior to the King Country Secondary School Quad tournament – volleyball, touch, badminton</p> <p>.....</p> <p>The King Country Coaching Director position has not been appointed by Swimming Waikato so the project is currently on hold. The District Coordinator</p>
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	<p><b>to support the newly appointed King Country Coaching Director</b></p> <p><b>Support Energizers to implement PA &amp; nutrition to schools</b></p> <p><b>Support Secondary school Sport Coordinators to develop sport plans.</b></p> <p><b>Support WILSS to provide opportunities for secondary school leadership (12 leaders).</b></p> <p><b>Co-ordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.</b></p> <p><b>Support community projects to improve delivery of local sport: -Coordinate North King Country Cycling opportunities information booklet</b></p> <p><b>-Work with Piopio Domain User groups and local schools to provide pathways and coordinated</b></p>	<p>provided continued support by coordinating SportsForce and SwimSafe Officers. January 2014 Swim Technique Clinic held at Te Kuiti Heated Pools. .....</p> <p>Support Energizers to implement physical activity and nutrition in schools with a focus on providing links and ensuring consistent messages in the community.</p> <p>Secondary School plans developed and assisting to implement them.</p> <p>Twelve students completed 2013 leadership courses at Te Kuiti High School. Leadership opportunities provided through FunSticks, GymSport Festival and holiday programmes. .....</p> <p><b>Club development work to increase participation – see KPI 10</b></p> <ul style="list-style-type: none"> <li>- North King Country Junior Football</li> <li>- King Country Junior Hockey</li> <li>- Waitomo Miniball</li> <li>- North King Country Junior Rugby League</li> <li>- Community Sport Partnership Project with Piopio Domain Users</li> </ul> <p>.....</p> <p><b>North King Country Cycling Booklet</b> – Draft copy only available. Capability work above focussed around improving delivery.</p> <p><b>Piopio Rugby Club / Domain Board</b> - Liased and met with the Piopio Domain Board, Piopio Rugby Club and Piopio College. Assisted the Piopio Rugby Club with planning, implementation, and establishment of the Summer Sport</p>
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<p><u>Improve Information and Promotion</u></p>	<p><b>approach to delivery of sport to the community</b></p> <p><b>-Work with Coast Rugby Football Sports Club to build sustainable club structures.</b></p> <p><b>Local Community Recreation projects:</b></p> <p><b>-Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo.</b></p> <p><b>-Provide physical activity/sport expertise to TKDI group</b></p> <p><b>-Work with Bennydale community to provide social family recreational opportunities</b></p> <p><b>-Provide Waitomo communities with information on programmes and events, developments and funding opportunities.</b></p>	<p>module to diversify what they offer.</p> <p><b>Coast Rugby Football Sports Club</b> – The District Coordinator has assisted with the community tennis initiative at Taharoa. Club administrator workshops have been offered.</p> <p>.....</p> <p><b>Regional Facilities Strategy</b> – Provided sports club information required to Waitomo District Council Administrator.</p> <p>.....</p> <p>No action required by TKDI.</p> <p>.....</p> <p>Benneydale community recreation - Facilitated the fortnightly Badminton/table tennis sessions, identified and provided training to a local convenor and co-ordinated visits by SportsForce and KiwiSport officers – children 3.30pm to 5.30pm; Adults and senior students from 7pm. Ongoing consultation with Benneydale community activity leaders in regard to usage of Bennydale Hall, promotion of the Gateway to the Timber Trail and planning of other community activities.</p> <p>.....</p> <p>Waitomo District Coordinator promoted the following –  <i>Sport Waikato events, courses, programmes</i>  <i>Waitomo District Te Kuiti Christmas parade</i>  <i>Sports club and school events, competitions and results</i>            Via – Weekly live radio reports, MFM; Promotions on radio community news, MFM and Cruise Radio; Window displays (SW office, Dalziels 100%, Te Kuiti</p>
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<p><u>Create Pride in the Community</u></p>	<p><b>Feedback from the community</b></p> <p><b>Sport volunteers are recognised through nominations to Sport Maker and Sport NZ E-card.</b></p>	<p>Post Shop and other shop fronts and notice-boards, Piopio and Taharoa shop fronts, I-Site display board; North King Country events calendar; newspaper columns and advertisements; emails, school newsletters; Web pages – Sport Waikato, Waitomo District Council; verbal promotion.</p> <p>Very positive emails, letters and comments. Letters and acknowledgements submitted to the local newspaper.</p> <p>.....</p> <p>The District Coordinator promoted Sport Maker to the community, club contacts and schools with the result that Waitomo District is leading the Waikato region in volunteer nominations (per capita, and second in nominations region-wide) made per district per month. Recipients of monthly sport NZ /Lotto volunteer prizes have been personally presented with their rewards by the District Co-ordinator (where possible, in school assembly or club gathering). From July to November 12 volunteers received rewards - \$500 sporting goods vouchers, sports balls, T-shirts, sport shirts, winter jackets and e-cards.</p> <p><b>Sport Maker Volunteer Card</b> - Eleven local businesses support this Sport Waikato initiative by offering incentives to all nominated SportMakers by way of a discount card. These cards have been sent out to all nominated Sport Makers each month, many of whom have personally contacted sport Waikato to express their appreciation for this acknowledgement of their volunteer services to local sport.</p> <p><b>Waikato Volunteer Excellence Awards</b> - The District Coordinator nominated Waitomo district sporting volunteer extraordinaire Graeme Plenderleith, to the Waikato Volunteer awards. He was subsequently honoured at the awards ceremony in Hamilton alongside the region’s most noteworthy recipients.</p> <p><b>Waitomo District Sports Awards 2013</b> - 53 Nominees with an impressive number of sporting codes represented on the night – 23. The most diverse selection out of all the awards across the region.</p> <p>In excess of 320 attendees on the night. Waitomo MiniBall were finalists for the Brian Perry Waikato Regional Sports Awards in the category of Club of the Year.</p>
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## Appendix 1

## Schedule of Services - Updated 17/3/2014

Outcomes	Activities	Evidence/Progress	By When	Status
<b>Planning</b>  Projects Register	Compile a Projects Register for all initiatives under this Agreement. This Register will include details of the projects, objectives, key stakeholders, roles, responsibilities, monitoring tools and timelines.	Project Register emailed to WDC Representative.	1 August 2013	Completed and updated To be updated for 2014-2015
<b>Communications</b>  Contacts Register	Compile a Contacts Register containing contact details for all participating community organisations, groups and schools throughout the Waitomo district.	Contacts Register emailed to WDC Representative.	1 August 2013	Completed. requires ongoing updating
<b>Participation</b>  Reduce barriers and increase participation in recreation and sport	1. Coordinate and support a minimum of 8 KiwiSport initiatives in the district.	KiwiSport plan for each term  Reports provided post each initiative. <ul style="list-style-type: none"> <li>• Number of attendees provided.</li> <li>• Key stakeholder contact details provided.</li> </ul>	12 July 2013  27 September 2013  20 December 2013  17 April 2014  14 October 2013  27 January 2014  5 May 2014  4 July 2014	Completed 2013 - very positive milestones for each initiative All initiatives are still ongoing and in progress  As per Contacts Register – regularly updated

Outcomes	Activities	Evidence/Progress	By When	Status
	2. Support Energize in 15 primary schools in the Waitomo District to increase sport opportunities and participation.	Quarterly reports on projects and Projects supported and impact of support:	September 2013, December 2013, March 2014, June 2014	Milestones achieved - Ongoing
	3. Support Te Kuiti High School (Sport Education Project) and Piopio College to add value to their projects to increase sport opportunities and increase participation.	Quarterly reports on projects and Projects supported and impact of support:	September 2013, December 2013, March 2014, June 2014	Milestones achieved - Ongoing progress
	4. Support the delivery of 3 secondary school events. – Official duties and knowledge on the day to ensure smooth running of event.	King Country Sec School swimming sports King Country Athletics Waikato Sec School Swimming	February 2014 March 2014 April 2014	Completed Completed

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>5. Provide a minimum of nine sport specific holiday programmes and activity options that meet the needs of school children (primary school and youth) in the Waitomo District. Children are given opportunities to try different sports and are provided with club information.</p> <p>6. Work in partnership with LIMITLESS Youth Breakaway programme to facilitate sport days and activities.</p> <p>7. Facilitate sport day activities for Pureora Lions Youth Camp</p>	<p>Initiatives detailed in Projects Register.</p> <p>Evidence of programmes delivered throughout the Waitomo district provided.</p> <p>Reports provided post each initiative, including evidence of clubs supported. Number of attendees provided.</p> <p>Reports provided post each initiative, including evidence of clubs supported. Number of attendees provided.</p>	<p>Plans in place 3 weeks prior to school holidays: July 2013 October 2013 December 2013 January 2014 April 2014</p> <p>October 2013</p> <p>April 2014</p> <p>January 2014</p>	<p>8 programmes Completed with milestones achieved</p> <p>Planning in process for April 2014.</p> <p>Completed Oct programme with milestones achieved - In Planning stage</p> <p>Completed 2014 with milestones achieved - 2015 to be planed</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>8. Facilitate BikeWise events in the Waitomo district</p> <p>9. Support event organisers, including hands on involvement at the following local events:</p> <ul style="list-style-type: none"> <li>➤ Piopio Hall to Hall Relay –</li> <li>➤ Piopio Cycletime Challenge</li> <li>➤ Waitomo Caves Sports Day</li> <li>➤ Great New Zealand Muster</li> <li>➤ New Zealand Shearing Championships</li> <li>➤ Waitomo District Christmas Parade</li> <li>➤ Pureora Timber trail MTB</li> <li>➤ Waitomo Caves to Coast cycle race</li> <li>➤ Kaumatua Games</li> <li>➤ Te Kuiti Development Inc events</li> </ul> <p><b>Work in partnership with Otorohanga DC to Lead the coordination of 2 bi- annual events calendar for the North King Country area</b></p>	<p>Initiatives detailed in Projects Register.</p> <p>Reports provided post initiative Numbers attending Success stories</p> <p>Numbers attending Evidence of support for each initiative</p> <p>Calendars completed, profile of events increased Calenders distributed</p>	<p>December 2013</p> <p>April 2014</p> <p>Dates - March March 15<sup>th</sup> March 22 March 29 March 26 to 29 December 2013 Feb 2 Now – September November 2013 ongoing</p> <p>August 2013 December 2013</p>	<p>Planning Completed</p> <p>Making good progress</p> <p>Event cancelled Event cancelled Planning stage Planning stage Planning stage Completed Completed Planning stage preparation Not required – future planning tbc</p> <p>Completed and on display. Autumn /winter version being updated</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>10. Facilitate club development projects focussed on increasing participation and or membership in the following sports clubs/activities:</p> <ul style="list-style-type: none"> <li>➤ Work with North King Country Junior Hockey</li> <li>➤ Work with Te Kuiti Amateur Athletics work on updating project plan with SportsForce Alan McDonald</li> <li>➤ Work with Te Kuiti Tennis</li> <li>➤ Work with Golf – Waitomo and Piopio Aria</li> <li>➤ Work with North King Country Junior Rugby League (joint project with JRL)</li> <li>➤ Work with NKCJ Football Association</li> </ul>	<p>Initiatives detailed in Projects Register.</p> <p>Reports on each project including impact of support</p> <p>Feedback from clubs</p>	<p>Starting dates for projects Or Projects underway Report against Milestones ; September 2013, December 2013, March 2014, June 2014</p>	<p>Good progress made - ongoing support provided as needed.</p> <p>Club not viable – other options put in place</p> <p>Progress made – actions achieved</p> <p>In Progress with milestones achieved - ongoing</p> <p>In Progress, milestones achieved-2014 Planning underway</p> <p>In progress with milestones achieved -2014 planning underway</p>
<p><b>Quality of Life</b></p> <p>Increasing physical activity and improve nutrition for health, fun and as a life long habit</p>	<p>1. Support the delivery of a minimum of 3 parent education sessions.</p> <p>2. Raise awareness of the importance of fundamental skills through KiwiBaby, KiwiToddler, KiwiPreschooler manual distribution throughout the district</p>	<p>Initiatives detailed in Projects Register Numbers of attendees provided</p> <p>Number of resources distributed</p>	<p>Dates to be established</p> <p>Reported Quarterly :September 2013 , December2013 , March 2014, June 2014</p>	<p>Completed one session. 2014 dates in planning</p> <p>Completed-tasks ongoing</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	<p>3. Support for the following community activity groups to ensure quality and increase numbers and develop new opportunities:</p> <ul style="list-style-type: none"> <li>➤ Sit and Be Fit</li> <li>➤ Waitomo Walkers</li> <li>➤ Piopio Silverados Easy Exercise to Music</li> <li>➤ Piopio XCcountry Walkers</li> <li>➤ Upright and Active</li> <li>➤ Piopio Mighty Music – Music and Movement</li> <li>➤ Aquasize</li> <li>➤ Te Kuiti Lifestyle Options – Fit Strips, Tai Chi, Kaumatua Zumba</li> <li>➤ Kaumatua Games</li> <li>➤ <b>Te Kuiti Community Running Group</b></li> <li>➤ Pre-Schoolers Sport &amp; Games</li> </ul>	<p>Contact information provided</p> <p>Number of visits</p> <p>Evidence of training/support provided</p>	<p>On-going and as needed</p> <p>Reported Quarterly : September 2013, December 2013, March 2013, June 2013</p>	<p>On going as needed</p> <p>Completed regular 2013 visits. Ongoing regular visits and support to all activities continuing in 2014</p> <p>After achieving some milestones, the Tkt Running group disbanded</p>
	<p>4. Support Healthy Lifestyle Coach to provide a minimum of 2 Healthy Lifestyle sessions and workshops, including goal setting workshops focussing on healthy eating and exercise.</p>	<p>Initiatives detailed in Projects Register</p> <p>Reports provided post each initiative with numbers attending and feedback from stakeholders</p>	<p>Dates to be established based on need</p> <p>Reported December 2013 and June 2014</p>	<p>Completed 2013 with limited success. Some Milestones achieved. Now working with new HLC on 2014 initiatives.</p>

Outcomes	Activities	Evidence/Progress	By When	Status
	5. Encourage and refer people from communities to Active & Well programme, with a minimum of 2 clients per month referred to Healthy Lifestyle Coach	Total number of referrals provided as well as the number of referrals referred by District Coordinator  Contact details for Healthy Lifestyle coach provided  Success stories provided	Ongoing  Reported Quarterly : September 2013 , December 2013, March 2014, June 2014	Ongoing  Ongoing -New HLC engaged in March
	6. Work with community coalition groups to encourage people to participate in physical activity, recreation and sport. A minimum of 2 projects/events provided through programmes such as: <ul style="list-style-type: none"> <li>• Summer Nature Programme</li> <li>• Smokefree – T.T.O.A.S.T</li>   <li>• Mental Health Awareness Forum</li> <li>• Grandparents as Caregivers group</li> </ul>	Reports provided post each initiative.  Evidence of participation provided and/or numbers attending	January 2014 , May 2014	Completed 2013 programme – Evaluation & planning 2014 SNP under way.  Completed 2013 project – Milestones achieved - ongoing  In progress - ongoing  In progress – ongoing

Outcomes	Activities	Evidence/Progress	By When	Status
	7. Provide local community promotions to improve quality of life. <ul style="list-style-type: none"> <li>➤ Presentations to older adult networks – eg – Grey Power, Over 60's Group</li> <li>➤ Presentations at Health Expos and Forums</li> </ul>	Numbers attending and feedback from participants	As requested by groups Reported December 2013 , June 2014  August 2013	Not yet completed  Milestone achieved - ongoing
	8. Project to assist Samoan residents to integrate into Te Kuiti communities through participation, recreation and sporting activities.  9. Collaborative approach to Youth Initiatives through working with MSD, WDC, and Sport Waikato	Initiatives detailed in Projects Register.  Reports provided on progress and impact  Reports provided on progress and impact Strategy developed More engaged youth and feedback	Project underway  Quarterly : September 2013, December 2013, March 2014, June 2014  Quarterly: September 2013 , December 2013, March 2014, June 2014	Making good progress – Milestones achieved - Ongoing  Progress made Milestones achieved - - ongoing
<b>Community Development</b>  Developing capability to ensure effective delivery of physical activity, recreation and sport.	1. Liaise with Energize to develop ongoing professional development to teachers and coaches for primary and intermediate schools.  2. 3. Liaise with SportsForce Development Officers to provide professional development to secondary schools.	Evidence that 15 district primary schools have been provided with professional development opportunities  Evidence of the opportunity for coaches to be trained in Secondary Schools.	On-going Reported Quarterly : September 2013, December 2013, March 2014, June 2014  On-going	As requested – Milestones achieved - ongoing  Completed 2013 2014 in planning stage

Outcomes	Activities	Evidence/Progress	By When	Status
	4. Swimming – work with Sports Force to Support the newly appointed King Country coaching director to implement the Regional plan for King Country (including Piopio, Te Kuiti, Taumarunui and Otorohanga)	Plan developed  Progress against plan Impact of support	October 2013  Progress Reports Quarterly : December 2013, March 2014, June 2 014	On hold until appointment made
	5. Support for Energize to implement school physical activity, nutrition and/or school sports plans at 15 primary schools.	BOT Reports produced  Impact of support and feedback	Previous years report on March 2014	Milestones achieved – ongoing progress
	6. DC's support Secondary School Sport Coordinators to develop School Sport Plans	Plans developed Role and impact to the plan	2014 Plans developed December 2013 Report on previous years plan March 2014	Plan Completed – ongoing assistance given for future planning
	1. Support WILSS to provide opportunities for Secondary School leadership through local KiwiSport initiatives and other community sport opportunities. 12 Secondary School leaders identified.	Evidence of success of secondary school leadership development programme.	Ongoing Report Progress quarterly: September 2013, December 2013, March 2014, June 2014	Completed 2013 programme with milestones achieved. 2014 in planning stage

Outcomes	Activities	Evidence/Progress	By When	Status
	2. Coordinate club capability workshops. Identify opportunities for development or training for officials, administrators and coaches.	Initiatives detailed in Projects Register. Minimum of 2 workshops Reports provided post each initiative including numbers attending and feedback from participants.	Dec  May - June	Making good progress with good milestones achieved - Ongoing  2014 Planning In progress
	3. Support community projects to improve the delivery of local sport:  <ul style="list-style-type: none"> <li>➤ Coordinate North King Country Cycling opportunities information booklet.</li> <li>➤ Work with Piopio Domain User Group and local schools to provide pathways and coordinated approach to delivery of sport to the community</li> <li>➤ Work with Coast Rugby Football Sports Club to build sustainable club structures</li> </ul>	Project detailed and register  Report against progress  Impact of individual project	December 2013  Start September Progress report Quarterly: December 2013, March 2014, June 2014 Start October 2013 Progress report Quarterly : December 2013, March 2014, June 2014	2014Draft Document completed  Milestones achieved - ongoing  Milestones achieved - ongoing Planning for 2014
	4. Local community recreation projects:  <ul style="list-style-type: none"> <li>➤ Following the Regional Facilities Strategy, work with Otorohanga and Waitomo District Councils around planning of facilities for Otorohanga and Waitomo</li> </ul>	Coordinated approach to facility planning  Council feedback  Initiatives detailed in Projects Register	April 2014	In planning stage

Outcomes	Activities	Evidence/Progress	By When	Status
	<ul style="list-style-type: none"> <li>➤ Work with the Bennydale community to provide social family recreational opportunities.</li> </ul>	<p>Report and progress of the initiative Impact of the project</p> <p>Evidence of support provided</p>	<p>Underway Progress report s Quarterly: December 2013, March 2014, June 2014</p>	<p>Milestones achieved – ongoing support</p>
<p><b>Improve Information and Promotion</b></p> <p>Improve coordination and promotion of information on all physical activity, recreation and sport opportunities in the District.</p>	<ol style="list-style-type: none"> <li>1. Provide the Waitomo community with information on programmes and events, development and funding opportunities.</li> <li>2. Effective use of communication including: <ul style="list-style-type: none"> <li>➤ District information on website</li> <li>➤ Window displays</li> <li>➤ WDC i-SITE Display Board</li> <li>➤ Use of local radio and newspapers</li> <li>➤ Other Sport Waikato programme staff</li> <li>➤ Email contacts</li> <li>➤ School newsletters</li> <li>➤ Verbal Promotion</li> <li>➤ Attendance at Local Events</li> <li>➤ Membership of service organisations</li> <li>➤ Promotion through regional and national links when appropriate</li> <li>➤ The Te Kuiti Sport Waikato Office is recognised as a central focus for all sport, recreation and physical activity for the Districts communities</li> <li>➤ Link to Sport Waikato website on Waitomo District Council website and Facebook.</li> </ul> </li> </ol>	<p>Evidence promotional material provided.</p> <p>Feedback from the community</p>	<p>Ongoing</p> <p>Quarterly reports : September 2013, December2013, March 2014,June 2014.</p>	<p>Evidence provided - Ongoing promotion information sharing</p> <p>All communication and promotion opportunities utilized - Ongoing year round</p>
<p><b>Create pride in the Community</b></p>	<ol style="list-style-type: none"> <li>1. Sport volunteers are recognised through nominations to Sport Maker project and SportNZ e card</li> </ol>	<p>Registers of nominations and club affiliations provided.</p>	<p>Ongoing Quarterly reports: September 2013,</p>	<p>In progress with some great outcomes-</p>

Outcomes	Activities	Evidence/Progress	By When	Status
Through supporting, encouraging and valuing our local volunteers and celebrating local sporting achievements.			December 2013, March 2014, June2014	ongoing
	2. Host Waitomo District Sports Awards to recognise contribution to and excellence in sport	Number of Nominees – 53 nominees, 4 junior acknowledgements  Number of attendees – in excess of 320	25 November 2013	Completed 2013 awards – yearly action

Document No: 329721

File No: 037/042A

**Report To: Council****Meeting Date:** 25 March 2014**Subject:** **Deputation: The Lion Foundation**

### Purpose of Report

- 1.1 The purpose of this business paper is advise Council that The Lion Foundation (TLF) representatives - Stephen Parkes (Waikato-Bay of Plenty Regional Manager) and Scott Pearson (Chief Financial Officer) will be in attendance at 10.45am to make a Deputation in respect to TLF's request that Council review its Gaming Venue Policy in order to adopt a Relocation Policy which would allow TLF to relocate the 18 gaming machines currently operating in the Te Kuiti Hotel to a new venue.
- 1.2 A business paper dealing with TLF's request, and in particular containing the written request from TLF, is contained elsewhere in this Agenda.

### Suggested Resolution

The Deputation from The Lion Foundation be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

March 2014

**Document No:** 329722**File No:** 037/042A**Report To: Council****Meeting Date:** 25 March 2014**Subject:** **Deputation: Curious Keas (Steve and Stephanie Brough)**

### **Purpose of Report**

- 1.1 The purpose of this business paper is advise Council that Steve and Stephanie Brough (Curious Keas) and Richard Atkinson will be in attendance at 11.00am to make a Deputation to Council in respect to a request to investigate the possibility of Council offering for sale the property at 10 Kea Street, Piopio.
- 1.2 A business paper dealing with the legalities of this matter is contained elsewhere in this Agenda.

### **Suggested Resolution**

The Deputation from Curious Keas be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

March 2014

**WAITOMO DISTRICT COUNCIL**

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**MINUTES OF A MEETING OF THE WAITOMO DISTRICT COUNCIL  
HELD IN THE COUNCIL CHAMBERS, QUEEN STREET, TE KUITI ON  
THURSDAY 6 MARCH 2014 AT 9.00AM**

**PRESENT:** Mayor Brian Hanna, Deputy Mayor Guy Whitaker, Council Members Phil Brodie, Terry Davey, Allan Goddard, Lorrene Te Kanawa and Sue Smith

**IN ATTENDANCE:** Media and Public

Todd Ward (Waitomo News); Murray Loewenthal; Brian and Sharon Reynolds; James Bevan

Staff

Chris Ryan, Chief Executive; Michelle Higgle, Executive Assistant; Kit Jeffries, Group Manager – Corporate Services (for part only); Helen Beever, Group Manager – Customer Services (for part only); Donna Macdonald, Community Development Coordinator (for part only); Christiaan van Rooyen, Group Manager - Assets (for part only); John De Luca, Group Manager – Community Services (for part only) and Vibhuti Chopra, Consultant Planner (for part only)

<b>1.</b>	<b>Council Prayer</b>		<b>File 037/003</b>
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<b>2.</b>	<b>Declarations of Member Conflicts of Interest</b>		<b>File 037/051A</b>
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No Member declarations were made.

<b>3.</b>	<b>Confirmation of Minutes – 10 December 2013</b>		<b>File 037/040A</b>
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**Resolution**

The Minutes of the Waitomo District Council meeting held on 10 December 2013 be confirmed as a true and correct record.

Goddard/Whitaker                      Carried

<b>4.</b>	<b>Verbal Reports: Individual Councillor Roles and Responsibilities</b>		<b>File 037/040A</b>
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Individual Council Members provided verbal reports in respect to Councillor appointed Roles and Responsibilities.

Cr Brodie

West Coast Catchment Liaison Committee  
 Piopio Christmas Parade  
 Aria Waitangi Day Sports  
 Aria Bike Ride (over 570 adult registrations; 30 landowners involved)  
 Zone 2 Meeting  
 Project Piopio Trust

Cr Te Kanawa

Tere Waitomo Community Trust  
 Te Kuiti Community House  
 Te Kuiti Development Incorporated  
 Community Link

Cr Goddard

Benneydale Residents and Ratepayers

Cr Davey

Zone 2

Cr Smith

Zone 2  
 Marokopa Traffic Safety Concerns  
 West Coast Zone

Deputy Mayor Whitaker

Brook Park  
 Te Araroa Walking Track  
 Timber Trail – Road Signage

Mayor Hanna

WMF Rooding Working Party Presentations  
 FAR Review – Submission due by end of March  
 Green Flag Awards at Pureora  
 Sister City Visit  
 Transfield – new Manager  
 - Tourism signage required on local roads (Timber Trail; Piropiro Camping Ground; Hairy Feet)  
 North King Country Development Trust  
 Inframax Construction Ltd  
 Project Piopio  
 Waipa River JMA Meeting  
 Maniapoto Family Violence Picnic in the Park  
 Healthy Rivers Collaborative Stakeholder Group

**Resolution**

The Verbal Reports from Council Members be received.

Whitaker/Davey

Carried

**5. Review of Governance Statement****File 037/038**

Council considered a business paper presenting Council's Governance Statement for review and adoption.

The Executive Assistant expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Review of Governance Statement be received.
- 2 The draft Governance Statement be adopted without the inclusion of Member photographs.

Brodie/Smith          Carried

**6. Manawatu-Wanganui Region Triennial Agreement****File 064/15D**

Council considered a business paper presenting a copy of the draft Manawatu-Wanganui Region Triennial Agreement for the period from 1 March 2014 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2016 local authority elections and before 1 March 2017.

**Resolution**

- 1 The business paper on Manawatu-Wanganui Region Triennial Agreement be received.
- 2 Council support the draft Manawatu-Wanganui Region Triennial Agreement for the period from 1 March 2014 until such time as the Agreement is either amended by agreement of all parties or is renewed following the 2016 local authority elections and before 1 March 2017.

Davey/Goddard          Carried

**7. 2013-2016 Waikato Region Triennial Agreement****File 064/15B**

Council considered a business paper providing an update on finalisation of the 2013-2016 Waikato Region Triennial Agreement (the Agreement) for the period from 1 March 2014 until following the 2016 local authority elections through the Waikato Mayoral Forum.

The Mayor expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Waikato Region Triennial Agreement be received.
- 2 Council ratify the decision of the Mayor to approve the 2013-2016 Waikato Triennial Agreement.

Whitaker/Goddard          Carried

<b>8.</b>	<b>Adoption of the Draft Exceptions Annual Plan 2014/15 for Audit Purposes</b>	<b>File 037/013/2015AP</b>
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Council considered a business paper advising that discussions with Council's Auditors have confirmed that as there are no significant variations to the 2012-2022 LTP proposed in the 2014/15 dEAP, an audit will not be required. The only matter that may 'trigger' further interest and/or consideration by the Auditor is whether Council's involvement with Waitomo Waters proceeds in 2014/15.

The Group Manager – Corporate Services and Chief Executive expanded verbally on the business paper and answered Members questions.

The Mayor commended the Chief Executive and his team on minimising the rate increase in the draft Exceptions Annual Plan without significantly reducing levels of service.

**Resolution**

The business paper on Adoption of the Draft Exceptions Annual Plan 2014/15 for Audit Purposes be received.

Goddard/Davey                      Carried

The Group Manager – Customer Services and Community Development Coordinator entered the meeting at 9.43am.

<b>9.</b>	<b>Summary of Rates Remissions Granted for 2012/13 Year</b>	<b>File 130/016</b>
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Council considered a business paper providing a summary of rates remissions granted for the 2012/13 year under the Policy of Rates Remissions.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members questions.

**Resolution**

The business paper on Rates Remissions granted for the 2012/13 year be received.

Brodie/Goddard                      Carried

<b>10.</b>	<b>Quarterly Financial and Non-Financial Report for period ending 31 December 2013</b>	<b>File 100/018A</b>
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Council considered a business paper presenting:

- The Financial Report for the period ended 31 December 2013 and;
- Detail of non-financial performance of service performance (i.e. performance against key indicators) for the period to 31 December 2013.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The business paper on the Quarterly Financial Report for the Six Months to 31 December 2013 be received.

Te Kanawa/Whitaker Carried

<b>11.</b>	<b>New Zealand Mutual Liability RiskPool - 2013 Annual Report</b>	<b>File 054/001D</b>
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Council considered a business paper providing a briefing on the activities of RiskPool during the 2012/13 financial year and to provide information on the financial results of the CCO as disclosed in RiskPool’s 2013 Annual Report.

The Group Manager – Corporate Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

- 1 The business paper on the New Zealand Mutual Liability RiskPool - 2013 Annual Report is received.
- 2 The 2013 Annual Report, as presented by New Zealand Mutual Liability RiskPool be received.

Goddard/Brodie Carried

The Group Manager – Corporate Services left the meeting at .55am.

<b>12.</b>	<b>2013 Christmas Parade – Management Report</b>	<b>File 400/103/2013</b>
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Council considered a business paper providing a briefing on the outcome of the Waitomo District Christmas Parade 2013.

The Group Manager – Customer Services and Community Development Coordinator expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The business paper on 2013 Christmas Parade – Management Report be received.

Goddard/Te Kanawa Carried

<b>13.</b>	<b>Progress Report: Community Development</b>	<b>File 092/015</b>
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Council considered a progress report on the range of activities carried out within the Community Development portfolio.

The Group Manager – Customer Services and Community Development Coordinator expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report on the Community Development Update to 24 February 2014 be received.

Davey/Te Kanawa Carried

<b>14.</b>	<b>Progress Report: Youth Engagement – September 2013 to February 2014</b>	<b>File 092/018</b>
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Council considered a progress report on Youth Engagement activity for the period 1 September 2013 to 20 February 2014.

The Community Development Coordinator and Mayor expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Youth Engagement – September 2013 to February 2014.

Whitaker/Smith Carried

The meeting adjourned for morning tea at 10.11am and reconvened at 10.24am.  
The Community Development Coordinator left the meeting at 10.11am.

<b>15.</b>	<b>Progress Report: Economic Development Plan</b>	<b>File 092/015</b>
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Council considered a progress report on the development of an Economic Development Plan.

The Mayor and Group Manager – Customer Services expanded verbally on the business paper and answered Members' questions.

Members noted their disappointment that the Demographic Profile Report does not include any statistics from 2013.

**Resolution**

The Progress Report on Economic Development Plan be received.

Smith/Whitaker Carried

The Group Manager – Asset entered the meeting at 10.29am.  
The Group Manager – Community Services entered the meeting at 10.32am.

<b>16. Customer Services Strategy – Draft Charter</b>	<b>File 037/5/1</b>
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Council considered a business paper providing a the draft Waitomo District Council Customer Service Charter for consideration and adoption.

The Group Manager – Customer Services expanded verbally on the business paper and answered Members’ questions.

**Resolution**

- 1 The business paper on Customer Services Strategy – Draft Charter be received.
- 2 The Draft Waitomo District Council - Customer Service Charter be adopted.

Davey/Te Kanawa Carried

<b>17. Hamilton and Waikato Tourism 2013 Annual Report</b>	<b>File 400/180A</b>
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Council considered a business paper presenting for information and formal receipt the Hamilton and Waikato Tourism (HWT) 2013 Annual Report.

The Mayor and Group Manager – Customer Services and expanded verbally on the business paper and answered Members’ questions.

Members noted that Kiri Goulter has resigned as Chief Executive of Hamilton & Waikato Tourism after five years in the role.

**Resolution**

- 1 The business paper on the Hamilton and Waikato Tourism 2013 Annual Report be received.
- 2 The Hamilton and Waikato Tourism 2013 Annual Report be received.

Brodie/Te Kanawa Carried

<b>18. Progress Report: Road Map Monitoring Schedule</b>	<b>File 037/048A</b>
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Council considered a Progress Report presenting the Road Map Monitoring Schedule as at 6 March 2014.

The Executive Assistant expanded verbally on the business paper and answered Members’ questions.

**Resolution**

The Progress Report: Road Map Monitoring Schedule be received.

Whitaker/Davey Carried

<b>19. Progress Report: Resource Consent Applications</b>	<b>File 097/001B</b>
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Council considered a progress report providing information on outstanding resource consent applications and details of those applications currently being processed.

**Resolution**

The Progress Report: Resource Consent Applications be received.

Goddard/Smith Carried

The Consultant Planner entered the meeting at 10.47am.

<b>20. Waitomo Caves Village Structure Plan Stage 2 Concept Plan</b>	<b>File 508/003</b>
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Council considered a business paper informing Council of the Waitomo Caves Village Structure Plan Stage 2 Concept Plan and seeking Council's feedback to be provided to the Tere Waitomo Community Trust.

The Consultant Planner and Chief Executive expanded verbally on the business paper and answered Members' questions.

The Chief Executive reiterated the fact that the Structure Plan as presented is a "Concept" Plan and there is a need to be very careful that any caveats attached to the Concept Plan are clearly understood to prevent misunderstandings when the Plan becomes more than a concept.

Cr Brodie expressed concern that the planning has got this far, which is quite advanced, however there has been no consideration at all given to monetary issues.

Council supported the comments as set out in the business paper.

**Resolution**

- 1 The business paper Waitomo caves Village Structure Plan Stage 2- Concept Plan be received.
- 2 Council's views be drafted into a feedback letter to be sent to the Tere Waitomo Community Trust.

Brodie/Te Kanawa Carried

The Group Manager – Customer Services and Consultant Planner left the meeting at 11.02am.

<b>21.</b>	<b>Benneydale Wastewater – Disclosure of Perceived Resource Consent Condition Breach</b>	<b>File 037/018/02</b>
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Council considered a business paper providing details of a sewage overflow from the wastewater pipe reticulation at Benneydale resulting in a perceived breach of the Discharge Consent conditions.

The Chief Executive and Group Manager – Asset expanded verbally on the business paper and answered Members' questions.

**Resolution**

The business paper on Benneydale Wastewater – Disclosure of Breach be received.

Brodie/Goddard          Carried

<b>22.</b>	<b>Beach Road, Mokau – Seawall</b>	<b>File 504/014B</b>
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Council considered a business paper informing of developments regarding a retrospective Resource Consent application for the construction of the temporary seawall at end of Beach Road, Mokau, the cost implications of the various options and seeking Council's direction as to which option should be pursued.

The Chief Executive and Group Manager – Asset expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1      The business paper on Beach Road, Mokau - Seawall be received.
- 2      Council approve:

**Option 1 – Agree to Proposed Conditions (with amendment to a 10 year term)**

Assuming the wall remains stable for the consent period, the costs for Council are potentially –

- 1      Projected costs to liaise with DoC, Tangata Whenua and the Neighbour (13A Beach Road): \$5,000
- 2      Bi-monthly Monitoring and Annual Inspections over five years: \$30,000
- 3      Removal of Wall at end of Consent period: \$35,000-\$45,000 (at today's rates)
- 4      Miscellaneous costs associated with liaising with WRC: \$5,000 over 5 years

Estimated Cost over five years: \$80,000 - \$90,000

Brodie/Whitaker          Carried

<b>23.</b>	<b>Progress Report: Monitoring against the 2012-2022 LTP – Water Supply</b>	<b>File 037/020/12A</b>
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Council considered a business paper providing a brief on implementation of the Work Plan for the Water Supply activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan.

The Group Manager - Assets expanded verbally on the business paper and answered Members' questions.

Council agreed that if no feedback has been received from THL by next week that the Group Manager – Asset should follow-up with them.

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Water Supply be received.

Smith/Whitaker      Carried

<b>24.</b>	<b>Progress Report: Monitoring against the 2012-2022 LTP – Stormwater</b>	<b>File 037/020/12A</b>
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Council considered a business paper providing a brief on implementation of the Work Plan for the Stormwater activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan.

The Group Manager - Assets expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Stormwater be received.

Goddard/Brodie      Carried

<b>25.</b>	<b>Progress Report: Monitoring against the 2012-2022 LTP – Sewerage</b>	<b>File 037/020/12A</b>
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Council considered a business paper providing a brief on implementation of the Work Plan for the Wastewater activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan.

The Group Manager - Assets expanded verbally on the business paper and answered Members' questions.

Council agreed that a media release should be made in respect to the Te Kuiti WWTP Upgrade original project costs versus actual construction cost.

Council also agreed that an official opening be arranged as soon as practicable.

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Wastewater be received.

Davey/Whitaker Carried

<b>26.</b>	<b>Progress Report: Monitoring against the 2012-2022 LTP – Land Transport</b>	<b>File 037/020/12A</b>
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Council considered a business paper providing a brief on implementation of the Work Plan for the Land Transport activity as contained in year two (2013/2014) of the 2012-2022 Long Term Plan.

The Group Manager - Assets expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monitoring Against 2012-2022 Long Term Plan – Land Transport be received.

Te Kanawa/Brodie Carried

<b>27.</b>	<b>Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – March 2014</b>	<b>File 037/05A</b>
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Council considered a business paper providing a brief on progress for Operational and Maintenance performance by Council's contracted Services Provider for Water Services (Veolia Water).

The Group Manager – Assets expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Monthly Operation and Maintenance Report for Water, Sewerage and Stormwater – March 2014 be received.

Goddard/Whitaker Carried

The Group Manager – Asset left the meeting at 11.50am.

<b>28.</b>	<b>Progress Report: Civil Defence Emergency Management Joint Committee Minutes</b>	<b>File 400/010/2</b>
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Council considered a progress report presenting the Civil Defence Emergency Management Joint Committee meeting Minutes of 18 November 2013.

**Resolution**

The Progress Report: Civil Defence Emergency Management Joint Committee Minutes be received.

Goddard/Te Kanawa Carried

<b>29. Progress Report: Waitomo Cultural and Arts Centre – Stage 4 Upgrade</b>	<b>File 401/0588424200</b>
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Council considered a business paper providing a progress report on the Stage 4 Upgrade of the Waitomo Cultural and Arts Centre.

The Group Manager – Community Services expanded verbally on the business paper and answered Members' questions.

**Resolution**

The Progress Report: Waitomo Cultural and Arts Centre – Stage 4 Upgrade be received.

Smith/Whitaker Carried

The meeting adjourned for lunch at 11.55am and reconvened at 12.50am.

<b>30. Review of Waitomo District Rural Fire Plan</b>	<b>File 502/001</b>
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Council considered a business paper representing those sections of the Waitomo District Rural Fire Plan for 2013-2015 which have been further reviewed since the Plan was presented to Council in September 2013.

The Chief Executive expanded verbally on the business paper and answered Members' questions.

**Resolution**

- 1 The business paper on Review of Waitomo District Rural Fire Plan be received.
- 2 Pursuant to Regulation 40 of the Forest and Rural Fires Regulations 2005, Council adopt the Waitomo District Rural Fire Plan 2013-2015.

Whitaker/Brodie Carried

<b>31. Motion to Exclude the Public for the consideration of:</b>	<b>File 037/043</b>
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Council considered a business paper pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987 giving Council the right by resolution to exclude the public from the whole or any part of a meeting on one or more of the grounds contained within that Section.

**Resolution**

- 1 The public be excluded from the following part of the proceedings of this meeting.
- 2 Council agree that the following staff, having relevant knowledge, remain  
Chris Ryan, Chief Executive  
Michelle Higgle, Executive Assistant  
Helen Beever, Group Manager – Customer Services
- 3 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each 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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
1. Deputation: Murray Loewenthal – Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
2. Progress Report: Mayoral Forum Work Streams and Regional Shared Service Initiatives	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
3. Local Government New Zealand – Special General Meeting	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
4. Progress Report: Regulatory Enforcement Issues	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
5. Progress Report: Wool Storage Facility	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
6. Progress Report: Cultural and Arts Centre - Shared Parking Investigation	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Section 48(1) grounds for this resolution</b>
7. Progress Report: Rural Halls	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
8. Progress Report: Parkside Subdivision	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
9. Progress Report: Brook Park Entrance	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
10. Progress Report: Te Kuiti Railway Building	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
11. Progress Report: Te Kuiti Main Street Re-Design	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
12. Progress Report: Te Kuiti Community House	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
13. Progress Report: Te Kuiti Cemetery	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
14. Progress Report: Marokopa Campground – Renewals Work	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
15. Progress Report: Mokau Toilet Effluent Upgrade	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Section 48(1) grounds for this resolution
16. Progress Report: Marokopa Sea Wall	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)
17. Progress Report: Benneydale Water Easements	7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)(a)

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 6 or Section 7 of that Act or Section 6, Section 7 or Section 9 of the Official Information Act 1982 as the case may require are listed above.

Te Kanawa/Whitaker                      Carried

#### Resolution

The meeting be re-opened to the public.

Smith/Whitaker                      Carried

<b>32. Deputation: Mayor Hanna and James Bevan – Waikato Mayoral Forum Roding Working Party Presentation</b>	<b>File 037/042</b>
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Council received a presentation from James Bevan on behalf of the Waikato Mayoral Forum Roding Working Party.

There being no further business the meeting closed at 2.53pm.

Dated this 25<sup>th</sup> day of March 2014.

BRIAN HANNA  
**MAYOR**

Confidential

Confidential

Confidential

Confidential

Confidential

Confidential

Document No: 329729

File No: 064/001D

**Report To: Council****Meeting Date:** 25 March 2014**Subject:** Local Government New Zealand – 2014 Annual General Meeting Remit Process

### Purpose of Report

- 1.1 The purpose of this business paper is to advise Council of the process for submitting remits for consideration at the 2014 Local Government New Zealand (LGNZ) Annual General Meeting (AGM).

### Commentary

- 2.1 Attached to and forming part of this business paper is a self-explanatory memorandum from LGNZ advising the timeline for member authorities to submit proposed remits for consideration at the 2014 LGNZ AGM.
- 2.2 The Memorandum also sets out the criteria for considering remits under the Remits Screening Policy.
- 2.3 Since 1999, it has become rare for individual councils to make remits directly to LGNZ. Due to the criteria of the Remits Screening Policy, remit issues are predominantly raised by individual councils at Zone and Sector Group Meetings, and if supported, are taken forward by the Zone or Sector Group.

### Recommendation

- 3.1 It is recommended that Council continue to have the Mayor and/or Chief Executive lobby key issues through Zone and Sector Group Meetings rather than initiate any individual remits to LGNZ AGMs.

### Suggested Resolutions

- 1 The business paper on Local Government New Zealand – 2014 Annual General Meeting Remit Process be received.
- 2 Council continue to lobby key issues through Zone and Sector Group Meetings rather than initiate individual remits to LGNZ AGMs.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE  
**EXECUTIVE ASSISTANT**

Attachment: LGNZ Memorandum

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**Date:** 3 March 2014  
**To:** Mayors, Chairs and Chief Executives  
**From:** Malcolm Alexander, Chief Executive  
**Subject:** **2014 Annual General Meeting Remit Process**

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We invite member authorities wishing to submit proposed remits for consideration at the Local Government New Zealand Annual General Meeting (AGM) to be held on **Sunday 20 July 2014** in Nelson, to do so no later than **Monday 26 May 2014**. This is to allow members of zones and sectors to gain support of five supporting councils for their remit. The supporting councils do not have to come from the proposing council's zone or sector.

It is important to note that the meeting dates for zones and sectors have been scheduled to allow, and indeed encourage members to raise issues of importance through their meetings and then to the National Council meetings rather than the AGM.

Proposed remits should be sent with the attached form. The full remit policy can be downloaded from the [LGNZ website](#).

### **Remit policy**

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic "issues of the moment". They should have a national focus articulating a major interest or concern at the national political level.

The criteria for considering remits were reviewed in March 1999 and National Council adopted the following Remits Screening Policy:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
3. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their being submitted, in order for the proposer to assess support and clarity of the proposal;
4. Remits defeated at the AGM in two successive years will not be permitted to go forward;
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome;
6. Remits that deal with issues or matters currently being actioned by Local Government New Zealand may also be declined on the grounds that the matters raised are "in-hand". This does not include remits that deal with the same issue but from a different point of view; and

7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
- nature of the issue;
  - background to it being raised;
  - issue's relationship, if any, to the current Local Government New Zealand Business Plan and its objectives. The 2013-2016 business plan was sent to members in April 2013, a copy is available on request. A revised 2014-2017 business plan will be sent to members in April 2014;
  - level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
  - resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
  - suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

### Remit process

Local Government New Zealand will take the following steps to finalise remits for the 2014 AGM:

- all proposed remits and accompanying information must be forwarded to Local Government New Zealand no later than **Monday 26 May 2014**, to allow time for the remits committee to properly assess remits;
- a remit screening committee (comprising the President, Vice President and Chief Executive) will review and assess proposed remits against the criteria described in the above policy;
- prior to their assessment meeting, the remit screening committee will receive analysis from the Local Government New Zealand staff on each remit assessing each remit against the criteria outlined in the above policy;
- proposed remits that fail to meet the tests imposed by the above policy will be informed as soon as practicable of the committee's decision, alternative actions available, and the reasons behind the decision;
- proposed remits accepted will be contacted as soon as practicable to arrange the logistics of presenting the remit to the AGM; and
- all accepted remits will be posted to the Local Government New Zealand website at least one month prior to the AGM.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after **Monday 26 May 2014**.

### General

Remits discussed at the AGM will be presented in the AGM Business Papers that will be distributed to delegates not later than two weeks before the AGM, as required by the Rules.

Should you require further clarification of the requirements regarding the remit process please contact Leanne Brockelbank on 04 924 1212 or [Leanne.brockelbank@lgnz.co.nz](mailto:Leanne.brockelbank@lgnz.co.nz).

**Annual General Meeting 2014****Remit application**

<b>Council Proposing Remit:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Fax:</b>	
<b>Remit passed by:</b> (zone/sector meeting and/or list 5 councils as per policy)	
<b>Remit:</b>	

**Background information and research:**

Please attach separately and include:

- nature of the issue;
- background to its being raised;
- new or confirming existing policy;
- how the issue relates to objectives in the current Work Programme;
- what work or action on the issue has been done on it, and the outcome;
- any existing relevant legislation, policy or practice;
- outcome of any prior discussion at a Zone or Sector meeting;
- evidence of support from Zone/Sector meeting or five councils; and
- suggested course of action envisaged.

**Please forward to:** Local Government New Zealand

Leanne Brockelbank, Chief Financial Officer

P O Box 1214, Wellington 6140

[Leanne.brockelbank@lgnz.co.nz](mailto:Leanne.brockelbank@lgnz.co.nz)

**No later than Monday 26 May 2014**

Document No: 329129

File No: 064/013A

**Report To: Council****Meeting Date:** 25 March 2014**Subject:** **Local Authority Shared Services – Draft Statement of Intent for 2014/15****Purpose of Report**

- 1.1 The purpose of this business paper is to present to Council the Local Authority Shared Services Draft Statement of Intent for 2014/15.

**Local Government Act S.11A Considerations**

- 2.1 There are no considerations relating to Section 11A of the Local Government Act in regards to this business paper.

**Commentary**

- 3.1 Attached to and forming part of this business paper is a copy of the Local Authority Shared Services Draft Statement of Intent (SOI) for 2014/15.
- 3.2 The Directors are required to approve a Draft SOI by 1 March each year for consideration by the shareholders.
- 3.3 The shareholders are invited to provide comments on the document and to have those returned to LASS on or before 30 April 2014.
- 3.4 The Directors must then consider any comments on the Draft SOI that are made to it within two months of 1 March by the shareholders and deliver the completed SOI to the shareholders by 30 June.
- 3.5 Council is now invited to consider the Draft SOI and, if it wishes, provide comments on the document.

**Suggested Resolutions**

- 1 The business paper on Local Authority Shared Services – Draft Statement of Intent for 2014/15 be received.
- 2 The Local Authority Shared Services – Draft Statement of Intent for 2014/15 be received.

A handwritten signature in blue ink, appearing to read "C.E. (KIT) JEFFRIES".

C.E. (KIT) JEFFRIES

**GROUP MANAGER – CORPORATE SERVICES**

12 March 2014

Attachment: Local Authority Shared Services – Draft Statement of Intent for 2014-2015



*value beyond boundaries™*

**STATEMENT OF INTENT  
FOR 2014-2015**

**30 June 2014**

## Local Authority Shared Services Limited

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### Introduction

This Statement of Intent is a public declaration of the activities and intentions of the Waikato's Council Controlled Organisation, Local Authority Shared Services Limited. The statement outlines the Directors' accountabilities to the shareholders for corporate performance, as is intended by Schedule 8 of the Local Government Act 2002.

### Objectives of LASS

In early to mid-2000 the relationship between local authorities within the Waikato Region continued to strengthen. As a result of this it was considered desirable to set up a structure under which shared services could operate to provide strategic or other advantages to the local authorities involved. Of the structures considered by Waikato local authorities the Local Authority Shared Services Limited (LASS) was chosen as it was considered the most appropriate mechanism to provide the Councils in the Waikato region with a vehicle to operate shared services.

LASS provides a mechanism for the development of new services which are available to be joined by any shareholder that so chooses. It also provides those Councils that wish to develop new services with a company structure under which they can develop and promote services to other local authorities and external parties.

The ability of LASS to contribute to a greater extent in terms of shared services and also at a strategic collaboration level has been the subject of discussion through the Waikato Mayoral Forum. As part of providing a mechanism for supporting shared services and collaborative opportunities in the region, LASS is also available as a support entity to assist working parties established by the Waikato Mayoral Forum.

New services that are intended to be initiated under the LASS umbrella will only be adopted where a business case shows that they provide sufficient benefit to the shareholders and that benefit exceeds the benefits associated with other proposals. Such benefits include, but are not limited to, greater strategic capacity, mitigation of risk, development of intellectual property, protection of Council data, improved levels of service and/or reduced cost. All such proposals will be presented to the shareholders for approval prior to implementation. Further approvals may be required at various phases throughout the development of a shared service or if material changes to the original proposal are thought desirable.

Shared services initiatives, such as those arising from internal investigations, may be proposed by LASS itself. Any such initiatives also require a business case and are subject to the same prioritization process as any other proposed initiative.

### Nature and Scope of Current Activities

There are currently three major operations under the LASS umbrella, plus a support role for collaborative initiatives of the Waikato Mayoral Forum.

Firstly, the Shared Valuation Data Service (SVDS). This operational system is providing both timely and accurate valuation data to member Councils and shareholders. The SVDS has become the accepted valuation database in the region.

Secondly, the Waikato Regional Transportation Model (WRTM). This model became fully operational in February 2010. This Model, built within its budgeted cost, provides accurate information to Councils and external users for their transport modelling requirements. The WRTM is the only recognised strategic transport modelling resource in the Waikato Region.

Thirdly, LASS is a party to a joint contract between the company, shareholding Councils and AON Ltd for insurance brokerage services and various collective insurance policies. Other joint procurement contracts also exist.

Over the period that the company has been operating benefits have been delivered in the form of:

- Improved level and quality of service
- Co-ordinated approach to the provision of services
- Reductions in the cost of services
- Opportunity to develop new initiatives
- Opportunity for all Councils irrespective of location or size to benefit from joint initiatives
- Leverage provided from economy of scales resulting from a single entity representing Councils leveraging procurement opportunities.

The Waikato Mayoral Forum in 2012 enabled the creation of five working parties to investigate collaborative opportunities in the areas of governance, planning, two waters, roading and economic development. An additional work stream for bylaws and policies was created in 2013. Each working party is led by a Council CEO in conjunction with a group of Mayors/Chairperson from the Waikato Mayoral Forum. LASS is available as a support entity to assist these working parties.

Collective funding of \$100,000 in 2012/13 resulted in the scoping and defining of further project work during 2013/14, and additional funding proposals were presented to shareholding Councils for consideration as part of their 2013/14 Annual Plan process. This proposal also contained funding for the Waikato Plan project into 2014/15.

An additional range of shared service opportunities are being considered at the present time. For example, some opportunities in the area of procurement have been identified and the shareholders are looking to progress these opportunities. Further work is also under way to consider how information technology initiatives can be advanced collectively under LASS.

Based on feedback from shareholder Councils and the CEO Forum, the LASS Directors will continue to discuss their role in the development of business cases for shared services at future meetings. These investigations will include reporting to shareholders and the Waikato Mayoral Forum on the alternative mechanisms to develop shared services.

Directors are mindful of the current political environment, and see these investigations of possible shared services as a key focus of their role.

## Governance

LASS shall have twelve Directors with each Director representing a shareholder Council.

Unless otherwise agreed by the appointing Councils each Director shall be a Chief Executive of a local authority. In addition the board may appoint up to three professional directors to supplement the Directors' expertise.

LASS will conduct itself in accordance with its constitution, its annual Statement of Intent agreed with shareholders, and provisions of the Local Government Act 2002.

## Directors

The current Directors are:

<b>Director</b>	<b>Position</b>	<b>Director Appointed By</b>
Gavin Ion (Chair)	Chief Executive, Waikato District Council	Waikato District Council
Geoffrey Williams	Chief Executive, Rotorua District Council	Rotorua District Council
Chris Ryan	Chief Executive Officer, Waitomo District Council	Waitomo District Council
Vaughan Payne	Chief Executive, Waikato Regional Council	Waikato Regional Council
Langley Cavers	Chief Executive, Hauraki District Council	Hauraki District Council
Barry Harris	Chief Executive, Hamilton City Council	Hamilton City Council
David Hammond	Chief Executive, Thames-Coromandel District Council	Thames-Coromandel District Council
Garry Dyet	Chief Executive, Waipa District Council	Waipa District Council
Don McLeod	Chief Executive Officer, Matamata-Piako District Council	Matamata-Piako District Council
Rob Williams	Chief Executive Officer, Taupo District Council	Taupo District Council
Craig Hobbs	Chief Executive Officer, South Waikato District Council	South Waikato District Council
Dave Clibbery	Chief Executive Officer, Otorohanga District Council	Otorohanga District Council

## Process for Future Developments

- All new proposed shared services involving LASS will have a business case developed for presentation to the Directors and will only be adopted if they provide sufficient benefit to the shareholders, that benefit exceeds the benefits associated with other proposals and there are resources available to progress the initiative. If there are insufficient resources the initiative may be deferred and reconsidered at such time that resources can be made available.
- The company is looking to establish a prioritisation process that will assist in evaluating alternative shared service opportunities.

### Activities for which the Board seeks Compensation:

It is noted that other shared services may be developed during the year that this Statement of Intent is current. Any such services will only be delivered under the LASS umbrella after the Directors have considered each individual business case including the proposed budget and agreed that the proposed service meets the objectives of LASS.

Any ongoing activities to identify, develop and procure shared services will be budgeted for in advance, subject to the business case, and either funded and staffed by individual Councils without LASS involvement, or agreed by the Directors to be funded by the LASS or utilising LASS resources with consequent recovery from participating Councils.

Shareholders will continue to contribute to the operational costs of the LASS on an annual basis.

### Performance Targets

Performance targets relate to the level of services that are current or under development. It is envisaged that these targets will expand as new services are developed.

1. **Shareholder Survey:** The company will carry out an annual survey of shareholders to assist the Directors in developing improvements on behalf of the shareholders, and to receive a majority of shareholder approval on the service provided.
2. **Costs Control:** Administration expenditure shall not exceed that budgeted by more than 5% unless prior **approval** is obtained from the Directors.
3. **Cashflow:** The company maintains an overall positive cashflow position.
4. **Reporting:** The Board will provide a written report on the business operations and financial position of the LASS on a six monthly basis.
5. **Statutory Adherence:** There will be an annual report to directors that all statutory requirements of the LASS are being adhered to.
6. **SVDS Availability:** That SVDS is available to users at least 99% of normal working hours.
7. **SVDS Sales Data Delivery:** That at least 98% of agreed timelines are met for sale and property files that have been delivered to the FTP server for access to customers.
8. **SVDS Major Enhancement Development Hours:** All Capital enhancement development work is supported by a business case approved by the Advisory Group.
9. **WRM:** That all required modelling reports are actioned within the required timeframe.
10. **WRM:** That the base model adheres to "Screenline Validation Standards" as set out in the NZTA Economic Evaluation Manual as indicated by an external independent peer review.
11. **WRM:** That a full report on progress of the model be provided to the LASS Board twice each year.
12. **Insurance:** The key performance indicators from appendix 4 of the brokerage contract are met.
13. **Joint Procurement:** That any joint procurement projects deliver as per project approved objectives.

14. **Advice to the Waikato Mayoral Forum:** In response to requests from shareholders, the Company will provide regular reports and updates to the Waikato Mayoral Forum regarding progress with shared service initiatives.

## Policy Statement

### Statement of Accounting Principles

Financial statements will be for a company wholly owned by local authorities within the Waikato Region in the proportion of one share per local authority. Financial statements will be 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 (NZ GAAP) and the Financial Reporting Act 1993 and NZ Financial Reporting Standard No. 42.

### Specific Accounting Principles

The following particular principles which have a significant effect on measurement of financial position are to apply.

- Accounts Receivable are to be stated at their expected realisable value after writing off any known bad debts and providing for doubtful debts.
- Investments to be valued at the prevailing market value.
- Fixed assets to be recorded at cost, less accumulated depreciation.

### Intangible Assets

- Where intangible assets are purchased, such as intellectual property and computer software, these are to be capitalised and written off on a straight line basis over their expected life, but no greater than seven years.
- Depreciation / Amortisation is to be provided on a straight line basis on all assets other than land, and align with normal accepted depreciation for the types of services being developed.

## Impairment Testing

Assets with a finite life are reviewed annually 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.

## Balance Sheet Ratios

The Local government Act 2002 requires the SOI to include the projected ratio of shareholders funds to total assets within the Forecast Statement of Financial Position.

The LASS is budgeted to have an accumulated shareholders fund of \$1,137,149 at 30 June 2015, which relates to 93.7% of total assets. The only liabilities of the LASS are trade creditors.

The Forecast Financial Statements for the years 2014-2016 are attached to this statement.

## **Procedures for the Purchase and acquisition of Shares**

The Board will give approval before LASS subscribes for, purchases or otherwise acquires shares in any company or other organisation, which is external to the group.

## **Inventories**

- It is not envisaged that the company will hold inventories, other than those that might relate to providing computer based services to a number of parties. They will be valued at net realisable value.

## **Taxation**

- Taxation will be provided as required against the company in line with the required legislation.

In accordance with the Public Audit Act 2001 and the Local Government Act 2002, the Auditor General will be responsible for the audit of the company's financial statements.

As the current shared services are on a cost recovery basis it is not envisaged that any dividends will be paid.

## **Value of Shareholder's Investment**

The Directors' estimate of the commercial value of the shareholders' investment in the LASS is equal to the shareholders equity in the company. Reassessment of the value of this shareholding shall be undertaken on or about 1 April each year.

## **Compensation**

Directors of the LASS will not receive any fees or expenses for work undertaken on behalf of the LASS.

As the basis of funding of LASS, payment will be sought from all local authorities that receive services from LASS.

## **Information to be provided to Shareholders**

The company will deliver the following Statements to shareholders:

- Within two months of the end of the first half of the financial year Statement of Financial Performance, Statement of Changes in Equity Statement of Financial Position, Statement of Cashflows and Service Performance.
- Within three months of the end of the financial year the following audited statements: Statement of Financial Performance, Statement of Changes in Equity, Statement of Financial Position, Statement of Cashflows, Service Performance plus a summary of how the company has fared against its objectives and prospects for the next financial year, and a report on the company's medium to long-term plans.

**Review of Statement of Intent**

The Directors shall approve by 1 March of each year a Draft Statement of Intent for the consideration of shareholders.

The Directors must then consider any comments on the Draft Statement of Intent that are made to it within two months of 1 March by the shareholders and deliver the completed Statement of Intent to the shareholders by 30 June.

<b>Local Authority Shared Services</b>					
<b>Company Summary</b>					
<b>For the Year Ended 30 June 2015</b>					
	<b>Actual budget 2013/14</b>	<b>2014/15</b>	<b>Variance to Jun-14 Budget</b>	<b>2015/16</b>	<b>2016/17</b>
<b>Income</b>					
Company Administration Member Charges	169,550	87,146	(82,404)	173,550	178,550
Recovery of Admin Costs	44,231	44,405	174	45,833	47,187
SVDS Member Charges	609,599	561,517	(48,082)	565,839	581,013
SVDS Data & Software Sales	101,600	125,964	24,364	129,239	132,729
WRM Member Charges	279,616	56,702	(222,914)	82,417	85,193
WRM Reserve Realisation	40,000	0	(40,000)	0	0
Shared Services Funding - Phase 2	810,000	241,370	(568,630)	0	0
GSB Membership Fee Recovery	16,575	18,000	1,425	18,000	18,000
ValueFinancials Fee Recovery	46,750	46,750	0	46,750	46,750
Insurance Brokerage Fee Recovery	147,500	147,500	0	147,500	147,500
Interest Received	500	800	300	800	800
<b>Total Income</b>	<b>2,265,921</b>	<b>1,330,153</b>	<b>(935,768)</b>	<b>1,209,928</b>	<b>1,237,722</b>
<b>Operating Expenditure</b>					
Company Admin Operating Expenditure	213,781	213,955	174	219,383	225,737
SVDS Operating Expenditure	642,049	609,637	(32,412)	615,190	631,675
WRM Operating Expenditure	319,616	106,702	(212,914)	82,417	85,193
SSI Operating Expenditure	810,000	241,370	(568,630)	0	0
Procurement Operating Expenditure	210,825	212,250	1,425	212,250	212,250
<b>Total Operating Expenditure</b>	<b>2,196,271</b>	<b>1,383,914</b>	<b>(812,357)</b>	<b>1,129,240</b>	<b>1,154,855</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>					
	<b>69,650</b>	<b>(53,761)</b>	<b>(123,411)</b>	<b>80,688</b>	<b>82,867</b>
<b>Non-Cash Operating Expenditure</b>					
Company Admin Non-Cash Expenditure	127	171	44	171	171
SVDS Non-Cash Expenditure	171,899	143,725	(28,174)	124,565	106,022
WRM Non-Cash Expenditure	328,122	328,122	0	328,122	218,748
<b>Total Non-Cash Operating Expenditure</b>	<b>500,148</b>	<b>472,017</b>	<b>(28,131)</b>	<b>452,858</b>	<b>324,940</b>
<b>Earnings before interest and tax (EBIT)</b>					
	<b>(430,498)</b>	<b>(525,778)</b>	<b>(95,280)</b>	<b>(372,170)</b>	<b>(242,073)</b>
<b>Net Surplus (Deficit) before tax</b>					
	<b>(430,498)</b>	<b>(525,778)</b>	<b>(95,280)</b>	<b>(372,170)</b>	<b>(242,073)</b>
Company Admin Net Surplus (Deficit) before tax	(127)	(82,575)	(82,448)	(171)	(171)
SVDS Net Surplus (Deficit) before tax	(102,249)	(65,082)	37,167	(43,877)	(23,155)
WRM Net Surplus (Deficit) before tax	(328,122)	(378,122)	(50,000)	(328,122)	(218,748)
SSI Net Surplus (Deficit) before tax	0	0	0	0	0
Procurement Net Surplus (Deficit) before tax	0	0	0	0	0
<b>Net Surplus (Deficit) before tax</b>	<b>(430,498)</b>	<b>(525,778)</b>	<b>(95,280)</b>	<b>(372,170)</b>	<b>(242,073)</b>
<b>Capital Expenditure</b>					
Enhancements	79,204	78,643	(561)	80,688	82,867
<b>Total Capital Expenditure</b>	<b>79,204</b>	<b>78,643</b>	<b>(561)</b>	<b>80,688</b>	<b>82,867</b>

<b>Local Authority Shared Services</b>					
<b>Company Admin</b>					
<b>For the Year Ended 30 June 2015</b>					
	<b>Actual budget 2013/14</b>	<b>2014/15</b>	<b>Variance to Jun-14 Budget</b>	<b>2015/16</b>	<b>2016/17</b>
<b>Income</b>					
Company Administration Member Charges	169,550	87,146	(82,404)	173,550	178,550
Recovery of Admin Costs	44,231	44,405	174	45,833	47,187
<b>Total Income</b>	<b>213,781</b>	<b>131,551</b>	<b>(82,230)</b>	<b>219,383</b>	<b>225,737</b>
<b>Expenses</b>					
Accounting/ Financial Services	17,158	17,510	352	17,965	18,396
External Accounting/ Financial Services	3,998	3,998	0	4,102	4,200
Audit Fees	14,825	15,500	675	15,903	16,285
IT Services	208	45	(163)	46	47
Bank Charges	369	438	69	449	460
Printing, Stationery & Postage	250	250	0	250	250
Legal Fees	2,500	2,560	60	2,627	2,690
Value Financials Licence Fee	2,250	2,250	0	2,250	2,250
Accommodation	1,500	0	(1,500)	0	0
Sundry Expenses	500	500	0	500	500
Insurance	2,000	2,048	48	2,101	2,152
Shared Services Contractor	156,000	156,000	0	160,000	165,000
Company Secretary Fees	11,623	11,856	233	12,164	12,456
Mileage Costs	600	1,000	400	1,026	1,051
<b>Total Expenses</b>	<b>213,781</b>	<b>213,955</b>	<b>174</b>	<b>219,383</b>	<b>225,737</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>					
	<b>0</b>	<b>(82,404)</b>	<b>(82,404)</b>	<b>0</b>	<b>0</b>
<b>Non-Cash Expenses</b>					
Depreciation	127	171	44	171	171
Earnings before interest and tax	(127)	(82,575)	(82,448)	(171)	(171)
<b>Net Surplus (Deficit) before tax</b>	<b>(127)</b>	<b>(82,575)</b>	<b>(82,448)</b>	<b>(171)</b>	<b>(171)</b>

<b>Local Authority Shared Services</b>					
<b>Shared Valuation Data Service</b>					
<b>For the Year Ended 30 June 2015</b>					
	Actual budget 2013/14	2014/15	Variance to Jun-14 Budget	2015/16	2016/17
<b>Income</b>					
SVDS Member Charges	609,599	561,517	(48,082)	565,839	581,013
SVDS Data & Software Sales	101,600	125,964	24,364	129,239	132,729
Interest Received - SVDS	500	800	300	800	800
<b>Total Income</b>	<b>711,699</b>	<b>688,281</b>	<b>(23,418)</b>	<b>695,878</b>	<b>714,542</b>
<b>Expenses</b>					
Hosting Contract	70,005	69,509	(496)	71,317	73,242
Software Contract	118,806	117,965	(841)	121,032	124,300
Management Services	380,815	381,711	896	391,635	402,210
Contract Management Services	12,994	0	(12,994)	0	0
SVDS Review	25,000	0	(25,000)	0	0
Consultancy Fees	0	16,000	16,000	6,000	6,000
Contingency	10,313	0	(10,313)	0	0
Insurance	2,000	1,500	(500)	1,539	1,581
On charge of LASS Admin Costs	22,116	22,952	836	23,667	24,343
<b>Total Expenses</b>	<b>642,049</b>	<b>609,637</b>	<b>(32,412)</b>	<b>615,190</b>	<b>631,675</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>	<b>69,650</b>	<b>78,643</b>	<b>8,993</b>	<b>80,688</b>	<b>82,867</b>
<b>Non-Cash Expenses</b>					
Depreciation	171,899	143,725	(28,174)	124,565	106,022
Earnings before interest and tax	(102,249)	(65,082)	37,167	(43,877)	(23,155)
<b>Net Surplus (Deficit) before tax</b>	<b>(102,249)</b>	<b>(65,082)</b>	<b>37,167</b>	<b>(43,877)</b>	<b>(23,155)</b>
<b>Capital Expenditure</b>					
Enhancements	79,204	78,643	(561)	80,688	82,867
<b>Total Capital Expenditure</b>	<b>79,204</b>	<b>78,643</b>	<b>(561)</b>	<b>80,688</b>	<b>82,867</b>
<b>Total Cash Expenditure (Opex, Interest &amp; Capital)</b>	<b>721,253</b>	<b>688,281</b>	<b>(32,972)</b>	<b>695,878</b>	<b>714,542</b>

<b>Local Authority Shared Services</b>					
<b>Waikato Regional Transport Model For the Year Ended 30 June 2015</b>					
	Actual budget 2013/14	2014/15	Variance to Jun-14 Budget	2015/16	2016/17
<b>Income</b>					
WRTM Member Charges	279,616	56,702	(222,914)	82,417	85,193
WRTM Reserve Realisation	40,000	0	(40,000)	0	0
<b>Total Income</b>	<b>319,616</b>	<b>56,702</b>	<b>(262,914)</b>	<b>82,417</b>	<b>85,193</b>
<b>Expenses</b>					
WRTM Project Manager	18,000	18,000	0	18,000	20,000
Minor Model Upgrades	30,000	30,000	0	30,000	30,000
Peer Review	5,000	5,000	0	5,000	5,000
Annual Scheduling of Works Review	4,500	4,500	0	4,500	4,500
Census Update	220,000	0	(220,000)	0	0
Regional Modelling Needs Assessment	18,000	0	(18,000)	0	0
Insurance	2,000	2,000	0	2,000	2,100
Tendering for WRTM Contract	0	25,000	25,000	0	0
On charge of LASS Admin Costs	22,116	22,202	86	22,917	23,593
<b>Total Expenses</b>	<b>319,616</b>	<b>106,702</b>	<b>(212,914)</b>	<b>82,417</b>	<b>85,193</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>					
	<b>0</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>0</b>	<b>0</b>
<b>Non-Cash Expenses</b>					
Depreciation	328,122	328,122	0	328,122	218,748
Earnings before interest and tax	(328,122)	(378,122)	(50,000)	(328,122)	(218,748)
<b>Net Surplus (Deficit) before tax</b>	<b>(328,122)</b>	<b>(378,122)</b>	<b>(50,000)</b>	<b>(328,122)</b>	<b>(218,748)</b>

<b>Local Authority Shared Services</b>					
<b>Mayoral Forum Projects</b>					
<b>For the Year Ended 30 June 2015</b>					
	<b>Actual budget 2013/14</b>	<b>2014/15</b>	<b>Variance to Jun-14 Budget</b>	<b>2015/16</b>	<b>2016/17</b>
<b>Income</b>					
Shared Services Funding - Planning P2	500,000	241,370	(258,630)	0	0
Shared Services Funding - Economic Deve	80,000	0	(80,000)	0	0
Shared Services Funding - Waters P2	180,000	0	(180,000)	0	0
Shared Services Funding - Roading P2	50,000	0	(50,000)	0	0
<b>Total Income</b>	<b>810,000</b>	<b>241,370</b>	<b>(568,630)</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>					
Consultancy Services - Planning P2	500,000	241,370	(258,630)	0	0
Consultancy Services - Economic Deve	80,000	0	(80,000)	0	0
Consultancy Services - Waters P2	180,000	0	(180,000)	0	0
Consultancy Services - Roading P2	50,000	0	(50,000)	0	0
<b>Total Expenses</b>	<b>810,000</b>	<b>241,370</b>	<b>(568,630)</b>	<b>0</b>	<b>0</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Earnings before interest and tax</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Surplus (Deficit) before tax</b>					
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Local Authority Shared Services</b>					
<b>Procurement of Shared Services</b>					
<b>For the Year Ended 30 June 2015</b>					
	<b>Actual budget 2013/14</b>	<b>2014/15</b>	<b>Variance to Jun-14 Budget</b>	<b>2015/16</b>	<b>2016/17</b>
<b>Income</b>					
GSB Membership Fee Recovery	16,575	18,000	1,425	18,000	18,000
Value Financials Fee Recovery	46,750	46,750	0	46,750	46,750
Insurance Brokerage Fee Recovery	147,500	147,500	0	147,500	147,500
<b>Total Income</b>	<b>210,825</b>	<b>212,250</b>	<b>1,425</b>	<b>212,250</b>	<b>212,250</b>
<b>Expenses</b>					
Insurance Brokerage Fee Payable	147,500	147,500	0	147,500	147,500
GSB Membership Fee	16,575	18,000	1,425	18,000	18,000
Value Financial Fees	46,750	46,750	0	46,750	46,750
<b>Total Expenses</b>	<b>210,825</b>	<b>212,250</b>	<b>1,425</b>	<b>212,250</b>	<b>212,250</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Earnings before interest and tax	0	0	0	0	0
<b>Net Surplus (Deficit) before tax</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Local Authority Shared Services</b>					
<b>Balance Sheet</b>					
<b>For the Year Ended 30 June 2015</b>					
	Actual budget 2013/14	2014/15	Variance to Jun-14 Budget	2015/16	2016/17
<b>CAPITAL</b>					
Shares - SVDS	1,607,001	1,607,001	0	1,607,001	1,607,001
Shares - WRTM	1,350,000	1,350,000	0	1,350,000	1,350,000
Profit and Loss	(1,151,829)	(1,566,237)	(414,408)	(2,092,015)	(2,464,185)
Plus Current Year Operating Surplus/(Deficit)	(430,498)	(525,778)	(95,280)	(372,170)	(242,073)
<b>TOTAL CAPITAL FUNDS</b>	<b>1,374,674</b>	<b>864,986</b>	<b>(509,688)</b>	<b>492,816</b>	<b>250,743</b>
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
Prepayments	0	1,868	1,868	1,868	1,868
Accounts Receivable	29,142	3,557	(25,585)	2,747	2,840
RWT On Interest	140	224	84	224	224
Local Authority Shared Services 00	9,117	6,731	(2,386)	4,984	5,972
Local Authority Shared Services On-Call	135,491	47,103	(88,388)	50,906	52,167
GST Paid	(6,771)	(9,522)	(2,751)	(9,756)	(10,017)
<b>TOTAL CURRENT ASSETS</b>	<b>167,119</b>	<b>49,960</b>	<b>(117,159)</b>	<b>50,973</b>	<b>53,054</b>
<b>NON-CURRENT ASSETS</b>					
SVDS - Intangible Asset	3,081,640	3,142,359	60,719	3,223,047	3,305,914
WRTM - Intangible Asset	2,296,855	2,296,855	0	2,296,855	2,296,855
CashManager Software	886	0	(886)	0	0
MoneyWorks Software	0	1,195	1,195	1,195	1,195
Accumulated Depreciation	(4,103,083)	(4,548,273)	(445,190)	(5,001,131)	(5,326,071)
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,276,298</b>	<b>892,136</b>	<b>(384,162)</b>	<b>519,966</b>	<b>277,893</b>
<b>NET ASSETS</b>	<b>1,443,417</b>	<b>942,096</b>	<b>(501,321)</b>	<b>570,939</b>	<b>330,946</b>
<b>LESS CURRENT LIABILITIES</b>					
Accounts Payable	50,376	67,035	16,659	67,785	69,618
Accounts Payable Accrual	17,049	10,075	(6,974)	10,337	10,585
Provision for Annual Leave	1,318	0	(1,318)	0	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>68,743</b>	<b>77,110</b>	<b>8,367</b>	<b>78,122</b>	<b>80,203</b>
<b>NET WORKING CAPITAL</b>	<b>1,374,674</b>	<b>864,986</b>	<b>(509,688)</b>	<b>492,817</b>	<b>250,743</b>

<b>Local Authority Shared Services</b>					
<b>Statement of Cashflows</b>					
<b>For the year ended 30 June 2015</b>					
	Actual budget 2013/14	2014/15	Variance to Jun-14 Budget	2015/16	2016/17
<b>Cashflows from Operating Activities</b>					
Interest Received	500	800	300	800	800
Receipts from Other Revenue	2,251,337	1,177,191	(1,074,146)	1,173,947	1,198,857
Payments to Suppliers	(2,202,168)	(1,322,850)	879,318	(1,082,656)	(1,105,836)
Taxes Paid	(140)	(224)	(84)	(224)	(224)
Goods & Services tax (net)	(4,260)	(3,173)	1,087	(9,123)	(8,481)
<b>Net cash from operating activities</b>	<b>45,269</b>	<b>(148,256)</b>	<b>(193,525)</b>	<b>82,744</b>	<b>85,116</b>
Purchase of Intangible Assets	(79,204)	(78,643)	561	(80,688)	(82,867)
<b>Net cash from investing activities</b>	<b>(79,204)</b>	<b>(78,643)</b>	<b>561</b>	<b>(80,688)</b>	<b>(82,867)</b>
<b>Net increase in cash, cash equivalents and bank accounts</b>	<b>(33,935)</b>	<b>(226,899)</b>	<b>(192,964)</b>	<b>2,056</b>	<b>2,249</b>
Opening cash and cash equivalents and bank overdrafts	178,543	280,733	102,190	53,834	55,890
<b>Closing cash, cash equivalents and bank accounts</b>	<b>144,608</b>	<b>53,834</b>	<b>(90,774)</b>	<b>55,890</b>	<b>58,139</b>
<b>Summary of Bank Accounts</b>					
BNZ - Cheque a/c	9,117	6,731	(2,386)	4,984	5,972
BNZ - Call a/c	135,491	47,103	(88,388)	50,906	52,167
<b>Closing Balance of Bank</b>	<b>144,608</b>	<b>53,834</b>	<b>(90,774)</b>	<b>55,890</b>	<b>58,139</b>

**Document No:** 329133**File No:** 064/013A**Report To: Council****Meeting Date:** 25 March 2014**Subject: Local Authority Shared Services –  
Half-Yearly Report to 31 December 2013**

## Purpose

- 1.1 The purpose of this business paper is to present to Council for information the half-yearly report to 31 December 2013 for the Local Authority Shared Services Limited (LASS).

## Local Government Act S.11A Considerations

- 2.1 There are no considerations relating to Section 11A of the Local Government Act 2002 (LGA 2002) in regards to this business paper.
- 2.2 Pursuant to the reporting requirements of the LGA 2002 in respect of Council-Controlled Organisations (CCOs) and the performance measures specified in the LASS' 2014 Statement of Intent, the purpose of this business paper is to provide financial oversight of, and commentary on, the trading results of LASS.

## Background

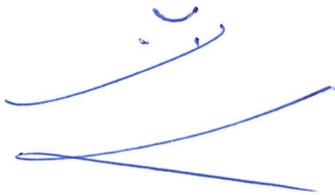
- 3.1 LASS is a Council Controlled Organisation (CCO) owned by the Waikato region local authorities. The objective of the company is to provide the Waikato councils with a vehicle to develop shared services that demonstrate a benefit to ratepayers.
- 3.2 There are currently three major shared services operating under the LASS umbrella, plus a support role for collaborative initiatives of the Waikato Mayoral Forum, as follows:
- Shared Valuation Database Service (SVDS)
  - Waikato Regional Transport Model (WRTM)
  - Joint contract between LASS, shareholding Councils and AON Ltd for insurance brokerage services and various collective insurance policies.
  - Waikato Mayoral Forum (established in 2012) has enabled the creation of five working parties to investigate collaborative opportunities in the areas of governance structures, planning, three waters, roading and economic development.
- 3.3 The accounts for the half-year ended 31 December report on the performance for LASS during the six months. Overall, revenue exceeded expenditure by \$189,199 against a budget of \$118,995. Further information on the results for the period is provided on page 6 of the LASS report.

## Commentary

- 4.1 Other than the Shareholder Survey which is to be undertaken during the second half of the financial year, all performance measures set out in the Statement of Intent were achieved. The company reports a deficit after tax of \$46,864 for the first six months of the financial year, compared to a budgeted deficit of \$128,083. The company is not funding depreciation and that is why there is an accounting loss as both the shared services operate on recovering cash costs (including capital) from member councils.
- 4.2 The net cash position from operating activities for the half-year was \$155,886 compared to full-year's budget of \$45,269.
- 4.3 Total Assets at 30 December 2013 were \$2,297,146, an increase of \$532,452 on the budgeted total. The increase is due mainly to the increase in cash at bank, accounts receivable and GST refund due.
- 4.4 Net Working Capital at 31 December 2013 was \$1,989,499, and increase of \$272,410 (16%) on the budgeted total.

### **Suggested Resolution**

The Local Authority Shared Services Accounts for the half-year ended 31 December 2013 be received for information.



C.E. (KIT) JEFFRIES  
**GROUP MANAGER – CORPORATE SERVICES**

12 March 2014

Attachment: Local Authority Shared Services Accounts for the half-year ended 31 December 2013



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# **SIX MONTHLY REPORT TO SHAREHOLDERS**

1 July 2013 to 31 December 2013

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# Local Authority Shared Services Limited – 6 Monthly Report

The Local Authority Shared Services Limited (LASS) was incorporated in December 2005. This Report covers the 6 months 1 July 2013 to 31 December 2013 as required by section 66 of the Local Government Act 2002.

## Objectives of LASS

Local Authority Shared Services (LASS) has been promulgated to provide the Councils in the Waikato region with a vehicle to procure shared services. It provides a mechanism for the development of new services which are available to be joined by any shareholder that so chooses. It also provides those Councils that wish to develop new services with a company structure under which they can develop and promote services to other local authorities.

In the early to mid 2000's the relationship between local authorities within the Waikato Region continued to strengthen. As a result of this a range of initiatives were considered by Waikato local authorities with the most beneficial being the Local Authority Shared Services (LASS). At the inception of this initiative the shareholders identified that improvements could be made in back of office activities by implementing shared services and success has been measured through cost savings, streamlining of work processes and improved services.

This vehicle was chosen as it was considered the most appropriate mechanism for improving, and achieving cost reductions in back of office services across the region. Over the period the company has been operating benefits have been delivered in the form of:

- Improved level and quality of service
- Co-ordinated approach to the provision of services
- Reductions in the cost of services
- Opportunity to develop new initiatives
- Opportunity for all Councils irrespective of location or size to benefit from joint initiatives
- Leverage provided from economy of scales resulting from a single entity representing Councils leveraging procurement opportunities.

At this stage these gains have been realised by shareholders in the Shared Valuation Data Service (SVDS), the Waikato Regional Transport Model (WRTM) and joint procurement of insurance services and other procurement contracts.

The ability of LASS to contribute to a greater extent in terms of shared services and also at a strategic collaboration level has been the subject of discussion through the Waikato Mayoral Forum.

The Directors have been tasked with identifying ways to progress these initiatives. This will involve resourcing and funding a range of initiatives that will potentially extend the services currently offered by LASS.

The LASS Directors will continue to seek any new opportunities, either from internal investigations, or from shareholder initiatives that are presented to it with a sound business case.

New services that are intended to be initiated under the LASS umbrella will only be adopted where a business case shows that they provide some form of benefit to the shareholders. The benefits that may be gained include development of intellectual property through new business services, protection of Council data, improved levels of service and/or reduced cost. All such proposals will be presented to the Shareholders for approval prior to implementation.

The benefits that may be gained include development of intellectual property through new business services, protection of Council data, improved levels of service and/or reduced cost. All such proposals will be presented to the Shareholders for approval prior to implementation.

## **Nature and Scope of Current Activities**

There are currently three major operations under the LASS umbrella, plus a support role for collaborative initiatives of the Waikato Mayoral Forum.

Firstly, the Shared Valuation Data Service (SVDS). This operational system is providing both timely and accurate valuation data to member Councils and shareholders. The SVDS has become the accepted valuation database in the region.

Secondly, the Waikato Regional Transportation Model (WRTM). This model became fully operational in February 2010. This Model, built within its budgeted cost, provides accurate information to Councils for their transport modelling requirements. The WRTM is the only recognised strategic transport modelling resource in the Waikato Region.

Thirdly, LASS is a party to a joint contract between the company, shareholding Councils and AON Ltd for insurance brokerage services and various collective insurance policies. Other joint procurement contracts also exist.

The Waikato Mayoral Forum in 2012 enabled the creation of five working parties to investigate collaborative opportunities in the areas of governance structures, planning, three waters, roading and economic development. Each working party is led by a Council CEO in conjunction with a group of Mayors/Chairperson from the Waikato Mayoral Forum. LASS is available as a support entity to assist these working parties. An additional work stream for bylaws and policies was created in 2013.

Collective funding of \$100,000 in 2012/13 resulted in the scoping and defining of further project work during 2013/14, and additional funding proposals were presented to shareholding Councils for consideration as part of their 2013/14 Annual Plan process. This proposal also contained funding for the Waikato Plan project into 2014/15.

An additional range of shared service opportunities are being considered at the present time. For example, some opportunities in the area of procurement have been identified and the shareholders are looking to progress these opportunities. Further work is also under way to consider how information technology initiatives can be advanced collectively under LASS.

Based on feedback from shareholder Councils and the CEO Forum, the LASS Directors will continue to discuss their role in the development of business cases for shared services at its future meetings. These investigations will include reporting to shareholders and the Waikato Mayoral Forum on the alternative mechanisms to develop shared services.

Directors are mindful of the current political environment, and see these investigations of possible shared services as a key focus of their role.

The Company continues to ensure availability of resource requirements to accelerate efforts to advance collaboration across the shareholder Councils.

## Service Performance

The Shared Valuation Data Service (SVDS) is a functionally rich system delivering the vast majority of needs but due to its higher level of functionality it also has a higher transactional cost than lower function systems used in other parts of New Zealand. Now that a stable platform has been reached an opportunity exists to reduce some contractual cost without loss of service. The focus will be on the few remaining sources of data issues and ensuring the full user community if engaged.

A project is currently underway to recalibrate the Waikato Regional Transport Model (WRTM) to the latest 2013 census. Projects carried out using the WRTM have included a number of third party requests and all projects have been delivered on time.

## Performance Measures

The following performance measures were incorporated into the Statement of Intent for the 2013/14 financial year.

Performance Measure	Actual Outcome
<b>Shareholder Survey:</b> The company will carry out an annual survey of shareholders to assist the Directors in developing improvements on behalf of the shareholders, and to receive a majority of shareholder approval on the service provided.	A survey of shareholders will be undertaken in the second half of the year.
<b>Costs Control:</b> Administration expenditure shall not exceed that budgeted by more than 5% unless prior <b>approval</b> is obtained from the Directors.	Achieved. Actual expenditure was \$665 favourable to budget.
<b>Cashflow:</b> The company maintains an overall positive cashflow position.	Achieved. Cash, cash equivalents and bank accounts at end of December 2013 were \$689,433.
<b>Reporting:</b> The Board will provide a written report on the business operations and financial position of the LASS on a six monthly basis.	Six monthly reports are provided.
<b>Statutory Adherence:</b> There will be an annual report to directors that all statutory requirements of the LASS are being adhered to.	All statutory requirements are being adhered to the Directors knowledge.
<b>SVDS Availability:</b> That SVDS is available to users at least 99% of normal working hours.	Availability was 100%.
<b>SVDS Sales Data Delivery:</b> That at least 98% of agreed timelines are met for sale and property files that have been delivered to the FTP server for access to customers.	100% of agreed timelines are being met.
<b>SVDS Major Enhancement Development Hours:</b> All Capital enhancement development work is supported by a business case approved by the Advisory Group.	This target has been achieved.

<b>WRTM:</b> That all required modelling reports are actioned within the required timeframe.	All timeframes are being met.
<b>WRTM:</b> That the base model adheres to “Screenline Validation Standards” as setout in the NZTA Economic Evaluation Manual as indicated by an external independent peer review.	This target has been achieved.
<b>WRTM:</b> That a full report on progress of the model be provided to the LASS Board twice each year.	A report has been provided to the January 2014 Directors meeting.
<b>Insurance:</b> The key performance indicators from appendix 4 of the brokerage contract are met	This target has been achieved.
<b>Joint Procurement:</b> That any joint procurement projects deliver as per project approved objectives	A number of Procurement initiatives are being progressed.
<b>Advice to the Waikato Mayoral Forum:</b> In response to requests from shareholders, the Company will provide regular reports and updates to the Waikato Mayoral Forum regarding progress with shared service initiatives.	An update was provided to the February 2014 forum.

## LASS Financial Position

Expenditure for the LASS Company has been assessed on the basis of the direct cost of management and the Directors' governance role. The Directors have directed that these costs be kept to a minimum.

The LASS Company expenditure for this period was \$1,101,073 against a budget of \$1,041,201. The unfavourable variance includes unbudgeted Strategic Information Systems Planning (SISP) expenditure of \$74,621 which has been funded by the participating Councils in the project.

However the SISP expenditure variance is offset by unbudgeted SISP income of \$75,000. Removing SISP expenditure leaves a favourable variance of \$14,749. This operating expenditure variance consists of a favourable SVDS variance of \$32,198 partially offset by unfavourable variances from WRTM of \$8,623 and SSI of \$9,491. SVDS and WRTM operating expenditure variances are detailed under their respective headings below. The SSI unfavourable variance of \$9,491 relates to the economic development workstream and is completely offset by a favourable income variance of the same amount.

Revenue was also above budget at \$1,290,272 compared to a budget of \$1,160,196. Removal of the SISP's revenue referred to above leaves a favourable variance of \$55,076. The \$55,076 favourable variance consists of favourable variances in: external users WRTM of \$21,005; WRTM member charges of \$16,747, shared services funding for the economic development workstream of \$9,490 and interest income of \$7,288.

Overall, revenue exceeded expenditure by \$189,199, against a budget of \$118,995.

The combined service costs are shown in the attached financial statements in Appendix 1. The financial statements meet the LASS policies as stated in Appendix 2 as well as the generally accepted international accounting principles.

## SVDS Financial Position

The net operating surplus at 31 December 2013 was \$67,108 against a budget of \$32,636, a favourable variance of \$34,473. In addition the depreciation charge for this six month period was \$71,917.

The operating costs were \$301,178 against a year to date budget of \$333,376. The three main expenses that make up the favourable variance are: SVDS review of \$19,500; contingency of \$6,000 and management services of \$4,028. There has been no expenditure charged against the contingency budget.

The cost of enhancements (additional to the above operating costs), over this period was \$37,600 which was \$2000 less than budget. The cost in the same period in 2012 was \$32,000.

Revenue gained from the external sale of data during this period was \$61,506 with the balance of expenditure for this period being met through user charges. These figures are on a par with the same period in 2012.

## WRTM Financial Position

The net operating surplus at 31 December was \$29,335. In addition the depreciation charge for this six month period was \$164,061.

Expenses exceeded budget by \$8,622. However this unfavourable variance includes external user costs of \$17,511. Income from external users has a favourable variance of \$21,005 leaving a net surplus from external users of \$3,494.

Removal of the external users unfavourable variance leaves a favourable WRTM operating expenditure variance of \$8,889. This favourable variance consists of favourable variances in: peer review of \$2,000; annual scheduling of works review \$1,000 and the regional modelling needs assessment of \$4,877.

Income in this period was from member charges of \$178,553 and from external users of \$21,005. This represents a significant increase on the same period in 2012. Member charges increased 145% over those in the same period in 2012. There was no income from external users in the six months to 31 December 2012.

It is expected that all budgeted expenditure will be recovered from shareholders.

## Other Services

All other services are on a cost-recovery basis. Slight surpluses on Shared Service Investigation, Procurement of Shared Services and Information Technology will be used up by year end.

## Directors

The Directors appointed for the period that this six monthly report covers were:

<b>Director</b>	<b>Position</b>	<b>Director Appointed By</b>
Gavin Ion (Chair)	Chief Executive, Waikato District Council	Waikato District Council
Geoffrey Williams	Chief Executive, Rotorua District Council	Rotorua District Council
Chris Ryan	Chief Executive Officer, Waitomo District Council	Waitomo District Council
Vaughan Payne	Chief Executive, Waikato Regional Council	Waikato Regional Council
Langley Cavers	Chief Executive, Hauraki District Council	Hauraki District Council
Barry Harris	Chief Executive, Hamilton City Council	Hamilton City Council
David Hammond	Chief Executive, Thames-Coromandel District Council	Thames-Coromandel District Council
Garry Dyet	Chief Executive, Waipa District Council	Waipa District Council
Don McLeod	Chief Executive Officer, Matamata-Piako District Council	Matamata-Piako District Council
Rob Williams	Chief Executive Officer, Taupo District Council	Taupo District Council
Craig Hobbs	Chief Executive Officer, South Waikato District Council	South Waikato District Council
Dave Clibbery	Chief Executive Officer, Otorohanga District Council	Otorohanga District Council

## Appendix 1

**Local Authority Shared Services Ltd**  
**Management Accounts for the Period Ended 31 December 2013**  
**Company Summary**

	Year to Date			Full Year		
	Actual YTD	Budget	Variance	Budget	Forecast	Last Year
<b>Income</b>						
Company Administration Member Charges	169,549	169,550	(1)	169,550	169,550	163,550
Recovery of Admin Costs	22,116	22,116	0	44,231	44,231	59,000
SVDS Member Charges	304,800	304,800	0	609,599	609,599	609,170
SVDS Data & Software Sales	61,506	60,960	546	101,600	121,920	122,011
WRTM Member Charges	178,553	161,806	16,747	279,616	279,616	86,894
External Users - WRTM	21,005	0	21,005	0	21,005	1,443
WRTM Reserve Realisation	0	0	0	40,000	40,000	0
Shared Services Funding - Phase 1	0	0	0	0	0	99,980
Shared Services Funding - Phase 2	302,702	293,212	9,490	810,000	819,490	92,001
Shared Services Funding - Bylaws	0	0	0	0	20,000	0
GSB Membership Fee Recovery	0	0	0	16,575	16,575	16,575
ValueFinancials Fee Recovery	0	0	0	46,750	46,750	77,556
Insurance Brokerage Fee Recovery	147,501	147,500	1	147,500	147,500	157,775
SISP Funding	75,000	0	75,000	0	100,000	0
Interest Received	7,540	252	7,288	500	9,048	11,036
<b>Total Income</b>	<b>1,290,272</b>	<b>1,160,196</b>	<b>130,076</b>	<b>2,265,921</b>	<b>2,445,284</b>	<b>1,496,991</b>
<b>Operating Expenditure</b>						
Company Admin Operating Expenditure	103,390	104,055	665	213,780	211,602	200,598
SVDS Operating Expenditure	301,178	333,376	32,198	642,049	618,318	611,428
WRTM Operating Expenditure	171,681	163,058	(8,623)	319,616	406,484	115,470
SSI Operating Expenditure	302,703	293,212	(9,491)	810,000	839,491	200,208
Procurement Operating Expenditure	147,500	147,500	0	210,825	210,825	257,048
SISP Operating Expenditure	74,621	0	(74,621)	0	100,000	0
<b>Total Operating Expenditure</b>	<b>1,101,073</b>	<b>1,041,201</b>	<b>(59,872)</b>	<b>2,196,270</b>	<b>2,386,720</b>	<b>1,384,752</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>	<b>189,199</b>	<b>118,995</b>	<b>70,204</b>	<b>69,651</b>	<b>58,564</b>	<b>112,239</b>
<b>Non-Cash Operating Expenditure</b>						
Company Admin Non-Cash Expenditure	85	64	(21)	127	171	127
SVDS Non-Cash Expenditure	71,917	82,950	11,033	171,899	172,899	182,174
WRTM Non-Cash Expenditure	164,061	164,064	3	328,122	328,122	328,122
Total Non-Cash Operating Expenditure	236,063	247,078	11,015	500,148	501,192	510,423
Earnings before interest and tax	(46,864)	(128,083)	81,219	(430,497)	(442,628)	(398,184)
<b>Net Surplus (Deficit) before tax</b>	<b>(46,864)</b>	<b>(128,083)</b>	<b>81,219</b>	<b>(430,497)</b>	<b>(442,628)</b>	<b>(398,184)</b>
CA Net Surplus (Deficit) before tax	90,292	87,547	2,745	(126)	4,478	25,198
SVDS Net Surplus (Deficit) before tax	(4,809)	(50,314)	45,505	(102,249)	(56,956)	(59,637)
WRTM Net Surplus (Deficit) before tax	(134,726)	(165,316)	30,590	(328,122)	(392,299)	(352,023)
SSI Net Surplus (Deficit) before tax	1,999	0	1,999	0	2,149	(6,580)
Procurement Net Surplus (Deficit) before tax	1	0	1	0	0	(5,142)
SISP Net Surplus (Deficit) before tax	379	0	379	0	0	0
<b>Net Surplus (Deficit) before tax</b>	<b>(46,864)</b>	<b>(128,083)</b>	<b>81,219</b>	<b>(430,497)</b>	<b>(442,628)</b>	<b>(398,184)</b>
<b>Capital Expenditure</b>						
SVDS Enhancements	37,600	39,600	2,000	79,204	76,800	63,520
Total Cash Expenditure (Opex, Interest & Capital)	37,600	39,600	2,000	79,204	76,800	63,520

**Local Authority Shared Services Ltd**  
**Management Accounts for the Period Ended 31 December 2013**  
**Company Admin**

	Notes	Year to Date			Full Year		
		Actual YTD	Budget	Variance	Budget	Forecast	Last Year
<b>Income</b>							
Company Administration Member Charges		169,549	169,550	(1)	169,550	169,550	163,550
Recovery of Admin Costs		22,116	22,116	0	44,231	44,231	59,000
Interest Received CA	1	2,102	0	2,102	0	2,470	3,373
<b>Total Income</b>		<b>193,767</b>	<b>191,666</b>	<b>2,101</b>	<b>213,781</b>	<b>216,251</b>	<b>225,923</b>
<b>Expenses</b>							
Accounting/ Financial Services	2	12,926	10,158	(2,768)	17,158	17,158	19,288
External Accounting/ Financial Services		2,120	2,120	0	3,998	3,998	3,038
Audit Fees		0	0	0	14,825	14,825	14,375
IT Services		39	85	46	207	115	192
Meeting Expenses		27	0	(27)	0	0	44
Bank Charges		215	184	(31)	369	369	306
Printing, Stationery & Postage		0	125	125	250	250	0
Interest Paid		25	0	(25)	0	25	0
Legal Fees		1,238	1,200	(38)	2,500	2,500	0
Vaule Financials Licence Fee		2,246	2,246	0	2,250	2,250	449
Accommodation		750	1,500	750	1,500	750	1,500
Sundry Expenses		422	325	(97)	500	500	97
Insurance		1,998	2,000	2	2,000	1,998	1,886
Shared Services Contractor		74,750	78,000	3,250	156,000	154,000	146,875
Secretarial Services		0	0	0	0	0	37
Wages		5,688	5,812	124	11,623	11,623	10,738
Annual Leave Expense		0	0	0	0	0	584
ACC Levies		40	0	(40)	0	0	80
Mileage Costs		665	300	(365)	600	1,000	1,109
Fixed Asset Write Off		241	0	(241)	0	241	0
<b>Total Expenses</b>		<b>103,390</b>	<b>104,055</b>	<b>665</b>	<b>213,780</b>	<b>211,602</b>	<b>200,598</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>90,378</b>	<b>87,611</b>	<b>2,766</b>	<b>1</b>	<b>4,649</b>	<b>25,325</b>
<b>Non-Cash Expenses</b>							
Depreciation		85	64	(21)	127	171	127
Earnings before interest and tax		90,292	87,547	2,745	(126)	4,478	25,198
<b>Net Surplus (Deficit) before tax</b>		<b>90,292</b>	<b>87,547</b>	<b>2,745</b>	<b>(126)</b>	<b>4,478</b>	<b>25,198</b>
<i>Cash Surplus</i>		<i>90,377</i>	<i>87,611</i>	<i>2,766</i>	<i>1</i>	<i>4,649</i>	<i>25,325</i>

**Notes**

- 1) The funding for Company Admin is invoiced at the beginning of the year, and the funds are placed in an interest earning account with the BNZ. The balance of this account at 31 December 2013 is \$222,125.
- 2) Accounting Services are higher than YTD budget due to additional time incurred implementing the new accounting software package and additional shared services. The FY budget is expected to remain as budgeted due to savings in hours expected from the new software package.

**Local Authority Shared Services Ltd**  
**Management Accounts for the Period Ended 31 December 2013**  
**Shared Valuation Data Service**

		Year to Date			Full Year		
	Notes	Actual YTD	Budget	Variance	Budget	Forecast	Last Year
<b>Income</b>							
SVDS Member Charges		304,800	304,800	0	609,599	609,599	609,170
SVDS Data & Software Sales	1	61,506	60,960	546	101,600	121,920	122,011
Interest Received - SVDS	2	1,980	252	1,728	500	2,742	2,784
<b>Total Income</b>		<b>368,286</b>	<b>366,012</b>	<b>2,274</b>	<b>711,699</b>	<b>734,261</b>	<b>733,965</b>
<b>Expenses</b>							
Hosting Contract		33,940	35,004	1,064	70,005	67,880	67,880
Software Contract	3	58,400	59,406	1,006	118,806	115,200	128,480
Management Services		186,382	190,410	4,028	380,815	374,165	370,134
Contract Management Services		6,300	6,498	198	12,994	12,600	12,600
Secretarial Services		240	0	(240)	0	0	1,637
SVDS Review	4	3,500	23,000	19,500	25,000	25,000	0
Contingency		0	6,000	6,000	10,313	0	0
Insurance		1,357	2,000	643	2,000	1,357	1,197
Oncharge of LASS Admin Costs		11,058	11,058	0	22,116	22,116	29,500
<b>Total Expenses</b>		<b>301,178</b>	<b>333,376</b>	<b>32,199</b>	<b>642,049</b>	<b>618,318</b>	<b>611,428</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>67,108</b>	<b>32,636</b>	<b>34,473</b>	<b>69,650</b>	<b>115,943</b>	<b>122,537</b>
<b>Non-Cash Expenses</b>							
Depreciation		71,917	82,950	11,033	171,899	172,899	182,174
Earnings before interest and tax		(4,809)	(50,314)	45,506	(102,249)	(56,956)	(59,637)
<b>Net Surplus (Deficit) before tax</b>		<b>(4,809)</b>	<b>(50,314)</b>	<b>45,505</b>	<b>(102,249)</b>	<b>(56,956)</b>	<b>(59,637)</b>
<b>Capital Expenditure</b>							
Enhancements	3	37,600	39,600	2,000	79,204	76,800	63,520
Total Cash Expenditure (Opex, Interest & Capital)		338,778	372,976	34,199	721,253	695,118	674,948
Cash Surplus		29,508	(6,964)	36,472	(9,554)	39,143	59,017

**Notes**

- 1) Data and Software Sales were budgeted to finish in April 2014. The actual contract end date is May 2015, therefore there will be an additional 2 months of revenue for this year.
- 2) The funding for SVDS is received quarterly in advance rather than arrears, and the funds are placed in an interest earning account with the BNZ. The balance of this account at 31 December 2013 is \$180,298.
- 3) The split between Software Support and Enhancements was budgeted to be 60:40. YTD actual is 61:39.
- 4) SVDS actual review costs are for a security review by Kaon Security.

**Local Authority Shared Services Ltd**  
**Management Accounts for the Period Ended 31 December 2013**  
**Waikato Regional Transport Model**

	Notes	Year to Date Actual YTD	Budget	Variance	Budget	Full Year Forecast	Last Year
<b>Income</b>							
WRTM Member Charges		178,553	161,806	16,747	279,616	279,616	86,894
External Users - WRTM	1	21,005	0	21,005	0	21,005	1,443
WRTM Reserve Realisation		0	0	0	40,000	40,000	0
Interest Received - WRTM	2	1,457	0	1,457	0	1,686	3,232
<b>Total Income</b>		<b>201,015</b>	<b>161,806</b>	<b>39,209</b>	<b>319,616</b>	<b>342,307</b>	<b>91,569</b>
<b>Expenses</b>							
WRTM Project Manager		9,000	9,000	0	18,000	18,000	19,010
Minor Model Upgrades		7,105	7,000	(105)	30,000	30,000	34,874
Peer Review		0	2,000	2,000	5,000	5,000	5,569
Annual Scheduling of Works Review		0	1,000	1,000	4,500	4,500	0
External User Costs	1	17,511	0	(17,511)	0	17,511	1,202
Census Update		124,526	125,000	474	220,000	290,000	10,180
Regional Modelling Needs Assessment		1,123	6,000	4,877	18,000	18,000	13,938
Insurance		1,357	2,000	643	2,000	1,357	1,197
Oncharge of LASS Admin Costs		11,058	11,058	0	22,116	22,116	29,500
<b>Total Expenses</b>		<b>171,681</b>	<b>163,058</b>	<b>(8,622)</b>	<b>319,616</b>	<b>406,484</b>	<b>115,470</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>		<b>29,335</b>	<b>(1,252)</b>	<b>30,587</b>	<b>0</b>	<b>(64,177)</b>	<b>(23,901)</b>
<b>Non-Cash Expenses</b>							
Depreciation		164,061	164,064	3	328,122	328,122	328,122
Earnings before interest and tax		(134,726)	(165,316)	30,590	(328,122)	(392,299)	(352,023)
<b>Net Surplus (Deficit) before tax</b>		<b>(134,726)</b>	<b>(165,316)</b>	<b>30,590</b>	<b>(328,122)</b>	<b>(392,299)</b>	<b>(352,023)</b>
<i>Cash Surplus</i>		<i>29,334</i>	<i>(1,252)</i>	<i>30,586</i>	<i>0</i>	<i>(64,177)</i>	<i>(23,901)</i>

**Notes**

- 1) Unbudgeted expenditure and revenue for and from external parties has been received.
- 2) The funding for WRTM is received bi-annually in advance rather than arrears, and the funds are placed in an interest earning account with the BNZ. The balance of this account and the reserve funds placed on term deposit at 31 December 2013 is \$76,537.

**Local Authority Shared Services Ltd**  
**Management Accounts for the Period Ended 31 December 2013**  
**Shared Services Investigation**

	Notes	Actual YTD	Year to Date Budget	Variance	Budget	Full Year Forecast	Last Year
<b>Income</b>							
Interest Received - SSI		1,999	0	1,999	0	2,150	1,647
Shared Services Funding - Planning P1		0	0	0	0	0	23,350
Shared Services Funding - Governance		0	0	0	0	0	7,430
Shared Services Funding - Waters P1		0	0	0	0	0	51,200
Shared Services Funding - Roading P1		0	0	0	0	0	18,000
Shared Services Funding - Planning P2		108,012	108,012	0	500,000	500,000	15,150
Shared Services Funding - Economic Deve		89,490	80,000	9,490	80,000	89,490	61,851
Shared Services Funding - Waters P2		105,200	105,200	0	180,000	180,000	15,000
Shared Services Funding - Roading P2		0	0	0	50,000	50,000	0
Shared Services Funding - Bylaws	1	0	0	0	0	20,000	0
<b>Total Income</b>	2	304,702	293,212	11,490	810,000	841,640	193,628
<b>Expenses</b>							
Administration Costs		0	0	0	0	0	8,227
Consultancy Services - Planning P1		0	0	0	0	0	23,350
Consultancy Services - Governance P1		0	0	0	0	0	7,430
Consultancy Services - Waters P1		0	0	0	0	0	51,200
Consultancy Services - Roading P1		0	0	0	0	0	18,000
Consultancy Services - Planning P2		108,012	108,012	0	500,000	500,000	15,150
Consultancy Services - Economic Devel		89,491	80,000	(9,491)	80,000	89,491	61,851
Consultancy Services - Waters P2		105,200	105,200	0	180,000	180,000	15,000
Consultancy Services - Roading P2		0	0	0	50,000	50,000	0
Consultancy Services - Bylaws	1	0	0	0	0	20,000	0
<b>Total Expenses</b>		302,703	293,212	(9,491)	810,000	839,491	200,208
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>							
		<b>1,999</b>	<b>0</b>	<b>1,999</b>	<b>0</b>	<b>2,149</b>	<b>(6,580)</b>
Earnings before interest and tax		1,999	0	1,999	0	2,149	(6,580)
<b>Net Surplus (Deficit) before tax</b>							
		<b>1,999</b>	<b>0</b>	<b>1,999</b>	<b>0</b>	<b>2,149</b>	<b>(6,580)</b>

**Notes**

- 1) Unbudgeted funding and expenditure for Regulatory Bylaws and Policy collaboration as agreed at the Mayoral Forum in September 2013.
- 2) Funding received for the Mayoral Forum projects that has been received, but not yet spent is shown in the Revenue in Advance balance of \$155,756.  
The breakdown for the related projects is: Planning - \$41,788  
Economic Development - \$7,438  
Waters - \$73,959  
Roading - \$32,000  
Governance - \$571

**Local Authority Shared Services Ltd**  
**Management Accounts for the Period Ended 31 December 2013**  
**Procurement of Shared Services**

	Notes	Year to Date			Full Year		Last Year
		Actual YTD	Budget	Variance	Budget	Forecast	
<b>Income</b>							
GSB Membership Fee Recovery		0	0	0	16,575	16,575	16,575
ValueFinancials Fee Recovery		0	0	0	46,750	46,750	77,556
Insurance Brokerage Fee Recovery		147,501	147,500	1	147,500	147,500	157,775
<b>Total Income</b>		<b>147,501</b>	<b>147,500</b>	<b>1</b>	<b>210,825</b>	<b>210,825</b>	<b>251,906</b>
<b>Expenses</b>							
Bank Charges - ValueFinancials		0	0	0	0	0	25
Legal Fees		0	0	0	0	0	5,242
Insurance Brokerage Fee Payable		147,500	147,500	0	147,500	147,500	137,775
Consultancy Fees		0	0	0	0	0	20,000
GSB Membership Fee		0	0	0	16,575	16,575	16,475
ValueFinancial Fees		0	0	0	46,750	46,750	77,531
<b>Total Expenses</b>		<b>147,500</b>	<b>147,500</b>	<b>0</b>	<b>210,825</b>	<b>210,825</b>	<b>257,048</b>
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>							
		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>(5,142)</b>
<b>Earnings before interest and tax</b>							
		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>(5,142)</b>
<b>Net Surplus (Deficit) before tax</b>							
		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>(5,142)</b>

**Local Authority Shared Services Ltd**  
**Management Accounts for the Period Ended 31 December 2013**  
**Information Technology**

	Notes	Year to Date			Full Year		
		Actual YTD	Budget	Variance	Budget	Forecast	Last Year
<b>Income</b>							
SISP Funding		75,000	0	75,000	0	100,000	0
<b>Total Income</b>		75,000	0	75,000	0	100,000	0
<b>Expenses</b>							
SISP Consultancy Services		74,041	0	(74,041)	0	100,000	0
Meeting Expenses		515	0	(515)	0	0	0
Printing and Stationery		65	0	(65)	0	0	0
<b>Total Expenses</b>		74,621	0	(74,621)	0	100,000	0
<b>Earnings before interest, tax and depreciation/ amortisation (EBITA)</b>							
		<b>379</b>	<b>0</b>	<b>379</b>	<b>0</b>	<b>0</b>	<b>0</b>
Earnings before interest and tax		379	0	379	0	0	0
<b>Net Surplus (Deficit) before tax</b>		<b>379</b>	<b>0</b>	<b>379</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Local Authority Shared Services Ltd**  
**Balance Sheet**  
**As at 31 December 2013**

	Notes	Actual YTD	Year to Date Budget	Variance	Full Year Budget	Last YTD
<b>CAPITAL</b>						
Shares - SVDS		1,607,001	1,607,001	0	1,607,001	1,607,001
Shares - WRTM		1,350,000	1,350,000	0	1,350,000	1,350,000
WRTM Reserve		40,000	40,000	0	0	40,000
Profit and Loss		(960,639)	(1,151,829)	191,190	(1,151,829)	(960,639)
Plus Current Year Operating Surplus/(Deficit)		(46,864)	(128,083)	81,219	(430,497)	0
<b>TOTAL CAPITAL FUNDS</b>		<b>1,989,499</b>	<b>1,717,089</b>	<b>272,410</b>	<b>1,374,675</b>	<b>2,036,362</b>
<b>ASSETS</b>						
CURRENT ASSETS						
Prepayments		0	0	0	0	2,246
Accounts Receivable	1	48,732	0	48,732	29,142	138,612
Accounts Receivable Accruals		31,483	25,074	6,409	0	0
Accrued Interest		286	0	286	0	268
RWT On Interest		3,326	1,923	1,403	140	1,226
Local Authority Shared Services 00		20,253	6,812	13,441	9,117	6,997
Local Authority Shared Services On-Call		626,290	245,178	381,112	135,491	521,751
BNZ - Term Deposit 020		42,890	0	42,890	0	42,399
GST Paid		39,046	6,424	32,622	(6,771)	33,718
<b>TOTAL CURRENT ASSETS</b>		<b>812,307</b>	<b>285,411</b>	<b>526,896</b>	<b>167,120</b>	<b>747,218</b>
NON-CURRENT ASSETS						
SVDS - Intangible Asset		3,024,515	3,034,551	(10,036)	3,081,640	2,986,915
WRTM - Intangible Asset		2,296,855	2,296,855	0	2,296,855	2,296,855
CashManager Software		0	886	(886)	886	886
MoneyWorks Software		1,195	0	1,195	0	0
Accumulated Depreciation		(3,837,726)	(3,853,009)	15,283	(4,103,083)	(3,602,308)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,484,839</b>	<b>1,479,283</b>	<b>5,556</b>	<b>1,276,298</b>	<b>1,682,348</b>
<b>NET ASSETS</b>		<b>2,297,146</b>	<b>1,764,694</b>	<b>532,452</b>	<b>1,443,418</b>	<b>2,429,566</b>
LESS CURRENT LIABILITIES						
Accounts Payable		120,127	34,180	85,947	50,376	155,171
Accounts Payable Accrual		30,485	12,500	17,985	17,049	27,221
ACC Prepayments		125	0	125	0	84
PAYE Clearing Account		149	0	149	0	146
Provision for Annual Leave		1,005	924	81	1,318	621
Provision for Wages		0	0	0	0	351
Revenue in Advance	2	155,756	0	155,756	0	209,609
<b>TOTAL CURRENT LIABILITIES</b>		<b>307,647</b>	<b>47,605</b>	<b>260,042</b>	<b>68,743</b>	<b>393,204</b>
<b>NET WORKING CAPITAL</b>		<b>1,989,499</b>	<b>1,717,089</b>	<b>272,410</b>	<b>1,374,675</b>	<b>2,036,362</b>

**Notes**

- 1) Accounts Receivable balance of \$48,732 of which \$9,069 had been received by 15th January 2014, with the remainder expected to be received by 20th January 2014.  
2) Revenue received in advance relates to funding received for the Mayoral Forum projects, not yet spent.

**Local Authority Shared Services Ltd**  
**Statement of Cashflows**  
**As at 31 December 2013**

	Actual YTD	Full Year	Last YTD
<b>Cashflows from Operating Activities</b>			
Interest Received	7,522	500	10,967
Receipts from Other Revenue	1,262,329	2,251,337	1,590,576
Payments to Suppliers	(1,110,736)	(2,202,168)	(1,222,159)
Taxes Paid	2,100	(140)	(1,827)
Goods & Services tax (net)	(5,328)	(4,260)	(26,582)
<b>Net cash from operating activities</b>	<b>155,886</b>	<b>45,269</b>	<b>350,975</b>
<b>Net cash from investing activities</b>			
Purchase of Intangible Assets	(37,601)	(79,204)	(63,520)
Investments - Term Deposits	(491)	0	104,817
<b>Net cash from investing activities</b>	<b>(38,091)</b>	<b>(79,204)</b>	<b>41,297</b>
<b>Net increase in cash, cash equivalents and bank accounts</b>	<b>117,795</b>	<b>(33,935)</b>	<b>392,273</b>
Opening cash and cash equivalents and bank overdrafts	528,748	178,543	136,475
<b>Closing cash, cash equivalents and bank accounts</b>	<b>646,544</b>	<b>144,608</b>	<b>528,749</b>
<b>Summary of Bank Accounts</b>			
BNZ - Cheque a/c	20,253	9,117	6,997
BNZ - Call a/c	626,290	135,491	521,751
<b>Closing Balance of Bank</b>	<b>646,544</b>	<b>144,608</b>	<b>528,749</b>

## Appendix 2

The following policies have been adhered to in the completion of this financial report:

### Accounting Principles

Financial statements are 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 (GAAP), the Financial Reporting Act 1993 and NZ IFRS Standards.

### Specific Accounting Principles

The following particular principles which have a significant effect on measurement of financial position are to apply.

Accounts Receivable are to be stated at their expected realisable value after writing off any known bad debts and providing for doubtful debts.

Investments will be valued at the prevailing market value.

Fixed assets will be recorded at cost, less accumulated depreciation.

### Intangible Assets

Where intangible assets are purchased, such as intellectual property, these are to be capitalised and written off on a straight line basis over their expected life, but no greater than seven years.

Depreciation will be provided on a straight line basis on all assets other than land, and align with normal accepted depreciation for the types of services being developed.

### Impairment Testing

Assets with a finite 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.

### Inventories

It is not envisaged that the company will hold inventories, other than those that might relate to providing electronic services to a number of parties. They will be valued at net realisable value.

### Taxation

Taxation will be provided as required against the company in line with the required legislation.

### Audit

In accordance with the Public Audit Act 2001 and the Local Government Act 2002, the office of the Auditor General is responsible for audit of the company's financial statements.

## **Dividend Payments**

No funds were available for dividend payments. It is not envisaged that the Board will make any recommendation about dividend, as in the initial five years any savings will be used to reduce service costs or for reinvestment in new services or upgrades.

## **Consolidated Shareholders' Funds**

In accordance with the Local Government Act 2002, the ratio of Consolidated Shareholders' Funds to Total Assets has been included within the Statement of Financial Position (Balance Sheet).

Consolidated Shareholders' Funds are defined as the sum of retained earnings, reserves and paid-up share capital.

## **Assets**

Total Assets encompass Current and Non Current Assets as disclosed in the Statement of Financial Position (Balance Sheet). This includes, but is not limited to, Bank, Debtors and Operational Assets.