

4.3.0

SECRETARIAT

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RESPONSIBLE COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
ACTIVITY:	BUSINESS UNIT SUMMARY

Overall Objective

To provide secretariat support to the Council, its committees and sub-committees and some related bodies.

Working with and for the people of Christchurch to develop vibrant and healthy communities.

Key Changes***Committed Costs (Operating)*****Triennial Elections****\$520,000 net**

- Provision has been made within this budget for the running of the Council, Environment Canterbury and Canterbury District Health Board elections in October 2004. (Provided for in the Long Term Operating Predictions)
- Recoveries will be received from Environment Canterbury and the Canterbury District Health Board for costs incurred on their behalf.

Burwood/Pegasus Community Board Room**\$25,870**

- Arising for the need to provide more staff accommodation at the Shirley Library required the Community Board to relinquish the Board Room. An alternative Board Room has now been provided in Shaw Avenue.

Restructuring of Budgets

Transfer from Community Relations to Secretariat Department (Regulation & Democracy Services Division)
 Suburban Services incorporating: Community Board/Elected Member Servicing, Community Engagement and
 Community Board Funded Activities

\$3,377,650

MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUTS:	OUTPUT SUMMARY

OUTPUT CLASS: NET COST

2003/2004	2004/2005
BUDGET	BUDGET

SUBURBAN SERVICES

Council / Committee Servicing	0	0
Community Board / Elected Member Servicing	0	0
Community Engagement	1,549,989	1,608,684
Maori Liaison	186,372	198,289
Community Board Funded Activities	1,376,950	1,641,997
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TOTAL NET COST SECRETARIAT

3,113,311	3,448,970
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COST OF CAPITAL EMPLOYED

74,531	6,744
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CAPITAL OUTPUTS

Civic Office Based Teams	8,500	6,900
Suburban Advocacy Based Teams	102,500	79,500
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TOTAL NET COST OF CAPITAL OUTPUTS

111,000	86,400
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MONITORING COMMITTEE	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUTS:	OUTPUT SUMMARY

	2003/2004 BUDGET \$	2004/2005 BUDGET \$
OUTPUT CLASS: EXPENDITURE		
SUBURBAN SERVICES		
Council / Committee Servicing	924,073	1,020,815
Community Board / Elected Member Servicing	1,175,752	1,225,688
Community Engagement	1,552,689	1,611,384
Maori Liaison	196,372	208,289
Community Board Funded Activities	1,376,950	1,641,997
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TOTAL EXPENDITURE	5,225,836	5,708,173
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OUTPUT CLASS: REVENUES & RECOVERIES

SUBURBAN SERVICES		
Council / Committee Servicing	924,073	1,020,815
Community Board / Elected Member Servicing	1,175,752	1,225,688
Community Engagement	2,700	2,700
Maori Liaison	10,000	10,000
Community Board Funded Activities		
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TOTAL REVENUE	2,112,525	2,259,203
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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

2004/2005 2005/2006 2006/2007 2007/2008 2008/2009

CAPITAL OUTPUTS - CIVIC OFFICE BASED TEAMS**RENEWALS AND REPLACEMENTS****Management**

Office Equipment	3,400	3,400	6,700	6,100	9,000
	3,400	3,400	6,700	6,100	9,000

ASSET IMPROVEMENTS**Management**

Office Equipment	2,000	2,000	2,000	2,000	2,000
	2,000	2,000	2,000	2,000	2,000

NEW ASSETS**Management**

Office Equipment	1,500	1,500	2,000	2,000	5,000
	1,500	1,500	2,000	2,000	5,000

TOTAL - CIVIC OFFICE BASED TEAMS

	6,900	6,900	10,700	10,100	16,000
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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

2004/2005 2005/2006 2006/2007 2007/2008 2008/2009

CAPITAL OUTPUTS - SURBURBAN BASED TEAMS**RENEWALS AND REPLACEMENTS****Shirley Service Centre (Burwood/Pegasus Advocacy)**

General Replacements/Refit	10,000	1,000	15,000	1,000	10,000
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Fendalton Service Centre(Fendalton/Waimairi Advocacy)

Office Equipment	0	2,000	14,500	32,000	13,000
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Community Facilities Redecoration	17,500	0	10,000	15,000	
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Linwood Service Centre (Hagley/Ferrymead Advocacy)

Office Equipment	5,000	5,000	5,000	5,000	5,000
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Beckenham Service Centre (Spreydon/Heathcote Advocacy)

Office Equipment	2,000	0	7,000	5,000	5,000
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Papanui Service Centre (Shirley/Papanui Advocacy)

Office Equipment	8,000	3,000	5,000	7,000	10,000
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Sockburn Service Centre (Riccarton/Wigram Advocacy)

Office Equipment	21,000	3,000	6,000	6,000	5,000
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	63,500	14,000	62,500	71,000	48,000
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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

2004/2005 2005/2006 2006/2007 2007/2008 2008/2009

CAPITAL OUTPUTS - SURBURBAN BASED TEAMS (Cont'd)

ASSET IMPROVEMENTS

Shirley Service Centre (Burwood/Pegasus Advocacy)

Furniture Upgrades	7,000	7,000	7,000	6,000	10,000
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Fendalton Service Centre(Fendalton/Waimairi Advocacy)

Office Equipment					10,000
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Linwood Service Centre (Hagley/Ferrymead Advocacy)

Office Equipment	0	6,000	6,000	3,000	3,000
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Beckenham Service Centre (Spreydon/Heathcote Advocacy)

Office Equipment	2,000	0	3,000	10,000	10,000
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Papanui Service Centre (Shirley/Papanui Advocacy)

Office Equipment	0	3,000	3,000	5,000	10,000
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Sockburn Service Centre (Riccarton/Wigram Advocacy)

Office Equipment	2,000	0	12,000	3,000	5,000
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	11,000	16,000	31,000	27,000	48,000
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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

2004/2005 2005/2006 2006/2007 2007/2008 2008/2009

CAPITAL OUTPUTS - SUBURBAN BASED TEAMS (Cont'd)**NEW ASSETS****Shirley Service Centre (Burwood/Pegasus Advocacy)**

General Office Equipment 5,000 5,000 7,500 10,000

Fendalton Service Centre (Fendalton/Waimairi Advocacy)

General Office Equipment 0 0 9,000 5,000

Linwood Service Centre (Hagley/Ferrymead Advocacy)

General Office Equipment 0 5,000 5,000 5,000

Beckenham Service Centre (Spreydon/Heathcote Advocacy)

General Office Equipment 0 6,000 5,000 0

Papanui Service Centre (Shirley/Papanui Advocacy)

General Office Equipment 0 6,000 5,000 0

Sockburn Service Centre (Riccarton/Wigram Advocacy)

General Office Equipment 0 5,000 0 5,000

5,000 27,000 31,500 15,000 20,000

TOTAL - SUBURBAN BASED TEAMS

79,500 57,000 125,000 113,000 116,000

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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

2004/2005 2005/2006 2006/2007 2007/2008 2008/2009

CAPITAL OUTPUTS - UNIT SUMMARY**RENEWALS & REPLACEMENT**

Civic Offices Based Teams	3,400	3,400	6,700	6,100	9,000
Suburban Office Based Teams	63,500	14,000	62,500	71,000	48,000
TOTAL: Renewal & Replacements	66,900	17,400	69,200	77,100	57,000

ASSET IMPROVEMENTS

Civic Offices Based Teams	2,000	2,000	2,000	2,000	2,000
Suburban Office Based Teams	11,000	16,000	31,000	27,000	48,000
TOTAL: Asset Improvements	13,000	18,000	33,000	29,000	50,000

NEW ASSETS

Civic Offices Based Teams	1,500	1,500	2,000	2,000	5,000
Suburban Office Based Teams	5,000	27,000	31,500	15,000	20,000
TOTAL: New Assets	6,500	28,500	33,500	17,000	25,000

TOTAL - SECRETARIAT

86,400	63,900	135,700	123,100	132,000
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Annual Plan 2003/2004	\$111,000	86,400	63,900	135,700	123,100	132,000
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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

YEAR 6 YEAR 7 YEAR 8 YEAR 9 YEAR 10

CAPITAL OUTPUTS - CIVIC OFFICE BASED TEAMS**RENEWALS AND REPLACEMENTS**

Management	9,000	9,000	9,000	11,000	11,000
	9,000	9,000	9,000	11,000	11,000

ASSET IMPROVEMENTS

Management	2,000	2,000	2,000	2,000	2,000
	2,000	2,000	2,000	2,000	2,000

NEW ASSETS

Management	5,000	5,000	5,000	5,000	5,000
	5,000	5,000	5,000	5,000	5,000

TOTAL - CIVIC OFFICE BASED TEAMS

16,000	16,000	16,000	18,000	18,000
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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

YEAR 6 YEAR 7 YEAR 8 YEAR 9 YEAR 10

CAPITAL OUTPUTS - SUBURBAN BASED TEAMS**RENEWALS AND REPLACEMENTS**

Shirley Service Centre (Burwood/Pegasus Advocacy)	10,000	10,000	3,000	5,000	5,000
Fendalton Service Centre(Fendalton/Waimairi Advocacy)	13,000	3,000	6,000	6,000	6,000
Linwood Service Centre (Hagley/Ferrymead Advocacy)	5,000	5,000	5,000	10,000	10,000
Beckenham Service Centre (Spreydon/Heathcote Advocacy)	5,000	5,000	5,000	5,000	5,000
Papanui Service Centre (Shirley/Papanui Advocacy)	2,000	8,000	5,000	5,000	5,000
Sockburn Service Centre (Riccarton/Wigram Advocacy)	5,000	5,000	5,000	10,000	10,000
	40,000	36,000	29,000	41,000	41,000

ASSET IMPROVEMENTS

Shirley Service Centre (Burwood/Pegasus Advocacy)	10,000	10,000	5,000	5,000	5,000
Fendalton Service Centre(Fendalton/Waimairi Advocacy)	10,000	3,000	10,000	5,000	5,000
Linwood Service Centre (Hagley/Ferrymead Advocacy)	3,000	3,000	5,000	5,000	5,000
Beckenham Service Centre (Spreydon/Heathcote Advocacy)	10,000	10,000	5,000	5,000	5,000
Papanui Service Centre (Shirley/Papanui Advocacy)	3,000	5,000	5,000	5,000	5,000
Sockburn Service Centre (Riccarton/Wigram Advocacy)	5,000	5,000	5,000	5,000	5,000
	41,000	36,000	35,000	30,000	30,000

NEW ASSETS

Shirley Service Centre (Burwood/Pegasus Advocacy)	10,000	10,000	5,000	5,000	5,000
Fendalton Service Centre(Fendalton/Waimairi Advocacy)	5,000	5,000	5,000	5,000	5,000
Linwood Service Centre (Hagley/Ferrymead Advocacy)	5,000	5,000	5,000	5,000	5,000
Beckenham Service Centre (Spreydon/Heathcote Advocacy)	0	0	10,000	5,000	5,000
Papanui Service Centre (Shirley/Papanui Advocacy)	0	0	10,000	5,000	5,000
Sockburn Service Centre (Riccarton/Wigram Advocacy)	0	5,000	5,000	5,000	5,000
	20,000	25,000	40,000	30,000	30,000

TOTAL - SUBURBAN BASED TEAMS

101,000 97,000 104,000 101,000 101,000

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MONITORING COMMITTEE:	STRATEGY & FINANCE COMMITTEE
BUSINESS UNIT:	SECRETARIAT
OUTPUT CLASS:	CAPITAL OUTPUTS

	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
CAPITAL OUTPUTS - UNIT SUMMARY					
RENEWALS & REPLACEMENT					
Civic Offices Based Teams	9,000	9,000	9,000	11,000	11,000
Suburban Office Based Teams	40,000	36,000	29,000	41,000	41,000
TOTAL: Renewal & Replacements	49,000	45,000	38,000	52,000	52,000
ASSET IMPROVEMENTS					
Civic Offices Based Teams	2,000	2,000	2,000	2,000	2,000
Suburban Office Based Teams	41,000	36,000	35,000	30,000	30,000
TOTAL: Asset Improvements	43,000	38,000	37,000	32,000	32,000
NEW ASSETS					
Civic Offices Based Teams	5,000	5,000	5,000	5,000	5,000
Suburban Office Based Teams	20,000	25,000	40,000	30,000	30,000
TOTAL: Asset Improvements	25,000	30,000	45,000	35,000	35,000
TOTAL - SECRETARIAT	117,000	113,000	120,000	119,000	119,000
Annual Plan 2003/2004	117,000	113,000	120,000	119,000	

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RESPONSIBLE COMMITTEE:		STRATEGY & FINANCE COMMITTEE				
BUSINESS UNIT:		SECRETARIAT				
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
RICCARTON BUSH TRUST ADMIN	Annual Fee	\$7,000	Annual Fee	\$7,000		
<i>Community Engagement (Shirley/Papanui)</i>						
Community Board Meeting Room	\$80 per day	\$2,000	\$80 per day	\$2,000		
Hire of Room	\$40 session		\$40 session			
TOTAL		----- \$9,000 =====		----- \$9,000 =====		