

11.4.0

*SUPPORT  
SERVICES*



## 11.4.i

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>SUPPORT SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

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

<ul style="list-style-type: none"> <li>Additional costs have been budgeted for in Procurement following the Corporate Services Unit review. This amount will be substantially over-recovered and the benefits will accrue to Corporate Services and to other Units. The monitoring reports specifically comment on expected savings generated by contracts negotiated.</li> </ul>	\$102,883
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***Efficiency Gains / Additional Revenue***

<ul style="list-style-type: none"> <li>The accelerated Capital Renewal Programme for light vehicles has allowed a budgeted reduction in operating costs of \$250,000 with the purchase of a newer more environmentally sustainable fleet and a 3 year planned replacement cycle. This has been reflected in reduced monthly charges to units for vehicles.</li> </ul>	\$250,000
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## 11.4.ii

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
DEPARTMENT:	<b>SUPPORT SERVICES</b>
ACTIVITY:	<b>BUSINESS UNIT SUMMARY</b>

*Restructuring Budgets*

<b>FROM</b>			<b>TO</b>		
Corporate Services Unit			I T Services		
	<b>2003/04</b> \$	<b>2004/05</b> \$		<b>2003/04</b> \$	<b>2004/05</b> \$
Printers and Copiers	<b>\$758,529</b>		Printers and Copiers	<b>\$758,529</b>	
<b>TOTAL</b>	<b>\$758,529</b>	<b>\$</b>	<b>TOTAL</b>	<b>\$758,529</b>	<b>\$</b>

## 11.4.1

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>SUPPORT SERVICES</b>
OUTPUT CLASS:	<b>OUTPUT SUMMARY</b>

<b>NET COST SUMMARY</b>	<b>2003/2004 BUDGET</b>	<b>2004/2005 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>INTERNAL SUPPORT SERVICES</b>		
Internal Support Services	0	0
Plant Hire Services	(243,557)	(249,874)
<b>ENERGY PROGRAMMES</b>		
Energy Advisory Service	75,367	76,102
<b>NET COST OF OUTPUTS</b>	<u>(168,190)</u>	<u>(173,772)</u>
<b>COST OF CAPITAL EMPLOYED</b>	254,875	284,360
<b>PLANT PURCHASES (NET)</b>	1,647,040	1,897,030
<b>MISCELLANEOUS FIXED ASSETS</b>	30,000	34,500

## 11.4.2

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>SUPPORT SERVICES</b>
OUTPUT CLASS:	<b>OUTPUT SUMMARY</b>

<b>OUTPUT EXPENDITURE</b>	<b>2003/2004 BUDGET</b>	<b>2004/2005 BUDGET</b>
	<b>\$</b>	<b>\$</b>
<b>INTERNAL SUPPORT SERVICES</b>		
Internal Support Services	8,942,372	8,706,770
Plant Hire Services	2,142,019	1,860,808
<b>ENERGY PROGRAMMES</b>		
Energy Advisory Service	87,457	76,102
<b>TOTAL EXPENDITURE</b>	<b>11,171,848</b>	<b>10,643,680</b>
<b>OUTPUT REVENUE &amp; RECOVERIES</b>		
<b>INTERNAL SUPPORT SERVICES</b>		
Internal Support Services	8,942,372	8,706,770
Plant Hire Services	2,385,576	2,110,682
<b>ENERGY PROGRAMMES</b>		
Energy Advisory Service	12,090	0
<b>TOTAL REVENUE &amp; RECOVERIES</b>	<b>11,340,038</b>	<b>10,817,452</b>

## 11.4.3

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>SUPPORT SERVICES</b>
OUTPUT CLASS:	<b>CAPITAL OUTPUTS</b>

	2004/2005	2005/2006	2006/2007	2007/2008	2008/2009
<b>RENEWALS &amp; REPLACEMENTS</b>					
Plant	2,479,700	2,194,070	2,315,400	2,283,000	2,463,919
	<u>2,479,700</u>	<u>2,194,070</u>	<u>2,315,400</u>	<u>2,283,000</u>	<u>2,463,919</u>
Plant Hire					
Meeting Rooms & Tea Nooks	34,500	34,500	34,500	34,500	34,500
TOTAL RENEWALS & REPLACEMENTS	<u>\$2,514,200</u>	<u>\$2,228,570</u>	<u>\$2,349,900</u>	<u>\$2,317,500</u>	<u>\$2,498,419</u>
<b>ASSET IMPROVEMENTS</b>					
Equipment					
TOTAL ASSET IMPROVEMENTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>NEW ASSETS</b>					
Microphone System (Committee Room 2)					
TOTAL NEW ASSET	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL CAPITAL EXPENDITURE</b>	<u>\$2,514,200</u>	<u>\$2,228,570</u>	<u>\$2,349,900</u>	<u>\$2,317,500</u>	<u>\$2,498,419</u>
<b>SALE OF ASSETS</b>	<u>(\$582,670)</u>	<u>(\$1,361,707)</u>	<u>(\$1,373,840)</u>	<u>(\$1,370,600)</u>	<u>(\$1,416,009)</u>
<b>TOTAL CAPITAL EXPENDITURE</b>	<u>\$1,931,530</u>	<u>\$866,863</u>	<u>\$976,060</u>	<u>\$946,900</u>	<u>\$1,082,410</u>
<b>Annual Plan 2003/2004</b>	<b>\$1,677,040</b>				
	\$1,931,530	\$866,863	\$976,060	\$946,900	\$1,082,410

## 11.4.4

RESPONSIBLE COMMITTEE:	<b>STRATEGY &amp; FINANCE COMMITTEE</b>
BUSINESS UNIT:	<b>SUPPORT 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>	1,084,777	1,084,777	1,084,777	1,084,777	2,464,500
<b>Renewals &amp; Replacements - Plant Hire</b>	1,283,768	1,495,202	1,326,413	1,379,756	
<b>ASSET IMPROVEMENTS</b>					
	<u>\$2,368,545</u>	<u>\$2,579,979</u>	<u>\$2,411,190</u>	<u>\$2,464,533</u>	<u>\$2,464,500</u>
<b>Sale of Plant</b>	(\$1,377,393)	(\$1,396,303)	(\$1,382,404)	(\$1,367,029)	(\$1,367,000)
	<u>\$991,152</u>	<u>\$1,183,675</u>	<u>\$1,028,786</u>	<u>\$1,097,504</u>	<u>\$1,097,500</u>
<b>Annual Plan 2003/2004</b>	991,152	1,183,675	1,028,786	1,097,504	



## 11.4.5

RESPONSIBLE COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		SUPPORT SERVICES				
ACTIVITY:		FEES SCHEDULE				
Fees Description	2003/2004 Present Charge	2003/2004 Revenue from Present Charge	2004/2005 Proposed Charge	2004/2005 Projected Revenue From Proposed Charge	2004/2005 Projected Revenue as a percentage of Total Cost	Notes
<b>Storage Rental</b>						
Storage Rental per m2	\$0.25	\$1,000		\$1,000		
<b>Stock Management Recoveries</b>		\$850,000		\$1,100,000		
<b>Mail Room</b>		\$4,000		\$4,500		
<b>Tender Documents</b> (excluding postage/courier costs)						
Up to 50 A4 Sides	\$10.00					
50 to 100 A4 Sides	\$20.00	\$500		\$0		
Over 100 A4 Sides	\$30.00					
Other Documents for Sale of Goods	None					
<b>Brokerage Fees &amp; Rebates</b>		\$247,952		\$251,005		
<b>EECA Grant</b>		\$12,090		\$0		
<b>Plant Hire Services</b>						
Warranty/Repairs						
Misc receipts						
Petrol Duty Refund						
<b>Other Income</b>		\$0				
<b>TOTAL</b>		\$1,115,543		\$1,356,505		