



13: Property and Buildings

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13 Properties and Buildings

13.1 Property and Buildings – Overview

Component	Description
Service Description	<ul style="list-style-type: none"> This activity covers the planning, provision, maintenance, development and facilities operation of Council owned property and buildings including Civic, Libraries and Service Centres, small heritage buildings and other small buildings.
Asset Provision	<ul style="list-style-type: none"> Rolleston Headquarters Civic – Te Ara Ātea Library and Service Centres (3) plus medical centre Heritage buildings and sites (11) Glentunnel Holiday Park Other properties (9)
Service Delivery	<ul style="list-style-type: none"> Operations of libraries/service centres is managed by Community Services and Facilities Operations (facilities management and grounds maintenance) is managed by Infrastructure and Property: <ul style="list-style-type: none"> Grounds maintenance is provided by CORDE C1419 Reserves Contract Facilities maintenance is provided by Facilities team moving toward an FM contract. Lease and Licence to Occupy are managed by Enabling Services Group
Level of Service	<ul style="list-style-type: none"> Council is committed to providing a core portfolio of buildings to meet the accommodation needs of Council staff, service and equipment and customer accessibility requirements within the district currently and in the future. Council is committed to sustainably managing heritage buildings and sites it owns.
Funding	<ul style="list-style-type: none"> Operations is funded from a mix of user revenues, and general reserves. Libraries is funded from a targeted rate. Capital is funded from general rate. NEW Proposed Community Infrastructure Development Contribution (DC) to fund new development
Service Reason	<ul style="list-style-type: none"> Honoka Connected Community Active and Educated Community A District which values its culture and heritage
Key Drivers	<ul style="list-style-type: none"> Growth, especially in eastern areas Life-long learning for community Council staff and operations including customer service accommodation requirements. Demographic change, an increase in aging population Community Centres, Hall and Libraries Network Plan 2021.
Potential Climate Change Impacts	<ul style="list-style-type: none"> Extreme Weather Events (flood, fire, drought, storm) Ground Water Level Rise and salt water ingress Sea Level Rise
Key Strategies and Plans	<ul style="list-style-type: none"> Future Selwyn Framework (under development) – People and Communities - Social Infrastructure Plan Community Centres, Hall and Libraries Network Plan 2021 Selwyn Heritage Strategy 2023 Te Rautaki Tikaka Rua Bi-cultural Strategy 2023 Te Paepae – Ageing Positively Strategy 2024 (being drafted) Piki Amokura – Youth Strategy 2024 (being drafted) Economic Development Strategy 2024 (being drafted) SDC Standard Facility Design (Draft) SDC Accessibility Charter Te Arataki Taero Kore

Please see Annex Pages for a full list of projects, timings and costs.

13.2 Service Description

Selwyn District Council's Property and Buildings portfolio is comprised of various strategic, heritage, functional and service related properties. Included in this portfolio are buildings such as civic buildings, libraries, council accommodation, heritage buildings, community properties, and other strategic property/land that has been purchased by Council in order to plan for future needs in the district. The Properties and Buildings activity essentially involves the delivery of internal services to support this network of community and operational buildings and facilities.

A total of 25 buildings plus a number of strategic land and other smaller key properties are managed under the Property and Buildings Activity. These assets are generally distributed to cater for the needs of the wider district. The properties and buildings specifically described in this section are:

Civic

Te Ara Ātea

Heritage

Coronation Library
Brookside Library
Darfield Jail
Glentunnel Library
Liffey Cottage
Malvern Museum
Pioneer Hall
Tarling Common Railway Hut
Homebush Railway Hut
Thompson Memorial Library
Bankside WWII Fuel Depot

Other Property / Land

Numerous land sites with licence to occupy
(e.g. St John's Leeston, Plunket, Dunsandel)
Vacant land areas (freehold)

Property

Lincoln Play Centre
Lincoln Plunket
Lincon Toy Library
Glentunnel Holiday Park
83 Detroit Drive (Izone)
21 Hynds Drive (Izone)
2 Moore Street
Leeston Fire Shed
Ellesmere Heritage Park (ex Leeston Depot)
Lake Coleridge Post Office
Sheffield Plunket Building

Community

Rolleston Headquarters
Darfield Library and Service Centre
Lincoln Library and Service Centre
Leeston Library, Service Centre and Medical Centre
and Plunket

In the previous property and building activity management plan, commercial properties (including the health hub and Darfield medical centre) and land were included in this activity. The decision was made in this LTP to remove the commercial properties and transfer them to the Enabling Services Group. Currently a commercial investment strategy is being developed to provide guidance for the management of commercial portfolio.

Facility Planning & Provision

This activity is solely concerned with the provision, planning, asset management and operation/facilities management of the building and property assets and does not cover the associated service functions (Library, service centre or contracting services). As these properties are significant to the Council and the community there is a responsibility to manage them by ensuring to maintain their upkeep and plan for future needs.

Facility Management, Development & Operation

Most of the properties and buildings are directly managed and operated by Council. However there are a few heritage buildings managed through community groups where the Council provides more of a support role.

Some properties and buildings are leased to third parties (Coronation Library, Ellesmere Heritage Park, Lincoln Play Centre, Lincoln Toy Library, Lincoln Plunket and Glentunnel Holiday Park). The remainder are managed under lease or licence to occupy arrangements.

13.2.1 Rationale for Council's Involvement

The assets and services covered by this section of the Activity Management Plan (AMP) represent a major investment by the community and are of vital importance to the quality of life of the district's residents. The assets have been acquired and developed over several generations and must be properly maintained and developed to provide continued service and benefits for future generations.

The Council considers the provision of these assets to be a core service required to meet the service needs for the District's population. The building and property assets support core community service functions and the Council believes that the continued provision of these assets is necessary to achieve desired outcomes. There is limited commercial opportunity for the private sector to be involved with this type of community facility therefore, provision by local Government, as a public good, is required.

Planning for these assets is required to meet both short term and long term requirements and to realise Council's strategic direction.

The assets serve a number of functions that contribute to the social, economic, cultural and environmental wellbeing of the community. These include the following:

- Support the delivery of services and provide a central location to access advice and information
- Provide venues for learning and education such as libraries
- Help to maintain and preserve the district's heritage and culture.
- Support delivery of maintenance and contracting services for the district
- Support community connectivity by providing places that people can visit and meet with others
- Support local arts, cultural organisations and associated activities

13.3 Strategic Direction

The Council has an extensive portfolio of properties and buildings that have been accumulated over time from a variety of initiatives. Some properties are the legacy of the previous (in house) service delivery model and others have been recently acquired for strategic purposes. Council has signalled the intent to rationalise some land holdings that may be surplus to current requirements. However it is important to adopt a cautious approach when considering disposal or alternative uses. The SOLGM best practice guidelines for property sales, acquisitions and leases is utilised as a guide to decision making on future land disposals.

The plan indicates commitment to provide a network of buildings of the appropriate size and quality to support service delivery functions. The provision of arts, culture and life long learning services (libraries) are also directed by the Community Centres, Hall and Network Plan 2021.

The Council will need to carefully consider the future approach to the following properties to ensure opportunities are maximised and economic and community benefits are realised:

Strategic direction related to a number of key Council properties is outlined below:

13.3.1 Strategic Land

Council will continue to acquire land and properties that it requires to meet strategic objectives and the plan allows funds for this.

13.3.2 Community Service Buildings

The Selwyn Community Centres, Halls and Libraries Network Plan, covers the provision of arts, culture and life long learning, and outlines how the facilities in Rolleston, Lincoln, Leeston and Darfield form part of an integrated and complementary network, that in the case of the public libraries facilitate the provision for the community access to arts, heritage, culture, learning, Council services and Heartland central government services. Council are committed to continuing to support the provision and operation of these services.

With Te Ara Ātea opening in 2021, the library functions and other programmes have moved from the Rolleston Community Centre, and is it no longer used for library functions. The re purposing options of the Rolleston Community Centre is covered in the Community Centres and Halls.

The future of the Leeston Library and Service Centre and the co-joined medical centre/Plunket building is being consulted on in this LTP. The existing building has a number of weather tightness issues, and is earthquake prone. The medical centre is 30% NBS and the Library is <20% NBS and must be remediated by 2035 or demolished. Remedial work requires a significant capital investment therefore it is practical to consider an integrated approach to the renewal of the library, medical centre and a community centre that was originally requested via the 2018-2028 LTP consultation process and is now being reconsulted on due to the increased costs associated with the facility construction. Note this project cost is split between Community Centers and Halls (1/3) and Property and Building (2/3) (for the arts, culture and life long learning component).

The Friends of Ellesmere Hospital with funds from Council and the Ministry of Business, Innovation & Employment (MBIE) are investigating options for a medical hub for Leeston. Until all options have been developed, Council has not formed a view on a replacement facility at this point in time and how it might contribute.

13.3.3 Heritage Buildings

The Council has a small portfolio of 11 heritage buildings, a number of which have heritage listing under the district plan, and it is intended to retain these and ensure they are maintained in an acceptable condition. Uses for these buildings are encouraged where it is complimentary to the heritage values. Cyclical maintenance programmes are in place conservation plans will be developed for key buildings.

13.3.4 Community Buildings

The Council has a small portfolio of community buildings that are being utilised by community based organisations such as toy libraries, Plunket and playcentres. In this plan there is funds to carry out a district assessment and develop a community building plan identifying opportunities for repurposing / provision of

facilities for community use that would ensure they were provided/allowed in a fair and equitable manner and consistent with Council strategy.

13.3.1 Depots

Depots are a legacy of previous in-house service delivery models that required storage facilities across the district. They are no longer used for these activities and are now managed either under property leases. Two sites are on crown land which makes disposal difficult.

13.3.2 Land/Property Holdings Identified in the Surplus Land Report

It is intended to follow a measured approach in investigating each property to determine whether they are definitely surplus before considering disposal. It is clear from initial analysis that some properties have very limited value to Council or the community and are in a location where they are unlikely to be needed in the future. Council staff have been working through a disposal programme of the small freehold properties that have been confirmed as surplus.

Property Management Systems

The Council is currently developing an asset management system (AMS) that will be used in the future as a tool to manage property and building assets. As part of this overall project Council will be reviewing the existing approach to managing building maintenance and operational activities with the key focus being the development of a comprehensive facility maintenance model which will bring maintenance for all buildings under the management of a single contract.

The Asset Management System (AMS) has a Lease Management module which allows all property and land leases and licences to be recorded. The bulk of Council leases relating to Lease or Licence to Occupy Land is managed under the Recreation Reserves activity. Lease or Licence to Occupy Buildings and some land managed under the Property and Buildings activity accounts for around 5% of the total council leases. The Lease Management module captures information such as lease type, lease duration, lease terms and conditions and financial rates. This has been in operational use since 2015/16 and allows for the improved management of Property and Buildings leases.

Strategy Development and Assessments:

In developing this LTP several key strategic documents were identified as requiring updating, or development and additional assessments required to support the strategic planning for property and buildings. These are funded in the plan and outlined below:

- The Community Centre, Hall and Library Network Plan 2021 will be reviewed and updated in 2024/25 to provide further guidance on the network approach including libraries.
- Development of Heritage Conservation Plans for Council owned heritage buildings.
- Development of a Community Building Strategy to inform use/provision/location of community based activities such as toy libraries, men shed's and general storage.
- Development of a Civil Defence Facility Strategy which will inform the requirements across the district for IL4, IL3, emergency centre hubs and civil defence centres (welfare), of which Council may provide some of these.
- In 2023 the Council adopted Te Rautaki Tikaka Rua | Bi-cultural Strategy. This strategy includes outcomes relevant to community facilities planning and operation (e.g. cultural narratives and participation for mana whenua and iwi Māori). We intend to include Māori cultural indicators and values into the facility performance assessments. Further work on understanding how mātauranga Māori (Māori knowledge) can be incorporated into measuring asset sustainability and the social impact in relation to decision making pertaining to property and buildings.
- In 2024 Council will adopt the following three strategies which will potentially influence the operation and development of libraries: Piki Amokura | Youth Strategy, Te Paepae | Ageing Positively Strategy, and the Economic Development Strategy.
- In the first three years of the plan facilities survey's will be completed on Council owned buildings to will include detailed condition assessments, roof survey's foundation surveys, accessibility, identification energy efficiency opportunities and climate change adaptation. This information will be used to get a full understanding of the remaining life of Council facilities.

Key Challenges

Volume and Cost of Building Maintenance Work: A comprehensive data validation and condition assessment was updated for all facilities to inform this LTP. Additionally, accessibility assessments and non-structural roof element assessment work has been incorporated into the plans. There are increasing maintenance costs due to best practice asset management (e.g. building wash downs, gutter cleaning), the servicing of the increased size and complexity of systems such as HEVAC and lifts and compliance costs, particularly where renewals trigger building consent requirements including accessibility upgrades. This LTP includes increased costs for transitioning the facility maintenance into a contract.

For some asset groups e.g. internal lighting fixtures, we are experiencing rapid obsolescence, resulting in the early replacement of entire asset types due to not being able to source replacement parts. There is the potential for this to continue to wider asset types over the 10 year period.

Volume and Cost of Building Renewal Work: As buildings age, and new facilities are added the renewal programmes inevitably increase over time and this is reflected in the plan. The largest proportion of costs is in relation to HEVAC renewal (average life of 10 years depending on use) and flooring and fit out replacement. Where buildings such as Te Ara Ātea have a higher amenity value and utilisation the renewal costs may be incurred over a shorter time period to maintain the standard of the facility.

Building performance standards are being developed to help provide a framework for determine the level of maintenance and renewal work appropriate for the property and building assets.

Heritage Buildings / Items and Settings: For all district plan heritage buildings the listing now includes the setting of the heritage item. This may mean for certain types of maintenance and renewal work that resource consents may be required which will add additional cost.

Lincoln Library Exterior Corrosion

The Lincoln Library was constructed in 2014. In 2016 remediation was required when early corrosion became visible on some exterior coated items. This work was completed as per the paint suppliers recommendations. In 2021 similar visible corrosion was noted again. There are funds allocated in 2024 to conduct detailed investigations on welds and coatings and to develop a remediation plan.

Glentunnel Holiday Park Climate Change Adaptation

Glentunnel Holiday Park is a managed campground with a caretaker and operated by a lease which is due to expire in 2026. In 2023 the campground was flooded, and as with other district camping spots, is vulnerable to climate change weather events. A climate change adaptation plan will be developed in the first year to understand the impact of climate change on this space. It is also possible at the end of the lease period that this campground, could be managed via an alternative service delivery model.

13.4 Levels of Service

This section defines the levels of service (LOS) for Council's Strategic Properties and Buildings that are required to meet customer expectations. It also sets out the performance targets identified for each LOS to enable achievement to be measured.

13.4.1 Customers and Stakeholders

Customers and stakeholders with an interest in Council's Strategic Properties and Buildings include the following:

- Selwyn District residents
- NZ Historic Places Trust
- Local Historical Societies
- Schools, Universities and other education groups
- Community groups e.g. toy libraries.
- Visitors and tourists
- Campground users
- Local Iwi/Ngai Tahu
- Township Advisory Committees
- Council staff
- Service Centre customers
- Library users
- Corde Limited (Council CCO)
- Property maintenance contractors and suppliers
- Lessees and tenants of Council property

13.4.2 Contribution to Community Outcomes

The following table sets out the community outcomes that are relevant to the Council Property and Buildings and describes how the service contributes to outcomes.

Community Outcome	How Property and Buildings Contribute
Honoka Connected Community We have good health, social and community facilities that are accessible to all residents of the district. We have access to a range of community services and activities that support well being	<ul style="list-style-type: none">• Provide buildings that support delivery of community information, advice and services• Provide facilities for the delivery of community health services• Provide facilities to encourage community participation in regular physical activity
Strong Neighbourhoods We can effectively respond to, and recover from, emergency and disaster events	<ul style="list-style-type: none">• Provision of buildings to facilitate civil defence functions and outreach and education.
Active and educated community We can participate in community life We have access to good quality information and a range of lifelong learning opportunities	<ul style="list-style-type: none">• Provide library buildings at Darfield, Lincoln, Leeston and Rolleston• Provide facilities to support early learning• The operation and activation of libraries and other council buildings can enable staff and residents to<ul style="list-style-type: none">◦ enjoy, connect, belong, learn together, and participate in Selwyn community life

Community Outcome	How Property and Buildings Contribute
We have access to resources to help our takata people increase their bi-cultural competency and cultural knowledge	<ul style="list-style-type: none"> ○ support bi-cultural competency and cultural knowledge.
A District which values its culture and heritage Our district celebrates its arts and culture; our traditions are carried with us Our wāhi taonga places of tribal significance, wāhi tapu site of special association, and wāhi ingoa place names are protected Local and cultural history and heritage are preserved, shared, and promoted	<ul style="list-style-type: none"> ○ Support preservation of heritage and culturally significant sites • The operation and activation of libraries enable residents to <ul style="list-style-type: none"> ○ enjoy, connect, belong, learn together, and participate in Selwyn community life ○ engage with mana whenua; their history and heritage ○ grow pride in our district.
Inclusive Communities Active, responsive, and respectful partnerships with mana whenua and tangata whenua Each town's unique identity, as well as the rural identity are promoted The identity of Mana whenua communities is promoted	<ul style="list-style-type: none"> • The operation and activation of libraries and council buildings <ul style="list-style-type: none"> ○ enable residents to enjoy, connect, belong, learn together, and participate in Selwyn community life ○ grow pride in our district ○ enable engagement with mana whenua
A Clean taiao Environment We utilise smart and toitū sustainable practices	<ul style="list-style-type: none"> • Council building, design, construction, maintenance, operations, and renewals all imbed sustainable practices.

Table 13-1: Property & Buildings Contribution to Community Outcomes

13.4.3 Service Drivers

The key service drivers for Council Property and Buildings are primarily related to meeting customer expectations and compliance with statutory requirements. Service objectives specific to these assets include the following:

- Ensure there are sufficient buildings to accommodate current and future Council operational and customer service delivery functions and storage requirements.
- Provide buildings of adequate capacity and quality to support current and future service needs of libraries, service centres, and to house Council staff
- The location and distribution of buildings across the district needs to reflect service objectives in terms of customer accessibility
- Provide for the sustainable management of property and buildings and consider sustainability concepts with the design and operation of new buildings or improvement works
- Ensure the sustainable development of property assets and facilities by continuing to provide the required community building infrastructure to support the life styles of current and future residents in the district
- Creation of functional and integrated community spaces as part of developing or renewing building and public space
- Manage the property and building portfolio to optimise economic sustainability
- Ensure the communities' investment in property and buildings is protected
- Ensure the usefulness and availability of property and buildings is maintained
- Ensure the provision, operation and maintenance of property and buildings complies with all legal requirements, New Zealand Standards, Selwyn District Council Policies and Bylaws
- Ensure the heritage and cultural values of property and buildings are protected
- Ensure buildings provide a safe and hygienic environment for users
- Ensure the environment is protected and that any adverse impacts on the environment resulting from the management and maintenance of buildings and properties is minimised
- Act as a responsible landlord for property and buildings that are leased
- Respond to issues and complaints in an efficient and timely manner

Legislation, Standards and Policies

Specific legislation, standards and planning documents that apply to the Property and Buildings service are described in the tables below. This also explains the implications for levels of service.

Legislation / Standard	LOS Implications
Building Act 2004 (and amendments)	Building standards and requirements to obtain consents for specific works.
Building Regulations	Requires a building to achieve the performance criteria set out in the New Zealand Building Code (NZBC).
Camping-Grounds Regulations 1985	Sets out minimum standards for facilities to be provided in camping-grounds.
Health Act 1956	This Act places the responsibility on every territorial authority for improving, promoting and protecting public health within the authority's district. This includes the regulation of cultural and social facilities.
Heritage New Zealand Pouhere Taonga Act 2014	The purpose of this Act is to promote the identification, protection, preservation, and conservation of the historical and cultural heritage of New Zealand.
Land Transfer Act 1952	Property transactions (acquisition/disposal).
Local Government Act 2002 (and amendments)	This Act gives the Council the power to undertake any business within the district provided that the activity is consistent with the requirements of the Act, and the appropriate community consultation and engagement has been carried out.

Legislation / Standard	LOS Implications
Occupiers Liability Act 1962	Duty of care to ensure that visitors will be reasonably safe in using an area for the purpose/s for which they are permitted or entitled to be there or likely to be injurious to health.
Property Law Act 2007	Covers matters related to property including transfer, ownership, conveyance, leasing and tenancies, covenants, easements.
Public Works Act 1981	Covers the process and the powers and entitlements of the Crown and landowners when Crown agencies have to acquire private land when required for public works.
Reserves Act 1977	Covers the process for the change classification or purpose or revocation of reserves
Resource Management Act 1991	The Resource Management Act 1991 (RMA), New Zealand's main piece of legislation which sets out how we should manage our environment
Ngāi Tahu Claims Settlement Act 1998	Right of first refusal when considering disposal of Crown derived land
New Zealand Building Code 1992	Sets out building performance criteria in the following areas, structural stability, fire safety, access, moisture control, durability, services and facilities, and energy efficiency.
Health and Safety at Work (Asbestos) Regulations 2016	Covers the duty required to create an asbestos management plan to manage asbestos and ACM on Council property.
NZ Public Library Standards 2004	Standards that provide clear guidelines for buildings to meet community / social needs
NZS 4512:2010 - Fire detection and alarm systems in buildings	Provides requirements to enable a fire warning from a fire alarm system in a building to operate at the earliest practicable time.
NZS 4510:1998 - Fire hydrant systems for buildings	Specifies the design, installation, commissioning and testing of fire hydrant systems within buildings.
NZS 4541:2013 - Automatic fire sprinkler systems	Provides rules for design, installation and maintenance of sprinkler systems in order that such systems reliably achieve their fire control function.
NZS 4503:2005- Code of practice for the distribution, installation and maintenance of hand operated fire-fighting equipment for use in buildings	Deals with the suitability, installation and maintenance of hand operated fire-fighting equipment which can be used by one person; and the distribution of such equipment.
AS/NZS 2311:2017 - Guide to the painting of buildings	Provides guidelines on products and procedures for the painting of buildings for domestic, commercial and industrial use.
AS/NZS 3666.2:2011 - Air-handling and water systems of buildings - Microbial control - Operation and maintenance	Specifies minimum requirements for the operation and maintenance of air-handling and water systems of buildings.
NZS 4121:2001 - Design for access and mobility: Buildings and associated facilities	Gives requirements for making buildings and facilities accessible to and useable by people with physical disabilities.
NZS 4220:1982 - Code of practice for energy conservation in non-residential buildings	Offers guidance to building designers and operating staff on the targets for energy use and conservation for the design and operation of buildings.
NZS 4302:1987 - Code of practice for the control of hygiene in air and water systems in buildings	Provides guidance to building and building services designers and operating staff responsible for running the services of a building in relation to the control of hygiene in its air and water systems.
AS/NZS 2293.2:1995 - Emergency evacuation lighting for buildings - Inspection and maintenance	Sets out periodic inspection and maintenance procedures for emergency evacuation lighting systems for buildings.
Climate Change Response (Zero Carbon) Amendment Act 2019	Energy consumption improvement opportunities with the goal of meeting the 2050 net zero carbon target
Climate Change Response Act 2022	Specific climate change adaptation in compliance with the climate change risk register and local risks identified

Table 13-2: Property & Buildings Legislation & Standards`

Plan / Policies	LOS Implications
Selwyn District Council Surplus Land Report 2007	Identifies properties to be investigated for future disposal.
Eastern Selwyn Community Spaces Plan 2016	Provides guidance on the elements needed to create functional community spaces when designing and building public spaces and buildings
Selwyn District Council District Plan (RMA) and currently proposed DP	Rules, policies and objectives relating to Community facilities. Zone rules related to buildings. Rules related to heritage features (trees, buildings, structure or sites). Rules related to further community development.
Land and Water Regional Plan (2014)	Rules on protecting ground and surface water from contamination Requirements to obtain discharge permits for septic tanks
Selwyn District Council Policy Manual	Sets out Council policies in relation to activities, including buildings, consultation, council property, insurance, land banking, leasing, public facilities and libraries.
Community Centre, Halls and Libraries Halls Network Plan 2021	SDC objectives for Arts, Culture and Lifelong Learning service within the SDC region
Selwyn District Community Development Strategy	Objectives to support local healthcare organisations, (e.g. local medical centres) and libraries and local historical and cultural organisations.
Selwyn District Council Policy B201 Dangerous, Affected and Insanitary Buildings	Requirements to ensure safety of all buildings including public buildings
SDC Accessibility Charter Te Arataki Taero Kore	Objectives of ensuring best-practice accessibility through design and development.

Table 13-3: Property & Buildings Plans & Policies

13.4.4 Customer Expectations and Consultation

In general terms Council's knowledge of customer expectations is based on:

- Public enquiries and complaints received via Service Request System
- Feedback from elected members, general public, residents associations
- Consultation via the LTP/Annual Plan process
- Feedback from the building lessees and occupiers e.g. Council staff
- Feedback from maintenance contractors
- Consultation on the Community Centres, Hall and Network Plan 2021.
- Consultation on the Eastern Selwyn Community Spaces Plan
- Annual Library User Satisfaction Surveys
- Feedback from engagement surveys on Te Paepae – Ageing Positively Strategy 2024 (being drafted) and Piki Amokura – Youth Strategy 2024 (being drafted).
- Early Consultation Survey and Charrette (2023) undertaken as a lead into the development of the 2024-34LTP.

No specific consultation exercise on levels of service has been undertaken for this activity in the past apart from the general approach described above. In the future it is intended to determine performance for Council Property and Buildings through user and lessee's "customer surveys" covering service needs and expectations.

Development of internal service level agreements for Properties/Buildings, to cover cleaning frequencies, maintenance responsibilities; responsiveness to building faults etc. is on-going.

Information derived from previous engagement with customers indicates the following key service expectations:

- Community service buildings need to be conveniently located for easy access with enough parking
- Buildings and facilities should be clean, safe and functional

- Building maintenance programmes required to keep the buildings in a serviceable condition
- Problems with buildings need to be addressed as quickly as possible, especially health and safety issues
- Keep service buildings to a “modern” standard internally
- Retain and preserve heritage features of buildings
- Public buildings and associated spaces need to contribute to creating community focal points that are activated, vibrant, safe and accessible

Libraries Satisfaction User Surveys

Customer satisfaction surveys were completed in 2021, 2022 and 2023 to provide a view of the level of satisfaction with facilities and service provided at each library. Over the years there has been a large variation in the number of survey responses with 357 in 2023, 773 in 2022 and 363 in 2021. Some key findings from the surveys that have relevance and particularly levels of service are shown below.

Survey results for overall satisfaction of pool users are presented in the graph below:

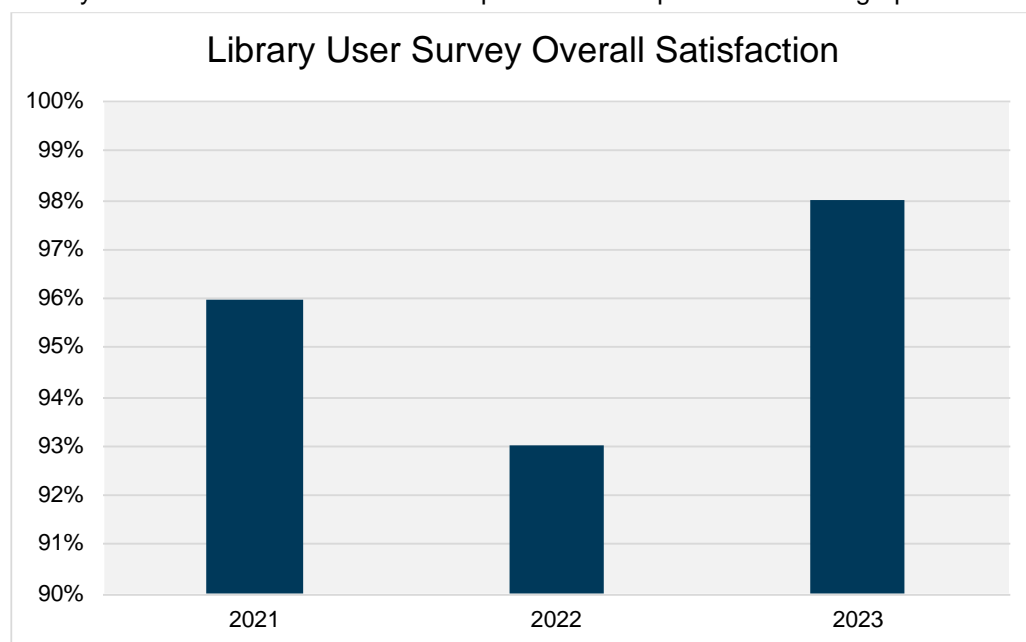
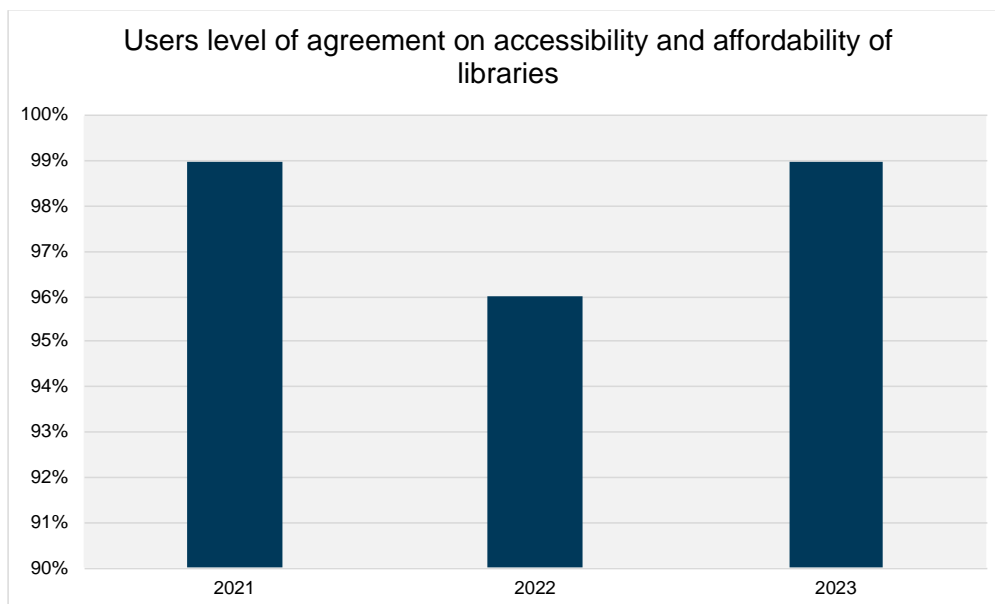


Figure 13-1: Library user survey overall satisfaction

Overall most users were satisfied with their experience at Council libraries with the 2023 survey results having the highest level of satisfaction with 350 (98%) of the 357 respondents being very satisfied or satisfied.

Customers were also asked whether Councils libraries were easily accessible and affordable in which there was a high level of agreement, over all three surveyed years.



Further results of the 2023 survey indicate that customers experiences at libraries are mostly positive. The feedback on these areas are broadly summarised below in relation to Los and/or performance (not service delivery)

- 79% of the respondents agreed that the library facilities and programmes provided were value for money. 4% of respondents disagreed that it was value for money and the rest of the respondents didn't know/ didn't answer.
- 95% of respondents agreed that visiting Selwyn libraries benefited their wellbeing

13.4.5 Present and Future Levels of Service and Performance

This activity in the past had primarily been an internal service to support delivery of other Council services and has an indirect impact on the wider district customers and stakeholders. However with the inclusion of a new keystone Civic building opening in 2021 it is important to identify levels of service for the provision and management of these assets that meet the needs of direct users as well as the wider community.

The Council provides a portfolio of buildings and properties to support service delivery. Six core customer values have been identified for these types of properties which reflect key customer expectations. These are:

- Quality
- Provision/Distribution
- Legal Compliance
- Sustainability
- Responsiveness and
- Affordability

The Council intends to measure and monitor the levels of service (detailed below) in the future and this will reflect the expectations of customers. It is Council's intention that the core council services supported by properties and buildings will continue to be provided for the district, therefore it will be necessary to maintain and improve the asset network to continue to support this service. The table below provides a performance framework that will be utilised in measuring and monitoring on-going performance.

Objective	Planned LOS	Performance Measure	Core Value						Current Performance	Target Performance			Indicative Performance Yrs 4-10
			Quality	Customer Satisfaction	Availability	Responsiveness	Compliance	Affordability		Yr 1	Yr 2	Yr 3	

Property and Buildings

<p>Buildings are required to house Council staff and support delivery of Council Services</p> <p>Buildings support access to community and health services</p> <p>The Council requires strategically located properties to meet future service delivery requirements</p>	The quality & capacity of buildings meets functional requirements and user expectations	% of buildings that meet / have a condition rating of average or above	X						96%	≥90%	≥90%	≥90%	≥90%
	Urgent customer/user issues are rectified within 48 hours of notification	% of recorded issues rectified within 48 hours of notification				X			XX	≥90%	≥90%	≥90%	≥90%
	Provision of safe, functional buildings that meet the required performance and legal requirements	% of buildings that meet compliance schedule/WOF requirements					X		100%	100%	100%	100%	100%

Table 13-4: Property & Buildings Present & Future LOS

13.4.6 Property Performance Standard

Property and Building Service Performance Standards

The following table sets out more detailed information on the intended future levels of service defined for Property and Buildings. This is used as a general guideline for the performance standards to be provided in the future but each individual site will be developed to reflect the character of the surrounding area and the requirements of the local community. **To be developed**

Table 13-5: Property and Building Service Standards

13.4.7 Asset Performance

The service standard provided to users is determined, to a significant extent, by the quality and location of the assets employed. This section explains these aspects of asset performance. Reliability (frequency of faults) is also a performance factor, but since it is determined by the maintenance and renewal plans, reliability is covered in the lifecycle management section 13.6.4.

Some buildings were not specifically designed to suit the purposes they are currently used for. Design performance deficiencies are covered in Section 13.4.6.

Historical Level of Service Performance

Specific performance related to level of service targets is disclosed in the following table.

Target LOS	Performance Measures	Target 2020/21	Actual 2020/21	Target 2021/22	Actual 2021/22	Target 2022/23	Actual 2022/23
The quality & capacity of buildings meets functional requirements and user expectations	% of buildings that meet quality, functional and capacity requirements	>80%	95%	>80%	95%	>80%	95%
Urgent customer/user issues are rectified within 48 hours of notification	% of recorded issues rectified within 48 hours of notification	90%	XX	90%	XX	90%	XX
Provision of safe, functional buildings that meet the required performance and legal requirements	% of buildings that meet compliance schedule / BWOFF requirements	>95%	100%	>95%	100%	>95%	100%

Table 13-6: Property & Buildings LOS Historical Performance

XX info being calculated

Information shown in the above table indicates that performance targets over the last three years have, in some instances, not been met. The capacity and functionality of buildings presenting an issue will be mostly addressed when their replacement facilities are commissioned and the current buildings either demolished or repurposed, specifically the Leeston Library and Medical Centre. While the Council HQ had extension works completed in 2020 to meet usage and accommodation requirements, the continued growth in the district and expansion of services provided by Council means that accommodation needs to be addressed in this plan. The remaining performance issues are being rectified with the following projects planned:

- New pod for accommodation at Rolleston HQ, 2024-2025
- New storage facility for Council operations planned 2028-2030
- New Library Whata Rau planned for Leeston 2024- 2026
- Lincoln Library Corrosion repairs planned for 2024
- Performance Lighting installation at Te Ara Ātea planned for 2024
- Opsec Upgrades to key Community Service Buildings in programme

13.4.8 Level of Service Issues and Gaps

A number of levels of service issues are evident from customer feedback, condition surveys and property inspection reports. These indicate that there are some gaps in terms of current performance compared with customer and user expectations. The issues identified and Council's response to resolving issues or addressing gaps is described in the following table.

LOS Issues/Gaps	SDC Response	Timing
A number of buildings are of poor quality and/or do not meet the expected standard	<ul style="list-style-type: none"> • A new Library/ Community Centre is planned for Leeston • The future of the Leeston Medical Centre is being investigated • Lincoln Library corrosion repairs • New Lighting for performance space and non-fiction space in Te Ara Ātea 	2024 - 2026 Currently 2024 2024
Rolleston HQ does not reflect our bi cultural commitment	<ul style="list-style-type: none"> • Upgrades to Council Chambers and building entrance including installation of Po. 	2024
Accessibility issues for people with disabilities	<ul style="list-style-type: none"> • District wide accessibility audit of Council Buildings completed and improvements incorporated into renewal programmes 	2024-2033
A number of improvements were identified in the Opsec Audit of key Community Service Buildings.	<ul style="list-style-type: none"> • Ongoing delivery of operational security improvements have been allowed for in the plan. 	2024 - 2033
There is no formal reporting mechanism and inspection programme to deal with building issues that arise	<ul style="list-style-type: none"> • ICT Log a Job introduced in 2019 • Undertake six-monthly inspections of all buildings to identify issues and ensure lease conditions are being met 	In place To be formalised form 2024
No scheduled maintenance programmes have been established for buildings	<ul style="list-style-type: none"> • Develop a contract to provide inspections and scheduled maintenance works for all buildings • Include a building wash down programme 	Maintenance programme to be developed & implemented in 2024
Lease documents do not clearly state who is responsible for maintenance and renewal planning of buildings	<ul style="list-style-type: none"> • Review lease arrangements/documentation on a priority basis to ensure it clearly documented who is responsible for maintenance and renewal of buildings and site assets especially for commercial leases. 	On-going
Some buildings do not meet earthquake strength requirements	<ul style="list-style-type: none"> • A new Library/ Community Centre is planned for Leeston 	2024-2026
Energy Efficiency Audit identified opportunities for energy cost savings	<ul style="list-style-type: none"> • Funds allowed for LED lighting upgrades when existing lighting comes to end of life (Libraries) • Funds allowed for installation of solar panels at Darfield and Lincoln Library. • Further energy efficiency audits planned in programme 	Commencing 2024
There are no EV charging stations at Rolleston HQ for Council vehicles	<ul style="list-style-type: none"> • Car compound relocation/extension and EV charging station installation 	2024

Table 13-7: Property & Buildings LOS Issues/Gaps

13.4.9 Changes in Levels of Service

There are no significant changes to levels of service planned except for improvements outlined in Table 13-7 above. This includes:

- Improvements to the quality and capacity of some buildings to meet standards as part of renewal or upgrading programmes
- Development of scheduled maintenance programmes to ensure buildings are retained in a serviceable condition and to extend service life (e.g. wash downs extend paint life)
- Provision of formal contracts with target response times to deal with issues in a timely and effective manner

13.5 Growth and Demand

This section covers the growth and demand implications for the provision of property and buildings in the district to support Council service delivery. This includes an assessment of the demand influences and how these will impact on the future provision of property and buildings to meet desired levels of service.

Demand issues related to services delivered that are not a direct component of the properties activity will be considered under the relevant Activity Management Plan for those services (e.g. Libraries).

Decisions on meeting and managing demand for these services does not form part of this plan but the consequences of those decisions such as new asset creation and land purchase will impact on the properties activity in terms of future maintenance and renewals and property transaction requirements.

13.5.1 Demand Influences and Impacts

The key factors influencing demand for provision of property and buildings are:

- On-going population growth in the District
- Changes in population demographic
- Changes in technology
- Changes in service delivery methods
- Increasing public expectations for higher quality facilities
- Leisure activities and social trends

Population Growth

Selwyn District's population is predicted to continually increase over the planning period with concentration in growth occurring in the areas allocated growth through the Land Use Recovery Plan (LURP) and identified in the Selwyn Growth Model. Growth will be focused in Rolleston and the Eastern Selwyn area, with moderate rates elsewhere. Some more remote communities are likely to experience limited growth. The influencing factors of population growth are described fully in Chapter 4, Managing Growth.

With the growing number of people in the District, there will be increased demand for access to Council services. With property and buildings this particularly relates to libraries and service centres. Information on past visitation of Council offices and service centres shows that the level of use has not increased dramatically nevertheless a steady increase over time is predicted. This may be offset to some extent by the improvements in technology (see below) whereby increased electronic communication is likely.

In addition, Council has needed to provide sufficient staff resources to deal with an increased volume of enquiries and work activities generated by an expanding customer base. It has been necessary to increase staff numbers to respond to customer demands and meet levels of service. This has resulted in staff accommodation space at the SDC headquarters building being filled and temporary arrangements have had to be made with addition of a portacom, and rental of an off site office space. Previous redesign of pod spaces is being reviewed for optimal desk arrangements to accommodate staff.

The population growth along with the development of the Te Ara Ātea in December 2021 has resulted in an increased number of people using libraries, with the overall foot-counts increasing by 70% from 2020/21 (however this number was impacted by COVID-19 in 2021/22 and partially impacted in 2022/23). Te Ara Ātea can be attributed with increasing the foot-count as it has a multitude of spaces that can be used for many activities and is a Civic building.

Library	Foot-count 2020/21	Foot Count 2021/22	Foot Count 2022/23	% Change
Darfield	49549	37,841	43,711	-12%
Leeston	57,754	35,349	40,506	-30%
Lincoln	126,569	95,993	122,718	-3%
Te Ara Atea	-	88,617	213,438	141%
Total	233,872	257,800	420,373	70%

Table 13-8: Library Visitation

This data shows that there is significant decreases in foot counts at the Darfield and Leeston Libraries and a small decrease at Lincoln. Te Ara Ātea's foot count has significantly increased from 2022 – 2023. It is likely that some users of other library facilities now use Te Ara Ātea. However, the popularity of the service continues to grow year-on-year, particularly in Lincoln and at Te Ara Ātea and notably on weekends, and the ACLL Team currently welcomes approximately 9,000 walk-in visitors per-week across its four locations and through outreach.

Population Demographics

Changes in the age structure of the population are occurring, with the most important trend being the general ageing of the population, represented by an increasing number and share in the older age groups. The population aged 65 years and over is likely to grow fastest in the future. Similarly the population in the older working ages (40–64 years) is also likely to increase in the short-term. Conversely, the number of children (0–14 years) and the younger working age population (15–39 years) are expected to remain stable or decline. It is, however, likely that the populations in the higher growth areas such as Rolleston will continue to have a generally younger population than the remainder of the district.

With the predicted demographic change to a higher proportion of the district population in the older age groups it is important that Council provides and designs its buildings to enable easy use and access for older residents.

Changes in Technology

Changes in technology and, in particular, information technology will impact on the way people use library services and communicate with Council. This is both the result and on-going sign of a more informed and information-literate population than ever before – rapid connection with high quality information and with communities is increasingly important. This move to electronic forms of communication and information seeking may result in fewer people directly using Council services and may moderate the speed at which additional building capacity is required.

Public Expectations

The information obtained through consultation with customers, has indicated a strong desire to improve the quality of the existing buildings. An improvement programme has been implemented over the last five years and it is expected that demand for improved standards will continue with consequential implications for future provision and upgrading of facilities.

There is also a demand for community buildings that provide access to a range of different services. The Eastern Selwyn Community Spaces Plan noted that:

- Most traditional community spaces are not fit for purpose
- There is an opportunity to create integrated and inclusive community spaces as part of building development programmes
- To be effective community spaces need to embody the concept of “community development”

Arts, Culture and Life Long Learning Trends

Trends identified within the arts, culture and life long learning team include:

- increasing use of ACLL spaces to welcome central government agencies to offer their services in Selwyn through the Heartlands initiative
- “floating” of physical collections across the four locations to give users more variety
- Delivering learning programmes and workshops on late-night Thursdays and on weekends
- increasing use of spaces to work, study, and connect;
- dynamic changing out of arts and heritage exhibitions and regular engagement with local arts and heritage communities and other regional institutions
- increasing engagement with rangatahi within ACLL spaces

This means facilities are viewed more as a community space. This creates demands for a different type of building to accommodate a mixture of uses. Libraries are generally being designed to incorporate community areas which can be used for socialising, study, work as teaching spaces, and art, culture and heritage spaces. The design for Whata Rau incorporates these requirements as did the design for Te Ara Ātea.

13.5.2 Asset Capacity

Council buildings must be able to provide for current demand as well as allowing for future needs of the district. As a result it is prudent for Council to plan and purchase property to meet current and future demand. In this section building asset capacity is examined where relevant. Each property type has different requirements for asset use and capacity, for example, the libraries have the NZ Library Standard to guide building design and capacity requirements.

The Covid-19 pandemic of 2020 provided opportunities for new ways of working including working remotely and hot desking. Council has approved flexible working guidelines which may have an impact in the future capacity demands on some facilities if the uptake for alternative working location options are adopted.

Community Service Building Capacity - Libraries

The NZ Library standard guides what floor areas should be applied per head of population in New Zealand. The standard states that for every 3,000 head of population 210 square metres in floor area should be provided to meet the population catchments numbers. The table below indicates the current capacity measured against the national standard.

Library	Estimated Current Population Catchment	Required Building size @ 210m ² per 3,000 head of popn	Actual library size (m ²)	Issue/Action
Darfield	11,811	826	700	Close to capacity requirements - Building remodelled & extended in 2009/10.
Leeston	9,378	656	650	Meets capacity - Building remodelled for Library purposes in 2008/09. Whata Rau planned for 2024/25 at least 600m ² plus additional community centre space
Lincoln	19,291	1,350	700	Facility constructed and opened 2014 (designed to enable future extension). This building is at capacity especially with the proposed development in Lincoln and surrounds.
Rolleston	30,989	2,169	2,200	Te Ara Ātea opened October 2021

Table 13-9: Libraries Building Capacity

Delivery of service is also complemented by the Edge Connector Vehicle (ECV) which is an outreach service to the rural areas of the district.

Darfield, Leeston and Lincoln libraries also provide general customer service functions and the current building capacities are adequate to deliver this service.

Community Service Building Capacity – Rolleston HQ

The Rolleston Council headquarters building (3,300m² in floor area) built in 2007 and a further extension of an additional pod was carried out in 2019 (225 m² in floor area). The building currently accommodates approximately 400 full and part time staff as well as Council meeting requirements. The building layout provides “pods” for sectional groupings. The demand for Council services has increased and further staff have been employed.

With the increase in staff resources to deliver Council services it is necessary to increase the accommodation provision at Rolleston Headquarters. Additionally, as highlighted in the previous plan, a decision on the accommodation requirements at Rolleston Headquarters were dependent on the outcome of the Three Waters Reform Programme, and whether staff would be relocated to a new entity. This programme is now on hold for the foreseeable future. The portacom was a temporary measure, and will be replaced with an additional pod, and new toilets, showers, changing rooms and storage lockers. This is to meet accessibility requirements for disabled staff and to support a move to alternative transport methods for staff (e.g. biking to work). The car compound also needs to be relocated to facilitate the installation of EV charging stations.

Depots Utilisation

Depots are no longer being used as storage facilities and workshops for delivery of maintenance contracts. From a strategic perspective it may be prudent for Council to retain some dis-used sites if contract and maintenance arrangements change in the future. This would enable some flexibility for alternative maintenance contract service delivery approaches to be considered. However it is planned to continue to rationalise Council ownership of sites over time.

13.5.3 Forecast Property and Buildings Requirements

Community demand for property and buildings to support delivery of services is expected to continue into the future and will be influenced by the factors mentioned above. In order to determine future capacity and provision requirements the following process has been used:

- Identify current deficiencies in building/property provision (against standard criteria where applicable)
- Determine future requirements for the 10 year planning in consideration of applicable demand factors
- Build in “future proofing” in terms of capacity

The outcome of this process has defined the need for a number of new or extended buildings. This information is set out under Section 13.5.5 – Meeting Demand through Asset Growth.

13.5.4 Demand Management

‘Demand Management’ is:-

“The active intervention in the market to influence demand for services and assets with forecast consequences, usually to avoid or to defer capital expenditure”.

The Council needs to consider how it intends to manage the demand for Council services and facilities through other mechanisms rather than asset related solutions. In particular the Council must consider how it can operate this activity in a manner that promotes sustainable management of assets.

As mentioned, the population in Selwyn District is predicted to increase and this growth will place increasing pressure on the district’s property assets and facilities. In addition there are other demand factors to consider associated with specific services.

The Council moved its HQ to Rolleston in order to house the growing number of staff resources needed to service increased customer demands that is directly related to the growth of the District. As the District continues to grow the Council will need to plan how it can best deliver and support the required services.

Meeting the future properties demand requirements and the cost of provision and ongoing maintenance will be a significant challenge to SDC. Consideration must be given to a range of actions to meet this challenge including non-asset demand techniques.

Demand Management Approach

The demand management initiatives that are being used or can be considered for this activity are:

- Work interdependently with other agencies, businesses and the community to provide community facilities
- Co-locate services to optimise building and supporting infrastructure requirements
- Re-use and remodel existing buildings for alternative uses where this is functionally and economically practical
- Regulate demand and use through application of District Plan rules, SDC Bylaws and Policies
- Improve the serviceability and utilisation potential of existing facilities through implementation of annual capital improvement programmes
- Create new assets and facilities or carry out extensions to accommodate demand
- Review service provision to reflect customer demand preferences
- Developing policies to provide effective controls on uses
- Promote community involvement and stewardship of properties e.g. heritage buildings
- Actively seek investment and partnerships with the private sector or other public agencies on property projects
- Investigate lease of buildings rather than developing new buildings or purchase
- Review current land and property holdings with a view to disposal of those identified as surplus to requirements

13.5.5 Meeting Demand through Asset Growth

Demand for additional or improved properties and buildings to support service delivery will continue as the population continues to increase. This means there will be a need for Council to develop new, extended or refurbished buildings.

In order to meet projected demand a number of existing buildings (especially libraries/service centres) have already been replaced or extended to provide additional capacity.

Overall, the current distribution of buildings/properties to support services (libraries, service centres, depots) across the district is adequate and correlates with the main concentrations of population. As the population growth is predicted to occur in these same localities there are no plans to build completely new facilities in other locations. Prebbleton is expected to grow but this is in relatively close proximity to Lincoln and library provision can be considered as part of the new Prebbleton Community Centre design. This situation should be reviewed during the planning period to ascertain community views on this issue.

The following table sets out information on demand issues that may be met through provision of additional assets.

Location/Building	Demand Issue	Asset Requirement
Lincoln Library	With development/growth this library will be at capacity within the plan period.	<ul style="list-style-type: none"> Investigate options for shop front library services in new development areas (2024-2026) Consider service provision in design of Prebbleton Community Centre (2026-2027) Investigate extension of current Lincoln Library (Community Centre, Hall, Library Network Plan Review 2024-2026)
Prebbleton	With development/growth impacting capacity at Lincoln Library	<ul style="list-style-type: none"> Consider service provision in design of Prebbleton Community Centre
Whata Rau	Integrated Library and Community Centre	<ul style="list-style-type: none"> New facility to be constructed in 2024-2026 600m2 plus additional community space
Rolleston Headquarters	Accommodation of staff	<ul style="list-style-type: none"> Construction of new pod in 2024 – 2025
District	Storage for council activities including compliance, events, civil defence, facilities management	<ul style="list-style-type: none"> Construction of purpose built storage facility in 2028-2030

Table 13-10: Property & Building Assets Required to Meet Demand

Building facilities with the capacity to add or move services as needs change has become known as ‘future-proofing’ and is very desirable for the Council as it looks at new premises and in purchasing strategic land sites.

Further details on actual new asset requirements resulting from growth and demand are set out in Section 13.6.7.

13.6 Managing Assets

This section explains how property and building assets are managed and operational service delivered. It also covers the strategies employed for managing the assets and identifies maintenance, renewal, new asset and disposal programmes.

13.6.1 Management Strategy

The Council has adopted a variety of arrangements for management of property and building assets which is generally based on the property type and use. The general approaches adopted are as follows:

Heritage Buildings – Council provides overall support and administration and in some cases day to day management is via local community/historical groups. Council provides a budget for maintenance and renewal works. Some uses may be regulated by a lease agreement.

Community Service Buildings (Libraries, Service Centres and HQ) - Council is responsible for all management, operations, maintenance and asset planning requirements.

Property and Buildings: Overall management by Council with occupation subject to lease arrangements in some cases. Basic maintenance works are the responsibility of the tenant and the Council undertakes major renewal and refurbishment work as required.

Glentunnel Holiday Park – Overall management by Council with occupation subject to a lease agreement. Basic maintenance works are the responsibility of the tenant and the Council undertakes major renewal and refurbishment work as required and expects to fund this from rental returns.

Other Strategic Properties – Council manages all these properties. In some cases they may be leased for land management purposes e.g. grazing license.

The District's properties and buildings portfolio is strategic planning and operational facility and grounds maintenance by the Infrastructure and Property Group. The Property Acquisitions, Disposals and Leasing Team is responsible for other property services including lease and licence administration. The Arts, Culture and Lifelong Learning Team in the CSF Group

It is intended to develop a formal strategy to help with decision making on property assets particularly in relation to disposal and sustainable management.

Maintenance and renewal work programmes on properties and buildings are currently carried out by contractors on an as required basis. Initial work has commenced on reviewing the contract arrangements with a view to establishing either a facility management approach or “packaging” contracts for particular services or asset types. A combined cleaning contract is in place for Council buildings.

Procurement decisions including maintenance and operations contracts are made in accordance with the Council's Asset Delivery Procurement Strategy 2010 which sets out guidelines for procurement in the Community Facilities area.






13.6.2 Asset Description



This section covers a description of the facilities and assets that support the Council's Property and Buildings Activity. The buildings/properties are divided into the following categories for management purposes:

- Heritage Buildings – 11 sites
- Community Service Buildings – 4 sites Service Centres/Libraries/Council Offices (most are combined facilities)
- Property Buildings – 9 sites
- Other Properties – mainly freehold (vacant) land

A physical description of each of the properties and buildings is set out in the following tables:

Heritage Buildings and Historic Sites

Building	Location	Built	Description / Valuation	Major Projects	Managed By / Strategic Issues	Overall Condition	Photograph
Coronation Library	Corner of Liffey Pl & James St, Lincoln	c. 1880	Early building with weatherboard cladding & iron roof Chimney damaged in earthquake and replaced	Building Cyclical Maintenance 2027/2032	Managed by SDC. Leased to Lincoln Art Group	Good	
			Land: Not valued Improvements: Not valued		Building and Site Heritage Listing H25		
Pioneer Hall	Kildare Tce & Gerald St, Lincoln	1874	Weatherboard cladding & iron roof. First library for Lincoln. Houses a collection of historical material	Building Cyclical Maintenance 2025	Managed by the Lincoln & Districts Historical Society	Good	
			Land: Not Valued Improvements: \$60,000		Building and Site Heritage Listing H24		
Liffey Cottage	James St, Lincoln	1875	Early building with weatherboard cladding & iron roof. Restored as a working man's cottage.	New Heat Pump 2020 Building Cyclical Maintenance 2030	Managed by the Lincoln & Districts Historical Society	Good	
			Land: \$150,000 Improvements: \$110,000		Building and Site Heritage Listing H27		
Darfield Jail	South Terrace, Darfield	1880	Weatherboard building of about 60 m2 that was previously used as a police holding cell	Building Cyclical Maintenance 2030	Managed by SDC	Average	
			Land: Not valued Improvements: Not valued		Building and Site Heritage Listing H5		
Homebush Railway Hut	Westview Reserve, Darfield		Weatherboard cladding with iron roof. Railway wagon, Points Lever, Railway track	Building Cyclical Maintenance 2025	Managed by SDC	Very Good	
			Land: Not valued Improvements: Not valued				

Building	Location	Built	Description / Valuation	Projects	Managed By / Strategic Issues	Overall Condition	Photograph
Glentunnel Library	Homebush Rd, Glentunnel	c. 1910	Small brick building with iron roof. Run as a library by local volunteers.	Building Cyclical Maintenance 2024	Managed by Glentunnel Public Library Trust	Good	
			Land: Not Valued Improvements: Not Valued		Building and Site Heritage Listing H12 HNZPT List No:1790 Category 2 Earthquake strengthened in 2018		
Malvern Museum	Philip St, Glentunnel	1909	Early building with weatherboard cladding & iron roof. Used for museum. Recent extension.	New Roof 2021 Building Cyclical Maintenance 2029	Managed by Malvern District Historical Society	Good	
			Land:\$70,000 Improvements:\$225,500				
Tarling Common Railway Hut	Whitecliffs,		Weatherboard cladding and iron roof.	Building Cyclical Maintenance 2031	Managed by SDC	Good	
			Land: Not valued Improvements: Not valued		Located on Tarling Common		
Tai Tapu Library	Old Tai Tapu Rd, Tai Tapu	1932	Local stone construction with tile roof. Run by volunteers as a community library. Conservation plan prepared. Use of remainder of Paparua Funds for building maintenance	Building Cyclical Maintenance 2027	Owned by Tai Tapu Library Trustees, Managed with SDC via MoU	Good	
			Land: Not valued Improvements: Not valued		Building and Site Heritage Listing H51 HNZPT List No: 4394 Category 1 Identified as earthquake prone.		




Building	Location	Built	Description / Valuation	Projects	Managed By / Strategic Issues	Overall Condition	Photograph
Thompson Memorial Library	Southbridge	1931	Plaster over brick/concrete with iron roof	Windows and Exterior upgrade in conjunction with Southbridge Hall 2019/2020 Building Cyclical Maintenance 2032	Managed by local committee	Good	
			Land: Valued as part of Community Centre Improvements: \$63,000		Building and Site Heritage Listing H45		
Brookside Public Library	4-10 Brookside and Burnham Road Brookside	1874	Small, timber frame and weather board cladding with corrugated iron roofing	Building Cyclical Maintenance 2032	Managed by SDC	Good	
			Land: Not Valued Improvements: Not Valued		Building and Site Heritage Listing H422		
Bankside WWII Fuel Depot	Breadings Rd, Dunsandel	1942	Brick blast pit (97,000 bricks) for fuel tank (40mtrs diameter, 9-12mtrs deep), and remnants of the pumping station, shafts and gate posts survive.		Managed by SDC	N/A	
			Land: Not valued Improvements: Not valued		Building and Site Heritage Listing H404 HNZPT List No: 7727 Category 2 Most intact example in NZ of blast wall aviation fuel depot.		

Table 13-11: Description of Heritage Property & Buildings

Community Service Buildings








Building	Location	Built	Description / Valuation	Projects	Managed By / Strategic Issues	Overall Condition	Photograph
Darfield Library and Service Centre	South Tce & Mathias St, Darfield	1968	Timber frame with brick cladding & metal roof. Building extended in 1984 & refurbished in 2000. Library extension in 2011.	Building Cyclical Maintenance 2023/24 and 2028/29 New Roof 2030/31	Managed by SDC	Good	
			Land: \$425,000 Improvements: \$1,808,000		Roof Leaking repairs carried out in 2019/2020 New Hevac in 2019 Seismic strength – upgrade work completed in 2016/17		
Leeston Library, Medical Centre and Service Centre	High St, Leeston	1969 extension 2000	Brick construction with Butanol roof. Floor area of 1,310m ² . Building was extended and refurbished in 2000. Building remodelled for Library, Medical Rooms, Archive storage, History room, Plunket Rooms, & Community Care in 2008.	New Facility 2024 in alternative location or major repairs required	Managed by SDC	Poor	
			Land: \$520,000 Improvements: \$1,830,000		Roof system is failing and earthquake prone building		
Lincoln Library and Service Centre	Gerald St, Lincoln	2013	700m ² building constructed from metal with stone cladding around the base. The building is surrounded by green space.	Building Cyclical Maintenance 2023/24 Hevac Renewal 2026/27	Managed by SDC	Very Good	
			Land: \$1,800,000 Improvements: \$2,435,000		New facility 2014		
Te Ara Ātea	Tennyson St, Rolleston	2021			Managed by SDC	Very Good	
			Land: Improvements:				
Selwyn District Council HQ Building	Norman Kirk Dr, Rolleston	2007 extension 2020	Architectural design single story building using variety of materials & based on “green” building principles. 3,300m ² floor area. Extension completed in 2020 (385m ²) providing a new pod, customer centre and ancillary services. Carpark extended to include 122 + 30 carparks. Council rooms strengthen to IL4 for use as civil defence operations centre.	Remaining Pod Refurbished 2023 Roof and weathertightness repairs 2023.	Managed by SDC	Good	
			Land: \$6,200,000 Improvements: \$14,575,000		At capacity to accommodate staff, and accessibility provision.		

Table 13-12: Description of Community Services Property & Buildings

Property and Buildings

Building	Location	Built	Description / Valuation	Projects	Managed By / Strategic Issues	Overall Condition	Photograph
Lincoln Toy Library	North Belt, Lincoln	c. 1960	Converted existing concrete block shed of about 32 m ² in area	Refurbished 2023	Managed by SDC and leased to Lincoln Toy Library	Average	
			Land: On LEC land Improvements: \$72,000		Nil		
Lincoln Play Centre	North Belt, Lincoln	2010	Modern building with colour steel cladding and long run roof. Floor area is 158 m ²	Building Cyclical Maintenance 2029/30	Managed by SDC and leased to Play Centre Association	Average	
			Land: On LEC land Improvements: \$269,000		Nil		
Lincoln Plunket	North Belt, Lincoln	Relocated 2010	Metal powder coated cladding and colour steel roof. Relocated to site. Floor area is 86 m ²		Managed by SDC and leased to Plunket Society	Good	
			Land: On LEC land Improvements: \$121,000		Nil		
Glentunnel Campground	Glentunnel Domain, Homebush Rd	1988 & 1965	Consists of an amenities building of concrete block construction with colour steel roofing (203m ²) & an older toilet building (28m ²) a set of cabins and a house/office.	Flood repairs 2023	Managed by SDC. Leased to Camp ground operator. Lease expires 2026	Camp: Good House and Office: Good Cabins: Average	
			Land: \$200,000 Improvements: \$406,000		New campground house relocated to site 2023. Flood prone		
Hororata Depot	Bealey Rd, Hororata	1920s	No longer used as Depot County House and Depot sheds/workshops demolished. FENZ Fire Station on site. Council House (Blackberry Patch) on site	Not actively maintained	Managed by SDC with part maintained by FENZ (NZFSC). Grazing lease in place		
			Land: \$265,000 Improvements: \$62,500		Land is crown reserve and therefore sale is problematic but should be considered for revocation given under lying Living Zone		
Leeston Depot	Leeston Road		Large corrugated iron workshop.	Not actively maintained	SDC – leased to Leeston Heritage Park Heritage Group	Average	
			Land: \$175,000 Improvements: \$320,000		Lease requirements are that Trust maintain this shed.		





Building	Location	Built	Description / Valuation	Projects	Managed By / Strategic Issues	Overall Condition	Photograph
Leeston Fire Garage	Station St, Leeston		3 bay garage with colour steel cladding and roof, concrete slab foundation. 3 Roller doors		Managed by SDC	Good	
			Land: Owned by Telecom, SDC leasehold Improvements: Not Valued				
SDC Izone Yard	83 Detroit Drive		Land used as SDC storage yard. No building, but a portacom and tent structure		Managed by SDC.	Good	
			Land: \$200,000 Improvements: Not Value		Potential to sell this site and construct purpose built storage on other Council owned Izone property at Hynds Drive		
Southbridge Depot	St John Street Southbridge		No longer used as Depot Depot sheds demolished Water Well and Pump station constructed. Vacant land.	Not actively maintained	Managed By SDC – vacant but partial use for well and pump station		
			Land: \$300,000 Improvements: \$5,000		Possible future recreation reserve area for the township or reserve exchange Crown land so difficult to sell		
Sheffield Plunket Building	Adjacent to Sheffield Hall		Small concrete block building. Transferred to Council Ownership	Building Cyclical Maintenance 2025	Managed by SDC	Average	
			Land: On Sheffield Hall land Improvements:				
Lake Coleridge Post Office	Hummocks Rd, Lake Coleridge	1954	Weatherboard clad building with iron roof. Ex post office now not used. 36m ² floor area.		Owned by SDC leased to NZ Post	Average	
			Land: \$225,000 Improvements: \$75,000		Not currently used apart from Post Office boxes		

Table 13-13: Description of Miscellaneous Property & Buildings

Other Properties

The Council has a small number of other properties covered by this plan that are generally vacant land areas held in freehold title that have been purchased for an earlier purpose or had ownership transferred to Council. These are, in most instances, relatively small in area and are not used by Council for any specific purpose or as part of another service. A number of these properties have been identified as being surplus to Council requirements and will be disposed of over the next few years.

Timeframe for Provision of Property and Buildings Assets

Many of the buildings and properties are required to support key Council services and will be required for the foreseeable future (libraries, service centres, council offices). It will be necessary to maintain and improve the asset network to continue to support these services. There are some buildings and properties that are now surplus to Council requirements and these will be either redeveloped or disposed of during the 10 year planning period.

Property & Buildings Asset Valuation

A valuation conforming to IAS16 has been carried out for buildings included in this service area. The table below sets out a summary of the asset valuation as extracted from the Fixed Asset Register at 30 June 2019 plus adjustments for 2019/20 and 2020/21. Note this does not include land value.

Asset Area	Asset Depreciated Replacement Value (\$)
All Property & Buildings	55,359,508

Table 13-14: Property & Buildings Asset Valuation

13.6.3 Asset Condition

Asset condition is an assessment of the visual condition of the facility and when combined with its age provides an indicator of its position within its lifecycle. When combined with performance results, risk and economic factors, it provides the necessary information to produce a renewal and improvement programme for Property and Buildings.

An update of the condition assessment of all property and building assets was carried out in 2023. The assessment shows that the majority of the assets are in ‘good’ condition. The one ‘poor’ rated building was the Leeston Library and Medical Centre which is due for renewal in 2024-26.

In addition, remaining useful life (RUL) for all asset components was determined based primarily on condition compared with industry standard useful lives. This information has been used, in conjunction with risk and economic factors, to identify timing and costs for future renewal and maintenance works.

A key learning from this assessment is the complexity of operating systems within newer facilities cannot use condition as determining factor for renewal. E.g. Hevac renewal can be indicatively programmed for renewal based on an accepted industry life, however trend analysis of maintenance and failures is required to determine the optimum time for renewal, before running to failure.

Overall Buildings

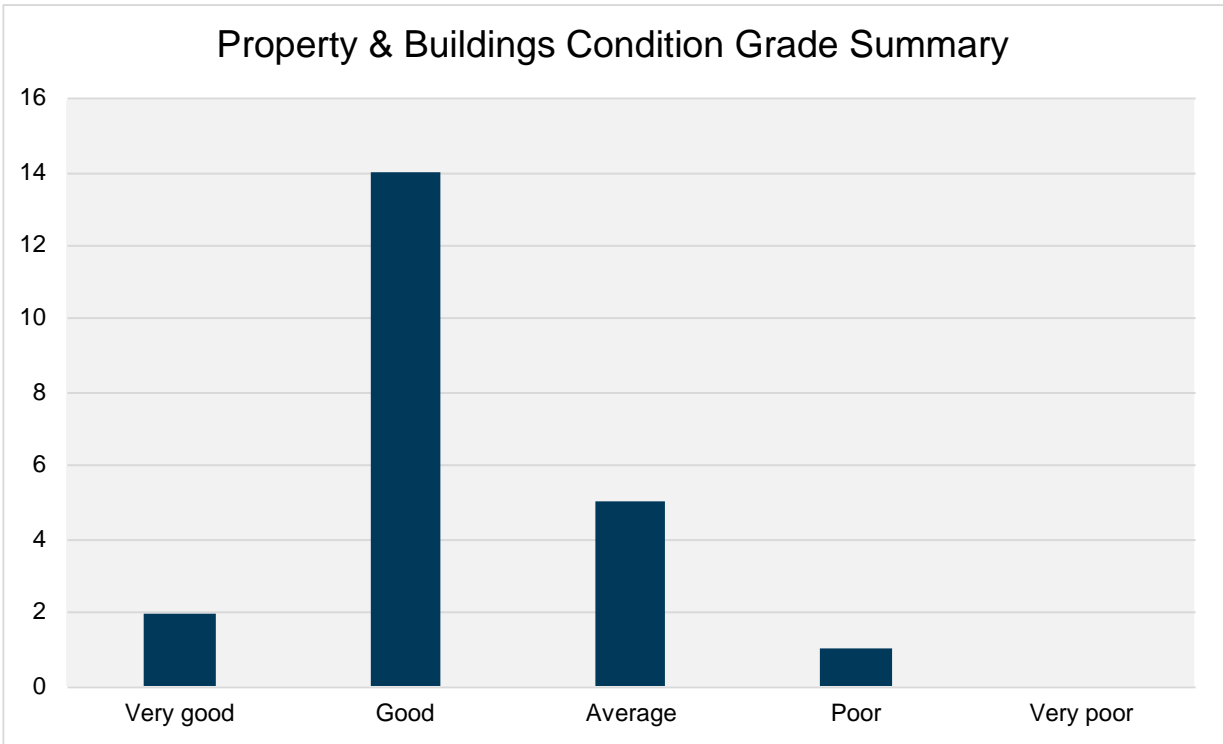


Figure 13-2: Condition Grade Summary

Additional details on the condition of individual facilities is described in the figure below which indicates the proportion of condition ratings for each building.

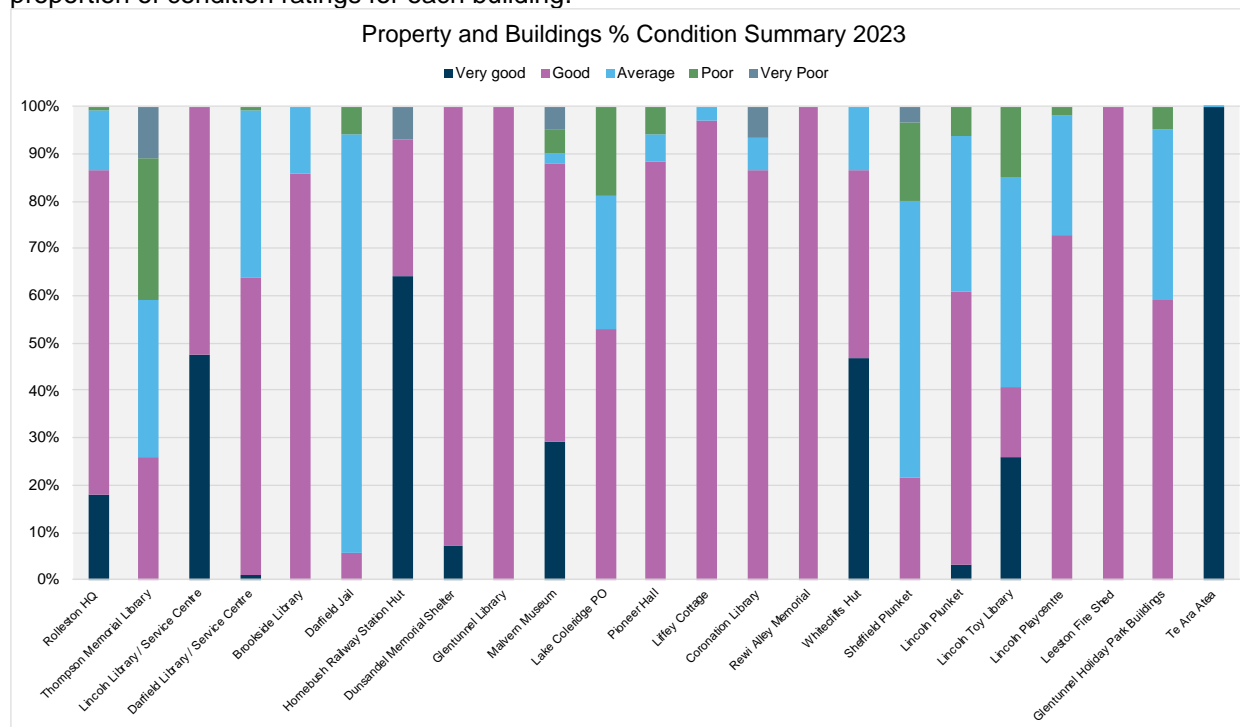


Figure 13-3: Property and buildings percentage condition summary

Heritage Buildings

Most of the heritage buildings scores range in the “good” condition range. The Darfield Jail also had an average score and requires an external/internal repaint and floor reseal which has been included in the budget for 2023.

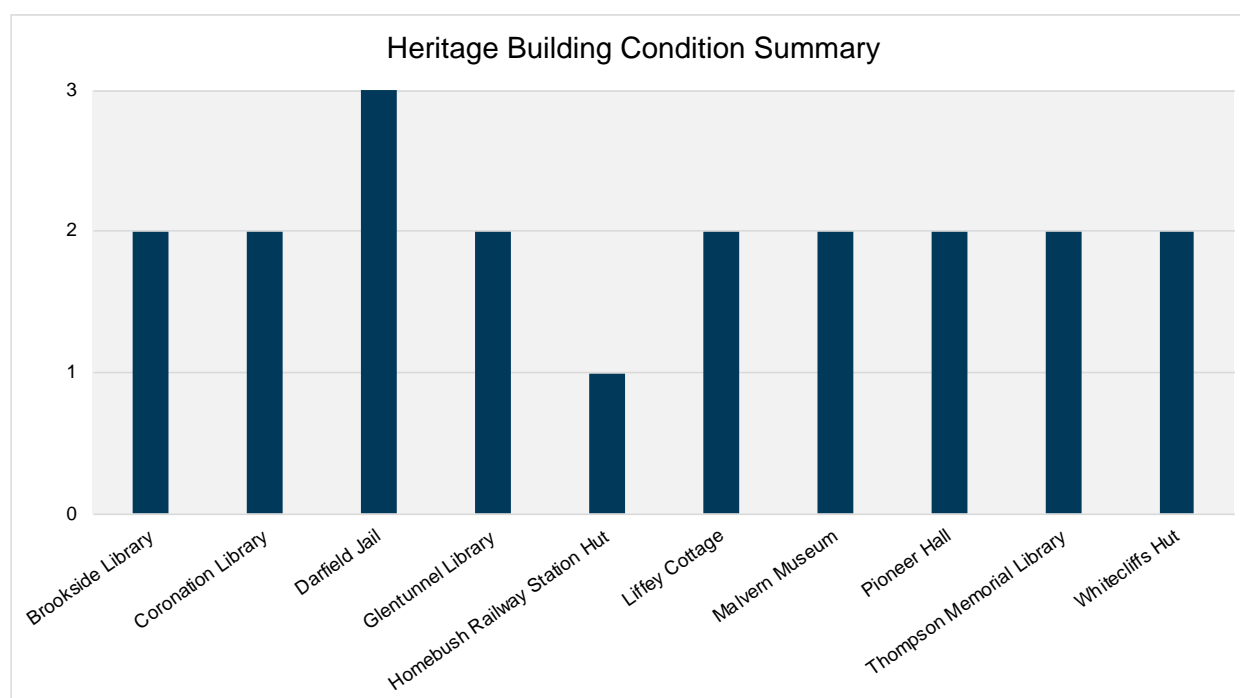


Figure 13-4: Heritage Buildings Condition Summary

Community Service Buildings

The libraries and service centre buildings overall are in a good condition. This indicates that most of these buildings are in a sound and serviceable condition and there are no serious issues that signal the need for extensive renewal work. The Leeston Library / Medical was excluded from assessment as the intent is to build a new facility in 2024.

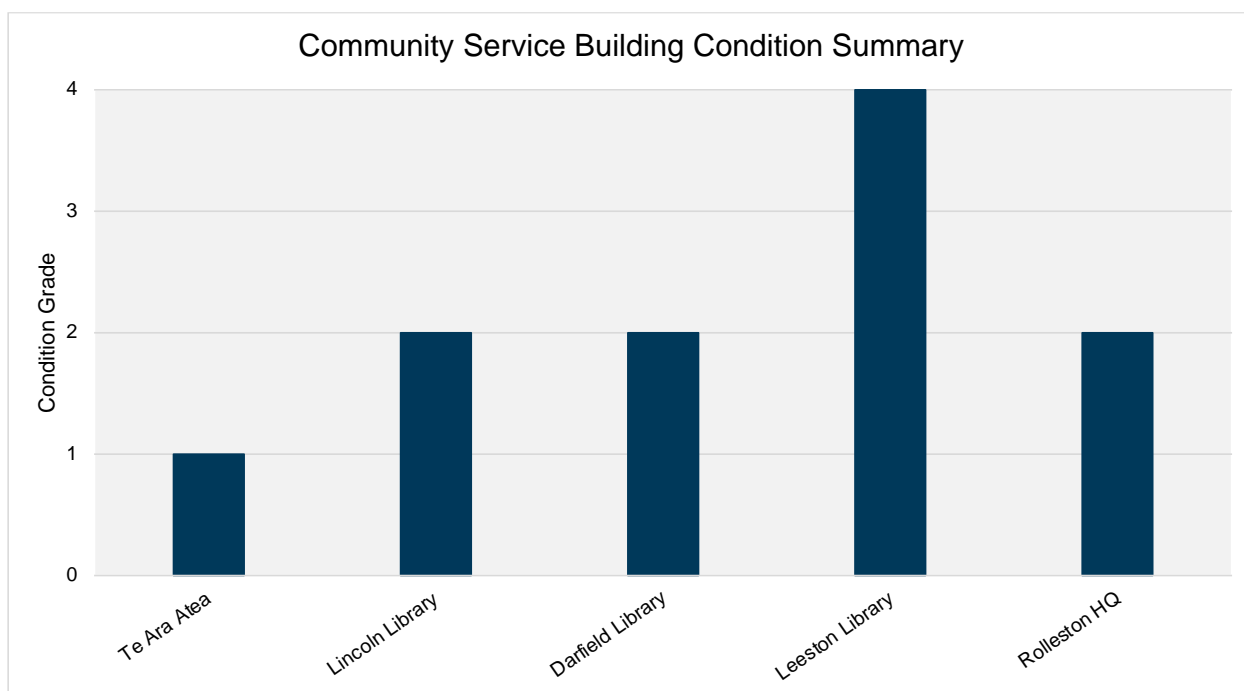


Figure 13- 5: Library & Service Centre Buildings Condition Summary

Property Miscellaneous Buildings

The graph shows that these properties are in a reasonable condition with most in overall 'good' condition.

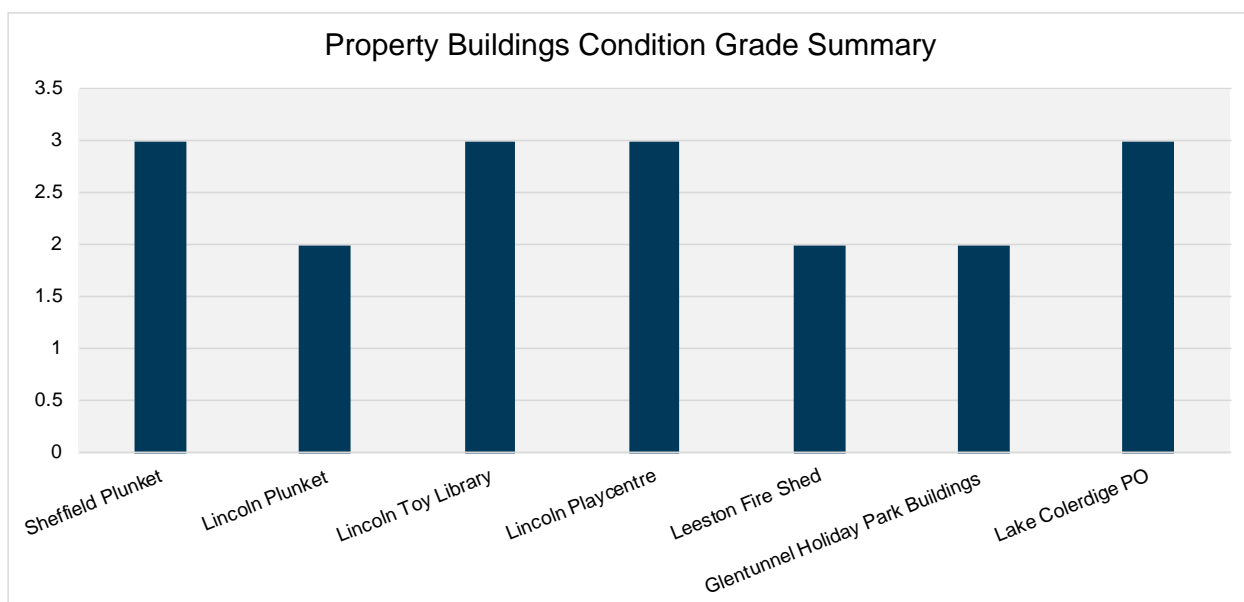


Figure 13-6: Miscellaneous Buildings Condition Summary

Property and Buildings Car Parks

A separate condition assessment was undertaken to determine the condition of the car parks that service the property and buildings. This is used to calculate future sealing and reconstruction works as well as identifying any repairs needed to maintain these assets to a serviceable standard. The results of this assessment are depicted in the graph below. The “very poor” grade relates to Leeston Library / Medical Centre which will be addressed when the new library is constructed.

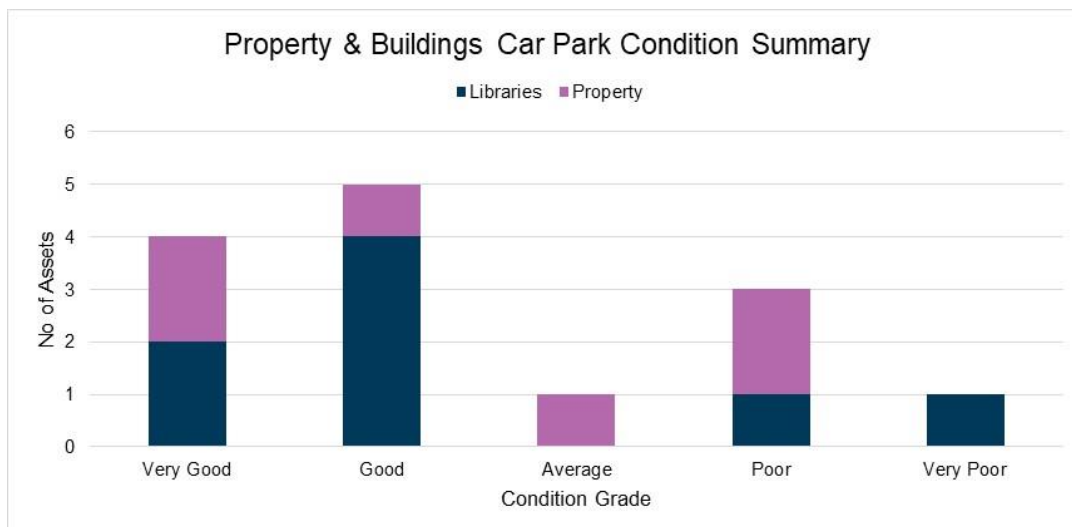


Figure 13-7: Property & Buildings Car Park Condition Summary

13.6.4 Asset Reliability

Asset performance for the property and buildings portfolio has not been formally assessed. Building reports have been prepared for a number of the key buildings that provide information on performance issues. Observing maintenance history on each site indicates that these assets generally fulfil their functions adequately to an acceptable standard. By examining maintenance records over the last three years and from building reports prepared, a number of issues relating to performance have been identified. These are recorded in the table below.

Building	Performance Issue	Proposed Action (5 years)
Darfield Library & Service Centre	The tray roof and storm water system has periodically malfunctioned. This has resulted in minor internal damage from water intrusion.	<ul style="list-style-type: none"> Regular maintenance programme to clear gutter & spouting Roof repairs and repainting completed in 2020/21 with renewal planned for 2030/31 Earthquake strengthening completed in 2016/17
Leeston Library, Service Centre & Medical Centre	Roof leaking and water intrusion Earthquake prone Major assets at end of life (Hevac, auto doors)	<ul style="list-style-type: none"> Construction of purpose built library in 2024-2026
Lincoln Library	Exterior coating corrosion and possible weld corrosion	<ul style="list-style-type: none"> Exterior corrosion investigation and repairs 2024
Selwyn District Council HQ	Ornamental ponds require relining to prevent water ingress	<ul style="list-style-type: none"> Relining of ponds 2024

Table 13-15: Property & Buildings Asset Performance Issues

13.6.5 Operations and Maintenance

Maintenance for properties and buildings has, in the past, primarily been undertaken on a reactive basis in response to a particular issue that has arisen or identified through inspections. Operations such as cleaning have been based on individual arrangements to suit specific situations. This is, in part, due to the dispersed location of the property assets. The future strategy is to develop a more planned approach and to undertake regular property inspections via the assigned facility/building manager.

Day to day Operations

The day to day operations of libraries/service centres is delivered by the Arts, Culture, Lifelong Learning Team within the CSF Group. The ACLL Team comprises approximately 55 people across Selwyn District delivering a 6 day per-week service at the Darfield and Leeston Library/ Service Centres and a 7 day per-week service at the Lincoln Library/ Service Centre and Te Ara Ātea.

Services offered for these visitors include but are not limited to;

- physical collection lending;
- lifelong learning programmes and workshops;
- work and study space;
- bookable rooms;
- Wi-Fi and computer access;
- digital technology support including digital literacy;
- information enquiries;
- heritage, arts, and community exhibitions;
- Council payments and services,
- and Heartlands central government services.
- In addition to these physical services, ACLL offers digital access to services such as our digital library via the Selwyn Libraries website including electronic resources; Kā Kōrero o Waikirikiri Selwyn Stories digital heritage repository; and the Selwyn Libraries and Township Trails apps.

Facilities Maintenance and Reserves Maintenance Operations.

Where a property is directly managed by Council the maintenance of grounds assets is managed by the Reserves Operations Team within the Property and Infrastructure Group. The bulk of the maintenance work including litter collection, mowing, gardening, tree maintenance, and asset repairs is carried out via the C1419 Parks and Reserves Operations and Maintenance contract.

Maintenance of facilities assets (fixed) and associated contracts such as cleaning, pest control, sanitary services, alarm monitoring and security patrol is managed by the Facilities Management Team within the Property and Infrastructure Group. This is a newly established team, after the Council restructuring in 2023, and their focus will be as follows:

Three categories of maintenance are performed on property and building assets and these are outlined below.

Reactive Maintenance – Repair of assets required to correct faults identified via service request / log a job. Council Facilities Management staff arrange for the work to be undertaken using a panel of preferred contractors. Work is prioritised depending on the urgency. All contractors are required to be Health and Safety compliant / Site Wise approved before being engaged.

Reactive maintenance required on leased properties is arranged by the lessee. Similarly with heritage buildings the management committee/group will directly organise work but this may be paid from the budget allocated by Council.

Routine Maintenance - Routine maintenance relates to regular works required to keep the facility serviceable and predominantly covers cleaning and caretaking services. Depending on the location and usage of the facility these services are undertaken by a cleaning contractor (under a contract agreement) or by a local caretaker or a specialist contractor (e.g. building wash downs and gutter cleaning).

Planned Maintenance - Also defined as preventative or programmed maintenance. Typical work includes repainting of external surfaces, repainting and redecoration of interiors, minor repairs and replacement of building components that are failing or will fail but do not require immediate repair.

The programme and priority for work is based on condition inspections and reporting to monitor asset condition, identify emerging risks, and identify the need for maintenance and repair work, both current and predicted future failure.

Undertaking the condition survey and developing the building maintenance plan is the responsibility of the Strategic Team within the Property Group. The planned maintenance programme will be regularly reviewed and updated at least every three years based on condition inspections, maintenance trends and risks. The Facilities Management Team will generally arrange planned maintenance work and will co-ordinate this with the facility managers. Lessees are responsible for arranging and meeting the costs of planned maintenance works.

Planned maintenance works for heritage buildings are generally organised by Council staff in consultation with the management committee/group. A schedule of planned maintenance work has been prepared based on condition information.

Inspection and Reporting

An inspection and reporting programme is a critical aspect of ensuring that managers are aware of the condition of assets and services that are provided to the required standard on a reliable basis.

Five general categories of inspection and reporting apply to properties and buildings:

1. Routine service inspections and reporting by cleaning contractors;
2. Regular (six-monthly) inspections of leased properties;
3. Independent audit and inspection of grounds maintenance as part of Contract No. 1419
4. Formal periodic building condition inspections and report;
5. Building Warrant of Fitness and compliance inspections.

Service inspections are undertaken by the cleaning contractor as part of the cleaning service to identify any immediate issues that require rectification.

Annual inspections of leased properties have not been formally undertaken to date but it is planned to initiate this process from 2024/25 as part of developing new contracts for maintenance and operational work.

Independent Audits are carried on sites that are maintenance under C1419 and include property and building sites. Results of the audits record any aspects that have failed to meet specification requirements and will be addressed via the contractor. These audits are formally reported to Council as part of the contract performance KPI's.

The formal periodic condition inspections are planned to be undertaken every three years by qualified personnel with expertise in building structures and maintenance, the development of long term maintenance programmes and an understanding of building service and quality requirements.

For buildings requiring a Building Warrant of Fitness (those with compliance schedules) an independent contractor is engaged to undertake the necessary inspections and ensure the building is compliant. This is monitored by an assigned Council Facilities Officer. The provider undertakes the following:

- Monthly defect report
- Annual IQP inspection, annual report, issue of BWOFF certificates
- Annual test of Backflow preventers
- Annual audit of Air conditioning service records
- Annual inspection of Electromagnetic Auto doors
- Annual audit and inspection of Audio Loops

- Liaise with contractors to audit records and obtain necessary IQP documentation and 12A certificates for the annual report.
- Supply a copy of the building warrant of fitness to the Selwyn District Council
- Supply a logbook for the site for the inspection records
- BWOFF certificate renewal notices

Operations and Maintenance Issues Identified

Specific maintenance and operating issues that have been defined and the Council's management response is set out in the following table.

Issue	SDC Response	Timing
The previous reactive only approach to maintenance has led to a deterioration of some assets	<ul style="list-style-type: none"> Undertake catch up maintenance on buildings Implement a planned maintenance programme for the future based on condition reporting Undertake regular building wash downs to extend external finish lives Carry out regular property inspections to identify maintenance requirements Develop contract specification for building maintenance services for all buildings directly managed by SDC and engage a contractor 	<p>On-going as per plan</p> <p>Planned maintenance programme in place for some buildings In place from 2024</p> <p>To be developed in 2024</p> <p>New facility team in place, work programme 2024</p>
No system in place to manage trend analysis for facility system and assets that cannot be assessed for renewal based on condition	<ul style="list-style-type: none"> Decide on best system to use to enable trend and costs analysis for facility assets specifically systems (e.g. Hevac, Fire) and assets (e.g. lifts, pumps) that cannot have their renewal planned based on condition Develop a tasking system for Buildings 	<p>Project Scoped 2023</p> <p>Ongoing from 2024</p>
Ensuring lessees are meeting their maintenance obligations in accordance with lease agreements	<ul style="list-style-type: none"> Commence a formal inspection programmes on a regular basis Review Leases (particularly commercial) to ensure they clearly state which party is responsible for maintenance and renewals. 	<p>As part of lease management when flagged in system</p> <p>From 2024</p>
New facilities coming on line with defects and maintenance issues that Council have to rectify	<ul style="list-style-type: none"> Develop handover and defects management process Implement SDC Standard Facility Specification (Draft) 	<p>PMO office developed 2023/24</p> <p>From 2024</p>
No system for recording and easily accessing as built and warranty information	<ul style="list-style-type: none"> Develop system for managing warranty and maintenance requirements Ensure new builds have warranty and O&M Manual information provided 	<p>To be developed as part of project and facilities system from 2024</p>
Rapid obsolescence of some assets e.g. light fittings requiring early renewal of entire assets	<ul style="list-style-type: none"> Check procurement processes include confirmation of life/supply. Monitor asset types that are not meeting estimated life expectancy. 	<p>Ongoing</p>

Table 13-16: Property & Buildings Operations & Maintenance Issues

Deferred Maintenance

It is likely that maintenance works will be deferred on buildings where disposal or major refurbishment is imminent. Only work necessary for health and safety purposes, to maintain the serviceability of the building and to prevent further deterioration will generally be carried out. This includes the following buildings:

- Leeston Library and Medical Centre

Historical Operations and Maintenance Costs

A summary of historical operations and maintenance costs for Council owned buildings over the previous three years is presented in the graph below. This information shows that maintenance and operations costs have tended to trend upwards in last few years. This is mainly attributable to more scheduled maintenance work being undertaken and the cost of operating larger building areas. The 2022/23 has decreased due to the new facility Te Ara Ātea being constructed.

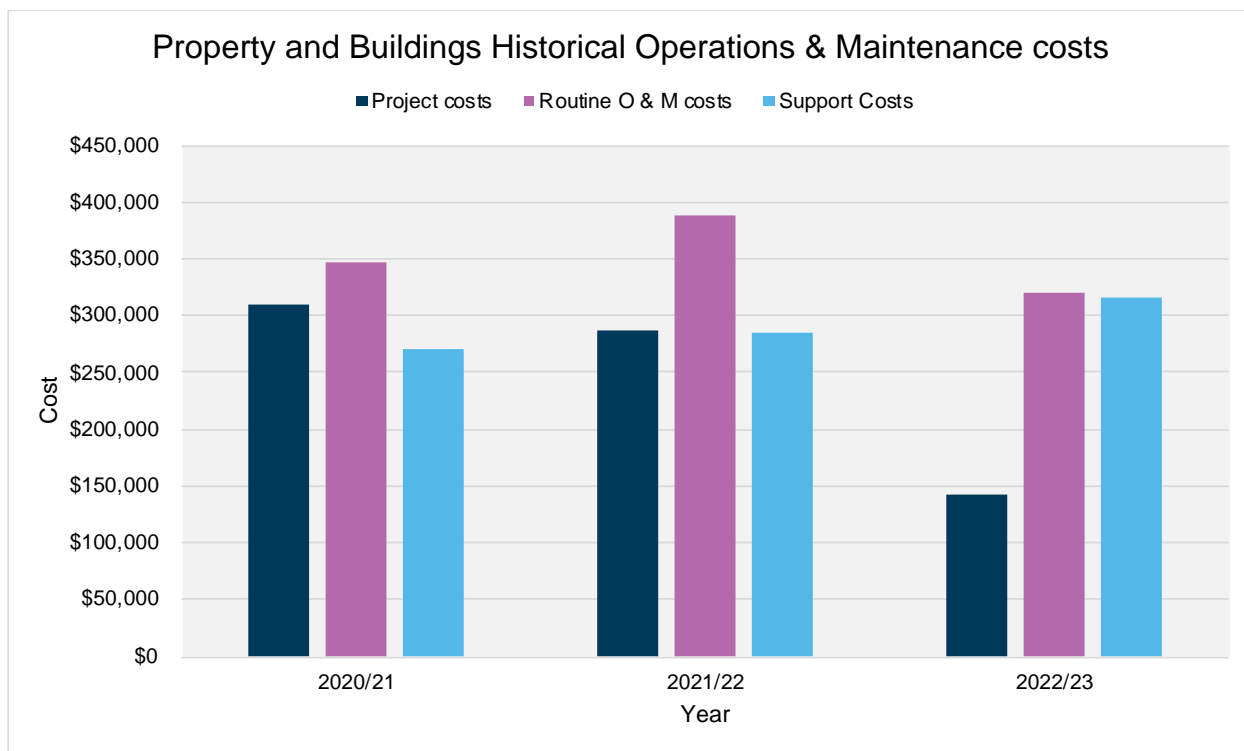


Figure 13-8: Property & Buildings Historical O & M Costs

Forecast Operations and Maintenance Programme

Future operations and maintenance cost projections for the 10 year planning period are summarised in the table below. A further breakdown can be found in annex 13B. The costs shown assume no change in the method of service delivery and take no account of inflation. They are based on an analysis of historical costs, current contract rates and estimated costs for maintaining and operating new or upgraded assets resulting from future capital programmes. The forecast also incorporates costs associated with addressing operations and maintenance issues identified in this plan.

Detailed cost estimates are prepared for each building/property taking into consideration specific asset and operational requirements. Scheduled maintenance work is also included that provides for works necessary to extend the life and serviceability of assets and manage them in a sustainable manner.

Note that the operations and maintenance plan assumes that some buildings e.g. Leeston Library and Medical Centre will be replaced during this period. Te Ara Ātea as the districts Civic building will have a higher operational maintenance budget due to its use, and to meet its level of service requirements.

Operations and Maintenance	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
O & M	1,465,585	1,462,677	1,459,877	1,432,877	1,376,210	1,262,877	1,262,877	1,262,877	1,262,877	1,262,877
Support Costs	86,618	89,244	89,888	88,678	88,602	89,047	88,513	88,555	88,371	87,894
Opex Projects	578,301	302,033	235,041	38,300	143,385	86,028	60,703	177,836	258,064	159,591
Total O & M expenditure	2,130,504	1,853,954	1,784,806	1,559,855	1,608,197	1,437,952	1,412,093	1,529,268	1,609,312	1,510,362

13.6.6 Asset Renewal

Identification of Renewals

The identification of renewal works for properties and buildings has been largely based on a detailed condition assessment undertaken in 2020. This exercise also identified remaining useful life (RUL) to component level for all assets. Information was aggregated to provide an overall condition assessment for each building. In addition to this a number of factors were used to develop a forecast renewal programme:

- Age profile
- On-going maintenance requirements and costs (economics)
- Overall condition
- Performance issues identified
- Capacity issues
- Continued district benefit (obsolescence)
- Risks
- Criticality of building
- Maintaining serviceability
- Bundling like works for efficiency
- Building use (e.g. storage shed vs service centre)

The general tactics applied in managing renewal of building assets is to continue to replace asset components and undertake maintenance and refurbishment work to keep the building serviceable and extend its life. Renewal of components will also be carried out where there is a technical requirement to replace the asset and/or where performance is adversely affected. A “poor” condition grade (below 3) is used as a trigger for action as well as considering the factors listed above. This enables assets to be renewed prior to imminent failure and reduces the likelihood of increasing maintenance costs and safety issues.

Through this LTP process for all buildings all operational projects such as internal painting/external painting/floor staining/sealing were rolled into a single standard code Building Cyclical Maintenance which gives some flexibility in spending funds when it comes time to do the jobs (but is based on the condition assessments and indications of when painting was due).

The same approach was also carried out for capital projects. For example HEVAC Renewals, Security System Renewals, Roof Renewal and Building Fitout Renewals. The intent was to smooth the renewals into more substantial work packages that would provide operational and cost efficiencies and lower the impact on building utilisation as little as possible. The work packages were of substantial amounts to allow for refurbishments rather than piecemeal replacement, and some flexibility if condition deteriorates or an item fails.

Where safety or building functionality is not a significant concern some renewal work will be deferred beyond the identified renewal timing to “smooth” expenditure peaks.

The trigger for total facility building renewal is where imminent failure of the structure is evident through condition reports. Total renewal will also be considered when the facility has reached a state where it is no longer economic to continue rehabilitation work or where the building can no longer fulfil its function adequately.

Asset Coverage

All building components are included in capital renewal programmes. Replacement of minor fittings will generally be undertaken as part of reactive works or routine maintenance programmes. Renewal of asset components may occur as part of building improvement programmes where it is more efficient to renew at that time.

Renewal Forecast

Renewal forecasting based on the approach outlined above for the various asset components comprising properties and buildings has been carried out for a 10 year horizon and is presented in the following graph. As new buildings are constructed as planned it is intended to prepare a longer term renewal forecast for these assets.

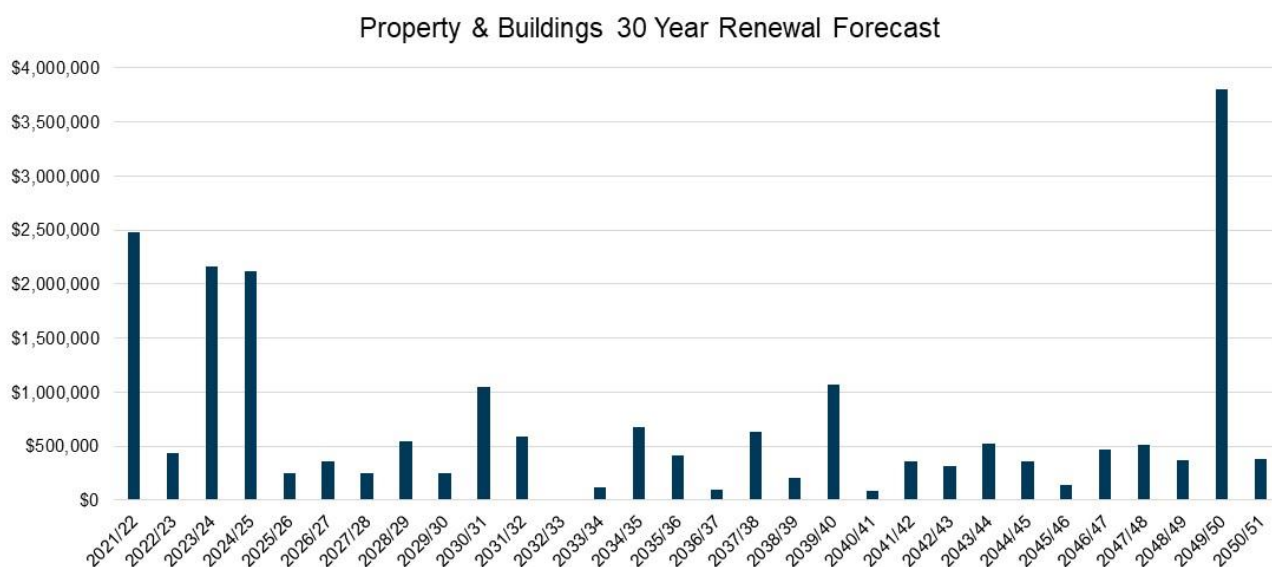


Figure 13-9 : Property & Buildings 30 Year Renewal Forecast

Renewal Cost Projections

Planned renewal requirements for the next 10 years are scheduled in Table 13- below, which identifies estimated costs for works. More details on actual renewal projects are available in the Appendices. The renewal expenditure programme reflects both the ageing of some buildings (depots) and the planned improvements and new buildings that will mean building assets will be in new or as new condition.

Property and Buildings Project										
Facility	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Renewals	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Property and Buildings	16,200	33,454	12,000	9,000	9,000	12,000	13,912	23,400	12,000	9,000
Council HQ	150,000	42,656	118,480	57,000	353,964	32,000	105,720	72,000	72,000	72,000
Darfield Library Building	54,500	-	40,000	25,000	110,000	-	199,515	87,480	77,000	-
Whatu Rau	666,297	3,997,779	1,998,890	-	-	-	-	-	-	-
Leeston Library & Medical Centre	115,000.00	-	-	-	-	-	-	-	-	-
Lincoln Library Building	627,000	-	70,000	-	6,535	15,000	6,000	75,500	-	-
Rolleston Library Building	-	-	50,000	-	-	26,000	120,880	-	300,000	-
Total	1,628,997	4,073,889	2,289,370	91,000	479,499	85,000	446,027	258,380	461,000	81,000

Table 13-17: Property & Buildings Renewal Cost Projections

Depreciation

Buildings are depreciated on a straight line basis. Depreciation is calculated on the key components based on standard useful lives. These are building structure/envelope, building fit-out, building services. The Council's current policy is to fund depreciation on library and service centre buildings. Generally investment properties and heritage buildings are not depreciated.

Forecast depreciation requirements for property & buildings over the next 10 years are identified in Figure 13- 9 below, based on the current valuation and projected capital programmes. The anticipated increase in depreciation requirements is mainly attributable to new buildings commissioned during the planning period Rolleston HQ extension, storage facility and Whata Rau

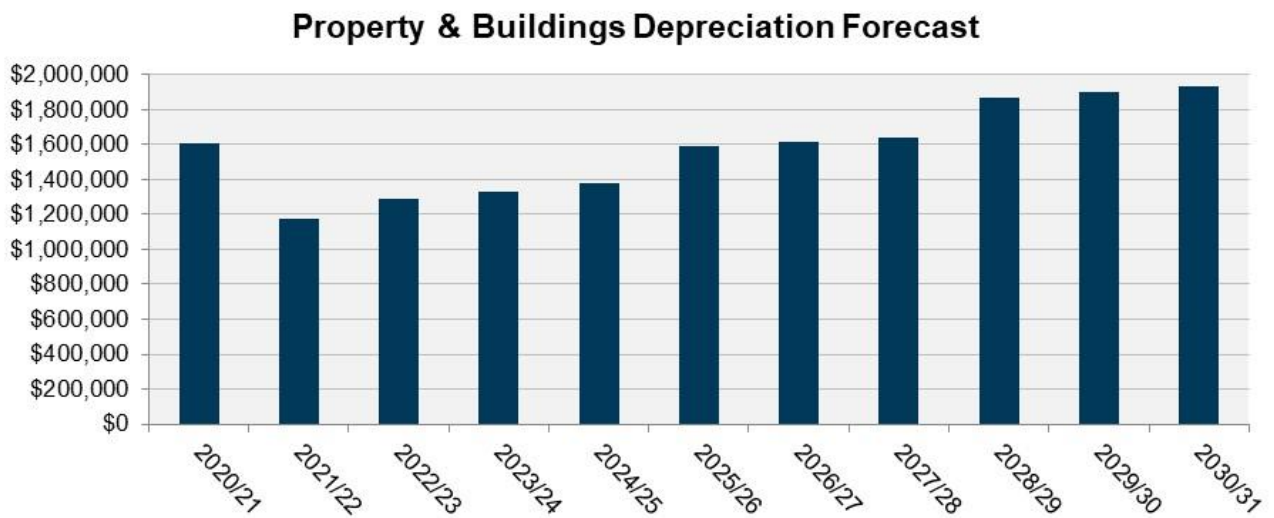


Figure 13-10: Property & Buildings 10 Year Depreciation Forecast

13.6.7 New Asset Requirements

As indicated in the Growth and Demand section there will be a requirement for Council to respond to continued growth of the district population and demands for improved community facilities to support service delivery. In some instances it will be appropriate for Council to construct new facilities or extend and/or refurbish existing buildings.

New capital assets may be required in response to the following:

- Addressing performance gaps in the current levels of service
- Providing for the development of additional facilities to meet demand
- Meeting increases in levels of service
- Providing new technologies or innovations to improve efficiency/sustainability

Key new capital requirements relating to property & building assets are set out in Table 13-18 below.

New Assets Driver	SDC New Asset Requirements	Estimated Quantity	Timing
Increased LOS	Property purchase to meet strategic needs	\$750,000 per year (provisional sum for strategic purchases)	2027-2033
	Darfield and Lincoln Library Solar Panel Installations	Solar Panels at each building	2027 - 2028
	District Wide Council Facilities security improvements	Continuing operational security programme	2024 - 2033
	Rolleston HQ Bi cultural improvements	Upgrade to Council Chambers and entrance	2024
Growth and Demand	Rolleston HQ Extension	Construction of new pod	2024/25
	Whata Rau	Construction of new facility	2024-2026

Table 13-18: Property & Buildings New Assets Requirements

As well as the properties planned for extension or development there may be opportunities that arise during the planning period to acquire land or buildings that will meet future needs not yet identified. It is therefore prudent to ensure sufficient funds are available for acquisition when opportunities are presented. To this end a budget of \$750,000 is provided in each year from 2024 to enable opportunistic land/property purchases to be achieved.

Prioritisation and Timing

The timing of new capital works has been determined on the basis of existing demand pressures and the predicted growth and demand thresholds that will trigger the need for additional assets. Information from work already undertaken such as the Community Centres, Halls and Libraries Network Plan has also been used to gauge timing and prioritisation of works. The Leeston Library and Medical Centre renewal has been given priority of renewal as the costs to strengthen and repair these buildings are significant and would be better invested in purposed built facilities.

In some cases work timing is influenced by other contributing factors such as adjacent commercial development.

The prioritisation process used the following criteria:

- Priorities defined in strategic plans
- The condition and functionality of existing buildings
- Availability of suitable buildings for re-use
- Commercial factors (e.g. demand from lessees)
- Opportunity for service co-location
- Performance and utilisation assessments
- Timing of renewal or upgrading work
- Funding availability and community affordability
- Risk factors
- Selection and Design

Selection and Design

A new programme and performance team has been established at Council and they are reviewing and implementing robust project and procurement processes.

Post implementation reviews have been completed across the organisation on design, construction and hand over of the new facilities; Selwyn Sports Centre and Te Ara Ātea. The opportunities identified within these reviews have been adopted into Council processes and procedures to ensure the successful implementation of future projects including:

- Clear project briefs with input from key stakeholders externally and across the organisation which consider service, functionality, price, availability, reliability, aesthetics, safety, robustness and lifecycle requirements are considered.
- An operating model was developed for Whata Rau and Waihora Whata Rau to understand the whole of life asset costs and operational requirements.
- Inclusion of green building principles to align with zero carbon targets, optimising energy efficiency opportunities and consideration of climate change adaption.

To date the Council generally engages the services of professional architects to prepare designs for new buildings, however in consideration of asset life cycle costs and sustainability an SDC Standard for Facility Design is currently being drafted which will include Property and Building designs.

Forecast New Capital Assets Costs

A number of new capital works are planned over the 10 year planning period. These capital projects will allow Council to continue to provide services to the desired standards and to meet the needs of additional capacity requirements that are forecast to occur. These projects are listed in Table 13-22 below.

Property and Buildings Project Summary											
Facility	Project Description	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
New Capital - Improved LOS		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Property and buildings	Strategic Land Purchases	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000	750,000
Property and buildings	Security Improvements opsec	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Property and buildings	District Bike EV Stations	-	50,000	50,000	50,000	-	-	-	-	-	-
Property and buildings	SDC Storage Facility	-	-	-	-	130,000	2,563,500	-	-	-	-
Property and buildings	Energy Initiative	-	-	-	64,855	64,855	64,855	64,855	64,855	64,855	64,855
Property and buildings	Climate Change Adaptation Programme	-	-	-	-	194,000	194,000	194,000	194,000	194,000	194,000
Glen Tunnel Holiday Park	Unmanned Campground	-	-	75,000	-	-	-	-	-	-	-
Council HQ	Council Chamber and Entrance Upgrade	250,000	-	-	-	-	-	-	-	-	-
Darfield Library Building	Landscape Improvements	-	-	-	100,000	-	-	-	-	-	-
Darfield Library Building	Solar Panels	-	-	-	-	15,000	-	-	-	-	-
Lincoln Library Building	Solar Panels	-	-	-	15,000	-	-	-	-	-	-
Rolleston Library Building	New Lighting	18,000	-	-	-	-	-	-	-	-	-
Total - Improved LOS		1,033,000	815,000	890,000	994,855	1,168,855	3,587,355	1,023,855	1,023,855	1,023,855	1,023,855
New Capital - Growth											
Council HQ	Extend Car Compound	500,000	-	-	-	-	-	-	-	-	-
Council HQ	Pod / Meeting Space Extension	500,000	2,500,000	-	-	-	-	-	-	-	-
Total - Growth		1,000,000	2,500,000	-	-	-	-	-	-	-	-

Table 13-19: Property & Buildings New Assets - Forecast Costs

13.6.8 Disposal Plan

The Council intends to dispose of property assets that are no longer required for their intended purpose and has undertaken a review of all properties to ascertain those that are surplus to requirements.

In 2007 the Council received a report on “Surplus Council Properties” and resolved to continue to investigate the sale of land no longer required by Council. The Council needs to be sure that a short-sighted approach is not adopted whereby longer term strategic opportunities are lost for short term financial gain. This particularly needs to be emphasised in the context of demands for land resources. A formal strategy will be developed in the future to guide the disposal process.

When properties are identified for disposal best practice procedures are followed as recommended by SOLGM in the property sales, acquisitions and leases document. This includes compliance with Council’s memorandum of understanding with Ngai Tahu (which aligns with the Ngai Tahu Claims Settlement Act 1998) and the agreed process for land disposal.

The following table sets out properties that may be sold during this period and the estimated potential gross revenue that will accrue from sales. In some cases decisions on disposal are yet to be finalised.

Property	Estimated Sale Price	Net Gain on Sale	Timing
Total			

Table 13-20: Property & Buildings Disposal Schedule

13.6.9 Sustainable Management

As described in Chapter 17, Council has made a decision to integrate more sustainable management approaches into the way it works, manages assets and delivers services. It is intended to incrementally introduce sustainable practice where this can be readily achieved as well as incorporating sustainability into decision-making processes.

Approaches to be considered in relation to properties and buildings include the following:

Wellbeing	Sustainable Approach
Environmental	Installation and management of effluent discharge systems that provide good environmental outcomes.
Environmental	Use and selection of materials and products where sustainability is given significant weight in decision-making.
Environmental	Consideration of sustainable initiatives for buildings provided they are economic. This could include reuse of water, passive heating to reduce energy costs, environmental management systems.
Environmental	Landscape designs for grounds that require minimum maintenance inputs.
Social	Co-location of services within buildings to provide easy access for the public and enhance community connections.
Social	Continue to provide and plan for future provision of buildings to support service delivery functions in an equitable manner for both current and future district residents.
Economic	Design for building robustness and utilisation of long lasting materials.
Economic	Design buildings for ease of maintenance and cleaning.
Economic	Future proof buildings to enable easy extension or to take account of future space requirements.
Economic	Develop layouts and designs that provide for more efficient use of space.
Economic	Convert, extend or refurbish existing buildings where this is economically viable.
Economic	Site civic buildings in commercial precincts to support local businesses.
Cultural	Ensuring heritage features are preserved to provide on-going representation of the social and cultural history of the district.

Table 13-21: Property & Buildings Sustainable Management

13.6.10 Risk Management

A risk assessment has been undertaken for property and building assets and this process has identified a number of key risks. Mitigation and action measures to address risks have also been determined. Risk has been considered in the development and prioritisation of forward capital programmes. Risk mitigation measures have been built into maintenance practices and inspections as required.

Property and building assets have been assessed in terms of criticality (assets which have a high consequence of failure). The Council Headquarters has been identified as a critical asset as these are required to support staff and contractors in delivering essential services to the district community. The Council headquarters also acts as the emergency operations centre for disaster and civil defence management (IL4).

Climate change adaptation is a key focus of this plan. Funds are included in the first three years of the plan, to carry out assessments in determining climate change impacts and develop an adaptation programme. Further funds are allocated for the delivery of the adaptation programme.

	Type	Year	Amount
Develop Climate Change Adaptation Programme	Opex	2024 - 2026	\$97K
Implement Climate Change Adaptation Programme	Capital	2027 - 2033	\$1.164M

A comprehensive risk assessment and further information on risk management is contained in Section 6 of this plan.

13.7 Financial Programmes Summary

This section provides a summary of historical financial variances and the financial forecasts for the property and buildings activity over the 10 year planning horizon. Additional detail on financial forecasts and projects is contained in Annex 13A and 13B.

13.7.1 Historical Financial Performance

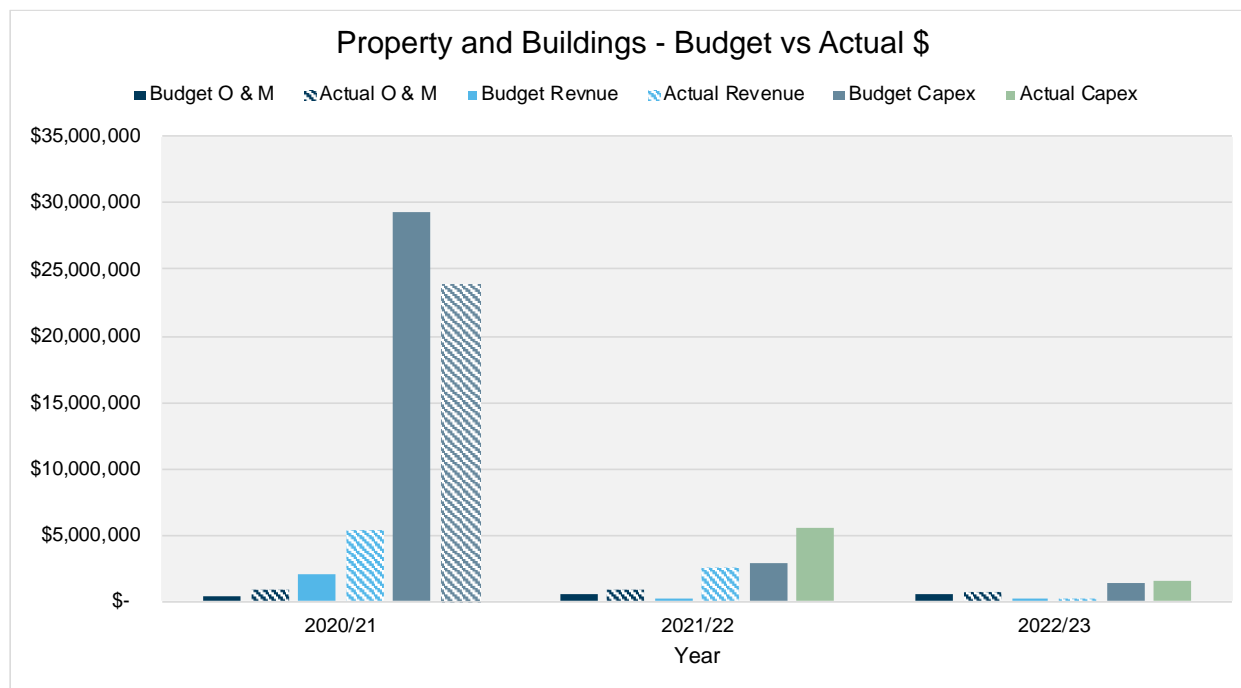


Figure 13-11: Property & Buildings Historical Variances between Budget and Actual Spend

The graph shown in Figure 13-11 shows the variances between Property and Buildings, operations, revenue and capital budgets and actual spends for the past three years.

13.7.2 Operations and Capital

Internal charges for managing the library buildings have been included in the operational expenditure represented in Table 13-22 below.

Financial Summary	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Operating	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Operating Revenue	611,215	611,215	611,215	570,392	570,392	570,392	569,223	511,950	511,950	511,950
Total Opex	2,130,504	1,853,954	1,784,806	1,559,855	1,608,197	1,437,952	1,412,093	1,529,268	1,609,312	1,510,362
Depreciation	0	0	0	0	0	0	0	0	0	0
Operating Surplus/Deficit	-1,519,289	-1,242,739	-1,173,591	-989,463	-1,037,805	-867,560	-842,870	-1,017,318	-1,097,362	-998,412
Capital	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital Renewals	1,628,997	4,073,889	2,289,370	91,000	479,499	85,000	446,027	258,380	461,000	81,000
New Capital - Improved LOS	1,033,000	815,000	890,000	994,855	1,168,855	3,587,355	1,023,855	1,023,855	1,023,855	1,023,855
New Capital - Growth	1,000,000	2,500,000	-	-	-	-	-	-	-	-
Total Capex	3,661,997	7,388,889	3,179,370	1,085,855	1,648,354	3,672,355	1,469,882	1,282,235	1,484,855	1,104,855

Table 13-22: Property & Buildings Financial Summary

The graph below sets out the summary forecast for total expenditure (operations and capital) for the 10 year planning period.

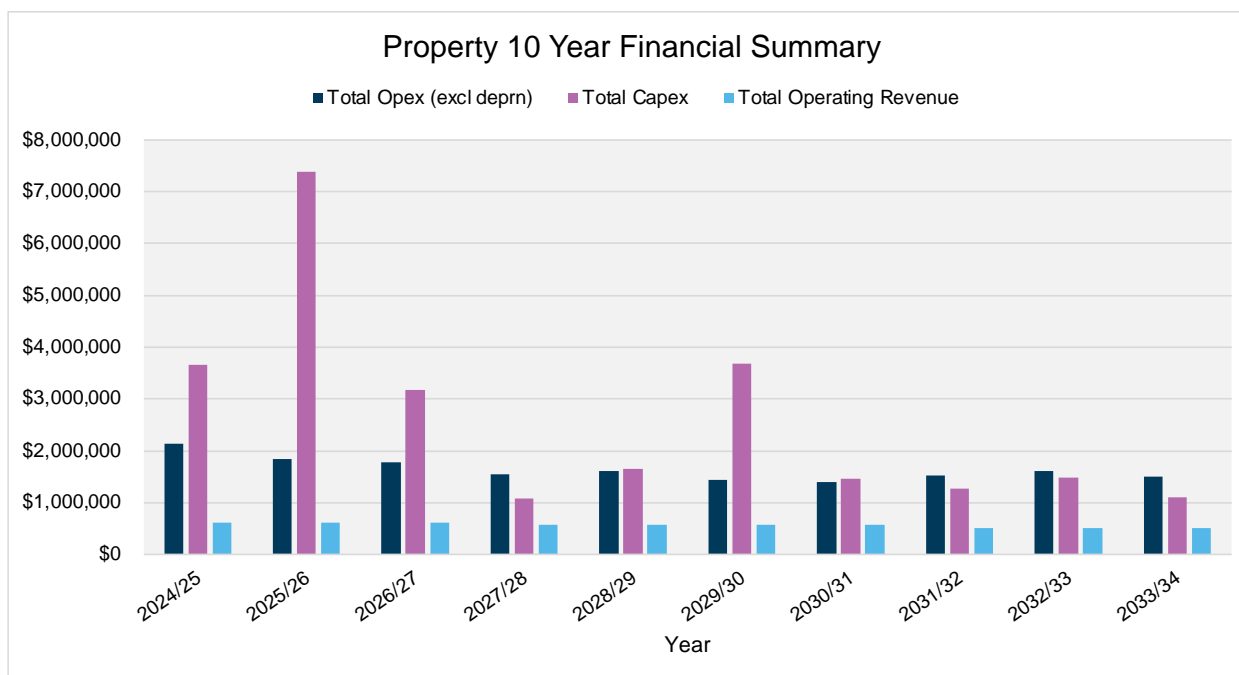


Figure 13-12: Property & Buildings 10 Year Expenditure Summary

Property and Buildings Key Projects and Programmes

The table below summaries the key projects and programmes scheduled for completion during the forward 10 year planning period.

Location / Facility	Project Description	Timing	\$	Comment
Leeston Library & Medical Centre	Whata Rau Combined Library / CC	2024-2026	6.663M	Design, construction and fit out of new library facility
Darfield Library	New Roof and Man safe	2030	0.15m	Roof replacement and safety upgrades
Lincoln Library	Exterior repairs	2024	\$500K	Repair of exterior corrosion
District Wide	Strategic Purchases	Per year	750K	Contingent amount for opportunistic purchases in line with Council strategy.
SDC HQ	New Pod Extension	2024-2025	\$3M	To construct a new pod (and remove the portacom),
SDC HQ	Car Compound Extension	2024	\$500K	Extend Car Compound, Increase Carpark, Install EV charging stations
SDC HQ	Chambers and Entrance Upgrade	2024	\$250K	Bicultural improvements and inclusion of Po at entrance
District Wide	Storage Facility	2028 - 2030	\$2.69M	Purpose built storage facility for Council activities in Rolleston
District Wide	Total Property Renewals	2024 - 2033	\$2.72M	Total renewals over 10 year period
District Wide	Total Property Maintenance	2024 - 2033	\$1M	Total maintenance requirements over 10 years
District Wide	Energy Efficiency Improvements	2024 – 2033	\$454K	Delivery of identified energy efficiency improvements

District Wide	Climate Change Adaption	2025 -2033	\$1.16M	Delivery of climate change adaptation projects
District Wide	District Bike Electric Charging stations	2025 – 2027	\$150K	Provision of bike electric charging stations where not provided by power companies

Table 13-23: Property & Buildings Key Projects and Programme

13.7.3 Funding

The general approach to funding property and buildings is set out below:

The library targeted rate for 2024-33 has been set at \$258 (including GST) per rating unit and increases over the 10 year planning horizon in line with renewal programme, major upgrades and proposed new facilities being constructed.

Year	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Rate	\$258	\$259	\$259	\$259	\$259	\$259	\$258	\$256	\$253	\$250

Table 13-26: Library Targeted Rate Value

The Finance and Revenue Policy relating to Community Centres and Halls (as described in the Long Term Plan) states that costs will be funded as follows:

Community Service Buildings (Services Centres, Council Offices) Operating Expenses (excluding depreciation) – Funded from General Funds in recognition of the wider community benefits provided by these facilities. Accommodation costs are recovered through internal charges.

Community Service Buildings (Services Centres, Council Offices) Capital Expenses – Funded from General Funds in recognition of the wider community benefits provided by these facilities and other revenues.

Libraries Building Operating Expenses (excluding depreciation) – Internal recovery from the Libraries Account. Council levies a uniform targeted library rate and charges fees where appropriate to recover the costs of this service.

Libraries Building Capital Expenses – Funded from a uniform targeted library rate. Where new buildings are constructed the cost will be funded by loan and repaid via the libraries rate. The library service must fund the on-going depreciation expense via targeted rates and user charges which over time will provide the capital funds to replace and enhance buildings without requiring a call on general reserves. A new community infrastructure development contribution has been proposed for this LTP and can be applied to this area for new builds and upgrades where; these are required as a direct consequence of growth

Heritage Building Operating Expenses (excluding depreciation) – Basic maintenance expenses funded from general rates. The apportionment of general rates recognises the wider benefits in preserving the district's heritage features.

Heritage Building Capital Expenses – Funded from General Funds, special accounts (where available), grants, loans or external revenues secured by management committees.

Proposed indicative funding plans for each of the major projects is shown below:

Location / Facility	Capex \$	Community Infrastructure DC	External Grants	Donations & fund raising	Other sources	Loan for Balance
Leeston Whata Rau (Library Component)	\$6.663M	19.5%	0	0	0	80.5%

Table 13-27: Indicative Funding Plans for Major Property and Building Projects.

Annex 13A

Property & Buildings 10 Year Financial Forecast

Property & Buildings 10 Year Financial Forecast

Property 10 Year Financial Forecast												
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
	2023/24	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034	10 Yr Total
Operating Revenue												
Operating Revenue	3,049,053	611,215	611,215	611,215	570,392	570,392	570,392	569,223	511,950	511,950	511,950	8,698,947
Total Operating Revenue	3,049,053	611,215	611,215	611,215	570,392	570,392	570,392	569,223	511,950	511,950	511,950	8,698,947
Opex												
Staff Costs	0	0	0	0	0	0	0	0	0	0	0	0
Other Operating Expenditure												
Routine Maintenance & Operations	868,781	1,465,585	1,462,677	1,459,877	1,432,877	1,376,210	1,262,877	1,262,877	1,262,877	1,262,877	1,262,877	14,380,392
Total Other Operating Expenditure	868,781	1,465,585	1,462,677	1,459,877	1,432,877	1,376,210	1,262,877	1,262,877	1,262,877	1,262,877	1,262,877	14,380,392
Support Costs	280,282	86,618	89,244	89,888	88,678	88,602	89,047	88,513	88,555	88,371	87,894	1,165,692
Operating Projects												
Scheduled Maintenance Projects	472,922	572,301	296,033	229,041	32,300	137,385	80,028	54,703	171,836	252,064	153,591	2,452,204
Asset Management Projects	0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	60,000
Total Operating Projects	472,922	578,301	302,033	235,041	38,300	143,385	86,028	60,703	177,836	258,064	159,591	2,512,204
Total Opex	1,621,985	2,130,504	1,853,954	1,784,806	1,559,855	1,608,197	1,437,952	1,412,093	1,529,268	1,609,312	1,510,362	18,058,288
Operating Surplus/Deficit (excl. deprn)	1,427,068	-1,519,289	-1,242,739	-1,173,591	-989,463	-1,037,805	-867,560	-842,870	-1,017,318	-1,097,362	-998,412	-9,359,341
Depreciation												
Depreciation	1,374,372	0	0	0	0	0	0	0	0	0	0	1,374,372
Operating Surplus/Deficit (incl. deprn)	1,374,372	0	0	0	0	0	0	0	0	0	0	1,374,372
Capex												
Capital Renewals	2,831,253	1,628,997	4,073,889	2,289,370	91,000	479,499	85,000	446,027	258,380	461,000	81,000	12,725,415
New Capital - Improved LOS	572,634	1,033,000	815,000	890,000	994,855	1,168,855	3,587,355	1,023,855	1,023,855	1,023,855	1,023,855	13,157,119
New Capital - Growth	50,000	1,000,000	2,500,000	0	0	0	0	0	0	0	0	3,550,000
Total Capex	3,453,887	3,661,997	7,388,889	3,179,370	1,085,855	1,648,354	3,672,355	1,469,882	1,282,235	1,484,855	1,104,855	29,432,534
Capital Revenue												
Development Contributions	0	0	0	0	0	0	0	0	0	0	0	0
Vested Assets	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Total Capital Revenue	0	0	0	0	0	0	0	0	0	0	0	0
Growth Opex		0	0	0	0	0	0	0	0	0	0	0

Annex 13B

Property & Buildings Projects

Property & Buildings Projects

Operations and Maintenance Expenditure	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	2033/2034
Routine Operations & Maintenance	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Library Building Darfield	55,190	55,190	55,190	55,190	55,190	55,190	55,190	55,190	55,190	55,190
Glentunnel Holiday Park	44,580	44,580	45,280	18,280	18,280	18,280	18,280	18,280	18,280	18,280
Library & Medical Centre Leeston	72,538	69,636	69,636	69,636	69,636	69,636	69,636	69,636	69,636	69,636
Library Building Lincoln	46,790	46,790	46,790	46,790	46,790	46,790	46,790	46,790	46,790	46,790
Te Ara Atea	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Council HQ	897,847	897,841	897,841	897,841	841,174	727,841	727,841	727,841	727,841	727,841
Total Routine O & M	1,196,945	1,194,037	1,194,737	1,167,737	1,111,070	997,737	997,737	997,737	997,737	997,737
District Wide O & M										
Support Costs	86,618	89,244	89,888	88,678	88,602	89,047	88,513	88,555	88,371	87,894
District Wide costs	268,640	268,640	265,140	265,140	265,140	265,140	265,140	265,140	265,140	265,140
Asset Management Costs	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Total District Wide O & M	361,258	363,884	361,028	359,818	359,742	360,187	359,653	359,695	359,511	359,034
Scheduled O & M										
All Facilities	572,301	296,033	229,041	32,300	137,385	80,028	54,703	171,836	252,064	153,591
Total Scheduled O & M	572,301	296,033	229,041	32,300	137,385	80,028	54,703	171,836	252,064	153,591
Total O & M	2,130,504	1,853,954	1,784,806	1,559,855	1,608,197	1,437,952	1,412,093	1,529,268	1,609,312	1,510,362

Property & Buildings Capital Projects

Property and Buildings Project Summary											
Facility	Project Description	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Renewals		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Property and buildings	HEVAC REN	7,200	7,200	0	0	0	0	0	14,400	0	0
Property and buildings	Grounds renewal	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Property and buildings	Building Envelope Renewal	0	0	3,000	0	0	3,000	0	0	3,000	0
Property and buildings	Building Fitout Renewal	2,000	19,254	2,000	2,000	2,000	2,000	6,912	2,000	2,000	2,000
Property and buildings	Appliance Renewal	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Council HQ	Appliance Replacement	0	3,456	6,480	0	8,964	0	21,772	0	0	0
Council HQ	Building fitout renewal	80,000	0	80,000	0	50,000	0	0	40,000	40,000	40,000
Council HQ	Office equipment	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
Council HQ	Outdoor Furniture	0	0	0	25,000	0	0	0	0	0	0
Council HQ	Hevac renewal	0	7,200	0	0	163,000	0	51,948	0	0	0
Council HQ	Electrical Generator	0	0	0	0	100,000	0	0	0	0	0
Council HQ	Staff Cafe refurbishments	38,000	0	0	0	0	0	0	0	0	0
Darfield Library Building	Security cameras	0	0	0	0	0	0	12,000	0	0	0
Darfield Library Building	Building envelope renewal	20,000	0	0	0	0	0	187,515	0	0	0
Darfield Library Building	Hevac renewal	34,500	0	0	0	110,000	0	0	0	0	0
Darfield Library Building	Building fitout renewal	0	0	40,000	25,000	0	0	0	87,480	77,000	0
Leeston Library & Medical Centre	Building Fitout	55,000	0	0	0	0	0	0	0	0	0
Leeston Library & Medical Centre	HEVAC	60,000	0	0	0	0	0	0	0	0	0
Leeston Library & Medical Centre	Whata Rau Project	666,297	3,997,779	1,998,890	0	0	0	0	0	0	0
Lincoln Library Building	Exterior Repairs	500,000									
Lincoln Library Building	Hvac Renewal	50,000	0	70,000	0	0	0	6,000	0	0	0
Lincoln Library Building	Building fitout renewal	77,000	0	0	0	6,535	0	0	75,500	0	0
Lincoln Library Building	Security systems	0	0	0	0	0	15,000	0	0	0	0
Rolleston Library Building	Lift system renewals	0	0	0	0	0	0	55,000	0	0	0
Rolleston Library Building	Building envelope renewal	0	0	20,000	0	0	0	0	0	20,000	0
Rolleston Library Building	Building fitout renewal	0	0	30,000	0	0	26,000	0	0	280,000	0
Rolleston Library Building	HEVAC renewal	0	0	0	0	0	0	50,880	0	0	0
Rolleston Library Building	Security systems renewal	0	0	0	0	0	0	15,000	0	0	0
Total		1,628,997	4,073,889	2,289,370	91,000	479,499	85,000	446,027	258,380	461,000	81,000

