

8.6.0

*PROPERTY  
MANAGEMENT*



RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

## **Overall Objectives**

### *Property Management*

- To provide professional property advice to elected representatives and Council Business Units
- To ensure that Council Business Units have, at their disposal, appropriate property resources to meet their operational needs.
- To minimise the occurrence of surplus property assets and ensure their orderly disposal or alternative use.
- To maximise returns from properties retained for investment and community purposes in accordance with agreed financial and social criteria.
- To sustainably manage and develop the Council's housing stock.

### *Property Services Consultancy*

- To provide a cost-effective consultancy and advisory service to the Council and its Business Units, external clients and other local authorities in the administration, conveyancing and management related to the acquisition and disposal of property assets, including leases and licences.

### *Property Projects Consultancy*

- To provide property related specialist advice and information and develop solutions to the Council's extraordinary property related issues and needs.

## 8.6.ii

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

**Key Changes*****Committed Costs (Operating)***

- Property Projects – Non Operational Property (\$201,919)  
Net decrease in costs due to removal of sales from programme – significantly Tuam St Carpark

***Capital Cost Increases > 2%***

- Property Projects – Non Operational Property
- Net increase in revenue due to inclusion of properties anticipated for sale i.e. Hunter Tce and development costs of Owles Tce and Westminster St. (\$285,000)
- Long term capital budgets have been revised to reflect a review of surplus property sales and expenditure. Amendments have been made to best reflect a realistic outcome scenario. Reduction in revenue years 2-10. Arising from properties brought forward into this year and removal of \$1.85M net for Tuam St carpark sale. \$2,502,000

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>OUTPUT SUMMARY</b>

<b>OUTPUT CLASS EXPENDITURE</b>		<b>2001/2002 BUDGET</b>	<b>2002/2003 BUDGET</b>
		<b>\$</b>	<b>\$</b>
<b>PROPERTY</b>			
Property Consultancy Services	Page 8.6.2	779,902	809,534
Property Projects Consultancy Services	Page 8.6.3	233,508	278,165
Special Projects	Page 8.6.4	138,000	141,583
Information and Advice	Page 8.6.5	277,615	179,097
Management of Non Operational Property	Page 8.6.6	484,648	531,532
		-----	-----
		1,913,672	1,939,911
<b>OUTPUT CLASS REVENUE &amp; RECOVERIES</b>			
<b>PROPERTY</b>			
Property Consultancy Services	Page 8.6.2	779,902	809,534
Property Projects Consultancy Services	Page 8.6.3	233,508	278,165
Special Projects	Page 8.6.4		
Information & Advice	Page 8.6.5		
Management of Non Operational Property	Page 8.6.6	125,050	510,675
		-----	-----
		1,138,459	1,598,374
<b>NET COST OF PROPERTY MANAGEMENT</b>		-----	-----
		775,213	341,537
<b>COST OF CAPITAL EMPLOYED</b>		=====	=====
		93,083	132,817.14
<b>CAPITAL OUTPUTS</b>			
Surplus Property Development	Page 8.6.8	(401,468)	714,000
Fixed Assets	Page 8.6.10	34,000	(68,500)

8.6 text.2.i

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT : PROPERTY CONSULTANCY SERVICES**

For text see page 8.6.text.2.ii and text.2.iii.

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

## **OUTPUT : PROPERTY CONSULTANCY SERVICES**

### **Description**

- Provision of a cost effective consultant and advisory service to the Council and its Business Units in the administration, conveyancing and management related to the acquisition and disposal of property assets, including property leases and licences.
- Provision of consultant property services to external clients and other local authorities on a cost recovery basis.
- Undertake the functions of accredited agent of Land Information New Zealand in the preparation and publication of statutory notices (All Legislation) and other authorised categories.
- Provision of information and advice to the general public and elected members.
- Undertaking feasibility studies on property related matters.
- Maintaining the Corporate property database through the Real Estate module of SAP and GEMS.

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

1. To manage the section's workloads, costs and revenue to provide an efficient service to the Council, Business Units and external clients on a cost recovery basis.
2. (a) Acquire designated and other required property for programmed and other authorised works.  
(b) Dispose of property which is surplus to operational and any other Council requirements.
3. Negotiation, preparation and management of leases and licences for client units and external organisations.
4. Maintain high level of accuracy and completeness of corporate property Real Estate database.
5. To undertake and promote accredited functions as agent of Land Information NZ.

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

## **OUTPUT : PROPERTY CONSULTANCY SERVICES (CONTD)**

### **Performance Indicators**

1. Client satisfaction demonstrated by results of customer survey. Complaints less than 5%.  
Balance of costs against revenue as at 30 June 2003.
2. Acquisition of required properties to enable planned and authorised works to proceed during the budget period:
  - 90% within budget allocation
  - 85% on time
  - 95% of Council reports adopted first time
3. Maintenance and management of the lease portfolio to client units and lessee satisfaction:
  - 90% recovery of budgeted revenue to 30 June 2003
  - tenant complaints less than 5%
- 4.1 90% of all amendments/additions entered into database within four weeks of transaction completion.
- 4.2. Provision of an accurate corporate Real Estate property database.
- 5.1 Obtain 1 new external local authority customer requiring property consultancy or LINZ accredited services by 30 June 2003.
- 5.2 Maintain accuracy of LINZ legal processes at 99% approval “first time”.



## 8.6.2

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

<b>OUTPUT : PROPERTY CONSULTANCY SERVICES</b>				<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
ALLOCATED COSTS					
Services Allocated Holding A/c	100%	100%		684,902	649,534
Legal Fees (Inhouse)				75,000	140,000
Cell Phone Tower Investigation				20,000	20,000
TOTAL COST - PROPERTY CONSULTANCY SERVICES				779,902	809,534
REVENUE					
External				37,000	37,000
Cell Phone Tower Investigation				20,000	20,000
From Other Council Units				555,000	690,000
Overhead Recovery				167,902	62,534
NET COST - PROPERTY CONSULTANCY SERVICES				0	0

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

## **OUTPUT : PROPERTY PROJECTS CONSULTANCY SERVICES**

### **Description**

- Provision of a cost-efficient consultant and advisory service to the Council and its Business Units in the acquisition, leasing, development and disposal of property pursuant to Council projects.
- Provision of valuation advice to the Council and its Business Units.
- Provision of information and advice to the Council and its clients.
- Undertaking special projects and feasibility studies on property related matters.

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

1. Manage the processes for acquisition, leasing, development and disposal of property for project works, both planned and unplanned.
2. Assist in the negotiation of property issues for client units.
3. To manage the section's workloads, costs and revenue to provide an efficient service to the Council and client units on a cost recovery basis.
4. Develop and maintain the knowledge of the property industry and market.

### **Performance Indicators**

1. Acquisition of required properties within budget allocation and within a time frame to enable planned works to proceed during the budget period.
2. Being available and responsive with provision of valuable advice to clients both internal and external. Council and client satisfaction demonstrated by results of customer survey. Development of unplanned project work to a logical conclusion.
3. Balance of costs against revenue as at 30 June 2003.
4. Continued involvement and liaison with professional property institutes and practice of continuing professional development.

## 8.6.3

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

<b>OUTPUT : PROPERTY PROJECTS CONSULTANCY SERVICES</b>				<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
ALLOCATED COSTS					
Projects Allocated Holding A/c	100%	100%		233,508	278,165
TOTAL COST - PROPERTY PROJECTS CONSULTANCY SERVICES				----- 233,508	----- 278,165
REVENUE					
External				0	0
From Other Council Units				131,800	179,000
Overhead Recovery				101,708	99,165
				----- 233,508	----- 278,165
NET COST - PROPERTY PROJECTS CONSULTANCY SERVICES				----- 0	----- 0
				=====	=====

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

## **OUTPUT : SPECIAL PROJECTS**

### **Description**

- Provision of consultant and advisory service to the Council and its Business Units in evaluating special projects, undertaking feasibility studies and recommending courses of action on property projects which are recognised as ‘Council’ projects but may not be planned in terms of budget provision for recovery of fees for services provided.

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

1. Continue with professional input to the advancement of the following identified ‘Council’ projects:
  - Cathedral Junction Development
  - Heritage buildings
  - City car parking developments
  - Central City Sustainability Projects
  - Review of Council’s Central City accommodation.
  - Review of Councils property assets.
2. Undertake other special projects as required.

### **Performance Indicators**

1. Acceptable progress on development of the above ‘Council’ projects by 30 June 2003.
2. Provision of services to the Council and client units to a level which assists and promotes the decision-making process and progress on approved developments.

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

<b>OUTPUT : SPECIAL PROJECTS</b>	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
DIRECT COSTS		
ChCh Pier	0	0
New Brighton Mainstreet	0	0
Miscellaneous Projects	49,000	49,000
ALLOCATED COSTS		
Property Projects Consultancy Services	89,000	89,000
Depreciation on ChCh Pier	0	0
Alloc O/Head - Output Corporate Overheads Cost Centre	0	3,583
	-----	-----
TOTAL COST - SPECIAL PROJECTS	138,000	141,583
RECOVERIES		
	-----	-----
NET COST SPECIAL PROJECTS	138,000	141,583
	=====	=====

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT: SPECIAL PROJECTS**

**Description** Provision of consultant and advisory services to the Council and Units in evaluating special property related projects. Undertaking feasibility studies and recommending courses of action on those projects not all of which are pursued.

**Benefits** The advice enables informed decisions.

**Strategic Objectives** A3,A5, B1,B5, **CCC Policy** No specific policy although the policies of the client outputs apply.  
F2,F5

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

There is a general community benefit as the Council requires advice. The stakeholder interest is reflected in Capital Value Rating.

**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**

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT : SPECIAL PROJECTS**

*Customer Residential Commercial Rural Institutions Grants Total Method*

**Costs and Modifications***Costs*

100.00% General Benefits	-	102,864	28,050	3,773	6,896		141,583 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<b>Total Costs</b>	-	102,864	28,050	3,773	6,896	-	141,583

*Modifications*

Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	5,266	1,436	193	(6,896)		- CapValGen
<b>Total Modifications</b>	-	5,266	1,436	193	(6,896)	-	-

<b>Total Costs and Modifications</b>	-	108,131	29,486	3,966	-	-	141,583
--------------------------------------	---	---------	--------	-------	---	---	---------

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	108,131	29,486	3,966	-	-	141,583
0.00% Uniform Annual Charge		-	-	-			-

<b>Total Funded By</b>	-	108,131	29,486	3,966	-	-	141,583
------------------------	---	---------	--------	-------	---	---	---------

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

## **OUTPUT : INFORMATION AND ADVICE**

### **Description**

- Provision of accurate, professional and timely information and advice on requests from the Council, members of the public, community organisations and other external sources.

### **Objective for 2002/03**

1. Maintain a high standard of professionalism and service.

### **Performance Indicator**

1. Response within the specified time frame.



## 8.6.5

RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	PROPERTY - PROPERTY MANAGEMENT
OUTPUT CLASS:	PROPERTY

OUTPUT : INFORMATION AND ADVICE				2001/2002 BUDGET \$	2002/2003 BUDGET \$
DIRECT COSTS					
Legal Fees				4,000	3,203
Legal Fees (Internal)					797
ALLOCATED COSTS					
Property Consultancy Services		Page 8.6.2		167,902	62,534
Property Projects Consultancy Services		Page 8.6.3		12,708	10,165
Manager Allocated Holding Account	(30.10)%	30.10%		93,005	95,191
Alloc O/Head - Output Corporate Overheads Cost Centre				0	7,207
TOTAL COST - INFORMATION AND ADVICE				277,615	179,097
RECOVERIES					
NET COST - INFORMATION AND ADVICE				277,615	179,097
				=====	=====

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT: INFORMATION AND ADVICE**

**Description** Provision of accurate, professional, and timely advice on requests from the Council, members of the public, community organisations, and external sources.

**Benefits** The community has ready access to advice on Council property matters.

**Strategic Objectives** A3,A5, B1,B5, **CCC Policy** No specific policy although the policies of the client outputs apply.  
F2,F5

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

There is a general community benefit as the Council requires advice. The stakeholder interest is reflected in Capital Value Rating.

**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))**

Any direct benefit is more than compensated for by the value to the community as a whole.

**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**

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT : INFORMATION AND 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	-	130,120	35,482	4,773	8,723		179,097 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	130,120	35,482	4,773	8,723	-	179,097
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	6,662	1,817	244	(8,723)		- CapValGen
<i>Total Modifications</i>	-	6,662	1,817	244	(8,723)	-	-
<b>Total Costs and Modifications</b>	-	136,782	37,298	5,017	-	-	179,097

**Funded By**

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	136,782	37,298	5,017	-	-	179,097
0.00% Uniform Annual Charge		-	-	-			-
<b>Total Funded By</b>	-	136,782	37,298	5,017	-	-	179,097

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

## OUTPUTS

- **MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)**
- **MANAGEMENT OF NON OPERATIONAL PROPERTY (CAPITAL)**

### Description

- Review Council property holdings.
- Assessment and recommendation on surplus property for alternative use, redevelopment and/or disposal.
- Maintenance of properties pending disposal.
- Maximise value and sale of surplus property.

### Objectives for 2002/03

1. Continue review of non operational or uneconomic property holdings.
2. Continue the disposal programme for identified surplus properties.
3. Commence the special development projects:
  - 109A Bexley Road
  - Owles Terrace
  - Westminster St yard
  - Hunter Terrace

### Performance Indicators

1. Complete the review of all Council property holdings by 30 June 2003.
2. Subject to prevailing market conditions, develop uses for the non operational properties.
3. Commence the special development projects by 30 June 2002:
  - Owles Terrace                      Prepare development proposal.
  - Westminster St yard              Probable disposal.
  - 109A Bexley Road                  Develop solution to non-compliant improvement.
  - Hunter Terrace                      Review and rationalisation of property holding.

**Note:** Planning issues may delay the disposal process in some cases.

## 8.6.6

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

<b>OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)</b>	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
DIRECT COSTS		
Property Maintenance	433,430	418,014
	-----	-----
TOTAL DIRECT COSTS	433,430	418,014
ALLOCATED COSTS		
Unit Overhead	46,000	37,000
Corporate Overhead	0	12,348
Depreciation	2,900	11,770
Debt Servicing	2,318	52,400
	-----	-----
TOTAL ALLOCATED COSTS	51,218	113,518
	-----	-----
TOTAL COSTS	484,648	531,532
REVENUE:		
External Revenue	116,050	510,675
Internal Recoveries	9,000	0
	-----	-----
TOTAL REVENUE	125,050	510,675
	-----	-----
NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)	359,598	20,857
	=====	=====

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT: MANAGEMENT OF NON OPERATIONAL PROPERTY**

**Description** Management of property not required or potentially not required for operational use. This includes holding costs, assessment and recommendations for alternative use, redevelopment, or disposal.

**Benefits** The costs and benefits of management of surplus property are efficiently managed.

**Strategic Objectives** A3,A5, B1,B5, **CCC Policy** Property disposal procedures & flow chart  
F2,F5

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

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

The community benefits from the efficient management of property surplus to the operational needs of Council.

*Nature and Distribution of General Benefits*

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

The underlying benefits are general although there will be some rent recoveries

**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**

Rent recoveries are deemed to meet the direct benefits

**Control Negative Effects**

## 8.6.funding.6

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY**

	<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	-	308,940	84,244	11,332	20,710		425,226 CapValAll
20.00% Direct Benefits	106,306	-	-	-	-		106,306 TableC
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	106,306	308,940	84,244	11,332	20,710	-	531,532
<i>Modifications</i>							
Transfer User Costs to Rating	404,369	(293,786)	(80,112)	(10,776)	(19,694)		(0) CapValAll
Non-Rateable	-	776	212	28	(1,016)		- CapValGen
<i>Total Modifications</i>	404,369	(293,011)	(79,900)	(10,748)	(20,710)	-	(0)
Total Costs and Modifications	510,675	15,929	4,344	584	-	-	531,532

**Funded By**

96.08% User Charges	510,675						510,675
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
3.92% Capital Value Rating	-	15,929	4,344	584	-	-	20,857
0.00% Uniform Annual Charge		-	-	-			-
Total Funded By	510,675	15,929	4,344	584	-	-	531,532

8.6.text.7

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>PROPERTY</b>

**OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)**

For text and further details of costs see pages 8.6.text.6.



## 8.6.7

RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	PROPERTY - PROPERTY MANAGEMENT
OUTPUT CLASS:	PROPERTY

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING) (CONTD)	2001/2002 BUDGET \$	2002/2003 BUDGET \$
<b>ANALYSIS OF COSTS</b>		
Miscellaneous & Surplus Property	(15,039)	42,348
Huntsbury Spur	2,500	0
Owles Terrace Yard	14,873	25,500
Lyttleton St	7,800	3,800
Kennedys Bush Road (201)	(5,730)	0
Kennedys Bush Road (189)	(4,730)	0
Tuam St Carpark	201,000	0
Westminster St Yard	0	24,344
Kennedys Bush Road (ex Quarry)	9,500	0
Westminster St House	7,900	0
Ferrymead Land	32,000	166,000
Wilmers Rd	10,100	9,600
Hunter Tce Sections	12,000	5,000
Johns Rd	12,250	13,750
Springs Rd Pit	10,000	7,500
Bexley Rd (109A)	13,900	5,900
Philpotts Rd (105)	17,000	15,500
Clearbrook St	7,700	3,450
Former New Brighton Library	(9,366)	0
Riccarton Community Room	35,940	35,940
Central City Park/Residential Development	0	(337,775)
NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)	359,598	20,857
Cost of Capital Employed	78,009	117,969

8.6.text.8

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS - PROPERTY</b>

**OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY - DEVELOPMENT**

For text see page 8.6.text.6.

## 8.6.8

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)</b>	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
DIRECT COSTS		
Development Costs	98,532	1,334,000
	-----	-----
<b>TOTAL DIRECT COSTS</b>	<b>98,532</b>	<b>1,334,000</b>
ALLOCATED COSTS		
Overhead	0	0
	-----	-----
<b>TOTAL COSTS</b>	<b>98,532</b>	<b>1,334,000</b>
REVENUE:		
Sale Of Property	500,000	620,000
Capital Contribution (Tamaki Development)		
	-----	-----
<b>TOTAL REVENUE</b>	<b>500,000</b>	<b>620,000</b>
	-----	-----
<b>NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)</b>	<b>(401,468)</b>	<b>714,000</b>
	=====	=====
Cost of Capital Employed		204

8.6.text.9

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS - PROPERTY</b>

**OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY - DEVELOPMENT**

For text see page 8.6.text.6.

## 8.6.9

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

<b>OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)</b>	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
<b>ANALYSIS OF COSTS</b>		
Miscellaneous & Surplus Property	13,000	65,000
Huntsbury Spur	1,500	0
Owles Terrace Yard	0	60,000
Lyttleton St	(68,468)	2,000
Kennedys Bush Road (201)	(166,500)	0
Kennedys Bush Road (189)	(109,000)	0
Westminster St Yard	0	40,000
Kennedys Bush Road (ex Quarry)	8,000	0
Wigram/ Addington	0	0
Westminster St House	(106,000)	0
Ferrymead Land	10,000	390,000
Wilmers Rd	0	0
Hunter Tce Sections	0	(365,000)
Johns Rd	3,000	0
Springs Rd Pit	3,000	5,000
Bexley Rd (109A)	4,000	(72,500)
Philpotts Rd (105)	3,000	2,000
Clearbrook St	3,000	(67,500)
Central City Park/Residential Development	0	655,000
<b>NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)</b>	<b>(401,468)</b>	<b>714,000</b>

8.6.10

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	<b>2001/2002 BUDGET \$</b>	<b>2002/2003 BUDGET \$</b>
<b>OUTPUT : RENEWALS &amp; REPLACEMENTS</b>		
Computer Equipment	0	0
Computer Software Upgrade	8,000	8,000
Telecommunications	0	3,000
Furniture & Equipment	4,000	8,000
	-----	-----
	12,000	19,000
<b>OUTPUT : ASSET IMPROVEMENTS</b>		
	-----	-----
	0	0
<b>OUTPUT : NEW ASSETS</b>		
Furniture & Equipment	12,000	12,500
Unspecified	10,000	0
Addington Carpark	0	0
	-----	-----
	22,000	12,500
	-----	-----
<b>TOTAL COST FIXED ASSETS</b>	34,000	31,500
	=====	=====
<b>SALES/CONTRIBUTIONS</b>		
Capital Contribution (Tamaki Development)	0	100,000
	-----	-----
	0	100,000
	=====	=====

## 8.6.11

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
<b>RENEWALS &amp; REPLACEMENTS</b>					
<b>Property Sales</b>					
Sundry	-620,000	0	0	-200,000	-200,000
Bottle Lake Land Sale - Note 1			-2,600,000		
	-620,000	0	-2,600,000	-200,000	-200,000
<b>Management -Office Equipment</b>					4,000
Computer Software	3,000	2,000			
Telecom					
Furniture & Equipment	2,000	2,000	4,000	4,000	
	5,000	4,000	4,000	4,000	4,000
<b>Projects -Office Equipment</b>					2,600
Computer Software					
Telecom	1,000				
Furniture & Equipment	2,000		2,000	2,600	
	3,000	0	2,000	2,600	2,600
<b>Services - Office Equipment</b>					8,000
Computer Software	5,000	3,000		2,000	
Telecom	2,000		2,000		
Furniture & Equipment	4,000	2,000	8,000	7,000	
	11,000	5,000	10,000	9,000	8,000
<b>TOTAL RENEWALS &amp; REPLACEMENTS</b>	-601,000	9,000	-2,584,000	-184,400	-185,400

Note 1: - Subject to compliance with the Resource Management Act, realisation of this may not be a possibility however there may be a substitution opportunity utilising land held at Stewarts Gully

8.6.12

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	
ASSET IMPROVEMENTS						
Surplus Property Development						
Development Costs	1,334,000	126,000	56,000	56,000	0	
TOTAL ASSET IMPROVEMENTS	1,334,000	126,000	56,000	56,000	0	
NEW ASSETS						
Management						
Furniture & Fittings			1,000		1,000	
Projects						
Addington Car Park					1,800	
Capital Contribution (Tamaki Development)	-100,000					
Unspecified		1,800				
Furniture & Fittings	3,000		1,800	1,800		
Services						
Unspecified		10,000	10,000	10,000	10,000	
Furniture & Fittings	9,500					
TOTAL NEW ASSETS	-87,500	11,800	12,800	11,800	12,800	
TOTAL NET SURPLUS	645,500	146,800	-2,515,200	-116,600	-172,600	
Annual Plan 2001/2002	-367,468	-852,500	-56,200	-4,318,200	-122,600	27,400



8.6.13

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
<b>RENEWALS &amp; REPLACEMENTS</b>					
PROPERTY DEVELOPMENT	0	0	0	0	
	0	0	0	0	0
MANAGEMENT	4,000	4,000	4,000	4,000	4,000
PROJECTS	2,600	2,600	2,600	2,600	2,600
SERVICES	8,000	8,000	8,000	8,000	8,000
	14,600	14,600	14,600	14,600	14,600
<b>TOTAL RENEWAL &amp; REPLACEMENTS</b>	14,600	14,600	14,600	14,600	14,600
<b>ASSET IMPROVEMENTS</b>					
PROPERTY DEVELOPMENT	0	0	0	0	
	0	0	0	0	0
MANAGEMENT					
PROJECTS					
SERVICES					
	0	0	0	0	0
<b>TOTAL ASSET IMPROVEMENTS</b>	0	0	0	0	0
<b>NEW ASSETS</b>					
MANAGEMENT		1,000	1,000	1,000	1,000
PROJECTS	1,800	1,800	1,800	1,800	1,800
SERVICES	10,000	10,000	10,000	10,000	10,000
<b>TOTAL NEW ASSETS</b>	11,800	12,800	12,800	12,800	12,800

8.6.14

RESPONSIBLE COMMITTEE:	<b>PROPERTY &amp; MAJOR PROJECTS COMMITTEE</b>
BUSINESS UNIT:	<b>PROPERTY - PROPERTY MANAGEMENT</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>SUMMARY</b>					
RENEWALS & REPLACEMENTS	14,600	14,600	14,600	14,600	14,600
ASSET IMPROVEMENTS	0	0	0	0	0
NEW ASSETS	11,800	12,800	12,800	12,800	12,800
	<b>26,400</b>	<b>27,400</b>	<b>27,400</b>	<b>27,400</b>	<b>27,400</b>
<b>Annual Plan 2001/2002</b>	26,400	27,400	27,400	27,400	

RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		PROPERTY - PROPERTY MANAGEMENT				
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		Note
<b>Philosophy:</b> To recover the cost of all professional fees, consents and disbursements costs, unless the relevant documentation provides otherwise.  <b>GENERAL CHARGES;</b>  <b>Consents:</b> Mortgages, caveats, lease conditions, partial release of compensation certificates, neighbour consents  Document sealing fee  Title production fee  <b>CONVEYANCING FEES</b> Where work is carried out by Council's in-house solicitors and/or property consultants (All costs are <b>inclusive</b> of GST, and exclude disbursements and external consent costs, but <b>include</b> one sealing fee)  Agreement to lease	\$60.00     \$60.00   \$25.00          \$337.50 plus time over 1.5 hrs @ an hourly rate of \$90	}   } } } } } } } }	\$60.00   \$60.00   \$25.00          \$337.50 plus time over 1.5 hrs @ an hourly rate of \$90			

## 8.6.16

RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		PROPERTY - PROPERTY MANAGEMENT				
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		Note
Deed of lease	\$337.50 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$337.50 plus time over 1.5 hrs @ an hourly rate of \$90			
		}				
Deed of assignment of lease	\$225 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$225 plus time over 1.5 hrs @ an hourly rate of \$90			
		}				
Landlord's consent to an assignment	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90			
		}				
Deed recording a review of rent	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90			
		}				
Deed of renewal of lease	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90			
		}				
Deed of variation of lease	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90			
		}				
Deed of sublease	\$393.75 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$393.75 plus time over 1.5 hrs @ an hourly rate of \$90			
		}				
Easements in gross	\$393.75 for the first easement on each plan and \$168.75 for each subsequent easement on that plan	}	\$393.75 for the first easement on each plan and \$168.75 for each subsequent easement on that plan			
		}				
Surrenders and variations of easements	\$225 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$225 plus time over 1.5 hrs @ an hourly rate of \$90			

RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		PROPERTY - PROPERTY MANAGEMENT				
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		Note
Deeds of licence	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90	}	\$168.75 plus time over 1.5 hrs @ an hourly rate of \$90			
All other legal work	Based on time @ an hourly rate of \$90	}	Based on time @ an hourly rate of \$90			
Fees as Accredited Agent of Land Information NZ: Proclamations & Gazettes	\$225 plus disbursements, with provision to increase fees in accordance with Public Works (Fees for Documents) Regulations 1989	}	\$225 plus disbursements, with provision to increase fees in accordance with Public Works (Fees for Documents) Regulations 1989			
		} \$37,000.00		} \$37,000.00	4%	
<b>Cell Phone Site Investigation</b> Cell Phone Tower Investigation (On Council Land)	\$2,000 per application + Cost	\$20,000	\$2,250 per application + Cost	\$20,000		
<b>Rents</b> Miscellaneous property rentals and hire	Various	\$69,800	Various	\$510,675	5%	
Cell Phone Site Revenue		\$46,250				
<b>Grand Total</b>		<b>\$173,050</b>		<b>\$567,675</b>		

