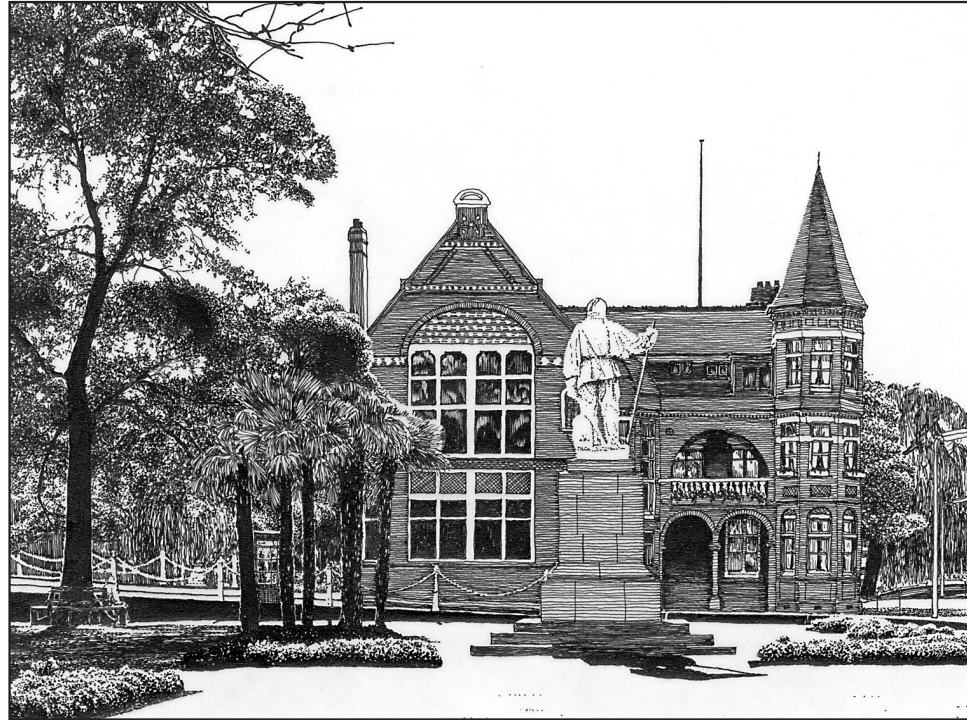


# CHRISTCHURCH CITY COUNCIL



## CORPORATE PLAN 2003 EDITION

### VOLUME I

- Budget Tables
- Corporate Expenses, Revenues & Grants
- Public Accountability
- Corporate Office
- Legal Services
- Financial Services
- Corporate Services
- Management Information Services



**CHRISTCHURCH**

CITY COUNCIL · YOUR PEOPLE · YOUR CITY



# Volume I

## Table of Contents

### **Introductory Information**

Vision, Mission, Strategic Goals and Objectives .....	1.1.1
Councillors, Community Board Members and Senior Management .....	1.1.11
List of Committees, Sub-Committees and Other Appointments .....	1.1.12
Guide to the Corporate Plan: 2003 Edition .....	1.1.16
Statement of Financial Management Policies .....	1.1.19
Statement of Funding Policy .....	1.1.21
Statement of Borrowing Management Policy .....	1.1.24
Statement of Investment Policy .....	1.1.29
Statement of Rating Information .....	1.1.40
Statement of Accounting Policies .....	1.1.46
Statement of Contra Agreements .....	1.1.53
The Capital Endowment Fund .....	1.1.54
Equal Employment Opportunity Policy .....	1.1.57

### **Budget Tables and Financial Planning Model**

Ratepayers Current Account .....	Table I
Master Summary Table .....	Table II
Corporate Expenses and Revenues .....	Table III
Schedule of Grants to Community Organisations .....	Table IV
Corporate Financing Costs .....	Table V
Financing Transfers .....	Table VI
Public Debt Summary 2002/03 .....	Table VII
Schedule of Special Fund Account Movements 2002/03 .....	Table VIII
Landfill Liability Costs .....	Table IX
Financial Planning Model Summary .....	Table X
Carry Forwards from 2001/02 to 2002/03 .....	Table XI

# Table of Contents

## Corporate Expenses, Revenues and Grants

Operating Budget.....	3.1.0
Capital Outputs .....	3.1.14
Ten Year Programme.....	3.1.15

## Public Accountability

Key Changes.....	3.2.i
Operating Budget.....	3.2.1
Capital Outputs .....	3.2.11
Ten Year Programme.....	3.2.12
Fees Schedule .....	3.2.13
Community Board Funding .....	3.2.text.14

## Corporate Office

Key Changes.....	4.1.i
Operating Budget.....	4.1.0
Capital Outputs .....	4.1.71
Ten Year Programme.....	4.1.79
Fees Schedule .....	4.1.90

## Legal Services

Key Changes.....	4.3.i
Operating Budget.....	4.3.1
Capital Outputs .....	4.3.4
Ten Year Programme.....	4.3.5
Fees Schedule .....	4.3.6

# Table of Contents

## Financial Services

Key Changes .....	5.1.i
Operating Budget.....	5.1.0
Capital Outputs .....	5.1.23
Ten Year Programme.....	5.1.24
Fees Schedule .....	5.1.25

## Corporate Services

Key Changes .....	6.2.i
Operating Budget.....	6.2.1
Capital Outputs .....	6.2.9
Ten Year Programme.....	6.2.11
Fees Schedule .....	6.2.13

## MIS

Key Changes .....	7.4.i
Operating Budget.....	7.4.1
Capital Outputs .....	7.4.15
Ten Year Programme.....	7.4.19



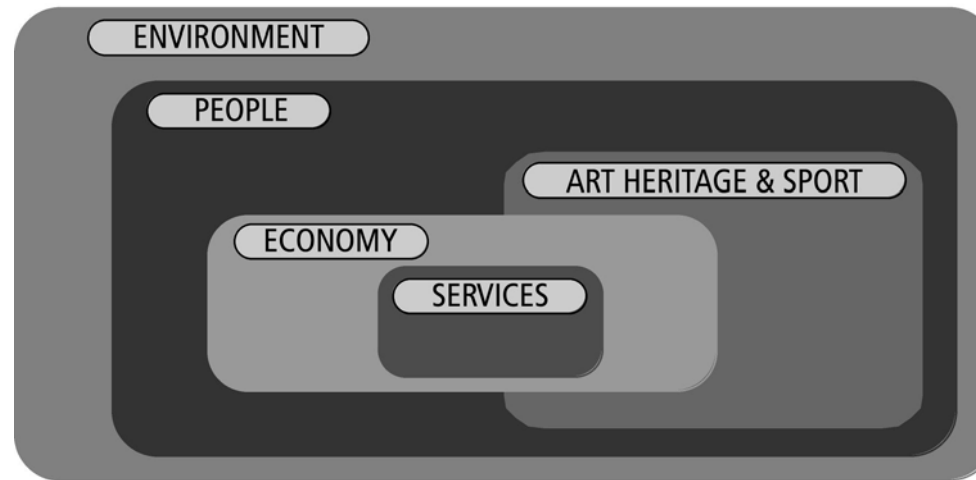
1.1.0

*INTRODUCTORY  
INFORMATION*





## Vision for Christchurch



Christchurch is a place for people at one with each other and the environment, becoming one of the world's leading sustainable cities, socially, environmentally and economically. We recognise the need to preserve our natural ecosystems or ENVIRONMENT, on which all life depends, including PEOPLE. People in turn see the ECONOMY, SERVICES, and ART, HERITAGE & SPORT as important aspects of community life.

### A vision for Christchurch as we want it to be

1. Christchurch people enjoy belonging to their local community, to their city and to Canterbury.
2. All people - of whatever background - feel welcome here.
3. The unique position of the tangata whenua is acknowledged and respected.
4. Children are nurtured, young people are encouraged and the elderly are respected.
5. Neighbours help each other and join together to achieve shared aims.
6. People are free from the threat of crime or injury.
7. Unique characteristics - including heritage buildings and natural features - are preserved.
8. Everyone has access to good housing, health care and education and to sufficient resources for their well-being.
9. Everyone has opportunities for fun, sport, recreation, art and culture.
10. Convenient and efficient transport is available for individuals and for business.
11. Christchurch has a thriving economy and full employment.
12. The beauties of our garden city - its trees, flowers and open spaces - are enhanced.
13. The quality of air, water and soils, of hills, plains, streams and open spaces is improved.

**Vision for Christchurch (continued)****Indicators**

- Satisfaction with Christchurch as a place to live, work and spend time (Residents Survey).
- Participation by people of all cultures in Council decision making bodies and processes.
- Consultation with tangata whenua in Council decision making processes.
- Participation in community based activity (Residents Survey).
- Crime rates (NZ Police).
- Casualty rates (Road Survey Report).
- Heritage buildings, places and objects listed in City Plan.
- Number of sites in city that have natural value.
- Multiple Hardship Index.
- Household expenditure on housing, health care, and education.
- Sport and spare-time activities (Residents Survey).
- Satisfaction with transport networks (City Streets Survey).
- Labour force participation rates.
- Regional Economic Activity (National Bank Survey).
- Satisfaction with building, alterations, extensions or developments (Residents Survey).
- Total hectares of parks per head of population (Parks Database).
- Number of high smog days (Environment Canterbury).
- Quality of water from aquifers and in rivers, streams and coastlines.

### **MISSION STATEMENT OF THE CHRISTCHURCH CITY COUNCIL**

Providing leadership to achieve the vision for Christchurch through effective local governance and the delivery of high quality services.

In achieving the mission the Council will:

- be responsive to local needs;
- give strong expression to local identity;
- be democratic, effective and efficient;
- be highly accountable for its actions;
- advocate in the interests of the whole community;
- add value to the city's economy;
- enhance the quality of the city's environment;
- use sustainable management principles;
- be efficient in its delivery of high quality services;
- work constructively towards common goals held with central government and the regional unit of local government;
- be both a good corporate citizen and a good employer.

---

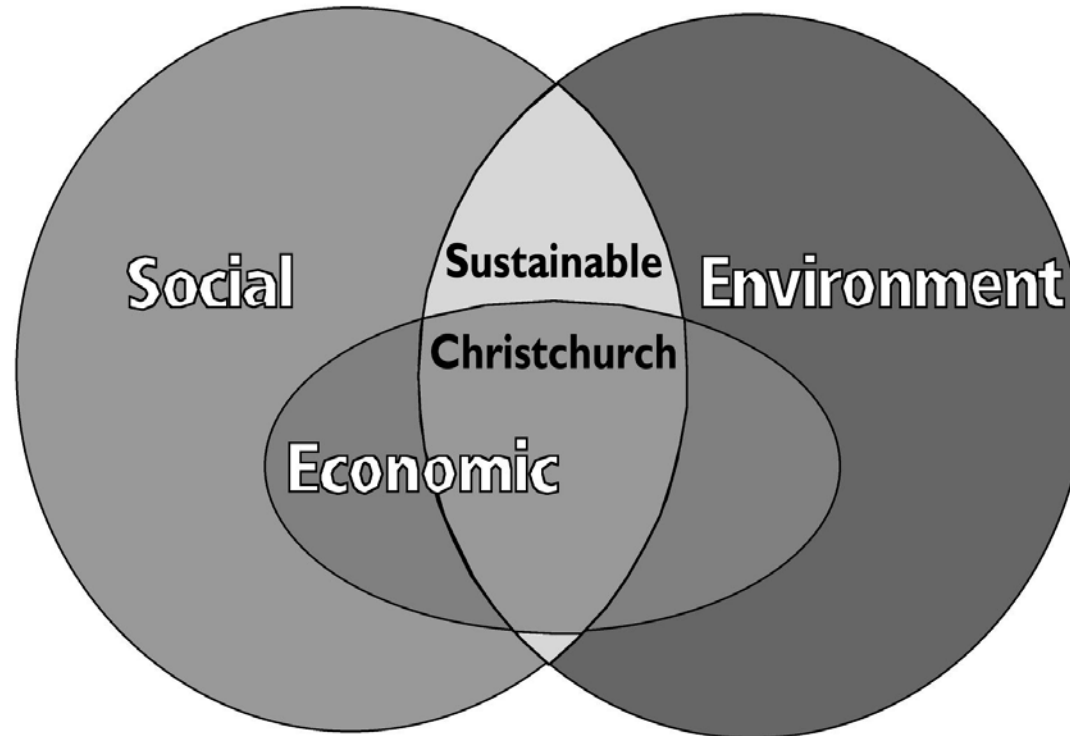
### **TE PŪRONGO TIKANGA Ā TE KAUNIHERA O ŌTAUTAHI**

Mā te hāngai tonu o ngā ture ā-rohe me te tuku i te ratonga hiranga e whakakaha ake i te toiora o ngā tāngata katoa me te taone nui o Ōtautahi.

Te tutukitanga pai o ngā tikanga o te Kaunihera ka:

- tahuri mai ki ngā hiahia o te iwi kāinga
- tautoko kaha i te tuakiri o te iwi kāinga
- whakahaere ngātahi ai te manapori, te whakatutuki, te whakahaere i ngā kaupapa
- whakatau tika i āna mahi katoa
- kaiwawao i ngā kaupapa hei painga mo te iwi kāinga
- whai hua ake ki te ao ohanga o te taone nui
- whakakaha ake i te pai o te taiao o te taone nui
- whakahaere i ngā kaupapa mahi hāpai kia pūmau ai
- whakahaere tika ai i āna ratonga katoa
- mahi ngātahi ai ki te whakatutuki i ngā whāinga e whāia nei e te Kāwanatanga me te Wāhanga ā rohe o te Kaunihera ā rohe
- tū hei rangatira tōpū, hei kaituku mahi

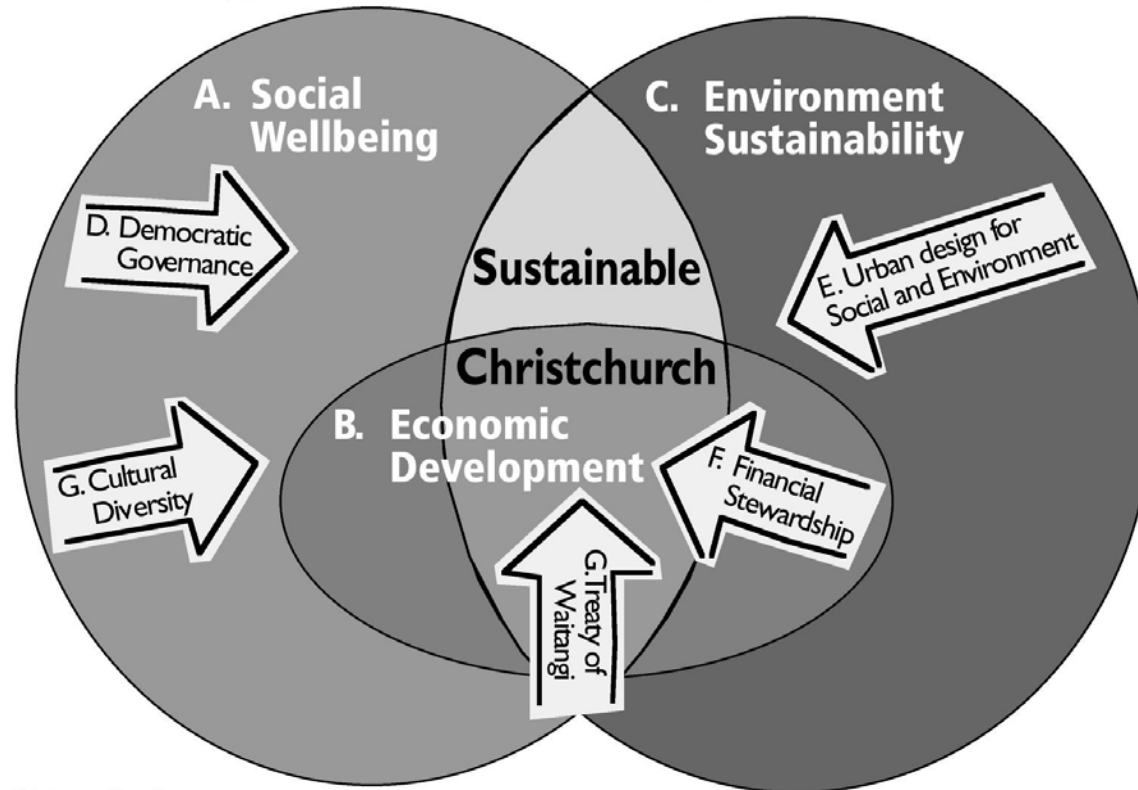
## Triple Bottom Line



### The Triple Bottom Line

When making decisions and planning the Christchurch City Council will take into consideration the social impact, the environmental impact and the economic benefits. This process is referred to in planning as the triple bottom line and will assist us in creating a sustainable city for the future. The aim is to have as many activities as practical providing social, environmental and economic benefits all at the same time. The council will be publishing its 2003 annual report on a triple bottom line basis rather than just presenting the financial bottom line. This means that the next Financial Plan and Programme, for 2002/03, will highlight the social, environmental and economic impacts and benefits of all Council activities.

## Strategic Goals in the Triple Bottom Line



This is an action diagram.

The three circles, A. SOCIAL, B. ECONOMIC and C. ENVIRONMENTAL are like telescope sights showing three areas on which to focus. To make our city more sustainable is important. The closer the circles, the closer we are to our vision of a Sustainable Christchurch.

The arrows show actions the Council is taking to move the circles closer.

D. DEMOCRATIC GOVERNANCE, E. URBAN DESIGN (eg essential infrastructure) FOR SOCIAL AND ENVIRONMENTAL benefits, F. FINANCIAL STEWARDSHIP, G. TREATY OF WAITANGI and CULTURAL DIVERSITY actions.

## REPORTING PRINCIPLES

TBL reporting is a relatively new phenomenon and there is no established best way of doing it – we will learn more from every report published. Achieving a balance between detail and making the report interesting and readable is difficult. The aspirations behind our TBL measures can be summarised in the following principles:

- **Balanced** – we are prepared to report both positive and negative results on aspects of our performance.
- **A living report** – we are committed to a living report - it will develop and evolve over time.
- **Use of externally derived measures and benchmarks** – we have where appropriate used these and are prepared to be judged by our performance against these measures.
- **Holistic** – we endeavour to show the full picture of the relevant issues.
- **Accessible** – both web and print versions of this document will be available.
- **Interactive** – the reader can engage the CCC via different channels such as:
  - contacting us by telephone (941-8999) or email - [info@ccc.govt.nz](mailto:info@ccc.govt.nz)
- **Synergistic** – TBL reporting is a mechanism by which we can convey the organisation's values/principles and its performance in matching them.
- **Verifiable** – an independent third party will as part of the annual audit process verify that actual performance is supported by appropriate evidence.

## **STRATEGIC GOALS**

The following goals have been identified as being vital to the community and the Council:

### **Outcomes**

#### **A. Community Cohesion and Well-being**

Provide or facilitate the delivery of services and opportunities in order to enhance the safety, health and well-being of Christchurch people.

#### **B. Economic Development**

Foster opportunities for sustainable economic development in order to generate employment and income and enhance the quality of life of all residents.

#### **C. Environmental Sustainability**

Conserve and where practicable restore the natural environment and develop the built environment to enhance the distinct character of Christchurch and maximise the quality of life for current and future generations.

### **Processes**

which we will or have put in place to help deliver the outcomes.

#### **D. Democratic Governance**

Provide high quality consultative leadership and advocacy to ensure that Christchurch residents achieve their desired outcomes.

#### **E. Essential Infrastructure**

Maintain and improve the physical and service infrastructure of the city in order to generate wealth, promote health and safety, reduce hazards and facilitate social opportunities.

#### **F. Financial Stewardship**

Maintain an asset and investment base and ensure that appropriate levels of income match commitments to expenditure in order to support long term goals.

#### **G. Treaty of Waitangi and Cultural Diversity**

Respect the unique position of tangata whenua and value the contribution of all peoples in Christchurch.

## **STRATEGIC OBJECTIVES FOR EACH OF THESE GOALS FOLLOW.**

### **A COMMUNITY COHESION AND WELL-BEING**

The City Council will enhance community cohesion and well-being through:

- A1 Maximising opportunities for residents to participate in learning and leisure activities by
- providing access to books and other information through the city's public libraries
  - supporting and providing visual and performing arts
  - facilitating education and learning opportunities especially pre-schools and pre-employment activities
  - advocating for quality provision of education and training at all levels.
- A2 Strengthening communities by
- funding and supporting community initiatives, festivals and community organisations
  - initiating and supporting community development projects
  - facilitating collaboration between public, private and community agencies
  - advocating for an equitable share of national resources
  - advocating for provision of social and income support that is adequate to meet residents needs and allow them to participate in the life of the community
  - working with community groups, government agencies and other funding bodies to address key areas of social need.
- A3 Contributing to safe and healthy lifestyles by
- promoting and protecting health standards
  - providing parks, festivals and recreation and leisure services
  - supporting self help initiatives
  - advocating for quality health and disability services
  - supporting crime reduction and public safety initiatives
  - providing affordable housing for those on low incomes.
- A4 Celebrating, protecting and increasing understanding of cultural diversity by
- supporting a range of arts, festivals and events
  - facilitating the cultural expression of ethnic and cultural groups
  - recognising the unique role of tangata whenua.
- A5 Ensuring that the needs and aspirations of children, youth, elderly and people with disabilities are taken into account in all Council activities.

### **B ECONOMIC DEVELOPMENT**

The City Council, recognising that economic growth is not an end in itself but a means to achieve social goals, will:

- B1 Foster broad-based sustainable economic development that generates real employment, income and social opportunities for all residents
- B2 Create an environment that encourages enterprise, innovation and development of new ideas and technologies and minimises barriers to economic development
- B3 Create an environment in which businesses flourish
- B4 Support the contribution the public, private and voluntary sectors make to the local economy and promote co-operation within and between these sectors.



## **C ENVIRONMENTAL SUSTAINABILITY**

The City Council will contribute to Christchurch's environmental sustainability through:

- C1 Managing our impact on the environment in order to
  - enhance air quality in the city
  - protect artesian water resources
  - maintain water quality in streams and rivers
  - maintain production potential of fertile soils
  - minimise erosion.
- C2 Ensuring that the development and redevelopment of the built environment
  - enhances the unique qualities of the city particularly the physical characteristics such as the parks, gardens, riverbank and buildings
  - provides for accessible working and leisure activities and facilities
  - offers a range of desirable residential choices
  - stimulates economic activity
  - increases the central city's role as the heart of the city
  - enhances health and safety.
- C3 Protecting significant natural features of the physical environment (such as the Port Hills and the estuary), open spaces and landscape elements, native habitat and ecosystems, significant buildings and sites and other taonga.
- C4 Promoting efficient use of physical resources, an increase in recycling and material recovery, and a reduction of waste.
- C5 Minimising the risks from earthquake, flood, fire and other natural hazards.

## **D DEMOCRATIC GOVERNANCE**

The City Council will facilitate democratic governance for the residents of Christchurch by:

- D1 Creating and maintaining mechanisms for citizens' participation in decision-making and policy development.
- D2 Protecting the rights of all citizens.
- D3 Developing cross-sector networks at local, regional, national and international level which will deliver positive outcomes for the people of Christchurch.
- D4 Providing leadership and advocacy in partnership with public, private and voluntary agencies which ensure the city's interests are reflected in regional and national decisions.
- D5 Developing a fair, cost-effective regulatory framework which protects health and safety, maintains environmental standards, and promotes business and social opportunities.

## **E ESSENTIAL INFRASTRUCTURE**

The Council will improve and sustain essential infrastructure services which will:

- E1 Ensure high quality utilities (water supply, sewerage, and waste and stormwater management) meet the reasonable service demands of residents at efficient prices.
- E2 Develop a network of roads, cycleways, footways and passenger transport to provide both for personal mobility and the needs of commerce and industry.
- E3 Design projects to enhance environmental and social sustainability and otherwise avoid or mitigate, where possible, adverse effects of both natural and technological hazards on people, property and the environment.
- E4 Where possible recognise and report on social, environmental and economic impacts and benefits.

## **F FINANCIAL STEWARDSHIP**

The Council will practise good financial stewardship by:

- F1 Applying financial policies which maintain or enhance the value of the Council's asset base.
- F2 Ensuring that financial assets, liabilities and cash flows are sustainable in the long term.
- F3 Operating under accounting procedures which
  - are consistent with generally accepted accounting practice
  - comply in all respects with external financial reporting requirements
  - enable the true costs of goods and services produced to be determined.
- F4 Maintaining a controlling interest in those trading activities where it is critical that they are managed in a way that has regard, not only to commercial requirements, but also to wider social and economic objectives.
- F5 Operating a funding and charging system which ensures that Council services are accessible to all residents.
- F6 Assess whether programmes and activities are achieving the desired outcomes in the most effective, efficient and financially prudent manner.
- F7 Continuing to improve efficiency in the delivery of Council activities and programmes and measuring the value created through efficiency gains.

## **G TREATY OF WAITANGI AND CULTURAL DIVERSITY**

The Council will recognise the Treaty of Waitangi and value cultural diversity through

- G1 Protecting the rights of tangata whenua under the Treaty of Waitangi.
- G2 Maintaining mutually acceptable consultation procedures with the tangata whenua.
- G3 Considering and protecting the aspirations of all people in all the planning and delivery of all Council activity.

For an action diagram of the strategic goals and objectives, see page 1.1.5

**CHRISTCHURCH CITY COUNCIL****MAYOR**

Garry Moore CA

**DEPUTY MAYOR**

Councillor Lesley Keast QSM JP

**COUNCILLORS**

Oscar Alpers LLB Notary Public  
 Carole Anderton  
 Paddy Austin MA(Hons) PhD  
 Erin Baker MBE  
 Helen Broughton MA DipEd(GC)  
 Sally Buck MEd

Graham Condon QSM JP  
 Barry Corbett  
 David Cox  
 Anna Crighton JP MA(Hons)  
 Carole Evans QSO JP  
 Megan Evans

Ishwar Ganda  
 Pat Harrow DipHort  
 Alister James LLB  
 Denis O'Rourke LLB  
 Gail Sheriff  
 Barbara Stewart

Ingrid Stonhill  
 Sue Wells BA  
 Chrissie Williams BTech(Hons)  
 Norm Withers  
 Ron Wright JP MPMI

**MEMBERSHIP OF COMMUNITY BOARDS****Burwood-Pegasus**

Don Rowlands (Chair)  
 Bob Andrews ANZIM  
 Glenda Burt  
 Carole Evans QSO JP (Cr)  
 Carmen Hammond

Alister James LLB (Cr)  
 Caroline Kellaway JP  
 Andy Lea JP  
 Chrissie Williams BTech(Hons) (Cr)

**Hagley-Ferrymead**

Bob Todd OBE JP (Chair)  
 Erin Baker MBE (Cr)  
 Rod Cameron  
 David Cox (Cr)  
 John Freeman JP MA

Yani Johanson  
 Denis O'Rourke LLB (Cr)  
 Linda Rutland  
 Brendan Smith MB ChB

**Spreydon-Heathcote**

Phil Clearwater MA(Hons) (Chair)  
 Oscar Alpers LLB Notary Public (Cr)  
 Carole Anderton (Cr)  
 Lynda Carter  
 Barry Corbett (Cr)

Paul de Spa BA DipTchg  
 Sonia Gill BA ATCL AREINZ  
 Elizabeth Maunsell  
 Sue Wells BA (Cr)

**Fendalton-Waimairi**

Mike Wall (Chair)  
 Sally Buck MEd (Cr)  
 Val Carter  
 Cheryl Colley JP MA(Hons)  
 BBS DipTchg

George Hampton  
 Pat Harrow DipHort (Cr)  
 Yiyi Ku MMus(Dist)  
 Mark Kunnen  
 Barbara Stewart (Cr)

**Shirley-Papanui**

Yvonne Palmer QSM JP (Chair)  
 Myra Barry QSO JP  
 Robin Booth  
 Anne Carroll  
 Graham Condon QSM JP (Cr)

Megan Evans (Cr)  
 Dennis Hills JP BSc FNZIC FIM  
 FAPRI CContEd MRSNZ  
 Ingrid Stonhill (Cr)  
 Steve Wright

**Riccarton-Wigram**

Mike Mora (Chair)  
 Paddy Austin MA(Hons) PhD (Cr)  
 Neville Bennett BSc(Hons) PhD  
 Helen Broughton MA DipEd (GC) (Cr)  
 Ken Cummings

Ishwar Ganda (Cr)  
 Lesley Keast QSM JP (Cr)  
 Peter Laloli  
 Bob Shearing

**SENIOR MANAGEMENT**

Mike Richardson MA(Econ) MA(Town&Reg Planning) MRTPI FRS FNZIM  
 City Manager

Simon Markham BA BTP  
 Director of Information

Ian Hay CA ACIS AFNZIM  
 Director of Business Projects

Ken Lawn BA DipTP MNZPI  
 Director of Operations

Bob Lineham BCom FCA FNZIM  
 Director of Finance

Jonathan Fletcher BE(Hons) ME(Env Eng) MPP MIPENZ MNZAE  
 Director of Policy

Dorothea Brown NZLA Cert FNZLA AFNZIM  
 Director of Human Resources

**CHRISTCHURCH CITY COUNCIL**  
**LIST OF COMMITTEES, SUB-COMMITTEES AND OTHER APPOINTMENTS**

<p><b>Arts, Culture and Heritage Committee</b>  Councillor Anna Crighton (Chair)  The Mayor  Councillor Oscar Alpers  Councillor Paddy Austin  Councillor Sally Buck (Deputy Chair)  <i>Principal Adviser: Simon Markham</i></p>	<p><b>Community and Leisure Committee</b>  Councillor Graham Condon (Chair)  The Mayor  Councillor Oscar Alpers  Councillor Carole Anderton  Councillor Barry Corbett  Councillor David Cox  <i>Principal Adviser: Ken Lawn</i></p>	<p>Councillor Carole Evans  Councillor Ishwar Ganda (Deputy Chair)  Councillor Lesley Keast  Councillor Ingrid Stonhill  Councillor Norm Withers  <i>Committee Secretary: Clare Sullivan</i></p>
<p><b>Parks Gardens and Waterways Committee</b>  Councillor Carole Anderton (Chair)  The Mayor  Councillor Helen Broughton  Councillor Sally Buck  Councillor Anna Crighton  <i>Principal Adviser: Geoff Barnes</i></p>	<p><b>Property and Major Projects Committee</b>  Councillor Ron Wright (Chair)  The Mayor  Councillor Erin Baker  Councillor Barry Corbett  Councillor Lesley Keast  <i>Principal Adviser: Ian Hay</i></p>	<p>Councillor Denis O'Rourke  Councillor Gail Sheriff (Deputy Chair)  Councillor Barbara Stewart  Councillor Norm Withers  <i>Committee Secretary: Angelene Holton</i></p>
<p><b>Regulatory and Consents Committee</b>  Councillor Sue Wells (Chair)  The Mayor  Councillor Helen Broughton  Councillor David Cox (Deputy Chair)  Councillor Megan Evans  <i>Principal Adviser: Peter Mitchell</i></p>	<p><b>Strategy and Finance Committee</b>  Councillor Alister James (Chair)  The Mayor  Councillor Carole Anderton  Councillor Paddy Austin  Councillor Erin Baker  Councillor Graham Condon  Councillor Barry Corbett  <i>Principal Adviser: Mike Richardson</i></p>	<p>Councillor Anna Crighton  Councillor Ishwar Ganda  Councillor Pat Harrow  Councillor Denis O'Rourke  Councillor Barbara Stewart (Deputy Chair)  Councillor Ron Wright  <i>Committee Secretary: Julie Sadler</i></p>
<p><b>Sustainable Transport and Utilities Committee</b>  Councillor Denis O'Rourke (Chair)  The Mayor  Councillor Helen Broughton  Councillor Sally Buck  Councillor Graham Condon  Councillor Barry Corbett  <i>Principal Adviser: Chris Kerr</i></p>	<p><b>Council Hearings Panel</b>  All Councillors and Community Board members   The Mayor is a member of all Standing Committees ex officio.</p>	<p>Councillor Carole Evans  Councillor Megan Evans  Councillor Ingrid Stonhill  Councillor Chrissie Williams (Deputy Chair)  Councillor Ron Wright  <i>Committee Secretary: Kevin Roche</i></p>

Committees, sub committees and other appointments as at 16 July 2002.

**CHRISTCHURCH CITY COUNCIL**  
**LIST OF COMMITTEES, SUB-COMMITTEES AND OTHER APPOINTMENTS**

<b>SPECIAL COMMITTEES</b>			
<p><b>Budget Scrutiny and Audit Special Committee</b></p> <p>The Mayor (Chair)  Councillor Erin Baker (Deputy Chair)  Councillor David Cox  Councillor Ishwar Ganda  Councillor Alister James</p> <p><i>Principal Adviser: Ken Lawn</i></p>	<p>Councillor Gail Sheriff  Councillor Ingrid Stonhill  Councillor Sue Wells  Councillor Ron Wright</p> <p><i>Committee Secretary: Julie Sadler</i></p>	<p><b>Community Plans Special Committee</b></p> <p>Councillor Ingrid Stonhill (Chair)  The Mayor  Councillor Oscar Alpers  Councillor Erin Baker  Councillor Carole Evans (Deputy Chair)</p> <p><i>Principal Adviser: Jonathan Fletcher</i></p>	<p>Councillor Ishwar Ganda  Councillor Alister James  Councillor Chrissie Williams  Councillor Norm Withers</p> <p><i>Committee Secretary: Clare Sullivan</i></p>
<p><b>Consultation and Communication Special Committee</b></p> <p>Councillor Oscar Alpers (Chair)  The Mayor  Councillor Paddy Austin  Councillor Sally Buck  Councillor Barry Corbett (Deputy Chair)  Yvonne Palmer (Chair, Shirley/Papanui Community Board)  Bob Todd (Chair, Hagley/Ferrymead Community Board)</p> <p><i>Principal Adviser: Ann Skelton</i></p>	<p>Councillor Carole Evans  Councillor Megan Evans  Councillor Ingrid Stonhill  Councillor Sue Wells</p> <p><i>Committee Secretary: Tony McKendry</i></p>	<p><b>Urban Planning &amp; Growth Special Committee</b></p> <p>Councillor Sally Buck (Chair)  The Mayor  Councillor Oscar Alpers (Deputy Chair)  Councillor Helen Broughton  Councillor David Cox</p> <p><i>Principal Adviser: Jonathan Fletcher</i></p>	<p>Councillor Pat Harrow  Councillor Denis O'Rourke  Councillor Sue Wells  Councillor Chrissie Williams</p> <p><i>Committee Secretary: Warren Brixton</i></p>
<b>STANDING SUBCOMMITTEES OF THE COUNCIL</b>			
<p><b>City Manager Liaison Subcommittee</b></p> <p>The Mayor (Chair)  Councillor Pat Harrow  Councillor Alister James</p>		<p><b>Maori Liaison Subcommittee</b></p> <p>The Mayor (Chair)  Councillor Anna Crighton  Councillor Alister James  Councillor Lesley Keast  Councillor Sue Wells  Councillor Chrissie Williams</p> <p><b>Alternates</b>  Tahu Potiki  Dr Te Maire Tau  Daryl Gregory  Roimata Kirikiri</p>	<p>Rakihia Tau (snr)  Mark Solomon  Ruahine Crofts  Bill Edwards  Henare Edwards  Rev Maurice Gray</p> <p>Dr Matea Gillies  Kiwa Hutchens  Janice Donaldson</p>

Committees, sub committees and other appointments as at 16 July 2002.

**CHRISTCHURCH CITY COUNCIL**  
**LIST OF COMMITTEES, SUB-COMMITTEES AND OTHER APPOINTMENTS**

<b>STANDING SUBCOMMITTEES OF THE ARTS, CULTURE AND HERITAGE COMMITTEE</b>			
<b>Art in Public Places Subcommittee</b> Councillor Anna Crighton (Chair) Councillor Sally Buck		Councillor Barbara Stewart	<b>Creative Communities Subcommittee</b> Councillor Ishwar Ganda (Chair) Councillor Anna Crighton (alternate Councillor Sally Buck)
<b>Festivals and Events Subcommittee</b> Councillor Paddy Austin (Chair) Councillor Erin Baker Councillor Graham Condon		Councillor Barbara Stewart Councillor Ingrid Stonhill	<b>Multicultural City Subcommittee</b> Councillor Anna Crighton (Chair) Councillor Sally Buck Councillor Ishwar Ganda
<b>STANDING SUBCOMMITTEES OF THE COMMUNITY AND LEISURE COMMITTEE</b>			
<b>Children and Youth Subcommittee</b> Councillor Megan Evans (Chair) Councillor Carole Anderton Councillor Alister James		Councillor Chrissie Williams Councillor Norm Withers	<b>Housing Subcommittee</b> Councillor Carole Anderton (Chair) Councillor Graham Condon Councillor Alister James
<b>Pool and Stadia Subcommittee</b> Councillor Ishwar Ganda (Chair) Councillor Erin Baker Councillor Graham Condon		Councillor David Cox Councillor Norm Withers	
<b>STANDING SUBCOMMITTEES OF THE PARKS, GARDENS AND WATERWAYS COMMITTEE</b>			
<b>Estuary Green Edge Subcommittee</b> Councillor Chrissie Williams (Chair) Councillor Erin Baker Councillor David Cox		Councillor Denis O'Rourke Councillor Ron Wright	<b>Garden City Advisory Subcommittee</b> Councillor Carole Anderton (Chair) Councillor Barry Corbett Councillor Carole Evans Councillor Megan Evans Councillor Pat Harrow
<b>STANDING SUBCOMMITTEES OF THE PROPERTY AND MAJOR PROJECTS COMMITTEE</b>			
<b>Cell Sites on Council Land Subcommittee</b> Councillor David Cox (Chair) Councillor Graham Condon Councillor Lesley Keast		Councillor Gail Sheriff Councillor Ron Wright	
<b>STANDING SUBCOMMITTEES OF THE REGULATORY AND CONSENTS COMMITTEE</b>			
<b>City Plan Reference Subcommittee</b> Councillor David Cox (Chair) Councillor Helen Broughton		Councillor Lesley Keast Councillor Sue Wells	<b>District Licensing Agency</b> Councillor Sue Wells (Chair) Councillor Ishwar Ganda
			Councillor Helen Broughton Councillor David Cox Councillor Ingrid Stonhill Councillor Norm Withers Councillor Lesley Keast Councillor Norm Withers

Committees, sub committees and other appointments as at 16 July 2002.

**CHRISTCHURCH CITY COUNCIL**  
**LIST OF COMMITTEES, SUB-COMMITTEES AND OTHER APPOINTMENTS**

<b>STANDING SUBCOMMITTEES OF THE STRATEGY AND FINANCE COMMITTEE</b>			
<b>Economic Development and Employment Subcommittee</b> Councillor Pat Harrow (Chair) The Mayor Councillor Oscar Alpers Councillor Carole Anderton		Councillor Paddy Austin Councillor Barry Corbett Councillor Alister James Councillor Gail Sheriff	<b>International Relations and Sister Cities Subcommittee</b> Councillor Anna Crighton Councillor Ishwar Ganda Councillor Pat Harrow
<b>Legislation Subcommittee</b> Councillor Oscar Alpers (Chair) Councillor Carole Evans Councillor Alister James		Councillor Denis O'Rourke Councillor Sue Wells	<b>Metropolitan Funding Subcommittee</b> Councillor Ishwar Ganda (Chair) Councillor Carole Anderton Councillor Paddy Austin Councillor Barry Corbett Councillor Alister James Councillor Barbara Stewart
<b>STANDING SUBCOMMITTEES OF THE SUSTAINABLE TRANSPORT &amp; UTILITIES COMMITTEE</b>			
<b>Cleaning Contract Partnering Subcommittee</b> Councillor Carole Evans (Chair) Councillor Denis O'Rourke		Councillor Ingrid Stonhill	<b>Cycling Steering Subcommittee</b> Councillor Erin Baker (Chair) Councillor Pat Harrow Councillor Chrissie Williams <i>Plus external appointees</i>
<b>Land Transport Subcommittee</b> Councillor Denis O'Rourke (Chair) The Mayor Councillor Carole Evans		Councillor Ingrid Stonhill Councillor Ron Wright	<b>Traffic Safety Subcommittee</b> Councillor Ingrid Stonhill (Chair) Councillor Sally Buck Councillor Chrissie Williams
<b>Waste Initiatives Subcommittee</b> Councillor Sally Buck (Chair) Councillor Helen Broughton Councillor Denis O'Rourke		Councillor Chrissie Williams Councillor Ron Wright	

Committees, sub committees and other appointments as at 16 July 2002.

## GUIDE TO THE CORPORATE PLAN : 2003 EDITION

The Corporate Plan is large and complex and to make it more user friendly, the following format has been developed. The main features of this format are:

- **Introductory Section**

Consists of the budget tables (budget summaries) together with other background information like the Statement of Financial Management Policies, Summary of the Funding Policy, Borrowing Management Policy, the Investment Policy, Statement of Accounting Policies and the Equal Employment Policy.

- **Unit Budgets**

The remainder of the Corporate Plan is made up of the budgets and plans for each of the Council's Business Units.

The Unit's budgets and plans can be divided into the following sections:

- **Key Changes (Summary Pages)**

The Key Change pages are the summary pages which appear at the beginning of the Unit's budget.

- **Key Changes**

Key changes for 2002/03 are identified with respect to:

- resources - staffing and fixed assets
- charges - fees and user charges
- operational outputs - programme expenditure including major projects
- capital outputs - expenditure on capital projects

- **Committed Costs (Operational)**

These are costs which the Council is committed to. They may relate to the operating costs on a new Council facility built in the previous year or compliance costs which have been imposed on Council by Central Government. They may also represent a commitment which the Council has made subsequent to the adoption of the previous Corporate Plan and prior to the adoption of this Plan.

- **Items Committed by Council during the year (Operational)**

This represents those items which have been approved by the Council since the 2002 Financial Plan was adopted on 12 July 2001.

- **Costs Due to Growth**

Costs which are directly attributable to the growth in the cities population and the consequential increase in demand for Council services.



- **New Operating Initiatives**

These are new items which were not allowed for in the long term financial model. They reflect changing priorities and are a Council response to meet changed conditions.

- **Efficiency Gains**

This schedule highlights all the efficiency gains and cost savings which have been reflected In Unit budgets.

- **Restructuring of Budgets**

This section draws attention to any major restructuring of Unit budgets. Details of the 2001/02 situation are noted and are followed by the changes for 2002/03.

- **New Capital Initiatives**

Like the new operating initiatives these items were not allowed for in the long term financial model. They may reflect a response to changed conditions or they may relate to meeting health and safety requirements.

This format change is intended to highlight in summary form the significant changes for each sub budget.

- **Operating Summary and Budget**

On the summary pages the output classes are in upper case and in bold. Outputs which are a subset of output classes are in lower case. Where there are sub outputs, the outputs are in upper case but not in bold.

Capital expenditure is termed “Capital Outputs” and is shown “below the line” on the summary page.

For the operating budgets the output class is identified in the header at the top of the page.

The budget text has been prepared at either the output class or output level. The text consists of a brief description of the output class or output, the objectives for 2000/01 and the performance indicators. The performance indicators assess performance in relation to the objective(s).

On the budget pages direct costs are those costs which relate directly to the output. Transfers from the suspense account(s) represent the outputs share of joint costs. Joint costs may include labour costs, superannuation, ACC and office expenses. While labour and labour related costs may be transferred on an hours worked basis, other allocated costs may be transferred on a capacity or usage basis.

- **2002/03 Capital Section**

This section of the budget details the capital outputs (or capital expenditure). Capital expenditure has been grouped under the following “output headings”:

- Renewals and Replacements. (Maintaining existing assets necessary to sustain agreed levels of service.)
- Asset Improvements. (Capital expenditure that improves or adds to the level of service of existing assets.)
- New Assets. (Works or purchases creating wholly new assets.)

Where a capital item straddles two or more outputs, the majority rule has been applied. (eg. If it is 80% renewal and 20% improvement, it has been placed in the renewal class.)

- **10 year Capital Programme**

This section projects capital expenditure forward for the next 10 years. Whereas the first five years are detailed on a line by line basis, the remaining five years are general provisions which are not supported by detailed projects.

- **Fees Schedule**

Although now at the back of each Unit plan and budget, the fee schedules are of no less importance. As was the case in previous Corporate Plans, managers have been asked to calculate the projected revenue from the fees as a percentage of total cost. This has been included in the schedule in order to highlight those services which are not fully recovered by fees.

## STATEMENT OF FINANCIAL MANAGEMENT POLICIES

In 1994 the Council adopted a Financial Management Policy which provided a framework for ensuring that the Council's long term programme was financially sustainable. Elements of this policy are now required by the Local Government Act. A summary of the Financial Management Policy is noted below:

### Principles and Policy

The following principles underlie the policy on financial and debt management:

- Debt repayment programme over 20 years to ensure inter-generational equity.
- 56% of average annual capital expenditure for year 1 (rising in steady progression over the next 10 years to 66%) to be funded from depreciation and operating surpluses.
- New asset net additions funded both from loans and internal financing.
- Operating expenditure will be funded from operating revenue.

### 1. Operating Surpluses

The operating surpluses are calculated using a formula. The surpluses for the first four years of the Plan will be:

Year	Dollar provision for surplus in the 2003 Plan
2002/03	\$15.71M
2003/04	\$8.38M
2004/05	\$1.78M
2005/06	\$3.00M

### 2. Reserves and Sinking Funds

Provision by way of reserve/sinking fund will be made each year for repayment of all new loans raised by the Council, plus the existing debt of Christchurch City Holdings Ltd. The provision is based on no less than 3% of the amount borrowed and a repayment time frame of 20 years for each loan.

### 3. Financial Ratios

- (a) Net interest paid on term debt by the Council and Christchurch City Holdings Ltd combined will not exceed 8% of the consolidated gross revenue, provided interest rates do not increase above 8.5%. This parameter is subject to review in the event of interest rates rising above this level.
- (b) Term Debt as a percentage of total assets of the Council and Christchurch City Holdings Ltd shall be no more than 12%.
- (c) Term Debt as a percentage of realisable assets (includes net trading enterprise investments but excludes Infrastructural and Restricted Assets) shall be no more than 33%.

(d) Net debt to funds flow from operations shall not exceed five times, ie an ability to repay debt over five years (medium term) before net capital additions.

(Note: Funds flow from operations is the net cash surplus of gross revenue over operating cash expenses (excludes depreciation).

(e) The liquidity ratio (current assets: current liabilities) shall be not less than 1:1 at each year end. (Note: Current assets excludes for this purpose cash investments relating to specified reserve funds and current liabilities excludes the current portion of term debt.)

**4. Operating Expenditure**

The operating expenditure of the Council shall be met from operating revenues.

**5. Infrastructural Asset Expenditure**

Sufficient expenditure will be applied to maintain the existing infrastructural asset base at least to current standards or to standards adopted through an asset management programme.

**6. Depreciation**

Cash generated from revenue derived to meet depreciation charges will be applied for funding renewal works in the first instance followed by capital works and debt reduction.

**7. Application of Cash Surpluses**

Cash surpluses in excess of budget from any year will be applied to reduce the borrowing requirement of the subsequent year.

## SUMMARY OF THE FUNDING POLICY

### Introduction

Under Section 122N of the Local Government Act, the Council is required every three years to prepare and adopt a funding policy. The Funding Policy was adopted in July 2001 and was published as part of the 2002 Financial Plan. (Copies can be obtained from the Civic Offices or at [www.ccc.govt.nz](http://www.ccc.govt.nz).) A summary of the Policy is noted below. Also noted below are the adjustments which have been made as part of finalising this Plan.

### Funding Policy Process

The Local Government Act describes in detail the process to determine the funding for all activities or functions of the Council.

The Act identifies three types of expenditure and how each type of expenditure should be funded:

- (1) Expenditure which gives rise to general benefits may be funded from rates. General benefits do not accrue to identifiable persons or groups of persons but benefit the community generally.
- (2) Expenditure which gives rise to direct benefits should be funded by contributions from the persons or categories of persons who benefit from that expenditure.
- (3) Expenditure necessary to control negative effects should be funded by those whose action or inaction caused the negative effects to occur.

The Act also identifies considerations which may, if the local authority so chooses, allow the local authority to modify the allocation of costs arrived at above.

- The obligation of the local authority to act in the interests of its residents and ratepayers.
- The fairness and equity arising from any allocation of costs.
- Any lawful policy of the local authority, to the extent that allocating costs may effectively promote that policy.
- Provide for transition from an existing funding regime to a new funding regime.

Finally, the Act allows the local authority to consider issues of practicability and efficiency when choosing funding mechanisms.

### Details of the Funding Policy

The Council plans to fund its services for the 2002/03 financial year as follows (2000/01 and 2000/02 are included for comparison purposes):

	<b>2000/01</b>	<b>2001/02</b>	<b>2002/03</b>
User Charges	35.22%	33.39%	33.50%
Grants and Subsidies	3.72%	4.20%	4.11%
Net Corporate Revenues	16.72%	17.56%	17.32%
Capital Value Rating	40.13%	40.88%	41.24%
Uniform Annual Charge	4.21%	3.97%	3.83%

In adopting the 2002 Funding Policy, the Council resolved to avoid significant difficulties for the residential and rural sectors by making the following modifications:

- transferring \$1.89M of costs to the commercial sector
- transferring (\$1.15M) of costs from the residential sector
- transferring (\$640,000) of costs from the rural sector
- transferring (\$100,000) of costs from institutions

The above modifications were to be phased out over three years subject to the impact of the next rating revaluation.

The impact of the revaluation (which will apply from 1 July 2002) would have resulted in a very significant rate increase (21.58%) for the Rural Sector. In order to mitigate this impact, the Council resolved to leave the rural modifier at the same level as last year. The other modifiers, however, have been reduced and in the case of the institutions phased out altogether.

The impact of the modifier changes are summarised below:

<b>Rating Sectors</b>	<b>Rates Increase Without Modifier</b>	<b>Original Modifier</b>	<b>Rates Increase</b>	<b>Amended Modifier</b>	<b>Rates Increase</b>
Commercial/Industrial	-0.09%	\$1,890,000	4.42%	\$841,667	1.92%
Residential	4.38%	(\$1,150,000)	3.35%	(\$196,667)	4.20%
Rural	40.77%	(\$640,000)	11.98%	(\$645,000)	11.76%
Institutions	3.43%	(\$100,000)	-3.63%	0	3.43%

The different sectors will experience changes to their rates over the 2001/02 rates as follows:

- Commercial/Industrial +1.92%
- Residential +4.20%
- Rural +11.76%
- Institutions +3.43%

The summary table on the next page shows how the costs and benefits and modifications to the cost of benefits have been calculated. Also included is the funding to be received from user charges, grants and subsidies, net corporate revenues, capital value rating and the uniform annual general charge.

## SUMMARY OF THE FUNDING POLICY

The budgeted costs of the benefits the Council proposes to provide in 2002/03, and their proposed funding, are shown in the following table:

		<b>Users</b>	<b>Residential</b>	<b>Commercial</b>	<b>Rural</b>	<b>Institutions</b>	<b>Totals</b>
<b>Costs and Modifications</b>							
<b>Costs</b>							
48.99%	General Benefits	0	115,443,443	31,292,766	4,003,854	7,443,555	158,183,618
50.55%	Direct Benefits	130,340,052	11,828,210	20,727,549	258,056	50,555	163,204,421
0.46%	Negative Effects	1,496,124	0	0	0	0	1,496,124
		<b>131,836,176</b>	<b>127,271,653</b>	<b>52,020,314</b>	<b>4,261,909</b>	<b>7,494,110</b>	<b>332,884,163</b>
<b>Modifications</b>							
	Transfer User Costs to Rating	(23,685,000)	19,921,969	3,265,258	29,255	468,519	0
	Non-Rateable	0	5,045,691	1,375,892	185,080	(6,606,663)	0
	Avoiding Sudden Changes (Modifier)	0	(174,815)	748,148	(573,333)	0	0
		<b>(23,685,000)</b>	<b>24,792,845</b>	<b>5,389,298</b>	<b>(358,999)</b>	<b>(6,138,144)</b>	<b>0</b>
<b>Total Costs and Modifications</b>		<b>108,151,176</b>	<b>152,064,498</b>	<b>57,409,612</b>	<b>3,902,911</b>	<b>1,355,965</b>	<b>322,884,163</b>
<b>Funded By</b>							
33.50%	User Charges	108,151,176	0	0	0	0	108,151,176
4.11%	Grants and Subsidies	0	5,376,596	7,777,577	127,462	0	13,281,634
17.32%	Net Corporate Revenues	0	42,721,308	11,649,522	1,567,052	0	55,937,882
41.24%	Capital Value Rating	0	92,551,928	37,198,047	2,049,823	1,355,965	133,155,763
3.84%	Uniform Annual General Charge	0	11,414,667	784,467	158,573	0	12,357,707
<b>Total Funding</b>		<b>108,151,176</b>	<b>152,064,498</b>	<b>57,409,612</b>	<b>3,902,911</b>	<b>1,355,965</b>	<b>322,884,163</b>

## **BORROWING MANAGEMENT POLICY**

### **1 Introduction**

This policy has been established to ensure the prudent financial management for the issuance and management of Council debt.

The policy incorporates the requirements of the Local Government Act and should be read together with the Investment Policy. Together they form the Treasury Management Policy of the Council.

This policy is for the Christchurch City Council and includes the Christchurch City Council Sinking Fund Commissioners. For the purposes of limiting total debt levels of the Council and financial management ratios, the debt levels and liquid investments of Christchurch City Holdings Ltd, parent only, (a 100% owned holding company) are added to the Council figures.

To determine the scope of this policy, the definition of terms used shall be that of the Local Government Act and Accounting Standards in force.

Standard and Poor's has provided a joint credit rating for both the Council and Christchurch City Holdings Ltd. The rating is AA (Long Term) and A1 (Short Term). It is an objective of this policy that the ratings at this level be maintained as a minimum.

### **2 Principles**

The following principles underlie the policy:

- 2.1 Borrowed funds will be used to fund capital expenditure and investment. An allowed exception is for working capital overdraft under section 4.12. Debt will be used as a residual funds source after funds generated from depreciation are applied to renewal and new capital expenditure. The mix of debt and revenue funding for capital funding will be determined by the Financial Plan each year.
- 2.2 Debt raised will be repaid over the economic life of assets restricted to a maximum of 20 years to ensure inter-generational equity.
- 2.3 Interest costs are part of operating expenditure and will be funded from operating revenue.
- 2.4 The annual debt repayment provision will be funded from operating revenue.
- 2.5 Interest rate exposure will be managed consistent with the aim to:
  - have interest costs where possible at or below interest rates projected from time to time in the Council's Long Term Financial Strategy or the rates determined to be economically feasible for specific assets funded
  - hedging is only allowed for debt in place (or part thereof) or where there is a commitment to borrow in the near future and not for speculative purposes
  - remain risk averse
  - maintain a mix of both fixed and floating rates, where appropriate, to maintain flexibility and advantage in case of interest change.
- 2.6 Debt financing is recognised as a component in the Council's Funding Policy and Long Term Financial Strategy to provide inter-generational equity which prevents costs being incurred by the current generation which are for the benefit of future generations.



### **3 Limits on Total Borrowing**

- 3.1 The forecast interest rate payable on external debt intended to be raised by the Council in the ensuing year will be budgeted for and disclosed in the Financial Plan.
- 3.2 Total external debt as a percentage of total assets of the Council and Christchurch City Holdings Ltd, parent only, shall be no more than 12%.
- 3.3 The total external debt of the Council and Christchurch City Holdings Ltd combined as a percentage of realisable assets (all assets excluding infrastructural and restricted assets) shall be no more than 33%.
- 3.4 Net interest paid on term debt by the Council and Christchurch City Holdings Ltd combined will not exceed 8% of the consolidated gross revenue provided interest rates do not rise above 8.5%. Should rates rise then the Council will approve a further limit to contain interest costs.
- 3.5 The ratio of net external debt of the Council and Christchurch City Holdings Ltd combined to funds flow from operations shall not exceed five times, ie an ability to repay debt over five years (medium term) before net capital additions.

**Note:** Funds flow from operations is the net cash surplus of gross revenue over operating cash expenses (excludes depreciation).

### **4 Borrowing**

- 4.1 All external debt of the Council including financial leases must be authorised by resolution of the Council.
- 4.2 The aggregate amount the Council determines as not being so significant as to require specific authorisation under Section 122Z (c) (ii) (A), is \$500,000.
- 4.3 Loans raised by the Council are to be secured by a charge on Rates revenue.
- 4.4 Except as qualified in section 4.6 below, new loans raised in any particular year are to be no greater than the amount disclosed in the Financial Plan for that year and applied only to capital projects and investments listed in the Financial Plan.
- 4.5 Borrowing will be applied to project funding after utilisation of other capital funding identified in the Financial Plan in accordance with the principle set out in section 2 above.
- 4.6 All new loans required to fund expenditure which has arisen subsequent to the Financial Plan being confirmed shall require Council approval by a specific resolution of the Council including the reasons why expenditure was not included in the Financial Plan.
- 4.7 Debt may be raised in either fixed or floating rate terms, and for short (ie up to one year) or long maturity terms subject to limits.
- 4.8 The term of a loan must not be longer than the economic life of the capital assets it funds (as defined by the Council resolution) and in any event no more than 20 years.

- 4.9 A loan may be raised in several tranches for terms less than 20 years. Repayments at maturity of a tranche within the term of a loan may be refinanced without further Council resolution. Refinancing loans shall not add to the term of the original loan.
- 4.10 For new loans, the Council must consider the risks of borrowing including a sensitivity analysis to changing interest rates.
- 4.11 The borrowing resolution shall define who has the authority to raise loans. Should it be silent then authority is granted to staff as defined in section 9.2 below.
- 4.12 Unless the Council resolves to the contrary and subject to any instruction issued by the Director of Finance, the Funds Accountant may raise loan funds by way of bank overdraft to cover short term cash shortfalls limited to a maximum of \$2m. Borrowing under this clause is not subject to the constraints of clauses elsewhere in this policy.

The Director of Finance may from time to time issue guidelines and instructions on the raising of overdraft funds up to the \$2m limit. Any overdraft so raised shall be reported to the Director of Finance within two working days. For the purposes of this clause the term “short-term” means for terms of less than one year.

## **5 Repayment of Debt**

- 5.1 Debt may be repaid by one or a combination of:
- Annual Sinking Fund instalments where the Sinking Fund Commissioners hold the funds as a separate trust, for the Council, for the sole purpose of debt repayment of specific loans.
  - Annual Contributions to a Loan Repayment Reserve to be held by the Council for the sole purpose of applying at appropriate opportunities to repayment or reduction of loans.
  - Annual table repayment instalments providing for full repayment over the term of a loan being 20 years or less.
  - Repayment from revenue or other sources.
- 5.2 With the exception of table loans, a minimum of 3% of the aggregate of the initial external debt raised by the Council and Christchurch City Holdings Ltd, combined, shall be repaid annually in accordance with one or a combination of the options set out in 5.1 above. Initial Debt is defined as the original sum of any loan borrowed which has not been fully repaid.
- 5.3 The rate of 3% shall be reviewed from time to time to ensure that with accumulated interest earnings on invested funds that sufficient funds are available to repay each initial loan tranche at the end of 20 years. At all times 3% shall be a minimum.
- 5.4 Sinking Funds and Loan Repayment reserves may be applied to earlier repayment of loans in conjunction with refinancing of tranches. In such cases the annual contributions to sinking funds or loan repayment reserves shall be recalculated to ensure that sufficient funds will be on hand to ensure repayment of the balance within the 20 year time frame.
- 5.5 When the repayment provision for any specific loan has been fully funded, no further contributions will be required for that loan.
- 5.6 The Funds Accountant, after consultation with the Director of Finance and the Company Secretary of Christchurch City Holdings Ltd, may select the specific debt to be repaid in any one year to optimise the mix of debt types retained within the group.

## **6 Interest Rate Exposure**

- 6.1 The interest rate policy of the Council is to manage the exposure to adverse interest rates consistent with the need to have interest costs, where possible, at or below interest rates projected from time to time in the Council's Financial Plan or Long Term Financial Strategy or the rates determined to be economically feasible for specific assets funded.
- 6.2 The Funds Accountant may implement an interest rate strategy with interest rates higher than that budgeted, where this is supported by an interest rate view and strategy formed under the procedures of 6, 7, 8, and 9 below.
- 6.3 The Council may have an exposure to both fixed and floating interest rates. Fixed Rate Debt may vary between 35% and 100% of total debt maintained by either direct borrowing under these terms or by interest rate hedging. There is a preference for fixed rate borrowing to fund long term asset acquisition.
- 6.4 The Funds Accountant shall be authorised to enter into interest rate hedging contracts to avoid an exposure to adverse rates based on the interest rate view.
- 6.5 All hedging contracts are only to protect the actual debt and debt planned to be raised. Speculation is not permitted.
- 6.6 All hedging contracts are to be discussed with the Director of Finance and in his absence with the Funds and Financial Policy Manager prior to being entered into and reported to the Director of Finance immediately following (the same day) the transaction is entered into and to the Strategy and Finance Committee quarterly.
- 6.7 Hedging can only take place with counterparties who have a long term credit rating of 'A-' or better.

## **7 Liquidity Policy**

- 7.1 The debt maturity profile shall be maintained so that no more than 35% of the relevant debt matures in either of the current or following fiscal year unless the total relevant debt outstanding is lower than \$30,000,000. The relevant debt is the total external debt for the Council but excludes any leases, table loans, and floating rate short term loan issues.
- 7.2 Where possible, maturity dates should be spread throughout the year.

## **8 Credit Exposure**

- 8.1 Hedging can only take place with counterparties who are credit rated 'A-' or better.
- 8.2 Settlement for new loans shall be by cleared funds.
- 8.3 Loan raising should be managed so that the impact of settlement default will not adversely affect the Council.

## **9 Management by Staff of the Borrowing Policies**

- 9.1 All external debt must be authorised by the Council except that under section 4.12 (working capital overdraft). Staff shall have evidence of such approvals before any debt is raised.
- 9.2 Authority is delegated (under this Policy Statement) to the Funds Accountant and in his absence, any one of the Director of Finance, Funds and Financial Policy Manager, Financial Analyst, and the Financial Services Manager to raise external debt funds and to enter into hedging contracts on terms he may determine within the limits and guidelines of this Policy Statement. The day-to-day management and actions may be undertaken by the Funds Accountant, but the responsibility for overview lies with the Director of Finance.
- 9.3 The Funds Accountant shall form a view on future interest rates based on independent professional advice. The view shall be revised at least quarterly. Action to change the Council's fixed, floating interest rate profile shall be based on that view.
- 9.4 The Director of Finance shall appoint a Treasury Review Team to assist on the formation of interest rate views and Borrowing management strategy. The Treasury Review Team shall approve and maintain guidance notes and instructions developed for the proper management of Council's Debt under this policy.
- 9.5 A specific debt raising resolution may require joint delegations for action. If so then the more restrictive delegation shall be followed.
- 9.6 There shall be appropriate segregation of duties amongst staff involved in borrowing and investing of Council funds and this shall be subject to audit review.
- 9.7 The Funds Accountant shall maintain the register of charges and shall file with the Registrar of Companies a copy of the debt instrument from time to time.
- 9.8 Actions taken under the Borrowing Policy are to be reported to the Director of Finance at least weekly, and to the Strategy and Finance Committee quarterly. The actions requiring reporting are:
  - Debt Servicing Costs, both budgeted and actual
  - Comment on Interest Rate Exposure
  - Debt Maturity Profiles and expected timing of Debt Raising
  - Total Debt Raised (including financial leases)
  - Hedging Contracts taken up since the last report
  - Hedging and Derivative Contracts in place at the time of the report

## INVESTMENT POLICY

### 1 Introduction

This policy has been established to ensure prudent financial management of Council investments.

The policy incorporates the requirements of the Local Government Act and should be read together with the Borrowing Management Policy. Together they will form the Treasury Management Policy of the Council.

The policy is for the Christchurch City Council and includes the Christchurch City Council Sinking Fund Commissioners. Investments held by subsidiaries (LATEs) are excluded.

To determine the scope of this policy, the definition of terms used shall be that of the Local Government Act and Accounting Standards currently in force.

The Council proposes to invest \$75M of capital repatriation funds due to be received from Christchurch City Holdings Ltd in mid 2001 in a separate fund known as the Capital Endowment Fund. It is intended that the fund be divided into capital of \$71.5M and fluctuation reserves of \$3.5M and that the capital of this fund will be held intact together with sufficient income capitalised annually to cover inflation. The fluctuation reserve will vary depending on returns from investments. The balance of the income will be available to the Council to provide for economic development projects and civic and community projects that will enhance the city or region.

The Council resolution creating the Capital Endowment Fund is attached as Appendix B.

### 2 Principles

The following principles underlie the policy:

- Investments shall be managed to maximise the return to the Council consistent with the purpose of the investment and risk avoidance.
- The Council shall maintain a prudent mix of investments.
- Council investment management shall as far as possible be risk averse.
- Investments made outside of the policy require specific resolution of the Council.
- Interest rate exposure and yields on investments are to be managed according to practices outlined in this policy. Hedging, if used, is to cover the protection of the actual physical investment and its return.
  
- For the Capital Endowment Fund the investment objectives are:
  - Maintain the real value of the capital of the Fund with regard to inflation.
  - Maximise the value of the Fund and therefore the amount that can be distributed from the Fund over the long term, subject to a prudent level of portfolio risk.
  - Maintain a degree of consistency in the amounts that can be withdrawn on an annual basis.

- To fulfil the objectives for the Capital Endowment Fund the following investment principles will be followed in addition to those elsewhere in this policy:
  1. Responsibilities under common law and statute must be met. The following policies will be interpreted and applied subject to this policy.
  2. The inflation-adjusted capital of the Fund shall not be withdrawn.
  3. An appropriate level of portfolio risk will be determined and accepted by the Council in consultation with professional advisors.
  4. An appropriate level of diversification of investments in portfolios across securities, sectors, asset classes and countries must be maintained.
  5. The investment portfolio will accept risks in a prudent manner and investment risk will be minimised for the expected level of return.
  6. The capital of the investment portfolio will be preserved on a quarterly basis by adjusting for (positive) changes in the Statistics New Zealand All Groups CPI.
  7. An investment fluctuation reserve must be maintained to finance budgeted distributions from the Fund.
  8. Liquidity must be considered and maintained at an appropriate level.
  9. The investment structure must be able to accommodate changes in the Fund's requirements and the investment environment.
  10. All aspects of the investment process and functions will be reviewed regularly. In particular:
    - The performance of investment managers will be monitored against benchmarks at least monthly, and against the performance of other investment managers at least quarterly.
    - Investment managers will be monitored on an ongoing basis with respect to their organisational structure, investment processes and personnel.
    - Investment policies and objectives, asset allocation strategy and overall investment management structure will be reviewed at least once every three years.

### **3 Investment Categories Subject to the Policies - Their Purpose**

The Council's investments are made for a range of purposes and fall broadly into five categories:

#### **3.1 General Funds Investments**

- 3.1.1 These investments are held for the general use of the Council in the form of financial investments for the purpose of providing general finance. Typically they are invested on a commercial basis to produce a financial return pending utilisation as funding for the Council in its ordinary course of business.
- 3.1.2 General Funds may be invested in the following investment types:
  - Cash and short term bank deposits
  - Promissory Notes issued by suitably rated corporate entities
  - Stocks and bonds
  - Loans to community organisations
  - Loans to individuals
  - Loans to Council subsidiary companies including LATEs
  - Loans to non-Council entities to facilitate community infrastructural asset creation (Council approval required)
  - Real estate being held for market return purposes only

### **3.2 Equity Investments in Subsidiary Companies**

3.2.1 The Council holds equity investments in a range of subsidiary companies for a mix of the following purposes:

- Providing a rate of return on the investment to be used for general revenue purposes.
- Ensuring that ownership of essential infrastructural facilities with monopoly characteristics remain in community ownership.
- Separating trading activities or services from the ordinary operations of the Council in the interest of transparency, efficiency and competitiveness of pricing.

3.2.2 These investments are made up of:

- A majority interest in major utility trading enterprises through a 100% interest in Christchurch City Holdings Limited - see Schedule 1.
- 100% interest in LATEs which have been established primarily to provide service delivery to the Council on a commercial basis - see Schedule 2.
- Significant interest in trading enterprises primarily for income purposes but recognised as being of benefit to the local economy - see Schedule 3.

### **3.3 Property Held for Investment Purposes**

- Investment properties are defined as being held for market return purposes and having no Council operational function.
- The decision to hold or dispose of investment property is driven by the performance of this investment compared with similar properties in the market.

### **3.4 Investment of Reserve Funds including Trust Funds and the Capital Endowment Fund**

3.4.1 These reserve and trust funds have the following characteristics:

- The Council has resolved to set aside funds for a specific defined future purpose.
- The Council has defined a minimum holding of the Capital Development Reserve Fund, currently set at \$5M to provide a first source of funding available in the case of an emergency arising from a natural disaster.
- Estimates are prepared each year of the value of each separate reserve fund including revenue projections.
- These funds are available for appropriation in the Financial Plan to finance expenditure incurred on the purpose of the fund.
- The investments which make up the Reserve Funds can be held in common with General Funds investments with the earnings apportioned to each separate fund or may be invested separately with professional Fund Managers in managed portfolios of investments.

3.4.2 Reserve and trust funds may be invested in the following investment types:

- Short term bank deposits
- Promissory Notes issued by suitably rated corporate entities
- Stocks and bonds
- Loans to Council subsidiary companies
- Loans to individuals (for Council approved purposes)
- Loans to community organisations
- Shares in publicly listed companies

- Professionally managed portfolios of investments, either by direct investment or through Unit Trusts, including:
  - Equities, New Zealand wide, South Island Specific and overseas
  - Fixed Interest investments, both New Zealand and overseas
  - Short term cash
  - Real Estate
  - Other Investments the Council may from time to time resolve.

### **3.5 Sinking Fund Investments**

- 3.5.1 These funds are held by the Commissioners appointed by the Council on trust for the repayment of Council loans in accordance with the Council's Borrowing Management Policy.
- 3.5.2 Sinking Funds may be invested in the following types of investment:
- Cash and Short Term Bank Deposits
  - Promissory Notes issued by suitably rated corporate entities
  - Stocks and bonds
- 3.5.3 Management of Sinking Fund investments shall be subject to the procedures outlined in sections 5 and 6 of this policy.

## **4 Types of Investments**

The Council may hold the following types of investments. See other sections of this policy for restrictions on the management of each type:

- Bank deposits, bank accepted bills and bank issued certificates of deposit
- Short Term Promissory Notes issued by companies and Local Authorities as defined by section 6
- Stocks and bonds issued by Government, SOEs, Local Authorities and suitably rated Corporate entities
- Loans to Council subsidiary companies
- Loans to individuals (for Council approved purposes)
- Loans to community organisations
- Loans to non Council entities to facilitate community infrastructural asset creation as approved specifically by the Council
- Shares in (listed) public companies
- Shares in subsidiaries
- Real estate
- Professionally managed (external to the Council) portfolios of investments, either by direct investment or through Unit Trusts, including:
  - Equities both New Zealand and overseas domiciled
  - Fixed interest both New Zealand and overseas domiciled
  - Short term cash
  - Real estate
  - Other investments the Council may from time to time resolve.



## **5 Outline of Procedures for Management of Each Type of Investment**

### **5.1 General Issues**

- Each type of investment shall be prudently managed having regard to the purpose for which the investment was made and the needs of the Council.
- Delegated authority to act on all investments in accordance with this policy, (except Real Estate, Professionally Managed Funds, and equity investments in LATEs) is granted to any one of the Director of Finance, Funds and Financial Policy Manager, Funds Accountant, Financial Analyst and Financial Services Manager. The primary responsibility lies with the Funds Accountant.
- The Funds Accountant shall form a view on future interest rates based on independent professional advice. The view shall be revised at least quarterly and shall be used to guide investment strategy.
- The Director of Finance shall appoint a Treasury Review Team to:
  - assist on the formation of interest rate views
  - advise on investment management strategy
  - approve and maintain guidance notes and instruction developed for the proper management of the Council's Investments made under this policy.
- Reporting requirements by the Funds Accountant:
  - Report daily to the Director of Finance - Hedging instruments used (both in advance of any commitment and after being entered into).
  - Report weekly to the Director of Finance - showing a weekly position.
  - Report quarterly to the Strategy and Finance Committee - on the performance results of the investment portfolio excluding shares in subsidiary companies and returns on real estate which will be reported separately as detailed elsewhere in this policy.
- A division of duties between the staff making and checking on the investment transactions is to be maintained to provide for checks on the prudent handling of investment funds.

### **5.2 Short Term Liquid Investments - Bank Deposits and Promissory Notes**

Investment of this type will be managed on the following basis:

- The objective is to minimise the holding whilst having regard to liquidity needs and investment return.
- Invested in authorised bank instruments in accordance with the criteria outlined in section 6 of this policy.
- Compliance with the policy rules on acquisition, disposal, and the settlement process in accordance with the criteria outlined in section 6 of this policy.
- Interest Rate risk management has an objective to maximise yield based on the interest rate view formed by the Funds Accountant as outlined in section 5.1 of this policy.
- The maturity profile of investments will be based on the need for cash funds derived by the daily liquidity needs forecast.

### **5.3 Long Term Financial Investments of Authorised Stocks and Bonds**

- The objective is to maximise the holding whilst having regard to liquidity needs and investment return subject to the size of funds available for investment and the maturity profile matched to the expected need for liquid funds.
- To minimise credit risk, the investments with any one issuer are subject to the limits as defined in section 6 of this policy.

- The interest view, formed by the Funds Accountant, together with the yield and maturity profile of the investments will form the basis of determining action required. In addition, the Funds Accountant is authorised to use hedging instruments to change the interest rate exposure and to change the financial impact of the terms of the investment asset.
- The Council will seek to maximise yields either by primary investment or incidental arrangement.
- The procedures on acquisition, disposal, and the settlement process is set out in section 6 of this policy.

#### **5.4 Loans to Council Owned LATEs**

- Loans to LATEs shall be made only after Council authorisation of the total amount, source of funds, security and the general terms.
- The Director of Finance is authorised to determine the specific terms and conditions of the loan, the maturities and interest cost.
- The administration of the loan investment can be delegated to staff as per section 5.1.

#### **5.5 Loans to non Council entities to facilitate community infrastructural asset creation**

- Examples of this type include the Belfast Industrial Pressure Pipeline loan.
- Loans shall be made only after Council authorisation.
- Such authorisation shall include the total amount, source of funds, security and the general terms.
- The Director of Finance is authorised to determine the specific terms and conditions of the loan, the maturities and interest cost.
- The administration of the loan investment can be delegated to staff as per section 5.1.

#### **5.6 Loans to Individuals, and to Community Organisations**

- These are subject to authorisation by the Council (or Committee if delegated) either on a one-off basis or by class (for example, the drainage conversion loans).
- The funding source will be nominated in each case, mainly Reserve Funds, to avoid the need for Rate funding.
- If the source of funding is a specific Reserve Fund set up for the purpose of making loans (eg the Community Loans Fund), the loans made will be limited to the quantum of that fund.
- If the source is the Capital Development Fund then the funds available will be limited to 20% of the funds in excess of \$5M. \$5M is required as the minimum liquid cash reserve.
- If the source of funds are unspecified Reserve Funds, ie other than the specific loan Reserve Funds, Capital Development Reserve or Debt Repayment Reserves and other specific short term reserve funds, then the maximum which can be invested in loans from these sources is 10% of the available funds. (Note: The Victory Park lighting Loan is excluded as this will be merged with the redevelopment loan.)
- Interest rate to be charged is set by the Council as either a policy decision or on a case by case basis. In the absence of specific instruction, then at no less than the Council's estimated cost of borrowing plus a margin (1% minimum) for administration and risk.
- The Funds Accountant is to prepare loan documentation as required based on legal advice as to form and procedure.
- Security of Loans will generally be a charge on the borrower's land unless specified as being unsecured (as in the case with some community organisations) in which case such other security as the Council, Director of Finance, or the Funds Accountant may determine as being appropriate for this class of loan.
- Loan Guarantees to protect repayment shall be obtained if directed by the Council or if in the opinion of the Director of Finance or the Funds Accountant it is considered to be prudent for a loan of this type.

## 5.7 Equity Investments in LATEs and Subsidiaries

- Investment in shares in subsidiary companies will be made on the authorisation of the Council only after the receipt of professional advice on valuation and acquisition procedures.
- The Council will not involve itself directly in the management of its subsidiary companies. Management services may be contracted by the companies from Council staff.
- Each company which is defined as a LATE in the Local Government Act will be required to prepare annually a Statement of Corporate Intent which sets out the activities and strategic direction of each company, and to report in accordance with the Statement of Corporate Intent and the reporting requirements for LATEs in the Local Government Act.
- Christchurch City Holdings Limited is an investment monitoring company established by the Council to hold its significant trading enterprises on behalf of the Council. The Board will comprise a mix of Councillors and external directors with a majority of Councillors.
- Regular monitoring will be carried out by Christchurch City Holdings Limited (CCHL) of the ownership options, business strategy and operating plans, capital structure and risk management affecting the CCHL subsidiaries and other subsidiaries where the shareholding is held directly by the Council.
- Investment performance of subsidiary companies will be assessed in comparison to the performance of other similar companies in the same industry.
- The CCHL Board will report at least six times a year to the Council's Strategy and Finance Committee on the issues arising from its monitoring role. Ad hoc briefing sessions and seminars for Councillors will also be arranged.
- The Council is responsible for the approval of Statements of Corporate Intent and the appointment of directors for all subsidiaries held directly by the Council and directly by CCHL.
- Directors of all subsidiary companies will be selected according to the policy established by the Council in June 1996.
- Ownership of shares in subsidiaries may be transferred to CCHL when a subsidiary has an established record of financial performance and it is Council policy to retain the investment in the long term.
- This policy does not apply to non-trading companies which are held solely for the purpose of land ownership (eg Travis Group).

## 5.8 Shares in Listed Public Companies

- Specific authorisation is required by the Council to invest directly in listed equities except in the case of professionally managed portfolios as outlined in 5.10 below.
- There is to be an annual review by a broker to assess price, total value and hold or sell advice.
- Trading is authorised to rationalise a holding and on the advice of a broker. Normally taking up cash issues, sale of rights etc will be subject to advice.
- Staff listed in section 5.1 are authorised to enter into transactions.
- Low value transactions may be actioned by the Funds Accountant without further authority.

## 5.9 Real Estate Held for Investment Purposes

- Acquisition or sale decisions on investment property shall be made by the Council.
- The properties should be managed in accordance with professional property management principles for the administration and maintaining of properties.
- The Property Manager will maintain accurate records for all individual investment properties including income and expenditure which will then be used for measuring performance of the investment.
- Management principles will be in accordance with prudent commercial terms and conditions effective in the market from time to time.
- The Property Manager will ensure compliance with all relevant statutes.
- The decision to hold or dispose of investment property is driven by the performance of a specific investment compared with similar properties in the market.
- The Property Manager is to report to the Council on a six monthly basis on the performance of all investment property.

### 5.10 Professionally Managed Portfolios

- Investments in professionally managed (external to the Council) portfolios may be made for Capital Endowment Fund and other reserve fund investments.
- The initial selection of fund managers will be made by the Council's Strategy and Finance Committee on recommendation from the Treasury Review Team after receipt of professional advice.
- Significant decisions relating to Fund Manager appointments will normally be subject to Strategy and Finance Committee approval but the Treasury Review Team is authorised to act on urgent issues and report to the next meeting of the Strategy and Finance Committee.
- Immediately following the initial selection of fund managers the Council will approve appropriate management guidelines for the ongoing management of the Fund and the level of delegated authority to the Treasury Review Team for ongoing decisions relating to these investments.
- The Treasury Review Team shall:
  - Take account of and consider the objectives of the funds, management guidelines, the appropriate level of risk to be accepted and the reserve retention policy of the fund as agreed by the Council from time to time.
  - Recommend to the Council the quantum of funds which are available for distribution in any year after provision for inflation protection and management of the fluctuation reserve.
  - Monitor the performance and compliance of investment managers.
  - Develop and implement appropriate periodic reporting to the Council.

## 6 Assessment and Management of Risks by Type of Investment

### 6.1 Authorised Bank Instruments

The Council may invest in any registered bank in New Zealand subject to the following:

- The bank remains the primary debtor throughout the term of the investment.
- Investments will only be in banks with a Standard and Poor's short term credit rating of A-3 or better and a long term credit rating of A- or better (equivalent Moody's ratings may be used).
- A maximum of 20% of the total investments issued by the financial market (which is made up of short term bank deposits, promissory notes and long term stocks and bonds including those issued by other Local Authorities and Government Stock) may be invested with any one bank except where the total bank investments are less than \$10M, when the investments shall be made with at least two banks.
- Any instrument issued by the bank may be taken up.
- Deposits may include foreign currency to meet Council commitments in overseas currencies.

### 6.2 Authorised Stock or Bond Investments

The Council may invest in any fixed term stock or bond issued in New Zealand subject to the following:

- Up to 100% of the available funds may be invested where the stock is issued by the New Zealand Government or State Owned Enterprise guaranteed by the Government.
- Up to 20% of the available funds may be invested in Civic Bonds issued by the Local Government Finance Corporation as these are backed by rate secured investments in Local Authorities.
- Up to 100% of the available funds may be invested where the stock is issued by a Local Authority (not CCC or CCC LATEs) and is rate secured, but subject to a maximum 20% of the total investments (see 6.1) with any one issuer.
- Up to 35% of the available funds may be invested where the bonds are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of A- or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments (see 6.1) with any one issuer.

### **6.3 For the Purchase, Sale, and Settlement of Bank Deposits, Stock and Bonds and Listed Public Company Shares**

The Funds Accountant and in his absence others listed in section 5.1 have authority to deal in these investments, taking on the authorities of the Funds Accountant, subject to the procedures outlined below and detailed elsewhere in this policy:

#### 6.3.1 Making Investments:

- Bank deposit and promissory notes investments are normally made after three quotations are received.
- The Council is not bound to take the highest bid, nor shift funds from one bank to another where reasonable grounds exist to make an alternative decision (eg to maintain a spread of deposits between banks).
- Investments in stock or promissory notes issued under a tender shall be made with the advice of a broker or professional adviser retained by the Council.
- Investments in stock or promissory notes by direct purchase shall be made on the advice of a broker.
- Settlement to be made by direct credit, cheque or by direct debit.

#### 6.3.2 Recording of Investments:

- Investments made are to be recorded in separate balance sheet asset accounts.
- A division of duties is to be maintained to provide for checks on the prudent handling of investment funds.
- Daily records of cash monitoring and investment decisions shall be maintained.
- Accrued income on a yield to maturity basis is to be calculated and actioned monthly.

#### 6.3.3 Income Recognition:

Income is to be recognised on a yield to maturity basis, with the purchase yield used for both capital values and accrued income. This is applicable as the Council:

- normally selects an investment to match a maturity profile based in the main on an expected need for funds
- would not normally sell the investments earlier unless there is a need for funds
- would not wish short term variation in market interest rates to change the income flows over time from the same investment.

#### 6.3.4 Withdrawal or sale of bank deposits, promissory notes, bonds, and listed equity investments:

- Repayment shall be by cleared funds to minimise the settlement risks.
- The principal proceeds are to be credited to the asset account on the balance sheet with appropriate income recognition.
- Funds are either reinvested or they form part of the liquidity of the Council. In either case the full value is recognised in the equity of the Council. Capital gains or losses are recognised as income and disposed of along with all other income as per the Financial Plan.
- Revenue from any investment is dealt with under the Financial Plan along with all other revenues.

### **6.4 Purchase, Sale and Settlement of Real Estate Investments**

- All acquisitions and disposal decisions are to be made by the Council on advice of the Property Manager.
- The property disposal procedures approved by the Council from time to time shall be used for investment property disposals.
- Sale and purchase contracts in the normal form will be used.
- Investment properties are to be recorded as assets in the financial records and have similar treatment to other assets.

## **6.5 Purchase, Sale and Settlement of Subsidiary Company Investments**

- In general terms it is the intention of the Council that a majority ownership in these investments will be retained in the long term.
- Any decision to dispose of shares in a subsidiary which would reduce the Council's shareholding to less than 50% will be made only after public consultation as set out in the Local Government Act.
- Where existing assets of the Council are transferred to a new LATE, an Establishment Unit will assess all the options and recommend the methodology, value and other matters according to the established procedure set out in the Local Government Act.
- External professional advice will be sought before making any decision to acquire or dispose of any shareholding in any of the subsidiary company investments.

## **6.6 Purchase of Promissory Notes issued by New Zealand Companies and Local Authorities**

The Council may invest in Promissory Notes issued in New Zealand by Corporates and Local Authorities in New Zealand currency provided they have throughout their term a Standard and Poor's short term credit rating of A-3 or better (or equivalent Moody's rating).

- The term would generally be no more than 180 days.
- The interest rate must be better than Bank deposits for the same term to indicate a preference for Promissory Notes.
- For registered Promissory Notes the note must be held in the Council's name.
- For 'bearer' Promissory Notes, the certificate may be held by the Council or by a suitable agent such as a Bank or Austraclear.
- To avoid the Council being exposed to settlement risk, payment on maturity or sale requires settlement by 'Cleared Funds'.

## **6.7 Investments in Professionally Managed Investment Portfolio**

- Professionally managed (external to Council) investment portfolios may be used for Reserve Fund investments in accordance with guidelines approved by the Strategy and Finance Committee from time to time. In considering the selection of any managed portfolio to minimise income and capital risk, the following shall be considered (along with any other relevant consideration):
  - The selection of the professional Fund Manager based on performance and competence.
  - The diversification of the asset class.
  - The expected return of each asset.
  - The volatility of return, both in the past and expected.
- The Council's tolerance to risk.
- The appropriate reserve retention level necessary to preserve the fund value and earning potential.
- The income distribution expectations of the Council.
- The management of the investment, once made with an (external to Council) professional Fund Manager, shall be handled entirely by that Fund Manager. Therefore the restrictions stated elsewhere in this policy governing the selection and handling of direct investments shall not apply.
- It is recognised that title to the underlying investments will be with the Fund Manager who will handle the investments on the Council's behalf. The Council will receive an acknowledgement of its interest in the investment pool.

**APPENDIX A****EQUITY INVESTMENTS IN SUBSIDIARY COMPANIES****Schedule 1**

A majority interest in major trading enterprises through a 100% interest in Christchurch City Holdings Ltd

Orion Group Limited	87.625%
Christchurch International Airport Limited	75%
Lyttelton Port Company Limited	65.55%
Red Bus Limited	100%

**Schedule 2**

Interest in LATEs which have been established primarily to provide service delivery to the Council on a commercial basis

City Care Limited	100%
Christchurch City Facilities Limited	100%
Travis Finance Limited and Subsidiaries	100%
Jade Stadium Limited	100%
Transwaste Canterbury limited	37.85%

**Schedule 3**

Significant interest in enterprises primarily for income purposes recognised as being of benefit to the Council and the local economy

Selwyn Plantation Limited	39.32%
---------------------------	--------

**APPENDIX B****CAPITAL ENDOWMENT FUND - COUNCIL RESOLUTIONS**

The following is extracted from resolutions passed by the Council in March and July 2001 which record the intentions of the Council relating to the management and investment of the Capital Endowment Fund:

- That \$75 million be allocated to a long-term fund, to be known as the Capital Endowment Fund, the income to be applied for the benefit of current and future generations.
- That \$3.5 million of the initial capital be further allocated within the fund as an income fluctuation reserve.
- That the income from the Capital Endowment Fund be applied to:
  - (i) maintaining the value of the fund after inflation; and
  - (ii) providing for economic development projects (70%) and civic and community projects (30%) that will enhance the city or region.
- That the capital of the Capital Endowment Fund not be used by the Council for any other purpose without a vote in favour by an 80% majority of the Council.
- That to maintain accountability for the protection of the capital and use of the proceeds of the Capital Endowment Fund, the structure of the Fund be outlined in the Council's Funding Policy and reported on separately in the Financial Plan and Annual Report of the Council.

## STATEMENT OF RATING INFORMATION

### Rating Policy is based on the Funding Policy

The application of the Funding Policy determines the allocation of rates to sectors and therefore the rates on each property. For information on the Funding Policy please refer to the summary on page 1.1.21. For more details on the Funding Policy refer to the relevant section in the Strategic Statement. (Available at the Civic Offices or at [www.ccc.govt.nz](http://www.ccc.govt.nz)).

### Rating Overview

The rating system provides the net funding requirement for the Council's programme as set out in this Financial Plan.

Rates are levied as a tax on property in compliance with the statutory provisions of the Rating Powers Act (1988).

Property values were revised in September 2001.

Rates of \$145.51M (exclusive of GST) will be levied for 2002/03. This is an overall increase in the rate requirement of 3.70% over 2001/02 after taking into account the growth in the rating base.

### Rate Types

It is planned to levy the following rates. (The figures noted below are inclusive of GST):

• General rates	\$108,493,891
• A Uniform Annual General Charge	\$13,902,420 (\$105 per property)
• Separate rates for:	
- Water	\$12,063,214
- Sewerage	\$17,952,139
- Land and Stormwater Drainage	\$11,290,989

### Rate Type Descriptions

#### *General Rates*

General Rates are levied on capital values according to the Funding Policy. General rates (including the Uniform Annual General Charge) provide for approximately 74.77% of the total rate requirement of the Council, being the net rate requirement after separate rates are determined.

#### *Uniform Annual General Charge*

A portion of general rates is levied as a uniform annual general charge of \$105 per rateable assessment, payable irrespective of property values.

The uniform charge is levied to recover costs which have been determined in the funding policy to:

- provide benefits which are people related;
- have a reasonable correlation between the number of properties and the spread of benefits in the community; and
- to be uniformly consumed by the inhabitants of the community.



*Separate Rates*

**Separate Water Rate.** This rate is levied on properties in the serviced area to recover the costs of water supply. Connected properties pay full water rates, non connected pay half rates.

User Charges based on metered consumption are also made for water consumed by properties, other than private residential properties. An allowance is made for the amount of water rates charged.

**Separate Sewerage Rate.** This rate is levied to recover the costs of sewerage on all properties within the serviced area.

**Separate Land Drainage Rate.** This rate is levied to recover the costs of land drainage from ratepayers within the land drainage district.

**Differential Rating**

Differential rating is applied to both General Rates and Separate Rates levied on Capital Values. The quantum of rates required from each sector (Residential, Commercial/Industrial, Rural, and Non Rateable) is based on the Funding Policy allocation which is derived from an analysis of each Council output. The sector requirement for each rate type is then applied to properties within each sector, based on the relative capital values.

The differential sectors are:

**Sector A - Commercial and Industrial Properties**

Any separately rateable property which is:

- (a) used for a commercial or industrial purpose (including travellers and special purpose accommodation, offices and administrative and associated functions, and commercially owned and operated utility networks); or
- (b) vacant land zoned commercial, industrial or rural industrial under the transitional district plan administered by the Council.

**Sector B — Residential and Other Properties**

Includes any separately rateable property which is:

- (a) used for residential purposes (including home ownership flats); or
- (b) vacant land zoned residential or rural residential under the transitional district plan administered by the Council; or
- (c) Council operated utility networks; or
- (d) land not otherwise classified under sectors A, C or D.

**Sector C - Rural Properties**

Includes any separately rateable property which is:

- (a) used solely or principally for:
  - (i) agricultural or horticultural or pastoral purposes; or
  - (ii) for the keeping of bees or poultry; or
- (b) zoned rural under the transitional district plan administered by the Council, but does not include any separately rateable property which is:
  - (i) zoned rural industrial or rural residential under the transitional district plan administered by the Council; or
  - (ii) zoned rural and used principally for residential purposes (including home ownership flats).

**Sector D — Institutions (Non-Rateable)**

These are properties which are deemed not to be rateable properties pursuant to Sections 4, 5 and 6 of the Rating Powers Act 1988.

Although this sector is exempt from paying general rates, it is still liable for separate rates for water and sewerage.

Rates for 2002/03 will be shared among the ratepaying sectors as follows:

Sector A - Residential	71.48%
Sector B - Commercial/Industrial	26.11%
Sector C - Rural	1.52%
Sector D - Institutions	0.89%

The different rating sectors will experience changes to their rates over the 2001/02 rates as follows:

- Residential	+ 4.20%
- Commercial/Industrial	+ 1.92%
- Rural	+ 11.76%
- Institutions	+ 3.43%

**Rating by Instalments**

The Council provides for rates to be paid in four instalments, with instalment one generally equal to the previous year's instalment four. A ratepayer may elect to pay the whole of the year's rates in one sum before instalment two due date without additional charges.

**Additional Charges**

An additional charge of 10% will be added to each instalment which remains unpaid after its due date. Previous years' rates which are unpaid will have 10% added firstly in October 2002 and, if still unpaid, again in April 2003.

Additional Charges may be remitted in accordance with the following criteria:

- (a) All applications must be in writing.
- (b) All rates must be paid in full, as a general rule, before remission is considered.
- (c) Remission will generally be given where late payment has arisen due to sickness, death, age or other acceptable genuine reasons.
- (d) No additional charge will be added where payment is received over the counter on the day following due date or through the mail on the second day following the due date.
- (e) Remission of second and subsequent additional charges where satisfactory arrangements are in place for regular payment of arrears.
- (f) Remission on payments made within five working days of due date, where there is no substantiated reason for remission, up to a maximum of one such remission every two years.
- (g) Remission in respect of commercial, professional or industrial properties will generally not be granted other than once every five years.
- (h) The remission of penalty on current year's rates may be granted where an agreed arrangement for payment is in place which is in excess of the current year's rates.

### **Postponement of Rates**

Statutory provision exists for the Council to remit or postpone rates in cases of extreme financial hardship. The Council has a policy of considering the postponement of rates where hardship exists. Postponed rates are a charge against the property and must be paid either at the end of the postponement term or when the property is sold.

Generally applicants will be over age 65 but consideration will be given in other special circumstances of need.

Interest will be charged on postponed rates for new applicants at the Council's cost of capital rate, currently 7.2%, without incurring additional charges.

### **Environment Canterbury**

The Council acts as agent for the collection of rates for the Environment Canterbury (Canterbury Regional Council) which determines its own rate levels. This policy does not refer to those rates.

## Actual Rates Payable – 2001/02 Actual and the 2003 Financial Plan Compared

Capital Value	Year	General Rates		Water Rates \$	Land Drainage \$	Sewerage Rates \$	Total \$
		Uniform Charge \$	By Capital Value \$				
<b>Residential (1)</b>							
80,000	2002/03	105	276	35	33	52	501
	2001/02	105	259	37	29	49	479
120,000	2002/03	105	414	53	50	77	700
	2001/02	105	388	55	44	74	666
160,000	2002/03	105	552	70	67	103	898
	2001/02	105	517	74	58	99	853
200,000	2002/03	105	691	88	84	129	1,096
	2001/02	105	646	92	73	124	1,040
260,000	2002/03	105	898	114	109	168	1,394
	2001/02	105	840	120	95	161	1,321
300,000	2002/03	105	1,036	132	126	194	1,592
	2001/02	105	970	138	110	185	1,508
400,000	2002/03	105	1,381	176	167	258	2,087
	2001/02	105	1,293	184	146	247	1,975
<b>Commercial (1)</b>							
100,000	2002/03	105	590	43	42	65	844
	2001/02	105	586	45	37	61	834
160,000	2002/03	105	944	68	67	103	1,288
	2001/02	105	938	72	58	98	1,272
200,000	2002/03	105	1,180	85	84	129	1,583
	2001/02	105	1,173	90	73	123	1,563
300,000	2002/03	105	1,770	128	126	194	2,322
	2001/02	105	1,759	135	110	184	2,293
500,000	2002/03	105	2,950	214	209	323	3,800
	2001/02	105	2,931	225	183	307	3,751

## Actual Rates Payable – 2001/02 Actual and the 2003 Financial Plan Compared

Capital Value	Year	General Rates		Water Rates \$	Land Drainage \$	Sewerage Rates \$	Total \$
		Uniform Charge \$	By Capital Value \$				
<b>Rural (1)</b>							
100,000	2002/03	105	250	40	42	68	505
	2001/02	105	231	42	37	63	478
200,000	2002/03	105	501	80	84	136	905
	2001/02	105	462	83	73	127	851
300,000	2002/03	105	751	121	126	203	1,306
	2001/02	105	693	125	110	190	1,223
400,000	2002/03	105	1,002	161	167	271	1,706
	2001/02	105	925	166	146	254	1,596
500,000	2002/03	105	1,252	201	209	339	2,106
	2001/02	105	1,156	208	183	317	1,969

**Notes:**

- (1) Fully serviced properties, and includes a Uniform Annual General Charge of \$105 per property.
- (2) Includes GST and does not include the Canterbury Regional Council Rates.
- (3) 2001/2002 = 2002 Actual rates payable  
2002/2003 = 2003 Financial Plan.
- (4) These tables make no allowance for Capital Value changes as a result of the recent revaluation.

## STATEMENT OF ACCOUNTING POLICIES

### Statement of Reporting Entity

The Christchurch City Council is a territorial local authority formed under the Local Government Act 1974 (as amended).

### Measurement Base

The measurement base adopted is that of historical cost as modified by the revaluation of certain assets.

### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of financial performance and the financial position have been applied:

#### (a) Fixed Assets

Fixed assets have been divided into three broad categories:

##### (i) Operational Assets

Operational assets include land, buildings, furniture and office equipment, fixed plant, vehicles and mobile plant. Operational assets are valued at depreciated replacement value at either 30 June 1991 or 30 June 1992 with additions recorded at cost. The only exception is land and buildings that are revalued to fair value on an existing use basis every three years. All operational assets with the exception of land are depreciated and details of the depreciation methods and rates are noted below.

##### (ii) Infrastructural Assets

Infrastructural assets are the fixed utility systems. They include roads, footpaths, bridges, traffic signals, water, sewerage and drainage systems.

Stormwater Infrastructural Assets have been valued using the optimised depreciated replacement cost method at 30 June 2002, by Meritec Limited. Sewerage Infrastructural Assets have been valued using the optimised depreciated replacement cost at 30 June 2000 by the City Solutions Unit of the Council and peer reviewed by Opus International Consultants Limited and Beca Valuations Limited. Roading and Water Reticulation Infrastructural Assets (including Traffic Signals and Bus Shelters) have been valued using the optimised depreciation replacement cost method at 30 June 2001 by Meritac Limited. Land under roads was valued at 30 June 1992, by Quotable Value NZ for rating purposes.

##### (iii) Restricted Assets

Restricted assets cannot be disposed of because of legal and other restrictions. They include:

- Land and buildings with restrictions on sale - eg, Reserves
- Trust Housing
- Library books - New Zealand Collection
- Properties held in trust for other organisations
- Works of Art

Restricted assets are not depreciated except for Trust Housing and Historic Buildings. These assets are valued on the same basis as Operational Assets except for Works of Art that have been valued at market value by the Senior Curator of the Christchurch Art Gallery as at 30 June 2000.

**(b) Depreciation**

Depreciation is provided in respect of an operational or infrastructural asset. Depreciation is included in each cost of service statement and is an accounting method for writing off the cost of an asset over its estimated useful life. Where it is not shown as a line item it is disclosed by way of note.

**(i) Operational Assets**

Depreciation is on a straight line basis for all operational assets other than mobile plant. Mobile plant is depreciated on a diminishing value (DV) basis. The following lives have been used:

Buildings	15 - 100 years
Office and Computer Equipment	4 - 5 years
Motor Vehicles / Motorised Plant	2 - 16 years
Mobile Plant	7.5 - 50% DV
Leasehold Land Improvements	10 - 100 years
Library Books	3 - 10 years

**(ii) Infrastructural Assets**

Expenditure on infrastructural asset replacement and renewal is capitalised. Disclosure is in the capital expenditure summary immediately below the Cost of Service Statement on each of the significant activity pages (see pages 49, 69, 87 and 90). The expensing of these assets is by way of depreciation. This is calculated using the long run average renewals approach (LRARA). This approach has been used for the following assets:

Sewer, Stormwater and Water Systems and Associated Plant, and Water Meters.

A 50 year period has been used to calculate the average renewals expenditure for the Water Supply network, 30 years for the Wastewater network and 20 years for Stormwater.

Roading infrastructural assets (roads, street lighting, traffic signals, bridges and bus shelters) will from 1 July 2002 be depreciated on a straight line basis. This change from LRARA to straight line will increase the overall depreciation provision by \$51,350. The following economic lives have been used:

Roading	2 - 90 years
Streetlights	25 years
Bridges	70 or 90 years
Bus Shelters	40 years

**(iii) Restricted Assets - The only restricted assets that are depreciated are:**

Trust Housing	1% of valuation
Historic Buildings	1% - 4% of valuation

**(iv) Assets under Construction**

Assets under construction are not depreciated. The total cost of a project is transferred to the relevant asset class on its completion, and then depreciated.

(c) **Landfill Aftercare Costs**

As operator of the Burwood Landfill, the Council has a legal obligation to provide ongoing maintenance and monitoring services at the landfill after closure. To provide for the estimated cost of aftercare, a charge is made each year based on volumes processed through the landfill.

The estimated cost is calculated based on estimates of:

(i) Total current cost

This is defined as the amount that would be paid if all equipment, facilities and services included in the estimate were acquired during the current period. The estimate has been based on costs of closure of similar landfills by other local authorities.

(ii) Total capacity

The estimated length of time needed for post-closure care is 30 years.

The Council also has a legal obligation to provide ongoing maintenance and monitoring services for the closed landfill sites of the former amalgamating authorities. The estimated future costs to perform this obligation have been accrued and charged.

The calculations assume no change in the legislative requirements for closure and post-closure treatment.

(d) **Debt Servicing**

Significant Activities are charged a share of the Council's actual borrowing costs. These costs are apportioned on the book value of the Operational and Infrastructural Assets employed at 1 July 2002.

(e) **Goods and Services Tax (GST)**

GST has been excluded from all budgetary provisions except for rental housing, accounts receivable and accounts payable.



(f) **Cost Allocations**

The costs of all internal services are allocated or charged directly to external service type activities.

Internal service type activities provide support for the external service activities.

Where the user of a service can be identified, for example with City Solutions, the cost recovery is made by way of direct charge. Where this has not been possible, the costs are allocated by way of corporate overhead.

The basis of the corporate overhead allocation is reviewed each year and every attempt is made to relate the allocation made with the service utilised.

Internal service costs which are allocated out as corporate overhead include Corporate Services and Financial Services.

(g) **Revenue recognition**

Rates revenue is recognised when levied. Water billing revenue is recognised on an accrual basis. Unbilled sales, as a result of unread meters at the year end, are accrued on an average basis. Transfund roading subsidies are recognised as revenue upon entitlement, that is, when the conditions related to eligible expenditure have been fulfilled. Other grants and bequests and assets vested in the Council, are recognised as revenue when control over the assets is obtained. Dividends are only recognised as income, net of imputation credits, when the dividends have been declared and have or are almost certain to receive the necessary shareholder approval.

(h) **Research and Development Costs**

Research and development costs are expensed in the period incurred. Development costs are deferred where it is probable that future benefits will exceed those costs. Deferred development costs are amortised over future periods in relation to expected future revenue.

(i) **Inventories**

Inventories are valued at the lower of cost and net realisable value. Cost is determined by FIFO or weighted average methods.

(j) **Investments**

Subsidiaries, except for Christchurch City Holdings Ltd (CCHL) associates and shares in the Local Government Insurance Corporation Limited and New Zealand Counties Investment Company Limited are valued by the share of equity as per the latest Statement of Financial Position. Shares in CCHL are valued at independent market valuation.

(k) **Donated Goods and Services**

The Council receives the benefits of many services provided by volunteers. These services are greatly valued. They are however, difficult to measure in monetary terms. From an accounting point of view these services are not considered material in relation to the Council's total expenditure.

Vested land is included at current value and Infrastructural Assets are included at the cost to the subdivider.

(l) **Leases**

(i) Finance Leases

These leases effectively transfer all the risks and benefits of ownership to the lessee. Finance Leases are included in liabilities at their current value.

Assets purchased under such leases are included in fixed assets and depreciated at usual rates.

(ii) Operating Leases

Under these leases, the lessor effectively retains all the risks and benefits of ownership. These lease payments are charged as expenses in the periods in which they are incurred.

(m) **Employment Entitlements**

Provision is made in respect of the Council's liability for gratuity allowances, and annual and long service leave. The liabilities for leave have been calculated on an actual entitlement basis at current rates of pay. The retiring gratuity liability has been assessed on an actuarial basis.

(n) **Third Party - Transfer Payment Agencies**

The Council collects monies for many organisations including Environment Canterbury, Building Industry Authority and others. Where collections are processed through the Council's books, any monies held are included in the Accounts Payable figure in the Statement of Financial Position.

(o) **Projected Cost of Service 2003/04 and 2004/05**

The projected cost of service for 2003/04 and 2004/05 relates only to operating expenditure. The projections do not include fixed asset purchases or capital expenditure on infrastructural assets. Details of these costs can be found under the Five Year Capital Expenditure Programme (see pages 121 to 142 of the Financial Plan).

(p) **Comparative Figures**

Certain comparative figures have been restated to reflect changes in presentation.

(q) **Income Tax**

The income tax expense charged to the Statement of Financial Performance includes the expense and the income tax effects of timing differences. This has been calculated using the liability method.

(r) **Financial Instruments**

The Christchurch City Council is party to financial instrument arrangements as part of its everyday operations. These financial instruments include Banking Funds, Bank Deposits, Short Term Investments, Accounts Receivable, Sinking Fund Investments, Accounts Payable and Term Debt.

Revenues and expenses are recognised in the Statement of Financial Performance.

All financial instruments are recognised in the Statement of Financial Position, with the exception of Guarantees and Contingent Assets and Liabilities. Any income or expenditure arising from the exercising of a Guarantee, or upon a contingency becoming an actual asset or liability, will be recognised in the Statement of Financial Performance at the time of confirmation.

The following methods and assumptions were used to value each class of financial instrument:

- (i) Accounts Receivable are recorded at estimated realisable value.
- (ii) Short Term Investments are valued at fair value.
- (iii) Investments in Government and Local Authority Stock are valued at cost with premiums paid or discounts taken on acquisition amortised over the life of the investment. Income is recognised on a yield to maturity basis.
- (iv) Share investments, gifted in trust, are valued at fair value.
- (v) Loans to various sporting and cultural organisations are recorded at fair value.
- (vi) All other financial instruments, including Cash and Bank balances, Accounts Payable and Term Debt are valued at fair value.

(s) **Investment and Development Property**

The Council has no properties purchased or acquired for the primary purpose of earning capital gains or rental income.

**(t) Financial Reporting Standard No. 29 (FRS 29) Disclosures**

In accordance with the Institute of Chartered Accountants of New Zealand Financial Reporting Standard 29, the following information is provided in respect of the Long Term Financial Strategy:

**(i) Cautionary Note**

The Long Term Financial Strategy and financial information is prospective. Actual results are likely to vary from the information presented, and the variations may be material.

**(ii) Nature of Prospective Information**

The financial information has been prepared on the basis of best estimate assumptions as to future events which the Council expects to take place.

The financial information presented consists of both forecasts and projections. The financials for 2002/03 are forecasts which reflect the most probable outcome. The financials for 2003/04 and subsequent years are projections. They are based upon varying assumptions about the conditions that might exist and possible courses of action.

**(iii) Assumptions**

The principal assumptions underlying the forecasts and projections are noted in the Long Term Financial Strategy Section of the Strategic Statement. These assumptions were valid as at 16 July 2002, the date the Financial Plan and Programme was adopted.

**(iv) Extent to which Prospective Information Incorporates Actual Results**

Although the period covered by the Long Term Financial Strategy contains no actual operating results, some financial information has however been extrapolated from the Council's audited Financial Statements as at 30 June 2001.

**(v) Purpose for which the Prospective Information is Prepared**

The Long Term Financial Strategy is in accordance with the Local Government Amendment Act (No. 3) 1996. The purpose of this legislation is to promote prudent, effective, and efficient financial management by local authorities.

**Changes in Accounting Policies**

Depreciation on Roothing infrastructural assets has been changed from LRARA to Straight Line Depreciation. For further details of this change see Specific Accounting Policies (b) Depreciation (ii) Infrastructural Assets. All other policies have been applied on a basis consistent with those in previous years.

**Policy Change Statement**

To meet the requirements of Sections S223(1)(a) and (b) and (3)(b) of the Local Government Amendment Act (No. 3) 1996, it is stated that at this time the Council and its related organisations will have similar policies and objectives in 2002/03 and 2003/04. Where relevant, significant changes between the policies, objectives and activities proposed for 2002/03 and those for 2003/04 are described.

**CONTRA AGREEMENTS (1)**

<b>Unit</b>	<b>Company Name</b>	<b>Provision</b>	<b>Value (12 Months)</b>	<b>Details</b>	<b>Expiry Date</b>
<b>Geodata</b>	Telecom (Connectel) Orion (Connetics) Rockgas Distributors Service Electrix Frank Millar Ltd Independent Line Services Design Net Ltd Telstra/Saturn	Service Facility Maps	\$5,000 (approx)	Free exchange of maps detailing underground lateral and reticulation services	By agreement. No fixed contract term.
<b>City Streets</b>	Adshel NZ Ltd	Adshel Bus Shelters	\$68,000	Full advertising rights (with CCC conditions as to content)	2023
<b>Leisure</b>					
	The George Hotel	Association with SummerTimes festival Mention in brochure Banner at events	\$5,000	Provision of accommodation and meals	
	TVNZ	Naming Rights for KidsFest festival	\$20,000	Television air time	
	Court Florist	Association with SummerTimes festival Mention in brochure	\$400	Provisional flowers for Candlelight Opera	
	Event Volunteers	Event experience	\$500	On site assistance with events	
	Lite FM	Logo in brochures/newspaper/ posters	\$70,000	Radio advertising	
	Croxley Ltd	Association with a KidsFest event	\$1,500	Crayola drawing products and prizes	

(1) The term 'contra' is used to cover any agreements for supply of services or goods to the Council in exchange for services or goods such as advertising, signage, etc.

## THE CAPITAL ENDOWMENT FUND

### Background

In April 2000, Orion New Zealand Limited, the Council's energy company (87.6% owned by the Council), sold its North Island gas network and related assets. The gross proceeds of the sale were \$550M and the net gain on sale was some \$187M.

The Council's share of the amount being returned to shareholders is \$175M. The Council resolved to apply \$100M of this to debt reduction and the balance of \$75M to be invested in a protected long term fund called the Capital Endowment Fund.

The Fund is ring-fenced from the Council's other funds in order to protect the capital and provide an ongoing income stream to be used for economic development and civic and community projects. In establishing the Fund the Council resolved:

- That up to 100% of the available income from the fund be allocated in year 1 and up to 75% be allocated for subsequent years.
- That the income from the fund be allocated each year in the following way:  
Economic development - 70%; Civic and community projects 30%.
- That the above general categories be reviewed on a three yearly cycle.
- That if desired, funding for a particular category be carried forward to another year.
- That civic and community projects which have a cost of less than \$100,000 in any one year not be funded from the Capital Endowment Fund.
- That no single project be funded for more than three years, except in exceptional circumstances.
- That the capital of the fund will not be used unless 80% of the Councillors vote in favour.
- That a statement in the Council's funding policy and long term financial strategy will outline the structure and purpose of the fund.
- That the intention is to protect the capital and the process of applying the income to projects for the benefit of the community.
- That the Council will establish a practice of reporting on the fund in its Financial Plan and Annual Report as a separate activity each year including any significant variations to the policy.

### Investment Objectives

The Council will invest the assets of the fund in a broad range of investments designed to achieve the following objectives:

1. Maintain the real value of the capital of the fund with regard to inflation.
2. Maximise the value of the fund and therefore the amount that can be distributed from the fund over the long term, subject to a prudent level of portfolio risk.
3. Maintain a degree of consistency in the amounts that can be withdrawn on an annual basis.

**Investment Policies**

The Investment Policies adopted by the Council to achieve the above objectives are:

1. Responsibilities under common law and statute must be met.
2. The inflation-adjusted capital of the fund shall not be withdrawn.
3. An appropriate level of portfolio risk will be determined and accepted by the Council in consultation with professional advisers.
4. An appropriate level of diversification across securities, sectors, asset classes and countries must be maintained.
5. The portfolio will accept risks in a prudent manner and investment risk will be minimised for the expected level of return.
6. The capital of the portfolio will be preserved on a quarterly basis by adjusting for changes in the Statistics New Zealand All Groups CPI.
7. An investment fluctuation reserve must be maintained to finance budgeted distributions from the fund. (\$3.5M of the initial capital will be further allocated within the fund as an investment fluctuation reserve).
8. Liquidity must be considered and maintained at an appropriate level.
9. The investment structure must be able to accommodate changes in the fund's requirements and the investment environment.
10. All aspects of the investment process and functions will be reviewed regularly. In particular:
  - The performance of investment managers will be monitored against benchmarks at least monthly, and against the performance of other investment managers at least quarterly.
  - Investment managers will be monitored on an ongoing basis with respect to their organisational structure, investment processes and personnel.
  - Investment policies and objectives, asset allocation strategy and overall investment management structure will be reviewed at least once every three years.

The Council has resolved that a target of up to 10% of the Fund should be invested in South Island owned or based companies consistent with prudent investment practice.

## CAPITAL ENDOWMENT FUND - FUNDING ALLOCATIONS

	2002/03 \$	2003/04 \$	2004/05 \$
<b>Estimated Total Available Income From Fund</b>	2,915,000	3,045,129	3,108,032
<b>Less not to be allocated until later years (25%)</b>		(761,282)	(777,008)
<b>Total available for allocation this year</b>	<b>2,915,000</b>	<b>2,283,847</b>	<b>2,331,024</b>
<b>Economic Development (70%)</b>	2,040,500	1,598,693	1,631,717
<b>Less already allocated:</b>			
Central City Project Team	(100,000)		
Unspecified Economic Development	(1,765,500)		
Domestic Marketing Campaign	(175,000)		
<b>Balance available for Economic Development Projects</b>	<b>0</b>	<b>1,598,693</b>	<b>1,631,717</b>
<b>Civic and Community 30%</b>	874,500	685,154	669,307
<b>Less already allocated:</b>			
Unspecified Community Projects*	(142,000)	(100,500)	
Special Character Area Precinct Upgrade	(200,000)	(200,000)	
Canterbury Museum Trust Board Building and Development Project Grant	(532,500)	(532,500)	(732,500)
<b>Balance available for Civic and Community Projects</b>	<b>0</b>	<b>(147,846)</b>	<b>(33,193)</b>

\*Unspecified provision for 2002/03 and 2003/04 to be accumulated and not specified out until at least 2004/05.



## EQUAL EMPLOYMENT OPPORTUNITIES MANAGEMENT PLAN

### **Charter for Diversity (Incorporating EEO Policy)**

(Reference to the Local Government Amendment Act No. 2, 1989 Section 119f and 119g).

### **Diversity**

The Christchurch City Council is committed to a culture of diversity aimed at recognising, acknowledging, valuing, celebrating and utilising the diversity of people in our organisation and community.

Elements that contribute to diversity include age, aspirations, class, country of origin, gender, learning styles, personality, physical ability, language, professional experience, race, religion, beliefs, sexual orientation, socio-economic backgrounds, ethnicity and work styles. Diversity includes all ways in which people differ.

Processes and procedures will be regularly reviewed in terms of method and output for recognising, acknowledging, valuing, celebrating, utilising, and benefiting from the variety of backgrounds of people employed in such a way as to add value to the work of the Council.

Our organisational culture “Giving Value – Being Valued” is the written statement of the way we aim to do things and the way we aim to work together which promotes, values and advances diversity within the organisation.

### **Principles of Diversity**

Christchurch City Council’s Charter for Diversity establishes the principles of our understanding and approach to diversity in the organisation as follows:

1. All of us in Christchurch City Council should have an equal opportunity to contribute to, and participate in, the objectives of the Council’s work.
2. Each of us in teams and units should respect and accommodate the diversity, culture, language and religion of each other within the organisation.
3. Each of us has the opportunity to realise the full potential of our own individual development in the context of the Council’s activities through participation in, and contribution to, the Council’s services to the community.
4. Individuals, teams and units should recognise the diversity of our people as a valuable resource and utilise and promote it to maximise our contribution to the people and community of Christchurch.

### **Diversity and Good Management**

Managing for diversity requires a focus on three broad areas.

- Valuing diversity
- Employment equity
- Good management practice

- **Valuing Diversity**

Valuing diversity means promoting and utilising the advantages and benefits of difference within the workforce.

The outcomes of valuing diversity include improved: team work, individual performance, customer service, customer relations, staff relations and the reduction of conflict.

People and organisations who value diversity are interested in identifying and overcoming barriers that prevent effective interaction between people, and in creating a work environment which welcomes and fosters diversity.

- **Employment Equity**

Employment equity means recognising, supporting and promoting the right of all people to have genuine access to all levels and types of employment in our organisation. It also recognises that our aim is to make decisions in our workplace which will be fair and equitable.

- **Good Management Practice**

Good management practice encourages, emphasises and acknowledges the benefits of diversity within the workforce.

Managers, teams and people who operate effectively do so by implementing strategies for the utilisation of diversity.

We all need to be prepared to embrace diversity and accept change as a norm in order to realise the full potential of diversity for our future.

Christchurch City Council supports flexible work practices and employment arrangements to support diversity in the workplace.

### **Equal Employment Opportunity (EEO)**

Effective diversity management practice is fundamental to achieving EEO outcomes for people at work. EEO objectives should include:

1. A level of cultural diversity in our organisation that reflects the cultural diversity of our community.
2. Promoting ethnic diversity within the Christchurch City Council reflecting the ethnic diversity of our community.
3. Providing equal access to information for all people including promotional opportunities, job related benefits, training and development opportunities.
4. Workplaces free of discrimination and harassment.
5. Aiming for all our people to have the necessary communication and management skills to work in culturally diverse environments.

2.2.0

*BUDGET TABLES  
AND FINANCIAL MODEL*



**TABLE I RATEPAYERS CURRENT ACCOUNT**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>NET EXPENDITURE</b>		
Total Net Cost For Council Functions - See Table II (Note 1)	9,507,913	138,213,973
Infrastructural Assets - See Table II	55,505,827	60,886,360
Fixed Assets - See Table II	2,901,866	42,729,208
Restricted Assets - See Table II	8,030,823	7,221,491
Appropriations to Reserves - See Table VI	82,789,336	5,970,327
Corporate Financing Costs - See Table V	(48,390,487)	(47,521,798)
Loan to Jade Stadium Ltd	22,407,000	0
	-----	-----
<b>NET EXPENDITURE REQUIRING FUNDING</b>	132,752,278	207,499,561
<b>SOURCES OF FINANCE</b>		
Corporate Finance - For Loan Repayment -See Table VII	(16,664)	0
Jade Stadium Ltd Loan Repayment	(1,500,000)	(1,500,000)
Draw Down from Reserves - See Table VI	(12,382,497)	(10,039,447)
Loans Raised (New Works)	(23,878,000)	(1,505,000)
less Capital from CCHL for Debt Repayment	0	0
Surplus Capital to Reserve for investment	43,713,658	(47,541,644)
Penalties on Late Rating Payments	(1,111,112)	(1,400,000)
	-----	-----
<b>TOTAL CORPORATE FUNDING</b>	4,825,385	(61,986,091)
	-----	-----
<b>TOTAL NET REQUIREMENT FROM RATES</b>	137,577,663	145,513,470
GST ON RATES @ 12.5%	17,197,208	18,189,184
	-----	-----
<b>RATES REQUIREMENT</b>	<b>154,774,871</b>	<b>163,702,654</b>
	=====	=====
Plus Provision for increased revenue from capital value increase in 2001/2002	3,093,750	
	-----	
	157,868,621	
	=====	
<b>PERCENTAGE CHANGE FOR 2002/2003</b>		<b>3.70%</b>

(Note 1 Includes a special dividend of \$128M in 2001/02 from CCHL, these are part of the \$175m Capital return from Orion. \$100 m of these funds have been put into a Debt Repayment reserve and \$75m into a Capital Endowment Fund of which the majority of interest earnings are available for Economic Development, Civic and Community projects.)

**TABLE II MASTER SUMMARY**

**GROSS ESTIMATED EXPENDITURE AND REVENUE 2002/2003**

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
	DIRECT COSTS	EXPENDITURE: OVERHEAD/ RENT/DEPN/ Landfill A/Care Prov.	TOTAL COSTS	EXTERNAL REVENUE	REVENUE: INTERNAL O/HEADS/RENTS & CHARGES	TOTAL REVENUE	NET COST	DEBT SERVICING	COST OF SERVICE	INFRASTRUCTURAL RESTRICTED & FIXED ASSETS
<b>A. FUNDED FROM RATES:</b>										
Public Accountability	3,731,735	4,535,953	8,267,688	0	-25,000	-25,000	8,242,688	10	8,242,688	14,500
Corporate Revenues, Expenses & Grants	11,472,152	4,762,933	16,235,085	-48,430,312	-1,553,763	-49,984,075	-33,748,990	3,557,800	-33,748,990	4,245,215
Project Funding	0	0	0	0	0	0	0	0	0	0
Unspecified Operating Provision	0	0	0	0	0	0	0	0	0	0
Unspecified Capital Carryforwards	0	0	0	0	0	0	0	0	0	-6,000,000
Unspecified Capital Provision	0	0	0	0	0	0	0	0	0	0
	15,203,887	9,298,886	24,502,773	-48,430,312	-1,578,763	-50,009,075	-25,506,301	3,557,810	-25,506,301	-1,740,285
City Managers Office	376,535	22,720	399,255	0	-399,255	-399,255	0	0	0	2,500
Operations Section Corporate Office	4,981,041	414,194	5,395,236	-209,854	-3,341,147	-3,551,001	1,844,234	0	1,844,234	19,500
Policy Section Corporate Office	1,724,462	95,205	1,819,667	-0	-364,397	-364,397	1,455,270	0	1,455,270	4,500
Finance Section Corporate Office	689,707	30,695	720,402	-387,805	-332,597	-720,402	0	0	0	2,000
Human Resources Section Corporate Office	854,123	166,706	1,020,829	0	-1,020,829	-1,020,829	0	6,733	0	7,500
Business Projects Section Corporate Office	243,748	31,085	274,833	0	-274,833	-274,833	0	0	0	2,500
Information Section Corporate Office	10,536,967	2,378,059	12,915,026	-273,000	-5,964,385	-6,237,385	6,677,641	7,972	6,677,641	1,172,957
Legal Services	822,134	44,985	867,119	0	-867,119	-867,119	0	0	0	2,500
Corporate Services	5,918,383	1,685,850	7,604,233	-842,980	-6,771,424	-7,614,405	-10,171	1,012	-10,171	1,170,364
	26,147,100	4,869,501	31,016,601	-1,713,639	-19,335,988	-21,049,627	9,966,974	15,717	9,966,974	2,384,321
Financial Services	5,747,776	1,217,497	6,965,273	-698,208	-5,855,206	-6,553,414	411,859	0	411,859	17,000
	5,747,776	1,217,497	6,965,273	-698,208	-5,855,206	-6,553,414	411,859	0	411,859	17,000

**TABLE II MASTER SUMMARY**

**GROSS ESTIMATED EXPENDITURE AND REVENUE 2002/2003**

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
	DIRECT COSTS	EXPENDITURE: OVERHEAD/ RENT/DEPN/ Landfill A/Care Prov.	TOTAL COSTS	EXTERNAL REVENUE	REVENUE: INTERNAL O/HEADS/RENTS & CHARGES	TOTAL REVENUE	NET COST	DEBT SERVICING	COST OF SERVICE	INFRASTRUCTURAL RESTRICTED & FIXED ASSETS
<b>A. FUNDED FROM RATES:</b>										
Community Relations	11,431,169	2,769,404	14,200,573	-1,208,777	-2,429,703	-3,638,480	10,562,093	315	10,562,093	195,600
	11,431,169	2,769,404	14,200,573	-1,208,777	-2,429,703	-3,638,480	10,562,093	315	10,562,093	195,600
City Solutions	8,158,006	735,729	8,893,735	-410,000	-8,557,535	-8,967,535	-73,800	0	-73,800	102,500
Environmental Services	13,413,966	1,790,221	15,204,187	-8,180,050	-237,281	-8,417,331	6,786,856	272	6,786,856	38,500
Employment & Economic Development	6,597,680	203,076	6,800,756	-0	-0	-0	6,800,756	0	6,800,756	0
Management Information Services	4,524,129	1,132,172	5,656,302	0	-5,656,302	-5,656,302	0	462	0	900,000
	32,693,781	3,861,198	36,554,980	-8,590,050	-14,451,117	-23,041,167	13,513,812	734	13,513,812	1,041,000
Libraries & Information Sevices	15,642,011	8,132,263	23,774,274	-1,493,700	-1,345,067	-2,838,767	20,935,507	4,238	20,935,507	4,815,000
Art Gallery	4,563,414	859,596	5,423,010	-403,531	-75,000	-478,531	4,944,479	775	4,944,479	620,400
Convention & Entertainment Ctres	0	3,303,854	3,303,854	-100,000	0	-100,000	3,203,854	2,568,062	3,203,854	430,000
Leisure	17,190,756	3,847,029	21,037,786	-7,332,485	-374,910	-7,707,395	13,330,391	21,928	13,330,391	1,315,500
Car Parking	6,061,825	4,253,923	10,315,748	-11,767,600	-390,500	-12,158,100	-1,842,352	1,157	-1,842,352	387,600
Property Management	1,425,946	352,266	1,778,212	-567,675	-869,000	-1,436,675	341,537	52,500	341,537	645,500
Housing Management	1,201,984	131,262	1,333,245	0	-1,333,245	-1,333,245	0	0	0	4,200
General Housing	56,714	6,025	62,739	-34,800	0	-34,800	27,939	0	27,939	0
Property - Asset Management	6,134,444	5,248,287	11,382,731	-2,216,745	-15,656,570	-17,873,315	-6,490,583	37,242	-6,490,583	26,990,040
	52,277,094	26,134,506	78,411,599	-23,916,536	-20,044,292	-43,960,828	34,450,772	2,685,902	34,450,772	35,208,240

**TABLE II MASTER SUMMARY**

**GROSS ESTIMATED EXPENDITURE AND REVENUE 2002/2003**

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
	<b>EXPENDITURE:</b>			<b>REVENUE:</b>					<b>COST</b>	<b>INFRASTRUCTURAL</b>
	DIRECT	OVERHEAD/ RENT/DEPN/ Landfill A/Care Prov.	TOTAL	EXTERNAL	INTERNAL	TOTAL	NET	DEBT	OF	RESTRICTED &
	COSTS		COSTS	REVENUE	O/HEADS/RENTS & CHARGES	REVENUE	COST	SERVICING	SERVICE	FIXED ASSETS
<b>A. FUNDED FROM RATES:</b>										
City Water & Waste	40,299,179	14,655,777	54,954,957	-22,174,298	-4,421,898	-26,596,196	28,358,761	148,550	28,358,761	22,653,804
Parks & Wetlands	27,764,653	4,770,882	32,535,535	-2,357,778	-1,490,288	-3,848,066	28,687,469	111,830	28,687,469	15,837,639
City Streets	25,013,026	26,702,279	51,715,306	-13,919,271	-27,500	-13,946,771	37,768,534	538,774	37,768,534	35,239,740
	93,076,859	46,128,939	139,205,797	-38,451,347	-5,939,686	-44,391,033	94,814,764	799,154	94,814,764	73,731,183
<b>TOTAL NET COST - RATING ACCOUNTS</b>	<b>236,577,666</b>	<b>94,279,930</b>	<b>330,857,596</b>	<b>-123,008,869</b>	<b>-69,634,755</b>	<b>-192,643,624</b>	<b>138,213,973</b>	<b>7,059,631</b>	<b>138,213,973</b>	<b>110,837,059</b>
Depreciation Add back		53,720,711								
Landfill Aftercare Provision Add back		721,500								
<b>B. SEPARATELY FUNDED ACCOUNTS:</b>										
Dog Control	1,227,725	372,580	1,600,305	-1,479,431	-2,000	-1,481,431	118,874	0	118,874	0
EPH Housing	4,108,845	627,423	4,736,268	-6,430,800	0	-6,430,800	-1,694,532	0	-1,694,532	1,498,300
Public Rental Housing	1,636,845	274,413	1,911,258	-2,908,800	0	-2,908,800	-997,542	0	-997,542	550,000
Trust Housing	32,107	8,620	40,727	-82,000	0	-82,000	-41,273	0	-41,273	0
Owner /Occupier Housing	32,728	0	32,728	-31,200	0	-31,200	1,528	0	1,528	0
Tenancy Services/Welfare/Policy Advice	132,500	1,621,686	1,754,186	-4,000	-1,039,494	-1,043,494	710,692	0	710,692	0
<b>TOTAL NET COST - SEPARATELY FUNDED ACCOUNTS</b>	<b>7,170,750</b>	<b>2,904,722</b>	<b>10,075,472</b>	<b>-10,936,231</b>	<b>-1,041,494</b>	<b>-11,977,725</b>	<b>-1,902,253</b>	<b>0</b>	<b>-1,902,253</b>	<b>2,048,300</b>
<b>GRAND TOTAL</b>	<b>243,748,416</b>	<b>97,184,652</b>	<b>340,933,068</b>	<b>-133,945,100</b>	<b>-70,676,249</b>	<b>-204,621,349</b>	<b>136,311,720</b>	<b>7,059,631</b>	<b>136,311,720</b>	<b>112,885,359</b>



**TABLE III CORPORATE EXPENSES AND REVENUES**

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : COMMUNITY FACILITIES AND SERVICES</b>		
Museum Trust Board Levy	2,639,350	2,955,834
Museum Trust Board ex-Gratia Payment	515,887	515,887
Museum Trust Board Building & Development Project Grant (*1)	1,250,000	1,532,500
Riccarton Bush Trust Levy	108,310	108,310
Riccarton Bush Trust Operating Grant	49,865	65,778
Riccarton Bush Trust Capital Grant	50,000	50,000
Lyttelton Marina - Public Facilities & Breakwater	150,000	0
Subvention Payment (Travis Finance Ltd)	750,000	548,000
Interest Expense (re: Travis Finance Lid)		481,000
Interest Expense (re: Jade Stadium Funding)	2,817,500	3,076,800
Alloc O/Head - Corporate Overhead	0	290,500
<b>OUTPUT : CORPORATE DEVELOPMENT</b>		
Professional Fees	335,000	340,000
Professional Fees / Depreciation	40,000	0
Trading Activities Professional Advice	50,000	50,000
Organisational Development	270,000	270,000
Efficiency Reviews (*2)	250,000	170,000
Change Management Process (*2)	100,000	0
Inflation Contingency	300,000	300,000
Project Contingencies	220,000	225,000
ACC Contingency	40,000	0
Energy Efficiency Projects	300,000	300,000
Depreciation of Rates Capitalisation Costs		18,630
<b>OUTPUT : EMERGENCY SERVICES</b>		
Civil Defence (includes CRC Levy)	794,675	764,517
Rural Fire Fighting	366,407	415,486
<b>OUTPUT : GRANTS TO COMMUNITY</b>		
As per Schedule of Grants (Table IV)	3,480,959	3,206,844
<b>TOTAL CORPORATE EXPENSES</b>	----- 14,877,952	----- 15,685,085

**TABLE III CORPORATE EXPENSES AND REVENUES**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>OUTPUT : CORPORATE REVENUES</b>		
Petroleum Tax	2,020,000	2,000,000
Dividends and Interest from CCHL	30,600,000	28,900,000
Dividends from CCHL (Special)	128,000,000	3,423,000
Local Government Insurance Corporation      Dividend	25,000	0
Interest on Investments	6,507,763	5,463,782
Interest on Investments - Capital Endowment Fund	3,437,500	4,456,730
Interest on Investments - Internal Financing (Housing)	641,706	602,876
Travis Finance Ltd      Interest	720,000	518,000
Jade Stadium Ltd      Interest	2,857,750	3,118,800
Internal Rates on CCC Housing	678,846	550,887
ACC Corporate Recovery	430,000	400,000
	-----	-----
<b>TOTAL CORPORATE REVENUES</b>	<u>175,918,565</u>	<u>49,434,075</u>
<b>NET BENEFIT TO RATEPAYERS</b> (To Table II)	<u><b>(161,040,613)</b></u>	<u><b>(33,748,990)</b></u>
<b>CORPORATE CAPITAL EXPENDITURE</b>		
Lyttelton Boating Facilities - Access/Breakwater provision	0	1,500,000
Capital Contingency Provision	0	2,000,000
Capital Financing Costs (Rates)	0	745,215
<b>CORPORATE CAPITAL REVENUE</b>		
Sale of Selwyn Plantation Board Ltd to Christchurch City Holdings Ltd	(35,000,000)	0
Sale of City Care Ltd to Christchurch City Holdings Ltd	(12,000,000)	0

(\*1) Partially funded from Interest on Capital Endowment Fund - 2001/02 \$250,000 , 2002/03 \$532,500

(\*2) Funded from Corporate Restructuring Reserve

**TABLE IV GRANTS TO COMMUNITY ORGANISATIONS**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>OUTPUT : COMMUNITY SERVICES</b>		
Community Development Fund	421,000	432,000
Floyd's Creative Workshop	10,000	10,000
Christchurch Safer Community Council	40,000	40,000
Odyssey House	14,000	14,000
Council of Social Services	20,000	20,000
Christchurch Citizens Advice Bureau	30,000	30,000
Kingdom Resources Trust	30,000	30,000
Christchurch City Mission	40,000	40,000
Christchurch East School	12,000	12,200
Canterbury Volunteer Centre	15,000	15,000
Adult Reading Assistance Scheme	15,000	15,000
Cardiothoracic Intensive Care Unit	20,000	
Newell House	15,000	15,000
Cholmondeley Children's Home	20,000	20,000
(1) Te Runanga O Nga Maata Waka	45,000	40,000
(2) Wai Ora Trust	30,000	30,000
The Rannerdale Trust	100,000	
(3) Rewi Alley Chinese School	14,300	34,100
Cotswold Pre School	20,000	
Beneficiaries Advisory Service	17,000	17,000
Tennants Protection Association	10,000	10,000
Solo Women as Parents	10,000	10,000
Refugee and Migrant Centre	7,500	10,000
Assembly of People with Disabilities	5,000	10,000
Aranui Primary School (Hall Project)	30,000	
(4) Home Made Partnerships Trust (Supergrans)		25,000
(5) Hohepa Canterbury		25,000
Womens Centre		10,000
(6) The Champion Centre		40,000
Canterbury Neighbourhood Support		20,000
(7) Asian Youth Trust		25,000
Restorative Justice Service		15,000
(8) Youthline Centre South Island		25,000
	-----	-----
	990,800	1,039,300

**TABLE IV GRANTS TO COMMUNITY ORGANISATIONS**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>OUTPUT : ECONOMIC DEVELOPMENT AND EMPLOYMENT</b>		
Events Seeding Grants	210,000	160,000
Orana Park	162,000	150,000
Science Alive	242,000	225,000
Christchurch Christmas Parade Trust	26,500	40,000
NZ Conservation Trust	10,000	20,000
(9) Conference and Similar Events bridging	150,000	0
(10) Birdlands Sanctuary Trust	30,000	30,000
	-----	-----
	830,500	625,000
<b>OUTPUT : ARTS &amp; HERITAGE</b>		
Community Arts Council (Administrative Support)	6,500	6,500
Creative Communities	200,000	200,000
(11) National Marae	73,000	65,000
Ferrymead Trust	155,000	155,000
Christchurch Symphony Orchestra	270,000	290,000
Canterbury Opera	62,000	62,000
Music Centre of Christchurch	45,000	45,000
Court Theatre	55,000	55,000
Christchurch City Choir	35,000	35,000
Orchestra Users Group	50,000	60,000
High St Project	15,000	
Tramway Historical Society Inc	10,000	10,000
Arts Centre	10,000	10,000
Theatre Royal	40,000	55,000
Christchurch Civic Music Council	5,000	5,000
Christchurch Drama Centre	14,000	14,000
Artist in Residence		10,000
	-----	-----
	1,045,500	1,077,500

**TABLE IV GRANTS TO COMMUNITY ORGANISATIONS**

	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
<b>OUTPUT : RECREATION &amp; SPORT</b>		
Sport and Recreation New Zealand (SPARC) - Community Recreation Initiatives	375,000	350,000
Canterbury Surf Life Saving Association	100,900	117,800
Ruapuna Development	40,000	40,000
Canterbury Lawn Tennis Association	75,000	75,000
(12) Parafed Canterbury	20,000	18,000
Victory Park Board	52,000	
Table Tennis Canterbury	40,000	26,500
(13) Sumner Lifeboat Institution	6,650	32,825
(14) Crighton Cobbers	10,000	10,000
Canterbury Gymsports Incorporated		10,000
	-----	-----
	719,550	680,125
<b>OUTPUT : ENVIRONMENT &amp; PARKS</b>		
Christchurch Beautifying Association	23,000	25,000
Orton Bradley Park	30,000	30,000
Summit Road Society	18,000	20,000
Port Hills Parks Trust Board	15,000	20,000
Canterbury Horticultural Society		3,000
	-----	-----
	86,000	98,000
<b>OUTPUT : CORPORATE SERVICES</b>		
Management Reviews	15,000	15,000
Centre for Advanced Engineering	10,000	
Allocated Costs Leisure Unit	113,609	116,622
Allocated Overhead - Corporate Overhead		105,297
	-----	-----
	138,609	236,919
	-----	-----
<b>TOTAL COST GRANTS</b>	3,810,959	3,756,844

**TABLE IV GRANTS TO COMMUNITY ORGANISATIONS**

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>REVENUE</b>		
Sport and Recreation New Zealand (SPARC) Subsidy	375,000	350,000
Creative Communities Funding	200,000	200,000
	-----	-----
	575,000	550,000
	-----	-----
<b>NET COST GRANTS (To Table III)</b>	3,235,959	3,206,844
	=====	=====
<b>FINANCING TRANSFERS</b>		
- TRANSFER TO SPECIAL FUNDS (FROM RATES)		
(9) Conferences & Similar Events Bridging Loan Fund		150,000
		-----
<b>TOTAL FINANCING TRANSFERS</b>	0	150,000
		-----
<b>TOTAL NET COST INCLUDING FINANCING TRANSFERS</b>	3,235,959	3,356,844
	=====	=====

**Notes:**

The following future commitments have been made:

- (1) Te Runanga O Nga Maata Waka - 2002/03 \$40,000, year one of a three year commitment
- (2) Wai Ora Trust - 2002/03 \$30,000, year one of a three year commitment
- (3) Rewi Alley Chinese School - 2002/03 \$14,100, year two of a five year commitment to repay loan and interest.
- (4) Home Made Partnerships - 2002/03 \$25,000, year one of a three year commitment
- (5) Hohepa Canterbury - 2002/03 \$25,000, year one of a two year commitment
- (6) The Champion Centre - 2002/03 \$40,000, year one of a three year commitment
- (7) Asian Youth Trust - 2002/03 \$25,000, year one of a three year commitment
- (8) Youthline Central South Island - 2002/03 \$25,000, year one of a three year commitment
- (9) Conference and Similar events Bridging Loan fund - 2002/03 \$150,000, year three of four to establish this fund.
- (10) Birdlands Sanctuary Trust - 2002/03 \$30,000, year two of a three year commitment
- (11) National Marae - 2002/03 \$60,000, year two of a three year commitment
- (12) Parafed Canterbury - 2002/03 \$18,000, year one of a three year commitment
- (13) Sumner Lifeboat Institution - 2002/03 \$25,000, year one of a two year commitment.Plus \$7,825 ongoing inflation adjusted support.
- (14) Crichton Cobbers Youth Club - 2002/03 \$10,000, year two of a three year commitment.

**TABLE V CORPORATE FINANCING COSTS**

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>INTEREST ON LOANS</b>		
Interest on Loans from Rates -Existing Debt	3,029,613	6,984,187
Interest on Renewal Loans to Raise 2001/2002		
Interest on Loans Proposed Borrowings 2002/2003	46,015	75,444
Interest on Renewal Loans to Raise (Excluding JSL & Travis) 2002/2003	1,747,428	(3,557,800)
Interest on Defeased Loans	35,793	12,546
Sinking Fund Withdrawal for Defeased Loans	(35,793)	(12,546)
Sub Total	----- 4,823,055	----- 3,501,831
Interest on Jade Stadium Borrowings	2,817,500	3,076,800
Interest on Travis Finance Ltd Borrowings		481,000
<b>TOTAL LOAN SERVICING</b>	----- 7,640,555	----- 7,059,631
<b>LOAN PRINCIPAL MOVEMENTS</b>		
Loans Repaid - Works Dev Loans	50,197,914	11,500,000
Loans Repaid - Defeased Loans	249,500	82,322
Renewal Loans Raised	(42,681,250)	0
Sinking Fund Instalments made	2,128,500	1,216,086
Sinking Fund Withdrawals - Renewals	(839,104)	(1,708,276)
Sinking Fund Withdrawals - Defeased Loans	(249,500)	(82,322)
Loan Repayment Reserve Contributions - CCC Debt		604,328
Loan Repayment Reserve Contributions - CCHL Debt		3,600,000
Loan Repayment Reserve - Renewals		0
Debt Repayment Reserve - Renewal Loan Funding	(5,160,896)	(8,291,724)
<b>TOTAL LOAN SERVICING</b>	----- 11,285,719	----- 13,980,045
Add Back		
- Depreciation (Rating Activities Only)	(51,290,151)	(53,720,711)
- Debt Servicing (Rating Activities Only)	(4,823,055)	(3,501,831)
- Debt Servicing (JSL Loans)	(2,817,500)	(3,076,800)
- Debt Servicing (Travis Finance Ltd Loans)		(481,000)
- Provision for Landfill After Care Liability	(745,500)	(721,500)
	----- (59,676,206)	----- (61,501,843)
<b>NET BENEFIT - CORPORATE FINANCING</b>	----- <b>(48,390,487)</b>	----- <b>(47,521,798)</b>
(to Table I)	=====	=====

**TABLE VI FINANCING TRANSFERS**

	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
<b>TRANSFERS FROM RESERVE AND OTHER FUNDS</b>		
Cash In Lieu - CCC Parks	(3,590,700)	(4,427,319)
Historic Places Fund	(300,000)	(300,000)
Non Conforming Uses Fund	(150,000)	(150,000)
Parking - General	(30,161)	0
Plant Renewal Fund	(1,330,736)	(1,428,128)
Restructuring Reserve	(410,000)	(170,000)
Water Supply Upgrading Reserve	(350,000)	(350,000)
Stirrat Bequest (Trust A/c - Art Gallery)	(14,000)	(14,000)
Molly Morpeth Canady Trust	(6,900)	0
Christchurch Art Gallery Fund	(6,200,000)	0
Income Equalisation Fund		(3,200,000)
<b>TOTAL TRANSFERS FROM RESERVES (To Table I)</b>	----- (12,382,497) =====	----- (10,039,447) =====
<b>TRANSFERS TO FUNDS</b>		
Emergency Capital Fund	3,235,100	0
Capital Endowment Fund	76,125,000	3,253,230
Capital Endowment Fund (Civic & Community Unallocated)		142,000
Historic Places Fund	300,000	300,000
Non Conforming Uses Fund	150,000	150,000
Water Upgrading Reserve	500,000	550,000
Kilmore St Carpark Depreciation Reserve Fund	3,000	3,000
Plant Renewal Fund	1,060,714	21,333
Plant Renewal Fund (Sale of Plant)	270,022	279,264
Burwood Landfill Stage 2C Aftercare Fund	745,500	721,500
Accident Insurance Reserve Fund	400,000	400,000
Conferences & Similar Bridging Loan Fund		150,000
<b>TOTAL TRANSFERS TO FUNDS (To Table I)</b>	----- 82,789,336 =====	----- 5,970,327 =====
<b>NET FINANCING TRANSFERS</b>	----- <b>70,406,839</b> =====	----- <b>(4,069,120)</b> =====



**TABLE VII PUBLIC DEBT SUMMARY 2002/2003**

			<b>RATE FINANCED \$</b>	<b>DEFEASED LOANS \$</b>	<b>SEPARATELY FUNDED \$</b>	<b>TOTAL \$</b>
<b><u>EXTERNAL DEBT LIABILITIES</u></b>						
<b>Balance Outstanding - 1 July 2002:</b>						
Existing Council Loans	1 July 2002	maturities 1 - 18 years	101,820,700	218,142	1,755,317	103,794,159
2000/2001 Capital Expenditure C/Fwd - Balance to raise	2001/2002		0			0
			101,820,700	218,142	1,755,317	103,794,159
<b>Plus Borrowings 2002/2003:</b>						
New Borrowing Required (refer Financial Model)	2002/2003	maturities 5 - 7 years	1,505,000			1,505,000
Renewal Loans	2002/2003		0		0	0
Total Loans before Repayments			103,325,700	218,142	1,755,317	105,299,159
<b>Less Repayments during 2002/2003:</b>						
Loan Repayments			11,500,000	82,322	140,513	11,722,835
<b>Estimated Total Council Loans - 30 June 2003</b>			<b>91,825,700</b>	<b>135,820</b>	<b>1,614,804</b>	<b>93,576,324</b>
GROSS PUBLIC DEBT ESTIMATED - 30 JUNE 2003			91,825,700	135,820	1,614,804	93,576,324
GROSS PUBLIC DEBT ESTIMATED - 1 JULY 2002			101,820,700	218,142	1,755,317	103,794,159
<b>INCREASE (DECREASE ) - 2002/2003</b>			<b>(9,995,000)</b>	<b>(82,322)</b>	<b>(140,513)</b>	<b>(10,217,835)</b>
<b><u>MATURITY PROFILE INCLUDING CURRENT YEAR REPAYMENTS</u></b>						
<b>Maturities During 2002/2003</b>						
• Works Development loans			10,000,000	82,322		10,082,322
• Jade Stadium Development loan			1,500,000			1,500,000
• Housing table loans					140,513	140,513
Total Maturing 2002/2003			11,500,000	82,322	140,513	11,722,835
Total Maturing 2003/2004			23,142,200	39,000	844,473	24,025,673
Total Maturing 2004/2005			1,500,000	75,000	300,573	1,875,573
Total Maturing 2005/2006			1,539,992	21,820	114,984	1,676,796
Total Maturing Later			64,138,508	0	354,775	64,493,283
<b>Total Council Loans (Estimated 1 July 2002)</b>			<b>101,820,700</b>	<b>218,142</b>	<b>1,755,317</b>	<b>103,794,159</b>
2000/2001 Capital Expenditure C/Fwd - Balance to raise		Total Maturing Later	0			0
Proposed 2002/2003 Renewal Loan Borrowings		Total Maturing Later	0	0	0	0
Proposed 2002/2003 New Works Borrowings		Total Maturing Later	1,505,000	0	0	1,505,000
Less Maturities 2002/2003			-11,500,000	-82,322	-140,513	-11,722,835
<b>Total Council Loans (Estimated 30 June 2003)</b>			<b>91,825,700</b>	<b>135,820</b>	<b>1,614,804</b>	<b>93,576,324</b>
<b>TOTAL MATURITIES DURING 2002/2003</b>			<b>11,500,000</b>	<b>82,322</b>	<b>140,513</b>	<b>11,722,835</b>
<b>FINANCED BY:</b>						
Renewal Loans to Raise			0		0	0
Debt Repayment Reserve Drawings			8,291,724			8,291,724
Loan Repayment Reserve Drawings			0			0
Sinking Funds Withdrawn			1,708,276	82,322	0	1,790,598
Table Loans Principal from Housing Funds					140,513	140,513
Repayments by Borrowers	Jade Stadium Ltd		1,500,000			1,500,000
Corporate Financing			0			0
<b>Total Financing - Maturing Loans</b>			<b>11,500,000</b>	<b>82,322</b>	<b>140,513</b>	<b>11,722,835</b>

**TABLE VII PUBLIC DEBT SUMMARY 2002/2003**

		<b>RATE FINANCED \$</b>	<b>DEFEASED LOANS \$</b>	<b>SEPARATELY FUNDED \$</b>	<b>TOTAL \$</b>
<b><u>ESTIMATED SERVICING COSTS ON COUNCIL LOANS DURING 2002/2003</u></b>					
<b>Interest Expense from Rates:</b>					
Existing Council Loans (1 July 2002)	Stock Loans (incl Jade Stadium loan)	6,984,187	12,546		6,996,733
C/Fwd Capex 2000/2001 - Balance to raise	Stock Loans 5.25%	0			0
Proposed Renewal Loan Borrowings	Stock Loans 5.25%	0			0
Proposed New Works Borrowings	Stock Loans	75,444			75,444
		-----	-----		-----
Total Interest - Rates Funded Loans		7,059,631	12,546	0	7,072,177
<b>Interest Expense from Separate Funds:</b>					
BIPP Loan	Stock Loans			47,357	47,357
Housing Loans	Table Loans			52,695	52,695
				-----	-----
Total Interest - Seperate Loans				100,052	100,052
				-----	-----
<b>Total Interest Expense All Loans</b>	<b>2002/2003</b>	7,059,631	12,546	100,052	7,172,230
				-----	-----
<b>Less</b> CCC Interest Recovery from Jade Stadium Ltd (Refer Corporate Revenues)		-3,076,800			-3,076,800
<b>Less</b> CCC Interest Recovery from Travis Finance Ltd (Refer Corporate Revenues)		-481,000			-481,000
<b>Less</b> Other Interest Recoveries (External BIPP users, Defeased loans)			-12,546	-47,357	-59,903
			-----	-----	-----
Total Interest Recoveries		-3,557,800	-12,546	-47,357	-3,617,703
			-----	-----	-----
<b>NET INTEREST EXPENSE TO COUNCIL 2002/2003 (To Table V)</b>		<b>3,501,831</b>	<b>0</b>	<b>52,695</b>	<b>3,554,527</b>
				=====	=====
<b>Contributions to Loan Principal Repayment Provisions</b>					
Sinking Fund Instalments		1,216,086		27,655	1,243,741
Loan Repayment Reserve Instalments	for CCC existing debt	604,328			604,328
Loan Repayment Reserve Instalments	for CCHL debt	3,600,000			3,600,000
				-----	-----
Total Loan Principal Repayment Provisions		5,420,414	0	27,655	5,448,069
				=====	=====
				-----	-----
<b>NET LOAN SERVICING COSTS TO COUNCIL 2002/2003</b>		<b>8,922,245</b>	<b>0</b>	<b>80,350</b>	<b>9,002,595</b>
				=====	=====

**TABLE VII PUBLIC DEBT SUMMARY 2002/2003**

			<b>RATE FINANCED \$</b>	<b>DEFEASED LOANS \$</b>	<b>SEPARATELY FUNDED \$</b>	<b>TOTAL \$</b>
<b><u>RESERVE FUNDS AVAILABLE for FUTURE LOAN REDEMPTIONS</u></b>						
<b>Debt Repayment Reserve</b>						
Balance Debt Repayment Reserve	1 July 2002	Estimate	88,232,934			88,232,934
Repayments from Housing Development Fund	2002/2003		477,386			477,386
Drawings - Renewal Loan Funding	2002/2003		-8,291,724			-8,291,724
Drawings - Capex Funding & Other Movements	2002/2003	For CCC Capex	-47,541,644			-47,541,644
			-----			-----
<b>Estimated Balance Debt Repayment Reserve 30 June 2003</b>			32,876,952			32,876,952
			=====			=====
<b>Loan Repayment Reserve</b>						
Balance Loan Repayment Reserve	1 July 2002	Estimate	7,075,000			7,075,000
Contribution to Loan Repayment Reserve	2002/2003	for CCC existing debt	604,328			604,328
Contribution to Loan Repayment Reserve	2002/2003	for CCHL debt	3,600,000			3,600,000
Earnings Accruing to Loan Repayment Reserve	2002/2003	5.25%	379,369			379,369
Drawings from Loan Repayment Reserve	2002/2003		0			0
			-----			-----
<b>Estimated Balance Loan Repayment Reserve 30 June 2003</b>			11,658,697			11,658,697
			=====			=====
<b>Sinking Funds</b>						
Balance Sinking Funds	1 July 2002	Estimate	5,722,510	1,614,198	61,303	7,398,012
Contribution to Sinking Funds	2002/2003		1,216,086	0	27,655	1,243,741
Earnings Accruing to Sinking Funds	2002/2003		321,472	78,965	3,581	404,019
Drawings from Sinking Funds	2002/2003	Principal	-1,708,276	-82,322	0	-1,790,598
Drawings from Sinking Funds	2002/2003	Interest		-12,546		-12,546
			-----	-----	-----	-----
<b>Estimated Balance Sinking Funds 30 June 2003</b>			5,551,792	1,598,295	92,539	7,242,627
			=====	=====	=====	=====
<b>TERM PUBLIC DEBT ESTIMATED 30 JUNE 2003</b>			41,738,259	-1,462,475	1,522,265	41,798,049
<b>TERM PUBLIC DEBT ESTIMATED 1 JULY 2002</b>			790,256	-1,396,056	1,694,015	1,088,214
			-----	-----	-----	-----
<b>NET INCREASE (DECREASE ) 2002/2003</b>			40,948,003	-66,419	-171,749	40,709,835
			=====	=====	=====	=====

**Notes:**

Note 1: The Council's borrowing policy (5.2) provides for a minimum of 3% of combined Council and Christchurch City Holdings external debt (excluding table loans) shall be repaid annually by either (5.1):-

- Sinking fund instalments, • Annual contributions to a loan repayment reserve, • Repayments from revenue or other sources.

Note 2: Jade Stadium Ltd will repay the stadium redevelopment loan by annual instalments for three years (\$1.5M in 2003, 2004, 2005) and then on a table loan basis for 14 years.

Note 3: Housing rent account and Housing Development Fund will repay housing principal by semi-annual instalment table loans.

Note 4: No corporate financing is required for loan redemptions during 2002/2003.

Note 5: Total loans repayable from housing funds including internally financed loans to June 2003 are estimated at \$9,325,537

**TABLE VIII SCHEDULE OF SPECIAL FUND ACCOUNT MOVEMENTS 2002/2003**

The Interest Rate for Special Funds is calculated at 1.25 % Below the Projected Borrowing Rate

FUND ACCOUNT	PROJECTED OPENING BALANCE 1/7/2002	REVENUE			TOTAL REVENUE	EXPENDITURE		PROJECTED BALANCE 30/6/2003
		CONTRIBUTIONS	APPROPRIATIONS	int rate 5.25% INTEREST		PURCHASES	APPROPRIATION	
<b>SPECIAL FUNDS - GENERAL</b>								
Capital Endowment Fund	75,375,000		3,253,230		3,253,230			78,628,230
Capital Endowment Fund (Civic & Community Unallocated)			142,000		142,000			142,000
Emergency Capital Fund	Merged 5,248,304			275,536	275,536			5,523,840
Income Equalisation Fund	18,000,000				0	3,200,000		14,800,000
Community Loans Fund	Var 1,784,671			93,695	93,695			1,878,366
Conferences & Similar Bridging Loan Fund	105,250		150,000		150,000			255,250
Waimairi Community Award Fund	WDC 61,662			3,237	3,237			64,899
Restructuring (ex PC Sales) Fund	170,176				0	170,000		176
Bertlesman Prize	30,114			1,581	1,581			31,695
City Managers Bertelsmann Fund	21,193							
City Care Contingency	2,244,959							
Canterbury Womens Heritage Project	1,760			92	92			1,852
Christchurch Art Gallery	0			0	0			0
Dog Control Account	-75,753				0	-9,151		-66,603
Accident Insurance Reserve Fund	Note 1 1,001,326		400,000	52,570	452,570			1,453,895
<b>TOTAL - GENERAL SPECIAL FUNDS</b>	103,968,661	0	3,945,230	426,711	4,371,941	0	3,360,849	102,713,601
<b>INFORMATION DIRECTORATE - PLANNING</b>								
Historic Places Trust Fund	CCC 288,332		300,000	15,137	315,137	300,000		303,470
Non Conforming Uses Fund	CCC 646,979		150,000	33,966	183,966	150,000		680,946
<b>TOTAL - PLANNING</b>	935,311	0	450,000	49,104	499,104	0	450,000	984,415
<b>RECREATION &amp; PROMOTION</b>								
Project 2000 (Linwood)	0			0	0			0
Year 2000 Project (All S/C)	0			0	0			0
<b>TOTAL - RECREATION &amp; PROMOTION</b>	0	0	0	0	0	0	0	0

**Note 1 : Building up Accident Insurance Reserve Fund by \$400,000 pa to \$1.6M over the 4 years 2000/2001 to 2004/05**

**TABLE VIII SCHEDULE OF SPECIAL FUND ACCOUNT MOVEMENTS 2002/2003**

The Interest Rate for Special Funds is calculated at 1.25 % Below the Projected Borrowing Rate

FUND ACCOUNT	PROJECTED OPENING BALANCE 1/7/2002	REVENUE			TOTAL REVENUE	EXPENDITURE		PROJECTED BALANCE 30/6/2003
		CONTRIBUTIONS	APPROPRIATIONS	int rate 5.25% INTEREST		PURCHASES	APPROPRIATION	
<b>PARKING</b>								
General	8,035			0	0		0	8,035
Kilmore St Carpark Depn Reserve	16,975		3,000	891	3,891			20,866
<b>TOTAL - PARKING</b>	25,010	0	3,000	891	3,891	0	0	28,901
<b>LIBRARIES</b>								
Library Book Purchase Fund	187,726			9,856	9,856		0	197,582
<b>TOTAL - LIBRARY</b>	187,726	0	0	9,856	9,856	0	0	197,582
<b>CORPORATE SERVICES</b>								
Plant Renewal Fund	1,127,531	ALL	300,597	0	300,597	1,428,128		0
<b>TOTAL - CORPORATE SERVICES</b>	1,127,531		300,597	0	300,597	0	1,428,128	0
<b>TOWN HALL</b>								
Town Hall Education Fund	34,048	THall		1,788	1,788			35,836
<b>TOTAL - TOWN HALL</b>	34,048		0	0	1,788	0	0	35,836
<b>CIVIC FACILITIES</b>								
Sports Stadium Fund	0	PCC		0	0			0
Sports Stadium Fund	48,875	WDC		2,566	2,566			51,441
Northwest Stadium Fund	11,855	WDC		622	622			12,478
<b>TOTAL - CIVIC FACILITIES</b>	60,730		0	0	3,188	0	0	63,919

**TABLE VIII SCHEDULE OF SPECIAL FUND ACCOUNT MOVEMENTS 2002/2003**

The Interest Rate for Special Funds is calculated at 1.25 % Below the Projected Borrowing Rate

FUND ACCOUNT	PROJECTED OPENING BALANCE 1/7/2002	REVENUE			TOTAL REVENUE	EXPENDITURE		PROJECTED BALANCE 30/6/2003	
		CONTRIBUTIONS	APPROPRIATIONS	int rate 5.25% INTEREST		PURCHASES	APPROPRIATION		
<b>PROPERTY</b>									
Reg Adams Development Fund	CCC	524,273	49,893	27,524	77,417			601,690	
Housing Development Fund		6,968,332	2,917,483	365,837	3,283,320	2,758,492		7,493,159	
Endowment Land Reserve (Property)	CCC	473,091		24,837	24,837			497,929	
<b>TOTAL - PROPERTY</b>		7,965,696	0	2,967,376	418,199	3,385,575	0	2,758,492	8,592,778
<b>ROADING</b>									
Road & Property Purchase Res.	WDC	95,139			4,995	4,995			100,133
<b>TOTAL - ROADING</b>		95,139	0	0	4,995	4,995	0	0	100,133
<b>PARKS AND CASH IN LIEU OF RESERVES</b>									
Suburbs	CCC	3,136,856	2,750,000	164,685	2,914,685	4,310,319		1,741,222	
Central	CCC	1,064,158	200,000	55,868	255,868	117,000		1,203,026	
<b>TOTAL - PARKS AND CASH IN LIEU</b>		4,201,015	2,950,000	0	220,553	3,170,553	0	4,427,319	2,944,248
<b>CITY WATER &amp; WASTE</b>									
Water Supply Upgrading Reserve		1,796,263	550,000	94,304	644,304	350,000		2,090,566	
History of CDB	CDB	40,830		2,144	2,144			42,973	
Burwood Landfill Stage 2C Aftercare Fund		2,368,743	721,500	124,359	845,859			3,214,602	
Businesscare - Commercial Waste Minimisation		72,729	0	3,818	3,818	0		76,548	
<b>TOTAL - CITY WATER &amp; WASTE</b>		4,278,565	0	1,271,500	224,625	1,496,125	0	350,000	5,424,690
<b>TOTAL SPECIAL FUNDS</b>		122,879,432	2,950,000	8,937,702	1,359,910	13,247,612	0	12,774,789	121,086,103

**TABLE VIII SCHEDULE OF SPECIAL FUND ACCOUNT MOVEMENTS 2002/2003**

The Interest Rate for Special Funds is calculated at 1.25 % Below the Projected Borrowing Rate

FUND ACCOUNT	PROJECTED	REVENUE		TOTAL	EXPENDITURE		PROJECTED	
	OPENING BALANCE 1/7/2002	CONTRIBUTIONS	int rate 5.25% APPROPRIATIONS INTEREST		REVENUE	PURCHASES		APPROPRIATION
<b>TRUSTS AND BEQUESTS</b>								
<b>General</b>								
W J Walter Bequest	562		30	30			592	
Parklands Tennis Club	8,998		472	472			9,470	
Yaldhurst Hall Crawford Memorial	5,270		277	277			5,547	
Alice Holmes Bequest Cont	41,704		2,189	2,189			43,894	
Martin Welsh Bequest	1,828		96	96			1,924	
<b>Library</b>								
Fendalton Library Bequest	1,441						1,441	
Library Endowment Fund (ex MLSTS)	454,881							
<b>Art Gallery</b>								
Molly Morpeth Canady Trust	845		44	44	0		890	
Olive Stirrat Bequest	107,772		5,658	5,658	14,000		99,430	
Kathleen Stuart Hutton	54,397		2,856	2,856	0		57,253	
<b>Parks Trusts &amp; Bequests</b>								
Davis Estate - Cemeteries	7,771		408	408			8,179	
Rutherford St Cemetery - Cemeteries	23,495		1,233	1,233			24,728	
19th Battalion Bequest	8,061		423	423			8,484	
Skellerup Bequest - Domains	1,768		93	93			1,861	
C S Thomas Trust - Mona Vale (Iris)	18,172		954	954			19,127	
Sign Of Kiwi Restoration Fund	2,072		109	109			2,181	
Fretwell Waimairi Cemetery Trust	579		30	30			609	
Williams Waimairi Cemetery Trust	543		29	29			572	
W A Sutton Bequest	211							
<b>Housing Trusts &amp; Bequests</b>								
Hollander Trust	155,330		8,155	8,155			163,485	
<b>TOTAL - TRUSTS AND BEQUESTS</b>	895,701	0	0	23,056	23,056	0	14,000	449,666

**TABLE IX LANDFILL LIABILITY COSTS**

	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
<b>PROVISION FOR LANDFILL AFTERCARE LIABILITY (note only)</b>		
BURWOOD LANDFILL STAGE 2C (Refer Table II and Table V)	745,500 =====	721,500 =====
AFTER CARE FEE (Funds collected are transferred to a Special Fund: Burwood Stage 2C After care Fund Refer Table VI)	(745,500) =====	(721,500) =====



**TABLE X FINANCIAL PLANNING MODEL FOR 2002/2003 AND FUTURE YEARS**

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
<b>CITY COUNCIL OPERATING ACCOUNT</b>										
Ordinary Operating Expenditure	207,858,954	209,491,682	223,525,439	224,840,113	226,438,063	228,483,865	228,399,823	229,200,888	231,126,204	232,254,706
Depreciation	54,616,735	63,136,912	64,519,136	65,772,072	66,915,330	67,960,604	69,012,045	70,005,126	71,077,135	72,249,509
Provision to Fund Landfill Aftercare	721,500	721,500	0	0	0	0	0	0	0	0
Provision for Inflation	0	2,316,444	4,667,026	7,281,361	9,991,314	12,792,664	15,696,624	18,669,801	21,729,367	24,891,833
Interest Expense	7,072,177	6,545,629	7,454,869	9,911,642	12,036,471	13,274,239	14,138,714	14,976,337	16,027,519	17,588,373
<b>Total Operating Expenditure</b>	<b>270,269,366</b>	<b>282,212,166</b>	<b>300,166,470</b>	<b>307,805,188</b>	<b>315,381,178</b>	<b>322,511,373</b>	<b>327,247,206</b>	<b>332,852,152</b>	<b>339,960,226</b>	<b>346,984,421</b>
Ordinary revenues	-92,932,789	-95,175,050	-98,371,702	-97,519,847	-97,257,937	-96,974,563	-96,333,579	-95,788,424	-95,628,290	-95,366,961
Interest and Dividends from CCHL	-32,323,000	-28,900,000	-29,800,000	-30,200,000	-31,000,000	-32,000,000	-32,700,000	-33,500,000	-34,500,000	-35,200,000
Interest Received	-15,205,665	-13,265,770	-12,556,710	-12,739,090	-12,940,922	-13,398,713	-13,975,770	-14,541,572	-15,153,172	-15,799,226
Rates	-145,513,470	-153,246,612	-161,213,226	-170,344,478	-179,947,929	-192,028,659	-198,242,088	-205,163,505	-213,363,691	-221,085,872
<b>Deficit/Surplus(-)</b>	<b>-15,705,558</b>	<b>-8,375,265</b>	<b>-1,775,168</b>	<b>-2,998,227</b>	<b>-5,765,610</b>	<b>-11,890,562</b>	<b>-14,004,231</b>	<b>-16,141,349</b>	<b>-18,684,927</b>	<b>-20,467,637</b>
<b>Percentage Rate Increase</b>	<b>3.70%</b>	<b>3.89%</b>	<b>3.84%</b>	<b>4.37%</b>	<b>4.41%</b>	<b>5.54%</b>	<b>2.17%</b>	<b>2.46%</b>	<b>2.99%</b>	<b>2.66%</b>

**CITY COUNCIL CAPITAL ACCOUNT**

Gross Capital Expenditure	115,261,659	95,983,646	97,783,067	98,405,310	82,133,283	79,576,552	78,333,305	80,366,593	85,807,697	90,896,444
Provision for Debt Repayment	5,420,414	5,120,564	5,146,064	6,239,325	7,492,151	8,227,151	8,712,797	9,144,598	9,633,482	10,291,321
Provision for Inflation	0	1,909,273	3,926,444	5,988,304	6,768,775	8,280,310	9,882,719	11,949,361	14,729,696	17,733,221
Loan to Jade Stadium	0	0	0	0	0	0	0	0	0	0
<b>Total Capital Costs</b>	<b>120,682,073</b>	<b>103,013,483</b>	<b>106,855,574</b>	<b>110,632,939</b>	<b>96,394,209</b>	<b>96,084,013</b>	<b>96,928,821</b>	<b>101,460,552</b>	<b>110,170,875</b>	<b>118,920,985</b>
Funded by:										
Depreciation + Surplus(deficit)on operations	-62,420,208	-63,164,491	-57,572,461	-59,620,780	-63,118,109	-69,707,690	-72,256,928	-74,773,982	-77,721,345	-79,963,657
Provision to Fund Landfill Aftercare	-721,500	-721,500	0	0	0	0	0	0	0	0
Capital Repayment/Sale of Assets in Total	0	-1,500,000	-1,500,000	-1,593,508	-1,714,614	-6,844,925	-6,985,139	-7,136,010	-7,298,346	-2,473,021
Funded from Debt Repayment Reserve	-47,541,644	-29,362,456	-3,514,496	0	0	0	0	0	0	0
Reserves etc	-6,117,420	-6,895,035	-7,232,684	-7,087,804	-7,041,482	-3,323,206	-3,293,362	-3,254,437	-3,223,218	-3,182,890
External Funding for Capital Projects	-2,376,300	-520,000	-593,870	-570,000	-20,000	-20,000	0	0	0	0
<b>Council Borrowing required/Surplus(-)</b>	<b>1,505,000</b>	<b>850,000</b>	<b>36,442,063</b>	<b>41,760,847</b>	<b>24,500,004</b>	<b>16,188,193</b>	<b>14,393,392</b>	<b>16,296,123</b>	<b>21,927,967</b>	<b>33,301,418</b>

**TABLE X FINANCIAL PLANNING MODEL FOR 2002/2003 AND FUTURE YEARS**

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
<b>CITY COUNCIL BALANCE SHEET ITEMS</b>										
Gross Debt	93,576,324	94,291,851	130,433,341	172,079,205	196,491,134	212,620,458	226,975,527	243,212,060	265,124,981	298,411,352
less Sinking Funds & Debt Repayment Reser	-51,778,276	-28,372,155	-31,224,899	-39,076,408	-48,531,735	-59,218,467	-70,951,898	-83,733,136	-97,674,273	-113,005,159
Term Debt	41,798,049	65,919,696	99,208,442	133,002,797	147,959,399	153,401,990	156,023,628	159,478,924	167,450,707	185,406,193
less Reserve Funds	-124,257,014	-122,937,188	-122,517,184	-122,118,675	-121,852,871	-124,557,925	-126,196,229	-127,868,316	-129,566,431	-131,299,190
Nett Debt	-82,458,965	-57,017,492	-23,308,741	10,884,122	26,106,528	28,844,065	29,827,399	31,610,608	37,884,277	54,107,004
Total Assets	3,872,515,402	3,907,271,409	3,944,461,784	3,983,083,326	4,005,070,055	4,019,966,312	4,034,170,292	4,051,481,119	4,075,941,377	4,112,321,532
Realisable Assets	1,858,169,002	1,863,719,687	1,869,079,755	1,875,117,833	1,878,860,362	1,877,401,343	1,875,740,775	1,873,878,658	1,871,814,992	1,874,499,777
<b>CHRISTCHURCH CITY HOLDINGS LTD</b>										
<b>INCOME STATEMENT</b>										
Dividends Received	39,981,876	34,624,503	34,888,673	35,276,627	38,118,710	40,088,693	40,098,665	43,179,429	45,370,235	47,957,667
Interest and Other Income	4,772,244	7,337,018	8,828,226	10,434,070	11,894,026	13,231,444	13,912,191	14,627,155	15,747,218	17,139,472
Total revenue	44,754,119	41,961,521	43,716,898	45,710,697	50,012,736	53,320,137	54,010,857	57,806,585	61,117,454	65,097,140
Interest on Debt	-11,151,684	-11,558,668	-13,191,448	-14,807,912	-16,415,489	-17,370,756	-18,007,128	-18,652,644	-19,588,716	-20,764,080
Underwriting and Other costs	-1,026,992	-977,972	-765,378	-782,146	-800,040	-834,083	-847,530	-862,093	-898,414	-915,433
Net profit	32,575,443	29,424,881	29,760,072	30,120,639	32,797,207	35,115,298	35,156,199	38,291,847	40,630,323	43,417,626
less dividends to CCC	-32,323,000	-28,900,000	-29,800,000	-30,200,000	-31,000,000	-32,000,000	-32,700,000	-33,500,000	-34,500,000	-35,200,000
Retained Earnings/Debt repayment	252,443	524,881	-39,928	-79,361	1,797,207	3,115,298	2,456,199	4,791,847	6,130,323	8,217,626
<b>BALANCE SHEET</b>										
Shareholders Funds	716,483,120	717,008,001	716,968,073	716,888,712	718,685,919	721,801,217	724,257,416	729,049,263	735,179,587	743,397,213
Current Liabilities	2,408,000	2,408,000	2,408,000	2,408,000	2,408,000	2,408,000	2,408,000	2,408,000	2,408,000	2,408,000
Term Liabilities	166,766,000	167,863,000	191,710,000	212,410,000	236,161,000	246,360,000	253,838,000	264,291,000	279,840,000	296,940,000
Total SHF & Liabilities	885,657,120	887,279,001	911,086,073	931,706,712	957,254,919	970,569,217	980,503,416	995,748,263	1,017,427,587	1,042,745,213
Current Assets	79,550,920	81,172,801	104,979,873	125,600,512	151,148,719	164,463,017	174,397,216	189,642,063	211,321,387	236,639,013
Investment in Trading Enterprises	806,106,200	806,106,200	806,106,200	806,106,200	806,106,200	806,106,200	806,106,200	806,106,200	806,106,200	806,106,200
Total Assets	885,657,120	887,279,001	911,086,073	931,706,712	957,254,919	970,569,217	980,503,416	995,748,263	1,017,427,587	1,042,745,213
<b>Consolidated Debt of CCC &amp; CCHL</b>	146,545,049	170,717,696	204,057,442	237,902,797	252,910,399	258,352,990	260,974,628	264,429,924	272,401,707	290,357,193

**TABLE X FINANCIAL PLANNING MODEL FOR 2002/2003 AND FUTURE YEARS**

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
<b>KEY FINANCIAL RATIOS RELATING TO CCC &amp; CCHL</b>										
Term Debt/Total Assets	3.78%	4.37%	5.17%	5.97%	6.31%	6.43%	6.47%	6.53%	6.68%	7.06%
TermDebt/Realisable Assets	7.89%	9.16%	10.92%	12.69%	13.46%	13.76%	13.91%	14.11%	14.55%	15.49%
Net Interest cost/Operating Revenue	-0.52%	-0.01%	0.56%	1.22%	1.72%	1.75%	1.75%	1.73%	1.73%	1.82%
Nett Debt/Funds Flow from Operations	0.30	0.66	1.25	1.71	1.78	1.63	1.59	1.52	1.50	1.59
<p>Note: Term debt is net of sinking funds &amp; reserves provided specifically for debt repayment            Nett Debt is after deduction of all accumulated cash reserves            Funds Flow from Operations is the operating cash surplus (excludes depreciation)</p>										
<b>KEY ASSETS/ LIABILITIES OF CCC &amp; CCHL</b>										
Gross Debt	198,323,324	199,089,851	235,282,341	276,979,205	301,442,134	317,571,458	331,926,527	348,163,060	370,075,981	403,362,352
Less Sinking Funds & Debt Repayment Rese	-51,778,276	-28,372,155	-31,224,899	-39,076,408	-48,531,735	-59,218,467	-70,951,898	-83,733,136	-97,674,273	-113,005,159
Term Debt	146,545,049	170,717,696	204,057,442	237,902,797	252,910,399	258,352,990	260,974,628	264,429,924	272,401,707	290,357,193
Less Reserve Funds	-124,257,014	-122,937,188	-122,517,184	-122,118,675	-121,852,871	-124,557,925	-126,196,229	-127,868,316	-129,566,431	-131,299,190
Net Debt	22,288,035	47,780,508	81,540,259	115,784,122	131,057,528	133,795,065	134,778,399	136,561,608	142,835,277	159,058,004
TOTAL ASSETS	3,872,515,402	3,907,271,409	3,944,461,784	3,983,083,326	4,005,070,055	4,019,966,312	4,034,170,292	4,051,481,119	4,075,941,377	4,112,321,532
REALISABLE ASSETS	1,858,169,002	1,863,719,687	1,869,079,755	1,875,117,833	1,878,860,362	1,877,401,343	1,875,740,775	1,873,878,658	1,871,814,992	1,874,499,777

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

UNIT/BUDGET TABLES	EXPENDITURE			REVENUE			NET
	CAPITAL	OPERATING	TOTAL	OPERATING	FUNDS	TOTAL	
ART GALLERY	40,381	-	40,381	-	-	-	40,381
CAR PARKING	272,415	193,284	465,699	-	-	-	465,699
CITY STREETS	8,556,101	871,113	9,427,214	(761,190)	-	(761,190)	8,666,024
COMMUNITY RELATIONS	39,368	568,745	608,113	-	-	-	608,113
CORPORATE EXPENSES	-	410,400	410,400	(19,823)	(26,180)	(46,003)	364,397
CORPORATE OFFICE	1,330,587	1,802,826	3,133,413	-	(754,771)	(754,771)	2,378,642
CORPORATE SERVICES	489,660	92,000	581,660	-	(486,226)	(486,226)	95,434
ECONOMIC DEVELOPMENT & EMPLOYMENT	-	8,104	8,104	-	-	-	8,104
ENVIRONMENTAL SERVICES	-	184,201	184,201	-	-	-	184,201
FINANCIAL SERVICES	10,000	108,512	118,512	-	-	-	118,512
GRANTS	-	247,954	247,954	-	-	-	247,954
PROPERTY - MANAGEMENT	2,058,045	185,000	2,243,045	-	-	-	2,243,045
PROPERTY - ASSET MANAGEMENT	2,862,626	415,213	3,277,839	-	(552,224)	(552,224)	2,725,615
PROPERTY - HOUSING	485,742	-	485,742	-	(485,742)	(485,742)	-
LEISURE & COMMUNITY SERVICES	2,051,516	440,378	2,491,894	-	-	-	2,491,894
LEGAL SERVICES	-	-	-	-	-	-	-
LIBRARY AND INFORMATION SERVICES	78,115	379,461	457,576	-	-	-	457,576
MIS	-	-	-	-	-	-	-
PARKS & WATERWAYS	5,040,818	100,496	5,141,314	-	(654,367)	(654,367)	4,486,947
PUBLIC ACCOUNTABILITY	-	36,000	36,000	-	-	-	36,000
CITY WATER & WASTE	5,471,892	120,000	5,591,892	-	-	-	5,591,892
<b>UNIT/BUDGET TABLE CARRYFORWARDS</b>	<b>28,787,266</b>	<b>6,163,687</b>	<b>34,950,953</b>	<b>(781,013)</b>	<b>(2,959,510)</b>	<b>(3,740,523)</b>	<b>31,210,430</b>

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	<b>ART GALLERY</b>					
	Acquisitions	Funds are allocated for additional payments and for the final contract payment of the Graham Bennet work "Reasons for Voyaging". The final contract payment is not due until the completed work is installed on site - approx December 2002.	222,500	60,000	182,119	40,381
	Collection Data Base	Data base - photographic images are taken in-house and sent to an outside company for compression into digital images. The company who is undertaking work has not been able to keep up with production and has a backlog of 135 images @ \$ 50 each = \$6,750	15,500	6,750	23,620	
	Fundraising - transferred to PptyAsset Mgmt - 321/101/3	All remaining funds at the end of 2001/02 are held in Trust and there is existing agreements to carry funds forward.	136,558		70,947	
	<b>CAR PARKING</b>					
	Handheld radios	Carry forward only if commitment not realised by the end of June.	30,600	Balance	27,020	3,580
	Ticket processing equipment	Request balance be carried forward as we have not proceeded with expending this sum pending completion of the Ballantynes/Yee development.	25,500	Balance		25,500
	Parking Control Equipment	Request the balance (\$153,000) be carried forward as it is linked (as per 442/102/1) to the Ballantynes/Yee development and has not been expended pending completion of that development.	153,000	153,000		153,000
	Yee/Ballantynes development	Yee/Ballantynes development: Balance requested to be carried forward as development will not be completed prior to the end of June.	106,000	Balance	106,000	
	Equipment - Arthur Barnett	The balance of the original capital provision for this item, which relates to fitout of security systems at the Crossing car park (previously known as the Arthur Barnett car park was carried forward last year as the fitout had not been completed. NO carry forward requested, although it may be prudent to do so as a contribution to the Ballantynes/Yee development cost - request declined by Review Team	30,461	Balance	4,258	
	Parking Meters	Request for the balance of this provision to be carried forward. Required to complete this project.	346,267	Balance	321,112	25,155
	Palmtop ticket issuing equipment	Palmtop ticket issuing equipment: Request balance be carried forward as it will be required to complete this project which is currently a work in progress.	48,969	Balance	8,789	40,180
	Civic Car Pool	Request balance be carried forward.	25,000	Balance		25,000
	Yee/Ballantynes development	This code is already over-committed and as discussed should be adjusted from other plan amounts allocated to the project to reflect a zero balance prior to the end of this financial year.	525,863	Balance	332,579	193,284

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
<b>CITY STREETS</b>						
9.5.text.8	Pedestrian Crossing Point -Guidelines (Objective 5)	Money allocated to lead national effort in guideline development. National support efforts have not materialised so far this year. National walking advisory group starts in June this year. Funding to be carried forward to continue work when national support re-starts.	10,568	Balance	2,855	7,713
9.5.text.9	Public Transport Initiatives (Objectives 1 & 3)	Stage 1 of bus-priority studies have been actioned, with basic feasibility study. Detailed feasibility has yet to be commenced. Additional intended project to investigate labelling of bus stops for public convenience also not started. Both deficiencies are because the position of Public Transport Planner was had not able to be filled.This has now been resolved.	53,885	37,885	19,341	34,544
9.5.text.5.i	Road Network Improvements Planning (Objective 9)	Transport planning for Central City is on-going project. Current funding committed to contract feasibility work from City Solutions, and testing of new transport model to start in June. Carry forward requested to complete this work.	158,698	42,698	124,829	33,869
9.5.text.13	Project Feasibility	Three feasibility projects Bealey/Carlton/ Harper intersection, Riccarton Road traffic management, Bealey Ave cycle facilities (corresponding to objectives 9.5.text.5.ii & 9.5.text.6) were started during 2001/02. Due to workloads, however, full feasibility studies (subsidisable by Transfund) were not initiated. Intention is to initiate these projects in mid-June. Carry forward requested to complete these studies.	89,994	34,812	55,182	34,812
	Speed Limit Monitoring	Speed limit review is about to commence. This budget is for external consultants costs and at this stage the planning work has been carried out internally. The work required to be done by consultants will occur after the end of the financial year, therefore a carry forward is requested.	10,565	8,061	2,504	8,061
	Facilitating Living Streets	A couple of years ago the Council embarked on a review of traffic calming. This had become a high profile issue with a high level of capital expenditure. Out of the review came the living streets philosophy and charter. A sum of \$178,000 was budgeted in 2001/02 to implement the charter and to bed in the philosophy, which included some pilot projects. This was a one off amount. While a good attempt was made to complete the work in the year the complex nature of the work and involvement of Australian consultants meant this was not possible.	148,011	Balance	127,881	20,130
	Telstra Saturn Project	Funding provided monthly for Administrative work with managing the cabling contract.	372,497	74,665	297,832	74,665
9.5.63	Carriageway Sealing	Surfacing work delayed to allow completion of Telstra trenching to avoid new seal being dug up and part of 3 yr maintenance contract Area 3	3,407,146	558,176	2,848,970	558,176

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
9.5.62	Road Pavement Replacement	Linwood Ave project committed but not complete by 30/6	500,000	176,863	351,198	148,802
9.5.65	Carriageway Smoothing	Work committed but not completed by 30/6	385,780	125,520	307,220	78,560
	New Retaining Structures	Delays due to City Solutions identifying projects but not yet actioning them Request declined by Review Team	73,711	24,000	48,091	
	Retaining Walls Renewals	Delays due to City Solutions identifying projects but not yet actioning them Request declined by Review Team	51,000	21,000	28,693	
	Bridges	Fitzgerald Ave Bridge further investigation required to identify strengthening requirements.	118,243	95,407	22,836	95,407
	Public Transport Initiatives	Projects still to be identified	65,404	64,814	590	64,814
	Bus Stop Installation	Ecan are still dealing with some issues	44,130	2,714	41,416	2,714
	Bus Shelter Installation	Ecan are still dealing with some issues	88,910	82,279	6,631	82,279
	Orbitor Bus Infrastructure	Work to be completed in 2002/03 due to delay in supplier completing order	21,867	17,986	3,881	17,986
	RTI Associated Work	Delay in the introduction of the RTI system	55,000	55,000		55,000
	Sign Regulatory	Contract to carry out final part of order in 2002/03	99,636	19,825	79,811	19,825
	Bus Stop Seats	Final part of Contract to be completed in early 2002/03	65,000	30,659	34,341	30,659
	Bridge Renewals	Project funded over 2 years. Scheme still being developed.	25,500	23,208	2,292	23,208
	Kainga Rd Bus Shelters	Issues with Ecan still to be resolved	10,000	8,720	1,280	8,720
	Signs Heavy Vehicles Ban	Contract to carry out final part of order in 2002/03	20,000	7,655	12,345	7,655
	Real Time Information System	Carry forward requested to complete committed work	1,390,616	Balance	1,058,992	331,624
	Traffic Signal Upgrade	Carry forward requested to complete committed work	299,524	Balance	153,214	146,310
9.5.109	Fendalton Rd	To complete property purchase	270,000	32,975	237,025	32,975
		Transfund Revenue related to the above		-15,828		-15,828
9.5.109	Southwark St	Property fees	15,471	9,371	6,100	9,371
9.5.109	Stewart St	To complete property purchase	20,000	7,649	12,351	7,649
9.5.109	Taylor's Mistake	To complete property purchase	16,792	8,878	7,914	8,878
9.5.109	Riccarton/Straven	Property purchase continuing	649,059	647,917	1,142	647,917
		Transfund Revenue related to the above		-311,000		-311,000
9.5.110	Bus Interchange	Carry forward to enable fit out to be completed. Also includes provision for a generator.	627,440	318,413	309,027	318,413
9.5.109	Blenheim Rd	Designation Consent Delays	2,027,500	207,097	1,820,403	207,097
9.5.109	Opawa / Port Hills	Property purchase continuing	715,500	277,150	438,350	277,150
9.5.92	Percy St	To complete construction	239,834	82,491	157,343	82,491
9.5.92	Sydenham NIP	To complete construction	95,004	13,500	95,458	
9.5.88	Lytelton St	Delay in construction due to conversion	389,835	295,284	94,551	295,284
9.5.87	Holmwood Rd	To complete construction	177,100	19,368	157,732	19,368
9.5.87	Ferry Road	To complete construction	33,900	2,143	31,757	2,143
9.5.87	Bamford St	Contractual issues to be resolved	155,100	11,583	143,517	11,583
9.5.87	Brenchley Ave	Service alterations delayed construction	280,700	21,120	259,580	21,120
9.5.87	Clarence st	To complete construction	400,640	36,636	364,004	36,636
9.5.87	Creyke Road	Consultation process delayed design start	40,000	34,905	5,095	34,905
9.5.87	Edmond St	Contractual issues to be resolved	102,200	3,833	98,367	3,833

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
9.5.87	Geraldine St	Delayed start to construction	390,675	38,745	351,930	38,745
9.5.87	Harvey Tce	To complete design	45,000	23,804	21,196	23,804
9.5.87	Hawford Rd	To complete design	55,200	42,386	12,814	42,386
9.5.87	Heywood Tce	To complete design	41,000	19,724	21,276	19,724
9.5.87	Hinau St	Consultation delayed design progress	55,700	40,846	14,854	40,846
9.5.88	Nayland St	Contractor commitments delayed start	341,550	152,999	188,551	152,999
9.5.88	Nelson St	Contractor commitments delayed start	140,400	104,608	35,792	104,608
9.5.88	Picton Ave	Contractor commitments delayed start	410,777	240,631	170,146	240,631
9.5.88	Richmond Hill	Contractor commitments delayed start	63,350	33,171	30,179	33,171
9.5.88	Straven Rd	Consultation delayed completing design	249,500	202,289	47,211	202,289
9.5.88	Studholme St	Design issues delayed construction	263,400	210,209	53,191	210,209
9.5.88	Waimea Tce	To complete construction	53,150	23,888	29,262	23,888
9.5.87	Harakeke St	Consultation has prevented start on design	16,640	11,361	5,279	11,361
9.5.87	Ilam Rd	Consultation has prevented start on design	24,000	12,000	24,395	
9.5.88	Innes Rd	Consultation has prevented start on design	30,600	22,110	8,490	22,110
9.5.88	Lyttelton St	Scheme planning underway	52,972	40,941	12,031	40,941
9.5.88	Merivale Lane	Consultation has prevented start on design	46,866	31,326	15,540	31,326
9.5.88	Rossall St	Consultation has prevented start on design	45,995	36,189	9,806	36,189
9.5.89	Weka St	Consultation has prevented start on design	30,845	17,855	12,990	17,855
9.5.89	Simeon St	Additional project added late to program	37,382	35,535	1,847	35,535
9.5.89	Kilmarnock/Straven	Project added late to programme, property requirement.	80,000	78,928	1,072	78,928
9.5.96	Burnside High bubble	Delayed construction start	94,525	33,829	60,696	33,829
9.5.96	Victoria St	To complete construction	61,684	23,397	38,287	23,397
9.5.96	Avondale Bridge clipon	To complete construction	153,000	48,588	104,412	48,588
9.5.96	Bealey Ave	Scheme still to be developed	43,750	42,625	1,125	42,625
9.5.96	Boys High / Girls High	Consultation delayed completing design	45,000	43,200	1,800	43,200
9.5.96	Heaton St bubble	Scheme still to be developed	5,000	3,210	1,790	3,210
9.5.96	Port Hills Rd	In conjunction with Parks work.	20,000	20,000		20,000
9.5.102	Cathedral Sq Art	Scheme to be developed	36,478	35,314	1,164	35,314
9.5.102	Cambridge Tce	Construction to be completed	37,397	34,698	2,699	34,698
9.5.102	Cathedral Square stg V	Redevelopment still to be resolved	452,220	192,583	259,637	192,583
9.5.102	Latimer Square	Construction to be completed	454,699	243,433	211,266	243,433
9.5.102	Ped. and cycle facilities.	Scheme to be developed	89,785	53,136	36,649	53,136
9.5.102	Service Lane walkway	Scheme to be developed	107,503	61,659	45,844	61,659
9.5.102	Jade Stadium upgrade	Construction to be completed	366,500	44,190	322,310	44,190
9.5.102	Cashel Mall Upgrade	Scheme to be developed	27,000	26,968	32	26,968
9.5.102	Bedford Row	Dependant on developer	40,000	40,000		40,000
9.5.94	Fendalton Rd	Resource consents delayed design compl.	520,536	321,106	199,430	321,106
		Transfund Revenue related to the above		-154,131		-154,131
9.5.94	Woolston/Burwood stg 1	To complete construction	369,676	10,000	380,930	
9.5.94	Woolston/Burwood stg 2	Tendering issues delayed construction	1,963,145	518,980	1,444,165	518,980
9.5.94	Ferry / Humphries	Property purchase continuing	453,131	433,750	19,381	433,750



**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
9.5.94	Shirley/Hills/Warrington	Transfund Revenue related to the above		-208,200		-208,200
		Delayed construction due to material supply	160,790	93,149	67,641	93,149
		Transfund Revenue related to the above		-44,712		-44,712
9.5.94	Dyers/Linwood signals	Resource consents	10,295	7,509	2,786	7,509
9.5.94	Blenheim Rd deviation	Designation Consent Delays	240,000	10,000	269,031	
9.5.94	Amyes/Goulding/Shand	Property purchase continuing	45,000	34,014	10,986	34,014
9.5.94	Clarence/Riccarton	Property purchase continuing	28,080	18,840	9,240	18,840
		Transfund Revenue related to the above		-9,043		-9,043
9.5.94	Travis Rd traffic mgmt	Planning underway	10,000	7,975	2,025	7,975
9.5.94	Treffers/Parkhouse	CCC contribution to TNZ	80,000	80,000		80,000
9.5.94	Halswell Junct./Waterloo	To complete construction	70,000	63,023	6,977	63,023
9.5.105	Nth Papanui LATMS	To complete construction	13,540	12,638	902	12,638
9.5.105	Ripple Strips	To complete construction	8,655	610	8,045	610
9.5.105	Rowley Ave	To complete construction	16,000	8,881	7,119	8,881
9.5.105	Aynsley Tce	To complete construction	40,000	31,468	8,532	31,468
9.5.105	Maxwell St	Redesign to meet budget constraints	63,000	43,100	19,900	43,100
9.5.105	Garvins Rd	Scheme development to be completed	5,000	3,500	1,500	3,500
9.5.106	Wairakei Rd islands	Scheme issues to be resolved	12,000	7,000	17,217	
9.5.105	Maidstone Rd ped island	To complete construction	6,000	2,500	8,626	
9.5.106	Selwyn St ped island	To complete construction	15,000	5,000	19,330	
9.5.103	Halswell Rd paths	To complete construction	43,350	43,305	45	43,305
9.5.103	Taylor's Mistake	Continuing property purchase	32,000	10,428	21,572	10,428
9.5.103	New Brighton Rd	Contractor commitment delayed start	230,425	90,372	140,053	90,372
		Halswell Junction Rd	65,855	37,372	28,483	37,372
9.5.104	Blackspot Remedial Works	Identified project still to be constructed	63,800	56,854	6,946	56,854
9.5.104	Avonside Dr barriers	To complete construction	401,820	43,373	358,447	43,373
9.5.104	Safe routes to school	To complete 3 identified projects	114,990	35,568	79,422	35,568
9.5.104	Aldwins/Ensors/Ferry	Property purchase delayed progress	42,910	38,074	4,836	38,074
		Transfund Revenue related to the above		-18,276		-18,276
9.5.104	Dyers Pass @ Cashmere	Design not complete	35,000	23,410	11,590	23,410
9.5.104	Innes/Rutland	NROSS delayed start to design	50,000	33,939	16,061	33,939
9.5.104	Milns/Sparks/Sutherlands	To complete construction	237,603	121,947	115,656	121,947
9.5.100	Madras St lighting	To complete construction	15,000	1,725	13,275	1,725
9.5.100	Rossall St	Construction underway	30,000	27,630	2,370	27,630
9.5.100	Innes Rd	Construction underway	20,000	18,320	1,680	18,320
9.5.100	Tuam St	Construction underway	15,000	135	14,865	135
9.5.100	Shirley Rd	Construction underway	23,500	5,179	18,321	5,179
9.5.100	Madras St conversion	Construction underway	55,000	5,000	55,115	
9.5.100	Rossall St conversion	Construction underway	175,500	175,500		175,500
9.5.100	Innes Rd conversion	Construction underway	123,000	123,000		123,000
9.5.100	Tuam St conversion	Construction underway	33,300		33,300	
9.5.100	Shirley Rd conversion	Construction underway	208,000	56,823	151,177	56,823

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
9.5.110	Tui St Conversion	Construction underway	119,019	114,215	4,804	114,215
	Wai-iti St Conversion	Construction underway	107,090	104,201	2,889	104,201
	Minor Landscape improvements	Late transfer from F/W board	23,740	Balance	11,087	12,653
	Property Sales	Sales continuing	-1,077,428	-33,752	-1,043,676	-33,752
	Subdivisions	Work not complete.	656,837	20,311	636,526	20,311
	Aorangi/Brookside	Contractor late starting	50,000	37,687	12,313	37,687
	Marshs/Springs	Delay in supply of lighting components	42,000	42,000	47,429	
	Signal Maintenance	Supply of ordered materials delayed. Order 4500076700 \$19,000, 4500076702 \$30,000 and order 4500076704, \$18000.	625,646	67,000	489,013	67,000
	Roberts Rd Threshold	Contractor late starting	20,000	19,876	124	19,876
	Banks/McBratneys	Resource Consent requirements	169,457	141,778	27,679	141,778
	Joy St Restraint	Contractor late starting	38,000	34,048	3,952	34,048
	St Andrews Sq	Contractor late starting	39,500	5,000	41,473	
	Footpath Resurfacing	Weather delayed completion of work.	2,700,000	14,399	2,685,601	14,399
	CAAP Co ordinator - Sober Driving Campaign (LTSA Funding)	Under 25's production not completed until July 02	61,800	14,580	46,550	14,580
	Colombo St Security Project	Project to wind up in July 2002	28,386	2,000	26,386	2,000

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
<b>PROPERTY - MANAGEMENT</b>						
	Central City Park / Residential Development	Settlement date 1 July 2002	2,000,000	1,911,111	88,889	1,911,111
	Ferrymead Park	Funding for Tamaki Bros - Approved by Council 16/7/02	185,000	185,000		185,000
	Ferrymead Land	Project funds for the Heathcote Valey developments at Ferrymead (includes; Tamaki, golfcourse and driving range, and overall upgrading of the area).	210,000	146,934	63,066	146,934
<b>PROPERTY - ASSET MANAGEMENT</b>						
	Canterbury Provincial Council Buildings	Structural strengthening work carried out in 2001/02 and in progress until August 2002 - Funded under operational budget. Follow on capital works including Interpretation Centre, roof cresting and conservation plan work to proceed in 2002/03	690,745	Balance (approx \$690,745)		690,745
	Fixed Asset - Commercial Contingency	Request declined by the Review Team	224,830	Balance		
	Commercial Property - Furniture	Property Unit review may result in office changes / furniture to accommodate reshuffle. Review will not be sorted until 02/03	17,000	12,421	4,034	12,421
	Commercial Property - Computer	Awaiting outcome of SAP Business Warehouse Implementation. Funding held for Data Modelling , Risk Assessment Analysis. SAP system upgrades (RE and PM) to meet needs of FMM Contract and Planned Maintenance programming	100,000	95,680	4,680	95,320
	Parklands Community Centre	Contract Works completed. Committed Contract payments and final account still to be finalised.	187,523	Balance	152,357	35,166
	Asset Improvement - Comm Facilities	Balance after allocating funding to specific projects with completed needs analysis. A number of other projects still awaiting needs analysis to be completed - request declined by Review Team	43,340	Balance		
	Avebury House	Fire and Service upgrade completed, follow on work associated with Fitout and conversion currently being tender. Contracts to be let in 2001/02 with expenditure to occur in 02/03.	343,454	Balance	136,945	206,509
	Asset Improvement - General Contingency	Projects under investigation, consultation however no formal decision made on scope or to proceed or not. - Burwood Pegasus Community Board Rooms, - Sockburn Service Centre Utility Area Upgrade - Sound proofing Woolston Creche	85,609	Balance		85,609
	Fendalton Service Centre	Project Completed, surplus funding can be released \$13,681	49,607	Balance	34,706	14,901
	Linwood Service Centre Air Conditioning	Funding for both Linwood Library and Linwood Service Centre HVAC upgrade. Linwood Library option study and design completed and Tenders to be called early 02/03. Major expenditure on Linwood Service Centre HVAC on hold until outcome of future use determined	240,000	Balance (approx \$219,670)	14,127	225,873
	Redcliffs Sumner Community Creche	Provisional work underway, remaining funding for project allocated in 2002/03.	100,000	Balance (approx \$ 99,480)	520	99,480

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	Spreydon Community Centre	Ramp design completed, and commitment to be made 01/02. Work to occur in 02/03	10,200	Balance (approx \$9855)	8,742	1,458
	Bishopdale	Consultation process with future use requirement of Hall underway. Project expenditure will follow in 2002/03	61,200	Balance		61,200
	Bromley Comm Centre	Consultation process with future use requirement of Hall underway before any expenditure to occur. Project expenditure will follow in 2002/03	10,200	Balance		10,200
	North New Brighton Comm Centre	Design work underway including Fire Safety upgrade to building. Work to occur in 2002/03 with additional budgeted funding	225,000	Balance	18,381	206,619
	Riccarton Town Hall	Disable access to hall required however Project on hold until future of Hall known.	30,600	Balance		30,600
	Lichfield Street Lift	Contract works underway, completion in 2002/03	390,000	Balance	143,033	246,967
	Templeton Community Centre	Budget drawdown arranged through John Mackey to cover exact expenditure for 01/02, estimated at \$40,000.	580,000	Balance	27,776	552,224
	Avice Hill Centre	Sports Stadium Fund (PCC) Internal modification of previously tenanted area, for expanded community use as outlined in report to Strategy and Finance Committee Dec 01. Project still in design stage due to late start	30,000	Balance	-580,000	-552,224
	Fendalton Community Hall	Modification of former Fendalton Library, attached to existing Hall, to provide for enhanced community use as outlined in report to Strategy and Finance Committee Dec 01. Scoping and Design documentation underway, likely tender acceptance June 02, Work to complete in 02/03	230,500	Balance		230,500
	South New Brighton Comm Centre	Heating upgrade and internal modification as outlined in report to Strategy and Finance Committee Dec 01. Scoping and Design documentation underway including use rights with the school. Work to complete in 02/03	50,000	Balance		50,000
	Upper Riccarton Library	Main funding for project in 04/05 and 05/06, early funding to allow feasibility and costings	10,000	Balance (\$3410)	5,676	4,324
	Civic Offices Redevelopment - Operational	Operational budget associated with possible Office redevelopment - Tagged for use for structural review and either strengthening as an Office building or as an alternative use if Council quits the building. Budget also used for investigation studies in future accommodation - NB _ total budget for 01/02 includes an additional \$49957 tsfrd from 322/124 to eliminate unit operational deficit. c/f restricted to original plan amount	499,957	349,602	100,398	349,602
	Fundraising	All remaining funds at the end of 2001/02 are held in Trust and there are existing agreements to carry funds forward.	136,558	70,000	70,947	65,611
	New Art Gallery	Uncompleted work	14,919,946	Remainder	15,163,565	-243,619
	South Christchurch Library & Service Centre	Project delayed	581,353	Remainder	365,224	216,129

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
<b>PROPERTY - HOUSING</b>						
	New Residents Lounge	Resident's Lounge construction on hold until report presented to Housing Sub Committee defining long term projections	222,239	Balance (approx \$130,634)	91,605	130,634
	Hornby Stage 1 Housing Project	Report to Community and Leisure June 2002, requesting funding allocation transfer for Fire sprinklers at Airedale Courts and carry forward required.(See below)	411,070		128,443	
	Housing Admin R&R	Project was on hold until release of Housing Staff review. Work to occur in 02/03	71,000	Balance (approx \$66,074)	4,022	66,978
	EPH New Garages	Garage construction on hold until outcome of Housing Asset Management Plan and needs analysis	120,000	Balance		120,000
	New Units - Strategic Inner City Initiative	Housing Sub Committee aware of opportunities however not action taken in 01/02 - request declined by Review Team	1,400,000	1,400,000		
	New Partnership	Housing Sub Committee aware of opportunities however not action taken in 01/02 - request declined by Review Team	300,000	300,000		
	Airedale Courts Fire Protection	See Hornby Housing C/F request. Additional Budget funding of \$275,00 not draw down in 01/02	178,000	178,000	9,870	168,130
		Housing Development Fund		-2,194,708		-485,742
<b>COMMUNITY RELATIONS</b>						
<b>Metropolitan Funding (Community Services Committee)</b>						
	Strengthening Community Action Plans (SCAP)	Ongoing Project.	60,440	Budget unspent as at 30 June	48,113	12,327
	SCAP: Tertiary Volunteer	Project in progress. Contract worker employed.	see above			
	SCAP: Neighbourhood Week	Contracts in the process of being signed and payments may not be made before 30 June	see above			
	SCAP: Mayoral Forum - Family Disfunctionality	Contracts in the process of being signed and payments may not be made before 30 June	see above			
	SCAP: Healthy Christchurch	Contracts in the process of being signed and payments may not be made before 30 June	see above			
	SCAP: Annual Plan Process	Contracts in the process of being signed and payments may not be made before 30 June	see above			
	Discretionary Fund - Children	Contracts in the process of being signed and payments may not be made before 30 June	34,149	5,149	39,000	
	Discretionary Fund - Youth	Contracts in the process of being signed and payments may not be made before 30 June	29,460	21,460	8,000	21,460
<b>Community Board Funding</b>						

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
	Computer Experience Clubs	Delayed due to partner relocating premises. Negotiations well in hand to provide a multi use and equipment facility.	8,000	8,000		8,000
	Community Support - Seeding Funds	Negotiations regarding support for a number of community groups are still underway.	12,000	5,000	3,795	5,000
	Commemoration - Avice Hill	Work on the reserve and building having not yet commenced, final decisions on the format and the placing of the commemoration have not progressed	5,000	5,000		5,000
	Waimairi Lions Club	Parks & Waterways are still working on the building in Burnside Park that is to be handed over to the Lions Club. Grant will be paid following handover.	10,000	10,000		10,000
	Communication with the Community	Delays in the format of the Boards communication (Newsletter, City Scene) it is not expected this money to be committed until July/August.	3,000	3,000		3,000
	Immigrant/Refugee Liaison	Presently working with a growing list of immigrant/refugee groups in the community exploring the manner in which this allocation can best be expended.	1,750	1,750		1,750
	Papanui Community Facility Investigation	City Solutions charges have not been as much as expected in this year. There will be internal and external costs next year.	17,808	12,000	2,300	12,000
	North East Rural Communities	Implementation of project identified through N/E Rural Research - Identification and planning implementation not complete.	5,000	5,000		5,000
	Community Directory	Project Underway	10,500	10,500	39	10,461
	Northlands Youth Facility - Operation and Fitout	Property expected to be leased not available. Staff and community still negotiating for another property	35,000	35,000		35,000
	Aranui Renewal Project	Project is ongoing	139,802	Budget unspent as at 30 June	109,402	30,400
	Community Business Partnerships	Still in the planning process awaiting Council decisions/agreements to be made with the Riccarton Business Assn.	15,000	Balance	1,257	13,743
	Legal Art Project - Templeton	Won't proceed until 02/03 - Youth Initiatives project	40,000	3,000	33,516	3,000
	Hornby Toy Library Relocation grant	Awaiting property decision as to where the relocation will be	13,400	13,400		13,400
	Hei Hei Recreation / Community Development Health Project	Project not completed	15,000	10,000	5,096	9,904
	Legal Art Project - McFarlane Park	Won't proceed until 02/03 - Youth Initiatives project	1,400	1,400		1,400
	<b>City Promotions</b>					
	Film footage for Christchurch	Project not fully completed, however the additional joint venture monies have come into CCC this financial year and therefore the net budget needs to be carried forward.	35,000	35,000	15,847	19,153
	Significant Economic Events	Initial stages of planning for TRENZ Conference in Christchurch	30,000	21,000	10,496	19,504
	<b>Advocacy Teams</b>					
	Discretionary Development	Contracts in the process of being signed and payments may not be made before 30 June	12,500	Balance	7,371	5,129

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
	Community Development Research	Due to Standing Committee review terms of reference delay. Work starting two months late. Part of the Councils review of funding streams.	25,000	Budget unspent as at 30 June	16,118	8,882
	Youth Projects	Major spending put on hold owing to the review of the Youth Council etc. - request declined by Review Team.	38,900	Budget unspent as at 30 June	22,384	
	Youth Council	Spending put on hold owing to the review of the Youth Council etc. - request declined by Review Team.	32,153	Budget unspent as at 30 June	2,973	
	Renewals & Replacement	Purchases have not proceeded due to the decision on the final location of the Service Centre/Board Room	21,000	21,000	8,899	12,101
	Renewals & Replacement	Purchases have not proceeded due to the decision on the final location of the Service Centre/Board Room	6,000	6,000		6,000
	Northlands Youth Facility - Council Funding for Rental	Property expected to be leased not available. Staff and community still negotiating for another property	45,000	45,000		45,000
	Renewals & Replacement	Awaiting the outcome of unit review before work can commence.	6,000	6,000	167	5,833
	Asset Improvements	Awaiting the outcome of unit review before work can commence.	2,000	2,000	2,321	
	<b>Social Initiatives Funding</b>					
	Community Workers HE Hei/Broomfield	Contracts in the process of being signed And payments may not be made before 30 June		Budget unspent as at 30 June		
	Canterbury Fijian Social Services Trust	Contracts in the process of being signed And payments may not be made before 30 June	50,000	Budget unspent as at 30 June	30,000	20,000
	Te Whatumanawa O Rehua	Contracts in the process of being signed And payments may not be made before 30 June	25,000	Budget unspent as at 30 June	25,000	
	Community Development Facilitators	Approved by APSC - 02/03 budget provision reduced accordingly	322,473	126,000	154,750	126,000
	Anger management	Approved by APSC - 02/03 budget provision reduced accordingly	47,232	47,232		47,232
	Te Kaupapa Whakaora Trust	Approved by APSC - 02/03 budget provision reduced accordingly	50,000	25,000	50,000	
	Support for Disability initiatives	Approved by APSC - 02/03 budget provision reduced accordingly	82,500	42,500	40,000	42,500
	Early Prevention	Approved by APSC - 02/03 budget provision reduced accordingly	150,000	75,000	150,000	
	Drug Education for Youth	Approved by APSC - 02/03 budget provision reduced accordingly	169,311	34,500	86,000	34,500
	<b>Tuam St Early Learning Centre</b>					
	Tuam St ELC - Equipment	Due to the uncertainty of tenure of the site work was held back. Now the this has been confirmed the work will proceed but will not be able to be completed this financial year.	5,000	Balance	1,036	3,964
	Tuam St ELC - Outdoor Furniture	Due to the uncertainty of tenure of the site work was held back. Now the this has been confirmed the work will proceed but will not be able to be completed this financial year.	7,000	7,000		7,000
	<b>QE II Preschool</b>					

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
	QEII Preschool - Outdoor Furniture	Work held up pending the need to find a suitable contractor.	3,000	Budget unspent as at 30 June		3,000
	QEII Preschool - Redevelop Outside Play Areas	Work held up pending the need to find a suitable contractor.	2,500	2,500	1,030	1,470
	<b>CORPORATE EXPENSES</b>					
	Healthy ChCh - City Managers Consultancy	Healthy Christchurch Charter to be signed by over 100 agencies - July 2002. Consultation costs and charter production costs. Council priority framework - as requested by Mayor Garry Moore. Cannot be completed until Charter signed by all parties (July 2003)	30,000	Balance of budget	16,417	13,583
	Business Continuance Project	Project on-going in 02/03	66,496	Balance	18,322	48,174
	Efficiency Projects	Project on-going in 02/03	202,780	Balance	176,600	26,180
		PC Restructuring Fund		-26,180		-26,180
	Change Management Processes	Project on-going in 02/03	100,000	Balance (s/be full \$100K)		100,000
	Passport to the Millennium	Funding not received ex NCC, COCA, Lotteries Grants Board for 01/02 payments	-41,156	balance	-21,333	-19,823
	Bertelsmann Quality of Life Project	Project yet to commence	8,450	8,450		8,450
	Lytelton Marina	Planning commenced, to be progressed in 02/03	144,300	119,013	25,287	119,013
	Corp Expenses - Professional Fees	Agreement by Corp Team to fund a pool inspector for ESU	130,000	95,000	21,393	95,000
	<b>CORPORATE OFFICE</b>					
	<b>Operations Directorate</b>					
	Emergency Water Supply - Civic Offices	This project didn't proceed during the year due to uncertainly over future of the Civic Offices. The project will proceed during 2002/03.	20,000	20,000		20,000
	Engineering & Rescue HQ Improvements	The improvements planned, Electronic Emergency Event Management etc, has yet to be finalise with Geodata. Initial planning has begun and implementation will occur during 2002/03	10,000	10,000		10,000
	Customer Services Consultant fees	Commitment unlikely to come to charge this financial year - Worksmart project	36,360	12,000	15,077	12,000
	Ground floor Foyer Upgrade	Project stopped because of uncertainly about future of Civic Offices	75,825	68,224	7,715	68,110
	ETITO Training	Income from external agency - to be spent on Customer Services training not completed in this financial year	2,625	\$2,832 (or anything remaining)	169	2,456
	Customer Info and Interaction System	Slow implementation of GEMs RFS	84,704	67,624	27,590	57,114
	<b>Policy Directorate</b>					
	Historic Building Retention Funds	Approved grant applications not taken up	690,189	balance	720,902	



**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	Historic Building Fund	Uncommitted Historic Building Purchases (Capital Fund Rollover)	676,663	675,927	736	597,052
		Historic Places Fund		-675,927		-597,052
	Heritage Development Project	Lotteries Commission Grant (TP 2000) for Heritage Trail received 12 March 2002, work not completed	30,000	15,657	23,015	6,985
	Our City O-Tautahi	01/02 capital expenditure was funded from the 00/01 carry forward as the project timeline was extended.	390,336	50,000	362,154	28,182
	Urban Renewal Projects - Street tree planting- Sumner, Duncan Street, Charleston Reserve, Lincoln Road/Lyttelton Street site improvements, Edward Avenue, Charles Street walkthrough	Street tree planting- Sumner, Duncan Street - The project has changed locations from Ferry Road to St Leonards Square - new public consultation is required. Works will be completed this planting season : Charleston Reserve - Works will continue into the next financial year to fit in with a Parks Unit budget for installing play equipment. Works are scheduled for completion mid July : Lincoln Road/Lyttelton Street site improvements - Works have been stalled to accommodate kerb and channel works currently being undertaken in Lyttelton Street, and the installation of a 300mm pipe across the site. Works will be completed by mid July 2002 : Edward Avenue - Street works (including landscaping, road width reduction and landscaping) to tie in with City Streets tender process and City Streets budget allocations for next financial year, and for integrated roading work on the corner of Allard Street and Edwards Ave which will be completed by the end of this Winter.	180,756	90,599	90,157	90,599
	Project Feasibility Studies	Number of projects have been committed including Turners and Growers, Yee Ballantynes, Bedford Row, Building Conversion study	60,000	balance of budget	595	59,405
	Central City Board Running Costs	Commitments made to "Our City Project", Central City Revitalisation "Office", Central City Mayoral Forum costs	74,500	balance of budget	12,494	62,006
	Central City Board Development Projects	Projects underway with commitments include: Turners and Growers, Bedford Row developments, legal costs surrounding numerous projects, central city produce Market	139,756	balance of budget	32,602	107,154
	Central City Team - Internal and External	Commitments include \$150,000 Council commitment to property developer Dennis Harwood; various consultant services on design, parking strategies, area planning, consultation, heritage bldg seismic strengthening consultant study	250,000	balance of budget	54,055	195,945
		Capital Endowment Fund		-50,000		-45,945
	Special Character Precinct Area	Commitments made re: various High street building upgrades still to be expended	200,500	balance of budget	88,226	112,274
		Capital Endowment Fund		-150,000		-111,774
	Disability/Barrier Free Fund	Officer responsible resigned - not replaced for several months. Elected member and staff training package out for tender. To be contracted later July	20,000	Balance of budget	164	19,836

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	Community Development Research	Standing Committee requested full funding review - requires research, consultation, and analysis, printing (in partnership with CRU). Delay in confirmation of terms of reference expected completion Aug 02 On completion or review - production of policy and funding kit. Policy Implications of demographics - production delayed due to delay in census data Completion Nov 02. Additions to central city research report requested by Mayoral Forum.	20,000	Balance of budget	6,052	13,948
	Bylaw Policy & Publicity	Delay in receiving legal advice re bylaws on cats means it is likely that publicity will occur in the 02-03 year	8,000	5,000	168	5,000
	Air Pollution Research/Promotion	Noise survey commenced later than expected and final report now expected in June 02. Contract entered into.	65,000	Balance of budget	35,164	29,836
	Police Joint Venture Security Patrols	Contract started later than programmed and extension granted to finish later	30,000	Balance of budget	28,088	1,912
	Climate change	Nature of initiative means significant expenditure required at end of initiative following low cost preparatory work which is now nearing completion of first phase with commitments being made for follow though to give effect to the initiative.	50,000	balance	16,151	33,849
	Sustainable Chch initiatives	Nature of initiative means significant expenditure required at end of initiative following low cost preparatory work which is now nearing completion of first phase with commitments being made for follow though to give effect to the initiative.	110,000	balance	65,537	44,463
	Triple Bottom Line	Nature of initiative means significant expenditure required at end of initiative following low cost preparatory work which is now nearing completion of first phase with commitments being made for follow though to give effect to the initiative.	30,000	balance	6,897	23,103
	Professional Fees	Work on Long Term Community Planning to be undertaken in the new year as it was delayed due to the Local Govt Bill not being finalised	75,000	balance		75,000
	Professional Fees (external) plus Information & Research	Area Planning and City Plan References to the Environment Court commitments underway	200,000	balance	27,131	172,869
	Long Term Urban Development Strategy	Significant work commitments upcoming for Urban Development Strategy	60,000	balance	3,105	56,895
	Purchase of Data	Commitments include Area and City Plan planning exercises, Urban Development Strategy, and Future Path Canterbury project commitments	22,000	balance	11,270	10,730
	Geodata	Geodata and GIS commitments including Heritage database updates and city wide aerial photos	50,000	balance	9,810	40,190
	Christchurch Cathedral Seismic Grant	Construction contract not completed this year	200,000	127,250	39,417	127,250
	Archaeological sites	Archaeological update contract not completed	10,000	2,634	7,379	2,621
	Council Transport Initiative	Staff Bus Ticket project - ongoing in 02/03	65,000	65,000		65,000

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	Environment Conservation, OpenSpace Policy	Natural Environment Strategy Mapping project spec-ed, costed, initiated 01/02 year.	20,000	18,000		18,000
	<b>Finance Directorate</b>					
	Staff Training	Course date changed to 02/03, funding allowed for in 01/02 budget	22,000	15,000	5,921	15,000
	Core Business Systems	To enable Core Business Systems development	342,992	342,992	7,722	335,270
	<b>Information Directorate</b>					
	Quality of Life Indicators joint survey and data purchase	Survey has been tendered and was postponed while new cities were brought up to speed on the project; data purchase was similarly postponed. Both are now underway and will continue into the next financial year	99,311	6,000	122,132	
	Core Business Solutions - Open Projects	Open Projects - various. Transfer remainder at end of year. (eg. Worksmart)	277,781	65,501	241,570	36,211
	Core Business Solutions - Open Projects for GEMS	Open Projects - Various (eg. Worksmart, GEMS Work Requests)	447,371	113,409	293,067	113,409
	Core Business Solutions - Open Projects for SAP	Open Projects - Various (eg. BW, Portal, SAP Work Requests)	375,000	248,576	127,372	247,628
	Core Business Solutions - Open Projects for GEMS Assault	Open Project - GEMS Assault. Transfer to 163/204/2/3 for next FY.	16,131	16,131		16,131
	Consultants Fees	Collectively these relate to Year 1 of the approved "E-Council Project". Carry forward is requested because of the delayed start to the project, mid-way through 01/02 year. This delay was caused by difficulties in recruitment, which was not completed until November 2001. The project is now fully operational and progressing well.	25,000	balance	17,390	7,610
	Depreciation	Request declined by Review Team.	62,366	balance		
	Equipment Maintenance	Request declined by Review Team.	105,875	balance		
	eCouncil Capital		351,100	balance	158,730	192,370
	<b>CORPORATE SERVICES</b>					
	Wind Energy	The first purchase of Wind Energy has been delayed till Jan 2003	12,000	12,000		12,000
	Warmer Home Grants	Payment of grants for installations booked in 2001/02	697,310	80,000	273,484	80,000
	Clean Air Grants	Payment of grants for installations booked in 2001/02	264,008		88,011	
	Energy Efficiency Showhome	Displays purchase delayed till 2002/03	3,710	Balance	276	3,434
	Light Vehicle Purchases	Continued Fleet replacement	1,202,366	Balance	716,140	486,226
		Plant Renewal Fund		-486,226		-486,226

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
<b>ECONOMIC DEVELOPMENT &amp; EMPLOYMENT</b>						
	Tourism Marketing	CCM Ltd Depreciation on fitout - delayed transfer to new premises	50,000	8,104	41,896	8,104
<b>ENVIRONMENTAL SERVICES</b>						
	City Plan - Legal Fees	Timing of lodging/defence of references to the Environment Court slower than anticipated.	471,395	Balance as at 30.6.02	287,194	184,201
<b>FINANCIAL SERVICES</b>						
5.1.22	Contract Software Support	The Financial Services Unit will be putting its banking out to tender. This tender will include software changes. These changes will mean changes to the current system and this carry forward is required to fund these changes	30,000	30,000		30,000
5.1.6	Programming Costs	The Local Government (Rating) Act (2002) has made a number of changes to the administration of the rating system which will require changes to be made to the rating system. These changes relate to remissions ,the separation of the Ecan rates from the CCC, the Rates Invoice and a Rates Assessment.	53,000	35,971	17,057	35,943
5.1.5	Programming Costs	The Local Government (Rating) Act (2002) has made a number of changes to the administration of the rating system which will require changes to be made to the rating system. These changes relate to remissions, the separation of the Ecan rates from the CCC, the Rates Invoice and a Rates Assessment.	13,000	10,965	2,035	10,965
5.1.5	Valuation Fees	This carry forward request relates to the tendering of banking and remittance processing which was one of the recommendations of the Financial Services review. (Report finalised 21 June 2002) For this to happen there is a need to employ a skilled systems and banking person short term to re-engineer our banking and remittance processing. This will involve documenting the current processes and it also involves identifying the new processes to replace the current ones and who will be responsible for what and how they will work. Once the new system goes live there is a need to monitor it, to resolve the outstanding issues and train staff. This is the approach that Auckland City Council used when they let their banking and remittance processing contract.	1,173,500	39,140	1,141,896	31,604
	Fixed Asset Renewals	This funding will be utilised for the reorganisation of the Financial Services accommodation.This is based on the recommendations arising from the FS U Review.	28,254	10,000	5,526	10,000

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	<b>GRANTS</b>					
	Events Seeding Fund	Funds Committed but not yet uplifted	250,209	155,109	95,100	155,109
	Community development Scheme	Funds Committed but not yet uplifted	527,252	Balance	454,407	72,845
	Cardiothoracic Intensive Care Unit	Funds not yet uplifted	20,000	20,000		20,000
	Theatre Royal grant ex 02/03 - carryback - actioned	Grant ex 02/03 bought forward March 2002 Council Meeting	-50,000	-50,000		
	<b>LEISURE &amp; COMMUNITY SERVICES</b>					
	City of Christchurch - International Soccer Tournament	Tournament rescheduled to December 2003. Contract for funding not yet finalised	40,000	40,000		40,000
	IPC World Wheelchair Games	Event Awarded - No Pre event costs incurred. Contract for Funding not yet Finalised' Events programmed for October/ November 2003	25,000	25,000		25,000
	Festival of Motorsport	Date for the Event Not yet set. Also \$100,000 in Event Seeding for this event	10,000	10,000		10,000
	Shirley/ Papanui Board Funding - Youth Projects	Funds set aside for new Papanui Youth Centre - The Centre is now to go ahead in 2002/2003	22,000	9,700	12,377	9,623
	Garden City Marketing	Funds now reallocated by Events and Festival Subcommittee for development of Garden festival. Budget for 2002/2003 plus C/fwd from 2000/2001	120,714	Balance	23,489	97,225
	Events Marketing and Research - In-house Events Evaluation	This Project has been delayed due to the New Events and Festivals Subcommittee reviewing the programme of events. Significant number will be evaluated during 002/2003	11,000	Balance		11,000
	Leisure Planning - Sports Facilities Plan	Progress on Facilities Plan is in the Information gathering phase. Expenditures come when printing a Draft Plan and undertaking consultation phase.	20,000	Balance		20,000
	Canterbury Cricket Assn Grant	This Funding was to be used by CCA however proposal is for Funds to be Carried forward and used by Leisure in the Capital Vote for using to relocate and upgrade the Civil Defence Building for Cricket and other sports. Supported by Council during Annual Plan Process	188,992	balance		188,992
	Community Recreation Initiatives	Funding has been awarded to two groups under this scheme and we are awaiting signing of contracts and performance measures before sending out the funds	62,500	47,300	71,124	
	Sport Development/ Advice	Contract with Sport Canterbury. Funding Committed not yet uplifted on completion of funding agreement	25,000	21,700	24,960	40
	Pioneer Leisure Centre - Stadium	This funding is proposed for tiling the changing room floors in the Pools as problems have been experienced since opening with the existing flooring. This work is scheduled during a closedown in September 2002	29,337	36,000	6,339	22,998
	Cathedral Square Market Stalls	Awaiting clarification in Stage 5 redevelopment if Market Stalls to be relocated or staying where they are.	15,000	15,000		15,000
	Cathedral Square Equipment	See above - 'Money to be used on the new Stalls	10,000	10,000		10,000

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	Pools - Plant Renewal	Allocated over our Leisure Centres and Indoor and Outdoor Pools. Total allocation has been committed for projects - not all can be completed within the financial year due to contractors not being available. - request deleted to eliminate unit capital deficit	181,165		159,507	
	Pioneer Leisure Centre Asset Purchases	Carryforward from previous Year - Committed for New Heat Pump	50,000	50,000		50,000
	Pioneer Leisure Centre Heat Pump	Funding has been provided by the Energy Manager for portion of this contract. Work Committed but not yet undertaken	96,000	96,000		96,000
	Porritt Park Stadium Upgrade	Project Programmed over two Year. Still in Planning stage. No contracts let.	280,000	280,000		280,000
	Training Pool Surrounds	Awaiting completion of the QEII Redevelopment project. To be added to the sum of \$35,000 in the 2002/2003 year so that the work can all be done at once.	35,000	35,000		35,000
	Village Green Toilets	To be incorporated into the overall Village Green Development and including funding ex Canterbury Cricket Association Grant	176,559	172,678	3,881	172,678
	Customer Control	Scheduled for installation in July - Deposit Paid - Final Payment on Delivery	25,000	25,000		25,000
8.4.16	Event Development	Funding will be added to Garden Festival Development proposals for following year.	10,000	10,000		10,000
8.4.18	Leisure Unit Strategic Plan	Funding has been used for Artwork in Public Places Policy Document Preparation. Operational Procedure manual has been committed but money not spent as at 30 June	20,000	5,500	14,432	5,500
	Multisensory Room	project completion in 02/03	232,049	180,272	51,777	180,272
	QEII Park Pools Redevelopment	Uncompleted work	7,187,843	Remainder	6,066,895	1,120,948
	English Park	Uncompleted work	1,511,623	Remainder	1,445,869	65,754
	QEII - additional car parks/landscaping	Uncompleted work	121,872	Remainder	121,008	864
<b>LIBRARY AND INFORMATION SERVICES</b>						
8.2.viii 8.2.5	Self issue machines	New model in testing and delayed purchase until testing complete	60,000	60,000		60,000
N/A 8.2.4	John Rourke bequest Ethnic Services Collection	Bequest for the purchase of stock - further orders still to be placed Difficulty in sourcing stock and supplier. Now sorted - order placed but will not be received in this financial year	15,000 17,000	4,746 17,000	10,254 8,131	4,746 8,869
N/A	Nestle Write Around NZ	External funds received to run this project - continuing across two years	2,282	1,856	426	1,856
	Special projects	Stocktake, Strategic plan, bicultural plan project - not complete within the financial year	90,762	40,000		40,000
N/A	Globalnet	Funding has come from Turning Point 2000 and other sources ex rates - balance needs to be carried forward	60,000	37,955	23,082	36,918
8.2.vi 8.2.6	Chch On line	Funding for a 2 year project from Community Trust	270,000	219,600	75,813	194,187

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
8.2.8	Central Library project fees	Balance of changes to Central Library	120,000	30,000	67,339	30,000
8.2.vii	TAOS training	Deferred because of delay in implementation library systems	20,000	20,000		20,000
8.2.8	Signage project	Delayed because of problems with getting Maori translations - in progress and committed	30,000	19,500	10,487	19,500
8.2.8	Signage project	See above	12,000	12,000		12,000
8.2.8	Signage project	Promotions around the new signage project also delayed	52,700	25,000	11,559	25,000
N/A	Friends of Library ESOL books	Donation just received from FOL for the purchase of ESOL books. Needs to be carried forward as no purchases made yet	4,500	4,500		4,500
<b>PARKS &amp; WATERWAYS</b>						
	Tidal Backflow control - Richmond Hill Project	Contract let but project incomplete	36,400	24,153	12,247	24,153
	Litter Control work - Nayland St - Richmond Hill Project	Contract let but project incomplete	110,000	50,000	67,806	42,194
	Richmond Hill Waterway	Contract let but project incomplete	248,660	145,429	103,231	145,429
	Tributary System Emergency Works - Scarborough Gates	Consent granted but hydraulic systems under redesign	65,000	60,435	4,565	60,435
	Victory Drain	Project still requires land purchase and consents	75,000	73,429	1,571	73,429
	Community Initiatives - Horotane/Duncan Park accessway	Land purchase negotiation not yet complete to allow this to proceed. \$20,000 additional funding from City Streets to be transferred to this code.	60,000	38,447	21,553	38,447
	Mary Duncan Park	Project held over to coincide with other work programmed for 02/03	35,000	29,173	5,827	29,173
		Cash in Lieu fund		-29,173		-29,173
	Fitzgerald Ave to Porrit Park stabilisation	Awaiting consent for bridge across Dudley Creek	50,000	23,185	26,815	23,185
	Cranford QE2 corridor - Tysons/Godfreys confluence	Consent granted , and awaiting ecological assessment and monitoring bores to be completed	82,000	60,933	21,067	60,933
	Tysons/Godfreys confluence	Consent granted , and awaiting ecological assessment and monitoring bores to be completed	16,931	16,931		16,931
	CHCH Golf Club	Contract let for bridges but not yet complete	150,000	28,361	121,639	28,361
	Streets/Community Commercial - 546 Madras	Contract in progress but not yet complete	80,000	67,852	12,148	67,852
	St Albans Creek at 546 Madras	Contract in progress but not yet complete	40,000	10,000	49,980	
	Old Lake Outlet	Covenant documents almost complete - contract to be let in spring	40,000	36,869	3,131	36,869
	Horseshoe Lake	Covenant documents almost complete - contract to be let in spring	65,000	51,740	13,260	51,740
	Avon River Stopbank	Contract originally put on hold awaiting Outfall Drain investigations. Design now proceeding	300,000	225,913	74,087	225,913
	Templeton Stormwater drainage scheme	Project held up due to main fibre optic line running through the middle of one of the sites. Alternative design options and sites being actioned.	262,000	153,493	108,507	153,493
	Community Commercial partnerships - 312 Westminster St	Consents and agreements in place - Contract let awaiting start date	55,000	44,381	10,619	44,381
	Roading Outfalls - Johns Rd Basin	Awaiting Resource Consent	90,000	7,451	82,549	7,451
	Brick Barrell renewal - Cambridge green	Contract in progress but not yet complete	100,000	24,228	75,772	24,228
	Salisbury/Cambridge Reserve	Contract in progress but not yet complete	50,000	38,415	11,585	38,415

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	Cambridge/Barbadoes Reserve	Contract in progress but not yet complete	7,500	7,126	374	7,126
		Cash in Lieu fund		-7,126		-7,126
	Avon Loop Planting-Cambridge Green	Contract in progress but not yet complete	4,700	4,700		4,700
	Icons and Outfalls - Cambridge Green	Contract in progress but not yet complete	12,000	10,306	1,694	10,306
	Picton Ave headwall replacement	Awaiting resource consent for whole project	87,939	24,524	63,415	24,524
	Picton Ave Reserve (R/W)	Awaiting resource consent for whole project	50,000	4,397	45,603	4,397
		Cash in Lieu fund		-4,397		-4,397
	Picton Ave Reserve	Awaiting resource consent for whole project	2,000	2,000		2,000
	Parks Bridges - Picton Ave Reserve & Groynes	Picton Ave : Awaiting resource consent for whole project. Groynes :	45,900	27,975	17,925	27,975
		Consent granted for work to begin in Sept				
	Brooklands swale and subsoil drains	Project out for tender	80,000	75,653	4,347	75,653
	Living Streets project - Aynsley Terrace	Held up due to consultation process	12,000	10,895	1,105	10,895
	New Street Tree planting	Trees only just released from the Nursery, therefore some streets not finished by 30/6	81,200	32,511	48,689	32,511
	Natural Ponding Areas (Hendersons Basin)	Awaiting land purchase	40,000	2,678	37,322	2,678
	Hansons Lane piping	Project put on hold due to other work in the catchment	66,000	66,000		66,000
	Halswell Domain Extension	Project held up awaiting final design and fields now required for winter use.	95,000	83,942	11,058	83,942
		Contract now let for spring installation of irrigation				
		Cash in Lieu fund		-83,942		-83,942
	New District Sports Park - Halswell Domain	Project held up awaiting final design and fields now required for winter use.	73,900	57,494	16,406	57,494
		Contract now let for spring installation of irrigation				
	Armagh St Reserve	Project held up awaiting neighbours consent	10,000	9,509	491	9,509
		Cash in Lieu fund		-9,509		-9,509
	Estuary Green Edge - Chrlesworth Wetlands	Awaiting resource consent	117,632	86,370	31,262	86,370
	Estuary Green Edge - Bexley Wetlands	Awaiting resource consent	97,742	97,742		97,742
		Cash in Lieu fund		-97,742		-97,742
	Bexley Wetlands	Awaiting resource consent	153,000	5,942	147,058	5,942
		Cash in Lieu fund		-5,942		-5,942
	Bexley Wetlands	Awaiting resource consent	91,504	52,900	38,604	52,900
		Cash in Lieu fund		-52,900		-52,900
	Wetland Development Lottery Grant	Balance of funding to be spent 02/03 when Consent is granted	98,000	22,213	75,787	22,213
	Shortland Reserve	Project still awaiting final development options for dealing with contamination	150,000	145,310	4,690	145,310
	Latimer Square	Awaiting resolution of planning and consultation issues	160,000	127,880	32,120	127,880
	Betty Hilda Bennett Bequest	Final design plans underway to spend the last of this bequest	47,644	46,998	646	46,998
		Cash in Lieu fund		-46,998		-46,998
	Cashmere Village Green, Hillary Reserve, Jellie Park	Contracts let but work not finished	314,600	45,000	279,474	35,126
		Cash in Lieu fund		-45,000		-35,126
	Charlesworth St Native Trees Please	Held up with Estuary Green Edge project resource consent	10,000	9,906	94	9,906
	Farnborough Reserve	Project delayed due to land swap and expressway works	7,500	6,392	1,108	6,392
		Cash in Lieu fund		-6,392		-6,392



**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
	Caverock Landscape Development	Project has been revised and re-tendered to fit into the allocated budget	265,000	209,819	55,181	209,819
	Sumner Beach Access Ramp	Work associated with Cave Rock development and will proceed in conjunction with that contract	4,184	3,998	186	3,998
	Otukaikino Sth Branch - Groynes Bridge	Consent Granted for work to commence in September	18,129	16,325	1,804	16,325
	New Cemetery Site	Contract for development let but work not finished	45,900	12,887	33,013	12,887
	Hagley Park lighting and frontage	Awaiting resolution of planning and consultation issues	133,000	132,559	441	132,559
	Botanic Gardens lighting and frontage	Awaiting resolution of planning and consultation issues	99,742	99,695	47	99,695
	Merivale Reserve Interpretation Panel	Currently under design	5,000	4,836	164	4,836
	Washington Reserve	Contract underway	152,495	79,071	73,424	79,071
		Cash in Lieu fund		-79,071		-16,300
	Cracroft Reserve Toilets	Awaiting Resource Consent	154,603	138,509	16,094	138,509
	Macfarlane Park Toilet	Contract in progress but not complete as at 30/6	47,403	27,540	19,863	27,540
	Rawhiti Domain Toilet	Contract in progress but not complete as at 30/6	47,403	27,540	19,863	27,540
	Bexley BMX Toilets	Contract in progress but not complete as at 30/6	10,512	9,619	893	9,619
		Cash in Lieu fund		-9,619		-9,619
	Ferrymead Carpark	Tied in with Heathcote Heritage Park development and awaiting consent	34,348	34,348		34,348
		Cash in Lieu fund		-34,348		-34,348
	Tramway Carpark	Tied in with Heathcote Heritage Park development and awaiting consent	33,000	5,000	36,831	
	Styx Mill Reserve	Consent for carpark recently granted and contract let. Construction being funded over 2 financial years	80,400	55,518	24,882	55,518
		Cash in Lieu fund		-55,518		-55,518
	Styx Mill Reserve BBQ and Shelter	Project tied in with Carpark work above.	6,500	6,427	73	6,427
	Burnside Park Toilets	Balance of funding from this project to be used for a car park at Fendalton Park as per F/W decision	83,066	43,178	39,888	43,178
	Victoria St Clock Tower	Design and seismic investigations now complete. Refurbishment work to begin next year	50,000	49,859	141	49,859
	Thompson Park Playground	Structural assessment complete. Conceptual design ready for consultation	50,000	46,967	3,033	46,967
	Rosanna Reserve Playground	Playground development held over to next financial year to tie in with landscape development funding	10,000	10,000		10,000
	Nunweek Park Playground	Remainder of project held up by neighbouring subdivision.	40,000	11,966	28,034	11,966
	Sanscrit Reserve Playground	Contract let but work not finished	8,500	3,241	5,259	3,241
		Cash in Lieu fund		-3,241		-3,241
	Crosbie Park Basketball Court	Contract let but work not finished	35,000	20,320	14,680	20,320
	Highcrest Reserve Playground	Further consultation required	15,000	13,516	1,484	13,516
		Cash in Lieu fund		-13,516		-13,516
	Springmead Reserve	Contract for development let but work not finished	20,000	12,990	7,010	12,990
		Cash in Lieu fund		-12,990		-12,990
	Taylors Mistake Playground	Contract for development let but work not finished	30,000	28,306	1,694	28,306

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
		Cash in Lieu fund		-28,306		-28,306
	Arran Reserve Playground	Further consultation required	25,000	23,516	1,484	23,516
	Cutler Reserve Playground	Further consultation required	25,000	21,657	3,343	21,657
	Godley Head - Toilets	Funding to be carried forward as per Parks, Gardens and Waterways Committee resolution	33,226	30,237	2,989	30,237
		Cash in Lieu fund		-30,237		-30,237
	Waimari Beach Toilet	Contract for development let but work not finished. Includes funding transferred from Withells Island	100,565	86,146	14,419	86,146
		Cash in Lieu fund		-86,146		
	Edmonds Gardens	Donation received from "Friends" group. To be carried forward to fund irrigation work next year	46,660	21,330	25,330	21,330
	Millennium Bridge	Funding held over to pay for artists time and Art in Industry involvement	84,131	84,131		84,131
	Donnell Sports Park	Further consultation required	20,000	18,676	1,324	18,676
		Cash in Lieu fund		-18,676		-18,676
	Merivale Reserve Tennis Court	Awaiting neighbours consent	10,000	9,672	328	9,672
	Westlake Park	Contract for development let but work not finished	45,000	39,841	5,159	39,841
		Cash in Lieu fund		-39,841		-39,841
	Major Tree Replacements	Contracts underway but not complete	71,400	17,601	53,799	17,601
	Barbadoes Cemetery	Additional board funding transferred to Parks and Waterways in May, with no time to action	6,000	6,000	6,211	
	Linwood Cemetery	Additional board funding transferred to Parks and Waterways in May, with no time to action	118,598	40,000	99,740	18,858
	Botanic Gardens Kiosk Bridge replacement	Awaiting consent.	122,000	99,465	22,535	99,465
	Botanic gardens band Rotunda refurbishment	Awaiting consent	66,452	4,130	62,322	4,130
	Sign of the Bellbird Toilets	Insurance money recently received for the rebuilding of this block. Design now underway	36,190	36,190		36,190
	Bridge Lighting Central City	Contract let, awaiting arrival of materials from overseas	30,000	13,116	16,884	13,116
	Hereford St Reserve	Funding transferred fro H/F Board. No time to implement yet.	6,000	6,000		6,000
	Grant Armstrong/Avonhead Park	Funding transferred fro F/W Board. No time to implement yet.	3,500	2,954	546	2,954
	MacFarlane Park Skateboard Facility	Design complete and awaiting consultation	25,000	21,918	3,082	21,918
	Rawhiti Domain - Archery Drive	Consultation now complete. Contract let	40,800	34,212	6,588	34,212
	New Cemetery Purchase	Offer made subject to Council Approval, Resource Consent and groundwater tests.	520,200	515,526	4,674	515,526
	Old No. 2 Drain at QE2 Drive Land Purchase, Cremery Stream Development	Yet to confirm suitable site. May require redesign of scheme. Cremery Stream : Contract not fully complete	2,225,000	318,501	1,906,499	318,501
	Sister Cities Gardens	Additional funding has recently been received, and targeted for next years projects	47,940	47,940		47,940
	Avice Hill Reserve	A late funding transfer from F/W that hasn't allowed time to implement the additional work	36,000	28,579	7,421	28,579
	Wainoni Skate Park	Project finally underway after extensive consultation (Aranui Renewal Programme) but will not be complete by 30/6	20,000	18,431	1,569	18,431

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

<b>Page Ref</b>	<b>Name of Project /Asset</b>	<b>Reason for Carry Forward</b>	<b>Budget Provision</b>	<b>C/Fwd Request</b>	<b>Actual Spent to 30/6/2002</b>	<b>C/Fwd Actioned</b>
	Wainoni Park Landscaping	Project finally underway after extensive consultation (Aranui Renewal Programme) but will not be complete by 30/7	20,000	20,000	23,969	
	Wainoni Park Playground	Project finally underway after extensive consultation (Aranui Renewal Programme) but will not be complete by 30/8	15,000	10,000	18,868	
	Wainoni Youth Rec.	Project finally underway after extensive consultation (Aranui Renewal Programme) but will not be complete by 30/9	14,570	12,528	2,042	12,528
		Cash in Lieu fund		-12,528		-12,528
	Papanui Waterway - Grants Road	Contract not fully complete	120,000	5,000	141,548	
	Outfall Drain Conversion	Project held up waiting on an in depth investigation of ground conditions in surrounding properties	115,000	66,141	48,859	66,141
	Linwood Outfall Drain Private Works	Project held up waiting on an in depth investigation of ground conditions in surrounding properties				
	Nepal Reserve Concept Plan (F/W)	Project dependant upon additional funding from an external developer.	3,000	3,000		3,000
	Upper Riccarton Domain	Relates to the purchase of the Bowling Club lease. This carryforward is dependant on external funding from the Bowling Club (Has been approved by Council).	85,000	85,000		85,000
	Risk Analysis	Project to run over 2 years commencing June 2001	6,180	6,072	108	6,072
	Board Transfers - Native Trees Please!	Allocations made late in 01/02	5,180	5,180		5,180
	Sumner Promenade	H/F Allocation for Disabled access	15,000	15,000		15,000
	Antarctic Donation	project work yet to complete	7,425	6,424	1,001	6,424
	Linwood Outfall Drain Private Works - NB Budget transferred to Capital as land was purchased	Project held up waiting on an in depth investigation of ground conditions in surrounding properties	200,000	23,350	176,650	23,350
	English Park Redevelopment	Uncompleted work	991,592	Remainder	940,135	51,457

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	<b>PUBLIC ACCOUNTABILITY</b>					
	<b>Community Board SCAP Fund.</b>	Board reviewing a wide range initiatives, and negotiating a number of potential partnerships although the final decisions are now not likely until July/August	36,000	Balance		36,000
	<b>CITY WATER &amp; WASTE</b>					
	<b>Water Supply Infra Renewals</b>					
	Headworks - Riccarton P/S	Contract delayed due to Resource Consent Issues	810,887	590,000	240,080	570,807
	Headworks - Fitzgerald P/Stn	Contractor work overload has delayed well drilling	200,000	190,000	1,930	190,000
	Grassmere	Contract delayed but under action. Request deleted to eliminate unit capital deficit	30,000			
	<b>Water Supply Infra Improvements</b>					
	Energy Efficiency Measures	Development of automation system by consultant has been slow.	180,000	180,000	8	179,992
	Life Lines Mitigation	Field work slower than desired - Request deleted to eliminate unit capital deficit	150,000		77,215	
	<b>Water Supply Infra New</b>					
	Huntsbury #4	Work programme is dependant on private developer. But is now proceeding	70,000	70,000		70,000
	New P/Stn Styx	Consent issues delayed commencement of construction	458,424	253,000	210,171	248,253
	Land Purchase	as for 502/109/13 as is all part of the same job	200,000	200,000		200,000
	<b>Liquid Waste</b>					
	Sewer Grouting	Programme commencement was later than originally scheduled - Request reduced to eliminated unit capital deficit	600,000	100,000	351,420	100,000
	Flow Monitoring	Some proceeding work not yet completed - Request reduced to eliminate unit capital deficit	700,000	292,785	109,527	292,785
	Project mgmt	Delays in Repairs to inside walls and Pipe Replacement	31,519	31,519		31,519
	Repairs to Inside Walls	Contract not yet commenced	12,000	12,000		12,000
	Water Pipe Replacement	Contract not yet commenced	4,080	4,080		4,080
	Lifelines flexible	Consultants slow on reporting strengthening options	386,930	176,000	238,143	148,787
	P/Stn 20 Major Upgrade	Equipment ordered with delivery due early 02/03 Financial Year	517,600	456,000	84,293	433,307
	Paperless Recorders	Awaiting Upgrade Work in P/Stn 20	7,140	6,093	1,047	6,093
	P/Stn 11 Major Upgrade	Design work slower than expected in being finalised	51,000	49,492	1,794	49,206
	P/Stn 11 Pressure Main	Further work on this is imminent	100,000	98,114	2,576	97,424
	Design Fees	All the 522/120 codes relate to the CWTP upgrade. This is running behind due mainly to construction delays. Over the code we need to carry fwd all unspent funds .We have not continued to shift budget around during the year but spent against the appropriate codes. Therefore you need to take a global look at 522/120.	400,000	134,606	269,666	130,334
	Clarifier Construction	As above	581,000	380,018	200,982	380,018
	Stage 2B	As above	349,765	260,977	88,788	260,977
	No2 Trickling Filter	As above	500,000	335,399	26,496	335,399
	Consent Process	As above	689,000	260,028	890,572	

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	Pond Modifications	As above	50,000	49,535	465	49,535
	Clarifiers 3 & 4	As above	3,000,000	38,215	2,036,381	38,215
	P/Stn 15 Rising Main	Required for Pig Launcher still to be purchased - Request deleted to eliminate unit capital deficit	100,000			
	Wastewater Pumping Station	Building still under review	150,000	150,000		150,000
	Subdivision Sewer Cost Share	Contributions committed not yet due	127,899	118,854	11,049	116,850
	Islington	Transit permissions have delayed the work	414,120	383,146	39,348	374,772
	KV Sludge Dewatering	Design work not finalised	81,674	46,730	17,221	46,730
	Water Conservation	Work delayed still to be undertaken	20,400	20,400		20,400
	Composting Rag & Grit	Work contracted only just commenced	150,000	149,851	258	149,742
	Sludge Dewatering	Delay in shipping the equipment	408,000	400,000	34,544	373,456
	Workshop Equipment	Equipment ordered	20,400	20,000	2,369	18,031
	Sed Tank Mechanical Equipment	Contract let work not yet completed	89,694	71,782	48,381	41,313
	Brick Building Repairs	Worked commenced not yet completed.	20,400	20,400	25,914	
	Upgrade Gas Control	Design not yet completed	12,000	11,806	9,284	2,716
	Air Conditioning Repairs	Unit not yet replaced as has lasted longer than expected.	12,240	12,240		12,240
	Control Room Controllers	Design not yet completed	30,600	30,600		30,600
	Portable Gas Detection Equipment	Purchase deferred as existing unit still working	6,120	6,046	74	6,046
	Airdryer	Purchase deferred as existing unit still working	6,120	6,120		6,120
	<b>Solid Waste</b>					
	Burwood Landfill Environmental Improvements	Work proceeding but not as fast as anticipated. Partly held up by Resource Consent Appln	57,797	41,506	22,893	34,904
	Resource Recovery Centres	RMF developments. Still at planning stage	43,577	43,577		43,577
	RMF / GPS	RMF Developments. Under planning at present	73,073	73,073		73,073
	Kerbside Recycling Bins	The bins have been purchased and are held at Stores but we are only charged as they are issued to the public.	134,736	84,813	49,923	84,813
	Invessel Compost Plant	Project rescheduled	57,778	57,778		57,778
	<b>Additional</b>					
	Water Education	Commitment for Production of general awareness video	65,000	20,000	16,125	20,000
	Advance Water Services Planning	Required for AMP improvements	177,500	50,000	225,491	
	W/S Reticulation	Required for GIS/GEMS development (linking Water &Wastewater Connections data from GEMS to GIS. Planned for this year not yet completed by Geodata)	388,491	50,000	2,700	50,000
	Ww Reticulation	Required for GIS/GEMS development (linking Water &Wastewater Connections data from GEMS to GIS. Planned for this year not yet completed by Geodata)	324,605	50,000	2,709	50,000
	Regional Water Study	Held up by delayed report from CRC	15,000	15,000	15,007	
					<u>62,444,655</u>	<u>31,210,430</u>

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
<b>SUMMARY</b>						
		Operational Expenditure			6,163,687	
		Operational Revenue			-781,013	
		Capital Expenditure			11,722,735	
		Infrastructure			13,851,231	
		Restricted Assets			3,213,300	
		Special Fund Drawdowns			-2,959,510	
		Net Total			<u>31,210,430</u>	
		<b>GROSS EXPENDITURE CARRYFORWARDS</b>				34,950,953
<b>SUMMARY OF SPECIAL FUND TRANSFERS</b>						
		Sports Stadium Fund (PCC)			-552,224	
		Housing Development Fund			-485,742	
		PC Restructuring Fund			-26,180	
		Plant Renewal Fund			-486,226	
		Historic Places Fund			-597,052	
		Cash in Lieu fund			-654,367	
		Capital Endowment Fund			-157,719	
					<u>-2,959,510</u>	

**TABLE XI CARRYFORWARD REQUESTS FROM 2001/02 TO 2002/03**

(NOTE: These requests will be considered at the August 2002 Council meeting)

Page Ref	Name of Project /Asset	Reason for Carry Forward	Budget Provision	C/Fwd Request	Actual Spent to 30/6/2002	C/Fwd Actioned
	<b>UNIT SUMMARY</b>					
	ART GALLERY					40,381
	CAR PARKING					465,699
	CITY STREETS					8,666,024
	COMMUNITY RELATIONS					608,113
	CORPORATE EXPENSES					364,397
	CORPORATE OFFICE					2,378,642
	CORPORATE SERVICES					95,434
						8,104
	<b>ECONOMIC DEVELOPMENT &amp; EMPLOYMENT</b>					
	ENVIRONMENTAL SERVICES					184,201
	FINANCIAL SERVICES					118,512
	GRANTS					247,954
	PROPERTY - MANAGEMENT					2,243,045
	PROPERTY - ASSET MANAGEMENT					2,725,615
	PROPERTY - HOUSING					
	LEISURE & COMMUNITY SERVICES					2,491,894
	LEGAL SERVICES					
	LIBRARY AND INFORMATION SERVICES					457,576
	MIS					
	PARKS & WATERWAYS					4,486,947
	PUBLIC ACCOUNTABILITY					36,000
	CITY WATER & WASTE					5,591,892
	<b>TOTAL NET CARRYFORWARDS</b>					<u><u>31,210,430</u></u>





3.1.0

*CORPORATE EXPENSES  
REVENUES & GRANTS*



3.1.0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUTS:	<b>OUTPUT SUMMARY</b>

For summary figures see page 3.1.1.

## 3.1.1

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUTS:	OUTPUT SUMMARY

<b>OUTPUT CLASS NET COST</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		\$	\$
<b>CORPORATE EXPENSES &amp; REVENUES</b>			
Community Facilities and Services	Page 3.1.3	8,330,912	9,624,609
Corporate Development	Page 3.1.4	1,905,000	1,673,630
Emergency Services	Page 3.1.5	1,161,082	1,180,002
Corporate Revenues	Page 3.1.6	(175,918,565)	(49,434,075)
		-----	-----
		(164,521,571)	(36,955,833)
<b>GRANTS TO COMMUNITY ORGANISATIONS</b>			
Community Services	Page 3.1.7	990,800	1,039,300
Economic Development & Employment	Page 3.1.9	830,500	625,000
Arts & Heritage	Page 3.1.10	845,500	877,500
Recreation & Sport	Page 3.1.11	344,550	330,125
Environment & Parks	Page 3.1.12	86,000	98,000
Corporate Services	Page 3.1.13	138,609	236,919
		-----	-----
		3,235,959	3,206,844
<b>TOTAL NET COST CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>		-----	-----
		(161,285,613)	(33,748,990)
<b>CAPITAL OUTPUTS</b>		=====	=====
	Page 3.1.14	-47,000,000	4,245,215

## 3.1.2

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUTS:	OUTPUT SUMMARY

<b>OUTPUT CLASS EXPENDITURE</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		\$	\$
<b>CORPORATE EXPENSES &amp; REVENUES</b>			
Community Facilities and Services	Page 3.1.3	8,330,912	9,624,609
Corporate Development	Page 3.1.4	1,905,000	1,673,630
Emergency Services	Page 3.1.5	1,161,082	1,180,002
<b>GRANTS TO COMMUNITY ORGANISATIONS</b>			
Community Services	Page 3.1.7	990,800	1,039,300
Economic Development & Employment	Page 3.1.9	830,500	625,000
Arts & Heritage	Page 3.1.10	1,045,500	1,077,500
Recreation & Sport	Page 3.1.11	719,550	680,125
Environment & Parks	Page 3.1.12	86,000	98,000
Corporate Services	Page 3.1.13	138,609	236,919
		-----	-----
		15,207,952	16,235,085
<b>OUTPUT CLASS REVENUE &amp; RECOVERIES</b>			
<b>CORPORATE EXPENSES &amp; REVENUES</b>			
Corporate Revenues	Page 3.1.6	175,918,565	49,434,075
<b>GRANTS TO COMMUNITY ORGANISATIONS</b>			
Arts & Heritage	Page 3.1.10	200,000	200,000
Recreation & Sport	Page 3.1.11	375,000	350,000
		-----	-----
		176,493,565	49,984,075
		-----	-----
<b>TOTAL NET COST CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>		(161,285,613)	(33,748,990)
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES &amp; REVENUES</b>

## **OUTPUT : COMMUNITY FACILITIES AND SERVICES**

### **Description**

- This output provides for Council contributions to (a) the Canterbury Museum Trust Board levied in terms of the Canterbury Museum Trust Board Act; and (b) Riccarton Bush Trust incorporated under an Act of Parliament and (c) meet the administration costs of the Mayor's Welfare Fund Trust established by the Council.

### **Objectives for 2002/03**

1. To meet the Council's statutory levies and agreed contributions to these community organisations.

### **Performance Indicators**

1. Payment of the amounts budgeted.

## 3.1.3

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	CORPORATE EXPENSES & REVENUES

<b>OUTPUT : COMMUNITY FACILITIES AND SERVICES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Museum Trust Board Levy	2,639,350	2,955,834
Museum Trust Board ex-Gratia Payment	515,887	515,887
Museum Trust Board Building & Development Project Grant (*1)	1,250,000	1,532,500
Riccarton Bush Trust Levy	108,310	108,310
Riccarton Bush Trust Operating Grant	49,865	65,778
Riccarton Bush Trust Capital Grant	50,000	50,000
Lyttelton Marina - Public Facilities & Breakwater	150,000	0
Contributions to Major Events to Christchurch	0	0
Subvention Payment (Travis Finance Ltd)	750,000	548,000
Interest Expense (re: Travis Finance Lid)	0	481,000
Interest Expense (re: Jade Stadium Funding)	2,817,500	3,076,800
<b>ALLOCATED COSTS</b>		
Mayors Welfare Fund Administration	0	0
Alloc O/Head - Corporate Overhead	0	290,500
<b>TOTAL COST COMMUNITY FACILITIES AND SERVICES</b>	----- 8,330,912	----- 9,624,609
	=====	=====

3.1.funding.text.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: CANTERBURY MUSEUM**

*Description* Statutory levy for the Canterbury Museum and special grants for building development project.

*Benefits* The Board maintains, develops and operates the Canterbury Museum to collect, conserve and display items of natural and cultural heritage. In addition it provides research and information services.

*Strategic Objectives* A1, A3, A4, A5 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

This is a levy imposed upon the stakeholders by statute. It has therefore been treated as a general benefit and allocated by capital value.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



3.1.funding.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : CANTERBURY MUSEUM**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	3,635,722	991,412	133,361	243,725		5,004,221 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	3,635,722	991,412	133,361	243,725	-	5,004,221
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	186,140	50,758	6,828	(243,725)		- CapValGen
<i>Total Modifications</i>	-	186,140	50,758	6,828	(243,725)	-	-
<b>Total Costs and Modifications</b>	-	3,821,862	1,042,170	140,189	-	-	5,004,221

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	3,821,862	1,042,170	140,189	-	-	5,004,221
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	3,821,862	1,042,170	140,189	-	-	5,004,221

3.1.funding.text.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: RICCARTON BUSH TRUST BOARD**

*Description* Statutory levy for the Riccarton Bush Trust Board.

*Benefits* The Board protects, conserves, enhances and makes available the 12.1 ha lands described as the Riccarton Bush and grounds' within the Act.

*Strategic Objectives* A1, A3, A4, A5 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

This is a levy imposed upon the stakeholders by statute. It has therefore been treated as a general benefit and allocated by capital value.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

3.1.funding.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : RICCARTON BUSH TRUST BOARD**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	162,807	44,395	5,972	10,914		224,088 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	162,807	44,395	5,972	10,914	-	224,088
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	8,335	2,273	306	(10,914)		- CapValGen
<i>Total Modifications</i>	-	8,335	2,273	306	(10,914)	-	-
<b>Total Costs and Modifications</b>	-	171,142	46,668	6,278	-	-	224,088

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	171,142	46,668	6,278	-	-	224,088
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	171,142	46,668	6,278	-	-	224,088

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: CONTRIBUTIONS TO MAJOR EVENTS**

*Description*

*Benefits*

*Strategic Objectives*

*CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The availability of major events is considered to benefit the City as a whole, through the contribution to quality of life, and through the attraction of visitors to the City; it is not possible to identify individual beneficiaries of this function.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

3.1.funding.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : CONTRIBUTIONS TO MAJOR EVENTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- CapValAll
0.00% Direct Benefits	-	-	-	-	-	-	- 0
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	-	-	-	-	-	-	-
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-	-	- 0
Non-Rateable	-	-	-	-	-	-	- 0
<i>Total Modifications</i>	-	-	-	-	-	-	-
<b>Total Costs and Modifications</b>	-	-	-	-	-	-	-
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-	-	- 0
0.00% Net Corporate Revenues		-	-	-	-	-	- 0
0.00% Capital Value Rating	-	-	-	-	-	-	-
0.00% Uniform Annual Charge		-	-	-	-		-
<b>Total Funded By</b>	-	-	-	-	-	-	-

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES &amp; REVENUES</b>

## **OUTPUT : CORPORATE DEVELOPMENT**

### **Description**

- Provision of financial resources to meet expenses which have a corporate benefit or are not specific to any particular Council output and to provide contingency funding for expenses not identified at the time of budget preparation.

### **Objectives for 2002/03**

1. Provide adequate funding for corporate expenses and contingencies.

### **Performance Indicators**

1. Expenses no greater than budget.

## 3.1.4

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	CORPORATE EXPENSES & REVENUES

<b>OUTPUT : CORPORATE DEVELOPMENT</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
DIRECT COSTS		
Professional Fees	335,000	340,000
Professional Fees / Depreciation	40,000	0
Trading Activities Professional Advice	50,000	50,000
Organisational Development	270,000	270,000
Efficiency Reviews (*2)	250,000	170,000
Change Management Process (*2)	100,000	0
Inflation Contingency	300,000	300,000
Project Contingencies	220,000	225,000
ACC Contingency	40,000	0
Energy Efficiency Projects	300,000	300,000
Depreciation of Rates Capitalisation Costs	0	18,630
Unspecified Civic and Community Projects Operating Provision	0	0
	-----	-----
<b>TOTAL COST CORPORATE DEVELOPMENT</b>	<b>1,905,000</b>	<b>1,673,630</b>
	=====	=====

(\*2) Funded from Corporate Restructuring Reserve

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: PROFESSIONAL ADVICE**

*Description* General professional advice and fees to revalue assets

*Benefits* Specialist advice on city wide projects.

*Strategic Objectives* F *CCC Policy* Financial Management etc.

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

Access to advice and consultancy is necessary for the impartial good governance of the City. The benefits are corporate and therefore General Benefits.

***Nature and Distribution of General Benefits******Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12******Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***



3.1.funding.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : PROFESSIONAL ADVICE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	247,021	67,359	9,061	16,559		340,000 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	247,021	67,359	9,061	16,559	-	340,000
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	12,647	3,449	464	(16,559)		- CapValGen
<b>Total Modifications</b>	-	12,647	3,449	464	(16,559)	-	-
<b>Total Costs and Modifications</b>	-	259,667	70,808	9,525	-	-	340,000

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	259,667	70,808	9,525	-	-	340,000
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	259,667	70,808	9,525	-	-	340,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: PROJECT FUNDING**

*Description* Corporate project funding.

*Benefits* Specialist advice on city wide projects.

*Strategic Objectives* **CCC Policy** Financial Management etc.

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

**General Benefits (Section 112F(b))**

Access to advice and consultancy is necessary for the impartial good governance of the City. The benefits are corporate and therefore General Benefits.

*Nature and Distribution of General Benefits*

**Direct Benefits (Section 112F(c))**

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

3.1.funding.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : PROJECT FUNDING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	163,470	44,576	5,996	10,958		225,000 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	163,470	44,576	5,996	10,958	-	225,000
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	8,369	2,282	307	(10,958)		- CapValGen
<b>Total Modifications</b>	-	8,369	2,282	307	(10,958)	-	-
<b>Total Costs and Modifications</b>	-	171,839	46,858	6,303	-	-	225,000

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	171,839	46,858	6,303	-	-	225,000
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	171,839	46,858	6,303	-	-	225,000

3.1.funding.text.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: LANCASTER PARK DESIGN AND MARKET**

*Description* Council support during the establishment phase of the Sport & Entertainment Centre

*Benefits*

*Strategic Objectives* **CCC Policy**

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

**General Benefits (Section 112F(b))**

General benefit arises from the contributions international class exhibitions and events make to the quality of life in the City, and from increased economic activity created by visitors attracted to the City. These are assessed at 30% of the activity.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))**

Direct benefits accrue to patrons of the Centre.

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

It is Council policy to support the Centre during its establishment phase. The costs of direct benefits are therefore allocated to ratepaying sectors on the basis of the number of properties liable for general rates as representing likely usage of the Centre.

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

Direct benefits shall be funded by uniform annual charge.

**Control Negative Effects**

3.1.funding.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : LANCASTER PARK DESIGN AND MARKET**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- CapValAll
0.00% Direct Benefits	-	-	-	-	-	-	- TableC
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	-	-	-	-	-	-	-
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-	-	- 0
Non-Rateable	-	-	-	-	-	-	- 0
<i>Total Modifications</i>	-	-	-	-	-	-	-
<b>Total Costs and Modifications</b>	-	-	-	-	-	-	-
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues			-	-	-		- 0
0.00% Capital Value Rating	-	-	-	-	-	-	-
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	-	-	-	-	-	-

3.1.funding.text.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: SUNDRY EXPENDITURE**

*Description* Organisational Development, provision for inflation, Energy Efficiency Projects, ACC contingency, LGNZ Fees, Subvention payments and recoverable interest expense for Jade Stadium Ltd.

*Benefits* Miscellaneous corporate expenses not logically grouped elsewhere.

*Strategic Objectives* D & F **CCC Policy**

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

**General Benefits (Section 112F(b))**

The items funded here are in the main corporate wide and hence are General Benefits. The preferred allocation is by General Rate Capital Value over the whole city.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))**

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

3.1.funding.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : SUNDRY EXPENDITURE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	3,999,503	1,090,610	146,705	268,112		5,504,930 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	3,999,503	1,090,610	146,705	268,112	-	5,504,930
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	204,764	55,836	7,511	(268,112)		- CapValGen
<i>Total Modifications</i>	-	204,764	55,836	7,511	(268,112)	-	-
<b>Total Costs and Modifications</b>	-	4,204,267	1,146,447	154,216	-	-	5,504,930

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
7.27% Net Corporate Revenues		305,491	83,303	11,206	-		400,000 CapValGen
92.73% Capital Value Rating	-	3,898,776	1,063,143	143,010	-	-	5,104,930
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	4,204,267	1,146,447	154,216	-	-	5,504,930

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES &amp; REVENUES</b>

## **OUTPUT : EMERGENCY SERVICES**

### **Description**

- Provide funding for Civil Defence Levies payable to the Canterbury Regional Council which administers Civil Defence for the city and to meet Council internal costs relating to maintaining a state of preparedness of Council resources for Civil Defence. Provision is also made for meeting the costs of maintaining a state of preparedness as the Rural Fire Authority and meeting costs associated with actual events where these cannot be covered from the national body.

### **Objectives for 2002/03**

1. Provision of adequate funding for Civil Defence and Rural Fire Fighting.

### **Performance Indicators**

1. Adequate provision made to meet expenses and budget not exceeded.



3.1.5

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	CORPORATE EXPENSES & REVENUES

<b>OUTPUT : EMERGENCY SERVICES</b>	<b>2001/2002</b>	<b>2002/2003</b>
	<b>BUDGET</b>	<b>BUDGET</b>
	\$	\$
ALLOCATED COSTS		
Civil Defence (includes CRC Levy)	794,675	764,517
Rural Fire Fighting	366,407	415,486
	-----	-----
<b>TOTAL COST EMERGENCY SERVICES</b>	<b>1,161,082</b>	<b>1,180,002</b>
	=====	=====

3.1.funding.text.5

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: CIVIL DEFENCE**

*Description* Contribution to the Canterbury Combined Civil Defence Organisation

*Benefits* Administration of Civil Defence for the city and to meet internal costs for the maintenance of emergency procedures.

*Strategic Objectives* C5, E3 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The community as a whole benefits from Civil Defence preparedness. During times of non-emergency, there are no identifiable beneficiaries.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

3.1.funding.5

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : CIVIL DEFENCE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	555,445	151,462	20,374	37,235		764,517 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	555,445	151,462	20,374	37,235	-	764,517
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	28,437	7,754	1,043	(37,235)		- CapValGen
<b>Total Modifications</b>	-	28,437	7,754	1,043	(37,235)	-	-
<b>Total Costs and Modifications</b>	-	583,883	159,217	21,417	-	-	764,517

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	583,883	159,217	21,417	-	-	764,517
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	583,883	159,217	21,417	-	-	764,517

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT: RURAL FIRE PROTECTION**

**Description** To provide a reaction response to all rural fires in defined areas of the city. This is the net cost to Council. See also the Parks output for the gross and recoveries.

**Benefits** 24 Hr / 365 day response, advice and permit processing

**Strategic Objectives** A3, C3, C5, E3 **CCC Policy**

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)****General Benefits (Section 112F(b))**

65% of rural fires can be traced back to have being started by a person. The balance, being independent of the number of persons who benefit, has been assigned as general.

**Nature and Distribution of General Benefits**

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))****Control Negative Effects (Section 112F(d))**

Negative effects arise from the consequences of fire's being lit by individuals.

**Modifications Pursuant to Section 12**

None necessary, except for the issues of practicability as discussed below.

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)****General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits****Control Negative Effects**

In most cases the person who caused the fire cannot be identified, or in the case of organisations, be convinced to accept liability. The costs of controlling negative effects are therefore recovered from capital value rating, as best representing stakeholders' interests in the City.

3.1.funding.5

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES</b>

**OUTPUT : RURAL FIRE PROTECTION**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
35.00% General Benefits	-	105,652	28,810	3,875	7,083		145,420 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
65.00% Negative Effects	270,066	-	-	-	-		270,066 TableC
<b>Total Costs</b>	<b>270,066</b>	<b>105,652</b>	<b>28,810</b>	<b>3,875</b>	<b>7,083</b>	<b>-</b>	<b>415,486</b>
<i>Modifications</i>							
Transfer User Costs to Rating	(270,066)	196,211	53,504	7,197	13,153		- CapValAll
Non-Rateable	-	15,455	4,214	567	(20,236)		- CapValGen
<b>Total Modifications</b>	<b>(270,066)</b>	<b>211,666</b>	<b>57,718</b>	<b>7,764</b>	<b>(7,083)</b>	<b>-</b>	<b>-</b>
<b>Total Costs and Modifications</b>	<b>-</b>	<b>317,318</b>	<b>86,528</b>	<b>11,639</b>	<b>-</b>	<b>-</b>	<b>415,486</b>

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	317,318	86,528	11,639	-	-	415,486
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>-</b>	<b>317,318</b>	<b>86,528</b>	<b>11,639</b>	<b>-</b>	<b>-</b>	<b>415,486</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>CORPORATE EXPENSES &amp; REVENUES</b>

## **OUTPUT : CORPORATE REVENUES**

### **Description**

- This output receives revenue from petroleum taxes, dividends and interest which are not specific to any other output and general revenues of the Council as a direct offset against the rating requirement.

### **Objectives for 2002/03**

1. To meet the revenue projections in the budget.

### **Performance Indicators**

1. Receipt of revenues not less than the total budget for the output.

## 3.1.6

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	CORPORATE EXPENSES & REVENUES

<b>OUTPUT : CORPORATE REVENUES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
EXTERNAL REVENUE		
Petroleum Tax	2,020,000	2,000,000
Dividends and Interest from CCHL	30,600,000	28,900,000
Dividends from CCHL (Special)	128,000,000	3,423,000
Selwyn Plantation Board Ltd	0	0
City Care Ltd	0	0
Local Government Insurance Corporation	25,000	0
Interest on Investments	6,507,763	5,463,782
Interest on Investments - Capital Endowment Fund	3,437,500	4,456,730
Travis Finance Ltd	720,000	518,000
Jade Stadium Ltd	2,857,750	3,118,800
	-----	-----
	174,168,013	47,880,312
INTERNAL REVENUE		
Interest on Investments - Internal Financing (Housing)	641,706	602,876
Internal Rates on CCC Housing	678,846	550,887
ACC Corporate Recovery	430,000	400,000
	-----	-----
TOTAL REVENUE CORPORATE REVENUES	175,918,565	49,434,075
	-----	-----
TOTAL REVENUE CORPORATE REVENUES	(175,918,565)	(49,434,075)
	=====	=====
<b>TOTAL NET COST CORPORATE REVENUES &amp; EXPENSES</b>	<b>(164,521,571)</b>	<b>(36,955,833)</b>
	=====	=====

3.1.funding.text.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT: PETROLEUM TAX**

*Description* Christchurch City Council's share of the tax levied on motor fuels collected by the Central Government.

*Benefits* This Tax is imposed by statute and collected by the fuel wholesalers. The proceeds are use for general Council purposes.

*Strategic Objectives* **CCC Policy**

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The recovery accrue to all General Rate payers as they are the ultimate stakeholders in this tax distribution. The recovery is therefore General Benefit.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be distributed by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



3.1.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT : PETROLEUM TAX**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- CapValAll
0.00% Direct Benefits	-	-	-	-	-	-	- 0
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	-	-	-	-	-	-	-
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-	-	- 0
Non-Rateable	-	-	-	-	-	-	- CapValGen
<i>Total Modifications</i>	-	-	-	-	-	-	-
<b>Total Costs and Modifications</b>	-	-	-	-	-	-	-

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-	-	- 0
0.00% Net Corporate Revenues		1,527,455	416,516	56,028			2,000,000 CapValGen
0.00% Capital Value Rating	-	(1,527,455)	(416,516)	(56,028)			- (2,000,000)
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	-	-	-	-	-	-

3.1.funding.text.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT: DIVIDENDS**

*Description* Ordinary dividends received from the Council's interest in its trading subsidiaries, predominately sourced from CCHL..

*Benefits* Maximised income for Council

*Strategic Objectives* **CCC Policy** Investment Policy, Financial Management Policy

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

**General Benefits (Section 112F(b))**

The community as a whole is the stakeholder in the investments. The revenue therefore accrues to them as represented by General Benefits.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))**

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be distributed by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

3.1.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT : DIVIDENDS**

*Customer Residential Commercial Rural Institutions Grants Total Method*

**Costs and Modifications**

*Costs*

0.00% General Benefits	-	-	-	-	-	-	- CapValAll
0.00% Direct Benefits	-	-	-	-	-	-	- 0
0.00% Negative Effects	-	-	-	-	-	-	- 0

*Total Costs*

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---

*Modifications*

Transfer User Costs to Rating	-	-	-	-	-	-	- 0
Non-Rateable	-	-	-	-	-	-	- CapValGen

*Total Modifications*

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---

**Total Costs and Modifications**

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---

**Funded By**

0.00% User Charges	-	-	-	-	-	-	-
0.00% Grants and Subsidies	-	-	-	-	-	-	- 0
0.00% Net Corporate Revenues	24,685,969	6,731,529	905,501	-	-	32,323,000	CapValGen
0.00% Capital Value Rating	-(24,685,969)	-(6,731,529)	-(905,501)	-	-	-(32,323,000)	
0.00% Uniform Annual Charge	-	-	-	-	-	-	-

**Total Funded By**

-	-	-	-	-	-	-	-
---	---	---	---	---	---	---	---

3.1.funding.text.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT: INTEREST ON INVESTMENTS**

*Description* Interest received on Council's general funds.

*Benefits* Maximised income for Council

*Strategic Objectives* **CCC Policy** Investment Policy, Financial Management Policy

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

**General Benefits (Section 112F(b))**

The community as a whole is the stakeholder in the investments. The revenue therefore accrues to them as represented by General Benefits.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))**

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be distributed by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

3.1.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT : INTEREST ON INVESTMENTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- CapValAll
0.00% Direct Benefits	-	-	-	-	-	-	- 0
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	-	-	-	-	-	-	-
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-	-	- 0
Non-Rateable	-	-	-	-	-	-	- CapValGen
<i>Total Modifications</i>	-	-	-	-	-	-	-
<b>Total Costs and Modifications</b>	-	-	-	-	-	-	-

**Funded By**

0.00% User Charges	-	-	-	-	-	-	-
0.00% Grants and Subsidies	-	-	-	-	-	-	- 0
0.00% Net Corporate Revenues	10,814,527	2,948,975	396,686	-	-	14,160,188	CapValGen
0.00% Capital Value Rating	-(10,814,527)	-(2,948,975)	-(396,686)	-	-	-(14,160,188)	
0.00% Uniform Annual Charge	-	-	-	-	-	-	-
<b>Total Funded By</b>	-	-	-	-	-	-	-

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT: UNSPECIFIED SECURITY/ADVERTISING SAVINGS**

*Description*

*Benefits*

*Strategic Objectives* *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

*Nature and Distribution of General Benefits*

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

*Direct Benefits*

*Control Negative Effects*

3.1.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT : UNSPECIFIED SECURITY/ADVERTISING SAVINGS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- 0
0.00% Direct Benefits	-	-	-	-	-	-	- 0
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	-	-	-	-	-	-	-
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-	-	- 0
Non-Rateable	-	-	-	-	-	-	- 0
<i>Total Modifications</i>	-	-	-	-	-	-	-
<b>Total Costs and Modifications</b>	-	-	-	-	-	-	-
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- CapValGen
0.00% Capital Value Rating	-	-	-	-	-	-	-
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	-	-	-	-	-	-

3.1.funding.text.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT: INTERNAL RATES ON CCC HOUSING**

*Description* This is the revenue contra from an internal charge in lieu of rates being levied on Council's housing portfolio.

*Benefits* The charge is the same as rates levied.

*Strategic Objectives* **CCC Policy**

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

***General Benefits (Section 112F(b))***

The recovery accrue to all General Rate payers as they are the ultimate stakeholders in this asset group. The recovery is therefore General Benefit.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))***

***Control Negative Effects (Section 112F(d))***

***Modifications Pursuant to Section 12***

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)***

***General Benefits***

General benefits shall be distributed by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits***

***Control Negative Effects***



3.1.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>CORPORATE REVENUES</b>

**OUTPUT : INTERNAL RATES ON CCC HOUSING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- CapValAll
0.00% Direct Benefits	-	-	-	-	-	-	- 0
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	-	-	-	-	-	-	-
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-	-	- CapValGen
Non-Rateable	-	-	-	-	-	-	- CapValGen
<i>Total Modifications</i>	-	-	-	-	-	-	-
<b>Total Costs and Modifications</b>	-	-	-	-	-	-	-

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-	-	- 0
0.00% Net Corporate Revenues		420,728	114,727	15,433	-	-	550,887 CapValGen
0.00% Capital Value Rating	-	(420,728)	(114,727)	(15,433)	-	-	(550,887)
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	-	-	-	-	-	-

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

## OUTPUTS

- COMMUNITY SERVICES
- ECONOMIC DEVELOPMENT & EMPLOYMENT
- ARTS & HERITAGE
- RECREATION & SPORT
- ENVIRONMENT & PARKS
- CORPORATE SERVICES

### Description

To provide financial support to non-profit making organisations that provide essential quality community service or benefit to the city of Christchurch.

### Objectives for 2002/03

1. To administer the application, evaluation, allocation, distribution and accountability processes associated with the grants budget in an efficient, effective equitable and timely manner.
2. To administer this process on behalf of the Hillary Commission (Community Sport Fund) and Creative New Zealand (Creative Communities Scheme) in line with their respective guidelines and requirements.

### Performance Indicators

- 1.1 Residents satisfied with the value for money of rates spent on supporting voluntary groups and community organisations at least 65%.
- 1.2 All grant payment requests actioned within 15 working days of receipt of invoice.
- 1.3 All applicant organisations advised of the outcome of their request (either monies distributed to successful applicants or letters to unsuccessful applicants) within two months of the closing date for applications for Hillary Commission, Creative New Zealand, Community Development Scheme and Community organisation Loan Schemes.
- 1.4 All grant applicants (other than those in 1.3 above) will be advised of (a) the Council's decision, in respect to the Draft Annual Plan recommendations, at the time that the Draft Annual Plan goes out for public submissions and (b) the allocated amounts in the Annual Plan, within 15 working days of the Council's final approval of the Annual Plan.
- 1.5 All major grants will be subject to receipt of a copy of the organisation's latest audited accounts.
- 1.6 All major grants to organisations who have received funding in the year prior will be subject to receipt of a detailed report which outlines what was achieved with the previous year's grant as measured against the purpose for which the grant was applied.

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

## OUTPUT : COMMUNITY SERVICES

### Overall Service Objectives

These services contribute towards the following Council Strategic Objectives:

A1, A2, A3, A4, and A5.

### Description

- To support a range of organisations whose outcomes align themselves with the Council's Community Development and Social Well Being Policy.
  - Christchurch Citizens Advice Bureau - \$30,000: \$5,000 for rent, phones and carparking. \$7,500 for operational expenses and \$17,500 towards coordinators wages.
  - Community Development Scheme - \$432,000: To be allocated to groups and organisations in line with the Community Policy.
  - Council of Social Services - \$20,000: To assist with Executive Officers salary and newsletter costs.
  - Christchurch Safer Community Council - \$40,000: To assist with the expenses related to the operation of the Council.
  - Odyssey House - \$14,000: To assist with loan servicing.
  - Kingdom Resources Trust - \$30,000: To provide assistance for their budget advice and debt restructuring services.
  - Christchurch City Mission - \$40,000: To assist with services provided by Walsh House for women and children.
  - Cholmondeley Children's Home - \$20,000: To assist with Child Care worker salaries.
  - Christchurch East School - \$12,000: To pay the interest and 20% of the principal of a Council loan.
  - Adult Reading Assistance Scheme - \$15,000: To assist with rent, administration and salaries for this programme.
  - The Champion Centre - \$40,000: To assist with operational expenses.
  - Newell House - \$15,000: To assist with operating expenses.
  - Hohepa Canterbury - \$25,000: To assist with the development of their cafeteria.
  - Rewi Alley Chinese School - \$34,100: To assist with repayment of interest and 20% of the principal for a Council loan.
  - Canterbury Volunteer Centre - \$15,000: To assist with administration and operational expenses.
  - Floyd's Creative Arts Centre - \$10,000: To assist with rent and operational expenses.
  - Te Rununga O Nga Maata Waka - \$40,000: To assist with their Social Services Programme.
  - Wai Ora Trust - \$30,000: To support their rehabilitation and training programme for unemployed.
  - Home Made Partnerships Trust. \$25,000: To support their Super Start Programme

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

### **OUTPUT : COMMUNITY SERVICES (CONTD)**

- Beneficiaries Advisory Service - \$17,000: Towards their operational costs.
- Tenants Protection Association - \$10,000: To assist with operational costs.
- Solo Women as Parents - \$10,000: To assist with operational costs.
- Refugee and Migrant Centre - \$10,000: To assist with operational costs.
- Assembly of People with Disabilities - \$10,000: To assist with operational costs.
- Women's Centre- \$10,000: To assist with operational costs.
- Canterbury Neighbourhood Support- \$20,000: To assist with operational costs
- Asian Youth Trust- \$25,000: To assist with coordinators salary
- Home and Family Society- \$15,000: To assist with operational costs
- Youthline Central South Island- \$25,000: To assist with coordinators salary

### **Forward Commitments**

- Home Made Partnerships. A three year commitment to support their Super Start Programme. 2002/03 \$25,000 Year one.
- Hohepa Canterbury. A two year commitment towards their cafeteria development. 2002/03 \$25,000 Year one.
- Te Runanga O Nga Maata Waka. A three year commitment to support their social services programme. 2002/03 \$40,000 Year one.
- Wai Ora Trust. A three year commitment to support their unemployed programmes. 2002/03 \$30,000 Year one.
- The Champion center. A three year commitment to support operational costs. 2002/03 \$40,000 Year one.
- Asian Youth Trust. A three year commitment towards coordinators salary. 2002/03 \$25,000 Year one.
- Home and Family Society. A three year commitment to assist with operational costs. 2002/03 \$15,000 Year one.
- Youthline Central South Island. A three year commitment to assist with coordinators salary. 2002/03 \$25,000 Year one.
- Rewi Alley Chinese School. To pay the interest and principal of a Council Loan over five years. 2002/03 \$14,100 is year two.

### **Objectives for 2002/03**

For text see page 3.1.text.7.i.

### **Performance Indicators**

For text see page 3.1.text.7.i.

## 3.1.7

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

**OUTPUT : COMMUNITY SERVICES**

**2001/2002**  
**BUDGET**  
\$

**2002/2003**  
**BUDGET**  
\$

**DIRECT COSTS**

Provision to Subsidise Mayors Welfare Fund	0	0
Community Development Fund	421,000	432,000
Floyd's Creative Workshop	10,000	10,000
Christchurch Safer Community Council	40,000	40,000
Odyssey House	14,000	14,000
Council of Social Services	20,000	20,000
Christchurch Citizens Advice Bureau	30,000	30,000
Kingdom Resources Trust	30,000	30,000
Christchurch City Mission	40,000	40,000
Christchurch East School	12,000	12,200
Canterbury Volunteer Centre	15,000	15,000
Adult Reading Assistance Scheme	15,000	15,000
Cardiothoracic Intensive Care Unit	20,000	0
Newell House	15,000	15,000
Cholmondeley Children's Home	20,000	20,000
Te Runanga O Nga Maata Waka	45,000	40,000
Wai Ora Trust	30,000	30,000
The Rannerdale Trust	100,000	0
Rewi Alley Chinese School	14,300	34,100
Cotswold Pre School	20,000	0
Beneficiaries Advisory Service	17,000	17,000
Tennants Protection Association	10,000	10,000
Solo Women as Parents	10,000	10,000

3.1.text.8

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : COMMUNITY SERVICES (CONTD)**

For text see pages 3.1.text.7.i, 3.1.text.7.ii and 3.1.text.7.iii.

## 3.1.8

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

**OUTPUT : COMMUNITY SERVICES (Cont'd)**

2001/2002	2002/2003
BUDGET	BUDGET
\$	\$

## DIRECT COSTS (CONT'D)

Refugee and Migrant Centre	7,500	10,000
Assembly of People with Disabilities	5,000	10,000
Aranui Primary School (Hall Project)	30,000	0
Home Made Partnerships Trust (Supergrans)	0	25,000
Hohepa Canterbury	0	25,000
Womens Centre	0	10,000
The Champion Centre	0	40,000
Canterbury Neighbourhood Support	0	20,000
Asian Youth Trust	0	25,000
Restorative Justice Service	0	15,000
Youthline Centre South Island	0	25,000

## TOTAL COST COMMUNITY SERVICES

-----	-----
990,800	1,039,300
=====	=====

3.1.funding.text.8

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT: COMMUNITY SERVICES**

*Description* Provision of grants to community organisations as listed in the Annual Financial Plan.

*Benefits* The funds enhance the community organisations and through them the community.

*Strategic Objectives* A1, A2, A3, A4 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The amenity of the entire community increases as a result of the supported projects.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



3.1.funding.8

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : COMMUNITY SERVICES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	755,084	205,901	27,697	50,618		1,039,300 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	755,084	205,901	27,697	50,618	-	1,039,300
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	38,658	10,542	1,418	(50,618)		- CapValGen
<i>Total Modifications</i>	-	38,658	10,542	1,418	(50,618)	-	-
<b>Total Costs and Modifications</b>	-	793,742	216,443	29,115	-	-	1,039,300

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	793,742	216,443	29,115	-	-	1,039,300
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	793,742	216,443	29,115	-	-	1,039,300

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

## **OUTPUT : ECONOMIC DEVELOPMENT & EMPLOYMENT**

### **Overall Service Objectives**

These services contribute towards the following Council Strategic Objectives:  
A1, A2, A3, A4, B1 and B4.

### **Description**

- To support a range of organisations whose outcomes provide economic benefit and/or employment opportunities for the city.
  - Event Seeding Fund - \$160,000: To assist events to be hosted in Christchurch which provide significant economic benefit to the city.
  - Christchurch Christmas Parade - \$40,000: To assist with the costs associated with the storage of floats and Health and safety plans.
  - New Zealand Conservation Trust. \$20,000: To assist with their Education and advocacy position.
  - Orana Park - \$150,000: To assist with the operational costs of the Park.
  - Science Centre - \$225,000: To assist with the operational costs of the Centre.
  - Conference and Similar Events Bridging Loan Fund 2002/03 - \$150,000: Transferred to this fund.
  - Birdlands Sanctuary - \$30,000: To assist with the Manager's salary.

### **Forward Commitments**

- Conference and Similar Events Bridging Loan Fund. A five year commitment to establish a \$500,000 fund. 2002/03 \$150,000; 2003/04 \$100,000. To be transferred to this fund. 2002/03 is year three.
- Birdlands Sanctuary. A three year commitment to support the Manager's position with \$30,000 pa. 2002/03 is year two.

### **Objectives for 2002/03**

For text see page 3.1.text.7.i.

### **Performance Indicators**

For text see page 3.1.text.7.i.

## 3.1.9

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

<b>OUTPUT : ECONOMIC DEVELOPMENT AND EMPLOYMENT</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Events Seeding Grants	210,000	160,000
Orana Park	162,000	150,000
Science Alive	242,000	225,000
Christchurch Christmas Parade Trust	26,500	40,000
NZ Conservation Trust	10,000	20,000
Conference and Similar Events bridging	150,000	0
Birdlands Sanctuary Trust	30,000	30,000
	-----	-----
<b>TOTAL COST ECONOMIC DEVELOPMENT &amp; EMPLOYMENT</b>	<b>830,500</b>	<b>625,000</b>
	=====	=====

3.1.funding.text.9

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT: ECONOMIC DEVELOPMENT & EMPLOYMENT**

*Description* Provision of grants to community organisations as listed in the Annual Financial Plan.

*Benefits* The funds enhance the community organisations and through them the community.

*Strategic Objectives* A1, A2, A3, A4 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The amenity of the entire community increases as a result of the supported projects.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

## 3.1.funding.9

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : ECONOMIC DEVELOPMENT & EMPLOYMENT**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	454,082	123,822	16,656	30,440		625,000 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	454,082	123,822	16,656	30,440	-	625,000
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	23,248	6,339	853	(30,440)		- CapValGen
<i>Total Modifications</i>	-	23,248	6,339	853	(30,440)	-	-
<b>Total Costs and Modifications</b>	-	<b>477,330</b>	<b>130,161</b>	<b>17,509</b>	<b>-</b>	<b>-</b>	<b>625,000</b>

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	477,330	130,161	17,509	-	-	625,000
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	<b>477,330</b>	<b>130,161</b>	<b>17,509</b>	<b>-</b>	<b>-</b>	<b>625,000</b>

3.1.text.10.i

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : ARTS & HERITAGE**

For text see pages 3.1.text.10.ii and 3.1.text.10.iii.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

## **OUTPUT : ARTS & HERITAGE (CONTD)**

### **Overall Service Objectives**

These services contribute towards the following Council Strategic Objectives:

A1, A2, A3, A4, A5, B1 and C2.

### **Description**

- To support a range of organisations whose outcomes enhance or develop the cultural and heritage well being of the city.
  - Community Arts Council - \$6,500: \$2,000 To cover the administration costs (CCC) and \$4,500 to the CAC towards administration support.
  - Creative New Zealand (Creative Communities) - \$200,000: To subsidise projects that assist in the development of arts and culture in the local community in line with Creative New Zealand guidelines.
  - National Marae - \$65,000: To assist with ground maintenance \$5,000 and the Manager's position, \$60,000.
  - Ferrymead Historic Park - \$155,000: \$50,000 for the Director's salary and \$70,000 for operational costs including activities programme and Site Supervisor's Salary, plus \$35,000 towards a Visitor Experience Manager position.
  - Christchurch Symphony Orchestra - \$290,000: \$220,000 general administration grant, \$70,000 for the schools programme. On the condition that the Orchestra provides accompaniment for Candlelight Opera and Classical Sparks.
  - Music Centre of Christchurch - \$45,000: To assist with the administration of the Centre.
  - Canterbury Opera - \$62,000: To assist with general programmes and projects.
  - Court Theatre - \$55,000: To assist with operational costs.
  - Theatre Royal - \$55,000: \$50,000 as an operational grant (one off) and \$5,000 towards maintenance projects.
  - Christchurch Orchestra Users Group - \$60,000: To assist orchestra user organisations with the costs of hiring the Christchurch Symphony Orchestra.
  - Christchurch City Choir - \$35,000: To assist to maintain the Music Directors position primarily and general expenses.
  - Tramway Historical Society Inc. - \$10,000: To assist with the restoration of electric tramcar No. 26.
  - Arts Centre - \$20,000- \$10,000 To assist with an Artist in Residence position and \$10,000 towards public seating.
  - Christchurch Drama Centre Trust - \$14,000: To assist with rent and operational costs.
  - Christchurch Civic Music Council - \$5,000: To assist with general administration.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

### **OUTPUT : ARTS & HERITAGE (CONTD)**

#### **Forward Commitments**

- National Marae - \$60,000: A three year commitment to support the Manager's position. 2001/2002 is year one.

#### **Objectives for 2002/03**

For text see page 3.1.text.7.i.

#### **Performance Indicators**

For text see page 3.1.text.7.i.



## 3.1.10

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

<b>OUTPUT : ARTS &amp; HERITAGE</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Community Arts Council (Administrative Support)	6,500	6,500
Creative Communities	200,000	200,000
National Marae	73,000	65,000
Ferrymead Trust	155,000	155,000
Christchurch Symphony Orchestra	270,000	290,000
Canterbury Opera	62,000	62,000
Music Centre of Christchurch	45,000	45,000
Court Theatre	55,000	55,000
Christchurch City Choir	35,000	35,000
Orchestra Users Group	50,000	60,000
High St Project	15,000	0
Tramway Historical Society Inc	10,000	10,000
Arts Centre	10,000	10,000
Theatre Royal	40,000	55,000
Christchurch Civic Music Council	5,000	5,000
Christchurch Drama Centre	14,000	14,000
Artist in Residence	0	10,000
<b>TOTAL COST</b>	<b>1,045,500</b>	<b>1,077,500</b>
<b>EXTERNAL REVENUE</b>		
Creative Communities Funding	200,000	200,000
<b>TOTAL REVENUE</b>	<b>200,000</b>	<b>200,000</b>
<b>NET COST ARTS &amp; HERITAGE</b>	<b>845,500</b>	<b>877,500</b>

3.1.funding.text.10

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT: ARTS & HERITAGE**

*Description* Provision of grants to community organisations as listed in the Annual Financial Plan.

*Benefits* The funds enhance the community organisations and through them the community.

*Strategic Objectives* A1, A2, A3, A4 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The amenity of the entire community increases as a result of the supported projects.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

## 3.1.funding.10

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : ARTS & HERITAGE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	782,837	213,469	28,715	52,478		1,077,500 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	782,837	213,469	28,715	52,478	-	1,077,500
<i>Modifications</i>							
Transfer User Costs to Rating	200,000	(145,306)	(39,623)	(5,330)	(9,741)		- CapValAll
Non-Rateable	-	32,640	8,900	1,197	(42,738)		- CapValGen
<i>Total Modifications</i>	200,000	(112,666)	(30,723)	(4,133)	(52,478)	-	-
<b>Total Costs and Modifications</b>	<b>200,000</b>	<b>670,171</b>	<b>182,747</b>	<b>24,582</b>	<b>-</b>	<b>-</b>	<b>1,077,500</b>

**Funded By**

18.56% User Charges	200,000						200,000
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
81.44% Capital Value Rating	-	670,171	182,747	24,582	-	-	877,500
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>200,000</b>	<b>670,171</b>	<b>182,747</b>	<b>24,582</b>	<b>-</b>	<b>-</b>	<b>1,077,500</b>

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

## OUTPUT : RECREATION & SPORT

### Overall Service Objectives

These services contribute towards the following Council Strategic Objectives: A1, A2, A3, A4, A5, B1 and C2.

### Description

- To support a range of organisations whose outcomes enhance the City's sporting and recreational opportunities and in many instances provide economic benefit to the city.
  - Sport and Recreation New Zealand (SPARC) - Community Recreation Initiatives - \$350,000: To assist organisations carry out sport, fitness and physical leisure projects in line with the SPARC guidelines.
  - Canterbury Surf Life Saving Association - \$117,800: To assist surf clubs with weekend volunteer patrols, \$35,000 and for paid surf patrols over summer \$82,800.
  - Parafed Canterbury - \$18,000: To assist this organisation to continue to provide their specialised gym services.
  - Canterbury Gymsports Inc.- \$10,000: To assist with initial project costs.
  - Canterbury Car Club - \$40,000: To assist with the ongoing development of Ruapuna Park.
  - Canterbury Tennis - \$75,000: To service a loan for their new indoor development at Wilding Park.
  - Table Tennis Canterbury - \$26,500: To assist with their building maintenance and equipment.
  - Sumner Lifeboat Institution - \$32,825: \$25,000 towards their building developments and \$7,825 To assist with power etc. \$1,800, professional fees \$2,000 and \$4,025 to the slipway maintenance fund.
  - Crichton Cobbers - \$10,000: To assist with operational costs.

### Forward Commitments

- Parafed Canterbury. A three year commitment to support their gym programmes. 2002/03 \$18,000 Year one.
- Sumner Lifeboat Institution. A two year commitment to support their building development project. 2002/03 \$25,000 Year one.
- Crichton Cobbers - \$10,000 : A three year commitment of \$10,000. 2002/03 is year two.

### Objectives for 2002/03

For text see page 3.1.text.7.i.

### Performance Indicators

For text see page 3.1.text.7.i.

## 3.1.11

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

<b>OUTPUT : RECREATION &amp; SPORT</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Sport and Recreation New Zealand (SPARC) - Community Recreation Initiatives	375,000	350,000
Canterbury Surf Life Saving Association	100,900	117,800
Ruapuna Development	40,000	40,000
Canterbury Lawn Tennis Association	75,000	75,000
Parafed Canterbury	20,000	18,000
Victory Park Board	52,000	0
Table Tennis Canterbury	40,000	26,500
Sumner Lifeboat Institution	6,650	32,825
Crighton Cobbers	10,000	10,000
Canterbury Gymsports Incorporated	0	10,000
	-----	-----
<b>TOTAL COST</b>	<b>719,550</b>	<b>680,125</b>
<b>EXTERNAL REVENUE</b>		
Sport and Recreation New Zealand (SPARC) Subsidy	375,000	350,000
	-----	-----
<b>TOTAL REVENUE</b>	<b>375,000</b>	<b>350,000</b>
	-----	-----
<b>NET COST RECREATION &amp; SPORT</b>	<b>344,550</b>	<b>330,125</b>
	=====	=====

3.1.funding.text.11

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT: RECREATION & SPORT**

*Description* Provision of grants to community organisations as listed in the Annual Financial Plan.

*Benefits* The funds enhance the community organisations and through them the community.

*Strategic Objectives* A1, A2, A3, A4 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The amenity of the entire community increases as a result of the supported projects.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

## 3.1.funding.11

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : RECREATION & SPORT**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	494,132	134,743	18,125	33,125		680,125 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	494,132	134,743	18,125	33,125	-	680,125
<i>Modifications</i>							
Transfer User Costs to Rating	350,000	(254,286)	(69,340)	(9,327)	(17,046)		- CapValAll
Non-Rateable	-	12,280	3,348	450	(16,078)		- CapValGen
<i>Total Modifications</i>	350,000	(242,006)	(65,992)	(8,877)	(33,125)	-	-
<b>Total Costs and Modifications</b>	<b>350,000</b>	<b>252,126</b>	<b>68,751</b>	<b>9,248</b>	<b>-</b>	<b>-</b>	<b>680,125</b>
<b>Funded By</b>							
51.46% User Charges	350,000						350,000
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
48.54% Capital Value Rating	-	252,126	68,751	9,248	-	-	330,125
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>350,000</b>	<b>252,126</b>	<b>68,751</b>	<b>9,248</b>	<b>-</b>	<b>-</b>	<b>680,125</b>

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	GRANTS TO COMMUNITY ORGANISATIONS

## **OUTPUT : ENVIRONMENT & PARKS**

### **Overall Service Objectives**

These services contribute towards the following Council Strategic Objectives: A1, A3, C1, C2 and C3. (See pages 25 and 26 of the Annual Plan.)

### **Description**

- To support a range of organisations whose outcomes enhance the Garden City image.
  - Christchurch Beautifying Association - \$25,000: To assist with the costs associated with the Street and Garden competitions.
  - Orton Bradley Park - \$30,000: For Asset Maintenance, landscape work, signage and stage one of the arboretum.
  - Port Hills Trust Board - \$20,000: To assist with operating costs and native plant revegetation.
  - Summit Road Society - \$20,000: To assist with administration costs, track work, fencing, gorse control and possum control.
  - Canterbury Horticultural Society - \$3,000: To assist with the costs associated with the Native Garden Awards.

### **Objectives for 2002/03**

For text see page 3.1.text.7.i.

### **Performance Indicators**

For text see page 3.1.text.7.i.



MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

<b>OUTPUT : ENVIRONMENT &amp; PARKS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>		
Christchurch Beautifying Association	23,000	25,000
Orton Bradley Park	30,000	30,000
Summit Road Society	18,000	20,000
Port Hills Parks Trust Board	15,000	20,000
Canterbury Horticultural Society	0	3,000
	-----	-----
<b>TOTAL COST ENVIRONMENT &amp; PARKS</b>	<b>86,000</b>	<b>98,000</b>
	=====	=====

3.1.funding.text.12

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT: ENVIRONMENT & PARKS**

*Description* Provision of grants to community organisations as listed in the Annual Financial Plan.

*Benefits* The funds enhance the community organisations and through them the community.

*Strategic Objectives* A1, A2, A3, A4      *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The amenity of the entire community increases as a result of the supported projects.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

## 3.1.funding.12

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : ENVIRONMENT & PARKS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	71,200	19,415	2,612	4,773		98,000 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	71,200	19,415	2,612	4,773	-	98,000
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	3,645	994	134	(4,773)		- CapValGen
<i>Total Modifications</i>	-	3,645	994	134	(4,773)	-	-
<b>Total Costs and Modifications</b>	-	74,845	20,409	2,745	-	-	98,000

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	74,845	20,409	2,745	-	-	98,000
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	74,845	20,409	2,745	-	-	98,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

## **OUTPUT : CORPORATE SERVICES**

### **Overall Service Objectives**

These services contribute towards the following Council Strategic Objectives D1, D3, D4, F3 and F5.

### **Description**

- Costs associated with corporate benefits to the City through greater efficiencies and effectiveness.
  - Management Reviews - \$15,000: To evaluate and monitor grant applicants as required.

### **Objectives for 2002/03**

For text see page 3.1.text.7.i.

### **Performance Indicators**

For text see page 3.1.text.7.i.

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

<b>OUTPUT : CORPORATE SERVICES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>		
Management Reviews	15,000	15,000
Centre for Advanced Engineering	10,000	0
<b>ALLOCATED COSTS</b>		
Allocated Costs Leisure Unit	113,609	116,622
Allocated Overhead - Corporate Overhead	0	105,297
<b>TOTAL COST CORPORATE SERVICES</b>	<b>138,609</b>	<b>236,919</b>
	=====	=====
<b>TOTAL NET COST GRANTS TO COMMUNITY ORGANISATIONS</b>	<b>3,235,959</b>	<b>3,206,844</b>
	=====	=====

3.1.funding.text.13

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT: CORPORATE SERVICES**

*Description* Provision of grants to community organisations as listed in the Annual Financial Plan.

*Benefits* The funds enhance the community organisations and through them the community.

*Strategic Objectives* A1, A2, A3, A4 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The amenity of the entire community increases as a result of the supported projects.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

## 3.1.funding.13

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES AND REVENUES</b>
OUTPUT CLASS:	<b>GRANTS TO COMMUNITY ORGANISATIONS</b>

**OUTPUT : CORPORATE SERVICES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	172,129	46,937	6,314	11,539		236,919 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	172,129	46,937	6,314	11,539	-	236,919
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	8,813	2,403	323	(11,539)		- CapValGen
<i>Total Modifications</i>	-	8,813	2,403	323	(11,539)	-	-
<b>Total Costs and Modifications</b>	-	180,941	49,340	6,637	-	-	236,919

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	180,941	49,340	6,637	-	-	236,919
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	180,941	49,340	6,637	-	-	236,919





MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	CORPORATE EXPENSES, REVENUES & GRANTS
OUTPUT CLASS:	CAPITAL OUTPUTS

<b>OUTPUT : CORPORATE CAPITAL OUTPUTS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>ASSETS</b>		
Capital Financing Costs (Rates)	0	745,215
Lyttelton Boating Facilities - Access/Breakwater provision	0	1,500,000
Capital Contingency Provision	0	2,000,000
<b>INVESTMENTS</b>		
Investment - Travis Finance Ltd	0	0
Sale of Selwyn Plantation Board Ltd to Christchurch City Holdings Ltd	-35,000,000	0
Sale of City Care Ltd to Christchurch City Holdings Ltd	-12,000,000	0
	-----	-----
<b>TOTAL CAPITAL OUTPUTS</b>	<b>-47,000,000</b>	<b>4,245,215</b>
	=====	=====



## 3.1.15

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE EXPENSES, REVENUES &amp; GRANTS</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

Description	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
<b>NEW ASSETS</b>					
<b>Fived Assets</b>					
Capital Financing Costs (Rates)	745,215	745,215	745,215	745,215	745,215
Lyttelton Boating Facilities - Access/Breakwater provision	1,500,000	1,500,000	0		
Capital Contingency Provision	2,000,000	4,000,000	4,000,000	4,000,000	4,000,000
<b>Investments</b>					
Investment - Travis Finance Ltd	0				
Sale of Selwyn Plantation Board Ltd to Christchurch City Holdin	0				
Sale of City Care Ltd to Christchurch City Holdings Ltd	0				
<b>TOTAL NEW ASSETS</b>	4,245,215	6,245,215	4,745,215	4,745,215	4,745,215
<b>TOTAL CAPITAL</b>	\$4,245,215	\$6,245,215	\$4,745,215	\$4,745,215	\$4,745,215
<b>Annual Plan 2001/2002</b>	<b>(\$47,000,000)</b>	\$0	\$0	\$0	\$0
	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>NEW ASSETS</b>					
<b>Fived Assets</b>					
Capital Financing Costs (Rates)	745,215	745,215	745,215	745,215	745,215
Capital Contingency Provision	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
<b>TOTAL NEW ASSETS</b>	4,745,215	4,745,215	4,745,215	4,745,215	4,745,215
<b>TOTAL CAPITAL</b>	\$4,745,215	\$4,745,215	\$4,745,215	\$4,745,215	\$4,745,215
<b>Annual Plan 2001/2002</b>	\$0	\$0	\$0	\$0	



3.2.0

*PUBLIC  
ACCOUNTABILITY*



RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	OUTPUT SUMMARY

### Overall Objectives

To achieve the purposes of local government including:

- Recognition of the identity, values and rights of and within the community of Christchurch City.
- Exercise of choice in the provision of public facilities and services.
- Effective public participation in local government.

By providing for and promoting:

- Civic leadership.
- The democratic process of decision making.
- The public accountability of the Council.
- Effective policy advice to elected members.

### Key Changes

#### *Committed Costs (Operating)*

- Increased provision has been made to cover the increases in Elected Members salaries and meeting allowances. \$144,500

#### *Capital Cost Increases > 2%*

- Mayor's Office – replacement of furniture and fittings in the Mayor's lounge \$10,000

#### *Resources Employed*

Establishment within this budget for support services in Mayor's Office is 3 FTEs.

Establishment of Mayor and Councillors is 25 FTEs.

Establishment of Community Board members is 36 FTEs.





## 3.2.1

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	OUTPUT SUMMARY

		2001/2002 BUDGET	2002/2003 BUDGET
		\$	\$
<b>OUTPUT CLASS EXPENDITURE</b>			
<b>ELECTED MEMBER REPRESENTATION</b>			
Mayoral	Page 3.2.2	568,944	585,667
Councillors	Page 3.2.3	2,131,754	2,144,841
Community Boards	Page 3.2.4	828,793	914,674
Elections	Page 3.2.5	650,000	30,000
<b>DECISION MAKING</b>			
Policy Advice	Page 3.2.6	1,783,417	1,228,326
Trading Activities Monitoring	Page 3.2.6	37,354	41,700
Meetings	Page 3.2.7	1,850,303	1,833,171
Corporate Research Projects	Page 3.2.7	118,638	113,728
Statutory Reporting & Communication	Page 3.2.8	681,846	712,739
<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>			
Receptions	Page 3.2.9	252,352	214,629
Community Board Discretionary Funding	Page 3.2.9	514,710	396,679
Mayoral Projects	Page 3.2.10	50,000	51,534
<b>TOTAL COSTS PUBLIC ACCOUNTABILITY</b>		9,468,111	8,267,688
<b>OUTPUT CLASS RECOVERIES</b>			
<b>ELECTED MEMBER REPRESENTATION</b>			
Councillors	Page 3.2.3	25,000	25,000
Elections	Page 3.2.5	95,500	0
<b>TOTAL RECOVERIES</b>		120,500	25,000
<b>TOTAL NET COST OF PUBLIC ACCOUNTABILITY</b>		9,347,611	8,242,688
<b>COST OF CAPITAL EMPLOYED</b>		3,136	2,291
<b>CAPITAL OUPUTS</b>	Page 3.2.11	3,000	14,500

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
ACTIVITY:	<b>ELECTED MEMBER REPRESENTATION</b>

## **OUTPUT: MAYORAL**

### **Overall Objectives**

#### *Mayoral representation:*

- Provide leadership and vision to elected members in the exercise of the functions, duties and powers of the Council.
- Represent provide leadership and vision, and advocate the interests of the city and its citizens, both within and beyond its boundaries.
- Help to promote, enliven and enhance the city.
- Help the facilitation and fulfilment of the community's strongly-felt needs such as community consultation and full employment.
- Preside over meetings of the Council.

#### *Mayoral support services:*

- Manage, timetable and support the implementation of the Mayor's goals and the Mayor's and Mayoress's programme of activities, including communications, diary and meeting schedules and ongoing administrative activities.
- Management of the Mayor's office and the Mayor's office budget.
- Management, research and resourcing support of the Mayor's projects.
- Facilitate the community's access to the Mayor and Council units, and the Mayor's access to the community, government agencies, media, Council units, and network of advisors.
- Write and process Mayoral correspondence, speeches and other forms of communication, ensuring a timely and appropriate response to all communications to the Mayor's office.
- Respond to citizens of Christchurch with appropriate advocacy, advice and representations on their behalf.

### **Objectives for 2002/03**

#### *Mayoral support services:*

1. Provide a level of management and service that effectively supports the Mayor's activities.

### **Performance Indicators**

1. The Mayor is satisfied with the quality of management and support services provided by the Mayor's office.

## 3.2.2

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	ELECTED MEMBER REPRESENTATION

**OUTPUT : MAYORAL****Sub-Output: Mayoral Honorarium**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$

## DIRECT COSTS

Mayoral Honorarium

100,000	105,000
---------	---------

-----	-----
100,000	105,000

**Sub-Output: Mayors Office**

=====	=====
-------	-------

## DIRECT COSTS

Administration Costs

88,500	95,000
--------	--------

## TOTAL DIRECT COSTS

-----	-----
88,500	95,000

## ALLOCATED COSTS

Alloc O/Head - Mayors Office

373,372	362,279
---------	---------

Alloc O/Head - Community Relations

7,072	7,220
-------	-------

Alloc O/Head - Output Corporate Overheads Cost Centre

0	16,167
---	--------

## TOTAL ALLOCATED COSTS

-----	-----
380,444	385,667

## TOTAL NET COST - MAYORS OFFICE

=====	=====
468,944	480,667

## TOTAL NET COST - MAYORAL

=====	=====
568,944	585,667

Cost of Capital Employed

-----	-----
3,136	2,291

3.2.funding.text.2

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT: MAYORAL**

*Description* Provide for the functions of Mayor; provide research and administrative support to the Mayor.

*Benefits* Facilitates democratic governance of the City by providing and supporting the elected leadership of the City.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Statutory requirement

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

3.2.funding.2

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT : MAYORAL**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	425,505	116,029	15,608	28,524		585,667 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	425,505	116,029	15,608	28,524	-	585,667
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	21,785	5,940	799	(28,524)		- CapValGen
<i>Total Modifications</i>	-	21,785	5,940	799	(28,524)	-	-
<b>Total Costs and Modifications</b>	-	447,290	121,970	16,407	-	-	585,667

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	447,290	121,970	16,407	-	-	585,667
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	447,290	121,970	16,407	-	-	585,667

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

## **OUTPUT : COUNCILLORS**

### **Description**

- Participate in the collective decision making of the Council in exercising the functions, duties and powers vested in the Council.
- Respond to the requests of residents with appropriate advice to and representations on their behalf.
- Represent and advocate the interests of the city, both within and beyond its boundaries.

### **Objectives for 2002/03**

1. Review and agree proposed outputs and their levels of service, and appropriate adequate resources for their effective delivery in accordance with the Council's strategic objectives.

### **Performance Indicators**

- 1.1 Proportion of residents satisfied with the value for money spent on providing Council services, as disclosed by the Annual Residents' Survey.
- 1.2 Residents' overall satisfaction with Christchurch as a place to live, work and spend time, at least 95%.

## 3.2.3

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	ELECTED MEMBER REPRESENTATION

**OUTPUT : COUNCILLORS**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Support Service Costs	213,000	206,750
 <b>ALLOCATED COSTS</b>		
Alloc O/Head - Building Rent	309,642	310,086
Alloc O/Head - Councillors Cost Centre	1,598,504	1,558,840
Alloc O/Head - Output Corporate Overheads Cost Centre	0	58,335
Alloc O/Head - Community Relations	10,608	10,830
<b>TOTAL COSTS</b>	----- 2,131,754	----- 2,144,841
 <b>REVENUE</b>		
Internal Recoveries	25,000	25,000
<b>TOTAL REVENUE</b>	----- 25,000	----- 25,000
 <b>TOTAL NET COSTS - COUNCILLORS</b>	=====	=====
	2,106,754	2,119,841
	=====	=====

3.2.funding.text.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT: COUNCILLORS**

*Description* Provide for elected members, including administrative support.

*Benefits* Facilitates democratic governance of the City by providing and supporting the elected leadership of the City.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Statutory requirement

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



## 3.2.funding.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT : COUNCILLORS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	1,558,294	424,926	57,159	104,462		2,144,841 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	1,558,294	424,926	57,159	104,462	-	2,144,841
<i>Modifications</i>							
Transfer User Costs to Rating	25,000	(18,163)	(4,953)	(666)	(1,218)		- CapValAll
Non-Rateable	-	78,851	21,502	2,892	(103,245)		- CapValGen
<i>Total Modifications</i>	25,000	60,688	16,549	2,226	(104,462)	-	-
<b>Total Costs and Modifications</b>	<b>25,000</b>	<b>1,618,982</b>	<b>441,474</b>	<b>59,386</b>	<b>-</b>	<b>-</b>	<b>2,144,841</b>

**Funded By**

1.17% User Charges	25,000						25,000
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
98.83% Capital Value Rating	-	1,618,982	441,474	59,386	-	-	2,119,841
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>25,000</b>	<b>1,618,982</b>	<b>441,474</b>	<b>59,386</b>	<b>-</b>	<b>-</b>	<b>2,144,841</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

## **OUTPUT : COMMUNITY BOARDS**

### **Description**

- Each of the six community boards comprises six elected members and three members appointed by the Council. They meet on a monthly basis to participate in the collective decision making of the Council and receive administrative support from one of six service centres.
- Boards are charged with representing and advocating the interests of their respective communities and with responding to the requests of residents with appropriate advice to and representations on their behalf.

In particular Community Boards are tasked with:

- (a) The consideration of and reporting on of all matters referred to them by the Council or any matter of interest or concern to the Board.
- (b) The overview of road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management within their community area.
- (c) The preparation of a statement of priorities and related annual submission to the planning process of the Council identifying the needs of and proposing expenditure within their community area.
- (d) Ongoing liaison with community organisations and special interest groups within the community area.
- (e) Performing such other functions as are delegated.

### **Objectives for 2002/03**

1. That each Community Board's objectives as detailed in its respective Community Plan be achieved.

### **Performance Indicators**

1. That each Community Board receive a progress report on the implementation of their objectives in February and a final report on the outcomes at the end of the financial year.

## 3.2.4

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	ELECTED MEMBER REPRESENTATION

**OUTPUT : COMMUNITY BOARDS**

**2001/2002  
BUDGET**  
\$

**2002/2003  
BUDGET**  
\$

## ALLOCATED COSTS

Allocated O/head - Burwood/Pegasus Community Board Cost Centre	130,490	145,784
Allocated O/head - Fendalton/Waimairi Community Board Cost Centre	133,261	143,564
Allocated O/head - Hagley/Ferrymead Community Board Cost Centre	164,311	179,314
Allocated O/head - Spreydon/Heathcote Community Board Cost Centre	132,911	147,164
Allocated O/head - Shirley/Papanui Community Board Cost Centre	124,911	135,164
Allocated O/head - Riccarton/Wigram Community Board Cost Centre	142,911	140,564
Alloc O/Head - Output Corporate Overheads Cost Centre	0	23,120
	-----	-----
<b>TOTAL COST COMMUNITY BOARDS</b>	<b>828,793</b>	<b>914,674</b>
	=====	=====
<b>TOTAL NET COSTS - COMMUNITY BOARDS</b>	<b>828,793</b>	<b>914,674</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT: COMMUNITY BOARDS**

*Description* Provide for the operation of six Community Boards.

*Benefits* Facilitates democratic governance of the City by providing and supporting the elected leadership of the City.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Statutory requirement

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***

3.2.funding.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT : COMMUNITY BOARDS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	664,539	181,211	24,376	44,548		914,674 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	664,539	181,211	24,376	44,548	-	914,674
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	34,023	9,278	1,248	(44,548)		- CapValGen
<b>Total Modifications</b>	-	34,023	9,278	1,248	(44,548)	-	-
<b>Total Costs and Modifications</b>	-	698,562	190,488	25,624	-	-	914,674

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	698,562	190,488	25,624	-	-	914,674
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	698,562	190,488	25,624	-	-	914,674

3.2.text.5

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

## **OUTPUT : ELECTIONS**

### **Description**

Local Body Elections are held every three years. The next elections will be in 2003/04.

## 3.2.5

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	ELECTED MEMBER REPRESENTATION

**OUTPUT : ELECTIONS**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
DIRECT COSTS		
Administration Costs	377,000	30,000
Election Issues Research	0	0
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>377,000</b>	<b>30,000</b>
	-----	-----
ALLOCATED COSTS		
Alloc O/Head - Elections C/C	228,000	0
Alloc O/Head-Committee Secretariat	45,000	0
Alloc O/Head - Output Corporate Overheads Cost Centre	0	0
	-----	-----
<b>TOTAL ALLOCATED COSTS</b>	<b>273,000</b>	<b>0</b>
	-----	-----
<b>TOTAL COSTS</b>	<b>650,000</b>	<b>30,000</b>
	=====	=====
EXTERNAL REVENUE		
Canterbury Regional Council Contribution	75,000	0
Electoral Roll Sales	0	0
Electoral Deposits Forfeited	500	0
District Health Board Contribution	20,000	0
	-----	-----
<b>TOTAL REVENUE - ELECTIONS</b>	<b>95,500</b>	<b>0</b>
	=====	=====
<b>NET COST - ELECTIONS</b>	<b>554,500</b>	<b>30,000</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT: ELECTIONS**

*Description* Prepare for the triennial election

*Benefits* Facilitates democratic governance of the City.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Statutory requirement

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))***

The Canterbury Regional Council and Canterbury District Health Board are the direct beneficiaries of contract services.

***Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits***

The costs of direct benefits shall be fully recovered from users.

***Control Negative Effects***



3.2.funding.5

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>ELECTED MEMBER REPRESENTATION</b>

**OUTPUT : ELECTIONS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	21,796	5,943	799	1,461		30,000 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	21,796	5,943	799	1,461	-	30,000
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- CapValGen
Non-Rateable	-	1,116	304	41	(1,461)		- CapValGen
<i>Total Modifications</i>	-	1,116	304	41	(1,461)	-	-
<b>Total Costs and Modifications</b>	-	22,912	6,248	840	-	-	30,000

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	22,912	6,248	840	-	-	30,000
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	22,912	6,248	840	-	-	30,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

## **OUTPUTS**

- **POLICY ADVICE**
- **TRADING ACTIVITIES MONITORING**

### **Description**

- Providing leadership in policy advice to elected members by management team and community managers.
- Liaise with trading activities and facilitate negotiation of the annual Statement of Corporate Intent and monitor and report the financial performance of the group of organisations in which the Council has a pecuniary interest, monitor the performance of these entities ensuring adequate and appropriate information is available for the Council and the public at large.

### **Objectives for 2002/03**

1. Provide timely, quality policy advice.
2. Ensure the negotiation of Statements of Corporate Intent for the Local Authority Trading Enterprises and comparable documents for similar organisations in which the Council has a significant interest.

### **Performance Indicators**

- 1.1 All policy reports requested of Senior Management completed within the specified time frame.
- 1.2 As determined by Annual Survey, elected members satisfied with quality of advice reports, at least 90%.
- 2.1 Contents of all Statements of Corporate Intent or similar documents in compliance with Section 594T of the Local Government Act.
- 2.2 All statements finalised within three months of commencement of the relevant corporate body's financial year.

## 3.2.6

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	DECISION MAKING

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : POLICY ADVICE</b>		
DIRECT COSTS		
NZ Local Government Association	73,867	75,000
ALLOCATED COSTS		
City Managers Office (Advice)	194,144	199,628
Legal Services	275,608	173,480
Director of Finance	14,809	26,695
Director of Operations (Internal Change/Management)	77,124	98,343
Director of Business Projects (Advice)	22,619	25,727
Director of Policy	722,872	181,251
Director of Information (Advice)	69,366	65,110
Financial Services - Corporate Plan	22,935	24,943
Community Advocacy (Advice)	310,075	310,459
Alloc O/Head - Output Corporate Overheads Cost Centre	0	47,690
	-----	-----
TOTAL COST POLICY ADVICE	1,783,417	1,228,326
	=====	=====
<b>OUTPUT : TRADING ACTIVITIES MONITORING</b>		
ALLOCATED COSTS		
Director of Finance	2,116	2,205
Director of Business Projects	35,238	38,453
Alloc O/Head - Output Corporate Overheads Cost Centre	0	1,042
	-----	-----
TOTAL COST TRADING ACTIVITIES MONITORING	37,354	41,700
	=====	=====

3.2.funding.text.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT: POLICY ADVICE**

*Description* Provide policy advice to elected members by management team and community managers.

*Benefits* Quality advice to assist the democratic governance of the city through the support for decision making.

*Strategic Objectives* D1-5, F1-7, G1-2, **CCC Policy** Individual Output Policies, Seeking Community Views

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

***General Benefits (Section 112F(b))***

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))***

***Control Negative Effects (Section 112F(d))***

***Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)***

***General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits***

***Control Negative Effects***

3.2.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT : POLICY ADVICE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	892,417	243,350	32,735	59,824		1,228,326 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	892,417	243,350	32,735	59,824	-	1,228,326
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	45,689	12,459	1,676	(59,824)		- CapValGen
<i>Total Modifications</i>	-	45,689	12,459	1,676	(59,824)	-	-
<b>Total Costs and Modifications</b>	-	938,106	255,809	34,410	-	-	1,228,326

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	938,106	255,809	34,410	-	-	1,228,326
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	938,106	255,809	34,410	-	-	1,228,326

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT: TRADING ACTIVITIES MONITORING**

**Description** Liaise with trading activities; negotiate annual statements of corporate intent; monitor and report on entities in which the Council has a pecuniary interest.

**Benefits** The efficient management of the trading activities and LATEs such that the investment is sustained and the yield is maximised both in financial, economic and social terms.

**Strategic Objectives** D1-5, F1-7,G1-2, **CCC Policy** Investment Policy, Financial Management Policy, Guidelines for the appointment and conduct of Directors

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)****General Benefits (Section 112F(b))**

This is an essential role of the Council as there are significant investments. The income return on these investments are considered general benefits. The monitoring is therefore general benefits

**Nature and Distribution of General Benefits**

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))****Control Negative Effects (Section 112F(d))****Modifications Pursuant to Section 12**

None necessary.

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)****General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits****Control Negative Effects**

3.2.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT : TRADING ACTIVITIES MONITORING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	30,297	8,261	1,111	2,031		41,700 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	30,297	8,261	1,111	2,031	-	41,700
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	1,551	423	57	(2,031)		- CapValGen
<b>Total Modifications</b>	-	1,551	423	57	(2,031)	-	-
<b>Total Costs and Modifications</b>	-	31,848	8,684	1,168	-	-	41,700

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	31,848	8,684	1,168	-	-	41,700
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	31,848	8,684	1,168	-	-	41,700

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

## **OUTPUTS**

- **MEETINGS**
- **CORPORATE RESEARCH PROJECTS**

### **Description**

- Provision of secretarial support to facilitate the meetings of the Council, its Committees and Sub-committees and Community Boards.
- Provide a prompt and efficient follow up on all requests from the Ombudsman.

### **Objectives for 2002/03**

1. Implement an agreed programme of elected member meetings.

### **Performance Indicators**

1. All meetings of elected members held in compliance with the provisions of the Local Government Official Information and Meetings Act.



## 3.2.7

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	DECISION MAKING

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : MEETINGS</b>		
ALLOCATED COSTS		
Community Secretarial	847,625	854,786
Corporate Secretarial	1,002,678	926,769
Alloc O/Head - Output Corporate Overheads Cost Centre	0	51,617
	-----	-----
TOTAL COST MEETINGS	1,850,303	1,833,171
	=====	=====
<b>OUTPUT : CORPORATE RESEARCH PROJECTS</b>		
DIRECT COSTS		
Community Boundaries Review	0	0
	-----	-----
TOTAL DIRECT COSTS	0	0
	-----	-----
ALLOCATED COSTS		
Operations Directorate (Internal Ombudsman)	118,638	110,418
Alloc O/Head - Output Corporate Overheads Cost Centre	0	3,310
	-----	-----
TOTAL ALLOCATED COSTS	118,638	113,728
	-----	-----
TOTAL COST - CORPORATE RESEARCH PROJECTS	118,638	113,728
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT: MEETINGS**

*Description* Secretarial support to the Council, its committees, and Community Boards.

*Benefits* The governance of the city is facilitated by this output.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Response to statutory requirement, Availability of agendas & reports

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***

3.2.funding.7

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT : MEETINGS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	1,331,856	363,179	48,854	89,283		1,833,171 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	1,331,856	363,179	48,854	89,283	-	1,833,171
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	68,188	18,594	2,501	(89,283)		- CapValGen
<i>Total Modifications</i>	-	68,188	18,594	2,501	(89,283)	-	-
<b>Total Costs and Modifications</b>	-	1,400,044	381,773	51,355	-	-	1,833,171

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	1,400,044	381,773	51,355	-	-	1,833,171
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	1,400,044	381,773	51,355	-	-	1,833,171

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT: CORPORATE RESEARCH PROJECTS**

*Description* Provide for the position of the Investigation Commissioner to assist the Council to resolve complaints from the public.

*Benefits* Protect the rights of citizens to enquire and resolve issues relating to the activities of Council.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Response to statutory requirement.

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***

3.2.funding.7

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT : CORPORATE RESEARCH PROJECTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	82,627	22,531	3,031	5,539		113,728 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	82,627	22,531	3,031	5,539	-	113,728
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	4,230	1,154	155	(5,539)		- CapValGen
<i>Total Modifications</i>	-	4,230	1,154	155	(5,539)	-	-
<b>Total Costs and Modifications</b>	-	<b>86,857</b>	<b>23,685</b>	<b>3,186</b>	<b>-</b>	<b>-</b>	<b>113,728</b>

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	86,857	23,685	3,186	-	-	113,728
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	<b>86,857</b>	<b>23,685</b>	<b>3,186</b>	<b>-</b>	<b>-</b>	<b>113,728</b>

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	DECISION MAKING

### **OUTPUTS : STATUTORY REPORTING & COMMUNICATION**

- **Sub-Output : Annual Plan & Strategic Statement**
- **Sub-Output : Annual Report**

#### **Description**

- Preparation and production of a Plan for the coming financial year and an annual report to the public concerning performance for the previous financial year.
- Implement and report on survey of public participation and satisfaction with Council services.

#### **Objectives for 2002/03**

1. Prepare and release the Plan and Annual Report.
2. Implement a survey of residents' use of and satisfaction with Council services.

#### **Performance Indicators**

1. The Plan and Annual Report prepared and finalised in accordance with approved timetable and statutory requirements.
2. Residents' survey implemented by 30 June 2003.

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	DECISION MAKING

**OUTPUT : STATUTORY REPORTING & COMMUNICATION**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>Sub-Output: Annual Plan &amp; Strategic Statement</b>		
ALLOCATED COSTS		
Director of Finance (Annual Plan)	16,924	17,642
Director of Finance (Strategic Statement)	13,418	2,814
Director of Operations	0	0
Financial Services (Strategic Statement)	27,055	11,012
Financial Services (Annual Plan)	171,339	176,154
EEO Programme (Personnel)	25,000	25,000
	-----	-----
TOTAL COST ANNUAL PLAN & STRATEGIC STATEMENT	253,736	232,623
	=====	=====
<b>Sub-Output: Annual Report</b>		
DIRECT COSTS		
Citizens Survey	75,000	75,000
	-----	-----
TOTAL DIRECT COSTS	75,000	75,000
	-----	-----
ALLOCATED COSTS		
Financial Services	328,110	361,095
EEO Programme (Personnel)	25,000	25,000
	-----	-----
TOTAL ALLOCATED COSTS	353,110	386,095
	-----	-----
TOTAL COSTS - ANNUAL REPORT	428,110	461,095
	=====	=====
<b>Sub Output: Output Overheads</b>		
Alloc O/Head - Output Corporate Overheads Cost Centre	0	19,021
	-----	-----
	0	19,021
	=====	=====
TOTAL COSTS STATUTORY REPORTING & COMMUNICATION	681,846	712,739
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT: STATUTORY REPORTING & COMMUNICATION**

**Description** Prepare the Annual Report and Annual Plan as required by the Local Government Act; undertake surveys of public use of and satisfaction with Council services.

**Benefits** Compliance with statutes requiring reports and appropriate accounting standards and the provision of information to the public.

**Strategic Objectives** D1-5, F1-7, G1-2, **CCC Policy** Response to statutory requirement.

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)****General Benefits (Section 112F(b))**

The provision of local government and opportunities to participate in democratic process are considered to benefit the community as a whole. The entire benefit is assessed as general.

**Nature and Distribution of General Benefits**

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))****Control Negative Effects (Section 112F(d))****Modifications Pursuant to Section 12**

None necessary.

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)****General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits****Control Negative Effects**



3.2.funding.8

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>DECISION MAKING</b>

**OUTPUT : STATUTORY REPORTING & COMMUNICATION**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	517,827	141,204	18,994	34,713		712,739 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	517,827	141,204	18,994	34,713	-	712,739
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	26,511	7,229	972	(34,713)		- CapValGen
<i>Total Modifications</i>	-	26,511	7,229	972	(34,713)	-	-
<b>Total Costs and Modifications</b>	-	544,338	148,434	19,967	-	-	712,739

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	544,338	148,434	19,967	-	-	712,739
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	544,338	148,434	19,967	-	-	712,739

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

## **OUTPUT : RECEPTIONS**

### **Description**

- Hosting receptions by elected members and staff with representatives of organisations and members of the public from within and beyond the city's boundaries.

### **Objectives for 2002/03**

1. To foster goodwill between the Council and the community at large.

## **OUTPUTS**

- **COMMUNITY BOARDS DISCRETIONARY FUNDING**
- **MAYORAL PROJECTS**

### **Description**

- To assist in the achievement of Community Board responsibilities each of the Boards are delegated:
  - (a) \$290,000 per annum funding to nominate against desired projects for inclusion in the annual programme of relevant business units to implement.
  - (b) \$60,000 per annum of discretionary funds to retain and distribute as the Board sees fit.
  - (c) \$40,000 per annum for Strengthening Community Action Plans (SCAP).
- To provide the Mayor with discretionary funds for various projects and emergency situations which arise during the course of the year.

## 3.2.9

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	PROJECT AND DISCRETIONARY EXPENDITURE

**OUTPUT : RECEPTIONS**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
ALLOCATED COSTS		
Community Relations	252,352	207,589
Alloc O/Head - Output Corporate Overheads Cost Centre	0	7,040
	-----	-----
<b>TOTAL COSTS RECEPTIONS</b>	<b>252,352</b>	<b>214,629</b>
	=====	=====

**OUTPUT : COMMUNITY BOARD DISCRETIONARY FUNDING**

Discretionary Funds held for allocation during year

Burwood / Pegasus (Discretionary)	34,950	37,500
Fendalton/ Waimairi (Discretionary)	60,000	60,000
Hagley/ Ferrymead (Discretionary)	59,760	40,220
Spreydon / Heathcote (Discretionary)	50,000	50,000
Shirley / Papanui (Discretionary)	50,000	50,000
Riccarton/Wigram (Discretionary)	40,000	39,600
Strengthening Community Action Plans (Total for 6 Boards)	220,000	105,000
ALLOCATED COSTS		
Alloc O/Head - Output Corporate Overheads Cost Centre	0	14,359
	-----	-----
<b>TOTAL COST COMMUNITY BOARD DISCRETIONARY FUNDING</b>	<b>514,710</b>	<b>396,679</b>
	=====	=====

3.2.funding.text.9

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT: RECEPTIONS**

*Description* Hosting of receptions by elected members and staff with representatives of organisations and members of the public.

*Benefits* The Council fulfils its governance role in part by hosting receptions.

*Strategic Objectives* D1-5, G1-2, *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The provision of local government and opportunities to participate in democratic properties are considered to benefit the community as a whole. The entire benefit is assessed as general.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

3.2.funding.9

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT : RECEPTIONS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	155,935	42,521	5,720	10,453		214,629 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	155,935	42,521	5,720	10,453	-	214,629
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	7,983	2,177	293	(10,453)		- CapValGen
<b>Total Modifications</b>	-	7,983	2,177	293	(10,453)	-	-
<b>Total Costs and Modifications</b>	-	163,918	44,698	6,013	-	-	214,629

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	163,918	44,698	6,013	-	-	214,629
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	163,918	44,698	6,013	-	-	214,629

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT: COMMUNITY BOARD DISCRETIONARY FUNDING**

*Description* Funds are available to the Community Boards to apply to community projects at their discretion.

*Benefits* Enhances local communities by providing funds for the Community Boards to disburse.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Discretionary Funding

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

These projects and initiatives benefit the community as a whole because all have access through the democratic process. The entire benefit is assessed as general.

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***

3.2.funding.9

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT : COMMUNITY BOARD DISCRETIONARY FUNDING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	288,199	78,588	10,571	19,320		396,679 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	288,199	78,588	10,571	19,320	-	396,679
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	14,755	4,024	541	(19,320)		- CapValGen
<i>Total Modifications</i>	-	14,755	4,024	541	(19,320)	-	-
<b>Total Costs and Modifications</b>	-	302,954	82,612	11,113	-	-	396,679

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	302,954	82,612	11,113	-	-	396,679
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	302,954	82,612	11,113	-	-	396,679

3.2.text.10

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT : MAYORAL PROJECTS**

For text see page 3.2.text.9



## 3.2.10

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT : MAYORAL PROJECTS**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
DIRECT COSTS		
Projects (To be indentified)	50,000	50,000
Central City - Forum	0	0
ALLOCATED COSTS		
Alloc O/Head - Output Corporate Overheads Cost Centre	0	1,534
<b>TOTAL COST MAYORAL PROJECTS</b>	----- 50,000	----- 51,534
<b>TOTAL COST - DISCRETIONARY EXPENDITURE</b>	=====	=====
	564,710	448,213
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT: MAYORAL PROJECTS**

*Description* Undertake specific projects as identified and initiated by the Mayors Office.

*Benefits* Enhances city by providing funds for the Mayor to disburse or undertake projects.

*Strategic Objectives* D1-5, G1-2, *CCC Policy*

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

These projects and initiatives benefit the community as a whole because all have access through the democratic process. The entire benefit is assessed as general.

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***

3.2.funding.10

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>PROJECT AND DISCRETIONARY EXPENDITURE</b>

**OUTPUT : MAYORAL PROJECTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	37,441	10,210	1,373	2,510		51,534 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	37,441	10,210	1,373	2,510	-	51,534
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	1,917	523	70	(2,510)		- CapValGen
<i>Total Modifications</i>	-	1,917	523	70	(2,510)	-	-
<b>Total Costs and Modifications</b>	-	39,358	10,732	1,444	-	-	51,534

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	39,358	10,732	1,444	-	-	51,534
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	39,358	10,732	1,444	-	-	51,534



3.2.11

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>RENEWALS &amp; REPLACEMENTS</b>		
Miscellaneous	1,000	12,500
	-----	-----
	1,000	12,500
	=====	=====
<b>ASSET IMPROVEMENTS</b>		
Computer Software	2,000	2,000
	-----	-----
	2,000	2,000
	=====	=====
<b>TOTAL CAPITAL OUTPUTS</b>	<b>3,000</b>	<b>14,500</b>
	=====	=====



## 3.2.12

RESPONSIBLE COMMITTEE	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	CAPITAL OUTPUTS

<b>FIXED ASSETS</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>	
<b>RENEWALS &amp; REPLACEMENTS</b>						
Renew Miscellaneous	2,500	1,000	1,000	1,000	1,000	
Office Furniture						
Furniture - Civic Reception Area	10,000					
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<b>12,500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	
<b>ASSET IMPROVEMENTS</b>						
Computer Software	2,000	2,000	10,000	2,000	1,000	
<b>TOTAL ASSET IMPROVEMENTS</b>	<b>2,000</b>	<b>2,000</b>	<b>10,000</b>	<b>2,000</b>	<b>1,000</b>	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>14,500</b>	<b>3,000</b>	<b>11,000</b>	<b>3,000</b>	<b>2,000</b>	
<b>Annual Plan 2001/2002</b>	<b>\$3,000</b>	<b>\$4,500</b>	<b>\$3,000</b>	<b>\$11,000</b>	<b>\$3,000</b>	<b>\$2,000</b>
	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>	
<b>RENEWALS &amp; REPLACEMENTS</b>	1,000	1,500	1,500	1,500	1,500	
<b>ASSET IMPROVEMENTS</b>	2,000	2,000	2,000	2,000	2,000	
	<b>3,000</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	
<b>Annual Plan 2001/2002</b>	<b>\$3,000</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>		





MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		PUBLIC ACCOUNTABILITY				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Proposed Charge	2001/2002 Projected Revenue From Proposed Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
<b>ELECTIONS</b>						
Canterbury Regional Council Contribution		\$75,000		\$0	0.00%	
Electoral Deposits Forfeited		\$500		\$0	0.00%	
District Health Board Contribution		\$20,000		\$0	0.00%	
<b>TOTAL</b>		<hr/> \$95,500 <hr/>		<hr/> \$0 <hr/>		



RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	COMMUNITY MANAGER, HAGLEY/FERRYMEAD

**HAGLEY/FERRYMEAD COMMUNITY BOARD****2002/03  
BUDGET**

Discretionary Funds - Held for allocation during year	40,220
---	--------

**COMMUNITY RELATIONS (HAGLEY/FERRYMEAD ADVOCACY TEAM)**

Avebury House	5,000
Bromley: After School Programme	28,200
Community Development Fund	15,500
Family Support Group Worker: Woolston Development Project	15,000
Heritage Awards 2002	2,500
Linwood: After School Programme	32,000
Sumner: Out School Care and Recreation Services	10,000
Te Whare Roimata: Community Garden Co-ordinator	25,000
Voluntary libraries	3,300
Youth Initiatives and Linwood Park: Strengthening Communities	40,000
Youth Initiatives: Facilitators	30,000

**LEISURE**

Leisure Activities for Older Adults: Phillipstown	4,000
Linwood Youth Festival (LYFE)	15,000
Linwood: Holiday Programmes (11 - 15 years)	9,800
Linwood: Holiday Programmes (5 - 12 years)	15,000
Phillipstown: Holiday Programmes	5,000
Richmond: Holiday Programmes	8,800

**PARKS AND WATERWAYS**

Cypress Street: Beautification work	8,000
Linwood Cemetery: Restoration Period	10,000
Peacocks Gallop: Interpretive Panel	1,840
Richmond Village: Enhancement and Panel	4,840
Tree Audit	3,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>COMMUNITY MANAGER, HAGLEY/FERRYMEAD</b>

**CITY STREETS**

Main Road: Shopping Area Entranceways	15,000
Marriner Street: Pedestrian Refuge Islands	20,000
Nayland Street: Pedestrian Refuge Islands	20,000
Plaques to mark winning streets	3,000
	-----
Total Allocation Hagley/Ferrymead Community Board	\$390,000
	=====

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	COMMUNITY MANAGER, RICCARTON/WIGRAM

**RICCARTON/WIGRAM COMMUNITY BOARD****2002/03  
BUDGET**

Discretionary Funds - Held for allocation during year

39,600

**COMMUNITY RELATIONS (RICCARTON/WIGRAM ADVOCACY TEAM)**

Broomfield/Hei Hei CD Project: Funding Top-up	15,000
Broomfield/Hei Hei CD: Programme costs	10,000
Canterbury Fijian Social Service: Rental and Expenses	10,400
Community Development Funding Scheme: Top-up	10,000
Community Initiatives: Funding	40,000
Environment Committee Fund	40,000
New funding support: Subsidise places after school programmes	5,000
Out of School Programmes: Sockburn/Hornby/Fijian Social Services/Wharenui	20,000
Riccarton Ward Youth Worker: Salary support	20,000
Transport and Roding Committee: Funding	15,000
Upper Riccarton Winter Bowling Club: Relocation	20,000
Wycola Recreation/Community Project	30,000
Youth Initiatives: Funding	40,000

**LEISURE**

Community Events	16,000
Elder Recreation Programmes	10,000
Teenage Camps	5,000
Youth Recreation Programmes	5,000

**CHILDREN/YOUTH HOLIDAY PROGRAMMES**

Community Arts Project	10,000
Holiday Programmes: New funding support	5,000
Holiday Programme Extension: Sockburn	5,000
Holiday Programmes: Hornby/Hei Hei/Sockburn/Riccarton/Wharenui	19,000

Total Allocation Riccarton/Wigram Community Board

-----  
\$390,000  
=====

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	COMMUNITY MANAGER, FENDALTON/WAIMAIRI

**FENDALTON/WAIMAIRI COMMUNITY BOARD****2002/03  
BUDGET**

Discretionary Funds - Held for allocation during year	60,000
---	--------

**CITY STREETS**

Public seating/rubbish bins	2,500
Street safety/pedestrian projects	45,000

**COMMUNITY RELATIONS (FENDALTON/WAIMAIRI ADVOCACY TEAM)**

Bishopdale Community Trust Initiatives	3,000
Bishopdale Primary School Development Project	9,650
Canterbury Neighbourhood Support	5,000
Christchurch North Citizens Advice Bureau: Shared grant with Shirley/Papanui Community Board	10,000
Coloured plantings: At selected sites and garden city image initiatives	5,000
Community Development Funding Scheme: Top-up	25,000
Community Support Seeding Fund	4,850
Community Workers	40,000
Computer Experience Project	6,000
Initiatives to increase bus patronage	10,000
Orana Park: Grant for new footpaths	10,000
Out of School/After School Programmes	25,000
School support initiatives	5,000
Streetscape project(s)/concepts: Partnerships with local business	5,000
Strengthening Community Action Plan	40,000
Te Ropu Tamariki	7,000
Tree planting: Various	5,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>COMMUNITY MANAGER, FENDALTON/WAIMAIRI</b>

**LEISURE**

Annual Community Event - Avic Hill	3,000
Art Beat	6,000
Community Event	7,750
Kids Day Out	3,000
Lets Go	4,000
Live Wires	8,000
Public Art Project	9,000
Teenage Holiday Programme	4,000
Youth Event	4,750

**PARKS AND WATERWAYS**

Facilities for teenagers in parks	10,000
Merivale Reserve: Ongoing development	5,000
Public seating/rubbish bins	2,500

Total Allocation Fendalton/Waimairi Community Board	----- \$390,000 =====
---	-----------------------------

\* Allocation subject to Board review.

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	COMMUNITY MANAGER, SPREYDON/HEATHCOTE

**SPREYDON/HEATHCOTE COMMUNITY BOARD****2002/03  
BUDGET**

Discretionary Funds - Held for allocation during year 50,000

**COMMUNITY RELATIONS (SPREYDON/HEATHCOTE ADVOCACY TEAM)**

Addington: After School Programme - Salaries	5,000
Beckenham: Out of School Programme - Salary	2,500
Centennial Hall: Upgrade Carparking Area	5,800
Community Networks/Consultation: Incl Youth Council/Hoon Hay and Sydenham Networks/Annual Forum	6,000
Community Service and Youth Awards	2,000
Family and Community Development Worker	35,000
Heritage Fund	1,000
Hoon Hay Youth Centre: Grant for Rental, Rates and Insurance	15,000
Kingdom Resources: First Step Courses	10,000
Neighbourhood Week	5,000
Newsletters and Information sharing	9,000
Programmed Activities After School: Assistant Supervisor Wages \$5,500	
Sponsorship programme \$5,000	10,500
Rowley Resource Centre: Grant for Rental, Rates and Insurance	8,500
Rowley: Out of School Programme - OSCAR Contract	36,000
Speed Trailer: Rental	700
Spreydon: Holiday and Recreation Programmes - Co-ordinators/Recreation Supervisors Salaries	10,000
Strengthening Community Action Plan	40,000
Strickland Street: Community Garden Co-ordinator's Salary	15,000
Sydenham: Community Development Worker	10,000
Sydenham: Project	5,000
Waltham: Out of School Holiday Programmes - Sponsorship	11,000



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>COMMUNITY MANAGER, SPREYDON/HEATHCOTE</b>

**LEISURE**

Christchurch Polytechnic: Recreation Programme	1,500
Holiday Programmes	21,000
Local Community Events	16,000
Older Adults Recreation	5,000
Rowley Transport Fund	1,500
Youth Recreation	35,000

**PARKS AND WATERWAYS**

Sign of the Kiwi: Landscaping	10,000
Street Trees	7,000

Total Allocation Spreydon/Heathcote Community Board

-----  
\$390,000  
=====

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	COMMUNITY MANAGER, BURWOOD/PEGASUS

**BURWOOD/PEGASUS COMMUNITY BOARD****2002/03  
BUDGET**

Discretionary Funds - Held for allocation during year

37,500

**CITY STREETS**

Travis Road Landscaping

1,000

**COMMUNITY RELATIONS (BURWOOD/PEGASUS ADVOCACY TEAM)**

Agape Street Ministries

2,000

Aranui Community Renewal

25,000

Aranui Primary School

10,000

Bexley Community House: Research

1,000

Burwood/Pegasus Community Car Watch

3,000

Canterbury Neighbourhood Support Inc

1,000

Community Centres: Community Worker

30,000

Community Response Assistance Fund

7,500

Dallington Community Cottage Trust

20,000

Family and Community Division of Anglican Care: East Aranui Project

10,000

Heritage Week 2002

2,000

Homemade Partnership Trust: Aranui

10,000

Neighbourhood Week 2002

1,000

New Brighton Project

15,000

Out of School Programme Support

25,000

Parklands Community Centre

5,000

Parklands Residents' Association: Parklands Youth Trust

5,000

Project Early Trust

10,000

Project Employment and Environmental Enhancement Programme: New Brighton

8,000

Speed Trailer: Rental

700

St Andrews House Community Trust (North New Brighton)

20,000

St Paul's Lutheran Church: Burwood

5,000

Te Kupenga O Aranui: Community Development Worker

20,000

Te Ora Hou Aranui Club

2,000

Te Ropu Tamariki

5,000

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	COMMUNITY MANAGER, BURWOOD/PEGASUS

Turangawaewae Family Trust: Aranui	8,000
Youth Alive Trust: New Brighton	8,000
Youth Development Fund	2,500

**LEISURE**

Burwood/Pegasus: Beach Blast	1,500
Burwood/Pegasus: Christmas Events	4,000
Burwood/Pegasus: Community Art Project	2,000
Burwood/Pegasus: Family Fishing Day	1,500
Burwood/Pegasus: Seaside Sounds	1,000
Holiday Programmes Subsidy	20,000
Older Adults Programme	2,000
Samoan Independence Day	2,500
Skatejam Youth Event	3,500
Volunteer Holiday Programme: Leaders Training Subsidy	2,000
Youth Holiday Programmes: Parklands/Queenspark and Aranui/Wainoni	6,000

**PARKS AND WATERWAYS**

Arbor Day	1,500
Bexley Wetland Trust	2,000
Burwood War Memorial	5,000
Clean up the World Project	500
Community Pride Garden Awards	800
Gigantic Beach Clean-up Project	500
New Brighton Foreshore Worker	2,500
Plover Street Playground: Upgrade	6,000
South Brighton: Sculpture Garden	10,000
Travis Wetland Trust	5,000

**PROPERTY**

North New Brighton Community Centre	10,000
-------------------------------------	--------

Total Allocation Burwood/Pegasus Community Board	----- \$390,000 =====
--	-----------------------------

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
ACTIVITY:	PUBLIC ACCOUNTABILITY
OUTPUT CLASS:	COMMUNITY MANAGER, SHIRLEY/PAPANUI

**SHIRLEY/PAPANUI COMMUNITY BOARD****2002/03  
BUDGET**

Discretionary Funds - Held for allocation during year	50,000
---	--------

**COMMUNITY RELATIONS (SHIRLEY/PAPANUI ADVOCACY TEAM)**

Belfast Community Network: Contribution to Community Co-ordinator	15,000
Belfast Community Pool: Operating Grant	5,000
Belfast: After School Programme	15,000
Christchurch North Citizens Advice Bureau: Operating Grant	10,000
Nga Tapuwae o Matou Tupuna: Community Heritage Awards	5,000
Northcote: After School Programme	30,000
Papanui Community Facility: Planning costs	20,000
Quinns Rd - OSCAR: After School Programme	15,000
Shirley: After School Programme	15,000
Strengthening Communities Action Plan (SCAP) Projects	25,000
Te Ropu Tamahine: Girls Club at Northcote School	8,000
Youth Development Scheme	12,000

**COMMUNITY RELATIONS - COMMUNITY WORKERS FUND**

Delta Community Support Trust: Community Worker Funding	18,000
Neighbourhood Trust: Community Worker Funding	10,000
Te Papanui Youth: Co-ordinator Funding	20,000

**PROPERTY**

Kapuatohe Historic Reserve - Re-piling the main house at Kapuatohe Historic Reserve	20,000
---	--------

**LEISURE**

Community Events	24,000
People with Disabilities: Assist children access recreation programmes	3,000
Recreation Programmes: Tweenager (10 - 13 years)	15,000
Recreation Projects: Youth (14 - 18 years)	15,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
ACTIVITY:	<b>PUBLIC ACCOUNTABILITY</b>
OUTPUT CLASS:	<b>COMMUNITY MANAGER, SHIRLEY/PAPANUI</b>

**PARKS AND WATERWAYS**

MacFarlane Park: Skateboard Facility

20,000

St Albans Park: Replace Toilets

20,000

Total Allocation Shirley/Papanui Community Board

-----  
\$390,000

=====



4.1.0

*CORPORATE OFFICE*





## 4.1.i

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - CITY MANAGER</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

**Overall Objectives**

To ensure that the Council and its community boards and committees are properly advised of the implications of proposed policies and of statutory responsibilities, and that the Council decision-making takes place within clear and effective frameworks. To provide leadership to the staff organisation in a manner which promotes change in its style of operation to reflect its culture statement 'Giving Value - Being Valued'.

There is nothing of significance to disclose for the 2002/03 year.

4.1.ii

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

**Overall Objective**

To advise the Council on financial policy issues, including its relationships with its trading enterprises and contribute to the corporate management of the Council.

**Key Changes**

There is nothing of significance to disclose for the 2002/03 year.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### **Overall Objectives**

To partner and support unit and team leaders and individuals colleagues to:

- achieve our organisational goals and deliver agreed outputs
- achieve our organisational culture, Giving Value – Being Valued
- deliver our HR Strategy
- meet our legal and contractual obligations as a ‘good employer’
- capitalise on change projects

by:

- providing effective advisory and consulting services
- enabling units and teams to manage their own recruitment, performance, health and safety, and learning
- developing and delivering corporate criteria, guidelines and policies, and flexible model processes, resources and systems

### **Key Changes**

There is nothing of significance to disclose for the 2002/03 year.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### **Overall Objectives**

- Leadership of key internal change processes, including customer services and efficiency and business improvement projects.
- Ensuring effective co-ordination and communication between Units and between the Corporate Team and Units with regard to implementation issues.
- Ensuring the investigation and resolution of complaints and Ombudsman's enquiries concerning the way the Council conducts its business.
- Provide leadership and be accountable for Civil Defence and emergency planning.
- Provide independent assurance to the Corporate Office that there is compliance by Units with legalisation and Council policies.
- Reduce the possibility of losses to a minimum by ensuring that Units are practising effective risk management.

### **Key Changes**

#### ***Restructuring Budgets***

- The Counter Services output has been transferred from the Libraries Unit budget to the Director of Operations budget. A review of the delivery of counter services from integrated libraries / service centres and standalone service centres was carried out, and it was decided that the Operations Directorate would assume responsibility for this output.
- The Health and Safety Audit and Health and Safety Services and Advice Outputs have been merged and are now referred to as the Health and Safety Output. This change has come about with the reorganisation of Human Resources from 2001/02 when the Health and Safety Adviser was moved from Human Resources to the Operation Directorate to work along side the Health and Safety Auditor.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### **Overall Objectives**

To ensure the Council and its standing committees are provided with quality policy advice and well scoped and prepared papers for consideration.

To maintain an overview of the general economic, social and environment concerns and provide early advice to the Council of possible areas of interest.

To liaise with and have effective working relationships with government, other local government, and non government organisations that have an influence on Council activity or which may contribute to the achievement of the Council's strategic objectives.

To take particular interest in economic and social and community issues which will contribute to the Council's strategic objectives.

To promote the environmental health of the City and the health, safety and well-being of its citizens.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### **Overall Objective**

Maximising the effectiveness of the Council's activities by constantly seeking to develop information resources to better meet the needs of the Council's customers, stakeholders and staff.

### **Key Changes**

#### ***Committed Costs (Operating)***

- There are increased operating costs arising from the implementation of the second year of the approved, two year, "eCouncil" project, partially offset by further reductions in the cost of maintaining city properties and Council assets data. \$533,160

#### ***Fee Changes***

New information "products" about city properties and Council assets are being finalised, several of which can be made available via the Internet. A provisional allowance of \$100,000 increased revenue is included in the budget, pending a detailed fee schedule for these. It is expected that this will be completed in time for consideration as part of the finalisation of the Annual Plan in June 2002.

#### ***Efficiency Gains***

\$143,000, being further reduction in staffing costs of maintaining city properties and Council assets data.

#### ***Capital Cost Increases > 2%***

- Increase is in accordance with approved budget for the second year of the 'eCouncil' project.
- GEMS computer system upgrade. The new owners of GEMS have advised the need to upgrade to a new Australasian version of the software within the next 3 years. This capital provision is needed for 2004/05 (operating costs of \$125,000 have also been provided for in the 2003/04 year of the long term operating projections). \$125,000

#### ***Restructuring Budgets***

This budget reflects the transfer of the former Council Web Team from the Library and Information Unit to the Information Directorate to form part of the eCouncil Team.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - BUSINESS PROJECTS SECTION</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### **Overall Objectives**

- Provide integrated leadership of the Council's response to and implementation of major change projects that have their origin outside of the Council organisation.
- Provide corporate leadership and support to those Council business units which must operate in a commercial or semi-commercial environment.
- Assist the City Manager in reviews of major elements of the City Council's structure.
- Advise the Council on and manage relationships with external commercial and 'quasi-commercial' service providers.
- Work with appropriate unit managers in the consideration of possible innovative service delivery arrangements that would involve working jointly with other Canterbury local bodies.
- Provide leadership to the resolution of issues and development of possibilities that require a more commercial approach than is traditionally associated with local body operations.
- Provide leadership for the City Solutions Group to ensure 'Integrated Total Solutions' are developed and delivered for Council and external projects.

### **Key Changes**

There is nothing of significance to disclose for the 2002/03 year.





4.1.0

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE</b>
OUTPUT CLASS:	<b>OUTPUT SUMMARY</b>

For Output summary see page 4.1.1

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>NET COST SUMMARY - CORPORATE OFFICE &amp; CORPORATE FUNCTIONS</b>		
<b>LIAISON, ADVICE &amp; MANAGEMENT SUPPORT</b>		
Customer Services Operation	340,202	-
<b>INFORMATION DEVELOPMENT</b>		
Electronic Services	522,911	1,142,331
<b>CITY MONITORING AND RESEARCH</b>		
Community Research	89,802	113,674
City Monitoring	73,069	78,239
Information Collection and Analysis	231,406	232,695
<b>CITY DEVELOPMENT ADVICE</b>		
Environment Conservation And Open Space	116,593	195,177
City Planning	695,037	861,996
Urban Design Advice	192,744	198,613
City Heritage Advice And Grants	1,023,534	975,466
Transportation	243,688	285,775
<b>CITY PLANNING</b>		
City Plan	249,680	278,485
Regional And District Plans And Policies	44,670	47,256
Urban Amenity Improvement Plans	378,670	409,016
Central City Policy, Planning And Project Development	760,295	955,206
City Plan Monitoring	90,937	97,141
<b>CONSENTS &amp; APPLICATIONS</b>	-	-
Summit Road Protection	22,934	23,815
Regional Plans Consents	44,670	47,256
City And District Plans Consents	107,950	126,207
<b>FUNDS ADMINISTRATION</b>		
Non Conforming Uses Fund Administration	13,934	9,581
Heritage Retention Fund Administration And Grants	583,934	599,711

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

	<b>2001/2002</b>	<b>2002/2003</b>
	<b>BUDGET</b>	<b>BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>NET COST SUMMARY - CORPORATE OFFICE &amp; CORPORATE FUNCTIONS</b>		
<b>COMMUNICATIONS</b>		
External Communications Media Relations	40,561	42,440
External Communication Community Information	785,274	443,398
Internal Communication	239,722	-
<b>CUSTOMER SUPPORT SERVICES</b>		
Counter Services	1,485,032	1,358,396
<b>POLICY ADVICE</b>		
Social Policy And Community Governance Advice	20,000	232,177
Sustainable Development Policy And Planning	513,121	455,687
Sustainable Initiatives	220,820	280,273
Environmental Health	170,647	278,762
Environmental Promotion Programmes	156,434	208,370
<b>TOTAL NET COST</b>	9,458,274	9,977,145
<b>COST OF CAPITAL EMPLOYED</b>	262,695	344,683
<b>CAPITAL OUTPUTS</b>	1,147,000	1,211,457

## 4.1.3

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

**SUMMARY - CORPORATE OFFICE**

<b>2001/2002</b>	<b>2002/2003</b>
<b>BUDGET</b>	<b>BUDGET</b>

**OUTPUT CLASS EXPENDITURE**

<b>\$</b>	<b>\$</b>
-----------	-----------

**LIAISON, ADVICE & MANAGEMENT SUPPORT**

Corporate Advice	631,679	661,890
Financial Advice	205,564	200,282
Trading Activities	304,029	323,463
General Management	322,620	324,101
Employee Relations	351,935	350,973
Strategy	257,490	266,660
Organisational Development	406,440	403,197
Internal Change/Business Improvement	385,620	491,714
Elected Members	317,663	181,251
Economic Development	33,929	37,590
Advice to Council and its Committees	405,209	-

**INFORMATION DEVELOPMENT**

Information Development	181,133	143,487
-------------------------	---------	---------

**TOTAL EXPENDITURE**

<b>3,803,309</b>	<b>3,384,609</b>
------------------	------------------

## 4.1.4

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

**SUMMARY - CORPORATE OFFICE**

**2001/2002**  
**BUDGET**

**2002/2003**  
**BUDGET**

**OUTPUT CLASS REVENUE & RECOVERIES**

\$

\$

**LIAISON, ADVICE & MANAGEMENT SUPPORT**

Corporate Advice	631,679	661,890
Financial Advice	205,564	200,282
Trading Activities	304,029	323,463
General Management	322,620	324,101
Employee Relations	351,935	350,973
Strategy	257,490	266,660
Organisational Development	406,440	403,197
Internal Change/Business Improvement	385,620	491,714
Elected Members	317,663	181,251
Economic Development	33,929	37,590
Advice to Council and its Committees	405,209	-

**INFORMATION DEVELOPMENT**

Information Development	181,133	143,487
-------------------------	---------	---------

**TOTAL REVENUE & RECOVERIES**


---



---

 3,803,309

---



---

 3,384,609
**NET COST OF OUTPUTS**


---



---

 -

---



---

 -

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

<b>SUMMARY - CORPORATE OFFICE FUNCTIONS</b>	<b>2001/2002</b>	<b>2002/2003</b>
<b>OUTPUT CLASS EXPENDITURE</b>	<b>BUDGET</b>	<b>BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>LIAISON, ADVICE &amp; MANAGEMENT SUPPORT</b>		
Investigations Commissioner	118,638	110,418
Publication & Design Services	-	-
Customer Services Operation	340,202	353,369
Cash & Investment Management Advice	82,662	86,685
Loan Systems Management	54,122	51,239
<b>INFORMATION DEVELOPMENT</b>		
Electronic Services	522,911	1,142,331
Persons & Property Data	618,882	620,921
GIS Development	1,095,393	953,095
Geodata Product Delivery	1,570,018	1,158,870
Core Business System Operations	2,577,697	2,841,106
<b>CITY MONITORING AND RESEARCH</b>		
Community Research	89,802	113,674
City Monitoring	73,069	78,239
Information Collection and Analysis	231,406	232,695
<b>CITY DEVELOPMENT ADVICE</b>		
Environment Conservation And Open Space	116,593	195,177
City Planning	695,037	861,996
Urban Design Advice	192,744	198,613
City Heritage Advice And Grants	1,023,534	975,466
Transportation	243,688	285,775
<b>CITY PLANNING</b>		
City Plan	249,680	278,485
Regional And District Plans And Policies	44,670	47,256
Urban Amenity Improvement Plans	378,670	409,016
Central City Policy, Planning And Project Development	760,295	955,206
City Plan Monitoring	90,937	97,141

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

<b>SUMMARY - CORPORATE OFFICE FUNCTIONS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
<b>OUTPUT CLASS EXPENDITURE (CONT'D)</b>	<b>\$</b>	<b>\$</b>
<b>CONSENTS &amp; APPLICATIONS</b>		
Summit Road Protection	22,934	23,815
Regional Plans Consents	44,670	47,256
City And District Plans Consents	107,950	126,207
<b>FUNDS ADMINISTRATION</b>		
Non Conforming Uses Fund Administration	13,934	9,581
Heritage Retention Fund Administration And Grants	583,934	599,711
<b>RISK MANAGEMENT</b>		
Audit	119,485	115,528
Health & Safety	233,495	301,915
Insurance	109,738	97,879
Risk Management Advice	40,880	40,915
<b>EMERGENCY MANAGEMENT</b>		
CRC Levy	588,000	617,400
Civil Defence	206,675	147,117
<b>COMMUNICATIONS</b>		
External Communications Media Relations	40,561	42,440
External Communication Community Information	830,274	901,796
Internal Communication	239,722	132,162
<b>CUSTOMER SUPPORT SERVICES</b>		
Counter Services	1,818,859	1,676,250

## 4.1.7

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

**SUMMARY - CORPORATE OFFICE FUNCTIONS****OUTPUT CLASS EXPENDITURE (CONT'D)****POLICY ADVICE**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
Social Policy And Community Governance Advice	20,000	232,177
Sustainable Development Policy And Planning	513,121	455,687
Sustainable Initiatives	220,820	280,273
Environmental Health	170,647	278,762
Environmental Promotion Programmes	156,434	208,370
<b>TOTAL EXPENDITURE</b>	<b>17,252,785</b>	<b>18,382,018</b>



MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

**SUMMARY - CORPORATE OFFICE FUNCTIONS**

2001/2002 BUDGET	2002/2003 BUDGET
\$	\$

**OUTPUT CLASS REVENUE & RECOVERIES****LIAISON, ADVICE & MANAGEMENT SUPPORT**

Investigations Commissioner	118,638	110,418
Publication & Design Services	-	-
Customer Services Operation	-	353,369
Cash & Investment Management Advice	82,662	86,685
Loan Systems Management	54,122	51,239

**INFORMATION DEVELOPMENT**

Electronic Services	-	-
Persons & Property Data	618,882	620,921
GIS Development	1,095,393	953,095
Geodata Product Delivery	1,570,018	1,158,870
Core Business System Operations	2,577,697	2,841,106

**CITY MONITORING AND RESEARCH**

Community Research	-	-
City Monitoring	-	-
Information Collection and Analysis	-	-

**CITY DEVELOPMENT ADVICE**

Environment Conservation And Open Space	-	-
City Planning	-	-
Urban Design Advice	-	-
City Heritage Advice And Grants	-	-
Transportation	-	-

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

**SUMMARY - CORPORATE OFFICE FUNCTIONS**

2001/2002 BUDGET	2002/2003 BUDGET
\$	\$

**OUTPUT CLASS REVENUE & RECOVERIES (CONT'D)****CITY PLANNING**

City Plan	-	-
Regional And District Plans And Policies	-	-
Urban Amenity Improvement Plans	-	-
Central City Policy, Planning And Project Development	-	-
City Plan Monitoring	-	-

**CONSENTS & APPLICATIONS**

Summit Road Protection	-	-
Regional Plans Consents	-	-
City And District Plans Consents	-	-

**FUNDS ADMINISTRATION**

Non Conforming Uses Fund Administration	-	-
Heritage Retention Fund Administration And Grants	-	-

**RISK MANAGEMENT**

Audit	119,485	115,528
Health & Safety	233,495	301,915
Insurance	109,738	97,879
Risk Management Advice	40,880	40,915

**EMERGENCY MANAGEMENT**

CRC Levy	588,000	617,400
Civil Defence	206,675	147,117

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE
OUTPUT CLASS:	OUTPUT SUMMARY

**SUMMARY - CORPORATE OFFICE FUNCTIONS**

2001/2002 BUDGET	2002/2003 BUDGET
\$	\$

**OUTPUT CLASS REVENUE & RECOVERIES (CONT'D)****COMMUNICATIONS**

External Communications Media Relations

-

-

External Communication Community Information

45,000

458,398

Internal Communication

-

132,162

**CUSTOMER SUPPORT SERVICES**

Counter Services

333,827

317,854

**POLICY ADVICE**

Social Policy And Community Governance Advice

-

-

Sustainable Development Policy And Planning

-

-

Sustainable Initiatives

-

-

Environmental Health

-

-

Environmental Promotion Programmes

-

-

**TOTAL REVENUE & RECOVERIES**

7,794,511

8,404,872

**NET COST OF OUTPUTS**

9,458,274

9,977,145

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - CITY MANAGER</b>
OUTPUT CLASS:	<b>LIAISON &amp; ADVICE</b>

## **OUTPUT : CORPORATE ADVICE**

### **Description and Objectives for 2002/03**

- Ensure elected members establish sound governance processes and are provided with appropriate and timely advice and support to enable them to make the decisions they consider appropriate to achievement of the Council's mission and strategic objectives and to develop the community governance model.
- Providing support to colleagues in developing major strands of policy advice, and review/quality control these as appropriate.
- Ensuring liaison with trading activities, other government agencies, citizens and the media.

### **Performance Indicators**

1. City Manager Liaison Subcommittee is satisfied that agreed priorities are achieved.

4.1.11

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - CITY MANAGER</b>
OUTPUT CLASS:	<b>LIAISON &amp; ADVICE</b>

			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			\$	\$
<b>OUTPUT : CORPORATE ADVICE</b>				
ALLOCATED COSTS				
Allocated Holding A/C	(50.00)%	50.00%	194,144	199,628
			-----	-----
<b>TOTAL COST CORPORATE ADVICE</b>			194,144	199,628
REVENUE				
Public Accountability			194,144	199,628
			-----	-----
<b>TOTAL REVENUE CORPORATE ADVICE</b>			194,144	199,628
			-----	-----
<b>NET COST CORPORATE ADVICE</b>			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - CITY MANAGER</b>
OUTPUT CLASS:	<b>MANAGEMENT</b>

## **OUTPUT : GENERAL MANAGEMENT**

### **Description and Objectives for 2002/03**

- Providing leadership to the staff organisation in the implementation of approved programmes and development of 2002/03 Corporate Plan.
- Providing leadership to the staff organisation in the progressive implementation of behaviours and practices summarised in ‘Giving Value - Being Valued’.
- Providing leadership to the staff organisation in continually securing change and improvement and so efficiency and effectiveness gains, based on maximising learning opportunities and a programme of reviews.
- Supporting and advising Unit Managers and Directors on the resolution of problems and achievement of objectives.
- Carry out good employer obligations and ensure negotiation of all employment contracts.

### **Performance Indicators**

- 1.1 Maintain value planning for all Unit Managers and Directors, so that performance expectations are clear.
- 1.2 Complete a climate survey of the organisation with overall progress shown in achieving implementation of the corporate cultural values.
- 2.1 Renegotiate collective employment contracts and review individual employment contracts of service as they fall due.
- 2.2 Successfully investigate and resolve all complaints which are made by and against Council employees.

4.1.12

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - CITY MANAGER</b>
OUTPUT CLASS:	<b>MANAGEMENT</b>

			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			\$	\$
<b>OUTPUT : GENERAL MANAGEMENT</b>				
ALLOCATED COSTS				
Allocated Holding A/C	(50.00)%	50.00%	194,144	199,628
			-----	-----
<b>TOTAL COST GENERAL MANAGEMENT</b>			194,144	199,628
REVENUE				
Unit Recoveries			0	0
Corporate Overhead Recovery			194,144	199,628
			-----	-----
<b>TOTAL REVENUE GENERAL MANAGEMENT</b>			194,144	199,628
			-----	-----
<b>NET COST GENERAL MANAGEMENT</b>			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : CORPORATE ADVICE**

### **Description**

- Contribute to corporate management of the Council as a member of the Corporate Office.

### **Objectives for 2002/03**

1. Contribute to Corporate Teams and specific projects as required by the City Manager.
2. Ensure elected members are provided with sufficient and timely advice to enable them to make the decisions they consider appropriate.
3. Provide liaison and support for Business Units of the Council as part of Corporate Office Team.

### **Performance Indicators**

- 1-3. The City Manager is satisfied with the quality of leadership and contribution to the Corporate Office and Corporate Teams.
4. Unit Managers satisfied with the level of support received.



4.1.13

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

<b>OUTPUT : CORPORATE ADVICE</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>ALLOCATED COSTS</b>			
Transfer from Holding A/C	(14.50)% 16.21%	91,650	107,185
<b>TOTAL COSTS</b>		<u>91,650</u>	<u>107,185</u>
<b>REVENUE</b>			
Public Accountability Recovery		14,809	26,695
Corporate Overhead Recovery		76,841	80,491
<b>TOTAL REVENUE</b>		<u>91,650</u>	<u>107,185</u>
<b>NET COST CORPORATE ADVICE</b>		-----	-----
		0	0
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : FINANCIAL ADVICE**

### **Description**

- Ensure high professional standards of accounting and finance are maintained.
- Provide financial advice to the Council's various business units.
- Advise the Council on appropriate financial standards and financing.
- Lead the Treasury Management Review Team.

### **Objectives for 2002/03**

1. Ensure elected members are provided with timely advice in respect of financial policy issues.
2. Maintain the Council's international credit rating level.

### **Performance Indicators**

1. Mayor and Committee Chairpersons are satisfied with the timeliness and quality of financial advice.
- 2.1 Maintain the Council's credit rating at no less than 'AA'. (Rating increased from AA to AA+ in September 2001)
- 2.2 Council financial ratios are maintained inside prescribed limits. (2000/01: Maintained.)

## 4.1.14

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

<b>OUTPUT : FINANCIAL ADVICE</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Operating Costs		15,000	12,000
<b>ALLOCATED COSTS</b>			
Transfer from Holding A/C	(30.14)% 28.47%	190,564	188,282
<b>TOTAL COSTS</b>		<u>205,564</u>	<u>200,282</u>
<b>REVENUE</b>			
Public Accountability		16,924	17,642
Corporate Overhead Recovery		188,640	182,640
<b>TOTAL REVENUE</b>		<u>205,564</u>	<u>200,282</u>
<b>NET COST FINANCIAL ADVICE</b>		<u><u>0</u></u>	<u><u>0</u></u>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : TRADING ACTIVITIES**

### **Description**

- Advise the Council and Christchurch City Holdings Limited on issues relating to the Council's trading activities.
- Manage Christchurch City Holdings Limited and provide co-ordination with the financial affairs of the Council.

### **Objectives for 2002/03**

1. Regular monitoring of the financial results of trading enterprises.
2. Provision of advice to the Council and Christchurch City Holdings Limited on issues affecting the trading enterprises and relationships with them.

### **Performance Indicators**

1. Mayor, Chairperson of Strategy and Resources Committee and the Directors of Christchurch City Holdings Limited satisfied with the quality and timeliness of reports and advice on trading enterprises.

## 4.1.15

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

<b>OUTPUT : TRADING ACTIVITIES</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
ALLOCATED COSTS			
Transfer from Holding A/C	(40.94)% 41.58%	258,791	275,010
TOTAL COSTS		<u>258,791</u>	<u>275,010</u>
REVENUE			
External Revenue		256,675	272,805
Corporate Overhead Recovery		2,116	2,205
TOTAL REVENUE		<u>258,791</u>	<u>275,010</u>
NET COST FINANCIAL ADVICE		<u>0</u>	<u>0</u>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : CASH & INVESTMENT MANAGEMENT**

### **Description**

- To ensure sufficient cash resources are available to meet the needs of the Council.
- To invest the Council's cash resources efficiently within prudential guidelines approved by the Council.

### **Objectives for 2002/03**

1. Provide an efficient cash flow management system which complies with the Investment Policy and the Treasury Review Team management guidelines.

### **Performance Indicators**

1. Compliance with the procedures detailed in the Investment Policy.

4.1.16

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

<b>OUTPUT : CASH &amp; INVESTMENT MANAGEMENT</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Info Scan & Investment Advice		31,600	34,000
<b>ALLOCATED COSTS</b>			
Transfer from Holding A/C	(8.08)%      7.97%	51,062	52,685
<b>TOTAL COSTS</b>		<u>82,662</u>	<u>86,685</u>
<b>REVENUE</b>			
External Recoveries		115,000	115,000
Corporate Overhead Recovery		-32,338	-28,315
<b>TOTAL REVENUE</b>		<u>82,662</u>	<u>86,685</u>
<b>NET COST CASH &amp; INVESTMENT MANAGEMENT</b>		<u><u>0</u></u>	<u><u>0</u></u>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : LOAN SYSTEMS MANAGEMENT**

### **Description**

- Arrange appropriate loan finance as approved by the Council.
- Service loans as they fall due.
- Maintain systems to record all loan indebtedness and sinking funds of the Council.

### **Objectives for 2002/03**

1. Arrange to borrow funds as required to the best advantage and comply with the Borrowing Management Policy and Treasury Review Team Guidelines.

### **Performance Indicators**

1. Compliance with Section 4 of the Borrowing Management Policy.



4.1.17

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

<b>OUTPUT : LOAN SYSTEMS MANAGEMENT</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Loan Management Fees		14,000	10,000
<b>ALLOCATED COSTS</b>			
Transfer from Holding A/C	(6.35)%      6.24%	40,122	41,239
<b>TOTAL COSTS</b>		<u>54,122</u>	<u>51,239</u>
<b>REVENUE</b>			
External Recoveries		0	0
Corporate Overhead Recovery		54,122	51,239
<b>TOTAL REVENUE</b>		<u>54,122</u>	<u>51,239</u>
<b>NET COST LOAN SYSTEMS MANAGEMENT</b>		<u><u>0</u></u>	<u><u>0</u></u>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
OUTPUT CLASS:	<b>ADVICE &amp; SUPPORT</b>

## **OUTPUT : STRATEGY**

### **Description**

- Providing strategic overview and co-ordination.
- Maintaining the leading edge of the HR Strategy and the criteria, guidelines and policies flowing from it.
- Supporting major change projects and ensuring their alignment with Giving Value – Being Valued.
- Identifying organisational development needs and creating appropriate initiatives and programmes.
- Monitoring and reporting on the organisational culture and climate.

<b>Objectives for 2002/03</b>	<b>Performance Indicators</b>
1. Culture and Change <ul style="list-style-type: none"> <li>• Keep our organisational Culture alive by encouraging everyone to practice it “in the way we do business” and “in the way we work together”.</li> <li>• Support corporate change initiatives and projects and ensure that they are aligned with our “good employer” obligations and our culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Climate Survey results continue to improve.</li> </ul>
2. Change: <ul style="list-style-type: none"> <li>• Support corporate change initiatives and ensure that they are aligned with our “good employer” obligations and our organisational culture.</li> </ul>	<ul style="list-style-type: none"> <li>• 90% of our people accept the changes and use the new processes.</li> </ul>
3. Information Technology: <ul style="list-style-type: none"> <li>• Champion the ongoing exploitation of the HR modules in FAMIS to maximise their benefits for empowerment/self-help and efficiency.</li> </ul> Improve e-literacy generally through more effective and creative use of the standard Office suite of software.	<ul style="list-style-type: none"> <li>• Individual colleagues are using relevant electronic HR processes and systems routinely.</li> <li>• Small upskilling and practicing projects are being taken up by teams and learning is being shared.</li> </ul>

## 4.1.18

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
OUTPUT CLASS:	<b>ADVICE &amp; SUPPORT</b>

<b>OUTPUT : STRATEGY</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Administration Costs		40,000	40,000
<b>ALLOCATED COSTS</b>			
Allocated Overhead - FAMIS		98,984	109,098
Transfer From Allocated Holding A/C	(14.22)% 14.22%	118,507	117,561
		-----	-----
		257,490	266,660
<b>RECOVERIES</b>			
Public Accountability (EEO Programme)		50,000	50,000
Corporate Overhead Recovery		207,490	216,660
		-----	-----
		257,490	266,660
<b>NET COST STRATEGY</b>			
		-----	-----
		0	0
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
OUTPUT CLASS:	<b>ADVICE &amp; SUPPORT</b>

## **OUTPUT : EMPLOYEE RELATIONS**

### **Description**

- Providing expert advice coaching and support to units on Employment Relations change management and reorganisations through the Advocates.
- Reviewing the ongoing development of collective and individual contracts for consistency of business objectives and legal requirements.
- Building effective partnerships with unions and other organisations consistent with business objectives.
- Leading and overseeing the development and implementation of unit-based remuneration and reward systems.
- Monitoring legislative changes and court decisions, and briefing/upskilling corporate, unit and team leaders accordingly.
- Providing Employment Relations Education and Training programmes and ER briefings.

<b>Objectives for 2002/03</b>	<b>Performance Indicators</b>
1. Collective and individual employment agreements <ul style="list-style-type: none"> <li>• Review and negotiate existing contracts for alignment with culture business objectives and workability.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are covered by relevant written and current employment agreements July 2002.</li> <li>• Employment agreements assist and support the work of the units.</li> </ul>
2. Upskilling <ul style="list-style-type: none"> <li>▪ Provide further and continuing upskilling of Unit Managers/Team Leaders/HR Network/HR Administrators to encourage and facilitate devolution of much of the operational aspects of employee relations.</li> </ul>	<ul style="list-style-type: none"> <li>• Areas of particular concern and interest identified by August 2001.</li> <li>• Training rolled out with the assistance of the HR Advocates to all groups by June 2002.</li> </ul>
3. Policies and Procedures Manual and Collective Agreements <ul style="list-style-type: none"> <li>▪ Review, update and align content of previous Policies Manual with changes in practice and legislation to be accessible on the Intranet.</li> </ul>	<ul style="list-style-type: none"> <li>• All aspects of the Manual to be accessible on-line by June 2002.</li> <li>• All team leaders and unit managers are briefed on agreements, Employment Law, Procedures and policies as necessary.</li> </ul>

4.1.19

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
OUTPUT CLASS:	<b>ADVICE &amp; SUPPORT</b>

<b>OUTPUT : EMPLOYEE RELATIONS</b>			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>				
Administration Costs			43,500	45,000
<b>ALLOCATED COSTS</b>				
Transfer From Allocated Holding A/C	(37.01)%	37.01%	308,435	305,973
			-----	-----
			351,935	350,973
<b>RECOVERIES</b>				
Corporate Overhead Recovery			351,935	350,973
			-----	-----
			351,935	350,973
<b>NET COST EMPLOYEE RELATIONS</b>			-----	-----
			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
OUTPUT CLASS:	<b>ADVICE &amp; SUPPORT</b>

## **OUTPUT: ORGANISATIONAL DEVELOPMENT**

### **Description**

- Providing a strategic focus and framework for all development to ensure it meets organizational and business needs.
- Providing expert advice, coaching and support to unit and team leaders through the HR Advocates
- Renewing and maintaining best practice to ensure we stay at the leading edge
- Identifying and using opportunities to apply technology to enhance access to and delivery of learning and knowledge

<b>Objectives for 2002/03</b>	<b>Performance Indicators</b>
1. Development programme: <ul style="list-style-type: none"> <li>▪ Provide Team Leader development for Team Leaders across the organisation.</li> <li>▪ Provide refresher recruitment workshops to selection panel members to improve the process of recruitment in the Units.</li> <li>▪ Coaching/Learning events continue to be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct 2 Team Leader Development Programmes by June 2003.</li> <li>• Conduct 6 recruitment workshops by June 2003.</li> <li>• Full attendance at 2 CLC events conducted by June 2003.</li> </ul>
2. Performance Management: <ul style="list-style-type: none"> <li>▪ PVP's are used as the preferred way of managing performance in the Units.</li> <li>▪ Performance Management training is conducted.</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of Units are using the current PVP format to manage performance in the Units by June 2003.</li> <li>• Performance management workshops are conducted on needs basis.</li> </ul>
3. e-HR <ul style="list-style-type: none"> <li>▪ Recruitment: Investigate and evaluate e-recruitment as an alternative to paper advertising for external vacancies.</li> <li>▪ SAP/Training and Events management: units are using the module for booking, reporting and individual records.</li> </ul>	<ul style="list-style-type: none"> <li>• 20% of appropriate vacancies are advertised through electronic mediums by June 2003.</li> <li>• 50% of Units are accessing corporate training information and using individual training history records.</li> </ul>

4.1.20

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
OUTPUT CLASS:	<b>ADVICE &amp; SUPPORT</b>

<b>OUTPUT : ORGANISATIONAL DEVELOPMENT</b>				<b>2001/2002</b>	<b>2002/2003</b>
				<b>BUDGET</b>	<b>BUDGET</b>
				<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>					
Administration Costs				0	0
<b>ALLOCATED COSTS</b>					
Transfer From Allocated Holding A/C	(48.77)%	48.77%		406,440	403,197
				-----	-----
				406,440	403,197
<b>RECOVERIES</b>					
Internal Recoveries				0	0
Corporate Overhead Recovery				406,440	403,197
				-----	-----
				406,440	403,197
<b>NET COST ORGANISATIONAL DEVELOPMENT</b>				-----	-----
				0	0
				=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>MANAGEMENT</b>

## **OUTPUTS : INTERNAL CHANGE / BUSINESS IMPROVEMENT**

### **Description**

- Contribution to corporate management as a member of the Corporate Office.
- Leadership of key internal change processes.
- Efficiency and business improvement projects.
- Leadership of the resolution of operational issues that lie between different units in the Council structure.
- Contribution to the management of relationships between the staff organisation and elected members.
- Undertake initiatives aimed at improving the effectiveness and efficiency of the organisation in delivering its services.

### **Objectives for 2002/03**

1. Identify and implement opportunities for improvements and savings in the effectiveness and efficiency of the organisation.

### **Performance Indicators**

1. Improvements and savings identified, qualified and obtained. (2000/01: the change proposal resulted in 55 less positions and annual savings on an ongoing basis of \$2.7 million).



## 4.1.21

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASSES:	<b>MANAGEMENT</b>

<b>OUTPUT : INTERNAL CHANGE/BUSINESS IMPROVEMENT</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
<b>ALLOCATED COSTS</b>			
Tranfer from Allocated Holding A/C	(22.54)% 26.92%	385,620	491,714
		-----	-----
		385,620	491,714
<b>REVENUE</b>			
Public Accountability		77,124	98,343
Corporate Overhead Recovery		308,496	393,371
		-----	-----
<b>TOTAL REVENUE</b>		385,620	491,714
		-----	-----
<b>NET COST INTERNAL CHANGE/BUSINESS IMPROVEMENT</b>		0	0
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>MANAGEMENT</b>

## **OUTPUT : INVESTIGATIONS COMMISSIONER**

### **Description**

Recognising that formal complaints relating to the Council and the way it conducts its business are a real part of Council activity, proper and transparent conduct of investigations is vital in a customer focused organisation. The use of investigations as a learning mechanism enhancing the continuous improvement of processes is an important aspect of the way the Council operates.

### **Objectives for 2002/03**

1. To undertake investigations on formal complaints from citizens referred directly, or via the Office of the Mayor, City Manager or the Council.
2. To liaise with the Office of the Ombudsman on matters affecting the Council.
3. To assist in service of elected members in their liaison and/or complaint with operational units of the Council, and facilitate access and support.
4. To facilitate process improvement within the organisation resulting from the outcome of investigations.

### **Performance Indicators**

1. To identify, record, investigate and resolve formal complaints within a reasonable and agreed timeframe, preferably within 20 working days, but in any event not exceeding three months. (2000/01: Majority of cases resolved in 20 working days. Three major multi faceted cases extended well beyond the 20 days).
2. To respond to enquiry requests from the Office of the Ombudsman as they arise, within the 20 working days statutory requirement. (2000/01: Caseload significantly reduced through having internal Investigations Commissioner.)
3. To resolve elected member liaison issues on a case by case basis within seven days or 20 days in the instance of a full scale investigation. (2000/01: All enquiries responded to within 24 hours and action initiated where required.)
4. To initiate process reviews where complaint investigations indicate revision required. (2000/01: Process improvements continue to be made where appropriate.)

4.1.22

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASSES:	<b>MANAGEMENT</b>

<b>OUTPUT : INVESTIGATIONS COMMISSIONER</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
<b>ALLOCATED COSTS</b>			
Transfer from Allocated Holding A/C	(6.93)% 6.05%	118,638	110,418
		-----	-----
		118,638	110,418
<b>REVENUE</b>			
Public Accountability		118,638	110,418
		-----	-----
<b>TOTAL REVENUE</b>		118,638	110,418
		-----	-----
<b>NET COST INVESTIGATIONS COMMISSIONER</b>		0	0
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>MANAGEMENT</b>

## **OUTPUT : CUSTOMER SERVICES OPERATION**

### **Description**

- To provide leadership in the development and delivery of the Council's Customer Service strategy.
- To manage the Council's Customer Centre and Service Networks and ensure they are supported by appropriate information systems.

### **Objectives for 2002/03**

1. Effectively manage the Council's network of customer centres, service centres and the after-hours answering services.
2. Reduce calls direct to Customer Centres where no value can be added by analysing these and adding new technology or processes to do so.
3. Put in place new processes and up skill the Customer Service representatives to manage written customer enquiries and requests via e-mail and letter.

### **Performance Indicators**

1. Customer research shows that more than 85% of all walk in and phone in customer are satisfied or better with the service provided.
2. Calls to "the Operator" are reduced by 10% (measured in the Customer Centre monthly reports).
3. All CSRs managing e-mail or letters are competent when assessed against the Network standard which measures this.

## 4.1.23

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>MANAGEMENT</b>

	<b>2001/2002</b>	<b>2002/2003</b>
	<b>BUDGET</b>	<b>BUDGET</b>
	\$	\$
<b>OUTPUT : CUSTOMER SERVICES OPERATION</b>		
<b>DIRECT COSTS:</b>		
Administration Costs	40,000	35,000
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>40,000</b>	<b>35,000</b>
<b>ALLOCATED COSTS:</b>		
Depreciation	12,600	12,600
Transfer from Allocated Holding A/C	287,602	305,769
Alloc O/Head - Output Corporate Overheads Cost Centre	0	0
	-----	-----
<b>TOTAL ALLOCATED COSTS</b>	<b>300,202</b>	<b>318,369</b>
	-----	-----
<b>TOTAL COSTS</b>	<b>340,202</b>	<b>353,369</b>
<b>REVENUE</b>		
Internal Recoveries	0	353,369
External Recoveries	0	0
	-----	-----
<b>TOTAL REVENUE</b>	<b>0</b>	<b>353,369</b>
	-----	-----
<b>NET COST CUSTOMER SERVICES OPERATION</b>	<b>340,202</b>	<b>0</b>
	=====	=====
Cost of Capital Employed	11,064	

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>MANAGEMENT</b>

**OUTPUT: CUSTOMER SERVICES OPERATION**

*Description* Coordinate and ensure the delivery of the Council's Customer Service strategy.

*Benefits* The Council response to customer services is enhanced by management of the Customer Centre Network and coordination of policy, systems and procedures for Council wide customer service delivery.

*Strategic Objectives* D1-5, G1-2, **CCC Policy**

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

*Nature and Distribution of General Benefits*

*Direct Benefits (Section 112F(c))*

Clients are the direct beneficiaries

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

Recoveries cannot be made from the individual clients of the service.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

*Direct Benefits*

Direct benefits cannot be funded in full by clients. Any shortfall will be covered by transferring to Ratepayers by Capital Value rating.

*Control Negative Effects*



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

**OUTPUT : AUDITS****Description**

- The review and testing of systems and operations, as agreed by the Management Team. The purpose is to assist management at all levels, to have assurance that Council objectives are likely to be achieved (1) by verifying the existence of appropriate risk management and controls, (2) Reviewing and reporting on the achievement of performance against objectives.
- To carry out special investigations as requested by Managers.

**Objectives for 2002/03**

1. To complete a comprehensive internal audit programme approved by the Director of Operations, on time and within budget.
2. To co-ordinate financial audit work with Audit New Zealand to reduce the fees charged by that office.
3. To complete special investigations within the time frame required by the requesting party.

**Performance Indicators**

1. Completion of the approved internal audit programme approved by the Director of Operations in accordance with the standards of the Institute of Internal Auditors within the year. (2000/01: Programme 100% complete.)
2. To achieve external audit fee savings of at least \$22,000 Actual. (2000/01: \$22,000.)
3. All special investigations complete with in required time frames. (2000/01: Achieved)



4.1.24

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

<b>OUTPUT : AUDITS</b>				<b>2001/2002</b>	<b>2002/2003</b>
				<b>BUDGET</b>	<b>BUDGET</b>
				<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>					
Professional Fees				20,000	15,000
<b>ALLOCATED COSTS</b>					
Transfer From ESU				27,000	17,000
Tranfer from Allocated Holding A/C	(4.24)%	4.57%		72,485	83,528
				-----	-----
				119,485	115,528
<b>REVENUE</b>					
Corporate Overhead Recovery				112,385	108,428
Internal Recoveries				7,100	7,100
				-----	-----
				119,485	115,528
<b>NET COST AUDITS</b>				-----	-----
				0	0
				=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

## **OUTPUT : HEALTH AND SAFETY**

### **Description**

- To provide health and safety services and advice.
- To facilitate the implementation of health and safety programmes and systems to ensure the health, safety and welfare of employees, contractors and members of the public.

### **Objectives for 2002/03**

1. To ensure compliance with the required standards as set by the ACC Partnership programme
2. To ensure that all staff are aware of CCC health and safety systems, policies and procedures
3. To research and develop a Healthy Workplace Strategy
4. To undertake health and safety audits and inspections of business units and contractors

### **Performance Indicators**

1. Council remains in the ACC Partnership programme at Secondary level or higher (2002/03: New)
2. Delivery of 20 health and safety training courses to staff (2002/03: New)
3. Healthy Workplace Strategy developed and presented to Corporate team. (2002/03: New)
4. Ensure at least 60 audits and inspections of both Council and contractor operations are carried out during 2002/03 to ensure compliance with the Health and Safety in Employment Act 1992 and associated legislation (2000/01: 60 inspections).

### **Comparison of Accident Statistics for 1999/2000 and 2000/2001**

<b>Year</b>	<b>Total of Minor Accidents (i.e. no lost time)</b>	<b>Total of Lost Time Accidents</b>	<b>Total of Days Lost</b>	<b>Total No. of Accidents</b>
<b>1999/2000</b>	359	96	514	455
<b>2000/2001</b>	271	40	312	321
<b>% Difference between years</b>	- 32.5%	- 240%	- 65%	- 42%

## 4.1.25

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

<b>OUTPUT : HEALTH &amp; SAFETY</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Administration Costs		73,600	77,000
ACC Corporate Contingency		0	40,000
<b>ALLOCATED COSTS</b>			
Transfer from Allocated Holding A/C	(9.35)% 10.12%	159,895	184,915
<b>TOTAL COSTS</b>		233,495	301,915
<b>REVENUE</b>			
Corporate Overhead Recovery		182,525	263,723
Internal Recoveries		50,970	38,192
<b>NET COST HEALTH &amp; SAFETY</b>		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

## **OUTPUT : INSURANCE**

### **Description**

- To ensure that the Council's assets are adequately insured.
- To provide prompt insurance advice to all business units within the Council and an insurance claims handling service to all business units.

(NB: The impact of the 11 September 2001 attack on the World Trade Building and reducing number of insurance companies will result in a hardening of the insurance market).

### **Objectives for 2002/03**

1. Arrange adequate insurance of the Council's assets and operations.
2. Staff receive timely responses to requests for information regarding insurance and have access to information relating to the types of insurance cover in place.

### **Performance Indicators**

1. That the Council's insurance requirements for 2002/03 are in place on 1 July 2002 or in place within the time frame set by the client for any new policy. (2000/01: Insurance requirements in place on 1 July 2000.)
- 2.1 That a survey of key staff is undertaken annually to measure satisfaction with information provided. (2002/03: New)
- 2.2 That an updated Insurance Manual is available for staff to access on the Council's Intranet within eight weeks of any policy change occurring. (2000/01: Available 12 weeks after the annual renewals.)

4.1.26

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			\$	\$
<b>OUTPUT : INSURANCE</b>				
ALLOCATED COSTS				
Property Services Charge re: Valuations			0	1,500
Tranfer from Allocated Holding A/C	(6.41)%	5.28%	109,738	96,379
			-----	-----
			109,738	97,879
REVENUE				
Internal Recoveries			109,738	97,879
			-----	-----
			109,738	97,879
NET COST INSURANCE				
			-----	-----
			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

## **OUTPUT : RISK MANAGEMENT ADVICE**

### **Description**

- Reduce the possibility of losses to a minimum by ensuring that business units are practising effective risk management.

### **Objectives for 2002/03**

1. To monitor accidents, incidents and losses to determine if remedial measures maybe required or improved.
2. The promotion of active business continuance planning.
3. Be an active participant on the Corporate Risk Management Team.
4. Review and monitoring of identified Council wide risks.

### **Performance Indicators**

1. Provide a two monthly reports to the Corporate Risk Management Team on accidents, incidents and reported losses. (2000/01: Achieved)
2. Audit reviews will verify that Units' business continuance plan are accurate and up to date - 10 units' plans audited. (2002/03: New)
3. Advise the Corporate Risk Management Team on risk strategies in a timely manner. (2000/01: Achieved.)
4. Corporate Risk Register is regularly reviewed and monitoring mechanisms are in place. (2002/03: New)

4.1.27

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>RISK MANAGEMENT</b>

<b>OUTPUT : RISK MANAGEMENT ADVICE</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
DIRECT COSTS			
Professional Fees		20,000	15,000
ALLOCATED COSTS			
Tranfer from Allocated Holding A/C	(1.22)% 1.42%	20,880	25,915
TOTAL COSTS		40,880	40,915
REVENUE			
Corporate Overhead Recovery		40,880	40,915
NET COST RISK MANAGEMENT ADVICE		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>EMERGENCY MANAGEMENT</b>

### **OUTPUT : CRC LEVY**

The City Council, along with Banks Peninsula, has a contract with the Environment Canterbury to provide the Civil Defence local function integrated with its required regional function. Environment Canterbury provides the Council with a Civil Defence Headquarters along with operating personnel and organise the required linkages into the community. The general public, prime first response agencies and welfare support for Christchurch are therefore focused on the Environment Canterbury Civil Defence Headquarters. The City Council's direct role in Civil Defence are Engineering Headquarters, Rescue Headquarters and the Central City Area Headquarters, and the providing resources to maintain the city's infrastructure. The budgeted sum is required to cover the contracted services.

In 2002 the current Civil Act 1983 should be repelled and replaced by the Civil Defence Emergency Management Act. The new Act will require the establishment of Civil Defence Emergency Management Groups (CDEMG) based on Regional Authorities' boundaries. The new Act requires the CDEMG to take all steps necessary on an ongoing basis to maintain and provide, or to arrange the provision of, or to otherwise make available suitably trained and competent personnel, and an appropriate organizational structure for those personnel, for effective civil defence emergency management in the Canterbury Regional. The Council will be a member of the Canterbury CDEMG.



4.1.28

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>EMERGENCY MANAGEMENT</b>

<b>OUTPUT : CRC LEVY</b>	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
DIRECT COSTS		
CRC Civil Defence Levy	588,000	617,400
	-----	-----
TOTAL COSTS	588,000	617,400
REVENUE		
Corporate Expenses Recovery	588,000	617,400
	-----	-----
TOTAL REVENUE	588,000	617,400
	-----	-----
NET COST - CRC LEVY	0	0
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>EMERGENCY MANAGEMENT</b>

## **OUTPUT : CIVIL DEFENCE**

### **Description**

- Deploying resources for Engineering, Rescue, and City Area Headquarters in times of Civil Defence emergencies.
- Equipping and training Engineering, Rescue, and Central City Area Headquarters personnel and the Council's Civil Defence Rescue Teams.

### **Objectives for 2002/03**

1. The Council participants as an active member of the Canterbury Civil Defence Emergency Management Group (CDEMG).
2. Ensure that an effective organisational structure is maintained within the City for civil defence emergencies.
3. Ensure the City Wide Disaster Recovery Plan is an active and living document.
4. Participate in exercises to test readiness of Engineers, Rescue, and City Area Headquarters.
5. To have a fully trained and active Rescue Teams.

### **Performance Indicators**

1. City Council personnel attend at least 90% of all CDEMG related meetings. (2002/03: New)
2. To review the existing Service Level Agreement for the delivery of civil defence functions in conjunction with Environment Canterbury. (2002/03: New)
3. To review the City Wide Disaster Recovery Plan and ensure it is accurate and updated as necessary, review to be completed by March 2003. (2000/01: New).
4. Active participation in Civil Defence exercises is maintained. (2000/01: Achieved).
5. To have three Council Civil Defence Rescue teams fully trained and actively participating in in-house and regional exercises. (2000/01: Two teams fully trained with other staff trained as back up).

## 4.1.29

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>EMERGENCY MANAGEMENT</b>

		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>OUTPUT : CIVIL DEFENCE</b>			
DIRECT COSTS			
Operating Costs		87,000	60,800
ALLOCATED COSTS			
Building Rent		10,615	0
Depreciation		500	500
Debt Servicing		100	0
Transfer from Allocated Holding A/C	(6.34)%      4.70%	108,460	85,817
TOTAL COSTS		----- 206,675	----- 147,117
REVENUE			
Corporate Expenses Recovery		206,675	147,117
NET COST - CIVIL DEFENCE		----- 0	----- 0
		=====	=====
Cost of Capital Employed		122	82

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

## **OUTPUT : EXTERNAL COMMUNICATIONS MEDIA RELATIONS**

### **Description**

- To ensure that Citizens / Ratepayers are well informed of Council activity through the media.
- To assist unit staff in handling and communicating with the media.
- Maintaining the value of the Council brand through positive portrayal and publicity

### **Objectives for 2002/03**

1. To process and complete all media enquiries promptly.
2. To achieve and maintain significant positive / neutral newspaper coverage.
3. To work with unit staff who are authorised to represent the organisation to the media to improve their interview skills.

### **Performance Indicators**

1. All media enquiries received during the year are responded to within 24 hours. (2000/01: Achieved)
2. Newspaper monitoring to assess the proportion of positive / neutral coverage .- 80% attained during the year. (2000/01: New)
3. All staff who are authorised to talk to the media believe that they have been given appropriate training and/or support throughout the year. (2002/03: New)

## 4.1.30

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

**OUTPUT : EXTERNAL COMMUNICATIONS MEDIA RELATIONS**

		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Media Monitoring Service		6,000	4,000
Media Kit		3,500	0
		-----	-----
<b>TOTAL DIRECT COSTS</b>		<b>9,500</b>	<b>4,000</b>
		-----	-----
<b>ALLOCATED COSTS</b>			
Tranfer from Allocated Holding A/C	(1.82)% 2.05%	31,061	37,387
Alloc O/Head - Output Corporate Overheads Cost Centre		0	1,053
		-----	-----
<b>TOTAL ALLOCATED COSTS</b>		<b>31,061</b>	<b>38,440</b>
		-----	-----
<b>TOTAL COSTS</b>		<b>40,561</b>	<b>42,440</b>
<b>REVENUE</b>			
		-----	-----
<b>TOTAL REVENUE</b>		<b>0</b>	<b>0</b>
		=====	=====
<b>NET COST EXTERNAL COMMUNICATIONS MEDIA RELATIONS</b>		<b>40,561</b>	<b>42,440</b>
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

**OUTPUT: EXTERNAL COMMUNICATIONS MEDIA RELATIONS**

**Description** Monitoring and managing the Councils media relations strategy by ensuring the media are well informed of Council activities. To support and assist Council and its Business Units in dealing with the media.

**Benefits** The community as a whole benefit from being informed about Council Activities.

**Strategic Objectives** D1, D4, G1, G2 **CCC Policy**

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**

**General Benefits (Section 112F(b))**

The community as a whole benefits from being informed about the Council's activities.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))**

Direct benefits are services provided to client Units.

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

The costs of providing services for clients shall be recovered from those clients.

**Control Negative Effects**

4.1.funding.30

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

**OUTPUT : EXTERNAL COMMUNICATIONS MEDIA RELATIONS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	30,834	8,408	1,131	2,067		42,440 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	30,834	8,408	1,131	2,067	-	42,440
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	1,579	430	58	(2,067)		- CapValGen
<b>Total Modifications</b>	-	1,579	430	58	(2,067)	-	-
<b>Total Costs and Modifications</b>	-	32,413	8,839	1,189	-	-	42,440

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	32,413	8,839	1,189	-	-	42,440
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	32,413	8,839	1,189	-	-	42,440

4.1.text.31.i

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

**OUTPUT : EXTERNAL COMMUNICATION COMMUNITY INFORMATION**

For output text refer pages 4.1.text.32.ii and 4.1.text.32.iii.



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

## **OUTPUT : EXTERNAL COMMUNICATION COMMUNITY INFORMATION (CONTD)**

### **Description**

- To advise on Council communication and general communication policy.
- To provide support to Council Units and Teams in providing information to ratepayers / citizens.
- To work with Units and Teams to communicate proactively and strategically.
- To ensure that the organisation's brand values are conveyed through communication .
- To assist units in cost-effectively producing advertising communications.
- To assist units in producing advertising communications that achieve set objectives.
- To ensure the council brand is accurately represented in advertising communications.
- To test the validity of proposed advertising / printing against the briefs supplied by the customer unit.
- To improve the overall quality of delivery of education and promotional programmes.
- To decrease the cost of delivery of education and promotional programmes.

### **Objectives for 2002/03**

1. Work with units to ensure that information is appropriately conveyed to citizens / ratepayers through various delivery mechanisms.
2. Advise and assist units to influence the consistency and effectiveness of key messages.
3. Produce a regular newsletter to ratepayers to:
  - Instil an understanding of the integral role of the Council within the community.
  - Positively influence on key issues that the Council wants to change behaviour in regard to.
  - Positively reflect value for money for rates.
  - Give readers a sense of ownership as stakeholders and encourage them to become more involved by making the Council more accessible.
  - Portray the Council as a significant, achieving social and economic driver of a sustainable Christchurch.
  - Portray the values, outputs (benefits) and the integral role of the organisation within the community.
  - Present key issues and ideas, preferably before other media.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

### **OUTPUT : EXTERNAL COMMUNICATION COMMUNITY INFORMATION (CONTD)**

4. To reduce the cost of advertising communication throughout the organisation while maintaining or improving the effectiveness of the communication.
5. To maintain synergy between unit advertising messages and the brand values of the organisation.
6. To assist in ensuring that all advertising expenditure is necessary and aligned with specific objectives.
7. To improve the quality of education and promotional programmes within budget perimeters.
8. To centralise agreements with key education and promotion-based suppliers.
9. To reduce duplication of resources in education and promotion programme delivery.

### **Performance Indicators**

1. Assess customer satisfaction of Council communications through resident's survey and other surveys. (2000/01: 63% of residents believe they receive all information they need on Council activities. Source – Opinions monitor Aug. 2000 – Aug. 2001)
- 2.1 Units are satisfied that they have had their case represented in media or City Scene at least once over each major issue throughout the year. (2002/03: New)
- 2.2 Units believe that work undertaken through the Communications / Advertising Production team has helped them achieve support for their initiatives during the year. (2002/03: New)
3. Ten newsletters distributed to residents 2002/03 that achieve the criteria described in 3 above. (2001/02: New)
4. Units advertising objectives are met within budget during the year. (2001/02: New)
5. All advertising and printing messages tested against the organisation's brand values. (2001/02: New)
6. All projects placed with the Communications Team are tested against the objectives stated in briefs. (2001/02: New)
7. Feedback from recipient groups and results generated from programmes during the year. (2001/02: New)
8. Key agreements continue to be established during the year. (2001/02: New)
9. Co-ordination between unit education and promotion programmes is evident during the year. (2001/02: New)

## 4.1.31

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

<b>OUTPUT : EXTERNAL COMMUNICATION COMMUNITY INFORMATION</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>		
Corporate Promotion Material	0	0
Research (Branding)	0	0
Annual Plan Promotion	15,450	15,550
Residents Newsletter (City Scene - (3) 5 issues)	277,500	283,050
A & P Show	36,000	5,000
<b>TOTAL DIRECT COSTS</b>	<b>328,950</b>	<b>303,600</b>
<b>ALLOCATED COSTS</b>		
Transfer from Allocated Holding A/C (29.30)% 32.75%	501,324	598,196
Alloc O/Head - Output Corporate Overheads Cost Centre	0	0
<b>TOTAL ALLOCATED COSTS</b>	<b>501,324</b>	<b>598,196</b>
<b>TOTAL COSTS</b>	<b>830,274</b>	<b>901,796</b>
<b>REVENUE</b>		
External Revenue	0	0
Internal Recoveries	45,000	15,000
Transfer from Public Accountability	0	0
Corporate Overhead Recoveries	0	443,398
<b>TOTAL REVENUE</b>	<b>45,000</b>	<b>458,398</b>
<b>NET COST - EXTERNAL COMMUNICATION COMMUNITY INFORMATION</b>	<b>785,274</b>	<b>443,398</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

**OUTPUT: EXTERNAL COMMUNICATION COMMUNITY INFORMATION**

**Description** External publication programmes to ensure the Council's stakeholders are fully informed of Council activities and achievements. It covers the cost of promotion of the Annual Plan and the production of the "City Scene"

**Benefits** The community as a whole benefits from being informed about Council's activities.

**Strategic Objectives** *CCC Policy*

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**

**General Benefits (Section 112F(b))**

The community as a whole benefits from being informed about the Council's activities.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))**

Direct benefits are services provided to client Units.

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

The costs of providing services for clients shall be recovered from those clients.

**Control Negative Effects**

4.1.funding.31

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

**OUTPUT : EXTERNAL COMMUNICATION COMMUNITY INFORMATION**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	655,183	178,659	24,033	43,921		901,796 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	655,183	178,659	24,033	43,921	-	901,796
<i>Modifications</i>							
Transfer User Costs to Rating	458,398	(333,040)	(90,816)	(12,216)	(22,326)		(0) CapValAll
Non-Rateable	-	16,493	4,497	605	(21,595)		- CapValGen
<i>Total Modifications</i>	458,398	(316,547)	(86,318)	(11,611)	(43,921)	-	(0)
<b>Total Costs and Modifications</b>	<b>458,398</b>	<b>338,635</b>	<b>92,341</b>	<b>12,421</b>	<b>-</b>	<b>-</b>	<b>901,796</b>

**Funded By**

50.83% User Charges	458,398						458,398
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
49.17% Capital Value Rating	-	338,635	92,341	12,421	-	-	443,398
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>458,398</b>	<b>338,635</b>	<b>92,341</b>	<b>12,421</b>	<b>-</b>	<b>-</b>	<b>901,796</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

## **OUTPUT : INTERNAL COMMUNICATION**

### **Description**

- Assess internal communication needs on a regular basis.
- Support the corporate culture through internal communication on key corporate projects.
- Redefine the objectives and content of 'The Gen'.
- Ensure 'The Gen' achieves a significant readership.

### **Objectives for 2002/03**

1. Publish and distribute information on staff members activities.
2. Operate a newsletter/communication advisory and support service for all Council units.
3. Advise on internal communication related to the Corporate Culture.
4. Ensure the content of 'The Gen' is aligned with expectations.
5. Heighten awareness and readership of 'The Gen'.

### **Performance Indicators**

1. Chat newsletter is produced. (2002/03: New)
2. Units are satisfied with internal communication support during the year. (2001/02: New)
3. Internal communications are consistent with organisational cultural values during the year. (2002/03: New)
4. Objectives of 'The Gen' set and agreed upon by August 2002. (2002/03: New)
5. 'The Gen' achieves at least 60% readership throughout the Council during the year. (2001/02: New)

## 4.1.32

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

<b>OUTPUT : INTERNAL COMMUNICATION</b>				<b>2001/2002</b>	<b>2002/2003</b>
				<b>BUDGET</b>	<b>BUDGET</b>
				<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>					
CCC Handbook				15,000	5,000
Newsletter				20,000	14,000
Communications Network				2,000	1,000
				-----	-----
				37,000	20,000
				-----	-----
<b>ALLOCATED COSTS</b>					
Tranfer from Allocated Holding A/C	(11.85)%	6.14%		202,722	112,162
				-----	-----
<b>TOTAL ALLOCATED COSTS</b>				202,722	112,162
				-----	-----
<b>TOTAL COSTS</b>				239,722	132,162
<b>REVENUE</b>					
Corporate Overhead Recoveries				0	132,162
				-----	-----
<b>TOTAL REVENUE</b>				0	132,162
				=====	=====
<b>NET COST INTERNAL COMMUNICATION</b>				239,722	0
				=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>COMMUNICATIONS</b>

**OUTPUT: INTERNAL COMMUNICATION**

*Description* To maintain regular and effective in-house communication strategies. Production of internal newsletters and the "Council's Handbook".

*Benefits* A better informed internal organisation benefits the community generally.

*Strategic Objectives* **CCC Policy**

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

A better-informed internal organisation benefits the community generally.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*





RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE – OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>CUSTOMER SUPPORT SERVICES</b>

## **OUTPUT : COUNTER SERVICES**

### **Description**

Provision of access to Council information and payment facilities for customers who wish to walk in to Council Service Centres (stand alone or integrated onto Libraries).

### **Objectives for 2002/03**

1. To deliver services to meet customer demands and in line with the revised Suburban Service Delivery Strategy.

### **Performance Indicators**

1. 85% of customers surveyed are satisfied or better with the services delivered at Council Service Centres. (2002/03: New)

## 4.1.33

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>CUSTOMER SUPPORT SERVICES</b>

<b>OUTPUT : COUNTER SERVICES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
Direct Costs	193,650	179,679
Allocated Costs	1,625,209	1,496,571
<b>TOTAL COSTS COUNTER SERVICES</b>	<b>1,818,859</b>	<b>1,676,250</b>
External Revenue	228,977	209,854
Internal Revenue	104,850	108,000
<b>TOTAL REVENUES COUNTER SERVICES</b>	<b>333,827</b>	<b>317,854</b>
<b>NET COST EXTERNAL COMMUNICATIONS MEDIA RELATIONS</b>	<b>1,485,032</b>	<b>1,358,396</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>CUSTOMER SUPPORT SERVICES</b>

**OUTPUT: COUNTER SERVICES**

*Description* Provision of information, payment facilities and contact point for walk-in customers wanting to access Christchurch City Council.

*Benefits* Citizens' can access Council services in the suburbs

*Strategic Objectives* Strategic *CCC Policy* Suburban Services Strategy 1997  
 Objectives A1-5,  
 B2, D1, G1-2;  
 Also the Suburban  
 Services Strategy  
 1997

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

Community benefits from having Council in their locality

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))***

Direct benefits accrue to the users of the service.

***Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

Modifications are necessary because Council has resolved not to charge the full cost of service

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits***

Direct benefits to users not funded by user charges shall be funded by uniform annual charge on properties liable for the general rate.

***Control Negative Effects***

4.1.funding.33

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASS:	<b>CUSTOMER SUPPORT SERVICES</b>

**OUTPUT : COUNTER SERVICES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- CapValAll
100.00% Direct Benefits	1,676,250	-	-	-	-	-	1,676,250 TableC
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	1,676,250	-	-	-	-	-	1,676,250
<i>Modifications</i>							
Transfer User Costs to Rating	(1,358,396)	986,917	269,119	36,201	66,159	-	- CapValAll
Non-Rateable	-	50,528	13,778	1,853	(66,159)	-	- CapValGen
<i>Total Modifications</i>	(1,358,396)	1,037,445	282,897	38,054	-	-	-
<b>Total Costs and Modifications</b>	<b>317,854</b>	<b>1,037,445</b>	<b>282,897</b>	<b>38,054</b>	<b>-</b>	<b>-</b>	<b>1,676,250</b>

**Funded By**

18.96% User Charges	317,854						317,854
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
81.04% Capital Value Rating	-	1,037,445	282,897	38,054	-	-	1,358,396
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>317,854</b>	<b>1,037,445</b>	<b>282,897</b>	<b>38,054</b>	<b>-</b>	<b>-</b>	<b>1,676,250</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE – POLICY SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : CORPORATE ADVICE**

### **Description**

- Contributing to project teams involved with the development, implementation, analysis and review of corporate policy processes and ways of improving the way that the Council goes about its activities.
- Participation in and contribution to the Corporate Strategy team and other standing corporate teams.
- Interacting with Unit Teams in the development and integration of Unit policy programmes and priorities.
- Providing accurate information, analysis and advice to Councillors and Community Board members on Council policy, strategic objectives and other matters to ensure an integration of social, environmental and economic outcomes

### **Objectives for 2002/03**

1. To contribute to the quality of the Council's policy development processes.
2. Collaborative and effective participation in rolling assessments of the Council's 5 year spending programme and its best fit with the 'vision' and priorities of a socially, environmentally and economically sustainable Christchurch.
3. Manage the upgrading of the Council's asset management plans and stimulate new focus on strategic objectives.
4. Developing and implementing projects with the community, business, central government and other stakeholders in Christchurch to move Christchurch towards being a socially, environmentally and economically sustainable city.

### **Performance Indicators**

1. Research projects, policy advice and other reports and tasks completed on time and to the satisfaction of the client.
2. Complete initial assessments.
3. Asset Management Plans improved by 30 June 2003 with at least 5 of the 8 plans reflecting NZ Best Practice.
4. That decisions are made on the shape of working relationships with the community sector by March 2003.

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

<b>OUTPUT : CORPORATE ADVICE</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Strategic Projects		25,000	25,000
Consultants Fees		31,000	31,000
<b>ALLOCATED COSTS</b>			
Transfer from Allocated Holding A/C's	(9.23)% 12.03% Page 4.1.0	118,687	127,146
<b>TOTAL COSTS</b>		174,687	183,146
<b>RECOVERIES</b>			
Corporate Overhead		174,687	183,146
<b>TOTAL REVENUE</b>		174,687	183,146
<b>NET COST - CORPORATE ADVICE</b>		0	0

4.1.text.35

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

**OUTPUT : ADVICE TO COUNCIL AND ITS COMMITTEES**

This output has been discontinued for 2002/03 as it is now undertaken through other outputs within the Policy Directorate.



MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - POLICY SECTION
OUTPUT CLASS:	ADVICE

OUTPUT : ADVICE TO COUNCIL AND ITS COMMITTEES			2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>DIRECT COSTS</b>				
Output & Standards Review			0	0
Policy Advice			75,000	0
Mayor Taskforce on Poverty			10,000	0
Disability/Barrier Free Fund			20,000	0
			-----	-----
			105,000	0
<b>ALLOCATED COSTS</b>				
Transfer from Allocated Holding A/C's	(23.35)%	0.00% Page 4.1.0	300,209	0
			-----	-----
			300,209	0
<b>TOTAL COSTS</b>				
			-----	-----
			405,209	0
<b>RECOVERIES</b>				
Public Accountability			405,209	0
			-----	-----
<b>TOTAL REVENUE</b>				
			405,209	0
			-----	-----
<b>NET COST - ADVICE TO COUNCIL AND ITS COMMITTEES</b>				
			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>MANAGEMENT / SUPPORT</b>

### **OUTPUT : ELECTED MEMBER POLICY ADVICE AND SUPPORT**

#### **Description**

- Providing advice on policy matters to Councillors and Community Board members.
- Acting as the initial contact for policy change or clarification.
- Providing a facility for Councillors to obtain information on policy and strategic objectives.

#### **Objectives for 2002/03**

1. Provide accurate information, analysis and advice to Councillors and Community Board members on Council Policy and other matters.

#### **Performance Indicators**

1. Councillors and Community Board members are provided with up to date information on policy and professional matters. Enquiries responded to within one week of receipt.

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>MANAGEMENT/SUPPORT</b>

			<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
			\$	\$
<b>OUTPUT : ELECTED MEMBER POLICY ADVICE AND SUPPORT</b>				
ALLOCATED COSTS				
Transfer from Allocated Holding A/C's	(24.71)%	17.14% Page 4.1.0	317,663	181,251
			-----	-----
TOTAL COSTS			317,663	181,251
			-----	-----
RECOVERIES				
Public Accountability			317,663	181,251
			-----	-----
TOTAL REVENUE			317,663	181,251
			-----	-----
NET COST - ELECTED MEMBER POLICY ADVICE AND SUPPORT			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

## **OUTPUTS: SOCIAL POLICY AND COMMUNITY GOVERNANCE ADVICE**

### **Description**

The Council is committed to enhancing the social wellbeing of citizens and communities and this output is designed to:

- Provide accurate information and advice to Councillors, Community Board members and Council Units on matters relevant to the Council's social policy outcomes and other matters
- Develop and implement where appropriate, policies and strategies to improve the quality of life of citizens.

### **Objectives for 2002/03**

1. To provide advice on the co-ordination, quality control and evaluation of Council processes which contribute to social wellbeing.
2. To provide policy advice on social policy issues of concern to or affecting communities and citizens of Christchurch.
3. To provide support and advice to the Council to enable it to effectively represent the Council's concerns for the well-being of Christchurch residents.
4. To develop collaborative partnerships with other agencies which contribute to the quality of life of residents.
5. To support the Council in its advocacy on behalf of Christchurch on issues related to the quality of life of its citizens.

### **Performance Indicators**

1. That the Council is provided with the necessary support and advice to contribute to social wellbeing of Christchurch residents.
2. That the Council is provided with the necessary support and advice to effectively advocate its position.
3. That further relationship agreements are developed between the Council and various agencies and sector groups by 30 June 2003.
4. Submissions prepared on key social issues within the timelines required.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - POLICY SECTION
OUTPUT CLASS:	POLICY ADVICE

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : SOCIAL POLICY AND COMMUNITY GOVERNANCE ADVICE</b>		
<b>DIRECT COSTS</b>		
Policy Advice	0	55,000
Community Development Research	20,000	20,000
	-----	-----
	20,000	75,000
<b>ALLOCATED COSTS</b>		
Transfer from Allocated Holding A/C's (0.00)% 14.82% Page 4.1.0	0	156,662
Alloc O/Head - Output Corporate Overheads Cost Centre	0	516
	-----	-----
	0	157,177
	-----	-----
<b>TOTAL COSTS</b>	20,000	232,177
	-----	-----
<b>RECOVERIES</b>		
	-----	-----
<b>TOTAL REVENUE</b>	0	0
	-----	-----
<b>NET COST - SOCIAL POLICY AND COMMUNITY GOVERNANCE ADVICE</b>	20,000	232,177
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT: SOCIAL POLICY AND COMMUNITY GOVERNANCE ADVICE**

*Description* Develop a strategic vision for the future direction of Christchurch and advise Council on its priorities for achieving this vision.

*Benefits* Quality advice to assist the democratic governance of the city through the support for decision making.

*Strategic Objectives* A1-5, B1-5, C1-5, **CCC Policy** To ensure that Christchurch is and remains an excellent place in which to live and work.  
E1-3, G1-2

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

Assuring that the Council leads Christchurch into the future in a direction that is of benefit to the community as a whole. The entire benefit is assessed as general.

*Nature and Distribution of General Benefits*

General benefits are considered to accrues in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

## 4.1.funding.37

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT : SOCIAL POLICY AND COMMUNITY GOVERNANCE ADVICE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	168,684	45,998	6,187	11,308		232,177 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	168,684	45,998	6,187	11,308	-	232,177
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	8,636	2,355	317	(11,308)		- CapValGen
<i>Total Modifications</i>	-	8,636	2,355	317	(11,308)	-	-
<b>Total Costs and Modifications</b>	-	177,320	48,353	6,504	-	-	232,177

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	177,320	48,353	6,504	-	-	232,177
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	177,320	48,353	6,504	-	-	232,177

4.1.text.38.i

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT : SUSTAINABLE DEVELOPMENT POLICY AND PLANNING**

For text see pages 4.1.text.38.ii and 4.1.text.38.iii.



RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

## **OUTPUT : SUSTAINABLE DEVELOPMENT POLICY AND PLANNING (CONTD)**

### **Description**

- The Council's goal is to create a socially, environmentally and economically sustainable city. And it recognises the opportunity for the city to become an international leader in sustainability and become a showcase example of a good place to live with clear business, social and community benefits. The Policy Team will assist Councillors develop this vision and statements of intent and provide advice on strategic priorities and plans to achieve this vision. This includes advice on optimising the overall balance and spread of annual spending on terms of achieving the Council's strategic policies.
- A dual emphasis will be implemented focussing on the Council's own activities and on implementing projects with the community, business and other stakeholders to move Christchurch towards social, environmental and economic sustainability.
- The team will support the Council in its advocacy on behalf of Christchurch on issues related to sustainable development.

### **Objectives for 2002/03**

1. Provide advice to the Council on the development of strategic priorities and plans to achieve Sustainable Christchurch.
2. Provide support and advice to the Council on ways to develop an effective relationship with the business and community sectors which will enhance the achievement of common goals.
3. Provide advice to the Council on the appropriate balance and spread of its annual spending to achieve the Council's strategic priorities.
4. Help move the Council in its operations closer to being a "sustainable business".
5. Ensure the Healthy Christchurch Charter is implemented through Council policy, planning, and service delivery priorities.
6. Support the Council in its advocacy on behalf of Christchurch on issues related to the social, environmental and economical sustainable development of Christchurch.

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

### **OUTPUT : SUSTAINABLE DEVELOPMENT POLICY AND PLANNING (CONTD)**

#### **Performance Indicators**

1. The Council is provided with based on quality information and advice in accordance with the principles of good governance.
2. Advice provided for preparation of 2003/04 Annual Plan on implications of its funding, of its vision and strategic objectives.
3. A number of co-operative business, commercial and the community sector initiatives designed to move Christchurch closer to being a socially, environmentally and economically sustainable city are developed and maintained.
4. Further develop 'how we do our business' initiatives within the Christchurch City organisation and to move it towards being a sustainable organisation, as measured by the M2M project.
5. Charter outcomes incorporated into Unit strategies and project plans.
6. Submissions prepared on time and of an acceptable quality.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - POLICY SECTION
OUTPUT CLASS:	POLICY ADVICE

<b>OUTPUT : SUSTAINABLE DEVELOPMENT POLICY AND PLANNING</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>		
Professional Fees	75,000	75,000
	-----	-----
	75,000	75,000
<b>ALLOCATED COSTS</b>		
Transfer from Allocated Holding A/C's (34.08)% 34.75% Page 4.1.0	438,121	367,459
Alloc O/Head - Output Corporate Overheads Cost Centre	0	13,228
	-----	-----
	438,121	380,687
	-----	-----
<b>TOTAL COSTS</b>	513,121	455,687
	-----	-----
<b>RECOVERIES</b>		
Public Accountability	0	0
	-----	-----
<b>TOTAL REVENUE</b>	0	0
	-----	-----
<b>NET COST - SUSTAINABLE DEVELOPMENT POLICY AND PLANNING</b>	513,121	455,687
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT: SUSTAINABLE DEVELOPMENT POLICY AND PLANNING**

*Description* Develop a strategic vision for the future direction of Christchurch and advise Council on its priorities for achieving this vision.

*Benefits* Quality advice to assist the democratic governance of the city through the support for decision making.

*Strategic Objectives* A1-5, B1-5, C1-5, **CCC Policy** To ensure that Christchurch is and remains an excellent place in which to live and work.  
E1-3, G1-2

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

Assuring that the Council leads Christchurch into the future in a direction that is of benefit to the community as a whole. The entire benefit is assessed as general.

*Nature and Distribution of General Benefits*

General benefits are considered to accrues in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT : SUSTAINABLE DEVELOPMENT POLICY AND PLANNING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	331,071	90,279	12,144	22,194		455,687 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	331,071	90,279	12,144	22,194	-	455,687
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	16,950	4,622	622	(22,194)		- CapValGen
<i>Total Modifications</i>	-	16,950	4,622	622	(22,194)	-	-
<b>Total Costs and Modifications</b>	-	348,021	94,901	12,766	-	-	455,687
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	348,021	94,901	12,766	-	-	455,687
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	348,021	94,901	12,766	-	-	455,687

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

## **OUTPUT : SUSTAINABLE INITIATIVES**

### **Description**

- Implementing initiatives which raise the awareness of sustainability issues and increasing the capacity of the Council organisation and the City's people to improve the sustainability of both the Council organisation and the city as a whole

### **Objectives for 2002/03**

1. To facilitate a variety of community engagement initiatives which develop an improved understanding between the Council and the community on common values and aims for a sustainable future.
2. To lead the Council's engagement with the community during development of the 2003/04 Annual Plan to improve integration of Council initiatives based on agreed common values and improve Council's second triple bottom line annual plan and report.
3. Develop networks and partnerships with organisations including other Councils which help facilitate improvements nationally.

### **Performance Indicators**

1. Increased public awareness of sustainable Christchurch initiatives tested by survey in 2002/03.
2. A significant increase in the number of submissions, particularly those in support of the 2003/04 Draft Annual Plan.
3. Number of network/partners actively working together with Council to promote sustainability.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - POLICY SECTION
OUTPUT CLASS:	POLICY ADVICE

		2001/2002 BUDGET	2002/2003 BUDGET
		\$	\$
<b>OUTPUT : SUSTAINABLE INITIATIVES</b>			
DIRECT COSTS			
Climate Change		50,000	50,000
Various Sustainable Christchurch Initiatives		60,000	60,000
Community Gardens funding		0	50,000
		-----	-----
		110,000	160,000
ALLOCATED COSTS			
Transfer from Allocated Holding A/C's	(8.62)%	110,820	114,581
Alloc O/Head - Output Corporate Overheads Cost Centre	10.84% Page 4.1.0	0	5,693
		-----	-----
		110,820	120,273
		-----	-----
TOTAL COSTS		220,820	280,273
		-----	-----
RECOVERIES			
		-----	-----
TOTAL REVENUE		0	0
		-----	-----
NET COST - SUSTAINABLE INITIATIVES		220,820	280,273
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT: SUSTAINABLE INITIATIVES**

*Description* Develop a strategic vision for the future direction of Christchurch and advise Council on its priorities for achieving this vision.

*Benefits* Quality advice to assist the democratic governance of the city through the support for decision making.

*Strategic Objectives* A1-5, B1-5, C1-5, **CCC Policy** To ensure that Christchurch is and remains an excellent place in which to live and work.  
E1-3, G1-2

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

Assuring that the Council leads Christchurch into the future in a direction that is of benefit to the community as a whole. The entire benefit is assessed as general.

***Nature and Distribution of General Benefits***

General benefits are considered to accrues in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***



4.1.funding.39

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT : SUSTAINABLE INITIATIVES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	203,627	55,526	7,469	13,650		280,273 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	203,627	55,526	7,469	13,650	-	280,273
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	10,425	2,843	382	(13,650)		- CapValGen
<b>Total Modifications</b>	-	10,425	2,843	382	(13,650)	-	-
<b>Total Costs and Modifications</b>	-	214,052	58,369	7,852	-	-	280,273

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	214,052	58,369	7,852	-	-	280,273
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	214,052	58,369	7,852	-	-	280,273

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE – POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

## **OUTPUT : ENVIRONMENTAL HEALTH**

### **Description**

Develop and monitor policy relating to:

- environmental health and pollution issues.
- animal control.
- general bylaws.

### **Objectives for 2002/03**

1. To further advance the collaborative partnership between the Council, Crown Public Health, The District Health Board, Ngai Tahu, School of Medicine, Ministry of Health with the aim of improving the public health of the City.
2. Review policies as necessary, relating to environmental health, animal control, pest management, pollution control and general bylaws.
3. Provide advice on matters related to public and environmental health, including the Biosecurity Act and Hazardous Substances and New Organisms Act.
4. Prepare advice on legislative changes in the public health and environmental health field where such legislation affects the Council's operations.

### **Performance Indicators**

1. Reports on the Healthy Christchurch Charter presented to relevant Units, Committees and the Council.
2. Undertake reviews of public places and signs bylaw and dog control policy to be completed before 30 June 2003.
3. Written answers to requests within one month from request.
4. Provide advice within the corporate time frames.

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - POLICY SECTION
OUTPUT CLASS:	POLICY ADVICE

		2001/2002 BUDGET	2002/2003 BUDGET
		\$	\$
<b>OUTPUT : ENVIRONMENTAL HEALTH</b>			
<b>DIRECT COSTS</b>			
Administration Costs		29,175	29,175
Air Pollution Research/Promotion		40,000	40,000
Joint Venture Partnership for Security Patrols with Police		30,000	30,000
		-----	-----
<b>TOTAL DIRECT COSTS</b>		<b>99,175</b>	<b>99,175</b>
<b>ALLOCATED COSTS</b>			
Transfer from Allocated Holding A/C's	(0.00)%      9.48% Page 4.1.0	0	100,210
City Solutions Charges		0	0
Alloc O/Head - Information Directorate		71,472	73,752
Alloc O/Head - Output Corporate Overheads Cost Centre		0	4,399
Depreciation		0	1,226
		-----	-----
		<b>71,472</b>	<b>179,587</b>
		-----	-----
<b>NET COST - ENVIRONMENTAL HEALTH</b>		<b>170,647</b>	<b>278,762</b>
		=====	=====
<b>COST OF CAPITAL EMPLOYED</b>		<b>173</b>	<b>239</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT: ENVIRONMENTAL HEALTH**

*Description* Develop and monitor policy relating to environmental health and pollution issues, animal control and general bylaws.

*Benefits* Policy advice to Council.

*Strategic Objectives* A3, C1, C2, C4      *CCC Policy* City Plan

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

None

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

4.1.funding.40

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT : ENVIRONMENTAL HEALTH**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	202,529	55,227	7,429	13,577		278,762 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	202,529	55,227	7,429	13,577	-	278,762
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	10,369	2,827	380	(13,577)		- CapValGen
<b>Total Modifications</b>	-	10,369	2,827	380	(13,577)	-	-
<b>Total Costs and Modifications</b>	-	212,898	58,054	7,809	-	-	278,762

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	212,898	58,054	7,809	-	-	278,762
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	212,898	58,054	7,809	-	-	278,762

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE – POLICY SECTION</b>
OUTPUT CLASS:	<b>PROMOTIONS</b>

## **OUTPUT : ENVIRONMENTAL PROMOTION PROGRAMMES**

### **Description**

- Assist with the promotion of the environmental and planning policies of the City.
- Liaise with community and environmental groups involved in the natural and built environment.

### **Objectives for 2002/03**

1. Provide information for community and environmental groups on matters related to city planning, natural environment, heritage, and environmental health matters.
2. Provide support for the Keep Christchurch Beautiful Campaign, and monitor operations of the Campaign to ensure it continues to meet the agreed needs of the Council.

### **Performance Indicators**

1. Undertake talks and provide information in a satisfactory manner.
2. Provide support to the satisfaction of the executive committee of Keep Christchurch Beautiful, and obtain quarterly reports from the KCB Co-ordinator and report annually on the Campaign's operations.

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

<b>OUTPUT : ENVIRONMENTAL PROMOTION PROGRAMMES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>		
Healthy Cities	0	0
Keep Christchurch Beautiful	24,000	24,000
Keep Christchurch Beautiful Education Programme (TFG)	19,000	19,000
Promotion/Education	9,000	10,543
Environment Education Grants	15,000	15,000
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>67,000</b>	<b>68,543</b>
<b>ALLOCATED COSTS</b>		
Transfer from Allocated Holding A/C's (0.00)% 0.95% Page 4.1.0	0	10,001
Alloc O/Head - Output Corporate Overheads Cost Centre	0	10,607
Technical Advice (internal)	5,000	5,000
Promotion Charges	50,000	50,000
Alloc O/Head - Information Directorate	8,934	9,219
City Solutions	25,500	55,000
	-----	-----
<b>TOTAL COST</b>	<b>156,434</b>	<b>208,370</b>
	-----	-----
<b>EXTERNAL REVENUE</b>		
	-----	-----
	0	0
	-----	-----
<b>NET COST - ENVIRONMENTAL PROMOTION PROGRAMMES</b>	<b>156,434</b>	<b>208,370</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT: ENVIRONMENTAL PROMOTION PROGRAMMES**

*Description* Provide wider awareness of environmental values and issues within the community.

*Benefits* Promotion of objectives other than by regulation.

*Strategic Objectives* C1, C2, C3, C4, **CCC Policy** City Plan  
C5,

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

None

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



## 4.1.funding.41

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>POLICY ADVICE</b>

**OUTPUT : ENVIRONMENTAL PROMOTION PROGRAMMES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	151,387	41,281	5,553	10,148		208,370 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	151,387	41,281	5,553	10,148	-	208,370
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- CapValAll
Non-Rateable	-	7,751	2,113	284	(10,148)		- CapValGen
<i>Total Modifications</i>	-	7,751	2,113	284	(10,148)	-	-
<b>Total Costs and Modifications</b>	-	159,138	43,395	5,837	-	-	208,370
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	159,138	43,395	5,837	-	-	208,370
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	159,138	43,395	5,837	-	-	208,370

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

**OUTPUT : ADVICE****Description**

- Advising Council Committees, especially by the Director of Information as a Principal Adviser.
- Contributing to corporate management as part of the Corporate Office, providing advice to, and analysis for, the Corporate Team.
- Participating in the work of corporate teams and projects.
- Providing ad-hoc strategic and business planning advice to business units.

**Objectives for 2002/03**

1. Effective advice to the relevant Standing Committee as the Principal Adviser.
2. The City Manager is satisfied with the quality of the contribution to the Corporate Office and corporate teams and projects.

**Performance Indicators**

1. The Chairperson of the relevant Committee is satisfied with the quality of the Principal Adviser's contribution.
2. The City Manager is satisfied with the quality of the contribution to the Corporate Office and corporate teams and projects.

4.1.42

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

<b>OUTPUT : ADVICE</b>			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			<b>\$</b>	<b>\$</b>
<b>ALLOCATED COSTS</b>				
Transfer from Allocated Holding A/C	(2.14)%	1.77%	114,651	107,615
<b>TOTAL COST</b>			----- 114,651	----- 107,615
<b>INTERNAL RECOVERY</b>				
Corporate Overhead			45,284	42,505
Public Accountability			69,366	65,110
<b>TOTAL RECOVERY</b>			----- 114,651	----- 107,615
<b>NET COST ADVICE</b>			----- 0	----- 0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

## **OUTPUT : INFORMATION DEVELOPMENT**

### **Description**

- Developing strategies and policies to improve the quality, accessibility and overall value of the Council's information resources and services.
- Project managing the development of new or improved information services.
- Evaluating and promoting new information technologies and practices which enhance the efficiency and effectiveness of Council business processes.

### **Objectives for 2002/03**

1. Review Council's information management strategy in light of completion of major, 3 year upgrade to core business systems, Phase 1 of eCouncil and developed plan for and progress on records and document management.
2. Complete development and delivery of new property information "products", including "enhanced LIM" reports.

### **Performance Indicators**

1. Completion of the above review and its corporate agreement.
2. New products enabled by core business systems developed and delivered.

4.1.43

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	INFORMATION DEVELOPMENT

OUTPUT : INFORMATION DEVELOPMENT			2001/2002	2002/2003
			BUDGET	BUDGET
			\$	\$
DIRECT COSTS				
ALLOCATED COSTS				
Transfer from Allocated Holding A/C	(3.39)%	2.35%	181,133	143,487
TOTAL COST			-----	-----
			181,133	143,487
INTERNAL RECOVERY				
MIS Unit			45,283	35,872
Corporate Overhead			135,850	107,615
TOTAL RECOVERY			-----	-----
			181,133	143,487
NET COST INFORMATION DEVELOPMENT			-----	-----
			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

## **OUTPUT : ELECTRONIC SERVICES**

### **Description**

- Maintenance of the Council's existing website.
- Phase 1 of the "e-Council" project aimed at major upgrade to the information and services offered by Council using electronic mail and the internet.

### **Objectives for 2002/03**

1. Maintain the existing website to at least existing levels of use.
2. Implement year 2 of phase 1 e-Council programme.

### **Performance Indicators**

1. Number of pages viewed in 2002/03 better than in 2001/02.
2. Year 2 of phase 1 implemented to time and budget and achievements from Phase 1 reported accordingly.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	INFORMATION DEVELOPMENT

<b>OUTPUT : ELECTRONIC SERVICES</b>			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>				
Operating Costs				
			105,875	210,953
<b>ALLOCATED COSTS</b>				
Transfer from Allocated Holding A/C	(6.63)%	11.52%	354,670	702,332
Alloc O/Head - Output Corporate Overheads Cost Centre			0	13,598
Depreciation			62,366	215,448
<b>TOTAL COST</b>			-----	-----
			522,911	1,142,331
<b>INTERNAL RECOVERY</b>				
<b>EXTERNAL REVENUE</b>				
<b>TOTAL RECOVERY</b>			-----	-----
			0	0
<b>NET COST ELECTRONIC SERVICES</b>			-----	-----
			522,911	1,142,331
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

**OUTPUT: ELECTRONIC SERVICES**

*Description* Managing, upgrading and extending, the Christchurch City Council website, intranet and external site, to improve its value as a source of information.

*Benefits* The community as a whole benefits from access to information. The regulatory, accountability and governance roles of Council are enhanced by a wider effective dissemination of Council information.

*Strategic Objectives* A1-5, B2, D1 - 5, *CCC Policy*  
F1 - 7, G1 - 3.

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

Community as a whole benefits

***Nature and Distribution of General Benefits***

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

***Direct Benefits (Section 112F(c))******Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12******Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***



4.1.funding.44

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

**OUTPUT : ELECTRONIC SERVICES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	829,939	226,313	30,443	55,636		1,142,331 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	829,939	226,313	30,443	55,636	-	1,142,331
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	42,491	11,587	1,559	(55,636)		- CapValGen
<b>Total Modifications</b>	-	42,491	11,587	1,559	(55,636)	-	-
<b>Total Costs and Modifications</b>	-	872,430	237,900	32,001	-	-	1,142,331

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	872,430	237,900	32,001	-	-	1,142,331
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	872,430	237,900	32,001	-	-	1,142,331

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

## **OUTPUT : PERSONS AND PROPERTY DATA**

### **Description**

- Maintaining key information about people, companies and properties to which the Council delivers services.

### **Objectives for 2002/03**

1. Maintaining items of person and property data that is complete, correct and secure.

### **Performance Indicators**

- 1.1 80% of Persons and People Team internal customers satisfied with service and data quality.
- 1.2 Improvements identified as a result of the implementation of the data cleaning project and the bringing in-house of maintenance of the Christchurch City section of the National Property Database.

4.1.45

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	INFORMATION DEVELOPMENT

<b>OUTPUT : PERSONS AND PROPERTY DATA</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
ALLOCATED COSTS		
Transfer from Allocated Holding A/C	470,407	401,019
Transfer from Core Business Sytems (Business Solutions)	148,475	219,902
	-----	-----
<b>TOTAL ALLOCATED COSTS</b>	<b>618,882</b>	<b>620,921</b>
	-----	-----
<b>TOTAL COSTS</b>	<b>618,882</b>	<b>620,921</b>
	-----	-----
REVENUE		
External Revenue	146,000	271,000
Internal Recoveries	395,651	281,577
Overhead Recoveries	77,231	68,344
	-----	-----
<b>TOTAL REVENUE</b>	<b>618,882</b>	<b>620,921</b>
	-----	-----
<b>NET COST - PERSONS AND PROPERTY DATA</b>	<b>0</b>	<b>0</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

## **OUTPUT : GIS DEVELOPMENT**

### **Description**

- Developing, implementing, and supporting software and systems providing geographic information about the city and Council's assets.

### **Objectives for 2002/03**

1. To deliver technically sound solutions for both new and improved existing systems and processes.

### **Performance Indicators**

- 1.1 90% of Development Team internal customers satisfied with service and data quality.
- 1.2 Identify improvements that have resulted from the further rollout of Webmap (Corporate GIS system).

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	INFORMATION DEVELOPMENT

<b>OUTPUT : GIS DEVELOPMENT</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
DIRECT COSTS		
Operating Costs	96,463	97,837
ALLOCATED COSTS		
Transfer from Allocated Holding A/C	962,228	818,555
Depreciation	36,702	36,703
<b>TOTAL COSTS</b>	----- 1,095,393	----- 953,095
REVENUE		
External Revenue		
Internal Recoveries	883,213	723,802
Overhead Recoveries	212,179	229,293
<b>TOTAL REVENUE</b>	----- 1,095,393	----- 953,095
<b>NET COST - GIS DEVELOPMENT</b>	----- 0	----- 0
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

## **OUTPUT: GEODATA PRODUCT DELIVERY**

### **Description**

- Providing a responsive service for capturing and maintaining graphical and textual data describing the Council's infrastructural assets, and the base map that supports this.

### **Objectives for 2002/03**

1. Maintaining corporate asset and planning data that is completed, correct and secure.

### **Performance Indicators**

- 1.1 90% of Product Delivery Team internal customers satisfied with service and data quantity.
- 1.2 Productivity measured by a comparison between unit rate pricing and allocated costs.
- 1.3 Identify improvements that have resulted from new technology for the electronic capture of field data.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	INFORMATION DEVELOPMENT

<b>OUTPUT : GEODATA PRODUCT DELIVERY</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
ALLOCATED COSTS		
Transfer from Allocated Holding A/C	1,570,018	1,158,870
	-----	-----
TOTAL ALLOCATED COSTS	1,570,018	1,158,870
	-----	-----
TOTAL COSTS	1,570,018	1,158,870
	-----	-----
REVENUE		
External Revenue		
Internal Recoveries	1,570,018	1,158,870
Overhead Recoveries		
	-----	-----
TOTAL REVENUE	1,570,018	1,158,870
	-----	-----
NET COST - GEODATA PRODUCT DELIVERY	0	0
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>INFORMATION DEVELOPMENT</b>

### **OUTPUT : CORE BUSINESS SYSTEM OPERATIONS**

#### **Description**

- Maintain and support improvement with the new SAP/GEMS software which is the Council's core business system.

#### **Objectives for 2002/03**

1. Operate the Council's core business system within budget.
2. Continue to implement the strategy of improving with SAP/GEMS, through changed processes, better information, reduced costs, better financial and management controls, new improved services and products.

#### **Performance Indicators**

1. Operation within budget.
2. Complete the implementation of Phase 1 of the Cost Planning project, and establish the SAP Business Information Warehouse.



MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	INFORMATION DEVELOPMENT

OUTPUT : CORE BUSINESS SYSTEM OPERATIONS		2001/2002 BUDGET \$	2002/2003 BUDGET \$
DIRECT COSTS			
Operating Costs		965,000	987,807
ALLOCATED COSTS			
Depreciation		367,541	546,771
Debt Servicing		6,527	6,527
MIS Charges		688,425	765,190
Allocated O/Head - Financial Services		34,304	0
Transfer from Allocated Holding A/C	(9.65)% 8.77%	515,899	534,812
TOTAL COSTS		2,577,697	2,841,106
REVENUE			
Internal Recoveries		1,537,338	1,694,436
Overhead Recoveries		1,040,358	1,146,671
TOTAL REVENUE		2,577,697	2,841,106
NET COST - CORE BUSINESS SYSTEM OPERATIONS		0	0
Cost of Capital Employed		244,290	306,979

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

## **OUTPUT : COMMUNITY RESEARCH**

### **Description**

- Providing information and advice to the Council to support the implementation of its strategic objectives, the Social Wellbeing Policy, and related community policies.
- Providing advice and support to staff involved in community research projects.

### **Objectives for 2002/03**

1. To co-ordinate the Quality of Life indicator project to monitor the state of wellbeing in Christchurch as it relates to the achievement of the Council's strategic objectives and policies.
2. To provide research advice and support to staff involved with implementing projects related to the Council's social and community objectives and policies.
3. To assist in the co-ordination, quality control and evaluation of community development research processes in the Council.

### **Performance Indicators**

1. "Main Cities Quality of Life" indicators programme implemented so that 2002/03 year update can be reported to Council committees by 30 June 2003.
- 2.1 Staff involved with community development research are satisfied with advice about relevant research issues.
- 2.2 Projects, reports and other tasks are completed on time and to the satisfaction of the client.
3. Research guidelines maintained and updated.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY MONITORING AND RESEARCH

		2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : COMMUNITY RESEARCH</b>			
DIRECT COSTS			
Community Development Research		35,000	35,000
TOTAL DIRECT COSTS		35,000	35,000
ALLOCATED COSTS			
Transfer from Allocated Holding A/C	(1.02)% 1.25%	54,802	76,339
Alloc O/Head - Output Corporate Overheads Cost Centre		0	2,335
Depreciation		0	0
Debt Servicing		0	0
TOTAL ALLOCATED COSTS		54,802	78,674
TOTAL COSTS		89,802	113,674
REVENUE			
Internal Recoveries			
External Recoveries			
NET COST : COMMUNITY RESEARCH		89,802	113,674

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

**OUTPUT: COMMUNITY RESEARCH**

*Description* Provide research, advice, and assistance in developing policies for the achievement of outcomes desired by Council.

*Benefits* Council and the community benefit from improved policies which deliver targeted outcomes.

*Strategic Objectives* D1-5, G1-2, *CCC Policy* Individual Output Policies, Seeking Community Views

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

There are no individually identifiable beneficiaries of this service. The community as a whole benefits.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City, less any contributions that may be received.

*Direct Benefits*

*Control Negative Effects*

4.1.funding.49

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

**OUTPUT : COMMUNITY RESEARCH**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	82,588	22,521	3,029	5,536		113,674 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	82,588	22,521	3,029	5,536	-	113,674
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	4,228	1,153	155	(5,536)		- CapValGen
<b>Total Modifications</b>	-	4,228	1,153	155	(5,536)	-	-
<b>Total Costs and Modifications</b>	-	86,816	23,674	3,184	-	-	113,674

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	86,816	23,674	3,184	-	-	113,674
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	86,816	23,674	3,184	-	-	113,674

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

**OUTPUT : CITY MONITORING****Description**

- Monitor the environmental, economic and social issues of the City.

**Objectives for 2002/03**

1. Prepare the topic-based reports to complement the three yearly State of the Environment Report.

**Performance Indicators**

1. Complete topic based reports on the state of the City's environment by 30 June 2003.

## 4.1.50

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY MONITORING AND RESEARCH

			2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : CITY MONITORING</b>				
DIRECT COSTS				
			-----	-----
TOTAL DIRECT COSTS			0	0
ALLOCATED COSTS				
Transfer from Allocated Holding A/C	(1.37)%	1.25%	73,069	76,339
Alloc O/Head - Output Corporate Overheads Cost Centre			0	1,900
			-----	-----
TOTAL ALLOCATED COSTS			73,069	78,239
			-----	-----
TOTAL COSTS			73,069	78,239
			-----	-----
REVENUE				
Internal Recoveries				
External Recoveries				
			-----	-----
NET COST : CITY MONITORING			73,069	78,239
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

**OUTPUT: CITY MONITORING**

*Description* Monitor the economic, social and environmental issues of the City.

*Benefits* Monitor the achievement of objectives.

*Strategic Objectives* B1, C1, C2, C3, *CCC Policy* City Plan  
C4, C5,

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

None

*Control Negative Effects (Section 112F(d))**Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits**Control Negative Effects*



4.1.funding.50

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

**OUTPUT : CITY MONITORING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	56,843	15,500	2,085	3,811		78,239 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	56,843	15,500	2,085	3,811	-	78,239
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	2,910	794	107	(3,811)		- CapValGen
<b>Total Modifications</b>	-	2,910	794	107	(3,811)	-	-
<b>Total Costs and Modifications</b>	-	59,753	16,294	2,192	-	-	78,239

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	59,753	16,294	2,192	-	-	78,239
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	59,753	16,294	2,192	-	-	78,239

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

## **OUTPUT : INFORMATION COLLECTION AND ANALYSIS**

### **Description**

- Collect, analyse and supply information relating to the environmental, economic and social issues of the City.
- Undertake research to support the ongoing development of Council policies.
- Provide advice on research, surveys and analysis.
- Contribute towards the development of GIS and other corporate projects.
- Develop information networks with university departments, government agencies, commerce and industry as appropriate.

### **Objectives for 2002/03**

1. Continue programme of data collection, analysis and provision.
2. Undertake research necessary to support the on-going development of Council policies, as requested.
3. Continue the supply of information to Councillors, Community Boards, other Council Units and to members of the public, community and business groups.

### **Performance Indicators**

1. Supply 95% of information with agreed specifications and time frames.
2. Complete agreed tasks within required time frame.
3. Supply information within agreed specifications and time frames.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY MONITORING AND RESEARCH

		2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : INFORMATION COLLECTION AND ANALYSIS</b>			
DIRECT COSTS			
Purchase of data		37,000	37,000
Land Information - GIS		30,000	37,000
		-----	
TOTAL DIRECT COSTS		67,000	74,000
ALLOCATED COSTS			
Transfer from Allocated Holding A/C	(3.07)%      2.50%	164,406	152,677
Alloc O/Head - Output Corporate Overheads Cost Centre		0	6,018
		-----	
TOTAL ALLOCATED COSTS		164,406	158,695
		-----	
TOTAL COSTS		231,406	232,695
		-----	
REVENUE			
		-----	
NET COST : INFORMATION COLLECTION AND ANALYSIS		231,406	232,695
		=====	

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

**OUTPUT: INFORMATION COLLECTION AND ANALYSIS**

**Description** Collect, analyse and supply information related to the economic, social and environmental issues of the City; assist with surveys and techniques; liaise with university departments, etc.

**Benefits** Better information for the benefit of the city

**Strategic Objectives** B1, C1, C2, C3, *CCC Policy* City Plan  
C4, C5, E2

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)****General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

None

**Control Negative Effects (Section 112F(d))****Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)****General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits****Control Negative Effects**

4.1.funding.51

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY MONITORING AND RESEARCH</b>

**OUTPUT : INFORMATION COLLECTION AND ANALYSIS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	169,060	46,100	6,201	11,333		232,695 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	169,060	46,100	6,201	11,333	-	232,695
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	8,655	2,360	317	(11,333)		- CapValGen
<b>Total Modifications</b>	-	8,655	2,360	317	(11,333)	-	-
<b>Total Costs and Modifications</b>	-	177,715	48,461	6,519	-	-	232,695

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	177,715	48,461	6,519	-	-	232,695
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	177,715	48,461	6,519	-	-	232,695

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

## **OUTPUT : ENVIRONMENT CONSERVATION AND OPEN SPACE**

### **Description**

Develop and monitor implementation of policies and strategies:

- for sustainable management of the natural resources and open spaces of the City.
- related to the retention and enhancement of significant landscapes and natural features.
- related to the purchase of strategic open space for the city.

### **Objectives for 2002/03**

1. Review and monitor existing strategies relating to the natural resources of the city, and develop policies and strategies for their sustainable management.
2. Continue to develop policies and strategies to protect outstanding natural landscapes and vegetation.
3. Develop policies and strategies to address the future strategic needs for open space in the city.
4. Undertake with emphasis on the people needs of the City.

### **Performance Indicators**

1. To assist in the review of the policies and strategic component of the Parks Asset Management Plan and Waterways Asset Management Plan to produce an integrated and sustainable management plan for the natural resources of the city.
2. The Natural Environment Strategy completed by 1 January 2003.
3. The Strategic Open Space Strategy monitored, reviewed and updated by 1 January 2003.

4.1.52

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY DEVELOPMENT ADVICE

<b>OUTPUT : ENVIRONMENT CONSERVATION AND OPEN SPACE</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Administration Costs	41,725	41,725
Notable Tree Mtce Grants	7,000	7,000
Strategic Open Space Studies	50,000	50,000
<b>ALLOCATED COSTS</b>		
Depreciation	0	2,589
City Solutions Charges	0	0
Transfer from Allocated Holding A/C's (0.33)% 1.49%	17,868	90,831
Alloc O/Head - Output Corporate Overheads Cost Centre	0	3,032
<b>NET COST - ENVIRONMENT CONSERVATION AND OPEN SPACE</b>	----- 116,593	----- 195,177
Cost of Capital Employed	=====	=====
	352	587

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT: ENVIRONMENT CONSERVATION AND OPEN SPACE**

*Description* Develop and implement policies for managing and planning the natural environment and open spaces.

*Benefits* Policy advice to Council.

*Strategic Objectives* A3, C1, C2, C3, C5      *CCC Policy* City Plan

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

None

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



4.1.funding.52

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT : ENVIRONMENT CONSERVATION AND OPEN SPACE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	141,802	38,667	5,201	9,506		195,177 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	141,802	38,667	5,201	9,506	-	195,177
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	7,260	1,980	266	(9,506)		- CapValGen
<b>Total Modifications</b>	-	7,260	1,980	266	(9,506)	-	-
<b>Total Costs and Modifications</b>	-	149,062	40,647	5,468	-	-	195,177

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	149,062	40,647	5,468	-	-	195,177
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	149,062	40,647	5,468	-	-	195,177

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

## **OUTPUT : CITY PLANNING**

### **Description**

- Develop and implement where appropriate, policies for managing and planning the physical and built resources of the City and enhancing amenity values, including housing, community facilities, commerce, industry, tourism, recreation, rural activities and infrastructure.
- Respond to new initiatives for development within the City and consider their policy implications, as required.
- Lead or assist in projects requiring a significant planning policy input, as required.
- Undertake detailed planning and urban design studies of parts of the City subject to significant land use change.

### **Objectives for 2002/03**

1. Complete area plans for the areas in the vicinity of Belfast, Cranford St Basin, Brooklands and Russley Rd / Memorial Avenue.
2. Continue to develop projects for achieving the objectives and policies of the City Plan other than by regulation.
3. Complete a review of the City's industrial land needs and implications of restricting further industrial development over the groundwater protection area.
4. Continue research into long term urban growth options for the City.
5. Initiate review of the retailing and related business activities objectives and policies.

### **Performance Indicators**

1. Complete reports within set time frames.
2. Contribute towards projects within set time frames set by project leaders.
3. Complete area plans and concept plans for identified areas within agreed timeframes.
4. Contribute towards studies within agreed timeframes.

## 4.1.53

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

<b>OUTPUT : CITY PLANNING</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>		
Administration Costs	284,971	259,449
Long Term Urban Development Strategy / East Side Zoning	60,000	60,000
Commercial Strategy Development	0	100,000
<b>ALLOCATED COSTS</b>		
Technical Advice (internal)	20,000	20,000
Depreciation	0	155
Geodata Charges	50,000	50,000
Transfer from Allocated Holding A/C's (5.24)% 5.81%	280,066	354,318
Alloc O/Head - Output Corporate Overheads Cost Centre	0	18,074
<b>NET COST CITY PLANNING</b>	<b>695,037</b>	<b>861,996</b>
Cost of Capital Employed	21	29

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT: CITY PLANNING**

**Description** Develop and implement policies for managing and planning the physical and built resources of the City and enhancing amenity values; Promoting the stability and enhancement of older residential areas.

**Benefits** Policy advice to Council.

**Strategic Objectives** B3, C1, C2, C4      **CCC Policy** City Plan

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**

**General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

None

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

4.1.funding.53

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT : CITY PLANNING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	626,267	170,775	22,972	41,983		861,996 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	626,267	170,775	22,972	41,983	-	861,996
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	32,063	8,743	1,176	(41,983)		- CapValGen
<b>Total Modifications</b>	-	32,063	8,743	1,176	(41,983)	-	-
<b>Total Costs and Modifications</b>	-	658,330	179,518	24,148	-	-	861,996

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	658,330	179,518	24,148	-	-	861,996
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	658,330	179,518	24,148	-	-	861,996

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

## **OUTPUT : URBAN DESIGN ADVICE**

### **Description**

- Develop and promote a high quality urban environment which is attractive, efficient and sustainable.

### **Objectives for 2002/03**

1. Develop and review policy relating to urban design issues throughout the city.
2. Participate in and respond to National urban design issues and initiatives.
3. Respond to, review, develop and disseminate City Plan policies, objectives and rules relating to urban design.
4. Promote the need for and benefits of good urban design through education and advocacy.
5. Provide advice to Council staff and members, the public and business communities, proactively seeking opportunities for adding value.
6. Prepare non-statutory guidance in the form of design guides, design briefs, development briefs, concept plans, design strategies etc

### **Performance Indicators**

1. Policy matters initiated and responded to in a timely manner.
2. National urban design issues responded to as appropriate.
- 3.1 Progress made on review of Character Groups by June 2003.
- 3.2 Special Amenity Area explanatory leaflets completed by December 2002.
4. A series of presentations made to staff, Council Committees, the public, students and other interest groups.
5. Requests for advice responded to in a timely and effective manner.
- 6.1 Signage and information strategy completed by June 2003.
- 6.2 Progress made on lighting policy and strategy by June 2003.
- 6.3 Progress made on street furniture and paving strategy by 30 June 2003.
- 6.4 Other non-statutory guidance provided as required.

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY DEVELOPMENT ADVICE

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : URBAN DESIGN ADVICE</b>		
<b>DIRECT COSTS</b>		
Administration Costs	61,000	61,000
Verandah Clean Up Programme/Streetscape Enhancement	20,000	0
	-----	-----
	81,000	61,000
<b>ALLOCATED COSTS</b>		
City Solutions Charges	92,810	17,555
Transfer from Allocated Holding A/C's (0.17)% 1.72%	8,934	105,046
Technical Advice (internal)	10,000	10,000
Alloc O/Head - Output Corporate Overheads Cost Centre	0	5,012
Depreciation	0	0
	-----	-----
<b>TOTAL COST</b>	192,744	198,613
<b>EXTERNAL REVENUE</b>	0	0
<b>NET COST - URBAN DESIGN ADVICE</b>	----- 192,744	----- 198,613
<b>Cost of Capital Employed</b>	100	127

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT: URBAN DESIGN ADVICE**

*Description* Develop and implement policies relating to urban design, urban form, and landscape of the City.

*Benefits* Policy advice to Council.

*Strategic Objectives* A3, C2 *CCC Policy* City Plan

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

There are some specific advice given to property developers which benefit those properties and in the vicinity.

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT : URBAN DESIGN ADVICE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
90.00% General Benefits	-	129,869	35,413	4,764	8,706		178,752 CapValAll
10.00% Direct Benefits	-	14,430	3,935	529	967		19,861 CapValAll
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	144,299	39,348	5,293	9,673	-	198,613
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- CapValAll
Non-Rateable	-	7,388	2,015	271	(9,673)		- CapValGen
<i>Total Modifications</i>	-	7,388	2,015	271	(9,673)	-	-
<b>Total Costs and Modifications</b>	-	151,686	41,363	5,564	-	-	198,613

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	151,686	41,363	5,564	-	-	198,613
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	151,686	41,363	5,564	-	-	198,613

RESPONSIBLE COMMITTEE:	<b>ARTS, CULTURE &amp; HERITAGE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

## **OUTPUT : CITY HERITAGE ADVICE AND GRANTS**

### **Description**

- Develop policy relating to the conservation and retention of buildings, places and objects of historic, social, cultural, architectural, archaeological, technological, local and regional significance including wahi tapu and wahi tapu sites of significance to Tangata Whenua.
- Provide, where appropriate, heritage advice to Council Committees and staff and monitor and contribute to the heritage management and conservation of the Council's heritage assets.
- Implement as appropriate and provide an advocacy role through the policies outlined in the Council's Heritage Conservation Policy (1999).

### **Objectives for 2002/03**

1. Respond, as appropriate, to Resource Consent matters relating to heritage buildings, places and objects.
2. Respond, review heritage listings and develop, as appropriate, policy through the City Plan process.
3. Assist with and investigate new uses, appropriate development potential and costs for the retention of listed heritage buildings at risk through the City Plan and Heritage Retention Incentive Grants Policy.
4. Promote awareness of the city's cultural heritage through education and advocacy work including the placement of plaques on listed heritage items, the publication, as appropriate, of pamphlets and booklets to achieve this objective.
5. Manage Heritage Week as a Council and Community way of promoting heritage issues City wide including assisting Community Board initiatives, as appropriate, which promote heritage issues.
6. Assist with and participate in Community and National organisations as appropriate.
7. Assist with and respond to public initiatives for heritage conservation, retention and advocacy in general.

### **Performance Indicators**

1. Provide advice, reports and evidence as required for Resource Consent matters within the statutory time frame.
2. Research and review heritage listing in response to City Plan matters and City Plan References to the Environment Court as required.
3. Manage a risk assessment register; provide Heritage Retention Incentive Grants within budget and in accordance with policy.
4. Liase with and speak to Community Groups, including students; provide plaques for heritage buildings as appropriate; publish and update pamphlets and booklets as appropriate and within budget.
5. Provide a week of community heritage activities (on time and within budget), and provide ongoing support that assists to promote heritage issues and understanding within the Christchurch community; assist with the implementation and development of Community Board Heritage Awards, initiatives and Community Board heritage advocacy work.
6. Timely input to local and national heritage organisations; respond to national policy matters.
7. Respond to enquiries, provide advice and information, assist with the development of community heritage projects as required.

## 4.1.55

RESPONSIBLE COMMITTEE:	ARTS, CULTURE & HERITAGE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY DEVELOPMENT ADVICE

<b>OUTPUT : CITY HERITAGE ADVICE AND GRANTS</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Administration Costs		65,000	20,000
Ngaio Marsh House - Interest Grant		5,000	5,000
Arts Centre Trust - Grant		360,000	330,000
Cathedral Chapter - Grant		200,000	200,000
Archeological Sites within City		10,000	10,000
Music Centre - Grant		23,000	16,500
Heritage Development Projects		25,000	30,000
Heritage Development Grants (Rates Relief)		0	30,000
		-----	-----
		688,000	641,500
<b>ALLOCATED COSTS</b>			
Transfer from Allocated Holding A/C's	(0.17)%      2.44%	8,934	148,604
Alloc O/Head - Output Corporate Overheads Cost Centre		0	28,827
Technical Advice (internal)		5,000	5,000
City Solutions Charges		195,600	25,535
Rent (Nurses Chapel)		37,200	37,200
Rent (Chokebore Lodge)		25,200	25,200
Rent (Saint Marys Chapel)		63,600	63,600
Depreciation		0	0
		-----	-----
<b>TOTAL COST</b>		1,023,534	975,466
<b>EXTERNAL REVENUE</b>			
		0	0
<b>NET COST - CITY HERITAGE ADVICE AND GRANTS</b>		-----	-----
Cost of Capital Employed		1,023,534	975,466
		-----	-----
		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT: CITY HERITAGE ADVICE AND GRANTS**

*Description* Develop and implement policies relating to retention of heritage trees and buildings; monitor the management of the Council's heritage assets.

*Benefits* Policy advice to Council.

*Strategic Objectives* C2, C3, D2 *CCC Policy* City Plan

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

***Direct Benefits (Section 112F(c))***

All benefits are to the city as a whole.

***Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

The direct beneficiaries are recipients of grants and advice. There is no possible recovery.

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***

4.1.funding.55

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT : CITY HERITAGE ADVICE AND GRANTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	708,706	193,255	25,996	47,509		975,466 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	708,706	193,255	25,996	47,509	-	975,466
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- CapValAll
Non-Rateable	-	36,284	9,894	1,331	(47,509)		- CapValGen
<b>Total Modifications</b>	-	36,284	9,894	1,331	(47,509)	-	-
<b>Total Costs and Modifications</b>	-	744,990	203,149	27,327	-	-	975,466

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	744,990	203,149	27,327	-	-	975,466
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	744,990	203,149	27,327	-	-	975,466

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

## **OUTPUT : TRANSPORTATION**

### **Description**

- Develop and review policy relating to transportation within the City to improve sustainable mobility and quality of life for citizens, businesses and visitors to the city.

### **Objectives for 2002/03**

1. Provide policy advice and advocacy for the transportation needs and priorities of Christchurch, including contributing to the development of the City Plan and national and regional transportation policy documents (eg NZ Transport Strategy and the Metropolitan Christchurch Transport Strategy.).
2. Assess and prepare submissions on transportation aspects of national, regional and adjacent local authorities policies and strategies, as appropriate.
3. Complete the development of long term transportation strategies for the City.
4. Complete studies of major transport corridors including across the north and south west of the city.

### **Performance Indicators**

1. Advocate and promote the Metropolitan Transport Strategy and its component strategies into programmes and budgets by 30 June 2003.
- 2.1 Preparation on time of submissions for Council approval and participation in central Government transport policy initiatives.
- 2.2 Lodge submissions within timetables set by the relevant authorities.
3. Complete one new strategy by 30 June 2003.
4. Make progress by 30 June 2003.

4.1.56

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY DEVELOPMENT ADVICE

<b>OUTPUT : TRANSPORTATION</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Professional Fees	50,000	50,000
Council Transport Initiative (Staff Bus Pass Scheme)	65,000	95,000
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>115,000</b>	<b>145,000</b>
<b>ALLOCATED COSTS</b>		
Transfer from Allocated Holding A/C's (0.33)% 2.21%	17,868	134,438
Alloc O/Head Policy Directorate	110,820	0
City Solutions Charges	0	0
Alloc O/Head - Output Corporate Overheads Cost Centre	0	6,337
	-----	-----
	<b>128,688</b>	<b>140,775</b>
	-----	-----
<b>NET COST - TRANSPORTATION</b>	<b>243,688</b>	<b>285,775</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT: TRANSPORTATION**

*Description* Develop policy for transportation and public transport.

*Benefits* Policy advice to Council.

*Strategic Objectives* C2, C4, E2 **CCC Policy** City Plan, Public Transport, Traffic calming

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

**General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

None

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**



4.1.funding.56

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY DEVELOPMENT ADVICE</b>

**OUTPUT : TRANSPORTATION**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	207,624	56,616	7,616	13,918		285,775 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	207,624	56,616	7,616	13,918	-	285,775
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	10,630	2,899	390	(13,918)		- CapValGen
<i>Total Modifications</i>	-	10,630	2,899	390	(13,918)	-	-
<b>Total Costs and Modifications</b>	-	218,254	59,515	8,006	-	-	285,775

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	218,254	59,515	8,006	-	-	285,775
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	218,254	59,515	8,006	-	-	285,775

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : CITY PLAN****Description**

- Develop and review the objectives and policies of the City Plan.

**Objectives for 2002/03**

1. Prepare reports and attend hearings of references to the Council's decision on submissions to the City Plan, particularly as they relate to objectives and policies.
2. Undertake research, monitor and further develop the objectives and policies and rules of the City Plan as appropriate.
3. Provide a framework for and input to variations to the City Plan which addresses issues of strategic significance to the City.

**Performance Indicators**

1. Reports completed for hearing within time frames set down by the City Plan reference process, and to professional standards.
2. Research development of objectives and policies within the time frames set down by the City Plan process.
3. Section 32 assessments for variations accepted by the Council and Court as meeting required standards of R.M. Act.

4.1.57

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY PLANNING

OUTPUT : CITY PLAN				2001/2002	2002/2003
				BUDGET	BUDGET
				\$	\$
ALLOCATED COSTS					
City Solutions Charges				71,000	13,565
Transfer from Allocated Holding A/C's	(3.34)%	4.24%		178,680	258,427
Alloc O/Head - Output Corporate Overheads Cost Centre				0	6,493
NET COST - CITY PLAN				249,680	278,485

<b>RESPONSIBLE COMMITTEE:</b>	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
<b>BUSINESS UNIT:</b>	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
<b>OUTPUT CLASS:</b>	<b>CITY PLANNING</b>

**OUTPUT: CITY PLAN**

*Description* Develop the objectives and policies of the City Plan;  
Assist with the development of rules for the City Plan.

*Benefits* City planned for the benefit of residents, communities and businesses

*Strategic Objectives* C1, C2, C3, C5, *CCC Policy* City Plan  
G1

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))***

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

***Nature and Distribution of General Benefits***

N/A

***Direct Benefits (Section 112F(c))***

None

***Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12***

None necessary

***Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits***

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

***Direct Benefits******Control Negative Effects***

4.1.funding.57

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : CITY PLAN**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	202,328	55,172	7,422	13,563		278,485 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	202,328	55,172	7,422	13,563	-	278,485
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	10,359	2,825	380	(13,563)		- CapValGen
<b>Total Modifications</b>	-	10,359	2,825	380	(13,563)	-	-
<b>Total Costs and Modifications</b>	-	212,687	57,997	7,802	-	-	278,485

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	212,687	57,997	7,802	-	-	278,485
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	212,687	57,997	7,802	-	-	278,485

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

## **OUTPUT : REGIONAL AND DISTRICT PLANS AND POLICIES**

### **Description**

- Contribute towards the preparation of regional plans and policy statements and plans of adjoining districts, from the City's point of view.
- Consider the planning implications for the City, of national, regional and adjoining district plans and policy statements.

### **Objectives for 2002/03**

1. Make submissions, as appropriate, on Policy Statements and Plans prepared by Government, the Canterbury Regional Council and adjoining district councils.

### **Performance Indicators**

1. Submissions made within timetables set by the other organisations.

4.1.58

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

<b>OUTPUT : REGIONAL AND DISTRICT PLANS AND POLICIES</b>	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
ALLOCATED COSTS		
City Solutions Charges	0	0
Transfer from Allocated Holding A/C's (0.84)% 0.76%	44,670	46,095
Alloc O/Head - Output Corporate Overheads Cost Centre	0	1,162
<b>NET COST - REGIONAL AND DISTRICT PLANS AND POLICIES</b>	<b>44,670</b>	<b>47,256</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT: REGIONAL AND DISTRICT PLANS AND POLICIES**

**Description** Contribute to the preparation of regional plans and policy statements and plans of adjoining districts; consider the implications for the City of such plans and policy statements.

**Benefits** Impacts on the City are identified and managed.

**Strategic Objectives** C1, C3, C5                      **CCC Policy** City Plan

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)****General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

None

**Control Negative Effects (Section 112F(d))****Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)****General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits****Control Negative Effects**



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : REGIONAL AND DISTRICT PLANS AND POLICIES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	34,333	9,362	1,259	2,302		47,256 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	34,333	9,362	1,259	2,302	-	47,256
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	1,758	479	64	(2,302)		- CapValGen
<i>Total Modifications</i>	-	1,758	479	64	(2,302)	-	-
<b>Total Costs and Modifications</b>	-	36,091	9,842	1,324	-	-	47,256
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	36,091	9,842	1,324	-	-	47,256
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	36,091	9,842	1,324	-	-	47,256

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

## **OUTPUT : URBAN AMENITY IMPROVEMENT PLANS**

### **Description**

- Progressive renewal of older parts of the city to standards appropriate in today's environment. Co-ordinating and encouraging renewal of the physical environment to assist in strengthening the economic and social wellbeing of communities.

### **Objectives for 2002/03**

1. Ensure agreed urban renewal programmes are carried out and a programme for 2003/04 is developed.
2. Identify opportunities and prepare plans, briefs and programmes for improvements to older residential areas.
3. Identify opportunities and prepare plans, briefs and programmes for improvements to suburban shopping centres, older commercial and industrial areas.
4. Prepare plans and briefs for guiding and coordinating the redevelopment of urban sites.

### **Performance Indicators**

1. Projects identified for the year are completed and the 2003/04 programme is agreed.
  - 2.1 Progress made in implementing projects and initiatives identified in the St Albans and Charleston Neighbourhood Plans.
  - 2.2 Existing Neighbourhood Plans revisited or new Neighbourhood Plans identified and progressed as agreed.
  - 3.1 Progress made in implementing initiatives identified in Sydenham Concept Plan.
  - 3.2 Other opportunities for commercial and industrial renewal identified and responded to.
4. Plans and briefs are in place at an early stage, having been developed through a collaborative process.

4.1.59

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY PLANNING

<b>OUTPUT : URBAN AMENITY IMPROVEMENT PLANS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>DIRECT COSTS</b>		
Urban Renewal Projects - Operational Component	250,000	250,000
<b>ALLOCATED COSTS</b>		
City Solutions Charges	84,000	15,959
Transfer from Allocated Holding A/C's (0.84)% 2.19%	44,670	133,210
Alloc O/Head - Output Corporate Overheads Cost Centre	0	9,847
<b>NET COST - URBAN AMENITY IMPROVEMENT PLANS</b>	----- 378,670	----- 409,016
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT: URBAN AMENITY IMPROVEMENT PLANS**

*Description* Prepare concept plans for improving the environmental qualities of the Central City, residential areas, suburban shopping centres and industrial areas..

*Benefits* Improvements to central city, residential, and suburban areas.

*Strategic Objectives* C2 **CCC Policy** City Plan, Undergrounding of overhead services, Urban Renewal Policy

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

**General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

The properties within the improvement area are assumed to benefit directly from this output.

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

We cannot identify the quantum of benefit to each nor are there any practical means of direct recovery, therefore the direct benefits are transferred to Capital Value rating.

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : URBAN AMENITY IMPROVEMENT PLANS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
75.00% General Benefits	-	222,872	60,774	8,175	14,941		306,762 CapValAll
25.00% Direct Benefits	-	74,291	20,258	2,725	4,980		102,254 CapValAll
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	297,163	81,032	10,900	19,921	-	409,016
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	15,214	4,149	558	(19,921)		- CapValGen
<i>Total Modifications</i>	-	15,214	4,149	558	(19,921)	-	-
<b>Total Costs and Modifications</b>	-	<b>312,377</b>	<b>85,181</b>	<b>11,458</b>	<b>-</b>	<b>-</b>	<b>409,016</b>
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	312,377	85,181	11,458	-	-	409,016
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	<b>312,377</b>	<b>85,181</b>	<b>11,458</b>	<b>-</b>	<b>-</b>	<b>409,016</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : CENTRAL CITY POLICY, PLANNING AND PROJECT DEVELOPMENT**

**Description**

- Contribute towards the development of the strategic objectives of the Council relating to or affecting the central city.
- Contribute towards feasibility studies and plans for major Council projects in the central city.

**Objectives for 2002/03**

1. Identify opportunities and prepare plans, briefs and programmes for improvements to the Central City.
2. Respond to requests for assistance with feasibility studies and plans for major Council projects in the central city.
3. Ensure feasibility studies and plans take account of social, environmental and economic impacts.

**Performance Indicators**

1. Complete special character area precinct upgrade project and other plans and briefs within agreed timeframes.
2. Complete studies within agreed time frames set by the Council.
3. All plans and studies have social, environmental and economic assessments completed.

## 4.1.60

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY PLANNING

OUTPUT : CENTRAL CITY POLICY, PLANNING AND PROJECT DEVELOPMENT	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>DIRECT COSTS</b>		
Project Feasibility Studies	60,000	60,000
Central City Board - Running Costs	65,000	0
Central City Board - Development Projects Funding	70,000	0
Central City Project Team "Internal" & "External"	250,000	130,000
Triple Bottom Line Reporting	30,000	30,000
Special Character Area Precinct Upgrade	200,000	200,000
Central City Park/Residential Development	0	150,000
<b>ALLOCATED COSTS</b>		
City Solutions Charges	8,000	1,596
Transfer from Allocated Holding A/C's (1.45)% 5.97%	77,295	363,839
Alloc O/Head - Output Corporate Overheads Cost Centre	0	19,771
<b>NET COST - CENTRAL CITY POLICY, PLANNING AND PROJECT DEVELOPMENT</b>	<b>760,295</b>	<b>955,206</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT: CENTRAL CITY POLICY, PLANNING AND PROJECT DEVELOPMENT**

**Description** Contribute to the development of the strategic objectives of the Council;  
Contribute towards plans and feasibility studies for major Council projects.

**Benefits** Planning input into corporate projects.

**Strategic Objectives** *CCC Policy* City Plan

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**

**General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

None

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**



4.1.funding.60

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : CENTRAL CITY POLICY, PLANNING AND PROJECT DEVELOPMENT**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	693,987	189,241	25,456	46,522		955,206 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	693,987	189,241	25,456	46,522	-	955,206
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	35,530	9,689	1,303	(46,522)		- CapValGen
<i>Total Modifications</i>	-	35,530	9,689	1,303	(46,522)	-	-
<b>Total Costs and Modifications</b>	-	<b>729,517</b>	<b>198,930</b>	<b>26,759</b>	<b>-</b>	<b>-</b>	<b>955,206</b>
<b>Funded By</b>							
0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	729,517	198,930	26,759	-	-	955,206
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	<b>729,517</b>	<b>198,930</b>	<b>26,759</b>	<b>-</b>	<b>-</b>	<b>955,206</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : CITY PLAN MONITORING****Description**

- Monitor the effectiveness of the objectives and policies of the City Plan.

**Objectives for 2002/03**

1. Continue the monitoring programme of data collection and analysis and indicator development, in line with the key indicators identified in the City Plan.

**Performance Indicators**

1. Ongoing.

4.1.61

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CITY PLANNING

			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			\$	\$
<b>OUTPUT : CITY PLAN MONITORING</b>				
ALLOCATED COSTS				
Transfer from Allocated Holding A/C's	(1.70)%	1.55%	90,937	94,776
City Solutions Charges			0	0
Alloc O/Head - Output Corporate Overheads Cost Centre			0	2,365
			-----	-----
<b>NET COST - CITY PLAN MONITORING</b>			<b>90,937</b>	<b>97,141</b>
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT: CITY PLAN MONITORING**

*Description* Monitor the effectiveness of the objectives and policies of the City Plan.

*Benefits* Understanding the achievement of City Plan Objectives

*Strategic Objectives* C1, C2, C3, C4, **CCC Policy** City Plan  
C5,

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

None

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

4.1.funding.61

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CITY PLANNING</b>

**OUTPUT : CITY PLAN MONITORING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	70,576	19,245	2,589	4,731		97,141 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	70,576	19,245	2,589	4,731	-	97,141
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	3,613	985	133	(4,731)		- CapValGen
<i>Total Modifications</i>	-	3,613	985	133	(4,731)	-	-
<b>Total Costs and Modifications</b>	-	74,189	20,230	2,721	-	-	97,141

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	74,189	20,230	2,721	-	-	97,141
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	74,189	20,230	2,721	-	-	97,141

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

## **OUTPUT : SUMMIT ROAD PROTECTION**

### **Description**

- Provide planning, resource management and landscape advice to the Summit Road Protection Authority.

### **Objectives for 2002/03**

1. Provide advice on applications to develop land and buildings within the area of the Act, as required.
2. Provide advice as required on general matters affecting the Port Hills.

### **Performance Indicators**

1. Provide advice on applications within statutory time frames.
2. Complete within agreed time frame.

4.1.62

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CONSENTS AND APPLICATIONS

<b>OUTPUT : SUMMIT ROAD PROTECTION</b>				<b>2001/2002</b>	<b>2002/2003</b>
				<b>BUDGET</b>	<b>BUDGET</b>
				<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>					
Administration Costs				14,000	14,000
<b>ALLOCATED COSTS</b>					
City Solutions Charges				0	0
Transfer from Allocated Holding A/C's				8,934	9,219
	(0.17)%	0.15%			
Alloc O/Head - Output Corporate Overheads Cost Centre				0	596
<b>NET COST - SUMMIT ROAD PROTECTION</b>				<b>22,934</b>	<b>23,815</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

**OUTPUT: SUMMIT ROAD PROTECTION**

*Description* Provide planning, resource management and landscape advice to the Summit Road Protection Authority.

*Benefits* Protection of the natural values of the port hills for the benefit of the city.

*Strategic Objectives* C3 *CCC Policy* City Plan

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

None

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

**OUTPUT : SUMMIT ROAD PROTECTION**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	17,303	4,718	635	1,160		23,815 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	17,303	4,718	635	1,160	-	23,815
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	886	242	32	(1,160)		- CapValGen
<i>Total Modifications</i>	-	886	242	32	(1,160)	-	-
<b>Total Costs and Modifications</b>	-	18,188	4,960	667	-	-	23,815

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	18,188	4,960	667	-	-	23,815
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	18,188	4,960	667	-	-	23,815

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

## **OUTPUT : REGIONAL PLANS CONSENTS**

### **Description**

- Assess resource consent applications for land use, water permits, discharge permits and coastal permits made to the Canterbury Regional Council, which affect the City.

### **Objectives for 2002/03**

1. Assess regional resource consent applications and lodge submissions as appropriate.

### **Performance Indicators**

1. Response within time frames set by the Regional Council.

4.1.63

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

<b>OUTPUT : REGIONAL PLANS CONSENTS</b>				<b>2001/2002</b>	<b>2002/2003</b>
				<b>BUDGET</b>	<b>BUDGET</b>
				<b>\$</b>	<b>\$</b>
<b>ALLOCATED COSTS</b>					
City Solutions Charges				0	0
Transfer from Allocated Holding A/C's	(0.84)%	0.76%		44,670	46,095
Alloc O/Head - Output Corporate Overheads Cost Centre				0	1,162
<b>NET COST - REGIONAL PLANS CONSENTS</b>				-----	-----
				44,670	47,256
				=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

**OUTPUT: REGIONAL PLANS CONSENTS**

*Description* Assess implications for the City of applications for resource consents and plan changes made to the Canterbury Regional Council.

*Benefits* City input into regional consents

*Strategic Objectives* C1, C3, C5                    *CCC Policy* City Plan, Regional Resource Consent Procedures

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

None

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

None necessary

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

**OUTPUT : REGIONAL PLANS CONSENTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	34,333	9,362	1,259	2,302		47,256 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	34,333	9,362	1,259	2,302	-	47,256
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	1,758	479	64	(2,302)		- CapValGen
<i>Total Modifications</i>	-	1,758	479	64	(2,302)	-	-
<b>Total Costs and Modifications</b>	-	36,091	9,842	1,324	-	-	47,256

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	36,091	9,842	1,324	-	-	47,256
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	36,091	9,842	1,324	-	-	47,256

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

## **OUTPUT : CITY AND DISTRICT PLANS CONSENTS**

### **Description**

- Assess changes and resource consent applications to the City Plan for their implications for objectives and policies.
- Assess changes and resource consent applications to the District Plans of adjoining councils for their implications for the City.

### **Objectives for 2002/03**

1. Assess changes and resource consent applications to the City Plan and adjoining District Plans, as appropriate.

### **Performance Indicators**

1. Response within time frames set by City and District Councils.

4.1.64

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

<b>OUTPUT : CITY AND DISTRICT PLANS CONSENTS</b>			<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
<b>ALLOCATED COSTS</b>				
City Solutions Charges			63,280	11,969
Transfer from Allocated Holding A/C's	(0.84)%	1.83%	44,670	111,431
Alloc O/Head - Output Corporate Overheads Cost Centre			0	2,807
<b>NET COST - CITY AND DISTRICT PLANS CONSENTS</b>			----- 107,950	----- 126,207
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

**OUTPUT: CITY AND DISTRICT PLANS CONSENTS**

**Description** Assess implications of applications for Plan changes and resource consents for the Plan's objectives and policies; assess implications in changes of district plans of neighbouring authorities for the City.

**Benefits** Policy input into consents.

**Strategic Objectives** C1, C2, C3, C5      **CCC Policy** City Plan

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)****General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

The properties on which the consent is applied and the surrounding properties are assumed to benefit directly from this output.

**Control Negative Effects (Section 112F(d))****Modifications Pursuant to Section 12**

We cannot identify the quantum of benefit to each nor are there any practical means of direct recovery, therefore the direct benefits are transferred to Capital Value rating.

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)****General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits****Control Negative Effects**



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CONSENTS AND APPLICATIONS</b>

**OUTPUT : CITY AND DISTRICT PLANS CONSENTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
50.00% General Benefits	-	45,847	12,502	1,682	3,073		63,104 CapValAll
50.00% Direct Benefits	-	45,847	12,502	1,682	3,073		63,104 CapValAll
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	91,694	25,004	3,363	6,147	-	126,207
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	4,694	1,280	172	(6,147)		- CapValGen
<i>Total Modifications</i>	-	4,694	1,280	172	(6,147)	-	-
<b>Total Costs and Modifications</b>	-	96,388	26,284	3,536	-	-	126,207

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	96,388	26,284	3,536	-	-	126,207
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	96,388	26,284	3,536	-	-	126,207

RESPONSIBLE COMMITTEE:	<b>STRATEGY AND FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

**OUTPUT : NON CONFORMING USES FUND ADMINISTRATION****Description**

- Identify, purchase, clear and re-sell non conforming properties causing nuisances within residential areas and inhibiting redevelopment.

**Objectives for 2002/03**

1. Investigate the purchase, clearance and disposal of, one non conforming property.

**Performance Indicators**

1. Complete by 30 June 2003.

4.1.65

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

<b>OUTPUT : NON CONFORMING USES FUND ADMINISTRATION</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>ALLOCATED COSTS</b>		
Transfer from Allocated Holding A/C's (0.17)% 0.15%	8,934	9,219
Alloc O/Head - Output Corporate Overheads Cost Centre	0	362
City Solutions Charges	5,000	0
	-----	-----
<b>NET COST - NON CONFORMING USES FUND ADMINISTRATION</b>	<b>13,934</b>	<b>9,581</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

**OUTPUT: NON CONFORMING USES FUND ADMINISTRATION**

**Description** Identification, purchase, clearance and re-sale of non-conforming properties causing nuisances within residential areas and infill development.

**Benefits** Improvement of residential amenities

**Strategic Objectives** C2 **CCC Policy** City Plan

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**

**General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

**Direct Benefits (Section 112F(c))**

None

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

None necessary

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

**OUTPUT : NON CONFORMING USES FUND ADMINISTRATION**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	6,961	1,898	255	467		9,581 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	6,961	1,898	255	467	-	9,581
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	356	97	13	(467)		- CapValGen
<i>Total Modifications</i>	-	356	97	13	(467)	-	-
<b>Total Costs and Modifications</b>	-	<b>7,317</b>	<b>1,995</b>	<b>268</b>	<b>-</b>	<b>-</b>	<b>9,581</b>

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	7,317	1,995	268	-	-	9,581
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	<b>7,317</b>	<b>1,995</b>	<b>268</b>	<b>-</b>	<b>-</b>	<b>9,581</b>

RESPONSIBLE COMMITTEE:	<b>ARTS, CULTURE &amp; HERITAGE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

**OUTPUT : HERITAGE RETENTION FUND ADMINISTRATION AND GRANTS****Description**

- Consider applications for grants to help retain listed historic buildings.

**Objectives for 2002/03**

1. Continue to assess applications for grants as they are received.

**Performance Indicators**

1. Assistance to owners of 10 listed heritage buildings by 30 June 2003.

4.1.66

RESPONSIBLE COMMITTEE:	<b>ARTS, CULTURE &amp; HERITAGE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

<b>OUTPUT : HERITAGE RETENTION FUND ADMINISTRATION AND GRANTS</b>	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
<b>DIRECT COSTS</b>		
Historic Places - Maintenance Grants	45,000	45,000
Historic Building Retention Grants	320,000	320,000
Historic Building Emergency Retention Grants	200,000	200,000
	-----	-----
	565,000	565,000
<b>ALLOCATED COSTS</b>		
Transfer from Allocated Holding A/C's (0.17)% 0.29%	8,934	17,930
Alloc O/Head - Output Corporate Overheads Cost Centre	0	15,185
City Solutions Charges	10,000	1,596
	-----	-----
<b>NET COST - HERITAGE RETENTION FUND ADMINISTRATION AND GRANTS</b>	<b>583,934</b>	<b>599,711</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

**OUTPUT: HERITAGE RETENTION FUND ADMINISTRATION AND GRANTS**

*Description* Consider and process applications for grants to help retain listed privately owned historical buildings.

*Benefits* Retention of heritage

*Strategic Objectives* C3 *CCC Policy* City Plan

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

N/A

*Direct Benefits (Section 112F(c))*

The properties which receive advice and grants receive a benefit.

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

The direct beneficiaries are recipients of grants and advice. There is no possible recovery.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*



## 4.1.funding.66

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>FUNDS ADMINISTRATION</b>

**OUTPUT : HERITAGE RETENTION FUND ADMINISTRATION AND GRANTS**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
80.00% General Benefits	-	348,567	95,050	12,786	23,367		479,769 CapValAll
20.00% Direct Benefits	119,942	-	-	-	-		119,942 TableC
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	119,942	348,567	95,050	12,786	23,367	-	599,711
<i>Modifications</i>							
Transfer User Costs to Rating	(119,942)	87,142	23,762	3,196	5,842		- CapValAll
Non-Rateable	-	22,307	6,083	818	(29,208)		- CapValGen
<i>Total Modifications</i>	(119,942)	109,449	29,845	4,015	(23,367)	-	-
Total Costs and Modifications	-	458,016	124,895	16,800	-	-	599,711

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	458,016	124,895	16,800	-	-	599,711
0.00% Uniform Annual Charge		-	-	-			-
Total Funded By	-	458,016	124,895	16,800	-	-	599,711

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - BUSINESS PROJECTS SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : TRADING ACTIVITIES LIAISON**

### **Description**

- Manage and enhance the relationships with external commercial and ‘quasi-commercial’ service providers and wholly owned subsidiary companies outside the CCHL group.

### **Objectives for 2002/03**

1. Ensure the organisations have the reporting and resources in place to keep the Council informed, to operate successfully and to meet broad Council objectives.

### **Performance Indicators**

- 1.1 Mayor, Chairperson of Strategy and Resources Committee and City Manager satisfied with the quality and timeliness of reports and advice.
- 1.2 Businesses operating successfully and achieving Council objectives.

4.1.67

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - BUSINESS PROJECTS SECTION
OUTPUT CLASS:	ADVICE

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : TRADING ACTIVITIES LIAISON</b>			
DIRECT COSTS:			
TOTAL DIRECT COSTS		-----	-----
		0	0
ALLOCATED COSTS:			
Transfer fom Suspense Account	(17.12)% 17.05%	45,238	43,453
Allocated Overhead - Dir Operations (25%)		0	5,000
TOTAL ALLOCATED COSTS		-----	-----
		45,238	48,453
TOTAL COSTS		-----	-----
		45,238	48,453
REVENUE			
Internal Recoveries		45,238	48,453
TOTAL REVENUE		-----	-----
		45,238	48,453
NET COST TRADING ACTIVITIES LIAISON		-----	-----
		0	0
Cost of Capital Employed		=====	=====
		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - BUSINESS PROJECTS SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : CORPORATE ADVICE**

### **Description**

- Provision of support and advice to business units operating in a commercial or semi-commercial environment.
- Participation in and contribution to Strategy Team and other Corporate Teams.
- Provision of policy advice as Principal Advisor to the Projects and Property Committee.

### **Objectives for 2002/03**

1. Contribute to the ongoing Corporate review of Council operations and lead externally driven change projects.
2. Ensure elected members are provided with timely and sufficient advice to make informed decisions.

### **Performance Indicators**

- 1.1 City Manager satisfied with the quality of the contribution and the outcome of the externally driven projects.
- 1.2 Business units satisfied with the quality and timeliness of advice.
2. The Chairperson, Projects and Property Committee is satisfied with the timeliness and quality of the Principal Advisor's contribution.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - BUSINESS PROJECTS SECTION
OUTPUT CLASS:	ADVICE

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : CORPORATE ADVICE</b>			
DIRECT COSTS:			
TOTAL DIRECT COSTS		-----	-----
		0	0
ALLOCATED COSTS:			
Transfer fom Suspense Account	(21.40)% 21.31%	56,548	54,316
Allocated Overhead - Dir Operations (50%)		0	10,000
TOTAL ALLOCATED COSTS		-----	-----
		56,548	64,316
TOTAL COSTS		-----	-----
		56,548	64,316
REVENUE			
Internal Recoveries		22,619	25,727
Corporate Overhead Recovery		33,929	38,590
TOTAL REVENUE		-----	-----
		56,548	64,316
NET COST CORPORATE ADVICE		-----	-----
		0	0
Cost of Capital Employed		=====	=====
		0	

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - BUSINESS PROJECTS SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

**OUTPUT : PROFESSIONAL SERVICES****Description**

- Provide leadership to the City Solutions Group to ensure the effective integration of planning and implementation of projects across the Council and for external customers to ensure innovative total solutions are delivered.

**Objectives for 2002/03**

1. Ensure total solutions are being delivered within the criteria agreed with stakeholders and customers.

**Performance Indicators**

1. Customers and stakeholders satisfied with the outcomes of capital projects completed.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - BUSINESS PROJECTS SECTION
OUTPUT CLASS:	ADVICE

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : PROFESSIONAL SERVICES</b>			
DIRECT COSTS:			
TOTAL DIRECT COSTS		----- 0	----- 0
ALLOCATED COSTS:			
Transfer fom Suspense Account	(48.63)% 48.85%	128,476	124,474
TOTAL ALLOCATED COSTS		----- 128,476	----- 124,474
TOTAL COSTS		----- 128,476	----- 124,474
REVENUE			
Internal Recoveries		128,476	124,474
TOTAL REVENUE		----- 128,476	----- 124,474
NET COST PROFESSIONAL SERVICES		----- 0	----- 0
Cost of Capital Employed		=====	=====
		0	

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - BUSINESS PROJECTS SECTION</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : ECONOMIC DEVELOPMENT**

### **Description**

- Overview and monitor the relationships with organisations partially or fully funded by the Christchurch City Council to implement agreed economic development initiatives. Provide input and advice to the Council on Economic Development initiatives.

### **Objectives for 2002/03**

1. Work with the organisations to ensure Council economic development objectives are met.

### **Performance Indicators**

1. Mayor, Chairperson of Strategy and Resources Committee satisfied with the quality of information and that the organisations are meeting the broad economic development objectives of the Council.



4.1.70

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - BUSINESS PROJECTS SECTION
OUTPUT CLASS:	ADVICE

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : ECONOMIC DEVELOPMENT</b>			
DIRECT COSTS:			
TOTAL DIRECT COSTS		----- 0	----- 0
ALLOCATED COSTS:			
Transfer fom Suspense Account	(12.84)% 12.79%	33,929	32,590
Allocated Overhead - Dir Operations (25%)		0	5,000
TOTAL ALLOCATED COSTS		----- 33,929	----- 37,590
TOTAL COSTS		----- 33,929	----- 37,590
REVENUE			
Internal Recoveries		33,929	37,590
TOTAL REVENUE		----- 33,929	----- 37,590
NET COST ECONOMIC DEVELOPMENT		----- 0	----- 0
Cost of Capital Employed		=====	=====
		0	



4.1.71

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - CITY MANAGER</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>OUTPUT : RENEWALS &amp; REPLACEMENTS</b>		
Office Equipment & Refurbishment	3,000	2,500
<b>OUTPUT : NEW ASSETS</b>		
Computer Equipment	0	0
<b>NET COST - CAPITAL OUTPUTS</b>	<u>3,000</u>	<u>2,500</u>
	=====	=====

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>CAPITAL OUTPUTS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>REPLACEMENT &amp; RENEWALS</b>		
Office Furniture & Equipment	2,000	2,000
Computer Equipment & Software	0	0
<b>NEW ASSETS</b>		
Financial Management Information Systems (FMIS)	0	0
<b>NET COST CAPITAL OUTPUTS</b>	<b>2,000</b>	<b>2,000</b>

4.1.73

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - HUMAN RESOURCES TEAM
OUTPUT CLASS:	CAPITAL OUTPUTS

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>CAPITAL OUTPUTS</b>		
<b>RENEWALS &amp; REPLACEMENTS</b>		
Office Furniture & Equipment	10,000	7,500
	-----	-----
TOTAL RENEWALS & REPLACEMENTS	10,000	7,500
<b>ASSET IMPROVEMENTS</b>		
<b>NEW ASSETS</b>		
	-----	-----
TOTAL NEW ASSETS	0	0
	-----	-----
<b>TOTAL CAPITAL OUTPUTS</b>	10,000	7,500
	=====	=====

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>
OUTPUT CLASSES:	<b>CAPITAL OUTPUTS</b>

<b>CAPITAL OUTPUTS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>RENEWALS AND REPLACEMENTS</b>		
Computer Equipment / Furniture	20,500	17,500
<b>ASSET IMPROVEMENTS</b>		
Office Equipment	0	2,000
Engineering & Rescue Headquarters' Improvements	10,000	0
	-----	-----
	10,000	2,000
<b>NEW ASSETS</b>		
Office Equipment	2,000	0
Emergency Water Supply for Civic Offices	20,000	0
	-----	-----
	22,000	0
	-----	-----
<b>TOTAL COST CAPITAL OUTPUTS</b>	<b>52,500</b>	<b>19,500</b>
	=====	=====

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>CAPITAL OUTPUTS</b>		
<b>OUTPUT : RENEWALS &amp; REPLACEMENTS</b>		
Office Equipment	4,500	3,000
Computer equipment	5,500	1,500
	-----	-----
	10,000	4,500
<b>OUTPUT : ASSET IMPROVEMENTS</b>		
	-----	-----
	0	0
<b>OUTPUT : NEW ASSETS</b>		
	-----	-----
	0	0
<b>TOTAL COST OF CAPITAL OUTPUTS</b>	-----	-----
	10,000	4,500
<b>NET COST - CAPITAL OUTPUTS</b>	-----	-----
	10,000	4,500
	=====	=====

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - INFORMATION SECTION
OUTPUT CLASS:	CAPITAL OUTPUTS

**CAPITAL OUTPUTS**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>OUTPUT : RENEWALS &amp; REPLACEMENTS</b>		
Office Furniture & Equipment	5,000	9,500
Computer Software	0	2,000
<b>Monitoring &amp; Research</b>		
GIS Software	5,000	5,000
<b>Geo Data</b>		
GIS Software	131,000	70,328
	-----	-----
	141,000	86,828
<b>OUTPUT : ASSET IMPROVEMENTS</b>		
	-----	-----
	0	0
<b>OUTPUT : NEW ASSETS</b>		
<b>Business</b>		
Office Equipment	1,500	1,500
E-Council Hardware & Software	574,500	734,629
<b>City Development</b>		
Non Conforming Uses	150,000	150,000
Heritage Building Purchase	300,000	300,000
	-----	-----
	1,026,000	1,186,129



MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>CAPITAL OUTPUTS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
<b>OUTPUT : NEW ASSETS (Cont'd)</b>	<b>\$</b>	<b>\$</b>
INFRASTRUCTURAL ASSETS		
Urban Renewal Projects	250,000	250,000
	-----	-----
CAPITAL OUTPUTS (INFRASTRUCTURAL ASSETS)	250,000	250,000
	-----	-----
TOTAL NEW ASSETS	1,276,000	1,436,129
	-----	-----
<b>TOTAL COST OF CAPITAL OUTPUTS</b>	1,417,000	1,522,957
Sales - Non Conforming Uses	150,000	150,000
Sales - Heritage Buildings	200,000	200,000
	-----	-----
<b>NET COST - CAPITAL OUTPUTS</b>	1,067,000	1,172,957
	=====	=====

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - BUSINESS PROJECTS SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>CAPITAL OUTPUTS</b>		
<b>RENEWALS &amp; REPLACEMENTS</b>		
Office Furniture & Equipment	2,500	2,500
	-----	-----
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	2,500	2,500
<b>ASSET IMPROVEMENTS</b>		
	-----	-----
<b>TOTAL ASSET IMPROVEMENTS</b>	0	0
<b>NEW ASSETS</b>		
	-----	-----
<b>TOTAL NEW ASSETS</b>	0	0
	-----	-----
<b>TOTAL CAPITAL OUTPUTS</b>	2,500	2,500
	=====	=====

## 4.1.79

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE OFFICE - CITY MANAGER
OUTPUT CLASS::	CAPITAL OUTPUTS

Description	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	
<b>RENEWALS &amp; REPLACEMENTS</b>						
Office Equipment	2,500	1,000	2,500	1,000	2,500	
Furniture			3,000			
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<b>\$2,500</b>	<b>\$1,000</b>	<b>\$5,500</b>	<b>\$1,000</b>	<b>\$2,500</b>	
<b>NEW ASSETS</b>						
Computer Equipment						
<b>TOTAL NEW ASSETS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>\$2,500</b>	<b>\$1,000</b>	<b>\$5,500</b>	<b>\$1,000</b>	<b>\$2,500</b>	
<b>Annual Plan 2001/2002</b>	<b>\$3,000</b>	\$3,000	\$8,000	\$8,000	\$3,000	\$8,000
		<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>						
City Managers Office		1,000	2,500	1,000	2,500	1,000
		<b>\$1,000</b>	<b>\$2,500</b>	<b>\$1,000</b>	<b>\$2,500</b>	<b>\$1,000</b>
<b>Annual Plan 2001/2002</b>		\$5,000	\$5,000	\$10,000	\$3,000	

4.1.80

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - FINANCE SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

		<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>RENEWALS &amp; REPLACEMENTS</b>						
Office Furniture & Equipment		2,000	2,000	2,000	2,000	2,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		2,000	2,000	2,000	2,000	2,000
<b>NEW ASSETS</b>						
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		0	0	0	0	0
<b>TOTAL</b>		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		2,000	2,000	2,000	2,000	2,000
<b>Annual Plan 2001/2002</b>	<b>\$2,000</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
<b>RENEWALS &amp; REPLACEMENTS</b>						
		<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
Unspecified		2,000	2,000	2,000	2,000	2,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		2,000	2,000	2,000	2,000	2,000
<b>Annual Plan 2001/2002</b>		\$2,000	\$2,000	\$2,000	\$2,000	

## 4.1.81

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - HUMAN RESOURCES TEAM</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>DESCRIPTION</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
Office Furniture & Equipment	7,500	7,500	7,500	10,000	10,000
	7,500	7,500	7,500	10,000	10,000
<b>NEW ASSETS</b>					
Training Equipment					
<b>TOTAL NEW ASSETS</b>	0	0	0	0	0
<b>TOTAL CAPITAL EXPENDITURE</b>	\$7,500	\$7,500	\$7,500	\$10,000	\$10,000
<b>Annual Plan 2001/2002</b>	<b>\$10,000</b>	\$7,500	\$7,500	\$10,000	\$10,000
	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>	10,000	7,500	10,000	10,000	10,000
<b>ASSET IMPROVEMENTS</b>					
<b>NEW ASSETS</b>	10,000	7,500	10,000	10,000	10,000
<b>Annual Plan 2001/2002</b>	\$10,000	\$7,500	\$10,000	\$10,000	

MONITORING COMMITTEE	<b>STRATEGY &amp; FINANCE COMMITTEE</b>					
BUSINESS UNIT:	<b>CORPORATE OFFICE - OPERATIONS SECTION</b>					
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>					
<b>Description</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>	
<b>RENEWALS &amp; REPLACEMENTS</b>						
Furniture/Software	11,000	11,000	13,000	13,000	13,000	
Counter Services	6,500	7,500	7,500	7,500	8,500	
Media Monitoring - TV/Video				2,500		
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	17,500	18,500	20,500	23,000	21,500	
<b>ASSET IMPROVEMENTS</b>						
Office Equipment	2,000	2,000	2,000	2,000	2,000	
<b>TOTAL ASSET IMPROVEMENTS</b>	2,000	2,000	2,000	2,000	2,000	
<b>NEW ASSETS</b>						
	0	0	0	0	0	
<b>TOTAL CAPITAL</b>	\$19,500	\$20,500	\$22,500	\$25,000	\$23,500	
<b>Annual Plan 2001/2002</b>	<b>\$47,500</b>	\$19,500	\$20,500	\$22,500	\$25,000	\$23,500
	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>	
<b>RENEWALS &amp; REPLACEMENTS</b>	21,500	26,500	26,500	26,500	26,500	
<b>ASSET IMPROVEMENTS</b>	2,000	2,000	2,000	2,000	2,000	
	\$23,500	\$28,500	\$28,500	\$28,500	\$28,500	
<b>Annual Plan 2001/2002</b>	\$23,500	\$28,500	\$28,500	\$28,500		

4.1.83

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>Description</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
Computer Software	1,500	1,500	1,500	1,500	1,000
Office Furniture & Equipment	3,000	2,000	3,000	3,000	3,500
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<b>4,500</b>	<b>3,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>ASSET IMPROVEMENTS</b>					
<b>TOTAL ASSET IMPROVEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

4.1.84

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>Description</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>NEW ASSETS</b>					
TOTAL NEW ASSETS	0	0	0	0	0
<b>TOTAL CAPITAL EXPENDITURE</b>	4,500	3,500	4,500	4,500	4,500
<b>Annual Plan 2001/2002</b>	<b>\$10,000</b>	\$4,500	\$3,500	\$4,500	\$4,500



4.1.85

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - POLICY SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
Computer Software	1,000	1,000	1,000	1,000	1,000
Office Furniture & Equipment	3,500	4,500	5,500	5,500	5,500
GIS Workstation					
ex City Design					
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<b>4,500</b>	<b>5,500</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>NEW ASSETS</b>					
<b>TOTAL NEW ASSETS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>4,500</b>	<b>5,500</b>	<b>6,500</b>	<b>6,500</b>	<b>6,500</b>
<b>Annual Plan 2001/2002</b>	<b>\$4,500</b>	<b>\$5,500</b>	<b>\$6,500</b>	<b>\$6,500</b>	

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>Description</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
Office Furniture & Equipment	9,500	8,500	8,500	6,500	5,500
Computer Software	2,000	2,000	2,000	2,000	2,000
GEMS Upgrade			125,000		
<b>Monitoring &amp; Research</b>					
GIS Software	5,000	5,000	5,000	5,000	5,000
<b>Geo Data</b>					
GIS Workstation					
GIS Software	70,328	64,000	34,000	86,700	
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<b>86,828</b>	<b>79,500</b>	<b>174,500</b>	<b>100,200</b>	<b>12,500</b>
<b>ASSET IMPROVEMENTS</b>					
<b>TOTAL ASSET IMPROVEMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>Description</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>NEW ASSETS</b>					
E-Council Hardware & Software	734,629				
<b>Geo Data</b>					
Office Equipment	1,500	6,500	3,500	1,500	3,500
<b>City Development</b>					
Urban Renewal Projects	250,000	250,000	250,000	250,000	250,000
Non-Conforming Uses purchase	150,000	150,000	150,000	150,000	150,000
Heritage Building Purchase	300,000				
<b>TOTAL NEW ASSETS</b>	<b>1,436,129</b>	<b>406,500</b>	<b>403,500</b>	<b>401,500</b>	<b>403,500</b>
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,522,957</b>	<b>486,000</b>	<b>578,000</b>	<b>501,700</b>	<b>416,000</b>
<b>SALES : NON-CONFORMING PROPERTIES</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>SALES : HERITAGE BUILDINGS</b>	<b>200,000</b>				
<b>NET CAPITAL EXPENDITURE</b>	<b>\$1,172,957</b>	<b>\$336,000</b>	<b>\$428,000</b>	<b>\$351,700</b>	<b>\$266,000</b>
<b>Annual Plan 2001/2002</b>	<b>\$1,117,000</b>	<b>\$1,249,629</b>	<b>\$366,000</b>	<b>\$381,700</b>	<b>\$296,000</b>

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - INFORMATION SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
Office Furniture & Equipment	10,500	8,500	10,500	10,500	10,500
Computer Software	2,000	2,000	2,000	2,000	2,000
<b>Monitoring &amp; Research</b>					
GIS Software	5,000	5,000	5,000	5,000	5,000
<b>Geo Data</b>					
Software Upgrades	10,000	10,000			
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<u>27,500</u>	<u>25,500</u>	<u>17,500</u>	<u>17,500</u>	<u>17,500</u>
<b>NEW ASSETS</b>					
<b>Geo Data</b>					
Office Equipment	1,500	1,500	1,500	1,500	1,500
<b>City Development</b>					
Urban Renewal Projects	250,000	250,000	250,000	250,000	250,000
Non-Conforming Uses purchase	150,000	150,000	150,000	150,000	150,000
<b>TOTAL NEW ASSETS</b>	<u>401,500</u>	<u>401,500</u>	<u>401,500</u>	<u>401,500</u>	<u>401,500</u>
<b>TOTAL CAPITAL EXPENDITURE</b>	<u>429,000</u>	<u>427,000</u>	<u>419,000</u>	<u>419,000</u>	<u>419,000</u>
<b>SALES : NON-CONFORMING PROPERTIES</b>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
<b>NET CAPITAL EXPENDITURE</b>	<u>\$279,000</u>	<u>\$277,000</u>	<u>\$269,000</u>	<u>\$269,000</u>	<u>\$269,000</u>
<b>Annual Plan 2001/2002</b>	\$299,000	\$297,000	\$299,000	\$299,000	

## 4.1.89

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE OFFICE - BUSINESS PROJECTS SECTION</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>DESCRIPTION</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
Office Furniture & Equipment	2,500	2,500	2,500	2,500	2,500
	2,500	2,500	2,500	2,500	2,500
<b>ASSET IMPROVEMENTS</b>					
	0	0	0	0	0
<b>NEW ASSETS</b>					
Office Furniture & Equipment					
<b>TOTAL NEW ASSETS</b>	0	0	0	0	0
<b>TOTAL CAPITAL EXPENDITURE</b>	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
<b>Annual Plan 2001/2002</b>	<b>\$2,500</b>	\$2,500	\$2,500	\$2,500	\$2,500
	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>	2,500	2,500	2,500	2,500	2,500
<b>ASSET IMPROVEMENTS</b>					
<b>NEW ASSETS</b>					
	2,500	2,500	2,500	2,500	2,500
<b>Annual Plan 2001/2002</b>	\$2,500	\$2,500	\$2,500	\$2,500	



## 4.1.90

MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		CORPORATE OFFICE - FINANCE SECTION				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
<b>Christchurch City Holdings Ltd. Professional Services &amp; Management Fee</b>	\$256,675 per annum	\$256,675		\$272,805	100.00%	
Commission on General Investments		\$115,000		\$115,000	100.00%	
Loan System Management		\$0		\$0	100.00%	
<b>TOTAL</b>		<b>\$371,675</b>		<b>\$387,805</b>		

MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		CORPORATE OFFICE - OPERATIONS SECTION				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
Miscellaneous publications	Various		Various			
TOTAL		\$0		\$0		



MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		CORPORATE OFFICE - OPERATIONS SECTION				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
<b>Counter Services - Burwood/Pegasus</b>						
Counter Sales	Varies	\$8,000	Varies	\$8,000	105.00%	1
Miscellaneous Recoveries (photocopying etc)	Varies	\$250	Varies	\$250		
Recoverable Expenditure (Press advert .)	Varies		Varies	\$0	120.0%	1
<b>Counter Services - Fendalton/Waimairi</b>						
Sale Of Goods Kleensaks etc		\$1,200		\$1,200	101.78%	1
<b>Counter Services - Hagley/Ferrymead</b>						
Sale Of Goods	Various	\$3,250	Various	\$3,000	105.5%	1
<b>Counter Services - Spreydon/Heathcote</b>						
Counter Sales	Various	\$13,500	Various	\$13,500	105.50%	1
Miscellaneous	Various	\$0	Various	\$0		
Conference Room Hire	Various	\$2,000	Various	\$2,000	100.00%	
					(Net floor space rental)	
<b>Counter Services - Shirley/Papanui</b>						
NZ Post	10% on Sales	\$0	10% on Sales	\$0	110.00%	1
Counter sales	Various	\$15,000	Various	\$15,000	105.00%	1

MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		CORPORATE OFFICE - OPERATIONS SECTION				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
<b>Counter Services - Riccarton/Wigam</b>						
<b>Stock for Sale</b>						
Kleensaks,Road Codes,Phone Cards etc.	Varies	\$5,107	Varies	\$4,604	105%	1
Miscellaneous Recoveries (Sockburn)		\$0		\$0		
Miscellaneous Sales (Riccartern)		\$10,830		\$6,000	105%	1
Press Advertising		\$0		\$0	120%	1
NZ Post Boxes		\$80,000		\$80,000	186%	
- Letters	5 cents/letter		5 cents/letter			
- Registered Items	25 cents/item		25 cents/item			
NZ Post Sales		\$89,840		\$76,300	109%	1
- Stamps	10% on sales		10% on sales			
- Handi Products	25% on sales		25% on sales			
- Post Paid Products	15% on sales		15% on sales			
<b>Total Counter Services</b>		\$228,977		\$209,854		
<b>GRAND TOTAL</b>		\$228,977		\$209,854		
<b>Note 1</b>						
This percentage relates to the estimated overall mark up on stock for sale.						

4.1.94

RESPONSIBLE COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		CORPORATE OFFICE - POLICY SECTION				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
Graphics	Various	\$0	Various			
Canterbury Provincial Chambers Hires - Stone/ Wooden Chamber	Various	\$0	Various			
TOTAL		\$0		\$0		

MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		CORPORATE OFFICE - INFORMATION SECTION				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
<b>Core Persons &amp; Property Data</b> Sale of Property Information		\$146,000		\$271,000	11.3%	
TOTAL		----- \$146,000 =====		----- \$271,000 =====		

4.3.0

*LEGAL SERVICES*



4.3.i

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
OUTPUTS:	<b>LEGAL SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

**Overall Objectives**

To provide a high quality, cost effective in-house legal consultancy service.

**Key Changes**

***Committed Costs (Operating)***

- Appropriate adjustments due to external market benchmarking of lawyer salaries and increased support staff. \$140,195
- Increase in committed operating costs to be offset by anticipated end of year savings in Council’s total legal spend. \$47,090





4.3.1

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	LEGAL SERVICES
OUTPUTS:	OUTPUT SUMMARY

<b>OUTPUT CLASS EXPENDITURE</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		\$	\$
<b>LEGAL SERVICES</b>			
Legal Advice	Page 4.3.2	528,113	621,984
Corporate Advice	Page 4.3.3	176,038	245,136
		-----	-----
		704,150	867,119
 <b>OUTPUT CLASS REVENUE &amp; RECOVERIES</b>			
<b>LEGAL SERVICES</b>			
Legal Advice	Page 4.3.2	528,113	621,984
Corporate Advice	Page 4.3.3	176,038	245,136
		-----	-----
		704,150	867,119
<b>TOTAL NET COST LEGAL SERVICES</b>		-----	-----
		0	0
<b>COST OF CAPITAL EMPLOYED</b>		=====	=====
		191	55
<b>CAPITAL OUTPUTS</b>	Page 4.3.4	2,500	2,500

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>LEGAL SERVICES</b>
ACTIVITY:	<b>LEGAL SERVICES</b>

## **OUTPUTS**

- **LEGAL ADVICE (BUSINESS UNITS & COUNCIL)**
- **CORPORATE ADVICE**

### **Description**

- To provide in-house legal advice to the Business Units, Council, Standing Committees and Community Boards, and to co-ordinate the use of external practitioners where required.

### **Objectives for 2002/03**

1. To provide timely legal advice services, including legal opinions, and the accurate interpretation of statutes, district plans, bylaws and matters of law.
2. To ensure that the Council is not involved in unnecessary litigation by maintaining liaison with relevant Unit Managers.

### **Performance Indicators**

1. Client unit satisfaction with legal opinions and other information provided based on timeliness and perception of quality is a real measure of performance.
2. Objective is to achieve at least a 75% client unit satisfaction rating. This is measured by an annual client survey conducted at the end of each financial year.

4.3.2

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	LEGAL SERVICES
OUTPUT CLASSES:	LEGAL SERVICES

			2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : LEGAL ADVICE (BUSINESS UNITS &amp; COUNCIL)</b>				
<b>DIRECT COSTS</b>				
External Lawyers Fees			0	50,000
<b>ALLOCATED COSTS</b>				
Transfer from Legal Services Cost Centre	(75.00)%	70.00%	528,113	571,984
<b>TOTAL COST - LEGAL ADVICE</b>			----- 528,113	----- 621,984
<b>REVENUE</b>				
External Revenue			37,842	0
Internal Recoveries			490,271	621,984
<b>TOTAL REVENUE</b>			----- 528,113	----- 621,984
<b>NET COST LEGAL ADVICE</b>			----- 0	----- 0
			=====	=====

4.3.text.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>LEGAL SERVICES</b>
ACTIVITY:	<b>LEGAL SERVICES</b>

**OUTPUTS: CORPORATE ADVICE (CONTD)**

For text see page 4.3.text.2.

## 4.3.3

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	LEGAL SERVICES
OUTPUT CLASSES:	LEGAL SERVICES

			2001/2002	2002/2003
			BUDGET	BUDGET
			\$	\$
<b>OUTPUT : CORPORATE ADVICE</b>				
DIRECT COSTS				
Legal Compliance Programme			0	0
ALLOCATED COSTS				
Transfer from Legal Services Cost Centre	(25.00)%	30.00%	176,038	245,136
TOTAL COST - CORPORATE ADVICE			----- 176,038	----- 245,136
REVENUE				
External Recoveries			0	0
Internal Recoveries			176,038	245,136
TOTAL REVENUE			----- 176,038	----- 245,136
NET COST CORPORATE ADVICE			----- 0	----- 0
			=====	=====



4.3.4

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>LEGAL SERVICES</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>OUTPUT : CAPITAL OUTPUTS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>RENEWALS AND REPLACEMENTS</b>		
Office Equipment	2,500	2,500
<b>NEW ASSETS</b>		
<b>TOTAL CAPITAL OUTPUTS</b>	----- 2,500	----- 2,500
	=====	=====





## 4.3.5

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>LEGAL SERVICES</b>
OUTPUT CLASS::	<b>CAPITAL OUTPUTS</b>

Description	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
<b>RENEWALS &amp; REPLACEMENTS</b>					
Office Equipment	2,500	2,500	2,500	2,500	2,500
Computer Equipment					
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>
<b>NEW ASSETS</b>					
Computer Equipment					
<b>TOTAL NEW ASSETS</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL CAPITAL EXPENDITURE</b>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>
<b>Annual Plan 2001/2002</b>	\$2,500	2,500	2,500	2,500	2,500
	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
Office Equipment	2,500	2,500	2,500	2,500	2,500
	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$2,500</u>
<b>Annual Plan 2001/2002</b>	2,500	2,500	2,500	2,500	



4.3.6

MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		LEGAL SERVICES				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
Legal Advice	Various	\$37,842	Various	\$0	100.00%	
Legal Compliance Programme		\$0		\$0		
TOTAL		\$37,842		\$0		



5.1.0

*FINANCIAL SERVICES*



## 5.1.i

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

**Overall Objectives**

To provide corporate accounting services including accurate and timely management reports and advice on financial and administrative matters.

To meet the external financial accountability requirements of the Council, Christchurch City Holdings Limited and the smaller subsidiary companies.

To provide financial analysis of projects and advice to the Council on accounting issues.

To efficiently manage accounting resources.

To co-ordinate the Annual Plan and Corporate Plan procedures for the Council.

To update and maintain the Long Term Financial Plan and the Funding Policy.

To publish the draft and final Annual and Corporate Plans.

To administer the Council's rate and debt collection systems in an equitable and cost effective manner.

To provide accounting services to the business units of the Council.

To provide accurate and timely financial reports for internal monitoring purposes.

To provide counter and mail services for the collection and recording of inwards payments.

To provide for an efficient and cost effective payments system (ie payroll and accounts payable systems).

To reconcile the accounting system with the Council's bank accounts.

To ensure that all the Council's taxation and ACC levy obligations are properly discharged at minimal levels.

To ensure that the Assets Register is maintained accurately and regularly and in accordance with generally accepted accounting practice.

To provide a prompt and courteous customer service operation on the ground floor of the Civic Offices (this includes enquiries from walk-in customers, cash receipting and telephone calls and graffiti hotline calls).

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

## Key Changes

### *Committed Costs (Operating)*

- Triple Bottom Line Reporting** \$28,000

This is the additional cost to report in triple bottom line (TBL) format. The cost includes format changes to the reporting templates plus the ongoing additional costs of printing a TBL Annual Plan and Annual Report. TBL reporting is a sustainability commitment for 2002/03 which was adopted by the Council on 24 August 2000.
- After Hours Service** \$33,000

During 2000/01 the Council changed its after hours service provider. This service which is provided by Orion is at a higher level than that which was provided by Quick Connect. Orion has the same system as the CCC and this has enabled Orion to access the same information as the CCC Customer Centres. Orion's experience in dealing with emergency responses has been a further feature of the new arrangement. While the Council received a considerable discount on the service in the first two years of operation the cost for 2002/03 will increase by \$33,000.

This increase was accounted for when the Long Term Financial Strategy was adopted on 12 July 2001. It is therefore a commitment for 2002/03

### *Increased Costs due to Increased Demand*

- Accounting Resources**

On 12 November 2001 two accounting graduates were hired to help reduce the excessive additional hours being worked within the Unit and to enable the further development and better utilisation of the SAP Accounting System. The two graduates have been employed in the Fixed Assets and Financial Planning areas. This initiative will help to reduce the work load of three Senior Accountants and allow them to contribute to the full utilisation of the SAP Financial System. Funding for 2001/02 is being sourced from the Project Contingency provision within the Corporate Revenues and Expenses budget. (Approved by the Corporate Strategy Team in August 2001.) For 2002/03 it is proposed to fund these positions from within the Financial Services Unit budget utilising various Unit cost savings. The savings which will enable this to happen are detailed on the next page. All are operating savings.



5.1.iii

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

Although both positions are for a 2 year period there is a need to maintain both resources beyond the 2 year period in order:

- to meet customer needs (these are currently not being adequately met in the management accounting area);
- to reduce the large amounts of additional hours that staff within the management accounting and financial planning areas are currently having to work; and
- achieve the full ongoing benefits of the SAP Financial System.

Because the 2002/03 funding sources reflect ongoing savings, this will allow both positions to continue beyond the two year period.

<b>Additional Accounting Resources</b>		<b>Matching Savings (Funding Sources)</b>	
Two Accounting Graduates (staff related costs)	\$70,000	ACC Fees	(\$4,000)
		Postage	(\$2,200)
		Stationery	(\$5,500)
Overheads (telephones, PC costs)	\$7,000	Staff Training	(\$5,497)
		Retiring Gratuities	(\$6,931)
		Datacom Contract Savings	(\$11,132)
		Payroll Resourcing	(\$14,740)
		Programming Savings	(\$27,000)
	-----		-----
	<u>\$77,000</u>		<u>(\$77,000)</u>

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### *Efficiency Gains*

- The following savings and efficiency gains have been identified and factored into the Financial Services Unit budget for 2002/03:
  - **Payroll Resourcing** (\$14,740)  
The CATS (timesheet) self entry and Business Unit entry has reduced the need for a full time resource within the Payroll Team. The staff member concerned has reduced her time from 5 days per week to three days per week. This change is part of some ongoing efficiency savings which the Unit has identified and achieved over the last three years. The other staff savings achieved to date include a reduction of one staff member in the Accounts Payable Team in 2000/01 – (a saving of \$34,531 by not replacing a retiring staff member) and a reduction of a part resource in the Accounts Receivable Team in 1999/2000 – (a savings of \$13,799).
  - **Contract Programming** (\$27,000)  
The implementation of the GEMS Rating and Waterbilling Modules together with the re-shuffling of responsibilities within Financial Services Unit has reduced the need to contract in a programmer for maintenance work on the Rates and Water Billing systems. The 2002/03 savings that will be generated from this change total \$27,000.
  - **Bureau Costs for Payroll (Overlap Costs)** (\$49,885)  
The implementation of the SAP in-house Payroll Module on 1 April 2002 eliminates the need for the Council to process the CCC Payroll through a Payroll Bureau. (The Council has for many years processed its payroll through Datacom.) The overlap costs in 2002/03 which will be saved after including a full year of SAP Payroll Module costs and taking out the Bureau costs total \$49,885.
  - **Stationery** (\$5,500)  
The implementation of the new SAP / GEMS system has enabled further stationery savings in the Accounts Receivable area. This is an extension of the stationery savings previously identified in 2001/02 for Water Billing and Payroll.
  - **Valuation Contract** (\$50,000)  
In the past the Council contracted Quotable Value New Zealand Ltd (QVNZ), a crown owned company, to act as our valuation service provider. The three year contract with QVNZ expired on 30 June 2002 and prior to this expiry date the contract was tendered. The successful tenderer was the State Valuation Office of New South Wales. The 2002/03 net savings from this change of valuation service provider are \$50,000. (Offsetting some of the 2002/03 savings are set-up costs relating to the new contract.) The savings in subsequent years are \$400,000 in 2003/04 and 2004/05 and \$200,000 in 2005/06.

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### ***Restructuring Budgets***

There are four significant budget changes since the 2001/02 Unit budget was adopted:

- **Staff Transfer**

In September 2001 two staff members (one from the Fendalton Counter Service Cost Centre and one from the Riccarton Counter Service Cost Centre) were transferred to the Civic Customer Centre. This change is in line with the transfer of Service Centre calls to the Civic Offices. The rationale for this change is the provision of better customer service, more efficient use of resources and great flexibility.

The 2001/02 budget figures have been left within the Libraries and Information Unit budget but are detailed below for comparative purposes. (It should be noted that this transfer was taken account of when assessing whether the Financial Services Unit and the Libraries and Information Unit had met their budget targets set by the Corporate Strategy Team.)

FROM			TO		
Libraries and Information Unit			Financial Services Unit		
	2001/02 \$	2002/03 \$		2001/02 \$	2002/03 \$
Service Centre Staff Costs	64,269	(64,269)	Customer Centre Staff Costs	0	64,269
Overhead Costs	12,068	(12,068)	Overhead Costs	0	12,068
<b>TOTAL</b>	<b>\$76,337</b>	<b>(\$76,337)</b>	<b>TOTAL</b>	<b>0</b>	<b>\$76,337</b>

- **Allocation of Customer Centre Management Costs**

The Civic Customer Centre is part of the Financial Services Unit and is also part of the Council's Customer Centre network. The co-ordination and management of the network is managed by the Customer Services Team within the Operations Directorate. In the past the net cost of the Customer Services Team related mainly to the development of the network and was not allocated out. Now that the Customer Services Team is directly involved in managing and co-ordinating the network, it is appropriate that the Team net costs are allocated out to the various parts of the network. The allocation has been based on total staff numbers and the Civic Customer Centre share of these costs is approximately \$78,000.

- **Corporate Overhead Allocation**

The 2002/03 corporate overhead allocation has been amended to reflect the new organisational structures which were put in place last year. The corporate overhead has now been divided into two types of costs:

- labour related overheads; and
- non labour related overheads

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

**- Labour related overheads**

Each Unit labour cost centre has received an allocation and the Financial Services Unit share reflects the total staff numbers in each of its five labour related cost centres. This allocation in turn impacts on labour charge out rates for the Unit. The labour related overhead can be likened to an ‘employee service charge’ and includes payroll costs, HR costs, Health and Safety costs and ChCh Chat costs.

**- Non labour related overheads**

The non labour overheads are allocated directly to all service delivery outputs. The Financial Services Unit has two such outputs which are delivered directly to the public. They are ‘Telephone Services’ and ‘Cashiering and Counter Services’. The allocation of the non labour related overheads (includes all other overheads like MIS costs, Financial Services costs, Corporate Services and Corporate Office costs) is based on the total cost of the output.

• **Mailroom Costs**

Whereas in previous years the Financial Services ‘Mailroom Services’ was shown as a separate output this has now been treated as an overhead project within Financial Services. Mail processing is no different to other overhead costs like MIS and telephone costs. It is one of a range of support type costs for outputs like Rates, Accounts Receivable and Accounts Payable. The allocation of the mailroom costs to these areas has been based on estimated mail volumes.

• **Draft Community Plan**

For a number of years the Financial Services Unit has been responsible for the production of the draft Community Plan. This is produced as one booklet, is mapped based and lists the projects planned for the six Community Boards. The final version of the Community Plan is published in a special edition of ‘City Scene’. Like the draft Community Plan the final version is also mapped based.

For 2002/03 it is planned to use ‘City Scene’ as the vehicle to publish the draft Community Plan as well. By publishing in City Scene the Council is reaching a much larger audience. Responsibility for publishing the final version rests with Community Relations and given the change planned for 2002/03 there are synergies to be achieved by moving the draft Community Plan to Community Relations as well. On this basis the \$30,000 which would have been included in the Financial Services Unit budget for the Draft Community Plan has been transferred to the Community Relations Unit budget.

• **Revaluation of Infrastructural Assets**

In previous years this provision was included in the Corporate Revenues and Expenses budget. To comply with Financial Reporting Standard 29, this item should be reflected in an appropriate activity budget. The item has therefore been taken out of the Corporate Revenues and Expenses budget and is now included in the Annual Report output. (The values are required for financial reporting purposes.)

5.1.0

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
ACTIVITY:	<b>OUTPUT SUMMARY</b>

For Output Summary see page 5.1.1.

## 5.1.1

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	OUTPUT SUMMARY

<b>OUTPUT CLASS EXPENDITURE</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		\$	\$
<b>RATING SERVICES</b>			
Valuation Information	Page 5.1.5	1,542,475	1,389,312
Rates Administration	Page 5.1.6	2,612,050	2,421,195
Water Billing	Page 5.1.7	355,812	355,137
<b>PLANS</b>			
Corporate Plan	Page 5.1.8	52,124	56,688
Annual Plan	Page 5.1.9	171,339	176,154
Strategic Plan	Page 5.1.9	27,055	11,012
<b>ADVICE</b>			
Financial Advice	Page 5.1.10	233,133	251,148

## 5.1.2

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	OUTPUT SUMMARY

		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		\$	\$
<b>OUTPUT CLASS EXPENDITURE (continued)</b>			
<b>ACCOUNTING SERVICES</b>			
Payroll	Page 5.1.11	480,127	451,554
Accounts Payable	Page 5.1.12	556,065	589,592
Accounts Receivable	Page 5.1.13	466,684	498,046
Bank Reconciliation	Page 5.1.14	139,746	157,311
Taxation	Page 5.1.15	51,389	55,224
Asset Register	Page 5.1.16	108,984	123,445
Management Accounting	Page 5.1.17	324,685	362,282
<b>CUSTOMER SERVICES</b>			
Telephone & Counter Services	Page 5.1.18	346,931	456,273
Cashiering	Page 5.1.19	317,332	410,819
Mail	Page 5.1.20	56,596	0
<b>FINANCIAL REPORTING</b>			
Annual Report	Page 5.1.21	379,610	409,095
<b>SYSTEMS SUPPORT</b>			
Financial Systems Support	Page 5.1.22	503,801	554,091
<b>TOTAL EXPENDITURE</b>		----- 8,725,938	----- 8,728,378

## 5.1.3

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	OUTPUT SUMMARY

<b>OUTPUT CLASS REVENUE &amp; RECOVERIES</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		\$	\$
<b>RATING SERVICES</b>			
Valuation Information	Page 5.1.5	1,542,475	1,389,312
Rates Administration	Page 5.1.6	2,612,050	2,421,195
Water Billing	Page 5.1.7	355,812	355,137
<b>PLANS</b>			
Corporate Plan	Page 5.1.8	52,124	56,688
Annual Plan	Page 5.1.9	171,339	176,154
Strategic Plan	Page 5.1.9	27,055	11,012
<b>ADVICE</b>			
Financial Advice	Page 5.1.10	233,133	251,148
<b>ACCOUNTING SERVICES</b>			
Payroll	Page 5.1.11	480,127	451,554
Accounts Payable	Page 5.1.12	556,065	589,592
Accounts Receivable	Page 5.1.13	466,684	498,046
Bank Reconciliation	Page 5.1.14	139,746	157,311
Taxation	Page 5.1.15	51,389	55,224
Asset Register	Page 5.1.16	108,984	123,445
Management Accounting	Page 5.1.17	324,685	362,282



MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	OUTPUT SUMMARY

<b>OUTPUT CLASS REVENUE &amp; RECOVERIES (continued)</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		\$	\$
<b>CUSTOMER SERVICES</b>			
Telephone & Counter Services	Page 5.1.18	300,442	395,132
Cashiering	Page 5.1.19	78,000	60,100
Mail	Page 5.1.20	56,596	0
<b>FINANCIAL REPORTING</b>			
Annual Report	Page 5.1.21	379,610	409,095
<b>SYSTEMS SUPPORT</b>			
Financial Systems Support	Page 5.1.22	503,801	554,091
<b>TOTAL REVENUE</b>		8,440,117	8,316,519
<b>NET COST OF OUTPUTS</b>		285,821	411,859
<b>COST OF CAPITAL EMPLOYED</b>		871	512
<b>CAPITAL OUTPUTS</b>		14,000	17,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>RATING SERVICES</b>

## **OUTPUT : VALUATION INFORMATION**

### **Description**

- Record the property information necessary to levy and collect rates, water charges, and to meet other Council needs.
- Provide information to the Council and the public from the database.

### **Objectives for 2002/03**

1. Maintain the GEMS Rating Module by auditing the data provided by the Council's valuation service provider(s), and implement any changes required to the Rating Differentials, Area of Benefit and Rate Codes.
2. Monitor the changes to the Person and Property Module, made by the Geodata Services Team, as they affect the Rating Module.
3. Monitor the performance of the Council's valuation service provider(s).

### **Performance Indicators**

- 1&2 Ensure that the number of alterations required to the annual rates levy, due to data errors, is kept below 0.005% of the total number of assessments.
3. Ensure that all building consents and subdivisions are actioned within the periods specified in the contract(s). (Dependent upon the RFS System being fully operational by 1 July 2002.)

## 5.1.5

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	RATING SERVICES

<b>OUTPUT : VALUATION INFORMATION</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Valuation Fees - Valuation Roll Maintenance		1,198,500	1,125,204
Programming Costs		13,000	13,000
<b>TOTAL DIRECT COSTS</b>		<b>1,211,500</b>	<b>1,138,204</b>
<b>ALLOCATED COSTS</b>			
Allocated Holding Account	(6.96)% 6.62%	245,955	251,108
Alloc O/head - FAMIS		51,038	0
Alloc O/head - Core Person & Property Data		33,982	0
<b>TOTAL ALLOCATED COSTS</b>		<b>330,975</b>	<b>251,108</b>
<b>TOTAL COSTS</b>		<b>1,542,475</b>	<b>1,389,312</b>
<b>REVENUE</b>			
Internal Recoveries			
Transfer to Rates Administration		1,228,201	1,110,021
Transfer to Water Billing		121,470	109,782
		1,349,671	1,219,804
External Revenue - CRC Share of Valuation Fees		192,804	169,508
<b>TOTAL REVENUE</b>		<b>1,542,475</b>	<b>1,389,312</b>
<b>NET COST VALUATION INFORMATION</b>		<b>0</b>	<b>0</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>RATING SERVICES</b>

## **OUTPUT : RATES ADMINISTRATION**

### **Description**

- Advise the Council on and administer the rating system so that:
  - (a) It complies with statutory requirements and Council policies.
  - (b) It is generally acceptable to ratepayers as a fair and just system.
  - (c) It is efficient and cost effective.
  - (d) Maintain a mutually acceptable rating system for the Canterbury Regional Council.

### **Objectives for 2002/03**

1. Maintain an efficient rates information and collection system.
2. Collect 96.5% of the rates levied within the year.
3. Increase the number of ratepayers using direct debiting as a method of payment.

### **Performance Indicators**

1. Ensure the gross cost per rates assessment is less than \$17.68 per assessment (based on 136,982 assessments). (1996/97: Cost per assessment \$19.30; 1997/98: Cost per assessment \$16.57; 1998/99: Cost per assessment \$18.17; 1999/00 : Cost per assessment \$17.20; 2000/01 : Cost per assessment \$18.08.)
2. Rate arrears as a % of levied figure. No more than 3.5%.
3. Increase the number of ratepayers using direct debiting by 30 June 2003 to 34,000. (1996/97: 21,532; 1997/98: 24,015. 1998/99: 25,529; 1999/00 : 30,543; 2000/01 : 32,000.)

## 5.1.6

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	RATING SERVICES

<b>OUTPUT : RATES ADMINISTRATION</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Postage, Stationery etc		321,050	301,100
<b>ALLOCATED COSTS</b>			
Corporate Services - Document Distribution (Mail)		40,851	0
Allocated Overhead - Bank Fees		90,484	90,484
Allocated Overhead - Cashiering Ex Service C's		76,600	80,000
Alloc O/head - FAMIS		148,475	163,648
Alloc O/head - Core Person & Property Data		98,856	87,480
Allocated Overhead - Mail		30,000	27,579
Alloc O/head - Cashiering (Batching of Rates)		55,000	37,100
Alloc O/head - Financial Systems Support		44,637	49,092
Allocated Holding Account	(13.52)% 12.51%	477,896	474,691
Transfer from Valuation Information		1,228,201	1,110,021
<b>TOTAL ALLOCATED COSTS</b>		<b>2,291,000</b>	<b>2,120,095</b>
<b>TOTAL COSTS</b>		<b>2,612,050</b>	<b>2,421,195</b>
<b>REVENUE</b>			
External Revenue		456,000	455,200
Corporate Overhead Recoveries		2,156,050	1,220,780
Corporate Financing Recoveries		0	745,215
<b>TOTAL REVENUE</b>		<b>2,612,050</b>	<b>2,421,195</b>
<b>NET COST RATES ADMINISTRATION</b>		<b>0</b>	<b>0</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>RATING SERVICES</b>

## **OUTPUT : WATER BILLING**

### **Description**

- To administer the water billing system for the Council.
- To ensure outstanding accounts are collected promptly and fairly.

### **Objectives for 2002/03**

1. Maintain the GEMS Water Billing Module to produce accurate and timely invoices and information.
2. Monitor the changes to the Person & Property Module, made by the Geodata Services Team, as they affect the Water Billing module.
3. Collect all outstanding accounts within a reasonable period without recourse to 'rate' collection powers.

### **Performance Indicators**

1. Ensure that all billing cycles are processed within the periods specified and ensure that the number of amended invoices produced, due to data errors, is kept below 0.005% of the total number of accounts. (Water Billing Team) (New measure for 2002/03)
2. Ensure that the number of amended invoices produced, due to data errors, is kept below 0.005% of the total number of accounts. (Geodata Team) (New measure for 2002/03)
3. Ensure that the total arrears outstanding, for more than 12 months after the due date is less than 5.0% of the total charged in the previous 12 months. (New measure for 2002/03)

## 5.1.7

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	RATING SERVICES

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : WATER BILLING</b>			
DIRECT COSTS			
Administration Costs		15,500	19,300
TOTAL DIRECT COSTS		15,500	19,300
ALLOCATED COSTS			
Allocated Holding Account	(2.97)% 2.79%	104,868	105,745
Allocated Ovehead - Bank Fees		2,311	2,311
Alloc O/head - Fsu Mailroom - Overhead Project		0	3,677
Alloc O/head - FAMIS		60,318	66,482
Alloc O/head - Core Person & Property Data		40,160	35,539
Alloc O/head - Valuation Information		121,470	109,782
Alloc O/head - Financial Systems Support		11,184	12,301
TOTAL ALLOCATED COSTS		340,312	335,837
TOTAL COSTS		355,812	355,137
REVENUE			
Internal Recoveries		355,812	355,137
Corporate Expenses			
TOTAL REVENUE		355,812	355,137
NET COST WATER BILLING		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>PLANS</b>

## **OUTPUT : CORPORATE PLAN**

### **Description**

- The Corporate Plan focuses on outputs. These outputs represent the goods and services which the Council is buying on behalf of the community. The Corporate Plan also includes the Council's Funding Policy.

### **Objectives for 2002/03**

1. Publish the Corporate Plan as per approved timetable.

### **Performance Indicators**

- 1.1 Have the final version of the Corporate Plan available in electronic form no later than the release date as specified in the approved Annual Plan timetable for 2002/03. (New measure in 2001/02.)
- 1.2 Have the draft Corporate Plan available in electronic format no later than the release date as specified in the approved Annual Plan timetable for 2003/04. (New measure in 2001/02.)



## 5.1.8

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	PLANS

<b>OUTPUT : CORPORATE PLAN</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
DIRECT COSTS			
Publication Costs		13,000	13,500
ALLOCATED COSTS			
Allocated Holding Account	(1.11)% 1.14%	39,124	43,188
TOTAL COSTS		52,124	56,688
REVENUE			
Public Accountability		22,935	24,943
Transfer to Corporate Overhead		29,190	31,745
NET COST CORPORATE PLAN		0	0
		=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>PLANS</b>

## **OUTPUTS**

- **ANNUAL PLAN**
- **STRATEGIC PLAN**

### **Description**

- The Council is required under S223D of the Local Government Act to produce a report(s) which outline(s) its plans for the future. The Annual Plan details the short term future and the Strategic Plan focuses on the long term.

### **Objectives for 2002/03**

1. Complete all Annual Planning procedures within the approved timetable.

### **Performance Indicators**

- 1.1 Ensure that the Annual Planning procedures meet the approved timetable dates. (1998/99: Timetable not met - process delayed; 1999/00: Approved timetable dates met; 2000/01 (timetable was delayed by one week due to additional elected member meetings. This did not however impact on the adoption of the final Financial Plan on 12 July 2001).
- 1.2 Have the published version of the final Christchurch City Council Plan available within 20 days of it being adopted. (1997/98: Target met; 1998/99: Target met; and 1998/99, 1999/00 and 2000/01: Target met.)

## 5.1.9

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	PLANS

			2001/2002	2002/2003
			BUDGET	BUDGET
			\$	\$
<b>OUTPUT : ANNUAL PLAN</b>				
DIRECT COSTS				
Publication Costs - Annual Plan			42,000	65,500
Publication Costs - Community Plans			30,000	0
ALLOCATED COSTS				
Allocated Holding Account	(2.81)%	2.92%	99,339	110,654
TOTAL COSTS			171,339	176,154
REVENUE				
Public Accountability			171,339	176,154
TOTAL REVENUE			171,339	176,154
NET COST ANNUAL PLAN			0	0
<b>OUTPUT : STRATEGIC PLAN</b>				
DIRECT COSTS				
Production publications			16,800	0
ALLOCATED COSTS				
Allocated Holding Account	(0.29)%	0.29%	10,255	11,012
TOTAL COSTS			27,055	11,012
REVENUE				
Corporate Overhead			0	0
Public Accountability			27,055	11,012
NET COST STRATEGIC PLAN			0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ADVICE</b>

## **OUTPUT : FINANCIAL ADVICE**

### **Description**

- The provision of financial advice to Business Units, Unit Managers, Council Staff, Corporate Office, Council and Elected Members.

### **Objectives for 2002/03**

1. Prepare comprehensive Guidance Notes for the 2002/03 Annual Plan process.
2. Ensure that staff are aware of the planning requirements.
3. Prepare financial reports for the Council.

### **Performance Indicators**

1. To have the 2003/04 CCC Financial Plan Guidance Notes available for distribution no later than 30 September 2002. (1999/00 : Available 23 September 1999; 2000/01 : Available 21 September 2000).
2. Run at least two courses in September 2002 on the 2003/04 planning requirements and brief the Management Group.
3. Prepare 6 monthly reports and any other financial reports as required. (1997/98: Achieved; 1998/99: Achieved; 1999/00: Achieved; 2000/01: Achieved)

5.1.10

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ADVICE

<b>OUTPUT : FINANCIAL ADVICE</b>			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			<b>\$</b>	<b>\$</b>
<b>ALLOCATED COSTS</b>				
Allocated Holding Account	(6.59)%	6.62%	233,133	251,148
<b>REVENUE</b>				
Internal Revenue			0	0
Corporate Overhead Recovery			233,133	251,148
<b>NET COST FINANCIAL ADVICE</b>			-----	-----
			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ACCOUNTING SERVICES</b>

## **OUTPUT : PAYROLL**

### **Description**

- Pay all Council staff accurately, on time and according to duly authorised procedures and appropriate controls.
- Ensure all pay expenditure is correctly coded to appropriate ledger accounts.
- Evaluate and implement all appropriate payroll enhancements.

### **Objectives for 2002/03**

1. The cost to pay each employee be no greater than \$210.00 for the year.

This assumes a total payroll of 2,605 permanent full-time, part-time and casual employees. The payroll support costs include staff and systems costs for operating the payroll system pay envelopes, payroll costing and the administration of superannuation, PAYE, withholding tax and pay deductions. The casual / temporary employees number about 400 in a year.

A new version of the payroll system will be operational with the objective of providing better and more timely management and cost information to units.

### **Performance Indicators**

1. That the cost to pay each permanent full-time and part-time and casual employee be no greater than \$167.00 for the year. (1996/97 - \$177.55; 1997/98 - \$176.39; 1998/99 - \$189.97; 1999/00 - \$173.56; 2000/01 - \$236.43 \*)

(\* = Based on permanent and part time employees, but not casual employees.)

## 5.1.11

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ACCOUNTING SERVICES

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : PAYROLL</b>			
DIRECT COSTS			
Bureau Costs		60,000	0
Administration Costs		17,702	18,421
TOTAL DIRECT COSTS		77,702	18,421
ALLOCATED COSTS			
Alloc O/head - FAMIS		98,984	109,098
Allocated Holding Account	(8.58)% 8.54%	303,441	324,034
TOTAL ALLOCATED COSTS		402,425	433,133
TOTAL COSTS		480,127	451,554
REVENUE			
External Revenue		2,500	2,500
Internal Recoveries		34,304	0
Corporate Overhead Recovery		443,323	449,054
TOTAL REVENUE		480,127	451,554
NET COST PAYROLL		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ACCOUNTING SERVICES</b>

## **OUTPUT : ACCOUNTS PAYABLE**

### **Description**

- Make all creditors payments of the Council and ensure that they are properly authorised, recorded and paid by the due date.
- Monitor spending of business units to ensure they stay within policy and procedures as set down by Management.

### **Objectives for 2002/03**

1. That the cost to pay each external invoice code be not greater than \$6.20. (This is based on a total of 95,009 transactions being processed during the year.) This includes the number of invoices, credit notes and electronic uploads processed.)

### **Performance Indicators**

1. That the cost to process and pay each external invoice be no greater than \$6.20. (1996/97 - \$3.08; 1997/98 - \$3.30. 1998/99 - \$3.51; 1999/00 - \$3.98; 2000/01 - \$5.52.)



MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ACCOUNTING SERVICES

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : ACCOUNTS PAYABLE</b>			
DIRECT COSTS			
Administration Costs		16,081	26,200
TOTAL DIRECT COSTS		16,081	26,200
ALLOCATED COSTS			
Allocated Overhead Cashiers & Mailroom		8,200	26,586
Allocated Overhead Financial Systems Support		91,389	100,512
Allocated Holding Account	(12.45)% 11.50%	440,394	436,294
TOTAL ALLOCATED COSTS		539,984	563,392
TOTAL COSTS		556,065	589,592
REVENUE			
External Revenue		0	0
Internal Recoveries		0	0
Corporate Overhead Recovery		556,065	589,592
TOTAL REVENUE		556,065	589,592
NET COST ACCOUNTS PAYABLE		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ACCOUNTING SERVICES</b>

## **OUTPUT : ACCOUNTS RECEIVABLE**

### **Description**

- To arrange for the effective collection of all outstanding debts due to the Council.

### **Objectives for 2002/03**

1. To continue to collect debts promptly and minimise the necessity of write-off of bad debts.

### **Performance Indicators**

- 1.1 Collect (by value) Council invoiced debts on the following basis:

By the end of the month following invoicing	80%	(1996/97: 78%. 1997/98: 75%. 1998/99: 79%). 1999/00: 98%. 2000/01: 90%
Within two months of invoicing	90%	(1998/99: 93%). 1999/00: 85%. 2000/01: 90%
Within three months of invoicing	95%	(1996/97: 96%. 1997/98: 95%. 1998/99: 96%). 1999/00: 95%. 2000/01: 95%
Outstanding over 12 months no more than \$600,000.		(1996/97: \$348,909. 1997/98: \$444,889. 1998/99: \$684,911. 1999/00: \$678,514). 2000/01:
\$1,252,674		

- 1.2 Unpaid invoice reports in the hands of Unit Manager or designated person within four working days of the end of the month.  
(1998/99: Within four working days; 1999:00 Reports generated and sent out up until March 2000. 2000/01 – report not available to make this measure. Is now being worked on.)

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ACCOUNTING SERVICES

			2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : ACCOUNTS RECEIVABLE</b>				
DIRECT COSTS				
Postage, Stationery etc			56,000	59,000
ALLOCATED COSTS				
Allocated Overhead - Bank Fees & Mailroom			31,115	49,501
Alloc O/head - Financial Systems Support			71,237	78,349
Allocated Holding Account	(8.72)%	8.20%	308,331	311,197
			-----	-----
			466,684	498,046
REVENUE				
Internal Recoveries			6,550	246,452
External Revenue			0	0
Corporate Overhead Recovery			460,134	251,594
			-----	-----
TOTAL REVENUE			466,684	498,046
			-----	-----
NET COST ACCOUNTS RECEIVABLE			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ACCOUNTING SERVICES</b>

## **OUTPUT : BANK RECONCILIATION**

### **Description**

- Reconciliation of the Council's bank accounts to the accounting system.
- Record all revenue financial transactions.

### **Objectives for 2002/03**

1. Reconcile the bank accounts to the ledgers each month.

### **Performance Indicators**

1. Reconcile the bank account to the ledgers at the end of each month. (1996/97 - Achieved; 1997/98 - Achieved. 1998/99 - Not achieved. Bankings reconciled daily to receipting system but overall reconciliation has still to be completed; 1999/00 – Achieved; 2000/01 – Achieved.)

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ACCOUNTING SERVICES

			2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : BANK RECONCILIATION</b>				
DIRECT COSTS				
-----				
TOTAL DIRECT COSTS			0	0
ALLOCATED COSTS				
Alloc O/head - Financial Systems Support			11,184	12,301
Alloc O/head - FAMIS			18,559	20,456
Allocated Holding Account	(3.11)%	3.28%	110,003	124,554
-----				
TOTAL ALLOCATED COSTS			139,746	157,311
-----				
TOTAL COSTS			139,746	157,311
REVENUE				
External Revenue				0
Internal Recoveries			0	0
Corporate Overhead Recovery			139,746	157,311
-----				
TOTAL REVENUE			139,746	157,311
-----				
NET COST BANK RECONCILIATION			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ACCOUNTING SERVICES</b>

## **OUTPUT : TAXATION**

### **Description**

- Complete all taxation and ACC Levies obligations of the Council.

### **Objectives for 2002/03**

1. To ensure that all taxation and ACC Levies obligations of the Council are properly discharged at minimal levels.

### **Performance Indicators**

1. Prepare Income Taxation Returns and other Taxation Returns and pay by due dates. (1996/97 Achieved - no penalties incurred; 1997/98 Achieved - no significant penalties incurred, 1998/99 Achieved - no penalties incurred; 1999/00 Achieved - no penalties incurred; 2000/01 – Achieved – no penalties incurred.)

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ACCOUNTING SERVICES

<b>OUTPUT : TAXATION</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Administration Costs		23,170	22,740
<b>ALLOCATED COSTS</b>			
Allocated Holding Account	(0.80)% 0.86%	28,219	32,484
<b>TOTAL COSTS</b>		51,389	55,224
<b>REVENUE</b>			
Internal Recoveries (Service Level Agreements)		0	0
Corporate Overhead Recovery		51,389	55,224
<b>NET COST TAXATION</b>		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ACCOUNTING SERVICES</b>

## **OUTPUT : ASSET REGISTER**

### **Description**

- Maintain appropriate records of the Council's fixed assets and ensure that these are all properly accounted for through the recording of new and deleted items, calculation of depreciation and regular verification of the existence of the assets.

### **Objectives for 2002/03**

1. To ensure the Fixed Assets Register is maintained accurately and regularly in accordance with generally accepted accounting practice.
2. To ensure infrastructural assets are recorded in total according to generally accepted accounting practice.

### **Performance Indicators**

- 1&2. Ensure the Fixed Assets Register is maintained during the year and is balanced with the General Ledger within two months of the end of the financial year. (1996/97 - Achieved; 1997/98 - Achieved. 1998/99 - One day later than target; 1999/00 – Achieved; 2000/01 – Achieved.)



MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ACCOUNTING SERVICES

<b>OUTPUT : ASSET REGISTER</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
DIRECT COSTS			
TOTAL DIRECT COSTS		0	0
ALLOCATED COSTS			
Allocated Overhead Financial Systems Support		39,196	43,108
Allocated Holding Account	(1.97)% 2.12%	69,789	80,336
TOTAL ALLOCATED COSTS		108,984	123,445
TOTAL COSTS		108,984	123,445
REVENUE			
Internal Recoveries (Service Level Agreements)		0	0
Corporate Overhead Recovery		108,984	123,445
		108,984	123,445
NET COST ASSETS REGISTER		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>ADVICE AND SUPPORT</b>

## **OUTPUT : MANAGEMENT ACCOUNTING**

### **Description**

- Provide financial management and accounting assistance to business unit managers with particular reference to budgeting and analysis of accounting information.
- Provide assistance to business unit managers in monitoring their monthly results, in particular the Suspense Accounts and the setting of charge out rates.
- Provide accurate, timely and well presented financial reports to the Council, its Committees and business units which will assist in the management of the Council's resources.
- Prepare monthly financial reports for business unit managers which will enable them to monitor financial results against budget.
- Provide on screen data as up to date as possible to enable constant monitoring of all revenue and expenditure.

### **Objectives for 2002/03**

1. Produce monthly financial reports for Unit Managers.
2. Produce management accounts for Unit Managers.
3. Complete all work on the Management Budgets as per the Annual Plan timetable.

### **Performance Indicators**

1. Produce monthly financial reports within 10 working days at the end of each month except for December and June (1998/99 – Achieved; 1999/00 – Not achieved due to SAP go live; 2000/01 – Not achieved. No July reports produced due to late finalisation of budgets and time required to implement month end processes.)
2. Produce 6 monthly management accounts for Unit Managers to report on to Standing Committees. (New measure.)
3. Ensure that the Management Budgets are available for loading into the Ledger by 1 August 2001 (1998/99 : Available for loading in on 29 June 1999. 1999/00 : not achieved – late finalisation of budgets; 2000/01 – Not achieved. The implementation of SAP meant that the budget structures had to be reformatted prior to loading into the ledger.)

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	ACCOUNTING SERVICES

<b>OUTPUT : MANAGEMENT ACCOUNTING</b>			<b>2001/2002</b>	<b>2002/2003</b>
			<b>BUDGET</b>	<b>BUDGET</b>
			<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>				
Publication Costs			2,700	3,250
<b>ALLOCATED COSTS</b>				
Allocated Holding Account	(3.17)%	3.38%	112,202	128,309
Allocated O/Head Financial Systems Support			209,783	230,724
<b>TOTAL COSTS</b>			324,685	362,282
<b>REVENUE</b>				
Internal Recoveries			0	0
External Recoveries			0	0
Corporate Overhead Recovery			324,685	362,282
<b>NET COST MANAGEMENT ACCOUNTING</b>			0	0
			=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CUSTOMER SERVICES</b>

## **OUTPUT : TELEPHONE & COUNTER SERVICES**

### **Description**

Provision of a single point of contact for all external requests for information and service for the Financial Services Units.

### **Objectives for 2002/03**

1. Increase current resolution rates for requests for information and service to meet corporate standards by maximising the scope and depth of requests handled by the Customer Centre.
2. Align levels of service to better meet customer needs.
3. Strengthen relationships between centre staff, unit specialists and our customers and streamline the processes.

### **Performance Indicators**

- 1.1 Customer Services Representatives resolve 80% of requests for information and service at first point of contact. (New measure in 2001/02.)
- 1.2 95% of calls to the Centre are answered. (New measure in 2001/02.)
- 1.3 80% of all calls are answered within 20 seconds. (New measure in 2001/02.)
2. The Centre, in conjunction with the customer centre network, participates in a monthly customer research programme to determine customer needs and satisfaction with the service and implements customer driven changes to the service within current resources. (New measure in 2001/02.)
- 3.1 Service level performance agreements between the Customer Centre and unit teams are met. (New measure in 2001/02.)
- 3.2 Processes identified by customer research or by performance failures of the service level agreements are reviewed and updated. (New measure in 2001/02.)

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	CUSTOMER SERVICES

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : TELEPHONE &amp; COUNTER SERVICES</b>		
DIRECT COSTS		
Administration Costs	73,150	104,000
TOTAL DIRECT COSTS	73,150	104,000
ALLOCATED COSTS		
Allocated Overhead - Rent	6,000	0
Allocated Holding Account (7.57)% 9.25%	267,781	351,066
Alloc O/Head - Output Corporate Overheads Cost Centre	0	1,207
TOTAL ALLOCATED COSTS	273,781	352,273
TOTAL COSTS	346,931	456,273
REVENUE		
Internal Recoveries	300,442	395,132
TOTAL REVENUE	300,442	395,132
NET COST TELEPHONE & COUNTER SERVICES	46,489	61,141
Cost of Capital Employed	0	

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CUSTOMER SERVICES</b>

**OUTPUT: TELEPHONE & COUNTER SERVICES**

**Description** Provide a single point of contact for all external requests for information and service for the Financial Services Unit and corporate wide Customer Services on the ground floor of Civic Offices.

**Benefits** The Council has an efficient phone enquiry and counter service at Civic Offices.

**Strategic Objectives** D1-5, F1-7,G1-2, **CCC Policy**

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**

**General Benefits (Section 112F(b))**

*Nature and Distribution of General Benefits*

**Direct Benefits (Section 112F(c))**

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

Recoveries cannot be made from the individual clients of the service.

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

**Direct Benefits**

Direct benefits cannot be funded in full by clients. Any shortfall will be covered by transferring to Ratepayers by Capital Value rating.

**Control Negative Effects**

5.1.funding.18

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CUSTOMER SERVICES</b>

**OUTPUT : TELEPHONE & COUNTER SERVICES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- 0
100.00% Direct Benefits	456,273	-	-	-	-	-	456,273 TableC
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	456,273	-	-	-	-	-	456,273
<i>Modifications</i>							
Transfer User Costs to Rating	(61,141)	44,421	12,113	1,629	2,978	-	0 CapValAll
Non-Rateable	-	2,274	620	83	(2,978)	-	- CapValGen
<i>Total Modifications</i>	(61,141)	46,695	12,733	1,713	-	-	0
<b>Total Costs and Modifications</b>	<b>395,132</b>	<b>46,695</b>	<b>12,733</b>	<b>1,713</b>	<b>-</b>	<b>-</b>	<b>456,273</b>

**Funded By**

86.60% User Charges	395,132						395,132
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
13.40% Capital Value Rating	-	46,695	12,733	1,713	-	-	61,141
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>395,132</b>	<b>46,695</b>	<b>12,733</b>	<b>1,713</b>	<b>-</b>	<b>-</b>	<b>456,273</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CUSTOMER SERVICES</b>

## **OUTPUT : CASHIERING**

### **Description**

- Provide a prompt, friendly and efficient service to all customers wishing to pay accounts at the Civic Offices and ensuring that the monies received are properly controlled and banked into the correct bank account.

### **Objectives for 2002/03**

1. To continue to provide a prompt, friendly and efficient service to all customers making payments at the Civic Offices.

### **Performance Indicators**

- 1.1 No formal complaints on the level of service, promptness and helpfulness of staff. (1996/97 - One received; 1997/98 - Two received; 1998/99 – no complaints received; 1999/00 – one complaint received and registered; 2000/01 – No formal complaints received.)
- 1.2 The centre carries out a quarterly customer research programme to determine customer needs and satisfaction with the service and implements customer driven changes to the service within current resources. (New measure.)



## 5.1.19

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	CUSTOMER SERVICES

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : CASHIERING</b>			
DIRECT COSTS			
Administration Costs		32,555	32,560
TOTAL DIRECT COSTS		32,555	32,560
ALLOCATED COSTS			
Allocated Holding Account	(8.05)% 9.79%	284,777	371,448
Alloc O/Head - Output Corporate Overheads Cost Centre		0	6,810
TOTAL ALLOCATED COSTS		284,777	378,259
TOTAL COSTS		317,332	410,819
REVENUE			
External Revenue		23,000	23,000
Internal Recoveries		55,000	37,100
Internal Unit Recoveries			
TOTAL REVENUE		78,000	60,100
NET COST CASHIERING		239,332	350,719
Cost of Capital Employed		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CUSTOMER SERVICES</b>

**OUTPUT: CASHIERING**

*Description* Provide cost effective and efficient service for all customers who pay accounts at Civic Offices or pay by mail and ensure best practice in handling the proceeds.

*Benefits* The Council has an efficient cashiering and counter service at Civic Offices.

*Strategic Objectives* D1-5, F1-7,G1-2, **CCC Policy**

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

*Nature and Distribution of General Benefits*

*Direct Benefits (Section 112F(c))*

Clients are the direct beneficiaries

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

Recoveries cannot be made from the individual clients of the service.

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

*Direct Benefits*

Direct benefits cannot be funded in full by clients. Any shortfall will be covered by transferring to Ratepayers by Capital Value rating.

*Control Negative Effects*

5.1.funding.19

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CUSTOMER SERVICES</b>

**OUTPUT : CASHIERING**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- 0
100.00% Direct Benefits	410,819	-	-	-	-	-	410,819 TableC
0.00% Negative Effects	-	-	-	-	-	-	- 0
<b>Total Costs</b>	<b>410,819</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>410,819</b>
<i>Modifications</i>							
Transfer User Costs to Rating	(350,719)	254,808	69,483	9,347	17,081	-	- CapValAll
Non-Rateable	-	13,046	3,557	479	(17,081)	-	- CapValGen
<b>Total Modifications</b>	<b>(350,719)</b>	<b>267,854</b>	<b>73,040</b>	<b>9,825</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Costs and Modifications</b>	<b>60,100</b>	<b>267,854</b>	<b>73,040</b>	<b>9,825</b>	<b>-</b>	<b>-</b>	<b>410,819</b>

**Funded By**

14.63% User Charges	60,100						60,100
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
85.37% Capital Value Rating	-	267,854	73,040	9,825	-	-	350,719
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>60,100</b>	<b>267,854</b>	<b>73,040</b>	<b>9,825</b>	<b>-</b>	<b>-</b>	<b>410,819</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CUSTOMER SERVICES</b>

**OUTPUT : MAIL****Change for 2002/03**

The 2002/03 costs of this output have been treated as a Unit overhead and have been allocated directly to Unit outputs on the basis of estimated mail volumes for 2002/03.

The rationale for this change is that the mail processing is an input cost rather than an output delivered to other Units by Financial Services. It contributes to the delivery of the Financial Services Outputs but is not a service delivery output in its own right.

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	CUSTOMER SERVICES

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : MAIL</b>			
DIRECT COSTS			
Administration Costs		500	0
TOTAL DIRECT COSTS		500	0
ALLOCATED COSTS			
Allocated Holding Account	(1.59)% 0.00%	56,096	0
TOTAL ALLOCATED COSTS		56,096	0
TOTAL COSTS		56,596	0
REVENUE			
External Revenue			
Internal Recoveries		30,000	0
Corporate Overhead Recovery		26,596	0
TOTAL REVENUE		56,596	0
NET COST MAIL		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>FINANCIAL REPORTING</b>

## **OUTPUT : ANNUAL REPORT**

### **Description**

- Prepare and publish on a timely basis, audited financial statements for the Council and LATEs, in an accurate and well presented format which meet the external reporting requirements of the Local Government Act, the appropriate standards of the Institute of Chartered Accountants and the perceived needs of the public and other interested parties.
- Maintain accounting records for all Christchurch City Council Local Authority Trading Enterprises, including Christchurch City Holdings Limited.

### **Objectives for 2002/03**

1. To prepare and publish on a timely basis, audited financial statements in an accurate and well presented format which meet the external reporting requirements of the Local Government Act, the appropriate standards of the Institute of Chartered Accountants and the perceived needs of the public and other interested parties.
2. Complete financial statistics and other financial related data.

### **Performance Indicators**

- 1.1 Prepare for audit before 30 September 2002, financial statements for the 2001/02 year for Christchurch City Holdings Limited and other Christchurch City Council LATEs. (1996/97 - Achieved; 1997/98 – Achieved; 1998/99 – Achieved; 1999/00 – Achieved; 2000/01 – Achieved.)
- 1.2 Prepare for adoption before 30 November 2002, audited financial statements of the Christchurch City Council for the year ended 30 June 2002. (1996/97 - Achieved; 1997/98 - Achieved. 1998/99 – Achieved; 1999/00 – Achieved; 2000/01 – Achieved.)
- 1.3 Complete financial statistics and other financially related data by due dates. (1996/97 - Achieved; 1997/98 - Achieved. 1998/99 - Achieved; 1999/00 – Achieved; 2000/01 – Achieved.)
2. Complete financial statistics (for Statistics New Zealand) by due dates. (2000/01: Achieved)

## 5.1.21

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	FINANCIAL REPORTING

<b>OUTPUT : ANNUAL REPORT</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Valuation Fees - Fixed Assets		42,105	0
Valuation Fees - Infrastructural Assets		0	45,000
Publication of Annual Report		14,420	20,000
Audit Fees		163,450	163,450
<b>TOTAL DIRECT COSTS</b>		219,975	228,450
<b>ALLOCATED COSTS</b>			
Allocated Holding Account	(3.80)%	4.03%	
Allocated Overhead Financial Systems		25,190	27,705
<b>TOTAL ALLOCATED COSTS</b>		159,635	180,645
<b>TOTAL COSTS</b>		379,610	409,095
<b>REVENUE</b>			
External Revenue		51,500	48,000
Internal Recoveries		328,110	361,095
Corporate Overhead Recovery		0	0
<b>TOTAL REVENUE</b>		379,610	409,095
<b>NET COST ANNUAL REPORT</b>		0	0

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>SYSTEMS SUPPORT</b>

## **OUTPUT : FINANCIAL SYSTEMS SUPPORT**

### **Description**

- Maintain the integrity of the financial database so that it can be relied upon by users.
- Co-ordinate the operation of existing financial computer applications by ensuring that data is processed, and reports are produced, in a timely and accurate fashion to meet the reasonable demands of users.
- Carry out a continuous efficiency review of data processing procedures.
- Develop and monitor control procedures to ensure reconciliation of ledgers, validity of input, accuracy of reports and reconciliation of integrated applications.

### **Objectives for 2002/03**

1. Maintain a reconciled financial database.

### **Performance Indicators**

1. Reconciliation of the database every working day. (1996/97 - Achieved; 1997/98 - Achieved. 1998/99 – Achieved; 1999/00 – Achieved; 2000/01 – Achieved.)



MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	FINANCIAL SERVICES
OUTPUT CLASS:	SYSTEMS SUPPORT

<b>OUTPUT : FINANCIAL SYSTEMS SUPPORT</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Administration Costs		0	0
Contract Software Support		30,000	30,000
Software Licences & MIS Charges		0	0
		-----	-----
<b>TOTAL DIRECT COSTS</b>		30,000	30,000
<b>ALLOCATED COSTS</b>			
Allocated Holding Account	(5.93)%	6.15%	
Alloc O/Head - FAMIS		209,845	233,162
		263,956	290,929
		-----	-----
<b>TOTAL ALLOCATED COSTS</b>		473,801	524,091
		-----	-----
<b>TOTAL COSTS</b>		503,801	554,091
<b>REVENUE</b>			
Internal Recoveries		0	0
Internal Overhead Recoveries		503,801	554,091
		-----	-----
<b>TOTAL REVENUE</b>		503,801	554,091
		-----	-----
<b>NET COST FINANCIAL SYSTEMS SUPPORT</b>		0	0
Cost of Capital Employed		0	0



MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>CAPITAL OUTPUTS</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>REPLACEMENT &amp; RENEWALS</b>		
Office Furniture & Equipment	14,000	17,000
Software	0	0
	-----	-----
	14,000	17,000
<b>ASSET IMPROVEMENTS</b>		
	-----	-----
<b>NET COST CAPITAL OUTPUTS</b>	14,000	17,000
	=====	=====



## 5.1.24

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>FINANCIAL SERVICES</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

		<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>RENEWALS &amp; REPLACEMENTS</b>						
Office Furniture & Equipment		17,000	26,000	28,000	31,000	26,000
<b>TOTAL RENEWAL &amp; REPLACEMENTS</b>		17,000	26,000	28,000	31,000	26,000
<b>ASSET IMPROVEMENTS</b>						
<b>TOTAL ASSET IMPROVEMENTS</b>		0	0	0	0	0
<b>TOTAL</b>		17,000	26,000	28,000	31,000	26,000
<b>Annual Plan 2001/2002</b>	<b>\$14,000</b>	\$16,259	\$25,480	\$27,530	\$29,611	\$25,970
		<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>		28,000	28,000	28,000	28,000	28,000
		28,000	28,000	28,000	28,000	28,000
<b>Annual Plan 2001/2002</b>		\$27,010	\$27,010	\$28,000	\$28,000	



## 5.1.25

MONITORING COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		FINANCIAL SERVICES				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
Valuation Roll Charge	\$6 per Printed Assesment	\$1,000	\$6 per Printed Assesment	\$200	FCR	1
Investigation & Research Fee for Rates Information	\$50.00 per hour		\$50.00 per hour			
Investigation & Research Fee for Accounts Receivable Information	\$50.00 per hour		\$50.00 per hour			
Canterbury Regional Council Commission on Rates	2 % of rates	\$455,000	2 % of rates	\$455,000	FCR	2
Commission on Insurance Deductions	2.50%	\$1,000	2.50%	\$1,000		
Payroll Service Charge (Other than Council Staff)	\$2 per person per week	\$1,500	\$2 per person per week	\$1,500		
Accounting Services provided to CCC LATES		\$51,500		\$48,000		
Sale of Stock		\$23,000		\$23,000		
TOTAL		\$533,000		\$528,700		
(1) Prepared on a marginal cost basis.						
(2) FCR = Full Cost Recovery						





6.2.0

*CORPORATE  
SERVICES*



RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### **Overall Objectives**

- (a) To provide a range of effective internal services supporting the core business of other Council business Units. These are outlined in more detail under the Internal Support Services Output.
- (b) To provide policy advice and administrative support to the Council's Energy Efficiency Show Home and the Energy Advisory Service.

### **Key Changes**

#### ***Committed Costs (Operating)***

- **Plant Hire Services**

A reduction in operating costs (\$160,000) and in the size of the fleet (39 vehicles) is being passed on to Units through reduced vehicle hire rates for 2002/03.

- **Document Management**

An increase of \$194,000 has been funded by substituting for other expenditure within Corporate Services. The increase is to allow the review of, and commencement of improvements to, existing paper based business processes throughout the Council so that more effective, efficient, responsive, timely and sustainable information flows can be put in place.



## 6.2.1

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>OUTPUT SUMMARY</b>

<b>OUTPUT EXPENDITURE</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>INTERNAL SUPPORT SERVICES</b>			
Internal Support Services	Page 6.2.2	6,636,034	6,890,274
Document Management	Page 6.2.5	850,055	1,046,781
Plant Hire Services	Page 6.2.6	2,376,387	2,216,673
<b>ENERGY PROGRAMMES</b>			
Clean Air and Energy Efficiency Programmes	Page 6.2.7	814,498	22,000
Energy Advisory Service	Page 6.2.8	46,411	55,505
<b>TOTAL EXPENDITURE</b>		<u>10,723,385</u>	<u>10,231,233</u>
<b>OUTPUT REVENUE &amp; RECOVERIES</b>			
<b>INTERNAL SUPPORT SERVICES</b>			
Internal Support Services	Page 6.2.2	6,636,034	6,890,274
Document Management	Page 6.2.5	730,055	921,781
Plant Hire Services	Page 6.2.6	2,933,387	2,429,349
<b>ENERGY PROGRAMMES</b>			
Clean Air Project & Energy Efficiency	Page 6.2.7	0	0
Energy Advisory Service	Page 6.2.8	0	0
<b>TOTAL REVENUE &amp; RECOVERIES</b>		<u>10,299,476</u>	<u>10,241,405</u>
<b>TOTAL NET COST</b>		<u>423,908</u>	<u>(10,171)</u>
<b>COST OF CAPITAL EMPLOYED</b>		302,308	227,189
<b>PLANT PURCHASES (NET)</b>	Page 6.2.9	1,060,714	1,148,864
<b>MISCELLANEOUS FIXED ASSETS</b>	Page 6.2.10	14,000	21,500

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>INTERNAL SUPPORT SERVICES</b>

## **OUTPUT : INTERNAL SUPPORT SERVICES**

### **Description**

This output includes a wide range of internal support services supporting the core business of other council business units. In some cases these services are also made available to other local authorities and CCHL subsidiary companies for which a fee is recovered.

Services include purchasing policy and systems support, contracts and purchasing support, management of inventory, storage of customer goods, disposal of non-property assets, provision of information and document strategies and services, copier, printer and imaging provision and management, management of security contracts, servicing of tea nooks, Committee and meeting room management, catering, building evacuation planning, energy management and co-ordination of Civic Offices accommodation matters.

### **Objectives for 2002/03**

1. Conduct surveys to monitor and provide feedback on the standards of services being provided to Council units.
2. Report on the major contracts entered into by the Purchasing section during 2002/03.
3. Implement initiatives and cost saving measures of the Council's Energy Management programme for 2002/03.

### **Performance Indicators**

1. Report annually on the outcomes of customer surveys and the development of user groups.
2. Report to the Annual Monitoring Meeting of Strategy and Resources Committee on the major contacts entered into during the year by the Purchasing section.
3. Report to the Annual Monitoring Meeting of Strategy and Resources Committee on the main energy management initiatives carried out during the year.

## 6.2.2

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
OUTPUT CLASS:	INTERNAL SUPPORT SERVICES

<b>OUTPUT : INTERNAL SUPPORT SERVICES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>COSTS</b>		
- Corporate Support	5,438	80,068
- Tenants Representative	19,382	13,346
- Purchasing policy and Strategy	24,498	47,206
- Contracts and purchasing Support	295,147	306,926
- Purchasing Systems Support	554,860	514,620
- Stock Management	3,108,740	2,908,624
- Storage	47,833	21,201
- Disposals	64,581	70,912
- Pc Installation & Disposals	50,983	81,760
- Copying And Printing Services	1,133,990	1,174,404
- Cleaning Services	291,572	309,820
- Fundraising Coordination	9,983	11,712
- Car Pool Management	39,846	353,251
- Security	14,762	39,645
- Secretarial Services	277,371	223,512
- Tea Nook Services	107,966	146,312
- Meeting Room And Catering	433,180	421,793
- Building Evacuation Services	42,138	46,781
- Corporate Energy Management	45,480	49,569
- Energy Advice	68,284	68,812
	-----	-----
<b>TOTAL COSTS</b>	<b>6,636,034</b>	<b>6,890,274</b>

## 6.2.3

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
OUTPUT CLASS:	INTERNAL SUPPORT SERVICES

<b>OUTPUT : INTERNAL SUPPORT SERVICES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
REVENUE		
- Corporate Support	0	0
- Tenants Representative	19,382	13,346
- Purchasing policy and Strategy	0	0
- Contracts and purchasing Support	155,240	142,800
- Purchasing Systems Support	1,500	0
- Stock Management	3,108,740	2,908,624
- Storage	47,833	21,201
- Disposals	2,090	1,000
- Pc Installation & Disposals	50,983	81,760
- Copying And Printing Services	1,133,990	1,174,404
- Cleaning Services	291,572	309,820
- Fundraising Coordination	0	0
- Car Pool Management	39,846	353,251
- Security	0	0
- Secretarial Services	277,371	223,512
- Tea Nook Services	107,966	146,312
- Meeting Room And Catering	428,180	415,543
- Building Evacuation Services	42,138	46,781
- Corporate Energy Management	45,480	49,569
- Energy Advice	68,284	68,812
	-----	-----
<b>TOTAL REVENUE</b>	<b>5,820,595</b>	<b>5,956,736</b>



## 6.2.4

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
OUTPUT CLASS:	INTERNAL SUPPORT SERVICES

<b>OUTPUT : INTERNAL SUPPORT SERVICES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
CORPORATE OVERHEAD RECOVERY		
Corporate Support	5,438	80,068
Purchasing Policy & Strategy	24,498	47,206
Contracts & Purchasing Support	139,907	164,126
Purchasing Systems Support	553,360	514,620
Disposals	62,491	69,912
Fundraising Coordination	9,983	11,712
Security	14,762	39,645
Meeting Room And Catering - Data Show Projectors In Meeting Rooms	5,000	6,250
Building Evacuation Services	0	0
Corporate Energy Management	0	0
Energy Advice	0	0
	-----	-----
<b>TOTAL CORPORATE OVERHEAD RECOVERY</b>	<b>815,439</b>	<b>933,538</b>
	-----	-----
<b>NET COST INTERNAL SUPPORT SERVICES</b>	<b>0</b>	<b>0</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>INTERNAL SUPPORT SERVICES</b>

## **OUTPUT : DOCUMENT MANAGEMENT**

### **Description**

The management of the Council's paper and electronic documents through the use of new technology and business processes.

### **Objectives for 2002/03**

1. Meet the annual targets set out in the 'Managing Documents Better' Report.

### **Performance Indicators**

- 1.1 Review the annual targets outlined in the 'Managing Documents Better' guiding document.
- 1.2 Report on the major initiatives resulting from the annual review of the 'Managing Documents Better' "guiding" document.

## 6.2.5

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
OUTPUT CLASS:	INTERNAL SUPPORT SERVICES

<b>OUTPUT : DOCUMENT MANAGEMENT</b>		<b>2001/2002</b>	<b>2002/2003</b>
		<b>BUDGET</b>	<b>BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>DIRECT COSTS</b>			
Operating Costs		252,200	596,114
<b>TOTAL DIRECT COSTS</b>		252,200	596,114
<b>ALLOCATED COSTS</b>			
Allocated O/Head - Rent		24,212	26,723
Management Suspense Holding A/C	(22.70)% 22.94%	538,447	423,944
Depreciation		35,196	0
<b>TOTAL COST</b>		850,055	1,046,781
<b>REVENUE</b>			
Internal Recoveries		325,800	752,150
Corporate Overhead Recoveries		404,255	169,631
<b>TOTAL REVENUE</b>		730,055	921,781
<b>NET COST DOCUMENT MANAGEMENT</b>		120,000	125,000

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>INTERNAL SUPPORT SERVICES</b>

**OUTPUT: DOCUMENT MANAGEMENT**

*Description* The management of Council's paper and electronic documents through the use of new technology and business processes.

*Benefits* Efficient provision of core services

*Strategic Objectives* F1-7 *CCC Policy*

***Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)******General Benefits (Section 112F(b))****Nature and Distribution of General Benefits****Direct Benefits (Section 112F(c))***

Direct benefits are services provided to client Units.

***Control Negative Effects (Section 112F(d))******Modifications Pursuant to Section 12******Funding of Expenditure Needs Pursuant to Section 122E(1)(c)******General Benefits******Direct Benefits***

Direct benefits shall be funded by clients, including an allowance for return on cost of capital.

***Control Negative Effects***

Corporate Services

## 6.2.funding.5

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>INTERNAL SUPPORT SERVICES</b>

**OUTPUT : DOCUMENT MANAGEMENT**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- 0
100.00% Direct Benefits	1,046,781	-	-	-	-	-	1,046,781 TableC
0.00% Negative Effects	-	-	-	-	-	-	- 0
<i>Total Costs</i>	1,046,781	-	-	-	-	-	1,046,781
<i>Modifications</i>							
Transfer User Costs to Rating	(125,000)	90,816	24,764	3,331	6,088	-	0 CapValAll
Non-Rateable	-	4,650	1,268	171	(6,088)	-	- CapValGen
<i>Total Modifications</i>	(125,000)	95,466	26,032	3,502	-	-	0
<b>Total Costs and Modifications</b>	<b>921,781</b>	<b>95,466</b>	<b>26,032</b>	<b>3,502</b>	<b>-</b>	<b>-</b>	<b>1,046,781</b>

**Funded By**

88.06% User Charges	921,781						921,781
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
11.94% Capital Value Rating	-	95,466	26,032	3,502	-	-	125,000
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>921,781</b>	<b>95,466</b>	<b>26,032</b>	<b>3,502</b>	<b>-</b>	<b>-</b>	<b>1,046,781</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
ACTIVITY:	<b>INTERNAL SUPPORT SERVICES</b>

**OUTPUT : PLANT HIRE SERVICES****Description**

The provision of a vehicle fleet and some plant items together with operating a Civic Offices car pool.

**Objectives for 2002/03**

1. Operating the vehicle fleet in a sustainable and efficient manner.

**Performance Indicators**

1. Review the Sustainable Vehicle Report and update Elected Members on the viability of sustainable and pollution free vehicles.

## 6.2.6

MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
OUTPUT CLASS:	INTERNAL SUPPORT SERVICES

		2001/2002	2002/2003
		BUDGET	BUDGET
		\$	\$
<b>OUTPUT : PLANT HIRE SERVICES</b>			
DIRECT COSTS			
Operating Costs		1,420,759	1,266,673
TOTAL DIRECT COSTS		1,420,759	1,266,673
ALLOCATED COSTS			
Unit Overhead	(0.00)% 0.00%	113,809	0
Debt Servicing		6,043	0
Depreciation		835,776	950,000
TOTAL ALLOCATED COSTS		955,628	950,000
TOTAL COSTS		2,376,387	2,216,673
REVENUE			
External Revenue		700	0
Internal Hire & Sundry Recoveries		2,932,687	2,429,349
		2,933,387	2,429,349
NET COST - PLANT HIRE SERVICES		(557,000)	(212,676)
Cost of Capital		283,937	223,034

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>INTERNAL SUPPORT SERVICES</b>

**OUTPUT: PLANT HIRE SERVICES**

*Description* Provision of mobile plant, generally the white car fleet, and fleet management for Council plant which is then 'hired' to the user Units.

*Benefits* Council owned plant is managed to best advantage to both minimise the capital cost whilst meeting the client needs particularly availability.

*Strategic Objectives* F1 to 7 *CCC Policy*

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

*Nature and Distribution of General Benefits*

*Direct Benefits (Section 112F(c))*

The user clients are the direct beneficiaries

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

*Direct Benefits*

Costs shall be recovered from user charges, including provision for a return on capital.

*Control Negative Effects*



6.2.funding.6

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>INTERNAL SUPPORT SERVICES</b>

**OUTPUT : PLANT HIRE SERVICES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
0.00% General Benefits	-	-	-	-	-	-	- 0
100.00% Direct Benefits	2,216,673	-	-	-	-	-	2,216,673 TableC
0.00% Negative Effects	-	-	-	-	-	-	- 0
<b>Total Costs</b>	<b>2,216,673</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,216,673</b>
<i>Modifications</i>							
Transfer User Costs to Rating	212,676	(154,516)	(42,134)	(5,668)	(10,358)		(0) CapValAll
Non-Rateable	-	(7,911)	(2,157)	(290)	10,358		- CapValGen
<b>Total Modifications</b>	<b>212,676</b>	<b>(162,427)</b>	<b>(44,292)</b>	<b>(5,958)</b>	<b>-</b>	<b>-</b>	<b>(0)</b>
<b>Total Costs and Modifications</b>	<b>2,429,349</b>	<b>(162,427)</b>	<b>(44,292)</b>	<b>(5,958)</b>	<b>-</b>	<b>-</b>	<b>2,216,673</b>

**Funded By**

109.59% User Charges	2,429,349						2,429,349
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
-9.59% Capital Value Rating	-	(162,427)	(44,292)	(5,958)	-	-	(212,676)
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	<b>2,429,349</b>	<b>(162,427)</b>	<b>(44,292)</b>	<b>(5,958)</b>	<b>-</b>	<b>-</b>	<b>2,216,673</b>

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>ENERGY PROGRAMMES</b>

**OUTPUTS:**

- **CLEAN AIR & ENERGY EFFICIENCY PROGRAMMES**
- **ENERGY ADVISORY SERVICE**

**Description**

- **Energy Advisory Service** - The provision of independent energy advice services to householders and the operating of an energy efficiency show home.

**Objectives for 2002/03**

1. To contribute to the reduction of the winter smog problem in Christchurch by maintaining an energy efficiency show home and providing energy advice services to the people of Christchurch.

**Performance Indicators**

1. Report to Strategy and Resources Committee on the operation of the show home and energy advisory service.

## 6.2.7

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
OUTPUT CLASS:	ENERGY PROGRAMMES

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : CLEAN AIR AND ENERGY EFFICIENCY PROGRAMME</b>		
<b>DIRECT COSTS</b>		
Energy Efficiency Grants	50,000	0
Clean Air Grants	697,950	0
Wind Energy	12,000	22,000
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>759,950</b>	<b>22,000</b>
<b>ALLOCATED COSTS</b>		
Management Suspense Holding A/C (2.30)% 0.00%	54,548	0
Alloc O/Head - Output Corporate Overheads Cost Centre	0	0
	-----	-----
<b>TOTAL COST</b>	<b>814,498</b>	<b>22,000</b>
<b>EXTERNAL RECOVERIES</b>		
EECA Revenue	0	0
	-----	-----
<b>NET COST CLEAN AIR AND ENERGY EFFICIENCY PROGRAMM</b>	<b>814,498</b>	<b>22,000</b>
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>ENERGY PROGRAMMES</b>

**OUTPUT: CLEAN AIR AND ENERGY EFFICIENCY PROGRAMMES**

**Description** The administration of grants to householders who replace open fires and coal burners with approved cleaner forms of heating and who have insulation installed by suppliers registered with the program.

**Benefits** Reduction in wintertime air pollution in Christchurch.

**Strategic Objectives** A3, C1 - C4                      **CCC Policy** City Plan - Part 3 Energy - Public awareness, energy efficiency

**Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)**

**General Benefits (Section 112F(b))**

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

**Direct Benefits (Section 112F(c))**

**Control Negative Effects (Section 112F(d))**

**Modifications Pursuant to Section 12**

**Funding of Expenditure Needs Pursuant to Section 122E(1)(c)**

**General Benefits**

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

**Direct Benefits**

**Control Negative Effects**

Corporate Services

## 6.2.funding.7

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>ENERGY PROGRAMMES</b>

**OUTPUT : CLEAN AIR AND ENERGY EFFICIENCY PROGRAMMES**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	15,984	4,359	586	1,071		22,000 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	15,984	4,359	586	1,071	-	22,000
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	818	223	30	(1,071)		- CapValGen
<i>Total Modifications</i>	-	818	223	30	(1,071)	-	-
<b>Total Costs and Modifications</b>	-	16,802	4,582	616	-	-	22,000

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	16,802	4,582	616	-	-	22,000
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	16,802	4,582	616	-	-	22,000

6.2.text.8

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>ENERGY PROGRAMMES</b>

**OUTPUT : ENERGY ADVISORY SERVICE**

For text see page 6.2.text.7.

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
OUTPUT CLASS:	ENERGY PROGRAMMES

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : ENERGY ADVISORY SERVICE</b>		
<b>DIRECT COSTS</b>		
Staff Costs		
Employee FTE'S		
Administration Costs		
Energy Advice Service	0	0
	-----	-----
<b>TOTAL DIRECT COSTS</b>	0	0
<b>ALLOCATED COSTS</b>		
Allocated O/Head - Rent	14,400	15,392
Management Suspense Holding A/C (1.35)% 2.11%	32,011	38,908
Alloc O/Head - Output Corporate Overheads Cost Centre	0	1,205
	-----	-----
<b>TOTAL COST</b>	46,411	55,505
<b>EXTERNAL RECOVERIES</b>		
	-----	-----
<b>NET COST ENERGY ADVISORY SERVICE</b>	46,411	55,505
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>ENERGY PROGRAMMES</b>

**OUTPUT: ENERGY ADVISORY SERVICE**

*Description* The provision of independent energy advice services to householders and the operation of an energy efficient show home.

*Benefits* Reduction in wintertime air pollution in Christchurch.

*Strategic Objectives* A3, C1 - C4                    *CCC Policy* City Plan - Part 3 Energy - Public awareness, energy efficiency

*Allocation of Costs of Benefits Pursuant to Section 122E(1)(a)*

*General Benefits (Section 112F(b))*

The output benefits the whole community and therefore Capital Values are used as a proxy for the distribution of benefits.

*Nature and Distribution of General Benefits*

General benefits are considered to accrue in the same proportion as stakeholders' interests in the City.

*Direct Benefits (Section 112F(c))*

*Control Negative Effects (Section 112F(d))*

*Modifications Pursuant to Section 12*

*Funding of Expenditure Needs Pursuant to Section 122E(1)(c)*

*General Benefits*

General benefits shall be funded by capital value rating on properties liable for general rates, as capital value best represents stakeholder interest in the City.

*Direct Benefits*

*Control Negative Effects*

Corporate Services



## 6.2.funding.8

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>ENERGY PROGRAMMES</b>

**OUTPUT : ENERGY ADVISORY SERVICE**

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
<b>Costs and Modifications</b>							
<i>Costs</i>							
100.00% General Benefits	-	40,326	10,996	1,479	2,703		55,505 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	40,326	10,996	1,479	2,703	-	55,505
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	2,065	563	76	(2,703)		- CapValGen
<i>Total Modifications</i>	-	2,065	563	76	(2,703)	-	-
<b>Total Costs and Modifications</b>	-	42,390	11,559	1,555	-	-	55,505

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	42,390	11,559	1,555	-	-	55,505
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	42,390	11,559	1,555	-	-	55,505



## 6.2.9

RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	CORPORATE SERVICES
ACTIVITY:	CAPITAL OUTPUTS

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>PLANT FIXED ASSETS</b>		
<b>REPLACEMENT &amp; RENEWALS</b>		
Light Vehicles	952,366	1,110,628
Trucks & Trailers	37,000	116,000
Small Plant	33,090	65,600
Medium Plant	85,280	30,900
Heavy Plant	153,000	35,000
Specialist Plant	70,000	70,000
	-----	-----
	1,330,736	1,428,128
<b>ASSET IMPROVEMENTS</b>		
	-----	-----
	0	0
<b>NEW ASSETS</b>		
	-----	-----
	0	0
<b>TOTAL COST - PLANT PURCHASES</b>	-----	-----
	1,330,736	1,428,128
<b>PLANT SALES</b>	-----	-----
	270,022	279,264
<b>NET COST PLANT FIXED ASSETS</b>	-----	-----
	1,060,714	1,148,864
	=====	=====

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
ACTIVITY:	<b>CAPITAL OUTPUTS</b>

	<b>2001/2002</b>	<b>2002/2003</b>
	<b>BUDGET</b>	<b>BUDGET</b>
	\$	\$
<b>MISCELLANEOUS FIXED ASSETS</b>		
<b>REPLACEMENT &amp; RENEWALS</b>		
Office Equipment	14,000	19,500
Miscellaneous W/shop equipment - Tools	0	0
	-----	-----
	14,000	19,500
<b>ASSET IMPROVEMENTS</b>		
Bar Coding Equipment	0	0
Tea Nook Upgrades	0	0
	-----	-----
	0	0
<b>NEW ASSETS</b>		
Microphone System (Committee Room 2)	0	2,000
Computer Equipment	0	0
	-----	-----
	0	2,000
<b>NET COST CAPITAL OUTPUTS</b>	-----	-----
	14,000	21,500
	=====	=====

## 6.2.11

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007		
<b>RENEWALS &amp; REPLACEMENTS</b>							
Light Vehicles	1,110,628	910,477	825,380	1,032,035	953,958		
Trucks & Trailers	116,000	33,000	139,000	41,000	37,000		
Small Plant	65,600	47,090	50,800	37,290	46,000		
Medium Plant	30,900	18,400	128,900	6,780	41,400		
Heavy Plant	35,000	68,000	120,000	68,000	155,000		
Specialist Plant	70,000	70,000	70,000	70,000	65,000		
	<u>1,428,128</u>	<u>1,146,967</u>	<u>1,334,080</u>	<u>1,255,105</u>	<u>1,298,358</u>		
Miscellaneous Workshop Equipment	0	0	0	0			
Office Furniture & Equipment	19,500	30,000	34,500	34,500	34,500		
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	<u>\$1,447,628</u>	<u>\$1,176,967</u>	<u>\$1,368,580</u>	<u>\$1,289,605</u>	<u>\$1,332,858</u>		
<b>ASSET IMPROVEMENTS</b>							
Equipment		0	0	0	0		
<b>TOTAL ASSET IMPROVEMENTS</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
<b>NEW ASSETS</b>							
Microphone System (Committee Room 2)	\$2,000						
<b>TOTAL NEW ASSET</b>	<u>\$2,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>		
<b>TOTAL CAPITAL EXPENDITURE</b>	<u>\$1,449,628</u>	<u>\$1,176,967</u>	<u>\$1,368,580</u>	<u>\$1,289,605</u>	<u>\$1,332,858</u>		
<b>SALE OF ASSETS</b>	<u>(\$279,264)</u>	<u>(\$226,430)</u>	<u>(\$238,944)</u>	<u>(\$258,704)</u>	<u>(\$260,206)</u>		
<b>TOTAL CAPITAL EXPENDITURE</b>	<u>\$1,170,364</u>	<u>\$950,536</u>	<u>\$1,129,636</u>	<u>\$1,030,901</u>	<u>\$1,072,652</u>		
<b>Annual Plan 2001/2002</b>		<b>\$1,074,714</b>	\$1,131,961	\$943,284	\$1,109,722	\$1,014,091	\$1,051,518

## 6.2.12

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>CORPORATE SERVICES</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>YEAR 6</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
<b>RENEWALS &amp; REPLACEMENTS</b>	34,500	34,500	34,500	34,500	34,500
<b>Renewals &amp; Replacements - Plant Hire</b>	1,232,723	1,413,642	1,283,768	1,495,202	1,326,413
<b>ASSET IMPROVEMENTS</b>	0	0	0	0	0
	<u>\$1,267,223</u>	<u>\$1,448,142</u>	<u>\$1,318,268</u>	<u>\$1,529,702</u>	<u>\$1,360,913</u>
<b>Sale of Plant</b>	(\$229,048)	(\$291,480)	(\$252,864)	(\$271,774)	(\$257,875)
	<u>\$1,038,175</u>	<u>\$1,156,662</u>	<u>\$1,065,404</u>	<u>\$1,257,927</u>	<u>\$1,103,038</u>
<b>Annual Plan 2001/2002</b>	1,021,208	1,137,145	1,047,851	1,236,230	

RESPONSIBLE COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		CORPORATE SERVICES				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2001/2002 Present Charge	2001/2002 Revenue from Present Charge	2002/2003 Proposed Charge	2002/2003 Projected Revenue From Proposed Charge	2002/2003 Projected Revenue as a percentage of Total Cost	Notes
<b>Storage Rental</b>						
Storage Rental per m2	\$0.25	\$0	\$0.25	\$1,000		
<b>Stock Management Recoveries</b>		\$721,000		\$575,000		
<b>Document Management</b>		\$4,000		\$4,000		
<b>Tender Documents</b> (excluding postage/courier costs)						
Up to 50 A4 Sides	\$10.00		\$10.00			
50 to 100 A4 Sides	\$20.00	\$4,600	\$20.00	\$4,500		
Over 100 A4 Sides	\$30.00		\$30.00			
Other Documents for Sale of Goods	None		None			
<b>Brokerage Fees &amp; Rebates</b>	Various	\$241,564		\$258,480		
<b>EECA Grant</b>		\$0		\$0		
<b>Plant Hire Services</b>						
Warranty/Repairs	Full Cost Recovery					
Misc receipts	Full Cost	\$300				
Petrol Duty Refund	Recovery	\$400				
<b>Other Income</b>	% of costs incurred	\$0				
<b>TOTAL</b>		\$971,864		\$842,980		





7.4.0

***MANAGEMENT  
INFORMATION SERVICES***



MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

### Overall Objectives

To be the preferred supplier of Information Services which meet the needs of management and elected members to make well informed decisions, and to properly manage the City's assets and the provision of services to the people of Christchurch.

### Key Changes

Overall we are budgeting for a **decrease of 6%** (\$350,000) in our operating costs, however we require \$200,000 extra capital.

The operating decrease is primarily due to a \$413,000 reduction in telecommunications (Data, Voice and Internet) network costs resulting from the new TelstraSaturn networks.

### *Committed Costs (Operating)*

- Increased Depreciation from the capital programme \$133,000

### *Increased Costs due to Increased Demand*

- New network links \$33,000

### *Fee Changes*

- The Specialised Support charge has reduced from \$2,450 to \$1,947.

### *Efficiency Gains*

- As mentioned above, there is a decrease in telecommunications (Data, Voice and Internet) network costs resulting from the new TelstraSaturn networks. (\$413,000)

<b>Substitution Source:</b>	This part of the saving is being requested to contribute towards the two capital initiatives shown below	<b>\$350,000</b>
-----------------------------	--	------------------

- Reduction in Microsoft software licensing fees, due to a new agreement. (\$180,000)

## 7.4.ii

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

*New Capital Initiatives and Matching Substitutions*

<b>Project</b>	<b>2002/03</b>	<b>2003/04</b>
<p><b>New Capital Initiative</b></p> <ul style="list-style-type: none"> <li>All Council Units, incl. MIS, have over the last 18 months prepared Business Continuance Plans. These detail the requirements to ensure Council services can be continued as effectively as possible in the event of disruptive incidents. A major dependency for most Units is Council's information systems located at the Tuam Street offices. This provision is for the installation of backup equipment at Fendalton Service Centre. This is a contribution to the \$250,000 cost of doing that, phased over two years.</li> <li>Through new software licensing arrangements for one of Council's core business systems, access has been gained to new capabilities within the "SAP" suite. These are known as "Business Warehouse", (BW), and "Workplace Portal ", (WP). BW is a key component in streamlining the budget preparation process and better financial and management reporting. WP enables desktop computers to be set up in such a way as to save user time and achieve a level of integrated access to related information, (currently held in different systems such as databases, document stores, e-mails and web pages), to a degree not previously possible. This will be particularly beneficial for Customer Service representatives. In the current year these capabilities are being piloted on a limited scale following review of the proposal by the Corporate Team. This provision is for the cost of "server" computers to enable them to be made available to the whole organisation.</li> </ul>	\$100,000	\$150,000
<b>TOTAL</b>	<b>\$200,000</b>	<b>\$150,000</b>
<p><b>Possible Matching Substitution</b></p> <ul style="list-style-type: none"> <li>Funding for this is being requested from the operational efficiency savings identified above <b>already factored into the budget.</b></li> </ul>	(\$200,000)	(\$150,000)

*Restructuring Budgets*

- The Software Development and Business Consulting Cost Centres have been combined into a Business Development Cost Centre.

## 7.4.1

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	OUTPUT SUMMARY

<b>OUTPUT CLASS EXPENDITURE</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		\$	\$
<b>BUSINESS SUPPORT</b>			
DESKTOP SERVICES			
Desktop Support	Page 7.4.4	1,195,374	1,189,119
Software Licensing	Page 7.4.4	550,000	370,000
NETWORK SERVICES			
Network Connection	Page 7.4.6	1,231,550	1,055,946
File/Print/E-Mail Services	Page 7.4.7	763,841	880,368
Internet	Page 7.4.8	164,560	120,883
BUSINESS SYSTEMS			
Core Business Solutions	Page 7.4.9	688,425	765,190
Other Business Systems	Page 7.4.10	181,867	209,611
TELECOMMUNICATIONS	Page 7.4.11	511,578	413,149
<b>BUSINESS DEVELOPMENT</b>			
BUSINESS DEVELOPMENT			
Business Consulting	Page 7.4.12		214,734
Software Development	Page 7.4.13		190,000
BUSINESS CONSULTING		228,370	
SOFTWARE DEVELOPMENT			
Systems Analysis & Design	Page 7.4.13	113,496	0
Computer Programming	Page 7.4.14	124,306	0
<b>TOTAL EXPENDITURE</b>		----- 5,753,368 -----	----- 5,409,001 -----

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	OUTPUT SUMMARY

<b>OUTPUT CLASS REVENUE &amp; RECOVERIES</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>BUSINESS SUPPORT</b>			
<b>DESKTOP SERVICES</b>			
Desktop Support	Page 7.4.4	1,195,374	1,189,119
Software Licensing	Page 7.4.4	550,000	370,000
<b>NETWORK SERVICES</b>			
Network Connection	Page 7.4.6	1,231,550	1,055,946
File/Print/E-Mail Services	Page 7.4.7	763,841	880,368
Internet	Page 7.4.8	164,560	120,883
<b>BUSINESS SYSTEMS</b>			
Core Business Solutions	Page 7.4.9	688,425	765,190
Other Business Systems	Page 7.4.10	181,867	209,611
<b>TELECOMMUNICATIONS</b>	Page 7.4.11	511,578	413,149

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	OUTPUT SUMMARY

<b>OUTPUT CLASS REVENUE &amp; RECOVERIES</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>BUSINESS DEVELOPMENT</b>			
Business Consulting	Page 7.4.12		214,734
Software Development	Page 7.4.13		190,000
<b>BUSINESS CONSULTING</b>		228,370	
<b>SOFTWARE DEVELOPMENT</b>			
Systems Analysis & Design	Page 7.4.13	113,496	0
Computer Programming	Page 7.4.14	124,306	0
<b>TOTAL REVENUE &amp; RECOVERIES</b>		5,753,368	5,409,001
<b>NET COST OF OUTPUTS</b>		0	0
<b>COST OF CAPITAL EMPLOYED</b>		121,623	103,199
<b>CAPITAL OUTPUTS</b>	Page 7.4.15	1,274,800	900,000

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

## **OUTPUT : DESKTOP SERVICES**

### DESKTOP SUPPORT

Support of desktop computers including software support, installation and upgrades; purchasing and installation; desktop administration; hardware fault diagnosis.

Desktop computers are categorised into one of two types for the purposes of charging and service provision:

*Standard Support* applies to desktop machines conforming to corporate standards. Typically, these machines are less than three years old, purchased and configured by the Council's approved supplier, and running the currently approved versions of core Council software used on every machine.

*Specialised Support* applies to the small number of machines, which are used for highly specialised work, and/or experimental software, where the user wishes to have full discretion over the software and hardware installed on the machine. This also applies to PC's or Notebooks which are over four years old or are not of a standard configuration.

### SOFTWARE LICENSING

Minimise Council expenditure on software through volume licensing of commonly-used software where feasible.

#### **Objectives for 2002/03**

1. To provide support services to levels defined in the Service Level Agreement.
2. To deliver desktop computing services to the satisfaction of customers.
3. To each year reduce, or maintain, the cost of ownership per user, compared to previous years.
4. To be timely in answering telephone calls.
5. To commence deploying Microsoft Office XP on all new PCs.



## 7.4.4

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

<b>OUTPUT : DESKTOP SERVICES</b>	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>Suboutput : Desktop Support</b>		
<b>DIRECT COSTS</b>		
Hardware/Training/Cabling	23,000	0
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>23,000</b>	<b>0</b>
<b>ALLOCATED COSTS</b>		
Transferred from Customer Services Systems Cost Centre	0	0
Transferred from Customer Services Support Cost Centre	1,166,584	1,183,533
Depreciation	5,790	5,586
	-----	-----
<b>TOTAL ALLOCATED COSTS</b>	<b>1,172,374</b>	<b>1,189,119</b>
	-----	-----
<b>TOTAL COST</b>	<b>1,195,374</b>	<b>1,189,119</b>
<b>REVENUE</b>		
Internal Recoveries	1,195,374	1,189,119
	-----	-----
<b>TOTAL REVENUE</b>	<b>1,195,374</b>	<b>1,189,119</b>
	-----	-----
<b>TOTAL NET COST - DESKTOP SERVICES</b>	<b>0</b>	<b>0</b>
	=====	=====
<b>COST OF CAPITAL EMPLOYED</b>	<b>658</b>	<b>1,432</b>

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

## OUTPUT : DESKTOP SERVICES (CONTD)

### Performance Indicators

- To provide support services to the levels below, as defined in the Service Level Agreement.

Problem type	Time to respond	Time to resolve
Critical <sup>1</sup>	Within half an hour for 90% of calls	Within four hours for 90% of calls
Urgent <sup>1</sup>	Within two hours for 90% of calls	Within one day for 80% of calls
Routine	Within one day for 80% of calls	Within three days for 80% of calls
Long-term	Within one week for 80% of calls	Within 90 days for 80% of calls

- In the annual Customer Survey, achieve customer satisfaction levels of 90% with desktop computing services.

*Past performance:*

1996/97	1997/98	1998/99	1999/00	2000/01
76%	86%	94%	97%	97%

- In the ongoing customer feedback survey, achieve an excellent rating for 60% of respondents.

- To achieve an overall desktop support cost of not more than \$1,700 per user.

*Past performance:*

1992/93	1993/94	1994/95	1995/96	1996/97	1997/98	1998/99	1999/00	2000/01
\$4,300	\$4,300	\$3,500	\$2,900	\$2,900	\$2,700	\$2,600	\$2,270	\$1,800

- To achieve a target telephone call abandonment rate of 10%

- To ensure that 80% of all calls are answered within 25 seconds.

- Commence deploying Microsoft Office XP on all new PCs by December 2002.

<sup>1</sup> Applies to 'standard' support, but not to 'specialised' support.

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : DESKTOP SERVICES</b>		
<b>Suboutput : Software Licensing</b>		
DIRECT COSTS		
Microsoft Select Agreement	550,000	370,000
TOTAL COST	----- 550,000	----- 370,000
REVENUE		
Internal Recoveries	550,000	370,000
TOTAL REVENUE	----- 550,000	----- 370,000
TOTAL NET COST - SOFTWARE LICENSING	----- 0	----- 0
COST OF CAPITAL EMPLOYED	=====	=====
	0	

7.4.text.6.i

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

**OUTPUT : NETWORK SERVICES**

For text see pages 7.4.text.6.ii and 7.4.text.6.iii.

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

## **OUTPUT : NETWORK SERVICES (CONTD)**

### NETWORK CONNECTIONS

Network connection services provide the basic level of connection to the Council computer network for desktop computers and other devices. It includes the costs of developing, managing, and operating the Council's local area network (inside the Civic Offices) and wide-area network (connecting Council locations around the city).

Network connections are regarded as acute services during normal working hours. Selected network connections (including those to the Central Library and the Shirley and Papanui Library/Service Centres) are regarded as extended services.

### FILE, PRINT, E-MAIL, INTRANET AND INTERNET SERVICES

Basic network-based computing services including file storage, file backup and restore, printing and printer management, electronic mail, use of the Council's Intranet, and access to the Internet.

Services are regarded as acute services during normal working hours for users in the Civic offices and as primary services during normal working hours for all other locations.

### **Objectives for 2002/03**

1. To respond to faults in network services to levels defined in the Service Level Agreement.
2. Accommodate whatever increase in network connections is required.
3. To maintain or reduce the cost of network connection per user.
4. To provide file, e-mail, and print services to the satisfaction of customers.
5. To undergo a feasibility study for the implementation of Microsoft Active Directory Services (ADS).

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

## OUTPUT : NETWORK SERVICES (CONTD)

### Performance Indicators

- To maintain network services availability to the levels below, as defined in the Service Level Agreement.

Problem type	Time to respond	Time to resolve
Critical	Within half an hour for 90% of calls	Within four hours for 90% of calls
Urgent	Within two hours for 90% of calls	Within one day for 80% of calls
Routine	Within one day for 80% of calls	Within three days for 80% of calls
Long-term	Within one week for 80% of calls	Within 90 days for 80% of calls

- Accommodate whatever increase in network connections is required.

<i>Past performance:</i>	<i>1991/92</i>	<i>1992/93</i>	<i>1993/94</i>	<i>1994/95</i>	<i>1995/96</i>	<i>1996/97</i>	<i>1997/98</i>	<i>1998/99</i>	<i>1999/00</i>	<i>2000/01</i>
<i>Users</i>	379	472	572	681	851	950	1049	1060	1075	1084

- Network connection recoveries for the year to fall below \$950 per user.
- To achieve customer satisfaction of 90% with file, e-mail, and print services.

<i>Past performance:</i>	<i>1996/97</i>	<i>1997/98</i>	<i>1998/99</i>	<i>1999/00</i>	<i>2000/01</i>
	48%	92%	92%	92%	93%

- A documented recommendation for ADS implementation completed by 30 June 2003.

## 7.4.6

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : NETWORK SERVICES</b>		
<b>Suboutput : Network Connections</b>		
DIRECT COSTS		
Network & Communications equipment	570,000	332,948
TOTAL DIRECT COSTS	----- 570,000	----- 332,948
ALLOCATED COSTS		
Transfer from Telecommunications	60,000	60,000
Transferred from Customer Services Cost Centre	272,800	182,114
Depreciation	328,750	480,884
TOTAL ALLOCATED COSTS	----- 661,550	----- 722,998
TOTAL COST	----- 1,231,550	----- 1,055,946
REVENUE		
Internal Recoveries	1,231,550	1,055,946
TOTAL REVENUE	----- 1,231,550	----- 1,055,946
TOTAL NET COST - NETWORK CONNECTIONS	----- 0	----- 0
COST OF CAPITAL EMPLOYED	=====	=====
	16,723	29,640

## 7.4.7

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

<b>OUTPUT : NETWORK SERVICES</b>	<b>2001/2002</b>	<b>2002/2003</b>
	<b>BUDGET</b>	<b>BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>Suboutput : File/Print/E-mail Services</b>		
ALLOCATED COSTS		
Transfer from Customer Services Systems Cost Centre	763,841	880,368
	-----	-----
TOTAL ALLOCATED COSTS	763,841	880,368
	-----	-----
TOTAL COST	763,841	880,368
REVENUE		
Internal Recoveries	763,841	880,368
	-----	-----
TOTAL REVENUE	763,841	880,368
	-----	-----
TOTAL NET COST - FILE/PRINT/E-MAIL SERVICES	0	0
	=====	=====
COST OF CAPITAL EMPLOYED	0	



MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : NETWORK SERVICES</b>		
<b>Suboutput : Internet Services</b>		
DIRECT COSTS		
Internet Charges	110,000	58,000
	-----	-----
TOTAL DIRECT COSTS	110,000	58,000
ALLOCATED COSTS		
Transfer from Customer Services Systems Cost Centre	54,560	62,883
	-----	-----
TOTAL ALLOCATED COSTS	54,560	62,883
	-----	-----
TOTAL COST	164,560	120,883
REVENUE		
Internal Recoveries	164,560	120,883
	-----	-----
TOTAL REVENUE	164,560	120,883
	-----	-----
TOTAL NET COST - INTERNET SERVICES	0	0
	=====	=====
COST OF CAPITAL EMPLOYED	0	

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

### **OUTPUT : BUSINESS SYSTEMS**

The provision, management and support of servers and storage arrays for hosting corporate business applications such as SAP, GEMS, TRIM, CLASS, WebMap

#### **Objectives for 2002/03**

1. To maintain respond to faults affecting business systems to levels defined in the Service Level Agreement.
2. To provide business systems which satisfy the needs of customers.
3. Implementation and testing of Business Continuance Plans (Phase one).

#### **Performance Indicators**

1. To maintain business system availability to the levels below, as defined in the Service Level Agreement.

Problem type	Time to respond	Time to resolve
Critical	Within half an hour for 90% of calls	Within four hours for 90% of calls
Urgent	Within two hours for 90% of calls	Within one day for 80% of calls
Routine	Within one day for 80% of calls	Within three days for 80% of calls
Long-term	Within one week for 80% of calls	Within 90 days for 80% of calls

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : BUSINESS SYSTEMS</b>		
<b>Suboutput : FAMIS</b>		
DIRECT COSTS		
Hardware Maintenance	35,000	0
	-----	-----
TOTAL DIRECT COSTS	35,000	0
ALLOCATED COSTS		
Transfer from Customer Services Systems Cost Centre	545,601	628,834
Transfer from Customer Services Support Cost Centre	79,540	80,695
Depreciation	28,285	55,660
	-----	-----
TOTAL ALLOCATED COSTS	688,425	765,190
	-----	-----
TOTAL COST	688,425	765,190
REVENUE		
Internal Recoveries	688,425	765,190
	-----	-----
TOTAL REVENUE	688,425	765,190
	-----	-----
TOTAL NET COST - OTHER BUSINESS SYSTEMS	0	0
	=====	=====
COST OF CAPITAL EMPLOYED	894	

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

**OUTPUT : BUSINESS SYSTEMS (CONTD)**

2. Achieve 70% customer satisfaction with business systems.

*Past performance:*

<i>1996/97<sup>2</sup></i>	<i>1997/98</i>	<i>1998/99</i>	<i>1999/00</i>	<i>2000/01</i>
<i>34%</i>	<i>75%</i>	<i>78%</i>	<i>70%</i>	<i>68%</i>

3. Purchase and implementation of BCP hardware for Phase one by June 2003, with fail over testing for GEMS and SAP.

---

<sup>2</sup> Using the previous 'Systems Management' as an approximation of Business Systems

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>OUTPUT : BUSINESS SYSTEMS</b>		
<b>Suboutput : Other Business Systems</b>		
DIRECT COSTS		
TOTAL DIRECT COSTS	----- 0	----- 0
ALLOCATED COSTS		
Transfer from Customer Services Systems Cost Centre	181,867	209,611
TOTAL ALLOCATED COSTS	----- 181,867	----- 209,611
TOTAL COST	----- 181,867	----- 209,611
REVENUE		
Internal Recoveries	181,867	209,611
TOTAL REVENUE	----- 181,867	----- 209,611
TOTAL NET COST - OTHER BUSINESS SYSTEMS	----- 0	----- 0
COST OF CAPITAL EMPLOYED	=====	=====
	0	
<b>OUTPUT : BUSINESS SYSTEMS</b>		
<b>Suboutput : Vax Systems</b>		
COST OF CAPITAL EMPLOYED	685	644

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS SUPPORT</b>

### **OUTPUT : TELECOMMUNICATIONS**

- The planning and provision of corporate telecommunications systems (including telephone, radio and data).
- The day-to-day maintenance and ongoing development of the telecommunications systems.

#### **Objectives for 2002/03**

1. Plan, deliver, maintain and develop telecommunications systems to the satisfaction of users.
2. Manage communications system costs within budget.
3. Recover all communication system costs from system users.

#### **Performance Indicators**

1. To achieve an 90% level of satisfaction with the planning, provision, maintenance and ongoing development of telecommunications systems as measured by a survey of users.

<i>Past performance:</i>	<i>1996/97</i>	<i>1997/98</i>	<i>1998/99</i>	<i>1999/00</i>	<i>2000/01</i>
	<i>31%</i>	<i>82%</i>	<i>92%</i>	<i>90%</i>	<i>90%</i>

2. Expenditure to be no more than Budget.
3. Proportion of costs recovered from users to be 100%.

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS SUPPORT

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : TELECOMMUNICATIONS</b>		
<b>DIRECT COSTS</b>		
Administration Costs	199,400	152,000
Communication Consultant	9,600	0
	-----	-----
<b>TOTAL DIRECT COSTS</b>	209,000	152,000
<b>ALLOCATED COSTS</b>		
Transfer from Telecommunications Systems Cost Centre	165,944	127,458
Depreciation	136,634	133,691
	-----	-----
<b>TOTAL ALLOCATED COSTS</b>	302,578	261,149
	-----	-----
<b>TOTAL COSTS - COMMUNICATIONS SYSTEMS</b>	511,578	413,149
<b>REVENUE</b>		
External Revenue	0	0
Internal Recoveries	451,578	413,149
Overhead Recoveries	60,000	0
	-----	-----
<b>TOTAL REVENUE</b>	511,578	413,149
	-----	-----
<b>NET COST - TELECOMMUNICATION SYSTEMS</b>	0	0
	=====	=====
<b>COST OF CAPITAL EMPLOYED</b>	26,278	19,379

7.4.text.12

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS DEVELOPMENT</b>

**OUTPUT : BUSINESS DEVELOPMENT**

For text see pages 7.4.text.13 and 7.4.text.14.



MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS DEVELOPMENT

**OUTPUT : BUSINESS DEVELOPMENT****Suboutput : Business Consulting**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
DIRECT COSTS		
Administration Costs	6,000	0
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>6,000</b>	<b>0</b>
ALLOCATED COSTS		
Depreciation	1,875	0
Transfer From Business Development Cost Centre	220,495	214,734
	-----	-----
<b>TOTAL ALLOCATED COSTS</b>	<b>222,370</b>	<b>214,734</b>
	-----	-----
<b>TOTAL COSTS - BUSINESS CONSULTING</b>	<b>228,370</b>	<b>214,734</b>
	-----	-----
REVENUE		
Internal Revenue	20,000	20,000
Corporate Overhead Recovery	208,370	194,734
	-----	-----
<b>TOTAL REVENUE</b>	<b>228,370</b>	<b>214,734</b>
	-----	-----
<b>NET COST - BUSINESS CONSULTING</b>	<b>0</b>	<b>0</b>
	=====	=====
<b>COST OF CAPITAL EMPLOYED</b>	<b>534</b>	

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS DEVELOPMENT</b>

### **OUTPUT : BUSINESS DEVELOPMENT (CONTD)**

- Provide Business Analysis services to identify in close consultation with Customers, the information needs of their business. To analyse those needs, design or specify new systems where appropriate to meet those needs, and to evaluate package and custom software solutions.
- Carry out account management functions to effectively manage the relationships between MIS and its Customers. This includes maintaining an awareness of the Customer's business functions, the Customer's plans, short and long term, and to assist with the development of the information system components of those; to keep the Customer informed of MIS's services and IT developments; to represent the Customer's interests to MIS and pursue issues on the Customer's behalf; to encourage innovative approaches to meeting Customer's business needs.
- Perform Project Leadership and co-ordination functions for significant projects involving various MIS teams as well as other Council Units.
- Develop customised queries into, and reports from, corporate databases and other inhouse systems to meet the needs of Business Units. This is usually as the result of requests directed from the Core Business Solutions team.
- Where necessary, arrange for the contracting of the development, maintenance and support of non-core Unit specific applications. All programming costs are recovered directly from the client Business Units for whom that software is developed.
- The Administration of internally developed corporate Databases, i.e. their creation, the building and maintaining of structures and relationships within them to provide for new application systems, and ongoing monitoring and tuning to ensure optimum performance.

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS DEVELOPMENT

**OUTPUT : BUSINESS DEVELOPMENT****Suboutput : Software Development**

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
ALLOCATED COSTS		
Transfer from Business Development Cost Centre		190,000
	-----	-----
TOTAL COSTS	0	190,000
REVENUE		
Internal Revenue		40,000
Corporate Overhead Recovery		150,000
	-----	-----
	0	190,000
	-----	-----
NET COST SYSTEM SOFTWARE DEVELOPMENT	0	0
	=====	=====

**Suboutput : Systems Analysis and Design**

ALLOCATED COSTS		
Transfer from Software Development Cost Centre	113,496	0
	-----	-----
TOTAL COSTS	113,496	0
REVENUE		
Internal Revenue	20,000	0
Corporate Overhead Recovery	93,496	0
	-----	-----
	113,496	0
	-----	-----
NET COST SYSTEMS ANALYSIS & DESIGN	0	0
	=====	=====

MONITORING COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS:	<b>BUSINESS DEVELOPMENT</b>

### **OUTPUT : BUSINESS DEVELOPMENT (CONTD)**

#### **Objectives for 2002/03**

1. To provide consultancy services to the satisfaction of client Business Units.
2. To manage projects, which may include application development, so that agreed customer deadlines are met.

#### **Performance Indicators**

1. Achieve an 85% level of satisfaction with Business Development services as measured by a survey of users.

<i>Past performance:</i>	<i>1997/98</i>	<i>1998/99</i>	<i>1999/00</i>	<i>2000/01</i>
	<i>88%</i>	<i>79%</i>	<i>92%</i>	<i>85%</i>

2. Meet agreed project deadlines 85% of the time.

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	BUSINESS DEVELOPMENT

**OUTPUT : BUSINESS DEVELOPMENT****Suboutput : Computer Programming****2001/2002  
BUDGET****2002/2003  
BUDGET**

\$

\$

## ALLOCATED COSTS

Transfer from Software Development Cost Centre

124,306

0

-----  
124,306-----  
0

## REVENUE

Internal Recoveries

70,000

0

Corporate Overhead Recovery

54,306

0

-----  
124,306-----  
0

## NET COST COMPUTER PROGRAMMING

-----  
0-----  
0  
=====



MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

	<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
	\$	\$
<b>OUTPUT : RENEWALS &amp; REPLACEMENTS</b>		
<b>CUSTOMER SERVICES</b>		
<b>Network Services</b>		
Servers & Storage	0	65,000
Network Equipment	0	20,000
	-----	-----
Sub - Total Renewals & Replacements	0	85,000
 <b>OUTPUT : ASSET IMPROVEMENTS</b>		
<b>CUSTOMER SERVICES</b>		
<b>Customer Services Support</b>		
InfraHelp Licenses	23,500	0
Training Material	14,300	15,000
 <b>Customer Services Systems</b>		
<b>Network Services</b>		
Servers & Storage	209,000	170,000
Software	0	40,000
LAN Upgrade	638,000	0
WAN Upgrade	219,000	0
Network Equipment	0	80,000
	-----	-----
SUB - TOTAL ASSET IMPROVEMENTS	1,103,800	305,000

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>OUTPUT : NEW ASSETS</b>		
<b>CUSTOMER SERVICES</b>		
Office Furniture & Equipment	0	0
<b>Network Services</b>		
Servers & Storage	0	110,000
Software	0	10,000
Network Equipment	0	10,000
Backup Equipment	0	100,000
SAP - Business Warehouse and Workplace Portal	0	100,000
<b>Desktop</b>		
PC Hardware	0	0
PC Software	0	0
	-----	-----
	0	330,000
	-----	-----
<b>SUB TOTAL - SYSTEMS</b>	1,103,800	720,000
	=====	=====



MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

	2001/2002 BUDGET	2002/2003 BUDGET
	\$	\$
<b>COMMUNICATIONS</b>		
<b>OUTPUT : RENEWALS &amp; REPLACEMENTS</b>		
<b>CIVIC OFFICES</b>		
Replacement PABX	0	0
Replacement System Phones	12,000	0
Pages Road PABX replacement	55,000	0
Pioneer PABX replacement	9,000	0
Central Library PABX Replacement	0	0
0	0	0
	-----	-----
SUB - TOTAL RENEWALS & REPLACEMENTS	76,000	0
<b>OUTPUT : ASSET IMPROVEMENTS</b>		
<b>Civic Offices PABX</b>		
Extension Cards for new users	12,000	0
Software Release 25 Card Upgrades	0	103,000
Additional system phones	0	17,000
PABX Upgrade for Call Centres	6,000	0
IP Voice equipment	22,000	0
Call Centre Upgrades	25,000	0
Voicemail upgrade		13,500
Additional Symposium licenses		12,500

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

**COMMUNICATIONS****OUTPUT : ASSET IMPROVEMENTS (continued)**

**2001/2002**  
**BUDGET**  
\$

**2002/2003**  
**BUDGET**  
\$

**Linwood PABX**

Software Release 25 Upgrade

17,000

**Sockburn PABX**

Software Release 25 Upgrade

17,000

**Fendalton PABX**

PABX Replacement

19,000

0

**Art Gallery PABX**

PABX Replacement

3,000

0

SUB - TOTAL ASSET IMPROVEMENTS

87,000

180,000

**NEW ASSETS**

## TELEPHONES

**Civic Offices - PABX**

Cable Tester

8,000

0

SUB - TOTAL NEW ASSETS

8,000

0

SUB - TOTAL COMMUNICATIONS

171,000

180,000

**NET COST CAPITAL OUTPUTS**

1,274,800

900,000

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

<b>COMPUTER HARDWARE &amp; SOFTWARE</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>
<b>RENEWALS &amp; REPLACEMENTS</b>					
<b>Management</b>					5,000
PC & Notebook Replacement					
Accommodation					
<b>Software Development</b>					10,000
PC Monitor & Machine Replacements					
Development Tools					
<b>Customer Services</b>					
<b>NETWORK SERVICES</b>					
Servers & Disk Storage	65,000	400,000	50,000	50,000	60,000
Network Equipment	20,000	45,000	20,000	400,000	30,000
<b>DESKTOP</b>					
PC Replacements					
PC Software Licensing					5,000
Laser Printer Replacements					
Sub - Total	85,000	445,000	70,000	450,000	110,000

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

COMPUTER HARDWARE & SOFTWARE	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
<b>RENEWALS &amp; REPLACEMENTS</b>					
<b>Telecommunications</b>			100,000	50,000	50,000
CIVIC OFFICES					
Replacement PABX					
Upgrades		15,000			
Replacement System Phones					
GARDENS					
PABX replacemnt		25,000			
Sub - Total Telecommunications	0	40,000	100,000	50,000	50,000
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	85,000	485,000	170,000	500,000	160,000

## 7.4.21

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

COMPUTER HARDWARE & SOFTWARE	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
<b>ASSET IMPROVEMENTS</b>					
<b>Software Development</b>					
Development Tools					
PC Disk & Memory upgrades					
<b>Customer Services Support</b>					
Training Material	15,000		10,000		15,000
<b>Customer Services Systems</b>					
<b>NETWORK SERVICES</b>					
Servers & Storage	170,000	130,000	145,000	120,000	180,000
Software	40,000	20,000	20,000		40,000
LAN Upgrade					
WAN Upgrade					
Network Equipment	80,000	50,000	50,000	50,000	90,000
<b>DESKTOP</b>					
Client PC upgrades					
Sub - Total	305,000	200,000	225,000	170,000	325,000

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

ASSET IMPROVEMENTS	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
<b>Telecommunications</b>			100,000	20,000	20,000
CIVIC OFFICES PABX					
Extension cards for new users					
PABX Upgrade		50,000			
Software Release 25 Card Upgrades	103,000				
Additional System Phones	17,000				
Voicemail Upgrade	13,500				
Additional Symposium Licenses	12,500				
LINWOOD PABX					
Software Release 25 Upgrades	17,000				
SOCKBURN PABX					
Software Release 25 Upgrades	17,000				
Sub - Total Telecommunications	180,000	50,000	100,000	20,000	20,000
<b>TOTAL ASSET IMPROVEMENTS</b>	<b>485,000</b>	<b>250,000</b>	<b>325,000</b>	<b>190,000</b>	<b>345,000</b>

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES				
OUTPUT CLASS	CAPITAL OUPUTS				
COMPUTER HARDWARE & SOFTWARE NEW ASSETS	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
<b>Software Development</b>				5,000	
Database Administration Software					
Development Tools					
PC Software					
<b>Customer Services</b>					
Office Furniture & Equipment					
<b>NETWORK SERVICES</b>					
Servers & Storage	110,000	110,000	110,000	105,000	150,000
Software	10,000		10,000		20,000
Network Equipment	10,000	10,000	10,000	10,000	20,000
Backup Equipment	100,000	150,000			
SAP - Business Warehouse and Workplace Portal	100,000				
<b>DESKTOP</b>					
PC Hardware					
PC Software					
Sub - Total	330,000	270,000	130,000	120,000	190,000

## 7.4.24

MONITORING COMMITTEE	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT	<b>MANAGEMENT INFORMATION SERVICES</b>
OUTPUT CLASS	<b>CAPITAL OUPUTS</b>

<b>NEW ASSETS</b>	<b>2002/2003</b>	<b>2003/2004</b>	<b>2004/2005</b>	<b>2005/2006</b>	<b>2006/2007</b>	
<b>Telecommunications</b>			100,000	30,000	30,000	
CIVIC OFFICES PABX						
Upgrades		25,000				
Call Centre Equipment		30,000				
Computer Telephony Integration		20,000				
Sub - Total Telecommunications	0	75,000	100,000	30,000	30,000	
<b>TOTAL NEW ASSETS</b>	330,000	345,000	230,000	150,000	220,000	
<b>TOTAL CAPITAL EXPENDITURE-MIS</b>	900,000	1,080,000	725,000	840,000	725,000	
<b>Annual Plan 2001/2002</b>	<b>\$1,274,800</b>	\$700,000	\$725,000	\$860,000	\$930,000	\$680,000
<b>SUMMARY</b>						
<b>Renewals &amp; Replacements</b>	85,000	485,000	170,000	500,000	160,000	
<b>Asset Improvements</b>	485,000	250,000	325,000	190,000	345,000	
<b>New Assets</b>	330,000	345,000	230,000	150,000	220,000	
	900,000	1,080,000	725,000	840,000	725,000	



MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT	MANAGEMENT INFORMATION SERVICES
OUTPUT CLASS	CAPITAL OUPUTS

	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
<b>RENEWALS &amp; REPLACEMENTS</b>					
Management					
Software Development		10,000			
Customer Services	420,000	150,000	255,000	150,000	430,000
Telecommunications	50,000	70,000	50,000	70,000	50,000
	470,000	230,000	305,000	220,000	480,000
<b>ASSET IMPROVEMENTS</b>					
Software Development					
Customer Services	270,000	300,000	300,000	300,000	290,000
Telecommunications	20,000	20,000	20,000	20,000	20,000
	290,000	320,000	320,000	320,000	310,000
<b>NEW ASSETS</b>					
Software Development			15,000		
Customer Services	160,000	170,000	180,000	180,000	180,000
Telecommunications	30,000	30,000	30,000	30,000	30,000
	190,000	200,000	225,000	210,000	210,000
<b>TOTAL MIS</b>	950,000	750,000	850,000	750,000	1,000,000
<b>Annual Plan 2001/2002</b>	\$680,000	\$930,000	\$680,000	\$700,000	