



LEETON SHIRE COUNCIL

PARKS, PLAYGROUNDS & RECREATIONAL FACILITIES MAINTENANCE MANAGEMENT POLICY

Adopted 25/11/2015

Table of Contents

| | |
|---|----|
| Description of the Asset Base | 1 |
| Purpose & Objectives..... | 1 |
| Scope..... | 1 |
| Classification System..... | 1 |
| Function & Hierarchy Rating..... | 1 |
| Park/Reserve Classifications | 2 |
| Inspections | 3 |
| Types of Inspections..... | 3 |
| Inspection and Maintenance Procedure..... | 3 |
| Routine Inspection Program | 3 |
| Defect Types and Response Times..... | 4 |
| Major Works | 4 |
| Defect Risk Control | 5 |
| Responsibilities | 5 |
| Routine Inspections | 5 |
| External & Internal Request Inspections | 5 |
| Appendix 1 – Inspection & Maintenance Flowchart..... | 6 |
| Appendix 2 – Parks and Recreation Facility Inspection Schedule..... | 7 |
| Appendix 3 – Types of Inspections..... | 9 |
| Routine Inspections | 9 |
| Supplementary Inspection..... | 9 |
| External Inspection Request | 9 |
| Internal Inspection Request..... | 10 |

Table of Tables

| | |
|---|---|
| Table 1 - Hierarchy Ratings | 2 |
| Table 2 - Functions Ratings | 2 |
| Table 3 - Park/Reserve Classifications | 2 |
| Table 4 - Routine Inspection Program | 3 |
| Table 5 - Defect Types & Response Times | 4 |

Description of the Asset Base

This policy outlines the primary objectives and purpose of a Hazard Based Risk Management Plan as it relates to Parks, Playgrounds & Recreational Facility assets. The hierarchical structure for the asset class is also established for application within Council's Asset Management Practices as they relate to Parks, Playgrounds & Recreational Facilities.

Purpose & Objectives

One of the primary responsibilities of Local Government is to provide an acceptable level of service for public assets to its Community within budgetary constraints. This responsibility extends to managing the hazards associated with those assets. This Parks, Playgrounds & Recreational Facilities Maintenance Management Policy outlines the process of determining the hazards that may be generated on these assets, by identifying the use, priority and timeframes to be considered when addressing these hazards.

The principle objectives of this Parks, Playgrounds & Recreational Facilities Maintenance Management Policy include:

- To enable a system of proactive maintenance (where possible),
- To identify areas that require maintenance through a systematic and priorities inspection system,
- To facilitate scheduling and resource allocation where required, and
- To establish a priority system for carrying out maintenance works.

Scope

This Policy applies to the entire Parks, Playgrounds & Recreational Facilities network. This includes BBQ's, Playground Equipment, Soft-fall Areas, Irrigation Systems, Seating, Skate Parks, Sporting Surfaces, Passive Park Areas, and other park assets. Future iterations of this plan may extend to consider additional assets within this scope as the need arises.

Classification System

As a part Council's ongoing assessment of Assets under the current Asset Management Plan, a review of the Parks, Playgrounds & Recreational Facilities classifications have been undertaken. Council's classification rating is calculated by the following formula:

Function Rating + Hierarchy Rating

Function & Hierarchy Rating

The function ratings above, are based upon the intended use for a facility. Table 1 outlines the various groupings available, and the corresponding rating applied to Parks, Playgrounds & Recreational Facilities that meet the criteria.

Hierarchy is used to further classify assets (given the wide diversity of facilities within the shire). Hierarchy is typically based upon the importance of the facility to the "Community of Use". For example; the Murrami Playground could perhaps be of little importance to a resident of Yanco, however, it can be assumed that it is quite important to its "Community of Use" in Murrami. Table 2 briefly describes the hierarchy structure used.

| Hierarchy | Description & Rating Rationale |
|-----------|---|
| 3 | These assets are located within 'primary' parks and reserves as identified in Council's asset management processes. Primary Parks include Mountford Park, Central Park, Murrumbidgee Park, Whitton Park, No1 Ovals, Wamoon Park and the like. |
| 2 | These assets are located within 'secondary' parks and reserves. These are locations that offer similar services to a primary park within the same locality. |
| 1 | These assets are typically located in reserves or green pockets within subdivisions and the like. |

Table 1 - Hierarchy Ratings

| Function | Description & Rating Rationale | Function Rating |
|----------------|---|-----------------|
| Intense Usage | These areas include those which are used very often and/or require active participation by the user. Essentially, this relates to skate park areas, playing surfaces, playground equipment, and the like. | 3 |
| Frequent Usage | These areas include those which are used frequently by facility users and include seating, picnic benches, BBQ's, fences and the like | 2 |
| Passive Usage | This relates to the remainder of park areas that have a very passive usage. | 1 |

Table 2 - Functions Ratings

Park/Reserve Classifications

To apply a classification, the rating obtained through the sum of the above two ratings is put into the table below. From this, it is established that Class 1 parks are the most important and frequented, whilst Class 3 parks are typically provided as green areas and infill (with no particular designated purpose).

| Hierarchy + Functional Ratings | Park or Reserve Classification |
|--------------------------------|--------------------------------|
| 6 | Class 1 |
| 5 | Class 2 |
| 3-4 | Class 3 |
| 0-2 | Class 4 |

Table 3 - Park/Reserve Classifications

Inspections

Inspections are a formalised and sometimes independent assessment of sections of the network looking for hazards that may require repair and maintenance. It is carried out with regard to current standards and safety principles, by qualified personnel.

“Natural” Damage caused to park assets tends to occur over a long timeframe due to low amounts of deformation occurring from their inherent use, the action of tree roots, climatic actions, and movements in the soil. Damage is also caused to park assets through vandalism or misuse of facilities. These type of hazards are random in nature and are best monitored by quick response to complaints or notification.

Types of Inspections

There are four (4) types of inspections that Council carries out with respect to hazard identification. Further information about each inspection type can be found in Appendix 2.

- Routine Inspections
- Supplementary Inspections
- External Inspection Request
- Internal Inspection Request

Inspection and Maintenance Procedure

The inspection and maintenance of Council’s parks, gardens and recreational facilities are conducted based upon predefined response times, and then carried out based upon financial categories of maintenance, renewal, and/or upgrade. In reading the flowchart, the following should be particularly noted:

- “Immediate” works are subject to current work-loads, plant availability, and access restrictions.
- Maintenance works for completion will be scheduled according to their defect response time, current work-loads, planned maintenance schedules, and plant availability.
- Typical response times may vary (to be greater than the maximum listed in Table 5) due to budgetary/resource restraints such as works exceeding the \$5000 limit for automatic unplanned maintenance.

Routine Inspection Program

As per the classifications summarised in Table 2Table 3, the following routine inspection program applies. The frequencies described below equate to 78 inspections per year (based on current classifications), excluding requested inspections. Of this, 52 inspections per year (one per week) are for Class 1 parks and 26 inspections (one per fortnight) are for Class 2 areas.

| Hierarchy/Functional Ratings | Inspection Frequency |
|------------------------------|----------------------|
| Class 1 | Once per Month |
| Class 2 | Once every 6 months |
| Class 3 | Once per 12 Months |
| Class 4 | On request Only |

Table 4 - Routine Inspection Program

Defect Types and Response Times

All defects types and descriptions have been assigned a typical response time. These response times were devised through review sessions of previous risk management practices involving key Council staff. Considered, were factors including risk of injury, risk of asset deterioration, availability of response resources, and the like.

| Defect Type | Defect Description | Typical Response | Default Response Time |
|---|--|-----------------------|-----------------------|
| Softfall | Depth less than 300mm | Softfall upgrade | 30 days |
| | Levelling required of displaced material | Raking | 14 days |
| Equipment | Missing parts/bolts | Repair | 30 days |
| | Loose parts/bolts | Repair | 30 days |
| | Damaged/wearing parts | Repair | 30 days |
| | Gaps/Trips/Other | Repair | 30 days |
| Trip/fall Hazard | >30mm | Grinding/Fill | 30 days |
| Graffiti | Offensive or Damaging | Cleaning/Painting | 30 days |
| Furniture | Loose/damaged parts | Repair | 30 days |
| | Inhibiting Asset Function | Repair/Replace | 7 days |
| Electrical | Power Boxes not locked | Lock and Secure | 30 days |
| | Earth Leakage damaged | Repair | 30 days |
| | Street Lights not functioning | Repair | 30 days |
| General | Sharps or rocks present | Cleaning/Raking | Immediately |
| | Other Defect not listed above | Repair | 30 days |
| The above defects are currently captured under the following inspection forms | | | |
| Playground Inspections | Parks Inspections | Both Inspection Types | |

Table 5 - Defect Types & Response Times

Major Works

It should be noted that the above hierarchical formulation of default response times is designed to act as a guide to the maximum response time desired for particular defect types. There are,

however, many factors that influence the ability to complete tasks within the timeframes stipulated ranging from the availability of parts, to budgetary constraints and workforce limitations.

Appendix 1 provides details on the general process followed from inspection to the finalisation of repairs for a standard type defect. Following a routine inspection (scheduled by the area's classification) the works are assessed for intricacy. Should additional trades be required to complete the works, this is documented and the "clock is stopped" until the works can be scheduled with said trades. Furthermore, if the works are estimated to cost more than \$5000, they may be held over for budgetary consideration and alternative remedial action taken to reduce any outstanding hazard.

Defect Risk Control

Control of risk exposure requires control measures to be implemented. Some of the control measures that Council will be able to use to lessen the exposure to risk are as follows:

- Use of warning signs and lights to alert users of potential hazards that may exist.
- Erection of temporary barriers or barricades and lights around the area until it can be repaired,
- Effecting repair of the damaged area, or
- Planning and allocating resources for the long term replacement of the component.

Responsibilities

The following details the associated responsibilities and processes associated with various inspection types.

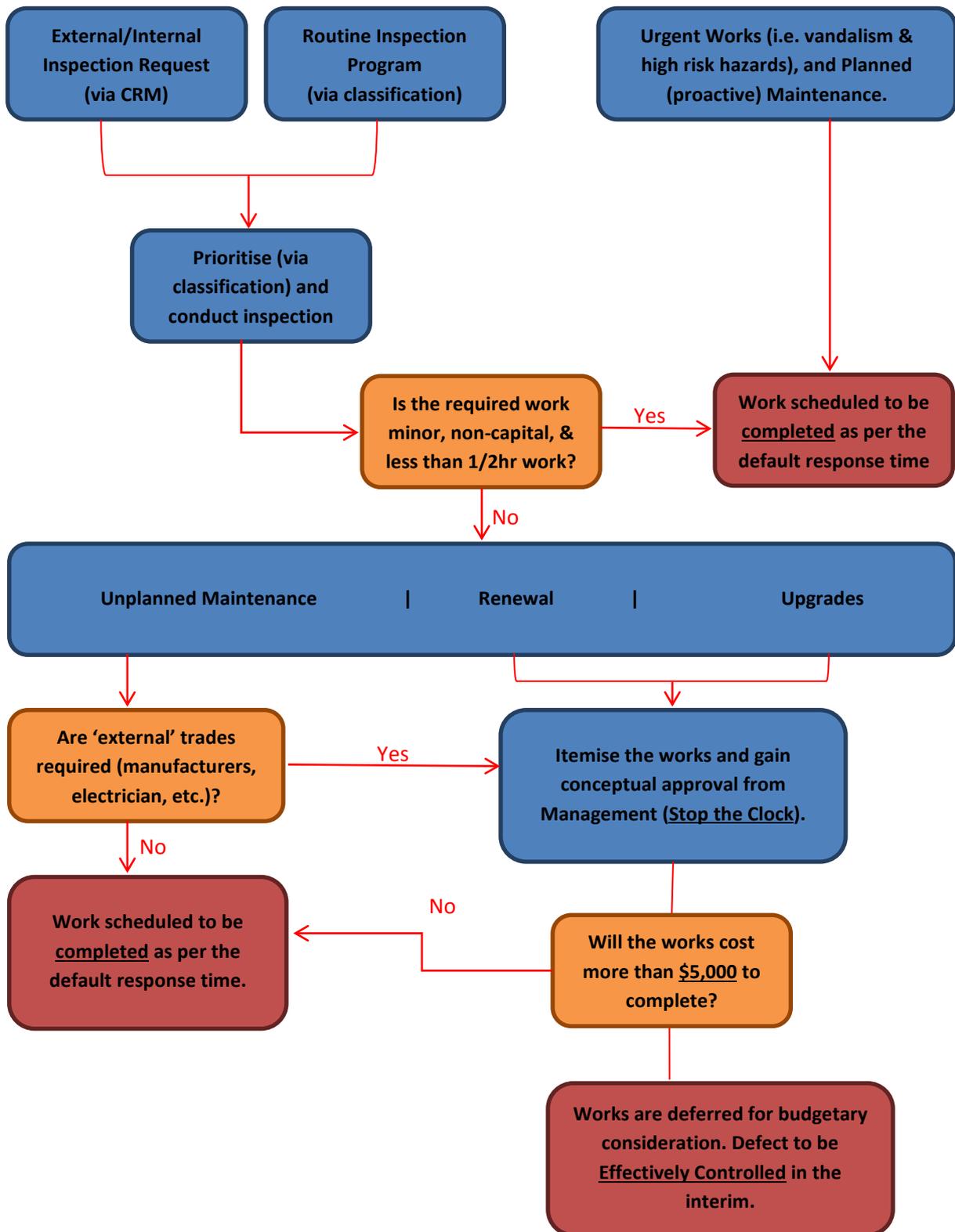
Routine Inspections

Inspections are programmed in accordance with Table 43. Inspections shall be carried out by appropriately qualified staff experienced in parks equipment inspection, using form entry software, on a suitable mobile device. The form entry software, in conjunction with a desktop backend database, will compile a priority list of defects with a due date assigned to each defect.

External & Internal Request Inspections

Council's Customer Request Management System (Civica's Authority CRM) will forward appropriate requests to the inspection officer (or nominated supervisor). The inspection officer, at this time, shall perform an inspection and schedule any required works as per the above 'Routine Inspection' methodology. Following the accomplishment, sign off in the CRM and appropriate notifications (to the public) shall be made.

Appendix 1 - Inspection & Maintenance Flowchart



Appendix 2 – Parks and Recreation Facility Inspection Schedule

| Location | Hierarchy | Function |
|--|-----------|----------|
| Inspected Daily (by operators) when in use | | |
| Leeton Memorial Swimming Pool | 3 | 3 |
| Leeton Stadium | 3 | 3 |
| Leeton Stadium Tennis Courts | 3 | 3 |
| Whitton Pool | 3 | 3 |
| Class 1 Facilities - 1 Inspection per Month | | |
| Central Park Playground | 3 | 3 |
| Enticknap Park Playgrounds | 3 | 3 |
| Gossamer Park Playground | 3 | 3 |
| Graham Park Playgrounds | 3 | 3 |
| Leeton Recreational Grounds Playground | 3 | 3 |
| Leeton Skate Park | 3 | 3 |
| McCaughey Park Playground | 3 | 3 |
| Mountford Park Playground | 3 | 3 |
| Murrami Park Playground | 3 | 3 |
| Noel Pulbrook Park Playground | 3 | 3 |
| Ramponi Park Playgrounds | 3 | 3 |
| Waipukurau Park Playground | 3 | 3 |
| Wamoon Park Playground | 3 | 3 |
| Wandoo Playground | 3 | 3 |
| Waring Park Playgrounds | 3 | 3 |
| Whitton Park Playground | 3 | 3 |
| Whitton Skate Park | 3 | 3 |
| Wiradjuri Park | 3 | 3 |
| Class 2 Facilities - 2 Inspections per Year | | |
| Central Park | 3 | 2 |
| Enticknap Park | 3 | 2 |
| Gossamer Park | 3 | 2 |
| Graham Park | 3 | 2 |
| Leeton Golf Course | 3 | 2 |
| Leeton Recreational Grounds | 3 | 2 |
| Leeton Recreational Grounds - Netball Courts | 3 | 2 |
| Leeton Stadium Yard & BBQ Area | 3 | 2 |
| Mark Taylor Oval | 3 | 2 |
| McCaughey Park | 3 | 2 |
| Mountford Park | 3 | 2 |
| Noel Pulbrook Park | 3 | 2 |
| Ramponi Park | 3 | 2 |
| Rotary Park | 2 | 3 |
| Waipukurau Park | 3 | 2 |
| Wamoon Park | 3 | 2 |

| | | |
|---|---|---|
| Wandoo Playground (Park Area) | 3 | 2 |
| Waring Park | 3 | 2 |
| Whitton Park | 3 | 2 |
| Wiradjuri Park | 3 | 2 |
| Yanco Sportsground | 3 | 2 |
| Class 3 Facilities - 1 Inspection per Year | | |
| Cemetery | 3 | 1 |
| Chelmsford Place Reserve | 2 | 1 |
| Sycamore Street Carpark | 2 | 1 |
| Class 4 Facilities - Inspections on Request Only | | |
| Acacia Park | 1 | 1 |
| Bella Vista Retention Basin | 1 | 1 |
| Black Park | 1 | 1 |
| Dr Prem Ghedia Park | 1 | 1 |
| Kindred Retention Basin | 1 | 1 |
| Melaleuca Avenue | 1 | 1 |
| Monument (Roundabout) | 1 | 1 |
| Moreton Bay Reserve | 1 | 1 |
| Murrami Recreation Reserve | 1 | 1 |
| Race Course Reserve | 1 | 1 |
| Railway Ave Plantation Reserve | 1 | 1 |
| Sally Street Park | 1 | 1 |
| Wamoon Recreation Reserve | 1 | 1 |
| Wattle Park | 1 | 1 |
| Whitton Recreational Grounds | 1 | 1 |
| Facilities Not Covered by this Plan (other organisation or department) | | |
| Amesbury Common | 1 | 1 |
| Fivebough Swamp | 1 | 1 |
| Tuckerbil Swamp | 1 | 1 |

Appendix 3 – Types of Inspections

Routine Inspections

The purpose of these inspections is to identify:

- Those assets that have defects,
- The location of the defect, and
- The severity of the defects.

The above sources of information allow council to gauge and monitor the general condition of the network. Without this information, it is impossible to have a true and accurate picture of the condition of the network over time and therefore to assess and control the level of risk that council is exposed to.

The inspections are recorded using Computer Software with GPS capabilities. Defects identified during the inspections are to be treated in accordance with this Plan.

Supplementary Inspection

The supplementary inspections are performed in addition to Routine Inspections. These inspections may be performed for the following reasons:

- Following a storm event, flood, bushfire or the like that may increase the degradation of an asset.
- Review / audit of previously completed Routine Inspections
- Inspection seeking a specific defect type
- An inspection completed while driving to or from a routine inspection on a different asset.
- Conduct an additional inspection on suspect third party repairs
- Inspection of a specific condition high maintenance area

External Inspection Request

Requests from the public are a valuable source of knowledge about the state of the network between routine inspections. Each inspection request is registered by council's Customer Request Management (CRM) system and forwarded accordingly to the appropriate officer. This inspection request will record the following:

1. Unique Request Number (Generated)
2. Date Received
3. Client Name
4. Client Contact Details
5. General Location
6. Defect Type
7. Defect Description
8. Receiving Officer
9. Responsible Council Officer
10. Investigation Result
11. Prevention measures possible (if any)
12. Action recommended

13. Completion date

14. Responsible Officers signature and date

Each request is assigned to a responsible officer who will investigate the request by making a physical inspection of the site, recording the details of the inspection on the inspection request sheet. Any defects found during the inspection are recorded in the “Reflect” system to be programmed for appropriate repairs.

Externally requested inspections will be completed within 5 working days after receiving the inspection request. In the event of an emergency, notification of the request will be made to the responsible officer by phone.

Internal Inspection Request

Councillors, Council staff & other Council representatives regularly travel to various locations throughout the shire. During their travel, council staff are encouraged to report any defects encountered. Once an inspection request is logged, it is handled in the same manner as an External Inspection Request. These inspection types also extend to Council’s service contractors such as cleaners. Defects logged by cleaners are sent through the CRM for action.