



COVID 19

**Actions and efforts to reduce the spread of COVID 19
among staff, community members and visitors**

Updated 9 June 2020

Changes to take effect from 13 June 2020

Council Meetings:

- To resume face to face Council meetings with physical distancing rules adhered to. Meetings open to public where physical distancing rules permit. 4 sq metre distancing applies.
- Council Workshops to resume face to face.
- Jerilderie Chambers to be venue for Council meetings and workshops.
- No in-person deputations

Critical Services:

- Water Supply is a critical service
- Waste Water is a critical service
- Waste collection and disposal is a critical service

Operation of Critical Services:

- Licenced and accredited operators not to work together
 - o Should there be a need for a second person to assist the accredited person it will be provided from other employees
- Licenced and accredited operators are not to perform functions that could place them at risk of contracting COVID 19 (other than what relates to the critical service):
 - o No cleaning of toilets
 - o No catching of dogs
 - o No working at the saleyards
- The Virus can survive in sewerage, so extra precautions are to be taken when dealing with these situations.

Essential Services:

- Bendigo Bank
- Development & Building Applications & Inspections
- Road Maintenance
- Maintenance of Public Areas
- Finance and Corporate Functions
- Maintenance of Plant and Fleet
- Weed Control
- Responding to Menacing or Nuisance Dogs
- Managing Funeral Grave Sites
- Meals on Wheels (Darlington Point and Coleambally)
- Emergency Management
- Stock Control
- Opening, closing and road access
- Public Health Inspections
- Responding to safety requests

Travel:

- All non-essential travel is to cease
 - o No conferences
 - o No training where more than 5 are physically present
 - o No more than 10 present at prestart meetings maintain 1.5m social distancing (including Toolbox meetings)
 - o No meetings where more than 5 are physically present
 - o Videoconferencing to be utilised wherever possible.

Social distancing:

- Keeping a distance of at least of 1.5m
- 4 sqm indoor space requirement to be adhered too.
- No shaking of hands
- No kissing/hugging
- No personal touch of any kind

Gatherings:

- No gatherings of more than 5
 - o If a function or meeting could potentially have more than 5 persons present, you are unable to attend.
 - o 4 sqm indoor space requirement to be adhered too.

Meetings:

- Restrictions on personal meetings
 - o All meetings that can be held via phone or video are to be held by that media
 - This includes residents and rate payers who may even only be next door

Hygiene practices:

- Regular washing of hands
- Use of hand sanitizer
- Sneezing or coughing into clean tissue, dispose of immediately, then sanitize or clean your hands
- Hourly or before use wiping down surfaces and objects with disinfectant:
 - o Benches
 - o Door knobs
 - o Phones
 - o Computers
 - o Debit and credit cards
 - o ATM
 - o EFTPOS
 - o Printers
 - o Filing cabinets
 - o Taps
 - o Basins
 - o Fridges
 - o Pens
 - o Steering wheels
 - o Gear shifts
 - o Door handles
 - o Dashes
 - o Arm rests
 - o Hand tools and equipment
 - o Anything which can keep the virus active

(COVID 19 lingers for up to 4 hours on copper surfaces, 24 hours on cardboard, 48 hours on steel surfaces and 72 hours on plastic)

- Do not share food or drinks of any kind

Offices:

- Coleambally, Jerilderie and Darlington Point offices open to public:
 - o 9.00am to 12.00pm and 2.00pm to 4.00pm weekdays
 - o 1 member of public only at a time allowed entry to office
 - o 1 staff officer only to serve members of public
 - o 5 staff rostered in office. 2 additional staff (unrostered) can enter and leave within 15 minutes. Physical distancing to be adhered to and 4 sq metres distancing applied.
- During office closure, 12.00noon to 2.00pm and 4.00pm to 5.00pm, entire office to be sanitised.
- Office cleaner responsible for cleaning and sanitizing offices after 5.00pm and before 9.00am
- Staff who respond to customers responsible for cleaning and sanitising touch points
- Extra care and attention to PPE whilst sanitizing

- No eating or drinking at your desks
- No family or community members in the office area
- Staff are required to work from home
- Development Applications across Murrumbidgee Council contact Kelly
- Service requests or complaints contact
 - Jerilderie - Bryan Payne 0428 579095
 - Darlington Point & Coleambally – Shane Curphey 0427 684166

Public Facilities, controlled by Council:

- Library – **REOPEN 1 June 2020**
- Swimming Pools closed
- Gymnasiums – **REOPEN 13 June 2020**
- **John McInnes Square – REOPEN Friday 15 May 2020 with appropriate signage**
- Skate Parks – **REOPEN Friday 15 May 2020 with appropriate signage**
- Water fountains - **REOPEN 13 June 2020**
- Halls /Venues - **REOPEN 13 June 2020**
- Museums – **REOPEN 1 June 2020**
- Facilities run by a third party will not have a Council direction, they must decide themselves based on advice provided by the State and Federal Government
- Playgrounds – **REOPEN Friday 15 May 2020 with appropriate signage**
- Outside exercise equipment – **REOPEN Friday 15 May 2020 with appropriate signage**
- Public BBQ's - **REOPEN 13 June 2020**
- Signage on public seating and tables – **to remain open with appropriate signage**
- Public Toilets
 - Darlington Point: Toilet block behind Murrumbidgee Shire Hall and near Punt Hotel both operational. Cleaning schedule twice per day. Appropriately signed.
 - Coleambally: John McInnes Square and Lions Park Toilets – both operational. Cleaning schedule twice per day. Appropriately signed.
 - Jerilderie: 63 Jerilderie Street (next to bakery) and Elliott Park both operational. Cleaning schedule twice per day. Appropriately signed.

Council Leased Facilities:

- Waive the lease payments on all facilities operated by businesses in properties owned by Council. Effective 1st April 2020 until repealed.
- Sports teams not charged for facility use.

Working from home:

- It might not be possible to provide Council owned computers
- We will however provide access to the network to staff members personal computers

- Staff members with access to the network via personal computers need to be mindful of security and to log out when getting up from the terminal.

(the lead time on purchasing laptops is about 4 weeks)

Front line Personnel:

- Only one person at any office will perform front line tasks, the other person within the office will perform their different tasks.
- Each time of handling cash, hands must be disinfected with hand sanitiser
- Please request the use of credit or debit cards and do not handle others cards
- After each card transaction sanitize the EFTPOS machine
- Sanitise any pens or equipment used by members of the public after each use

Travelling to and from job sites:

- No more than two persons in a two-door vehicle
- No more than three persons in a four-door vehicle
- Keep air circulating via windows whilst travelling
- Staff may be asked to travel in their own car to a work site (claim mileage)

Depot:

- Work times will be staggered
- Where able, you are to travel directly to the job site
- No public or salespersons to enter the facility. Gates to remain closed to them
- Delivery drivers to pull up at closed gate and ring mobile number provided, the appropriate person who answers will make judgement call on how to unload. Where practicable delivery dockets to be rendered via electronic means reducing the need to exchange paper.
- No family or community members in the depot area

All Staff:

- During this time, staff may be asked to perform functions which are not normally your day to day functions. You are expected to perform, as we place our efforts into maintaining our services, especially our critical service.
- No employee will be asked to perform a task they are not capable of performing.
- Working closely with each other may be unavoidable, key is to not place others at risk. If you feel any of the symptoms, do not undertake these tasks. Better still stay at home, and seek medical advice.

Approaches by members of the public:

- If you are approached by members of the public please ensure you follow the social distancing rules
 - o Be courteous and respectful
 - o If they encroach on your social distancing space, ask them to stop
 - o If they continue to approach, and the job site is safe to do so take security in a vehicle. If no vehicle leave the area and call the police

- Coleambally Police Station (02) 6954 4104
- Darlington Point Police Station (02) 6968 4144
- Jerilderie Police Station (03) 5886 1244

Special Leave Provision:

- Leave resulting from suspicion or actual COVID 19 exposure will be borne by a special leave provision. No employee will be required to take Sick, Annual or Long Service Leave. Staff who are concerned they may have contracted COVID 19 should contact the Department of Health's National Coronavirus Helpline, 1800 020 080
- Medical certificates will not be required.
- Requirement to isolate because of returning from overseas or exposure to a known source, or on advice of the medical profession will be via a special leave provision.
- If you display symptoms of COVID 19 self-isolate, speak to a medical professional. If determined not likely to be COVID 19, return to work if you are fit to do so.
- Flexible working arrangements will be made, early starts, late finishes, rostered days etc. Any arrangement where the employee is not performing duties or has been told not to come to work will be paid via the special leave provision.

The above is subject to change at any time, at the direction of the General Manager.

Local
Government
Remuneration
Tribunal

Annual Report and
Determination

*Annual report and determination under sections 239 and
241 of the Local Government Act 1993*

10 June
2020

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Executive Summary

The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

In response to the COVID-19 pandemic the Minister for Local Government, the Hon Shelley Hancock MP, made the *Local Government (General) Amendment (COVID-19) Regulation 2020* which extends the time for the making of this determination to no later than 1 July 2020.

Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2017. In accordance with the LG Act the Tribunal undertook a review of the categories and allocation of councils into each of those categories as part of the 2020 review.

In reviewing the categories, the Tribunal examined a range of statistical and demographic data and considered the submissions of councils and Local Government NSW (LGNSW). Having regard to that information, the Tribunal has determined to retain a categorisation model which differentiates councils primarily on the basis of their geographic location, and the other factors including population, the sphere of the council's economic influence and the degree of regional servicing.

For the Metropolitan group the Tribunal has determined to retain the existing categories and has amended the population criteria applicable to Metropolitan Large and Metropolitan Medium. For the Non-Metropolitan group, the Tribunal has determined to: create two new categories - Major Strategic Area and Regional Centre; rename one category - Regional City to Major Regional City; and revise the criteria for some of the existing categories to account for the new categories.

In accordance with section 239 of the LG Act the categories of general purpose councils are determined as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Major Regional City
- Major Strategic Area
- Regional Strategic Area
- Regional Centre
- Regional Rural
- Rural

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Fees

The Tribunal has determined that there will be no increase in the minimum and maximum fees applicable to each existing category. For the new categories, the Tribunal has determined fees having regard to relevant relativities.

Section 1 Introduction

1. Section 239 of the LG Act provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
2. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
3. In response to the COVID-19 pandemic the Minister for Local Government, the Hon Shelley Hancock MP, made the *Local Government (General) Amendment (COVID-19) Regulation 2020* which extends the time for the making of this determination to no later than 1 July 2020.
4. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A (1) of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
5. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy pursuant to section 242A (3) of the LG Act.
6. The Tribunal's determinations take effect from 1 July in each year.

Section 2 2019 Determination

7. The Tribunal considered ten requests for re-categorisation. At the time of making the determination the Tribunal had available to it the 30 June 2018 population data. In reviewing the submissions received the Tribunal applied a multi variable approach assessing each council against all the criteria (not only population) for the requested category and the

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relativities within the categories.

8. The Tribunal found that the allocation of councils into the current categories was appropriate but again noted that some of those councils seeking to be moved were likely to meet the criteria for re-categorisation in future determinations.
9. The Tribunal's 2019 Determination was made on 15 April 2019 and provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.
10. The Tribunal's findings for North Sydney was not addressed in the 2019 Determination and is dealt with in Section 3 below.

Section 3 Review of categories

Scope of review

11. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last reviewed the categories during the 2017 annual review.
12. In determining categories, the Tribunal is required to have regard to the following matters that are prescribed in section 240 of the LG Act:

"240 (1)

- *the size of areas*
- *the physical terrain of areas*
- *the population of areas and the distribution of the population*
- *the nature and volume of business dealt with by each Council*
- *the nature and extent of the development of areas*
- *the diversity of communities served*
- *the regional, national and international significance of the Council*
- *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government*
- *such other matters as may be prescribed by the regulations."*

13. The Tribunal foreshadowed in the 2019 Determination of its intention to undertake a review of the categories in accordance with the LG Act:

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“12. A few submissions have suggested alternative categorisation models. The Tribunal will consider this in detail in the 2020 review. The Tribunal intends to commence the 2020 annual review earlier than usual to ensure there is time to review the existing model and to examine alternatives. The Tribunal is of the preliminary view that a case may exist to revise the number of categories, and their applicable criteria, particularly for regional and rural councils.”

14. The Tribunal wrote to all mayors in October 2019 advising of the commencement of the 2020 review and invited submissions from councils on the following matters:

1. *Proposed classification model and criteria*
2. *Allocation in the proposed classification model*
3. *Range of fees payable in the proposed classification model*
4. *Other matters*

15. The Tribunal also wrote to the President of Local Government NSW (LGNSW) in similar terms, and subsequently met with the President and Chief Executive of LGNSW. The Tribunal thanks the President and Chief Executive for making the time to meet with the Tribunal.

16. The Tribunal also met with the Mayors and General Managers of Central Coast and Maitland Councils and the Tribunal thanks them for making the time to meet with the Tribunal.

Submissions received - categorisation

17. The Tribunal received 38 submissions from individual councils, a submission from LGNSW and a submission from Regional Cities NSW. Most of the submissions addressed the Tribunal’s proposed categorisation model, the allocation of councils into those categories and fees. A summary of the matters raised, and the Tribunal’s consideration of those matters is outlined below.

Proposed classification model and criteria

18. Submissions from 20 councils and LGNSW supported the Tribunal’s proposal to create a new category of Regional Centre for the Non-Metropolitan group and were of the view

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that the range of fees would be somewhere between Regional Strategic Area and Regional Rural.

19. Several submissions from Non-Metropolitan councils proposed alternative changes to the model such as, the merging of the Regional Rural and Rural categories, the creation of a new 'Regional' category and the renaming of Regional City to 'Gateway City' or 'Nationally Significant Regional City'.
20. Four submissions from Metropolitan councils sought the creation of a new Metropolitan category with the title of 'Metropolitan Large – Growth Area' or 'Metropolitan Major'.

Allocation in the proposed classification model

21. The Tribunal proposed to allocate 24 councils in the proposed new category of Regional Centre. Of these 24 councils, 14 provided a submission - 11 councils noted or supported their allocation as Regional Centre and 3 councils sought re-categorisation as Regional Strategic Area.
22. In addition to the 3 councils, another 17 councils sought re-categorisation into one of the categories included in the Tribunal's proposed model or into requested alternative new categories. The 20 re-categorisation requests are addressed in Section 3 – Allocation of councils into categories.

Findings - categorisation

23. The Tribunal acknowledges the significant number of submissions received this year and is grateful for the positive response and effort made in those submissions to comment on the proposed categorisation model and suggest alternatives for consideration.
24. There has been broad support to the Tribunal's proposal to create a new Non-Metropolitan category of Regional Centre and rename Regional City to Major Regional City. On that basis the Tribunal will determine the new category of Regional Centre and rename Regional City to Major Regional City. There have been some new criteria added to the category of Major Regional City to acknowledge the broader national and state focus of these cities which impact upon the operations of the council.
25. After considering the views in submissions the Tribunal re-examined the Non-Metropolitan category of Regional Strategic Area in terms of its criteria and the

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characteristics of the councils allocated into it. The Tribunal concluded that the characteristics of the two councils allocated to this category – Central Coast and Lake Macquarie – were sufficiently different to warrant further differentiation. Central Coast has a population greater than 340,000 making it the third largest council by population in NSW and the sixth largest council by population in Australia. It also has the second largest revenue base of all councils in NSW. Central Coast is a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region. A new category has been created for Central Coast Council and is to be titled Major Strategic Area. The criteria for this category include local government areas with a minimum population of 300,000, and larger scale and scope to those categorised as Regional Strategic Area. There is no change to the population threshold for the category of Regional Strategic Area, however the other criteria have been amended to account for other changes in the Non-Metropolitan group.

26. The Tribunal's preliminary thinking was that no changes to the categories and criteria for Metropolitan and County Councils were warranted. In respect to the categories, the Tribunal continues to hold that view. In respect to the criteria, after considering submissions the Tribunal re-examined the population criteria for both the Metropolitan Medium and Metropolitan Large categories.
27. North Sydney and Willoughby councils again put forward cases for non-resident workers to be included in the population for Metropolitan Medium. To examine this claim more broadly the Tribunal reviewed non-resident working populations across all metropolitan councils. After careful consideration the Tribunal concluded there was a strong case to recognise the impact on councils of serving significant numbers of non-resident workers. The criteria now provide for councils with a non-resident working population of 50,000 or above to move to another category if their combined resident and non-resident working population exceeds the minimum population threshold. The criteria for Metropolitan Medium and Metropolitan Large have been amended as follows:

Metropolitan Large

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Metropolitan Medium

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Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

28. In making this determination the Tribunal reviewed the criteria for other Metropolitan categories and found that the current population thresholds are appropriate.

29. The revised model which will form the basis of this determination is as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none">• Principal CBD• Major CBD• Metropolitan Large• Metropolitan Medium• Metropolitan Small	<ul style="list-style-type: none">• Major Regional City• Major Strategic Area• Regional Strategic Area• Regional Centre• Regional Rural• Rural

30. The criteria for each of the categories are outlined at Appendix 1. Minor changes have been made to the criteria for some of the existing categories to account for the new categories. As with the previous categorisation model the predominant factor to guide categorisation is population. Other common features of councils within those categories are also broadly described. These criteria have relevance when population alone does adequately reflect the status of one council compared to others with similar characteristics. In some instances, the additional criteria will be significant enough to warrant the categorisation of a council into a group with a higher population threshold.

31. There is no change to the categorisation of county councils.

Allocation of councils into categories

32. In accordance with section 239 of the LG Act the Tribunal is required to allocate each of the councils into one of the categories. The allocation of councils is outlined in Determination No. 1 of Section 6.

33. Twenty (20) submissions received from councils requested re-categorisation and were considered having regard to the case put forward and the criteria for each category.

34. At the time of making the determination the Tribunal had available to it the 30 June 2019 population data released by the Australian Bureau of Statistics (ABS) on 25 March 2020.

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35. A summary of the Tribunal's findings for each of the applications for re-categorisation is outlined in the following paragraphs.

Metropolitan Large Councils

36. Canterbury-Bankstown, Penrith and Blacktown have requested the creation of new categories into which they be re-categorised. Canterbury-Bankstown has requested a new category named 'Metropolitan Major'. Penrith and Blacktown have requested a new category named 'Metropolitan Large – Growth Centre'.
37. The Tribunal considers that Canterbury-Bankstown, Penrith and Blacktown are appropriately categorised as Metropolitan Large.

Metropolitan Medium Councils

38. Inner West has again sought to be re-categorised as Metropolitan Large. The Tribunal outlined in the 2019 determination that Inner West's June 2018 population of 198,024 was below the indicative population of other Metropolitan Large councils, but based on growth predictions it was likely Inner West would meet the minimum population threshold for inclusion in Metropolitan Large in 2020.
39. Inner West's June 2019 population is 200,811 and the council now meets the criteria to be categorised as Metropolitan Large.
40. Ryde has sought to be re-categorised as Metropolitan Large on the basis of the large non-resident working population in the Macquarie Park Business Park (MPBP) precinct, the economic output of the precinct and its array of significant regional services.
41. The Hills has requested the creation of a new category named 'Metropolitan Growth' and that it be categorised into it. Recognition is sought for councils experiencing significant growth. The submission also notes that while Ryde does not meet the residential population criteria for Metropolitan Large it meets the other relevant criteria.
42. As previously discussed, the Tribunal has reviewed the impact of large numbers of non-residents visitors and workers and revised the criteria for Metropolitan Large Councils. Ryde and The Hills have been assessed against the new revised criteria being - *Councils may also be categorised as Metropolitan Large if their residential population combined*

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with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

43. Both Ryde and The Hills have a non-resident working population of more than 50,000 and combined with their resident populations they meet the revised criteria for inclusion in the group of Metropolitan Large councils. Both councils also provide a sphere of economic influence and provide regional services considered akin to those of other metropolitan large councils.

Metropolitan Small Councils

44. Camden, Willoughby and North Sydney have sought to be re-categorised as Metropolitan Medium.
45. The Tribunal outlined in the 2019 determination that Camden's June 2018 population of 94,159 was below the indicative population of other Metropolitan Medium councils, but based on growth predictions it was likely Camden would meet the minimum population threshold for inclusion in Metropolitan Medium in 2020.
46. Camden's June 2019 population is 101,437 and the council now meets the criteria to be categorised as Metropolitan Medium.
47. The Tribunal has previously considered requests from Willoughby and North Sydney Councils to be re-categorised as Metropolitan Medium in 2018 and 2019. Both Councils have populations within the indicative population range for Metropolitan Small councils but well below that of Metropolitan Medium. Both Councils have argued that their scale of operations, degree of regional servicing and high number of non-resident visitors and workers more closely align with the characteristics of Metropolitan Medium Councils.
48. As previously discussed, the Tribunal has reviewed the impact of large numbers of non-resident workers and revised the criteria for Metropolitan Medium Councils. Willoughby and North Sydney have been assessed against the new revised criteria being - *Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.*
49. Both Willoughby and North Sydney have a non-resident working population of more than 50,000 and combined with their resident populations they meet the revised criteria for inclusion in the group of Metropolitan Medium councils. Both councils also meet the

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other criteria having: a significant regional role as the third and fourth biggest CBDs in Sydney after Sydney City and Parramatta; strategic significance as either transport hubs, business, cultural or employment centres.

50. Both North Sydney and Willoughby meet the criteria for re-categorisation as Metropolitan Medium.

Regional City Councils

51. Newcastle and Wollongong have proposed new categories into which they have sought to be re-categorised. Newcastle has proposed a new category named 'Gateway City' and Wollongong a new category named 'Nationally Significant Regional City'.
52. The Tribunal's revised categorisation model re-named the existing category of Regional City to Major Regional City and found no case to adopt the new categories proposed by Newcastle and Wollongong. The Tribunal considers that both councils are appropriately categorised as Major Regional City.

Regional Strategic Area Councils

53. Central Coast has again sought to be re-categorised as Regional City. The council submits that its characteristics are more like Newcastle and Wollongong (Regional City) and substantially different to Lake Macquarie (Regional Strategic Area).
54. Central Coast does not meet the broader criteria applicable to other councils in the category of Major Regional City - being Newcastle and Wollongong. As previously discussed a new category - Major Strategic Area - has been created to recognise the scale and unique position of Central Coast Council to both the Sydney and Hunter regions.

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Regional Rural Councils

55. Bathurst, Maitland, and Shoalhaven noted that under the Tribunal's proposed allocation of councils they would be allocated to the new Regional Centre category, however the three councils sought to be re-categorised as Regional Strategic Area.
56. Bathurst's June 2019 population of 43,618, Maitland's June 2019 population of 85,166 and Shoalhaven's June 2019 population of 105,648 are below the indicative population of Regional Strategic Area councils. The Tribunal considers that Bathurst, Maitland and Shoalhaven are all appropriately categorised as Regional Centre.
57. Bega, Byron and Eurobodalla have sought to be re-categorised to the new Regional Centre category. Bega's June 2019 population of 34,476, Byron's June 2019 population of 35,081 and Eurobodalla's June 2019 population of 38,473 are significantly below the indicative population of Regional Centre councils. These councils have not demonstrated the additional criteria to warrant inclusion in the Regional Centre group.

Rural Councils

58. Muswellbrook and Federation have again sought to be re-categorised as Regional Rural. Muswellbrook's June 2019 population of 16,377 and Federation's June 2019 population of 12,437 are well below the indicative population of Regional Rural councils. Both councils have not demonstrated the additional criteria to warrant inclusion in the Regional Rural group.

Section 4 Fees

59. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
60. The current policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (IR Regulation 2014). When the Tribunal undertook the annual review the effect of the IR Regulation 2014

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was that public sector wages could not increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.

61. The Tribunal received submissions for consideration during the annual review in late 2019. Those submissions were made prior to the pandemic and overwhelmingly supported a 2.5 per cent increase in the ranges of fees which was consistent with the Government's wages policy at the time. A summary of those submissions is outlined in the paragraphs 62 and 63.
62. The LGNSW submission requested that the Tribunal increase fees by the allowable maximum of 2.5 per cent. The submission also reiterated the long-held view that fees for mayors and councillors are well behind, the current fee structure fails to recognise the work of elected representatives and is inadequate to attract and retain individuals with the necessary skills and experience. Comparative information was again presented in respect to board fees, fees paid to mayors and councillors of councils in Queensland, and salaries for members of Parliament. The LGNSW submission also noted the Tribunal's previous observations that it does not have jurisdiction on the matter of non-payment of superannuation but again invited the Tribunal to make a recommendation to the NSW State Government for councillor remuneration to include a payment for superannuation equivalent to the Superannuation Guarantee.
63. Several submissions sought an increase to the allowable maximum of 2.5 per cent acknowledging the restrictions on the Tribunal from the Government's wages policy. Several submissions sought an increase greater than 2.5 per cent by requesting that fees be aligned to councillor fees in Victoria and Queensland or to NSW members of Parliament.
64. Since receiving and considering those submissions there have been a number of factors which have influenced the Tribunal's views in regard to the annual increase. These include the impact of the bushfires and the current COVID-19 pandemic on the state and federal economies and the wellbeing of our communities.
65. To ensure the Tribunal had sufficient time to consider the COVID-19 pandemic the Minister for Local Government, the Hon Shelley Hancock MP, made the *Local Government*

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(General) Amendment (COVID-19) Regulation 2020 which extends the time for the making of this determination to no later than 1 July 2020.

66. On 29 May 2020 the Premier, the Hon Gladys Berejiklian MP, made the *Industrial Relations (Public Sector Conditions of Employment) Amendment (Temporary Wages Policy) Regulation 2020*. That regulation amended the IR Regulation 2014 to implement a temporary wages policy, being a 12-month pause on wage increases for public sector employees covered by the IR Act.
67. On 2 June 2020 the amending regulation was disallowed by the Legislative Council. The effect of that disallowance is that the Government's wages policy which provides for increases of up to 2.5 per cent continues to apply.
68. While the Tribunal is required to give effect to the Government's wages policy in the making of this determination, it is open to the Tribunal to determine an increase of up to 2.5 per cent or no increase at all. Given the current economic and social circumstances, the Tribunal has determined that there be no increase in the minimum and maximum fees applicable to each existing category.
69. The minimum and maximum fees for the two new categories of Major Strategic Area and Regional Centre have been set having regard to relevant relativities. The new category of Major Strategic Area has equivalent annual fees to Major Regional City. The new category of Regional Centre has annual fees between those applicable to Regional Strategic Area and Regional Rural. In accordance with the LG Act councils can be placed in a new category with a higher range of fees without breaching the Government's wages policy.

Section 5 Other matters

70. The Tribunal addressed the matter of non-payment of superannuation in the 2019 Determination:

"40. The submission from LGNSW and several councils have again raised the matter of the non-payment of superannuation. The Tribunal addressed this matter in the 2018 determination as outline below and will make no further comment:

Local Government Remuneration Tribunal

“54. The matter of the non-payment of superannuation has been previously raised in submissions to the Tribunal and is not a matter for the Tribunal to determine. Section 251 of the LG Act confirms that councillors are not employees of the council and the fee paid does not constitute a salary under the Act. The Tribunal notes that the Australian Tax Office has made a definitive ruling (ATO ID 2007/205) that allows councillors to redirect their annual fees into superannuation on a pre-tax basis and is a matter for councils (Ref: Councillor Handbook, Oct 2017, Office of Local Government p.69).”

71. By way of clarification, the amount redirected under this ruling is funded from the annual fees as determined by Tribunal – it is not an additional amount funded by the council.
72. The Tribunal notes that the Hon Shelly Hancock MP, Minister for Local Government released the *Councillor superannuation discussion paper* in March 2020, to seek the views of councils and their communities on whether councillors should receive superannuation payments. The deadline for submissions was Friday 8 May 2020.

Conclusion

73. The Tribunal’s determinations have been made with the assistance of the two Assessors - Mr Brian Bell and Mr Tim Hurst. The allocation of councils into each of the categories, pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, are outlined in Determination No. 2.

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 10 June 2020

Section 6 Determinations

Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2020

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (11)	Metropolitan Medium (9)
Blacktown	Bayside
Canterbury-Bankstown	Campbelltown
Cumberland	Camden
Fairfield	Georges River
Inner West	Hornsby
Liverpool	Ku-ring-gai
Northern Beaches	North Sydney
Penrith	Randwick
Ryde	Willoughby
Sutherland	
The Hills	
Metropolitan Small (8)	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

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Table 2: General Purpose Councils – Non-Metropolitan

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth
			Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2020 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	27,640	40,530	169,100	222,510
	Major CBD	18,430	34,140	39,160	110,310
	Metropolitan Large	18,430	30,410	39,160	88,600
	Metropolitan Medium	13,820	25,790	29,360	68,530
	Metropolitan Small	9,190	20,280	19,580	44,230
General Purpose Councils - Non-metropolitan	Major Regional City	18,430	32,040	39,160	99,800
	Major Strategic Area	18,430	32,040	39,160	99,800
	Regional Strategic Area	18,430	30,410	39,160	88,600
	Regional Centre	13,820	24,320	28,750	60,080
	Regional Rural	9,190	20,280	19,580	44,250
	Rural	9,190	12,160	9,780	26,530
County Councils	Water	1,820	10,140	3,920	16,660
	Other	1,820	6,060	3,920	11,060

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 10 June 2020

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

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Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Local Government Remuneration Tribunal

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.
- Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000. Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.



Murrumbidgee Council Playground Safety Audit Report

Inspector Details

Inspector: Stephen Goodsall
Contact Phone Number: 02 69605 505
0427 684 458
Date of Report: 10/06/2020
Date of Inspection: 09/06/2020

Playground Details

Name & Location: Youth & Sports Centre Falcon Rd Coleambally NSW 2707
Playground Owner: Murrumbidgee Council
Age of Playground: Approximately 25 years
Manufacturer: Unknown
Inspection Tools Used: PlayRight Safety Tool Inspection Kit





Introduction

A service which Murrumbidgee Council provides is playground equipment for its residence and visitors to the town. This equipment is to be used in a safe and functional manner it was designed for. To provide this service council will do what it can to ensure that it is provided in a safe and satisfactory condition for the user.

This audit report has been conducted on the playground equipment which is located in the Youth & Sports Centre Coleambally on Falcon Rd. The audit report has been carried out on the following:

- Swings

The Coleambally Playgroup hold a session at the Youth & Sports Centre once a week which facilities for children 4 years and younger.

The audit report will be submitted to Murrumbidgee June 2020 council meeting for review and acceptance of what issues are found. This information will be then adapted to council's asset management plan so that all of the necessary maintenance, renewals and upgrades are allowed for in future council budgets.



Identified Non-Compliance Issues

The following non-conformance issues have been identified:

1. Surfacing Non-compliance (AS/NZS4422)

There is no impact absorption material installed below the swings.



2. Identified Finger Entrapments (AS4685.1.2.2.7.6)

Incorrect mounting allow fingers to be caught.



3. Swing Defects

Swings are identified with rope suspension



No correct clearance from ground





Connectors not comply on structure and seat



No strap for seat



4. Finish of Equipment (AS4685.1.2.2.5)

Protruding objects





Murrumbidgee Council Playground Inspection Safety Audit

Park: Youth and Sports Centre
Park Location: Falcon Rd Coleambally

Inspector: Stephen
Goodsall
Date: 09/06/2020
Time Started: 13:30am
Time Finished: 14:00pm

Playground Equipment

Surfacing

Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Tested impact absorbing material for free fall height > 500mm.	AS/NZS 4422: 1996	<input type="checkbox"/>	✓	<input type="checkbox"/>	No soft fall
Impact attenuating properties on adjacent decks > 1000mm	AS/NZS 4422: 1996	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is there an optimum 300-400mm of loose fill impact absorbing material	AS/NZS 4422: 1996	<input type="checkbox"/>	✓	<input type="checkbox"/>	No soft fall
Loose fill replenished	AS/NZS 4486: 1:1997	<input type="checkbox"/>	✓	<input type="checkbox"/>	No soft fall
Is the solid impact absorbing material as per manufacturer's certification, tests, instructions and guide	AS/NZS 4422: 1996	<input type="checkbox"/>	✓	<input type="checkbox"/>	No soft fall
No borders within required safe fall zones	AS/NZS 4422: 1996	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Manufacturer's Stamp		<input type="checkbox"/>	✓	<input type="checkbox"/>	
Free Space and FHOF					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Free height of fall ≤ 2500mm for equipment at standing or sitting	AS4685.1.2.2.4	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Free height of fall ≤ 2200mm for upper body equipment at hanging	AS4685.1.2.2.4	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Adequate free space for standing- radius- 1000mm, h-1800mm	AS4685.1.2.2.8	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Adequate free space for sitting- radius- 500mm, h-300 above 1800mm below	AS4685.1.2.8.2	<input type="checkbox"/>	<input type="checkbox"/>	✓	
No overlapping free space for forced movement applications	AS4685.1.2.8.2	✓	<input type="checkbox"/>	<input type="checkbox"/>	
Fireman's pole clear of objects	AS4685.1.2.8.1.2	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Correct fall zone space	AS4685.2.2.8.1.3 - 2.2.8.5	✓	<input type="checkbox"/>	<input type="checkbox"/>	



Barrier Handrails									
Item		Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments			
Barrier provided on platform for heights ≥ 500mm - ≤1200mm no less than 700mm		AS4685.2.2.8.1.3 - 2.2.8.5	<input type="checkbox"/>	<input type="checkbox"/>	✓				
Barrier provided on platform for heights ≥1200mm - ≤2500mm no less than 900mm		AS4685.2.2.8.1.3 - 2.2.8.5	<input type="checkbox"/>	<input type="checkbox"/>	✓				
Upper hand rail height between 800 - 1000mm		AS4685.1.2.2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	✓	Hand rail in incorrect location			
Lower hand rail height between 400 - 550mm		AS4685.1.2.2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	✓	Missing lower hand rail			
Upper hand rail height from ground or platform max 1200mm		AS4685.1.2.2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	✓				
Max width of transfer or entry point 800mm or width of adjoin assembly		AS4685.1.2.2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	✓				
Grip requirements between 16mm and 45mm		AS4685.1.2.2.4.5	<input type="checkbox"/>	<input type="checkbox"/>	✓				
Grasp requirements not exceeding 60mm		AS4685.1.2.2.4.6	<input type="checkbox"/>	<input type="checkbox"/>	✓				
Unintended Access									
No unintended access available		AS4685.1	<input type="checkbox"/>	<input type="checkbox"/>	✓				
No unintended steps less than 500mm		AS4685.1	<input type="checkbox"/>	<input type="checkbox"/>	✓				
Entrapments									
Item		Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments			
No head and neck entrapments with lower edge above 600mm		AS4685.1.2.2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Non rigid members do not overlap		AS4685.1.2.2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
No partially bound or V-shape entrapments with lower edge above 600mm		AS4685.1.2.2.7.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
No clothing entrapments undergoing forced movements		AS4685.1.2.2.7.3	<input type="checkbox"/>	❖	<input type="checkbox"/>				
No hair or clothing entrapments on moving parts		AS4685.1.2.2.7.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
No full body entrapments		AS4685.1.2.2.7.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Tunnel inclination open one end ≤5°, minimum internal ≥750mm, length ≤2000mm		AS4685.1.2.2.3.1, 2.2.3.2 and 2.2.7.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				



Tunnel inclination open one end ≤15°, minimum internal ≥400mm, length ≤1000mm	AS4685.1.2.2.3.1, 2.2.3.2 and 2.2.7.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tunnel inclination open one end ≤15°, minimum internal ≥500mm, length ≤2000mm	AS4685.1.2.2.3.1, 2.2.3.2 and 2.2.7.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tunnel inclination open one end ≤15°, minimum internal ≥750mm, length none	AS4685.1.2.2.3.1, 2.2.3.2 and 2.2.7.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tunnel inclination open one end >15°, minimum internal ≥750mm, length none	AS4685.1.2.2.3.1, 2.2.3.2 and 2.2.7.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No leg entrapments. Surfaces and inclines up to 45° intended for walking and running shall not contain gaps greater than 30mm	AS4685.1.2.2.7.5.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No finger entrapments for forced movement applications	AS4685.1.2.2.7.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No finger entrapments for openings 1200mm above potential impact area	AS4685.1.2.2.7.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Connectors to swing and frame
No finger entrapments for exposed chains and S-hooks	AS4685.1.2.2.7.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Connectors to swing and frame
Steps and Ladders					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Incline of rung ladders between 65°- 90°	AS4685.1.2.2.9.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Inclines of step ladders between 60°- 65°	AS4685.1.2.2.9.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Width of ladders and step ladders between 300 - 600mm	AS4685.1.2.2.9.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Steps on ladders equally spaced and no more than 300mm apart	AS4685.1.2.2.9.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Minimum gap between steps shall be 230mm	AS4685.1.2.2.9.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stairs					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Angle of stairs between 15° - 45°	AS4685.1.2.2.9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Width of stairs no less than 600mm	AS4685.1.2.2.9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Minimum depth of tread 140mm and rise ≥100mm - ≤220mm	AS4685.1.2.2.9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
All treads are enclosed	AS4685.1.2.2.9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Horizontal of stairs to within ±3°	AS4685.1.2.2.9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Stairs above 2m have intermediate lands not exceeding 2m.	AS4685.1.2.2.9.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ramps					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Angle of ramp between 0° - 15°	AS4685.1.2.2.9.36	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ramp is on a constant gradient	AS4685.1.2.2.9.36	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Level across ramp within ±3°	AS4685.1.2.2.9.36	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Slip resistant measures in place	AS4685.1.2.2.9.36	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Playground Equipment- Swings					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Correct fall zone length provided for swings	AS4685.2.2.9.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Correct fall zone width provided for swings	AS4685.2.2.9.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum 350mm ground clearance at rest position to bottom of seat	AS4685.2.2.8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ground worn out from people swing incorrect ground clearance
Minimum 400mm ground clearance at rest position to bottom of tyre swing	AS4685.2.2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Correct horizontal distance between side of swing seat and adjacent structure	AS4685.2.2.8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Correct horizontal distance between adjacent swing seats	AS4685.2.2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
No rigid suspension members used on swings	AS4685.2.2.8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rope used to attach swing
Flat solid seats a minimum 400mm	AS4685.2.2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Toddler seats fitted with retaining strap	AS4685.2.2.8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No strap
Only two swings per swing bay	AS4685.2.2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Level for soft fall		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No soft fall
Manufacturer's Stamp		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No stamp



Playground Equipment- Slides					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Starting section is at least 350mm	AS4685.3.2.3	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Starting section has a downward slope tolerance of 0° - 5°		<input type="checkbox"/>	<input type="checkbox"/>	✓	
Are barriers installed for attachment slides which extend more than 400mm from deck and are >1000mm in height	AS4685.3.2.3.2.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Do free standing slides have correct safety barriers	AS4685.1.2.2.4	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the width of the starting section ≥ the sliding section		<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is there access rails installed for slides greater than 1000mm	AS4685.3.2.3.4	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the height of the access rail between 700 - 900mm	AS4685.3.2.3.4	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Does the sliding section inclination exceed 60°	AS4685.3.2.4.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the minimum width of open, straight and non-tunnel slides exceeding 1500mm in length ≥350mm	AS4685.3.2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Do helical or curved slides have a minimum width of 700mm	AS4685.3.2.4.2	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the run out section no greater than 10°	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the run out section of a slide ≤1500mm in length ≥300mm	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the run out section of a slide >1500 - ≤1700mm in length >500mm	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the run out section of a slide >7500mm in length >1500mm	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the height above the ground of the run out section where the slide zone is <1500mm no greater than 200mm	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the height above the ground of the run out section where the slide zone is ≥1500mm no greater than 350mm	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Does the slide with a FHOF up to 1000mm have a minimum 50mm sides	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Does the side with a FHOF > 1000mm have a 100mm side	AS4685.3.2.5.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is there correct fall zone space around the starting section	AS4685.3.2.8.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	



Is there correct fall zone space around the sliding section	AS4685.3.2.8.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is there correct fall zone space around the run out section	AS4685.3.2.8.1	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the condition of the sliding section safe for use	AS4685.3.2.7	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the minimum internal height of an enclosed tunnel slide 585mm	AS4685.3.2.9	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Does the tunnel section start at the end of the starting section	AS4685.3.2.9	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the tunnel slide continuous	AS4685.3.2.9	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Manufacturer's Stamp		<input type="checkbox"/>	<input type="checkbox"/>	✓	
Playground Equipment- Runways					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
In the hanging position the FHOF shall not exceed 2.1m when loaded to 130kg	AS4685.4.2.11	<input type="checkbox"/>	<input type="checkbox"/>	✓	
In the sitting position the FHOF shall not exceed 1.5m when loaded to 130kg	AS4685.4.2.11	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is there at least a 2m fall zone either side of the runway and at from the end of the maximum swinging distance	AS4685.4.2.14	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Does the traveller swing more than 45° at the end of the runway	AS4685.4.2.4	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the traveller in a safe fit for purpose condition	AS4685.4.2.5	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the main run flexible and conform with clearance requirements	AS4685.4.2.6	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is there at least 2m between parallel running runways	AS4685.4.2.7	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Are hand grips not enclosed	AS4685.4.2.8	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Can users exit equipment at all times	AS4685.4.2.8	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is it not possible to climb on grips	AS4685.4.2.8	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Does the grip have a 15cm² impact surface	AS4685.4.2.8	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Grip requirements between 16mm and 45mm	AS4685.1.2.2.4.5	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Can users get out of seats at any time	AS4685.4.2.9	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Are there no loops or straps provided	AS4685.4.2.9	<input type="checkbox"/>	<input type="checkbox"/>	✓	
The traveller shall not travel any faster than 7m/s	AS4685.4.2.10	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Is the minimum ground clearance for a seated runway 400mm	AS4685.4.2.12	<input type="checkbox"/>	<input type="checkbox"/>	✓	
Does the suspension type runway have a minimum ground clearance of 1500mm at the starting point with a minimum fixing point of 2500mm and a 3000mm maximum centre unladen	AS4685.4.2.12	<input type="checkbox"/>	<input type="checkbox"/>	✓	



Does a seated type runway have a minimum ground clearance of 2100mm	AS4685.4.2.12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are all markings in a visible position at runway	AS4685.4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Manufacturer's Stamp		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Playground Equipment- Carousels					
Item	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Is the maximum FHOF less than 1000mm at any point except type C carousels	AS4685.5.2.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	AS4685.5.2.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is the maximum FHOF less than 2200mm from hand grips to the surface below for type C carousels	AS4685.5.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is there at least 2m free space radially to the side of carousels and 3m for giant revolving discs	AS4685.5.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is there at least 2m head clearance above the maximum height of the carousel	AS4685.5.2.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Do revolving platforms have finish level as the impact attenuating surface	AS4685.5.2.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are carousels free from entrapments	AS4685.1.2.2.4.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grip requirements between 16mm and 45mm	AS4685.4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are all markings in a visible position at carousels	AS4685.5.3.3.3 - 3.2.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are the type B carousels free from protrusions in the entrapment area	AS4685.4.3.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does any of the superstructure overlap the platform	AS4685.5.3.2.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is there between 60 - 110mm clearance between ground surface and edge of carousel		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Manufacturer's Stamp		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Playground Equipment- Rockers					
Do rockers comply with the maximum slope of seat/stand	AS4685.6.2.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the rockers motion progressively restrain at the extremities of motion preventing any sudden stop or reversal	AS4685.6.2.6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Do foot rest have adequate ground clearance ≥230mm	AS4685.6.2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are foot rest firmly fixed	AS4685.6.2.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are hand supports provided and firmly fixed	AS4685.6.2.8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Grip requirements between 16mm and 45mm	AS4685.4.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Are there any entrapments by the rockers with the ground surface	AS4685.6.2.10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For a single rocker is there a minimum fall zone of 1500mm in all directions	AS4685.6.2.11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The outside edge does not have the correct surface for fall space
Do two rockers side by side with the main direction of movement is <10 °have a minimum of 1500mm between them and a 1000mm of free space	AS4685.6.2.11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Do two rockers side by side with the main direction of movement is >10 °have a minimum of 2000mm between them and 1500mm from all other directions and a 1000mm of free space	AS4685.6.2.11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Playground Equipment- Equipment Finish	Standard Reference	Conform	Non-Conformance	Non Applicable	Outcome/ Comments
Are there any sharp protruding objects	AS4685.1.2.2.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Connector for rope
Protruding bolts and threads are not to exceed 8mm	AS4685.1.2.2.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Connectors for rope
Are there any sharp edges	AS4685.1.2.2.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are there any rough surfaces which could cause injury	AS4685.1.2.2.5.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
There are to be no crushing or shearing points on equipment	AS4685.1.2.2.6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Connectors for rope
Footings are to be 400mm below the playing surface or covered by equipment	AS4685.1.2.2.14	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Murrumbidgee

Playground Infrastructure Risk Register

RISK IDENTIFICATION							RISK ANALYSIS			RISK TREATMENT			RISK TREATMENT PLAN						
Ris k No.	Service or Asset at Risk	What can happen?	When can it occur?	Possible cause	Existing control s	Is risk credible ?	Likeliho od	Conseque nces	Risk rating	Action required	Is risk acceptable ?	Treatment option(s)	Residua l risk	Risk treatment plan	Actions	Responsibilit y	Resources	Budget	Dat e due
1	Fall zone not properly covered with impact attenuating surface	Users could fall within the fall zone and hurt themselves	Anytim e now	Incorrect design when implementin g surface	Soft fall rubber in place	Yes	Possible	Minor	Medium	Planned action required	No	Increase size of impact attenuating surface	low	Upgrade impact attenuating surfaces	Add additional impact attenuating surface	Engineering	Outdoor staff, contractors	\$10,00 0	Dec- 13
2	Free zone around slide not clear	Users can fall onto adjacent monkey bars	Anytim e in the future	Poor design of equipment	Sides of slide greater than 100mm	Yes	Rare	Minor	Low	Manage by routine procedures	Yes								
3	Head and shoulder entrapment on climbing frame	Users heads and shoulders can get caught causing a choking hazard	Anytim e in the future	Poor design old equipment	none	Yes	Possible	Major	High	Prioritised action required	No	Remove and replace climbing frame	low	Upgrade playground equipment	Replace climbing frame with AS conforming equipment	Engineering	Outdoor staff, contractors	\$10,00 0	Dec- 13
4	V-Shaped entrapment s on fence	Users heads and neck can get caught causing a choking hazard	Anytim e in the future	Incorrect fence type for situation	none	Yes	Rare	Moderate	Medium	Planned action required	Yes								
5	Clothing entrapment on forced movement equipment	Choking hazards from toggles and clothing	Anytim e in the future	Poor construction and design	none	Yes	Possible	Moderate	High	Prioritised action required	No	Install manufactur ers preventa tive measur es	low	Playground equipment planned maintenanc e	Continue audits of parks and regular maintenanc e	Outdoor staff, Engineering	Outdoor staff, manufactur ers	\$1,000	Dec- 13
6	Finger entrapment s in bolt heads	Users fingers can get caught and damaged	Anytim e in the future	Poor design in bolt type	none	Yes	Possible	Minor	Medium	Planned action required	No	Replace existing bolts with safer style bolt types	low	Playground equipment planned maintenanc e	Continue audits of parks and regular maintenanc e	Outdoor staff, Engineering	Outdoor Staff	\$1,000	Dec- 14
7	Finger entrapment s in chain joiners	Users fingers can get caught and damaged	Anytim e in the future	Poor design in bolt type	none	Yes	Rare	Minor	Low	Manage by routine procedures	Yes								
8	Finger entrapment s in broken end cap	Users fingers can get caught and damaged	Anytim e in the future	Lack of maintenance and inspection	Replace damage structure	Yes	Unlikely	Minor	Low	Manage by routine procedures	Yes								



9	Finger entrapment s in removed equipment structure	Users fingers can get caught and damaged	Anytime in the future	Poor design in equipment causing removal of equipment	none	Yes	Rare	Minor	Low	Manage by routine procedures	Yes							
10	Middle frame in swing set	Users can collide with frame	Anytime in the future	Poor design old equipment	none	Yes	Unlikely	Minor	Low	Manage by routine procedures	Yes							
11	Rigid suspension and fittings on seats	Unsafe for users	Anytime in the future	Poor design old equipment	none	Yes	Possible	Moderate	High	Prioritised action required	No	low	Upgrade playground equipment	Continue audits of parks and regular maintenance	Engineering	Outdoor staff and contractors	\$15,000	Jun-14
12	Non-conforming dimension s within circulation zone	Unsafe for users	Anytime in the future	Poor design old equipment	none	Yes	Possible	Moderate	High	Prioritised action required	No	low	Upgrade playground equipment	Continue audits of parks and regular maintenance	Engineering	Outdoor staff and contractors	\$15,000	Jun-14
13	Ramp on play equipment exceeds 15	Users can move too quickly along ramp	Anytime in the future	Poor design	none	Yes	Rare	Minor	Low	Manage by routine procedures	Yes							
14	Missing end cap on post	Users can cut hands on post	Anytime in the future	Lack of maintenance and inspection	none	Yes	Unlikely	Minor	Low	Manage by routine procedures	Yes							
15	No testing of impact of attenuating surface	Impact attenuating surface can lose its functionality	Within 5 years	Age and weathering of surface material	none	Yes	Possible	Moderate	High	Prioritised action required	No	low	Playground equipment planned maintenance	Continue audits of parks and regular maintenance	Engineering	Outdoor staff, engineering and contractors	\$5,000	Dec-13
16	Incorrect installation of handrails on stairs	Users fall or slip from stairs	Anytime in the future	Incorrect construction, poor design	none	Yes	Possible	Moderate	High	Prioritised action required	No	low	Playground equipment planned maintenance	Continue audits of parks and regular maintenance	Engineering	Outdoor staff and contractors	\$500	Dec-13

References

- AS 4685.1- 2004 Part 1: Playground Equipment- General safety requirements and test methods
- AS 4685.2- 2004 Part 2: Playground Equipment- Particular safety requirements and test methods for swings
- AS 4685.3- 2004 Part 3: Playground Equipment- Particular safety requirements and test methods for slides
- AS 4685.4- 2004 Part 4: Playground Equipment- Particular safety requirements and test methods for runways
- AS 4685.5- 2004 Part 5: Playground Equipment- Particular safety requirements and test methods for carousels
- AS 4685.6- 2004 Part 5: Playground Equipment- Particular safety requirements and test methods for rocking equipment
- AS/NZS 4422- 1996: Playground surfacing- Specifications, requirements and test method
- AS/NZS 4486- 1997: Playgrounds and Playground Equipment Part 1- Development, installation, inspection, maintenance and operation
- PlayRight Australia Pty Ltd, Australian TAFE Accredited Playground Safety Training Course Manual, Lynnel Migas
- NAMS Plus 2 Core Risk Register
- Berrigan Shire Council Playground Audit Report

SWINGS

S-9900 Capital Nest Swing



PRODUCT INFORMATION


[Download Files](#)

[3D Render](#)


SUITABLE FOR EXTREME MARINE


[Extreme Marine](#)

PLAY VALUE



SWING



SOCIAL PLAY



SPECIAL NEEDS


 x 1
ACTIVITIES

 x 2
USERS

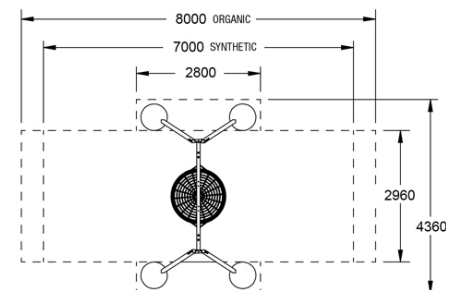
SPECIFICATIONS

Age Range	Mixed
Fall Height	1400mm
Soft-fall Area	27.6m ²
Space Req. Incl Soft-fall	8m x 4.40m

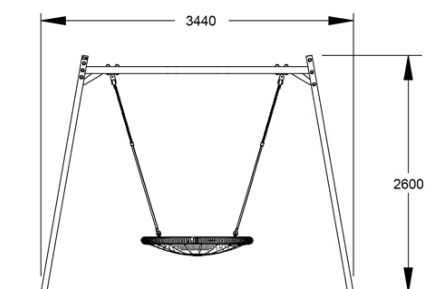
TECHNICAL INFORMATION

AUS Standards Compliance	AS4685.2
Assembly Time	6 hrs
Total Weight	81 kg
Heaviest Component	34 kg
Concrete Required	0.68 m ³
Number of Footings	4

TOP VIEW



SIDE ELEVATION


[WARRANTY](#)

[CARE PLAN](#)

[COMPLIANCE](#)

[AUS MADE](#)



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Drawn By: Stephen Goodhall

Projection: GDA94 / MGA zone 55

Date: 12/06/2020 7:05 PM

Attachment 3: Swing Location

Map Scale: 1:1453 at A4

Murrumbidgee Trails Marketing Campaign Meeting
Monday 15 June 2020
Via Microsoft Teams Meeting
9:32am

Attendees: Brent Lawrence, Leeton Shire Council, Tiffany Thornton, Narrandera Shire Council, Kellie Dissegna, Murrumbidgee Council, Rach from Minta Vinski Graphic Designs, Rachel Anderson, Assembled Digital, Matt Holt, Lockhart Shire Council

Confirmed adverts

- Leeton - Heritage Motor Inn (Marketing Package Three), Leeton Soliders Club (Marketing Package Two), Whitton Malthouse (Marketing Package Three), Southern Cotton (Marketing Package Three), Wade Hotel (Marketing Package Two)
- Regional - Griffith City Council (Marketing Package Three), Balranald Shire Council
- Narrandera – Glendale Citrus (Marketing Package One), Charles Sturt Hotel (Marketing Package One), Lake Talbot, Newell Motor Inn
- Lockhart – haven't started going out to businesses.
- MH to approach Eastern Office of NPWS for inclusion in guide, as Western office has declined.
- Murrumbidgee – Altina Wildlife Park (Marketing Package Two), Sticky Fingers Candy Shop (Marketing Package Two), Fairways Bed and Breakfast (Marketing Package One), Hygge Living & More (Marketing Package One), Hawkesbury Park Country Cottage (Marketing Package One), Yarrow Park (Marketing Package Three)
- Council members to complete to excel document in DropBox with advertisers details
- Advert deadline can be extended to 17 July to allow for staff to follow-up with businesses
- Invoice requests for advertisers to be sent to Brent at Leeton Shire Council for raising
- Discussion around editorial for advertisers and balancing expectations from operators. Should advertisers be seeking editorial, staff to send through content to Assembled Digital for potential inclusion as part of the overall guide. Editorial could be an option for the next guide.
- Council members confirmed that due to the design and layout of the guide, specific requests for placement of adverts within the guide won't be able to be met.
- Space for advertisers outside our LGAs is confirmed to Marketing Package Three (one page)

Printing

- Councils had reviewed printing quotes and confirmed Dobja as the printer for the project

Design update

- Draft mock-up was presented to Council members via DropBox
- Next stop is putting together a skeleton with attractions listed. Council members to check all the attractions (to make sure we've covered it all) by Friday 19 June.
- Council members to highlight where in the guide full page adverts might be included.
- Project timeline to be refined

Launch of Murrumbidgee Trails

- Discussion around the date (October) and venue for the launch
- Council members to bring list of potential launch venues to the next meeting

General Business

- Folder to be added in DropBox for booking forms

Meeting closed at 10:something am.