



## **Report 00.601**

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Report to the Landcare Committee  
from Bruce Andrell, Manager, Parks and Forests (Operations)

### **Regional Parks 1999/00 Asset Maintenance Report**

#### **1. Purpose**

To report on the maintenance of Regional Parks infrastructural assets during the 1999/00 financial year.

This report advises Councillors of the level of maintenance services provided during the 1999/00 financial year, as reported to the Divisional Manager, Landcare.

#### **2. Background**

During the 1999/00 financial year, Regional Parks Operations was responsible for maintaining and developing facilities at five Regional Parks, three primary recreation areas, five secondary recreation areas within the Council's forest lands. The assets in these areas include: 145 bridges, 72 buildings, 115 kilometres of roads, 152 kilometres of tracks, 152 of fence lines, plus signs, tables, seats, plants, water and sewerage pipes etc.

For the year just ended, the maintenance programme was based on the Regional Parks maintenance manual in accordance with the Annual Plan Performance Indicator. The Parks and Forests Asset Management Plan is effective from 1 July 2000. The 2000/01 maintenance programmes and reports will be based on it.

#### **3. 1999/00 Maintenance Management Programme**

The Parks maintenance manual sets priorities and provide standards for the maintenance of the parks and recreation areas. In order to operate effectively and to minimise costs maintenance activities are prioritised. We prioritise maintenance tasks as follows:

- **Priority One : Essential Maintenance** - which we must complete on time and to a high standard so that natural and cultural features are protected and park visitors can readily enjoy their recreational activities safely and without inconvenience e.g. maintain high use tracks and grassed areas, servicing toilets and facilities block, repairing bridges, steps and handrails.
- **Priority Two : Less Essential Maintenance** - which may be delayed without unduly compromising natural or cultural features; or inconveniencing park visitors. We may lower the standards of maintenance of these assets when there are pressing demands on time and resources. For example Arbor Day preparations.
- **Priority Three : Desirable Maintenance Works** - which are not essential to the maintenance of the park but will potentially enhance the environment and/or the visitors experience and enjoyment. These activities may be carried out by volunteer groups or organisations.

Priorities for the various maintenance tasks are set independently for each park or recreation area. While some tasks have the same priorities in all parks, other maintenance works may rank lower in a particular park or area because of specific local site characteristics or recreational user patterns.

The maintenance manual specifies work standards and work schedules of what has to be achieved. The performance standards are defined in two ways:

- **Performance Measure** - identifies what and when a maintenance activity is required. For example, grass length shall be between 40mm and 70mm.
- **Quality Standards** - specifies how well the job should be done. For example, all grass should be mown to an even height without scalping or windrows.

The park maintenance schedules are defined in the maintenance manual. The maintenance schedules list the type and amount of work, who should carry out the activity, and where appropriate the time the tasks are to be done. The schedules provide a basis for the annual work programmes.

The Maintenance Ranger co-ordinated both external contract and internal maintenance activities during the 1999/00 financial year. The Park/Forest Rangers monitor the compliance of maintenance against the performance measures and quality standards outlined in the maintenance manual. Both the Maintenance Ranger and the Park/Forest Rangers submitted monthly reports on achievement against the park maintenance schedule. As the Manager, I reconcile the reports from the Maintenance Ranger against the Park Rangers. The dual reporting provided an internal check as a quality assurance system.

An annual report on the overall compliance against the Annual Plan performance indicator for maintenance and programmed minor work is supplied to the Divisional Manager, Landcare in August. The annual report provides a departmental summary against the Annual Plan performance indicator. The departmental summary is supported by reports on annual performance from each Park Ranger.

#### 4. **Asset Maintenance Report - Summary Findings**

All maintenance and minor works standards were met for the financial year with the exception of the Queen Elizabeth Park toilets. The toilets did not comply with the performance measure and quality standard for buildings - due to their age and condition. They have reached the end of their economic and useful life and have been scheduled for replacement in the 2000-2010 Business Plan. Minor work programmes have been completed to the appropriate standards. Some minor programme changes and deferrals have been necessary to accommodate unprogrammed events and variances:

- The construction of the Whareroa Stream bridge to the Inland Track, Queen Elizabeth Park, has been rescheduled to the 2000/2001 financial year to allow for iwi consultation.
- Favourable weather reduced mowing and track maintenance requirements at Tunnel Gully.
- We replaced the bridge to the central grazing block, Queen Elizabeth Park, with a ford.
- Less road maintenance was required at Kaitoke Regional Park than originally estimated.
- Track surface maintenance was deferred on the Hutt River Trail and Belmont Regional Park.
- Additional site preparation work was necessary to accommodate the expanded Arbor Day programme this year.
- Less roading maintenance was necessary in the Akatarawa forest due to responsible use by off-roaders and favourable weather conditions during the year.
- The Benges Creek walkway bridge was destroyed by a tree during a storm in October 1999. The replacement bridge was relocated to the new trail head at the new Te Marua road end car park, Kaitoke Regional Park.

#### 5. **Internal Systems Reviews**

Two system reviews were undertaken during the financial year:

- The Recreational Trail and Walkway Structures Manual has been reviewed to ensure it is meeting management requirements and is user friendly to staff. The revised manual will be produced during the 2000/2001 financial year. I would like to express my gratitude to Councillor McQueen with his assistance in reviewing the risk management system in the manual. In the interim, staff are be using the existing manual for monitoring and maintaining structures.

- An external audit was conducted in February on our occupational safety and health systems. The audit checked the robustness of the our systems, that they are implemented consistently and meet all requirements of the Health and Safety in Employment Act 1992. The consultant complimented the department on its commitment to health and safety. However, some system enhancements are required to comply with the strict and extensive provisions of the Health and Safety in Employment Act 1992. An improvement programme is underway and will be completed by the end of the 2000/2001 financial year.

## 6. **2000/01 Maintenance Management Programme**

The recent integration of the Regional Parks and Natural Forestry departments will require a review of our work programme, management systems and operating procedures to ensure we deliver quality services. The revised work programmes will need to integrate the Natural Forestry's operational tasks, and be based on the *Asset Management Plan*. The Hutt River Trail maintenance will transfer to Flood Protection Operations. A review of the work programme and integration of the above activities will be undertaken during the first quarter of the 2000/2001 financial year.

## 7. **Community Connection**

This report is written primarily for internal quality assurance purposes. No particular communication initiatives are proposed.

## 8. **Recommendation**

*That the report be received and its contents noted.*

Report prepared by:

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