

ORDINARY MEETING

OF

GRANTS SUBCOMMITTEE

AGENDA

Time: 9:30am
Date: Wednesday, 19 September 2018
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington

MEMBERSHIP

Mayor Lester
Councillor Dawson
Councillor Day
Councillor Free (Chair)
Councillor Gilbert
Councillor Young

Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing public.participation@wcc.govt.nz or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.

AREA OF FOCUS

The Grants Subcommittee is responsible for the effective allocation and monitoring of the Council's grants.

Quorum: 3 members

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1 Meeting Conduct

1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.2 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.3 Confirmation of Minutes

The minutes of the meeting held on 5 September 2018 will be put to the Grants Subcommittee for confirmation.

The minutes of the meeting held on 5 September 2018 will be put to the Grants Subcommittee for confirmation.

1.4 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

Matters Requiring Urgent Attention as Determined by Resolution of the Grants Subcommittee.

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the Grants Subcommittee.

Minor Matters relating to the General Business of the Grants Subcommittee.

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Grants Subcommittee for further discussion.

1.5 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to public.participation@wcc.govt.nz, by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.

2. General Business

BUILT HERITAGE INCENTIVE FUND ROUND 1 OF 1 2018/19 FINANCIAL YEAR

Purpose

1. The purpose of this paper is to seek the Grants sub-committee approval to allocate grants, recommended by officers, for the only round of the Built Heritage Incentive Fund (BHIF) for the 2018/19 financial year.

Summary

2. This is the only round of the BHIF for the 2018/19 financial year. A total of \$450,000 is available for allocation in this round.
3. Sixteen applications were received this round seeking funding of \$1,606,023. This represents an over-subscription of over 350%. The original information provided through the online applications has been made available to Councillors through the Hub dashboard.
4. Two applications were withdrawn after the round closed.
5. When assessed against BHIF eligibility criteria one application was found to be ineligible.
6. The recommendation is that a total of \$450,000 is allocated to fourteen applications received in this round. Allocations are based on the funding criteria, equitability and comparison of like requests from previous years' BHIF rounds.
7. A summary of each eligible application received is outlined in Attachment One. This includes project description, outcomes for the heritage building and commentary relating to previously allocated grants.
8. A separate paper has been prepared for Project 11 as the review of proposal contains confidential information.
9. Officers are satisfied that there are no conflicts of interest related to the applications recommended for grants.
10. A grant of \$168,500 is recommended for the proposed seismic strengthening of St John's in the City on Willis Street. This recommendation necessitates a City Strategy Committee decision as per the current delegations for this triennium.

Recommendation/s

That the Grants Subcommittee:

1. Receives the information.
2. Agrees to the allocation of Built Heritage Incentive Fund grants as recommended below:

	Project	Total Project Cost	Amount Requested	Amount eligible for funding	Amount Recommended ex GST if applicable
1	193 Rintoul Street, Assembly of God	\$322,567	\$107,522	\$316,817	decline
2	40 Hill Street, Sacred Heart Cathedral	\$145,814	\$55,285	\$55,285	\$25,000
3	94-102 & 104 Cuba Street	\$27,034,789	\$100,000	\$7,840,342	\$49,000
4	97 The Terrace	\$2,750,000	\$200,000	\$2,250,000	\$50,000
5	33 Aro Street	\$80,563	\$50,000	\$72,737	\$20,000
7	8 & 10 Egmont Street	\$64,400	\$64,400	\$64,400	\$20,000
8	20 Egmont Street	\$64,400	\$64,400	\$64,400	\$20,000
9	192 The Terrace	\$170,685	\$170,685	\$170,685	\$30,000
10	5C St Mary Street	\$43,131	\$43,131	\$18,683	\$3,000
12	52 Tarikaka Street	\$13,002	\$6,500	\$13,002	\$3,000
13	280 Lambton Quay	\$101,302	\$80,000	101,302	\$18,000
14	The Moorings, 31 Glenervie Terrace	\$17,700	\$17,700	\$17,700	\$12,500

3. Recommend to the City Strategy Committee the grant of \$168,500 for the seismic strengthening project for St John's in the City for approval as follows:

	Project	Total Project Cost	Amount Requested	Amount eligible for funding	Amount Recommended ex GST if applicable
6	170 Willis Street, St John's in the City	\$4,200,000	\$200,000	\$3,904,000	\$168,500

Background

Funding

11. A total of \$450,000 is available for allocation in the BHIF in the 2018/19 financial year.
12. This will be the only round in the 2018/2019 financial year.

13. The BHIF is a key initiative of the Wellington Heritage Policy 2010. The policy states Council's "commitment to the city's built heritage to current owners, the community, visitors to the city and to future generations". The BHIF helps meet some of the costs associated with owning and caring for a heritage property.
14. During the 2012/22 Long Term Plan deliberations it was agreed that the BHIF will focus on "*on remedying earthquake prone related features or securing conservation plans / initial reports from engineers.*" Funding has been prioritised accordingly, with 85% of the allocation to seismic strengthening projects, and 15% going toward conservation projects (e.g. repairs to joinery or glazing, protective works on archaeological sites, and maintenance reports) annually.

State of Earthquake Prone heritage buildings (as at May 2018)

15. There are currently 155 Earthquake Prone (EQP) heritage buildings; this includes individually listed buildings and those contributing to listed heritage areas. A total of 94 heritage buildings are at some stage of seismic strengthening related work:
 - 46 are currently strengthening or have recently completed strengthening
 - 48 have completed seismic assessment, or concept plans or have developed detailed designs for seismic strengthening
 - Council has contributed \$2,370,247 of the BHIF to 42 of these projects (in prior BHIF rounds).
16. Of the 155 EQP heritage buildings there are 60 that, as far as our records show, are not undertaking seismic strengthening related work.
 - 6 are owned by Council or the Government or other organisations ineligible for BHIF funding
 - The remaining 54 buildings are in the ownership of 45 individuals who were written to in February 2018 informing them of the current BHIF round and incentives to seismically strengthen their buildings.
17. Between 2015 and February 2018 33 EQP heritage buildings were removed from the Earthquake Prone Building List, ten of these received BHIF funding for seismic strengthening.

Funding Criteria

18. In accordance with the current eligibility and assessment criteria the following factors are considered in determining the support of BHIF applications:
 - The risk of the heritage value diminishing if funding is not granted
 - Confidence in the proposed quality of the work/professional advice
 - Consistency of the proposal with the principles of the ICOMOS NZ Charter¹
 - The project is visible and/or accessible to the public
 - The project will provide a benefit to the community.
19. Continuing on from above, consideration is then given to the following when recommending the amount of funding:
 - The value of the funding request
 - The value of the funding request when considered against the total project cost
 - Parity with similar projects in previous rounds
 - Equitable distribution in the current round

¹ Charter adopted by the New Zealand National Committee of the International Council on Monuments and Sites

- The amount of funding available for allocation.
20. There are additional allocation guidelines for conservation and seismic applications as follows:
- For conservation, repairs, maintenance or restoration works:
 - The heritage significance of the building² and how this will be affected by the work
 - If the building is on the Heritage New Zealand list
 - For seismic strengthening projects:
 - The heritage significance of the building and how this will be affected by the work.
 - If the building is on the [Heritage New Zealand list](#).
 - If the building is on the [WCC Earthquake-prone building list](#).
 - The expiry date of a s124 Notice under the Building Act 2004.
 - The building being in one of the following focus heritage areas³. Cuba Street, Courtenay Place or Newtown shopping centre heritage area.
 - If the project strengthens more than one attached building
 - The building's "importance level" (IL) as defined by Australian and New Zealand Structural Design Standard AS/NZS1170.0
 - the location of the building to a "strategic route" as defined by all roads marked in colour on District Plan Maps 33 & 34
21. To ensure funds are used appropriately, conditions may be suggested in certain circumstances should funding be approved.

Discussion

22. It is recommended that fourteen applicants are allocated \$450,000 from the 2018/19 BHIF. The applications recommended for funding have provided the necessary information and meet the criteria for the fund.
23. The Officer panel (consisting of Heritage, Funding, Place Planning and Building Resilience Officers) have assessed the fifteen eligible applications received against the current priority and stated criteria (Attachment Two). Assessment summaries are included at Attachment One.
24. Not all applications were recommended grants of the total amount requested. When assessed against the criteria outlined in paragraphs 16-18 above, allocations are considered to be equitable across those received in this round, equivalent to grants awarded in previous rounds of the BHIF and within the funding levels provided for in the 2018/19 Annual Plan . Officers have confidence that where the total amount of funding requested is not granted, applicants will be able to source the difference and projects will still be completed.
25. A separate paper has been prepared for Project 11 as the review of proposal contains confidential information.
26. A grant of \$168,500 is recommended for the proposed seismic strengthening of St John's in the City on Willis Street. This recommendation necessitates a City Strategy Committee decision as per the current delegations for this triennium.

² The Council has assessed all heritage buildings and a heritage inventory report is available from the Heritage Team.

³ This focus is based on high numbers of earthquake prone buildings in one heritage area as well as the levels of traffic that occur in these areas

Options

27. The Grants Subcommittee are asked to approve the Officers' recommendations on funding allocations as above.

Next Actions

28. Successful applicants have 18 months from the decision date to undertake the work and provide evidence of completion to Officers before the allocated funding is paid out.

Attachments

Attachment 1. Assessment Summaries [↓](#) 

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Attachment 2. Fund Criteria [↓](#) 

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Author	Judy Ryan, Senior Heritage Advisor
Authoriser	Mark Lindsay, Heritage Manager Anna Harley, Manager City Design & Place Planning David Chick, Chief City Planner

SUPPORTING INFORMATION**Engagement and Consultation**

Not applicable

Treaty of Waitangi considerations

Not applicable

Financial implications

The recommended allocations for this round of the BHIF are within the funding levels provided for in the 2018/19 Annual Plan.

Policy and legislative implications

The Built Heritage Incentive Fund is a key initiative of the Wellington Heritage Policy 2010.

Risks / legal

Officers are satisfied that there are no conflicts of interest regarding recommendations for funding in this round of the BHIF.

There is a low risk that the awarding of a grant to Project 12 may be considered double dipping.

Climate Change impact and considerations

Not applicable

Communications Plan

A press release is created on the day Committee makes its decision on funding applications.

Health and Safety Impact considered

Not applicable.

Attachment One

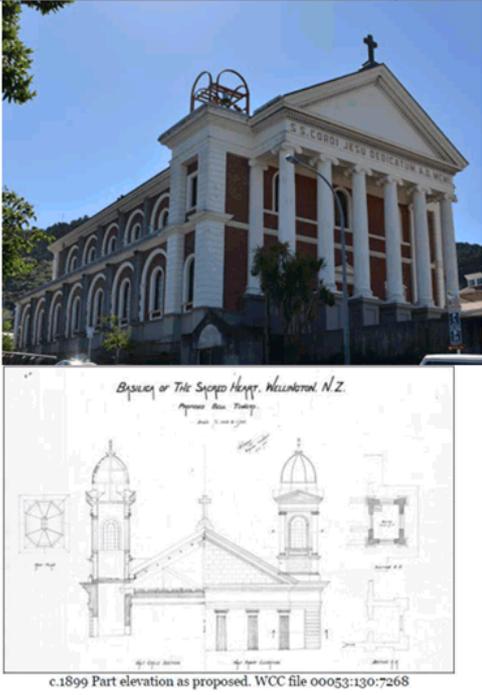
Summary of Applications to the Built Heritage Incentive Fund 2018/19 Round 1 of 1

Project 1	Assembly of God, 193 Rintoul Street
Applicant	Assembly of God (Wellington Samoan) Trust Board
Project:	Replace piles and seismically improve subfloor bracing
Total project cost	\$322,567
Amount requested	\$107,522
Amount eligible for funding	\$316,817
Recommended Grant ex GST if applicable	decline
Previous Grants	2016 – \$8,600 Seismic strengthening consultancy 2012 – \$20,000 Structural assessment and urgent maintenance
 <p>Building Information</p> <ul style="list-style-type: none"> • Contributes to the Berhampore Shopping Centre Heritage Area (Map Reference 6, Symbol Reference 34) • Built in 1900, under the aegis of the Vivian Street Baptist Church Trust Board • The exterior of the church has been little altered over time and corresponding high has a level of authenticity in its architecture and materials. • It has a distinctive double-bay entry porch, of a Gothic Revival flavour, set up above the street level, a substantial gable-roofed nave with evenly-spaced arched double-hung windows (with lead-light glazing) along the sides, and is enlivened with a modest amount of architectural trim and detail, including dentilling at the tops of the barge boards. • The church maintains strong support from the Samoan community. 	
The Issue	This is stage 3 of an ongoing project to maintain this heritage building. This stage involves replacing all the piles underneath the church building and seismically improving the sub floor bracing to 100% NBS).
Review of Proposal	The building is not on Council's Earthquake Prone Building List however, the project is supported from a heritage and building resilience perspective. It is noted that a conservation plan has already been prepared for the building and that the Church's approach is consistent with their conservation architect's advice.
Recommendation	It is recommended that this application is declined in this round on the

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	<p>basis that Officers do not have the confidence at this stage that the project has sufficient funding (independently of the BHIF) to complete the project within the 18 month period required by the BHIF. This decision does not prevent the applicant from applying to the fund again if they secure more financing.</p>
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Project 2	Sacred Heart Cathedral, 40 Hill Street
Applicant	Cathedral of the Sacred Heart Parish
Project:	Temporary seismic restraint
Total project cost	\$145,814
Amount requested	\$55,285
Amount eligible for funding	\$55,285
Recommended Grant ex GST if applicable	\$25,000
Previous Grants	No previous grants
 <p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 18, reference 146 • The Cathedral of the Sacred Heart has architectural and aesthetic significance as one of the city and country's finest examples of the basilica style. • The Cathedral is an outstanding work of the architect, Francis Petre, and is his only major work in the North Island. • The Cathedral occupies a prominent site in Thorndon, elevated on a hill opposite Parliament grounds, and is a landmark for the area. • The building holds historical significance for Wellington's Catholic community. The Catholic Church has occupied the site since its arrival in Wellington in the 1850s, and has been the hub of the Wellington Catholic community ever since. • Heritage NZ Category I 	
The Issue	<p>The Cathedral is not currently on the list of earthquake prone buildings but recent detailed seismic assessments suggest that it is likely to have an NBS of less than 15%. A building with an earthquake rating less than 34% NBS fulfils one of the requirements for the Territorial Authority to consider it to be an Earthquake Prone Building (EPB) in terms of the Building Act 2004. Sacred Heart Cathedral and surrounding buildings were closed on 13 July 2018 after the assessment.</p> <p>The preliminary phase of the earthquake strengthening of the Cathedral involves removal of asbestos from the roof cavity and the application of a temporary seismic restraint for the safety of people and to allow surrounding buildings which are not earthquake prone to be reopened. These actions need to be carried out before the strengthening proper can be started.</p>

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	This application is for funding for the temporary seismic restraint part of the preliminary phase.
Review of Proposal	<p>Engineers have advised that a temporary seismic restraint applied to the Cathedral will make it possible to reopen the foyer, the chapel, and Connolly Hall. The seismic restraint will also prevent parts of the Cathedral from falling onto Hill Street and Guildford Terrace (a major access route to St Mary's College and Sacred Heart Cathedral School) in an earthquake.</p> <p>Temporary restraint will reduce the public safety risk, allow occupation of nearby buildings and enhance the owner's ability to raise funds for the next stage towards permanently strengthening the building.</p>
Recommendation	<p>In these specific circumstances the project is supported from a heritage and building resilience perspective. The proposed work fits with the seismic strengthening component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$25,000 Wellington Methodist Parish seismic strengthening April 2018 • \$50,000 School of Philosophy Seismic strengthening enabling works and stage 1 critical works September 2017 • \$44,000 St Matthias's Church seismic strengthening August 2016
BHIF Outcome	<p>The grant will:</p> <ul style="list-style-type: none"> • Acknowledge the heritage values of this individually listed heritage building. • Acknowledge the additional costs associated with maintaining heritage buildings.
Additional BHIF condition(s)	<p>Release of funds is subject to:</p> <ul style="list-style-type: none"> • A BHIF sign to be supplied by WCC is affixed prominently to the front of the building or site throughout the duration of the works • WCC Heritage Team's onsite inspection of works

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 3	94-102 Cuba Street (Farmers Building) and 104 Cuba Street
Applicant	Cuba Holdings Limited Partnership
Project:	Seismic strengthening and restoration of facades
Total project cost	\$27,034,789
Amount requested	\$100,000
Amount eligible for funding	\$7,840,342
Recommended Grant ex GST if applicable	\$49,000
Previous Grants	No previous grants



94-102 Cuba Street

Building Information

- 94-102 Cuba Street – District Plan Individually Listed Building Map 16, Reference 77/1
- The building is a good representative example of building built in the transition period between Classicism and functional Modernism.
- The building is associated with “Farmers” a well known and long established chain of retail stores
- The building is associated with Joshua Charlesworth, a significant local architect who designed several prominent buildings in Wellington City and beyond
- The Cuba Street façade retains most of the original fabric with the exception of the parapet (altered after the 1942 earthquake), shop-front windows (assumed circa 1957 and later), windows, parapet and roof (assumed 1962 and later). Some or all of the north façade was ‘removed’ in 1972
- Heritage NZ Category II

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	<p>Building Information</p> <ul style="list-style-type: none"> • 104 Cuba Street – District Plan Individually Listed Building Map 16, Reference 77/2 (front facade above the verandah) • 104 Cuba Street, a two storey 1920s commercial building, is notable for its unusual Art Deco façade, particularly the prominent central oriel window on the first floor. • The building is part of a group of significant but quite stylistically different heritage buildings that contribute much to Cuba Street's distinctive character. • The building has an association with the development and changes to the retail trade in Cuba Street. • Heritage NZ Cuba Street Historic Area
<p>The Issue</p>	<p>104 Cuba Street</p> <p>Both buildings have been issued a notice under section 124 of the Building Act 2004. The notice signifies that the building is earthquake prone as its seismic performance, based on engineering advice, falls below 34% of the NBS.</p> <p>The applicant has been granted consent to demolish the rear annex buildings and carparks of the Farmers Building (94-102 Cuba Street).</p> <p>The second stage of their project (for which consent is currently being sought) includes demolition of 106 Cuba Street and work across both buildings above. Funding is being sought to support the structural strengthening works and restore and renovate the facades of the buildings at 94-102 and 104. 106 Cuba Street is not considered as part of this application.</p> <p>The applicant is also seeking funding from Heritage EQUIP and Heritage New Zealand NHPIF for the work. Funding decisions have not yet been received.</p>
<p>Review of Proposal Recommendation</p>	<p>This proposal has come with the support of a conservation architect.</p> <p>The proposal is supported from a heritage and building resilience perspective. The proposed work fits with the seismic strengthening component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$35,000 JJ Murphy's & Co, 119 Cuba Street, earthquake strengthening heritage façade April 2017 • \$50,000 Manthel Motors Building 186 Wakefield Street seismic strengthening and façade retention • \$50,000 Hotel St George, 124 Willis Street, seismic strengthening November 2015.
<p>BHIF Outcome</p>	<p>The grant will:</p> <ul style="list-style-type: none"> • Acknowledge the heritage values of this individually listed heritage building.

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	<ul style="list-style-type: none">• Acknowledge the additional costs associated with maintaining a heritage building.• Contribute to removing this building from Council's list of Earthquake Prone Buildings.
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none">• A BHIF sign to be supplied by WCC is affixed prominently to the front of the building or site throughout the duration of the works• WCC Heritage Team's onsite inspection of works• Code of Compliance Certificate is issued by WCC for seismic strengthening

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 4	97 The Terrace
Applicant	Number 97 Limited
Project:	Seismic upgrade and restoration
Total project cost	\$2,750,000
Amount requested	\$200,000
Amount eligible for funding	\$2,250,000
Recommended Grant ex GST if applicable	\$50,000
Previous Grants	No previous grants
	<p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 17, reference 292 • The building is a rare surviving example of a domestic scale house of the type that was once common on The Terrace. • It is notable for its brick and rendered ornamentation although its aesthetic value is reduced by the loss of the original cupola, and by the installation of a modern mansard roof. • The building is typical of the mixed use medical surgery and residence inhabited by doctors and dentists of the late 19th and early 20th century. It is a reminder of an earlier phase of in the development of The Terrace when the street was lined with houses. • Heritage NZ Category II
The Issue	<p>The building was issued a notice under section 124 of the Building Act 2004. The notice signifies that the building is earthquake prone as its seismic performance, based on engineering advice, falls below 34% of the NBS.</p> <p>The proposal is to seismically strengthen the building to 100% NBS and refit the interior to maintain marketable office, retail and hospitality space.</p>
Review of Proposal	The proposal includes fitting out the interior. Little of heritage value remains within the interior of the building. This part of the project cost is considered ineligible.
Recommendation	<p>The proposal is supported from a heritage and building resilience perspective. The proposed work fits with the seismic strengthening component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$84,000 126 Cuba Street, seismic strengthening April 2018 • \$50,000 Hotel St George, 124 Willis Street, seismic strengthening November 2015

This report is officer advice only. Refer to minutes of the meeting for decision.

BHIF Outcome	The grant will: <ul style="list-style-type: none">• Acknowledge the heritage values of this individually listed heritage building.• Acknowledge the additional costs associated with maintaining a heritage building.• Contribute to removing this building from Council's list of Earthquake Prone Buildings
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none">• A BHIF sign to be supplied by WCC is affixed prominently to the front of the building or site throughout the duration of the works• Code of Compliance Certificate is issued by WCC for seismic strengthening• WCC Heritage Team's onsite inspection of works

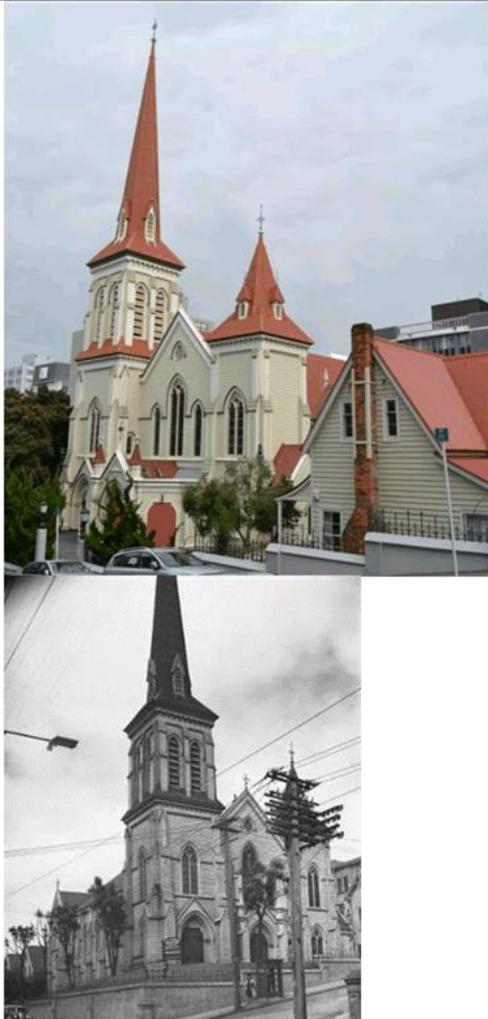
This report is officer advice only. Refer to minutes of the meeting for decision.

Project 5	33 Aro Street, Philosophy House
Applicant	School of Philosophy Inc
Project:	Earthquake Strengthening Stage Two
Total project cost	\$80,563
Amount requested	\$50,000
Amount eligible for funding	\$72,737
Recommended Grant ex GST if applicable	\$20,000
Previous Grants	2017 – \$50,000 Seismic strengthening enabling works and stage 1 critical works 2013 – \$21,500 for structural assessment, seismic strengthening design and conservation architect advice
	<p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Map Reference 16, Symbol Reference 12 • The former William Booth Memorial College is a very grand example of purpose-built training college designed in a Neo-Georgian Revivalist style. It makes good use of its prominent sloping site, particularly the approach of gates and steps that lead to the main entrance in the symmetrical street façade • The building has a strong historic association with the Salvation Army for the nearly seventy years that Army staff trained there • The building is a local landmark and has some group value with the buildings of the adjacent Aro Valley Cottages Heritage Area.
The Issue	<p>The building was issued a notice under section 124 of the Building Act 2004. The notice signifies that the building is earthquake prone as its seismic performance, based on engineering advice, falls below 34% of the NBS.</p> <p>This application for funding is the detailed design for the next phase of earthquake strengthening.</p>
Review of Proposal	This is the next stage of the earthquake strengthening for this building. It involves detailed design work.
Recommendation	<p>The project is supported from a heritage and building resilience perspective. The proposed work fits with the seismic strengthening component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$25,000 Wellesley Hotel 2 Maginnity Street seismic analysis and strengthening design April 2018

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	<ul style="list-style-type: none">• \$15,000 Mount Cook Police Barracks, 13 Buckle Street design of earthquake solution and geotechnical analysis April 2017
BHIF Outcome	The grant will: <ul style="list-style-type: none">• Acknowledge the heritage values of this individually listed heritage building.• Acknowledge the additional costs associated with maintaining a heritage building.
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none">• Conservation Architect assessment of the proposed works on heritage values and whether they can be supported /are appropriate on heritage grounds and supply of assessment to WCC• Supply of detailed design documents to WCC

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Project 6	St John's 170 Willis Street
Applicant	St John 's in the City
Project:	Earthquake strengthening of church building
Total project cost	\$4,200,000
Amount requested	\$200,000
Amount eligible for funding	\$3,904,000
Recommended Grant ex GST if applicable	\$168,500
Previous Grants	No previous grants
 <p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 16, reference 350 • St John's Church has architectural and aesthetic significance as one of the city's finest remaining 19th century churches. • The church is sited on a prominent elevated site on the corner of Dixon and Willis Streets and is a landmark building in Wellington particularly for the magnificent church spire that continues to dominate the streetscape despite the proliferation of modern high-rise buildings nearby. • St John's Church is notable as one of a group of three major timber Gothic churches designed by an important 19th century Wellington architect, Thomas Turnbull, that still stand in central Wellington. St John's Church is also part of the St John's Presbyterian Church Heritage Area that includes Spink's Cottage (circa 1860), a significant early Wellington house. • St John's is the most historically significant of Wellington's Presbyterian churches and has been used for worship by generations of Wellingtonians, including former prime ministers, mayors and other notables. • Although the church has had many alterations and additions, these have been sympathetically designed and the main elements have survived in authentic form. • Heritage NZ Category I 	

This report is officer advice only. Refer to minutes of the meeting for decision.

The Issue	<p>The building was issued a notice under section 124 of the Building Act 2004. The notice signifies that the building is earthquake prone as its seismic performance, based on engineering advice, falls below 34% of the NBS.</p> <p>The proposal is to bring the building up to 70% NBS which would then allow normal use of the building throughout the week. Currently usage is restricted to reduce risk of harm.</p> <p>The strengthening will preserve the historic features and look of the building as is appropriate for a Category 1 historic building built in 1886, as well as enabling more frequent use and protecting both the lives of those using it and the building itself. The specific work involves tying the main body of the church to its foundations and buttresses; strengthening the Choir loft and organ with steel bracing and plywood and strengthening the towers so that they do not move relative to the rest of the building.</p>
Review of proposal	<p>This work is scheduled to begin in October and be completed by July 2019. This application is for undertaking the seismic strengthening work. Due to the timing of the project this is likely to be the only application for seismic funding for this project.</p>
Recommendation	<p>The project is supported from a heritage and building resilience perspective. The proposed work fits with the seismic strengthening component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$200,000 St Mary of the Angels seismic strengthening November 2015 (plus \$100,000 for additional strengthening work December 2016) • \$100,000 T G McCarthy Building 54-56,58-60 Cuba Street seismic strengthening April 2017
BHIF Outcome	<p>The grant will:</p> <ul style="list-style-type: none"> • Acknowledge the heritage values of this individually listed heritage building. • Acknowledge the additional costs associated with maintaining a heritage building. • Contribute to removing this building from Council's list of Earthquake Prone Buildings
Additional BHIF condition(s)	<p>Release of funds is subject to:</p> <ul style="list-style-type: none"> • A BHIF sign to be supplied by WCC is affixed prominently to the front of the building or site throughout the duration of the works • WCC Heritage Team's onsite inspection of works • Code of Compliance Certificate is issued by WCC for seismic strengthening

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 7	8 & 10 Egmont Street, The Bond Store
Applicant	The Bond Store BC
Project:	Bond Store seismic upgrade design
Total project cost	\$64,400
Amount requested	\$64,400
Amount eligible for funding	\$64,400
Recommended Grant ex GST if applicable	\$20,000
Previous Grants	No previous grants
	<ul style="list-style-type: none"> • Building Information • District Plan Individually Listed Building: Map 16, reference 106 • Built in 1906 and 1923, these buildings (along with 20 Egmont Street) make use of symmetry, decorative facades and a contrast between brick and concrete in order to give them a sense of distinction. • The buildings have historical significance for their association with Young's Chemical Company, a pharmaceutical import firm which originally began as an importer and brewer of beverages.
The Issue	<p>The building was issued a notice under section 124 of the Building Act 2004. The notice signifies that the building is earthquake prone as its seismic performance, based on engineering advice, falls below 34% of the NBS.</p> <p>The work involves the detailed seismic design to achieve at least a 67% rating of NBS and aiming for 80% for 8&10 Egmont Street – Bond Store. The design will capture all structural works associated with the seismic upgrade of the buildings reflective of the current apartment layouts.</p>
Review of Proposal	The applicant prepared a detailed seismic assessment in 2014. They carried out work to secure parapets and the façade in 2018 as part of the URM programme. This is the next phase to upgrade the buildings to 67% - 80% NBS.
Recommendation	<p>The project is supported from a heritage and building resilience perspective. The proposed work fits with the seismic strengthening component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$20,000 Allen Blair Properties seismic strengthening August 2016 • \$30,000 114 Adelaide Road seismic strengthening March 2016

This report is officer advice only. Refer to minutes of the meeting for decision.

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BHIF Outcome	The grant will: <ul style="list-style-type: none">• Acknowledge the heritage values of this individually listed heritage building.• Acknowledge the additional costs associated with maintaining a heritage building.
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none">• Conservation architect input, assessment and endorsement of the proposal.• Supply of seismic upgrade design to WCC.

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 8	20 Egmont Street
Applicant	The Tea Store Apartments Body Corporate 87885
Project:	Tea Store Seismic Upgrade design
Total project cost	\$64,400
Amount requested	\$64,400
Amount eligible for funding	\$64,400
Recommended Grant ex GST if applicable	\$20,000
Previous Grants	No previous grants
	<p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 16, reference 431 • Built in 1921, this building along with those at 8-10 Egmont Street, makes use of symmetry, decorative facades and a contrast between brick and concrete in order to give a sense of distinction. • The buildings have historical significance for their association with Young's Chemical Company, a pharmaceutical import firm which originally began as an importer and brewer of beverages.
The Issue	<p>The work involves the detailed seismic design to achieve at least a 67% rating of NBS and aiming for 80% for 20 Egmont Street – Tea Store.</p> <p>The design will capture all structural works associated with the seismic upgrade of the buildings reflective of the current apartment layouts. Overall budget cost for this project has been valued at \$5.2m which will be funded by the owners.</p>
Review of Proposal	The applicant prepared a detailed seismic assessment in 2014. They carried out work to secure parapets and the façade in 2018 as part of the URM programme. This is the next phase to upgrade the buildings to 67% - 80% NBS.
Recommendation	<p>The project is supported from a heritage and building resilience perspective. The proposed work fits with the seismic strengthening component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$20,000 Allen Blair Properties seismic strengthening August 2016 • \$30,000 114 Adelaide Road seismic strengthening March 2016

This report is officer advice only. Refer to minutes of the meeting for decision.

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BHIF Outcome	The grant will: <ul style="list-style-type: none">• Acknowledge the heritage values of this individually listed heritage building.• Acknowledge the additional costs associated with maintaining a heritage building.
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none">• Conservation architect input, assessment and endorsement of the proposal.• Supply of seismic upgrade design to WCC.

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 9	192 The Terrace, Somerled House
Applicant	Waikato Raupatu Lands Trust
Project:	Seismic work and Chimney Repairs and Conservation Plan
Total project cost	\$170,685
Amount requested	\$170,685
Amount eligible for funding	\$170,685
Recommended Grant ex GST if applicable	\$30,000
Previous Grants	No previous grants
 <p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 17, reference 294 • Somerled House has architectural value due to the retention of materials, the composition of the main façade, and the original internal features. This building is also associated with William Turnbull, prominent Wellington architect. • This building is associated with Thomas Kennedy Macdonald and is an important part of the Terrace streetscape as an example of wooden Edwardian architecture that once typified the area. • Heritage NZ Category II 	
The Issue	The property has not had any maintenance work carried out for over 20 years. The current project is to strengthen piles, stabilise the chimney and create a conservation plan to guide further works at the property.
Review of Proposal	The preparation of a conservation plan is the first step to managing a historic building and considered best practice. Stabilising chimney and strengthening piles are the early stages of seismic strengthening.
Recommendation	The project is supported from a heritage and building resilience perspective. The proposed work fits with both the seismic strengthening and conservation component of the BHIF. Previous grants for similar works include: <ul style="list-style-type: none"> • \$25,000 Wellington Methodist Parish seismic strengthening April 2018 • \$5,000 Glendaruel conservation plan April 2018
BHIF Outcome	The grant will: <ul style="list-style-type: none"> • Acknowledge the heritage values of this heritage building. • Acknowledge the additional costs associated with maintaining a heritage building.
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none"> • WCC Heritage Team's onsite inspection of works • Supply of peer reviewed conservation plan to WCC

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 10	5C St Mary Street
Applicant	Ann Boland
Project:	Replacement of roof and three windows
Total project cost	\$43,131
Amount requested	\$43,131
Amount eligible for funding	\$18,683
Recommended Grant ex GST if applicable	\$3,000
Previous Grants	No previous grants
<div style="display: flex; align-items: flex-start;">  <div style="margin-left: 20px;"> <p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 17, reference 265 • This is one of three cottages which have architectural value as a representative of a simple Italianate design. The style, type of construction, and materials are representative of typical workers dwellings of the day. • These cottages have townscape value due to their position with the other workers dwellings in Thorndon. They are prominent due to their position above smaller cottages on a rise. • These cottages are an important part of the local community and make a contribution to the wider setting of Thorndon. They contribute significantly to the sense of place and continuity in the Thorndon area. </div> </div>	
The Issue	This application is a conservation project relating to construction costs for remedial works to a heritage listed residential cottage. This work is needed to ensure the heritage cottage remains weathertight and meets current thermal H1 code requirements for the foreseeable future.
Review of Proposal	Maintaining the building in a watertight condition is critical for its conservation and continued use.
Recommendation	This project is supported from a heritage conservation perspective. The replacement of the roof is consistent with the conservation component of the BHIF. Previous grants for similar works include: <ul style="list-style-type: none"> • \$3,000 37 Tarikaka Street roof replacement August 2016 • \$3,000 49 Tarikaka Street roof replacement August 2016 • \$3,000 1 Riddiford Street roof replacement December 2016
BHIF Outcome	The grant will: <ul style="list-style-type: none"> • Acknowledge the heritage values of this individually listed heritage building.
Additional BHIF condition(s)	Release of funds is subject to:

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	<ul style="list-style-type: none">• WCC Heritage Team's onsite inspection of works
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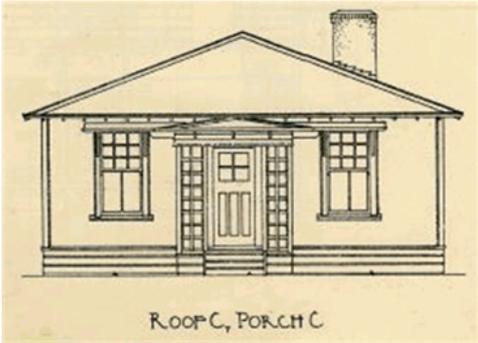
This report is officer advice only. Refer to minutes of the meeting for decision.

Project 11	Augusta Apartments (former Dominion Training School for Dental Nurses), 266 Willis Street
Applicant	Augusta Body Corp 353640
Project:	Remediation of east and west facades and replacement of steel windows
Total project cost	\$6,100,000
Amount requested	\$600,000
Amount eligible for funding	\$2,631,999
Recommended Grant ex GST if applicable	\$31,000
Previous Grants	2009 – \$15,000 for prototype steel window
<div style="display: flex; align-items: flex-start;">  <div style="width: 55%; padding-left: 10px;"> <p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building; Map 16, reference 353 (facades). • The former Dominion Training School for Dental Nurses is a very good example of a building built in a transitional style between Stripped Classicism and modernism. • It is a local landmark on Willis Street, partly because it is the most substantial building on its block, and partly for the quality of its design and choice of construction materials. • Historically, this building is significant both for its association with the provision of dental healthcare and training for nearly 60 years, and as an example of the direct role that central government (especially the first Labour government) played in bettering the health of New Zealanders. • The building has technical interest as a purpose built dental training clinic. • Heritage NZ Category II </div> </div>	
The Issue	<p>Shortly after conversion to residential apartments, serious deficiencies were found in the built work and a claim lodged under the Weathertight Homes and Resolution Act. Since 2007, work has proceeded almost continuously to remedy defects and restore the building. Repair and restoration has been a significant burden for the owners. Owners believe that heritage factors have already added approximately \$600,000 to the cost with further being incurred as part of this latest project.</p> <p>The building facades are Heritage listed. The steel windows require urgent remediation and replacement with new replica steel windows. Extensive remediation of the concrete facades on the east and west faces is also required.</p>
Review of Proposal	CONFIDENTIAL

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Recommendation	<p>This project is supported from a heritage conservation perspective. The proposal is consistent with the conservation component of the BHIF. Previous grants for similar works include:</p> <ul style="list-style-type: none"> • \$10,000 99 Willis Street, waterproof, paint and remove fire escape April 2018 • \$24,100 216 Cuba Street, restoration of street frontage March 2016 • \$30,000 32 Cuba Street, exterior repair, plaster and painting November 2015
BHIF Outcome	<p>The grant will:</p> <ul style="list-style-type: none"> • Acknowledge the heritage values of this individually listed heritage building.
Additional BHIF condition(s)	<p>Release of funds is subject to:</p> <ul style="list-style-type: none"> • Supply of Code Compliance Certificate for completion of the works to WCC • WCC Heritage Team's onsite inspection of works • A BHIF sign to be supplied by WCC is affixed prominently to the front of the building or site throughout the duration of the works.

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 12	52 Tarikaka Street, Ngaio
Applicant	Jane Oarsman
Project:	Replacement of damaged weatherboards, painting and borer treatment
Total project cost	\$13,002
Amount requested	\$6,500
Amount eligible for funding	\$13,002
Recommended Grant ex GST if applicable	\$3,000
Previous Grants	2009 – \$1,783 extension to cottage
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">   <p style="text-align: center;">ROOF, PORCH</p> </div> <div style="width: 50%;"> <p>Building Information</p> <ul style="list-style-type: none"> • 52 Tarikaka Street contributes to the Tarikaka Street Heritage Area. • The Tarikaka Street Heritage Area in Ngaio contains 71 houses, of which 64 were constructed by New Zealand Railways, firstly in 1927-29 with more added between 1938 and 1940, as part of efforts to provide mass, low cost housing for its workers. • This is an historically important grouping of houses, built as part of the first successful mass housing scheme undertaken in New Zealand. • This is the best surviving railway settlement in the lower North Island and an important element in the northern suburban streetscape </div> </div>	
The Issue	There is mild to moderate borer in house, underfloor, roof, weatherboards and some studs. Intend to borer spray house and need to replace the most damaged weatherboards, particularly on northwest facing wall where it is most exposed to the weather. These weatherboards must be specifically cut for these railway cottages.
Review of Proposal	Maintaining the building in a watertight condition is critical for its conservation and continued use. Repairing weatherboards is supported from a heritage perspective.
Recommendation	This project is supported from a heritage conservation perspective. The proposal is consistent with the conservation component of the BHIF. Previous grants for similar works include: <ul style="list-style-type: none"> • \$3,000 41 Tarikaka Street painting and replacement of rotten weatherboards and guttering April 2017

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	<ul style="list-style-type: none">• \$3,000 33 Holloway Road painting October 2016
BHIF Outcome	The grant will: <ul style="list-style-type: none">• Acknowledge the heritage values of this heritage building and the contribution it makes to the Heritage Area• Acknowledge the additional costs associated with maintaining heritage buildings
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none">• Use of treated timber weatherboards manufactured to the same profile as the original weatherboards• WCC Heritage Team's onsite inspection of works

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 13	280 Lambton Quay
Applicant	OLT Properties Ltd
Project:	Kelburn Chambers façade remediation
Total project cost	\$101,302
Amount requested	\$80,000
Amount eligible for funding	\$101,302
Recommended Grant ex GST if applicable	\$18,000
Previous Grants	No previous grants
 <p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 17, reference 188 • Kelburn Chambers is an Edwardian commercial Classical style building that has been skilfully designed to fit onto a narrow inner-city site. The building is notable for its elegant proportions, and for the careful use of Classical decoration on its street façade. • This building has historic value for its association with the Kelburn and Karori Tramway Company, the development of Kelburn as a suburb, and the commercial life of early Wellington. • The building is a local landmark as one of a very few surviving small Edwardian Classical commercial buildings on Lambton Quay. It neatly marks the Lambton Quay terminus of the Cable Car, a landmark of transport engineering that is its contemporary. • Heritage NZ Category II 	
The Issue	There are a number of areas on the front façade of the building which are letting water in. This is causing degradation of the plaster and concrete on the façade. A conservation architect has documented the repairs which will be required.
Review of Proposal	The project will stop the water getting in, then fix the plaster and then finally paint. Maintaining the building in a watertight condition is critical for its conservation and continued use.
Recommendation	This project is supported from a heritage conservation perspective. The proposal is consistent with the conservation component of the BHIF. There are not many examples of this type of repair so previous

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	<p>grants for painting works include:</p> <ul style="list-style-type: none"> • \$10,000 99 Willis Street waterproof and paint exterior April 2018 • \$30,000 Columbia Private Hotel exterior repair, plaster and painting November 2015 • \$20,000 Holy Trinity Church, Ohariu Valley Road restoration, repair, repainting May 2015
BHIF Outcome	<p>The grant will:</p> <ul style="list-style-type: none"> • Acknowledge the heritage values of this individually listed heritage building. • Acknowledge the additional costs associated with maintaining a heritage building.
Additional BHIF condition(s)	<p>Release of funds is subject to:</p> <ul style="list-style-type: none"> • WCC Heritage Team's onsite inspection of works • A BHIF sign to be supplied by WCC is affixed prominently to the front of the building or site throughout the duration of the works

This report is officer advice only. Refer to minutes of the meeting for decision.

Project 14	31 Glenbervie Terrace, The Moorings	
Applicant	The Leniston Family Trust	
Project:	Conservation plan and documentation for critical repairs	
Total project cost	\$17,700	
Amount requested	\$17,700	
Amount eligible for funding	\$17,000	
Recommended Grant ex GST if applicable	\$12,500	
Previous Grants	No previous grants	
	<p>Building Information</p> <ul style="list-style-type: none"> • District Plan Individually Listed Building: Map 18, reference 134 • The Moorings has architectural significance as the design of John Sydney Swan, one of Wellington's more important architects. The building's architecture is notable in itself as an interesting manifestation of Swan's style and fascination with the sea. • The Moorings is historically important for two main reasons. Firstly, it was the home of the John S. Swan and his family. Secondly, The Moorings was at the centre of the resistance against the encroachment of the motorway on the Glenbervie Terrace and Ascot Street area. • The Moorings is an important contributor to a sense of place and continuity in Thorndon. In a suburb teeming with history, The Moorings is a heritage building of special character and adds another layer of interest to Thorndon's heritage landscape. It also adds to a sense of continuity for the area, being built in 1905, and surviving the motorway encroachment in the 1960s. • The Moorings has provided a home to a large number of tenants, especially since it became a boarding house in the 1930s. It is still one of the more renowned flats in Wellington, and holds cultural value as a home for Wellingtonians. • Heritage NZ Category I 	
	The Issue	The application is for a conservation plan and documentation and plans for critical works required to make the building weathertight. This includes obtaining expert advice from a conservation architect.

This report is officer advice only. Refer to minutes of the meeting for decision.

Review of Proposal	The preparation of a conservation plan is the first step to managing a historic building and considered best practice. Maintaining the building in a watertight condition is critical for its conservation and continued use.
Recommendation	This project is supported from a heritage conservation perspective. The development of conservation and maintenance documentation is consistent with the conservation component of the BHIF. Previous grants for similar works include: <ul style="list-style-type: none"> • \$9,000 Wharf Offices investigation for roof repair August 2016 (repair investigation only) • \$5,000 Glendaruel conservation plan April 2018 (conservation plan only) • \$8,800 Khandallah Automatic Telephone Exchange March 2016 (conservation plan only)
BHIF Outcome	The grant will: <ul style="list-style-type: none"> • Acknowledge the heritage values of this heritage building. • Acknowledge the additional costs associated with maintaining a heritage building.
Additional BHIF condition(s)	Release of funds is subject to: <ul style="list-style-type: none"> • Peer reviewed conservation plan to be supplied to WCC • Supply of maintenance documentation and plans to WCC. • Conservation architect input, assessment and endorsement of the proposal.

This report is officer advice only. Refer to minutes of the meeting for decision.

Applying for Built Heritage Incentive Fund

Eligibility criteria (August 2018)

Criteria 1 to 5 must be met or the application will not be accepted. If any of criteria 6 to 8 are not met, the application may not be accepted, or alternatively any funding allocated will be conditional on meeting these criteria.

The eligibility criteria are:

1. The application must relate to a heritage-listed building or object, or a building identified as contributing to a heritage-listed area. See Chapter 21: Heritage List.
2. The applicant must be the owner or part-owner of the heritage building or object.
 - This includes private owners, body corporates, charitable trusts or church organisations.
 - If an application is from a body corporate or a trust, there must be evidence that all relevant members approve of the project.
 - The Crown, Crown entities, district health boards, community boards, Council-controlled organisations and Council business units are not eligible.
3. The planned work must aim to physically improve the building's structural integrity, public access, safety or historic aesthetic.
4. The work applied for, cannot have started before the Committee decides if funds are allocated.
5. The application must:
 - include at least one recent (within three months of fund closing date) quote or estimate from a registered builder or recognised professional, and relate directly to the work applied for
 - if your application is part of a larger project with non-heritage components, or includes work not relating to heritage conservation, the quote must identify the heritage component cost
 - If the invoiced amounts are significantly different from the original estimated costs or relate to work that was not applied for, we will revise your payment accordingly.
6. The application must demonstrate the work will conserve and enhance the building or the object's heritage significance. If the project is likely to impact the building's heritage elements, you will need to work with a recognised conservation architect to make sure the work maintains and enhances the

building or object's heritage significance. See the assessment guidelines for more information on this.

7. The application must include evidence that the property owner can meet the full project costs. This is usually financial documents, such as audited accounts or bank statements.
8. The application does not relate to a building, object, or part of a building or object that has an unclaimed or not yet finalised funding agreement under the Built Heritage Incentive Fund.

Assessment and allocation

Assessment

When assessing an application, we take three main principles into account. Knowing these will help you make the best application you can.

1. **The project maintains and enhances the building or object's heritage significance.** To meet this, you need to work with a recognised conservation architect.

Here is how the conservation architect requirement works:

- If the work is for the design phase of a seismic strengthening project, or for invasive testing as part of a detailed seismic investigation, the funding application can include quotes or estimates for advice from a recognised conservation architect once the project begins.
 - If the project is for construction work (including seismic works), conservation or large-scale restoration work, you must send us advice from a recognised conservation architect as part of your application.
 - If the project is for a detailed seismic investigation that doesn't need invasive testing, or for a small repair, maintenance or restoration project, or for another project that avoids any effects on the heritage elements of the building, advice from a recognised conservation architect will not be required.
2. **The project aims to make the building safer in the event of an earthquake and maintain the building's heritage significance or its contribution to a heritage area.** This includes:
 - buildings on our Earthquake-prone building list
 - buildings with high-risk architectural features such as chimneys, veneers, gables, canopies, verandahs, pediments, parapets and other exterior ornamentation; water tanks; tower-like appendages; fire escapes; lift wells; facades, plaster, and other heavy renders that a seismic engineer identifies as posing a risk to the public.
 3. **Evidence that the projected costs are as accurate as possible and we have a high degree of confidence the building owner is willing to, and financially capable of, proceeding with the project.**

Allocation

For all applications, when allocating funding we consider:

- the risk of the heritage value being less if funding is not granted
- confidence in the quality of the proposed work
- consistency of the proposal with the principles of the ICOMOS NZ Charter
- if the project is visible and/or accessible to the public
- if the project will benefit the community
- the value of the funding request
- the value of the funding request when considered against the total project cost
- parity with similar projects in previous rounds
- fair distribution in the current round
- the amount of funding available for allocation.

Conservation applications

When deciding allocations for conservation, restoration, repair or maintenance work, we also consider:

- the heritage significance of the building and how this will be affected by the work
- if the building is on the Heritage New Zealand list .

Seismic strengthening applications

When deciding allocations for projects aiming to make a building or object safer in the event of an earthquake, we also consider:

- the heritage significance of the building and how this will be affected by the work
- if the building is on the Heritage New Zealand list
- if the building is on our Earthquake-prone building list
- the expiry date of a s124 Notice under the Building Act 2004
- if the building is on Cuba Street, Courtenay Place, or Newtown shopping centre heritage areas
- if the project strengthens more than one attached building
- the building's "Importance Level" (IL), as defined by Australian and New Zealand Structural Design Standard AS/NZS1170.0 or any revision of this standard
- the location of the building to a "strategic route" as defined by all roads marked in colour on District Plan Maps 33 & 34.

Getting your funding grant

Once you have been allocated a grant, you have 18 months to complete the work. The grant will be paid once the work is completed and you've submitted an accountability application through our online funding portal.

Attach all invoices, reports, and any other information relating to the project. Your submission must also include information about any conditions of your funding agreement, such as a site visit by a Council heritage advisor.

If the invoiced amounts are significantly different from the original estimated costs or relate to work that was not applied for, we will revise your payment accordingly.

We will pay the grant into your bank account once all information is received.

WELLINGTON RENOUF TENNIS CENTRE FUNDING

Purpose

1. This report recommends that \$1M funding in total is granted to Wellington Tennis Incorporated for undertaking capital renewal works at the Wellington Renouf Tennis Centre. It is proposed that this \$1M of grant funding is phased over the following years \$500,000 in 2018/19, \$150,000 in 2019/20, \$150,000 in 2020/21 \$100,000 in 2021/22 and \$100,000 in 2022/23. Funding is GST exclusive.

Summary

2. The Wellington Renouf Tennis Centre is the most significant tennis facility in the central tennis region (lower North Island). Many of the national and international tournaments held at the Wellington Renouf Tennis Centre each year cannot be held at any other location in the central tennis region. For this reason the facility is of strategic significance to tennis and to Wellington.
3. A condition survey of the Wellington Renouf Tennis Centre in June 2017 identified \$6.87M of capital renewal works being required over the next 15 years, with \$3.09M being required in the next 2 years.
4. Wellington Tennis Inc. and Tennis Central Region do not have the financial resources to undertake all the necessary capital renewal works. Funding from the Council would assist in addressing the facility issues and improve the ongoing sustainability of the Wellington Renouf Tennis Centre.
5. The Council has a 'Sportsville (sports hub) Partnership Fund' for the design and construction of sports hubs. Funding of \$500k per annum is allocated in the 2018-28 Long-term Plan.
6. Wellington Tennis Inc. and Tennis Central are now seeking funding from the 'Sportsville (sports hub) Partnership Fund' Council to assist with undertaking the capital renewal works. Wellington Tennis Inc. and Tennis Central will also be financially contributing to the works. It is also intended to seek gaming trust funding to assist with future works.
7. <insert text here>

Recommendation/s

That the Grants Subcommittee:

1. Receives the information.
2. Agrees to recommend to the City Strategy Committee to approve \$1M ex GST of funding from the Sportsville Partnership Fund and that it is phased over the following years \$500,000 in 2018/19, \$150,000 in 2019/20, \$150,000 in 2020/21 \$100,000 in 2021/22 and \$100,000 in 2022/23.
3. Agrees to the funding conditions outlined in section 27 of this report.
4. Note that Wellington Tennis Inc., Tennis Central and Wellington City Council officers are still investigating options regarding the strengthening or demolition of the north stand at the Wellington Renouf Tennis Centre.

Background

8. The Wellington Renouf Tennis Centre has been the home of tennis in the Wellington region for many decades. The majority of the buildings at the Wellington Renouf Tennis Centre were built in the the1980's. Tennis at the site dates back to the 1940's. The Centre is the most significant tennis facility in the lower North Island.
9. In recent years Council officers have become increasingly concerned about the condition of the assets at the Wellington Renouf Tennis Centre (as have Tennis Central and Wellington Tennis Inc.). Maintenance of the Wellington Renouf Tennis Centre's facilities has been mostly reactive - the exception has been the regular re-surfacing of the courts.
10. The Council provided grant funding of \$22,500 in 2016 to Tennis Central Region to enable them to undertake the following reports to inform future decision making:
 - An Asset Condition Survey
 - An Asset Maintenance Plan

These reports lead to the devevelopment of an Asset Management Plan for the centre.
11. The Asset Condition Survey and Asset Maintenance Plan (OPUS 2017) identified \$6.87M of capital renewal works being required over the next 15 years, with \$3.09M being required in the next 2 years.
12. An Asset Management Plan has been prepared by Tennis Central / Wellington Tennis that outlines the capital renewal priorities.
13. The Council provided funding of \$13,975 in 2017/18 for a seismic assessment of the north stand and adjacent pavilion building at the Wellington Renouf Tennis Centre.
14. Officers provided a presentation about the Wellington Renouf Tennis Centre to Councillors at a workshop on 5 September 2017.
15. Wellington Tennis/ Tennis Central Region lodged a submission as part of the 2018-28 Long-term Plan seeking an ongoing financial contribution from the Council to assist with addressing the capital renewal works via the 'Sportsville Partnership (sports hub) Fund'.
16. Wellington Tennis/ Tennis Central Region lodged a funding application to the 'Sportsville Partnership (sports hub) Fund' in August 2018 ('Attachment 1')

17. Council Officers have been working closely with Tennis Central and Wellington Tennis Inc. over the last two years and have a good working relationship with the governance group and chief executive.

Discussion

18. Proposal

- Wellington Tennis Inc. and Tennis Central are seeking funding from Wellington City Council to address a range of capital renewal issues at the Wellington Renouf Tennis Centre.
- Wellington Tennis Inc. / Tennis Central have presented an asset management plan that outlines a number of works to ensure that the facility remains viable long-term and fit for purpose. The recommended plan includes a number of capital renewals and minor upgrade works.
- The major facility concerns are the condition of the main building roof, exterior floodlighting, stand seating, and the North Stand / Pavilion.

Tennis Funding Contribution

- Over the last 5 years Tennis Central has been building up an infrastructure fund – this fund currently has a balance of \$306,363. Tennis Central also has additional funds of \$528,424 (= Total of \$834,787) that can be used to assist with the initial renewal works.
- Wellington Tennis Inc. also plans to seek \$90,000 per annum from various gaming trusts to assist with the future renewal works programme.
- The project has support from Sport New Zealand, Tennis New Zealand, Sport Wellington and Capital Football.
- Refer to 'Attachment 1' to see the full proposal from Wellington Tennis Inc. and Tennis Central.

19. Condition Assessment

The Condition Assessment prepared by Opus is on page 67 of 'Attachment 1'. The main points of the conclusions reached by Opus International in the Condition Assessment read:

- *“There is an extensive amount of deferred maintenance at the Renouf Tennis Centre. This is identified through the majority of the assets being given a rating condition of 'moderate' to 'very poor'. The exception being the Performance Training Centre assets that are in a 'good' condition which is a reflection of the building's age rather than good management practice”.*
- *The consequence of the above findings then reflects in the substantial amount of planned maintenance requirements in the immediate term. A few examples include the likes of roof, exterior cladding and stand seating replacements to extensive repaints of the assets, new floor linings and upgrades to the exterior lighting.*

- *The Long Term Maintenance Plan has identified an extensive amount of deferred maintenance at the Renouf Tennis Centre. This is evident with the first two years of the plan requiring a sum of \$3m of funds. The majority of the expenditure is on the Main Building, the North Stand and the Old Pavilion Clubrooms. The replacement of the roof system is noted to all three facilities and is a major contribution in the first two years.*
- *The cumulative total of the next 15 years' expenditure at the Renouf Tennis Centre is \$6.869m. This equates to an average yearly allocation of \$457,900.*
- It is not financially possible for Wellington Tennis Inc. and /or Tennis Central Region to achieve the outcomes recommended by the Asset Maintenance Plan. They do not have sufficient enough cash reserves that will permit \$3 million of capital renewal work to occur in the next two years. Similarly, there is no likelihood of \$6.87 million being obtained over the next 15 years to complete both the capital renewal works and then complete recommended scheduled maintenance thereafter to preserve the quality of the assets.

20. **Tennis Overview**

- Tennis New Zealand is the governing body for tennis in New Zealand. There are 6 regional tennis organisations and then clubs underneath. Tennis Central Region Inc. is the regional tennis organisation for the lower North Island and is responsible for managing the Wellington Renouf Tennis Centre (and is based at the facility).
- Wellington Tennis Inc. owns the assets at the Wellington Renouf Tennis Centre.
- Wellington Tennis Inc. has 17 tennis clubs in Wellington city that are affiliated members.
- In the 2016-2017 year, Tennis New Zealand reported 34,557 club members nationally. In addition there were 24,683 casual and programme participants. There were also 60,561 primary school children participating in the 'Tennis Hot Shots' programme. More than 300,000 play tennis in New Zealand.
- For the Tennis Central Region, the corresponding figures were 5,732 club members (a decrease from 6,531 in 2015-16), and 2,679 casual participants (an increase from 2,092). Of these members 2,152 were from Wellington City.

21. **Wellington Renouf Tennis Centre Overview**

- The facility is located on 60 Brooklyn Road, Mount Cook. The site is approximately 1.7 hectares and is part of the Wellington Town Belt. Wellington Tennis Inc. has a lease to the site and the current lease is set to expire on 31 December 2019.
- The site has accommodated tennis for over 70 years. The earliest record of development of facilities at the site was in 1947/48 with the building of the Pavilion (still present), a shed and a grandstand. In 1986/87 the west stand and more substantial - north stand, were constructed. The other major development in

1987 was the construction of 4 indoor courts, changing rooms, meeting/function rooms and offices. It is understood that the outside courts were converted from grass to hard courts at the same time.

- The facility now provides 6 indoor courts and 12 outdoor courts and hosts a range of tennis activities, including:
 - Junior and senior inter-club competitions
 - Regional, national and international tournaments
 - Coaching programmes
 - Participation programmes
 - Casual use

The facility is also used by other sports groups:

- Martial arts ('Kaizan Academy' - based in north stand)
- Futsal
- Badminton (the facility has hosted a major tournament)
- Following the completion of the development works in the 1980s the facility was re-named the Wellington Renouf Tennis Centre in honour of the financial contribution of Sir Frank Renouf to the project. The Council contributed a grant of \$400,000 towards the development.
- In 2006 a 'Regional Performance Centre' was developed with two additional indoor courts. The Council contributed \$200,000 towards this facility. No further significant improvements have occurred at the site since 2006.
- From a tournament hosting perspective, retention of at least 12 courts of a similar standard is required (note: there are 12 outdoor courts at the Centre).

The improvements at the Wellington Renouf Tennis Centre are valued at \$11M (as at 30 April 2018).

Service level

Tennis Central and Wellington Tennis have established the following service level objectives for the Renouf Tennis Centre (in priority order):

1. Ensure the Centre remains safe for public use.
2. Ensure the Centre remains eligible to host national and international tournaments, which would require a minimum of 12 courts of a similar nature and surface (12 outdoor at present meets this requirement).
3. Ensure the courts remain in a condition that meets customer expectations, which includes not just the court surface, but also related aspects such as lighting.
4. Ensure other facilities directly related to the customer experience are of a suitable standard to meet customer expectation, such as changing rooms / toilets and available car parking.
5. Ensure the facility remains suitable to house the office administration requirements of Tennis Central.
6. Ensure the customer experience can be enhanced through the provision of other services that are add-ons. This would include the provision of the pro shop and the café / bar.

7. Ensure the Pavilion (adjacent to north stand) is suitable for continued use by external hirers (currently Kaizen Karate) – note: subject to a future decision on the earthquake strength of the building.

Operating Hours:

The Centre is currently open 91 hours per week, with the daily open hours being:

- Monday 8am to 10pm
- Tuesday 8am to 10pm
- Wednesday 8am to 10pm
- Thursday 8am to 10pm
- Friday 8am to 9pm
- Saturday 8am to 6pm
- Sunday 8am to 8pm

Casual usage

Over the past four years the revenue collected from court bookings has fluctuated between \$159,190 in the twelve months to 30 April 2015 and \$183,036 in the financial year to 30 April 2017.

Court bookings (excl. GST)

- 2016-2017 revenue \$183,036
- 2015-2016 revenue \$172,636
- 2014-2015 revenue \$159,189
- 2013-2014 revenue \$176,650

Business house competitions

During the 2016-2017 financial year there were a total of 117 teams that entered Business House competitions delivered at the Centre on week nights. In addition, a further 38 teams played in Business House competitions delivered in the winter months on various weekdays. Total Business House revenue in 2016-2017 was \$55,435 (excl. GST).

Midweek interclub

In 2016/2017 a total of 35 teams competed in this week day competition with total revenue from this competition being \$17,956.

Interclub

The Centre is used extensively on weekends (in particular on Saturdays) during the summer months for the playing of junior and senior inter-club.

Tournaments

The Centre hosts a number of tournaments throughout the year.

- On an annual basis the Wellington Renouf Tennis holds 10-15 tournaments. In the period 1 May 2017 to 30 April 2018 there were 11 tournaments held, with these being:
 - Regional Performance Tournament – 68 competitors
 - Wellington Primary School Tournament – 123 competitors
 - Tecnifibre Wellington Junior Open – 111 competitors
 - Tennis New Zealand Junior Masters – 96 competitors
 - TCR Primary Schools Regional Finals – 64 competitors
 - College Sport Wellington Junior Championships – 40 competitors
 - Wellington International Tennis Federation – 140 competitors
 - Wellington Open – 56 competitors
 - College Sport Wellington Championships – 56 competitors

- Wellington Veterans Tournament – 82 competitors
- Central Region Junior Championships – 250 competitors
-
- Other events of significance, being national tournaments, in the last three years were:
 - Tennis New Zealand National Under 16 Teams Event 2016 – 48 competitors
 - Tennis New Zealand National Under 16 Individuals Event 2016 – 123 competitors

Regional Performance Programme

Free court access is provided to players that are part of the Regional Performance Programme.

Club Use/Levy

Tennis Central Region charges each club in Wellington and Kapiti Mana a levy in relation to the Wellington Renouf Tennis Centre. This levy was introduced in 2013 to collect revenue required for roof maintenance at the Centre. The Club levy has generated an additional \$30,000 + each year since 2013/2014. This levy does provide clubs with the opportunity to access court usage at the Centre to a value equivalent to the amount of the levy contributed by their club.

Summary of Usage

In 2016/17 the courts were used for a total of approximately 11,000 hours. These figures bring use of the Wellington Renouf Tennis Centre to a rate of approximately 65%. It is generally at capacity during peak times. Weekdays are the quietest times at the Centre, although it does depend on the day of the week.

22. Sports Hub (Sportsville) Partnership Funding

The Council approved funding criteria for the 'design and construction' of sports hubs in February 2015. Funding of \$500k per annum is allocated in the 2018-28 Long-term Plan. Key funding criteria that aligns with this proposal includes:

- The facility is identified as a major sport and recreation hub located in Wellington City
Comment: The Wellington Renouf Tennis Centre is the major/most significant tennis facility in the region and lower North Island. The facility is also used for Futsal, karate and for other sports/recreation activated from time to time e.g. badminton tournament
- The new facility will improve and rationalise the sporting and recreation facilities in the area and region and generally support outdoor multipurpose sports use. It will improve community involvement and promote health and physical activity within the local and wider community

Comment: refer comments above. The facility is needed to support tennis training, high performance coaching, competition, tournaments and casual tennis.

- There needs to be over 50% self-funding
Comment: Wellington Tennis Inc. / Tennis Central are proposing to provide over 50% of the funding as outlined in their proposal ('Attachment 1').
- Have support from regional and national bodies
Comment: The funding proposal is supported by Sport New Zealand, Tennis New Zealand, Sport Wellington and Capital Football.
- Demonstrate how the project will increase participation in sport and recreation within the community and wider region and targets the Council's strategic focus
Comment: Refer to above comments.
- Demonstrate there is active memberships/involvement, as well as partnerships developed, to support the ongoing interests and commitment to financial contributions.
Comment: Wellington Tennis Inc. and Tennis Central are contributing to the works
- Demonstrate how the local and wider community will be able to make use and access the facility, as well as physical accessibility for people with disabilities and other disadvantaged groups.
Comment: The facility is accessible. The facility is available for casual use.

Refer to pages 1-4 'Attachment 1' for further comments by Wellington Tennis Inc. / Tennis Central in regards to alignment with the funding criteria.

Refer to 'Attachment 2' for the full criteria for the Sports Hub (Sportsville) Partnership fund.

No other funding applications have been received to the Sportsville Partnership Fund. No other funding applications are anticipated during the financial year at this point in time.

23. Wellington City Council Financial Contribution to Tennis

Wellington City Council currently provides support to tennis via the following:

- Tennis clubs that are situated on Council administered land receive subsidised ground rental.
- The Council owns and manages the tennis courts at Hataitai Park - these courts are used by Tennis Central / Wellington Tennis for junior interclub.
- The Council provides several other courts across the city e.g. Cog Park, Northland.
- With the exception of the recent funding provided for asset maintenance and seismic assessment reports, Wellington City Council last financially contributed to the Wellington Renouf Tennis Centre when it provided a grant of \$200,000 in 2005/06 towards the two additional indoor courts.

24. North Stand and Pavilion

A seismic assessment report of the North Stand and adjacent pavilion building was completed June 2018. Both structures have an earthquake rating of 35% - 40% NBS. Following the NZSEE grading scheme these buildings are classified as Grade C, which

represent a risk to occupants of between 5 to 10 times that expected for a new building, indicating a 'Medium Risk' exposure.

Wellington Tennis Inc. is still working through options with Council officers regarding the future of these two buildings.

25. Risks with Not Supporting the Funding Proposal

- Wellington Tennis Inc. / Tennis Central become financially unsustainable and can no longer manage the Wellington Renouf Tennis Centre.
- Tournaments / events cannot be held (or are lost) at the Wellington Renouf Tennis Centre because of the condition of the facility.
- Decline in use of the Wellington Renouf Tennis Centre due to the poor state of the facility and poor customer experience. This would also lead to a reduction in revenue.
- Increased risk of asset failure and health and safety concerns if the capital renewal works are not undertaken.
- Renewal and reactive maintenance costs continue to increase overtime if works are not undertaken as planned.
- Key staff/Board members at Wellington Tennis and Tennis Central depart with a corresponding loss in capability and capacity of the management and governance.

26. Other Risks to be Consider with Supporting this Proposal

- The North Stand and Pavilion may require future demolition. If this situation eventuates there will be a significant one-off opex cost for demolition, versus future renewals and ongoing operating costs.
- Wellington Tennis Inc. is not successful in securing \$90k per annum from gaming trusts for the capital renewal works. Phasing of the WCC investment over the next five years will enable any bids for gaming trust funding to align with WCC priorities and enable a multi-year programme of renewal works to be implemented.

27. Funding Conditions

Release of the Council funding to Wellington Tennis Inc. would be subject to the following conditions:

- A detailed Funding Agreement will be developed by Officers
- A professionally costed scheme which is based on specialist advice, competitive quotations from suppliers, and input from Council Officers.
- The capital renewal works will be as per the "Service Level Maintenance Plan" option on pages 273-274 ('Attachment 1') of the funding application dated 15 August 2018. Any material changes by Wellington Tennis Inc. /Tennis Central to these identified works must be approved by the Manager Parks, Sport and Recreation, Wellington City Council.
- An appropriate operating model and detailed Asset Management Plan will be in place.

- It is required that Wellington Tennis Inc. / Tennis Central will meet all regulatory and legislative requirements relating to the works.
- Wellington Tennis Inc. / Tennis Central will keep the Council informed of any material issues affecting construction of the project, including any that may delay practical completion.
- That Wellington Tennis Inc. / Tennis Central appoint a suitably qualified and experienced project manager, subject to Council approval, to assume responsibility for the overall management of the works.
- The Council having the right to inspect/audit the funded works at the Wellington Renouf Tennis Centre.
- Wellington Tennis Inc. and Tennis Central is required to acknowledge the Wellington City Council funding assistance via internal signage, where practicable on its website, and in any media releases or announcements made with respect to the facility works.
- Council funding will be released to agreed milestones.
- Wellington Tennis Inc. will be required to provide an annual report to the Wellington City Council by 30 January each year outlining the asset maintenance, renewal and improvement work undertaken during the year.

28. **Conclusion**

The Wellington Renouf Tennis Centre has largely been financially self-sufficient over the last 30 years. The existing model is one by which tennis, with the support of a range of other funders, has funded the development of this asset over time with minimal ratepayer investment.

The Centre has and will continue to deliver many important outcomes for tennis participation in our community.

Its role as a centre of national and regional significance and its alignment with our Strategic priorities presents a strong case for a grants funding investment. This funding will place the Wellington Renouf Tennis Centre on a more sustainable footing.

Given the importance of the Wellington Renouf Tennis Centre to tennis; the level of capital renewal work now required; the financial position of Wellington Tennis Inc. / Tennis Central; and when considering the level of financial assistance that Council provides to many other sports in the city; it is recommended that grant funding of \$1m is provided to Wellington Tennis Inc. over a 5 year period.

Options

29. Wellington Tennis Inc. / Tennis Central have presented a range of options that are outlined in their funding application of 15 August 2018 ('Attachment 1'). The preferred option ('Service Level Maintenance Plan') is considered by Officers and Wellington Tennis Inc. / Tennis Central to be the most prudent. This option deals with immediate concerns. Failure to undertake these works is likely to result in health and safety issues, escalating maintenance/renewal costs and lost patronage/revenue at the Wellington Renouf Tennis Centre.

Next Actions

- Negotiate Funding Agreement with Wellington Tennis Inc.
- Review proposed capital renewal works schedule
- Confirm that Wellington Tennis Inc. / Tennis Central has all funding in place for project before releasing Wellington City Council funding
- Wellington Tennis Inc. to engage project manager
- Wellington Tennis Inc. to apply for any necessary regulatory consents
- Commence renewal/upgrade works

Attachments

- Attachment 1.  Wellington Tennis Inc. / Tennis Central Funding Application [↓](#) Page 60
- Attachment 2.  Sports Partnership Fund - Funding Criteria [↓](#)  Page 342

Author	Glenn McGovern, Sports & Club Partnership Leader
Authoriser	Paul Andrews, Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer

SUPPORTING INFORMATION

Engagement and Consultation

Officers have been discussing the capital renewal issues at the Wellington Renouf Tennis Centre with Tennis Central and Wellington Tennis Incorporated since 2016.

Treaty of Waitangi considerations

No Treaty of Waitangi considerations have been identified.

Financial implications

The financial implications are outlined in the report.

Policy and legislative implications

The proposal alligns with the *“Our Capital Spaces – An Open Space and Recreation Framework for Wellington: 2013-23”* :

Outcome 1 – Getting everyone active and healthy

- Action: 1.2.1 Continuing to invest in the upgrade and renewal of playing surfaces at community and sports parks

Outcome 3 – Contributing to Wellington’s outstanding quality of life

- Action: 3.3.1: Work to secure regional and national tournaments and events that use our parks, outdoor spaces and recreation facilities
- Action 3.3.2: Identify and maintain key facilities to host national and international artistic, cultural and sporting events

Long-term Plan: The project has alignment with the “Resilience and Environment” LTP priority.

The proposal alligns with the *“Living Well – Regional Sport and Active Recreation Planning Framework”* :

- *Participation Opportunities:* Provision of a broad range of quality sport and active recreation participation opportunities
- *Regional Sporting Success:* Develop, support and recognise sporting excellence across the region
- *Spaces and Places:* Develop a coordinated approach to providing an accessible, fit-for-purpose network of regional, spaces and places that support and encourage sport and active recreation.

Risks / legal

The project risks have been outlined in this report.

Climate Change impact and considerations

No identified impacts or considerations.

Communications Plan

Not required.

Health and Safety Impact considered

The condition survey (Opus) conducted in 2017 has identified a significant level of capital renewal work being required. If this is not addressed there could be increased health and

safety risk for people using the Wellington Renouf Tennis Centre. As outlined in this report, further investigation/option analysis is required in respect to the North Stand.



15 August 2018

Glenn McGovern
Sports & Club Partnership Leader
Community Partnerships
Wellington City Council

Dear Glenn,

Wellington Tennis Inc. and Tennis Central Region Inc. are excited to present to the Wellington City Council a joint submission for the Sportsville Partnership Feasibility Fund for 2018-2019. This application is seeking the full amount of \$500,000 available in the fund for this financial year to enable a range of maintenance projects to be undertaken at the Wellington Renouf Tennis Centre (Brooklyn Road, Brooklyn).

Included as part of this application is the Centre's Asset Management Plan, which includes a variety of independent reports into the current status of the Centre and what is recommended be completed, and at what cost, to ensure the Centre remains viable long-term. It is appropriate to note that this application is seeking support for a range of capital works projects to an existing sports facility to ensure it remains fit for purpose. Some of the works are capital replacement and others are capital upgrade. It will be possible for Council to identify specific aspects of the proposed works that are suitable for the use of Council funding within the requirements of the Sportsville Partnership Feasibility Fund.

In response to the funding criteria I am able to provide the following summary information in this cover letter:

Provide recreation and sports facilities that meet the needs of communities

The Centre is the home of tennis not only for Wellington, but the Central Region, which includes the Hutt Valley, Kapiti Mana, Wairarapa, Manawatu, Wangnau and Taranaki areas. The Centre hosts a range of tennis opportunities, both participation and competitive in nature, and is the only tennis facility in the wider geographic area that is capable of hosting national and international tournaments.

Capital Football has become a regular user of the Centre in the past year, with junior futsal competitions held on the indoor courts. There is also a karate club, Kaizen Academy, which holds a sub-lease of the Pavilion building. Discussions with representatives from table tennis have identified the potential for the Centre to host national competitions if the lighting levels on the indoor courts can be established above 600 lux, which would be a natural outcome of the proposed LED lighting upgrade.

There are no existing facilities, or existing facilities are aging, unsustainable (no longer fit for purpose) and in need of replacement

There are no other existing facilities that serve a comparable function for tennis as identified above. The Centre is an aging facility, and its sustainability is questionable without the proposed capital works. It is more economic to complete the desired works on the current Centre than establish a new facility.

It is also notable that the demand for access to the Centre for futsal reflects insufficient facilities for the current participation numbers in the sport. The letter of support from Richard Reid of Capital Football included in this application identifies this facility deficit for futsal.

**Tennis Central, Renouf Tennis Centre, 60 Brooklyn Road 6011, Wellington
phone (04) 385 9709 email: admintcr@tenniscentral.co.nz**

A partnership project with multiple funders

This project will have the following partners contributing financially:

- Tennis Central – has an Infrastructure Reserve (\$306,363) that is available for use, as well as an additional \$528,424 as at 1 May 2018 that can be used to assist in meeting Council funding criteria; and
- Wellington Tennis Inc. – will seek annual funding of \$90,000 from various gaming trusts, which will in turn mean gaming trusts are targeted funding partners.

Project type

This project has support from Tennis New Zealand, as evidenced by the letter of support included in this application. Sport Wellington has also indicated support for the project, as evidenced by discussions Council officers are known to have had with Sport Wellington CEO, Phil Gibbons.

In terms of alignment with Council Service levels and provision, Council's strategy document 'An Open Spaces and Recreation Framework for Wellington: 2013-23' identifies a need for:

- Investment in recreation areas so that they appeal to a wider range of people. By making the Centre more suitable for use by a range of sports a wider range of people will naturally become users of the Centre.
- Prioritise the development of well-located hubs that contain multiple recreational facilities in the same space. The Centre's proximity to the centre of Wellington makes it very well located, and it is important to note that it would not be possible to develop an alternate tennis hub in a location as desirable as Brooklyn Road.
- Recreational and community hubs enable people to play in a range of ways, across a range of times, and to connect with a wider community. The efforts to accommodate other sports, including futsal and karate, and hopefully in time other sports, such as table tennis, means that the Centre is an existing hub and has significant potential to be a hub for a wider range of people.
- Potential to attract more local, regional and national events. The Centre already attracts a range of local, regional and national events. There is minimal capacity to attract more events from a tennis perspective, although a Davis Cup tie would be desired and possible with the proposed upgrades. The opportunity that does exist is the potential to host events for other sports, with the interest from table tennis a prime example of what could be possible.

Have a total project value of over \$500,000

This project has a project value in excess of \$500,000. The Opus Maintenance Report has suggested works totalling \$6.86 million over 15 years, with half of that to be spent in the next three years.

Increase community participation in sport and recreation activities

It is important to recognise that this project is in part about maintaining existing community participation, as the loss of this unique facility would eliminate the opportunity for existing regular users to continue to participate as frequently as they are at the current time. Committed to increasing usage of the Centre by the community, it is access by other sports, including futsal, that has potential to increase community participation in the short-term, while tennis participation is targeted to increase longer term.

Capacity to achieve this increased community participation must be considered in the context of any other facilities that are available to various sports. With futsal indicating a facility deficit for its requirements and table tennis indicating a need for a large venue with adequate lighting to host large national events, it appears that there is a strong need for the Centre to be a component of the sporting infrastructure of Wellington.

The amount and extent of other facilities existing or proposed in the area and region

There is no other comparable tennis facility in the area or region. While there are other facilities being used by futsal, if there is no further capacity at those facilities, then the Centre is complementing the existing facilities as part of a network of facilities being used by Capital Football. Similarly, if table tennis struggles to host large national events in Wellington due to facility availability, then the Centre can address a gap in Wellington's existing infrastructure.

Tennis Central, Renouf Tennis Centre, 60 Brooklyn Road 6011, Wellington
phone (04) 385 9709 email: admintcr@tenniscentral.co.nz

Partnering and membership is sustainable for the ongoing upkeep and maintenance of the facility

As indicated in the Asset Management Plan, an estimated \$300,000 per year will on average be required to provide for the ongoing upkeep and maintenance of the facility. With Tennis Central Region generating a surplus in its 2017-2018 financial year of 173,917, and the previous year's surplus being \$122,128, there is evidence that a foundation exists to achieve the target of \$300,000 per year. Tennis Central Region has formally committed \$60,000 per year moving forward, and having set this amount aside each of the past five years to generate the current Infrastructure Reserve of \$306,363, there is clear evidence this outcome is achievable. With increased revenue generated by the Centre, which is a targeted outcome, capacity for Tennis Central Region to contribute in excess of \$60,000 each year is certainly possible.

Wellington Tennis Inc. will seek funding from gaming trusts and other sources to support the operating revenue contribution provided by Tennis Central Region. \$90,000 each year is considered a conservative target, with the New Zealand Community Trust and Pelorus Trust anticipated to be the major contributors.

What is important to note is that the existing operational costs of the Centre are being met by Tennis Central Region currently, and significant surpluses are being generated. There is no reason to suggest any change to that existing financial model.

Assessment of beneficiaries

The beneficiaries are the existing beneficiaries, plus any other groups that become users of the Centre in the future. Unlike a Greenfields project where there is a degree of uncertainty as to whether the projected user groups will actually materialise, in this instance there is a known group of existing beneficiaries and it is proposed that all of those existing beneficiaries will continue to be users of the Centre. Further details of who those existing and potentially future beneficiaries will be are included in the Asset Management Plan.

Legislative requirements

As an existing facility, the legislative requirements are not as extensive as they would be for a new facility. There may be aspects of the proposed works that will require a building consent, but the vast majority of the works would not require a building consent. Resource consent is also unlikely to be a factor for much of what is proposed, although converting the outdoor courts to LED lighting and installing lights on the four outdoor courts that do not currently have lighting are instances where a resource consent process will need to be completed. However, the nature of the proposed works is generally of a nature that it is not believed that the works can not obtain the returns consents.

It is appropriate to note that the lease of the site from Council does conclude on 31 December 2019, so it will be necessary to work through the process of extending that lease for a further period next year.

Amount of community support

As a facility that has been in operation for more than 30 years the level of community support that already exists is evident. That community support from a tennis perspective exists in the use of the Centre by the greater Wellington tennis community for casual participation and competitive play. A range of tournaments, competitions and events all demonstrate that the facility is currently serving a beneficial role to the community. The proposed works will ensure that this remains true for many years to come.

The letter of support from Capital Football demonstrates that another community organisation and its members also see value in the Centre.

Community accessibility

As a facility that was largely developed prior to the introduction of accessibility requirements in the building code, it is appropriate to acknowledge that the Centre does not meet all modern requirements in terms of accessibility design. However, tennis is a sport that has an accessibility code – wheelchair tennis – and the current facility can accommodate players with an accessibility requirement to use the tennis courts.

In much the same way as Council's own indoor sport and recreation centres operate, the public currently can and will continue to be able to hire areas within the Centre. Tennis Central Region has recently moved to the ClubSpark booking system, which allows members of the public to make court bookings and payments on-line. Therefore, it is possible for anyone to hire a court should they wish.

**Tennis Central, Renouf Tennis Centre, 60 Brooklyn Road 6011, Wellington
phone (04) 385 9709 email: admintcr@tenniscentral.co.nz**

Timelines

The process of commencing the identified works can occur almost immediately. If Council funding is made available, depending on the agreed aspects of the proposed works that Council's funds may be tagged for use, it is expected the works would be completed in the six-month period from 1 October 2018 to 31 March 2019.

Thank you for the opportunity to make this application. Support for sport and recreational projects is an appropriate use of Council's financial resources, and it will certainly be appreciated if funding can be made available.

Please note that if this application is successful, it is asked that funds are paid to Wellington Tennis Inc., which as the owner of the Centre, will be making all payments in relation to the proposed works.

If any further information is required, please contact me at your convenience.

Yours faithfully,



Tim Shannahan
Chief Executive Officer
Tennis Central Region Inc.

Email: tim@tenniscentral.co.nz
Mobile: 021 126 3322

Tennis Central, Renouf Tennis Centre, 60 Brooklyn Road 6011, Wellington
phone (04) 385 9709 email: admintcr@tenniscentral.co.nz



Wellington City Council
PO Box 2199
Wellington 6140

15th August 2018

To whom it may concern,

Re: Letter of Support for Tennis Central

I write in full support of the application by Tennis Central as it seeks funding support for the capital maintenance of the Wellington Renouf Centre.

The maintenance of the Renouf Centre is needed for the success of tennis in the greater Wellington area and for Tennis Central's alignment with the Strategic Framework for Tennis in New Zealand. A key pillar of this framework is 'Secure', a major component is that national facilities are fit for purpose which meet the needs of the community.

The Renouf Tennis Centre is a key tennis facility for Wellington, the greater Central Region and also for Tennis New Zealand. The centre is the only venue eligible to host national tournaments in the lower North Island, has the only indoor tennis courts in the greater Wellington area and provides a venue for other sports codes such as futsal and karate.

The centre is in need of this maintenance and is important for the sport of tennis in New Zealand. I would like to reiterate my full support for this important and worthy request, and trust that thorough and favourable consideration will be given to this application.

Sincerely

A handwritten signature in blue ink, appearing to read "Julie Patterson".

Julie Patterson
CEO
Tennis New Zealand

Tim Shannahan
CEO Tennis Central
60 Brooklyn Road
WELLINGTON 6011

Wednesday 15th August 2018

Dear Tim,

RE: RENOUF TENNIS CENTRE

I write to you in support of your application to the Wellington City Council (WCC) via the Sportsville Partnership Funding.

Capital Football (CF) has been using the Renouf Centre for its primary school Futsal programmes & started in Term 3 of 2017 it has already grown to include Terms 2 & 3 of 2018; it is worth noting that CF forecasts that primary school futsal (boys & girls) will continue to be its fastest growing part of its business.

The space at ASB Centre in Kilbirnie is constrained & if it wasn't for the assistance of Tennis Central in making the Renouf Centre available the huge potential within the primary school futsal space would not be able to be realised.

Given the predicted growth of primary school futsal (figures available upon request) it is highly likely that CF will look to utilise the Renouf Centre further into 2019 & beyond. NB: CF's futsal usage has increased 100% year on year 2017 v 2018.

Should you require any further information please do not hesitate to ask.

Yours truly



Richard Reid
Chief Executive Officer
Capital Football



www.capitalfootball.org.nz

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Memorial Park
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Wellington Renouf Tennis Centre

Asset Management Plan

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Introduction

The Wellington Renouf Tennis Centre has been the home of tennis in Wellington for several decades, and more recently the home of tennis for the wider Central region since 2007. The Centre currently provides 6 indoor courts and 12 outdoor courts, with all courts being a similar rebound ace hard court surface.

The Centre hosts a diverse range of tennis activities, including:

- junior and senior inter-club competitions;
- regional, national and international tournaments;
- coaching programs; and
- participation programs.

Maintenance of the Centre's facilities has been almost entirely reactive, dating as far back as the 1940s when the first buildings were established. The exception has been the regular re-surfacing of the Centre's courts. This has created a situation where it has become apparent to the Centre's current governance and management team that there is a need to undertake considerable deferred maintenance and bring the Centre back up to a standard that meets the Service Level Objectives for the Centre.

To establish a recommended maintenance strategy for the Centre moving forward, the Wellington City Council and Tennis Central Region have contributed to the development of this Asset Management Plan. The Plan has involved Opus completing an independent Condition Assessment of the facilities and using that content to recommend a comprehensive Asset Maintenance Plan. The content of that Asset Maintenance Plan has then be considered against the financial capability of Tennis Central and Wellington Tennis Inc., the latter being the owner of the Centre, and the Service Level Objectives of those two organisations for the Centre, to create this Asset Management Plan.

Tennis Overview

Tennis is a global sport, with worldwide participation.

In New Zealand the sport is administered by Tennis New Zealand. The organisational structure of the sport in New Zealand has six regional sport organisations, with clubs beneath. There are still associations in place within each region, for geographical convenience in terms of the delivery of localised competition and management of the sport.

Tennis Central Region Inc. is one of the six regional sport organisations, servicing the geographic area that comprises Wellington, Kapiti Mana, Hutt Valley, Wairarapa, Manawatu, Wanganui and Taranaki.

The Tennis Central Region Inc. office is located in Wellington, and is actually based out of the Wellington Renouf Tennis Centre.

Tennis is a sport for which it can be a struggle to identify the true extent of engagement by the public. This is because the participation numbers recorded by Tennis New Zealand reflect only those participants that are known to the national sport organisation as a result of engaging in the sport through an affiliated club or programme.

For the 2016-2017 tennis year, Tennis New Zealand reported 34,557 club members nationally. In addition there were 24,683 participants in various pay-for-play competitions and other tennis programmes (e.g. Cardio Tennis) offered by the six regions and affiliated clubs that are additional to the club members. There are also a further 60,561 primary school-aged children that participated in the Tennis Hot Shots programme, generally as an in-school sport experience. Tennis New Zealand identifies the total number of participants in the sport of tennis in New Zealand in 2016-2017 as 119,801.

For the Tennis Central region, the corresponding figures were 5,732 club members, with an additional 2,092 casual participants. Of the 5,732 club members, 2,152 are from Wellington, 1,108 are from Hutt Valley, 801 are from Kapiti Mana and 372 are from the Wairarapa. That is a total of 4,433 members from the greater Wellington area.

However, as is the case for so many sports where it is possible to set-up your own game and play without needing to be part of a club or a member of the sport, tennis believes there are considerably more people engaging in tennis without being a part of the formal structure of the sport.

Sport and Active Recreation in the Lives of New Zealand Adults 2013/14 identified that 6.6% of adult males and 6.0% of adult females had participated in a tennis activity in the previous 12 months.

Sport New Zealand's Insights data identifies the following tennis participation figures for the Wellington Region, which includes Kapiti Mana, Wairarapa and Hutt Valley, for 2015-2016:

- 19% of people are interested in tennis
- 5% of people participated in tennis last year
- 2% of people are likely to participate in the next 6 months
- 2% attended a tennis event

Some of the 5% of people in the greater Wellington area that participated in tennis, but do not do so with the formal structure of the sport, will be amongst the regular casual court hirers at the Wellington Renouf Tennis Centre.

Wellington Renouf Tennis Centre Overview

The Wellington Renouf Tennis Centre is located at 60 Brooklyn Road, Mount Cook, Wellington. The approximate 1.7 hectares site is within Central Park, is part of the Town Belt, and is owned by the Wellington City Council. Wellington Tennis Inc. has a lease to the site, with the current lease set to expire as at 31 December 2019 (Appendix 1). An image of the leased area, taken from the lease agreement with the Wellington City Council, is shown below.



Wellington Renouf Tennis Centre Leased Area

(Note: image pre-dates the development of the Pelorus Trust Regional Performance Centre in 2006, but is the official photo from the current Wellington City Council lease document)

The site has accommodated tennis for over 70 years, originally being leased to the Wellington Lawn Tennis Association in the 1940s. The earliest recorded development of facilities on the site were in 1947 and 1948, with the Association building the Pavilion (still in use today as the Seido Karate Club dojo), a shed and a grandstand.

Over the years there is evidence of a dwelling (1950), changing rooms (1951), seating terraces (1957) and outhouse (1969) being developed on the site prior to major development in 1986 and 1987 that define

the layout of the facility as it is today. In 1986 the West Stand was developed, at a cost of \$30,000, and the following year the North Stand, at a cost of \$743,232, was built, to create a major grandstand behind the outdoor show courts (currently courts 1, 2 and 3), with internal connections to the existing Pavilion.

The second stage of the major development also occurred in 1987, when the efforts of the Association, lead by Sir Frank Renouf, resulted in a four court indoor tennis centre, with changing rooms, kitchen and lounge, meeting rooms and offices, being developed at a cost of \$1,834,947. It is believed that at around the same time the tennis courts were converted from grass to hardcourt surfaces and floodlights were introduced for eight of the remaining 12 outdoor courts. Following the completion of these works the facility was renamed the Wellington Renouf Tennis Centre in honour of the contribution of Sir Frank Renouf in making this facility available to the tennis community and people of Wellington generally.

The development in 1987 is also believed to have included the Coaches Block. Given no building consent was lodged with the Wellington City Council for this structure in isolation, it was likely part of another larger development and was included on the approved building consent at that time. Given the Coaches Block is known to pre-date the 2006 development of the Regional Performance Centre (as evidenced by the image on the previous page), it is logical to assume this structure was added in 1987.

In 1993 there were modifications to the changing rooms in the indoor court facility. These modifications were necessitated by the desire to host the NEC World Youth Cup in November 1993, with Tennis New Zealand providing a loan for the full \$60,000 cost of these modifications. That loan was paid back over ten years and was fully repaid by 2004.

2006 marked another major infrastructure enhancement at the site, with the Regional Performance Centre constructed to house a further two indoor tennis courts. This structure had an estimated cost of \$800,000.

No further improvements of significance have occurred at the site since 2006.

The latest asset valuation for the site, prepared by Quotable Value Limited in June 2015, valued the improvements at \$10,790,000 (Appendix 2). This figure is made up of the following components:

• Indoor Tennis Centre	\$4,600,000
• North Stand including Pavilion	\$2,790,000
• East Stand	\$ 140,000
• West Stand	\$ 300,000
• Outdoor Courts	\$1,170,000
• Coaches Block	\$ 70,000
• Regional Performance Centre	\$1,550,000
• Car Park / Sealed Area / Perimeter Fencing / Landscaping	\$ 170,000

Transpower

It is appropriate to note that Transpower has assets on this site also, specifically a pylon and lines. It is a desired outcome to see these assets removed from the site. The reasons for wanting the lines removed are to eliminate the potential health risk for participants and also to remove the lines above outdoor courts 1, 2 and 3. As these assets belong to Transpower they are not addressed further in this Asset Management Plan, however it is worth noting that the cheapest option for removing these assets from the site would likely be to position a pylon on the opposite side of Brooklyn Road, which can then allow the lines to take an alternate route that does not pass through the Centre site.

Wellington Town Belt Deed

The Centre is located on land that forms part of the Wellington Town Belt. As outlined in the 2015 Wellington Town Belt Bill:

"In 1839 the initial settlement plan for Port Nicholson (now Wellington City) included the Wellington Town Belt as "public property on condition that no buildings be ever erected upon it". The Council became the trustee of the Wellington Town Belt under a trust that was established by the Town Belt Deed, settled in 1873. This requires the land to be held upon trust "to be for ever hereafter used and appropriated as a public recreation ground for the inhabitants of the City of Wellington". The Town Belt Deed provides the Council with its authority to hold and manage the Wellington Town Belt, as well as providing the power to make rules and regulations that govern its use."

The Centre has been constructed with the permission of the Wellington City Council on the basis that it is primarily used as a public recreation space. However, secondary functions, such as operating a pro shop, café and bar, all require Council approval before they can occur. It has been made known that these secondary functions have been approved on the basis they are almost exclusively providing a service to users of the tennis courts. It is also recognised that contractors operating these secondary functions must be approved to operate by Council and that requires a publicly notified process to permit public objections to be received.

Council has also indicated that other secondary contractors that would not primarily service tennis players as an add-on to a visit to the Centre to play tennis would be highly unlikely to be endorsed by Council. An on-site physiotherapist is an example of a secondary function that would not be approved as the physiotherapist would take bookings and patients would primarily attend appointments at an allocated time and not as an add-on to a visit to play tennis.

The Town Belt Deed also restricts capacity for Tennis Central and Wellington tennis to consider building anything on the site that is not specific to public recreation. Discussions relating to demolishing the North Stand and Pavilion to create some other structure would only likely receive Council support if it was almost exclusively intended to be used for public recreation. If these two buildings were ever demolished it is likely the land would simply be used for more car parking to accommodate Centre users, such as the restrictions of the Town Belt Deed.

Current Usage

Before committing to the level of expenditure proposed by the Asset Maintenance Plan, or any modified amount based on addressing the Service Level Objectives, it is appropriate to confirm the Wellington Renouf Tennis Centre is worthy of such investment based on current, and projected, usage.

Operating Hours

The Centre is currently open 91 hours per week, with the daily open hours being:

- Monday 8am to 10pm
- Tuesday 8am to 10pm
- Wednesday 8am to 10pm
- Thursday 8am to 10pm
- Friday 8am to 9pm
- Saturday 8am to 6pm
- Sunday 8am to 8pm

It is important to note that closing times on Friday, Saturday and Sunday can be later, if there are pre-existing bookings to use the Centre.

Of these open hours, 49 hours are classified as peak hours and court hire is charged at a higher rate.

The peak hours are:

- Monday 4pm to 10pm
- Tuesday 4pm to 10pm
- Wednesday 4pm to 10pm
- Thursday 4pm to 10pm
- Friday 4pm to 9pm
- Saturday 8am to 6pm
- Sunday 8am to 8pm

Maximal Revenue

The current Rate Card for the Centre has the following court hire rates:

Non-club members (incl. GST):

- Indoor peak \$56.00
- Indoor off-peak \$44.00
- Outdoor peak \$25.00
- Outdoor off-peak \$15.00

Club members (incl. GST)

- Indoor peak \$44.00
- Indoor off-peak \$36.00
- Outdoor peak \$20.00
- Outdoor off-peak \$12.00

On the basis of the above, the maximal revenue that could be generated by the Centre on a weekly basis would be \$49,812 (incl. GST) (\$43,315 excl. GST)

However, the majority of users are club members and therefore the equivalent calculation on the basis of all hires being by club members would be \$39,816 (incl. GST) (\$34,623 excl. GST)

The outdoor courts do bring in some revenue at the present time, but it is negligible. However, it is important to remember that the outdoor courts are of strategic significance in Wellington's capacity to host tournaments, including national and international tournaments, where 12 courts of the same surface and environmental conditions, must be available. These outdoor courts are also currently used extensively for the duration of the inter-club competition played on weekends during the summer season.

The point of difference for the Centre and where the bulk of the capital investment has been focused is on the provision of six indoor courts. The maximal revenue capacity of these six indoor courts based on current hire rates and open hours is per week \$23,814 (\$20,708 excl. GST) at non-club member rates or more likely \$18,816 (\$16,362 excl. GST) at club member rates.

Across a twelve month period this would translate to \$850,824 (excl. GST) revenue from the six indoor courts if used to capacity.

Over the past five years the revenue collected from court bookings has fluctuated between \$159,189 in the twelve months to 30 April 2015 and \$183,036 in the financial year to 30 April 2017.

Court bookings (excl. GST)	
2017-2018 revenue	\$172,458
2016-2017 revenue	\$183,036
2015-2016 revenue	\$172,636
2014-2015 revenue	\$159,189
2013-2014 revenue	\$176,650

Coaches delivering coaching sessions to players are offered a discounted rate of \$26 (incl. GST) per hour to hire a court. The current court booking software is not capable of confirming how many hours of court hire are used for coaching purposes, but there is certainly a significant number given a coaching business (PlanitPro) is operating from the Centre. This situation means the maximal revenue attainable is decreased below the suggested \$850,000, perhaps closer to a maximal return of \$800,000.

Impact of Other Tennis Uses

Before considering the Centre to only be operating at approximately 20% of capacity, it is appropriate to consider a number of other factors.

Tennis Central Region currently charges each club in Wellington and Kapiti Mana a levy in relation to the Wellington Renouf Tennis Centre. This levy was introduced in 2013 on the notion of being required to collect revenue required for roof maintenance at the Centre. The Club levy paid by all Wellington and Kapi Mana clubs on a per head basis has generated an additional \$30,000 + each year since 2013-2014. This levy provides clubs with the opportunity to access court usage at the Centre to a value equivalent to the amount of the levy contributed by their club. A number of clubs use the levy to have club nights at the Centre, while others use it to reschedule inter-club fixtures from their club courts when the weather is not conducive to playing outdoors. Not all of the levy is converted into contra court access by clubs. It has been signalled to clubs that on the basis of the \$6.86 million worth of Centre maintenance required

over the next 15 years, the Levy will continue indefinitely and is no longer exclusively for roof maintenance, but any capital maintenance required at the Centre.

Another financial consideration is the use of the Centre courts for various tennis competitions or programs that results in various forms of indirect revenue being earned by Tennis Central or no revenue, because the courts are made available at no cost. The revenue is generally in the form of entry fees to tournaments and competitions, where revenue is generated for Tennis Central, but not necessarily applied as revenue from the Centre courts. The prime example of this is Business House competitions delivered on various weeknights throughout the year.

During the 2016-2017 financial year, there were a total of 117 teams that entered Business House competitions delivered at the Centre on week nights. (It should be identified that a team can be counted up to four times in this total as new Business House competitions commence each school term, and 117 is the cumulative total of entries across the year.) With each team paying an entry fee of \$304.35 (excl. GST), this means \$35,609 (excl. GST) of revenue was generated from Business House evening competitions during the year. In addition, a further 38 teams played in Business House competitions delivered in the winter months on various weekdays. With the entry fee per team at \$521.74 (excl. GST) per team, this generated \$19,826 (excl. GST) of revenue. As a result, total Business House revenue in 2016-2017 was \$55,435 (excl. GST).

Similarly, revenue was generated from the Midweek Winter inter-club competitions played at the Centre on weekdays. In 2016-2017 35 teams competed in this competition, each paying an entry fee \$513.04 (excl. GST), with total revenue from this competition being \$17,956.

The total revenue generated from the Club levy and various competitions held at the Centre in 2016-2017 generated \$103,391. This brings the annual revenue generated from the Centre's courts to around \$280,000 for the 2016-2017 year and approximately 35% of maximal revenue.

In terms of the tournaments held, it is appropriate to identify the annual calendar and number of competitors at each tournament. The calendar will change each year depending on which Tennis New Zealand tournaments are allocated to Tennis Central Region to host, so the calendar for the 2017-2018 financial year through to 30 April 2018 is provided as an indicator of a typical year.

Regional Performance Tournament	68
Tennis NZ Junior Masters Finals	64
Wellington Primary School Tournament	123
Tecnifibre Wellington Junior Open	111
Tennis Central Region Primary Schools Regional Finals	64
College Sport Wellington Junior Championships	40
Wellington International Tennis Federation TF	140
Wellington Open	56
College Sport Wellington Champs	56
Veterans Tournament	82
Tier 2 Central Region Junior Championships	250

In the year ended 30 April 2018, there were 1,054 competitors across 11 different tournaments held predominantly over the summer months. Most of these tournaments require access to all 12 outdoor

courts over the initial days of the tournament. At the business end of the tournament, some will opt to play semi-finals and finals on the indoor courts, but typically most will continue to operate on the outdoor courts.

Non-Revenue Generating Centre Use

The Centre is used extensively on weekends, in particular Saturdays, during the summer months for the playing of junior and senior inter-club. However, the players do not pay for the use of these hours, and unlike the Business House and Winter Inter-Club competitions where a higher fee is paid to reflect use of Centre courts, the summer inter-club competitions make no such allowance. This is for two primary reasons – all players are affiliated members and so are receiving a benefit for their membership fees and most teams, especially at the junior level, and if teams were to be charged for playing at the Centre, then clubs would likely seek the introduction of a fee for use of club courts also. The latter would see a significant increase in fees and that would be detrimental to the number of teams competing at inter-club.

Another example of free court access is the option provided to players in the Regional Performance Program, who are not allowed to book courts, but may turn up and use a court at no cost if it is available. This is an option introduced to provide a tangible level of support, at virtually no true cost to Tennis Central, to support players involved in the Regional Performance Program.

In the past year it is known that courts were used in these various capacities for approximately 11,000 hours. If converted to court hire rates, this is estimated to be approximately \$250,000 of revenue not being directly realised. It is appropriate to note that the revenue generated from these various programs is less than the \$250,000 that the court hire would generate, but use of the Centre courts in this manner is consistent with the concept of making available facilities to support the playing of tennis in the region and the focus is not purely about financial return, but return to the members / participants.

These figures bring use of the Centre to a rate of approximately 65%, and it is generally at capacity during peak times. Weekdays are the quietest times at the Centre, although it does depend on the day of the week.

Unfortunately the Centre does not currently have court booking software that has the capacity to allow for analysis of bookings and usage rates. Therefore, all of the above usage rates are estimates, albeit fairly accurate estimates. The Centre is transitioning to a new court booking software platform that will allow on-line bookings of courts, with the intent for bookings to become exclusively on-line. The introduction of this software should allow for more accurate calculations of Centre usage moving forward.

Other Users – Non-Tennis

The main source of revenue from non-tennis hire at the present time is the \$21,600 (excl. GST) received in lease form the Kaizen Karate Academy for the Pavilion. Kaizen has exclusive use of this area and has done so since approximately 2010.

Another user that was introduced this year was Capital Football. The growth of futsal in greater Wellington has created a shortage of indoor facilities for the sport to be played and Capital Football made an approach to use the Centre. The initial approach was specific to junior futsal for primary school participants, who could play on a standard tennis court and require no additional court markings, with the goal circle marked by throw down vinyl lines. Term 3 of the 2017 school year saw the first competition

delivered by Capital Football, with a commitment to delivering similar competitions in both terms 2 and 3 of 2018. Each term is worth around \$3,500 revenue to the Centre.

Strategic Overview

Wellington Tennis Inc.'s Constitution has a single Purpose that provides a clear statement that ensuring the Wellington Renouf Tennis Centre remains of a suitable standard for use by the sport of tennis is its priority. That Purpose statement reads:

"The purpose of the Society is to own and provide assets to be used in the promotion of tennis and the playing of tennis in Wellington City for the benefit of regional and national tennis with the major asset at the time this Constitution came into force being the Renouf Tennis Centre."

That Purpose was first adopted in 2007, at the same time Tennis Central Region Inc. was established to oversee the delivery of tennis in Wellington City and the wider Tennis Central region. That Purpose statement has not changed since and is unlikely to change in the foreseeable future, with the Renouf Tennis Centre continuing to be the only asset belonging to Wellington Tennis Inc..

Since 2007, Tennis Central Region has held the rights to manage the Renouf Tennis Centre on behalf of its owner. There is a formal sublease document that outlines this arrangement, with that sublease to end on 31 December 2019, the same date Wellington Tennis Inc.'s current lease with the Wellington City Council is due to conclude. It would be expected that the sublease be renewed at the same time the lease is renewed.

Under the terms of the sublease, Tennis Central Region is required to:

- a) *pay the rent due under the headlease.*
- b) *comply with all WTI's obligations as lessee under the headlease so far as they relate to the land and buildings and which TCRI is able to perform.*
- c) *keep and fully maintain to the satisfaction of WTI the buildings and any improvements "in substantial, workable and where appropriate, playable order, repair and condition" and undertake all repairs, replacement or maintenance relating to the buildings and improvements.*
- d) *provide WTI with the administrative support it requires to fulfil its statutory obligations and to undertake its administrative functions related to those statutory obligations.*
- e) *indemnify WTI for any breach of covenant in the headlease which results from TCRI's breach of any of WTI's obligations expressed in the sublease.*
- f) *insure the buildings to the amount required under the headlease.*

Item c in the above list places the responsibility for maintenance of the Renouf Tennis Centre with Tennis Central Region. There is also a Memorandum of Understanding between the two parties, dated July 2016, that includes the following clause:

"WTI and TCRI to agree on an asset management plan for TCRI to implement."

Tennis Central Region's willingness to take on the above obligations in relation to the Renouf Tennis Centre are found within its own Constitution. The Tennis Central Region Inc. Constitution identifies one of the organisation's Objectives as being:

"Develop opportunities, programmes and facilities to enable, encourage and enhance the participation, enjoyment and performance in tennis in the Region and in Tennis Central's activities."

The Wellington Renouf Tennis Centre is a key vehicle to the achievement of this Objective as it is a central location for greater Wellington from which the majority of Tennis Central Region's programmes

are delivered, in particular various events and tournaments, including inter-club, business house and national tournaments.

The Constitution also identifies the following as an Objective:

"Establish, promote and stage regional and other tennis competitions and events in the Region including developing the rules for such competitions and events."

The Centre is essential to success against this Objective as it is the only venue in greater Wellington that is eligible to host Tier 2 regional tournaments and the only venue suitable for hosting national tournaments.

The importance of the Centre to Tennis Central Region's Objectives is transferred through to its Strategic Plan. The Sustainability goal of the Strategic Plan reads:

"Operating a sustainable business underpinned by secure revenues and prudent reserves."

One of the stated Deliverables in the Strategic Plan is to:

"Maintain the Wellington Renouf Tennis Centre."

It is that Strategic Plan Deliverable that means it is appropriate for Tennis Central Region to develop this Asset Management Plan to ensure that the maintenance of the Centre moving forward is effective, and is aligned to other strategic outcomes and service level standards.

Asset Management Plan Development Process

The process of developing an Asset Management Plan for the Wellington Renouf Tennis Centre has been managed by Tennis Central Region. This is reflective of the current management situation for the Wellington Renouf Tennis Centre, where it is Tennis Central Region that has been responsible for all capital maintenance since its establishment in 2007.

The development of an Asset Management Plan has been a three-stage process. The three stages have been:

- Completion of a Condition Assessment
- Development of an Asset Maintenance Plan
- Development of this Asset Management Plan

The Condition Assessment and Asset Maintenance Plan were seen as complementary pieces of work. As a result the two pieces were put out to tender, with appropriately qualified companies approached, and Opus International awarded the project.

Condition Assessment

The Condition Assessment prepared by Opus is included as Appendix 3. The main points of the conclusions reached by Opus International in the Condition Assessment read (page 83):

“There is an extensive amount of deferred maintenance at the Renouf Tennis Centre. This is identified through the majority of the assets being given a rating condition of ‘moderate’ to ‘very poor’. The exception being the Performance Training Centre assets that are in a ‘good’ condition which is a reflection of the building’s age rather than good management practice.

The condition ratings also reflect in the level and attention to the scheduled maintenance activities. Examples include the non-servicing of fire equipment and blocked fire egress paths through to an absence of external building wash downs and aged infrastructure.

The consequence of the above findings then reflects in the substantial amount of planned maintenance requirements in the immediate term. A few examples include the likes of roof, exterior cladding and stand seating replacements to extensive repaints of the assets, new floor linings and upgrades to the exterior lighting.

In summary, the Condition Assessment identified little to no maintenance of the assets at the Renouf Tennis Centre had occurred in the past 30 years.

Maintenance Plan

Opus utilised the content collated from the Condition Assessment, as well as information obtained from Tennis Central staff in relation to recommended maintenance of tennis courts and from various contractors currently used to maintain various aspects of the Wellington Renouf Tennis Centre, to prepare a Maintenance Plan. The Maintenance Plan is included as Appendix 4.

The conclusions drawn by Opus in the Maintenance Plan report (page 12) read:

“Tennis Central’s goal for the Renouf Tennis Centre is to manage the facility sustainably. To enable the management team to achieve this goal Opus were instructed to prepare an Asset Maintenance Plan for the site. This report has presented the organisation’s financial liabilities over a 15-year period.

The Long Term Maintenance Plan has identified an extensive amount of deferred maintenance at the Renouf Tennis Centre. This is evident with the first two years of the plan requiring a sum of \$3m of funds. The majority of the expenditure is on the Main Building, the North Stand and the Old Pavilion Clubrooms. The replacement of the roof system is noted to all three facilities and is a major contribution in the first two years.

While most of the North Stand requires maintenance, the switchboard is the most urgent item to address as this is the main electrical supply to the site.

The cumulative total of the next 15 years’ expenditure at the Renouf Tennis Centre is \$6.869m. This equates to an average yearly allocation of \$457,900.

The challenge for this Asset Management Plan is that it is not possible for Wellington Tennis Inc. and / or Tennis Central Region to achieve the outcomes recommended by the Asset Maintenance Plan. There is no cash reserves that will permit \$3 million of deferred maintenance to occur in the next two years. Similarly, there is no likelihood of \$6.869 million being obtained over the next 15 years to complete both the deferred maintenance and then complete recommended scheduled maintenance thereafter to preserve the quality of the assets.

Asset Management Plan

The primary goals of this Asset Management Plan, based on the recommendations of the Asset Maintenance Plan, is to:

- Determine the service standards that must be met by the Renouf Tennis Centre;
- Identify the maintenance priorities that correspond to meeting those service standards; and
- Provide a blue print to source the required combination of facility-generated revenue and third party funding that will make it possible to complete the desired maintenance priorities.

Asset Condition Overview

The Condition Assessment Report prepared by Opus was a simple visual inspection of the facilities at the Wellington Renouf Tennis Centre. While it was identified a Detailed Engineering Evaluation would possibly be more appropriate for some assets at the Centre (e.g. the North Stand Building), it was agreed that the initial starting point for a comprehensive asset management approach to the Centre was to have a visual inspection undertaken to provide a starting point. The visual inspection would indicate the current condition of the various assets of the Centre. The emphasis during the visual inspection was to identify the durability, level of compliance and weather tightness of the assets.

In summary, the findings outlined in the Condition Assessment Report indicated that the various assets ranged from a good to very poor condition. Not surprisingly given the limited amount of maintenance that has been conducted at the Centre over the past 30 years, the condition assessment of each asset generally reflected its age. The asset considered to be in the best condition (awarded a 'good' condition assessment) was the Performance Training Centre, built in 2006. The North Stand Building was considered to be in the worst condition (awarded a 'poor to very poor' condition assessment).

The condition assessment of each asset is summarised below:

Main Building

The structure was awarded a 'good' condition assessment, but components within the building were in far worse condition. The roof cladding, spouting and downpipes, as well as some of the floor linings and some miscellaneous internal items (e.g. window dressings), were considered to be in a 'very poor' condition, while wall claddings, windows, internal doors and electrical were all rated as 'poor'.

Performance Training Centre

The structure was assessed as being in a 'very good' state, with no aspects receiving a rating of less than 'good'.

Tennis Courts (6 indoor, 12 outdoor)

The tennis courts and related infrastructure were considered to be in a 'good' condition, with the only item identified as being in a condition of less than 'moderate' was the drinking fountain, which was assessed as being in a 'very poor' condition.

Resident Coach Building

The structure of the Resident Coach Building was considered to be in a 'good' condition and most items were assessed as being in a 'good' or 'moderate' condition. The items that were assessed as being below this level were wall cladding and floor linings, both assessed as 'poor'.

Old Pavilion Clubroom

The structure of the Old Pavilion was assessed as being in a 'good' condition. Given this building is approximately 70 years old and having had minimal maintenance in that time, it was not a surprise that a number of the components were rated as 'poor' or 'very poor'. Those items receiving a 'poor' assessment were the external doors, electrical and plumbing and gas fittings. The roof cladding, spouting and downpipes and exterior lighting were assessed as being in a 'very poor' condition.

North Stand Building

The general exterior structure of the North Stand was assessed as being in a 'moderate' condition. However, numerous aspects were assessed as being in a 'very poor' condition. Those items were the roof cladding, spouting and downpipes, wall cladding, windows, exterior doors, seating, wall and ceiling linings, internal doors, electrical and miscellaneous items (e.g. the lift). As a result of this assessment the North Stand has been closed to the public, with it recommended a detailed engineering evaluation, valued at \$27,950, be completed before that position is reviewed. In the interim the building is to effectively be 'moth-balled'. Fortunately the space is already fairly empty and therefore can remain largely as is until the evaluation is available and long-term decisions (e.g. demolition) can be considered. It is also noteworthy that immediate repairs to the electrical switchboard in this building were recommended to address water ingress from above the switchboard.

West Stand

The structure was assessed as being in a 'moderate' condition, but the seating itself was considered to be in a 'very poor' condition.

East Stand

Identical to the West Stand, the East Stand structure was assessed as being in a 'moderate' condition, but the seating was assessed as being in a 'poor condition'.

Site Improvements

The Miscellaneous items included the ticket booth, perimeter fences and gates, paved areas, pathways, landscaping and drainage. All of these were assessed as being in a 'good' or 'moderate' condition, with the notable exception of the drainage. The drainage was assessed as being in a 'poor' condition.

In addition to the assessments of the physical condition of the assets, the following were also notable comments within the Condition Assessment Report:

Fire Compliance Report

It was recommended that a fire compliance report be completed to confirm the Centre remains compliant.

Asbestos Management Plan

Given the possible presence of asbestos in some of the claddings used on various buildings, in particular the Main Building and the North Stand Building, it was recommended that asbestos testing be conducted to confirm the presence or otherwise of asbestos. If asbestos is found to be on-site then an asbestos management plan needs to be prepared.

Asset Maintenance Plan Overview

Following the preparation of the Condition Assessment Report, Opus then prepared an Asset Maintenance Plan for the next 15 years. This Plan can be broken into two stages – immediate remedial works that should occur in the next two years (i.e. by 2019) to generally restore all assets to a 'good' condition and longer term scheduled maintenance from years 3 to 15 to ensure the Centre remains suitable for use for several more decades.

The immediate remedial works have been costed at approximately \$3 million. The main areas of focus for these works are the Main Building, the North Stand Building and the Old Pavilion Clubroom. Of note are the following three items accounting for almost 50% of the \$3 million:

- Main Building: replace the roof - \$1,135,000
- North Stand Building: replace the roof - \$129,100
- Old Pavilion Clubroom: replace the roof - \$163,850

Addressing the condition of the roofs of the building and ensuring they remain or are reinstated as weathertight structures has been identified as a high priority.

The total spend across each of the different assets in the first two years as proposed in the Asset Maintenance Plan is:

• Main Building	\$1,368,628
• Performance Training Centre	\$ 62,700
• Tennis Courts (6 indoor, 12 outdoor)	\$ 243,500
• Resident Coach Building	\$ 7,050
• Old Pavilion Clubroom	\$ 309,873
• North Stand Building	\$ 890,258
• West Stand	\$ 22,500
• East Stand	\$ 92,580
• Site Improvements	\$ 90,660

Once these initial remedial works have been completed, the Asset Maintenance Plan identifies an on-going annual cost of approximately \$321,000 per year for the next 13 years to maintain the Centre to a good standard.

Service Level Objectives

In determining the service level objectives for the Renouf Tennis Centre it is appropriate to align these with the strategic priorities for the Centre. With that in mind the overarching service level objectives are two-fold, and are specifically:

- ensure the Centre remains suitable for immediate use; and
- ensure the Centre remains suitable for use long-term, beyond the involvement of current management and governance personnel. In essence, prevent the next generation of management and governance personnel involved with the Centre having to address decades of deferred maintenance.

The service level objectives would therefore be (in priority order):

1. Ensure the Centre remains safe for public use.
2. Ensure the Centre remains eligible to host national and international tournaments, which would require a minimum of 12 courts of a similar nature and surface (12 outdoor at present meets this requirement)
3. Ensure the courts remain in a condition that meets customer expectations, which includes not just the court surface, but also related aspects such as lighting.
4. Ensure other facilities directly related to the customer experience are of a suitable standard to meet customer expectation, such as changing rooms / toilets and available car parking.
5. Ensure the facility remains suitable to house the office requirements of Tennis Central.
6. Ensure the customer experience can be enhanced through the provision of other services that are add-ons. This would include the provision of the pro shop and the café / bar.
7. Ensure the Pavilion is suitable for continued use by external hirers (currently Kaizen Karate).

From a tennis perspective, the priorities are to ensure anyone that comes to the Wellington Renouf Tennis Centre can access a court of a superior standard (including lighting), utilise changing rooms and toilets as necessary, and generally feel the facility is clean, tidy and therefore welcoming.

A Safe Facility

The Condition Assessment and Maintenance Plan identified a number of safety components that needed to be considered. These included:

- Ensuring all emergency egress pathways and exits remained functional;
- Ensuring fire response equipment remained certified;
- Ensuring electrical and gas connections remain safe;
- Addressing the potential for asbestos products to have been used in the construction of various aspects of the Centre;
- Having a detailed engineering evaluation undertaken in relation to the North Stand to confirm its condition and the appropriateness of the suggested works; and
- Address the condition of the switchboard located in the North Stand, which has old components and is exposed to water ingress.

The first three items have been costed at \$7,250 per year and should be accepted as normal costs incurred each year for building warrant of fitness purposes, including allowance for any repairs required to achieve certification.

The evolving health and safety environment that is reflected in the Health and Safety at Work Act 2015 creates the need to ensure any contractors that operate at the Centre are safe, and this means having an awareness as to the location of asbestos. It is recommended that an Asbestos Management Plan is created to indicate where asbestos is located so that this information can be shared with contractors when working in areas that have asbestos and allow them to factor this information into their site specific safety plan (SSSP). An allowance of \$7,500 has been allowed for this to occur as soon as possible in the Asset Maintenance Plan. It is important to note that the presence of asbestos is not a hazard to users of the Centre in the normal course of usage, and it is only prolonged periods of exposure to asbestos in a situation working with asbestos that is cause for concern.

The North Stand has been closed to the public since the Condition Assessment was received from Opus. The North Stand structure has experienced considerable subsidence over the years and is not suitable for use until the vast majority of the issues have been addressed. It is appropriate to note that material damages insurance on this building has limited value as damage has been caused across so many different earthquake events, as well as being a result of natural subsidence of the land. For this reason this building is not insured for replacement. In making a decision as to whether the North Stand works outlined in the Maintenance Plan should proceed, it is important to recognise the benefit that would be obtained from a detailed engineering evaluation that would confirm the proposed works would re-instate the building back to its original condition. This piece of work is currently underway at a cost of \$27,950.

However, the value of the North Stand to the activities conducted at the Centre must be considered in this context. From a spectator perspective, the East and West stands offer sufficient spectator seating for any matches played on the outdoor show courts. It is also appropriate to note that the Wellington Open finals are played indoors, as too would any future hosting of a Davis Cup tie, meaning the additional seating of the North Stand would go unused in such events. On that basis the North Stand serves minimal benefit. Therefore any further expenditure on this building is highly questionable, to the extent that the recommended course of action would be to demolish this building to eliminate any safety concern.

One component of the North Stand that is a priority, from both a safety perspective and an operational continuity perspective is the condition of the switchboard located in the North Stand. This switchboard is one of two electrical supplies to the Centre, with this switchboard specifically supplying power to the outdoor courts and the North Stand and Pavilion. (The Kaizen Karate Club are invoiced on a regular basis by Tennis Central for electricity use by way of a separate meter that records how many units used at this switchboard have been supplied to the Club.) It has been identified as being in a poor condition, with an estimated cost of \$20,506.00 (updated quote received from Seven Electrical on 18 April 2018) to upgrade the components and provide shelter for the switchboard to prevent further water damage. An electrical infrastructure report has been obtained from Stephenson and Turner (Appendix 5) that has identified costs ranging upwards from \$60,000 to relocate this switchboard out of the North Stand (proposed location is beneath the East Stand). However, the other option that needs to be considered further is the capacity to leave the switchboard in its current location and if the North Stand were demolished, retain the switchboard in this location by encasing it in a kiosk.

It is imperative that the Centre meets all compliance requirements. Each year items relating to consent, legislative and insurance requirements must be completed. This will likely result in the identification of additional maintenance works that are required to achieve compliance. Most will be considered general repairs, but on occasion the required works may relate to a more significant piece of work on the

Maintenance Plan. When this occurs, it is important to consider the longer term outcome and costs in determining what amount of work and associated costs should be incurred long-term.

Consideration should also be given to having a health and safety consultant conduct an independent review of the Centre annually to confirm what health and safety concerns exist and need to be addressed. This would likely identify items such as trip hazards at entrance ways where the lack of nosings has seen tiles on steps have sections break off, creating jagged and uneven edges on tiles, and possibly also the ceiling tiles in the non-court areas of the Main Building (e.g. offices, lounge, meetings rooms) which have previously been identified as a concern in the event of an earthquake as if they fall, they have considerable weight to them that could cause injury unlikely to occur with a more modern ceiling product.

Tournament Hosting Eligibility

The priority from a tournament hosting perspective is retention of at least 12 courts of a similar standard. This requirement for hosting tournaments is reflected in the Tennis New Zealand 'National Facilities Strategy', and while that Strategy document remains incomplete, the principles in the draft are valid. For this reason, provision has been made for a cost of \$20,000 to resurface two courts every year, meaning all 18 courts are resurfaced across a ten-year cycle. (It is a ten-year cycle because each court surface should have a lifespan of ten years during which it remains suitable for hosting all events, so there will be at least two years in every cycle where no works are undertaken. One year because 18 courts at two per year only takes nine years, but another year of no works because the four indoor courts in the Main Building should always be surfaced as a set of four courts to ensure a consistent finish). In the same way the North Stand has experienced subsidence, all of the courts, including the six indoor courts, are also experiencing varying degrees of subsidence. As a result, every second re-surfacing of each court has made provision for a more expensive re-surfacing cost of \$35,000 per court, to allow for re-leveling of the court before it is re-surfaced.

Meet Customer Expectations

By meeting the tournament hosting requirements for tennis courts, the key aspect of the customer experience is addressed. People are coming to the Centre primarily to use its courts, so the courts must be of a superior standard to what can be accessed elsewhere in greater Wellington to justify people seeing value in the price charged to hire a court or play in a competition at the Centre. The courts by themselves are not all that is required to meet customer expectations. Other components such as court lighting and uninterrupted availability of courts are key factors.

Adequate court lighting not only extends the possible hours of court usage, but also offers a further point of difference to paying to use a court at the Centre. The six indoor courts currently all have court lighting, as do eight of the outdoor courts (courts 1 through 8). However, blown bulbs are an on-going concern, especially given the cost to purchase the existing bulbs and costs to obtain access equipment to permit the replacement of bulbs. It is also worth noting that the original bulbs designed for the lighting infrastructure are now obsolete. An alternate product, manufactured by Philips, is now used, but as it is the only option, it does create concerns about the long-term prospect of being able to obtain bulbs that work for the current fittings. Other components of the lighting system have also aged, with most of the control system components a concern in terms of being outdated and potentially difficult to replace like for like in the event of a failure.

LED lighting has been identified as a desirable solution because the bulbs last significantly longer, are cheaper to operate, and most importantly are readily available. The Asset Maintenance Plan has identified the following costs for the upgrade of lights to LED:

Main Building	\$ 59,020
Performance Training Centre	\$ 11,200
Outdoor Courts	\$200,000

These costs were obtained from estimated costs received from two contractors in 2015. A more recent assessment received from Stephenson and Turner in October 2017 (Appendix 6) has identified potentially higher costs for the installation of an LED solution, although this solution also proposes higher lux levels than earlier estimates. Those costs are:

Main Building	\$250,000
Performance Training Centre	\$ 50,000
Outdoor Courts	\$300,000
Additional Infrastructure	\$280,000

It is important to note that the Stephenson and Turner proposal represents a 'bells and whistles' solution and there are certainly various options that could be implemented that would be adequate, without being the absolute best available. Therefore, without further investigation it is not appropriate to suggest that \$500,000 more than has been identified in the Asset Maintenance Plan will be required to deliver a suitable LED lighting system across all 18 courts.

Another key consideration in meeting customer expectations is for the six indoor courts to be dry and not unduly exposed to outside weather conditions. This means the roofs of the two buildings that house these six courts must be performing its primary purpose to an expected standard. The Maintenance Plan identifies one of the most significant piece of works required at the Centre as the full replacement of the Main Building roof. The cost attached to this project is \$1,135,000 and should occur as soon as possible. It is notable that there are currently no water ingress issues in this roof, so the need for immediate replacement could be questioned, and has certainly been questioned by the Centre's Facilities Committee, including the one member of the Committee with a building background. In 2013 half of the roof had remedial works completed on the penetrations in the roofing product by the screws / nails at a cost of \$60,000. There is a strong feeling a similar approach could be undertaken in the near future on the other half of this roof to push out the recommendation to complete a full roof replacement.

An area of roofing that requires immediate attention is the water ingress issue in the Performance Training Centre. An allowance of \$50,000 has been identified to cover ventilation vents at the east and west ends of the building, specifically in the end walls at the roof apex, with those cost reflective of the size of the vents to be covered, the need for design and consent works to proceed with these works and the access equipment to allow for the vents to be installed. The vent at the east end in particular is well known for allowing rain to come in when a strong easterly wind is also blowing. The use of the two courts has been disrupted on a number of occasions each year due to a wet surface, resulting in the cancellation of court bookings. Having a suitable cover created, that will prevent water ingress, but still allow for ventilation, will remove the situation of lost revenue in the future. The challenge of accessing these vents to affix a cover is estimated to be a considerable component of the associated cost. This is especially the case at the east end where the only access methodology that would be possible in the narrow space between the Performance Training Centre and the Main Building is scaffolding.

Easily forgotten, but also important, is maintenance of the court fencing on the outdoor courts. Tidy fences give the impression of a well maintained facility. The fences are generally in a good condition at the present time, and the Maintenance Plan proposes only \$4,500 expenditure for general maintenance in the next eight years.

Secondary Facilities to Customer Experience

A large number of users of the Centre will use the courts and leave. They do not have much need for any other aspects of the facility infrastructure. The exception to this is car parking. At the present time the Centre has 47 car parks on-site, with on-street parking providing additional capacity. It is important to ensure ample car parking is available, to the extent that if the North Stand is ever demolished, this space may logically be used for additional car park capacity. The car parks are currently in a good condition, with no immediate expenditure required.

The changing rooms and toilets have been a topic of considerable discussion in recent years, with it identified by the Centre's Facilities Committee as desirable to replace many of the fittings and the flooring, and give the walls a fresh coat of paint to lift the look and feel of these areas. This was not specifically identified in the Condition Assessment or Maintenance Plan as requiring immediate attention. This is an example where the perception of users as to the condition of the Centre differs from the objective assessment of the engineers. If financial capacity exists, then enhancing these facilities to address the on-going concerns and complaints of customers is both appropriate and necessary. The cost is an unknown at this stage and will require further investigation.

Tennis Central Offices

It is logical for Tennis Central to have its offices located at the Centre given it is the hub of Tennis Central competitions, events and programs. Having offices at another location would simply create inefficiencies with regard to staff productivity as there would be considerable commuting between the two locations. On that basis it is important to ensure adequate office space to accommodate staff. The existing offices are suitable and in a reasonable condition. As indicated in the Condition Assessment, items such as window dressings, are in a poor condition and it would be appropriate to replace these to lift the general feel of the offices. However, provided the office space remains available and usable, Tennis Central will be well served.

Enhancing the Customer Experience

People come to the Centre to play tennis, or engage in some other activity that has been scheduled, such as futsal and karate as two other regular uses of the facilities available at the Centre. However, it is important that the Centre is a place that people are happy to be and offers them more than just an opportunity to play sport. It needs to offer participants, parents and spectators a welcoming environment where they are comfortable to spend time and watch others engage in sport. In this regard the pro shop, café and bar all serve a purpose.

It is however appropriate to note that both the café and bar struggle financially to turn a profit. While this could likely be enhanced with both having a more strategic and significant marketing campaign, the level of foot traffic may always make both enterprises difficult to become huge successes. For this reason maintenance in these areas would be regarded as a lower priority than the core business areas already outlined in earlier sections.

The pro shop needs to be held in a different regard, simply because everyone who uses the Centre will generally visit the pro shop and it is therefore the point of first impression. Keeping this area well maintained has merit.

External Hirers of the Pavilion

For the better part of a decade the Kaizen Karate Club has been leasing the Pavilion as its dojo. The revenue this generates is not significant at \$21,600 per year. The projected expenditure on the maintenance of the Pavilion in the Maintenance Plan is \$924,000 over 15 years, with \$308,000 proposed for immediate works. Across the 15 years that is an average of \$61,600, which clearly indicates the revenue being generated does not cover the projected maintenance costs.

If this was the only consideration then this lease would be ceased immediately. However, it is important to recognise that the costs reflect deferred maintenance over the life of the Pavilion, which is now approaching 70 years. It is just as important to recognise the benefits to the Centre in holding the title of being 'multi-sport'. A multi-sport facility is more likely to secure funding from various third parties, so the cost-benefit analysis for continuing to lease the Pavilion to Kaizen is more comprehensive than a simple revenue received versus maintenance costs.

Implications of Service Level Objectives

Based on the Service Level Objectives it is possible to split the proposed Asset Maintenance works into two aspects – those that should proceed and those that should be deferred. The works that should be deferred will in some instances never progress.

The works relating to the following areas are those that should proceed:

- Main Building (with the roof needing further consideration)
- Performance Training Centre
- Court Infrastructure
- Pavilion
- Site Improvements

The works relating to the following areas are those that should be deferred:

- North Stand (except works relating to warrant of fitness and the electrical switchboard)
- East & West Stands (except works required to maintain in a suitable condition for use)
- Coaches Block

The items that are not priorities are the majority of the works proposed for the North Stand, and to a lesser extent the works proposed for the East and West stands above what would be required to make these areas safe for occasional use. The reason for this assessment is that all three stands are now to a large extent surplus to requirements, with the show courts enclosed by these stands no longer the premier courts at the Centre. When constructed in 1987, the thinking would have been that any major international tournament held at the Centre would need to be played exclusively outdoors so that the same outdoor conditions would be prevalent for all matches at the tournament. This remains the case in terms of hosting of major tournaments, but the level of tournament being hosted is not the same as in the 1980s and 1990s. There is no desire to host any senior international tournaments in Wellington, with Tennis Central Region content to host junior ITF tournaments and national tournaments.

As a result, of the \$1,345,000 (North Stand - \$1,142,278; East Stand - \$128,410; West Stand - \$74,400) proposed to be spent on maintenance to these three stands, it is proposed that only \$145,000 of works actually progress in the next 15 years. (This position may need to be reviewed based on the results of any detailed engineering evaluation of the North Stand should it proceed.) This creates savings against the costed Maintenance Plan of \$1,200,000.

There is also a need to be realistic about the capacity to spend \$1,135,000 on replacing the entire roof of the main building. While this may be the best course of action for the Centre, the funds simply do not exist. Therefore, unless a third party is able to provide sufficient funding, it is proposed that appropriate remediation works are completed using the \$247,794 in the Infrastructure Reserve. This would ideally provide capacity for the roofing replacement to be deferred for a further 15 years and provide sufficient time to generate the funds required for a full replacement beyond that timeframe if it is still considered necessary. This approach will provide a further saving of \$887,206.

The combined savings of the proposed deferral of works in relation to the three stands and the main building roof replacement are \$2,087,206 (\$1.2 million plus \$0.88 million). These savings mean the total value of the remainder of the recommended works in the costed Asset Maintenance Plan is \$4.7 million (\$6.86 million less \$2.08 million) over 15 years, or approximately \$300,000 each year.

Financial Summary and Options

The present financial situation with regard to maintenance of the assets at the Centre is an approximate annual expenditure of \$40,000 on asset replacement, which generally includes at least two courts being resurfaced (e.g. in 2016-2017 there was \$34,000 spent on the resurfacing of the four indoor courts in the main building) and \$25,000 on repairs and maintenance.

In addition, the past four years has seen an average of \$60,000 per year put into an Infrastructure Reserve, with the funds to be used in the future for required maintenance on the roof of the main building. This Reserve stands at \$306,363 as at April 30 2018.

The only other major capital expenditure on the Centre in recent years (i.e. since the Performance Training Centre was built in 2006) was \$47,000 spent in the 2013-2014 financial year to make repairs to sections of the roof of the main building.

The funds for the maintenance that has been completed since 2007 have been provided solely by Tennis Central, although it is appropriate to note that each year a gaming trust grant of \$20,000 to \$30,000 has been sourced for one or more items of maintenance completed (typically the court re-surfacing).

The above summary means that based on the current financial model Tennis Central has approximately \$100,000 that it can apply to annual capital maintenance, if it continues to access third party funding to support some of this expenditure. If no contributions from third party funding is applied to capital maintenance then Tennis Central has capacity for at least \$60,000 of annual expenditure on capital maintenance.

The challenge therefore is finding a financial model that will permit a far more extensive maintenance program to be implemented moving forward given the identified works in the Asset Maintenance Plan, even at the proposed reduced level of \$300,000 each year.

Wellington Tennis Inc.'s Role

Since Tennis Central was established in 2007, Wellington Tennis Inc. has been the owner of the Centre, but the sublease to Tennis Central has meant that Wellington Tennis has only been required to oversee Tennis Central's management of the Centre. However, to address the significant funding shortfall that exists in completing the capital maintenance works recommended by Opus, with modifications to reflect the Service Level Objectives for the Centre, Wellington Tennis needs to have a level of engagement in the Centre that is of greater substance.

While the revenue generated from use of the Centre is not going to alter as a result of greater engagement by Wellington Tennis, what can change is the level of funding secured from third party sources, specifically gaming trusts.

At the present time Tennis Central secures approximately \$150,000 from gaming trusts annually. That amount would largely be unchanged irrespective of what Tennis Central may seek that funding to support, be it general operations relating to the delivery of tennis in the Central region or funding for capital maintenance of the Centre. However, if Tennis Central is to achieve its stated strategic objectives, then it can only afford to apply \$20,000 to \$30,000 of that funding towards Central maintenance.

The opportunity that exists is to use Wellington Tennis as the means to obtain funding for capital maintenance. This is a proven process in relation to another tennis centre in New Zealand – Wilding Park. In recent years the Wilding Park Foundation (equivalent to Wellington Tennis) has secured funding of between \$50,000 and \$130,000 each year for various capital maintenance works. At the same time, Tennis Canterbury (equivalent to Tennis Central) has secured grants from those same sources of at least \$170,000 per year.

This same model is also used by a number of other sports in the Canterbury region, with cricket (Canterbury Cricket Trust – facilities; Canterbury Cricket Association – sport delivery), football (Canterbury Artificial Turf Football Trust – facilities; Mainland Football – sport delivery) and hockey (Canterbury Artificial Surfaces Trust – facilities and Canterbury Hockey – sport delivery) examples that have been operating successfully for a much longer period than their tennis counterparts.

By establishing Wellington Tennis as the body that is responsible for all capital works and paying the associated costs the opportunity to access more funding can be at least tested.

The gaming trust component is certainly not a source of funding that should be depended on as it is a dwindling revenue stream with no certainty of funding from one application to the next. However, while the funds exist, the two entities should be maximising the amount received between them for the benefit of the Centre and tennis more generally.

Tennis New Zealand

Tennis New Zealand is known to have minimal cash reserves available and would therefore be an unlikely party to offer any funding to support the maintenance of the Wellington Renouf Tennis Centre. However, it is notable that when the Wilding Park Foundation upgraded the indoor court lights at Wilding Park to LED in 2015, a project that was estimated to have cost approximately \$70,000, there was a financial contribution from Tennis New Zealand. This contribution was made on the basis that the LED upgrade include a higher specification upgrade on the courts that were used for hosting Davis Cup ties. It is understood that Tennis New Zealand provided \$20,000 towards this project.

On that basis, while Tennis New Zealand is unlikely to be a significant financial contributor to the on-going maintenance of the Wellington Renouf Tennis Centre, it may be possible to identify a specific piece of work that has synergies with Tennis New Zealand activities in Wellington for which a Tennis New Zealand investment can be secured.

Wellington City Council

As the local government authority, Wellington City Council has an obligation to provide services for the people of Wellington to enhance the standard of living in the city. From a sport perspective, this involves providing access to facilities, either through the on-going provision of facilities (e.g. fields, recreation centres, pools) and / or financial contributions to the development and maintenance of facilities that will be owned by other community groups. It is appropriate to note that of the two options identified, councils generally have a strong preference for contributing to the maintenance of Council facilities from a capital expenditure perspective, as opposed to grants to other entities for capital maintenance on non-council facilities. It is known this view is true for the Wellington City Council.

Tennis Central and Wellington Tennis have been engaged with the Wellington City Council for the past three years in relation to capital maintenance of the Centre (2014 Long-Term Plan process; 2015 and

2016 Annual Plan processes) seeking Council as a partner in relation to the capital maintenance of the Wellington Renouf Tennis Centre on the basis the Centre is of regional significance to the city of Wellington. Council providing funding support for the development of this Asset Management Plan is evidence that this partnership is progressing. Once the Plan is completed, ideally Council will contemplate some form of on-going financial contribution to the Centre. It is appropriate to note that the 2016 submission to the Council Annual Plan specified funding support for the development of the Asset Management Plan and once that was developed, proposed an annual financial contribution of \$150,000, which had been estimated to be approximately 50% of the cost of on-going capital maintenance.

Both Tennis Central and Wellington Tennis may at some stage in the future need to consider the option of Council taking ownership of the Centre as a component of an agreed funding agreement. Given Council's preference for capital maintenance, it is a possibility that should not be dismissed. It was flagged with Wellington tennis clubs in August 2017, with general agreement that the option should not be ruled out, but would require further discussion when it was known that the concept was a real possibility.

It is appropriate to note that the Wellington Region Sport and Active Recreation Strategy 2016-2026 will result in a Spaces and Places Plan being developed during 2018. It would be ideal for the Centre to be identified in that Plan as being a venue of sporting significance to greater Wellington, which may result in contributions from other councils.

Possible Revenue Model

At this time a possible funding model to raise an amount of \$300,000 per year would be:

- \$150,000 from Wellington City Council;
- \$90,000 from gaming trusts to be received by Wellington Tennis; and
- \$60,000 as a lease from Tennis Central Region.

The budgets included as Appendix 7 provide evidence of the viability of the above scenario, both in terms of Wellington Tennis having access to \$300,000 per year from the above sources, but also in terms of Tennis Central Region being capable of providing \$60,000 per year to Wellington Tennis.

However, further options should be considered to identify additional revenue sources, which would either enable a more comprehensive level of maintenance to progress (i.e. closer to the full suite of works proposed in the Asset Maintenance Plan) or reduce the financial contributions on the three entities listed above.

Kaizen Karate Academy

A similar option to what is proposed for Wellington Tennis to access gaming trust funds may exist with Kaizen in relation to its lease of the Pavilion. While Kaizen is neither an incorporated society nor a charitable trust, which would mean it is ineligible for third party funding, there is apparently a registered incorporated society that relates to Kaizen. It may be possible to partner with this society as a means to obtain funding for improvements relating specifically to the Pavilion, which will be of benefit to Kaizen.

Arrangements would need to be made to change the current lease arrangement to justify the society seeking funding for Pavilion works. The lease would need to be in the name of the society and the lease

would need to identify as a component of the lease the society is responsible for certain improvements, such as the heating.

The challenge to this approach is that the Pavilion is currently generating \$21,600 per year in lease payments and that does not justify the likely level of capital maintenance. It may be preferable to accept that the Pavilion is beyond saving and make it clear to Kaizen they can continue to use it for as long as it remains suitable, but once that point has passed there is no obligation on Tennis Central Region to continue to lease the Pavilion to this or any other group.

Membership Provider

Capacity for a partnership with a membership provider, most likely a fitness membership (e.g. WCC Club Active) should be considered. In considering WCC Club Active as an option, it is notable that there is already a reciprocal rights arrangement in place with Porirua City's Te Rauparaha Arena. In this instance the desired option would be an increase to the standard annual fee, perhaps by \$10 per member per year, with a percentage being provided to Wellington Tennis Inc. Members would receive a discount off court hire. Perhaps one \$10 fee per annum achieves a \$10 discount on every court hire. Like many such membership offers, the value is achieved in having the vast majority of members never utilise the service on offer, but the cost is not sufficient for most to care.

Lotteries Commission Grant

As a one-off funding solution to assist with some of the deferred maintenance recommended in the next three years in the Asset Maintenance Plan, it may be appropriate to submit an application to the Lotteries Commission. Conversations should certainly be held with the Lotteries Commission to establish the appropriate fund from which funding should be sought – Lotteries Significant Project Fund (which has provided Auckland Tennis with \$3 million in 2017 towards installing a roof on centre court at the Stanley Street Centre) or Lotteries Community Facilities Fund.

Generate Additional Centre Revenue

An important element in making the Centre financially sustainable moving forward relates directly to growing the current usage of the Centre, which will in turn result in greater revenue that can potentially be re-invested into Centre maintenance.

Increased Centre Use Opportunities

At the present time it is known that the Centre is the best performing indoor tennis centre in New Zealand on the basis of revenue generation. However, there is certainly potential for even greater revenue and this should be actively pursued. Tennis Central is committed to making this a reality and has established two advisory groups to deliver results. These two advisory groups are a Wellington Renouf Tennis Centre Business Development group focused on maximising the revenue realised from the utilisation of the Centre; and the other is a Sponsorship and Fundraising Advisory Group.

In considering options to increase the use of the Centre, an important factor is that the facility is first and foremost a tennis facility and there is no desire to change that situation from either Wellington Tennis or Tennis Central. Maximising the use of the Centre for tennis is the preferred outcome.

Tennis Opportunities

In recent years there has been considerable growth in the number of teams entering the various competitions delivered at the Centre. Business House entries have increased by 43% in the past year (117 teams in 2016/2017; 82 teams in 2015/2016), with a revised format identified as a contributing factor. There is certainly potential for even further growth in entry numbers by offering additional competition nights and trying new concepts.

Something currently absent from the Centre's range of competitions is a more social-based concept that does not focus on points tables. Instead having a good time and mixing with other players should be the primary motivation for playing. Other tennis centres have such concepts where multiple matches are played by each pair during an evening, with a break between matches to allow players to have a drink. Certainly not a concept that will attract the serious player, but something that might attract a different group of players to the current patrons.

Other Sport Opportunities

As already identified Capital Football are establishing themselves as a regular user of the Centre. It is expected that in the coming year Capital Football will be seeking additional timeslots for various futsal competitions, programs and representative training sessions. Tennis Central should be proactive in its engagement with Capital Football to realise greater usage and therefore revenue, but also establish Capital Football as a genuine partner in the Centre.

With a view to increasing use at other times, partnerships with other sports are being considered. Discussions have been on-going with Sport Wellington for a year now to identify sports that could utilise available facilities / courts. A consideration in those discussions has been identifying sports that would have minimal impact on the courts from a tennis perspective and would not require permanent lines or infrastructure that would compromise the integrity of the tennis courts.

Suitable options would include the following:

- Table tennis, which could store tables in the corridor under the main building stands and set tables up on court 4, behind the curtain, so as to not cause any disruption to tennis occurring on the remaining three courts.
- Large ball skills sessions, for sports such as netball and basketball, where training sessions not requiring goals / baskets could be conducted.

- Wrestling, judo and similar disciplines, could use a court and set up mats for training purposes on a session by session basis.

The challenge remains the identification of groups that would want to use the Centre during its off-peak times, specifically weekdays during school hours. Activity providers for senior citizen groups are a logical target market for using the Centre at these times.

Proposed Plan

It is difficult to identify a specific Plan of Works when there is so much uncertainty around the revenue available that can be applied to maintenance works. Therefore it is necessary on a regular basis for the Centre's Facilities Committee to identify proposed maintenance works to be undertaken in the short- to medium-term on the basis of known financial realities and turn that into a Plan of Works.

In the interim, there are four general scenarios that could occur and they are:

1. Status Quo Maintenance Plan

This option would see the annual spend on maintenance remain around the current level of \$90,000.

This would allow for the following:

- Compliance requirements to be met (e.g. Building Warrant of Fitness)
- Court re-surfacing annually of two courts
- Reactive works, including responding to any health and safety issues identified
- Possibly one additional project each year (e.g. Asbestos Management Plan, building wash down)

2. Enhanced Maintenance Plan

This option is based on additional financial capacity, most likely as a result of Wellington Tennis securing funding, to allow maintenance to proceed that is in excess of the Status Quo Maintenance Plan option. Depending on the level of funding secured from gaming trusts, the number of additional maintenance works projects completed each year would be more than the one that is proposed in the Status Quo Maintenance Plan option.

3. Service Level Maintenance Plan

This option is similar to the Comprehensive Maintenance option, but recognises the Service Level Objectives for the Centre and the expected financial limitations. As outlined in the report, maintenance on structures that are not of significance to the Service Level Objectives – North, East and West stands – would receive a level of maintenance below what has been recommended by Opus. The maintenance works completed on these structures would be at a level that would allow the North Stand to not be a hazard and allow emergency egress from the Pavilion. Maintenance on the East and West stands would be focused on allowing these structures able to be safely used by the general public on a casual basis. The Main Building roof would be an initial remediation consistent with what occurred in 2014, and a full scale replacement delayed until it was felt the roof was truly at the stage this was necessary based on evidence that other remediation options would no longer be suitable.

This is the preferred option from a Tennis Central perspective.

4. Comprehensive Maintenance Plan

This option would see all maintenance works listed in the Asset Maintenance Plan, as well as the higher cost for upgrade to LED lighting, completed within timeframes that are consistent with what has been proposed by Opus. This option would require approximately \$7 million over 15 years, of which just over \$3 million will be spent in the next three years. The option to demolish the North Stand would be factored in as an alternative to undertaking the maintenance works proposed by Opus for the North Stand.

Appendix 8 identifies possible maintenance works over the next two years for each of the four general scenarios.

Appendix 1:
Wellington City Council Lease

RESERVE LEASE (GROUND)
relating to
LAND AT CENTRAL PARK (*Town Belt*)
between
WELLINGTON CITY COUNCIL
and
WELLINGTON TENNIS INCORPORATED



Reserve Lease - Ground

DEED OF LEASE dated the 16th day of July 2010

BETWEEN WELLINGTON CITY COUNCIL ("Council")
AND WELLINGTON TENNIS INCORPORATED ("Lessee")

BACKGROUND

- A. The Council has agreed to lease the Land, being part of the Reserve under section 54(1)(c) of the Reserves Act 1977.
- B. The Lessee uses the Land for the purposes of playing tennis, facilitating community sporting and cultural activities, providing pro shop services and a café.

GRANT

The Council leases to the Lessee and the Lessee accepts the Lease of the Land for the Term and at the Rent and subject to the covenants, conditions, agreements and restrictions in this Lease.

The common seal of
WELLINGTON CITY
COUNCIL was affixed
in the presence of:



Executed as a deed.

Signed on behalf of WELLINGTON CITY COUNCIL

Ian Duncan McKinnon _____
Authorized Signatory - Print Name Signature

Hayley Gemma Wain _____
Authorized Signatory - Print Name Signature

THE COMMON SEAL of WELLINGTON TENNIS INCORPORATED was affixed in the presence of:

Geoffrey Melvin _____
Authorized Signatory - Print Name Signature

GRANT HOVEY _____
Authorized Signatory - Print Name Signature



Reserve Lease - Ground

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REFERENCE SCHEDULE

LAND:	The land upon which the Renouf Tennis Centre and associated buildings and car park of approximately 17,000m ² , as outlined in red on the plan attached.
RESERVE:	That part of the Wellington Town Belt known as Central Park, legally described as Lot 2, Deposited Plan 78577 and held in Computer Freehold Register WN12D/1438.
TERM:	10 years.
COMMENCEMENT DATE:	1 January 2010.
EXPIRY DATE:	31 December 2019.
RENT:	\$9,775 + GST per annum.
RENT PAYMENT DATES:	By equal quarterly instalments in advance, the first of these instalments being due on the Commencement Date.
RENT REVIEW DATES (IF ANY):	1 January 2013, and every three years after this date.
INTEREST ON OVERDUE RENT:	14% per annum.
REQUIRED USE:	Tennis and related activities.
MINIMUM PUBLIC RISK INSURANCE COVER:	\$5,000,000.00.
REPORTING REQUIREMENTS:	The Lessee will report to the Council annually on the following: <ul style="list-style-type: none"> (i) Membership numbers and usage rates; (ii) community events run using the Land; (iii) financial information; (iv) a 10 year asset management plan, that includes planned and deferred Maintenance to Land/Lessee's Buildings; and (v) confirmation of building compliance.
COUNCIL'S CONTACT DETAILS:	Property Advisor Wellington City Council PO Box 2199 Wellington
LESSEE'S CONTACT DETAILS:	The Secretary Tennis Central Region Incorporated PO Box 9818 Wellington

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SPECIAL PROVISIONS

If there is any conflict between the General Provisions and these Special Provisions, these Special Provisions will take precedence (subject to consistency with the Reserves Act 1977).

1. Notwithstanding clause 14 of this Lease, the Council permits the Lessee to sub-lease the Land to Tennis Central Region Incorporated (Sub-Lessee).
2. Notwithstanding clause 14 of this Lease, the Council permits the sub-Lessee to sub-sub-lease part of its premises, being the rooms under the grandstand, to Kaizen Academy New Zealand Limited.
3. Notwithstanding clause 14 of this Lease, the Council permits the sub-Lessee to sub-sub-lease part of its premises, being the café to KGC Tennis Ltd.
4. Notwithstanding clause 14 of this Lease, the Council permits the sub-Lessee to sub-sub-licence part of the Land, being the pro shop to Strike Sports Limited.

Reserve Lease - Ground

GENERAL PROVISIONS

1. INTERPRETATION

In this deed unless the context indicates otherwise:

1.1 Definitions:

"Act" means the Reserves Act 1977;

"Building Work" means work for or in connection with the construction, alteration, demolition or removal of the Lessee's Building and includes earthworks preparatory to or associated with that construction, alteration, demolition or removal and any work of a structural or retaining nature, and services associated with that work;

"Council" means Wellington City Council in its capacity as landowner and administering body under the Act;

"GST" means the goods and services tax imposed by the Goods and Services Tax Act 1985 and includes any tax levied in substitution of such tax;

"Land" means the land defined in the Reference Schedule;

"Lease" means this deed of lease;

"Lessee" means the original Lessee as set out on page 1.

"Lessee's Building" means the buildings and improvements erected or to be erected by the Lessee on the Land and includes all surface and subsurface structures, buildings, improvements, pipes, and drains to the point of connection to the mains network (whether that connection is located inside or outside the land) which are now or may during the Term be erected or constructed on the Land.

"Management Plan" means any Management Plan prepared under section 41 of the Act for the Reserve;

"Minister" means the Minister of Conservation;

"Outgoings" includes:

- (a) all general and special rates, water rates, sewerage, rubbish collection and other charges for the Land and/or the Lessee's Building; and
- (b) all charges for electricity, gas, telephone, and any other service or utility charges for the Land and/or the Lessee's Building; and
- (c) New Zealand Fire Service charges for all fire detection and fire fighting equipment and related maintenance for the Lessee's Building; and
- (d) cleaning, maintenance and repair charges for the Land and/or the Lessee's Building.

"Policy" means any leases policy for community and recreation groups prepared by the Council and in place from time to time;

Reserve Lease - Ground

"Reserve" means the reserve named in the Reference Schedule;

"Strategy" means any Social Strategy and Recreation Strategy prepared by Council and in place from time to time; and

"Working Day" has the meaning given to it in the Property Law Act 2007.

- 1.2 **Negative Obligations:** any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;
- 1.3 **Parties:** references to parties are references to parties to this deed;
- 1.4 **Persons:** references to persons will include references to individuals, companies, corporations, partnerships, firms, joint ventures, associations, trusts, organisations, governmental or other regulatory bodies or authorities or other entities in each case whether or not having separate legal personality, and words importing one gender will include the other genders;
- 1.5 **Plural and Singular:** words importing the singular number will include the plural and vice versa;
- 1.6 **Statutes and Regulations:** references to any statutory provision will include any statutory provision which amends or replaces it, and any subordinate legislation made under it.

2. TERM

- 2.1 **Initial Term:** The Term of this Lease will commence on the Commencement Date and will end at 5.00 pm on the Expiry Date.
- 2.2 **Lessee's Right to Cancel:** The Lessee may cancel this Lease on giving three (3) months written notice to the Council, but this will not release the Lessee from any of its outstanding obligations under the Lease up to the time of the cancellation.
- 2.3 **Holding Over:** If the Lessee with the consent of the Council continues to occupy the Land beyond the Term of the Lease, the Lessee will do so under a periodic tenancy determinable by twenty (20) Working Days notice in writing given at any time by either party to the other and otherwise on the terms contained in this Lease, including payment of rent at the rate payable at the expiry of the Term.

3. RENT AND OUTGOINGS

3.1 Payment of Rent:

3.1.1 The Lessee must pay to the Council the Rent by equal quarterly instalments in advance, the first of these instalments being due on the Commencement Date.

3.1.2 The Lessee must not reduce any payment of Rent by making any deduction from it or set off against it.

3.2 **Rent Policy:** The Council has the sole right to decide the policy from time to time as to the reasonable rent levels applying to reserves, and those

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levels may vary, for example, according to the type of land and what the land is used for.

- 3.3 Rent Review:** The Council may decide that the rent in the Lease is to be set or reviewed to the current market rent or to a certain proportion of the current market rent, in accordance with Council Policy. In applying that Policy the Council will treat the Lessee consistently with other comparable lessees and land, if any. The new annual rent will be decided in the following way:
- 3.3.1** Not earlier than three (3) months before a Review Date or at any time up to the next Review Date the Council can give written notice to the Lessee specifying the proposed new annual rent as at that Review Date.
 - 3.3.2** If, by written notice to the Council within twenty (20) Working Days after receiving the Council's notice, the Lessee disputes the proposed new annual rent then the new annual rent will be decided in accordance with clause 3.4 but the new rent will not be less than the annual rent payable during the period of twelve (12) months immediately before the relevant Review Date.
 - 3.3.3** If the Lessee fails to give that notice (time being of the essence) the Lessee will be deemed to have accepted the annual rent specified in the Council's notice.
 - 3.3.4** The annual rent so decided or accepted will be the annual rent from the Review Date or the date of the Council's notice if the notice is given later than three (3) months after the Review Date.
 - 3.3.5** Until the new annual rent has been decided, the Lessee will pay the rent specified in the Council's notice. Once the new annual rent has been decided an appropriate adjustment will be made.
 - 3.3.6** Either party may request the rent review to be recorded in a Deed, but the cost of this will be paid by the Lessee.
- 3.4 Deciding Rent Failing Agreement:** Immediately after the Council receives the Lessee's notice under clause 3.3.2 the parties will try to agree on the new annual rent, but if agreement is not reached within ten (10) Working Days then the new annual rent may be decided either:
- 3.4.1** by one party giving written notice to the other requiring the new annual rent to be decided by arbitration; or
 - 3.4.2** if the parties so agree, by registered valuers acting as experts and not as arbitrators as follows:
 - (a) each party will appoint a valuer and give written notice of the appointment to the other party within ten (10) Working Days of the parties agreeing to decide the current market rent in this way;
 - (b) if the party receiving a notice does not appoint a valuer within the ten (10) Working Day period then the valuer appointed by the other party will decide the new annual rent and that decision will be binding on both parties;

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- (c) as soon as the valuers are appointed they must appoint an umpire who need not be a registered valuer;
- (d) the valuers will then decide the new annual rent of the premises and if they fail to agree then the rent will be decided by the umpire;
- (e) each party will be given the opportunity to make written or verbal representations to the valuers or the umpire subject to any reasonable time and other limits as the valuers or the umpire prescribe and they will have regard to those representations but not be bound by them.

When the new annual rent has been decided the arbitrators or the valuers will give written notice of the decision to the parties. The notice will provide as to how the costs of the decision will be borne, which will be binding on the parties.

3.5 Outgoings:

3.5.1 The Lessee must punctually pay the Outgoings whether addressed to the Council or the Lessee.

3.5.2 Where any of the Outgoings are not charged only for the Land and the Lessee's Building or the Term then the Lessee is only obliged to pay a fair proportion of those outgoings depending on the period during which, and the area over which, the outgoing has been charged.

3.5.3 If permitted by law:

- (a) the Lessee will be entered in the rating information database and the district valuation roll as the ratepayer in respect of the Land; and
- (b) the Lessee will be responsible for direct payment of any applicable rates.

3.5.4 The Council may from time to time have a rates policy which entitles the Lessee to rates relief. In that case the Lessee may make an application to the Council and a remission may be granted according to that policy.

3.6 GST: The Lessee must pay all GST on the Rent and other payments made by the Lessee under the Lease either to the Council or as the Council directs, as well as any additional GST the Council may be required to pay as a result of the Lessee's failure to pay when required.

3.7 Interest on Rent and Other Moneys Owning: If Rent or any moneys payable by the Lessee to the Council remain unpaid for five (5) Working Days after the due date, the Lessee will pay interest to the Council on the unpaid rent or other moneys at the percentage rate fixed in the Reference Schedule calculated from the due date to the date of payment to the Council.

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4. REQUIRED USE AND REPORTING REQUIREMENTS

- 4.1 Required Use:** Subject to clause 6 of this Lease, the Lessee may only use the Land and the Lessee's Building for the Required Use. The Lessee acknowledges that a change in the Required Use is expressly prohibited under this Lease.
- 4.2 Strategy:** The Lessee acknowledges that this Lease has been granted by the Council as part of the Strategy, and that the ongoing performance of the Lessee's organisation being in line with the Strategy during the Term, is essential to the Council.
- 4.3 Reporting Requirements:** To assist the Council in monitoring the achievement of its Strategy, the Lessee agrees to share with the Council such information on its activities as may reasonably be requested by the Council from time to time. As a minimum requirement, the Lessee will comply with the reporting requirements set out in the Reference Schedule.

5. OPEN MEMBERSHIP

- 5.1 Membership:** The Parties acknowledge that the Lessee's members are tennis clubs and not natural persons.
- 5.2 No Discrimination:** The Lessee must comply with the Human Rights Act 1993 so far as it applies to the Lessee.

6. CONDUCT ON THE LAND

- 6.1 Use:** The Lessee must not use or permit the Land or Lessee's Building or any part of the Land or Lessee's Building to be used for any activity which is or may become dangerous, offensive, noxious, noisy, illegal or immoral or which is or may become a nuisance or annoyance to the Council or to the owner or occupier or any neighbouring property.
- 6.2 Noise:** The Lessee must limit noise levels to a moderate level and in particular must keep the noise level at the boundaries of the Land to within the requirements of the District Plan and any resource consent issued in respect of any activity on the Land.
- 6.3 Lessee's Rules:** The Lessee may make rules for the management and control of the Land and for the conduct of persons using the Land. Those rules must not be inconsistent with the terms of this Lease or the provisions of the Act or Management Plan, Strategy and Policy (if any). Before those rules come into effect they must be approved by the Council.
- 6.4 Policy:** The Lessee must at all times comply with the Strategy or Policy from time to time in effect relating to the hiring, charges and other conditions of use of the Land.

7. PUBLIC ACCESS

- 7.1 Public Entry:** The Lessee must, when the Land and the Lessee's Building are open for use, allow any member of the public who behaves in a reasonable manner to enter the Land and the Lessee's Building without charge.

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- 7.2 Toilets:** The Lessee must, when the Land and the Lessee's Building are open for use by the public, make available to the public the toilet facilities in the Lessee's Building without charge.
- 7.3 Exclusion of Public:** Notwithstanding clauses 7.1 and 7.2 the Lessee may with the prior written consent of the Council exclude the public from the Land for not more than 40 days in any one year of the Term, but not more than 6 days consecutively. At those times the Lessee may make a charge for admission to the Land and Lessee's Building with the prior written consent of the Council.

8. LIQUOR LICENCES

- 8.1 Consent Required:** The Lessee must not apply for a liquor licence or renew or vary any liquor licence for the Land or any part of it without first obtaining the written consent of the Council in addition to any consent required from the Council as a regulatory authority.

9. BUILDINGS AND PAINTING

- 9.1 Consent Required:** Subject to the provisions of this section, the Lessee must not:

- 9.1.1** erect any building or improvement, or
- 9.1.2** alter, reinstate or extend any existing building or improvement; or
- 9.1.3** advertise on any external part of any existing buildings or improvements; or
- 9.1.4** paint the exterior of any buildings or improvements

without first giving plans and specifications of the proposed work (if appropriate) to the Council and obtaining the Council's prior written consent, in addition to any separate approval required from the Council as a regulatory authority.

- 9.2 Conditions:** Without limiting the grounds on which the Council may withhold consent under clause 9.1, the Council may also as a condition of any consent, require that the proposed work:

- 9.2.1** is consistent with the Management Plan, Strategy and Policy;
- 9.2.2** complies with any reasonable standards applicable to the Reserve (whether or not included in the Management Plan, Strategy or Policy) which the Council may from time to time set as to the design, quality, materials and colour of any buildings and improvements; and
- 9.2.3** will not in the opinion of the Council create more than minor adverse environmental effects or overload or endanger the proper working of any services, utilities or amenities.

- 9.3 Work Carried Out Under Supervision:** If the Council gives its approval and consent under clauses 9.1 and 9.2 then the Lessee must arrange for the Building Work to be carried out under the supervision of an architect, project manager, engineer or other suitably qualified person in a proper and

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workmanlike manner in accordance with the approved plans and specifications and all approvals, permits and consents.

- 9.4 Lessee Obtain Consents:** The Lessee must obtain all consents required under the Building Act 2004 (including any building warrant of fitness) and the Resource Management Act 1991 and provide the Council (as landowner and administering body of the Land) with a copy of those consents.
- 9.5 No Warranty:** In granting consent or approval under this section 9 the Council will not be deemed to have warranted that the plans or specifications are suitable for the Lessee's purposes or that any person involved in the work is suitable or adequately qualified.
- 9.6 Builders Risk Insurance:** During the construction of the Building Work the Lessee must maintain, in the joint names of the Council and the Lessee for their respective interests, builders' risk and public liability insurance for amounts approved by the Council and will provide the Council with a copy of the policies. All Building Work is at the sole risk of the Lessee.
- 9.7 Council's Power to Stop Works:** If during the course of the Building Work the Council reasonably considers the Lessee is failing to adhere to the approved plans or specifications, the project programme, the standards referred to in clause 9.2.1, or reasonably considers that the project is not being properly managed, the Council may by notice in writing to the Lessee require that all work on the Land stop immediately, or require it to take other action as necessary to mitigate the Council's concerns.
- 9.8 Code Compliance Certificate:** On completion of the Building Work the Lessee must provide the Council with a copy of the code compliance certificate under the Building Act 2004 and a complete set of drawings accurately showing buildings and improvements on the Land as constructed or altered.
- 9.9 Signs:** The Lessee must not erect, paint, display or allow on any external part of the Land or the Lessee's Building any signs, notices or advertising material unless the Lessee first obtains the written consent of the Council in each case. It will be a condition of any consent that any approved signs must comply with the relevant Council bylaws, District Plan, Management Plan, Policy and Guidelines and have necessary regulatory approvals.

10. MAINTENANCE OF BUILDINGS/IMPROVEMENTS

- 10.1 Good Order and Repair:** The Lessee must keep and maintain to the satisfaction of the Council the interior and exterior of the Lessee's Building and any improvements including but not limited to the tennis courts and the car park, in good, clean and substantial order, repair and condition, and is responsible for all and any repairs, replacement or maintenance which is associated with and may be required on the Lessee's Building and improvements from time to time.
- 10.2 No Obligations on Council:** The Council has no obligation in relation to the repair and maintenance of any buildings and improvements on the Land.

11. GROUNDS MAINTENANCE

- 11.1 Tidy Condition:** The Lessee must at all times maintain the grounds and surrounds of the Land, including any improvements, lawns, gardens, fences

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and paths, in a tidy and attractive condition to the satisfaction of the Council, including:

- 11.1.1 keeping the Land free from rubbish, stones and broken glass;
 - 11.1.2 mowing any lawns within the Land regularly;
 - 11.1.3 keeping any gardens and planted areas weeded and watered and replacing plants and shrubs which die or are destroyed;
 - 11.1.4 maintaining trees on the Land in a neat and tidy condition and any tree work must only be undertaken by a qualified arborist and trees may not be felled without the prior written approval of the Council;
 - 11.1.5 taking effective measures to prevent any noxious weeds and recognised environmental plant pests growing on the Land and complying with the provisions of the Biosecurity Act 1993; and
 - 11.1.6 removing any externally visible graffiti on the Land of the Lessee's Building within five (5) days of any defacement occurring.
- 11.2 **Trees:** The Lessee may with the prior written consent of the Council plant new trees on the Land in places approved by the Council.
- 11.3 **Fencing:** The Lessee is solely responsible for fencing the site to a reasonable standard having regard to the Required Use, and must maintain all fences to a reasonable standard at all times, at its sole cost. The Lessee must not damage or remove any fencing existing at the commencement of this Lease without the prior written consent of the Council.
- 11.4 **Fencing Act:** The Council shall have no liability to contribute to fencing for the purposes of the Fencing Act 1978.

12. INSPECTIONS

- 12.1 **Council's Right to Inspect:** The Lessee must allow the Council or any person authorised by the Council at all reasonable times on to the Land to inspect the Land, the Building Works and/or the Lessee's Building. The Council will give twenty four (24) hours notice of inspection except in the case of an emergency (being where entry onto the Land is necessary in circumstances of danger to life or property) in which case the Council may enter onto the Land without notice but will give notice to the Lessee within seventy two (72) hours following entry onto the Land.
- 12.2 **Notice to Repair or Obtain Approvals:** If the Council gives the Lessee notice of failure to do repairs or obtain approvals required by this Lease, the Lessee must carry out the work or obtain approvals with all speed and complete the work in a diligent and workmanlike manner.
- 12.3 **Failure to Comply with Notice:** If the Lessee fails to comply with clause 12.2 or the approvals are not granted then the Council is entitled to enter the Land and carry out the work and remove or make good unauthorised work and the Lessee must pay the cost of that work on demand.

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13. INSURANCE AND INDEMNITY

13.1 Builders Risk Insurance: Until completion of any Building Works relating to the Lessee's Building or improvements, the Lessee will effect or cause to be effected a contractor's all risk policy relating to the Building Works (including any demolition) and the Land and the Lessee's Building.

13.2 Lessee to Insure Building: The Lessee will insure the Lessee's Building for full replacement, including all professional and consent fees, and costs of demolition, site clearance and for any works required by statute. The Lessee will on request provide the Council with a copy of the insurance policy and evidence that the Lessee has paid the premium.

13.3 Reinstatement: If the Lessee's Building or improvements or any part of it is partially damaged or destroyed the Lessee will:

13.3.1 notify the Council immediately of the damage or destruction; and

13.3.2 within 6 months of the notification under clause 13.3.1 inform the Council in writing whether the Lessee intends to reinstate or remove the Lessee's Building;

13.3.3 if the Lessee elects to remove the Lessee's Building the Lessee must within six (6) months of the notification under clause 13.3.2 remove the remaining parts of the Lessee's Building and restore the Land to its original condition to the satisfaction of the Council; or

13.3.4 if the Lessee elects to reinstate the Lessee's Building, the Lessee must promptly expend all insurance money received in reinstatement of the Lessee's Building and must complete construction within two (2) years of notification under clause 13.3.2.

13.4 Lessee to Insure Contents: The Lessee will be responsible for arranging its own contents insurance.

13.5 Lessee's Public Liability Insurance: The Lessee must keep in full force and effect a public liability insurance policy with a reputable insurance company to cover the Council and Lessee for any claims arising on or from the Lessee's use of the Land. The amount of that cover must be no less than the Minimum Public Risk Insurance Cover in the Reference Schedule increased from time to time so as to maintain the real value of the insurance cover to the reasonable satisfaction of the Council. The Lessee will, on request, provide the Council with a copy of the public liability insurance policy and evidence that the Lessee has paid the premium.

13.6 Lessee Indemnifies the Council: The Lessee indemnifies the Council against all costs, claims and demands in respect of injury or damage resulting from any act or omission of the Lessee or any member, employee or invitee of the Lessee.

13.7 Section 271 Property Law Act 2007: For the purposes of section 271 of the Property Law Act 2007, the Lessee acknowledges and agrees that:

13.7.1 Land not insured: the Council has not insured the Land against destruction or damage arising from flood, fire, explosion, lightning, storm, earthquake or volcanic activity; and

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13.7.2 Lessee to make good: the Lessee, subject to the provisions of section 271(2)(a)-(i) of the Property Law Act 2007, will meet the cost of making good any destruction or damage to the Land and indemnifies the Council against the cost of doing so should the Lessee default in that obligation.

14. ASSIGNMENT, SUBLETTING AND HIRING OUT

14.1 No Assignment: Notwithstanding the Special Provisions 1 - 4, the Lessee must not assign, sublease, mortgage, charge, or part with possession of the Land, any part of the Land, the Lessee's Building or any part of the Lessee's Building.

14.2 Hiring Out: Notwithstanding clauses 4.1, 7.1 and 14.1, the Lessee may let out or hire the Land or the Lessee's Building or any part of the Land or the Lessee's Building to any responsible and respectable person or persons for an activity or activities with a community, cultural or recreational interest.

14.3 Notification of Hirage Fees: The Lessee must, at the end of every 12 month period beginning from the Commencement Date, advise the Council of all hirage fees charged in accordance with clause 14.2.

14.4 Conditions: The Council reserves the right to impose conditions on any hiring out of the Land or the Lessee's Building in accordance with clause 14.2, and may require that:

14.4.1 the use of the Land or Lessee's Building is in compliance with the Act and Management Plan Policy or Strategy if any; and

14.4.2 the Lessee be solely responsible, at its own cost, for satisfying all regulatory requirements in respect of the proposed use; and

14.4.3 in the case of hire of the Land or any part of the Land or the Lessee's Building or any part of the Lessee's Building for a period which is greater than three (3) months, the Lessee:

(a) will enter into a licence with the proposed hirer in the form provided by the Council;

(b) will be responsible for the recovery of the licence fee and all costs associated with the preparation and execution of the licence; and

(c) will provide a copy of the executed licence to the Council.

15. REMOVAL OF LESSEE'S BUILDINGS/IMPROVEMENTS

15.1 Lessee to Remove Lessee's Buildings: If required by the Council, prior to expiry or early cancellation of the Lease, the Lessee must pull down or remove the Lessee's Buildings within six (6) months of the expiry or early cancellation of the Lease but in doing so must repair any disturbance to the Land caused by the removal so as to reinstate the Land to the condition it was in at the Commencement Date.

15.2 Buildings of Value to Council: Where, on expiry or early cancellation of the Lease, the Lessee's Buildings remain on the Land and are in the Council's opinion of value to the Council, the Council may:

Reserve Lease - Ground

- 15.2.1 require any incoming lessee of the Land to pay to the Lessee the value of the Lessee's Building, as determined by the Minister; or
- 15.2.2 pay the lessee the value of the Lessee's Building, as determined by the Minister.
- 15.3 **Council's Discretion:** Whether the Lessee's Building is considered to be of value to the Council for the purposes of clause 15.2 is entirely a matter for Council's discretion and not a matter for dispute between the parties.
- 15.4 **Delegation:** Where a delegation by the Minister to the Council is in effect, references to "Minister" in clauses 15.2.1 and 15.2.2 mean "Council".
- 15.5 **No Compensation on Cancellation:** Subject to clause 15.2, at the end of this Lease, whether by expiry of the Term, breach of condition or otherwise, the Land together with the Lessee's Building will revert to the Council without any compensation whatsoever being payable to the Lessee by the Council.
- 15.6 **Chattels:** Upon re-entry by the Council, any chattels in the apparent possession of the Lessee remaining on the Land will revert to the Council and the Council may deal with them as it determines and it will not be answerable for any loss resulting from the exercise of the power of re-entry.
16. **COUNCIL'S RIGHT TO CANCEL**
- 16.1 **Council's Right to Cancel:** If at any time after making any enquiries as the Council thinks fit and giving the Lessee an opportunity of explaining the usage of the Land and the Lessee's Building, and the membership of the Lessee's organisation the Council is of the opinion that:
- 16.1.1 the Land and the Lessee's Building are not being used or sufficiently used for the Required Use; or
- 16.1.2 membership of the Lessee's organisation is declining to a level where it cannot function or remain sustainable
- then the Council may cancel this Lease by not less than six (6) months written notice, and the Land together with all improvements (if any) will revert to the Council without compensation being payable to the Lessee.
- 16.2 **Land Required for Other Use:** If in the opinion of the Council, in the public interest the Land or any part of it could be better used for any other purpose, the Council may cancel this Lease by not less than six (6) months written notice.
- 16.3 **Grounds for Cancellation:** The Council (in addition to the Council's right to apply to the Court for an order for possession) may cancel this Lease by re-entering the Land at the time or any time afterwards:
- 16.3.1 the Lessee fails to pay any instalment of the Rent for ten (10) Working Days after the due date to pay and the Lessee has failed to remedy that breach within ten (10) Working Days after service on the Lessee of a Notice in accordance with section 245 of the Property Law Act 2007; or

Reserve Lease - Ground

16.3.2 the Lessee fails to observe or perform any obligation under this Lease (other than the covenant to pay rent) and the Lessee has failed to remedy that breach within the period specified in a Notice served on the Lessee in accordance with section 246 of the Property Law Act 2007; or

16.3.3 the Lessee:

- (a) becomes insolvent;
- (b) goes into bankruptcy or liquidation or is about to go into bankruptcy or liquidation; or
- (c) is wound up, dissolved or becomes defunct; or

16.3.4 the Council determines it necessary to cancel the Lease in accordance with clause 16.1 or 16.2.

16.4 Council's Option to Remedy Lessee's Default: The Council may without being under any obligation to do so, remedy at the Lessee's cost any default by the Lessee under this Lease.

17. DISPUTE RESOLUTION

17.1 Negotiation or Mediation: Except for those provisions where the Council has a discretion contained in clauses 3.2, 15.3, 16.1 and 16.2 if any dispute arises between the Council and the Lessee concerning this Lease, the parties will try in good faith to settle the matter by negotiation, and if that is unsuccessful by mediation.

17.2 Minister: If the dispute cannot be settled by negotiation or mediation, then the dispute will be decided upon by the Minister or the Minister's nominee, if the Minister is required under the Act to decide the matter, and in any other case the dispute will be referred to arbitration.

17.3 Referral to Arbitrator: The dispute will be referred to a sole arbitrator if the parties agree upon one, and if not then the dispute will be referred to an arbitrator appointed by the then President or Vice President of the New Zealand Law Society.

17.4 Award Final: The arbitration will be governed by the Arbitration Act 1996 and the arbitral award will be final and binding on the parties.

18. COUNCIL AS LAND OWNER, NOT REGULATORY AUTHORITY

18.1 Council as Land Owner: The Council has signed this Lease in its non-regulatory capacity as land owner and administering body. This Lease does not bind the Council in its capacity as a regulatory authority in any way, and any consent or agreement the Council gives under this Lease is not an agreement or consent in its regulatory capacity and vice versa. When acting in its regulatory capacity, the Council is entitled to consider all applications to it without regard to this Lease. The Council will not be liable to the Lessee or any other party if, in its regulatory capacity, the Council declines or imposes conditions on any consent or permission that the Lessee or any other party seeks for any purpose associated with this Lease.

Reserve Lease - Ground

19. IMPLIED PROVISIONS

- 19.1 Land Transfer Act 1952:** The covenants and provisions implied in leases by the Land Transfer Act 1952 will apply to this Lease except to the extent they are inconsistent with the terms of this Lease.
- 19.2 Property Law Act 2007:** The covenants and powers contained in clauses 4, 5, 6, 9, 11 and 12 of Part 2 and clause 13 of Part 3 of Schedule 3 of the Property Law Act 2007 will not be implied in this Lease and are expressly negated.
- 19.3 Reserves Act:** The covenants and provisions required to be included in this Lease by the Reserves Act 1977 will apply to the extent that they are not expressly included in the terms of this Lease.
- 19.4 Not Registrable:** This Lease is not registrable. The Lessee may not register a caveat against the Computer Freehold Register (if any) to the Reserve.

20. COMPLIANCE

- 20.1 Lessee must Comply:** The Lessee must comply with all Acts, Regulations, By-laws, District and Regional Plan Rules and the Management Plan and Policy (if any) as they affect the Land and the Lessee's Building.

21. NOTICES

- 21.1 Service of Notices:** Any notice or document required or authorised to be given or served under this lease may be given or served:
- 21.1.1** Section 245 or 246 of the Property Law Act: in the case of a notice under sections 245 or 246 of the Property Law Act 2007, in the manner prescribed by section 353 of that Act 2007; and
 - 21.1.2** Other Cases: in all other cases, unless otherwise required by sections 352 to 361 of the Property Law Act 2007;
 - 21.1.3** in the manner authorised by sections 354 to 361 of the Property Law Act 2007; or
 - 21.1.4** by personal delivery, or by posting by registered mail or ordinary mail, or by facsimile, or by email.
- 21.2 Time of Service:** In respect of the means of service specified in clause 21.1.4 any notice or other document will be treated as given or served and received by the other party:
- 21.2.1** Personal Delivery: when received by the addressee;
 - 21.2.2** Post: three (3) Working Days after being posted to the addressee's last known address in New Zealand;
 - 21.2.3** Facsimile: on completion of an error free transmission, when sent by facsimile; or

Reserve Lease - Ground

21.2.4 Email: when acknowledged by the addressee by return email or otherwise in writing.

21.3 **Signature of Notices:** Any notice or document to be given or served under this Lease must be in writing and may be signed by:

21.3.1 **Party:** the party giving or serving the notice;

21.3.2 **Attorney:** any attorney for the party serving or giving the notice; or

21.3.3 **Authorised Person:** the solicitor or any director, officer, employee or other agent who has authority to give or serve the notice.

22. COSTS

22.1 **Lessee to pay Council's Costs:** The Lessee must pay all legal costs, Council Officer costs, and expenses for the preparation and completion this Lease or any variation of it and all costs incurred by the Council of and incidental to the enforcement or attempted enforcement of the Council's rights, remedies and powers under this Lease.

22.2 **Costs:** The Lessee must pay all of the Council's reasonable costs incurred in considering any request by the Lessee for the Council's consent to any matter contemplated by the Lease.

23. COUNCIL'S CONSENT

23.1 **Consent required on each occasion:** The Council's consent under this Lease is required for each occasion even if the Council has given consent for the same or a similar purpose on an earlier occasion.

23.2 **Consent not to be unreasonably withheld:** If this Lease states that the Council's consent is required for anything done or proposed to be done, then unless otherwise stated in each case, the Council:

23.2.1 must not unreasonably withhold consent; and

23.2.2 must within a reasonable time of the Council's consent being requested:

(a) grant that consent; or

(b) notify the Lessee in writing that the consent is withheld.



**Appendix 2:
Quotable Value Limited
Valuation of Wellington Renouf Tennis Centre
June 2015**



Quotable Value Limited
www.qv.co.nz

Wellington Tennis Incorporated

ASSET VALUATION REPORT

Renouf Tennis Centre Asset Valuation Of Brooklyn Road, Wellington

30 June 2015



Level 1, QV House
22 Nevis Street, Petone
Private Bag 39818

Wellington Mail Centre
Lower Hutt, 5045
New Zealand

Phone: 04 576 4448
Fax: 04 576 4485
Email: kerry.buckeridge@qv.co.nz



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Renouf Tennis Centre
30 June 2015



Our Ref: 17290/90500 PRW

3 July 2012

Wellington Tennis Incorporated
PO Box 9818
WELLINGTON

Attention: Ian Miller

1.0 VALUATION

QV Valuations has undertaken a Fair Market Valuation of the land for financial reporting purposes for the Renouf Tennis Centre.

Instruction details

Property address:	Brooklyn Road Wellington
Inspection:	The property was inspected on 25 May 2015
Effective date of valuation:	30 June 2015
Purpose of valuation:	Financial Reporting Purposes
Instructed by:	Wellington Tennis Incorporated – Ian Miller

Renouf Tennis Centre
30 June 2015



Other instructions:

Value in accordance with:

- New Zealand Institute of Chartered Accountants New Zealand Equivalent to Financial Reporting Standards and New Zealand Equivalent to International Accounting Standard 16 (NZIAS 16) Accounting for Property, Plant and Equipment; and
- Property Institute New Zealand Professional Practice Standards 2009 and in particular New Zealand Valuation Guidance Note 1 effective from 1 October 2009, including changes that became effective 1 January 2012 to IVS 300 Valuations for Financial Reporting.

Property to be excluded from the valuation:

- As the land is leased from Wellington City Council a lease with quite restrictive terms we consider that the lessee has little, if any, interest in the land. For asset purposes therefore, only the value of the buildings and on-site improvements has been considered.

In addition to an Asset Valuation for Financial Reporting purposes QV have been asked to provide a current Insurance Valuation.

Improvements Value	\$ 10,790,000
---------------------------	----------------------

This valuation is exclusive of Goods and Services Tax, if any. This valuation is subject to the attached valuation conditions. The valuer has no financial interest or otherwise in the property and no relationship with the vendors, purchasers or agents.

2.0 Basis of Valuation

QV Valuations has been engaged to undertake valuations for financial reporting purposes on the Tennis Incorporated Assets situated on leasehold land at Brooklyn Road, Wellington.

This valuation has been prepared to comply with:

- New Zealand Institute of Chartered Accountants New Zealand Equivalent to Financial Reporting Standards and New Zealand Equivalent to International Accounting Standard 16 (NZIAS 16) Accounting for Property, Plant and Equipment; and
- Property Institute New Zealand Professional Practice Standards 2009 and in particular New Zealand Valuation Guidance Note 1 effective from 1 October 2009, including changes that became effective 1 January 2012 to IVS 300 Valuations for Financial Reporting.

Renouf Tennis Centre
30 June 2015



QV Valuations believe that we have complied with these requirements, given our knowledge of these standards.

3.0 Valuation Methodology Overview

3.1 Land:

As already mentioned land is specifically excluded from this valuation as Wellington Tennis has little or no interest in the land upon which its assets stand.

3.2 Improvements:

Due to the limited market evidence for this type of property, for asset purposes we have used the Optimised Depreciated Replacement Cost approach. The Optimised Depreciated Replacement Cost approach is only used when the fair value of an asset cannot be determined by reference to the price in an active market for the same asset or a similar asset. Under these circumstances, depreciated replacement cost is considered to be the most appropriate basis for determination of the fair value.

The Optimised Depreciated Replacement Cost (ODRC) begins with assessing the replacement cost of the assets as at the date of valuation less an allowance for any physical and economic obsolescence to date and for any over-design. The balance of the RC less all forms of obsolescence and over design represents the fair value of the asset.

The replacement cost rates are derived from construction contracts of like assets, reference to publications such as the Rawlinsons Construction Handbook, recent costings obtained from construction details and New Zealand Property Institute cost information

4.0 Property Description

4.1 Legal description

There is no separate title available for the land upon which the subject assets sit. Lease documentation identifies the land area occupied as being approximately 1.7 hectares.

Land description

The site has been excavated and filled over a piped natural water course to provide a level contour site. We have assumed the land is of sound base and stability.

Location

Renouf Tennis Centre
30 June 2015



The property is situated near the bottom of Brooklyn Hill and is on the fringe of Central Park.

Zoning

This property is on land Zoned Open Space.

Lease

The author has not been supplied with a copy of the most recent lease documentation. It is understood that the lease from Wellington City Council is for a term of 10 years with no explicit right of renewal.

It is understood that the annual rental is **\$4,577.30** per annum plus GST.

It is further understood that as with the lease that it replaces there are significant restrictions on the use of the land and that while a limited number of tennis related commercial activities (pro shop, café and bar) have been approved by the Lessor it would be most unlikely that more significant and/or non sport related commercial activities would be approved.

Renouf Tennis Centre
30 June 2015



5.0 Data Verification

The valuation has been based on extensive local knowledge, the district rating records, the QV Mapping system and records held by Quotable Value Limited and its predecessor Valuation New Zealand.

6.0 Assumptions

QV has relied upon ownership details provided by the Wellington Tennis and information held on our database. It is specifically noted that QV have not been provided with a copy of the latest lease documentation. QV have been given a verbal briefing on the main features of this lease (as outlined earlier). Should there be a material difference between the lease document as executed by Wellington Tennis and the Wellington City Council QV retains the right to revise this valuation.

7.0 Other Information

7.1 Tax:

Values are exclusive of Goods and Services Tax, where applicable, and no allowance has been made for any liability for taxation, registration charges or other costs that may arise on acquisition or disposal. Net market rates used in determining Dwelling values are on a GST inclusive basis.

7.2 Treaty of Waitangi:

It is assumed that any implications arising from the Treaty of Waitangi will have no affect on the value of any of the properties detailed in this report.

7.3 Engineering Survey:

QV Valuations specifically advises that no Land Information Memorandums have been obtained to reveal any contamination or instability problems. No engineering survey of the properties has been undertaken and QV Valuations assumes no responsibility in connection with such matters.

7.4 Environmental Factors:

Potential environmental liabilities are not within the scope of this valuation, and QV Valuations assumes no responsibility in connection with such matters.

Renouf Tennis Centre
30 June 2015



7.5 Instructions:

On a regular basis QV Valuations carry out asset valuations for Local and Central Government, State Owned Enterprises and Corporate Clients. QV Valuations is competent in undertaking asset valuation work in accordance with both valuation and accounting standards.

QV Valuations are aware that the Auditors will be relying upon their specialist knowledge within this area and know of no reason why reliance should not be placed upon our valuations.

7.7 QV Valuations personnel involved:

Valuer	Qualifications
Kerry Buckeridge	B.Agr.Sc, MBA, ANZIV, SPINZ

7.8 Non Publication Clause:

Neither the whole nor any part of this Valuation Report may be included in any published financial statement nor published in any other way without QV Valuations written approval of the form and context in which it may appear.

7.9 Independence Statement:

In completing this Asset Valuation, QV Valuation has no interest or relationship with any party that would impair its objectivity or independence.

Renouf Tennis Centre
30 June 2015



Thank you for the opportunity to provide valuation services. This report and inspection was carried out by Kerry Buckeridge, a qualified valuer. Kerry Buckeridge has been valuing since 1988; he has the qualifications and experience to carry out a valuation of this nature. This valuation report has been completed in accordance with the New Zealand Institute of Valuers (NZIV) and New Zealand Property Institutes (NZPI) Code of Ethics, and Valuation Standards.

Should you require any further assistance or clarification please do not hesitate to contact the undersigned.

Yours faithfully
QV Valuations

A handwritten signature in blue ink, appearing to read 'Kerry Buckeridge', written over a faint, larger version of the signature.

Kerry Buckeridge B.Agr.Sc, MBA, ANZIV, SPINZ
REGISTERED VALUER
Holding an Annual Practising Certificate

Appended
1. Asset Valuation Summary

Renouf Tennis Centre
30 June 2015



RENOUF TENNIS CENTRE

2015 ASSET VALUATION

SUMMARY

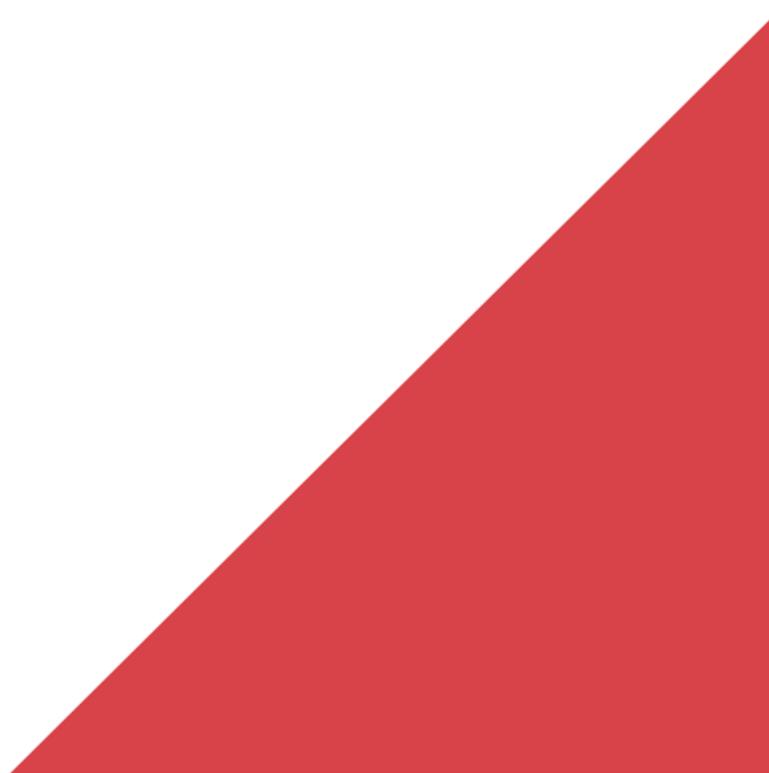
BUILDING	ASSET VALUE	
Indoor Tennis Centre	\$	4,600,000
North Stand including Cabaret	\$	2,790,000
East Stand	\$	140,000
West Stand	\$	300,000
Outdoor Courts	\$	1,170,000
Tournament House	\$	70,000
High Performance Centre	\$	1,550,000
TOTAL BUILDINGS	\$	10,620,000
ON-SITE IMPROVEMENTS		
Carparking/Sealed Area))	
Perimeter Fencing))	
Landscaping)	\$	170,000
TOTAL	\$	10,790,000
NOTE: Leasehold land not included in valuation		

Renouf Tennis Centre
30 June 2015

Appendix 3:
Opus Condition Assessment
Wellington Renouf Tennis Centre



Renouf Tennis Centre Condition Assessment Report





Renouf Tennis Centre: Assessment of the Buildings and Grounds

60 Brooklyn Road
Brooklyn
Wellington

Prepared By

Craig Parker
Senior Asset Manager - Property

Opus International Consultants Ltd

Wellington Property
L8, Majestic Centre, 100 Willis St
PO Box 12 003, Wellington 6144
New Zealand

Reviewed By

Katelyn Hawinkels
Building Consultant

Telephone: +64 4 471 7000

Facsimile: +64 4 471 7128

Date: 29 June 2017

Reference: 5-J0555.00

Status: FINAL



Executive Summary

Opus International Consultants (Opus) were instructed by Tennis Central Region Incorporated (Tennis Central) to complete a Condition Assessment and an Asset Maintenance Plan on the Renouf Tennis Centre facilities at 60 Brooklyn Road, Wellington. This report has addressed the first stage of the process while a second report will outline the recommended Asset Maintenance Plan.

This report summarises the findings from a visual condition assessment of the buildings and site improvements. The assessment was conducted by representatives of Opus International Consultants (Opus) in October and November 2016. The intended purpose of this report was to detail the Renouf Tennis Centre assets and present their current condition. An emphasis was placed on the assets durability, level of compliance and weather tightness then identifying any possible risks.

In general the assets held by the Renouf Tennis Centre are at varying stages of their life cycle. For example the North Stand assets are generally in a poor to very poor condition while the assets of the Performance Training Centre are mainly in a good condition. However, this is not necessarily a reflection of an effective Facilities Management Strategy but rather a consequence of the buildings having been constructed more than twenty years apart.

Several hazards were identified on the inspections. These risks were spread across the assets and include a mixture of asset failures and compliance obligations. For example, the North Stand has a high level of deferred maintenance but Opus understands the building is used from time to time. To reduce the potential of an incident from further asset failures access to this building needs to be severely restricted. As for the regulatory responsibilities of the Renouf Tennis Centre blocked fire paths and non-serviced fire equipment were evident.

A Fire Assessment Report should be completed across the site to review the compliance risks along with consideration of direct monitoring of the fire system by the New Zealand Fire Service (NZFS). The benefits include a more effective management through early identification of defects, isolations and voltage discrepancies.

The site inspections have also identified potentially Asbestos Contaminated Materials (ACM). This is highlighted both the Main Building and the Old Pavilion Clubroom cladding systems. To clarify this position for the Renouf Tennis Centre a review is necessary with the outcome being a site Asbestos Management Plan.

The sites main switchboard is identified as a significant concern with its location within the North Stand. The board looks to be of original design but the immediate risk is with the water ingress into the cabinet. As noted previously the North Stand has substantial deferred maintenance work but as this switchboard supplies electricity to the whole site, failure of the board will have significant consequences to the site operations.

With the level of deferred maintenance identified within this report, the opportunity now exists for Tennis Central to strategically review the operations at the site. From this assessment the maintenance works can then be more effectively prioritised to implement the right solutions going forward.

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Introduction

1 Background

1.1 Overview

The Renouf Tennis Centre located in Brooklyn Wellington is recognised nationally for tennis uses. The centre is owned by Wellington Tennis Incorporated (WTI) and managed by Tennis Central Region Incorporated (Tennis Central). The facility is used for local, regional, national and international programmes and events¹.

While the management team are focused on the provision of tennis and its development for the Wellington Region, they are also aware that the maintenance of the facilities is an on-going issue. These types of facilities require substantial investment while the provision of underutilised structures puts additional risk on the team as the return on investment is generally low.

An initial step for Tennis Central is to understand and quantify their responsibilities. Once this information is gathered the team can support their strategic goal² of sustainably maintaining the Wellington Renouf Tennis Centre.

As shown in the aerial image on page 2 the site retains a mix of buildings, outdoor tennis courts and various other site improvement areas such as stands and car parking. This report assessed the following assets:

- Main Building
- Performance Training Centre
- Tennis Courts (12 Outdoor, 6 Indoor)
- Resident Coach Building
- Old Pavilion Clubroom
- North Stand Building
- West Stand
- East Stand
- Site Improvements

The Main Building and the Performance Training Centre are located on the bottom right of the aerial. Both of these facilities retain indoor tennis courts with the former building also providing the site administration. The Resident Coach Building is a small standalone building situated to the side of the car parking area. At the top of the aerial there are three stands that frame the centre courts; one with internal facilities. This stand is adjacent to the building known as the Old Pavilion Clubroom.

¹ Facilities Review – Tennis Facilities in Wellington City October 2014

² Tennis Central Strategic Plan 2016 - 2021

This report presents the assets of the Wellington Renouf Tennis Centre through a visual inspection of the site.



Figure 1: The Renouf Tennis Centre, 60 Brooklyn Road, Wellington

1.2 Scope

The content of this report is the result of a visual survey of the Renouf Tennis Centre assets. The condition assessments completed for each asset will then inform the proposed Asset Maintenance Plan.

In Scope:

- A non-invasive site investigation of the facility's assets
- A documented account of the assets condition and where necessary a photographic representation of key components
- Identification of any hazards or risks

Out of Scope

- Seating on hillside and drainage to the south of the Main Building
- Development of an Asset Maintenance Plan over a 15 year period
- Development of an Asset Management Plan
- A feasibility study on alternative uses for any underutilised assets

1.3 Purpose

Concern for Tennis Central is twofold: confidence in knowing the buildings are being managed according to the organisation's need and quantifying the liability of the Renouf Tennis Centre's assets. To assist Tennis Central this report documents the assets within their responsibility. The 15 year Maintenance Plan is addressed in the second stage of the process. This document will prioritise and quantify the work required to manage the site facilities sustainably on a like for like basis.

This document establishes a baseline on which to measure the improvements of the assets over time.

2 Methodology

2.1 Overview

The survey reviewed the condition of the exterior and interior fabric for each of the buildings located on site. Site improvements were also identified as to their condition on the day of the inspection. Any immediate concerns were presented to Tennis Central but have also been recorded within the hazard section of this report for completeness.

2.2 Condition Assessment

The first stage of the exercise was to complete a non-invasive site inspection of the buildings to identify how the building components have performed over their life. This inspection included a photographic representation of key components highlighting any specific areas to support the report's text references to the system and its condition.

During this site visit, each asset component was given a condition rating that reflects what the inspection identified on the date of the visit. The rating score is then presented against a component confidence grade for each of the assets and the estimated life remaining. This grading table is presented in the appendix which is based on the condition and grading tables employed by the NAMS Property Manual (2006). The five grade condition score establishes the general condition of the asset with 1 being 'Very Good' and 5 being 'Very Poor'.

These condition ratings have been presented as a table under each asset heading and represent a broad reflection of the actual asset's condition. Each component is then discussed in more detail with clarity of photographs to develop a visual understanding of the condition or identify hazards for Tennis Central to address. Each sub asset concludes with appropriate recommendations.

The recommendations are classified as either unscheduled repairs, scheduled or planned works. The first point refers to work that requires attention now. The scheduled works are for regular actions to be completed throughout the year while the planned works are to replace end of life assets. Attributes of the latter two items will be collated and detailed in the Asset Maintenance Plan.

Hazards

3 Health and Safety

Health and Safety hazards were observed during the site inspection. These issues, where appropriate, have been reported to Tennis Central but have been presented in this document for completeness to recognise the risks with the site facilities.

3.1 Main Building

1. On approaching the entrance to the Main Building a trip hazard was identified. While the 'lip' between the asphalt and the tile finish seems minimal it has the potential to cause an incident to visitors and therefore presents as a hazard (figure 2).



Figure 2: Trip hazard to main entrance

2. While inspecting the deck area to the first floor of the administration building the surface membrane looked to be an asbestos type product. Maintenance work looked to be currently underway. As this is a very controversial issue it is recommended this product be tested so the work can be completed in the most appropriate manner. A review of the site should be completed to identify any potential asbestos contaminated material (ACM) and undertake a test of them. While areas such as the decking, cladding and roofing membranes are initially a concern this review should include all materials and services to the site.

3.2 Performance Training Centre

1. An illuminated 'exit' sign is broken (figure 3). Consequently, it does not display the wording 'exit' for occupants. This sign needs to be replaced so in the event of a fire the building can be evacuated quickly.



Figure 3: Illuminated exit sign cover is broken and no longer displays the word 'Exit'

2. The Building Warrant of Fitness (BWoF) displayed in the Performance Training Centre was expired (figure 4). A copy of the certificate was also located at the top of the stairs in the Main Building (next to kitchen) while a current BWoF is displayed to the front door of the main building. The outdated BWoFs should be updated to display the current BWoF.



Figure 4: Expired Building Warrant of Fitness as displayed on site.

- The door closer mechanism to the egress door is also broken.

3.3 Old Pavilion Clubroom

- The fire exit in the gymnasium is blocked with exercise equipment (figure 5). The fire exit must be free from obstacles so in the event of a fire the buildings can be evacuated quickly.

- The fire hose reels and fire extinguishers haven't been serviced since 2014. If there are hose reels and extinguishers in a building, they need to be certified annually. Advice from a fire engineer could inform Tennis Central if the building requires these features.



Figure 5: The gymnasium fire exit is blocked with equipment



Figure 6: Yellow tag indicates the fire hose reel has not been serviced since 2014

3.4 North Stand

From inspecting the North Stand, the level of deferred maintenance is worth mentioning as the structure is still being used from time to time. Serious consideration should be given to whether this stand should be used at all taking into account its present condition. As a minimum, access through the building should be restricted due to the following H&S issues that are a real concern:

- There is a fire exit door chained shut which would not be usable in the event of a fire (figure 7).
- The condition of the fire hose reels are in a similar condition as those of the Old Pavilion Clubrooms.
- The uneven flooring is creating a trip hazard (figure 8).



Figure 7: The North Stand fire exit door is chained shut and would not function as designed in the event of a fire

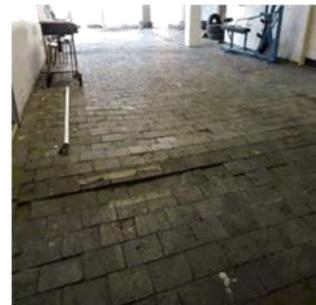


Figure 8: Uneven surface creating a trip hazard

1. As shown in figure 9 and 10, glazing to the facility has moved and there are numerous cracked panes.
2. The ceiling has failed to the top of the stairwell.
3. The lighting to one of the stairwells does not function.



Figure 9: Movement in the glazing panels around the stairwell



Figure 10: An example of the numerous cracked glazing panes to the North Stand

It is recommended that all of the hazards identified within this section be completed as a top priority.

Asset Condition Assessments

4 Main Building

4.1 Overview



The Main Building at the Renouf Tennis Centre is an 'Arch' type complex with a regular shaped addition for the site support functions. Within the arched area are four hard surface indoor tennis courts and spectator seating combining a total of circa. 2,520sqm. The support functions (circa 384sqm) include administration services, social areas, a retail shop and changing rooms. The building was constructed in circa 1984 with minor alterations to the men's and ladies changing rooms in 1991.

The exterior retains a mix of metal and plaster block cladding. The formed concrete surfaces around the arched building act as the buildings guttering system while conventional gutters service the remainder of the building. Aluminium is the material used for the window frames and most of the external doors. The other access points are either a painted wooden door or an automated glass sliding door. One roller door is shown to the front facade of the building.

4.2 Main Building – Exterior

4.2.1 Structure

2	Good	<p>Functionally sound structure. Showing minor wear and tear and minor deterioration of surfaces. Services - All components operable. Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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This report does not constitute as a structural report on the Main Building so commentary is provided as a visual inspection only. On this bases the assessment did not identify any obvious issues with the foundation or framework of the building. The ground floor of the building is constructed of concrete material while exposed wooden laminated beams (figure 11 and 12) frame the roof to the court area and are connected to the ground with steel detailed bracket type fixings (figure 13). The structure is considered to be in a good condition but there are signs of rust to the steel brackets that need to be addressed in the near term.



Figure 11: Exposed laminated wooden beams and purlins to court area



Figure 12: Close-up of the buildings



Figure 13: Early signs of rusting that should be remediated to prevent further corrosion

Recommendations:

The following issue/s should be investigated further:

1. Complete an Engineers Report on the structure to review the buildings integrity and to provide a methodology for repairing the corrosion evident to the steel bracket detail.

4.2.2 Roof Cladding / Spouting and Downpipes

5	Very Poor	Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.	Estimated Proportion of Life consumed 90% to 100% of life expired
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The 'arched' roof area retains a metal trough section with an air grill along each side of the building. The air gap is located circa. 3m from the ground. The roofers report (see appendix 13.3) notes their concern with the lap join of the curve. While recent work is noted to be 'ok', the join from the old material to the new is heavily corroding due to what looks like poor patch repair and in some cases aluminium tape bandages. Other concerns include loose perimeter flashings, missing clout fixings and rusted fixing to the lower cladding with perished rubber washers. The material has also been 'kinked' to allow for the buildings curved shape - noting a lot of these sections have been treated for rust. The netting at the intersection of the upper and lower roof has also failed. The building retains 16 clearlite panels at circa. 22m in length to allow natural light onto the court area.

Rain water from this section of the roof discharges onto the ground and flows into drainage systems along the length of the building. This has left a green stain to the concrete (figure 14).

The roof cladding to the administration area consists of a 'clip lock' metal system set at a very flat pitch with an internal gutter and two aluminium framed skylights. The metal roof is corroding in areas and the coating has faded throughout. The roof penetrations / flashings are also failing; both metal and aqua seals. The internal gutter looks to be an asbestos type torch on membrane but there were no obvious signs of failure. The perimeter cap flashings appear to have been replaced and there are signs of a chemical reaction that would indicate this material being



Figure 14: Fixings to roof are rusting. Roof rain water discharges into dish drain



Figure 15: Oxidation occurring to top of roofing iron and netting failed



Figure 16: Penetrations to Administration roof

stainless steel. Fixings of the cap include tappets, screws (both stainless steel and galvanised) and sealant.



Figure 17: Skylight to lounge area showing moss and lichen to glazing



Figure 18: Skylight to top of eastern stairs showing moss and lichen to glazing



Figure 19: Failed deck off boardroom. To be checked for Asbestos content

Both of the skylights; one above the lounge area (figure 17) and the other above the eastern stairs (figure 18) show evidence of moss and lichen growth and the rubber seals look to be original.

The main building also retains a deck area (figure 19) that overlooks the external courts. The waterproof membrane has failed but also looks to be an asbestos type membrane.



Figure 20: Minor extension above ladies toilet block

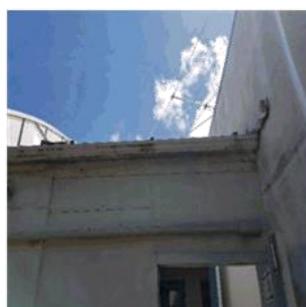


Figure 21: Minor spouting to eastern wall of the main building

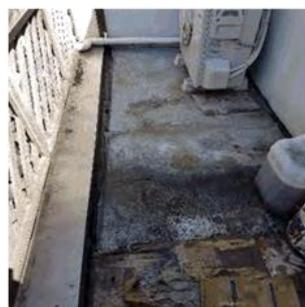


Figure 22: Damage to deck area caused by user chemicals

Figure 20 is looking down on to one of the minor alterations to extend the changing rooms. This roof system looks to be a butynol product with a trafficgard membrane being applied at a later time. It shows signs of repairs but the quality is uncertain. Figure 21 presents a small section of UPVC spouting to the building which is in need of a clean, while figure 22 shows damage to the deck surface likely caused by staff actions.

Recommendations:

The following issue/s should be investigated further:

1. The building should be tested for potential asbestos materials. This review should also include all buildings on site.
2. Immediately complete the repair work to the deck area to prevent further damage to the interior of the building.
3. Develop a Scheduled Maintenance Programme to complete a six monthly inspection of the roof and gutter systems and annual wash downs.
4. Develop a Planned Maintenance Programme to replace the end of life assets within the immediate term.

4.2.3 Wall Cladding

4	Poor	Structure functioning but with problems due to foundation movement. Some significant cracking. Fabric damaged, weakened or displaced. Appearance affected by cracking, staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal. Services - Failure of plumbing electrical and mechanical components common place. Fittings - Of poor quality and appearance, often inoperable and damaged. Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation. Customers - Regular customer complaints.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The wall cladding to three sides of the building is a Coloursteel metal tough material. The inspection noted graffiti to the south end wall. The whole of the south wall cladding also requires washing. Along the east side of the building there is a membrane material providing a weather seal around the doors. This material requires a wash as it currently retains fungal growth but it should also be tested as the product potentially is an ACM. Aluminium tape is present along the east wall as shown in figure 25.

Figure 26 and 27 graphically shows an overview of the wall cladding to the north end of the building. The cladding is a mix of various materials from painted cement sheet and timber battens, painted texture system and painted concrete blockwork. The material looks to be in good condition however repainting is required to various areas.

The soffits to the building look to be a varnished 'V - tongue and grooved' timber lengths. These were identified in the main and eastern entranceways.



Figure 23: Tagging to south end of wall cladding, also showing it needs a wash down



Figure 24: Egress doors to eastern side of the building should be check for cladding material



Figure 25: Aluminium tape covering failed sheet cladding



Figure 26: Textured sheet cladding with timber battens. System requires repainting. Decking handrail and lattice require repainting



Figure 27: Various cladding materials to the north end of the main building



Figure 28: Varnished wooden Soffit to Eastern side door showing water staining

Recommendations:

The following issue/s should be investigated further with regards to the guttering:

1. Remove graffiti to south end wall and wash the whole wall.
2. Complete cladding repairs to timber battens.
3. Develop a Scheduled Maintenance Programme to complete a six monthly inspection of the roof and gutter systems and annual wash downs.
4. Develop a Planned Maintenance Programme to replace the end of life assets within the immediate term.

4.2.4 Windows

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking, staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customers - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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Aluminium framed single glazed windows are identified to the support function area of the Main Building (figure 29) while the changing areas retain glass bricks (figure 30) that allow light into

these areas. Externally the frames require a wash down and the rubber seals replaced while internally the latches are oxidising and mould is evident on the frames (figure 31). The Windows are considered to be in a moderate condition.



Figure 29: Window configuration to the Main Building



Figure 30: Glass bricks install to the ground floor changing room



Figure 31: Window latch that is oxidising and framing that requires maintenance

Recommendations:

The following issue/s should be investigated further with regards to the guttering:

1. Complete repairs to window rubbers and hardware.
2. Develop a Scheduled Maintenance Programme to complete annual wash downs.
3. Develop a Planned Maintenance Programme to replace the end of life assets.

4.2.5 Exterior Doors

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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Access to the building is provided with a mix of door materials from glazed aluminium hinged and sliding doors, while the court area retains painted solid wooden doors and a metal slate roller door. There are balcony doors from the boardroom which are stiff and difficult to open, so consideration should be given to replacing them. Four double 'exit' painted wooden doors are noted from the court area of the building; two of which use a push bar to open. One roller door of adequate size for service access was noted to the north end of the court area. However, in general the doors are all in a moderate condition.



Figure 32: Aluminium framed sliding doors



Figure 33: Vehicle Roller door

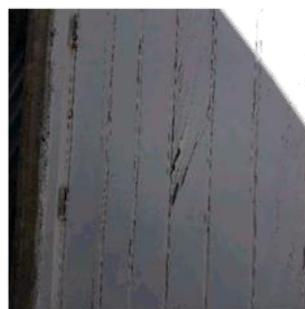


Figure 34: Failed paint system and hinges at early stages of rusting

Recommendations:

The following issue/s should be investigated further with regards to the guttering:

1. Complete replacement of balcony doors.
2. Develop a Scheduled Maintenance Programme to complete annual wash downs.
3. Develop a Planned Maintenance Programme to replace the end of life assets.

4.2.6 Exterior Lighting

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customers - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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The Main Building utilises 5 flood lights, 3x PAR, and 4 bulkhead light fittings. The lights were not tested to confirm if they were functioning as designed but the majority of the fittings are in a poor condition. Figures 35 to 37 are examples of the type of fittings present with varying conditions; from rusted brackets/metal protection cages to light covers with UV damage.



Figure 35: Rusting to light housing and bracket and UV damage to the fitting cover



Figure 36: Rust to the metal protection cage



Figure 37: Rusted bracket and fitting housing

Recommendations:

The following issue/s should be investigated further:

1. Check operations of exterior lights and replace failed fittings. Consideration should also be given to installing vandal resistant bulkhead light fittings.
2. Develop a Scheduled Maintenance Programme to complete a visual inspection, clean lamp covers and relamp the fittings.
3. Develop a Planned Maintenance Programme to replace end of life assets (LED Fittings should be considered).



Figure 38: Rust to light housing and bracket and UV damage to the fitting cover

4.2.7 Miscellaneous External Assets

3	Moderate	Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and Programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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Figures 39 through to 42 are a representation of the various external miscellaneous assets located on the Main Building. The moderate condition stated above is a wide ranging statement to what are very individual assets. For example the roof retains a metal decorative structure that also includes wooden lattice inserts. The timber is in need of repairs and a repaint. The metal frame is also showing signs of rust. The structure looks to conceal a large water tank that should be checked to ensure it is seismically restrained.

There is a fire escape from the first level eastern side of the building (figure 40). This route consists of an unpainted timber bridge and handrail to Brooklyn Road. The gas reticulation pipework is bracketed to the bridge and while the pipework is well wrapped, the brackets are rusting and will fail in the medium term (figure 41).

An aerial is located to the flat roof (figure 42) and looks to retain a 'bird's nest' of wiring.



Figure 39: Decorative structure to roof area above the building entrance

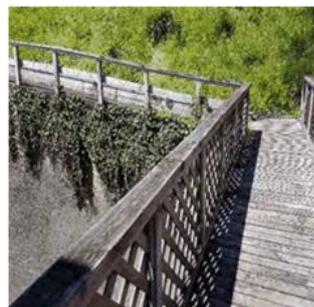


Figure 40: Unpainted wooden access way to the eastern side of the building



Figure 41: Gas pipe to building but bracket is rusting

Recommendations:

The following issue/s should be investigated further

1. Complete a review on the need for the decorative feature and then either repair and make safe or look to remove from the building.
2. Check that the tank is appropriately seismicly restrained.
3. Programme the minor repairs to the pipework brackets and tidy the wiring to the aerial.



Figure 42: Aerial to roof with wire bundled around the stand

4.3 Main Building – Interior

4.3.1 Floor Linings

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure</p> <p>Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent.</p> <p>Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement.</p> <p>Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings.</p> <p>Fittings - Most are inoperable or damaged.</p> <p>Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement.</p> <p>Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed</p> <p>90% to 100% of life expired</p>
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The entrance to the Main Building (figure 43) has a mat well surrounded by tiles, then once inside the ground floor area there is carpet with a tile boarder. This area is in a moderate condition. The Proshop retains carpet but the vinyl to their kitchen/store are is in very poor condition. Within the changing areas there are a mix of linings with the vinyl as shown in figure 45 having failed. To note, due to the split vinyl, damage will be occurring to the surface underneath the floor lining.

Both sets of stairs that lead up to the first floor are covered with carpet and stair nosing; the secondary stair nosing is new. To the first floor, the linings are generally vinyl to the service areas and carpet to the offices, while the bar/lounge area is a mix of carpet 80%, concrete 20%, vinyl 10%. The hallway carpet between the stairs and offices requires re-stretching as this is considered a trip hazard; vinyl in the kitchen is very poor.



Figure 43: Entranceway to the Main Building



Figure 44: Carpet to level 1 offices needs to be re-stretched but also a lot of wear



Figure 45: Proshop storeroom lining in poor condition



Figure 46: Vinyl to amenities is split and needs replacement



Figure 47: Vinyl to the first floor has been poorly laid



Figure 48: Covered area under kitchen storage area in very poor condition

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate repairs to re-stretch the carpet.
2. Develop a Planned Maintenance Programme to replace end of life assets in the immediate term.



Figure 49: Sealed concrete to the bar/lounge area



Figure 50: Ball Room floor lining is a painted hard surface as similar to the court surface

4.3.2 Wall & Ceiling Linings

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The interior walls are generally lined with painted plasterboard (figure 51). Exceptions to this include the glass lined walls to the Proshop and the lounge area (figure 52) and painted pinex linings to the office area behind the bar, kitchen hallway and the boardroom on the first level. The changing rooms have also been constructed with a Seratone lining. All of the walls are generally in a good condition, with the need for minor repairs.

Walls have been removed between the two offices behind the sport shop on the ground floor and the offices to the northwest west corner on the first floor. In both areas the work remains incomplete.

Ceilings are also a mix of construction materials and are in poor condition. The linings include plasterboard, suspended ceiling with Seratone tile or 600x600 grid plaster tiles. The latter linings are heavy so when these tiles are scheduled to be replaced it is recommended that a more lightweight solution is used. This option will reduce the risk of a potential injury through the tile failing in a seismic event. These tiles are shown in figure 53.



Figure 51: Example of the minor repairs to the plasterboard before repainting



Figure 52: Floor to Ceiling glazing system to provide viewing onto the indoor court area

Seratone tiles have been used in the service areas. Suspended ceiling tiles were noted in the men’s changing area. Within the kitchen areas the Seratone is in a poor condition as yellowing and what looks to be heat damage are evident. Water damage is evident to plaster ceiling tiles in multiple places of the building (figures 54 and 55).



Figure 53: Heavy plaster ceiling tile to the first floor



Figure 54: Ceiling tile to kitchen area water stained



Figure 55: Ceiling tile to kitchen heavily stained

Recommendations:

The following issues should be investigated further:

1. Repair damaged plaster linings and repaint the associated area.
2. Replace heavy plaster ceiling tiles to remove the risk of them falling on patrons.
3. Develop a Planned Maintenance Programme to replace end of life assets.

4.3.3 Internal Doors

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customer - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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The internal doors to the Main Building are a mix of wooden painted hollow core and solid core doors with some retaining a viewing panel. The boardroom provides a double sliding timber door with a glazed panel. In general the doors and the finishes are in a poor condition. Examples are shown in figures 56 to 58.



Figure 56: Painted door with vision panel



Figure 57: Staff toilet but only accessible toilet to the building



Figure 58: Failed finish to internal door

Recommendations:

The following issues should be investigated further:

1. Complete the following repairs:
 - a. Replace door closer cover plate, and
 - b. Reinstate vinly strips to door.
2. Develop a Scheduled Maintenance Programme to complete an annual inspection of all doors to ensure they operate as designed.
3. Develop a Planned Maintenance Programme to replace end of life assets in the near term.



Figure 59: Failed finish to internal door

4.3.4 Electrical

4	Poor	Structure functioning but with problems due to foundation movement. Some significant cracking. Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal. Services - Failure of plumbing electrical and mechanical components common place. Fittings - Of poor quality and appearance, often inoperable and damaged. Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation. Customers - Regular customer complaints.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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4.3.4.1 Lighting

Lighting is a mixture of fittings throughout the non-court areas. Examples are shown in figures 60 - 62 and include fluorescent battens, spotlights, recessed mounted fittings (including fluorescent) and some incandescent fittings. In general the fittings are showing signs of age and deterioration.

The court light fittings are considered under the tennis court infrastructure section.



Figure 60: A typical Fluorescent batten light fitting



Figure 61: Spot light



Figure 62: Recessed light fitting

4.3.4.2 Switchboards

Figure 63 presents the buildings switchboard as located under the main access stairs to the ground floor. A secondary distribution board is located to the hallway (figure 64). In total there are 5 switchboards (including distribution boards) in this building. A copy of the Thermography Inspection Report is included in the appendix. The main fault found by this inspection was with a build-up of dust while the Café switchboard presented a contaminant and an unusual substance. The electrical boards look to be original.



Figure 63: Switchboard Board located under the stairs on the east side of the building



Figure 64: Distribution board to hallway area under gallery seating

4.3.4.3 Electrical Appliances

Numerous appliances are used throughout the building. For example a small fridge and microwave are located in the level 1 office, while the offices to the ground floor retain a coffee machine and printer. Then in the first floor kitchen there is a commercial oven and dishwasher as well as several different types of fridges. These appliances appeared in a good condition but were not tested for functionality.

There is a public address system located to the lounge area with speakers located throughout the building. Figure 70 identifies a heating source to the ground floor offices.



Figure 65: Commercial oven to kitchen area



Figure 66: Commercial dishwasher



Figure 67: Wall mounted Public Address System to Lounge area



Figure 68: Hinged Glass fronted fridge



Figure 69: Sliding glass fronted fridge

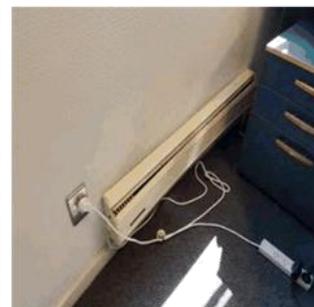


Figure 70: A typical Electric Wall heater as located to ground floor offices

Recommendations:

The following issue should be investigated further:

1. Repair the buildings heaters and remove non operational appliances from site.
2. Remove contaminant and unusual substance from Cafe Switchboard.
3. Develop a Scheduled Maintenance Programme to complete an annual electrical inspection of the building that includes a thermal image scan of the switchboards.
4. Develop a Planned Maintenance Programme to replace end of life fittings in the near term.

4.3.5 Plumbing and Gas Fittings

4.3.5.1 Plumbing Fittings

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and Programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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Plumbing fittings are mainly restricted to the changing/shower rooms, toilets and main kitchen area but there are small sinks to the Proshop (also retains a zip unit) and the level 1 office. A cleaner's sink is located to level 1 beside the staff toilet with a second beside the men's changing room. A water fountain is located to the main entrance on the ground floor. All of the fittings are

in a moderate condition. Figures 71 to 76 provide an overview of the fittings. To note one shower is proposed to be removed from the ladies changing due to leaking issues.



Figure 71: Typical toilet to the building



Figure 72: Typical basin to the building



Figure 73: Typical Shower unit to the building



Figure 74: First floor offices kitchenette



Figure 75: Kitchenette to Proshop Area



Figure 76: Cleaners sink

4.3.5.2 Gas Fixtures and Fittings

1	Very Good	<p>Sound structure Fabric constructed with sound materials, true line and level. No evidence of deterioration or discolouration.</p> <p>Services - All components operable and well maintained.</p> <p>Fittings - Well secured and operational, sound of function and appearance.</p> <p>Maintenance - Well maintained and clean.</p> <p>Customers - No Customer concerns.</p>	<p>Estimated Proportion of Life consumed Up to 45% of life expired</p>
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The 'very good' condition rating applies to the majority of the gas services with the exception being the wall furnaces that are in need of replacement within the immediate term as discussed below.

A gas inspection was undertaken by a certified Gas installer in 2016 (appendix 13.2). The leakage test from the meter to the appliances confirmed the line did not have any leaks and their visual inspection of the pipework did not identify any concerns.

The appliances within the building include an oven, two water heaters and three wall furnaces. The report identifies the oven as recently being replaced (2016) with one of the water heaters being replaced in 2014 (figure 77). The second water commercial heater has been replaced in February 2016. Copies of the installation certificates are held on site.

Of significance in the gas report is the mention that the gas (Vulcan) wall furnaces are past their expected life and need to be considered for replacement 'before more money is spent on them'.

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to complete an annual inspection of the gas appliances.
2. Develop a Planned Maintenance Programme to replace end of life fittings in the near term.



Figure 77: 160Ltr gas Hot water cylinder installed to the kitchen area



Figure 78: Gas heating unit past it's used by date

4.3.6 Miscellaneous Internal Assets

5	Very Poor	Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.	Estimated Proportion of Life consumed 90% to 100% of life expired
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The miscellaneous section of this report refers to the window dressings, pool table and security grills. Figures 79 to 81 present a mix of window dressings on site which are considered to be in a very poor condition.

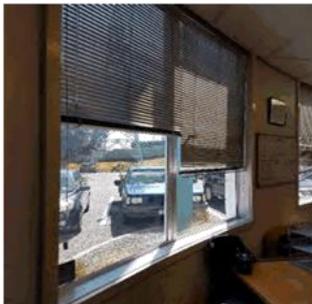


Figure 79: Horizontal venetian blinds to Ground floor offices



Figure 80: Vertical venetian blinds to first floor offices



Figure 81: Drape to first floor storage area

The security grill to the bar area is in a good condition (figure 82).



Figure 82: Security grill

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to replace end of life fittings.

4.3.7 Heating and Ventilation

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The ceiling hanging radiant heaters to the court area (figure 83) are in a poor condition with some not working. However, the heat pump (figure 84) to the level 1 offices appears to be in a good condition. The kitchen extract system was not tested for this report and while it looks to require a clean, it is considered to be in a good condition. An extract unit was also located in the boardroom.



Figure 83: Radiant heaters to court area



Figure 84: External unit to 1st floor heat pump



Figure 85: Ventilation system to the commercial kitchen

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme that establishes a service contract for all units to achieve cost efficiencies.
2. Develop a Planned Maintenance Programme to replace end of life fittings in the near term.

4.3.8 Joinery Fittings

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Services - Some deterioration beginning to be reflected in minor restrictions on operational uses.</p> <p>Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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Joinery to the Main Building consists of small units to the kitchenette areas, open under bench shelving to the commercial kitchen (figure 86), shelving to the Proshop storage room and gallery seating to the court area (figure 87). In general the fittings look to be in a moderate condition.

Recommendations:

The following issue should be investigated further:

1. Develop a Planned Maintenance Programme to replace end of life assets.



Figure 86: Example of the open joinery to under bench area in the kitchen



Figure 87: Seating gallery along east wall of the court area

4.3.9 Fire Protection and Emergency Systems

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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While the fire systems are considered to be in a good condition, on the day of the inspection there were several hazards. These items include an expired Building Warrant of Fitness Certificate (BWoF), expired fire hose reels (not checked since 2014), smoke stop doors wedged open and placement of the illuminated exist signs.

The fire protection system to the Main Building include:

- Fire panel
- Sirens
- Manual call point
- Smoke stop doors
- Fire blanket (to kitchen area)
- Illuminated exit signs
- Fire hose reels

In discussions with the fire systems service provider the building is not directly monitored by the New Zealand Fire Service (NZFS). Instead, a fire signal is sent to a monitoring company who then has an agreed process of which dialling 111 will be required at some stage. The recommendation by the service provider is to install a direct connection to the NZDS. This will also enable the service provider to have full management of the system to identify items such as defects, isolations and voltage discrepancies which is not currently available.

With regards to the BWoF compliance requirements, the service provider completes the following:

- Fire alarm checks – Monthly & annually
- 'Exit' lighting – Annually
- Signage – Annually
- Means of escape – Annually
- Annual certification (required by an Independent Qualified Person (IQP))

Non IQP requirements are currently the responsibility of the Renouf Tennis Centre (owner). This includes the monthly owner's checks of egress paths and illuminated 'exit' sign conformance.

Also to note fire hose reels are not being checked annually as required by NZS 4503. This is putting the owners and their representatives at an unnecessary level of risk if the hoses failed to operate in the event of a fire. Evidence of this is shown below in figure 93 but more clearly stated in figure 6.

To address these outstanding matters a Fire Report should be completed for the site. This will review all of the fire systems to the site and ensure Renouf Tennis Centre regulatory compliance requirements are being met.



Figure 88: Panel that also services the Performance Training Centre



Figure 89: Expired BWoF Certificate



Figure 90: Manual Call point



Figure 91: Illuminated 'Exit' sign but needs review as indicate exist up the stairs and not the nearest exit



Figure 92: Incorrect mount for illuminated 'Exit' sign. The word 'exit' should be in a vertical position.



Figure 93: Expired Fire Hose Reel

Recommendations:

The following issue/s should be investigated further:

1. Complete a review of the fire systems and the management process to ensure all regulatory compliance requirements are being met.
2. Develop a Scheduled Maintenance Programme that reduces risk to the owners of the Renouf Tennis Centre and supports effective regulatory compliance.
3. Develop a Planned Maintenance Programme to replace end of life assets.



Figure 94: Extinguisher with an expired tag

5 Performance Training Centre

5.1 Overview



The Performance Centre is a single level structure located to the south end of the site. The building was constructed circa 2006 and replicates the Main Building to the east with the classic 'arch' shape structure and is circa. 1,242sqm. The building is clad in a Colorsteel long run metal profile with rainwater discharging onto the ground and flowing into associated drains that run along the building.

Pedestrian access into the building is via two doors while a vehicle sized roller door is used for maintenance equipment.

The building retains an open plan layout with two indoor tennis courts.

5.2 Exterior

5.2.1 Structure

1	Very Good	<p>Sound structure</p> <p>Fabric constructed with sound materials, true line and level. No evidence of deterioration or discolouration.</p> <p>Services - All components operable and well maintained.</p> <p>Fittings - Well secured and operational, sound of function and appearance.</p> <p>Maintenance - Well maintained and clean.</p> <p>Customers - No Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Up to 45% of life expired</p>
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The building is an arch shape structure with steel 'I' beams to maintain the form and integrity. However, with this construction the end beams are exposed to the external elements as shown in figure 95. While this report does not constitute as a structural report on the Performance Training Centre the following was observed; figure 96 presents a weakness in the design with the rusting of a steel lug.



Figure 95: Steel 'I' Beam framing exposed to the external elements



Figure 96: Steel lug that is corroding due to water pooling

Another concern is with the ingress of water through the buildings ventilation system. The client advised that on heavy or southerly rains water enters the building through the high level ventilation system. Consequently this issue needs to be addressed in the immediate term.

No other immediate signs as to any potential defects were observed on the day of the inspection.

Recommendations:

The following issue/s should be investigated further:

1. Complete a review on the cause of the rusted lug and develop a methodology to treat and repair the corrosion.
2. Complete immediate repairs to address the water ingress issues around the building's ventilation system.

5.2.2 Roof Cladding / Spouting and Downpipes

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The roof cladding to the Performance Training Centre Building consists of an LT7 profile trapezoidal Colorsteel that finishes at ground level. Across the apex there are nine clearlite panels of circa 22m x 1.2m. While these panels allow good natural light into the building they are showing evidence of UV deterioration.

While the roof inspection notes this building as being in a good condition figure 99 shows excessive dirt across its surface.

The shape and style of the building does not provide for a 'familiar' spouting and downpipe system. Instead, all rain water falls onto the roof cladding and flows onto the ground where it enters a formed concrete drainage system. There are two of these drains running the length of the building. As shown in figure 98 and 99 both systems are holding water and debris.



Figure 97: Roof in need of a wash down



Figure 98: Water lying to North Side drainage system



Figure 99: South side of building with foreign material and growth in the drainage system

Recommendations:

The following issue/s should be investigated further:

1. Complete a detailed inspection of the drainage system to confirm its condition and establish the cause of the retained water.
2. Complete an immediate wash down of the cladding and clean out the drainage systems
3. Develop a Scheduled Maintenance Programme to complete an annual building wash down.
4. Develop a Planned Maintenance Programme to replace the end of life assets.

5.2.3 Wall Cladding

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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As the roof structure curves down the building in a north to south direction, the wall cladding is only present on the east and west sides of the building. This material is primary clad in a long run Colorsteel lineal profile sheet. The buildings wall cladding is in a good condition as shown in figure 98 above.

Recommendations:

The following issue/s should be investigated further:

1. Complete an immediate wash down of the wall cladding.
2. Develop a Scheduled Maintenance Programme to complete an annual building wash down.
3. Develop a Planned Maintenance Programme to replace the end of life assets.

5.2.4 Window and External Doors

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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There is one window, two pedestrian doors and a vehicle roller door to the Performance Training Centre. As shown in figure 100 the window is located beside the pedestrian door to the east wall. This single glazed panel sits in a painted timber frame. The external doors are a solid core painted timber material with a 'porthole' window (figure 101) and stainless steel hardware. The door closer (as shown in figure 102) requires immediate maintenance and the paint system requires attention in the immediate term. The galvanised roller door is located to the west end of the building (figure 103). In general the assets are in a good condition.



Figure 100: Pedestrian door with window beside



Figure 101: External view of Pedestrian door



Figure 102: Failed door closer



Figure 103: Roller Door to west face

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate maintenance on the door closer.
2. Develop a Scheduled Maintenance Programme to complete annual inspections of all doors.
3. Develop a Planned Maintenance Programme to replace the end of life assets.

5.2.5 Miscellaneous

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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Figure 104: Security System

As shown in figure 104 the Performance Training Centre building retains a security system to some level. The system was not inspected as to its operational effectiveness but the housing looked to be in a good condition.

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to ensure the security system operates effectively when required
2. Develop a Planned Maintenance Programme to replace the end of life assets.

5.3 Interior

5.3.1 Floor Linings

As the building is dedicated to the performance of tennis the flooring is discussed under the court infrastructure section of this report.

5.3.2 Wall & Ceiling Linings

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The underside of the roof and wall cladding systems act as the main interior linings for the building. Having said that there are minor sections around the doors where there is a varnished plywood material. A ‘curtain like’ system also hangs from the lower purlins (figure 105) and looks to act as a barrier to the cladding. As shown in the figure 106 damage is being caused to the ‘sarking’ from tennis balls.

Recommendations:

The following issue/s should be investigated further:

1. Install additional barrier above the existing curtain wall to prevent further damage to the sarking.
2. Develop a Planned Maintenance Programme to replace the end of life assets.



Figure 105: Material draped along the north



Figure 106: Damaged building paper.

5.3.3 Electrical

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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5.3.3.1 Lighting

Court lighting is addressed within the court infrastructure section of this report. No other lighting was observed in the building.

5.3.3.2 Distribution board

The power supply to the Performance Training Centre is fed from the Main Building. Discussions with the electrical contractor advised the cable was of a small size and therefore any electrical upgrades to the building will mostly require an upgrade of this cable.

Recommendations:

1. Develop a Scheduled Maintenance Programme to complete an annual electrical inspection that includes scanning the switchboard with a thermal image camera and relamp the fittings.
2. Develop a Planned Maintenance Programme to replace the end of life assets.

5.3.4 Heating and Ventilation

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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There are no mechanical systems to the building but there are two vent grills located at a high level on the west and east walls. These are shown in figure 103 above and are considered to be in a good condition.

5.3.5 Fire Protection and Emergency Systems

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The Performance Training Centre fire system is linked to the Main Building where the fire panel is located. Figures 107 to 109 present the fire protection and emergency systems located within the Performance Training Centre. These include:

- Fire extinguisher,
- Manual call point, and
- Illuminated 'exit' signs.

The extinguisher displays a current compliance but on the day of the inspection the 'exit' sign cover was broken with the pieces left on the floor alongside the associated exit point. This needs to be addressed immediately to maintain its compliance requirements for a BWoF. Please refer the Main Building fire system heading for more discussion.



Figure 107: Handheld fire Extinguisher



Figure 108: Manual Call Point



Figure 109: Illuminated 'exit' sign with missing cover plate

Recommendations:

The following issue/s should be investigated further:

1. Immediately reinstate the illuminated 'exist' sign and consider installing a vandal resistant bulkhead light fitting or similar.

2. Complete a review of the fire systems and the management process to ensure all regulatory compliance requirements are being met.
3. Develop a Scheduled Maintenance Programme that reduces risk to the owners of the Renouf Tennis Centre and supports effective regulatory compliance.
4. Develop a Planned Maintenance Programme to replace end of life assets.

6 Court Infrastructure

6.1 Overview

The Renouf Tennis Centre retains a total of 18 tennis courts. Twelve of the courts are outdoor while the other six courts are located within the Main Building and the Performance Training Centre. Within this section we have identified the following infrastructure: court surfaces, access ways, floodlighting and court fencing.

6.2 The Courts

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The court configuration at the Renouf Tennis Centre includes six indoor and 12 outdoor courts. Of the 6 indoor courts, four are located in the Main Building (circ. 2,500sqm) with the remaining two in the Performance Centre (circ.1,300). The 12 outdoor courts (circ. 7,035sqm.) are grouped in pairs with chain link fencing providing a separation between most of the courts. All courts are a painted (asphalt) hard surface.

All courts are considered in a good condition. However, the ongoing maintenance requires more focus. Comments from the contractor who maintains the court surfaces include recommendations for improved user management and programmed monitoring. The former observation relates to visitors being advised on the proper use of the facility (e.g. no drinks on courts, smashing rackets onto the surface and soiling) as respecting these points (among others) will extend the surface life. The later refers to regular inspections of the courts as to surface cracking which is caused by ground movement. Figures 110 to 115 highlight failings to the surface areas as observed on the day of the inspection.

To note: as the day of the inspection was clear (i.e. no precipitation) this report cannot confirm if the drainage system performs as designed and may therefore require further investigation.



Figure 110: Cracking to court surface



Figure 111: Cracking to court surface



Figure 112: Cracking to court surface

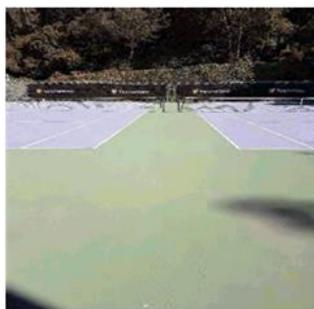


Figure 113: Worn court surface



Figure 114: Cracking along surface drain



Figure 115: Cracking around netting support

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete crack repairs to the court surface.
2. Develop a Scheduled Maintenance Programme to complete an annual inspection of the court surface.
3. Develop a Planned Maintenance Programme to replace the end of life assets in the near term.

6.3 Court Walkways

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customer- Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The walkways adjacent to the courts and areas around the playing surface are in a moderate condition. Figure 116 presents the path between courts 6 and 7. This example shows the failure of the paint finish but also looks to catch surface water as in the centre of the path and along its length there is a subtle dish effect. On the day of the inspection the weather was clear (i.e. no precipitation) and therefore we cannot confirm what water drains into this area.

Figure 117 highlights the use of matting to cover the grate of the metal drainage covers. The matting was installed as the walkway was a slipping hazard without it. This walkway leads to the Performance Centre.



Figure 116: Failed paint system



Figure 117: matting cover of drainage grate

Figures 118 and 119 show failed areas to other surfaces

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete repairs to walkway surfaces.
2. Develop a Scheduled Maintenance Programme to complete an annual inspection of the walkway surfaces.
3. Develop a Planned Maintenance Programme to replace the end of life assets in the near term.



Figure 118: Substandard repairs to surface

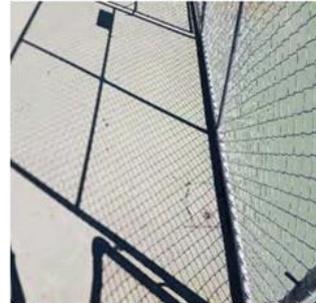


Figure 119: Repairs necessary to surface

6.4 Fencing

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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There is circa. 533m of fencing and gates to the outdoor court areas. This is generally considered to be in a moderate condition. However, corrosion is evident to the metal posts as they penetrate the ground. This is evident in figure 120 with a close-up of the failure shown in figure 121. This repair work needs to be programmed within the immediate term to extend the life of the fence posts and prevent early failure.

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate repairs to address the rusting of the fence posts.
2. Develop a Scheduled Maintenance Programme to complete regularly inspect the courtside fence.
3. Develop a Planned Maintenance Programme to replace the end of life assets.



Figure 120: Corrosion to fence post



Figure 121: Corrosion to fence post

6.5 Flood Lighting

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking.</p> <p>Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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The significance of flood lighting to the facility cannot be underestimated as this asset must not only optimise the hours of playing time but it must provide light to these areas at the appropriate lux levels. The effect of longer daylight hours reduces the reliance on lighting however, the later point was highlighted by the electrical contractor who advised the outdoor courts retain some 2,000 lux levels while the indoor courts only provide 400 lux levels. Understanding these levels is imperative to ensure Tennis Centre provide services to the associated tournament rules.

The Main Building courts have eight rows of nine floodlights. The Performance Training Centre retains two sets of seven floodlights; one along the west wall and the other along the east wall of the building. Due to their height servicing these lights requires the hireage of a mechanical boom. Staff advised that the boom is required up to four times a year to replace blown lightbulbs. With this expense it is worth considering an annual re-lamping exercise or to consider an LED alternative. The approach should include an engineered solution to ensure sufficient light levels are achieved. The intentions of both options are to reduce the frequency and cost of completing the exercise. Opus understands the controls for the Main Building courts are located in the Proshop.



Figure 122: Main Building Floodlights

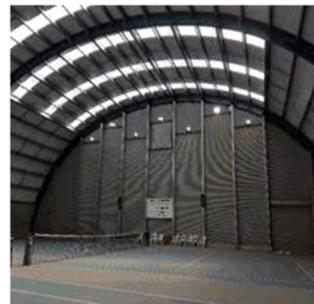


Figure 123: Performance Training Centre Floodlights

Courts 1 & 2, which are the facility's centre courts, are outdoors. This area retains five floodlight poles; each with two floodlights per pole. The other 10 outdoor courts are floodlit as follows. Courts 3 to 6 retain six poles with a total of 16 floodlights while courts 7 and 8 have 8 floodlights across two poles. There is no floodlighting identified to courts 9 through to 12. The lights were not tested on the day of the



Figure 124: Example of the outdoor



Figure 125: Close-up of the outdoor floodlights

inspection but both the light poles and lights are in a moderate condition. The electrical contractor noted that the light pole transformers were no longer readily available. These should be scheduled to be replaced.

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to effectively manage the lighting environment giving consideration to through life costs and the risks to operations of the facility.
2. Develop a Planned Maintenance Programme to replace the end of life assets.
3. Complete a review on the risk of failure to the light poles to ensure limited downtime in the event of a transformer failure.

6.6 Drinking Fountain

5	Very Poor	Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.	Estimated Proportion of Life consumed 90% to 100% of life expired
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Figure 126 shows the free standing courtside drinking fountain. This is in very poor condition as the bowl surface has lost the clean stainless steel surface. This setup also does not provide for a filtering system.



Figure 126: Pitted surface to drinking fountain bowl

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to ensure the quality of water is safe for users.
2. Review the provision of drinking fountains as a health issue to provide a safe drinking environment to users and address performance concerns such as heat and dehydration risks.
3. Develop a Planned Maintenance Programme to replace the end of life assets.

7 Resident Coach Building

7.1 Overview



The Resident Coach Building is a single level structure of some circa 42sqm with a 14sqm veranda. The building sits into the side of the sloping embankment to the east of the onsite car park. The nature of its position allows for an unpainted timber deck to cantilever over the car park; thus allowing cars to park under this area. The exterior retains a metal cladding with a corrugated Colorsteel roof and metal box type spouting. The window frames and an external door are an aluminium material while a painted timber door is a second external door to the building. Internally there is a storage area and an open plan layout with basic amenities such as a toilet, hand basin and shower.

7.2 Exterior

7.2.1 Structure

2	Good	<p>Functionally sound structure</p> <p>Showing minor wear and tear and minor deterioration of surfaces.</p> <p>Services - All components Operable</p> <p>Fittings - Operational and functional, minor wear & tear.</p> <p>Maintenance - Increased maintenance inspection required.</p> <p>Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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This report does not constitute as a structural report on the Resident Coach Building so commentary is provided based on a visual inspection only. On this basis the assessment identified the following:

1. The building's balcony supports show evidence of splitting (figures 127 and 128), and
2. Access to the building presents an obvious hazard as the steps straddle the car park kerbing at ground level. This issue is highlighted in figure 129.



Figure 127: Crack to the Balcony support



Figure 128: An example of the balcony supports indicating impact damage.

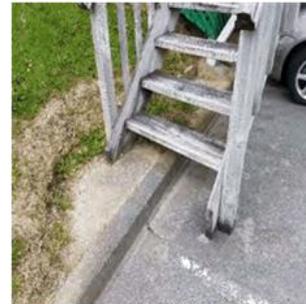


Figure 129: Uneven surface area to the bottom of the buildings access stairs

Recommendations:

The following issue/s should be investigated further:

1. Complete an Engineers Report on the structure to review the balcony supports to confirm its structural integrity.
2. Reconfiguration of the buildings access to remove the uneven surface area at the bottom of the steps.

7.2.2 Roof Cladding / Spouting and Downpipes

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and Programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The roof cladding to the Resident Coach Building consists of a corrugated Colorsteel material. The roof was inspected from the ground. Figure 130 is from the site car park and presents the material as being in a good condition. The spouting is a Colorsteel box profile (figure 131) that runs along the west and east sides of the building. This asset is in a moderate condition as there are early signs of metal corrosion observed at the joins. The two downpipes to the building are a mix: one being a white cylindrical UPVC material and the other being a white rectangular Colorsteel product. The latter is showing signs of rust to the joins. The western downpipe discharges onto the parking pavement and runs into the associated kerbing (figure 132).



Figure 130: Roof to Resident Coach Building

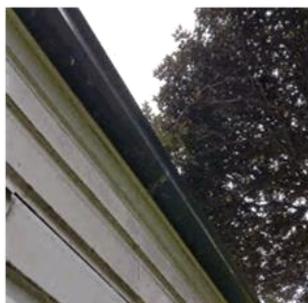


Figure 131: Example of spouting showing early signs of failure at the joins



Figure 132: Downpipe discharges to the ground

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to complete a six monthly inspection of the roof and gutter systems to clear any debris and annual wash downs.
2. Develop a Planned Maintenance Programme to replace the end of life assets within the near term.

7.2.3 Wall Cladding

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customers - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The primary cladding system to the Resident Coach Building is a Colorsteel lineal metal profile sheet. This material is in a poor condition as the surface requires attention to address the early stages of oxidisation and failure of the paint system. Examples of the surface deterioration is shown in figures 133 and 134. The subfloor area is enclosed by a wooden lattice material that is painted under the balcony and to the north end of the building but left untreated along the east and south sides.



Figure 133: Cladding showing oxidation

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to replace the end of life paint system within the immediate term.



Figure 134: Paint membrane failure

7.2.4 Windows and Exterior Doors

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The building retains single glazed windows that are held in an aluminium extrusion (figure 135). The aluminium is in good condition but would benefit from regular washing. There are also two doors into the building; one being a painted timber panel (figure 130) door while the other was an aluminium framed door with two single glazed panels as shown in figure 136. Both doors are in a good condition while the wooden door paint membrane is in a moderate condition.



Figure 135: Example of a typical window

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to complete an annual building wash down.
2. Develop a Planned Maintenance Programme to replace the end of life paint system within the immediate term.



Figure 136: Aluminium entry door

7.2.5 Exterior Lighting

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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Lighting to the exterior of the building consisted of a single flood light on a pole to the northern apex of the building. However, the direction of this fitting indicates its purpose was for lighting up the car park area. The light was in a moderate condition.

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to replace the end of life fittings.

7.2.6 Miscellaneous

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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Figure 137 identifies an aerial to the rear of the building. It is not clear whether there is a need for this utility but the cable was not securely fastened. The aerial cable entered the building about a metre above the ground level.



Figure 137: Sky aerial with unsecure cable

Recommendations:

The following issue/s should be investigated further:

1. Immediately secure the cable to the building, or if not required, remove the aerial from the building and seal any entry points to the cladding.

7.3 Interior

7.3.1 Floor Linings

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customers - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The floor linings to the building are a mix of broadloom carpet and vinyl. The carpet is laid to the open plan area while the storage room and the amenities are vinyl. These materials are in a poor condition.

Recommendations:

The following issue/s should be investigated further:

1. Complete maintenance work to remove carpet stains as well as a cut and polish to the vinyl.
2. Develop a Planned Maintenance Programme to replace the end of life assets within the near term.

7.3.2 Wall & Ceiling Linings

2	Good	<p>Functionally sound structure</p> <p>Showing minor wear and tear and minor deterioration of surfaces.</p> <p>Services - All components Operable</p> <p>Fittings - Operational and functional, minor wear & tear.</p> <p>Maintenance - Increased maintenance inspection required.</p> <p>Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The majority of the linings to both the walls and the ceiling throughout the building are a painted plasterboard. The plasterboard is in a good condition however it would benefit greatly from repainting as there are visible signs of damage from previous wall fixings (figure 138) and cracks as shown in figures 139 and 140.

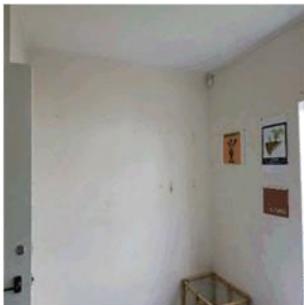


Figure 138: Damage to wall lining



Figure 139: Crack to plasterboard joint



Figure 140: Crack to intersection of ceiling and scotia

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate repairs to all plasterboard cracks and markings.
2. Develop a Planned Maintenance Programme to replace the end of life paint system within the immediate term.

7.3.3 Internal Doors

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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The internal doors consist of a hinged painted hollow core door and a painted hollow core sliding door to the amenities. The doors were in a moderate condition.

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to replace the end of life paint system within the near term.

7.3.4 Electrical

2	Good	<p>Functionally sound structure</p> <p>Showing minor wear and tear and minor deterioration of surfaces.</p> <p>Services - All components Operable</p> <p>Fittings - Operational and functional, minor wear & tear.</p> <p>Maintenance - Increased maintenance inspection required.</p> <p>Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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Figure 141 presents the main electrical distribution board to the building which is located under the balcony. While the board looks to be in a good condition it should be noted that the board

components are now considered obsolete. Consequently, any electrical work that needs to be completed to the building will require an upgrade of the distribution board.

Internally there are single bayonet light fittings (figure 141) for the lighting requirements and several power points for electrical equipment. The shower unit was also powered by a continuous flow electric shower as shown in figure 142.



Figure 141: Distribution Board



Figure 142: Single Bayonet light fitting



Figure 143: Electric continuous flow shower unit.

An alarm system (figure 144) and a telephone jack point were identified on site but neither were tested to confirm if they were operational.

Recommendations:

The following issue/s should be considered further:

1. Develop a Scheduled Maintenance Programme to complete an annual electrical inspection that includes scanning the switchboard with a thermal image camera and relamp the fittings.
2. Develop a Planned Maintenance Programme to replace end of life fittings.



Figure 144: Alarm system

7.3.5 Plumbing

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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Figures 145 to 147 present the Resident Coach Building amenities: a toilet, hand basin and shower unit. These units are all in a good condition although there is excessive wear around the waste to the shower unit.



Figure 145: Wash hand Basin



Figure 146: Toilet Pan



Figure 147: Plastic Shower unit

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to complete three monthly inspections to ensure an airlock is maintained in the waste traps to prevent sewage smells entering the building.

7.3.6 Fire Protection and Emergency Systems

No fire protection or emergency systems were noted in this building. However a fire extinguisher was noted to the kitchen area. The tag indicated the unit was last tested in November 2015 with a pressure test being completed in 2013.



Figure 148: Fire extinguisher fixed to the wall

8 Old Pavilion Clubrooms

8.1 Overview



The Old Pavilion Clubrooms is a ‘T’ shaped building of two storeys with an open floor plate that extends in to what was designed as the Executive Lounge (now used as a Gymnasium) for viewing onto ‘centre court’. The building was constructed circa. 1940, with a second storey added circa 1950. The Executive Lounge was constructed circa 1987 with the North Stand development. The building’s base foot print is circa 175sqm.

The building retains a ‘flat’ metal roof with a mix of painted plaster cladding and painted weatherboards. Timber windows complement the building’s external appearance. The building is located within the Renouf Tennis Centre site but access into the building is directly off Brooklyn Road.

Internally the lower level provides amenities while upstairs there is a reception area and an open space that is currently set up for karate training. The Old Pavilion Clubrooms provides internal access to the North Stand that adjoins to the south.

Opus understands the building is currently rented to Seido Karate and not used to deliver services for Tennis Central.

8.2 Exterior

8.2.1 Structural Elements

2	Good	<p>Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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This report does not constitute as a structural report of the Old Pavilion Clubrooms so commentary is provided as a visual inspection only. On this basis the assessment did not identify any obvious issues with the foundation or framework of the building. However, as the building is ‘cut’ into the hill, rear egress from the building is via a timber bridge structure as shown in figure 149. All elements are considered to be in a good condition.



Figure 149: Timber Pedestrian Bridge

In 2015 a desk top Initial Evaluation Report (IEP) was completed on behalf of the Wellington City Council to the Old Pavilion Clubrooms. This assessment has provided a 41% rating

of the building against New Building Standards. Consequently, this notes the building as a Potential Earthquake Risk.

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme to complete an annual wash down of the timber bridge.
2. Complete an Engineers Report on the structure to review the buildings integrity.

8.2.2 Roof Cladding / Spouting and Downpipes

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure</p> <p>Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent.</p> <p>Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement.</p> <p>Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings.</p> <p>Fittings - Most are inoperable or damaged.</p> <p>Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement.</p> <p>Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed</p> <p>90% to 100% of life expired</p>
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The Old Pavilion Building roof is a metal clip lock system. But what is not clear from figure 150 is that this system has been laid over an old flat tar/bitumen and chip membrane as identified in the attached roofers report (appendix 13.3). The roof is showing signs of severe corrosion. This report also identifies the lean-to roof (figure 151) to the building’s north face consisting of a trafficgard or similar type membrane. This small lean-to roof does not present well but the system does not appear to be failing.



Figure 150: Metal roof showing extensive rust



Figure 151: Small lean-to roof to North face



Figure 152: The Executive Lounge Roof

Figure 152 shows the ‘Executive Lounge’ roof as a metal cladding system with lichen visible on the day of the inspection. The spouting is also full of debris.

To the rest of the building, the spouting and downpipes are a mix of UPVC and metal systems. Figure 150 (above) provides an example of the system while figure 153 shows a failed downpipe. The system needs immediate repairs as the roofer’s report recommends the outlet to be checked while a failed section of spouting was also identified on the day of the inspection. The roof and rain water systems are considered to be in a very poor condition.

Recommendations:

The following issue/s should be investigated further:

1. The rain water system should be repaired immediately and checked to confirm it is operating as designed.
2. Develop a Scheduled Maintenance Programme to complete a six monthly inspection of the roof and gutter systems to clear any debris and annual wash downs.
3. Develop a Planned Maintenance Programme to replace the end of life assets within the near term.



Figure 153: Failed UPVC downpipe system

8.2.3 Wall Cladding

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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As shown in figure 154 the external cladding is a mix of painted plaster texture finish to the lower area of the building with a painted weatherboard to the upper level. The 'Executive Lounge' is constructed of masonry blocks that are finished with a paint system. The material is considered to be in a moderate condition with some notable damage to the cladding (figure 155) and the paint system is also failing. The cladding is in need of a wash down with evidence of excessive soil build up under the eaves and other locations where rain water does not reach. The building also retains a mix of painted timber and plaster fascias and soffits.



Figure 154: Cladding is a mix of plaster & weatherboard



Figure 155: Damage to the cladding



Figure 156: Executive Lounge wall cladding

Recommendations:

The following issue/s should be investigated further:

1. Complete an immediate washdown of the building.
2. Develop a Scheduled Maintenance Programme to complete an annual wash down.
3. Develop a Planned Maintenance Programme to repaint the building within the near term.

8.2.4 Windows

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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Figures 157 and 158 present the windows to the Old Pavilion Clubrooms as single glazed painted timber frame units. The testing of each individual unit was not included within this instruction but there were no obvious signs of failure on the day of the inspection. The windows are considered to be in moderate condition but overgrowth should be removed from the window vicinity and the window frames repainted in the near term.



Figure 157: Painted timber framed windows



Figure 158: Overgrowth to window

Recommendations:

The following issue/s should be investigated further:

1. Immediately remove the overgrowth to the building.
2. Develop a Scheduled Maintenance Programme to complete an annual inspection to ensure the windows operate as designed.
3. Develop a Planned Maintenance Programme to repaint the joinery within the near term.

8.2.5 Exterior Doors

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customers - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The main entrance to the building consists of two singled glazed aluminium hinged doors: one with an aluminium security mesh while the other door's security mesh screen has been removed and is sitting inside. The door unit is set into a painted timber frame and the hinges are showing advanced corrosion (figure 159). There is also a painted timber fire egress door (figure 149 above) and a small painted timber 'trap door' to the west face. To the 'Executive Lounge' there are aluminium sliding doors.

In the immediate term work is necessary to replace the metal hinges to the main entrance along with the rubber seals (also to the 'Executive Lounge') while a repaint will be required to the other doors.

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate repairs to replace the rubber seals to the aluminium doors and hinges to the main entrance doors.
2. Develop a Scheduled Maintenance Programme to complete an annual inspection of all doors to ensure they operate as designed.
3. Develop a Planned Maintenance Programme to replace end of life assets in the near term.



Figure 159: Rusted hinge

8.2.6 Exterior Lighting

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Plumbing electrical and mechanical components are unsafe or inoperable fittings. FITTINGS - Most are inoperable or damaged. Minimum life expectancy, requiring urgent rehabilitation or replacement. Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed 90% to 100% of life expired</p>
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Testing of the external light fittings were not included within this instruction but on the day of the inspection two fittings were identified above both the front (figure 160) and rear (figure 161) entry points. The latter location has a broken light cover and the remains of another lighting fitting. Consequently, the assets are considered to be in a very poor condition.



Figure 160: Light fittings to front door with fire siren in top corner



Figure 161: Light Fittings to rear entrance door

Recommendations:

The following issue/s should be investigated further:

1. The exterior lights should be checked immediately for compliance and unnecessary fittings removed. Consideration should also be given to installing vandal resistant bulkhead light fittings.
2. Develop a Scheduled Maintenance Programme to complete a visual inspection, clean lamp covers and relamp the fittings.
3. Develop a Planned Maintenance Programme to replace end of life assets.

8.3 Interior

8.3.1 Floor Linings

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and Programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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A mixture of flooring systems were identified within the building, from varnished timber floors in the hall area to carpet, vinyl and tiles in the changing rooms. Figures 162 to 164 are a general representation of the floor linings. Overall the floor linings are considered to be in a moderate condition.

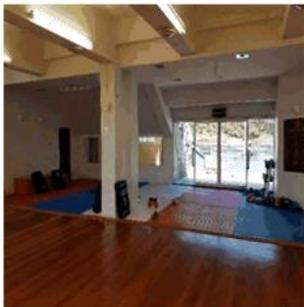


Figure 162: Varnished flooring



Figure 163: Carpet and vinyl



Figure 164: Tile flooring

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to replace end of life assets.

8.3.2 Wall & Ceiling Linings

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and Programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The internal linings mainly consisted of painted plasterboard but in various locations throughout the building other types of linings are present. For example, there are painted concrete walls and Seratone panels to the changing rooms, while a painted textured hardboard is present in the hallway. Furthermore, the reception area utilises a glazed aluminium framed window as a wall lining and the gymnasium toilet retains a painted Pinex ceiling system. The wall and ceiling linings are considered to be in a moderate condition.



Figure 165: Example of general wall & ceiling linings



Figure 166: Cracks along plaster board joins through the middle of the ceiling

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to replace end of life assets.

8.3.3 Internal Doors

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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The Old Pavilion Clubrooms retain a mix of door solutions, from painted hollow core and solid doors in the changing room areas, to a smoke stop door with two Georgian glazed panel inserts present to the end of the hallway. The reception area also retains a painted timber glazed door. As presented in figures 167 to 169 the doors were noted as being in a moderate condition but several doors do require immediate repairs. The work includes reinstating missing door handles, repairs to door closers and completing unfinished timber work that includes painting.



Figure 167: Painted door with functioning hardware



Figure 168: Door into changing room with 'push' plate



Figure 169: Gymnasium door in a state of disrepair

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate repairs as identified above.
2. Develop a Scheduled Maintenance Programme to complete an annual inspection of all doors to ensure they operate as designed.
3. Develop a Planned Maintenance Programme to replace end of life assets.

8.3.4 Electrical

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customers - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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Figure 170: Fluorescence light fitting to office area



Figure 171: Fluorescence light fitting with defuses



Figure 172: Surface mounted light fitting

8.3.4.1 Lighting

As shown in figures 170 to 173 the interior of the Old Pavilion Building retains a mix of light fittings. These include fluorescent battens (some with defuses), surfaced mounted fittings and simple bayonet units. The figures also represent a range of fitting quality noting the bayonet fitting has come away from the wall and needs immediate repair.



Figure 173: Bayonet fitting not securely

8.3.4.2 Switchboard

Switchboards were located to the karate hall and access hallway.

The electrical fittings to the building are nearing the end of their life and at least one of the swithboards looks to be obsolete. We have also taken the position that the electrical equipment is not being regularly inspected therefore we consider these assets to be in a poor condition.



Figure 174: Hallway Switchboard



Figure 175: Karate hall switchboard

Recommendations:

The following issue/s should be investigated further:

4. Complete immediate repairs to failed fittings.
5. Develop a Scheduled Maintenance Programme to complete an annual electrical inspection of the building that includes a thermal image scan of the switchboards.
6. Develop a Planned Maintenance Programme to

replace end of life assets.

8.3.5 Plumbing and Gas Fittings

4	Poor	<p>Structure functioning but with problems due to foundation movement. Some significant cracking.</p> <p>Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.</p> <p>Services - Failure of plumbing electrical and mechanical components common place.</p> <p>Fittings - Of poor quality and appearance, often inoperable and damaged.</p> <p>Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation.</p> <p>Customers - Regular customer complaints.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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8.3.5.1 Plumbing Fittings

While the changing room plumbing fittings look to be in a moderate condition, other fittings to the rest of the facility are in a poor condition. Therefore we have identified the overall condition to the assets as poor. A cross representation of the plumbing fittings are shown in figures 176 to 181.



Figure 176: Toilet cubicle



Figure 177: Zip boiler unit



Figure 178: Kitchenette to gymnasium



Figure 179: Basins to changing rooms



Figure 180: Shower unit



Figure 181: Kitchenette to hallway

8.3.5.2 Gas Fixture and Fittings

An instantaneous gas water heater was identified with the Gas Inspection Report and is shown in figure 182. This report did not highlight any issues. However, the gas meter (figure 183) is uncovered and is accessible to the public.



Figure 182: Instantaneous gas heating unit



Figure 183: Uncovered gas meter adjacent to public foot path

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate repairs to cover the gas metre.
2. Develop a Scheduled Maintenance Programme to complete an annual plumbing and gas inspection of the building.
3. Develop a Planned Maintenance Programme to replace end of life assets.

8.3.6 Miscellaneous

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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Figures 185 to 186 present an overview of the security equipment identified on site. Panels are present in a couple of locations in the building while the entrance way retains a security camera. The security system was not tested to confirm that it functions as designed on this visual inspection. The equipment looked to be in a moderate condition.

One other minor item identified in this section are drapes. These were only identified to the reception area.



Figure 184: Internal wiring to security panel



Figure 185: Security panel to building entrance



Figure 186: Security camera to entrance entrance

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance Programme that's includes cleaning of camera, and recording its quality over time, to ensure the security system performs when required.
2. Develop a Planned Maintenance Programme to replace end of life assets.

8.3.7 Heating and Ventilation

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Occasional outages, breakdowns or blockages. Increased maintenance required. Generally operational. Minor breakage.</p> <p>Regular and Programmed maintenance inspections essential.</p> <p>Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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The building retains both extract ventilation units and ceiling fans. The former are located to the amenities and reception area while the latter are located in the Karate hall.



Figure 187: Extract system to shower area



Figure 188: Bar heating to areas within the building

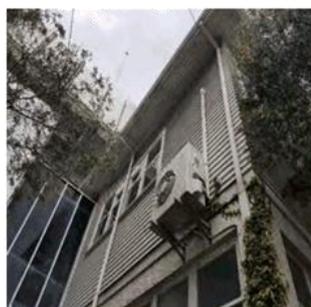


Figure 189: External unit to heat pump

Bar heaters and a heat pump were identified as a source of heating to the internal spaces. Radiators were also evident on the inspection but these look to be in a poor condition. Examples of the units are identified in figures 187 to 189 below. Each unit should be tested to confirm they are functioning correctly which may influence the moderate condition referenced in this report.

Recommendations:

The following issue/s should be investigated further:

1. Complete an initial inspection of the units and remove non-functioning assets (ceiling fans)
2. Develop a Scheduled Maintenance Programme to complete an annual inspection of the units.
3. Develop a Planned Maintenance Programme to replace end of life assets.

8.3.8 Joinery and Fittings

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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Joinery to the Old Pavilion Clubroom’s include storage units to the changing room, reception units and timber stairs. An example of these assets are shown in figures 190 to 192 below. The joinery is considered to be in a good condition.

Note: the stairs do not have a hand rail to assist persons who may be infirm or unsure of this ascent.



Figure 190: Changing room joinery



Figure 191: Reception area

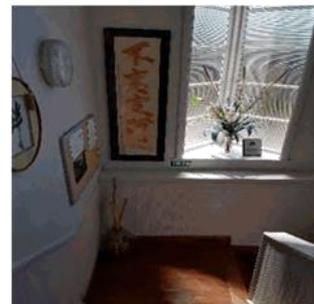


Figure 192: Timber stairs

8.3.9 Fire Protection and Emergency Systems

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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Figures 193 to 198 represent the type of fire systems present in the Old Pavilion Clubrooms. These include:

- Fire panel
- Sirens to the front entrance area and hallway
- Manual call point
- Heat detectors

- Fire hose reel

The emphasis of the fire systems to the Renouf Tennis Centre are discussed under the Main Building Section of this report.



Figure 193: Fire panel located in ladies



Figure 194: Illuminated 'Exit' Sign



Figure 195: Heat detector



Figure 196: Fire hose drum in poor condition

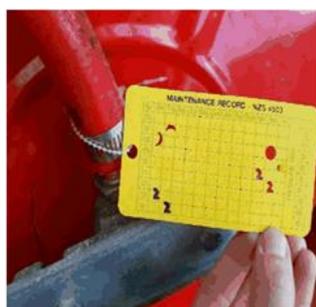


Figure 197: Fire hose reel requires inspection



Figure 198: Blocked fire egress door

Recommendations:

The following issue/s should be investigated further:

1. Complete a review of the fire systems and the management process to ensure all regulatory compliance requirements are being met.
2. Develop a Scheduled Maintenance Programme that reduces risk to the owners of the Renouf Tennis Centre and supports effective regulatory compliance.
3. Develop a Planned Maintenance Programme to replace end of life assets.

9 The Stands

9.1 Overview

For the tennis spectator the site has three main outdoor stands. The stands are positioned around the two centre courts. The North Stand was constructed circa. 1986 while the construction dates were not established for the West and East Stands.

The North Stand is an elaborate facility that provides accommodation for both the spectator and media. Internally there are numerous amenities. The West Stand is mostly constructed of concrete terraces with timber planks for seating but over time has seen the addition of more terrace seating and single seating configurations. The East Stand looks to have been constructed to accommodate the corporate sponsor/supporter as this retains seating cubicles that include fix tables.

The North Stand is adjacent to the Old Pavilion Building with some internal access.

9.2 North Stand – Exterior

9.2.1 Structure

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking.</p> <p>Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and Programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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This report does not constitute as a structural inspection of the North Stand so commentary is provided as a visual inspection only. On this basis the assessment noted the main structural material as concrete with some steel members as shown in figures 199 and 200. The structure is considered to be in a moderate condition as there are signs of corrosion to the steel members that need to be addressed in the near term to prevent further deterioration. In turn, this has an impact on the structural integrity of the asset.



Figure 199: Corroding internal steel bracing



Figure 200: Close up of corroding internal steel bracing

Recommendations:

The following issue/s should be investigated further:

1. Complete an Engineers Report on the structure to review the steel beams and to provide a methodology for repairing the corrosion evident to the steel members.

9.2.2 Roof Cladding / Spouting and Downpipes

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure</p> <p>Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent.</p> <p>Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement.</p> <p>Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings.</p> <p>Fittings - Most are inoperable or damaged.</p> <p>Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement.</p> <p>Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed</p> <p>90% to 100% of life expired</p>
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There are several roofing elements to the building. There is a metal Coloursteel profile roof to the media box at the top of the stand (figure 201), three flat roof areas each with a different material system, and the large seating area. All of these components must provide a level of water tightness to the building's interior. The roofer's report identifies membranes to the three roofs as follows: 'one of the three flat roofs looks to be butynol, one butynol with a trafficgard membrane over top and one with possibly an asbestos torch on or similar; all need to be replaced as the membranes are perishing'. These roofs are presented in the roofer's report which is attached as appendix 13.3 while figure 202 presents the glazed entrance veranda cladding which requires the replacement of the rubber seals.

Of all the current issues to the roof areas the most significant are the leaks occurring above the switchboard (the stands seating configuration is above this area). Opus understand this switchboard is the main power supply onto the site. The impact of this unit failing will result in multiple issues. A focus on this area must be a high priority for the Renouf Tennis Centre.



Figure 201: Media box cladding in good



Figure 202: One entry to the North Stand

Consequently the roof is in a very poor condition and in fact has failed extensively as shown in various figures throughout this section of the report.

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete an invasive investigation to identify the location of the water ingress above the sites main switchboard (then complete the necessary repairs).
2. Develop a Scheduled Maintenance Programme to complete an annual washdown and inspection of the roofing and spouting systems.
3. Develop a Planned Maintenance Programme to replace the failed roofing systems within the immediate term.

9.2.3 Wall Cladding

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed 90% to 100% of life expired</p>
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The exterior cladding to the North Stand is a mix of concrete panels, painted hardie sheet, glazing systems and aluminium louvers. Examples are shown in the figures below. The most notable issues are the lichen to the metal cladding and the failed glazing system. The former issue is highlighted in figure 201 above with the latter presented in figures under the window heading section of this report. In general the systems have failed and are considered to be in a very poor condition.



Figure 203: Media box cladding



Figure 204: Glass cladding to internal stairs

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete a detailed report on the water tightness of the building to address the failed cladding systems.
2. Develop a Scheduled Maintenance Programme to complete an annual washdown and inspection of the cladding systems.
3. Develop a Planned Maintenance Programme to replace the failed cladding systems within the immediate term.

9.2.4 Windows

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed 90% to 100% of life expired</p>
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The majority of the building retains single glazed aluminium framed windows. An exception to this is the glazed block window as shown in figure 205. Glass block has also been designed as an architectural feature into the entrance way of the building.

The aluminium framed windows have failed in multiple locations. Figures 206 to 208 graphically present examples of these issues, from movement between glazing panes with a resulting loss in the buildings weather tightness, to movement in the aluminium framework and cracked window panes.

The media room retains a window the full length of this room with sliding openings featured at regular intervals.



Figure 205: Site entrance ticket booth



Figure 206: Framing has moved away from floor



Figure 207: Cracked window pane



Figure 208: Cracked window pane

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete a Structural Engineer’s report on the integrity of the window system.
2. Develop a Scheduled Maintenance Programme to complete an annual washdown and inspection of the window systems.
3. Develop a Planned Maintenance Programme to replace the failed cladding systems within the immediate term.

9.2.5 Exterior Doors

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure</p> <p>Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent.</p> <p>Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement.</p> <p>Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings.</p> <p>Fittings - Most are inoperable or damaged.</p> <p>Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement.</p> <p>Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed</p> <p>90% to 100% of life expired</p>
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Exterior doors to the North Stand include solid core painted timber doors and painted metal pedestrian roller doors. While all of the doors are in a very poor condition, of real concern is the fire egress door that is chained closed due to a failure of the door system (figure 209). This must be reinstated immediately to remove the issue of the door not operating in the event of a fire. All doors to the building are in a very poor condition.



Figure 209: Fire egress door chain closed. Risk to the owner is occupants remain



Figure 210: Failed roller door from the stand area into the concourse



Figure 211: Failed entry door off Brooklyn Road beside the Old Pavilion Building

Figures 210 and 211 are an example of the external doors to the North Stand. The access door to the media booth (figure 212) also shows failed hardware. All doors to the building are in a very poor condition.



Figure 212: Failed hinges to media booth

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete a detailed report on the water ingress of the building to address the failed external doors.
2. Develop a Scheduled Maintenance programme to complete a six monthly inspection of the door operations and hardware.
3. Develop a Planned Maintenance Programme to replace the failed door systems within the immediate term.

9.2.6 Exterior Lighting

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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Examples of exterior lighting to the building are shown in figures 210 and 211 above. The systems were not tested therefore from a visual perspective they are considered to be in a moderate condition.

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete an inspection of the light fittings
2. Develop a Scheduled Maintenance programme to complete a visual inspection, clean lamp covers and relamp the fittings.
3. Develop a Planned Maintenance Programme to replace end of life fittings.

9.2.7 Seating

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Plumbing electrical and mechanical components are unsafe or inoperable fittings. FITTINGS - Most are inoperable or damaged. Minimum life expectancy, requiring urgent rehabilitation or replacement. Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed 90% to 100% of life expired</p>
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Figure 213 provides an overview of the seating configuration to the North Stand. Figure 214 presents the rows of individual plastic seats which are fixed to metal pipework that is corroding. Figure 215 highlights the very poor condition of the asset.

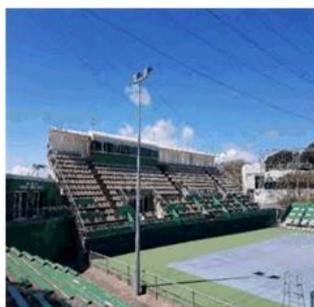


Figure 213: North Stand seating configuration



Figure 214: An example of the general condition of the seating to the North stand

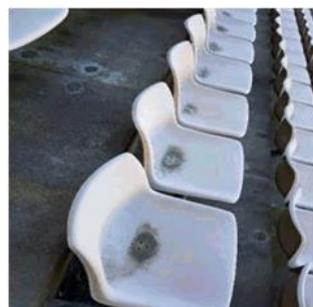


Figure 215: Soiled seats to North stand

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance programme to complete checks on the seating units to remove risk of failure prior to any major event.
2. Develop a Planned Maintenance Programme to replace all end of life of the seats in the immediate term.

9.3 North Stand – Interior

9.3.1 Floor Linings

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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As you enter the North Stand to the ground floor concourse you are greeted with concrete pavers as floor linings. However as shown in figure 216 in their present state they are uneven. This is a hazard for users of the stand. To the first floor concourse the floor consists of a concrete finish (figure 217) while tiles have been laid to the lift lobby and carpet to the media room.

The moderate condition rating for these assets refers to the failed linings and hazard concerns but these are small areas relative to the total space. Otherwise the pavers are in a good condition as well as the concrete area.



Figure 216: Concrete pavers present as a hazard



Figure 217: Concrete floor to the second floor

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete the relaying of the concrete pavers.
2. Develop a Planned Maintenance Programme to replace end of life assets in the immediate term.

9.3.2 Wall & Ceiling Linings

5	Very Poor	Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.	Estimated Proportion of Life consumed 90% to 100% of life expired
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The wall and ceiling linings are mostly painted plasterboard but due to the water ingress the systems have failed. This is evident in figures 218 and 219. The corking shown in figure 222 could be a major cause of water ingress from the seating area, while the last figure (223) is from the media room showing intentional damage.



Figure 218: Ceiling above the stairs



Figure 219: Failed ceiling due to water



Figure 220: Damage to trims and linings are a result of water ingress



Figure 221: Water ingress damage to media room



Figure 222: Corking hanging from ceiling



Figure 223: Intentional Damage to media room

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete a detailed report on the water ingress of the building.
2. Develop a Planned Maintenance Programme to replace end of life assets.

9.3.3 Internal Doors

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure</p> <p>Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent.</p> <p>Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement.</p> <p>Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings.</p> <p>Fittings - Most are inoperable or damaged.</p> <p>Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement.</p> <p>Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed</p> <p>90% to 100% of life expired</p>
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The interior doors of the North Stand mainly consist of painted solid (& hollow) core timber doors with the exceptions being two painted timber glazed doors to the ground floor concourse and an aluminium glazed door to the lift lobby. The doors are in various stages of failure and therefore rate as being in a very poor condition. Figures 224 to 226 are examples of the North Stand doors.



Figure 224: Basement door



Figure 225: Ground floor concourse doors



Figure 226: Failed paint system to internal door

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to replace failed doors in the immediate term.

9.3.4 Electrical

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Plumbing electrical and mechanical components are unsafe or inoperable fittings. FITTINGS - Most are inoperable or damaged. Minimum life expectancy, requiring urgent rehabilitation or replacement. Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed 90% to 100% of life expired</p>
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9.3.4.1 Lighting

Lighting to the North Stand is a mix of fluorescent battens, single bayonets, flush mounted or High Bay fittings. Figures 252 and 253 are examples of the light fitting types to the North Stand.

9.3.4.2 Switchboard

As per the Thermography Inspection Report (Appendix) the main switchboard housing is showing extensive corrosion and therefore the electrical equipment to the building is considered very poor. The switchboard condition is shown in figure 229 while the other two figures (230 and

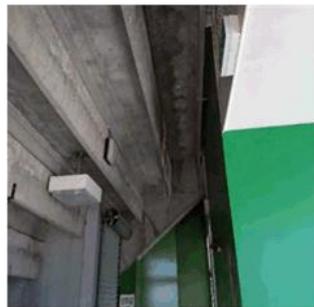


Figure 227: Box and flush mounted Light fittings

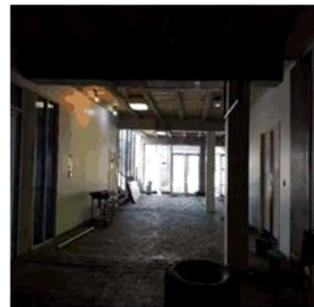


Figure 228: Ground floor concourse light fittings

231) present additional distribution boards to the North Stand. The impact of the water ingress is noted previously and the fact that the switchboard looks to be original are both cause for concern. Opus understands that some focus has been spent on eliminating the water ingress but to date this has been unsuccessful. As this switchboard supplies electricity to the whole site, failure of this board will have significant consequences on the site operations. This issue needs urgent attention.



Figure 229: Switchboard housing in very poor condition



Figure 230: Main distribution board



Figure 231: Distribution board with cover removed

Recommendations:

The following issue/s should be investigated further:

1. Immediately complete a detailed report on the water ingress to the switchboard room.
2. Complete a strategic review of the power supply to the site and its effects on Business Continuity to the site operations.
3. Develop a Scheduled Maintenance programme to complete an annual electrical inspection that includes scanning the switchboard with a thermal image camera and relamp the fittings.
4. Develop a Planned Maintenance Programme to replace the end of life fittings.

9.3.5 Plumbing

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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A unisex accessible toilet and shower was identified to the ground floor of the North Stand. The condition is considered moderate as shown in figures 232 and 233.

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance programme to complete three monthly checks on the plumbing fittings to ensure an air lock is maintained to the building.
2. Develop a Planned Maintenance Programme to replace the end of life fittings.



Figure 232: Accessible toilet



Figure 233: Level entry shower area

9.3.6 Miscellaneous

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed 90% to 100% of life expired</p>
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There is one lift located in the North Stand. This unit has two stops. However, on the day of the inspection the lift was not operational and staff advised it had not be in service for quite some time but it is unknown exactly how long the unit has been closed off (years rather than weeks).

The landing doors to the first floor are shown in figure 234 while the lift’s power distribution cabinet is shown in figure 235.

An intercom system was also identified to the building but this was not tested on the day of the inspection to confirm if it is still operational.



Figure 234: View of the lift landing doors



Figure 235: Power distribution box to the lift

Recommendations:

The following issue/s should be investigated further:

1. Complete a strategic review on the lift to:
 - a. Clearly understand the Renouf Tennis Centre requirements,
 - b. Confirm that the lift’s power supply is isolated to prevent unintentional use; and
 - c. Confirm the lift is formally removed from the Building Warrant of Fitness requirements.
2. Develop a Scheduled Maintenance programme that includes checking the lift shaft and well to ensure it does not harbour unwanted items.
3. Develop a Planned Maintenance Programme to replace the end of life replacement for the asset.

9.3.7 Fire Protection and Emergency Systems

2	Good	<p>Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The fire protection system to the North Stand consists of:

- Manual call points,
- Heat detectors,
- Manual call points,
- Smoke stop doors,
- Fire hose reels,

Examples of these assets are shown in figures 236 and 237.

The emphasis of the fire systems to the Renouf Tennis Centre are discussed under the Main Building Section of this report.



Figure 236: Fire Hose cabinet manual call point and sounder



Figure 237: Manual call point and sounder

9.4 West Stand

9.4.1 Structure

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The West Stand is a concrete terrace type structure with a small section constructed in timber. The stand is enclosed from the west perimeter with a Coloursteel metal cladding. Access to the upper seating area is by timber steps with metal rails sectioning this area. The structure is considered to be in a moderate condition with minor works to the timber access stairs as shown in figure 239.



Figure 238: Concrete Terrace construction



Figure 239: Section of timber construction



Figure 240: Colorsteel cladding to stand

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance programme to check and remove graffiti to metal cladding.

2. Develop a Planned Maintenance Programme to repaint the end of life assets in the near term.

9.4.2 Seating

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent. Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement. Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings. Fittings - Most are inoperable or damaged. Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement. Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed 90% to 100% of life expired</p>
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The seating provided to the west stand is a mix of timber plank (figure 241) and individual plastic seats as shown in figure 242. The seats are considered to be in a very poor condition as depicted in figure 243.



Figure 241: Painted timber plank bench



Figure 242: Plastic seating configuration



Figure 243: Condition of plastic seating

Recommendations:

The following issue/s should be investigated further:

1. Develop a Scheduled Maintenance programme to:
 - a. Complete checks on all seating units to remove risk of failure prior to any major event,
 - b. Complete a regular wash down of all surfaces,
2. Develop a Planned Maintenance Programme to replace the end of life assets in the near term.

9.5 East Stand

9.5.1 Structure

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The East Stand is a free standing structure. It is a timber framed construction (figure 244) with both the timber stairs to the rear and flooring surface unpainted. Metal tubing to the stand is also unpainted with signs of corrosion. However, a painted system has been applied to the plywood partitions and the stand cladding. Figures 245 to 273 provide an overview of the structure that is in a moderate condition, excluding the failed paint system.

In 2015 a desk top Initial Evaluation Report (IEP) was completed on behalf of the Wellington City Council to the East Stand. This Assessment has provided a 51% rating of the stand against new Building Standards. Consequently, this notes the building a Potential Earthquake Risk.



Figure 244: Timber construction



Figure 245: Unpainted timber flooring



Figure 246: Painted timber cladding



Figure 247: Failed paint system



Figure 248: Cracking and failure of cladding

Recommendations:

The following issue/s should be investigated further:

1. Develop a Planned Maintenance Programme to repaint the end of life asset in the immediate term.

9.5.2 Seating

5	Very Poor	<p>Structure has serious problems and concern is held for the integrity of the structure</p> <p>Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent.</p> <p>Fabric badly damaged or weakened. Appearance affected by cracking, staining, leakage, or wilful damage. Breaches of waterproofing. Finishes badly damaged, marked and in need of replacement.</p> <p>Services - Plumbing electrical and mechanical components are unsafe or inoperable fittings.</p> <p>Fittings - Most are inoperable or damaged.</p> <p>Maintenance - Minimum life expectancy, requiring urgent rehabilitation or replacement.</p> <p>Customers - Generally not suitable for use by customers.</p>	<p>Estimated Proportion of Life consumed</p> <p>90% to 100% of life expired</p>
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The seating configuration (figure 245) to the East Stand looks to cater for the corporate sponsor with the individual booths. Further evidence is with a small table positioned between a set of seats. However, the seats have not been maintained as shown in figures 249 to 251. The seats

look to have extensive ultraviolet damage to the plastic material, while the metal supports and brackets are heavily rusted. Several units were observed to have failed on the day of the inspection.



Figure 249: An example of an unmaintained

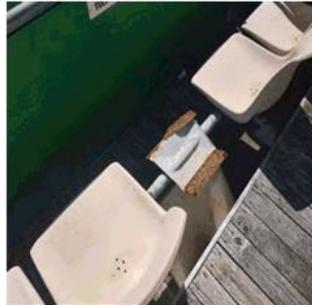


Figure 250: Failed table between seats



Figure 251 Rusted fixing to seat base

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate maintenance to failed fixtures to ensure they function in a safe manner for users.
2. Develop a Scheduled Maintenance programme to:
 - a. Complete checks on all seating units to remove risk of failure prior to any major event,
 - b. Complete a regular wash down of all surfaces.
3. Develop a Planned Maintenance Programme to replace the end of life assets in the near term.

9.5.3 Storage Area

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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Under the East Stand there is a tidy storage area (figure 252). Access to this area is via a roller door as shown in figure 253.

Recommendations:

The following issues should be investigated further:

1. Develop a Scheduled Maintenance



Figure 252: Storage area under the East



Figure 253: Access to storage area under the East Stand

- programme to annually inspect the roller door.
2. Develop a Planned Maintenance Programme to replace the end of life assets in the near term.

10 Site Improvements

10.1 Overview

This section is an overview of the site improvements to the Renouf Tennis Centre site. The areas for this section are defined within the red shaded area of the aerial within the Renouf Tennis Centre lease document as attached in appendix 13.5.

The assets include the perimeter fencing, carpark areas, landscaping (hard and soft) and other miscellaneous assets such as the ticket booth to the main entrance of the grounds. While there is reference to the drainage system in the report, the visual inspection did not include the underground pipe systems. The site is circa 17,000sqm.

Assets not considered in this report include the concrete foot path to the west and south of the site boundary, seating to the hillside, the chain link fence along the west boundary, the post and rail timber fence along Brooklyn Road and the culvert to the south end of the site.

10.2 Ticket Booth

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed</p> <p>Between 45% to 90% of life expired</p>
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A freestanding ticket booth is located at the foot of the North Stand of some 2m x 2m. The booth is used to manage pedestrian access onto the site from the Brooklyn Street entrance for significant events. The building is constructed of light building materials on a concrete footing. The roof is a traffic membrane type product while the cladding is a paint textured sheet material. The building looks to be stable but of concern is the subsidence to the ground at the front of the structure as shown in figure 254.



Figure 254: Site entrance ticket booth

Access inside is through a painted timber door that is in poor condition. The interior is painted with carpet to the floor. Light to the booth is serviced by a single incandescent light fitting and a small aluminium window. In general the booth is considered to be in a moderate condition but to note the timber door requires repainting now.

Recommendations:

The following issue/s should be investigated further:

1. Instruct a structural Engineer to review the buildings integrity noting the subsidence of the ground to the road facing side of the building.
2. Develop a Scheduled Maintenance programme to complete a six monthly inspection of the roof and gutter systems to clear any debris and annual wash downs.

3. Develop a Planned Maintenance Programme to replace the end of life assets.

10.3 Perimeter Fencing & Gates

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.</p> <p>Services - Occasional outages, breakdowns or blockages. Increased maintenance required.</p> <p>Fittings - Generally operational. Minor breakage.</p> <p>Maintenance - Regular and programmed maintenance inspections essential.</p> <p>Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The perimeter fence to Brooklyn Road is circa. 117m in length and stands at a height of circa 2.5m. The fence consists of painted timber posts with vertical 'V' timber sheet inserts and a timber backed lattice to the top third. An example of the fence is shown in figure 255 while figure 256 presents an example of the condition. A moderate condition has been given to this asset as while the timber construction looks sound, there is a need for significant maintenance such as replacing missing timbers, removing of rusty nails and repainting the fence.



Figure 255: Street frontage fencing



Figure 256: An example of the condition to the street frontage fence

Vehicle access to the onsite car park is framed by a small section of painted cylindrical concrete posts with painted plaster texture inserts. Steel gates are also present but do not look to be used frequently. Similar gates are either side of the site entrance Ticket Booth. Damage to the paint work is evident and therefore this section of fence should have a repaint within the immediate term (figures 257 and 258).



Figure 257: Failed paint system to steel posts



Figure 258: Failed paint system to steel gates

These assets are considered to be in a moderate condition but due to the paint system they present poorly.

Recommendations:

The following issues should be investigated further:

1. Complete immediate repairs to the fence and gates, then undertake a repaint.

2. Develop a Scheduled Maintenance programme to complete an annual wash down.
3. Develop a Planned Maintenance Programme to replace the end of life assets.

10.4 Paved Area

10.4.1 Onsite Car Parking Area

2	Good	Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The onsite car park area of circa. 1,700sqm consists of an asphalt surface with a concrete kerb and channel (figure 259). As currently laid out with painted line markings, the area provides for 55 car parks; it is considered in a good condition with some pot holes. For example figure 260 presents a repaired pot hole. However, further repairs are necessary with the presence of ‘alligator cracking’. If damage is being done to the subsurface, the cost of repairs escalates. On the date of the inspection it was not raining so Opus were not able to confirm if the surface water was draining effectively.



Figure 259: Car park area with number painted parking areas



Figure 260: Pot hole requires further work to prevent substrate damage



Figure 261: Failed concrete kerb and channel

The concrete kerb and channel also requires repairs as shown in figure 261, with cracks at various locations along its length. Timber stops as shown in figure 262 have been installed to prevent potential damage to the building from vehicle users.

Recommendations:

The following issues should be investigated further:

1. Complete immediate repairs to the car park pot holes and kerbing.
2. Develop a Scheduled Maintenance programme to complete regular inspections of the car park area and landscape works (spraying).
3. Develop a Planned Maintenance Programme to replace the end of life assets.



Figure 262: Timber wheel stops

10.4.2 Pathways

3	Moderate	<p>Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The site provides a path as the pedestrian enters the property. These paths are mainly constructed from concrete and are in a moderate condition. While, cracks are identified along the route (figure 263) the main concern is shown in figure 264 where there is a central ‘hub’ area where several paths meet, but are at differing heights and angles. Some of the paths are painted but the paint finish is in a very poor condition.



Figure 263: Cracking to pathway with failed painted system



Figure 264: Central ‘Hub’ with many angles and heights presenting a potential hazard

Recommendations:

The following issue/s should be investigated further:

1. Review the central ‘Hub’ area to remove potential hazards.
2. Develop a Scheduled Maintenance programme to complete regular inspections of the paths to manage landscape works (spraying).
3. Develop a Planned Maintenance Programme to replace the end of life assets.

10.5 Landscaping

2	Good	<p>Functionally sound structure Showing minor wear and tear and minor deterioration of surfaces. Services - All components Operable Fittings - Operational and functional, minor wear & tear. Maintenance - Increased maintenance inspection required. Customers - Deterioration causes minimal influence on occupational uses. Occasional customer concerns.</p>	<p>Estimated Proportion of Life consumed Between 45% to 90% of life expired</p>
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The Renouf Tennis Centre site is tucked into the hillside up Brooklyn Road. As a consequence there are various challenges to the site’s hard landscaping. Examples of these challenges are presented in figures 265 and 266. To the east side of the site there is a timber retaining wall that needs a repair and a concrete pad with a dish drain to remove rain water from both the ground area and the Main Building’s roof. Figure 266 also identifies the fire egress path.

For the soft landscaping the grass lawns looked to be regularly mowed but the planted areas are showing a lack of care. This is evident in figures 267 and 268. This presentation also reflects on the whole site and gives the impression of a neglected facility.



Figure 265: Timber retaining wall



Figure 266: Concrete path with timber railing and concrete retaining wall

Recommendations:

The following issues should be investigated further:

1. Complete immediate works to tidy the sites landscape.
2. Develop a Scheduled Maintenance programme that includes inspections to the hard landscaping and regular attention to the planted areas.
3. Develop a Planned Maintenance Programme to replace the end of life assets.



Figure 267: Overgrown plants to site entry



Figure 268: Plant growth encroaching on buildings

10.6 Drainage

4	Poor	Structure functioning but with problems due to foundation movement. Some significant cracking. Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal. Services - Failure of plumbing electrical and mechanical components common place. Fittings - Of poor quality and appearance, often inoperable and damaged. Maintenance - Frequent maintenance inspections essential. Short term element replacement/rehabilitation. Customers - Regular customer complaints.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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This report has only considered the drainage system from a visual perspective. Consequently, and as the day of the inspection the weather was fine, the functionality of the system cannot be confirmed. As such, to confirm the condition of the underground pipework an internal camera inspection would need to be undertaken.



Figure 269: Grates to the court pathway area



Figure 270: Crack that effects the sites drainage

Figures 269 and 270 present two concerns. The grates are sitting in place but the ground around them looks to have subsided, while an extensive crack runs parallel to the surface drain along the west side of the Performance Training Centre.

In general the other front facing areas of the site looked well maintained, but this was not reflected in the drainage at the rear of the site. As shown in figures 271 to 273, these systems were full with debris and organic growth.



Figure 271: Drainage system behind the Performance Training Centre



Figure 272: Drainage system behind the Main Building



Figure 273: Drainage system behind the Main Building

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate works to address debris to drainage systems.
2. Complete an internal investigation (CCTV) of the drainage pipework system.
3. Complete an Engineers Report on the surface cracking as shown in figure 270.
4. Develop a Scheduled Maintenance programme that includes inspections and clearing of debris to all site drainage systems.
5. Develop a Planned Maintenance Programme to replace the end of life assets.

10.7 Miscellaneous Items

3	Moderate	Adequate structure, some minor evidence of foundation movement, minor cracking. Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings. Services - Occasional outages, breakdowns or blockages. Increased maintenance required. Fittings - Generally operational. Minor breakage. Maintenance - Regular and programmed maintenance inspections essential. Customers - Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.	Estimated Proportion of Life consumed Between 45% to 90% of life expired
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The items identified within this heading include the site flag poles, the external potable water tap and external power supply. Twelve large flag poles are attached to the back of the East Stand (figure 274) with a further 8 flag poles attached to the wind shelter on the North Stand and two supplementary flag poles to the 'Executive Lounge'. All poles were identified as being in a moderate condition. However, the ropes were not tested to confirm if they functioned to their design parameters.

A hose tap and power supply points were presented alongside the main pathway behind the East Stand. The tap looked to be in a moderate condition and was protected from being knocked with a metal surround (figure 275). However, with the low metal surround this presents as a hazard as the sharp edges of the metal case could injure persons. Figure 276 presents the two power supply fittings located to the one floodlight support. These were not tested to confirm if they are operational.



Figure 274: Flag poles to the East Stand



Figure 275: Hose tap protected by metal surround



Figure 276: External power fittings to flood light pole

Recommendations:

The following issue/s should be investigated further:

1. Complete immediate repairs to the hose tap that provides hazard identification.
2. Develop a Scheduled Maintenance programme to include a visual inspections of the power supply fittings and confirm legislative compliance.
3. Develop a Planned Maintenance Programme to replace the end of life assets.

11 Conclusion

Tennis Central's goal for the Renouf Tennis Centre is to manage the facility sustainably. To support Tennis Central on this journey Opus were instructed to complete an assessment that detailed the condition of the buildings and all site improvements. The findings would also inform the organisation of any risks and identify three categories to enable the development of a forward work plan. The categories include: immediate works, scheduled and planned maintenance.

There is an extensive amount of deferred maintenance at the Renouf Tennis Centre. This is identified through the majority of the assets being given a rating condition of 'moderate' to 'very poor'. The exception being the Performance Training Centre assets that are in a 'good' condition which is a reflection of the building's age rather than good management practice.

The condition ratings also reflect in the level and attention to the scheduled maintenance activities. Examples include the non-servicing of fire equipment and blocked fire egress paths through to an absence of external building wash downs and aged infrastructure.

The consequence of the above findings then reflects in the substantial amount of planned maintenance requirements in the immediate term. A few examples include the likes of roof, exterior cladding and stand seating replacements to extensive repaints of the assets, new floor linings and upgrades to the exterior lighting.

The impact on the Renouf Tennis Centre with the large number of assets that are nearing the end of their life now presents Tennis Central with the opportunity to complete a strategic review of the site. The outcome will then enable the team to focus the limited resources on the right assets and optimise the financial requirements for the necessary maintenance work.

12 Assumptions and Exclusions

Asbestos

As Opus does not undertake consultancy works involving Asbestos, the survey/inspection does not purport to constitute a dedicated Asbestos Survey and does not meet the Asbestos Identification, Assessment and Control of Asbestos in Buildings guidance as identified within Section 5 of the New Zealand Guidelines for the Management and Removal of Asbestos, 3rd Edition. It is deemed that the Client has or will obtain the necessary specialist advice from a competent Asbestos Consultant in this regard. Consequently advice concerning Asbestos is expressly excluded from the report. Should Opus suspect the presence of Asbestos Containing Materials (ACMs) then this will be communicated to the Client as part of the inspection. Opus does not accept any liability for Asbestos that is not identified during the course of this Survey.

Other hazardous substances

Other hazardous substances that are identified as part of the inspection will be noted and the appropriate testing/control methods will be communicated to the client as part of the report. Opus does not accept any liability for hazardous substances that are not identified during the course of the Survey.

Weather tightness

Opus does not undertake consultancy works involving the determination of and/or the provision of advice in relation to 'Leaky Buildings'. It is deemed that the client has or will obtain the necessary specialist advice from a competent 'Leaky Building' expert in this regard. Opus may advise the Client if they identify any visible damp ingress issues as part of the inspection. Opus does not accept any liability for 'Leaky Building' issues that could not be identified during the course of this survey/inspection.

Extent of Inspection

Concealed services, such as plumbing, electrical installations, specialist data cabling, underground drainage systems, channels, pipes or cables will not be tested or inspected.

Incidence or monitoring of any landfill gas or ground water deviation is expressly excluded.

No allowance has been made for excavation of any type for potential viewing of subterranean piles, foundations or any other subsurface structural elements. Exposed water catchment tanks will be identified and surveyed where safe means of access is made available.

There will be no intrusive investigation of areas of the structure and woodwork etc. which are covered, enclosed or inaccessible and will be assumed to be in sound and good repair. It is a visual inspection only.

No allowance has been made for provision of any additional access equipment to allow the survey of any inaccessible roofing platforms or any other restrictive areas.

13 Appendices

13.1 Condition Table

Asset Condition Grading system based on the NAMS Condition Assessment Ratings including percentage of life consumed depending on assets condition.

Element	CONDITION GRADE				
	1	2	3	4	5
	Very Good Condition	Good Condition	Moderate Condition	Poor Condition	Very Poor Condition
Estimated Proportion of Life consumed	Up to 45%	Between 45% to 90%			90% to 100%
Structures	Sound structure	Functionally sound structure	Adequate structure, some evidence of foundation movement, minor cracking	Structure functioning but with problems due to foundation movement. Some significant cracking.	Structure has serious problems and concern is held for the integrity of the structure
External	Fabric constructed with sound materials, true line and level. No evidence of deterioration or discolouration.	Showing minor wear and tear and minor deterioration of surfaces.	Appearance affected by minor cracking, staining, or minor leakage. Indications of breaches of weatherproofing. Minor damage to coatings.	Fabric damaged, weakened or displaced. Appearance affected by cracking staining, overflows or breakages. Breaches of waterproofing evident. Coatings in need of heavy maintenance or renewal.	Fabric is badly damaged, or weakened. Appearance affected by cracking, staining, overflows leakage or damage. Breaches of water proofing. Coatings badly damaged or non-existent.
Internal			Appearance affected by minor cracking, staining, or minor leakage. Some dampness or mildew. Minor damage to wall/ceiling finishes.		
Services	All components operable and well maintained.	All components Operable	Occasional outages, breakdowns or blockages. Increased maintenance required.	Failure of plumbing electrical and mechanical components common place.	Plumbing electrical and mechanical components are unsafe or inoperable fittings.
Fittings	Well secured and operational, sound of function and appearance.	Operational and functional, minor wear & tear.	Generally operational. Minor breakage.	Fittings of poor quality and appearance, often inoperable and damaged.	Most are inoperable or damaged.
Maintenance	Well maintained and clean.	Increased maintenance inspection required.	Regular and programmed maintenance inspections essential.	Frequent maintenance inspections essential. Short term element replacement/rehabilitation.	Minimum life expectancy, requiring urgent rehabilitation or replacement.
Customers	No Customer concerns.	Deterioration causes minimal influence on occupational uses. Occasional customer concerns.	Some deterioration beginning to be reflected in minor restrictions on operational uses. Customer concerns.	Regular customer complaints.	Generally not suitable for use by customers.

13.2 Gas Report

Renouf Tennis Centre Main Buildings and Pavilion Gas Inspection.

On Friday 8th August we carried out a Site Inspection of the Natural gas Installation at Renouf Tennis Centre at 60 Brooklyn Hill Road.

The main Kitchen recently has had some Gas fitting work carried out which involved replacing the Commercial gas Range. This work was carried out by Dynamic Gas Ltd (myself) and has been certified as High Risk on the Energy safety data base. Cert number 1396501.



The Domestic Gas cylinder in the adjacent cupboard was installed by Dynamic Gas Ltd (myself) and was certified as medium risk (like for like). A certificate was emailed to Florent's email address on approx 12/9/2014 (this was a replacement cylinder when the existing cylinder started leaking internally).



At a later date the Commercial Gas water heater was replaced. The new Cylinder had a different type of ignition system than what was in existence. This would make the installation high Risk.

A search at The Energy Safety Data base did not locate any records of this gas installation. My advice is that the company that installed this cylinder be contacted and a copy of their certificate be supplied for your records. (They may well have supplied one to you but I cannot locate it in the public records). It is important for building Insurance purposes that this installation was in fact certified in the event something goes wrong.

I have carried out a leakage test of the main building from the meter located up the Bank adjacent to Brooklyn Road which revealed no leakage.



I have carried out a visual check of the pipework paying attention to the components passing through the concrete areas and running under the bridge. All ok at this stage.



I have made a visual check on the roof to ensure that all three gas wall furnaces and the two water heater flues are in existence above the roof line and are still intact.



The café has two Vulcan Wall furnace type gas heaters and the foyer also has the same model. I have carried out repair work on these over the years. They are functioning but without exception are very worn out. Two out of three of them will need new fan motors at some point. My advice would be to upgrade these three heater before more money is spent on them.



If you have any questions or require further information please let me know.

Thanks
Dermot O'Shaughnessy

Dynamic Gas Services Ltd
32a Tawa Terrace
Tawa
Wellington 5028
M: 0274 349 427
E: fixgas@xtra.co.nz

13.3 Roofing Report

29th November 2016

Project Address: Renouf Tennis Complex, Brooklyn, Wellington

Attention: Craig Parker



Dear Craig,

Thank you for allowing us the opportunity to carry out a roof inspection and condition report at the above address.

Our inspection consisted of strictly viewing of the roofs 1-5 throughout the Renouf Tennis Complex as instructed. We took numerous photos of all suspect or poor areas and also of any good areas. We have rated these areas on a 1-5 scale – 1 Very Good -5 Very Poor.

Roof 1: Main Building – Indoor Court Area - Overall rating of 5

Roof 1 is made up of 3 parts, both sides and the top curve metal roofing. The biggest thing to note on this roof is the lap join of the curve. It appears the top curve sheets and skylights have been replaced in the last 5 or so years and are in ok condition, but the join from old to new is heavily corroding with many failing repairs throughout mostly poor patch repairs and in some cases aluband tape bandages. Perimeter flashings are loose and missing clout fixings in areas and both lower sides of the roof have rusting fixings with perishing rubber washers. Iron has been kinked to allow for curve and a lot of these have been rust treated and coated therefore we were unable to see how well they are holding up. The netting used between the lower parts on the sides also has numerous holes throughout.

We recommend that this roof be replaced within the next 2-3 years

Roof 2: Performance Training Centre - Overall rating of 2

Roof 2 is in the best condition of the complex. I cannot fault it apart from slightly sun damaged and dirty skylights and the bank side being dirty

We recommend cleaning the bank side of the roof

Roof 3: Main Building – Administration Services, Social Area, Retail Shop - Overall rating of 5

Roof 3 is made up of old clip lock roofing on a very low pitch with internal gutter and protruding skylights. The clip lock roofing is rusting in areas and coating has faded throughout. It has many penetrations of vents and pipes and most of these are heavily corroding and aqua seals at the base are starting to fail. The back flashings on these penetrations also look suspect and seem to have had many attempts to repair. The bottom edge of roofing that runs in to internal gutter is heavily corroded. Internal gutter looks to have an old asbestos type torch on or similar styled membrane on it. This is heavily affected by moss and lichen but could not find any leaking points or suspect areas other than the fact it is old and potentially asbestos. There is a small raised roof behind skylight that has a suspect and poorly installed chase flashing with messy sealant throughout. The perimeter cap flashings appear to be stainless steel and are rusting at the seam join of the roofing flashings which indicated reaction of Stainless steel. These cap flashings have various types of fixings from tappets to stainless screws, galv screws and sealant.

We recommend removing internal gutter membrane and re membraning the gutter along with a complete re roof and new flashings throughout within the next 2 years

Roof 4: Main Building – Changing Rooms - Overall rating 4

Roof 4 is made up of x2 lower flat roofs that have been membraned with butynol rubber then traffigarded sometime after. There are obvious repairs on these and they look suspect.

We recommend replacing these roofs within the next 2-3 years

Roof 5: Old Pavilion Clubrooms & North Stand - Overall rating of 5

Roof 5 is made up of 4 areas. The large roof area is clip lock metal roof installed over an old flat tar, bitumen and chip roof membrane. The main metal roof is rusting in areas and looks to be nearing its used by date. There are 3 flat roof areas one looks to be butynol, one butynol with traffigard membrane over top and the other possibly asbestos torch on or something similar. All of these need to be replaced as the membrane is perishing. The middle roof is pooling heavily and looks to have very little drainage if any. There is also a little lean to roof mid-way up the building that looks to have traffigard or similar type membrane on, although it is aged and messy it does not appear to be failing yet.

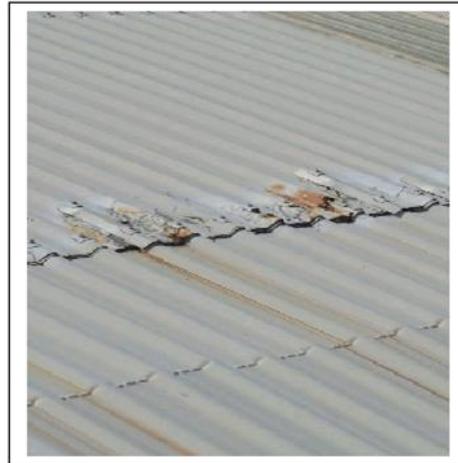
We recommend checking the outlets immediately and carrying out repairs as needed and re membraning x3 small roofs in the next year and re-roofing main metal roof in the next 3 years.

We found a number of areas of concern. Please remember these are from our opinion from our own personal viewing and there were areas we could not view up close

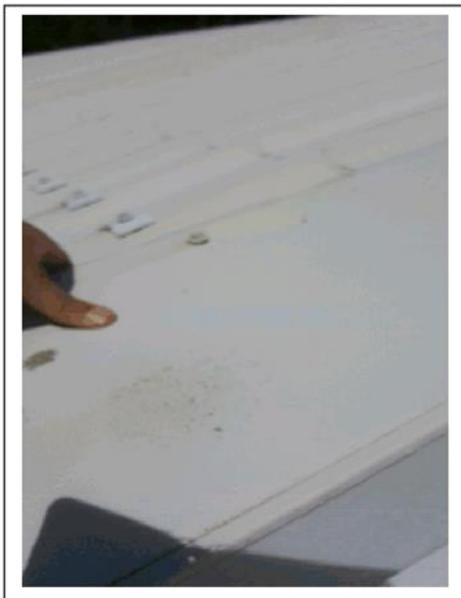
Problem area evidence: Roof 1 – Main Building – Indoor Court Area



Corroding lap seam



Marked in red show areas of concern



Lifting flashings



Sealant filled screw holes



Roof 2: - Performance Training Centre





Roof 3: Main Building – Administration Services, Social Area, Retail Shop

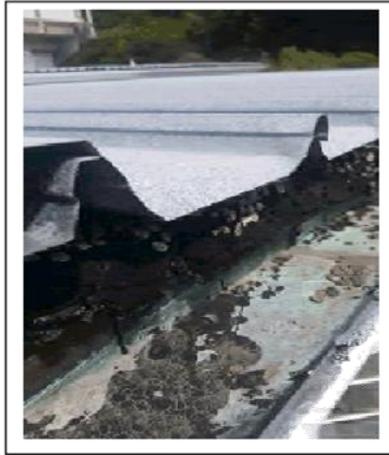




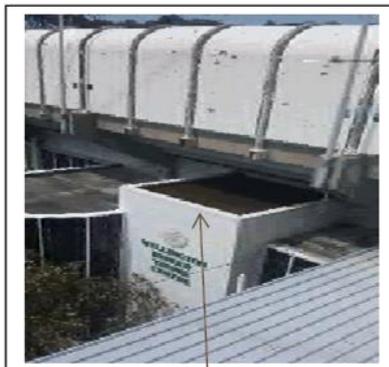
Roof 4: Main Building – Changing Rooms



Roof 5: Old Pavilion Club Rooms & Worth Stand



Rust patches



Pooling water in middle membrane roof



To conclude; there are common problems throughout the roof with the exception of roof 2 which is only dirty. There are a lot of non-uniform make shift repairs throughout and it's obvious many different contractors have tried repairing areas of this complex. The common problems are

- Rust, especially on repaired laps of iron
- Perished rubber washers on fixings
- Moss and lichen
- Suspect patch repairs
- Aged membrane
- Aged metal roofing
- Missing fixings

This document is provided strictly in the opinion only of the roofing inspector that attended site on 29.11.2016

This document is strictly confidential and is to be viewed only by Opus.

Thank you for the opportunity to be of assistance.

Kind Regards

Shane Wineera

General Manager

0274218758

HighRise Ltd

shane@highrisewaterproofing.co.nz

www.highrisewaterproofing.co.nz



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13.4 Thermography Inspection Report

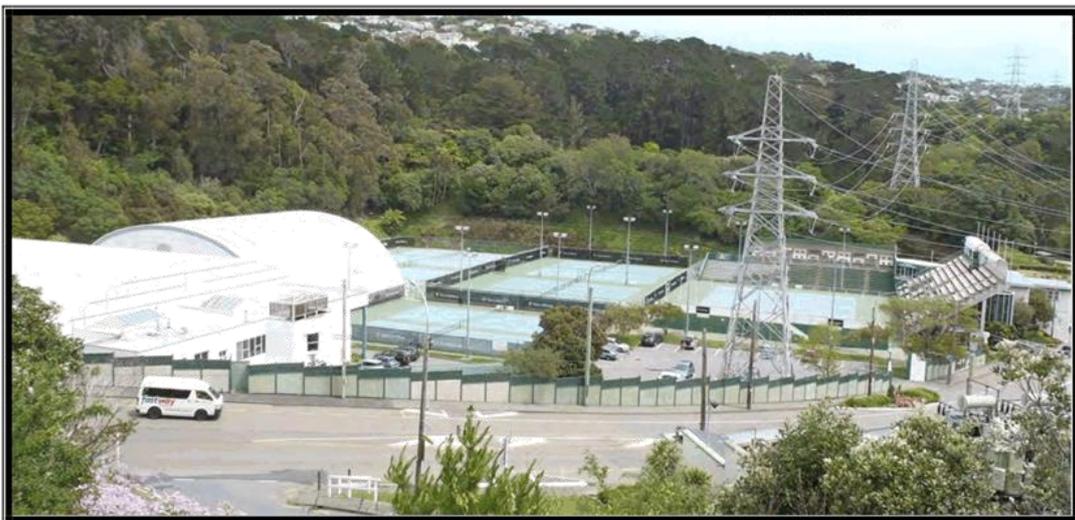
THERMAL SURVEYS NZ LTD.

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E-mail. thermalsurveys@xtra.co.nz
PO Box 14209
Kilbirnie,
Wellington 6241.

Thermography Inspection at **Renouf Centre.**

60 Brooklyn Road,
Mount Cook
WELLINGTON.

8th November
2016.



Think Smart, Think Analysis and Investigation by Infrared NDT.

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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Inspection Site Information	
Customer	Renouf Centre.
Address	60 Brooklyn Road, Mount Cook WELLINGTON.
Contact person	Robbie Mellon (Rob) c/o RPM Electrical.
Phone number	027 359-4099.
Thermographer	Warren Cox.
Camera Make and Model	FLIR ThermaCAM P660.

Disclaimer:

This report has been prepared by *Thermal Surveys NZ Ltd.* in accordance with the terms and conditions as detailed in the quotation, and agreed to by both parties upon offer and acceptance of an order or confirmation for services per that quotation.

The test results shown herein are accurate at the time the test was affected within specification. However, no responsibility can be accepted for variations in readings or liability for loss or damage whether consequential or otherwise and whether in tort or in contract due to faults that were either not indicated by the test taken or occurred at a subsequent time.

It must be fully understood that during this thermographic survey no attempt has or will be made to compensate for varying Emissivity of radiating surfaces, or to establish absolute temperatures. The survey was conducted using comparative techniques only; therefore all temperature values are based on an Emissivity value of 0.90.

Because thermal imaging can only accurately analyse components under load, we are not liable for faulty components missed during the survey if they were not energised or significantly loaded during the analysis.

The thermographic survey is only used as a guide line and is not an absolute analysis or testing of the component surveyed.

To the extent that it can be shown the test results were not accurate at the time of testing, this company's liability shall be strictly restricted to re-performance of the test and supply of new test results.

"You agree that Thermal Surveys NZ Ltd may use the images recorded for you in its marketing material. You shall not be identified in relation to such material, and Thermal Surveys NZ Ltd shall respect your privacy and confidentiality in its use of this material".

Should you have any queries regarding this report or require additional copies of this report please contact Warren Cox of *Thermal Surveys NZ Ltd.*

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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Robbie Mellon.
RPM Electrical.
5 Idaho Place,
Ascot Park
PORIRUA

Dear Rob;

Re: Thermal Imaging of Renouf Centre.

There were a few concerns and abnormalities with the boards found and some appear to be general housekeeping but others appeared **quite urgent** and are in **major breach of the electrical standards**. The urgent and/or important concerns are noted in **Red** in the Checklist (page No.5 & No.6), Summary Index (page No.7 & No.8) and the Reports.

These were noted immediately and you promptly inspected the concerns and we discussed the problems before leaving the premises. You may have already discussed the concerns with your client and/or taken steps to evaluate the issues further.

The **critical problems are in Building 1** with **water leaking onto the switchboards over a long period of time**.

This has caused **severe damage to the boards** and on some of the components inside the cubicles. The corrosion on some of the cubicles and screws is that bad it **prevented us from removing the covers** etc. This is a **major breach of the electrical and health & safety standards** and requires attention as soon as practical to stop the water problem and repair and/or replace the damaged components.

Reports are normally only created for any issues found, however for this survey a thermal image has been recorded and a report created for all the equipment scanned to indicate the current draw and the temperature of the components during analysis. Reports requiring attention are noted in **Blue** and **Red**. This aids in setting up a data base and also supports the monitoring of components on future surveys.

The comments in the report should only be used as a guide and it should be at the discretion of the person who is evaluating the report and the equipment to determine what remedial work or monitoring may be required and the level of urgency necessary.

Some of the components may/will have to be upgraded or replaced to improve their operating conditions.

Please note that we can manipulate and/or magnify any thermal image for closer analysis if required and the image may be viewed in more detail on your PC monitor.

The very small **Red pointers** that appear on the thermal image in the report indicate the hottest point on or within that particular reference symbol it is located on.

Some of the images have been replicated to display different aspects of the abnormality, e.g. locality, magnification, temperature variations and/or hot spots etc.

The Green colour in the image is used to filter out unnecessary hot spots, to indicate components that are/were energised and to highlight hotter areas and/or temperature build-up. The image created using a high contrast palette enables a better visual indication of individual hot spots and highlights temperature flow.

Please take notice of the temperatures noted in Blue and Red in the Reports and Read the Bar Graph alongside and the flow chart below the thermal image to help you understand the temperature pattern and fluctuations.

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Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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Given that some of the components were not energised or appeared lightly loaded during analysis meant that the true operating temperature may not or is not known and the temperature may increase considerably when laden.

Where components were not energised at the time of the survey a visual examination was carried out. Contact us should you have any concerns about components not energised while scanned to arrange a more suitable time to have them surveyed at a later date?

When components are functioning correctly or lightly loaded they sometimes produce very little heat. This reduces the quality of the thermal image as it relies on the temperature variation to create a visible picture. This is generally a good indication as it shows the components are operating below, or at ambient temperature. Understandably it can sometimes be very difficult to distinguish components on the thermal image when there is very little loading or components are operating at the same temperature.

The Report has been emailed to you in a PDF format which you should find easy for re-emailing and viewing on a PC etc.

As customary we have also provided a printed copy of the report that includes a CD with all the information copied onto it. Please pass on the report to the person concerned who can assist with rectifying any problems and if necessary download/copy the CD for your own thermographic history.

We keep a master copy of the report at our head-office, should you have any problems. As part of our continuing service, on future surveys we will renew and update your CD.

[If printing out the report please do this in colour](#) as black and white copies are generally not suitable for the thermal image.

[Please take time to view the presentation included on the CD that explains the principles of thermal imaging and other methods of using Thermography.](#)

We will contact you in the near future to inquire how informative the survey and the report were to you and your client. We would also like to discuss your planning ideas on how often you and your client may require Infrared Thermal Imaging carried out.

Thank you for acquiring us to assist you and your client with your electrical maintenance and analysis on the 8th November and we trust you found our services helpful.

Thank you for your assistance during the survey as you were well organised and very efficient throughout the procedure.

If you have any questions or require further information concerning these images or the report please don't hesitate to contact us.

All The Best for Trouble Free Maintenance.

Yours faithfully
THERMAL SURVEYS NZ LTD

Warren Cox

Warren Cox.
Director/Technician

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Electrical Components Surveyed.

1. Building 1. Under Grandstand.

Main Switchboard.

Report.



2. Building 1. Under Grandstand.

Distribution Board.

Report.



3. Building 2. Indoor Courts.

Main Switchboard.

Report.



Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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Electrical Components Surveyed.

4. Building 2. Indoor Courts.

Heater & Lighting Distribution Board DBCC.
(Lightly Loaded)

Report.



5. Building 2. Cafe.

Kitchen Switchboard (Lightly Loaded).

Report.



Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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Summary of Inspection

Location	Equipment	Component	Fault	Recommendation	Page Number
Building 1. Under Grandstand.	Main Switchboard.	All Electrical Components.	Water Damage, High Temperature & Hot Spots Visible.	Investigate As Soon As Practical.	9
Building 1. Under Grandstand.	Main Switchboard.	Main Switch Red Phase HRC Fuse.	Temperature Rise.	Investigate.	10
Building 1. Under Grandstand.	Main Switchboard. (Main Circuit Breaker & CT Cubicles)	Court Lights Circuit Breaker & Red Phase Bus-bar.	High Temperature & Hot Spots.	Investigate As Soon As Practical.	11
Building 1. Under Grandstand.	Distribution Board.	All Electrical Components.	Water Damage & Hot Spots.	Remedy As Required.	12
Building 1. Under Grandstand.	Distribution Board. (Circuit Breaker Cubicle)	White Phase Main Supply & Y5 Circuit Breaker.	Temperature Rise On Conductor & Bus Carrier.	Investigate.	13
Building 1. Under Grandstand.	Distribution Board. (Circuit Breaker Cubicle)	White Phase Main Supply & Y5 Circuit Breaker.	Hot Spots On Conductor & Bus Carrier.	Investigate.	14
Building 1. Under Grandstand.	Distribution Board. (Contactor Cubicle)	C2 L/H & R/H & C3 R/H Contactors.	Water Ingress & Hot Spots On Conductors.	Investigate and/or Monitor.	15
Building 1. Under Grandstand.	Distribution Board. (Contactor Cabinet)	All Contactors.	Water Ingress & Hot Spots & Mildew On Components.	Investigate.	16
Building 1. Under Grandstand.	Main Switchboard & Distribution Board.	Cubicles & Electrical Components.	Water Ingress & Damage.	Investigate As Soon As Practical.	17
Building 2. Indoor Courts.	Main Switchboard.	All Electrical Components.	Components Covered In Dust.	Remove Dust Build Up.	18
Building 2. Indoor Courts.	Main Switchboard.	Bottom HRC Fuses & Circuit Breaker Cubicles.	Components Covered In Dust.	Remove Dust Build Up.	19

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Summary of Inspection

Location	Equipment	Component	Fault	Recommendation	Page Number
Building 2. Indoor Courts.	Heater & Lighting Distribution Board DBCC.	All Electrical Components.	Nil.	All Appears OK.	20
Building 2. Cafe.	Kitchen Switchboard.	Circuit Breaker Cubicles DB1/1 & DB1/2.	Nil.	All Appears OK.	21
Building 2. Cafe.	Kitchen Switchboard.	Motorised Supply Cubicles DB1/1 & DB1/2.	Contaminant & Unusual Substance Visible.	Remove Contaminant.	22

Priority Listing:

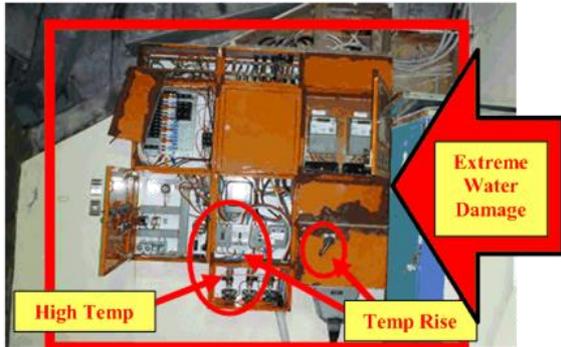
1	Above 50°C	Corrective measures required immediately.
2	30°C - 50°C	Corrective measures required as soon as possible.
3	20°C - 30°C	Corrective measures required as scheduling permits.
4	Below 20°C	Corrective measures should be taken next scheduled maintenance.
4	Below 20°C	Investigate and re-evaluate as scheduling permits.
5	Below 10°C	Monitor and/or Investigate as scheduling permits.
Nil		No Corrective measures required.

(Note that the temperatures listed above are used in conjunction with the operational characteristics)

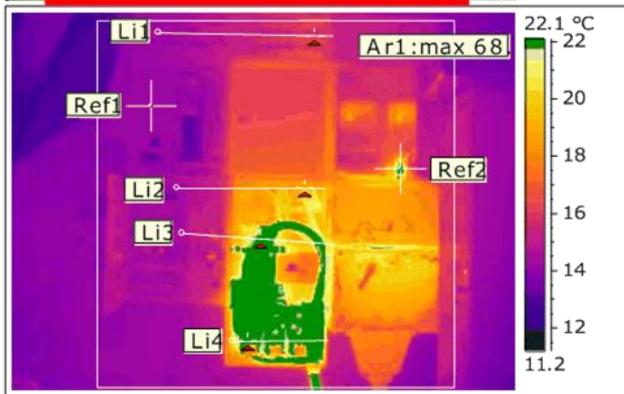
NOTE the priority listing is to be used as a guideline only.

For absolute temperature analysis of components and for variable circumstances the priority values may alter.

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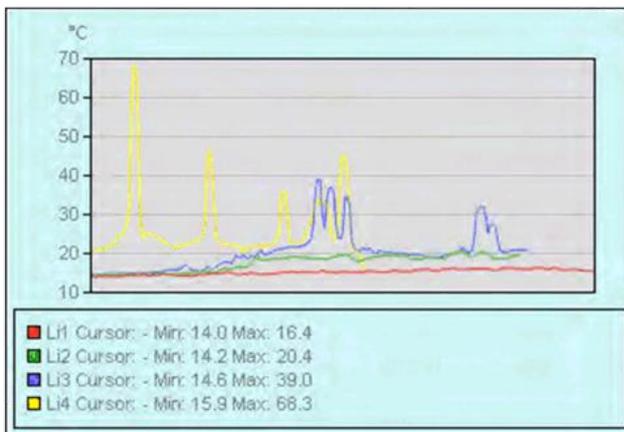


File	RenoufCentre\RenoufCentre.tcf
Location	Building 1. Under Grandstand.
Equipment	Main Switchboard.
Component	All Electrical Components.
Fault	Water Damage, High Temperature & Hot Spots Visible.
Recommendation	Investigate As Soon As Practical.



Atmospheric Temperature	19.0 °C
Image Time	12:12:07 p.m.
Ar1 Max. Temperature	68.3 °C
Li1 Max. Temperature	16.4 °C
Li2 Max. Temperature	20.4 °C
Li3 Max. Temperature	39.0 °C
Li4 Max. Temperature	68.3 °C
Ref1 Temperature	14.2 °C
Ref2 Temperature	25.0 °C

Priority Rating:	2
Corrective measures required as soon as possible.	



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

Current Draw.
Red Phase: ?? amps. Yellow Phase: ?? amps. Blue Phase: ?? amps.

The board indicated is in a **very bad state of disrepair** due to **severe damage** from **water leaking onto it** over a long period of time. **This presents a very hazardous environment and is a major breach of the electrical standards.** There are also high temperatures and hot spots on some of the components inside the cubicles.

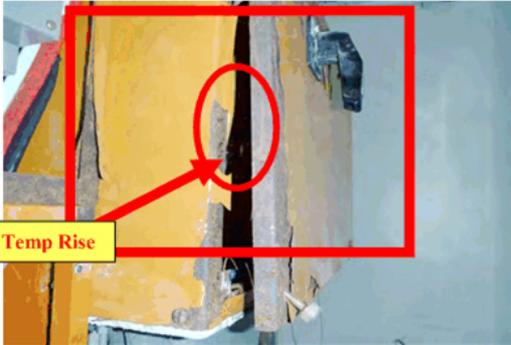
Due to the **severe rusting** and condition of the components certain covers couldn't be removed for inspection and/or analysis. **Attention is required as soon as practical** to improve conditions and to **ensure circumstances don't deteriorate anymore.**

Check condition of components and water ingress etc, replace damaged equipment and prevent the problem reoccurring. This report was generated to illustrate the condition of the components, also refer page No.10, No.11 & No.17

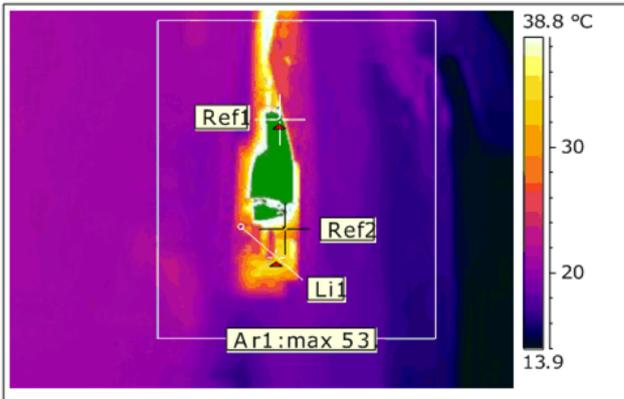
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File	RenoufCentre\RenoufCentre.tcf
Location	Building 1. Under Grandstand.
Equipment	Main Switchboard.
Component	Main Switch Red Phase HRC Fuse.
Fault	Temperature Rise.
Recommendation	Investigate.



Atmospheric Temperature	19.0 °C
Image Time	12:08:51 p.m.
Ar1 Max. Temperature	53.6 °C
Li1 Max. Temperature	35.2 °C
Ref1 Temperature	53.6 °C
Ref2 Temperature	32.3 °C

Priority Rating:	4
Investigate and re-evaluate as scheduling permits.	



Follow Up Action:	
Repaired By:	_____.
Date:	____ / ____ / ____.
Comment:	

Comment:

Current Draw.
Red Phase: ?? amps. Yellow Phase: ?? amps. Blue Phase: ?? amps.

The temperature is starting to rise and a hot spot is visible on what appeared to be the Red phase HRC fuse as indicated. Unfortunately we were unable to remove the cover anymore for further analysis without turning off the Main Switch.

Further examination is required to find the cause of the hot spot and to ensure conditions don't deteriorate anymore.

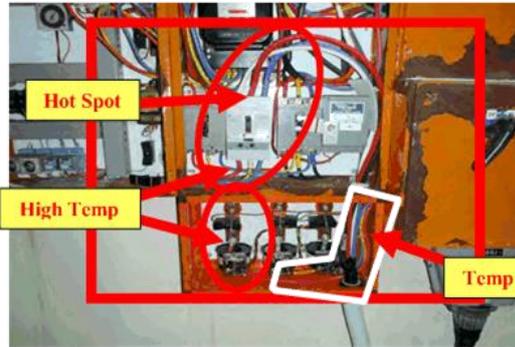
Check termination points, conductors, current loading and condition of the HRC fuse, Carrier and the Switch etc.
Note that this report was generated to highlight the hot spot, also refer page No.9, No.11 & No.17

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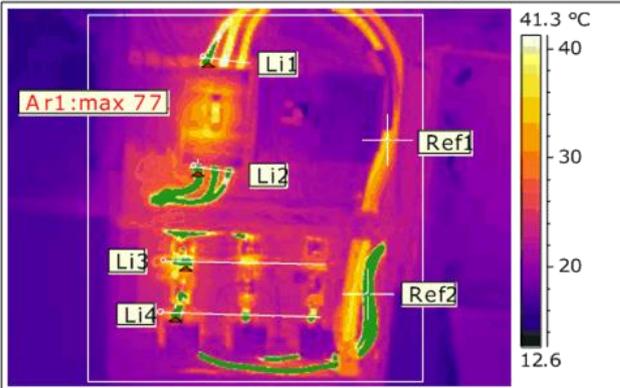
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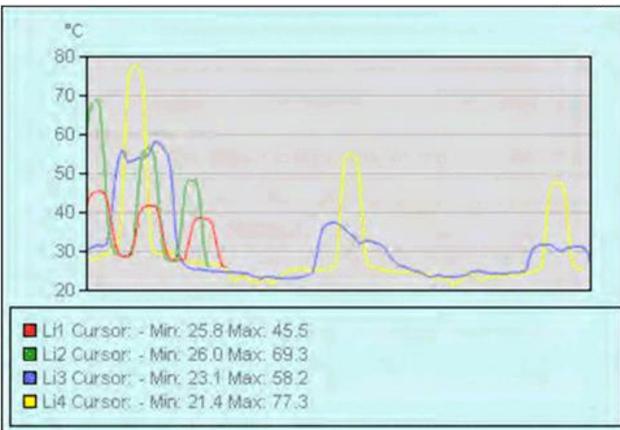


File	RenoufCentre\RenoufCentre.tcf
Location	Building 1. Under Grandstand. Main Switchboard.
Equipment	(Main Circuit Breaker & CT Cubicles)
Component	Court Lights Circuit Breaker & Red Phase Bus-bar.
Fault	High Temperature & Hot Spots.
Recommendation	Investigate As Soon As Practical.



Atmospheric Temperature	19.0 °C
Image Time	11:55:27 a.m.
Ar1 Max. Temperature	77.3 °C
Li1 Max. Temperature	45.5 °C
Li2 Max. Temperature	69.3 °C
Li3 Max. Temperature	58.2 °C
Li4 Max. Temperature	77.3 °C
Ref1 Temperature	34.6 °C
Ref2 Temperature	54.1 °C

Priority Rating:	2
Corrective measures required as soon as possible.	



Follow Up Action:

 Repaired By: _____
 Date: _____ / _____ / _____
 Comment: _____

Comment:

Breaker: Red Phase: 139.7 amps.	Current Draw. Yellow Phase: 160.6 amps.	Blue Phase: 125 amps.
Bus-bar: Red Phase: 159 amps.	Yellow Phase: 139.6 amps.	Blue Phase: 126.2 amps.

The temperature is getting very high and hot spots are visible on the conductors and the Red phase Bus-bar as indicated. There is also severe water and moisture damage on the components and the cubicles and the panels have become very rusty.

Further examination is required as soon as possible to improve conditions and to prevent circumstances deteriorating anymore. The water ingress is a major breach of the electrical standards and the issue requires urgent attention.

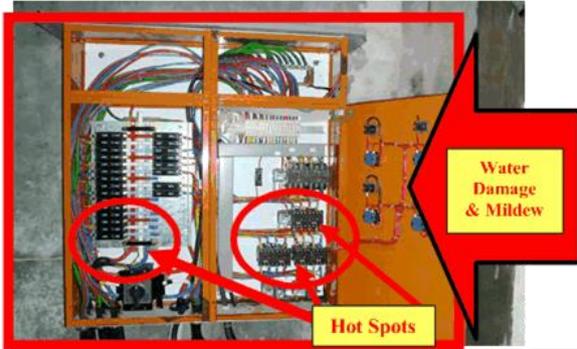
Stop water getting onto board, check termination points, conductors, current loading and condition of the Components etc. Note that this report was generated to highlight the hot spot & high temperatures, also refer page No.9, No.10 & No.17

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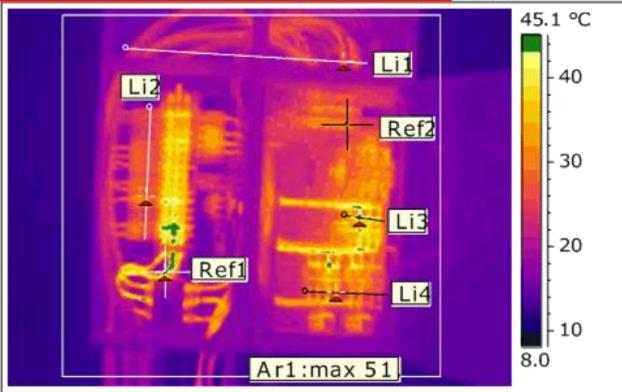
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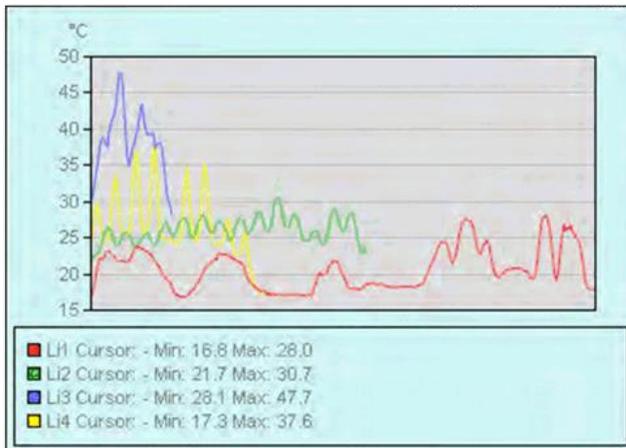


File	RenoufCentre\RenoufCentre.tcf
Location	Building 1. Under Grandstand.
Equipment	Distribution Board.
Component	All Electrical Components.
Fault	Water Damage & Hot Spots.
Recommendation	Remedy As Required.



Atmospheric Temperature	19.0 °C
Image Time	11:48:29 a.m.
Ar1 Max. Temperature	51.2 °C
Li1 Max. Temperature	28.0 °C
Li2 Max. Temperature	30.7 °C
Li3 Max. Temperature	47.7 °C
Li4 Max. Temperature	37.6 °C
Ref1 Temperature	51.2 °C
Ref2 Temperature	28.4 °C

Priority Rating:	3
Corrective measures required as scheduling permits.	



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

Current Draw.
 Red Phase: 139.4 amps. Yellow Phase: 159.3 amps. Blue Phase: 162.2 amps.

The temperature is starting to rise and hot spots are visible on the Bus-bar and Contactors indicated. There is also water and moisture damage on the components and the cubicles and the panels are becoming very rusty.

Further investigation is required as soon as practical to improve conditions and to prevent circumstances deteriorating anymore. The **water ingress is a major breach of the electrical standards** and the issue **requires urgent attention**.

Stop water getting onto board, check termination points, conductors, current loading and condition of the Components etc. This report was created to illustrate the location of the components etc, also refer page No.13, No.14, No.15, No.16 & No.17

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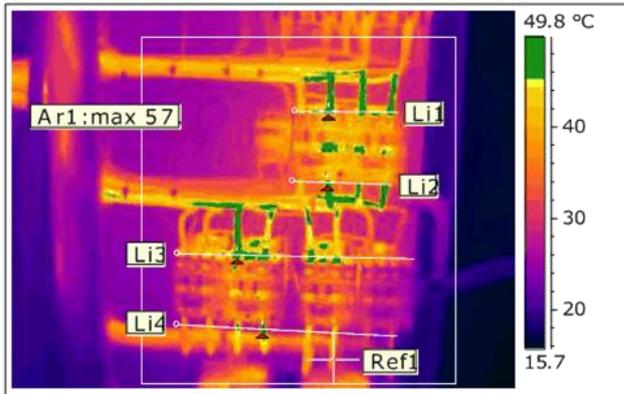
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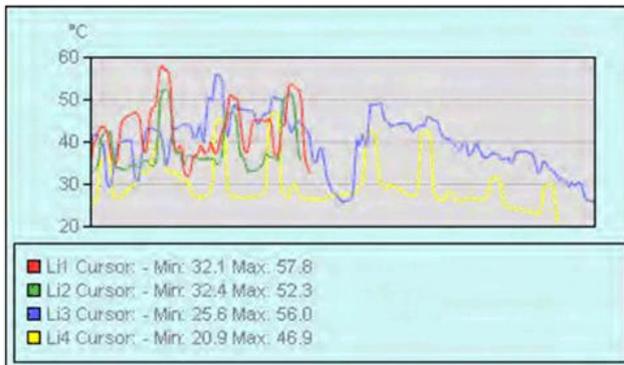
File	RenoufCentre\RenoufCentre.tcf
Location	Building 1. Under Grandstand.
Equipment	Distribution Board. (Contactor Cubicle)
Component	C2 L/H & R/H & C3 R/H Contactors.
Fault	Water Ingress & Hot Spots On Conductors.
Recommendation	Investigate and/or Monitor.



Atmospheric Temperature	19.0 °C
Image Time	11:33:30 a.m.
Ar1 Max. Temperature	57.8 °C
Li1 Max. Temperature	57.8 °C
Li2 Max. Temperature	52.3 °C
Li3 Max. Temperature	56.0 °C
Li4 Max. Temperature	46.9 °C
Ref1 Temperature	37.4 °C

Priority Rating: 3

Corrective measures required as scheduling permits.



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

Current Draw.

C2 L/H: Red Phase: 26 amps. Blue Phase: 32 amps. & **C2 R/H:** Red Phase: 33 amps. Yellow Phase: 32 amps.
C3 R/H: Red Phase: 32.6 amps. Blue Phase: 34.2 amps.

The temperature is starting to rise and hot spots are visible on the conductors of the Contactors as indicated. (Note that the temperatures aren't excessively high and may be a characteristic of the loading and the components etc). **Once again there is water and moisture damage on the components and the cubicles. The panels are becoming quite rusty and there appears to be signs of mildew all over the Contactors.**

Further investigation and/or monitoring are required to see if conditions can be improved and to ensure circumstances don't deteriorate. **The water ingress is a major breach of the electrical standards and the issue requires urgent attention.**

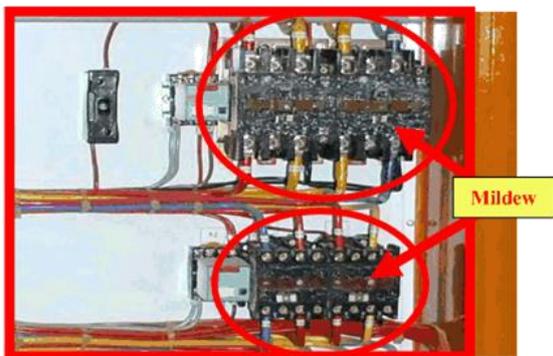
Stop water getting onto board, check termination points, conductors, current loading and condition of the Components etc. This report was generated to highlight the temperature rise, also refer page No.12, No.16 & No.17

Thermal Surveys NZ Ltd.
PO Box 14-209
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Wellington 6241
New Zealand

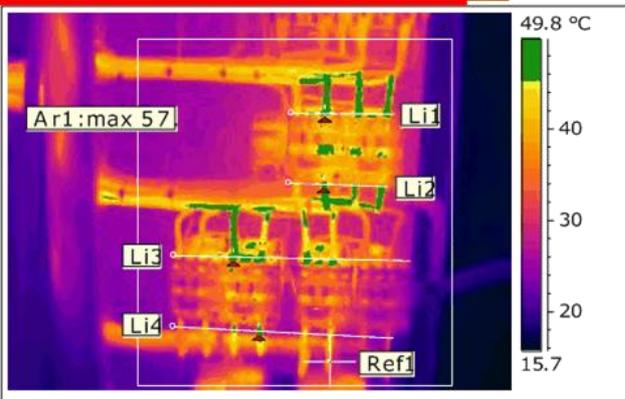
Ph/Fax: +64 4 383 6434
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26/11/2016 6:22:00 a.m. Page 15 of 22
Renouf Centre IR 08.11.16

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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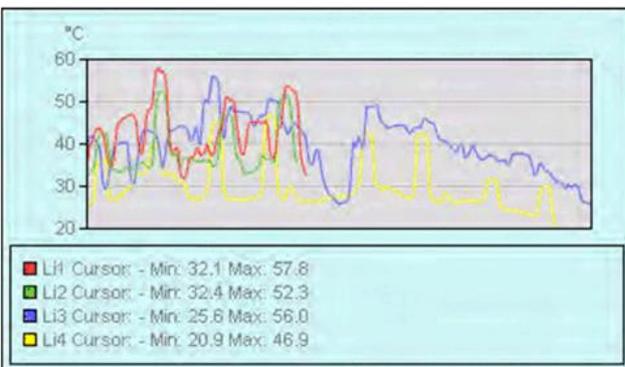


File	RenoufCentre\RenoufCentre.tcf
Location	Building 1. Under Grandstand.
Equipment	Distribution Board. (Contactor Cubicle)
Component	All Contactors.
Fault	Water Ingress & Hot Spots & Mildew On Components.
Recommendation	Investigate.



Atmospheric Temperature	19.0 °C
Image Time	11:33:30 a.m.
Ar1 Max. Temperature	57.8 °C
Li1 Max. Temperature	57.8 °C
Li2 Max. Temperature	52.3 °C
Li3 Max. Temperature	56.0 °C
Li4 Max. Temperature	46.9 °C
Ref1 Temperature	37.4 °C

Priority Rating:	3
Corrective measures required as scheduling permits.	



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

Current Draw.

C2 L/H: Red Phase: 26 amps. Blue Phase: 32 amps. & **C2 R/H:** Red Phase: 33 amps. Yellow Phase: 32 amps.
C3 R/H: Red Phase: 32.6 amps. Blue Phase: 34.2 amps.

The temperature is starting to rise and hot spots are visible on the conductors of the Contactors as indicated. (Note that the temperatures aren't excessively high and may be a characteristic of the loading and the components etc). **Once again there is water and moisture damage on the components and the cubicles. The panels are becoming quite rusty and there appears to be signs of mildew all over the Contactors.**

Further investigation and/or monitoring is required to see if conditions can be improved and to ensure circumstances don't deteriorate. **The water ingress is a major breach of the electrical standards and the issue requires urgent attention.**

Stop water getting onto board, check termination points, conductors, current loading and condition of the Components etc. This report was generated to illustrate the mildew, also refer page No.12, No.15 & No.17

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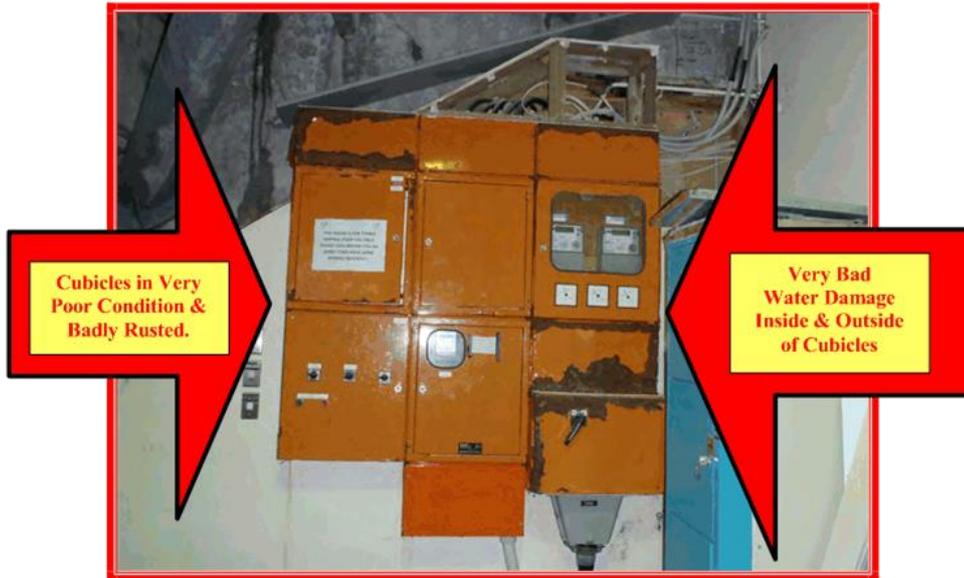
Ph/Fax: +64 4 383 6434
Mob +64 27 685 5099

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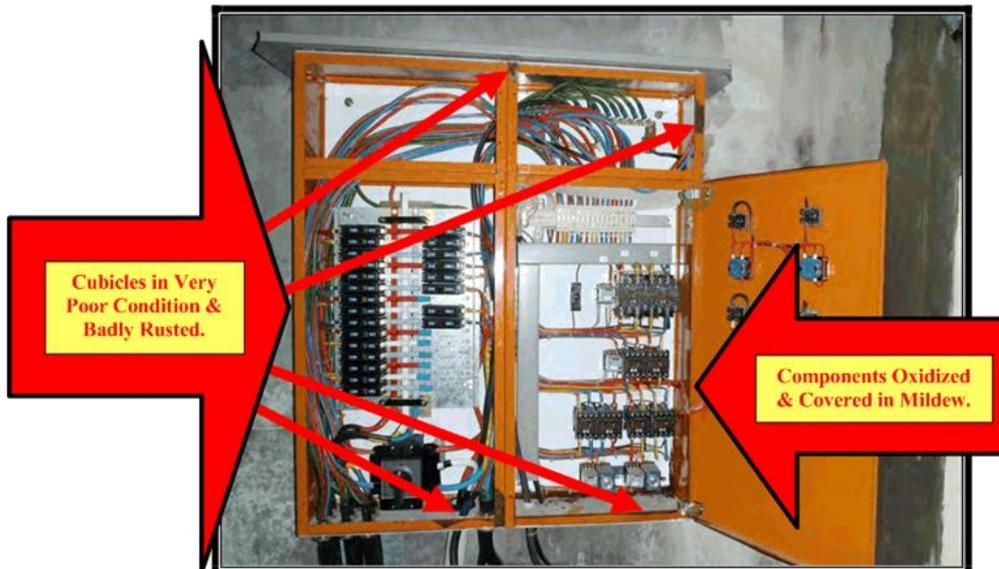
Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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Building 1 Main Switchboard Room.

Main Switchboard.



Distribution Board.



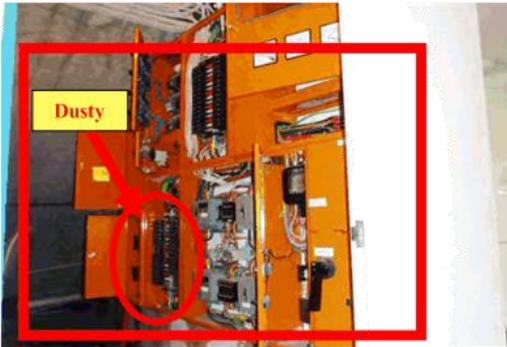
This page was created to highlight the deterioration, also refer page No.9, No.10, No.11, No.12, No.13, No.14, & No.15

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New Zealand

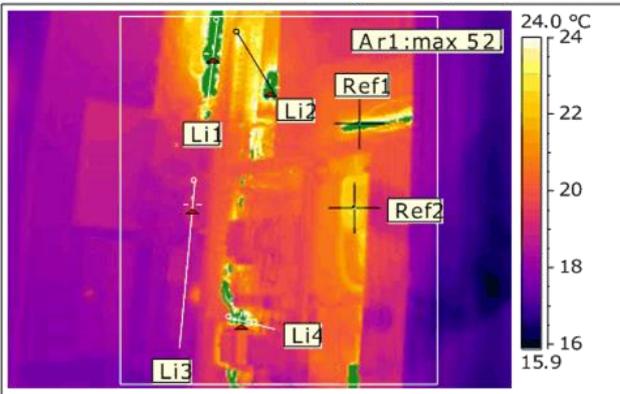
Ph/Fax: +64 4 383 6434
Mob +64 27 685 5099

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Renouf Centre IR 08.11.16

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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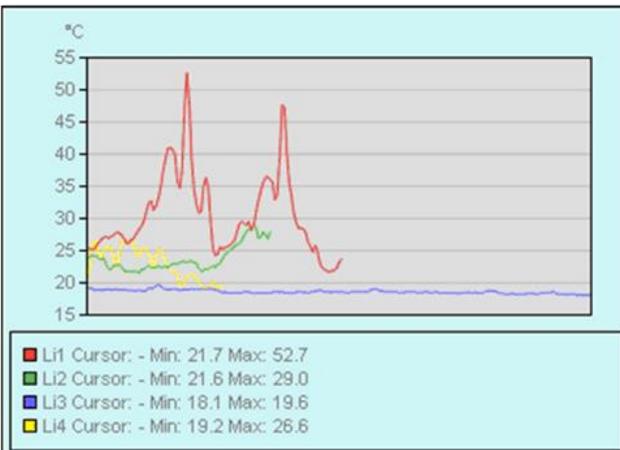


File	RenoufCentre\RenoufCentre.tcf
Location	Building 2. Indoor Courts.
Equipment	Main Switchboard.
Component	All Electrical Components.
Fault	Components Covered In Dust.
Recommendation	Remove Dust Build Up.



Atmospheric Temperature	19.0 °C
Image Time	9:46:22 a.m.
Ar1 Max. Temperature	52.7 °C
Li1 Max. Temperature	52.7 °C
Li2 Max. Temperature	29.0 °C
Li3 Max. Temperature	19.6 °C
Li4 Max. Temperature	26.6 °C
Ref1 Temperature	31.8 °C
Ref2 Temperature	22.5 °C

Priority Rating:	4
Corrective measures should be taken next scheduled maintenance.	



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

Current Draw.
Red Phase: 78.8 amps. Yellow Phase: 67.3 amps. Blue Phase: 72.3 amps.

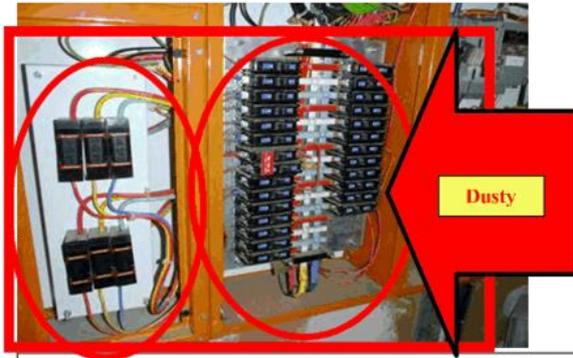
No excessive temperatures were present but there was quite a bit of dust build-up in and around the cubicles indicated.

This may create a hazardous situation and requires attention to remedy the problem and to ensure conditions don't deteriorate.

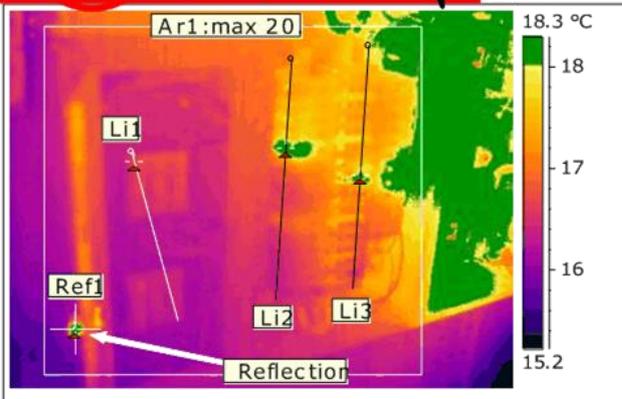
Remove dust and contaminant and possibly try and prevent the problem reoccurring.

Note that this report was generated to illustrate the location of the components, also refer page No.19

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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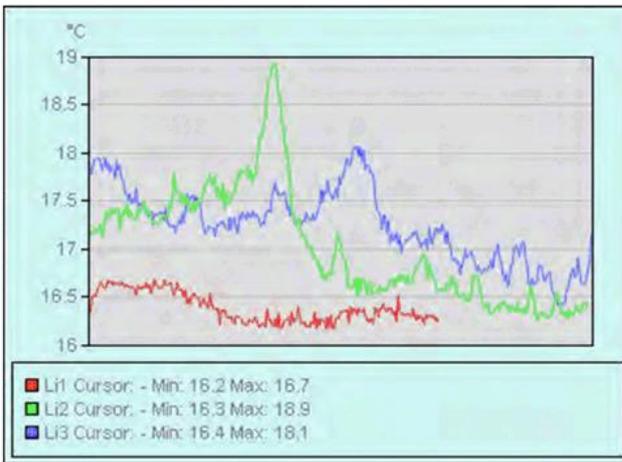


File	RenoufCentre\RenoufCentre.tcf
Location	Building 2, Indoor Courts.
Equipment	Main Switchboard.
Component	Bottom HRC Fuses & Circuit Breaker Cubicles.
Fault	Components Covered In Dust.
Recommendation	Remove Dust Build Up.



Atmospheric Temperature	19.0 °C
Image Time	10:00:53 a.m.
Ar1 Max. Temperature	20.2 °C
Li1 Max. Temperature	16.7 °C
Li2 Max. Temperature	18.9 °C
Li3 Max. Temperature	18.1 °C
Ref1 Temperature	20.2 °C

Priority Rating:	4
Corrective measures should be taken next scheduled maintenance	



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

Current Draw.
Red Phase: 7.3 amps. Yellow Phase: 7 amps. Blue Phase: 2.3 amps.

No excessive temperatures were present but there was quite a bit of dust build-up in and around the cubicles indicated.

This may create a hazardous situation and requires attention to remedy the problem and to ensure conditions don't deteriorate.

Remove dust and contaminant and possibly try and prevent the problem reoccurring.
Note that this report was generated to highlight the dust build-up, also refer page No.18

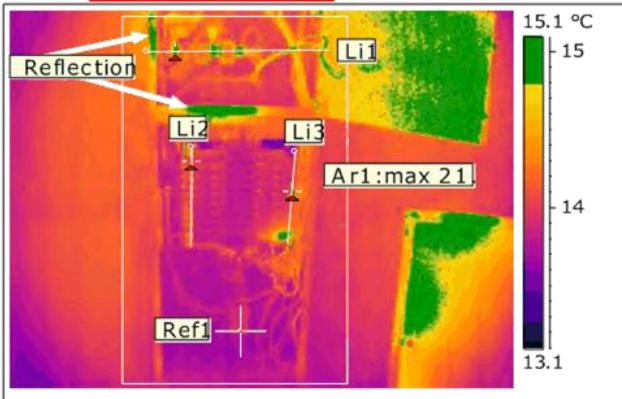
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26/11/2016 6:22:00 a.m. Page 19 of 22
Renouf Centre IR 08.11.16

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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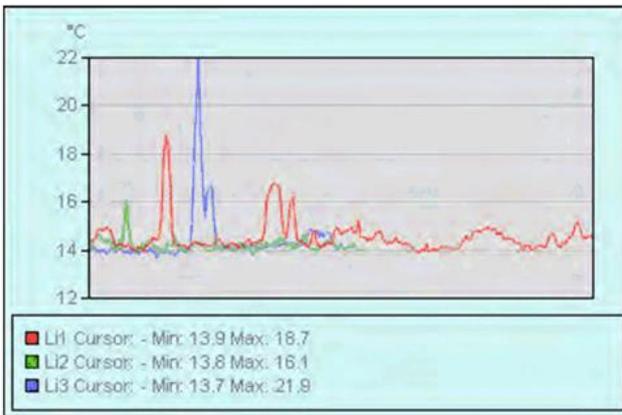
File	RenoufCentre\RenoufCentre.tcf
Location	Building 2. Indoor Courts.
Equipment	Heater & Lighting Distribution Board DBCC.
Component	All Electrical Components.
Fault	Nil.
Recommendation	All Appears OK.



Atmospheric Temperature	19.0 °C
Image Time	10:11:49 a.m.
Ar1 Max. Temperature	21.9 °C
Li1 Max. Temperature	18.7 °C
Li2 Max. Temperature	16.1 °C
Li3 Max. Temperature	21.9 °C
Ref1 Temperature	13.9 °C

Priority Rating: Nil.

No abnormalities were observed at the time of the survey.



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

Current Draw.
 Red Phase: 0 amps. Yellow Phase: 0 amps. Blue Phase: 3 amps.
 (Heater Relay Removed)

No abnormalities were observed at the time of the survey.
 (Components were lightly loaded during analysis)

Note that the report was created to highlight the current draw and the temperature of the components during the survey.

Note that some hot spots are created from objects outside the cubicles reflecting onto shiny surfaces and components that are/were energized etc which is normal.

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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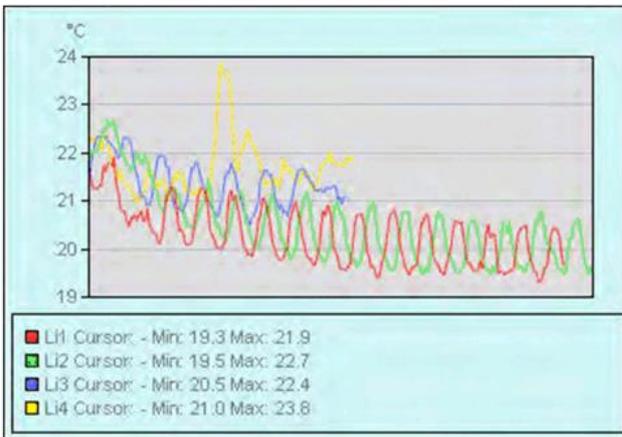
File	RenoufCentre\RenoufCentre.tcf
Location	Building 2. Cafe.
Equipment	Kitchen Switchboard.
Component	Circuit Breaker Cubicles DB1/1 & DB1/2.
Fault	Nil.
Recommendation	All Appears OK.



Atmospheric Temperature	19.0 °C
Image Time	10:28:25 a.m.
Ar1 Max. Temperature	29.3 °C
Li1 Max. Temperature	21.9 °C
Li2 Max. Temperature	22.7 °C
Li3 Max. Temperature	22.4 °C
Li4 Max. Temperature	23.8 °C
Ref1 Temperature	28.4 °C

Priority Rating: Nil.

No abnormalities were observed at the time of the survey.



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

<u>DB1/1:</u> Red Phase: 3.1 amps.	<u>Current Draw.</u>	Blue Phase: 1.2 amps.
<u>DB1/2:</u> Red Phase: 3.5 amps.	Yellow Phase: 0.8 amps.	Blue Phase: 5.1 amps.
	Yellow Phase: 0.2 amps.	

No abnormalities were observed at the time of the survey.
(Components appeared lightly loaded during analysis)

Note that the report was created to highlight the current draw and the temperature of the components during the survey.

Note that some hot spots are created from components that are/were energized etc which is normal.

Thermal Surveys NZ Ltd.	Thermography Inspection at Renouf Centre.	Date: 8th November 2016.
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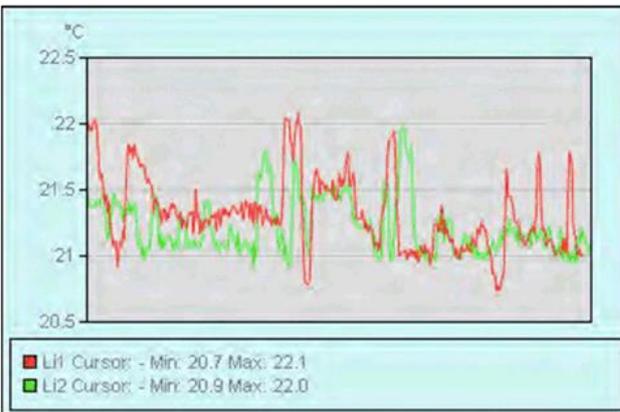


File	RenoufCentre\RenoufCentre.tcf
Location	Building 2. Cafe.
Equipment	Kitchen Switchboard.
Component	Motorised Supply Cubicles DB1/1 & DB1/2.
Fault	Contaminant & Unusual Substance Visible.
Recommendation	Remove Contaminant.



Atmospheric Temperature	19.0 °C
Image Time	10:29:39 a.m.
Ar1 Max. Temperature	23.1 °C
Li1 Max. Temperature	22.1 °C
Li2 Max. Temperature	22.0 °C
Ref1 Temperature	21.6 °C
Ref2 Temperature	23.0 °C

Priority Rating:	4
Investigate and re-evaluate as scheduling permits.	



Follow Up Action:

Repaired By: _____

Date: _____ / _____ / _____

Comment: _____

Comment:

	<u>Current Draw.</u>	
DB1/1: Red Phase: 4.6 amps.	Yellow Phase: 1.2 amps.	Blue Phase: 2.9 amps.
DB1/2: Red Phase: 3.3 amps.	Yellow Phase: 3.9 amps.	Blue Phase: 5.7 amps.

No excessive temperatures were present but there was quite a bit of material and what appeared to be some type of liquid on the bottom of the cubicles where indicated.

This may create a hazardous situation and requires further investigation to identify the contaminant and to ensure conditions don't deteriorate anymore.

Remove contaminant, check condition of components and possibly try and prevent the problem reoccurring.
Note that some hot spots are created from objects outside the cubicles reflecting onto shiny surfaces, and components that are/were energized etc which is normal.

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Renouf Centre IR 08.11.16

13.5 Aerial of Renouf Tennis Centre from Lease Document





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Appendix 4:
Opus Asset Maintenance Plan
Wellington Renouf Tennis Centre



Renouf Tennis Centre Long Term Asset Maintenance Plan





Renouf Tennis Centre: Long Term Asset Maintenance Plan

60 Brooklyn Road
Brooklyn
Wellington

Prepared By

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Senior Asset Manager - Property

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Reviewed By

Amber Haddock
Building Consultant - Property

Telephone: +64 4 471 7000
Facsimile: +64 4 471 7128

Date: 29 Jun 2017
Reference: 5-J0555.00
Status: FINAL



Executive Summary

Opus International Consultants (Opus) were instructed by Tennis Central Region Incorporated (Tennis Central) to complete both a Condition Assessment and an Asset Maintenance Plan on the Renouf Tennis Centre facilities at 60 Brooklyn Road, Wellington. The Condition Assessment Report was completed as the first stage of this instruction. This report applies the data collected from the Condition Assessment Report to develop the Asset Maintenance Plan - the second stage of this instruction.

In developing the Asset Maintenance Plan for Tennis Central we have outlined the three different approaches to managing the maintenance requirements of a facility such as the Renouf Tennis Centre. The three types are *Unscheduled*, *Scheduled* and *Planned Maintenance*. Presenting these methods then allows Tennis Central to discuss and apply the most appropriate system that reflects the strategic direction of the organisation while clearly identifying any risks. This report delivers to Tennis Central on the third type of maintenance: a 15 year *Planned Maintenance Programme* while also considering the requirements of *Scheduled Maintenance* work.

The development of the Asset Maintenance Plan has identified a 'bow wave' of deferred maintenance. This is evident with the first two years of the plan identifying an approximate cost of \$3m required to reinstate the facilities to a good level of condition. The majority of these funds have been identified to the Main Building, the North Stand and the Old Pavilion Building.

In 2017 sum \$890,258 is required to be spent on the North Stand while the Old Pavilion Clubrooms require \$307,923 of expenditure. Then in 2018 the Main building requires a new roof at a cost of \$1.135m. Once this initial peak of expenditure is addressed then the next major spend is identified in 2027. The \$1.1m identified in this year is attributed to a spend across the portfolio to complete the next maintenance life cycle of the estate. The average annual long term maintenance provision for the facility is some \$457,900 over the 15-year period.

No major works are identified beyond the 15-year period of this plan. Instead, the organisation would be in a position to complete the next cycle of the planned maintenance programme.

This Asset Maintenance Plan provides Tennis Central with the level of detail that allows the organisation to manage the assets and any associated system that will come to the end of their life over the next 15 Years. The quantum of each asset, the replacement cost and the likely period for its replacement has been applied across the facility. The report is developed from a visual inspection of the buildings and site improvements. Therefore, the approach did not include a structural assessment, nor has any destructive or invasive testing been commissioned.

In addition to supporting the management team at the Renouf Tennis Centre consideration should also be given to the development of a Site Management Plan (SMP). This is a centralised document that will record the organisation's approach to the facilities maintenance along with defining operational and maintenance roles and responsibilities. This SMP is also the location to retain site contracts, registers and hazard reports.

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Introduction

1 Background

1.1 Overview

The Renouf Tennis Centre is located at 60 Brooklyn Road, Wellington. The centre is owned by Wellington Tennis Incorporated (WTI) and managed by Tennis Central Region Incorporated (Tennis Central). The Renouf Tennis Centre assets are identified in the aerial image (figure 1) which includes a mix of buildings, outdoor tennis courts, grandstands and various other site improvements. The assets include:

- Main Building
- Performance Training Centre
- Tennis Courts (12 Outdoor, 6 indoor)
- Resident Coach Building
- Old Pavilion Clubroom
- North Stand Building
- West Stand
- East Stand
- Site Improvements

The Condition Assessment Report (stage 1) as presented by Opus International Consultants Ltd (Opus) on the 8 March 2017 identified the assets, discussed their condition and then categorised them from 1 (very good) to 5 (very poor).

In this report, the assets are quantified, a replacement or renewal cost is established, then a recommendation identifies the most appropriate year in which to complete this work. The result is a 15-year Long Term Asset Maintenance Plan. Establishing the Asset Maintenance Plan then provides Tennis Central with detailed information that enables them to understand the maintenance liabilities beyond the immediate financial period.



Figure 1: The Renouf Tennis Centre, 60 Brooklyn Road, Wellington

1.2 Scope

The content of this report develops the quantitative liabilities of the Renouf Tennis Centre facilities and recommends a forward renewal plan over several years. This information is detailed for each asset and where appropriate the associated system. The financial cost is then considered against the assets remaining expected life over the next 15 years.

In Scope:

- Development of an Asset Maintenance Plan over a 15-year period

Out of Scope

- Consideration of any unscheduled and scheduled works
- Development of contracts to support the Asset Maintenance Plan
- Identification of any hazards or risks
- Development of an Asset Management Plan
- Development of a Site Maintenance Plan
- A feasibility study on alternative uses for any underutilised assets

1.3 Purpose

Concern for Tennis Central is twofold; confidence in knowing the buildings are being managed according to the organisation needs and quantifying the liability of the Renouf Tennis Centre's assets. The identification of the assets and their condition was addressed in the Condition Assessment Report. This report applies the condition rating of the assets to develop an initial 15 year programme to renew or replace the assets.

2 Methodology

2.1 Overview

Managing the maintenance of assets such as a building's exterior and interior fabric, as well as the site improvements, is a significant responsibility for Wellington Tennis Inc. and the Renouf Tennis Centre's primary tenant – Tennis Central. While the replacement of an asset is infrequent, when they do reach the end of their life the costs are substantial. Establishing an Asset Maintenance Plan will enable these costs to be identified in advance and enable the organisation to manage the asset effectively. To do so will also include consideration of the different types of maintenance available.

2.2 Facility Asset Maintenance

The maintenance responsibilities of a facilities physical assets, such as those at the Renouf Tennis Centre, are often grouped in to three main types: **Unscheduled**, **Scheduled** and **Planned Maintenance**. While this report focuses on the **Planned Maintenance** needs of the organisation, the other two types of maintenance approaches are presented to Tennis Central for consideration in their approach to managing the facilities effectively.

2.2.1 Unscheduled Maintenance

Unscheduled Maintenance refers to repair work that needs to be completed immediately due to the failure of the asset or the need to address a compliance issue. For the Renouf Tennis Centre this type of maintenance may apply to replacing a broken window, re-stretching the carpet in the Main Building or ensuring the emergency egress pathways remain clear at all times.

This maintenance approach may also be appropriate where an asset is no longer considered a strategic priority. Known as "run to failure" the organisation makes a conscious decision to manage the asset in this way having considered any potential risks. An example, if the spouting to the Coaches Building failed and the organisation had identified the building as not being part of the long-term plans, the instruction to the maintenance team could then be to make the building safe and not install new spouting.

2.2.2 Scheduled Maintenance

The **Scheduled Maintenance** requirements of an asset are a time and statutory based action. Each of the assets are reviewed and considered against manufacturer's recommendation (considering

any warranties), best practice by leading resources (BRANZ) and statutory compliance requirements. An example at the Renouf Tennis Centre would be the annual wash down of the buildings metal roof cladding. The manufacturer's warranty will require this work to be completed, while BRANZ recommend the regular wash down of a building's exterior as Best Practice.

This type of maintenance does not consider any planning for the renewal or replacement of life expired assets.

2.2.3 Planned Maintenance

Planned Maintenance is a tactical tool and considers each of the assets against condition based (visual inspections) actions. Each of the assets are identified against their life expectancy and quantified on a 'like for like' basis. This maintenance work is for a period greater than one year. A 15-year period is considered for the Renouf Tennis Centre but this time frame can be adjusted to suit the organisation's requirements.

2.3 The Asset Maintenance Plan

The following approach was applied to developing the Renouf Tennis Centre Asset Maintenance Plan. First, the assets from the Condition Assessment Report were loaded into a Microsoft excel spreadsheet and referenced as per the categories of this report. Then a figure was allocated to these assets and where necessary the asset's component. To establish a cost the replacement of the asset was considered on a like for like basis.

The expected life of the asset was then considered against its potential remaining life. The cost element is then entered into the corresponding year of the 15 year plan. For example, where the roof to the Main Building is in a very poor condition, the cost of this work has been identified as \$1.135m dollars and it is recommended to be replaced in 2018.

With each of the facility's asset costs allocated to a specific year the next step is to collate all of the information from each facility into a single table. This table then establishes the annual total site costs for the 15-year period (2017 – 2031). The financial impact of each building against the whole facility is clearly defined for Tennis Central.

Further analysis also establishes the average annual amount required to maintain the facilities over this 15-year period.

The costs identified with an asset exclude professional fees to develop specifications and drawings that may be necessary as well as Project Managers to manage the replacement works. Also, excluded from these costs are Building and Resource Consent fees.

The Plan

3 Long Term Asset Maintenance Plan

3.1 Overview

This maintenance plan considers each of the main assets as a single identity to establish the individual liabilities. For the larger infrastructure items these are discussed in detail below to highlight their impact on the financial liabilities before concluding with a discussion across the site.

When reviewing this plan the further out the work is identified the opportunity does still exist to employ scheduled maintenance initiatives that can extend the assets life beyond this period.

3.2 Main Building

The most significant expenditure for the Main Building is the replacement of the roof. This has been identified for 2018 at a cost of circa \$1.135m. The following year further work is also identified to the exterior (circa \$82,000) while 2020 is focused more towards internal maintenance projects at a cost of \$210,000. The next most significant expenditure period is from 2027 to 2029. The total recommended maintenance work for the next 15 years is estimated at \$2.336m. The upgrade of the court lighting is identified in 2018 at \$59,000.

	Renouf Tennis Centre															Main Building															Date Plan Prepared		4/3/2017	
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
EXTERIOR																																		
Balcony/Decking	\$ 9,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000																		
Cladding/Windows/Doors	\$ -	\$ -	\$ 52,500	\$ 6,000	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000																		
Exterior painting	\$ -	\$ -	\$ 27,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,850																		
Floor Covering	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200																		
Paving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																		
Fencing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																		
Lighting Upgrade	\$ 3,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000																		
Roofing	\$ -	\$ 1,135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,135,000																		
INTERIOR																																		
Carpentry	\$ 9,000	\$ 11,950	\$ 5,750	\$ -	\$ -	\$ 5,400	\$ 22,000	\$ 3,510	\$ -	\$ -	\$ 75,250	\$ 161,026	\$ -	\$ -	\$ -	\$ 293,886																		
Curtains/Blinds	\$ -	\$ -	\$ -	\$ 5,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,100																		
Electrical	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000																		
Fire Protection	\$ -	\$ -	\$ 150	\$ 29,500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,150																			
Floor Coverings	\$ 1,365	\$ 33,144	\$ 35,407	\$ -	\$ -	\$ 1,556	\$ -	\$ -	\$ -	\$ -	\$ 5,005	\$ 33,144	\$ 35,407	\$ -	\$ -	\$ 145,028																		
Heating and Ventilation	\$ 35,000	\$ 45,000	\$ -	\$ -	\$ 6,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,000																		
Internal Painting	\$ 2,255	\$ 21,894	\$ -	\$ 61,647	\$ -	\$ 57,612	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,866	\$ -	\$ 23,270	\$ -	\$ 172,534																		
Lifts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																		
Lighting	\$ -	\$ 59,020	\$ -	\$ 50,690	\$ -	\$ 11,065	\$ -	\$ 5,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 155,775																		
Plumbing	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 10,000	\$ 7,500	\$ 7,000	\$ -	\$ -	\$ 64,500	\$ -	\$ -	\$ -	\$ -	\$ 92,500																		
Security	\$ -	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200																		
	\$ 60,120	\$ 1,308,508	\$ 127,357	\$ 157,137	\$ 25,500	\$ 92,633	\$ 29,500	\$ 15,510	\$ 500	\$ -	\$ 174,755	\$ 200,026	\$ 115,757	\$ 28,270	\$ -	\$ 2,335,573																		

3.3 Performance Training Centre

The Renouf Performance Training Centre is generally in a good condition. The first major spend is with the roof ventilation system in 2018 at \$50,000 as this item is currently experiencing sporadic water ingress. During this period the replacement of the court lighting (\$11,200) is also recommended for replacement. The next period of expenditure is 2027 to address the exterior painting, while the roof replacement is identified in 2031 at a cost of \$450,000.

Renouf Tennis Centre				Performance Training Centre										Date Plan Prepared		4/03/2017
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Balcony / decking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cladding / windows / doors	-	-	-	-	-	-	-	-	1,500	-	3,000	-	-	-	-	4,500
Exterior Painting	1,200	-	-	-	-	-	-	-	1,200	-	70,000	-	-	-	-	72,400
Floor Coverings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	-	50,000	-	-	-	-	-	-	-	-	-	-	-	-	450,000	500,000
INTERIOR																
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Carpentry	300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	700	-	-	-	-	-	-	-	-	-	-	700
Fire protection	-	-	-	-	250	-	-	-	-	-	2,000	-	-	-	-	2,250
Floor coverings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Heating and ventilation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interior painting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	11,200	-	-	-	2,100	-	-	-	-	-	-	-	-	-	13,300
Plumbing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	1,000
	1,500	61,200	-	-	950	2,100	-	-	2,700	-	76,000	-	-	-	450,000	594,450

3.4 Court Infrastructure

This asset generally requires a constant focus of funds for the next 15 years. Total expenditure for this period is \$966,996. The most notable year is 2018 where substantial spend is required to replace the external lighting system at \$200,000. From 2021 a court replacement programme is then identified for the following 8 years. Scheduled maintenance has also been identified to address any surface imperfections that have occurred over the previous 12-month period.

Renouf Tennis Centre				Court Infrastructure										Date Plan Prepared		4/03/2017
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Courts																
Balcony / decking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cladding / windows / doors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Exterior painting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000
Court Resurfacing (Int & Ext)	19,000	19,000	-	-	70,000	70,000	70,000	70,000	70,000	140,000	70,000	70,000	-	-	19,000	687,000
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scheduled Maintenance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	30,000
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	1,500	-	-	1,500	-	-	1,500	-	8,960	16,938	7,600	10,498	1,500	-	-	49,996
	22,500	221,000	2,000	3,500	72,000	72,000	73,500	72,000	80,960	158,938	79,600	82,498	3,500	2,000	21,000	966,996

3.5 North Stand

For the North Stand \$890,000 has been recommended for 2017. This cost includes the delivery of a Detailed Engineering Evaluation Report (DEE) at \$15,000. With this maintenance work being identified immediately, the next 10 years is then relatively quiet before more work is necessary to repaint the interior and exterior (\$68,520), replacement of the floor coverings (\$144,300), then

addressing both electrical and fire protection assets (\$15,000 & \$24,200). Total spend over the next 15 years is some \$1.1m.

Renouf Tennis Centre					North Stand							Date Plan Prepared					4/03/2017
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
EXTERIOR																	
Grandstand	92,250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92,250	
Cladding/windows/doors	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000	
Exterior Painting	30,900	-	-	-	-	-	-	-	-	-	30,900	-	-	-	-	61,800	
DEE Report	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Lighting Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Roofing	129,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	129,100	
INTERIOR																	
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Carpentry	204,728	-	-	-	-	-	-	-	-	-	-	-	-	-	-	204,728	
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Electrical	45,000	-	-	-	-	-	-	-	-	15,000	-	-	-	-	-	60,000	
Fire protection	11,950	-	-	-	-	-	-	-	-	24,200	-	-	-	-	-	36,150	
Floor coverings	144,300	-	-	-	-	-	-	-	-	144,300	-	-	-	-	-	288,600	
Heating and ventilation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Interior painting	37,620	-	-	-	-	-	-	-	-	37,620	-	-	-	-	-	75,240	
Lift	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000	
Lighting	18,410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,410	
Plumbing	11,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,000	
Security	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	
	890,258	-	-	-	-	-	-	-	-	-	252,020	-	-	-	-	1,142,278	

3.6 Old Pavilion Clubrooms

For the next 15 years the Old Pavilion Clubrooms require \$924,000 of maintenance work. The highest spend period is 2027 at \$390,000. This period includes carpentry work at \$292,000 to replace the interior linings along with door and wall components of the building. However, before then 2017 requires \$308,000 of maintenance with more than half of this sum identified to replace the roof.

Renouf Tennis Centre					Old Pavilion Clubrooms							Date Plan Prepared					4/03/2017
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
EXTERIOR																	
Balcony/Decking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Cladding/windows/doors	5,000	1,950	-	-	-	5,000	-	-	-	-	5,000	-	-	-	-	16,950	
Exterior Painting	29,075	-	-	-	-	-	-	-	-	-	29,075	-	-	-	-	58,150	
Floor Coverings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Lighting Upgrade	2,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,750	
Roofing	163,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	163,650	
INTERIOR																	
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Carpentry	9,900	-	-	-	1,200	11,300	-	-	-	-	292,303	-	-	-	-	314,703	
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Electrical	-	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	30,000	
Fire protection	23,550	-	8,000	-	-	-	-	-	-	-	40,000	-	8,000	-	-	79,550	
Floor coverings	13,800	-	-	-	-	26,700	-	-	-	-	13,800	-	-	-	-	54,300	
Heating and ventilation	21,000	-	-	-	-	4,000	-	-	-	-	-	-	-	-	-	25,000	
Interior painting	9,773	-	-	26,372	5,898	-	-	-	-	-	9,773	-	-	26,372	5,898	84,086	
Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Lighting	29,425	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,425	
Plumbing	-	-	7,000	26,000	-	24,000	-	-	-	-	-	-	-	-	-	57,000	
Security	-	-	-	8,700	-	-	-	-	-	-	-	-	-	-	-	8,700	
	307,923	1,950	15,000	61,072	7,098	71,000	-	-	30,000	-	389,951	-	8,000	26,372	5,898	924,264	

3.7 East & West Stands

The East Stand requires \$92,580 expenditure in 2017 to repair the seating and table areas along with work to the decking. This work would then be completed with a repaint.

Renouf Tennis Centre						East Stand						Date Plan Prepared 4/03/2017				
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Grandstand	75,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,750
Cladding / windows / doors	-	-	-	9,000	-	-	-	-	5,000	-	-	-	-	5,000	-	19,000
Roofing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Exterior painting	16,830	-	-	-	-	-	-	-	-	-	16,830	-	-	-	-	33,660
Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	92,580	-	-	9,000	-	-	-	-	5,000	-	16,830	-	-	5,000	-	128,410

Minor work has been identified for the West Stand in 2017 which requires repair work to the seating area. The next period of expenditure is 2021 where further work to the stand is noted.

Renouf Tennis Centre						West Stand						Date Plan Prepared 4/03/2017				
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Grandstand	22,500	-	-	-	36,500	-	-	-	-	-	-	-	-	-	-	59,000
Cladding / windows / doors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	-	-	-	-	15,000	-	-	-	-	-	-	-	-	-	-	15,000
Exterior painting	-	-	-	-	1,400	-	-	-	-	-	-	-	-	-	-	1,400
Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	22,500	-	-	-	52,900	-	-	-	-	-	-	-	-	-	-	75,400

3.8 Coaches Block

No major expenditure is identified for the Coaches Block over the next 15 years. The work that is identified is spread across the full 15-year period.

Renouf Tennis Centre						Coaches Block						Date Plan Prepared 4/03/2017				
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Balcony / decking	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
Cladding / windows / doors	-	-	-	-	-	-	-	-	-	-	-	-	15,750	-	-	15,750
Exterior painting	4,200	-	2,120	-	-	-	-	-	-	-	-	-	-	-	-	6,320
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting Upgrade	-	1,500	-	-	600	-	-	-	-	-	-	-	-	-	-	2,100
Roofing	-	-	4,080	-	-	-	-	-	10,500	-	-	-	-	-	-	14,580
INTERIOR																
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Carpentry	-	-	-	-	-	1,500	-	-	-	-	1,000	-	-	-	-	2,500
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	-	-	-	1,700	-	-	-	-	-	-	-	1,700
Fire protection	-	350	-	-	-	-	-	-	-	-	-	-	-	-	-	350
Floor coverings	-	-	3,690	-	-	-	-	-	-	-	-	-	-	-	-	3,690
Heating and ventilation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interior painting	-	-	5,202	-	-	-	-	-	-	-	-	-	-	-	-	5,202
Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	-	-	-	-	1,750	-	-	-	-	-	-	-	-	-	1,750
Plumbing	-	-	-	-	-	8,500	-	-	-	-	-	-	-	-	-	8,500
Security	-	-	-	-	-	-	-	-	-	-	3,000	-	-	-	-	3,000
	4,200	2,850	15,092	-	600	11,750	-	1,700	10,500	-	4,000	-	15,750	-	-	66,442

3.9 Site Improvements

Pot hole repairs have been identified to be carried out in 2017 along with repairs to the front fence light poles and the timber egress gate at a cost of \$6,700. In 2018 the focus should be on the facilities boundary fence and the main gates at a cost of \$10,200.

Within this sub plan costings have also been included for scheduled maintenance. With the change in Asbestos legislation the organisation will be responsible to managing this issue. An amount of \$7,500 has been identified in 2017. A 6-monthly (Best Practice as per BRANZ) wash-down of the Main Building, the Performance Training Centre and the East Stand wall is some \$25,880 annually while the compliance maintenance reflects the need to employ contractors to fully manage:

- Servicing of all doors (Roller, swing & Panic) \$1,950
- Building Warrant of Fitness Compliance \$2,000
- Security Maintenance \$ 500
- Thermographic Inspections of Switchboards \$2,300
- Inspection and Certification of Gas services \$ 500 (note this is \$1,000 every second year)

Renouf Tennis Centre		Site Improvements										Date Plan Prepared					4/03/2017
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
EXTERIOR																	
Grounds	6,700	10,200	-	800	2,450	6,700	1,000	-	-	-	91,825	10,200	-	-	-	129,875	
Building Washdowns	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	388,200	
Roofing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Exterior painting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Scheduled Maintenance																	
Compliance Maintenance	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	108,750	
Asbestos Management	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500	
	47,330	43,330	33,130	33,930	35,580	39,830	34,130	33,130	33,130	33,130	124,955	43,330	33,130	33,130	33,130	634,325	

3.10 Beyond the 15 Year Maintenance Period

In developing this report over a 15 year period, it is also worth reviewing what level of maintenance work is necessary beyond this time frame. For the Renouf Tennis Centre the work identified after this initial period is minimal. This is due to the substantial amount of deferred work on the facilities as identified in years 1 and 2 of this plan. However, looking out to 2032 the organisation will need to start the refurbishment of the courts, which will continue through until 2036. In 2037, the Pavilion wooden floors will then require replacing. After this date the maintenance cycle will then need to be repeated to keep the facilities in a good operational condition.

3.11 Summary

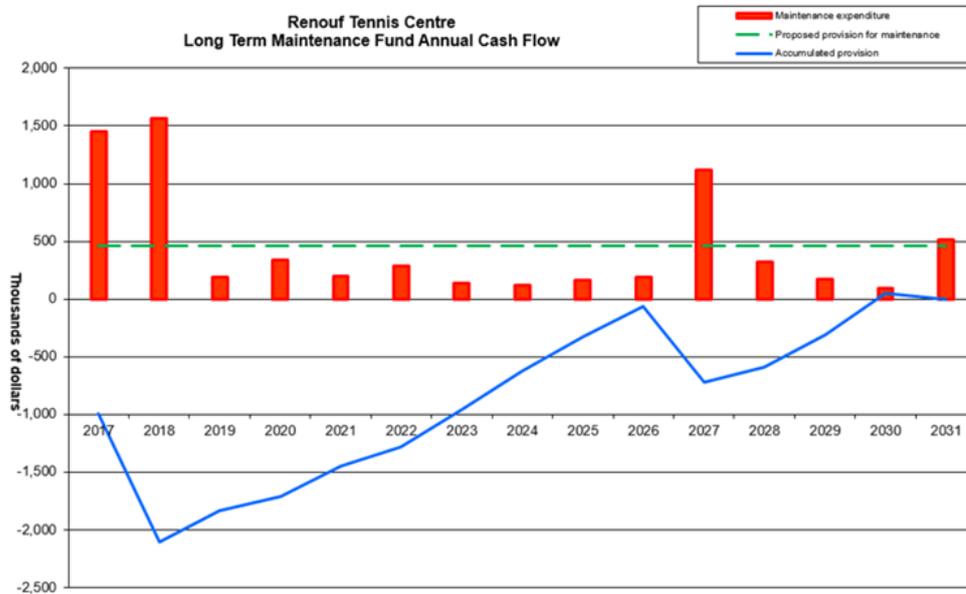
Across the portfolio a sum of \$6.87m has been identified as needing to be spent over the next 15 Years. Nearly half of this amount (\$3.017m) is identified within the next two years. The work has been identified within each sub plan as noted above.

Renouf Tennis Centre														File No:	5-20065.06		
15 YEAR MAINTENANCE PLAN														Plan prepared:	4 March 2017		
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	
Main Building	\$ 60,120	\$ 1,249,488	\$ 127,387	\$ 216,157	\$ 25,500	\$ 82,833	\$ 29,500	\$ 15,510	\$ 500	\$ -	\$ 174,755	\$ 200,020	\$ 115,717	\$ 28,270	\$ -	\$ 2,338,573	
Performance Centre	\$ 1,500	\$ 50,000	\$ -	\$ 11,200	\$ 900	\$ 2,700	\$ -	\$ -	\$ 2,700	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 450,000	\$ 594,800	
North Stand	\$ 899,254	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 252,020	\$ -	\$ -	\$ -	\$ -	\$ 1,142,274	
Pavilion	\$ 307,923	\$ 1,950	\$ 15,000	\$ 61,072	\$ 7,388	\$ 71,000	\$ -	\$ -	\$ 30,000	\$ -	\$ 389,951	\$ -	\$ 6,300	\$ 29,372	\$ 5,888	\$ 824,264	
East Stand	\$ 82,000	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 126,410	
West Stand	\$ 22,500	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,500	
Courts	\$ 22,500	\$ 221,000	\$ 2,300	\$ 3,500	\$ 12,000	\$ 72,000	\$ 73,500	\$ 72,000	\$ 80,900	\$ 168,838	\$ 75,000	\$ 82,488	\$ 3,500	\$ 2,000	\$ 21,000	\$ 666,596	
Coaches Block	\$ 4,200	\$ 2,800	\$ 15,000	\$ -	\$ 800	\$ 11,700	\$ -	\$ 1,700	\$ 10,500	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 66,400	
Site improvements	\$ 47,330	\$ 43,330	\$ 33,130	\$ 33,830	\$ 35,590	\$ 39,830	\$ 34,130	\$ 33,130	\$ 33,130	\$ 33,130	\$ 124,955	\$ 43,330	\$ 33,130	\$ 33,130	\$ 33,130	\$ 634,325	
RENOUF TENNIS CENTRE TOTAL	\$ 1,448,911	\$ 1,568,818	\$ 182,579	\$ 334,869	\$ 194,628	\$ 288,313	\$ 137,130	\$ 122,340	\$ 162,790	\$ 192,068	\$ 1,118,111	\$ 325,854	\$ 176,137	\$ 84,772	\$ 510,028	\$ 8,666,138	
Existing maintenance fund	\$ -	\$ -	No of years covered					15	Averaged annual provision					\$ 457,878.00	\$ -		
Proposed provision for LAMP Fund	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	\$ 457,800	
Maintenance expenditure	\$ 1,448,911	\$ 1,568,818	\$ 182,579	\$ 334,869	\$ 194,628	\$ 288,313	\$ 137,130	\$ 122,340	\$ 162,790	\$ 192,068	\$ 1,118,111	\$ 325,854	\$ 176,137	\$ 84,772	\$ 510,028	\$ 8,666,138	
Accumulated provision	\$ 891,011	\$ 2,147,229	\$ 1,836,458	\$ 1,713,387	\$ 1,490,895	\$ 1,281,588	\$ 969,738	\$ 625,178	\$ 336,868	\$ 64,236	\$ 724,447	\$ 582,481	\$ 316,638	\$ 52,490	\$ 382	\$ 382	
Inflation	0.00%	0.00%	per annum													Included GST	0.00%
Inflation provision	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Accumulated provision	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	

The graph below presents a visual perspective of the proposed cash flow approach to replacing the Renouf Tennis Centre assets. The large amount of work identified for the initial two years of the programme looks to be a direct result of deferring the replacement of assets in the preceding years.

While the chart does represent a very ‘peak and trough’ perspective, renewals can be adjusted within the corresponding years to ‘balance out’ the expenditure profile by analysing which assets can be extended or brought forward depending on the organisation’s strategic goals.

However, whichever approach is taken the average cost of the Asset Maintenance Plan over the next 15 years is approximately \$458,000.



This instruction was for an initial Long Term Asset Maintenance Plan (LTMP) over a 15-year period. In addition to this timeframe, there are often liabilities that sit just beyond this term. However, this is not the position of the Renouf Tennis Centre.

The first two years of the LTMP has identified nearly half of the budget funds required to maintaining the facility over the 15-year period. Therefore, the focus for the organisation is to address the outstanding work and then review the LTMP in 3 years' time. The focus then is to establishing a forward maintenance works programme that would have a more even spend of the financial expenditure necessary to manage the liabilities of Renouf Tennis Centre.

Conclusion

Tennis Central's goal for the Renouf Tennis Centre is to manage the facility sustainably. To enable the management team to achieve this goal Opus were instructed to prepare an Asset Maintenance Plan for the site. This report has presented the organisation's financial liabilities over a 15-year period.

The Long Term Maintenance Plan has identified an extensive amount of deferred maintenance at the Renouf Tennis Centre. This is evident with the first two years of the plan requiring a sum of \$3m of funds. The majority of the expenditure is on the Main Building, the North Stand and the Old Pavilion Clubrooms. The replacement of the roof system is noted to all three facilities and is a major contribution in the first two years.

While most of the North Stand requires maintenance, the switchboard is the most urgent item to address as this is the main electrical supply to the site.

The cumulative total of the next 15 years' expenditure at the Renouf Tennis Centre is \$6.869m. This equates to an average yearly allocation of \$457,900.

4 Assumptions and Exclusions

Asbestos

As Opus does not undertake consultancy works involving Asbestos, the survey/inspection does not purport to constitute a dedicated Asbestos Survey and does not meet the Asbestos Identification, Assessment and Control of Asbestos in Buildings guidance as identified within Section 5 of the New Zealand Guidelines for the Management and Removal of Asbestos, 3rd Edition. It is deemed that the Client has or will obtain the necessary specialist advice from a competent Asbestos Consultant in this regard. Consequently, advice concerning Asbestos is expressly excluded from the report. Should Opus suspect the presence of Asbestos Containing Materials (ACM's) then this will be communicated to the Client as part of the inspection. Opus does not accept any liability for Asbestos that is not identified during the course of this Survey.

To Note: Tennis Central obtained quotes for Asbestos Sampling and a related Asbestos Management Report from two suitably qualified contractors in March 2017. The quotes suggested a cost of \$7,500 for these works.

Other hazardous substances

Other hazardous substances that are identified as part of the inspection will be noted and the appropriate testing/control methods will be communicated to the client as part of the report. Opus does not accept any liability for hazardous substances that are not identified during the course of the Survey.

Weather tightness

Opus does not undertake consultancy works involving the determination of and/or the provision of advice in relation to 'Leaky Buildings'. It is deemed that the client has or will obtain the necessary specialist advice from a competent 'Leaky Building' expert in this regard. Opus may advise the Client if they identify any visible damp ingress issues as part of the inspection. Opus does not accept any liability for 'Leaky Building' issues that could not be identified during the course of this survey/inspection.

Extent of Inspection

Concealed services, such as plumbing, electrical installations, specialist data cabling, underground drainage systems, channels, pipes or cables will not be tested or inspected.

Incidence or monitoring of any landfill gas or ground water deviation is expressly excluded.

No allowance has been made for excavation of any type for potential viewing of subterranean piles, foundations or any other subsurface structural elements. Exposed water catchment tanks will be identified and surveyed where safe means of access is made available.

There will be no intrusive investigation of areas of the structure and woodwork etc. which are covered, enclosed or inaccessible and will be assumed to be in sound and good repair. It is a visual inspection only.

No allowance has been made for provision of any additional access equipment to allow the survey of any inaccessible roofing platforms or any other restrictive areas.

5.2 Individual Asset Maintenance Plans

	Renouf Tennis Centre							Main Building							4/03/2017	
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
YEAR WORK PLANNED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Balcony/Decking	\$ 9,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Cladding/Windows/Doors	\$ -	\$ -	\$ 52,500	\$ 6,000	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,500	\$ -	\$ -	\$ 115,500
Exterior painting	\$ -	\$ -	\$ 27,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,850	\$ -	\$ -	\$ 55,700
Floor Covering	\$ -	\$ -	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200
Paving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fencing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting Upgrade	\$ 3,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Roofing	\$ -	\$ 1,135,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,135,000
INTERIOR																
Carpentry	\$ 9,000	\$ 11,950	\$ 5,750	\$ -	\$ -	\$ 5,400	\$ 22,000	\$ 3,510	\$ -	\$ -	\$ 75,250	\$ 161,026	\$ -	\$ -	\$ -	\$ 293,886
Curtains/Blinds	\$ -	\$ -	\$ -	\$ 5,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,100
Electrical	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Fire Protection	\$ -	\$ -	\$ 150	\$ 29,500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 35,150
Floor Coverings	\$ 1,365	\$ 33,144	\$ 35,407	\$ -	\$ -	\$ 1,556	\$ -	\$ -	\$ -	\$ -	\$ 5,005	\$ 33,144	\$ 35,407	\$ -	\$ -	\$ 145,028
Heating and Ventilation	\$ 35,000	\$ 45,000	\$ -	\$ -	\$ 6,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,000
Internal Painting	\$ 2,255	\$ 21,894	\$ -	\$ 61,647	\$ -	\$ 57,612	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,856	\$ -	\$ 23,270	\$ -	\$ 172,534
Lifts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting	\$ -	\$ -	\$ -	\$ 109,710	\$ -	\$ 11,065	\$ -	\$ 5,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 155,775
Plumbing	\$ -	\$ -	\$ 3,500	\$ -	\$ -	\$ 10,000	\$ 7,500	\$ 7,000	\$ -	\$ -	\$ 64,500	\$ -	\$ -	\$ -	\$ -	\$ 92,500
Security	\$ -	\$ -	\$ -	\$ 4,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,200
	\$ 80,120	\$ 1,249,488	\$ 127,357	\$ 216,157	\$ 25,500	\$ 92,633	\$ 29,500	\$ 15,510	\$ 500	\$ -	\$ 174,755	\$ 200,026	\$ 115,757	\$ 28,270	\$ -	\$ 2,335,573

YEAR WORK PLANNED	Renouf Tennis Centre					Performance Training Centre					Date Plan Prepared					4/03/2017
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Balcony / decking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cladding / windows / doors	-	-	-	-	-	-	-	1,500	-	-	3,000	-	-	-	-	4,500
Exterior Painting	1,200	-	-	-	-	-	-	1,200	-	70,000	-	-	-	-	-	72,400
Floor Coverings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	-	50,000	-	-	-	-	-	-	-	-	-	-	-	-	450,000	500,000
INTERIOR																
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Carpentry	300	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	700	-	-	-	-	-	-	-	-	-	-	700
Fire protection	-	-	-	-	250	-	-	-	-	-	2,000	-	-	-	-	2,250
Floor coverings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Heating and ventilation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interior painting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	-	-	11,200	-	2,100	-	-	-	-	-	-	-	-	-	13,300
Plumbing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	-	1,000
	1,500	50,000	-	11,200	950	2,100	-	-	2,700	-	76,000	-	-	-	450,000	594,450

	Renouf Tennis Centre					Court Infrastructure					Date Plan Prepared					4/03/2017
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
YEAR WORK PLANNED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Courts																
Balcony / decking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cladding / windows / doors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Roofing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Exterior painting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000
Court Resurfacing (Int & Ext)	19,000	19,000	-	-	70,000	70,000	70,000	70,000	70,000	140,000	70,000	70,000	-	-	19,000	687,000
Grounds																
Scheduled Maintenance	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	30,000
Electrical																
Fencing	1,500	-	-	1,500	-	-	1,500	-	8,960	16,938	7,600	10,498	1,500	-	-	49,996
	22,500	221,000	2,000	3,500	72,000	72,000	73,500	72,000	80,960	158,938	79,600	82,498	3,500	2,000	21,000	966,996

YEAR WORK PLANNED	Renouf Tennis Centre							North Stand							Date Plan Prepared				4/03/2017	
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	Total			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
EXTERIOR																				
Grandstand	92,250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	92,250			
Cladding/windows/doors	60,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000			
Exterior Painting	30,900	-	-	-	-	-	-	-	-	30,900	-	-	-	-	-	-	61,800			
DEE Report	15,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000			
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Lighting Upgrade	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Roofing	129,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	129,100			
INTERIOR																				
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Carpentry	204,728	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	204,728			
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Electrical	45,000	-	-	-	-	-	-	-	-	15,000	-	-	-	-	-	-	60,000			
Fire protection	11,950	-	-	-	-	-	-	-	-	24,200	-	-	-	-	-	-	36,150			
Floor coverings	144,300	-	-	-	-	-	-	-	-	144,300	-	-	-	-	-	-	288,600			
Heating and ventilation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Interior painting	37,620	-	-	-	-	-	-	-	-	37,620	-	-	-	-	-	-	75,240			
Lift	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	80,000			
Lighting	18,410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,410			
Plumbing	11,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,000			
Security	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000			
	890,258	-	-	-	-	-	-	-	-	252,020	-	-	-	-	-	-	1,142,278			

Renouf Tennis Centre	Old Pavillion Clubrooms										Date Plan Prepared					4/03/2017
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
YEAR WORK PLANNED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Balcony/Decking	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cladding/windows/doors	5,000	1,950	-	-	-	5,000	-	-	-	5,000	-	-	-	-	-	16,950
Exterior Painting	29,075	-	-	-	-	-	-	-	-	29,075	-	-	-	-	-	58,150
Floor Coverings	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting Upgrade	2,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,750
Roofing	163,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	163,650
INTERIOR																
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Carpentry	9,900	-	-	-	1,200	11,300	-	-	-	292,303	-	-	-	-	-	314,703
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	30,000
Fire protection	23,550	-	8,000	-	-	-	-	-	-	40,000	-	8,000	-	-	-	79,550
Floor coverings	13,800	-	-	-	-	26,700	-	-	-	13,800	-	-	-	-	-	54,300
Heating and ventilation	21,000	-	-	-	-	4,000	-	-	-	-	-	-	-	-	-	25,000
Interior painting	9,773	-	-	26,372	5,898	-	-	-	-	9,773	-	-	26,372	5,898	-	84,086
Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	29,425	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,425
Plumbing	-	-	7,000	26,000	-	24,000	-	-	-	-	-	-	-	-	-	57,000
Security	-	-	-	8,700	-	-	-	-	-	-	-	-	-	-	-	8,700
	307,923	1,950	15,000	61,072	7,098	71,000	-	-	30,000	389,951	-	8,000	26,372	5,898	924,264	

Opus International Consultants Ltd

Renouf Tennis Centre										East Stand					Date Plan Prepared					4/03/2017	
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	Total				
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$				
EXTERIOR																					
Grandstand	75,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,750				
Cladding / windows / doors	-	-	-	9,000	-	-	-	-	5,000	-	-	-	-	5,000	-	-	19,000				
Roofing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Exterior painting	16,830	-	-	-	-	-	-	-	-	-	16,830	-	-	-	-	-	33,660				
Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
	92,580	-	-	9,000	-	-	-	-	5,000	-	16,830	-	-	5,000	-	-	120,410				
Renouf Tennis Centre																					
Renouf Tennis Centre																					
YEAR WORK PLANNED	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total	Total				
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$				
EXTERIOR																					
Grandstand	75,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,750				
Cladding / windows / doors	-	-	-	9,000	-	-	-	-	5,000	-	-	-	-	5,000	-	-	19,000				
Roofing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Exterior painting	16,830	-	-	-	-	-	-	-	-	-	16,830	-	-	-	-	-	33,660				
Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
	92,580	-	-	9,000	-	-	-	-	5,000	-	16,830	-	-	5,000	-	-	128,410				

Renouf Tennis Centre	Coaches Block										Date Plan Prepared				4/03/2017	
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
YEAR WORK PLANNED	4,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
EXTERIOR																
Balcony / decking	-	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
Cladding / windows / doors	-	-	-	-	-	-	-	-	-	-	-	15,750	-	-	-	15,750
Exterior painting	4,200	-	2,120	-	-	-	-	-	-	-	-	-	-	-	-	6,320
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting Upgrade	-	1,500	-	-	600	-	-	-	-	-	-	-	-	-	-	2,100
Roofing	-	-	4,080	-	-	-	-	-	10,500	-	-	-	-	-	-	14,580
INTERIOR																
Appliances	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Carpentry	-	-	-	-	-	1,500	-	-	-	1,000	-	-	-	-	-	2,500
Curtains / blinds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	-	-	-	1,700	-	-	-	-	-	-	-	1,700
Fire protection	-	350	-	-	-	-	-	-	-	-	-	-	-	-	-	350
Floor coverings	-	-	3,690	-	-	-	-	-	-	-	-	-	-	-	-	3,690
Heating and ventilation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interior painting	-	-	5,202	-	-	-	-	-	-	-	-	-	-	-	-	5,202
Lift	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	-	-	-	-	1,750	-	-	-	-	-	-	-	-	-	1,750
Plumbing	-	-	-	-	-	8,500	-	-	-	-	-	-	-	-	-	8,500
Security	-	-	-	-	-	-	-	-	-	3,000	-	-	-	-	-	3,000
	4,200	2,850	15,092	-	600	11,750	-	1,700	10,500	-	4,000	-	15,750	-	-	66,442

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Renouf Tennis Centre	Site Improvements										Date Plan Prepared				4/03/2017	
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		2031
YEAR WORK PLANNED	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
EXTERIOR																
Grounds	6,700	10,200	-	800	2,450	6,700	1,000	-	-	-	91,825	10,200	-	-	-	129,875
Building Washdowns	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	25,880	388,200
Roofing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Exterior painting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lighting	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Flooring	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grounds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paving	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electrical	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fencing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scheduled Maintenance																
Compliance Maintenance	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	7,250	108,750
Asbestos Management	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500
	47,330	43,330	33,130	33,930	35,580	39,830	34,130	33,130	33,130	33,130	124,955	43,330	33,130	33,130	33,130	634,325



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**Appendix 5:
Stephenson & Turner
Electrical Infrastructure Report
Wellington Renouf Tennis Centre**

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ELECTRICAL INFRASTRUCTURE REPORT

**RENOUF TENNIS CENTRE
60 BROOKLYN ROAD, BROOKLYN, WELLINGTON**



**Prepared for:
TENNIS CENTRAL REGION**

22226

15 November 2017

Revision No. 2

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Approval
Name

Signature



Glen Wright, Principal

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1. INTRODUCTION

Stephenson & Turner New Zealand Limited was engaged by Tennis Central Region to carry out a review of the existing Renouf Tennis Centre electrical infrastructure and to provide strategic long term advice including;

- Proposed work to replace the electrical main switchboard in the North Stand, should it be replaced in its current location? Should its layout and purpose remain same as existing? Options for alternative electrical infrastructure and switchboards optimise to best suit the site needs now and in the future.
- Plan for other recommended upgrades.

This review was to include following;

1. Review of the electrical infrastructure comments and recommendations include in the Opus Consultants Condition Assessment Report.
2. Review of RPM Electricals' electrical testing results and information on existing supplies and loadings.
3. Consider if there are benefits from the reduction in electricity charges that may result from having a different electricity supply arrangement.
4. Discussions on Masterplanning for the centre and its impact on site electrical infrastructure requirements.
5. Provide a brief report of options and recommendations.
6. Consider the impact of future LED lighting upgrades on the site electrical infrastructure.

2. MASTERPLAN

Future master planning for the site needs to be considered, as it may have an impact on the site electrical infrastructure requirements.

The following list outlines possible future site changes that are being considered in Tennis Central's masterplanning;

1. Demolition of the north stand, retention of east stand, west stand and the old pavilion to the north. No significant impact on site electrical demand as the North Stand has no significant loads, but its demolition would require removal of one of the site main switchboards, the outdoor court lighting switchboard, two distribution switchboards (one of which serves parts of the adjacent Pavilion building) and associated impact on two submain cable runs from the main switchboard to the adjacent Pavilion building distribution boards.
2. Replacement of the north stand, possibly including replacement of the adjacent Pavilion building to the north. Could result in additional site electrical demand depending on the facilities included, potentially an addition of 50kVA (70 amps three phase) to the existing site electrical demand.
3. Enclosure of more of the outdoor courts, possibly in combination with a sharing of facilities with other sports such as futsal. Potential to add an additional 50kVA (70 amps three phase) to the existing site electrical demand.

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4. Replacement of the existing indoor court lighting with LED lighting to provide improved levels of lighting, refer S&T Lighting Masterplanning Report. It is expected that the existing electrical cabling running to existing court floodlights is suitable for the upgraded lighting and that the associated electrical load would reduce or marginally increase depending on the lighting levels required.
5. Replacement of all existing indoor lighting with LED lighting, refer S&T Lighting Masterplanning Report. It is expected that the existing electrical cabling running to existing lighting is suitable for the upgraded lighting and that the associated electrical load would reduce.
6. Replacement of the existing outdoor security lighting to carpark and buildings, refer S&T Lighting Masterplanning Report. As this lighting does not represent a significant electrical load, it can be readily connected to the existing electrical infrastructure.
7. Replacement of existing outdoor court lighting with LED lighting to provide improved levels of lighting, refer S&T Lighting Masterplanning Report. It is expected that the existing electrical cabling running to existing court lighting poles is suitable for the upgraded lighting and that the associated electrical load would reduce or marginally increase depending on the lighting levels implemented.
8. Addition of lighting to the 4 outdoor courts (courts 9 through to 12) that do not have lights, potentially an addition of 20kVA (30 amps three phase) to the existing site electrical demand.
9. Providing court lighting levels to television broadcast levels is not expected, but if required we would expect this to only be implemented on a maximum of two courts.

3. LIGHTING LED UPGRADE CONSIDERATIONS

If the existing lighting was upgraded to LED as outlined above, we would expect the net effect would be a reduction in the site electrical demand resulting from the improved efficiency of LED lighting, there may be some increases in lighting levels provided but we would not expect these increases to increase the site electrical demand.

An increase in lighting levels to television broadcast levels could result in an increase in site electrical demand but we understand that such a requirement is very unlikely.

New LED lighting can be expected to present momentary higher “switch on” currents and therefore it is recommended that the circuit breakers that serve LED lighting would be replaced with new circuit breakers that are immune to tripping on these “switch on” currents.

The S&T Lighting Masterplanning Report which provides recommendations for the future lighting LED upgrade also includes recommendations for a site wide electronic lighting control system to be implemented. As it is expected that the majority of the existing lighting circuits and cabling will be retained to serve the new LED lights, the existing court lighting control panels can be retained as a manual means of isolating lighting for maintenance purposes. The new electronic lighting control would be achieved via the addition of control cabling, wireless control and control modules, control modules would be installed in separate dedicated control cabinets, where existing switchboards are being replaced consideration should be given to including cabinets to house these lighting controls.

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4. MAIN SWITCHBOARDS

MAIN SWITCHBOARD – NORTH STAND – MSB1

There is a main switchboard located in store room under the North Stand, we refer to it as MSB1, its steel cabinets have significant corrosion and hence it has been recommended by others that it is replaced. Also most components are of significant age and circuit breakers are of obsolete models that could fail to reclose if operated. We concur with the recommendation for it to be replaced.



Photo – Main switchboard, North Stand, MSB1

The panel between the incoming mains cable pothead and the MSB1 main switch cabinet appears to be asbestos (refer photo below), this is a potential health risk and should be eliminated/managed appropriately.



Photo – showing potential asbestos (white) sheet to bottom of switchboard cabinet

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Below is a table of the key MSB1 items.

Label	Item Description	ON/OFF	Comment
WLTA-MSB	Westinghouse HFB MCCB 63A 3phase	ON	We believe this is the submain to the MSB1 distribution cabinet DBL
CABARET	Westinghouse HFB MCCB 63A 3phase	ON	Assumed to be submain to Cabaret Ground Floor DB
CABARET 1 ST FLOOR	Westinghouse HFB MCCB 80A 3phase	ON	Submain to Cabaret First Floor DB
HYDRAULIC LIFT	Westinghouse HFB MCCB 63A 3phase	OFF	Lift supply, not in service
DBL1	Westinghouse HFB MCCB 63A 3phase	ON	Submain to North Stand First Floor DB
Court Lights	GE FE250 MCCB 250A 3 phase, settings; Ir=167A, Im=1150A	ON	Submain for court lights DB Has check meter
MB1	Westinghouse FB-EHB-EB 65A motor operated breaker	ON	We believe this is a motorised breaker on the submain to DBL, controlled from ON/OFF pushbuttons on MSB1
Metering cabinet	Two sets of CT revenue metering; 150A and 300A	n/a	Both meters have the same ICP number; 0000148596TR-DAA
Distribution cabinet DBL	10 TPN way, Westinghouse Quicklag MCB's	n/a	
Security & Controls panel	Security lighting control switch, 24V isolator switch	n/a	



Photo – Submain and subcircuit cables into top of MSB1

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There is a main switchboard located in the room under the Main Building east stair, we refer to it as MSB2. Most components are of significant age and of obsolete models that could fail to reclose if operated, future replacement should be planned.



Photo – MSB2 and close up of main switch

Below is a table of the key MSB2 items.

Label	Item Description	ON/OFF	Comment
DB1/1 SUPPLY	Westinghouse HFB MCCB 100A 3phase	ON	Submain to Main Building First Floor DB1/1 that serves the kitchen, it has a MSB2 mounted check meter
DB1/2 SUPPLY	Westinghouse HFB MCCB 63A 3phase	ON	Submain to Main Building First Floor DB1/2 that serves the power and lighting
DBCC SUPPLY	3No. Safeclick 32A HRC fuse carriers	ON	Submain to Main Building under the indoor courts stand DB.CC
Metering cabinet	CT revenue metering; 150A		ICP number 0000172733TR091
MB1	Westinghouse FB-EHB-EB 65A motor operated breaker	ON	We believe this is a motorised breaker on the submain to DB1/1 controlled from ON/OFF pushbuttons on MSB2
MB2	Westinghouse FB-EHB-EB 65A motor operated breaker	ON	We believe this is a motorised breaker on the submain to DB1/2 controlled from ON/OFF pushbuttons on MSB2

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Label	Item Description	ON/OFF	Comment
Distribution cabinet, DBC	9 TPN way, Westinghouse Quicklag MCB's		All TPN ways are occupied by obsolete type MCB's
Security & Controls panel	Security lighting control switch, 24V isolator switch		
Court Lighting Control Panel	Security lighting control LOW and HIGH control switches (Manual/Off/Remote) for each of the 4 indoor courts	All control switches were in the REMOTE position	
60 Amp Supply TV Broadcast Van			

5. DISTRIBUTION SWITCHBOARDS – MSB1

Generally all distribution boards reviewed were of significant age and had obsolete model miniature circuit breakers (MCB) that could fail to reclose if operated, and of a type which have a longer fault clearance time than modern MCB's and hence damage limitation from an electrical short circuit is less. Also new LED lighting can have high "switch on" currents and therefore it is recommended that the circuit breakers that serve LED lighting would be replaced with new circuit breakers that are immune to tripping on these "switch on" currents. Future replacement should be planned.

DB.L – MSB1

This switchboard is located within MSB1, any replacement of MSB1 would also include replacement of this DB. As is common on MSB1 the switchboard cabinet is rusting. The Westinghouse Quicklag MCB's are of an obsolete model that can be expected to fail to reclose should they trip in the future. Future switchboard replacement should be programmed.

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Photo – DB.L on MSB1

OUTDOOR COURTS LIGHTING DB – NORTH STAND

The Outdoor Courts Lighting DB is located in the same North Stand room as MSB1. The steel switchboard cabinets are starting to show signs of corrosion and it has Westinghouse Quicklag MCB's which are of an obsolete model that can be expected to fail to reclose should they trip in the future. Future switchboard replacement should be programmed, possibly as part of a court lighting upgrade/replacement with LED lighting.

As this switchboard is located within the North Stand which could be demolished in the near future, consideration should be given to relocating it to the Main Building, but there will be significant costs due to the number and length of cables that would need to be redirected to the new switchboard position. Future outdoor court lighting upgrades may require new poles and cabling and therefore this switchboards replacement/location should be considered as part of any lighting upgrade proposals.

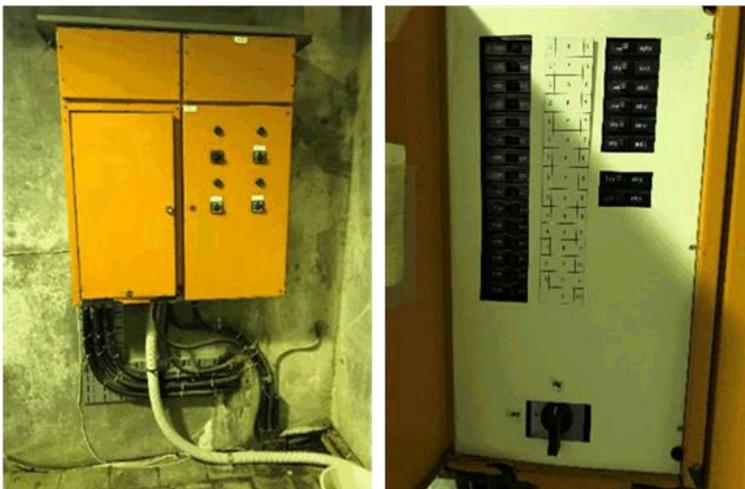


Photo – Outdoor courts lighting distribution board

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DB.L1 – FIRST FLOOR – NORTH STAND

As this switchboard is located within the north stand which could be demolished in the near future. It has Westinghouse Quicklag MCB's which are of an obsolete model that can be expected to fail to reclose should they trip in the future. There is no subcircuit labelling or records, we expect that there are subcircuits that serve the adjacent first floor of the adjacent Cabaret building, consideration should be given to transferring such circuits on to the existing Cabaret 1st Floor DB.



Photos – DB.L1

CABARET 1ST FLOOR DB – FIRST FLOOR – CABARET

This switchboard is located within the first floor of the Cabaret, while it is of a domestic style it has appropriate modern 6kA Merlin Gerin Multi9 MCB's and has space for additional subcircuit MCB's to be added. The switchboard could do with a clean of its external surfaces. The note on the switchboard "NB This board does not control all upstairs circuits" confirms our belief that the North Stand First Floor DB, DB.L provides subcircuit supplies to the Cabaret.

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Photos – Cabaret 1st Floor DB

CABARET DB – GROUND FLOOR – CABARET

This switchboard is located in the Cabaret ground floor corridor to the changing rooms. It has Lupus MCB's which are of an obsolete model that can be expected to fail to reclose should they trip in the future. Future switchboard replacement should be programmed



Photos – Cabaret DB

6. DISTRIBUTION SWITCHBOARDS – MSB2

Generally all distribution boards reviewed were of significant age and had obsolete model miniature circuit breakers (MCB) that could fail to reclose if operated, future replacement should be planned.

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DB.C – MSB2

As this switchboard is located within MSB2, any replacement of MSB2 would also include replacement of this DB. It has Westinghouse Quicklag MCB's which are of an obsolete model that can be expected to fail to reclose should they trip in the future. Future switchboard replacement should be programmed.



Photo – DB.C on MSB2

DB.CC – UNDER STAND – MAIN BUILDING

This switchboard is located under the stand within the Main Building, it serves; under the stand lights and power outlets, court power outlets and a few electric heaters. It has Westinghouse Quicklag MCB's which are of an obsolete model that can be expected to fail to reclose should they trip in the future. Future switchboard replacement should be programmed.

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Photo – DB.CC

DB.1/1 & DB.1/2 – FIRST FLOOR – MAIN BUILDING

This switchboard consists of DB.1/1 within its left cabinets and DB.1/2 within its right cabinets and is located on the first floor of the Main Building, DB.1/1 serves the first floor kitchen, bar and lounge power and DB.1/2 serves it lights and power to the remainder of the floor. It has Westinghouse Quicklag MCB's which are of an obsolete model that can be expected to fail to reclose should they trip in the future. Future switchboard replacement should be programmed.



Photo – DB.1/1 (left side & 2nd photo), DB1/2 (right side and 3rd photo)

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7. COURT LIGHTING CONTROL CABINETS

COURT LIGHTING REMOTE CONTROL PANEL – MAIN BUILDING

There is a Court Lighting Remote Control Panel installed on the wall of the Tennis Central office on the ground floor of the main building, from this panel all of the indoor and outdoor court lights are manually switched on/off. The indoor courts have separate switches for selection of “LOW” and “HIGH” court lighting levels with these differences in lighting levels being achieved by switching on only selected lights for low level and the remainder of the lights (all lights on) for the high level. This panel is in an acceptable condition and can be expected to continue to provide acceptable service. As part of future replacement of lights with LED lights it is recommended that an electronic lighting control system providing court



Photo – Court Lighting Remote Control Panel

OUTDOOR COURT LIGHTING CONTROL PANEL – NORTH STAND

There is an Outdoor Court Lighting Control Panel integral with the Outdoor Courts Lighting DB located in the same North Stand room as MSB1. It provides Manual/Off/Auto control switches for each pair of outdoor courts with lights. When a control switch is in the Auto position the lights are switched on/off by the Court Lighting Remote Control Panel in the Tennis Central office. This panel is in poor condition, the cabinet paint is blistering due to steel cabinet corrosion. As part of future replacement of lights with LED lights it is recommended that this switchboard inclusive of this control panel is replaced.

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Photo – Outdoor Courts Lighting Control Panel

INDOOR COURT LIGHTING CONTROL PANEL – MAIN BUILDING COURTS 1 - 4

There is an Indoor Court Lighting Control Panel integral with the Main Building MSB2. It provides Manual/Off/Remote control switches for each of the four Main Buildings indoor courts lights. When a control switch is in the Remote position the lights are switched on/off by the Court Lighting Remote Control Panel in the Tennis Central office. This panel in acceptable condition.



Photo – Indoor Courts 1, 2, 3 & 4 Lighting Control Panel

INDOOR COURT LIGHTING CONTROL PANEL – MAIN BUILDING – PARUN & CORDWELL COURTS

There is a second Indoor Court Lighting Control Panel on the wall of the room containing the Main Building MSB2. It provides Manual/Off/Remote control switches for the Parun & Cordwell indoor courts lights. When a control switch is in the Remote position the lights are switched on/off by the Court Lighting Remote Control Panel in the Tennis Central office. This panel is in an acceptable condition.

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Photo – Parun & Cordwell Courts Lighting Control Panel

8. RPM ELECTRICAL INSPECTION REPORT

Rob Mallon of RPM Electrical Limited, carried out site investigations and provided an Electrical Inspection Report dated 15th November 2016, we reviewed this report and we have extracted the following relevant information;

The incoming supply to the North Stand is 250 amps per phase on a 95mm cable. At the moment you are using 160 amps per phase after turning on most things we could find (lights etc).

The incoming supply to the Main Building is 250 amps per phase on a 95mm cable. At the moment you are using about 120-130 amps.

Rob Mallon contacted Wellington Electricity and they have said that if needed we could go up to 300 amps per phase on each of the incoming supplies.

Rob Mallon provided a quotation for a replacement new MSB1;

Joule Products Limited (switchboard manufacturers) quotation dated 15th November 2016 NEW MSB- North Stand, 250 Amp, MCCB's and metering to same quantities as existing board. Total price: \$13,500.00.

Note that the price is only for the new MSB, there would be removal and installation costs of around \$6,000.00.

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9. ELECTRICAL MAXIMUM DEMAND

Based on the electrical load readings of RPM electrical the current site maximum electrical demand is 200kVA (290 amps three phase) and is summarised in the table below.

Incoming Supply	Capacity (amps/phase)	Current Load (amps/phase)	Loading (%)
MSB1 – North Stand	250	160	65%
MSB2 – Main Building	250	130	52%
Total	500	290	58%

Based on the masterplanning considerations mentioned earlier the site electrical infrastructure should have an electrical capacity of 300kVA (430 amps three phase) and is summarised in the table below.

Future Loads Description	Future Loads (kVA)	Future Loads (amps/phase)	MSB
Replacement of North Stand	50	70	MSB1 (230A)
Enclosure of outdoor courts	50	70	MSB2 (200A)
Total	100	140	

10. ELECTRICITY CHARGES

We carried out a review of electricity invoices for the Renouf Tennis Centre for 13 months, some of these were based on actual meter readings and some on estimated readings, our review and associated calculations are provided in the table below. Meter readings in () are monthly averages where a preceding reading was an estimate.

There are three electricity meters as follows;

1. North Stand (includes outdoor court lights)
2. Karate Club
3. Main Building

There are line charges of \$2.484 per day that apply to each of the incoming electricity supplies, these equate to \$906.66 per main switchboard (MSB) supply. If the electrical reticulation was changed so that there was one incoming electricity supply in lieu of two this would provide an annual saving of \$906.66 through reduce line charges.

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Electricity invoice charges summary and review calculations table

Location		North Stand		Main Building		
MSB		MSB1		MSB2		
ICP		0000148596TRDAA		0000172733TR091		
Multiplier		30		60		
Invoice date	Meter Reading Actual or Estimate	Tennis Central (kWh)	Karate Club (kWh)	Tennis Central (kWh)	Uncontrolled kWh Charge	Daily Charge
25-08-16	Estimate	2070 (1965)	964 (1110)	18142 (20475)	\$0.143670	\$2.484000
27-09-16	Actual	1860 (1965)	1256 (1110)	22808 (20475)	\$0.143670	\$2.484000
28-10-16	Actual	2115	1088	20043	\$0.143670	\$2.484000
23-11-16	Actual	135	712	14367	\$0.143670	\$2.484000
28-02-2017, Dec, Jan, Feb	Estimate	2214	2246	44040	\$0.146370	\$2.484000
27-03-17	Actual	2466	1175	13822	\$0.146370	\$2.484000
28-04-17	Estimate	1207 (2565)	884 (1320)	14941 (17310)	\$0.146370	\$2.484000
23-05-17	Actual	3923 (2565)	1756 (1320)	19679 (17310)	\$0.146370	\$2.484000
27-06-17	Estimate	2562 (3330)	1402 (1350)	19526 (19260)	\$0.146370	\$2.484000
26-07-17	Actual	4098 (3330)	1298 (1350)	18994 (19260)	\$0.146370	\$2.484000
25-08-17	Estimate	2926	1325	18155	\$0.146370	\$2.484000
Totals		25576	14106	224517		
Energy cost per annum		\$3,743.56	\$2,064.70	\$32,862.55		
Ave/month		1967	1085	17271		
Notes						
Line charges are a daily fixed charge per MSB, i.e. 2 x daily charge at present						
Days/annum	365					
Lines daily charge	\$2.484					
Annually charges / MSB	\$906.66					

11. CABLING COSTS

When considering the electrical infrastructure for a site it is important to consider where the incoming cables run to and where the various site electrical loads are and how they are serviced, this is generally achieved by local distribution boards, with each distribution board being connected back to a main switchboard or an upstream distribution board via a submain cable.

There can be significant costs for cables and their installation, where a cables length significant this can require the cable size to be increased to compensate for voltage lost associated with the increase in cable length. Therefore ideally the cable path should be as short as practicable.

Therefore when the number and location of site main switchboards is considered you have to be mindful of the associated cable run distances, otherwise the reconfiguration costs can be significant.

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12. SITE CONSIDERATIONS

There is a flood plain through the middle of the site, refer to the overlay taken from the Wellington City Council WebMap GIS site.



FLOOD PLAIN & WIND ZONES (flood plain is blue fill region)

It is recommended that essential plant such as switchboards are not installed within the flood plain, therefore any consideration of placing the replacement MSB1 in a location clear of the north stand should also be outside the flood plain.

The replacement MSB1 could be installed underneath the East Stand. While the footprint of the East Stand lies within the flood plain, the elevated foundation of the East Stand actually means the East Stand is at a higher level than the flood plain (refer photo below) and the area underneath the East Stand is highly unlikely to experience flooding. Similarly the Outdoor Court Lighting DB could be relocated from under the North Stand to under the East Stand.



PHOTO SHOWING HIGHER ELEVATION OF EAST STAND

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13. SITE ELECTRICAL SUPPLY OPTIONS

There are currently two Wellington Electricity supplies into the site, one to each of the two existing main switchboards MSB1 and MSB2, each supply has a capacity of 250 amps across each of their three electrical phases. The capacity of these supplies could be increased to 300 amps.

There are three significant loads that need to be considered when contemplating the best electrical infrastructure configuration for the site, they are;

1. Main Building (all parts of site currently served by its MSB2), 130 amps three phase
2. Outdoor court lighting (served by DB in North Stand, served from MSB1), 110 amps three phase
3. Pavilion building, 50 amps three phase

OPTIONS FOR SITE ELECTRICAL SUPPLY

1. Maintain the two existing supplies, replace North Stand MSB1 in existing location.
 - Replace existing MSB1, simplify layout \$20,000
 - Has minimal associated cabling alterations, but maintaining position within north stand will present issues if stand is demolished or redeveloped.
 - Lowest cost option
2. Maintain the two existing supplies, replace North Stand MSB1 in new location under East Stand, replace Outdoor Court Lighting DB in new location under East Stand.
 - Replace existing MSB1, simplify layout \$16,000
 - Extend incoming mains cable to new MSB location \$12,000
 - Extend submain cables to new MSB1 location \$12,000
 - Replace Outdoor Court Lighting DB \$10,000
 - Extend lighting cables from poles to new DB location \$12,000
 - Total \$62,000
 - Note, existing mains and submains cables still run through North Stand store room.

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3. Single 250 amp supply to Main Building, move the Pavilion building onto its own supply from the street, replace Main Building MSB, replace Outdoor Court Lighting DB in new location under East Stand
- Remove existing MSB1 \$ 5,000
 - Pavilion takes over existing supply via new small MSB \$10,000
 - Replace existing MSB2, simplify layout \$30,000
 - Submain cable from MSB2 to OCL DB \$23,000
 - Replace Outdoor Court Lighting DB \$10,000
 - Extend lighting cables from poles to new DB location \$12,000
 - Total \$90,000
 - This option does not have capacity for future additional site loads.
 - The Pavilion supply is still via the North Stand store room, to bring the supply from the street to the Pavilion instead, and remove dependence on North Stand DB's, estimated additional cost \$10,000.
4. Single new supply from local transformer, 300 amp (200kVA) with provision to increase transformer to 800 amp (500kVA) in the future.
- New Wellington Electricity outdoor transformer \$ 65,000
 - Mains cable transformer to MSB1 \$ 10,000
 - Mains cable transformer to MSB2 \$ 26,000
 - Replace existing MSB1, simplify layout \$ 15,000
 - Extend submain cables to new MSB1 location \$ 12,000
 - Replace Outdoor Court Lighting DB \$ 10,000
 - Extend lighting cables to poles \$ 12,000
 - Total \$150,000
 - This option has capacity for future additional site loads

14. CONCLUSIONS

The existing main switchboards and distribution switchboards are nearing their end of life with obsolete components and their replacement should be considered when planning future work.

When court lighting is being replaced with LED lighting we would recommend that circuit MCB's (miniature circuit breakers) are upgraded to reduce the risk of nuisance MCB tripping.

Main switchboard MSB1 within the north stand is in poor condition and should be replaced as soon as reasonably practicable. The cheapest option is to replace it in its present location. Consideration should be given to moving it out of the North Stand to minimise future disruptions should the North Stand be red stickered after an earthquake or require demolition.

**Appendix 6:
Stephenson & Turner
Lighting Masterplanning Report
Wellington Renouf Tennis Centre**

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LIGHTING MASTERPLANNING REPORT

RENOUF TENNIS CENTRE
60 BROOKLYN ROAD, BROOKLYN, WELLINGTON



Prepared for:
TENNIS CENTRAL REGION

22226
30 October 2017
Revision No. 0

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Name

Signature



Glen Wright, Principal

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1. INTRODUCTION

Stephenson & Turner New Zealand Limited was engaged by Tennis Central Region to carry out a review of the existing Renouf Tennis Centre lighting and to provide a lighting masterplan for the replacement of the existing lighting with higher efficiency LED lighting.

This review includes the following;

1. Suitability of retention of existing lighting poles
2. Suitability of retention of existing lighting circuits
3. Review and recommendations for the control of lights
4. Recommendations for lighting upgrades
5. Programme for lighting upgrades
6. Budget estimates for lighting upgrades

No lighting level measurements and no night time review of lights.

No review of the condition of existing emergency lighting and exit signage or its compliance with current code requirements.

No detailed review of the condition of existing interior lighting outside of court areas.

2. LED LIGHTING BENEFITS

Replacing existing lights with LED lights would provide the following benefits;

- Improvements in current lighting conditions and lighting levels
- Reduced running costs through LED being more efficient.
- Reduced running costs through ability to switch lights on only when required. LED lights unlike the existing metal halide lights can be switched on/off, with light being provided instantly, no warm up time required. Court lights can then be switched on only when a court is booked/in use.
- Further reduction in running costs could be achieved through the inclusion of dimming of new LED lights.
- Reduced maintenance costs through no lamp replacements required for at least 20 years.
- Improved aesthetics through replacement of aged, yellowed or corroded lights with clean new lights.

While LED lighting continues to evolve, the industry believes the maximum light output from LED's has now been reached at around 120 lumens/watt. LED floodlights have been developed that provide the lighting intensities required for tennis courts both indoor and outdoor.

When selecting LED lights it is important to consider; reliability, reputation, quality of their design and build, warranties (5 year minimum), glare, colour appearance, light depreciation, temperature, flicker and control.

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3. INDOOR COURT LIGHTING

MAIN INDOOR COURTS 1, 2, 3 & 4

There are four indoor courts within the Main Building, each court is illuminated by side lighting with nine floodlights each side, floodlights are 230V Philips SNF 1000 watt metal halide symmetrical beam floodlights, with the floodlights fixed to the timber arch portals. A few floodlights were not operational, possibly due to expired lamps.

The indoor courts have significant daylight contributions from the roofs translucent sections, but the contrast between the bright roof and the lower sections of roof/wall do not provide optimum viewing conditions for players. In the future if there was significant work required to the roof cladding, extension of the translucent sections would be beneficial to reducing the contrast and provide more daylight onto the ends of the courts. When an upgrade of the court lighting is to be implemented, consideration should be given to lighting the lower roof/wall sections to increase their surface brightness and hence reduce the above mentioned contrast.



Photo – Main indoor courts

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Photo – Main indoor courts typical Philips metal halide floodlight and adjacent control gear box

With the Main Building indoor courts being the premium Wellington indoor tennis courts and the most utilised Renouf Centre courts we recommend that an upgrade of the lighting would include the following;

- Class I lighting performance, namely maintained horizontal illuminance greater than 750lux, uniformity $E_{\text{minimum}}/E_{\text{average}}$ better than 0.7, glare rating (GR) less than 50, lamp colour rendering greater than 80.
- Side lighting each side of each court similar to existing, existing lighting circuits are expected to be suitable to serve this lighting provided LED floodlights are 230V and not greater than 1000 watt.
- LED asymmetrical beam floodlights.
- Additional lighting to increase brightness of end of court roof/wall sections as noted earlier.

RENOUF PARUN & CORDWELL (RPC) INDOOR COURTS

There are two indoor courts within the RPC with these courts illuminated by side lighting mounted on the buildings two end walls with seven floodlights on each end wall, the top three floodlights are 230V Philips Optivision 1000 watt metal halide asymmetrical beam floodlights, and the lower height four floodlights are 230V Philips Tango 400 watt metal halide symmetrical beam floodlights. One of the Philips Tango floodlights on the east wall was not operational, possibly due to an expired lamp.

Because court lighting is provided from the two end side walls to provide acceptable lighting to either court all lights are required to be on. If lighting was also between the two courts then lights could be switched separately for each court as required.

The indoor courts have significant daylight contributions from the roofs translucent sections. These courts don't have the roof/wall brightness contrast issues outlined for the Main Building courts due primarily to their lighter surface colours and steeper arches.

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Photo – RPC indoor courts



Photo – RPC indoor courts floodlights



We recommend that an upgrade of the lighting would include the following;

- Class II lighting performance, namely maintained horizontal illuminance greater than 500lux, uniformity $E_{\text{minimum}}/E_{\text{average}}$ better than 0.7, glare rating (GR) less than 50, lamp colour rendering greater than 80.
- Side lighting mounted on the buildings two end walls similar to existing, but increase floodlight mounting heights to improve player visual conditions, existing lighting circuits are expected to be suitable to serve this lighting provided LED floodlights are 230V and not greater than 1000 watt.
- Consider introducing between court lighting as outlined earlier, this will require additional lighting circuits.
- LED asymmetrical beam floodlights.

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4. OUTDOOR COURT LIGHTING

There are twelve outdoor tennis courts, eight courts (Courts 1 through to 8) have lights and four courts (Courts 9 through to 12) do not have lights.

The courts are lit in pairs (1&2, 3&4, 5&6, 7&8) with each pair sharing four 11.6m high lighting poles (two per side) with each pole with two floodlights.

The floodlights are 440V symmetrical beam with 2000 watt metal halide lamps.

The existing sixteen lighting poles appear to be in good condition, we contacted the pole manufacture CSP Pacific (Mo Yang, Product Support Engineer, mo.yang@csppacific.co.nz ph 09 622 4701), from dimensional information we provided they have confirmed the poles as being 11.6m high poles and they provided a pole shop drawing.

Generally lighting poles are specifically designed to support the weight and windage (sail area) of the floodlights they are to support and therefore when considering replacing floodlights if the replacement floodlights present greater weight and or windage than the existing floodlights then the pole manufacturer should be consulted to carry out calculations to determine if the poles can support the new floodlights.

CSP Pacific are able to advise on expected floodlighting loads the poles can support should replacement floodlights be considered.



Photo – Outdoor court lights, view towards Court 1 side lighting poles

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Photo – Outdoor courts typical side (left) and centre (right) lighting poles

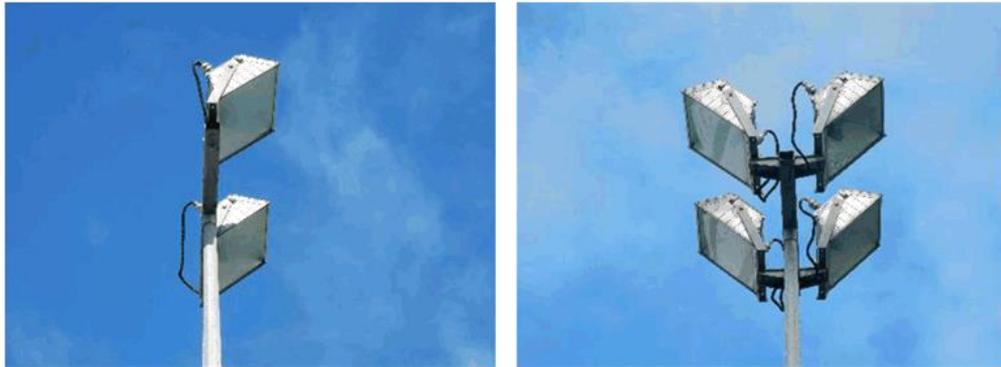


Photo – Outdoor courts typical side (left) and centre (right) lighting pole crossarm arrangements

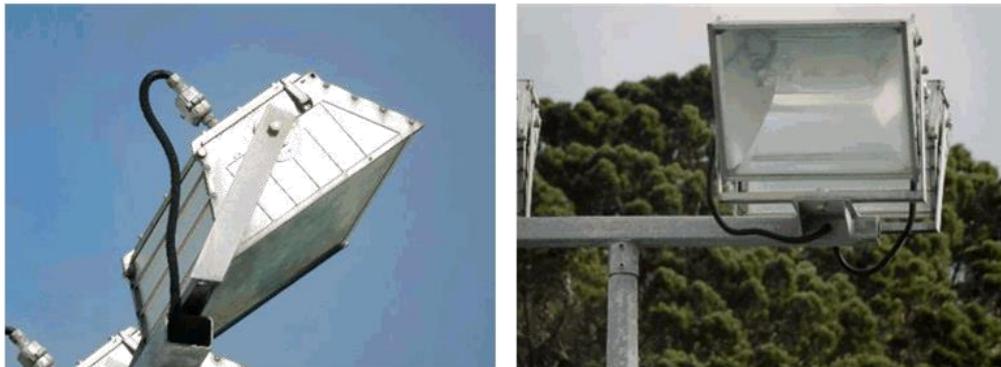


Photo – Outdoor courts floodlights

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Photo – Outdoor courts typical pole internal condition (left) and floodlight gear tray enclosures on pole base

We recommend that an upgrade of the lighting would include the following;

- Class II lighting performance, namely maintained horizontal illuminance greater than 300lux, uniformity $E_{\text{minimum}}/E_{\text{average}}$ better than 0.7, glare rating (GR) less than 50, lamp colour rendering greater than 65.
- Utilise the existing lighting poles, new pole top crossarms to suit new floodlights, existing lighting circuits are expected to be suitable to serve this lighting, single phase or two phase floodlights can be used.
- LED asymmetrical beam floodlights of weight and windage (sail area) that can be supported by the existing poles.

Consideration of a lighting upgrade to the higher Class I lighting performance, this would require more floodlights and therefore can be expected to require new lighting poles, but existing wiring is expected to be suitable for reuse, this upgrade would include the following;

- Class I lighting performance, namely maintained horizontal illuminance greater than 500lux, uniformity $E_{\text{minimum}}/E_{\text{average}}$ better than 0.7, glare rating (GR) less than 50, lamp colour rendering greater than 80.
- New 10m high lighting poles, same quantities as existing but poles moved into corners, pole top crossarms to suit new floodlights, existing lighting circuits are expected to be suitable to serve this lighting (cable extensions as required, single phase or two phase floodlights can be used.
- LED asymmetrical beam floodlights, poles designed to support their weight and windage (sail area).

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5. EXTERIOR BUILDING LIGHTING

MAIN BUILDING

The main Building has the following building mounted exterior lighting;

- Five floodlights
- Three PAR lamp floodlights
- Four surface bulkhead luminaires



Photo – Main Building north east corner PAR lamp floodlight



Photo – Main Building main entry canopy with three bulkhead lights and typical light to underside of canopy



Photo – Main Building floodlight mounted over vehicle roller door



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Photo – Main Building floodlight mounted over south west doors

All of these exterior lights are in poor condition and should be replaced. Replacement should include a review of current exterior lighting requirements and provide a lighting solution that meets; marketing, operation, user and security requirements.

6. EXTERIOR CARPARK LIGHTING

Existing carpark lighting consist of light from the following sources;

- Two post top lighting spheres at entry gate
- Pole mounted floodlight on the Resident Coach Building
- Pole mounted floodlight between the Resident Coach Building and the Main Building
- Main Building mounted exterior lighting
- Spill light from street lights
- Spill light from the outdoor court lights when on



Photo – Carpark entry gate post top lighting spheres

The Resident Coach Building on the east side of the carpark has a pole mounted Philips Tempo 400 watt metal halide symmetrical beam floodlight. The floodlight appears to be in an acceptable condition

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Photo – Carpark lighting floodlight pole mounted off the Resident Coach Building

Improved lighting for carpark users should be considered and our recommended solution would be three new poles along the east carpark edge with pole top LED luminaires. Alternatively mounting new LED lights off the back of existing court lighting poles could be considered as a lower cost solution.

The existing two post top lighting spheres at the entry gate provide “flag lighting” (highlighting of the entrance), could be replaced with modern LED post top luminaires providing an improved more modern aesthetic.

7. INTERIOR BUILDING LIGHTING UPGRADE

We did not carry out a specific review of the existing interior lights outside of the court areas, but this is a mixture of downlights, bulkheads, surface battens and recessed fluorescent pans. They are generally old and should be replaced with new LED lighting as part of any future redecoration or internal partition changes.

8. LIGHTING CONTROLS

There is a Court Lighting Remote Control Panel installed on the wall of the Tennis Central office on the ground floor of the main building, from this panel all of the indoor and outdoor court lights are manually switched on/off. The indoor courts have separate switches for selection of “LOW” and “HIGH” court lighting levels with these differences in lighting levels being achieved by switching on only selected lights for LOW level and the remainder of the lights (all lights on) for the HIGH level.

Refer to the S&T Electrical Infrastructure Report for more details on existing lighting controls and their condition.

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Photo – Court Lighting Remote Control Panel

The Court Lighting Remote Control Panel provides the following court lighting control;

- Main indoor courts, each courts lights are switched separately with LOW and HIGH lighting level switches.
- RPC indoor courts, the lights for the two courts are switched together with LOW and HIGH lighting level switches. Operating costs could be reduced if the court lights were able to be separately switched.
- Outdoor court lights, courts are switched in the following court pairs; 1&2, 3&4, 5&6 and 7&8. There is only one lighting level (all floodlight ON).

We would recommend that all new LED lights have DALI enabled LED drivers. DALI (Digital Addressable Lighting Interface) is an industry standard that allows each light to be separately addressed when connected to a DALI lighting control system, through this system lights can be configured into groups and their light output individually set. For court lights it would allow lights to be turned on “court by court” as required and to either Class I, Class II or Class III lighting levels and when a court is not in use they could either be turned off or their lighting level reduced to a lower level that still provides light to allow occupants to move through the court.

We recommend that a centralised DALI lighting control system is implemented with an upgrade to LED, with this system linked to;

- Master lighting control panel(s)
- Linked to a court booking system so that lights are on and set to the booked lighting level as determined by the booking system schedule.
- iPhone or Android mobile phone app that allows authorised management personal to monitor the status and control the lights from their phone wherever they may be onsite or offsite.

Generally a DALI device is required to be hard wired via a DALI network cable running between devices. For the outdoor court lighting as it would not be cost practicable to run network cables between poles a wireless control system would be required. A number of LED floodlight manufacturers provide such wireless solutions.

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To reduce running costs consideration should be given to installing automatic occupancy controls for lighting in selected areas, we don't recommend providing occupancy controls on court lighting, but definitely within toilets, changing rooms, corridors, store rooms, offices and infrequently occupied spaces and building exterior lighting.

9. LIGHTING PERFORMANCE

When lighting a tennis court, the objective is to ensure good visibility enabling both participants and spectators to follow the progress of a game. The ball, regardless of its location and speed should always be clearly visible. Creating good visibility requires sufficient contrast to be created between objects and their backgrounds, good illumination levels and even distribution of light across the playing surface (uniformity).

In line with International Tennis Federation recommendations the following lighting performance is recommended;

- Class I – for top level competition, international or national
- Class II – for medium level competition, inter-club competition
- Class III – for low level competition and training

Lighting performance recommended for each “Class” of play is provided in the following tables, note that the recommended performance is different for indoor and outdoor courts.

	Horizontal illuminance	Uniformity of illuminance	Glare	Lamp Colour Temperature	Lamp Colour Rendering
	E_h average (lux)	E_{min}/E_h ave	GR	(K)	R_a
Class I	> 750*	> 0.7	< 50	> 4000	> 80
Class II	> 500*	> 0.7	< 50	> 4000	> 65
Class III	> 300*	> 0.5	< 55	> 2000	> 20

	Horizontal illuminance	Uniformity of illuminance	Glare	Lamp colour temperature	Lamp colour rendering
	E_h average (lux)	E_{min}/E_h ave	GR	(K)	R_a
Class I	> 500*	> 0.7	< 50	> 4000	> 80
Class II	> 300*	> 0.7	< 50	> 4000	> 65
Class III	> 200*	> 0.6	< 55	> 2000	> 20

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10. PROGRAMME FOR LIGHTING UPGRADE AND BUDGETS

The appended schedule provides a programme for proposed lighting upgrades, we have not defined the priority as we believe that is a Tennis Central Board decision.

The schedule also includes budget estimates for the proposed works, noting that LED floodlight pricing varies significantly with the costs of good quality high output LED floodlights being generally twice the price of conventional metal halide floodlights. Some reduction in LED floodlight prices is expected in the near future as there is more take up and competition.

For the outdoor courts we have provided pricing for four courts lit to Class I lighting performance and the other four courts lit to Class II lighting performance so as to provide a budget price comparison.

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APPENDIX A – LIGHTING UPGRADE SCHEDULE

Priority	Item	Lighting Item	Proposed Upgrade	Estimate
	1.0	Main Building Indoor Courts 1-4 - Lights	Replace with new LED asymmetrical floodlights, 750 lux Class I	\$250,000
	1.1	Main Building Indoor Courts 1-4 - Wall Lighting	Add lights to illuminate the end walls	\$90,000
	1.2	Main Building Indoor Courts 1-4 - DALI Controls	Install DALI control cables and DALI power supply unit	\$15,000
				\$355,000
	2.0	RPC Indoor Courts - Lights end walls	Replace with new LED asymmetrical floodlights, 500 lux Class II	\$50,000
	2.1	RPC Indoor Courts - Add lights between courts	Add LED asymmetrical floodlights, 500 lux	\$67,000
	2.2	RPC Indoor Courts - DALI Controls	Install DALI control cables and DALI power supply unit	\$7,000
				\$124,000
	3.0	Outdoor Court Lighting - Courts 1 - 4	Existing poles, install new LED asymmetrical floodlights, 300 lux Class II	\$100,000
	3.1	Outdoor Court Lighting - DALI wireless control	Install DALI wireless control	\$10,000
				\$110,000
	4.0	Outdoor Court Lighting - Courts 5 - 8	New poles, install new LED asymmetrical floodlights, 500 lux Class I	\$200,000
	4.1	Outdoor Court Lighting - DALI wireless control	Install DALI wireless control	\$12,000
				\$212,000
	5.0	Main Building Exterior Lighting	Replace with new LED asymmetrical floodlights and bulkhead lights	\$10,000
	5.1	Main Building Exterior Lighting - PIR sensors	Lights only on when required by PIR sensors	\$4,000
				\$14,000
	6.0	Carpark Lighting	New poles and LED floodlights including controls	\$45,000
	7.0	Court Lighting Control System	Centralised court lighting control system, booking and iPhone	\$20,000
			Grand Total	\$880,000

Appendix 7:
Organisation Budgets
A. Wellington Tennis Inc.
B. Tennis Central Region Inc.

Wellington Tennis Inc.
Budget 2018-2023

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
<u>Revenue</u>					
Tennis Central – Infrastructure Reserve (Player levy)	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Tennis Central – Infrastructure Reserve (Surplus contribution)	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Funding – Gaming trusts	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Wellington City Council	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
TOTAL	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
<u>Expenditure</u>					
Capital Repairs & Maintenance	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
TOTAL	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
NET RESULT	\$0	\$0	\$0	\$0	\$0

Assumptions

CPI / Inflation – no inflation has been applied to these figures because the numbers are arbitrary. What can be spent is entirely dependent on what revenue is received, with the outcome being a Net Result of \$0 each year.

Notes

Funding – Gaming trusts: Wellington Tennis has no history of obtaining funding from gaming trusts. It is assumed that funds can be obtained, with the projected major sources of funding to be the New Zealand Community Trust at \$50,000 and the Pelorus Trust at \$25,000 per year.

Wellington City Council: The proposed \$150,000 is as yet unconfirmed. Until funding is confirmed or otherwise, which could also be at a level above \$150,000 for the first two years as identified in one of the scenarios in Appendix 8, the revenue projection unsecured.

Capital Repairs & Maintenance: This item of expenditure reflects spending of the total amount of revenue obtained in any year. If the Revenue was to increase or decrease for any reason, then the level of expenditure would follow suit, achieving the long-term outcome of a \$0 net result.

Tennis Central Region Inc.
Budget 2018-2023

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
<u>Revenue</u>					
Affiliation fees	\$170,000	\$165,000	\$160,000	\$155,000	\$150,000
Competition & Interclub fees	\$151,000	\$149,000	\$147,000	\$145,000	\$143,000
Infrastructure Reserve player levy	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Rental (incl. Kaizen Academy)	\$35,000	\$36,000	\$37,000	\$38,000	\$39,000
Sponsorship & Grants	\$180,000	\$185,000	\$185,000	\$190,000	\$190,000
Wellington Renouf Tennis Centre	\$285,000	\$290,000	\$295,000	\$300,000	\$305,000
Miscellaneous (incl. interest and bar profit)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
TOTAL	\$866,000	\$870,000	\$869,000	\$873,000	\$872,000
<u>Expenditure</u>					
Affiliation fees (to Tennis New Zealand)	\$77,000	\$74,000	\$71,000	\$68,000	\$65,000
Electricity, gas & utilities	\$35,000	\$36,000	\$37,000	\$38,000	\$39,000
Insurance	\$60,000	\$62,000	\$64,000	\$66,000	\$70,000
Programme delivery costs	\$100,000	\$102,000	\$104,000	\$106,000	\$108,000
Salaries, wages & contract fees	\$280,000	\$285,000	\$290,000	\$295,000	\$300,000
Wellington Renouf Tennis Centre (cleaning & maintenance)	\$65,000	\$66,000	\$67,000	\$68,000	\$69,000
General expenses	\$140,000	\$141,000	\$142,000	\$143,000	\$144,000
TOTAL	\$757,000	\$766,000	\$775,000	\$784,000	\$795,000
NET RESULT	\$109,000	\$104,000	\$94,000	\$89,000	\$77,000

Assumptions

CPI / Inflation – inflation has been assumed to be approximately 1% per year.

Surplus Target – in order to be able to make an annual financial contribution of \$60,000 to Wellington Tennis Inc., Tennis Central's Net Result must be greater than \$60,000.

Notes

Affiliation – members will continue to decline, which has a corresponding decrease in the fee payable to Tennis New Zealand.

Competition & Interclub fees – revenue continues to decline in line with affiliation.

Sponsorship & Grants – focus on increased sponsorship revenue, together with stable funding from gaming trusts

Wellington Renouf Tennis Centre – increased revenue consistent with previous years as more people opt for casual participation opportunities

**Appendix 8:
Plan of Works Scenarios
Wellington Renouf Tennis Centre**

Status Quo Maintenance Plan

If applying this option from 2018, then the available funds over the first two years would be:

- Tennis Central infrastructure reserve as at 30 April 2017 \$254,430
- Tennis Central infrastructure reserve contribution to 30 April 2018 \$ 60,000 (estimate)
- Tennis Central infrastructure reserve contribution to 30 April 2019 \$ 60,000 (estimate)

There is also the donation received from the Linden Tennis Club in the amount of \$50,000. It is intended to use this on a capital improvement project, such as conversion to LED lighting.

This means that the estimated available spend is \$424,430 over two years, with up to \$364,430 available in the first year. Based on those factors, the proposed Plan of Works would be:

2018 Works

Priority	Project	Location	Cost	Timing
1	Electrical switchboard repairs	North Stand	\$ 16,000	July
2	Asbestos management plan	Site Improvements	\$ 7,500	July
3	Compliance maintenance	Site Improvements	\$ 7,250	November
4	Ventilation covers installed	Performance	\$ 50,000	July
5	Roof maintenance (as opposed to replacement)	Main Building	\$120,000	November
6	Balcony / decking reinstatement	Main Building	\$ 9,000	October
7	Exterior painting to address rust	Performance	\$ 1,200	November
8	Grounds	Site Improvements	\$ 6,700	November
9	Fencing repairs	Courts	\$ 1,500	November
SUB-TOTAL			\$219,150	
Project Management (5%)			\$ 10,950	
TOTAL			\$230,100	

2019 Works

Priority	Project	Location	Cost	Timing
1	Compliance maintenance	Site Improvements	\$ 7,250	November
2	Court re-surfacing (courts 11 & 12)	Courts	\$ 19,000	January
3	Court repairs	Courts	\$ 2,000	January
4	Building wash-downs	Site Improvements	\$ 25,880	February
5	Lighting upgrade (exterior)	Main Building	\$ 6,000	September
6	Lighting upgrade (selected courts to LED)	All	\$124,000	September
SUB-TOTAL			\$184,130	
Project Management (5%)			\$ 9,200	
TOTAL			\$193,330	

Total proposed funding to be used is \$423,430. This means there is \$1,000 not allocated.

Enhanced Maintenance Plan

If applying this option from 2018, then the available funds over the first two years would be:

- Tennis Central infrastructure reserve as at 30/04/2017 \$254,430
- Tennis Central infrastructure reserve contribution to 30/04/2018 \$ 60,000 (estimate)
- Tennis Central infrastructure reserve contribution to 30/04/2019 \$ 60,000 (estimate)
- Funding obtained by Wellington Tennis Inc. to 31/12/2018 \$ 90,000 (estimate)
- Funding obtained by Wellington Tennis Inc. to 31/12/2019 \$ 90,000 (estimate)

There is also the donation received from the Linden Tennis Club in the amount of \$50,000. It is intended to use this on a capital improvement project, such as conversion to LED lighting.

This means that the estimated available spend is \$604,430 over two years, with up to \$454,430 available in the first year. Based on those factors, the proposed Plan of Works would be:

2018 Works

Priority	Project	Location	Cost	Timing
1	Electrical switchboard repairs	North Stand	\$ 16,000	July
2	Asbestos management plan	Site Improvements	\$ 7,500	July
3	Compliance maintenance	Site Improvements	\$ 7,250	November
4	Ventilation covers installed	Performance	\$ 50,000	July
5	Roof maintenance (as opposed to replacement)	Main Building	\$120,000	November
6	Balcony / decking reinstatement	Main Building	\$ 9,000	October
7	Exterior painting to address rust	Performance	\$ 1,200	November
8	Grounds	Site Improvements	\$ 6,700	November
9	Fencing repairs	Courts	\$ 1,500	November
10	Heating & ventilation	Main Building	\$ 35,000	September
SUB-TOTAL			\$254,150	
Project Management (5%)			\$ 12,700	
TOTAL			\$266,850	

2019 Works

Priority	Project	Location	Cost	Timing
1	Compliance maintenance	Site Improvements	\$ 7,250	November
2	Court re-surfacing (courts 11 & 12)	Courts	\$ 19,000	January
3	Court repairs	Courts	\$ 2,000	January
4	Building wash-downs	Site Improvements	\$ 25,880	February
5	Lighting upgrade (exterior)	Main Building	\$ 6,000	September
6	Lighting upgrade (selected courts to LED)	All	\$260,000	September
SUB-TOTAL			\$320,130	
Project Management (5%)			\$ 16,000	
TOTAL			\$336,330	

Total proposed funding to be used is \$603,180. This means there is \$1,250 not allocated.

Service Level Maintenance Plan

If applying this option from 2018, then the available funds over the first two years would be:

- Tennis Central infrastructure reserve as at 30/04/2017 \$254,430
- Tennis Central infrastructure reserve contribution to 30/04/2018 \$ 60,000 (estimate)
- Tennis Central infrastructure reserve contribution to 30/04/2019 \$ 60,000 (estimate)
- Funding obtained by Wellington Tennis Inc. to 31/12/2018 \$ 90,000 (estimate)
- Funding obtained by Wellington Tennis Inc. to 31/12/2019 \$ 90,000 (estimate)
- Wellington City Council contribution to 31/12/2018 \$250,000
- Wellington City Council contribution to 31/12/2019 \$500,000

It is appropriate to note the Wellington City Council contribution is \$500,000 per financial year, which is from 1 July. As a result, the above forecast is projecting 50% of the funding for the year 1 July 2018 to 30 June 2019 being received by 31 December 2018.

There is also the donation received from the Linden Tennis Club in the amount of \$50,000. It is intended to use this on a capital improvement project, such as conversion to LED lighting.

This means that the estimated available spend is \$1,354,430 over two years, with up to \$704,430 available in the first year. Based on those factors, the proposed Plan of Works would be:

2018 Works

Priority	Project	Location	Cost	Timing
1	Electrical switchboard repairs	North Stand	\$ 16,000	July
2	Asbestos management plan	Site Improvements	\$ 7,500	July
3	Detailed Engineering Evaluation (DEE)	North Stand	\$ 15,000	July
4	Compliance maintenance	Site Improvements	\$ 7,250	November
5	Ventilation covers installed	Performance	\$ 50,000	July
6	Roof maintenance (as opposed to replacement)	Main Building	\$120,000	November
7	Balcony / decking reinstatement	Main Building	\$ 9,000	October
7	Exterior painting to address rust	Performance	\$ 1,200	November
8	Grounds	Site Improvements	\$ 10,200	November
9	Fencing repairs	Courts	\$ 1,500	November
10	Heating & ventilation	Main Building	\$ 45,000	September
11	Lighting upgrade (exterior)	Main Building	\$ 6,000	December
12	Lighting upgrade (selected courts to LED)	All	\$270,040	December
13	Carpentry	Main Building	\$ 20,950	December
14	Balcony / decking	Coaches Building	\$ 1,000	November
15	Lighting upgrade	Coaches Building	\$ 1,500	December
16	Lighting upgrade (exterior)	Old Pavilion	\$ 2,750	December
17	Fire protection	Coaches Building	\$ 350	November
18	Carpentry	Performance	\$ 300	November
	SUB-TOTAL		\$547,040	
	Project Management (5%)		\$ 27,300	
	TOTAL		\$574,340	

2019 Works

Priority	Project	Location	Cost	Timing
1	Compliance maintenance	Site Improvements	\$ 7,250	November
2	Court re-surfacing (courts 11 & 12)	Courts	\$ 19,000	January
3	Court repairs	Courts	\$ 2,000	January
4	Building wash-downs	Site Improvements	\$ 25,880	February
5	Floor coverings	Main Building	\$ 34,509	September
6	Internal painting	Main Building	\$ 24,149	September
7	Exterior painting	Coaches Building	\$ 4,200	March
8	Grandstand maintenance	East Stand	\$ 75,750	March
9	Grandstand painting	East Stand	\$ 16,830	March
10	Grandstand maintenance	West Stand	\$ 22,500	March
11	Roofing	Old Pavilion	\$163,650	October
12	Cladding / windows / doors	Old Pavilion	\$ 6,950	October
13	Carpentry	Old Pavilion	\$ 9,900	October
14	Fire protection	Old Pavilion	\$ 23,550	November
		SUB-TOTAL	\$436,118	
	Project Management (5%)		\$ 21,800	
		TOTAL	\$457,918	

Total proposed funding to be used is \$1,032,258. This means there is \$322,172 not allocated. However, this is intentional on the basis that the Lighting upgrade (selected courts to LED) piece of work may come in above budget once the specifications of the lighting system are confirmed. This would be consistent with the estimate included in the Stephenson and Turner 'Lighting Masterplanning Report' included in Appendix 6.

It is appropriate to note no works on the Old Pavilion would occur prior to the results of the Detailed Engineering Evaluation (DEE) being obtained. This is because the DEE may indicate that the North Stand needs to be demolished and it may not be possible to save the Old Pavilion in the demolition, in which case any funds spent on the Old Pavilion, other than compliance requirements, would be an inefficient use of the available funding.

Comprehensive Maintenance Plan

This option would see all maintenance works listed in the Asset Maintenance Plan, as well as the higher cost for upgrade to LED lighting, completed within timeframes that are consistent with what has been proposed by Opus. This option would require approximately \$7 million over 15 years, of which just over \$3 million will be spent in the next three years. The option to demolish the North Stand would be factored in as an alternative to undertaking the maintenance works proposed by Opus for the North Stand.

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Item 2.1 Attachment 1

Stage 2 - Further assessment and funding decisions for 'design and construction'

<i>Key Criteria for assessing grants applications</i>	<i>Measure</i>
Provide recreation and sports facilities that meet the needs of communities	The facility is identified as a major sport and recreation hub located in Wellington City, e.g. Alex Moore Park, Kilbirnie Park, Hataitai Park, Wakefield Park
There are no existing facilities, or existing facilities are aging, unsustainable (no longer fit for purpose) and in need of replacement	The new facility will improve and rationalise the sporting and recreation facilities in the area and region and generally support outdoor multipurpose sports use. It will improve community involvement and promote health and physical activity within the local and wider community
A partnership project with multiple funders	There needs to be over 50% self-funding (this is a guideline only and not an indication of the amount of funding the Council will provide)
Project Type	Align with Council Service levels and provision, as well as have support from regional and national sporting bodies e.g. Sport Wellington and Sport New Zealand
Have a total project value of over \$500,000	The Project costs have been estimated in a business case
Increase community participation in sport and recreation activities	Demonstrate how the project will increase participation in sport and recreation within the community and wider region and targets the Council's strategic focus
The amount and extent of other facilities existing or proposed in the area/region	Evidence of the need for the project/facility based on existing infrastructure in the area and region
Partnering and membership is sustainable for the ongoing upkeep and maintenance of the facility	Demonstrate there is active memberships/involvement, as well as partnerships developed, to support the ongoing interests and commitment to financial contributions. For example, list grants/sponsorship funding, fees, levies, membership etc. This will ensure that operational costs can be met without Council assistance
Assessment of beneficiaries	Provide a detail evidence of those that will benefit from the funding and project i.e. what the funding will go towards and who will benefit eg declaration of conflict of interests, etc.
Legislative requirements	Identify and declaration what consents, (i.e. resource consents, building and other consents (e.g. Lease agreements, Liquor license and approval to build) have been secured or will/may be required to realise the project
Amount of community support	Demonstrate the amount of support in the local and wider community for the project
Community accessibility	Demonstrate how the local and wider community will be able to make use and access the facility, as well as physical accessibility for people with disabilities and other disadvantaged groups.
Timelines	Provide proposed start and end date, including existing timelines and planning

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Item 2.1 Attachment 1

Funding Requirements for 'Design and Construction'

- The funding mix needs to be discussed and agreed by Council. Council is to be made aware as soon as possible if a change to the funding has occurred – particularly if this makes the project unsustainable or unattainable. Security of all alternative funding (that not provided by Council) must be unencumbered, for example the facility is not subject to claims by creditors ie mortgages and no securities are used for loans etc.
- If funding is not up taken within the timeframes agreed to at the time, approval for funding may lapse at Council discretion
- Best practice business processes must be adhered to for project tendering and all aspects of the work associated with developing the facility
- Facilities must be insured to full replacement value and evidence of this provided to Council on an annual basis
- Council will have input into the sale/lease of the facility naming rights
- Council will have a right to recover some of its financial contribution/grant if the use of the facility changes significantly over time.
- At Councils discretion, funding will not be released until all other funding is in place for the project to be completed and payment may be made on instalment basis.

Process for Design and Construction funding

Applications will be limited to once a year via the LTP or Annual Planning rounds. The LTP (once every three years - 2015 and 2018, and so on) and Annual Planning rounds (twice every three years – 2016, 2017 and 2019 2020 and so on – not in the year of LTP funding).

3. Public Excluded

Recommendation

That the Grants Subcommittee:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
3.1 Built Heritage Incentive Fund 2018/19 Financial Year Project 11	7(2)(h) The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.