

Manawatū District Council

ASSET MANAGEMENT PLAN

Community Facilities: Public Conveniences
2024 – 2034



Contents

1.	Executive Summary	3
1.1.	What we provide.....	3
1.2.	What we will do	3
1.3.	Strategic issues and risks.....	3
1.4.	What will it cost?.....	4
1.5.	The next steps.....	4
2.	Introduction.....	5
2.1.	Background	5
2.2.	Goals and objectives of asset management	5
2.3.	Plan framework.....	6
3.	State of the Assets	7
3.1.	Network overview/asset condition/performance.....	7
3.2.	Asset condition/performance	7
4.	Levels of Service	8
4.1.	Customer research/expectations and legislative requirements.....	8
4.2.	Legislative requirements.....	8
4.3.	Current levels of service	8
4.4.	Desired levels of service	9
5.	Future Demand.....	10
5.1.	Demand drivers.....	10
5.2.	Demand forecasts	10
5.2.1.	Population Forecasts.....	10
5.2.2.	Demographic Forecasts	10
5.3.	Freedom Camping	10
5.4.	Demand management plan.....	10
5.5.	Key asset programmes to meet demand.....	11
6.	Lifecycle Management Plan	12
6.1.	Roles and responsibilities.....	12
6.2.	Maintenance plan	12
6.3.	Renewal plan	14
6.4.	Consequence of deferring maintenance and renewal.....	15
6.5.	Acquisition/upgrade plan.....	16
6.6.	Disposal plan	17
7.	Data and Information Systems	18
7.1.	Asset information.....	18
7.2.	Asset data collection responsibilities.....	18
7.3.	Data quality.....	18
8.	Managing Risk and Resilience	19
8.1.	Risk management plan.....	19
8.2.	Critical asset identification and management.....	20

8.3.	Risk assessment framework	20
8.4.	Approach to managing resilience	20
9.	Financial Summary	22
9.1.	Financial forecast summaries	22
9.1.1.	Proposed Operations Budget.....	22
9.1.2.	Proposed Maintenance Budget	22
9.1.3.	Proposed Renewal Budget	23
9.1.4.	Proposed Acquisition/Upgrade Budget	24
9.2.	Funding strategy	24
9.3.	Asset value	25
9.4.	Valuation forecasts	25
9.5.	Key assumptions made in financial forecasts	25
9.6.	Reliability and confidence estimates.....	25
10.	Plan Improvement and Monitoring.....	27
10.1.	Status of asset management practices	27
10.2.	Maturity assessment results.....	27
10.3.	Improvement plan	27
10.4.	Monitoring and review procedures	28
11.	Appendices	29
11.1.	Asset overview	29

1. Executive Summary

The primary objective of this Asset Management Plan (AMP or the Plan) is to enhance Council's efficiency in managing Public Convenience assets throughout their lifecycle, and attempts to balance shorter-term financial constraints with longer-term asset sustainability and performance.

It aims to minimise risks, maximise asset performance, and ensure alignment with the Council's strategic goals, 10-year long Term Financial Plan (LTP) and regulatory compliance.

The AMP is a critical supporting document to inform decision making during the LTP process.

The Plan captures the types of assets and their condition, performance and the expected future demand. It also outlines the approach to lifecycle management, potential risks, financial forecasts and budget allocation for the assets. The Plan describes the levels of service, how they are provided and consequences of budgets on the service levels over the 10-year planning period.

1.1. What we provide

The Public Conveniences activity comprises a total of 17 facilities. 16 of these are owned by Council and one is simply managed by Council.

For the purposes of this Plan, public conveniences refers to public toilets and their associated facilities. The activity does not include toilets or changing rooms located on Parks, Reserves and Sportsgrounds, where the primary purpose of the facility is to service the surrounding park, reserve, or sportsground. These public conveniences have been captured in the Community Facilities Asset Management Plan: Parks, Reserves and Sportsgrounds.

The total renewal value of the assets within the Public Conveniences activity is \$4,555,000.

1.2. What we will do

The long-term financial plan determines the funding available for asset management planning and this Plan outlines the asset plan for the next 10-years and identifies those assets that were not funded and any potential risks or consequences on service levels.

This plan describes the following activity:

- Plan to maintain 18 Council-managed public conveniences located throughout the District, to meet service levels set by annual budgets.
- Plan to deliver major renewal and acquisition projects within the 10-year planning period, including provision of new public toilets within the Precinct 4 Park, and upgrades to the toilet block in Apiti.

1.3. Strategic issues and risks

The Public Conveniences activity is facing a number of important strategic issues, which will have an impact of both the current assets within the portfolio and the future provision of the activity. Some of these key strategic issues are:

- Population increases
- Demographic changes
- Increased popularity of freedom camping

The key risks for the Public Conveniences activity are identified in the table below. These are the risks that have a post-treatment rating of Extreme or High, when assessed against Council's Risk Matrix.

Risk Description	Post Treatment Rating	
Issue: Failure of Services such as no water supply, blocked sewer for failed power.	High	<ul style="list-style-type: none">• Identify critical assets where failure can be controlled and put treatments in place – i.e. recurring sewer

<p>Risk:</p> <ul style="list-style-type: none"> • Disruption to delivery or services-sometimes longer term • Limited one-off local negative publicity • Adverse inspection comments from a health perspective 		<p>blockages, undertake criticality-based asset management.</p> <ul style="list-style-type: none"> • Ensure planned maintenance and renewal of critical assets such as water or sewer pumps are planned for and undertaken. <p>Note: There are limited options to mitigate the risk for power and reticulated water supply, other than by providing ancillary services. No provision to provide these services is made in this plan.</p>
---	--	---

1.4. What will it cost?

The forecast lifecycle costs necessary to provide the services covered by this Asset Management Plan include operation, maintenance, renewal, acquisition, and disposal of assets. Although the Asset Management Plan may be prepared for a range of time periods, it typically informs a long-term financial planning period of 10 years. Therefore, the total forecast costs for the Public Conveniences activity for the period of the Long-Term Plan 2024-34 is \$5,583,991.

There are some projects identified within the AMP that have not been able to be funded due to financial constraints within Council’s financial strategy and these are identified with an* in the tables below.

1.5. The next steps

The next steps from this asset management plan to improve asset management practices are:

- Increase level of data held in RAMM.
- Carry-out periodic condition assessments on the assets within the Public Conveniences activity.
- Conduct comprehensive review of Levels of Service for the Public Conveniences activity; and,
- Continue implementing actions from the Community Facilities Strategy 2020.

2. Introduction

2.1. Background

This Asset Management Plan communicates the requirements for the sustainable delivery of public conveniences through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the long-term planning period.

This Plan should be read in conjunction with Manawatu District Council's planning documents:

- Community Facilities Strategic Asset Management Plan 2024-2034
- 2024-2034 10-Year Plan
- Community Facilities Strategy 2020

The Public Conveniences activity encompasses the planning, provision, administration, operation, maintenance and development of public toilets and associated facilities within the Manawatu District.

Council owns 17 public convenience facilities and manages one facility on behalf of a third-party. This managed facility is the Feilding Railway Station toilet, which are leased from Kiwirail through Feilding and District Promotion.

Management of Council's public conveniences is through a combination of in-house staff time and Council's open spaces contractor (Green By Nature). In-house staff manage the day-to-day higher level operational issues associated with the Public Conveniences activity, as well as programming and assisting to implement operational, renewal and capital projects associated with the activity. The team also lead the management practices for Public Conveniences, including unscheduled asset inspections.

Council's Parks and Open Spaces Contractor provides day to day operational cleaning, maintenance and inspections of the public conveniences. The contract specifies cleaning standards for each public convenience and also requires the Contractor to proactively identify maintenance issues

2.2. Goals and objectives of asset management

Our goal in managing assets is to meet a defined level of service (as amended periodically) in the most cost-effective manner for our present and future communities. The key elements of asset management are outlined in the *Community Facilities Strategic Asset Management Plan 2024-34*

As part of preparations for the Council's Long-Term Plan, a vision statement has been created for the Manawatu District. It is a stated desire for the future and helps guide Council with the decisions it needs to make.

"Proudly provincial. A great place to land – Wehi nā te kāinga taurikura nei ki tuawhenua"

To support the vision, six outcomes were also established. How the Public Conveniences activity contributes to the relevant outcomes is described below.

Outcome	How Public Conveniences contributes
An environment to be proud of	Public Conveniences contribute to the environmental wellbeing of the community by providing safe, clean spaces the public and tourists can use.

Council's vision and outcomes drive the acquisition and disposal of assets within the Public Conveniences activity, and, to some degree, the maintenance and renewal of these assets.

The Community Facilities Strategy 2020 is the key strategic document in the provision of public conveniences within the Manawatu District. The Strategy acts as a tool to assist decisions on the planning of provision and distribution of community facilities. The aim is to provide a 'fit-for-purpose' network throughout the Manawātū District.

A key aspect of the Strategy is a vision and strategic goals for the provision of Community Facilities within the Manawatu District.

2.3. Plan framework

Asset management plans support Council’s Long-Term Plans by bringing together all the information relating to the management of Council’s assets. They outline how current assets will be maintained to ensure the delivery of current levels of service and identify projects for the acquisition or development of new assets.

The figure below shows how our asset management plans interact with Council’s other strategic documents.



3. State of the Assets

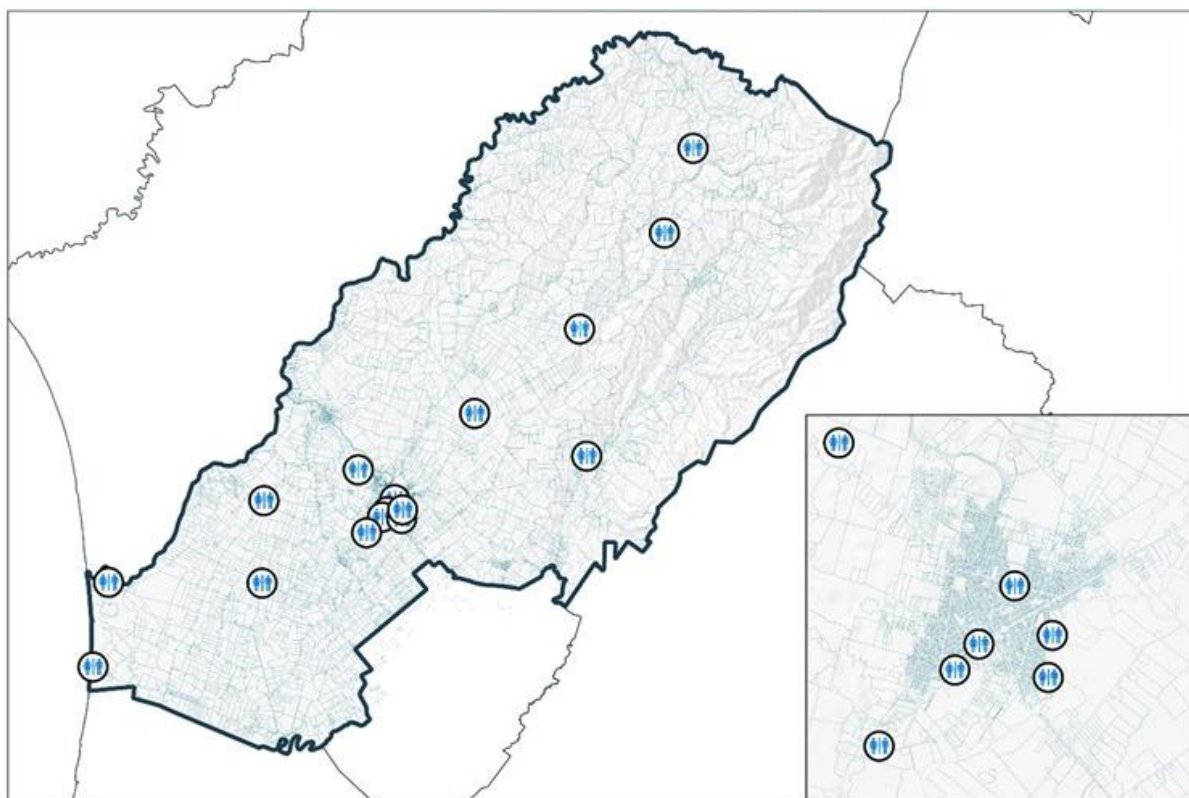
3.1. Network overview/asset condition/performance

The Public Convenience assets have been split into different categories relating to their profile, to assist in determining appropriate service levels and prioritising work programmes.

The three categories of Public Conveniences are High, Medium and Low-Profile. A breakdown of our different public conveniences by category is shown in the below table.

High-Profile	Medium-Profile	Low-Profile
Feilding CBD Toilets	Duke Street Toilets	Apiti Toilets
Sanson Playground Toilets	Himatangi Beach Toilets	Cheltenham Toilets
Timona Park Playground Toilets	Kitchener Park Toilets	Rangiwahia Toilets
Kowhai Park Rose Garden Toilets	Timona Park Campbell St Toilets	Pohangina Valley Toilets
	Kimbolton Toilets	Tangimoana Toilets x2
	Rongotea Toilets	
	Sanson Domain Toilets	
	Feilding Railway Station Toilets	

A map showing the location of the District’s public conveniences:



3.2. Asset condition/performance

We generally expect our Public Conveniences to have a suitable level of capacity in relation to the demand and levels of services set for the activity, for the term of this plan. However, we do plan for some assets, especially low-profile public conveniences, to not meet the peak level of demand placed on them. The peak demand is generally short or one off in nature and does not justify a higher level of provision.

4. Levels of Service

4.1. Customer research/expectations and legislative requirements

Our customers have differing expectations of our public conveniences, generally in relation to age, demographic and location of the customer. To understand our customer's needs, Council undertakes both quarterly and annual Residents Surveys, consults regularly with its Community Committees and has enabled its communities to create plans for the future of their villages.

The quarterly residents survey also provides the data used to assess Council's performance against the agreed customer levels of service in this Plan. These surveys are carried out by a third party with the goal of measuring residents' satisfaction with Council's services and facilities.

4.2. Legislative requirements

Council must operate within the boundaries set by Central Government and there are many legislative requirements relating to the management of assets. These statutory requirements provide Council with a minimum level of service standard.

The table below lists all legislation relevant to the Public Conveniences activity. The *Community Facilities Strategic Asset Management Plan 2024-2034* lists all legislation relevant to the Community Facilities activity as a whole.

Legislation	Description	Impact for Service
Building Act 2004	To provide for the regulation of building work to ensure buildings can be used safely, that they contribute to people's health, wellbeing and physical independence and ensure that work is undertaken in accordance with the building code.	Buildings are constructed in accordance with the Building Code. Provides minimum standards for public safety in relation to buildings. Provides minimum standards for equal accessibility into buildings during times of modifications or improvements. Liability extends to buildings not owned by Council, however on Council land.
Health Act 1956	Provides for Local Authorities to provide 'sanitary works' including public conveniences and minimum health standards for enforcement	Council is empowered to provide public conveniences for use by the Public. Also provides an enforcement mechanism for Council to be held to account for insanitary public conveniences.
Freedom Camping Act 2011	To provide for the regulation and management of freedom camping on Council and DOC owned and managed land.	Possible increases to public convenience use in rural locations.
Adapt and thrive: Building a climate-resilient New Zealand	Sets out Aotearoa New Zealand's long-term strategy and first national adaptation plan to address the effects of climate change	The document outlines a number of objectives for infrastructure owners to ensure built infrastructure is resilient to the effects of climate change.

4.3. Current levels of service

The table below lists the current levels of service (as detailed in the 2021-2031 Asset Management Plan) applicable to the assets under the Public Conveniences activity.

Level of Service Area	Description
Level of Service Statement	We provide and maintain public conveniences to protect public health and meet the expectations of residents and visitors.
Level of Service	Clean and well-maintained public toilets
Performance Measure	The number of valid complaints received about inadequate maintenance and/or poor cleaning of our toilets.
Performance Measure Standard	Year 1: < 8 complaints received Year 2: < 8 complaints received Year 3: < 8 complaints received Years 4-10: < 8 complaints received

The table below shows the achievement against the levels of service within the previous Long-Term Plan.

Measure	Standard	Result
Clean and well-maintained public toilets	2021/22 We will measure this by monitoring the number of valid complaints received about inadequate maintenance and/or poor cleaning of our toilets.– target < 8 complaints received	Target Met 0 complaints
	2022/23 We will measure this by monitoring the number of valid complaints received about inadequate maintenance and/or poor cleaning of our toilets.– target < 8 complaints received	Target Met 7 complaints

4.4. Desired levels of service

A review of current levels of service for the Public Conveniences activity was undertaken in the 2020/21 year and no changes are proposed for the levels of service for this Plan. Proposed levels of service for the 2024-2034 Plan are detailed in the table below:

Level of Service Area	Description
Level of Service Statement	We provide and maintain public conveniences to protect public health and meet the expectations of residents and visitors.
Level of Service	Clean and well-maintained public toilets
Performance Measure	The number of valid complaints received about inadequate maintenance and/or poor cleaning of our toilets.
Performance Measure Standard	Year 1: < 8 complaints received Year 2: < 8 complaints received Year 3: < 8 complaints received Years 4-10: < 8 complaints received

To achieve these levels of services, staff work with Council's Open Spaces contractor to ensure that all public toilets are clean and well maintained, and complaints are dealt with in a timely manner.

5. Future Demand

5.1. Demand drivers

Drivers affecting demand include things such as population change, changes in demographics, economic factors, technological changes, land use change, changing legislative requirements, changing regional and district planning requirements, consumer preferences and expectations, environmental awareness, and climate change.

The demand drivers that will have the greatest effect on the Public Conveniences activity are population increases, demographic changes and the continued popularity of freedom camping.

5.2. Demand forecasts

5.2.1. Population Forecasts

Using the medium scenario projections from Infometrics, the Manawatu District's population is forecast to grow on average by 1.0% per year over the period 2020-2030. This is then forecast to drop to 0.7% per year for the period 2030-2054. The main drivers for the slowing population growth rates are population dynamics at the national level, including a shift from high net migration to moderate net migration, and lower fertility rates.

5.2.2. Demographic Forecasts

The demographic changes that will have the largest impact on the Public Conveniences activity are an increase in the portion of the population aged 56-years and older, and the diversification of the population.

The 65-years-and-older age group has been Manawatū-Whanganui Region's fastest growing in the past two decades, growing 42% between 2003 and 2018. Infometrics predicts the 65+ age group to continue to be the fastest growing, increasing by 2.7% per annum between 2018 and 2033.

The Manawatu District is multicultural, and ethnic diversity is projected to continue growing in Manawatū-Whanganui, and nationally. This reflects that non-European populations tend to be younger and have higher fertility, the increasing diversity of migrants, and the expected strength of net migration.

5.3. Freedom Camping

Since the introduction of the Freedom Camping Act 2011, the Manawatū District has seen an increase in the number of freedom campers visiting the District. The Manawatū District Council Freedom Camping Bylaw 2020 defines those areas within the District where freedom camping is prohibited.

The Manawatu District Freedom Camping Bylaw 2020 is currently under review with proposed changes being considered by Council. This review was triggered by amendments made to the Freedom Camping Act in 2023.

The Manawatū District has generally had few issues since the introduction of the Legislation; however, some issues have begun to arise around freedom campers using public conveniences to dispose of grey and black waste rather than approved waste dump stations. In particular this is a concern for sites operating on septic tanks, where the chemical toilets kill septic tank bacteria preventing the effective operation of the tanks.

While limited in issues currently, it is possible that the northern rural sector of the District may be affected in the longer-term, with an ongoing increase of freedom camping and campers in areas such as Apiti and Rangiwahia. Long Term this may require increased levels of service to cater for demand.

5.4. Demand management plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand

management. Demand management practices can include non-asset solutions, insuring against risks and managing failures.

Increasing demand for services over time generates a requirement for the development of additional infrastructure. Therefore, expenditure programmes need to be planned to fund the capital works and associated on-going operational expenditure. Alternately, it may be possible to manage demand within the existing system capacity.

Where a reduced demand is forecast it may be appropriate to renew assets with a lesser capacity, operational expenses may decrease, or an asset may become surplus to requirements.

Opportunities identified to date for demand management are shown in the table below.

Demand Driver	Current Position	Projection	Impact on Services	Management Plan
Population Increases	33,900	Increase 1%pa 2020-2030, 0.7%pa 2030-2054	Increased demand for public conveniences in identified growth areas	Provision of new facilities within identified growth areas
Demographic Changes	65+ 20%	Over 65-year age group to increase by 2.8%pa to 2033	Increased demand for public conveniences which are accessible due to the aging population of the District	Improvement projects for high and medium-profile public conveniences to improve accessibility
Freedom Camping Popularity	Pre-COVID popularity with overseas tourists has spread to domestic tourists, due to inability to travel internationally	Continued popularity with domestic tourists, with increased demand from the return of overseas tourists	Increased freedom camping at sites in the Northern rural sector of the District, may increase the profile of public conveniences (for low to medium profile)	Potential increase in levels of service at sites where the impacts of freedom camping are felt significantly

5.5. Key asset programmes to meet demand

The new assets required to meet demand may be acquired, donated, or constructed. Additional assets are discussed in Section 6.4.

Acquiring new assets will commit the Manawatu District Council to ongoing operations, maintenance, and renewal costs for the period that the service provided from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance, and renewal costs for inclusion in the long-term financial plan (Refer to Section 6).

6. Lifecycle Management Plan

The Lifecycle Management Plan details how the Manawatu District Council plans to manage and operate the assets within the Public Conveniences activity to the agreed levels of service, while managing lifecycle costs.

6.1. Roles and responsibilities

Council's Open Spaces Contractor provides the day-to-day operational cleaning, maintenance and inspections of public conveniences. Maintenance is carried out via a periodic refurbishment programme and/or through inspections by the contractor and council staff.

Complaints about the maintenance and cleanliness of public conveniences are managed by the Community Assets Liaison and the Parks and Property Administration Support Officer.

6.2. Maintenance plan

Maintenance activities are those activities necessary to retain an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep an asset operational.

High-profile public conveniences receive the highest levels of maintenance, reflecting their place as high-profile conveniences. This includes a higher level of asset provision and overall standard of maintenance. The level of provision, maintenance and services are relatively less for medium and low-profile public conveniences.

There are three maintenance approaches applied to public conveniences in the District. Detailed descriptions of service standards and specifications are contained in the Parks and Open Spaces Maintenance contract. The key differences between the three standards are summarised in the table below:

Maintenance Aspect	High-Profile	Medium-Profile	Low-Profile
Provision and standard	<ul style="list-style-type: none"> Highest level of provision, generally gender separate, full baby change facilities Provided to meet high demand and influxes of people Tiles, modern partition and ceramic fittings, electric taps, floor coatings 	<ul style="list-style-type: none"> Medium level of provision, baby change facilities in higher demand areas Recognise that demand will exceed provision at times Porcelain bowls dominate, however some stainless bowls with seats, tiles, floor coatings 	<ul style="list-style-type: none"> Lowest level of provision, no baby change facilities, single sex or single cubical toilet Recognise that demand will exceed provision regularly Generally concrete finishes and minimum floor coatings, stainless bowls/basins and basic level of provision
Servicing Frequency	<ul style="list-style-type: none"> At least daily clean provision, sometimes up to three depending on demand 	<ul style="list-style-type: none"> 3-5 times a week, at least daily for peak times or events 	<ul style="list-style-type: none"> 2-3 times a week. Some seasonal increases however generally low level of servicing
Hygiene Services	<ul style="list-style-type: none"> All Hygiene services, flowing soaps, air fresheners, hygiene bins, hand driers 	<ul style="list-style-type: none"> Hygiene bins in higher profile or issue sites, hand driers and soaps 	<ul style="list-style-type: none"> Soap provision, hygiene bins in issue areas, no hand driers
Inspections	<ul style="list-style-type: none"> Daily inspections by contracted staff, 	<ul style="list-style-type: none"> Onsite inspections by contracted staff 	<ul style="list-style-type: none"> Onsite inspections by contracted staff

	monthly senior contract staff and officers	4-5 times a week, bi-monthly inspections by senior contract staff and officers	when on site, six monthly inspections by senior contract staff and officer
Refurbishment	• A major refurbishment every 3-4 years	• A major refurbishment every 5-6 years	• A major refurbishment every 8-9 years
Security	• Locked at night or security provisions such as cameras and lighting	• Open access, generally, some security such as lighting or cameras	• Unrestricted access, limited or no security – i.e. lighting or similar

The table below details the maintenance projects required to achieve the agreed levels of service for the Public Conveniences activity, including the identified criticality of the project and the level of consequence (or risk) of the project not being undertaken.

Asset	Project Description	Criticality	Consequence	Estimated Cost	Year
High-Profile					
District-Wide	High-profile public conveniences refurbishment programme	High	High	\$10,270	1
Feilding CBD	Interior refurbishment	Med	Med	\$13,911	3
District-Wide	High-profile public conveniences refurbishment programme	High	High	\$10,706	3
District-Wide	High-profile public conveniences refurbishment programme	High	High	\$11,171	5
Feilding CBD	Interior refurbishment	Med	Med	\$17,549	6
District-Wide	High-profile public conveniences refurbishment programme	High	High	\$11,611	7
District-Wide	High-profile public conveniences refurbishment programme	High	High	\$12,056	9
Medium-Profile					
District-Wide	Medium-profile public conveniences refurbishment programme	Med	Med	\$10,856	2
Timona Park - Campbell St	Toilet refurbishment	Med	Med	\$10,706	3
Feilding Railway Station	Toilet refurbishment	Med	Med	\$8,774	6

District-Wide	Medium-profile public conveniences refurbishment programme	Med	Med	\$13,412	7
District-Wide	Medium-profile public conveniences refurbishment programme	Med	Med	\$12,274	10
Kitchener Park	Refurbishment of toilet block	Med	Med	\$8,249	10
Low-Profile					
District-Wide	Low-profile public convenience refurbishment programme	Med	Med	\$8,853	3
Cheltenham	Public Toilet Refurbishment	Med	Med	\$11,171	5
District-Wide	Low-profile public convenience refurbishment programme	Med	Med	\$11,395	6
Tangimoana	Public Toilet Refurbishment provided for standard of medium profile public toilets.	Med	Med	\$5,348	7
District-Wide	Low-profile public convenience refurbishment programme	Med	Med	\$10,832	9

6.3. Renewal plan

Renewals are major capital works to restore or rehabilitate an asset to its original service potential, without significantly altering the original service provided by the asset. Renewal works are identified through requests for maintenance, condition assessments and periodic inspections by both Council Officers and Council's Open Spaces Contractor.

Asset renewal is typically undertaken to either ensure the reliability of the existing infrastructure to deliver the service it was constructed to facilitate or ensure the infrastructure is of sufficient quality to meet the service requirements.

It is possible to prioritise renewals by identifying assets or asset groups that:

- Have a high consequence of failure,
- Have a high use and subsequent impact on users,
- Have higher than expected operational or maintenance costs,
- Have potential to reduce life cycle costs by replacement with a modern equivalent.

The ranking criteria used to determine the priority of identified renewal is detailed in the table below.

Criteria	Weighting
Critical Asset	50%
Rising operational/maintenance costs	20%
Potential to reduce operating/maintenance costs	30%

Total	100%
--------------	------

The table below shows the prioritised renewal projects required to maintain agreed levels of service at Council’s public conveniences.

Asset	Project Description	Remaining Life	Consequence	Estimated Cost	Year
Medium-Profile					
Kimbolton	Toilet macerator replacement (expected to reach end of life)	2	High	\$3,910	1
Low-Profile					
Apiti	Toilet, water pump and roof renewal	4	High	\$80,084	4

6.4. Consequence of deferring maintenance and renewal

Deferring expenditure has become a part of business for many entities, particular those feeling tight budgetary restraints. Council is regularly faced with tough decisions about maintaining networks of assets as populations fluctuate. When budget restraints are necessary, consideration is often given to deferring maintenance and renewals.

Long-term deferring of asset maintenance and renewals can lead to more breakdowns and service disruption, substandard services, and, in the end, failure of services. Understanding the risks to services from deferred maintenance and renewal, is the key to prioritising work effectively.

6.5. Acquisition/upgrade plan

Acquisition reflects the new assets that did not previously exist or works which will upgrade or improve and existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to/vested in Council.

The table below shows the acquisition/upgrade projects for the Public Conveniences.

Asset	Development Description	Increased LoS	Response to Growth	Proportion of Renewal	Estimated Cost	Year	External Funding
High-Profile							
Precinct Four/Pharazyn	New Public Toilet: To support the proposed urban growth in Precinct Four, we are proposing a new toilet block to meet expected increased demand in this location. We have treated this site as a public convenience, rather than a park development recognising that the primary purpose will be as a public convenience in this location.		100%		\$346,676	3	
Green Spine Toilets	New Public Toilet: Development of new public toilets on the Greenspine, recognising proposed increase in use and pedestrian traffic in the area. Proposed that these toilets will supersede the railway station toilets for provision long term *	25%	75%		\$260,000	6	
Medium-Profile							
Himatangi Beach	Shower Upgrade – in accordance with the community plan, we are proposing the upgrade of the showers and shelter areas surrounding Himatangi Beach Toilet Block. This will create shelter and improve the overall foot washing/showering area for peak summer use. *		60%	40%	\$33,767	1	

6.6. Disposal plan

Disposal includes any activity associated with the disposal of a decommissioned asset, including sale, demolition, or relocation. Assets identified for possible disposal are shown in the table below. A summary of the disposal costs and estimated reductions in annual operations and maintenance costs in the disposal of the assets are also included within the table.

Asset	Reason for Disposal	Timing	Costs	Annual Operations & Maintenance Savings
There is no disposal identified for the Public Conveniences activity				

7. Data and Information Systems

7.1. Asset information

The RAMM database has been the primary data storage system for the assets within the Community Facilities activity. The project to implement the RAMM database was initiated in 2020/21. All built assets for the Community Facilities activity have been recorded within the dataset, each with varying degrees of detail.

The goal of the RAMM database project is to create a database which contains enough information to produce a forwards works programme for the Property activity, based on tangible evidence rather than relying on staff and contractor knowledge.

Council's public conveniences have varying degrees of asset provision, depending on their location and level of demand. All these assets have been recorded in Council's asset database as being present, but few contain specific details on the asset (e.g. installation date, cost, useful life, component makeup etc.). Recently installed or renewed assets contain the most detailed information.

Collecting and entering complete data has been identified as an action within the Improvement Plan, to ensure a complete picture is captured of the assets within the Public Conveniences activity.

7.2. Asset data collection responsibilities

Asset data is added to the RAMM database by the Asset Management and Compliance Coordinator upon receipt of appropriate information from officers and contractors. This information is obtained through periodic meetings with officers responsible for project delivery, and regular meetings with contractors responsible for project delivery.

Historic data on existing assets is added as appropriate, however, this data is not actively sought out.

Recently completed condition assessments of existing assets have been provided in a format that allows data on specific components to be easily transferred into RAMM. While this still does not give a complete picture of the asset, it does provide good quality data on the major components of an asset.

7.3. Data quality

The quality of the data within RAMM has an overall confidence rating of 'Reliable'. The data comes from reliable sources but may be missing some detail. An example of this would be installation date; in some cases the year of installation, or the completion of a new build, may be known but not the exact date. In this case, it has been determined that a date of "01/01/XXXX " will be used to signal that the exact date is unknown.

8. Managing Risk and Resilience

8.1. Risk management plan

The purpose of risk management for infrastructure is to document the findings of identification, assessment and treatment of risks associated with providing services for infrastructure. The key risks relating to the Public Conveniences activity are summarised in the table below. It includes the risk assessment, controls and treatments identified. These risks were developed during a workshop with Community Facilities team members, and were assessed against Council's Risk Framework.

Risk Description	Raw Score	Current Controls or Treatments	Post control or treatment rating	Post Treatment Score	Proposed Risk Control	Further Controls or Treatments Proposed
Issue: Offensive graffiti and wilful damage at Public Conveniences, making some assets inoperable Risk:	16	<ul style="list-style-type: none"> Vandal proof and robust fixtures are installed where possible. Toilets are provided with CPTED principles Management approaches taken at some locations such locking at night or providing security. 		Moderate	Mitigate	<ul style="list-style-type: none"> CPTED principal projects are proposed at sites where there are recurring issues. Plan projects with CPTED principles in mind Continue installing and replacing fixtures with vandal proof and robust fixtures where possible.
Issue: Failure of Services such as no water supply, blocked sewer for failed power. Risk:	20	<ul style="list-style-type: none"> Empty sewer blockages within a quick response time. 		High	Mitigate	<ul style="list-style-type: none"> Identify critical assets where failure can be controlled and put treatments in place – i.e. recurring sewer blockages, undertake criticality-based asset management. Ensure planned maintenance and renewal of critical assets such as water or sewer pumps are planned for and undertaken. <p>Note: There are limited options to mitigate the risk for power and reticulated water supply, other than by providing ancillary services. No provision to provide these services is made in this plan.</p>
Issue: Unclean toilets resulting in dissatisfied customers and toilet complaints Risk:	4	<ul style="list-style-type: none"> Regular cleaning and inspection in accordance with maintenance standards. 		Low	Accept	<ul style="list-style-type: none"> No further controls or treatments are proposed
Issue: Insufficient Capacity or suitable provision of public conveniences Risk:	16	<ul style="list-style-type: none"> Demand needs and trends are considered as part of asset management planning practices. Engage with community, consider feedback as part of public voice on changing need. 		Moderate	Mitigate	<ul style="list-style-type: none"> Continue to improve asset management practices as part of this plan.
Issue: Unsafe public conveniences resulting injury or harm to users Risk:	24	<ul style="list-style-type: none"> Ensure buildings comply with legislation Employ CPTED practices, including considering the location, sightlines, lighting and design of toilets 		Moderate	Transfer	<ul style="list-style-type: none"> There is an element of personal responsibility that people have to have for their own safety. Users of our facilities also have to be aware of their surroundings and people or situations where they may be faced with risk.
Issue: Unplanned asset failure resulting in loss of service Risk:	32	<ul style="list-style-type: none"> RS contract on place for repairs with KPI measure for timeliness of reaction. 		Moderate	Mitigate	<ul style="list-style-type: none"> Preferred supplier list for immediate repairs.
Issue: Septic system failure from dumping of chemicals in mobile accommodations Risk:	12	<ul style="list-style-type: none"> 		Moderate	Accept	<ul style="list-style-type: none"> Signage around the type of waste that can be dumped into the dump station Regular monitoring/testing of the septic system to ensure it is working correctly

8.2. Critical asset identification and management

Critical assets are defined as those that have a high consequence of failure causing significant loss or reduction in service. Critical assets for the Public Conveniences activity have been identified through the development of business continuity plans. These are listed in the table below, along with their typical failure mode and the impact on service delivery.

Critical Asset(s)	Failure Mode	Impact
Septic Systems	Mortality – system failure	Loss of service and potential environmental impact

By identifying critical assets and failure modes we can ensure that investigative activities, condition inspection programmes, and maintenance and capital expenditure plans are targeted to critical assets.

The renewal plan within section 6.3 of this Plan, identifies a number of criteria used in the prioritisation of renewal projects. Critical assets are given a 50% weighting within this criteria, to ensure that work identified for these assets is given the highest priority.

8.3. Risk assessment framework

The risk assessment process identifies credible risks, the likelihood of the risk eventuating, and the consequences should the event occur. A risk rating is calculated, and an evaluation of the risk is undertaken, including development of controls or treatments for non-acceptable risks.

When assessing the risks associated with the Public Conveniences activity, the risk appetite of Council has been considered as per Council's *Risk Appetite Statement 2020*.

Risk appetite is the level of risk we are willing to accept in the pursuit of our outcomes and objectives. Our aim is to consider all options to respond to risk appropriately and make informed decisions that are most likely to result in successful delivery whilst also providing an acceptable level of value for money.

The acceptance of risk is subject to ensuring that all potential benefits and costs are fully understood and that appropriate measures to manage risk are established before decisions are made.

8.4. Approach to managing resilience

The resilience of our critical infrastructure is vital to the ongoing provision of services to the community. To adapt to changing conditions we need to understand our capacity to withstand a given level of stress or demand, and to respond to the possible disruptions to ensure continuity of service.

Resilience is built on aspects such as response and recovery planning, financial capacity, climate change and crisis leadership.

To ensure Council is still able to deliver the most important services to our communities, several business continuity plans have been developed for Council's various activities. These plans identify those critical assets within each activity and the plan to ensure these assets continue to function/provide services.

A key assumption within this plan is that climate change will influence the intensity and frequency of extreme weather and climate events in the District as predicted by NIWA. While the assets within the Public Conveniences activity are not as susceptible to the effects of extreme weather and climate events, they are not immune. The biggest concern for the Public Conveniences activity would be the potential for warmer, wetter weather to impact on the durability of building materials and the lifespan of the building.

To ensure this potential risk does not become a costly problem for the activity, periodic condition assessments will be carried out on the relevant assets within the portfolio to monitor to durability of building materials.

The effects of climate change and increased severe weather events have the potential to have a substantial impact on the Community Facilities activity as a whole. These are important issues that need to be dealt with at an organisational level. As part of this work, officers are currently preparing an Environmental Strategy for the entire organisation, which will feed into future iterations of this Plan.

9. Financial Summary

This section contains the financial requirements resulting from the information presented in the previous sections of this Asset Management Plan.

9.1. Financial forecast summaries

9.1.1. Proposed Operations Budget

Operations include regular activities to provide services. Examples of typical operational activities include cleaning, street sweeping, asset inspection, and utility costs.

As new assets are acquired and commissioned, the associated consequential operational cost is factored into the asset's lifecycle cost. This ensures Council has plans in place to operate the asset to the levels of service included in the Long Term Plan.

The proposed operational spend for the Public Conveniences activity is developed using the current actual spend within the activity, any known increases in operational costs (e.g. communicated cost increases from Council's contractors) , and consequential operating costs from new or upgraded assets.

We are proposing to spend \$4,660,410 over the next 10 years across all our public conveniences, this includes consequential operational costs from the completion of new facilities at the Precinct Four park. Consequential operational costs for the new facilities along the Greenspine walkway are offset by the savings made from the Feilding Railway Station toilets being superseded.

The figure below shows the spread of this spending.

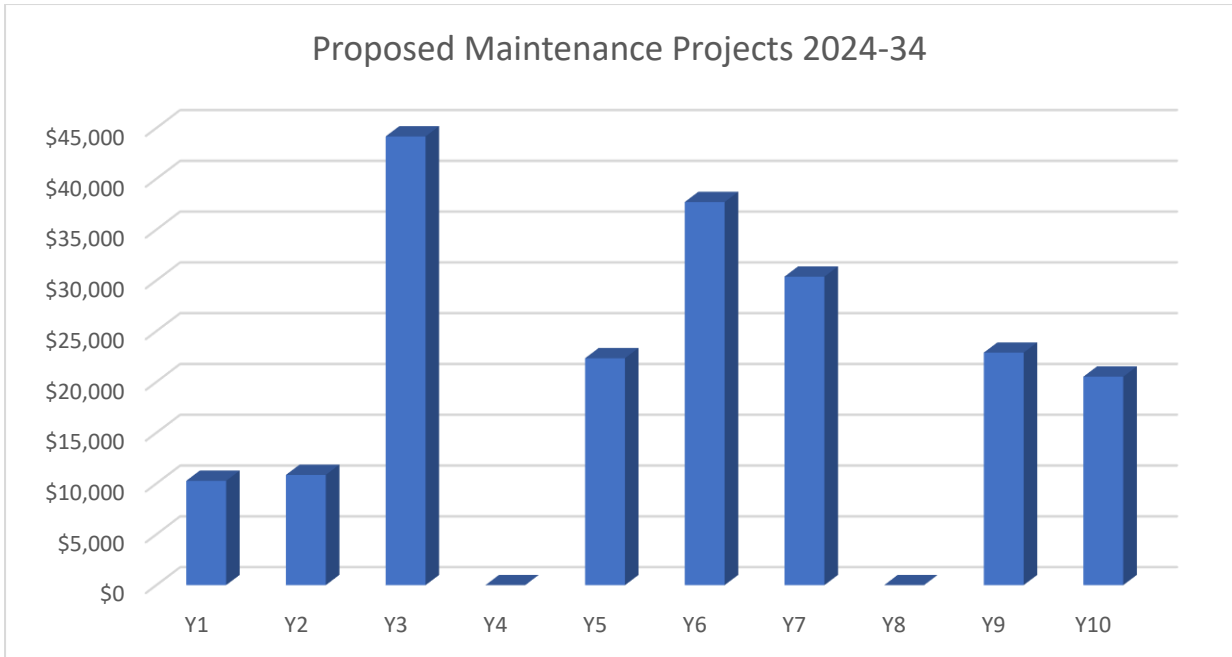


9.1.2. Proposed Maintenance Budget

Maintenance projects are identified through routine inspections, condition assessments, customer requests/complaints, asset failure, best practise, and compliance requirements. The proposed operational budget for the Public Conveniences activity is based on the above as well as reoccurring maintenance projects.

We are proposing to spend \$199,144 over the next 10 years across all our public conveniences.

The figure below shows the spread of this spending.



The assets within the Public Conveniences activity are maintained through a periodic refurbishment programme. The programme is designed to ensure that each of the district’s public toilets are refurbished at least once in each long-term plan cycle. This ensures that the assets reach their full useful life.

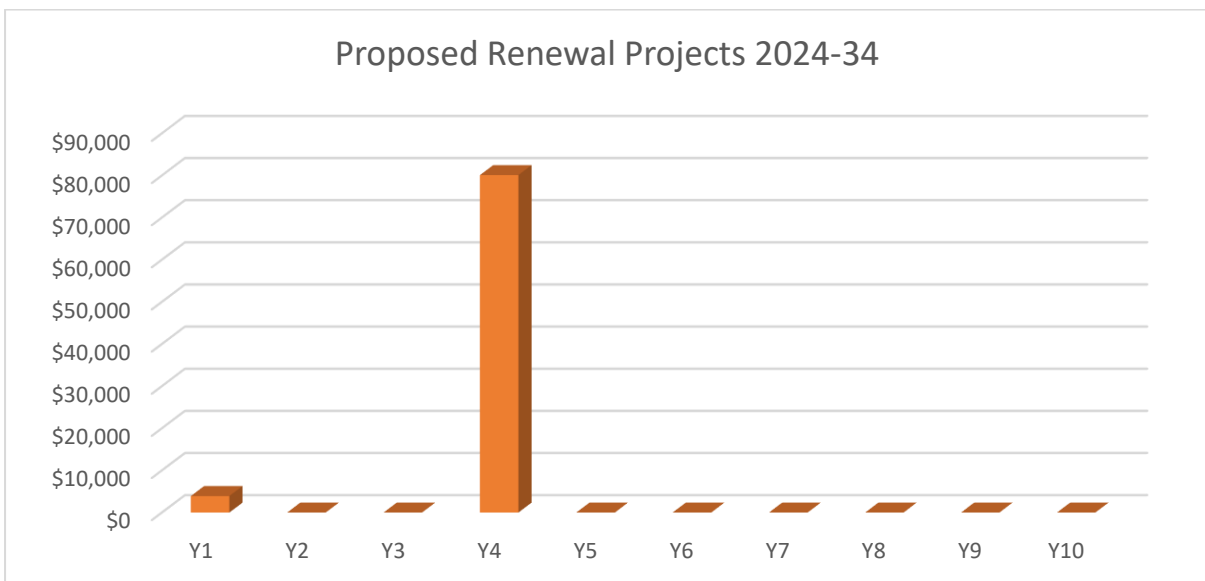
Maintaining the assets this way can lead to peaks and troughs within the proposed budget, as is shown in the graph above.

9.1.3. Proposed Renewal Budget

The proposed renewal budget for the assets within the Public Conveniences activity is based on expert knowledge, historical renewal trends, assessing changes service capacity, and user requirements. In some instances, where necessary, smoothing spend patterns has been applied.

We are proposing to spend \$83,994 over the next 10 years across all our public conveniences.

The figure below shows the spread of this spending.



Due to the small number of assets within the Public Conveniences activity and the well ingrained refurbishment programme undertaken on the assets, renewal projects are few and far between. This results in a proposed budget very light on renewal funding.

Future iterations of this Plan will identify additional renewal projects to be undertaken, based on inspections, forward-works programmes developed using RAMM, and feedback from council’s Open Spaces contractor.

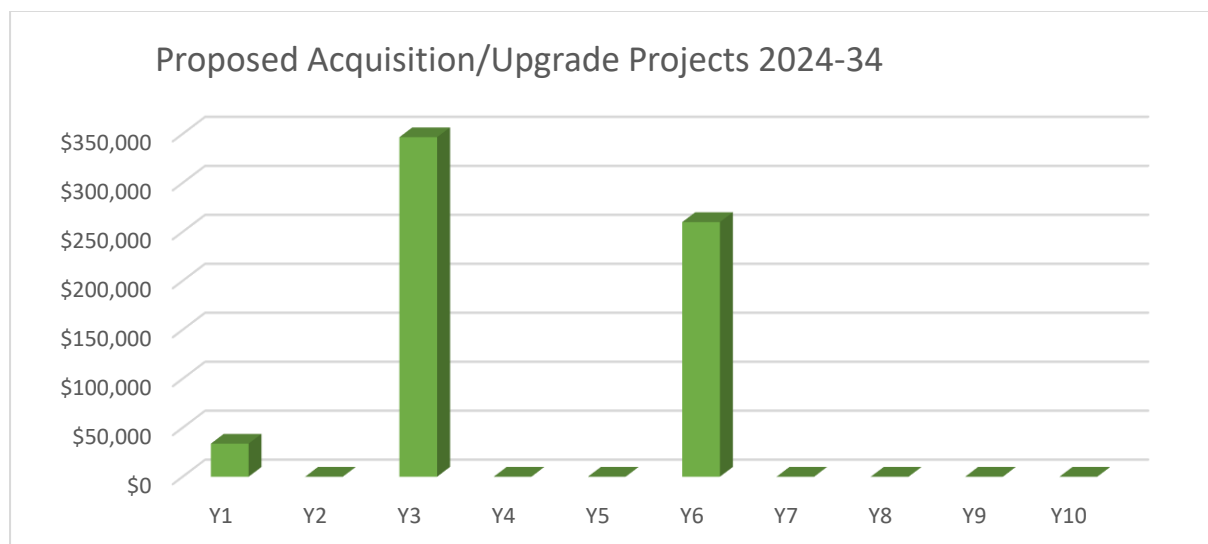
9.1.4. Proposed Acquisition/Upgrade Budget

Acquisition and upgrade projects are identified through feedback from facility users, demand trends, poor asset condition assessments or repeated asst component failure or assets not meeting require levels of service.

Proposed budgets for capital new programmes are based on the information available for that programme. This could be a design, or a feasibility study with various costed options, or simply a programme concept.

We are proposing to spend \$640,443 over the next 10 years across all our public conveniences.

The figure below shows the spread of this spending.



There is minimal acquisition proposed for the Public Conveniences activity within this Plan. This is due to the nature of the activity and the lack of demand for new facilities within much of the District.

9.2. Funding strategy

A number of documents outline how funding will be provided to acquire, operate, maintain, renew, and dispose of the assets within the Public Conveniences activity. These include Council’s *Financial Strategy* and *Revenue and Financing Policy*; both of these documents form part of Council’s Long-Term Plan.

The Financial Strategy provides the framework for making decisions over the life of the 10 Year Plan. It outlines how Council intends to manage its finances, the impact on rates, debt levels of service and investments. It draws together all of the issues outlined in the 10 Year Plan, sets out their financial implications and the way that Council proposes to address these implications.

The purpose of the Revenue and Financing Policy is to set out all the potential revenue and funding sources available to Council and outline its policies about how and when it will use each. It also presents Council’s policies for the funding of operating expenditure and capital expenditure, and the funding arrangements for each of its activities.

9.3. Asset value

The value of the built assets that comprise the Public Conveniences activity is summarised in the below table (this does not include land value or the Feilding Railway Station Toilets). These values are derived from Council's Insurance Valuation Schedule which is reviewed every three years. The last valuation schedule was completed in July 2022.

Valuation	Value
Public Conveniences Portfolio	\$4,555,000*

The public conveniences in Pohangina Valley and Rangiwahia form part of buildings with other purposes, therefore the value of the entire building is included in the above figure.

9.4. Valuation forecasts

Asset values are forecast to increase as additional assets are added to the Public Conveniences activity and planned renewals are undertaken. Current high inflation rates, coupled with increased costs of building materials and services, and the length of time it is taking to obtain materials and services, have also led to a significant increase in the valuation of a number the assets within the Public Conveniences activity.

Changes in asset valuation can have a significant impact on depreciation costs. Council's buildings are revalued every three years, which can result in large increases and lead to significant increases in depreciation costs. Increases to depreciation costs result in increased rates, as Council has elected to fund depreciation for renewal or replacement of assets within the Public Conveniences activity.

9.5. Key assumptions made in financial forecasts

In compiling this asset management plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this plan and should provide readers with an understanding of the level of confidence in the data behind the financial forecasts.

Keys assumptions made in this Plan are:

- Population growth for the District will not exceed projections of 1.55% per annum from 2023 to 2030, 1.06% per annum from 2030 to 2040 and 1.04% per annum from 2040-2054 (based on Infometrics *HIGH* scenario).
- Age group demographics for the District will not differ significantly from those projected within the Infometrics medium growth scenario.
- Climate change will influence the intensity and frequency of extreme weather and climate events in the District as predicted by NIWA.
- Assets will deliver the required level of service over their documented useful life.
- That inflation costs will increase as per the scenarios forecast by Business Economic Research Ltd.

9.6. Reliability and confidence estimates

The forecast costs, proposed budgets and valuation projections in this Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Date confidence is classified on an A-E level scale, as per the below table.

Confidence Grade	Description
A. Highly reliable	Data based on sound records, procedures, investigations, and analysis, documented properly, and agreed as the best method of assessment. Dataset is complete and estimated to be accurate \pm 2%
B. Reliable	Data based on sound records, procedures, investigations, and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing

	and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate \pm 10%
C. Uncertain	Data based on sound records, procedures, investigations, and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated \pm 25%
D. Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy \pm 40%
E. Unknown	None or very little data held

The estimated confidence level for and reliability of data used in this Plan is shown in the table below.

Data	Confidence Assessment	Comment
Demand drivers	B	This information comes from Council's annual residents survey, data supplied by Infometrics, and industry identified trends.
Growth projections	B	This information is based on data supplied by Infometrics.
Acquisition forecast	B	This information is based on Council's annual residents survey, data supplied by Infometrics, feedback from Council's open spaces contractor and staff expertise.
Maintenance forecast	B	This information is based on feedback from Council's open spaces contractor and staff expertise.
Renewal forecast	B	This information is based on feedback from Council's open spaces contractor and staff expertise.
- Asset values	B	This information is based on information supplied by Council's valuers and insurers, and staff expertise.
- Asset useful lives	B	This information is based on feedback from Council's open spaces contractor and staff expertise.
- Condition modelling	C	This information is based on complaints received, feedback from Council's open spaces contractor and staff expertise.
Disposal forecast	N/A	There are no disposals identified for this Plan

10. Plan Improvement and Monitoring

10.1. Status of asset management practices

Council utilises accounting, financial and asset management data in the development of its asset management plans. This data is held within a number of specialised systems designed to make the data useable and accessible.

NCS MAGIQ is used to manage operational and capital budgets, and OZONE is used to manage general ledger and purchase order systems. Data for the assets within the Community Facilities activity is stored and managed through the asset database RAMM.

While both NCS MAGIQ and OZONE are well embedded within the organisation, the use of RAMM as the asset database for the Community Facilities activity is relatively new and underdeveloped. Part of the improvement plan for this asset management plan is to increase the level of data held on each asset and better utilise the asset management functions available within RAMM.

10.2. Maturity assessment results

Asset management maturity is the extent to which the capabilities, performance and ongoing assurance of Council are fit for purpose, to meet the current and future needs of its communities. Assessing asset management maturity can help set a clear path for improving asset management, set realistic targets, and provide consistent language to discuss strengths and weaknesses in asset management.

Asset Management maturity is defined by the International Infrastructure Management Manual (IIMM) produced by NAMS at four levels:

- **Minimum** - the absolute lowest level essential for owning and maintaining a significant quantity of assets
- **Core** - represents a basic but sound level of Asset Management practices
- **Intermediate** - moves towards best practice
- **Advanced** - the highest level of Asset Management maturity

This hierarchy applies to all aspects of Asset Management practice. There is a cost in moving from the more basic levels of Asset Management to the higher levels in terms of time, expense, and effort.

An assessment of asset management maturity for the Community Facilities activity was undertaken as part of process to develop this iteration of asset management plans. This assessment gave a maturity score for the Community Facilities activity of core.

10.3. Improvement plan

It is important that Council recognises areas of our asset management plans and planning processes that require future improvements, to ensure effective asset management and informed decision making. The improvement plan generated for this Public Conveniences Asset Management Plan is shown below:

Task	Responsibility	Resources Required	Timeline
1 Increase level of data held in RAMM	Asset Management & Compliance Coordinator	Staff time; within existing budgets	Ongoing
2 Carry-out periodic condition assessments on the assets within the Public Conveniences activity	Community Assets Manager	Third party Inspector; additional budget	2024-2034

3	Conduct comprehensive review of Levels of Service for the Public Conveniences activity	Community Assets Manager	Staff time; within existing budgets	2027/28
4	Continue implementing actions from the Community Facilities Strategy 2020	Community Assets Manager	Staff time; third party experts; additional budget	2024-2034

10.4. Monitoring and review procedures

This Asset Management Plan will be reviewed during the annual planning process and revised to show any material changes in service levels, risks, forecast costs and proposed budgets. A complete revision and update of this Plan will be completed as part of the 2027-2037 10-Year Planning process.

The table below describes to tasks involved in the monitoring and review of this Plan.

Frequency	Monitoring/Review Task
Ongoing	Asset management plan data updated on a continual basis as operations, maintenance and renewals are carried out or new assets are created.
Annually	Internal review of the asset management plan including renewal projections and valuation. Customer satisfaction surveys carried out and customer complaints register analysed.
Three-yearly	Formal review of the asset management plan prior to the review of the 10-Year Plan, strategic plan and funding and financial policies. External audit of the asset management plan.
Six-yearly	Formal level of service review carried out in line with the wider community outcomes consultation.

11. Appendices

11.1. Asset overview

Asset Category	Asset Name	Location	Capacity
High-Profile These conveniences have the highest levels of operational services being provided to them, being serviced as a minimum once a day, reflective of the high use they receive. High-profile sites should have the highest levels of proactive maintenance and renewal work to ensure they remain to a high standard. This means, that high-profile public conveniences should be maintained and renewed to ensure a condition rating of 1 – Excellent at all times.	Feilding CBD Toilets	Manchester Square, Feilding	7
	Sanson Playground Toilets	42 Dundas Road, Sanson	2
	Timona Park Playground Toilets	Simon Street, Feilding	2
	Kowhai Park Rose Garden Toilets	South Street, Feilding	3
Medium-Profile Medium-profile public conveniences receive a steady level of use and often receive peak periods of demand. These peaks may relate to their location or to cyclical activities, such as sale days on Friday, or events, such as Saturday morning netball at Duke Street. Generally, these toilets are serviced 3-4 times a week, or in peak times daily or multiple times a day. Medium-profile public conveniences should receive a moderate-to-high level of general maintenance and renewal, achieving a condition grading of 2 to 3 – Average to Good at all times.	Duke Street Toilets	35 Duke Street, Feilding	2
	Himatangi Beach Toilets	8 Koputara Road, Himatangi Beach	8
	Kitchener Park Toilets	Kawakawa, Road, Feilding	2
	Timona Park Campbell St Toilets	Campbell Street, Feilding	2
	Kimbolton Toilets	2861 Kimbolton Road, Kimbolton	2
	Rongotea Toilets	67 Thames Street, Rongotea	2
	Sanson Domain Toilets	2940 SH1, Sanson	1
	Feilding Railway Station Toilets	61 Aorangi Street, Feilding	2
Low-Profile These low-profile sites receive a low to moderate level of use from one off events or activities relating to nearby facilities. Low-profile public conveniences receive the lowest level of operational servicing, maintenance and renewal priority, with the focus being on the medium and high-profile facilities. A suitably high enough level of service, maintenance and renewal should be provided to ensure that the number of complaints do not exceed	Apiti Toilets	10 Makoura Road, Apiti	2
	Cheltenham Toilets	1460 Kimbolton Road, Cheltenham	3
	Rangiwahia Toilets	2527 Rangiwahia Road, Rangiwahia	3
	Pohangina Valley Toilets	948 Finnis Road, Pohangina	2

the acceptable number of complaints set in the level of service performance measures.	Tangimoana Toilets x2	Kuku Street & Punga Street, Tangimoana	2
---	-----------------------	--	---