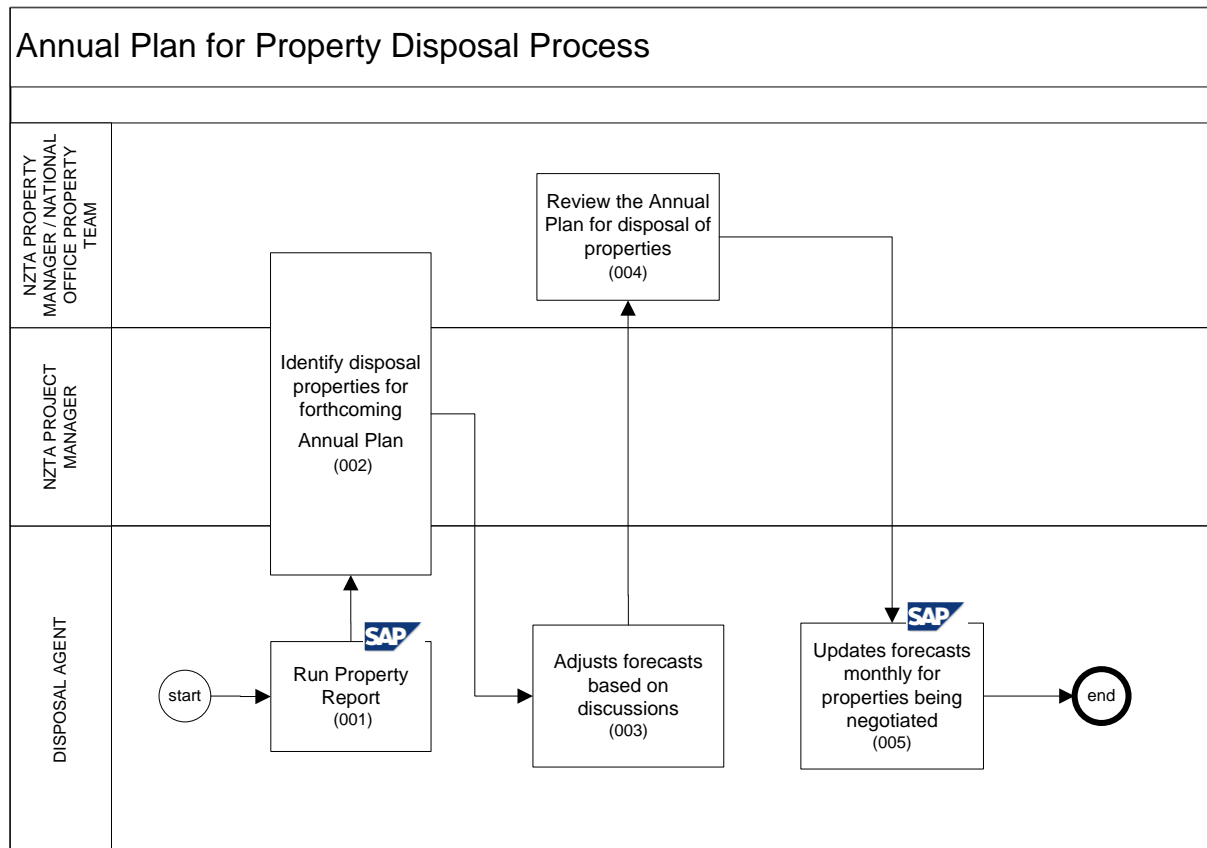


Annual Plan for Property Disposal (PM9.3)

This process details the steps required to create an Annual Plan for the disposal of properties, which will in turn become part of the national Annual Plan.

Process flow diagram

The process flow is shown below.



Process steps

The steps for this process are detailed below.

Step	Action
1.	The Disposal Agent runs a property forecast report to assist in deciding which properties to include for disposal in the Annual Plan. (Note that this report will be delivered and documented post the initial Real Estate module go-live period.)
2.	The NZTA Property Manager, NZTA Project Manager and Disposal Agent meet to discuss which properties need to be disposed of and by when, based on the upcoming projects.
3.	The Disposal Agent adjusts forecasts based on the programme agreed in the discussions in step 2 above.

Continued on next page...

Step	Action
4.	<p>The NZTA Property Disposal Manager and National Office Property team meet to review the Annual Plan for disposal of properties. This meeting also determines what funds to allocate based on discussions with the Regional Property Managers to which projects and regions and based on the forecasts entered in step 3 above.</p> <p>The National Plan will allocate property disposal funds to regions and projects. The national allocation will be allocated to individual properties by generating a forecast agreed by the NZTA Property Disposals Manager. When finalised this forecast is created as an baseline version (i.e. baselined/locked at that point) which can be compared to later versions.</p> <p>This becomes part of the approved plan. At this point in time the forecasts are approved as become actuals (in practical terms, NZTA National Office will copy the 'forecast' version as an 'allocation' version in SAP).</p>
5.	<p>The Disposal Agent updates forecasts on a monthly basis for the properties being negotiated and ensures that the total revenue remains close to the approved allocation. Refer to the CJR4 (Enter Disposals Forecast) transaction guide for more detail.</p>

Business rules

Once the allocation is set the Disposal Agent must obtain the NZTA Property Disposal Agent's approval before instigating negotiations on a property that is not in the allocation (baseline).