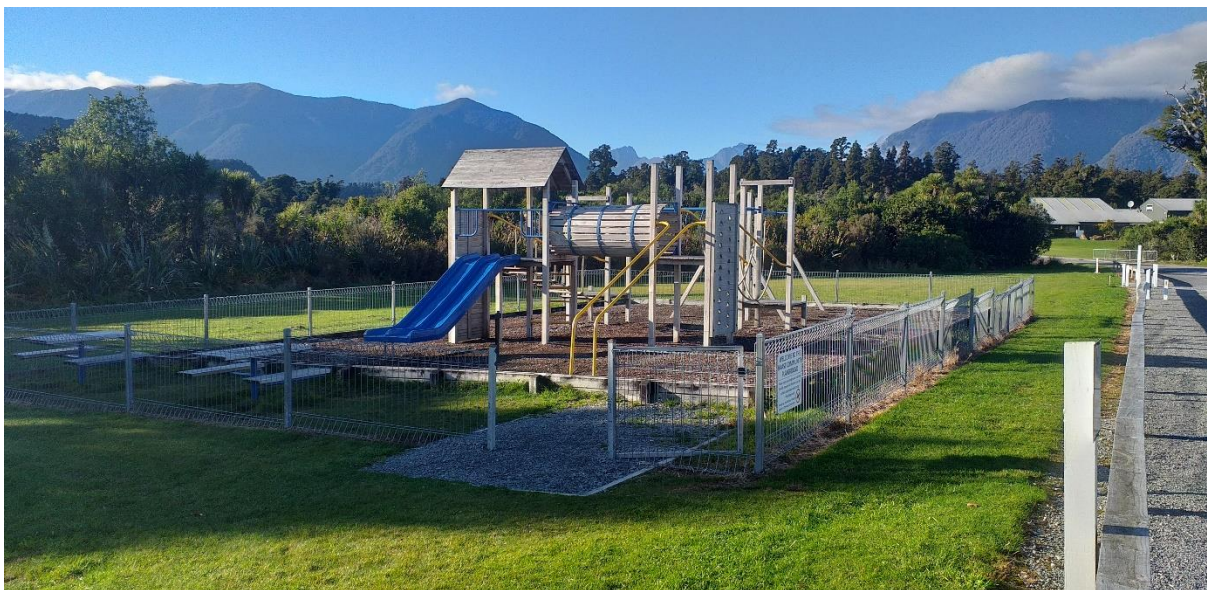




# Parks, Reserves and Cemeteries

## Asset Management Plan 2021-2031



## Table of Contents

SECTION 1: EXECUTIVE SUMMARY .....	6
SECTION 2: INTRODUCTION .....	14
SECTION 3: STRATEGIC DIRECTION .....	19
SECTION 4: KEY LINKAGES.....	21
SECTION 5: LEVELS OF SERVICE.....	27
SECTION 6: OUR CUSTOMERS AND STAKEHOLDERS .....	30
SECTION 7: CURRENT AND FUTURE DEMAND .....	34
SECTION 8: LIFECYCLE MANAGEMENT .....	42
SECTION 9: FINANCIALS .....	51
SECTION 10: SUSTAINABILITY & BUSINESS CONTINUITY .....	51
SECTION 11: RISK MANAGEMENT & ASSUMPTIONS .....	54
SECTION 12: ASSET MANAGEMENT PROCESSES & PRACTICES.....	63
SECTION 13: IMPROVEMENT PLANNING .....	68
APPENDICES .....	71

## List of Tables

Table 1: Reserves Classification Type .....	7
Table 2: Types of Parks, Reserves and Cemeteries.....	7
Table 3: Key Issues .....	8
Table 4: Draft LTP Capital Expenditure .....	10
Table 5: Key Changes for the AMP.....	11
Table 6: Asset Types.....	14
Table 7: Sports Grounds Information .....	15
Table 8: Playground Information .....	15
Table 9: Cemetery Locations and Management .....	17
Table 10: Cemetery Plot Availability .....	18
Table 11: Key Issues Identified.....	19
Table 12: How the Parks, Reserves and Cemeteries Asset Management Plan relates to other documents .....	21
Table 13: Relevant Legislation Affecting the Parks, Reserves and Cemeteries Activities.....	22
Table 14: Relevant Policies/Plans/Strategies Affecting the Parks, Reserves and Cemeteries Activities .....	24
Table 15: Relevant Industry Standards/Guidelines Affecting the Parks, Reserves and Cemeteries Activities.....	25
Table 16: Parks and Reserves Performance Standards.....	28
Table 17: Cemeteries Performance Standards .....	29
Table 18: Urban Development Capacity Requirements .....	35
Table 19: Frequency of Condition Assessments .....	42
Table 20: Condition Assessment Guidelines and Results .....	44
Table 21: Parks, Reserves and Cemeteries Maintenance Management .....	46
Table 22: Asset Depreciation applying to each activity type .....	52
Table 23: Default Asset Depreciable life and Depreciation Rates .....	52
Table 24: Capital Projects Annual Cost Breakdown as at April 2021 .....	55
Table 25: Potential Negative Effects on the Activity and Mitigation Measures .....	51
Table 26: Positive Effects on the Activity.....	51
Table 27: Council Reserves which hold Resource Consents .....	52
Table 28: Key Risks and Mitigation Measures .....	56
Table 29: Significant Assumptions and uncertainties.....	56
Table 30: Specific Risks and Mitigation Strategies.....	60
Table 31: Risk Assessment Improvement Tasks .....	62
Table 32: Quality Management Approaches .....	66
Table 33: Improvement Planning for Parks, Reserves and Cemeteries.....	69

## List of Figures

Figure 1: Forecast Maintenance and Operational Costs.....	9
Figure 2: Council's Planning Cycle.....	21
Figure 3: Current provisions of sportsgrounds by ward per 1,000 residents .....	34
Figure 4: Current provisions of playgrounds by ward per 1,000 children under 15yrs of age .....	34
Figure 5: Westland District Population Projection.....	36
Figure 6: Westland District Population Change Components .....	37
Figure 7: Westland District Population Age Structure .....	37
Figure 8: West Coast Region Visitor Spending.....	38
Figure 9: Tourism Spending in Westland, year ending Oct 2019.....	38
Figure 10: Active New Zealand Adult Participation in Sports .....	39
Figure 11: Active New Zealand Youth Participation in Sports .....	40
Figure 12: Lifecycle Management Process.....	42
Figure 13: Parks, Reserves and Cemeteries Operations and Maintenance Expenditure .....	47
Figure 14: 2021-2031 Draft Annual Renewals Expenditure Forecast.....	49
Figure 15: 2021-2031 Draft Total Expenditure for Parks, Reserves and Cemeteries .....	53
Figure 16: 2021-2031 Draft Total Income for Parks, Reserves and Cemeteries .....	53
Figure 17: 2021-2031 Draft Operational Costs for Parks, Reserves and Cemeteries .....	54
Figure 18: 2021-2031 Draft Capital Expenditure for Parks, Reserves and Cemeteries .....	54
Figure 19: Risk Assessment Flow Chart.....	55
Figure 20: Parks, Reserves and Cemeteries Asset Maturity Matrix.....	63
Figure 21: Systems Used for Asset Management .....	65

## Document Control

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## SECTION 1: EXECUTIVE SUMMARY

The purpose of this Asset Management Plan (AMP) is to outline and summarise the strategic management and long-term approach for the provision and maintenance of the parks, reserves and cemeteries activities and their associated assets to an agreed level of service in a manner that is cost-effective and efficient.

Since the 2014 Parks, Reserves and Cemeteries Asset Management Plan (V3.0) was created, a number of improvements have been made to improve in-house knowledge of Council's parks, reserves and cemeteries and improve data quality. For example, a cross-check of Council's rating database identified a number of cemeteries and reserves current Council officers had previously not been aware of (possibly due to staff turnover) and that were not included in the 2014 AMP. The ownership status of some assets included in the 2014 AMP was also investigated: in a few cases it was revealed that these were not Council assets.

In-person condition assessments for approximately 95% of all above-ground parks, reserves and cemeteries assets were undertaken with the exception of under-ground assets (e.g. sports field drainage components). The latter were not undertaken as this would require excavation.

In addition, playground audits were conducted by an external party for Council's three oldest playgrounds in the District (Cass Square in Hokitika, Whataroa Playground and Ross Playground). This identified a number of safety issues which Council is working to remediate.

As a result of these improvements, draft budget allocations for capital projects (refer Section 1.6) for parks, reserves and cemeteries for the upcoming Long Term Plan (2021-2031) are higher than during the previous Long Term Plan (2018-2028). This is, in part, due to Council's increased understanding of asset condition and safety issues.

Updated maps of parks, reserves and cemeteries by township have also been created in QGIS with the help of Council's Information Technology team.

Nonetheless, data improvements are still needed (especially in regards to the AssetFinda database) and procedures and processes (such as formalising of contracts, agreements and Memorandums of Understanding with relevant stakeholders e.g. community groups). An improvement plan is included in Section 13.

It should be noted that the historic parks, reserves and cemeteries data was copied from AssetFinda into an Excel spreadsheet with a separate tab for each reserve. Print-outs of these sheets were taken out into the field by Council's Engineering Assistant when updated condition assessments were undertaken in 2018. This data was then updated in the Excel spreadsheet. This will be re-populated back into AssetFinda as the staff resource to do so becomes available. For this reason, where there is a discrepancy between AssetFinda and the Excel spreadsheet, the Excel spreadsheet is considered to be most accurate for this activity at this time unless otherwise noted.

### 1.1 What we do

Westland District Council manages and maintains a number of parks, reserves and cemeteries throughout the District for active and passive recreation. These vary in size, use and classification. Most of Council's reserves are classified as "Recreation" or "Local Purpose" reserves under the Reserves Act 1977 and shown below in Table 1.

**Table 1: Reserves Classification Type**

Legal classification/ reserve type	Purpose of reserve	Section of Reserves Act
Recreation reserves	Sport and recreation activities, open outdoor space suitable for active outdoor activities, recreation buildings and facilities, often multiple use	Section 18
Local purpose reserves	Typically including – Road Reserves, Utility Reserves, Esplanade Reserves and Hall Reserves for open space, community civic space, linkages and corridors and water margins	Section 23

In general, where reserves are referred to, a generally accepted definition of “public open spaces used for recreation purposes owned by, or vested in, Westland District Council” is applicable.

A breakdown of the types of parks, reserves and cemeteries is shown below in Table 2 (as identified in Council’s IntraMaps using Land Information NZ (LINZ) database:

**Table 2: Types of Parks, Reserves and Cemeteries**

<b>Parks, Reserves and Cemeteries</b>
8 sportsgrounds
6 active community hall reserves
5 children’s playgrounds
1 skatepark
0 esplanade/flood protection reserves
10 walkways (excluding West Coast Wilderness Trail areas)
10 operating cemeteries
2 closed cemeteries ( 1 of which has been vested back to DoC following closure in 1994)

## 1.2 Why we do it

Westland District Council provides parks, reserves and cemeteries for the following reasons:

- Council is required by law to manage the use, development and protection of land and natural resources vested to and owned by Council in a way that protects environmental standards and promotes community wellbeing.
- The community expects that there will be parks and reserves available for recreational purposes.
- Families and friends desire cemeteries where they can bury their deceased and have an expectation that Council will provide this service as part of their overall deliverables.
- Beyond active use of the spaces and services provided, the community also values green spaces - parks and reserves - for their own sake. They have an amenity value for the community in terms of making our urban areas more attractive places to live.
- Community ownership of a number of well-managed parks and reserve is a source of pleasure for many in our community contributing to a sense of pride in Westland’s natural environment which is part of its identity.

- Parks and reserves make a significant contribution to the community’s health and physical and social wellbeing, through offering space for physical exercise and recreation as part of a healthy lifestyle and chances to socialise and participate in sport collectively.
- Such areas support the maintenance and improvement of urban biodiversity.
- Reserves assist with hazard management through providing stormwater overflow paths during flood events.
- Some reserves are gifted to Westland District Council in lieu of a development contribution. This provides Council with land that could be developed for a specific purpose e.g. if population in an urban area increases and there is a need for a new playground.

### 1.3 Levels of Service

For the duration of this AMP, Council is mostly focusing on maintaining the existing levels of service for the Parks, Reserves and Cemeteries activities:

The only notable changes to levels of service are:

- On 28 February 2020, Council assumed ownership and management of the Hokitika Racecourse. A concept plan for this space needs to be created and community consultation undertaken to determine the future uses of this land.
- Council is scoping a suitable location within the Hokitika cemetery to offer a culturally-appropriate Muslim burial area at the request of the local Muslim community. These plots could have a minimal increase in burial fees (compared to standard plots) due to the increased requirements. Other denominations also need to be considered for potential future burial requirements due to the increasing ethnic diversity of Westland.
- Creation and establishment of a Hokitika Dog Park. This has been a desire of the community for several years and a minimal budget was set aside for this during the 2018-2028 Long Term Plan. This has not yet been created and this project is intended to be brought forward into the Long Term Plan for 2021-2031.

### 1.4 Key Issues

The most important issues relating to the delivery of the Parks, Reserves and Cemeteries activities are listed below in Table 3. These are discussed in more detail in section 3.4.

**Table 3: Key Issues**

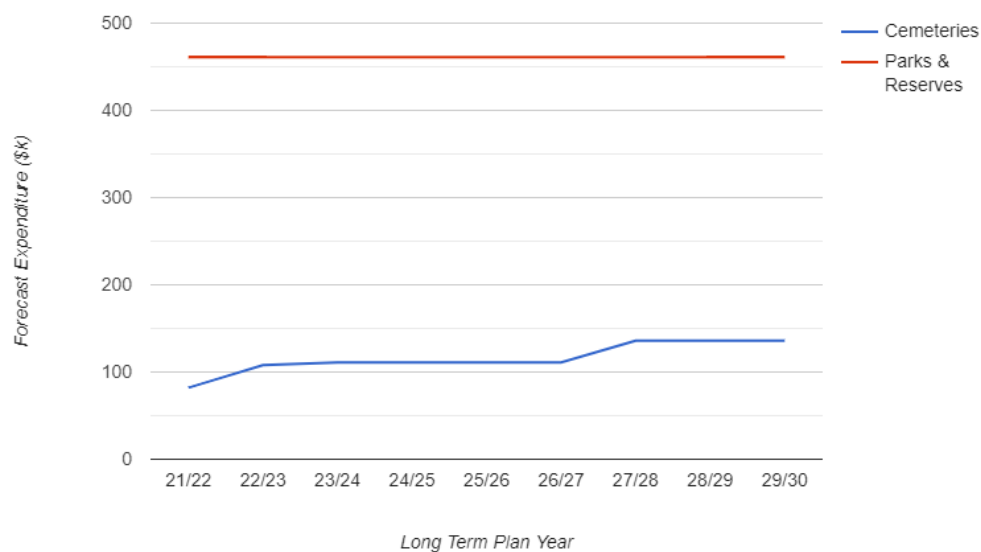
Key Issue	Discussion/Response
Some playground equipment safety issues combined with aging equipment.	Playground items will need repair, replacement or removal.
Conflict between dual uses of events and sports at Cass Square causing surface degradation that is expensive to repair	Alternative solutions and spaces to be considered.
Public perception of insufficient maintenance of some reserves	Present community with costings for a range of different maintenance standards and let them decide what they are willing to pay for through rates (including planted flower gardens).
Changing trends/preferences with regard to burials and cremations and difficulty forecasting future rate of deaths	To offer a culturally appropriate means of burials for the local Muslim community within the Hokitika cemetery. To work with the local undertaker and sexton to closely monitor changing trends in burials versus cremations and deaths per community.



Vandalism of headstones and statues e.g. at Hokitika cemetery and Cass Square plus damage to public buildings e.g. toilet facilities	Although incidents are infrequent, several incidents are reported each year and cost of repairs has an impact on ratepayers. It is recommended that CPTED <sup>1</sup> design principles be investigated to see if instances of antisocial behaviour can be reduced.
No Reserve Management Plans for rural reserves	Create a Rural Reserves Plan to cover all reserves that do not fall within the Hokitika Reserves Management Plan (Appendix 1).
Safety risks of deteriorating cemetery headstones and monuments	Although these are the responsibility of descendants, there is an expectation that Council will fund the upkeep. In some cases Council is forced to intervene due to safety risks – no budget for this exists.
Formally closing historic cemeteries	Two historic cemeteries which have never been intended to be open cemeteries have not gone through closure process with Ministry of Health. Intention is to work through this process, however, it is noted that some individuals in the community object to this due to their desire to be buried in these cemeteries.

### 1.5 Operational Programme

The parks, reserves and cemeteries maintenance and operational programme costs approximately \$560k annually. Forecast spend for the next 10 years is broken down below in Figure 1.



**Figure 1: Forecast Maintenance and Operational Costs**

Council’s strategy for the delivery of operations and maintenance services for parks, reserves and cemeteries is centred around outsourcing the physical work for which Council has no in-house personnel.

### 1.6 Capital Programme

Table 4 below outlines the Council’s draft budget allocation for key programmes of capital expenditure for the period 2021-2031.

<sup>1</sup> [National Guidelines for Crime Prevention through Environmental Design in New Zealand \(2005\)](#)

**Table 4: Draft LTP Capital Expenditure**

Site	Project Description	Years 1-3 (\$)	Years 4-10 (\$)	Type (e.g. LoS, Growth, Maintenance)
Cass Square	Turf improvements: (to reinstate after events)	\$15,720	\$31,440	100% Renewal
	Replacement of bark chips with rubber matting in playground area	\$50,000	\$80,000	70% Renewal; 30% Levels of Service
	Upgrade of playground equipment to fix issues identified in Playground audit	\$385,000	\$75,000	70% Renewal; 30% Levels of Service
	New development to improve Cass Square facilities –concept plan	\$190,000	\$30,000	70% Renewal; 30% Levels of Service
	Upgrade of current Skatepark – design & build	\$450,000	-	70% Renewal; 30% Levels of Service
Cass Square	Replacement of goal posts (2 sets for rugby) and soccer goal net	\$30,000	-	100% Renewal
Ross Playground	Upgrade/Replacement of Playground equipment for compliance (Audit report actions)	\$43,000	\$15,500	70% Renewal; 30% Levels of Service
Whataroa Playground	Upgrade of Playground equipment for compliance (audit report actions)	\$43,000	\$30,500	70% Renewal; 30% Levels of Service
Kumara Playground	Commission external playground audit and remediate any identified issues	\$4,500	\$10,500	70% Renewal; 30% Levels of Service
Haast Playground	Commission external playground audit and remediate any identified issues	\$7,000	\$13,000	70% Renewal; 30% Levels of Service
Hokitika Racecourse	Development of Racecourse: develop Master Plan for the area, ensure storm water problems are resolved and then execute Master Plan	\$2,000,000	\$1,500,000	100% Growth
Rimu Hill Lookout	Upgrade/replacement of kiosk and interpretation panels	\$5,000	\$2,000	70% Renewal; 30% Levels of Service
Hokitika Dog Park	Initial funding for a dog park	\$10,000	-	100% Levels of Service
Ross Cemetery	Complete the outstanding berm development	\$15,000	-	100% Growth
Hokitika Cemetery	Development of Ashes Berm	\$20,000	\$30,000	100% Growth
	Road improvements – reseal roads within cemetery	-	\$30,000	100% Renewal
	Cemetery upgrade and expansion	\$30,000	\$70,000	70% Renewal; 30% Growth
Haast Playground	Commission external playground audit and	\$7,000	\$13,000	70% Renewal; 30% Levels of Service

	remediate any identified issues			
Hokitika Waterfront Development	Beach Access, Landscaping and Structures, Relocate FENZ Practise Equipment	\$260,000	-	100% Levels of Service
Whataroa Pavilion	Replace weatherboards, bargeboards and windows	\$12,000		100% Renewal

## 1.7 Key Change

This document updates and expands on the 2014 Westland District Council Asset Management Plan for Parks, Reserves and Cemeteries. Major changes are documented below:

**Table 5: Key Changes for the AMP**

Key Change	Reason for Change
Adoption of a standard template for all AMPs	This Asset Management Plan has a vastly different look and feel compared to the historical 2014 AMP. This is because Council's past Asset Management Plans were not considered to be user-friendly for the reader or consistent across asset areas.
Physical inspections and condition assessments	This 2019 Parks and Reserves Asset Management Plan has extended its reach by having all parks and reserves assets physically inspected and condition assessed in person. This 2019 Parks and Reserves Asset Management Plan has extended its reach by having all parks and reserves assets physically inspected and condition assessed on site. This has been much needed and overdue as remaining useful life of assets has previously relied solely upon the "book replacement age" of an asset and not its physical condition due to a lack of formal inspection and condition rating. In some cases, physical inspections have revealed that assets considered "overdue" for renewal based solely on age and their expected useful life are still fit for purpose.
Inclusion of customer feedback	Council delivers the parks, reserves and cemeteries activities primarily to meet the needs of the community. Therefore, we felt it was important to list the relevant customers and stakeholders and report on customer satisfaction and qualitative feedback for this area.
Inclusion of relevant legislative requirements	A more comprehensive list of relevant legislative requirements, including Council's own bylaws is included in Chapter 4.
External safety audit of Council playgrounds in Hokitika (Cass Square), Ross and Whataroa	External safety audits are recommended to be conducted every 3 years. This has not been done historically. The safety audit revealed a number of high, medium and low level risks.
Verification of ownership of parks, reserves and cemeteries	Some assumptions appear to have been made in the past regarding the "ownership" or vesting status of a park, reserve or cemetery. All assets have now been identified in Council's mapping database and cross-checked with Council's rating database. This has revealed that some parks and reserves previously considered to be Council's assets are in fact not. It has also revealed more reserves and cemeteries that have not been documented before.

## 1.8 Key Risks and Assumptions

There are sometimes factors outside of Council's control that can effect Council's ability to proceed with original plans. When these factors change without warning or change to a significant degree, this can create large impacts.

Council notes that there is always an element of uncertainty in any planning process and that the way to address this uncertainty in the planning process is to clearly document the major assumptions made and the key risks.

The key assumptions are:

- Population growth and new development is not significant enough to require new playgrounds or cemeteries to be built in the foreseeable future.
- Maintenance and operations of parks, reserves and cemeteries currently undertaken by community volunteers, Cemetery Trustees and local Community Groups will continue.
- Recreational needs of the community likely to change over time but not a rate significant enough to substantially alter existing levels of service within the next 10 years.

The key risks are:

- Volatility of weather and storm events (and/or impacts from climate change) in the District destroy some Council parks, reserves and cemeteries assets e.g. through coastal erosion, flooding.
- Health and safety risks for users of these facilities
- Impact of COVID-19 pandemic – may require change to operations and maintenance processes with potential cost implications.

## 1.9 Inclusions and exclusions to this Asset Management Plan

As well as the actual reserve land, reserves are deemed to include the following associated asset categories: lights, fencing, landscaping, seats, playground equipment, rubbish bins, sports structures and memorials, unless otherwise noted. Asset descriptions and asset types are covered in more detail in Section 2. The Appendix to this plan contains updated maps of parks, reserves and cemeteries by township.

Buildings on reserves are captured under the "Buildings Asset Management Plan" and not under this Plan. Similarly, projects relating to buildings situated on reserves are also discussed there. This is in alignment with how these assets are tracked in Council's AssetFinda database. However, it is noted that Council's Finance system holds project budgets for buildings on reserves in the GL code for the reserve.

In addition to formal reserves, a number of street beautification features and areas are maintained in the main streets of Kumara, Ross and Hokitika. These beautification features such as plantings are provided to enhance the visual appeal of a town. Although not technically parks or reserves (although some are on road reserve) these have been captured in this Plan as the goals of these activities is aligned with the overall objectives of the Parks and Reserves activity. In some instances these may be duplicated in the Transportation AMP.

The maintenance level of service relevant to each specific reserve or beautification area is outlined in the Parks and Reserves Maintenance Contract. Beautification and parks and reserves maintenance activities include mowing of grassed areas, maintenance of garden plots, weed spraying, maintenance of walking tracks and paths and maintenance and inspections of playground equipment. Township

maintenance e.g. grass verge mowing is a Transportation Activity yet this is also captured at present in the Parks, Reserves and Cemeteries Maintenance Contract. This is currently under review.

The West Coast Wilderness Trail (WCWT) is a strategic asset. Although some sections of the WCWT pass through Parks and Reserves land, the WCWT is required to have its own Asset Management Plan by June 2020 as per advice received from Ministry of Business, Innovation and Employment (MBIE).

Carparks that are on Council-owned or vested in Council reserves are also considered to be Transportation Assets and covered under the Transportation Activity Management Plan unless otherwise indicated.

## SECTION 2: INTRODUCTION

**This asset and activity management plan (AMP) describes the strategies and works programme for the Parks, Reserves and Cemeteries activity. It outlines how Council intends to meet the objective of delivering the required level of service to existing and future users in an efficient and cost effective way.**

The plan has been developed with guidelines from the International Infrastructure Management Manual (IIMM) and the Institute of Public Works Engineering Australasia (IPWEA). It contains full detailed descriptions of each park, reserve and cemetery, proposed future works and their rationale, a register of risks, and a financial summary and demand projections.

The objectives of this Asset Management Plan are to:

- Provide better quality information for Council decision-making
- Promote clarity of vision and transparency
- Consolidate and verify information in an orderly structure
- Accurately plan for future financial expenditure
- Improve customer satisfaction (where realistic) and understand gaps in asset provision
- Meet the requirements of auditors for an unqualified audit opinion

### 2.1 Rationale for Council Involvement

The provision of parks, reserves and cemeteries is a core service of local government and is something that Westland District Council and its predecessors have always provided. These activities are deemed to provide many public and social benefits and therefore considered necessary and beneficial to the community.

### 2.2 Description of Assets & Services

Asset types covered by this Plan are shown below in Table 6:

**Table 6: Asset Types**

<b>Parks and Reserves</b>	<b>Cemeteries</b>
Sports fields	Beam and berms
Playgrounds	Associated assets – e.g., gates, fences, seats, etc.
Open space parks	
Walkways	
Associated assets – e.g., seats, rubbish bins, etc.	

Parks, reserves and cemeteries have been mapped by geographic area and these maps are included in the Appendices to this Asset Management Plan.

### 2.2.1 Sports Grounds

A sports ground is a reserve designed and used for organised sport with a turf or playing surface that is maintained to an appropriate standard for the relevant sports code. Many of these facilities may also have associated infrastructure such as toilets, changing facilities and/or car parking. The sports fields shown below in Table 7 have some degree of Council ownership or involvement and are available for Westland community.

**Table 7: Sports Grounds Information**

<b>Sports Field</b>	<b>Owned by</b>	<b>Managed/Maintained by</b>
<u>Kumara</u> Sports Field	WDC	Community: Sports field & toilets WDC: Area around toilets
<u>Hokitika*</u> (and surrounding areas) Cass Square Wadeson Island Walker Park Woodstock Pavilion Rugby Ground	WDC WDC WDC WDC	Cass Square: WDC Wadeson Island: Taipo Rugby League Club Westroads donate maintenance to Rugby Club Woodstock Domain Community Board
<u>Ross</u> Rugby Ground	WDC	Community
<u>Hari Hari</u> Rugby Ground	WDC	Community
<u>Fox Glacier – Rugby Ground</u> Cook Flat Road**	WDC	WDC

\*At the time of writing, Westland Sports Hub has been completed and will become a Westland District Council asset once the defects liability period is finished (expected 2022). This is noted here as being a significant development for the local Hokitika community in terms of covered sports facility for all-weather (including winter season) use.

\*\*Fox Glacier Rugby Ground is the southernmost Westland District Council-provided sports field in the District. As such, it effectively serves a catchment area of Franz Josef (to the North) to Haast/Jacksons Bay (in the South). This represents a distance of 190km.

### 2.2.2 Playgrounds

Westland District Council currently ‘owns’ five playgrounds and one skatepark, these are listed below in Table 8.

**Table 8: Playground Information**

<b>Location</b>	<b>Playground</b>	<b>Owned By/Vested To:</b>	<b>Managed/Maintained By</b>
Hokitika	Cass Square Playground including Cass Square Skatepark	WDC	WDC and its contractor
	Lazar Park Playground*	WDC	Lions Club of Hokitika
Kumara	Kumara Playground	WDC	WDC and its contractor
Ross	Ross Play Area (Swimming Pool Grounds)	WDC	WDC
Whataroa	Whataroa Playground (aka Whataroa Memorial Park)**	WDC	Community

Haast	Haast Marks Road Playground	WDC	Community
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\*Hokitika’s Lazar Park went through a community consultation process for an upgrade to playground equipment in 2019. The existing playground assets were removed and the area was drained and landscaped. The Lions Club of Hokitika fundraised for the purchase of new playground equipment including a piece of play equipment that could be used by children in a wheelchair. Following community consultation, Council allocated funding from the Three Mile Reserve fund towards this project. In August 2019, an MOU was created between Council and the Lions Club of Hokitika. The agreement states that the ongoing care and maintenance of the playground equipment and the playground area is the responsibility of the Lions Club of Hokitika, including carrying out necessary maintenance and repairs to ensure the equipment and playground area (including surfacing) remains compliant with New Zealand Standard 5828:2015.

\*\*No Westland District Council-owned playgrounds exist in Franz Josef or Fox Glacier. Whataroa is the closest Council-owned playground to these communities (54km from Fox Glacier; 31km from Franz Josef). A small community-run playground is located in front of the Waiho Gorge Hall Community Council building on Main Road, Franz Josef, however.

There is minimal playground equipment (owned by WDC) at the Hari Hari Recreation Reserve, although not sufficient for it to be considered a playground. There is also an informal community play area with items across the road at the Hari Hari RSA installed by members of the Hari Hari Playcentre who use the building. Both the building and land are owned by Council.

Westland District Council play equipment is generally targeted to the interests and abilities of the five to twelve-year-old age group.

Trends within play research are suggesting that the play environment should be considered holistically and not solely focussing on fixed playground equipment. The landscaping, surfacing and surrounding area are potentially as much a part of the play experiences of children and young people as any fixed play equipment. There is growing recognition that risk and challenge are a key aspect of play experiences and need to be taken into consideration when designing new or replacing existing playgrounds.

Future opportunities for increased levels of service in the parks and reserves activity could include the provision of fitness trail circuits, dog parks and other features for adults as well as play structures for younger aged children, subject to the public’s desire for these services and the ability of Council and willingness of the community to fund these activities and associated assets.

### 2.2.3 Cemeteries

Our beautiful and historic cemeteries provide a peaceful resting place for our loved ones who have died. Westland District Council is privileged to provide this service to the people of Westland. The core values that underlie the delivery of this activity are: affordability, customer focus, quality, reliability, responsiveness, affordability and safety.

The Council manages cemeteries which:

- Provide areas for the interment of ashes and caskets to meet the needs of the bereaved for their departed relatives or friends
- Provide access roads, car parks, seating, footpaths and other infrastructure to meet the needs of visitors
- Meet Council’s statutory obligation to provide paupers’ graves
- Try to accommodate the changing social and cultural needs of the community



- Provide park-like grounds which are visually appealing for visitors
- Provide historical records of the deceased for the community

The list of cemeteries in Westland District is shown below in Table 9.

**Table 9: Cemetery Locations and Management**

Cemetery Location	Owned by/vested to	Managed/maintained by	Cemetery Status
Hokitika Cemetery	WDC	WDC/Westroads	Open
Kumara Cemetery	WDC	WDC/Westroads	Open
Ross Cemetery	WDC	WDC/Westroads	Open
Hari Hari Cemetery	WDC	Community	Open
Whataroa Cemetery	WDC	Community	Open
Fox Glacier Cemetery	WDC	Community	Open
Haast Cemetery (Mussel Point)	WDC	Community	Open
Karangarua Cemetery	WDC	Community	Open
Okarito Historic Cemetery	WDC	No known active management/maintenance	Closed
Stafford Historic Cemetery	WDC	WDC plus community groups	Open
Gillespies Beach Historic Miners' Cemetery	WDC	Department of Conservation	Open
Arawhata Pioneer Cemetery	WDC prior to 1994; Vested back to DoC after this	Department of Conservation	Closed

The Council operates public cemeteries in Kumara, Ross and Hokitika. Provision is made for the interment of ashes as well as caskets. The Hokitika Cemetery has a dedicated area for Returned Service People and funding support is provided by the Department of Internal Affairs. Council is also responsible for the closed historic cemetery at Ōkārīto (on the sand spit).

Two additional historic cemeteries are also technically open and Council is going through the process to get these formally closed through the Ministry of Health Gazette process. These are Stafford Historic Cemetery in Arahura area and Gillespies Beach Historic Miners' Cemetery near Fox Glacier.

There are also public cemeteries at Hari Hari, Whataroa, Fox Glacier, Karangarua and Okuru (the latter also known as the Haast Mussel Point cemetery) run by local trustees or volunteers.

There are also a number of other cemeteries in the District that Council has no involvement with. For example, there is an unmarked grave of historic significance on the seafront at Jackson Bay. In addition, there are several Māori urupā in the District, including at Bruce Bay, maintained by tangata whenua.

The following Council-managed open and active cemeteries have the following plot availability and interment demand (last updated August 2019):

**Table 10: Cemetery Plot Availability**

Cemetery	Number of available plots	Approximate annual interments	Number of years capacity remaining*
Hokitika Cemetery	246	30	8.2**
Ross Cemetery	38	5-6	6.3
Kumara Cemetery	170	1-2	85

\*Please note that the figures above do not differentiate between ashes and graves. Of the approximate annual number of interments these may not all be for new plots. Some of these annual interments will be buried in pre-reserved plots or existing family plots.

\*\*Hokitika cemetery has the space for new berms to be created thus extending the number of years' capacity (i.e. greater than the 8.2 years stated in table above).

Cemetery assets do not include headstones, plaques or monuments as those are the property of the purchaser or plot owner. Deteriorating headstones and monuments are the responsibility of the descendants. However, Council can intervene when they became unsafe.

The [Technical Specifications](#) in the Cemeteries maintenance contract outline detailed safety policies and procedures regarding the preparing of interments.

Westland District Council does not have a means of measuring the quality of its cemeteries at this time but relies on customer feedback.

## SECTION 3: STRATEGIC DIRECTION

Strategic direction provides overall guidance to Council and specifies organisational objectives. From this starting point, resources can be allocated to implement specific plans. Strategic direction for parks and reserves in Westland has not been well-defined traditionally. Strategic direction for cemeteries is mainly legislative and to ensure sufficient capacity for future generations.

### 3.1 Our Goals

Parks and Reserves:

- To provide outdoor spaces for play and passive recreation for the enjoyment and use of Westland residents and ratepayers
- To provide community sports facilities fit for local or regional use (i.e. not national or international standards).

Cemeteries:

- To provide a reliable, high quality service that customers are satisfied with.
- To provide reliable and accurate information on where people are buried for those who are tracing their ancestors or carrying out other historical research.
- To ensure that there is sufficient availability and development of land for burial purposes, taking into account the possible increased demand for interments and ashes plots.

### 3.2 Contribution to Community Outcomes

The Communitrak Survey prepared for Westland District Council in early 2020 found that 71% of residents had personally used a park or reserve within the previous year. Of these, 90% are satisfied with the quality of the parks and reserves, including 39% who are very satisfied. 10% were not very satisfied, this is on par with the National Average. The main reasons residents were not satisfied was that the playgrounds needed upgrading and fencing, the facilities needed improving and the parks and reserves needed better upkeep.

### 3.3 Key Issues

The most important issues relating to park, reserves and cemeteries are discussed below in Table 11.

**Table 11: Key Issues Identified**

Key Issue	Discussion
Some playground equipment safety issues combined with aging equipment.	Playsafe report (November 2019) identified a number of safety issues for Cass Square, Ross and Whataroa Playgrounds. A programme of works needs to be worked through to fix the compliance issues identified to meet at least minimum standards.
Conflict between dual uses of events and sports at Cass Square causing surface degradation that is expensive to repair	Holding both sports and major events at Cass Square causes significant surface damage to the Cass Square playing field. Annually this results in significant remediation costs (generally \$20,000-\$30,000).
Public perception of insufficient maintenance of some reserves	The tidiness (or lack thereof) of parks and reserves is a matter of civic pride for many residents. Lack of maintenance to desired standard is because of set budgets. However, public has not been presented with costings for a range of different maintenance standards. Recommendation is to provide communities with this information and let them decide what they are willing to pay for through rates.

Changing trends/preferences with regard to burials and cremations and difficulty forecasting future rate of deaths	Council has held conversations with the local Muslim community and sextons regarding creating a designated area within the Hokitika cemetery for culturally appropriate Muslim burials. Nationally there is a strong trend towards cremations and a move away from burials. Additionally, the Ministry of Health is going through a public consultation process at the time of writing to review the Burial and Cremation Act 1964 and related legislation in light of changing trends regarding death, funerals, burial and cremation.
Vandalism of headstones at cemetery and vandalism of parks and reserves statues e.g. Pioneer Statue and Robbie Burns statue	High financial cost for replacing statue parts, which are often vandalised repetitively. However, desire from community to maintain statues for their heritage importance is high. Historic cemetery headstones, through vandalism or age, can pose a safety risk. Once destabilised they could fall and potentially injure cemetery visitors. Heritage Pouhere Taonga legislation means these cannot be touched/fixed without lengthy consultation and expensive structural surveys. Financial costs often fall to Council as tracking down descendants of deceased can be difficult and due to Council's health and safety responsibilities to community.
Lack of strategic direction for Parks and Reserves activity.	Work with Elected Representatives to define clear goals for this activity for both urban and rural areas. Create a Rural Reserves Plan to cover all reserves that do not fall within the Hokitika Reserves Management Plan found in Appendix 1.
Racecourse site use to be determined	Master Plan and Strategy to be developed.

### 3.6 Prioritisation

Council cannot afford to undertake all work at once due to both resource and financial constraints. This also impacts on future planning and timeliness of deliverables to ensure that users can have the best quality experience during their visit. Prioritisation of work is therefore based on the following factors:

- Public health and safety
- Compliance with best practice
- Agreement conditions
- Co-funding opportunities
- Benefits and risks
- Strategic fit

Council generally prioritises workflows relating to mandatory requirements (e.g. statutory compliance and health & safety) at a higher level, then discretionary activities.

## SECTION 4: KEY LINKAGES

There are many factors that influence how Council manages and further develops this activity. They include legislation, regulations, strategies, policies and standards and there is a need to ensure that the AMP is consistent with all these where necessary. It is also important to ensure that this document aligns with the Council vision and desired community outcomes/goals.

### 4.1 Overview

Asset Management Plans are key inputs into Council’s Long Term Plan which is Council’s major planning document, mandated under the Local Government Act 2002. Long Term Plans are prepared every three years to cover a period of 10 years. Figure 2 below shows Council’s planning cycle, including how the desired community outcomes/goals feed into the Long Term Plan.



**Figure 2: Council's Planning Cycle**

There is a need to ensure that the AMP is consistent with all other relevant plans and policies, and that it complies with external legal constraints and obligations Council has to meet in undertaking this activity. Some of these aspects are listed in Table 12 below.

**Table 12: How the Parks, Reserves and Cemeteries Asset Management Plan relates to other documents**

<b>Technical and legislative inputs</b>	Council Bylaws, Policies and Strategies; Engineering specifications, Individual reserves management plans, NZ Legislation; National Policy Statements; Resource Consents
<b>Associated strategies</b>	Infrastructure Strategy, Financial Strategy

## 4.2 Legislation

This activity is guided by a range of national legislation, most specifically the Acts list in Table 13. For brevity's sake, only the original version of currently enacted legislation is listed, however, all subsequent Amendment Acts should be considered in conjunction with the original act. For the latest available information please refer to [www.legislation.govt.nz](http://www.legislation.govt.nz).

**Table 13: Relevant Legislation Affecting the Parks, Reserves and Cemeteries Activities**

Key Legislation	Implications for the Activity
<b>Buildings Act 2004</b>	<p>As the owners of buildings on parks, reserves and cemeteries land, Council needs to ensure that:</p> <ul style="list-style-type: none"> <li>Building work complies with the Building Code;</li> <li>People who use the buildings can do so safely without endangerment to their health;</li> <li>Buildings have attributes that contribute appropriately to the health, physical independence and wellbeing of users</li> <li>People can safely escape from the building in the event of a fire</li> <li>Buildings are designed and constructed in accordance with sustainable development.</li> </ul> <p>Some playground equipment installation will require a Building Consent under the Building Act 2004. It is important to remember that the new equipment requiring a Building Consent cannot be used by the public until a Certificate of Code Compliance has been issued by the consent authority.</p>
<b>Burial and Cremation Act 1964 &amp; Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967</b>	<p>Requirement for Council to establish and maintain suitable cemeteries within the District, and to control and manage every cemetery for which we:</p> <ul style="list-style-type: none"> <li>Hold the title; or</li> <li>Is on land administered by the local authority under the provisions of any Act other than this Act; or</li> <li>Was under the control and management of that local authority immediately before the commencement of this Act.</li> </ul> <p>Allows Council to set bylaws that regulate the cemetery use and set of fees and charges (s16 and s40).</p> <p>Council also has a responsibility for the burial of poor persons (s49) and for the maintenance of and public access to burial records.</p> <p>Rules around removing dilapidated or neglected monuments from cemeteries (including closed cemeteries) and advertising requirements when local authorities cannot find monument owner responsible for maintenance.</p> <p>It is noted that the Burial and Cremation Act is undergoing revision at present and that the legislation is expected to change soon and introduce new requirements and more clarity.</p>
<b>Civil Defence Emergency Management Act 2002</b>	<p>Sets the expectation that Council services must continue to function at the fullest extent possible, during and after an emergency, while noting that this may represent a reduced level of service for a period of time.</p>
<b>Dog Control Act 2016</b>	<p>Gives Council dog control officers and warranted officers powers they can exercise to protect wildlife and people from dogs not under control (including on parks, reserves and cemeteries land).</p>
<b>Fencing Act 1978</b>	<p>Regulations for boundary fencing.</p>
<b>Fire and Emergency New Zealand Act 2017</b>	<p>FENZ can require Council under Section 62 to make and clear any firebreak on Council land that it considers necessary for the purposes of fire control. Act gives FENZ the same powers as a Territorial Authority</p>

	under the Reserves Act 1977 and the Public Works Act 1981 in relation to fire control measures.
<b>Health and Safety at Work Act 2015</b>	Health and Safety legislation and associated regulations (e.g. Asbestos Regulations 2016) requires that the PCBU has an obligation to ensure that staff and contractors are kept safe at work. Also notes that this responsibility is shared as staff and contractors also have a duty of care. Ongoing changes to this act and associated new regulations means that health and safety measures will need continual improvement and monitoring.
<b>Heritage New Zealand Pouhere Taonga Act 2014</b>	Any excavations taking place in an archaeological site (defined as an area with identified pre-1900 human activity) must comply with requirements set out in this Act including the appropriate reporting and works cessation in the event of koiwi tangata (human bones) discovery.
<b>Litter Act 1979</b>	Gives Council the ability to make bylaws in relation to litter, spend money on campaigns for litter abatement and make grants to community organisations for litter prevention including in relation to parks, reserves and cemeteries land. Gives Council's Litter Control Officers the ability to issue infringement notices and fees for litter infringement.
<b>Local Government Act 2002</b>	This Act requires local authorities to: describe the activities of the local authority provide a long-term focus for the decisions and activities prepare a LTP, at least every three years. A key purpose of the LGA is the role of local authorities in meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost effective for households and businesses. AMPs are the main method of demonstrating <u>Schedule 10 requirements</u> . Part A, Chapter 2 outlines specific requirements regarding reserve contributions which govern how they can be calculated and applied to the development of reserves for recreational purposes. These provisions clearly imply an expectation that councils will provide parks and reserves.
<b>Occupiers Liability Act 1962</b>	Defines the level of liability Council has for injury or damage to persons or good lawfully on land due to the state of the property and works carried out or omitted to being undertaken. Requirement for Common Duty of Care.
<b>Public Works Act 1981</b>	Gives Council the statutory mandate to acquire necessary land for public infrastructure.
<b>Reserves Act 1977</b>	This Act: classifies the different types of reserves and specifies the purpose of each and the statutory procedures for managing reach reserve; requires the Council to protect, to an extent compatible with the principal or primary purpose of each reserve, the scenic, historical, archaeological, biological, geological or other scientific features and indigenous flora, fauna and wildlife; requires the Council to prepare and submit to the Minister for approval a Management Plan for most types of reserve and specifies the consultation which must be done; and governs Councils' ability to grant leases or licenses over particular areas or buildings within reserves.
<b>Resource Management Act 1991</b>	Council to manage the use, development and protection of natural and physical resources in a way, or at a rate, which enables people and communities to provide for their social, economic and cultural well-being and for their health and safety. This includes:

	<p>sustaining the potential of natural and physical resources to meet the reasonable foreseeable needs of future generations;</p> <p>avoiding, remedying or mitigating any adverse effects of activities on the environment;</p> <p>safeguarding the life-supporting capacity of air, water, soil and ecosystems;</p> <p>managing the use, development and protection of natural and physical resources, in relation to the following matters of national importance:</p> <p>preservation of the natural features of the CMA, wetlands, rivers, lakes; indigenous flora and fauna; Māori wahi tapu sites and taonga;</p> <p>maintaining public access to CMA.</p> <p>comply with the District Plan;</p> <p>administer reserve contributions, comply with procedures for appeals against contributions levied, and justify the degree of contribution extracted; and</p> <p>take into account the Treaty of Waitangi in exercising functions and powers under the Act relating to natural and physical resources.</p> <p>Resource consents may be required for significant earthwork activities on parks and reserves. These should be lodged with the Consent Authority after the design phase and prior to construction.</p>
<b>Te Tiriti o Waitangi – Treaty of Waitangi</b>	<p>Agreement between Māori and Crown signed in 1840. Section 4 of the Local Government Act 2002 requires local authorities to ‘recognise and respect...the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes.’ Sections 77 and 81 outline in more detail the expectations in terms of seeking contribution and involvement from Māori in consultation and decision-making processes.</p>
<b>Walking Access Act 2008</b>	<p>Requirement to provide free access to the outdoors for walking and types of access associated with walking (including firearms, dogs, bicycles and motor vehicles), especially for formally established and gazetted walking areas. Outlines the functions and powers of controlling authorities of walking access on public land and the process for formally closing and revoking a public walkway.</p>

### 4.3 Key Council Bylaws & Local and Regional Policies, Plans and Strategies

This activity is guided by a range of Council bylaws and local and regional policies, these are listed below in Table 14.

**Table 14: Relevant Policies/Plans/Strategies Affecting the Parks, Reserves and Cemeteries Activities**

<b>Key Policy/Plans/Strategies</b>	<b>Implications for the Activity</b>
<a href="#"><u>Smokefree Public Places Policy 2016</u></a>	<p>Council-owned parks and playgrounds are designed to be smokefree places in accordance with the Smokefree Environments Act 1990.</p> <p>Signage to be displayed at entrance to each facility to encourage people to refrain from smoking.</p>
<a href="#"><u>Consultation Policy</u></a>	<p>Defines what WDC considers to be consultation and what is not, outlines WDC’s consultation principles and the types of consultation Council may undertake.</p>
<a href="#"><u>Policy on Dogs (2018) and Dog Control Bylaw 1997 (revised July 2018)</u></a>	<p>Dogs in public places to be under control (including voice control or leash restraint) unless in approved off-leash areas. Mown playing surfaces of any public sports ground are dog prohibited areas and dogs must be on a leash or lead within a 20 metre radius of children’s playgrounds.</p>



<a href="#"><u>Significance and Engagement Policy 2015</u></a>	Lists Council’s Strategic Assets and contains a framework for defining what decisions are considered to be ‘significant’ so the appropriate level of community engagement and/or consultation can be undertaken.
<a href="#"><u>Procurement Policy 2018 and Procurement Strategy 2018</u></a>	Provides guidance to staff who have delegated authority for procurement. Also outlines Council’s governance role in funding, procurement and purchasing decisions to use Council resources effectively, efficiently and economically. Differentiates the varying procurement processes for projects and contracts of different values and special scenarios e.g. emergency procurements, All of Government supply contracts etc.
<a href="#"><u>Risk Management Policy 2011</u></a>	Policy about how to appropriately address and manage organisational risks.
<a href="#"><u>Westland’s Operative District Plan</u></a>	Defines “Policy Units” or zones in Westland that have specific performance standards with the underlying intention of ensuring appropriate provision of the natural and cultural environment and built infrastructure within each zone.
<a href="#"><u>Statues, Monuments, Memorials and Public Art Policy 2018</u></a>	That every initial placement and/or relocation of statue, monument, memorial or public art piece be vetted by the Hokitika Reserves and Environs Community Group who will provide a recommendation to Council. No object to be placed or relocated without a Council resolution.
<a href="#"><u>Freedom Camping Bylaw 2018 (plus appendices) and Freedom Camping Policy 2013</u></a>	Freedom camping in approved locations limited to Certified Self-Contained Vehicles. Waste receptacles provided at sites. Powers given to Enforcement Officers to protect access and health and safety and apply penalties for persons in breach of the terms.
<a href="#"><u>Alcohol Control Bylaw 2018</u></a>	Controls the consumption and possession of alcohol in public places.
<a href="#"><u>Hokitika and Environs Reserves Management Plan 2000</u></a>	Dated document that outlines many of Hokitika’s main reserves and the policies for maintenance of each. Needs updating.
<a href="#"><u>Safe Community Coalition Terms of Reference</u></a>	Terms of reference for Governance Group which is responsible for the following objective: that “Communities in Westland are safe, vibrant, resilient and connected.”
<a href="#"><u>Hokitika Cemetery Guidelines 2010</u></a>	Guidelines for management and operations of Hokitika Cemetery. Needs updating.
<a href="#"><u>West Coast Cycle Trails Strategy</u></a>	A strategy for West Coast Cycle Trails. Parts of West Coast Wilderness Trail are on Council reserve land.
<a href="#"><u>West Coast Sport and Active Recreation Spaces and Places Strategy (2020)</u></a>	This document is in draft format and not currently available to the public. It represents a multi-agency approach to move towards integrated indoor and outdoor sports facility future demand planning across the West Coast. Led by Sports Canterbury/West Coast and Sports Tasman with input from all three West Coast District Councils, health colleagues and other community parties.

#### 4.4 Key Industry Standards, Guidelines and Other Relevant Documents

Table 15 lists other relevant documents that have an effect on parks and reserves asset management planning by effectively setting the minimum required Levels of Service, industry codes of practice and standards, and best practice.

**Table 15: Relevant Industry Standards/Guidelines Affecting the Parks, Reserves and Cemeteries Activities**

Key Industry Standards/Guidelines	Implications for the Activity
IPWEA Practice Note 10.1 - Parks Management: v1 (2014).	Guidelines for parks inventories, condition and performance grading

<b>IPWEA Practice Note 10.2 – Parks Asset Management (2016)</b>	Guidelines for renewal planning, valuation and Asset Management Plans.
<b>International Infrastructure Management Manual (IIMM) 2015</b>	Builds on previous versions of the IIMM and integrates with ISO 55000 to provide greater guidance on: <ul style="list-style-type: none"> <li>• Developing a business case for asset management and key success factors</li> <li>• The Strategic Asset Management Plan (SAMP) and Policy</li> <li>• Setting of asset management objectives</li> <li>• Risk management</li> <li>• Asset management leadership and communication</li> <li>• Operational strategies and planning</li> <li>• Establishing and maintaining the Asset Management System</li> <li>• Information management</li> <li>• Asset Management Maturity</li> <li>• Asset management performance measurement and auditing</li> <li>• Assessing and managing infrastructure resilience</li> </ul>
<b>Crime Prevention Through Environmental Design principles</b>	The principles of CPTED apply to how to design spaces that reduce the risk of crime. Applies to a wide range of projects from town planning, buildings, parks, walkways and cycleways. CPTED focuses on encouraging people to go outside, feel safe and enjoy public spaces.
<b>Statistics New Zealand census data – Westland dataset</b>	Forecasting District-wide population growth and future demand based on projections.
<b>New Zealand Master Monumental Masons Association Cemetery Planning Manual</b>	Guidelines on cemetery planning.
<b>AS/NZS 5828:2004 – Playground Equipment and Surfacing;</b>	Although it is not mandatory to comply with NZ Standards they are considered best practice and would form the basis of any investigation into accidents caused through failure of equipment.
<b>SNZ HB 5828:1:2006- General Playground Equipment and Surfacing handbook;</b>	
<b>SNZ HB 8630:2004 Tracks and Outdoor Visitor Structures</b>	

## SECTION 5: LEVELS OF SERVICE

A key objective of this AMP is to match the levels of service provided by this activity with the agreed expectations of our customers and their willingness to pay for that service. These levels of service provide the basis for life cycle management strategies and works programmes identified in this Plan.

### 5.1 Our Levels of Service

Levels of service (LoS), performance measures and targets form the performance framework for the activity detailing what the Council will provide, and to what level or standard.

- **LoS** are the outputs that are expected to be generated by the activity. They demonstrate the value being provided to the community and should align with public use of the service. A key objective of asset management planning is to match the level of service provided with a balance of the expectations of customers and their willingness to pay for that level of service. The keyword is balance between these two things as it is noted that sometimes customers have high expectations paired with a low level of willingness to pay for the service.
- **Performance measures** are the means for determining whether a LoS has been delivered. Often there are two different types of performance measures. The first are customer-centric measures that relate to customer satisfaction or levels of use by customers. The second type of measure is an internal, technical measure used to track performance against statutory or legislative requirements.
- **Performance targets** are the desired and quantifiable levels of performance against the performance measures.

The levels of service provide the basis for the management strategies and works programmes identified in the AMP. By clarifying and defining the levels of service for the Parks and Reserves activity (including cemeteries), Council can then identify and calculate the costs of future operations, maintenance, renewal and development works required of the activity and associated assets to deliver that service level.

The overall Council Vision and legislative requirements have been translated into a number of more specific target performance standards. There are summarised in Table 16 and

Table 17 below along with Council's performance for the 2018/19 financial year:

**Table 16: Parks and Reserves Performance Standards**

Levels of Service	Measure/Target	Progress
Reserves are pleasant, enjoyable and safe places	90% of residents satisfied with parks and reserves.	2018/19: Formal Residents Satisfaction survey is only carried out on a two-year cycle therefore no results for comparison with previous year. (2017/18: 94%, 2018 Residents' Satisfaction Survey)

**Table 17: Cemeteries Performance Standards**

Levels of Service	Measure/Target	Progress
Cemeteries have sufficient capacity	Each cemetery has at least 12 months' capacity ahead, targeting: Hokitika 100% Kumara 100% Ross 80%	2018/19: Council is aware that the Ross cemetery is nearing capacity and is considering alternative sites. (2017/18: Hokitika 100%, Kumara 100%, Ross 80%)
Burials adhere to the relevant legislation	Standards for burials adhere to the Cemeteries and Cremations Act 1964: Target 100%	2018/19: 100% (2017/18: 100%)

## 5.2 Proposed Performance Measure Change

The current Levels of Service for cemeteries and parks and reserves were reviewed in April 2020 by District Assets staff

### 5.2.1 Cemeteries

It was deemed that the current Levels of Service for the activity group were still relevant. However, there are pending legislative changes (review of Burial and Cremation Act) that may impact Levels of Service over the next 10 years. However, the exact impacts will not be clear until parliament makes a decision.

The only notable change in levels of service expressed by the community is that the local Muslim community in Hokitika have asked for a burial member for members of their faith to be created in the Hokitika cemetery. Council staff have been investigating suitable areas within the Hokitika cemetery and the different requirements in terms of fencing, grave size, excavation and compaction. Consideration should also be given to accommodating the burial requirements of other faith and ethnic groups in light of the increasing ethnic and religious diversity of Westland. If approved by Council, this will have the following impacts on the four wellbeings:

- **Cultural** - Hokitika cemetery will offer an increased level of service by providing burial space for ethnic and religious group not previously accommodated.
- **Economic** - Some additional expenses may be incurred due to the different grave size and method of excavating the grave; these costs will be paid for by the specific user group.
- **Social** - This will enable descendants, friends and family of the deceased members of different faiths to congregate at the cemetery and pay their respects rather than travel out of the area to visit loved ones buried elsewhere.
- **Environmental** - This will have a minor impact on the land at the cemetery in that each individual Muslim grave will take up more space than a traditional grave, and graves will need to be oriented differently. This will change the visual aesthetics of the cemetery.

### 5.2.2 Parks and Reserves

It was deemed that the current Levels of Service for the activity group were still relevant and no changes needed. However, safety requirements for playground equipment have resulted in some capital projects to address safety items being included in budget forecasting for this activity over the next 10 years. This is in response to an independent playground audit of three Council playgrounds that identified some improvements needed.

## SECTION 6: OUR CUSTOMERS AND STAKEHOLDERS

### 6.1 Stakeholders

There are many individuals and organisations that have an interest in the management and operation of Council's parks, reserves and cemeteries assets. Council has a Consultation Policy and a Significance and Engagement Policy. These documents outline when, why and how we consult, what decisions we consult on and who we consult with.

Some of the key stakeholders Council consults with for the parks, reserves and cemeteries activities are:

- Elected members
- Iwi (including representatives from Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio who attend Council meetings but do not have full voting rights)
- Regulatory authorities (e.g. Public Health (for cemeteries), West Coast Regional Council)
- Department of Conservation
- Central Government Funding Agencies including Ministry of Business, Innovation and Employment (for Tourism Infrastructure Funding and Provincial Growth Fund)
- Destination Westland (currently responsible for maintenance of West Coast Wilderness Trail and community hall buildings and public toilets on parks and reserves land)
- Community Groups and Incorporated Societies including:
  - Kumara Residents' Association
  - Ross Community Society Inc
  - Kokatahi/Kowhitirangi Community Committee
  - Ōkārito Community Association
  - Fox Glacier Community Development Society
  - Franz Josef Community Council Inc.
  - Franz Josef/Waiiau Community Forum
  - Glacier Country Tourism Group
  - Hari Hari Community Association
  - Waitaha Hall Board
  - Bruce Bay Community Hall Inc
  - Whataroa Community Association
  - Haast Promotions Group
- Hokitika Seawall Joint Committee
- Destination Hokitika
- Local cemetery trustees
- Hokitika Reserves and Environs Group
- Hokitika Lions Club
- West Coast Wilderness Trail Trust
- Hokitika Green Team
- Heritage Hokitika
- Heritage West Coast
- Westland Safe Community Coalition
- Service providers and suppliers (including Westroads who hold current Reserves Maintenance Contract)

Due to the small population of Westland, there are relatively open channels of communication between community groups and Council, thus enabling Councillors and staff to stay attuned to customer expectations.

## **6.2 Consultation**

### **6.2.1 Purpose of Consultation and Types of Consultation**

Consultation with the community serves the purpose of gaining a better understanding of customer expectations and preferences.

Council's knowledge of customer expectation and preferences primarily is based on:

- Biennial formal residents survey undertaken by phone from independent research organisation
- Alternate years' online customer survey conducted by Council's Strategy and Communications Officer
- As-needed consultation on specific issues e.g. sale of reserve land, major playground upgrade etc
- Feedback direct from public via service requests or staff customer contact
- Quarterly Hokitika Reserves and Environs Meeting (which several Council staff attend)
- External benchmarking tools
- Feedback from elected members, advisory groups and working parties'
- Consultation via the Annual Plan and Long Term Plan processes.

### **6.2.2 Consultation Outcomes**

The last informal, non-independent Residents' Survey was undertaken by Council staff in 2020 via telephone. Qualitative comments regarding parks and reserves identify the following public perceptions:

#### Cass Square:

- Awesome facility but shades needed around playground to provide respite from summer sun.
- Positive feedback regarding ground surface of Cass Square during Wildfoods Festival
- Nice gardens at Cass Square
- Shade needed and also rain bivvys for winter sports viewing
- Credit to Westroads for their work maintaining Cass Square
- One person believed Cass Square mostly well maintained but more attention could be given to finer details which have declined over the decades
- Children's play area at Cass Square needs toilet
- Clean – equipment in good working order
- A few comments that equipment not good for toddlers and not fully fenced off – dangerous
- A few comments that not modern like other playgrounds nationwide – a desire for significant investment to make a “destination” playground similar to modern city playgrounds
- Needs paint job
- Pitch surface destroyed by vehicles
- Leave management to trained turf care professionals

#### Sunset Point:

- Gratitude expressed for works undertaken to protect the spit
- Sunset Point looks a “bit ragged”
- Beach area great for Christmas on the Beach

Kaniere Hall Reserve:

- Not happy that there is no signage to indicate its reserve status

Kumara Playground:

- Needs more mowing and improvements to rubber matting which is slippery in winter

Overall:

- A number of comments about rubbish and litter detracting from aesthetic value of reserves
- A desire for more rubbish bins and more frequent emptying of rubbish bins
- A desire for playgrounds to be fully fenced around and for equipment to cater for toddlers

Every two years, Council engages an independent research agency to conduct a Residents' Satisfaction Survey on Council's behalf. The Residents' Survey polled approximately 400 residents across the district with a relatively even spread across the three Council Wards and a variety of age groups. This serves as Council's main tool for customer research and gauging customer expectations in terms of levels of service.

The 2020 Residents' Survey stated that:

- 71% of residents personally used or visited a park or reserve in the District in the last 12 months
- Of these people, 90% are satisfied with the District's parks and reserves
- These percentages are similar to both the rural peer group and national averages
- Residents who live in a one or two-person household are less satisfied with the District's parks and reserves than those who live in a three or more-person household
- 2020 satisfaction is a 4% decrease on the reported satisfaction from 2018 which was 94%
- Hokitika Ward has the highest level of satisfaction (93%), followed by Northern Ward (90%). Southern Ward has lowest level of satisfaction (85%).
- The main reasons given for reported satisfaction are: cleanliness, tidiness, good maintenance (57%), good facilities (21%) and beautiful scenery, trees and gardens (19%).

Of the 10% of residents surveyed who were not happy with the parks and reserves the reasons given were a perceived need for better upkeep, maintenance and beautification, facilities need improving and playgrounds and facilities for children need upgrading or to be better.

Recommendations for future improvements specific to individual parks and reserves, aside from increased maintenance, as disclosed in the 2020 Residents' Survey are listed below:

Cass Square

- Trees and hedges planted at southern end to act as wind break
- Install shade cover
- More seating and trees
- Better sports facilities and skatepark
- More gardens

Sunset Point

- Provision of BBQ facilities

Haast Playground

- Swings for toddlers (current swings suit older age children)

Hari Hari Playground

- Play equipment for toddlers



General recommendations for future improvements not specific to individual parks and reserves, aside from increased maintenance, as disclosed in the 2018 Residents' Survey are listed below:

- Providing tennis courts
- More rubbish bins needed
- More shelter, shade and tables
- More colour (possibly achieved through planting perennials or colourful art installations or murals)
- Sportsfield improvements

Council's residents' survey does not specifically ask about satisfaction of cemeteries, however one recommendation for a future improvement specific to the Hokitika cemetery was noted in this report, as below:

- Addressing flooding issues at Hokitika cemetery

Additionally, in January 2018, a Long Term Plan pre-engagement survey was advertised and conducted among Westland residents which asked open-ended questions about changes people would like to see in the District and perceived critical issues. Twenty-seven responses were received and the following public expectations specific to Parks and Reserves were identified by one or more respondent(s):

- Greater provision of rubbish and recycling bins
- Creation of a park or recreational area in Franz Josef\*
- More bike trails
- Cass Square to be used for sports only (i.e. not events).

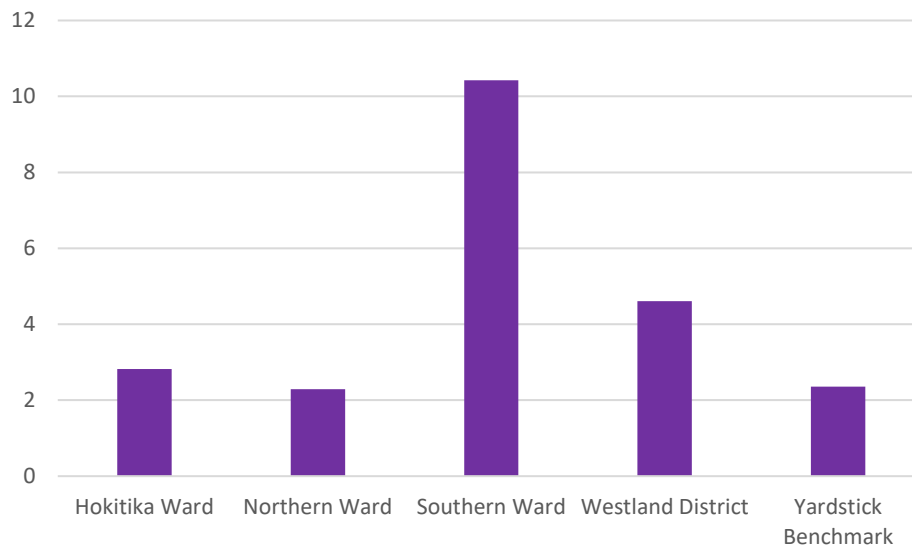
\*To be considered within the scope of Future Franz.

## SECTION 7: CURRENT AND FUTURE DEMAND

This section describes how demand for this activity is likely to change over the period of the plan, the impact any changes are likely to have and whether Council plans to make any changes to the activity as a result.

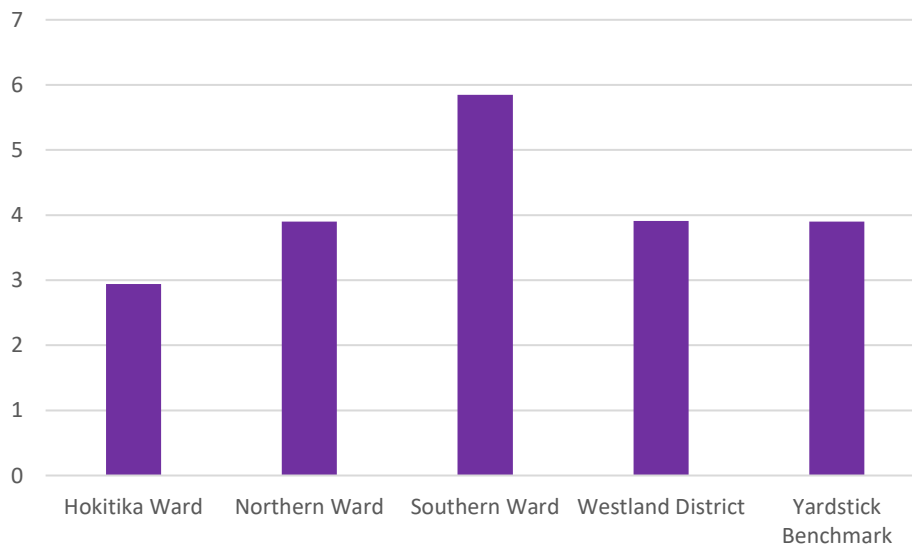
### 7.1 Current Provisions

The current provisions for sportsgrounds by ward is shown below in Figure 3.



**Figure 3: Current provisions of sportsgrounds by ward per 1,000 residents**

The current provisions for playgrounds by ward is shown below in Figure 4.



**Figure 4: Current provisions of playgrounds by ward per 1,000 children under 15 years of age**

Therefore, the Westland District is currently providing above the current benchmarks in all aspect excepts the playground provisions in the Hokitika ward.

## 7.2 Demand Drivers

A number of factors influence the demand for infrastructure particularly parks, reserves and cemeteries, both in terms of quality and quantity of the service provided.

- Growth in resident population numbers
- Significant demographic changes within the resident population
- Increases in tourism visitor numbers\*
- Distribution of growth within the District (e.g. new development areas)
- Changes in sport and general recreation trends\*

\*Applicable to parks and reserves only; not cemeteries

The [National Policy Statement on Urban Development Capacity](#) requires that all local authorities demonstrate adherence to the objectives outlined in Table 18.

**Table 18: Urban Development Capacity Requirements**

Outcomes for planning decisions	Evidence and monitoring to support planning decisions	Responsive planning	Coordinated planning evidence and decisions
<p>OA1. Effective and efficient urban environments that enable people and communities and future generations to provide for social, economic, cultural and environmental wellbeing.</p>	<p>OB1. A robustly developed, comprehensive and frequently updated evidence base to inform planning decisions in urban environments.</p>	<p>OC1. Planning decisions, practices and methods that enable urban development which provides for the social, economic, cultural and environmental wellbeing of people and communities and future generations in the short, medium and long term.</p>	<p>OD1. Urban environments where land use, development, development infrastructure and other infrastructure are integrated with each other.</p>
<p>OA2. Urban environments that have sufficient opportunities to meet demand, and which provide choices that will meet the needs of people and communities and future generations for a range of dwelling types and locations, working environments and places to locate businesses.</p>		<p>OC2. Local authorities adapt and respond to evidence about urban development, market activity and the social, economic, cultural and environmental wellbeing of people and communities and future generations, in a timely way.</p>	<p>OD2. Coordinated and aligned planning decisions within and across local authority boundaries.</p>
<p>OA3. Urban environments that,</p>			

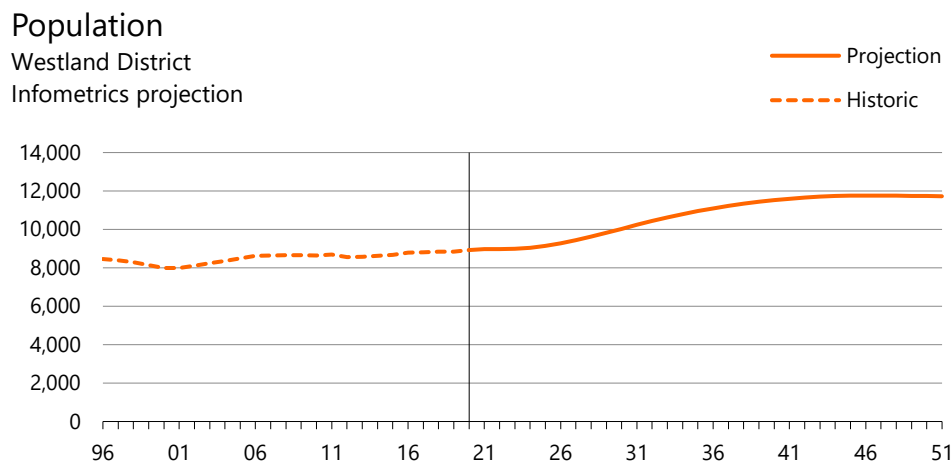
<p>over time, develop and change in response to the changing needs of people and communities and future generations.</p>			
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Over the last 10 years the type and quantity of demand has stayed relatively constant.

### 7.2.1 Changes in Resident Population & Demographics including Births, Deaths and Migration

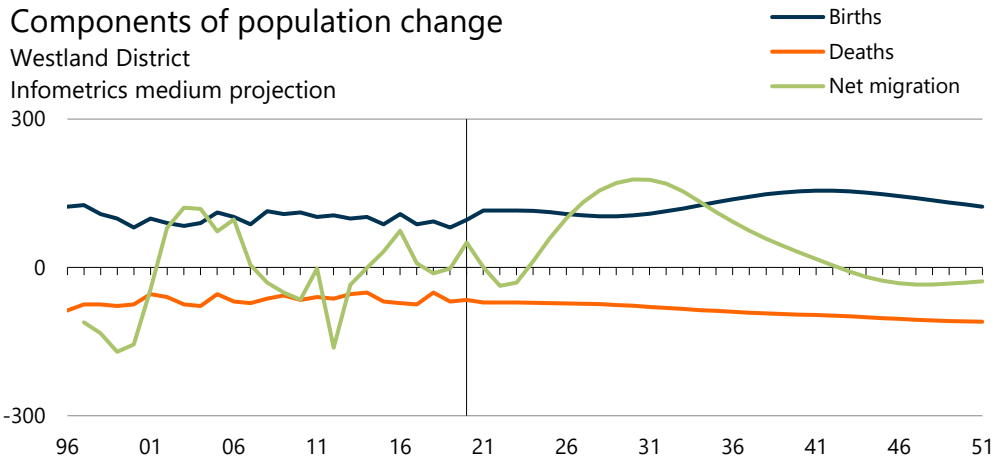
The following sections contain information sourced from Infometrics Westland.

Westland’s population reached 8,920 in 2020 and is expected to experience strong population growth in the late 2020’s as employment grows on the back of international tourism recovering. Population growth is projected to peak at a strong 2.1% per annum in 2029 and taper off thereafter, this is shown below in Figure 5.



**Figure 5: Westland District Population Projection**

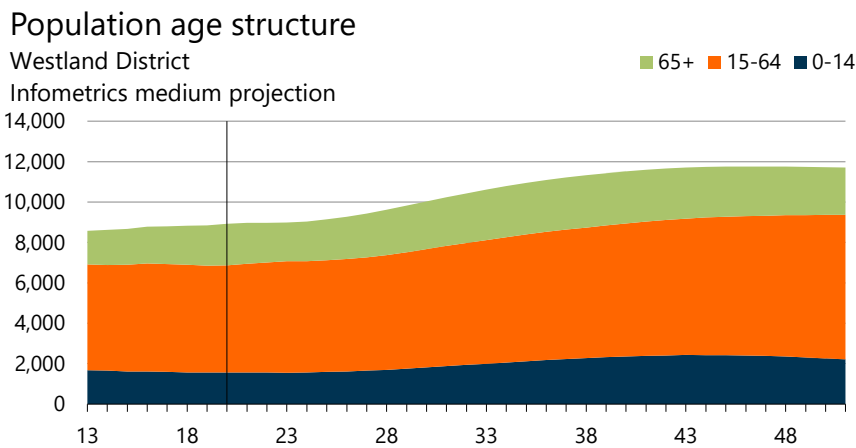
Over the past 25 years in Westland, birth have consistently outnumbered deaths, however deaths are gradually increasing, this is shown below in Figure 6. Net migration is forecast to surge through the late 2020s and into the early 2030s, with new workers replacing retiring workers at the same time that the tourism sector is recovering and requiring additional workers. By 2050, it is expected that the birth and death rates will be very similar and the net migration is forecast to be slightly negative, meaning that the population will start to decline.



**Figure 6: Westland District Population Change Components**

The population aged 65 years and over grew by 24% since 2013, meanwhile the ‘working age’ population aged 15-64 years only grew by 1%, and the population aged 0-14 years declined by 7%.

As net migration picks up in the mid-2020s, the arrival of young migrants and their families will lead to steady growth across all three age groups. By 2051, the population in all three age groups will be larger than in 2020, this is shown below in Figure 7.



**Figure 7: Westland District Population Age Structure**

### 7.2.2 Visitor Numbers and Tourism

Westland District is heavily reliant on the tourism sector, with 46% of the District’s employment related to tourism and higher concentrations in the two glacier towns. The sector was highly reliant on international visitors, who contributed 66% of the District’s tourism revenue, so the loss of international visitors due to COVID-19 has been a devastating blow, this drop in revenue is shown below in Figure 8. Since the end of the COVID-19 lockdown in May 2020, we have observed a remarkable shift in domestic tourism patterns. New Zealanders have adjusted their travel habits to explore their own backyard and spend overseas travel funds on domestic trips. Across the West Coast Region, domestic visitor spending over June to October 2020 was 55% higher than the same period in 2019.

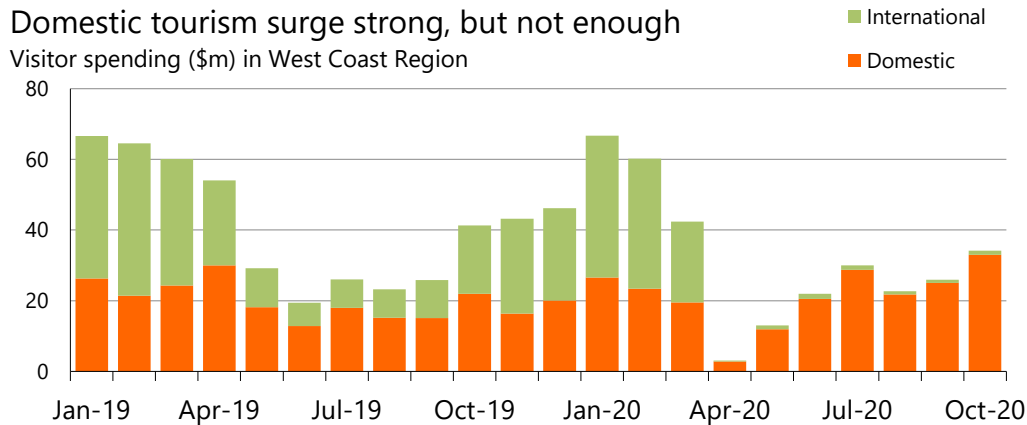


Figure 8: West Coast Region Visitor Spending

Domestic visitors also exhibit a different spending profile to international visitors, with higher spending on retail food and transport, but markedly less on accommodation, recreation services, or food and beverage services, this is shown below in Figure 9. Domestic tourists spend more on lower margin goods and services, meaning that dollar-for-dollar, domestic visitors have a lesser effect on employment than international visitors.

### Domestic tourists are different

Tourism spending (\$m) in Westland, year ending October 2019

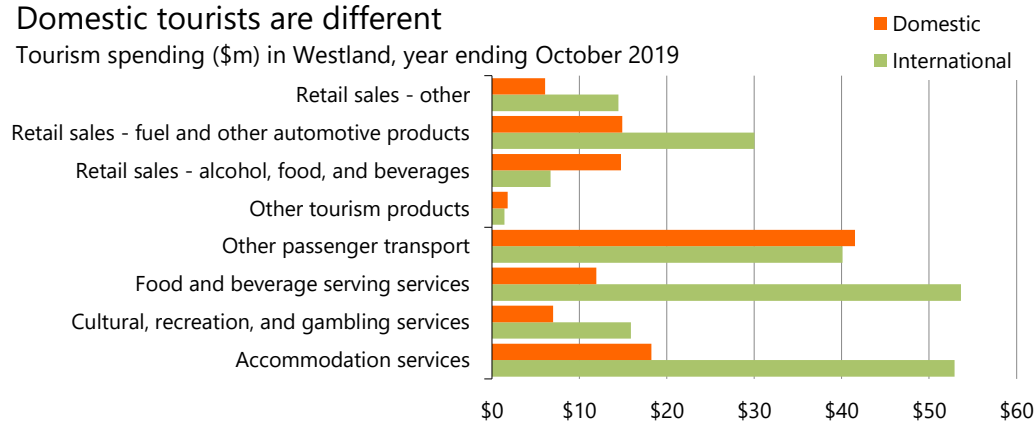


Figure 9: Tourism Spending in Westland, year ending Oct 2019

Altogether, we expect international visitor arrivals to New Zealand to slowly recover from 2021 onwards. By 2025, we expect arrivals to be back to 80% of their pre-COVID (2019) levels. This means that tourism operators face several more years with substantially reduced international visitor numbers. Tourism operators need to pivot their operations as a return to ‘business as usual’ is not around the corner. This challenge also presents an opportunity for New Zealand to shift its focus on tourism away from volume and towards value.

### 7.2.3 Changes in Sport and Recreation Trends

Obtaining specific quantitative data on current recreation participation levels and also changes in sport and recreation trends at a *local level* is difficult.

The [2018 Active New Zealand report](#) provides a snapshot of the most popular *adult* sports nationally that people engage in daily. This seems reasonably representative of popular local activities. The summary report for adult engagement in sport is shown below in Figure 10.

**TABLE 35**

WEEKLY PARTICIPATION IN EACH SPORT OR ACTIVITY IN THE PAST SEVEN DAYS AND WHETHER PARTICIPATED COMPETITIVELY OR NON-COMPETITIVELY.

Most popular activities for adults.

% PARTICIPATED 7 DAYS	COMPETITIVE	NON-COMPETITIVE	
59%	2%	98%	Walking
25%	1%	99%	Gardening
22%	2%	98%	Individual workout using equipment
20%	5%	95%	Running / jogging
16%	4%	96%	Playing games (e.g. with kids)
9%	4%	96%	Group fitness class (e.g. aerobics, cross fit)
9%	3%	97%	Swimming
7%	4%	96%	Road cycling
6%	2%	98%	Yoga
4%	5%	95%	Mountain biking
4%	4%	96%	Dance/dancing (e.g. ballet, hip hop etc)
4%	0%	100%	Day tramp
4%	50%	50%	Golf
3%	1%	99%	Pilates
2%	7%	93%	Marine fishing
2%	58%	42%	Football (soccer)
2%	37%	63%	Tennis
2%	7%	93%	Boxing
2%	6%	94%	Motorcycling
1%	5%	95%	Canoeing / kayaking
1%	4%	96%	Hunting
1%	2%	98%	Surfing / body boarding
1%	16%	84%	Table tennis
1%	79%	21%	Netball
1%	36%	64%	Basketball

**TABLE 35**

Base: All respondents aged 18 or over, excluding not answered.

Q8. Which of the following have you done in the last 7 days, and which have you done in the last 12 months? Please only select the activities where you have been physically active specifically for sport, exercise or recreation. Note: reporting is based on responses to the 7 days component of the question. AND Q97. Please select the additional activities you have done in the last 7 days. Q15. (1B+) In the last 7 days, have you done this as a competitive sport or a competitive activity?

**Figure 10: Active New Zealand Adult Participation in Sports**

The 2018 Active New Zealand report also outlines the most popular *youth* sports nationally that people engage in daily which is shown in Figure 11.

Note: Youth is defined as 5-17 years of age

**TABLE 34**

PERCENTAGE WHO HAVE PARTICIPATED IN EACH SPORT OR ACTIVITY IN THE 7 DAYS PRIOR AND WHETHER THEY TOOK PART COMPETITIVELY VERSUS NON-COMPETITIVELY.

Most popular activities for young people.

% PARTICIPATED 7 DAYS	COMPETITIVE	NON-COMPETITIVE	
52%	8%	92%	Running, jogging or cross-country
41%	0%	100%	Playing (e.g. running around, climbing trees, make-believe)
36%	5%	95%	Swimming
36%	2%	98%	Games (e.g. four square, tag, bull rush, dodgeball)
36%	0%	100%	Playing on playground (e.g. jungle gym)
29%	2%	98%	Walking for fitness
29%	2%	98%	Cycling or biking
26%	0%	100%	Trampoline
20%	0%	100%	Scotering
19%	30%	70%	Football, soccer or futsal
16%	6%	94%	Dance/dancing (e.g. ballet, hip hop etc)
14%	1%	99%	Workout (weights or cardio)
12%	3%	97%	Group exercise class (e.g. aerobics, cross fit, jump jam)
12%	26%	74%	Basketball or mini-ball
11%	50%	50%	Netball
10%	0%	100%	Tramping or bush walks
10%	42%	58%	Rugby or Ripa Rugby
9%	23%	77%	Athletics or track and field
8%	3%	97%	Gymnastics (e.g. rhythmic, artistic)
8%	36%	64%	Touch
6%	0%	100%	Skateboarding
6%	11%	89%	Kapa haka
6%	26%	74%	Cricket
6%	42%	58%	Hockey or floorball
5%	6%	94%	Mountain biking

TABLE 34

Base: All respondents aged 5-17.

Q13. Please tick all the ways you have been physically active for sport, PE, exercise or fun in the last 7 days (not including today) Q16a. (5-17) Where or how did you do <insert activity> in the last 7 days?

**Figure 11: Active New Zealand Youth Participation in Sports**

However, a number of future predicted growth sport areas have been identified nationally ([NZ Herald article – 14 January 2018](#)): Adventure Racing, Badminton, Baseball, Basketball, E-Sports, Futsal, Lacrosse, Rugby Sevens, Ultimate Fighting Championship (UFC)/Mixed Martial Arts (MMA).

- **Adventure Racing** - Westland District and the West Coast is considered by many to be an adventure playground. Many local children take part in motocross, sailing and snow-based adventure sports so it is possible that the Adventure Racing trend could develop in Westland. There is also active Motorcycle and Car Rallying groups.



- **Badminton** - Resurgence of this sport nationally among youth and Asian populations. Asian populations currently not high within Westland. However, local high schools have very active Badminton teams.
- **Baseball** - No indications of if this trend will become prevalent within Westland. However, it is noted that there are no softball diamonds/baseball facilities in the District.
- **Basketball** - This is set to become second most popular youth sport nationally and again has strong interest at local high schools.
- **E-Sports** - Potential that this could catch on locally. This would change the types of facilities needed.
- **Futsal** - Interest at Westland High School.
- **Lacrosse** - It is unlikely that this trend will catch on in Westland in foreseeable future.
- **Rugby Sevens** - This would not require any new infrastructure as we have an abundance of rugby fields throughout the District (with the exception of the southern portion of South Westland).
- **Ultimate Fighting Championship/Mixed Martial Arts** - There is a large demand (and abundance of associated sports clubs) for martial arts (including boxing, Kung Fu, Ju-Jitsu, & Taekwondo) in the adjacent Territorial Authority District (Grey District). So there is potential that this trend could emerge locally.

Another potential future need is rehabilitation parks. These have currently been identified as a global need by the World Health Global Network as part of aspirations for age-friendly cities. Westland does have an aging population and research does show benefits of outdoor rehab parks decreasing the risks of falls among seniors, increasing strength and providing social and mental health benefits.

### **7.3 Demand Forecasting Assumptions and Demand Management Plan**

Demand forecasting assumptions are listed below:

- **Ongoing Requirement** - That parks, reserves and cemeteries will remain assets required by the community.
- **Ongoing Costs** - Renewal, upgrade and replacement of equipment will be required.
- **Technology** - That technology changes will have little effect on the delivery of services covered by this plan. However, technology changes could benefit the Asset Management Planning process by improving efficiency and effectiveness of Asset Management practices.
- **Expectations and Investment** - Should community expectations grow in terms of Levels of Service increased investment would be required meet expectations.
- **Age Profile of District** - Significant changes in the age profile of the District could produce changes in leisure trends and needs resulting in different requirements from those seen in the past.

## SECTION 8: LIFECYCLE MANAGEMENT

Lifecycle Management shows Council’s processes and costs that it has in relation to assets at all the different stages of their lifespan including creation, operations and maintenance, renewal and disposal. Council aims to manage its assets in a way that optimises the balance of these costs. This section summarises how Council manages or intends to manage each part of the activity’s lifecycle.



Figure 12: Lifecycle Management Process

### 8.1 Asset Condition and Performance

#### 8.1.1 Condition of Parks and Reserves

Condition Assessments reports for Parks and Reserves Assets have not been completed regularly under the current maintenance contract. This is to be better enforced once the maintenance contract is renewed in December 2021. The frequency of conditions assessments, outlined in the current maintenance contract, are outlined below in Table 19.

Table 19: Frequency of Condition Assessments

Asset	Frequency of Condition Assessments
Sports fields	Yearly
Playgrounds	Monthly

Asset condition surveys of specific assets located on parks and reserves were completed by Council’s Engineering Assistant in 2018 and early 2019. Hard-copy inspection sheets were used and a condition rating was assigned for each asset on a 1-5 scale, as per Page 24 of the IPWEA Practice Note 10.1 (Parks Management: Inventories, Condition and Performance Grading). These results were then entered into an Excel spreadsheet and are summarised in

Table 20.

**Table 20: Condition Assessment Guidelines and Results**

Grade	Condition	General Meaning	Result
1	Very Good	Sound physical condition: No work required.	10
2	Good	Acceptable physical condition; minimal short-term failure risk but potential for deterioration. Only minor work required (if any).	165
3	Fair	Significant deterioration evident; failure unlikely in near future but further deterioration likely. Renewal likely to be required in the medium term – 5 to 10 years.	9
4	Poor	Failure likely in short term. Renewal likely to be required in the short term – 2 to 5 years.	2
5	Very Poor	Failed or failure imminent / safety risk. Refurbishment, replacement or removal required as a priority.	1

A total of 240 individual assets are recorded in AssetFinda. No condition inspections have been logged in the system. As noted previously, this system is not up-to-date for parks, reserves and cemeteries and the Excel spreadsheet is more accurate at this point in time.

Council’s general objective is to have no assets in poor or very poor condition and to hold all assets at no less than a condition 3 (fair). Those identified as poor or very poor will be replaced or repaired as part of the 10-year renewal programme.

An overall comment of the general condition of each group of Parks and Reserves asset components is presented below.

- **Furniture** - No data has been collected on these assets, but resources are allocated to improve data over the next 24 months.
- **Signage** - No data has been collected on these assets, but resources are allocated to improve data over the next 24 months.
- **Gardens** - No data has been collected on these assets, but resources are allocated to improve data over the next 24 months.
- **Trees** - No data has been collected on these assets, but resources are allocated to improve data over the next 24 months.
- **Tracks/Walkways** - No data has been collected on these assets, but resources are allocated to improve data over the next 24 months.
- **Playgrounds** - An assessment of three of Westland District Council’s playgrounds (Whataroa, Ross and Cass Square) was received in February 2021 Audits were undertaken by Playsafe and identified a need to upgrade equipment and carry out works to meet the safety requirements as required by NZS5828. The summary comments from this assessment are as follows:

- **Whataroa Playground**

Playground is in need of some remedial repair/maintenance. There are several high risk hazards which need urgent rectification. These high risk items should be closed immediately and rectified as soon as possible. The loosefill surface is hard and compacted for most of its depth and needs full excavation and replacement. There are hard objects in falling space, exposed concrete foundations and rust evident. Does not meet the minimum requirements of fallzone distance as per NZS5828:2015. Equipment also requires cleaning/water blasting. Protruding bolt threads should be cut off and cap covered.

Number of items	Low Risk	Low to Medium Risk	Medium Risk	High Risk
	3	2	9	6

- Ross Playground

Playground is in need of some remedial repair/maintenance. The loosefill surface is hard and compacted for most of its depth and surface depth needs a top up. Worn components require repair or replacement; perimeter edging also requires repair. Significant degradation and rot of timber components and support posts present. Coating defects present e.g. paint flaking, etching. There are many broken caps caused by UV degradation and these have sharp edges or bolt or nut protrusions. Chain covers also perished/damaged. There are dimensional gaps that do not meet the requirements of entrapment as per NZS5828:2015 Part 1. Does not meet the minimum requirements of fallzone distance as per NZS5828:2015. Equipment also requires cleaning/water blasting.

Number of items	Low Risk	Low to Medium Risk	Medium Risk	High Risk
	3	12	3	3

- Cass Square Playground

Playground is in need of some remedial repair/maintenance. There are several high risk hazards which need urgent rectification, both in the Junior and Senior areas. There are hard objects in falling space and rust evident. Rust requires regular monitoring, inspection, treatment and painting. Exposed protruding lified nail heads should be pin punched. Protruding bolt threads should be cut off and cap covered. There are loose fastenings that require tightening. Worn components require repair or replacement; perimeter edging also requires repair. Significant degradation and rot of timber components and support posts present. Evidence of structural hidden degradation that cannot be physically checked without the need for dismantling. It is recommended that equipment be dismantled and inspected by supplier, structural engineer or playground equipment specialist. Does not meet the minimum requirements of fallzone distance as per NZS5828:2015. There are dimensional gaps that do not meet the requirements of entrapment as per NZS5828:2015 Part 1. Equipment also requires cleaning/water blasting.

Junior Playground:

Number of items	Low Risk	Low to Medium Risk	Medium Risk	High Risk
	5	13	9	2

Senior Playground:

Number of items	Low Risk	Low to Medium Risk	Medium Risk	High Risk
	4	15	9	5

### 8.1.2 Condition of Cemeteries

All open and active cemeteries are considered to be in good to excellent condition. Issues do arise, in particular for Kumara, but also some others where the groundwater table is high and the carved water channels are a nuisance for easy maintenance access.

## 8.2 Operations and Maintenance

### 8.2.1 Key Operational and Maintenance Themes

Key maintenance themes include grass mowing of sports fields, walkway maintenance, vegetation control, inspections of play equipment etc.

### 8.2.2 Maintenance Contracts

The majority of the maintenance and operation service delivery for Kumara, Hokitika and Ross cemeteries and reserves, as shown in Table 21, is undertaken under contract by Westroads Hokitika Limited. The maintenance of reserves has been undertaken under contract by the existing contractor for the last five years.

**Table 21: Parks, Reserves and Cemeteries Maintenance Management**

Contract Name	Contract Start Date	Contractor
14/05/04 – Parks, Reserves & Cemeteries Maintenance Management 2015-2020	1 July 2015	Westroads Ltd

The contract includes all contract instructions, performance monitoring, variations, dayworks and payment processes. The contractor is required to programme and report comprehensively on the execution of the works. The contract documents specify technical standards required and define response times and cyclic inspection periods.

The bulk of the contract involves regular tasks which are to be completed to a performance specification for a lump sum price. A number of other tasks are completed as required, or by instruction from the Council, and paid for at unit or hourly rates.

The maintenance level of service is partially meeting community expectations. Feedback from past residents’ surveys is mixed; a lot of positive comments have been received but a number of complaints. Sometimes this is due to community expectations being higher than the agreed levels of service.

The Reserves and Maintenance Contract has been extended for one year and will be re-tendered in 2021. The intention is for reserve descriptions and contract specifications to be better defined. An external party has been engaged to assist with preparing the new tender document.

### 8.2.3 Maintenance Standards

Maintenance standards for parks, reserves and cemeteries are generally associated with one or more of the following characteristics:

- Public safety (e.g. playground equipment, large tree limbs etc.)
- Specific local significance (e.g. for environmental or heritage reasons)
- Usage (High levels of use)
- Specialised use (e.g. sport venues)
- High capital investment
- Location

Different standards are applied to different areas, and overall standards may be adjusted in response to community preferences and budgetary considerations. Council’s intention is to have a consistent standard of management for similar types of facilities in similar types of areas. The following standards are in use:

- NZS 5828:2015 Playground Equipment and Surfacing; and
- SNZ HB 8630: 2004 Tracks and Outdoor Visitor Structures

### 8.2.4 Maintenance Strategies

Most types of parks, reserves and cemeteries maintenance activities fall into one of two categories: Non-scheduled (Reactive) Maintenance or Scheduled Routine Maintenance.

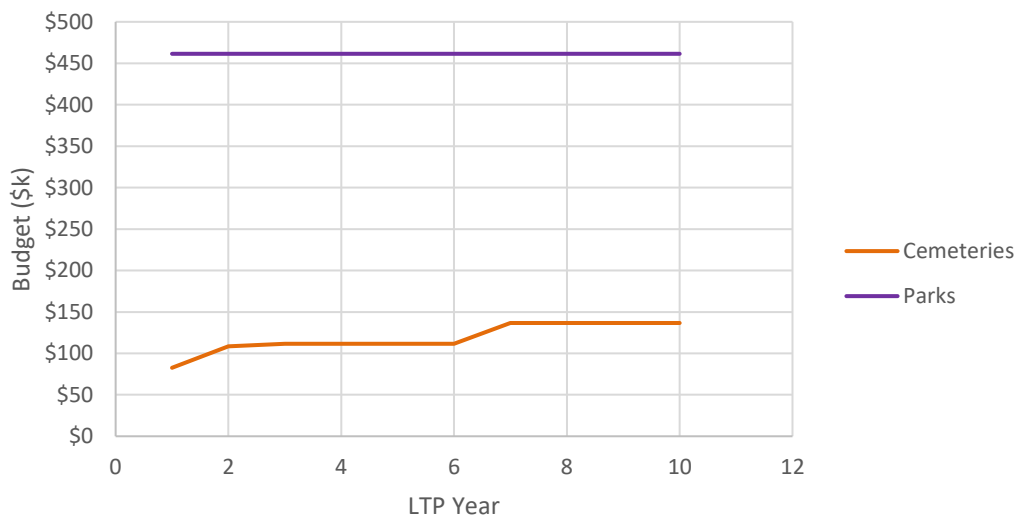
Non-Scheduled (Reactive) Maintenance encompasses unplanned maintenance in response to service requests alerting Council to asset failure, safety issues or vandalism. Non-Scheduled Maintenance can also take place as the result of a storm event, where unplanned call outs take place, for example to clear fallen trees.

The scheduling of Routine Maintenance is the responsibility of the contractors who programme and prioritise work to meet the service standards specified in the contract.

Council does not currently have a separate planned, preventative maintenance work programme for reserves in order to ensure an asset achieves its useful life. This work is undertaken as identified and required, from routine maintenance and paid for as dayworks or provisional sum items within the overall contract.

### 8.2.5 Forecast Operations and Maintenance Expenditure

Figure 13 shows the forecast operations and maintenance expenditure for the next 10 years.



**Figure 13: Parks, Reserves and Cemeteries Operations and Maintenance Expenditure**

### 8.3 Asset Renewal/Replacement

Renewal expenditure is major work that does not increase the asset’s design capacity but restores, rehabilitates, or replaces an existing asset to its original capacity. Funding of work over and above restoring an asset to its original capacity is considered to be a Levels of Service increase or growth expenditure.

### **Coastal Considerations:**

All playground equipment situated close to the coastal area can suffer more rapid corrosion problems. This is particularly relevant to steel framed swings. In many cases the metal pipes rust from the inside and the damage is not obvious. It is important to bear this in mind when renewing playgrounds. It should be ensured that either materials used are suitable to the harsh environment of the coastal zone or that a suitable replacement programme is in place.

#### **8.3.1 Key Renewal Themes**

Renewal planning is based on an understanding of the various failure modes and risk analysis of the failure consequences. Failure modes and renewal themes can be grouped into the following categories:

- **Sudden irreparable failure (Reactive)** - The only response to such failures is the replacement of the asset. This type of failure is generally not foreseen.
- **Sudden reparable failure (Reactive)** - The response to such failure is either to repair or replace the asset. When deciding whether to repair or replace the asset, the potential for failure to re-occur (and the associated cost and disruption consequences), must be considered.
- **Safety issues** - Playground equipment needs to be safe as failure of components can result in falls and injuries. Playgrounds situated close to the coastal area can suffer corrosion problems. This is particularly relevant to steel framed swings. In many cases the metal pipes rust from the inside and the damage is not obvious. It is important to bear this in mind when renewing playgrounds to ensure materials used are suitable to the harsh environment of the coastal zone. Obtaining external playground safety audits every three years is one way Council can mitigate against this risk and undertake renewals based on report recommendations.
- **Gradual loss of capacity / performance** - The options for dealing with this are similar to sudden reparable failure. However, since this type of decline takes place over time, assets can be better monitored. Trigger levels can be established to prompt the timing of the repair or renew decision. Risk and cost analysis is necessary to determine the appropriate degree of preparedness for such a failure. Preparedness can range from having spares in stock, to installing back up units, through to pre-emptive replacement prior to failure occurring.
- **Gradual increase in operation / maintenance costs** - Increasing operational costs need an economic analysis to decide if high initial capital replacement costs followed by lower ongoing costs make it more cost-effective to replace the asset.

#### **8.3.1 Renewal Strategies**

Assets are considered to need renewal when:

- They near the end of their effective useful life;
- Cost of maintenance becomes uneconomic and it would cost less to renew the asset than keep maintaining;
- Risk of failure of critical assets is unacceptable (for this activity area, critical assets have not been defined and therefore this is not relevant).

#### **8.3.2 Deferred Renewals (shortfalls)**

Deferred renewal is the shortfall in renewals required to maintain the service potential of the assets. This can include:

- Renewal work that is not performed at its scheduled time and put off until a later date (often due to affordability reasons); or



- A depreciation austerity funding policy, whereby investment in renewals is capped for a period of time. At the time of WDC’s 2015-2018 Long Term Plan, a depreciation austerity policy was in place. This was removed by the time of the 2018-2028 Long Term Plan but this means that council is still rebuilding its depreciation reserves.

If the renewals expenditure starts falling behind the accumulative depreciation it can indicate that assets might not be getting replaced or renewed at the rate they are reaching their useful life. Where such a pattern continues for an extended period of time, future communities could inherit run-down assets with high maintenance costs and high capital expenditure to replace failing infrastructure.

### 8.3.2 Forecast Renewal Expenditure

Figure 14 shows the forecast renewals expenditure for the next 10 years.

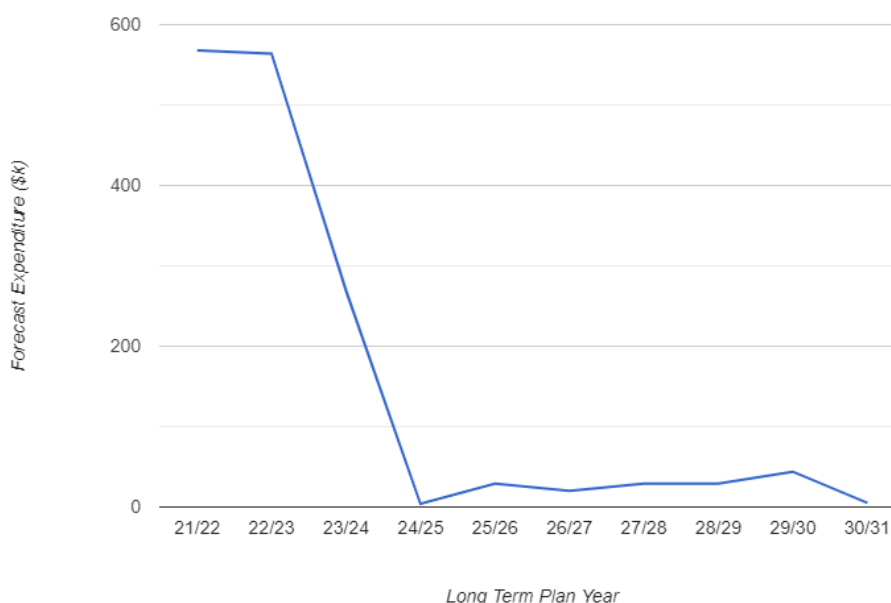


Figure 14: 2021-2031 Draft Annual Renewals Expenditure Forecast

### 8.4 Asset Development

Development works will be planned in response to identified service gaps, growth and demand issues, risk issues and economic considerations. When evaluating significant development proposals, the following issues will be considered:

- the contribution to new or improved assets will make to the current and anticipated future Levels of Service and community outcomes;
- the risks and benefits anticipated to be made from the investment;
- the risks faced by not proceeding with the development works (these could include safety risks, social risks and political risks);
- ability and willingness of the community to fund the works; and
- future operating and maintenance cost implications.

As discussed in Chapter 7, the district is not experiencing any significant growth. There are no existing plans to create or acquire any new assets with a view to accommodate any significant growth within the district. However new assets may be acquired at no direct costs to the organisation. (i.e. land gifted to Council from subdivision developments in lieu of a Development Contribution).

Most playground upgrades will be purely to meet the legislative requirements, i.e. compliance with Playground Equipment Technical Standards. Pending cemetery upgrades will be the development of new berms and the potential creation of a Muslim burial section within the Hokitika Cemetery (subject to community engagement and Council approval).

### **8.5 Asset Disposal**

Asset disposal processes will comply with the Council's legal obligations under the Reserves Act 1977, the Burial and Cremation Act 1964 and Local Government Act 2002, which covers:

- public notification procedures required prior to sale;
- restrictions on the minimum value recovered; and
- use of revenue received from asset disposal.

All relevant costs of disposal will be considered. These costs may include:

- evaluation of options;
- consultation/advertising;
- obtaining Resource Consents;
- professional services, including engineering, planning, legal, survey; and
- demolition/site clearing/make safe costs.

The use of revenue from the sale of assets, or the source of funds required to dispose of assets, will be decided by the Council at the time of its consideration of the asset's disposal.

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## SECTION 9: FINANCIALS

This section provides a summary of the total value of the activity and investment that Council has planned to make over the next 10 years.

Council has a prudent financial approach to managing its assets and services.

### 9.1 Funding Policy, Fees and Charges

The parks and reserves activity is currently funded through community rates. In addition, income is generated for Cass Square through hire fees.

The cemetery activity is currently funded via the following mechanisms: General rates, burial fees, and plot sales. The Hokitika Cemetery also receives annual maintenance grants from Veterans' Affairs New Zealand to maintain the cemetery area for returned service personnel.

Rates are the primary income source for both activities as these functions contribute to public good by advancing the achievement of community outcomes or the overall wellbeing of the community. Fees and charges (such as Cass Square hire fees, burial fees and plot sales) are only applied where a particular individual or identifiable group of the community benefit from the activity and costs can be recovered directly from the benefitting party. The schedule of fees and charges is published on Council's website and reviewed every year.

As for capital expenditure, where financial assistance or reserves (including funded depreciation) are not available, significant projects are often funded by way of loans to spread the costs more effectively over the life of the asset and provide better intergenerational equity.

#### 9.1.1 Development Contributions

##### Recreation Contribution

The recreation contribution is 5% of the value of each new allotment or the value of 4,000m<sup>2</sup> of each new allotment, whichever is the lesser. The minimum charge is \$1,000.00 per new allotment and the maximum charge is \$3,000.00 per new allotment, both GST-inclusive.

Council has reserves across the district gifted to Council in lieu of a cash recreation contribution. This land gives Council the potential to create new parks in the future should population significantly increase. It should be noted, however, that the quality of land gifted to Council is often not ideal for development as an asset due to proximity to flood zones etc.

### 9.2 Asset Valuation and Depreciation

The Local Government Act 1974 and subsequent amendments contain a general requirement for local authorities to comply with Generally Accepted Accounting Practice (GAAP). The Council requires its infrastructure asset register and valuations to be updated in accordance with Financial Reporting Standards and the Asset Management Planning improvement cycle.

#### 9.2.1 Asset Valuation 2019

Parks, reserves and cemeteries assets were last revalued in August 2019. This was done by Council staff and peer reviewed by BECA.

The asset depreciated value and annual depreciation applying to each group of community parks, reserves and cemeteries is shown in Table 22 below, as at 30 June 2019.

**Table 22: Asset Depreciation applying to each activity type**

Asset	Replacement cost (with modern equivalent) (\$)	Asset Depreciated Replacement Value (\$)	Annual Depreciation Requirement (\$)
Playgrounds	\$1,068,126	\$129,343	\$59,790
Sportsfields	\$1,734,064	\$1,248,259	\$24,694
Parks and reserves	\$1,835,358	\$832,694	\$177,947
Cemeteries	\$2,298,213	\$1,415,853	\$29,927
Carpark Facilities	\$37,285	\$32,855	\$633
<b>TOTAL 2019</b>	<b>\$6,973,046</b>	<b>\$3,659,004</b>	<b>\$292,991</b>

### 9.2.2 Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land and museum artefacts, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives.

The useful lives and associate depreciation rates of major classes of parks, reserves and cemeteries have been estimated as shown in Table 23.

**Table 23: Default Asset Depreciable life and Depreciation Rates**

Operational	Depreciable life (years)	Depreciation Rates
<b>Buildings</b>	50	2%
<b>Furniture and Fittings</b>	10	10%
<b>Signs</b>	10	10%
<b>Playground</b>		
○ <b>Surface</b>	10	
○ <b>Equipment</b>	15	
○ <b>Fence</b>	15	

Depreciation is funded from the following rates:

- a) General Rate: Council funds part of its general rates requirements from a rate per dollar on the land value of each rateable property. This is a differential rate dependant on the underlying zoning of each property as denoted in the District Plan.
- b) Uniform Annual General Charge (UAGC): A uniform annual general charge is charged as a fixed amount on each separately occupied portion of a rateable property.

### 9.3 Financial Summary

#### 9.3.1 Project Drivers

All expenditure must be allocated against at least one of the following project drivers:

- **Growth** - Works to create a new asset, or to upgrade or improve an existing asset, beyond its original capacity or performance to provide for the anticipated demands of future growth.
- **Increased Levels of Service** - Increasing the level of service to the community for the existing asset or service provided or the provision of a new asset or service at the request of the current community.
- **Maintenance** - Repairing or replacing an existing asset with “like for like” in order to ensure the provision of on-going services at the agreed levels.

The classification of financial projects against the project drivers is mandated under Schedule 10(2)(1)(d)(i) to (iv) of the Local Government Act which requires Council to identify the estimated costs of the provision of additional capacity and to divide these costs between changes to demand, changes to service provision levels and standards and consumption of services.

In addition, should Council intend to introduce a Development Contributions Policy in the future, under Schedule 13(1)(a) and Section 106 of the Local Government Act, Council is required to identify the total costs it expects to have to meet relating to increased demand as a result of growth.

### 9.3.2 Total Expenditure

Figure 15 below shows the draft total expenditure for the Parks, Reserves and Cemetery activities for the ten year period 2021-2031 (as at March 2021).

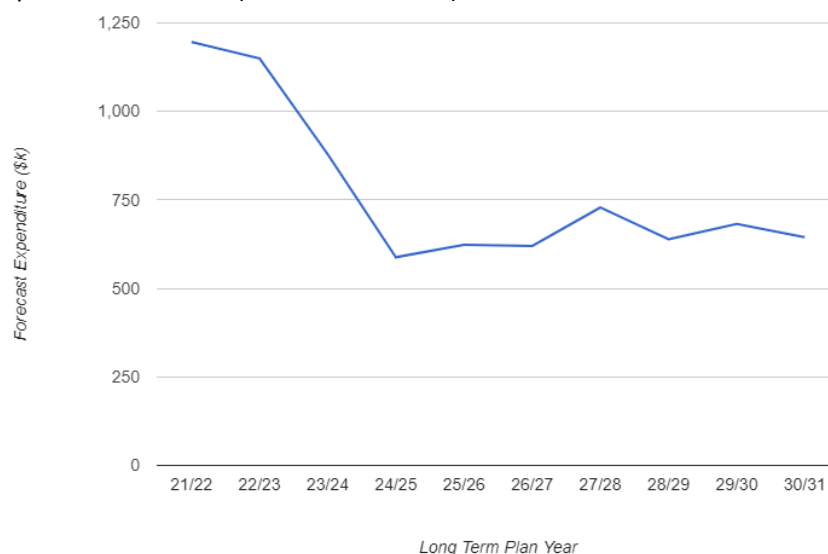


Figure 15: 2021-2031 Draft Total Expenditure for Parks, Reserves and Cemeteries

### 9.3.3 Total Income

The draft estimated income for the Parks and Reserves activities for the ten year period 2021-2031 is shown below in Figure 16.

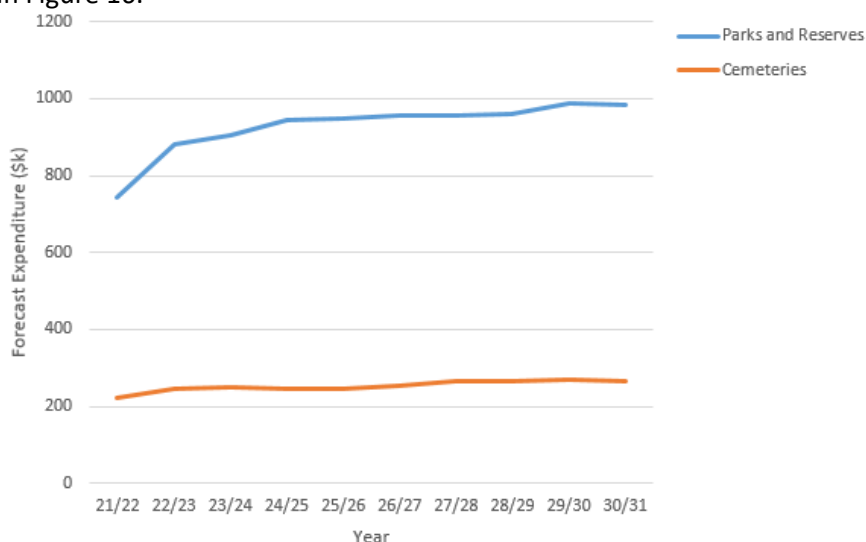
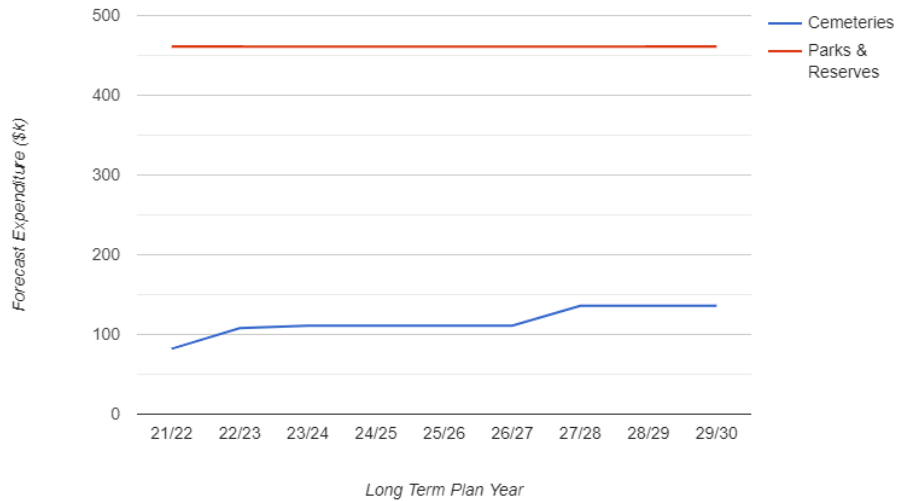


Figure 16: 2021-2031 Draft Total Income for Parks, Reserves and Cemeteries

### 9.3.4 Operational Costs

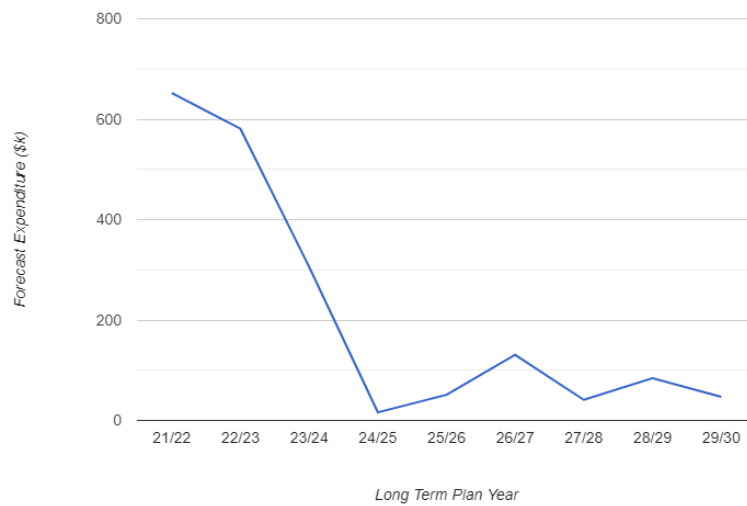
The draft operational costs for the Parks, Reserves and Cemetery activities for the ten year period 2021-2031 is shown below in Figure 17 (as at March 2021).



**Figure 17: 2021-2031 Draft Operational Costs for Parks, Reserves and Cemeteries**

### 9.3.5 Capital Expenditure

Figure 18 below outlines the draft value of the estimated capital needs over the ten year period 2021-2031 (as at March 2021).



**Figure 18: 2021-2031 Draft Capital Expenditure for Parks, Reserves and Cemeteries**

9.4 Capital Projects: Financial Summary

Table 24: Capital Projects Annual Cost Breakdown as at April 2021

Project Title	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	TOTAL
Hokitika Cemetery	\$20,000	\$10,000	\$20,001	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	\$20,000	\$40,000	\$180,001
Ross Cemetery	\$10,000	\$5,000									\$15,000
Cass Square Playground	\$50,000	\$135,000	\$250,001		\$25,000		\$105,001		\$25,001		\$590,003
Cass Square Skatepark	\$200,000	\$250,000									\$450,000
Haast Playground	\$4,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$3,999	\$1,500	\$20,000
Waterfront Development	\$160,000	\$100,000									\$260,000
Kumara Playground	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$15,000
Ross Playground	\$40,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$6,500	\$1,500	\$1,500	\$58,500
Rimu Kiosk	\$5,000					\$1,001				\$1,000	\$7,001
Whataroa Playground	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$21,500	\$1,500	\$1,500		\$33,500
<b>TOTAL</b>	<b>\$492,000</b>	<b>\$506,000</b>	<b>\$276,003</b>	<b>\$16,000</b>	<b>\$51,001</b>	<b>\$17,000</b>	<b>\$151,000</b>	<b>\$21,000</b>	<b>\$53,500</b>	<b>\$45,501</b>	<b>\$1,629,005</b>

## SECTION 10: SUSTAINABILITY & BUSINESS CONTINUITY

From an asset management perspective, sustainability is critical as many assets have a long lifespan and must be 'future-proofed'.

Sustainability means that we effectively balance the needs of present and future communities. In terms of asset management, sustainability is important, as many assets have a long lifespan and should be 'future-proofed' where possible. The Local Government Act 2002 requires local authorities to take into account the current and future needs of their communities for good quality local infrastructure and effective, cost-efficient delivery of services. Council has a responsibility to manage the parks, reserves and cemetery activities in a way that protects economic, social, environmental and cultural wellbeing. This includes planning for business continuity in the event of emergencies and being mindful of environmental trends like climate change that could affect land and infrastructure in the District and the way it can be used in the future.

### 10.1 Potential Negative Effects of Activity

In considering delivery of services, Council is required to identify potential significant negative effects and the proposed mitigation measures. These are listed in Table 25 below:

**Table 25: Potential Negative Effects on the Activity and Mitigation Measures**

Negative Effect	Description	Mitigation Measures
Parks and reserves may be under – or over – utilised.	Due to their location and distribution, some parks and reserves may be crowded at peak times or rarely used.	This is an accepted fact of living in a very geographically spread out area.
Potential for vandalism and graffiti	Location and design of parks, sportsgrounds and playgrounds may result in anti-social behaviour e.g. vandalism/graffiti.	Council can mitigate this to a certain degree though good operational management (including regular maintenance schedule and good contractor management). Council can also incorporate CPTED principles into new projects or renewal works. Public education, liaison with community groups and a prompt response to identified cases of vandalism and graffiti also help disincentivise or discourage this type of effect.
Equipment deterioration or failure	Loss of equipment use due to wear and tear, age or instant failure.	Inspections, monitoring and realistic replacement programme.

### 10.2 Positive Effects of Activity

Parks, Reserves and Cemeteries also provide a number of positive effects as listed in Table 26 below.

**Table 26: Positive Effects on the Activity**

Positive Effect	Description
Community value	Our parks and reserves offer Westland residents the opportunity to engage socially in the places near where they live and work including providing outdoor space for gatherings, events and social activities. Parks and



	reserves also contribute to an aesthetically pleasing environment, which makes the District more attractive and encourages people to visit the area and spend money in the District.
Health benefits	Parks, playgrounds and sportsgrounds allow people to play sports or improve their health and fitness through active recreation.
Protection of natural areas and resources	Esplanade reserves help to protect against erosion and areas of natural hazard. Other reserves with native vegetation help to protect maintain natural features.
Remembrance of loved ones	Cemeteries not only enable burials to occur in a safe environment protecting public health; they also provides spaces which allow for the remembrance of community members' loved ones and provide monuments and memorials to the history of the District and the people who lived here.

### 10.3 Environmental Management

The statutory framework outlining what Council’s environmental management responsibilities in regards to its activities in this area is primarily the Resource Management Act (RMA) 1991.

#### 10.3.1 Resource Consents

Examples of consents that may be periodically required in association with the parks and reserves activity is land use consents for significant earthwork activities or activities that occur within 50 metres of the Coastal Marine Area. Reserves for which Council currently holds resource consents are listed below in Table 27.

**Table 27: Council Reserves which hold Resource Consents**

Location	Consent Number	Consent Type	Purpose	Start Date	Expiry Date
Sunset Point, Hokitika	RC-2019-0097-01	Coastal Permit	To deposit cleanfill within 50 metres of the CMA.	21/11/2019	21/11/2029
Sunset Point, Hokitika	RC11049/1 & RC11049/2	Coastal Permit	To construct coastal protection works (rock wall) in the CMA at Hokitika; and to occupy space in the CMA as a result of the construction.	26/04/2011	26/04/2041
Sunset Point, Hokitika	RC12238/1, RC12238/2 RC12338/3 & RC12338/4	Coastal Permit	To occupy space in the CMA through construction of rock protection works, to erect structures, to alter the foreshore/seabed and to excavate and deposit natural material in the CMA while undertaking rock protection works.	25/01/2013	25/01/2048

Resource consents are not generally required in the course of usual operations for these activities and assets. However, periodically, additional resource consents may be needed for construction earthworks associated with capital projects where the scope of the project exceeds the permitted activities set out in the relevant Regional Plan e.g. the Regional Land and Water Plan.

#### 10.3.2 Resource Consent Reporting and Monitoring

The Council aims to achieve compliance with all consents and/or operating conditions. A consent database (CSVue) is maintained to allow for the monitoring and required actions of all consent conditions, including renewal prior to consent expiry. This function is currently carried out by an external contractor.

#### **10.4 Business Continuity/Emergency Management**

The parks and reserves activity is less critical than many other Council functions and assets.

Maintaining operational cemeteries is also of importance during civil defence emergencies where a severe State of Emergency could result in additional loss of life (beyond normal non-emergency related death rates).

## SECTION 11: RISK MANAGEMENT & ASSUMPTIONS

This AMP and the financial forecasts contained within have been developed from information that has varying degrees of accuracy and completeness. Some data in its entirety is unable to be obtained at time of writing due to factors which are uncertain. Due to this, the AMP is underpinned by a series of assumptions as decisions regarding future activities still have to be made. This section documents the risks and assumptions relevant to parks, reserves and cemeteries assets and activities that could have an effect on the financial forecasts.

A **Risk** is defined in AS/NZS ISO 31000:2009 – *Risk management – Principles and guidelines*, as:

***“Effect of Uncertainty on Objectives”***

These terms are further defined below:

- **Effect** - Deviation from the expected – positive or negative.
- **Objectives** - Can have different aspects and can apply at different levels.
- **Risks** - Often characterized by reference to potential events and consequences, and is often expressed in terms of a combination of the consequences of an event and the associated likelihood.
- **Uncertainty** - The state, even partial, of deficiency of information related to, understanding or knowledge of an event, its consequence, or likelihood.

The objective of risk management is to identify the specific business risks, together with any possible risks associated with the ownership and management of the parks, reserves and cemeteries activity assets. This can be used to determine the direct and indirect costs associated with these risks, and form a priority-based action plan to address them.

The outcome of this evaluation is to be used to:

- Emphasise the importance of continuing to provide Council’s parks, reserves and cemeteries and manage inherent risks
- Continually identify improvements required to Council parks, reserves and cemeteries to avoid risk events, or minimise their impact or to realise identified opportunities

The Council has an adopted Risk Management Handbook developed for specific use at activity levels. The handbook has been included in [Appendix 3](#) of this plan along with detailed risk registers on the parks, reserves and cemeteries activities.

**The risk management framework for Westland District Council has been adopted as the basis for future planning and the risk registers will provide the way forward. It is intended that the GAP analysis done as part of developing the risk register will provide and identify the level of maintenance at an activity level. It will also identify the CAPEX (Capital works) at an activity level and will also provide a pathway for developing the operational policies.**

Figure 19 below shown a flow chart which is an indication of process followed within risk management framework.

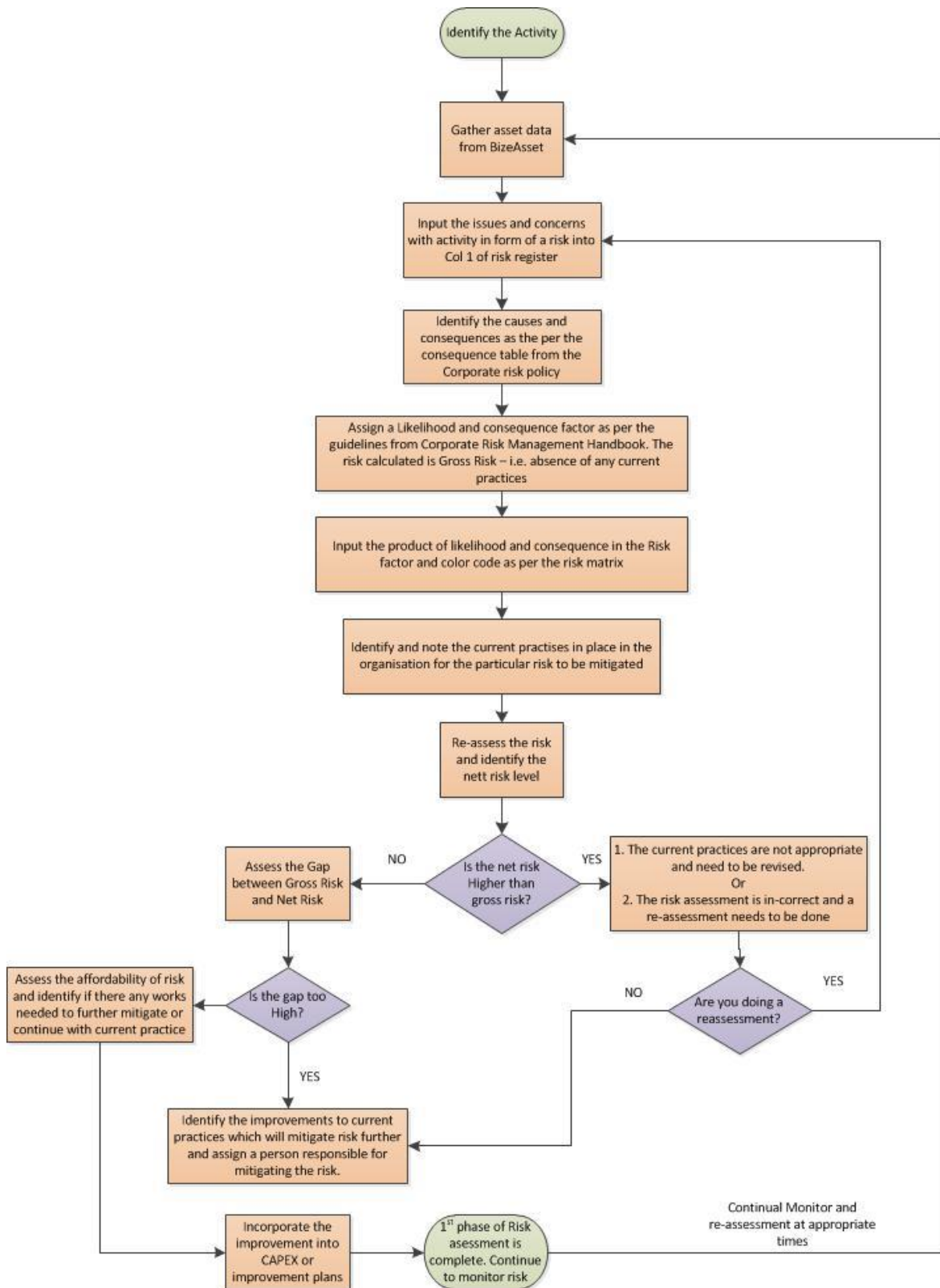


Figure 19: Risk Assessment Flow Chart

### 11.1 Risk Management Philosophy/Approach

A risk is any event that has the potential to impact on the achievement of Council’s objectives. The potential impact of a risk is measured by the likelihood of it happening and the magnitude of consequences should it occur.

Council adopted a Risk Management Policy in 2011, which is under revision at the time of writing. Council is in the process of improving its risk management processes to support better planning, decision-making and adherence to Council’s objectives.

### 11.2 Activity Risks & Mitigation Measures

The key risks associated with some of those categories itemised above (primarily health and safety) are summarised in Table 28.

**Table 28: Key Risks and Mitigation Measures**

Key Risks	Risk Level	Mitigation Measures
Plot allocation for pre booked cemetery sites	Low	Allocate a specific number of pre booked site per year.
Cemetery capacity	Moderate	Future development plan, for expansion.

### 11.3 Assumptions & Uncertainties

Table 29: Significant Assumptions and uncertainties Table 29 below documents the general uncertainties and assumptions that Council considers could have a significant effect on financial forecasts and discusses the potential risks that this creates.

**Table 29: Significant Assumptions and uncertainties**

Significant assumptions	Risk and impact	Level of uncertainty	Mitigation
<b>Asset data</b> Asset condition and performance data is incomplete in certain areas	Asset data inaccuracies may mean more/less assets need to be renewed than projects and/or projected timing of renewals is incorrect. This could result in some assets failing before they are scheduled for planned renewal and cause drop in LoS	High	Improvement actions have been identified; some of which are in progress. An Asset Engineer and Asset Management Planner have been appointed.
<b>Asset lives</b> The useful asset life reflects the best estimate available as at forecast date and is based on current asset information held.	That the useful asset life information held is incomplete or inaccurate and subsequent depreciation calculations will result in incorrect revenue setting meaning rates are either too high or too low. Insufficient funds may not be available.	Medium	Details relating to the Council’s current estimates of useful lives are recorded within the depreciation note in the accounting policies.
<b>Availability of contractors and materials</b> Contractors and materials will be available to undertake the work required to agreed	Projects could be delayed if there is a shortage of materials or contractors or if contractors fail to deliver to agreed standards, budget and timeframe. Delays may further increase costs and chances of asset failure in the interim which could also impact on Levels of Service.	Low	Spread projects as much as possible and continue to engage with contractors. Ensure robust contracts are in place.

Significant assumptions	Risk and impact	Level of uncertainty	Mitigation
standards, deadlines and cost.			
<b>Climate Change</b> The predicted higher rainfall combined with storm surge and high river flows will increase the potential and risk of townships flooding, in particular Hokitika and Franz Josef.	Flooding of townships placing lives at risk and damage to land.	Medium	Continue to review impacts and effects of rainfall events and river/sea level rise with planned retreat in some instances.
<b>Costs</b> Capital expenditure costs are based on Council's best estimates and known planned expenditure.	Capital expenditure varies from budget. There may be increased operation and maintenance costs associated with maintaining assets that are beyond their useful life and a potential impact and risk to levels of service.	Medium	The Council will review its budget annually through the LTP/Annual Planning process and may adjust work programmes / budgets where necessary.
<b>Depreciation</b> Depreciation for the revalued asset values has been calculated annually using the Council's inflation factors as a proxy for the adjusted revalued asset values.	Revaluation adjustments are different to those forecasts. That detailed components of new assets will be different from the inflation factors, requiring different depreciation rates.	Low	
<b>Funding renewals</b> That Council will choose to Strengthen its assets and infrastructure and fund depreciation on renewals to provide its community with financial stability and financially sustainable infrastructure and services over the long term.	That Council will choose to Strengthen its assets and infrastructure and fund depreciation on renewals to provide its community with financial stability and financially sustainable infrastructure and services over the long term.	Low	The Council funds asset replacement through a variety of sources, as detailed in the Revenue and Financing Policy, with depreciation used when replacing assets with 'like for like'. The Council operates within the prudent parameters of its Liability Management Policy.

Significant assumptions	Risk and impact	Level of uncertainty	Mitigation
<p><b>Funding sources</b> Funding sources (including external funding) sources do not change over the life over this Plan</p>	Levels and sources of funding differ from those forecast, resulting in projects being revised or alternative funding sources used.	Low	Funding for projects is considered before the commencement of each project or asset. A significant impact from changes in funding or funding sources may result in revised capital works programme.
<p><b>Levels of Service</b> Some increases in levels of service have been proposed and provisionally budgeted (subject to public consultation and Council approval). Service level increases are mainly to increase the capacity to deal with storm and flooding events. In most other cases, service levels remain unchanged. Levels of Service increases will increase cost to ratepayers.</p>	That the community demands, or central government imposes, additional significantly enhanced service levels. This will lead to increased costs to ratepayers and also possibly require increased in-house resourcing.	Medium	<p>Council to regularly monitor service provision. Minor changes may be made to service levels where contracts and resources allow.</p> <p>Major changes in service levels will be confirmed with the community via consultation and will generally require an increase to fees or rates.</p>
<p><b>Natural hazards and future rainfall events</b> The prevalence of heavy rainfall events (as seen in last few years) is likely to continue causing periodic disruption. Other natural hazards such as tsunami, Alpine Fault earthquakes are possible but have not been factored into the life of this Plan.</p>	An alpine fault earthquake, tsunami event or other surprise natural disaster occurs that has a significant impact on drinking water services resulting in unbudgeted costs beyond the capacity of Council to cope.	Low	<p>Council has a Civil Defence Emergency Plan that will be implemented in the event of an emergency.</p> <p>Council has insurance which can be claimed for the replacement of infrastructure damaged in the event of a natural hazard. In addition, Central Government has a role in providing financial aid for disaster recovery.</p>
<p><b>New legislative requirements</b> The Three Waters reform will introduce new</p>	Three waters are likely to be managed by a regional entity.	High	Council is working with other West Coast councils on a local approach to three waters. It is also

Significant assumptions	Risk and impact	Level of uncertainty	Mitigation
legislative requirements from Central Government.			working with the wider Canterbury Group.
<b>Population change</b> The population of the District will remain static or grow slightly during the period of the Plan. The population statistics are based on Statistics New Zealand medium growth forecast (from 2013; no updated populations projections available from 2018 Census yet).	Population growth is significantly higher than forecast in a localised area, putting pressure on infrastructure. Or population significantly declines resulting in under-utilisation of infrastructure.	Low	Council will continue to monitor population change in the District. Generally, small changes in population can be managed within the existing Level of Service. It has less direct impact on the stormwater activity.
<b>Tourism</b> Tourism growth will be static or decline in the first three years of the plan and then begin to grow again as the NZ borders reopen and international tourism resumes. Once tourism begins to grow it will be a major economic contributor to the district's GDP. The impact of tourism on Council infrastructure and services might not be severe as growth will be slow and Council will have improved infrastructure and services during the early part of the plan	That tourist numbers increase more quickly than expected when international travel resumes. Potential asset failure due to unsustainable growth of tourism result in service outages and need for new unbudgeted infrastructure that would increase Council's debt.	Medium	Council will continue to monitor tourism growth. Where growth requires additional infrastructure, Council will apply for financial contributions for this work.

### 11.3 Activity-Specific Assumptions

In addition to the general assumptions above, there are a number of assumptions and uncertainties specific to Parks, Reserves and Cemeteries. These are documented below. Operational level risks are identified via general maintenance reviews and issues reported to Council by the public.

Current operational risk levels include:

- Health and Safety
- Compliance with Standard Operating Procedures
- Legislative Requirements

In addition, there are a number of risk themes common to most activities that Council undertakes. These include:



- CAPEX programme management and future funding
- Unforeseen natural events
- Policy and process development
- Asset renewals, operations and maintenance
- Staff resourcing and training

No critical assets have been identified by Council for parks and reserves. In the future, Council should review the parks, reserves and cemeteries asset list and define if there are any critical assets and determine the legislative, community, financial and environmental consequences should those assets fail.

Risks specific to parks, reserves and cemeteries have been listed in Table 30 below with current mitigation measures and proposed future mitigation strategies.

**Table 30: Specific Risks and Mitigation Strategies**

Risk Type	Management Practice [E] Existing [P] Proposed/Future
Physical hazards for visitors (e.g .injury or fatality) resulting from type of recreation activity carried out coupled with the nature of the environment and condition of the asset.	Compliance with safety standards (playgrounds, sports codes and so on) and procedures; Barriers; Non-routine hazard warnings. Requirement for identification and management of hazards included in Service Level Agreement with contractor. Compliance is monitored
Work place risks of accidents.	Staff and contractor training; Compliance with industry safety standards and procedures; Risk identification and mitigation/isolation/elimination procedure in place. Requirement for full Health and Safety programme included in Service Level Agreement with contractor. Compliance is monitored.
Environmental disaster or major event (storm, ecological disaster, earthquake/tsunami, major fire).	Civil Defence Emergency Management Plan.
Multiple management agency responsibilities internally and externally – lack of clarity in demarcation lines increases risk of issues not being addressed as each assumes the other has it under control, such as roading, stormwater and coastal issues.	Maintain good communication lines.
Unrestricted and unsupervised access to assets and land under management – control over risky activity is minimal. Use of volunteers – less easily managed than employees but can carry out many of the same potentially hazardous tasks.	Meet equipment standards; Identify hazards and alert users. Create specialised agreements (including lease agreements, MOUs) etc to ensure third parties know what is expected of them, and any reporting requirements to Council.

	Regular monitoring via site inspections and good liaison with groups. Attendance at meetings means team has good understanding of what groups are doing. Some additional Health and Safety training may be needed.
Staff succession planning and cover	
Operations Contract	[E] Current operational contract with Westroads (contractor) needs significant updating and revision to reflect increased knowledge of assets. [P] Contract up for renewal in 2020 so improvements can be made by time new contract is let via tender process.
Contracts supervision	
Service Agreements	[E] Maintenance and operations of most major township reserves performed under formal contract. However, some smaller reserves in rural areas area maintained by community volunteers with no SLAs or MOUs in place. [P]
Reserve Management Plans	
Asset valuations	
Asset attributes	[E] Council's knowledge of parks and some facilities (condition and criticality) now much improved. [P] Continue data gathering on performance / utilisation and remaining life. More work needed to capture data in Intramaps layers and AssetFinda database.
Deferred maintenance	
Service standards, monitoring and reporting	

Public expectations versus public’s willingness to fund this activity via rates	
Unforeseen Damage (e.g. vandalism, pests)	

#### 11.4 Improvement Plan for Risk Assessment

Improvement methods for Parks, Reserves and Cemeteries have been identified. These are outlines below in Table 31.

**Table 31: Risk Assessment Improvement Tasks**

<b>Activity</b>	<b>Community</b>	<b>Improvement</b>	<b>Timeline</b>
Parks and Reserves	All	Include Risk Assessments at playground and equipment for all areas	Year 2 – Year 3
Cemeteries	All	Include Risk Assessments for all areas	Year 2 – Year 3

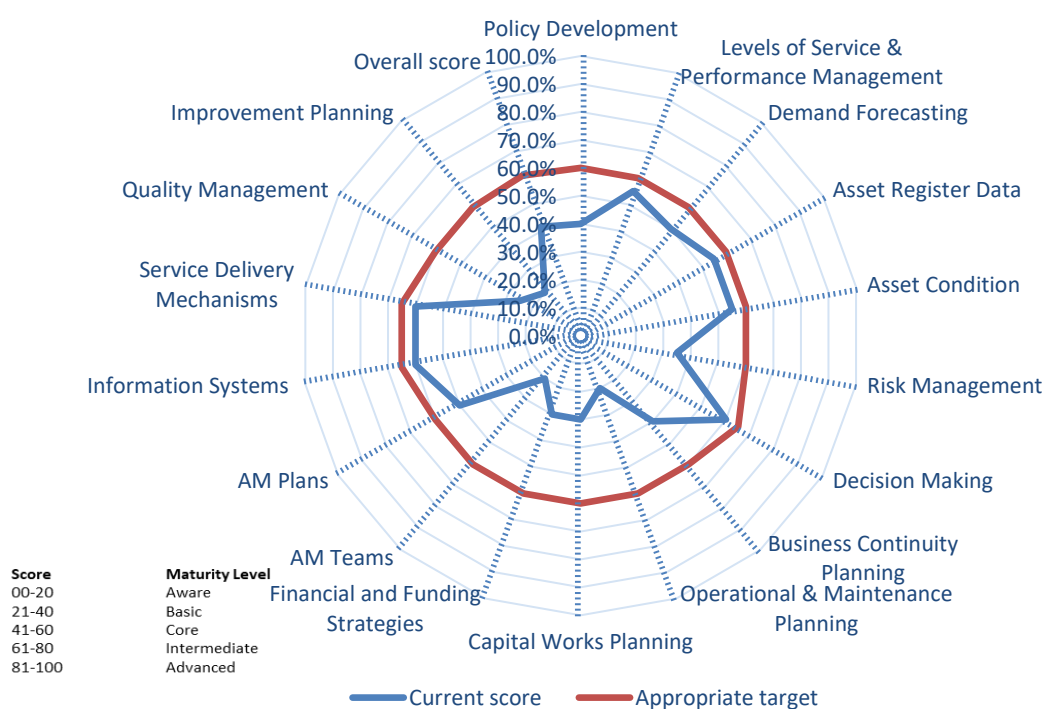
## SECTION 12: ASSET MANAGEMENT PROCESSES & PRACTICES

Good quality data and asset management processes underpin effective planning for parks, reserves and cemeteries. This section describes our current approach to asset management, and an overview of our asset management systems for this activity.

### 12.1 Appropriate practice levels

The Office of the Auditor General (OAG) uses the International Infrastructure Management Manual (IIMM) as the benchmark for measuring New Zealand councils' performance in asset management practices. There are five maturity levels in the IIMM: Aware, Basic, Core, Intermediate and Advanced. Each level has clear descriptions of the requirements for each area of asset management.

Westland District Council's main weakness in terms of asset management is its lack of in-house resource for this function. There is currently no asset management team. In October 2019, two external asset management contractors conducted an assessment of WDC's asset management maturity for parks, reserves and cemeteries based on IIMM definitions. The results are shown in the spider map below in Figure 20.



**Figure 20: Parks, Reserves and Cemeteries Asset Maturity Matrix**

The aspirational level for most functions has been set at 60% (the borderline between Core and Intermediate). This reflects the lower priority level of Parks, Reserves and Cemeteries asset management planning relative to other, critical activity areas e.g. 3 waters, the low level of resourcing for this position (i.e. no in-house asset management team at present) and the smaller population base of Westland and therefore relatively low value of assets in this activity. This aligns with recommendations from Ross Waugh of Waugh Infrastructure Management Ltd for districts with a population of less than 10,000. Where some functions are already at 60%, the target has been

<sup>2</sup> [Study on the development of Asset Management Appropriate Practice and Maturity Assessments in Australasia – Ross Waugh \(2012\)](#)

extended to 65% reflecting the desire for continuous improvement in these areas. However, the key priority is addressing those functions of parks, reserves and cemeteries planning that are not yet up to Core Maturity Level or are at the lower end of the Core range. It is expected that these scores and appropriate targets will be reviewed in the Long Term Plan cycle.

In addition to the IIMM, Westland District Council's asset management processes for parks and reserves follow the guidelines set out in the Institute of Public Works Engineering Australasia's Practice Notes 10.1, 10.2, 10.3, 10.4 and 10.5. These cover Parks Management, Parks Asset Management, Parks Levels of Service, Parks Service Delivery and Parks Planning.

## **12.2 Service Delivery**

### **12.2.1 Activity and Asset Management Teams**

Council's current organisational structure and capability does not support effective asset management planning. This gap is being filled temporarily with the use of contractors with prior organisational knowledge. However, it is acknowledged that this is not a long-term solution.

The Long Term Plan steering group consists of the WDC Executive Team, Strategy and Communications Advisor, Finance Manager and Accountant. This group sets the strategic focus for the Long Term Plan as a whole, however, this is not always well integrated at the Infrastructure Strategy and Asset Management Plans level.

Within the District Assets (Engineering Services) department, day-to-day parks, reserves and cemeteries activities are conducted by operations and transportation team members. Capital projects are managed by the Capital Projects Manager who reports to the Group Manager for District Assets.

### **12.2.2 Professional Support**

Parks, reserves and cemeteries activities are mostly conducted with in-house resources, contractors and community volunteers. However, there are some periodic, specialist activities that the District Assets department obtains professional services assistance from consultants to undertake. Examples of this include concept design sketches for new 'growth' assets, turf management, electrical audits, playground safety audits and structural assessments.

### **12.2.3 Procurement Strategy**

Council has a formal [Procurement Strategy](#) and [Procurement Policy](#) for engaging contractors and consultants. Both of these documents were reviewed and adopted in 2018.

### **12.2.4 Service Delivery Reviews**

The LGA was amended in 2014 to include Section 17A requiring councils to review at regular intervals the cost effectiveness of all provision of local infrastructure, services and regulatory functions. These are normally conducted every three years during the preparatory work for the upcoming Long Term Plan.

The preferred option from the S17A review for Council is to share procurement projects with the other West Coast councils.

## **12.3 Asset Management Systems and Data**

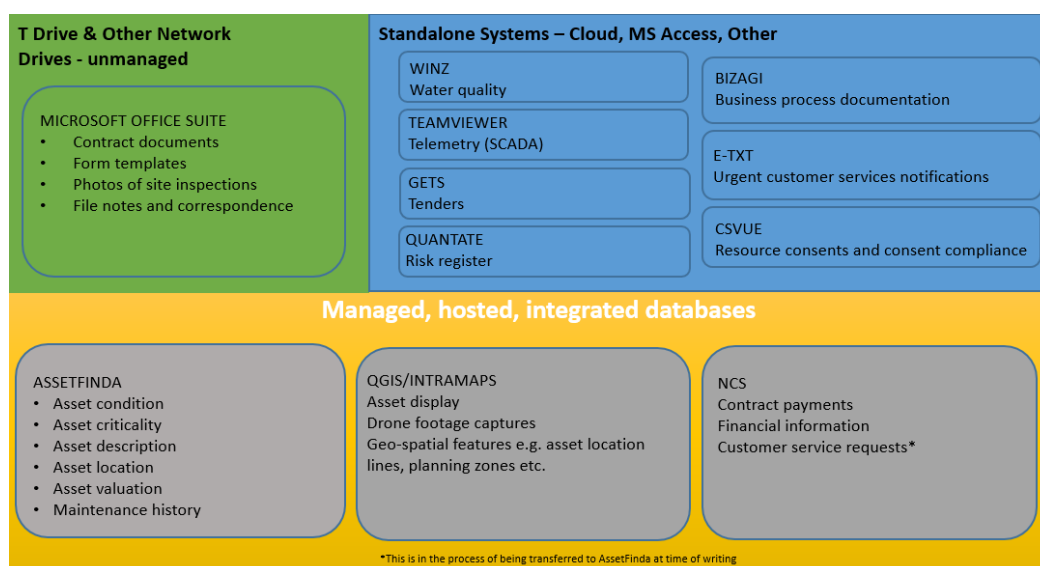
Council has a variety of systems and tools that support effective operation and maintenance and that record asset data. Many of these systems do not integrate well with others and Council is continually reviewing how to ensure all asset data is entered into the core asset management systems where possible. Where this is not achievable, attempts are made to integrate of link systems so they can be easily accessed. Inconsistencies have been noted by asset data held in Council's financials systems

versus asset data held in Council’s asset management systems and more cross-departmental work needs to be encouraged to ensure consistency.

The main tools that Westland District Council uses are:

- **AssetFinda** is used as the primary technological system for Asset Management. The GIS linked to AssetFinda is updated with alterations and/or additions to capital works. However, original hardcopies and electronic plans are also retained.
- **QGIS** is used by some staff as an interface through which to edit and update AssetFinda.
- **Quantate** software is used for Council’s organisational risk register including governance and compliance risks.
- **MAGIQ/NCS** software holds customer requests and contains financial transaction information such as payment to creditors to
- debtors.
- **IBIS software** - financial budgeting and reporting is done in IBIS Breeze. This imports transactional informational from the MagiQ ERP system and makes sense of the figures to produce various reports. At the time of writing, the system was not fully operational and did not yet include projects reporting. IBIS Rates Modelling is used for rates and this also interacts with MagiQ.
- **Contract Files** - Copies of all tender and contract documents are retained for each project. Unit rates from these tenders form the basis of the replacement costs recorded in the Asset Valuations.

These tools are defined and categorized below in Figure 21.



**Figure 21: Systems Used for Asset Management**

## 12.4 Quality Management

Council has not implemented a formal Quality Management System across the organisation. Audits, checks and reviews are carried out but are managed on a case-by-case basis. Table 32 below delineates the main Quality Management approaches to support Council’s asset management processes. It also identifies gaps/deficiencies and proposed improvements to address these:

**Table 32: Quality Management Approaches**

Activity	Current Process	Gap/Deficiency	Proposed Improvements
<i>Asset Creation</i>	<p>Project proposal is incepted based on either council officer identification or public input or Hokitika Reserves committee.</p> <p>The project is budgeted and identified in Annual Plan or Long Term Plan. Physical works carried out to create a new asset.</p>	<p>Insufficient public input opportunity to discuss all reserves and opportunities with long-term vision.</p> <p>Budgets are based on best guess with risk of cost overrun due to poor scoping. Asset creation needs to be included in a data capture process</p>	<p>More public meetings with choices of active or passive maintenance and costs of each.</p> <p>Budgets to be fully prepared including project management and contingency costs.</p> <p>Asset creation form to be developed.</p>
<i>Asset Data Integrity</i>	<p>Only reviewed existing infrastructure, but not much new asset creation.</p>	<p>Poor systems in place to review and update data.</p> <p>No specific AM team with delegation to carry out data tasks.</p>	<p>Current system needs to be refreshed and brought up to best practice standard.</p> <p>Specific Asset Team needs to be developed.</p>
<i>Levels of Service</i>	<p>LOS determined within the current contract.</p> <p>Resident survey carried out approx. every 2 years</p> <p>Formal reporting of LOS annually via Annual Report. This document is audited by Audit New Zealand.</p>	<p>Not well advertised or communicated to public with options and financial impacts associated with a decision.</p> <p>The contract is deficient overall as not all reserves, parks or cemeteries had previously been ascertained.</p> <p>Phone research responses aren't always relevant to WDC parks.</p>	<p>Gauge public perception by holding workshops with good base information from Team Leaders.</p> <p>More specific relevant questions required.</p>
<i>Operations</i>	<p>Maintenance of major facilities under formal contract with contractor.</p>	<p>Contract information and standards is very poor.</p>	<p>Contracts to be reviewed and updated to an acceptable level.</p>

West Coast Wilderness Trail - Activity Management Plan

	Operations of small cemeteries and parks and reserves (especially in Southern Ward) undertaken by volunteers with few formal agreements in place.	Reporting from contractor is also very poor.	
<i>Planning</i>	Same as Asset Creation above except construction.	Same as Asset Creation above except construction.	Same as Asset Creation above except construction.
<i>Process Documentation</i>	Poor processes in place and insufficient time spent on this in the past.	Insufficient resource to maintain adequate quality control.	Better input resourcing and acceptance of this process.
<i>Programme Delivery</i>	Project assigned to Project Manager. PM carries out actions, quite often while working on other day-to-day operational matters that take precedence.	Poor programme delivery framework in place and carried out ad hoc with few reporting checks.  Conflict arises with day-to-day operational activities versus capital project work.	Projects need to be incepted and scoped earlier with staged delivery rather than all in current year.  Better resourced project team.
<i>Reports to Council</i>	Staff reports on topical issues (when key decisions needed) presented to Council are approved by Group Manager: District Assets (or Operations Manager in absence) and CEO prior to release.	Insufficient knowledge share to avoid pushback from councillors due to knowledge gap.	More frequent formal reporting to Council subcommittee desirable



## SECTION 13: IMPROVEMENT PLANNING

This AMP is a tool to help Council manage its assets, deliver on the agreed levels of service and identify current and future demand and expenditure to plan for the funding requirements of the assets and activity. Continuous improvements are therefore necessary to ensure that Council continues to achieve and develop the appropriate level of asset management planning to ensure sustainable and cost-effective delivery of services that meet the community needs.

Table 33 below outlines expected continuous improvement items as at March 2021:

**Table 33: Improvement Planning for Parks, Reserves and Cemeteries**

No.	AM Improvement Area	Project no	Action	Responsibility	Priority (High / Medium / Low)	Status (underway / completed / deferred / on hold / limited progress)	Indicative Timeframe		
							2021/22	2022/23	2023/24
1	Address Safety Concerns	1.1	Conduct sports field lights electrical audit.	Asset Manager	High	To start (new project added in)			
		1.2	Fix playground safety issues.	Asset Manager	High	To start (new project added in)			
2	Management Plans	2.1	Create a management plan for endowed Preston’s Bush Reserve in Hokitika per desire expressed by the Hokitika Reserves & Environs Group.	Asset Manager	Medium	To start (new project added in)			
		2.2	Create a Reserves Management Plan to cover all reserves except those already covered under the Hokitika Reserves Management Plan in accordance with Reserves Act 1977.	Asset Manager	Medium	To start (new project added in)			
3	Cemetery Guidelines	3.1	Update Hokitika Cemetery Guidelines (2010)	Asset Manager	Medium	To start (new project added in)			

No.	AM Improvement Area	Project no	Action	Responsibility	Priority (High / Medium / Low)	Status (underway / completed / deferred / on hold / limited progress)	Indicative Timeframe		
							2021/22	2022/23	2023/24
		3.2	Create Cemetery Guidelines for other Council cemeteries	Asset Manager	Medium	To start (new project added in)			
4	Asset Register Data	4.1	Geospatially link parks, reserves and cemeteries assets in AssetFinda	Asset Manager	Medium	To start (new project added in)			
		4.2	Re-populate data in AssetFinda to align with information from latest asset inspection and condition ratings.	Asset Manager	Medium	To start (new project added in)			
5	Asset Performance and Condition	5.1	Populate AssetFinda condition ratings of assets.	Asset Manager	High	To start (new project added in)			
		5.2	Populate maintenance schedule for assets into AssetFinda	Asset Manager	Medium	To start (new project added in)			
		5.3	Develop Condition and Assessment Strategy and Frequency	Asset Manager	Medium	To start (new project added in)			

## APPENDICES

- A. Maps of Parks, Reserves and Cemeteries by Geographic Location**
- B. Hokitika Reserve-Specific Strategies**

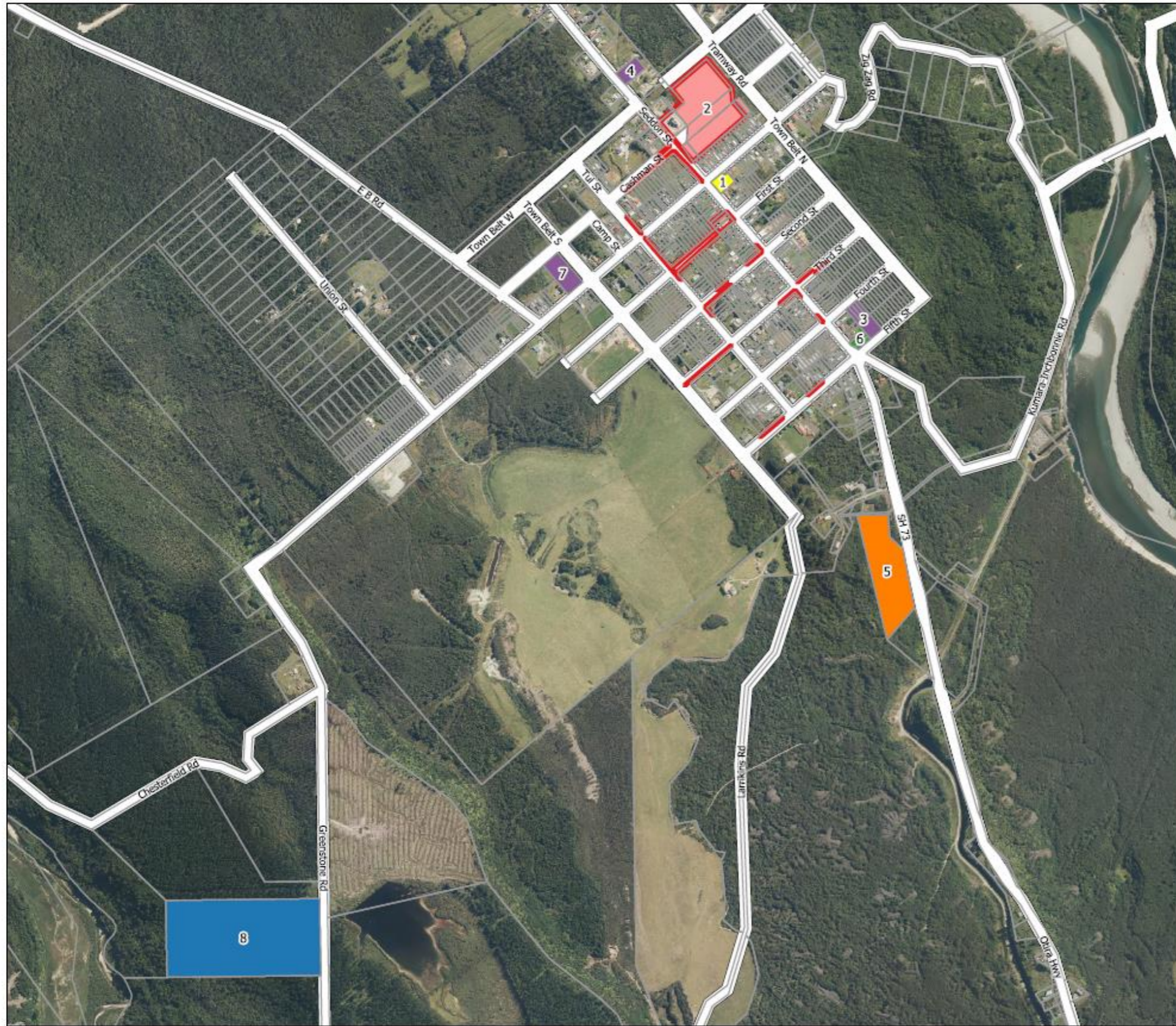


APPENDIX A: Maps of Parks, Reserves and Cemeteries by Geographic Location



HOKITIKA PARKS, RESERVES & CEMETERY

label	Purpose
1	Sunset Point
2	Fire Bridge Training Ground
3	Foreshore
4	Railway Frontage
5	Pierson Esplanade
6	Heritage Area
7	SH6/ Weld ST Intersection Area
8	Business Area
9	Pioneer Statue Area
10	Cass Square
11	Bridge Approach East/West
12	Preston's Bush
13	Lazar Park
14	Jollie Street Walkway
15	Bonar Dr
16	Robbins Park
17	Whitcombe Park
18	Brittan Street Walkway
19	Bonar Dr Walkway
20	Revue Terrace
21	North Approach SH6 Hokitika
22	Glow Worm Dell
23	Race Course Walkway Track
24	Prossers Bush
25	Wadson Island Track
26	Green Belt
26	Green Belt
26	Green Belt
26	Green Belt
27	Alpine View Reserve
28	Revell Street Plaque Site
29	Cemetery

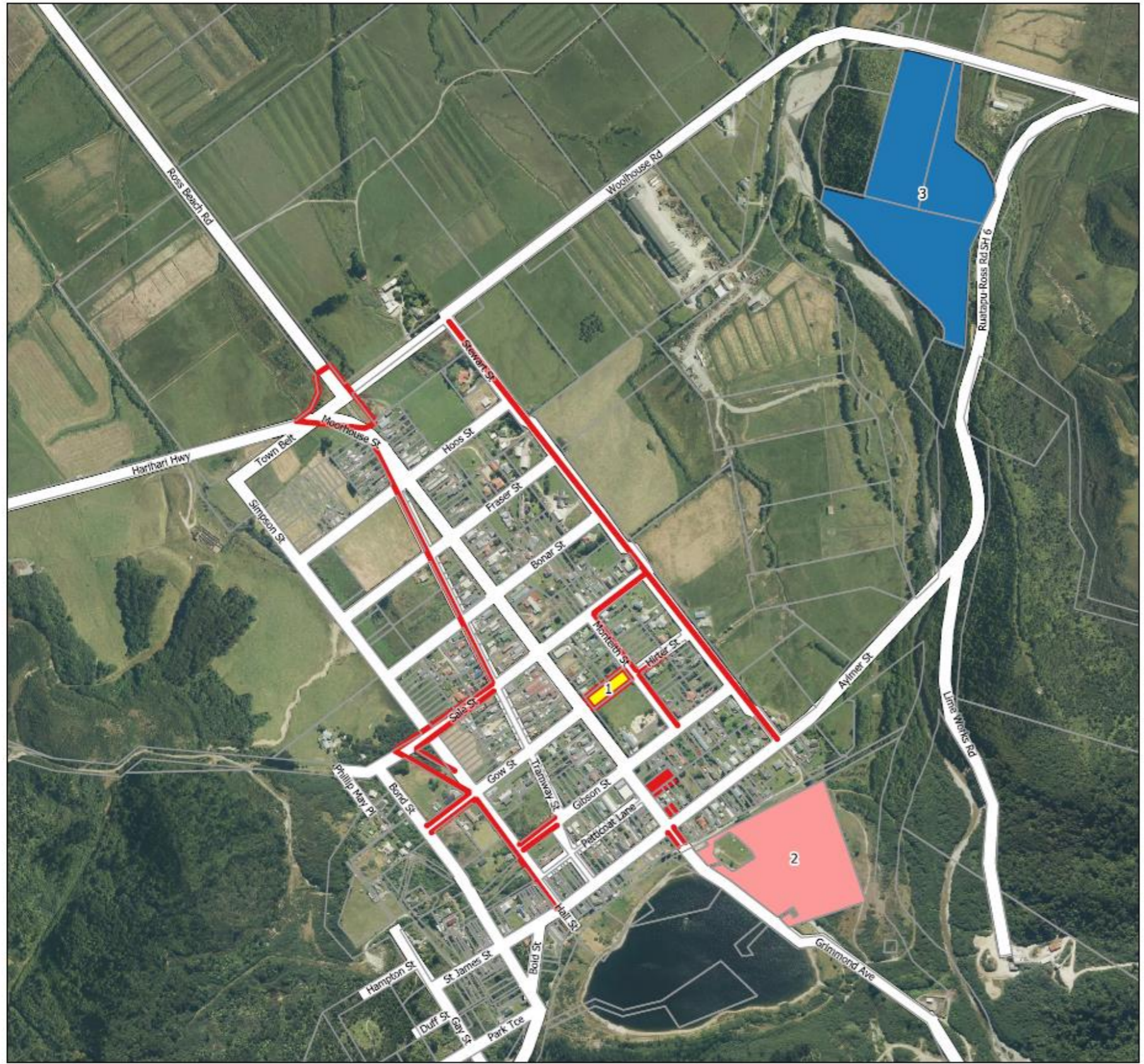


### Kumara

**Reserves**

- Cemetery
- Coastal Esplanade
- Local Purpose, Utility or Hall Reserve
- Mixed Use
- Park, Garden or Green Belt
- Playground
- Sports Field
- Township Maintenance Area
- Undeveloped Reserve
- Walkway

Label	Name
1	Kumara Playground
2	Kumara Sportsfield
3	Fifth Street Recreation Reserve
4	Kumara Recreation Reserve
5	Kumara Walkway Track
6	Kumara Chinese Gardens
7	Kumara Public Domain
8	Kumara Cemetery



### Ross

- Reserves**
- Cemetery
  - Coastal Esplanade
  - Local Purpose, Utility or Hall Reserve
  - Mixed Use
  - Park, Garden or Green Belt
  - Playground
  - Sports Field
  - Township Maintenance Area
  - Undeveloped Reserve
  - Walkway

Label	Name
1	Ross Play Area & Swimming Pool Ground
2	Ross Rugby Ground Recreation Reserve
3	Ross Cemetery



## Hari Hari

### Reserves

- Cemetery
- Coastal Esplanade
- Local Purpose, Utility or Hall Reserve
- Mixed Use
- Park, Garden or Green Belt
- Playground
- Sports Field
- Township Maintenance Area
- Undeveloped Reserve
- Walkway

Label	Name
1	Hari Hari Recreation Reserve
2	Hari Hari War Memorial Reserve
3	Hari Hari Cemetery





### Whataroa

**Reserves**

- Cemetery
- Coastal Esplanade
- Local Purpose, Utility or Hall Reserve
- Mixed Use
- Park, Garden or Green Belt
- Playground
- Sports Field
- Township Maintenance Area
- Undeveloped Reserve
- Walkway

Label	Name
1	Whataroa Recreation Reserve
2	Whataroa Playground
3	Whataroa Cemetery

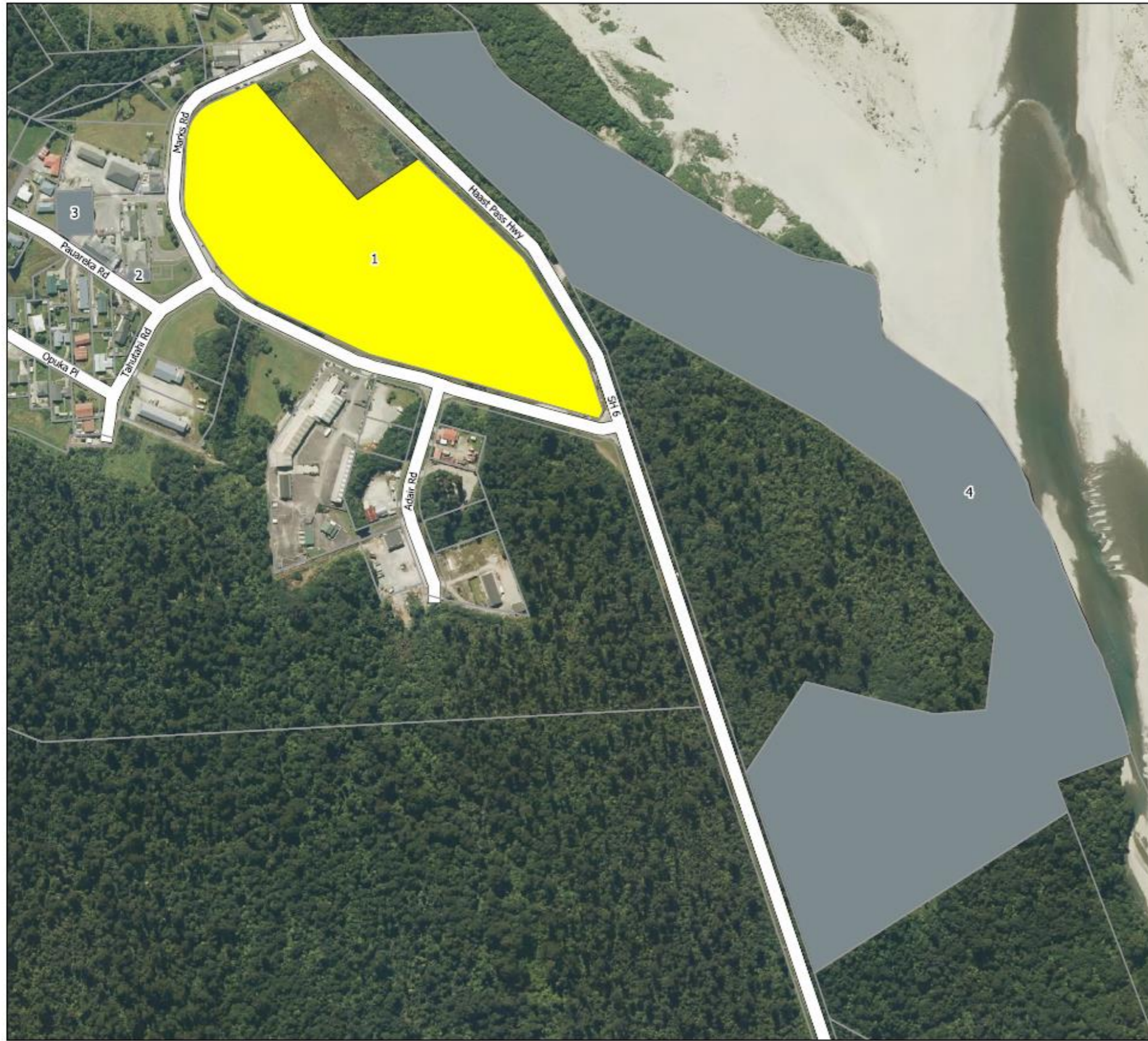


### Fox Glacier

**Reserves**

- Cemetery
- Coastal Esplanade
- Local Purpose, Utility or Hall Reserve
- Mixed Use
- Park, Garden or Green Belt
- Playground
- Sports Field
- Township Maintenance Area
- Undeveloped Reserve
- Walkway

Label	Name
1	Fox Glacier Community Centre Park & Rugby Ground
2	Fox Glacier Cemetery
3	Fox Glacier Waiho Recreation Reserve



## Haast

### Reserves

- Cemetery
- Coastal Esplanade
- Local Purpose, Utility or Hall Reserve
- Mixed Use
- Park, Garden or Green Belt
- Playground
- Sports Field
- Township Maintenance Area
- Undeveloped Reserve
- Walkway

Label	Name
1	Marks Road Playground
2	Haast Local Purpose Reserve
3	Haast Public Hall Reserve
4	Haast Water & Sewerage Reserve

## **APPENDIX B: Hokitika Reserve-Specific Strategies**

Reserve-specific strategies for Hokitika's reserves were revised in 2019 (last revision 2014) by Council staff in conjunction with the Hokitika Reserves and Environs Group. The amended strategies are as follows:

### **1. CASS SQUARE**

#### **Legal Description, Access and Locality**

- Held in trust as a reserve for recreation purposes by gazette 1961 p.1746; and classified as a recreation reserve under Reserves Act 1977, Section 17 in 1979 p. 1711
- R 495 Block IV, Mahinapua SD, 4.0064 hectares
- Access from Bealey, Weld, Stafford and Brittan Streets

#### **Objectives**

- To provide both active and passive recreation.
- To provide venue for annual Wildfoods Festival.

#### **Policies and Implementation**

- Maintain and upgrade the playing field and surrounds as necessary
- Maintain and upgrade the pavilion as necessary.
- Maintain grandstand by replacing missing boards and facings and as necessary to ensure spectator seating.
- Maintain the concrete track for leisure activities.
- Upgrade and maintain as necessary the children's play area.
- Permit development of children's play amenities to comply with Health and Safety Standards and improve attractiveness.
- Increase the Botanical Garden aspect of the western and southern perimeters, including the establishment of native and specimen trees.
- Investigate options for improvement of skate park facilities
- Maintain and upgrade all weather cricket pitch.
- Maintain the cenotaph and Robert Burns statue.
- Maintain seating facilities and drinking fountain.
- Continue biannual flower planting programme.
- Remove bamboo and replace with appropriate shrubs.
- Ensure ground is maintained as premier venue for a variety of sports events including rugby, soccer and cricket.
- Any future proposed new capital developments for Cass Square to be reviewed by the Hokitika Reserves and Environs Group (as per MOU), and for Council to consult with public for input and feedback.

### **2. LAZAR PARK**

#### **Legal Description, Access and Locality**

- Gazetted as a recreation reserve under Reserves Act 1977, Section 17 being reserve 2085 by gazette 1962 p.1296 and classified by gazette 1979 p. 1395 Block IV, Mahinapua SD, 1011 square metres.
- Located on the northern intersection of Hall and Park Streets with access from both.
- The establishment of Lazar Park was initially a Hokitika Beautifying Association and Jaycees project and is now maintained by the Westland District Council.

### **Objectives**

- To provide passive recreation.

### **Policy and Implementation**

- Maintain and upgrade play equipment to comply with Health and Safety Standards.
- Remove surface structure and replace with new soil.
- Improve drainage system.
- Establish small trees to provide a more park like appearance.
- Allow for amenities buildings as required.

## **3. WHITCOMBE PARK**

### **Legal Description, Access and Locality**

- Classified as a recreation reserve under Reserves Act 1977, Section 17 Gazette Notice Number 55848, special order number 32025 imposing a building line restriction. Gazette 79/1460.
- Being Lot 2 DP 1808 Block IV, Mahinapua SD, 659 square metres.
- Situated on the northern side of Whitcombe Terrace and extending to the cemetery boundary with access from the cemetery and Whitcombe Terrace.

### **Objectives**

- To provide passive recreation

### **Policies and Implementation**

- Maintain and mow grass area in tidy condition.
- Maintain cycle track in good condition.
- Maintain access footpath through to cemetery.

## **4. PROSSERS BUSH RECREATION RESERVE**

### **Legal Description, Access and Locality**

- Originally set aside as a reserve by the Provincial Canterbury gazette 1865 p. 386, S.O. Plan 3322 being part R. 452 Block I Kaniere S.D. containing 16.6245 ha and classified as a recreation reserve by gazette 1979 p. 1395. (b) Classified Recreational Reserve under Reserves Act 1977, Section 17 part reserve 452 Block I, Kaniere SD, Gazette Number 37/1395, (part provincial Government Gazette, Canterbury 1865 P386 SD Plan 3322) 7.3799 hectares.
- Access from town belt east, between Kaniere Road and Hau Hau Road

### **Objectives**

- To provide passive recreation

### **Policy and Implementation**

- Maintain existing grass, off street parking, picnic areas, wheelbarrow and rotunda.
- Continue grass mowing, vegetation control and track maintenance.
- Protect the regenerating Kahikatea forest.

## **5. PROSSERS BUSH (NORTH) RESERVE**

### **Legal Description, Access and Locality**

- Classified Recreational Reserve under Reserves Act 1977, Section 17 part reserve 452 Block I, Kaniere SD, Gazette Number 37/1395, (part provincial Government Gazette, Canterbury 1865 P386 SD Plan 3322) 7.3799 hectares.
- Situated on North side of Hau Hau Road, from which there is access.

### **Objectives**

- To provide passive and active recreation.

### **Policy and Implementation**

- Protect the regenerating native bush on the escarpment.
- Ensure adequate maintenance to provide for the top terrace unrestricted vehicular public access.

## **6. ROBBINS PARK – AIRPORT DRIVE**

### **Legal Description, Access and Locality**

- Gazetted as a recreation reserve under the Reserves Act by gazette notice 1974 p. 568 and classified by gazette 1979 p. 1203 being Section 4121, Block IV, Mahinapua Survey District containing 8698 m<sup>2</sup>.
- Situated on the intersection of Airport Drive and Sale Street from which there is access.

### **Objectives**

- Maintain in tidy condition.
- Maintain existing rhododendron avenue.
- Preserve all indigenous trees and shrubs on the escarpment and remove noxious plants.

### **Policy and Implementation**

- Fill, level and maintain in tidy condition.
- Landscape with shrubs and trees and establish a rhododendron avenue.
- Allow for development of off street parking and open space.
- Preserve all indigenous trees and shrubs on the escarpment and remove noxious plants.
- Allow for amenities buildings as required.

## **7. WAR MEMORIAL HALL LOCAL PURPOSE RESERVE**

### **Legal Description, Access and Locality**

- Originally set aside as a War Memorial by gazette 1960 p. 546 then classified as a Local Purpose Reserve (War Memorial) under the Reserves Act 1977 by gazette 1979 p. 1395 being R. 2055, containing 1613 m<sup>2</sup> and located in Block IV Mahinapua Survey District.
- Situated in and access from Sewell Street.

#### **Objectives**

- To provide passive recreation in the grounds.

#### **Policy and Implementation**

- Maintain and upgrade as necessary the grounds.

### **8. FORESHORE NORTH OF STAFFORD STREET**

#### **Legal Description, Access and Locality**

- Area from high water mark to building and property line, between Stafford Street and North Town Belt, classified as legal road following special order of Hokitika Borough 20 November 1961, being marked on DP 1361 Block IV, Mahinapua SD 6.3 hectares.
- Situated west of Revell Street, with access from Stafford, Hampden, Tudor and Spencer Streets and Richards Drive.

#### **Objectives**

- To provide passive and active recreation.

#### **Policy and Implementation**

- Maintain unrestricted public foot access to the beach.
- Maintain limited vehicular access to the beach.
- Identify landscaping options.

### **9. FORESHORE SOUTH OF STAFFORD STREET**

#### **Legal Description, Access and Locality**

- Area from high water line to building and property line, between Stafford Street and Beach Road, classified as legal road following special order of Hokitika Borough Council, 20 November 1961 marked on DP 1361 Block IV, Mahinapua SD 1.75 hectares.
- Situated west of Revell Street and Beach Street, with access from Stafford, Weld, Beach Street and Elcock Lane.

#### **Objective**

- To provide passive and active recreation.

#### **Policy and Implementation**

- Maintain public foot access to the beach as possible.
- Maintain picnic facilities and areas of open grass.
- Once the Beachfront Development Plan has been fully executed, then review the policies for this reserve and how to maintain new infrastructure and facilities.

## 10. SUNSET POINT

### Legal Description, Access and Locality

- Formerly a Harbour reserve gazetted under the Harbour Act now District Council freehold being Lot 3 D.P. 1916 containing 3.81 ha located in Block IV Mahinapua S.D. as shown on Certificate of Title 5C/764 **(Note – Lots 1 and 2 now the Fire Brigade training ground)**
- Situated south of Gibson Quay and Beach Road from both of which there is access.

### Objectives

- To provide passive recreation.
- Recognise areas vulnerability to sea erosion.

### Policy and Implementation

- To continue rock protection and stabilisation of rock wall for river and sea as necessary.
- Maintain replica of Tambo.
- Develop Sunset Point/Tambo area as per the adopted Hokitika Beachfront Development Plan.
- Once the Beachfront Development Plan has been fully executed, then review the policies for Sunset Point and how to maintain new infrastructure and facilities.
- Discuss with Fire and Emergency New Zealand's local branch about the future use of Fire Brigade Training Ground and reach an understanding.

## 11. HERITAGE AREA – WEST FITZHERBERT STREET

### Legal Description, Access and Locality

- Road Reserve number 434 fronting Gibson Quay and along the Hokitika River, Block IV Mahinapua SD, 1 hectare approximately.
- Access from Gibson Quay, from Sewell Street, Tancred Street, Revell Street and Beach Street. Quick access also available from Fitzherbert Street – main Highway.

### Objectives

- To provide passive recreation.

### Policy and Implementation

- Maintain and upgrade as necessary the grassed areas.
- Continue to establish a variety of trees and shrubs off the crown of stopbank.
- Maintain present picnic facilities.
- Continue the kerb and channel from the cul-de-sac area through to the Custom House building.
- Continue programme to eradicate gorse, broom and blackberry on river bank and maintain in tidy condition.
- Encourage the growth of indigenous trees on the river side of the stop bank.
- Maintenance of boardwalks, viewing platforms and associated structures.
- Maintenance of walkway track along riverbank.

## 12. HERITAGE AREA – EAST FITZHERBERT STREET

### Legal Description, Access and Locality



- Road reserve fronting Gibson Quay along the Hokitika River located in Block IV, Mahinapua S.D. and Block I Kaniere S.D. containing approximately 2.5 ha.
- “Stopped road” between Fitzherbert Street and Wharf Street along the Hokitika river subject to S.345 (3) of the Local Government Act part being Section 1 of SO 11764 an Esplanade Reserve subject to the Reserves Act 1977, located in Block IV Mahinapua S.D. containing some 0.729 ha.
- Access from Gibson Quay.

### **Objectives**

- To provide passive recreation.

### **Policy and Implementation**

- Maintain and upgrade as necessary the grassed areas.
- Continue to establish a variety of trees and shrubs off the crown of stopbank.
- Maintain present picnic facilities.
- Continue the kerb and channel from the cul-de-sac area through to the Custom House building.
- Continue programme to eradicate gorse, broom and blackberry on river bank and maintain in tidy condition.
- Encourage the growth of indigenous trees on the river side of the stop bank.
- Maintenance of boardwalks, viewing platforms and associated structures.
- Maintenance of walkway track along riverbank.

## **13. REVELL STREET PLAQUE SITE**

### **Legal Description, Access and Locality**

- Lot 2 DP 1670, Block IV, Mahinapua SD 70 square metres approximately.
- Access and situated on intersection of Revell Street and Gibson Quay.

### **Comment**

Plaque originally erected by the Historical Places Trust, on land owned in fee simple by the former Hokitika Borough, and site now maintained by Westland District Council.

### **Objectives**

- Provide open space.
- Retain plaque.

### **Policy and Implementation**

- Maintain garden, lawn and plaque.

## **14. MACANDREW SQUARE GARDENS**

### **Legal Description, Access and Locality**

- Council Reserve, being part reserve 1865, Block IV, Mahinapua SD 450 square metres approximately.
- Access from and situated on north western side of Hamilton and Tancred Streets intersection, adjoining the museum.

### **Objectives**

- To provide passive recreation.

### **Policy and Implementation**

- Maintain the lawns as per lawn mowing specifications in Reserves and Maintenance contract.
- Maintain plants, trees and shrubs in tidy condition.
- Maintain statues and monuments in clean and tidy condition.
- Once the Museum redevelopment has been completed, review the reserve policies for Macandrew Square Gardens to tie in with outcome of this development and any changes this may mean to the gardens/land.

## **15. CENTENNIAL SWIMMING POOL GROUNDS**

### **Legal Description, Access and Locality**

- Council freehold being Lots 7, 8, and 9 of DP 355, Block IV, Mahinapua SD, 0.2071 ha.
- Situated on and access from Weld Street at the western side of its intersection with Railway Line fronting the swimming pool.

### **Objectives**

- To provide passive recreation.

### **Policy and Implementation**

- Maintain lawns, gardens and shrubbery and upgrade as necessary as the entrance to the swimming pool.
- Provision of more rubbish receptacles.
- Removal of signs.
- Provision of decorative lighting.

## **16. PIONEER MEMORIAL GARDENS**

### **Legal Description, Access and Locality**

- Railway Reserve land, being in Block IV, Mahinapua SD 30 square metres approximately.
- Situated on the intersection of Stafford and Fitzherbert Streets, from where there is access.

### **Objectives**

- To provide passive recreation.

### **Policy and Implementation**

- Maintain existing seating.
- Mow lawns.

## **17. REVUE TERRACE**

### **Legal Description, Access and Locality**

- State Highway, fronting section 776, Block IV, Mahinapua SD 140 square metres approximately.
- Access from Fitzherbert Street on south east side of intersection with Hampden Street.

**Comment**

- This area was established by the Hokitika Beautifying Society, and is now maintained by the Westland District Council.

**Objectives**

- Provide passive recreation.

**Policy and Implementation**

- Maintain as necessary.

**18. HOKITIKA GREEN BELTS**

**Legal Description, Access and Locality**

- Being that area on the Terrace Face between Fitzherbert Street and the Eastern Boundary of Hokitika and covering the following described areas: Part Lot 4093 part Section 1651, part Section 1670, part Section 1669, Reserve 529, part Section 5472, part Section 4114, part Section 3565, part Sections 3560 - 4, part Sections 4113, part Sections 3609 – 11, being in Block IV Mahinapua SD, and Block I Kaniere SD, 6.48 hectares (Section 4121 adds another 0.13 hectares approximately).

**Objectives**

- Provide open space.
- Preserve or conserve trees, bush and any special amenity.

**Policy and Implementation**

- Preserve all indigenous trees and shrubs.
- Endeavor to minimise the content of noxious plants such as gorse and blackberry.

**19. HIGHWAY FRONTAGE NORTH APPROACH**

**19.1 Legal Description, Access and Locality**

- State Highway, being that area between Richards Drive and Spencer Street, Block IV, Mahinapua SD 0.6 hectares, on main highway.
- Access from Main North Road, (Fitzherbert Street).

**Objectives**

- To provide open space.

**Policy and Implementation**

- Maintain grassed area.
- Remove low fence.
- Introduce programme of tree planting.

## **20. GLOW WORM DELL**

### **Legal Description, Access and Locality**

- Situated within Reserve 2127, Gazette 1971 P 78 Block IV, Mahinapua SD and Block I Kaniere SD, and being an area leased by the Westland District Council from Coast Health Care. Future management is dependant on the outcome of the likely disposal of lands managed by Coast Health Care.
- Access from the Main North Highway, Fitzherbert Street.

### **Objectives**

- To provide passive recreation.
- To preserve glow worm population by protecting the habitat.

### **Policy and Implementation**

- Protect the forest cover enclosing the dell.
- Replant area with ferns etc.
- Maintain upgrade as necessary footpath and protective fencing.
- Replace information board.
- Improve signage.
- Provide cats eyes on centre of track to assist visitors.
- Permit intensified development of the entrance.
- Maintain and preserve historical tracks in vicinity.

## **21. CEMETERY**

### **Legal Description, Access and Locality**

- Cemetery Reserve, R 453, by gazette 1867 P 201 situated in Block IV, Mahinapua SD, containing 9.9 ha approximately.
- Access from Main North Road, and from Whitcombe Terrace Reserve (Number 3 in Reserves Management Plan).

### **Objectives**

- To provide passive recreation.
- Maintain cemetery

### **Policy and Implementation**

- Maintain in tidy condition, upgrade the grounds and reseal the roads as necessary.
- Maintain and ensure sufficient capacity in burial areas and ashes plot including continuing to install new berms in Northern area.
- Maintain a “lawn cemetery” appearance and avoid planting of trees in burial area.
- Maintain adequate parking space.
- Upgrade and maintain as necessary the Sexton’s depot and workshop facility.
- Preserve the native trees and shrubs on the west facing slopes.

## **22. PLANE TABLE**

### **Legal Description, Access and Locality**

- Situated on Reserve 2008, Civil Aviation use being in Block I, Kaniere SD, 0.25 hectares.
- Located at the top of an access from Airport Drive.

**Comment**

- Establishment of the plane table was a Hokitika Rotary project, and is now maintained by the Westland District Council.

**Objectives**

- To provide passive recreation.

**Policy and Implementation**

- Maintain park furniture and landscaped surface and upgrade as necessary.
- Minimise obstruction of the view of the mountains by conducting vegetation control.
- Consider stormwater investigation and improvements.

**25. WALKER PARK**

**Legal Description, Access and Locality**

- Res 16 455 1066 Block XIII Waimea SD 2.4835 hectares.
- Located on the western side of the northern entrance to Hokitika on state highway.

**Objectives**

- To provide both active and passive recreation.
- Fields to be used in winter for rugby.

**Policy and Implementation**

- Maintain and upgrade as rugby field.
- Provision for appropriate sign posting.
- Establishment of peppercorn lease.

**26. WADESON ISLAND (MOST OF WADESON ISLAND UNDER DOC PROTECTION NOT WDC)**

**Legal Description, Access and Locality**

- Section 1 SO 12058 gazetted as a recreation reserve under the Reserves Act 1977, containing 8.4300 ha and located in Block IV Mahinapua Survey District.
- Situated off the northern bank of the Hokitika River.

**Objectives**

- Provide passive and active recreation.
- Provide open space.

**Policy and Implementation**

- Consider to provide access to footbridge and access track so long as is feasible given the changing river conditions.
- Clean/cut vegetation biennially to protect flapper valves and keep stormwater channels open.

**27. ALPINE VIEW RESERVE**

**Legal Description, Access and Locality**

- Located at the eastern end of Alpine View on southern side.

**Objectives**

- To provide passive recreation.

**Policy and Implementation**

- To maintain in a tidy condition.

**28. PRESTONS BUSH**

**Legal Description, Access and Locality**

- Gazetted as a recreation reserve under the Reserves Act 1977 by Gazette 2008 p 3902 being Part Section 3323 Town of Hokitika and Lot 2 DP560.
- Located on North East corner of Stafford Street and Rolleston Street with access through gates on the corner.

**History**

- This land was gifted to Council by the late Jack Preston, along with a sum of money to assist with its maintenance.
- A condition of the gift was that the land be retained by Council for the enjoyment of the public. The Council went through the process of having the land declared a Reserve in 2008 in recognition of Mr. Preston's condition of gift.
- The Reserve is named after Jack Preston whose family owned the land for over 100 years.

**Objectives**

- To provide passive recreation.
- To provide education on tree species.

**Policy and Implementation**

- Remove any unsafe or overgrown trees.
- Fix fencing and drainage issues.
- Allow for Hokitika Reserves and Environs Group to put together a concept plan for the desired future of this reserve and work with group to investigate the feasibility of proposed developments and implement as practical, and agreed to.

**29. WELD LANE (ROAD RESERVE)**

**Policy and Implementation**

- Maintain existing assets.
- Improve lighting.

**30. HARPER PARK**

**Policy and Implementation**

- Allow Destination Westland to lease out the land.
- Remove rotting sign.

### **31. WALKWAYS (JOLLIE ST, BONAR DRIVE/WHITCOMBE TERRACE & BRITTAN ST)**

#### **Policy and Implementation**

- Maintain in tidy condition.
- Undertake water blasting and repainting of white lines on edge of steps.
- Trim vegetation and undertake chemical and manual weed control.
- Maintain handrails.

### **32. BONAR DRIVE (PARK AREA)**

#### **Policy and Implementation**

- Maintain in tidy condition via mowing and weeding.

### **33. RACE COURSE WALKWAY TRACK**

#### **Policy and Implementation**

- Maintain in tidy condition including controlling vegetation on walkway.
- Improve track surface and condition.

### **34. KANIERE HALL RESERVE**

#### **Policy and Implementation**

- Continue mowing as per Reserves Maintenance Contract.
- Maintain tables, memorials and seats.