

ARARAT RURAL CITY COUNCIL

Playground Asset Management Plan



Ararat Rural City

CONTENTS

| | | |
|-----------|--|-----------|
| 1 | PLAN INTENTION AND STRUCTURE | 3 |
| 2 | INTRODUCTION | 4 |
| 2.1 | Playgrounds Asset Class | 4 |
| 2.2 | Relevant Legislation | 4 |
| 2.3 | Key Stakeholders | 4 |
| 2.4 | Land Ownership and Management Arrangements | 5 |
| 2.5 | Policy | 5 |
| 3 | ASSET MANAGEMENT | 5 |
| 3.1 | Asset Management System | 5 |
| 3.2 | Playgrounds Class Definition | 5 |
| 3.3 | Playgrounds Data Schema | 5 |
| 3.3.1 | Spatial Data | 5 |
| 3.4 | Condition Inspection | 6 |
| 3.4.1 | Condition Definition | 6 |
| 3.4.2 | Condition Inspection Routine | 6 |
| 3.5 | Attribute Collection | 6 |
| 3.6 | General Asset Reporting | 6 |
| 4 | DEPOT OPERATIONS | 7 |
| 4.1 | Defect Inspection | 7 |
| 4.1.1 | Defect Definition | 7 |
| 4.1.2 | Defect Inspection Routine | 10 |
| 4.2 | Playground Maintenance | 11 |
| 4.2.1 | Routine Maintenance | 11 |
| 4.2.2 | Reactive Maintenance | 11 |
| 5 | ENGINEERING AND PROJECTS | 12 |
| 5.1 | Playgrounds Intervention Definitions | 12 |
| 5.2 | Renewal and Capital Works Planning | 12 |
| 5.3 | Renewal Project Management | 13 |
| 6 | CONTRACTS AND PROCUREMENT | 13 |
| 6.1 | Tender Process | 13 |
| 6.2 | Financial Tracking of Renewal Projects | 13 |
| 6.3 | Project Milestone Reporting | 13 |
| 7 | FINANCE AND VALUATIONS | 14 |
| 7.1 | Asset Valuation | 14 |
| 7.2 | Asset Capitalisation | 14 |
| 7.3 | Asset Written Down Value | 14 |
| 7.4 | Recurrent and Non-Recurrent Assets | 14 |
| 7.5 | Asset Depreciation | 14 |
| 7.6 | Representation of Asset Costings within Finance System | 14 |
| 8 | CUSTOMER SERVICE | 14 |
| 8.1 | Complaints | 14 |
| 8.2 | Request for Service | 14 |
| 8.3 | Customer Request Management System (CRMS) | 14 |
| 9 | RISK/OCCUPATIONAL HEALTH AND SAFETY | 14 |
| 9.1 | Safety and Risk Management | 14 |
| 10 | GOVERNANCE/CEO'S OFFICE | 15 |
| 10.1 | Management of Plan | 15 |
| 10.2 | Audit | 15 |
| 11 | ORGANISATIONAL TRANSFORMATION | 15 |
| 11.1 | Asset Digital Monitoring | 15 |
| 11.2 | Asset Alerting Services | 15 |
| 11.3 | Public Data Access | 15 |
| 11.4 | Predictive Asset Management | 15 |
| 11.5 | Key Performance Indicator Platform | 15 |

1 PLAN INTENTION AND STRUCTURE

The intent of this document is to outline the approach used by Ararat Rural City Council in managing its Playgrounds network. This plan covers the entire lifecycle of all elements of managing the Playground network including but not limited to:

- Construction and Capital Works
- Maintenance
- Inspection and Health Assessment
- Asset Register and Data
- End of life/Renewal
- Valuation
- Incident Management
- Reporting

Ararat Rural City Council will execute the management of its Playground network aligned with the approach outlined in this plan.

This plan is structured into components representing operational areas of the council called 'services'. The responsibilities that exist within those services combine towards a whole of organisation approach to asset management.

Council service lines included in this plan are:

- Asset Management
- Depot Operations
- Finance
- Engineering
- Procurement
- Customer Services
- Governance
- Occupational Risk and Safety
- Organisational Transformation



2 INTRODUCTION

2.1 Playgrounds Asset Class

Council provides playground facilities for use by residents and visitors to the Ararat Rural City Council. 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 residents and visitors i.e., a traveller break.

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

Ararat Rural City Council's Playground Asset Management Plan includes playground and exercise facilities owned by Council and Crown and/or other land where Council is the appointed Committee of Management.

Currently, Council's portfolio of open space and playgrounds consists of 24 playgrounds.

2.2 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 2020 and 1989
- Occupational Health and Safety Act 2004
- Equal Opportunity Act 2010
- Planning and Environment Act 1987
- Crown Land (Reserves) Act 1978
- Disability Act (Vic) 2006
- Environmental Protection Act 2017
- Gender Equality Act 2020
- Graffiti Prevention Act 2004
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2019
- Victorian Charter of Human Rights and Responsibilities
- National Construction Code 2015
- 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 the municipality
- Councillors
- User groups
- Contractors
- Construction and maintenance personnel
- Suppliers of goods and services for facilities and buildings
- Council Officers



2 INTRODUCTION

2.4 Land Ownership and Management Arrangements

Council has identified the land ownership and management arrangements for all playgrounds in the portfolio. Playground 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.

2.5 Policy

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

- Council Plan
- Asset Management Policy
- Risk Management Policy

3 ASSET MANAGEMENT

3.1 Asset Management System

Ararat Rural City Council uses an Asset System called Confirm. Confirm has two modules that act as extensions to the Confirm software, Confirm Connect and Confirm WorkZone.

Confirm Connect is a mobility enabled software module that is built for the specific purpose of 'in the field' use. The software works on a tablet or phone and can work in both online (internet connected) and offline (blackspot or offline) modes. Primarily the software is used by operators to complete 'in the field' activities such as condition inspections, defect inspections or asset attribute data collection.

Confirm WorkZone is used as a management interface to schedule works. This allows for works in similar locations to be grouped, so works can be executed by a crew whilst in a specific region or zone.

3.2 Playgrounds Class Definition

Ararat Rural City Council Playgrounds are broken down into components. This breakdown serves as both a separator for type and a means to value the Playground network.

Components are

- Combination Unit
- Accessible Combination Unit
- Swing
- Slide
- Climbing Frame
- Exercise Equipment
- Skatepark

3.3 Playgrounds Data Schema

The following structure outlines the mandatory and optional attribute data collected specific to the Ararat Rural City Council Playground Network.

MANDATORY DATA

- Installation date
- Area
- Description
- Sub-categories – Play Equipment, Artificial Safety Surface, Shade Structure – Cloth, Shade Structure – Poles and Supports

OPTIONAL DATA

- Specific Equipment

3.3.1 Spatial Data

The Ararat Rural City Council Playground network is captured spatially by position (latitude and longitude) and can be displayed on a mapping environment however the spatial representation of the equipment as a three-dimensional model (using LiDAR etc) is not available at this time.



3 ASSET MANAGEMENT

3.4 Condition Inspection

Condition inspections occur via one of the following methods:

Level 1: Routine Maintenance Inspection (Asset officer or Maintenance Staff)

Level 2: Condition Assessment (Asset Officer or Engineer)

Level 3: Industry Specific Inspection

3.4.1 Condition Definition

Condition Rules (1-5 overall general condition values with definitions)

| Condition | Description |
|--------------|--|
| 1. Very Good | Not likely to need replacement within the next 10 years |
| 2. Good | Not likely to need replacement within the next 10 years |
| 3. Fair | Likely need to replace most or all the asset in 5-10years, or minor components or isolated sections of the asset need replacement or repair now. |
| 4. Poor | Likely need to replace most or all of the asset in 2-5 years, or need to do substantial work now |
| 5. Very Poor | Immediate need to replace most or all of the asset |

| Inspection Description | Rate |
|------------------------|------------------------|
| Condition 1 | Inspect once annually |
| Condition 2 | Inspect once annually |
| Condition 3 | Inspect twice annually |
| Condition 4 | Inspect twice annually |
| Condition 5 | Inspect quarterly |

3.5 Attribute Condition

Asset staff will utilise Confirm Connect to check current asset attribute data and update as necessary whilst in the field assessing/visiting an asset (i.e., for a condition inspection) New assets will be recorded in confirm based on design specifications and then checked and updated in the field. Asset Attribute data collection will be in line with mandatory data collection requirements

3.6 General Asset Reporting

Asset staff are required to provide annual asset reporting for valuations and grant application requirements. These specific reports include but are not limited to:

- Playground asset listing including attributes
- Playground spatial mapping
- Condition report
- Maintenance report

4 DEPOT OPERATIONS

The core responsibilities of council's depot operations with relation to Playgrounds is the identification of playground defects and the rectification of those defects through routine and responsive maintenance. Defects are identified through an inspection process and assessed against intervention definitions.

4.1 Defect Inspection

Council undertakes a preventative maintenance inspection of playgrounds on Council owned playgrounds annually. This process is undertaken by members of Council's depot operations department.

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 maintenance works for Council's Parks and Gardens department to undertake in the following twelve months. All maintenance activity, inspections and works will be recorded on Council's Confirm Asset Management System.

The results of the inspections on Crown land parcels are 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 1-5 will be utilised, based on the tables below.

4.1.1 Defect Definition

The following table is used to identify if any defect exists when undertaking a playground defect inspection.

Should a defect be identified it is logged as a defect within Confirm Connect which will trigger the creation of the job for works to be undertaken to rectify the defect identified.

Playground Subcategories

Play Equipment

| Condition | Description |
|--------------|--|
| 1. Very Good | Sound equipment, designed to current standards, well maintained with no defects. No work required. |
| 2. Good | As grade 1, but not designed to current standards, showing minor wear, tear and deterioration e.g., minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required. |
| 3. Fair | Equipment functionally sound, but appearance affected by minor defects e.g., slight impact damage, decay/splitting of timber, cracking of plastics, staining of steel and fastenings. Deterioration beginning to affect strength, appearance, or functionality of the equipment, or not designed or constructed to current standards. Likely renewal within 3-5 years approx. |
| 4. Poor | Equipment functioning but with problems due to significant defects e.g., rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, plastics cracking or splitting, causing a marked deterioration of strength, appearance or functionality, or not designed or constructed to current standards. Likely to require renewal within 1-3 years. |
| 5. Very Poor | Equipment has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Consider immediate closure. Priority rehabilitation/renewal required. |

4 DEPOT OPERATIONS

Artificial Safety Surface

| Condition | Description |
|--------------|---|
| 1. Very Good | Sound surface designed and constructed to current standards, well maintained with no visible defects. No work required. |
| 2. Good | As grade 1, but not designed or constructed to current standards, showing minor wear, tear and deterioration of surface. Some minor abrading but no significant depressions, or dislocations. Deterioration has no significant impact on appearance, safety and user comfort. Only minor works required. |
| 3. Fair | Surface functionally sound, but serviceability affected by minor defects e.g., wear <5mm, depressions, opening of joints and dislocation of panels. Deterioration beginning to affect appearance, safety and user comfort, or not designed or constructed to current standards. Likely to require renewal within 2-4 years approx. |
| 4. Poor | Surface functioning, but with problems due to significant defects e.g., wear <15mm, surface irregularities/depressions, dislocation of panels and vegetation growth, causing a marked deterioration of appearance, safety and user comfort, or not designed or constructed to current standards. Likely require renewal within 1-2 years. |
| 5. Very Poor | Surface has serious problems, has failed or is about to fail in the near future e.g., irregular surface, abrading >15mm, missing panels, widespread vegetation growth, contamination of surface, causing unacceptable deterioration in appearance, safety and user comfort. Consider immediate closure. Priority rehabilitation/renewal required. |

Edging Condition

| Condition | Description |
|--------------|---|
| 1. Very Good | Sound edging and well maintained with no defects. No work required. |
| 2. Good | As grade 1, but showing minor wear, tear and deterioration e.g., weathering and cracking of timber, spalling or cracking of masonry, but no loosening of supports. Deterioration has no significant impact on stability and appearance of edging. Only minor works required. |
| 3. Fair | Edging functionality sound, but appearance affected by minor decay of timber, spalling or cracking of masonry, loosening of fastenings and movement of supports. Some deterioration beginning to be reflected in the stability and appearance of the edging. Likely to require renewal within 5 years approx. |
| 4. Poor | Edging functioning but with problems due to significant defects e.g., rotting and splitting of timber, spalling or cracking of masonry, corrosion and loosening of fastenings, undermining of foundations, causing a marked deterioration in stability and appearance. Likely require renewal within 2-3 years. |
| 5. Very Poor | Edging has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in stability and appearance. Priority rehabilitation/renewal required. |

4 DEPOT OPERATIONS

Shade structure – cloth

| Condition | Description |
|--------------|--|
| 1. Very Good | Sound edging and well maintained with no defects. No work required. |
| 2. Good | As grade 1, but showing minor wear, tear and deterioration e.g., minor tears and holes and weathering. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required. |
| 3. Fair | Shade cloth functionality sound, but appearance affected by minor defects e.g., slight tears and holes, fading and weathering. Deterioration beginning to affect the strength, appearance, or functionality, or not designed or constructed to current standards. Likely to require renewal within 2-3 years approx. |
| 4. Poor | Shade cloth functioning but with problems due to significant defects e.g., obvious tears, holes, fading and weathering, causing a marked deterioration in strength, appearance or functionality, or not designed or constructed to current standards. Likely to require renewal within 2-3 years. |
| 5. Very Poor | Shade cloth has serious problems and has failed or is about to fall in the future, causing unacceptable deterioration in strength, functionality, safety and appearance. Priority rehabilitation/renewal required. |

Shade structure – poles/supports

| Condition | Description |
|--------------|--|
| 1. Very Good | Sound posts, designed to current standards, well maintained with no defects. No work required. |
| 2. Good | As grade 1, but not designed to current standards, showing minor wear, tear and deterioration e.g., minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor work required. |
| 3. Fair | Posts functionality sound, but appearance affected by minor defects e.g., slight impact damage, decay/splitting of timber, staining of steel and fastenings. Deterioration beginning to affect the strength, appearance, or functionality of the posts, or not designed or constructed to current standards. Likely to require renewal within 3-5 years approx. |
| 4. Poor | Posts functioning but with problems due to significant defects e.g., rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, causing a marked deterioration in strength, appearance or functionality, or not designed or constructed to current standards. Likely to require renewal within 1-2 years. |
| 5. Very Poor | Posts have serious problems and have failed or are about to fail in the near future, causing unacceptable deterioration in strength stability, safety and appearance. Priority rehabilitation required. |

4 DEPOT OPERATIONS

Fitness Equipment

| Condition | General Meaning |
|--------------|--|
| 1. Very Good | Sound equipment, designed to current standards, well maintained with no defects. No work required. |
| 2. Good | As grade 1 but not designed to current standards, showing minor wear, tear and deterioration e.g. minor impact damage, weathering of timber, staining of fastenings and welds. Deterioration has no significant impact on strength, appearance and functionality. Only minor works required. |
| 3. Fair | Equipment functionally sound, but appearance affected by minor defects e.g. slight impact damage, decay/splitting of timber, staining of steel and fastenings. Deterioration beginning to affect the strength, appearance, or functionality of the equipment. Likely to require renewal within 3-5 years approx. |
| 4. Poor | Equipment functioning but with problems due to significant defects e.g. rotting/splitting of timber, corrosion of steel, fastenings and welds, impact damage, loosening of fastenings and supports, causing a marked deterioration in strength, appearance or functionality. Likely to require renewal within 1-3 years. |
| 5. Very Poor | Equipment has serious problems and has failed or is about to fail in the near future, causing unacceptable deterioration in strength, stability, safety and appearance. Priority rehabilitation/renewal required. |

4.1.2 Defect Inspection Routine

The following table outlines the defect inspection timeframe intervals.

| Asset | Defect Inspection Interval | Customer Request Inspection |
|--|----------------------------|-----------------------------|
| Playground Equipment | Monthly | 2-5 days |
| Artificial Safety Surface | Monthly | 2-5 days |
| Edging Condition | Monthly | 2-5 days |
| Shade Cloth Structure - Cloth | Monthly | 2-5 days |
| Shade Cloth Structure - Poles and supports | Monthly | 2-5 days |
| Exercise Equipment | Monthly | 2-5 days |

- Preventative maintenance includes proactive maintenance and planned maintenance. Simple maintenance tasks.
- Reactive maintenance includes corrective maintenance and unplanned maintenance. This will extend the life of asset instead of further deterioration

4 DEPOT OPERATIONS

4.2 Playground Maintenance

Playground Maintenance is triggered via response to a complaint, enquiry or event (reactive maintenance) or is routine in nature, based schedule of maintenance events.

Playgrounds are inspections are aligned with the AS4685.0

4.2.1 Routine Maintenance

Routine maintenance is scheduled maintenance applied to playgrounds outside of reactive maintenance, where a maintenance team will visit a site and complete any maintenance works required on the playground or recreational space where any defects exist outside of intervention levels.

4.2.2 Operational inspection

Operational inspections will be undertaken quarterly.

An operational inspection shall be carried out regularly, on a quarterly basis unless there are compelling reasons to deviate from this inspection frequency.

Operational inspections should include checking the following:

- (a) Excessive wear of moving parts (including chain links).
- (b) Bolts and fasteners are secure.
- (c) Any protrusions and sharp edges.

(d) The structural adequacy and/or stability of all playground equipment including ancillary items. NOTE: Equipment that relies on a single anchor or attachment point should be carefully inspected.

(e) Excessive corrosion, particularly within structural members.

(f) Ropes and cables for fraying.

(g) The maximum speed of the traveller for cableways.

(h) the ground clearance of the loaded cableway.

(i) Impact and attenuating edges of swing seats, pommels and other moving equipment that can impact users.

(j) Clearances beneath carousels and ensure that the underside is clear of protrusions and sharp edges.

(k) Foundations for exposed concrete, rot and corrosion.

(l) Gate closer and locking mechanisms are operational and that gates have no finger entrapments, i.e. gate gaps are greater than 12 mm.

(m) Trees for potential hazards. NOTE: This may require the skills and competence of a professional arborist.

Comprehensive (defect) inspection will be undertaken annually

Impact attenuating surfacing – every three years.

4.2.3 Reactive Maintenance

Reactive playground maintenance is undertaken by the depot operations team. It is packaged via a works coordinator who distributes jobs using Confirm WorkZone for execution by crews in Confirm Connect based on identified defects through the inspection process.

| Asset | Timeframe | Responsibility |
|--|-----------|-------------------|
| Playground Equipment | 2-5 days | Parks and Gardens |
| Artificial Safety Surface | 2-5 days | Parks and Gardens |
| Edging Condition | 2-5 days | Parks and Gardens |
| Shade Cloth Structure - Cloth | 2-5 days | Parks and Gardens |
| Shade Cloth Structure - Poles and supports | 2-5 days | Parks and Gardens |
| Exercise Equipment | 2-5 days | Parks and Gardens |

5 ENGINEERING AND PROJECTS

5.1 Playgrounds Intervention Definitions

The purpose of playgrounds intervention definitions is to describe the level of a defect which subsequently requires maintenance to rectify. The following outlines the response time to a playground defect.

| Asset | Timeframe | Responsibility |
|--|-----------|-------------------|
| Playground Equipment | 2-5 days | Parks and Gardens |
| Artificial Safety Surface | 2-5 days | Parks and Gardens |
| Edging Condition | 2-5 days | Parks and Gardens |
| Shade Cloth Structure - Cloth | 2-5 days | Parks and Gardens |
| Shade Cloth Structure - Poles and supports | 2-5 days | Parks and Gardens |
| Exercise Equipment | 2-5 days | Parks and Gardens |

Defects related to playgrounds will be detailed in accordance with the manufacturer's specifications and the criteria associated to playground inspections undertaken by qualified Council officers.

Intervention response times apply from the time of defect identification by council that exceeds the stated intervention level. Identification by Council may be through proactive inspection, reactive inspection following a customer request, or other responsive notification. Where an interim response has been made, the intervention response time shall apply from the time the interim response is completed.

Where multiple defects exceeding intervention levels are identified, intervention shall be prioritised in asset hierarchy order. Where resources are constrained (availability of funds, materials, specialist contractors or specialist equipment), the intervention response times may be extended subject to risks being managed through temporary treatment provisions.

The identification of a defect that exceeds the stated intervention level does not oblige Council to upgrade or maintain the asset to a standard higher than that which it was constructed.

Council endeavours to identify defects that exceed the stated intervention thresholds. Where intervention thresholds are exceeded, treatment will be undertaken in accordance with the timeframes identified and subject to available resources.

5.2 Renewal and Capital Works Planning

Council services its townships with a variety of playground facilities. Renewal of assets 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.

Where renewal works are to be undertaken 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:
 - o Australian Standards for playgrounds.
 - o Access Audits Australia How to develop more accessible playgrounds.
 - o Department of Planning and Community Development the Good Play Space Guide: I can play too; and
 - o National Heart Foundation of Australia, Healthy by Design: planners' guide to environments for active living.

5 ENGINEERING AND PROJECTS

- 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.

The playground renewal schedule will be flexible considering funding provision and essential upgrades as they occur. Council will actively seek contributions from other funding sources such as grant programs 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 near larger 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.

5.3 Renewal Project Management

Playground renewals will be undertaken as individual projects. Ararat Rural City Council Engineering staff will be responsible for overseeing successful project completion, in accordance with industry best practice standards for project management, and this document.

Key stages of the project are:

- Monitor building regularly up to engineers' specification.
- Survey of the project.

6 CONTRACTS AND PROCUREMENT

6.1 Tender Process

The tender process for all asset management types will be in accordance with Council's Procurement Policy.

6.2 Financial Tracking of Renewal Projects

Financial Tracking of contracts is undertaken through Council's financial system and associated tracking numbers.

6.3 Project Milestone Reporting

Project Milestone Reporting will be undertaken in compliance with funding milestone requirements and contract hold points and key performance indicators.



7 FINANCE AND VALUATIONS

This section references councils Valuations Policy – Major Asset Classes

7.1 Asset Valuation

Ararat Rural City Council has a responsibility to financially represent its network of playgrounds assets to fair value. playgrounds valuation is conducted using playgrounds, assigning unit rates to those classes on an annual basis based on real word values and multiplying the area of each individual playgrounds structure to the assigned unit rate.

7.2 Asset Capitalisation

All assets captured and represented within the Asset Management System are capitalised assets within councils financial reporting.

7.3 Asset Written Down Value

The current written down value of the playground asset is defined as the current cost of replacement minus the amount the asset has already depreciated.

7.4 Recurrent and Non-Recurrent Assets

All playground assets are treated as recurrent and financially planned for as a renewal asset.

7.5 Asset Depreciation

Playgrounds Asset Depreciation is the value (\$) of the already consumed portion of the playgrounds asset. For example, if the playgrounds asset is expected to last 100 years and it is currently 50 years old then it is determined that 50% of the asset is already depreciated. It is calculated in by taking the current unit rate of replacement and multiplying it against the unit rate of replacement connected to the asset and then against the percentage of the asset already consumed.

7.6 Representation of Asset Costings within Finance System

Playground renewal projects are tracked within the council finance system using ‘tracking categories. Maintenance and general works expenses are tracked at a network layer within the finance system; however, individual works costs can also be reported through the Asset Management System (Confirm).

8 CUSTOMER SERVICE

8.1 Complaints

Complaints will be logged via Council’s customer request management system (CRMS).

8.2 Request for Service

Customer request for service will be logged via Council’s customer request managementsystem (CRMS). Examples of request for service specific to playgrounds are:

- Broken equipment
- Soft fall replacement

8.3 Customer Request Management System (CRMS)

Council’s customer request system (CRMS) will be used to report and record customer/public requests related to Council assets, including buildings and structures. Customers can log a request online, or phone the request into customer service, who log the request on the customer’s behalf. The request is then assessed by the responsible member of staff, and work scheduled accordingly. Once the request is complete, Council staff will notify the customer.

9 RISK/OCCUPATIONAL HEALTH AND SAFETY

9.1 Safety and Risk Management

All management and operational work related to asset management (including risk, incident reporting and safe work methods) will be undertaken in accordance with Council’s OH&S Policy and associated procedures.

10 GOVERNANCE/CEO'S OFFICE

10.1 Management of Plan

This plan will be adopted and managed on a formal four-year cycle of review.

This plan will be stored under council's Governance SharePoint policy manual, owned by the Office of

the CEO and be subject to out of cycle review at the discretion of the CEO.

10.2 Audit

This plan will be available for all standard audit requirements.

11 ORGANISATIONAL TRANSFORMATION

11.1 Asset Digital Monitoring

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of Asset Monitoring in particular the ability to:

- Enhance the accuracy of estimated remaining useful life.
- Enhance the accuracy of current asset condition.
- Enhance the accuracy of measuring asset health.

It is Ararat Rural City Councils intent to trial and implement *various technology related to monitoring of assets that may assist in process efficiencies in this space.*

11.2 Asset Alerting Services

Taking a 'Smart Cities' approach Ararat Rural City Council looks to take advantage of technology that supports the use of automated alerting specific to council assets.

Current examples of this include alerting when a public bin along Barkly Street reaches a fullness threshold, or when certain storm water systems exceed volume and flow thresholds.

It is Ararat Rural City Council's intent to trial and implement *various technology related to monitoring of assets that may assist in process efficiencies in this space.*

11.3 Public Data Access

Ararat Rural City Council is currently undertaking an assessment to establish additional data sets related to playgrounds that may be considered for future public access including

- Condition.
- Attribute.
- Defect.
- Maintenance.

- Financial.
- Spatial.
- Civil and Design.

11.4 Predictive Asset Management

The Rural Councils Transformation Program is a state government funded initiative that is funding the current development of Ararat Rural Councils predictive asset management platform. The platform is intended to have development completed in Q3 2023 ready for testing and organisational use in Q4 2023. The core functions of the predicative asset management platform are:

- Analytics at both a network and individual asset level to determine if useful life estimates are trending accurately to current useful life valuation predictions.
- Asset in the annual construction of asset financial valuations for calculated assets.
- Forward predict a rolling 10-year capital works program based on current degradation rates of council assets.
- Detailed reporting including spatial insights across asset classes.

11.5 Key Performance Indicator Platform

The management of all Council's assets will be measured and tracked via Council's service level key performance indicator system within PowerBI. This system will enable monthly tracking of data identified as critical to success related to the Assets service. This key performance indicator information is viewed and monitored by the CEO.



Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Ararat Rural City Council on 03 5355 0200 or council@ararat.vic.gov.au

