GENERAL DESCRIPTION – An illustrative and decorative element of artistic production, the general purpose of which is aesthetic enhancement.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
   Does the asset have an artwork component? Answer yes for all artworks.

2. Artwork Category
   a. **Commemorative** – Constructed to celebrate the anniversary of an event or in memorial of a person or persons.
   b. **Community** – Created with a significant degree of community involvement. Usually created specially for the space concerned. Professional artist assistance may or might not have occurred.
   c. **Decorative** – Small artworks added as ornamentation. *Note this category is given a parks code for maintenance*
   d. **Integrated** – Artworks created as part of the development of a site and conceived especially for the site. Have a physical connection to the site. For example a section of path that looks like a sundial.
   f. **Urban & Environmental** – Stand alone, high value, large, commissioned artworks by a professional artist (e.g. The Chalice).

3. Media Description
   What type of artwork is it?
   a. **Survey Marker**
   b. **Bird Bath**
   c. **Carving**
   d. **Cenotaph**
   e. **Decorative Tile**
   f. **Monument**
   g. **Mosaic**
   h. **Plane Table**
   i. **Pole**
   j. **Pou**
   k. **Sculpture**
   l. **Signal Standard**
   m. **Statue**
   n. **Stone**
   o. **Sundial**
   p. **Urn**
   q. **Water Wheel**
   r. **Wishing Well**

PHOTOS

CLASSIFICATION INFORMATION

4. Date Created
A plaque on or near the structure may state when the artwork was made. If there is a date given record it here otherwise leave this field blank.

5. Marquette
Is this artwork a Marquette? A marquette is a miniature model of an artwork and may appear rough or unfinished.

6. Construction Material
What is the artwork made of? See the definitions section for a list of construction materials and their descriptions.

7. Surface Finish
See the definitions section for a list of surface finishes and their descriptions.

8. Length
All lengths shall be in metres. Length is measured across the front

9. Height
All heights shall be in metres. This is the full height of the artwork.

10. Width
All widths shall be in metres. Width is measured front to back (depth).

11. Ownership
See definitions section. Most artworks are CCC owned.

12. Donors Name
Collect from a plaque on or near the artwork. If the donors name is not stated leave this field blank.

ADDITIONAL COMMENTS

Headstones are not recorded as artworks.

See the definitions section for details on when rocks are recorded as artworks.

Short Description - The name of the artwork

Long Description - The artists name and date of artwork, when there are more than one component put any distinguishing feature here, ie north pou/south pou or name of the component.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**: 2, 5 or 10 years
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**?
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be either conserved or decommissioned.

2. Artworks will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A container where the public can dispose of waste or refuse.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
Does the asset have an artwork component?

2. Bin Type
a. **Canine Waste** – The bin is specifically for disposal of dog droppings.
b. **Compost** – The bin is for storage and/or composting of garden waste from parks maintenance.
c. **Litter** – The bin is for disposal of general refuse.
d. **Recycling** – The bin is for recyclable waste only i.e. paper, plastic bottles and aluminium cans.
e. **Organics** – Bin is for food scraps and other domestic organic waste only.
f. **Litter & Recycling** – A double bin on one footpad designed for disposal of both general and recyclable refuse.

3. Bin Style
a. **Cage** – The bin is fully or partially constructed of a woven metallic frame.
b. **Dog** – The bin is constructed in the shape of a dog.
c. **Drum** – Freestanding, moveable 44 gallon drum with the top cut out or similar.
d. **D-Shaped** – Round bin with one flat side.
e. **Slatted** – Vertical slat construction. Slatted bins will generally have a liner within a wooden slat frame.
f. **Solid** – Bin walls and base are constructed of solid material, typically steel, concrete or plastic. Similar to drum type bins but solid bins are fixed in place.

4. Construction Material
See the definitions section for a full list of construction materials.

5. Surface Finish
See the definitions section for a full list of surface finishes.

6. Liner

PHOTOS

Steel cage style litter bin with bag but no liner. This bin has a galvanised surface finish and a concrete footpad.

Wooden slatted litter bin with stained surface finish and concrete footpad. A closer look is needed to see if a liner or bag is present.

Dog style plastic canine waste bin. This bin has a bag and a concrete footpad.

CLASSIFICATION INFORMATION

7. Bag Required
  Does the bin contain a rubbish bag?

8. Lockable Lid
  Is the opening part of the bin lockable?

9. Footpad
  What is the footpad or foundation supporting the bin constructed of? See the definitions section for a list and descriptions of the different materials. Enter "None" if the bin has no footpad.

10. Ownership
  See definitions section.

11. Start-Up Date
  Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

ADDITIONAL COMMENTS

Dispensers of bags or scoops for cleaning up after dogs are recorded as dog exercise equipment, not bins.

Do not collect footpads under bins or posts supporting bins as separate assets. Foundations or plinths under bins should be recorded in the footpad field.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Bins will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – An apparatus for outdoor cooking using heat generated from electricity, gas or solid fuels.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork

Does the asset have an artwork component?

2. Fuel Type

a. **Electric** – An electric hotplate provides heat for cooking.
b. **Gas** – LPG gas provides heat for cooking.
c. **Open Fire** – Heat and smoke from burning wood or charcoal is used for cooking.

3. Coin Operated

Do coins need to be inserted to operate the BBQ?

4. Shelter

Is the BBQ mounted in or under a shelter?

5. Construction Material

What is the BBQ made out of? See the definitions section for a full list of construction materials.

6. Ownership

See definitions section. Most boat ramps will be CCC owned.

7. Start-Up Date

Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

Open fire concrete block BBQ in a shelter.

Steel construction gas BBQ. This BBQ is not in a shelter.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Construction material refers to the structure supporting the hot plate, not the hotplate itself.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. BBQs will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

FURNITURE	Bollard

GENERAL DESCRIPTION – A stand-alone structure to control or direct traffic.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
>   Does the asset have an artwork component?

2. Construction Material
>   What is the bollard made of? See the definitions section for a full list of construction materials.

3. Surface Finish
>   See the definitions section for a full list of surface finishes.

4. Lockable
>   If the bollard is removable can it be locked in place?

5. Removable
>   Can the bollard be removed or retracted to allow temporary access?

6. Height
>   What is the verticle distance from the top of the bollard to the surface it is mounted in? Heights should all be in metres.

7. Ownership
>   See definitions section.

8. Start-Up Date
>   Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

Steel removable and lockable bollard with a galvanised surface finish.

Rocks installed as bollards.

Wooden post bollard. No surface finish.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Bollards should be defined by purpose not appearance. A rock placed in such a way as to limit or direct vehicle traffic can be considered a bollard.

Where a barrier is formed by a row of bollards classify the row as a fence, fence type = posts. Do not capture each bollard in the row.

Bollards with angled faces with symbols attached should be recorded as signs, sign type = bollard.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Bollards will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

FURNITURE	Clock

GENERAL DESCRIPTION – An instrument used to indicate, keep and co-ordinate time. In general a clock refers to any device for measuring and displaying the time.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
> Does the asset have an artwork component?

2. Start-Up Date
> Collect the start-up date from plaques located on or near the clock.

3. Manufacturer
> What is the name of the company that fabricated the clock mechanism?

4. Model
> What is the model number/name of the clock mechanism?

5. Construction Material
> What is the clock made of? See the definitions section for details and descriptions of construction materials.

6. Operating Mechanism
> Where does the power to turn the clock hands come from?
> a. **Electrical** – Electrical power fuels the clocks motion.
> b. **Mechanical** – The clock motion comes from springs that are wound, a system of weights or another similar source.

7. Number of Faces
> How many faces are connected to the one clock mechanism?

PHOTOS

Jubilee Clock in Victoria Square. Only the hands and face are visible, the workings are installed in a bunker underneath the face.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Clocks within buildings are recorded as part of the building and should not be captured as a parks clock.

Describe the clock in the long description field.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Clocks will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A structure designed to support bicycles when not in use or prevent the use of bicycles in an area.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
> Does the asset have an artwork component?

2. Ownership
> See definitions section.

3. Cycle Equipment Type
> What type of cycle equipment is it?
> a. **Cycle Stand** – A structure designed to support and secure unattended bicycles.
> b. **Cycle Barrier** – A structure designed to allow pedestrian passage while preventing passage of bicycles.

4. Construction Material
> The majority of cycle equipment is made of steel. See the definitions section for a full list of construction materials.

5. Surface Finish
> See the definitions section for a list of surface finishes and their descriptions. Choose none if there is no surface finish.

6. Number of Bikes
> How many bikes can be supported by the cycle stand at any one time? Leave blank for cycle barriers.

7. Start-Up Date
> Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

Stainless steel hoop. A number of these can comprise one cycle stand. No surface finish.

Concrete cycle stand.

Steel cycle stand. Galvanised surface finish.

Steel Cycle Barrier, galvanised.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Where there is a group of hoops protruding from the ground to lean bikes against do not record each hoop. Record the group as one cycle stand.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Cycle stands will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

FURNITURE	Flagpole

GENERAL DESCRIPTION – Vertical staff or pole on which a standard of flag, is or can be displayed.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
> Does the asset have an artwork component?

2. Ownership
> See definitions section.

3. Construction Material
> What is the flagpole made from? See the definitions section for a full list of construction materials and their descriptions.

4. Surface Finish
> See the definitions section for a list of surface finishes and their descriptions. Choose none if there is no surface finish.

5. Height
> How tall is the flagpole? Estimates of the height shall be in metres.

6. Start-Up Date
> Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Flagpoles will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A device attached to the water supply in order to make potable water available for drinking.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
> Does the asset have an artwork component?

2. Construction Material
> The most common construction material is concrete. See the definitions section for a full list of construction materials.

3. Dog Bowl
> Is a dog bowl included at the base of the fountain?

4. Water Bottle Filler
> Does the fountain have a tap or fitting for filling water bottles.

5. Ownership
> Is the fountain Council, joint or privately owned? See the definitions section for more details.

6. Start-Up Date
> Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

Stainless steel drinking fountain. No dog bowl or water bottle filler.

Wooden drinking fountain with a dog bowl and water bottle filler.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Fountains refer to drinking fountains only. Ornamental fountains (like the Peacock Fountain in the Botanic Gardens) are classified as water features.

Construction material refers to what the shell of the fountain is made of. It does not include the bowl.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Fountains will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A device permanently fitted into a gap in a barrier. Gates can be opened or closed to control access past the barrier.

tempParkAssetID Feature Type: Line

CLASSIFICATION INFORMATION

1. Artwork

Does the asset have an artwork component?

2. Ownership

See definitions section. All gates in boundary fences between private residences and parks are privately owned.

3. Gate Type

a. **Pedestrian** – The gate is primarily for use by humans.

b. **Stock** – The primary use of the gate is to let livestock in or out of an area.

c. **Vehicular** – The primary use of the gate is to let vehicles (including bicycles) past a barrier.

4. Gate Style

a. **Barrier Arm** – A bar or pole pivoted to block vehicle access through a controlled point. May move vertically or horizontally.

b. **Paling** – Gate of vertical wooden slats on a frame. Slats will touch or overlap.

c. **Picket** – Gate of vertical wooden slats on a frame. The slats are mounted with gaps between them.

d. **Post and Cable** –A single length of chain or wire rope between two posts.

e. **Standard Farm Gate** – Wooden or steel rural-type gate.

f. **Taranaki Gate** – Similar to post and cable except a number of lengths of wire attached to a batten are used. Additional battens may be used part-way along the gate to keep wires separated.

g. **Wrought Iron** – Iron or steel latticework, sometimes with decorative points.

5. Construction Material

The most common construction materials are steel and wood. See the definitions section for a full list of construction materials.

PHOTOS

Gate Type = Stock
Gate Style = Taranaki Gate
Construction Material = Wire
Post Material = Wood

Gate Type = Vehicular
Gate Style = Standard Farm Gate
Construction Material = Steel
Post Material = Wood
Surface Finish = Galvanised

Gate Type = Vehicular
Gate Style = Post and Cable
Construction Material = Chain
Post Material = Wood
Surface Finish = Galvanised

CLASSIFICATION INFORMATION

6. Post Material

The most common construction materials are wood and concrete. See the definitions section for a full list of post materials.

7. Surface Finish

See the definitions section for a full list of surface finishes.

8. Length

What is the radius covered by the swinging portion? Gate length is equal to the width of the gap in the fence. Lengths should all be in metres.

9. Height

How tall is the gate? Heights should all be in metres.

10. Start-Up Date

Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

Gate Type = Pedestrian
Gate Style = Picket
Construction Material = Wood
Post Material = Wood
Surface Finish = Painted

Gate Type = Pedestrian
Gate Style = Paling
Construction Material = Wood
Post Material = Wood
Surface Finish = None

ADDITIONAL COMMENTS

All gates giving individual land owners access to parks are privately owned by the individual land owner.

Where a gate has two halves closing to meet in the centre it should be recorded as a single gate only.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:

1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Gates will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

FURNITURE	Grave

GENERAL DESCRIPTION – An area of hard surface for the burial of human remains or placing of headstones.

tempParkAssetID Feature Type: Polygon

CLASSIFICATION INFORMATION

1. Artwork
Graves do no have artwork components. Enter 'no' in this field.

2. Area
Area of the concrete surface over or alongside a grave. All areas shall be in square metres.

3. Ownership
Graves will all be privately owned.

PHOTOS

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

In older cemeteries the entire grave is covered in concrete or another hard surface while newer cemeteries have only a concrete beam at the head of the grave to allow headstone placement with grass over the grave itself. Only the hard, concrete surface should be captured as grave assets.

Some cemeteries such as Ruru Lawn Cemetery only have a plaque set into the ground at the head of each grave. In these cemeteries no grave assets need capturing.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: No   **Frequency of Assessment**:
Who Manages the Programme: **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Graves will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A device to provide illumination of an item or area.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
>   Does the asset have an artwork component?

2. Ownership
>   See definitions section.

3. Light Type
>   a. **Bud** – Small light providing almost a complete sphere of illumination.
>   b. **Floodlight** – Light providing a large cone of illumination for lighting up an area.
>   c. **Spot** – Light providing a narrow cone of illumination for lighting a specific point.

4. Light Purpose
>   a. **Decorative** – The light has been installed for ornamentation.
>   b. **Functional** – The light illuminates an asset or area.

5. Power Source
>   Where does the electricity for the light come from?
>   a. **Street Circuit** – The light is connected to a street lighting circuit.
>   b. **Parks Circuit** – The light is connected to park power mains.
>   c. **Solar** – The light is solar powered.

PHOTOS

Inground spot light. This is light illuminates a sign therefore the light purpose is functional and the colour is probably white.

Generally Lights on poles such as this one are floodlights with a functional purpose. Colour is difficult to discern unless the light is on.

Bud lights are typically pole mounted and functional. Colour is difficult to discern unless the light is on.

CLASSIFICATION INFORMATION

7. Start-Up Date
> Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

ADDITIONAL COMMENTS

Where a light is installed to illuminate a specific asset please include the equipment ID of the illuminated asset in the long description.

The power source of a light should be defined only if it is known. Solar powered lights should be identified but determining between street and parks circuits may need to be left to CCC staff.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Lights will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A vertical structure constructed to elevate lights in order to facilitate the illumination of a larger area.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork

 Does the asset have an artwork component?

2. Ownership

 See definitions section. Most light poles will be CCC owned.

3. Height

 How far is the light above the ground?

4. Construction Material

 The most common construction materials are steel, wood and concrete. See the definitions section for a full list of construction materials.

5. Surface Finish

 See the definitions section for a full list of surface finishes. Choose none for lightpoles that do not have a surface coating.

6. Number of Lights

 How many light fittings are supported by the pole.

7. Start-Up Date

 Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

Steel light poles with single bud lights. These light poles have been painted.

Concrete light pole with three floodlights. This pole has no surface finish.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

If possible include the asset numbers of lights mounted on the pole in the long description for the pole.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Light poles will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – An item of furniture consisting of a flat horizontal slab supported on a frame.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
Does the asset have an artwork component?

2. Ownership
See definitions section. Most picnic tables will be CCC owned.

3. Table Top Construction Material
The most common construction material for table tops is wood. See the definitions section for a full list of construction materials.

4. Surface Finish
The most common surface finish is stained. See the definitions section for a full list of surface finishes. Choose none for picnic tables that do not have a surface coating.

5. Frame Construction Material
The most common construction materials for table frames are wood, steel and concrete. See the definitions section for a full list of construction materials.

6. Footpad
What are the foundations under the table made of? See the definitions section for a full list of construction materials and their descriptions. Choose none for picnic tables that do not have a footpad.

7. Start-Up Date
Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See definitions section for more details.

PHOTOS

Picnic table with a wooden table top and frame, painted surface finish and concrete footpad.

Picnic table with a concrete table top and steel frame. This table has no surface finish or footpad.

The chessboard on the table top gives this table an artwork component. This is a concrete table with concrete frame, painted surface finish and no footpad.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Do not capture the footpad/foundations under the table as a separate asset. Record the foundation material in the footpad field.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Picnic tables will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – An inscribed commemorative tablet placed near an item of interest.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
Does the asset have an artwork component?

2. Ownership
See definitions section.

3. Construction Material
What material is the message inscribed into?
See the definitions section for a full list of
construction materials.

4. Surface Protection
What protects the surface of the plaque?
Chose from the following:
a. **Grafitti Guard**
b. **None**
c. **Wax Coating**

5. Attached To
What is the plaque fixed to? Choose from
the following options.
a. **Stone Plinth**
b. **Rock**
c. **Wall**
d. **Post**
e. **Seat**
f. **Tree**
g. **Other**

6. Start-Up Date
Where the start-up date of the asset is in the
years 2000, 2008 or 2009 provide an
estimate of when the asset was constructed.
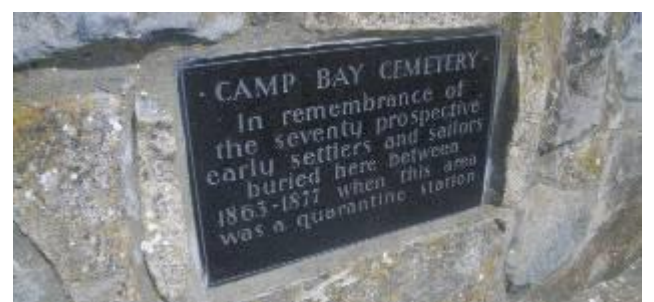See definitions section for more details.

PHOTOS

Stainless steel plaque attached to a seat.

Bronze plaque attached to the concrete surround
around a raised garden bed. In this case the plaque
should be recorded as attached to a wall.

Brass plaque attached to a stone plinth.

Granite plaque attached to a wall.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Plaques attached to other CCC assets should be recorded separately. The equipment number of the asset the plaque is attached to should be written in the long description of the plaque, e.g. "On seat 12345678".

Ensure the plaque text is clearly readable in photos of the plaque.

Headstones are not recorded as plaques.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Plaques will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A structure designed to support a person in the sitting position.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
Does the asset have an artwork component?

2. Ownership
See definitions section.

3. Donors Name
If the seat was donated who donated it? Donor's names will be given on plaques attached to the seat.

4. Seat Type
a. **Bench** – A horizontal surface to support the buttocks.
b. **Seat** – A horizontal surface to support the buttocks and a inclined surface to lean against.

5. Seat Style
a. **Fixed-Ground** – The supports for the seat are fixed permanently into the ground.
b. **Fixed-Planter** – The seat is mounted on the side or edge of a planter box.
c. **Fixed-Within Wall** – The seat is supported by a framework attached to a wall.
d. **Movable** – The seat supports rest on the ground. The seat is able to be moved from place to place.

6. Seat Construction Material
What are the flat surfaces of the seat made from? See the definitions section for a full list of construction materials.

7. Frame Construction Material
What is the frame under the seat made of? See the definitions section for a full list of construction materials.

PHOTOS

Wooden bench with a steel frame. This bench is fixed within the wall, varnished and has no footpad.

Stone seat fixed to the ground with a concrete footpad.

Wooden, varnished seat with a steel frame. This is a moveable seat and therefore no footpad should be recorded.

CLASSIFICATION INFORMATION

8. Surface Finish
> What is the seat surface finished in? See the definitions section for a full list of surface finishes. Select none if the seat has no footpad.

9. Donated
> Was the seat donated?

10. Length
> Distance end to end that can be sat on. Lengths should be in metres.

11. Footpad
> What are the foundations under the table made of? See the definitions section for a full list of construction materials and their descriptions. Enter "None" if the seat has no footpad.

12. Start-Up Date
> Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See the definitions section for more details.

ADDITIONAL COMMENTS

Do not capture the footpad/foundations under the seat as a separate asset. Record the foundation material in the footpad field.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Seats will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A stand alone or wall mounted shower, typically installed at or near a beach for washing off salt water and sand.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
   Does the asset have an artwork component?

2. Ownership
   See definitions section. Most showers will be CCC owned.

3. Construction Material
   What is the shower made from? See the definitions section for a list of construction materials and their descriptions.

4. Surface Finish
   What, if any, surface finish has been applied to the shower structure? See the definitions section for a list of surface finishes and their descriptions. Enter none if there is no surface finish.

5. Number of Shower Heads
   How many shower heads are attached to the structure?

6. Tap
   Is there a tap as part of the shower structure?

7. Waste Type
   Where does the water go after shower use?
   a. **Ground** – The water flows onto surrounding ground for disposal via soakage.
   b. **Sewer** – A trap or sump below the shower collects the water for disposal via the sewer system.
   c. **Stormwater** - A trap, sump or grate below or beside the shower collects the water for disposal via the sewer system.

PHOTOS

Steel shower with a galvanised surface finish. This shower has one shower head and a tap. As there is a grate for drainage the waste from this shower will go to the wastewater system.

Steel shower with a galvanised surface finish. This shower has one shower head and a tap. As there is no grate for drainage the waste from this shower will go to ground.

CLASSIFICATION INFORMATION

8. Supply Type

How is water supplied to the shower?

a. **City Mains** – Water comes from the city water mains.

b. **Tank** – Water flows under gravity from a water tank to the shower.

c. **Well Pumped** – Water for the shower is pumped from a well.

d. **Pump Assisted** – A pump is installed to supply water from the city mains or a tank to the shower.

9. Start-Up Date

Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See the definitions section for more details.

ADDITIONAL COMMENTS

Showers in built-up areas will be supplied from the city mains and either discharge to sewer or to ground. Waste going to storm water is extremely uncommon.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Showers will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION - A notice, bearing a name, direction, warning, symbol or advertisement, which is displayed or posted for public view.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
Does the asset have an artwork component?

2. Ownership
See definitions section. Most signs in parks will be CCC owned.

3. Sign Type
a. **Hazard** – Warns of hazards in the area.
b. **Information** – Shows park maps and where things are within the park.
c. **Interpretation** – Provides educational information about things in the immediate area.
d. **Entrance** – Identifies and names the park, located at park entrance.
e. **Direction** – Shows which way the track goes or where to go to find an asset or point of interest.
f. **Regulation** – States rules that control activities within the park.

4. Sign Style
a. **Single Post** – Consists of a printed panel supported on a single post.
b. **Double Post** – Consists of a single panel supported by two posts.
c. **Concrete Plinth** – Printed panel affixed to both sides of a concrete pillar.
d. **Bollard** – 200mm wide panel or symbol affixed to a bollard.
e. **Angle** – Panel set in a metallic frame with glass or acrylic sheet protecting panel. Set on an incline at waist height.
f. **Panel** – Printed panel affixed to another asset.
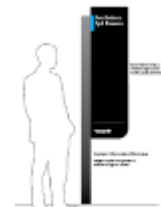g. **Plate** – 115mm wide printed plate affixed to a post or bollard.

PHOTOS

Concrete Plinth Signs

Double Post Signs   Single Post Signs

Angle Sign

Bollard Sign   Plate Sign

Panel Signs

CLASSIFICATION INFORMATION

5. Panel Construction Material

See the definitions section for a full list of construction materials.

6. Post Material

See the definitions section for a full list of construction materials.

7. Panel Width

Horizontal distance side to side across the sign panel. Widths should all be in metres.

8. Panel Height

Vertical distance top to bottom along the panel of the sign. Heights should all be in metres.

9. Start-Up Date

Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See the definitions section for more details.

ADDITIONAL COMMENTS

All existing sign types and styles will be replaced by the new types and styles shown in the photos. Choose from the new designs the type and style that best represents the existing sign.

Signs with a small roof above them should be recorded as both a sign and a shelter. Write 'sign in shelter' in the long description field for the sign.

Bollard and plate signs appear very similar, the difference between the two is size. Bollard signs are 200mm wide while plate signs are 115mm wide.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Signs will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

FURNITURE	Tree Cage

GENERAL DESCRIPTION – <mark>Tree Supports will be defined as a future exercise.</mark>

CLASSIFICATION INFORMATION

PHOTOS

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Tree cages will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A frame surrounding the base of a tree protecting the root structure.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork

Does the asset have an artwork component?

2. Ownership

See definitions section. Tree grates will be CCC owned.

3. Construction Material

What is the tree grate made of? The majority of Tree Grates are Cast Iron, see the definitions section for a full list of construction materials and their definitions.

4. Start-Up Date

Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See the definitions section for more details.

PHOTOS

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Tree grates are temporary structures installed when the tree is planted and removed once the tree has grown.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Tree grates will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

FURNITURE	Tree Planter

GENERAL DESCRIPTION – <mark>Tree Pits will be defined as a future exercise.</mark>

CLASSIFICATION INFORMATION

PHOTOS

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Tree planters will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

FURNITURE	Tree Support

GENERAL DESCRIPTION – <mark>Tree Supports will be defined as a future exercise.</mark>

CLASSIFICATION INFORMATION

PHOTOS

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Tree supports will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – An ornamental structure featuring moving water for an aesthetic effect. Jets or curtains of water discharging into a pool is common.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
Does the asset have an artwork component?

2. Ownership
See definitions section. Most water features will be Council owned.

3. Construction Material
The most common construction material is concrete. See the definitions section for a full list of construction materials.

4. Style
a. **Formal** – Symmetrical, concrete edged, featuring a central figure with sides and a base. Highly maintained.
b. **Informal** – Uneven shape, may or may not have edge and may or may not have a solid base. Lower maintenance and more natural looking.

5. Number of Nozzles
How many nozzles are there to squirt or discharging water?

6. Start-Up Date
Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See the definitions section for more details.

PHOTOS

Formal water feature installed in a pool.

Informal water feature.

CLASSIFICATION INFORMATION

ADDITIONAL COMMENTS

Where a water feature is installed in a pond like the photo of the formal water feature on the previous page the water feature is only the structure in the centre of the pond and the pond is a separate asset.

Where small areas of water are part of the water feature such as the example of the informal water feature the ponds are part of the water feature and should not be recorded separately.

Construction material refers to the structure supporting the nozzles and not the nozzles themselves. In both the examples on the previous page the construction material would be concrete.

Stand-alone showers at or near beaches are not water features. These showers should be classified in the shower section.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Water features will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A collection of instruments, housed together for monitoring meteorological conditions.

tempParkAssetID Feature Type: Point

CLASSIFICATION INFORMATION

1. Artwork
Does the asset have an artwork component? Weather stations will all be No for this field.

2. Ownership
See definitions section. Most weather stations will be CCC owned.

3. Weather Station Purpose
a. **Fire Information** – The weather station is used for monitoring meteorological conditions that affect fire danger. Fire weather stations have a wet bulb thermometer but no barometer.
b. **Standard Weather** – The weather station monitors meteorological conditions to aid in weather forecasting. Standard weather stations will have a barometer but no wet bulb thermometer.

4. Wet Bulb Thermometer
Does the weather station have a wet bulb thermometer? A wet bulb thermometer is a thermometer that has the sensor covered by a damp fabric sock.

5. Dry Bulb Thermometer
Does the weather station have a dry bulb thermometer? A dry bulb thermometer has the temperature sensor exposed to the air.

6. Rain Gauge
Does the weather station have a rain gauge? Rain gauges measure the amount of rainfall.

7. Anemometer
Does the weather station have an anemometer? Anemometers measure wind speed and usually have three hemispherical cups spinning around a central axle.

PHOTOS

Fire information weather station. The white box is a Stevenson screen and contains sensors. The tall pole is an anemometer pole with an anemometer on top.

CLASSIFICATION INFORMATION

8. Anemometer Pole

Does the weather station have an anemometer pole? The anemometer pole is a post used to elevate an anemometer above the ground.

9. Barometer

Does the weather station have a barometer? A barometer is a device for measuring atmospheric pressure.

10. Stevenson Screen

Does the weather station have a Stevenson Screen? A Stevenson Screen is an enclosure, usually with louvered walls, designed to keep instruments out of direct sunlight and wind.

11. Start-Up Date

Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See the definitions section for more details.

ADDITIONAL COMMENTS

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:

1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Weather stations will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.

GENERAL DESCRIPTION – A water filled container or depression.

tempParkAssetID Feature Type: Polygon

CLASSIFICATION INFORMATION

1. Ownership
See the definitions and additional comments sections for more details.

2. Pool Type
a. **Ornamental** – A pool that exists for visual aesthetics. Ornamental pools may contain water features.
b. **Paddling** – shallow artificial pool for children to paddle in.
c. **Swimming** – a pool suitable for swimming.

5. Depth
What is the average depth of the pool? Depths should be measured in millimetres.

6. Edge Type
a. Concrete
b. Natural.
c. Wooden

7. Water Treatment Required
a. **Yes** - Process for enhancing the quality of water so that it meets the water quality criteria for its intended use.
b. **No** – No Process is used to enhance the quality of water.

PHOTOS

Ornamental pool.

Paddling Pool.

CLASSIFICATION INFORMATION

6. Area

What is the area of the water surface? Surface area should be measured in square meters.

7. Water Source

What is the primary source of water fed into the pool?

a. **Pumped** – water is pumped from another location.

b. **Spring fed** – water comes from a natural spring.

c. **Storm water runoff** – storm water runoff from surroundings flows into the pool.

d. **Town Supply** – Town water supply is used to maintain the water level.

CLASSIFICATION INFORMATION

10. Start-Up Date

Where the start-up date of the asset is in the years 2000, 2008 or 2009 provide an estimate of when the asset was constructed. See the definitions section for more details.

ADDITIONAL COMMENTS

Some pools will have water features in or alongside the pool. Water features are separate assets and include the pump, nozzle and structure. The pool itself should be recorded separately.

CONDITION ASSESSMENT PROGRAMME:
Is there a Condition Programme: Yes   **Frequency of Assessment**:
Who Manages the Programme: Asset Management Team **Who Carries out the Assessment**:
Est Cost of the Programme:

RENEWAL STRATEGY:
1. Based on the condition programme, asset with condition grade 4 and 5 will be renewed.

2. Pools will be renewed to tie in with significant upgrades of other assets to ensure the whole area subject to upgrade looks in new condition. Common sense applies.