

COUNCIL POLICY

Council Policy Title:	Playground Maintenance and Improvement
Council Policy ref. no:	12.3
Responsible Department:	Corporate and Community Services
Date of adoption/review:	24 July 2013

1. PURPOSE

The purpose of this Policy is to provide clear direction and process to address the maintenance and improvement works to Council's playgrounds and skate parks.

2. INTRODUCTION

The objectives of this Policy are to:

- To develop a consistent approach to the maintenance of Council's playgrounds and skate parks to ensure Australian standard compliance and consistency with Play Australia guidelines.
- To develop a maintenance plan in response to the independent bi-annual audits undertaken for all of Council's playgrounds.
- To develop a plan that is achievable within Council's allocated annual playground and skate park maintenance budget.

3. SCOPE OF THE POLICY

- This Policy applies to Council's playgrounds as defined in Attachment 1. and skate parks at Apollo Bay, Colac, Birregurra and Forrest.
- This policy is to be implemented specifically by Council's Recreation Officer and the Team Leader for Parks and Gardens.

4. DEFINITIONS

Playgrounds: Refers to the playgrounds and skateparks currently owned, maintained and managed by Council and playgrounds managed through formal agreements (such as coastal committee of management)

Asset Owner
Strategic Manager
Maintenance/Service Provider
Play Australia

Council
Council in consultation with the community
Private providers and Cosworks.
Coastal communities and management

5. TRAINING REQUIREMENTS

Policy and Procedure to be posted on Council's Intranet, Internet and Library.

Council management to take appropriate measures to ensure procedures and practices are consistent with current guidelines and compliance specifications as advised by PRAV and through the independent audits. The responsible officers are the Recreation Officer and the Team Leader for Parks and Gardens.

6. POLICY

- (a) The Colac Otway Shire is committed to the playground upgrade and maintenance program as this is consistent with Council's objective to provide and maintain infrastructure and assets that meet community needs now and into the future.

The intent of this policy is to ensure that there is a strategic approach to the upgrade and maintenance of Council's playgrounds which results from the independent audits and subsequent works schedules as developed by Council's Recreation Officer and Parks and Gardens Team Leader. The inclusion of community input towards the upgrading of playgrounds is preferred to ensure local preferences, needs and issues are considered.

- (b) Monthly inspections of all Council's Playgrounds will be undertaken by the Parks and Gardens Team to identify any damage, necessary repairs, timelines and actions. Twice a year an independent audit Standards Assessment is to be undertaken on all Council Playgrounds.

The audit is to include as a minimum:

- Up to date Playground Inventory including all equipment and associated infrastructure.
 - Standards Assessment including reference to playground surfacing, specifications, requirements and test method. Equipment design and construction safety aspects and minimal functional design and safety aspects.
- (c) Areas specifically relating to non compliance and safety will be seen as high priority and will be implemented immediately, as indicated through the maintenance audit.
- (d) Planning for playground maintenance and redevelopment will also include:
- An annual budget allocation will be made specifically for Playground Maintenance.
 - Any proposed new playground developments would be funded through the Capital Works budget and/or external funding.
- (e) The level of service delivered to community residents will be based on; strategic planning, access, improvements, maintenance, input and availability of funds.
- (f) Council engages as deemed appropriate, independent audit opinions to regularly audit the playground facilities for maintenance purposes. This information is provided to other public land managers (eg. Otway Coast Committee) and it is the responsibility of these land managers to maintain these playgrounds.

7. RELATED LEGISLATION

- *Occupational Health and Safety Act 2004*
- AS/NZS 4422 : 1996
- AS/NZS 4486 : 1997

8. RELATED POLICIES/PROCEDURES/GUIDELINES

- Play Australia Guidelines.
- Risk Management Policy
- Risk Management Procedure
- Risk Register
- Council Recreation Strategy

9. POLICY IMPLEMENTATION

All managers and supervisory staff will be responsible and will be held accountable for ensuring this Policy is effectively implemented within their respective work areas.

10. ATTACHMENTS

Playground Maintenance and Improvement Procedure

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
23 August 2006	Adopted by Council
28 March 2007	Review
25 August 2010	Review
24 July 2013	Review

COLAC OTWAY SHIRE PROCEDURE

Procedure Title: Playground Maintenance and Improvement Procedure
Related Policy Title: Playground Maintenance Improvement Policy
Related Policy No: 12.3
Responsible Officer: Recreation and Events Co-ordinator

PROCEDURE OBJECTIVES

The purpose of the Playground Operational Procedure is to provide clear procedure to ensure Council's Playgrounds are audited, maintained and improved in accordance with Australian Standards and Council's Playground Maintenance and Improvement Policy.

For the purposes of this procedure and Council's Playground Maintenance and Improvement Policy the term playground refers to those areas owned by Council that specifically include purpose constructed play equipment and associated infrastructure seating, pathways, shelter etc. However this Procedure and Policy do not relate to Open Space that does not include playground equipment.

DEFINITIONS

Playgrounds: Refers to the playgrounds and skateparks currently owned, maintained and managed by Council and playgrounds managed through formal agreements (such as coastal committee of management)

Playgrounds -	Refers to the playgrounds currently owned, maintained and managed by Council.
Asset owner -	Council
Strategic Manager -	Council in consultation with the community
Maintenance/Service Provider -	Private providers and Cosworks

PROCEDURE

Monthly

On a monthly basis Cosworks Parks and Gardens Team will conduct audits on the Playground Equipment and associated Infrastructure and complete the Inspection Checklist (Refer Attachment 1).

The monthly Inspection Checklists are to be authorised by the Parks and Gardens Team Leader and action any necessary maintenance works. Council's Recreation Officer with the Team Leaders for Parks and Gardens meet regularly to check on the progress of the parks and playgrounds bi-annual work plan.

These actions and works (completed) are to be documented on the Inspection Checklist – then entered into the CORS system.

These checklists are to be renewed regularly to reflect changes in standards, equipment or playground infrastructure.

Bi-Annually

Twice a year an independent audit Standards Assessment is to be undertaken on all Council Playgrounds. The Audit is to include as a minimum:

- Up to date Playground Inventory including all equipment and associated infrastructure.
- Standards Assessment including reference to playground surfacing, specifications, requirements and test method. Equipment design and construction safety aspects and minimal functional design and safety aspects.
- Documentation of this report to be in both hard and electronic versions.
- Audit information to be provided to coastal committees of management and the four Council owned kindergartens for their action. Council does not contribute financially to these works or proposed improvements through the Playground Maintenance and Improvement Program budget.

Annual Works Schedule

Council's Recreation Officer together with the Team Leaders for Parks and Gardens are to develop the Annual Playground Works Schedule to prioritise playgrounds maintenance, equipment, and non compliance and safety issues as per independent audit recommendations in consultation with other relevant stakeholders. This will be achieved with a yearly meeting, setting the budget and direction of works for the coming year.

However playground improvements will be considered and where appropriate community consultation will be incorporated to ensure community needs and aspirations are considered. Council's Playground Maintenance and Improvement budget allocation will fund these works and where possible external funding will be sourced to further implement the works schedule.

ATTACHMENTS

Playground Maintenance Inspection Report

TABLE OF CONTENTS

1	Cressy Picnic Area	Old Station Street	Cressy
2	Beeac Park Playground	Cnr Main & Wallace Streets	Beeac
3	Red Rock Reserve Playground	Bayens Road	Alvie
4	Stodart Street Playground	Stodart Street	Colac
5	Donaldson Street Playground	Donaldson Street	Colac
6	Western Bay Playground	Cnr Moore & Hamilton Streets	Colac
7	Botanic Gardens	Botanic Gardens, Fyans Street	Colac
8	Selwyn Brown Park	Cnr Chapel & Church Streets	Colac
9	Memorial Square Playground	Murray Street	Colac
10	Lawrence Court Playground	Lawrence Court	Colac
11	Central Reserve - Skate Facility	Gravesend Street	Colac
12	Inglis Court Playground	Inglis Court	Colac
13	Robertson Street Playground	Robertson Street	Colac
14	Albert Newcombe Playground	Cnr Begley & Sydenham Streets	Colac
15	Rex Norman Park Playground	Lavers Hill Road	Gellibrand
16	John W. Gardner Reserve	Beech Forest Road	Beech Forest
16A	Carlisle River Recreation Reserve	Carlisle - Colac Road	Carlisle River
17	Wye River Recreation Reserve	Great Ocean Road	Wye River
18	The Old Jetty - Skatepark	Great Ocean Road	Apollo Bay
19	Apollo Bay Foreshore Reserve - North	Great Ocean Road	Apollo Bay
20	Apollo Bay Foreshore Reserve - South	Great Ocean Road	Apollo Bay
21	Forrest Playground	Station Street	Forrest
22	Barwon Downs Playground	Forrest Road	Barwon Downs
23	Birregurra Park Playground	Warncoort-Birregurra Road	Birregurra
24	Elliminyt Playspace	Main Road	Elliminyt

INTRODUCTION

This report has been compiled with reference to the following documents:

AS/NZS 4422 : 1996	Playground Surfacing - Specification's requirements & test method
AS/NZS 4486 : 1997	Playground Equipment - Development, installation inspection maintenance & operation
AS 1924 Part 2 : 1981	Design & Construction - Safety Aspects
AS 4685-1 - 2004	General Safety Requirements & test methods
AS 4685-2 - 2004	Particular safety requirements & test methods for swings
AS 4685-3 - 2004	Particular safety requirements & test methods for slides
AS 4685-4 - 2004	Particular safety requirements & test methods for runways
AS 4685-5 - 2004	Particular safety requirements & test methods for carousels
AS 4685-6 - 2004	Particular safety requirements & test methods for rocking equipment

Special Note: Colac Otway Shire Council has deemed that entrapment issues arising from changes to the entrapment probes in AS 4685 : 2004 do not constitute excessive risk and will be dealt with over time via their capital works program rather than by modification (refer email 02/12/08).

CRITERIA FOR CATEGORY / PRIORITY

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

GENERAL NOTES

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

- **UNDERSURFACING :** Loose fill material of 200 mm minimum depth or rubber compound to manufacturers specification is required in the safe fall zone of all equipment greater than 500 mm in height.
 - * The depth is taken as an average. Any uncertainty regarding the depth or subsurface condition of the sofffall area requires our assessors to dig through the mulch to the subbase and measure accurately.

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

<u>Public Park Fall Zones</u>		<u>Pre School Fall Zones</u>	
<u>Fall Height (mm)</u>	<u>Fall Zone (mm)</u>	<u>Fall Height (mm)</u>	<u>Fall Zone (mm)</u>
500	1500	500	1500
600	1550	600	1540
700	1600	700	1580
800	1650	800	1620
900	1700	900	1660
1000	1750	1000	1700
1100	1800	1100	1740
1200	1850	1200	1780
1300	1900	1300	1820
1400	1950	1400	1860
1500	2000	1500	1900
1600	2050		
1700	2100		
1800	2150		

1900	2200
2000	2250
2100	2300
2200	2350
2300	2400
2400	2450
2500	2500

SPECIFIC REQUIREMENTS OF AS 4685 AS BELOW:

- Swings: 875 mm radius from centre of seat along path of swing projected to 2.25 metres beyond position of seat extended to 60 degrees from horizontal. NB: Must not overlap other fall zones.
- Slides: 2000 mm minimum clearance from run out section. NB: Fall zone from sides and sit down sections are determined by fall height from top of slide.
- Carousels: 2000 mm minimum clearance at sides.
NB: Must not overlap other fall zones.
- Spring Riders: 1500 mm minimum clearance to edging or other equipment.
2000 mm minimum clearance to other spring riders.

ENTRAPMENT OPENINGS:

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

- Head Entrapment: Between 89 mm & 230 mm - fully bound openings more than 600 mm above ground.
NB: Under AS 1924 the smaller dimension was 125 mm. This applies to equipment manufactured prior to 2006.
- Neck Entrapment: Between 45 mm and 155 mm - partially bound openings more than 600 mm above ground.
NB: Accessibility determined by test template.
- Finger Entrapment: Between 8 mm and 25 mm
- Hand/Foot Entrapment: Between 30 mm and 90 mm
- Clothing Entrapment: Between 3.6 mm and 25 mm or any Vee Shaped openings within 600 mm of a firemans pole or sliding surface.

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

: 518, H10

Old Station Street

Cressy

Inspection Date :
 09.11.09

Park No.	Reserve	Item No.	Manufacturer	Activity	Type	Description	Component	Fall Height	Installed		Repairs Required	Priority	Recurrent	Date	Signature
1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														
1	Cressy Picnic Area														
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