



PALMERSTON NORTH CITY COUNCIL

AGENDA

**EXTRAORDINARY ARTS, CULTURE
AND HERITAGE COMMITTEE**

9.00AM, MONDAY 25 JUNE 2018

COUNCIL CHAMBER, FIRST FLOOR,
CIVIC ADMINISTRATION BUILDING,
32 THE SQUARE, PALMERSTON NORTH



MEMBERSHIP

Rachel Bowen (Chairperson)

Jim Jefferies (Deputy Chairperson)

Grant Smith (The Mayor)

Susan Baty

Vaughan Dennison

Brent Barrett

Karen Naylor

Adrian Broad

Bruno Petrenas

Gabrielle Bundy-Cooke

Tangi Utikere

Agenda items, if not attached, can be viewed at:

**pncc.govt.nz | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library**

Heather Shotter

Chief Executive, Palmerston North City Council

Palmerston North City Council

W pncc.govt.nz | E info@pncc.govt.nz | P 356 8199

Private Bag 11034, 32 The Square, Palmerston North



EXTRAORDINARY ARTS, CULTURE AND HERITAGE COMMITTEE MEETING

25 June 2018

MEETING NOTICE

Pursuant to Clause 21 of Schedule 7 of the Local Government Act 2002, I hereby requisition an extraordinary meeting of the Arts, Culture and Heritage Committee to be held at 9.00am on Monday, 25 June 2018 in the Council Chamber, first floor, Civic Administration Building, 32 The Square, Palmerston North, to consider the business stated below.



CHAIRPERSON

ORDER OF BUSINESS

NOTE: The Arts, Culture and Heritage Committee meeting coincides with the ordinary meeting of the Council. The format for the meeting will be as follows:

- Arts, Culture and Heritage Committee will open and adjourn immediately to resume following the Council meeting
- Council will open, conduct its business and then close.

1. Apologies

2. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

3. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

4. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

(NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made in accordance with clause 2 above.)

5. Presentation - Manawatu Writer's Festival 2018

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6. Presentation - Snails Artist Run Space

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7. Minutes of the Arts Culture and Heritage Committee meeting of 16 April 2018

Page 11

8. Cultural Facilities - Renewal Plans and Operating Budgets Page 19

Memorandum, dated 11 May 2018 from the Parks & Property Manager, John Brenkley and the Senior Property Assets Officer, Jocelyn Broderick.

9. Identified Military Heritage Opportunities Page 63

Memorandum, dated 24 May 2018 from the Policy Planner, Matthew Mackay.

10. Committee Work Schedule Page 71

11. Exclusion of Public

To be moved:

“That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for passing this resolution

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

Chief Executive (Heather Shotter), Chief Financial Officer (Grant Elliott), General Manager, City Enterprises (Ray McIndoe), General Manager, City Future (Sheryl Bryant), General Manager, City Networks (Ray Swadel), General Manager, Customer Services (Peter Eathorne), General Manager, Libraries and Community Services (Debbie Duncan), Human Resources Manager (Wayne Wilson), General Manager, Marketing and Communications (Sacha Haskell), and Communications Advisor (name) because of their knowledge and ability to provide the meeting with advice on matters both from an organisation-wide context (being members of the Council's Management Team) and also from their specific role within the Council.

Legal Counsel (John Annabell), because of his knowledge and ability to provide the meeting with legal and procedural advice.

Acting Governance and Support Team Leader (Stuart McKinnon) and Committee Administrators (Penny Odell and Rachel Corser), because of their knowledge and ability to provide the meeting with procedural advice and record the proceedings of the meeting.

[Add Council Officers], because of their knowledge and ability to assist the meeting in speaking to their report and answering questions, noting that such officer will be present at the meeting only for the item that relate to their respective report.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

PRESENTATION

TO: Arts, Culture and Heritage Committee

MEETING DATE: 25 June 2018

TITLE: Presentation - Manawatu Writer's Festival 2018

RECOMMENDATION(S) TO ARTS, CULTURE AND HERITAGE COMMITTEE

1. That the Arts, Culture and Heritage Committee receive the presentation for information.

SUMMARY

Rachel Dore will make a presentation to the Committee regarding Artzine, Writer's Camp and the Manawatu Writer's Festival 2018.

ATTACHMENTS

Nil

PRESENTATION

TO: Arts, Culture and Heritage Committee

MEETING DATE: 25 June 2018

TITLE: Presentation - Snails Artist Run Space

RECOMMENDATION(S) TO ARTS, CULTURE AND HERITAGE COMMITTEE

1. That the Arts, Culture and Heritage Committee receive the presentation for information.

SUMMARY

Kirsty Porter will make a presentation to the Committee regarding an update on the Snails Artist Run Space.

ATTACHMENTS

Nil

MEMORANDUM

TO: Arts, Culture and Heritage Committee

MEETING DATE: 25 June 2018

TITLE: Minutes of the Arts Culture and Heritage Committee meeting of 16 April 2018

DATE: 18 June 2018

AUTHOR/S: Rachel Corser, Committee Administrator, City Corporate

RECOMMENDATION(S) TO ARTS, CULTURE AND HERITAGE COMMITTEE

1. That the minutes of the Arts, Culture and Heritage Committee meeting of 16 April 2018 Part I Public be confirmed as a true and correct record.
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ATTACHMENTS

1. Minutes [↓](#) 

Rachel Corser
Committee Administrator

PALMERSTON NORTH CITY COUNCIL

Minutes of the Arts, Culture and Heritage Committee Meeting Part I Public, held in the Council Chamber, First Floor, , Civic Administration Building, 32 The Square, Palmerston North on 16 April 2018, commencing at 9.02am

Members	Councillor Rachel Bowen (in the Chair), The Mayor (Grant Smith) and
Present:	Councillors Susan Baty, Brent Barrett, Adrian Broad, Gabrielle Bundy-Cooke, Jim Jefferies, Bruno Petrenas and Tangi Utikere.
Non Members:	Councillors Leonie Hapeta, Lorna Johnson, Duncan McCann and Aleisha Rutherford.
Apologies:	Councillors Lew Findlay QSM, Jim Jefferies (early departure) and Duncan McCann (early departure).

Councillor Vaughan Dennison was present when the meeting resumed at 10.33am. He was not present for clause 7.

Councillor Karen Naylor was present when the meeting resumed at 10.33am. She was not present for clause 7.

Councillor Aleisha Rutherford left the meeting at 11.03am after consideration of clause 10. She entered the meeting again at 11.39am during consideration of clause 11. She was present for all clauses.

Councillor Duncan McCann left the meeting at 12.15pm during consideration of clause 11. He was not present for clauses 11 to 14 inclusive.

The Mayor (Grant Smith) was not present when the meeting resumed at 1.48pm. He entered the meeting again at 1.56pm. He was present for all clauses.

Councillor Leonie Hapeta was not present when the meeting resumed at 1.48pm. She entered the meeting again at 1.56pm. She was present for all clauses.

7-18 Apologies

Moved Rachel Bowen, seconded Bruno Petrenas.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 7-18 above was carried 13 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

The meeting adjourned at 9.03am.

The meeting resumed at 10.33am.



When the meeting resumed Councillors Vaughan Dennison and Karen Naylor were present.

8-18

Presentation - Manawatu Jazz Club

David Edge, President of the Manawatu Jazz Club and Chair of the Festival Committee, made a presentation to the Committee regarding the 2018 Annual International Jazz and Blues Festival.

Mr Edge mentioned that it was the Manawatu Jazz Club's 50th anniversary and spoke about the different events that would be at the festival, which included six concerts and an added extra educational event. The two guest groups would be River City Jazz from Christchurch and Wellington City Jazz and the headline act, sponsored by Central Energy Trust, was Robben Ford who was a great guitar player. Mr Edge also mentioned that as the festival had grown over the years, it had become more of a public event allowing casual people to come and join.

Moved Rachel Bowen, seconded Grant Smith.

The **COMMITTEE RESOLVED**

1. That the Arts, Culture and Heritage Committee receive the presentation for information.

Clause 8-18 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Abstained:

Councillor Leonie Hapeta.

9-18

Confirmation of Minutes

Moved Aleisha Rutherford, seconded Tangi Utikere.

The **COMMITTEE RESOLVED**

1. That the minutes of the Arts, Culture and Heritage Committee meeting of 12 February 2018 Part I Public be confirmed as a true and correct record.

Clause 9-18 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Abstained:

The Mayor (Grant Smith).

10-18

Joint Marketing of Cultural Council Controlled Organisations

Memorandum, dated 19 March 2018 from the Manager - Community



Engagement, Ian Littleworth.

In discussion it was noted that there could be much more marketing for the cultural Council Controlled Organisations and how it would be good to have some expertise on it.

Moved Leonie Hapeta, seconded Vaughan Dennison.

The COMMITTEE RECOMMENDS

1. That the memorandum titled "Joint Marketing of Cultural Council Controlled Organisations" and dated 19 March 2018 from the Manager – Community Engagement, be received for information.
2. That the joint marketing of Cultural Council Controlled Organisations be referred to the Chief Executive and be reported back to the Arts, Culture and Heritage Committee in October 2018.

Clause 10-18 above was carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Duncan McCann, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Councillor Aleisha Rutherford left the meeting at 11.03am.

11-18 Cultural CCOs Six Month Reports to December 2017 and Draft Statements of Intent 2018-2021

Memorandum, dated 26 March 2018 from the Community Funding Coordinator, Rebecca Hofmann and the Management Accountant, Matt Duxfield.

In discussion it was noted that there was some concern with the cultural facilities maintenance budgets.

Councillor Aleisha Rutherford entered the meeting again at 11.39am.

Councillor Duncan McCann left the meeting at 12.15pm.

The meeting adjourned at 12.51pm.

The meeting resumed at 1.48pm.

When the meeting resumed The Mayor (Grant Smith) and Councillor Leonie Hapeta were not present.

The Mayor (Grant Smith) entered the meeting again at 1.56pm.

Councillor Leonie Hapeta entered the meeting again at 1.56pm.

Moved Rachel Bowen, seconded Tangi Utikere.

The COMMITTEE RECOMMENDS

1. That Council receive the six month reports to December 2017 submitted by Globe Theatre Trust Board, Te Manawa Museums Trust, Caccia Birch Trust



- Board and Regent Theatre Trust (the cultural Council Controlled Organisations).
2. That Council receive the draft Statements of Intent 2018–2021 submitted by the cultural Council Controlled Organisations.
 3. That Council note the below item to be addressed by the cultural Council Controlled Organisations in drafting their final Statements of Intent.
 - (i) Amend The Regent Theatre Trust Board's Statement of Intent to include a KPI for "a trend of increasing audience numbers, as measured by a 3 year average".
 4. That Council refer to the 10 Year Plan an additional grant to remunerate Regent Theatre Trust Board, Caccia Birch Trust Board and Globe Theatre Trust Board for trustee meeting fees, and that in the final Statements of Intent this grant is to be shown as not adjusted for inflation.

Clauses 11.1 to 11.4 inclusive above were carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Susan Baty, seconded Rachel Bowen.

5. That the Chief Executive be instructed to present maintenance and renewal plans and budgets for the cultural facilities to the May 2018 Finance and Performance Committee meeting.

Clause 11.5 above was carried 12 votes to 0, with 2 abstentions, the voting being as follows:

For:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Abstained:

The Mayor (Grant Smith) and Councillor Leonie Hapeta.

12-18

Caccia Birch - Request for Support

Memorandum, dated 19 March 2018 from the Manager - Community Engagement, Ian Littleworth.

Moved Rachel Bowen, seconded Leonie Hapeta.

The COMMITTEE RESOLVED

1. That the memorandum titled "Caccia Birch – Request for Support" and dated 19 March 2018 from the Manager – Community Engagement, be received for information
2. That this work item now be removed from the Arts, Culture and Heritage



Committee Work Schedule.

Clause 12-18 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

13-18

Conference Opportunity - LGNZ The Chairing Practice Workshop

Memorandum, dated 3 April 2018 from the Committee Administrator, Carly Chang.

Moved Susan Baty, seconded Lorna Johnson.

The **COMMITTEE RESOLVED**

1. That the Committee approve the attendance of any elected members to attend, with expenses paid, the LGNZ 'The Chairing Practice Workshop' being held in Wellington on 3 May 2018.
2. That registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Committee Administrator, Carly Chang, by 12 noon Wednesday 18 April 2018.

Clause 13-18 above was carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Leonie Hapeta, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Moved Aleisha Rutherford, seconded Leonie Hapeta.

Note:

On a motion that:

1. That the Committee approve the attendance of Chairpersons and Deputy Chairpersons to attend, with expenses paid, the LGNZ 'The Chairing Practice Workshop' being held in Wellington on 3 May 2018.
2. That registrations of interest be invited from elected members wishing to attend, with expenses paid, and advise the Committee Administrator, Carly Chang, by 12 noon Wednesday 18 April 2018.

The motion was lost 6 votes to 8, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Adrian Broad, Vaughan Dennison, Leonie Hapeta, Bruno Petrenas and Aleisha Rutherford.

Against:

Councillors Susan Baty, Brent Barrett, Rachel Bowen, Gabrielle Bundy-Cooke, Jim Jefferies, Lorna Johnson, Karen Naylor and Tangi Utikere.

**14-18 Committee Work Schedule**

Moved Rachel Bowen, seconded Karen Naylor.

The **COMMITTEE RESOLVED**

1. That the Arts, Culture and Heritage Committee receive its Work Schedule dated April 2018.

Clause 14-18 above was carried 13 votes to 1, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Susan Baty, Brent Barrett, Rachel Bowen, Adrian Broad, Gabrielle Bundy-Cooke, Vaughan Dennison, Jim Jefferies, Lorna Johnson, Karen Naylor, Bruno Petrenas, Aleisha Rutherford and Tangi Utikere.

Against:

Councillor Leonie Hapeta.

The meeting finished at 2.26pm

Confirmed 11 June 2018

Chairperson

MEMORANDUM

TO: Arts, Culture and Heritage Committee

MEETING DATE: 25 June 2018

TITLE: Cultural Facilities - Renewal Plans and Operating Budgets

DATE: 11 May 2018

AUTHOR/S: John Brenkley, Parks & Property Manager, City Networks
Jocelyn Broderick, Senior Property Assets Officer, City Networks

RECOMMENDATION(S) TO COUNCIL

1. That the Committee note the maintenance and renewal provisions for the Cultural Facilities Portfolio, as outlined in this 11 June 2018 memorandum.

ISSUE

- 1 The Arts, Culture and Heritage Committee Meeting on 16 April 2018 was presented with a memorandum entitled *Cultural CCOs Six Month Reports to December 2017 and Draft Statements of Intent 2018-2021*. In discussion it was noted that there was some concern with the cultural facilities maintenance budgets. As a result a fifth recommendation was proposed and accepted : *-That the Chief Executive be instructed to present maintenance and renewal plans and budgets for the cultural facilities to the May 2018 Finance and Performance Committee meeting*. The timing to have a report ready for the May 2018 Finance and Performance Committee was not possible and the report has been redirected to the June 11 2018 Arts, Culture and Heritage Committee as a late report.

BACKGROUND

- 2 Council's Cultural Facilities asset portfolio consists of buildings that provide opportunities for residents and visitors to participate in arts and cultural events as well as provide access to information and knowledge in our City.
- 3 City Networks Parks and Property Division is the asset manager for these properties and is responsible for ensuring these properties are well maintained and fit for

purpose. The Capital Renewal schedule for Cultural Facilities is provided under **Appendix 1.**

- 4 There are several influences that determine the renewal works for each asset. The first is the asset information stored in the Asset Management System, SPM Assets. SPM Assets is a lifecycle based management tool that schedules renewal works over the lifetime of each component that makes up the asset.
- 5 SPM Assets has been in place for 5 years and records the assets, their components and expected component lives. Staff from SPM Assets helped Council to set up the system and provided the first condition assessment data for the cultural facilities portfolio. Understanding the assets is the starting point for the asset management process and includes information such as identification of all components, their value and their age. To accurately value assets, sufficient data is needed to calculate replacement cost and remaining life.
- 6 City Networks is responsible for the fabric of the building, the tenants are responsible for the internal fit out items.
- 7 All of the cultural facilities have had a condition grade inspection completed. This information has been entered into SPM and forms the starting point for the compiling the renewal upgrade programme. The condition grade inspections are undertaken every 3 years.
- 8 As the SPM system is developed over time more information will be included such as seismic assessments, services investigations and operations and maintenance data. At present this information has been collected separately for individual facilities.
- 9 The seismic assessments have been carried out as part of a wider Council buildings seismic strengthening programme. The Council's buildings were assessed as part of a city wide review carried out by Building Services Team. The City Library, The Regent Theatre, The Globe Theatre, The Art Gallery and Creative Sounds had initial assessments that indicated they were not earthquake prone buildings. Caccia Birch was initially considered to be earthquake prone however recent strengthening work has raised the structural strength to an acceptable level. Square Edge (front and back) and the buildings that make up Te Manawa were assessed to be earthquake prone. Based on the initial assessments secondary assessments were carried out and programmes to strengthen these buildings have been included in the 10 Year Plan.

- 10 A heating, ventilation and air conditioning services condition report was undertaken by COR Associates in March 2017 on all of Councils cultural facilities excluding the City Library. The City Library was not included in this assessment because at the time the Library of the Future project was scheduled for 2017/18 and asset renewal work was to be included as part of that project. The information received in the COR Associates report has been entered into SPM. A copy of this report is attached as **Appendix 2**.
- 11 Operations and maintenance work is carried out by City Enterprises Operations Team through a Facilities Management Agreement. This sets out the requirements for maintenance and compliance work is work that is required to keep the facility open on a daily basis to ensure the building is safe for its users. This work is managed by City Networks, via City Enterprises who are contracted internally. A copy of the Facilities Management Agreement is attached in **Appendix 3**.
- 12 The work categories covered in the Facilities Management Agreement include - general maintenance, planned maintenance, emergency callout, routine maintenance, grounds maintenance, cleaning, graffiti removal, condition assessment inspections, Building Warrant of Fitness, fire alarms and lift maintenance. The agreement sets out the work to be delivered under these categories.
- 13 In conjunction with condition grading, asset managers meet regularly with the Facility Managers to ensure that planned renewal works are also meeting the need of the users of the facility.
- 14 The renewal budget sits under Programme 213 - Cultural Facilities Renewals.
- 15 The day to day operation and upkeep of the cultural facilities is undertaken by the following appointed boards:
 - Globe Theatre Trust Board
 - Regent Theatre Trust Board
 - Community Arts Palmerston North (Square Edge)
 - Te Manawa Trust Board
 - Caccia Birch Trust Board

16 The Library facilities are operated by the Library & Community Services Unit within Council. This Unit also manages the relationship with Creative Sounds.

17 The buildings that sit in the Cultural Facilities portfolio include -

- City Library
- Globe Theatre
- Regent Theatre
- Square Edge
- Te Manawa / Art Gallery
- Creative Sounds
- Caccia Birch

City Library

Renewal Work impacted by Library of the Future Project

- 18 The Library of the Future (LOF) programme was approved in the 2015/25 Long Term Plan, with work to develop the scope of the project commencing in 2016.
- 19 As it was anticipated that the project would incorporate the upgrade or replacement of a number of existing features, ongoing renewal programmes were placed on hold.
- 20 The Central Library facility is a complex building dating from pre 1928. It has had a number of alterations over the years, with the largest being the incorporation of the South Wing in 1994. The design phases of the LOF programme development have revealed a number of issues that require further investigation, particularly in view of the building's complexity.
- 21 These have indicated that further assessment work has been required for Council to better understand the needs of the building, to ensure that an appropriate programme of remedial/upgrade work may be planned in the most effective and efficient manner.

- 22 The assessments have included all aspects of the structure (including weather tightness), services, fixtures/fittings and a full detailed seismic assessment (DSA) of the facility. These are close to completion, with some further testing relating to the DSA to be carried out over the next few weeks. It is anticipated that all of these assessments will be completed by the end of August 2018. At which time, a proposed integrated programme of work will be presented for Council's consideration.
- 23 As the extent of the scope of work required will not be known until all of the assessments have been completed, Council has (in its 10 Year Plan deliberations) resolved (subject to Audit NZ and final Committee of Council approval) to carry forward LOF and associated budgets and included \$7.7m in the budget over the next three years for required upgrades.
- 24 Accordingly the City Library provisions under Appendix 1 will be superseded by these building condition assessments.
- 25 It also needs to be noted that Programme 1120 covers building renewals for the two Council owned Branch (Community) Libraries at Ashhurst and Te Patikitiki.

Operating Budget

- 26 The annual costs relating to facilities maintenance and operations amount to \$174,841 per annum and are included in the Facilities Management Agreement. The annual cost is made up of :-

Exterior painting \$33,173 (annual contract)

Compliance Costs \$91,657. BWOF, Lift inspections, fire alarm servicing, backflow prevention, HVAC maintenance,

Reactive Maintenance \$50,011

Seismic Strengthening

- 27 The Central Library Building was not initially assessed to be earthquake prone under the Initial Evaluation Procedure and therefore no funding was allocated for seismic strengthening.

- 28 Subsequent Detailed Seismic Assessment work has been carried out by Lewis Bradford Associates as part of the library building condition assessment.

The Globe Theatre

SPM Assets Renewal Work schedule

- 29 The following programmes have been identified as renewals under the SPM Assets renewal schedule.

2017/18 stage rigging in the main theatre. Although the stage rigging does not sit as a building component of City Networks, Officers are working with the building manager to provide assistance with structural design elements.

2019/20 \$105,000 for heating/cooling upgrade of the main theatre.

2020/21 \$145,000 for the shower/toilet upgrade in the rear of the theatre.

2025/26 \$200,000 for interior finishes.

Operating Budget

- 30 The annual costs relating to facilities maintenance and operations amount to \$41,373 per annum and are included in the Facilities Management Agreement. The annual cost is made up of :-

Exterior painting (annual contract) \$4,325

Compliance Costs \$5,940. BWOFF, fire alarm servicing, backflow prevention, HVAC maintenance

Reactive Maintenance \$18,100

Planned Maintenance \$13,008 carpet replacement, lighting upgrade, interior painting

Seismic Strengthening

- 31 From the Initial Evaluation Procedure (IEP) the Globe Theatre Building is not classified as earthquake prone and therefore does not have funding allocated for seismic strengthening.

The Regent Theatre

SPM Assets Renewal Work schedule

- 32 The following programmes have been identified as renewals under the SPM Assets renewal schedule.

An energy audit is being completed this month to look at energy cost savings for the theatre.

2018/19 \$15,000 for replacement of lighting throughout the theatre to LED's.

2020/21 \$95,000 for carpet renewals in the theatre foyer.

2023/24 \$450,000 for exterior cladding / dressing room refurbishments.

2024/25 \$200,000 for continuation of cladding / dressing room refurbishments

2025/26 \$120,000 for interior finishes.

Operating Budget

- 33 The annual costs relating to facilities maintenance and operations amount to \$153,420 per annum and are included in the Facilities Management Agreement. The annual cost is made up of :-

Exterior Painting \$27,000 (annual contract)

Compliance Costs \$21,300. BWOFF, lift inspections, fire alarm servicing, backflow prevention, HVAC maintenance.

Reactive Maintenance \$22,800

Planned Maintenance \$11,000

Interior painting, lighting replacements \$71,320

Seismic Strengthening

- 34 From the IEP the Regent Theatre Building is not classified as earthquake prone and therefore does not have funding allocated for seismic strengthening.

Square Edge

SPM Assets Renewal Work schedule

- 35 The Square Edge buildings have been classified as earthquake prone; this has resulted in deferral of some renewal work until strengthening is completed.

In 2017/18 the lift in Square Edge was upgraded as the existing lift had reached the end of its serviceable life. There is no seismic work required in this location and the work was carried out. In conjunction with seismic work, fire compliance work will be required to bring the building up to compliance with the Building Code. There is allowance for this cost in the renewal budget

2019/20	\$200,000 for fire compliance upgrades that are needed throughout the building due to legislation.
2021/22	\$180,000 for 2 nd floor toilet renewals and remedial work required due to seismic strengthening.
2023/24	\$120,000 for roof renewal, including guttering / downpipes.
2023/24	\$110,000 for interior finishes in tenant spaces.
2024/25	\$180,000 for exterior / interior renewals in workshop spaces
2025/26	\$180,305 for interior finishes.

Operating Budget

- 36 The annual costs relating to facilities maintenance and operations amount to \$71,499 per annum and are included in the Facilities Management Agreement. The annual cost is made up of :-

Exterior Painting \$31,175 (annual contract)

Compliance Costs \$14,800. BWOFF, Lift inspections, fire alarm servicing, backflow prevention, HVAC maintenance

Reactive Maintenance \$25,524

Seismic Strengthening

- 37 From the IEP the Square Edge buildings have been classified as earthquake prone.
- 38 Beca Consultants were engaged to complete the initial IEP assessment and the subsequent DSA (Detailed Seismic Assessment). Work is continuing with Beca on further detailed design contract documentation and costings.
- 39 Funding for seismic strengthening works is scheduled from 2019/20 under Programme 902 - Seismic Strengthening of Council Buildings.
- 40 Regular meetings are being held with City Networks, the Manager of Square Edge and Beca Consultants. This programme of seismic strengthening work will be reported to Council when the design and documentation work is complete.

Te Manawa

SPM Assets Renewal Work schedule

- 41 Te Manawa has been classified as earthquake prone. This has resulted in deferral of renewal work until strengthening is completed.
- 42 The majority of work in Te Manawa was to be seismic strengthening and the reinstatement works that would have been required as part of that process. There were interior renewals originally scheduled for 2024/25 (\$112,913) and 2025/26 (\$350,000).

Operating Budget

- 43 The annual costs relating to facilities maintenance and operations amount to \$162,206 per annum and are included in the Facilities Management Agreement. The annual cost is made up of :-

Exterior painting \$23,175 (annual contract) Te Manawa

Exterior painting \$7,235 (annual contract) Art Gallery

Compliance Costs – BWOFF, Lift inspections (if required), fire alarm servicing, backflow prevention, HVAC maintenance \$42,400

Reactive Maintenance \$89,936

Seismic Strengthening

- 44 From the IEP the Te Manawa buildings have been classified as earthquake prone.
- 45 Silvester Clark Consulting was engaged to complete the initial IEP (Initial Evaluation Procedure) assessment and DSA (Detailed Seismic Assessments). Design, documentation and a programme of work is being prepared. Funding for seismic strengthening is scheduled for 2021/22 under Programme 902 Seismic Strengthening of Council Owned Buildings.
- 46 Decisions regarding seismic strengthening and renewal projects will depend on the outcome of the proposed redevelopment of Te Manawa, TM2025. Te Manawa Museums Trust has a proposal to redevelop the facility.
- 47 A part of this project includes earthquake strengthening work, which must be done to the building. If it is decided not to go ahead with the major upgrade, the Council will still need to spend \$4m on earthquake strengthening. If the redevelopment goes ahead, this earthquake proofing will be integrated into the project and will be covered by both the Council's contribution and the Trust's fundraising.

Art Gallery

SPM Assets Renewal Work schedule

- 48 The following programmes have been identified as renewals under the SPM Assets renewal schedule.
- 49 City Networks arranged for asbestos sampling. Results of this testing was positive. The removal of the asbestos is scheduled for August 2018.
- 50 Renewal funding is available in 2018/19 of \$190,000 for asbestos removal and then the replacement of ceilings throughout the gallery and flooring renewals.
- 51 The ceiling and flooring renewals were scheduled to be completed in 2020/21. This work has been bought forward to 2018/19 to coincide with advice from Te Manawa management that the closing of the Gallery.

Operating Budget

- 52 Art Gallery operational funding is incorporated into Te Manawa operating budget.

Seismic Strengthening

- 53 From the IEP the Art Gallery Building is not classified as earthquake prone and therefore does not have funding allocated for seismic strengthening.

Creative Sounds

SPM Assets Renewal Work schedule

- 54 Creative Sounds had a major upgrade in 2008. Council completed lighting upgrades in 2017/18. The building is currently meeting the needs of the users. The following programme has been identified as renewal under the SPM Assets renewal schedule.

2021/22 \$20,000 for floor coverings and wall treatments

Operating Budget

- 55 The annual costs relating to facilities maintenance and operations amount to \$11,170 per annum and are included in the Facilities Management Agreement. The annual cost is made up of :-

Compliance Costs \$2,450. BWOFF, fire alarm servicing, backflow prevention, HVAC maintenance,

Reactive Maintenance \$8,720

Seismic Strengthening

- 56 From the IEP the Creative Sounds Building is not classified as earthquake prone and therefore does not have funding allocated for seismic strengthening.

Caccia Birch

SPM Assets Renewal Work schedule

- 57 The following programmes have been identified as renewals under the SPM Assets renewal schedule.

2018/19 \$15,000 for lighting replacement – LED upgrades due to aged fittings

2019/20	\$80,000 to refurbish the carport
2020/21	\$75,700 for work on the lagoon embankment. This is for renewal of the existing steps and pathway and will not include a new retaining wall and platform at the lagoon edge.
2023/24	\$55,000 for resurfacing driveway and sealed areas.
2025/26	\$90,000 for “The Stables” exterior refurbishment.
2025/26	\$50,000 for interior finishes.

Operating Budget

58 The annual costs relating to facilities maintenance and operations amount to \$52,929 per annum and are included in the Facilities Management Agreement. The annual cost is made up of :-

Exterior painting \$25,400 (annual contract)

Compliance Costs \$4,000. BWOFF, Lift inspections, fire alarm servicing, backflow prevention, HVAC maintenance,

Reactive Maintenance \$23,529

Seismic Strengthening

59 From the IEP the Caccia Birch Building is not classified as earthquake prone and therefore does not have funding allocated for seismic strengthening.

NEXT STEPS

60 There is a need to improve the understanding of the Council’s property assets so that more accurate renewals and operational budgets can be established. Understanding how the condition and performance of the asset is changing over time can assist in understanding the best time to intervene with maintenance or replacement of assets so that service levels are maintained.

61 SPM Assets has a database of condition assessment information but does not currently include enough detailed assessments of structure, plant and mechanical and electrical componentry. Reports have been compiled for seismic strengthening

and some investigation has been carried out on HVAC condition, however further detailed assessment is required in these areas to gain a full understanding of the asset condition for each property.

- 62 In this regard the detailed building condition assessments for the City Library (Reference Clauses 21 to 23) will be treated as a “case study” and used as a model for gaining better asset condition information for the remainder of the Cultural Facilities Portfolio.
- 63 A programme for undertaking these remaining Cultural Facilities assessments will be established as asset management budgets allow.
- 64 From these assessments the Renewal Schedules will be updated and loaded into SPM Assets. That process will include sign off by the respective Facility Managers (referred to in Clauses 15 and 16) as a standard procedure going forward.
- 65 The operations and maintenance work is currently carried out under the Facilities Maintenance Agreement with City Enterprises. The operations and maintenance information is currently held under City Enterprises own systems and needs to be incorporated into the SPM Assets system.

COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide?	No
If Yes quote relevant clause(s) from Delegations Manual <Enter clause>	
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council’s policies or plans?	No

ATTACHMENTS

1. Cultural Facilities Renewals Eight Years [!\[\]\(48a7667d09d5a06397e047ee4537bb6f_img.jpg\) !\[\]\(3df135a685d1b545c4fa64a5f3516545_img.jpg\)](#)
2. Heating, Ventilation and Air Conditioning Services Condition Report [!\[\]\(de62294faded52808857591d246c2e7a_img.jpg\) !\[\]\(632b91ede65784e1fc241c52ebe20c23_img.jpg\)](#)
3. Facilities Management Agreement [!\[\]\(9e570ad7bd1e47f5a8419f32768deae0_img.jpg\) !\[\]\(6692b3d3a64e68ec6056ddd5389ee32a_img.jpg\)](#)

John Brenkley
Parks & Property Manager

Jocelyn Broderick
**Senior Property Assets
Officer**

Renewals										
213-Cultural Facilities - Replacement of Structures, Internal Fit Out and Services										
Programme 213										
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26		
Globe Theatre - Heating & Cooling in Globe One	-	-	-	-	-	-	-	-	-	-
Globe Theatre - wc/shower upgrades for theatre users	-	\$105,200	\$540,700	\$291,881	\$156,365	\$833,946	\$562,913	\$1,190,305	-	-
Globe Theatre - interior finishes	-	-	\$145,000	-	-	-	-	-	-	-
Regent Theatre - Upgrade of old light fittings to LED lights	\$15,000	-	-	-	-	-	-	\$200,000	-	-
Regent Theatre - Carpet renewal in Main Foyer	-	-	\$95,000	-	-	-	-	-	-	-
Regent Theatre - exterior cladding/ dressing room finishes	-	-	-	-	-	\$450,000	-	-	-	-
Regent Theatre - exterior cladding/ dressing room finishes cont.	-	-	-	-	-	-	\$200,000	-	-	-
Regent Theatre - interior finishes	-	-	-	-	-	-	-	\$120,000	-	-
Square Edge - Fire Safety Upgrades due to compliance	-	\$200,000	-	\$180,000	-	-	-	-	-	-
Square Edge - WC renewals and remedial work from strengthening works	-	-	-	-	-	\$120,000	-	-	-	-
Square Edge - Roofing including downpipes and Guttering	-	-	-	-	-	-	\$180,000	-	-	-
Square Edge - exterior cladding and interior finishes on the workshop spaces	-	-	-	-	-	-	-	\$185,305	-	-
Square Edge - interior finishes	-	-	-	-	-	\$110,000	-	-	-	-
Square Edge - interior finishes in tenant spaces	-	-	-	-	-	-	-	-	-	-
Te Manawa - interior finishes	-	-	-	-	-	-	\$112,913	\$350,000	-	-
Te Manawa -interior finishes	-	-	-	-	-	-	-	-	-	-
Art Gallery - Asbestos Removal, ceiling renewals, flooring upgrades	\$190,000	-	-	-	-	-	-	-	-	-
Creative Sounds - Floor covering and wall treatments	-	-	-	\$20,000	-	-	-	-	-	-
City Library - HVAC Work	-	-	\$225,000	-	-	-	-	-	-	-
City Library - HVAC Work	-	-	-	\$91,881	\$156,365	-	-	-	-	-
City Library - exterior cladding	-	-	-	-	-	\$100,000	-	-	-	-
City Library - space heaters & split ac unit upgrades	-	-	-	-	-	-	-	\$165,000	-	-
City Library - Interior finishes	-	-	-	-	-	-	\$25,000	-	-	-
Ashurst Library - interior finishes	-	-	-	-	-	-	\$45,000	-	-	-
Highbury Library - exterior finishes	-	-	-	-	-	-	-	\$30,000	-	-
Highbury Library - interior finishes	-	-	-	-	-	-	-	-	-	-
Caccia Birch - Upgrade of old light fittings to LED lights	\$15,000	-	-	-	-	-	-	-	-	-
Caccia Birch - Carport enclosure	-	\$80,000	-	-	-	-	-	-	-	-
Caccia Birch Embankment Work	-	-	\$75,700	-	-	-	-	-	-	-
Caccia Birch - Driveway & sealed areas	-	-	-	-	-	\$55,000	-	-	-	-
Caccia Birch- exterior refurbishments The Stables	-	-	-	-	-	-	-	\$90,000	-	-
Caccia Birch - interior finishes	-	-	-	-	-	-	-	\$50,000	-	-



PALMERSTON NORTH CITY COUNCIL

HEATING, VENTILATION AND AIR CONDITIONING SERVICES CONDITION REPORT

MARCH 2017 (REVISION 2)

COR Associates 14 North Tce Kelburn Wellington 6012
p +64 4 976 5043 e chris@corassociates.co.nz www.cora.co.nz

INSPECTION SCOPE AND PROCESS

The following condition report applies only to the heating, ventilation and air conditioning and gas-fire hot water cylinders. The inspections took place between 8 – 10th March 2017 by Chris Rowe with support from Trevor Anderson of AAC and Anne Rowe of CORA who attended for most of the inspections. The inspections were visual walkthrough only.

Some plant could not be accessed and we have noted this where applicable in the schedule. Some extract fans and their associated ductwork systems were not accessible or visible and these are not discussed in the schedule apart from in the general notes below. The plant ID numbers can be found in the Excel spreadsheet that should be read in conjunction with this report.

Where costs are shown, they should be used as rough order only and they must be verified by a design and tender process or by a suitably qualified quantity surveying company. Regular maintenance costs are not shown in this schedule and are not part of the scope of works. Decisions on expenditure should not be based on this schedule alone.

In the following table we have used a colour scheme to indicate the seriousness of any remediation as follows:



Critical issue such as plant likely to fail within a 0 – 2 years, serious health and safety concerns or serious seismic support / restraint concerns.

Not critical but important issue such as further inspections required / also energy improvements.

Indicates no action other than regular maintenance.

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
			CRITICAL	POOR	FAIR	GOOD	NEW					
General	GENERAL NOTES Seismic supports and restraints										We recommend that a suitably qualified structural engineer undertake a full survey of all HVAC plant and systems seismic supports and restraints.	-
General	Natural gas shut-off in seismic event											-
General	Refrigerant R22										Within the next five years, we would expect that all R22-based equipment would be at the end of its economic life and would	-

ITEM 9 - ATTACHMENT 2

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
			CRITICAL	POOR	FAIR	GOOD	NEW					
General	Gas-fired equipment							therefore the cost of R22 is likely to increase exponentially.			require replacement. Within this portfolio of buildings, there are a number of chillers and air conditioners using R22 which will require replacement within the next five years. R22 must be safely disposed of.	
General	ARENA 1										All gas-fired equipment must be tested by a registered gas fitter as noted on the compliance schedules for each building.	-
GL Boiler Rm	Raypak gas-fired boiler	1		✓	✓				Late 1980s	5-10	Refits in 2004 and 2011. Most plant dates from then. Should be replaced by an energy-efficient condensing boiler at earliest opportunity.	\$50k
GL Boiler Rm	Flue dilution system	1			✓			Draws air from adjacent store and discharges it through boiler room access doors.			Recommend check operation regularly as, should the fan fail, it must stop the boiler from operating. Recommend immediate test of this fan/boiler interlock.	\$2k
GL Boiler Rm	HHW pipework system					✓		Believed to be copper and, given that no leaks have been reported, likely to give good service provided the water is professionally treated.	2004	25	Start regular water treatment with professional specialist. The water system may need to be flushed if the existing water is in poor condition	\$2k – 10k
GL Boiler Rm	Heavy duty gas-fired hot water cylinders	3			✓			Some corrosion to casings	2006	4	These cylinders are made of steel with an enamel lining. Should a pinhole appear in the lining, corrosion can occur rapidly. Replace before the end of their useful life within the next four years.	\$8k each
GL Change Rms 1-4	Ceiling-mounted electric radiant	3, 3, 3, 2						NZ made black steel radiant type.	2004	25	These need to be checked regularly for electrical safety and cleaned of any dust and debris. Could be a fire hazard.	\$1k
GL Referees Change Rm	Goldair space heater	1						Not found				-
GL First Aid Rm	Skopec space heater	1						Not found				-

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST	
			CRITICAL	POOR	FAIR	GOOD	NEW						
GL Kitchen	Large kitchen extract fan and ductwork	1						Extract fan has corrosion. The ductwork does not appear to have any access hatches that are required for cleaning.	2004	20	8	Kitchen extract fans require very regular cleaning in order to prevent the risk of fire. Could not see any cleaning hatches. Fit cleaning hatches to enable ducts to be cleaned.	\$5k
GL Kitchen	Xpelair, window-mounted ventilating fans	3		✓					Not known			Replace when fail.	-
GL Server cupboard	Carrier split air conditioners	2						Hi wall type.	1x2012 1x2014	15	10-12	No action other than regular maintenance.	-
GL Plant	Air conditioners Apac heatpump type serving main office area with outdoor units located at Western end	2 (?) Trev or to advise			✓	✓		Condenser coils are starting to flake. R22. Check indoor unit age with Trevor – understand they have been replaced within last 12 months. System serves either the admin area during the week or the referees' lounge during the weekend but not both.	2004	20	3-5	Unit will require replacing within the next 3-5 yrs. R22 has a limited lifespan as use in new air conditioning equipment has been phased out. Controls are becoming difficult to source and should a controller fail, the chiller would require a controls upgrade.	\$30k
-	Rinnai console gas-fired floor heaters	7				✓		Domestic style floor-mounted heaters with through-the-wall flues.	2011	30	23	No action other than regular maintenance.	-
L3 Media centre	Fresh air system					✓		Fresh air duct system with inline electric heater and fan.	2011	30	25	Check controls of inline heater for safety shut-offs in the event of overheating or lack of airflow.	-
L4 Corporate lounge	Air conditioners – located on roof. Apac heatpump type serving the corporate lounge	2						Units serve ductwork in bulkhead but are oversized and draughty. Trevor to confirm R22	2004	20	5-8	Currently being remediated by AAC (?)	?
Plant	BMS	1		✓				Satchwell BMS and controls which cannot be modified or reprogrammed due to lack of local support from manufacturer.	Not known	20	0	Recommend replacing BMS with Andover / Schneider or Siemens systems to allow visibility and controllability of HVAC plant.	\$40k

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
	ARENA 2 (The Rainbow)											
General	Construction in approx. 1990											-
GL Vestibule	Vieto radiant heaters	2				✓		Not known			Check electrical for safety and clean heater.	\$1k
Media 1	Daikin split air-conditioning units	2						1990	20	0-5	Likely to require replacement very soon.	\$6-8k
Media 2	Daikin split air-conditioning units	2						1990	20	0-5	Likely to require replacement very soon.	\$6-8k
Main arena	Gas-fired radiant heaters	6				✓	Flued through roof. Manufacturer and type not known.	Not known	30	15?	Appears to be seismically restrained. Refer to general notes.	?
Main arena	Extract ventilating fans	4				✓					Appear to be adequately seismically restrained by cables back to the glulam arches. Refer to general notes.	?
Main arena	High level fresh-air inlets	9				✓?	Actuation of inlets by manual winders to open.	Not known			Check operation.	\$1k
Global	Rooftop-mounted packaged Temperzone heat pumps type OPA250RX-S	2				✓	Coils appear to be in good condition.	Probably 2003	20	5	Flexible duct connections will require replacing. There are rusting fan guards that need attention.	\$5k
Global	Air handling and HVAC – air conditioner	4					See above					-
Allflex Lounge	Vent Axia extract fan in small kitchen	1										-
Change Room 3	Space heaters	1					Not found					-
Change Room 2	Space heaters	2					Not found					-

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
Kitchen 1	S/S Extractor hood	1					Not found					-
Global	BMS – Siemens systems	1			✓		There is a speed drive serving a fan that is the old style PDL extrovert and most of these have reached the end of their lives. These serve the kitchen, toilets and retail units.			0	Replace	\$5k
Plant room	Heavy duty Rheem hot water cylinders 275J	3		✓			Visible corrosion	2003	20	5	Replace prior to end of typical base life to prevent flooding.	8K each
Plant – roof	Green painted exterior duct visible	1		✓							Could not inspect but need to understand if this is still working and therefore needs a detailed inspection.	?
	ARENA 3											
Female Change Room	Space heaters	1					Not found					-
Male Change Room	Space heaters	1					Not found					-
Stadium	Gas-fired radiant heaters	4			✓		Flued through roof. Manufacturer and type not known.	Not known	30	15?		-
	ARENA 4											
Main sports area	Air handling – ventilating fans	12		✓			The fans were on long droppers with no visible signs of seismic restraint.	Not known	30	15	Refer to general notes regarding seismic restraint.	?
No 2 Court?	Air handling – space heaters, gas-fired	1		✓				Not known	30	5	Check to be undertaken by registered gas fitter.	\$1k
Main sports area	Natural fresh-air inlet grilles	?					Grilles have been damaged by mobile furniture.	Not known	30	10	Local repairs required to grilles.	\$5k
Change Room 1	Energio Strip ceiling-mounted electric radiant heaters	1			✓			Not known	30	15	Check electrical for safety and clean heater.	\$1k for all heaters

ITEM 9 - ATTACHMENT 2

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION					ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
			CRITICAL	POOR	FAIR	GOOD	NEW						
Change Room 2	Energio Strip ceiling mounted electric radiant heaters	1				✓			Not known	30	15	Check electrical for safety and clean heater.	See above
Change Room 3	Energio Strip ceiling mounted electric radiant heaters	1				✓				30	15	Check electrical for safety and clean heater.	See above
Change Room 4	Energio Strip ceiling mounted electric radiant heaters	1								30	15	Check electrical for safety and clean heater.	See above
Change Room 5	Energio Strip ceiling mounted electric radiant heaters	1								30	15	Check electrical for safety and clean heater.	See above
Change Room 6	Energio Strip ceiling mounted electric radiant heaters	1								30	15	Check electrical for safety and clean heater.	See above
Lounge	Toshiba air conditioners	2				✓		Two indoor units paired to one outdoor condenser.	Not known	20	10		-
Corridor	Fresh-air supply system	1						Appears to be served by a packaged air conditioner on the roof behind kitchen on L1 but there was no safe access. Minor damage to ductwork.				Safe access is required to allow inspection and maintenance.	?
Ground floor office	Toshiba hi-wall heat pump	1				✓			2013	20	15		-
	CREATIVE SOUNDS												
The Stomach Control Rm	Toshiba Hi-wall heat pump	1				✓			2013	20	15		-
The Stomach Main Rm	Fresh-air fan systems	2				✓		Fans and filters are believed to be on the roof.	2013	30	20	Safe access is required to allow inspection and maintenance.	?
The Stomach Studio	Toshiba Hi-wall heat pump	1				✓			2013	20	15		-

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST	
			CRITICAL	POOR	FAIR	GOOD	NEW						
General	FREYBERG COMMUNITY POOL Opened 1998 ?											-	
Fan Room	Ventilating fans – supply Axial fresh air	2				✓		Fans are controlled by a new Schneider speed drive and an old PDL speed drive. The seismic restraints are questionable as there is no lateral bracing. This system serves the fabric duct in the swimming pool area that appears to have sturdy supports.	1998	30	10	PDL Extrovert speed drive will need replacing shortly. Structural engineer to review the seismic restraints.	\$6k
Fan Room	Ventilating fans – extract air				✓				1998	25	5		-
Fan Room	Supply and return air filters	multiple	✓	✓				Return air fan filter frame corroded. The supply air filters are of a low standard (G2 or G3)	1998	25	3	Remediate corrosion Consider upgrading supply air filters to a higher standard which would help to reduce the regularity of ductwork washing.	\$3k \$20k
Fan Room	Heat exchanger – heating	1	✓					Appeared to have been decommissioned. Pipework is heavily corroded as is the drain tray but the coil is in reasonable condition. Presumably heat exchangers has been drained down.	1998	20	0	Check that the plant has been drained down.	\$20k if heat exchanger is to be reactivate.
Fan Room	Aquatherm Ygnis AY 350 Boiler with Elko burner	1			✓			Boiler may have been secondhand. Pressurisation vessels installed.	Late 1990s	40	15	No seismic restraint on pressurization vessel. Consider energy efficient condensing boiler.	\$50k
Fan Room	Ductwork systems	1						Consists of fabric and sheet metal ductwork system.				Regularly wash fabric duct.	-
Reception/shop	Carrier split system heat pump	1			✓				?	20	8	Regular maintenance.	-

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
			CRITICAL	POOR	FAIR	GOOD	NEW					
Main Auditorium Globe 1	GLOBE THEATRE Fan heaters	5		✓				Possibly not operational?	20	5		-
Main Auditorium Globe 1	AC 1 Temperzone OPA type heat pump	1			✓			This packaged air conditioner replaced the five space heaters.	20	17	Regular maintenance	-
Main Auditorium Globe 1	In-line duct heater	1				✓		Unit is at high level and will be difficult to maintain.	25	22	Access needs to be assessed for safety.	?
Main Auditorium Globe 1	In-line extract fan – Fantech	1				✓		Unit is at high level and will be difficult to maintain.	25	22	Access needs to be assessed for safety.	?
Main Auditorium Globe 1 fly tower	Series 80 Lennox air heater with Weishaupt burner	1	✓					Access very poor via timber ladder. Unsafe for maintenance.	30	2	Recommend that a certified gas installer provide a detailed survey.	?
Main auditorium – back stage	Controls	1				✓		Siemens Sinko (?) stand alone controller.				?
Café Bar and Lobby Grd Fl	Avon Electric Super Fan wall heaters ref FH3	4			✓						Regular maintenance and electrical checks.	\$1k
Dressing Rm – Globe 1	Space heaters	1						Not found				-
Dressing Rm – Globe 2	In-line electric duct heater	1					✓		25	22	Regular maintenance and electrical checks.	\$1k
Rehearsal Rm – mezz 1	Space heaters	1										-
Store Rm – Grd Fl	Extract fan	1					✓	New silent extract fan	25	22		-
	LIDO AQUATIC CENTRE											
Air handling plant	Air handler units AHU1	1	✓					Serves the yellow painted ductwork. Some badly corroded plant.			Comprehensive remedial work and upgrade required.	\$30k

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
			CRITICAL	POOR	FAIR	GOOD	NEW					
Air handling plant	Air handler units AHU2	1	✓					Serves the orange ductwork			Comprehensive remedial work and upgrade required.	\$30k
Air handling plant	Air handler units AHU3	1				✓		Serves JB pool.			Appears to be well seismically restrained.	-
Air handling plant	Air handler units AHU4	1		✓				Serves male change room.			Ductwork and fan likely to need replacement shortly.	\$10k
Air handling plant	Air handler units AHU5	1		✓				Serves female change room.			Could not inspect but likely to be in a similar condition.	\$10k
Air handling plant	Centrifugal fan	1		✓				This fan is filthy and needs attention.			Detailed inspection required.	\$5k
Air handling plant	Ductwork – orange and yellow system	1		✓	✓			We understand that this has undergone a seismic upgrade. The indoor hydroslide orange extract duct is corroded and in need to replacement.			Check that compliance documents have been supplied for seismic upgrade.	-
Air handling plant	Piping	500 m ²						Could not be inspected.			Condition not known – detailed inspection required.	?
Air handling plant	Valves	40						Could not be inspected.			Condition not known – detailed inspection required.	?
Air handling plant	Carrier split air conditioning units	2			✓			Serves the after school care room and adjacent room to gym. These are through the wall heat pumps.	20	3	This type of unit should be replaced with new split system heat pumps.	\$15k
Gym – main area	Split air conditioning units	2				✓		Under ceiling units that are approximately three years old.	20	17		-
Hydroslide plant	Water pump	2						Not part of scope.				-
Spa pool plant	Heat exchanger – heating	1						Heat rejection coil needs cleaning.				\$2k
Spa pool plant	Piping – general	150 m						Not visible.			Condition not known – detailed inspection required.	?

ITEM 9 - ATTACHMENT 2

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION				ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
			CRITICAL	POOR	FAIR	GOOD	NEW					
Staff female toilet	Space heaters	1						Not found.				-
Staff male toilet/change	Space heaters	1						Not found.				-
Blue Penguin Café	Kitchen extract	1									Could not inspect	?
Exterior	Domestic hot water heating system (solar)	1		✓				We understand that this system is not operational.			Consider reactivation or replacement.	?
Exterior	Boiler							Not found.				?
Swimming club	Heat pumps – Fujitsu	2			✓				20	10		-
General	REGENT THEATRE											-
								Major upgrade 1997/8 at which time a new BMS was installed. We understand the the ticketing office and event management office are moving to the other side of the main entrance.				
Ticketing office – grd floor	Electric convection heater	1			✓			Probably installed 1998		10	Recommend that an electrical check be carried out and a thorough clean.	\$1k
Event manag't office	Space heaters	1						Could not locate.				-
L1 -Theatre admin office	Split air-conditioning units	1			✓			Email type.	1998	15-20	2	\$5-8k
L3 – dance studio	Heating hot water radiators – steel plate type manufactured by Aquatherm	4				✓			1998	40	20	\$2k

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			CRITICAL	POOR	FAIR	GOOD	NEW						
L3 – dance studio	Split air-conditioning units – Daikin type under ceiling with condensers on adjacent roof.	2		✓				Refrigerant R22. The condensers on the roof have timber mounts that do not comply with current legislation. The condenser coils are corroded and there are no seismic restraints.	1998	15-20	0-3	Replace when fails or when parts become unavailable.	\$15k
Roof adjacent to dance studio	Bradway condenser	1	✓					Not certain what this condenser serves but it is heavily corroded and beyond its useful life.	1998	20	0	Replace if still serving an in-use area	\$10k
Plant Rm 1 (L2?)	Boilers – Aquatherm 250 kW. Fitted with Elko single-stage burners.	2			✓			Robust steel plate boilers will give good service but are energy inefficient. There is a ductwork system providing ventilation to the boiler room.	1998	40	20	Given that the theatre plant running time is relatively low, we do not consider that it would be cost effective to replace these boilers with modern condensing type. Clean the inside of the duct which provides ventilation to the boiler room.	\$1k
Plant Rm 1 (L2)	HHW pumps	6				✓			1998	30	10	Replace when pumps and/or their motors fail.	\$3k per system
Plant	HHW pipework system					✓		Appears to be in good condition including fittings, valves, insulation etc.	1998	40	20	Monitor for signs of corrosion and leaks.	\$1k
Plant Rm 1	AHU 1 Aquatherm/EPI 'clever' model	1				✓		Condition of filters unknown as they had been taken offsite to clean. . No visible corrosion to ductwork	1998	30	20	Usage low so can expect another 20 years.	-
Plant Rm 1	AHU 2 Aquatherm/EPI 'clever' model	1				✓		Condition of filters unknown as they had been taken offsite to clean. . No visible corrosion to ductwork	1998	30	20	Usage low so can expect another 20 years.	-
Plant Rm 2 (adjacent Regency Rm)	AHU 3 Aquatherm/EPI 'clever' model	1				✓		Condition of filters unknown as they had been taken offsite to clean. No visible corrosion to ductwork.	1998	30	20	Usage low so can expect another 20 years.	-
Plant – fly tower above stage	AHUs 4 and 5 Aquatherm/EPI 'clever' model	2				✓		Have had a refurbishment two years ago. No visible signs of	1998	30	20	Usage low so can expect another 20 years' life.	To be confirmed

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			CRITICAL	POOR	FAIR	GOOD	NEW						
Plant – Roof	AHU 6 Aquatherm/EPI 'clever' model	1			✓			corrosion on ductwork. Pipework insulation neat and tidy. Health and Safety issue: the roof of the fly tower consists of 4x2 timbers with gaps between. The air handling units are approx. 2m off that floor. A ladder is required to reach the filters and controls This AHU is the only one of the six to be externally mounted on the roof. It consequently has a number of issues consisting of corrosion to the fresh air inlet section, corroding support feet, located on timber framing (not recommended), a broken fan-belt, minor corrosion to the fan section, ductwork supports that are not connected to the roof and are of a dissimilar metal to the roof and filters that are heavily degraded. In addition, the access is via two step ladders onto the loading dock roof and a second ladder onto another roof.	1998	30	15	Prior to remediation of all faults to this AHU, a safe access route needs to be established. The use of ladders for access is not safe and should not be used. Possible solutions could include providing a permanent access from inside the building onto the roof? Alternatively scaffolding will have to be installed every time access is required.	by specialist
Plant	Building management system (BMS). Schneider upgraded two years ago.	1				✓		The majority of the controls are the original Landis and Gyr controls that are robust and appear to be reliable.	1998/2015	30	10	Motors and actuators will start to fail gradually and will require replacement individually.	Allow \$1K per annum
Plant Rm 1, L1	Water-cooled chiller. Multi stack having 8 compressors.	1			✓			Uses R22 refrigerant.	1998	25	5	R22 has a limited lifespan as use in new air conditioning equipment has been phased out. Controls are becoming difficult to source	\$100k

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			CRITICAL	POOR	FAIR	GOOD	NEW						
Plant – general	CHW pumps	5				✓		Chilled water pumps generally require replacement sooner than heating pumps due to condensation and corrosion issues. One has already been replaced.	1998	20	3-5	and should a controller fail, the chiller would require a controls upgrade. Monitor pumps for corrosion and replace as they fail.	\$3k per annum
Plant – general	CHW pipework system					✓		Appears to be in good condition including fittings, valves, insulation etc.	1998	30	10	Monitor for signs of corrosion and leaks. Add note about water treatment.	\$1k
Plant Rm 1	Cooling tower – Aquacool MS045A	1			✓			Of glass fibre construction located inside the building. There is corrosion on the inlet flange valves and mounting feet. Glass fibre looks in good condition. Seismic restraints appear to be well-constructed and adequate. There appears to be a fairly new automatic dosing system installed.	1998	25	10	Remediate corrosion on inlet flange valves and on mounting feet.	\$2k
Plant Rm 1 – roof	Cooling tower extract fan	1						Unable to inspect as no safe access.				Undertake an inspection which will require a safe access path being provided.	?
Plant	Ductwork systems	various						There are four supply and extract ducts which are externally mounted on the roof. We suspect the some corrosion may be present.	1998	25	10	Undertake an inspection which will require a safe access path being provided.	?
Plant	Heat exchanger – chilled water	1						Could not locate.				This may refer to the coils in the air handling units?	
Plant	Heat exchanger – heating	1						Could not locate.				This may refer to the coils in the air handling units?	
Plant Rm 1, L1	Flues	2			✓			Corrosion at base of flues.	1998	25	10	Remediate corrosion and replace flue parts as required.	\$3k

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			CRITICAL	POOR	FAIR	GOOD	NEW					
Plant Rm 2	Rheem heavy duty hot water cylinder. 275 litres. Next to AHU3?	1			✓			1998	20	5	Undertake seismic review.	?
Plant	Ventilating fans	3									This may refer to the fans in the AHUs.	-
Plant	Centrifugal ventilating fans	4									This may refer to the fans in the AHUs.	-
GL – café	SQUARE EDGE Oil radiators	1										-
GL – main entrance and cafe	Temperzone (?) HHW fan heaters	6			✓			Unknown	25	?	Undertake electrical checks and clean heating coils as required by manufacturer.	\$2k
GL – Effects Squared Theatre	Split air-conditioning units	1						Unknown		5		\$5-8k
GL	HHW radiators	10?		✓				Unknown		10	There could be local corrosion to the valves and these might require an ongoing schedule of replacement.	\$1k
L1	Ventilating fans	2?						Unknown				\$1k
L1	HHW radiators	20?		✓				Unknown		10	There could be local corrosion to the valves and these might require an ongoing schedule of replacement.	\$1k per annum
L1 Passage Way	Space heaters	3						Unknown				-
Plant	Boiler – Rendamax condensing boiler in sheet steel enclosure	1			✓			2012	40	35	Review maintenance access and install an access platform.	\$5k

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			CRITICAL	POOR	FAIR	GOOD	NEW					
	on roof of Ground Floor at rear of building.							reasonable platform to work from.				
Plant	HHW pipework system			✓				We could not find any evidence that this system is being water treated.	40	?	Water treatment to prevent corrosion and micro-biological growth is required to be undertaken by a professional treatment company.	\$2 – 20k depending on the need for flushing
	TE MANAWA ART GALLERY											
Grd Fl – Packing rm	Space heaters	1										
Grd Fl – Plant	Allen Ygnis boiler 120kW with Elko burner	1	✓					The boiler is functioning and still maintainable. The circulating pump has been replaced as has the pressurization valve.	30	5	Consideration should be given to replacing with a modern, highly efficient condensing boiler.	\$40k
Grd Fl – Plant	Air handler units	1		✓				The AHU has poor filtration standards which may not be suitable for an art gallery. The centrifugal fan has minor corrosion.	30	5	The specification of the filtration should be confirmed by the art gallery and filters upgraded as necessary.	Costs unknown
Grd Fl – Plant	Ductwork system	1				✓		There are internal linings to the ducts.			Undertake sample checks to ensure the internal linings are in place.	\$1k
Grd Fl – Plant	Pipework system	1				✓		Externally the pipework appears to be in good condition.			Check that water treatment is being undertaken by a professional specialist company.	\$2 – 20k depending on the need for flushing
Grd Fl – Plant	Heat exchanger – chilled water	1						Could not locate.				-
Grd Fl – Plant	Heat exchanger – heating	1						Could not locate.				-

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			CRITICAL	POOR	FAIR	GOOD	NEW						
Grd Fl – Plant	Split air-conditioning units (works on paper?)	1						Not found.					?
Grd Fl – Plant	BMS (RH humidity control)	1						Not found.					?
Grd Fl – Plant	HVAC – valves	15						Not found.					?
Grd Fl – Office	Split air-conditioning units	1						Not found.					?
Grd Fl – Office meeting	Split air-conditioning units	1						Not found.					?
L1 – Art Room	Toshiba hi-wall heat pump	1				√			2007?	20	10		-
L1 – Meeting rm and office	Toshiba hi-wall heat pumps	2				√			2007	20	10		-
Roof	Temperzone packaged air conditioner	1	√					Although three compressors have been replaced recently, the heat exchange coil is in poor condition and delaminating.			2	Unit needs to be replaced as soon as possible.	\$40k
TE MANAWA MUSEUM AND SCIENCE													
General													
Grd Fl – Accessible Toilet	Ventilating fans	1						Not found					?
Grd Fl – carpenters' workshop	Ambi-rad high level gas-fired radiant heaters	2						Heaters are flued direct to outside and not seismically restrained.				Seismic restraints required.	?

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			CRITICAL	POOR	FAIR	GOOD	NEW					
Grd FI – carpenters workshop	Space heater. Lennox gas-fired heater	1			✓			1993	25	5	To be checked by a registered gas-installer.	\$1k
Grd FI – loading bay	Ambi-rad high level gas-fired radiant heater	1				✓		1993	30	10	Seismic restraints required and should be flued to outside.	\$6k
Grd FI – carpenters workshop	Dust extraction system – Coral	1				?		?	?	?	The packaged dust extraction system appears to be working well.	?
Grd FI – carpenters workshop	Spray booth – appears to be	1			✓			?	?	?	Review by suitably qualified seismic engineer. Review by a consultant specialising in spray booths.	?
Grd FI – Conserv'n Lab	Ventilating fans	1										-
Grd FI – dark room	Ambi-rad high level gas-fired radiant heater	1					✓	2014/15	30	27		-
Grd FI – space unknown	Fume cupboard											?
Grd FI – Female toilet	Ventilating fans	2										?
Grd FI – KO toilet	Ventilating fans	1										?
Grd FI – Male toilet	Ventilating fans	3										?
Grd FI – Plant	Mitsubishi split air-conditioning units	5										?
Grd FI – Plant	Large ducted split air-conditioning units	10										?

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			CRITICAL	POOR	FAIR	GOOD	NEW						
Grd FI – Plant	Medium ducted split air-conditioning units	5						Not found.					-
Grd FI – Plant	Small ducted split air-conditioning units	5						Not found.					-
Grd FI – Plant	Air handler units	17						Not found.					-
Grd FI - Plant	Boilers	1						Not found.					-
Grd FI – Plant													
Grd FI – Plant	BMS	1						Not found.					-
Grd FI – Plant	Chiller	1						Not found.					-
Grd FI – Plant	Heat exchanger – chilled water	1						Not found.					-
Grd FI – Plant	Heat exchanger – heating	1						Not found.					-
Grd FI – Plant	Piping	600 m						Not found.					-
Grd FI – Plant	Ventilating fans	4						Not found.					-
Grd FI – Plant	Axial ventilation fans	6						Not found.					-

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			CRITICAL	POOR	FAIR	GOOD	NEW						
Grd FI – Plant	Ductwork	800 m ²						Not found.					-
Grd FI – Plant	HVAC valves	50						Not found.					-
Grd FI – Plant	Flues	30						Not found.					-
Grd FI – Science gallery accessible toilets	Ventilating fans	2						Not found.					-
L2 – Corporate services manager	Heat pump	1					✓	Was formerly senior curator's office.	2016	20	20		-
L2 – Marketing comms office	Mitsubishi hi-wall (heavy industry) heat pump	3			✓			+ extract fan					-
L2 – Exhibition design office	Space heaters	2						These space heaters appear to be being replaced by heat pumps through out.					-
L2 – Main lift lobby	Space heaters	1						These space heaters appear to be being replaced by heat pumps through out.					-
L2 – Reception and corridors	Space heaters	1						These space heaters appear to be being replaced by heat pumps through out.					-
L2 – staffroom	Daikin hi wall heat pump	1					✓						

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L2 – offices Church St side	Daikin heat pump	1					✓			20	15		-
L2 – offices Church St side	Mitsubishi heat pump	1					✓			20	15		-
L2 – offices South side	Fujitsu heat pump	1					✓			20	12		-
L2 – offices South side	Mitsubishi heat pump	1					✓			20	12		-
L2 – Rimu meeting room	Mitsubishi heavy industries hi-wall heat pump	1					✓						-
Roof	Temperzone OPA type packaged air conditioners	7-8					✓	There are a number of units that have been installed over recent years to replace ageing Lennox units.	2011	20	15		-
Roof	Lennox packaged air conditioners.	4	✓					Ref no ACU 5, 9, 10 and 12. We understand that these are scheduled to be replaced. AHU 12 is located above Kidzone.	Not known	20	0-2	Complete programme of replacement.	\$25k each
Roof	Carel type steam humidifiers	6?					?	It is not known whether these boilers are required to maintain conditions within the museum and if they are operational.					?
Roof	Heat pump serving kids' area and two meeting rooms. Sundowner type.	1	✓					Units are ageing and cannot be maintained.					\$8k
Roof	Weta cave air conditioner							Trevor to assist with condition report.					?
BMS	Schneider												

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			CRITICAL	POOR	FAIR	GOOD	NEW						
	CIVIC ADMINISTRATION BUILDING												
	CENTRAL SYSTEMS												
L6 Plant room	Carrier model no 30HRL60943-SC 160 ton water-cooled chiller with four reciprocating compressors	1		✓				The chiller uses refrigerant R22 that has been phased out, although existing plant is allowed to continue. However, should there be a gas leak, it should not be topped up??? No seismic restraints to chiller.	1990	30 yrs	0-5yrs	Replace at earliest opportunity. Size of chiller to be determined.	\$120k
L7 Roof	Cooling tower associated with Carrier chiller	1	✓					Doesn't comply with current cooling tower design. Legionella risk. It appears that the water treatment system has been replaced recently.	1990	20yr	0	Replace immediately	\$80k
L6 Plant room	Condenser water pump associated with Carrier chiller	1			✓			Single pump	1990	25yrs	2-5 yrs	Replace at same time as cooling tower and consider run and standby arrangement with waterproof enclosure.	\$20k
L6 Plant room	Chilled water circulating pump	1			✓			Single pump has rusty base frame.	1990	25yrs	5yrs	Replace at same time as chiller and consider run and standby arrangement.	\$10k
L6 Plant room	Chilled water pipework system				✓	✓		AAC confirmed that the system water is regularly treated by a water treatment specialist. Insulation appears to be in reasonable condition with neat aluminium cladding and no visible leaks.	1990	40yrs	15yrs	Continue with programme of water treatment by professional specialist company. There is a need to seismically restrain the pipework system to be designed by a suitably qualified structural engineer.	To be determined
L6 Plant room	Chilled water system valves and fittings.	various		✓				There is evidence of water leaks through some valves and subsequent corrosion. The fixtures and fittings are of a robust and sturdy nature.	1990	35yrs	10yrs	We recommend a programme of checking each valve for operation for repairing and replacing any that are non-functioning or leaking.	Unknown

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L6 Plant room	Cooling tower serving hydronic units and generator cooling	1	✓					Legionella risk.	1980	40	0	Immediate replacement. Legionella risk. Suggest replace at the same time as the other cooling tower.	\$50k
L6 Plant room	Hydronic system circulating pump	1		✓				Some noise apparent maybe due to pump operating at low speed. No standby pump.	1980	30yrs	5yrs	Recommend replacement of pump and addition of standby pump at the same time are the cooling tower is replaced.	\$15k
L6 Plant room	Gas pipe system serving boilers and DHW heaters.					✓			1990	40yrs	15yrs	It is not apparent whether the gas piping system includes a trigger that would shut off the gas in a seismic event. It may be that such a valve is fitted elsewhere in the building and one should be fitted at the entry point to the building.	\$20k
L6 Plant room	Hoval Boilers 1 and 2. Model ST2000 (having an output of 586kW each) fitted with single stage Elko burners Model G6HR-2 using natural gas.	2		✓					1990	40yrs	15yrs	These boilers are in reasonable condition given their age but are very inefficient due to heat lost up the flue and the need to run them at high temperatures to prevent condensation in the boilers. The burner is a single stage type having no modulation, further making the units inefficient. Replace with modern, condensing boilers.	\$100k
L6 Plant room	HHW circulation pumps.	6			✓		✓	Two are new and four original. There is corrosion to some of the pumps.	1990	25yrs	0-5	Given that the pumps are relatively small, it is possible that these pumps can be operated until failure whilst not recommended as this would create a loss of heating in parts of the building.	\$5k each pump
L6 Plant room	HHW pipework			✓				AAC confirmed that the system water is regularly treated by a water treatment specialist. Insulation appears to be in reasonable condition with neat aluminium cladding and no visible leaks.	1990	40yrs	15yrs	Continue with programme of water treatment by professional specialist company. There is a need to seismically restrain the pipework system to be designed by a suitably qualified structural engineer.	-

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			CRITICAL	POOR	FAIR	GOOD	NEW						
L6 Plant room	HHW valves and fittings	various			✓			There is evidence of water leaks through some valves and subsequent corrosion. The fixtures and fittings are of a robust and sturdy nature. (CR to check)	1990	35	10yrs	We recommend a programme of checking each valve for operation for repairing and replacing any that are non-functioning or leaking.	Unknown
L6 Plant room	HHW dosing pot	1	✓					The dosing pot and its pipework are heavily corroded.	1990	20	0	Replace immediately.	\$3k
L6 Plant room	HHW pressurization vessel	1				✓		Whilst the vessel is bolted to the floor, it is likely to need seismic restraints.	1990	30	10	Instruct a structural engineer to inspect.	Unknown
L6 Plant room	Gas-fired Rheem hot water heaters	4			✓			Glass-lined steel cylinders 260 litres each.	2004	20	7	Appear to have no seismic restraints at the bottom.	?
L6 Plant room	Solar hot water cylinder	1				✓		Reported that this is not functioning. Restraint to the pressurization vessel is not secure.				Decision to be made whether to remediate.	?
L6 Plant room	DHW secondary return pump	1				✓							
Building Inspectors' Roof	Packaged air conditioners	3		✓		✓/✓		The central unit of the three needs to be replaced as it is at the end of its economic life and uses R22.		20	18, 18, 2		\$25k
	TYPICAL FLOOR												
Typical	Fan coil units	?			✓			The FCUs are the original fixed speed type which are still working but inefficient. Do not appear to be seismically restrained.	1990	30	3	Replacement and seismic upgrade recommended during next fit out.	Unknown
Typical	Fresh-air supply ductwork system	1			✓			Fresh air enters through hinged louvres in external staircase. Ducts appear to be in reasonable condition including the fresh-air ductwork in the external stairs. Do not appear to be seismically restrained.	1990	40	10	Replacement as part of FCU upgrade would be efficient.	Unknown

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Typical	Fan coil unit supply branch ductwork systems	1		✓				The ducts are in various conditions having appeared to have been modified many times. Do not appear to be seismically restrained.	1990	30	2	Replacement as part of fit out and seismic upgrade recommended.	Unknown
Typical	Perimeter heating casings systems throughout	1			✓			There appears to be a lack of control of the heating water and therefore the system is likely to be inefficient. The perimeter heating system needs to be retained due to the windows that are draughty.	1990	40	10	Controls upgrade recommended at the same time FCU system replacement takes place.	
Typical	Heating pipework system serving perimeter heating and fan coil units.	1			✓			Pipes appear to be well-insulated with no visible leaks and reasonably well supported but not likely to meet seismic standards.	1990	40	10	Seismic upgrade recommended.	
Typical	Chilled pipework system serving perimeter heating and fan coil units.	1			✓			Pipes appear to be well-insulated with no visible leaks and reasonably well supported but not likely to meet seismic standards.	1990	40	10	Seismic upgrade recommended.	
Typical	Condensate pipework system	1		✓				The pipework is PVC and there are supports missing or there are overly long centres causing pipes to be distorted and consequently not drain properly.	1990	25	0	Replace immediately where FCUs are in use.	\$20k
Basement/ Car park	HHW circulating pumps	4			✓					25	5	Given that the pumps are relatively small, it is possible that these pumps can be operated until failure whilst not recommended as this would create a loss of heating in parts of the building.	?
Basement/ Car park	Centrifugal fans	1			✓			Serves the social rooms of the Convention Centre		40	10	Needs to be cleaned and checked over.	\$2k

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			CRITICAL	POOR	FAIR	GOOD	NEW					
	COUNCIL CHAMBERS											
Plant room	HVAC systems	1	✓								AAC are quoting. There are also air distribution and heating issues within the Council chamber itself which are not part of this design review.	Unknown
Front of house	Carrier heat pump	1				✓		2005	20	8		-
L1 Missoula Rm	Perimeter heating system	1			✓				40	10		-
L1 Missoula Rm	Ducted fresh air system	1				✓			20	18		-
L1 Missoula Rm	New split system	1					✓		20	20		-
	CONVENTION CENTRE											
General	Built in the 1980s											
	Most services relate to a re-fit in 1991											
External (rear carpark)	AHUs serving Ground Level exhibition hall	3	✓		✓			1991	20	5	If funds allow, these units should be replaced given they use R22.	\$30k each
External	Toshiba split systems	2			✓			1991	20	5		\$8k each
GL reception	Avon Electric downflow door heater	1				✓			30	10	Check by suitably qualified electrician.	\$1k
GL foyer	Temperzone heat pumps	3	✓						20	0	Replacement required	\$12k
GL Staff room	Carrier heat pump	1				✓						-

LOCATION	DESCRIPTION AND APPROXIMATE AGE	NO. OFF	CONDITION					ADDITIONAL COMMENTS INCLUDING COMPLIANCE HEALTH & SAFETY ISSUES	INSTALL DATE	TYPICAL BASE LIFE	REMAINING USEFUL LIFE	REQUIRED ACTION	APPROX COST
			CRITICAL	POOR	FAIR	GOOD	NEW						
GL Seminar room	Toshiba hi-wall heat pumps	4					✓						-
L1 gallery	Temperzone ducted heat pump	1		✓						20	0	Replacement required.	\$12k
L1/2 Plant room	Air-cooled chiller and condenser	1	✓					This unit has a separate air-cooled condenser using R22. Coil has been repaired due to leaks and further leaks can be expected. No seismic restraints.		20	2	Should be replaced as soon as possible.	\$80k
L1/2 Plant room	Axial ventilation fans	3		✓	✓			Fan F2 heavily corroded. Fan F3 in reasonable condition.				Repair or replace F2.	\$3k
L1 Gallery	Perimeter heating system	1			✓			Heating similar to that used in admin building and would benefit from controls upgrade.					-
L1 Seminar room above entrance	Ducted heat pumps	?											
GL near stairs	Satchwell BMS serves ground floor and L1 is served by Schneider Andover.	1		✓				No access into the system as screen cannot be replaced.				BMS upgrade is recommended.	\$30k

Renewals										
213-Cultural Facilities - Replacement of Structures, Internal Fit Out and Services										
<i>Programme 213</i>										
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26		
Globe Theatre - Heating & Cooling in Globe One	-	-	-	\$291,881	\$156,365	\$833,946	\$562,913	-	-	-
Globe Theatre - wc/shower upgrades for theatre users	-	\$105,200	-	-	-	-	-	-	-	-
Globe Theatre - interior finishes	-	-	\$145,000	-	-	-	-	-	-	\$200,000
Regent Theatre - Upgrade of old light fittings to LED lights	\$15,000	-	-	-	-	-	-	-	-	-
Regent Theatre - Carpet renewal in Main Foyer	-	-	\$95,000	-	-	-	-	-	-	-
Regent Theatre - exterior cladding/ dressing room finishes	-	-	-	-	-	\$450,000	-	-	-	-
Regent Theatre - exterior cladding/ dressing room finishes cont.	-	-	-	-	-	-	\$200,000	-	-	-
Regent Theatre - interior finishes	-	-	-	-	-	-	-	\$120,000	-	-
Square Edge - Fire Safety Upgrades due to compliance	-	\$200,000	-	\$180,000	-	-	-	-	-	-
Square Edge - WC renewals and remedial work from strengthening works	-	-	-	-	-	\$120,000	-	-	-	-
Square Edge - Roofing including downpipes and Guttering	-	-	-	-	-	-	\$180,000	-	-	\$185,305
Square Edge - exterior cladding and interior finishes on the workshop spaces	-	-	-	-	-	-	-	-	-	-
Square Edge - interior finishes	-	-	-	-	-	\$110,000	-	-	-	-
Square Edge - interior finishes in tenant spaces	-	-	-	-	-	-	-	-	-	-
Te Manawa - interior finishes	-	-	-	-	-	-	\$112,913	-	-	\$350,000
Te Manawa -interior finishes	-	-	-	-	-	-	-	-	-	-
Art Gallery - Asbestos Removal, ceiling renewals, flooring upgrades	\$190,000	-	-	-	-	-	-	-	-	-
Creative Sounds - Floor covering and wall treatments	-	-	-	\$20,000	-	-	-	-	-	-
City Library - HVAC Work	-	-	\$225,000	-	-	-	-	-	-	-
City Library - HVAC Work	-	-	-	\$91,881	\$156,365	-	-	-	-	-
City Library - exterior cladding	-	-	-	-	-	\$100,000	-	-	-	-
City Library - space heaters & split ac unit upgrades	-	-	-	-	-	-	-	-	-	\$165,000
City Library - Interior finishes	-	-	-	-	-	-	\$25,000	-	-	-
Ashurst Library - interior finishes	-	-	-	-	-	-	\$45,000	-	-	-
Highbury Library - exterior finishes	-	-	-	-	-	-	-	-	-	\$30,000
Highbury Library - interior finishes	-	-	-	-	-	-	-	-	-	-
Caccia Birch - Upgrade of old light fittings to LED lights	\$15,000	-	-	-	-	-	-	-	-	-
Caccia Birch - Carport enclosure	-	\$80,000	-	-	-	-	-	-	-	-
Caccia Birch Embankment Work	-	-	\$75,700	-	-	-	-	-	-	-
Caccia Birch - Driveway & sealed areas	-	-	-	-	-	\$55,000	-	-	-	\$90,000
Caccia Birch- exterior refurbishments The Stables	-	-	-	-	-	-	-	-	-	\$50,000
Caccia Birch - interior finishes	-	-	-	-	-	-	-	-	-	-

MEMORANDUM

TO: Arts, Culture and Heritage Committee

MEETING DATE: 25 June 2018

TITLE: Identified Military Heritage Opportunities

DATE: 24 May 2018

AUTHOR/S: Matthew Mackay, Policy Planner, City Future

RECOMMENDATION(S) TO ARTS, CULTURE AND HERITAGE COMMITTEE

1. That it be noted that:

- a. a spatial database of known military heritage has been prepared as a resource and to inform Council 10 Year Plan Programmes.
- b. the Draft 10 Year Plan contains a number of programmes that relate to the known military heritage sites and that there are opportunities to raise awareness and communicate military history in programme delivery.
- c. work is commencing on a military heritage trail to help communicate the significance and location of known military heritage across the city.

1. ISSUE

In November 2017 the Arts, Culture and Heritage Committee made a number of recommendations regarding military heritage that were adopted by Council, including:

- *That the Council continues to explore & invest in methods to raise awareness and communicate local military history as part of the delivery of existing programmes and activities.*
- *That the Chief Executive completes an audit of Council programmes against Military Heritage Research to identify and communicate opportunities to develop a Heritage Theme.*

The purpose of this memorandum is to update the committee on the work completed in response to these recommendations. At this point, the following actions have been advanced:

- **Spatial Database:** A spatial database of known military heritage sites has now been created. A copy is attached in Attachment 1. This database is largely based on the Chronology of Palmerston North's Military and Defence History (1860 –1975) (the Chronology).
- **Audit of 10 Year Plan Programmes:** An audit of 10 Year Plan Programmes has been completed. Several programmes correlate with the location of known military heritage sites. Council has an opportunity to raise awareness and celebrate local history in the delivery of these programmes.
- **Heritage Trail:** The spatial database is the first step in the commissioning a new military heritage trail. The new trail will be developed in collaboration with the Palmerston North Defence Heritage Advisory Group (PNDHAG). This work will be completed in the coming financial year to tie in with the 2019 Tattoo.

2. BACKGROUND

The Culture and Heritage Plan (the Plan) is one of the nine plans established in the Creative and Liveable Strategy to deliver Goal 2: a creative and exciting city. The Plan includes the following relevant actions:

- Adopt the value of cultural heritage awareness in the delivery of Council activities, whether placemaking, plan making or asset management.
 - Research and identify key local themes to inform Council projects;
 - Investigate and develop a common register of local history and heritage;
 - Include heritage conservation principles in Council Asset Management decisions;
 - Include heritage story-telling in the delivery of major Council projects.

Council has been working on several military heritage and commemorative projects over the last two years, namely in connection to the centenary of WW1. This included the compilation of a Chronology of Palmerston North's Military and Defence History (1860-1975) (the Chronology). Following the completion of the Chronology, the committee recommended that *military heritage* be adopted as key heritage theme for Palmerston North.

Mapping local heritage

At present the Council GIS system only maps heritage features that are referenced in the District Plan schedules of significant natural and cultural heritage. The Culture and Heritage Plan includes the action of developing an expanded common register of local history and heritage as a resource for both Council and the community. Military heritage sites are the first addition to this common register. Sixty specific features have been identified in Palmerston North based on the Chronology. These have been separated into the following categories:

1. Site
2. Building (Demolished, Heritage Building)
3. Route/Pathway
4. Commemorative Memorial or Plaque
5. Poppy Place

An extract of this GIS database is attached in Attachment 1.

It is expected that the database will expand as additional sites are identified in the future.

Council Programmes

The proposed 10 Year Plan contains several programmes that correlate with identified military heritage sites. These consist of specific heritage programmes, as well as renewals and major asset projects. The list of relevant programmes is attached as Attachment 2.

The Culture and Heritage Plan establishes a new approach for how Council delivers on these programmes. Examples of this new approach will see heritage conservation principles factored into Council Asset Management decisions, and heritage awareness and story-telling incorporated into the delivery of major Council projects.

The heritage register and GIS layer provide a mechanism to alert staff to the need to include heritage goals in project planning.

Military Heritage Trail

The Culture and Heritage Plan highlights the need to communicate and raise awareness of local history. Heritage Trails are one tool to achieve this, as they can:

- increase awareness of the local heritage and stimulate an interest in conservation;
- promote the area's history to visitors;
- publicly acknowledge significant conservation activity; and
- provide a ready-made recreational or educational excursion.

Both Council and various community groups have developed heritage trails and walks in the past:

- City Heritage Trail
- Esplanade Heritage Trail

- Terrace End Cemetery Walk
- Massey History Walk
- Easy Heritage Walk
- Women's place: a Heritage Trail around Palmerston North
- The Savage Crescent Walk

The Military History Database is also the first step in the commissioning a new military heritage trail. This work will be completed in collaboration with PNDHAG in the upcoming financial year, to be completed ahead of the 2019 Tattoo.

The intention is to develop digital and paper-based Military Heritage Trail. This can be achieved within current operational budgets.

3. NEXT STEPS


The next steps are to:

- Commence working with PNDHAG on a military heritage trail.
- Alert Council staff of the availability of the GIS as an input into programme planning.

4. COMPLIANCE AND ADMINISTRATION

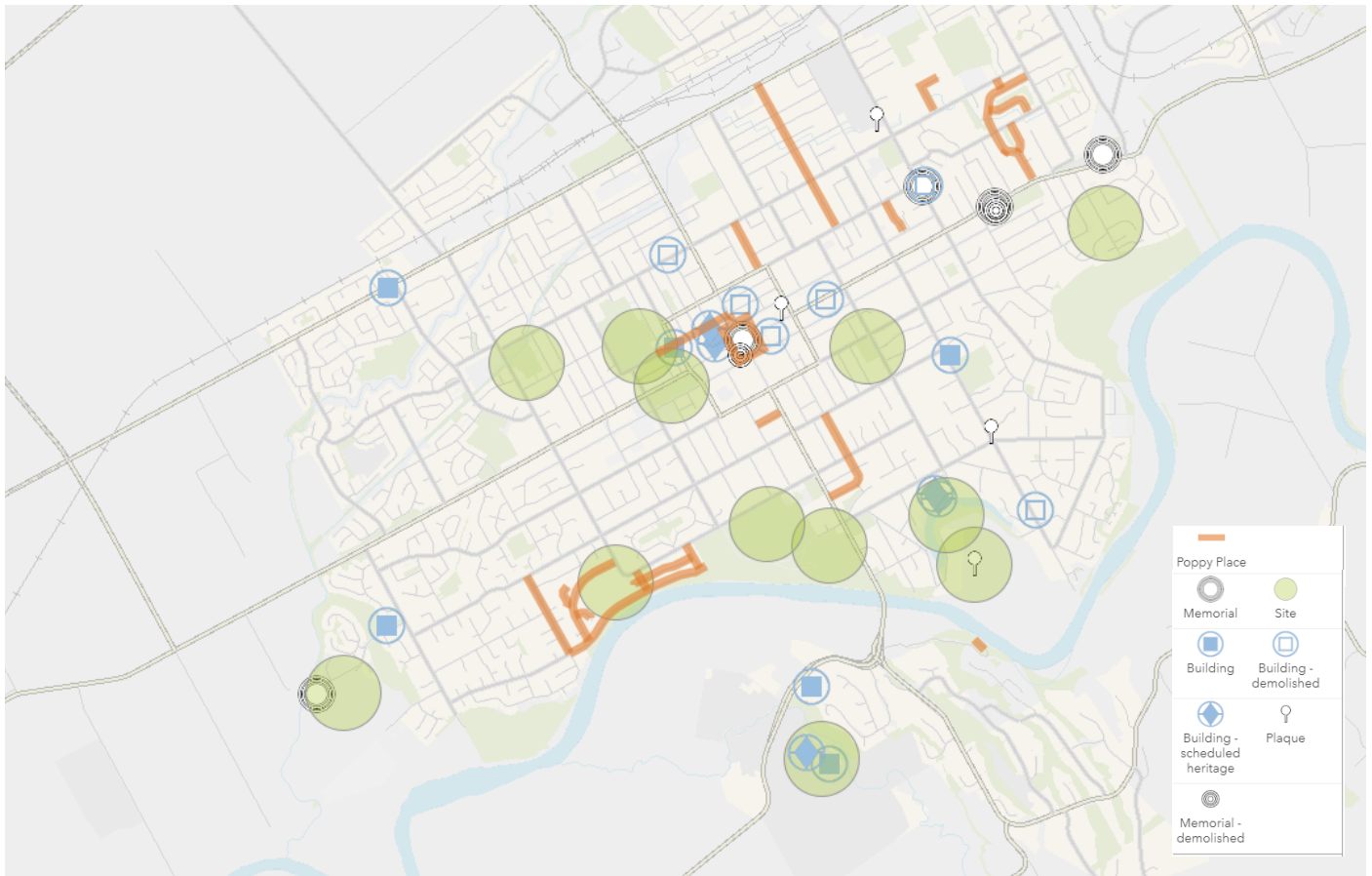
Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual	No
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No
Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No

ATTACHMENTS

1. Record of Military Heritage Sites [↓](#)
2. List of related 10 Year Plan Programmes [↓](#) 

Matthew Mackay
Policy Planner

Record of Military Heritage Sites



Draft 10 Year Plan Programmes

Prog. No#	Programme Name	Programme Description
37	Cemeteries - Terrace End - Site Enhancements	Maintain and enhance the historic Terrace End Cemetery. Work (in addition to regular maintenance) e.g. safety, accessibility, asset condition protection, landscaping to maintain the cemetery in good condition and protect the heritage of the site.
93	City Reserves - Memorial Park Reserve Development Plan Implementation	In December 2017 Council adopted the Memorial Park Reserve Development Plan. The 2018-2028 Council's 10 Year Plan Memorial Park Capital Works Programme provides the budget for Council to implement that plan. The thrust of this plan is to upgrade those aspects of the park that have fallen into disrepair and bring the park back up to City Reserve status.
98	Citywide Reserves - Renewals (Victoria Esplanade, Memorial Park, Ashhurst Domain and The Square)	The intent of the programme is to renew assets in those parks that are classified as Citywide Reserves - Memorial Park, Ashhurst Domain, Victoria Esplanade and The Square. Citywide reserves provide benefits in a wider area than the immediate neighbourhood in which they are situated. Accordingly, Citywide Reserves have amenities not generally found in neighbourhood reserves such as paddling pools, large playground areas, native vegetation, water features. Several Citywide reserves also include playing fields. Citywide Reserves are generally maintained to a higher standard than other reserves due to a higher rate of public usage.
367	Public Sculptures/Art Funding	To provide for public sculpture/art in public spaces throughout the city in collaboration with the Public Sculpture Trust.
560	Cultural/Heritage Reserves - Te Motu o Poutoa / Anzac Park Reserve Development	Develop a Reserve Management Plan (RMP) and a Reserve Development Plan (RDP) for Te Motu o Poutoa. Opus Consultants were employed to gather background information on this park to inform the Reserve Management and Reserve Development Plans. At the May 2017 bi-monthly meeting that all three Rangitāne Iwi attended, officers were told that Rangitāne are ready to move ahead with the Te Motu o Poutoa Reserve Management/Development Plan. In further discussions at the June bi-monthly meeting, Rangitāne requested Council provide them with a landscape architect to work with on the project. Council have appointed a landscape architect, the next step is to develop a cultural health index (how we work together), and develop a process for meeting Reserves Act 1977 requirements. Implementation of Priority 2 projects to give effect to the Arena Manawatu Masterplan.
1082	Central Energy Trust Arena Manawatu - Speedway Relocation & Artificial Pitch	Renewal of Hokowhitu Lagoon edge treatment. Approximately 900m of old wooden edging requires replacement for safety, bank stability and aesthetic reasons. A mix of hard and soft edging is proposed to enhance the lagoon and reserve areas, add biodiversity, and improve access for active and passive recreation. Ross Nicholson of Tech Services completed a report which outlines a series of treatments for the Lagoon edge for progressive implementation over the next three years.
1108	Cultural/Heritage Reserve - Hokowhitu Lagoon - Bank Renewal	Implementing and coordinating celebration and commemorative military heritage events including support for a Military Tattoo in April 2019 and ongoing for military commemorations - ANZAC, Armistice and smaller commemorative events.
1157	Military Heritage Commemorations	To achieve the level of service provided for Terrace End Cemetery following community feedback.
1168	Terrace End Cemetery - Maintenance Enhancement	

1402	City Centre Streetscape Plan - Inner Square	Upgrade the streetscape within the Inner Square of the City Centre in line with the approved City Centre Streetscape Plan to revitalise the environment surrounding The Square.
1408	City Reserves - CBD Reserves - Play Development	The City Centre Framework 2013 identifies a series of play opportunities across the CBD and through to Arena Manawatu (Page 49). This programme assumes three of these opportunities would be developed on The Square and the Railway Land to say the equivalent of the current chess board. Any Arena Manawatu or on street projects are assumed to be covered within the work in those areas. These projects would be scoped and developed to budget.
1431	Walkways and Shared Paths - Art and Heritage Trails	As per Active Community Plan for the development of information on arts and heritage sites in parks and reserves and promotion of those as walking tour opportunities.
1440	Cuba Street urban streetscape improvements - Rangitikei to George Street	Funding provision for streetscape elements associated with roading renewal programmes 115 and 122. Streetscape elements will follow outline plans established in the City Centre Framework.
1454	City Reserves - Victoria Esplanade Development Plan	The Victoria Esplanade is currently have a development plan produced. This programme is in anticipation of the generic types of development that may come out of this plan once adopted by Council.

COMMITTEE WORK SCHEDULE

TO: Arts, Culture and Heritage Committee

MEETING DATE: 25 June 2018

TITLE: Committee Work Schedule

RECOMMENDATION(S) TO ARTS, CULTURE AND HERITAGE COMMITTEE

1. That the Arts, Culture and Heritage Committee receive its Work Schedule dated June 2018.

ATTACHMENTS

1. Committee Work Schedule - June 2018  

ARTS, CULTURE AND HERITAGE COMMITTEE

COMMITTEE WORK SCHEDULE – JUNE 2018

Item No.	Estimated Report Date	Subject	Officer Responsible	Current Position	Date of Instruction/ Point of Origin
1	April 2018	Options on how Council can further support the work of Caecia Birch to achieve its objectives and KPIs	General Manager, Libraries and Community Services		12 December 2016 clause 5-16
2	April 2018	Draft Statement of Intent and six month report for CCOs	General Manager, Libraries and Community Services		
3	June 2018	An audit of Council programmes against Military Heritage Research to identify and communicate opportunities to develop a Heritage Theme	General Manager, City Future		13 November 2017 Clause 32.5
4	June September 2018	Comprehensive review of information signs and facilities to be sign posted.	General Manager, City Networks		12 February 2018 Clause 5.1
5	September 2018	Final Statement of Intent for CCOs	General Manager, Libraries and Community Services		
6	September 2018	Report back on consideration of discussion with CCOs regarding joint marketing opportunities	General Manager, Communications		12 December 2016 Clause 5-1
7	November 2018	Annual Report for CCOs	General Manager, Libraries and Community Services		
8	October 2018	Joint Marketing of Cultural CCOs	General Manager, Communications & Marketing		16 April 2018 Clause 10.2
9	February 2020	Report back on S17A	General Manager, City Future		
10	June 2018	Maintenance and renewal plans and budgets for cultural facilities	General Manager, City Networks		16 April 2018 Clause 11.5 Arts, Culture and Heritage