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PLAYGROUND MANAGEMENT

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|------------------------|--|----------------|-----|
| Strategic Outcome: | Supported and engaged communities | | |
| Policy type | Administrative | | |
| Date of Adoption: | 17 August 2022 | Minute Number: | 258 |
| Date for Review: | 17 August 2026 | | |
| Responsible Officer: | Enterprise and Risk Manager | | |
| Document Control: | Replaces Playground Maintenance Policy adopted 21/06/2017 | | |
| Delivery Program Link: | 3.1.1 Build communities that are home to more families and young people. | | |

1. POLICY STATEMENT

Berrigan Shire Council recognises it has a duty of care to ensure the siting, construction and maintenance of all playgrounds under its control is carried out in a manner that is as safe and sustainable as reasonably practicable for the users of the playgrounds, as well as ensuring playgrounds are accessible, relevant and cater to community needs.

2. PURPOSE

The purpose of this policy is to clearly outline the methodology used when considering provision of a new playground, and measures necessary for the maintenance of existing playgrounds.

3. SCOPE

This policy applies to all playgrounds under Berrigan Shire Council's control, including the siting and installation of new playgrounds, and the workers responsible for inspecting and maintaining them.

4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective:

2.1.3 Council operations and financial management support ethical, transparent and accountable corporate governance.

3.1.1 Build communities that are home to more families and young people

3.1.3 Strengthen the inclusiveness and accessibility of our community



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5. DEFINITIONS

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|-----------------------------|---|
| Playground | An area designed for children's play, including the site, natural features, built landscape and any manufactured equipment. It does not include sites and equipment intended for use in formal sport. |
| Playground equipment | Equipment including manufactured structures and impact absorbing surfacing. |
| Workers | As per the <i>Work Health and Safety Act 2011</i> , the term workers includes paid employees, volunteers, contractors, work experience students. |

6. POLICY IMPLEMENTATION

6.1 Determining new playgrounds for Berrigan Shire

Decisions to install new playgrounds may be based on a number of factors including:

- demand;
- current use of existing playgrounds;
- formal requests; and / or
- close proximity of other facilities.

Funding and the design of new playgrounds will be in accordance with Council's Delivery Program and Resourcing Strategy. Any opportunities to obtain funding from other sources will be pursued.

Any new proposed playgrounds will be assessed for meeting the objectives of Council's Community Strategic Plan, and Children and Families Strategy, site suitability, accessibility and inclusivity, and in accordance with facility risk rating procedures and Council's Risk Management Policy and Framework

6.2 Facility risk ratings

New and existing playgrounds are assessed and rated using the Statewide Mutual Best Practice Manual for playgrounds. The purpose of the assessment is to gather as much data as possible to make an informed decision around the risks associated with a playground and the site of a playground, and to determine what, if any, additional control measures are required. The process involves:

- a) establishing a register of all playgrounds;
- b) determining the level of development at the playground site including natural and introduced hazards located in the vicinity of the playground equipment;
- c) determining the number of people who use, or are likely to use the playground;
- d) determining the frequency of use of the playground including seasonal fluctuations;
- e) calculating a risk rating; and



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- f) selecting, arranging and installing appropriate measures.

6.3 Playground maintenance and inspection

Council has in place a regular inspection and maintenance regime for playgrounds.

Ongoing maintenance of playgrounds will be carried out as identified through inspections, as a result of customer requests, and as part of scheduled maintenance and recurrent expenditure programs for playgrounds.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Civil Liability Act 2002*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulations 2017*
- AS ISO 31000:2018 Risk management – Guidelines
- AS/NZS 4486 Playgrounds and playground equipment
- AS 4685.1 Playground equipment and surfacing

7.2 Council policies and guidelines

- Risk Management Policy and Framework
- Statewide Mutual Best Practice Manual – Playgrounds
- Facility Risk Rating Register

7.3 Council Strategies

- Children, Young People, and their Families Strategy
- Active Ageing and Disability Inclusion Plan
- Recreation Reserve and Town Landscape Master Plans

8. RECORDS MANAGEMENT

Recording of all information relating to this policy including inspection and maintenance programs will be maintained in accordance with Australian Standard playground requirements.

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).



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9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

Berrigan Shire Council
56 Chanter Street
BERRIGAN NSW 2712

Ph: 03 5888 5100

Email: mail@berriganshire.nsw.gov.au

11. VERSION CONTROL

| Version Number | Date | Summary | Responsible Officer |
|----------------|------------|--|-------------------------|
| 1.0 | | New Policy document | Enterprise Risk Manager |
| 1.1 | 21.06.2017 | Minor review | Enterprise Risk Manager |
| 1.2 | 17.08.2022 | Minor review- inclusion of accessibility and inclusivity | Enterprise Risk Manager |

APPENDICES

Nil