



# Corangamite Shire Council



## Asset Management Plan 2017-2027 Playgrounds

**DRAFT - Version 1.0 2017**

**Schedule of Changes & Amendments**

| Version | Date      | Changes/Amendments | Author            | Reviewed By                    |
|---------|-----------|--------------------|-------------------|--------------------------------|
| V1.0    | May 2017  | First Draft        | Corangamite Shire | Corangamite Shire              |
| V2.0    | June 2017 | Final              | Corangamite Shire | Adopted by Council<br>27/06/17 |

NB:

1. Primary number changes to Versions (e.g. V1.0 to V2.0) will be made when the document is adopted following its regular review or significant modification.
2. Secondary number changes (V1.0 to V1.1) will apply to minor amendments that do not materially impact the document and are intended only to clarify or update issues.

**Endorsement Table**

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## 2 Introduction

### 2.1 Background

Council provides recreational facilities for use by residents and visitors to the Corangamite Shire. The objective of the Playground Asset Management Plan is to provide a guide to assist in maintaining a portfolio of assets that provide age appropriate play activities in a safe environment for residents of all ages and abilities that complies with current Australian standards.

Council is committed to providing:

- A shared space for children, young people and adults to play, socialise and relax.
- An inspiring and well-designed space that encourages physical, creative and inventive play.
- An appropriate level of challenge that promotes a sense of adventure.
- Integration of built play equipment with a natural and sensory setting through landscaping design, path networks and associated park infrastructure, and
- An attractive, vibrant and inviting environment for both local residents and visitors i.e. a traveller break.

This plan outlines Councils processes in relation to inspecting and maintaining playgrounds, including play equipment, fall zones and any other built infrastructure. It establishes funding and management arrangements for these items owned or managed by Council to ensure equitable community access and a continued provision of high quality facilities.

Council's commitment to asset management is underpinned by the Council Plan. The Council Plan 2017-2021 identifies a number of key objectives and strategies in relation to asset management under the key theme of *Built and Natural Environment* and *Safe and Healthy Communities*.

To responsibly manage assets, the organisation needs to know

- The assets it owns and controls
- The current condition and residual lives of the assets
- The cost of maintenance, replacement or renewal
- Levels of service acceptable or expected by customers

Corangamite Shires Playground Asset Management Plan includes playground facilities owned by Council and Crown and/or other land where Council is the appointed Committee of Management.

Currently, Councils portfolio of open space and playgrounds consists of forty three playgrounds, which includes six skate parks. Of the playgrounds, twelve are managed by Committees of Management, nineteen are managed by Council, whilst each of the six swimming pools have a playground managed by Council.

The Management Plan is a ten year plan that will review financial forecasts annually prior to Councils budget development.

The Management Plan is prepared to provide a record of:

- The state of Council's playground assets at the close of the past financial year
- Key achievements in the past financial year
- The 10-year funding required to achieve Council's adopted asset performance targets
- Planned Asset Management activities for the current financial year

## **2.2 Policy and Legislative Context**

How Council manages its assets has direct implications for its communities. The primary aim of Council's asset management is to maintain its suite of assets in a manner that allows Council to effectively meet current and future demand for services in a financially sustainable manner.

The *Local Government Act 1989* (Sect 3E) specifies the function of a council including *planning for and providing services and facilities for local community, and providing and maintaining community infrastructure within the municipality.*

The physical assets managed by Council supports the delivery of core services, facilitates economic activity and strengthens the community and pride of place.

Local Government Victoria has developed a *Local Government Asset Management Better Practice Guide*, 2015 to assist with improving the sectors approach to asset management, achieving core level of maturity as measured against National Asset Management Assessment Framework (NAMAF) and responding to the Victorian Auditor-General's 2014 report *Asset Management and Maintenance by Councils*.

*"In 2014 the Victorian government made a number of changes to the planning and accountability requirements for local government following the introduction of the Local Government Amendment (Performance Reporting and Accountability) Act 2014 and the Local Government (Planning and Reporting) Regulations 2014. These changes were designed to strengthen and modernise the planning and accountability framework for Victorian councils.*

*Under the changes, councils must now take into account services and initiatives contained in any plan adopted by the council when preparing the Strategic Resource Plan (SRP). This reinforces the need for councils to consider financial and non-financial resource implications in all plans they formally adopt. Alignment between Asset Management Plans and long-term financial plans is vital."*

(Local Government Victoria, Local Government Asset Management Better Practice Guide, 2015)

The Victorian Auditor-General's 2014 report *Asset Management and Maintenance by Councils* examined whether Councils developed and applied sound strategic frameworks for asset management, and implemented efficient and effective asset management practices.

Council must report on its asset management as a measure of its financial sustainability. This asset management plan will provide details of the level of service for renewal and maintenance works that will be undertaken by Council as well as a long term assessment of the financial management requirements for these assets.

### **2.2.1 Relevant Legislation**

There is a range of legislation and statutory documents that guide the management of facilities. Key documents that affect the management of Council's playground assets are highlighted below:

Local Government Act 1989  
Occupational Health and Safety Act 2004  
Equal Opportunity Act 2010  
Planning and Environment Act 1987  
Australian Standards for Playground Equipment

## 2.3 Key Stakeholders

There are a number of stakeholders that are affected by the management and maintenance of Council's facilities. A list of key stakeholders is outlined below;

- Residents
- Management Committees
- Licensees
- Lessees
- Community
- Neighbouring businesses and residents
- Visitors to Corangamite Shire
- Councillors
- User groups
- Contractors
- Construction and maintenance personnel
- Suppliers of goods and services for facilities and buildings
- Council Officers

## 2.4 Land Ownership and Management Arrangements

Council has identified the land ownership and management arrangements for all playgrounds in the portfolio. Playgrounds can be owned by:

- Council (Council owns the freehold title to of the land and play equipment that occupy said land)
- Crown (Crown owns the freehold title of the land and play equipment that occupy said land)
- Private

If owned by the Crown, Council can be appointed as the Crown Land Committee of Management (CoM). Council is responsible for the management of the playground on that parcel of land and manages the equipment as if they were the owner.

Similarly, the Crown can appoint a local CoM for Crown Land, the local CoM is responsible for management of these playgrounds eg. Timboon Recreation Reserve CoM is responsible for management of the Timboon Recreation Reserve Playground. The committee is invited to participate in Council's Facility Grants program to secure funding to undertake improvements to the playground.

## 2.5 Policy

This Asset Management Plan has a direct relationship with the following plans and policies:

- Council Plan
- Asset Management Policy
- Property Leasing Policy
- Sale of Council Land and Building Policy
- Recreation Reserves Management Policy
- Community Engagement Policy
- Trails Management Policy
- Recreation and Open Space Strategy 2016-2026
- Risk Management Policy

The Playgrounds Asset Management Plan incorporates the Playground Management Policy adopted in March 2016.

### **3 Levels of Service - Playgrounds**

Council defines its service levels based on service demand and asset condition, safety, appearance and function. In an increasingly financially constrained environment Council must balance meeting community expectations and meeting the demand of maintaining existing assets.

#### **3.1 Community Engagement**

Council works closely with community members, volunteers and community organisations who work together to improve their local communities.

This engagement between local people and Council is important to help ensure that services and facilities meet community needs and to support local efforts for community improvement. Council is committed to providing a high level of community engagement outlined by its commitment through the Community Engagement Policy;

Through Council's commitment to community engagement, the community can be confident that:

- they will be provided with the information that they need to participate in engagement in a meaningful way
- those affected by an issue will be sought out to ensure effective engagement is completed
- diversity of all ages, abilities and cultures will be recognised and included in decision-making processes
- all contributions will be considered and Council will report back to those involved in the engagement process to complete the information loop as to why decisions are made
- final outcomes will be communicated to the community.

#### **3.2 Annual Inspection Process**

Council undertakes a preventative maintenance inspection of playgrounds on Council owned playgrounds annually. This process is undertaken by members of Council's Facilities and Recreation unit.

The results of the playground inspections provide Council with a way to review the condition of the built infrastructure and the natural environment. The results of which provide a list of building maintenance works for Council's Facilities and Recreation unit to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded, either directly or included at earliest opportunity into Councils Asset Management Systems.

To ensure quality assurance and that inspections are being undertaken in line with Australian Standards, Council will engage the services of an appropriately trained and certified auditor to undertake full audits of all playgrounds (Council and Crown) every three years. These audits will determine compliance with current Australian Standards for playground equipment (currently AS4685 parts 1-6), found in Appendix C.

The results of the inspections on Crown land parcels is used to inform local committees of management as to the maintenance requirements for the playgrounds that fall under their designated responsibility.

During these audits an assessment of the condition of the equipment using a scale of 1-6 will be utilised, based on the table below:

| Condition Rating | Description  | Useful Remaining Life |
|------------------|--|-----------------------|
| 1                | <b>Excellent Condition:</b> Only planned maintenance required    | 95%                   |
| 2                | <b>Good:</b> Minor maintenance required plus planned maintenance | 80%                   |
| 3                | <b>Fair:</b> Significant maintenance required                    | 60%                   |
| 4                | <b>Poor:</b> Significant renewal/upgrade required                | 40%                   |
| 5                | <b>Very Poor:</b> Unserviceable                                  | 20%                   |
| 6                | <b>End of Life:</b> Dispose of asset                             | 0%                    |

**Table 1 Asset Condition Rating**

### 3.3 Reactive Maintenance

Any maintenance items that are identified and reported by the community will be actioned by Council’s Facilities and Recreation unit. The nature of the maintenance required will inform the response times for rectification. The classification of maintenance items will be as listed in Table 2 below:

|    |  |
|----|--|
| M1 | MAINTENANCE - URGENT SAFETY ISSUE  |
| M2 | MAINTENANCE - HIGH PRIORITY  |
| M3 | MAINTENANCE - GENERAL  |
| U  | UNDERSURFACING - UPGRADE REQUIRED  |
| G  | GRAFFITI   |
| S  | STANDARDS - NON COMPLIANCE ISSUE   |
| R  | RECOMMENDATION - OUR SOLUTION TO A POTENTIAL HAZARD NOT COVERED BY AS 4685 |
| NC | NON COMPLIANT WITH AS 4685 (PREVIOUSLY COMPLIANT TO AS 1924)               |

**Table 2 Reactive Maintenance Classification**

Council will allocate funds as a part of its annual operating budget to maintain those playgrounds managed / owned by Council. Soft fall will be topped up as required at each of the playgrounds to ensure compliance with standards.

| Playground                     | Location                              | Town        |
|--------------------------------|---------------------------------------|-------------|
| Jaycees Park                   | Princes Highway - Wright              | Camperdown  |
| Curdie Street Reserve          | Curdie Street                         | Camperdown  |
| Queen's Park                   | Pike Street                           | Camperdown  |
| Apex Park                      | Manifold Street                       | Camperdown  |
| Caravan Park                   | Cnr Park Lane & Park Avenue           | Camperdown  |
| Apex Park                      | Cnr Victoria Street & Shenfield Road  | Cobden      |
| Cobden Dam                     | Shenfield Road                        | Cobden      |
| Derrinallum Recreation Reserve | Hamilton Highway                      | Derrinallum |
| Grimwade Park                  | Hamilton Highway (near Swimming Pool) | Lismore     |
| Town Park                      | Mortlake-Terang Road                  | Noorat      |
| Noorat Recreation Reserve      | Noorat Road                           | Noorat      |



|                               |                             |               |
|-------------------------------|-----------------------------|---------------|
| Apex Park                     | Cnr Morris & Lord Streets   | Port Campbell |
| Princetown Recreation Reserve | Old Coach Road              | Princetown    |
| Jaycees Park                  | Barramul Street             | Simpson       |
| Jubilee Park                  | Cnr Glenelg Hwy & Park Lane | Skipton       |
| Thompson Street Playground    | Thompson Street             | Terang        |
| Apex Playground               | Princes Highway             | Terang        |
| Snake Track Road Reserve      | Snake Track Road            | Timboon       |
| Masonic Park                  | Cnr Barrett & Bond Streets  | Timboon       |

**Table 3 Playground List - Maintenance**

Swimming pool playgrounds have not been included in the above list, although an allocation as part of the maintenance budget for pools will be managed by Council through the annual operating swimming pool budget.

All playgrounds will be maintained in clean, safe, working condition. However, Council will consider the retirement of facilities which offer limited play value and consistent ongoing reactive maintenance, in association with the playground inspection process.

### 3.4 Renewal Works

Council services its townships with a variety of playground facilities. There is no projected demand for new facilities at this point in time and rationalisation of Council's playgrounds should be considered based on usage, population, condition and alternate play provision at any given point in time.

Renewal of assets should be funded before the funding of new and upgrade works. This is not always possible based on the condition of assets and the cost of renewal. In some instances it would be considered best practice to upgrade the existing facility as opposed to renewal. Council will consider renewal and upgrade on a case by case basis and where possible any removal of existing playgrounds will be considered for relocation as opposed to demolition, dependent on the condition of the playground.

Inability to adequately fund renewal works will increase deterioration, reduce levels of service and increase financial burden in the long term.

All works will be forecast in the capital and discretionary project worksheet developed as a part of the annual budget. Any new works can be considered at this time.

Council will work closely with the community and undertake consultation to determine the scope of works. The budget will provide the guidance for the scale of the renewal.

Council will ensure the development of its playgrounds considers the following design elements:

- Relevant industry benchmark documents including:
  - Australian Standards for playgrounds;
  - Access Audits Australia *How to develop more accessible playgrounds*;
  - Department of Planning and Community Development *The Good Play Space Guide: I can play too*; and
  - National Heart Foundation of Australia, *Healthy by Design: planners' guide to environments for active living*.

- A balance between play value, access, safety and value for money.
- An environment which offers unstructured, exploratory play and low maintenance options for a range of ages and developmental stages.
- A design complimenting the location and layout, and which considers a combination of built and natural elements, links to existing infrastructure including public toilets, car parking, landscape and nearby access points where appropriate or available.
- Provision of an accessible environment which promotes inclusion and offers interactive accessible play opportunities including sensory and tactile components.
- A space providing opportunities for people to meet and play in a comfortable physical environment (shade, seating, etc.)
- Public art may be incorporated within the park design.

Council has adopted a scheduled list of renewal works for playgrounds which identifies the playgrounds that require attention on a rolling basis. The renewal of a playground will be in line with Councils budget process annually. Table 4 depicts the renewal list for Council’s playgrounds:

| <b>Town</b>   | <b>Playground</b>        |
|---------------|--------------------------|
| Port Campbell | Port Campbell Playground |
| Noorat        | Noorat Playground        |
| Skipton       | Jubilee Park Skipton     |
| Simpson       | Simpson Playground       |
| Lismore       | Lismore Playground       |
| Timboon       | Timboon Playground       |
| Cobden        | Cobden Playground        |
| Camperdown    | Camperdown Apex Park     |
| Terang        | Terang Apex Park         |
| Derrinallum   | Derrinallum Playground   |
| Princetown    | Princetown Playground    |

**Table 4 Renewal Schedule Playgrounds**

The playground renewal schedule will be flexible taking into account funding provision and essential upgrades as they occur.

Council will actively seek contributions from other funding sources such as grant programs and the local community to support the renewal works. Council will consider use of public open space developer contributions to help offset any deficit in grant funding.

Council will consider the retirement of facilities which offer limited play value and experiences and are collocated in close proximity to larger township playgrounds at the end of their reasonable life as governed by the playground inspection process.

Planning for any new development or associated removal will involve community consultation with the relevant user groups and wider community.

Compliance audits will be carried out prior to accepting hand-over of any newly constructed or renewed playground.

### 3.5 Incident reporting

If an incident is reported at a playground the relevant authority should be contacted (Council, Vicpol, Ambulance etc.) Council will make all attempts to capture the date and time of the incident, details of what happened, where it happened, who was involved (name and contact number), weather conditions and what the person was doing. If injury was sustained the following should be recorded, name, age, gender, contact details of injured person, injury sustained, person notified and date/time of notification, treatment, witness details, parent/supervisor (if child). A reported incident should be followed up with Councils Risk Management Coordinator.

### 3.6 Current State of Council’s Playgrounds

| Condition Rating | % of Playgrounds | Number of Playgrounds |
|------------------|------------------|-----------------------|
| 1                | 0%               | 0                     |
| 2                | 98%              | 42                    |
| 3                | 2%               | 1                     |
| 4                | 0%               | 0                     |
| 5                | 0%               | 0                     |
| 6                | 0%               | 0                     |

Table 5 Overall Playgrounds Asset Condition

## **4 Risk Management**

Council's risk management is coordinated by the HR/Risk Department.

### **4.1 Insured Assets**

Council provides insurance for all structures it owns.

### **4.2 Risk Identification and Assessment**

Risk identification and assessment is facilitated by a variety of processes:

- Annual Inspections
- User feedback

All items are registered in Council's Asset Management system and allocated to responsible officers for review and action as required. Response times are considered in relation to the level of risk as set out in Council's Business Process Manual.

### **4.3 Critical Risks**

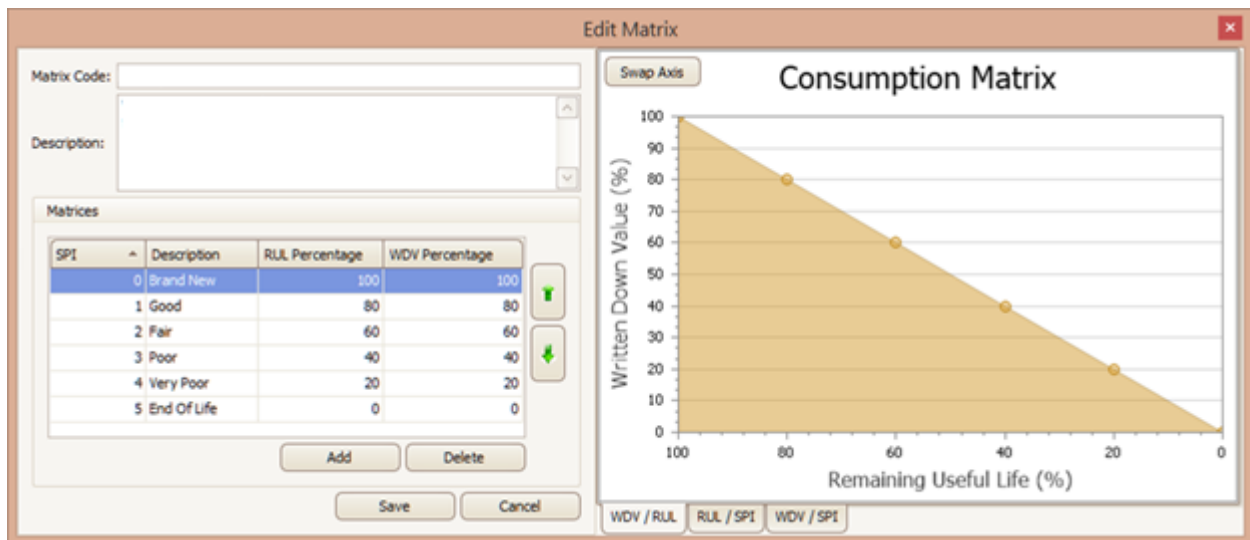
Critical or strategic risks are registered on Council's Risk Register *Risk Cloud*. Through this system risks are recorded, monitored, reported and controlled.

There are no strategic risks currently identified in Council's asset register which relate to the playgrounds.

## 5 Lifecycle Management Plans

The valuation matrix used by Corangamite Shire Council for playgrounds indicates the following remaining life percentages for the condition (straight line).

It is acknowledged that expected useful life of the playgrounds will be less in the south of the shire compared to the north. Useful life will be reduced based on damage from salt water and associated weather conditions of the coastal townships. Equipment that is fit for purpose will be considered as part of the design for renewal projects in these townships.



## 6 Financial Plan

The cost to manage Council's playground asset portfolio is managed on an annual basis as a part of the development of the annual budget. The Asset Management Plan provides direction for budget development.

In accordance with significant accounting policies for the recognition and measurement of assets, the following thresholds apply:

|                |         |
|----------------|---------|
| Infrastructure | \$3,000 |
|----------------|---------|

All playgrounds to be capitalised are considered those assets under Council control either as owner or as operator (or both). Playgrounds where Council may assist with capital and/or maintenance works and provide funding in excess of the funding thresholds which are not on Council owned property will not be capitalised at the end of the financial year.

### 6.1 Forecast Funding Required

#### 6.1.1 Capital Forecast

##### 6.1.1.1 Projected Modelling

Council develops its capital forecasts using a combination of methods to calculate the total program cost for each financial year. Methods include:

- Community: Projects identified by the community or community groups such as a committee.
- Inspections: Council's annual inspection process identifies significant capital improvement works required.
- Specialist reports: a range of reports are undertaken and prepared for Council by auditors
- Review of previous year: Any projects that have not been completed in the current financial year are reviewed and assessed for completion in the following financial year.
- Action Plan items: Council plan can help to inform any capital projects that may be required to meet the action out of the Council Plan.
- Modelling: In 2018 the information provided by the Asset Management System will help forecast capital requirements for playgrounds.

**6.1.1.2 Forecast Budget**

| <b>Playground</b> | <b>Year</b> | <b>Renewal</b> | <b>Project</b>            |
|-------------------|-------------|----------------|---------------------------|
| Port Campbell     | 2017/2018   | 5,000          | design                    |
| Port Campbell     | 2018/2019   | 55,000         | supply / install          |
| Noorat            | 2019/2020   | 20,000         | design / supply / install |
| Skipton           | 2020/2021   | 30,000         | design / supply / install |
| Simpson           | 2021/2022   | 30,000         | design / supply / install |
| Lismore           | 2022/2023   | 30,000         | design / supply / install |
| Timboon           | 2023/2024   | 30,000         | design / supply / install |
| Cobden            | 2024/2025   | 30,000         | design / supply / install |
| Camperdown        | 2025/2026   | 30,000         | design / supply / install |
| Terang            | 2026/2027   | 30,000         | design / supply / install |
| Derrinallum       | 2027/2028   | 30,000         | design / supply / install |
| Princetown        | 2028/2029   | 30,000         | design / supply / install |

**Table 6 Extract of capital works playgrounds projects Corangamite Shire Council Draft Budget 2017-2018****6.1.2 Maintenance Expenditure**

Council's maintenance expenditure for materials and services, contracts and quotes, utilities and staff salaries, has remained static for the past three years. A significant rise in maintenance expenditure is not expected in future years.

**6.2 Performance Measures**

Council's level of service will be determined by the key performance measures detailed in the table below.

| <b>Key Performance Measure</b> | <b>Level of Service</b>  | <b>Performance Measure Process</b>   | <b>Performance Target</b>   |
|--------------------------------|--|--|---|
| Safety/ Legislative Compliance | To ensure the playgrounds comply with relevant standards                                       | Audit will be conducted every three years to ensure playgrounds are compliant.<br><br>Annual inspection to be undertaken by F&R unit.<br><br>All renewal/upgrade/new works to be audited by qualified personnel. | 100% compliance with standards.   |
| Cost effectiveness             | To provide the required services in the most cost effective manner                             | Obtain information from budgets and asset management system  | Annual spend to at-minimum maintain current condition and maintain a renewal rate at-least equal to the consumption rate. |
| Customer Satisfaction          | To ensure the services provided meet user requirements   | Undertake reactive maintenance items identified by members of the community.   | 100% response rate to customer requests.  |
| Condition                      | The playgrounds will meet expectations in terms of condition, appearance, safety and function. | Condition assessment of playgrounds undertaken on a regular basis.   | % of portfolio rated in the "Poor" category to be less than 0%.   |

|                |  |  |   |
|----------------|--|--|---|
| Responsiveness | Time taken to repair issues<br>Compliance with target responsive times | Numbers of hours to repair against set targets.<br>% of complaints dealt within target response times. | 100% compliance with targets<br>Response times set out in Council's Playgrounds Management Plan |
|----------------|--|--|---|

**Table 7 Asset Service Levels**



## **7 Asset Management Practices**

Council has been effectively managing its road related assets for many years with detailed data maintained enabling prediction of asset renewal demands to inform budget development and long term financial planning. The current asset management system is Assetic. Playgrounds, play equipment and street furniture has been added to this system in the past twelve months and will be used for predicting works required at playgrounds into the future.

### **7.1 Key Achievements**

A significant number of projects have been undertaken in the past three years relating to playgrounds, upgrades have been undertaken at the following facilities:

- Cobden Apex Park Playground Upgrade
- Terang Apex Park Playground Upgrade
- Camperdown Apex Park Playground Upgrade
- Funding allocation to Princetown Recreation Reserve for playground renewal

### **7.2 Asset Management Systems**

Councils Facilities team has adopted an asset management system to identify and record the condition of its playgrounds and play equipment.

#### **7.2.1 Asset Management**

Assetic Assets is an intelligent asset register pre-configured for over 100 asset classes. Built in-line with international standards and best-practice, it is the central hub of asset data including attributes, service level information, valuations, risk management and reporting. Assetic Assets incorporates powerful asset hierarchy structures which enable cross-asset category searching, analytics and reporting.

#### **7.2.2 Strategic Asset Management**

Assetic Predictor is a predictive modelling and decision support tool for long-term planning of infrastructure assets. It enables Council to optimise service level outcomes and capital and maintenance expenditure. Industry-specific algorithms accurately predict the future behaviour of assets given available funding levels and enable scenario comparisons to aid decision making.

## **8 Improvement Plan & Monitoring**

This Asset Management Plan will be reviewed during annual budget preparation and amended to recognise any changes in service levels and/or resources available to provide those services as a result of the budget decision process.

The Plan has a life of 10 years and is due for revision and updating as per Council budget discussion and outcomes.

### **8.1 Performance Evaluation**

The effectiveness of the Asset Management Plan can be measured in the following ways:

- The degree to which the required cash flows identified in this AMP are incorporated into Council's Long Term Financial Plan and Strategic Management Plan, based on available resources, both financial and human resources;
- The degree to which the detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the AMP

## Appendix A – List of Playgrounds

| <b>PLAYGROUND NAME</b>           | <b>PLAYGROUND LOCATION</b>                  | <b>TOWNSHIP</b> | <b>RESPONSIBILITY</b> |
|----------------------------------|---|-----------------|-----------------------|
| Jaycees Park                     | Princes Highway - Wright                    | Camperdown      | Council               |
| Leura Oval                       | Campbell Street                             | Camperdown      | CoM                   |
| Camperdown Skate Park            | Adeney Street                               | Camperdown      | Council               |
| Camperdown Pool                  | Curdie Street                               | Camperdown      | Council               |
| Curdie Street Reserve            | Curdie Street                               | Camperdown      | Council               |
| Queen's Park                     | Pike Street                                 | Camperdown      | Council               |
| Apex Park                        | Manifold Street                             | Camperdown      | Council               |
| Caravan Park                     | Cnr Park Lane & Park Avenue                 | Camperdown      | Council               |
|                                  | Cnr Camperdown-Cobden Road & Shenfield Road |                 | Council               |
| Apex Park                        |   | Cobden          |                       |
| Cobden Swimming Pool             | Victoria Street                             | Cobden          | Council               |
| Rotary Park                      | Shenfield Street                            | Cobden          | Council               |
| Cobden Skate Park                | McKenzie Street                             | Cobden          | Council               |
| Derrinallum Recreation Reserve   | Hamilton Highway                            | Derrinallum     | Council               |
| Ecklin Hall                      | Timboon-Terang Road                         | Ecklin South    | CoM                   |
| Redhill Hall                     | Lavers Hill - Cobden Road                   | Jancourt East   | CoM                   |
| Kolora Hall                      | Kolora Lane                                 | Kolora          | CoM                   |
| Lake Tooliorook                  | Camperdown Lismore Road                     | Lismore         | CoM                   |
| Lismore Recreation Reserve       | Seymour Street                              | Lismore         | CoM                   |
| Grimwade Park                    | Hamilton Highway (near Swimming Pool)       | Lismore         | Council               |
| Lismore Pool                     | Hamilton Highway                            | Lismore         | Council               |
| Town Park                        | Mortlake-Terang Road                        | Noorat          | Council               |
| Noorat Recreation Reserve        | Noorat Road                                 | Noorat          | Council               |
| Pomborneit Recreation Reserve    | Princes Highway                             | Pomborneit      | CoM                   |
| Port Campbell Recreation Reserve | Desaily Street                              | Port Campbell   | CoM                   |
| Apex Park                        | Cnr Morris & Lord Streets                   | Port Campbell   | Council               |
| Port Campbell - Skate Facility   | Cnr Morris & Lord Streets                   | Port Campbell   | Council               |
| Princetown Recreation Reserve    | Old Coach Road                              | Princetown      | CoM                   |
| Scotts Creek Recreation Reserve  | Port Campbell-Cobden Road                   | Scotts Creek    | CoM                   |
| Jaycees Park                     | Barramul Street                             | Simpson         | Council               |
| Simpson Skate Park               | Barramul Street                             | Simpson         | Council               |
| Simpson Recreation Reserve       | Lavers Hill - Cobden Road                   | Simpson         | CoM                   |
| Jubilee Park                     | Cnr Glenelg Hwy & Park Lane                 | Skipton         | Council               |
| Skipton Pool                     | Blake Street                                | Skipton         | Council               |
| Skipton Recreation Reserve       | Smythe Street                               | Skipton         | CoM                   |
| Thompson Street Playground       | Thompson Street                             | Terang          | Council               |
| Terang Skate Park                | Ewing Street                                | Terang          | Council               |
| Apex Playground                  | Princes Highway                             | Terang          | Council               |
| Terang Swimming Pool             | Princes Highway                             | Terang          | Council               |
| Timboon Swimming Pool            | Lambert Street                              | Timboon         | Council               |

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|                            |                            |         |         |
|----------------------------|----------------------------|---------|---------|
| Snake Track Road Reserve   | Snake Track Road           | Timboon | Council |
| Timboon Skate Park         | Bailey Street              | Timboon | Council |
| Timboon Recreation Reserve | Curdies River Road         | Timboon | CoM     |
| Masonic Park               | Cnr Barrett & Bond Streets | Timboon | Council |

## Appendix B – Location Maps of Playgrounds



## **Appendix C – Standards - Playgrounds**

### **INTRODUCTION**

Reference documents:

AS/NZS 4422: 1996 Playground Surfacing - Specification's requirements & test method

AS/NZS 4486: 1997 Playground Equipment - Development, installation inspection maintenance & operation

AS 1924 Part 2: 1981 Design & Construction - Safety Aspects

AS 4685-1 – 2014 General Safety Requirements & test methods

AS 4685-2 – 2014 Particular safety requirements & test methods for swings

AS 4685-3 – 2014 Particular safety requirements & test methods for slides

AS 4685-4 – 2014 Particular safety requirements & test methods for runways

AS 4685-5 – 2014 Particular safety requirements & test methods for carousels

AS 4685-6 – 2014 Particular safety requirements & test methods for rocking equipment

AS 4685-11- 2012 Additional safety requirements & test methods for spatial networks

SPECIAL NOTE: The Corangamite Shire Council has deemed that entrapment issues arising from changes to the entrapment probes in AS 4685 :2004 do not constitute excessive risk and will be dealt with over time via their capital works program rather than by modification (refer email 15/05/07).

**CRITERIA FOR CATEGORY / PRIORITY**

|    |  |
|----|--|
| M1 | MAINTENANCE - URGENT SAFETY ISSUE  |
| M2 | MAINTENANCE - HIGH PRIORITY  |
| M3 | MAINTENANCE - GENERAL  |
| U  | UNDERSURFACING - UPGRADE REQUIRED  |
| G  | GRAFFITI   |
| S  | STANDARDS - NON COMPLIANCE ISSUE   |
| R  | RECOMMENDATION - OUR SOLUTION TO A POTENTIAL HAZARD NOT COVERED BY AS 4685 |
| NC | NON COMPLIANT WITH AS 4685 (PREVIOUSLY COMPLIANT TO AS 1924)               |

**GENERAL NOTES**

The following notes are derived from the reference documents and relate to points listed throughout the assessment.

**- UNDERSURFACING:** Loose fill material of 200 mm minimum compacted depth or rubber compound to manufacturers specification is required in the safe fall zone of all equipment greater than 600 mm in height.

\* The depth is taken as an average. Any uncertainty regarding the depth or subsurface condition of the softfall area requires our assessors to dig through the mulch to the subbase and measure accurately.

**- SAFE FALL ZONES:** Minimum requirements of AS 4685-2014 as below:

**Fixed Equipment - Free Height of Fall**

| Fall Height (mm)                           | Fall Zone (mm)                            |
|--|---|
| No Forced Movement < 0.6m<br>Council's Rep | - * Recommend 1500 mm unless approved by  |
| Forced Movement < 0.6m                     | 1500mm                                    |
| 0.6m ≥ H ≤ 1.5m                            | 1500mm                                    |
| 1.6m                                       | 1567mm                                    |
| 1.7m                                       | 1633mm                                    |
| 1.8m - * Maximum specification for SECS    | 1700mm - * Maximum specification for SECS |
| 1.9m                                       | 1767mm                                    |
| 2.0m                                       | 1833mm                                    |
| 2.1m                                       | 1900mm                                    |
| 2.2m                                       | 1967mm                                    |
| 2.3m                                       | 2033mm                                    |
| 2.4m                                       | 2100mm                                    |
| 2.5m                                       | 2167mm                                    |
| 2.6m                                       | 2233mm                                    |
| 2.7m                                       | 2300mm                                    |
| 2.8m                                       | 2367mm                                    |
| 2.9m                                       | 2433mm                                    |
| 3.0m                                       | 2500mm                                    |

**- SPECIFIC REQUIREMENTS OF AS 4685 AS BELOW:**

Swings: 875 mm radius from centre of seat along path of swing projected to 2.25 metres beyond position of seat extended to 60 degrees from horizontal. NB: Must not overlap other fall zones.

Slides: 2000 mm minimum clearance from run out section. NB: Fall zone from sides are determined by the fall height from the top of the slide tapering to a minimum 1500 mm at any point \*

Carousels: 2000 mm minimum clearance at sides. NB: Must not overlap other fall zones.

Spring Riders: 1000 mm minimum clearance to edging or other equipment. \* Recommended minimum 1500 mm

**ENTRAPMENT OPENINGS:**

Gaps, slots and holes within structures which have the potential to trap parts of the users body whilst using the equipment. The gaps to be avoided are as follows:

Head Entrapment: Between 89 mm & 230 mm - fully bound openings more than 600 mm above ground.  
NB: Under AS 1924 the smaller dimension was 125 mm. This applies to equipment manufactured prior to 2006.

Neck Entrapment: Between 45 mm and 157 mm - partially bound openings more than 600 mm above ground.  
NB: Accessibility determined by test template.

Finger Entrapment: Between 8 mm and 25 mm

Hand/Foot Entrapment: Between 30 mm and 90 mm

Clothing Entrapment: Between 3.6 mm and 25 mm or any Vee Shaped openings within 600 mm of a firemans pole or sliding surface.

\* These notes are intended only as a rough guide. Determination of entrapment must be carried out with the appropriate probes, templates and devices as specified by AS 4685-2014



## Appendix D - GLOSSARY

|   |  |
|---|--|
| <b>Annual service cost (ASC)</b>                | An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operating, maintenance, depreciation, finance/ opportunity and disposal costs, less revenue.   |
| <b>Asset class</b>                              | Grouping of assets of a similar nature and use in an entity's operations (AASB 166.37).  |
| <b>Asset condition assessment</b>               | The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.   |
| <b>Asset management</b>                         | The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.  |
| <b>Assets</b>                                   | Future economic benefits controlled by the entity as a result of past transactions or other past events (AAS27.12).<br>Property, plant and equipment including infrastructure and other assets (such as furniture and fittings) with benefits expected to last more than 12 month.   |
| <b>Average annual asset consumption (AAAC)*</b> | The amount of a local government's asset base consumed during a year. This may be calculated by dividing the Depreciable Amount (DA) by the Useful Life and totalled for each and every asset OR by dividing the Fair Value (Depreciated Replacement Cost) by the Remaining Life and totalled for each and every asset in an asset category or class.  |
| <b>Backlog Works***</b>                         | Estimated cost to bring infrastructure, buildings and other structures and depreciable land improvements to a satisfactory standard, measured at a particular point in time  |
| <b>Capital expenditure</b>                      | Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.  |
| <b>Capital funding</b>                          | Funding to pay for capital expenditure.  |
| <b>Capital grants</b>                           | Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.  |
| <b>Capital new expenditure</b>                  | Expenditure which creates a new asset providing a new service to the community that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operating and maintenance expenditure.  |
| <b>Capital renewal expenditure</b>              | Expenditure on an existing asset, which returns the service potential or the life of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time, e.g. resurfacing or resheeting a material part of a buildings network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly. |

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| <b>Capital upgrade expenditure</b>             | Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operating and maintenance expenditure in the future because of the increase in the council's asset base, e.g. widening the sealed area of an existing buildings, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly. |
| <b>Carrying amount</b>                         | The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.  |
| <b>Class of assets</b>                         | See asset class definition   |
| <b>Component</b>                               | An individual part of an asset which contributes to the composition of the whole and can be separated from or attached to an asset or a system.  |
| <b>Cost of an asset</b>                        | The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, plus any costs necessary to place the asset into service. This includes one-off design and project management costs.  |
| <b>Current replacement cost (CRC)</b>          | The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.  |
| <b>Current Replacement Cost "As New" (CRC)</b> | The current cost of replacing the original service potential of an existing asset, with a similar modern equivalent asset, i.e. the total cost of replacing an existing asset with an as NEW or similar asset expressed in current dollar values.  |
| <b>Cyclic Maintenance**</b>                    | Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, building roof replacement, cycle, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.   |
| <b>Depreciable amount</b>                      | The cost of an asset, or other amount substituted for its cost, less its residual value (AASB 116.6)   |
| <b>Depreciated replacement cost (DRC)</b>      | The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset  |
| <b>Depreciation / amortisation</b>             | The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.  |
| <b>Economic life</b>                           | See useful life definition.  |
| <b>Expenditure</b>                             | The spending of money on goods and services. Expenditure includes recurrent and capital.   |

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|---|---|
| <b>Fair value</b>                                   | The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arm's length transaction.   |
| <b>Greenfield asset values **</b>                   | Asset (re)valuation values based on the cost to initially acquire the asset.  |
| <b>Heritage asset</b>                               | An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.  |
| <b>Impairment Loss</b>                              | The amount by which the carrying amount of an asset exceeds its recoverable amount.   |
| <b>Infrastructure assets</b>                        | Physical assets of the entity or of another entity that contribute to meeting the public's need for access to major economic and social facilities and services, e.g. buildings, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no market value. |
| <b>Investment property</b>                          | Property held to earn rentals or for capital appreciation or both, rather than for:<br>(a) use in the production or supply of goods or services or for administrative purposes; or<br>(b) sale in the ordinary course of business (AASB 140.5)  |
| <b>Level of service</b>                             | The defined service quality for a particular service against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental, acceptability and cost).  |
| <b>Life Cycle Cost **</b>                           | The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises annual maintenance and asset consumption expense, represented by depreciation expense. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.   |
| <b>Life Cycle Expenditure **</b>                    | The Life Cycle Expenditure (LCE) is the actual or planned annual maintenance and capital renewal expenditure incurred in providing the service in a particular year. Life Cycle Expenditure may be compared to Life Cycle Expenditure to give an initial indicator of life cycle sustainability.  |
| <b>Loans / borrowings</b>                           | Loans result in funds being received which are then repaid over a period of time with interest (an additional cost). Their primary benefit is in 'spreading the burden' of capital expenditure over time. Although loans enable works to be completed sooner, they are only ultimately cost effective where the capital works funded (generally renewals) result in operating and maintenance cost savings, which are greater than the cost of the loan (interest and charges).   |
| <b>Maintenance and renewal gap</b>                  | Difference between estimated budgets and projected expenditures for maintenance and renewal of assets, totalled over a defined time (e.g. 5, 10 and 15 years).  |
| <b>Maintenance and renewal sustainability index</b> | Ratio of estimated budget to projected expenditure for maintenance and renewal of assets over a defined time (e.g. 5, 10 and 15 years).   |

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|---|--|
| <b>Maintenance expenditure</b>            | Recurrent expenditure, which is periodically or regularly required as part of the anticipated schedule of works required to ensure that the asset achieves its useful life and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.  |
| <b>Materiality</b>                        | An item is material if its omission or misstatement could influence the economic decisions of users taken on the basis of the financial report. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances.  |
| <b>Modern equivalent asset.</b>           | A structure similar to an existing structure and having the equivalent productive capacity, which could be built using modern materials, techniques and design. Replacement cost is the basis used to estimate the cost of constructing a modern equivalent asset.   |
| <b>Non-revenue generating investments</b> | Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, e.g. parks and playgrounds, footpaths, buildings and bridges, libraries, etc.   |
| <b>Operating expenditure</b>              | Recurrent expenditure, which is continuously required excluding maintenance and depreciation, e.g. power, fuel, staff, plant equipment, on-costs and overheads.  |
| <b>Planned Maintenance**</b>              | Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance. |
| <b>Playground</b>                         | A playground is defined as an area intended for play, including the site, natural features, built landscapes, and any manufactured equipment.  |
| <b>Rate of annual asset consumption*</b>  | A measure of average annual consumption of assets (AAAC) expressed as a percentage of the depreciable amount (AAAC/DA). Depreciation may be used for AAAC.   |
| <b>Rate of annual asset renewal*</b>      | A measure of the rate at which assets are being renewed per annum expressed as a percentage of depreciable amount (capital renewal expenditure/DA).  |
| <b>Rate of annual asset upgrade*</b>      | A measure of the rate at which assets are being upgraded and expanded per annum expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).  |
| <b>Reactive maintenance</b>               | Unplanned repair work that carried out in response to service requests and management/supervisory directions.  |
| <b>Recoverable amount</b>                 | The higher of an asset's fair value, less costs to sell and its value in use.  |
| <b>Recurrent expenditure</b>              | Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operating and maintenance expenditure.   |
| <b>Recurrent funding</b>                  | Funding to pay for recurrent expenditure.  |
| <b>Rehabilitation</b>                     | See capital renewal expenditure definition above.  |
| <b>Remaining life</b>                     | The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining life is economic life.   |
| <b>Renewal</b>                            | See capital renewal expenditure definition above.  |

|  |  |
|--|--|
| <b>Residual value</b>  | The net amount which an entity expects to obtain for an asset at the end of its useful life after deducting the expected costs of disposal.  |
| <b>Revenue generating investments</b>  | Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, e.g. public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.  |
| <b>Risk management</b>   | The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.   |
| <b>Section or segment</b>  | A self-contained part or piece of an infrastructure asset.   |
| <b>Service potential</b>   | The capacity to provide goods and services in accordance with the entity's objectives, whether those objectives are the generation of net cash inflows or the provision of goods and services of a particular volume and quantity to the beneficiaries thereof.  |
| <b>Service potential remaining*</b>  | A measure of the remaining life of assets expressed as a percentage of economic life. It is also a measure of the percentage of the asset's potential to provide services that are still available for use in providing services (DRC/DA).   |
| <b>Strategic Management Plan **</b>  | Documents Council objectives for a specified period (3-5 yrs), the principle activities to achieve the objectives, the means by which that will be carried out, estimated income and expenditure, measures to assess performance and how rating policy relates to the Council's objectives and activities.   |
| <b>Street Furniture</b>  | Furniture that is placed in parks, gardens and open space for the purpose of use for residents and the general public.   |
| <b>Sub-component</b>   | Smaller individual parts that make up a component part.  |
| <b>Useful life</b>   | Either:<br>(a) the period over which an asset is expected to be available for use by an entity, or<br>(b) the number of production or similar units expected to be obtained from the asset by the entity.<br>It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the council. It is the same as the economic life. |
| <b>Value in Use</b>  | The present value of estimated future cash flows expected to arise from the continuing use of an asset and from its disposal at the end of its useful life. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate new cash flows, where if deprived of the asset its future economic benefits would be replaced.  |
| <p>Source: DVC 2006, Glossary<br/>                     Note: Items shown * modified to use DA instead of CRC<br/>                     Additional glossary items shown **<br/>                     *** NSW Treasury Corporation – Financial Assessment, Sustainability and Benchmarking</p> |  |