



LEETON
SHIRE COUNCIL

REVISED - DRAFT

**PARKS, PLAYGROUNDS & RECREATIONAL
FACILITIES MAINTENANCE MANAGEMENT POLICY**

APRIL 2024

DOCUMENT CONTROL

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1	25/11/2015	New Policy	Manager Parks & Recreation Services	Council	15/251
2	25/05/2022	Changed to new format - No content amendments	Manager Open Spaces & Recreation	Council	22/072
3	April 2024	Updated with <i>NSW Exhibited Animals Protection Act 1986</i> Conditions (highlighted in yellow)	Manager Open Spaces & Recreation	Council	22 May 2024 24/058

REVIEW OF THIS POLICY

This document will be reviewed every 4 years or as required in the event of legislative changes or operational requirements.

Any major amendments to the document must be made by way of a Council Resolution. Minor amendments such as corrections to spelling, changes to wording for improved clarity, formatting and updates to the Appendixes may be made without approval from the Council.

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1. Purpose

This policy outlines the primary objectives and purpose of a hazard-based risk management plan as it relates to parks, playgrounds and 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 and recreation facilities.

2. Scope

This policy applies to the entire Parks, Playgrounds and Recreational Facilities network. This includes BBQs, 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.

3. Roles and Responsibilities

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 and 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 and 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.

4. Legislation

Local Government Act 1993

Public Liabilities Act

NSW Exhibited Animals Protection Act 1986

4.1 NSW Exhibited Animals Protection Act 1986 Conditions

The NSW Exhibited Animals Protection Act requires any Council Officers directly working with the Mountford Park Bird Aviary or any other Council facility that has animals exhibited under Council's authority, whether paid or unpaid to:

- Declare if they have been charged with a relevant offence (as defined in Section 31A of the Act) unless one of the following has occurred:
 - a. The charge has been heard and determined by a court,
 - b. The charge has been withdrawn,
 - c. A decision has been made not to take or continue proceedings against the person.
- Declare if they have been convicted of a relevant offence before commencing work and
- Notify your Manager or Supervisor within seven (7) days of being charged with or convicted of a relevant offence.

To comply with the legislative requirements of the *NSW Exhibited Animals Protection Act 1986*, Council requires staff that directly work with the Mountford Park Bird Avery or any other Council facility that has animals exhibited under Council's authority to sign a declaration (**Appendix D or Appendix E**) disclosing if they have been charged with a relevant offence (as defined in Section 31A of the *NSW Exhibited Animals Protection Act 1986*).

If new staff or existing staff declare an offence, Council will provide the staff member with a position description outlining that they will not be involved with the animals held in the Mountford Park Bird Avery or any other Council facility that has animals exhibited under Council's authority. If the staff deviates from their role description disciplinary action may be taken.

5. Policy Procedure

As a part of Council's ongoing assessment of assets under the current Asset Management Plan, a review of parks, playgrounds and recreation facilities classifications has been undertaken. Council's classification rating is calculated by the following formula:

5.1 Function and Hierachy 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 and 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.

Table 1 - Hierarchy Ratings

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, Murrami 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 2 - Functions 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

5.2 Park/Reserve Classifications

To apply a classification, the rating obtained through the sum of the above 2 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).

Table 3 - Park/Reserve Classifications

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

5.3 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 types of hazards are random in nature and are best monitored by quick response to complaints or notification.

5.3.1 Types of Inspections

There are four types of inspections that Council carries out with respect to hazard identification:

- routine inspections,
- supplementary inspections,
- external Inspection requests,
- internal Inspection requests.

Further information about each inspection type can be found in **Appendix B**.

5.3.2 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 workloads, plant availability, and access restrictions.
- Maintenance works for completion will be scheduled according to their defect response time, current workloads, planned maintenance schedules, and plant availability.
- Typical response times may vary (to be greater than the maximum listed **Table 5**) due to budgetary/resource restraints such as works exceeding the \$5K limit for automatic unplanned maintenance.

5.3.3 Routine Inspection Program

As per the classifications summarised in **Table 2 and Table 3**, the following routine inspection program applies. The frequencies described below equate to seventy-eight (78) inspections per year (based on current classifications), excluding requested inspections. Of this, fifty-two (52) inspections per year (1 per week) are for Class 1 Parks and twenty-six (26) inspections (1 per fortnight) are for Class 2 Areas.

Table 4 - Routine Inspection Program

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

5.4 Defect Types and Response Times

All defect 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.

Table 5 - Defect Types & Response Times

Defect Type	Defect Description	Typical Response	Default Response Time
Sofffall	Depth less than 300mm	Sofffall 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	

5.5 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 A 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 \$5K, they may be held over for budgetary consideration and alternative remedial action taken to reduce any outstanding hazard.

5.6 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.

5.7 Responsibilities

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

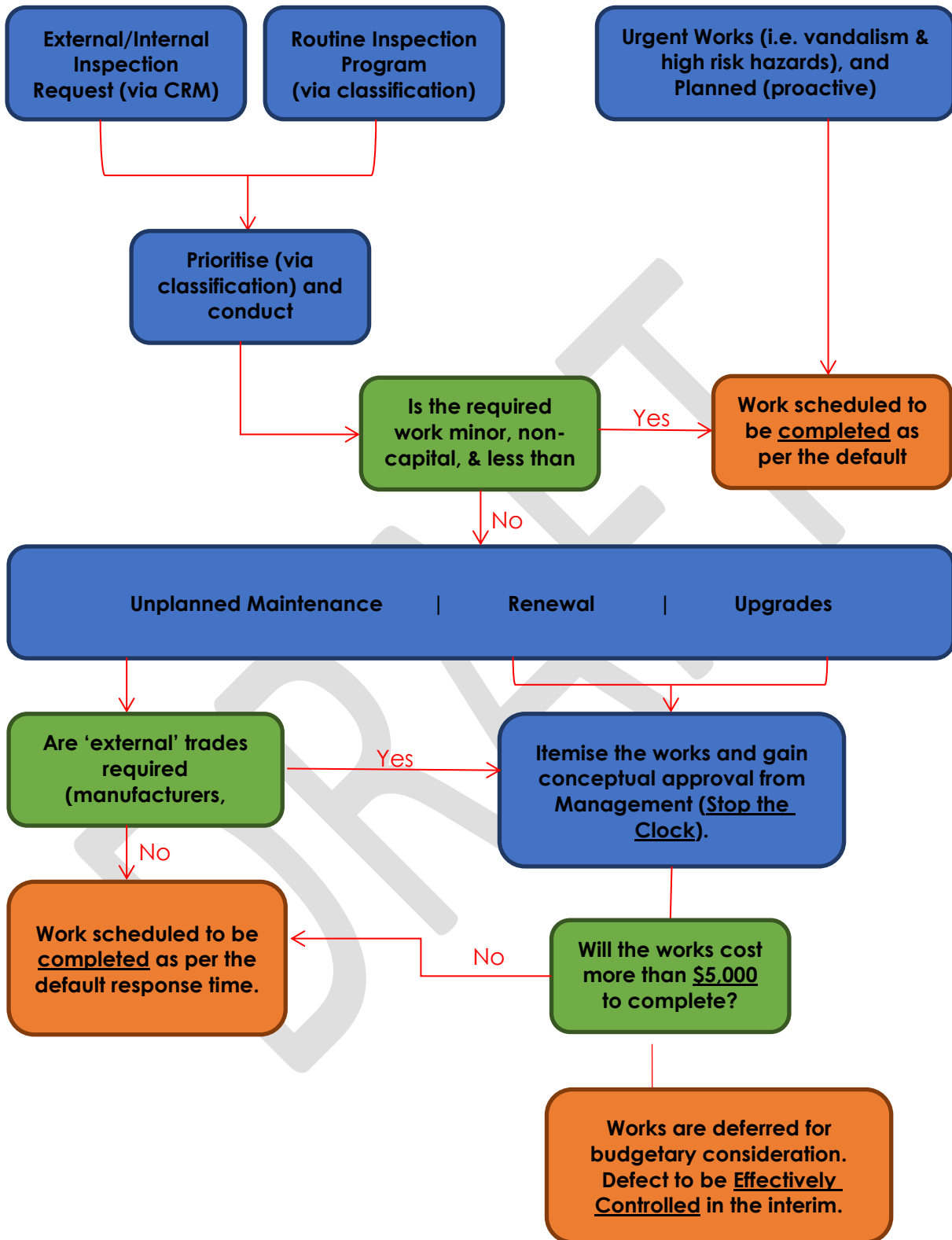
5.7.1 Routine Inspections

Inspections are programmed in accordance with **Table 4**. 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.

5.7.2 External and Internal Request Inspections

Council's Customer Request Management System (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. Documentation is required to be stored in Council's electronic records management system (Trim).

Appendix A – Inspection and Maintenance Flowchart



Appendix B – Parks and Recreation Facility Inspection Schedule

Location	Hierarchy	Function
Inspected Daily (by operators) when in use		
Leeton Regional Aquatic Centre	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
Helson Park	3	3
Leeton Recreational Grounds Playground	3	3
Leeton Skate Park	3	3
McCaughey Park Playground	3	3
McCaughey Park Splash Pad	3	3
Mountford Park Playground	3	3
Murrami Park Playground	3	3
Noel Pulbrook Park Playground	3	3
Ramponi Park Playgrounds	3	3
Rotary Park Gym	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 Grounds and 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 C – Types of Inspections

Routine Inspections

The purpose of these inspections is to identify:

- those assets that have defects,
- the location of the defect,
- 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. Date Received
2. Client Name
3. Client Contact Details
4. General Location
5. Defect Type
6. Defect Description
7. Receiving Officer
8. Responsible Council Officer
9. Investigation Result
10. Prevention measures possible (if any)
11. Action recommended
12. Completion date
13. Responsible Officers signature and date
14. Stored in Council's electronic records management system (Trim).

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 five (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 and 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. Documentation is required to be stored in Council's electronic records management system (Trim).

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Appendix D – NSW Exhibited Animals – Existing Staff Declaration Form



LEETON
SHIRE COUNCIL

NSW Exhibited Animals – Existing Staff Declaration Form

NSW Exhibited Animals Protection Act 1986

I, do solemnly and sincerely declare that
[name of declarant]

- I have not been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council.
- I have previously been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council. *(if you tick this box, please add further information below).*

.....
.....
.....

Declared at: on
[place] *[date]*

Signature of declarant:

.....

Full Name of declarant:

.....

Signature of Supervisor:

.....

Full Name of Supervisor:

.....

Trim Ref No:

Appendix D – NSW Exhibited Animals – Pre Employment Declaration Form



NSW Exhibited Animals Protection Act 1986

I, do solemnly and sincerely declare that
[name of declarant]

- I have not been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council.
- I have previously been charged with a relevant offence as defined in section 31A of the *NSW Exhibited Animals Protection Act 1986* before commencing work at Leeton Shire Council. *(if you tick this box, please add further information below).*

.....
.....
.....

Declared at: on
[place] *[date]*

Signature of declarant:

.....

Full Name of declarant:

.....

Signature of Supervisor:

.....

Full Name of Supervisor:

.....

Trim Ref No: