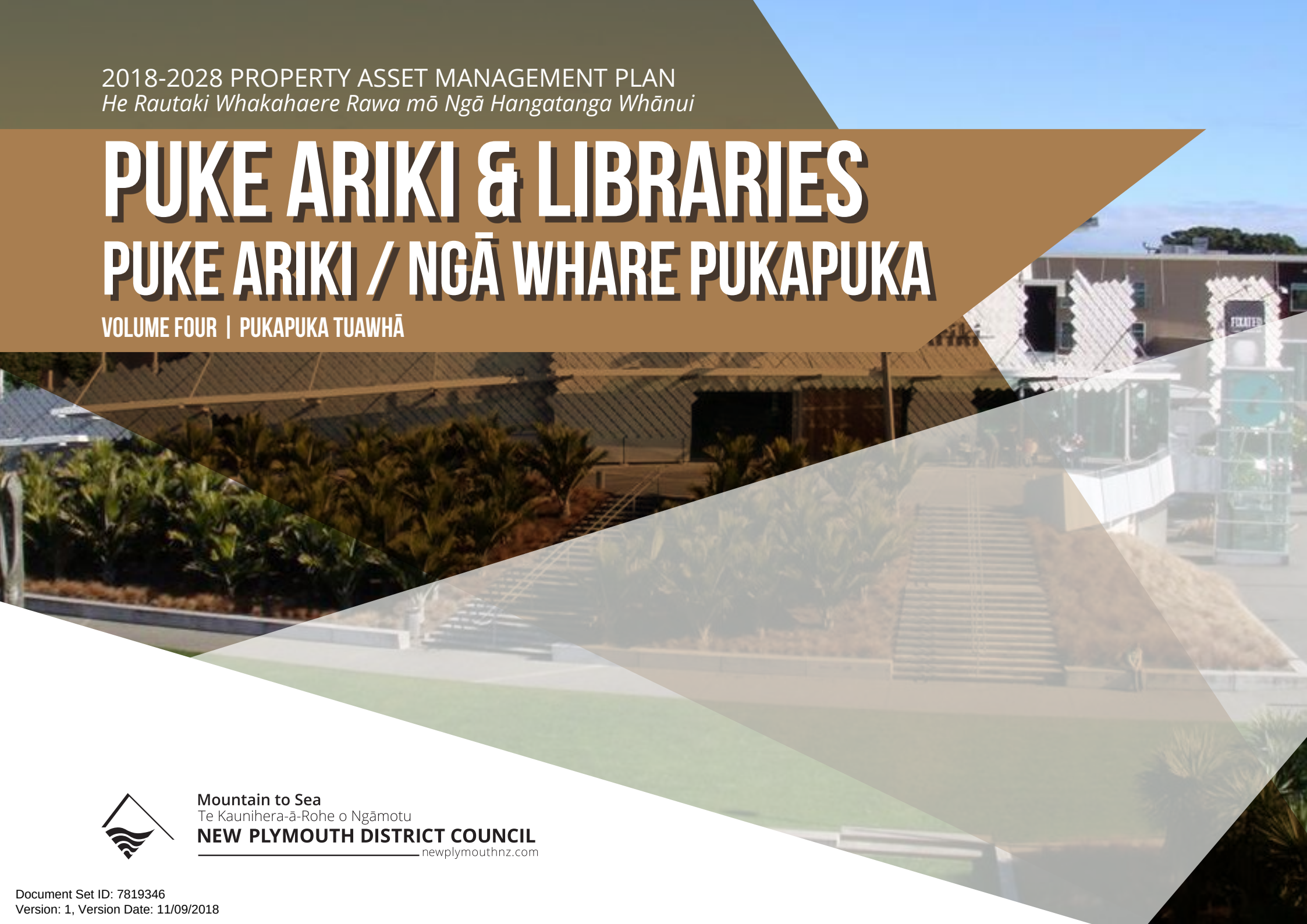
2018-2028 PROPERTY ASSET MANAGEMENT PLAN
He Rautaki Whakahaere Rawa mō Ngā Hangatanga Whānui

PUKE ARIKI & LIBRARIES

PUKE ARIKI / NGĀ WHARE PUKAPUKA

VOLUME FOUR | PUKAPUKA TUAWHĀ



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DOCUMENT CONTROL

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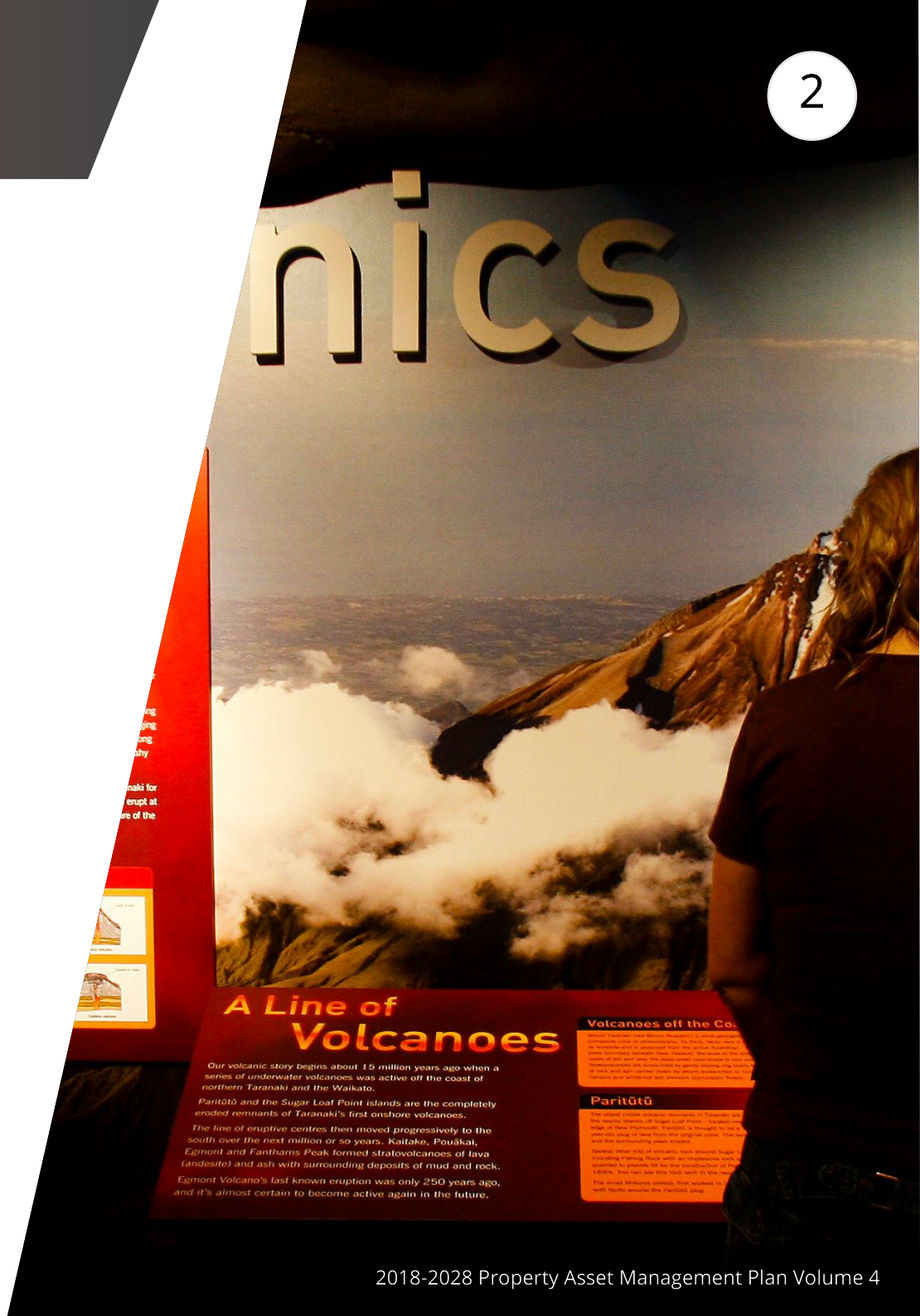

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1. INTRODUCTION

This volume provides details of the asset lifecycle management for the Puke Ariki and District Libraries asset category of the Property Asset Management Plan (AMP). The framework and key elements of the overall asset management plan are outlined in Table 1.

Table 1 Asset management document summary

No.	Document Name	Key Document Contents
1	Long Term Plan (LTP)	Infrastructure Strategy • Strategic Framework • Guiding Themes • High Level Information for Each Asset Class Council Services • High Level Information • Levels of Service • Financial Plan
2	Asset Management Strategy	General Asset Management Principles and Overview
3	Asset Class General Volumes	General Information and Glossary about each asset class • Executive Summary • Introduction • Levels of Service • Future Demand • Risk Management Plan • Financial Summary • Plan Improvement and Monitoring
4	Asset Category Lifecycle Management Volumes	Asset Life Cycle Management for each asset category within each asset class • Description • Condition • Remaining Lives • Valuation • Operations & Maintenance • Renewals • Acquisition and Augmentation • Disposals • Annual Work Plan • Risk Management • Financial Summary • ·Improvement Plan

Purpose and key issues

Puke Ariki's central library, community libraries, mobile library and visitor information centre connect visitors to a wealth of knowledge and resources. We are a dynamic people-orientated centre, protecting and promoting access to the heritage of the district and our country. We provide an accessible mix of print and digital lending and reference resources to meet the changing needs of our community.

Traditionally lending services, libraries are now community hubs where people can use the internet hold meetings, do business with the Council, participate in community and education programmes, study and more.

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1. INTRODUCTION

Key issues relating to this service are:

- Highly regarded by local, national and international visitors, Puke Ariki will continue to offer services that contribute to the district as a premier destination. We will continue to incorporate new developments in visitor engagement to maximise their exhibition experience. This includes seeking funding to upgrade the Puke Ariki theatre experience.

- We know that over 70 per cent of our museum visitors are from Taranaki and we are committed to building on this. We will continue our long-term gallery refreshment programme, which includes the regular change out of heritage collection items, renewal of appropriate exhibition furniture, and integrating new technology.

- An estimated 53% of our heritage collection is currently available digitally. There is an increasing demand for digital access to our heritage resources and a growing customer expectation that all of the Puke Ariki collection is available online. This is aligned with the broader Digital Council project currently underway.

- In a digital and technological world, our library services are evolving to meet our users' expectations. Part of this is to redevelop the Puke Ariki website so that our customers can easily access our services.

Levels of Service

There are no specific levels of service related to the operation of the facility but it generally supports the Recreation and Culture team in delivering their levels of service.

Future Demand

We do not anticipate augmentation of the facilities due to future demand over the period of the AMP.

Note: All financial forecasts are shown in inflation adjusted dollar values.

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2. LIFECYCLE MANAGEMENT PLAN

2.1 Asset Description

Puke Ariki and District Library assets include the main Puke Ariki complex which includes the library and museum, and the Waitara and Inglewood Library/service centre buildings. The floor areas of these buildings are shown in Table 2. We also operate library services from leased facilities in Bell Block and Oakura.

Table 2 Building floor area summary

Building Name	Floor area (m^2)
Waitara Council/Library	466
Library (Puke Ariki Complex)	4,807
Museum (Puke Ariki Complex)	4,298
Inglewood Library/Service Centre	504
Total	10,075

2.2 Asset Condition

The buildings are managed by the Property team in conjunction with the Puke Ariki team. The condition of the fabric of the buildings and the individual internal components e.g. Heating Ventilation and Air Conditioning (HVAC), fixtures and fittings, electrical equipment are assessed and recorded on Property team registers.

2.3 Asset Remaining Lives

The assumed expected lives of major components have been assessed and recorded in the Enterprise Asset Management (EAM) system. Tables 3 - 6 show the install date and assumed expected lives for these assets. Assumed expected lives are based on best practice property advice and experience.

Puke Ariki Museum

Table 3 Puke Ariki Museum asset remaining lives

Asset	Assumed Expected Life	Installation Date	Age at 30/06/16	Remaining Life
Puke Ariki/Museum/Electrical Systems	40	2003	13	27
Puke Ariki/Museum/Fire Systems	40	2003	13	27
Puke Ariki/Museum/HVAC Systems	30	2003	13	17
Puke Ariki/Museum/Lifts valuation record	40	2003	13	27
Puke Ariki/Museum/Plumbed Systems	40	2003	13	27
Puke Ariki/Museum/Roof Cladding	40	2003	13	27
Puke Ariki/Museum/Site Development	35	2003	13	22
Puke Ariki/Museum/Fit out	30	2003	13	17
Puke Ariki/Museum/Floor Coverings	30	2003	13	17
Puke Ariki/Museum Miscellaneous interior	30	2003	13	17
Puke Ariki/Museum/Security & Access Systems	20	2003	13	7
Puke Ariki/Museum/Structure	80	2003	13	67

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Puke Ariki Library

Table 4 Puke Ariki Library asset remaining lives

Asset	Assumed Expected Life	Installation Date	Age at 30/06/16	Remaining Life
Puke Ariki/Library/Electrical Systems	40	2003	13	27
Puke Ariki/Library/Fire Systems	40	2003	13	27
Puke Ariki/Library/HVAC Systems	30	2003	13	17
Puke Ariki/Library/Lifts & Escalator valuation record	40	2003	13	27
Puke Ariki/Library/Plumbed Systems	40	2003	13	27
Puke Ariki/Library/Roof Cladding	40	2003	13	27
Puke Ariki/Library/Site Development	35	2003	13	22
Puke Ariki/Library/Fitout	30	2003	13	17
Puke Ariki/Library/Floor Coverings	30	2003	13	17
Puke Ariki/Library Miscellaneous interior	30	2003	13	17
Puke Ariki/Library/Security & Access Systems	20	2003	13	7
Puke Ariki/Library/Structure	80	1975	41	39

Waitara Service Centre/Library

Table 5 Waitara Service Centre/Library asset remaining lives

Asset	Assumed Expected Life	Installation Date	Age at 30/06/16	Remaining Life
Waitara Service Centre & Library/Electrical Systems	40	1990	26	14
Waitara Service Centre & Library/Fire Systems	40	1990	26	14
Waitara Service Centre & Library/HVAC Systems	30	1990	26	6
Waitara Service Centre & Library/Plumbed Systems	40	1990	26	14
Waitara Service Centre & Library/Roof Cladding	40	1990	26	14
Waitara Service Centre & Library/Site Development	35	1990	26	9
Waitara Service Centre & Library/Fit out	30	1991	25	7
Waitara Service Centre & Library/Floor Coverings	30	1990	26	4
Waitara Service Centre Miscellaneous interior	30	1990	26	4
Waitara Service Centre & Library/Security & Access Systems	20	2000	16	4
Waitara Service Centre & Library/Structure	80	1986	30	50

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Inglewood Service Centre/Library

Table 6 Inglewood Service Centre/Library asset remaining lives

Asset	Assumed Expected Life	Installation Date	Age at 30/06/16	Remaining Life
Inglewood Library Service Centre/Electrical Systems	40	1995	21	19
Inglewood Library Service Centre/Fire Systems	40	1995	21	19
Inglewood Library/Service Centre/HVAC Systems	30	1995	21	9
Inglewood Library Service Centre/Plumbed Systems	40	1995	21	19
Inglewood Library/Service Centre/Roof Cladding	40	1995	21	19
Inglewood Library/Service Centre/Fitout	30	1995	21	9
Inglewood Library Service Centre/Floor Coverings	30	1995	21	9
Inglewood Library Service Centre Miscellaneous interior	30	1995	21	9
Inglewood Library Service Centre/Security & Access Systems	20	1995	21	-1
Inglewood Library Service Centre/Structure	80	1955	61	19

Information in the EAM asset inventory is componentised at a high level only. We break components down further for use in asset planning in other Property systems. This is currently under review and we plan to compile and retrofit more componentised information into EAM in the future. **This is recorded as an action in Section 5 – Improvement and Monitoring Plan.**

The data presented in this AMP on the remaining life of assets is classed as grade **B – Reliable** due to the data being based on sound knowledge, standards and guidelines.

2.4 Asset Valuation

As at 30 June 2016, the value of our Puke Ariki and library assets are shown in Table 7.

Table 7 Asset valuation

Description	Replacement Value (GCRC) ($)	Annual Depreciation ($)	Optimised Depreciated Replacement Cost (ODRC) ($)
Waitara Council/Library	1,594,000	28,546	811,140
Library (Puke Ariki Complex)	25,432,000	473,763	13,418,980
Museum (Puke Ariki Complex)	25,642,000	462,630	19,627,805
Inglewood Library/Service Centre	1,303,000	22,546	354,038
Total	53,971,000	987,485	34,211,963

The assets were revalued during the 2016 statutory valuation. The accuracy of the valuation data is classed as **B – Reliable** due to the asset inventory being up to date and the values being prepared independently by Telfer Young consultant valuers.

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2.5 Operations and Maintenance

The Property team conducts general operations and maintenance of these buildings in conjunction with the Puke Ariki team. This covers the running costs of the buildings e.g. energy, rates etc. and regular scheduled maintenance of major components and fittings e.g. fire protection, HVAC etc.

The overall operational expenditure (Opex) forecast that includes the operation and maintenance of the Puke Ariki and the Libraries is included in the Puke Ariki and District Libraries (26) budget detailed in the LTP. The Property team utilises this budget for the operation and maintenance of these building.

2.6 Renewals Plan

We include annual allowances for planned renewal of building components and equipment based on condition assessments and renewal profile planning, managed by the Property team.

The 10-year renewal expenditure forecast is shown in Table 8.

Table 8 Renewals forecast summary

Renewals Forecast ($000)											
Activity	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	LTP Total
CB1009 - Waitara Service Centre	14	14	14	14	15	15	15	16	16	17	150
CB1010 - Puke Ariki Library & Museum	272	453	705	349	357	450	460	471	483	496	4,496
CB1012 - Inglewood Library	12	12	13	13	13	13	14	14	15	15	134
Total	298	479	731	377	385	478	490	501	514	527	4,781

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2.7 Acquisition and Augmentation Plan

Acquisition

No assets acquisitions are planned during the period of the AMP.

Level of Service

- CB2024 – We currently lease a building from the Oakura Primary School for the delivery of library services to the Oakura community. This building was formally a school dwelling and therefore has little opportunity for expansion. The Oakura community is growing, particularly with new families. The current library building will not meet the demands of this growth and its location, up a side street, is probably not ideal. At present only library services are offered. Libraries are changing and they are now becoming more of a community hub where people can borrow library items, use the internet, hold meetings, interact with council services, have exhibitions, spend time studying or simply socialising. This project would require robust community consultation, potential land purchase, architectural design, build and fit out. Staffing levels would also need to be reviewed.

  The lease on the Bell Block Library & Service Centre comes to term in July 2015 (with a right of renewal for a further term). With the significant planned growth through the Area Q subdivision providing additional homes in Bell Block we wish to relocate into a larger, better located, purpose built facility that offers improved capacity including a community meeting room/learning space. This is in standing with the local government act as it currently stands on purpose to meet the current and future needs of communities for good-quality local infrastructure, local public services.

  The existing Waitara Library/Service/Community Centre needs to be upgraded to meet the standards required by the community and to provide modern up to date technology and facilities.

- PA2002 – To ensure the facilities and conditions in the archive room are suitable for the safe and satisfactory storage of important artefacts and exhibits.

The 10-year level of service expenditure forecast is shown in Table 9.

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Table 9 Level of service expenditure forecast

Level of Services Forecast ($000)											
Activity	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	LTP Total
CB2024 Waitara Library/Service/Community Centre Upgrade	-	-	563	575	581	-	-	-	-	-	1,719
CB2024 New Oakura Library/Service Centre/ Community Centre	-	-	-	-	-	-	-	-	-	3,834	3,834
CB2024 Relocation of Bell Block Library and Service Centre	-	-	866	885	894	-	-	-	-		2,645
PA2002 Archive Building Fit out (Hobson Street)	298	-	-	-	-	-	-	-	-	-	298
Total	298	-	1,429	1,460	1,475	-	-	-	-	3,834	8,496

Growth

No expenditure on growth projects is planned during the period of the AMP.

2.8 Disposal Plan

Disposal is the retirement or sale of assets when they become surplus or superseded by new or improved systems. Assets may become surplus to requirements for any of the following reasons:

- Under-utilisation
- Obsolescence
- Provision exceeds required level of service
- Replacement before end of predicted economic life
- Uneconomic to upgrade or operate
- Policy changes
- Service provided by other means (e.g. private sector involvement)
- Potential risk of ownership (financial, environmental, legal, social)

No asset disposals are planned over the 10 year AMP period.

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3. RISK MANAGEMENT PLAN

3.1 Critical Assets

Criticality assessments for Property assets have not yet been conducted but assets are managed based on the knowledge and experiences of the Property and Recreation and Events teams. **This is an asset integrity issue and is recorded as an action in Section 5 – Improvement and Monitoring Plan.**

3.2 Risk Assessment

Details of our Risk Management Framework are included in section 6.2 of the Property General AMP volume and section 7 of the Asset Management Strategy.

3.3 Infrastructure Resilience Approach

We have developed contingency plans and business continuity plans to facilitate continued operations for our staff based at Puke Ariki and district libraries. These plans are tested regularly and refined where required.

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4. FINANCIAL SUMMARY

A summary of the capital expenditure (Capex) forecasts included in this volume is shown in Table 10.

Table 10 Capex forecast summary

Expenditure Forecast ($000)											
Activity	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	LTP Total
Renewals	298	479	731	377	385	478	490	501	514	527	4,781
Service Level	298	-	1,429	1,460	1,475	-	-	-	-	3,834	8,496
Growth	-	-	-	-	-	-	-	-	-	-	-
Total	596	479	2,160	1,837	1,860	478	490	501	514	4,361	13,277

The overall Opex forecast that includes the operation and maintenance of the Puke Ariki and the Libraries is included in the Puke Ariki and District Libraries (26) budget detailed in the LTP. The Property team utilises this budget for the operation and maintenance of these building.

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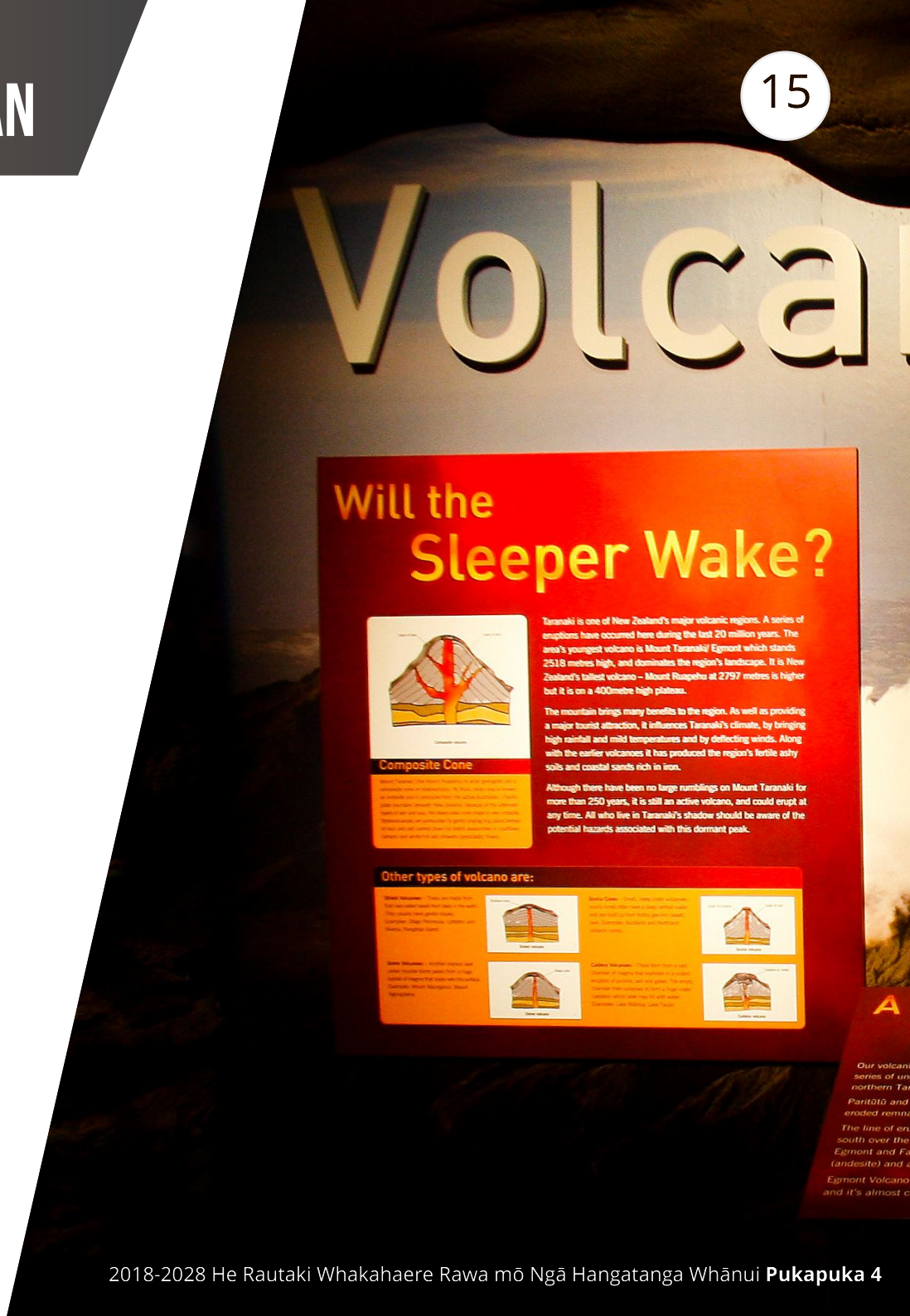
5. IMPROVEMENT AND MONITORING PLAN

Our general Asset Management Maturity Improvement Plan is included in the Asset Management Strategy.

General improvements to Property assets are included in the Property General Volume. The specific areas of improvement identified for Puke Ariki and District Library assets are listed in Table 11.

Table 11 Improvement summary

No	Improvement Area	Owner	Start Date	End Date
1	Criticality assessments for property assets have not been carried out. We plan to conduct an assessment in the future to assist renewal, inspection and maintenance planning.	Property Manager	Jul-18	Jun-19
2	Property assets are not componentised in EAM but are detailed on Property team spreadsheets and systems. This is currently under review and we are planning to compile and retrofit componentised information into EAM in the future.	Property Manager	Jul-18	Jun-19



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