Play Space Management Strategy

October 2015

Table of Contents

Section 1

Section 2

Section 3

Section 4

Section 5 –

List of Appendix:

Section 1 Introduction

Council has five Playgrounds, four Skate Parks and one Exercise Park it regularly maintains and inspects. Council has a process of upgrading and developing playgrounds, elements influencing this process include:

- existing playground areas complying with relevant standards
- growing and changing needs of the community
- play equipment nearing the end of its life span.

Council has a duty of care to ensure that all its recreational areas and playgrounds are managed and maintained in a manner that presents a minimal risk of potential injury to stakeholders using facilities. This document works in conjunction with the West Coast Council's *Sport & Recreation Plan 2010 – 2020* and relates to section 3.1.3 (Playgrounds, Parks and Reserves).

1.1 Council Strategy

Council will endeavour to maintain a safe, modern playground network that meets the needs of the community by using the following principles:

- Establish an efficient inspection/reporting process that is documented and utilised to minimise potential injuries and identify maintenance requirements;
- All play equipment projects will adhere to relevant Australian standards;
- Planning and proposed developments shall be presented to all stakeholders to allow comment from those parties;
- Regular reviews of play equipment will be undertaken. The reviews will identify upgrade requirements and be included in Councils Strategic Planning process. This will include a 10 year Replacement Schedule;
- Council will adopt a "continuous improvement' strategy to manage its recreational assets.

1.2 Play Space Procedure

Play Space provision:

- Council will endeavour to design and provide play space areas that achieve and exceed the requirements set out in the current Australian/New Zealand playground standards;
- Council will endeavour to provide play space and recreational areas in safe, accessible locations at a frequency comparable to the general public requirements.
- Council will conduct community consultation as a part of its design and strategic planning process.

Play Space maintenance:

- Council will endeavour to maintain its play spaces to a standard, which is safe and presents an aesthetically pleasing image to the community.
- Council will conduct regular inspections of its play space areas. All inspections shall be documented and an efficient process used to rectify arising issues.

1.3 Definitions

Risk management - A system to identify, assess, maintain and improve the safety aspect of play space areas as required.

Stakeholder - A party with an interest in a project by having made contribution to it in some manner.

Relevant standards - Australian/New Zealand standard documents concerning the design, construction and maintenance of playgrounds and recreational areas.

Continuous improvement - Ongoing improvement in the techniques and processes used to manage, construct and monitor Council's infrastructure.

Hazard - A source of potential harm or a situation with a potential to cause loss.

Competent officer - An officer in the employment of Council, with appropriate knowledge and qualifications to design, construct, maintain and inspect play space areas.

Traceable link - A clearly defined pathway between play space maintenance, design and construction and associated documentation identifying activities being actioned.

Hedley Faulls Park, Queenstown

Section 2 Risk management

Council conducts quarterly inspections around its play space areas. It is important for Council to:

- Create a traceable link between the inspection/reporting of faults and the completion of any repair works undertaken;
- Have an efficient reporting/actioning process;
- Document all repairs and hazard removal through inspection checklists or work order system.

2.1 Risk management process

2.1.1 Hazard identification

The primary method of hazard identification is through proactive inspections, conducted at regular intervals by a competent officer. The secondary method is reactive, where a member of the community notifies Council of a hazard through a customer service request, both proactive and reactive activities are forwarded to Works Centre staff to be assessed and prioritised. Hazards will be assessed within a day of being identified.

2.1.2 Proactive

Inspections are conducted on a quarterly basis by Works Centre maintenance teams and quarterly by Operational Administration staff. All inspections are documented (as per appendix 2). Any remedial activities identified are processed via the Work Request system for Work Centre staff to assess and prioritise. Most areas receive a visual inspection outside of programmed inspections during the course of maintenance works on the reserve.

2.1.3 Reactive

A member of the community generally identifies reactive work. The problem reaches Council through a customer service request, where staff record details and location of the issue. A service request is then issued and forwarded to Works Centre staff. In cases where a response is required urgently the Works Centre shall be notified immediately by means other than a service request e.g. a direct phone call or email.

2.2 Inspections

Council is proactive with regards to risk management, with regular inspections being conducted by Council staff.

- All the staff conducting inspections are to be competent in doing so.
- At the completion of inspections a hard copy document is used to record the working condition of the area and detail attention where required.
- Work Centre employees carry out maintenance, installation and repairs.
- Quarterly inspections will be conducted by Works Centre staff which is aligned with Service Level Activity refer to Appendix 10.

Exercise Park, Strahan

Play Space, Zeehan

2.1.4 Inspection Checklist

INSPECTION CHECKLIST – Play Spaces

Australian Standards (AS4486.1 – 1997 section 8.3.1) mandates that this checklist is completed to establish the overall safety of equipment, and should be carried out at intervals of ***not greater than 12 months***. In the interim, new equipment must be installed as per Australian Standard. While this checklist has *mostly* been developed in line with AS4685 Parts 1 – 6 – 2004 and AS4486.1 – 1997 section 8. 3.1, it does not cover every point of the Australian Standards, and the Inspecting Officer may need to investigate further for some clarity.

Workplace			
Inspection officer		**Date**	

Risk Priority Rating:	**X – Extreme Risk** – extremely urgent, action *IMMEDIATELY* **H – High Risk** – urgent, action *AS SOON AS POSSIBLE* **M – Medium Risk** – action within *ONE WEEK.* **L – Minor Risk** – not urgent, action within *ONE MONTH* **Ok – No Risk** – no action required

Item	Question (in some cases may be n/a)	Notes / Action	Risk Rating	*Date Risk Removed*
	AMENITIES			
1	**Toilets** – all facilities kept tidy, accessible & regularly cleaned? Are there adequate hand washing facilities?			
2	**BBQ'S** – cleaned, maintained and in good working order			
3	**Seating** - in good ergonomic working order, and maintained?			
4	**Rubbish bins** – are they regularly emptied and cleaned?			
5	**Undercover areas** – free of damage, rust, mould and provides adequate protection from elements			
6	**Footpaths** – cleaned and maintained, free of debris, slip, trips and falls			
7	**Fencing** - maintained and structurally sound.			
8	**Lawn** - clean and maintained free of rubbish and debris			
	PLAY EQUIPMENT			
9	**Equipment Installation** –installed as per manufacturers recommendations and /or as per Australian Standards.			
10	**Handrails** - hand rails required on all ramps, stairways, ladders (except rung ladders) and bridges.			
11	**Grip requirements** – between 16 mm and 45 mm diameter?			
12	**Entrapment** - no gaps between 125mm and 230 mm to prevent head/ neck entrapment; or entrapment of clothing/body when getting off equipment?			
13	**Soft-fall areas** - minimum depth of 30cm with suitable stable edges, free from small plants/roots and checked daily for hazards?			

Item	Question (in some cases may be n/a)	Notes / Action	Risk Rating	Date Risk Removed
	AMENITIES			
14	**Protruding parts** -are rust, bolt ends, nuts, sharps or loose fittings eliminated, rounded, recessed or covered with protective caps, and no sharps, as per AS?			
15	**Timber parts** - fittings and joints secure, free from excess warping and splinters?			
16	**Protective paint, covering** - in good condition?			
17	**Plastic & fibreglass** - free of cracks, damage or wear?			
18	**Equipment/components** – is all equipment/components inspected monthly, and maintained?			
19	**Rope** – swinging 25 – 45mm diameter – fixed both ends 18 – 45mm diameter			
20	**Crushing or shearing points** –eliminated between all parts of the equipment?			
	FALL HEIGHTS			
21	**Maximum heights** – no greater than: **Supervised early childhood** - 1.5m. **Other than supervised early childhood** - 2.5m.			
22	**Fall zone requirements** – compliant with Australian standard as per details below? **Supervised early childhood** Height / Fall Zone 1500mm 1900mm 1000mm 1700mm less than 500mm 1500mm **Other than supervised early childhood** Height / Fall Zone 2500mm 2500mm 1500mm 2000mm less than 500mm 1500mm			
	SWINGS			
23	**Swing seats** – are of the impact absorbing type *e.g. rubberised*?			
24	**Seat widths** (width between ropes/chains) **Supervised early childhood** max 300mm **Other than supervised early childhood** max 400mm			
25	**Seat ground clearance** – is at least 350mm and no more than 550mm?			
26	**Soft-fall** - the swing extension **plus**: **Supervised early childhood** 1750mm **Other than supervised early childhood** 2250mm			
	SLIDES			
27	**Fall zone requirements** - do they comply with the AS			
28	**Bottom run out** - **Soft-fall** - the slide extension **plus:** **Supervised early childhood** 1700mm **Other than supervised early childhood** 1750mm			
	PIPES AND TUNNELS (play equipment only)			
29	**Draining** - adequately self-draining?			
30	**Adult access** - allows adults to gain access to assist children?			
31	**Impact absorbing material** around entrances of all pipes/ tunnels?			

Item	Question (in some cases may be n/a)	Notes / Action	Risk Rating	Date Risk Removed
	AMENITIES			
32	**Multiple entrances** - all enclosed spaces with an internal distance greater than 2m from an entry point shall have at least **two** access openings, situated on different sides of the equipment. Minimum opening 500mm.			
	SEE SAWS AND ROCKING EQUIPMENT			
33	**Ground clearance** – min of 230mm			
34	**Fall zone** – min of 1500mm single – Min of 2000mm between other rocking equipment.			
	ROTATING EQUIPMENT			
35	**Maximum fall height** – 1000mm?			
36	**Fall zone** – min 2000mm from outside edge of equipment.			

Determining the Level of Risk

This document can be used to identify the level of risk and help to prioritise any control measures. Consider the consequences and likelihood for each to the identified hazards and use the table to obtain the risk level.

Consequences

Likelihood	Insignificant	Minor	Moderate	Major	Severe
Very High Probability	Low	Medium	High	Extreme	Extreme
High Probability	Low	Medium	High	High	Extreme
Equal Probability	Low	Medium	Medium	High	High
Low Probability	Low	Low	Medium	Medium	High
Very Low Probability	Low	Low	Medium	Medium	High

This checklist should be "signed off" and filed					
Competent Officer		Signature		Date	

Comments:

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2.2.5 Works Request

WORKS REQUEST

WEST COAST COUNCIL
PO BOX 63, QUEENSTOWN,
7467

Works Request Details	Works Order/Job no:
Customer Name/No:	
Job Address:	
Contact Person No:	
Detail of Work:	

WORK COMPONENT	COST
Supervision:	
Staff Hours: Staff 1. Staff 2. Staff 3.	
Materials:	
Replacement item 1. Replacement item 2. Replacement item 3. Replacement item 4.	
Plant:	
Other	
TOTAL AMOUT	

2.3 Signage

West Coast Council has a duty of care not only to keep play spaces areas in a safe, operational condition but also to erect appropriate signage where deemed necessary.

Signage is checked during inspections and is an element listed on Councils inspection checklists:

- Play spaces that are specifically designed for early childhood generally do not legally require signage to define them as they are usually designed and located away from other playground areas. In the instance of being located in close proximity to other playgrounds, age appropriateness signage shall be posted.

- Play spaces that cater for a broad range of ages are signposted to advise adults that younger children require supervision in the area. The current signage used for this application by Council was approved by Council's liability insurers and is worded as follows:

THIS EQUIPMENT IS SUITABLE FOR AGES 5-12.
CHILDREN UNDER THE AGE OF 5 REQUIRE ADULT SUPERVISION IN THIS AREA.

- Council has several basketball keys which are signed with "no slam dunk' in a position clearly visible to facility users. The installation of this signage was a result of a high incidence of injury and death in domestic and recreational situations Australia wide.

- Signage in the order of "no dogs" and "no bikes' has been posted where regular reports of nuisances in the area have been received by Council.

2.4 Emergency contact with Council

Police or ambulance emergency contact is 000.

In the event of an emergency or if a member of the community needs to contact Council the phone numbers are available from the white pages directory in a user-friendly format.

Between the hours 8:30am to 5:00pm the number is (03) 64714 700, the after-hours emergency number is located on Council's webpage.

2.5 Play equipment removal

Council reserves the right to remove play equipment without community consultation under the following circumstances:

- Play equipment is found not to comply with standards (AS 4685.1).
- Play equipment is damaged and remedial activities present a cost beyond budgetary restraints.
- Areas that are subject to frequent vandalism and play equipment is being constantly repaired.

Play equipment that is removed for any reason will be assessed and Council shall determine if replacement, upgrade or total removal is feasible.

2.6 Relevant Australian Standards

AS/NZS 4422:1996 - Playground surfacing- Specifications, requirements and test method

AS 4685.1:2004 – Part 1: General safety requirements and test methods

AS 4685.2:2004 – Part 2: Part 2: Particular safety requirements and test methods for swings

AS 4685.3:2004 – Part 3: Particular safety requirements and test methods for slides

AS 4685.4:2004 – Particular safety requirements and test methods for runways

AS 4685.5:2004 – Particular safety requirements and test methods for carousels

AS 4685.6:2004 – Particular safety requirements and test methods for rocking equipment

AS 1428 Parts 1-4, Design for access and mobility

Queenstown Skate Park

Section 3 Maintenance Guidelines

3.1 Soft fall

Soft fall materials currently used include pine bark, hardwood chip and rubber matting.

Materials used under play equipment as softfall shall be certified and the supplier will provide documentation regarding the product's impact attenuation before Council commences use of the product.

New equipment shall have a border installed at the appropriate fall zone distance from equipment to contain and assist in maintaining the required depth of soft fall.

Soft fall shall be installed to a depth that corresponds to its certification for example, at a fall height of 2.5 metres pine bark should be 355mm in depth and hardwood chip should be 300mm in depth. Both shall be maintained in the following way:

- Pine bark shall be mechanically compacted and topped up twice annually.
- Hardwood chip shall be topped twice annually.
- Rubber matting shall be constantly checked during inspections for wear and damage.
- Pine bark and hardwood chip shall be raked over weekly and inspected for foreign objects e.g. broken glass.
- Areas under play equipment where soft fall is effected by play activity shall have the soft fall raked back into position weekly e.g. under swing, at slide exits.

3.2 Concrete Foundations

Foundations of posts, fences etc. shall be checked during weekly inspections. All play equipment and fixtures shall be kept firm and secure within their footings.

3.3 Moving Parts

Replacement of moving parts occurs when the part has clear indications of being worn but is not likely to fail during use of the equipment.

Moving parts shall be monitored for wear so as to avoid the creation of entrapments on play equipment.

Parts shall be replaced when loss of between 5 and 10 percent of its original dimensions are identified.

3.4 Borders and Fencing

Timber borders for soft fall containment shall be inspected for rot or damage and remedial action taken as required.

Fencing around reserves shall be kept in good repair. Repairs or replacement should be arranged and completed promptly after identification of a potential hazard and recorded in the work order system.

Fencing around reserves with playground facilities have a substantial role in risk reduction as they limit access to roadways and confine small children to the playground area.

3.5 Platforms and Walkways

Platforms on playground systems shall have a non-slip surface maintained in good repair. Platforms and walkways shall be maintained in a manner, which includes heights and dimensions that comply with current Australian Standards.

3.6 Fall Zones

Fall zones around play equipment shall comply with Australian Standards and manufacturer's specifications.

Play equipment shall not have a fall height exceeding 2.5 metres. This applies to intended and unintended access areas of play equipment.

3.7 Temporary closure of playgrounds

In the instance of a delay in delivery parts or availability of labour to conduct repairs a temporary closure of a play space may occur.

Closure may involve a whole area or an individual piece of equipment. They may be rendered inoperable until repairs can be completed.

Appropriate signage to be displayed.

Communication to public will be through Council's webpage, Facebook and local radio if deemed necessary.

Section 4 Assets Register

Council will develop an asset register which is used to catalogue information regarding Council's infrastructure including play spaces.

Information contained in the register shall include valuation, location, descriptive title lifespan construction date and materials, sale, removal or upgrade details.

4.1 Updating and adding information

Projects involving an asset listed on the register are documented and an asset variation advice form is forwarded to the appropriate Council officer responsible for updating on the register.
This procedure takes place on completion of the project. Refer to Appendix 4.

4.2 Asset identification

Each asset listed on the register is given an identification number and every piece of equipment within the playground has an identification number.

This identification number shall be used in all documentation relating to the asset.

4.3 Calculating maintenance expenditure on assets

To cater for the ongoing maintenance of a play space area after upgrade or construction, five percent of the initial capital works budget is allocated for annual maintenance. Costs may exceed the allocated maintenance budget if variables such as vandalism or mechanical failure reach a high incidence.

4.4 Playground Lifespan

Council's play equipment has a ten to fifteen year lifespan allocated. Circumstance such as vandalism or failure of the structure may initiate a review of the play equipment earlier than anticipated.

Playground assets on the register will be reviewed annually and those reaching their lifespan will be subject to a detailed inspection and assessment.

Renewal or upgrade of the play equipment can then be included in a planning strategy or project design for the area before it reaches the end of its lifespan.

4.5 Assessment criteria

The following guidelines can be used in order to assess play equipment in the latter stages of its lifespan:

- Does equipment comply with current Australian Standards?

- Are the play elements in the reserve in an efficient and safe layout?
- Do the geographical features around the playground location present a safe environment for play e.g. nearby roadways, trees overhead etc.?
- Does the condition of play equipment warrant budget consideration for renewal/upgrade?
- Is equipment in the area meeting the needs of the community in terms of level of use, predominant age group of community using facility etc.?

Play Space, Bay Street Strahan

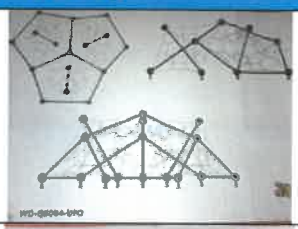
Section 5 Play Space Infrastructure

5.1 Play Space Facilities

Towns:

- **TULLAH**

PLAYSPACE TULLAH

PLAYSPACE DETAILS	
Location	Victoria Street , Tullah
Installation cost	$ 47, 410
Installation date	2011
Replacement time frame	7-10 years
Surfacing Type	Rubber compound
Manufacturer/ Supplier	James Hubbard Recreation Products
Warranty	Expires 2016
Equipment/Item Inventory	
WD-QS004-UFO	
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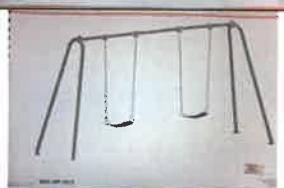
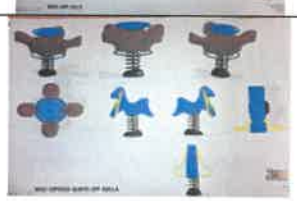
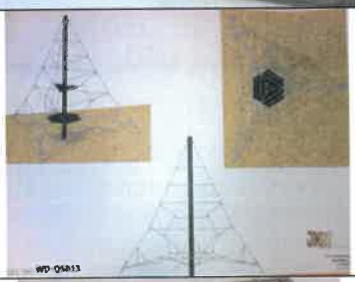
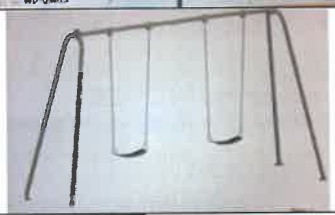
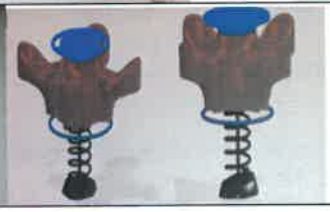
WD-SP-015	
WD-SP009 **WD-SP 001A**	

➢ **STRAHAN**

PLAYSPACE STRAHAN

PLAYSPACE DETAILS	
Location	Bay Street, Strahan
Installation cost (playground supply and build)	$59,315
Installation date	2013
Replacement time frame	7- 10 years
Surfacing Type	Rubber Compound
Manufacturer/ Supplier	James Hubbard Recreation Products
Warranty	2017
Equipment/Item Inventory	
WD-BF005	
WD-QS013	
WD-SP015	
WD-SP009 **WD-SP 008-A**	 

➢ **ZEEHAN**

PLAYSPACE ZEEHAN

PLAYSPACE DETAILS	
Location	Howards Park Main Road, Zeehan
Installation cost (playground supply and build)	Est $50,000
Installation date	2011
Replacement time frame	7- 10 years
Surfacing Type	Rubber Compound
Equipment/Item Inventory	
STRUCTURE	
SEE-SAW	
SWINGS	
ROCKER	

➢ **ROSEBERY**

PLAYSPACE ROSEBERY

PLAYSPACE DETAILS	
Location	Morrisby Street
Installation cost (playground supply and build)	Est $50,000
Installation date	2011
Replacement time frame	7-10 years
Surfacing Type	Rubber compound

Equipment/Item Inventory	
Structure	
Net Climber	
Train Rocker	
Shooting Structure	

➢ **QUEENSTOWN**

PLAYSPACE QUEENSTOWN

PLAYSPACE DETAILS	
Location	Hedley Fualls Stitch Street, Queenstown
Installation cost (playground supply and build)	Est $50,000
Installation date	2006 – 2010
Replacement time frame	10 years
Surfacing Type	Rubber Compound

Equipment/Item Inventory	
STRUCTURE 1	
STRCTURE 2	
SWINGS	
KOALA ROCKER	

GYRO	
FLYING FOX	
DRUMS	

5.2 Playground Reporting

Play space reporting (Capital CAPEX Budget Bid) will be indicative of the following:

- Areas to be considered for upgrade or replacement.
- Condition and age of play equipment. Compliant with the Play Space Facilities Detail Sections.
- Playgrounds requiring borders for soft fall containment.
- Compliance with Australian Playground Standards.
- Provide a cost estimate and recommendations.

5.3 Play Space Budget Bids

Projects to be considered for Councils annual CAPEX budget require an estimate, concept design and documentation.

5.4 Design and construction

The following process is used in the design and construction of Councils play spaces areas:

- An area is identified for development or upgrade. An area may be identified through community request, population growth or in collaboration with stakeholders.
- Conceptual project design for play spaces areas are to be prepared by Council officers
- The initial project design is presented to the community in the form of media advertisement, questionnaire or project details delivered by letterbox drop to local residents.
- On completion of the consultation process, a final draft of the project complete with dimensions to be used in construction works is completed. A cost for this project is estimated from this final draft.
- Application for budget consideration- The project design and estimate are presented for consideration to be included in the capital works budget. Projects to be considered are assessed and given a high, medium or low priority.
- Timeframe is set for construction works- A meeting involving management, coordinators and design staff is conducted to allocate timeframes for projects.
- Construction works are commenced according to the timeframe set. In some instance availability of labour and machinery may effect commencement times.

In some instances a major project for an area may be drafted and completed in stages over a timeframe involving a number of financial years.

5.5 Review of play spaces

The review of play spaces areas for upgrade or renewal will follow the procedures and criteria mentioned in Asset Management Sections 4.4 and 4.5.

5.6 Design Considerations

Crowding – Council shall endeavour to cater for the community by assessing play space requirements before initial designs are drafted for an area i.e. Quantity of play space equipment shall relate to population figures.

Site selection – Play space sites shall be selected and assessed to ensure the provision of a safe and user friendly environment. Elements such as accessibility, proximity of facilities, drainage, footpaths and potential risks shall be considered during the design process.
Each site will differ but the current Australian Standards suggest that playgrounds should be on a flat site wherever possible.

Park furniture – The provision of shelters, seating, litter bins etc. shall be included in play space designs.

Signage – Signage requirements as mentioned in section 2.3 shall be considered in design.

Play space designs – Construction of play space areas conducted in collaboration with stakeholders shall either be designed wholly or scrutinised by a competent officer before construction commences.

Fencing of play spaces – Council shall consider the provision of fencing to play space construction projects. A risk assessment shall be completed for the site and the necessity of fencing determined by Council.
Criteria for fencing inclusion will include:

- Proximity of playground to roadways.
- All early childhood playgrounds shall include appropriate fencing within the project design

APPENDIX 1:

Asset Variation Advice (draft)

The following alterations have been made to Council's Asset Register.
(Circle as necessary)

- Sale
- Purchase
- Construction
- Demolition, Other

Property ID_____
Account No_____

Asset No_____
Date Effective_____

Location_____

_____

Facility_____

Asset_____

Number/Area_____

Details of Variation_____

Year Constructed
Or Purchased_____

Effective Life_____

Life Remaining_____

Current Replacement Cost_____

Land Value $_____

Cost of Sale $_____

Date of Sale $_____

Prepared By_____**Date**.....

APPENDIX 2:

WET POUR RUBBER

Wet pour is a rubber product that comes in a granulated form, when mixed with a PU binder it forms a hard wearing, bright-coloured seamless surface. This porous surface is a soft durable product, designed to absorb impact and meets the Australian Safety Standards ASNZ 4422-1996 for critical fall height.

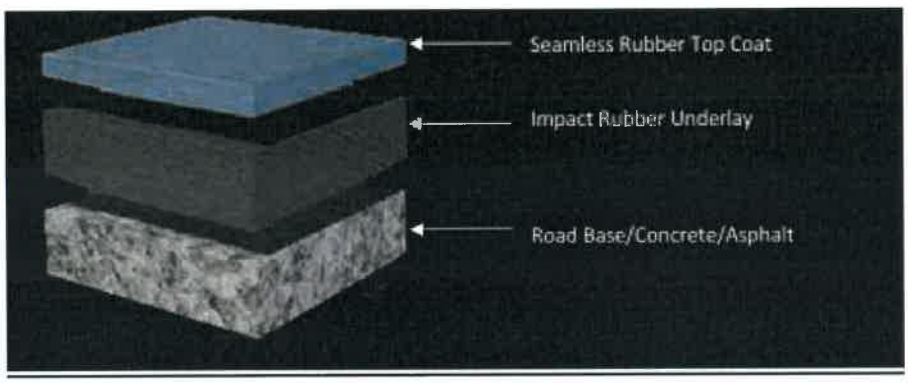
Benefits of Wet Pour Rubber

- Compliant with Australian Safety Standards ASNZ 4422-1996
- Non-toxic or hazardous
- Requires minimum maintenance
- Anti- slip and anti-static
- Hygienic and safe for children

Layer 1- Base Preparation Layer: Includes installation of base material preferably blue metal- road base. Synthetic surfaces also can be laid on concrete, timber, fibre sheeting, asphalt, steel, tiles and pavers.

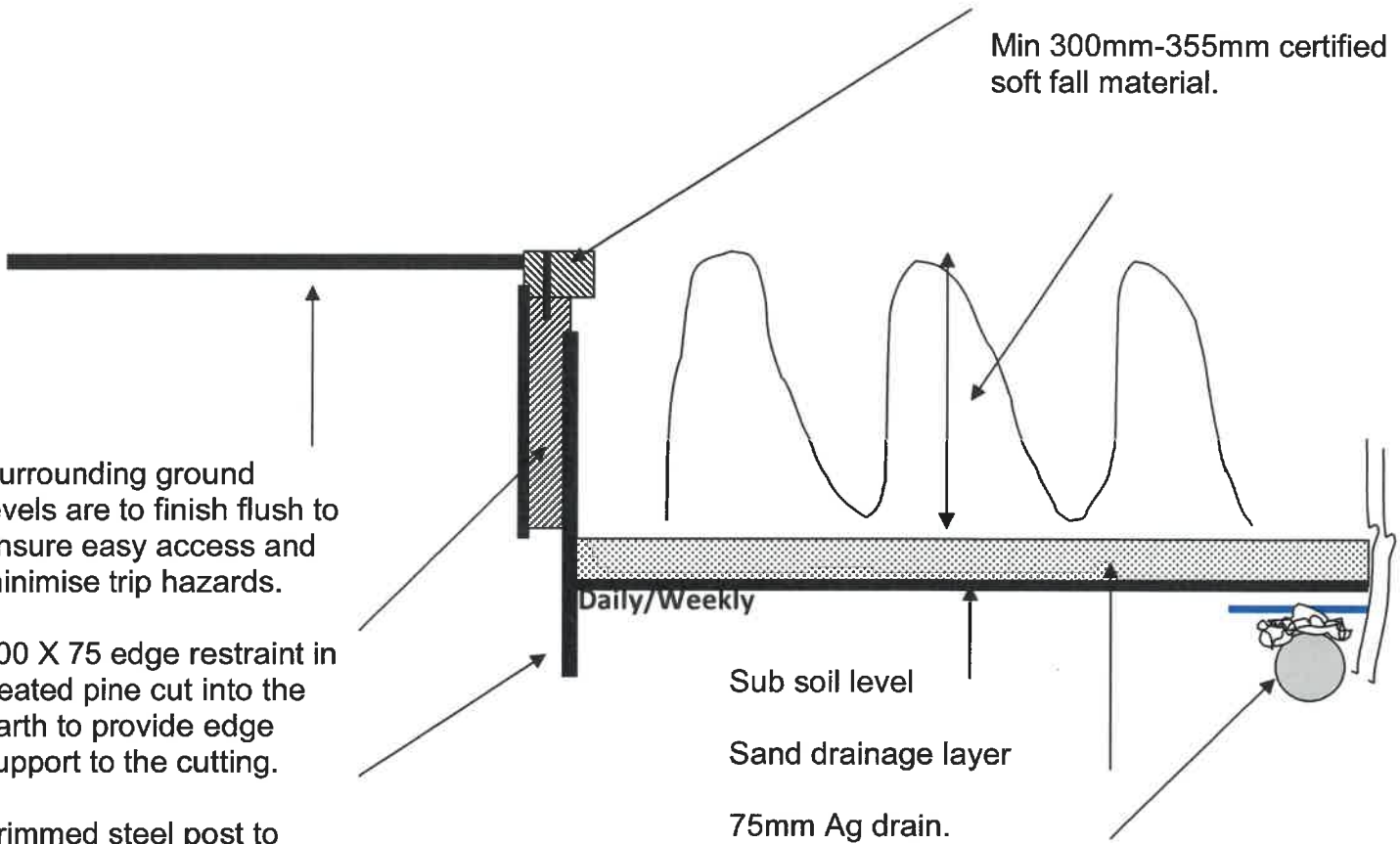
Layer 2 - Soft-fall impact Layer: The softfall impact layer thickness can be modified to suit the play equipment and the potential fall height of the structure, ranging anywhere from 20mm to 100mm.

Layer 3 - Wear Layer: The final application is either synthetic turf or a wet pour rubber 20mm wear layer. They are both durable, porous and slip resistant wear layers allows CRS Systems to be used in a wide range of applications



APPENDIX 3:

Restraining Softfall Detail



APPENDIX 4:

MAINTENANCE TIMETABLE

Weekly

Remove litter, glass, sharps, any unhygienic matter; clean surfacing as required	Remove nesting insects and spiders	Remove poisonous plants/ weeds e.g. fungi	Remove graffiti	Rake and redistribute loose fill playground surfacing	Close off broken/ vandalized equipment items until replacement parts available and fitted

Monthly/Quarterly

Ensure playground surfacing is free of surface wear, sub grade deterioration, damage, trip hazards	Treat surface rust in metal components of equipment; clean surface, treat with rust inhibitor, repaint as required	Touch up/ refinish painted surfaces as required (incl. highlighting for visual awareness at step edges)	Replace failed plantings as required	Mulch all garden beds

Ensure playground surfacing is free of damage and trip hazards	Ensure foundations and structures are stable; check smooth operation of moving parts; grease/ oil as required	Monitor wear and tear on chains, cabling, connectors; replace as required	Monitor condition of timber items e.g. splitting, splintering; treat as required to ensure smooth surfaces	Remove nesting insects and spiders	Clean equipment to remove stains, mold, dirt; make hygienic	Clear all access paths of vegetation

Drop Testing

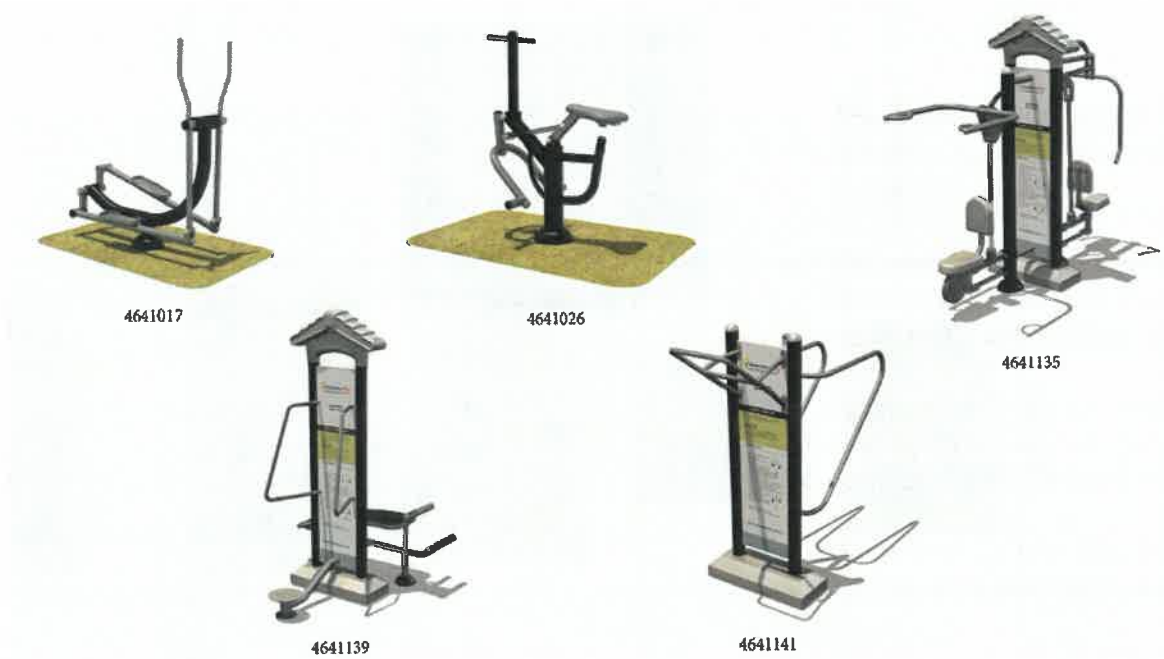
Recommend that playground surfacing of solid materials is drop tested every three years to ensure that the impact attenuating surface is compliant with AS/NZS 4422 and to monitor the performance of the playground surfacing

Playspace Location	Picture	Address	Year of installation	Life span Parts	Life span Structure	Year to be Replaced	Cost
Zeehan		Howards Park, Main Street	2011	5-7 years	7-10 years	2021	$47,410
Tullah		Victoria Street	2011	5-7 years	7-10 years	2021	Est $50,000
Roesbery		Morrisby Street	2013	4-6 years	7-10 years	2023	$59,315
Strahan		Bay Street	2013	5-7 years	7-10 years	2016	Est $50,000
Queenstown		Headly Faulls	2011	5-7 years	7-10 years	2021	Est $50,000

APPENDIX 6:

STRAHAN EXERCISE PARK

The Strahan Exercise Park is situated on the foreshore along Eplande in Strahan adjacent to Peoples Park. The park consists of mulibale(?) exercise equipment as shown in the picture below. Each piece on exercise equipment has rubber compound installed around the base to prevent injury.



The park was installed as part of a joint initiative by Active Stahan and the West Coast Council. The equipment was purchased from Imagination Play (Creative Playground Equipment).

APPENDIX 7:

Queenstown Skate Park

Queenstown Skate Park is located on Esplanade in Queenstown.

The skate Park is steel in construction with a small half pipe and ramps, table tops with grind bars. The park is situated on old netball courts between the stadium and pool

Rosebery Skate Park

Rosebery Skate Park is located along the Agnes Street Rosebery.

The park is steel in construction. Consisting of a small half pipe, table tops and grind bars. Constructed in 2009/2010.

Strahan Skate Park

The Strahan Skate Park is located along Esplanade (opposite Strahan Post Office) in Strahan. Constructed in 2011

The park features an end of varying quarter pipes from 3 / 5 / 7ft, a small tight pyramid in the middle approximately 450mm high and at the other end a 900 high bowled end with banked ends with one featuring a handrail.

Zeehan Skate Park

The Zeehan Skate Park is located at Howards Park in the Main Street of Zeehan. Constructed in 2009/2010

The Skate Park is steel in construction with a small half pipe, small table tops with a step-up and grind bars. The park is also semi covered by a multible shade sails.

APPENDIX 8:
SKATE PARK RISK ASSESSMENT

ACTIVITY/FACILITY: *West Coast Skate Parks* **ASSESSMENT TEAM (FULL NAMES):** *Christine Burns, Peter Scott, Scott Butler*			**DATE ASSESSMENT COMPLETED:** *July 2006* **RISK ASSESSMENT REVIEWED:** *January 2010*	
RISKS	**IDENTIFIED HAZARDS**	**RISK SCORE**	**CORRECTIVE/PREVENTATIVE ACTION(S)**	**RESIDUAL RISK SCORE**
Sharp and abrupt transition zones between ramp deck and ground	Trip hazard	C4 High	Make transition zones as smooth as possible	2D Low
Loose materials on ground and decks	Slip hazard	C4 High	Remove loose materials on ground and decks	2D Medium
Run offs less than 3 metres	Collision with others when trying to stop, users could flip over bike etc. or land head first into ramp or hard ground	C5 Very High	Ensure run offs are a minimum of 3 metres	2D Low
Safety gear not worn by users	Head injuries, scrapes, cuts, sprains, breaks	B5 Very High	Install clear signage recommending use of safety equipment	C5 Very High
No signage installed, or signage is in poor position for users to see	Users not aware of risks, safety gear, equipment permitted and injury could occur	E4 Medium	Ensure signs are located in clear view of users	E3 Medium
Corrosion, rust or broken welds	Deterioration of facility or sub frame	C4	Employ a quarterly inspection and maintenance schedule.	2C
Sharp edges on ramp equipment	Cuts to users	C3 High	Check for and remove any sharp edges and provide strategy to report sharp edges	D3 Medium
Vandalism that prevents safe usage of the facility		2C	Encourage community care of facility and provide a strategy to report vandalism	2C
Slippery ramps, particularly after rainfall				

APPENDIX 9:
WEST COAST COUNCIL SKATE PARK INSPECTION CHECKLIST

This report must be completed for each skate park a minimum of once every three months and for the Mobile Skate Park each it is moved to a new location. If a NO is recorded the issues must be corrected as soon as practicable, with community access and use not permitted if the matter is deemed to pose to great a risk.

Checklist Item	Yes, No, N/A	If NO, what action is required?	Responsible Person	Target Completion Date	Actual Completion Date
Is a minimum safe run-off of 3 metres provided between equipment and other hard surfaces?					
Are the transition areas off ramps and equipment safe and easily negotiated?					
Is the asphalt/concrete slab surface smooth and free of debris, loose material and trip hazards?					
Are all edges free of sharp edges, cracks and breaks?					
Is there any vandalism that will prevent safe usage?					
Are the skating surfaces in good condition, smooth and free of rust, corrosion and broken welds etc.?					
Is fencing/barriers in good condition, free of holes, tears and out of shape?					

Checklist Item	Yes, No, N/A	If NO, what action is required?	Responsible Person	Target Completion Date	Actual Completion Date
Are there any foreign objects such as glass, stones etc. at the facility?					
Is signage at place at access points to the facility?					
Is the signage easy to read and free of graffiti?					
Does the signage warn of inherent risk/danger?					
Does the signage list rules and conditions of use?					
Does the signage advise safety equipment must be worn?					
Does the signage advice regarding skill and age levels for the facility?					
Does the signage provide a disclaimer?					
Does the signage provide emergency contact and location details?					
Is any general information provided on the signage?					

Checklist Item	Yes, No, N/A	If NO, what action is required?	Responsible Person	Target Completion Date	Actual Completion Date
Are trees located a safe distance from the facilities?					
Are there any dead, broken branches or overhanging trees near the facility?					
Are there any entry points for unauthorised vehicles?					
In the event of an emergency is access for vehicles (e.g. ambulance) available?					
Are there soft fall or rubberised surfaces in place at the facility?					
Does drainage appear to be adequate (e.g. no water pooling etc.)?					
Are drainage points located around the facility free from debris?					
Are there any adjacent facilities that pose a risk to users of the skate park facility?					
Is there artificial lighting at the facility?					
Are there any potential design & construction issues that Council should be aware of?					

Checklist Completed by (name): _____

Date: _____

APPENDIX 10:

SERVICE ACTIVITY

SERVICE ACTIVITY Playground Equipment Maintenance

Sub-Activities	Intervention Level *	Repair Activities	Hierarchy	Response Time
Litter Removal	Reported or noted on inspection	Work Practices Guidelines	High Medium	1 day 5 days
Softfall replacement	Noted on inspection comply to Australian Standards**	Maintain Softfall levels Work Practices Guidelines	All	As required 150 days
Equipment repairs	Reported, noted on inspection non-compliance to standards*	Repair damage / vandalism rectification. Work Practices Guidelines	High Medium Low	1 day 5 days 180 days
Signage checks	Noted, if signs are missing or in poor repair condition	Replace or clean Work Practices Guidelines	All	5-10 days

*Activities part of Maintenance Schedule.

**Australian Standards must be complied with.

WORK PRACTICES GUIDELINES
Playground Equipment Maintenance

Pre-Activity

1. Location, scheduled quantity known and work programmed.
2. Environmental aspects/site hazards identified and to be managed as applicable
3. PPE issued to all personnel
4. Sharps container is carried for syringes etc.
5. Appropriate plant is available and in good working condition
6. Appropriate disposal site is available

Activity

7. Erect signs and provide traffic control vehicle or pedestrian, where required
8. Ensure appropriate PPE issued is worn by ALL personnel in work group
9. Maintain soft fall level at required heights under Australian Standards
10. Pick up any litter and place in equipment supplied
11. Repair any vandalism as to make safe to comply with Australian standards
12. Report any damage to signs, repair if possible and replace
13. Carry out any minor repairs play equipment
14. Remove traffic management / control devices