MAITLAND CITY COUNCIL

MAITLAND YOUTH SPACES STRATEGY

Volume 2: Management Plan 2011

@leisure

About this document

This is the Management Plan produced for the Youth Spaces Strategy for Maitland City Council. It provides an outline of the risk and management issues associated with youth spaces in Maitland, and a management response to each. It also provides an indicative cost plan and examples of maintenance checklists.

Other documents produced for this project include:

- Volume 1: Trends, Demand and Consultation Findings
- Volume 3: Youth Spaces Strategy

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Rear 534 Mt Alexander Rd
Ascot Vale Vic 3032
P: 03 9326 1662
E: info@atleisure.com.au
www.atleisure.com.au

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1. Introduction

Terminology

This report contains terminology used specifically for skate and cycle sports:

Skate	A generic term referring to skateboarding and inline skating.
BMX	Bicycle motocross; a form of cycling that uses a small framed and wheeled bicycle. Types of BMX competition include flatland, racing, freestyle and dirt jumping.
Aggressive Inline Skating	This is a specific form of inline skating performed on aggressive skates, as opposed to fitness or racing skates. This is a freestyle sport that utilises ramps and obstacles, as well as edges and handrails, stairs etc.
MTB	MTB stands for Mountain Bike: any bicycle designed for off-road riding. Different categories of mountain bikes include: XC (cross country) racing, XC Trail, All-Mountain, and Freeride.[1]
Trails or runs	These refer to a series of dirt jumps in a line, which enable the rider to jump. These jumps consist of two parts (doubles) – a launch and landing jump, that are separated by a space that is jumped.

[1] Sourced from www.shimano.com.au

The project

This study has resulted from a resolution of Council calling for a review of skate park facilities within the LGA. Council resolved as follows:

'That a report be bought back to Council detailing the status of all skate parks in the Maitland LGA. The report is to include potential future locations recommended (if any) and number of seating and garbage's provided at existing (if any)".

In summary the purpose of the study is to develop a city wide youth space strategy to meet the current and future needs of the LGA.

Existing facilities

Maitland City Council currently has seven skate parks, one BMX track, one full outdoor basketball court and two half-basketball courts that have been considered to be youth spaces, in this study.

Facilities currently include:

Maitland: Two skate parks are located in Maitland within the Maitland Sportsground Precinct and at Harold Gregson Reserve.

Rutherford: Rutherford Youth Space has skate and scooter elements, a playground, hangout areas, and art spaces.

Metford: This skate park is located at the Metford Recreation Reserve co-located with a half basketball court.
Largs: This small skate park is located at Largs Park co-located close to two tennis courts and playing fields.

Thornton: This skate park is located at Thornton Park with playing fields, playground and half basketball court, four tennis courts and two netball courts.

Woodberry: This skate park is located at a Fred Harvey Sports Centre, co-located with a playground, a full outdoor basketball court, tennis court and BMX track.

Management objectives

The management objectives for youth spaces in Maitland are:

- to manage the facilities to provide maximum benefit to the local community
- to encourage young people to participate in physical and social activities outdoors (but without overcrowding at specific sites)
- to maintain the surrounds of facilities in a condition consistent with the green nature of the park in which it is placed (and which is valued by other users and residents)
- to provide risk and challenge for young people to enable skill development and learning without exposing users to danger, and maintain the facility and surrounds in a condition which minimises the chance of injury

Risks to be managed

The key sources of risks associated with the use and management of youth facilities are likely to be:

1. **collisions / falls due** to crowding, incompatible or inappropriate activities or levels of proficiency
2. **design** of the built facility either not meeting user requirements, or presenting inherent hazards
3. **condition** of the facility and whether this can contribute to accidents, in particular slipperiness of or loose surfaces
4. **the system** for identifying and rectifying unacceptable risks and managing cyclic and minor maintenance

This management plan is structured around these four issues.

2. Risk issues and management response

2.1 Collisions and falls

Collisions and falls are likely to be the main cause of injury at youth spaces.

These may result from:

1. **holes in / hazards on the riding surface**
2. **wear, damage or modification to the riding surfaces**
3. **conflict with cars or pedestrians on the way to the facility**
4. **crowding**
5. **incompatible activities**
6. **low levels of proficiency of riders in relation to the design of the facility**

Holes in / hazards on the riding surface

Where dirt is not provided to enable riders to refine the lips of jumps at BMX tracks, and where challenge is not sufficient, riders may dig holes to source additional soil, and bring foreign objects onto the riding area to jump over, or use as fill for jump building.

Additionally, users may also seek to bring foreign objects onto a skate park for added variety and challenges. As the design, structural integrity, strength and suitability of these for use for all activities and by all potential riders cannot be verified or relied on, it has to be assumed that they pose a risk, and should be removed.

As many activities and equipment in skate and scooter activities are fast paced and rely on grip and a smooth passage of very small wheels, surfaces need to be maintained in a clean, smooth, uninterrupted and predictable state.

Recommended Actions: Holes in / hazards on the riding surface

- ❒ **Conditions of use will not permit riders to dig holes or make new jumps at youth spaces**
- ❒ **Council will supply suitable fill for BMX jump riders to refine jump transitions**
- ❒ **Holes dug (except between a launch and landing of jumps) will be identified during inspections and be filled by Council**
- ❒ **Conditions of use will not permit riders to bring or use foreign items such as drums, timber and other hard objects or materials to construct jumps, or as items to jump**
- ❒ **Any foreign items for skating or riding on brought to youth spaces or left by riders will be removed by Council**
- ❒ **Diverts, cracks, and joints larger than 3mm across will be filled immediately by Council**
- ❒ **Concrete surfaces that wear so that the aggregate is exposed and are not consistently smooth, or remain in the intended plane as constructed shall be repaired**

- **Concrete skateable and ridable surfaces shall be checked regularly for debris and slippery or greasy substances that may cause riders to fall, will be removed as soon as practicable**
- **Where loose surfaces abut a skateable surface, care will be taken to restrict debris from remaining on the ridable surface**
- **Council where possible will make brooms and other equipment to riders available to remove debris, soil and water from the surface of equipment**
- **Council will seek to provide sealed shared paths to access youth spaces to minimise debris carried by bike tyres onto ridable surfaces**
- **Council will inspect facilities for wear and damage on a regular basis and rectify those that are deemed to affect safe use of the facilities (eg riding over the back of berms that affects the camber of a BMX track)**

Conflicts with cars / pedestrians on the way to the facility

There is a risk of riders being involved in collisions on the way to facilities, as in many instance youth spaces are adjacent to roads or carparks, shared paths are absent, and users may travel to such spaces by bicycle or on skates or boards.

Children under 12 years of age do not have sufficiently well developed judgement to be able to safely mix with motorised vehicles.

Young people may not always comply with road rules, or may be overconfident in their ability to ride in traffic.

Recommended Actions: Conflicts with cars / pedestrians

- **Where possible Council will ensure that youth spaces are served directly by shared pathways (off-road trails) and youth facilities are clearly separated from areas with vehicles**
- **Council will require that skateboard and BMX riders, and inline skaters wear protective gear including helmets, knee and elbow pads and wrist guards (where appropriate) to minimise the risk of injury**
- **Provide a map of preferred routes that connect to each youth facility, and connect to public transport**
- **Encourage young skaters and bike riders (under 12 years) to ride to facilities via a shared path or footpath (rather than the road)**
- **During the promotion of youth facilities or events Council will promote the use of off-road shared paths to access these and safe travel practices to and from each facility**

Accidents resulting from crowding

Levels and nature of use of youth facilities, especially during events, will be monitored to establish any conflicts and management of changes to infrastructure to address these.

The risk of collisions increase significantly when usage is high.

Young local riders (and their parents) benefit from clinics and programs that address the ethics of riding and expose participants to codes of behaviour, so they become familiar with what is expected at such a facility, especially when they confront older and more proficient riders.

Recommended Actions: Accidents resulting from crowding

- ❒ **Council will ensure that events are supervised, protective equipment is worn and use monitored so as to be able to control the mix of activities and levels of use, as well as have provision for first aid**

Hours of operation

The risk of falls and collisions can influenced by poor light and fatigue, and hence is likely to be greater at night. However there is high demand for activities at night and providing lights increases a facility's carrying capacity, and potential physical and social activity gains.

The recommended hours of operation for local skate parks are during daylight hours only. Higher order facilities can be lit to meet demand but lights need to be controlled so that they do not impact on residential amenity nor encourage riders to skate when they are tired.

Recommended Actions: Hours of operation

- ❒ **Local youth facilities will not be lit at night. This policy will be displayed on signage as a condition of entry**
- ❒ **District or City-wide facilities will be lit if required, however lights will be managed to shut off at an appropriate time**
- ❒ **Where bowls may be provided and pose a risk to pedestrians crossing the space, security lighting and appropriate warnings will be installed to minimise the danger of falls from unintended users**

Incompatible activities

It can be anticipated that a variety of bicycles: mountain bikes (MTB), BMX, jump bikes and a few small-wheeled children's bikes, as well as small scooters, skateboard riders, and inline skaters will use each youth space. The patterns of use will differ between user types and facilities.

It is envisaged that in most cases users will co-operate with each other, take turns and work out patterns of use between themselves. If there are significant differences between riders' proficiency of use, age or equipment, conflicts leading to accidents may occur.

Recommended Actions: Incompatible activities

- **Ongoing events, clinics, or programs to be held at youth spaces should include a component on rider ethics, codes of conduct and protective equipment**
- **Consideration should be given to separate events for a range of different activities and levels of proficiency and those "for girls only"**
- **Rules / conditions of use for the area will need to be clearly signed (see Appendix 5: Signage).**

Unleashed dogs

Unleashed dogs (not under the effective control of their owners) due to unpredictable behaviour have the potential to contribute to collisions, and falls where riders are riding bikes and skateboards at speed.

Recommended Actions: Unleashed dogs

- **All skate and BMX facilities should be signed as "Dogs prohibited" areas and adjacent youth and path facilities as being "on-lead" areas. This message could also be conveyed in clinics, programs and all promotional information about the youth spaces**
- **A vehicle access point will be available from the shared path**
- **Signage will identify the location of the nearest public telephone, the street address and map reference of the facility for emergency situations**
- **Emergency services will be made aware of suitable access points to each site**

Protection against injuries

In youth spaces there are commonly large areas of hard sealed surfaces and some elevated elements. These means in the event of falls, injuries are likely to be sustained. Common type of injuries and the main location of injury tend to differ depending on the activity.

Users are generally well aware of the risks associated with the sports of skating and BMX, however they not be as aware of the nature of specific injuries common to activities and ways to prevent these. Statistics suggest protective equipment can significantly reduce the severity of injuries.

Recommended Actions: Protection against injuries

- **Council will recommend that skateboard and BMX riders and inline skaters wear protective gear including helmets, knee and elbow pads and wrist guards (where appropriate) to minimise the risk of injury**
- **Wearing of helmets and protective gear will be a prerequisite for entry to all skate and BMX events at youth spaces in the City**
- **All clinics and competitions at youth spaces in the City will include a segment on prevention of injuries**

2.2 Managing behaviour

With an increasing range of activities and age groups using skate and BMX and free sports facilities it is likely that some conflicts between users may arise. Conflicts are more common when visitors and unintended users are present.

As with all areas of open public space there may be inappropriate use that provides an unacceptable risk to users, neighbours or the public. These may include any of the following:

- extreme risk takers
- violent or destructive persons
- people affected by drugs and alcohol
- people who do not have the ability or skills to use the facility
- people who do not have the intention to use the facility for it's designed purpose

Recommended Actions: Managing behaviour

- ❒ **Conditions of entry / use, information about the facility and warnings will be clearly documented, in user-friendly language, on signage at all youth spaces**
- ❒ **Council will minimise inappropriate behaviour occurring and resulting in injury by:**
  - **providing youth spaces in a prominent place and encouraging use of these facilities**
  - **providing effective signage**
  - **encouraging users to identify situations when assistance is required**
  - **empowering users to manage youth spaces**
  - **encouraging regular inspections and random regular Police patrols**
  - **enacting clear and appropriate reporting mechanisms and a response program for user and community complaints**
  - **disseminating educational material and running programs for users**
  - **clear internal processes and identified responsibilities for various Council Departments to share knowledge of such incidents and provide inclusive and collaborative responses**
  - **ongoing user and community consultation and collaboration**
  - **designating each youth space as an alcohol free zone**
- ❒ **Local Laws Officers and Police are responsible for enforcing any applicable legislation.**

2.3 Design

The main types of risks associated with design are:

1. **Design not meeting users' requirements**
2. **Inherent design issues**

Design not meeting users' requirements

Freestyle sports activities popular with adolescents and young people are in a continual state of flux, as the nature of the activity and equipment develops. Young people typically move in and out of activities as their interests and peer groups change.

Low usage of facilities is a risk for Council, due to the investment of funds to construct and maintain them. Therefore continual marketing of youth facilities, communication with users and stakeholders as well as sports development opportunities will be required to keep facilities relevant to the sports they serve and the needs of different users.

If facilities are not well used they will not represent a good investment as physical and social activity should be seen as the outcome.

Modifications to the design

As riders seek additional challenges they may use facilities in ways that are not intended, or they may attempt to modify the design of existing facilities to suit their interests.

Users may from time to time bring home made elements or materials to facilities to increase challenge. These may pose a risk to other users.

Users of BMX dirt jumps need to refine the transitions of jumps as they dry out and as they are used. This is acceptable practice for dirt jumping. However it is not acceptable for riders to modify BMX circuit tracks such as riding over or altering berms and lines will affect other rider's ability to corner safely (for example). This was evident in the BMX track constructed at Woodberry.

It is not uncommon for users to try to modify or remove rails on skate parks to enable them to jump beyond one element. This type of behaviour may impact on others, the flow of the park and on the wear and tear of the park and surrounds.

Riders of BMX jumps and skate parks commonly adjust their behaviour to address issues. For example: by laying down carpet to address poor drainage, bringing mattresses to allow them to learn new tricks; or creating new desire lines from the facilities when jumping or riding patterns change.

Recommended Actions: Design not meeting users' requirements

- ❒ **Council should continue dialogue with users to understand their preferences and changes in demand, in order to be able to modify or adjust management to encourage participation**
- ❒ **Youth facilities must be inspected regularly so as to understand preferences and patterns of use and what these are responding to, and to remove home made equipment or loose items left on riding surfaces**

- **Conditions of entry should stipulate no such items will be allowed in the park and that any found items will be confiscated**
- **Council will quickly rectify modifications to jumps and dirt BMX facilities beyond those to refine the lips of dirt jumps that are agreed with users**
- **Where BMX dirt jumps or recreational BMX or MTB tracks are constructed, basic design parameters should be agreed with users that are not to be compromised during management or use. These include:**
  - **Runs / selection of jumps to provide graded challenges**
  - **Number of runs and the maximum height of jumps and start hill**
  - **Distance from the track to obstacles or any obstruction such as any tree, power pole, fence, sporting infrastructure, lights etc**
  - **Overhead clearances**
  - **Alignment of jumps or elements in defined runs**
  - **Nature of soil used for construction**
- **Council will provide access to water and soil for BMX jump refinement on site, and a place to store appropriate tools or cleaning equipment for other youth spaces**
- **Council will promote the conditions associated with jump construction and modifications to users, and on signage on site**
- **The implications of modifications made by users will be discussed with users before rectification, if the modifications are made more than once**
- **In order to ensure young people have choice and know what option they have, each youth space and its facility will be promoted through print, web and social media on an ongoing basis**
- **Any marketing for activities or programs will be developed in conjunction with the users and promoted using the mechanisms outlined above as well as signage at the site and through local businesses and networks**

Sports development

There are few opportunities to formally learn skills in the sports of skateboarding and aggressive inline skating, BMX and mountain biking, and climbing.

Although not all skateboard and BMX riders will want to pursue structured opportunities - some may see this as controlling the activity - there are benefits to the provision of low-key programs and coaching for young riders. This will also assist parents to know how to support their children with interests in these sports.

Recommended Actions: Sports development

- **Prepare a program of events / clinics / educational programs / coaching and other scheduled activities at district and Citywide parks. These will provide sports development opportunities and competition as well as skill development, safety, prepare riders for the activity, and reinforce appropriate behaviour at youth spaces**
- **Where possible utilise older and proficient local riders to teach / train / coach younger riders to develop competence and how to maintain equipment etc**
- **Council contact details will be clearly signed at the facility so that users / community members can report / discuss any relevant issues or concerns as they occur**
- **Instigate a management program and budget for cyclic management, involving users**

Inherent design issues

Each sport has particular design and spatial requirements, although for skateboarding and freestyle inline, BMX and scooter riding these are not documented in Standards. There is particular expertise required to site facilities, design these facilities and provide these free sports safely in a public place. Whilst users may have particular requests and expertise in relation to the design of elements, context and siting are equally important.

Users place considerable trust in Council that facilities provided will not provide inherent risks to users that can be avoided.

Recommended Actions: Inherent design issues

- **Youth space design will be managed in Council by one staff member, who will manage: the brief, community and user engagement, and sign off the end product**
- **Design and siting of youth spaces and their elements will only be undertaken by those with suitable qualifications and considerable experience, in conjunction with potential users and relevant stakeholders**

2.4. Condition of facilities

The condition of any infrastructure and whether this can contribute to accidents is an important consideration in any facility, especially unsupervised facilities targeting young people.

The key risks associated with the condition of the facility relate to condition of:

1. **Surfaces**
2. **Surrounds**

Condition of surfaces

An example of a checklist has been provided for use at each park. This will be refined based on resources available, and utilised to ensure the condition of each facility is maintained in an acceptable state.

Key issues associated with the condition of surfaces are:

- Condition of metal surfaces and structures such as rails and coping
- Condition and integrity, and smoothness of concrete riding surfaces
- Consistency of the surface planes where surfaces abut
- Drainage of the area that will influence slipperiness
- Graffiti and vandalism
- Cleanliness of riding surfaces

Condition of steel surfaces

The installation of metal transition nosings on precast skate elements is problematic in how they are affixed to the concrete slab, materials used, and some are not flush with the slab surface or smooth.

Metal sheet skating surfaces may not always remain secured. When one lifts it may provide a trip or laceration hazard.

Metal rails, coping and edging are susceptible to becoming rusted, dented or detaching from concrete structures.

They must also be kept free from foreign substances.

Recommended Actions: Condition of surfaces

- ❒ **Inspections will check that metal skateable elements are secured, lay flat, edges abutting at the same plane, free from rust, significant dents, and foreign substances**

Condition of concrete surfaces

Precast concrete ramps are susceptible to wear, and ramp transitions commonly show exposed aggregate after several years, which are rough and become slippery. Crane holds need to be carefully filled with concrete to match the surrounding surface. Ramps placed beside each other must not have significant gaps between each, as these create hazards for riders of scooters and skateboards. These precast ramps are not designed to have earth ramp access from the rear, and these create a source of debris that travels onto the riding surface.

The surface of concrete skate facilities is susceptible to cracking, joint separation and pitting or holing from pedals and the like. These can create risks of falls for riders. Wet or slippery surfaces and debris also provide risks to riders.

If the area is not well drained, riders will not have the control required, especially on landing.

Recommended Actions: Condition of concrete surfaces

- ❒ **Inspections will check that skateable concrete areas are free from erosion, deep pitting, holes, wide joints or cracks. Repairs must be undertaken to match the plane and smoothness of surrounding surfaces**
- ❒ **Inspections will check for any damage to equipment, the integrity of all surfaces and structures, any cracking or movement of concrete base or equipment, any gaps or trip hazards, water pooling, slippery surfaces, weathering of equipment, etc. Identified works will then be incorporated into the facility's maintenance program**
- ❒ **A checklist will be prepared for each new youth space. This will be utilised to ensure the condition of the facility is maintained in an acceptable state, and consistent with the original condition**
- ❒ **Council will inspect drainage and presence pooling at each facility on an ongoing basis**

Graffiti and vandalism

Graffiti impacts on the perception of value of youth spaces, and depending on the substance used may create a hazard to riders using the surface.

Anti-graffiti paint[2] or paint used to cover graffiti is too slippery for skating surfaces. The removal of graffiti by abrasion will damage surfaces for skating.

It is possible that BMX jumps may be vandalised and therefore alter the path of travel, or the way that jumps can be ridden.

[2] Paint that is applied to a skating surface to minimise the effects of graffiti.

Recommended Actions: Graffiti and vandalism

- ❒ **Paint to cover graffiti will only be used on surfaces <u>not designed for riding</u> (i.e. side panels) and not on ramps and rails**
- ❒ **Incidences of graffiti and vandalism will be identified through the following mechanisms:**
  - **waste management and cleaning routines**
  - **maintenance / risk assessment inspections**
  - **Local Laws patrols**
  - **reports from users of the facility, community members and local traders**
  - **signage will provide relevant contact details for reporting incidences of damage (including graffiti and vandalism)**
- ❒ **Regular inspections will identify graffiti and vandalism**
- ❒ **Any graffiti on the riding surfaces will be removed with chemicals rather than by paint or physical abrasion. Paint will be removed carefully from ridable surfaces so as not to affect surface smoothness**

Condition of surrounds

Dirt from access ramps, eroding slopes and worn grass surrounds, as well as rubbish, gum, bird droppings and leaf litter are all sources of debris on skate parks that provide hazards to riders and impact on the aesthetic attraction and use of these spaces.

Youth spaces should also have sealed path access to prevent: dirt traveling on to ridable surfaces from bike tyres, and riders getting punctures from grass seeds.

A key issue associated with the surrounds of BMX tracks and skate parks is the position of facilities in relation to trees, slopes and other structures and surfaces.

Recommended Actions: Condition of surrounds

- ❒ **Council will put in place a cleaning program for youth spaces in conjunction with users**
- ❒ **In future siting of youth spaces should consider the significance of grading and the nature of adjacent surfaces to ongoing maintenance and cleaning**
- ❒ **During inspections of facilities Council will check:**
  - ■ **the extent of worn grass / ground cover abutting the facility**
  - ■ **for the presence, legibility of content, and condition of all signs**
  - ■ **the condition of all structures serving the youth space such as barriers, seats, signs, and ensure they are secure**
  - ■ **the condition of all trees within the vicinity of the riding area, and for storm damage that may create a hazard for riders**

2.5 Actions to address conditions at individual sites

Specific actions to address risk issues and maintenance identified in the condition audit of each park are summarized below.

Maitland Sportsground Half Pipe

Recommended Actions:

- Undertake minor repairs and resurfacing of the concrete where very rough, and extend one of the platforms to make it more suitable for bike use.
- Inspect the facility regularly and clean the park and repair damage when required.
- Install a standard information, warning and name sign.

Maitland Skate Park, Harold Gregson Reserve

This park is in a location that has the potential to become a citywide facility. It may be more cost effective and create a greater benefit for young people if redeveloped than by adding major elements to a number of local skate parks. By providing a higher level park here and increasing the sphere of influence of the park, more significant social opportunities and challenges will be provided.

Recommended Actions:

- Consider redeveloping this park into a citywide skate park and youth space in the medium term, and provide lighting.
- In the short term undertake repairs to all the concrete surface, fill in wide joints, divots and all crane holds, replace the asphalt around the transition nosing,
- Clean substances off the skateable surface that may interfere with the smooth passage of wheels or if it is sticky or slippery.
- In future parks, use an alternative designed fence to cable fencing.
- Introduce a cleaning and inspection program immediately.
- Provide a bubbler.
- Construct seating and tables close to the riding area.
- Sign with information warning and name sign.
- Consider providing a path system to the park or keeping the grass mown in a path to restrict weeds from seeding and causing punctures.

Largs Skate Park, Largs Park

Recommended Actions:

- In the short term undertake repairs to concrete surfaces, fill in wide joints, divots and resurface the slabs that are rough.
- Introduce a cleaning and inspection program immediately.
- Provide a bubbler.
- Consider resurfacing the tennis court and placing a range of goal posts on the court allowing for ball games as well as skating and small-wheeled toys etc.
- Construct seating and tables close to the riding area.
- Provide additional information and warnings on the sign.
- Educate riders about the risks of using loose equipment on parks and the risks of using mattresses left by others and riding at night without good lights
- Consider providing a path system to the park or keeping the grass mown in a path to restrict weeds from seeding and causing punctures.
- Consider adding a spine, blocks or rails and alter the roll-in to add another transitions and wider elevated platforms.

- Encourage the ongoing involvement by riders and the recreation board in the design, management and cleaning of the park. Consider providing the riders with the space for storing a broom and cleaning clothes to enable them to clean the park or mop when wet, before use.

Rutherford Youth Space

Recommended Actions:

- In the short term undertake repairs to all concrete surfaces, fill in wide joints, divots and resurface the slabs of concrete that are rough.
- Review the need to seal some extra areas of slope to maintain the slope and limit sand from entering the park.
- Review how secure the coping is and whether this needs to be replaced.
- Steam clean the gum and bird droppings off the park and educate users not to use gum.
- The earth and grass should be reinstated in several locations or the slope sealed.
- Introduce a weakly cleaning and inspection program i.e. clean on Monday, check on Friday, or share the responsibility with users.
- The review the success of the curb into top of the narrow platform and seek advice if this needs to be altered, or replace.
- Introduce an ongoing and regular cleaning and inspection program and repair program immediately.
- Repaint seating and tables and continue to keep them in good repair.
- Repair the guardrails on the ramp.
- Provide a consistent slab around the base of the bubbler so as a person from a wheelchair can use it.
- Edge the grass and regrade along the path, repair the erosion down the grassed bank reseed in places to minimise creep of grass and dirt onto the riding surface.
- Determine a suitable location to store a broom on the site for use by riders and seek to arrange for riders to undertake cleaning work or link to an existing cleaning contract to keep the park in a good condition. Sweep sand from the slope and debris, plants, bird droppings, gum and graffiti off the park.
- Consider relocating the space net and installing ball rings and additional seating, remove seats adjacent to the box in the north east to provide better space around the eastern box, and redesign the unsealed area in the both east between the path and the skate surface to add additional skate elements.
- Provide an accessible path of travel into and along the skate park.

Metford Skate Park

Recommended Actions:

- Replace net on basketball ring
- Provide blocks along the edge for skaters to sit on
- Provide a sealed path to the centre of park and returf the worn grassed areas with kikuyu
- Paint out non skateable panels and clean off paint on skateable elements
- Redesign access to the roll in with the dirt access. This might include a curb entry ramp that is asphalted, so that it is not seen as a jump
- Undertake repairs to all concrete surfaces, fill in wide joints, divots and resurface the slabs of concrete and transitions that are rough, and the edges of boxes
- Introduce a cleaning and inspection program immediately
- Provide a bubbler
- Consult local people about whether the basketball court is use and add additional skate elements in this location
- Construct tables/seats close to the riding area
- Provide a sign with information, warnings and a disclaimer
- Providing a path system to the centre of park
- Consider making minor adjustments so the small items in the centre of the park ie add a spine, blocks etc.
- Encourage the ongoing involvement by riders in the design and management and cleaning of the skate park. Consider providing the man across the road with a broom and cleaning clothes if he is willing to enable them to clean the park or mop when wet, before use
- Consider constructing a small BMX dirt jumps area in the reserve, farther enough away from the skate park to prevent dirt spilling on to the skate park. When constructed remove the dirt mound behind the ramp

Thornton Skate Park

This park may be best redeveloped on the same site or accommodate the potential development proposed at a new district reserve in the new release area to the north, and to complement the Metford and Woodberry parks.

Recommended Actions:

- In the short term undertake repairs to all concrete surfaces; fill in wide joints, gaps, and divots in the concrete.
- Remove hard material and regrade the dirt ramp and stabilise as a smooth entry in the short term
- Introduce a cleaning and inspection program immediately.
- Provide a bubbler. If not available in conjunction with associated facilities

- Consider redeveloping this site and removing the basketball court if a full sized adjacent court is available for community use. Provide a slightly bigger park here with a wider range of elements and redesign the playground as an integrated element.
- Construct seating and tables close to the riding area.
- Provide a sign with information, warnings and a disclaimer.
- Provide a sealed path system to the park adjacent facilities and the roadway.
- Encourage the ongoing involvement by riders and the recreation board in the design and management and cleaning of the skate park.
- Consider providing the riders with the space for storing a broom and cleaning clothes to enable them to clean the park or mop when wet, before use.
- Redesign the rear dirt entry to one ramp with an extended platform if the park remains as it is.
- Commence planning of a new district park to serve Thornton, in the new release area.

Woodberry Skate Park

The maintenance and design of this park could be enhanced to reduce key risk issues and provide a more integrated youth space with a range of elements.

The BMX track needs to be relocated away from the pylons and skate park, and redesigned with more suitable soil. A maintenance program needs to be put in place in conjunction with the users.

Recommended Actions:

- Repair concrete, gaps, divots and resurface the old ramps or replace these
- Consider providing a slightly larger skate areas with other elements
- Consider upgrading the playground and add other elements such as a hit up wall
- Consider resurfacing the basketball court and providing compliant backboard ring and net
- Returf the edge around the skate park in kikuyu
- Ensure the skate park and BMX track are separated by non riding areas to limit the spread of debris on to the skate park
- Relocate the BMX track in accordance with the relevant disciplines, appropriate soil type and layout, ensuring that the track is distinguishable from the surrounds, that cross riding is constrained and berms are not being ridden over
- Determine the role that users should play in managing and maintaining the BMX track, once the nature of the disciplines have been determined
- Provide a sealed path from the skate park to the road edge path and shops
- Paint the non skateable elements of the skate park to control graffiti
- Construct seating and tables close to the riding area
- Introduce a cleaning and inspection program immediately
- Provide a bubbler adjacent to the seats and tables
- Provide a sign with information, warnings and a disclaimer

- Ensure that the tennis court has nets provided and remains open to the community

2.6 A system for identifying and rectifying unacceptable risks and managing cyclic and minor maintenance

Council may be unnecessarily exposed to litigation and increased insurance premiums if it has no system in place to minimise the likelihood of an injury occurring.

In order to maximise the chances of a facility meeting its objectives, and for the purposes of managing risk, a typical management regime would include:

- a clear role and responsibilities for tasks by staff, users and any community / sporting group
- a regular cleaning and inspection program
- a cyclic maintenance and capital works program
- a system for organising and recording inspections, and for checking and signing off maintenance and rectification work
- regular communication with users
- training programs for personnel responsible for inspections, hazard reports, and rectification works
- codes of conduct / policies to address issues especially if the site attracts high level of use (eg. crowd control, events, pricing, protective equipment, night use)
- a system for monitoring demand and use
- a system for recording accidents
- a signage system

Recommended Actions: Rectifying unacceptable risks

- ❒ **Develop a rigorous system of inspections, recording, reporting, and signing off for works in youth spaces. Information collected during these processes should inform asset management and facility development, and budget programming.**
- ❒ **Consider training relevant Council staff to ensure maintenance and risk assessment inspections are carried out: in accordance with the nature of the activities, and effectively.**

Inspections and hazard reporting

Appendices 1 to 4 provide examples of components to be inspected and frequency of inspections. This is a preliminary guide only, based on the assessment outlined in this document.

It is recommended that Council refine the table that addresses the risks identified and that meets internal policy and operational requirements.

Training will be provided to relevant Council staff to ensure maintenance and risk assessment inspections are carried out effectively.

Recommended Actions: Inspections and hazard reporting

- **Council will undertake monthly inspections of local facilities and where possible weekly inspections of District and City-wide youth spaces (or as determined) using a specific maintenance and risk assessment checklist that is tailored to the design of the facility**
- **Training will be provided to relevant Council staff to ensure maintenance and risk assessment inspections are carried out effectively**
- **Council Officers who are visiting the site on a regular basis (eg. for waste management, parks maintenance or Local Laws duties) should be encouraged to look over and report any hazards or damage sustained to facilities**
- **Incident or hazard reports should be collated by a nominated Council Officer for actioning, as well as for the purpose of tracking incidents, establishing patterns of use and budgeting, etc**
- **Council will keep a record of any accident reported and where possible investigate the circumstances under which it occurred; whether the condition of the facility or its design may have contributed to the accident, and whether any action was taken to minimise the chance of such as accident occurring again**

Waste collection and management

Council has a policy of not providing bins at youth facilities. Some adjacent residents assist in cleaning rubbish at these facilities.

Users are often prepared to clean and dry facilities if they can be provided with the equipment to do so.

Recommended Actions: Waste collection and management

- **Facility users will be required to keep the site clean of rubbish at all times, and take their rubbish home**
- **Council will need to gather loose rubbish as young people are unlikely to take all rubbish with them**

Cyclical maintenance and capital renewal works scheduled

Typically in asset management terms the design life of concrete skate parks is considered to be some 30 years. In reality it is far less, and 20 years is likely to be much a more realistic, and for precast concrete ramps the life is more likely to be less than 15 and these need substantial work including resurfacing every five years or so (see table 1)

Recommended Actions: Maintenance and capital renewal

- **An Asset Management Plan will be developed for youth space facilities that will identify an annual maintenance program and budget necessary to ensure that each facility is maintained appropriately, and equipment is replaced at the end of its useful life**
- **Upgrades and further developments to each facility (over and above routine maintenance) will be planned for (subject to consideration in Council's Capital Works Program)**

Signage

Recommended Actions: Signage

- **Signage will be maintained at the entrance to each youth space facility. It will be kept in a good condition, and will be legible at all times**
- **Signage will inform users of the following:**
  - **warnings**
  - **conditions of use**
  - **prohibitions**
  - **information (see Appendix 5)**

3. Probable costs

The cost of constructing and managing a youth space especially a skate park will vary considerably depending on:

- the nature of the activities / disciplines to be accommodated
- the nature of materials (ie concrete or soil
- the facility's catchment, size, complexity and design of the facility
- the nature of soils, slope and other physical constraints and conditions

Due to these variables it is not possible to provide accurate probable costs for future facilities, however a 'ball park' probable cost estimate for budgeting purposes related to scale and material and catchment can be identified.

The following tables indicate the cost and replacement value for existing facilities, and an estimated probable cost of maintaining and developing these and several priority new developments over the next 15 years. These costs do not include cleaning.

Note: the design life of concrete skate parks and BMX facilities is unlikely to be 30 or 40 years as currently estimated by Maitland and other Councils; because of risk management issues and the changeable nature of the activities they accommodate. @leisure has estimated the design life to be more 20 years for insitu concrete skate parks and 15 years for precast elements provided on a slab.

Probable costs also include some regular minor improvements in order to keep facilities in good condition, to maintain interest and challenge, and keep up with desired nature of use. Funds will also need to be set aside for: annual inspections, and cleaning and possibly emergency maintenance.

Recommended Actions: Probable costs

- **Once reviewed, the probable cost of maintenance and improvement should form the basis of 1) a capital works plan, 2) an asset management plan, and 3) the maintenance budget**
- **The current asset management plan should be updated to include details from the Youth Spaces Strategy and Management Plan and where possible skate parks should form one separate class or sub class of assets in this plan**

Table 1. Detailed cost of existing skate parks; design life and value 2012

Suburb	Location	Description	Installed Date	Design Life*	Installed Cost $	Present Replacement Value (f/p, 3%, age) $	Age	Written Down $ Value - By age	Likely cost to replace $ [3]
Rutherford	Hillview Street	Insitu concrete	2009	20	790,683	864,001	3	734,401	NA
Woodberry	Lawson Avenue	Precast concrete	2001	15	14,000	19,379	11	5,168	67,500
Thornton	Taylor Avenue	Precast concrete	2001	15	41,925	58,034	11	15,476	87,750
Metford	Schanck Drive	Precast concrete	2000	15	70,000	99,803	12	19,961	216,000
Maitland	Smythe Field	Insitu concrete	1995	15	20,000	33,057	17	4,959	32,532
Maitland	Harold Gregson Res.	Precast concrete	1999	20	130,612	191,808	13	25,574	675,000
Largs	Largs Oval	Insitu concrete	2000	20	25,518	36,383	12	14,553	108,000

* as estimated by @leisure

[3] Relates to older parks and only includes concrete to same design, not landscaping, associated facilities or earth works for example

Table 2. Estimated probable costs: Existing skate and BMX facilities over the next 15 years

FACILITY	REMAINING LIFE		YEAR															TOTAL PROBABLE COST
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Rutherford		Strategy	R	M	M	PD	M	IM	M	M	M	M	IM	M	M	M	M	
	17	Cost	2000	2635	2635	25,000	60000	3333	3333	3333	3333	4000	10,000	3667	3667	3667	3667	$150721
Woodberry skate park		Strategy	R	M	M	PD	M	C	M	M	M	M	IM	M	M	M	M	
	4	Cost	5000	2025	2025	27025	2025	100,000	2000	2000	2000	2500	15000	2000	2000	2000	2000	$179600
Thornton		Strategy	R	PD Thornton new release			C	M	M	M	M	M	IM	M	M	M	M	
	4	Cost	2000	60000	2000	2000	800,000	2133	2133	2133	2133	2667	15000	2500	2500	2500	2667	$904200
Metford		Strategy	PD*	IM	M	PD	M	C	M	M	M	M	IM	M	M	M	M	
	3	Cost	2000	5,000	2000	32,000	2000	200,000	2000	2000	2000	2000	10000	2000	2000	2000	2000	$269000
Maitland		Strategy	R	M	M	M	M	Review future										
	0	Cost	1000	1000	1000	1000	1000											$5000
Maitland Municipal		Strategy	R	PD	M	C	M	M	M	M	IM	M	M	M	M	M	M	
	2	Cost	2000	102000	2000	1,500,000	3000	3000	3000	3000	10,000	2000	2000	2000	2000	2000	2000	$1655000
Largs	8	Strategy	R	M	M	M	M	IM	M	PD	M	C	M	M	M	M	IM	
			8000	1000	1000	1000	1000	5000	1000	32000	1000	200000	2000	2000	2000	2000	10,000	$269000
																		$4879021

*Separate BMX see table following

Legend

PD	Planning and Design	R	Repair	C	Construction	IM	Minor Improvements	M	Maintenance

Note: Capital improvements are shown in the shaded cells. Red text indicates capital costs likely to be at least partly funded by developer contributions.

See over page for assumptions

Table 3. Estimated probable costs: New priority skate and BMX facilities over the next 15 years

FUTURE PRIORITY LOCATIONS		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	TOTAL
Green Hills shopping centre	Strategy	PD	C	M	M	M	M	IM	M	M	M	M	IM	M	M	M	
	Probable costs excluding cleaning	50000	500000	2000	2000	2000	2000	25,000	2000	2000	2000	2000	15,000	2000	2000	2000	612000
Anambah / Lochinvar skate / BMX	Strategy		PD	C	M	M	M	M	IM	M	M	M	M	IM	M	M	
	Probable costs excluding cleaning		50,000	600000	2000	2000	2000	2000	2000	2000	2000	2000	2000	15,000	2000	2000	687000
Metford BMX	Strategy	PD	C	M	M	M	M	IM	M	M	M	M	IM	M	M	M	
	Probable costs	20,000	80000	2500	2500	2500	2500	10,000	2500	2500	2500	2500	10,000	2500	2500	2500	147500
ESTIMATED PROBABLE COST OVER 15 years, excluding cleaning, programming and events																$4, 421,818	

Legend

PD	Planning and Design	R	Repair	C	Construction	IM	Minor Improvements	M	Maintenance

Capital improvements are shown in the shaded cells. Red text indicates capital costs likely to be at least partly funded by developer contributions.

Assumptions:

- Estimated probable costs are high level and not based on specific sites or facilities
- Cost do not include cleaning
- Only includes basic Construction of the Skate or BMX facility, may not include surrounds or geotechnical, legal, car parking, planning costs etc.
- Whilst planning and design work is being done, maintenance of the existing park is still being undertaken, hence the standard maintenance cost used in the previous year is applied in cells marked PD

4. Summary of actions

Recommended Actions: Holes in / hazards on the riding surface

- ❒ **Conditions of use will not permit riders to dig holes or make new jumps at youth spaces**
- ❒ **Council will supply suitable fill for BMX jump riders to refine jump transitions**
- ❒ **Holes dug (except between a launch and landing of jumps) will be identified during inspections and be filled by Council**
- ❒ **Conditions of use will not permit riders to bring or use foreign items such as drums, timber and other hard objects or materials to construct jumps, or as items to jump**
- ❒ **Any foreign items for skating or riding on brought to youth spaces or left by riders will be removed by Council**
- ❒ **Diverts, cracks, and joints larger than 3mm across will be filled immediately by Council**
- ❒ **Concrete surfaces that wear so that the aggregate is exposed and are not consistently smooth, or remain in the intended plane as constructed shall be repaired**
- ❒ **Concrete skateable and ridable surfaces shall be checked regularly for debris and slippery or greasy substances that may cause riders to fall, will be removed as soon as practicable**
- ❒ **Where loose surfaces abut a skateable surface, care will be taken to restrict debris from remaining on the ridable surface**
- ❒ **Council where possible will make brooms and other equipment to riders available to remove debris, soil and water from the surface of equipment**
- ❒ **Council will seek to provide sealed shared paths to access youth spaces to minimise debris carried by bike tyres onto ridable surfaces**
- ❒ **Council will inspect facilities for wear and damage on a regular basis and rectify those that are deemed to affect safe use of the facilities (eg riding over the back of berms that affects the camber of a BMX track)**

Recommended Actions: Conflicts with cars / pedestrians

- ❒ **Where possible Council will ensure that youth spaces are served directly by shared pathways (off-road trails) and youth facilities are clearly separated from areas with vehicles**
- ❒ **Council will require that skateboard and BMX riders, and inline skaters wear protective gear including helmets, knee and elbow pads and wrist guards (where appropriate) to minimise the risk of injury**
- ❒ **Provide a map of preferred routes that connect to each youth facility, and connect to public transport**
- ❒ **Encourage young skaters and bike riders (under 12 years) to ride to facilities via a shared path or footpath (rather than the road)**
- ❒ **During the promotion of youth facilities or events Council will promote the use of off-road shared paths to access these and safe travel practices to and from each facility**

Recommended Actions: Accidents resulting from crowding

- ❒ **Council will ensure that events are supervised, protective equipment is worn and use monitored so as to be able to control the mix of activities and levels of use, as well as have provision for first aid**

Recommended Actions: Hours of operation

- ❒ **Local youth facilities will not be lit at night. This policy will be displayed on signage as a condition of entry**
- ❒ **District or City-wide facilities will be lit if required, however lights will be managed to shut off at an appropriate time**
- ❒ **Where bowls may be provided and pose a risk to pedestrians crossing the space, security lighting and appropriate warnings will be installed to minimise the danger of falls from unintended users**

Recommended Actions: Incompatible activities

- ❒ **Ongoing events, clinics, or programs to be held at youth spaces should include a component on rider ethics, codes of conduct and protective equipment**
- ❒ **Consideration should be given to separate events for a range of different activities and levels of proficiency and those "for girls only"**
- ❒ **Rules / conditions of use for the area will need to be clearly signed (see Appendix 5: Signage).**

Recommended Actions: Unleashed dogs

- ❒ **All skate and BMX facilities should be signed as "Dogs prohibited" areas and adjacent youth and path facilities as being "on-lead" areas. This message could also be conveyed in clinics, programs and all promotional information about the youth spaces**
- ❒ **A vehicle access point will be available from the shared path**
- ❒ **Signage will identify the location of the nearest public telephone, the street address and map reference of the facility for emergency situations**
- ❒ **Emergency services will be made aware of suitable access points to each site**

Recommended Actions: Protection against injuries

- ❒ **Council will recommend that skateboard and BMX riders and inline skaters wear protective gear including helmets, knee and elbow pads and wrist guards (where appropriate) to minimise the risk of injury**
- ❒ **Wearing of helmets and protective gear will be a prerequisite for entry to all skate and BMX events at youth spaces in the City**
- ❒ **All clinics and competitions at youth spaces in the City will include a segment on prevention of injuries**

Recommended Actions: Managing behaviour

- ❒ **Conditions of entry / use, information about the facility and warnings will be clearly documented, in user-friendly language, on signage at all youth spaces**
- ❒ **Council will minimise inappropriate behaviour occurring and resulting in injury by:**
  - **providing youth spaces in a prominent place and encouraging use of these facilities**
  - **providing effective signage**
  - **encouraging users to identify situations when assistance is required**
  - **empowering users to manage youth spaces**
  - **encouraging regular inspections and random regular Police patrols**
  - **enacting clear and appropriate reporting mechanisms and a response program for user and community complaints**
  - **disseminating educational material and running programs for users**
  - **clear internal processes and identified responsibilities for various Council Departments to share knowledge of such incidents and provide inclusive and collaborative responses**
  - **ongoing user and community consultation and collaboration**
  - **designating each youth space as an alcohol free zone**

Recommended Actions: Design not meeting users' requirements

- ❒ **Council should continue dialogue with users to understand their preferences and changes in demand, in order to be able to modify or adjust management to encourage participation**
- ❒ **Youth facilities must be inspected regularly so as to understand preferences and patterns of use and what these are responding to, and to remove home made equipment or loose items left on riding surfaces**
- ❒ **Conditions of entry should stipulate no such items will be allowed in the park and that any found items will be confiscated**
- ❒ **The implications of modifications made by users will be discussed with users before rectifications works if the modifications are made more than once**
- ❒ **Council will quickly rectify modifications to jumps and dirt BMX facilities beyond those to refine the lips of dirt jumps that are agreed with users**
- ❒ **Where BMX dirt jumps or recreational BMX or MTB tracks are constructed, basic design parameters should be agreed with users that are not to be compromised during management or use. These include:**
  - **Runs / selection of jumps to provide graded challenges**
  - **Number of runs and the maximum height of jumps and start hill**
  - **Distance from the track to obstacles or any obstruction such as any tree, power pole, fence, sporting infrastructure, lights etc**
  - **Overhead clearances**
  - **Alignment of jumps or elements in defined runs**
  - **Nature of soil uses for construction**
- ❒ **Council will provide access to water and soil for BMX jump refinement on site, and a place to store appropriate tools or cleaning equipment for other youth spaces**

- ❒ **Council will promote the conditions associated with jump construction and modifications to users, and on signage on site**
- ❒ **The implications of modifications made by users will be discussed with users before rectifications works, if the modifications are made more than once**
- ❒ **In order to ensure young people have choice and know what option they have, each youth space and its facility will be promoted through print, web and social media on an ongoing basis**
- ❒ **Any marketing for activities or programs will be developed in conjunction with the users and promoted using the mechanisms outlined above as well as signage at the site and through local businesses and networks**

Recommended Actions: Sports development

- ❒ **Prepare a program of events / clinics / educational programs / coaching and other scheduled activities at district and Citywide parks. These will provide sports development opportunities and competition as well as skill development, safety, prepare riders for the activity, and reinforce appropriate behaviour at youth spaces**
- ❒ **Where possible utilise older and proficient local riders to teach / train / coach younger riders to develop competence and how to maintain equipment etc**
- ❒ **Council contact details will be clearly signed at the facility so that users / community members can report / discuss any relevant issues or concerns as they occur**
- ❒ **Instigate a management program and budget for cyclic management, involving users**

Recommended Actions: Inherent design issues

- ❒ **Youth space design will be managed in Council by one staff member, who will manage: the brief, community and user engagement, and sign off the end product**
- ❒ **Design and siting of youth spaces and their elements will only be undertaken by those with suitable qualifications and considerable experience, in conjunction with potential users and relevant stakeholders**

Recommended Actions: Condition of surfaces

- ❒ **Inspections will check that metal skateable elements are secured, lay flat, edges abutting at the same plane, free from rust, significant dents, and foreign substances**

Recommended Actions: Condition of concrete surfaces

- ❒ **Inspections will check that skateable concrete areas are free from erosion, deep pitting, holes, wide joints or cracks. Repairs must be undertaken to match the plane and smoothness of surrounding surfaces**
- ❒ **Inspections will check for any damage to equipment, the integrity of all surfaces and structures, any cracking or movement of concrete base or equipment, any gaps or trip hazards, water pooling, slippery surfaces, weathering of equipment, etc. Identified works will then be incorporated into the facility's maintenance program**
- ❒ **A checklist will be prepared for each new youth space. This will ensure the condition of the facility is maintained in an acceptable state, and consistent with the original condition**
- ❒ **Council will inspect drainage and presence pooling at each facility on an ongoing basis**

Recommended Actions: Graffiti and vandalism

- ❒ **Paint to cover graffiti will only be used on surfaces not designed for riding (i.e. side panels) and not on ramps and rails**
- ❒ **Incidences of graffiti and vandalism will be identified through the following mechanisms:**
  - **waste management and cleaning routines**
  - **maintenance / risk assessment inspections**
  - **Local Laws patrols**
  - **reports from users of the facility, community members and local traders**
  - **signage will provide relevant contact details for reporting incidences of damage (including graffiti and vandalism)**
- ❒ **Regular inspections will identify graffiti and vandalism**
- ❒ **Any graffiti on the riding surfaces will be removed with chemicals rather than by paint or physical abrasion. Paint will be removed carefully from ridable surfaces so as not to affect surface smoothness**

Recommended Actions: Condition of surrounds

- ❒ **Council will put in place a cleaning program for youth spaces in conjunction with users**
- ❒ **In future siting of youth spaces should consider the significance of grading and the nature of adjacent surfaces to ongoing maintenance and cleaning**
- ❒ **During inspections of facilities Council will check:**
  - **the extent of worn grass / ground cover abutting the facility**
  - **for the presence, legibility of content, and condition of all signs**
  - **the condition of all structures serving the youth space such as barriers, seats, signs, and ensure they are secure**
  - **the condition of all trees within the vicinity of the riding area, and for storm damage that may create a hazard for riders**

Recommended Actions: Rectifying unacceptable risks

- ❒ **Develop a rigorous system of inspections, recording, reporting, and signing off for works in youth spaces. Information collected during these processes should inform asset management and facility development, and budget programming.**
- ❒ **Consider training relevant Council staff to ensure maintenance and risk assessment inspections are carried out: in accordance with the nature of the activities, and effectively.**

Recommended Actions: Inspections and hazard reporting

- ❒ **Council will undertake monthly inspections of local facilities and where possible weekly inspections of District and City-wide youth spaces (or as determined) using a specific maintenance and risk assessment checklist that is tailored to the design of the facility**
- ❒ **Training will be provided to relevant Council staff to ensure maintenance and risk assessment inspections are carried out effectively**

- Council Officers who are visiting the site on a regular basis (eg. for waste management, parks maintenance or Local Laws duties) should be encouraged to look over and report any hazards or damage sustained to facilities
- Incident or hazard reports should be collated by a nominated Council Officer for actioning, as well as for the purpose of tracking incidents, establishing patterns of use and budgeting, etc
- Council will keep a record of any accident reported and where possible investigate the circumstances under which it occurred; whether the condition of the facility or its design may have contributed to the accident, and whether any action was taken to minimise the chance of such as accident occurring again

Recommended Actions: Waste collection and management

- Facility users will be required to keep the site clean of rubbish at all times, and take their rubbish home
- Council will need to gather loose rubbish as young people are unlikely to take all rubbish with them

Recommended Actions: Maintenance and capital renewal

- An Asset Management Plan will be developed for youth space facilities that will identify an annual maintenance program and budget necessary to ensure that each facility is maintained appropriately, and equipment is replaced at the end of its useful life
- Upgrades and further developments to each facility (over and above routine maintenance) will be planned for (subject to consideration in Council's Capital Works Program)

Recommended Actions: Signage

- Signage will be maintained at the entrance to each youth space facility. It will be kept in a good condition, and will be legible at all times
- Signage will inform users of the following:
  - warnings
  - conditions of use
  - prohibitions
  - information

Recommended Actions: Probable costs

- Once reviewed, the probable cost of maintenance and improvement should form the basis of 1) a capital works plan, 2) an asset management plan, and 3) the maintenance budget
- The current asset management plan should be updated to include details from the Youth Spaces Strategy and Management Plan and where possible skate parks should form one separate class or sub class of assets in this plan

5. Appendices

Appendix 1: Example: Skate park - inspection checklist

LEGEND: TR Transition / ramp / ledge / bank, S – stair, B- block, ST- seat / table SR stair rail, R - rail

.

Inspected by:	**Date:** / /	**Time:** am/pm **Weather:**

Issue	Inspect Condition	Acceptable?	Comments/ Specific location
Condition of surrounds:	No evidence of damage to fences?	❒ Yes ❒ No	
	Loose earth isn't abutting or migrating onto skate surface from worn grass or eroding slopes?	❒ Yes ❒ No	
	No evidence of worn tracks being made to the facility?	❒ Yes ❒ No	
Trees:	No low overhanging branches?	❒ Yes ❒ No	
1. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Signage:	Advisory/ warning sign displayed at entry point?	❒ Yes ❒ No	
	Sign is fastened to frame and secured to footings?	❒ Yes ❒ No	
	Content is legible and not defaced?	❒ Yes ❒ No	
2. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Lighting:	All lights are operational and aren't damaged?	❒ Yes ❒ No	
3. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Obstructions outside skate area:	Adequate buffer zone for spill over of activities and sufficient landing zone?	❒ Yes ❒ No	
	No other obstructions in buffer/ landing zone?	❒ Yes ❒ No	
4. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Emergency exit:	Emergency exit equipment (or system in place) to enable emergency exit of the park and in a serviceable condition?	❒ Yes ❒ No	
5. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Sealed Transition Area:	Surface of sealed transition area is smooth no major levels changes between blocks or coloured areas?	❒ Yes ❒ No	
	No damage to the area identified?	❒ Yes ❒ No	
Seating / tables:	Secure, level, without major dents, damage, slats/ components missing?	ST1❒Yes❒No ST2❒Yes❒No ST3❒Yes❒No ST4❒Yes❒No ST5❒Yes❒No ST6❒Yes❒No ST7❒Yes❒No	
	Coatings intact and surface smooth and without foreign substances etc.	ST1❒Yes❒No ST2❒Yes❒No ST3❒Yes❒No ST4❒Yes❒No ST5❒Yes❒No ST6❒Yes❒No ST7❒Yes❒No	

Issue	Inspect Condition	Acceptable?	Comments/ Specific location
Condition of other associated structures:	No damage to other associated structures?	❒ Yes ❒ No	
Basketball courts hoops/backboards:	Backboards/ supports/ nets: intact, secure, not damaged / bent and in full serviceable order	❒ Yes ❒ No	
	The sealed court area is free from rocks, timber, lawn clippings, broken grass and litter?	❒ Yes ❒ No	
	Free from major foreign substances burnt material and flat/ playable	❒ Yes ❒ No	
Play equipment / nets:	Utilise play equipment checklist		
Rubbish bins:	Where bins are provided: present & condition serviceable?	❒ Yes ❒ No	
6. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Substances loose items on skate surfaces: **Litter, debris**	The concrete riding area (flat area/ slab) adjoining skate elements is free from rocks, timber, lawn clippings, broken grass and litter?	❒ Yes ❒ No	
	All areas ie near stairs are free from litter debris and loose items?	❒ Yes ❒ No	
	All other areas /corners etc. free from litter debris and loose items?	❒ Yes ❒ No	
Loose items:	No loose skate equipment, home made ramps mattresses on facility?	❒ Yes ❒ No	
7. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Drainage/ water:	Riding surface free from pools of water?	❒ Yes ❒ No	
	Path entries are free from pools of water?	❒ Yes ❒ No	
8. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Graffiti:	Skate ramps and riding surface free from graffiti?	❒ Yes ❒ No	
	Paths/ surrounding and non-riding surfaces free from graffiti?	❒ Yes ❒ No	
	Furniture and surrounds free from graffiti?	❒ Yes ❒ No	
Foreign Substances:	No paint or sticky/ slippery substance on surface of path or slab	❒ Yes ❒ No	
9. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Condition of Concrete Surface: **Flats/ slab**	No holes or pits in the slab surface >10mm Width or >3mm deep	❒ Yes ❒ No	
	Cracks/gaps/joins >3mm between surface planes	❒ Yes ❒ No	
Internal skateable paths:	No holes or pits in the path surface >10mm Width or >3mm deep	❒ Yes ❒ No	
	Cracks/gaps/joins >3mm between surface planes	❒ Yes ❒ No	
Past repairs:	Patches / repairs to concrete slab or paths: suitable material and smooth?	❒ Yes ❒ No	
10. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Concrete skate elements:	***Elements other than Transitions/ Ramps or Blocks/ Boxes/ Stairs listed below.*** Good general condition / No cracks/ holes, good smooth surfaces no wear?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No	

Issue	Inspect Condition	Acceptable?	Comments/ Specific location
		TR7❒Yes❒No TR8❒Yes❒No	
Elements / Ramps: **Holes cracks Concrete**	No holes, cracks or pits in the surface >10mm Width or >3mm deep	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No TR7❒Yes❒No TR8❒Yes❒No	
Elements / Ramps: **Wear on Surface**	Smooth surface, not unduly worn. No exposed aggregate visible?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No TR7❒Yes❒No TR8❒Yes❒No	
Elements / Ramps: **Deterioration**	No significant chipping/ deterioration of concrete under coping or metal supports/ edges of concrete components	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No TR7❒Yes❒No TR8❒Yes❒No	
Past repairs:	Patches / repairs to elements / ramps: suitable material and smooth?	❒ Yes ❒ No	
11. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Precast skate ramp crane holds /levels:	No crane holes visible and filled with appropriate smooth surface	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No TR7❒Yes❒No TR8❒Yes❒No	
	Ramps placed so level, and acceptable gaps <3mm and between surface planes	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No TR7❒Yes❒No TR8❒Yes❒No	
12. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Blocks/ Boxes:	No holes or pits in the surface >10mm Width or >3mm deep	B1❒Yes❒No B2❒Yes❒No B3❒Yes❒No B4❒Yes❒No B5❒Yes❒No	
	Cracks/gaps/joins >3mm between surface planes	B1❒Yes❒No B2❒Yes❒No B3❒Yes❒No B4❒Yes❒No	

Issue	Inspect Condition	Acceptable?	Comments/ Specific location
		B5❒Yes❒No	

12. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Stairs:	Stairs are in good condition without damage?	S1❒Yes❒No S2❒Yes❒No S3❒Yes❒No S4❒Yes❒No S5❒Yes❒No	
Platforms:	Surface of platform is smooth?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4 ❒Yes❒No TR5❒Yes❒No	
	No damage to the platform identified?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4 ❒Yes❒No TR5❒Yes❒No	

13. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Non skateable brick / concrete faces/supports and side panels:	Appears structurally sound no major cracks or dislodgements?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No TR7❒Yes❒No TR8❒Yes❒No	
	No damage identified?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No TR7❒Yes❒No TR8❒Yes❒No	

14. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Metal Components: Stair rails	All grind/ hand rails are intact and secure?	SR1❒Yes❒No SR2❒Yes❒No SR3❒Yes❒No SR4❒Yes❒No SR5❒Yes❒No	
	No grind/ hand rails are dented or bent?	SR1❒Yes❒No SR2❒Yes❒No SR3❒Yes❒No SR4❒Yes❒No SR5❒Yes❒No	

Issue	Inspect Condition	Acceptable?	Comments/ Specific location
Free standing grind rails:	All grind hand rails are intact and secure?	R1❒Yes❒No R2❒Yes❒No R3❒Yes❒No R4❒Yes❒No R5❒Yes❒No	
	No grind rails are dented or bent?	R1❒Yes❒No R2❒Yes❒No R3❒Yes❒No R4❒Yes❒No R5❒Yes❒No	
15. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Metal edges on blocks/ transitions:	All metal edges are intact, not undermined and smooth with no protrusions?	B1❒Yes❒No B2❒Yes❒No B3❒Yes❒No B4❒Yes❒No	
	No metal edges are damaged or bent?	B1❒Yes❒No B2❒Yes❒No B3❒Yes❒No B4❒Yes❒No	
Coping on ramps:	There are no dents or damage to coping?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No	
	Coping remains secured to concrete ie at ends, and concrete not crumbling away under full length of coping	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No	
Metal transition nosings on precast ramps:	Intact and flush with surrounding concrete No damage, major dents or protrusions?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No TR4❒Yes❒No TR6❒Yes❒No	
16. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			
Hand rails on platforms:	Uprights and cross rails intact and secured appropriately to surrounding concrete on all sides?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No	
	No damage, major dents or protrusions?	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No	
	Any mesh secure, with out breakages or unsatisfactory repairs or holes	TR1❒Yes❒No TR2❒Yes❒No TR3❒Yes❒No	
Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No			

Other observations

SUMMARY OF ACTIONS

NO. from previous page	ACTION	RESPONSIBLE OFFICER	DEADLINE FOR ACTION TO BE COMPLETE

@leisure

IMAGE / PLAN OF PARK HERE TO COMPARE CONDITIONS, AND TO RECORD LOCATION NOTES ON

Appendix 2. Example: Skate park recommended frequency of inspection / repairs

Issue	Frequency of inspection	Immediacy of repair
Condition of surrounds: Fences trees and slopes/ loose earth:	Monthly	Loose earth; clean immediately, others two weeks
Condition of associated structures:	Monthly	Two weeks
Signage:	Monthly	One week
Lighting:	Monthly	One week
Obstructions outside skate area:	Monthly	One week
Sealed Transition Area:	Monthly	One week
Seating / tables:	Monthly	Two weeks
Basketball courts hoops/backboards:	Monthly	Immediate
Rubbish bins:	Monthly	Two weeks
Substances loose items on skate surfaces: Litter, debris:	Weekly	Immediate
Loose items:	Weekly	Immediate
Drainage/ water:	Weekly	Immediate
Graffiti:	Weekly	Immediate if obscene or affects rideability
Foreign Substances:	Weekly	Immediate
Condition of Concrete Surface: Flats/ slab:	Weekly	One week
Internal skateable paths:	Weekly	Immediate (or rope off)
Past repairs: Concrete skate elements / ramps:	Weekly	Immediate
Elements/ Ramps: Holes cracks:	Weekly	Immediate
Elements / Ramps: Wear on Surface:	Weekly	Subject to asset management strategy and degree of wear
Elements / Ramps: Deterioration:	Weekly	Immediate
Precast skate ramp crane holds /levels:	At installation, then weekly	Immediate
Blocks / Boxes:	Weekly	Immediate
Stairs:	Weekly	Immediate or rope off
Platforms:	Weekly	One week
Past repairs: Non skateable brick / concrete faces / supports and side panels:	Monthly	Subject to asset management strategy and degree of risk
Metal Components: Stair rails:	Two weeks	Subject to asset management strategy and degree of risk
Free standing grind rails:	Two weeks	Subject to asset management strategy and degree of risk
Metal edges on blocks/ transitions:	Two weeks	Subject to asset management strategy and degree of risk
Coping on ramps:	Two weeks	Subject to asset management strategy and degree of risk
Metal transition precast ramp nosings:	On installation and after repair, then weekly	Immediate or rope off
Hand rails on platforms	Monthly	Two weeks

Note: This is the desirable scope and frequency of inspections. Council will need to adjust these in accordance with resources available. The items shaded yellow indicate those that need to be addressed immediately.

Appendix 3: Example: BMX track - site inspection checklist

Inspected by:	Date: / /	Time: am/pm Weather:

Issue	Inspect Condition	Acceptable?	Comments
Entry and access points:	No excessive wear exists beyond initial entry points?	❒ Yes ❒ No	
	No evidence of conflict with structures or furniture?	❒ Yes ❒ No	
	No entry hazards, or bollards / fences removed by riders to create access?	❒ Yes ❒ No	
	Pathway clear of loose soil, wet areas, prickles / sharp objects?	❒ Yes ❒ No	

1. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Proximity of track to paths and facilities	Activities not spilling over into other inappropriate areas?	❒ Yes ❒ No	
	Sealed paths not undermined or covered by dirt?	❒ Yes ❒ No	

2. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Obstructions outside riding area:	Adequate buffer zone for spill over activities?	❒ Yes ❒ No	
	No other obstructions?	❒ Yes ❒ No	

3.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Trees within riding area:	No overhanging branches lower than 2.5m?	❒ Yes ❒ No	
	Trunk 1.5m from riding area?	❒ Yes ❒ No	

4.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Litter, debris and loose items:	Riding area free from rocks, timber, loose items, or litter?	❒ Yes ❒ No	
	Buffer zone free from rocks, timber, loose items or litter?	❒ Yes ❒ No	

5.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Jumps condition/ suitability:	Jumps composition: not foreign or hard material?	❒ Yes ❒ No	
	Jumps free from rocks, logs and bollards, sharp objects?	❒ Yes ❒ No	
	Form of jumps, and track design as per original design?	❒ Yes ❒ No	
	No excavation/ holes evident that could pose risk?	❒ Yes ❒ No	

6. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Berms:	No wear evident from riders riding over back of berms?	❒ Yes ❒ No	
	Berms have correct camber	❒ Yes ❒ No	

7.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Soil provision:	Additional suitable material sufficient to make one jump available?	❒ Yes ❒ No	
	Existing soil suitability: clean (C), not too hard (H) malleable (M)?	❒ Yes ❒ No	

8.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Issue	Inspect Condition	Acceptable?	Comments
Water supply:	Source of water for jump construction operational?	❒ Yes ❒ No	

9.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Riding area:	For jump areas: 2-4 clear runs and open area to ride back with no obstructions?	❒ Yes ❒ No	
	No crossovers on straights or runs?	❒ Yes ❒ No	
	Number of jumps and spacing between jumps as per original design?	❒ Yes ❒ No	

10. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Jump height form:	No jump height exceeds 1.5m?	❒ Yes ❒ No	
	Start ramp as per original design?	❒ Yes ❒ No	
	No major wear altering form of jumps?	❒ Yes ❒ No	

11.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Drainage:	Riding surface free from pools of water/ boggy surface?	❒ Yes ❒ No	
	Materials placed to minimize slipperiness are not hazardous?	❒ Yes ❒ No	

12.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Signage:	Advisory/ warning sign displayed at entry point?	❒ Yes ❒ No	
	Sign is fastened to frame and secured to footings?	❒ Yes ❒ No	
	Content is appropriate, legible and not defaced?	❒ Yes ❒ No	

13. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Shade structures	If provided are in serviceable condition?	❒ Yes ❒ No	

14. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Associated seating / tables	Located and installed, and in a serviceable condition?	❒ Yes ❒ No	

15.Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Rubbish bin	Bin if present in a serviceable condition?	❒ Yes ❒ No	

16. Action required: ❒ Yes ❒ No Notes on plan attached: ❒ Yes ❒ No

Other observations

SUMMARY OF ACTIONS

NO. from previous page	ACTION	RESPONSIBLE OFFICER	DEADLINE FOR ACTION TO BE COMPLETE

IMAGE / PLAN OF TRACK HERE TO COMPARE CONDITIONS, AND TO RECORD LOCATION NOTES ON

Appendix 4: Example BMX track - recommended frequency of inspection / repairs

Issue	Frequency of inspection	Urgency for repair
Entry and access points wear / hazards	Two weeks	Two weeks
Proximity of track to paths and facilities	Two weeks	Two weeks
Obstructions outside riding area:	Two weeks	Two weeks
Trees within riding area:	Weekly	Remove immediately
Litter, debris and loose items:	Weekly	Remove immediately
Jumps: form/ condition/ suitability, modifications	Weekly	Immediate (or rope off)
Berms: wear /camber /condition	Weekly	Immediate (or rope off)
Soil provision:	Two weeks	Two weeks
Water supply:	Two weeks	Two weeks
Riding area: no deviation from design / no cross overs/ clear path of travel	Weekly	Immediate (or rope off)
Jump height and form:	Weekly	Immediate (or rope off)
Drainage:	Monthly	Monthly
Signage: present /secure, clear content	Weekly	Weekly
Shade structures	Monthly	Monthly
Associated seating / tables availability/condition	Monthly	Monthly
Rubbish bin	Monthly	Monthly

Note: This is the desirable scope and frequency of inspections. Council will need to adjust these in accordance with resources available.
The items shaded yellow indicate those that need to be addressed immediately.

Appendix 5: Signage

GENERAL PRINCIPLES: SIGNS

The sign needs to have:

- Warnings
- Conditions of entry
- Other general information

SUGGESTED WORDING FOR A SIGN AT THE ENTRY TO EACH YOUTH SPACE

1. **Warning!**

- BMX, scooter, inline skate and skateboard riding are inherently risky.

2. **Conditions of entry**

- Protective clothing and helmets must be worn at all times.
- Children under 12 years must be supervised by an adult
- By entering this facility users do so at their own risk, and waiver their right to seek negligence as a result of any accident, loss, damage, injury or death caused using this facility (Council to add relevant legal wording)

For BMX tracks:

- Only bikes suitable for BMX racing or jumping are permitted on this track.
- Riders must travel in the direction as the track is designed – from start to finish.
- Riders are not to drop in from, or ride up the berms or ride right angles across the track

3. **Information**

- Please call 000 in an the event of any emergency
- Please call (insert phone number) City of Maitland to report any damage, or if you would like to be involved in the management or development of this facility