Building Asset Management Plan 2011

Invercargill City Council

September 2011

Asset Management Plan

Asset	**Building Assets**		
	Name	**Signature**	**Date**
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Council Adoption:	12/12/11		

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Executive Summary

The Invercargill City Council provides a range of services to its Community which help the Community to achieve its social, economic, environmental, cultural and sustainability outcomes. Some of these services require specialist buildings that are not commercially viable developments eg swimming pools and theatres. Therefore the Council provides them as an essential part of providing the services. These buildings are referred to as the Core Buildings and are described in this Plan. The Plan also includes the Activity Management Plan for Public Toilets and some miscellaneous buildings of the Invercargill City Council. Data for other buildings which are owned by Council Controlled Organisations and Trusts is included in this document for purposes of retaining the information but are not included in Core Buildings financial considerations.

The Core Buildings Activity provides the following outputs:

- Asset management of Core Buildings which are tenanted by the departments of the Invercargill City Council which provide services to our Community:
  - Activity management of Public Toilets Activity of Invercargill City Council.
  - Asset management of Miscellaneous Buildings owned by Invercargill City Council.
  - Arrangement of Asset Management Plan data for buildings owned by Council Controlled Organisations of the Invercargill City Council and for Trusts based in the community of Invercargill City. These buildings have the potential to come into Council ownership in future if the owning entity should become financially nonviable.

Summary of Buildings. All are owned by Council except as noted below:

ACTIVITY/ BUILDING ASSET	PROPERTY ADDRESS	DESCRIPTION	OWNERSHIP
HALLS AND THEATRE			
Civic Theatre	88 Tay Street	Opera style theatre	Invercargill City Council
LIBRARY AND ARCHIVE			
Library	50 Dee Street	Borrowing library	Invercargill City Council
Archive	62 Dee Street	Records storage	Invercargill City Council
CORPORATE			
Administration Building	101 Esk Street	Six storey office building	Invercargill City Council
Bluff Service Centre	94 – 98 Gore Street	Service centre, suburban library, bank and Lotto Shop	Invercargill City Council

ACTIVITY/ BUILDING ASSET	PROPERTY ADDRESS	DESCRIPTION	OWNERSHIP
HOUSING CARE			
Miller Street	13 – 29 Miller Street	Pensioner flats	Invercargill City Council
Aurora Place	15 – 29 Janet Street	Pensioner flats	Invercargill City Council
Neville Place	26 Selwyn Street	Pensioner flats	Invercargill City Council
Elston Lea Village	50 Murphy Street	Pensioner flats	Invercargill City Council
Niven Place	104 Earn Street	Pensioner flats	Invercargill City Council
Strathpine Flats	246 Ettrick Street	Pensioner flats	Invercargill City Council
Kelly Court	210 Crinan Street	Pensioner flats	Invercargill City Council
Pateke Place	429 Yarrow Street	Pensioner flats	Invercargill City Council
Laurel Court	2 Maltby Street	Pensioner flats	Invercargill City Council
Korimako Place	12 Waverley Street	Pensioner flats	Invercargill City Council
Cairnsmore Flats	160 Leet Street	Pensioner flats	Invercargill City Council
Aidan Place	132 Princes Street	Pensioner flats	Invercargill City Council
Kinross Flats	30 Henderson Street	Pensioner flats	Invercargill City Council
Thorndale Flats	3 Lithgow Street	Pensioner flats	Invercargill City Council
Stirling Flats	25 Gregory Street	Pensioner flats	Invercargill City Council
Clarendon Court	60 Stirrat Street	Pensioner flats	Invercargill City Council
Willow Park	64 Adamson Crescent	Pensioner flats	Invercargill City Council
Powell Court	295 Pomona Street	Pensioner flats	Invercargill City Council
Otarewa Village	90 Conon Street	Pensioner flats	Invercargill City Council
ANZAC Court	9 Tone Street	Pensioner flats	Invercargill City Council
Jim Brass Place	154 Elles Road	Pensioner flats	Invercargill City Council
ROADING			
Parking Building	11 Leven Street	Car parking building	Invercargill City Council
Solid Waste Transfer Station	303 Bond Street	Industrial Building	Invercargill City Council
POOLS			
Southland Aquatic Centre	58 Elles Road	Swimming pool	Invercargill City Council
MUSEUM			
Southland Museum and Art Gallery	30 Liffey Street	Museum	Southland Museum & Art Gallery Trust
PUBLIC TOILETS			
Wachner Place Restroom and Toilet	20 Dee Street	Public toilet	Invercargill City Council
Stirling Point Exeloo	33-39 Ward Parade	Public toilet	Invercargill City Council
Bluff Service Centre Exeloo	94-98 Gore Street	Public toilet	Invercargill City Council
Don Street Exeloo	42 Deveron Street	Public toilet	Invercargill City Council
Windsor Exeloo	19 Windsor Street	Public toilet	Invercargill City Council
Dee Street Exeloo	62 Dee Street	Public toilet	Invercargill City Council
Glengarry Exeloo and Dump Station	87 Glengarry Crescent	Public toilet	Invercargill City Council

ACTIVITY/ BUILDING ASSET		PROPERTY ADDRESS	DESCRIPTION	OWNERSHIP
South City Exeloo		254 Elles Road	Public toilet	Invercargill City Council
MISCELLANENOUS BUILDINGS				
Troopers Memorial		2 Tay Street	Monument	Invercargill City Council
Industrial Reclamation		121 Bond Street	Industrial land	Invercargill City Council
Bluff Senior Citizens Centre		10 Onslow Street	Building	Invercargill City Council
CCO AND TRUST OWNERSHIP				
Scottish Memorial Hall		112 Esk Street	Dance hall	Southland Scottish Hall Community Trust
Bluff Swimming Pool		30 Liffey Street	Swimming pool	Bluff Community Swimming Pool Trust
Bluff Town Hall		16 – 18 Gore Street, Bluff	Hall	Bluff Community Charitable Trust
Airport	Terminal	106 Airport Ave	Terminal Building	Invercargill Airport Ltd
	Fire Rescue Station		Fire Station	Invercargill Airport Ltd
	Hanger 3		Hanger	Invercargill Airport Ltd
	Hanger 2		Hanger	Invercargill Airport Ltd
	Hanger 1		Hanger	Invercargill Airport Ltd
	Avis Building		Commercial	Invercargill Airport Ltd
	Executive Car Services		Commercial	Invercargill Airport Ltd
	Budget Building		Commercial	Invercargill Airport Ltd
	House		Residence	Invercargill Airport Ltd
	Site Works		Infrastructure	Invercargill Airport Ltd
	Plant		Plant	Invercargill Airport Ltd
Outdoor Stadium		278 Tweed Street	Sports Stadium	Southland Outdoor Stadium Trust
Indoor Stadium and Velodrome		22 Surrey Park Road	Sports Stadium	Southland Indoor Leisure Centre Charitable Trust

1 - Introduction

1.1 THE PURPOSE OF THE PLAN

The Core Buildings Asset Management Plan (AMP) is provided to demonstrate why the Invercargill City Council will own and how it will manage building assets to achieve strategic goals for community services in an effective and sustainable way. It lists and describes the building assets owned by the Invercargill City Council, how and why they are owned and how they are maintained and managed. Under Council's significance policy, many Council owned and managed buildings are deemed to be strategic assets and therefore significant in ensuring Council's capacity to contribute towards Community Outcomes and the well-being of the Community.

The plan provides a formal, systematic process for the management of building assets. The key elements of the plan are to:

- Take a lifecycle approach to the management of the assets.
- Develop cost-effective management strategies for the long-term.
- Define the level of service which the assets will provide and monitor this performance.
- Understand and meet the impact of growth through demand management and asset investment.
- Manage risk associated with asset failure.
- Use physical resources in a sustainable way.
- Make continuous improvements to asset management processes.
- Fulfil legislative requirements for public buildings.

The key outputs of the AMP are presented in the LTP, which is the subject of a public consultative process.

1.2 ACTIVITY OVERVIEW

1.2.1 Description of the Activity

This Activity is the owner and manager of publicly owned building assets on behalf of the community of Invercargill. The Activity ensures that the buildings are designed, constructed, developed and maintained for their specific purposes throughout their life-time.

The key actions of the Activity are to:

- Define the level of service which the building assets will provide and monitor this performance.
- Understand and meet the impact of growth through demand management and asset investment.
- Manage potential negative effects of building ownership.
- Maintain accurate and useful data about building assets which support a lifecycle approach to management of the assets.
- Use physical resources in a sustainable way.
- Manage risks associated with asset failure.
- Develop cost-effective management strategies for the long-term.
- Make continuous improvements to asset management processes.

1.2.2 Rationale for Providing the Activity

The Invercargill City Council provides a range of services to its Community which help the Community to achieve its social, economic, environmental, cultural and sustainability outcomes. Some of these services require specialist buildings that are not commercially viable developments, eg swimming pools and theatres. Therefore the Council provides them as an essential part of providing the services. These buildings are referred to as the Core Buildings and are described in this Plan.

1.2.3 Significant Changes to the Activity

There are some significant changes recently made to the Asset Management Plan:

- Inclusion of data for buildings that are not owned or managed by the Invercargill City Council. This has been initiated to gather data and evaluate future ownership costs for these buildings because they may become liabilities of Council in the future. This includes buildings in trust ownership where Council may become owners if the Trusts should suffer financial failure.

1.3 ALIGNMENT WITH STRATEGIC GOALS

1.3.1 Community Outcomes / Well-Beings

Council undertakes the Housing Care Activity to promote the social and environmental well-being of the Community. Social well-being is promoted by the provision of accommodation for people with limited financial resources. Environmental well-being is promoted by maintaining the units and grounds which are located in residential areas.

Council has developed its own Council-focussed "Community Outcomes" for the Long Term Plan that will fulfil the requirements of "community outcomes" under the Local Government Act.

The Community Outcomes have been derived from Council's vision: "To create an exciting, innovative, safe, caring and friendly city, offering lifestyles based on a healthy environment and a diverse growing economy".

The Community Outcomes are:

A diverse and growing economy	Healthy lifestyles in a healthy environment	A city that is a great place to live and visit	Strong, innovative leadership
We will know success when:	*We will know success when:*	*We will know success when:*	*We will know success when:*
➢ Invercargill reaches and maintains a minimum population of 60,000.	➢ Residents enjoy good physical and mental health.	➢ Visitors and residents know Invercargill to be friendly, caring, safe and exciting.	➢ Invercargill is both progressive and sustainable across business, community and local government.
➢ Residents of all age ranges enjoy meaningful work.	➢ Residents live in warm, affordable homes, in vibrant and attractive communities.	➢ Families choose to relocate to and stay residents in Invercargill.	➢ Invercargill residents across the board are active and engaged citizens.
➢ Invercargill has the lowest unemployment rates in New Zealand.	➢ Residents are able to move about the city efficiently and effectively.	➢ Residents feel safe and enjoy a strong sense of belonging and social cohesion.	➢ Ratepayers feel that they get good value for their rates.
➢ The Invercargill economy is resilient to market changes.	➢ Residents participate routinely in recreational pursuits and active leisure.	➢ Residents routinely participate in or enjoy a diverse range of arts, culture and heritage opportunities.	➢ Synergetic, collaborative partnerships routinely see Invercargill out-performing similar sized provincial cities.
➢ The Southland region contributes the highest export earnings per head of population in New Zealand.	➢ Invercargill is clean, green and pollution free.	➢ Invercargill and Southland produce successful sports teams, artists and performers.	➢ Perception surveys show Invercargill to be delivering positive results across the board.
Council's role will be to:	*Council's role will be to:*	*Council's role will be to:*	*Council's role will be to:*
➢ Ensure that the building blocks for sustainable business are in place, including energy, water, communications and workforce.	➢ Provide or ensure provision of services that include a quality water supply and reliable, effective sanitation.	➢ Design spaces, buildings and roads with community safety and interest in mind, and encourage others to do the same.	➢ Provide good governance underpinned by a clear vision, intelligent strategies, robust plans and informed decision-making.
➢ Attract a diverse range of business and industry to locate in Invercargill, targeting especially business that offer high skilled job opportunities.	➢ Provide or promote the provision of a diverse range of excellent quality and safe indoor and outdoor recreational facilities, both natural and man-made.	➢ Ensure that all projects / services consider how best they can cater for people with disabilities, the elderly, youth and families.	➢ Communicate effectively with ratepayers, be accessible and respond to community need.
➢ Provide an environment that is business friendly and nurtures strong business.	➢ Provide and promote access to open spaces, including green spaces and the coast.	➢ Promote Invercargill actively as a great place to live, work, play and visit.	➢ Actively seek efficiencies through innovation, shared services and streamlining processes.
	➢ Implement and protect distinct development zones across the district.	➢ Provide and promote a range of events that create vibrancy and build community.	➢ Actively advocate on behalf of communities for matters external to Council business, such as health, education and policing needs.
	➢ Provide a quick and effective response to potential environmental hazards or nuisance.	➢ Support community-led revitalisation of Bluff, South City, Waikiwi, Windsor, Glengarry and the CBD.	➢ Develop and nurture partnerships with key stakeholders.

1.3.2 Contribution to Community Outcomes

Community Outcome	Council's Role in Achieving	How the Activity Contributes
Healthy lifestyles in a healthy environment.	Provide or promote the provision of a diverse range of excellent quality and safe indoor and outdoor recreational facilities, both natural and man-made.	Provide buildings needed for recreational activities such as swimming pools, libraries and theatres.
A city that is a great place to live and work.	Design spaces, buildings and roads with community safety and interest in mind, and encourage others to do the same.	Buildings conform to design standards and legislated requirements. Hazard analysis and design for public safety are applied to occupied spaces.
Strong, innovative leadership.	Actively seek efficiencies through innovation, shared services and streamlining processes.	Install energy efficient heating, ventilation and air conditioning systems in our buildings and which use energy from renewable sources.

1.3.3 Our Way Southland Outcomes

The Council has incorporated seven Our Way Southland Outcomes into its Asset and Activity Management programmes. These outcomes were defined via a joint initiative of all of Southland's local authorities through a programme of Community Consultation and represent what aspirations the Community has for the Southland region and its communities. Each outcome itself has intermediate outcomes, which were also identified by the Southland Community, and each of Council's activities works to achieve at least one aspect of these Our Way Southland Outcomes.

The Our Way Southland Outcomes are:

I.	Lifestyle and Culture: "Southland is a Great Place to Live"
	(a) We value our history and heritage
	(b) We have a choice of quality places to go and things to do
	(c) We embrace and respect a diverse community
	(d) We are proud to be Southlanders
	(e) We live in a place that is creative
II.	Economy and Employment: "A Diverse Economy Built from Our Strengths for Growth and Prosperity"
	(a) We have a quality infrastructure with potential for growth
	(b) We have an innovative and vibrant culture that supports business
	(c) We have a business friendly environment in which to operate
	(d) We have an economy built on our competitive advantage
	(e) We have full employment and rewarding careers
	(f) We retain and built on our skills base
	(g) We keep the things about living here that we value

III.	Law and Order: "Safe Places in a Caring Society that is Free from Crime"	
	(a)	We have safe roads
	(b)	We have safe homes
	(c)	We have public places safe for children and families
	(d)	We apprehend and hold accountable law breakers appropriately
	(e)	We support the victims of crime
IV.	Health and Well-being: "We are Healthy People"	
	(a)	We are able to live healthy lifestyles
	(b)	We have good quality affordable housing
	(c)	We live in a compassionate caring community
	(d)	We have equity of access to health services
V.	Leadership: "Strong, Effective Leadership Taking us into the Future"	
	(a)	Citizens and communities are inspired, motivated and empowered
	(b)	Decisions are progressive, forward looking and robust
	(c)	The community has confidence in its leaders
VI.	Environment: "A treasured Environment Which We Care For and Which Supports Us Now and Into the Future"	
	(a)	We have an informed community caring for the environment
	(b)	We have a healthy, safe and accessible built environment
	(c)	We have an environment protected from the negative effects of human activities
VII.	Education and Training: "A Well Educated and Skilled Community Continually Seeking Further Opportunities to Learn"	
	(a)	We have accessible learning opportunities
	(b)	We have high quality learning opportunities available to meet community needs and demands
	(c)	We deliver innovative, integrated and effective learning programmes
	(d)	We have a culture of continuous learning
	(e)	We have accessible learning opportunities

1.3.4 Contribution to Our Way Southland Outcomes

The Our Way southland Outcomes that this Plan is relevant to are as listed in Figure 1.3.2 below. This shows the linkages between the community outcomes above, the outputs or Activities provided by the Invercargill City Council and the building assets that are utilised to provide the Activities.

The following analysis is carried out in several steps to show the relationships between the Community Outcomes and the Council's Outputs which fall within this Asset Management Plan. This step-wise analysis also clarifies the division of responsibility between Activity Managers and the Asset Manager in the Council outputs.

Community Outcomes of the Invercargill and Bluff Communities

	COMMUNITY OUTCOMES	INTERMEDIATE OUTCOMES	ICC OUTPUT / ACTIVITY contributing to Intermediate Outcome	BUILDING ASSETS used to achieve Output.
I.	**Lifestyle and Culture** "Southland is a great place to live"	**a)** We value our history and heritage	Library and Archive	Library and Archive Buildings
			Memorials	Trooper's Memorial
			Halls and Theatres	Civic Theatre
				Scottish Memorial Hall
			Museum	Museum
		b) We have a choice of quality places to go and things to do	Halls and Theatres	Civic Theatre
				Scottish Memorial Hall
			Museum	Museum
			CCO & Trust owned	Outdoor Stadium, Indoor Stadium and Velodrome
II	**Economy and Employment:** "A diverse economy built from our strengths for growth and prosperity"	**a)** We have a quality infrastructure with potential for growth	Roading	Parking Building
			Corporate	Administration Bldg
				Bluff Service Centre
		c) We have a business friendly environment in which to operate	CCO & Trust Owned	Industrial Reclamation
				Airport buildings
			Roading	Solid Waste Transfer Station
		g) We keep the things about living here that we value	Library and Archive	Library and Archive Bldg
			Museum	Museum
IV	**Health and Well-being:** "We are healthy people"	**a)** We are able to live healthy lifestyles	Pools	Splash Palace
				Bluff Pool
		b) We have good quality affordable housing	Housing Care	Housing Care Flats
		c) We live in a compassionate caring community	Housing Care	Housing Care Flats
V	**Leadership:** "Strong, effective leadership taking us into the future"	➢ Decisions are progressive, forward looking and robust	Democratic process	Administration Bldg

	COMMUNITY OUTCOMES	INTERMEDIATE OUTCOMES	ICC OUTPUT / ACTIVITY contributing to Intermediate Outcome	BUILDING ASSETS used to achieve Output.
VI	**Environment:** "A treasured environment which we care for and which supports us now and into the future"	**b)** We have a healthy, safe and accessible built environment	Halls and Theatres	Civic Theatre
				Scottish Memorial Hall
			Libraries	Library and Archive Building
				Bluff Library
			Corporate	Administration Building
				Bluff Service Centre
			Roading	Parking Building
			Pools	Splash Palace
				Bluff Pool
			Housing Care	Housing Care Flats
			Museum	Museum
			Public Toilets	Public Toilets
			CCO & Trust Owned	Outdoor Stadium, Indoor Stadium and Velodrome
		c) We have an environment protected from the negative effects of human activity	Public Toilets	Public Toilets
VII	**Education and Training:** "A well-educated and skilled community continually seeking further opportunities to learn"	**a)** We have accessible learning opportunities	Libraries	Library and Archive Buildings
				Bluff Library

1.3.5 Strategic Approach to the Activity

This Asset Management Plan is linked to other documents which contain and elaborate Council's visions, goals and objectives. The Plan will explain how ownership and operation of building assets contributes to the achievement of these visions, goals and objectives.

1.3.5.1 Relationship with Activity Plans

This Asset Management Plan provides the foundation information used to develop asset costs for Activity Management Plans that form the Long Term Plan (LTP) or Annual Plan. The Activity Plans affected are for the following service deliveries:

- Libraries and Archives

- Corporate
- Housing Care
- Roading Assets
- Swimming Pools
- Public Toilets

This Plan also has relationships with other Invercargill City Council tactical plans such as the Financial Plan, Significance Policy, the District Plan, Energy Policy, etc.

1.4 PLANNING AND POLICY FRAMEWORK

1.4.1 Relationship between the Asset Management Plan and the Operative LTP

The relationship between the Asset Management Plan and the Long Term Plans is:

- The **Asset Management Plan** records the current and desired Levels of Service and determines the Maintenance and Capital Works Programmes and their associated budgets required to make assets meet their desired Levels of Service.
- The **Long Term Plan** confirms Maintenance and Capital Works Budgets that are approved by Council to meet Community outcomes.

Asset Management Plans underpin asset based activities in the Long Term Plan and are implemented through expenditure programmes in asset areas. Adoption of the budgets for these programmes is carried out through the Long Term Plan process. Changes to budgets for programmes may occur during the consultation process and adoption of Long Term Plan budgets.

Variations between this Plan and the most recently adopted Long Term Plan / Annual Plan are recorded in the "Table of Changes to be Incorporated in Next Review" at the beginning of the Plan. The consequences of any variations will be reflected subsequent reviews of the Long Term Plan / Annual Plan.

2 -The Service We Provide

2.1 CUSTOMER PROFILE

2.1.1 Our Stakeholders and Community

A wide range of customers and stakeholders have an interest in how the core buildings are managed. The identified stakeholders are:

Stakeholder	Needs
Activity Managers	➢ Buildings are adequate for needs of service
Council Controlled Organisations	➢ Buildings are adequate for needs and future costs of ownership are known
Auditors	➢ Compliance with financial reporting requirements ➢ Achievement of agreed service levels ➢ Responsible management of budget ➢ Compliance with business quality processes ➢ Achievement of agreed Asset Management Improvement Programme tasks ➢ Successful contribution to the achievement of corporate strategies
Customers	➢ Expect to be provided with services in an efficient, reliable and safe building. ➢ Moderate rates costs
Council	➢ Confidence that investment is secure and benefits of ownership are being maximised ➢ Operational capacity of assets is being maintained ➢ Benefits of investment in Asset Management planning are being realised ➢ Business risks are being managed responsibly ➢ Sound processes have been implemented to anticipate and manage future demand to ensure ongoing business viability.
Regulators	➢ Compliance with pricing, service, performance, risk management and network access requirements

Figure 2.1.1: Stakeholders in the Core Buildings Asset Management Plan

2.1.2 How We Engage our Communities

Council uses a number of means to engage the Community such as:

- Council holds Community Clinics and Public Meetings where individual members of the Community can ask questions and express opinions to Councillors and staff members. The information gained from these clinics and meetings is forwarded to Activity Managers for response and if necessary, action.
- City Talk Back on Cue TV.
- Public Forums prior to Council and Council Sub Committee meetings.

Many of Council's activities undertake individual surveys and the results are used to help Council better meet the Community's

expectations and to ensure the service being provided is one that the community desires and can afford.

2.1.3 Community Research

In 2011 the Council carried out a Customer Satisfaction Survey, to provide information on ratepayers and residents' assessments of Council services. The research was undertaken to explore performance perceptions of current services and to determine what specific areas of Council's services are considered most important to the Community. These results, when combined with expert knowledge of the service to be provided, help provide a foundation on which Council can establish levels of service statements and appropriate tools with which to measure success.

2.1.4 Key Service Attributes Valued by Customers

2.1.4.1 Key Service Attributes for Core Buildings

Attributes for Activities which operate in Core Buildings are addressed and managed by the Activity Manager for those Activities. These were listed above in Section 1.3.3.1

2.1.4.2 Key Service Attributes for Public Toilets

Council's 2011 Customer Satisfaction Survey told Council that the Community assessed the three most important aspects of the Public Toilets Activity as:

1. Cleanliness.
2. Location.
3. Security.

The results of this survey are appended to this report.

2.2 SERVICE DRIVERS

2.2.1 Community Expectations: Public Toilets

In 2011 the Community was asked what aspects of Council's Public Toilets Activity were of the greatest importance to them. The Community told Council that the most important aspect of the Activity was that the public toilets provided were clean. The Community (81% of respondents) also told Council that they were either satisfied or very satisfied with the performance of the Public Toilets Activity.

Customers of the Public Toilets Activity expect that public toilets will be clean and secure and will be conveniently located throughout the City.

2.2.2 Legislative Requirements

Legislation applicable to the Core Buildings of Council is:

Local Government Act 2002 Schedule 10 – requires that the Long Term Plan contain information on the assessment and management of the implications of changes in demand or service levels. This means that local authorities should disclose:

- Whether they intend to change the service levels for an asset over the life of the Plan.
- What they expect will happen either to demand for the service and/or consumption of the service.
- Demonstrate how risks are to be managed.

Resource Management Act 1991 – requires Council to:

- Sustain the potential of natural and physical resources to meet the reasonable foreseeable needs of future generations.
- Comply with the District and Regional Plans.
- Avoid, remedy or mitigate any adverse effect on the environment.
- Take into account the principles of the Treaty of Waitangi in exercising functions and powers under the Act relating to the use, development, and protection of natural and physical resources.

Building Act 2004 – requires Council to:

- Inspect, certify and maintain records of building construction.
- Maintain and supply property and building information.
- Maintain records of Building Warrants of Fitness.

Health and Safety in Employment Act 1992 – requires Council to:

- Provide a safe and healthy work place.
- Identify and document work place hazards.
- Take steps to eliminate, isolate or minimise hazards.

Hazardous Substances and New Organisms Act 1996 – Requires users to:

- Store hazardous substances in compliant facilities.

Historic Places Act 1993 – requires Council to:

- Protect sites and buildings of historic and cultural significance.

Health Act 1956 – requires Council to:

- Provide 'sanitary services' which are hygienic, safe and accessible toilet facilities in public places.

Civil Aviation Act 1990 – requires Council to:

- Provide civil airway facilities compliant with Civil Aviation Regulations.

Public Records Act 2005 – requires Council to:

- Store records in a secure facility with environmental control.

2.2.3. Standards, Guidelines and Regulatory Information

Standards, Guidelines and Government Regulations place obligations and requirements on building owners which control building operations or require certain levels of service to be provided. These requirements, where applicable, are incorporated into the Technical Levels of Service written for each building.

Statutory and Regulatory information applicable to the Building Assets which results from Legislative requirements is summarised in Figure 2.2.2.

Figure 2.2.2

ACTIVITY / BUILDING ASSET	Building Warrant of Fitness Renewal Date	Building Consents outstanding	Fire Alarm Approved Type	Fire Plan Occupant Load	Hazardous Goods Location Test Certificate	Hazardous Location Test Certificate Expiry Date
HALLS and THEATRES						
Civic Theatre	29 Sep	BDG200304860 BDG200400630 BDG200400932 BGD200404424	Stage and backstage Type 6 Auditorium and FoH Type 7	BoH 300 Aud 1003 Vic Rm 235	09-21398 Class 2.1.1A Flammable Gases: LPG 4x45kg	31 Jul 08
LIBRARY						
Library	23 Nov	BDG199402290 BDG200500915	Type 4		na	na
Archive	31 Mar		Type 4	24	na	na
CORPORATE						
CAB	27 Jan	BDG199800032 BDG199802063 BDG199901668 BDG20000800 BDG20010570 BDG20020032 BDG200201736 BDG200203223 BDG200203373 BDG200302038 BDG200304706 BDG200404030 BDG200404714	Type 4		09-22243 Class 3.1D Flammable liquids: Diesel; 1,200 lit	
BSC	4 Feb	BDG200102133 BDG20020774 BDG200404214 LUC200608	Type 4		na	na
HOUSING CARE						
Miller Street	na	Permit 2282 Permit 2153 Permit 12634	Smoke alarm	na	na	na

ACTIVITY / BUILDING ASSET	Building Warrant of Fitness Renewal Date	Building Consents outstanding	Fire Alarm Approved Type	Fire Plan Occupant Load	Hazardous Goods Location Test Certificate	Hazardous Location Test Certificate Expiry Date
Aurora Place	na	Permit 1344 Permit 6005 Permit 309	Smoke alarm	na	na	na
Nevill Place	na		Smoke alarm	na	na	na
Elston Lea Village	na	BDG200305122 BDG200403190 BDG200404470 BDG200500298 Permit 2269 Permit2683 Permit 2027	Smoke alarm	na	na	na
Niven Place	na	BDG200100183 Permit 386	Smoke alarm	na	na	na
Strathpine Flats	na	Bdg200402374	Smoke alarm	na	na	na
Kelly Court	na		Smoke alarm	na	na	na
Pateke Place	na	Bdg200004557	Smoke alarm	na	na	na
Laurel Court	na		Smoke alarm	na	na	na
[1]Ness St	na		Smoke alarm	na	na	na
Korimako Place	na		Smoke alarm	na	na	na
Cairnsmore Flats	na		Smoke alarm	na	na	na
Aidan Place	na		Smoke alarm	na	na	na
Kinross Flats	na	BDG200302176	Smoke alarm	na	na	na
Thorndale Flats	na		Smoke alarm	na	na	na
Stirling Flats	na		Smoke alarm	na	na	na
Clarendon Court	na		Smoke alarm	na	na	na
Willow Park	na	BDG200403400	Smoke alarm	na	na	na
Powell Court	na		Smoke alarm	na	na	na
Otarewa Village	na		Smoke alarm	na	na	na
ANZAC Court	na		Smoke alarm	na	na	na
Jim Brass Place	na	BDG199202710 BDG199202711	Smoke alarm	na	na	na
Housing Care Total						
ROADING						
Parking Building	27 Jan	BDG199901911	Type 2		na	na

ACTIVITY / BUILDING ASSET	Building Warrant of Fitness Renewal Date	Building Consents outstanding	Fire Alarm Approved Type	Fire Plan Occupant Load	Hazardous Goods Location Test Certificate	Hazardous Location Test Certificate Expiry Date
		BDG200203224 Permit 558 Permit E004661				
POOLS						
Southland Aquatic Centre	6 Jul	BDG200401761 BDG20050534 BDG200500597	Type 4	<1000	No. 000009-24655 Substance: Class 5.1.2A Oxidising gases, 920 kg Expirey: 30 July annually	
MUSEUM						
Southland Museum	26 Apr	BDG1994 2081 Permit 2534	Type 4			
Dee St Hospital buildings	-		Smoke alarm	na	na	na
PUBLIC TOILETS						
Glengarry Public Toilet	-	-	na	na	na	na
Wachner Place Restroom	-	BDG199701137 BDG19900926	Smoke alarm	na	na	na
Bluff Exeloo #1	-		na	na	na	na
Bluff Exeloo #2	-		na	na	na	na
Don St Exeloo	-	BDG199901265 BDG199901522	na	na	na	na
Windsor Exeloo	-	BDG200402676	na	na	na	na
Dee St South Exeloo			na	na	na	na
MISCELLANEOUS BUILDINGS						
Monument of the Trooper	-		na	na	na	na
Industrial Reclamation	-		na	na	na	na
Bluff Senior Citizens Centre	-	BDG200100400 BDG200301868	na	na	na	na
CCO & TRUST OWNED						
Scottish Memorial Hall	21 Dec	BSG2656 BDG1705 BDG5790	Type 2	330	na	na

ACTIVITY / BUILDING ASSET	Building Warrant of Fitness Renewal Date	Building Consents outstanding	Fire Alarm Approved Type	Fire Plan Occupant Load	Hazardous Goods Location Test Certificate	Hazardous Location Test Certificate Expiry Date
		BDG4667				
Bluff Swimming Pool	27 Jan		Type 2		Class 5.1.2A Oxidising gases, less than 140 kg	
Bluff Town Hall						
Airport						
Outdoor Stadium						
Indoor Stadium and Velodrome						

Industry Standards and Guidelines

NZS 4121 requirements for accessibility

2.3 CURRENT LEVELS OF SERVICE

2.3.1 Current Customer Levels of Service, Performance Measures and Targets

2.3.1.1 Division of Responsibility for Service Provision For Activities

Council's Core Building assets exist to support the provision of some of the services that contribute to the achievement of the Community Outcomes which have been identified by 'Our Way Southland' in Section 1.3.4 above.

It is important to emphasise the division of responsibility involved in these services, between Activity Management and Asset Management. These can be described as follows:

- The Activity Manager manages the activity and all aspects of day-to-day operation. The Activity Manager sets and manages budgets for operational costs such as staff and consumables.
- The Asset Manager provides, maintains and improves the building which is required to house the service. The Asset Manager sets and manages budgets for maintenance, renewal and new capital expenditures.

Responsibility for achievement of Levels of Service are similarly divided. These responsibilities are shown below in Figure 2.3.1. The figure links building assets to the Community Intermediate Outcome of the "Our Way Southland" Report shown in section 1.3.4 above.

The Level of Service provision detailed after this point in this plan is the service delivered by the Asset Manager to the Activity Manager (except for Public Toilets).

The Levels of Service provided by Activity Managers are detailed in the Activity Management Plans for each Activity.

Figure 2.2.1 Building Assets- Division of Responsibility for Levels of Service

ACTIVITY / BUILDING ASSET USED TO ACHIEVE OUTPUT	INTERMEDIATE OUTCOMES		LEVEL of SERVICE	RESPONSIBILITY
Halls and Theatres				
Civic Theatre	I.a)	We value our history and heritage	Class 1 Heritage building.	Building Assets Manager
	I.b)	We have a choice of quality places to go and things to do	Refer to Activity Plan	Invercargill Venue and Events Management
	VI.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
Library and Archive				
Library and Archive	I.a)	We value our history and heritage	Refer to Activity Plan	Library Service Manager
	II.g)	We keep the things about living here that we value	Refer to Activity Plan	Library Service Manager
	VI.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
	VII.a)	We have accessible learning opportunities	Refer to Activity Plan	Library Service Manager
CORPORATE				
Administration Bldg	II.a)	We have a quality infra-structure with potential for growth	Refer to Activity Plan	Corporate Services Manager
	VI.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
	V.b)	Decisions are progressive, forward looking and robust	Refer to Activity Plan	Chief Executive Officer
Bluff Service Centre	II.a)	We have a quality infra-structure with potential for growth	Refer to Activity Plan	Corporate Services Manager
	VI.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
HOUSING CARE				
Housing Care Flats	IV.b)	We have good quality affordable housing	Refer to Activity Plan	Corporate Services Manager
	IV.c)	We live in a compassionate caring community	Refer to Activity Plan	Corporate Services Manager

ACTIVITY / BUILDING ASSET USED TO ACHIEVE OUTPUT	INTERMEDIATE OUTCOMES		LEVEL of SERVICE	RESPONSIBILITY
	VI.b)	We have a healthy, safe and accessible built environment	The buildings are safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
ROADING				
Parking Building	II.a)	We have a quality infra-structure with potential for growth	Refer to Activity Plan	Roading Manager
	VI.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
Solid Waste Transfer Station	II.a)	We have a quality infra-structure with potential for growth	Refer to Activity Plan	Roading Manager
POOLS				
Splash Palace	IV.a)	We are able to live healthy lifestyles	Refer to Activity Plan	Pools Manager
	VI.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
MUSEUM				
Southland Museum and Art Gallery	I.a)	We value our history and heritage	Class 1 Heritage building.	Building Assets Manager
	I.b)	We have a choice of quality places to go and things to do	Refer to Activity Plan	Museum Manager
	VI.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
PUBLIC TOILETS				
Public Toilets	VI.b)	We have a healthy, safe and accessible built environment	The buildings are safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager
	VI.c)	We have an environment protected from the negative effects of human activity	Refer to Activity Plan	Building Assets Manager
MISCELLANEOUS BUILDINGS				
Troopers Memorial	I.a)	We value our history and heritage	The memorial is well maintained. (I)	Building Assets Manager
Industrial Reclamation	II.c)	We have a business friendly environment in which to operate	No Activity Plan, leased site	
Bluff Senior Citizens	V.b)	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Building Assets Manager

ACTIVITY / BUILDING ASSET USED TO ACHIEVE OUTPUT	INTERMEDIATE OUTCOMES	LEVEL of SERVICE	RESPONSIBILITY
CCO AND TRUST OWNERSHIP			
Scottish Memorial Hall	I.a) We value our history and heritage	Class 1 Heritage building	Trust
	I.b) We have a choice of quality places to go and things to do	Refer to Activity Plan	Trust
	VI.b) We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Trust
Bluff Pool	IV.a) We are able to live healthy lifestyles	Refer to Activity Plan	Trust
	VI.b) We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Trust
		Refer to Activity Plan	Trust
Airport Terminal Fire Rescue Station Hanger 3 Hanger 2	We have a business friendly environment in which to operate	Refer to Activity Plan	Invercargill Airport Ltd Manager
Hanger 1 Avis Building Executive Car Services Budget Building House Site Works Plant	VI.b) We have a healthy, safe and accessible built environment	The buildings are safe to use, accessible for those with disabilities and well maintained.	Invercargill Airport Ltd Manager
Outdoor Stadium	I.b) We have a choice of quality places to go and things to do	Refer to Activity Plan	Rugby Southland
	VI.b) We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Rugby Southland
Indoor Stadium and Velodrome	I.b) We have a choice of quality places to go and things to do	Refer to Activity Plan	Stadium Southland Limited / Invercargill Venue and Events Management Limited
	VI.b) We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained.	Stadium Southland Limited / Invercargill Venue and Events Management Limited

2.3.2 Current Levels of Service, Performance Measures and Targets

The Levels of Service for the Core Buildings Activity and the Building Assets Management Plan are the sum of service levels from three considerations. These are:

- Community Levels of Service resulting from the Our Way Southland community consultation process which are the responsibility of the Building Assets Manager. These have been identified in Fig 2.3.1.
- Technical Levels of Service that monitor legislative and regulatory requirements that are managed by the Building Assets Manager. The Legislation is identified in Section 2.2.2 and applicable requirements listed in Fig 2.3.2. The requirements are also listed in the Building Service Level Agreements, Appendix 2.
- Technical Levels of Service which describe the requirements of the Activity Manager. Some Technical Levels also describe parts of the building assets operation which assist the Building Assets Manager to monitor and improve the Building Assets activity. These are all listed in the Building Service Level Agreements, Appendix 2.

Measures and targets for Levels of Service will not be changed during the period of this Plan.

Levels of Service in this plan are the same as in the previous plan. There have been no changes to Levels of Service or their measures and targets between this plan and the previous plan.

Current Service Levels and the related performance measures and targets for each group of assets are extracted from the Building Service Level Agreements, grouped together by Activity and listed in Figure 2.3.2.

Note: Source files:
The source files for Current Performance Measures and Current Targets columns in the following table are the Buildings Service Level Agreements for each Activity listed:

Figure 2.3.2. Current Levels of Service and Performance Measures for Building Assets

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Halls and Theatres 2011-12.doc

Copied to columns 4, 5 and 6, Technical Service Levels of this Figure.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Scottish Memorial Hall	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes "Prior to Show" Building Warrant of Fitness check	As required for shows	Operational log
		Legislative Compliance	Building Act 2004	Warrant of Fitness renewed annually	Visual check
				Completion of Building Consents	ICC Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Elimination of safety hazards when possible	H&S hazard system
		Technical Service Levels	Building public open hours	Closed	
			Building availability during open hours	0%	
			Well maintained interior & exterior.	No maintenance	Condition Assessment
			Dance floor space	260 m^2	Measurement
			Air temperature control range	Not controlled	No measurement
			Security system	Exterior doors lockable	Count
			Fire fighting system	Fire hose reel coverage 100%	Measure
				Manual alarm system	Measure
			[5] Building faults (max no. allowed)	1 Roof leak over stage, 1 over dance floor	Count during rain

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			[3] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption	Monitored & reported annually	Accounts
			[6] Hand-over hall to trust	In 1 years	
Civic Theatre	We value our history and heritage	Class 1 Heritage building	Classification maintained	Continuous	Annual check
	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes "Prior to Show" Building Warrant of Fitness check	As required for shows	Operational log
		Legislative Compliance	Building Act 2004	Warrant of Fitness renewed annually	Visual check
				Completion of Building Consents	ICC Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Hazardous Substances and New Organisms Act 1996	HSNO Location Inspection Certificate for LPG storage renewed annually	Visual check
			Health and Safety in Employment Act 1992	Roof Access System	Hansen / Asset / Plant / Equipment / Equipment ID TAY088-FAL221
		Technical Service Levels	Building public open hours	As required for shows	Day log
			Building availability during open hours	100%	Day log
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			Public foyer and sales space	300 m^2	Measurement
			No. of auditorium seats	1,000	Measurement
			Staff office space	60 m^2	Measurement

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Storage space	400 m^2	Measurement
			Auditorium & function spaces air temperature range	Settable, 21 °C ✣ 2 °C Drawing Room improved in 2009-10	BMS trend
			Auditorium & function spaces air quality control	Settable 0 - 1,500 ppm CO_2	BMS trend
			Flying system,	74 battens + 2 panorama bars, counterweighted	Hansen / Asset / Plant / Equipment / Equipment ID TAY088-L204
			No. of performers dressing space	72	Count
			Fire Design: Occupant Load / Purpose Group / Fire Hazard Category	Total Occupant Load, Auditorium and Front of House, 1,238	Fire Report
			Backstage	300 / WL / CL / 2	
			Ground floor, Stalls	533 / CL / 2	
			Ground Floor, Drawing Room (not concurrent with stalls)	112 / CS / 1	
			First Floor, Dress Circle	272 / CL / 2	
			First Floor, Victoria Room	235 / CL / 2	
			Second Floor, Gallery	198 / CL / 2	
			Hearing Assistive systems	Hearing aid loop in Vic Room, RF system in Stalls	Count
			Security system	Exterior doors lockable, proximity switches, 2 with electronic latches	Hansen / Asset / Plant / Equipment / Equipment ID TAY088-SEC201
				All staff issued with proximity cards	Count
				PIRs in ground floor areas	Count
				24 hour remote alarm monitoring	Alarm Centre log

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Surveillance system	4 No. CCTV cameras	Hansen / Asset / Plant / Equipment / Equipment ID TAY088-SUR201
				Hard disk recorder, approx 30 days storage	Count
			Fire alarm system, front of house & auditorium	Type 6 heat / smoke detectors	Hansen / Asset / Plant / Equipment / Equipment ID TAY088-FAS221
			Fire alarm system, stage house	Type 7 smoke detectors / sprinklers Theatrical smoke isolation zone	Hansen / Asset / Plant / Equipment / Equipment ID TAY088-FAS221
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	Sprinkler & Fire hose reel coverage 100%	Hansen / Asset / Plant / Equipment / Equipment ID TAY088-FFS221
			Office spaces infrastructure	Min 1 No. power, comms & data outlets	Count
			[3] Building faults (max no. allowed)	Zero building leaks	Count during rain
			[3] Building fault response time to first attendance	No measurement solution	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption	Monitored & reported annually	Accounts

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Library and Archive 2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Library	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004	Warrant of Fitness renewed annually	Visual check
				[4] Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Elimination of safety hazards when possible	H&S hazard system
		Technical Service Levels	Building public open hours	Weekdays: 8 am – 8 pm Saturdays: 10 am – 1 pm Sundays: 1 pm – 4 pm	Day log
			Building availability during open hours	100%	Day log
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			Public shelving space	1,860 m^2	Measurement
			Staff office space	550 m^2	Measurement
			Storage space	230 m^2	Measurement
			Office & storage spaces air temperature range	21 °C ± 2 °C	BMS trend
			Office & storage spaces air humidity range	50% ± 15%	BMS trend
			Security system	Exterior doors lockable, staff proximity keys	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				All staff issued with proximity keys	Count
				Exterior doors, proximity switches	Count
				PIRs in ground floor areas	Count
				24 hour remote alarm monitoring	Alarm Centre log
			Surveillance system	16 camera HDD system (situated in Archive)	Count
			Fire alarm system	Type 4 smoke / heat detection system	Hansen / Asset / nameplate / data
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[2] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			[3] Energy consumption, Energy Use Index	Monitored & reported annually	Accounts
Archive	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004	Warrant of Fitness renewed annually	Visual check
				Completion of Building Consents	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Health and Safety in Employment Act 1992	Elimination of safety hazards when possible	H&S hazard system
		Technical Service Levels	Building public open hours	As Library	Day log
			Building availability during open hours	100%	Day log
			[1] Well maintained interior & exterior.	Prior to failure	Measure
			Storage space	600 m^2	Measurement
			Research space	50 m^2	Measurement
			Air temperature range	18 °C ± 1 °C	BMS trend
			Air humidity range	55% ± 5%	BMS trend
			Security system	Exterior doors lockable, staff proximity keys	Count
				All staff issued with proximity keys	Count
				Exterior doors, proximity switches	Count
				PIRs in ground floor areas	Count
				24 hour remote alarm monitoring	Alarm Centre log
			Fire alarm system	Type 4 heat / smoke detection system	Hansen / Asset / nameplate / data
				VESDA detection system in Storage Rooms	
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	Sprinkler system to NZS4541:2003	Hansen / Asset / nameplate / data
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			[2] Building fault response time to first attendance	As Library	No current solution
			Proposed Renewal and New Capital Plan	As Library	Annual review
			Energy consumption	As Library	Accounts

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Corporate2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Administration Bldg	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004	Warrant of Fitness renewed annually	Visual check
				Completion of Building Consents	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Hazardous Substances and New Organisms Act 1996	HSNO Location Inspection Certificate renewed annually	Visual check
			Health and Safety in Employment Act 1992	Elimination of safety hazards where possible	H&S hazard system
		Technical Service Levels	Building public open hours	8 am – 5 pm, weekdays	Day log
			Building availability during open hours	100%	Day log

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			Fire Design:	Total Occupant Load 242 Occupant Load / Purpose Group / Fire Hazard Category	
			Basement	0 / WL / 2	
			Ground floor	39 / WL / 2	
			First Floor	45 / WL / 2	
			Second Floor	45 / WL / 2	
			Third Floor	45 / WL / 2	
			Fourth Floor	43 / WL / 2	
			Fifth Floor	25 / WL / 2	
			Total rentable space	3,003 m^2	Measurement
			Public democratic council space	553 m^2	Measurement
			[2] Staff office & storage space	2,450 m^2	Measurement
			Emergency generator capacity	100 kW	Name plate
			Office & storage spaces air temperature range	21 °C ✣ 2 °C	BMS trend
			Access Control system	Exterior doors electric latches, proximity readers,	Count
				All staff issued with proximity cards	Count
			Security System	PIRs in ground floor areas	Count
				24 hour remote alarm monitoring	Alarm Centre log
			Surveillance system	16 No. CCTV cameras	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				Hard disk recorder, approx 30 days storage	Count
			Fire alarm system	Type 4 heat / smoke detectors	Name plate
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[3] Building faults (max no. allowed)	Window rain and cold air leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			[8] Energy consumption	Ann 953,000 kW.hr /3003 m^2 EUI = 317 kW.hr/m^2/a	Electricity accounts
Bluff Service Centre	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004	Warrant of Fitness renewed annually	Visual check
				Completion of Building Consents	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Elimination of safety hazards where possible	H&S hazard system

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
		Technical Service Levels	Building public open hours	8:30 am – 5 pm weekdays 8:30 am – 7 pm Wednesday 10 am – 7 pm Saturdays	Day log
			Building availability during open hours	100%	Day log
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Public reception space	32 m^2	Measurement
			[6] Visitor Information & shop space	43 m^2	Measurement
			Library space	42 m^2	Measurement
			Staff office & storage space	75 m^2 ground floor 105 m^2 first floor	Measurement
			Office & storage spaces air temperature range	21 °C ✣ 2 °C	No measurement
			Security system	Exterior doors lockable, staff proximity cards	Count
				All staff issued with proximity cards	Count
				Exterior doors, proximity switches	Count
				PIRs in ground floor areas	Count
				24 hour remote alarm monitoring	Alarm Centre log
			Surveillance system	7 No. CCTV cameras	Count
				Hard disk recorder, approx 30 days storage	Count
			Fire alarm system	Type 7 heat / smoke detectors / sprinklers	
				24 hour remote alarm monitoring	ADT contract

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Fire fighting system	Sprinkler and fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			Building faults (max no. allowed)	0 roof leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption	Ann 33,000 kW.hr / 192 m^2 EUI = 172 kW.hr/m^2/a	Accounts

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Housing Care Flats 2011-12.doc
Copied to columns 4, 5 and 6 Technical Service Levels of Figure 2.5.1

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Housing Care Flats	We have a healthy, safe and accessible built environment	The buildings are safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004	Completion of Building Consents	Pathway / Property Enquiry / Address Search / Options / Applications
		Technical Service Levels	[16,] Number of Flats	215	Hansen / Facility Inventory Lookup / Facility Type = FLAT

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Availability for tenanting	Max 5 out of use for maintenance at one time	Count
			[1] Well maintained Interior	As opportunities arise	Hansen
			[2] Removal of baths (elimination of safety hazards related to use of baths)	10 to change	Hansen / Plant Misc Inventory Lookup / Misc Type = BTHBTH
			[3] Trickle ventilation system (Healthy Homes improvements)	Potential to install 216	Hansen / Plant Equip Inventory Lookup / Eq Type = BDV
			[4] Conservatory (Mobility scooter storage with external power socket)	5 of 120 installed	Hansen / Plant Misc Inventory Lookup / Misc Type = CONSRV
			[5] Carports	1 of 21 complexes	Count
			[6] Replace obsolete Rangette stoves with 610 mm wide stoves	2 of 21 changed 19 remaining	Hansen / Plant Equip Inventory Lookup / Eq Type = BSTOVE, Description = Stove, Atlas Chalet
			[7] Double glazing (Healthy Homes improvement)	1 of 216 changed (16 part changed)	Hansen / Plant Misc Inventory Lookup / Misc Type = DOUGLZ or PARTDG
			[8] Ceiling insulation to maximum std (Healthy Homes improvement)	216 of 216 changed	Hansen / Plant Misc Inventory Lookup / Misc Type = BATTS
			[9] Replace obsolete Hoovermatic washers with automatic clothes washer	16 to change (134 of 148 changed)	Hansen / Plant Equip Inventory Lookup / Eq Type = BWASHG, Manufacturer = Hoover, Service Status = BDIS
			[10] TV aerial for UHF, VHF	To tenant request	Count
			[11] Well maintained & waterproof exterior	Prior to failure	Hansen
			[14] Clotheslines	1 per 2 flats or less	Consider if more required, see Table 1
			Battery powered smoke detectors	216 of 216	Hansen / Plant Misc Inventory Lookup / Misc Type = BATTRY

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			[13] Building fault response	Response time no. of days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Grounds kept tidy, lawns mown.	Contract specification	Annual review
			[15] Reduce overhead costs (capital financing of loans	From $1.2M to $250k	ICC Property Manager records

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Roading 2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Parking Building	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Public open hours, max day length	Mon – Thurs: 7:45 am – 6 pm Fri: 7:45 am - 9 pm Sat: 9 am – 3 pm Sun and public holidays: Closed	Day log

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			After-hours availability	100% to card holders	Security log
			Parking space	281 vehicles 208 covered parks 73 uncovered parks	Measurement
			Security system	Exterior doors lockable, staff & cardholders swipe cards	Hansen / Asset / Plant / Equipment / Equipment ID LEV011-SEC601
				24 hour remote alarm monitoring	Alarm Centre log
			CCTV	16 camera CCTV system	Hansen / Asset / Plant / Equipment / Equipment ID LEV011-SUR602
			Fire alarm system	Type 3 smoke detection	Hansen / Asset / Plant / Equipment / Equipment ID LEV011-FAS601
			Fire fighting system	Fire hose reel coverage 100% of floor area	Hansen / Asset / Plant / Equipment / Equipment ID LEV011-FFS601
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			[2] Building fault response time to first attendance	No target	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
Solid Waste	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Public open hours	April 1 to September 30: Monday-Saturday 8am-5:30pm, Sunday 9am-5:30pm October 1 to March 31: Monday-Saturday 8am-6pm, Sunday 9am-6pm	Day log
			Public open days	Every day except Christmas Day, New Year's Day and Good Friday	Day log
			Unloading spaces	6 light motor vehicles on west side 2 Heavy Transport Vehicles on east side	Measurement
			Security system	Exterior doors lockable	
				24 hour remote alarm monitoring	Alarm Centre log
			CCTV	No camera CCTV system	
			Fire alarm system	Type 3 smoke detection	
			Fire fighting system	Fire hose reel coverage 100% of floor area	
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			[2] Building fault response time to first attendance	No target	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Pools 2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Splash Palace	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
			Hazardous Substances and New Organisms Act 1996	Chlorine storage HSNO Location Inspection Certificate renewed annually	Visual check
		Technical Service Levels	Building public open hours	6 am – 9 pm, daily	Day log
			Main Pool	50m x 20m, 8 x 2.5m lanes, 28.4 °C	BMS trend
			Leisure Pool	17m x 23m, 31.0 °C	BMS trend
			Tots Pool	3.5m dia, 31.0 °C	BMS trend
			Swirl Pool	38 °C	BMS trend
			Learners Pool	20m x 7m, 32 °C	BMS trend

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			[5] Shower water temperature	40 °C + 0 -10 °C	BMS trend
			Pool hall air temperature	25 °C ± 1 °C	BMS trend
			Food and retail sales area	80 m^2	Measure
			Female changing space	93 m^2	Measure
			Male changing space	95 m^2	Measure
			[3] Family changing cubicles	5 No, 30 m^2	Count
			Accessible changing cubicles	2 No, 10 m^2.	
			[4] Dry gymnasium	n/a	
			[13] Security system	Exterior doors lockable, staff keys	Count
				24 hour remote alarm monitoring	Signature Security log
				Exterior doors, proximity switches	Count
				PIRs in ground floor areas	Count
			[12] Surveillance system	4 channel CCTV system. 4 No. CCTV cameras	Count
				Hard disk recorder, min 30 days storage	Count
			Fire Design: Occupant Load / Purpose Group / Fire Hazard Category	1,000 / CL /	Fire Report
			Fire alarm system	Type 4 fire detection (Beam detectors in pool halls)	Measure
				Manual call points	
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	Fire Hose Reels	
			[6, 9] Health & safety	Elimination of safety hazards when possible	H&S hazard system

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Equipment hoist	Monorail hoist for transport of pumps	Visual check
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			Equipment and instrumentation to control pool water quality, operational and available	100%	Day log
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			[7] Building fault response time to first attendance	No current data	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			[10] Energy consumption / Energy Use Intensity (EUI)	2,058,000 kWh/y (elec) + 4,788,000 kWh/y (lignite) Pool area = 1,540 m^2 EUI = 4,450 kWh/m^2y	Accounts
Bluff Pool	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Building public open hours	11 am – 5, 6 or 7:30 pm daily September to March	Day log
			Main pool	25 m x 12.5 m, 28 °C	Measurement

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Pool hall air temperature	25 °C ✣ 1 °C	Measurement
			Female changing space	97 m^2	Measure
			Male changing space	97 m^2	Measure
			Security system (Concept, installed by Marr Electrical)	Exterior doors lockable, staff keys	Count
				PIRs in 0 areas	Count
			Fire alarm system	Manual call points	Count
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			Equipment to control pool water quality, operational and available	100%	Day log
			[1, 11] Well maintained interior & exterior.	Prior to failure	Measure
			[7] Building fault response time to first attendance	No current data	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption / Energy Use Intensity (EUI)	410,600 kWh/y (elec) Pool area = 312 m^2 EUI = 1,316 kWh/m^2y	Accounts

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Museum 2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Southland Museum	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
			Hazardous Substances and New Organisms Act 1996	HSNO Location Inspection Certificate renewed annually	Visual check
		Technical Service Levels	Building open hours	8 am – 6 pm, 7 days per week except Christmas Day	Day log
			[3] Gallery space: Temporary exhibitions	670 m^2	Measurement
			[3] Permanent exhibitions	920 m^2	Measurement
			[3] Storage space Total area	1030 m^2	Measurement
			[3] Foyer, café and shop space	2430 m^2	Measurement
			Maximum transportable object size	1.5m wide x 2m tall x 3m long	Measurement
			[6] Foyer space air temperature	21 °C ± 2 °C	BMS trend
			[6] Gallery & storage spaces air temperature	20 °C ± 2 °C	BMS trend

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			[2, 6] Gallery & storage spaces air humidity	50 % ± 10 %	BMS trend
			Security system	Exterior doors lockable, staff keys,	Count
				Abloy key system	Count
				Exterior doors, proximity switches	Count
				PIRs in ground floor areas	Count
				24 hour remote alarm monitoring	Alarm Centre log
			Surveillance system	9 No. CCTV cameras	Count
				Hard disk recorder, min 30 days storage	Count
			Fire alarm system	Type 7 smoke / heat detection system	Count
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	4,500 m^2 sprinkler coverage	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			[4] Building faults (max no. allowed)	Many roof leaks	Count during rain
			[5] Building fault response	No set response time	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption / Energy Use Intensity (EUI)	708,000 kWh/y (elec) Floor area = 4,165 m^2 EUI = 170 kWh/m^2y	Accounts

Source file
Objective File Plan \ Community Services \ Public Toilets \ Activity Management \ Service Level Agreement Toilets \ Service Level Agreement Toilets 2011-12.doc
Copied to columns 4, 5 and 6, Technical Service Levels of this Figure.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Public Toilets	We have a healthy, safe and accessible built environment	Public toilets are operational.	Wachner Place availability.	100% of open hours, 12 hrs per day	Day log / Spreadsheet
			Exeloo Toilets availability.	95% of open hours, 24 hrs per day	Exeloo data / Spreadsheet
		The buildings are safe to use, accessible for those with disabilities and well maintained	Toilets on street frontages	All toilets	Design criteria
			Well lit at night	All toilets	Design criteria
			Annual Renovation plan.	Complete annually within budget constraints	Annual review
		Legislative compliance	Building Act 2004 and Regulations	Completion of Building Consents	Pathway / Property Enquiry / Address Search / Options / Applications
		Technical Service Levels	[1] Number of Toilets	8	Hansen / Building Inventory Lookup / Facility Type = BTOILT
			Building open hours	12 hours per day 24 hours per day	Wachner Place log Exeloo statistics
			[3] Well maintained Interior & exterior	As opportunities arise	Hansen
			[4] Building fault response	Urgent – 4 hours Non urgent – 1 day	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index (EUI)	Wachner Place 61,000 kWh/y, 158 m^2 EUI = 386 kWh/m^2y	Accounts

Source file
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Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Trooper's Memorial	We value our history and heritage	Memorial is well maintained	Moss proof and seal exterior.	Complete 5 yearly	CMMS
Industrial Reclamation	We have a healthy, safe and accessible built environment	The buildings are safe to use, accessible for those with disabilities and well maintained	[1] Well maintained interior and exterior.	Prior to failure	Condition Assessment
Bluff Senior Citizens	We have a healthy, safe and accessible built environment	The buildings are safe to use, accessible for those with disabilities and well maintained	[1] Well maintained interior and exterior.	Prior to failure	Condition Assessment
		Technical Service Levels	Legislative compliance.	Completion of Building Consents	Visual check

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Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Airport 2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Airport Terminal	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Completion of Building Consents	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
			Civil Aviation Act and Regulations	CAA Certificate renewed 5 yearly	Visual check
		Technical Service Levels	Building public open hours	6 am – 7 pm, daily	Day log
			Building operational hours		Day log
			Fire Design:	Total Occupant Load 200 Occupant Load / Purpose Group / Fire Hazard Category	
			Ground floor	150 / WL / 2 To Be Confirmed (TBC)	
			Mezzanine Floor	50 / WL / 2 TBC	
			Rentable space total	200 m^2 TBC	Measurement
			▪ Air New Zealand		
			▪ Stewart Is Flights		
			Public space	700 m^2 TBC	Measurement
			Baggage Handling	800 m^2 TBC	Measurement
			Staff office & storage space	250 m^2 TBC	Measurement
			Emergency generator capacity	100 kW	Name plate
			Public & office spaces air temperature range	21 °C ± 2 °C	BMS trend
			Ventilation	None	
			Access Control system	Exterior and interior doors electric latches, proximity readers, TBC	Count
				All staff issued with proximity cards	Count
			Security System	PIRs in ground floor areas	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				24 hour remote alarm monitoring TBC	log
			Surveillance system	See Rescue Fire Station	Count
			Fire alarm system	Type 4 heat / smoke detectors	Name plate
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	Fire hose reel coverage 100%	Measure
				Fire sprinkler system, public foyer only	
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			Building faults (max no. allowed)	No fresh air ventilation Multiple roof leaks	
			Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Not measured	IAL Electricity accounts
Fire Rescue Station	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Hazardous Substances and New Organisms Act 1996	Diesel storage HSNO Location Inspection Certificate renewed annually	Visual check
		Technical Service Levels	Building operational hours		Day log
			Operational space	260 m^2 TBC	Measurement
			Office and storage space	220 m^2 TBC	Measurement
			Occupied spaces air temperature range	21 °C ± 2 °C uncontrolled	No measurement
			Occupied spaces air ventilation	Gravity	No measurement
			Security system	Exterior doors lockable, key locks	Count
				All staff issued with keys	Count
				PIRs in ground floor areas	Count
			Surveillance system	8 No. fixed CCTV cameras 2 No. PTZ cameras	Count
				Hard disk recorder, approx 30 days storage	Count
			Fire alarm system	None	
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	0 roof leaks	Count during adverse weather
			Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Energy consumption, Energy Use Index	Not measured	IAL Accounts
Hanger 3	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Building operational hours		Day log
			Rentable space total	1,640 m^2 TBC	Measurement
			▪ Air New Zealand	630 m^2 TBC	Measurement
			▪ Stewart Island Flights	420 m^2 TBC	Measurement
			▪ Air Nelson	130 m^2 TBC	Measurement
			▪ Hertz	460 m^2 TBC	Measurement
			Office & storage spaces air temperature range	21 °C ✣ 2 °C uncontrolled	No measurement
			Ventilation	None	
			Security system	Exterior doors lockable, key locks	Count
				Tennant-supplied security system	Count
			Fire alarm system	Battery powered smoke detectors	
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	Multiple roof leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Unmeasured	IAL Accounts
Hanger 2	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Building operational hours		Day log
			Rentable space total	770 m^2 TBC	Measurement
			▪ Southern Lakes	385 m^2 TBC	Measurement
			▪ South West Helicopters	385 m^2 TBC	Measurement
			Office & storage spaces air temperature range	21 °C ± 2 °C uncontrolled	No measurement
			Occupied spaces ventilation	None	
			Security system	Exterior doors lockable, key locks	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				Tennant-supplied security system	Count
			Fire alarm system	Battery powered smoke detectors	
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	Multiple roof leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Unmeasured	IAL Accounts
Hanger 1	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Building operational hours		Day log
			Rentable space total	770 m^2 TBC	Measurement
			▪ Southern Wings??	520 m^2 TBC	Measurement
			▪ Uniforms New Zealand	250 m^2 TBC	Measurement

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Office & storage spaces air temperature range	21 °C ✣ 2 °C uncontrolled	No measurement
			Security system	Exterior doors lockable, key locks	Count
				Tenant-supplied security system	Count
			Fire alarm system	Battery powered smoke detectors	
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	0 roof leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Unmeasured	IAL Accounts
Avis	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Hazardous Substances and New Organisms Act 1996	5,000 lit Petrol storage HSNO Location Inspection Certificate renewed annually	Visual check
		Technical Service Levels	Building operational hours		Day log
			Rentable space, Avis	110 m^2 TBC	Measurement
			Office & storage spaces air temperature range	21 °C ✣ 2 °C uncontrolled	No measurement
			Security system	Exterior doors lockable, key locks	Count
				Tenant-supplied security system	Count
			Fire alarm system	Battery powered smoke detectors	
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	0 roof leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Unmeasured	IAL accounts
Executive Car Services	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Building operational hours		Day log
			Rentable space, Executive	230 m^2 TBC	Measurement
			Office & storage spaces air temperature range	21 °C ± 2 °C uncontrolled	No measurement
			Security system	Exterior doors lockable, key locks	Count
				Tenant-supplied security system	Count
			Fire alarm system	Battery powered smoke detectors	
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	0 roof leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Unmeasured	IAL accounts
Budget	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
		Legislative compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
		Technical Service Levels	Building operational hours		Day log
			Rentable space, Budget	105 m^2 TBC	Measurement
			Office & storage spaces air temperature range	21 °C ✣ 2 °C uncontrolled	No measurement
			Ventilation	None	
			Security system	Exterior doors lockable, key locks	Count
				Tenant-supplied security system	Count
			Fire alarm system	Battery powered smoke detectors	
			Fire fighting system	Fire hose reel coverage 100%	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[5] Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	0 roof leaks	Count during adverse weather
			[4] Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Unmeasured	IAL accounts

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
House	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative compliance	Building Act 2004 and Regulations	Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
		Technical Service Levels	Living space	107 m^2 TBC	Measurement
			Other space (garage)	20 m^2 TBC	Measurement
			Living spaces air temperature range	21 °C ✣ 5 °C uncontrolled	No measurement
			Security system	Exterior doors lockable, key locks	Count
			Fire alarm system	Battery powered smoke detectors	
			Well maintained interior & exterior.	Prior to failure	Condition assessment
			Building faults (max no. allowed)	0 roof leaks	Count during adverse weather
			Building fault response time to first attendance	Urgent – 1 day Non-urgent - 5 days	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption, Energy Use Index	Not measured	IAL accounts
Site Works	We have a healthy, safe and accessible built environment	The Site Works are safe to use and well maintained	-	As required for use	Day log
		Technical Service Levels	Runway	2,210 x 45 m asphalt	Measurement
			Taxi-ways	~ 5,000 m^2 asphalt	Measurement
			Apron	~ 20,000 m^2 asphalt	Measurement
			Boundary fence	5 km, 5-wire, tanalised posts	Measurement

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
			Security fence	6" chain link fence, steel posts	Measurement
			Airport Ave road and drop-off area	Chip seal	Measurement
			Main car park	14,600 m^2, Ashpalt	Measurement
			Car park access control system		Alarm Centre Installation
			Storm water pumps	2 No.	Measurement
			Flood bank		Measurement
			Ring drain	4 km, 2 m deep	Measurement
			Water infrastructure		Measurement
			Waste water infrastructure		Measurement
			Stormwater infrastructure		Measurement
			Electricity infrastructure		Measurement
			Communications infrastructure		Measurement
Plant	We have a healthy, safe and accessible built environment	The Plant is safe to use and well maintained	Plant passes vehicle Warrant of Fitness inspections	As required for use	Day log
		Technical Service Levels	Fire Rescue Vehicle	Hino, 1988	
			Fire Rescue Vehicle	Hoyle, 1981	
			Utility vehicle	1995 Mazda B2600	
			Trailer, First Aid		
			Tractor	Ford 4110, 1986 TBC	
			Tractor	Ford 4600, 1981 TBC	
			Tractor	Iseki 2160, 1989 TBC	
			Trailor	1960 TBC	
			Mowers		

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Outdoor Stadium 2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Outdoor Stadium Media Tower Changing Room Score Board	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
			Hazardous Substances and New Organisms Act 1996	HSNO Location Inspection Certificate renewed annually LPG on site??	Visual check
		Technical Service Levels	Building open hours	8 am – 6 pm, 7 days per week except Christmas Day	Day log
			Seating capacity	No. TBC	Measurement
			Hospitality capacity	No. m^2 TBC	Measurement
			Changing capacity	No. m^2 TBC	Measurement
			Media capacity	No. m^2 TBC	Measurement
			Occupied spaces air temperature	21 °C ± 2 °C	BMS trend
			Score Board / clock	Manual / analogue	Count
			Security system	Exterior doors lockable, staff keys,	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				Exterior doors, proximity switches	Count
				PIRs in areas	Count
				24 hour remote alarm monitoring	Alarm Centre?? log
			Surveillance system	9 No. CCTV cameras	Count
				Hard disk recorder, min 30 days storage	Count
			Fire alarm system	Type 7 smoke / heat detection system	Count
				24 hour remote alarm monitoring	ADT contract
			Fire fighting system	100% fire hose reel coverage	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			[4] Building faults (max no. allowed)	roof leaks Structural faults?	Count
			[5] Building fault response	No set response time	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption / Energy Use Intensity (EUI)	Not measured	Accounts

Source file
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreement Indoor Stadium 2011-12.doc
Copied to columns 4, 5 and 6 of Figure 4.4.1.

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
Indoor Stadium and Velodrome	We have a healthy, safe and accessible built environment	The building is safe to use, accessible for those with disabilities and well maintained	Building passes Building Warrant of Fitness inspections	As required for use	Day log
		Legislative Compliance	Building Act 2004 and Regulations	Warrant of Fitness renewed annually	Visual check
				Compliance with Building Code	Pathway / Property Enquiry / Address Search / Options / Applications
				Fire Evacuation Plan	Visual check
			Health and Safety in Employment Act 1992	Health & Safety Plan	H&S Hazard Register
			Hazardous Substances and New Organisms Act 1996	HSNO Location Inspection Certificate renewed annually LPG on site??	Visual check
		Technical Service Levels	Building open hours	? am – ? pm, ? days per week except Christmas Day	Day log
			Seating capacity	No. TBC	Measurement
			Hospitality capacity	No. m^2 TBC	Measurement
			Changing capacity	No. m^2 TBC	Measurement
			Media capacity	No. m^2 TBC	Measurement
			Occupied spaces air temperature	°C ± 2 °C No control	BMS trend
			Score Board / clock	Manual / analogue	Count
			Security system	Exterior doors lockable, staff keys,	Count

Building Assets Used To Achieve Output	Intermediate Outcomes	Level Of Service	Current Performance Measures	Current Targets	Data Collection Method
				Exterior doors, proximity switches	Count
				PIRs in ?? areas	Count
				24 hour remote alarm monitoring	Alarm Centre?? log
			Surveillance system	TBC No. CCTV cameras	Count
				Hard disk recorder, min 30 days storage	Count
			Fire alarm system	Type 7 smoke / heat detection system	Count
				24 hour?? remote alarm monitoring	ADT contract
			Fire fighting system	100% fire hose reel coverage	Measure
			Office spaces infrastructure	Min 1 No. power, comms & data outlets per work station	Count
			[1] Well maintained interior & exterior.	Prior to failure	Condition Assessment
			[4] Building faults (max no. allowed)	None	Count
			[5] Building fault response	No set response time	No current solution
			Proposed Renewal and New Capital Plan	Complete annually within budget	Annual review
			Energy consumption / Energy Use Intensity (EUI)	Not measured	Accounts

2.4 FUTURE LEVELS OF SERVICE

2.4.1 Levels of Service Gaps, Planned Improvements to Address Gaps

There are several instances of shortfalls where the current targets are not the desired targets of the Activity Manager or Asset Manager and improvements are desired.

Improvements requested by Activity Managers are required so that the buildings:

- Can support changes which provide for growth.
- Can support changes to service level of the Activity.

Improvements requested by the Asset Manager are required so that the buildings:

- Can provide enhanced technical service levels for better management of the assets.

The desired changes are listed in Figure 2.4.1.

Figure 2.4.1: Shortfalls in Levels of Service

Source files
Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreements
Copied to columns 2, 3, 4 and 5 of Figure

Activity / Building Assets Used To Achieve Output	Current Performance Measures	Current Targets	Desired Targets	Required Changes
HALLS and THEATRES				
Civic Theatre	[1] Interior & Exterior re-decoration	Prior to failure	Premium Interior every 8 yrs Int every 12 yrs Ext every 9 yrs or as condition assessment & predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software
	[3] Building fault response time to first attendance	No measurement solution	Urgent – 1 day Non-urgent - 5 days	Software system to gather response time data
LIBRARY AND ARCHIVE				
Library	[1] Interior and Exterior re-decoration	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment and predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software.
	[2] Building fault response	Response time not known	Urgent – 1 day Non-urgent – 5 days	Software system to gather response time data.
	[3] Energy efficiency	Minimise cost with existing systems	Reduce environmental impact of service	Implement Level 2 Energy Audit recommendations
	[5] Branch libraries	No branch libraries	1 in South city	Develop branch library in South City
	[7] Notice boards	2 at elevators	2 at elevators 2 in foyer corridor	Add 2 permanent notice boards in corridor
	[8] Emergency power supply generator set	None	Min 25 kVA capacity to run server room	Install genset
	[9] Book return chute and desk	As installed	New chute and returns counter	Design project and installation

Activity / Building Assets Used To Achieve Output	Current Performance Measures	Current Targets	Desired Targets	Required Changes
Archive	[1] Interior and Exterior re-decoration	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment and predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software.
	[2] Building fault response	Response time not known	Urgent – 1 day Non-urgent – 5 days	Software system to gather response time data.
CORPORATE				
Administration Bldg	[1] Interior & Exterior re-decoration (CAB)	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment & predictive maintenance require	Record re-decoration data and condition assessments in predictive maintenance software.
	[3] Building faults (CAB)	Window leaks	No window leaks	Re-glaze the building Double glazing
	[5] Building fault response (CAB & BSC)	Response time unknown	Response time 1 or 5 days	Software system to gather response time data.
	[4] Energy efficiency (CAB)	Minimise cost with existing systems	Reduce environmental impact of service	Implement Level 2 Energy Audit recommendations
	[8] 4th Floor Reception / office changes (CAB)		As per Director of Environment and Planning requirements	Plan and carry out changes
	[9] Tea/coffee sink-bench facilities (CAB)	1st floor	Tea/coffee sink bench facility on each level	Add Ground, 2nd & 3rd floors, revise 1st floor.
Bluff Service Centre	[6]Interior & Exterior re-decoration (BSC)	Prior to failure	Int every 12 yrs Ext every 9 yrs	Record re-decoration data and condition assessments in predictive maintenance software.
	[5] Building fault response (BSC)	Response time unknown	Response time 1 or 5 days	Software system to gather response time data.
	[7] Visitor Information & Shop space (BSC)	43 m^2	120 m^2	Extend BSC on to adjacent vacant site in 2013/14
HOUSING CARE				
Housing Care Flats	[2] Bathrooms converted to showers	10 to change	41 of 41 at Elston Lea changed	Modify over 10 years bathrooms

Activity / Building Assets Used To Achieve Output	Current Performance Measures	Current Targets	Desired Targets	Required Changes
	[4] Conservatory, scooter storage with external power socket	3 of 120 installed	30 of 120 installed	Add 3 conservatories per year over 7 years to 11 complexes which have slab-on-grade floor
	[5] increased on-site parking	1 of 21 complexes	2 of 21	No funding at present.
	[6] Replace obsolete rangette stoves, new kitchen joinery	2 of 21 stoves replaced	21 of 21 replaced	Modify 19 flats, see [15]
	[7] Double glazing	1 of 216 flats fully changed, 16 partly changed	216 of 216 fully changed	Install double glazing as opportunities arise and finance available
	[9] Replace obsolete Hoovermatic clothes washer	16 to change	148 of 148 changed	Modify bathroom / rear storage cupboard / plumbing to suit.
	[11] Roof & exterior cladding & joinery – painting & renewals	According to assessed condition	25 yr life cycle	Hansen
	[1] Interior & exterior redecoration	As opportunities arise 216 interior total 81 exterior total	Int every 12 yrs. Ext every 9 yrs or as condition assessment & predictive maint require 10 per year, interior 3 per year, exterior	Record re-decoration data and condition assessments in predictive maintenance software.
	[13] Building fault response	Response time unknown	Response time 1 or 5 days	No current solution
ROADING				
Parking Building	[1] Well maintained interior & exterior (Parking & SWTS)	Prior to & at failure	Decks & façade as condition assessment & predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software
	[2] Building fault response time to first attendance (Parking & SWTS)	Not measured	Urgent – 1 day Non-urgent – 5 days	Software system to gather response time data.
Solid Waste Transfer Station	[5] Unloading capacity (SWTS)	4 light vehicle doors and 2 heavy vehicle doors each side. Doors are operational	1 light and 1 heavy vehicle door east side, 3 light vehicle doors west side. Doors are operational	Remove 4 redundant doors east side and 3 west side and clad as per walls. Repair / replace operational doors

Activity / Building Assets Used To Achieve Output	Current Performance Measures	Current Targets	Desired Targets	Required Changes
	[6] CCTV (SWTS)	No CCTV system	CCTV	Install CCTV system with adequate no. of cameras
POOLS				
Splash Palace	[3] Family change cubicles (SAC)	5 No.	10 No.	Construct 5 family change rooms adjacent to Learners Pool
	[4] Dry Gymnasium (SAC)	St 1, 180m^2 St 2, 247 m^2	Size to be advised by Pools Manager	Construct gym; stage 1, 2012-13, stage 2, 2017-18
	[5] Shower water temperature (SAC)	40 °C +0 -10 °C	40 °C +0 -1 °C	Prevent cold showers by capacity and management changes
	[6] Health & Safety – Eliminate manual ash cleaning (SAC)	Manual de-ashing	Mechanical de-ashing	Modify boiler hearths or replace boilers
	[9] Health & Safety – eliminate on-site storage of chlorine (SAC)	On-site storage of 1 tonne bottles	On-site generation of chlorine at rate of process demand or alternative purification system	Install chlorine generation equipment
	[1] Interior & Exterior re-decoration (SAC & Bluff Pool)	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment & predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software.
	[7] Building fault response	No current data	Urgent – 1 day Non-urgent – 5 days	Software system to gather response time data. Install fibre optic cable between SAC and Admin Bldg for Ethernet network
	[10] Energy Consumption (SAC)	Minimise cost with existing systems	Reduce environmental impact of service	Implement Level 2 Energy Audit recommendations, (SAC)
	[12] Surveillance system (SAC)	4 channel CCTV system. 4 cameras	16 channel CCTV system 7 No. cameras	Replace recorder unit and add 3 digital video cameras
	[13] Security System (SAC)	Doors, proximity switches, PIRs	Upgrade to networked ICC system	Install Concept 4000 system, photo ID prox cards for all staff.

Activity / Building Assets Used To Achieve Output	Current Performance Measures	Current Targets	Desired Targets	Required Changes
MUSEUM				
Southland Museum	[1] Well maintained interior & exterior, (Southland Museum and South Wing)	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment & predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software.
	[3] Gallery space: Temporary exhibitions	670 m^2	1,356 m^2	Building Redevelopment project
	[3] Gallery space: Permanent exhibitions	920 m^2	1,405 m^2	Building Redevelopment project
	[3] Collection storage space	1,030 m^2	1,155 m^2	Building Redevelopment project
	[3] Foyer, café and shop space	2,430 m^2	1,572 m^2	Building Redevelopment project
	[3] All weather loading dock	None	Included	Building Redevelopment project
	[3] Total area =	4,500 m^2	8,000 m^2	Building Redevelopment project
	[4] Building faults	Many roof leaks	No roof leaks	Re-roof the building
	[5] Building fault response	No set response time	Urgent – 1 day Non-urgent – 5 days	Software system to gather response time data.
	[7] Well maintained interior & exterior of South Wing and Central Block	Prior to failure	Unknown	Heritage buildings in poor state of repair. High expenditure required. Assessment of future use of buildings required.
	[8] Accessibility to Men's Toilet	Non-compliant	Compliant	Change lobby to provide correct dimensions and door positions
PUBLIC TOILETS				
Toilets	[1] Number of toilets.	8	9	Add new 24 hr toilet at north Dee St.

Activity / Building Assets Used To Achieve Output	Current Performance Measures	Current Targets	Desired Targets	Required Changes
	[3] Well maintained interior & exterior.	Prior to failure	Supervised: every 8 yrs Automated: every 12 yrs or as condition assessment & predictive maintenance require	Record re-decoration data and condition assessments in predictive maintenance software.
	[4] Building fault response	No set response time	Urgent – 4 hours Non-urgent – 1 day	Software system to gather response time data.
MISCELLANEOUS BUILDINGS				
Trooper's Memorial	Well maintained interior and exterior.	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment and predictive maintenance required	Record re-decoration data and condition assessments in predictive maintenance software.
Industrial Reclamation	Well maintained interior and exterior.	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment and predictive maintenance required	Record re-decoration data and condition assessments in predictive maintenance software.
Bluff Senior Citizens Centre	Well maintained interior and exterior.	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment and predictive maintenance required	Record re-decoration data and condition assessments in predictive maintenance software.
CCO and TRUST OWNED				
Scottish Memorial Hall	[5] Building faults (Scottish Hall)	1 roof leak over stage	0 leaks	Re-roof part or all if the building is to be retained.
	[6] Hand-over (Scottish Hall)	In 1 year	During 2011-12	Attorney General decision to change Hall Trust Deed
Bluff Pool	[10] Major renewal of building components (Bluff Pool)	Wind-down to failure 31 March 2010	Either dispose of or renew and/or improve pool facility or build new pool	Provide recommendation to Council and Community Board for decision
Airport Buildings	[1] Interior & Exterior re-decoration (all buildings)	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment & predictive maintenance require	Record re-decoration data and condition assessments in predictive maintenance software.

Activity / Building Assets Used To Achieve Output	Current Performance Measures	Current Targets	Desired Targets	Required Changes
	[2] Building faults (all buildings)	Roof leaks Musty smells in some buildings	No roof leaks Fresh atmosphere	Re-clad the roofs Install mechanical ventilation / heating systems Eliminate use of LPG heaters
	[3] Building fault response (all buildings)	Response time unknown	Response time 1 or 5 days	Software system to gather response time data.
	[3] Energy efficiency (all buildings)	Minimise cost with existing systems	Reduce environmental impact of service	Implement Level 2 Energy Audits for all buildings
	[5] Terminal Building upgrade	?? m^2	?? m^2	Expansion project to provide ?? m^2 area
Outdoor Stadium	Well maintained interior & exterior.	Prior to failure	Int every 12 yrs. Ext every 9 yrs or as condition assessment & predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software.
	Score board / Clock	Manual / analogue	Digital	Install Digital Clock and Video Screen
	[4] Building faults	Many roof leaks	No roof leaks	Re-roof the building
	[5] Building fault response	No set response time	Urgent – 1 day Non-urgent – 5 days	Software system to gather response time data.
Indoor Stadium and Velodrome	Well maintained interior & exterior.	Prior to failure Except during snow storms	Int every 12 yrs. Ext every 9 yrs or as condition assessment & predictive maint require	Record re-decoration data and condition assessments in predictive maintenance software.
	Increased space around Community Courts			Rebuild options: Hero option

Halls and Theatre Notes

1. Interior and exterior re-decoration recently completed for Civic Theatre. The Scottish Hall has recently had exterior repainting and is in urgent need of interior refurbishment. Change to management by condition assessment score and include as a budget item called 'Maintenance renewals'.
3. Improve management information about fault repair response.

Library Notes

1. Interior re-decoration has not been carried out in the Library since it was opened in 1989 (17 years). Change to management by condition assessment score and budgeting by inclusion as a Maintenance renewal item.
2. Improve management information about fault response with interface software between customer service and asset management applications.
3. Carry out Level 2 Energy Audit recommendations to minimise the environmental impact of Library Building operations. This will reduce overall consumption of energy. Recommendations include: variable speed drives for ventilation fans, heat pump for winter heat recovery / summer chilled water, replace fluorescent tubes, improve lighting controls.
5. Investigate development of branch libraries at South City and Windsor areas. The South City development may incorporate a Council Service Centre.
7. Install 2 permanent notice boards in foyer corridor.
8. Install genset of adequate capacity for SIX room and operation of Library as a Civil Defense Welfare Centre.
9. Design and install larger capacity book return chute and new returns desk.

Corporate Notes

1. Interior and exterior re-decoration historically carried out once in the Administration Building since it was opened in 1971. Change to management by condition assessment score and budgeting by inclusion as a Maintenance renewals item.
3. Overcome inherent window leaks which cannot be solved by modification. Also consider double glazing for energy efficiency. See 4 below.
4. Carry out Level 2 Energy Audit recommendations to minimise the environmental impact of Administration Building operations. This will reduce the overall consumption of energy. Recommendations include: double glazing, variable speed drives for ventilation fans and theatre heating circuit pump, air to air heat exchanger, replace fluorescent tubes, improve lighting controls. Budgeted for 2011-12.
5. Improve management information about fault response with interface software between customer service and asset management software applications.
6. Interior and exterior re-decoration carried out when the Bluff Service Centre was established in 2005. Manage future refurbishments by condition assessment

score and budgeting by inclusion as a Maintenance renewals item.

7. Extend the front of the building into the adjacent vacant property (94 Gore Street) to provide greater visitor information and retail shop space and develop accessible toilet facilities in the building.
8. Changes as required by the Director to Environmental and Planning, to the reception and office area of the 4th Floor.
9. Level of Service change to provide closer tea / coffee amenities to work spaces.

Housing Notes

1. Interior redecoration historically carried out as opportunities arise when flats are vacant. Data collection and use to be improved to record and program re-decorations. (NB assuming a 12 year redecoration cycle for 194 flats requires an average of 18 to be redecorated each year).
2. Removal of slip and fall hazards associated with use of baths. Conversion where possible to shower box or wet area showers which conform to accessibility requirements. 31 of a total of 41 flats at Elston Lea Village have been altered to date, 10 still to alter.
4. Tenants have an increasing ownership of mobility scooters. These need to be kept in a secure place which has a power supply for battery charging and an impervious floor for parking after the scooter is used in wet weather. Tenants are parking them in their living rooms on a carpeted floor. A solution to this is installation of conservatories at the front door of the flats. This modification can be carried out at 10 complexes which have floor slab-on-grade construction as these will not require steps and ramps. This includes Aidan Place (8 flats), Cairnsmore Flats (12), Korimako Place (10), Laurel Court (8), Nevill Place (16), Otarewa Village (22), Pateke Place (8), Powell Court (6), Thorndale Flats (6) and Willow Park (10 flats). Aim to equip 24 of 120 flats for tenants with mobility scooters.
5. Demand from tenants for increased on-site parking and for covered parking. 1 complex, Jim Brass Place, currently has covered parking for 3 of 4 flats. Scope exists at 19 other complexes (excludes Ness Street) to construct a limited amount of extra parking for tenants and visitors and possibly some covered parking for tenants' cars. Estimate by OPUS, however no funding is presently available to build carports or garages. New flats should have car ports incorporated.
6. Replacement of obsolete rangettes with standard size 610 mm wide stoves. Two of a total of 21 rangettes have been replaced to date. Replacements have been made at Kelly Court (0 of 7), Niven Place (1 of 7) and Strathpine Flats (1 of 7). This modification will require installation of new kitchen joinery and upgrading of electrical power supply to the complexes.
7. Replacement of single glazing with double glazing as opportunities arise during renewal of flats. This potentially applies to 216 existing flats as part of 'Healthy Homes' improvements. 1 flat has been completely double-glazed at Elston Lea Village and 16 others party double glazed to date.
9. Replacement of obsolete Hoovermatic clothes washers with automatic washers.

Replacements have already been made for 15 of 21 washing machines by building alterations to bathroom and rear storage cupboard at Kelly Court (7 of 7), Niven Place (4 of 7) and Strathpine Flats (4 of 7). This has also been carried out by alteration of plumbing at 115 of 135 flats. This includes Aidan Place (6 of 8 flats), Cairnsmore Flats (11 of 12 flats), Clarendon (10 of 14 flats), Elston Lea Village (40 of 41 flats), Korimako Court (8 of 10 flats), Laurel Court (7 of 8 flats), Miller Street (1 of 4 flats), Nevill Place (15 of 16 flats), Aurora Place (7 of 8), Pateke Place (all 8 flats) and Thorndale Flats (2 of 6 flats). (NB Jim Brass Place, Otarewa Village, Powell Court, Willow Park and the Bluff complexes of Anzac Court, Kinross Place and Stirling Flats were never fitted with Hoovermatic washers). This leaves 26 Hoovermatic washing machines still to be replaced.

11. Exterior renewals to be managed by condition assessment. Applies to 81 buildings which contain housing care flats. Assuming a 25 year roof renewal cycle and 81 buildings, this requires an average of 3 to be renewed each year. Repainting of roofs on a 9 year cycle.
13. Improve management information about fault response with interface software between customer service and asset management applications.

Roading Notes

1. The underside of the Hi-Bond reinforcing trays of the Parking Building were badly corroded in places. Following completion of a program to waterproof the decks these have been repaired and fully re-painted during 2009. The Leven Street façade was badly deteriorated and was replaced during 2008-09. Change to management by condition assessment score and budgeting by inclusion as a Maintenance Renewals item.
2. Improve management information about fault response.
5. Reconfigure doors so that 1 is available on the east side for heavy transport vehicle unloading and 1 for building material unloading and 3 on the west side for light motor vehicle unloading.
6. Install CCTV system at Solid Waste Transfer Station to suit operations and security requirements.

Pools Notes

1. Interior and exterior re-decoration has not been carried out in either building since opening. The Bluff Pool hall has had a replacement ceiling installed. Change to management by condition assessment score and budgeting by inclusion as a Maintenance renewals item. Repaint cross-bracing in Splash Palace in 2008-09.
2. Increased retail income from swimwear and equipment sales could be gained by development of a better retail area in the foyer.
3. Family change rooms at the Learners Pool is part of a 2 stage project to provide more private change space in the public change rooms and space for managing the changing of groups of school children by teachers.
4. Develop a dry gymnasium to improve service provision, grow the leisure fitness

market in Invercargill and increase SAC income. Plan in two stages scheduled for 2012-13 and 2017-18.

5. Eliminate cold showers to improve Level of Service. Investigate root cause and carry out improvements to eliminate causes.
6. Remove a potentially hazardous process of manually de-ashing the boilers and carrying cans of ash up steps to an outside waste bin. This change will also improve the overall output of the boilers by providing continuous removal of ash.
7. Improve management information about fault response. Install fibre optic cable from Administration Building to SAC to enable networking of Hansen application.
9. Replace storage of bottled chlorine used for water purification, with on-demand generation of chlorine.
10. Carry out Level 2 Energy Audit recommendations to minimise the environmental impact of pools operations. This will minimise or eliminate the consumption of non-renewable energy sources (lignite) and reduce overall consumption of energy. Recommendations include: variable speed drives for ventilation fans, variable speed drives for filter and ozone pumps, replace fluorescent tubes, improve lighting controls, install heat recovery in AHUs and change heating circuits to 55°C operating temperature, new heat source from modification of 1 boiler to wood-chip operation or re-use Learners Pool heat pump with ground-water heat source.

Museum Notes

1. Change to management by condition assessment score and budgeting by inclusion as a Maintenance renewals item.
3. A Feasibility Study has investigated the optimum display, storage, retail and public space required for a Museum Redevelopment.
   - Temporary Exhibitions:
     - » Pyramid, ground floor, Major Gallery 346 m^2
     - » Pyramid, ground floor, Community Galleries 170 m^2
     - » New building, ground floor, Main Exhibition Gallery 840 m^2
   - Permanent Exhibitions:
     - » Pyramid, first floor, Roaring 40's Gallery 740 m^2
     - » Pyramid, second floor, Science / Natural History Gallery 291 m^2
     - » Pyramid, third floor, Discovery World 637 m^2
     - » Pyramid, fourth floor, Classroom 140 m^2
     - » Pyramid, Mezzanine over Classroom 150 m^2
     - » Art Gallery: 1010 m^2
     - » Secondary Art Gallery 167 m^2
     - » Multi-Media Gallery 70 m^2
   - Collection Storage
     - » Storage 1,155 m^2
   - Foyer / Café / Retail / Function
     - » Foyer 992 m^2
     - » Retail 135 m^2
     - » Café 210 m^2
     - » AV Theatre 120 m^2
     - » I-Site 115 m^2

The project is on hold and will be re-evaluated in due course.

4. Re-roofing the polystyrene "sandwich panel" pyramid roof with KingSpan (poly-isocyanurate "sandwich panel") or similar to eliminate roof leaks and eliminate fire risk.
5. Improve management information about fault response.
7. The future use of the three buildings at 194 Dee Street must be assessed. The buildings currently serve little useful purpose to the museum service provision. The buildings have a Class 1 Heritage Classification. Any change of use to a relevant purpose will incur significant cost to upgrade the buildings to Building Act requirements (e.g. $1M) and require NZ Historic Places Trust approval.
8. The Men's Toilet lobby is not compliant with accessibility requirements for people in wheelchairs. Changes to the size and shape of the lobby are required.

Toilet Notes

1. Add 24 hour toilet in identified central business district location at north Dee Street.
3. Improve management information about building condition with condition assessments and an Asset Management Information System.
4. Improve management information about fault response with interfaced software between customer service and asset management applications.

Council Controlled Organisation and Trust Owned Buildings

Scottish Hall

5. The Scottish Hall roof is clad with corrugated galvanised iron which is in very poor condition. Council has resolved to postpone maintenance of the building pending a decision about its future use.
6. The Scottish Hall has significant maintenance issues developing such as borer damage, moisture damage to interior wood panelling, poor facilities for people with disabilities. It also has little use and is redundant for the purposes of the Service Delivery Manager.

Bluff Pool

1. Carry out an investigation of Bluff Pool to identify the cost of deferred maintenance, building renewals and possible building improvements. Improvements will attract greater usage by the Community and increase the viability of the pool.

Airport

1. Interior and exterior re-decoration of all Airport buildings. Change to management by condition assessment score and budgeting by inclusion as a Maintenance renewals item.
2. Overcome musty smell in many buildings. Provide mechanical fresh air ventilation and installed heating. Eliminate use of LPG heaters.
3. Improve management information about fault response with interfaces between customer service and asset management software applications.

4. Carry out Level 2 Energy Audit to identify energy saving opportunities in all buildings. This will reduce the overall consumption of energy. Recommendations may include replacement of heating systems, ventilation, insulation, glazing, fluorescent tubes and improvement of lighting controls.
5. Upgrade Project. This will be developed in the near future.

Outdoor Stadium

1. Installation of Media Tower.
2 Install digital scoreboard / clock / video screen.

Indoor Stadium and Velodrome

1. Rebuild after snow storm collapse. Completion August 2012.

3. Demand for Our services

3.1 DEMAND FORECAST

3.1.1 Factors Influencing Demand

3.1.1.1 Core Buildings

Monitoring and planning for changes in demand for services supplied from Core Buildings is the responsibility of the Council Activity Manager who is the 'tenant' or Council Controlled Organisation / Trust manager. Any requirement for changes to Core Buildings in response to changes in demand will be included in the Service Level Agreement for planning and execution by the Asset Manager

3.1.1.2 Public Toilets

Factors influencing demand for Public Toilets in the Central Business District generally includes:

- Economic activity, which influences the number of people in retail shopping areas.
- Aging population, when people become slower but can also have urinary system disorders.

This Activity Plan for Public Toilets is based on the premise that Invercargill will continue to grow. By 2031 the Invercargill district's population will be approximately 56,400 with 22,500 dwellings. This growth scenario is based on the following assumptions:

1. Population growth will follow the Statistics New Zealand high population projection for Invercargill, based on the 2006 Census (Table 3.1).
2. Average household size will remain constant at 2.5 people/household.
3. An additional (to 2006 figure) 1,100 dwellings will be constructed (Table 3.2).
4. Development will occur throughout the district.
5. Unemployment will remain low (4.8% in September 2010 for Southland).
6. Labour force participation rate will remain high (72%% in September 2010 for Southland).
7. Employment opportunities will increase (26,800 employees in 2006).
8. Without migration the labour force will become smaller as the population ages (Table 3.3).

This means that a continuing high labour force participation rate, combined with low unemployment, an ageing population and increasing work opportunities, will cause positive migration into the district.

This Activity Plan provides the Council's direction for the next ten years – 2021 in the tables below.

	1996 Census	2001 Census	2006 Census	Series	Population at 30 June 2006					
					2006	2011	2016	2021	2026	2031
Invercargill City	53,208	49,833	50,328	High		53,600	55,000	55,800	56,300	56,400
				Medium	51,600	52,400	52,400	51,500	50,200	48,500
				Low		51,200	49,700	47,300	44,300	40,900

Table 3.1 - Invercargill Population and Projections 1996 – 2031 (Updated June 2010)

Note: In developing the 2006 Population Projection base figure of 51,600, Statistics New Zealand has made allowances to Census population for residents overseas on Census night, people who didn't receive/complete forms and three months of births, deaths and migration.

	1996 Occupied Dwellings	2001 Occupied Dwellings	2006 Occupied Dwellings	Estimated 2011 Occupied Dwellings	Estimated 2016 Occupied Dwellings	Estimated 2021 Occupied Dwellings	Estimated 2026 Occupied Dwellings	Estimated 2031 Occupied Dwellings
Invercargill City	19,878	19,740	21,100	22,000	22,500	22,500	22,400	22,200

Table 3.2 - Invercargill Dwellings and Projections 1996 – 2031 (Updated June 2010)

	0-14 Years	15 – 39 Years	40 – 64 Years	65 Years and Over
2006	10,500	17,100	16,600	7,500
2011	10,200	16,900	17,100	8,200
2016	10,100	16,500	16,600	9,300
2021	9,900	15,600	15,600	10,400
2026	9,100	14,800	14,700	11,600
2031	8,200	13,700	14,000	12,600

Table 3.3 - Projected Changes in Age Structure

Estimate for 2006 is the estimated resident population of Invercargill. Projections for 2011-31 have as a base the estimated resident population at 30 June 2006 and incorporate medium fertility, mortality and migration assumptions.

3.1.2 Projected Growth or Decline in Demand for Services

3.1.2.1 Core Buildings

Projection of growth or decline in demand for services supplied from Core Buildings is the responsibility of the Council Activity Manager who is the 'tenant' or Council Controlled Organisation / Trust Manager. Any requirement for changes to Core Buildings in response to growth or decline of demand will be included in the Service Level Agreement for planning and execution by the Asset Manager.

This Activity Plan reflects Council's assumptions for the Long Term Plan, namely:

(1) Population Projections – by 2031 the Invercargill district will have a population of 56,400 (50,328 in 2006).

Council is actively encouraging employment opportunities within the district with the development of the Awarua Industrial Estate. Given that Invercargill has very high labour force participation rates it is assumed that additional people will move into the district when employment opportunities become available.

(2) Population Age Structure – Invercargill's population will continue to age faster than the national average, which means that the proportion of the population over 65 will increase.

As the district's population ages and people retire from fulltime employment, employment opportunities will be created which cannot be filled from within the community. These vacancies create the opportunity to attract people (and their families) into the workforce from outside the district. This migration will lessen the proportion in the 65 years plus age group but the trend will remain dominant.

(3) Household Composition and Size – will remain constant at 2.5 people/dwelling. This will mean that an additional 1,100 dwellings will be required by 2031(from the 2006 figure).

Invercargill has a high home ownership rate and it is not anticipated that this trend will change within the next ten years. High home ownership rates provide a stable population and commitment to the community. A quarter of Invercargill households are single person households.

(4) Areas of Population Growth/Decline – Invercargill will experience slow growth which can be managed.

The population of areas changes over time reflecting changes in land use and lifestyle choices. Within the district there have been increases within new urban subdivisions and the rural/semi-rural areas of the district – Waikiwi, Myross Bush, Mill Road/Woodend, Tisbury and Otatara. Other areas of the district have been experiencing population decline –

Bluff, Kingswell/Clifton, Heidelberg, Georgetown and Appleby/Kew.

Given the assumption that the population of Invercargill will continue to increase there will be demand for additional housing, and therefore services. There will be pressure to expand infrastructural services beyond the existing urban areas. Low density connections to Council infrastructure do not lead to efficiencies in the supply of services or long term maintenance.

The location of expansion of infrastructure is a major decision which will influence Council's Asset Management Planning. The private sector will also react to such decisions.

The table below provides an indication of anticipated changes in land use and development.

Environment	Development
Urban Invercargill – Fully serviced commercial, industrial and residential.	➢ No significant changes in commercial development. ➢ Industrial development expanded (north of Victoria Avenue). ➢ Residential areas expanded (Tramway/Rockdale Road area, north of Northwood Avenue, Bainfield Road east of Queens Drive). ➢ Half the new dwellings are located within an expanded urban area.
Otatara – Low density residential lifestyle.	➢ No expansion of reticulated services. ➢ Quarter of new dwellings located in this area.
Rural - Rural activities and residences on larger allotments.	➢ No significant changes in rural activities. ➢ No expansion of reticulated services. ➢ Quarter of new dwellings located in this area.
Awarua Industrial Estate.	➢ Reticulated services available. ➢ Provision for two large wet industries and domestic waste. ➢ Continuing demand by large scale industries.
Bluff.	➢ No expansion of reticulated services. ➢ Stable/decreasing population. ➢ Increase in port activity.

Table 3.4 - Changes in Invercargill Environments 2011 – 2031

(5) Employment – There will be an increase in employment opportunities within the Invercargill district.

Southland has a low unemployment rate (4.8% in September 2010).

Development of the Awarua Industrial Estate will cause increased employment

opportunities within the district (assuming that there is no change in current employment levels).

(6) Catastrophes – There will be no major catastrophes (local or remote) that impact on the City and its economy.

Catastrophes (local or remote) have the potential to impact on a community – especially those with an export focus.

(7) Climate Change - Climate change will not significantly impact on the operation of Council's infrastructure within the next ten years, namely:

- The Oreti River has sufficient flows to allow Council to exercise its resource consent.
- The Oreti River quality does not require additional treatment.
- The New River Estuary is able to accept the discharge form the Clifton Waste Water Treatment Plant.
- Foveaux Strait is able to accept the discharge from the Bluff Waste Water Treatment Plant.
- No additional stormwater pumping stations are required.

The New Zealand Climate Change Office has produced a report "Climate Change Effects and Impacts Assessment – A Guidance Manual for Local Government in New Zealand", May 2004, which predicts:

- Increased temperatures (with greater increases in the winter season).
- Decreased frost risk but increased risk of very high temperatures.
- Stronger west-east rainfall gradient (wetter in the west and drier in the east).
- Increased rainfall and frequency of extreme (heavy) daily rainfalls.
- Increased sea level.
- Increased strength of westerly winds.

Most of the impacts characterised in this report are expected to occur over the next 20 to 100 years.

Projections for Invercargill from the 2004 New Zealand Climate Change Office Report indicate a rise in average annual mean temperature of 0.1 to 1.3 degrees over the next 25 years. Rainfall is expected to vary from -2 to 15% over the next 25 years. The greatest rainfall increases are projected during winter.

Invercargill has experienced a history of flooding and has varying levels of protection in a design flood event. Flood protection works may also offer protection in a storm surge event.

Changes in the flows and quality of water courses which traverse the district as well as the surrounding sea environment have the potential to impact significantly of the operation of the City's infrastructure.

(8) Exercise of Resource Consents - There will be no change in the resource consent

conditions relating to Council's water take or to its Foveaux Strait discharge; no changes to the resource consent conditions for the Clifton Waste Water Treatment Plant discharge.

Council has resource consent to take water from the Oreti River and to discharge waste water into the New River Estuary and Foveaux Strait.

Capital expenditure may need to be spent should the impacts of the Regional Policy Statement result in the need for further resource consents or changes to how Council delivers services.

(9) Subsidies - There will be no change in Council's eligibility to Subsidies currently received.

Territorial authorities rely on government subsidies to assist with the funding of projects. New Zealand Transport Agency Subsidies make a significant contribution towards the Roading Activity budget.

The New Zealand Transport Agency is yet to confirm its subsidy rates for the next three years. Lower than anticipated subsidies can result in service delivery costs needing to be met by other means or decreases in levels of service.

(10) Legislation - No significant change.

Central government has signalled potential changes to the Building Act, Health Act and Food Act which may impact on Council's activities. These changes cannot be anticipated and can impose significant financial and service delivery costs of Council.

(11) Delivery of Service - No changes to the current method of delivering Council services.

Council delivers services through a range of providers – in house provision such as regulatory services, engagement of contractors such as passenger transport and the payment of grants such as Venture Southland. Any change in the way an activity is provided will impact on the cost of the service and how this will be undertaken. Council will continue to investigate the potential for shared services with neighbouring local authorities.

(12) Local Authority Boundaries - No changes to the boundaries of the Invercargill district.

If changes are made to the Invercargill City district's boundaries, the activities of Council and how they were provided would need to be reviewed.

(13) Significant Changes in the Invercargill or Southland Economy – There will be no significant changes to the Invercargill or Southland economy that require a direct

Council response. If this is the case the Long Term Plan will be amended.

The Long Term Plan is based on assumptions that there will be a gradual increase in population based on a growing economy. If there is a significant change, such as a large employer choosing to locate in the district, the potential demands on services and activities may require Council to review and change its current activities and levels of service.

3.1.3 Anticipated Changes in Demand for Services

3.1.3.1 Core Buildings

Anticipation of changes in the demand for services supplied from Core Buildings is the responsibility of the Council Activity Manager who is the 'tenant' or Council Controlled Organisation / Trust Manager. Any requirement for changes to Core Buildings in response to changes of service level will be included in the Service Level Agreement for planning and execution by the Asset Manager

3.1.3.2 Public Toilets

No changes in demand for service for Public Toilets in the Central Business District are anticipated in the next 10 years. Exeloo toilets are not liked by some members of the public however these have proved to be the most durable and reliable equipment to use for 24 hour service.

3.1.4 Impacts of changes in Demand

3.1.4.1 Core Buildings

The impact of tactics to respond to changes in demand will be creation of capital expenditure projects required to modify buildings to suit new needs.

3.1.4.2 Public Toilets

The impact of tactics to respond to changes in demand will be creation of capital expenditure projects required to modify Public Toilets to suit new needs.

3.2 DEMAND MANAGEMENT STRATEGY

3.2.1 Demand Management Initiatives

3.2.1.1 Core Buildings

Demand Management initiatives will be carried out by the Activity Manager who tenants the Core Building.

3.1.4.2 Public Toilets

Demand Management is not an appropriate tactic for the Public Toilets Activity.

3.2.2 Non-Asset Solutions

3.2.2.1 Core Buildings

Non-asset solutions may be implemented by the Activity Manager who tenants the Core Building.

3.1.4.2 Public Toilets

Non-asset solutions are not a current tactic for provision of Public Toilets by the Invercargill City Council. This could be achieved by contracting public toilet provision to private industry.

3.2.3 Funding of Service

3.2.3.1 Core Buildings

Funding of the Core Buildings Activity is provided as an interdepartmental charge from the Activity Service of Council to the Asset Management Service as if it were a rental payment. Funding of the Activity Service is derived from the annual rates draw. The interdepartmental charge pays for all budgeted provisions of the Assets Service such as operational costs and Programmes for Maintenance, Capital Renewals and New Capital Expenditures to cater for growth and change of Service Level.

3.2.3.2 Public Toilets

Funding of the Public Toilets Activity is derived from the annual rates draw. Funds are budgeted for operational costs and Programmes for Maintenance, Capital Renewals and New Capital Expenditures to cater for growth and change of Service Level.

3.2.3.3 Miscellaneous Buildings

Funding of the management of Miscellaneous Buildings is derived from the annual rates draw. Funds are budgeted for operational costs and Programmes for Maintenance and Capital Renewals.

3.2.3.4 Council Controlled Organisations and Trusts

Funding of asset management for buildings owned by Council Controlled Organisations and Trusts is arranged by the owning organisation.

3.3 GROWTH AND DEMAND RELATED WORKS AND PROGRAMMES

Programmes for growth and demand related works as well as for periodic maintenance and capital renewals are arranged with all Activity Managers on an annual basis. These are documented in the Service Level Agreements. The programmes are consolidated into Figure 3.3 below.

Source files

Objective File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Service Level Agreements Buildings 2011-12 \ Service Level Agreements

Copied to columns 2, 3, 4 and 5 of Figure 3.3

Figure 3.3: Growth and Demand Related Works and Programmes

Year	Proposed Periodic Maintenance Program	Proposed Capital Renewal Program	Proposed New Capital Program - Growth	Proposed New Capital Program - Service Level Change	Estimated Cost NZ$2011
THEATRE					
2011/12				Minor improvements: Air curtains	19,800
2012/13				Minor improvements	5,300
2013/14				Minor improvements	5,300
	[1] 8 yr premium int repaint, (Civic)				60,800
LIBRARY					
2011/12				Minor improvements Returns Counter & shute, APNK.	5,150
2012/13				Minor improvements	5,150
				[8] Genset	80,000
2013/14				Minor improvements	5,150
		[4] 25 yr plant renewal, (Library)			226,300
CORPORATE					
2011/12				Minor improvements	5,150 CAB +1200 BSC
			[8] E & P Reception & office changes		200,000
2012/13				Minor improvements	5,150 CAB +1200 BSC
2013/14				Minor improvements	5,150 CAB +1200 BSC
		#30 30yr plant major renewal (CAB)			1,518,400
		[3,] #22 Exterior windows renewal (CAB)			1,986,5000
HOUSING CARE					

Year	Proposed Periodic Maintenance Program	Proposed Capital Renewal Program	Proposed New Capital Program - Growth	Proposed New Capital Program - Service Level Change	Estimated Cost NZ$2011
2011/12				[4] conservatories 3 per year @ $7,000	21,000
				[10] Minor Improvements	41,000
	[1] Int renewals 10 per yr @ $4,500				45,000
		[11] Ext renewals 3 per yr @ $18,000			55,000
		[2, 3, 7, 8] Elston Lea & Miller St, 3 per yr @ $20,000			60,000
	Clarendon exterior cladding				100,000
2012/13				[4] conservatories 3 per year @ $7,000	21,000
				[10] Minor Improvements	41,000
	[1] Int renewals 10 per yr @ $4,500				45,000
		[11] Ext renewals 3 per yr @ $18,000			55,000
		[2, 3, 7, 8] #39 Elston Lea & Miller St, 3 per yr @ $20,000			60,000
	Clarendon exterior cladding				100,000
2013/14				[4] Conservatories 3 per year @ $7,000	21,000
				[10] Minor Improvements	41,000
	[1] Int renewals 10 per yr @ $4,500				45,000
		[11] Ext renewals 3 per yr @ $18,000			55,000

Year	Proposed Periodic Maintenance Program	Proposed Capital Renewal Program	Proposed New Capital Program - Growth	Proposed New Capital Program - Service Level Change	Estimated Cost NZ$2011
		[2, 3, 7, 8] Elston Lea & Miller St, 3 per yr @ $20,000			60,000
ROADING					
2011/12				Minor improvements	5,000
	Replace doors (Solid Waste)	Remove doors (Solid Waste)			100,000
2012/13				Minor improvements	5,000
2013/14				Minor improvements	5,000
POOLS					
2011/12				Minor improvements	5,000
				[5,6,10] heating circuit at 55°C, de-ashing of boilers, cold showers	580,000
				[6,10] #38BHeat source, boiler or heat pump	365,000
		15yr plant renewal (SAC)			304,000
				[12] 12 Channel CCTV recorder & 3 cameras	20,000
		[13] Security system upgrade (SAC)			10,000
	Replacement of 4 touch-pads				8,000
2012/13				Minor improvements	5,500
	Repaint Str Steel over Leisure Pool (SAC)				26,000
	Replacement of 4 touch-pads				8,000
				[4] Dry gymnasium (SAC)	486,000

Year	Proposed Periodic Maintenance Program	Proposed Capital Renewal Program	Proposed New Capital Program - Growth	Proposed New Capital Program - Service Level Change	Estimated Cost NZ$2011
	Grind and renew non-slip surfaces (SAC)				
2013/14				Minor improvements	5,500
	15 yr ext repaint (SAC)				525,500
			[3] Add 5 Family change rooms (SAC). Bring from 07/08		368,000
MUSEUM					
2011/12				Minor improvements	5,000
			~~[3] Building redevelopment Design (12 mth)~~		~~1,000,000~~
2012/13				Minor improvements	5,000
		[4] Re-roof pyramid, KingSpan			1,000,000
			~~[3,] Building redevelopment construction (12 mth)~~		~~12,000,000~~
2013/14				Minor improvements	5,000
			~~[3,] Building redevelopment construction (12 mth)~~		~~11,600,000~~
PUBLIC TOILETS					
2011/12				[1,] Install Dee North Exeloo	95,000
2012/13					
2013/14	Refurbish Wachner Pl				50,000
MISCELLANEOUS BUILDINGS					
2011/12					
2012/13					
2013/14					
CCO & TRUST OWNED					
Scottish Hall					

Year	Proposed Periodic Maintenance Program	Proposed Capital Renewal Program	Proposed New Capital Program - Growth	Proposed New Capital Program - Service Level Change	Estimated Cost NZ$2011
2011/12	To be planned by CCO or Trust				
Bluff Pool					
2011/12	To be planned by CCO or Trust				
Bluff Hall					
2011/12	To be planned by CCO or Trust				
Airport					
2011/12	To be planned by CCO or Trust				
2012/13	To be planned by CCO or Trust				
2013/14	To be planned by CCO or Trust				
OUTDOOR STADIUM					
2011/12	To be planned by CCO or Trust				
2012/13	To be planned by CCO or Trust				
2013/14	To be planned by CCO or Trust				
INDOOR STADIUM and VELODROME					
2011/12	To be planned by CCO or Trust				
2012/13	To be planned by CCO or Trust				
2013/14	To be planned by CCO or Trust				

4. Potential Significant Negative Effects

4.1. POTENTIAL SIGNIFICANT NEGATIVE EFFECTS ON COMMUNITY WELL-BEING

Potential Significant Negative Effects from building ownership may include:

- Loss of investment opportunity due to expenditure on construction of fixed assets.
- Large unforeseen changes in demand for services making building assets redundant before their end of life.
- Consumption of resources used in construction such as land, construction materials and energy.
- Unforeseen future costs of owning and maintaining building assets which may become Council property but which are not presently in Council ownership.

The transfer or vestment of buildings not currently owned by Invercargill City Council which could contribute to a future negative effect include the following:

- Scottish Hall, Bluff Swimming Pool, Bluff Hall. These buildings have been in Council ownership but have recently been, or are currently being, transferred to Trust ownership.
- Outdoor Stadium, Indoor Stadium and Velodrome, Museum, Airport. These buildings are owned by independent Trusts or Council Controlled Organisations.

4.2. MODERATION OF NEGATIVE EFFECTS

These Potential Significant Negative Effects are moderated by the practices of:

- Whole of life financial analyses of planned building projects, prior to construction, to optimise total expenditure. This ensures that good decisions are made at the beginning of the life of a building so that it is economic to maintain and operate and does not deteriorate at an accelerated rate.
- Application of the energy policy and green building analysis to planned building projects. This ensures that the building activities of today will leave sufficient resources for future generations so that they will also be able to carry out similar activities of their own.
- Collection of asset management data about buildings which could become Council liabilities. This data would be likely to include:
  - Recognition of the issues caused by the buildings, which have contributed to the demise of the Trust or CCO which owned them.
  - Cost estimates for capital development, if required, to modify the buildings for changes of level of service or growth that have happened since the buildings were constructed, or for demolition.
  - Cost estimate for renewal and maintenance costs to keep the buildings operational in their existing state. This information may be available from present ownership and operating costs in the case of buildings that have previously been owned by Invercargill City Council, from present grant funding

provided by Invercargill City Council to Trusts which have developed and are operating present facilities and from development of Asset Management Plans developed in association with Trusts and CCO's for the purposes of estimating future ownership and maintenance costs. Such AMP's would be of benefit to the Trusts and CCO's for present-day financial planning and to the Invercargill City Council for future contingency planning.

Building costs have been estimated to a limited degree in Section 8. Improved information about buildings in this category will be gathered over time.

5. Assets Profile

5.1 ASSET OVERVIEW

5.1.1 Asset Portfolio

The assets included in this Plan are:

- The Core Buildings owned or maintained on behalf of the Community that are used to deliver services to the communities of Invercargill and Bluff.
- Public Toilets in central business areas.
- Miscellaneous buildings.
- Building assets owned or operated by Council Controlled Organisations and Trusts.

Invercargill City Council operates Community service provision in the way prescribed by the Local Government Act 2002. Management of Services has been separated from the management of the Assets which are used to house and support the services. This helps to promote accountability, transparency and efficiency in the acquisition and management of core buildings owned by Council. An exception to this strategy is the Public Toilets for which the Service delivery and Asset Management are combined. Buildings and land used by the Invercargill City Council are grouped according to the service delivery Activity to which they contribute. These are listed in Figure 5.1.1.

Buildings owned by Trusts and Council Controlled Organisations and which have had Asset Management Plan information prepared by the Invercargill City Council Building Assets Manager have been included in this document. This has been done to address issues of potential significant negative effects discussed in Section 4.1.

Note:
Building and land in this Asset Management Plan does not include the following similar assets which are detailed in other Activity or Asset Management Plans:

- Investment property – see the Investment Property Activity Management Plan.
- Public toilets on reserve land – see the Parks Asset Management Plan.

Figure 5.1.1 Core Buildings of the Invercargill City Council

Source: Hansen V7.7, Report ###

Activity / Building Asset	Property Address	Land Area	Property Legal Description	Title	Ownership
HALLS and THEATRES					
Civic Theatre	88 Tay Street	-	Rateable interest in 101 Esk St	-	ICC
LIBRARY and ARCHIVE					
Library	50 Dee Street	4,508	Lot 1 DP 4802, Pt Lot 1 DP 2397, Lot 2 DP 4802, Lot 3 DP 4802, Lot 2 DP 2397, SEC 8 BLK I TOWN OF INVERCARGILL SO 171 and SEC 7 BLK I TOWN OF INVERCARGILL SO 171 and PT SEC 9 BLI I TOWN OF INVERCARGILL and SEC 15 BLK I TOWN OF INVERCARGILL SO 171 and PT SEC 16 BLK I TOWN OF INVERCARGILL and LOT 2 DP 4016 and LOT 1 DP 4016 and DP 300638 ELECTRICITY EASEMENT	CT-9B/158 CT-291895	ICC
Archive	62 Dee Street	723	Rateable interest in 50 Dee St	-	ICC
CORPORATE					
Administration Building	101 Esk Street	6,072	SEC 18 BLK III TOWN OF INVERCARGILL SO 171 and SEC 5 BLK III TOWN OF INVERCARGILL SO 171 and SEC 6 BLK III TOWN OF INVERCARGILL SO 171 and SEC 7 BLK III TOWN OF INVERCARGILL SO 171 and PT SEC 16 BLK III TOWN OF INVERCARGILL SO 171 and LOT 2 DP 4623 and LOT 1 DP 4623 and SEC 17 BLK III TOWN OF INVERCARGILL SO 171	CT-1A/372 CT-1A/274 CT-1A/273 CT-1A/533 CT-119/191 CT-182/64 CT-1A/532 CT-1A/371	ICC
Bluff Service Centre	94 - 98 Gore Street	1,013	LOT 1 DP 316192	CT-63277	ICC
HOUSING CARE					
Miller Street	13 - 29 Miller Street	1,255l	LOT 37 DP 4322	CT-5B/571	ICC
Aurora Place	15 - 29 Janet Street	3,036	ICC Pensioner Units - Nevill Place, LOT 6 BLK I DP 1714 and LOT 5 BLK I DP 1714 and LOT 4 BLK I DP 1714	CT-5B/569 CT-5B/570	ICC
Nevill Place	26 Selwyn Street	3,036	ICC Pensioner Units - Nevill Place, LOT 11 BLK I DP 1714 and LOT 12 BLK I DP 1714 and LOT 13 BLK I DP 1714	CT-196/138	ICC

Activity / Building Asset	Property Address	Land Area	Property Legal Description	Title	Ownership
Elston Lea Village	50 Murphy Street	14,934	42 UNITS and LOT 21 DP 4903 and SEC 79 BLK XIX INVERCARGILL HUNDRED SO 6415 and LOT 20 DP 4903 and LOT 22 DP 4903 and LOT 19 DP 4903 and LOT 23 DP 4903 and LOT 18 DP 4903 and LOT 24 DP 4903 and LOT 17 DP 4903 and LOT 25 DP 4903 and LOT 16 DP 4903 and LOT 26 DP 4903 and LOT 15 DP 4903 and LOT 27 DP 4903 and LOT 14 DP 4903 and LOT 28 DP 4903 and LOT 13 DP 4903	CT-A4/742	ICC
Niven Place	104 Earn Street	1,012	SEC 19 BLK XXXVII TOWN OF INVERCARGILL SO 232	CT-1A/597	ICC
Strathpine Flats Place	246 Ettrick Street	1,012	SEC 19 BLK XLVII TOWN OF INVERCARGILL SO 232	UNKNOWN	ICC
Kelly Court	210 Crinan Street	1,012	SEC 17 BLK XXXVIII TOWN OF INVERCARGILL SO 232	CT-1A/352	ICC
Pateke Place Place	429 Yarrow Street	1,126	LOT 20 DP 5436	CT-1A/861	ICC
Laurel Court	2 Maltby Street	1,934	LOT 1 DP 10781	CT-11A/697	ICC
Korimako Court	12 Waverley Street	2,229	LOT 4 DP 9921	CT-6A/384	ICC
Cairnsmore Flats	160 Leet Street	2,024	SEC 21 BLK LVIII TOWN OF INVERCARGILL SO 233 and SEC 20 BLK LVIII TOWN OF INVERCARGILL SO 233	CT-1A/232 CT-126/48	ICC
Aidan Place	132 Princes Street	1,489	LOT 1 DP 7663 and LOT 2 DP 7663	CT-B4/1475 CT-B4/1476	ICC
Kinross Flats	30 Henderson Street	1,052	LOT 14 DP 396 and BL ICC PENSIONER UNITS	CT-67/219	ICC
Thorndale Flats	3 Lithgow Street	1,549	LOT 1 DP 11063	CT-8B/40	ICC
Stirling Flats	25 Gregory Street	1,381	LOT 1 DP 9163 and BL ICC PENSIONER UNITS	CT-5A/900	ICC
Clarendon Court	60 Stirrat Street	6,170	LOT 1 DP 9356 and LOT 2 DP 9356 and LOT 4 DP 9356 and LOT 5 DP 9356 and LOT 6 DP 9356 and LOT 13-14 DP 6067 and LOT 12 DP 6067	CT-A1/280 CT-A1/271	ICC
Willow Park	64 Adamson Crescent	2,302	LOT 1 DP 11694	CT-8A/89	ICC
Powell Court	295 Pomona Street	1,642	LOT 2 DP 6116 and LOT 3 DP 6116	CT-B1/341	ICC
Otarewa Village	90 Conon Street	5,032	LOT 2 DP 12495, PENSIONER FLATS - OTAREWA	CT-9C/887	ICC
	92 Conon Street	21	LOT 1 DP 12495	CT-9C/886	
ANZAC Court	9 Tone Street	1,012	LOT 7 BLK II DP 204	CT-10A/24	ICC
Jim Brass Place	154 Elles Road	651	DP 12791	CT-10A/593	ICC
ROADING					
Parking Building	11 Leven Street	-	Rateable interest in 50 Dee St	-	ICC

Activity / Building Asset	Property Address	Land Area	Property Legal Description	Title	Ownership
Solid Waste Transfer Station	303 Bond Street	48,0471	Lot 3 DP 10496 and Lot 4 DP 10496 and Known as Pt Lot 5 DP 10061 - Transfer Station and Lot 7 DP 384782	CT-483910	ICC
POOLS					
Southland Aquatic Centre	58 Elles Road	16,845	LOT 1 DP 13566	CT-11A/58	ICC
MUSEUM					
Museum	108 Gala Street	6,247 m^2	Lot 3 DP 308322, Local Purpose (Museum) Reserve, Lease 33 years from 01.07.2010, Lot 1 DP 430107 - Recreation Reserve	CT-32222 CT-534750 CT-517205	Southland Museum and Art Gallery Trust
PUBLIC TOILETS					
Wachner Place Restroom	20 Dee Street	-	LOT 3 DP 10278 and SEC 23 BLK I TOWN OF INVERCARGILL SO 10295 and LOT 1 DP 12236		ICC
Stirling Point (Bluff #1)	33 – 39 Ward Parade	-	LOT 3 DP 12793 and LOT 4 DP 12793		ICC
Bluff Service Centre (Bluff #2)	94 – 98 Gore Street	-	Rateable interest in 94-98 Gore St		ICC
Don St Exeloo	42 Deveron Street	-	PT SEC 13 BLK LXIV TOWN OF INVERCARGILL SO 230 and PT SEC 13 BLK LXIV TOWN OF INVERCARGILL SO 230 and LOT 3 DP 768		ICC
Windsor Exeloo	19 Windsor Street	-	Leased interest in LOT 5 DP 2107 and LOT 6 DP 2107 and LOT 1 DP 5959		North Presbyterian Church
Dee Street South Exeloo	62 Dee Street	-	Part Rateable interest in 50 Dee St		ICC
Glengarry Exeloo and dump station	87 Glengarry Crescent	-	LOT 102 DP 5926		ICC
South City	254 Elles Road	-	Leased interest in Lot 2 DP 8171		Foodstuffs SI Ltd
MISCELLANEOUS BUIILDINGS					
Troopers Memorial	2 Tay Street	-	Road reserve, State Highway 1		ICC
Industrial Reclamation	121 Bond Street	2,568	LOT 1 DP 357042		ICC
Bluff Senior Citizens Centre	10 Onslow Street	1,118	LOT 1 BLK VI DP 225 and LOT 1A BLK VI DP 225	CT-80/251 CT-80/253	ICC,
CCO & TRUST OWNED					
Scottish Memorial Hall	112 Esk Street	1,278	LOT C DP 1005 and PT LOT 1 DP 3501	CT-158/184 CT-160/144	Southland Scottish Hall Community Trust
Bluff Swimming Pool	30 Liffey Street	22,258	SUB ADDRESS OF 141-149 FOYLE ST, BLUFF		?? Bluff Pool Trust

Activity / Building Asset	Property Address	Land Area	Property Legal Description	Title	Ownership
Bluff Hall	16 – 18 Gore Street, Bluff	1,866 m^2	PT Lot 2 Blk VI DP 225, Lot 3 Blk VI DP 225, Lot 1 DP 5705, Lot 2A Blk VI DP 225	CT-84/289 CT-133/212	
Airport Terminal Fire Rescue Station Hanger 3 Hanger 2 Hanger 1 Avis Building Executive Car Services Budget Building House Site Works Plant	69 - 106 Airport Ave	1,615,446 m^2	Lot 1 DP 362692, Right of Way DP 368206	CT-255748	Invercargill Airport Ltd
Outdoor Stadium	278 Tweed Street	32,835 m^2	Lot 2 DP 13566	CT-11A/59	Southland Outdoor Stadium Trust
Indoor Stadium and Velodrome	22 Surrey Street	210673 m2	Leased interest in PT Lot 2 DP 2285,		Southland Indoor Leisure Centre Charitable Trust

5.1.2 Property Histories and Descriptions

5.1.2.1 Halls and Theatres

- *Civic Theatre*

The Civic Theatre was constructed between August 1904 and November 1906, with a foundation stone being laid on 1 February 1905. The architect was Edmund Wilson and construction contractor was J C Howie. The building has a Category 1 New Zealand Historic Places Registration, Reg. Number 2521. The front-of-house was the original Invercargill Town Hall and housed the Mayor, Council Chamber and Council staff. It is constructed of brick and plaster with an ornate two storied facia on Tay Street in the grand Edwardian Baroque style. The Theatre auditorium and stage-house, also constructed of brick, were separated by courtyards to reduce the fire risk to the Town Hall, prevalent in the days of carbon-arc stage lights. A small link between the buildings provided an entrance from the Town Hall into the circle, the premium seating area of the auditorium. Entrance to the stalls and gallery (or Gods) was from the courtyard on the east side of the building. The fire exit doors on the east side still have "Stalls" and "Gallery" written above them. The Town Hall and Theatre were modified in 1930 by Edmund Wilson to provide a greater connection between the two with a larger grand entrance to the circle and ground floor doorway to the stalls. This also included removal of the two boxes on each side at stalls level and the creation of more seats in the stalls. The location of the boxes is shown by square panelled infills. Further changes to the buildings occurred in 1973 when Council staff shifted to the new Administration Building and in 1980-83 when seismic strengthening was improved.

The Civic Theatre complex was completely redeveloped between January 2004 and June 2005 at a cost of $15.98M. The building was improved throughout with seismic strengthening (to two-thirds of standard for new buildings, see Signal Report No.2, Appendix 2 – Seismic Strengthening Peer Review Outline and Appendix 3 – Auditorium Seismic Strengthening Sketches and Report No.3, Appendix 2 – Front of House Seismic Strengthening Sketches) and fire egress facilities to comply with current seismic and Building Act requirements. The stalls, circle and gallery were re-tiered to a new seating plan and new seats installed. The stage-house was demolished and replaced with a new stage-house constructed of precast concrete panels and containing a counter-weighted flying system, changing rooms for 72 performers and an all-weather loading dock. See Signal Management Project Reports for details of the project.

An Equus waterproof paint system has been applied to the exterior brick-work on the west side of the Auditorium. With the addition of good ventilation and heating, the brick-work was able to dry over the following 2 – 3 years. This lead to two consequences. The plastered inner surface of the exterior wall was able to be repaired and repainted. Note, some panels still cover areas of wall in the Auditorium and these

will be left in place. However considerable dry rot developing in old timberwork behind the boxes. The timber of the stairs and landings that was in contact with the wall and 2 – 3 metres out from the wall all required replacement.

5.1.2.2 Library and Archive

- *Library*

  The Library has a reinforced concrete structure with precast concrete wall panels and a Colorsteel corrugated steel roof. Construction was by design / build contract by Downer Construction and the building was opened in 1989. It is two storied with a central public atrium which gives access through the building from Dee Street to the Parking Building on Leven Street. There are separate areas for Children, Adults, Reference and Technical sections.

- *Archive*

  The building, which houses the Archive, was purchased by the Invercargill City Council in July 2005. The building was originally constructed in 1958 and was the premises of J. T. Sharp and Son's store, most of which was destroyed by a large fire in the adjacent 'Broad Smalls' shop in 1980. The destroyed section was rebuilt in 1983 with concrete frames to first floor level with concrete floors and steel trussed frame for the first floor and roof. It has two stories with a small mezzanine floor at the street frontage. The building was redeveloped between July 2007 and March 2008 to create the Archive at a cost of $2.40M. It was opened on 18 March 2008. The Dee Street frontage has been developed into a Community Base office for the New Zealand Police who occupied it on the 20 March 2008. A public toilet, called the Dee Street South Exeloo, has also been installed on the street frontage which is open 24-hour per day.

5.1.2.3 Corporate

- *Administration Building (CAB)*

  The Administration Building was constructed at 101 Esk Street to consolidate all of Council's staff in one building. It was designed in early 1960's, tendered for construction in 1968 and was available for occupation in 1973. Council staff vacated the Town Hall part of the hall and theatre building and various other properties. It is constructed from reinforced concrete and consists of a basement and 5 floors. The building has an exterior curtain wall of pre-cast concrete panels and aluminium window joinery. The roof was a patio deck with concrete pavers. In 1980 a 5th floor of steel portal construction was added to the north end of the roof. The 5th floor has galvanised steel tray roof cladding and exterior walls are fibreboard. The 5th floor is not served by the lifts.

  The exterior of the building was repainted in 1993. The original paint was a Gunac Formak (7 coat) paint system with a bituminous base coat. It was repainted with an Equus paint system of Equus Chevaline Flexx undercoat and Chevaline Colourglaze topcoat. The new paint failed to adhere to the old film and significant bubbling on

painted fluted-concrete surfaces which are exposed to sun occurred. The problem was reported on in 1995 and found to be failure within thick build-up of the original paint system in the flutes. It was repaired and repainted in 1996 in a light cream colour which minimised but has not eliminated further bubbling. The best solution is to completely remove the original bituminous base coat by water or sand blasting.

In 2003 the public reception area was expanded and revised and the Council Chamber was relocated from the Civic Theatre to the First Floor of the Administration Building. The building received a major refurbishment of working spaces and was upgraded to Building Act requirements from the ground floor to the 5th floor during 2003-04. Carpets and wall coverings were replaced in public and staff spaces, the suspended ceiling (a seismic hazard) was replaced and data and communications cabling was upgraded.

A 150kW diesel powered generator was installed in an enclosing shed at the south end of the building to supply emergency power. This was commissioned on 21 April 2008.

Plans for plant replacement and service level improvement have been developed to:

- Replace the lifts with machine-room-less (MRL) lifts servicing to the 5th floor, including rebuild walls and a landing floor at the top of the lift shaft.
- Replace the convector heating system with 4-pipe heat pump and fan coil units for air-conditioning.
- Augment the fresh-air ventilation supply to the building and replace ducting in association with air-conditioning.
- Reglaze the building with double glazing.
- Repaint the building while scaffolding is in place for reglazing.
- Install seismic ties between the floors and the stair / lift tower.
- Relocate the Cafeteria to the 5th floor.
- Revise office space on the 4th floor for the Environmental and Planning Directorate.

This work may be progressed in the next two to five years.

➢ *Bluff Service Centre (BSC)*

The BSC was purchased in July 2005 and underwent major refurbishment in August – September to be ready for operation as the Bluff Service Centre, Post Shop and Kiwi Bank. The building has a 2 story brick and concrete front section with a concrete block single story rear section and was formerly the Bluff branch of the Trustbank / Westpac Bank. Exterior joinery is steel and aluminium and the roof is galvanised steel tray. Two sheds at the rear of the property which were leased to Southern Dive School for storage of dive equipment are now vacant.

5.1.2.4 Housing Care

There are twenty one complexes of flats in the Housing Care portfolio which contain 216 flats.

These have varying ages and provide varying levels of service. The Housing Care service aims to provide rental housing as a 'last resort' for elderly people of limited means. Most complexes have been constructed with substantial central government financial assistance over a period of time from 1950 to 1992.

- Miller Street

  The Miller Street Flats were built by the Housing Corporation in 1950 and are the oldest complex of pensioner flats owned by the Council. There are 4 flats in one building.
- Aurora Place

  This block of flats was originally constructed by the State Housing Corporation in 1953. It consists of 2 blocks each containing 4 flats.
- Nevill Place

  This complex has 8 buildings containing 16 flats. It was built by Council and developed in two projects in 1975 and 1977.
- Elston Lea Village

  Elston Lea Village between Murphy and Monowai Streets has 5 separate buildings which contain 41 flats. It was designed by the Ministry of Works and built for the Housing Corporation in 1958.
- Niven Place, Strathpine Flats and Kelly Court

  These complexes are similar in that they are blocks of 7 Studio flats, all built in 1971 on 1012 m^2 (quarter acre) sections. They have studios (bed-sitting rooms) which are becoming unpopular with potential residents. They also require replacement of obsolete rangettes and modification of kitchen joinery.
- Pateke Place

  A complex of 4 buildings containing 8 flats. Built by Invercargill City Council in 1975 to a common design used for construction during the late 1970s and 80s.
- Laurel Court

  A complex of 4 buildings containing 8 flats. Built by Invercargill City Council in 1978 to a common design used for construction during the late 1970s and 80s.
- Korimako Place

  A complex of 5 buildings containing 10 flats. Built by Invercargill City Council in 1979 to a common design used for construction during the late 1970s and 80s.
- Cairnsmore Flats

  A complex of 6 buildings containing 12 flats. Built by Invercargill City Council in 1981 to a common design used for construction during the late 1970s and 80s.
- Aidan Place

  A complex of 4 buildings containing 8 flats. Built by Invercargill City Council in 1982 to a common design used for construction during the late 1970s and 80s.
- Kinross Flats

  A complex of 2 buildings containing 6 flats. Built by Bluff Borough Council in 1982.
- Thorndale Flats

  A complex of 3 buildings containing 6 flats. Built by Invercargill City Council in 1983 to a common design used for construction during the late 1970s and 80s.
- Stirling Flats

  A complex of 2 buildings containing 6 flats. Built by Bluff Borough Council in 1985.

- Clarendon Court
  A complex of 7 buildings containing 14 flats. Built by Invercargill City Council in 1986 and 1988.
- Willow Park
  A complex of 5 buildings containing 10 flats. Built by Invercargill City Council in 1987 to a common design used for construction during the late 1970s and 80s.
- Powell Court
  A complex of 3 buildings containing 6 flats. Built by Invercargill City Council in 1988 to a common design used for construction during the late 1970s and 80s.
- Otarewa Village
  A complex of 11 buildings containing 22 flats. Built by Invercargill City Council in 1989 and 1990 to a common design used for construction during the late 1970s and 80s.
- ANZAC Court
  A complex of 3 buildings containing 5 flats. Built by the Returned Services Association in 1991.
- Jim Brass Place
  A complex of 2 buildings containing 4 flats. Built by Invercargill City Council in 1992 and designed by a local architect.

5.1.2.5 Roading

- Parking Building
  The Parking Building was constructed in 1984 as a design / build contract by JV South, a joint venture between Mason and Wales Architects and Hadley and Robinson Consulting Civil and Structural Engineers. It contains 8 levels of car parks, the bottom two levels are slab-on-grade concrete construction and the 6 upper levels are suspended concrete decks. The design allows for addition of a further three decks however a covenant on the property (Memorandum of Transfer 119683.1) limits the height of the building to 116.080m above mean sea level in terms of the ICC datum, see Appendix 8. The decks are constructed using Hibond reinforcing tray (galvanised steel) and concrete.

  Within 2 years of completion, corrosion was being noted on the underside of the decks. This was caused by ingress of water from above through cracks in the concrete decks and from salt spray and condensation collecting on the under surface of the Hibond. In 1988 the underside of all decks was painted (Amerlock 400 high build epoxy) in an effort to prevent corrosion. The paint was supplied by Dimet Proprietary Ltd, the company subsequently purchased by Resene Paints in 1989. By 1990 it was noted that the coating was peeling in some areas on the east side of the building. This suggests that preparation of the substrate prior to application of the first coat was not satisfactory (the paint manufacturer insisted no primer or solvent washing was required).

  In 1997 a report about the structural integrity of the building, by Hadley and Robinson, was obtained which showed that despite continuing problems with corrosion of the decking, the structure was still sound. Recommendations about repainting were made.

In 1999 patch painting of the decks (west side, undersides of Decks 3, 5 and 7) was carried out by Pneumatic Contractors (Altex Devoe 2 pot epoxy mastic) and the top two decks were waterproofed (Aquaron).

In 2007 the concrete decks were treated with Radcon Formula #7 to seal the concrete and prevent the ingress of moisture and visible cracks were filled. Following successful sealing with Radcon the Hibond was repaired and repainted in 2008-09. This involved cutting out areas of corroded Hibond to provide sound edges to the steel for painting, very high pressure water blasting and painting of half a deck at a time. It was carried out over two summers.

The west façade of the Parking Building was also significantly deteriorated and was replaced in 2008 by a louver and mesh façade.

The Otis elevator beside the stair-well was replaced in 2010 by an Otis MRL (machine-room-less) lift. The machine room shed on top of the lift shaft is redundant and will be removed at some time in the future.

A stairwell and lift shaft between the Parking Building and the Library provides a common access way and fire escape path. The stair was built as part of the Parking Building but fire egress from the bottom of the stair is through the Library and exits through the loading bay. This complicated the security arrangements between the buildings and a roller door in the ground floor Library corridor was installed. This was replaced by a fire door and correct fire egress and security modifications made in 2010.

- Solid Waste Transfer Station

  The Solid Waste Transfer Station was constructed in 1997 design was by Royds Consulting and construction by Naylor Love Construction. It is constructed on landfill waste material therefore has significant piling beneath the pit and building foundations. It is also close to high tide level and significant drainage and tanking has been included in the collection pit and compactor pit construction. Considerable settlement of the paved areas around the Transfer Station has occurred over time and paving has been built up to provide level access to the dump face of the pit.

5.1.2.6 Pools

- Southland Aquatic Centre (Splash Palace)

  Splash Palace is situated at 58 Elles Road, Invercargill. It was a ground-breaking development when completed in 1997 as it contained a 50m Olympic standard pool combined with leisure pool facilities. Canadian consultants Keen Engineering and Interwater Inc were used for development of the architectural and mechanical fundamentals of the design. Splash Palace replaced two previous facilities, the Central and Learners' Pools at Conon Street and Coldstream Pool at Queens Park.

The main contractor for construction of the building was Naylor Love Construction, sub-contractor for the cladding was Marshall Industries and the architect was McCulloch Architects Ltd.

The pool building has a structural steel frame which is clad with a sandwich construction of insulation and a vapour barrier in the middle and Coloursteel cladding on the interior and exterior surfaces. The pool tanks are constructed of concrete and are tiled. Mechanical plant is housed in two plant-rooms, one beside the pools in the 'wet' area and one above the changing and office area in the 'dry' part of the building.

When the complex was constructed a heat recovery system, Learners Pool and public gallery seating were deleted from the scope of work to keep the cost within the budget allowed at the time by the Council. Seating was subsequently installed in 1999-2000 and a Learners Pool in 2004-05. An energy audit in 2007 suggested a heat recovery system should be installed, however investigations show that the operating cost using heat-pump based energy supply is more expensive than using lignite from the Goodwin Mine at Waitane.

Repainting of interior structural steel was carried out in December 2006 and 2009. This required closure of the pool for over a week each time for erection of scaffolding, preparation and painting.

Beam-type smoke detectors were originally installed in the pool hall but gave false alarms in windy weather. This was because movement and flexure of the structure caused misalignment of the beams and loss of signal. The beams were replaced with an improved design in 2010.

The fire tubes of the boilers have become thin with grit erosion and will be replaced. The new boilers will have a moving hearth and be capable of burning multiple fuel types. It is hoped to change to wood chips when a secure supply of dried wood chips is available locally.

5.1.2.7 Museum

The Southland Museum and Art Gallery Building was built as a Southland Centenary Project and opened in 1942. In 1990 it was modified and enclosed in a pyramid roof built from Rudnev panel (expanded polystyrene sandwich panel). This was an innovative and cost effective cladding material giving very good insulation, low heating cost and an iconic appearance. The Museum's most valuable exhibit is the Tuatarium. This is built into the north side of the building with a clear glazed section in the roof. The building however has significant issues for museum use such as poor load-in and storage facilities and poor exhibit movement facilities which limit exhibit size. It has limited exhibition space.

5.1.2.8 Public Toilets

Public toilets in the CBD underwent a period of renewal up to 1997 associated with a CBD upgrade project. An underground Men's toilet and above ground Women's toilet at the Crescent were demolished and replaced by the Wachner Place Restroom and Public Toilet in 1999. The Don Street Exeloo replaced a public toilet at the rear of the Civic Theatre. Three unattended toilets were in operation at Courtville Place, in the passage between the Library and Parking Building and at Glengarry. These have been closed during 2005–08 and replaced by Exeloos.

The only attended toilet now in operation is at Wachner Place and this has men's and women's toilets, a family toilet, baby change room, seating area, shower and secure storage lockers. Automated 'Exeloo' toilets are at Stirling Point and the Service Centre at Bluff, Don Street, Windsor Street, Dee Street South, Glengarry and South City. A further automated toilet is planned to be installed at Dee Street North in 2012.

Toilets provided for public use by the Invercargill City Council Parks Division in parks and reserve land and toilets provided for public use by private or commercial businesses are not included in this Asset Management Plan.

5.1.2.9 Miscellaneous Buildings

Miscellaneous buildings are grouped together for asset management by the Building Assets Manager, these include:

- Troopers Memorial

  This monument was erected as a memorial to Southlanders who fought in the (second) Boer War (1899-1902) in South Africa. It is made from a variety of local and imported stones and the Trooper is marble. It was completed in 1907 and officially unveiled on 5 June 1908 by local business man and Prime Minister Sir Joseph Ward. It occupies the road reserve in the centre of a round-about at the junction of S.H. 1 and S.H. 6, the junction of Tay and Dee Streets.
- Industrial Reclamation

  This is an area along the side of the Waihopai River which was reclaimed during 1950-1960. The commercial area along Bond Street now occupies this area. The Industrial Reclamation asset is at 121 Bond Street and is a yard and buildings leased to BCL (Bond Contracts Limited).
- Bluff Senior Citizens Centre

  This building is owned by the Invercargill City Council and leased to the Bluff Senior Citizens Association. The association carries out maintenance of the interior and exterior of the building.

5.1.2.10 CCO and Trust Owned Buildings

- Scottish Memorial Hall

  The Scottish Memorial Hall was designed by Invercargill architects Edward Haining Smith and Russell Rice and was constructed during 1956-57 by the Scottish Hall Company. It was opened during a Shareholders Grand Ball on 16 August 1957. It is a traditional hall with dance floor, stage, kitchen, supper and meeting room facilities. Walls are constructed from poured reinforced

concrete, the roof is corrugated galvanised steel and exterior joinery is metal. The entry lobby from Esk Street, with female and male toilets, has a floor level which is raised above the level of the dance-floor and foyer. In a tower above the front-of-house there is a small kitchen and three meeting rooms. The back-of-house has a kitchen and supper room. The building is notable for it's collection of Scottish tartans and insignia which represent most of the clans of Southland and for its dance floor which is made of Black Pine timber.

The hall was gifted to the Invercargill City Council in the 1980s when the Scottish Hall Company became insolvent. Debts were paid by a grant from the Invercargill Licensing Trust.

By 2009 the use of the hall had reduced such that the Invercargill City Council decided that it should be closed. Protest from the Scottish Community encouraged the change of ownership back to a Trust, called the Southland Scottish Hall Community Trust, to own and operate the hall. The process of changing the Trust deed to allow for this is in progress at the time of writing this Plan. The Hall has a Historic Place Category 2 registration, Reg. No. 7760.

- Bluff Swimming Pool

  The Bluff Swimming Pool is located at Liffey Street, Bluff. It was constructed by the Bluff Borough Council in 1973. Design was by the Council's consulting engineer, T H Jenkins and Associates. The pool tank is constructed of concrete and is painted. The pool hall building has a steel portal truss construction with lower walls made of concrete block and upper walls of fibre-board over timber, the roof is clad with steel tray roofing and the ceiling is made of insulated sandwich panels. The building has no vapour barrier so the roof has several ventilators to allow air flow through the ceiling space to remove water vapour and minimise condensation. The east wall is constructed of timber and is glazed with glass and acrylic plastic.

  The heating and ventilation system was replaced in 2002.

- Bluff Hall

  The Bluff Hall and Bluff Council Chamber is constructed of poured concrete. It was sold to the Bluff Community Trust in 2006.

- Airport Buildings

  The Invercargill Airport buildings have been developed on this site since the 1940's. Hangers 1 and 2 are ex-World War II buildings and the terminal was constructed in 1963 and extended in 1992. The land is low-lying varying from 2 metres above sea level to half a metre below. It was reclaimed from the New River Estuary by erection of a dyke as protection from tidal flow in the estuary. Extensive drainage works have been undertaken to create usable land and the site has to be continuously pumped to maintain a suitably dry environment. The airport site was flooded during large flood

events in 1978, 1984 and 1987. Since then the protection stopbanks have been strengthened and new stopbanks have been constructed.

- Outdoor Stadium
  The Outdoor Stadium, also known as Rugby Park, is located on the corner of Elles Road and Tweed Street. The present buildings were developed in 2006 and lighting installed to coincide with the beginning of professional rugby and the Super 12 competition. Other buildings on site include the score board and training shed at the west end of the ground, which was initially a grandstand. A media tower was constructed in 2011 prior to the Rugby World Cup.

- Indoor Stadium and Velodrome
  The Indoor Stadium was constructed in 2000 at a cost of $8.77M and the Velodrome added in 2006 at a cost of $10.45M. The indoor stadium suffered catastrophic roof collapse due to snow loading in September 2010.

Figure 5.1.2: Description of Physical Assets.

Source: Hansen V7.7, Report ###

Activity / Building Asset	Description	No Of Buildings	Constructed By	Materials: Walls / Joinery / Roof / Structure
HALLS and THEATRES				
Civic Theatre	1,000 seat opera style theatre	1 building	ICC	Brick, plaster bands, precast concrete / Timber, aluminium / Corrugated Coloursteel./ Masonry, Precast concrete.
LIBRARY and ARCHIVE				
Library	Borrowing library	1 building	ICC	Precast concrete slab / aluminium / Corrugated Coloursteel / Reinforced concrete
Archive	Records storage	1 building	J.T. Sharp	Precast concrete, brick / aluminium, wood / corrugated galvanised steel / Reinforced concrete
CORPORATE				
Administration Building	6 story office building	1 building	ICC	Precast concrete panels / aluminium / steel tray, galvanised and painted / Reinforced concrete
Bluff Service Centre	Service centre, suburban library, bank and Lotto Shop	1 building	Westpac Bank	Brick, concrete block / aluminium / steel tray, galvanised and painted / Brick
HOUSING CARE				
Miller St	Pensioner flats	1 building / 4 flats	State Housing Corporation	Timber weather-boards / Timber / Concrete tiles / Brick
Aurora Place	Pensioner flats	2 buildings / 4 flats	State Housing Corporation	Timber weather-boards / Timber / Concrete / tiles / Timber
Nevill Place	Pensioner flats	4 buildings / 2 flats	ICC	Split block and fibre-cement board / Aluminium / corrugated galvanised steel/ Decramastic tiles / Timber
Elston Lea Village	Pensioner flats	4 buildings / 8 flats 1 building / 9 flats	ICC	Brick / Timber / Concrete tiles / Brick.
Niven Place	Pensioner flats	1 building / 7 flats	ICC	Split block / Timber / Decramastic tiles / Timber
Strathpine Flats	Pensioner flats	1 building / 7 flats	ICC	Split block / Timber / Decramastic tiles / Timber
Kelly Court	Pensioner flats	1 building / 7 flats	ICC	Split block / Timber / Decramastic tiles / Timber
Pateke Place	Pensioner flats	4 buildings / 2 flats	ICC	Split block / Aluminium / Decramastic tiles / Timber

Activity / Building Asset	Description	No Of Buildings	Constructed By	Materials: Walls / Joinery / Roof / Structure
Laurel Court	Pensioner flats	4 buildings / 2 flats	ICC	Brick and fibre-cement board / Aluminium / corrugated galvanised steel
Ness St	Pensioner flats	1 building / 2 flats		Brick and fibre-cement board / Aluminium / Corrugated iron / Timber
Korimako Place	Pensioner flats	5 buildings / 2 flats	ICC	Brick and fibre-cement board / Aluminium / corrugated galvanised steel / Timber
Cairnsmore Flats	Pensioner flats	6 buildings / 2 flats	ICC	Split block / Aluminium / Decramastic tiles / Timber
Aidan Place	Pensioner flats	4 buildings / 2 flats	ICC	Split block / Aluminium / Decramastic tiles / Timber
Kinross Flats	Pensioner flats	2 buildings / 3 flats	Bluff Borough Council	Split block / Aluminium / Corrugated iron / Timber
Thorndale Flats	Pensioner flats	3 buildings / 2 flats	ICC	Brick / Aluminium / Decramastic tiles / Timber
Stirling Flats	Pensioner flats	2 buildings / 3 flats	Bluff Borough Council	Split block / Aluminium / Corrugated Colorsteel / Timber
Clarendon Court	Pensioner flats	7 buildings / 2 flats	ICC	Fibre-cement board / Aluminium / Corrugated and tray Colorsteel / Timber
Willow Park	Pensioner flats	5 buildings / 2 flats	ICC	Brick / Aluminium / Colorsteel tiles / Timber
Powell Court	Pensioner flats	3 buildings / 2 flats	ICC	Brick / Aluminium / Colorsteel tiles / Timber
Otarewa Village	Pensioner flats	11 buildings / 2 flats	ICC	Red brick / Aluminium / Corrugated Colorsteel / Timber
ANZAC Court	Pensioner flats	2 buildings / 2 flats 1 building / 1 flat	RSA	Split block / Aluminium / Corrugated Colorsteel / Timber
Jim Brass Place	Pensioner flats	2 buildings / 2 flats	ICC	Polystyrene, plaster / Aluminium / Corrugated felt / Timber
ROADING				
Parking Building	8 deck, 281 space, parking building	1 building	ICC	Reinforced concrete
Solid Waste Collection Building	Covered waste collection pit, green waste pit, recycling shed	3 buildings	ICC	Corrugated Colorsteel / aluminium / Corrugated Colorsteel / Steel
POOLS				
Southland Aquatic Centre	Swimming pool	1 building	ICC	Corrugated Colorsteel / aluminium / Corrugated Colorsteel / Steel
MUSEUM				

Activity / Building Asset	Description	No Of Buildings	Constructed By	Materials: Walls / Joinery / Roof / Structure
Southland Museum	Museum	1 building	Southland Museum and Art Gallery Trust	Rudnev Panel / Aluminium / Rudnev Panel / Steel, brick, concrete
PUBLIC TOILETS				
Wachner Place Restroom	Public toilet	1 building	ICC	Concrete, concrete block / aluminium / corrugated Coloursteel
Bluff Service Centre (Bluff #2)	Public toilet	1 building	Exeloo	Concrete / aluminium / fibreglass / Concrete
Stirling Point (Bluff #1)	Public toilet	1 building	Exeloo	Concrete / aluminium / fibreglass / Concrete
Don St Exeloo	Public toilet	1 building	Exeloo	Concrete / aluminium / fibreglass / Concrete
Windsor Exeloo	Public toilet	1 building	Exeloo	Concrete / aluminium / fibreglass / Concrete
Dee St South Exeloo	Public toilet	1 building	Exeloo	Concrete / aluminium / fibreglass / Concrete
Glengarry Exeloo	Public Toilet	1 building	Exeloo	Concrete / aluminium / fibreglass / Concrete
South City Exeloo	Public toilet	1 building	Exeloo	Concrete / aluminium / fibreglass / Concrete
MISCELLANEOUS BUILDINGS				
Monument of the Trooper	Boer War Memorial	1 structure	Public subscription	Reinforced concrete / Stone
Industrial Reclamation	Workshop and office	2 buildings		Corrugated steel / timber / corrugated galvanised steel / Steel
Bluff Senior Citizens Centre	Community centre	1 building		Timber weatherboard / timber / corrugated galvanised steel / Timber
CCO & TRUST OWNED				
Scottish Memorial Hall	Dance hall	1 building	Scottish Hall Company	Poured concrete / Steel / corrugated steel galvanised and painted / Reinforced concrete
Bluff Swimming Pool	Swimming pool	1 building	Bluff Borough Council	Concrete block / steel, timber / tray steel, galvanised / Steel truss
Bluff Hall	Public Hall	1 building	Bluff Borough Council	Poured concrete / Steel / corrugated steel galvanised and painted / Reinforced concrete
Airport Terminal	Domestic passenger terminal	1	Invercargill Airport	Hardiflex tiles / steel & aluminium / long-run galvanised steel & Coloursteel / Steel, timber
Airport Fire Rescue Station	Fire Station	1	Invercargill Airport	Concrete block, timber / timber, aluminium / Asbestos cement / Timber, concrete block
Airport Hanger 3	Aircraft hanger	1	Invercargill Airport	Corrugated steel / steel, aluminium / corrugated Coloursteel / Steel

Activity / Building Asset		Description	No Of Buildings	Constructed By	Materials: Walls / Joinery / Roof / Structure
Airport	Hanger 2	Aircraft hanger	1	War surplus	Corrugated steel, Clearlite / /Steel
Airport	Hanger 1	Aircraft hanger	1	War surplus	Corrugated steel, Clearlite / Steel
Airport	Avis	Office and garage	2	Skyline/Versatile??	Weather board (fibreboard) / aluminium / Corrugated Coloursteel / Timber
Airport	Executive	Office and garage	2		Weather board / timber, aluminium / Corrugated steel / Timber
Airport	Budget	Office and garage	1	Skyline/Versatile??	Steel weatherboard / aluminium / Corrugate Coloursteel / Timber
Airport	Rent-A-Dent	Office and garage	1	Invercargill Airport	Corrugated steel / aluminium / Corrugated steel / Timber
Airport	House	Dwelling	2		Split block / aluminium / Tiles Decramastic
Airport	Site Works	Runway and site works	-	Invercargill Airport	-
Airport	Plant	Vehicles	-	-	-
Outdoor Stadium	Grandstand	Sports Stadium	1	Outdoor Leisure Centre Trust	Corrugated Coloursteel / aluminium / corrugated Coloursteel / Steel, reinforced conrete
Outdoor Stadium	Training shed				Concrete / Corrugated iron / concrete
Outdoor Stadium	Score Board				
Outdoor Stadium	Media Tower				Precast concrete / aluminium / corrugated Coloursteel

5.1.3 Sustainability

The core buildings owned by the Invercargill City Council have not been designed for sustainability. Sustainability is a recent trend which seeks to reduce consumption of resources and the effects of development on the environment. Relevant aspects of sustainable design will be incorporated into future building developments. The two most recent plant renewals (Museum and Library heating) have used heat-pumps for heating and cooling as an energy efficiency measure.

- Electricity Supply

  Electricity supplied to all core buildings is managed by the Building Assets Engineer. Electricity is supplied under a 3 year contract by Meridian Energy. The current contract period runs from 1 February 2009 to 31 January 2012. Consumption data is collected for analysis by Energy Technical Services (ETS) and input to 'e-Bench', an analysis and reporting service. Electricity supplied by Meridian Energy is certified as carbon-neutral.

  Electricity supply to Housing Care flats is the responsibility of the tenant.

- Energy Audit

  A Level 2 Energy Audit (L2EA), subsidised by EECA (Energy Efficiency and Conservation Authority) has been carried out on three core buildings. These are the Administration Building, Library and Splash Palace. The recommendations of the audit have been progressively implemented culminating in replacement of a chiller with a 4-pipe heat pump in the Library in 2010-11 financial year and approval to replace boilers at Splash Palace in 2011-12. These projects are incorporated in the relevant Service Level Agreements with Activity Managers.

- Fossil Fuels

  The only use of fossil fuel by Council's core buildings is at Splash Palace where lignite is used as the main energy source for water and air heating. The L2EA suggests that the boilers and feed system could be modified to use wood chips (a renewable energy source) and this will be carried out when the boilers are replaced in 2011-12. Heat recovery from the ventilation exhaust air using heat pumps has been exhaustively investigated but cannot be retrofitted to the existing heating system without large capital outlay.

  A diesel furnace and storage tank at the Scottish Hall were de-commissioned in December 2007. The hall is now heated by an electric boiler. The underground storage tank was removed and the surrounding ground certified as clear of contaminants in January 2008.

- Climate Change Gases

  The main climate change gas produced by the core buildings of the Invercargill City Council is CO_2 produced at Splash Palace. A change of fuel for the boiler from lignite to wood chips is designed to be made after the

boilers are installed and a good supply of wood chips sourced.

Heat pump systems are increasingly being installed to provide heating, air conditioning and heat recovery. The refrigerants in these systems will be specified to be the least damaging to ozone in the Troposphere.

- Green Building

  Green building is the practice of increasing the efficiency with which buildings use resources – energy, water, and materials – while reducing building impacts on human health and the environment, through better siting, design, construction, operation, maintenance, and removal – the complete building life cycle.

  Green building is a very recent trend which is rapidly gaining impetus. So recent is it that the Archive building, completed in March 2008, was not specified to have any green building features during detailed design work.

  The Building Assets Manager is assisting the Southland Museum and Art Gallery Trust with a project to redevelop and expand the Southland Museum. The incorporation of green building or ESD (environmentally sustainable design) has been recommended for this building.

- Carbon Footprint

  A carbon footprint is a "measure of the impact human activities have on the environment in terms of the amount of green house gases produced, measured in units of carbon dioxide". It is meant to be useful for individuals and organizations to conceptualize their personal (or organisational) impact in contributing to global warming.

  Evaluation of the environmental impact of the Council may be carried out in future, as part of Council's Energy Policy, by an audit from a recognised organisation such as Landcare Research using their 'carboNZero' programme.

Figure 5.1.3. Sustainability

Activity / Building Asset	Energy Type	Heating Type	Energy Use Kwh/Ann 5 Yr Avg	Energy Conservation Projects	Green Building Attributes
HALLS and THEATRES					
Scottish Memorial Hall	Electricity	Electric boiler			
Civic Theatre	Electricity	Heat pumps	264,258		
LIBRARY					
Library	Electricity	Heat pump	730,428	Lights, controls, heat pump heat recovery	
Archive	Electricity	Heat pump	Combined with Library		
CORPORATE					
CAB	Electricity	Electric boiler	935,302	Lights, controls, heat pump heat recovery	
BSC	Electricity	Heat pumps	22,886		
HOUSING CARE					
Miller St	-		Tenant		
Aurora Place	-		Tenant		
Nevill Place	-		Tenant		
Elston Lea Village	-		Tenant		
Niven Place	-		Tenant		
Strathpine Flats	-		Tenant		
Kelly Court	-		Tenant		
Pateke Place	-		Tenant		
Laurel Court	-		Tenant		
[1]Ness St	-		Tenant		
Korimako Place	-		Tenant		
Cairnsmore Flats	-		Tenant		
Aidan Place	-		Tenant		
Kinross Flats	-		Tenant		
Thorndale Flats	-		Tenant		
Stirling Flats	-		Tenant		
Clarendon Court	-		Tenant		

Activity / Building Asset	Energy Type	Heating Type	Energy Use Kwh/Ann 5 Yr Avg	Energy Conservation Projects	Green Building Attributes
Willow Park	-		Tenant		
Powell Court	-		Tenant		
Otarewa Village	-		Tenant		
ANZAC Court	-		Tenant		
Jim Brass Place	-		Tenant		
Housing Care Total	**-**				
ROADING					
Parking Building	Electricity		Tenant		
Solid Waste Transfer Station	Electricity		Tenant		
POOLS					
Bluff Swimming Pool	Electricity	Heat pump	338,102		
Southland Aquatic Centre	Electricity Lignite	2 Lignite boilers	1,811,973	Lights, controls, boiler replacement	
MUSEUM					
Southland Museum	Electricity	Heat pump		Heat pump replacement	
PUBLIC TOILETS					
Wachner Place Restroom	Electricity	Electric coil	81,435		
Bluff Service Centre (Bluff #2)	Electricity	n.a.	From BSC meter		
Stirling Point (Bluff #1)	Electricity	n.a.	na		
Don St Exeloo	Electricity	n.a.	3,345		
Windsor Exeloo	Electricity	n.a.	1,972		
Dee St South Exeloo	Electricity	n.a.	From Library meter		
Glengarry Exeloo	Electricity	n.a.			
South City Exeloo	Electricity	n.a.			
MISCELLANEOUS BUILDINGS					
Monument of the Trooper	Electricity	-			
Industrial Reclamation	-	-	Tenant		

Activity / Building Asset	Energy Type	Heating Type	Energy Use Kwh/Ann 5 Yr Avg	Energy Conservation Projects	Green Building Attributes
Bluff Senior Citizens Centre	Electricity	-	Tenant		
CCO and TRUST Owned					
Scottish Hall	Electricity	Electric coil			
Bluff Pool	Electricity	Heat Pump			
Bluff Hall	Electricity	Convectors			
Airport	Electricity				
Outdoor Stadium	Electricity				
Indoor Stadium and Velodrome					

5.1.4 Location of Detailed Information

Detailed information about building assets is stored in Invercargill City Council systems:

- Maintenance management system - Hansen V8
- Document management system - Objective.
- In files in the Asset Managers Office.

5.1.5 Key Issues

The key issue for this Activity is that the maintenance management system needs to be developed into an Asset Management Information System (AMIS). This is discussed more fully in Section 9.

5.2 ASSET CAPACITY AND PERFORMANCE

5.2.1 Building Capacity, Performance and Criticality

5.2.1.1 Halls and Theatres

- Civic Theatre

  The Civic Theatre is the only 1,000 seat theatre in Southland. Following its refurbishment the Civic Theatre is equipped with state-of-the-art equipment to make it one of the best theatres in New Zealand for live performance. Three hireable function spaces have been incorporated into the front-of-house. The three seating levels of the auditorium have been re-tiered to improve access and sight-lines (only 25 seats have sightlines impaired by columns) and new seats installed. A 76 batten counter-weighted flying system has been installed. There is installed wiring to multiple lighting positions from the dimmer room and installed audio, video and communications systems have been incorporated throughout the front of house, stage and dressing rooms to current state-of-the-art technology. Dressing room space for 72 performers, green-room and rehearsal room and an all-weather loading dock to make pack-in, set-up and pack-out for shows and events very efficient are provided in the back-of-house. The auditorium is heated, ventilated and air conditioned (HVAC) by a heat-pump system in a plant-room above the main staircase and the stage is similarly heated and ventilated from a plant room at high level in the stage-house.

  The Civic Theatre is a strategic asset of the Invercargill City Council to achieve community outcomes. It is not critical to any operation of the Council as the services that it provides can be sought elsewhere if required. Electricity is a critical supply to the building as all services are operated by electricity.

5.2.1.2 Library and Archive

- Library

  The Library building provides very good performance delivery of the Library service. There is adequate space available for the operational sections of the service i.e. adults, children's, reference and technical. The children's section has an activity room which is very popular for school holiday activities. The children's library counter was relocated and upgraded in 2006.

Issues with fire egress and security in passageway between the Library and parking has been resolved by installation of fire doors and fire rating of the egress path to the Loading Bay. The building used to lack a public toilet for users. A public toilet in the passageway between the Library and parking building was restricted in 2006 by issue of a key, available from the librarians. Accessible public toilets are also now installed in the Archives at first floor level and a 24 hour Exeloo is in the street frontage of the building. Lack of storage and archive space in the Library was the greatest performance issue and this has been addressed by the development of the Archive in the adjacent building in 2007.

The Library is a critical asset as it will be used as a Lifelines resource during civil emergencies as a welfare centre and management centre. Electricity is a critical supply to the building as all services are operated by electricity.

- Archive

  The Archive fulfils the requirements of the Public Records Act 2005 and the Archives New Zealand Standard for archive storage. This requires climate control to ensure a temperature in the range of 18ºC ± 2 and relative humidity 50% ± 5. It has 3,600 linear metres of mobile shelving space on the ground floor. Electricity is a critical supply to the building as all services are operated by electricity.

The Library and Archive, initially two separate buildings, are now operated and maintained as one building. Most of their services are common to both buildings and the titles have been combined so that it can be managed as one building for Building Act purposes.

5.2.1.3 Corporate

- Administration Building (CAB)

  Overall the performance of the CAB is rated as excellent. Rearrangement of the ground floor reception area, carried out in 2002 to provide new Customer Service areas for reception, cashiers and building consents has been successful. The Council Chamber and Committee Room at the first floor level also work well following initial difficulties with the sound system. The building heating system uses circulated hot water and wall mounted convectors. Many staff use additional electric heaters during cold weather. Fresh air supply is provided by a tempered air system. Air conditioning is supplied only to the Council Chamber, and Mayors Lounge and the offices on the north face of the building (installed in 2006). Ongoing issues which are being investigated to find solutions for are:

  - Public access to the Council Chamber on the first floor for meetings after business hours. Currently a Council officer has to stay on duty in the reception area until completion of the public session of meetings. A surveillance monitor can give him information about the progress of the meeting.
  - Provision of additional office space.

- Reorganisation of the 4th floor to consolidate Environmental and Planning Directorate staff.
- Improvement of ventilation and incorporation of air conditioning to improve the work place environment for staff in the building.
- The Administration Building is critical to the continued operations of the Invercargill City Council during a civil emergency because it is the office base for the Council staff who must maintain Council infrastructure assets during an emergency.
- Provides financial software services to Southland District Council and Clutha District Council from servers in the Information Services Department.

In order to remain operational, the building must be able to remain structurally sound and to have infrastructure supplies. A seismic investigation of the building was carried out by EQE New Zealand in November 1996 and by Stephenson Brown in 2011. Both of these studies showed that the building achieves current design levels and this could be improved to a higher level by installation of ties between the main floors and the stair / toilet tower. Electricity is a critical supply to the building as all services are operated by electricity In 2008 the stand-by power supply was upgraded to support the critical operations in emergency situations by the installation of a diesel gen-set at the south end of the building. The gen-set is rated at 150 kVA peak / 120 kW stand-by operation (defined as: peak continuous operation in event of utility failure, no overload) and 135kVA / 108 kW for prime operation (continuous operation in lieu of utility, 10% overload 1 hour in 12 hours).

- Bluff Service Centre (BSC)

  The Bluff Service Centre (BSC) has been operational since 2006. The Service Centre has separate counter space for Postbank, Lotto and Council functions. There are no known performance issues at the BSC at this time. Future plans include the possibility of extension of the building onto the adjacent empty section at 92 Gore Street to provide greater information and shop space.

  The BSC is not a critical or strategic asset of the Council. All operations carried out at the Centre can be carried out at alternative places or will not be a necessity in an emergency. Electricity is a critical supply to the building as all services are operated by electricity.

5.2.1.4 Housing Care

The Invercargill City Council owns 21 complexes of flats containing a total of 215 pensioner flats. These assets generally provide a good level of service performance. It is noted that over time, the service level expectations of the tenants is increasing so that aspects of the flats design are no longer meeting some of these requirements. When designed and constructed, they were intended as housing for pensioners of limited means. Consequently space is very limited for storage of possessions, ownership of

cars was not expected and use of multiple electrical appliances was uncommon. Recently several issues have been recognised that limit the performance of the flats. Solutions for some of these have been partially implemented or are planned to be addressed in the future.

- Bathrooms

  Bathrooms of the older complexes such as Miller Street, Elston Lea Village, Neville Place have baths. These are no longer preferred for use by elderly tenants and they provide potential for a slip and fall hazard when getting in and out. Replacement of baths by wet area showers is the preferred solution which has been carried out at some flats e.g. Kinross and Stirling Flats. This renewal work needs to continue to completion.

- Washing Machines

  Many of the complexes, because of size requirements have been equipped with Hoovermatic twin-tub clothes washing machines. The manufacturer has ceased production of these and the supply of spares and replacement parts has a limited life. The Hoovermatics have also been supplanted by automatic washers which eliminate manual operation. Building alterations to make space for installation of small automatic washers have been carried out in some of the flats e.g. the Niven, Strathpine and Kelly complexes. This program needs to continue to completion.

- Healthy Homes Initiatives

  Levels of insulation and ventilation at all of the older complexes and some of the later complexes are at minimum levels. Ventilation of the flats is dependent on opening of windows but this may not be well understood or practiced. There can be a conflict with the tenants' methods of keeping warm so that condensation and dampness result. Many improvements could be made such as double glazing, installed ventilation systems, etc. Cost is the limiting factor as the service is funded by the tenants. Greater levels of improvements would require Council funding. Insulation was added in all flats with the assistance of the Warm South project in 2010.

- Mobility Scooters

  The recent availability of cost effective, reliable and convenient mobility scooters has provided an opportunity to many of the elderly tenants of the Housing Care flats to retain or increase mobility around their Community. However the question of storage of the scooters is difficult around many of the Housing Care complexes. The Building Assets and Housing Care management teams have decided on a policy to manage this as follows:

  - Scooters shall not be parked inside flats.
  - Installation of garden sheds adjacent to flats, where suitable, for storage of scooters. Council will make an agreement with the tenant such that the tenant purchases a garden shed, Invercargill City Council pays for the installation of the shed, paving and a

power supply on the exterior wall of the flat and that ownership of the shed passes to the Invercargill City Council at the end of the tenancy. Power supplies for charging the scooters will only be placed on the outside walls of flats and not be cabled to sheds remote from the buildings, as this would require the installation of an auxiliary power board.

- Installation of conservatories / porches, designed for the storage of a scooter, which can be installed at any of the complexes with a front door porch e.g. the Neville, Pateke, Laurel, Korimako, Cairnsmore, Aiden, Thorndale, Willow, Powell and Otarewa complexes.
- Shift tenants requiring scooters from complexes that have multiple units in one building which prevents installation of an adjacent garden shed. Ramps will not be installed to get scooters to flats with suspended timber floors e.g. Elston Lea Village, Aurora Place and Miller Street.

- On-site Parking and Carports

  The complexes of flats were designed for tenants of limited means. Most of them have a limited driveway and parking area for visitors to the complex. However the driveways do not usually provide car access to the doors of the flats or parking spaces beside each flat. Because of recent trends to affordable car ownership, many tenants now demand onsite car parking. To achieve this will require extension of existing kerb and channels, drainage and paving. A project to improve parking at Elston Lea Village was implemented in 2011.

- Studio Units

  There are 38 studio (bed sitting-room) units in the 215 flats available. These are generally in the older flats, i.e. at Miller Street, Elston Lea, the Niven, Strathpine and Kelly complexes and half the units at Nevill Place. The newest were built in 1975. These are becoming less desirable accommodation over time. Renovation of these units would be desirable, however movement of exterior walls would generally be necessary to achieve this and the cost is likely to be prohibitive. No eventual solution has been developed for these units as yet.

- Criticality

  The Housing Care flats are not a critical asset. In an emergency situation, the tenants can be accommodated in alternative places. The flats are a strategic asset of the Council and will be retained and developed over time to fulfil the community outcomes.

5.2.1.5 Roading

- Parking Building

  The Parking Building provides space for 284 light vehicles. The upper two decks are uncovered. Secure parking is available overnight for cardholders. All of the upper decks are serviced by a lift and stair. The stair provides a common access and fire egress between the Parking Building and the adjacent Library. Differing operating times complicates security requirements on doors into the stairwell and fire egress from the bottom of the stair through the Library to its Loading Bay. This has been achieved by installation of fire doors and fire rating of

the egress path to the Loading Bay. A Type 3 fire alarm and CCTV system have been installed in the Parking Building.

The Parking Building is not a critical or strategic asset of Council. If the building was damaged or destroyed in a disaster it would probably not be rebuilt.

- Solid Waste Transfer Station

  The Solid Waste Transfer Station is well matched to the current throughput of material. Some changes to the doors will be carried out to suit the current method of operation. The Recycling shed has recently been extended to cope with an increasing volume of recycled materials.

  The Solid Waste Transfer Station is a critical and strategic asset of Council.

5.2.1.6 Pools

- Splash Palace

  Splash Palace is designed to be a premier facility for competition, learn-to-swim and leisure uses. Its performance is rated as 'very good'. There are five pools:

  - Competition Pool. This is 50m long by 20m wide with 8 x 2.5m wide lanes. The pool varies in depth from 1.1 m to 1.4 m for leisure use at the shallow end, to 2.0m for underwater hockey use in the middle portion and to 3.8m deep at the diving end. There is a movable bulkhead to divide the pool for varying activities and 1m, 3m and 5m diving boards. Water temperature is 28.4°C.
  - Leisure Pool. This is an oblong pool 17m wide by approximately 23m long. It has a beach and varies in depth from zero to 1.5 m. Water temperature is 31.5°C. It is equipped with several water sprays, a rapids channel and a wave generator.
  - Tots Pool. This is a round pool of 3.5m diameter, water depth is 300mm and temperature 31.5°C.
  - Swirl Pool. This is a clover-leaf shaped spa pool with a water temperature of 37°C.
  - Learners' Pool. This is 20m long by 7m wide and varies in depth from 0.7m to 1m. Water temperature is 32°C. The learners' pool has its own hall to provide privacy and quietness for learning.

Main pool hall air temperature is maintained at 25°C.

Mechanical plant at Splash Palace generally provides good performance. The ventilation plant uses hot water from the boilers, for heating. There is no refrigeration plant to provide for heat recovery, which is current swimming pool best practice. This has been investigated, however the low operating cost of lignite fuel prevents a favourable return on investment from being obtained by a heat-recovery system.

The Learners Pool ventilation system incorporates a heat recovery system using a heat-pump.

The boilers are 2 No. Taylors 70 Series vertical boilers, size 750. They have

inclined under-fed stokers and are designed for burning coal for which the design output is 750 kW each. Current practice is to use lignite as this is available locally at a low cost. The design of the 70 Series boiler is not optimised for this fuel, reducing output to about 450 kW each and difficulties have been experienced with the stoker screws and setting of combustion air. Modification to the stoking and combustion controls of the boilers was investigated to improve equipment life, reduce fuel use and chimney emissions and to automate ash removal from the boilers. It is proposed to replace the boilers with equipment which can burn wood chips as well as lignite. A switch to wood chips in the near future will avoid the cost of carbon emissions under the Emissions Trading Scheme and make a change to use of a renewable fuel source.

The electronic competition timing equipment and scoreboard at the main pool were replaced in 2006.

The Aquatic Centre is a strategic asset of Council and will be retained to achieve community outcomes. It is not a critical asset and will not be required to operate during or immediately after a civil emergency. Electricity is a critical supply to the building as all services are operated by electricity. The boilers are fired by lignite but require electricity to operate.

5.2.1.7 Museum

The Southland Museum currently has the following storage and display spaces:

Galleries	1,665 m^2
Tuatarium	165 m^2
Circ, stairs, foyer, toilets	380 m^2
Café	70 m^2
Rentable space	190 m^2
AV theatre	55 m^2
Storage	780 m^2
Plant, services	80 m^2
Offices, workshop, staff	540 m^2
Total =	3,925 m^2

The storage space is presently full and the ratio of gallery space to storage space is low. A feasibility study has been carried out to increase the Museum size to 9,000m^2 and correct this imbalance.

The building is owned by the Southland Museum and Art Galley Trust and is not a strategic or critical building for the Council. Electricity is a critical supply to the building as all services are operated by electricity

5.2.1.8 Public Toilets

Public toilets should provide the following capabilities:

- Located in close proximity to where people gather.
- Located so that people will use them and not soil in public places.
- Open at all times when people need them.
- Safe to use at night.
- Spaced so as to be easily reached within a short time.
- Always usable.

- Clean and free from odour.
- Have soap and water for hygienic hand washing.
- Hand drying facility.
- Sanitary disposal facility.
- Comply with accessibility requirements.

The performance of the attended and automated toilets is rated as 'very good' by these criteria. The type of construction materials used for Exeloo toilets makes them very resilient to damage and interference. The Exeloo and Wachner Place accessible toilets conform to NZS 4121 requirements for accessibility.

Public toilets are a strategic asset of the Council and help to achieve its community outcomes. They are not critical assets and would not be required to operate through a civil emergency. Electricity is a critical supply to the building as all services are operated by electricity.

5.2.1.9 Miscellaneous Buildings

- Trooper's Memorial
  The performance of the monument is best described as outstanding.

  The Monument of the Trooper is neither a critical or strategic asset of Council.

- Industrial Reclamation
  The sheds are not fitted to the size of the operation of the leasee.

  The Industrial Reclamation site is neither a critical or strategic asset of Council.

- Bluff Senior Citizens Centre
  This building is adequate for its purpose. The Senior Citizens obtained a grant to fund the purchase and installation of a heat pump for space heating in 2005. This building is not a critical or strategic asset.

5.2.1.10 CCO and Trust Owned

- Scottish Memorial Hall
  The Scottish Memorial Hall was designed and constructed to suit a range of Community activities which were common in the 1950s and 60s such as dances, weddings, dinners, minor stage shows and small meetings. The main hall has a wooden dance floor measuring 18 m long x 14 m wide and a stage which has a proscenium width of 7.3 m. Supporting facilities such as the bar, kitchen and supper room make it very well equipped for weddings and dinners. Heating is provided by a circulated hot water system supplying radiators in the front-of-house and convectors in the hall. An electric boiler is used to supply the hot water. Ventilation is provided by opening exterior windows, there is no mechanical ventilation system. The temperature control of the occupied spaces is adequate for purpose but there is no ability to control the ventilation of the hall or committee rooms.

  The Scottish hall is not a critical or strategic asset. Electricity is a critical supply to the building as all services are operated by electricity.

- Bluff Swimming Pool

  The performance of the Bluff Pool is rated as 'good'. The heating and ventilation plant provides good environmental control in the pool hall. The pool is 25m long by 12.5m wide and the depth varies from 1.37m to 1.07m. The facility is used for fitness, learn-to-swim and recreational sessions. Pool water temperature is maintained at 28°C and hall air temperature at 25°C.

  Ventilation plant mounted on the roof of the plant-room provides heating for the pool water and ventilation and dehumidification of the pool hall. The original ventilation plant was replaced with the present heat-pump system in 2002.

  The Bluff Pool is neither a critical or strategic asset of Council. Electricity is a critical supply to the building as all services are operated by electricity.

- Bluff Hall

  The Bluff Hall, like the Scottish Hall, no longer serves a strong purpose as most of the activities that it was constructed for are no longer present in our Community. It has a dance floor and performance stage with limited backstage changing facilities.

  The building is neither a critical or strategic asset. Electricity is a critical supply to the building as all services are operated by electricity.

- Airport Buildings

  The airport terminal is of barely adequate capacity for current passenger needs. A feasibility study has been carried out to redevelop the terminal and this is close to resulting in construction work. The hangers are very old and have much deferred maintenance.

  The airport is a critical and strategic asset for Southland. Electricity is a critical supply to the buildings as all services are operated by electricity.

Figure 5.2.1: Asset Performance, Capacity and Criticality.

Activity / Building Asset	Capacity	Performance	Criticality
HALLS and THEATRES			
Civic Theatre	Stalls, 520 seats Circle, 259 seats Gallery, 236 seats 72 performers back-stage Victoria Room 1 and 2, 235 people total Drawing Room 100 people Stagehouse 300 people total.	Nom. 1,000 seat auditorium 72 batten flying system Theatrical sound, lighting, p/a and call systems Front-of-house hire venues Kitchen	Strategic asset Non-critical asset Critical components: power supply, HVAC, Flying system
LIBRARY and ARCHIVE			
Library	Adult's section 771 m^2 Children's section 417 m^2 Reference section 472 m^2	Temperature range 22 ºC ±2	Strategic Asset Critical asset Critical components: power supply
Archive	Stage 1, 601 m^2 Stage 2, 850 m^2	Temperature range 18 ˚C ±2. Humidity range 50%±5	Non-strategic asset Non-critical asset Critical components: power supply, HVAC.
CORPORATE			
Administration Building	Rentable space, 3,231 m^2 Circulation, amenity, infrastructure, 1,154 m^2	Temperature range 22 ºC ±2	Non-strategic asset Critical asset Critical components: power supply
Bluff Service Centre	Public space, 52 m^2 Library space, 38 m^2 Staff work space, 52 m^2 Kitchen and store, 26 m^2	Temperature range 22 ºC ±2	Non-strategic asset Non-critical asset
HOUSING CARE			
Miller Street	4 flats in 1 building	2 studio, 2 single bedroom	Strategic asset
Aurora Place	8 flats in 2 building	8 single bedroom	Strategic asset

Activity / Building Asset	Capacity	Performance	Criticality
Nevill Place	16 flats in 8 building	8 studio, 7 single bedroom, 1 double bedroom.	Strategic asset
Elston Lea Village	41 flats in 5 buildings	9 studio, 31 double bedroom, 1 two bedroom	Strategic asset
Niven Place	7 flats in 1 building	7 studio	Strategic asset
Strathpine Flats	7 flats in 1 building	7 studio	Strategic asset
Kelly Court	7 flats in 1 building	7 studio	Strategic asset
Pateke Place	8 flats in 4 building	8 single bedroom	Strategic asset
Laurel Court	8 flats in 4 building	6 single bedroom, 2 double bedroom	Strategic asset
Ness Street	Ownership flat	2 bedroom	Strategic asset
Korimako Place	10 flats in 5 building	9 single bedroom, 1 double bedroom	Strategic asset
Cairnsmore Flats	12 flats in 6 building	10 single bedroom, 2 double bedroom	Strategic asset
Aidan Place	8 flats in 4 building	7 single bedroom, 1 double bedroom	Strategic asset
Kinross Flats	6 flats in 2 building	6 double bedroom	Strategic asset
Thorndale Flats	6 flats in 3 building	3 single bedroom, 3 double bedroom	Strategic asset
Stirling Flats	6 flats in 2 building	6 double bedroom	Strategic asset
Clarendon Court	14 flats in 7 building	8 single bedroom, 6 double bedroom	Strategic asset
Willow Park	10 flats in 5 building	5 single bedroom, 5 double bedroom	Strategic asset
Powell Court	6 flats in 3 building	3 single bedroom, 3 double bedroom	Strategic asset
Otarewa Village	22 flats in 11 building	12 single bedroom, 10 double bedroom	Strategic asset
ANZAC Court	5 flats in 3 building	5 double bedroom	Strategic asset
Jim Brass Place	4 flats in 2 building	4 single bedroom	Strategic asset
ROADING			
Parking Building	281 vehicles 208 covered parks, 73 uncovered parks	Vehicles less than 2m high	Non-strategic asset Non-critical asset
Solid Waste Transfer Station	3 light trailer unloading bays 2 Heavy vehicle bay	60-80 t/day avg ? t/day max	Strategic asset Critical asset

Activity / Building Asset	Capacity	Performance	Criticality
		3 day storage	
POOLS			
Southland Aquatic Centre	Main pool, 50 m x 20 m, 8 x 2.5 m lanes Leisure pool, 17 m x 23 m Tots pool, dia 3.5 m x 0.3 m deep Swirl pool, Learners' pool, 20 m x 7 m Pool hall, café, f and m changing, foyer	28.4 ºC water temp 31.5 ºC water temp 31.5 ºC water temp 37 ºC water temp 32 ºC water temp 25 ºC air temp	Strategic asset Non-critical asset Critical components: Power supply, lignite supply, HVAC, water filtering, treatment and purification
MUSEUM			
Southland Museum	4,644 m^2	Temperature range 20 ºC ⧺2. Humidity range 50%⧺5	Non-strategic asset Non-critical asset
PUBLIC TOILETS			
Wachner Place Restroom	4 female WC, 2 male WC, 2 male urinal	Attended	Strategic asset
Bluff Service Centre (Bluff #2)	1 unisex accessible WC	Automatic	Strategic asset
Stirling Point (Bluff #1)	1 unisex accessible WC	Automatic	Strategic asset
Don Street Exeloo	1 unisex accessible WC	Automatic	Strategic asset
Windsor Exeloo	1 unisex accessible WC	Automatic	Strategic asset
Dee Street South Exeloo	1 unisex accessible WC	Automatic	Strategic asset
Glengarry Exeloo	1 unisex accessible WC	Automatic	Strategic asset
South City Exeloo	1 unisex accessible WC	Automatic	Strategic asset
MISCELLANEOUS BUILDINGS			
Monument of the Trooper	n.a.	Outstanding	Non-critical
Industrial Reclamation	n.a.	n.a.	Non-critical
Bluff Senior Citizens Centre	Kitchen, meeting room	50?? People	Non-critical

Activity / Building Asset	Capacity	Performance	Criticality
CCO & TRUST OWNED			
Scottish Memorial Hall	330 people	Dance hall, 18 m x 14 m	Not critical
Bluff Swimming Pool	1 pool, 25 m x 12.5 m	28 ºC water, 25 ºC air temp	Non-strategic asset Non-critical asset
Bluff Hall			
Airport			
Outdoor Stadium	6,000 seated, 10,000 standing	Sports stadium with football arena	Non-strategic Non-critical
Indoor Stadium and Velodrome	1 centre court 5 community courts 4 squash courts Olympic Velodrome	Sports stadium with indoor playing courts and velodrome	Non-strategic Non-critical

5.2.2 Utilisation

5.2.2.1 Core Buildings

Utilisation is a measure of the availability of buildings compared with their use or occupancy. It is an important component of analysis to determine if existing assets are fully utilised and whether construction or purchase of additional space is required to satisfy demand.

Commonly used measures are:

- Space availability rate – number of times per day a space is occupied compared with the number of times per day it is available.
- Space occupancy rate – number of people occupying a space compared to the space's capacity.
- Utilisation rate – availability rate x occupancy rate.

Building utilization is summarised in Fig 5.2.2.

Utilization information varies for different buildings or groups of buildings. The Housing Care flats are managed as one group, with most tenanted at any one time and a small number empty. These may be being cleaned or renovated prior to being re-let. Housing care flats are one bedroom, therefore the regular housing utilisation formula of allowing an additional bedroom over the number of bedrooms being occupied does not apply. The theatre has bookings for events in both the front of house and auditorium / stagehouse.

Fig 5.2.2

Activity / Building Asset	Hrs Available Per Day	Hours Used Per Day	Availability Rate %	Capacity	Avg Users Per Usage	Occupancy Rate %	Utilization Rate %
HALLS AND THEATRES							
Civic Theatre Auditorium				1015			
Victoria Room 1				235			
Victoria Room 2							
Drawing Room				100			
LIBRARY AND ARCHIVE							
Library	12	12	100%				
Archive	12	12	100%				
CORPORATE							
Administration Building	9	9	100%	140	136	97%	97%
Bluff Service Centre	8.5	8.5	100%				
HOUSING CARE							
All flats	24	24	100%	215	210	97%	97%
ROADING							
Parking Building	13	13	100%	281	195	69%	69%
POOLS							
Bluff Swimming Pool	9	9	100%				
Southland Aquatic Centre	15	15	100%				
MUSEUM							
Southland Museum	9	9	100%	750,000 p.a.	250,000 p.a.	33%	33%
PUBLIC TOILETS							
Wachner Place Restroom	12	12	100%	8	1	12%	12%
Bluff Service Centre (Bluff #2)	24	22.6	94%	24	1.7	7%	7%
Stirling Point (Bluff #1)	24	23.8	99%	24	0.9	4%	4%
Don Street Exeloo	24	23.3	97%	24	1.8	8%	7%

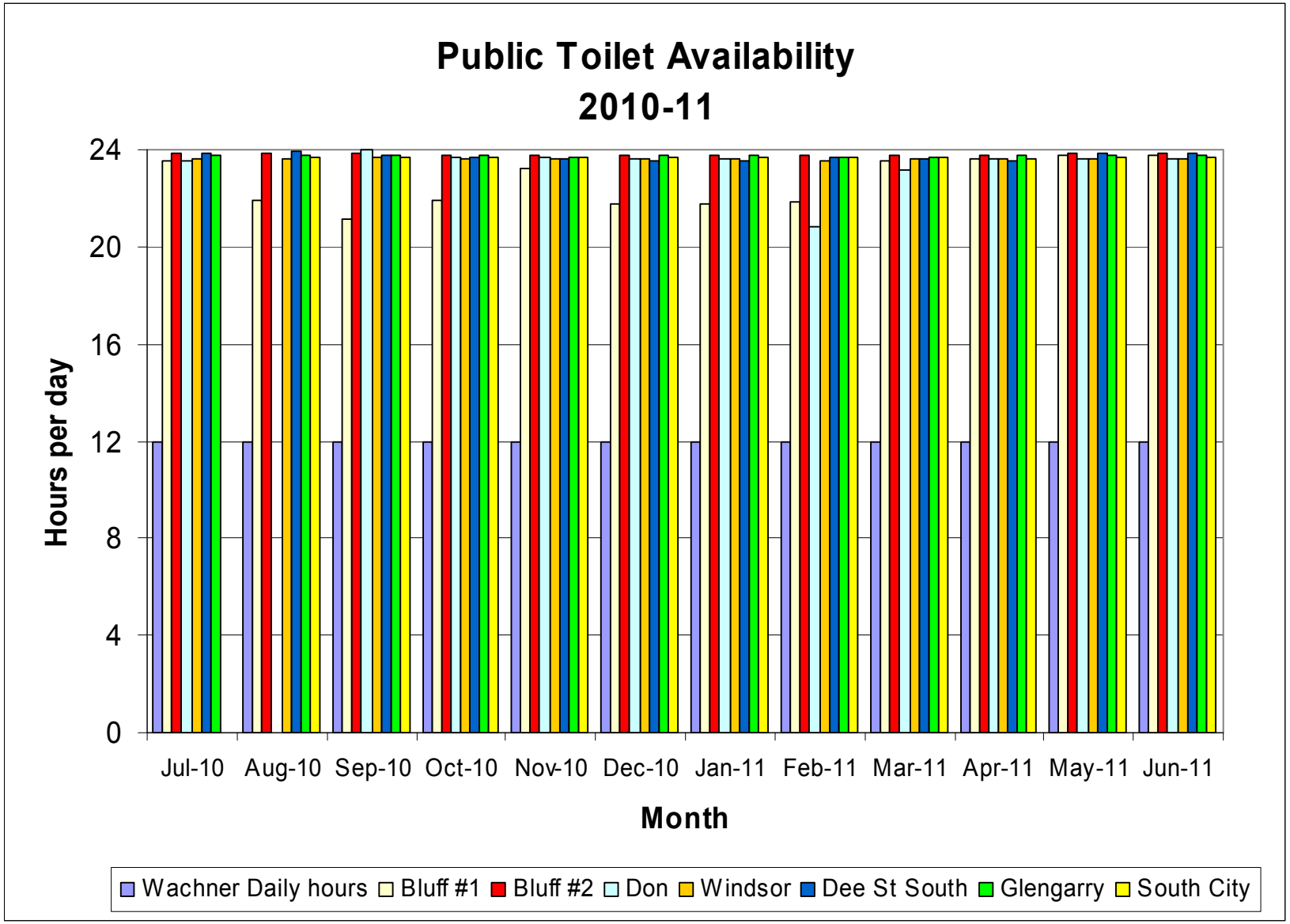
Activity / Building Asset	Hrs Available Per Day	Hours Used Per Day	Availability Rate %	Capacity	Avg Users Per Usage	Occupancy Rate %	Utilization Rate %
Windsor Exeloo	24	23.6	98%	24	1.1	4%	4%
Dee Street South Exeloo	24	23.7	99%	24	1.8	7%	7%
Glengarry Exeloo	24	23.8	99%	24	0.9	4%	4%
South City Exeloo	24	23.6	99%	24	1.7	7%	7%
MISCELLANEOUS BUILDINGS							
Monument of the Trooper	na	na	-	na	na	-	-
Industrial Reclamation	na	na	-	na	na	-	-
Bluff Senior Citizens Centre	na	na	-	na	na	-	-
CCO and TRUST OWNED							
Scottish Memorial Hall	N/A						
Bluff Pool	N/A						
Outdoor Stadium	N/A						
Indoor Stadium and Velodrome	N/A						

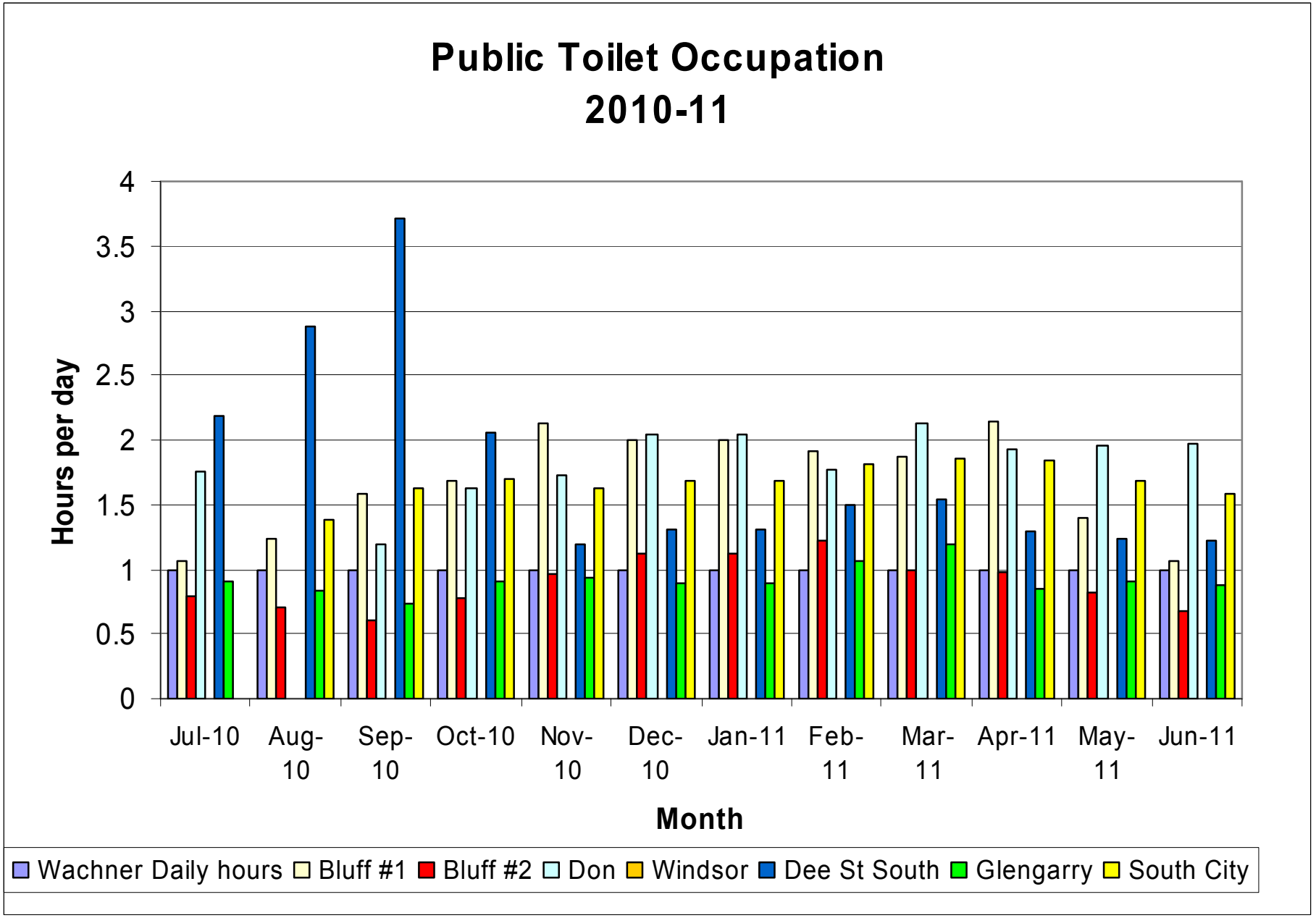
5.2.2.2 Public Toilet Utilisation

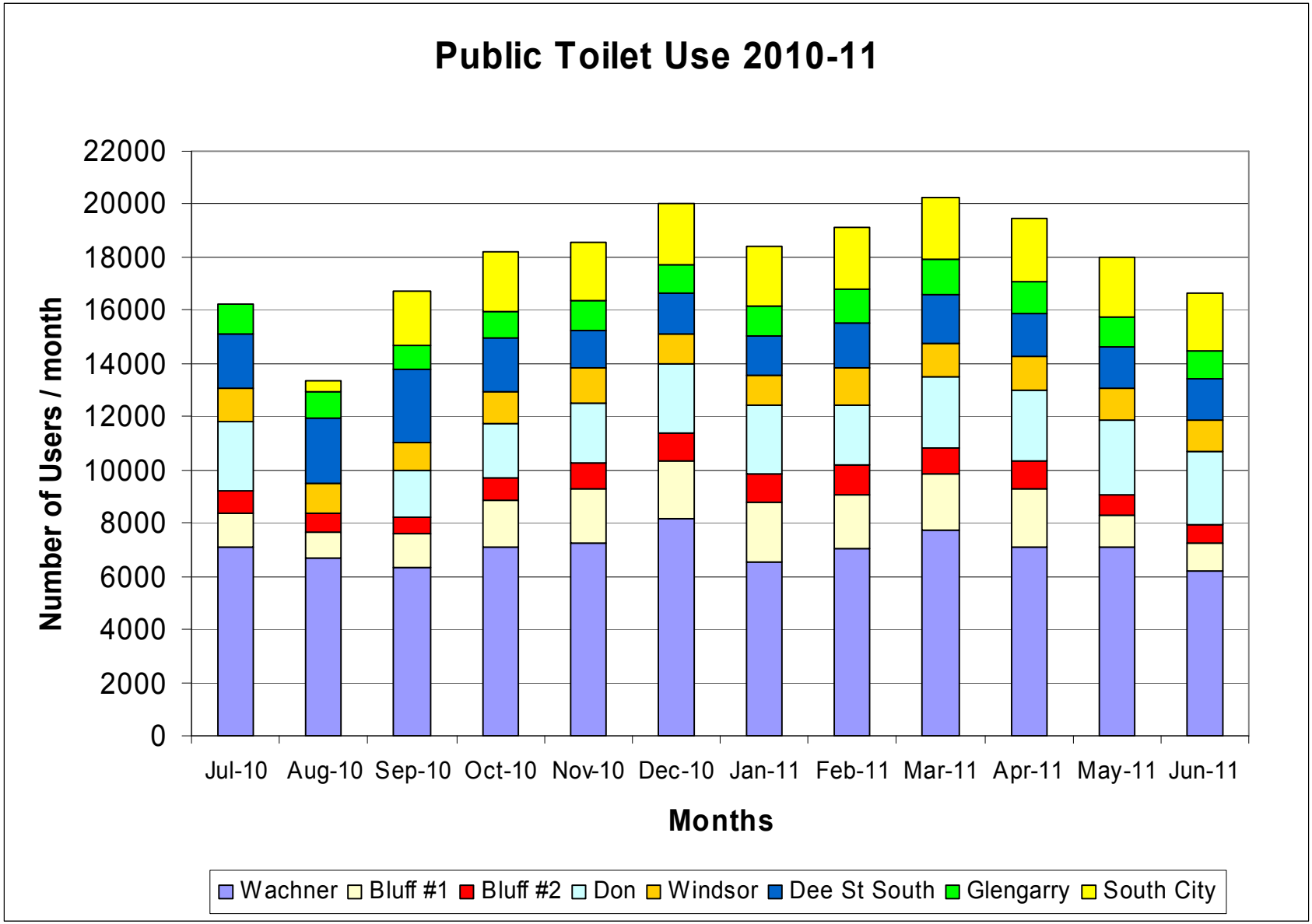
Exeloo toilets record the amount of time that they are vacant, in use and locked (unavailable). This is data that is used for calculation of availability and is shown in Fig 5.2.2 for each Exeloo. The loss of time per month is usually due to minor mechanical breakdown of the toilet. This can be due to wear and failure of components such as the toilet roll feeder or due to damage or interference such as blocking the WC or preventing the door opener from working and causing damage to the drive unit. Occupancy rate is calculated from the amount of time the toilets are occupied. Availability is reported to Council as a Measure of Service Level Provision.

Usage has been recorded by supervision staff at Wachner Place since it opened. Availability at Wachner Place is taken as 100% because rapid action can be taken to carry out repairs and several WCs are available to prevent unavailability.

Hours of availability and occupancy of toilets and total use of toilets are shown in Fig 5.2.2.2, 5.2.2.3 and 5.2.2.4 respectively.


Public Toilet Availability
2010-11
Hours per day
24
20
16
12
8
4
0
Jul-10
Aug-10
Sep-10
Oct-10
Nov-10
Dec-10
Jan-11
Feb-11
Mar-11
Apr-11
May-11
Jun-11
Month
Wachner Daily hours
Bluff #1
Bluff #2
Don
Windsor
Dee St South
Glengarry
South City


Public Toilet Occupation
2010-11
Hours per day
4
3.5
3
2.5
2
1.5
1
0.5
0
Jul-10
Aug-10
Sep-10
Oct-10
Nov-10
Dec-10
Jan-11
Feb-11
Mar-11
Apr-11
May-11
Jun-11
Month
Wachner Daily hours
Bluff #1
Bluff #2
Don
Windsor
Dee St South
Glengarry
South City


Public Toilet Use 2010-11
Number of Users / month
22000
20000
18000
16000
14000
12000
10000
8000
6000
4000
2000
0
Jul-10
Aug-10
Sep-10
Oct-10
Nov-10
Dec-10
Jan-11
Feb-11
Mar-11
Apr-11
May-11
Jun-11
Months
Wachner
Bluff #1
Bluff #2
Don
Windsor
Dee St South
Glengarry
South City

5.3 ASSET CONDITION

5.3.1 Summary of Current Asset Condition

5.3.1.1 Halls and Theatres

- Civic Theatre

  The Civic Theatre is in excellent condition following its refurbishment in 2004-05. All components of the interior and exterior have been repaired, refurbished or replaced. Infrastructure similarly has been upgraded and replaced.

  Following the upgrade project, timberwork which remained behind the boxes on both sides of the auditorium has dried and developed rot. This was substantially removed and replaced during 2008.

  The remaining life of the Civic Theatre building and fit-out has been extended because of the recent redevelopment project.

5.3.1.2 Library and Archive

- Library

  Overall, the condition of the Library is very good. After being in use for 16 years the interior was repainted in 2008-09. The heating and ventilation system has had significant renewal in 2011 and is in excellent condition for continued operation. The building management system was replaced during 2005. The roof is clad with Colorsteel long-run steel roofing. This was damaged during construction and has had patch repairs. It was repainted and the ground floor Adults section re-roofed in 2007-08. The roof displays minor leaks during heavy rain. Modifications have been carried out to prevent this with only limited success. The skylight over the atrium was reglazed and substantially rebuilt in 2007-08 to overcome original construction shortcomings.

  Cracking has appeared in some ground floor precast concrete wall panels and these were repaired during repainting in 2008.

  While elements of the buildings are maintained and renewed on an on-going basis, the foundations and structure of the buildings will not have opportunities for renewal and these determine the overall practical life of the building assets. The life of 75 years is assessed to be a suitable life expectancy for buildings with the construction methods and materials used. The remaining fit-out life of the Library in the table relates to the interior decoration which has been renewed since construction. All other aspects of the fit-out have been maintained as required.

- Archive

  The building has been redeveloped, including significant renewal and repair of building components to new condition, which has extended the life of building.

5.3.1.3 Corporate

- Administration Building (CAB)

  Overall, the condition of the interior of the CAB is excellent following interior

refurbishment in 2003-04. In 2006 the roof and galvanised steel fascias of the fifth floor were repainted.

Aluminium windows and the exterior curtain wall have rain leaks in conditions of strong wind and rain and the windows also leak cold air. Ventilation is provided by hopper windows and sash windows. Poor catches on the hopper windows allow these to occasionally blow open in storms and the sash windows require fitting of stops to prevent them opening more than 100mm as a safety measure. The heating and ventilation systems are in good condition for continued operation and the building management system was replaced during 2005. The lifts are cable operated from a machine room at 5th floor level. The control equipment uses mechanical switches and these are near the end of their operational life. Opportunities exist to replace the operational controls with microprocessor equipment and to replace the winding gear with machine-room-less (MRL) equipment, which has the potential to allow the lift to operate to the 5th floor.

The exterior of the building is in only moderate condition. Paint applied to the stair and lift tower has been a problem since construction due to the use of a bituminous based primer paint on exterior concrete. The current paint has lifted and blistered in places. The paint needs to be removed by sand-blasting and the concrete re-primed and painted.

While elements of the buildings are maintained and renewed on an on-going basis, the foundations and structure of the buildings will not usually have opportunities for renewal and these determine the overall practical life of the buildings. The life of 75 years is assessed to be a suitable life expectancy for buildings with the construction methods and materials used. The remaining fit-out life in the table relates to the interior decoration of the buildings. As these have been renewed or redecorated at one time, the remaining life can be stated with reasonable certainty. The lives of the lifts, heating and ventilation are longer than 10 years and will be renewed at appropriate times.

- Bluff Service Centre (BSC)

  The BSC was upgraded in 2005 and is in excellent condition. Remedial work to the base of the west wall has been carried out to prevent ingress of moisture. Part of the lower roof was partly replaced during the upgrade and the remainder was replaced during 2007/08.

  While elements of the buildings are maintained and renewed on an on-going basis, the foundations and structure of the buildings will not usually have opportunities for renewal and these determine the overall practical life of the buildings. The life of 75 years is assessed to be a suitable life expectancy for buildings with the construction methods and materials used. The remaining fit-out life in the table relates

to the interior decoration of the buildings. As this has been renewed or redecorated at one time, the remaining life can be stated with reasonable certainty.

5.3.1.4 Housing Care

A maintenance program is in place to keep the Housing Care flats fully operational and in good condition for the occupants. As the condition of elements of the buildings deteriorate, refurbishment work is carried out restore these. The interiors of the flats are redecorated when they become of poor condition. Opportunities are taken to redecorate when tenants leave and prior to new tenants arriving. Occasionally long-term tenants are temporarily relocated so that renewal work can be carried out.

Some particular issues have been identified from condition assessments carried out in 2011:

- Hot Water Cylinders
  Hot water cylinders are lasting longer than the expected life. There is a possibility of a high number of cylinders in the flats constructed in the 1970s and 80s failing and requiring replacement over the next few years.

- Kitchen Joinery
  Kitchen joinery in older complexes of flats is lasting longer than the expected failure rate. These will eventually be replaced as part of a refurbishment program.

- Smoking
  The most rapid deterioration of the interior decoration of the flats is caused by tenants who smoke.

- Clarendon Court Flats
  These flats have been constructed using the methods and materials common to 'leaky buildings'. In-depth investigation of the claddings of the flats will be carried out in 2012 and this may find a reduction of the lives of the Clarendon Court Flats will occur unless significant repair work is carried out.

  While elements of the buildings are maintained and renewed on an on-going basis, the foundations and structure of the flats will not usually have opportunities for renewal and these determine the overall practical life of the flats. The life of 75 years is assessed to be a suitable life expectancy for buildings with the construction methods and materials used. The fit-out of the flats is renewed or redecorated on an on-going basis through the several buildings of each complex so that one fit-out life cannot be stated.

5.3.1.5 Roading

- Parking Building
  The suspended deck slabs have deteriorated significantly over their life as noted in Section 5.1.2. Now that sealing of the decks, repainting of the Hibond and replacement of the façade has been completed the building is in good condition again. A higher level of annual maintenance, than usual, of the paint

coatings of the Parking Building must be maintained to keep it in good condition.

While elements of the buildings are maintained and renewed on an on-going basis, the foundations and structure of the buildings will not usually have opportunities for renewal and these determine the overall practical life of the building assets. The life of 75 years is assessed to be a suitable life expectancy for parking building with the construction methods and materials used and because of the effect of the moist and corrosive atmosphere which the building is exposed to. The structure of the building was re-assessed for structural and seismic strength in 2011. This showed that the structure is still capable of 100% of the current seismic design standard NZS 1170: Section 5: 2011 with 3 extra decks added.

- Solid Waste Transfer Building

  The Solid Waste Transfer Building is in good condition. Periodic maintenance work will be required in four to five years time to repaint exterior surfaces. Some levelling of concrete pads is required to correct the effects of ground settlement.

  The foundations of the Transfer Building incorporate significant piling as the sub-soil is compacted landfill. Roadways have settled around the building such that paving has been added to match the building surrounds.

5.3.1.6 Pools

- Splash Palace

  The overall condition of the building, pools, facilities and plant is excellent. There is some surface rust stain appearing on some of the interior structural steel in the leisure pool area which will require attention in 2-3 years. Interior ventilation ducts, exterior structural steel and the changing rooms were repainted in 2006.

  The exterior roof and wall cladding is Colorsteel. This has a manufacturer's guarantee of 25 years life. The roof has accumulated grit over time which threatens to etch into the coating and shorten its life. This was scrubbed off in 2008. The walls are washed annually. The walls around the boiler house have accumulated ash and staining from the ash bin which will also need manual scrubbing to remove it.

  The sandwich-like construction of the roof and walls is unique. This provides a lightweight and economic, yet highly insulated canopy which incorporates a vapour barrier (necessary for a pool enclosure). The construction will have draw-backs if any maintenance work needs to be carried out within the roof or wall structure. A leak has existed in the ceiling of the foyer since construction and some others have become evident recently. These may be related to the scubbing of the roof in 2008 or installation of the fall prevention system in 2006. Detection and repair of the leak locations will be a unique

challenge which will have to be faced in the near future.

Building services are in very good condition except for electrical switchboards which have been badly affected by the corrosive nature of the pool environment. A clean air ventilation supply directly into the main switchboards was installed in 2005 which has alleviated this problem and some corroded components were replaced. The pools are tiled which gives long life. Some cracked tiles around expansion joints were replaced during the shut-down in December 2006. Heating is provided by two 'Taylors' boilers which will be replaced in 2012.

While elements of the buildings are maintained and renewed on an on-going basis the foundations and structure of the buildings will not usually have opportunities for renewal and these determine the overall practical life of the building assets. The life of 40 years is assessed to be a suitable life expectancy for pool buildings with the construction methods and materials used and because of the effect of the moist and corrosive atmosphere which is contained within the buildings. The remaining fit-out life in the table relates mainly to the hall interior decoration. The life of the heating, ventilation and water treatment plant is not generally longer than 15 years

5.3.1.7 Museum

The Museum building is sound, however the sandwich panel pyramid shaped roof over it is a cause for concern. The panels are butt-jointed together. These joints have been sealed with silicone sealant and flashed over top with colourcoated steel. However the joints are prone to continual leakage during rain. Repeated attempts to fix this have been unsuccessful. Recladding of the roof is the only long-term solution.

5.3.1.8 Public Toilets

- Wachner Place Restroom

  Overall, the condition of this toilet is considered to be very good. This was built in 1997 to be a toilet and public restroom for parents with children. As well as women's and men's toilets, it incorporates a shower, baby change area and waiting lounge. The internal finishes are of a higher standard than would normally be found in a public toilet. The employment of full time attendants at the toilets contributes to a high standard of cleanliness and a very low level of damage and interference. Visitors to Wachner Place often comment on the high standard of cleanliness and appearance of the facility. The interior of the foyer was re-wallpapered and joinery was repainted in 2007. It will be refurbished on approximately a seven year cycle, depending on condition assessment as it approaches the end of each maintenance period.

- Exeloo Toilets

  Overall, the condition of these toilets is rated as 'very good'. There are seven Exeloo toilets owned by the Invercargill City Council. These are located at Bluff Service

Centre, Stirling Point, Don Street, Windsor Street, Dee Street, Glengarry and South City and are all Exeloo III models. The Exeloos have concrete construction, vandal and graffiti proof finishes and concealed services to reduce the occurrence of damage and mistreatment of the toilets. For example the hand-wash basin has proximity sensors for water, soap and air-drying operations and the door is operated by push-button. The automation system can control some functions such as door lock-up and floor spraying and retains data about usage. The door opener of the toilets can be damaged from mistreatment by people, but generally they are easier to keep operational than the conventional toilets. Repainting and replacement of the automatic controls and actuators is expected to be required on a 12 year cycle. The toilets are returned to the manufacturer in Auckland for about 10 weeks so that refurbishment can be carried out.

A new Exeloo III Toilet is planned to be installed at Dee Street North in 2011-12.

5.3.1.9 Miscellaneous Buildings

- Trooper's Memorial
  The monument is in good condition. It is treated at a 3 yearly interval to prevent build-up of moss. The clock mechanism requires manual resetting twice per year for the change from standard time to daylight time and there are only two people who know how to do this, the Theatre Technician and a contractor.

- Industrial Reclamation
  The corrugated iron of the sheds is near the end of its economic life. The concrete floors of the building are uneven due to settlement of the reclamation fill underneath them. Repair of the floors can be carried out by pressure insertion of grout however this will not be done until the future requirements of the leasee are established.

- Bluff Senior Citizens' Centre
  This building is in good condition and is maintained that way by the Senior Citizens. Some of the foundation walls and piles have sunken because of inadequate foundation size. The exterior weatherboard cladding is in good condition.

5.3.1.10 CCO and Trust Owned

- Scottish Memorial Hall
  The Scottish Memorial Hall has several building components nearing the end of their economic lives. These include the roof cladding, heating system, internal timber panelling and toilet facilities. It no longer complies with accessibility requirements. Some sections of timber floor are badly affected by borer and dry rot. The exterior was repainted in 2001 and the dance floor recoated with polyurethane in 2003. Both of these are in good condition.

  The remaining life of the Scottish Memorial Hall building has been calculated on the

basis that part of the building i.e. the roof cladding, and the interior decoration of the hall is near the end of its life even though other aspects of the building structure are sound and have a nominal remaining life of 25 years.

- Bluff Swimming Pool

  The Bluff Swimming Pool and hall building is in a 'moderate' overall condition. The condition of the upper section of the south wall and two thirds of the east wall is poor with deterioration of the structural timber and these are in need of replacement in 1 – 2 years. The tray roofing is in urgent need of repainting or replacement. The linings and partitions of the changing rooms are in poor condition and require replacement in 1 – 2 years time.

  An exterior fence along the edge of the boundary on the west side of the building requires replacement and crib-walling on the east side of the property requires significant repair work.

  The mechanical plant is in excellent condition having been replaced in 2002.

  While elements of the buildings are maintained and renewed on an on-going basis the foundations and structure of the buildings will not usually have opportunities for renewal and these determine the overall practical life of the building assets. The life of 40 years is assessed to be a suitable life expectancy for pool buildings with the construction methods and materials used and because of the effect of the moist and corrosive atmosphere which is contained within the buildings. The remaining fit-out life in the table relates mainly to the hall interior decoration. The life of the heating, ventilation and water treatment plant is generally longer about 15 years

- Bluff Hall

  The Bluff Hall is in moderate condition. No components are at their end of economic life. The hall is heated by electric convection heaters and these have poor effectiveness. Toilets and facilities in the building are in need of refurbishment.

- Airport Terminal

  The Terminal Building is in moderate condition. There is no mechanical ventilation in any parts of the building which causes musty smell in many rooms. The building has a very dated appearance which does not fulfil the community outcome of '*a city that is a great plate to live and visit*'. The building does not provide an inviting gateway to Southland and Invercargill for tourism or business.

5.3.1.11 Building Lives

The table 5.3.1 provides the remaining life of the building construction and the building fit-out for each complex.

Remaining life of buildings has been obtained by subtraction from a standard building life as stated for each building.

The remaining life of the fit-out has been arrived at in two ways:

- By condition assessment. This applies to the older facilities which have already had one or more lifecycles of the fit-out materials and equipment.
- By calculation and condition assessment where the age of the facility is less than the lifecycle of the fit-out materials and equipment.

Figure 5.3.1: Asset Condition and Life.

Activity / Building Asset	Condition	Building Constructed	Refurbished	Building Life	Remaining Building Life	Fit-Out Refurbished	Fit-Out Life	Remaining Fit-Out Life
HALLS and THEATRES								
Civic Theatre	Very Good	1906	2004/05	75	69	2004/05	9	3
LIBRARY and ARCHIVE								
Library	Very Good	1989		75	53	2009	12	10
Archive		1958 and 83	2008	75	72	2008	12	9
CORPORATE								
Administration	Very Good	1973		75	37	2003-04	12	5
Bluff Service Centre	Very Good	1950	2005	75	69	2005	12	6
HOUSING CARE								
Miller Street	Moderate	1950		75	14	progressive	10 avg	5 avg
Aurora Place	Moderate	1953		75	17	progressive	10 avg	5 avg
Nevill Place	Good	1975 and 77		75	39 and 41	progressive	10 avg	5 avg
Elston Lea Village	Moderate	1958		75	22	progressive	10 avg	5 avg
Niven Place	Moderate	1971		75	35	progressive	10 avg	5 avg
Strathpine Flats	Moderate	1971		75	35	progressive	10 avg	5 avg
Kelly Court	Moderate	1971		75	35	progressive	10 avg	5 avg
Pateke Place	Good	1975		75	40	progressive	10 avg	5 avg
Laurel Court	Good	1978		75	42	progressive	10 avg	5 avg
[1]Ness Street	Good	1979		75	43	progressive	10 avg	5 avg
Korimako Place	Good	1979		75	43	progressive	10 avg	5 avg
Cairnsmore Flats	Good	1981		75	45	progressive	10 avg	5 avg
Aidan Place	Good	1982		75	46	progressive	10 avg	5 avg
Kinross Flats	Good	1982		75	46	progressive	10 avg	5 avg
Thorndale Flats	Good	1983		75	47	progressive	10 avg	5 avg

Activity / Building Asset	Condition	Building Constructed	Refurbished	Building Life	Remaining Building Life	Fit-Out Refurbished	Fit-Out Life	Remaining Fit-Out Life
Stirling Flats	Good	1985		75	49	progressive	10 avg	5 avg
Clarendon Court	Very Good	1986 and 88		75	50 and 52	progressive	10 avg	5 avg
Willow Park	Very Good	1987		75	51	progressive	10 avg	5 avg
Powell Court	Very Good	1988		75	52	progressive	10 avg	5 avg
Otarewa Village	Very Good	1989 and 90		75	53 and 52	progressive	10 avg	5 avg
ANZAC Court	Very Good	1991		75	55	progressive	10 avg	5 avg
Jim Brass Place	Very Good	1992		75	56	progressive	10 avg	5 avg
ROADING								
Parking Building	Good	1984		75	48	2009	7	5
Solid Waste Collection	Good	1997		40	14	-	10	-1
POOLS								
Southland Aquatic Centre	Very Good	1997	-	40	26	-	15	1
MUSEUM								
Southland Museum	Good	1942	1990	75	54	1990	15	-6
PUBLIC TOILETS								
Wachner Place Restroom	Very Good	1997		75	61	2007	10	6
Bluff Service Centre (Bluff #2)	Very Good	1997		75	61	2006	12	7
Stirling Point (Bluff #1)	Very Good	1997		75	61	21/7/2008	12	9
Don Street Exeloo	Very Good	1999		75	63	28/9/2010	12	10
Windsor Exeloo	Very Good	12/12/2004		75	68	-	12	5
Dee Street South Exeloo	Very Good	21/12/2007		75	71	-	12	8
Glengarry Exeloo	Very Good	1/12/2009		75	73	-	12	10
South City Exeloo	Very Good	25/8/2010		75	74		12	11
MISCELLANEOUS BUILDINGS								
Trooper's Memorial	Good	1907		150	48	-	-	n.a.

Activity / Building Asset	Condition	Building Constructed	Refurbished	Building Life	Remaining Building Life	Fit-Out Refurbished	Fit-Out Life	Remaining Fit-Out Life
Industrial Reclamation	Moderate	1970		50	9	-	-	
Bluff Senior Citizens Centre	-	-	-	-	-	-	-	-
CCO & Trust Ownership								
Scottish Memorial Hall	Moderate	1957	-	75	21	-	10	- 44
Bluff Pool	Poor	1973	-	40	1	-	12	-26
Bluff Hall	Poor							
Airport	N/A							
Outdoor Stadium	Good							
Indoor Stadium and Velodrome	N/A	2006, 2011-12		40	30		10	5

5.3.2 *Condition Monitoring*

Condition of buildings and their major components is assessed every 3 years. This procedure has potential for improvement. See Section 10, Continuous Improvement.

6. Managing Our Activity

6.1 OPERATIONS AND MAINTENANCE PROGRAMME

6.1.1 Current Trends and Issues

Responsibilities for operations, maintenance, renewals and improvements in Core Buildings is documented in the Building Service Level Agreements for Core Buildings and Public Toilets which are agreed between Activity Managers and the Building Assets Manager. This is reviewed and agreed annually with the Activity Manager for each building.

The current Service Level Agreements can be seen in Appendix 2.

6.1.2 How the Activity is Resourced

This Activity is carried out by the Building Assets Manager and one Buildings Assets Overseer. Extra resources to carry out the work are obtained by using contractors to carry out maintenance and renewal work and by using consultants to design, document and tender larger renewal and improvement projects.

The role of the Building Assets Manager is to:

- Act as the owner of Invercargill City Council's core buildings which are "tenanted" by Activity Managers.
- Act as the Manager and owner of Invercargill City Council's public toilets activity.
- Act as the owner of miscellaneous buildings owned by the Invercargill City Council.
- Provide asset management services to Council Controlled Organisations and Trusts by writing Asset Management Plans for their assets.

6.1.3 Procurement Decision Making and Major Contracts

The Council has a procurement strategy which has been accepted by the New Zealand Transport Agency (NZTA) for construction and maintenance of road assets. This strategy can also be used for Building Assets. For roading and traffic procurements for which NZTA provides a subsidy, the procurement method selected must comply with NZTA Competitive Pricing Procedure requirements.

The Infrastructure Procurement Procedure covers those activities involving the purchase of:

- New infrastructure and additions or improvements to existing infrastructure.
- Renewal of infrastructure assets.
- The maintenance and repair of existing infrastructure assets to restore their functionality to original levels.
- The operation of those assets in a way that optimises the benefits derived from them.

Typical examples include:

- New roads and bridges.
- Additions or improvements to existing road infrastructure.
- Renewal of road pavements and resurfacing.

- Maintenance and repair of infrastructure assets which are often routine in nature and delivered under a term service contract.

The following situations are specifically excluded from this policy as other policies and business processes need to be followed:

- Emergency procurement.
- Acquisition or disposal of property.
- Disposal of assets.

For all asset management works (including roading) tendering is usually used for high cost procurements (value greater than $50,000). The Council will use a tender process or selective tendering where appropriate. When tendering is required, the Council's preference is to run open tenders to maximise market competition.

For Building Maintenance management most breakdown and scheduled maintenance work is carried out by small local contractors at their normal charge rates. There is insufficient volume of work to necessitate use of maintenance contracts. This provides flexibility to use a range of contractors and is also expected to help maintain a number of contactors in the small pool of contractors available in Invercargill.

Management of Maintenance Contracts.

There are written contracts for:

- Lawn mowing around Housing Care flats.
- Cleaning and supervision of Wachner Place Restroom.
- Hygienic disposal of wastes from public toilets.
- Electricity supply.

Unplanned and planned maintenance work is carried out on an individual work order or purchase order basis using a variety of small contractors with appropriate trade skills, knowledge and experience as noted above.

Larger Building Asset projects which are generally for renewal and new capital development and generally greater than $50,000 are let by tender.

6.1.4 Standards and Specifications

Many standards and regulations are applicable to building and plant construction and operation. These generally include:

Standard or Regulation	Application
AS/NZS 1170.5 2004: Structural Design Actions	Seismic design of building structures
NZS 4203:1992: New Zealand Loading Standard (superseded by NZS 1170.5: 2004)	Seismic design of buildings
NZ 3101: Reinforced Concrete Design Standard.	Structural design of concrete buildings

Standard or Regulation	Application
Building Regulations	
Hazardous Substances Regulations 2001	Classes 1 to 9
Electricity Regulations 2003	
Health and Safety in Employment Regulations 2003, 1995	
Rating Valuations Regulations 1998	

6.1.5 Summary of Future Costs

A summary of future operations and maintenance costs is tabulated in Section 8.6.

6.2 ASSET RENEWAL / REPLACEMENT PROGRAMME

6.2.1 Renewal Plan

An asset renewal and replacement programme is documented in the Building Service Level Agreement for Core Buildings and Public Toilets. This is reviewed and agreed annually with the service delivery manager for each building. The programme lists capital expenditure which is required to renew or replace components of buildings. Base information for this Plan comes from condition assessments which are carried out regularly.

6.2.2 Renewal Criteria / Standards

Capital expenditure for renewal is used to replace components of buildings which have reached the end of their useful lives. The value of the components is added to the asset register of the building.

The renewal and replacement plan also includes expenditure for Periodic Maintenance of buildings. This includes work of a maintenance nature that is carried out at infrequent intervals such as painting of buildings. This work helps to preserve or extend the life of other building components, materials are consumed in the process but the cost is not added to the asset register of the building.

6.2.3 Summary of Future Costs

A summary of future operations renewals costs is tabulated in Section 8.6.

6.3 CAPITAL DEVELOPMENT PROGRAMME

A capital expenditure programme is documented in the Building Service Level Agreement for Core Buildings and Public Toilets. This is reviewed and agreed annually with the service delivery manager for each building. The program differentiates between capital expenditure which is required to cater for growth and that which is required for change of service provision.

6.3.1 New Works Plan

Management of Capital Projects.

Management of capital projects is presently carried out in a variety of ways which are chosen to suit the circumstances of each project:

- Invercargill City Council staff, i.e. Assets Manager and Assets Supervisor, acting as project manager.
- Project Management consultants are employed for specific projects.
- Architects are employed to design and manage specific projects.

6.3.2 Selection Criteria

Selection of capital projects for improvement of Core Buildings is initiated by Service Delivery Managers to fulfil requirements of service provision. Some capital projects also develop from replacement of capital plant in buildings. With development of Hansen 8 as the asset maintenance application, selection of solutions for capital projects will investigate life cycle costs of various building solutions to find the most cost effective. See also Section 10 Continuous Improvement.

6.3.3 Standards and Specifications

Standards and specifications applicable to capital works are listed in Section 6.1.4.

6.3.4 Summary of Future Costs

A summary of future capital costs is tabulated in Section 8.6.

6.4 DISPOSAL PLAN

6.4.1 Forecast Future Disposals of Assets

Disposal Plan

- Buildings disposed of in the last 10 years are listed in Figure 6.4.2:

Activity	Building / Complex	Year disposed of
Housing Care	Avenal Mews	2001-02
	Vyner Road	2005-06
	Ness Street	2010-11
Halls and Theatres	Centennial Hall	1999-2000
	Bluff Hall and Service Centre	2005-06

Fig 6.4.2 – Disposals

Disposals which may occur in the future include:

- Scottish Hall (to the Southland Scottish Hall Community Trust for operation).
- Bluff Swimming Pool (to the Bluff Pool Community Trust for operation).
- Dee Street Hospital buildings (quit lease).

6.4.2 Forecast of Income / Expenditure from Asset Disposal

A summary of future disposal costs is tabulated in Section 8.6.

7. Risk Management

7.1 RISK MANAGEMENT CONTEXT

7.1.1 Risk Framework

Risk analysis is carried out on buildings owned by the Invercargill City Council to indentify and manage risks. Risks are assessed as to their consequences and the likelihood of their occurrence. From this information, a matrix of risk exposures is developed which allocates risks to 4 categories of Low, Moderate, High and Critical risk. This process allows risks to be compared and ranked across all of Invercargill City Council operations to find where effort must be concentrated to reduce and manage the greatest risks.

This analysis has been taken from the National Asset Management Steering Group (NAMS) Property Manual Toolbox.

7.1.2 Risk Analysis

The likelihood and impact ratings used to determine initial risk ratings are defined in Tables 7.1 and 7.2 respectively.

Code	Descriptor	Description (probability)
A	Almost Certain	The event **could occur** in most circumstances, eg 90%+ chance of occurring in the next 12 months (or in 9 out of every 10 years).
B	Very Likely	The event **will probably occur** in most circumstances, eg 70% chance of occurring in the next 12 months (or in 7 out of 10 years).
C	Likely	The event **should** occur **at some time**, eg 50% change of occurring in the next 12 months (or in 5 out of every 10 years).
D	Unlikely	The event **could occur** at some time, eg 20 – 30% change of occurring in the next 12 months (or in 2 – 3 out of every 10 years).
E	Rare	The event **may occur** only in **exceptional circumstances**, eg up to 10% chance of occurring in the next 12 months (or once in 10 years).
F	Extremely Rare	The event may occur only in extremely exceptional circumstances, eg up to 2% chance of occurring in the next 12 months (or once or less in 50 years).

Table 7.1 – Risk Probability Ratings

Table 7.2 – Risk Impact Ratings

Area of Impact	Weighting	Factor	6 Extreme	5 Major	4 Moderate	3 Low	2 Minor	1 Insignificant
Legal – Compliance	**0.20**	***Legal***	Imprisonment, substantial fines or liable for damages> $500K	Significant fines or liable for damages> $100K - $500K	Fines or damages or liable for damages> $20K to $100K	Fines or damages or liable for damages> $5K to $20K	Fines and minor offence prosecution	Complaints
		Environmental	Catastrophic environmental damage. Prosecution. Impact permanent	Serious environmental damage. Prosecution. Impact not fully reversible.	Serious environmental damage. Prosecution. Impact reversible within 10 years.	Environmental damage. Prosecution. Impact reversible 3 year.	Environmental damage. Prosecution probable. Impact reversible 1 year.	Minor localised damage. Prosecution possible. Impact reversible within 3 months.
Corporate Image – Reputation	**0.10**	***Political***	Appointment of a Commissioner	Decision process break down.	Council decision deferred.	Council decision delayed.	Breakdown in relationships.	Adverse local political comment.
		Image		Negative national media coverage> 2 days.	Negative local media coverage for >5 days.	Negative local media coverage for <5 days.	Local media coverage.	Customer feedback only.
		Councillor – Management Time		Mayor – Councillors required to manage situation.	Senior Executive time required to manage situation.	Level 3 Managers required to manage situation.	Staff required to manage situation.	No formal response required.
Service Delivery – Customer Impact	**0.15**	***Service Delivery***	Loss of water supply and sewerage capability for several days for large portion of city.	Water supply and sewerage out for several days for a catchment or area.	Water supply and sewerage out for one day.	Water supply and sewerage out for group <50 customers for greater than one day.	Water supply and sewerage out for <4 hours.	Supply limited but operating for water and sewerage service.
			Large portion (>50%) of customer base affected.	Affects large number of (>100) of customers.	Affects limited (<100) customers.	Affects limited (20 – 75) customers.	Small isolated group (<20) affected.	Small group (<5) affected.
				Loss of confidence in Council to operate.	Loss of confidence in Council staff.	Problem escalates to a number of surrounding areas.	Systematic customer complaints.	Isolated customer complaints.

Invercargill City Council Financial Impact	**0.20**	***Financial***	Unplanned loss or cost to reinstate >5M	Unplanned loss or cost to reinstate $1M to $5M.	Unplanned loss or cost to reinstate >$250K to $1M.	Unplanned loss or cost to reinstate >$50K to $250K.	Unplanned loss or cost to reinstate >$10K to $50K.	Unplanned loss or cost to reinstate <$10K.
Financial Community	**0.15**	***Financial***	Long term additional rate requirement >1M per year.	Long term additional rate requirement <500K per year.	Significant total loss of $2M.	Significant total loss of $500K.	Rates deferment of other projects to meet costs.	Budgeted work reorganised within year.
Community Health and Safety	**0.20**		Multiple loss of life.	Single loss of life or widespread long term hospitalisation.	Hospitalisation of a small group.	Medical treatment required.	Minor injuries.	Complaints.

Risk Evaluation – The matrix of likelihood and consequence of failure ratings shown in Table 7.3 below is used to assess the level of risk, ranking events as low, moderate, high or critical risk.

Likelihood	Consequences					
	1	2	3	4	5	6
A	H	H	C	C	C	C
B	*M*	H	H	C	C	C
C	L	M	H	H	C	*C*
D	L	L	*M*	*H*	H	C
E	L	L	L	*M*	H	H
F	L	L	L	M	H	H

Table 7.3 – Risks Priority Rating Matrix

This allows all asset and corporate risks to be compared and ranked. The risk policy specifies the following broad treatment strategy for the levels of risk:

L = Low Risk

Manage by routine procedures

M = Moderate Risk

Management responsibility must be specified

H = High Risk

Risk and management strategy identified in AM plan

Failure management plans available

C = Critical Risk

Risk and management strategy identified in AM plan

Failure management plan specifically addressing event in place

The Risk Analysis for Core Buildings resulting from this analysis is shown in Figure 3.10 below

Community Outcome	Strategic Outcome	Level of Service	Asset	Caused By	Consequence							Likelihood	Risk Severity	Controls	
					Legal Compliance (0.20)	Corporate Image and Reputation (0.10)	Service Delivery - Customer Impact (0.15)	ICC Financial Impact (0.20)	Financial – Community (0.15)	Health and Safety (0.20)	Weighted Averaged Consequence Score			Current Practice	Recommended Actions
i. Lifestyle and Culture: "Southland is a great place to live"	We value our history and heritage	Class 1 Heritage building	Civic Theatre	Heritage Places Act 1993 non-compliance	3	3	3	3	3	2	**3**	E	L	Knowledge of Act	Maintain awareness
vi. Environment: "A treasured environment which we care for and which supports us now and into the future	We have a healthy, safe and accessible built environment	Buildings are safe to use, accessible for those with disabilities and well maintained	Civic Theatre Library Archive Administration Building Bluff Service Centre Parking Building Solid Waste Museum	Fire – partial or complete loss of building	3	3	5	5	5	5	**4**	F	M	Fire detection, alarm and fighting systems in core buildings	Carry out BWOF and scheduled maintenance checks
				Health and Safety in Employment Act 1992 non-compliance	3	3	4	4	4	3	**4**	E	M	Maintain Hazard Register, eliminate hazards	Maintain practice

Community Outcome	Strategic Outcome	Level of Service	Asset	Caused By	Consequence							Likelihood	Risk Severity	Controls	
					Legal Compliance (0.20)	Corporate Image and Reputation (0.10)	Service Delivery - Customer Impact (0.15)	ICC Financial Impact (0.20)	Financial – Community (0.15)	Health and Safety (0.20)	Weighted Averaged Consequence Score			Current Practice	Recommended Actions
			Splash Palace Bluff Pool Housing Care Flats Public Toilets Scottish Hall Bluff Pool Bluff Hall Outdoor Stadium Indoor Stadium and Velodrome	Hazardous Substances and New Organisms Act 1996 non-compliance	3	3	4	4	4	3	**4**	E	M	Obtain LPG Site Inspection certificates	Maintain practice
	We have an environment protected from the negative effects of human activity	Public Toilets are available 24 hours per day	Public Toilets	Maintenance failure	1	1	2	1	1	1	**1**	C	L	Reactive maintenance contractors available	Carry out scheduled maintenance checks
				Health Act 1956 non-compliance	3	3	3	3	3	3	**3**	E	L	Provide compliant Public Toilets	Maintain practice

7.1.3 Lifelines Risk Analysis

A Lifelines Risk Analysis has also been carried out for the Core Buildings. The results of this are listed in the following table:

	Administration Building	Library
Electricity (>12h)		Install gen-set
Telecomms		Alternate comms routes
Fuel	Identify fuel supply with stand-by power capability	

This analysis confirms that an Emergency Generator Set should be installed at the Invercargill Library. In association with this, a fuel supply should be identified which has a stand-by ability to pump fuel even when power supply is lost. There is one fuel station which can do this in Invercargill.

7.2 RISK IDENTIFICATION, ANALYSIS AND TREATMENT

7.2.1 Highest Ranked Risk Events

The highest ranked risk events for Core Buildings are all rated as **Moderate** Risk. These events are summarised in Figure 7.2.1.

Risk Caused By	Current Practice	Recommended Actions
Fire – partial or complete loss of building	Fire detection, alarm and fighting systems in core buildings	Carry out BWOF and scheduled maintenance checks
Earthquake – partial or complete loss of building	Seismic design code compliance	Structural checks
Loss of utilities – disruption to service delivery	Reactive maintenance contractors available	Install gen-set at Administration Building and Library
Building Act 2004 non-compliance	Obtain Warrants Of Fitness and Building Consents	Maintain practice
Health and Safety in Employment Act 1992 non-compliance	Maintain Hazard Register, eliminate hazards	Maintain practice
Hazardous Substances and New Organisms Act 1996 non-compliance	Obtain LPG Site Inspection certificates	Maintain practice

Figure 7.2.1

7.2.2 Strategies for Management of Critical Assets

Strategies for the management of the highest ranked risk events have been included in Figure 7.2.1 entitled "Recommended Actions".

7.2.3 Provision for the Effects of Failure

The following provisions may be provided for as a "Plan B" if the above strategies do not work:

Risk Caused By	Provisions for the effect of failure
Fire – partial or complete loss of building	Identify other buildings which can be used as a replacement for Core Buildings
Earthquake – partial or complete loss of building	Identify other buildings which can be used as a replacement for Core Buildings
Loss of utilities – disruption to service delivery	Install external power plugs at Administration Building and Library to provide power from mobile gen-set
Building Act 2004 non-compliance	No practical provision
Health and Safety in Employment Act 1992 non-compliance	Extra insurance
Hazardous Substances and New Organisms Act 1996 non-compliance	Indentify mobile supply of fuels.

7.3 MONITORING AND REVIEW

7.3.1 Frequency of Review of Risk Register

Risk analysis will be reviewed and updated every 3 years.

7.3.2 Process for Identifying New Risks / Risk Management Initiatives

The process for identifying new risks will be the application of the above analysis to new buildings.

When an improved Asset Management Information System is developed. (See Section 10) risk analysis will be carried out at equipment level in the asset hierarchy.

8. Financial Summary

8.1 ASSET FINANCIAL POLICIES

8.1.1 Funding Strategy

The following funding strategy is used for funding of building assets:

- Operational expenditure - funded by rates either directly for Public Toilets or through an Inter-Directorate Services ("internal lease") charge to the Activity tenanting the Core Buildings.
- Maintenance expenditure - funded by rates either directly for Public Toilets or through an Inter-Directorate charge to the Activity tenanting Core Buildings.
- Capital and maintenance renewal - funded by building Financial Reserve funds where adequate reserves are available. Otherwise they are funded by new loans.
- New capital expenditure - funded by new loans or grants from Community funding organisations. Capital servicing (principal and interest cost) is funded by rates either directly for Public Toilets or through an Inter-Directorate charge to the Activity tenanting the Core Buildings.
- Depreciation funding has been recognised since 1996 and initial funding has been accumulated in Building Financial Reserve Funds to fund future capital and maintenance renewals.

8.1.2 Expenditure Definitions

The following definitions have been used in this Asset Management Plan:

- Operational expenditure – expenditure that has no effect on asset condition but is necessary to keep assets utilised appropriately i.e. power, insurance, rates, overhead costs.
- Maintenance expenditure – ongoing day-to-day work required to keep assets operating to required service levels i.e. repairs and unplanned maintenance, scheduled maintenance.
- Periodic Maintenance expenditure – maintenance renewal works that can be expected within a 10 year period but at intervals exceeding annually to protect and extend lives of components of assets e.g. redecoration.
- Capital renewal – works that restore or replace an existing asset towards its original size, condition or capacity (i.e. separately identifiable components e.g. lifts, HVAC plant, roof cladding, the value of which will be 'capitalised' i.e. added to the Asset Register, and depreciated).
- New Capital expenditure – works to create a new asset or to upgrade or improve an existing asset beyond its original capacity or performance in response to changes in usage, customer expectations or anticipated future need (i.e. separately identifiable projects, the value of which will be 'capitalised' i.e. added to the Asset Register, and depreciated).
- Disposal cost – Any costs associated with the disposal of a decommissioned asset.

8.1.3 Relevant Financial Policies

Financial Policies are listed in the Long Term Plan. Council property is classified as either specialised or non-specialised assets defined as follows:

- Specialised assets are those which, due to some specialised physical or geographical factor, offer very little utility for any other purpose than that for which they were originally designed e.g. swimming pools, libraries, museums.
- Non-specialised assets include houses and commercial buildings.
- Building assets included in this AMP which are Specialised assets include the land, buildings, improvements, plant and equipment at that site.
- Valuations are completed three yearly.

Valuations of Specialised and Non-Specialised Asset are presently managed by the Manager of the Engineering Services Group (ESG) of the Works and Services Directorate. Valuations are carried out by the ESG Manager or Valuation consultants engaged by him. Data is managed on spreadsheets and supplied to the Finance Department.

8.2 ASSET VALUATIONS

8.2.1 Valuation Approach

Council's corporate valuation approach is to value Specialised property assets using the Fair Value method.

Fair Value is the Depreciated Replacement Cost (DRC) where:

- DRC = (GRC)*(Remaining life / base life).

GRC is the Gross Replacement Cost which is the cost of constructing a modern day equivalent asset.

Operational buildings were valued by Darroch at 30 June 2011, they are summarised in Figure 8.2.1 .

Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / Building Valuations 2011.

8.2.2 Valuation Components

The valuations in Core Buildings carried out to component level. Components of building assets are the same as used for depreciation. There are 7 components namely:

1. Structure.
2. Roof claddings.
3. Electrical (switchboards, cabling, sockets, lights).
4. Plumbing and Drainage, (domestic hot and cold water, sewage, stormwater, soil drainage).
5. Internal Fit-out, (floor coverings, walls and wall coverings, ceilings and ceiling coverings, joinery).
6. Mechanical Plant, (HVAC, heating, lifts) and systems such as fire system (detection, alarm, sprinkler, fire hose reels) security, surveillance, communications and data systems.
7. Other Improvements ie grounds (driveways, parking, gardens, lawns), services connections between boundary and building (power, water, stormwater, sewage).

The method of calculating valuations will be changed progressively as an Asset Management Information System is implemented with the capability to keep component values, see Section 10.

Figure 8.2.1 – Current Asset Fair Values and Land Values – 1 July 2011

Activity / Building Asset	Structure $(000)	Roof $(000)	Electrical $(000)	Plumbing $(000)	Interior Fitout $(000)	Plant $(000)	Building Fair Value $(000)	Other Improvement $(000)	Total Improvement $(000)	Land $(000)	Total Fair Value $(000)
HALLS and THEATRES											
Civic Theatre	6,070.4	342.3	1,706.1	435.1	3,917.4	1,332.7	13,804		13,804.0	0	13,804.0
LIBRARY											
Library	4,850.0	267.7	545.8	339.5	483.7	677.2	7,160.0		7,160.0		7160.0
Archive	1,288.3	104.6	192.9	120.0	228.7	436.4	2,371.0		2,371.0		2,371.0
Lib / Park / Archive Land										1,570.0	1.570.0
CORPORATE											
CAB	2,020.1	41.5	278.8	209.1	776.8	316.4	3,643.0		3,643.0		3,643.0
CAB and Civic land								120.0	120.0	1,520.0	1,640.0
BSC	90.6	20.8	23.3	8.5	46.7	36.1	226.0	4.0	230.0		230.0
BSC garage / land	12.0						12.0		12.0	76.0	88.0
HOUSING CARE									0.0		
Miller Street	65.70	7.2	4.5	5.9	71.8	0	155.0	10.0	165.0	65.0	230.0
Aurora Place	129.2	11.6	7.2	9.6	116.3	0	274.0	20.0	294.0	80.0	374.0
Nevill Place	534.6	21.01	23.5	31.1	209.8	0	820.0	25.0	845.0	80.0	925.0
Elston Lea Village	651.7	45.3	28.2	37.3	453.4	0	1,216.0	60.0	1,276.0	224.0	1,500.0
Niven Place	177.4	7.8	4.8	6.4	77.6	0	274.0	20.0	294.0	56.0	350.0
Strathpine Flats	345.6	7.8	4.8	6.4	77.6	0	274.0	20.0	294.0	56.0	350.0
Kelly Court	345.6	7.8	4.8	6.4	77.6	0	274.0	20.0	294.0	56.0	350.0
Pateke Place	245.8	9.6	10.8	14.3	96.5	0	377.0	30.0	407.0	113.0	520.0
Laurel Court	230.3	11.8	12.5	16.6	83.9	0	355.0	35.0	390.0	135.0	525.0
Korimako Place	296.8	16.9	17.1	22.6	105.6	0	459.0	30.0	489.0	111.0	600.0
Cairnsmore Flats	354.9	24.1	22.5	297.7	120.7	0	552.0	40.0	592.0	283.0	875.0
Aidan Place	265.4	19.4	17.6	23.2	88.3	0	414.0	20.0	434.0	66.0	500.0

Activity / Building Asset	Structure $(000)	Roof $(000)	Electrical $(000)	Plumbing $(000)	Interior Fitout $(000)	Plant $(000)	Building Fair Value $(000)	Other Improvement $(000)	Total Improvement $(000)	Land $(000)	Total Fair Value $(000)
Kinross Flats	122.5	8.9	8.1	10.7	40.7	0	191.0	25.0	216.0	53.0	269.0
Thorndale Flats	188.6	14.7	13.0	17.2	61.4	0	295.0	20.0	315.0	65.0	380.0
Stirling Flats	122.2	10.7	9.0	11.9	38.2	0	192.0	25.0	217.0	83.0	300.0
Clarendon Court	409.3	39.3	32.1	42.4	122.8	0	646.0	30.0	676.0	99.0	775.0
Willow Park	292.5	19.9	18.6	24.5	99.5	0	455.0	30.0	485.0	115.0	600.0
Powell Court	187.2	18.7	15.1	19.9	55.1	0	296.0	20.0	316.0	69.0	385.0
Otarewa Village	819.7	85.2	67.8	89.5	236.7	0	1,299.0	50.0	1,349.0	151.0	1,500.0
ANZAC Court	109.4	12.2	9.5	12.5	30.4	0	174.0	25.0	199.1	51.0	250.0
Jim Brass Place	147.5	16.9	13.0	17.2	40.3	0	235.0	15.0	250.0	40.0	290.0
ROADING											
Parking Building	2,790.1	-	95.1	52.8	110.7	32.6	3,081.4		3,081.4	-	3,081.4
Waste Transfer	807.9	89.2	15.8	3.2	6.6	29.3	1,052.0	0	1,052.0	1,320.0	2,372.0
POOLS											
Southland Aquatic Centre	9,207.1	578.9	766.3	1,226.0	802.6	3,098.0	15,679.0	0	15,679.0	1,520.0	17,199.0
MUSEUM											
Southland Museum	5,988.0	1,185.1	554.4	110.9	2,495.0	748.5	11,082.0	25.0	11,107.0	0	11,107.0
PUBLIC TOILETS											
Wachner Place Restroom	232.7	16.9	15.9	63.6	14.1	3.8	347.0	0	347.0	0	347.0
Bluff Exeloo #1											N/A
Bluff Exeloo #2											N/A
Don Street Exeloo											N/A
Windsor Exeloo											N/A
Dee Street South Exeloo											N/A
MISCELLANEOUS BUILDINGS											
Monument of the Trooper											N/A

Activity / Building Asset	Structure $(000)	Roof $(000)	Electrical $(000)	Plumbing $(000)	Interior Fitout $(000)	Plant $(000)	Building Fair Value $(000)	Other Improvement $(000)	Total Improvement $(000)	Land $(000)	Total Fair Value $(000)
Industrial Reclamation	243.8	13.6	9.3	5.7	11.3	8.3	292.0	50.0	342.0	1,450.0	1,792.0
Bluff Senior Citizens Centre	156.7	4.8	6.9	6.5	19.8	2.3	197.0	5.0	202.0	65.0	267.0
CCO & TRUST OWNED											
Scottish Memorial Hall	0	0	0	0	0	0	0	0	0	0	N/A
Bluff Swimming Pool	0	0	0	0	0	0	0	0	0	0	N/A
Airport - Terminal											N/A

8.3 DEPRECIATION

8.3.1 Depreciation Approach

- Depreciation for Buildings is the sum of calculated depreciation for the components of each building. Depreciation is calculated from the replacement cost, useful life and relevant depreciation rate listed in below, for each component. Depreciation is summarised in Figure 8.3.1.

Council should either fully fund the assessed depreciation, or indicate how the future replacement of core assets will be achieved.

Depreciation is calculated on all Fixed Assets to allocate their cost over their estimated useful life. The basis and rates of various categories of assets are as follows:

- Buildings - Structures 3% SL
- Roof 2.5% SL
- Electrical 2.22% SL
- Plumbing 2.22% SL
- Internal fit-out 2.86% SL
- Plant 3.33% SL
- Furniture and fittings 9.5-50% DV
- Plant 14.4 – 60% DV

8.3.2 Depreciation Components

Components of building assets for depreciation purposes are the same as used for asset valuations in Section 8.2.2.

Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / Building Valuations.

Figure 8.3.1 – Depreciation – at 30 June 2008

Activity / Building Asset	Structure $	Roof $	Electrical $	Plumbing $	Interior Fitout $	Plant $	Total Depreciation $
HALLS and THEATRES							
Scottish Memorial Hall	8,534	2,078	1,504	1,425	8,652	990	23,183
Civic Theatre	88,746	14,935	42,661	9,664	116,033	58,889	330,928
LIBRARY							
Library	78,949	12,640	20,474	12,734	32,102	73,032	229,931
Archive	15,997	2,561	4,148	2,580	6,505	14,798	46,589
Lib / Park / Archive Land							
CORPORATE							
CAB	34,014	1,986	6,669	5,002	25,221	12,505	85,397
CAB and Civic land							
BSC	2,575	590	661	411	1,556	1,452	7,245
BSC garage	375					-	375
HOUSING CARE							

Activity / Building Asset	Structure $	Roof $	Electrical $	Plumbing $	Interior Fitout $	Plant $	Total Depreciation $
Miller Street	4,827	1,478	919	1,215	14,776	-	23,215
Aurora Place	13,883	4,250	2,644	3,494	42,499	-	66,771
Nevill Place	7,120	2,179	1,356	1,792	21,794	-	34,241
Elston Lea Village	30,058	9,202	5,725	7,566	92,015	-	144,566
Niven Place	4,608	1,411	878	1,160	14,107	-	22,163
Strathpine Flats	4,608	1,411	878	1,160	14,107	-	22,163
Kelly Court	4,608	1,411	878	1,160	14,107	-	22,163
Pateke Place	6,069	1,858	1,156	1,528	18,579	-	29,189
Laurel Court	5,271	1,614	1,004	1,327	16,137	-	25,353
Ness Street	641	196	122	161	1,963	-	3,084
Korimako Place	7,206	2,206	1,373	1,814	22,058	-	34,656
Cairnsmore Flats	8,213	2,514	1,564	2,067	25,142	-	39,501
Aidan Place	6,078	1,861	1,158	1,530	18,608	-	29,234
Kinross Flats	2,520	771	480	634	7,713	-	12,119
Thorndale Flats	4,140	1,267	789	1,042	12,674	-	19,912
Stirling Flats	2,201	674	419	554	6,738	-	10,585
Clarendon Court	7,710	2,360	1,469	1,941	23,602	-	37,081
Willow Park	6,804	2,083	1,296	1,713	20,830	-	32,726
Powell Court	3,772	1,155	719	949	11,547	-	18,142
Otarewa Village	14,838	4,542	2,826	3,735	45,422	-	71,363
ANZAC Court	1,618	495	308	407	4,952	-	7,780
Jim Brass Place	2,794	855	532	703	8,554	-	13,440
ROADING							
Parking Building	56,104	-	5,286	2,937	14,952	6,167	85,446
Solid Waste							
POOLS							
Bluff Swimming Pool	3,211	499	886	665	841	4,621	10,723
Southland Aquatic Centre	132,950	19,552	21,724	34,758	33,517	169,446	411,947
MUSEUM							
Southland Museum							
PUBLIC TOILETS							
Glengarry Public Toilet							
Wachner Place Restroom	3,406	569	451	1,805	580	203	7,014
Bluff Exeloo #1							
Bluff Exeloo #2							
Don Street Exeloo							

Activity / Building Asset	Structure $	Roof $	Electrical $	Plumbing $	Interior Fitout $	Plant $	Total Depreciation $
Windsor Exeloo							
Dee Street South Exeloo							
MISCELLANEOUS BUILDINGS							
Monument of the Trooper							
Industrial Reclamation	13,942	5,508	1,877	1,160	4,574	3,351	30,412
Bluff Senior Citizens Centre							
CCO and TRUST OWNED							
Scottish Hall							
Bluff Pool							
Bluff Hall							
Airport							
Outdoor Stadium							
Indoor Stadium and Velodrome							

8.4 RATING VALUATIONS

8.4.1 Valuation Approach

The Rating Valuation is the value calculated for properties within the city boundary which are used for sharing of city rates. The Rating Valuation includes separate items for land and capital improvements.

Property within the city boundary is valued every 3 years by an accredited Valuer who is employed by the Invercargill City Council to carry out this task.

The most recent rating valuations were carried out in July 2011 and were released in November 2011. The 2011 values are shown in Figure 8.4.1.

Figure 8.4.1

Activity / Building Asset	Valuation Number	Rating Valuation 2011 Land $(000)	Rating Valuation 2011 Improvements $(000)	Rv 2011 Total $(000)
HALLS and THEATRES				
Scottish Memorial Hall	30150.47500	405.0	455.0	860.0
Civic Theatre	30150.45600.C	-	-	-
LIBRARY				
Library	30150.07000.C	1,225.0	14,852.0	16,077.0
Archive	30150.07000.A	-	-	-
CORPORATE				
CAB	30150.45600	2,325.0	7,805.0	10,130.0
BSC	30380.23801	59.0	361.0	420.0
HOUSING CARE				
Miller Street	30120.13300	34.0	211.0	245.0
Aurora Place	30250.18800	55.0	380.0	435.0
Neville Place	30250.18801	55.0	795.0	850.0
Elston Lea Village	30230.40601	160.0	2,640.0	2,800.0
Niven Place	31070.67300	35.0	345.0	380.0
Strathpine Flats	30170.59200	35.0	345.0	380.0
Kelly Court	30170.64300	35.0	345.0	380.0
Pateke Place	30090.36301	80.0	240.0	320.0
Laurel Court	29970.20700	89.0	421.0	510.0
Ness Street	30250.64312.B	-	-	-
Korimako Place	30090.53301	55.0	495.0	550.0
Cairnsmore Flats	30140.05400	180.0	440.0	620.0
Aidan Place	30180.28600	45.0	450.0	495.0
Kinross Flats	30380.58700	32.0	258.0	290.0

Activity / Building Asset	Valuation Number	Rating Valuation 2011 Land $(000)	Rating Valuation 2011 Improvements $(000)	Rv 2011 Total $(000)
Thorndale Flats	30070.53500	30.0	330.0	360.0
Stirling Flats	30380.67201	68.0	237.0	305.0
Clarendon Court	30240.16202	80.0	800.0	880.0
Willow Park	30090.65601	124.0	321.0	445.0
Powell Court	30230.13200	44.0	356.0	400.0
Otarewa Village	30170.49001	73.0	1,227.0	1,300.0
	30170.49002	0.7	2.3	3.0
ANZAC Court	30380.66300	41.0	264.0	305.0
Jim Brass Place	30180.12201	32.0	278.0	310.0
ROADING				
Parking Building	30150.45600.D	420.0	3,280.0	3,700.0*
POOLS				
Bluff Swimming Pool	30380.48715.A	20.0	60.0	80.0*
Southland Aquatic Centre	30120.17402	610.0	10,540.0	11,150.0
MUSEUM				
Southland Museum	3005056400	310.0	5,340.0	5,650.0
PUBLIC TOILETS				
Courtville Place Women's Toilet				
Glengarry Public Toilet				
Library Public Toilet				
Wachner Place Restroom				
Bluff Exeloo #1				
Bluff Exeloo #2				
Don Street Exeloo				
Windsor Exeloo				

Activity / Building Asset	Valuation Number	Rating Valuation 2011 Land $(000)	Rating Valuation 2011 Improvements $(000)	Rv 2011 Total $(000)
Dee Street South Exeloo				
South City Exeloo				
MISCELLANEOUS BUILDINGS				
Monument of the Trooper				
Industrial Reclamation 121 Bond Street	30150.11615	430.0	10.0	440.0
141 Bond Street	30150.11600	1,375.0	350.0	1,725.0
Bluff Senior Citizens Centre	30380.26202	101.0	94.0	195.0
CCO and TRUST OWNED				
Scottish Hall				
Bluff Pool				
Bluff Hall				
Airport				
Outdoor Stadium				
Indoor Stadium and Velodrome				

8.5 INSURANCE VALUATIONS

8.5.1 Valuation Approach

The Insurance Valuation is the value calculated for building assets which is used for protection of the Council from future loss. The Insurance Valuation includes separate items for reinstatement, demolition and inflation effects to give a total insured value.

Property within the city boundary is valued every 2 years by an Invercargill City Council staff engineer in conjunction with the Council's insurance broker.

Insurance Valuations have been updated in July 2011. The new values are shown in Figure 8.5.1.

Figure 8.5.1 Insured Values

Activity / Building Asset	Indemnity Value $(000)	Reinstatement Value $(000)	Demolition $(000)	Inflation $(000)	Insured Value Total $(000)
HALLS and THEATRES					
Civic Theatre	12,835	29,607	768	1,018	31,394
LIBRARY					
Library	6,807	9,619	487	498	10,604
Archive	1,099	1,714	184	91	1,989
CORPORATE					
Admin	6,297	13,474	1,107	478	15,059
BSC	116	612	95	85	789
HOUSING CARE					
Miller Street	14	433	9.5	22	465
Aurora Place	169	865	16	44	925
Neville Place Blk 1	475.5	865	16	44	925
Neville Place Blk 2	666	865	16	44	925
Elston Lea Village	1,662	4,540	83	231	4,854
Niven Place	447	756	25	39	820
Strathpine Flats	447	756	25	39	820
Kelly Court	447	756	25	39	820
Pateke Place	634	865	16	44	925
Laurel Court	699	865	16	44	925
Korimako Place	873	1,080	19	55	1,154
Cairnsmore Flats	1,096	1,296	22	66	1,384
Aidan Place	747	865	16	44	925
Kinross Flats	573	649	14	33	696
Thorndale Flats	585	649	12.6	33	695
Stirling Flats	597	649	12	33	696
Clarendon Court Blk 1	1,015	1,080	17	55	1,152
Clarendon Court Blk 2	423	433	9.5	22	465

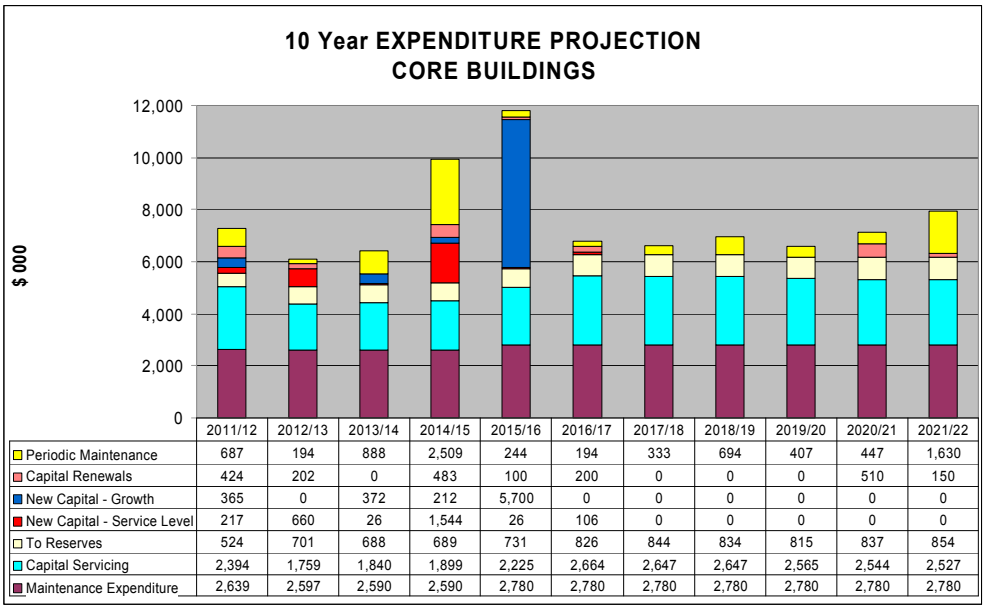
Activity / Building Asset	Indemnity Value $(000)	Reinstatement Value $(000)	Demolition $(000)	Inflation $(000)	Insured Value Total $(000)
Willow Park	1,035	1,080	17	55	1,152
Powell Court	634	649	12.6	33	695
Otarewa Village Blk 1	1,075	1,080	16	22	1,151
Otarewa Village Blk 2	1,315	1,296	19.4	66	1,381
ANZAC Court	540	540	11	28	573
Jim Brass Place	540	540	5.4	22	461
ROADING					
Parking Building	3,076	5,130	193.8	265	5,589
Waste Transfer Station	2,841	3,967	55.4	203	4,225
POOLS					
Southland Aquatic Centre	17,913	22,844	699.9	2,335	25,879
MUSEUM					
Southland Museum					
PUBLIC TOILETS					
Library Public Toilet					-
Wachner Place Restroom	466	594	46.5	31	672
Bluff Exeloo #1	72	175	0.5	3	179
Bluff Exeloo #2	72	175	0.5	3	179
Don Street Exeloo	33	175	0.5	3	179
Windsor Exeloo	88	175	0.5	3	179
Dee Street South Exeloo	88	175	0.5	3	179
Glengarry Exeloo	144	175	0.5	3	179
South City Exeloo	155	175	0.5	3	179
MISCELLANEOUS BUILDINGS					
Monument of the Trooper					
Industrial Reclamation 121 Bond Street					
141 Bond Street					
Bluff Senior Citizens Centre	73	398	5	41	444

Activity / Building Asset	Indemnity Value $(000)	Reinstatement Value $(000)	Demolition $(000)	Inflation $(000)	Insured Value Total $(000)
CCO & TRUST OWNED					
Scottish Memorial Hall	2,035	5,367	122	275	5,765
Bluff Swimming Pool	1,442	3,417	174	454	4,045
Bluff Hall					
Airport - Terminal					
Outdoor Stadium					
Indoor Stadium and Velodrome					

8.6 CORE BUILDINGS: EXPENDITURE, FUNDING AND RENEWALS SUMMARY

8.6.1 Financial summary: Expenditure for operations, maintenance, renewals and capital development.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:

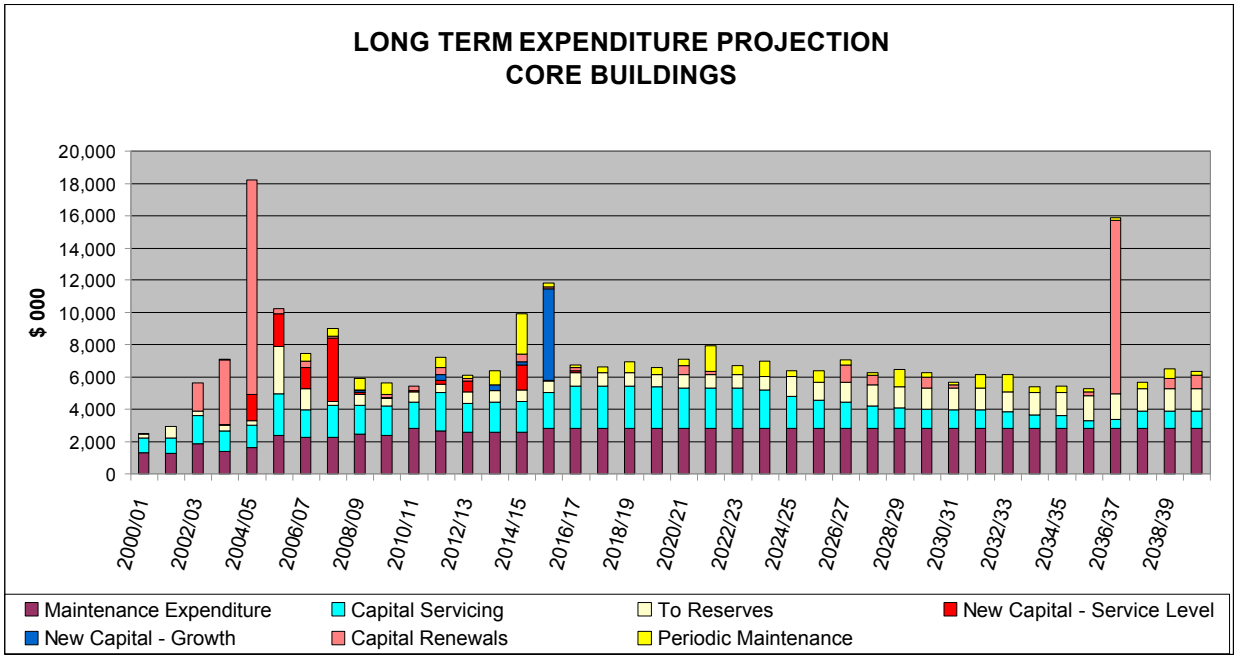


	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	687	194	888	2,509	244	194	333	694	407	447	1,630
Capital Renewals	424	202	0	483	100	200	0	0	0	510	150
New Capital - Growth	365	0	372	212	5,700	0	0	0	0	0	0
New Capital - Service Level	217	660	26	1,544	26	106	0	0	0	0	0
To Reserves	524	701	688	689	731	826	844	834	815	837	854
Capital Servicing	2,394	1,759	1,840	1,899	2,225	2,664	2,647	2,647	2,565	2,544	2,527
Maintenance Expenditure	2,639	2,597	2,590	2,590	2,780	2,780	2,780	2,780	2,780	2,780	2,780

Major items of expenditure for future renewal and improvement of Core Buildings includes:

- 2014/15 Administration Building (re-glazing, plant renewal) $3.5M
- 2015/16 Archive (expansion of storage capacity) $5.7M
- 2036/37 Splash Palace (building replacement) $10.6M
- Capital expenditure is detailed in relevant Core Building sections

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:

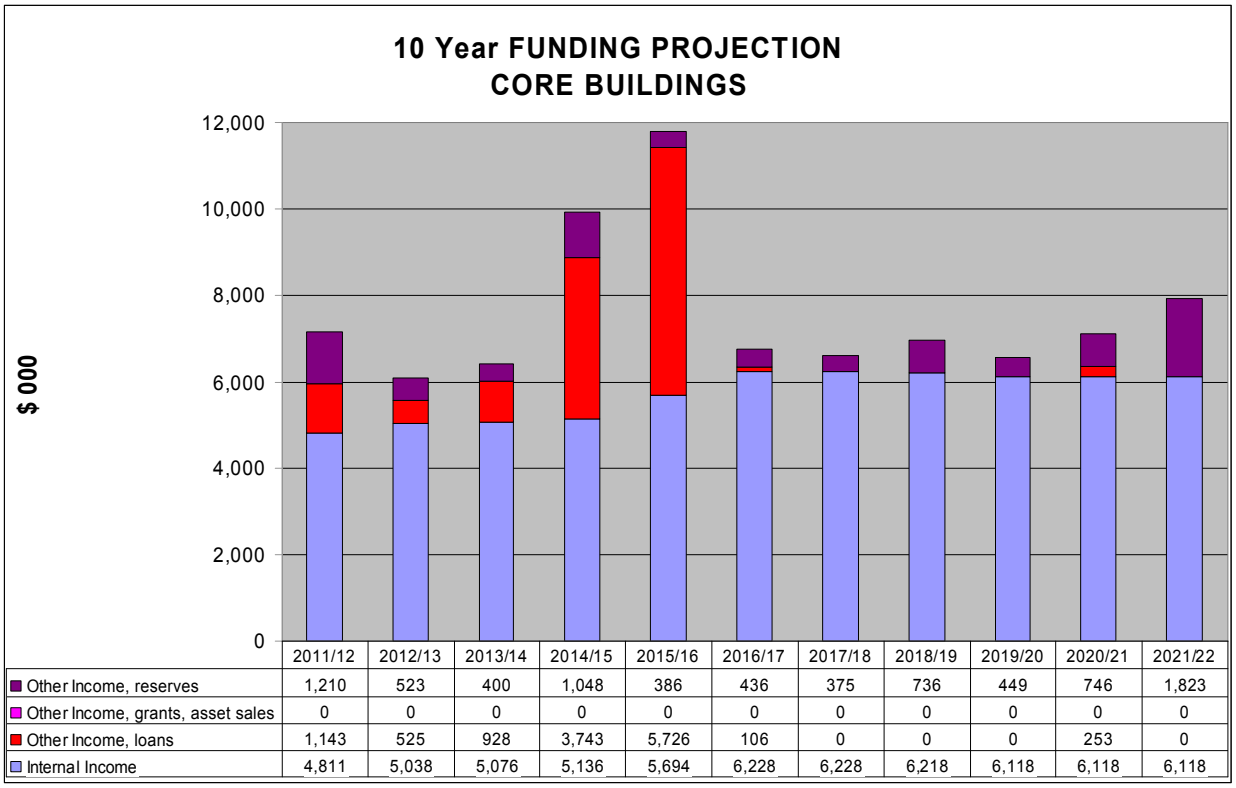


Notes:

- Actual expenditures from 2001 – 2009
- Estimates of Operational and Maintenance expenditure have been made using historic costs and estimates for consequential operational expenditure for new assets
- Estimates of Renewal expenditure have been made using a spreadsheet using data from a building condition survey carried out by OPUS Consultants in 2011.
- Estimates of Capital expenditure are made based on consultant's estimates and asset knowledge.

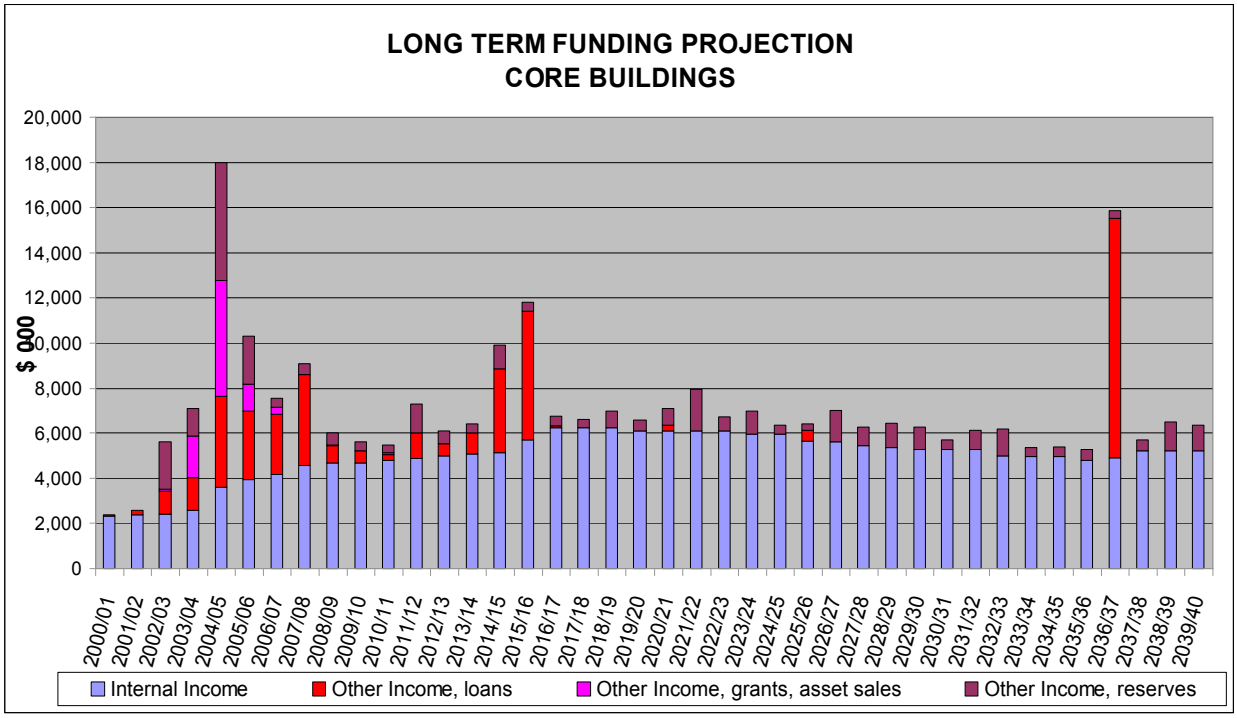
8.6.2 Financial Summary: Funding for operations, maintenance, renewals and CAPITAL DEVELOPMENT

Funding for the next 10 years ($NZ2011 uninflated), is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, reserves	1,210	523	400	1,048	386	436	375	736	449	746	1,823
Other Income, grants, asset sales	0	0	0	0	0	0	0	0	0	0	0
Other Income, loans	1,143	525	928	3,743	5,726	106	0	0	0	253	0
Internal Income	4,811	5,038	5,076	5,136	5,694	6,228	6,228	6,218	6,118	6,118	6,118

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:

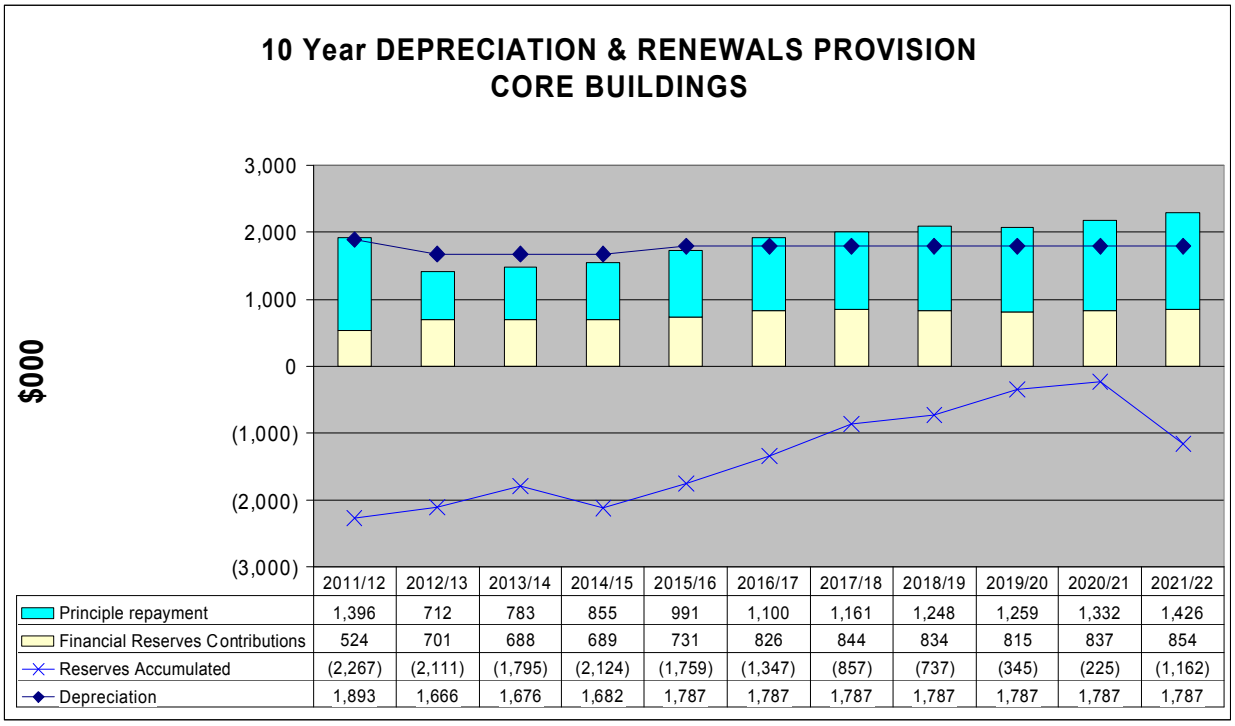


Notes:

- Actual funding from 2001 - 2009
- Funding from 2012 based on estimated expenditures above
- Internal Income is the internal "lease" income derived from the Activity Managers who are the tenants of Core Buildings
- Other Income is from loans principal, uplifted financial reserves, interest on financial reserves, grants from community or central government funders etc
- The Operating surplus is transferred to the Financial Reserve to fund Loss Of Service Provision

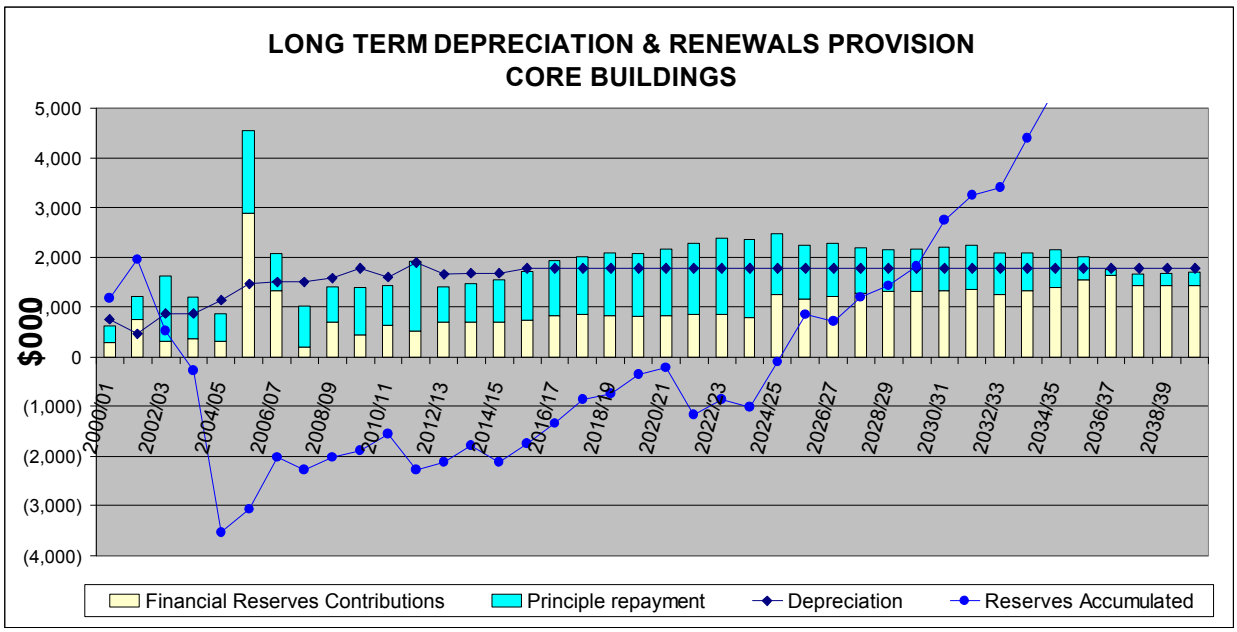
8.6.3 Financial Summary: Provision of funds for future renewals.

Depreciation, Renewal Funding and accumulation of Financial Reserves for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Principle repayment	1,396	712	783	855	991	1,100	1,161	1,248	1,259	1,332	1,426
Financial Reserves Contributions	524	701	688	689	731	826	844	834	815	837	854
Reserves Accumulated	(2,267)	(2,111)	(1,795)	(2,124)	(1,759)	(1,347)	(857)	(737)	(345)	(225)	(1,162)
Depreciation	1,893	1,666	1,676	1,682	1,787	1,787	1,787	1,787	1,787	1,787	1,787

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Assumptions

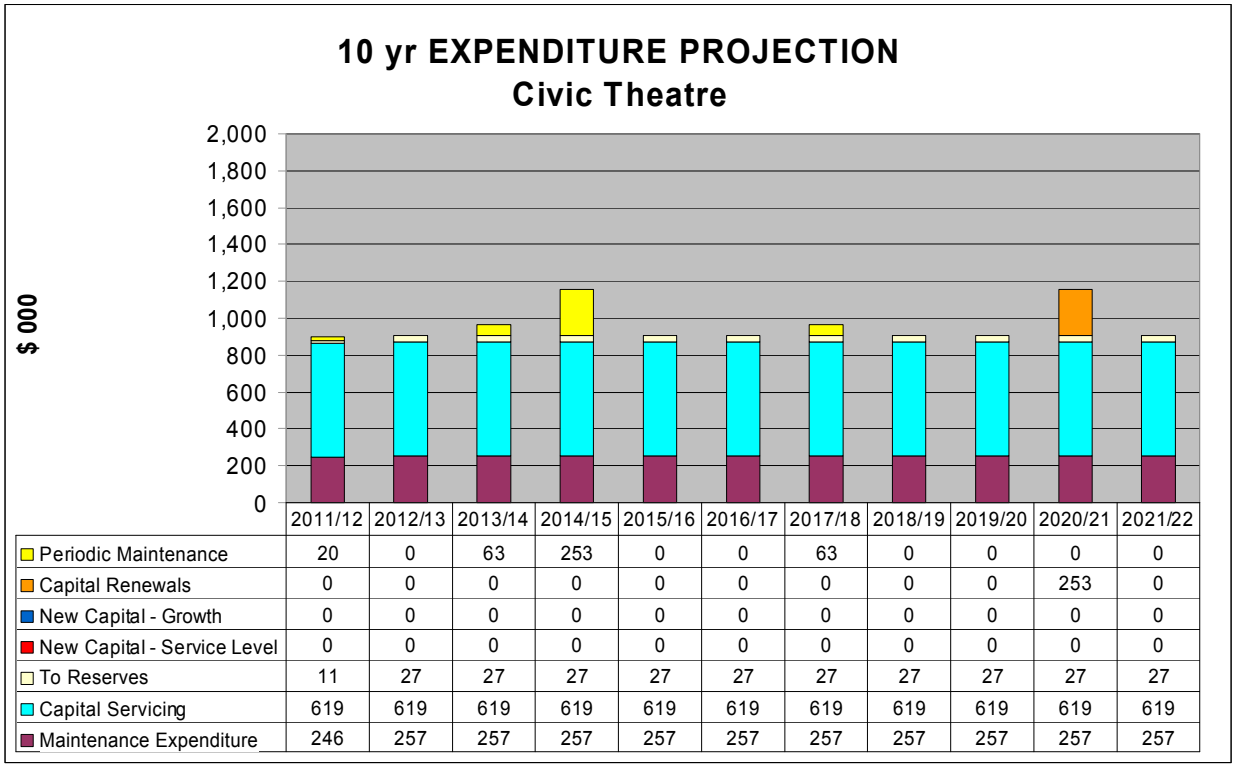
- Financial Reserves will be accumulated to fund future renewals costs.
- Deposits to Financial Reserves will be comparable to the depreciation allowance for buildings.
- In early building life, payment of principle for construction loans is equivalent to deposits to Financial Reserves.
- Financial Reserves for Core Buildings. These currently have a negative balance resulting mainly from refurbishment work on the Civic Theatre in 2004-05 and Administration Building in 2003-04. This may be resolved by:
  - raising loans to repay the negative balance
  - over time by accumulation of deposits to reserves.
- Housing Care assets affordability. The quantity and cost of Housing Care maintenance and renewal work is rising faster than rental rates are able to under the Council's Housing Care Policy. This will have an increasing impact on management of Housing Care assets over time. There will be an affect on Council's ability to carry out safety improvements, level of service improvements and development of replacement complexes to cope with growth of the service. A significant portion of income is used for repayment of loans from the construction of flats during the 1980's. This will be partially addressed in the 2011-12 financial year by using Reserve Funds to retire a portion of this debt.

8.6.4 Theatre: Expenditure, Funding and Provisions

8.6.4.1 Civic Theatre Expenditure

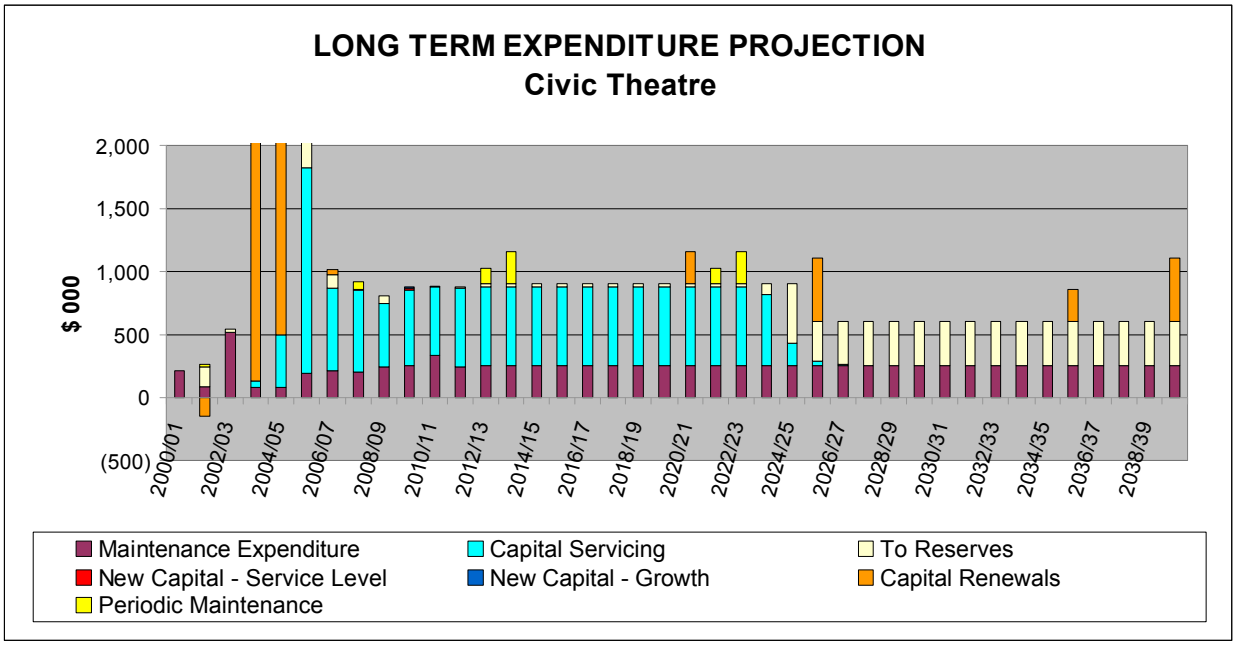
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Civ.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	20	0	63	253	0	0	63	0	0	0	0
Capital Renewals	0	0	0	0	0	0	0	0	0	253	0
New Capital - Growth	0	0	0	0	0	0	0	0	0	0	0
New Capital - Service Level	0	0	0	0	0	0	0	0	0	0	0
To Reserves	11	27	27	27	27	27	27	27	27	27	27
Capital Servicing	619	619	619	619	619	619	619	619	619	619	619
Maintenance Expenditure	246	257	257	257	257	257	257	257	257	257	257

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



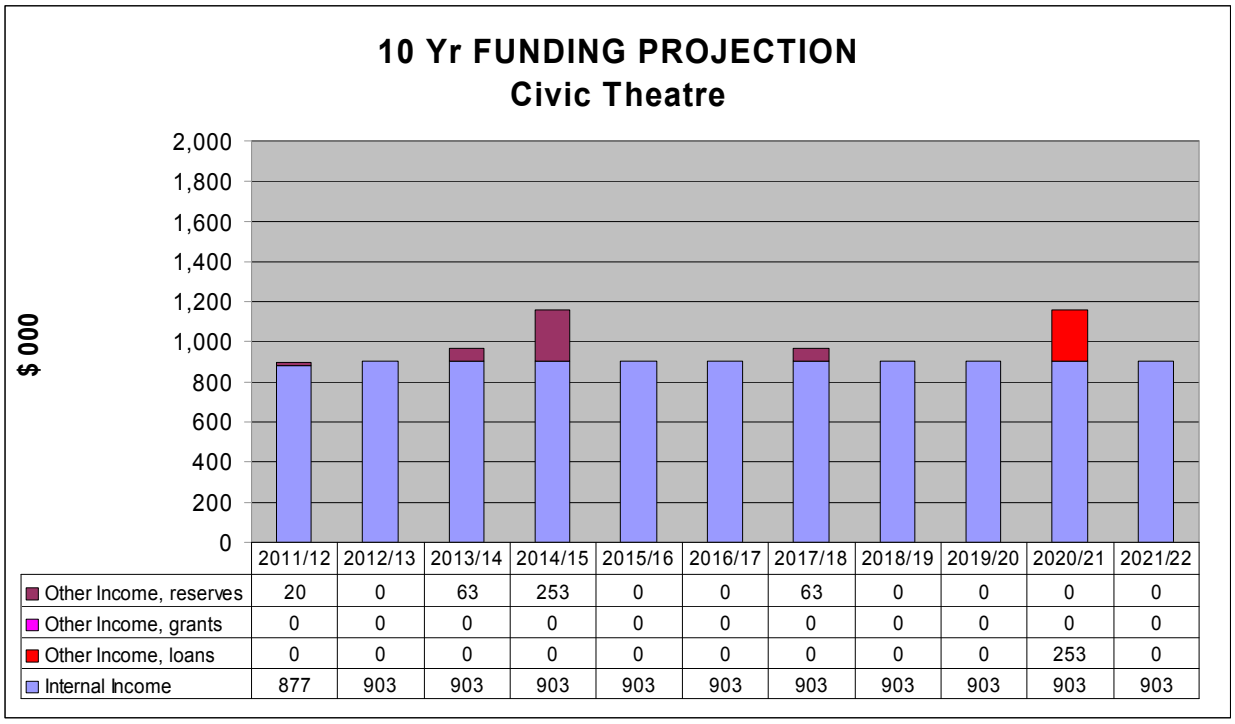
Notes:

- Significant renewal and upgrade was carried out in 2004-05

8.6.4.2 Theatre Funding

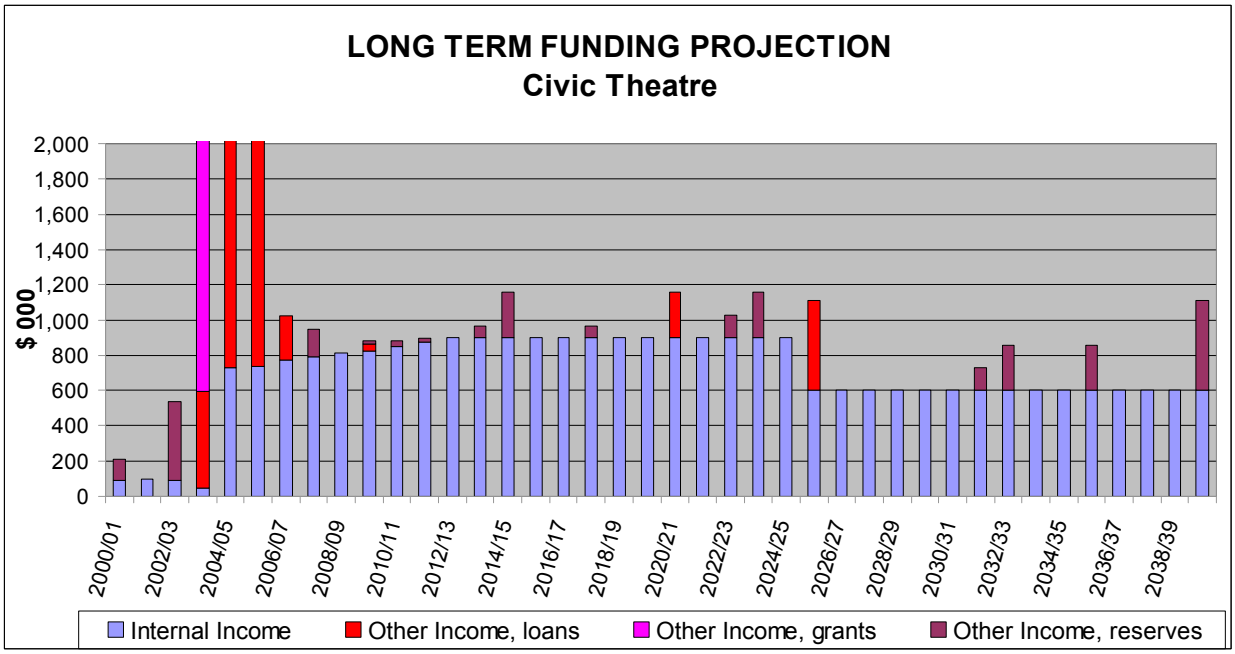
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Civ.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, reserves	20	0	63	253	0	0	63	0	0	0	0
Other Income, grants	0	0	0	0	0	0	0	0	0	0	0
Other Income, loans	0	0	0	0	0	0	0	0	0	253	0
Internal Income	877	903	903	903	903	903	903	903	903	903	903

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



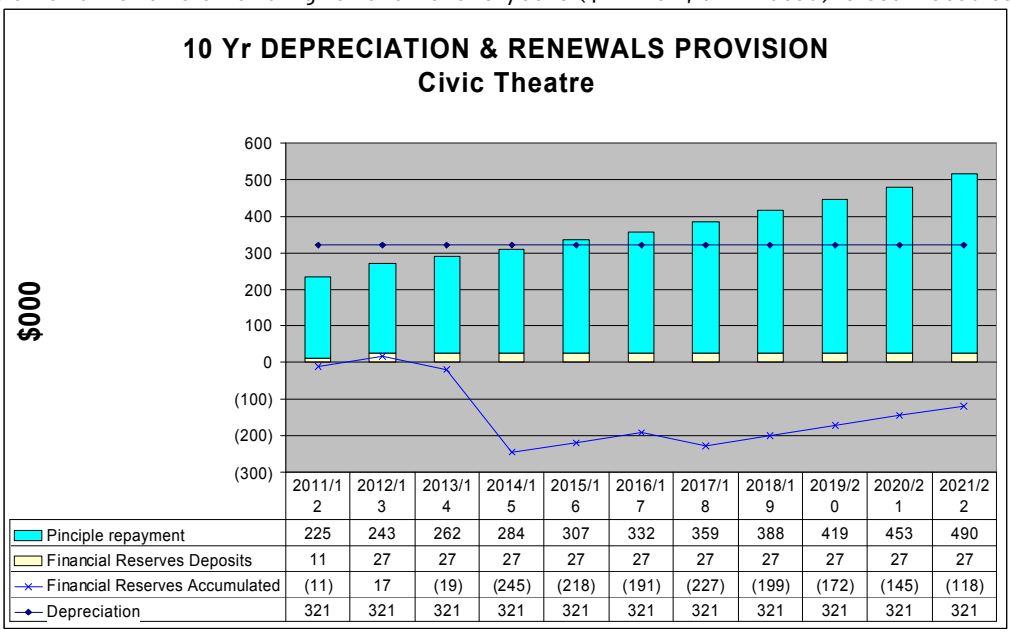
Notes:

- Loans and reserves used to fund redevelopment project from 2004 to 2005
- A loan was raised in 2005-06 to partly replenish reserves

8.6.4.2 Theatre Provision

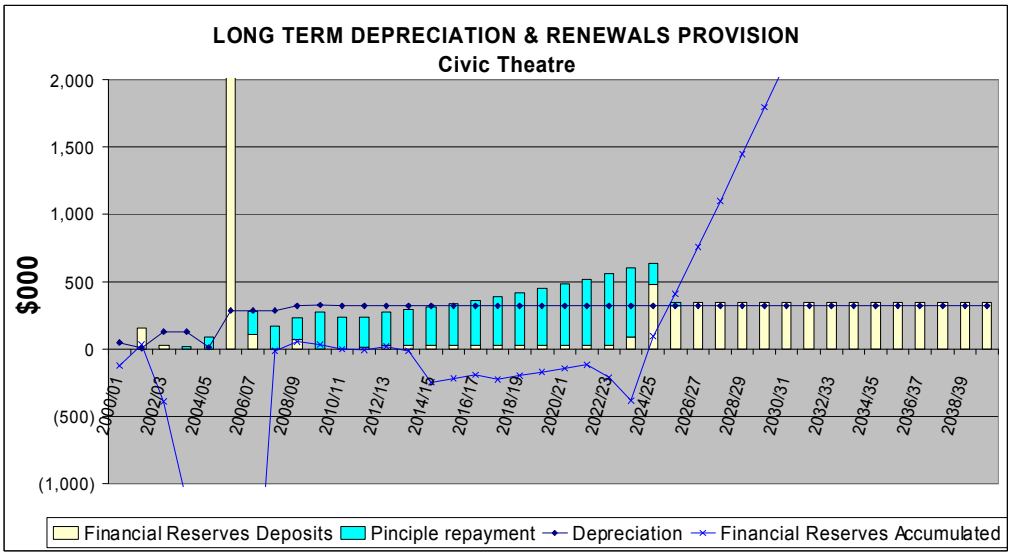
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Civ.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Pinciple repayment	225	243	262	284	307	332	359	388	419	453	490
Financial Reserves Deposits	11	27	27	27	27	27	27	27	27	27	27
Financial Reserves Accumulated	(11)	17	(19)	(245)	(218)	(191)	(227)	(199)	(172)	(145)	(118)
Depreciation	321	321	321	321	321	321	321	321	321	321	321

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

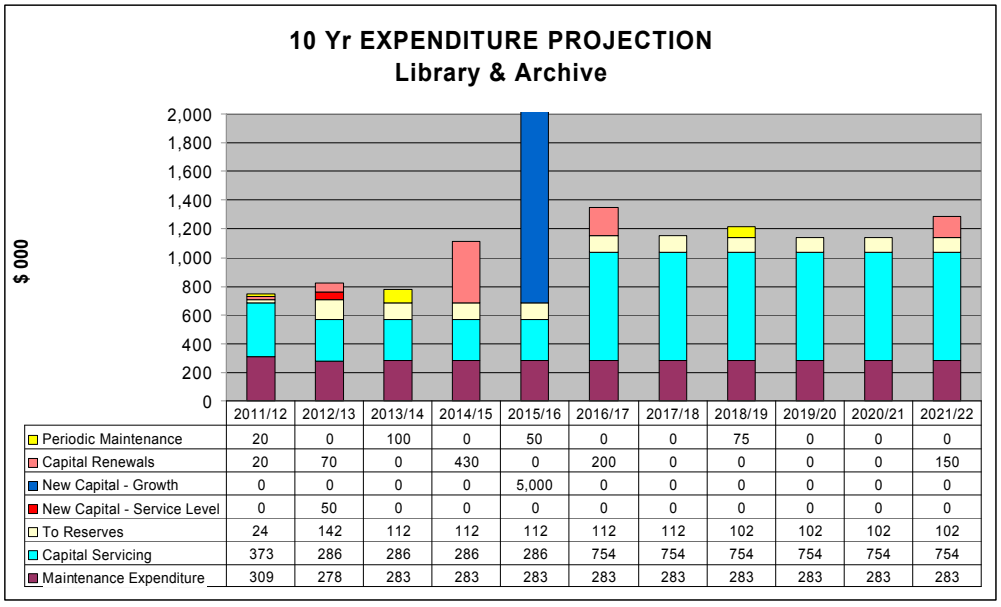
- The redevelopment in 2004-05 exhausted reserves. A loan was deposited into financial reserves in 2006 to partly address this.
- Financial reserves first began to be accumulated for this building in 1997, when it was 91 years old. The lesson is, collect a Reserve Fund during the life of the building to fund renewals

8.6.5 Library & Archive: Expenditure, Funding and Provisions

8.6.5.1 Library & Archive Expenditure

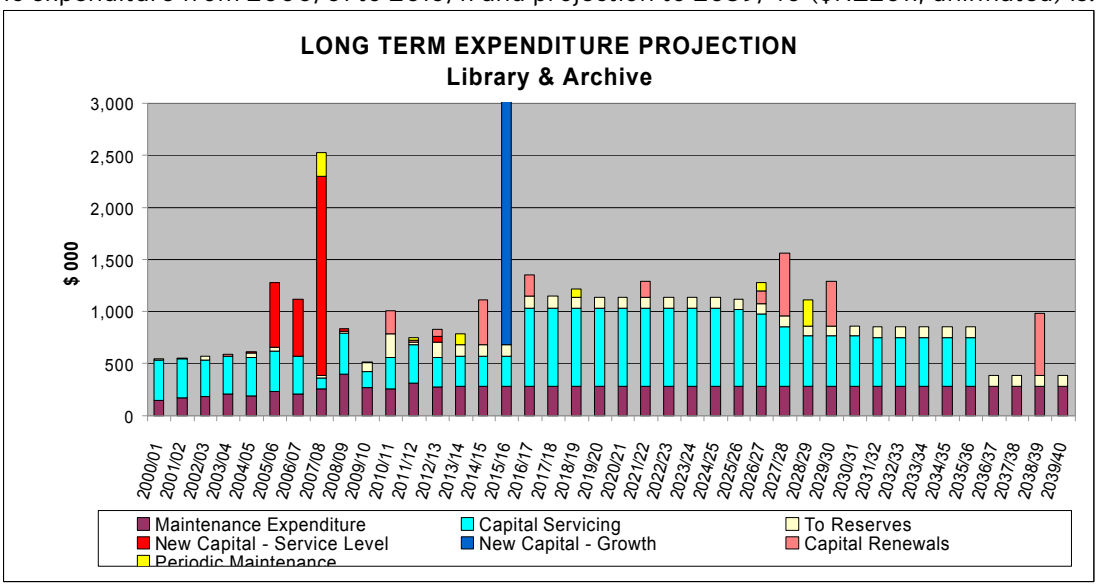
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Lib.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	20	0	100	0	50	0	0	75	0	0	0
Capital Renewals	20	70	0	430	0	200	0	0	0	0	150
New Capital - Growth	0	0	0	0	5,000	0	0	0	0	0	0
New Capital - Service Level	0	50	0	0	0	0	0	0	0	0	0
To Reserves	24	142	112	112	112	112	112	102	102	102	102
Capital Servicing	373	286	286	286	286	754	754	754	754	754	754
Maintenance Expenditure	309	278	283	283	283	283	283	283	283	283	283

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



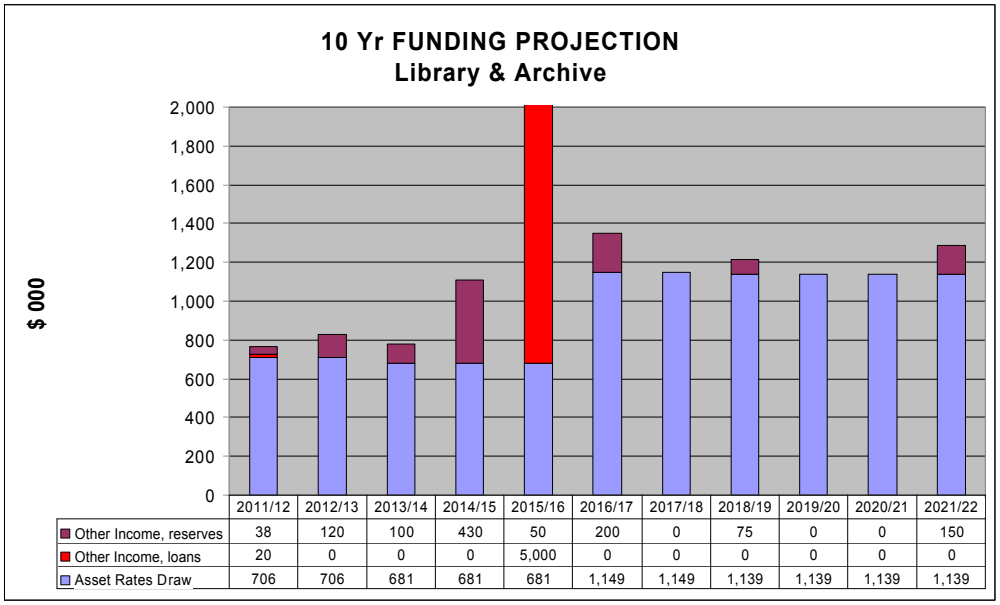
Notes:

- Repayment of Library construction loans ended in 2011-12
- The Archive is planned to be extended in 2015-16. This capital expenditure will be carried out when it is actually required to match Archive storage growth.

8.6.5.2 Library & Archive Funding

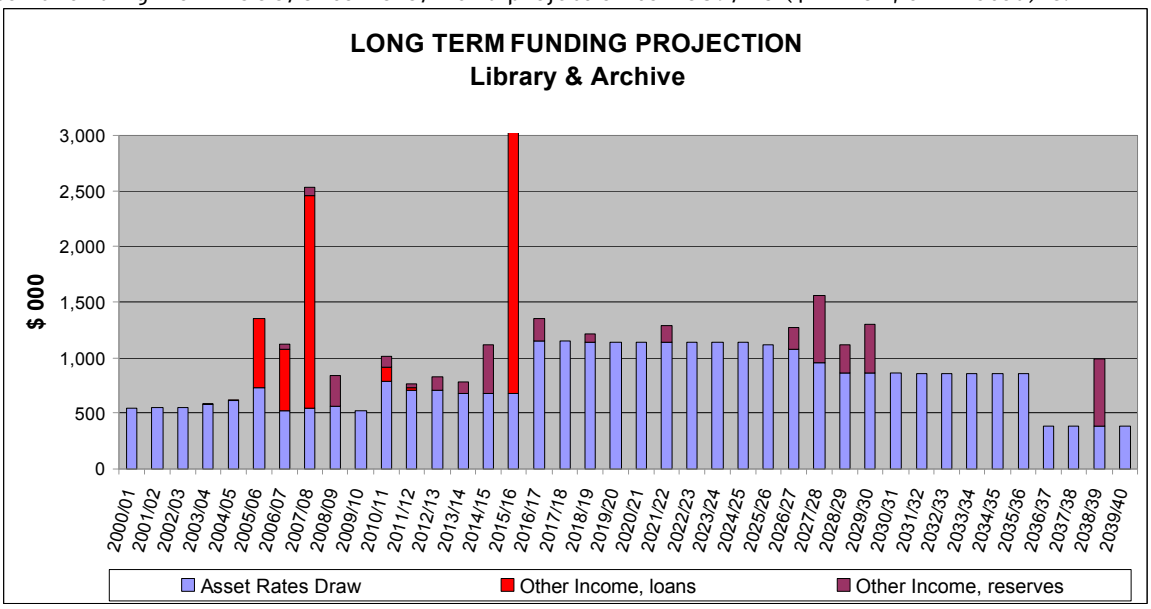
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Lib.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, reserves	38	120	100	430	50	200	0	75	0	0	150
Other Income, loans	20	0	0	0	5,000	0	0	0	0	0	0
Asset Rates Draw	706	706	681	681	681	1,149	1,149	1,139	1,139	1,139	1,139

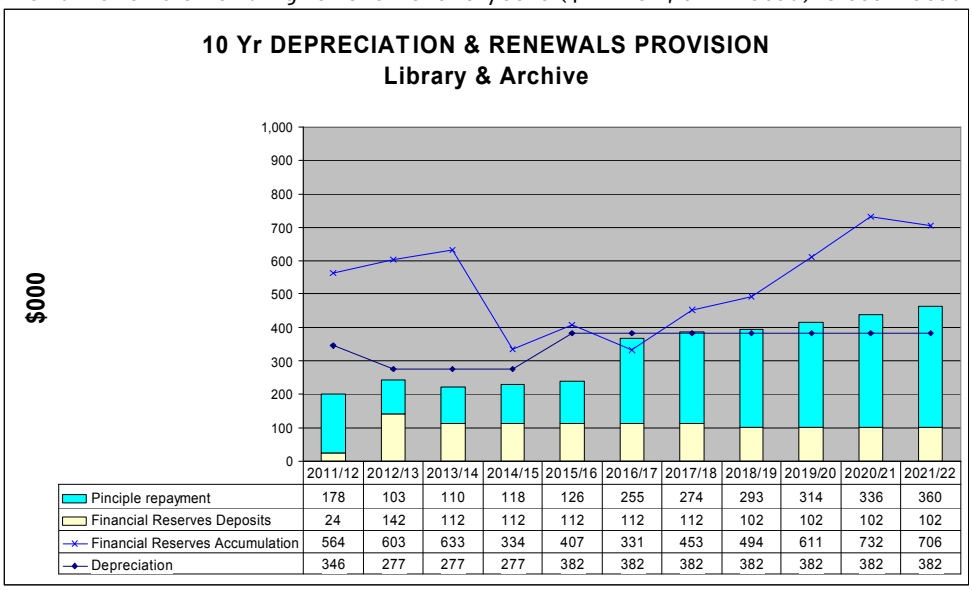
Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



8.6.5.3 Library& Archive Provision

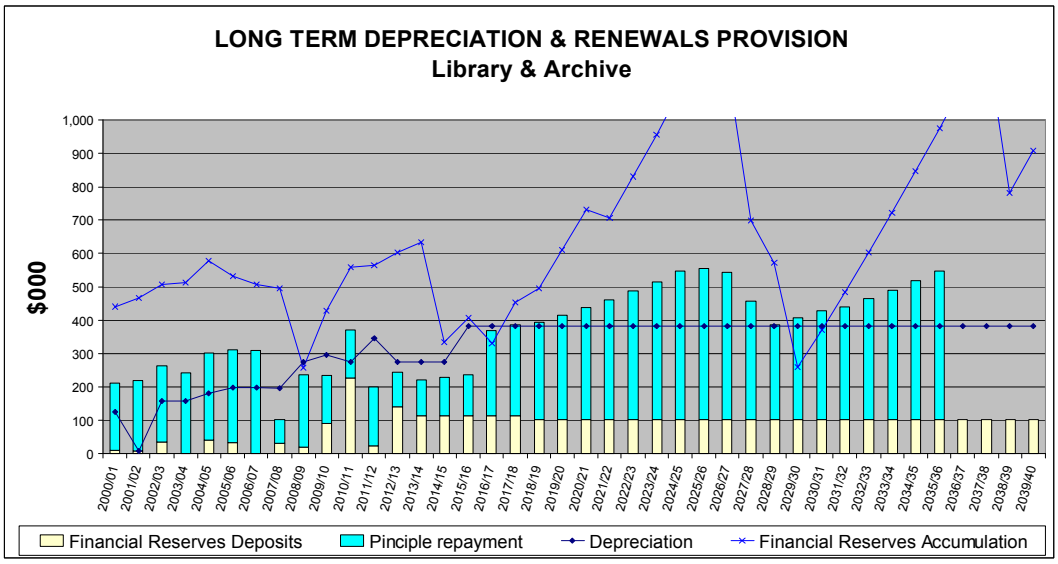
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Lib.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Pinciple repayment	178	103	110	118	126	255	274	293	314	336	360
Financial Reserves Deposits	24	142	112	112	112	112	112	102	102	102	102
Financial Reserves Accumulation	564	603	633	334	407	331	453	494	611	732	706
Depreciation	346	277	277	277	382	382	382	382	382	382	382

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

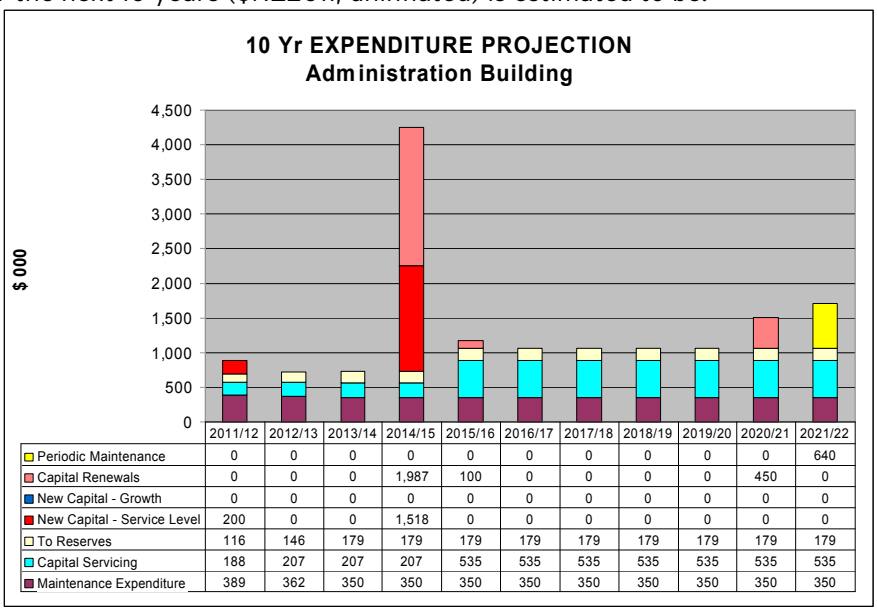
- This building has adequate financial reserves however the rate of accumulation of reserves is below book depreciation.
- Adequate reserves are available for renewal works.
- Capital servicing of loans for initial construction of the Archive and planned expansion in 2016 prevent accumulation of significant financial reserves until 2036.

8.6.6 Administration Building: Expenditure, Funding and Provision

8.6.6.1 Administration Building Expenditure

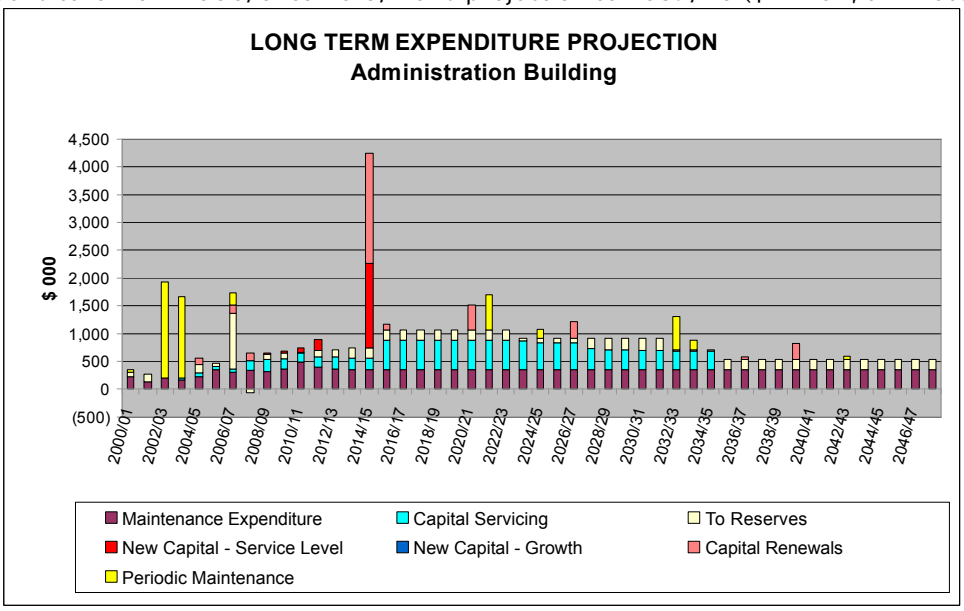
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Adm.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	0	0	0	0	0	0	0	0	0	0	640
Capital Renewals	0	0	0	1,987	100	0	0	0	0	450	0
New Capital - Growth	0	0	0	0	0	0	0	0	0	0	0
New Capital - Service Level	200	0	0	1,518	0	0	0	0	0	0	0
To Reserves	116	146	179	179	179	179	179	179	179	179	179
Capital Servicing	188	207	207	207	535	535	535	535	535	535	535
Maintenance Expenditure	389	362	350	350	350	350	350	350	350	350	350

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



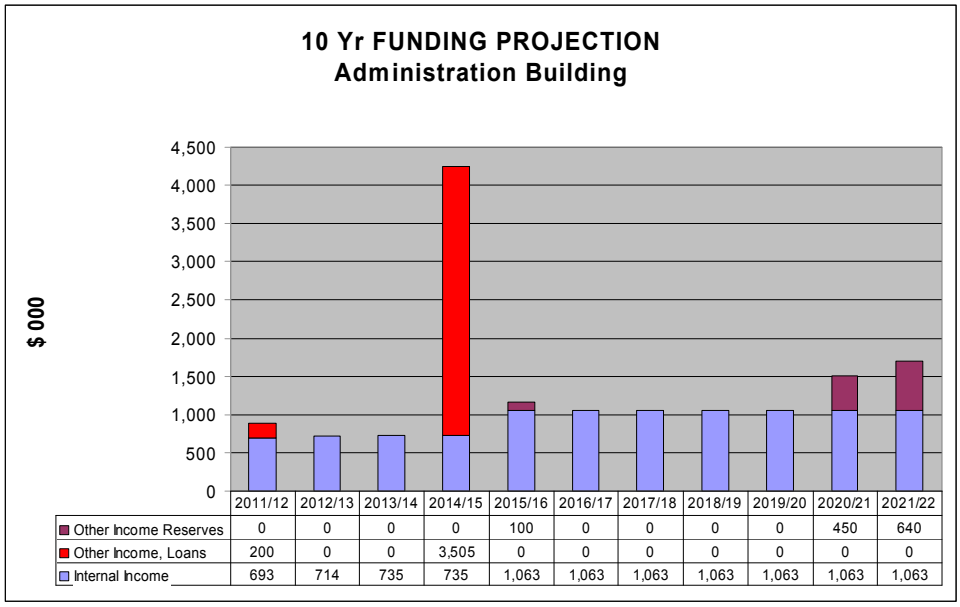
Notes:

- The building was refurbished during 2002 – 04, paid for by loan and financial reserves.
- Capital expenditure is planned for 2014-15 to improve the Level of Service in office spaces, in association with renewal of plant and building exterior, paid for by loan

8.6.6.2 Administration Building Funding

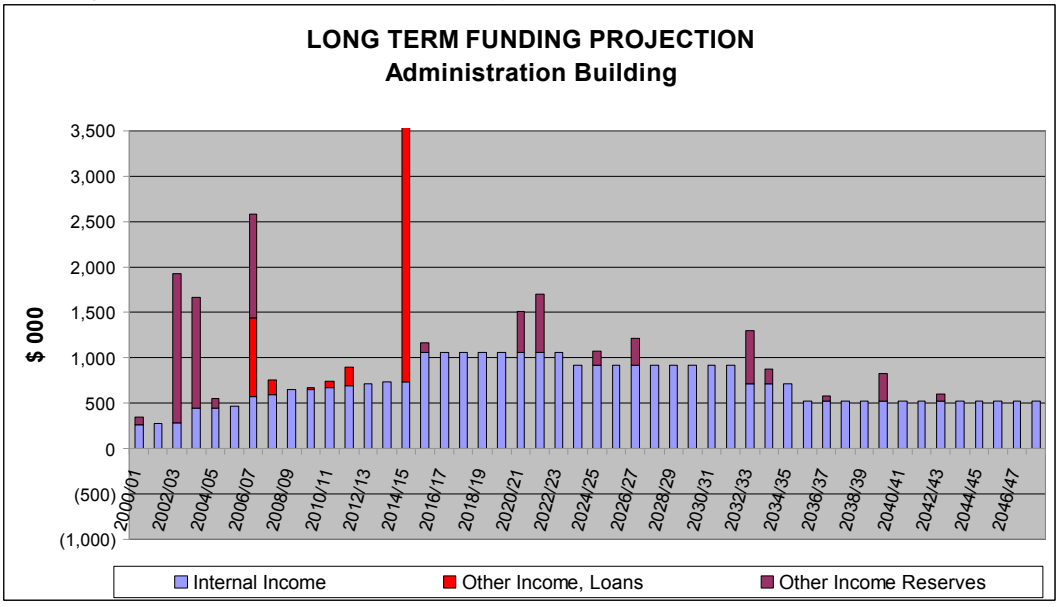
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Adm.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income Reserves	0	0	0	0	100	0	0	0	0	450	640
Other Income, Loans	200	0	0	3,505	0	0	0	0	0	0	0
Internal Income	693	714	735	735	1,063	1,063	1,063	1,063	1,063	1,063	1,063

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



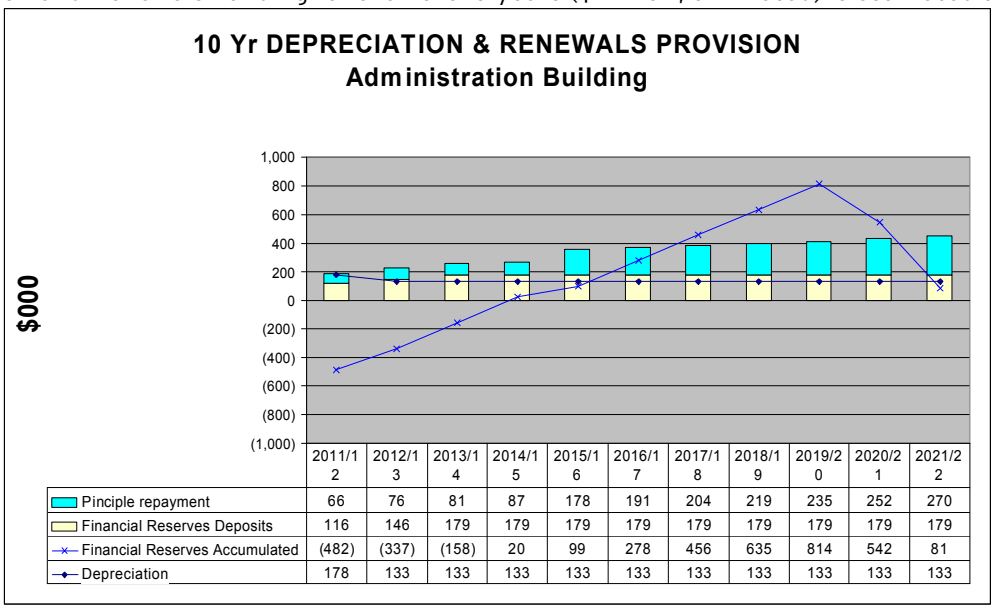
Notes:

- A loan was raised in 2006-07 to partly replenish financial reserves.

8.6.6.3 Administration Building Provision

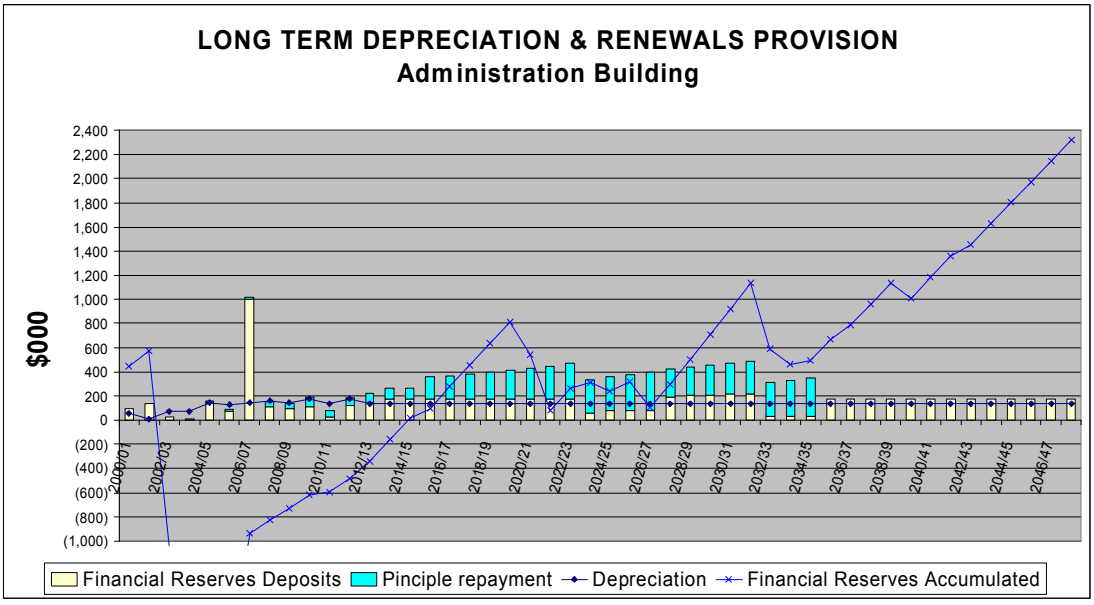
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Adm.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Pinciple repayment	66	76	81	87	178	191	204	219	235	252	270
Financial Reserves Deposits	116	146	179	179	179	179	179	179	179	179	179
Financial Reserves Accumulated	(482)	(337)	(158)	20	99	278	456	635	814	542	81
Depreciation	178	133	133	133	133	133	133	133	133	133	133

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

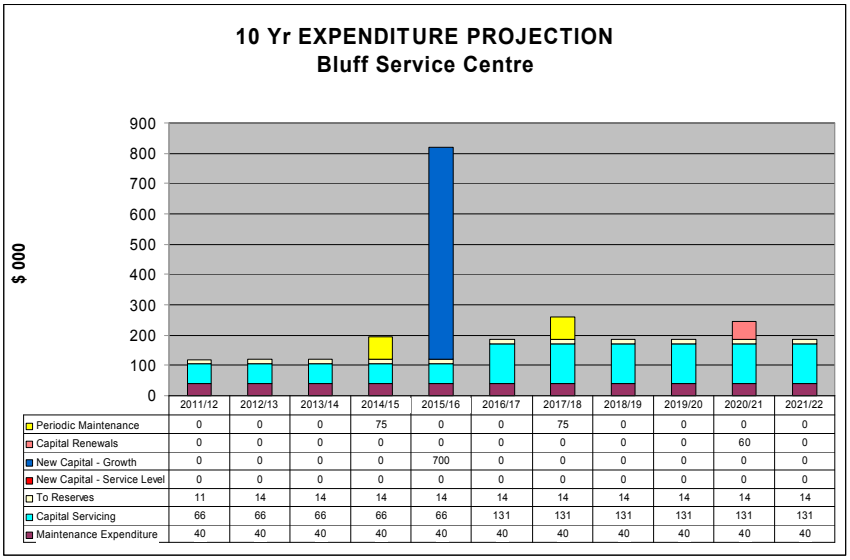
- Renewal and redevelopment in 2003-04 exhausted available reserves. A loan was deposited into financial reserves in 2007 to partly address this.
- Financial reserves first began to be accumulated for this building in 1997, when it was 30 years old. The lesson is, collect reserve funds during the life of the building to fund renewals

8.6.7 Bluff Service Centre: Expenditure, Funding and Provision

8.6.7.1 Bluff Service Centre Expenditure

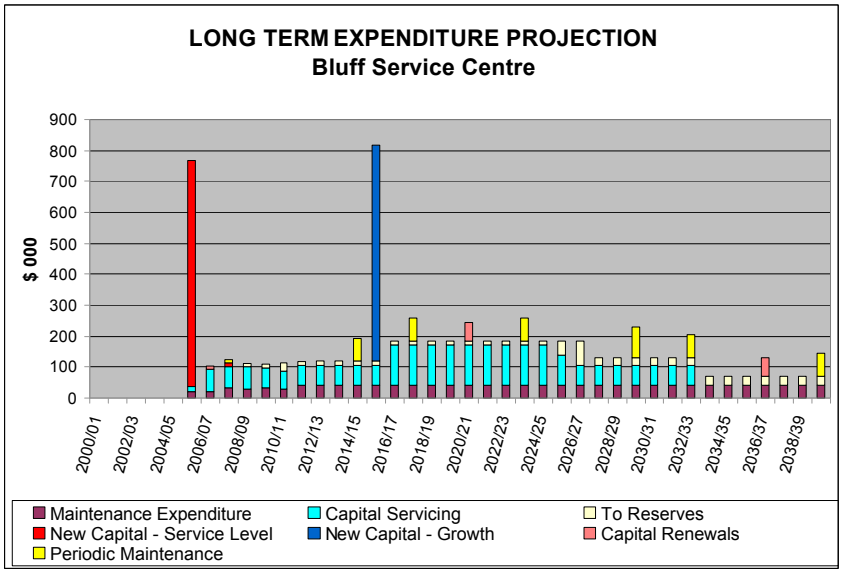
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / BSC.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	0	0	0	75	0	0	75	0	0	0	0
Capital Renewals	0	0	0	0	0	0	0	0	0	60	0
New Capital - Growth	0	0	0	0	700	0	0	0	0	0	0
New Capital - Service Level	0	0	0	0	0	0	0	0	0	0	0
To Reserves	11	14	14	14	14	14	14	14	14	14	14
Capital Servicing	66	66	66	66	66	131	131	131	131	131	131
Maintenance Expenditure	40	40	40	40	40	40	40	40	40	40	40

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



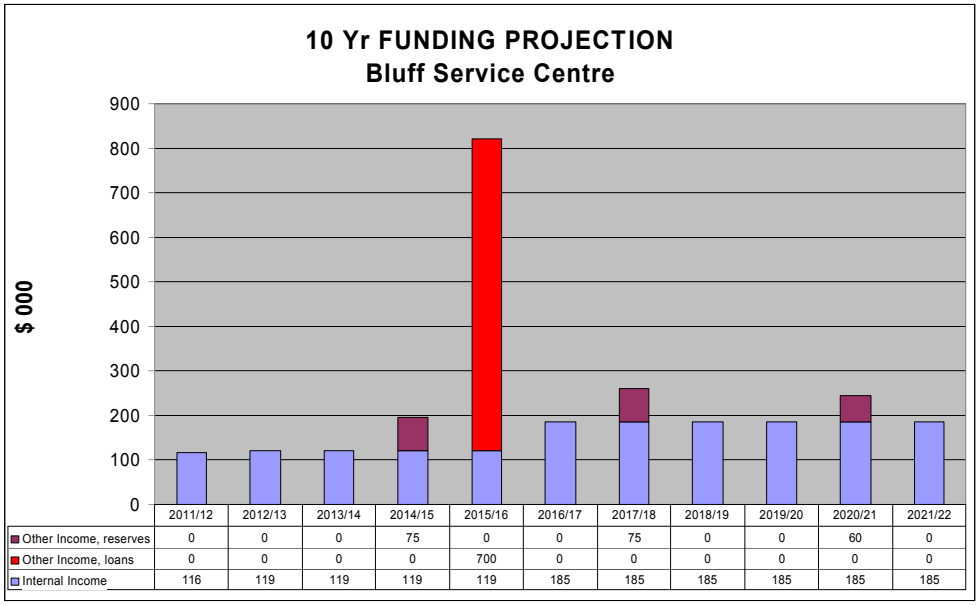
Notes:

- The Service Centre was developed by purchase and modification of an existing building in 2006, paid for by loan
- The Service Centre shop is planned to be expanded in 2015-16, estimated to cost $0.7M, paid for by loan
- Repayment of initial development loans ends in 2026.

8.6.72 Bluff Service Centre Funding

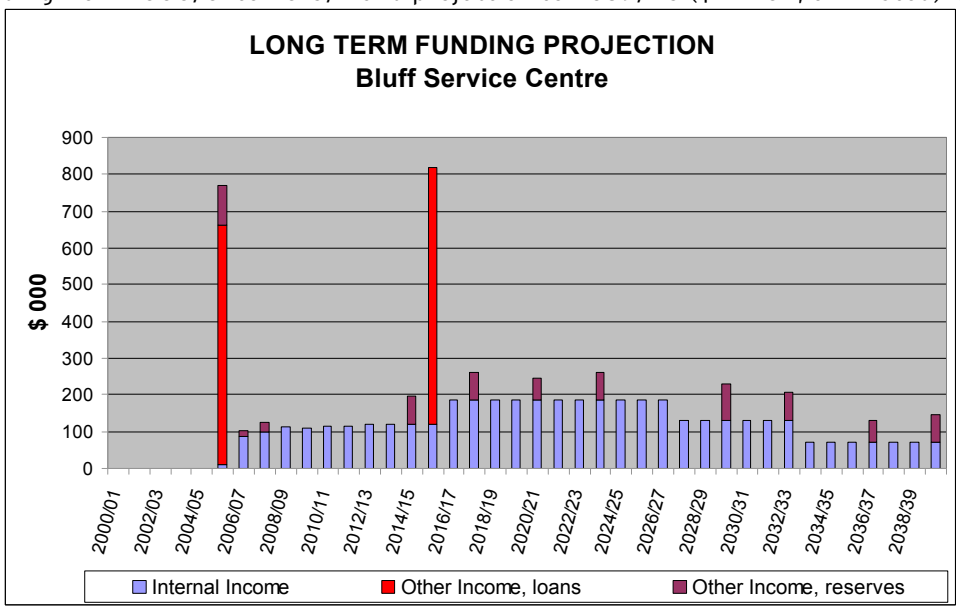
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / BSC.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, reserves	0	0	0	75	0	0	75	0	0	60	0
Other Income, loans	0	0	0	0	700	0	0	0	0	0	0
Internal Income	116	119	119	119	119	185	185	185	185	185	185

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



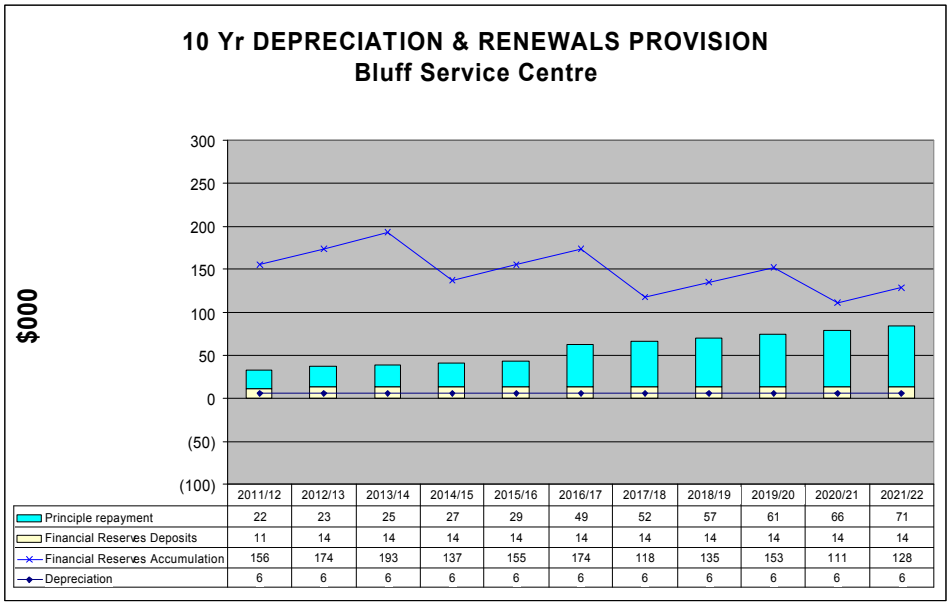
Notes:

- The building was purchased and the service centre developed in 2005-06
- An extension of the building is planned for 2013-14

8.6.7.3 Bluff Service Centre Provision

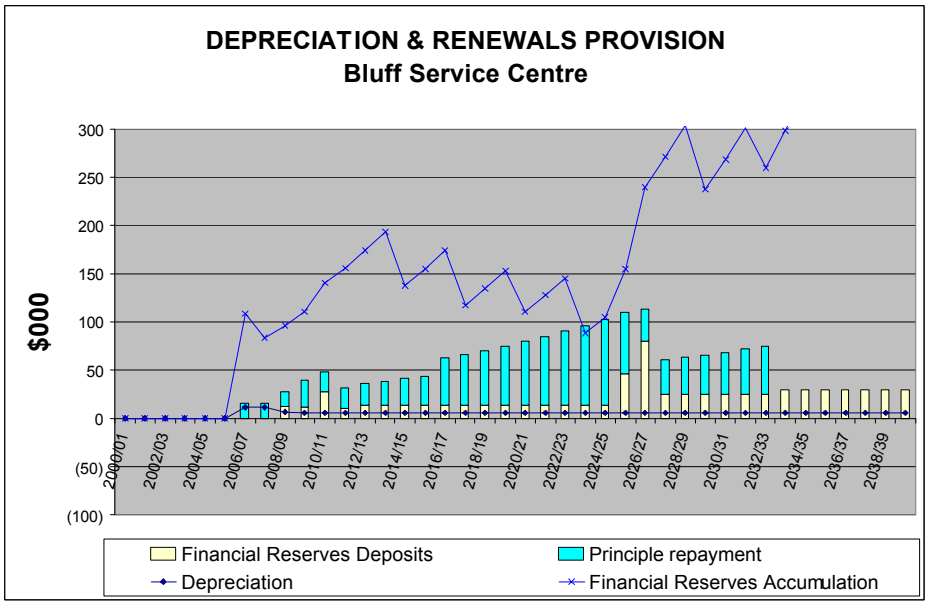
Source graph File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / BSC.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Principle repayment	22	23	25	27	29	49	52	57	61	66	71
Financial Reserves Deposits	11	14	14	14	14	14	14	14	14	14	14
Financial Reserves Accumulation	156	174	193	137	155	174	118	135	153	111	128
Depreciation	6	6	6	6	6	6	6	6	6	6	6

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

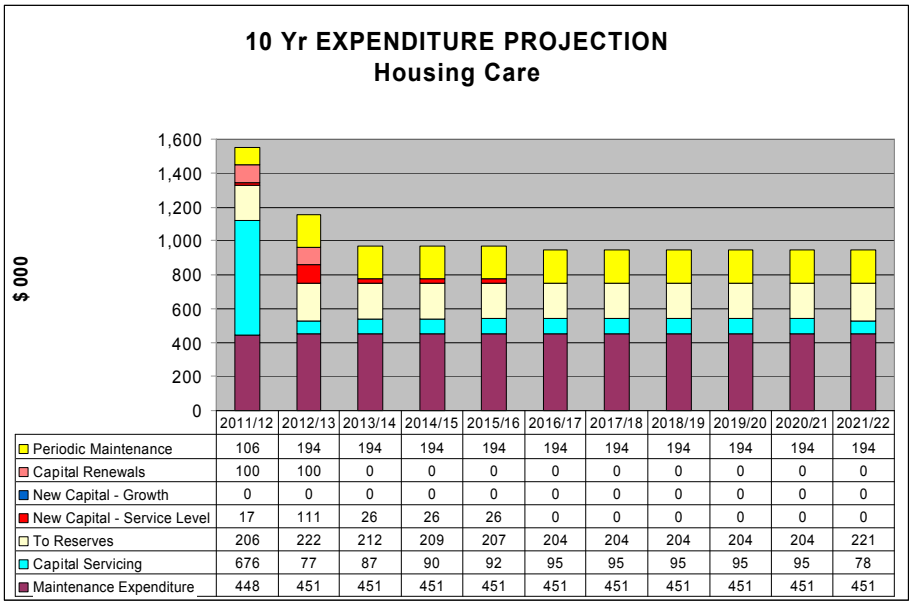
- The level of funding for this building is greater than book depreciation and adequate to fund future planned renewals

8.6.8 Housing Care: Expenditure, Funding and Provision

8.6.8.1 Housing Care Expenditure

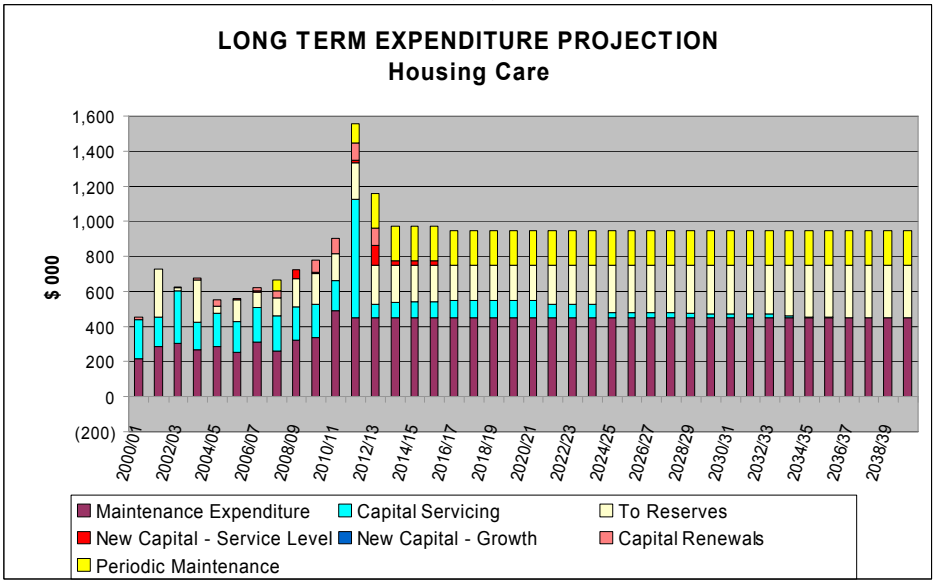
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / HseSum.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	106	194	194	194	194	194	194	194	194	194	194
Capital Renewals	100	100	0	0	0	0	0	0	0	0	0
New Capital - Growth	0	0	0	0	0	0	0	0	0	0	0
New Capital - Service Level	17	111	26	26	26	0	0	0	0	0	0
To Reserves	206	222	212	209	207	204	204	204	204	204	221
Capital Servicing	676	77	87	90	92	95	95	95	95	95	78
Maintenance Expenditure	448	451	451	451	451	451	451	451	451	451	451

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



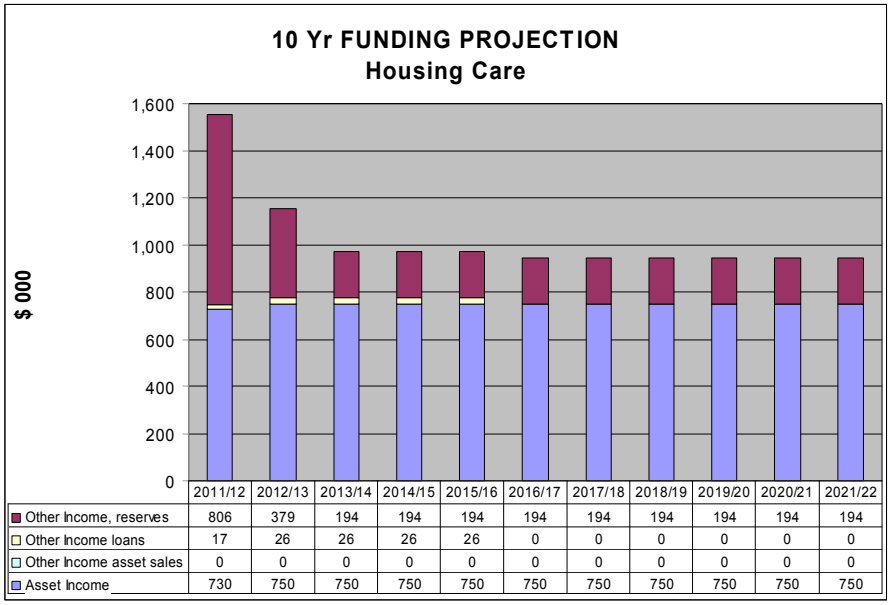
Notes:

- Sale of 1 complex was completed in 2010.
- Funds from the sale and building reserves have been used in 2011-12 to retire debt and reduce capital servicing charges.

8.6.8.2 Housing Care Funding

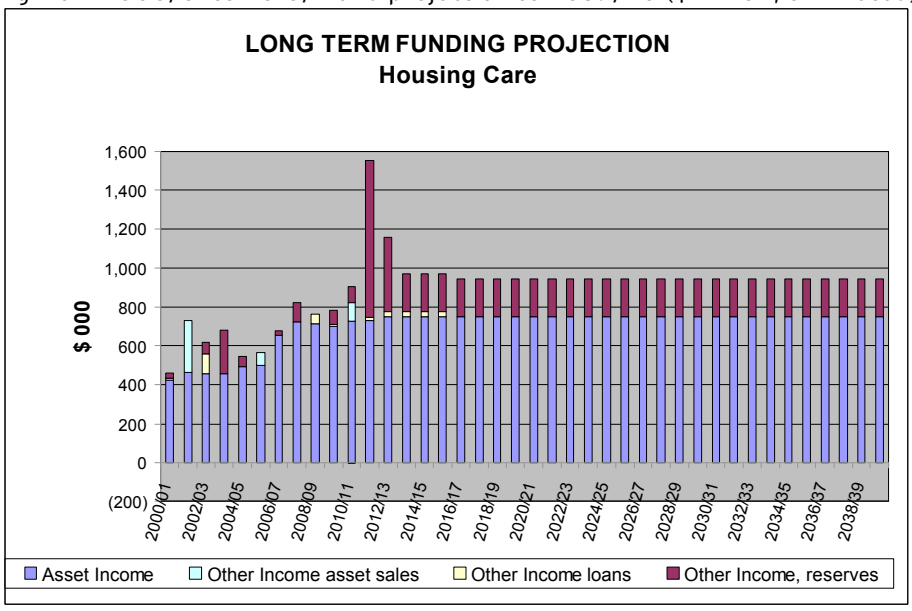
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / HseSum.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, reserves	806	379	194	194	194	194	194	194	194	194	194
Other Income loans	17	26	26	26	26	0	0	0	0	0	0
Other Income asset sales	0	0	0	0	0	0	0	0	0	0	0
Asset Income	730	750	750	750	750	750	750	750	750	750	750

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



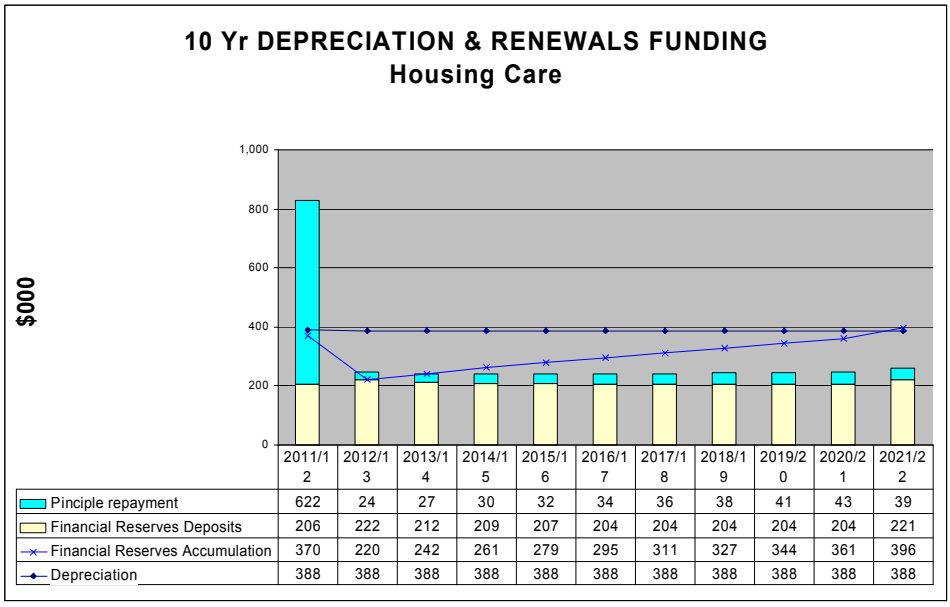
Notes:

- One complex of flats has been sold and the proceeds used to retire loan debt.

8.6.8.3 Housing Care Provision

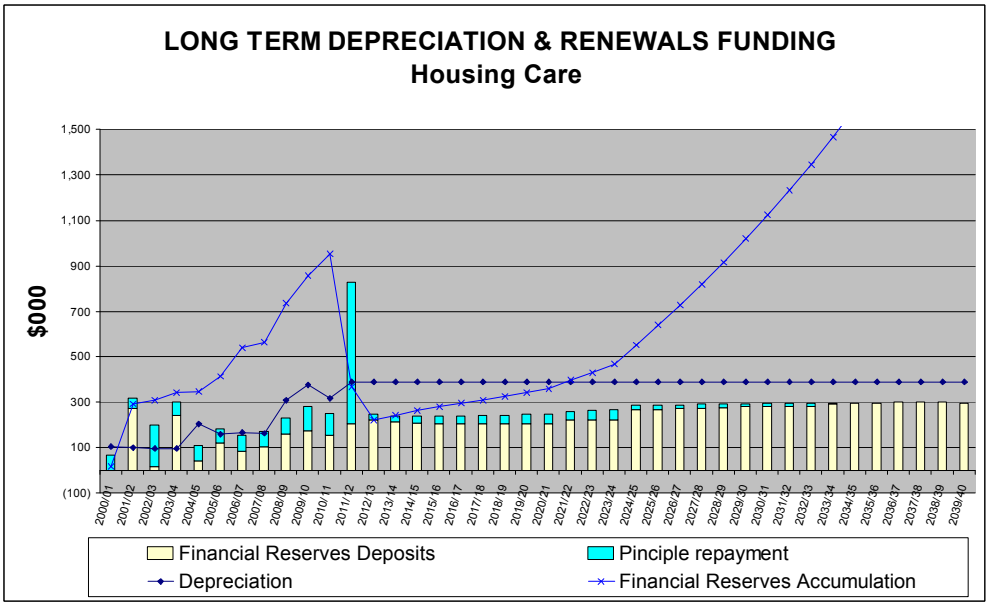
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / HseSum.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Pinciple repayment	622	24	27	30	32	34	36	38	41	43	39
Financial Reserves Deposits	206	222	212	209	207	204	204	204	204	204	221
Financial Reserves Accumulation	370	220	242	261	279	295	311	327	344	361	396
Depreciation	388	388	388	388	388	388	388	388	388	388	388

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

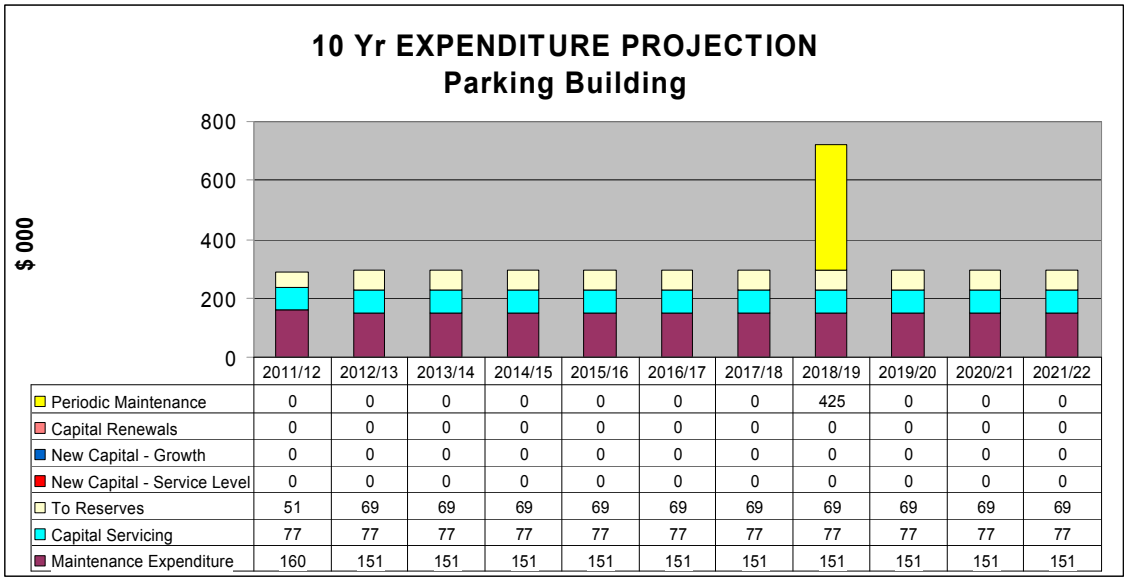
- Income for the Housing Care activity is constrained by rental levels and unable to reach the correct level

8.6.9 Parking Building: Expenditure, Funding and Provision

8.6.9.1 Parking Building Expenditure

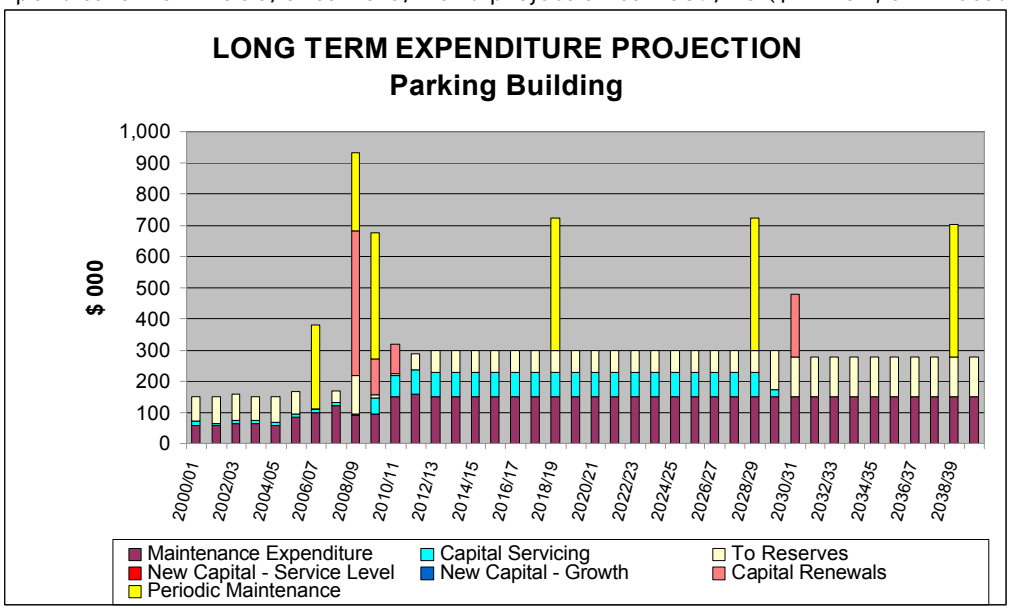
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Park.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	0	0	0	0	0	0	0	425	0	0	0
Capital Renewals	0	0	0	0	0	0	0	0	0	0	0
New Capital - Growth	0	0	0	0	0	0	0	0	0	0	0
New Capital - Service Level	0	0	0	0	0	0	0	0	0	0	0
To Reserves	51	69	69	69	69	69	69	69	69	69	69
Capital Servicing	77	77	77	77	77	77	77	77	77	77	77
Maintenance Expenditure	160	151	151	151	151	151	151	151	151	151	151

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



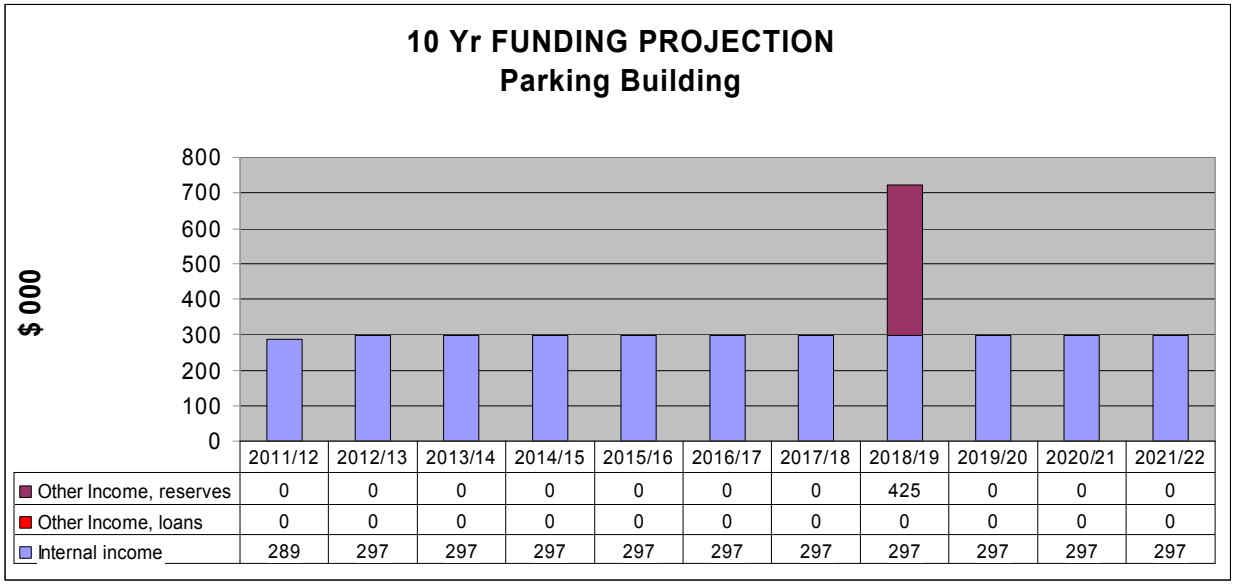
Notes:

- The decks were sealed in 2006-07 to prevent corrosion..
- Painting of the underside of the decks and renewal of the west façade completed in 2008-09.
- The buildings requires repainting of the underside of the decks at approximately 9 year intervals to maintain structural integrity.

8.6.9.2 Parking Building Funding

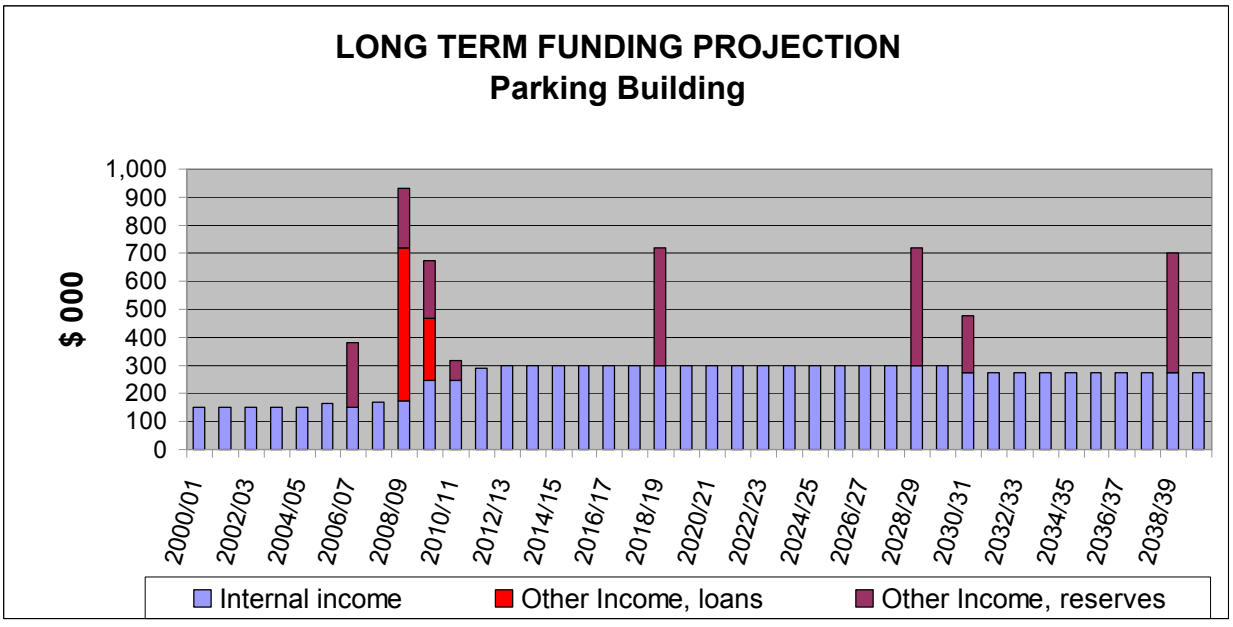
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Park.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, reserves	0	0	0	0	0	0	0	425	0	0	0
Other Income, loans	0	0	0	0	0	0	0	0	0	0	0
Internal income	289	297	297	297	297	297	297	297	297	297	297

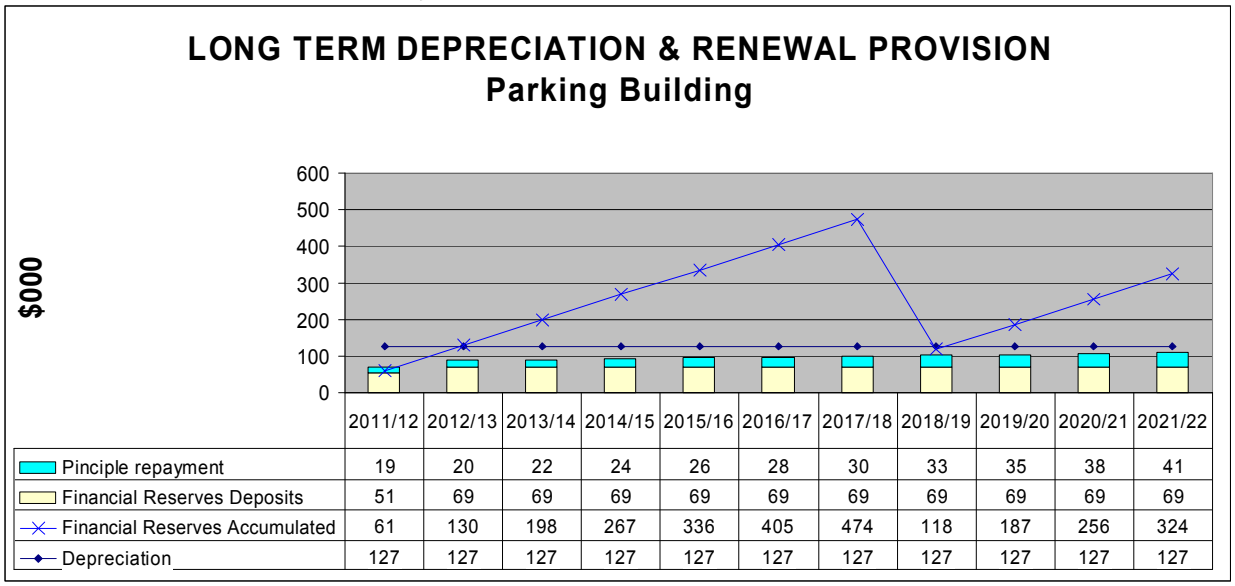
Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



8.6.9.3 Parking Building Provision

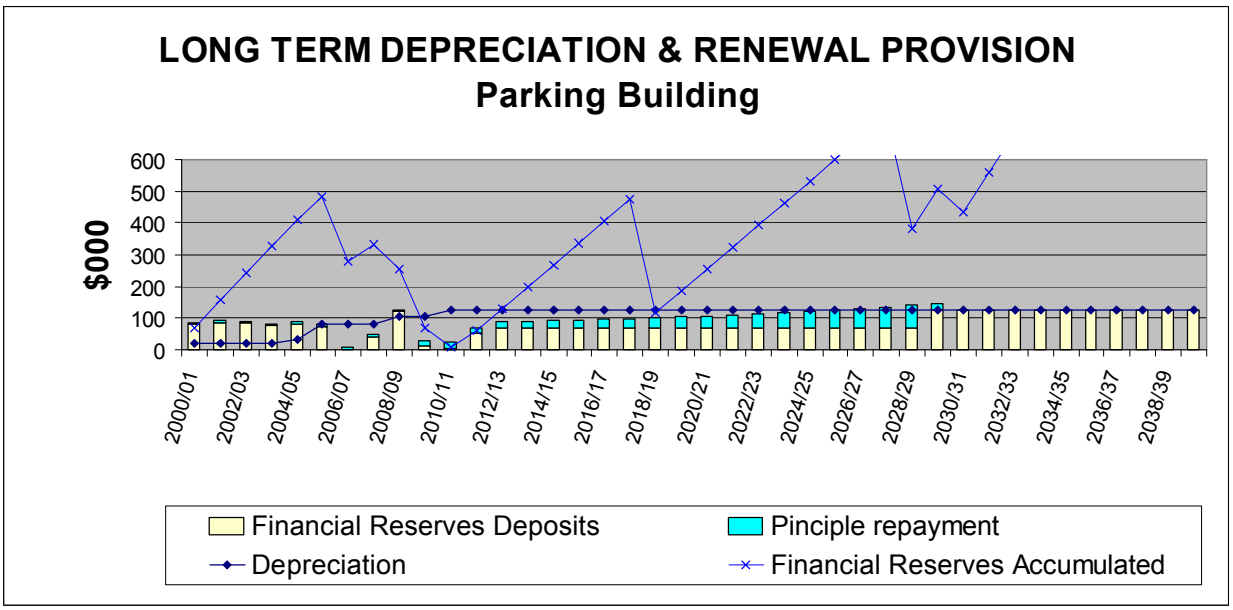
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Park.

Depreciation and Renewals Funding for the next 10 years ($NZ2010, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Pinciple repayment	19	20	22	24	26	28	30	33	35	38	41
Financial Reserves Deposits	51	69	69	69	69	69	69	69	69	69	69
Financial Reserves Accumulated	61	130	198	267	336	405	474	118	187	256	324
Depreciation	127	127	127	127	127	127	127	127	127	127	127

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

- Significant renewal work being undertaken is forecast to fully utilise available financial reserves.
- Funding was increased in 2009/10 to fund renewal works on the façade and decks.

8.6.10 Solid Waste Transfer Station: Expenditure, Funding and Provision

8.6.10.1 Solid Waste Transfer Station: Expenditure

- To be completed in 2012-13

8.6.10.2 Solid Waste Transfer Station: Funding

- To be completed in 2012-13

8.6.10.3 Solid Waste Transfer Station: Provision

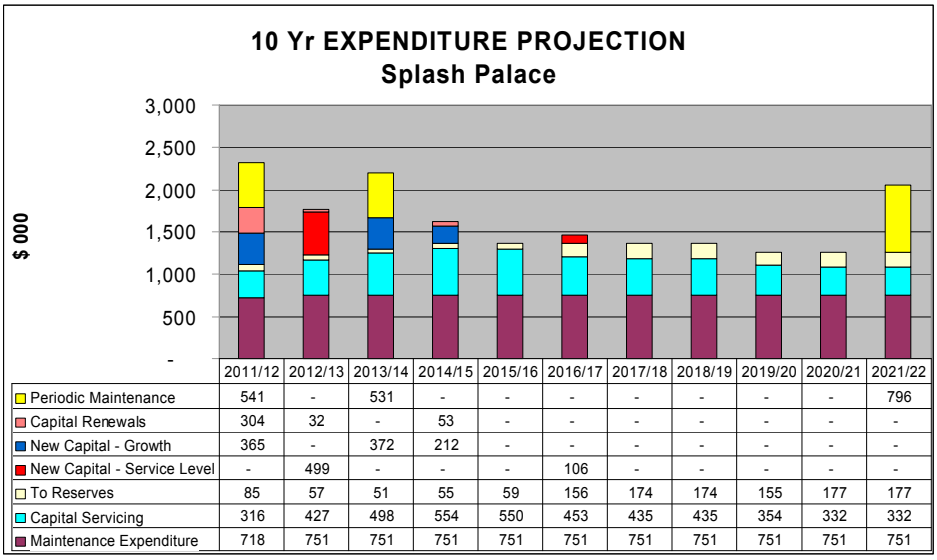
- To be completed in 2012-13

8.6.11 Southland Aquatic Centre: Expenditure, Funding and Provision

8.6.11.1 Southland Aquatic Centre: Expenditure

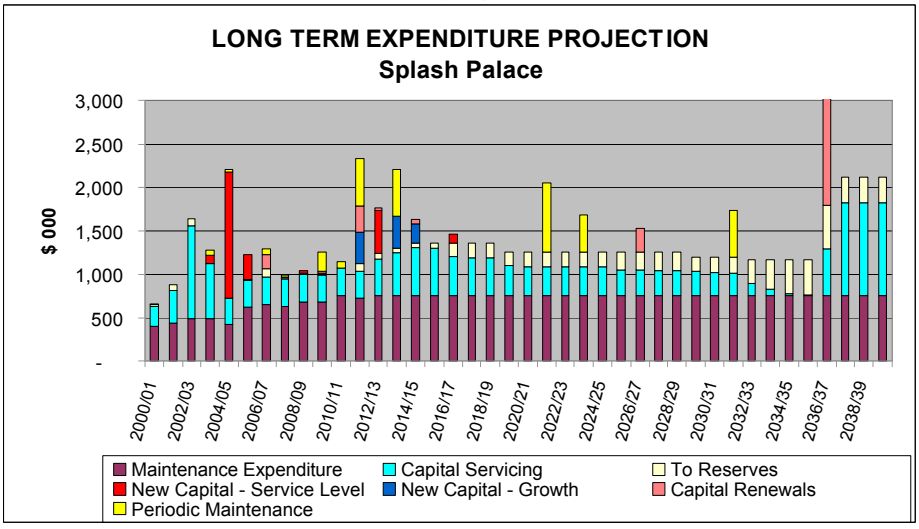
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Aq.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	541	-	531	-	-	-	-	-	-	-	796
Capital Renewals	304	32	-	53	-	-	-	-	-	-	-
New Capital - Growth	365	-	372	212	-	-	-	-	-	-	-
New Capital - Service Level	-	499	-	-	-	106	-	-	-	-	-
To Reserves	85	57	51	55	59	156	174	174	155	177	177
Capital Servicing	316	427	498	554	550	453	435	435	354	332	332
Maintenance Expenditure	718	751	751	751	751	751	751	751	751	751	751

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



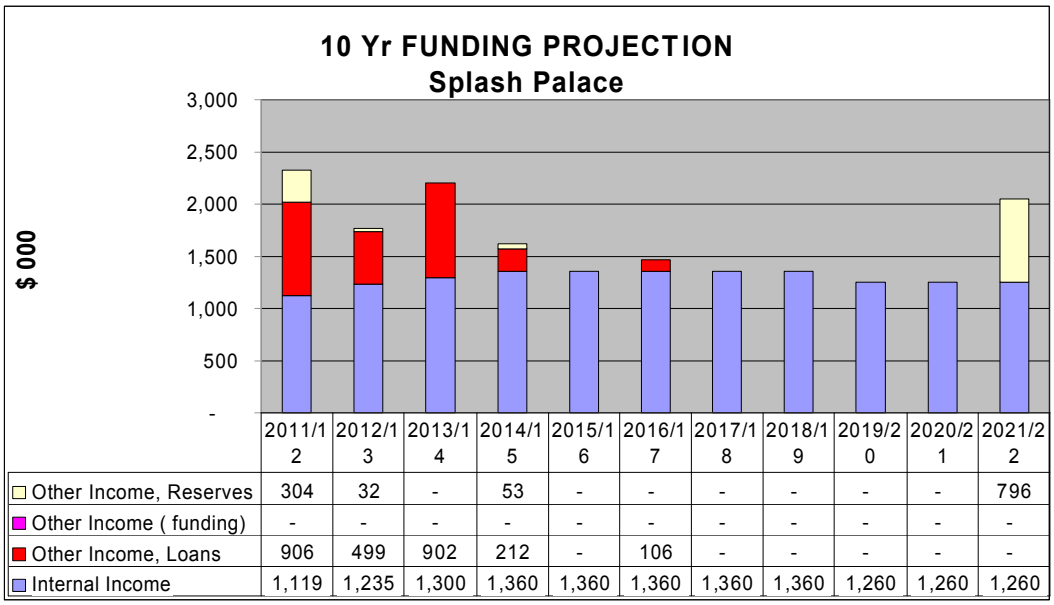
Notes:

- The Learners Pool was added in 2004-05.
- Development of the retail area was completed in 2008-09.
- Replacement of the boilers is planned for 2011-12.
- The car park is planned to be extended in 2014-15.
- Development of a dry gymnasium is planned for 2012-13.
- Repainting of the exterior of the building is programmed for 2013-14.
- Repayment of original construction loans ends in 2019.

8.6.11.2 Southland Aquatic Centre Funding

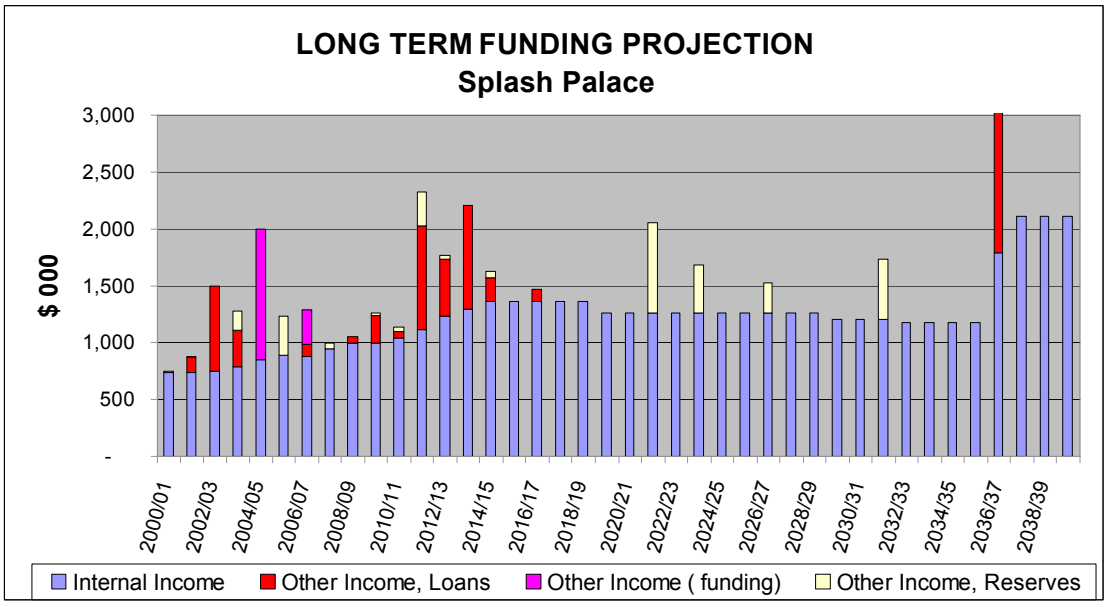
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Aq.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, Reserves	304	32	-	53	-	-	-	-	-	-	796
Other Income (funding)	-	-	-	-	-	-	-	-	-	-	-
Other Income, Loans	906	499	902	212	-	106	-	-	-	-	-
Internal Income	1,119	1,235	1,300	1,360	1,360	1,360	1,360	1,360	1,260	1,260	1,260

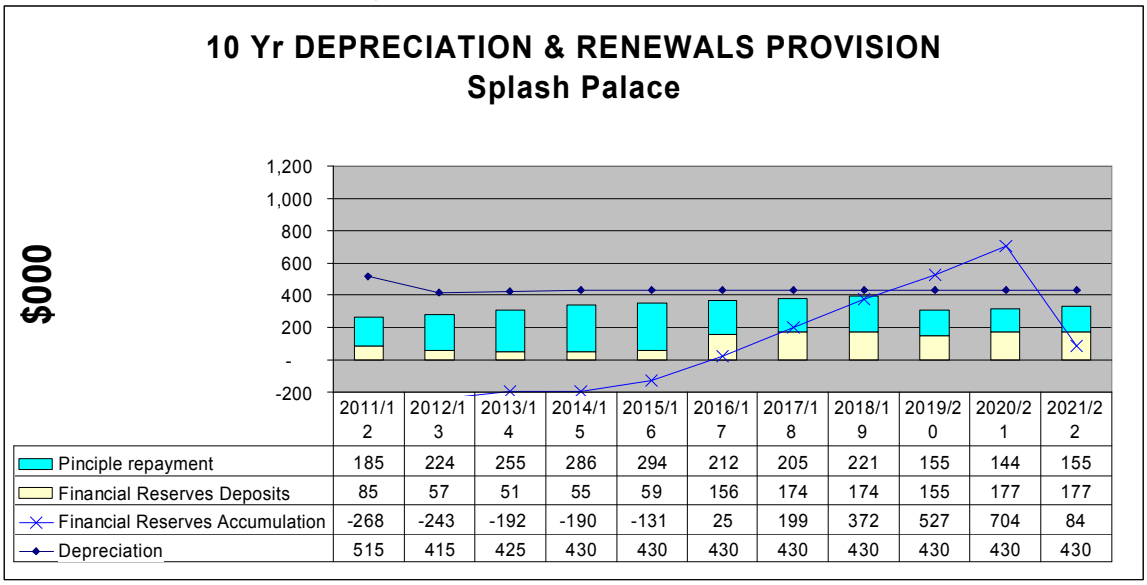
Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



8.6.11.3 Southland Aquatic Centre Provision

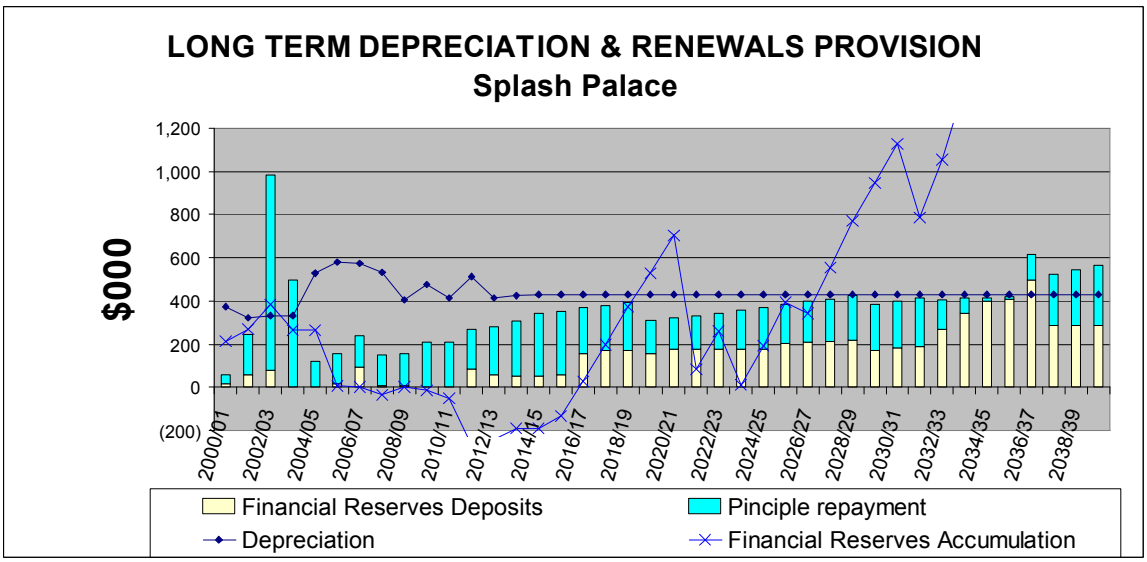
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Aq.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Pinciple repayment	185	224	255	286	294	212	205	221	155	144	155
Financial Reserves Deposits	85	57	51	55	59	156	174	174	155	177	177
Financial Reserves Accumulation	-268	-243	-192	-190	-131	25	199	372	527	704	84
Depreciation	515	415	425	430	430	430	430	430	430	430	430

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

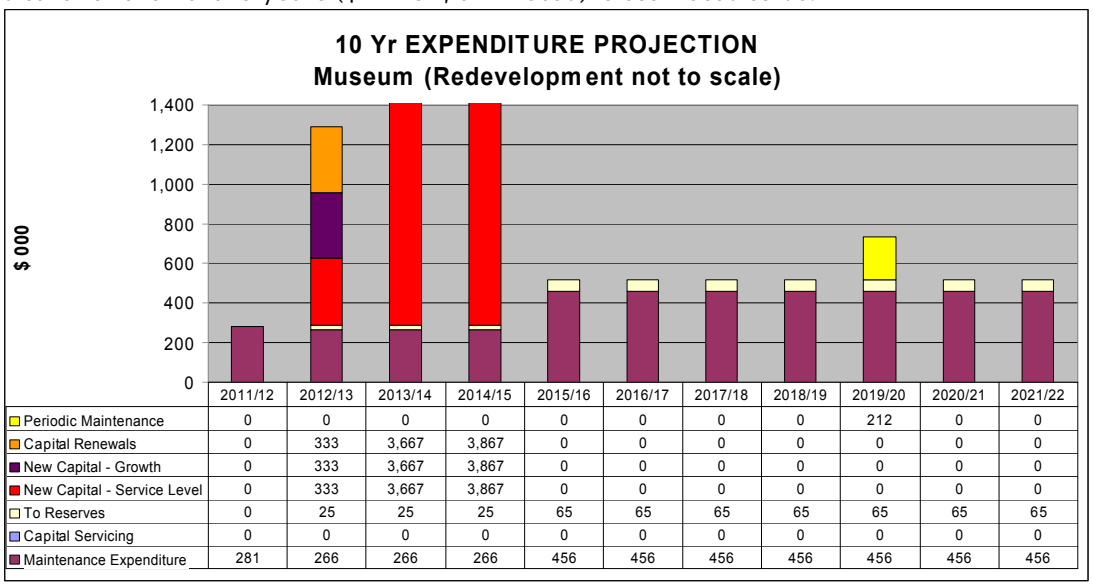
- The level of renewals funding is sufficient compared with book depreciation.
- Planned renewals work will fully utilise current financial reserves until 2016.
- Some renewals and redevelopment work is planned to be financed by loan with capital servicing consequences.

8.6.12 Southland Museum and Art Gallery: Expenditure, Funding and Provision

8.6.12.1 Southland Museum and Art Gallery Expenditure

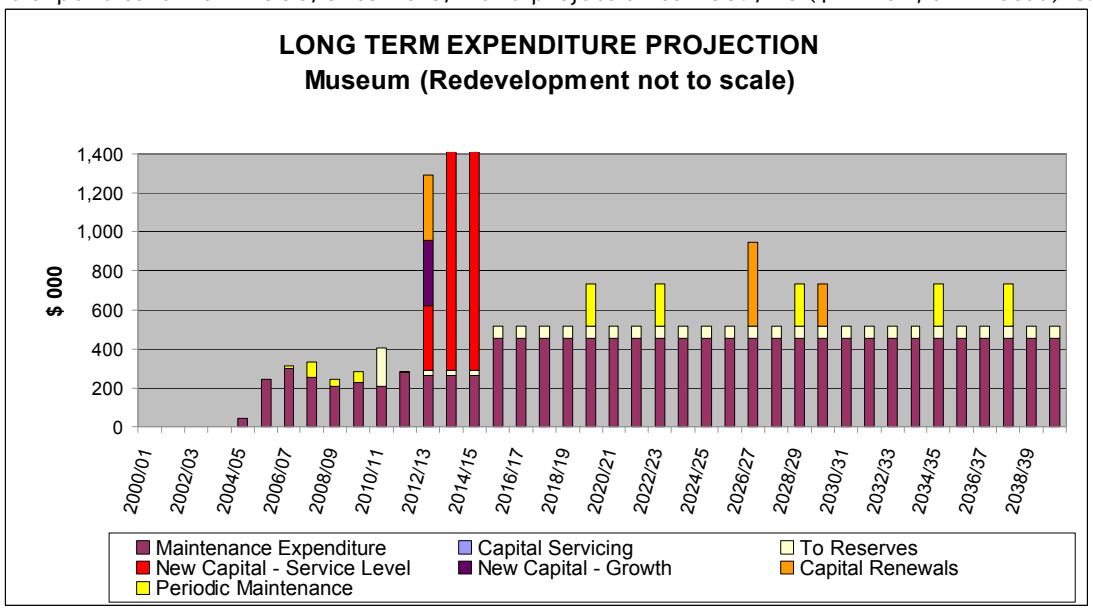
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Mus.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	0	0	0	0	0	0	0	0	212	0	0
Capital Renewals	0	333	3,667	3,867	0	0	0	0	0	0	0
New Capital - Growth	0	333	3,667	3,867	0	0	0	0	0	0	0
New Capital - Service Level	0	333	3,667	3,867	0	0	0	0	0	0	0
To Reserves	0	25	25	25	65	65	65	65	65	65	65
Capital Servicing	0	0	0	0	0	0	0	0	0	0	0
Maintenance Expenditure	281	266	266	266	456	456	456	456	456	456	456

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



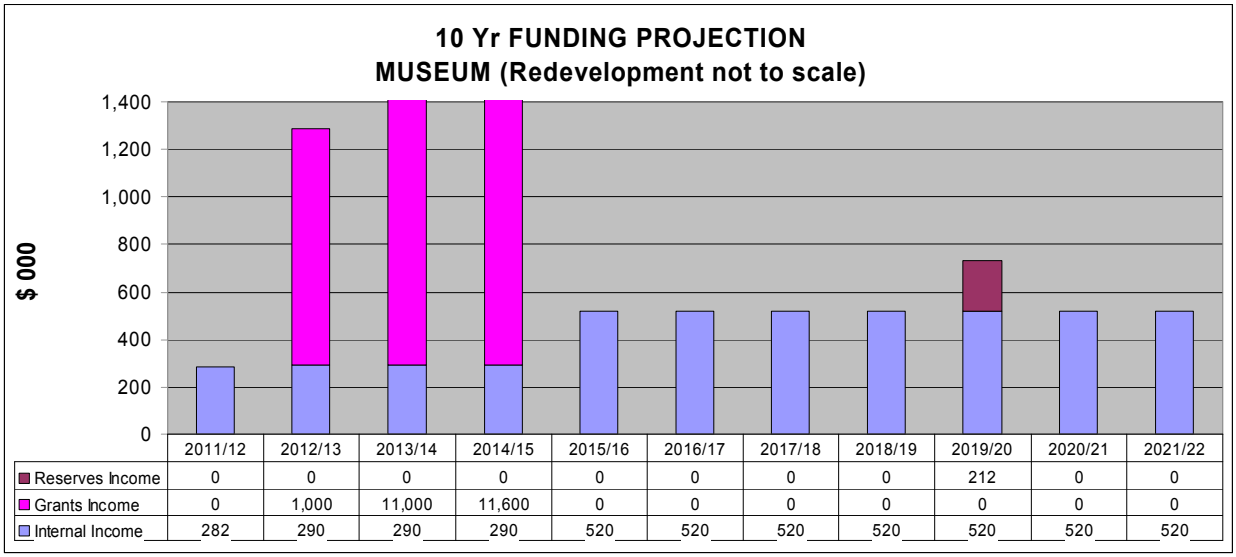
Notes:

- The Southland Museum and Art Gallery Trust Board plan to enlarge and redevelop the Museum on it's present site at Queens Park, paid for by grant funding
- The timing of the redevelopment is uncertain.

8.6.12.2 Southland Museum and Art Gallery Funding

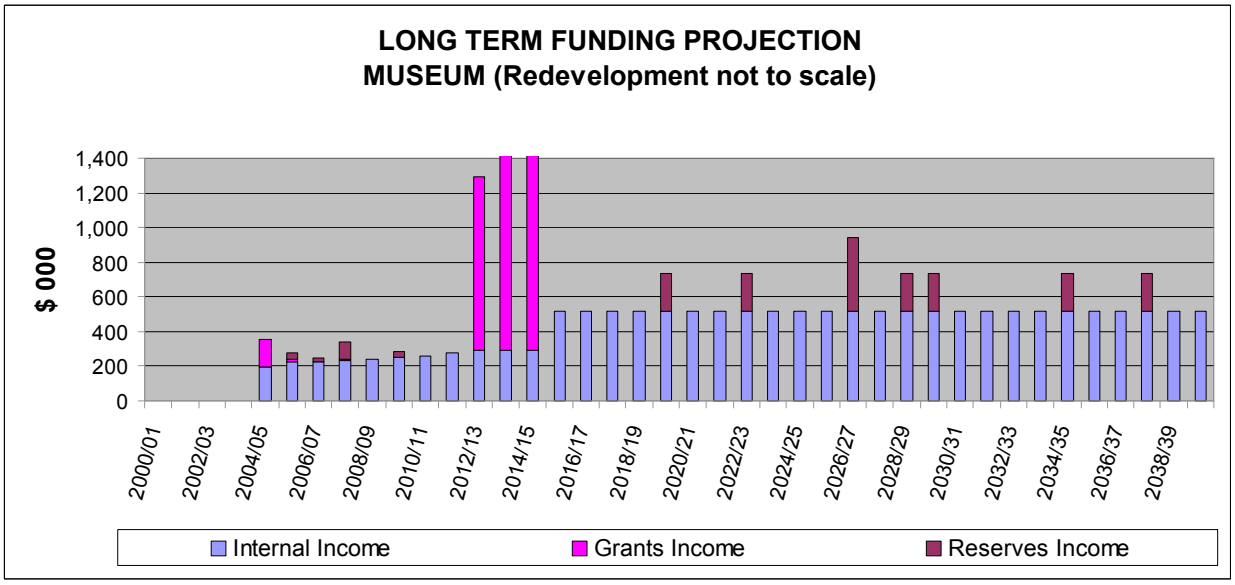
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Mus.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Reserves Income	0	0	0	0	0	0	0	0	212	0	0
Grants Income	0	1,000	11,000	11,600	0	0	0	0	0	0	0
Internal Income	282	290	290	290	520	520	520	520	520	520	520

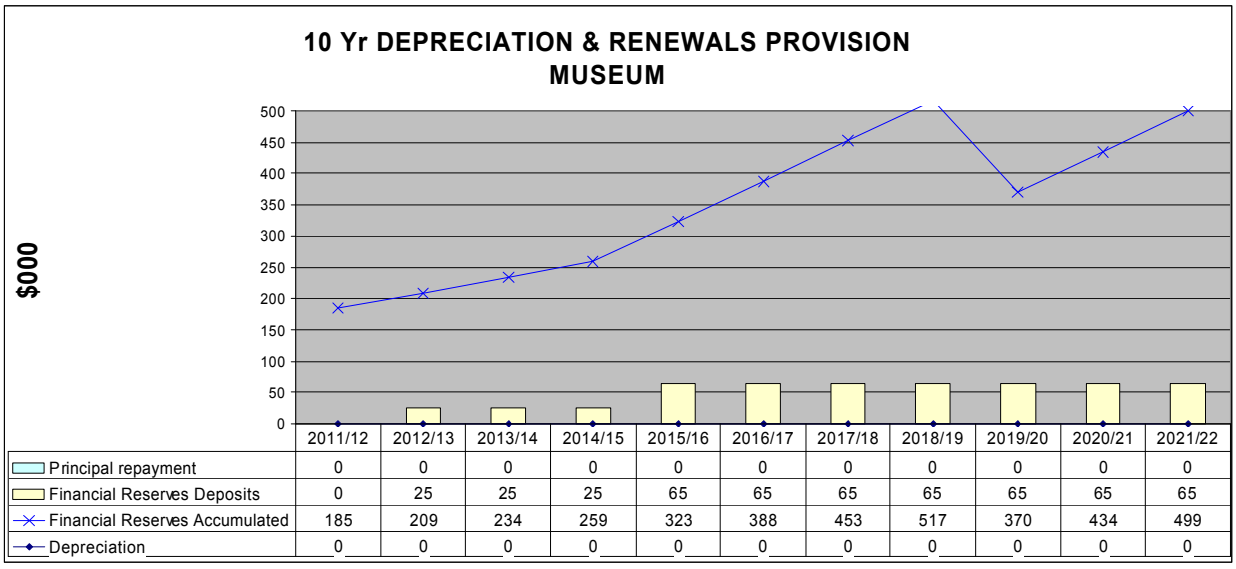
Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



8.6.12.3 Southland Museum and Art Gallery Provision

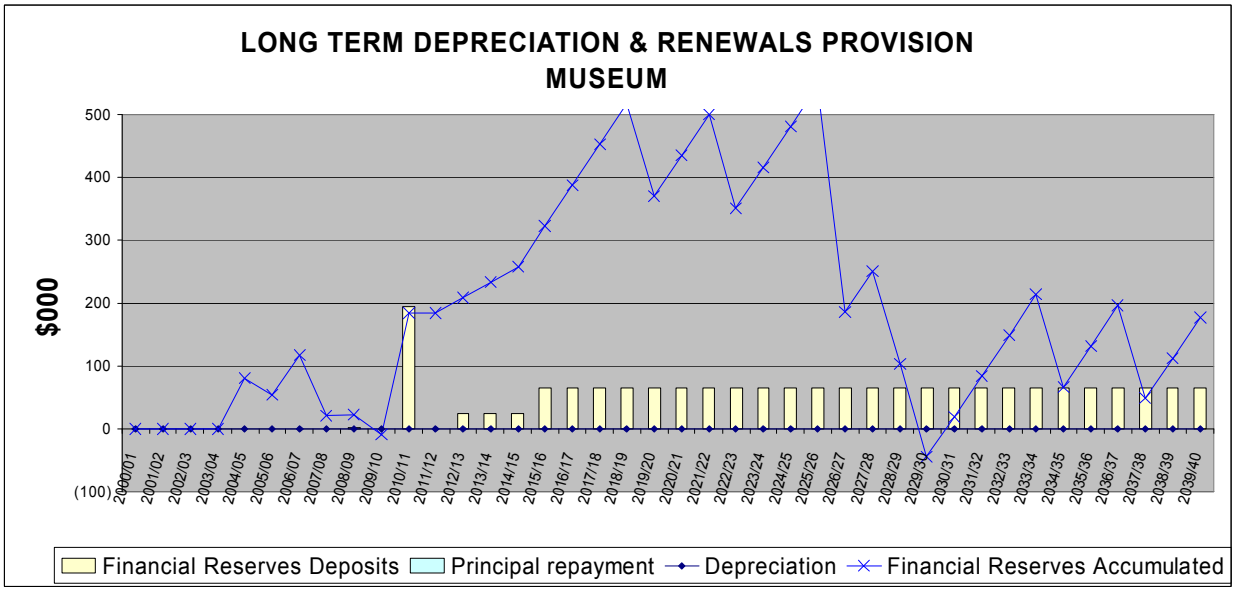
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Mus.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Principal repayment	0	0	0	0	0	0	0	0	0	0	0
Financial Reserves Deposits	0	25	25	25	65	65	65	65	65	65	65
Financial Reserves Accumulated	185	209	234	259	323	388	453	517	370	434	499
Depreciation	0	0	0	0	0	0	0	0	0	0	0

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:

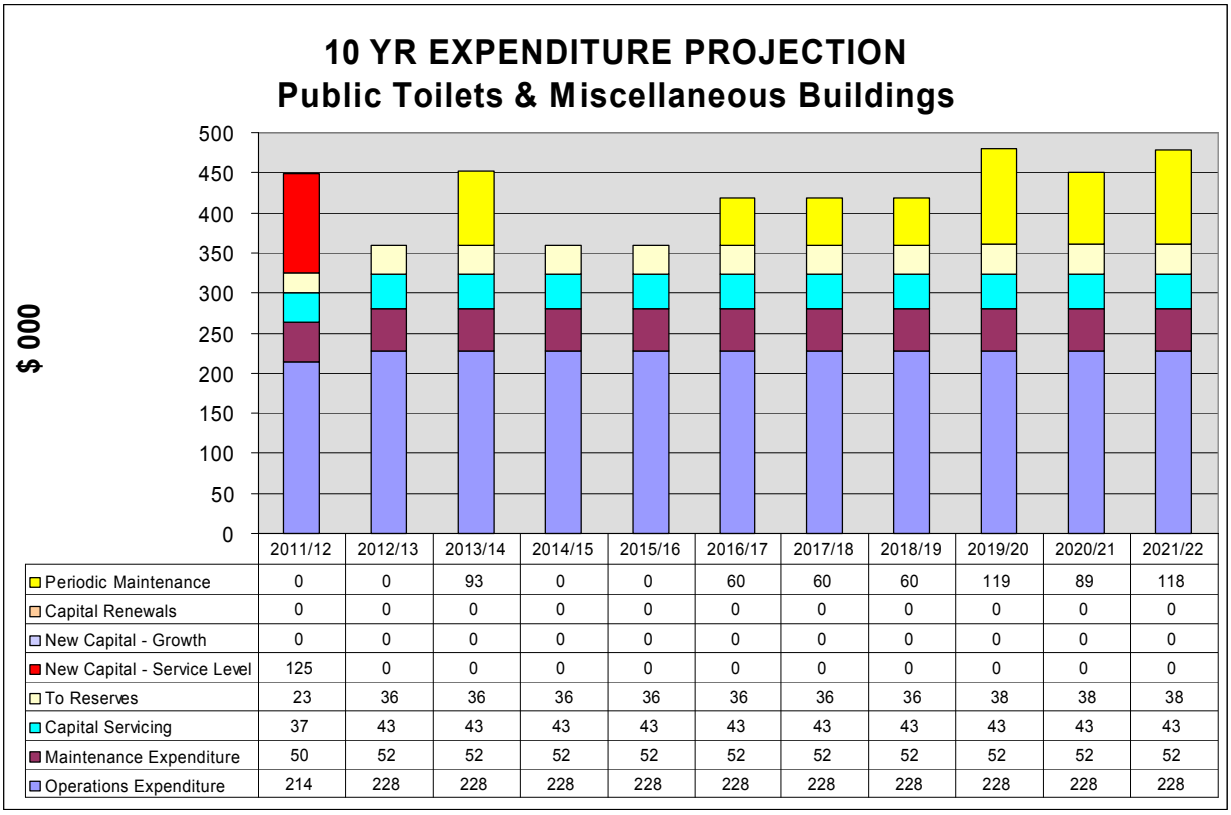


8.7 PUBLIC TOILETS: EXPENDITURE, FUNDING AND RENEWALS SUMMARY

8.7.1. Financial summary: Expenditure on operations and maintenance, renewals and capital development.

Source file: File Plan / Community Services / Public Toilets/ Activity Management / Budgets Pubic Toilets / 51 Services Long Term Budget 2001-2040.xls / Toilets&MiscSum.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:

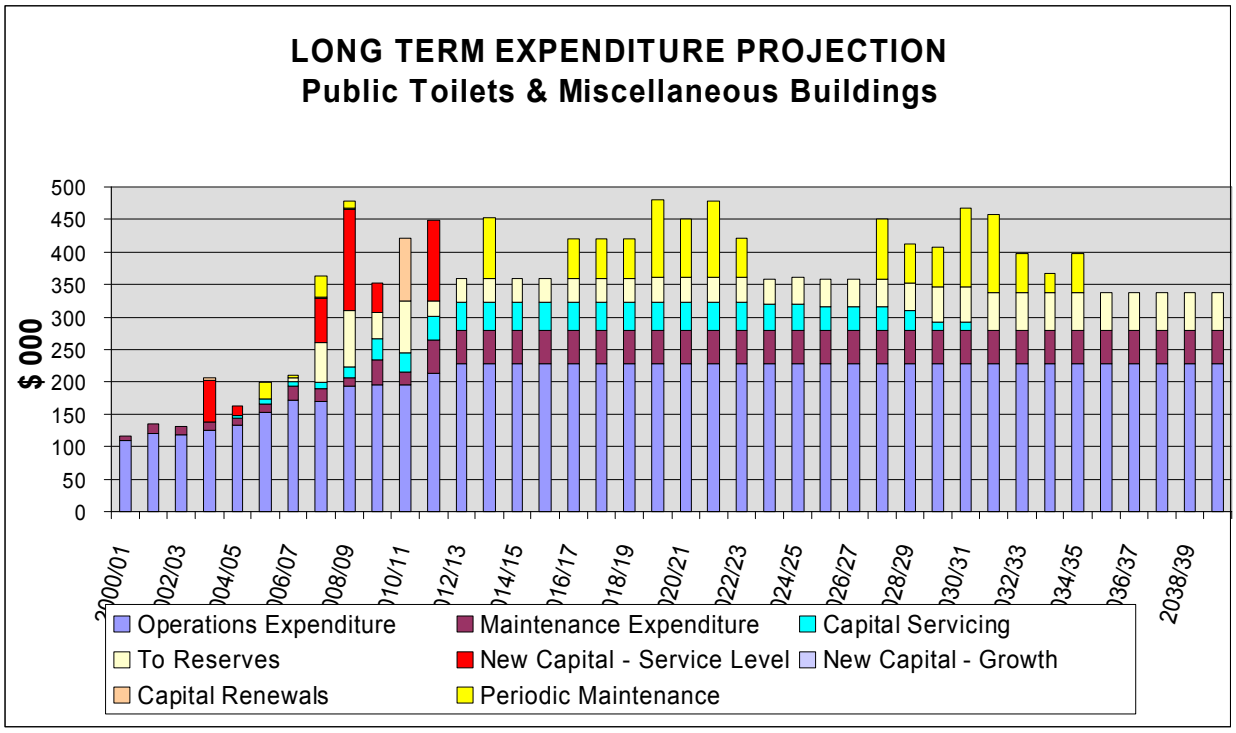


	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	0	0	93	0	0	60	60	60	119	89	118
Capital Renewals	0	0	0	0	0	0	0	0	0	0	0
New Capital - Growth	0	0	0	0	0	0	0	0	0	0	0
New Capital - Service Level	125	0	0	0	0	0	0	0	0	0	0
To Reserves	23	36	36	36	36	36	36	36	38	38	38
Capital Servicing	37	43	43	43	43	43	43	43	43	43	43
Maintenance Expenditure	50	52	52	52	52	52	52	52	52	52	52
Operations Expenditure	214	228	228	228	228	228	228	228	228	228	228

Major items of expenditure for future renewal and improvement of Public Toilets is planned for:

- 2011/12 north Dee St (new Exeloo toilet) $125k
- 2013/14 Wachner Place (refurbishment) $93k
- Capital expenditure is detailed in relevant Activity Plans.
- Operations expenditure is the largest expenditure component.
- Renewal expenditure has been estimated in an Excel spreadsheet using data from a building condition survey by OPUS in 2011.
- New Exeloo toilets were installed in 2007/08, 2008/09, 2009/10 to improve Level of Service.

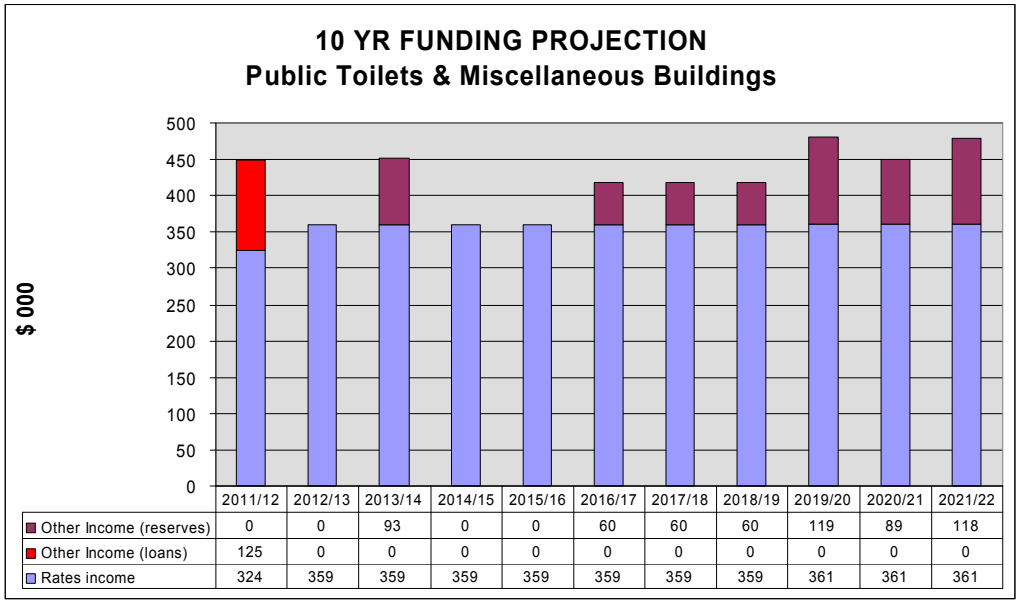
Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



8.7.2. Financial summary: funding for operations and maintenance, renewals AND CAPITAL DEVELOPMENT

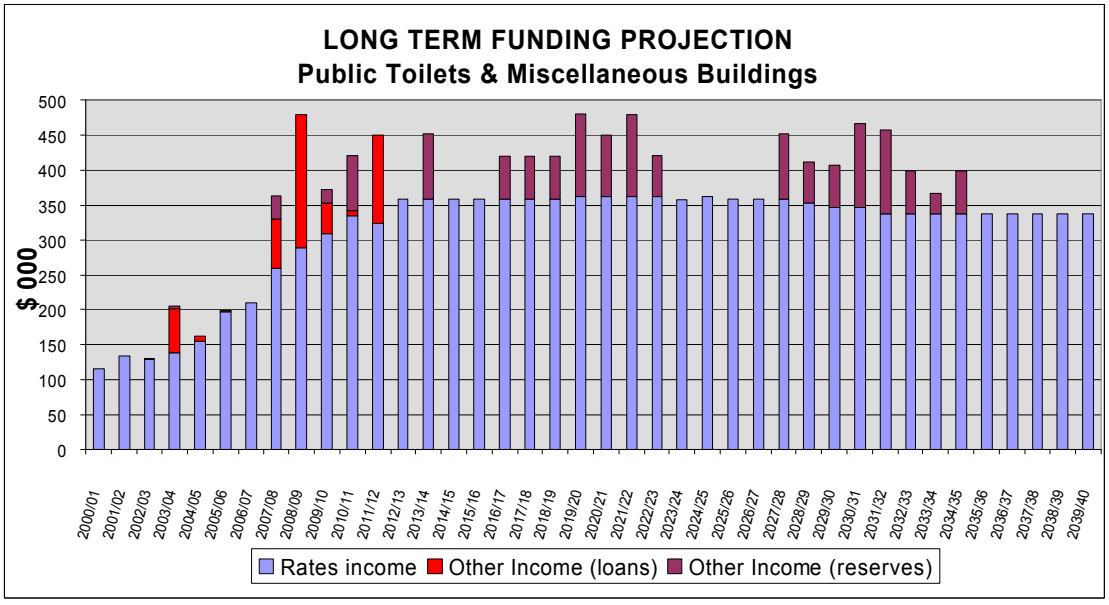
Source file: File Plan / Community Services / Public Toilets/ Activity Management / Budgets Pubic Toilets / 51 Services Long Term Budget 2001-2040.xls / Toilets&MiscSum.

Funding for the next 10 years ($NZ2011 uninflated), is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income (reserves)	0	0	93	0	0	60	60	60	119	89	118
Other Income (loans)	125	0	0	0	0	0	0	0	0	0	0
Rates income	324	359	359	359	359	359	359	359	361	361	361

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



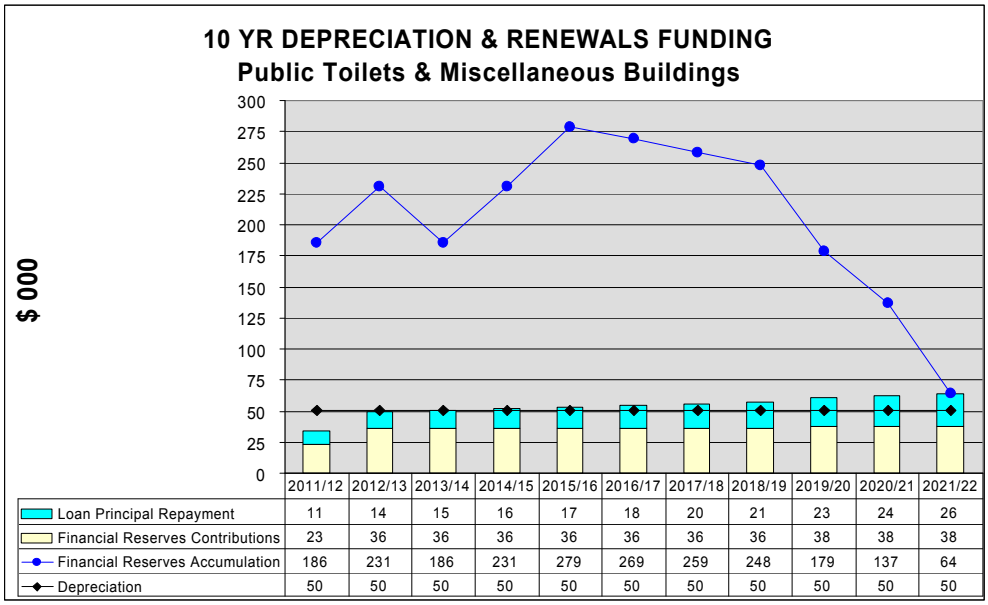
Notes:

- The principle components of increasing cost from 2004 – 2011 has been installation and operation of 4 new Exeloos and employment costs for supervision at Wachner Place.

8.7.3. Financial summary: provision of funds for future renewals.

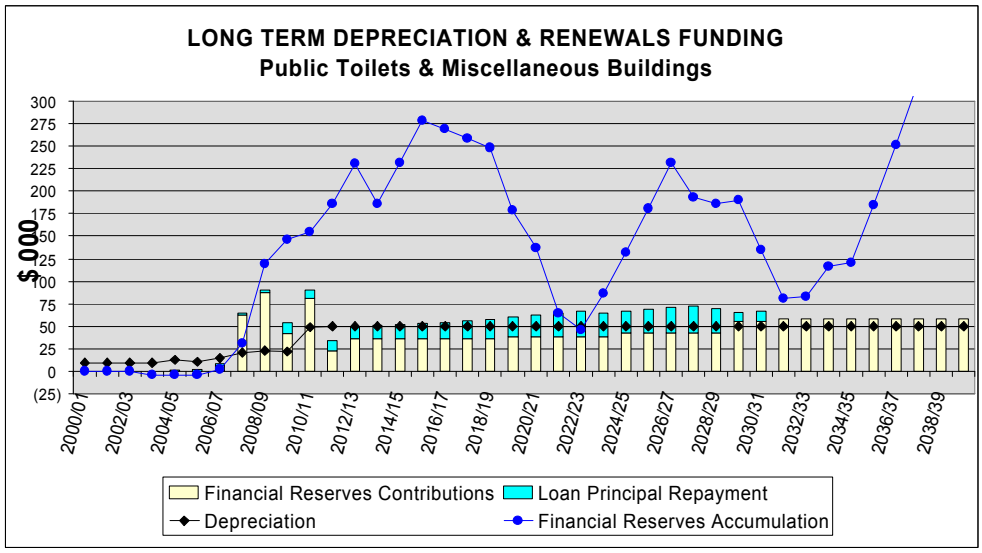
Source file: File Plan / Community Services / Public Toilets/ Activity Management / Budgets Pubic Toilets / 51 Services Long Term Budget 2001-2040.xls / Toilets&MiscSum

Depreciation, Renewal Funding and accumulation of Financial Reserves for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Loan Principal Repayment	11	14	15	16	17	18	20	21	23	24	26
Financial Reserves Contributions	23	36	36	36	36	36	36	36	38	38	38
Financial Reserves Accumulation	186	231	186	231	279	269	259	248	179	137	64
Depreciation	50	50	50	50	50	50	50	50	50	50	50

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Assumptions

- Financial Reserves will be accumulated to fund future renewals costs.
- Deposits to Financial Reserves will be comparable to the depreciation allowance for buildings.
- In early building life, payment of principle for construction loans is a substitute for deposits to Financial Reserves.

8.8 BUILDINGS OWNED BY COUNCIL CONTROLLED ORGANISATIONS AND TRUSTS

8.8.1. Financial summary of Expenditure on operations and maintenance, renewals and capital development.

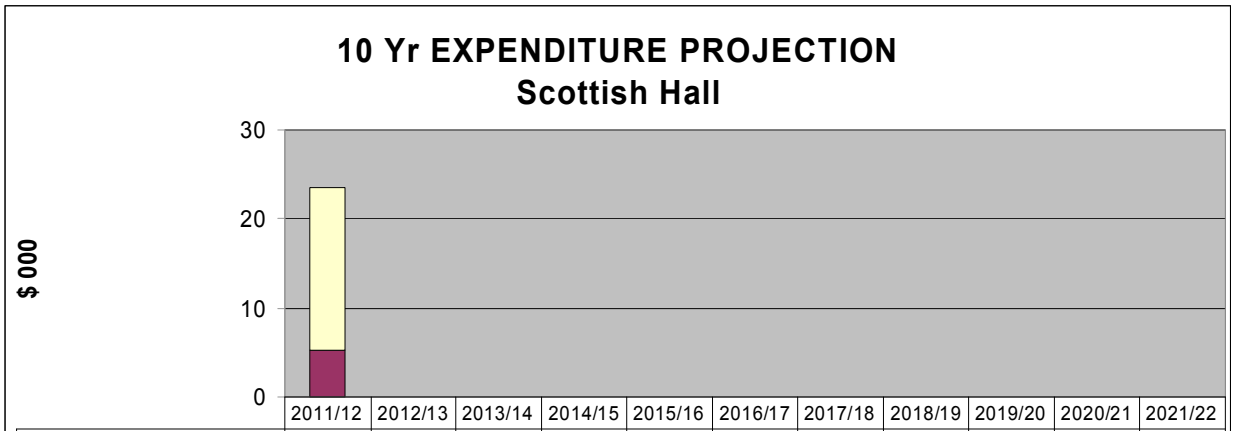
Expenditure for these buildings is not included in this Plan. Management of Finances is the responsibility of the operating CCO or Trust.

8.8.2 Scottish Hall: Expenditure, Funding and Provision

8.8.2.1 Scottish Hall Expenditure

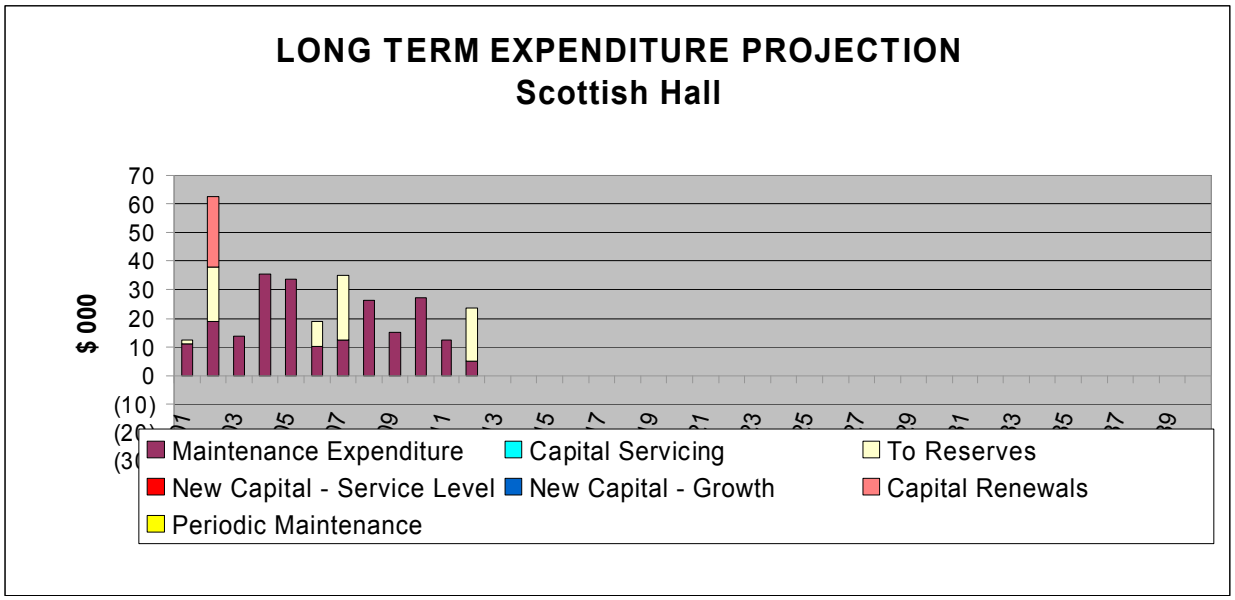
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Scot.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	0	0	0	0	0	0	0	0	0	0	0
Capital Renewals	0	0	0	0	0	0	0	0	0	0	0
New Capital - Growth	0	0	0	0	0	0	0	0	0	0	0
New Capital - Service Level	0	0	0	0	0	0	0	0	0	0	0
To Reserves	18	0	0	0	0	0	0	0	0	0	0
Capital Servicing	0	0	0	0	0	0	0	0	0	0	0
Maintenance Expenditure	5	0	0	0	0	0	0	0	0	0	0

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



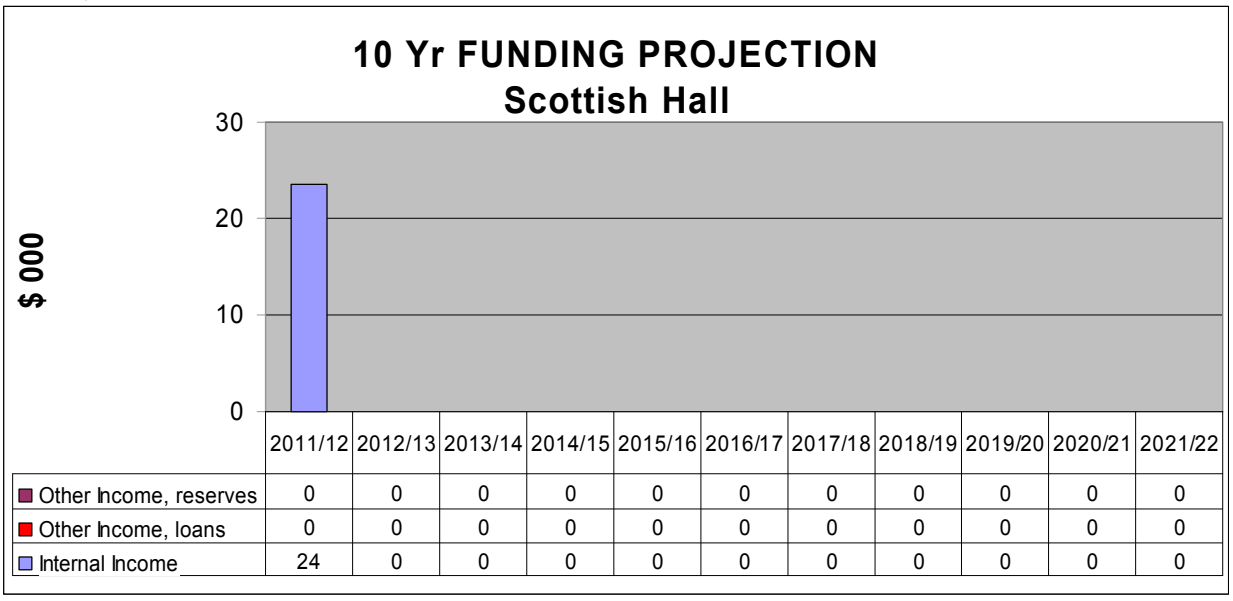
Notes:

- Following hand-over to the Southland Scottish Hall Community Trust, Council management of the asset will cease
- Building reserves and internal income will be used to repay the existing loan

8.8.2.2 Scottish Hall Funding

Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Scot.

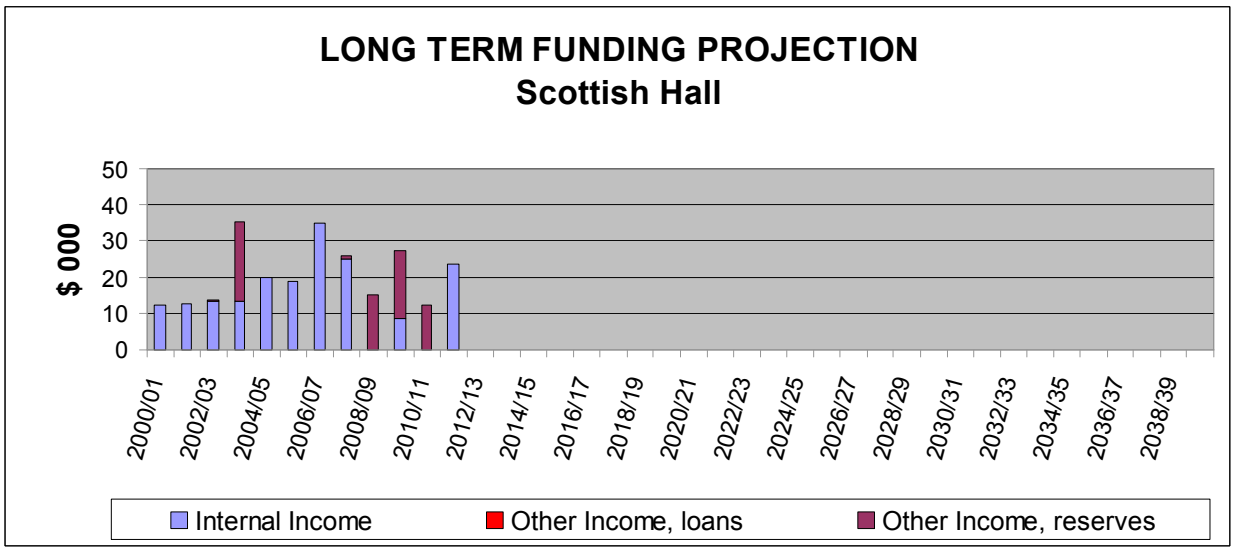
Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income, reserves	0	0	0	0	0	0	0	0	0	0	0
Other Income, loans	0	0	0	0	0	0	0	0	0	0	0
Internal Income	24	0	0	0	0	0	0	0	0	0	0

Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:

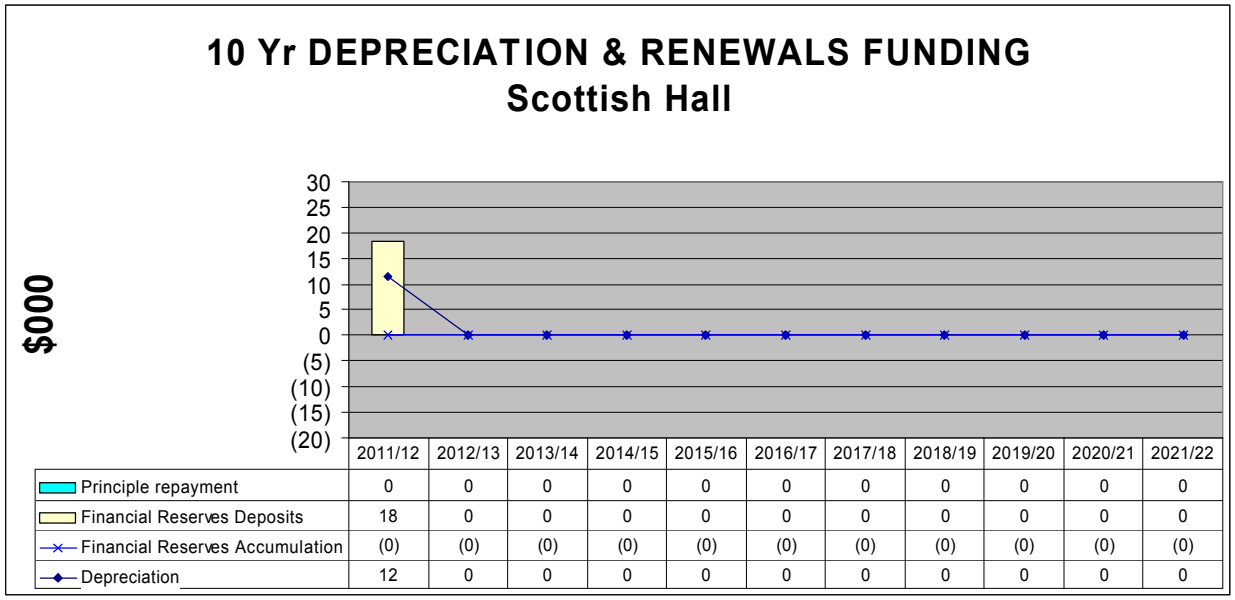
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Scot.



8.8.2.3 Scottish Hall Provision

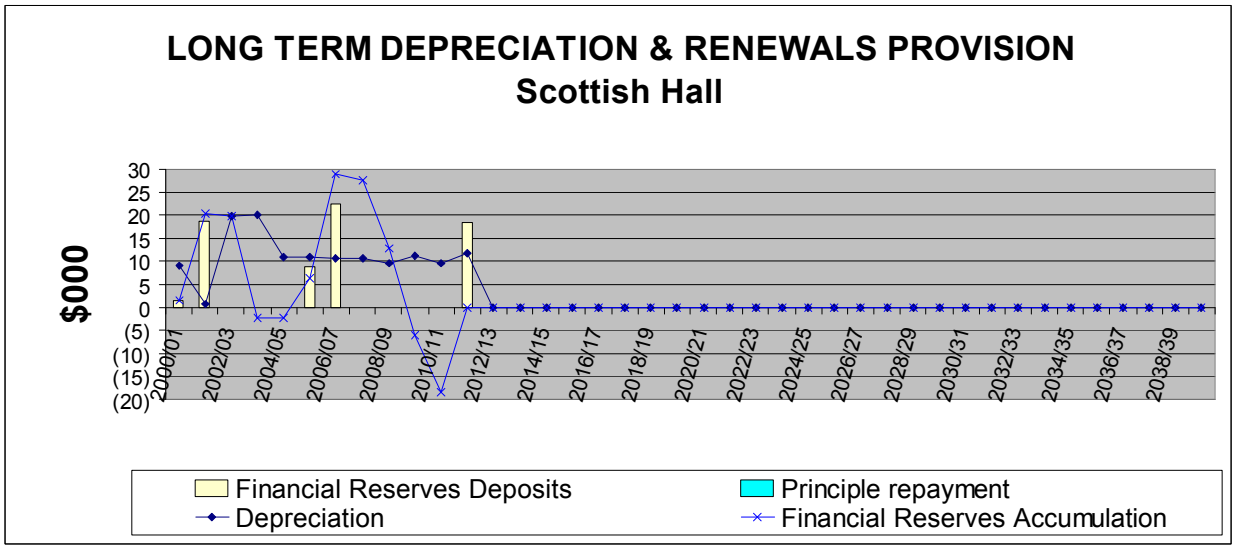
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / Scot.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Principle repayment	0	0	0	0	0	0	0	0	0	0	0
Financial Reserves Deposits	18	0	0	0	0	0	0	0	0	0	0
Financial Reserves Accumulation	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Depreciation	12	0	0	0	0	0	0	0	0	0	0

Historic Depreciation and Renewals funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

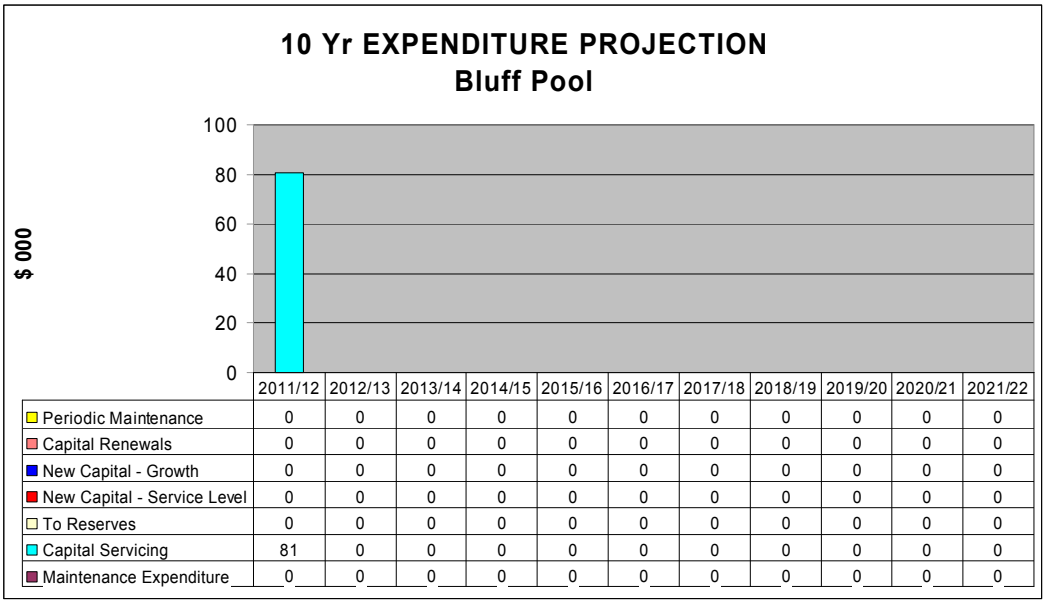
- The building will be handed over to the Southland Scottish Hall Community Trust and deficit of reserves funded in 2011/12.

8.8.3 Bluff Pool: Expenditure, Funding and Provision

8.8.3.1 Bluff Pool Expenditure

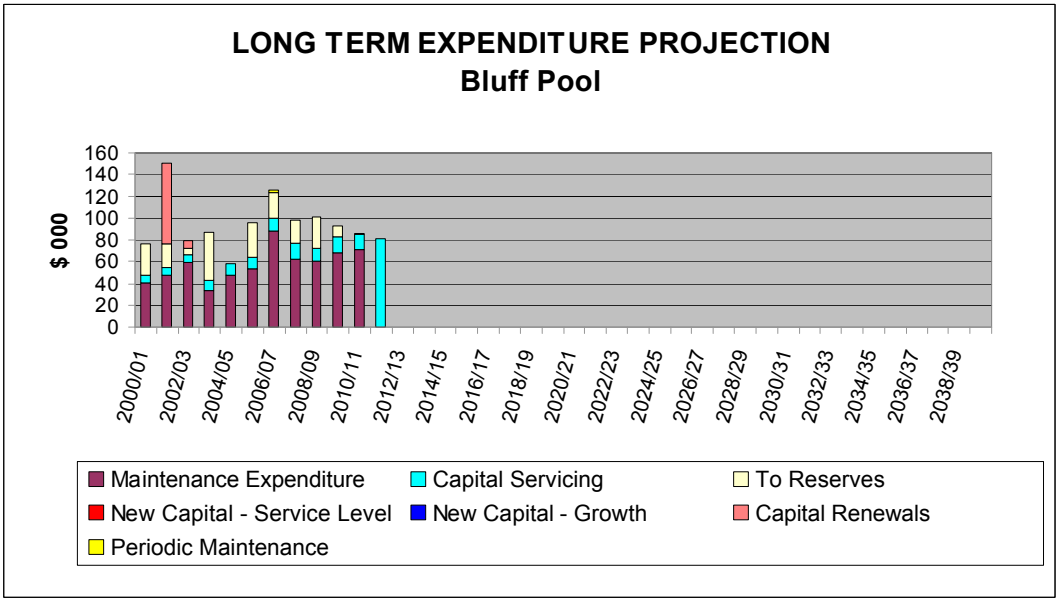
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / BPool.

Expenditure for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Periodic Maintenance	0	0	0	0	0	0	0	0	0	0	0
Capital Renewals	0	0	0	0	0	0	0	0	0	0	0
New Capital - Growth	0	0	0	0	0	0	0	0	0	0	0
New Capital - Service Level	0	0	0	0	0	0	0	0	0	0	0
To Reserves	0	0	0	0	0	0	0	0	0	0	0
Capital Servicing	81	0	0	0	0	0	0	0	0	0	0
Maintenance Expenditure	0	0	0	0	0	0	0	0	0	0	0

Historic expenditure from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



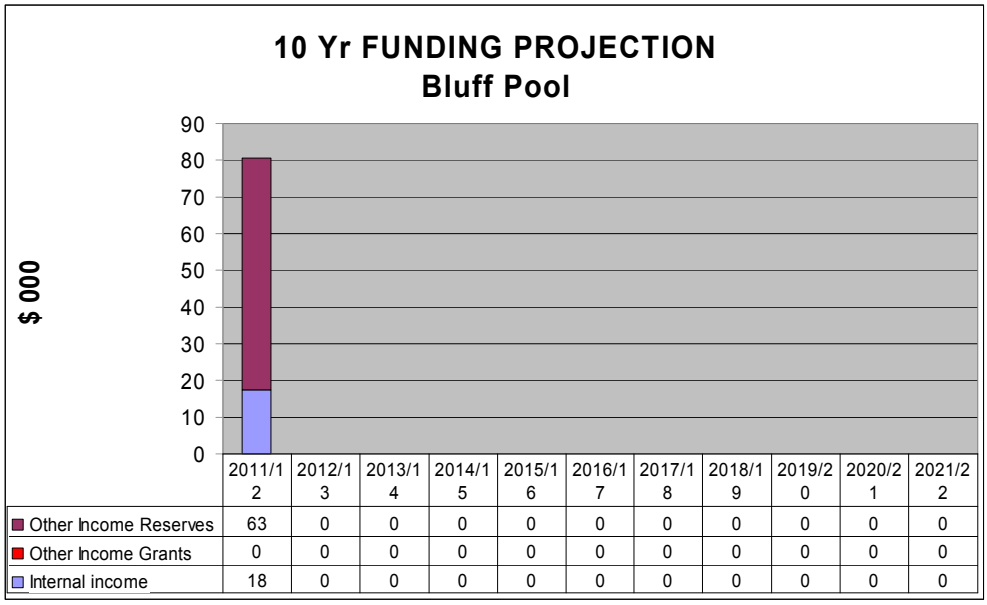
Notes:

- Following hand-over to the Bluff Pool Trust, Council management of the asset will cease
- Building reserves and internal income will be required to repay the existing loan

8.8.3.2 Bluff Pool Funding

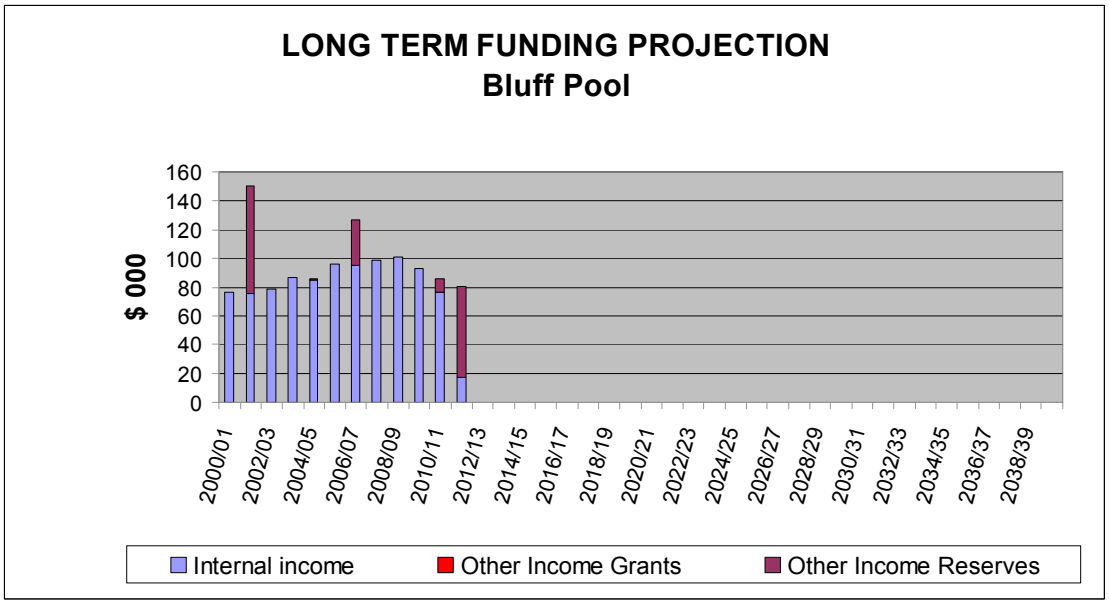
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / BPool.

Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Other Income Reserves	63	0	0	0	0	0	0	0	0	0	0
Other Income Grants	0	0	0	0	0	0	0	0	0	0	0
Internal income	18	0	0	0	0	0	0	0	0	0	0

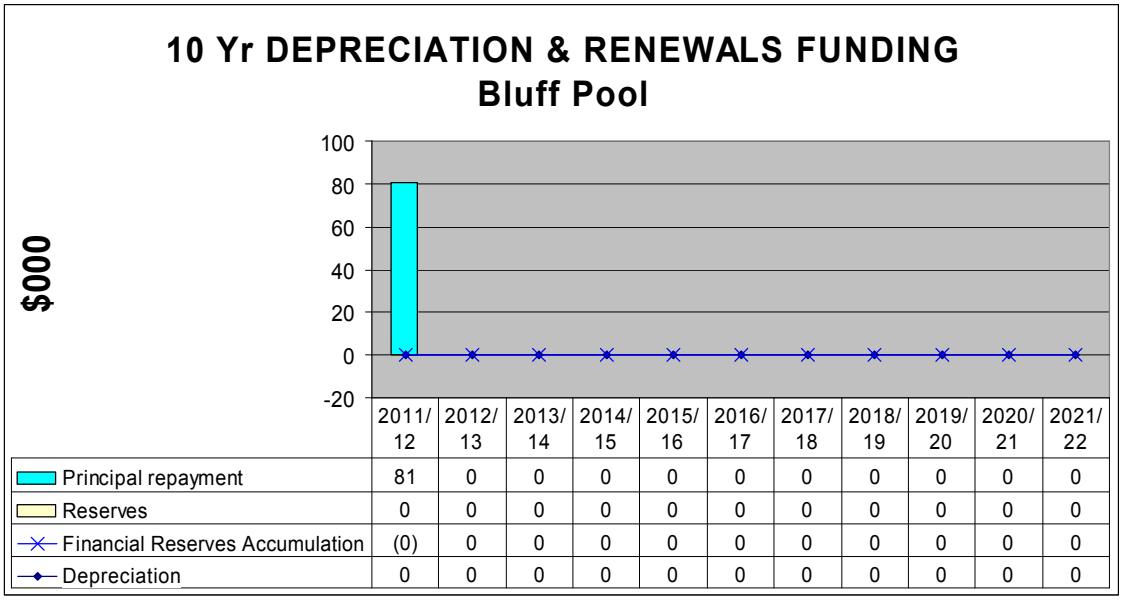
Historic funding from 2000/01 to 2010/11 and projection to 2039/40 ($NZ2011, uninflated) is:



8.8.3.3 Southland Bluff Pool Provision

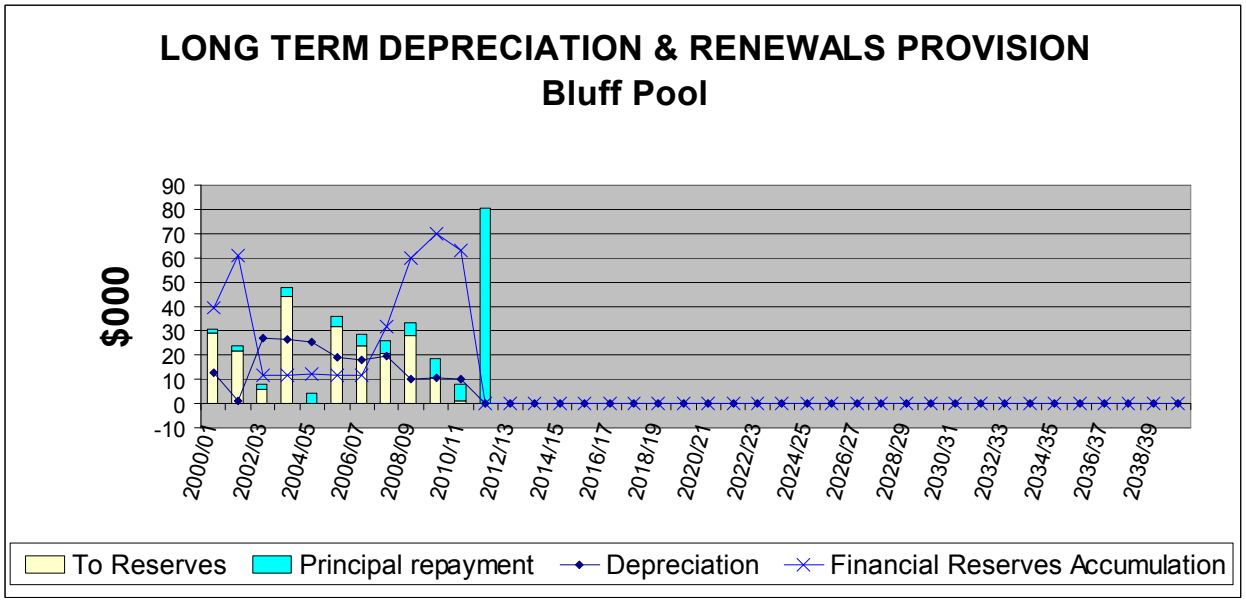
Source file: File Plan / Infrastructure Management / Buildings / Activity Management / Budgets Buildings / 55 Building Long Term Budget 2001-2040.xls / BPool.

Depreciation and Renewals Funding for the next 10 years ($NZ2011, uninflated) is estimated to be:



	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Principal repayment	81	0	0	0	0	0	0	0	0	0	0
Reserves	0	0	0	0	0	0	0	0	0	0	0
Financial Reserves Accumulation	(0)	0	0	0	0	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0	0	0	0	0	0

Historic Depreciation and Renewals funding from 2010/11 to 2009/10 and projection to 2039/40 ($NZ2011, uninflated) is:



Notes:

- The building will be handed over to the Bluff Pool Trust and remaining loan repaid in 2011/12.

9. Asset Management Practices

9.1 ASSET MANAGEMENT SYSTEMS

9.1.1 Asset Management Software

Invercargill City Council uses the following computer based applications:

- Microsoft Dynamics AX as the corporate financial software application.
- Pathway as the corporate Customer Service, Regulation and Property software application.
- Objective as the corporate document storage, retrieval and management application.
- ESRI GIS as the corporate geographical information system.
- Hansen V7.7 as an asset management application. This application is presently used for management of Core Buildings but not for other assets.

None of the above applications are interfaced or integrated with each other. They are all available for use on a Council Ethernet network.

Building asset maintenance work is managed using the Buildings module of Hansen V7.7. This application has features which provide for:

- Listing of assets in a hierarchical structure eg complex, building, facility, equipment. It provides for asset information to be stored e.g. make, age, capacity, location, maintenance schedules, maintenance history, sub-components, condition assessment, etc.
- Management of unplanned maintenance work using Work Orders which record work done, cost, contractors employed, types of failure, etc.
- Scheduling of Routine and Periodic maintenance work using work orders as above. See Appendix 6.
- Inspections of assets and recording of condition, faults, etc.
- Recording of Customer complaints and management of corrective work.

9.2 ACCOUNTING / FINANCIAL SYSTEMS

Council activities are supported by the Finance and Corporate Services Directorate of Council who undertake all accounting practices. This is consistent with good accounting practice.

The Invercargill City Council uses a product called TM1 for the preparation and aggregation of the financial aspects of the LTP. The product is Excel based and is particularly user friendly to carry out the modelling required for a ten year period. It is also able to accommodate variables such as inflation and other pricing movements. Council has used 2011/12 sectional budgets as a base for the LTP, with specific variations as required by section managers for succeeding years.

The financial section of the LTP will be prepared in accordance with generally accepted accounting practices outlined by the New Zealand Institute of Chartered

Accountants and in accordance with the provisions of the Local Government Act 2002.

9.3 ASSET MANAGEMENT DATA CONFIDENCE

Data about building assets is of a high quality and has a confidence level of ✣ 5% for all Council owned buildings.

Data collected for buildings owned by Council Controlled Organisations and Trusts is being gathered in case of future need. This information is incomplete at the time of writing this plan and has a confidence level of ✣ 50%

Data about buildings is relatively easy to gather as buildings are above ground and readily inspected. Data about building conditions can be obtained and updated at any time. Current building condition assessments were carried out by OPUS International Consultants Limited in 2005 and 2011. This information is partially recorded in Hansen at present. Condition data is expected to be more completely recorded and manipulated using the Hansen Advanced Asset Management module when this is implemented as part of the Asset Improvement Plan. See Section 10.

The data-base of buildings, plant and equipment is kept up-to-date as Hansen is used to manage all maintenance work and for all building and plant asset additions, changes and disposals as part of every-day operations.

9.4 INFORMATION FLOWS REQUIREMENTS AND PROCESS

Information flow takes place at a number of levels:

- With elected representatives, through the Committee and Council structure.
- With clients (internal and external) who are requesting a particular service.
- With the public generally through requests for service and information.
- With the media.
- With the public and landowners through education programmes.

10. Continuous Improvement

10.1 CURRENT ASSET MANAGEMENT PRACTICE

Current Asset Management Practice is to use Hansen V7.7 to record assets and manage maintenance work on building assets. Hansen provides for the functionality listed in Section 9.1.1. Hansen is capable of being expanded to be used for other unit and linear assets such as parks and pipework assets. It is also capable of being integrated or interfaced with other applications such as financial and customer service applications to provide a comprehensive asset management solution. A report about the development of a fully functional Asset Management Information System (AMIS) was written and circulated in 2007.

10.2 IMPROVEMENT PROGRAMME

10.2.1 Asset Management Information System (AMIS)

At present Hansen is used for building assets management.

Implementation of a fully capable AMIS will provide for the following additional functionality:

- Collection of data about response to service requests.
- Assessment and recording of fixed asset valuations.
- Application of Advanced Asset Management techniques to provide for:
  - Condition assessment to produce a Renewals projection.
  - Risk analysis which may result in capital projects for improvements.
  - Optimised Decision Making (ODM) to balance projects with resources.
  - Life Cycle Analysis (LCA) to compare alternative ways of constructing projects.

10.2.1.1 Risk Assessment and Management Through Project Prioritisation

Risk assessment and management is carried out to predict and act upon identified risks that may affect the achievement of community outputs. The risk assessment in Section 7 of this Plan was carried out using a spreadsheet based upon, but modified from, the NAMS Property Manual Toolbox. Projects are prioritised according to the Service Delivery Manager's needs and practical assessment of the urgency.

An available solution path for risk assessment and management in the future is to use a software module of the Hansen 8 application:

- Hansen 8 AAM (Advanced Asset Management) module.

10.2.1.2 Asset Valuations

Asset valuations are presently managed by the Manager of the Engineering Services Group (ESG) of the Works and Services Directorate. Valuations are carried out by the ESG Manager or a Valuation consultant engaged by him.

Data is managed on spreadsheets and supplied to the Finance Department for input to the financial software application. Valuation data in this Asset Management Plan originates from these spreadsheets.

An available solution path for management of valuations for fixed assets such as building and plant assets is to use the Hansen 8 application:

- Hansen 8 Valuation module interfaced with MS Dynamics AX.

10.2.1.3 Management of Capital Projects

Management of capital projects is presently carried out in a variety of ways which are chosen to suit the circumstances of each project:

- Assets Manager and Assets Supervisor, acting as Project Manager.
- Project Management consultants are employed for specific projects.
- Architects are employed to design and manage specific projects.

An available solution path to assist the management of capital works management in the future is:

- Hansen 8 Work Management module.

10.2.1.4 Management of Maintenance Contracts

Maintenance is presently carried out in a variety of ways depending on the circumstances of the maintenance work. There are written contracts for:

- Lawn mowing around Housing Care flats.
- Cleaning and supervision of Wachner Place Restroom.
- Hygienic disposal of wastes from public toilets.
- Electricity supply.

There are informal arrangements which are undocumented for:

- Cleaning of public toilets.
- Building maintenance.

Unplanned and planned maintenance work is carried out on an individual work order or purchase order basis using a variety of small contractors with appropriate trade skills, knowledge and experience.

An available solution path for improvement of work management is:

- Hansen 8 Work Management module.

10.2.1.5 Lifecycle Policies and Strategies (Renewal / Maintenance / Capital)

Council has no procedure for consistently calculating lifecycle costs for proposed projects or for use in capital decision making analysis. Current practice is to calculate costs of operation, maintenance, renewals and capital costs in spreadsheets. These spreadsheets are included in Appendix 7. These have been calculated for an extended period after construction of the buildings.

Available solution paths for lifecycle analysis (based on age and condition risks) and project prioritisation is:

- Hansen 8 AAM (Advanced Asset Management) module.

10.2.1.5 Predictive Modelling the Timing of Future Works

Current practice is to model the timing of operating, maintenance, renewals and capital costs by spreadsheet. These spreadsheets are included in Appendix 7. Renewals are modelled using the lives of components of the buildings. This may be improved in future to include inputs of component condition and component age to provide predictive modelling of the timing and cost of future renewal works.

Available solution path for Predictive Modelling of future Renewal works (based on age and condition risks) is:

- Hansen 8 AAM (Advanced Asset Management) module.

10.2.1.6 Asset Management Systems for Tactical Analysis and Reporting

At present tactical analysis and reporting is carried out using typical Microsoft Office applications such as Word and Excel.

An available solution path for analysis and reporting is:

- Hansen 8 AAM (Advanced Asset Management) module.

The Advanced Asset Management module of Hansen is able to use existing asset data to provide tactical analysis such as financial analysis, project prioritisation and scenario modelling.

10.2.1.7 Linkage of Systems

JD Edwards, Pathway and Objective are currently running on the ICC Ethernet network. They are available for use on all desktop PCs. The applications are not interfaced or integrated.

Hansen V7.7 application is running on only two desktop PCs in a stand-alone situation.

Microsoft Office applications run on the Invercargill City Council network and are available to use on all desktop PCs.

Linking or interfacing these applications will be a step on the way to providing a complete asset management information system for use with all assets e.g. roads (currently managed using RAMM), water supply, storm water, sewerage, parks and buildings.

10.2.1.8 Tactical Decision Making

Rank Works based on Economic Analysis.

- This tactic shall be developed as part of implementation of Optimised Decision Making (ODM) in the future.

Rationalise Works to Suit Available Budget.

- This tactic shall be developed as part of implementation of Optimised Decision Making (ODM) in the future.

Optimise Operations and Maintenance Activities.

- This tactic shall be developed as part of implementation of Optimised Decision Making (ODM) in the future.

10.3 IMPROVEMENTS FROM 2008 AMP

The improvements made to this 2011 AMP compared with the 2008 AMP are:

- Re-writing the text in a common structure provided by the Invercargill City Council Corporate Planner.
- Addition of data for buildings owned by Council Controlled Organisations and Trusts.
- Division of Capital expenditure into expenditure which provides for Growth and expenditure which provides for Change of Service Level.

10.4 MONITORING AND REVIEW

The performance of the Improvement Plan will be measured by annually assessing the progress made in achieving the items in Section 10. Some Key Performance Indicators which would be chosen to monitor this progress are listed in Fig 10.4.

Improvement Plan and Monitoring:

ITEM	DESCRIPTION	TIMETABLE
10.4.1	Asset Management Information System (AMIS): Implement an asset information system as described in Section 7	20011 – 13. For next LTP
10.4.2	Re-assessments of condition of assets: Carry out re-assessments and implement processing of data in the AMIS	2011 – 13. For next LTP
10.4.3	Revaluation of fixed assets: Carry out revaluations and implement processing of data in the AMIS	2013 – 14. For next LTP
10.4.4	Implement Optimised Decision Making: ➢ Rank Works based on economic analysis. ➢ Rationalise works to suit available budget ➢ Optimise operations and maintenance activities	2014– 15. For next LTP

Fig 10.4 - Action Plans to Implement and Improvement of Systems

11. Glossary

12. Appendices

Appendix A	Organisation Structure
Appendix B	Service Level Agreements
Appendix C	Financial Projections
Appendix D	Customer Satisfaction Survey – Public Toilets
Appendix E	Schedule and Routine Maintenance
Appendix F	After Hours Contacts and Key Holders
Appendix G	Leases and Contracts
Appendix H	Wachner Place Cleaning Contract
Appendix I	Parking Building Memorandum of Transfer
Appendix J	Location Plan

Appendix A - Organisation Structure

There are two main parts to Invercargill City Council – i.e. Council (elected members) and Corporate (employed staff). This section describes the overall organisational structure as well as the specific management framework that relates to this Activity.

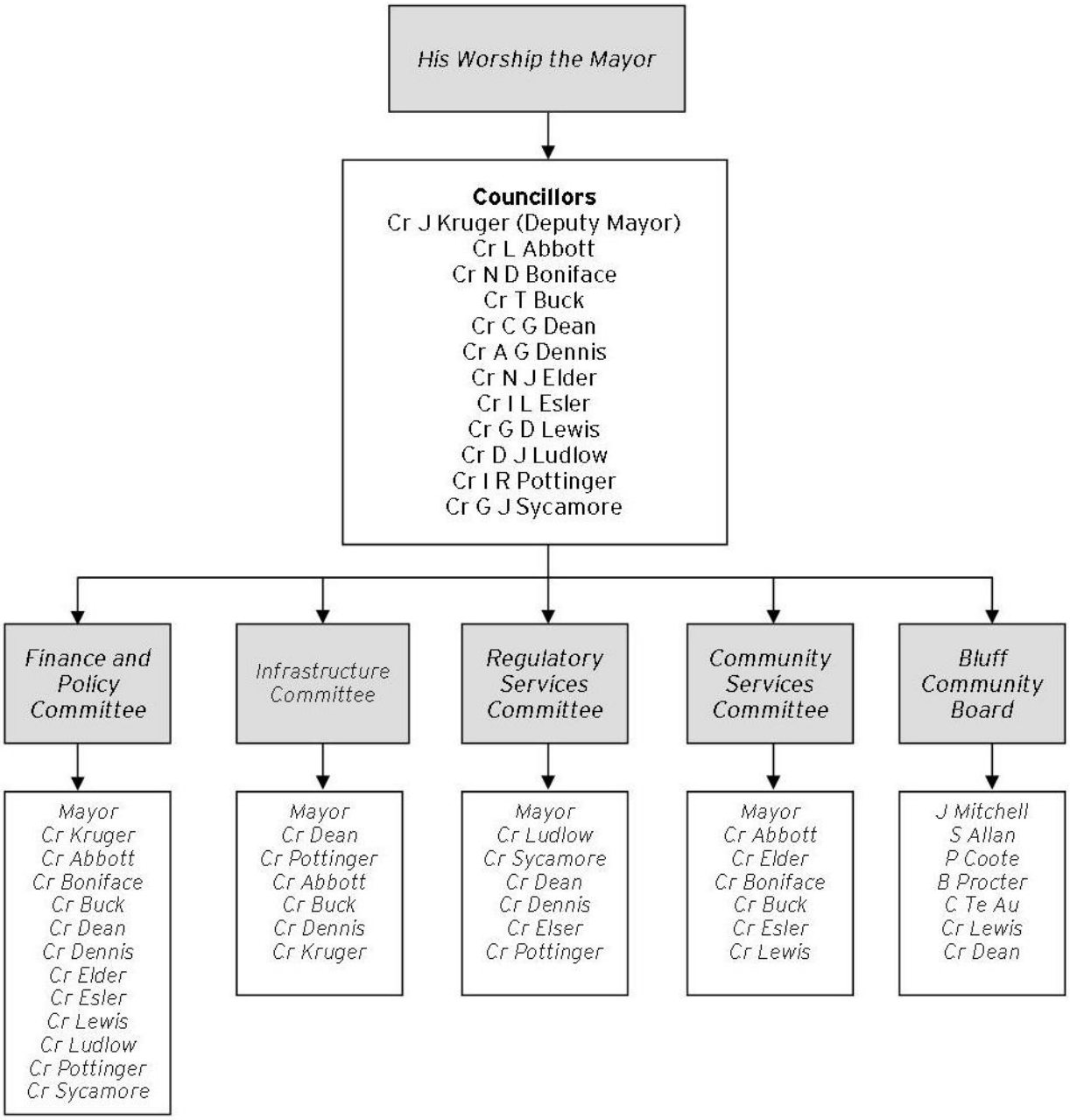
The Council consists of the Mayor and 12 Councillors (elected members) who act as the decision-making body for the organisation. The Council is chosen by electors (the Invercargill and Bluff ratepayers) to govern the city's affairs, such as making decisions on spending, priorities and policies. Decisions are made by the entire Council on submissions presented to it by the public or brought to it after initial consideration by one of its Standing Committees. See Figure 1.2 and Figure 1.32.

The manager of Core Building assets and Public Toilets is a member of the Works and Services Directorate and reports to the Director of Works and Services and the Infrastructure and Services Standing Committee. The managers who operate services to the Community, based from Council's core buildings work in the following Directorates and report to the corresponding Director and Standing Committee:

Figure 1.1

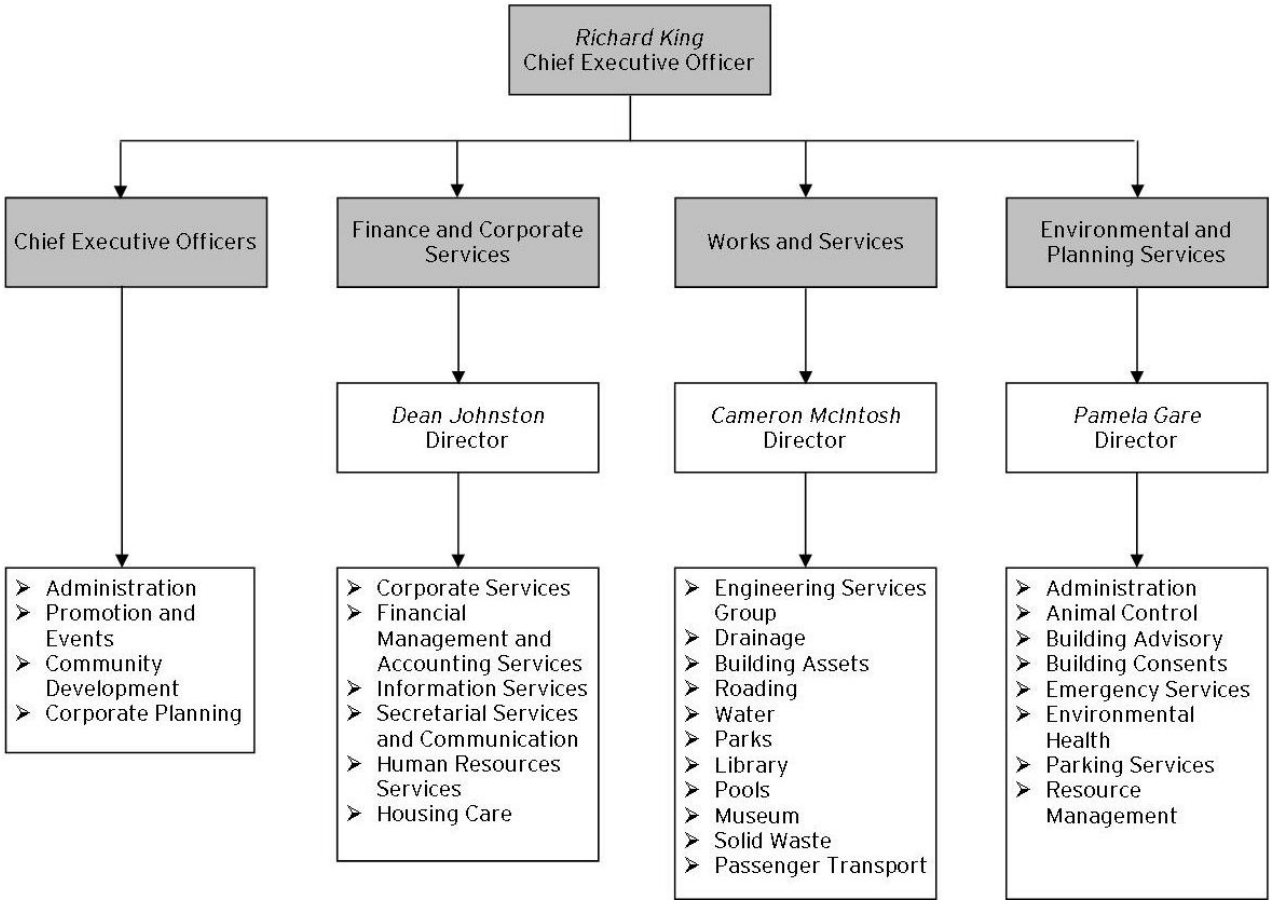
Activity	Manager's Directorate	Standing Committee
Roading	Works and Services	Infrastructure and Services
Public Toilets	Works and Services	Infrastructure and Services
Miscellaneous Buildings	Works and Services	Infrastructure and Services
Library and Archive	Works and Services	Community Services
Pools	Works and Services	Community Services
Museum	Works and Services	Community Services
Corporate Services	Finance	Finance and Policy
Housing Care	Finance	Community Services
Halls and Theatres	Invercargill Venue and Events Management	Finance and Policy

Figure 1.2: Organisation Structure, Elected Council



Council staff work within four Directorates and make reports about council activities to the corresponding Standing committee of elected Councillors. See Figure 1.3.

Figure 1.3: Organisation Structure, Council Staff



Appendix B - Building Service Level Agreements

Appendix C – Financial Projections

(Source: File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Budgets Buildings \ 55 Building Long Term Budget 2001-20406.xls)

And: File Plan \ Community Services\ Public Toilets \ Activity Management \ Budgets Public Toilets \ 51 Services Long Term Budget 2001-2040.xls)

Appendix D – Customer Satisfaction Survey – Public Toilets

Overall Satisfaction

Survey respondents were asked to detail their overall satisfaction with the Public Toilets Activity. Of those who responded 80.77% responded that they were either satisfied or very satisfied with the performance of the Public Toilets Activity.

Respondents were given the opportunity to make further comments on aspects of the Public Toilets Activity. Two common themes emerged from responses given. Respondents who made further comments would like Council to increase focus on the cleanliness of public toilets and having more public toilets available throughout the City.

Importance

Survey respondents were asked to rank different aspects of the Public Toilets Activity in order of their importance. The six aspects of the Public Toilets Activity that respondents were asked to rank were:

a) 24 hour access.
b) Access for mobility impaired.
c) Cleanliness.
d) Location.
e) Security.
f) Visibility of signage.

Of the above aspects the three most important aspects to respondents were, in order of importance:

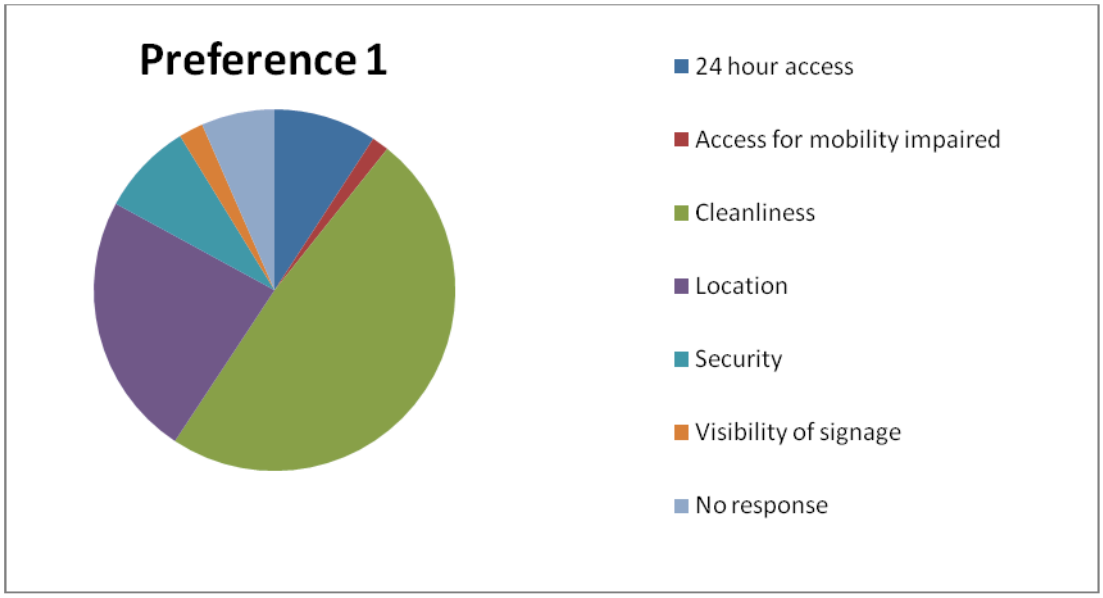
1. Cleanliness.
2. Location.
3. Security.

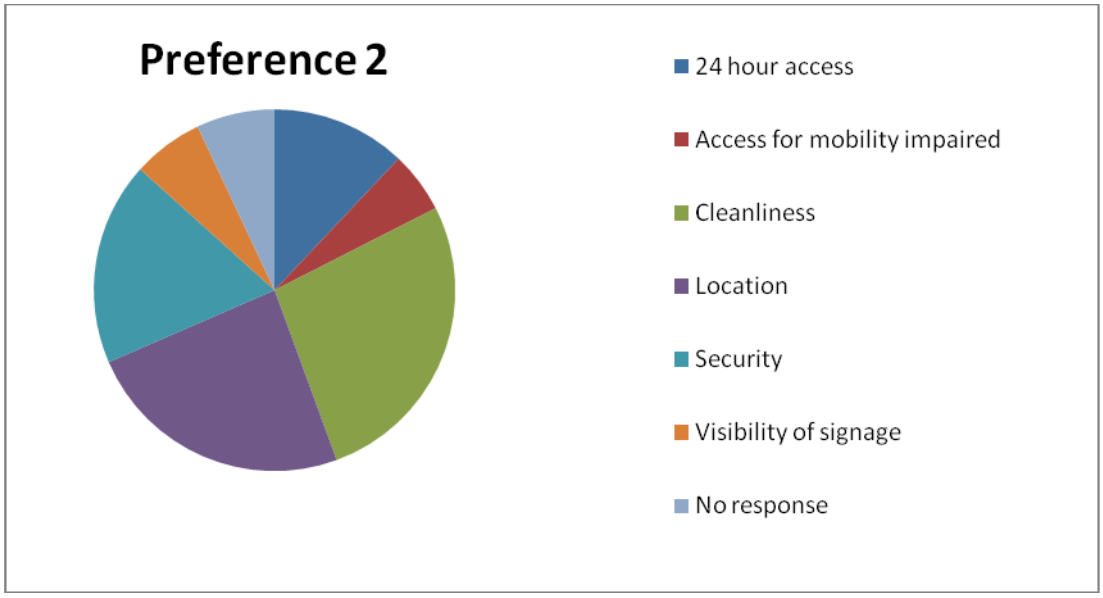
A survey undertaken in 2009 found that the three most important aspects were:

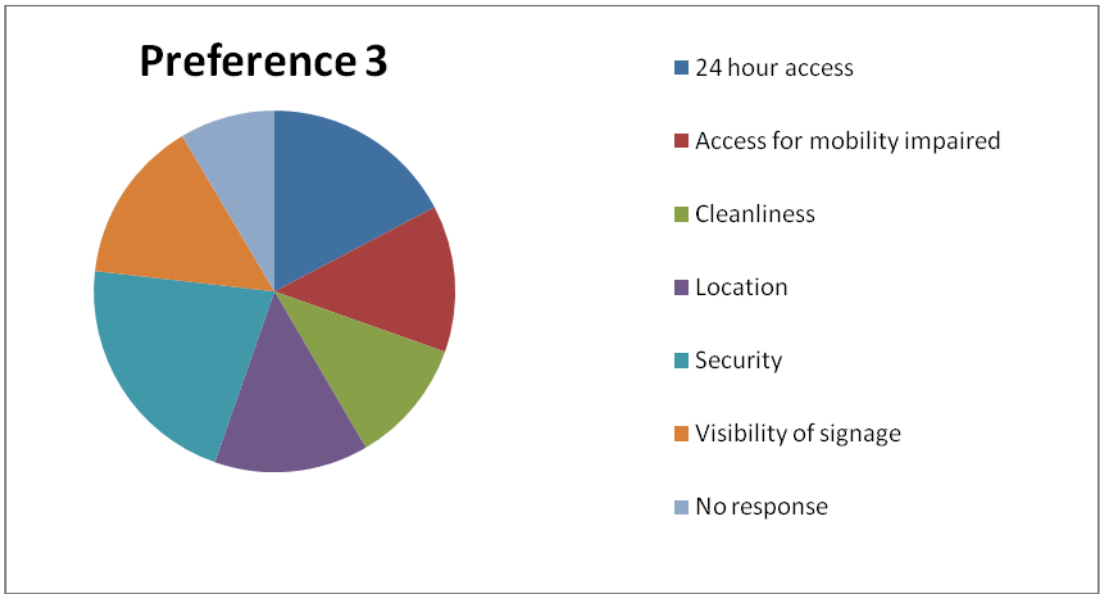
1. Cleanliness.
2. Location.
3. Security.

These results show that respondents continue to value the cleanliness and safety aspects of the Public Toilet service and that cleanliness is a very high priority with almost 50% of all respondents marking this as the most important aspect.

The graphs on the following page demonstrate the aspects of the Public Toilets Activity as they were placed within each respondent's first three preferences of importance.


Preference 1
24 hour access
Access for mobility impaired
Cleanliness
Location
Security
Visibility of signage
No response


Preference 2
24 hour access
Access for mobility impaired
Cleanliness
Location
Security
Visibility of signage
No response


Preference 3
24 hour access
Access for mobility impaired
Cleanliness
Location
Security
Visibility of signage
No response

Appendix E – Scheduled and Routine Maintenance

Schedule of Annual IQP Checks

(Source: File Plan \ Infrastructure Management \ Buildings \ Operations \ Warrant Of Fitness Buildings \ Building Warrant of Fitness Progress.xls, Sheet 200XAnn, Columns A, C, D, E, F, G)

Building	Key:		Current		Sent		Re-sent		Completed

	Compliance Schedule	IQP Company	Hansen PM Activity	Hansen Spot Insp	WO No.	PO No.	WO, PO and 12A sent	Rec'd	Action
Administration Building	**Expiry date:**	**27-Jan-08**							
Emergency Warning Systems	CS 3	Wormald	CABWMA	BWFCA					
Emergency Lighting Systems	CS 4	Fire Protection	CABFPA	BWFDA					
Automatic Back-flow Preventers	CS 7	Baxter and Neilson	CABBNA	BWFGA					
Passenger Carrying Lifts	CS 8/1	SGS Mandl	CABMIA	BWFH1A					
Mechanical Ventilation / Air Conditioning	CS 9	BL Rayner	CABRAA	BWFIA					
Mechanical, Electrical, Hydraulic or Electronic Systems	CS 10	Murch	CABMUA	BWFJA					
Building Maintenance Units	CS 11	PBI Ind	CABPIA	BWFKA					
Signs	CS 12	Fire Protection	CABFPA	BWFLA					
Means of Escape	CS 13	Fire Protection	CABFPA	BWFMA					
Access and Facilities for People with Disabilities	CS 15	Fire Protection	CABFPA	BWFOA					
Fire Hose Reels	CS 16	Fire Protection	CABFPA	BWFPA					
Archive	**Expiry date:**	**31-Mar-08**							
Automatic Sprinkler Systems	CS 1	Fire Protection	ARCFPA	BWFAA					
Emergency Warning Systems	CS 3	Fire Protection	ARCFPA	BWFCA					
Emergency Lighting Systems	CS 4	Fire Protection	ARCFPA	BWFDA					
Passenger Carrying Lifts	CS 8/1	SGS Mandl	ARCMIA	BWFH1A					
Means of Escape	CS 13	Fire Protection	ARCFPA	BWFMA					
Access and Facilities for People with Disabilities	CS 15	Fire Protection	ARCFPA	BWFOA					
Fire Hose Reels	CS 16	Fire Protection	ARCFPA	BWFPA					
Bluff Service Centre	**Expiry date:**	**4-Feb-08**							

	Compliance Schedule	IQP Company	Hansen PM Activity	Hansen Spot Insp	WO No.	PO No.	WO, PO and 12A sent	Rec'd	Action
Automatic Sprinkler Systems	CS 1	Wormald / FPIS	BSCWMA	BWFAA					
Emergency Warning Systems	CS 3	Wormald	BSCWMA	BWFCA					
Emergency Lighting Systems	CS 4	Fire Protection	BSCFPA	BWFDA					
Mechanical Ventilation / Air Conditioning	CS 9	Rayner	BSCRAA	BWFIA					
Mechanical, Electrical, Hydraulic or Electronic Systems	CS 10	Murch	BSCMUA	BWFJA					
Means of Escape	CS 13	Fire Protection	BSCFPA	BWFMA					
Safety Barriers	CS 14	Fire Protection	BSCFPA	BWFNA					
Access and Facilities for People with Disabilities	CS 15	Fire Protection	BSCFPA	BWFOA					
Fire Hose Reels	CS 16	Fire Protection	BSCFPA	BWFPA					
Bluff Pool	**Expiry date:**	**27-Jan-08**							
Emergency Lighting Systems	CS 4	Wormald	BPLWMA	BWFDA					
Mechanical Ventilation / Air Conditioning	CS 9								
Means of Escape	CS 13	Fire Protection	BPLFPA	BWFPA					
Access and Facilities for People with Disabilities	CS 15	Fire Protection	BPLFPA	"					
Civic	**Expiry date:**	**29-Sep-08**							
Automatic Sprinkler Systems	CS 1	Tansley	CIVTAA	BWFAA					
Emergency Warning Systems	CS 3	Tansley	CIVTAA	BWFCA					
Emergency Lighting Systems	CS 4	Tansley	CIVTAA	BWFDA					
Automatic Back-flow Preventers	CS 7	PBS	CIVPBA	BWFGA					
Passenger Carrying Lifts	CS 8/1	SGS Mandl	CIVMIA	BWFH1A					
Mechanical Ventilation / Air Conditioning									
Stagehouse HVAC	CS 9	Rayner	CIVRAA	BWFIA					
Auditorium HVAC	CS 9	Faul	CIVFAA	BWFIA					
Mechanical, Electrical, Hydraulic or									

	Compliance Schedule	IQP Company	Hansen PM Activity	Hansen Spot Insp	WO No.	PO No.	WO, PO and 12A sent	Rec'd	Action
Electronic Systems									
Flying System	CS 10	Theatre Systems	CIVTHA	BWFJ5A					
Stage Extension lift	CS10	SGS Mandl	CIVTHA	BWFJ6A					
Access Controlled doors	CS10	Fire Protection	CIVFPA	BWFJ7A					
Building Maintenance Units	CS 11	PBI Ind	CIVPIA	BWFKA					
Means of Escape	CS 13	Fire Protection	CIVFPA	BWFMA					
Access and Facilities for People with Disabilities	CS 15	Fire Protection	CIVFPA	BWFOA					
Fire Hose Reels	CS 16	Fire Protection	CIVFPA	BWFPA					
Library	**Expiry date:**	**23-Nov-08**							
Emergency Warning Systems	CS 3	Wormald	LIBWMA	BWFCA					
Emergency Lighting Systems	CS 4	Fire Protection	"	BWFDA					
Passenger Carrying Lifts	CS 8/1	SGS Mandl	LIBMIA	BWFH1A					
Mechanical Ventilation / Air Conditioning	CS 9	BL Rayner	LIBRAA	BWFIA					
Mechanical, Electrical, Hydraulic or Electronic Systems	CS 10	Murch	LIBMUA	BWFJA					
Signs	CS 12	Fire Protection	LIBFPA	BWFLA					
Means of Escape	CS 13	Fire Protection	LIBFPA	BWFMA					
Access and Facilities for People with Disabilities	CS 15	Fire Protection	LIBFPA	BWFOA					
Fire Hose Reels	CS 16	Fire Protection	LIBFPA	BWFPA					
Parking Building	**Expiry date:**	**27-Jan-08**							
Emergency Lighting Systems	CS 4	Fire Protection	PARFPA	BWFDA					
Passenger Carrying Lifts	CS 8/1	SGS Mandl	PARMIA	BWFH1A					
Signs	CS 12	Fire Protection	PARFPA	BWFMA					
Means of Escape	CS 13	Fire Protection	PARFPA	BWFMA					
Fire Hose Reels	CS 16	Fire Protection	PARFPA	BWFPA					

	Compliance Schedule	IQP Company	Hansen PM Activity	Hansen Spot Insp	WO No.	PO No.	WO, PO and 12A sent	Rec'd	Action
Scottish Hall	**Expiry date:**	**21-Dec-08**							
Emergency Warning Systems	CS 3	Wormald	SCOWMA	BWFCA					
Emergency Lighting Systems	CS 4	Fire Protection	SCOFPA	BWFDA					
Automatic Back-flow Preventers	CS 7	Baxter and Neilson	SCOBNA	BWFGA					
Means of Escape	CS 13	Fire Protection	SCOFPA	BWFMA					
Access and Facilities for People with Disabilities	CS 15	Fire Protection	SCOFPA	BWFOA					
Fire Hose Reels	CS 16	Fire Protection	SCOFPA	BWFPA					
Splash Palace	**Expiry date:**	**6-Jul-08**							
Emergency Warning Systems	CS 3	Wormald	SACWMA	BWFCA					
Emergency Lighting Systems	CS 4	"	"	BWFDA					
Automatic Back-flow Preventers	CS 7	Baxter and Neilson	SACBNA	BWFGA					
Mechanical Ventilation / Air Conditioning	CS 9	Rayner	SACRAA	BWFIA					
Mechanical, Electrical, Hydraulic or Electornic Systems	CS 10	Murch	SACMUA	BWFJA					
Means of Escape	CS 13	Fire Protection	SACFPA	BWFMA					
Safety Barriers	CS 14	"	"	BWFNA					
Access and Facilities for People with Disabilities	CS 15	"	"	BWFOA					

Routine Maintenance

(Source: File Plan \ Infrastructure Management \ Buildings \ Strategy and Policy \ Procedures Property \ Routine Maintenance Buildings.doc)

ROUTINE MAINTENANCE PROCEDURE

(Beginning of month)

A. GENERATE UNIT SCHEDULED MAINTENANCE:

- **Hansen** select: 'PM / Generate Unit Scheduled WO'.
- Click "Generate Thru" field, right click / click first work day of the month / click Green Tick (OK) or press Ctrl+K.
- Click "Assign to" field, right click / click line of PAULH / double click or click "select" or press Ctr+S.
- Click: "Print Options / Summary".
- Click "Add" or press Ctrl+A

B. GENERATE GROUP SCHEDULED MAINTENANCE

- **Hansen** select: 'PM / Group Sched Project'
- Click "Generate Thru" field, right click / click first work day of the month / click Green Tick (OK) or press Ctrl+K.
- Click "Assign to" field, right click / click line of PAULH / double click or click "select" or press Ctr+S.
- Select: "Print Options / Project Summary".
- Click "Add" or press Ctrl+A.

C. PRINT AND DISTRIBUTE MAINTENANCE WORK ORDERS AND PURCHASE ORDERS

- Carry out instructions in "Activity Comments" tab for printing and distribution of Purchase Orders and Work Orders for each scheduled maintenance item generated.
- To inspect "Activity Comments" text click on: Hansen / Work Order / Activity / Activity Definition / insert 'activity name' / Ctrl+L / 'Comments' tab.

D. CREATE PURCHASE ORDER AND WORK ORDERS

- **MS Dynamics AX**
- select 'Purchase Order Details'
- Select 'New'.
- Create Purchase Order with one line for each asset, see individual details in Work Order "Activity Comments"
- Print two copies of P.O.
- File plain paper copy for later matching with invoice.

HANSEN

- Select: 'Customer / Service Request.
- Enter JDE P.O. No. in the 'Service #' field.
- Select 'Problem', select 'Purchase Order'.
- Click 'Add' or press Ctrl + A.
- Select 'Info'' tab
- Select 'Inspect'
- Select 'Inspection Completed' field by a right click in the field then a left click to select the current date.
- Click 'OK' or press Ctrl + K
- Click 'Update' or press Ctrl + U.

HANSEN

- Select: 'Work Order / Work Order'.
- For each W.O.:
- Enter W.O. No. in the 'Work Order #' field.
- Click 'Load' or press 'Ctrl + L'.
- Enter name in 'Initiated By' field.
- Enter JDE P.O. No. (i.e. Hansen Service No.) in the 'Service #' field
- Click 'Update' or press Ctrl + U.
- Select: 'Print', tick 'Work Order' (for maintenance) AND 'Spot Inspection' (for inspections) selection boxes.
- Print W.O.
- Post P.O. and W.O.s to supplier, see individual details

E. CREATE REPETITIVE PURCHASE ORDERS (ANNUALLY IN JULY)

- **MS Dynamics AX**
- Select 'Purchase Order Details'
- Select 'New'
- Select Supplier: see individual details.
- Create Purchase Order with one line for each item and number of units for number of repetitions (months, quarters etc), see individual details in Work Order ''Activity Comments
- Print copies of P.O. for each month / quarter. Do not send to supplier, invoice will be provided by them.
- File copies for later matching with invoices.
- Note:
- Carry out HANSEN Customer / Service Request procedure in Section D ONCE when the July WO is generated.
- Carry out HANSEN Work Order / Work Order' procedure in Section D above for Work Orders as they are generated each month / quarter.

F. COMPLETE WORK ORDERS

HANSEN

- Select: 'Work Order / Work Order'.
- For each W.O:
- Enter W.O. No. in the 'Work Order #' field.
- Click 'Load' or press 'Ctrl + L'
- Click 'Costs' tab
- Click 'Insert'
- Click "Contractor ID" field, right click / scroll to contractor / click line of contractor / double click or click "Select" or press "Ctr+S"
- Click "Usage" field, enter '1'.
- Click "Rate" field, enter invoice item cost (excluding GST)
- Click Comments field and note month / quarter of payment / Invoice number etc.
- Click "Add" or press "Ctr+A"
- Click "Close" or press "Esc".
- Click "Work Order" tab at bottom of Dialague box.
- Click "Completed" field, right click / click chosen date / click 'OK' (green tick icon).
- Click "Comp by" field, right click / click line of employee / double click or click "Select" or press "Ctr+S".
- Click "Update" field or press "Ctr+U".

If this is the last open Work Order on a Service Number, to "Resolve" the Service number:

- Click "Yes".
- Click "Resolution Date" field, right click / click chosen date / click 'OK'.
- Click "Resolution Code" field, right click / click line of 'Invoice Received' / double click or click "Select" or press "Ctr+S".

Click "Close" or press "Esc".

G. COMPLETE PURCHASE ORDERS UPON RECEIPT OF INVOICES

- **MS Dynamics AX**
- For each invoice
- select 'Purchase Order Details'
- Select Order No. in 'Purchase Order' column
- Update "Quantity' and 'Unit Price" fields excluding GST.
- Enter other lines as required for purchase of multiple items.
- Click "Posting / Purchase Order" to print copy if required.
- Click "Close"
- Stamp Invoice with "Approved for Payment" in red
- Initial and date
- Match invoice to printed copy of invoice, send via internal mail to Accounts payable clerk.

Appendix F – 1: After Hours Contacts

Information held by Building, Asset Manager.

(Source: File Plan \ Infrastructure Management \ Buildings \ Strategy and Policy \ Procedures Property \ Buildings a.h. Trades Rev3.doc

Appendix F – 2: After Hours Key Holders

Information held by Building Assets Manager.

(Source: File Plan \ Infrastructure Management \ Buildings \ Strategy and Policy \ Procedures Property \ Buildings a.h. keyholders Rev3.doc

Appendix G – Leases and Contracts

Leases:

Description	Commencement Date	Terms	Renewal Dates	Expiry Date	Annual Rental	Rent Payment Dates	Rent Review Dates
Bluff Senior Citizens Centre	1 Jun 1990	21 years		1 Jun 2011	$1	1 Apr and 1 Oct each year	1 Jun 1995 1 Jun 2000 1 Jun 2005 1 Jun 2010
Windsor Toilet	1 Jul 2004	1 of 3	30 Jun 2007	30 Jun 2010	$520 + GST	1st day of month commencing 1 Nov 2004	30 Jun 2007
Police Community Base office	1 Jan 2008	2 of 3 years	1 Jan 2011, 1 Jan 2014	31 Dec 2016	$6,000 + GST	1st day of month commencing 1 Jul 2008	1 Jan 2011 1 Jan 2014
Car Park					$26,500 + GST	1st day of month commencing	

Contracts:

Description	Commencement Date	Term	Expiry Date	Contract Sum
Wachner Place Public Toilet Cleaning	1 Sep 2007	1 year	31 Aug 2008	$99,966 p.a. incl GST

Appendix H – 1: Wachner Place Cleaning Contract

(Source: File Plan \ Infrastructure Management \ Buildings \ Contracts \ Wachner Place Public Toilet – Cleaning Contract \ C-5-229.doc. Object ID A54516

Appendix I – Parking Building Memorandum Of Transfer 1196863.1

Parking Building Memorandum of Transfer:

Appendix J – Location Plan

(Source: File Plan \ Infrastructure Management \ Buildings \ Activity Management \ Asset Management Planning Property \ icc_building_assets.pdf)