

8.6.0

*PROPERTY
MANAGEMENT*

8.6.i

RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	PROPERTY - PROPERTY MANAGEMENT
ACTIVITY:	BUSINESS UNIT SUMMARY

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

RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	PROPERTY - PROPERTY MANAGEMENT
ACTIVITY:	BUSINESS UNIT SUMMARY

Key Changes

Committed Costs (Operating)

- The budget anticipates that the Turners and Growers Ltd lease of the Central City site in Tuam Street will terminate at the end of December 2003. The buildings on the site are considered to be functionally obsolete and provision has been made for demolition. It has therefore been necessary to include a budget sum for the write-off of these assets. The sum is provisional at this stage pending formal valuation of the land and buildings. \$300,000

Increased Costs due to Increased Demand

- The budget includes provision for payment of \$30,000 for financial accounting and management support to the Property Unit. \$30,000

Contributions towards the \$10M Net Rates Savings Targets

- The 2003/04 draft budget for Property – Property Management is \$95,649 less than the approved net direct cost projections. This represents the Unit contribution towards the \$10M net rates savings target which was established by the Council on 16 July 2002. (\$95,649)

Capital Cost Increases > 2%

- Year **2004/2005** Capital Outputs include the sum of \$2,600,000 budgeted as revenue from the sale of land. (This was originally budgeted as \$6,000,000 intended to arise from the sale of land in the Bottle Lake Forest area but rezoning of this land did not eventuate.) A substitution opportunity utilising land at Stewarts Gully was then provisionally included in the budget but this also was subject to Resource Management Act zoning issues. A recent decision on a Reference to the Proposed City Plan means that this land will not be capable of residential redevelopment and therefore not realise the \$2,600,000 budgeted for 2004/05. The projected revenue from sale of land in 2004/05 has therefore been reduced to \$500,000, a sum which is likely to be achievable from the disposal of sundry identified properties. \$2,100,000
(2004/05)

RESPONSIBLE COMMITTEE:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	PROPERTY - PROPERTY MANAGEMENT
ACTIVITY:	BUSINESS UNIT SUMMARY

Restructuring of Budgets

- Organisational Review:**

As a result of the Property Unit Review (August 2002), the Property Services Consultancy and Projects Consultancy Teams have been combined into one new Property Services Consultancy Team. The staffing consequences are that one new FTE has transferred from the Asset Management team into the new Property Services Team, one FTE has been deleted from that team, and one FTE has transferred to the Property Management Team.

The restructured staff numbers are as follows:

Property Management and Business Administration Team:	4.0 FTE (previously 3)
Property Services Consultancy Team:	9.0 FTE (previously 10)

- Transfer of Non-Operational Property:**

Three dwellings have been identified as not being essential to the core operations of City Housing. The operational expenses and rental revenue have been transferred to the Non-Operational Property budget while consideration of future options for the properties is undertaken.					
From Property - Housing			To Property – Management		
	2002/03 \$	2003/04 \$		2002/03 \$	2003/04 \$
Dwelling 170 Fitzgerald Avenue	127	2,581	Dwelling 170 Fitzgerald Avenue	(127)	(2,581)
Dwelling 12 Truro Street	(2,533)	(3,251)	Dwelling 12 Truro Street	2,533	3,521
Dwelling 27 Glovers Road	1,058	310	Dwelling 27 Glovers Road	(1,058)	(310)
Dwelling 278 Westminster Street	(4,416)	1,834	Dwelling 278 Westminster Street	4,416	(1,834)
TOTAL (Net of Expenses/Revenue)	(4,289)	1,474	TOTAL (Net of Expenses/Revenue)	4,289	(1,474)

8.6.1

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

OUTPUT CLASS EXPENDITURE		2002/2003 BUDGET \$	2003/2004 BUDGET \$
PROPERTY			
Property & Projects Consultancy Services	Page 8.6.2	1,087,699	1,226,237
Special Projects	Page 8.6.3	141,583	193,647
Information and Advice	Page 8.6.4	179,097	270,648
Management of Non Operational Property	Page 8.6.5	549,684	762,900
		-----	-----
		1,958,063	2,453,434
OUTPUT CLASS REVENUE & RECOVERIES			
PROPERTY			
Property Consultancy Services	Page 8.6.2	1,087,699	1,226,237
Special Projects	Page 8.6.3		
Information & Advice	Page 8.6.4		
Management of Non Operational Property	Page 8.6.5	527,875	312,081
		-----	-----
		1,615,574	1,538,318
NET COST OF PROPERTY MANAGEMENT		-----	-----
		342,489	915,115
COST OF CAPITAL EMPLOYED		=====	=====
		132,817	1,553,340
CAPITAL OUTPUTS			
Surplus Property Development	Page 8.6.7	714,000	(284,500)
Fixed Assets	Page 8.6.9	(68,500)	114,000

8.6 text.2.i

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

OUTPUT : PROPERTY CONSULTANCY SERVICES

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

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

OUTPUT : PROPERTY CONSULTANCY SERVICES

Description

- Provision of a cost effective consultant and advisory service to the Council and its Business Units in the acquisition, leasing, management, development and disposal of property assets.
- Provision of valuation advice to the Council and its Business Units.
- Provision of consultant property services to external clients and other local authorities on a cost recovery basis.
- Undertaking 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 special projects and feasibility studies on property related matters.
- Maintaining the Corporate property database through the Real Estate module of SAP and GEMS.

Objectives for 2003/04	Performance Indicators
1. 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.	<ul style="list-style-type: none"> • Client satisfaction demonstrated by results of annual customer survey. • Complaints less than 5%. • Balance of internal costs against Business Unit jobs revenue for the year to 30 June 2004. • Balance of internal costs against external jobs fees revenue for the year to 30 June 2004.

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

OUTPUT : PROPERTY CONSULTANCY SERVICES (CONTD)

Objectives for 2003/04	Performance Indicators
2. Manage the processes for acquisition, leasing, development and disposal of property for project works, both planned and unplanned.	<ul style="list-style-type: none"> • Acquisition of required properties to enable planned and authorised works to proceed during the budget period, including <ul style="list-style-type: none"> - 90% within budget allocation - 85% on time - 95% of Council reports adopted first time. • Development of unplanned project work to a logical conclusion. • Maintenance and management of the lease portfolio to Business Unit and lessee satisfaction, including: <ul style="list-style-type: none"> - 95% recovery of budgeted revenue to 30 June 2004 - tenant/lessee complaints less than 5% - tenant/lessee satisfaction demonstrated by results of annual customer survey - lease events actioned by due date (100%).
3. Maintain high level of accuracy and completeness of corporate property Real Estate database.	<ul style="list-style-type: none"> • 90% of all amendments/additions entered into database within four weeks of transaction completion. • Instigate project to co-ordinate various property databases within the Council to ensure completeness and accuracy of corporate property records. • Complete 75% of the correction/legalisation issues identified in the July 2002 Property Review, by 30 June 2004.
4. To undertake and promote accredited functions as agent of Land Information NZ.	<ul style="list-style-type: none"> • Obtain one new external local authority customer requiring property consultancy or LINZ accredited services by 30 June 2004. • Maintain accuracy of LINZ legal processes at 99% approval 'first time'.
5. Develop and maintain the knowledge of the property industry and market.	<ul style="list-style-type: none"> • Continued involvement and liaison with professional property institutes and practice of continuing professional development.

8.6.2

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

OUTPUT : PROPERTY & PROJECTS CONSULTANCY SERVICES				2002/2003 BUDGET \$	2003/2004 BUDGET \$
ALLOCATED COSTS					
Services Allocated Holding A/c	100%	100%		927,699	1,018,264
Allocated Holding A/c				0	57,973
Legal Fees (Inhouse)				140,000	140,000
Cell Phone Tower Investigation				20,000	10,000
TOTAL COST - PROPERTY CONSULTANCY SERVICES				1,087,699	1,226,237
REVENUE					
External				37,000	30,000
Cell Phone Tower Investigation				20,000	10,000
From Other Council Units				958,000	1,001,500
Overhead Recovery				72,699	184,737
NET COST - PROPERTY CONSULTANCY SERVICES				0	0

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

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 2003/04	Performance Indicators
1. Continue with professional input to the advancement of the following identified ‘Council’ projects: <ul style="list-style-type: none"> • Cathedral Junction Development • Heritage buildings • Central City Projects • Review of Council’s Central City accommodation • Review of Council’s property assets 	<ul style="list-style-type: none"> • Acceptable progress on development of the above ‘Council’ projects by 30 June 2004.
2. Undertake other special projects as required.	<ul style="list-style-type: none"> • 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:	PROPERTY & MAJOR PROJECTS COMMITTEE
BUSINESS UNIT:	PROPERTY - PROPERTY MANAGEMENT
OUTPUT CLASS:	PROPERTY

OUTPUT : SPECIAL PROJECTS	2002/2003 BUDGET \$	2003/2004 BUDGET \$
DIRECT COSTS		
Taylors Mistake Baches	0	50,000
Miscellaneous Projects	49,000	50,000
ALLOCATED COSTS		
Property Projects Consultancy Services	89,000	90,000
Alloc O/Head - Output Corporate Overheads Cost Centre	3,583	3,647
	-----	-----
TOTAL COST - SPECIAL PROJECTS	141,583	193,647
RECOVERIES		
	-----	-----
NET COST SPECIAL PROJECTS	141,583	193,647
	=====	=====

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

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.

Objectives for 2003/04	Performance Indicators
1. Maintain a high standard of professionalism and service.	<ul style="list-style-type: none"> • Response within the specified time frame.

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

OUTPUT : INFORMATION AND ADVICE			2002/2003 BUDGET \$	2003/2004 BUDGET \$
DIRECT COSTS				
Legal Fees			3,203	1,000
Legal Fees (Internal)			797	3,000
ALLOCATED COSTS				
Property & Projects Consultancy Services		Page 8.6.2	72,699	184,737
Manager Allocated Holding Account	(30.10)%	12.09%	95,191	77,297
Alloc O/Head - Output Corporate Overheads Cost Centre			7,207	4,614
TOTAL COST - INFORMATION AND ADVICE			179,097	270,648
RECOVERIES				
NET COST - INFORMATION AND ADVICE			179,097	270,648

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

OUTPUTS

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

Description

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

Objectives for 2003/04	Performance Indicators
1. Continue review of non operational or uneconomic property holdings.	<ul style="list-style-type: none"> • Complete the review of all Council property holdings by 30 June 2004.
2. Dispose of property that is surplus to operational and any other Council requirements.	<ul style="list-style-type: none"> • Subject to prevailing market conditions, develop uses for the non-operational properties. • Complete the processing of 90% of the properties identified in the budget as potentially non-operational by 30 June 2004. • Dispose of property to the budgeted value of \$200,000 by 30 June 2004.
3. Progress the special development projects:	<ul style="list-style-type: none"> • Progress the following special development projects by 30 June 2004: <ul style="list-style-type: none"> - Westminster St Yard: Develop options for use/disposal. - 109A Bexley Road: Develop solution for non-compliant dwelling. - Central City: Park/Residential development. - Maddisons Road: Consider options for future. <p>Note: Planning issues may lengthen progress in some cases.</p>

8.6.5

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

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)	2002/2003 BUDGET \$	2003/2004 BUDGET \$
DIRECT COSTS		
Property Maintenance	430,110	364,304
	-----	-----
TOTAL DIRECT COSTS	430,110	364,304
ALLOCATED COSTS		
Unit Overhead	39,966	64,000
Corporate Overhead	12,348	13,692
Depreciation	14,860	20,610
Debt Servicing	52,400	294
Loss on Asset Disposal	0	300,000
	-----	-----
TOTAL ALLOCATED COSTS	119,574	398,596
	-----	-----
TOTAL COSTS	549,684	762,900
REVENUE:		
External Revenue	527,875	296,085
Internal Recoveries	0	15,996
	-----	-----
TOTAL REVENUE	527,875	312,081
	-----	-----
NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)	21,809	450,819
	=====	=====

8.6.text.6

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

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)

For text and further details of costs see page 8.6.text.5.

8.6.6

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

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING) (CONTD)	2002/2003 BUDGET \$	2003/2004 BUDGET \$
ANALYSIS OF COSTS		
Miscellaneous & Surplus Property	42,348	65,486
Owles Terrace Yard	25,500	29,400
Lyttelton St	3,800	585
Westminster St Yard	24,344	29,683
Westminster St House	4,416	166
Ferrymead Land	166,000	24,500
Wilmers Rd	9,600	2,500
Hunter Tce Sections	5,000	0
Johns Rd	13,750	11,565
Springs Rd Pit	7,500	7,550
Bexley Rd (109A)	5,900	7,550
Philpotts Rd (105)	15,500	13,600
Clearbrook St	3,450	3,000
Riccarton Community Room	35,940	35,950
Central City Park/Residential Development	(337,775)	233,913
Maddisons Road (Templeton Sewerage Farm) (2192) - Operating	0	(25,261)
170 Fitzgerald Ave - Dwelling - Operating	127	4,781
12 Truro Street Dwelling - Operating	(2,533)	4,211
27 Glovers Road Dwelling - Operating	(1,058)	1,640
NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (OPERATING)	21,809	450,819

8.6.text.7

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

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY - DEVELOPMENT

For text see page 8.6.text.5.

8.6.7

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

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)	2002/2003 BUDGET \$	2003/2004 BUDGET \$
DIRECT COSTS		
Development Costs	1,334,000	215,500
	-----	-----
TOTAL DIRECT COSTS	1,334,000	215,500
ALLOCATED COSTS		
	-----	-----
TOTAL COSTS	1,334,000	215,500
REVENUE:		
Sale Of Property	620,000	500,000
Capital Contribution (Tamaki Development)		
	-----	-----
TOTAL REVENUE	620,000	500,000
	-----	-----
NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)	714,000	(284,500)
	=====	=====

8.6.text.8

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

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY - DEVELOPMENT

For text see page 8.6.text.5.

8.6.8

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

OUTPUT : MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)	2002/2003 BUDGET \$	2003/2004 BUDGET \$
ANALYSIS OF COSTS		
Miscellaneous & Surplus Property	65,000	(235,000)
Owles Terrace Yard	60,000	(165,000)
Lyttelton St	2,000	12,500
Westminster St Yard	40,000	57,000
Ferrymead Land	390,000	39,000
Hunter Tce Sections	(365,000)	0
Springs Rd Pit	5,000	0
Bexley Rd (109A)	(72,500)	0
Philpotts Rd (105)	2,000	7,000
Clearbrook St	(67,500)	0
Central City Park/Residential Development	655,000	0
NET COST - MANAGEMENT OF NON OPERATIONAL PROPERTY (DEVELOPMENT)	714,000	(284,500)

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

	2002/2003 BUDGET \$	2003/2004 BUDGET \$
OUTPUT : RENEWALS & REPLACEMENTS		
Computer Equipment	0	2,000
Computer Software Upgrade	8,000	3,000
Telecommunications	3,000	0
Furniture & Equipment	8,000	4,000
	-----	-----
	19,000	9,000
OUTPUT : ASSET IMPROVEMENTS		
	-----	-----
OUTPUT : NEW ASSETS		
Furniture & Equipment	12,500	0
Unspecified	0	5,000
Carpark Development - Turners & Growers Site	0	100,000
	-----	-----
	12,500	105,000
	-----	-----
TOTAL COST FIXED ASSETS	31,500	114,000
	=====	=====
SALES/CONTRIBUTIONS		
Capital Contribution (Tamaki Development)	100,000	0
	-----	-----
	100,000	0
	=====	=====

8.6.10

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

	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
RENEWALS & REPLACEMENTS					
Property Sales					
Sundry	(500,000)	(500,000)	(500,000)	(500,000)	(500,000)
	<hr/> (500,000)	<hr/> (500,000)	<hr/> (500,000)	<hr/> (500,000)	<hr/> (500,000)
Management -Office Equipment					
Computer Software	2,000			4,000	4,000
Furniture & Equipment	2,000	4,000	4,000		
	<hr/> 4,000	<hr/> 4,000	<hr/> 4,000	<hr/> 4,000	<hr/> 4,000
Services - Office Equipment					
Computer Software	3,000	2,000	2,000	8,000	4,000
Furniture & Equipment	2,000	8,000	5,000	2,000	2,000
	<hr/> 5,000	<hr/> 10,000	<hr/> 7,000	<hr/> 10,000	<hr/> 6,000
TOTAL RENEWALS & REPLACEMENTS	<hr/> (491,000)	<hr/> (486,000)	<hr/> (489,000)	<hr/> (486,000)	<hr/> (490,000)

8.6.11

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

	2003/2004	2004/2005	2005/2006	2006/2007	2007/2008
ASSET IMPROVEMENTS					
Surplus Property Development					
Development Costs	215,500	56,000	56,000	56,000	56,000
TOTAL ASSET IMPROVEMENTS	215,500	56,000	56,000	56,000	56,000
NEW ASSETS					
Management					
Furniture & Fittings		1,000		1,000	
Services					
Carpark Development - Turners & Growers Site	100,000				
Capital Contribution (Tamaki Development)					
Unspecified	5,000	9,000	5,000	9,000	5,000
Furniture & Fittings					
TOTAL NEW ASSETS	105,000	10,000	5,000	10,000	5,000
TOTAL NET SURPLUS	(170,500)	(420,000)	(428,000)	(420,000)	(429,000)
Annual Plan 2002/2003	645,500	146,800	(2,515,200)	(116,600)	26,400

8.6.12

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

	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
RENEWALS & REPLACEMENTS					
MANAGEMENT	4,000	4,000	4,000	4,000	4,000
SERVICES	7,600	7,600	7,600	7,600	7,600
	11,600	11,600	11,600	11,600	11,600
TOTAL RENEWAL & REPLACEMENTS	11,600	11,600	11,600	11,600	11,600
NEW ASSETS					
MANAGEMENT	1,000	1,000	1,000	1,000	1,000
SERVICES	6,600	6,600	6,600	6,600	6,600
TOTAL NEW ASSETS	7,600	7,600	7,600	7,600	7,600
SUMMARY					
RENEWALS & REPLACEMENTS	11,600	11,600	11,600	11,600	11,600
ASSET IMPROVEMENTS	0	0	0	0	0
NEW ASSETS	7,600	7,600	7,600	7,600	7,600
	19,200	19,200	19,200	19,200	19,200
Annual Plan 2002/2003	27,400	27,400	27,400	27,400	

RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		PROPERTY - PROPERTY MANAGEMENT				
ACTIVITY		FEES SCHEDULE				
Fees Description	2002/2003 Present Charge	2002/2003 Revenue from Present Charge	2003/2004 Proposed Charge	2003/2004 Projected Revenue From Proposed Charge		Note
Philosophy: To recover the cost of all professional fees, consents and disbursements costs, unless the relevant documentation provides otherwise. GENERAL CHARGES; Consents: Mortgages, caveats, lease conditions, partial release of compensation certificates, neighbour consents Document sealing fee Title production fee CONVEYANCING FEES Where work is carried out by Council's in-house solicitors and/or property consultants (All costs are inclusive of GST, and exclude disbursements and external consent costs, but include one sealing fee) Agreement to lease	 <					

RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		PROPERTY - PROPERTY MANAGEMENT				
ACTIVITY		FEES SCHEDULE				
Fees Description	2002/2003 Present Charge	2002/2003 Revenue from Present Charge	2003/2004 Proposed Charge	2003/2004 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 @ scheduled hourly rate }			
Deed of assignment of lease	\$225 plus time over 1.5 hrs @ an hourly rate of \$90 }		\$225 plus time over 1.5 hrs @ scheduled hourly rate }			
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 @ scheduled hourly rate }			
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 @ scheduled hourly rate }			
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 @ scheduled hourly rate }			
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 @ scheduled hourly rate }			
Deed of sublease	\$393.75 plus time over 1.5 hrs @ an hourly rate of \$90 }		\$393.75 plus time over 1.5 hrs @ scheduled hourly rate }			
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 @ scheduled hourly rate }			

8.6.15

RESPONSIBLE COMMITTEE:		PROPERTY & MAJOR PROJECTS COMMITTEE				
BUSINESS UNIT		PROPERTY - PROPERTY MANAGEMENT				
ACTIVITY		FEES SCHEDULE				
Fees Description	2002/2003 Present Charge	2002/2003 Revenue from Present Charge	2003/2004 Proposed Charge	2003/2004 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 @ scheduled hourly rate			
All other legal work	Based on time @ an hourly rate of \$90	}	Based on time @ scheduled hourly rate.			
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		} \$30,000.00	4%	
Cell Phone Site Investigation Cell Phone Tower Investigation (On Council Land)	\$2,000 per application + Cost	\$20,000	\$2,250 per application + Cost	\$10,000		
Rents Miscellaneous property rentals and hire Cell Phone Site Revenue	Various	\$527,875	Various	\$296,085	5%	
Grand Total		\$584,875		\$336,085		

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

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**

8.6.funding.3

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

OUTPUT : SPECIAL PROJECTS

	<i>Customer</i>	<i>Residential</i>	<i>Commercial</i>	<i>Rural</i>	<i>Institutions</i>	<i>Grants</i>	<i>Total Method</i>
Costs and Modifications							
<i>Costs</i>							
100.00% General Benefits	-	139,436	37,441	5,107	11,663		193,647 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	139,436	37,441	5,107	11,663	-	193,647
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	8,937	2,400	327	(11,663)		- CapValGen
<i>Total Modifications</i>	-	8,937	2,400	327	(11,663)	-	-
Total Costs and Modifications	-	148,373	39,840	5,434	-	-	193,647

Funded By

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	148,373	39,840	5,434	-	-	193,647
0.00% Uniform Annual Charge		-	-	-			-
Total Funded By	-	148,373	39,840	5,434	-	-	193,647

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

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**

8.6.funding.4

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

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>
Costs and Modifications							
<i>Costs</i>							
100.00% General Benefits	-	194,881	52,328	7,138	16,301		270,648 CapValAll
0.00% Direct Benefits	-	-	-	-	-		- 0
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	-	194,881	52,328	7,138	16,301	-	270,648
<i>Modifications</i>							
Transfer User Costs to Rating	-	-	-	-	-		- 0
Non-Rateable	-	12,490	3,354	457	(16,301)		- CapValGen
<i>Total Modifications</i>	-	12,490	3,354	457	(16,301)	-	-
Total Costs and Modifications	-	207,371	55,682	7,595	-	-	270,648

Funded By

0.00% User Charges	-						-
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
100.00% Capital Value Rating	-	207,371	55,682	7,595	-	-	270,648
0.00% Uniform Annual Charge		-	-	-			-
Total Funded By	-	207,371	55,682	7,595	-	-	270,648

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

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.5

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

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>
Costs and Modifications							
<i>Costs</i>							
80.00% General Benefits	-	439,463	118,002	16,096	36,760		610,320 CapValAll
20.00% Direct Benefits	152,580	-	-	-	-		152,580 TableC
0.00% Negative Effects	-	-	-	-	-		- 0
<i>Total Costs</i>	152,580	439,463	118,002	16,096	36,760	-	762,900
<i>Modifications</i>							
Transfer User Costs to Rating	159,501	(114,849)	(30,839)	(4,207)	(9,607)		- CapValAll
Non-Rateable	-	20,805	5,586	762	(27,153)		- CapValGen
<i>Total Modifications</i>	159,501	(94,044)	(25,252)	(3,445)	(36,760)	-	-
Total Costs and Modifications	312,081	345,418	92,750	12,652	-	-	762,900

Funded By

40.91% User Charges	312,081						312,081
0.00% Grants and Subsidies		-	-	-	-		- 0
0.00% Net Corporate Revenues		-	-	-	-		- 0
59.09% Capital Value Rating	-	345,418	92,750	12,652	-	-	450,819
0.00% Uniform Annual Charge		-	-	-			-
Total Funded By	312,081	345,418	92,750	12,652	-	-	762,900