The purpose of the Playground Design Checklist is to investigate and consider all of the issues that may impact, effect or guide playground project design.

#### 1. PROJECT DETAILS

NAME OF PROJECT	Playground Name
LOCATION	Address, Town
LAND OWNERSHIP	Council/Crown/Other
LAND MANAGER	Council / Committee of Management
LAND MANAGEMENT TYPE	Licence/Lease/Other
PLAYGROUND CLASSIFICATION	Regional / District / Local
PLAYGROUND DESCRIPTION	New Asset/ Total Asset Replacement/Asset Extension or Partial Upgrade
BUDGET	Total Budget Available (cash / in kind)
CAPEX ACCOUNT NUMBER	Account Number
PROJECT TIMELINE	Expected Completion Date
DESIGN CHECKLIST DOCUMENT NUMBER	TRIM Document Number
EXISITNG FILE NUMBER	TRIM File Number
INITIAL DESIGN CHECKLIST COMPLETED BY	Officers Initials
INITIAL DESIGN CHECKLIST COMPLETED ON	Date

Item	Requ	ired	Detail	Date	Initial	Complete	Date	Initial	File Number(s) Created
	Yes	No							
CREATE PROJECT DESIGN FILE									
CREATE OTHER PROJECT FILES									

### 2. BACKGROUND INFORMATION

Item	Avai	lable	Detail / Document Reference	Req	uired	Date	Initial	Complete	Date	Initial	File Number(s) Created
	Yes	No		Yes	No						
MASTER PLAN											
LANDSCAPE PLAN											
PLAYGROUND SURVEY											
FEATURE SURVEY											

# 3. PRE DESIGN LOCATION ASSESSMENT / INVESTIGATION

	ltem	Av	ailable	Reference Number / Comments	Appli / Red	cable uired	Date	Initial	Complete	Date	Initial	Considered in Final
		Yes	No/NA		Yes	No						Design
3.1	Aboriginal Cultural Heritage Assessment											
	Area of Cultural Heritage Sensitivity											
	Aboriginal Heritage Planning Tool											
	Cultural Heritage Agreement / Permit											
	Cultural Heritage Management Plan											
	Cultural Heritage Due Diligence Report											
3.2	Planning Scheme Requirements											
	Environmental Significance Overlay											
	Vegetation Protection Overlay											
	Flood /Land Subject to Inundation Overlay											
	Heritage Overlay											
3.3	Flora & Fauna Issues											
	Trees on Heritage Register											
	Arboriculture / Tree Management Report											
	Listed/Threatened Species / Communities											
3.4	Permits and Approvals											
	Planning Permit											
	Building Permit											
	Heritage Overlay											
	Native Vegetation Removal Permit (DSE)											
	Works on Waterways Permit (CCMA)											
	Coastal Management Act Consent (DSE)											
	Land Owner Consent (DSE /PV/ etc)											
3.4	Emergency Management Issues											
	Neighbourhood Safer Place											

	Item	Av	ailable	Reference Number / Comments		cable Juired	Date	Initial	Complete	Date	Initial	Considered in Final
		Yes	No/NA		Yes	No						Design
3.5	Underground Services Desktop Review											
	Power											
	Water											
	Sewerage											
	Gas											
	Telecommunications											
3.6	Site topography (contours / elevations)											
3.7	Site hydrology (stormwater flow)											
3.8	Risk Management Assessment (including existing and potential site risks and conflicts and existing and potential adjacent site conflicts)											

### 4. SPECIFIC SITE SELECTION / ASSESSMENT

			ilable / vident	Reference Number / Comments	Applicable / Required		Date	Initial	Complete	Date	Initial	Considered in Final
		Yes	No/NA		Yes	No						Design
4.1	Accessibility of site											
	Continuous accessible pathway of travel											
	Close proximity to roadway / car park											
	Accessible car parking											
	Accessible toilet facility											
	Site Topography access limitations											
4.2	User Safety Issues											
	Unfenced wetland / waterway (at least 30m buffer required)											
	High traffic / high speed roadway (at least 30m buffer required)											
	Line of sight for supervision											

	Item		ilable / rident	Reference Number / Comments	Appli / Req	cable uired	Date	Initial	Complete	Date	Initial	Considered in Final
		Yes	No/NA		Yes	No						Design
4.3	Soil Issues											
	Poor Drainage											
	Site Erosion (water / wind)											
	Soil Contamination (asbestos, toxicity, etc)											
	Underground Septic Dispersal Area											
	Damage due to pest plants and animals											
	Soil Test / Geotechnical Assessment											
4.4	On-site Services Observation							•				
	Power											
	Water											
	Sewerage											
	Gas											
	Telecommunications											
4.5	On site vegetation observation											
	Risk Issues with surrounding trees											
	Natural Shade / shelter areas											
	Significant vegetation to enhance design											
4.6	On-site Usage Assessment				_			•				
	Existing site usage/users identified											
	Adjacent land usage identified											
4.7	Crime Prevention Through Environmental Design (CEPTED) Assessment											

### **5. STAKEHOLDER ENGAGEMENT**

	Stakeholder	Requ	uired	Date	Initial	Comments	Completed	Date	Initial
		Yes	No						
5.1	Community Engagement Plan								
5.2	Communications Plan								
5.3	Internal Stakeholders				·		·		
	Community Engagement								
	Recreation Services								
	Parks & Open Space								
	Open Space Planning								
	Planning and Development								
	Environment								
	Children Services								
	Youth Services								
	Aged Services								
	Rural Access								
	Transport Connections								
	Emergency Management								
	Risk Management								
	Engineering Services								
	Drainage Services								
	Executive Management Team								
	Councillors								
5.3	External Stakeholders				•		· · · · · · · · · · · · · · · · · · ·		
	Playground Project Planning Group								
	Section 86 Committee of Management								
	Advisory Committee on Disability								
	Community Advisory Group to Council								
	Adjacent property owner(s)								

Stakeholder	Requ	uired	Date	Initial	Comments	Completed	Date	Initial
	Yes	No						
General Community								
Community Groups / Clubs								
School / Educational Group								
Local Business								
Local Tourism / Traders Association								
Great Ocean Road Coast Committee								
DEPI (formerly DSE and DPI)								
Parks Victoria								
EPA								
VicRoads								
CFA								
Wathaurung RAP								
Wathaurong Aboriginal Co-op								
Aboriginal Affairs Victoria								
Heritage Victoria								
Corangamite Catchment MA								
Barwon Water								
Southern Rural Water								
Other LGA								
Funding Body								

## 6. DESIGN (Request for Quote / Tender Process)

# **Applicable also for DESIGN & CONSTRUCT packages**

	Item	Requ	uired	Date	Initial	Document Reference / Comments	Completed	Date	Initial
		Yes	No						
6.1	Develop Scope of Works								
6.2	Design Brief								
6.3	Request for Quote Documentation								
6.4	Tender Documentation								
6.5	RFQ/Tender Assessment Documentation Developed								
6.6	Assessment Complete/Documented								
6.7	Report to EMT / Council								
6.8	Contract Awarded / Letter to Successful Contractor								
6.9	Value of Design Contract								
6.10	Letter to Unsuccessful Contractors								
6.11	Accepted Variation Value to Design Contract								

Click here to enter any further comments related to the above.

## 7. DESIGN (Conceptual and Detail)

	Item	Addr	essed	Date	Initial	Comments	In Final	Date	Initial	Comments /
		Yes	No				Design			Explanation
6.1	Compliance with Design Brief									
6.2	Design Criteria – Play Diversity									
	Physical / active play									
	Cognitive Play									
	Creative Play									
	Social Play									
6.3	Design Criteria – Activities for Multiple Ages/Abilities									
6.4	Design Criteria – Original /Unique									
	Custom Designed Features									
	Community Artwork									

	Item	Addr	essed	Date	Initial	Comments	In Final	Date	Initial	Comments /
		Yes	No				Design			Explanation
6.5	Design Criteria – Universal Design									
	Accessible / Inclusive Play Elements including any ramps with handrails									
	Sensory Play Elements									
	Carers of All Abilities can interact with space									
	Wide and continuous path to play area with colour contrast on edges									
	Tactile ground surface indicators									
	Accessible Amenities / Infrastructure									
	Signage (simple, clear, tactile)									
6.5	Design Criteria – Physical Condition									
	Safe (will meet Safety Standards)									
	Visually appealing / suits location									
	Natural elements									
	Sustainable materials									
	Landscaping									
	Shade / Shelter									
	Fencing									
6.7	Design Assessment – Surrounding Environment									
	Variety of natural features and built structures that add play value									
	Provision of supporting amenities									
6.8	CEPTED Design Principles									
6.9	Construction Environmental Management Plan									
6.10	Independent Playground Safety / Standards Audit on Design									
6.11	Full set of Final Design documents received (in required format)									