

BUSINESS FOCUS

Purpose

The purpose of this Business Focus section is to outline for Members some of the measures available to improve their businesses through professional development and various forms of communication including reports.

Benefits to Members and Clients

Most of the Valuation and Property Standards Manual is intended to firstly benefit Members and secondly their clients. It will give Members a better understanding of what the property profession expects of them as Members of the Australian Property Institute and Property Institute of New Zealand while at the same time assisting them to increase the benefits and relevance of the service provided to clients.

Clients Needs and Problems

The main reason for being in business is to serve and benefit a client. Benefits come from solving client problems. This requires an understanding of client needs and an awareness that those needs for some of our client groups are frequently changing. If we are to remain relevant to them we must know how to change what we do so we continue to solve their problems.

Forward Looking

The Australian Property Institute and Property Institute of New Zealand have strengthened their focus on Members' client groups and will assist Members in the process of solving clients' property-related problems. Your Institute is constantly looking forward trying to see what is over the horizon and working on appropriate responses.

Expansion of Business Focus

This Business Focus section will be expanded in the future to provide greater assistance to Members in meeting clients' needs and solving their property-related problems especially as the era of electronic commerce develops. If Members would like to see anything in particular developed to assist them, the Institute would be pleased to discuss their requirements.

The Institute trusts that the Manual and this Business Focus section in particular, will benefit Members and their clients.

Want to Know More

Visit the Institute's web site:

www.api.org.au or www.property.org.nz

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PROFESSIONAL ACTIVITIES

1.0 Introduction

1.1 Purpose

The purpose of this Business Focus element is to inform Members of various professional activities that can be undertaken to increase expertise and professional standing as a foundation for improved business and/or career prospects as well as contribution to the advancement of the body professional.

1.2 Points towards CPD

Most of the activities listed below will qualify for CPD points. Check Business Focus 4: 'CPD Requirements, Activity Planner & Record' for eligibility details.

1.3 Professional Groups

Around Australia & New Zealand are groups of Members of the API & PINZ who meet regularly to discuss matters of interest at a professional level and to network and enjoy professional camaraderie. These are usually low cost activities of several hours duration, often featuring a guest speaker. In metropolitan areas it should be possible to find a group that suits your interests and professional activities. Numbers in non-metropolitan areas usually mean only one group per region. Most groups will have a Chairperson as well as other office bearers. These are further opportunities for professional advancement. Contact your Divisional office/ Branch for details of groups near you.

1.4 CPD Modules

The Institute's have developed a wide range of module topics to periodically offer Members. These range from several hours duration to full day workshops and some spread over a number of weeks. New topics are constantly being developed to meet demand in our dynamic property area. Most of these run on a cost recovery basis. Contact your Divisional office/Branch for details of modules coming up (though most will mail out flyers with newsletters).

1.5 Risk Management Module (RMM)

To further professionalism as an integral component part of bringing about improved Professional Indemnity Insurance market conditions on behalf of members, the Australian Property Institute initiated a compulsory Risk Management Module (course) for all practising valuers as part of the continuing professional development program.

The Risk Management Module includes topics such as best practice, better communication, better client selection, the stages of valuation, principles of law, a review of the API's Rules of Conduct and Code of Ethics together with disciplinary of proceedings and the regulatory framework, professional office procedures and an awareness of insurance issues.

The intent of the Risk Management Module is to curb the deteriorating Professional Indemnity Market conditions which has been characterised by rapidly rising premiums, rapidly rising self insured excesses or deductibles and deteriorating policy wordings.

1.6 Conferences

Most API Divisions will hold conferences with some events long established and attracting hundreds of Members and other interested parties. Some conferences are urban focussed while others are rural. While many are held in capital cities and regional centres as appropriate, others are held at resort destinations for those who like to combine professional activities and tax advantages. PINZ holds an annual national conference which attracts more than 500 property professionals, organises national seminars and an annual national audio conference. PINZ Branches provide local seminars and educational events. International conferences are also available. Conferences are not only an excellent way of earning CPD points and gaining knowledge, but they are also an excellent opportunity for networking and catching up with professional acquaintances. And if cost is an issue, some study groups also organise low cost half and one day conferences and workshops. Details on conferences are usually included in Institute publications.

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1.7 Tapes, Videos and Papers

From some of the above activities a range of tapes, videos and papers are produced and are available for purchase at low cost from the Divisional/Branch offices while videos are often available for hire. These are excellent ways to learn and gain more CPD points at a time and place of your choosing.

1.8 Boards, Councils and Committees

Most API Divisions have Professional Boards and all have Divisional Councils. Most API Divisional Council positions are member-elected while a few are appointed as are Board positions. Potential exists to progress to National Council, National Professional Board and Australian Valuation and Property Standards Board. PINZ operates an elected Board and NZIV operates an elected Council. Reporting to both of these groups are national Committees and Boards together with Branch Committees, All these are excellent opportunities to contribute to the advancement of the profession. The Institutes are keen to have the benefit of input from more recently qualified Members. Occasionally the opportunity arises for Members to be part of short term 'ad hoc' committees, usually to address specific issues.

1.9 Articles for Professional Journal

The Editorial Board of the professional journal of API and PINZ is interested to receive articles of interest from Members. These do not have to be highly technical but can have broad appeal rather than being narrowly focused on local issues.

REPORTS, CONTENT AND COMPILATION

1.0 Introduction

1.1 Purpose

The purpose of this Business Focus element is to provide Members with an indication of some of the types of reports which can be produced for clients, what they could contain and how they might be compiled.

1.2 Scope

This Business Focus element applies to Members providing an array of reports to clients on a wide range of property types and issues, and for numerous purposes.

1.3 Definition

For the purpose of this Business Focus element, a report is any written or oral communication of a property assessment, analysis, consulting service that is forwarded, conveyed or transmitted to the client upon completion of an assignment.

1.4 Oral Report

Where a report is conveyed to a client in an oral communication, it is recommended that the advice be confirmed in a hard copy or other electronic or digital format capable of producing a text version. If instructed not to provide anything in writing, it is important to ensure this is noted in the file along with a written record of the oral advice provided.

2.0 Report Purpose

2.1 Purpose dictates Report Type, Format and Content

Reports can have many names, but most, if not all, property reports are basically aimed at providing solutions to property problems to meet clients' needs and purposes. The problem may be as simple as not knowing some information about a property, it may involve a client's need to know what would be the best use to which to put the property, whether it is suitable security (what are the risks and Market Value)

for a mortgage advance, or as complex as establishing the feasibility of a mixed category, multi-stage development proposed for a rapidly expanding area where the site needs rezoning and remediation of contamination. The purpose for which the client needs the report and the nature of the problem to be solved will both tend to dictate the:

- type of report,
- format of the report, and the
- content of the report.

3.0 Types of Reports

3.1 Three Main Categories

Most report styles tend to fall into one of the following three categories:

- Self-contained or comprehensive style
- Summary or short form style
- Restricted or proforma style

The substantive content of a report and not the size of the document alone influences which category a report fits into. Each item in each type of report should be addressed in the depth and detail as appropriate for the item, the type of report and purpose.

3.2 Self-contained or Comprehensive

A self-contained or comprehensive style report generally 'describes' its information at a comprehensive level of detail. It should contain all information significant to the solution of the property problem. It will often involve in-depth detail on each of many points under numerous headings in sections containing like information.

3.3 Summary or Short Form

A summary or short form style report generally 'summarises' its information in a more concise form. It should contain a summary of all information significant to the solution of the property problem. It will often involve one or

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several paragraphs summarising in abbreviated narrative or tabular format, the main points under a major heading or section.

3.4 Restricted or Proforma

A restricted or proforma style report 'states' much its information in a minimal presentation. The headings are often decided by the client (who tends to be a volume user of Members reports) who requires information briefly stated. It will often involve a combination of brief narrative statements and simple fact statements or bulleted points.

3.5 Deciding type or style

In deciding the type or style of report appropriate in any instance, the following should be considered:

- the client's requirements,
- the client's level of understanding of the particular type of property and its market,
- the purpose of the assignment or task.

4.0 Report Formats

4.1 Institute does not Dictate Format

While the Institute does not dictate the form, format or style of reports, it may assist Members by indicating what could be provided or it may produce formats for particular client groups to enable the benefits of uniformity to be gained.

4.2 Word Processor Report Templates and other Useful Features

Modern word processing programs often provide report templates. They also include many features enabling very professional reports to be produced readily. These include:

- page headers and footers
- automatic page numbering
- automatic table of contents
- great variety of font types, sizes and enhancements such as bolding and italics
- table format control
- spell and grammar checks
- import data and graphs
- and many others.

New features are continually being added to these programs. Even if you have an existing program which appears to still be doing the job after three or four years, the advances are well worth the cost of upgrading. Many packages are offered today which include word processing, spreadsheet, database, graphics, organisers and presentation assistants. The package cost is often less than the cost of a single program just a few years ago and there are many more features. Databases can also be used to produce a report while capturing data to add to the database or using information already in it. Making the move can also be an ideal opportunity to upgrade hardware as well. Often, all a client sees of you is the reports you send in. Don't sell yourself short by submitting poorly presented and formatted reports. The annexure to this Business Focus element will also give an indication of how your report could be formatted.

4.3 E-commerce Era

The electronic commerce era is gathering pace. In the US and Canada it is already having significant impact on our profession in the residential mortgage reporting market. e-commerce for our profession is not about e-mailing files as many of us at first thought. Reports are generated out of a database and the content transmitted to the client as data fields. A significant number of Australian lenders are already well advanced in their plans in this area. e-commerce will have a significant impact on our professional lives. Our quick uptake in this area will be necessary if we are to remain relevant to our clients in their new ways of doing business. Initial indications are that it will best suit shorter form reports which will need to be consistent in format.

5.0 Report Content

5.1 Deciding on Content

The content of reports will vary greatly. With comprehensive and summary style reports the content can be decided by focussing on the subject, the purpose and the client's needs or problems and objectives.

5.2 Comment on Extent of Process

It is recommended that in each type of report that you comment on the extent of the process of collecting, confirming and reporting data. However this description should not be out of proportion to the length of the report.

With a comprehensive report the full extent of the process should be apparent to the report reader so such comment can be briefly stated.

With a summary report the full extent of the process may not be apparent to the reader, so to protect yourself, summarise the process.

With a Pro-forma report the full extent of the process will not be apparent to the reader so either the pro-forma or a supporting memorandum referenced in the report should describe the process.

5.3 Reference to File Material

It is also recommended with the summary and pro-forma reports that reference be made to the existence of appropriately detailed file material in support of the conclusions and that from these a comprehensive report can be compiled by further arrangement.

5.4 Caution any Limitation on Content

Where a client requests less content than is considered appropriate for the purpose, it would be prudent to include a covering comment on this limitation in the report noting that the detail is held on file and can be provided by further arrangement, (while also cautioning if the omission of that content could mislead or not adequately inform the client or any party authorised to rely on the report). If any restriction or limitation is imposed by the client on 'normal processes', great care should be taken.

5.5 Clearly and Logically Presented and Adequately Detailed

It is important for the content of a report to be clearly and logically presented and adequately detailed for the purpose. This applies especially to self-contained or comprehensive style reports. These will tend to comprise the following main parts:

- Summary - of the report and its findings or recommendations
- Body of the report comprising:
 - Property and/or Project - adequately described for the purpose.
 - Market - relevant dynamics and data.
 - Assessments, Consideration of Issues and Risk Analysis (if relevant).
 - Solutions if relevant.

- Annexures (addenda, appendices etc.) which are generally support material providing additional detail which has often been gathered from other sources.

6.0 Report Balance

6.1 Focus on the Problem and Solution not the Subject

It is important to keep reports in balance. The description of the subject should not out-weigh your focus on the market and the development of your solution to the property problem. In the past there has been client comment that some reports provide lots of detail about the property but very little about the market or the solution to the 'property problem', and that the position should be reversed.

As a Member and a property professional, your point of difference is your ability to provide solutions to property problems, not just describing property, - which is sometimes well known to the client anyway.

The key is in 'value adding' - putting content in your report which adds to your client's knowledge, not putting in lots of content which the client already knows or is not relevant to the current problem. The information which you have is not knowledge until it is in the hands of a client who can turn it into value. You can turn it into value for your client by solving his property problems with it.

6.2 Sufficiently Detailed Summary

Balance is also achieved by understanding the client's requirements and situation. While a client may require a comprehensive report (or in cases where such is warranted and provided), it is becoming increasingly obvious that busy clients do not have time to fully read the whole document. Though many reports provide an 'Executive Summary', often these do little more than indicate that the property has been inspected, that it contains certain improvements and a brief note of the particular property solution. Some clients then have to go through the whole report to prepare their own summary.

Balanced reporting at the 'stand alone' or 'comprehensive' level should provide a summary sufficiently detailed that it could almost pass as a Summary or Short form Report.

The reader should be able to gain an adequate understanding of the subject of the report, the

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relevant market, the main considerations and the solution to the property problem. Any aspect of concern can be explored further in the body of the report, the reader can come back to the balance of the report as time permits, or the report can be referred to someone else to follow up. The 'Summary', which could be 2-7 pages long, should touch on the main points of the report so that the reader will gain an overview of the purpose and subject of the report, the relevant market, the main considerations and the solution to the property problem.

6.3 Balance in Issues and Language

Balance in report content also requires a balance in the issues addressed and the language used. The report should:

- Objectively address upside and downside potential;
- Not be over-glowing in the positive aspects or unduly critical in negative aspects;
- Not infer things which should be detailed or explained;
- Not avoid or be silent on important issues;
- Not use jargon, abbreviations or unexplained technical terms unless suited to the client;
- Lead to a conclusion clearly supported by the report content.

6.4 Balance in Short-form Reports

Balance is also important in summary or short-form reports. While many practices use standard descriptions of a town or city, it looks obvious and out of balance when one suitable for a comprehensive report is inserted into a short-form report. It too should be scaled down to a summary version only.

6.5 Challenge of Pro-forma Reports

Pro-forma reports sometimes pose a challenge in deciding just what and how much information needs to be provided. Pro-formas are often designed or utilised by the client to meet a need (usually to gather just the important information in 'stated' or point form covering key aspects only). However, if a particular key aspect of the subject property is so important that the client should be informed beyond the space provided on a fixed field pro-forma, it is appropriate to provide an addenda to the pro-forma.

7.0 Report Content Prompters

There are many ways/combinations of techniques to produce a report. With the benefit of word processors, some people save a duplicate copy of a similar property report and change it as necessary. There are several inherent dangers with this method. Firstly, some detail that should be changed or deleted might not be, and secondly, some points that may not have been relevant in the first might be overlooked in the second. Perhaps a safer method is a report layout template containing any standard content with prompters built in. Annexed to this Business Focus element is a Report Compilation Prompter which you can use to select major section headings for your report and points under a range of sub-section headings from which to choose appropriate content. Out of this you can build a report template or shell with your standard content into which you insert the variables based on a selection of the prompters as relevant. While the headings and points are comprehensive, they are not exhaustive. Whatever system you use you will probably find it handy in building your reports. Add to it as necessary.

Annexure 1 - Comprehensive Report

(Nature of Problem Addressed)

Type of Property/Market Segment

Address of Property

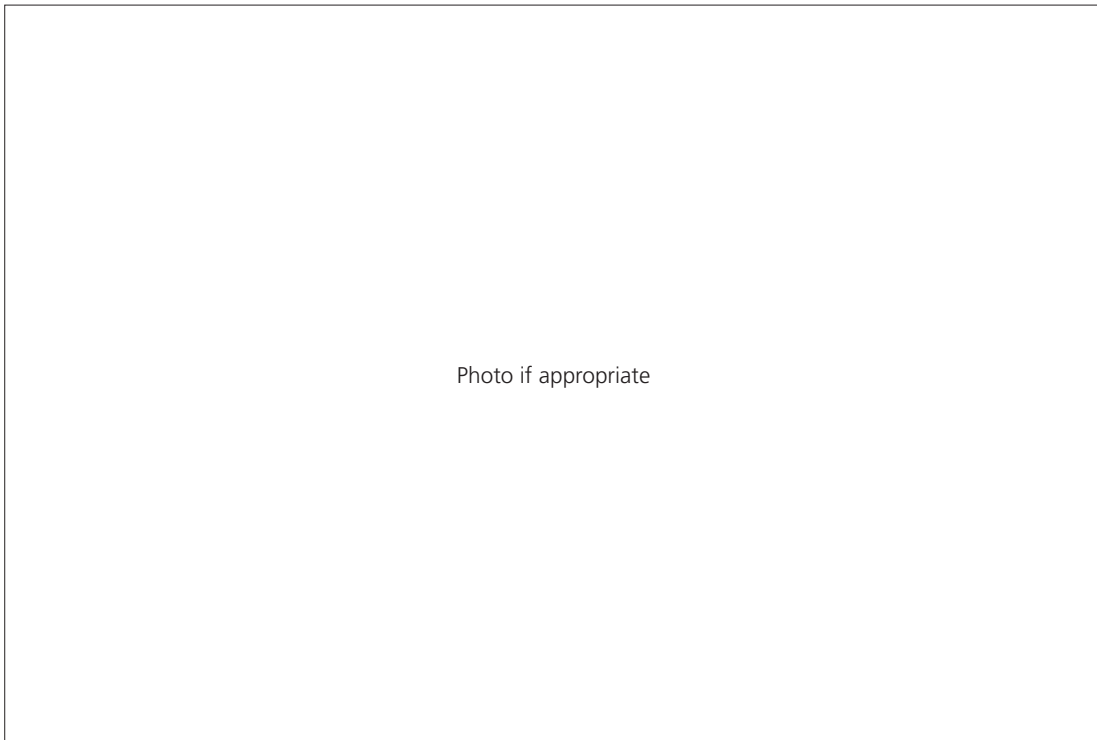


Photo if appropriate

Under Instructions From:

For the Use and Benefit Of:

Your Ref. / Order No:

Our Ref:

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1.0 Summary

1.1 Summary of Report

- Brief summary of client details and objectives
- Note any special conditions, assumptions or limitations required
- Brief summary of the subject of the report
- If includes a project, describe briefly
- Summarise market analysis
- Outline main issues
- Outline main findings

1.2 Recommendations

- List Recommendations (or alternatives)
- Report Date
- Signature of Member
- Name, Qualifications etc
- Draw attention to assumptions and limitations contained in report (or list)
- 'Report is for the use only of
- 'No extract from this report may be included

1.3 Assessments

- State the extent of the process of collecting, confirming and reporting data
- What interest has been assessed and for what purpose
- Date of assessment
- Market Value definition
- If a project, define 'as if complete' or 'on completion'
- Assessment in words and figures
- Note any special inclusions or exclusions which are not real property

2.0 Client

2.1 Client Details, Purpose and objectives

- Client name (if an organisation, include name of instructing representative)
- Purpose for which the report is required
- Statement of understanding of Client requirements and objectives

2.2 Required Assumptions and Limitations

- State any assumptions required by client or limitations imposed

3.0 Property

In this Section, choose headings as appropriate and re-number

3.1 Title and Property Detail

- Known As/Situated
- Legal Description
- Area
- Dimensions
- Title and Reference
- Restrictions, Encumbrances, leases etc. noted therein
- Recorded Ownership
- Nature of interest in the property
- Rating and taxing information

3.2 Planning Control

- Zoning and Scheme Reference
- Objectives of the zoning
- Allowable uses without consent
- Allowable uses with consent
- Prohibited uses
- Existing approvals and prior approvals and reference
- Any Heritage implications
- Planning requirements affecting any proposed uses or development
- Community and political environment
- Any Approvals for nearby properties
- Other broad Council policies which could affect the property eg. buffer zones, height restrictions, heritage areas etc.
- Any particularly important State Environmental Planning Policies
- Any proposed changes of zoning or draft plans
- Statutory Charges applicable
- Landscaping requirements

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- Carparking requirements
- Sunset clauses
- Subdivision requirements
- Floor Space Ratios
- Site setbacks
- Permitted densities
- Planning Certificates sighted

3.3 City or Town (or nearby main town) – by name

- Profile as relevant to the task and client
- Provide extra detail for non-local clients and indicate relative position to main centres

3.4 Location and Locality

- Side of street and nearest cross street (distance & direction)
- Nature of street (highway, main arterial, local through street, cul-de-sac)
- Number of lanes, median strip
- Traffic flow
- Locality or suburb name
- Km to CBD
- Nearby development
- Trend - redevelopment
- Changes - traffic flow pattern, population, demographics, new developments, existing traffic generators ceasing or changing operations
- Proximity to beneficial features
- Any particularly adverse features

3.5 The Land

- The site has been identified by reference to (DP, Survey Plan etc.)
- Shape
- Size
- Inside/corner
- Elevation in relation to street level
- Slope
- Soil type
- Fill

- Landslip
- Erosion risk
- Drainage
- Flooding or watercourse
- Easements, (or service conduits without easements)
- Suitability for building - geo-technical report required?
- Possible encroachments, setbacks from apparent boundaries
- Impact of adjacent properties
- Aspect
- Views
- Buffer zones
- Other environmental hazards eg. wind, fire, salt air, urban salinity
- Hazardous or offensive development
- Legal access
- Physical ingress/egress for vehicles and pedestrians & ease of
- Passing trade
- Noise Nuisance including flight paths and road noise
- Comment on history of site as a lead in on contamination
- Any apparent cause for contamination concern
- Is any proposed use likely to cause contamination
- Air pollution
- Mine subsidence proclamation area
- Conservation orders or Heritage issues
- Native Title – claim or prospects thereof

Rural - (additional to any relevant from above list)

- Altitude (range?)
- Rock
- Millable timber
- Carrying capacity
- Rainfall incidence and variation
- Land slip

- Salting
- Access to & within the property
- Topography
- Original timber
- Average yields crops
- Versatility of land use
- Flooding
- Weeds
- Erosion
- Soil compaction
- Views
- Soil types/areas
- Timber remaining
- Crop types typical and actual
- Drought
- Pests
- Acid soils
- Frost or hail prone
- Home site
- Various SEPP's (NSW) including
- SEPP 14 (Coastal Wetlands)
- SEPP 30 (Feedlots & Piggeries)
- SEPP 37 (Continued Mines & Extractive Industries)
- SEPP 46 (Clearing - Flora & Fauna)

Farm Improvements (other than main buildings)

- Internal roads
- Erosion / landslip control measures
- Fencing - boundary & subdivision
- Water - natural, catchment, storage & reticulation, domestic supply
- Irrigation - licences and details, controlling authority, water supply source & cost, reliability & current availability, delivery system & cost, layout, drainage.
- Pasture - types, condition and fertiliser history
- Plantations - type, number/area, age, condition, yields.
- Timber regeneration areas / woodlots

3.6 Services

- Electricity
- Gas
- Kerb & gutter
- Schools m/km
- Services adequate
- Water
- Phone
- Footpath
- Shops m/km
- Distance to silos
- Sewer/septic
- Road surface
- Transport m/km
- Parking
- Distance to Markets
- Where relevant, provide location of services

3.7 Improvements**Main Structure**

- Present use
- Building Type
- Built circa/exact year
- If strata, being one? of x units in the development

3.8 Construction

- External walls
- Floors
- Roof covering
- Wall frame
- Footings
- Roof frame
- Internal linings
- Windows
- Ceiling linings
- Shop front
- Ceiling height
- Awning

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Accommodation / Use Areas

- List main rooms / use areas (in a bulleted list or run-on style)

Approximate Areas

- List each main part of a building and show areas offset to the right

As applicable:

Living areas	m2
Patio & Verandah	m2
Garages	m2
Commercial Building	m2 GBA/m2 NLA
Lockup Shop	m2 NLA
Warehouse	m2 GBA

- Functional plan
- Correct design criteria
- If purpose built - adaptable? /alt. uses?
- Adequacy of areas
- Suit current use
- Obsolescence
- Loading areas
- Design aesthetics
- Any obvious non-compliance

Features and Standard

- Built-in features
- Floor coverings
- Air conditioning
- P.C. Items list/quality
- Window coverings
- Tenant improvements/fit-out
- Light fittings

Building Services (mainly commercial & industrial)

- Aircond./ventilation
- Special Electrical
- Elevators & escalators
- Sprinklers
- Lighting
- Goods lift
- Hydrants/fire hoses

- Security system
- Special Technology

Y2000 (Y2K) Compliance CGT Issues Impacting

- Effect on property/business
- Effect on value/security risk
- Market sentiment on issue

Structural Condition

- List any significant problems or state if none readily apparent.
- Note if engineer's certificate required

Repairs and Maintenance

- List any significant items/state if no readily apparent major items outstanding
- List major refurbishment or upgrading required and estimated cost

Pests

- Note any apparent problems/state if no termites or pests evident.
- Recommend inspection by reputable pest control company if warranted

Occupational Health & Safety

- Asbestos
- Trade Waste
- Un-healthy building

Farm Buildings and Structures

- Brief description of use, size/capacity of each in bulleted form.

Ancillary Improvements

- List these in bulleted form broadly classified, (eg. fencing, paving, landscaping, detached minor buildings, carparking, service areas, signage, yard lights etc.)
- If strata, general description of shared amenities, facilities, common property.

3.9 Occupancy and Outgoings

Epitome of leases - following detail as available or appropriate

- Premises identification
- Lessee
- Commenced
- Expiry

- Term
- Commencing rent
- Current (passing) rent
- Total occupancy cost
- Area occupied
- Car spaces if included
- Lessee outgoings
- Review method & frequency
- Next review
- Option(s)
- Use permitted by lease
- Unusual provisions
- Option to purchase
- Original or copy
- Sighted
- Signed/Stamped
- Vacancy factor
- Vacancy history
- Standing of major tenants
- Any retail leases legislation compliance
- If a project, asking rents and any pre-commitments
- Incentives offered or required by the market to maintain or attract tenants
- Is the property managed & if so does it appear effective
- Is there any excess land for which no effective rent is paid
- If the property is owner-occupied, what would be reasonable market terms and conditions for a lease
- Term
- Options
- Initial Rent
- Review method
- Review frequency
- Outgoings responsibility
- If the property is not leased at present, allowance for loss of rent and leasing up?

Comments

- Occupancy status - vacant/owner-occupied/tenanted
- Note areas unable to inspect and give reason
- Sight rent review documents (comment if not available)
- Terms certain remaining
- Total Passing Rent
- Naming rights rental
- Face rents/effective rents
- Overage rent
- Rack rents
- Reversions
- Characteristics of the income stream
- Security of rental income
- Arrears or non-payment
- Arms length dealing
- Deposits or guarantees held
- Tenant fitouts
- Incentives given
- Highlight leases expiring, options being exercised or new leases pending
- Tenancy mix

Outgoings (*actual or estimated*) and Recoveries (*actual*)

	Outgoings	Recoveries
Rates	\$	\$
Land Tax	\$	\$
Insurance	\$	\$
Repairs and Maintenance	\$	
Cleaning	\$	\$
Air Conditioning	\$	\$
Electricity	\$	\$
Lift Maintenance	\$	\$
Management	\$	\$
Fire Protection	\$	\$
Pest Control	\$	\$
Security	\$	\$
Body Corporate Fees	\$	\$
TOTALS	\$	\$

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- Outgoings equate to approximately \$per m2 of **net/ gross** lettable area
- Is major expenditure above normal R&M required to maintain rental levels? Comparison with normal building maintenance costs.

Rental Income Summary

Rental Income	\$
Plus Recoveries	\$
Gross Rental Income	\$
Less Outgoings	\$
Net Rental Income	\$

3.10 Trading

If a specialised trading property and goodwill is included, consider the following:

- Nature of trade and management
- Comments about trade - past, present and trend.
- Outline/summarise trading figures as supplied and/or adjusted
- Adequacy of business records/financial returns kept - if inadequate or not available, what effect on capitalisation rate and marketability.
- Business systems adequacy including Y2K compliance
- Explain any adjustments
- Treatment of chattels, plant and equipment

4.0 Project

4.1 Project Details

- Describe project/renovation program
- Building approval detail and conditions
- Extent of plans and documentation prepared
- Fees, levies and charges paid to date
- Builder
- Plans & Specifications
- Estimated Cost
- Licence No.
- Engineer's Details
- Work by owner
- Quote/Contract Price

- Construction Period
- Progress Inspections
- Development Program
- If work in progress, indicate:
 - stage of construction
 - Estimated cost of work carried out in relation to contract price
 - Estimated cost to complete the project under the current contract
 - Estimated completion period

5.0 Market Analysis

5.1 Marketability

- **SWOT** analysis - Strengths, Weaknesses, Opportunities & Threats - go through sections on property and project to address significant aspects especially **location**, and if a project, **timing**
- Overall market appeal and/or status of the property
- Any subdivision potential - position of any structures
- Any onerous encumbrances on title
- If any contamination, is stigma likely after remediation
- Economic/functional obsolescence, costs and merits of remedying
- Code non-compliance - cost and allowable time frame to meet requirements
- Purpose built building - suitability for conversion and cost
- Year 2000 compliance - anything affected e.g. lifts, air conditioning
- CGT Impact on marketability, value and replacement insurance
- Alternative uses
- Is existing use Highest and Best Use otherwise what is
- Physical capacity of site
- If a redevelopment site, demolition, site access problems or cramped site conditions
- Under/over capitalisation

- Any land surplus to current requirements or for which no rental return achieved
- Native Title issues
- Heritage/National Trust issues
- Strength of tenancies
- Any significant reversionary income
- Upcoming vacancies
- Likely tenant profile
- Buyer motivation and requirements
- Vendor motivation
- How good is the total package
- Comparative position in the market place - market segment
- Any measures which would improve the property's market position and advantage
- Is there any 'marriage value' potential
- Is there any potential to fragment or disaggregate the property
- Any inherent factors which could impact favourably or adversely on value
- Any other special factors bearing in mind the purpose of the Report
- Marketing method alternatives
- Marketing strategy
- Any adverse impact of legislation e.g. Disability Discrimination Act

5.2 Condition of the Market

- Supply - sales/leasing listings level, private offerings
- Supply trend - new product being constructed/developed, approved
- Asking prices trend
- Demand level - sales/leasing rate, enquiry level, pent up demand
- Demand trend
- Rates of Return (yield) trend
- Buyer's/Seller's market
- Current position in the property cycle
- Prospect of market turning
- Ease of sale/leasing - likely marketing/letting up period

- Vacancy rate and trend
- Rental value trend
- Current marketing/leasing period and trend (if extended, give reasons)
- Incentives being offered/demanded
- Finance availability and cost
- Building cost trend
- Timing of project - anticipated market conditions on completion
- Existing competition - prospects of increased competition
- Prospects of change in Council or Govt. policy or regulations
- General economic indicators - CPI, interest rate climate, bond rate
- Prospect of market rising and/or falling in the short and medium term - local, national or international factors likely to /which might impact on market
- If rural enterprise, price trend for produce - local & global factors affecting
- Current seasonal conditions

5.3 Market Dynamics

- Profile of sellers/buyers in this market segment
- Most likely type of buyer
- Profile of lessors/lessees in this market segment
- Most likely type of lessee
- Main market drivers
- Considerations made by typical buyers/sellers, lessors/lessees
- Investor activity
- Mortgagee sales activity
- Motivation of vendors and purchasers/lessors/lessees
- Historical market volatility
- Influence of marketing agents
- Predominate sales/leasing method
- Market sentiment - consumer & business confidence levels & trends, unemployment
- Market price range and typical market segments

BUSINESS FOCUS 2

5.4 Market Data / Market Indicators

5.4.1 Property Sales

- Sources of information
- Sales details and analyses
 - Address/Name of property
 - Legal description
 - Date of Contract
 - Price
 - Land Area
 - Zoning
 - Improvements
 - Lessee
 - Term of lease
 - Net lettable area (NLA) - GBA for industrial
 - Net rent
 - Net Profit
 - Indicates - yield or appropriate unit of value
 - Comments (including any special conditions or circumstances)
- Current/Most recent sale of the subject property - movement since
- Asking prices (including subject property)
- Offers (including for subject)
- Evidence of market movement - recent and long term trend line.

5.4.2 Property Rentals

- General summary of rental levels, or
- When detail readily available and public knowledge:
 - Premises
 - Area occupied
 - Use permitted
 - Car spaces if included
 - Lessee/occupant
 - Term
 - Commenced
 - Expiry
 - Option(s)
 - Review method & frequency

- Next review
- Commencing rent
- Current rent
- Lessee outgoings
- Total cost of occupancy
- State if actual rents on subject are in line with the market
- Any reversionary income for subject property
- If a vacancy exists or occurs at present, could the area be leased at a similar rental and how long could it take to find a new tenant
- If a development project, are the asking rentals achievable and sustainable
- What is level of competition from existing developments and other proposals or developments which could come on-line in a similar marketing period

5.4.3 Rates of Return

- Discuss the relevance and application of each sale which indicates a cap. rate
- Considered range applicable to this property

5.4.4 Developer's Profit

- Where available, provide analysed market evidence of developer's profit
- Where analysed evidence is not available, provide indication of profit expectation

5.4.5 Vacancy Rates

- Historical and current vacancy rate for the subject property
- Historical and current vacancy rate in this market segment
- Vacancy rate trend.

6.0 Assessments

6.1 Valuation Approaches

Indicate which methods of valuation adopted and why

6.1.1 Sales Comparison Approach

- Brief explanation of what the approach does
- Compare sales with subject property making appropriate adjustments for differences in the property itself and for such factors as movement in the market and in circumstances of sale, or alternatively

- Deduce rates per unit of comparison (m2, unit/flat, hectare etc) and apply to the subject property.
- Indicate value or value range indicated

6.1.2 Capitalisation Approach

- Brief explanation of what the approach does
- Set out the approach, which could be along the following lines (adjusted as necessary) and include reference to section of report the figure used was derived from

Rental Income	(section 6.1.2)	\$
Plus Recoveries	(section 6.1.2)	\$
Gross Rental		\$
Less Vacancy	(section 6.1.2)	\$
Outgoings	(section x.x.x)	\$
Net Rental		\$
Capitalised (section x.x.x)	@ % = \$	
	@ % = \$	
	@ % = \$	

Adjustments

Where no effective rent paid for 'excess land'

Plus Excess land (section 6.1.2) \$

Where major expenditure required to achieve adopted rental level

Less Significant

R & M (section 6.1.2) \$

Cost to Convert (section 6.1.2) \$

Where vacant or valued on vacant possession basis

Less Loss of Rent (section 6.1.2) \$

Leasing Fees (section 6.1.2) \$

Indicated Value Range \$

6.1.3 Summation Approach

- Brief explanation of what the approach does
- Set out the approach, which could be along the following lines (adjusted as necessary) and include reference to section of report the figure used was derived from

As applicable:

Land	\$
Main Structure	\$

Other Improvements	\$
Holding Costs & Entrepreneurial Profit	\$
Goodwill	\$
Licence	\$
Indicated Value	\$

6.1.4 Hypothetical Development/Residual Value Analysis

- Brief explanation of what the approach does
- Set out the approach as appropriate to the particular exercise

6.1.5 Financial Modelling/Discounted Cash Flow

- Brief explanation of what the approach does
- Set out the approach as appropriate

6.2 Assessment(s)

- Explain market sensitivity - value is most probable selling price within a range
- Insert value definition as appropriate:
 - Market Value
 - Alternate use value
 - Value as if complete/Value on completion
 - Rental value etc
- Reconcile the approaches adopted
- Indicate why any of the usual methods may not have been used
- Set out the value(s) adopted

7.0 Project feasibility (evaluation)

7.1 Feasibility Study (Project Evaluation)

- Refer Real Property Guidance Note 5 [ANZRPGN 5]

7.2 Sensitivity Analysis

- Refer Real Property Guidance Note 5 [ANZRPGN 5]

BUSINESS FOCUS 2

8.0 Issues

In this Section, identify and explain the relevance of the issues (under the following headings as relevant) that impact on the needs and objectives of the client or the purpose of the report.

- 8.1 Subject Property
- 8.2 Project
- 8.3 Neighbouring Properties and Neighbourhood
- 8.4 Market
- 8.5 Assessments
- 8.6 Feasibility

9.0 Risk analysis

- 9.1 The Property/Project, The Market and Trends

10.0 Strategy (if relevant)

- 10.1 Alternatives
 - List

11.0 Recommendations (if relevant)

- List

Annexures

- Include as necessary to support and enhance report.

PROPERTY ACTION PLANS

1.0 Introduction

1.1 Purpose

The purpose of this Business Focus element is to explain the role of the Member in providing Property Action Planning services to clients.

1.2 Scope of this Business Focus Element

This Business Focus element applies to Members providing Property Action Planning services to clients covering any opportunity, threat or problem associated with property.

1.3 Definition

Property Action Planning is the provision of suitable and adequate information and sound advice in response to the needs and objectives of a client relevant to any opportunity, threat or problem associated with property.

1.4 A Form of Consultancy

Property Action Planning is a form of consultancy which enables Property Professionals to focus their property and market knowledge, apply their research, analytical and technical skills and use balanced judgement in providing sound advice in response to clients' property opportunities, threats and problems. It may relate to purchase or sale of real estate, the development or redevelopment potential of property, or financial management and property planning activities. It can include involvement in purchase and marketing strategies, security risk analysis and risk minimisation, performance analysis and improvement, negotiation and expert representation, project feasibility and sensitivity analysis, potential identification and re-zoning. The range of Property Action Planning consultancy services which Members can offer is very broad given the dynamics of property and their ability to tailor services to a client's particular needs and objectives. Annexed to this Business Focus element is a list of some Property Action Planning scenarios.

2.0 Establishing the client's needs and objectives

2.1 Develop a Clear Understanding

It is fundamental to develop from the outset a clear understanding of the client's specific needs and objectives. Assuming the initial consultation is in person, this will involve listening to what the client has to say and asking appropriate questions. This will be particularly necessary where the client is a new client or is unsure as to what is required. This process should extend beyond the actual issue to establish the context in which the consultancy is to be carried out. While it may involve developing some understanding of the client's financial arrangements, it should not attempt to supplant the role of a financial planner. A basic understanding of other property assets and longer term objectives of the client will be important in many instances. Other circumstances may need to be considered. The property action plan needs to suit this particular client as well as the property.

It is an action plan for the client, not just for the property.

2.2 Confirm in Writing

At the initial consultation, as much information as possible should be taken down at the time in note form. When it appears that the subject has been well covered, summarise the position with the client to ensure you clearly understand his needs and objectives. It would be beneficial to confirm this in writing for the client as well as indicating what plan of action you propose, what type of report you consider appropriate and the basis of your fee. Provide an extra copy of this letter for the client to sign and return as acknowledgment.

2.3 Personal Consultation

If initial instructions are received 'in writing', you should arrange an initial personal consultation or if not practical, make verbal contact with the client to help personalise the relationship and open up lines of communication. Any additional information obtained should be noted on file and where appropriate confirmed in writing along with the other matters as referred to above.

BUSINESS FOCUS 3

2.4 The Importance of Communication

Consultancy will often require frequent communication with the client especially if the task is complex, has many phases, involves other experts or involves a development project. If the task will take some weeks or months, it is important to keep your client informed of progress even if no problems are being encountered or you need no additional information from your client. A brief letter every one or two weeks just to let the client know that the Property Action Plan is progressing will do much for the client's peace of mind and your reputation. Of course, it may also be wise to schedule further meetings especially where alternatives need to be considered before progressing the plan.

2.5 Obtaining and Relying on Other Experts Reports

Where it is considered that other expert's reports are necessary, you should obtain your client's written approval and an undertaking on payment of the fee (or a confirmation letter signed by the client). You should explain to your client that you will rely on the information provided in arriving at any assessments or recommendations in your Property Action Plan.

2.6 An Opportunity to Extend Your Service

At times you may be contacted to simply provide a valuation report, however as you communicate with the client, you may find that the need may actually be for a Property Action Plan. Many clients may not realise just how much assistance you can provide. By letting them know you can increase the benefits you provide and your relevance to them.

3.0 Content of Property Action Plans

3.1 What Issues to Address

Property Action Planning covers a very broad range of property-related issues addressing clients' needs and objectives. The possible issues to address will therefore be numerous, but by focussing on the subject, the purpose and the client, you will be able to decide what issues to address.

3.2 Detailed Report

More often than not, the overall report will be detailed. That is not to say that all sections of the report will need to be detailed. For example, if

the client knows the property well and is primarily interested in development alternatives, planning and timing, then the report on his Property Action Plan should not need a detailed description of the property. It would however, be prudent to include a statement to the effect that 'the property is understood to be well known to the client and for the purpose of the plan is not considered to warrant detailed description, but rather is briefly described as follows'. (Similarly in other cases where only brief or limited detail is provided, some comment should be made as to why this amount was considered adequate.) The report could be expected to be detailed in relation to the specific issues important to the client's needs and objectives. In the above instance, development alternatives, planning and timing and any related assessments, feasibility studies and sensitivity analyses would be detailed. With detailed reports, it is beneficial to provide a very good summary which would probably run to between two and five pages. It should give your client a good overview of the main aspects of the report and the Property Action Plan. As a guide, it should be capable of almost standing on its own as a Summary or Short-form Style Report.

3.3 Summary Style Report

Where specifically required by a client, a summary style report can be provided. This could take the form of the first two sections of a detailed report (i.e. summary and client detail) but without a table of contents. In such cases it is recommended that the client section include note of this limitation. This could be to the effect of 'We are instructed to provide a Report Summary only which we are informed is adequate for our client's current requirements. A comprehensive report can be obtained if further and better particulars are subsequently required'.

3.4 Checklist

Annexed to this Business Focus element is a short checklist of headings which may be useful as a prompter in the initial consultation. You can use it to decide what the Property Action Plan report will include and the order in which points will appear. In Business Focus 2 [BF 2], there is a Report Compilation Prompter which has a series of dot points as content prompters for each report heading and sub-heading. By no means is the list intended to be exhaustive nor is it intended that you would need to address every point under any selected heading. Use it to help you decide

(or remember) what points to address under the headings you select. You decide the order as well.

3.5 Valuation Techniques Applicable but Not Always Required

Consultancy and Property Action Planning is not divorced from property valuation. Most, if not all of the techniques used in valuation studies are also applicable to the analyses performed in consulting and Property Action Planning. However a Property Action Plan may not require any valuation, or it may use one or more valuations as part of a broader analysis.

3.6 Maintain Objectivity and Support Findings

Although the tools common to valuation and consulting may be used differently in each Property Action Planning assignment, Members should at all times maintain their objectivity and support their findings with facts extracted from competently conducted research. By their nature, Property Action Planning assignments are often more subjective than valuation assignments. Therefore, a Member undertaking a Property Action Planning Assignment should identify and evaluate both facts and judgments and then relate findings to the financial decisions under consideration.

4.0 Property Action Plan Workshops

If you are interested in diversifying your practice by providing this type of service, you may do so as soon as you like. If you wish to be able to use the report formats developed by the Institute, you will need to attend a workshop. This will give you a better understanding of how to provide the service and how to promote it. Contact your divisional office for details of the next workshops nearest to you.

Annexure 1 Property Action Plans

A Property Action Plan is tailored to a client's situation and objectives. It may cover one, or a combination of several, of the following property action plan scenarios involving property, development and construction projects, investments and markets.

- Sale Price Maximisation and Marketing Strategies
- Purchase Price and Purchase Risk Minimisation

- Property Investment Analysis, Assessment and Recommendations
- Property Aggregation Potential and Strategy
- Property Dis-Aggregation to Optimise or Expedite Realisation
- Investment Opportunity Identification and Portfolio Suitability
- Property Portfolio Performance and Composition Review
- Comparative Investment Property Yields and Income Volatility
- Development Alternatives, Planning and Timing
- Re-Development Profit Potential and Risk
- Extension and Refurbishment Cost-Benefit Analysis
- Changing Technology and Regulations Impact Assessment
- Change of Use Potential and Process
- Re-zoning to a more Profitable or Beneficial Use
- Development Consent to Enhance Marketability or Undertake Project
- Highest and Best Use Potential Identification and Capitalisation
- Project Feasibility, Timing and Finance
- Security Risk Analysis, Risk Minimisation and Equity Outlook
- Equity Recovery Maximisation Strategy
- Purchase and Development Funding to Leverage into Opportunities
- Operating Cost Reduction to Improve Return and Add Value
- Holding Cost Minimisation Pending Opportunity Capitalisation
- Specialised Trading Property and Business Opportunity Analysis
- Improving Tenancy Mix to Secure Income and Increase Value
- Public Authority Acquisition Compensation Maximisation
- Property Partition to Resolve Partnership Problems
- Lease Terms and Conditions Advice, Assessment and Negotiation
- Dispute, Tribunal Hearing or Litigation Expert Evidence Presentation
- Insurance Adequacy Advising and Assessment

The range of potential services Members of the API can offer is broad given the dynamics of property and their ability to tailor services to a client's particular needs and objectives.

BUSINESS FOCUS 3

Property Action Plan

Prepared by a Member of the API for

OWNERS

Sale
Development Analysis
Performance Optimisation

Property Action Plans provide relevant, concise and timely advice to meet the needs and objectives of a Client.

Property Action Plans identify and analyse property-specific Strengths, Weaknesses, Opportunities and Threats. A Report sets out recommended client actions to enhance and capitalise on property strengths and opportunities and to minimise and reduce weaknesses and threats. It may also identify areas of uncertainty or concern, recommending specialists reports or production of documents prior to, or as a condition of, any binding agreements. Where warranted, the report also provides appropriate assessments of Market Value or rent.

A Property Action Plan can address such issues as:

- Marketing Strategy
- Purchasing Strategy
- Market Analysis
- Risk Minimisation
- Property Suitability
- Specialists Reports
- Highest and Best Use
- Operating Cost Reduction
- Tenancy Mix
- Yield Analysis
- Holding Cost Minimisation
- Profit Analysis
- Income Volatility
- Development Options
- Timing
- Insurance Adequacy
- Development Consent
- Change of Use
- Cost-Benefit Analysis
- Sensitivity Analysis
- Re-zoning

BUYERS

Purchase
Investment Analysis
Opportunity Identification

Broad Vision, Balanced Judgement and Sound Advice

Members of the API look objectively at individual properties or portfolios, initial concepts or development-approved projects. They research and analyse market data and dynamics, bringing broad vision, balanced judgement and sound advice to your Property Action Plan.

Maximise Profit and Returns

Reduce Risks and Expenditure

Capitalise on Opportunities

Consult a Member of the API for your Property Action Plan

CPD REQUIREMENTS, ACTIVITY PLANNER & RECORDER

1.0 Continuing Professional Development (CPD) Defined:

Continuing Professional Development is the participation in ongoing education to improve knowledge/skills and develop the personal qualities necessary for the performance of technical, managerial and administrative duties throughout a professional person's career.

2.0 Making CPD work for you

Recent years have seen many client-driven changes in the services offered by Property Professionals. Through CPD Members can be certain that they will continue to keep abreast of the knowledge and skills required to successfully compete in an increasingly dynamic and challenging environment. CPD is essential in ensuring that all Members of the API and PINZ maintain a high standard of professionalism. Furthermore a high level of professionalism ensures that clients, employers, the public, government, other professions and relevant parties recognise the Members of the API and PINZ as the premier property professionals in Australia. Therefore CPD is not about collecting points, it is about:

- *Continuing learning throughout your professional life*
- *Professional maintaining knowledge and skills relevant to your work*
- *Development progressing your business, your career and your personal development*

3.0 Take stock and plan

Use the Planner in this document to determine:

- Where are you going professionally
- Where do you want to be in one year's time
- What additional knowledge and skills you will need

- Assess your current levels of competence in these areas by using the 'Levels of Competence' table below
- Determine the competence levels you want to achieve by the end of the year
- What CPD will you need to undertake
- What evidence will show that you have achieved your goals.

4.0 Levels of competence

Expert

Acknowledged by others as an authority in the area (subject)

Skilled

Able to work in the area/use the skills; occasional reference to information is necessary

Competent

Able to work in this area/use the skills; regular reference to further information is necessary

Familiar

Some knowledge/skills in the area; requires additional training as well as regular reference to information

No knowledge/skills

No knowledge/skills in the subject; requires full training

5.0 Members choose CPD activities

Each Member can choose the CPD activities from the list below that he/she wishes to undertake. However, a maximum of 10 CPD points (hours) per year will be recognised for on-the-job learning from performing additional/new vocational/professional functions and/or private planned study, i.e., a Member can obtain a maximum of 10 points from private planned study and no

points from learning on-the-job or vice versa or a Member can obtain a maximum of 10 points from a combination of private planned study and learning on-the-job.

6.0 CPD Requirements

- CPD is compulsory for all Members who are Graduates, Provisional Members, Associates, Fellows and Life Fellows. Students are not required to undertake CPD since they are already involved in substantial study periods.
- Non-practising and retired Members are only exempt from CPD if they have formally transferred to non-practising or retired status with the API.
- Members must achieve 20 points per calendar year of which at least 10 points must be from Property topics
- Each Member assesses whether or not a given topic qualifies for CPD
- One hour of CPD gives one point
- A maximum of 10 CPD points can be carried over from one year to the next however, Members must obtain a minimum of 10 points per year from Property topics

Property topics cover all areas related to property and can include such areas as the global and Australian economies; foreign language study to service overseas clients; and the study of trends in a particular industry such as cotton if providing valuation or property advice to people engaged in the cotton industry.

If in doubt about whether a topic qualifies as a property topic, Members should contact their Divisional office for confirmation.

- Members who have transferred to the non-practising affiliate class must obtain 20 CPD points prior to their transfer back to their former membership class. They will also be required to complete CPD points for the year of return on a pro-rata basis.
- New Members or Members transferring from affiliate membership part way through the year are required to complete CPD points on a pro-rata basis.
- Members resident overseas may gain 20 CPD points per year from private planned study.

7.0 RECOGNISED CPD ACTIVITIES

Section 1 of the CPD Record

- attendance at seminars, conferences, workshops, field days, modules as well as breakfasts, luncheons or dinners with keynote speakers on business/property topics conducted by
 - API/PINZ including Study/Discussion Groups
 - other professional associations
 - industry bodies
 - tertiary institutions
 - employers
 - other relevant course providers
- preparation and presentation of papers (one point per hour for both) to API/PINZ, other professional, educational or in-house functions
- authorship of published articles and/or text books or books (one point per hour)
- membership of committees examining technical/professional issues
- membership of an administrative committee of API/PINZ (maximum 2 points p.a.)
- formal individual study provided by distance education courses, programmed learning units, audio and video tapes
- formal study in Property or Business/ Personal Skills resulting in an award such as a certificate or degree

Section 2 of the CPD Record

- private planned study in areas relevant to the Property professions

Section 3 of the CPD Record

- Additional/New Vocational/Professional Functions

These functions refer to situations where learning takes place on-the-job by performing the function. Undertaking the functions either requires the gaining of new knowledge and/or skills or the improvement of existing knowledge and/or skills.

Examples where the undertaking of additional/new vocational/professional functions can occur include:

- managing the introduction of change (new computer systems, introduction of quality assurance procedures)
- merging with/acquiring a practice/starting your own practice
- being seconded to another organisation/ being seconded or transferred to another department (part) of the organisation
- changed existing job description or new position within same department.

IN SUMMARY, the CPD record contains 3 sections:

Section 1 - record seminars, conferences, in-house training, workshops, modules, papers etc

Section 2 - record private planned study

Section 3 - record learning on-the-job from additional/new vocational/professional functions

To obtain a CPD Certificate of Compliance you are required to complete the relevant sections, total your CPD points, sign and forward your CPD Record to your Divisional Office in Australia or National Office in New Zealand.

8.0 Annual CPD Minimum 15% Random Audit of CPD Records

- A Minimum 15% of Members required to undertake CPD are randomly selected for the audit.

API/PINZ CPD PLANNER

New knowledge/skills required or which need updating	Competence Level See table of page 2 Current Desired		Strategies for improving knowledge/skills	CPD Hours	Possible sources of evidence of improvement
<i>Example</i> Cash flow analysis using computers API DCF Practice Standard	Familiar	Competent	Computer course from API or other provider Private Study on API DCF Practice Standard Using cash flows on-the-job	10 3 7	Passing course assessment Acceptance of cash flow analysis by employer/client

ANNUAL API/PINZ CPD RECORD (for the period 1 January to 31 December 2007)

Name: *First Names* *Surname*

Address:

Employer: Tel (Work) Fax (Work)

Please tick if you wish to receive a CPD Certificate of Compliance

You must complete the following two questions:

Please tick this box if you have completed a valuation during this CPD reporting period (i.e. 1 January to 31 December 2007)

Please state the last time you completed an API approved Risk Management Module / OR Never
Month Year

Section One

Date	CPD Activity (eg seminar, conference, workshop, course, tape, technical committee, prepared and presented paper) / Topic / Presenter	CPD Activity Provider (eg API, RMIT, Qld Govt)	CPD Hours	CPD Points (1 point per hour)	
				Property	Non Property
Eg. 20/3/07	Valuation of Specialised Asset Classes – Service Stations	API -VIC	2	2	
				Subtotal	

2007 ANNUAL API/PINZ CPD RECORD (for the period 1 January to 31 December 2007)

Section 2 - Private Planned Study Completed During 2007

Topics Studied	Name of Publication	Author(s)	Publisher	CPD Hours	CPD Points (1 point per hour)	
					Property	Non Property
eg. Easements	Easements – Law & Valuation	Webster, Watkins, Holland	API (Seminar paper)	1	1	-
			Subtotal			

Section 3 - Additional / New Vocational / Professional Functions Undertaken in 2007

Additional / New Function(s) Performed	Knowledge/Skills gained or updated from learning on-the-job	Competence Level		Evidence of Improvement	CPD Hours	CPD Points (1 point per hour)	
		2006 Year	End 2007			Property	Non Property
eg. Marketing	Knowledge of marketing strategies for small professional practice	Familiar	Skilled	Developed & implemented marketing plan for small professional practice	8	-	8
Subtotal							
Total 2007 CPD Points							
2006 Points Carried Forward							
Total CPD points							

Note: Maximum of 10 points is recognised for Section 2 plus Section 3

Signature Date