

Playground Management Policy

Date policy was adopted:	19 December 2019	CEO Signature and date 
Resolution number:	454/18	
Next Policy review date:	December 2020	
Reference number:	SF160365	
Strategic Pillar	Urban Landscapes	
Responsible Branch	Utilities	20 December 2018

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1. OUTCOMES:

- 1.1 To ensure all Queanbeyan-Palerang Council's Playgrounds are managed to the highest standard and ensure a system of quality control is maintained.

2. POLICY:

- 2.1 Council will ensure it has in place an inspection and maintenance program for all its playgrounds to ensure they meet the required national standards for their safe use.

3. SCOPE OF THE POLICY:

- 3.1 The objectives of this Policy are:
 - To consider the Department of Planning & Environment 'Everyone Can Play' Guidelines when designing playgrounds
 - To consider shade elements when designing playgrounds
 - To develop a consistent approach to the maintenance of Council's playgrounds and ensure Australian Standard compliance and consistency
 - To steer a maintenance plan in response to the monthly inspections and annual audits undertaken for all of Council's playgrounds.
 - To develop a plan that is achievable within Council's allocated annual playground maintenance budget

4. DEFINITIONS:

- 4.1 **Playgrounds:** For the purpose of this policy playgrounds refers to the QPRC playgrounds, play equipment, outdoor exercise equipment, BMX tracks and skate parks currently owned, maintained and managed by Council, both on Council owned Community Lands or Crown Lands.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- 5.1 The following legislation and standards apply:
 - *Environmental Planning and Assessment Act 1979* available at: http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/
 - *Local Government Act 1993* available at: http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
 - AS/NZS 4422: 2016
 - AS/NZS 4685.0: 2017

[Note: This list is not exhaustive. It is the responsibility of managers to examine legislation and government directions which govern their activities, and ensure that records arising from these activities conform with recordkeeping requirements.]

6. CONTENT:

- 6.1 Council will maintain an inventory of all playgrounds and include in that inventory the following information:-
 - Playground name/location/date installed;
 - Photograph taken at annual audit;
 - Manufacturers' details and warranties;
 - Installers' details and warranties;
 - Soft fall details.

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- 6.2 All Council's playgrounds are to be inspected each month, using an inspection checklist and results documented. The results of the monthly inspections are recorded in council's asset management system.
- 6.3 An annual comprehensive audit of all playgrounds will be conducted. The results of the audit are recorded in council's asset management system.
- 6.4 All documentation associated with Council's playgrounds are to be registered in accordance with Council's Record Management Policy.

7. PERFORMANCE INDICATOR:

- 7.1 The following performance indicators apply in relation to this policy:
 - All Council Playgrounds inspected and documented monthly and annually;
 - All documentation signed off at inspection and after recommended actions completed;