



AGENDA

Ordinary Council Meeting Thursday, 31 October 2024

Date Thursday, 31 October 2024

Time 2pm

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1715797

Timaru District Council

Notice is hereby given that a meeting of the Ordinary Council will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Thursday 31 October 2024, at 2pm.

Council Members

Mayor Nigel Bowen (Chairperson), Cllrs Allan Booth, Peter Burt, Gavin Oliver, Sally Parker, Stu Piddington, Stacey Scott, Scott Shannon, Michelle Pye and Owen Jackson

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

Nigel Trainor

Chief Executive

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- 1 Opening Prayer and Waiata**
- 2 Apologies**
- 3 Public Forum**
- 4 Identification of Urgent Business**
- 5 Identification of Matters of a Minor Nature**
- 6 Declaration of Conflicts of Interest**

7 Reports

7.1 Briefing from Audit and Risk Committee Independent Chair on Annual Report 2023/24

Author: Stephen Doran, Group Manager Corporate and Communications

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That councillors receive and note the report from the Independent Chair of the Audit and Risk committee.

Purpose of Report

- 1 This is a placeholder report for councillors to receive and note a verbal briefing from the independent chair of the Audit and Risk committee, Bruce Robertson, on the Annual Report 2023/24.

Assessment of Significance

- 2 This is an information report and is considered of low significance in relation to the significance and engagement policy.

Attachments

Nil

7.2 Adoption of Annual Report 2023/24

Author: Stephen Doran, Group Manager Corporate and Communications
Andrea Rankin, Chief Financial Officer

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That the council receives and adopts the Annual Report for the year ended 30 June 2024.

Purpose of Report

- 1 To present the Council with the Draft Timaru District Council Annual Report for the year ended 30 June 2024 with a recommendation that it is adopted.

Assessment of Significance

- 2 This matter is of low significance under the Council's Significance and Engagement Policy. All councils are required to report annually on their activities and financial performance under Section 98 of the Local Government Act 2002. While the Annual Report and the performance of Council has wide interest it is a reporting matter, and as such it does not request or require decisions that affect levels of service, rates or strategic assets.

Background

- 3 The Local Government Act 2002 (*the Act*) requires the Council to prepare and adopt an Annual Report within four months of the end of its financial year. The Council has a 30 June balance date, which require Council to complete and adopt its Annual Report no later than the close of 31 October 2024.
- 4 The Act requires the Annual Report to be audited, and Audit New Zealand (Audit NZ) have been appointed by the Auditor General to conduct the audit.

Discussion

- 5 The purpose of the Annual Report is to:
 - Compare the actual activities and the actual performance of the local authority in the year with the intended activities and the intended level of performance as set out in respect of the year in the long-term plan and the annual plan; and
 - Promote the local authority's accountability to the community for the decisions made throughout the year by the local authority (*Local Government Act: S98:2*).
- 6 The Annual Report (attached) outlines the achievements of Council and the financial and non-financial performance against Year 3 of the 2021-31 Long Term Plan.

Notable achievements, events and non-financial performance measures

- 7 Key Performance Indicators (KPIs) for the year 1 July 2023 – 30 June 2024 were set in the Long Term Plan 2021-31 (LTP). The results reported on are for year 3 of the LTP. They provide an

overview of Council's performance on key projects and initiatives, and progress towards our outcomes.

- 8 Council has 111 performance measures with targets that we report on across 9 groups of activities. We do not have any performance targets for Corporate Activities. The purpose of the performance measures is to provide the community with a view of the standard to which Council is delivering its services and activities. In summary:

8.1 66% of targets (75 measures) were achieved

8.2 3% (3 measures) were nearly achieved. Note: Nearly Achieved applies where the result achieved was within 5% of target

8.3 29% (33 measures) were not achieved

- 9 In respect of the performance measure targets not achieved, the details on each performance measure can be viewed in the Council activity reports section of the Annual Report.

- 10 The Annual Report notes achievements against the work programme for all of Council's activities. There is an emphasis on significant events outlined in the overview section of the Annual Report and at the start of each Group of Activities. For the current Annual Report a selection of notable events includes:

10.1 **Governance and Strategy** – continued to strongly advocate on behalf of the community to ensure that the District's views are heard on a number of legislative reforms. The Mayor and Councillors continued to advocate strongly on a national and regional basis for the promotion of local voice and control over key infrastructure such as water and roads, as well as advocating for new financial models to support local government.

10.2 **Community Support**

Timaru Airport - There's been a 4.43% increase in aircraft movements at Timaru airport, however there was a 4.5% decline in the number of passengers on scheduled flights.

Cemeteries: Council amended the natural burials clause of the bylaw in 2023. Specifically, natural burials are no longer required to have plantings placed over them. This broadens the types of burial available within the district and allows for more inclusivity of faith based burial requirements for our increasingly diverse community.

Emergency Management - This year, we refreshed our 'Are You Ready?' guide, providing updated and practical information to help residents prepare for various emergencies. The guide includes essential tips on creating emergency plans, assembling emergency kits, and understanding local hazards. We encourage everyone to make a plan and be prepared for any emergencies that could happen in our district.

Social Housing: Council currently has 236 properties throughout the district in Pareira, Pleasant Point, Timaru, Temuka and Geraldine. Occupancy is 96% with 8 units currently being renovated to Healthy Homes Standards. These 8 properties are expected to be occupied as soon as the renovations are complete.

10.3 **Environmental Services**

Building Control: The Building Control team were successful in retaining their accreditation following assessment by International Accreditation New Zealand (IANZ) in February 2024, with favourable feedback from the lead assessor mentioning the team are demonstrating 'best practice' in 3 of the functions performed which is rarely achieved.

District Plan Review - The District Plan Review continues to progress with matters to arise during Hearing B currently being responded to. The completion of these tasks will allow for the Hearings Panel to form initial views on the submissions heard. Decisions will not be issued until the completion of the hearings schedule. Officers continue to work with submitters where appropriate to respond to any outstanding matters so that any agreement in position can be reflected in responses to the panel.

10.4 Recreation and Leisure

Aigantighe Art Gallery The seismic upgrade (earthquake strengthening) project in the Aigantighe House Gallery is 50% complete as at 30 June 2024, and the cosmetic refurbishment is in progress. Despite the continued construction presence on site for a large part of this financial year, the Gallery has maintained excellent visitor numbers

South Canterbury Museum - It was a busy summer for our Museum team this year, with the return of crowd and community favourites 'Retro Rock' and the 'Sunsational Challenge', as well hosting a range of local and visiting temporary exhibitions over the course of the year.

Swimming Pools – CBay remained a popular choice for residents and visitors with 323,616 visitors to the CBay pool complex.

Libraries - Our Libraries had another great year with their community programmes held both on site and in the community. These programmes included: 158 Children's sessions including School Holiday Programme, Weekly Storytimes, Born to Read, Visits to/from Classes/Kindergartens, Thursday Games Group, and Tech Sessions and 206 Adult programmes/events, consisting of Tuesday Social Group (including a Mini Golf excursion and a visit to the museum), Aoraki Heritage Weekly Drop-In and a special Heritage ANZAC Drop-In Session, Digital Classes/Book a Digital Librarian, Mend & Sewing Workshops, Book Clubs, Knit & Natter, Knitting & Crochet, Mahjong, Driver Theory Licensing & Relicensing, LTP Drop-In, MyWay Drop-In, Grief Cafe, Heart Health, World Knit in Public Day, and an English Language Partners Session.

Parks - The Illuminate Festival was hosted in the Botanic Gardens again this year and was held over two weekends due to popular demand. The Botanic Gardens and Trevor Griffiths Rose Garden successfully retained their 'Garden of National Significance' 5- star rating from the New Zealand Gardens Trust. We were also successful in winning a basketball hoop and line marking upgrade for the Lough Park half court through a Basketball NZ competition. Thanks to all in the community who voted and helped us win this awesome upgrade. The council also contributed to the fundraising efforts and assisted with the building of a new pump track by the South Canterbury Mountainbike Club in Centennial Park, Timaru.

- 10.5 **Roading and Footpaths** - Significant roading projects completed including 85.9 kms of new road resurfacing, 371 metres of new kerb and channel installed and 11.1km of footpaths renewed and 1km of footpaths installed. There was a big focus improving safety for active transport (walking and cycling) including new raised pedestrian crossings on Queen Street, Grants Road and Quarry Road (Timaru), a new raised pedestrian crossing and traffic island on Woodlands Road (Timaru) New roundabout at the Church Street/ Grey Road intersection (Timaru).

Road renewals and improvement projects included Coach Road rehabilitation, Rangitata Gorge seal widening, Te Moana Road rehabilitation, Beaconsfield Road rehabilitation and upgrade, and Levels Plain Road rehabilitation.

- 10.6 **Sewer** - The Siphon for the Geraldine sewer network located under the Waihi River was successfully replaced in April 2024. This work was conducted during a period with no surface water flow, minimising disruption to natural river activities. Works were completed ahead of time and under budget. Geraldine will see a significant reduction in sewer overflows during rainfall events due to this work.
- 10.7 **Stormwater** - The Stormwater Main at Queen and High Streets, Timaru was upgraded. This was a critical upgrade due to increased impermeable surfaces in the area. An increase in impermeable surfaces means less water absorbing into the ground when it rains, and more water having to drain into pipes. Upgrade to a larger main will mean less flooding in heavy rain around Timaru Hospital.
- 10.8 **Waste Minimisation** - A new cell for landfill disposal was created during the year and this is expected to last 5 years. Once the cells are full, they will be capped. The capping of 2 cells at Redruth commenced during the year and is expected to be completed in October 2024. The capping involves placing large volumes of material, often soil and clay, over the landfill area to minimise the potential of rainwater or surface water infiltrating the landfill.

The landfill gas from stage 2 and 3 of the landfills is flared at the newly installed flare at Redruth Landfill. Landfill gas is extracted at the flare system. The flare reduces the emissions of greenhouse gases into the atmosphere

- 10.9 **Water Supply** - Covers were installed for the raw water reservoirs at Te Ana Wai Water Treatment Plant on the Downlands Scheme. Hexacover was used, which consists of specially shaped plastic hexagons that will flip if a bird lands on it. The covers reduce the formation of algae by cutting out light and prevents birds swimming in the reservoirs. This in turn means that the treatment required to meet Quality Assurance Rules is less rigorous.

Work continues on the Pareora Pipeline Renewal, which is one of the two supplies for Timaru. This critical watermain delivers raw water more than 30km from the Pareora River intake to Timaru's Water Treatment Plant at Claremont.

A watermain upgrade was completed near the Port Loop in October 2023. This work was essential to maintain supply Levels of Service to the Port Area and Caroline Bay. The timing of this project meant that contractors who were working on the Pareora Pipeline were able to be diverted to Port Loop, ensuring resource efficiency across the 2 projects. more efficient. Financial Performance and capital delivery.

Financial Information

11 The primary financial statements are on pages 93-104 of the Annual Report.

12 In summary, the key financial performance measures are:

	Actual for year (\$000)	Budget for year (\$000)	Actual year ended 30 June 2023 (as a comparison) (\$000)
Total revenue	137,578	128,432	113,688
Total expenses	139,264	122,796	130,376
Operating (deficit)/surplus	(1,686)	5,636	(16,689)
Gain on Revaluation of Assets	0	0	55,987
Total Comprehensive Revenue and Expense	(1,686)	5,636	39,296

13 Total revenue was \$9.15 million better than the budget. The major items in this favourable variance were:

- Rates revenue was higher than budgeted by \$467k, due to growth in the District and additional water by meter income received.
- Fees and charges were \$2.0m below budget, which is largely attributed to Waste Minimisation fees as a result of lower tonnes received than budgeted. Building consent fees were under budget as a result of changing market conditions within the construction industry.
- Theatre Royal user fees were below budget as result of project construction delay.
- Subsidies and grants were \$11.3m below budget largely a result of the delay in Theatre Royal project completion – grants are budgeted on a completion basis. Better Off funding for Parks, Aorangi Stadium and Aigantighe Art Gallery were deferred to 2024/25 for drawing down due to delays on the respective projects.
- Finance revenue was above budget by \$2.9m due to increases in interest rates received on Council's cash reserves and deposits. Financial contributions of \$739k received relating to sewer, stormwater and water supplies were unbudgeted.
- Vested assets of \$16.6m from residential developments and Aorangi Stadium were vested in Council during the year, which were unbudgeted.
- Other revenue was above budget by \$625k and included donations of \$653k received towards construction of the CPlay project, which was previously held in Trust.

14 Total operating expenditure was \$16.47 million higher than budget. The major items in this unfavourable variance were:

- Depreciation was \$5.5m higher than budget largely as a result of the prior year's water asset revaluations which increased total fixed assets by \$55.9m and increases the depreciation required in preceding years due to the increase in rates over the financial year.

- Finance costs were \$3.3m higher than budget due to the increase in interest rates over the financial year.
- Professional and consulting fees were \$583k above budget largely attributable to planning consultancy costs \$338k above budget, and Corporate Planning costs \$318k above budget, as a result of providing support for vacant positions in addition to specialist advice.
- Road maintenance costs were \$429k under budget largely due to decrease in CBD Maintenance costs by \$841k, Roothing Emergency costs by \$784k and an increase in Sealed Road Maintenance costs by \$412k, Green Areas Maintenance by \$488k.
- Water and Stormwater costs were \$3.6m over budget largely due to Drainage & Water other expenses above budget by \$2.3m, as a result of an increase in Urban Water and Te Moana reticulation costs, due to cost escalations and an increase in the Internal Charges, largely relating to costs on-charged from Corporate activities to other Council activities. Depreciation was \$1.2m above budget as a result of the prior year water asset revaluation, which increased total fixed assets by \$56m and therefore increased depreciation required in proceeding years.
- Waste minimisation expenses were \$436k under budget due to lower than budgeted carbon credits, waste site maintenance and landfill contractor’s costs.
- Other gains/(losses) are overall \$4.7m above budget, arising from unbudgeted losses from plant and equipment disposals and changes in fair value of derivative financial instruments. These losses were offset by fair value gains on forestry and investments.

16 Council continues to maintain a strong financial position. This is set out in the Statement of Financial Position on page 97 of the Annual Report. The main items in the Statement of Financial Position are:

	Actual as at 30 June 2024 (\$000)	Budgeted as at 30 June 2024 (\$000)	Actual as at 30 June 2023 (for comparison) (\$000)
Total current assets	42,688	64,272	57,849
Total non-current assets	1,987,437	1,914,500	1,953,223
Total Assets	2,030,125	1,978,772	2,011,072
Total current liabilities	88,773	25,181	69,377
Total non-current liabilities	169,547	268,642	168,205
Total liabilities	258,321	296,639	237,582
Total Equity	1,771,805	1,682,133	1,773,490

- 17 Total equity is the community’s interest in the total assets of Council.
- 18 Council is required to publish a Disclosure Statement (pages 181-184 of the Annual Report). This is a series of disclosures regarding rates affordability, debt affordability and servicing, meeting essential services benchmarks and a balanced budget benchmark. The details are set out in the Disclosure Statement.

- 19 During 2023/24 capital expenditure on Council's infrastructure, facilities and services totalled \$58m. This capital work provides numerous employment opportunities for our local workforce, while keeping our facilities and infrastructure fit-for-purpose. Most of the expenditure was spent on our roading network and footpaths (41%), water supply, wastewater and stormwater infrastructure (20%), as well as some of our recreation and leisure facilities (23%) with the balance across our community support (1%), waste minimisation (0.5%) and corporate support (4.1%).
- 20 2023/24 was another challenging year with supply chain issues, however the infrastructure projects in roading, waste and water progressed well reaching 100%, 95%, and 60% of their planned programme respectively. The planned capital expenditure target was \$82.2m, however this included \$11.4m on the Theatre Royal and Heritage Facility, \$5m on the south Stafford Street carpark, \$9m on the Claremont Water Treatment Plant and \$2.4m on the Aorangi Stadium projects, all of which were not progressed as projected.

Unmodified audit opinion

- 21 At the time of authoring the report, officers are expecting that Audit New Zealand will provide an unmodified audit opinion as to the fair presentation in all material respects of matters presented and disclosed in the Annual Report.
- 22 The value of the audit opinion for readers and users of the Annual Report is the assurance they can have as to the material accuracy of information and faithfulness of the representations that it contains and discloses.

Options and Preferred Option

- 15 Adoption of the Annual Report is a legislative requirement. The Council can choose to:
- Adopt the Annual Report (*preferred option*)
 - Not adopt the Annual Report and advise officers what amendments are required prior to adoption. This would likely require further audit input, depending on the scale of the changes requested, and mean delays in the adoption of the Annual Report to past the statutory deadline.

Consultation

- 16 Consultation on the Annual Report is not required. It is a legislative requirement that all Councils must complete at the end of the financial year. The report is designed to encourage readership by the community of Council achievements and challenges during the financial year. A summary Annual Report is also prepared for the community.

Relevant Legislation, Council Policy and Plans

- 17 Section 98 of the Local Government Act 2002.
- 18 Annual Reporting and Audit Time Frames Extensions Legislation Act 2021.
- 19 Long Term Plan 2021-31.
- 20 Annual Plan 2023/24.

Financial and Funding Implications

- 21 Preparation and audit of the Annual Report is a budgeted expense.

Other Considerations

22 There are no further considerations.

Attachments

1. **Draft Annual Report 2023/24 (under separate cover)**

7.3 Future provision for performing arts in Timaru District

Author: Stephen Doran, Group Manager Corporate and Communications

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That council delegates to the Chief Executive to progress option 1(b) informed by community consultation up to this date.

Purpose of Report

- 1 The purpose of this report is to present four options for the redevelopment of the Theatre Royal requested by council.
- 2 It seeks approval to proceed with Option 1B in two phases, phase one including the Theatre Royal and laneway and phase two including the museum, as this is in line with the Long Term Plan 2024/34.
- 3 If this option isn't selected, the report presents alternative options for provision of a theatre, including a new build option and a multipurpose civic centre.
- 4 The options other than 1 and 1B would require further public consultation. A draft consultation document and summary is attached and the recommendation would be that Council delegates authority to the Mayor and Chair of Community Services Committee for final approval and public release of an edited, completed, and designed consultation document.

Assessment of Significance

- 5 This matter is considered high significance with regards to Council's Significance and Engagement Policy as it refers to several of the Council's strategic assets; is of high community interest; and has impacts on wellbeing, financing and rating, and levels of service.
- 6 However, it should be noted that a number of consultations have already been undertaken on this subject it was originally discussed as part of Long Term Plan (LTP) 2017/27 and was the subject of a number of submissions to Long Term Plan 2024/34

Background

- 7 At the Extraordinary Council meeting on 16 July 2024 Council made the decision not to proceed with the proposed option for the Theatre Royal and Heritage Facility project located on Stafford Street.
- 8 Feedback from the 2018-2028 and 2021-2031 Long-Term Plans indicated a strong preference from the community to provide a functional and fit-for-purpose theatre for both local and visiting shows. While not specifically listed as a project for consultation in the 2024-2034 LTP, numerous submissions reiterated a preference for a theatre, emphasising the value that such a venue plays in developing, promoting and supporting performing arts in the Timaru District.

- 9 Of submitters who made specific reference to a theatre, 62% of those wanted some form of theatre in the district.
- 10 In deciding not to proceed with the proposed TR&HF project, council officers were tasked with exploring and presenting alternative options for the provision of a performing arts venue in Timaru, to be considered for public consultation.
- 11 Four potential options have been scoped by officers and were presented to councillors. One option provides for an upgraded Theatre Royal, with a laneway development and the opportunity for a staged museum development; another option provides for the building of a new theatre similarly scoped to the Ashburton Events Centre on a site at Barnard Street; the third option provides for the development of a multipurpose, co-located facility which includes the theatre, museum and library activities as well as bookable multifunctional public spaces for events, conferences and meetings.
- 12 There are also Options 1B and 2B, which provides for council to make a commitment to develop the plans for a museum on an adjacent site.
- 13 A fourth option proposes to close and mothball the Theatre Royal until a future decision is made.

Discussion

- 14 In more detail, the options are:
 - 14.1 **Option 1 and 1B: Theatre Royal precinct plan with option for staged museum.** This option proposes an upgrade of the existing Theatre Royal on Stafford Street to make it fit-for-purpose for modern performing arts shows, which will seat 800. This option retains the heritage status of the building and allows for necessary internal upgrades, new seating, a new fly system within the existing stagehouse, as well as earthquake strengthening and improved accessibility. It would be suitable for both local and touring productions. This option would see the development of a new café bar area suitable for events as well as the development a laneway connecting Barnard and Stafford Streets. This laneway would facilitate the staged development of a museum on the site behind the theatre to create a new cultural precinct. The 'B' option would be the confirmation that a new museum building would be built adjacent to the back of the museum facing onto Barnard Street and the laneway.
 - 14.2 **Option 2 and 2B: A New Theatre with option for staged museum:** This option proposes to build a new, fit-for-purpose 500-seat theatre on a council owned site in the city centre, behind the existing Theatre Royal on Barnard Street. This option provides an appropriately sized, purpose-built and modern proscenium or auditorium style theatre, suitable for local and touring shows, which would be based on the Ashburton Events Centre. Both front of house and backstage would be fully accessible. This option would not preclude the building of a museum at a later date on either the theatre or adjacent site. The 'B' option for this would be the confirmation that a new museum would be built on the adjacent site, most likely where the Theatre Royal currently sits.
 - 14.3 **Option 3: New Multipurpose Civic Centre:** This option proposes a new multipurpose civic centre built on the site of the current Timaru Library. This will contain a new 500 - seat theatre, museum and library as well as potential multipurpose meeting rooms for public use, council meetings, conferences and events. This option provides an

appropriately sized, purpose-built and modern proscenium or auditorium style theatre, suitable for local and touring shows.

- 14.4 **Option 4: Close and mothball the theatre.** This option proposes to close and mothball the Theatre Royal, pending any future council direction. Under this option small and medium sized theatres and auditoriums in schools will remain the only options for performing arts venues in the district, pending any future decision.
- 15 Council officers are proposing that option 1 (and Option 1B) can be progressed without further public feedback, as it is broadly in line with previous consultations and decisions made around the provision of a theatre and museum and comes within the budget allocated in Long Term Plan 2024-34.
- 16 Options 2, 2B, 3 and 4 differ from plans outlined in the LTP to require public consultation. Options 1, 2 and 3 provide a practical, fit-for-purpose venue that can be delivered within the Council's current debt cap. The fourth option does not deliver this venue.
- 17 If council decides to seek public consultation on this matter, officers seek Council's endorsement to take these four options out for public consultation for a two-week period in the month of November 2024, with the presentation of the results to the Council on 10 December 2024.
- 18 If it was desired that the consultation run for longer, this would likely require the results to be presented to the following Council meeting on 4 February 2025.
- 19 The draft consultation document notes some of the advantages and disadvantages of each of the proposed options. Initial scoping has also been undertaken to provide some high-level cost indications of both capital and operational expenses for each option.
- 20 It is important to note that the costings for these options are estimates only, based on information available at the time of writing. Effects on overall rates income should be taken as an estimate, due to the nature of how these projects are funded, the variation in operational costs, and the differences in individual rates bills.
- 21 Where we have described an effect on rates, it is an estimate based on the difference between the options and the budget of the original project in the LTP. Any operational expenses may vary depending on what operating model is developed for the facilities.

State of current buildings

- 22 Summaries of condition reports for the museum and library are attached to this report to provide additional context to any decisions made.
- 23 In summary:
- 23.1 The Timaru Library building is in a moderate to good conditions, amongst the issues listed the roof is the most significant issue needing remediation. It has a draft earthquake strength rating of 15% of New Building Standard (NBS) at Importance Level 2 (IL2). Initial indications are that this could be raised to 67% in a reasonably straightforward way. The broad estimate for the roof replacement and earthquake strengthening works is around \$2.5 million.
- 23.2 The South Canterbury Museum Building is considered to be in a poor condition. While there are issues throughout the building complex, the most significant issues are in the modern extension of the building, which is suffering water ingress due to material failure at the roof junctions, as well as saturation of the lower-level walls. In the main octagonal

building, there are also issue with watertightness and many of the original window are failing. It has a draft earthquake strength rating of 15% of NBS at IL2, and it would require significant work to bring it up to a higher standard. Broad estimates to resolve the issues in the building are about \$3 million.

- 23.3 As all options, except for option 4 resolve the issues with the theatre either through renovation or replacement, so the condition of the theatre is not discussed in detail here.

Stakeholder feedback

- 24 Several meetings have been held with theatre stakeholders with specific regard to the renovation of the Theatre Royal.
- 25 The focus on the Theatre Royal assumed that much of the specification work has been done and would require amendment prior to construction, whereas a new build theatre has yet to be designed or specified in any detail.
- 26 The major remaining issues identified with the current redevelopment specification of the Theatre Royal were around storage under the stage, limited space on stage right, auditorium access from stage right, space for an orchestra, viewing angles from the rear few rows of the stalls and allocation of principal changing rooms.
- 27 There was approval for the significant increase in wing size on stage left, as well as level access to the loading dock, as well as the flattening of the stage and the improvement of the majority of audience sight lines through the re-raking of the auditorium floor. The changing rooms were also seen as an improvement.
- 28 Those with a front of house focus were supportive of the significant improvement of customer flow provided by the new café bar areas, which provides for easier access to the toilets.
- 29 Council officers have expressed confidence that most of the major issues raised as part of the stakeholder feedback exercise can be addressed through design and engineering work to ensure the theatre is fit for purpose.

Financial Considerations

- 30 The table below has the analysis of all 4 options based on 2028 financial year, commentary follows.

Theatre Options
\$ estimated using FY2028

	In house model						
	Option 1	Option 1B	Option 2	Option 2B	Option 3	Option 3b	Option 4
	Refurbishment Theatre	Refurbishment Theatre plus New Museum	New Theatre Stand alone	New Theatre New Museum	Library Site	Library	Do nothing
Capital							
Capital Cost Build	28,400,000	28,400,000	28,750,000	28,750,000	56,750,000	56,750,000	
Capital Costs FF&E	800,000	800,000	800,000	800,000	1,800,000	1,800,000	
Total Capex Stage One	29,200,000	29,200,000	29,550,000	29,550,000	58,550,000	58,550,000	0
Capital Stage Two							
Museum		15,000,000		15,000,000			
Demolish Theatre			2,500,000	2,500,000			
Museum FF&E		3,000,000		3,000,000	3,000,000	3,000,000	
Total Capex Museum		18,000,000	2,500,000	20,500,000	3,000,000	3,000,000	0
Total Capex	29,200,000	47,200,000	32,050,000	50,050,000	61,550,000	61,550,000	0
MBIE Contribution		6,800,000		6,800,000		6,800,000	
Museum display Fitout Donations		1,560,000		1,560,000	1,560,000	1,560,000	
Sale land - Stafford Street	750,000	750,000	750,000	750,000	1,500,000	1,500,000	
Sale land Museum site		750,000		750,000	750,000	750,000	
Funds to offset	750,000	9,860,000	750,000	9,860,000	3,810,000	10,610,000	0
Loans from Heritage Hub	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000	2,400,000
Total Loans	30,850,000	39,740,000	33,700,000	42,590,000	60,140,000	53,340,000	2,400,000
Depreciation 50 Years	568,000	868,000	575,000	875,000	1,135,000	1,135,000	0
Depreciation 10 years	80,000	380,000	380,000	380,000	480,000	480,000	0
Total Depreciation	648,000	1,248,000	955,000	1,255,000	1,615,000	1,615,000	0
Interest	1,465,375	1,887,650	1,600,750	2,023,025	2,856,650	2,533,650	105,600
Opex for Options							
Revenue model	(1,225,573)	(1,435,159)	(1,198,432)	(1,408,018)	(1,426,772)	(1,426,772)	(228,340)
Salaries & Expenses	1,360,027	3,208,929	1,360,027	3,208,929	7,710,881	7,710,881	5,257,832
Depreciation	648,000	1,248,000	955,000	1,255,000	1,915,000	1,915,000	680,546
Interest	1,465,375	2,125,585	1,600,750	2,260,960	3,404,663	3,081,663	653,613
Rates required to breakeven	2,247,829	5,147,356	2,717,345	5,316,872	11,603,773	11,280,773	6,363,652
Opex in LTP 2024/34							
Revenue LTP	(997,296)	(1,104,681)	(997,296)	(1,104,681)	(1,163,667)	(1,163,667)	(1,163,667)
Salaries & Expenses LTP	846,292	2,643,235	846,292	2,643,235	8,074,379	8,074,379	8,074,379
Depreciation LTP	1,119,267	1,246,353	1,119,267	1,246,353	1,799,814	1,799,814	1,799,814
Interest LTP	2,469,344	2,664,268	2,469,344	2,664,268	2,974,346	2,974,346	2,974,346
Rates required to breakeven	3,437,607	5,449,175	3,437,607	5,449,175	11,684,872	11,684,872	11,684,872
Difference between Option and LTP	1,189,778	301,819	720,262	132,303	81,099	404,099	5,321,220
Reduction in rates	1.2%	0.3%	0.7%	0.1%	0.1%	0.4%	5.2%

31 The above are the options that have been costed, commentary on each follow:

Option 1 - Theatre Royal precinct plan with option for staged museum.

32 This option is the refurbishment/extension of the Theatre Royal as per the concept design by NB Architects in consultation with the Theatre Users Group. The capital costs of \$29.1m is per the Quantity Survey (QS). Alternative broad estimates have come in at \$3.5m less, with the difference likely being the engineering components that were not complete at time of the QS estimate. We have used the QS estimate to be conservative.

33 The sale of the properties on Stafford Street for redevelopment has been included at \$750k. This influences borrowings and reduces the interest by \$35k, so is effectively immaterial, but a sale would enable commercial development in the area.

- 34 In developing the previous option of the Heritage Hub a total of \$7.2m has been spent, with \$4.8m funded by MBIE and the remaining \$2.4m borrowed by TDC.
- 35 The Operating Expenditure (Opex) for the Theatre Royal has been modelled after several similar theatres. Revenue includes different rates for Commercial vs Community based on average 70% occupancy (which more conservative than other venues, which achieve around 85%), plus revenue for hire of other components of the facility, which includes equipment and various spaces. The expenses have also been modelled on an inhouse operation; the savings levels are minimum with four permanent staff supplemented by casuals as required.
- 36 Depreciation on Capital costs are at 50 years for the building and 10 years for the fixtures, fittings and equipment (FF&E). Interest on all options is assumed to be 4.75%.
- 37 Option one has an operational saving against the LTP of \$1.18m or 1.4%.
- 38 If the Museum remained at its current location an estimated \$3.0m would need to be spent on fixing the seismic and building issues, which reduces the savings by \$202k per annum. It should be noted that the Opex for the Theatre staff of \$601k were not included in the LTP, but this option includes this and still produces a saving.

Option 1B - Theatre Royal precinct plan with staged museum.

- 39 This option builds on Option one, with the main difference being that Council commits to a staged development, with the building of a new museum after the completion of the Theatre.
- 40 The main differences between the options are that this one retains access to the \$6.8m of remaining government funding as the contract requirements would be met.
- 41 However, a commitment to the two buildings is required and the timeline for construction will need to be documented. This effectively saves \$300k p.a. in financing costs if the Council believes that a new Museum is advantageous.
- 42 This option adds an additional \$18m of capex on Option 1, made up of \$15m for the building and display fit out of \$3.0m, which will be partly fundraised. This increases the depreciation, as the display fitout would be depreciated over 10 years.
- 43 The Opex for the Theatre is per option 1 with the museum as per the LTP added. The major difference between option 1 and 1B is that the \$3.0m of fit out the museum increases the depreciation by \$300k, which reduces the overall saving of the option.
- 44 This option has an overall saving against the LTP of \$302k or 0.3%, noting that the staff costs of \$601k not included in the LTP have been adsorbed and a saving is still available.
- 45 In the long term this has an immediate effect of increasing borrowing between option 1 and 1B of \$7.45m for the \$15m build of a museum, but it would also avoid the capital cost of \$3.0m for fixing the existing Museum.

Option 2 - A New Theatre with option for staged museum:

- 46 This option is for a new theatre to be built on Barnard Street, the main difference being the capital cost increasing to \$32.05m (including the demolition of the existing Theatre Royal) and the revenue estimates being less than option 1 due to the smaller auditorium capacity (500 seats) and limited allied facilities.
- 47 There are no costs included for dealing with the existing Museum as per option 1 & 1b.

48 This gives a saving over the LTP of \$720k or 0.7%, however if the \$3.0m cost of fixing the existing Museum, then the savings would be reduced by \$202k.

Option 2B - A New Theatre with staged museum:

49 This option is broadly the same as option 1B, with the following differences:

50 This option adds \$18m of capex, made up of \$15m for the building and display fit out of \$3.0m which will be partly fundraised. This increases the depreciation as the display fitout would be depreciated over 10 years

51 This has an overall Opex saving against the LTP of \$132k or 0.1% against the LTP.

Option 3 - New Multipurpose Civic Centre

52 This option is the demolition of the Timaru Library and its replacement with a building that houses the Library, Museum and Theatre.

53 It has the highest Capital cost at \$61.55m, including the \$3.0m for Museum display to be partly fundraised by the Community.

54 The capital cost drives the interest and depreciation plus interest on existing loans for the old Library and Museum. There are saving from the operational cost which have been included. This is through efficiencies such as power use and maintenance.

55 This option has a \$81k or 0.1% savings on Opex against the LTP.

56 This assumes that the remaining MBIE funding will not be received, but also brings with it the risk is that some of the MBIE funding may have to be repaid, which would increase the loans by \$2.4m to \$4.8m, essentially making this a higher cost option than what's budgeted for in the LTP.

Option 3B - New Civic Centre Library Site with MBIE Funding

57 This option is the same as Option 3 but includes the MBIE funding. This increases the Opex savings to \$404k or 0.4%.

58 The main issue with this option is the possibility the MBIE funding may not be available, as the location and build option is very different to the original agreement with MBIE. There is also the risk that the drawn-on portion of the MBIE funding may need to be repaid, reducing the Opex savings by a further \$114k to \$228k.

Option 4 Close and mothball the theatre

59 This option financially has a saving against the LTP of \$5.3m or 6%.

60 It doesn't include any demolition costs of the Theatre Royal, and around \$200k a year for costs to mothball the building and keep it secure and weathertight.

61 This option also doesn't include the \$3.0m to fix the Museum.

Effects on Rates

62 The effect on rates will be different for different properties, however for this exercise we have simply used the 23,390 rating units in the district to estimate the effect on each option.

63 This is demonstrated in the table below with a comparison to the LTP:

	Option 1	Option 1B	Option 2	Option 2B	Option 3	Option 3b	Option 4
	Refurbishment Theatre	Refurbishment Theatre plus New Museum	New Theatre Stand alone	New Theatre New Museum	Library Site	Library	Do nothing
Rates per rating units (23390 units)							
Theatre per option	\$ 96.10	\$ 96.10	\$ 116.18	\$ 107.50	\$ 116.18	\$ 107.50	\$ -
Museum per option	\$ 87.84	\$ 123.96	\$ 87.84	\$ 123.96	\$ 123.96	\$ 123.96	\$ 87.84
Libabry per option	\$ 266.60	\$ 266.60	\$ 266.60	\$ 266.60	\$ 252.04	\$ 238.47	\$ 266.60
Total	\$ 450.54	\$ 486.66	\$ 470.61	\$ 498.06	\$ 492.18	\$ 469.93	\$ 354.44
Theatre per LTP	\$ 146.97	\$ 146.97	\$ 146.97	\$ 146.97	\$ 146.97	\$ 146.97	\$ 146.97
Museum per LTP	\$ 87.84	\$ 87.84	\$ 87.84	\$ 87.84	\$ 87.84	\$ 87.84	\$ 87.84
Library per LTP	\$ 266.60	\$ 266.60	\$ 266.60	\$ 266.60	\$ 266.60	\$ 266.60	\$ 266.60
Total	\$ 501.41	\$ 501.41	\$ 501.41	\$ 501.41	\$ 501.41	\$ 501.41	\$ 501.41
Difference saving/(increase)	\$ 50.87	\$ 14.74	\$ 30.79	\$ 3.34	\$ 9.23	\$ 31.47	\$ 146.97

- 64 While option 1 gives the best savings against the LTP, Option 1B enabled the MBIE funding of \$6.8m to be received and provides for a new modern Museum. This will avoid having to complete the repairs to the existing Museum and could free up the site for sale.
- 65 It also deals to several issues with displays, storage and access issues with the current Museum that were the reasons for the proposal in LTP 17/27.
- 66 The other advantage of option 1B is the foot traffic it would bring to the Stafford Street/Barnard Street area and made the potential Commercial component of the site more available.

Options and Preferred Option

- 67 That council delegates to the Chief Executive to progress option 1(b) informed by community consultation up to this date, **(Preferred Option)** or;
- 68 That Council receive and endorse the options in the content of the draft consultation document, and agree to take the options out for public feedback for two weeks in November, and;
- 69 Council also agrees to delegate authority to the Mayor and Chair of the Community Services Committee to approve final sign off and public release of the edited, completed, and designed document, or;
- 70 Councillors can elect to disagree with the content of the draft consultation document attached and provide further comment or detail for inclusion. Under this option a fully designed document may be presented at a future Council or Standing Committee meeting. This would result in a postponement of the consultation period until December 2024, with the presentation of the results from the consultation to occur at the February 2025 Council meeting.
- 71 Councillors may also elect to pause the public consultation process until a future resolution to proceed is determined. This would likely result in a delay of any public consultation to some point in 2025.

Consultation

- 72 As noted earlier, officer advice is that no further consultation is required to proceed with options 1 and 1B. If Council wishes to obtain further public feedback on this and the other options, officers propose to take a final version of the attached draft information document

out for public feedback for a period of 2 weeks, during the month of November. A report detailing the results of this will be presented to the 12 December 2024 Council meeting.

Relevant Legislation, Council Policy and Plans

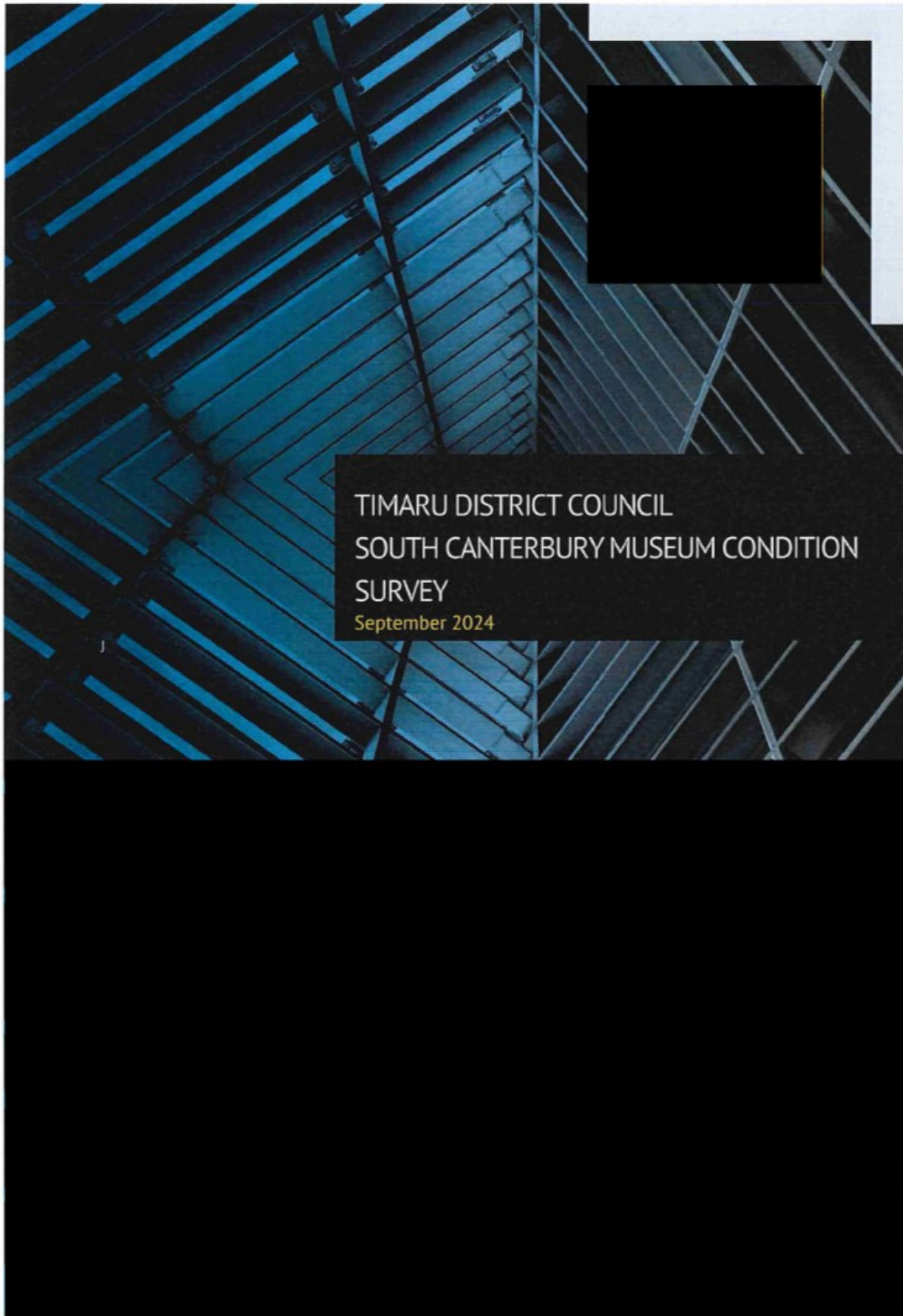
- 73 Consultation provisions in the Local Government Act 2002
- 74 Significance and Engagement Policy
- 75 Timaru District Long Term Plan 2024-34 and previous Long Term Plans.
- 76 The previous resolution on this manner 2024/1 from 13/8/24. That Councillors:
- Receive and discuss the content of the attached draft consultation document and provide feedback;
 - Endorse the options outlined in the content of the draft consultation document;
 - Delegate a timetable for consultation to the Chief Executive.
- 77 Officers consider that resolution 2024/54 does not prohibit councillors from choosing to proceed with the preferred option informed solely by community consultation up to this date, without seeking further feedback.

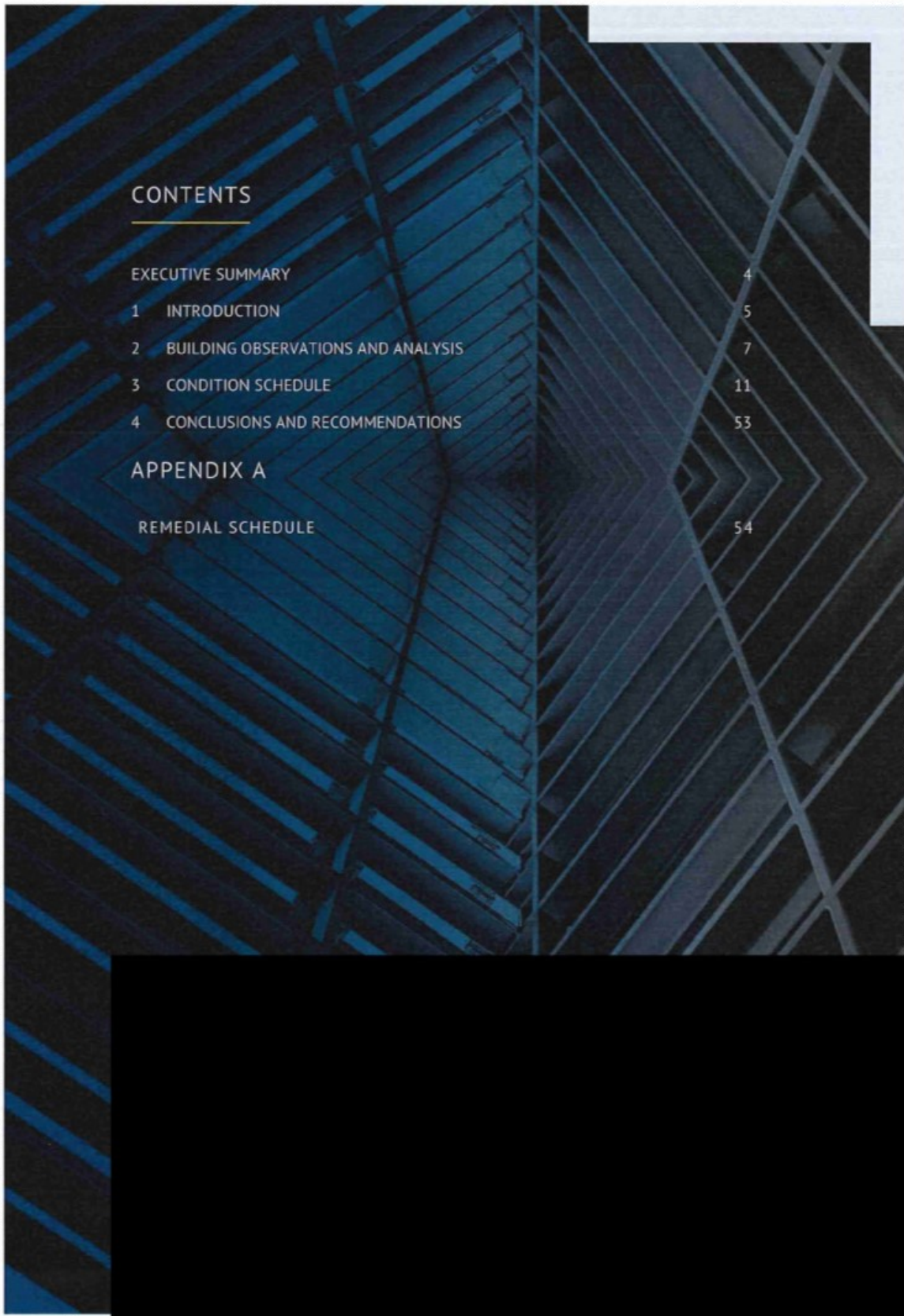
Financial and Funding Implications

- 78 The cost associated with delivering the public consultation will be approximately \$4,000 including advertising. While there is no specific budget for this consultation, it can be accommodated within existing communications and engagement budgets.

Attachments

- 1. Museum Condition Report (Redacted Version)**
- 2. Library Condition Report (Redacted Version)**
- 3. Draft Consultation Document (under separate cover)**





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ACKNOWLEDGEMENT OF SUBMISSION

This report was prepared by [REDACTED] and reviewed by [REDACTED]
Respectfully submitted by [REDACTED]



DATE	VERSION	AUTHOR(S)	REVIEWER(S)
3 September 2024	1	[REDACTED]	[REDACTED]

EXECUTIVE SUMMARY

The building has been subject to deferred maintenance. Moisture damage is present which appears to be caused by failures in the performance of building elements, as well as design and construction related defects.

Some of the wall linings in the basement are saturated. Further investigation is required to determine the cause of the moisture ingress; however, it appears the tanking system terminates below the level of the concrete footpath and may be providing a moisture ingress route into the building. Further investigation is also required to determine the detailing at the horizontal junction between the fibre cement cladding and the plaster system, which may also be allowing moisture ingress if incorrectly detailed. The plaster system to the South elevation extension sounds hollow, indicating the plaster may have de-bonded from the polystyrene substrate.

Moisture ingress through the roof cladding has resulted in corrosion of a steel beam in the entrance lobby. Moisture ingress through an apron junction on the Southwest corner of the building has resulted in high moisture content readings recorded in internal wall linings. Further areas of moisture ingress through the roof of the original building have been reported by building occupants. Further investigation is required to determine if damage has occurred within the wall and roof assemblies in these locations.

Cracking is occurring to concrete floors in the extension and to some of the wall, ceiling and floor linings at the junction to the original building. ■■■ understands that a structural engineer has been engaged to carry out a DSA. The cracking observed should also be reviewed by the structural engineer to provide comment on the likely cause and to provide remedial recommendations (if required).

Large areas of glazing are obsolete and have been either blocked off, painted over or overlaid. Corrosion is present in some of the original metal window frames. External joinery is recommended for replacement in the short to medium term or the openings permanently closing off.

Health and safety related issues observed include moisture ingress in close proximity to light fittings, the lack of a fall arrest system to the roofs and fall hazards at retaining walls and at the top of the landing to the front access steps. ■■■ understands that while the museum exhibits have been tested for the presence of asbestos, an asbestos management survey has not yet been carried out for the building. Potential ACMs have been observed and an asbestos management survey is recommended.

1 INTRODUCTION

THIS REPORT HAS BEEN COMMISSIONED BY TIMARU DISTRICT COUNCIL. THE OBJECTIVE OF THE REPORT IS TO HELP IDENTIFY THE CONDITION OF BUILDING ELEMENTS IN THE SOUTH CANTERBURY MUSEUM.

BRIEF DESCRIPTION

The report has been prepared in accordance with our Offer of Service dated 16 August 2024.

General particulars of this report are as follows:

Managing Surveyor	[REDACTED]
Building Surveyor	[REDACTED]
Inspection Date and Weather	The property was inspected on 21 August 2024 The weather was sunny and approx. 8 degrees
Other Persons Present	[REDACTED]

1.1 EXTENT OF INSTRUCTION

The brief was to conduct a building condition assessment for the South Canterbury Museum.

As per the agreed [REDACTED] scope of service dated 16 August 2024, reporting was to include:

- Building condition assessment which will consider all visible and accessible elements of the building fabric.
- The survey will include a surveyor’s high-level assessment of specialist plant and services.
- Should a more detailed assessment be required [REDACTED] can engage a mechanical engineer to undertake this work by agreement. (This service was not required).
- A summary building condition assessment report will be produced detailing large capital expenditure repair requirements and associated costs.

The report has been split into three parts:

- The first (Section 2.0) summarises our findings.
- The second (Section 3.0) comprises a graded condition matrix of building elements.
- The third (Section 4.0) outlines our findings and recommendations.

The report is limited to the South Canterbury Museum and excludes grounds, carparks and boundaries. Inspections were restricted to a visual only inspection completed from ground level and the roof was inspected using a drone.

The original building plans were provided by the client. However, no other maintenance documents or copies of the compliance schedules were made available for review therefore commentary is restricted to the detailing and conditions observed during the inspection.

1.2 GENERAL INFORMATION

1.2.1 The South Canterbury Museum is a purpose-built museum building comprising exhibition spaces, office spaces, workshop, sanitary facilities and humidity and temperature-controlled storage spaces.

1.2.2 Facilities provided on the ground floor include the main entrance, the main exhibition hall, staff facilities, office spaces, sanitary facilities, workshop and storage spaces. The first floor includes exhibition spaces on the mezzanine floor, office spaces and storage spaces. The basement level consists of storage facilities.

1.3 DOCUMENTS PROVIDED

The following documentation was provided to [REDACTED] in assisting with this report:

- Original building plans including annotated specification.

1.4 FORMAL DIALOGUE

Formal dialogue has been undertaken between [REDACTED] and:

- [REDACTED]
- [REDACTED]

1.5 EXCLUSIONS

The following areas or building elements are excluded from the survey as they were either not accessible, pose a safety risk or are out of scope e.g., seismic and structural engineering assessments.

- Asbestos Survey. Note that the presence of asbestos containing materials will increase the costs of repairs.
- Wall and roof cavities, lift shaft and service ducts

1.6 EARTHQUAKE PRONE BUILDINGS

[REDACTED] understand that following the completion of an ISA, the building is currently assessed to be potentially an earthquake risk building, achieving 45%NBS and that council have appointed [REDACTED] to carry out a DSA and provide strengthening recommendations if required.

2 BUILDING OBSERVATIONS AND ANALYSIS

THIS SECTION OF THE REPORT PROVIDES A BRIEF SUMMARY OF THE CONSTRUCTION AND CONDITION OF MAIN ELEMENTS OF THE INSPECTED BUILDING.

2.1 SOUTH CANTERBURY MUSEUM

2.1.1 GENERAL DESCRIPTION

The South Canterbury Museum is a purpose-built museum building comprising exhibition spaces, office spaces, workshop, sanitary facilities and humidity and temperature-controlled storage spaces.

The original building is an octagonal building with a ground floor and mezzanine level constructed in circa 1965. An extension with basement, ground floor and first floor levels has been constructed to the South elevation of the building in circa 2000. The main building's roof was replaced in circa 2008.

The building is currently in a poor to moderate condition due to design deficiencies and deferred maintenance.

2.1.2 STRUCTURE AND FLOORS

The main structure of the original building consists of a combination of glue laminated timber portals and steel columns. The ground floor consists of a concrete floor slab and the mezzanine floor comprises timber decking supported by steel beams and columns.

The structure of the extension consists of a combination of concrete columns and insulform polystyrene blocks filled with concrete to the external walls. Substantial moisture ingress is occurring in the South wall of the basement and the wall is saturated. The basement floor comprises a concrete floor slab and the ground and first floors consist of precast concrete slabs. Numerous cracks are present in the concrete floor finishes and in the joints of the precast concrete panels.

2.1.3 ROOF COVERINGS

The main roof to the original building consists of an octagonal pitched roof with profiled metal cladding. The lower roof consists of a low-pitched membrane roof. Moisture ingress is occurring through the roof coverings.

The upper and lower roofs to the extension are clad with profiled metal roof sheets. The apron flashings appear to have failed to the roof to wall junctions on the Southeast corner with internal moisture damage and high moisture content readings recorded. Several temporary sealant repairs have been carried out to flashings.

The roof cladding sheets are fastened with down with Tek screws with rubber washers. The Tek screws are corroding, particularly to the extension roofs.

Building occupants have reported several moisture ingress routes and water pooling on the floor and museum exhibits below.

2.1.4 ROOF DRAINAGE

The main roofs drain to metal eaves gutters and the lower roof to the original building drains to a membrane internal gutter. The gutters require cleaning; however

understands planned gutter cleaning is to be carried out in the near future. A corroded section of gutter on the South elevation has been replaced.

2.1.5 EXTERNAL WALLS

The lower external walls of the original building are provided in precast concrete panels with a stone dash finish. The vertical joints in the wall panels are closed with sealant, which has hardened.

The remainder of the original building is provided with glazing.

The external walls of the extension consist of insulform polystyrene blocks filled with concrete. The basement and first floor walls are finished with a plaster finish and the ground floor walls are finished with plastered fibre cement cladding. The plaster finish to the South elevation of the basement wall sounds hollow. Further investigation required to confirm if the plaster has separated from the substrate.

Substantial moisture ingress is occurring into the basement wall on the South elevation and internal wall finishes are saturated. A similar issue historically occurred on the East elevation, which appears to have been resolved by adding temporary sealant to the junction between the wall and the external concrete path. Further investigation is required to assess the condition and performance of the tanking system.

2.1.6 JOINERY

The external joinery to the original building comprises metal single-glazed units which have reached the end of their serviceable life. Some units to the upper floor are corroding. Several units on the ground floor have been overclad with fibre cement. understands some units have been removed prior to the installation of the fibre cement cladding, however some remain in place. The glazing to the upper level remains in place however has been painted over.

The external joinery to the extension consists of single glazed aluminium units, which are in moderate condition. A mitre joint to the rear loading bay door has separated.

2.1.7 INTERNAL LININGS

2.1.7.1 WALLS

Overall, the wall linings are in a moderate condition. Cracking is present in the linings, particularly at wall junctions. Internal dividing walls are either timber framed with plasterboard linings with painted finishes, or concrete block walls with painted finishes.

2.1.7.2 FLOORS

The floors are lined with carpet coverings in the exhibition spaces, office spaces and staff facilities. Vinyl linings are provided in the kitchen and sanitary facilities. Tiling is provided to the rear entrance lobby. Floor finishes are generally in a moderate condition, excepting the carpet covering in the staff room which is worn and in poor condition. The storage spaces in the extension are provided with painted concrete floor finishes, which are in good condition.

2.1.7.3 CEILINGS

Ceilings are predominantly painted plasterboard in the ancillary spaces. The basement ceiling consists of painted concrete slabs. The vaulted ceiling to the

original octagonal building is lined with sheets, which could not be identified during the survey.

2.1.8 FACILITIES

2.1.8.1 KITCHEN

A staff kitchen is provided on the ground floor, which is provided with a kitchen workbench, floor units and a fridge. A kitchenette and a fridge are provided in the meeting room. Kitchen fittings are dated and nearing end of life.

2.1.8.2 TOILETS

Sanitary facilities consist of a male, female and accessible toilet on the ground floor. The facilities are in a moderate condition.

2.1.9 SERVICES

2.1.9.1 HEATING

Space heating is provided via a combination of ducted and split system heat pump units, which are in varying conditions. The pipe lagging to the roof mounted outdoor units has deteriorated and requires replacement.

2.1.9.2 VENTILATION

A wall mounted extract fan is provided in the workshop.

2.1.9.3 LIGHTING

Main exhibition space lighting is provided by ceiling and track-mounted spotlights, which are in good to moderate condition. Lighting to office spaces is provided in pendant lights and fluorescent batten lights, which are in moderate to poor condition.

External lighting consists of soffit mounted external light fittings which appear to be nearing end of life.

2.1.9.4 ELECTRIC SUPPLY

Switches and sockets are generally in varying conditions with several old outlets remaining which will require replacement.

2.1.9.5 DEHUMIDIFIERS

Portable dehumidifiers are provided on shelving in the storage spaces, which appear in moderate condition.

2.1.9.6 PLUMBING

5no. hot water cylinders are provided on the ground and first floor, dating between 1999 and 2009. The majority of cylinders have exceeded their design life and will require replacement in the short term.

The main water supply is circulated via copper pipes.

Taps are at the end of their design life, however, remain operational.

2.1.9.7 LIFT

The facility is fitted with a passenger/goods lift located in the link of the extension, which was installed in circa 2000. The lift car generally appears in moderate condition. The lift control panel has been replaced.

2.1.10 GROUNDS/STEPS AND RAMPS

Grounds are generally excluded from the assessment.

The main entrance concrete access steps are in moderate condition. There is widespread corrosion emerging through the painted finish of the painted steel balustrade.

Several cracks were observed to the concrete retaining walls to the North and West elevations.

3 CONDITION SCHEDULE

THE FOLLOWING SCHEDULE HAS BEEN PREPARED FOR TIMARU DISTRICT COUNCIL AS A CONDITION SCHEDULE FOR THE SOUTH CANTERBURY MUSEUM. THIS SCHEDULE IDENTIFIES DEFECTS, DAMAGE AND SHORTCOMINGS NOTED DURING OUR VISUAL INSPECTION OF THE BUILDING.

Surveyor assumptions have been made in respect of wear, tear and general aging of materials based on the observations from our inspection. All identified failures in the performance of building elements resulting in deterioration or early aging of the fabric of a building will be recorded along with any obvious resultant damage or suspected damage which is recommended for further investigation. Regular inspections are recommended, and this schedule updated accordingly.

The report will discuss element replacement predictions in the short term 1-4 years, medium term 4-7 years and the long term 7 plus years.

This schedule is for guidance only and should not be used as an alternative to obtaining competitive quotations based on a fully itemised Scope of Works and Specification.

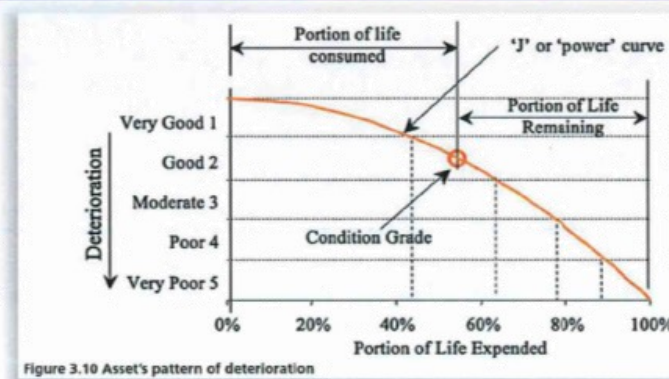
3.1 CONDITION RATING MATRIX

The condition Rating Matrix prescribes the definitions adopted for grading the condition of a number of building asset component types.

Condition Grading System for Building Assets						
Element	Scope	CONDITION GRADE				
		C1	C2	C3	C4	C5
		Very Good Condition	Good Condition	Moderate Condition	Poor Condition	Very Poor Condition
	Remaining Life	100% - 65%	65% - 40%	40% - 25%	25% - 10%	90% to 100%
Structure Foundations	<ul style="list-style-type: none"> * Footings * Piles * Sub-floor * Concrete sub-structure 	No Evidence of: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Minor: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Noticeable to Moderate: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Moderate to Serious: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Very Serious to Catastrophic: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement
Exterior & Interior: Structures & Fabric	<ul style="list-style-type: none"> * Floor * Wall Framing & Cladding * Roof Structure & Covering * Ceilings * Windows, Stays & Latches * Doors & Frames * Weatherproofing, Flashings * Surface Protection * Stairs, Banisters & Handrails 	No Evidence of: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, 	Minor: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, 	Noticeable to Moderate: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, 	Moderate to Serious: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, 	Very Serious to Catastrophic: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement,

		displacement, warping, twisting, etc.	warping, twisting, etc.	warping, twisting, etc.	warping, twisting, etc.	warping, twisting, etc.
Fittings & Chattels: Various	<ul style="list-style-type: none"> * Underfloor Insulation * Cupboards, Built-in Robes * Cabinetry * Window Drapes, Blinds * Light Fittings & Shades * Stove / Hob / Oven * Pathways / Driveways / Fences / Trees 	No Evidence of: <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. 	Minor: <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. 	Noticeable to Moderate: <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. 	Moderate to Serious: <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. 	Very Serious to Catastrophic: <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc.
Services: Various	<ul style="list-style-type: none"> * Gas * Heating * Sanitary * Electrical & Water Heating * Plumbing * Smoke Detectors * Air-conditioning / Heat Pumps * Forced Ventilation Systems 	Valid Compliance Certification, and No Evidence of decline in: <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	Valid Compliance Certification, and Minor decline in: <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	Valid Compliance Certification, and Noticeable to Moderate decline in: <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	Valid Compliance Certification, and Moderate to Serious decline in: <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	No Valid Compliance Certification, or Very Serious to Catastrophic: <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability
Maintenance: Technical Levels of Service	<ul style="list-style-type: none"> * Facilities Management Services 	No Evidence of non-compliance with: <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	Minor non-compliance with: <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	Noticeable to Moderate non-compliance with: <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	Moderate to Serious non-compliance with: <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	Very Serious non-compliance with: <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards
Customer: Customer Levels of Service	<ul style="list-style-type: none"> * Property Management Services 	No Evidence of non-compliance with: <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	Minor non-compliance with: <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	Noticeable to Moderate non-compliance with: <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	Moderate to Serious non-compliance with: <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	Very Serious non-compliance with: <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards
Important Notes						
Immediate/Ad-hoc Maintenance	If elements can be restored to a preferred higher condition grade through unscheduled or ad-hoc maintenance, the surveyor may apply the higher condition grade pending completion of the maintenance works as required.					

Grade 1	Caution must be taken against applying Condition Rating "C2" in instances where Condition Grade "C1" would be more applicable, due to an over-cautious Condition Audit approach. This is counterproductive to the intent of the Condition Rating system by increasing the likelihood of expenditure inaccuracies. In general, most elements remain within "Condition Grade 1" for up to 35% - 50% of its useful / design life.				
Condition Grading System for Roads					
Element	CONDITION GRADE				
	C1	C2	C3	C4	C5
	Very Good Condition	Good Condition	Moderate Condition	Poor Condition	Very Poor Condition
Remaining Life	100% - 65%	65% - 40%	40% - 25%	25% - 10%	90% to 100%
Road	No potholes. No crack filling required. Complies with engineering standards.	Some potholes. Minimal crack filling required. Complies with engineering standards.	Evidence of deterioration. Has numerous potholes and regular crack filling requirements.	Pavement deteriorating. Extensive potholes and cracks. Joint failures. Needs resurfacing.	Roadbed and surface needs replacing.
Condition Grading System for Mechanical and Electrical Components					
Element	CONDITION GRADE				
	C1	C2	C3	C4	C5
	Very Good Condition	Good Condition	Moderate Condition	Poor Condition	Very Poor Condition
Remaining Life	100% - 65%	65% - 40%	40% - 25%	25% - 10%	90% to 100%
Mechanical and Electrical Components	Component in sound physical condition designed to meet current standards. Operable and well-maintained. Component likely to perform adequately within routine maintenance for 10 years or more. No work required.	Acceptable physical condition but not designed to current standards or showing minor wear. Deterioration has minimal impact on component performance. Minimal short-term failure risk but potential for deterioration or reduced performance in medium term (5 - 10 years). Only minor work required (if any).	Functionally sound component but showing some wear with minor failures and some diminished efficiency. Isolated sections of the component need replacement or repair, but component still functions safely at adequate level of service. For example, bearing and gland wear becoming evident and some corrosion present. Deterioration beginning to be reflected in performance and higher attendance for maintenance. Failure unlikely within 2 years but further deterioration likely and major replacement required within next 5 years. Work required but component is still serviceable.	Component still functions but require a high level of maintenance to remain operational. Likely to cause a marked deterioration in performance in short-term. Likely need to replace within 2 years. No immediate risk to health or safety but work required within 2 years to ensure asset remains safe. Substantial work required in short-term, component barely serviceable.	Failed or failure imminent. Component effective life exceeded, and excessive maintenance costs incurred. A high risk of breakdown with a serious impact on performance. No life expectancy. Health and safety hazards exist which present a possible risk to public safety, or asset cannot be serviced/operated without risk to personnel. Major work or replacement required urgently.



3.2 GENERAL VIEW AND LOCATION PLAN



North/East elevation - Main entrance



North/West elevation



West elevation



South elevation



Aerial View. Image source: Canterbury Maps

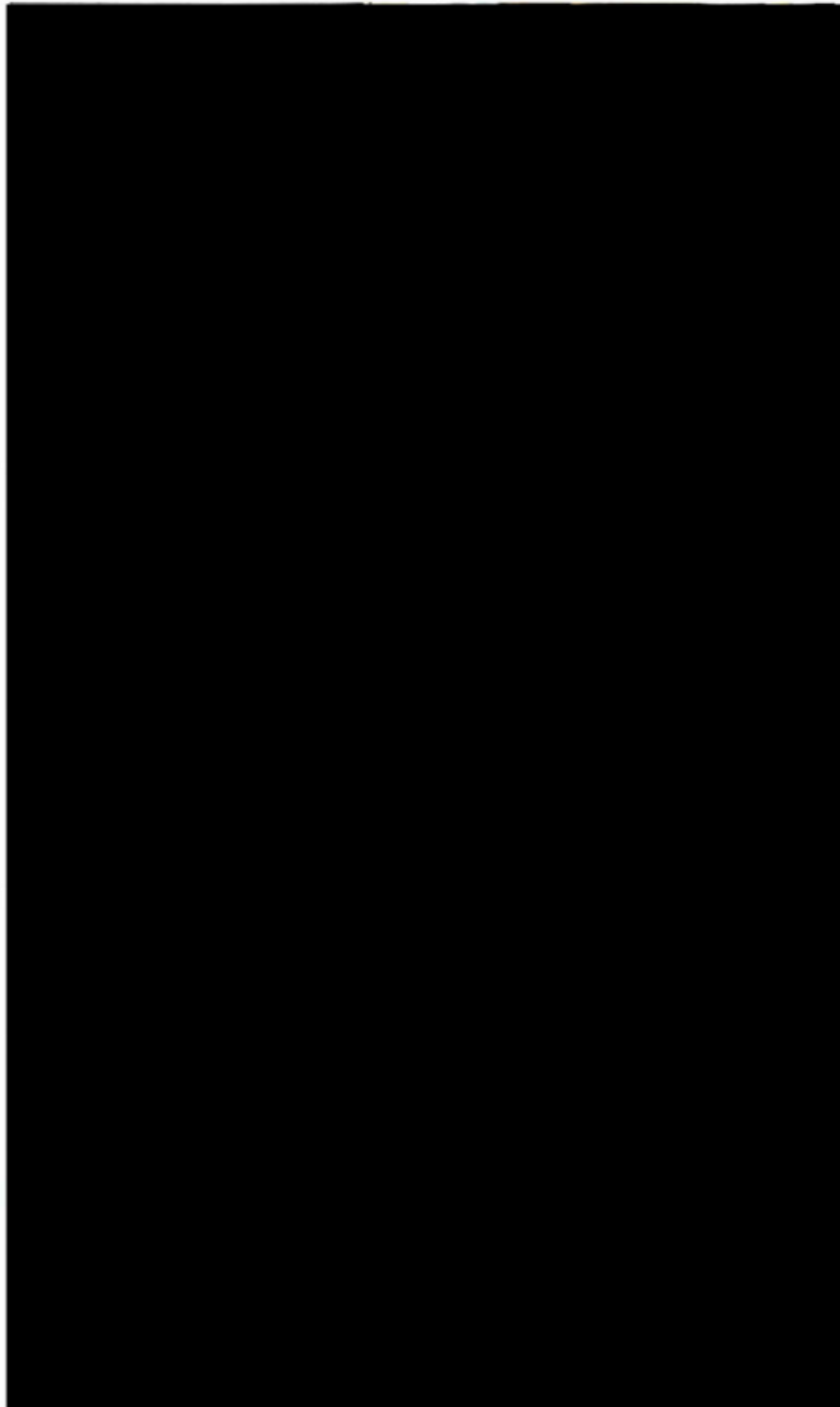
3.3 PROPERTY CONDITION SCHEDULE

The building is in an overall moderate condition. Some elements require repair or replacement. General disrepair and maintenance items are excluded from this report.

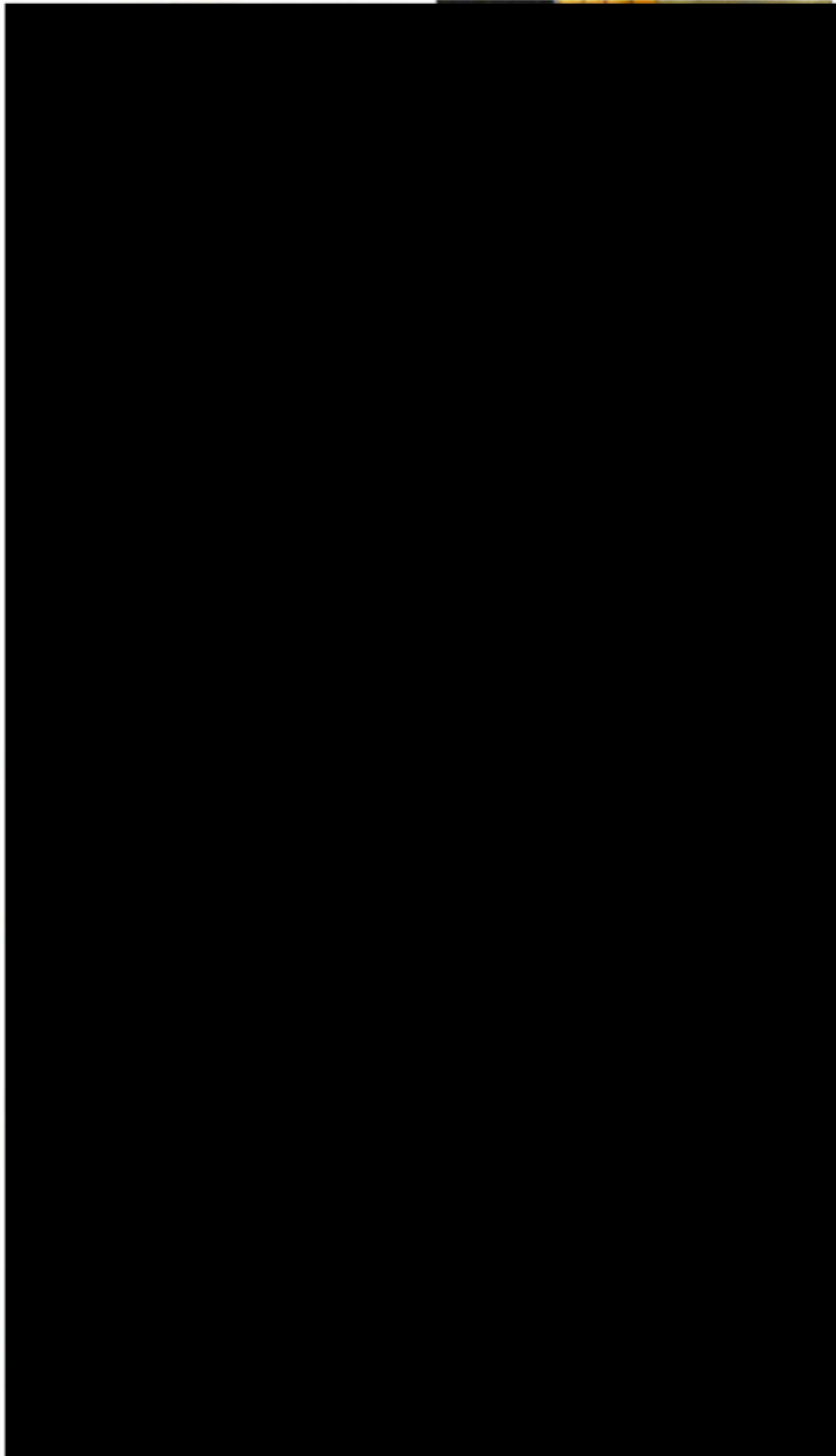
3.3.1 STRUCTURE & FLOORS

Element	Description	Condition	Photo Ref
Basement floor	[REDACTED]		
Upper floor			
Mezzanine floor			
Concrete frame			
Portal frame			
Steel frame			
Structural assessment			









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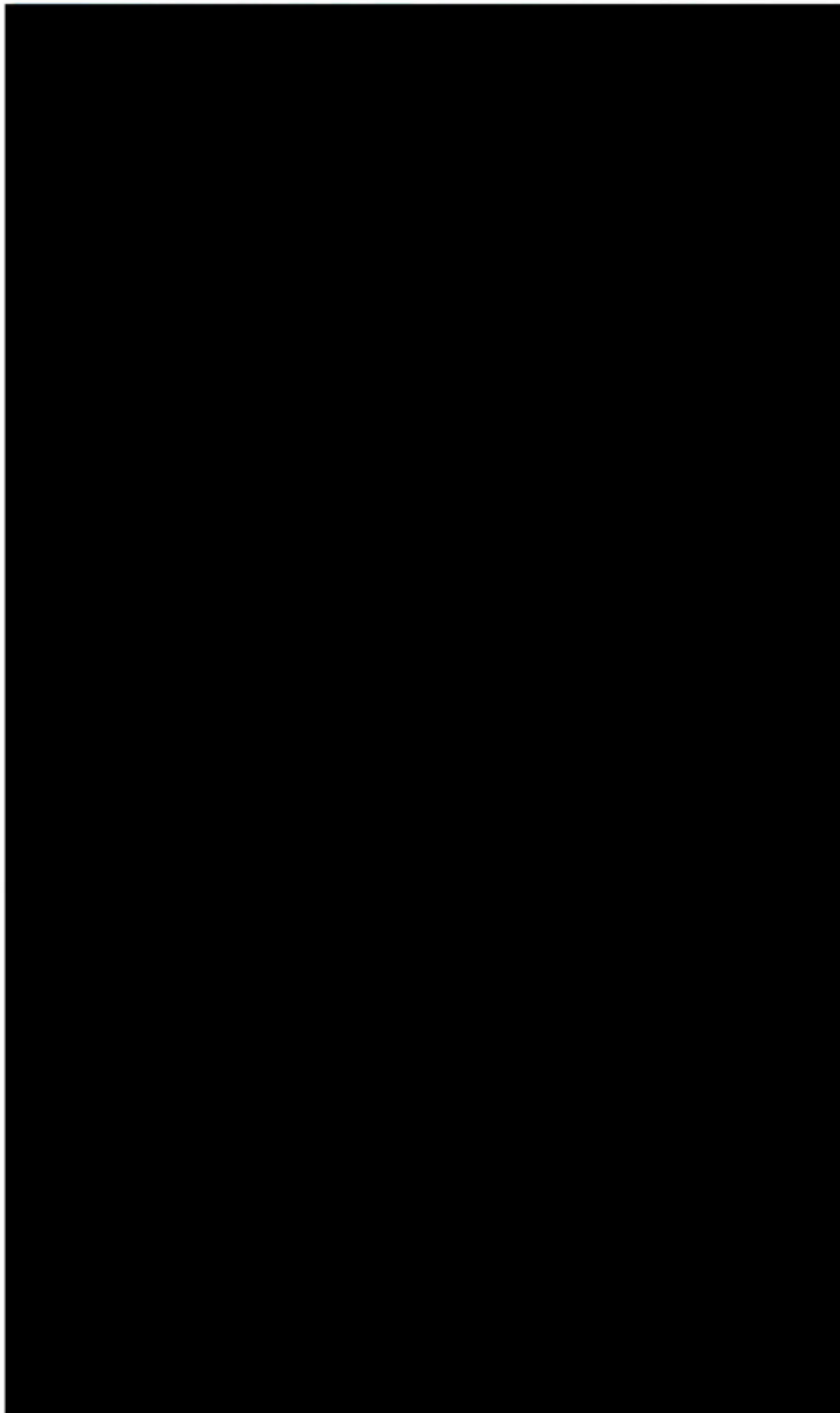
BUILDING CONDITION SURVEY - SOUTH CANTERBURY MUSEUM

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3.3.2 ROOF

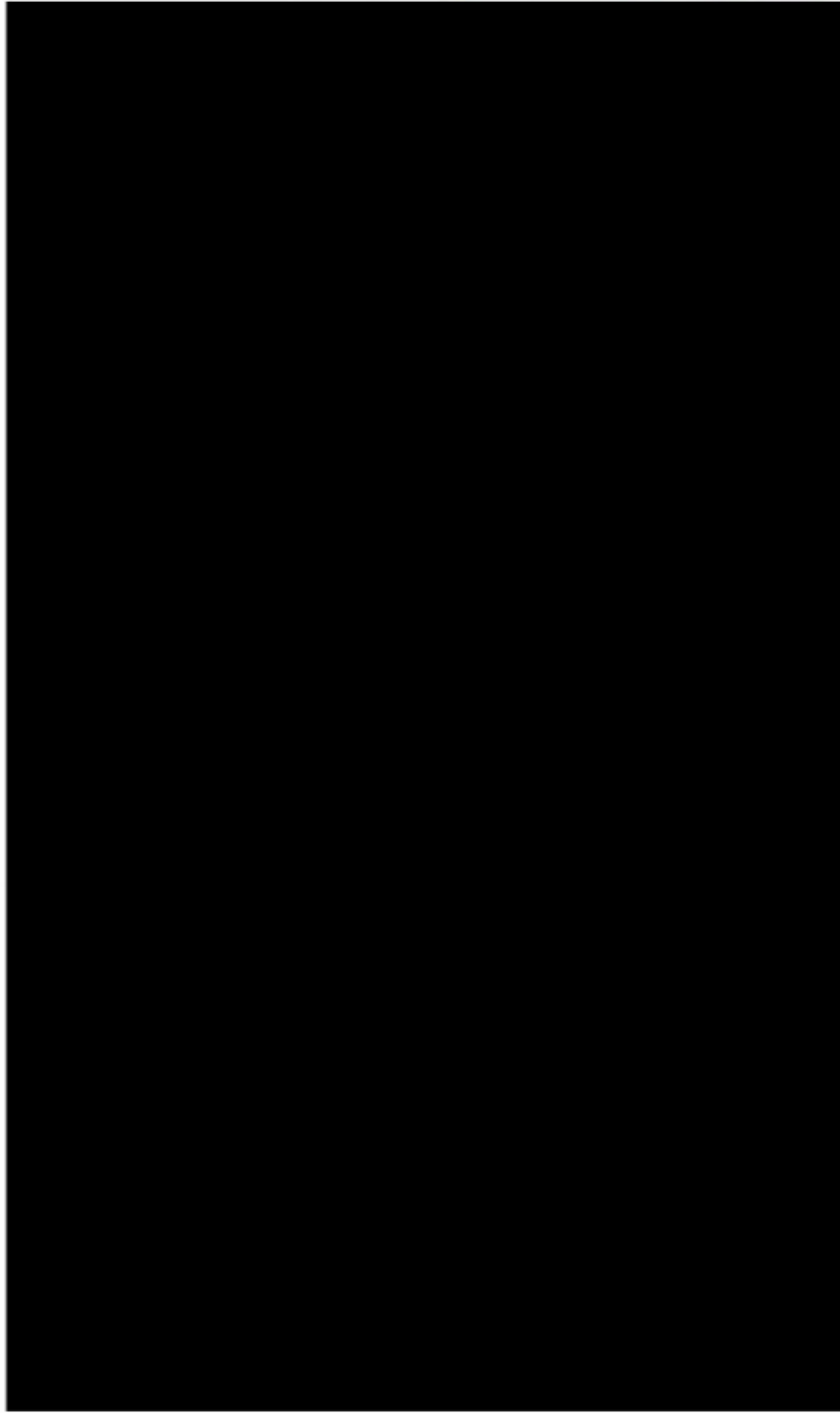
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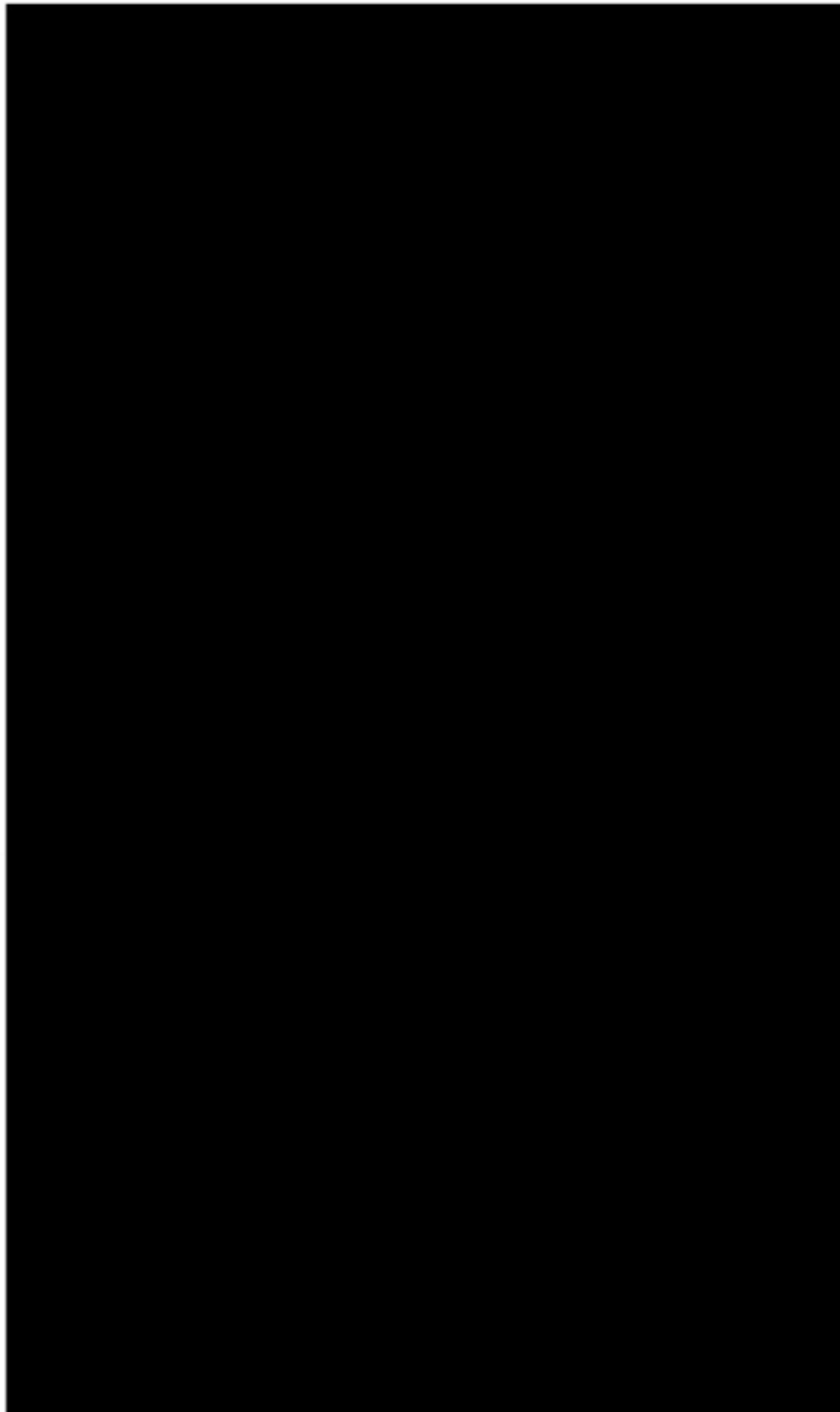
Element	Description	Condition	Photo Ref
Roof (original building)	[Redacted]	[Redacted]	[Redacted]
Roof (extension)	[Redacted]	[Redacted]	[Redacted]





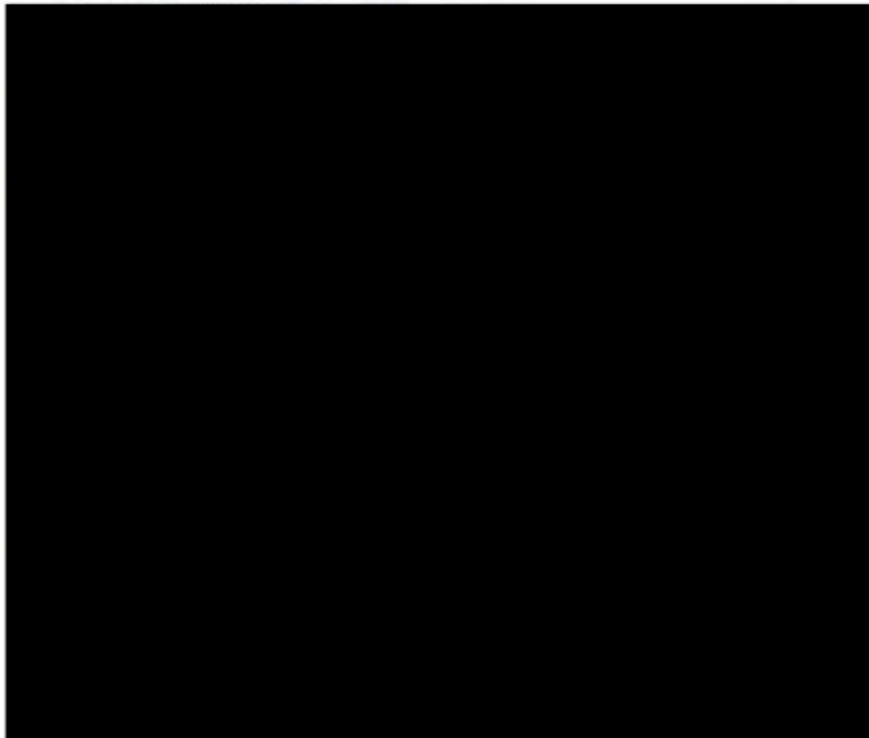




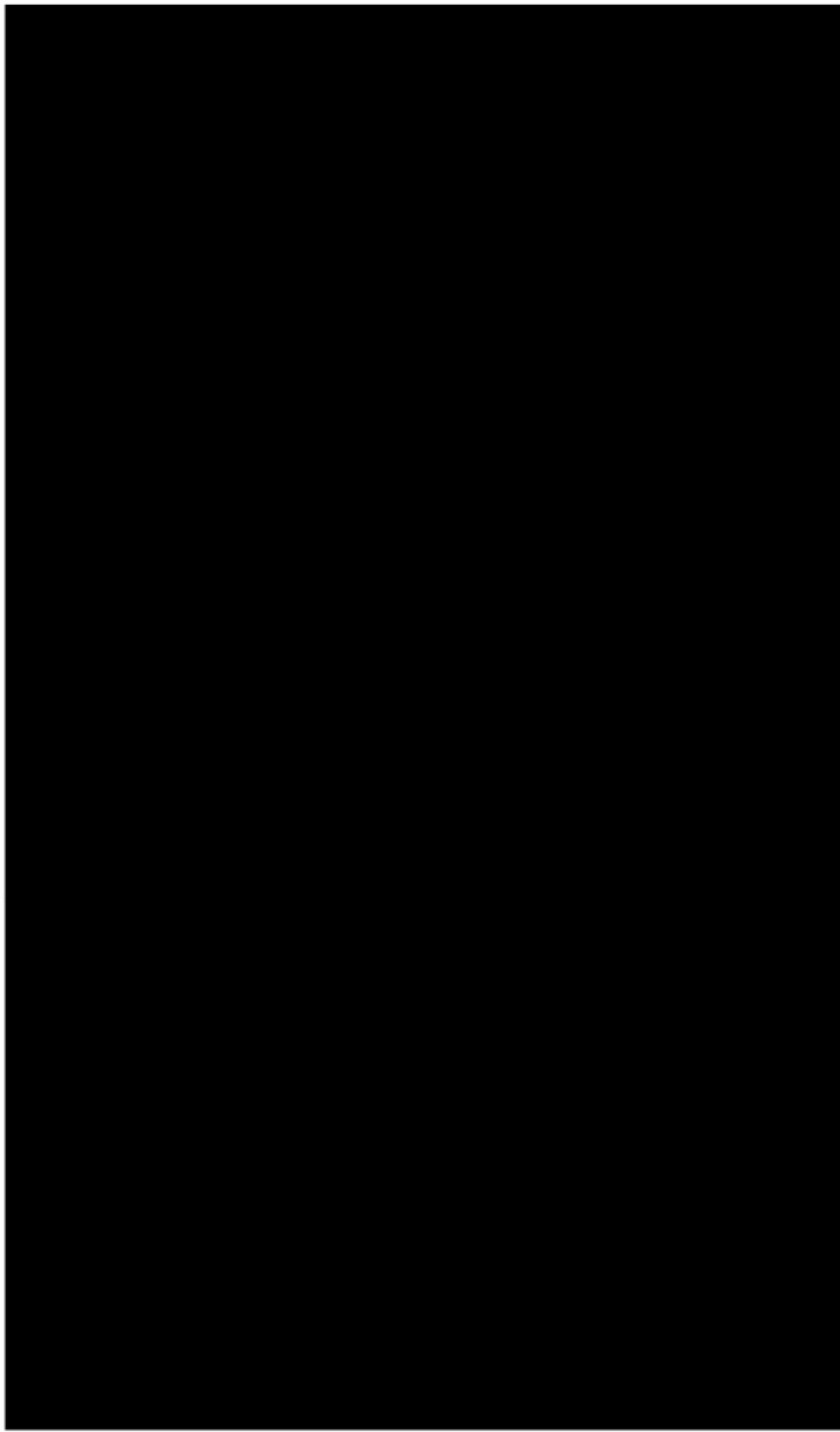


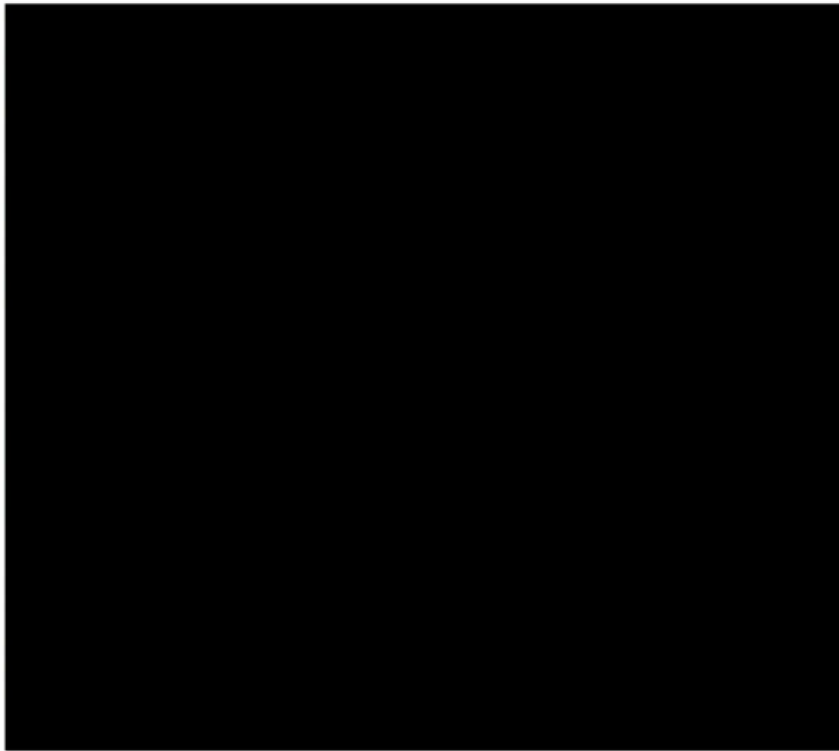
3.3.3 RAINWATER GOODS

Element	Description	Condition	Photo Ref
Metal gutter - Original	[REDACTED]	[REDACTED]	[REDACTED]
Butyl gutter - Original			
Metal gutter - Extension			
Butyl gutter - Extension			



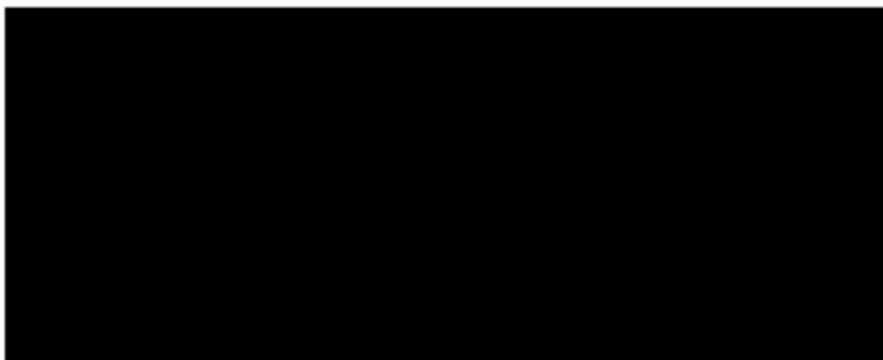


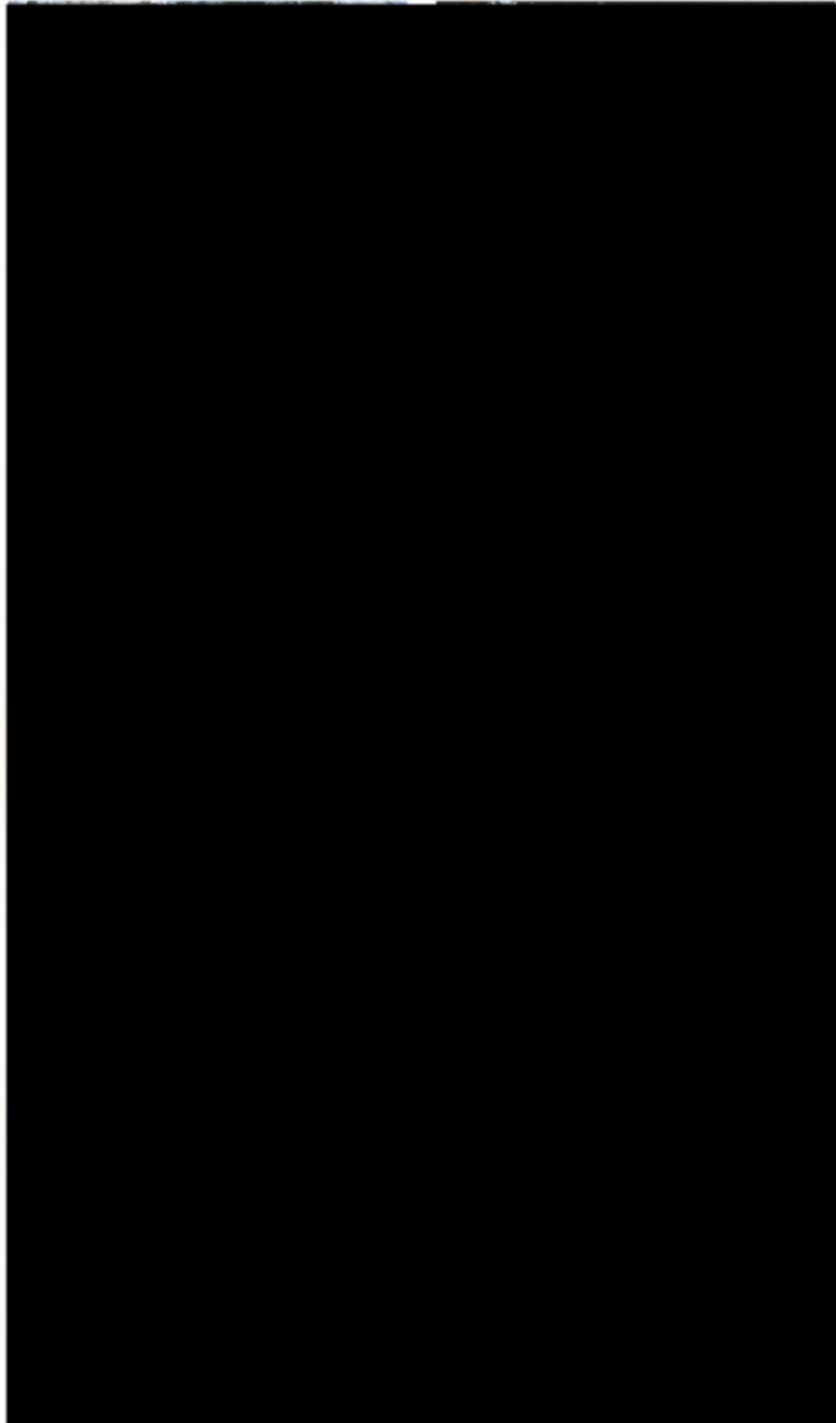




3.3.4 EXTERNAL WALLS

Element	Description	Condition	Photo Ref
Concrete panels			
Fibre cement over cladding			
Texture coated fibre cement			
Plaster finishes			
Tanking system			





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BUILDING CONDITION SURVEY - SOUTH CANTERBURY MUSEUM

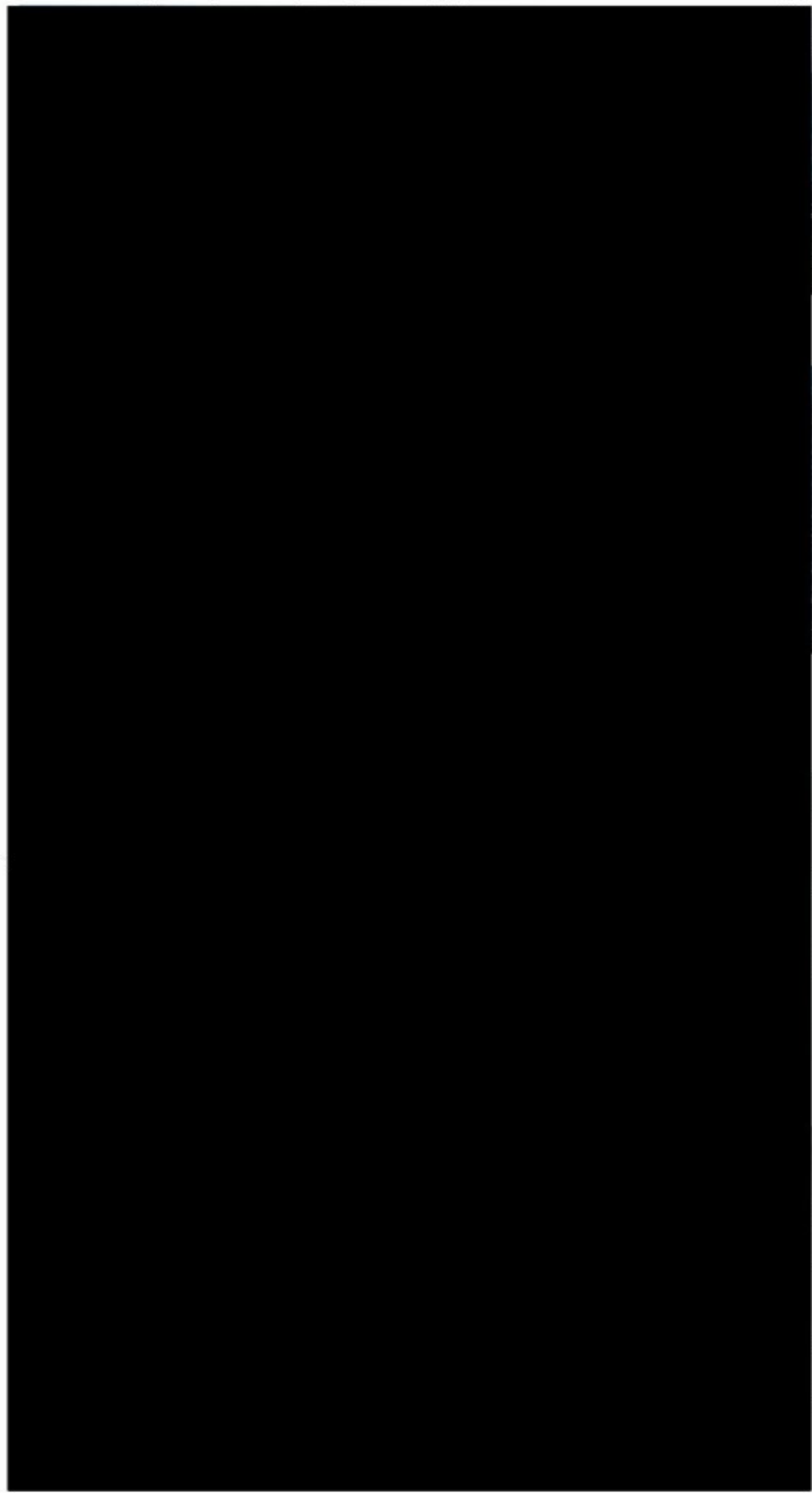
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BUILDING CONDITION SURVEY - SOUTH CANTERBURY MUSEUM

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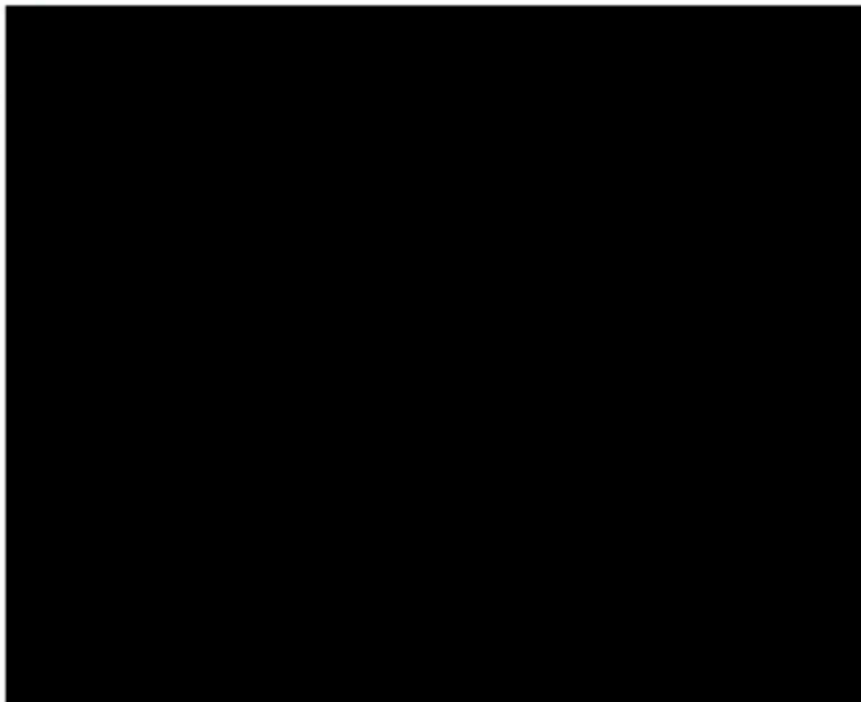
BUILDING CONDITION SURVEY - SOUTH CANTERBURY MUSEUM

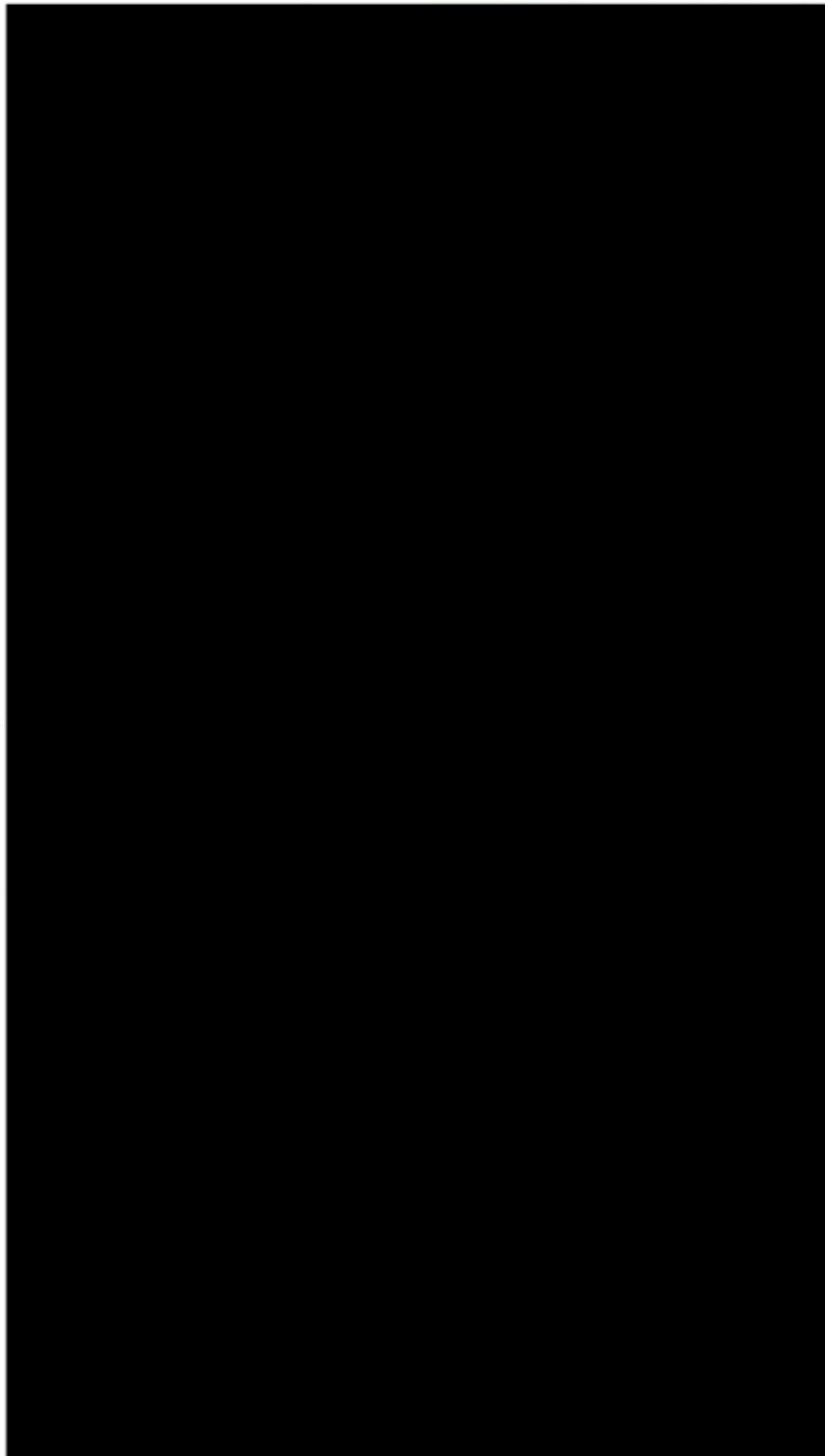
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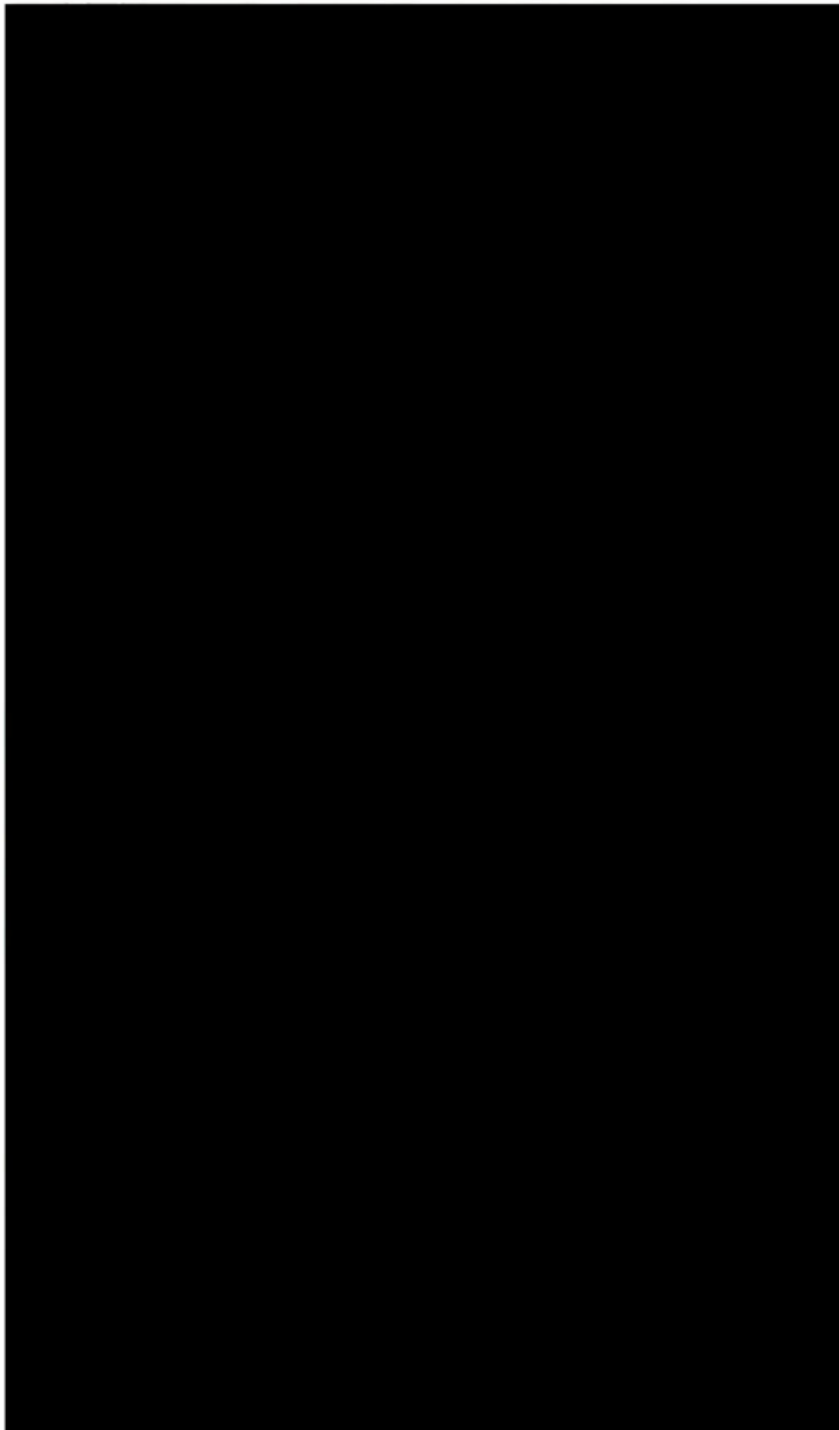


3.3.5 JOINERY

Element	Description	Condition	Photo Ref
Metal window joinery	[REDACTED]	[REDACTED]	[REDACTED]
Aluminium window joinery			
Timber door joinery			
Roller door joinery			
Internal joinery			







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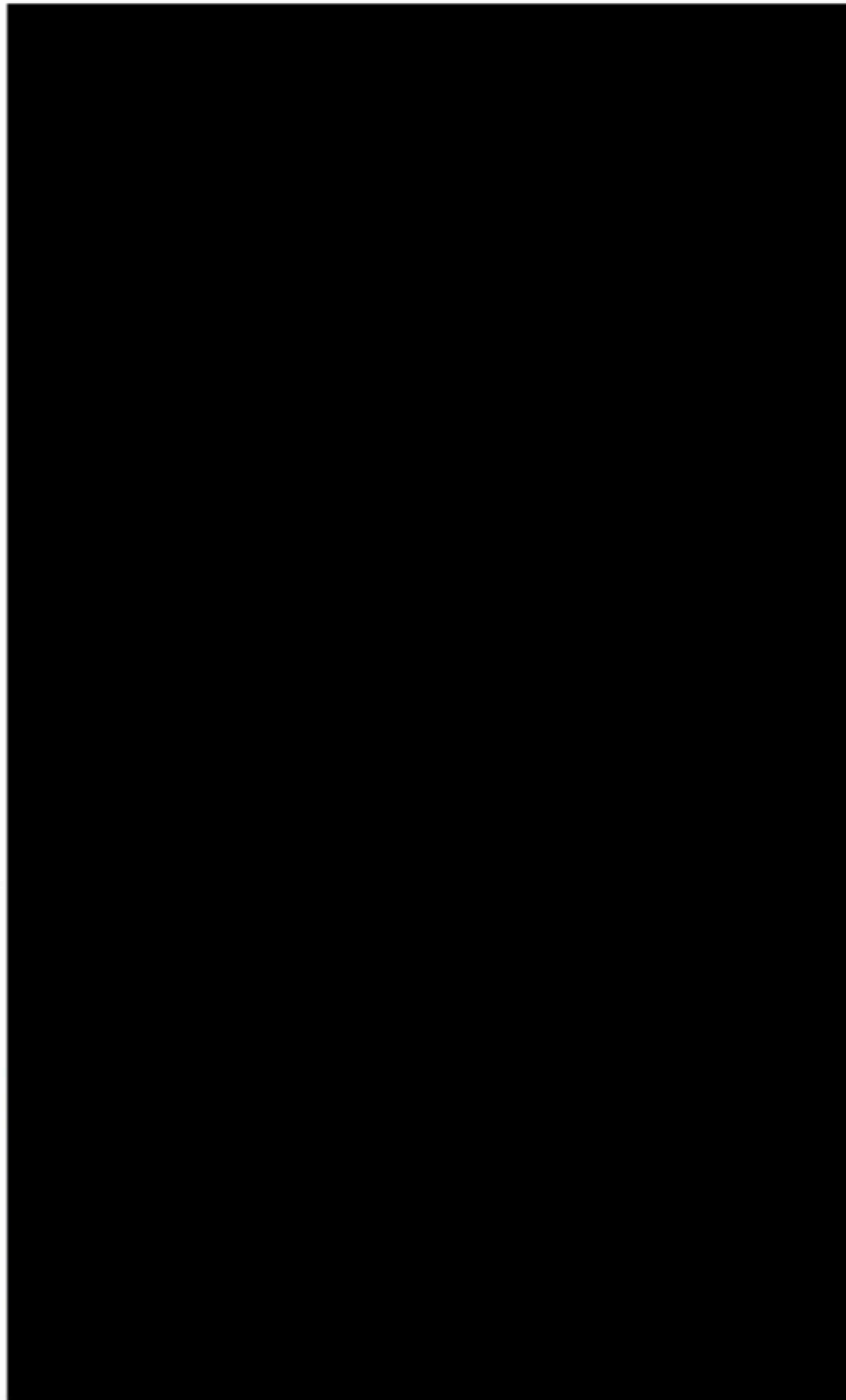
BUILDING CONDITION SURVEY - SOUTH CANTERBURY MUSEUM

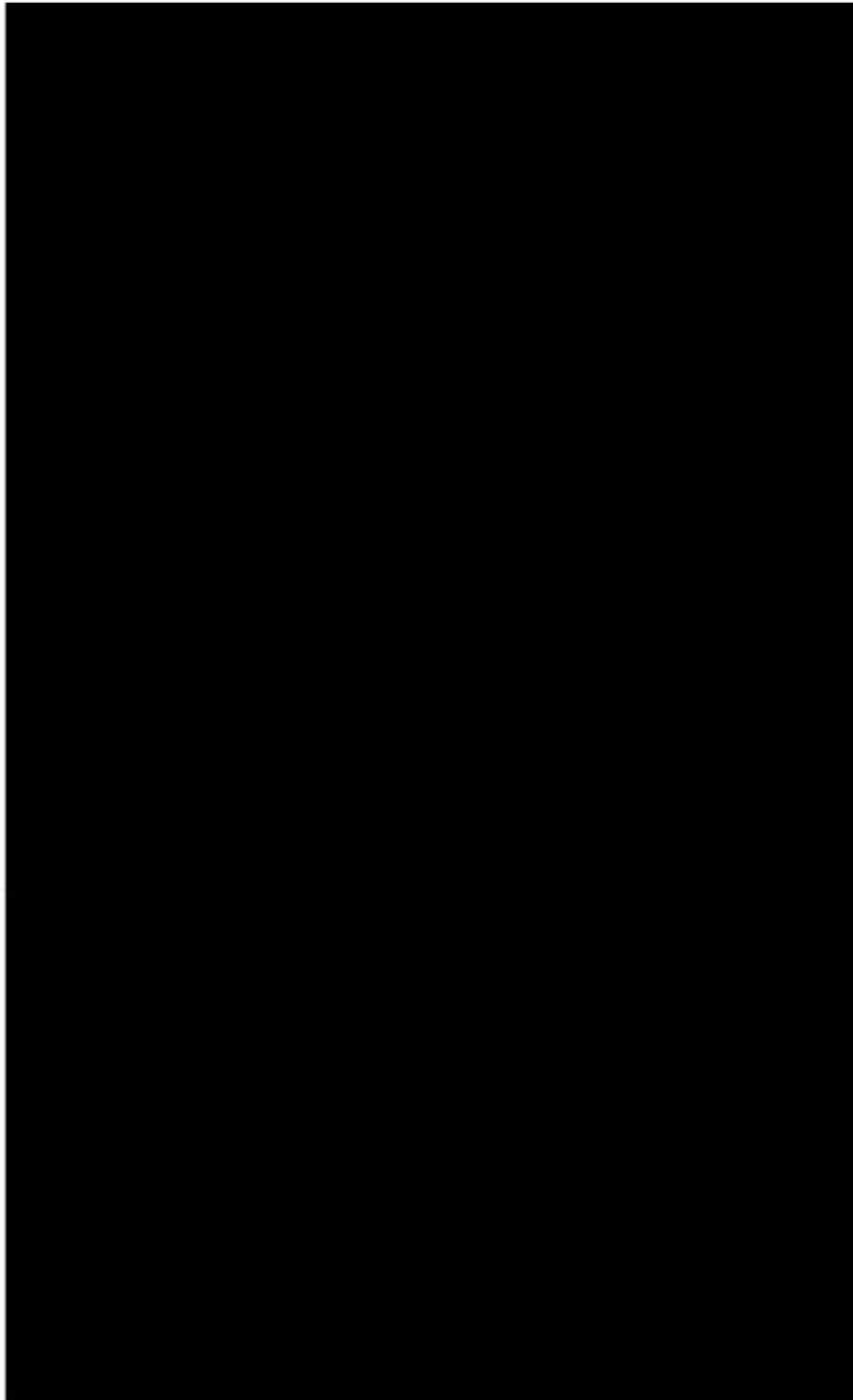
38

3.3.6 INTERNAL LININGS

Element	Description	Condition	Photo Ref
Walls	[REDACTED]	[REDACTED]	[REDACTED]
Ceilings			
Floors			







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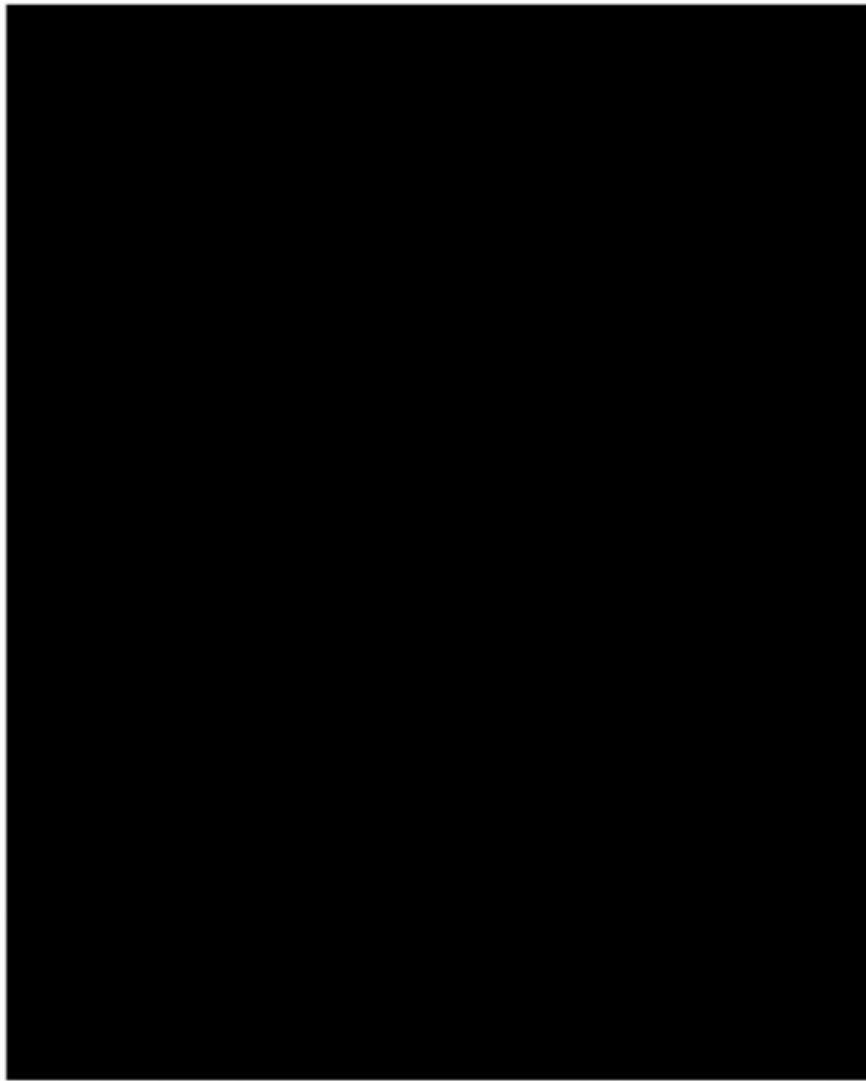
BUILDING CONDITION SURVEY - SOUTH CANTERBURY MUSEUM

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3.3.7 FACILITIES

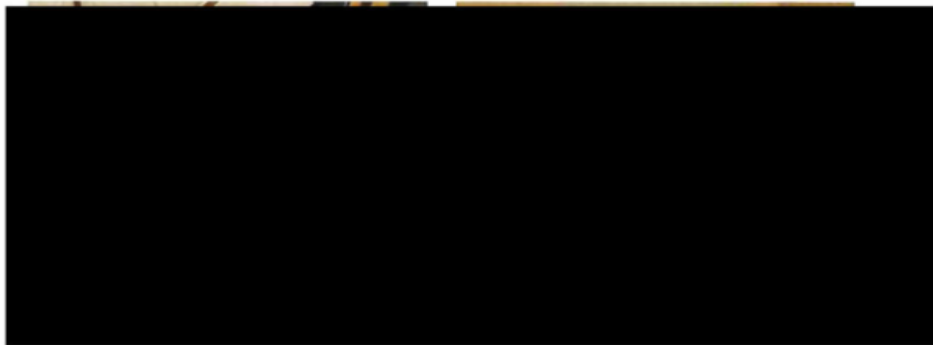
Element	Description	Condition	Photo Ref
Lift	[REDACTED]	[REDACTED]	[REDACTED]
Sanitary facilities			
Kitchens			
Utility facilities			
Workshop facilities			

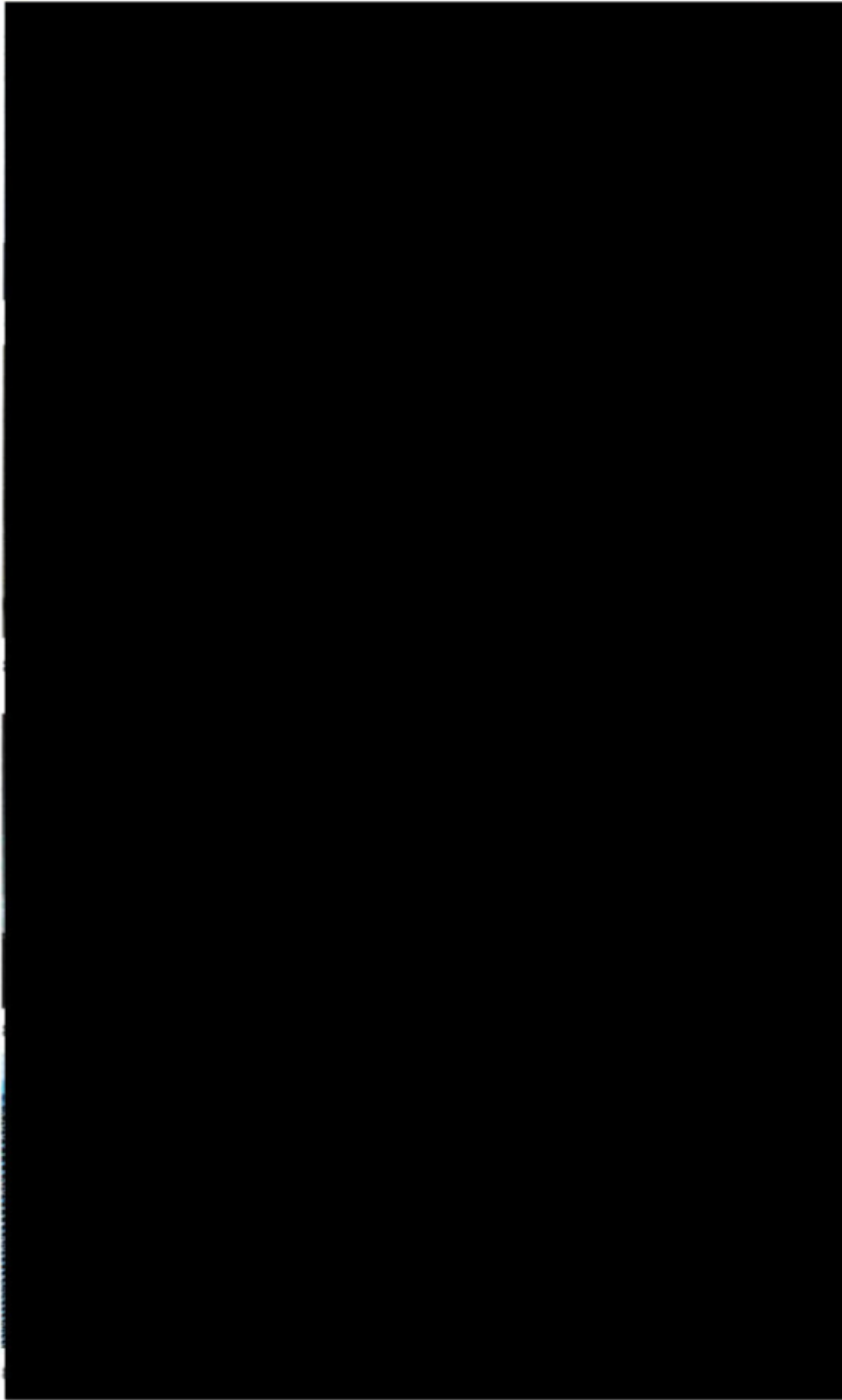


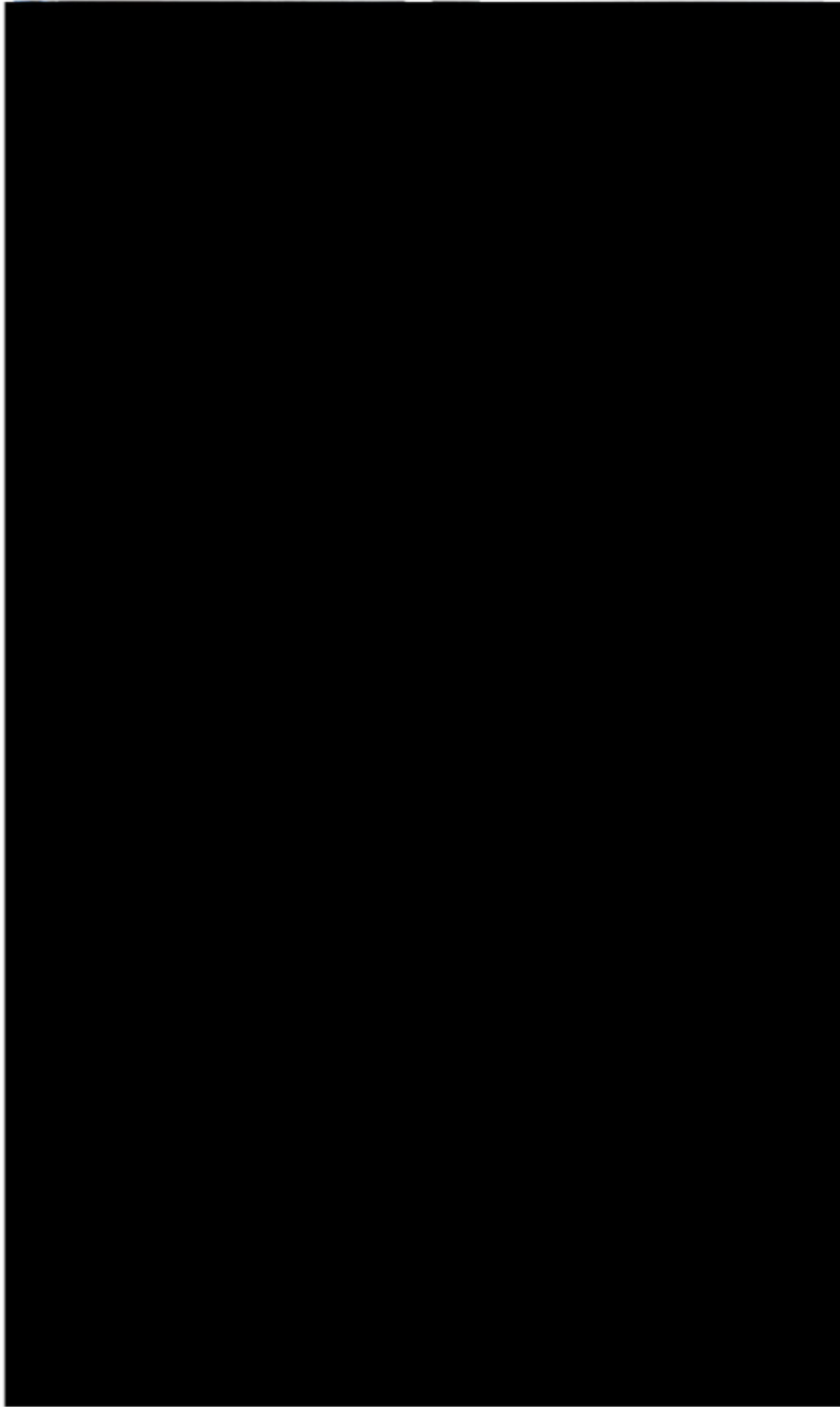


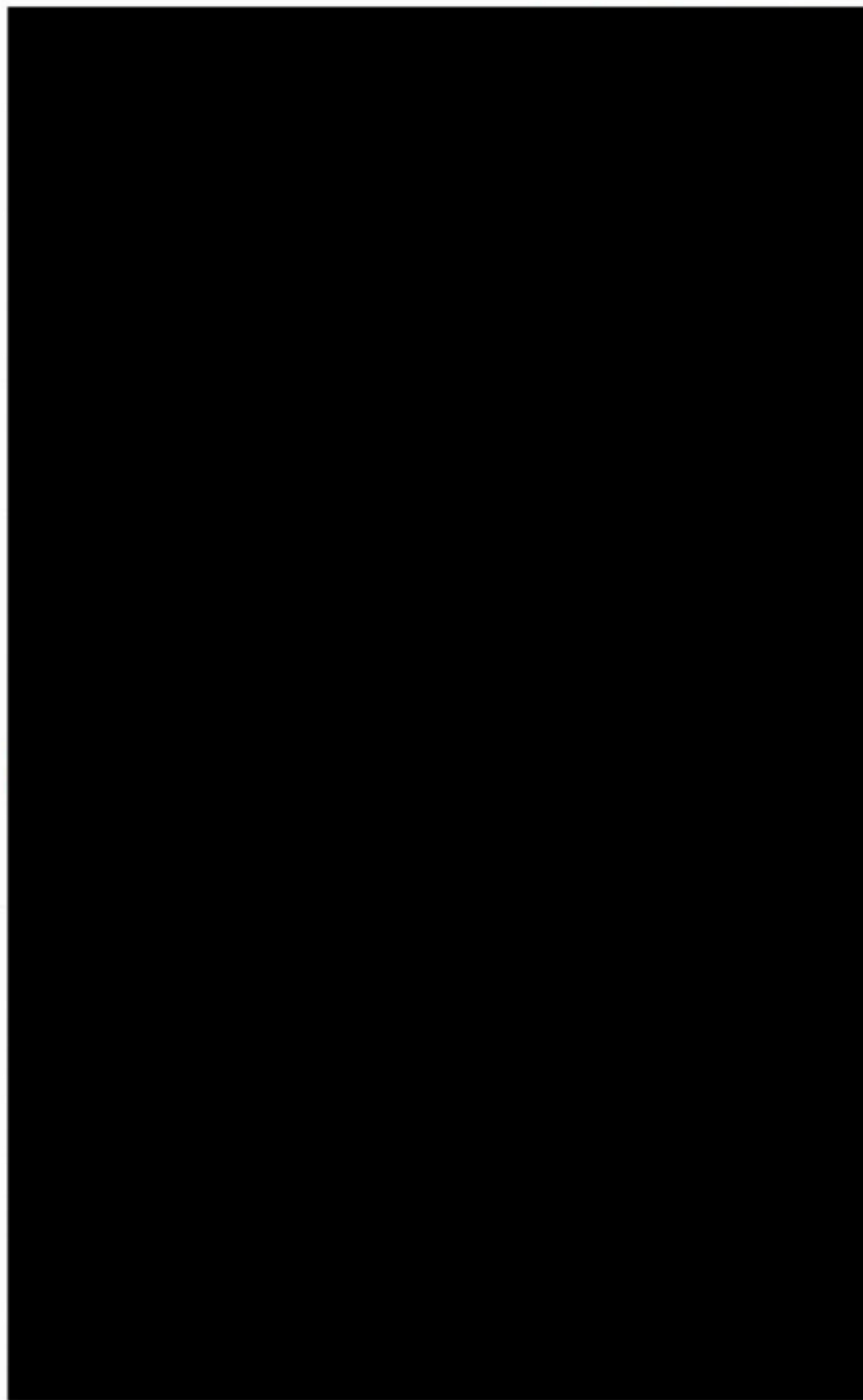
3.3.8 SERVICES

Element	Description	Condition	Photo Ref
Indoor HVAC			
De-humidifiers			
Electrical Power			
Electrical Lighting			
Plumbing			









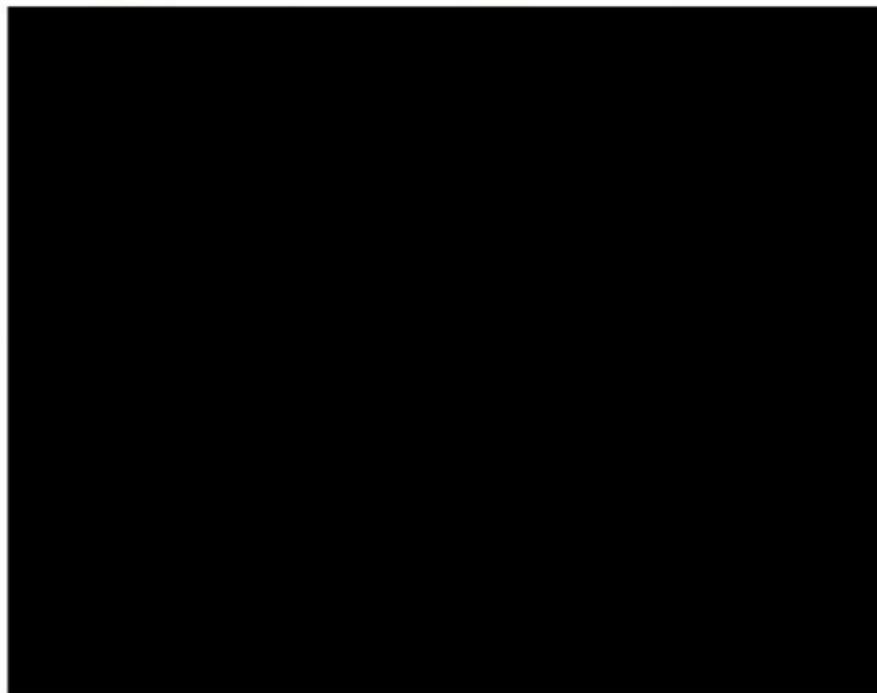
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BUILDING CONDITION SURVEY - SOUTH CANTERBURY MUSEUM

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3.3.9 ACCESS & GROUNDS

Element	Description	Condition	Photo Ref
External access steps / handrail	[Redacted]	[Redacted]	[Redacted]
External access ramp			
Internal stairs			
Retaining walls			



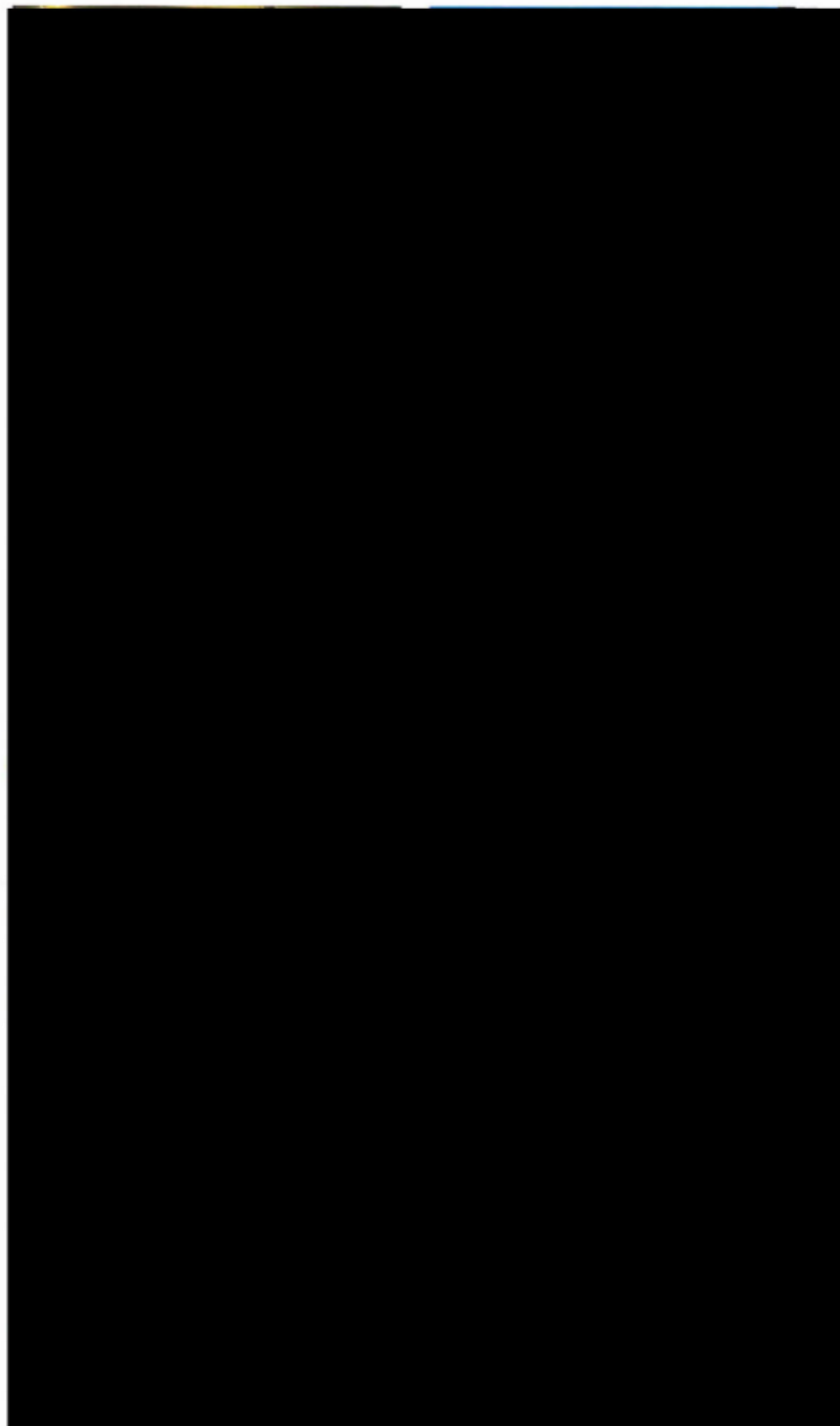


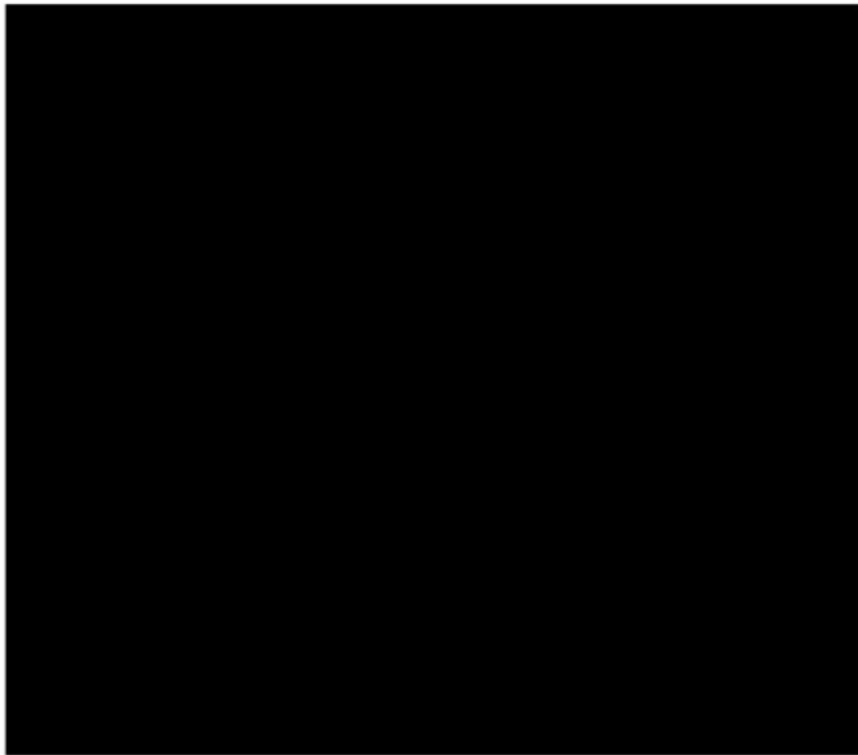
3.3.10 BWOFF

Element	Description	Condition	Photo Ref
BWOFF	[Redacted]	[Redacted]	[Redacted]

3.3.11 HEALTH AND SAFETY

Element	Description	Photo Ref
Health and Safety	[Redacted]	[Redacted]





4 CONCLUSIONS AND RECOMMENDATIONS

4.1 SUMMARY OF FINDINGS

The building has been subject to deferred maintenance. Moisture damage is present which appears to be caused by failures in the performance of building elements and there are defects and damage present typical of a building of this age.

There are design and construction related defects which have resulted in moisture ingress into the building. The wall linings in the basement are saturated. Further investigation is required to determine the cause of the moisture ingress; however it appears the tanking system terminates below the level of the concrete footpath. Further investigation is also required to determine the detailing at the horizontal junction between the fibre cement cladding and the plaster system, which may also be allowing moisture ingress if incorrectly detailed.

Moisture ingress through the roof cladding has resulted in corrosion of a steel beam in the entrance lobby. Moisture ingress through an apron junction on the Southwest corner of the building has resulted in high moisture content readings recorded in internal wall linings. Further areas of moisture ingress through the roof of the original building have been reported by building occupants. Further investigation is required to determine if damage has occurred within the wall and roof assemblies in these locations.

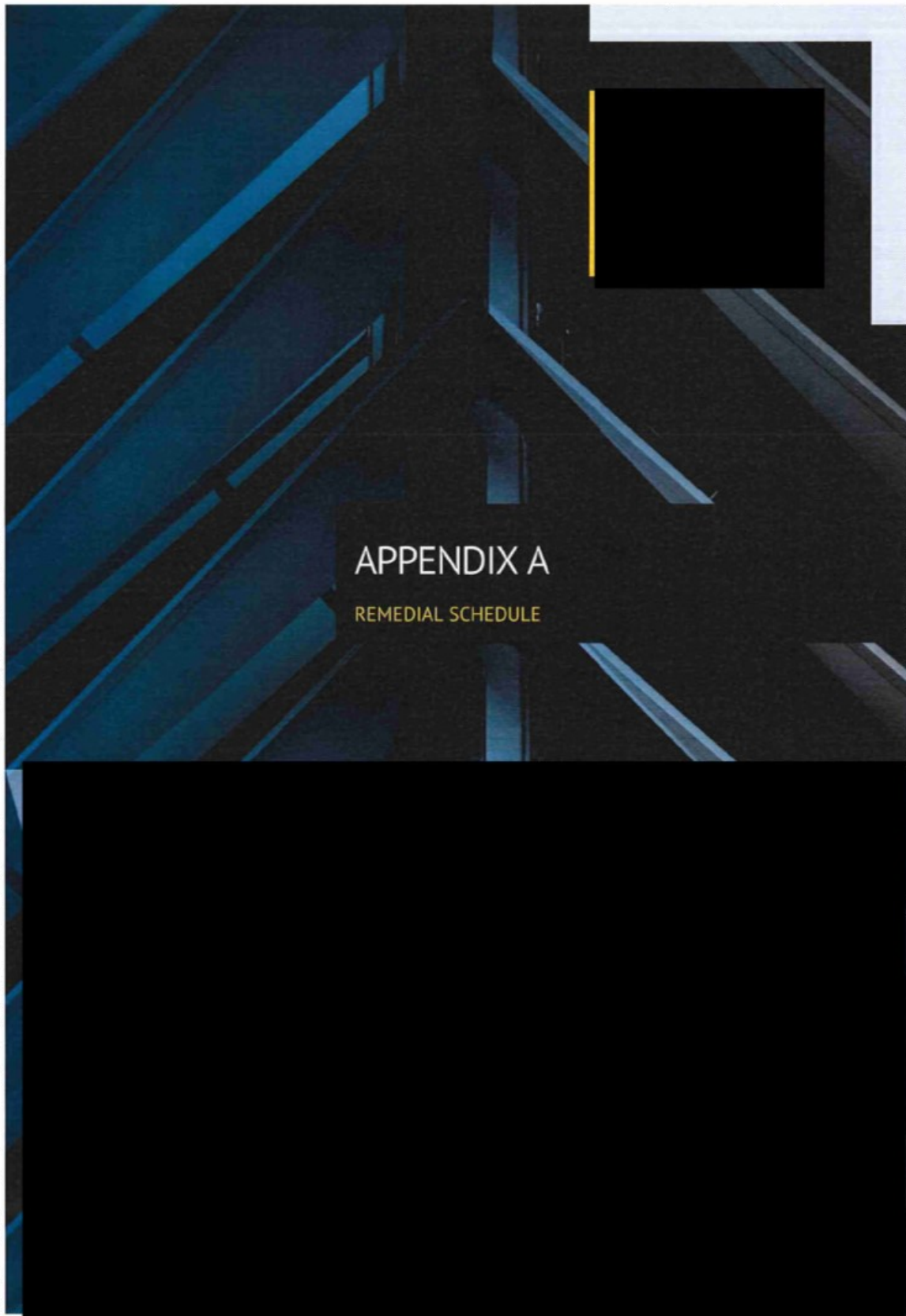
Cracking is occurring to concrete floors in the extension and to wall, ceiling and floor linings at the junction to the original building. [REDACTED] understands that a structural engineer has been engaged to carry out a DSA. The cracking observed should also be reviewed by a structural engineer to provide comment on the likely cause and to provide remedial recommendations (if required).

4.2 RECOMMENDATIONS

Due to the nature of the defects and damage observed throughout the facility, [REDACTED] are of the opinion that the most feasible option to repair the building would be refurbishment. However, this option is dependent on the DSA and structural investigation findings and recommendations along the results of an asbestos management survey.

In order to assess the full extent of the works, a detailed destructive investigation should be undertaken to identify and record the defects or other causes of damage to scope the extent of repair works.

Development and implementation of a long-term maintenance plan to manage the design life expectations for the property is recommended to understand the feasibility and associated cost of retaining the building over the next 30 years.



Timaru Museum
 Scope of Works
 September 2024

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)	Notes
1.0	Roof								
1.1	Roof Cladding - Extension								
1.1.1									
1.1.2									
1.1.3									
1.1.4									
1.2	Roof Cladding - Original building								
1.3	Skylight								
1.4	Roof Cladding - Lower roofs								
1.4.1	Roof Cladding - Lower roofs								
1.4.2									
1.5	Rainwater goods								
2.0	External Walls & Structure								
2.1	Seismic assessment								
2.2	Concrete panels								

TDC Museum - Priced - 0200924

Timaru Museum
 Scope of Works
 September 2024

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)	Notes
2.3	Concrete filled Polystyrene block walls (Insulform)								
2.4	Basement tanking system								
2.4.1									
2.5	Fibre cement cladding								
3.0	External Joinery								
3.1	Metal window joinery								
3.1.1									
3.2	Timber door joinery								
4.0	Internal								
4.1	Floor Finishes								
4.1.1									
5.0	Services								
5.1	Heating								

Timaru Museum
Scope of Works
September 2024

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)	Notes
5.2	Lighting								
5.3	Hydraulics								
5.4	Sanitary Facilities								
5.5	Kitchen Facilities								
6.0	Inspections								
6.1									
7.0	Scaffolding / Mobile Access								

TDC Museum - Priced - 0210524

Page 3



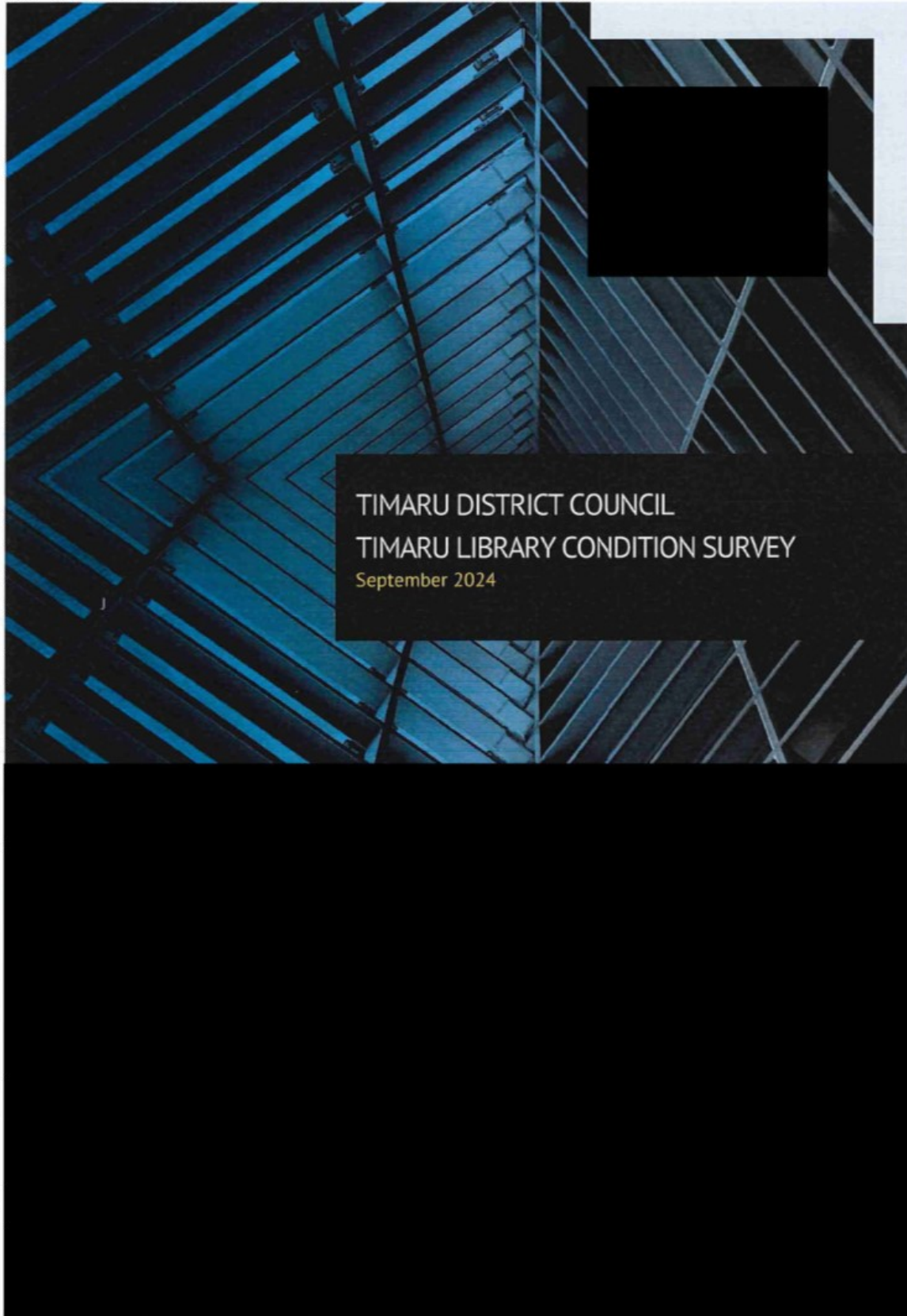
Timaru Museum
 Scope of Works
 September 2024

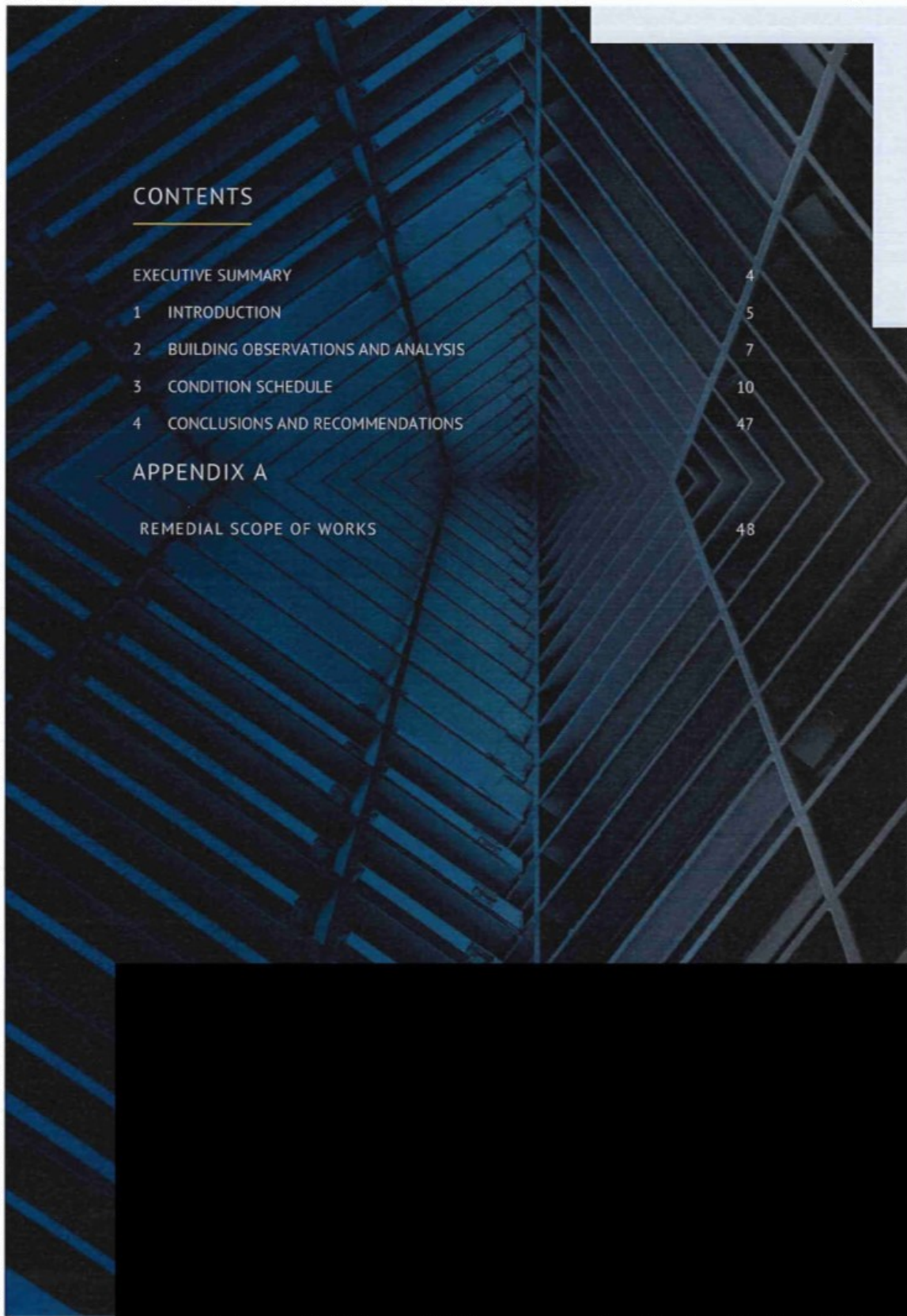
Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)	Notes
8.0	Building Wrap								
9.0	Location Factor 10%								
10.0	Sub-Total								
11.0	Preliminaries & General 20%								
12.0	Sub-Total								
13.0	Margin 15%								
14.0	Sub-Total								
15.0	Construction Contingency 10%								
16.0	Sub-Total								
17.0	Professional Fees 15%								
14.0	TOTAL							55,000	Provisional allowance



Timaru Museum
Scope of Works
September 2024

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)	Notes
	1.0 Extent of Works 2.0 Pricing Assumptions	[REDACTED]							





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APPENDIX A

REMEDIAL SCOPE OF WORKS 48

ACKNOWLEDGEMENT OF SUBMISSION

This report was prepared by [REDACTED]

Respectfully submitted by [REDACTED]



Manager – Building Surveyor

Building Surveyor

DATE	VERSION	AUTHOR(S)	REVIEWER(S)
September 2024	1	[REDACTED]	[REDACTED]

EXECUTIVE SUMMARY

wipartnership.com

The Timaru Library is generally in moderate condition excepting the roof cladding, which is in poor condition, at the end of its serviceable life and is recommended for replacement. New skylight double glazed joinery units have been installed on the roof which will require careful removal and re-installation when the roof membrane system is replaced.

The building has been refurbished in recent years and is in good internal order.

There are several horizontal cracks through a wall panel located at the front entrance door which requires assessment by a structural engineer along with remedial recommendations.

The original electrically powered space heating system is nearing end of design life however, the system remains operational and is recommended for further assessment by a mechanical engineer to provide advice on its continued use and expected remaining life considering probability of obsolescence of parts.

The external stairwells/overruns to the basement are in poor condition and are recommended for redesign and replacement.

The current seismic rating is circa 40% following an IEP and [REDACTED] understand that a detailed seismic assessment is underway which will include improvement recommendations if required. [REDACTED] therefore do not report further in this regard.

Three health and safety risks were identified and are recommended for remediation as follows:

1. Falls from the main roof because of a lack of edge protection
2. Falls from the basement stair outstanders
3. Basement penetrations poorly sealed against water ingress

Following repair, a maintenance plan should be developed and implemented to maintain and extend the intended design life.

Refer to Section 4 for a concise overview of the condition survey report conclusions and recommendations.

[REDACTED] have also completed a remedial scope of works for the large CAPEX items, see Appendix A.

1 INTRODUCTION

THIS REPORT HAS BEEN COMMISSIONED BY TIMARU DISTRICT COUNCIL. THE OBJECTIVE OF THE REPORT IS TO HELP IDENTIFY THE CONDITION OF BUILDING ELEMENTS IN THE TIMARU LIBRARY.

BRIEF DESCRIPTION

The report has been prepared in accordance with our Offer of Service dated 16 August 2024.

General particulars of this report are as follows:

Managing Surveyor	[REDACTED]
Building Surveyor	[REDACTED]
Inspected by	[REDACTED]
Inspection Date and Weather	The property was inspected on 21 August 2024 The weather was fine with morning frost
Other Persons Present	[REDACTED]

1.1 EXTENT OF INSTRUCTION

The scope of our services included in the fee proposal is and assumes as follows:

- Building condition assessment which will consider all visible and accessible elements of the building fabric.
- The survey will include a surveyors high-level assessment of specialist plant and services.
- A summary building condition assessment report will be produced detailing large capital expenditure repair requirements and associated costs.

All in accordance with the agreed WT scope of service dated 16 August 2024.

The report has been split into three parts:

- The first (Section 2.0) summarises our findings.
- The second (Section 3.0) comprises a graded condition matrix of building elements.
- The third (Section 4.0) outlines our findings and recommendations.
- Appendix A – Capital Expenditure Forecast

The report is limited to the Timaru Library only and includes grounds, carparks and boundaries. Inspections were restricted to a visual only inspection. The roof was accessed where safe to do so.

The original building plans were provided by the client; however, no other maintenance documents were made available for review. Therefore, [REDACTED] commentary is restricted to the detailing and conditions observed during the inspection.

1.2 GENERAL INFORMATION

1.2.1 Timaru Library is a purpose-built community facility comprising main basement office and archives/storage area; main library, children's library and play area, offices and staff facilities, public toilets, carparking and grounds.

1.2.2 The facilities are generally accessible for disabled use.

1.3 DOCUMENTS PROVIDED

The following documentation was provided to [REDACTED] in assisting with this report:

- Original building plans including annotated specifications.
- Asbestos management survey report (post survey)

1.4 FORMAL DIALOGUE

Formal dialogue has been undertaken between [REDACTED] and:

- [REDACTED]
- [REDACTED]
- [REDACTED]

1.5 EXCLUSIONS

The following areas or building elements are excluded from the survey as they were either not accessible, pose a safety risk or are out of scope e.g., seismic and structural engineering assessments.

- The small goods lift
- Any concealed spaces such as wall or roof voids
- Electrical sub station
- The low-pressure hot water space heating system has been observed however, requires assessment by a specialist engineer

1.6 EARTHQUAKE PRONE BUILDINGS

[REDACTED] understand that the facility is currently assessed as unlikely to be an earthquake prone building but may be at earthquake risk achieving an estimated 40%NBS for an Importance Level 2 building via an IEP assessment. [REDACTED] also understands that council are to arrange for a detailed seismic assessment in the near future.

2 BUILDING OBSERVATIONS AND ANALYSIS

THIS SECTION OF THE REPORT PROVIDES A BRIEF SUMMARY OF THE CONSTRUCTION AND CONDITION OF MAIN ELEMENTS OF THE INSPECTED BUILDING.

2.1 TIMARU LIBRARY

2.1.1 GENERAL DESCRIPTION

The property is a purpose-built community facility providing a main library, children's library and play area, offices, archives in the basement and ablutions constructed circa 1975 and is now 49 years old. The building was refurbished in 2020 with a full internal fitout, external windows and redecoration. The original electric hot water space heating system and radiators were retained and remain in use and the large roof membrane was temporarily repaired with an over-painted rubber membrane.

The facility has a good provision for car parking and pedestrian/disabled access.

The building is currently in a moderate condition excepting the roof which is in poor condition. The heating system remains operational but is nearing the end of its envisaged design lifecycle.

2.1.2 STRUCTURE AND FLOORS

The building is supported from a concrete floor slab, external concrete tilt panel walls with Glulam roof beams tied together by steel rope roof bracing system.

There are three arrays of vaulted roof skylights and a book lift motor enclosure supporting the cold-water storage tank.

2.1.3 ROOF COVERINGS

The main roof is low pitched split level with large lantern skylights lined with the original Butynol membrane over what appears to be a 12mm thick particleboard substrate which has been overpainted with a liquid rubber type membrane to attempt and prolong the useful life cycle of the fabric.

The external staircase roof from the basement and lined with the original Butynol membrane over a plywood substrate.

The small entrance canopy roof is lined with what appears to be the original Butynol lining.

2.1.4 ROOF DRAINAGE

The main roof is laid with falls to gutter channels lined with butynol to sumps. Sumps have outlets to either internal drainage systems or overflows which discharge directly to the outside of the building.

The roof above the rear entrance drains to the vaulted skylights into a channel and out to a rain head and downpipe into the council stormwater system.

2.1.5 EXTERNAL WALLS

The external and cross walls supporting the building are provided in reinforced concrete tilt panels tied together with bracing ropes above the roof.

2.1.6 JOINERY

The external joinery to the main building is provided in powder coated aluminium double-glazed units which are in good condition. There are three sill covers which have not been installed when the windows were installed.

There is one timber single glazed window above the front entrance doors which is in poor condition and requires replacement.

2.1.7 INTERNAL LININGS

2.1.7.1 WALLS

Overall, the wall linings are in good condition and generally consist of painted plasterboard, some material wallpaper to management offices, and unfinished concrete to external walls.

2.1.7.2 FLOORS

The floors are lined with numerous differing types of coverings and are in good condition excepting the basement carpet.

The floors are covered with the following linings:

- The rear entrance from the carpark ramp and entrance are lined with RHINO type hard wearing carpet
- Public toilets are lined with vinyl sheet
- Kitchen is lined with carpet tiles
- The main and children's book display areas are lined with carpet tiles
- The main entrance is lined with clay tiles

2.1.7.3 CEILINGS

Ceilings are of a mix of differing types of linings such as painted plasterboard and ornate timber panels. The offices and basement ceilings have a stippled plaster finish.

2.1.8 FACILITIES

2.1.8.1 KITCHEN

A staff kitchen and dining area is provided and is in good condition. The facility consists of lounge seating, table and chairs, modern kitchen units and sink with hot and cold running water, microwave, oven and fridge.

2.1.8.2 TOILETS

There are two sets of male and female toilet facilities, one for staff next to the rest room and one in the main library for visitors. The facilities are in good condition having recently been refurbished.

2.1.9 SERVICES

2.1.9.1 HEATING

Space heating is provided from the electrical hot water cylinder located in the basement to panel radiators around the facility. The system is nearing 50 years old and is beyond design life. Whilst still operational, the system has become

obsolete with parts difficult if not impossible to find. The system could cease working at any time and will require replacement in the short term.

There are three older split system airsource heat pumps which appear to be in the region of 10 years old and 4 new heat pumps which appear to be approximately 4 years old.

2.1.9.2 HOT WATER

Hot water to the toilets is provided from 250lt hot water cylinders dated 2008 and an instantaneous hot water boiler is present in the staff kitchen dated 2020.

2.1.9.3 VENTILATION

Mechanical extract ventilation is provided above the ceiling panels which were inaccessible and therefore not assessed. The ventilation ductwork located on the roof has been repaired on numerous occasions and has exceeded serviceable life.

2.1.9.4 LIGHTING

The lighting was replaced and upgraded in 2020 and is in good condition.

2.1.9.5 ELECTRIC SUPPLY

The main supply cabling, switches and sockets and distribution boards are generally in moderate condition.

2.1.9.6 PLUMBING

The plumbing system was refurbished in 2020 and is in good condition excepting the hot water heating supply pipework which is nearing the end of design life.

2.1.10 LIFT

There is a very small book lift from the office to the basement storage area which has become obsolete and requires replacement.

2.1.11 BUILDING WARRANT OF FITNESS (BWF)

The facility has a current warrant of fitness. The systems were replaced in 2020 and are in good condition.

2.1.12 SEISMIC ASSESSMENT

█ understand that the building is currently assessed as being at earthquake risk at 40%NBS and that a detailed seismic assessment is planned in the near future.

2.1.13 GROUNDS/STEPS AND RAMPS

Grounds are generally in good condition.

The carpark to the rear, front access steps and water feature, stone walls are all in good condition. Timber and resin fencing remains in a moderate condition.

3 CONDITION SCHEDULE

THE FOLLOWING SCHEDULE HAS BEEN PREPARED FOR TIMARU DISTRICT COUNCIL AS A CONDITION SCHEDULE FOR THE TIMARU LIBRARY. THIS SCHEDULE IDENTIFIES DEFECTS, DAMAGE AND SHORTCOMINGS NOTED DURING OUR VISUAL INSPECTION OF THE BUILDING.

Surveyor assumptions have been made in respect of wear, tear and general aging of materials based on the observations from our inspection. All identified failures in the performance of building elements resulting in deterioration or early aging of the fabric of a building will be recorded along with any obvious resultant damage or suspected damage which is recommended for further investigation. Regular inspections are recommended, and this schedule updated accordingly.

The report will discuss element replacement predictions in the short term 1-4 years, medium term 4-7 years and the long term 7 plus years.

This schedule is for guidance only and should not be used as an alternative to obtaining competitive quotations based on a fully itemised Scope of Works and Specification.

3.1 CONDITION RATING MATRIX

The condition Rating Matrix prescribes the definitions adopted for grading the condition of a number of building asset component types.

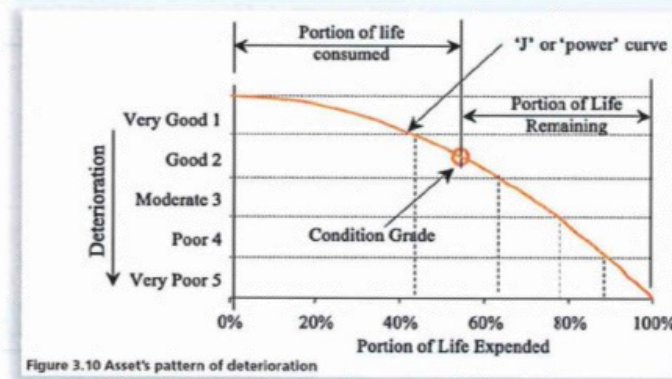
Condition Grading System for Building Assets						
Element	Scope	CONDITION GRADE				
		C1	C2	C3	C4	C5
		Very Good Condition	Good Condition	Moderate Condition	Poor Condition	Very Poor Condition
	Remaining Life	100% - 65%	65% - 40%	40% - 25%	25% - 10%	90% to 100%
Structure Foundations	<ul style="list-style-type: none"> * Footings * Piles * Sub-floor * Concrete sub-structure 	No Evidence of: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Minor: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Noticeable to Moderate: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Moderate to Serious: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement 	Very Serious to Catastrophic: <ul style="list-style-type: none"> * Water ingress / moisture damage, rot * Cracking, splintering, shearing * Structure movement, displacement
Exterior & Interior: Structures & Fabric	<ul style="list-style-type: none"> * Floor * Wall Framing & Cladding * Roof Structure & Covering * Ceilings * Windows, Stays & Latches * Doors & Frames * Weatherproofing, Flashings * Surface Protection * Stairs, Banisters & Handrails 	No Evidence of: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, warping, twisting, etc. 	Minor: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, warping, twisting, etc. 	Noticeable to Moderate: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, warping, twisting, etc. 	Moderate to Serious: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, warping, twisting, etc. 	Very Serious to Catastrophic: <ul style="list-style-type: none"> * Weather ingress damage, rot, corrosion, mould, etc. * Timber / masonry / cladding cracking, splintering, shearing * Structural movement, displacement, warping, twisting, etc.

<p>Fittings & Chattels: Various</p> <p>Services: Various</p>	<ul style="list-style-type: none"> * Underfloor insulation * Cupboards, Built-in Robes * Cabinetry * Window Drapes, Blinds * Light Fittings & Shades * Stove / Hob / Oven * Pathways / Driveways / Fences / Trees <ul style="list-style-type: none"> * Gas * Heating * Sanitary * Electrical & Water Heating * Plumbing * Smoke Detectors * Air-conditioning / Heat Pumps * Forced Ventilation Systems 	<p>No Evidence of:</p> <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. <p>Valid Compliance Certification, and No Evidence of decline in:</p> <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	<p>Minor:</p> <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. <p>Valid Compliance Certification, and Minor decline in:</p> <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	<p>Noticeable to Moderate:</p> <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. <p>Valid Compliance Certification, and Noticeable to Moderate decline in:</p> <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	<p>Moderate to Serious:</p> <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. <p>Valid Compliance Certification, and Moderate to Serious decline in:</p> <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability 	<p>Very Serious to Catastrophic:</p> <ul style="list-style-type: none"> * Impact damage, rot, corrosion, etc. * Looseness, tearing, discolouration * Component breakage, warping, loss, etc. <p>No Valid Compliance Certification, or Very Serious to Catastrophic:</p> <ul style="list-style-type: none"> * Overall condition * Performance capacity * Reliability
<p>Maintenance: Technical Levels of Service</p>	<ul style="list-style-type: none"> * Facilities Management Services 	<p>No Evidence of non-compliance with:</p> <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	<p>Minor non-compliance with:</p> <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	<p>Noticeable to Moderate non-compliance with:</p> <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	<p>Moderate to Serious non-compliance with:</p> <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards 	<p>Very Serious non-compliance with:</p> <ul style="list-style-type: none"> * Technical Levels of Service * Panuku Maintenance Standards
<p>Customer: Customer Levels of Service</p>	<ul style="list-style-type: none"> * Property Management Services 	<p>No Evidence of non-compliance with:</p> <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	<p>Minor non-compliance with:</p> <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	<p>Noticeable to Moderate non-compliance with:</p> <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	<p>Moderate to Serious non-compliance with:</p> <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards. 	<p>Very Serious non-compliance with:</p> <ul style="list-style-type: none"> * Lease Agreement * Tenancy Contract * Panuku Policies, Processes & Procedures * Customer & Landlord Engagement Standards
<p>Important Notes</p>						
<p>Immediate/Ad-hoc Maintenance</p>	<p>If elements can be restored to a preferred higher condition grade through unscheduled or ad-hoc maintenance, the surveyor may apply the higher condition grade pending completion of the maintenance works as required.</p>					
<p>Grade 1</p>	<p>Caution must be taken against applying Condition Rating "C2" in instances where Condition Grade "C1" would be more applicable, due to an over-cautious Condition Audit approach. This is counterproductive to the intent of the Condition Rating system by increasing the likelihood of expenditure inaccuracies. In general, most elements remain within "Condition Grade 1" for up to 35% - 50% of its useful / design life.</p>					
<p>Condition Grading System for Roads</p>						

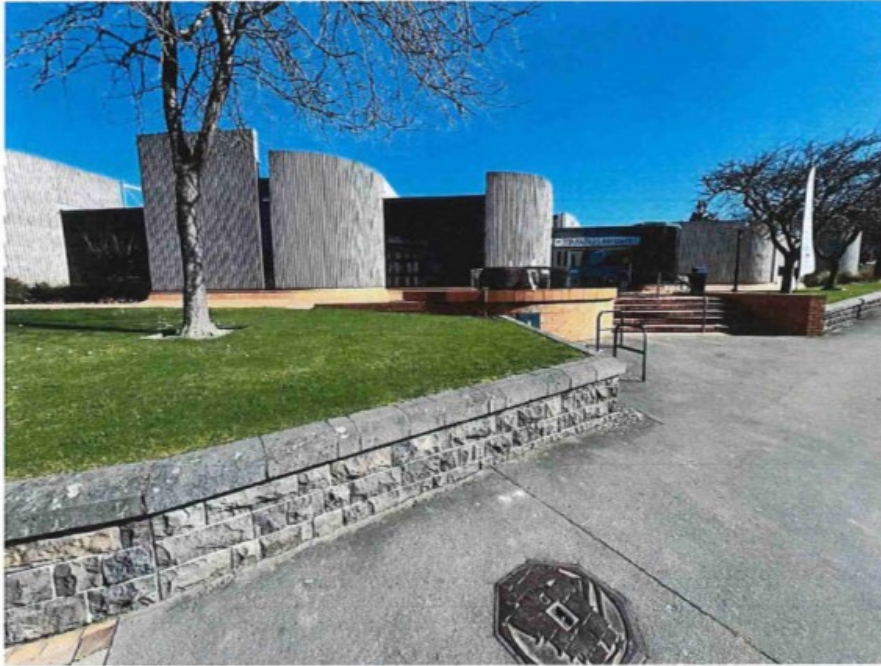
Element	CONDITION GRADE				
	C1	C2	C3	C4	C5
	Very Good Condition	Good Condition	Moderate Condition	Poor Condition	Very Poor Condition
Remaining Life	100% - 65%	65% - 40%	40% - 25%	25% - 10%	90% to 100%
Road	No potholes. No crack filling required. Complies with engineering standards.	Some potholes. Minimal crack filling required. Complies with engineering standards.	Evidence of deterioration. Has numerous potholes and regular crack filling requirements.	Pavement deteriorating. Extensive potholes and cracks. Joint failures. Needs resurfacing.	Roadbed and surface needs replacing.

Condition Grading System for Mechanical and Electrical Components

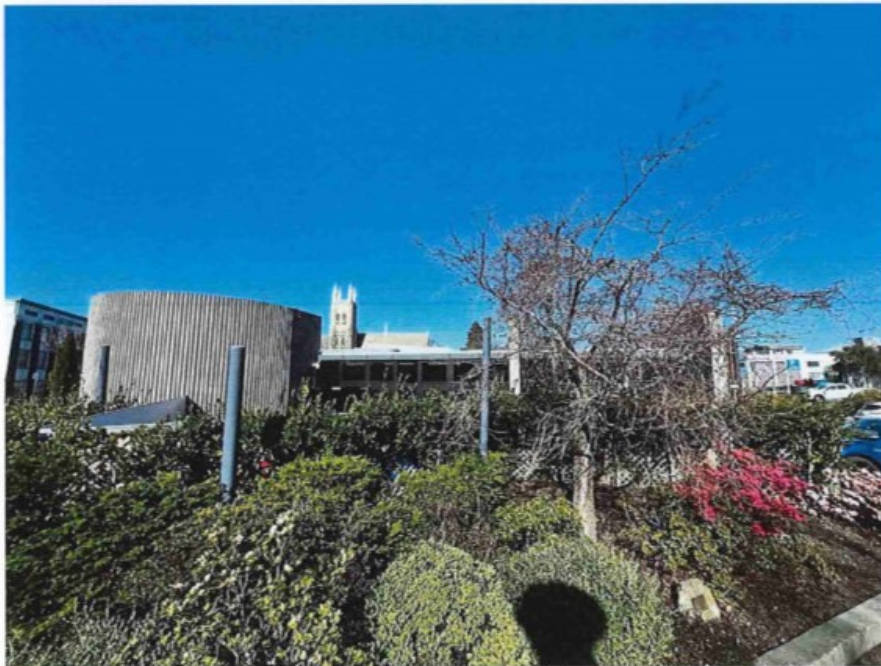
Element	CONDITION GRADE				
	C1	C2	C3	C4	C5
	Very Good Condition	Good Condition	Moderate Condition	Poor Condition	Very Poor Condition
Remaining Life	100% - 65%	65% - 40%	40% - 25%	25% - 10%	90% to 100%
Mechanical and Electrical Components	Component in sound physical condition designed to meet current standards. Operable and well-maintained. Component likely to perform adequately within routine maintenance for 10 years or more. No work required.	Acceptable physical condition but not designed to current standards or showing minor wear. Deterioration has minimal impact on component performance. Minimal short-term failure risk but potential for deterioration or reduced performance in medium term (5 - 10 years). Only minor work required (if any).	Functionally sound component but showing some wear with minor failures and some diminished efficiency. Isolated sections of the component need replacement or repair, but component still functions safely at adequate level of service. For example, bearing and gland wear becoming evident and some corrosion present. Deterioration beginning to be reflected in performance and higher attendance for maintenance. Failure unlikely within 2 years but further deterioration likely and major replacement required within next 5 years. Work required but component is still serviceable.	Component still functions but require a high level of maintenance to remain operational. Likely to cause a marked deterioration in performance in short-term. Likely need to replace within 2 years. No immediate risk to health or safety but work required within 2 years to ensure asset remains safe. Substantial work required in short-term, component barely serviceable.	Failed or failure imminent. Component effective life exceeded, and excessive maintenance costs incurred. A high risk of breakdown with a serious impact on performance. No life expectancy. Health and safety hazards exist which present a possible risk to public safety, or asset cannot be serviced/operated without risk to personnel. Major work or replacement required urgently.



3.2 GENERAL VIEW AND LOCATION PLAN



East elevation



North elevation

09_2024

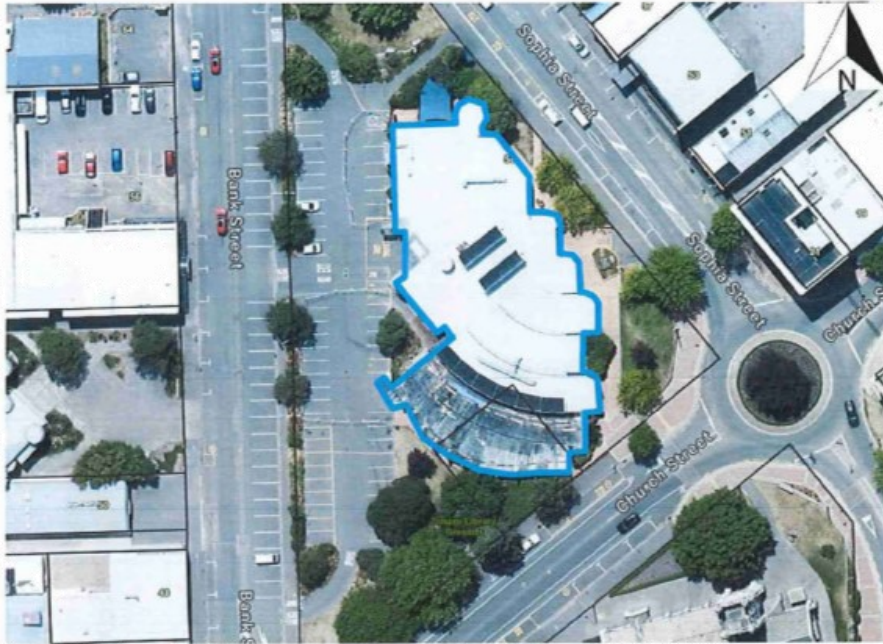
BUILDING CONDITION SURVEY – TIMARU LIBRARY



South elevation



West elevation



Aerial View – The assessed building is outlined in blue. Image Source: Canterbury Maps

3.3 PROPERTY CONDITION SCHEDULE

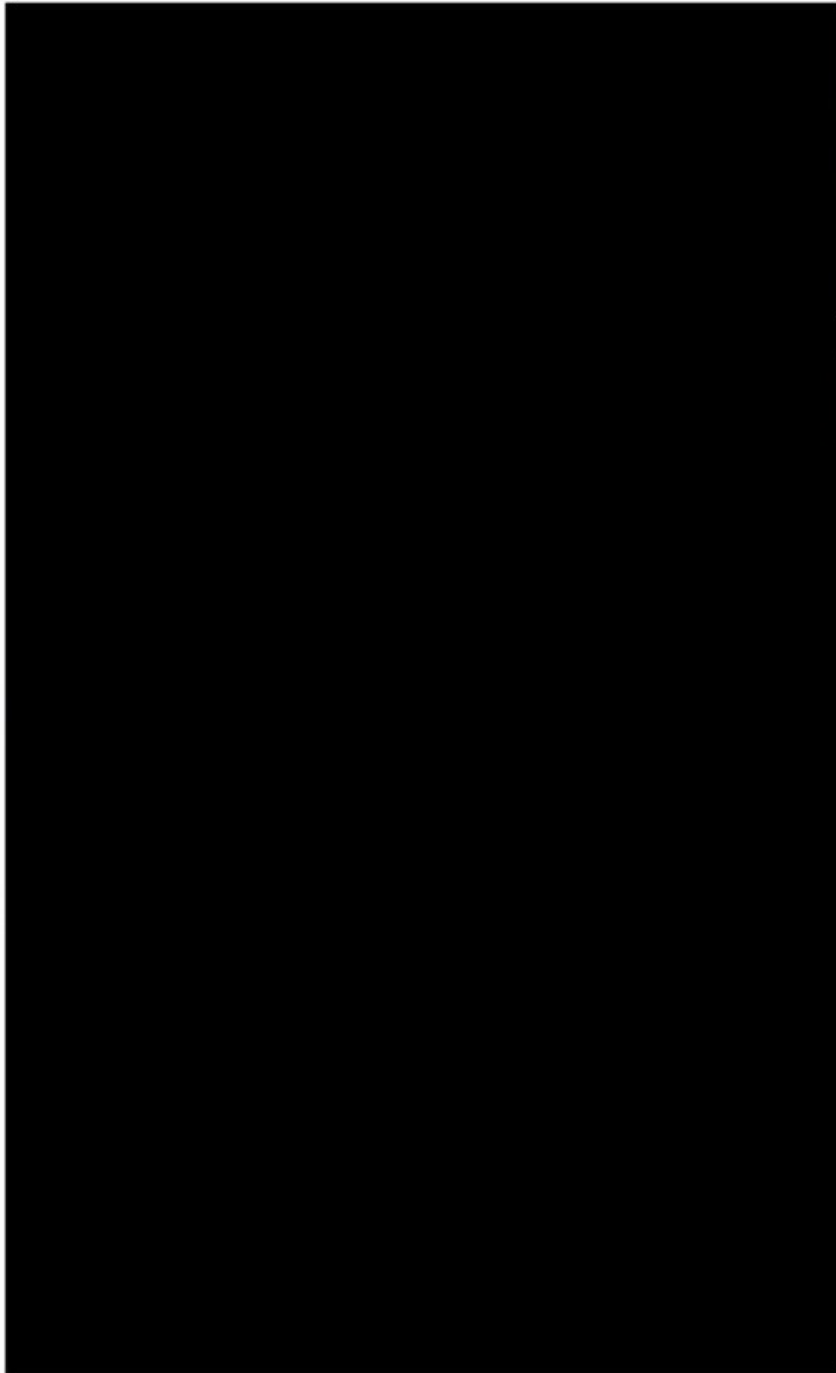
The building is in overall moderate condition. Some elements require repair or replacement which are included in the CAPEX schedule provided in Appendix A.

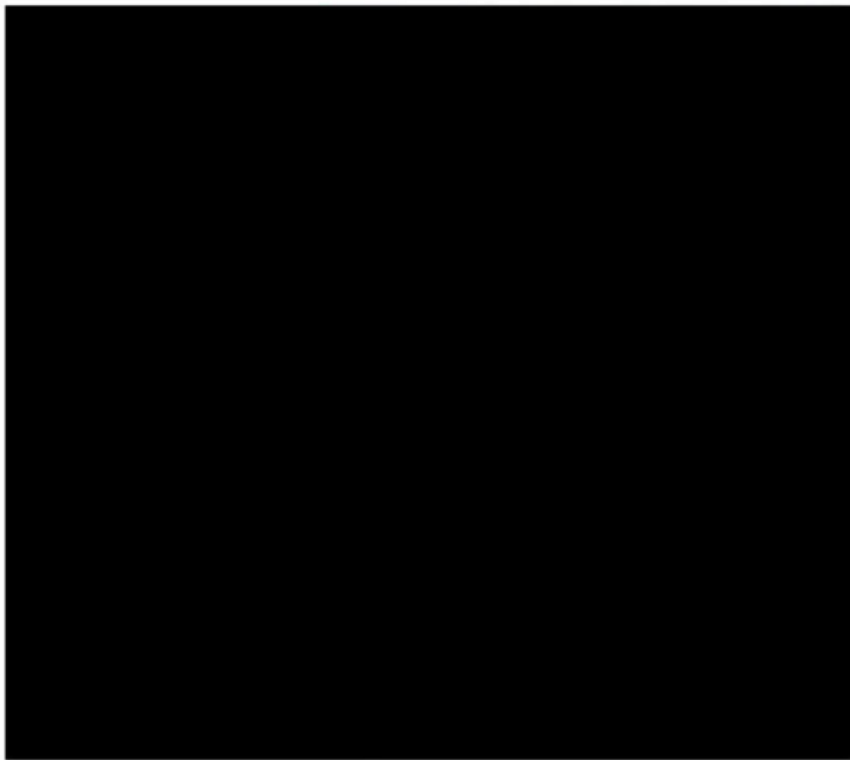
The structural condition ratings are based on the building being seismically strengthened to above 67%NBS as discussed below.

General disrepair and maintenance items are excluded from this report along with the electrical hot water heating system which requires assessment by a specialist mechanical engineer.

3.3.1 STRUCTURAL

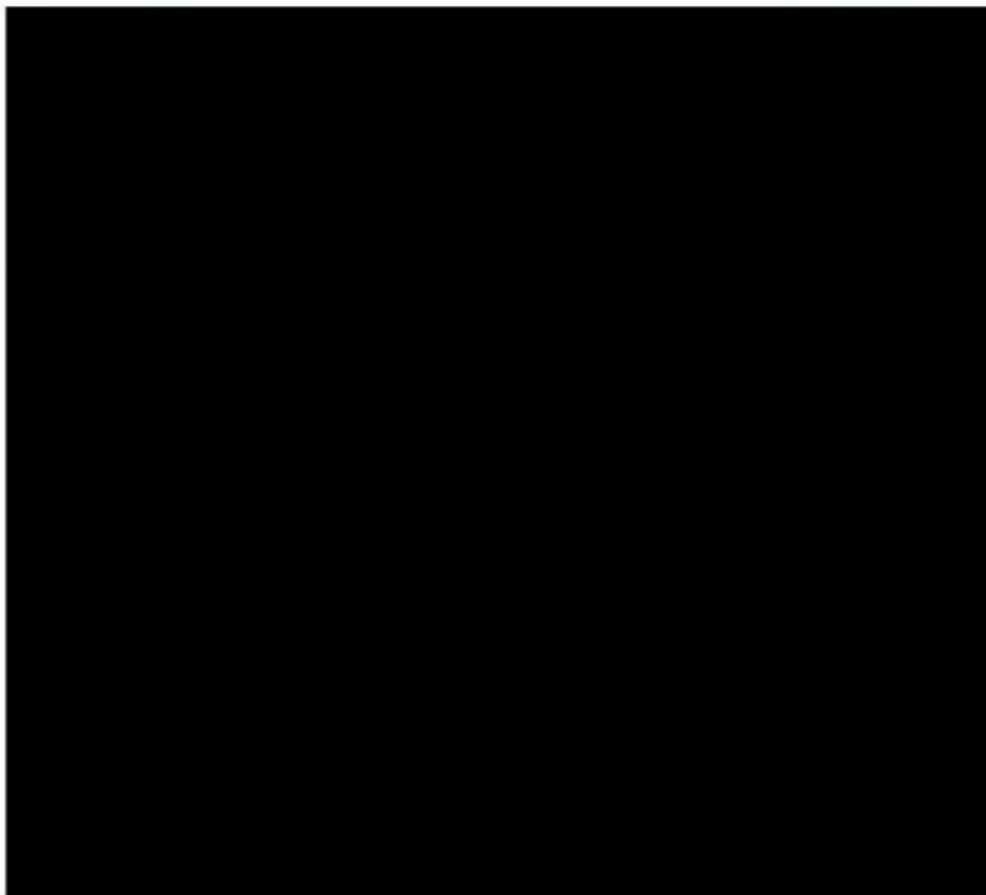
Element	Description	Condition	Photo Ref
Structure and Floors	[REDACTED]	[REDACTED]	[REDACTED]

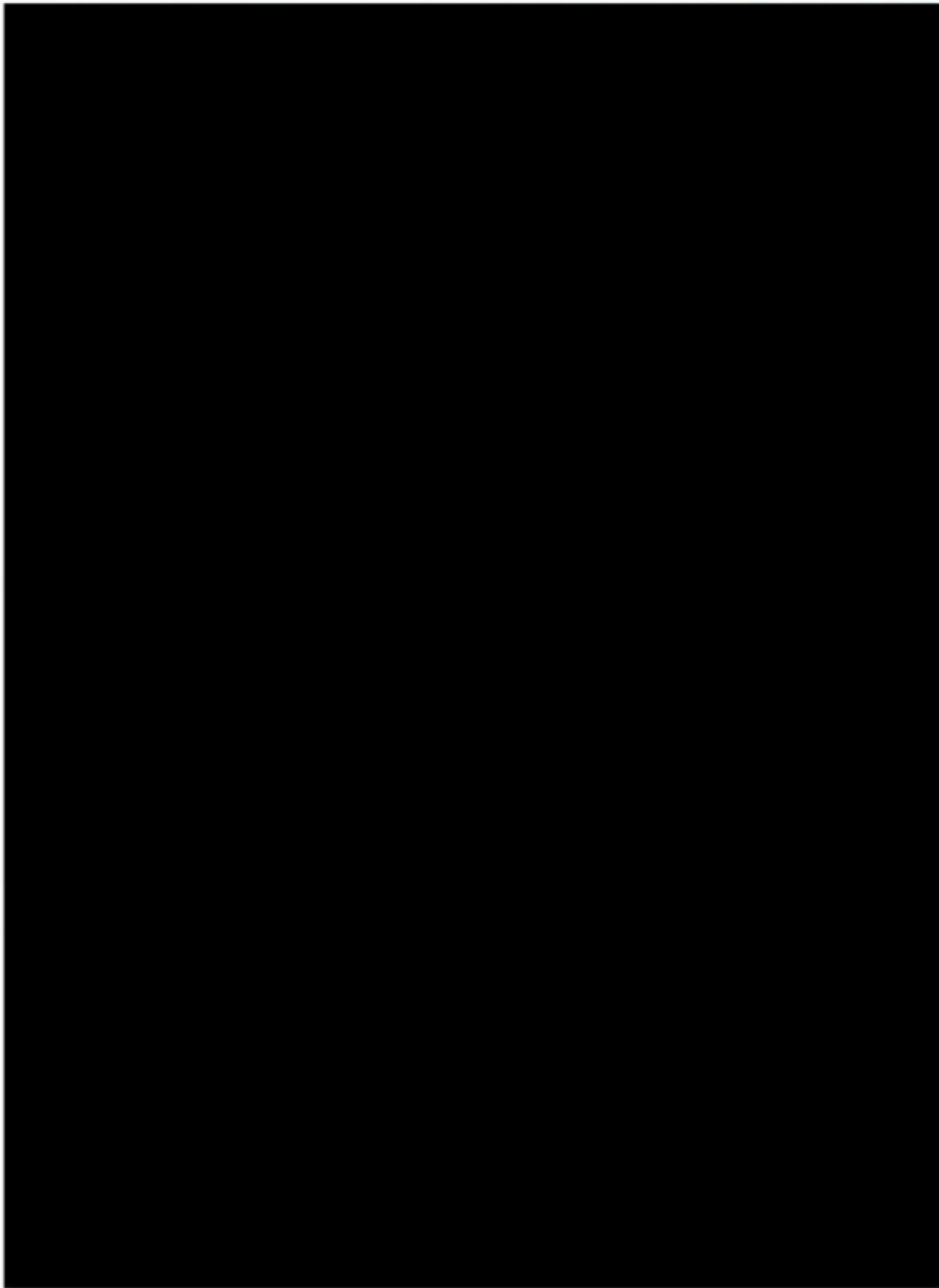


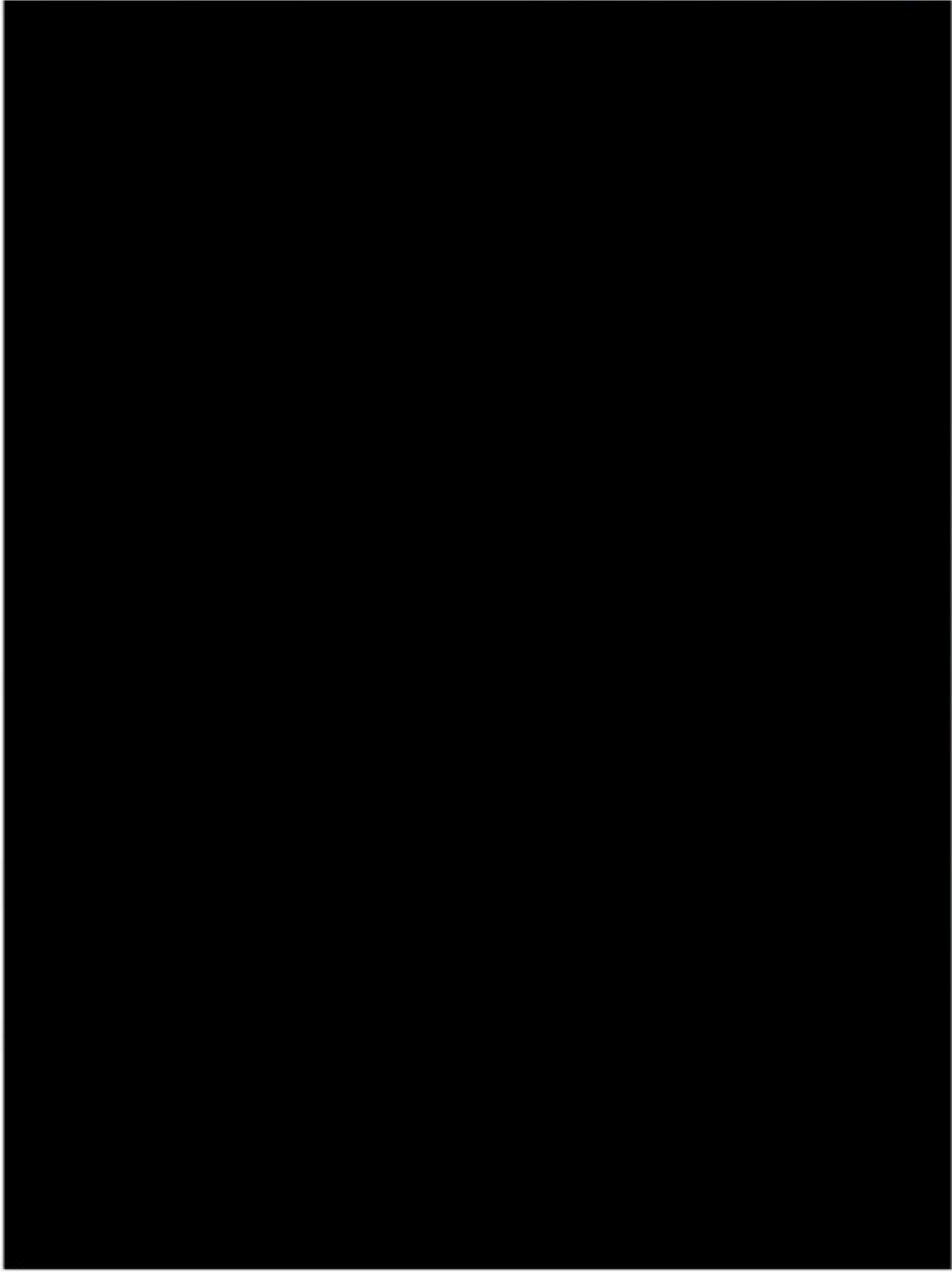


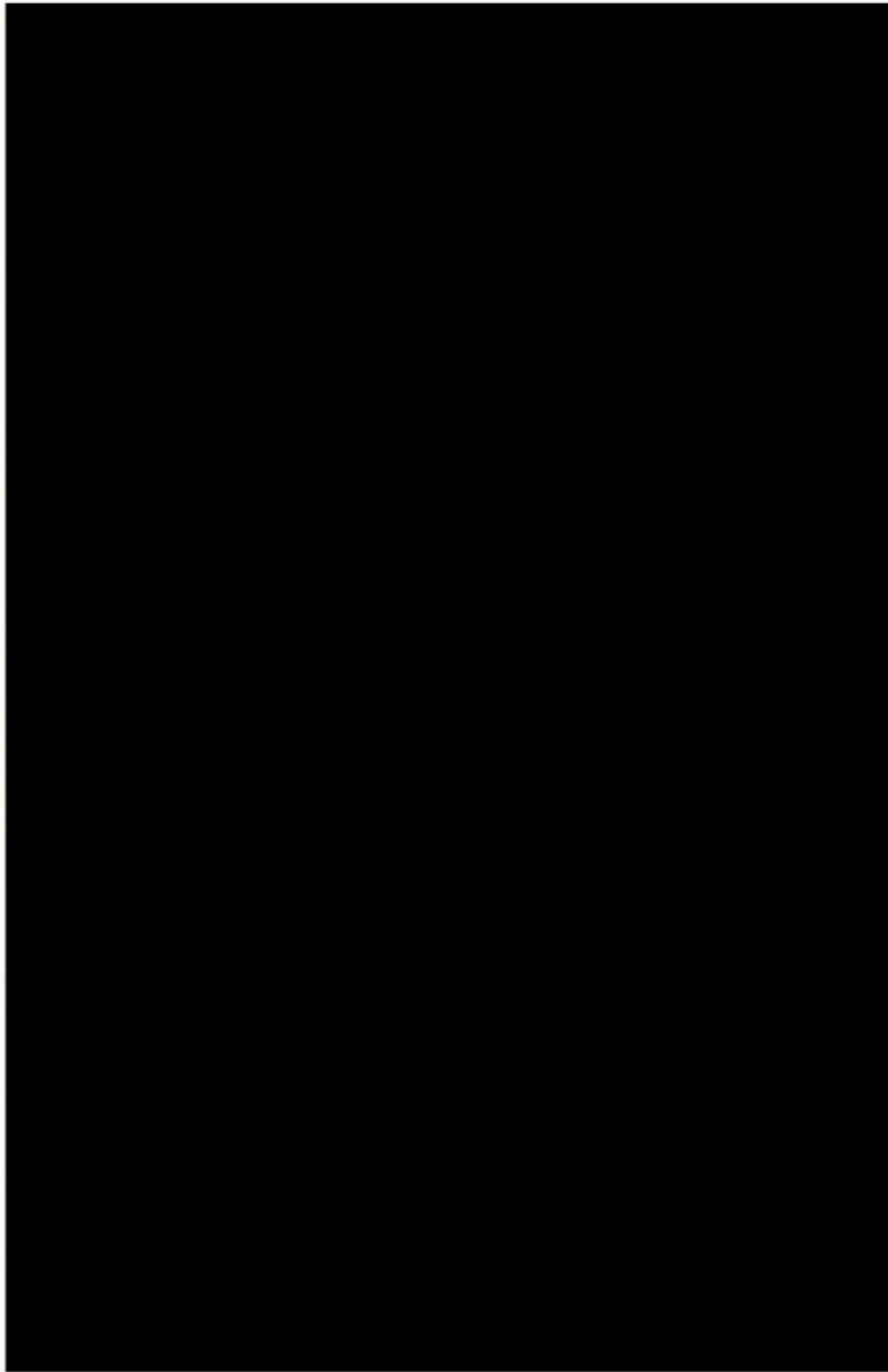
3.3.2 ROOF

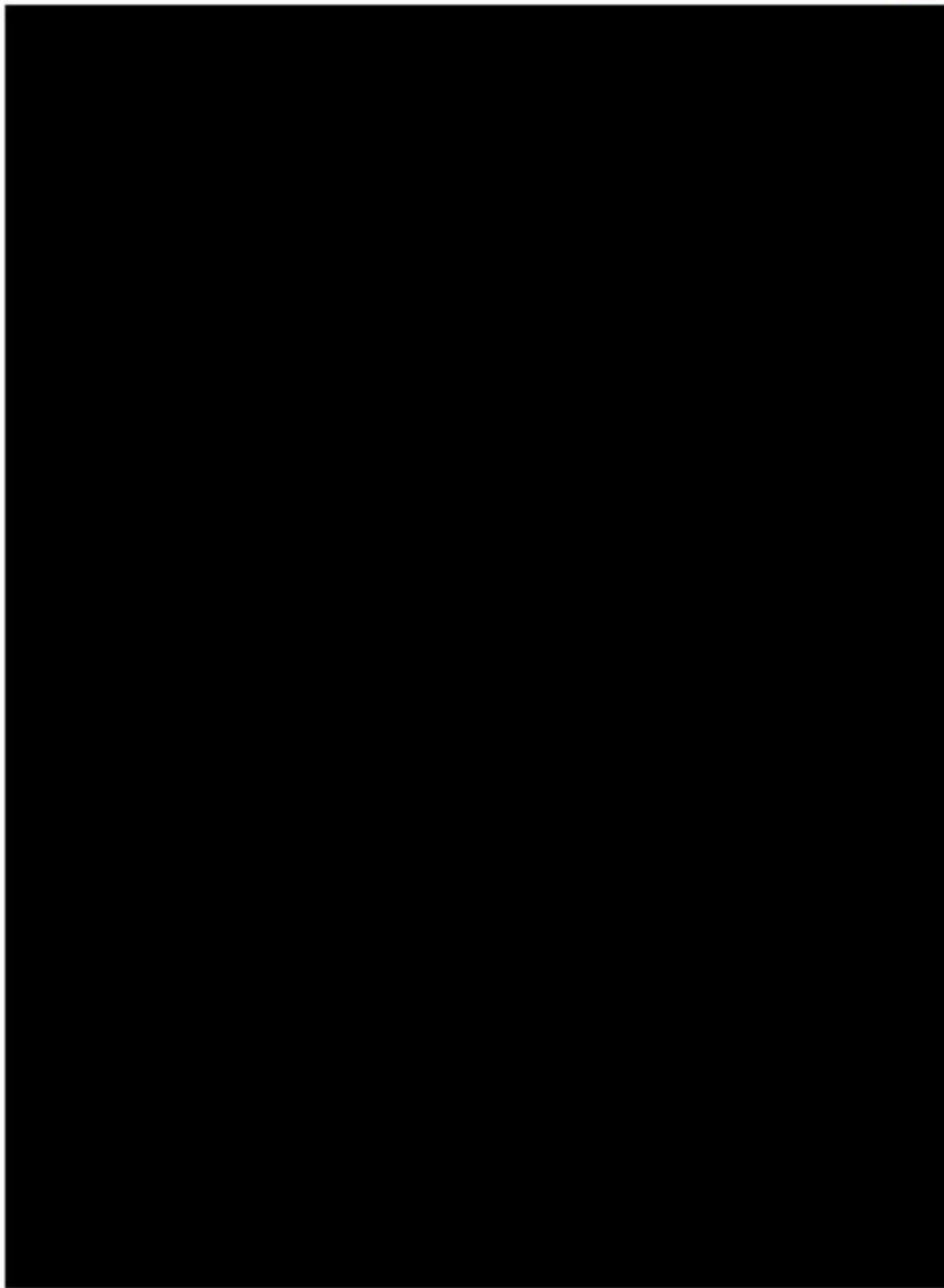
Element	Description	Condition	Photo Ref
Roof			
Rear Overshoot Roofs			
Roof Drainage			
Entrance Roof			

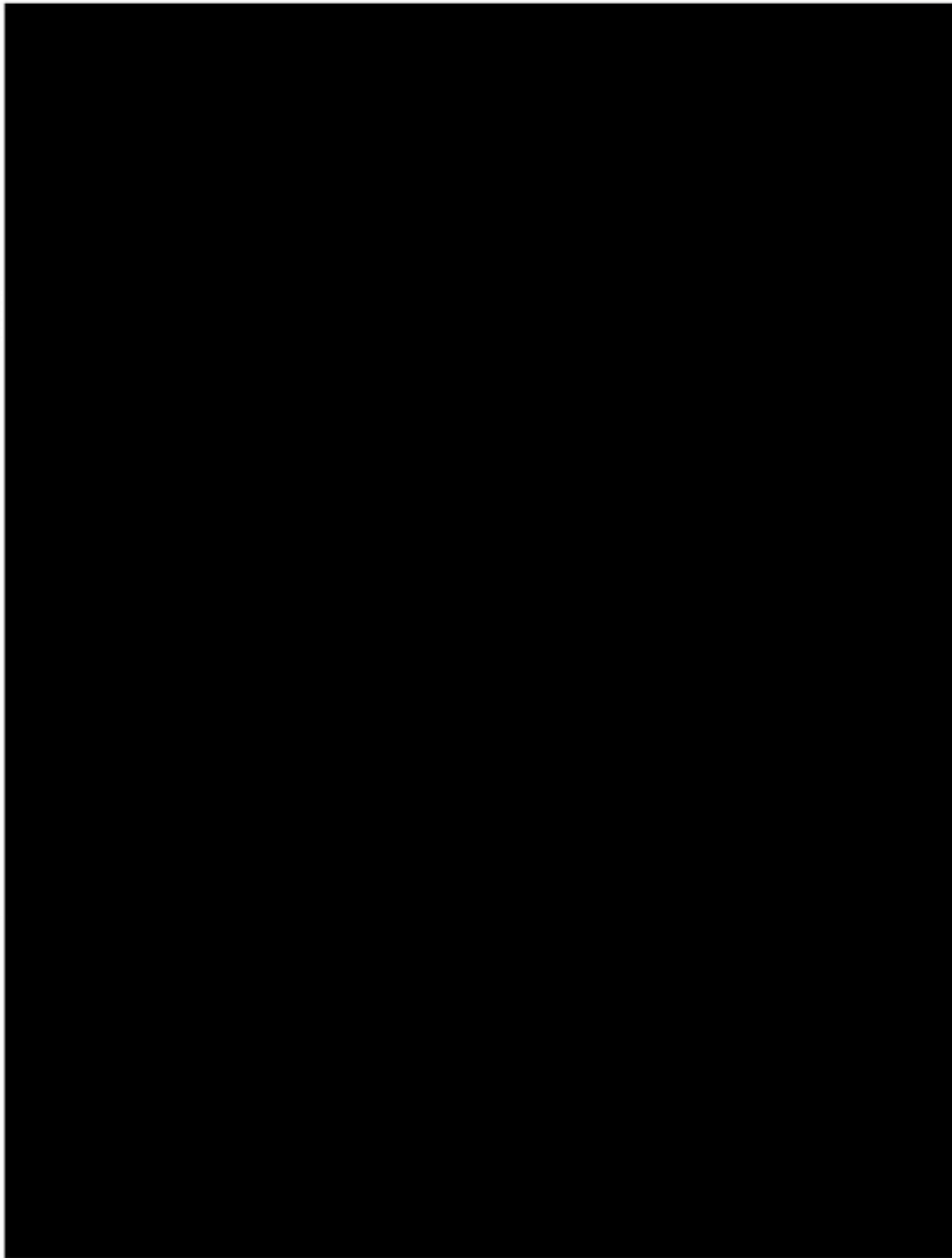


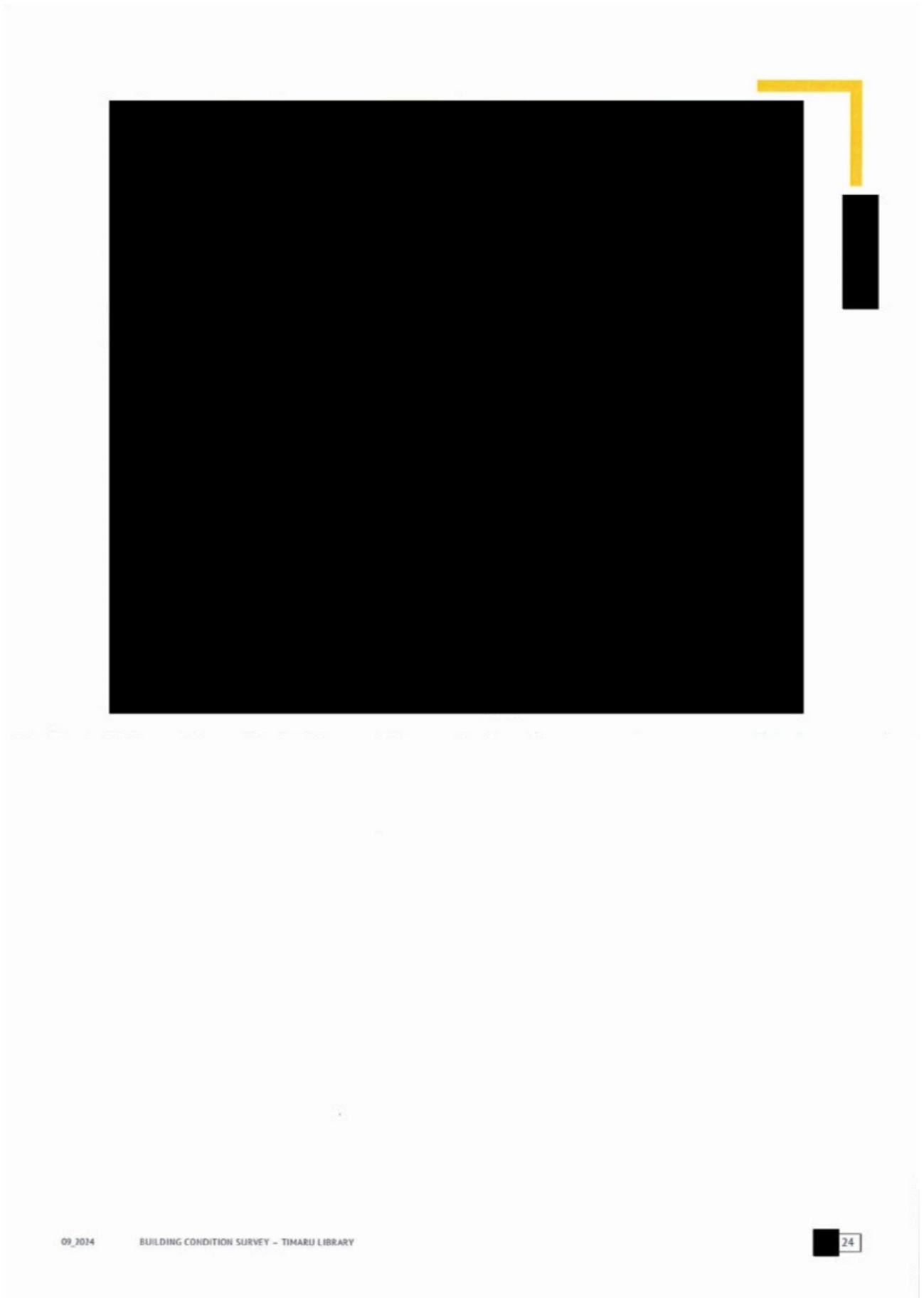




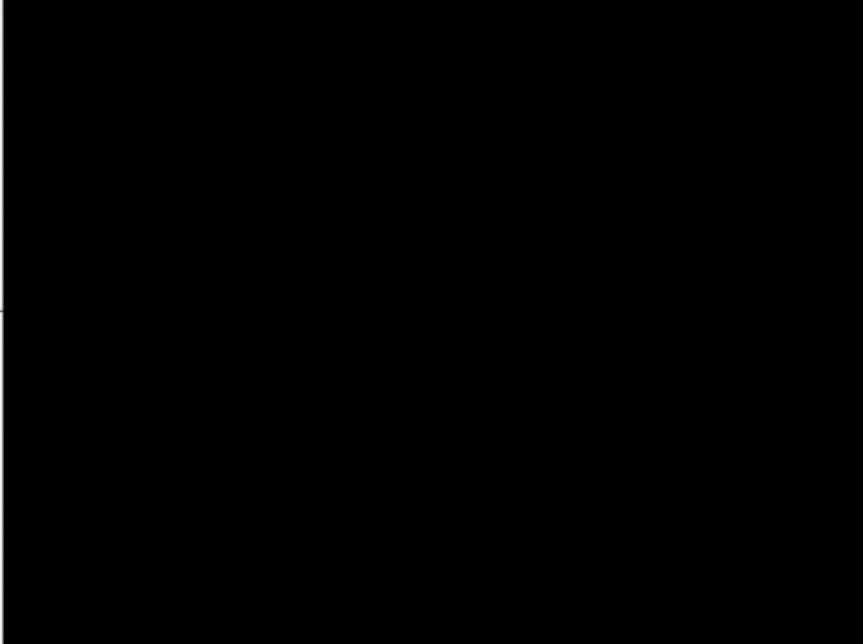




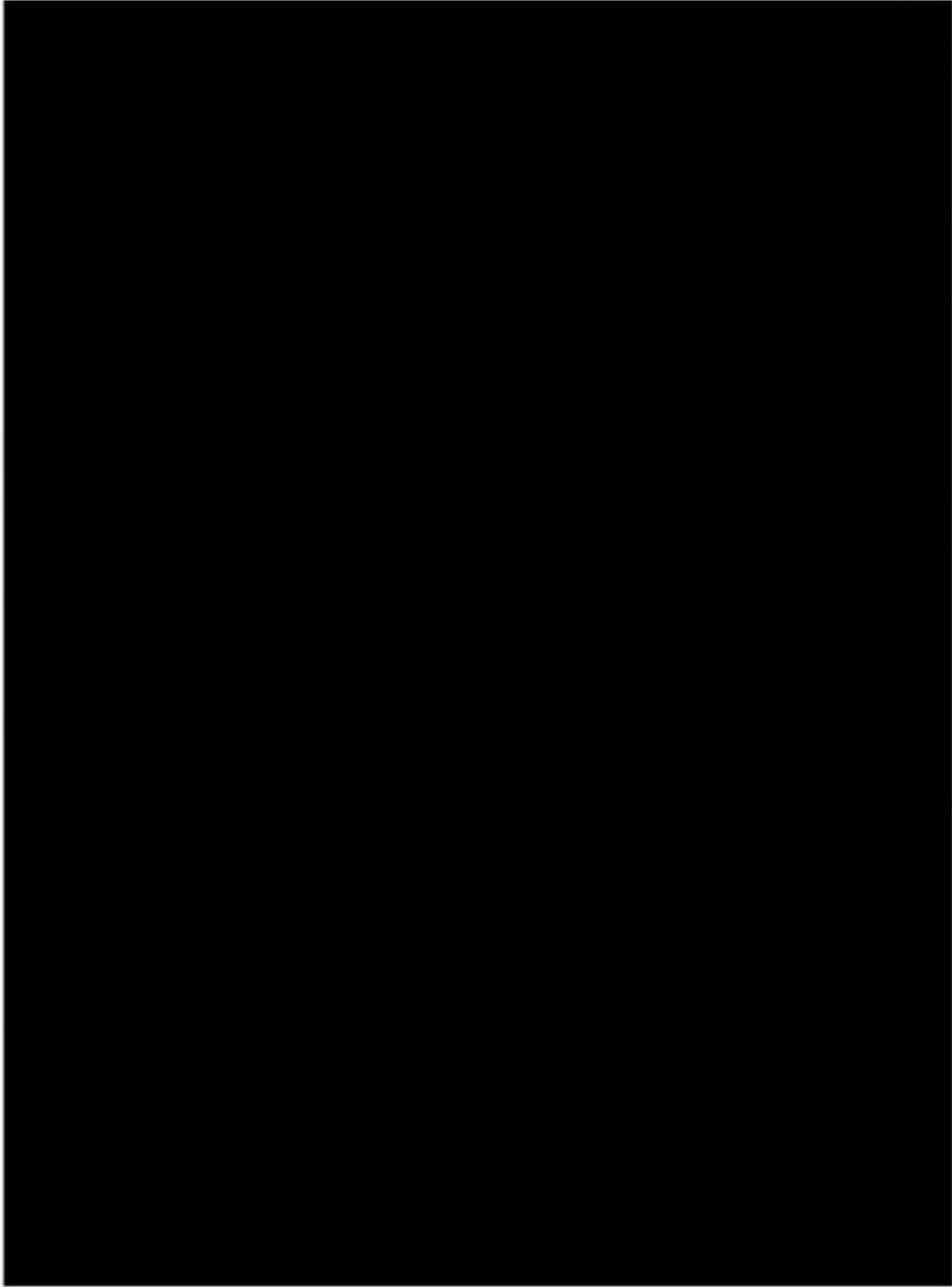




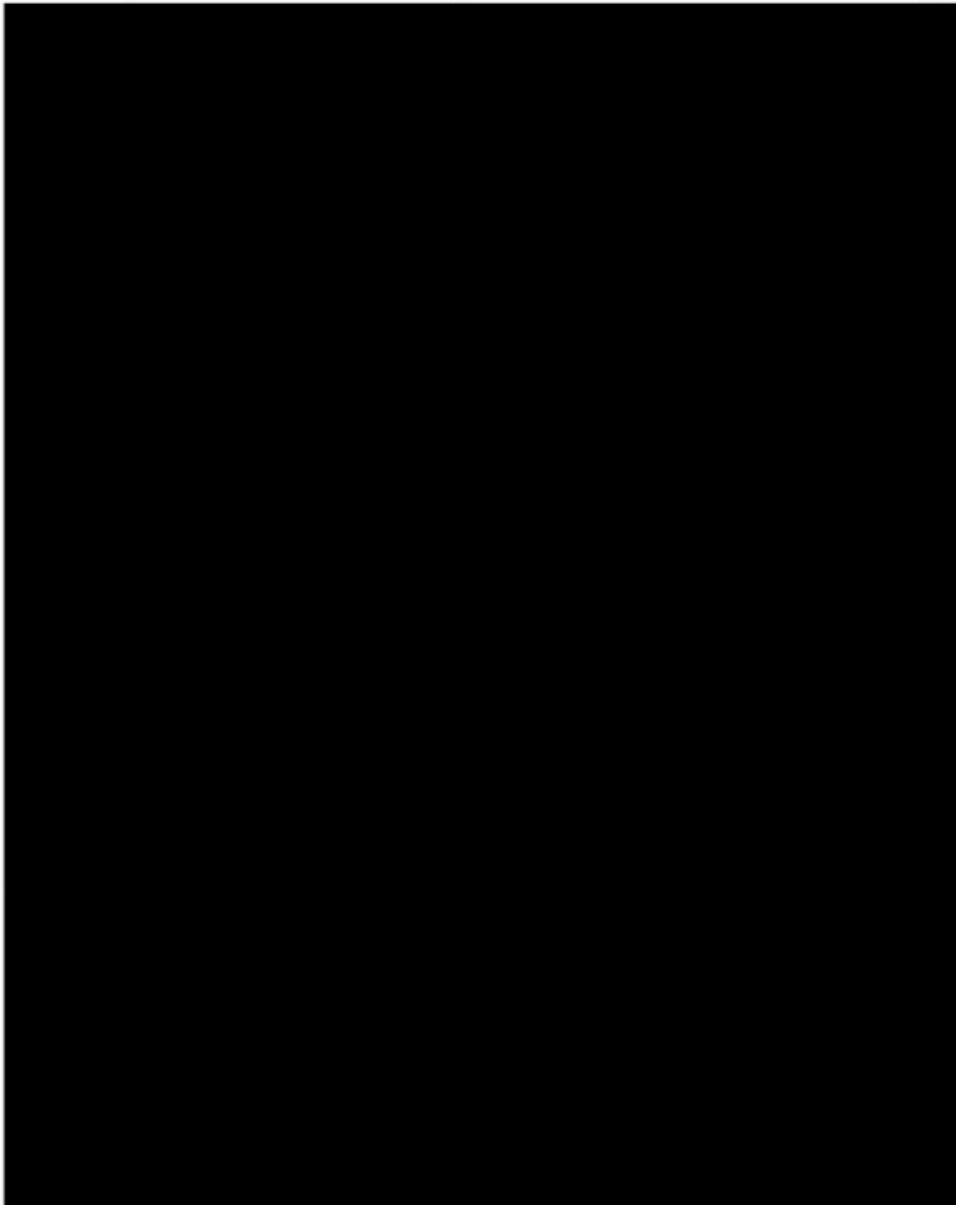
3.3.3 INTERNAL ELEMENTS

Element	Description	Condition	Photo Ref
Internal walls, surfaces			





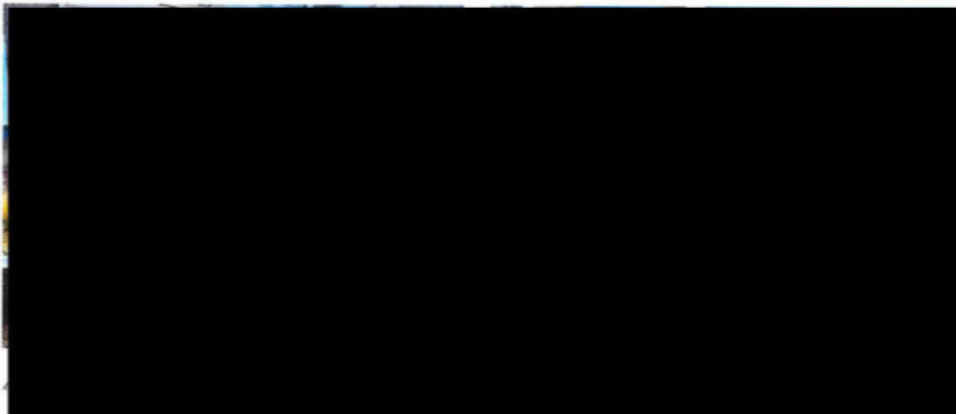


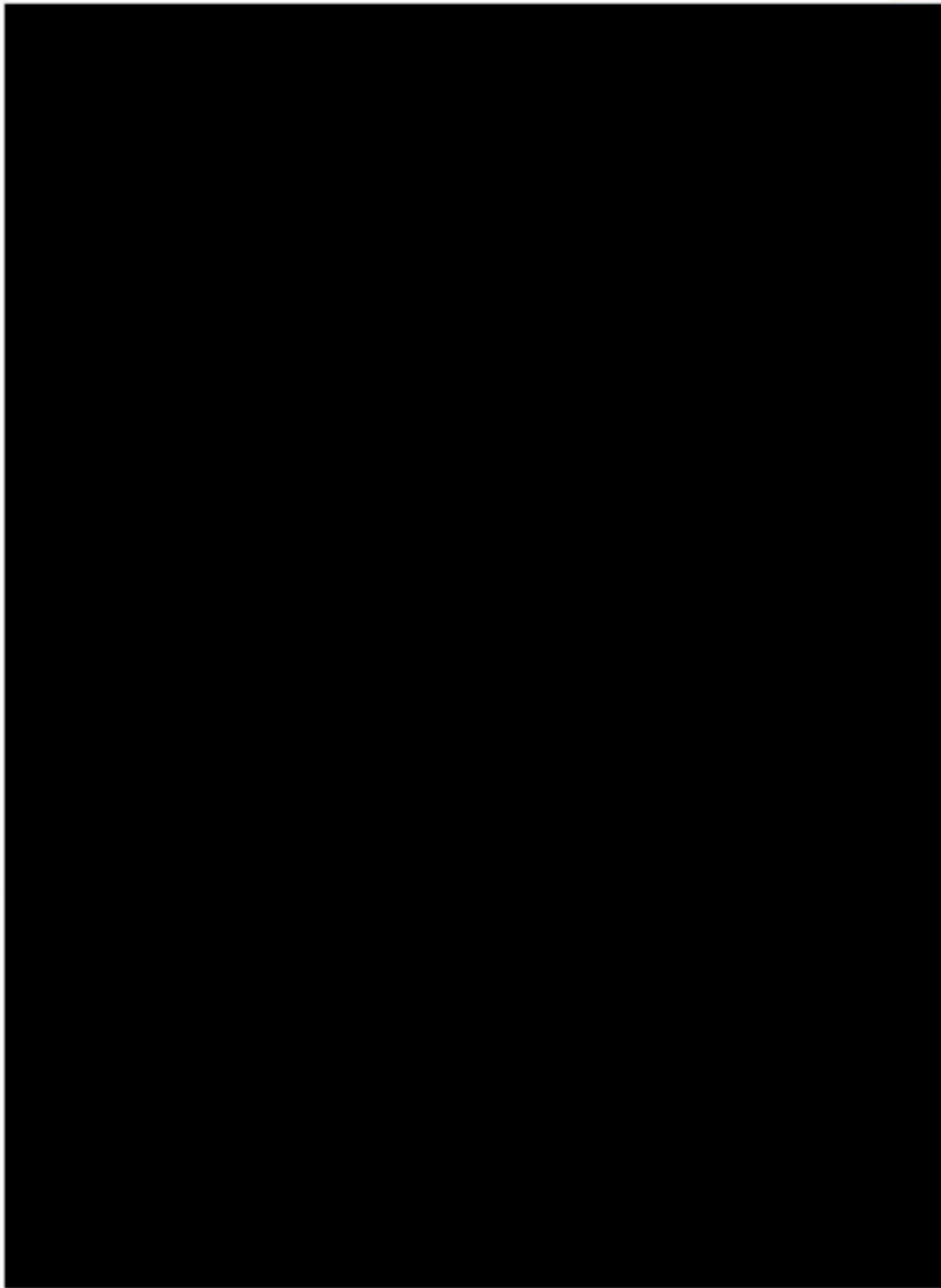


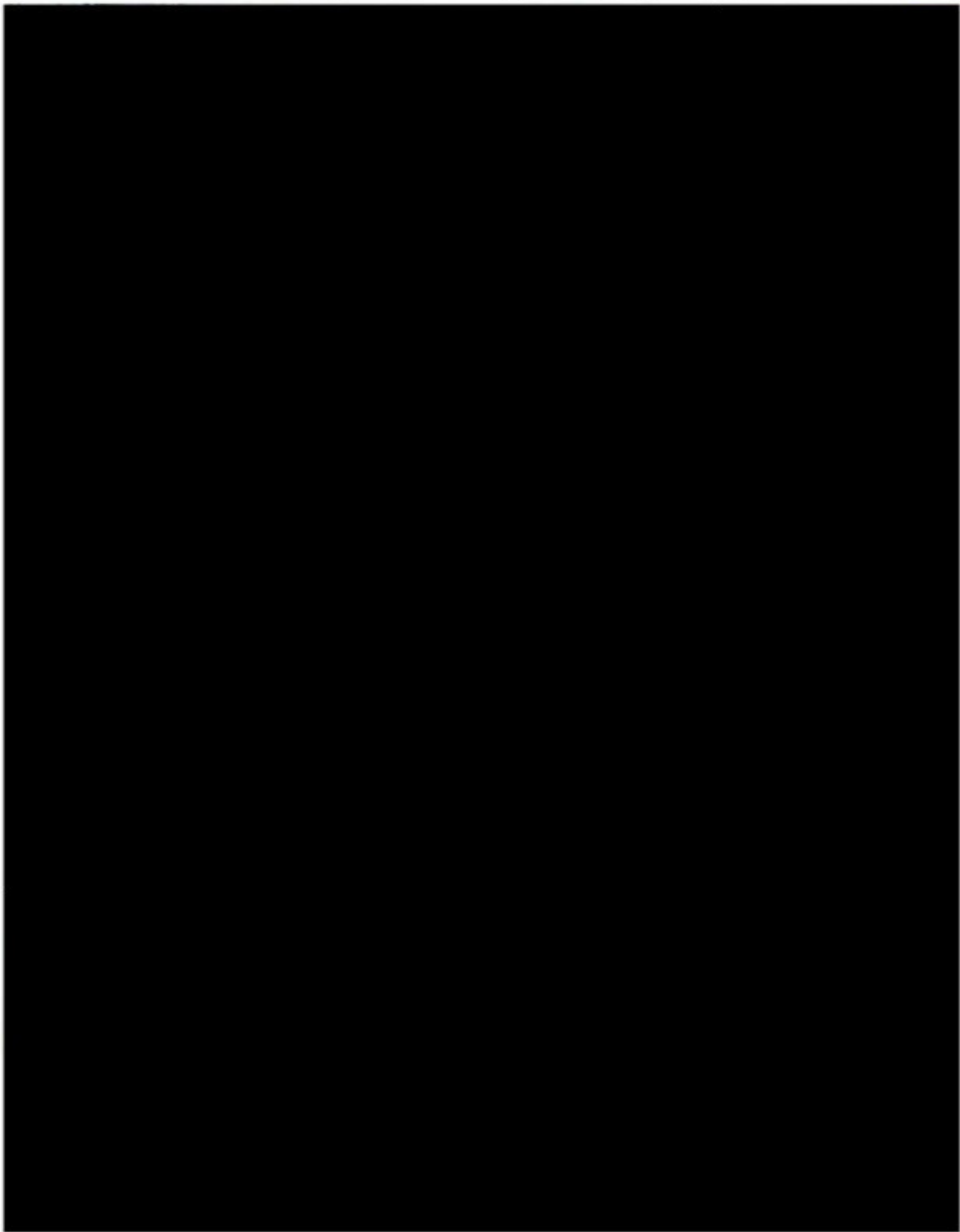


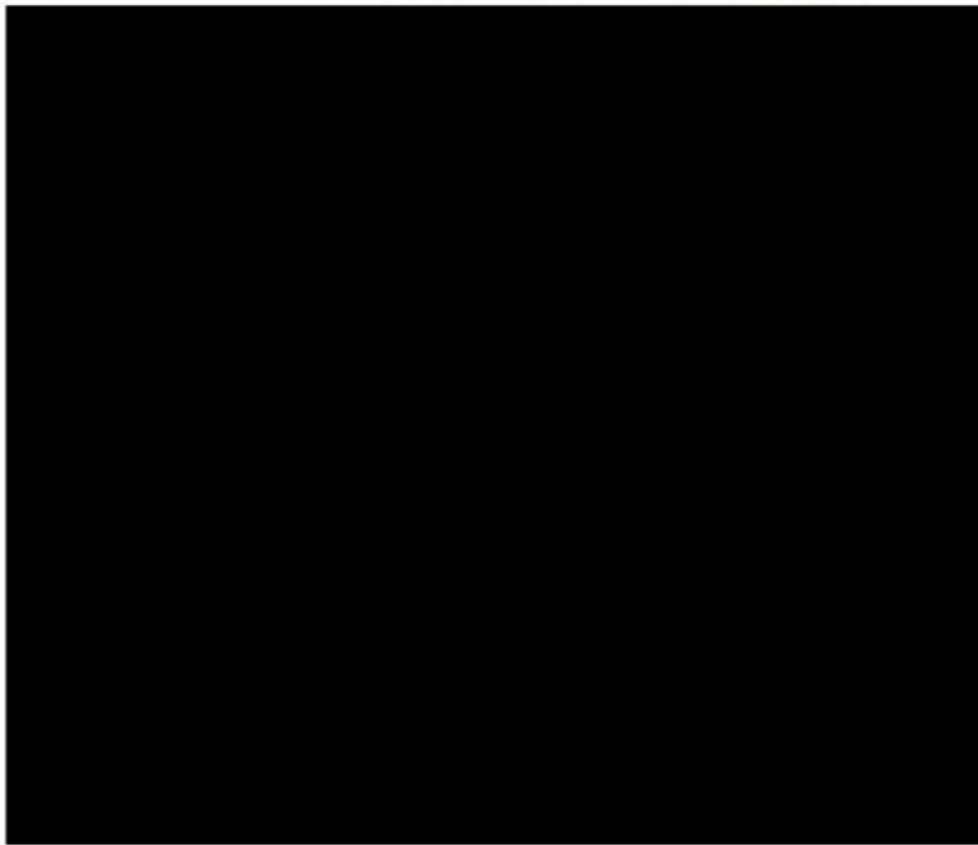
3.3.4 JOINERY

Element	Description	Condition	Photo Ref
Joinery			







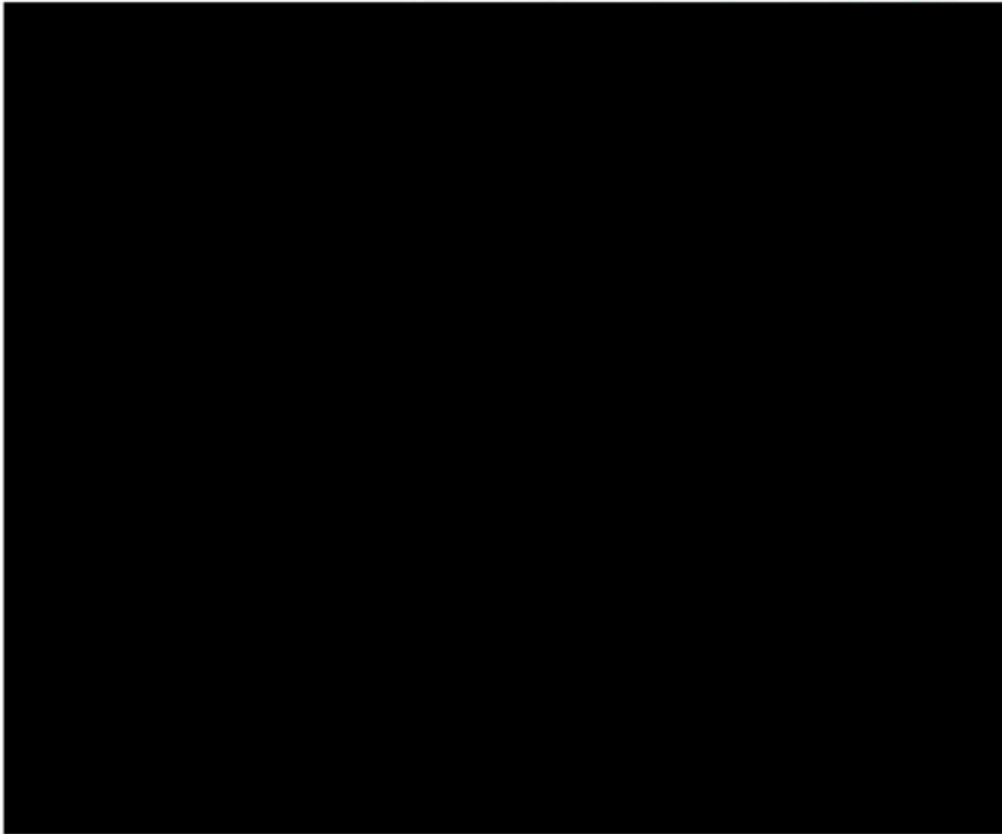


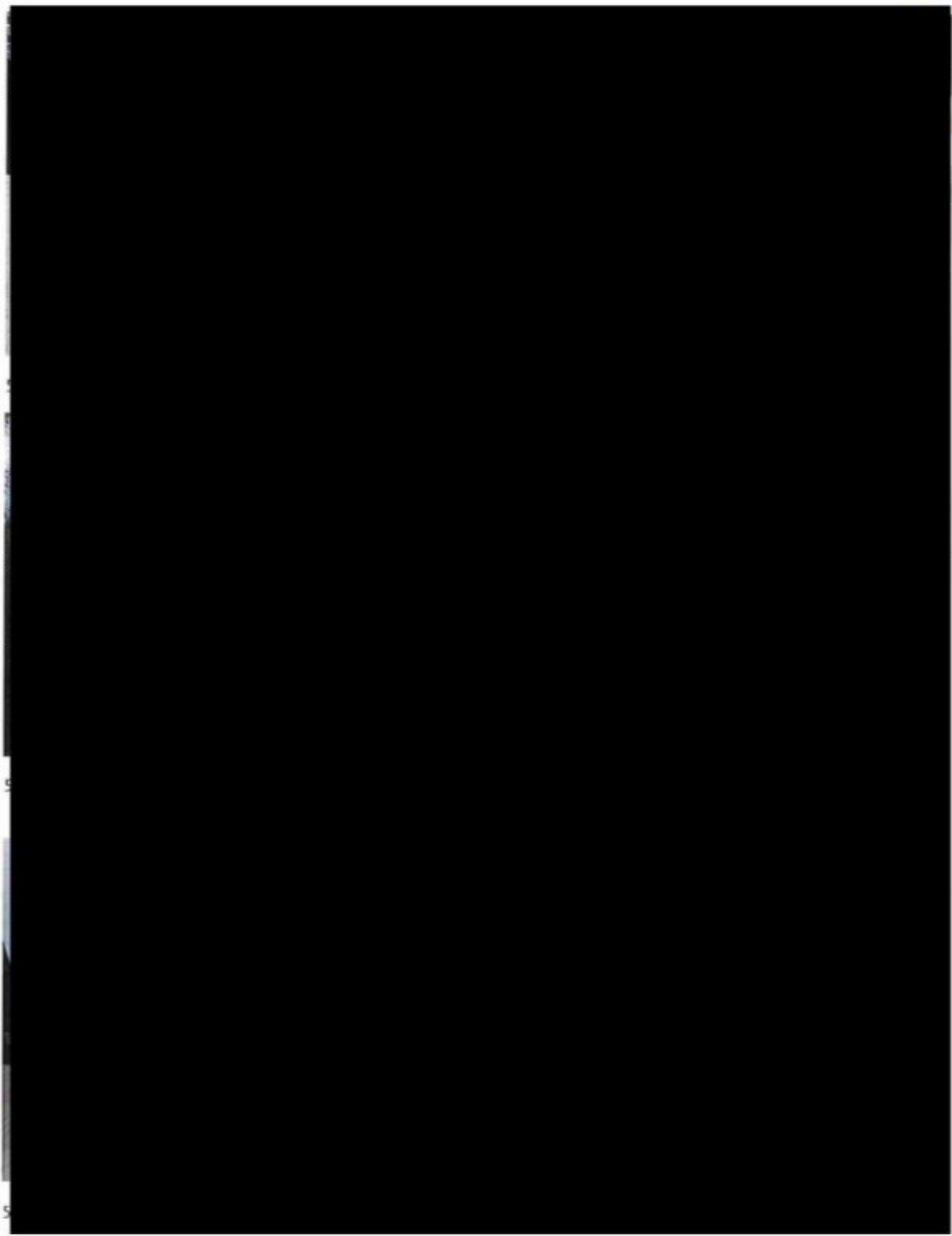
3.3.5 FACILITIES

Element	Description	Condition	Photo Ref
Lift	[REDACTED]		
Toilet Facilities			




	
Kitchens	
Cleaners Cupboard	

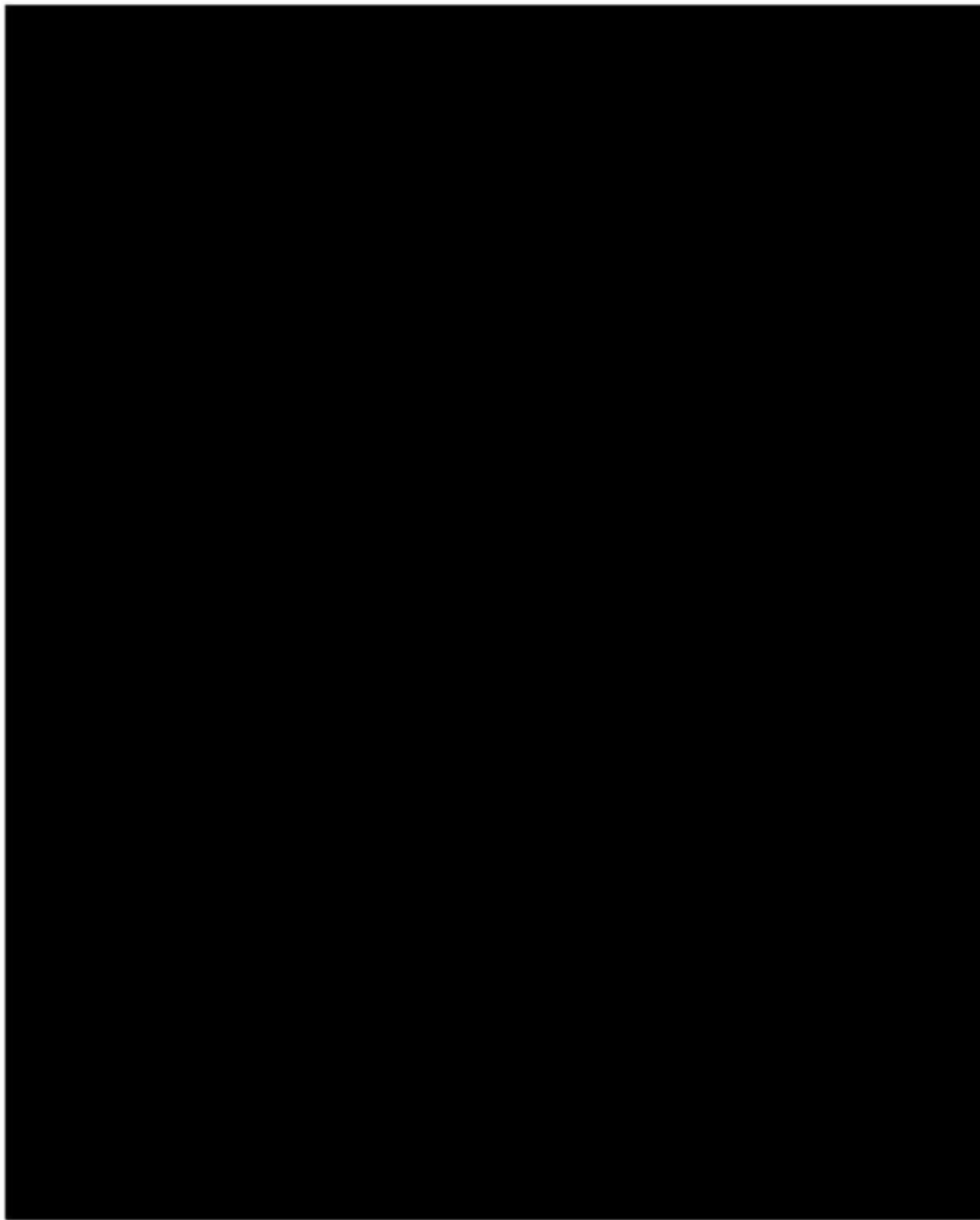


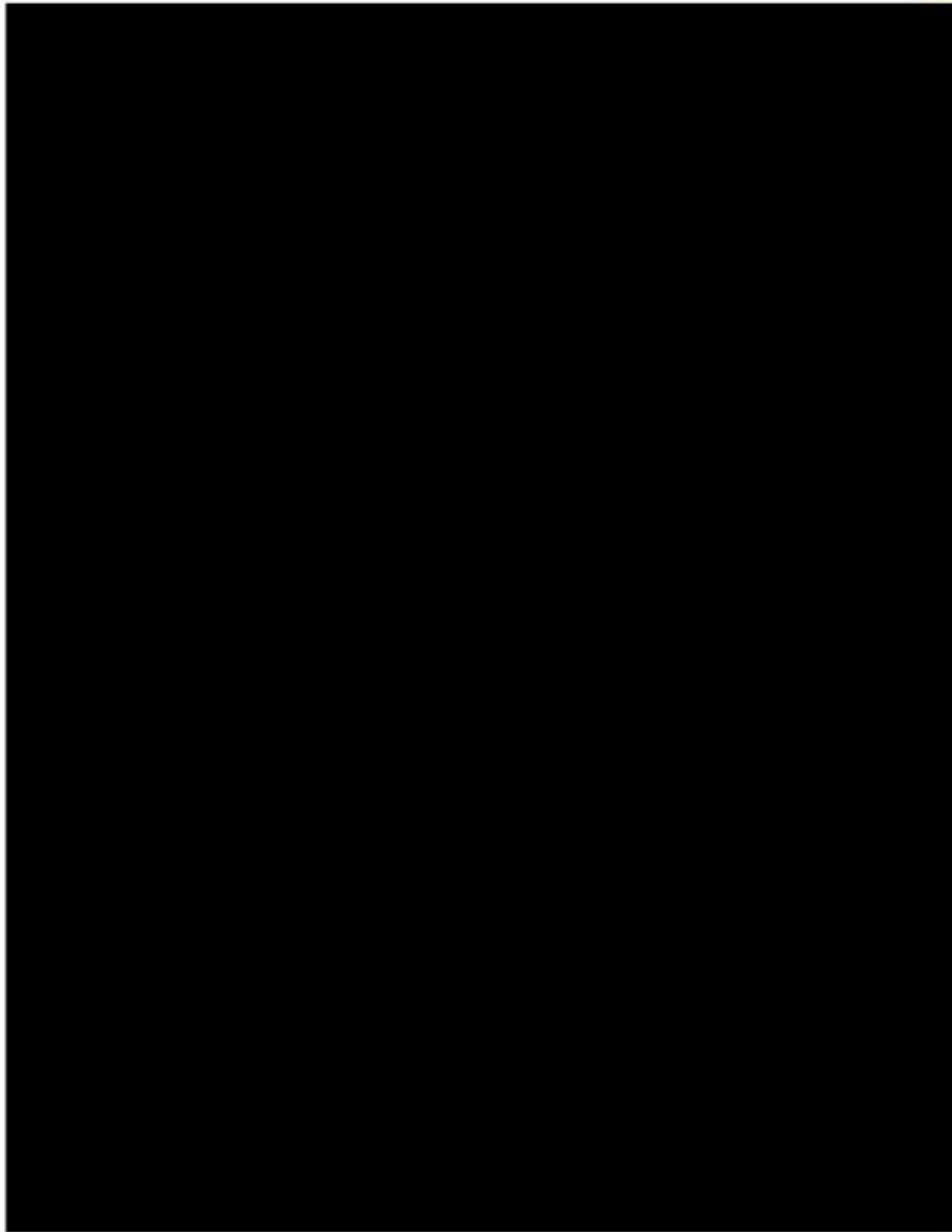




3.3.6 SERVICES

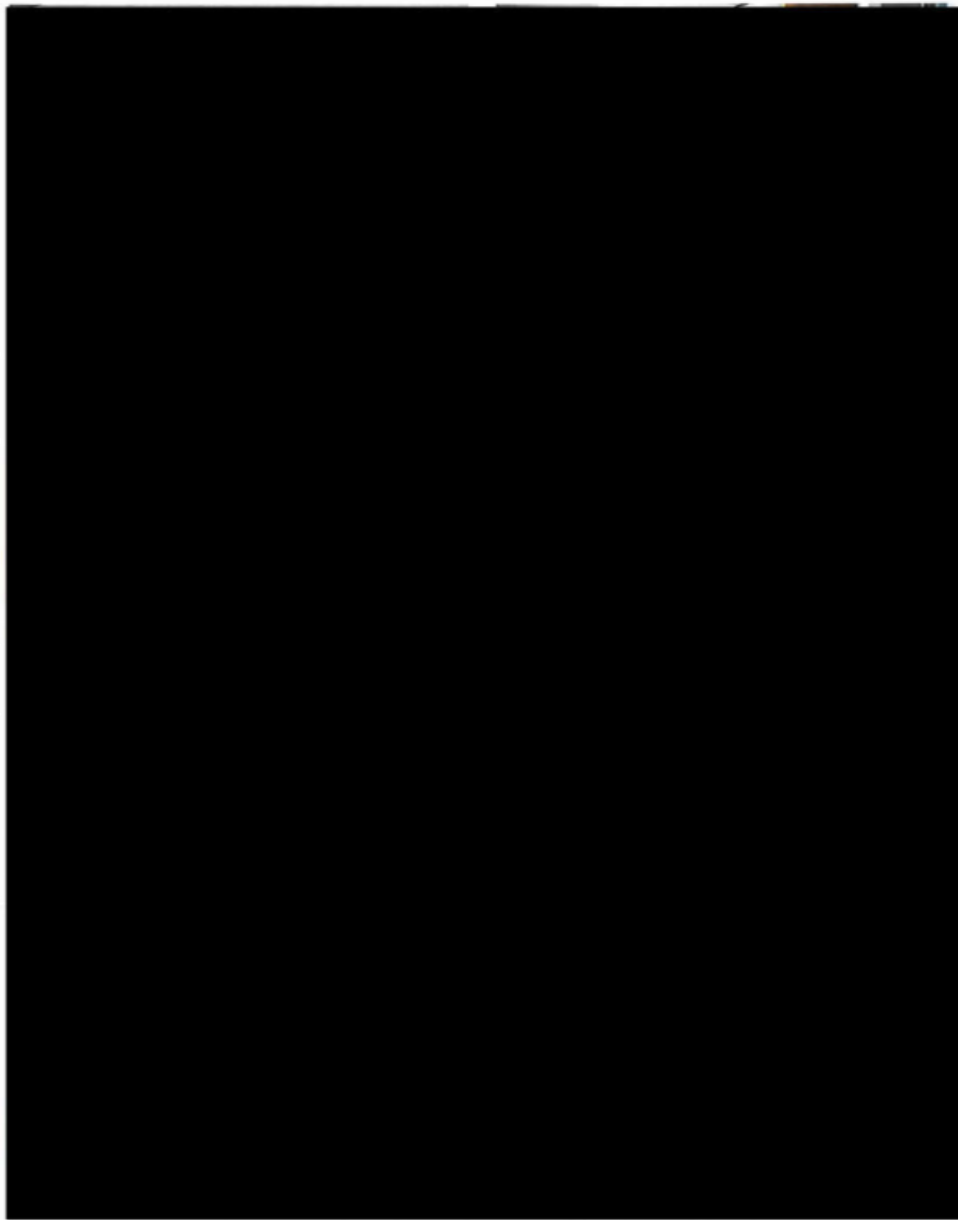
Element	Description	Condition	Photo Ref
Indoor HVAC			
Indoor Electric			
Indoor Lighting			
Plumbing			
Audio			
Security			

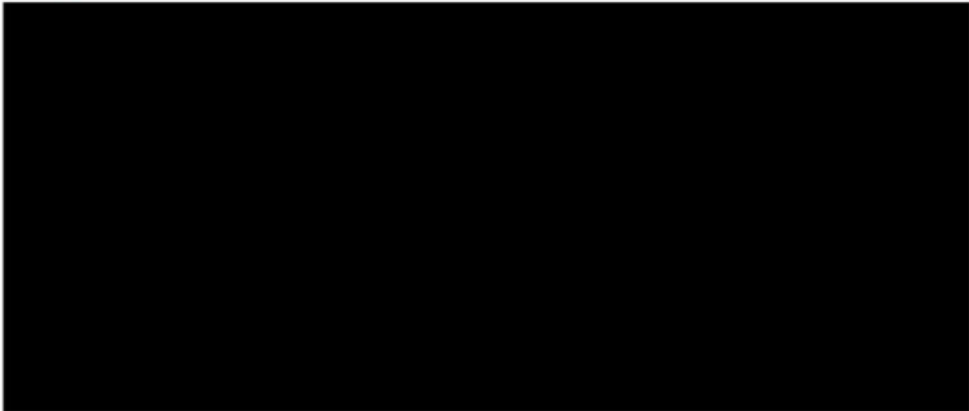






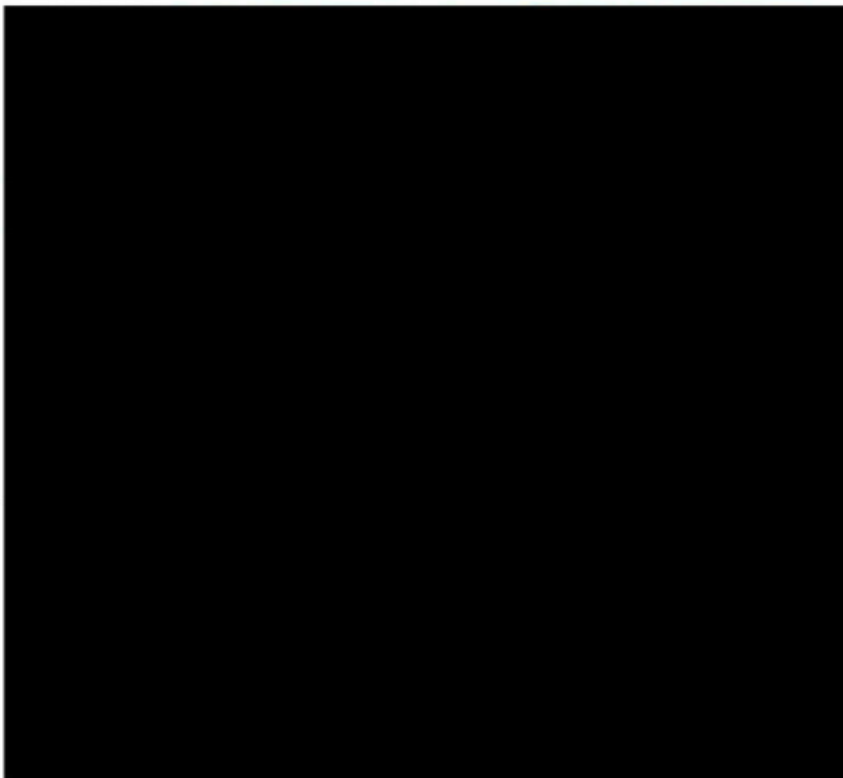


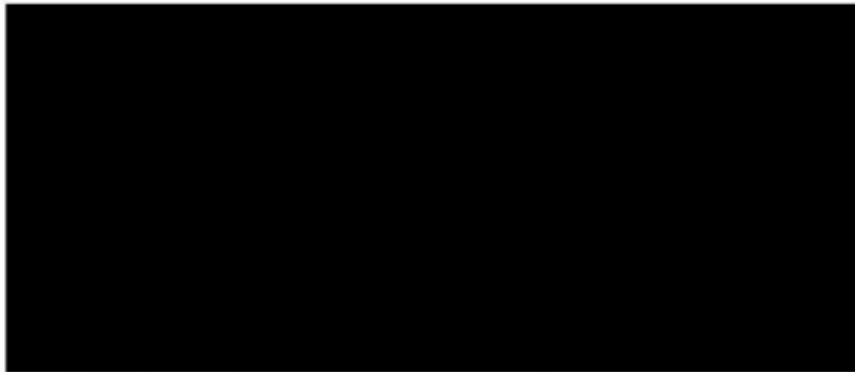




3.3.7 ACCESS

Element	Description	Condition	Photo Ref
Access Ramps, Stairs and handrails	[Redacted]	[Redacted]	[Redacted]





3.3.8 BWOFF

Element	Description	Condition	Photo Ref
BWOFF	[Redacted]		

3.3.9 HEALTH AND SAFETY

Element	Description	Photo Ref
Health and Safety	[Redacted]	



4 CONCLUSIONS AND RECOMMENDATIONS

4.1 SUMMARY OF FINDINGS

The building is currently seismically rated circa 40% NBS and [REDACTED] understand that the council is about to undertake a detailed seismic assessment to confirm the works required to increase the NBS to a minimum of 67%. Therefore, the following conclusions and recommendations are based on an improved seismic rating of 67% minimum.

The building was refurbished in 2020 and is generally in good condition. However, there are a couple of building elements or services that are in poor condition or nearing the end of their serviceable life and either require replacement or further assessment as follows:

Roof membrane and substrate are in poor condition and will continue to fail until replaced.

The low temperature hot water space heating system is original and nearing the end of its design life however remains operational. The system is recommended for assessment by a mechanical engineer to confirm expected remaining life, performance expectations and obsolescence of parts. If confirmed that the system has attained end of life, provide replacement recommendations and CAPEX budget cost forecast.

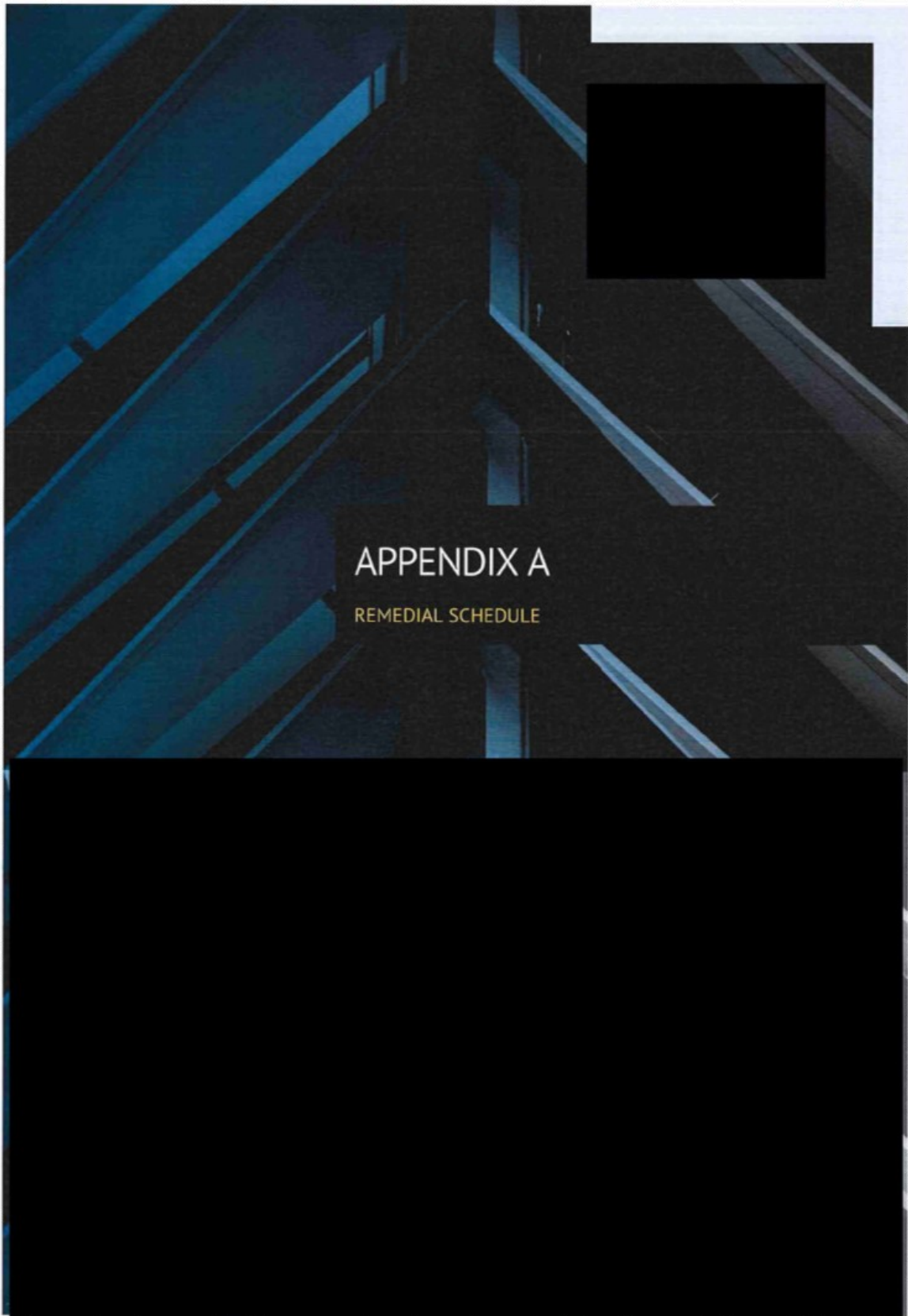
The cracking present in the concrete wall panel is recommended for assessment as part of the structural seismic assessment along with the condition and performance of the structural wall bracing system.

Once the above repairs are undertaken and with an appropriate maintenance programme, the building serviceable life expectancy will increase to circa 30 years+ without further major investment other than compliance with future legislation changes.

4.2 RECOMMENDATIONS

The building is in overall good condition excepting the roof and the space heating system. [REDACTED] therefore recommend that the roof membrane and substrate are replaced and that the heating system is assessed and replaced as required. Any other repairs and considered minor in comparison and can be addressed as part of a standard maintenance regime.

[REDACTED] provide a high-level scope of works included in Appendix A.



Timaru Library
 Scope of Works
 September 2024

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)
1.0	Roof							
1.1	Roof Cladding							
1.2								
1.3								
1.4								
1.5	Parapet walls							
1.6	Bracing system							
1.7	Parapet wall openings							
1.8	Basement staircase overrun							
2.0	External Walls & Structure							
2.1	Structural Strengthening							
2.2	Concrete tilt panel wall							

TDC Library - Priced - 300824

Timaru Library
 Scope of Works
 September 2024

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)	Notes
2.3	Rear wall cladding	Timber wall cladding and doors to the rear delivery area		Repair programme maintenance paint and/or clear coat	40	m2	40	2,400	Includes prep work.
3.0	External Joinery								
3.2	Covered rear basement staircase overrun								
3.3	Staff rest room doors								
3.4	External windows								
3.5									
4.0	Internal								
4.1	Internal Finishes								
4.2									
4.3									
4.3.1									
4.4									
4.6	Floors								
4.7									
5.0	Services								
5.1	Heating								
5.2									

TDC Library - Prices - 300854

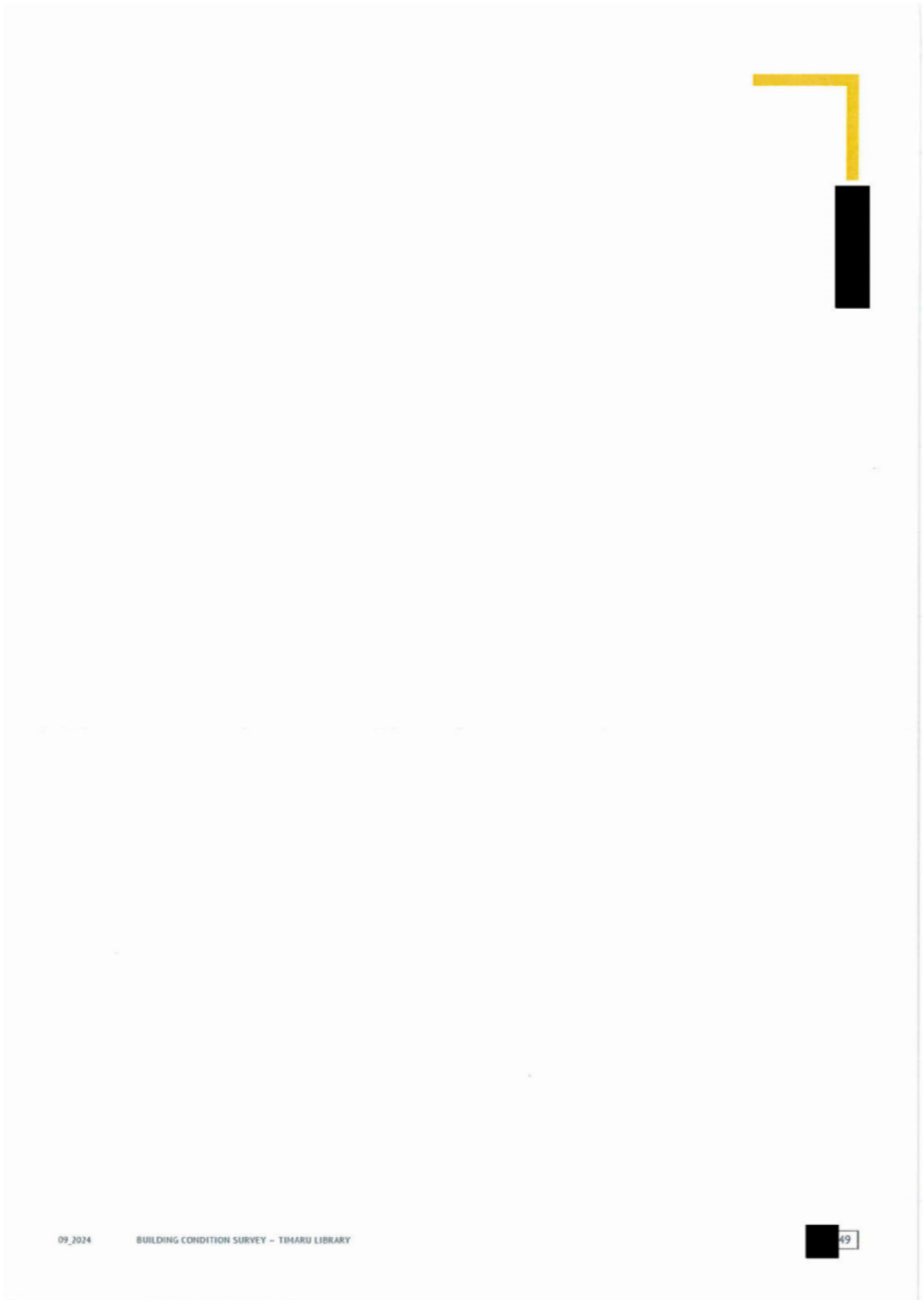
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Timaru Library
 Scope of Works
 September 2024

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)
5.3	Ventilation							
5.4	Lighting							
5.5	Facilities including plumbing							
5.6								
6.0	Inspections							
6.1								
7.0	Scaffolding / Mobile Access							
8.0	Building Wrap							
9.0	Location Factor 10%							
10.0	Sub-Total							
11.0	Preliminaries & General 20%							
12.0	Sub-Total							
13.0	Margin 15%							
14.0	Sub-Total							
15.0	Construction Contingency 10%							
16.0	Sub-Total							
17.0	Professional Fees 15%							
18.0	TOTAL							

TDC Library - Priced - 300824

Item	Element	Description	Photo Reference	Remedial Action	Qty	Unit	Rate	Total (\$)	Notes
	1.0 Extent of Works 2.0 Pricing Assumptions	[REDACTED]							[REDACTED]





- 8 Consideration of Urgent Business Items**
- 9 Consideration of Minor Nature Matters**
- 10 Public Forum Items Requiring Consideration**