



# Cemeteries

Community Facilities Asset Management Plan

2021-2031

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# 1 Introduction

## 1.1 Aim and Purpose

The purpose of the *Community Facilities Asset Management Plan – Cemeteries 2021-2031* is to create a comprehensive single document that summarises and highlights the issues, operational plans, renewal, capital and disposal projects, and improvement requirements for the Manawatu Districts Cemeteries activity. Specifically, this plan aims to:

1. Ensure that the asset management requirements, which includes maintenance and renewal requirements, are appropriately funded, prioritised and scheduled;
2. Form the baseline document to work with Elected Members to identify capital or maintenance requirements to meet the community's needs now and into the future;
3. Plan for the management of assets in a fit for purpose and safe manner;
4. Explain the relationship between physical assets and the role of these assets in the delivery of Levels of Service (LoS) linked to the 10-Year Plan 2021-2031;
5. Align with the vision and strategic goals set out in the *Cemeteries Management Strategy*.

This plan aims to achieve a 'core' level of asset management sophistication. The Improvement Plan Section of this plan sets out how we intend to improve our asset management practices for cemeteries.

## 1.2 Plan Structure

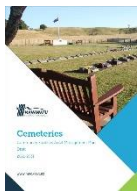
This separate Cemeteries Asset Management Plan forms part of the *Community Facilities Asset Management Plan – Strategic Summary for 2021-2031* for Manawatu District Council (MDC). This is the second time that the Cemetery Services activity has been separated out as a standalone plan, providing Officers, Elected Members and the Community with a comprehensive single document that summarises the Cemetery activity.

This Plan should be read in conjunction with the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*. How this Plan links to the *Strategic Summary* is detailed below.



### **Community Facilities Asset Management Plan - Activity Summary**

- Provides a summary of Community Facilities activities – Cemeteries, Halls, Leisure and Recreation Facilities, Parks, Reserves and Sportsgrounds, Property and Public Conveniences
- Describes and highlights overall Community Facilities Activity demand and levels of service, asset responses, key issues and approaches to improvement.



### **Community Facilities Asset Management Plan - Cemeteries**

- Provides specific detail of the Cemeteries Activity
- Specifically describes and highlights demand, levels of service, asset responses and issues, and approaches to development and improvement for the Cemeteries Activity.

## 1.3 Summary

The Cemeteries Activity encompasses the planning, provision, maintenance, development, operation and administration of public cemeteries and associated facilities within the Manawatu District.

The Council owns and manages eight cemeteries throughout the District. There are three privately administered cemeteries at Apiti, Kiwitea and Stanway, and many local urupa. These are not considered or included in this plan.

We recognise the importance of our cemeteries and keeping them attractive and peaceful memorial spaces that honour and celebrate our lost loved ones.

Council considers the provision of cemeteries to be a core service, required to satisfy the burial and remembrance needs of the District's population. Council has a statutory responsibility to provide for the current and future burial needs of the district's residents as prescribed in Section 4 of the Burial and Cremation Act 1964. Additionally, our cemeteries serve a number of other functions:

- Provide for the burial needs of the District including both full burial and ashes interments;
- Provide places for honouring and celebrating the lives of friends and family;
- Cater for religious, cultural and ethnic requirements;
- Create visual amenity (such as gardens, tree plantings, and green open space);

- Provide passive areas of open space for quiet contemplation, walking and sitting;
- Contribute to the rural landscape character of the district;
- Provide opportunities to explore and research social and genealogical history;
- Provide physical records of the District's social history;
- Enable preservation of historic sites and features.

Longer term planning for Cemeteries is required to meet the longer-term requirements and community's desires. As the District's population grows and changes, Council will need to plan and provide for further future cemetery requirements.

## 1.4 Key Risks

The key risks for the Cemetery Activity are identified in the table below. These are the risks that have a post-treatment rating of *Extreme* or *High*. All of the identified risks relating to the Cemeteries Activity are detailed in the Risk Management section of this Plan.

Risk Description	Post Treatment Rating	Further Controls or Treatments Proposed
<b>Unconnected Cemetery Management Systems and unreliable Cemetery data, resulting in burial and reserved plot errors</b> <ul style="list-style-type: none"> <li>• Loss of public confidence and national damage to Council's reputation</li> <li>• Civil legal action as a result of errors</li> <li>• Failure to achieve levels of service from errors</li> </ul>	<b>Extreme</b>	<ul style="list-style-type: none"> <li>• Implementation of an integrated Cemetery Management System project and data integrity cleansing proposed in this plan.</li> <li>• Increase number of staff members with knowledge of this area</li> </ul>
<b>Review of the Burial and Cremation Act 1964</b>	<b>High</b>	

## 1.5 10 Year Plan 2021-2031 Key Projects

The key development projects identified for the Cemeteries Activity in this Plan, for the period 2021-2031, are detailed in the table below.

These projects have been identified as the key projects to address the demand and expected increases in levels of services identified in this plan.

	Project Description	Year	Value
<b>Feilding Cemetery</b>	<b>Feilding Cemetery Stormwater Solution</b> Following the stormwater investigation proposed as an operational project in Year 2 of the 2015-2025 Plan, provide funding for the implementation of stormwater solutions to resolve stormwater risks and issues.	1	\$41,842
<b>Feilding Cemetery</b>	<b>Feilding Cemetery Extension Phase 2 – Detailed Design</b> Detailed design of extension area, including detailed survey work to inform construction and re-contouring volumes.	2	\$57,712
<b>Feilding Cemetery</b>	<b>Feilding Cemetery Extension Phase 3 – Construction</b> Physical works to re-contour the new land, extend the road and install required infrastructure, and install cemetery beams. This value is an indicative estimated value to be confirmed on the completion of developed design in Year 2 of the Plan. Timing will be dependent on requirements.	4	\$520,320
<b>Rongotea Cemetery</b>	<b>Road extension/development – Phase 2</b> Extend the road by 50 metres looping onto Leen Road, implement drainage and install cemetery beams for the developed area to meet demand.	7	\$117,068

## 1.6 Key Financial Implications

The key financial implications for this Plan relate to the stage two developments at Rongotea Cemetery and stage three developments at Feilding Cemetery. Both of these projects are in direct response to increases to demand at these cemeteries.

A number of District-wide projects have also been proposed within this Plan which come from the implementation of the Cemeteries Management Strategy.

## 1.7 Key Improvement Areas

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

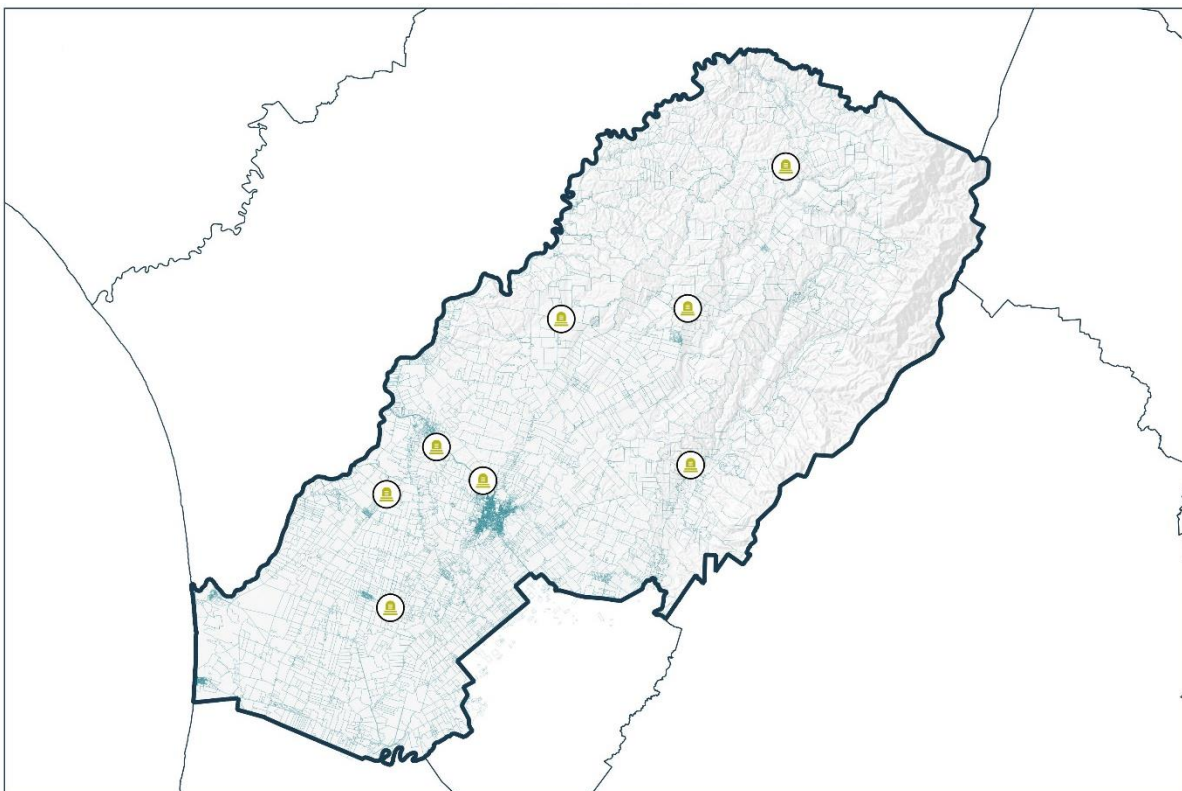
- Implement the actions outlined in the *Cemeteries Management Strategy 2020*
- Implement RAMM as the Asset Database for the Cemeteries Activity
- Development and implementation of a single cemeteries management system
- Create a schedule of periodic condition assessments to be carried out on assets within the Cemeteries Activity
- Conduct a comprehensive review of Levels of Service for the Cemeteries Activity

## 1.8 Summary of Assets/Scheme or Asset Group

The Manawatu District Council's eight cemeteries are spread throughout the District from as far north as Rangiwahia to Rongotea in the South. A breakdown of our different cemeteries is shown in the table below.

Cemetery	Location	Size (ha)	Total Interments (persons)
<b>Feilding</b>	Central	14.0475	9,727
<b>Halcombe</b>	North	6.1846	908
<b>Kimbolton</b>	North	4.3504	483
<b>Pohangina</b>	North	4.0666	259
<b>Rangiwahia</b>	North	0.7204	307
<b>Rongotea</b>	South	1.9879	1,799
<b>Sandon (Sanson)</b>	South	8.0937	1,084
<b>Waituna West</b>	North	1.0962	213

A map showing the location of the Districts cemeteries:



The value of the assets that comprise the Cemetery activity is summarised in the below table. These values are derived from Council's Insurance Schedule which is reviewed every three years.

Valuation	Value
Land Value	\$1,316,000
Value of Improvements	\$412,000
Capital Value	\$1,728,000
Total Number of Properties	8
Total Area (ha)	40.907

## 1.9 Operation of Activity/Scheme or Asset Group Summary

The Cemetery activity is managed on a day-to-day basis by Council staff. Council staff provide the overview of the management of the maintenance contract, as well as the administration of Cemetery interments and data.

Council contractors carry out all of its maintenance and sexton services, with these being undertaken under Councils Parks and Open Spaces Maintenance Contract.

### 1.10 Physical Parameters Summary

All of the Cemeteries in this plan are owned by the Manawatu District Council. No private or independently managed Cemeteries or Urupa are considered in this plan.

The earliest known title date is Sandon Cemetery that was established in 1854. All of the District's Cemeteries have interments predating the 1900's.

Feilding Cemetery is the cemetery that receives the highest level of demand, followed by Rongotea and Sanson Cemeteries. The average number of body and ashes interments each year is 107.

Demand and usage patterns for each cemetery have remained relatively consistent for the last ten years. No sudden growth is anticipated in this plan.

### 1.11 Asset Capacity/Performance Summary

All of our rural cemeteries have sufficient capacity to provide burial provision for the next 30 years. Rongotea Cemetery is the only rural cemetery where there is not land provision likely for new burials beyond 25 years and will require a decision from Council on the provision of a new cemetery or seeking additional land in Rongotea.

Feilding Cemetery has sufficient land provision for interments for the next 100 years, however will require significant infrastructure development for roading and storm water management.

### 1.12 Asset Condition Summary

Similar to the 2018 *Community Facilities Asset Management Plan – Cemeteries*, the proposed projects and renewals identified within this Plan are based on visual assessments undertaken at each site by Council staff, and suitably qualified and experienced professionals.

The Improvement Plan within this Plan identifies that periodic condition assessments could be carried out to improve confidence in Council's condition data.



## 2 Levels of Service

### 2.1 Understanding Customer Expectations

Our customers have differing expectations of our Cemeteries. Generally, these expectations differ in relation to the demographic and location of the customer. It is clear from the responses to Council's customer satisfaction survey that expectations are continuing to increase.

An in-depth analysis of our customers' expectations is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

### 2.2 Community Satisfaction – Annual Residents Survey

Council undertakes an annual residents survey to measure how satisfied residents are with the resources, facilities and services provided by Council.

An in-depth analysis of the results of Council's annual residents survey, and feedback received through other channels, for the Cemeteries Activity is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

The results of the 2019/20 survey show that satisfaction with the Cemeteries Activity is very consistent, with a satisfaction rating of 96% recorded for the year which is the same as the previous year.

### 2.3 Legislative, Strategic, External and Internal Contexts

This section should be read in conjunction with the *Community Facilities Asset Management Plan - Strategic Summary 2021-2031*, which provides a full description of the legislative, strategic, external and internal contexts under which this plan has been prepared.

How the Cemeteries activity contributes to the wider strategic and corporate goals of the organisation are described more fully in each of the following sections, along with the internal and external strategic context specific to this activity.

#### 2.3.1 Internal Context

This section explains the internal factors that influence the planning and operation of the Cemeteries activity.

An in-depth analysis of these internal factors is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

#### 2.3.2 Council Vision and Outcomes

As part of preparations for the 2021-2031 10-Year Plan Council created a vision statement for the Manawatu District. It is a stated desire for the future and helps guide Council with the decisions it needs to make.

**Manawatū District – Proudly provincial.  
A great place to land.**

To support the vision, six Council outcomes that underpin Manawatu District's vision were established. How the Cemeteries Activity contributes to one of these six outcomes are described in the below table.

Council Outcome	How Cemeteries contribute to Council's outcomes
<b>A place to belong and grow</b>	Cemeteries promote the social wellbeing and cultural wellbeing of the Manawatū District by providing settings where people can lay their loved ones to rest, and visit them in a park-like environment, working with the community to understand and met their needs.

#### 2.3.2.1 Cemeteries Management Strategy

The *Cemeteries Management Strategy 2020* sets out the vision, goals and objectives for the management of Council's eight cemeteries. The Strategy reflects the need for a more coordinated and strategic approach to the future of public cemeteries within the District.

The vision for the Cemeteries Activity as defined within the Strategy states:

*Manawatu District Council cemeteries are responsive to change and future needs of our community, while respecting and preserving the history of our District.*

The goals are:

- To respect the history of our people;
- To respond to the needs of the community in times of grief and celebration of life; and
- Ensure sustainable provision of cemetery services.

The Strategy also contains an Implementation Plan, which outlines the actions required to ensure the successful implementation of the Strategy. Alongside these actions are measures to describe the steps Council will take towards achieving those actions.

### 2.3.2.2 Community Planning Process

Since 2012, each of the rural communities have also developed Community Plans, to help support their local development and promotion. These plans have historically considered development for the Cemetery Activity. There is no future demand or development anticipated from the community plans.

### 2.3.3 External Context

This section explains the external factors that influence the planning and operation of the Cemeteries activity.

An in-depth analysis of these external factors is detailed in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

### 2.3.4 Legislative Context

A full breakdown of the legislative and industry standards context relating to Community Facilities is provided in the *Community Facilities Asset Management Plan – Strategic Summary 2021-2031*.

The specific legislation, regulations and standards driving levels of service for the Cemeteries Activity are detailed in the table below.

Legislation	Description	Impact for Service
<b>Burial and Cremation Act 1964</b>	Sets out the provisions and requirements for the operating of a cemetery, including Council’s duties to hold records in perpetuity and the requirements relating to the holding of land for interments.	The Act dictates the requirements for Council’s provision of cemeteries within the District.

#### 2.3.4.1 Law Commission review of Burial and Cremation Act 1964

In November 2019, the Ministry of Health released a consultation document titled “*Death, Funerals, Burial and Cremation: A Review of the Burial and Cremation Act 1964 and Related Legislation*”. The document set out a range of options for modernising the legislation relating to death, burial, cremation and funerals in New Zealand.

Manawatu District Council has not made its own submission to the review but has endorsed the submission made by SOLGM.

## 2.4 Current Levels of Service

The table below lists the current levels of service (as detailed in the 2018-2028 Asset Management Plans) applicable to the assets under the Cemeteries Activity.

Level of Service Area	Description
<b>Level of Service Statement</b>	Provide and maintain cemeteries in park-like settings as places for burial and remembrance.
<b>Level of Service</b>	<b>You can expect satisfaction with our cemeteries</b>
<b>Performance Measure</b>	We will measure this by monitoring the responses to our customer satisfaction survey about the maintenance of cemeteries.
<b>Performance Measure Standard</b>	Years 1-3: 90% of customers are satisfied with maintenance of cemeteries Years 4-10: 90% of customers are satisfied with maintenance of cemeteries.
<b>Level of Service</b>	<b>You can expect professional and timely interment services</b>
<b>Performance Measure</b>	We will measure this by monitoring the number of complaints about late or inadequate interment services.

<b>Performance Measure Standard</b>	Years 1-3: No complaints about late or inadequate interment services Years 4-10: No complaints about late or inadequate interment services.
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### 2.4.1 Activity Performance

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

Measure	Standard	Result
<b>You can expect satisfaction with our cemeteries</b>	<b>2018/2019</b> We will measure this by monitoring the responses to our customer satisfaction survey about the maintenance of cemeteries – target 90% satisfied	<b>Target Met</b> 96% satisfied
	<b>2019/20</b> We will measure this by monitoring the number of complaints about late or inadequate interment services – 0 complaints	<b>Target Met</b> 0 complaints received
<b>You can expect professional and timely interment services</b>	<b>2018/19</b> We will measure this by monitoring the responses to our customer satisfaction survey about the maintenance of cemeteries – target 90% satisfied	<b>Target Met</b> 94% satisfied
	<b>2019/20</b> We will measure this by monitoring the number of complaints about late or inadequate interment services – 0 complaints	<b>Target</b> 0 complaints received

### 2.4.2 Desired Levels of Service

A review of current levels of service for the Cemeteries Activity was undertaken in the 2020/21 year. Proposed levels of service for the 2021-2031 Plan are detailed in the table below:

Level of Service Area	Description
<b>Level of Service Statement</b>	We provide and maintain cemeteries in park-like settings to provide places of remembrance, and facilities for burials and interments of ashes.
<b>Level of Service</b>	<b>Satisfaction with the maintenance of our cemeteries</b>
<b>Performance Measure</b>	% of survey participants who were satisfied with the maintenance of cemeteries.
<b>Performance Measure Standard</b>	Year 1: 95% satisfied Year 2: 95% satisfied Year 3: 95% satisfied Year 4-10: 95% satisfied
<b>Level of Service</b>	<b>Professional and timely interment services</b>
<b>Performance Measure</b>	The number of complaints about late or inadequate interment services.
<b>Performance Measure Standard</b>	Year 1: 0 complaints Year 2: 0 complaints Year 3: 0 complaints Year 4-10: 0 complaints

## 3 Future Demand

The *Community Facilities Asset Management Plan – Strategic Summary 2021-2031* provides a greater level of detail relating to the demand drivers and trends that will affect the Community Facilities Activity. This section outlines the drivers and trends that will have a direct impact on the Cemeteries Activity.

This Plan bases future demand on the population forecasts provided by Infometrics (August 2020), Council's own planning documents and observation of current trends.

### 3.1 Demand Drivers

#### 3.1.1 Population and Demographic Changes

The resident population of the Manawatū District is forecast to increase by 14.2% to 37,320 during the period covered by this 10-Year Plan. The proportion of residents living in the urban area of Feilding is forecast to increase from 54.5% to 57.1% over the same period.

The portion of the population aged over 65 years and older is forecast to increase significantly from approximately 16.5% of the population in 2019 to 21.0% by 2051. Of particular interest is the percentage of the population aged 85 years and over which is also forecast to increase significantly, from 626 in 2019 to 2,684 in 2051.

When compared with national data the Manawatū District is predominantly bi-cultural, that is predominantly European and Maori, although the data does suggest that the proportion of residents identifying as Pacific Peoples or Asian has doubled between 2013 and 2018.

### 3.2 Demand Trends

#### 3.2.1 Shift to 'other' interment options

Requests for natural burials are increasing and provision of areas where these burials would be permitted is under consideration. Approval of these burials will not affect the overall demand for space in the District's cemeteries, and so is not a significant factor in this Plan.

The increasingly diverse ethnic makeup of the Manawatu population may lead to demands for alternative interment methods.

#### 3.2.2 Burial and Interment Data

The demand patterns for ash and burial interments have been highly sporadic over the last ten years. Demand, however, has not shown an overall increase in interments or a preference for burials versus ash interments.

For each cemetery in this plan, further consideration has been given of previous interment data, in relation to remaining capacity and required development to meet demand.

### 3.3 Demand Impacts on Assets

The table below shows the demand issues and the asset programme/approach to meet this demand for the Cemeteries Activity.

Demand Issue	Description of Demand	Asset programmes / Approach to meet demand
<b>Shift to 'Other' Interment Options</b>	Based on demand, particularly due to an increasing interest in natural burials, Council will need to consider different options for the interment and remembrance of loved ones.	Consider provision of areas for 'other' interment types at the District's cemeteries. Implementation of actions from the Cemeteries Management Strategy
<b>Burial and Interment Data</b>	Burial and interment data does not show any increase in demand or preference of interment type. Decisions about future provision at Council's cemeteries should be based on accurate demand information.	Development and implementation of a single cemeteries management system Implementation of actions from the Cemeteries Management Strategy



## 4 Financial Plan

The *Community Facilities Asset Management Plan – Strategic Summary 2021-2031* provides a detailed breakdown of the financial implications of the operational, renewal and development funding requirements for the Community Facilities Activity.

The following sections outline the funding requirements for operational, renewal and development projects for the Cemeteries Activity for the *10-Year Plan 2021-2031*.

### 4.1 Operational Funding Requirements

This section outlines the operational funding requirements for the Cemeteries Activity. Operational funding is for those activities which are carried out to provide a service by an asset.

#### 4.1.1 Summary of New Operational Funding Requirements

This section outlines the new operational funding requirements as a result of consequential operating expenses from the completion of new assets and operating projects.

The figures below do not include any depreciation or finance costs and are solely the new operating costs for the Cemeteries Activity.

New Asset OPEX Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	Total
Feilding Cemetery	\$1,500	\$19,500	\$34,500	\$34,500	\$34,500	\$34,500	\$34,500	\$34,500	\$34,500	\$34,500	<b>\$297,000</b>
Rongotea Cemetery	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$13,000	\$13,000	\$13,000	<b>\$52,000</b>
<b>Total</b>	<b>\$1,500</b>	<b>\$19,500</b>	<b>\$34,500</b>	<b>\$34,500</b>	<b>\$34,500</b>	<b>\$34,500</b>	<b>\$47,500</b>	<b>\$47,500</b>	<b>\$47,500</b>	<b>\$47,500</b>	<b>\$349,000</b>

#### 4.1.2 Operational Funding Requirements

This section outlines the operational funding requirements for the Cemeteries Activity.

Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	Total
District-Wide	\$0	\$0	\$0	\$23,523	\$66,781	\$0	\$0	\$0	\$0	\$0	<b>\$90,304</b>
Feilding Cemetery	\$20,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$20,620</b>
Halcombe Cemetery	\$0	\$0	\$0	\$6,721	\$20,725	\$0	\$0	\$0	\$0	\$0	<b>\$27,446</b>
Kimbolton Cemetery	\$44,333	\$3,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,948	<b>\$51,461</b>
Pohangina Cemetery	\$0	\$0	\$3,269	\$11,201	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$14,470</b>
Rangiwahia Cemetery	\$3,093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$3,093</b>
Sandon (Sanson) Cemetery	\$0	\$0	\$0	\$0	\$4,606	\$0	\$0	\$0	\$0	\$0	<b>\$4,606</b>
<b>Total</b>	<b>\$68,046</b>	<b>\$3,180</b>	<b>\$3,269</b>	<b>\$41,445</b>	<b>\$92,112</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,948</b>	<b>\$212,000</b>

## 4.2 Renewal Funding Requirements

This section outlines the renewal funding requirements for the Cemeteries Activity. Renewal funding is for activities that return the service capability of an asset up to that which it had originally provided.

The summary of renewal funding requirements for the Cemeteries Activity is detailed in the table below.

Renewal Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	Total
District-Wide	\$7,157	\$7,503	\$7,861	\$8,249	\$8,652	\$9,061	\$9,512	\$0	\$0	\$0	\$57,995
Feilding Cemetery	\$0	\$33,049	\$0	\$34,062	\$0	\$17,424	\$0	\$0	\$0	\$0	\$84,535
Halcombe Cemetery	\$13,213	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,213
Kimbolton Cemetery	\$0	\$0	\$0	\$5,677	\$0	\$0	\$0	\$0	\$0	\$0	\$5,677
Rongotea Cemetery	\$0	\$0	\$0	\$0	\$0	\$0	\$8,710	\$0	\$0	\$0	\$8,710
Sandon (Sanson) Cemetery	\$0	\$0	\$0	\$0	\$0	\$14,483	\$0	\$0	\$0	\$0	\$14,483
<b>Total</b>	<b>\$20,370</b>	<b>\$40,552</b>	<b>\$7,861</b>	<b>\$47,988</b>	<b>\$8,652</b>	<b>\$40,968</b>	<b>\$18,222</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$184,613</b>

## 4.3 Development Funding Requirements

This section outlines the development funding requirements for the Cemeteries Activity. Development funding is for activities to provide a higher level of service or a new service that did not exist previously.

The summary of development funding requirements for the Cemeteries Activity is detailed in the table below.

Development Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31	Total
District-Wide	\$0	\$0	\$0	\$44,804	\$0	\$0	\$0	\$0	\$0	\$0	\$44,804
Feilding Cemetery	\$55,455	\$57,712	\$0	\$520,320	\$0	\$0	\$0	\$0	\$0	\$0	\$633,487
Halcombe Cemetery	\$0	\$10,599	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,599
Kimbolton Cemetery	\$0	\$20,776	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,776
Rangiwahia Cemetery	\$0	\$6,925	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,925
Rongotea Cemetery	\$0	\$0	\$0	\$0	\$0	\$0	\$117,068	\$0	\$0	\$0	\$117,068
<b>Total</b>	<b>\$55,455</b>	<b>\$96,012</b>	<b>\$0</b>	<b>\$565,124</b>	<b>\$0</b>	<b>\$0</b>	<b>\$117,068</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$833,659</b>

## 4.4 10-Year Plan Outcomes 2021-2031

An extensive asset management planning exercise was undertaken for the assets within the Cemeteries Activity. The aim of the exercise was to determine the operational and capital investment required over the 10-year period of the 2021-2031 10- Year Plan.

In the current economic climate, Council needs to ensure all of its decisions align with the principles outlined within its Financial Strategy. This has resulted in a number of projects within this Cemeteries Asset Management Plan not being funded through the 2021-2031 10-Year Plan. These projects have been identified within the Lifecycle section of this Plan. The Financial section of this Plan shows only those projects that will be funded through the 2021-2031 10-Year Plan.

## 5 Risk Management

### 5.1 Risk Context

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.

When identifying the risks associated with the Cemeteries 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.

The key risks relating to the Cemeteries activity are summarised in the table below. It includes the risk assessment, controls and treatments identified. The risks were developed during a workshop with Community Facilities team members.



5.2 Risk Assessment Matrix

Risk Description	Controls or Treatment			Current Controls or Treatments	After Controls or Treatment			Post Treatment Score Low, Guarded, Moderate, High or Extreme	Proposed Risk Control/Treatment method avoid, transfer or mitigate	Further Controls or Treatments Proposed
	Likelihood (1-Rare 5- Certain)	Consequence (1-16) Either 1, 2, 4, 8, 16	Raw Score Low, Guarded, Moderate, High or Extreme		Likelihood (1-Rare 5- Certain)	Consequence (1-16) Either 1, 2, 4, 8, 16	Post control or treatment rating			
<b>Issue: Offensive graffiti and wilful damage at cemeteries, making some assets inoperable</b> <b>Risks:</b> <ul style="list-style-type: none"> <li></li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Cemeteries have gates and can be locked to prevent access if required</li> <li>Undertake regular inspection and maintenance of cemetery sites</li> <li>Robust assets are installed to prevent easy damage</li> </ul>	2	2	4	Low	Accept	<ul style="list-style-type: none"> <li>No further controls or treatments are proposed</li> </ul>
<b>Issue: Insufficient Future Capacity to meet demand</b> <b>Risks:</b> <ul style="list-style-type: none"> <li></li> </ul>	2	16	32	<ul style="list-style-type: none"> <li>Use trend analysis to determine future need.</li> <li>Calculation of remaining capacity with margin of error</li> <li>Officer expertise and knowledge as guide to assess future capacity and strategic direction</li> <li>Consider demand as part of asset management planning practices</li> </ul>	1	8	8	Moderate	Mitigate	<ul style="list-style-type: none"> <li>Improve asset management planning sophistication through asset management improvement plan.</li> <li>Development of Cemeteries Management Plan to guide future provision proposed in this plan.</li> </ul>
<b>Issue: Accessibility to cemetery areas for aging population</b> <b>Risks:</b> <ul style="list-style-type: none"> <li></li> </ul>	4	8	32	<ul style="list-style-type: none"> <li>Provide and maintain roading access and all-terrain foot access where practical</li> <li>Respond to requests for access to specific areas with handrails and similar as required</li> </ul>	3	4	12	Moderate	Mitigate	<ul style="list-style-type: none"> <li>Plan future cemetery development areas with improved accessibility and contour management as a priority.</li> <li>Plan for the provision of increased hardstand areas in development.</li> <li>Plan for the provision of additional walkways, handrails and stairs for access in this plan.</li> </ul>
<b>Issue: Changing Interment demand Trends and Community need</b> <b>Risks:</b> <ul style="list-style-type: none"> <li></li> </ul>	5	8	40	<ul style="list-style-type: none"> <li>Use Census and interment data, along with community with key stakeholders (Funeral Directors) to inform expected trends.</li> <li>Member of New Zealand Cemeteries and Crematoria Collective, following and consider industry trends</li> <li>Engage with community, consider feedback as part of public voice on changing need.</li> <li>Demand trends are considered as part of asset management planning practices.</li> </ul>	2	2	4	Guarded	Accept	<ul style="list-style-type: none"> <li>Cemeteries Management Strategy established to capture demand</li> </ul>
<b>Issue: Contour and layout of cemeteries creates high water table, flooding and scouring and making some cemeteries inaccessible</b> <b>Risks:</b>	3	4	12	<ul style="list-style-type: none"> <li>Identify and resolve grave scouring issues as they arise</li> <li>Maintain drainage systems as they are identified</li> <li>Forewarn Funeral Directors when high ground water conditions are present</li> </ul>	2	4	8	Moderate	Mitigate	<ul style="list-style-type: none"> <li>Identify and implement resilience and improvement projects identified in this plan,</li> <li>Improve overall asset management planning sophistication including asset data collation</li> <li>Implementation of RAMM as the asset database for cemeteries</li> </ul>
<b>Issue: Unconnected Cemetery Management Systems and unreliable Cemetery data, resulting in burial and reserved plot errors</b> <b>Risks:</b> <ul style="list-style-type: none"> <li>Loss of public confidence and national damage to Council's reputation</li> <li>Civil legal action as a result of errors</li> <li>Failure to achieve levels of service from errors</li> </ul>	5	16	80	<ul style="list-style-type: none"> <li>Internal process mapping and process checking</li> <li>Review of historic reserved plots as an exercise to identify errors</li> <li>Onsite physical check before any interment can be confirmed</li> </ul>	4	16	64	Extreme	Mitigate	<ul style="list-style-type: none"> <li>Implementation of an integrated Cemetery Management System project and data integrity cleansing proposed in this plan.</li> <li>Increase number of staffs with knowledge of this area</li> </ul>
<b>Issue: Health and Safety at Cemeteries</b> <b>Risks:</b>	3	16	48	<ul style="list-style-type: none"> <li>Open Space Contract covers off Health and Safety at Work requirements, supported by Staff supervision and review.</li> </ul>	2	4	8	Moderate	Transfer / Mitigate	<ul style="list-style-type: none"> <li>Contractor manages day to day site risks.</li> <li>Improving health and safety practices through organisation as a continuous improvement process.</li> </ul>

				<ul style="list-style-type: none"> <li>Currently meet with Funeral Directors to discuss any issues.</li> </ul>						<ul style="list-style-type: none"> <li>'Person conducting business or undertaking (PCBU)' to 'person conducting business or undertaking (PCBU)' communication with Funeral Directors and Stonemasons increased and documented.</li> </ul>
<b>Issue: Review of the Burial and Cremation Act 1964 Risk:</b>	5	4	20	<ul style="list-style-type: none"> <li>Submissions to the Central Government on proposed changes</li> <li>Work with other advocacy groups on submissions to Central Government</li> </ul>	5	4	20	High	Accept	<ul style="list-style-type: none"> <li>No further controls or treatments are proposed</li> </ul>
<b>Issue: Continuity of cemeteries operational process and supply - loss of key staff (knowledge) or contractor (knowledge) Risk:</b>	3	4	12	<ul style="list-style-type: none"> <li>Establishment of Promapp process for Cemeteries Activity</li> <li>Increase number of staff members trained in this activity</li> <li>Ensure detailed and accurate note taking</li> </ul>	3	4	12	Moderate	Accept	<ul style="list-style-type: none"> <li>No further controls or treatments are proposed</li> </ul>

## 6 Routine Operations and Maintenance Plan

Routine maintenance is the regular ongoing work that is necessary to keep assets operating. This also includes instances where portions of the asset fail and immediate repair is required to make the asset operational again.

### 6.1 Operations Plan

The table below outlines how the Cemeteries Activity is operated, from the day-to-day management of the assets within the Cemeteries Activity to the strategic and asset management responsibilities.

	Day to Day Management	Strategic and Asset Management	Programme Management	Operational Tasks and Duties	Customer and Administrative Functions
<b>Cemeteries</b>	<p>The day-to-day management of Councils' cemeteries is undertaken as part of the Parks and Open Spaces Contracted.</p> <p>The Parks and Property Team provides the day-to-day management of the Parks and Open Spaces Contract, with the Community Facilities Manager providing management oversight and support.</p> <p>The role of the Parks and Property team is to provide oversight of the maintenance of Cemeteries, provide the management of the Parks and Open Spaces Contract and respond directly to customers on day-to-day requests. The Parks and Property Team also liaise directly with local community committees and other groups such as Funeral Directors</p>	<p>The Strategic overview of the Cemetery activity is provided by the General Manager – Community and Strategy and the Community Facilities Manager. The Community Facilities Manager has the overall Asset management responsibility for the activity to support the Asset Manager in the effective operation of the activity.</p>	<p><i>Programme management is not applicable to the Cemeteries Activity.</i></p>	<p>The undertaking of day-to-day operational tasks and duties such as lawn mowing, spraying, preparing graves and undertaking interments, is undertaken by Council's Parks and Open Space Maintenance Contractor, Recreational Services.</p> <p>The current contract includes asset maintenance and response functions and also the inspection of assets. A fortnightly inspection of a selection of assets across the District is undertaken jointly between Council and the Contractor, as part of their quality assurance plan.</p> <p>Recreational Services undertake all of the Cemetery interments on behalf of Council. Interment requests are received by Council and provided to Recreational Services to undertake.</p> <p>Unplanned maintenance is undertaken as a result of contractor inspections, with a strong focus on reactive</p>	<p>The Parks and Property Administration Officer is responsible for the day-to-day interment requests. Other duties include issuing monumental permits and reserving plots. They also provide general customer information services, such as providing historic plot locations, genealogical searches and general cemetery enquiries.</p> <p>When an interment is received by Council, a plot is identified, documents prepared and a burial warrant issued to the funeral director and contractor to undertake the interment.</p>

				maintenance being identified by the Contractor, prior to customers and visitors at the Cemetery identifying works.	
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### 6.1.1 Cemeteries Management Strategy 2020

The table below details the actions within the *Cemeteries Management Strategy 2020* that give effect to the goals and objectives of the Strategy.

Action	Measure
Engage with Heritage New Zealand to identify whether there are any heritage locations of significance and what measures might be appropriate for that purpose.	Develop a documented list of current locations of significance by June 2023.
Invite Archives Central to examine their records and those of the Council for the collation of information of relevance.	Stories about the history of Manawatū District cemeteries are shared publicly in an engaging way by June 2023.
Continue to enable the RSA to provide training on the cleaning of headstones in the Feilding Cemetery Services Area; and to allow individuals to undertake this work under the supervision of Army cadets.	Written agreement with RSA to enable them to achieve this action in Feilding Cemetery Services Area by June 2021.
Form relationships with genealogical organisations to optimise Council databases for genealogical use.	Contact made with genealogical organisations and options explored by June 2022.
Explore opportunities for the community to publicly share and store stories of those who rest in Council-owned cemeteries.	The utilisation of a publicly accessible platform for sharing stories by June 2022.
Public education and communications on how to enter and access Cemetery data.	Annual communication schedule with interested parties and the community on how to enter and access Cemetery data by June 2021.
Undertake a survey of vacant areas in Council-owned cemeteries to identify unmarked graves.	Spatial plans to have specific regard to the identification of areas of unmarked graves and to develop management strategies for these areas by June 2024.
Undertake a proactive programme of reserved plot measuring and site identification to ensure there is sufficient space for future interments.	Undertake reserve plot measurements in preparation of cemetery spatial plans by June 2024.
Conduct review of Council's current online data management system, for the purpose of ensuring a fully integrated workflow system.	Complete review of Cemetery Data Management System by June 2022.
Create and maintain a cemetery policy including agreed maintenance standards and operational procedures related to Council-owned cemeteries.	The adoption of a Cemetery Policy subject to forthcoming requirements of the Burial and Cremation Act by June 2023.
Continue to input Cemetery operational procedures into Council's internal process management software to ensure continuity of operations.	Updates to Council's internal process management software (Promapp) included in KPIs of Cemetery Administration role by June 2021.



Ensure that financial planning documents such as the 10 Year Plan, the Annual Plan and the Revenue and Financing Policy have due regard to the objectives of the Cemetery Management Strategy.	Ensure Cemeteries Management Strategy is included in the environmental/strategic stocktake of each planning cycle.
Utilise the review of Council's Revenue and Financing Policy to explore potential funding sources and mechanisms for cemeteries.	Funding options considered in the review of the Revenue & Financing Policy during each 10-year planning cycle.
Undertake a facility review at all cemeteries to ensure adequacy of the facilities.	Undertake this assessment in preparation of cemetery spatial plans by June 2023, as well as during each 10 year and Annual Planning cycle.
Increase provision of shade options in Feilding Cemetery. e.g. shade structures or tree planting.	Undertake this assessment in preparation of the Feilding Cemetery structure/design plan by June 2021.
Provide a Feilding Cemetery Ashes Wall.	Incorporate an ashes wall in the preparation of a structure/design plan for the Feilding Cemetery and install ashes wall by June 2021.
Prepare a structure plan/design for Feilding Cemetery including the following design principles: <ul style="list-style-type: none"> <li>• A requirement to accommodate a wide range of options for Cemetery users, e.g. burial, cremation, natural burial</li> <li>• Proper and adequate facilities to be provided</li> <li>• Adequate parking</li> <li>• Identification and design of areas suitable for all cultural and ethnic needs</li> <li>• Designation of garden areas for public use, areas to plant a selection of memorial trees, and provision of other amenities identified through consultation with the community.</li> </ul>	Completion of a structure/design plan that incorporates community feedback and direction given by the Cemeteries Management Strategy by June 2021.
Undertake financial planning for the implementation of the Feilding Cemetery structure plan/design.	Ensure adequate funding is provided in the appropriate planning cycle.
Develop a spatial plan for each Council-owned Cemetery (excluding Feilding Cemetery).	The adoption of individual spatial plans for each of these cemeteries by June 2024.
To prepare a land utilisation plan for each Council-owned Cemetery (excluding Feilding Cemetery).	The adoption of land utilisation plans for each of these cemeteries by June 2025.
Investigate community and sector desirability of a crematorium being established within the District.	Ensure the provision of a crematorium is considered in preparation of the structure/design plan for the Feilding Cemetery by June 2021.
Convene a forum at officer level to discuss the potential of a regional Cemetery with neighbouring Councils.	Initiate discussions amongst Council officers of neighbouring territorial authorities by June 2025.

### 6.1.2 Summary of Future Operational Costs

The total cost of proposed operational projects over the 10 years of this Plan is \$212,000. The table below summarises the operational costs associated with the assets within the Cemeteries Activity. A summary of the operational costs for each cemetery can be found in the Financial Section of this Plan. A full breakdown of the proposed operational projects for each cemetery can be found within the Lifecycle Section.

Cemetery	Summary of Future Operational Costs
<b>Feilding Cemetery</b>	\$20,620 – investigate natural burial provision and develop ashes scatter area
<b>Halcombe Cemetery</b>	\$27,446 – new beam installation and internal road reseal
<b>Kimbolton Cemetery</b>	\$51,461 – elm tree removal and sexton shed painting
<b>Pohangina Cemetery</b>	\$14,470– new beam installation and water resilience options report
<b>Rangiwahia Cemetery</b>	\$3,093– replace failing amenity tree plantings
<b>Sandon (Sanson) Cemetery</b>	\$4,606 – new beam installation

### 6.1.3 District-Wide Operational Projects

The following proposed operational projects have been identified for Cemeteries across the District.

Cemetery	Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
<b>District-Wide Cemeteries</b>	<b>From Cemeteries Management Strategy</b> – Create and maintain a Cemetery Policy including agreed maintenance standards and operational procedures relate to Council-owned Cemeteries (subject to the forthcoming requirements of the Burial and Cremation Act)	High	High	\$6,721	4
<b>District-Wide Cemeteries</b>	<b>From Cemeteries Management Strategy</b> – cemetery data cleansing project	High	High	\$16,802	4
<b>District-Wide Cemeteries</b>	<b>From Cemeteries Management Strategy</b> - To prepare a land utilisation plan for each Council-owned Cemetery (excluding Feilding Cemetery)	High	High	\$28,785	5
<b>District-Wide Cemeteries</b>	Cemeteries Management Strategy review	High	High	\$37,996	5

## 6.2 Maintenance Plan

This section covers the strategy and approach to the maintenance of Council’s Cemeteries.

### 6.2.1 Maintenance Strategy

There are two approaches applied to Cemetery maintenance in the District. Feilding Cemetery, the Districts main Cemetery, receives a premium level of service reflecting its status as a District Cemetery. This includes a higher level of asset provision and overall standard of grounds care. The balance of the Districts Cemeteries, which are rural, receive a standard level of maintenance. Generally, the level of asset provision is low. The key differences between the two standards are summarised in the table below:

Maintenance Aspect	Feilding	Rural
<b>Interment Options</b>	<ul style="list-style-type: none"> <li>• Ashes and remembrance gardens</li> <li>• Burial and ashes plots</li> <li>• Consideration of natural burials and ash scattering areas</li> </ul>	<ul style="list-style-type: none"> <li>• Generally just ash or burial interment</li> </ul>
<b>Grounds</b>	<ul style="list-style-type: none"> <li>• Catcher mown</li> <li>• Hard edging</li> <li>• High provision of landscaping and gardens</li> </ul>	<ul style="list-style-type: none"> <li>• Non-catcher mown</li> <li>• Spray edging</li> <li>• Low provision of landscaping and gardens</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Accessible toilets</li> </ul>	<ul style="list-style-type: none"> <li>• No provision</li> </ul>
<b>Inspections</b>	<ul style="list-style-type: none"> <li>• Regular inspections by Officers, generally monthly</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-monthly if not longer inspection of rural assets by Officers.</li> </ul>
<b>Security</b>	<ul style="list-style-type: none"> <li>• Locked gates each night</li> </ul>	<ul style="list-style-type: none"> <li>• Open access</li> </ul>

### 6.2.2 Maintenance Approach

Other than grounds maintenance, there is a very low level of planned maintenance for Cemeteries. There is no planned building wash down schedules, planned mechanical pump or storm water sumps cleaning, or the like.

Most maintenance is identified proactively by the Contractor or Manawatu District Council staff when on site where possible, or as a result of customer complaints or requests. It is recognised that this is not ideal and is a key focus for all Community Facilities Activities, to increase the level of planned maintenance across all activities. This approach will reduce unplanned failures and seek to increase the overall Lifecycle and condition of assets.

## 7 Renewal Plan

Renewal expenditure is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original capacity.

### 7.1 Identification of Renewals

Renewal works are identified through requests for maintenance, condition assessments and periodic inspections by Council's Open Spaces Contractor, Recreation Services.

Conducting condition assessments enables assets to be renewed prior to failure and reduces the risk of increased maintenance costs and reactive tasks. The Improvement Plan of this Plan proposes that periodic condition assessments should be carried out on all assets within the Community Facilities Activity to inform planned/preventative maintenance plans, which will ensure the assets are well maintained.

### 7.2 Districtwide Renewal projects

The following proposed renewal projects have been identified for cemeteries across the District.

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
<b>District-Wide Cemetery Minor Renewals - General</b>	-	Med	\$7,157	1
<b>District-Wide Cemetery Minor Renewals</b>	-	Med	\$7,503	2
<b>District-Wide Cemetery Minor Renewals</b>	-	Med	\$7,861	3
<b>District-Wide Cemetery Minor Renewals</b>	-	Med	\$8,249	4
<b>District-Wide Cemetery Minor Renewals</b>	-	Med	\$8,652	5
<b>District-Wide Cemetery Minor Renewals</b>	-	Med	\$9,061	6
<b>District-Wide Cemetery Minor Renewals</b>	-	Med	\$9,512	7

### 7.3 Summary of Renewal Project Costs

The total cost of the proposed renewals for the assets within the Cemeteries Activity over the ten years of this plan is \$184,613. This is made up of the above District-Wide renewals, replacement of roadside retaining walls at Halcombe Cemetery, re-roofing the toilet block at Feilding Cemetery and a number of road resealing projects.

A summary of the renewal costs for each cemetery can be found in the Financial Section of this Plan. A full breakdown of the renewal project costs for each cemetery can be found within the Lifecycle Section.

## 8 Development Plan

Development is the acquisition or creation of new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. New assets may result from growth, demand, social or environmental needs, or be donated to/vested in Council.

### 8.1 District Wide Development Plans

The following proposed development projects have been identified for Cemeteries across the District.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
Development of spatial plans for each of the District's cemeteries	100%			4	\$44,804	

### 8.2 Summary of Key Development Projects Costs

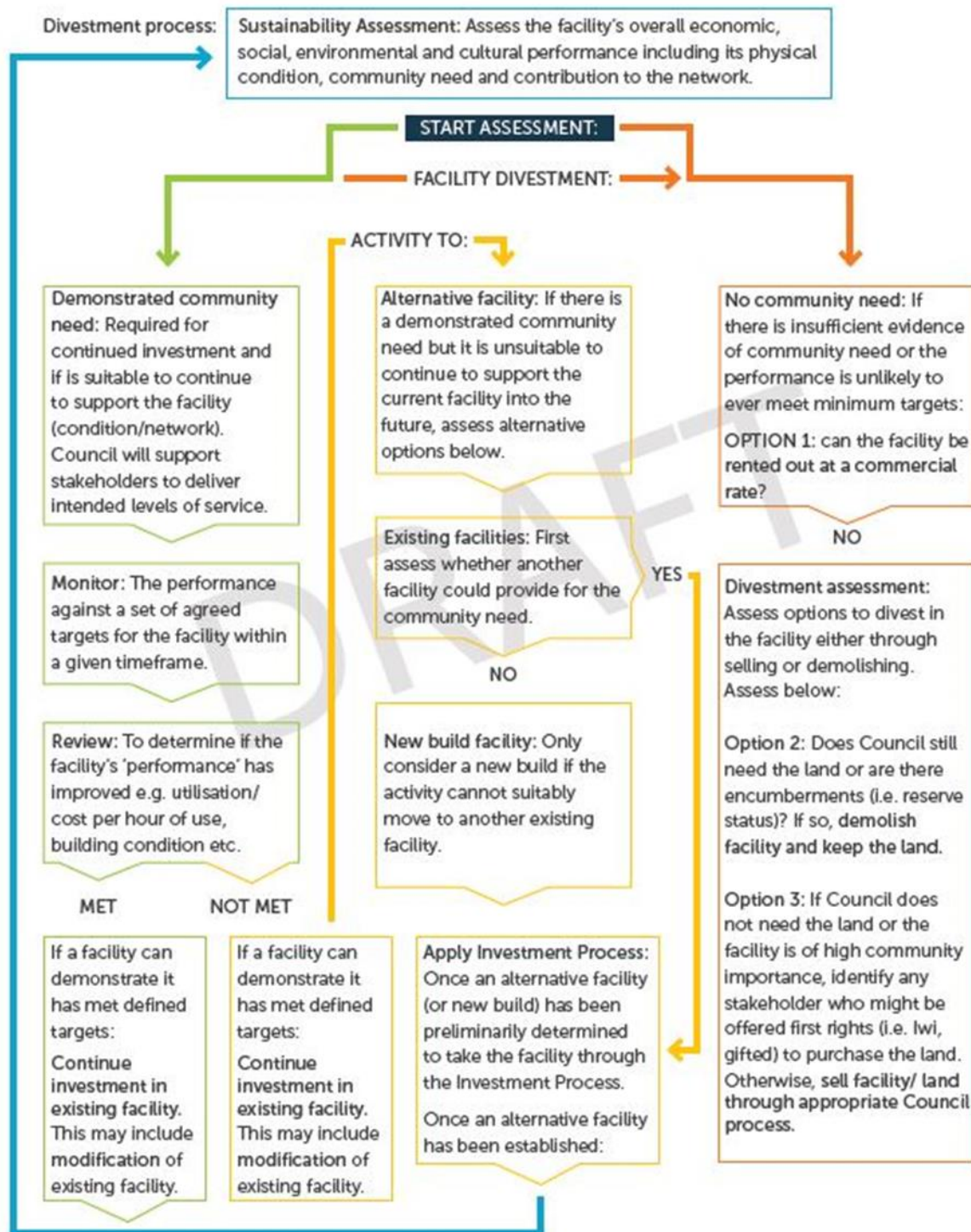
The total cost of proposed development projects over the ten years of the plan for the Cemeteries Activity is \$833,659. A summary of the development costs for each cemetery can be found in the Financial Section of this Plan. A full breakdown of the proposed development costs can be found within the Lifecycle Section. The key development projects over the next ten years, driving development costs, include:

Cemetery	Project	Value
Feilding Cemetery	Feilding Cemetery Stormwater Solution- implement stormwater solution	\$41,842
Feilding Cemetery	Feilding Cemetery Extension Phase 2 - detailed design	\$57,712
Feilding Cemetery	Feilding Cemetery Extension Phase 3 - construction	\$520,320
Rongotea Cemetery	Rongotea Cemetery Road Extension/Development - Phase Two - extend Road	\$117,068

## 9 Disposal Plan

Disposal is any activity associated with the disposal of a decommissioned asset, including sale, demolition or relocation.

The *Community Facilities Strategy 2020* outlines a divestment process for Community Facilities which are no longer sustainable. This process provides a transparent, robust approach to assess whether a facility should be divested. A flow diagram of the process is featured below:





9.1 Disposal Schedule

The table below shows those assets within the Cemeteries Activity that have been identified for disposal and the desired timing:

Facility	Location	Timing of Disposal
<b>No disposals have been identified within this Plan</b>		

## 10 Improvement Plan

### 10.1 Improvement Plan

The full Improvement Plan for the Community Facilities Activity is detailed within the *Community Facilities Asset Management Plan: Strategic Summary*. This section outlines the future improvements for this Plan and the planning process, to ensure effective asset management and informed decision making.

Task	Responsibility	Resources Required	Timeline
Implementation of Cemeteries Management Strategy to provide a coordinated and strategic approach to the provision of cemeteries.	Community Facilities Manager and Parks & Property Team Leader	Staff time, within existing budgets	2021-2024
Implement RAMM as asset management database for assets within the Cemeteries Activity.	Community Facilities Manager and Parks & Property Team Leader	Staff time; within existing budgets	2021-2024
Develop and implement a single cemeteries management system.	Parks & Property Team Leader	Staff time, Management System; additional budget provision	2021-2024
Carry-out periodic condition assessments on the assets within the Cemeteries Activity to provide accurate condition data.	Parks & Property Team Leader	Third party Inspector; additional budget provision	2021-2024
Conduct comprehensive review of Levels of Service for the Cemeteries Activity to ensure community expectations are being met.	Community Facilities Manager and Parks & Property Team Leader	Staff time, within existing budgets	2022/2023

### 10.2 Monitoring and Review Procedures

The table below describes the tasks involved in the monitoring and review of the *Community Facilities Asset Management Plan: Cemeteries*. These tasks seek to align this Plan with Council policy and community needs, as well as bring the Plan to the appropriate level of advancement.

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

## 11 Lifecycle Plans

The following separate Lifecycle Plans have been developed:

Section	Cemetery
11.1	Feilding Cemetery
11.2	Halcombe Cemetery
11.3	Kimbolton Cemetery
11.4	Pohangina Cemetery
11.5	Rangiwahia Cemetery
11.6	Rongotea Cemetery
11.7	Sandon (Sanson) Cemetery
11.8	Waituna West Cemetery

## 11.1 Feilding Cemetery Lifecycle Plan



### 11.1.1 Summary

Feilding Cemetery	
<b>Address:</b>	174 Lethbridge Road, Feilding
<b>Ozone Parcel ID:</b>	0264/52
<b>LINZ Parcel ID:</b>	7483254
<b>Valuation Ref:</b>	13990/52710
<b>Area:</b>	14.4072 hectares
<b>Capital Value:</b>	\$570,000
<b>Land Value:</b>	\$450,000
<b>Legal Description:</b>	Lot 1 DP 468485 (CT 628800)
<b>Services:</b>	Standard, cremation, children and returned serviceperson's lawns, with pre-placed beams for headstones, and a Hebe garden for memorial plaques.

### 11.1.2 Asset Description

Feilding Cemetery is located on Lethbridge Road, north of Feilding. The Cemetery has a total land area of some 14.4 hectares, made up of developed cemetery and future bare land to the north, for future Cemetery Development. Prior to the purchase of additional land, the cemetery was nearing capacity.

The Cemetery is serviced by a central sealed ring road, split into different areas such as ashes, monumental and Returned and Services Association areas.

Cemetery land not required is leased to the adjoining farmer by Council until such a time as it is required.

Feilding Cemetery was the only cemetery nearing capacity. Council in 2014 acquired 8.63 hectares of additional land at the rear of the cemetery to extend capacity to approximately 100 years. Council needs to consider longer term its future cemetery provision for Feilding. A conceptual development plan has been created for the acquired cemetery land.

### 11.1.3 Demand

The demand for Feilding Cemetery has been relatively consistent over the last nine years for both burial and ashes interments. The ashes and burial interment detail for Feilding Cemetery is shown in the table below:

Feilding Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	28	27	39	43	32	45	51	43	51	41	<b>400</b>
<b>Burials</b>	55	41	38	39	41	43	37	34	34	46	<b>408</b>
<b>Total</b>	<b>83</b>	<b>68</b>	<b>77</b>	<b>82</b>	<b>73</b>	<b>88</b>	<b>88</b>	<b>77</b>	<b>85</b>	<b>87</b>	<b>808</b>

### 11.1.4 Key Issues and Risks

The key issues and risks specific to Feilding Cemetery are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<p><b>Scouring of historic graves, drainage and flooding</b> Stormwater through the cemetery is not effectively managed, with many historic graves being undermined and there being no clear understanding of what stormwater infrastructure already exists in the Cemetery. In high flow events the cemetery cannot be accessed with the culvert under the road being insufficient to deal with the stormwater.</p>	<p><b>High</b></p>	<p>An investigation to determine what existing stormwater structures exist and what further structures are required.</p>
<p><b>Future Land Provision</b> While there is 100 years of cemetery capacity anticipated at Feilding, there has been no consideration for further provision for the District by either land banking future land or identifying further surrounding land for purchase and development.</p>	<p><b>Medium</b></p>	<p>Implementation of the Cemeteries Management Strategy</p>
<p><b>Provision of Water</b> Water was historically provided to the cemetery from the timber mill bore across the road. This is no longer available. A tank collecting roof water from the toilet block has been installed, however due to its limited capacity in summer the tank regularly is emptied with toilet and tap use, resulting in services being disrupted.</p>	<p><b>High</b></p>	<p>This plan proposes to install a larger water tank to meet demand in summer.</p>

### 11.1.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this plan for Feilding Cemetery.

#### 11.1.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for Feilding Cemetery. They are the result of increased levels of operational maintenance identified in this plan to respond to demand and/or to meet the desired levels or service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
Native Bush Scatter Area – maintenance of bushwalk and track	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Maintenance of new Drainage Solution	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
New maintenance costs associated with construction of new cemetery extension	\$0	\$15,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000

#### 11.1.5.2 Operational Projects

The following proposed operational projects have been identified for Feilding Cemetery. These projects have either been identified as a result of identifying extraordinary planned maintenance or are projects required for the future planning of the assets.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
Investigate options for natural burial provision	Med	Med	\$12,372	1
Develop Bushwalk as Ash Scatter Area	Med	Low	\$8,248	1

### 11.1.6 Renewal Plans

Renewal plans provide for the renewal of all or part of an asset, which increases the life of an asset or replaces the asset at the end of its lifecycle.

The proposed renewal plan for Feilding Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
Road reseal – Stage 1	3	Med	\$33,049	2



Road reseal – Stage 2	5	Med	\$34,062	4
Toilet block re-roof	5	Med	\$17,424	6

### 11.1.7 Development Plans

The proposed development plan for Feilding Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>Feilding Cemetery Stormwater Solution:</b> Following the stormwater investigation proposed as an operational project in Year 2 of the previous Asset Management Plan, provide funding for the implementation of stormwater solutions to resolve stormwater risks and issues.	80%	15%	5%	1	\$41,842	
<b>Water Supply Upgrade:</b> Install a second water tank to provide capacity for toilets to mitigate the risk of running out of water during peak demand times in summer.	100%			1	\$3,303	
<b>Lowering Device</b> – purchase of lowering device and grave matting for Feilding Cemetery	100%			1	\$10,310	
<b>Feilding Cemetery Extension Phase 2 – Detailed Design:</b> Detailed design of extension area, including detailed survey work to inform construction and re-contouring volumes.	10%	90%		2	\$57,712	
<b>Feilding Cemetery Signage / Wayfinding:</b> <i>Implement signage through the cemetery to provide wayfinding, maps and points of interest – NOT FUNDED</i>	100%			3	\$6,500	
<b>Feilding Cemetery Extension Phase 3 – Construction:</b> Physical works to re-contour the new land, extend the road and install required infrastructure, install cemetery beams. This value is an indicative estimated value to be confirmed on the completion of developed design in Year 2 of the Plan. Timing will be dependent on requirements.	10%	90%		4	\$520,320	
<b>Child Memorial Redevelopment:</b> <i>As a community projects, redevelop the child/stillborn area to reflect the surrounding upgrades to the cemetery and provide an area for reflection and remembrance for the community – NOT FUNDED</i>	50%		50%			
<b>Entrance Development:</b> <i>Formalise/develop an entrance area – include wayfinding/signage, water drinking fountain, parking and seating. Incorporate as part of child/stillborn memorial redevelopment – NOT FUNDED</i>	100%					

### 11.1.8 Disposal Plan

There is no disposal identified for Feilding Cemetery.

## 11.2 Halcombe Cemetery Lifecycle Plan



### 11.2.1 Summary

Halcombe Cemetery	
<b>Address:</b>	859 Halcombe Road, Feilding
<b>Ozone Parcel ID:</b>	1282/81
<b>LINZ Parcel ID:</b>	3919506
<b>Valuation Ref:</b>	13990/43100
<b>Area:</b>	6.1846 hectares
<b>Capital Value:</b>	\$325,000
<b>Land Value:</b>	\$320,000
<b>Legal Description:</b>	Lot 98 DP 41 Sec 6 Blk IX Oroua SD
<b>Services:</b>	54/1879

### 11.2.2 Asset Description

Halcombe Cemetery is located on Halcombe Road, a few minutes' drive East of Halcombe.

A new central sealed road and small carpark was developed in 2016, to enable visitors to access the top area of the cemetery.

There is a low level of asset provision, in terms of street furniture and rubbish bins. In 2017 a new entrance sign into the cemetery was installed.

The surrounding bare Cemetery land not currently required is leased to the adjoining landowner for grazing purposes by the Halcombe Community Committee. Funds from the land are returned to the Halcombe Community Committee and not Council.

There is significant remaining capacity at the Cemetery within the existing fenced boundary, without the need to access or develop the adjoining area at this time.

### 11.2.3 Demand

The demand for Halcombe Cemetery has been consistently low over the last nine years for both burial and ashes internments. The ashes and burial interment detail for Halcombe Cemetery is shown in the table below:

Halcombe Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	3	6	0	1	0	1	2	3	2	0	<b>18</b>
<b>Burials</b>	1	2	1	0	0	2	2	1	2	3	<b>14</b>
<b>Total</b>	<b>4</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>32</b>

#### 11.2.4 Key Issues and Risks

The only specific issue for Halcombe Cemetery is access onto the state highway from the Cemetery. The road is becoming increasingly busy with a number of blind spots making accessing the cemetery difficult. There are no options to effectively treat this issue.

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<b>There are no issues or risks specific to Halcombe Cemetery.</b>		

## 11.2.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this plan for Halcombe Cemetery.

### 11.2.5.1 New Operational Funding Requirements

These are new the operational funding requirements identified for Halcombe Cemetery. They are the result of increased levels of operational maintenance identified in this plan to respond to demand and/or to meet the desired levels or service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

### 11.2.5.2 Operational Projects

The following proposed operational projects have been identified for Halcombe Cemetery. These projects have either been identified as a result of identifying extraordinary planned maintenance or are projects required for the future planning of the assets.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
Cemetery beam installation	Med	Med	\$6,721	4
Internal road resealing	Med	Med	\$20,725	5

### 11.2.6 Renewal Plans

The proposed renewal plan for Halcombe Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
Replace remaining roadside retaining walls	4	High	\$13,213	1

### 11.2.7 Development Plans

The proposed development plan for Halcombe Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>Top Area - Unmarked Graves:</b> Install a rock with a plaque in dedication to all the unmarked graves. Create a planting area that can be utilised by families to plant a tree/plant.	100%			2	\$10,599	

### 11.2.8 Disposal Plan

There is no disposal identified for Halcombe Cemetery.



## 11.3 Kimbolton Cemetery Lifecycle Plan



### 11.3.1 Summary

Kimbolton Cemetery	
<b>Address:</b>	259 Rangiwahia Road, Kimbolton-Rangiwahia
<b>Ozone Parcel ID:</b>	1194/291
<b>LINZ Parcel ID:</b>	4012647
<b>Valuation Ref:</b>	13830/05601
<b>Area:</b>	4.3504 hectares
<b>Capital Value:</b>	\$35,000
<b>Land Value:</b>	\$30,000
<b>Legal Description:</b>	Pt Sec 100 Blk XIII Apiti SD
<b>Services:</b>	Standard and cremation laws with pre-placed beams for headstones.

### 11.3.2 Asset Description

Kimbolton Cemetery is located 27 kilometres North of Feilding and some few kilometres north of Kimbolton Township.

Historically the cemetery provided for the numerous farming families of the Apiti Valley and surrounding hinterland. Many longstanding families with connections to the area continue to be buried or remembered at the site.

The site has a very low level of interments, and there is a significant area of surrounding farmland for future expansion. There is enough capacity within the currently fenced area for the next 20 years.

The cemetery has a charming old sexton shed that was redeveloped in the late 2013 along with the main entranceway. The cemetery has a number of interesting gravestones, including a unique sundial memorial which is rotated by the family to adjust with solar changes since its installation, over 100 years ago.

### 11.3.3 Demand

The demand for Kimbolton Cemetery, like other rural cemeteries, has been consistently low over the last nine years for both burial and ashes interments. The ashes and burial interment detail for Kimbolton Cemetery is shown in the table below:



Kimbolton Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	1	0	0	0	1	2	1	1	0	0	6
<b>Burial</b>	1	3	2	2	0	0	1	1	0	0	10
<b>Total</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

### 11.3.4 Key Issues and Risks

The key issues and risks specific to Kimbolton Cemetery are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<b>Complaints About Access to Cemetery When Wet</b> Council has received a number of complaints about how wet and slippery the access from the bottom of the cemetery is for funerals, particularly in winter.	<b>Medium</b>	We have proposed an extension to the existing hard stand area in the cemetery.
<b>Dangerous Trees</b> There are a number of dead and dying elm trees on the north-east corner of the cemetery overhanging the road and graves. If the trees were to fail they would result in significant damage to headstones.	<b>High</b>	Funding is proposed for the removal of dangerous tree's in this plan.

### 11.3.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this Plan for Kimbolton Cemetery.

#### 11.3.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for Kimbolton Cemetery. They are the result of increased levels of operational maintenance identified in this Plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

#### 11.3.5.2 Operational Projects

The following proposed operational projects have been identified for the Kimbolton Cemetery.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
Dangerous roadside elm tree removal – risk of dying elms falling onto graves (requires traffic management plan)	High	High	\$44,333	1
Sexton shed painting	Low	Low	\$3,180	2
Sexton shed painting	Low	Low	\$3,948	10

### 11.3.6 Renewal Plans

The proposed renewal plan for Kimbolton Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
Entrance way reseal	5	Med	\$5,677	4

### 11.3.7 Development Plans

The proposed development plan for Kimbolton Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>Kimbolton Cemetery Entrance Extension:</b> extend the seal to provide for a pathway beyond the end of the seal in the cemetery to within the existing main rows of plots, to provide hardstand access, particularly during very wet periods; widen entrance and replace gate.	95%		5%	2	\$20,776	

### 11.3.8 Disposal Plan

There is no disposal identified for Kimbolton Cemetery.

## 11.4 Pohangina Cemetery Lifecycle Plan



### 11.4.1 Summary

Pohangina Cemetery	
<b>Address:</b>	47 Kuku Road, Pohangina
<b>Ozone Parcel ID:</b>	0660/1
<b>LINZ Parcel ID:</b>	3933233
<b>Valuation Ref:</b>	13860/59200
<b>Area:</b>	3.6619 hectares
<b>Capital Value:</b>	\$265,000
<b>Land Value:</b>	\$260,000
<b>Legal Description:</b>	Pt Sec 17 Pohangina Suburban
<b>Services:</b>	Standard and cremation laws with pre-placed beams for headstones

### 11.4.2 Asset Description

Pohangina is a very quaint and pretty rural cemetery, located on the outside of the village. In the early 2000's an upgrade was undertaken at the cemetery, improving the entranceway, installing new gates and improving drainage and landscaping at the Cemetery.

The first burial at Pohangina Cemetery occurred in June 1913. Within a short walking distance from the main village, Pohangina Village is a very quaint cemetery reflective of the unique character of the Pohangina Village.

The cemetery has a large amount of future capacity, with the surrounding farmland leased out for grazing. Demand for the life of this plan can easily be met within the current fenced cemetery area.

There is sufficient capacity based on current demand to meet the needs of the community within the fenced area of Pohangina Cemetery for the next 20 years. There is a significant amount of capacity outside of the fence area that is currently grazed.

### 11.4.3 Demand

The demand for Pohangina Cemetery, like other rural cemeteries has been consistently low over the last nine years for both burials and ashes interments. The ashes and burial interment detail for Pohangina Cemetery is shown in the following table.

Pohangina Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	2	1	2	1	1	2	1	0	1	0	<b>11</b>
<b>Burials</b>	0	2	4	1	2	1	1	3	3	1	<b>18</b>
<b>Total</b>	<b>2</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>29</b>

### 11.4.4 Key Issues and Risks

The key issues and risks specific to Pohangina Cemetery are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<p><b>Water Supply</b>            Water supply to the cemetery is from the school. This water line was not installed by Council. There are some issues around other private and unconsented connections to the school supply that need to be addressed.</p>	<b>High</b>	Implement the actions outlined in the Water Resilience Options report commissioned under the previous Plan.

### 11.4.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this Plan for Pohangina Cemetery.

#### 11.4.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for Pohangina Cemetery. They are the result of increased levels of operational maintenance identified in this Plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

#### 11.4.5.2 Operational Projects

The following proposed operational projects have been identified for the Pohangina Cemetery.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
New cemetery beam	High	High	\$3,269	3
Water resilience options report	High	High	\$11,201	4

#### 11.4.6 Renewal Plans

The proposed renewal plan for Pohangina Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
<b>No renewal projects have been identified within this Plan</b>				



#### 11.4.7 Development Plans

The proposed development plan for Pohangina Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>No development projects have been identified within this Plan</b>						

#### 11.4.8 Disposal Plan

There is no disposal identified for Pohangina Cemetery.

## 11.5 Rangiwahia Cemetery Lifecycle Plan



### 11.5.1 Summary

Rangiwahia Cemetery	
<b>Address:</b>	38 Mangaroa Road, Rangiwahia
<b>Ozone Parcel ID:</b>	1194/58
<b>LINZ Parcel ID:</b>	3846089
<b>Valuation Ref:</b>	13810/19000
<b>Area:</b>	0.7204 hectares
<b>Capital Value:</b>	\$21,000
<b>Land Value:</b>	\$21,000
<b>Legal Description:</b>	Sec 12A Blk III Apiti SD-GAZ 83/3332
<b>Services:</b>	Standard and cremation lawns with pre-placed beams for headstones

### 11.5.2 Asset Description

Rangiwahia Cemetery is the northern most cemetery maintained in the Manawatu District. Located on Mangaroa Street, a short distance from the township, the cemetery is some 53 kilometres from Feilding township.

The Cemetery has a relatively low level of use, with many interments being for families with historical connections to the area. There is sufficient capacity within the fenced boundaries of the Cemetery for at least the next 50 years based on current demand.

There is a low level of asset provision.

### 11.5.3 Demand

The demand for Rangiwahia Cemetery, like other rural cemeteries has been consistently low over the last nine years for both burials and ashes interments. The ashes and burial interment detail for Rangiwahia Cemetery is shown in the table below:

Rangiwahia Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	1	0	0	0	0	0	0	3	0	1	5
<b>Burials</b>	2	0	0	1	2	0	1	1	1	1	9
<b>Total</b>	3	0	0	1	2	0	1	4	1	2	14

### 11.5.4 Key Issues and Risks

The key issues and risks specific to Rangiwahia Cemetery are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<b>There are no issues or risks specific to Rangiwahia Cemetery.</b>		

### 11.5.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this Plan for Rangiwahia Cemetery.

#### 11.5.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for Rangiwahia Cemetery. They are the result of increased levels of operational maintenance identified in this Plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operation funding is required for this Plan</b>										

#### 11.5.5.2 Operational Projects

The following proposed operational projects have been identified for the Rangiwahia Cemetery.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
Replace failed amenity tree plantings	Low	Low	\$3,093	1

### 11.5.6 Renewal Plans

The proposed renewal plan for Rangiwahia Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
<b>No renewal projects have been identified within this Plan</b>				

### 11.5.7 Development Plans

The proposed development plan for Rangiwahia Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>Entrance Fencing and Gate:</b> as a Community project, upgrade the cemetery gate and posts and remaining fence to recognise the unique history and heritage of the Cemetery	75%		25%	2	\$6,925	

### 11.5.8 Disposal Plan

There is no disposal identified for Rangiwahia Cemetery.

## 11.6 Rongotea Cemetery Lifecycle Plan



### 11.6.1 Summary

Rongotea Cemetery	
<b>Address:</b>	745 Rongotea Road, Rongotea
<b>Ozone Parcel ID:</b>	0018/50
<b>LINZ Parcel ID:</b>	3788787
<b>Valuation Ref:</b>	14250/12600
<b>Area:</b>	1.9879 hectares
<b>Capital Value:</b>	\$245,000
<b>Land Value:</b>	\$240,000
<b>Legal Description:</b>	Sec 20A DP 514 Town of Carnarvon Blk VIII Te Kawau SD
<b>Services:</b>	Standard and cremation lawns with pre-placed beams for headstones.

### 11.6.2 Asset Description

Rongotea Cemetery is located on the corner of Rongotea and Leen Roads, a short distance east of Rongotea township.

The Rongotea Cemetery started life, known as the Campbell Town Cemetery, after Honourable Robert Campbell who established the Oroua Downs Estate in the late 1860's. The Manawatu County Council later renamed the area and Cemetery to Rongotea – meaning 'peaceful place.'

The cemetery is the second most active cemetery in the Manawatu District, having approximately 12 burials on average each year. The cemetery has significant drainage issues, being very waterlogged with poor drainage, that can at times be very concerning to families particularly at the time of interments.

There is an area for future provision, however based on current demand this could provide new interment areas for another 20 – 30 years. Council will need to consider what future provision it makes for cemeteries at Rongotea in the future.

Water for the cemetery is supplied from the neighbouring farm property. An historic ownership issue was resolved in 2014, and new Title was issued in Council's name.



### 11.6.3 Demand

Rongotea Cemetery has had the second highest level of demand over the last ten years in the District, second to Feilding Cemetery. While less than an eighth of the interments that Feilding Cemetery has had for the same period, the level of demand indicates the identification of future development need should be completed for Rongotea Cemetery. The ashes and burial interment detail for Rongotea Cemetery is shown in the table below:

Rongotea Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	7	5	4	5	1	2	5	6	5	3	<b>46</b>
<b>Burials</b>	8	6	8	8	7	6	8	10	9	10	<b>80</b>
<b>Total</b>	<b>15</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>8</b>	<b>8</b>	<b>13</b>	<b>16</b>	<b>14</b>	<b>13</b>	<b>123</b>

### 11.6.4 Key Issues and Risks

The key issues and risks specific to Rongotea Cemetery are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<p><b>Future Land Development and Cemetery provision at Rongotea</b> There is limited capacity beyond the extended boundaries of the Cemetery. It is possible that there is only another 20 – 30 years of new plot capacity within the existing legal boundaries of the property. Council needs to determine what demand management policies and practices it wishes to provide to manage demand, such as putting further restrictions on reserved plots or whether provision for new burials will be provided at Rongotea Cemetery long term.</p>	<b>High</b>	Implementation of the <i>Cemeteries Management Strategy 2020</i>
<p><b>Drainage</b> The cemetery is low-lying and clay-based and subject to flooding. Drainage was installed in 2013 and 2014 to reduce instances of flooding, however the overall drainage of the site is very poor. This makes interments and the preparation of graves difficult and can at times be very distressing for families when interring family members or visiting members in waterlogged graves.</p>	<b>Med</b>	There are very limited treatment options to resolve drainage at the Cemetery. Existing drainage treatments provide some relief however the cemetery is in a very wet location.
<p><b>Vehicle Parking</b> Like other rural cemeteries there is limited parking availability for Rongotea Cemetery during large funerals. The main road on the northern side of the Cemetery can be very dangerous, with a blind hump up the road. While there is funeral signage in place to be used during peak flows of traffic during funerals, there are limited other options available for parking.</p>	<b>Low</b>	There are no practical treatments for this issue without developing a carpark. Signage is already in place.

## 11.6.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this Plan for Rongotea Cemetery.

### 11.6.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for Rongotea Cemetery. They are the result of increased levels of operational maintenance identified in this Plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
Road Extension/Development – Phase Two	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$13,000	\$13,000	\$13,000

### 11.6.5.2 Operational Projects

The following proposed operational projects have been identified for the Rongotea Cemetery.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
<b>No operational projects have been identified within this Plan</b>				

## 11.6.6 Renewal Plans

The proposed renewal plan for Rongotea Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
Road resealing	8	Med	\$8,710	7

### 11.6.7 Development Plans

The proposed development plan for Rongotea Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>Road Extension/Development – Phase Two:</b> extend the road by 50 metres looping onto Leen Road, implement drainage and install cemetery beams for the developed area to meet demand	5%	95%		7	\$117,068	
<i><b>Niche Wall:</b> Incorporate a niche wall into the extension project into the area beyond the fence (keeping the area at the front of the cemetery for ashes lawn plots (sufficient space for two more beams)) – NOT FUNDED</i>	100%					

### 11.6.8 Disposal Plan

There is no disposal identified for Rongotea Cemetery.

## 11.7 Sandon (Sanson) Cemetery Lifecycle Plan



### 11.7.1 Summary

Sandon (Sanson) Cemetery	
<b>Address:</b>	273 Cemetery Road, Sanson
<b>Ozone Parcel ID:</b>	0555/7
<b>LINZ Parcel ID:</b>	4044037
<b>Valuation Ref:</b>	14130/03700
<b>Area:</b>	1.2141 hectares
<b>Capital Value:</b>	\$112,000
<b>Land Value:</b>	\$105,000
<b>Legal Description:</b>	8.0937 hectares
<b>Services:</b>	SBDN 2 SO 10981

### 11.7.2 Asset Description

Sandon Cemetery located on Cemetery Road a few minutes north of Sanson township receives a moderate level of use in relation to other District Cemeteries.

The name of Sandon Cemetery originates from the name of the overall Crown Block known as the 'Sandon Block', that was set aside in the late 1850's early 1860's as part of the sale of the area. The Sanson township, named after Henry Sanson the Secretary of the Hutt Small Farm Association, has caused much confusion over the years.

Behind the main cemetery is a small area with eight graves all predating the 1900's. It is not known what the origins or rationale of this separate area is.

There is considerable surrounding land for future development.

### 11.7.3 Demand

Sanson Cemetery has the third highest level of demand over the last 10 years. Consistent with other rural cemeteries, the level of interment is not increasing or at level where the extent of demand is likely to cause significant development or work as a result of demand in the next ten years of this plan. The ashes and burial interment detail for Sandon Cemetery is shown in the table below:

Sandon (Sanson) Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	1	3	0	3	0	2	0	2	3	4	<b>18</b>
<b>Burials</b>	7	3	4	2	2	2	5	3	3	2	<b>33</b>
<b>Total</b>	<b>8</b>	<b>6</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>51</b>

### 11.7.4 Key Issues and Risks

The key issues and risks specific to Sandon Cemetery are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<p><b>Land Ownership Clarification</b> A recent historical title search has identified that the lands title is in the technical ownership of the Superintendent of the Province of Wellington, dating back to 1854. Officers are still working through what the legislative impacts of these are for the property.</p>	<b>Low</b>	Legal advice is currently being sought on the ownership of the land.

### 11.7.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this Plan for Sandon (Sansons) Cemetery.

#### 11.7.5.1 New Operational Funding Requirements

These are the new operational funding requirements identified for Sandon (Sansons) Cemetery. They are the result of increased levels of operational maintenance identified in this Plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

#### 11.7.5.2 Operational Projects

The following proposed operational projects have been identified for the Sandon (Sansons) Cemetery.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
Install new cemetery beam – phase two: to meet future demand	High	High	\$4,606	5

### 11.7.6 Renewal Plans

The proposed renewal plan for Sandon (Sansons) Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
Road resealing through the Cemetery	7	Med	\$14,483	6



### 11.7.7 Development Plans

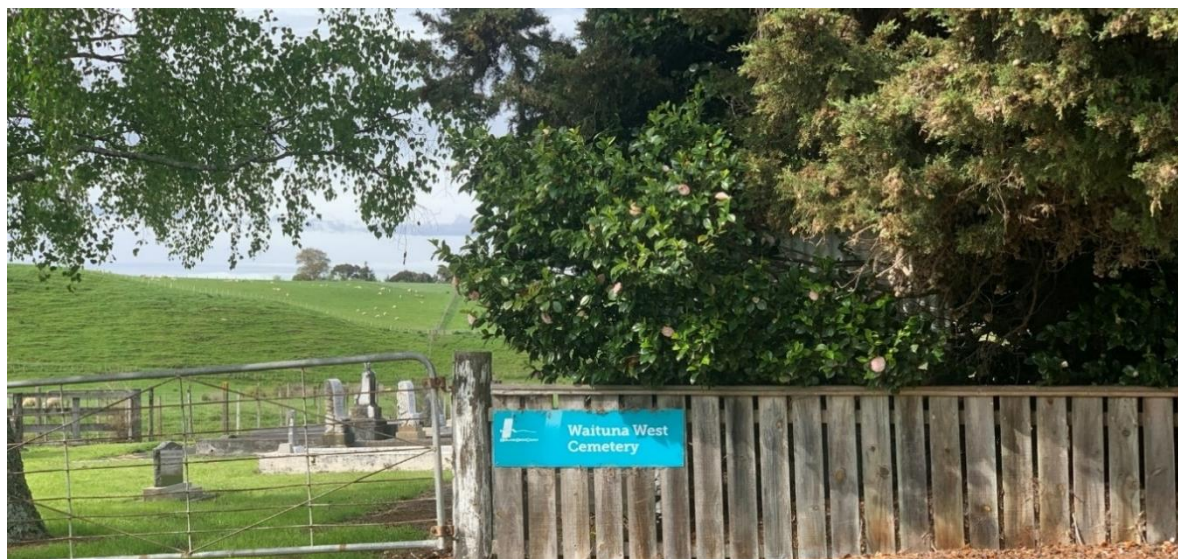
The proposed development plan for Sandon (Sanson) Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<i>Wind Break: Plant hedging or flaxes/tress to create a wind break along the front fence – NOT FUNDED</i>	100%					

### 11.7.8 Disposal Plan

There is no disposal identified for Sandon (Sanson) Cemetery.

## 11.8 Waituna West Cemetery Lifecycle Plan



### 11.8.1 Summary

Waituna West Cemetery	
<b>Address:</b>	24 Waituna-Tapuae Road, Waituna West
<b>Ozone Parcel ID:</b>	0245/66
<b>LINZ Parcel ID:</b>	7101249
<b>Valuation Ref:</b>	13830/23200
<b>Area:</b>	1.0962 hectares
<b>Capital Value:</b>	\$155,000
<b>Land Value:</b>	\$150,000
<b>Legal Description:</b>	Pt Sec 17 Blk XV Ongo SD - Pt Cemetery Res-Gaz 1890/897 2009/1018
<b>Services:</b>	Standard and cremation lawns with pre-placed beams for headstones.

### 11.8.2 Asset Description

Waituna West Cemetery is one of the Districts unique rural cemeteries. There is a very low level of interments at the cemetery, with 12 interments occurring over the last ten years. It also has the lowest number of interments than any other District Cemetery.

The Cemetery is located nearby the Waituna West school. There are few assets provided at the cemetery.

### 11.8.3 Demand

The demand for Waituna West Cemetery, like other rural cemeteries has been consistently low over the last nine years for both burials and ashes interments. The ashes and burial interment detail for Waituna West Cemetery is shown in the table below:

Waituna West Cemetery	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Total
<b>Ashes</b>	0	0	0	1	1	0	0	2	2	0	<b>6</b>
<b>Burials</b>	0	1	0	0	2	0	0	1	2	0	<b>6</b>
<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>12</b>

### 11.8.4 Key Issues and Risks

The key issues and risks specific to Waituna West Cemetery are detailed below:

Issue/Threat	Consequence and likelihood (high/med/low)	Treatment
<b>There are no issues or risks specific to Waituna West Cemetery.</b>		

## 11.8.5 Operations Plans

This section sets out the operational projects and new operational funding required for the successful implementation of this Plan for Waituna West Cemetery.

### 11.8.5.1 New Operational Funding Requirements

These are new operational funding requirements identified for Waituna West Cemetery. They are the result of increased levels of operational maintenance identified in this Plan to respond to demand and/or to meet the desired levels of service, or as a result of consequential operational expenditure as a result of development.

The values provided below are not inclusive of depreciation or any funding costs such as interest.

New Asset/Opex Funding Requirement	Y1 21/22	Y2 22/23	Y3 23/24	Y4 24/25	Y5 25/26	Y6 26/27	Y7 27/28	Y8 28/29	Y9 29/30	Y10 30/31
<b>No new operational funding is required for this Plan</b>										

### 11.8.5.2 Operational Projects

The following proposed operational projects have been identified for the Waituna West Cemetery.

Project Description	Criticality (high/med/low)	Consequence if not completed (high/med/low)	Estimated cost of project (Excl GST)	Desired time of Project (1 to 20 years)
<b>No operational projects have been identified within this Plan</b>				

## 11.8.6 Renewal Plans

The proposed renewal plan for Waituna West Cemetery is detailed in the table below:

Asset Description	Estimated Remaining life (years)	Consequence if not renewed (high/med/low)	Estimated cost of renewal (Excl GST)	Desired time of Renewal (1 to 20 years)
<b>No renewal projects have been identified within this Plan</b>				

### 11.8.7 Development Plans

The proposed development plan for Waituna West Cemetery is detailed in the table below.

Development Description	Increased level of service (%)	Response to growth demand (%)	Includes component of renewal (%)	Desired time of Development (1 to 20 years)	Estimated cost of development (Excl GST)	Estimated other capital income (grants not Council)
	These three percentages should add up to 100%					
<b>No development projects have been identified within this Plan</b>						

### 11.8.8 Disposal Plan

There is no disposal identified for Waituna West Cemetery.



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