



## 6: Risk Management

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## 6 Risk Management

### 6.1 Introduction

Risk management is an integral part of the management of major public infrastructure assets.

This section provides an overview of the risk management process for Community Facility assets, also summarising the significant risks identified in the asset specific Sections 7 to 16.

SDC takes an enterprise wide approach to managing risks through a formal enterprise risk management framework based on ISO 31000:2018 Risk Management - Principles and Guidelines<sup>1</sup>. The application of this standard assists SDC in developing consistent processes for identifying, assessing and treating risks.

Figure 6-1 illustrates the elements of the risk management process from ISO 31000:2018 Risk Management.

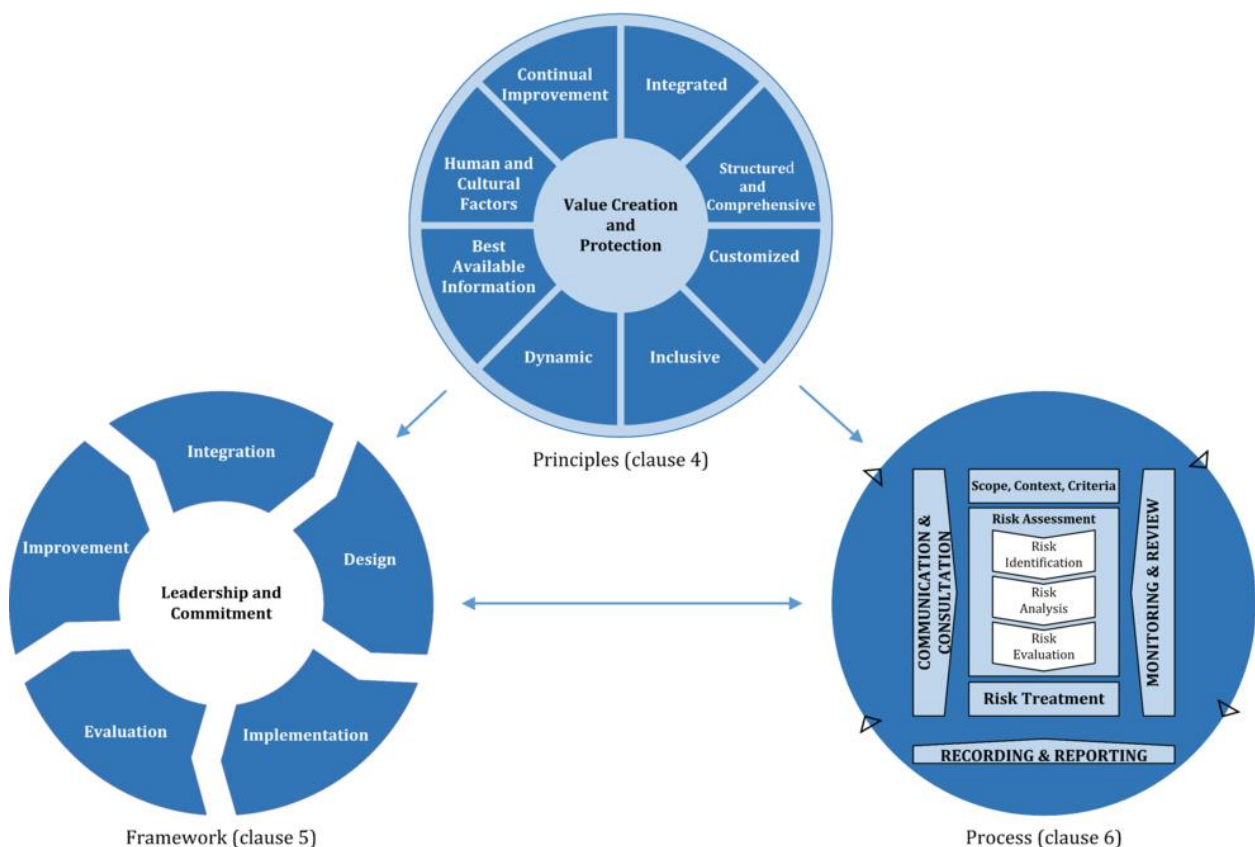


Figure 6-1: Risk Management Principles, Framework and Process – Overview

### 6.2 Communicate and Consult

Potential risk events are considered based on information derived from consultation with contractors, local management committees and Council staff. Further consultation with the wider community also occurs during the development of the levels of service and through other planning mechanisms (e.g. Reserve Management Plans). Risk tables have been populated based on discussions with SDC asset managers and service delivery personnel. The risk assessment process then identifies the tasks required to manage, monitor and minimise risk.

<sup>1</sup> Supersedes AS/NZS 4360:2004

## 6.3 Establish the Context

The Risk Context for Council is established by a Corporate Risk Policy and Framework, which defines the relative importance of all the various types of risk foreseen and the level of response required to each.

### 6.3.1 Risk Policy

A corporate Risk Management Policy and Framework aligned with AS/NZS ISO 31000 was formally adopted by Council in August 2017. It was updated in 2020 to reflect the COVID-19 situation. The Policy has the following objectives:

- Achieving Council's goals, programs, targets with a commercially and politically acceptable level of risk;
- Ensuring all staff understand and fully accept their risk identification and control responsibilities;
- Ensuring all staff implement appropriate risk management processes naturally as part of their daily work;
- Establishing a best practice model for corporate governance and risk management for local government in New Zealand

The Policy Statement within this document states:

To accomplish this Policy's purpose, the Council must establish and maintain an effective Risk Management Programme, to manage risks and incorporate the Council's risk appetite as expressed within the Risk Consequence table below.

Roles and responsibilities for the fulfilment of this are expressed in the below section.  
This Risk Management Policy is the governing document in setting the requirements for risk management and risk appetite, for all types of risk, across the Council.

It defines four broad categories of risk, which are also categorised by organizational responsibility as illustrated in the tables below.

Risk Category	Description
Strategic	Risks associated with high level goals that align to Council's Strategic direction and Long Term Plan
Operational	Risks associated with departmental functions and daily operations
Project	Risks associated with Project Management;
Compliance	Risks associated with regulatory/legislative requirements (H&S).

Table 6-1: Broad Risk Categories

Risk Categories		
Category	Description	Unit Responsibility
Asset / Infrastructure	Managing assets – including condition assessment, replacement and planning new assets	Assets & Property and Commercial
Financial / Audit	Risks associated with budgetary requirements and allocation Grants or operational budgets not being met	Corporate
Customer Relations / Service Delivery	Meeting the current and changing expectations of customers	Business Relationships
Environment	The risks arising from the management of the environment when applying Council services and functions	Environment Services, Property and Commercial & Assets
People and Capabilities	Risks associated with recruitment and retention of employees and workforce planning. Includes payroll and HR issues	People and Capabilities
Compliance / Legal	Compliance with legislative and policy framework	All Council Units
Political / Reputation	Risks associated with the delivery of Local Government legislation and meeting Council's overall strategic goals	CEO / COUNCIL
Safety & Welfare	Risk associated with the safety and welfare of employees and contractors of Council	All Council Units

Table 6-2: Risk Management Responsibilities

### 6.3.2 Types of Risk

There are a number of key risk areas that are important and relevant to SDC's Community Facilities activity, described in the following table:

Risk Area	Description
Asset Risk	Asset risk is fundamentally associated with the performance of assets, both from a delivery of services perspective and from a cost management perspective. The longer an asset has been operating, the more historical performance data is available for analysis to ensure budgets are set realistically. However, it is also important to note that the longer the asset has been operating the older the asset will be and the more prone the asset will be to performance issues and the need for additional (or unbudgeted) expenditure on maintenance or replacement.
Demand Forecasting Risk	Community infrastructure projects that do not have a previous operating history rely heavily on educated 'guess-work' to ascertain how many people are willing to pay for the service provided. This work is complex and relies heavily on a range of inexact and changing inputs.
Natural Hazards Risk	Natural disasters such as floods, fires and earthquakes can have devastating effect on the service.
Information Technology Risk	Continued operation of business information systems is critical to SDC continuing to meet its service obligations. The systems contain both commercially and personally sensitive information, and system reliability, security and data accuracy are of paramount importance. Technology risk also arises from the use of technology that has no, or relatively limited, previous application in the sector. It may also be associated with older, proven technology that has not previously been used on the scale proposed for a new project. New technology can be prone to 'teething' issues on start-up and commission, creating some cost and performance issues and potential discontinuity in operation.
Financial Risk	Prudent financial management of the Community Facilities activity is critical to providing cost effective services. There are well established corporate controls and mitigating actions in place to mitigate this risk.
Service Delivery Risk	Service delivery risk is the risk associated with all aspects of the performance of systems and services, which can bring reduction in or loss of service. An example of such risk is a critical service where a failure by the provider results in a loss of service. Risk may also be associated with inadequate disaster recovery provisions.
Environmental Risk	Environmental risk is the actual or potential threat of adverse effects on living organisms and the environment by effluents, emissions, wastes, resource depletion, etc., arising out of an organization's activities
People Risk	SDC is a lifeline utility that operates and manages community assets, requiring qualified, skilled and competent staff. There are a number of specialist roles where the knowledge resides with key individuals, or where the employment market cannot provide competent and qualified resources quickly. The loss of key personnel and associated loss of knowledge in critical roles has the potential to compromise SDC service to customers.
Legal Risk	Legal risk is the risk of not meeting laws and regulations, and the risk of a claim due to an event occurring which results in a liability for SDC or other loss which results in a liability for SDC.
Reputational Risk	Reputational risk, often called reputation risk, is a risk of loss resulting from damages to an organisations reputation, consequent to an adverse event.
Health and Safety Risk	In providing services to the community, workers are exposed to significant process and operational safety risk, which have the potential to cause serious and fatal injuries to workers and members of the public. SDC has identified those risks and potential consequences, and is continually reviewing existing controls and mitigation actions.

Table 6-3: Types of Risk

## 6.4 Identify the Risks

Risk identification is about identifying sources of risk, areas of impact, events, opportunities, failure to innovate and their causes and potential consequences. The aim is to generate a list of risks based on those impacts or events. It is important to identify risks with not pursuing an opportunity. All significant causes and consequences should be considered.

Risk events have been identified based on consideration of possible failure modes relating to physical risks to assets (including natural disasters, external impacts, and operational failures), risks to health and safety, and other risk categories highlighted above.

SDC has undertaken a comprehensive risk analysis of the various Community Facilities asset groups and identified and rated key risks for each group as follows:

- Recreational Reserves
- Cemeteries
- Community Halls
- Forestry
- Gravel Reserves
- Passive Reserves
- Pools
- Properties
- Public Toilets
- Rental Housing



## 6.5 Analyse Risks

Risk analysis involves developing an understanding of a risk. It provides an input to risk evaluation and to decisions on whether risks need to be treated, and the most appropriate risk treatment strategies and methods. The Tables attached below are Council's tools for expressing the Likelihood, Consequence and Level of risk.

A "risk rating" can be obtained by using the Likelihood and Consequence Tables and applying the descriptor levels to the Risk Priority Matrix.

Risk analysis has been carried out by assigning a consequence and likelihood to each risk event based on information available in strategic and tactical documents as well as discussions with SDC staff. During this analysis any existing controls were also identified.

SDC matrices for consequence and likelihood are shown in the following tables.

Rating Level	Consequence Description	Score
Catastrophic	<ul style="list-style-type: none"> <li>• Catastrophic loss of public or stakeholder confidence, or breakdown in standards, which requires major recovery action to restore reputation or effectiveness; or</li> <li>• Clearly threatens operations or ability of organisation to achieve its objectives, or</li> <li>• Major unexpected financial overspend or loss,</li> <li>• Loss of life</li> <li>• Prolonged national media and political attention</li> </ul>	5
Major	<ul style="list-style-type: none"> <li>• Major unexpected financial overspend or loss</li> <li>• Significant dissatisfaction expressed by stakeholders,</li> <li>• Serious harm, national media attention, or</li> <li>• Unexpected failure to meet a standard</li> </ul>	4
Moderate	<ul style="list-style-type: none"> <li>• Failure leading to review of project or operation that will require changes to processes or goals, or</li> <li>• Likely to cause some damage or, disruption or breach of controls, or</li> <li>• Moderate financial overspend or loss,</li> <li>• Regional media attention, loss of image</li> <li>• Injury to staff or contractor</li> </ul>	3
Minor	<ul style="list-style-type: none"> <li>• Localised or isolated failure to meet stakeholder requirements or standards,</li> <li>• Unlikely to cause damage or threaten the effectiveness of the project,</li> <li>• Minor financial impact, involves management time</li> </ul>	2
Insignificant	<ul style="list-style-type: none"> <li>• Very low impact that will not be visible, negligible</li> </ul>	1

Table 6-4: Consequence Matrix

Likelihood	Likelihood Description	Scoring	Probability % (to assist assessment)
Frequent	Will almost certainly occur, and at least once in a month	5	91-100
Often	Will probably occur 6-12 times per year	4	71-90
Likely	1-5 times per year – likely to occur at least once in the next two – three months.  There is a chance in the foreseeable future.	3	51-70
Possible	May occur at least once in the next year. Little chance of occurrence in foreseeable future.	2	21-50
Rare	Not expected to occur this year but may occur in a future period – unlikely in foreseeable future.	1	1-20

Table 6-5: Likelihood Matrix

## 6.6 Evaluate Risks

Risk Evaluation is the process used to assist in making decisions, based on the outcomes of risk analysis, about which risks need treatment and the priority for treatment implementation. Decisions should take account of the wider context of the risk and include consideration of the tolerance of the risks borne by parties other than the organisation that benefits from the risk.

Table 6-5: Likelihood Matrix shows the combined Consequence-Likelihood matrix from the SDC Risk Management Policy Framework used to prioritise risks, which range from Extreme to Low.

Any risk event scoring at the 'Moderate' level or above is considered by SDC to be of sufficient magnitude to require mitigation action.

	Consequence				
Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Frequent (5)	5	10	15	20	25
Often (4)	4	8	12	16	20
Likely (3)	3	6	9	12	15
Possible (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Table 6-6: Risk Assessment Matrix

Risk Score	Level of Risk	Action Required	Attention of / assigned to
15-25	Extreme risk	Requires immediate assessment of actions	ELT/Council (as required), Statutory bodies.
8-12	Significant risk	Requires remedial assessments and action via the annual planning process	Unit Manager, Programme Sponsor, Programming Steering Group
4-6	Moderate risk	Address via new procedures and/or modification of existing practices and training	Programme manager, workstream leaders.
1-3	Low risk	No formal requirement for further action, unless escalation of risk is possible.	Workstream leads, project managers.

Table 6-7: Risk Assessment Levels

## 6.7 Treat Risks

Risk treatment involves selecting one or more options for modifying risks, and implementing those options. Once implemented, treatments provide or modify the controls. An action should be implemented to treat certain risks. Council will tolerate a certain “acceptance” level of risk. Any risk that is rated low or moderate should be monitored and reviewed in line with relevant processes and systems.

Treatment options can include:

- Avoiding the risk;
- Taking the risk to pursue an opportunity;
- Removing the risk source;
- Changing the likelihood of the situation;
- Changing the consequence of the situation;
- Sharing the risk (contracting, partnering with another organisation);
- Retaining the risk by informed decision (tolerating the risk).

Methods for treating risks or future control actions have been developed by SDC staff. These tasks are required to reduce the risks to an acceptable level for SDC. Where risks cannot be eliminated, consideration is given to mitigation, i.e. reducing the effect if an event occurs. Implementation tasks and actions identified during this process for each service area to control and manage risks are incorporated into standard operating procedures, for example:

- Swimming pool faecal accident response – mitigate effect of a contamination event
- Building warrant of fitness inspections – eliminate substandard building component

Actions to manage identified risks have generally also been built into operational contracts where required or are included as part of contract documentation and process reviews.

Risk management is also factored into capital investment decision-making and the design of assets that are being replaced or added. Decisions on renewal or new works expenditure are made using multi-criteria analysis that includes evaluation of environmental, social, cultural and economic risks associated with each investment option identified. Further information is presented in Section 19, Asset Management Practices.

## 6.8 Community Facilities Risk Assessment

### 6.8.1 Risk Management Process

A comprehensive process has been undertaken in identifying, analysing, evaluating and developing control measures to ensure risk for community facilities assets and services can be effectively managed. This has involved looking at generic risks that will impact on all service areas as well as specific risks that relate to individual service areas.

The processes outlined in the Risk Management Policy and Framework have been followed and the matrices used to rate the risks. Both current and future control measures have been identified particularly where there is a need to put in place additional controls or risk mitigation measures.

The outcome from this process is recorded in the table in Annex 6-A.

### 6.8.2 Summary of Key Responses

A wide range of treatments and future controls are described above. Key responses are summarised below:

- The Council's Audit and Risk Committee has focused on a number of areas that have known risks associated with them. Reports have been prepared for Gravel Reserves, Community Pools, and Playgrounds. This process helps to ensure support is given for putting in the required risk controls in place.
- Contract requirements are generally satisfactory, and where appropriate these have been strengthened with additional controls. For example, contractors must be "site-wise" accredited and all tree-trimming work must be carried out by trained arborists.
- Reserves and Community Centres which have previously been managed by Committees typically lacked formal specifications and monitoring processes. In order to better manage risk all compliance and asset management activities are now undertaken by qualified staff or are have been incorporated into contracts.
- Swimming pools have had continuous safety audits and compliance checks undertaken following the initial audit carried out in 2016. This matter is regularly reported to Council's Audit and Risk Committee.
- There are significant changes for Gravel Reserves. Health and safety audits have been carried out on all major pits, identifying issues such as signage, fencing, access and face stability, which have been or are being rectified. On an ongoing basis, "B" grade quarry managers will carry out H&S checking. Quarries which have been leased out have similar requirements placed on their management. Furthermore, Quarry Management Plans and Health and Safety documents are independently reviewed against the Mining Regulations.
- A major project is planned from 2021 to improve data on tree health and condition to ensure this asset is managed to protect public health and safety.

Further to the above and in addition to the risk register included as Annex 6-A, relevant risk management documents and detailed registers and controls include the following:

Asset Group	Document / Register	Comment
Community Halls	Council operated community centres (RCC, LEC, WMCC)	Documents which identify hazards, risks and controls for different parts of each building, the environs, and operations within the buildings.
Swimming Pools	Aquatics Specific Risk Register	Document which identifies hazards, risks and controls for different parts of pool complexes, their environs, and operations, including the potential for drownings.
	Report on Health and Safety Compliance at Selwyn Aquatic Facilities 2016 and subsequent reports to the Audit and Risk Committee (2019 and 2020)	Internal document which reports on an assessment carried out in accordance with the requirements of the Health & Safety at Work Act 2015 (HSWA) – seeking to fulfil best practice HSWA “due diligence” requirements. A 4 level audit scoring system was used to identify risks in relation to a range of elements associated with 8 pool locations and the Selwyn Aquatic Centre. Further corrective actions identified from audit in 2019 and update on progress and recommendations. Refer Section 6.8.3 for further details.
Gravel Reserves (Quarries)	Quarry Inspection for Operating Pits (on-going)	Document which identifies the hazardous areas within the quarry, assesses acceptability, and defines specific actions and costs to mitigate the risks. Supports and on-going health and safety remediation programme and monthly inspections by certified quarry operator.
	Amendment to the Operating Pits Quarry Management Plans (2020)	Document which relates to Health and Safety, Emergency and Hazard Risk Management at this site. Refers to key requirements and includes a risk register
	SDC Site Hazard Register for Pits (2020)	Document which identifies potential hazards, controls, checks and sign-offs relating to work in the pit.
Various	Property Group Specific Risk Register	Document which identifies a range of hazards and risks associated with the use of tools, heavy plant, helicopters, stings, motorised plant, working at night, dust/smoke inhalation, road works, adverse weather, trailer use, appliances, vehicle use, firefighting, stress/fatigue/trauma, working in confined spaces and a range of other operational hazards. Identifies controls and risk ratings with controls in place.

Table 6-8: Key Risk Management Documents

### 6.8.3 Swimming Pools Health and Safety Compliance Report

The risk assessment considered the following elements, developing a combined score based on 0-3 elemental scores. Note that this method does not consider the likelihood of a particular event occurring, but rather it uses descriptive criteria that determine the relative level of potential risk. In effect, the higher the combined score the more likely an adverse event such as drowning or water contamination is to occur.

- People hazards, access and security
- Health, accidents, injuries and emergencies
- Signage
- Water quality, filtration and circulation systems, plant room
- Chemicals including cleaning products
- Electrical safety



The maximum possible score is 18, and the results for all sites are summarised below.

Courtenay Pool	16 (Extreme)
Halkett Pool	17 (Extreme)
Killinchy Pool	16 (Extreme)
Leeston Pool	12 (Extreme)
Prebbleton Pool	12 (Extreme)
Sheffield Pool	14 (Extreme)
Darfield Pool	5 (High)
Southbridge Pool	5 (High)
Selwyn Aquatic Centre	3 (Moderate)

Table 6-9: Key Risk Management Documents

The audit highlighted the need for corrective action to be taken at 6 sites, with only the Selwyn Aquatic Centre achieving a “Moderate” score. Recommendations are made within the report in relation to each site; these have now either been implemented or works are incorporated in this AcM Plan. Prebbleton and Courtenay Pools have subsequently been closed and demolished.

Following this report regular monitoring and auditing of risks has been carried out and reported to the Council’s Audit and Risk Committee. Corrective actions identified and recommendations based on this process include:

- A consistent and approved induction process for all non-lifeguarded Pool sites. The induction will cover things such as; emergency procedures, risks, Pool rules, key contacts and site plans.
- Water test schedule to be developed by Selwyn District Council Officers at all non-lifeguarded sites to comply with New Zealand Standard 5826:2010. This will include preopening then 3 hourly water testing during opening hours. All committee representatives responsible for water treatment to undergo external training in the form of completing Introduction to Pool Operations (Unit Standard 20046).
- Further communication of the required inductions, supervision and water quality standards to occur to non-lifeguarded Pool committees. Fortnightly spot checks to occur as to supervision at non lifeguarded Pools, water treatment compliance and induction processes. These checks will be templated and actions recorded. Failure to comply with the required standards may result in temporary Pool closure.
- Continuation of alterations to the shift patterns at lifeguarded Pools to allow for the best possible supervision of Pools and the greatest efficiency for Selwyn District Council, as well as the best possible working conditions for staff.
- Temporary closure of Halkett Pool for the 2020/21 season due to on-going issues with management, supervision and water quality.

## 6.9 Monitor and Review

Risk is monitored by the completion of work or in subsequent inspections during annual reporting, and reviewed every three years as part of the Activity Plan update. For example:

- Pools Compliance Audit (from 2016)
- Playground Assessments 2020, which includes survey of condition, and safety
- SDC Public Toilets Assessment 2020
- Bridges Condition Report 2016 (includes comments/actions on risks, compliance)
- Sports Field Lighting Report 2020
- Building Defects Reports (various) 2019-2020 that include items with risks to assets and users

## 6.10 Asset Criticality

Critical assets are “those which have a high consequence of failure, but not necessarily a high probability of failure”. This is important as it draws attention to those assets which are the most important, irrespective of the likelihood of failure of the asset. Critical assets typically require more proactive management to minimise or eliminate this risk.

### 6.10.1 Asset Criticality Model

The asset criticality model is built on 8 factors that are scored. The factors and scoring are based on the Council's risk framework.

There are a number of community facilities assets that have an emergency response or welfare function such as a community centre being used as a post-emergency welfare centre. This function is considered in scoring for the 'safety/welfare' factor and a higher score indicates the asset is necessary to be operating as part of Council emergency response plans.

The criticality factors are as follows:

<b>Reputation:</b>	Failure of the asset results in a loss of reputation for SDC.
<b>Safety &amp; Welfare:</b>	Failure of the asset creates a health & safety hazard and/or the asset cannot perform an emergency function.
<b>Environmental:</b>	Failure of the asset has an environmental impact.
<b>Legal/compliance:</b>	Failure of the asset has a legal or non-compliance impact for SDC.
<b>Loss of Service:</b>	Failure of the asset results in a loss of service to its users.
<b>Human Resources:</b>	Failure of the asset results in staff being at risk or unable to undertake duties.
<b>Financial:</b>	Failure of the asset has a cost or income impact on SDC.
<b>Asset Management:</b>	Failure of the asset has a significant impact on asset management programmes

Each of the criticality factors are scored according to consequence of failure for the asset/facility in terms of: insignificant; minor; medium; major and catastrophic. These scores are then summed and classified into a criticality description of Very Low, Low, Moderate, High and Very High (as shown in table 6-8 below). Higher scores represent a greater impact of any of those factors should they fail. This scale has been defined across the wider SDC Assets group, with ratings being recorded in the asset management system.

Note that this is implemented looking at whole buildings/facilities/assets, rather than on subcomponents at this time. Although some work has been done at the component level to understand criticality to ensure the appropriate inspection and maintenance regimes are in place. In some cases this will occur as part of regular building inspections for BWO and IQP.

Score	Criticality Description
<15	Very Low
16-19	Low
20-24	Moderate
25-29	High
30+	Very High

Table 6-10: Criticality Scores

In general, failure of the assets in the higher criticality bands could be expected to have severe adverse impacts on SDC's customers and stakeholders, affecting outcomes such as public health and safety, economic well-being, and environmental sustainability. Availability of suitable alternatives is limited. At the other end of the scale, failure of the lowest level of criticality would have little to no adverse impacts on customers, the local economy or the environment.

Table 6-11 provides the results of the criticality assessment for Community Facility assets and indicates the criticality bands.

Asset Type	Asset Grade/Importance	Assessed Criticality
Civic Building	SDC HQ - IL4 ER Ops Centre	very high
Indoor Aquatic Facility	SAC - District Pool	very high
Public Toilet - State Highway	Grade 1	high
Community Centre	High Use/ER Welfare	high
Community Centre	High Use/ER Centre	high
Community Centre	High Use	high
Civic Building	Library/Service Centre	high
Medical Centre	Health Hub	high
Outdoor seasonal pool	Sub-district pool	high
Sports Park and facilities	District use	high
Playground	Destination Playground	high
Open Cemetery	High use	high
Community Centre/Hall	Moderate Use/ER Centre	moderate
Community Centre/Hall	Moderate Use	moderate
Medical Centre	Local Medical Centre	moderate
Gravel Pit	Operational	moderate
Forest Plantation	Production only	moderate
Forest Plantation	Recreation/Production	moderate
Outdoor seasonal pool	Local community pool	moderate
Sports Park and facilities	Local use	moderate
Rural Recreation Reserve	High use - camping site	moderate
Conservation Reserve	Sensitive ecological area	moderate
Playground	Community Park	moderate
Playground	Local use	moderate
Street trees	Listed trees	moderate
Street trees	Standard trees	moderate
Open Cemetery	Low use	moderate
Public Toilet - Township	Grade 2	moderate
Public Toilet - Camping Site	Grade 2	moderate
Public Toilet - Remote	Grade 3	low
Remote Rural Hall	Low Use/ER Centre	low
Remote Rural Hall	Low use	low
Community use building	Public use	low
Heritage Building - Listed	Public occupation	low
Heritage Building - Not Listed	Public occupation	low
Commercial lease property	Significant business	low
House	Occupied	low
Gravel Pit	Non-operational	low
Sports Park and facilities	Remote - low use	low
Rural Recreation Reserve	Low use - remote	low
Passive open space	Civic space/square	low
Passive open space	Informal use	low
Passive open space	Walking/cycling links	low
Passive open space	Ecological link	low
Community use building	Storage purpose	very low
Heritage Building - Listed	Not occupied	very low
Heritage Building - Not Listed	Not occupied	very low
Commercial lease property	Minor business	very low
House	Unoccupied	very low
Closed Cemetery	Closed	very low

Table 6-11: Criticality Assessment Outcomes Showing Bands of Criticality

## 6.10.2 Critical Assets

The general criticality profile of the Community Facilities asset portfolio is described below. Table 6-12 below shows those assets that are in the high or very high criticality band and provides some information on specific components and how they are treated. Criticality is, in most cases, more due to operational risks rather than the need for the services to be reinstated after emergency events (apart from emergency operations centres). Community Facilities in general are a low priority for reinstatement or replacement in an emergency and can be isolated if they are rendered unsuitable for use in such events.

However, the investments made in key buildings and facilities, and significant operational costs, make these 'financially critical' and others such as swimming pools can have potentially serious consequences if failure occurs to plant and equipment. This situation justifies further asset and risk management consideration.

Asset Group	Specific Critical Assets	Response
<b>Recreation Reserves</b>	District level parks (e.g. Foster Park) as a significant business operation.	Reflected in contract specifications, inspection schedules and on-site management approach
	Playground Equipment, skate parks.	Reflected in contract inspection schedules and annual; surveys by RoSPA 3 certified inspector
	Bridges (including platforms, boardwalks etc.)	Reflected in inspection schedules and 6 yearly structural assessments.
<b>Township Reserves and Streetscapes</b>	Playground Equipment (especially high use playgrounds).	Reflected in inspection schedules and annual surveys by RoSPA 3 certified inspector.
	Bridges (including platforms, boardwalks etc.)	Reflected in inspection schedules and 6 yearly structural assessments.
<b>Cemeteries</b>	High use cemeteries – legislative requirements to provide for residents' interment and for civil emergency function (e.g. pandemic).	Reflected in contract specifications; capacity maintained to allow for unanticipated demand
<b>Public Toilets</b>	Higher-profile (more visible Grade 1 facilities) locations are more critical.	Reflected in inspection and contract cleaning schedules; remote monitoring of alarm systems for effluent systems
<b>Community Centres and Halls</b>	Selwyn Sports Centre, Lincoln Events Centre, West Melton Community and Recreation Centre and Darfield Recreation and Community Centre as significant business operations and post emergency functions.	Reflected in IQP inspections and building WoF; Cleaning and inspection schedules; BMS system installed and monitored
	Roof cladding & storm water systems	Annual washdown/clean and inspection; 3 years condition inspections
	Waste water systems	Monthly compliance monitoring; remote alarm system monitoring Annual inspection for performance
	Water supply systems (non-reticulated)	Filtration systems installed; Testing as per Water Plans
	Stairs and handrails	Regular (monthly) inspections; 3 yearly condition inspection
	Building fire systems and egress	Reflected in IQP inspections and building WoF
	Electrical systems	3 yearly condition inspection of fuse box by Certified electrical contractor; Heat survey of wiring (on priority basis)
<b>Swimming Pools</b>	Selwyn Aquatic Centre- as a significant business operation and consequential risk of failure	Reflected in operating procedures; Attained Poolsafe certification; Staff training programmes Regular inspection of assets by IQP plus regular audit and report to Audit & Risk BMS system installed and monitored
	Sub-district pools (Darfield, Southbridge) as a significant business operation and consequential risk of failure	Reflected in operating procedures; Attained Poolsafe certification; Staff training programmes Regular inspection of assets by IQP plus regular audit and report to Audit & Risk

Asset Group	Specific Critical Assets	Response
	Plant/filter systems for water treatment	Inspection as per operating procedures (including emergency procedures); Trained water treatment operators; Annual condition and performance inspections by qualified engineer
	Leisure equipment (e.g. hydro slides)	Inspection as per operating procedures (including emergency procedures); Annual condition and performance inspections by qualified engineer
	Fences and gates	Inspection as per operating procedures; Annual condition inspections
<b>Property and Buildings</b>	Council Headquarters (for response in emergencies) Te Ara Ātea (as a significant business operation) Selwyn Health Hub (under construction) as a critical building to support district health services Library/service centres as significant business operations Further work is required to define and manage critical components for all buildings. Reflected in IQP inspections and building WoF and facilities maintenance contracts	
<b>Rental Housing</b>	Not identified as critical assets but components managed to meet tenancy and Healthy Homes requirements. Reflected in inspections, particularly for fire compliance.	
<b>Gravel Reserves</b>	No identified critical assets however health and safety risks are managed via operations	
<b>Forestry</b>	No identified critical assets; however fire and other risks are managed via operations.	

Table 6-12: Critical Assets

The criticality identification process also enables the development of targeted maintenance and condition inspection programmes based on overall criticality. These have been proposed as follows:

Application of Criticality Rating		
Criticality Rating	Maintenance Inspections	Condition Inspections
<b>Very High</b>	At least monthly	Annually
<b>High</b>	At least quarterly	Annually
<b>Moderate</b>	At least annually	Every 3 years
<b>Low</b>	At least biennially	Every 3 years
<b>Very Low</b>	At least triennially	Every 3 years

Table 6-8: Application of Criticality Rating to Inspection Programmes

It is planned to incorporate the approach described above into revisions of contract documents and formal building inspection programmes. The risk associated with asset criticality has been taken into consideration in developing planned maintenance and renewal programmes for the various building assets covered under this Activity Management Plan. Those assets that have higher levels of criticality (that often have a higher level of complexity) are also subject to more comprehensive asset management planning and intensive operational practice to reduce the likelihood of failure. Assets with lower criticality do not require the same level of asset management treatment or inspection programmes.



It is planned to establish a more extensive approach to defining critical assets and associated inspection programmes for all asset groups. Further work is required to define and manage critical components. The level of information collected has been established in accordance with the criticality of the facility and its components. Criticality information at both facility and component level will be transferred to inventories held in the Asset Management System as part of the data improvement process.

### 6.10.3 Criticality and Risk

It is useful to communicate the likelihood and impact of potential asset failure in financial terms, so that Council can consider the acceptable risk tolerance level. This is important as it drives intervention levels for asset management.

The likelihood of failure of an asset can be difficult to assess, however condition and age are parameters that can provide an indication. The worse the condition of the asset, the more likely it is to fail. Using the replacement cost valuation of the asset group and available condition data, an assessment can be made of the distribution of replacement cost against both criticality and condition. This is shown in the series of tables below which provides a “financial risk exposure” view, given the assumption that an asset in poor condition is more likely to fail than one in good condition. Assets which are both extremely critical and more likely to fail should have higher priority and be replaced or rehabilitated earlier in their lifecycle than others, and at lower levels “run to failure” may be perfectly acceptable.

The group of tables below generally cover the asset groups with a higher level of assessed criticality and include community centres and halls, property and buildings, public toilets and swimming pools. This indicates that, overall, the financial risk exposure is low which is primarily attributable to much of the portfolio being relatively new and the majority of more critical assets being in “good” condition or better.

The most at risk areas include community centres and halls where there is over \$3.5 million of assets with high criticality but average condition. This relates to Darfield Recreation and Community Centre and Rolleston Community Centre. There are maintenance and renewal programme in place over the next 10 years that will see these facilities improved. There is also the future possibility of re-purposing Rolleston Community Centre and this will be the subject of further feasibility work.

The other group of assets with some level of risk is property and buildings with around \$2.3 million with high criticality and average condition. This relates to the Leeston Library/Service Centre/Medical Centre building that is planned for replacement by 2024/25 and the Rolleston Library that is being replaced by the new community library and cultural centre (Te Ara Ātea) in 2021. The former library space will be refurbished for an alternative use once Te Ara Ātea opens (a budget of around \$500,000 has been allocated for this work).

Note that the cost information presented in the tables is based on current valuation or new build costs (where assets under construction have yet to be valued) as applicable.

Halls & CCs	Asset Condition Linked to Likelihood of Failure				
Asset Criticality Level	1	2	3	4	5
	As New	Good	Average	Poor	Unserviceable
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
5 = Very High					
4 = High	\$ 29,050,000	\$ 8,390,000	\$ 3,651,667		
3 = Moderate	\$ 9,400,000	\$ 3,262,000	\$ 440,000		
2 = Low		\$ 2,304,000	\$ 754,000		
1 = Very Low					\$ 2,000

Property & Buildings	Asset Condition Linked to Likelihood of Failure				
Asset Criticality Level	1	2	3	4	5
	As New	Good	Average	Poor	Unserviceable
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
5 = Very High		\$ 14,575,000			
4 = High	\$ 47,485,000	\$ 1,808,000	\$ 2,288,333		
3 = Moderate		\$ 790,000	\$ 406,000		
2 = Low		\$ 13,830,500	\$ 72,000		
1 = Very Low		\$ 75,000	\$ 1,633,000		

Public Toilets	Asset Condition Linked to Likelihood of Failure				
Asset Criticality Level	1	2	3	4	5
	As New	Good	Average	Poor	Unserviceable
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
5 = Very High					
4 = High	\$ 1,894,700				
3 = Moderate	\$ 1,681,700	\$ 208,000			
2 = Low	\$ 205,000	\$ 55,000			
1 = Very Low					

Swimming Pools	Asset Condition Linked to Likelihood of Failure				
Asset Criticality Level	1	2	3	4	5
	As New	Good	Average	Poor	Unserviceable
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
5 = Very High		\$ 25,039,000			
4 = High		\$ 781,000			
3 = Moderate		\$ 219,000	\$ 67,837		
2 = Low					
1 = Very Low					

Table 6-9: Financial Risk Exposure – Replacement Value Compared to Criticality and Condition

## 6.11 Insurance

### 6.11.1 Insurance Coverage for Assets

Council's policy, subject to cover being available, is to hold insurance to cover damage to, or loss of all:

- Council owned community halls and community centres, reserve buildings and any other Council-owned structures
- Publicly owned and operated community halls, where the township or management committee is elected at large from the area it serves

When additional assets are constructed, Council arranges insurance cover to commence when the construction contractor's policies become inoperative, generally on issue of the contract completion certificate. Insurance coverage may also be checked against regular Valuation Reports, the fixed Asset Register list of assets, or on the renewal date of the insurance contract.

Council continues to retain insurance cover for Professional Indemnity and Public Liability.

Insurance cover maintained for the assets in this Plan is summarised below. At 1 July 2017 Council has combined insurance cover for material damage and business interruption of **\$312,038,042** which includes cover for natural disasters. Cover for natural disaster events has deductions that apply from 1% to 10% of the site value depending on the age of the asset (post 2011 risks – 1%; post 2034 risks - 2.5%; all other risks -10%). The cover includes all assets listed on the insurance schedule.

Assets/service	Insurance Position	
	Cover	Comment
Community facility assets	Covered under Material Damage and Business Interruption policy	Cover is \$312,038,042 Includes cover for natural disasters Includes all assets listed on the insurance schedule and provides for additions
Horizontal infrastructure	Covered under Material Damage and Business Interruption Policy for Horizontal Infrastructure	Cover is \$50,000,000 for any one event or aggregate during the period of insurance
Forestry	Forestry Plantation Timber Insurance Policy	Includes Fire (\$1,566,717) Hail (\$20,000) Windstorm (\$500,000)
Public Liability	Covered under a combined policy for Public Liability, Professional Indemnity & Environmental Impairment Liability	Sum insured is \$300,000,000
Professional Indemnity	Covered under a combined policy for Public Liability, Professional Indemnity & Environmental Impairment Liability	Sum insured is \$300,000,000
Environmental Impairment Liability	Covered under a combined policy for Public Liability, Professional Indemnity & Environmental Impairment Liability	Sum insured is \$1,000,000

Table 6-10: Insurance for Community Facilities

## 6.12 Emergency Management

### 6.12.1 Emergency Management Plans

SDC has documented procedures relating to Council facilities, developed “under the provisions of the Health and Safety at Work Act (HSWA) 2015, to ensure that the consequences of incidents or harmful exposures are minimised”. The Emergency Management Plan<sup>2</sup> (EMP) includes:

- SDC Emergency Management Plan for all SDC Areas
- SDC Annual Health & Safety Management Plan
- SDC Emergency Response Plan Action Procedures for all SDC Facilities
- SDC Emergency Procedures Flip Chart

These plans are operationally focussed, and complement other plans relating to CDEM – refer to the next section.

### 6.12.2 Civil Defence Requirements

The Civil Defence and Emergency Management (CDEM) Act 2002 requires a risk management based approach to the sustainable management of hazards, both natural and man-made. This risk management process is applied across risk reduction, readiness, response, and recovery, as well as being integrated through the involvement of all sectors within the wider CDEM community.

SDC has developed a CDEM Strategy and local arrangements for response to an emergency. This covers the establishment of an Emergency Operations Centre (EOC) from Council premises, and provision of a range of procedures and plans to meet specific types of CDEM contingencies. The EOC uses Standard Operating Procedures (SOP) in carrying out its responsibilities.

Resources covered under the services described in this plan may be utilised for emergency situations. This includes the use of maintenance contractors to maintain ‘lifelines’. Individual contract documents outline any contractor requirements to assist with emergency response. In addition the Council provides in-house teams that are trained in civil emergency response. A number of the community centres and halls across the district serve as Civil Defence Sector Posts or as Welfare Centres.

#### **Emergency Operations Centres:**

Located in IL4 rated buildings (Selwyn District Head Quarters).

#### **Emergency Centres**

May use a number of local community centres and halls or other Council buildings (where these are suitable for emergency response purposes)

Set up and managed locally with support from Civil Defence (Selwyn District Council).

Intended as a place to gather for a short period of time to provide support and information.

#### **Emergency Welfare Centres:**

Located in, Lincoln Events Centre, Selwyn Sports Centre, Darfield Recreation Centre, and West Melton Community and Recreation Centre.

Set up and managed by Civil Defence (Selwyn District Council) supported by members of recognised community organisations.

Intended to provide a range of emergency welfare services such as accommodation, clothing, and food, emotional and financial support.

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<sup>2</sup> Selwyn District Council Emergency Management Plan for all SDC Areas, June 2016

### 6.12.3 Lifeline Utilities

In terms of the Act, Council is a “Lifeline Utility” and has legal responsibilities. Specifically, this relates to SDC’s three waters and roading functions which have particular requirements to fulfil under the provisions of the Act.

### 6.12.4 SDC Lifelines Utilities Response Plan<sup>3</sup>

The “Lifelines Utilities Response Plan” was prepared to provide guidance to asset managers and response personnel when an event occurs. While the Community Facilities activity is not formally a “lifeline utility” as defined in the CDEM Act 2002, the response plan is relevant due to its inclusion of “Essential Council Buildings”.

The purpose of the response plan is “to facilitate the most appropriate and timely achievable responses to adverse events affecting Lifeline Utilities in the Selwyn District”. It includes a wide range of natural hazard events and describes emergency response control and coordination arrangements between lifeline utilities and agencies both within SDC and externally (electricity, telecommunications, fuel, fast moving consumer goods and banking).

It provides background information relating to the hazards and highlights the interdependencies between the various utilities (see Section 6.14.3 below). Table 6 in the plan highlights the potential effects on SDC Essential Buildings (reproduced below).

Event or Consequence of Failure	Cascade Effect 1	Cascade Effect 2	Cascade Effect 3	Intervention 1 < 24 hrs	Intervention 2 24 - 48 Hrs	Intervention 3 > 2 Days
<b>Events which directly affect Essential SDC Buildings</b>						
Snow loadings or earthquakes	Damage to buildings & facilities	Potential inability to continue service		Facilities checked		
				Ascertain outage periods for affected staff		
				Assess extent of reinstatement		
				Assess alternative housing solutions		
Extreme Cold temperatures	Frozen pipes	Inability to continue service		Run water to waste (to stop freezing)		
<b>Impacts which result from the failure of other utilities</b>						
Road Access lost	No access until access roads cleared	Inability to continue service		Alternative transport arrangements		
	Inability to supply standby generators with fuel	Inability to continue service		Access cleared on basis of criticality	Arrange supply of fuel	
Power outage	No lighting	Inability to continue service		Ascertain power outage periods	Maintenance & Fuelling of standby generators	
	No heating	Inability to continue service				
	No IT/Computers	Inability to continue service				
	Inability to continue service			Send staff home Communicate with public		
	No connection for standby generator	Inability to continue service		Arrange for connection prior to event		
	No hire generators available	Inability to continue service		Instigate Hire Generators agreements		
Communications failures (phones)	Normal operations reduced	Potential inability to continue service		Communicate with public		
	Contract Response times exceeded					

Table 6-11: Effects of Hazards on SDC Essential Buildings

The response plan also describes inter-utility arrangements, protocols, and response priorities. This includes Building Priorities:

A number of buildings are considered highest priority, these are the Selwyn District Council HQ building in Rolleston and the Welfare Centres. The welfare centres are Lincoln Events Centre, Rolleston Community Centre, Darfield Recreation Centre and Leeston Rugby Club Hall. Note that the Leeston Rugby Club hall is currently being reviewed following a seismic strength assessment and is likely to be withdrawn as a welfare centre and replaced by an alternative building. Other buildings include evacuation and emergency response functions based in the Kirwee and Southbridge Community Halls. These halls have been equipped with permanent over-size generators to ensure continuity of power.

<sup>3</sup> Selwyn District Council Lifeline Utilities Response Plan, November 2016



### 6.12.5 Pandemic Risk Management – COVID-19

In response to the COVID-19 pandemic situation the 'Selwyn District Council Tactical Business Continuity Plan (BCP)' - COVID-19 Pandemic has been prepared in 2020. This plan is viewed as a living document and has been updated as required.

This plan covers the SDC response to a pandemic. It outlines the action that will be taken internally, to ensure that the critical services SDC delivers continue throughout the event. This plan excludes the 'external' response that will be led by Public Health, District Health Board or CDEM mechanisms.

The plan provides a flexible framework of action, outlining Selwyn District Council's response steps, tailored to the specifics, severity and phase of the pandemic event.

SDC's:

- Phases and triggers are informed by the MoH's phases – which in turn are informed by the WHO phases.
- Alert levels apply our local triggers specific for SDC but are informed by National, and Local, Health Authorities.

This ensures SDC's planning reflects the local situation and services, whilst accounting for national and international terminology and warning levels.

SDC along with other agencies must plan for and respond to a pandemic within our sector for the benefit of staff and our communities.

The actions within this plan are laid out depending on the declared level of alert from the MoH, with added elements to reflect SDC local variations.

Actions are focused on protecting staff, minimising the spread of the infection and continuing to deliver critical services. The plan sets out the required actions and protocols to be followed depending on the Alert Level.

### 6.12.6 Business Continuity Planning and Response

Council approved the latest version of the 'Business Continuity Response Plan' at the Audit and Risk Committee in July 2020. This plan sets out the overall Selwyn District Council response to any major event that could impact on its 'business as usual' activities. The objectives of this plan are to ensure that:

- staff safety and welfare are ensured
- maximum possible service levels are maintained
- the business recovers from interruptions as quickly as possible
- staff have a clear understanding of roles and responsibilities in an event
- the stress and disruption for staff and customers is minimised
- all necessary resources are available and deployed effectively and efficiently

The plan sets out the composition of the Business Response Team and the procedures, processes, actions and responsibilities for managing significant disruption to usual Council business activities. Templates and checklists are included in the plan to ensure consistent approaches are followed.

To ensure Selwyn District Council is prepared, on-going planning responsibilities include:

- the distribution of the plan to key staff (including updates);
- on-going business response awareness training and exercises;
- conducting an annual review of all plan procedures and supporting information and updating as required.

The figure below sets out the guidelines for responding to an incident or event that will lead to business disruption.

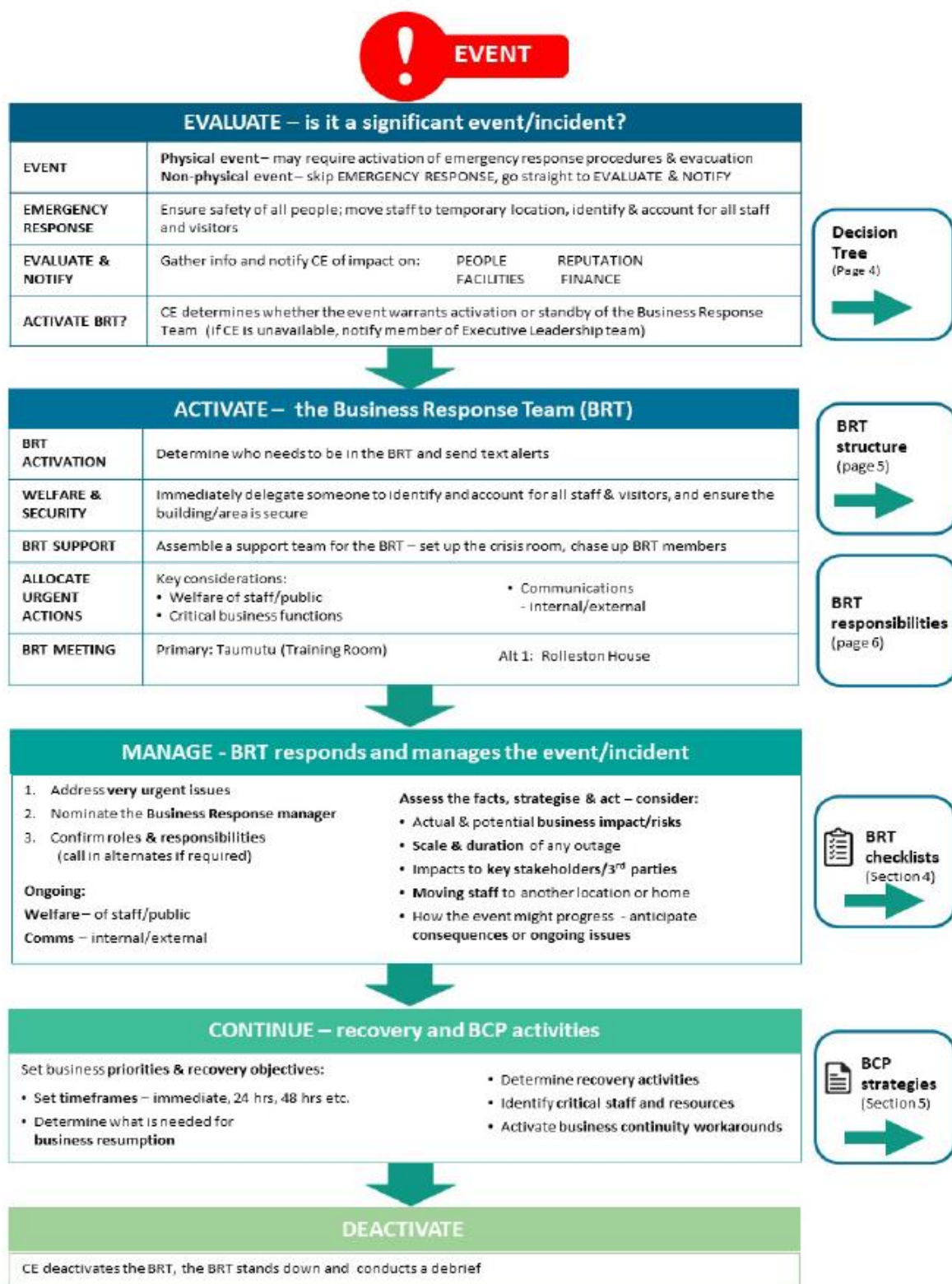


Figure 6-2: Business Continuity Response Activation Guide

## 6.13 Climate Change Risks

The Canterbury Climate change workgroup (RCCWG) has carried out Climate Change Risk Screening Assessment for Canterbury – known as the Canterbury Climate Change Risk Screening (CCCRS) based on the National Climate Change Risk Assessment (NCCRA) guidelines. This screening assessment is the first part of a more detailed risk assessment process and identifies the priority risks and opportunities for the Canterbury region.

The CCCRS is a high-level screening across the five value domains identified within the NCCRA Framework: (i) Built environment, (ii) economy, (iii) natural environment, (iv) human, and (v) governance. In the next stages of the risk assessment process, the climate risks for Canterbury identified in this CCCRS can be assessed in more detail and in a more locally-relevant manner, and specific recommendations for achieving adaptations and reducing risk can be provided across the five value domains.

The screening assessment forms part of the more detailed risk assessment process shown in the diagram below:

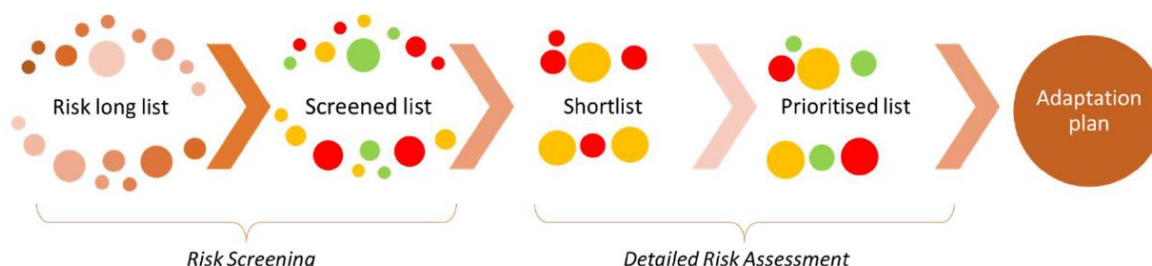


Figure 6-3: Risk Screening & Assessment Process

The CCCRS notes that climate change is already having visible effects in the Canterbury region, and these will continue to become more apparent over time. Climate change will affect rainfall, temperature and extreme weather events, which will result in wide ranging impacts across the Canterbury landscape. Climate change is also expected to present opportunities for Canterbury, including less frost inland and a longer crop growing season.

The expected impacts for Canterbury identified in the CCCRS, based on the business as usual scenario, are summarised below.

### Coastal Changes

Sea levels are already rising. If global emissions follow a business as usual trajectory, it is projected that sea levels in Canterbury will rise by one metre by the end of the century. Projected sea level rise in Canterbury is expected to have a high impact on east Christchurch and significantly increase coastal erosion across the region. Over the last century New Zealand's sea-surface temperature has increased 0.71 degrees Celsius, and ocean temperatures are expected to continue increasing this century.

### Temperature Changes

Over the past 100 years, the mean annual temperature in Canterbury has increased by ~1.0oC. Under a high emissions scenario, the annual mean temperature is projected to increase by +3.0oC at the end of century, with less warming in spring, more warming in winter, and inland higher elevations warming quicker than lower coastal elevations.

### Rainfall Changes and Extreme Weather Events

Changes in rainfall are expected for Canterbury, with projections for less rainfall in winter and more in summer. Over this century, it is also projected that pluvial, fluvial and coastal and estuarine flooding events will increase. Stronger storms and westerly winds are projected under climate scenarios, with strengthened ex-tropical cyclones expected to make landfall in Canterbury.

### Risk Identification

A process was undertaken to develop a long list of elements at risk. The risk elements within the built, natural, and economy value domains that were deemed as being at major or extreme risk were then prioritised and analysed to identify those that would require further investigation and understanding.

The elements at risk on the 'long list' that have relevance to the Community Facilities Activity are shown in the table below.

Value Domain	Risk Element	Climate Hazard	Present Impact	Mid-term Impact (2040-2060)	Long Term Impact (2090)	Impact Score
Built Environment	Public Sector Buildings	Fluvial & pluvial flooding	Yes	Yes	Yes	Moderate
Built Environment	Public Sector Buildings	Increasing coastal erosion	No	Yes	Yes	Moderate
Built Environment	Public Sector Buildings	Sea level rise & salinity stresses	Yes	Yes	Yes	Insignificant
Built Environment	Community spaces (venues, halls, libraries, leisure facilities etc.)	Fluvial & pluvial flooding	Yes	Yes	Yes	Moderate
Built Environment	Community spaces (venues, halls, libraries, leisure facilities etc.)	Increasing coastal erosion	Yes	Yes	Yes	Moderate
Built Environment	Community spaces (venues, halls, libraries, leisure facilities etc.)	Sea level rise & salinity stresses	Yes	Yes	Yes	Insignificant
Built Environment	Parks and reserves	Drought	No	Yes	Yes	Moderate
Built Environment	Parks and reserves	Change in mean annual rainfall	No	Yes	Yes	Moderate
Built Environment	Cemeteries	Climate change - generic				
Built Environment	Septic tanks	Change in mean annual rainfall	No	Yes	Yes	Moderate
Economy	Exotic Forestry	Storms & wind	Yes	Yes	Yes	Major
Economy	Exotic Forestry	Increased fire-weather	Yes	Yes	Yes	Major
Economy	Exotic Forestry	Higher mean temperatures	Yes	Yes	Yes	Extreme
Economy	Tourism Sector	Sea level rise & salinity stresses	Yes	Yes	Yes	Minor
Economy	Tourism Sector	Change in mean annual rainfall	Yes	Yes	Yes	Minor
Economy	Tourism Sector	Reduced snow & ice	No	Yes	Yes	Major
Economy	Tourism Sector	Fluvial & pluvial flooding	No	Yes	Yes	Major
Natural Environment	Native terrestrial biodiversity - flora & fauna	Drought	Yes	Yes	Yes	Major
Natural Environment	Native terrestrial biodiversity - flora & fauna	Increased fire-weather	Yes	Yes	Yes	Major
Natural Environment	Native terrestrial biodiversity - flora & fauna	Reduced snow & ice	No	Yes	Yes	Major
Natural Environment	Groundwater - availability and quality	Change in mean annual rainfall	No	Yes	Yes	Extreme
Natural Environment	Groundwater - availability and quality	Drought	No	Yes	Yes	Major
Natural Environment	Groundwater - availability and quality	Sea level rise & salinity stresses	No	Yes	Yes	Major

Value Domain	Risk Element	Climate Hazard	Present Impact	Mid-term Impact (2040-2060)	Long Term Impact (2090)	Impact Score
Natural Environment	Water quality (lakes and rivers)	Higher mean temperatures	Yes	Yes	Yes	Extreme
Natural Environment	Water quality (lakes and rivers)	Storms & wind	No	Yes	Yes	Moderate
Natural Environment	Water quality (lakes and rivers)	Increasing landslides & soil erosion	Yes	Yes	Yes	Moderate
Natural Environment	Water quality (lakes and rivers)	Sea level rise & salinity stresses	Yes	Yes	Yes	Major
Natural Environment	Water quality (lakes and rivers)	Change in mean annual rainfall	Yes	Yes	Yes	Major
Natural Environment	Terrestrial, freshwater, and marine pests and diseases	Change in mean annual rainfall	No	Yes	Yes	Major
Natural Environment	Terrestrial, freshwater, and marine pests and diseases	Higher mean temperatures	No	Yes	Yes	Major
Natural Environment	Terrestrial, freshwater, and marine pests and diseases	Reduced snow & ice	Yes	Yes	Yes	Extreme
Natural Environment	Terrestrial, freshwater, and marine pests and diseases	Drought	Yes	Yes	Yes	Moderate
Natural Environment	Lowland and coastal environments	Sea level rise & salinity stresses	Yes	Yes	Yes	Extreme
Natural Environment	Lowland and coastal environments	Increased fire-weather	No	Yes	Yes	Major
Natural Environment	Lowland and coastal environments	Storms & wind	No	Yes	Yes	Moderate
Natural Environment	Montane and hill country environments	Drought	Yes	Yes	Yes	Major
Natural Environment	Montane and hill country environments	Heatwaves	Yes	Yes	Yes	Moderate
Natural Environment	Montane and hill country environments	Increased fire-weather	Yes	Yes	Yes	Extreme
Natural Environment	Montane and hill country environments	Storms & wind	Yes	Yes	Yes	Major
Natural Environment	Wetlands (non - coastal and non -alpine)	Drought	No	Yes	Yes	Moderate
Natural Environment	Wetlands (non - coastal and non -alpine)	Fluvial & pluvial flooding	No	Yes	Yes	Moderate



Value Domain	Risk Element	Climate Hazard	Present Impact	Mid-term Impact (2040-2060)	Long Term Impact (2090)	Impact Score
Natural Environment	Wetlands (non - coastal and non -alpine)	Increasing landslides & soil erosion	No	Yes	Yes	Moderate
Natural Environment	Natural environment in urban areas	Change in mean annual rainfall	No	Yes	Yes	Moderate
Natural Environment	Natural environment in urban areas	Storms & wind	No	Yes	Yes	Moderate
Natural Environment	Natural environment in urban areas	Increasing landslides & soil erosion	No	Yes	Yes	Moderate

Table 6-17: Long List of Climate Change Risks (extract from CCCRS)

### Climate Change Adaptation Actions

Following on from the work initiated on climate change by the RCCWG, the Council has undertaken a process to identify and record adaptation actions. This is also part of responding to the policy adopted by Council on Climate Change and, in particular:

- Council will carry out regular risk/opportunities assessment related to Climate Change and its impact/benefits to the Council's assets, businesses and its communities.
- Council will make Climate Change mitigation and adaptation a core component of its planning and decision making and mainstream it into the Council's function and activities.

A number of adaptation actions have been developed and, where appropriate, have been incorporated into this plan. These include:

- Budget for increased maintenance, repair and replacement costs for public assets that are exposed to coastal hazards.
- Planning and designing any new community facilities and public spaces to be climate-resilient e.g. location selection, landscaping and building material selection.
- Budget for increased maintenance, repair and replacement costs for public assets that are exposed to flooding.
- Reduced reliance on irrigation systems and ground water sources for community/public facilities.
- Incorporate Climate Change into council biodiversity/conservation management plans and activities.
- Arrangements for new reserves/refuges for species protection.
- Manage water abstraction to retain environmental levels of groundwater in times of drought, low rainfall (where bores are used for irrigation).
- Coastal hazard assessments incorporating Sea Level Rise.
- Wind/storm events - identify most vulnerable aspects of these environments.

## 6.14 Resilience of Infrastructural Assets

### 6.14.1 Natural Hazards

Selwyn District is subject to a wide range of natural hazards, including earthquake, flooding, tsunami, meteorological events (snow, wind), mass movement (land slip), and wildfire. These are described in more detail in various hazards reports (such as those prepared by ECan) and Canterbury Lifeline Utility Group publications (referred to in the SDC Lifelines Utilities Response Plan above). They are also described in SDC planning documents, such as the District Plan.

Several significant recent events have been recorded which have caused damage to property and the environment, with no one hazard being a “standard” event. The district has suffered several major events over the last 25 years:

- Snow Storm 1992
- Flooding - Selwyn River flooding 2003
- Fires 2002 and 2017
- Wind storm 2013
- Canterbury Earthquakes 2010 and 2011

### 6.14.2 Infrastructure Resilience

The National Infrastructure Plan (2011) defines “resilience” as:

*“The concept of resilience is wider than natural disasters and covers the capacity of public, private and civic sectors to withstand disruption, absorb disturbance, act effectively in a crisis, adapt to changing conditions, including climate change, and grow over time”.*

The Thirty Year New Zealand Infrastructure Plan 20154 defines the attributes of infrastructure resilience as shown below:



Figure 6-4: Attributes of Infrastructure Resilience

Risk management is typically considered in the context of the “4 R’s” as shown in the diagram below. When a “shock” event occurs, resilience means increased awareness, reduced vulnerability, faster adaptation and a faster recovery

4 National Infrastructure Unit, NZ Treasury

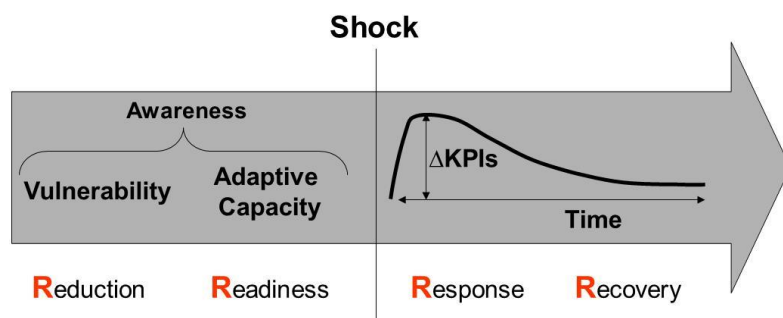


Figure 6-5: Resilience and the 4R's

Engineering measures such as asset strengthening can reduce the effects of an event, while readiness is about organisational preparedness.

This diagram also illustrates the importance of pre-event awareness as a key component of resilience – firstly understanding the vulnerability of the assets, and secondly “adaptive capacity” a critical organisational capability for readiness.

Following the event, a sudden change in the levels of service being provided occurs, and it typically takes a much longer period for services to return to full normality.

Infrastructure resilience is a significant issue for communities within the District and across the country, given the range of hazards that New Zealand is exposed to. This relates to both “horizontal” infrastructure such as roads and power lines, and also “vertical” infrastructure largely comprising buildings. Resilience is concerned not only with physical aspects relating to the assets but also with the organisation’s capabilities in terms of aspects such as readiness and adaptability.

There are two broad approaches to assessing the risks of natural hazards to infrastructural or built assets – firstly, an all hazards approach which assesses the effects of the loss of the asset on services no matter what the hazard event; and secondly, a specific assessment which identifies the physical impacts of different hazard events on lifeline networks and individual assets.

Note that the response plan above takes an all hazards approach identifying expected consequences and cascade effects. Further work is required to better understand the impacts of specific hazard events and the level of resilience actual vs desired.

In considering the physical infrastructure itself, it is important to understand how resilient it is now compared to how resilient it should be. This addresses dimensions such as physical robustness, redundancy and design, in the context of specific hazard events. A key factor post-event is how quickly the assets can be reinstated, or service replacement can be put into place, to meet the community’s immediate and short term needs before recovery gets underway.

In terms of Community Facilities Assets, critical building infrastructure is required to be constructed or strengthened to the appropriate building standard. For example the Council’s emergency operation centre (part of the SDC HQ) is constructed to Importance Level 4 (IL4) standard. Other public buildings are required to be constructed to IL3. Council has undertaken a seismic strengthening programme on a number of public buildings where the standard was inadequate.

To date, the Council has not carried out a comprehensive Lifelines Study or resilience assessment, but has built up a body of knowledge of the impacts of events that have occurred as noted above. Such a study would identify the nature, scale and locality of natural hazard events and carry out a risk assessment of the infrastructure which may be exposed to the hazard events, leading to the identification of mitigation actions for risk “reduction”. These actions may range from updating design standards through to asset strengthening or replacement, based on priorities linked to the “resilience gap”.

A number of hazard events are assessed in the risk register (refer subsequent sections), however these do not provide a complete “lifelines picture”.

An Improvement Plan action is to update the assessment with a particular focus on the resilience of critical assets and systems relating to Community Facility assets which have a role to play in a CDEM event (declared or non-declared).

### 6.14.3 Interdependencies

An important aspect of the “lifelines approach” above is the concept of “interdependencies”, which addresses questions such as:

What other utility services the network depends on – such as power or fuel at particular locations, or physical access by road or bridge; and, what is the level of this interdependency? (E.g. High, Medium, Low)?

Is that utility fully aware of your need? What mitigation actions should that utility consider? How should their network be modified?

What other utilities are dependent on your assets (e.g. pipes / cables on a bridge)? Are they aware of the vulnerability (if any) of your asset? If you are considering work on the asset would they reconfigure their assets? Might they be interested in paying to strengthen your asset to provide them with better protection?

Where a confluence of important lifelines occurs, such as multiple services crossing a single bridge, a “hot spot” exists. Such sites warrant particular, inter-utility cooperation to address the risks and reduce the potential impact of a cascade failure affecting multiple services.

Understanding of interdependencies is currently achieved through inter-utility communication and by regular SDC involvement with the Canterbury Lifeline Utilities Group.

The following figure provides an assessment of lifeline utilities and services on each other. The horizontal row, SDC Essential Buildings, shows a high level of dependence on Water, Wastewater, Stormwater, Roadway, Electricity, Telecommunications and Fast Moving Consumer Goods (food supplies).

Utility	Utility Sub-set	Water supply	Waste water	Stormwater	Land Drainage	Water Races	Solid Waste	Roading	Essential SDC Buildings	Rural Fire Fighting	Electricity	Fuel and Gas	Telecoms	Fast Moving Consumer Goods	Railways
Water supply	Intakes	NA	0	0	1	0	0	3	0	1	1	1	2	0	0
	Treatment Plants	NA	2	2	0	0	0	3	3	0	3	2	2	1	0
	Pump Stations	NA	2	2	0	0	0	3	3	0	3	2	2	1	0
	SCADA	NA	0	0	0	0	0	2	2	0	3	2	3	1	0
	Reservoirs	NA	0	1	0	0	0	3	0	0	2	1	2	1	0
	Reticulation	NA	0	0	0	0	0	3	0	0	1	0	1	0	0
Wastewater	Treatment Plants	2	NA	2	0	0	0	3	3	0	3	2	2	1	0
	Pump Stations	2	NA	2	0	0	0	3	3	0	3	2	2	1	0
	SCADA	0	NA	0	0	0	0	2	2	0	3	2	3	1	0
	Reticulation	2	NA	0	0	0	0	3	0	0	1	0	1	0	0
Stormwater	Reticulation	0	0	NA	0	0	0	3	0	0	0	0	0	0	0
Land Drainage	Osbornes Pump Station	0	0	0	NA	0	0	3	0	0	3	2	2	1	0
	Drains	0	0	0	NA	0	0	2	0	0	0	0	0	0	0
Water Races	Intakes	0	0	0	0	NA	0	3	0	1	1	0	0	0	0
	Water Races	0	0	0	0	NA	0	2	0	1	0	0	0	0	0
	Bridges & Siphons	0	0	0	0	NA	0	3	0	0	0	0	0	0	0
	SCADA	0	0	0	0	NA	0	2	2	0	3	2	3	0	0
Solid Waste	Collection	0	0	0	0	0	NA	3	0	0	0	3	2	0	0
	Transfer station	2	2	2	0	0	NA	3	3	0	3	3	2	1	0
	Composting	2	2	2	0	0	NA	3	1	0	3	3	1	1	0
	Recycling	1	2	2	0	0	NA	3	1	0	3	3	1	1	0
Roads	Carriageways	0	0	3	2	0	0	NA	0	2	0	2	1	0	0
	Bridges and Culverts	0	0	1	2	0	0	NA	0	0	0	2	1	0	0
	Street Lights / Traffic Signals	0	0	1	0	0	0	NA	0	0	3	1	3	0	0
Essential SDC Buildings	Buildings	3	3	3	0	0	2	3	NA	1	3	2	3	3	0
Rural Fire Fighting		3	0	0	0	3	0	3	0	NA	0	1	3	2	0
Electricity Networks		1	1	1	0	0	0	3	0	1	NA	2	3	2	0
Electricity Generation		2	2	2	0	0	1	3	0	1	NA	2	3	2	0
Fuel and Gas		2	2	2	0	0	3	3	0	1	3	NA	3	2	0
Telecommunications		2	2	2	0	0	2	3	0	1	3	2	NA	2	0
Consumer Goods		2	2	2	0	0	2	3	0	0	3	3	3	NA	2
Railways		1	1	0	0	0	0	2	0	1	2	3	3	2	NA

Table 6-12: Interdependencies Assessment (Source: SDC Lifelines Utilities Response Plan 2016)



## Annex 6A

### Risk Assessment Table

Activity Risk Relates To																								
Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry			Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
X	X	X	X	X	X	X	X	X	X			Asset Protection	All Council Assets	District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Damage to Council Assets from Theft resulting in their loss or their inability to be used for the function they were installed	Moderate	3	Often	4	Significant	12	Design and installation methods of assets to make it difficult to remove items Use of security fences/barriers/bollards to make it more difficult to remove larger items Security on some sites (lights/cameras/alarms) CPTED principles part of the design process Facility close up procedures to ensure buildings are secure Security Patrols and Alarm Monitoring Appropriate Insurance	Analysis of high theft areas to determine targeted responses
					X							Legal Compliance	Swimming Pool	District Wide Operational Swimming Pools	Assets/Infrastructure Compliance/Legal Political/Reputation	Council does not comply with NZS 4441 Swimming Pool user load, turnover period and circulation rate	Major	4	Often	4	Significant	12	Water testing regimes are compliant with Standard and testing kits supplied to committees. The SAC Plant Operator is qualified in water treatment practice and checks systems prior to season start and provides support to committees. Some pools have qualified water treatment operators. It is known that filtration systems are inadequate to meet turnover rates at Darfield, Leeston and Southbridge (toddlers pool) and these are planned for upgrades.	Continue current controls & ensure training of qualified Water Treatment operators for all pools. Implement programme to upgrade filtration systems
					X							Legal Compliance	Swimming Pool	District Wide Operational Swimming Pools	Assets/Infrastructure Compliance/Legal Political/Reputation	Council does not comply with NZS 5826 water quality criteria and frequency of testing of public pools	Moderate	3	Often	4	Significant	12	Water testing regimes are compliant with Standard and testing kits supplied to committees. Some pools have qualified water treatment operators. Bacteriological testing undertaken monthly via SAC manager	Continue current controls & train qualified water treatment operators for all pools.
X	X	X	X	X	X	X	X	X	X			Asset Protection	All Council Assets	District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Damage to Council Assets from Vandalism resulting in their loss or their inability to be used for the function they were installed	Minor	2	Frequent	5	Significant	10	Reactive repairs Install assets with robust and durable design/materials Consider assets that can be lost (e.g. hand towel dispensers can be ripped of wall with out taking the tiles which is more expensive to replace) Policy with response times for offensive and general graffiti Security on some sites (lights/cameras/alarms) CPTED principles part of the design process. Key facilities are coated with anti graffiti sealant Vandalism prevention/reduction a key question when selecting products Security Patrols and Alarm Monitoring Appropriate insurance	Analysis of high vandalism areas to determine targeted responses
X	X	X	X	X	X	X	X	X	X			Health and Safety	All Council Assets	District Wide Council Sites and Assets	Safety & Welfare Political/Reputation Compliance/Legal	Injury or fatality to contractor working on site	Catastrophic	5	Possible	2	Significant	10	Contract Health and Safety plans in place for maintenance contracts Contractors to have site wise certification Contractors to provide SSSP for all work H&S site audits Worksafe NZ advised of notifiable works (e.g. tree harvesting, work at height)	
X	X	X	X	X	X	X	X	X	X			Management	All Council Sites	District Wide Council Sites and Assets	Safety & Welfare Political/Reputation Compliance/Legal	Prosecution of Council under the Health and Safety at Work Act 2015 (HSWA) as a result of injury/death to a contractor, visitor or volunteer working Council Property	Catastrophic	5	Possible	2	Significant	10	Council Health and Safety Procedures in Place Contractors are required to have Site Wise SSSP required for work on site	

Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry		Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
								X			Health and Safety	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Safety & Welfare	Injury was to occur to contractor working on site	Catastrophic	5	Possible	2	Significant	10	Adherence to requirements of the Council's own Quarry Management Plan. The contractor has their own SSSP. Access is restricted to those persons with the required Certificate of Competency (A or B grade).	Engage quarry help when reviewing safety plans. Review and update the permit access forms for both extraction and access to stock piles to reflect new legislation and regulations. Ensure that the quarry manager has the required CoC and is maintaining their CoC and CPD hours. Monitor contractor compliance.
								X			Health and Safety	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Safety & Welfare	Injury was to occur to crushing and screening sub-contractor employee working on site	Catastrophic	5	Possible	2	Significant	10	Adherence to requirements of crushing and screening contractor's Site Safety Plans. Access is restricted to those persons with the required Certificate of Competency (A or B grade). Inspection of the pits occurs monthly.	Engage quarry help when reviewing safety plans. Review and update the permit access forms for both extraction and access to stock piles to reflect new legislation and regulations. Ensure that the quarry manager has the required CoC and is maintaining their CoC and CPD hours. Monitor contractor compliance.
								X			Health and Safety	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Safety & Welfare	Injury / fatality was to occur due to unauthorised access to operational gravel pit	Catastrophic	5	Possible	2	Significant	10	Pits are fenced and locked. Signage is provided on gates warning of hazards. Locks are changed regularly. Regular inspections are carried out.	Continue current controls with monthly inspections. Security for leased sites to be managed by lessee but monitored by the Council for compliance with the lease agreement.
								X			Health and Safety	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Safety & Welfare	Injury / fatality was to occur due to failure of unstable pit face	Catastrophic	5	Possible	2	Significant	10	Re-battering of exposed pit faces to a stable slope apart from the pit face being worked. Regular inspections to be carried out. Access is restricted to those persons with the required Certificate of Competency (A or B grade).	Continue to undertake re-battering works. Adoption of industry best practice in Quarry Management Plans. Monitoring of contractor compliance. Maintenance of the gravel pits is undertaken to ensure land remediation is maintained to an acceptable standard. Consider disposal of sites that are not required and rehabilitated. Develop rehabilitation plans for sites that are deactivated.
								X			Environmental Protection	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Environment	Contaminated material deposited in pits as part of clean fill operations	Catastrophic	5	Possible	2	Significant	10	National Clean fill Guidelines to be followed where authorised clean fill is permitted. Consents and monitoring in place for authorised pits. Prohibition of un-authorised filling. Source of fill a requirement.	Continue with current controls. Undertake PSI and DSI requirements under the NES process for new clean fill sites. Make sure sites are safe and fit for purpose. Carry out regular inspections and annual inspections. Testing of soil where required and well testing. Develop and maintain clean fill management plans.
								X			Management	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Political/Reputation	Prosecution of Council under the Health and Safety at Work Act 2015 (HSWA) as a result of injury/death to a contractor working on a gravel reserve.	Catastrophic	5	Possible	2	Significant	10	Contractor is required to be Health & Safety compliant. Site specific health and safety plans are required from all persons who access the site.	Contractors will be required to have safety plans in place as part of Quarry Management Plan. Greater degree of control to be exercised by contractor under the auspices of new contractual arrangements. Review the contractor arrangement. Review and update the permit access forms for both extraction and access to stock piles to reflect new legislation and regulations.
								X			Health and Safety	Forestry Plantation Blocks	District Wide Forestry Operations	Compliance/Legal Safety & Welfare	Forest plantations create a hazard to traffic by shading roads or reducing intersection sight lines	Major	5	Possible	2	Significant	10	Maintain set backs from roads Remove trees and vegetation that create a problem	For future forestry plantations ensure compliance with the 10 mtr set back requirements from the road and no excessive shading between 10am and 2pm
X	X	X	X	X	X	X	X	X	X	X	Health and Safety	Street Tree Reserve and Cemetery Trees	District Wide Council Sites	Safety & Welfare Asset/Infrastructure Compliance/Legal Political/Reputation	Injury/death/damage to assets from falling trees/branches	Catastrophic	5	Possible	2	Significant	10	Tree work carried out by qualified arborists under Parks and Reserves Contract Review and update of tree maintenance programmes as part of LTP process Hazardous trees have independent inspection	Out of date asset register that needs to be updated.
					X						Legal Compliance	Swimming Pool	District Wide Operational Swimming Pools	Assets/Infrastructure Compliance/Legal Political/Reputation	Council does not comply with Swimming Pools Fencing Act 1987	Catastrophic	5	Possible	2	Significant	10	Fences & gates are regularly inspected for compliance with Pools Fencing of Swimming Pools Act. Fences have been replaced at facilities with compliant structures	Continue current controls & upgrade/renew as required

Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry	Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
					X					Legal Compliance	Swimming Pool	District Wide Operational Swimming Pools	Assets/Infrastructure Compliance/Legal Politcial/Reputation	Signage does not meet Water Safety Signs Standard and does not provide sufficient information for safe use of facilities	Catastrophic	5	Possible	2	Significant	10	Standardised signage installed at all pools that meets the standard. Signage audited prior to season commencement	Continue current controls & upgrade/renew as required
					X					Health and Safety	Swimming Pool	District Wide Operational Swimming Pools	Assets/Infrastructure Compliance/Legal Politcial/Reputation	Injury or drowning through lack of suitable supervision	Catastrophic	5	Possible	2	Significant	10	Industry standards for pool supervision are achieved through staff lifeguards who are appropriately qualified and trained (SAC, Southbridge, Darfield, Sheffield). No supervision at other pools but have Pool Alone Policy & user responsibility agreement that must be signed before keys/cards issued for access. SAC has Poolsafe accreditation. Pool access is controlled out of hours – gates controlling access are self closing, alarms and/or cameras are present and monitored effectively.	Continue current controls. Implement and maintain accreditation with PoolSafe scheme for district & sub-district pools. Consider closure of pools where adequate supervision cannot be provided
X	X	X	X	X	X	X	X	X	X	Asset Protection	All Council Assets	District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Damage or loss of Council assets (or neighbouring assets) due to extreme weather event, especially high winds or snow and/or natural disaster (e.g. earthquake)	Major	4	Possible	2	Significant	8	Appropriate Insurance Asset maintenance programmes in place Snow gutter guards installed on facilities where appropriate Forestry Crop thinning programme followed and in appropriate season	
X	X	X	X	X	X	X	X	X	X	Health and Safety	All Council Sites	District Wide Council Sites	Safety & Welfare Political/Reputation Compliance/Legal	Traffic Hazards created during contracting operations	Major	4	Possible	2	Significant	8	Contractors required to provide traffic management plans for approval when work occurs in or crosses the road corridor	
X	X	X	X	X	X	X	X	X	X	Management	All Council Sites	District Wide Council Sites	Safety & Welfare Political/Reputation Compliance/Legal	Prosecution of Council under the Resource Management Act as a result of not having a Resource Consent or non compliance with Resource Consents	Major	4	Possible	2	Significant	8	Resource Consent register is maintained (in AMS) Conditions of consent are monitored and reported to ECAN as required. Ensure consent conditions are understood by contractors/maintenance personnel	Carry out review to determine SDC Property Group has all required resource consents for activities being carried out
X	X	X	X	X	X	X	X	X	X	Environmental Protection	All Council Sites	District Wide Council Assets	Safety & Welfare Political/Reputation Compliance/Legal Financial/Audit Environment	Council were to contaminate the environment from its operations (e.g. dust generation, contamination of water ways, effluent disposal, chemical use, storm water run off, chemical storage and/or fuel storage)	Major	4	Possible	2	Significant	8	Develop high risk operation instructions for contractors work (e.g. use of water trucks to suppress dust during construction) Compliance with ECAN permitted activities forms a part of the SSSP for site works All facilities housing chemicals and fuel are locked, have appropriate bunded protection and signage (Hazchem) & MSDS sheets available PPE is supplied Ensure waterways are protected with cleaning and maintenance procedures (e.g. sump protection) Septic tank performance monitored or replaced with approved or reticulated system	Develop maintenance programme for Council owned carpark sumps etc. to meet resource consent requirements

Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry	Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
X	X			X						Health and Safety	Playgrounds Skate Parks Flying Foxes	District Wide Playgrounds	Safety & Welfare Compliance/Legal Political/Reputation	Injury or fatality to users of Council playgrounds, flying foxes and skate parks	Major	4	Possible	2	Significant	8	Council has Play Policy requiring compliance with appropriate standard at time of installation (i.e.. NZS 5828: 2015 Playground Equipment and Safety Surface) Playground design to be signed off by RPII L3 Annual Inspector and Post installation inspections carried out before opening District Wide Annual Independent Condition/Compliance Audit District Wide Operational Inspection (including minor maintenance) and Routine Visual Inspections included in parks and reserves contract Renewal budgets for soft fall fall and equipment renewal in LTP Maintenance programmes developed appropriate for equipment	
X	X	X		X	X	X				Asset Protection	Pedestrian Bridges Vehicular Bridges Boardwalks Viewing Platforms	Bridge Structures on Council Property	Asset/Infrastructure Legal / Compliance Safety & Welfare	injury / fatality was occur due to failure of bridge structures on Council sites	Major	4	Possible	2	Significant	8	6 monthly condition inspections for minor repairs/trip hazards 6 yearly independent inspection by civil/structural engineer for compliance with SNZ HB 8630:2004 Tracks and Outdoor Visitor Structures (track classification urban path) Barrier heights assessed as per NZ Building Code, Clause F4, Table 1 Maintenance and renewal programmed into budgets through LTP process Increased inspection frequency for end of life assets	
X	X		X	X	X	X				Management	New Council Buildings and Assets	District Wide	Assets/Infrastructure Financial/Audit Political/Reputation	Council takes on new built assets that are no fit for purpose or carry defects that should be rectified by contractors. (In the past Council has paid to fix these incurring additional costs)	Major	4	Possible	2	Significant	8	Implement as part of project management Ensure design plans are reviewed by suitably qualified/competent persons Defects lists and periods are monitored by suitably qualified personal and not signed of unless completed (buildings, playgrounds, carparks etc) Contract retentions are taken and held with until the completion of the project.	
X	X	X	X	X	X	X	X	X	X	Management	All Council Assets	District Wide Council Assets	Assets/Infrastructure Financial/Audit	Council fails to improve business systems, data and processes to ensure best practice management of the increasing asset base and complexity of facilities and assets Council now manages	Major	4	Possible	2	Significant	8	Support Improvement Plan in LTP Risk based criticality assessment of assets to determine maintenance/renewal priorities Data standard for Property Group assets to ensure key information captured and updated in AMS and GIS	A task management system is needed to manage open spaces and facilities.
X	X	X	X	X	X	X	X	X	X	Health and Safety	All Council Sites	District Wide Council Assets	Safety & Welfare Political/Reputation Asset / Infrastructure	Injury to occur to user of Council sites or facilities due to slip, trip, fall hazards	Moderate	3	Possible	2	Moderate	6	6 monthly condition assessment of Council sites procedures for signage when cleaning wet areas Safety surfaces installed where appropriate (e.g. mats at entrance to buildings, anti slip surface on pedestrian bridges) injuries/near misses reported in Vault and investigated Parks and Reserves contract includes treatment programmes for moss/algae and for clearing pathways from leaf build up	
X	X	X		X		X	X	X		Heritage and Cultural Protection	War Memorials Memorials Art Protected Trees Heritage Buildings Heritage Items Council Sites	Heritage and Cultural Significant Sites and Assets including areas of significance to Maori.	Compliance/Legal Political/Reputation	Loss or degradation of heritage/cultural values was to occur through work carried out on Council sites/assets	Moderate	3	Possible	2	Moderate	6	Protocols in place with Heritage NZ and the District Plan. Consents required for work on listed buildings/structures/trees/sites and their associated heritage setting New sites, construction of new assets where appropriate are in consultation with local Iwi	Approval process for maintenance/operations contractors to be set up in contract documents Procedure for maintenance/cleaning of these assets GIS/AMS data made available to contractors for heritage items and settings Conservation Plans in place where necessary



Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry	Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
X	X	X	X	X	X	X	X	X	X	Asset Protection	All Council Assets	District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Damage to Council Assets from Fire (including wild fire) resulting in their loss or their inability to be used for the function they were installed	Moderate	3	Possible	2	Moderate	6	Appropriate Insurance Fire Systems/Smoke alarms in place where appropriate and as per Building Act Requirements and/or Tenancies Regulations (facilities, and housing) Cease high risk maintenance / contractor work during extreme fire risk season Maintain suitable fire breaks to protect property and assets (both Council's and neighbouring properties) Control vegetation growth where appropriate Contractors to carry fire fighting equipment and trained as to their use (as per approved Health and Safety plans) BWOF Compliance Compliance with Statutory Body Non Compliance Notifications (FENZ)	Develop fire protection plans for appropriate sites (e.g. forestry, facilities)
X	X	X	X	X	X	X	X	X	X	Environmental Protection	Horticultural Features Forestry Crops	District Wide Council Assets	Assets/Infrastructure Political/Reputation Environment	Damage or loss of Council horticultural features, forestry crops, waterways and neighbouring properties due to spray drift from herbicide applications	Moderate	3	Possible	2	Moderate	6	Approved spray contractors used (Grow safe certified). No spraying during windy conditions Advise neighbours prior to spraying (where large scale)	
X			X	X	X	X	X			Legal Compliance	Council Buildings	District Wide Council Buildings that are required to comply with the Building Act and Regulations	Asset/Infrastructure Political/Reputation Safety & Welfare Compliance/Legal Financial/Legal	Council Buildings do not meet the Building Act and Regulation requirements including fire compliance requirements	Moderate	3	Possible	2	Moderate	6	Maintain Compliance Schedule BWOF carried out by an IQP and check for annual compliance When building upgrade/projects occur allow for funding of Building Code compliance in the project cost Fire Reports prepared as part of building upgrade/extension works	
								X		Asset Protection	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Asset / Infrastructure Environment	Theft of gravel occurs	Moderate	3	Possible	2	Moderate	6	Pits are fenced and locked. Signage is provided on gates warning of hazards. Locks are changed regularly.	Continue current controls & consider entry control on larger pit. Security for leased sites to be managed by lessee. Regular inspections to be carried out.
								X		Asset Protection	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Asset / Infrastructure Environment	Groundwater levels increase in operational gravel pits	Moderate	3	Possible	2	Moderate	6	Pits closed when water table is high. Compliance with consents to ensure separation from ground water.	Consider viability of sites if ground water continues to rise with a view to closing some sites. Survey those sites that are operative to ensure operating above the ground water level.
								X		Affordability	Forestry Plantation Blocks	District Wide Forestry Operations	Financial/Audit	Market uncertainties lead to low returns on forestry plantation harvest	Moderate	3	Possible	2	Moderate	6	Assess market trends and time sales to meet optimal prices. Have a long term harvest strategy	Reduce investment in forestry over time
								X		Affordability	Forestry Plantation Blocks	District Wide Forestry Operations	Financial/Audit	ETS liabilities (carbon units) are excessive from deforestation	Moderate	3	Possible	2	Moderate	6	Manage withdrawal from forestry activity to reduce ETS impacts Re-stock deforested sites where able to (consideration of set back from road requirements) Consider on-selling as forested blocks	Budget for carbon unit liabilities as part of withdrawal from forestry activities (where known)
X						X	X			Utilisation	Leased and Rented Buildings, and Land	Commercial Property, Property and Rental Housing, Leased Land	Financial/Audit	The occupancy rate of Council properties for rent is lower than target	Moderate	3	Possible	2	Moderate	6	Improve quality of required housing stock or Dispose of non-viable properties Annual valuation of Commercial Properties and review of rentals to ensure market value	
		X								Reliability	Cemeteries	District Wide Council Cemeteries	Asset/Infrastructure	Burials can not take place because of high water tables	Moderate	3	Possible	2	Moderate	6	Check if burial site can be relocated within cemetery Pump water prior to burial Ensure grave is adequately shored to avoid collapse (grave frames)	When planning future cemetery extensions or new cemetery sites, ensure these sites are not adversely affected by high ground water tables (or climate change)

Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry	Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
		X								Health and Safety	Cemeteries	District Wide Council Cemeteries	Asset/Infrastructure Safety/Welfare	Injury to visitor/contractor in cemetery occurs as a result of falling masonry and/or headstones	Moderate	3	Possible	2	Moderate	6	Cemetery Bylaw requires permits & installation of monuments and headstones by a register monumental mason to meet NZS 4242:1995 Headstones and Cemetery monuments standards 6 monthly inspection of cemeteries Small annual budget for headstone/grave repairs where family members can not be located	
		X								Health and Safety	Cemeteries	District Wide Council Cemeteries	Asset/Infrastructure Safety/Welfare Compliance/Legal	Injury to visitor/contractor in cemetery occurs as a result of poor sexton practices (e.g. grave collapse or uncovered graves/ash plots)	Moderate	3	Possible	2	Moderate	6	Sexton Contract (as part of parks and reserves contract) to have a SSSP for cemetery work and burials Graves are to be dug with appropriate equipment and the use of shores/burial frames where there is the possibility of grave collapse Use of burial frames No entry into graves Family's can only backfill graves manually (with spade) to the top of the casket Any unsupervised graves must be suitably marked and covered	
		X								Reliability	Cemeteries	District Wide Council Cemeteries	Compliance/Legal	Council cemetery records are not accurate or records are lost	Moderate	3	Possible	2	Moderate	6	Convert records to electronic form with associated GIS records	Establish QA system for records and/or burial plot sales data Capture all burial plots in GIS Ensure any expansion of burials into new grounds has detection carried out on sites to identify any unknown unmarked graves
X	X		X	X	X	X				Utilisation	Council Buildings including CC+Halls, Public Toilets, Libraries and Council Assets (e.g. sports fields, tennis courts, playgrounds)	District Wide Council Assets	Asset/Infrastructure Financial/Audit	The level of utilisation of Council facilities or assets are insufficient to warrant continued provision	Moderate	3	Possible	2	Moderate	6	Capture utilisation data of facilities e.g. public toilets (counters), cc + halls (booking system) and assets by sports draws and intercept surveys. Through LTP process consider utilisation in conjunction with operation/capital costs for decommissioning/relocation of underutilised assets	
X	X	X	X	X	X	X	X	X	X	Affordability	District Wide Council Assets	District Wide Council Assets	Financial/Audit	there is high cost of 'unknown' buildings component or grounds asset renewals or rehabilitation and/or significant overspend on project/capital allocations	Moderate	3	Possible	2	Moderate	6	Centralised AMIS system for holding Council Asset Register Condition, Replacement Costs and estimated asset lives to be reviewed as part of LTP process to provide confidence in operations and renewal costings Large projects to have an accurate QS costing and project brief before commencement of contract to reduce risk Optimised maintenance and renewal programmes prepared as part of LTP	Identify missing asset groups and develop programme for capturing data (e.g. water services on Council owned property)
X	X	X	X	X	X	X	X	X	X	Affordability	District Wide Council Assets	District Wide Council Assets	Financial/Audit	there is substantial and continued labour and material cost increases for building and open space operations and maintenance	Moderate	3	Possible	2	Moderate	6	Routine maintenance and services incorporated into contracts with at least annual fixed rates Contract rates and escalations provided for in the LTP	
X	X			X	X					Community Participation	District Wide Sites that have a Committee Management Structure	Sites and/or Facilities Managed by Committee	Financial/Audit Safety & Welfare Asset/Infrastructure	sites/facilities managed by committees are unable to comply with legislation, are under resourced in providing effective asset management or to deliver projects then LoS can drop. Diminishing volunteerism can make committees unviable to operate	Moderate	3	Possible	2	Moderate	6	Community Service and Property Group processes in place to support committees. Legislative and compliance requirements carried out directly by Council Projects managed by SDC staff in consultation with committees	The "community management" model of committees is being reviewed/consulted on as part of the 2021-31 LTP

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X	X	X	X	X	X	X	X	X	X		Affordability	District Wide Council Assets	District Wide Council Assets	Financial/Audit	Council can not afford to undertake required building / asset renewal or improvement works	Moderate	3	Possible	2	Moderate	6	Renewal programmes developed based on legislative requirements, condition, trend analysis, growth predictions, utilisation, capacity, LoS and community requests. Develop risk based criticality matrix to guide decision making to prioritise renewal projects Renewal programmes in 10 year plan	Consider funding of depreciation
X			X	X	X	X					Capacity	Council Facilities and Council Assets such as campgrounds, sports fields and sports courts	District Wide Council Assets	Asset/Infrastructure Service Delivery	Council facilities and assets have insufficient capacity to meet demand particularly for peak usage times (e.g. public toilets, libraries, sports fields/courts, campgrounds)	Moderate	3	Possible	2	Moderate	6	Growth projections and utilisation data reviewed every three years of part of LTP process to confirm capacity of facilities, assets and associated infrastructure. Extensions and rebuilds included in LTP Consider decommissioning, repurposing or non renewal of under utilised, assets	
X	X	X	X	X	X	X	X	X	X		Health and Safety	All Council Sites	District Wide Council Assets	Safety & Welfare Political/Reputation Compliance/Legal Financial/Audit Environment	Health risk occurs to user of Council facility or site due to poor sanitation	Moderate	3	Possible	2	Moderate	6	Reticulated sewerage in place for some of district. Dry vault and septic tanks on other sites. Develop maintenance programme in place for servicing and emptying in place	Carry out district wide assessment of Council sites to identify all waste water treatment types and priority maintenance and renewal programme
X	X	X	X	X	X	X	X	X	X		Health and Safety	All Council Sites	District Wide Council Assets	Safety & Welfare Political/Reputation Compliance/Legal Financial/Audit	Health risk occurs to user of Council facility or site due to poor quality drinking water	Moderate	3	Possible	2	Moderate	6	Reticulated water in place for some of district Remaining on well and treatment systems. Ensure compliance with Drinking Water Standards Backflow preventers installed for drinking fountains Install signage where water is non potable (e.g. cemeteries/some public toilets)	Carry out district wide assessment of Council sites to identify all water supply and treatment types Develop maintenance and testing programmes for these sites to comply with consent conditions
X	X	X	X	X	X	X	X	X	X		Management	All Council Assets	District Wide Council Assets	Assets/Infrastructure Financial/Audit	Council fails to address failures, defects and repairs directly with the contractor/manufacturer and therefore Council incurs additional costs	Moderate	3	Possible	2	Moderate	6	All projects and maintenance work to be provided with warranty documents	Develop a warranty register and update process to include review of warranties before repair of failures/faults/defects
X	X	X	X	X	X	X	X	X	X		Management	Privately Owned and Club Owned Assets	District Wide	Assets/Infrastructure Financial/Audit	Many clubs with assets on Council owned land (such as sports ground lighting and/or pavilions) can no longer afford to maintain these assets and meet the cost of compliance and renewals and what to gift them to Council. Other privately owned district buildings/assets are also sometimes offered for "gifting to Council", when we have no demand requirement for them.	Moderate	3	Possible	2	Moderate	6	Develop a strategic approach to determining if Council will take on the maintenance/ownership/insurance of these assets and associated legacy issues, especially health and safety or heritage listings. Consider sale or demolition of unoccupied or buildings offered for gifting to Council	
X	X	X	X	X	X	X	X	X	X		Asset Protection		District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Council fails to maintain assets as per legislation, manufacturers guidelines and industry best practice and assets fail at significant cost (eg speciality sport surfaces hockey turf, HEVAC systems)	Moderate	3	Possible	2	Moderate	6	Ensure copies of manufactures O&M manuals are provided with all assets Develop planned maintenance and cleaning programmes that are approved by suppliers and ensure that they maintain warranty conditions	Task Management System
X	X							X	X		Biodiversity Protection	All Green/Open Space Assets	District Wide Council Assets	Environment Political/Reputation Compliance/Legal	Loss or degradation of biodiversity and natural areas as a result of Council action or inaction	Moderate	3	Possible	2	Moderate	6	Council is a signatory to the Canterbury Biodiversity Strategy (regional level) Biodiversity staff (x2) employed by Council	Development of a district Biodiversity Strategy.

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X				X	X	X	X			Asset Protection	All Council Buildings	District Wide Council Buildings	Financial/Audit Compliance/Legal	Tenants/Users/Leasees of Council owned buildings may cause damage to the property beyond normal wear and tear	Moderate	3	Possible	2	Moderate	6	Maximum Bond for Rental Properties Tenants vetted 3 monthly property inspections Bonds for events Lease agreements / Level of service agreements in place clearly stating damage to be covered by leasee/user	
X	X	X	X	X	X	X	X	X	X	Asset Protection	All Council Assets	District Wide Council Buildings and Assets	Asset/Infrastructure Political/Reputation Safety & Welfare Compliance/Legal Financial/Audit	Council assets fail, are not available for use, generate hazards or are not fit for purpose because of: poor condition poor maintenance / renewal poor design /construction	Moderate	3	Possible	2	Moderate	6	Reactive repairs as required Risk based Asset Criticality defined Maintenance programmes developed based on criticality, legislative requirements, manufacturers instructions and industry best practice and budgeted for in LTP Monitor by appropriate condition inspection frequency by suitably qualified personnel (e.g. IPWEA for park furniture condition, RPII L3 for playgrounds, Structural engineer for bridges) Use Engineering Code of Practice and industry best practice design guidelines All accidents/near misses recorded/report in Vault system and follow up actions noted.	Implement Task management system for the scheduling and tracking of planned and reactive maintenance New assets coming on line (e.g. systems HEVAC, Fire) can not be assessed by condition for renewal. Require trend analysis tool for determine failure.
						X	X			Affordability	Leased and Rented Buildings	Commercial Property, Property and Rental Housing	Financial/Audit	Returns on the Council capital investments are low	Moderate	3	Possible	2	Moderate	6	Calculate return on investment (ROI) and set minimum targets Review rents/leases at least annually Develop disposal plan for houses that are not economically sustainable to retain	
X				X	X	X				Legal Compliance	All Council Buildings	District Wide Council Facilities that are covered under Building Act in relation to Earthquake Prone Buildings	Compliance/Legal Safety & Welfare Asset/Infrastructure	Council facilities are not identified as earthquake prone and systems put in place to remediate resulting in injury/fatality or damage to assets	Catastrophic	5	Rare	1	Moderate	5	Earthquake prone buildings identified on register DSA (detailed seismic assessments) carried out for Council owned buildings As advised by Building Department signage to be displayed clearly on buildings where they are Earthquake Prone Earthquake strengthening allowed for in LTP budgets or consider demolition and rebuilding	
								X		Environmental Protection	Forestry Plantation Blocks	District Wide Forestry Operations	Compliance/Legal Environment	Environmental contamination was to occur as a result of forestry felling operations (e.g. silt in waterways)	Major	5	Rare	1	Moderate	5	Resource Consent is required where tree felling occurs near waterways Contractors required to comply with resource consent conditions and to be included with SSSP	
X	X	X	X	X	X	X	X	X	X	Asset Protection	Horticultural Features Forestry Crops Buildings	District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Damage or loss of Council horticultural features or forestry crops due to animal pests (e.g. hares, rabbits, possums, pigeons) and/or damage to Council buildings from bird nesting, mice and rats	Minor	2	Possible	2	Moderate	4	Appropriate pest control methods selected for site and neighbouring properties For buildings pest control contract in place Design of buildings to reduce bird nesting, bird resting opportunities Identification through independent monthly contract audits, or contractor site inspections.	
X	X	X	X	X	X	X	X	X	X	Asset Protection	Horticultural Features Forestry Crops Council Assets	District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Damage or loss of Council horticultural features, council assets, waterways and forestry crops due to wandering stock	Minor	2	Possible	2	Moderate	4	Leased land is fenced and managed by leasee Council land is fenced and inspected at least 6 monthly New forestry plantings are fenced Cattle stops installed where appropriate Gates intact and closed	Continue fencing programming for Council sites
X	X	X	X	X	X	X	X			Distribution	Council Buildings and Assets	District Wide Council Buildings	Asset/Infrastructure Service Delivery	the distribution of council facilities e.g. toilets, swimming pools, service centres and council assets such as sports fields/courts at locations and intervals across the district is insufficient to meet user needs	Minor	2	Possible	2	Moderate	4	Strategy's developed for Community Centres, Halls and Libraries, Aquatic Facilities and Open Spaces. Eastern Selwyn Community Space Plan also developed. Distribution of public toilets assessed as port of Sanitary Services Assessment for Public Toilets Policy on provision of playground every 500mtrs in urban areas Review and incorporated every three years as part of the LTP	

Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry	Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
				X	X	X				Health and Safety	Council Facilities and Sites	District Wide Council Sites and Facilities	Asset/Infrastructure Safety/Welfare	Attack or threat to personal safety of user of Council sites/facilities (e.g. public toilets, reserve, access way)	Major	4	Rare	1	Moderate	4	CPTED design principles to be considered for upgrades/installations Under take safety audits of key facilities (e.g. public toilets) to check vegetation does not cause a hazard 6 monthly open space lighting inspections to ensure path/reserve/facility lighting is operational Upgrades and renewal included into LTP budgets Ensure security requirements are incorporated into new designs	
				X	X	X				Health and Safety	Key Council Facilities and Service Centres	District Wide Council Buildings	Asset/Infrastructure Safety/Welfare	Council staff threatened or attacked in a Council facility and/or in field	Major	4	Rare	1	Moderate	4	Opsec audit completed in 2020 Upgrades and renewal included into LTP budgets Ensure security requirements are incorporated into new designs Reserves Officers have additional training Dash cams and personal cameras available for Council staff who work in the field	
								X		Health and Safety	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Safety & Welfare	Non-compliance with Health and Safety at Work Act 2016 and/or the Mining and Quarry Regulations 2016 and associated legislation	Major	4	Rare	1	Moderate	4	Adherence to requirements of both own and contractors safety Plans with contractors holding the required Certificate of Competency. Access is restricted to those persons with the required Certificate of Competency (A or B grade). Inspection of the pits occurs monthly	Undertake inspections of pits and put in place actions to ensure compliance. To be incorporated into future lease arrangements for gravel extraction. Carry out regular inspections of the pits. Before leasing out a pit, ensure the pit is safe and fit for purpose. Ensure that the quarry manager has the required CoC and is maintaining their CoC and CPD hours. Monitor contractor compliance.
								X		Health and Safety	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Safety & Welfare	Injury was to occur to the public from sub-standard operational practices	Major	4	Rare	1	Moderate	4	Contractor (HEB Construction Ltd) is required to be Health & Safety compliant. Access is restricted to those persons with the required Certificate of Competency (A or B grade). Inspection of the pits occurs monthly	Engage quarry help when reviewing safety plans. Review and update the permit access forms for both extraction and access to stock piles to reflect new legislation and regulations and to ensure that the site is in a safe and secure condition. Ensure that the quarry manager has the required CoC and is maintaining their CoC and CPD hours. Monitor contractor compliance.
								X		Environmental Protection	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Environment	Environmental damage was to occur as an outcome of operational gravel pit extraction processes	Major	4	Rare	1	Moderate	4	Quarry Management Plan and Rehabilitation Management Plans are in place at active sites and deactivated quarry sites. Where Resource Consents are held, consent compliance conditions are monitored as part of the monthly inspections. Maintenance contractor clean fill (at permitted sites) is monitored as part of the monthly checks.	Adoption of industry best practice in Quarry Management Plans. Monitoring of contractor compliance. Stricter supervision under lease agreements. Review and update the permit access forms for both extraction and access to stock piles to reflect new legislation and regulations. Develop and maintain the rehabilitation management plans and quarry plans.
								X		Environmental Protection	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Environment Political/Reputation	Disturbance occurs to neighbouring properties by operational gravel pit activities	Major	4	Rare	1	Moderate	4	Use of appropriate plant and equipment and suitable positioning of plant to minimise noise, vibration and dust transmission.	Adoption of industry best of practices. Monitoring of same by management contractor; resource consents for new sites. Regular inspections to be carried out and annual inspections.
								X		Management	Operational Gravel Reserves	District Wide Gravel Reserve Operations	Compliance/Legal Environment	Illicit dumping of material into pits occur	Major	4	Rare	1	Moderate	4	Lease agreements provide for this. Greater degree of control to be exercised under the auspices of new contractual or lease arrangements when these are put into place. Council manage all other sites with monthly inspections occurring at nominated sites.	Review and update the permit access forms for both extraction and access to stock piles to reflect new legislation and regulations. Review signage and contractor compliance.
		X								Legal/Compliance	Cemeteries	District Wide Council Cemeteries	Compliance/Legal	Council fails to provide the correct sexton services (burial time, grave size, location)	Minor	2	Possible	2	Moderate	4	Cemetery Records staff locate grave site and mark Burial booking times / response times / records quantified in Sexton section of Parks and Reserves Contract Contractor to have QA systems in place	



Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry		Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
X			X	X	X	X	X				Quality	All Council Buildings	District Wide Council Buildings	Political/Reputation Safety & Welfare Compliance/Legal	The cleaning and servicing standards Council buildings does not meet the quality expectations of the tenants/users/community	Minor	2	Possible	2	Moderate	4	Develop LoS for Council Facilities Cleaning frequencies and standards are defined and incorporated into appropriate operational contracts Performance Measures monitoring complaints/failures to assessed via audit or complaints review	
X	X	X	X	X	X	X	X	X	X		Accessibility	All Council Assets	District Wide Council Sites	Political/Reputation Safety & Welfare Compliance/Legal	Council buildings and associated facilities (e.g. carparks) and assets can not be accessed and used by people with disabilities	Minor	2	Possible	2	Moderate	4	Council adopted an Accessibility Charter Accessibility and inclusiveness a requirement of all new design Accessibility audit of play spaces completed and improvements budgeted for in LTP	SDC to carry out accessibility audit of key facilities to identify improvements required and to develop a priority programme
X	X	X	X	X	X	X	X	X	X		Climate Change	All Council Assets	District Wide Council Assets	Environment Asset/Infrastructure Service Delivery Financial Political/Reputation	Negative impacts to Council activities and assets resulting from climate induced events or environmental change	MInor	2	Possible	2	Moderate	4	Signatory of New Zealand Local Government Leaders' Climate Change Declaration 2017. Participant in Regional Climate Change Risk Assessment work. Council Climate Change Policy adopted. Established internal Energy Management Committee & Sustainability Forum to set organisational emission reduction targets. Commissioned Climate Change Risk Screening Report (2019). Development of an integrated adaptation action plan to feed into the LTP process.	Continuation of current commitments / work programmes
X	X	X	X	X	X	X	X	X	X		Asset Protection	Horticultural Features Forestry Crops	District Wide Council Assets	Assets/Infrastructure Financial Political/Reputation	Damage or loss of Council horticultural features or forestry crops due to disease or insects	Moderate	3	Rare	1	Low	3	Compliance with statutory body identification, reporting and treatment procedures (ECAN, MPI) Identification and reporting via forestry crop health checks and monthly independent contract audits and or maintenance inspections Annual weed and pest control programme in place	
X	X		X	X	X	X	X				Health and Safety	All Council Assets	District Wide Council Buildings that may contain asbestos or ACM (asbestos containing materials)	Asset/Infrastructure Political/Reputation Safety & Welfare Compliance/Legal Financial/Legal	Non compliance with H&S at work (Asbestos) Regulations 2016 occurs by failing to identify asbestos or asbestos containing materials	Moderate	3	Rare	1	Low	3	Maintain list of known buildings and building components that are known or suspected to contain asbestos or ACM Confirmation testing required before projects/upgrades occurring on these items Update as upgrades occur and materials removed Use contractors registered for Asbestos removal and disposal.	
									X		Affordability	Forestry Plantation Blocks	District Wide Forestry Operations	Financial/Audit	Land is not being managed to provide best return	Moderate	3	Rare	1	Low	3	Forestry Management Plan in place Advice provide by specialist consultancy agreement Crops managed to site conditions Consider alternative uses for land	
							X				Asset Protection	Rental Housing	District Wide Rental Properties	Compliance/Legal Asset/Infrastructure	Houses do no meet Building Act, Building Regulations, The Residential tenancies Act 1986 and 2020 Amendments , the Residential tenancies (Smoke Alarms and Insulation) Regulations 2016 and Healthy Homes Standards	Moderate	3	Rare	1	Low	3	Independent audit of rental properties for compliance with Healthy Homes Standards and Residential Tenancies (Smoke Alarms and Insulation) Regulations 2016 and programme for upgrading developed and carried out	Ensure any new strategic purchases of houses that are to be rented out are compliant with all relevant regulations and standards and the cost of compliance is included in the purchase price A number of rental properties are on crown reserve land, which make them difficult to dispose of. Cost analysis to be completed, with consideration revenue, cost of compliance and possible demolition of the house
						X	X				Asset Protection	Lease and Rented Buildings and Land	Commercial Property, Property and Rental Housing, Leased Land	Financial/Audit Asset/Infrastructure	Costs are incurred from major clean up after tenants vacate land, property or houses (this includes methamphetamine contamination)	Moderate	3	Rare	1	Low	3	Tenancy and lease agreements in place. Vetting of tenants Carry out property inspections at least annually Consider legal action to removed costs (if high)	



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		X								Capacity	Cemeteries	District Wide Council Operational Cemeteries	Asset/Infrastructure	Capacity of cemeteries are not maintained to meet district requirements or major disaster or pandemic	Moderate	3	Rare	1	Low	3	Capacity calculations are undertaken as part of the LTP (in consideration of burial history and growth predictions) every three years Extension of cemeteries is included in LTP Capital growth projects	
		X								Utilisation	Cemeteries	District Wide Council Operational Cemeteries	Safety/Welfare	Council fails to provide for the different needs of cultural, ethnic and religious groups in relations to cemetery use	Moderate	3	Rare	1	Low	3	Seek feedback from Funeral Directors on current/future needs Make allowance in Sexton Contract (part of parks and reserves contract) for the engagement of specialist sextons for certain burials) Provision of shores and grave frames to allow families to backfill graves to safe height	
X						X	X			Affordability	Leased and Rented Buildings and Land	Commercial Property, Property and Rental Housing, Leased Land	Financial/Audit	Income is lost by non-payment of rent	Minor	2	Rare	1	Low	2	Tenancy and lease agreements in place. Internal monitoring of payments Payments via Property Management Company only have 7 day arrears policy Obtain direct payments from bank accounts, salaries or WINZ	
X			X	X	X	X	X			Quality	All Council Buildings	District Wide Council Buildings	Political/Reputation Safety & Welfare Compliance/Legal	The standard of Council buildings does not meet the quality expectations of the tenants/users/community	Minor	2	Rare	1	Low	2	Develop Performance Standards for SDC Buildings, Public Toilets Develop LoS for Council Assets Develop PQS (property quality standards) for priority buildings and measure compliance. From this develop priority programme for improvement	
X	X	X	X	X	X	X	X	X	X	Accessibility	Key Council Assets, Cemeteries, Reserves, CC + Halls, Community Buildings and Public Toilets	District Wide Facilities	Asset/Infrastructure Safety/Welfare	Council facilities can not easily be located by users particularly public toilets and cemeteries	Minor	2	Rare	1	Low	2	Directional Signage to be in place for all public toilets and cemeteries Other facilities to have directional and identifier signage included Budget for signage and renewal	
		X								Affordability	Cemeteries	District Wide Council Operational Cemeteries	Financial/Audit	the cost of burial and plot purchases are too high for customers to afford	Minor	2	Rare	1	Low	2	Fees reviewed every 3 years a part of the LTP and increases considered in line with cost of service, financial returns policy and charges for similar sized district	
		X								Affordability	Cemeteries	District Wide Council Operational Cemeteries	Financial/Audit	the revenue return for plot sales and burials is insufficient to cover sexton costs	Minor	2	Rare	1	Low	2	Adjust fees via the LTP or Annual Plan to reflect changes in contract rates and contract works escalations	
X										Legal/Compliance	Recreation Reserves	District Wide Council Recreation Reserves	Legal / Compliance	Council does not prepare Reserve Management Plans as per the Reserves Act 1997	Insignificant	1	Possible	2	Low	2	Some reserve management plans approved and other in draft form. Consolidate into a omnibus plan	

Recreation Reserves / Land	Townships and Streetscapes	Cemeteries	Public Toilets	Community Facilities	Swimming Pools	Property and Buildings	Rental Housing	Gravel Reserves	Forestry	Core Value	Asset/Service	Risk Area	Risk Category	Risk (if....)	....then the consequence is,	Score	Likelihood of occurrence	Score	Risk Level	Overall Score	Current Control Actions (Response/Mitigation)	Future Control Actions
		X								Affordability	Swimming Pool	District Wide Operational Swimming Pools	Financial/Audit	the cost of admission charges are unafforadble to the Community	Minor	2	Rare	1	Low	2	Throught the LTP process benchmark pool charges.	
			X							Provision	Public Toilets	District Wide Council Public Toilets	Asset/Infrastructure Service Delivery	Provision of public toilets has not been assessed in accordance with Section 125 of the Local Government Act 2002 to ensure the protection of public health and to meet future capacity requirements	Minor	2	Rare	1	Low	2	Sanitary Services Assessment for Public Toilets prepared and adopted by Council	