

GOVERNANCE AND CORPORATE SERVICES

Governance and Corporate Services

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What do we do?

Governance and Corporate services together perform the duties of Local Government under the Local Government Act 2002. They maintain the democratic process of Local Government and deliver a range of public services.

Performance Measures

Level of Service	Performance Measures	Baseline 2007/08	Performance Targets 2011/12
Provide strategic direction and policies for the Council's activities and functions reflecting the diverse views and aspirations of the community	Timely completion of Long Term Plan and Annual plans	Adopted 25 June 2008	Adopted by 30 June 2012
Take a sustainable development approach, taking into account the likely impact of any decision on the economic, social and cultural wellbeing of people and communities; the need to maintain and enhance the quality of the environment; and the reasonably foreseeable needs of future generations	New or revised policies and projects consulted on in accordance with the Policy on Significance	N/A – new measure	100%
	New or revised policies incorporate concepts of sustainable development as outlined in Council's Sustainable Development decision-making guidelines	N/A – new measure	100%
Maintain the democratic process of Local Government in an open, transparent, and democratically accountable manner	The public is informed about council decisions and performance: i) Satisfaction with consultation on Council decisions ii) Agendas are available to the public for all Council meetings two working days in advance iii) A summary of the Draft Long Term Plan and the Annual Report is circulated iv) Council newsletters are distributed v) Report on annual activities adopted by the Council	45% Agendas available prior to and at meetings Distributed to all households and ratepayers Three issues distributed + Annual Plan edition Adopted 31 October 2007	Maintain satisfaction 100% compliance Distributed to all households and ratepayers Four issues annually By 31 October 2011
Provide opportunities for Maori to contribute to decision-making processes	i) Maori Liaison Task Group meets regularly ii) Report on implementation of the Memorandum of Partnership with Rangitaane o Wairarapa iii) Report on Memorandum of Partnership with Ngati Kahungunu	6 meetings held N/A – new measure N/A – new measure	At least four times annually Annual report on implementation Annual report on implementation
Collaborate and co-operate with other local authorities and bodies to promote or achieve priorities and desired outcomes and make efficient use of resources	Report on impact of collaborative activities with other local authorities	Reported in September 2007	Annually

What assets are used?

The Municipal Building, including mayoral offices, meeting rooms and the council chamber. Document management systems and office equipment support this activity.

Key Projects for 2011/12

Increased co-operation with other councils

The Council will continue to monitor trends and explore regional responses to issues with neighbouring councils and other agencies. The community would be consulted as part of any decision making.

Document Management System

The Public Records Act has imposed a higher standard for storage of documents. Electronic storage is seen as the most cost-effective as well as being efficient for storage and recovery of documents. Work will continue on preparing for and installing a document management system.

Governance

LTCCP Yr 3	Cost of Service Statement	Annual Plan 2011/12	Prior Yr Plan 2010/11	Variance
\$		\$	\$	\$
	Operating Costs			
330,196	Mayor & councillors remuneration	319,600	315,100	(4,500)
106,351	Reporting & consultation	98,000	99,000	1,000
-	Election costs (provision)	-	50,000	50,000
384,695	Operating expenses	364,501	367,266	2,765
821,242		782,101	831,366	49,265
	Operating Income			
328,341	Internal allocation of governance costs (per Funding Policy 40% internal)	325,000	320,000	5,000
328,341		325,000	320,000	5,000
	Appropriations			
15,953	Transfers to/(from) reserves (for election costs)	15,000	(30,000)	(45,000)
\$508,854	Rates Requirement	\$472,101	\$481,366	9,265

INTERNAL FUNCTIONS

Roading Advisory Services

LTCCP Yr 3	Cost of Service Statement	Annual Plan 2011/12	Prior Yr Plan 2010/11	Variance
\$	Operating Costs	\$	\$	\$
375,800	Professional staff & operating costs	368,691	413,057	44,366
8,600	Depreciation	6,800	7,600	800
384,400		375,491	420,657	45,166
	Operating Income			
239,290	Prof. services - subsidised roading	215,000	215,000	-
158,180	Prof. services - non-subsidised roading	161,000	161,000	-
23,398	Prof. services - other Council activities	38,500	81,500	(43,000)
532	External income	500	500	-
421,400		415,000	458,000	(43,000)
	Appropriations			
5,000	Transfer to reserves	5,000	5,000	-
(\$32,000)	Rates Requirement	(\$34,509)	(\$32,343)	2,166

INTERNAL FUNCTIONS

Asset & Project Management

LTCCP Yr 3	Cost of Service Statement	Annual Plan 2011/12	Prior Yr Plan 2010/11	Variance
\$	Operating Costs	\$	\$	\$
489,751	Professional staff & operating costs	621,482	508,476	(113,006)
	Operating Income			
489,751	Internal charges	621,482	508,476	113,006
	External recoveries	-	-	-
	Appropriations			
-	Transfer to reserves	-	-	-
	Rates Requirement	-	-	-

INTERNAL FUNCTIONS

Corporate Services

LTCCP Yr 3	Cost of Service Statement	Annual Plan 2011/12	Prior Yr Plan 2010/11	Variance
\$	Operating Costs	\$	\$	\$
1,333,424	Management & administration	1,362,011	1,306,550	(55,461)
1,136,036	Financial management	1,147,356	1,068,850	(78,506)
430,983	Information systems	356,950	362,800	5,850
2,900,443		2,866,317	2,738,200	(128,117)
	Operating Income			
178,511	Miscellaneous income & recoveries	157,450	154,750	2,700
569,546	Interest income (external)	755,000	695,000	60,000
356,810	Interest income (on internal loans)	342,000	365,000	(23,000)
2,468,526	Support services allocated internally	2,461,867	2,363,450	98,417
3,573,393		3,716,317	3,578,200	138,117
	Appropriations			
-	Transfer (from) reserves	-	-	-
672,950	Transfer to reserves - interest	900,000	840,000	(60,000)
-	Rates Requirement	-	-	-

INTERNAL FUNCTIONS

LTCCP Yr 3	Capital Expenditure Summary	Annual Plan 2011/12	Prior Yr Plan 2010/11	Variance
	Roading Advisory Services			
-	Vehicle	-	-	-
	Corporate Services			
85,080	Computer system upgrades	80,000	82,000	2,000
-	Aerial photos renewal	-	-	-
-	Records management system c/fwd	75,000	80,000	5,000
\$85,080		\$155,000	\$162,000	7,000
	Capital Funding			
(\$82,880)	Transfer from reserves	(\$155,000)	(\$230,000)	12,000