



CABONNE COUNCIL

**CONTRACT No. 1177110**

**LUMP SUM CONTRACT**

for the

**DESIGN, SUPPLY AND INSTALLATION OF  
INCLUSIVE PLAYGROUNDS AT  
MORRIS PARK, CANOWINDRA NSW 2804  
AND  
DR ROSS MEMORIAL RECREATION  
GROUND, MOLONG NSW 2866**

**INFORMATION FOR TENDERERS**

PREPARED BY:  
COUNCIL'S DEPARTMENT OF  
ENGINEERING & TECHNICAL SERVICES  
DATE: JULY 2020

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# INFORMATION FOR TENDERERS

## GENERAL

### 1 PROJECT IDENTIFICATION AND DESCRIPTION

This tender is for Contract No. 1177110 Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866

This is a Lump Sum Contract.

### LOCATION PLAN – MORRIS PARK CANOWINDRA NSW 2804





LOCATION PLAN – DR ROSS MEMORIAL RECREATION GROUND, MOLONG NSW 2866



**2 RELEVANT DOCUMENTS**

(a) The Contract Documents for this project are:

- **General Conditions of Contract (AS 4000-1997) \***
- **Specifications**
- **Drawings**
- **Tender Submission Forms**

\* AS 4000-1997 is not included as part of the contract documentation. Copies are available from Standards Australia

(b) The following documentation is provided for the information of the Tenderers and does not form part of the Contract Documents:

- Information for Tenderers and Conditions of Tendering

The documents are available from Council's Engineering and Technical Services Department, Main Street, Cudal, Council's website [www.cabonne.nsw.gov.au](http://www.cabonne.nsw.gov.au) and Council's E-tendering website [www.tenderlink.com/cabonne](http://www.tenderlink.com/cabonne).

The Tenderer warrants and represents that it will, prior to submission of tender, obtain the information and documentation referred to above and will obtain all other information relevant to the works, contingencies and other circumstances having an effect on its tender.

### **3 TENDERING METHOD**

This Contract shall follow the "The Procedures of Open Tendering" in accordance with AS4120-1994 Clause 6.2.3(b), The Principal invites the public advertisement without restriction on the numbers of tenders sought.

### **4 COUNCIL'S CONTACT PERSON**

Enquiries regarding this tender may be directed to:

Name: Michelle Murphy Phone: 02 6390 7100  
Position: Department Leader Urban Infrastructure

### **5 SITE INSPECTION**

A compulsory pre-tender briefing meeting and site inspections will be held on:

Day: Tuesday  
Date: 21 July 2020  
Time: 12:00 noon  
Place: Canowindra Morris Park  
Corner of Finn Street and Rodd Street, Canowindra NSW 2804  
Time: 2.00 pm  
Place: Dr Ross Memorial Recreation Ground  
Edward Street, Molong NSW 2866

The meeting will be minuted and the minutes shall become part of the tender documents. The minutes will be available on request.

Tenderers are required to attend the meeting and sign the meeting attendance sheet in order to submit a conforming tender. A conforming tender must also include a signed statement that the Tenderer has visited the site and has included all site conditions in their Tender Price.

**6 TENDER LODGEMENT REQUIREMENTS**

Tenders shall be submitted on the Tender Forms provided by the Principal, Tender Submission Documents, and are to be enclosed in a sealed envelope and the envelope marked legibly as follows:

Contract No. 1177110

Tender for **Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866**

and either:

delivered by hand or by courier and placed in the:

Tender Box  
Cabonne Council  
97 Bank Street  
MOLONG NSW 2866

or

mailed to the Tender Box addressed as follows, and marked:

"Contract 1177110 Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866

Tender Box  
Cabonne Council  
PO BOX 17  
MOLONG NSW 2866

or

submitted electronically on

[www.tenderlink.com/cabonne](http://www.tenderlink.com/cabonne)

so as to be received **before the closing time and date for tenders.**

Time: 12:00 pm, noon

Date: Wednesday, 5 August 2020



**CABONNE COUNCIL**

**CONTRACT No. 1177110**

**LUMP SUM CONTRACT**

for the

**DESIGN, SUPPLY AND INSTALLATION OF  
INCLUSIVE PLAYGROUNDS AT MORRIS  
PARK, CANOWINDRA NSW 2804  
AND  
DR ROSS MEMORIAL RECREATION  
GROUND, MOLONG NSW 2866**

**CONDITIONS OF TENDERING**

**PREPARED BY:  
COUNCIL'S DEPARTMENT OF  
ENGINEERING & TECHNICAL SERVICES  
DATE: JULY 2020**



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## **CONDITIONS OF TENDERING**

### **GENERAL**

#### **1. PREAMBLE**

The Conditions of Tendering have been prepared in accordance with the obligations of the Principal contained in the Australian Standard 4120-1994, Code of Tendering, which sets out the ethics and obligations of the Principal and Tenderers in tendering in the construction industry.

Tenderers and Principal shall comply with the requirements of this AS 4120-1994. In particular attention is drawn to the obligations of Tenderers, in the preparation and submission of their tender for this project.

Without limiting the above obligations: -

- Tenderers shall not submit tenders without a firm intention to proceed.
- Tenderers must not engage in any form of collusive practice.
- Any Tenderer who directly or indirectly canvasses support from an elected member or servant of the Council will be disqualified.

It should be noted that in all contract documentation words importing a gender include every gender.

#### **2. PROJECT INFORMATION**

The complete project description, scope of work, specific site and project requirements shall be as defined in the Specification.

This tender is for Contract No. 1177110 Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866

It is a Lump Sum Contract.

#### **3. RELEVANT DOCUMENTS**

- (a) The contract documents for this project are:

##### **CONDITIONS OF CONTRACT**

- General Conditions of Contract (AS 4000-1997) \*.
- Annexures to General Conditions of Contract.

\* AS 4000-1997 is not included as part of the contract documentation. Copies are available from Standards Australia.

##### **TENDER SUBMISSION FORMS**

##### **SPECIFICATIONS**

##### **DRAWINGS**

**4 CONTRACTOR'S RESPONSIBILITY**

It shall be the responsibility of the Contractor to ascertain all information relating to the services, the works and site conditions that may affect the progress or method of performing all services and works as specified within the scope of this contract and to prepare for every contingency that may arise. It is further understood that just provision for these contingencies have been accounted for, implicitly or explicitly within the Bill of Quantities or Schedule of Rates submitted.

**5 COUNCIL'S CONTACT PERSON**

Enquiries regarding this tender may be directed to:

Name: **Michelle Murphy** Phone: **02 6390 7100**  
Position: Department Leader Urban Infrastructure

**TENDER SUBMISSION INFORMATION****6 SUPPORTING INFORMATION FROM TENDERERS**

The Tenderer shall provide documentary evidence to prove they have the necessary competence, resources, industrial relations, quality and safety management and financial capacity to carry out the Works.

- Copy of Certificate of Currency for Public Liability Insurance
- Copy of Work, Health & Safety (WHS) Plan
- Copy of Safe Work Method Statement (SWMS)
- Copy of Environmental Management Plan

**7 SUBCONTRACTORS**

The Tenderer is required to provide, on the tender form in the Tender Submission Documents, the names and telephone numbers of Tenderer's Subcontractors and recognise by initials the Principal's listing of Selected and Nominated Contractors.

**8 SITE INSPECTION**

Tenderers are required to attend the pre-tender briefing meeting and site inspection and sign the attendance sheet in order to submit a conforming tender.

The compulsory briefing meeting and site inspection will be held on:

Day: Tuesday

Date: 21 July 2020

Time: 12:00 noon

Place: Morris Park  
Corner of Finn Street and Rodd Street, Canowindra NSW 2804

Time: 2.00pm

Place: Dr Ross Memorial Recreation Ground  
Edward Street, Molong NSW 2866

The meeting will be minuted and the minutes shall become part of the tender documents. The minutes will be available on request.

A conforming tender must also include a signed statement that the Tenderer has visited the site and has included all site conditions in their Tender Price.

## **9 ALTERNATIVE PROPOSALS**

Alternative proposals, which satisfy the Principal's basic commercial and performance objectives, technical and legal requirements, may be submitted as options but only in addition to a conforming tender. All costs associated with the design and documentation of any alternative proposal shall be borne by the Tenderer.

## **10 REQUIREMENTS TO SUBMIT CONCEPT PLAN**

A conforming tender will include up to two (2) play-space proposals per site that are documented in the lump sum price. The Principal will utilise the concept design as part of the tender evaluation and selection process.

## **11 TENDER VALIDITY PERIOD**

Tenders will be valid for a period of 60 days from the tender closing date. In the event of the withdrawal of the tender prior to the expiration of this period, the Tenderer shall be liable for all costs, losses or damages suffered by the Principal by reason of that withdrawal.

## **12 TENDER LODGEMENT REQUIREMENTS**

Tenders shall be submitted on the forms provided by the Principal in the Tender Submission Documents, and are to be enclosed in a sealed envelope and the envelope marked legibly as follows:

Contract No. **1177110**

Tender for **Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866**

and either:

delivered by hand or by courier and placed in the:

Tender Box  
Cabonne Council  
Bank Street  
MOLONG NSW 2866

or

mailed to the Tender Box addressed as follows, and marked

"Contract No 1177110 Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866"

Tender Box  
Cabonne Council  
PO BOX 17  
MOLONG NSW 2866

or

submitted electronically on [www.tenderlink.com/cabonne](http://www.tenderlink.com/cabonne)

so as to be received **before the closing time and date for tenders.**

Time: 12:00 noon

Date: Wednesday, 5 August 2020

### **13 LATE TENDERS**

A tender which is received after the closing time and date will only be considered if the Tenderer can satisfy Council that it complies with Clause 177 (5) of the Local Government (General) Regulations 2005.

### **14 TENDER EVALUATION AND SELECTION**

Evaluation, negotiation, and selection of tenders shall be in accordance with the requirements of AS 4120 (1994), Code of Tendering and Local Government Regulations 2005 under the Local Government Act 1993.

The evaluation criteria shall be:

- Lump sum tender amount
- Evidence of capability and capacity
- Proposed design and project program
- Industry reputation and past record of providing similar services
- Work, Health & Safety Management System, Quality Management System and Environmental Management System

The Principal is not bound to accept the lowest, or any tender.

The successful Tenderer which is accepted shall be notified in writing to all Tenderers.

### **15 POST TENDER SUBMISSIONS**

The Principal may call for post tender submissions from some or all tenderers in order to assist with the evaluation.

Such submissions will be confidential between the Principal and Tenderer.

The call for such submissions will not bind the Principal to proceed to accept a tender.

### **16 POST TENDER NEGOTIATIONS**

The Principal may enter into negotiation with a Preferred Tenderer or a number of candidate tenderers.

Such negotiations will be confidential between the Principal and Tenderer and will be conducted in accordance with guidelines set out in AS 4120 (1994).

The undertaking of negotiations will not bind the Principal to proceed to accept a tender.

### **17 COST OF TENDERING**

All costs associated with tender preparation and submission shall be borne by the Tenderer.

**18 CONTRACT COMMENCEMENT DATE**

The commencement of the Contract is nominated as the date of instrument of agreement between Council and the successful Tenderer. There shall be no Contract prior to the issue of a letter of acceptance and a signed Instrument of Agreement.



**CABONNE COUNCIL**

**CONTRACT No. 1177110**

**QUALITY ASSURANCE, LUMP SUM CONTRACT**

for the

**DESIGN, SUPPLY AND INSTALLATION OF  
INCLUSIVE PLAYGROUNDS AT  
MORRIS PARK, CANOWINDRA NSW 2804  
AND  
DR ROSS MEMORIAL RECREATION  
GROUND, MOLONG, NSW 2866**

**CONDITIONS OF CONTRACT**

**PREPARED BY:  
COUNCIL'S DEPARTMENT OF  
ENGINEERING & TECHNICAL SERVICES  
DATE: JULY 2020**

# **CONDITIONS OF CONTRACT**

## **CONTENTS**

**GENERAL CONDITIONS OF CONTRACT**

**ANNEXURE TO GENERAL CONDITIONS OF  
CONTRACT**

# **GENERAL CONDITIONS OF CONTRACT**





THE GENERAL CONDITIONS OF CONTRACT  
SHALL BE  
AUSTRALIAN STANDARD (AS) 4902-2000  
THIS DOCUMENT IS DEEMED TO BE INCLUDED IN THE  
CONTRACT DOCUMENTS

Copies are available from Standards Australia.



ANNEXURE

to the

**GENERAL CONDITIONS  
OF CONTRACT**



**ANNEXURE to the Australian Standard  
General Conditions of Contract AS4902-  
2000**

# **PART A – CABONNE COUNCIL**

This Annexure shall be completed and issued as part of the tender documents and, subject to any amendments to be incorporated into the *Contract*, is to be attached to the General Conditions of Contract and shall be read as part of the *Contract*.

Item

1 *Principal*  
(clause 1)

**CABONNE COUNCIL**

ABN: 41 992 919 200

2 *Principal's address*

**PO Box 17  
MOLONG NSW 2866  
Ph 6390 7100 Fax 6390 7160  
Principals Representative: Cabonne Council's  
Director of Engineering and Technical Services**

3 *Contractor*  
(clause 1)

ABN:.....

4 *Contractor's address*

5 *Superintendent*  
(clause 1)

**Cabonne Council's Manager of Engineering  
and Technical Services  
Ph 6390 7100 Fax 6390 7160  
Superintendent's Representative: Cabonne  
Council's Project Engineer**

6 *Superintendent's address*

**PO Box 17  
MOLONG NSW 2866**

7 Period of time for *practical completion*  
(clause 1)

**Fifty (50) weeks from Date of Acceptance of  
Tender**

8 Governing law:  
(page 5, clause 1(h))

**New South Wales**

9 (a) Currency  
(page 5, clause 1(g))

**Australian Dollar**

(b) Place of payments  
(page 5, clause 1(g))

**Bank Street  
MOLONG NSW 2866**

(c)	Place of Business of Bank (page 4, clause 1(d))	<b>MOLONG, NSW 2866</b>
10	The Principal's <i>project requirements</i> are described in the following documents. (page 3, clause 1)	1.Conditions of Contract 2.Specification 3.Drawings 4.Tender Submission Documents
11	<i>Preliminary Design</i> (page 3, clause 1) The Preliminary Design Documents are	Context Plans
12	Quantities in <i>schedule of rates</i> , limits of accuracy (Clause 2.5(b))	<b>Not applicable</b>
13	<i>Provisional sum</i> , percentage for profit and attendance (clause 3)	<b>As assessed by the Superintendent</b>
14	<i>Contractor's security</i>	
(a)	Form (clause 5)	<b>Retention of money</b>
(b)	Amount or maximum percentage of <i>contract sum</i> (clause 5)	<b>5% of <i>contract sum</i></b>
(c)	If retention moneys, percentage of each <i>progress certificate</i> (clause 5 and subclause 37.2)	<b>5% until the limit in item 14(b)</b>
(d)	Time for provision (except for retention moneys) (clause 5)	<b>Within 28 days after <i>date of acceptance of tender</i></b>
(e)	<i>Additional security</i> for unfixed plant and materials (subclauses 5.4 and 37.3)	<b>Nil</b>
(f)	<i>Contractor's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4)	<b>50% of Amount Held</b>
15	<i>Principal's security</i>	

(a)	Form (clause 5)	<b>Not applicable</b>	
(b)	Amount or maximum percentage of <i>contract sum</i> (clause 5)	<b>Not applicable</b>	
(c)	Time for provision (clause 5)	<b>Not applicable</b>	
(d)	<i>Principal's security</i> upon <i>certificate of practical completion</i> is reduced by (subclause 5.4)	<b>Not applicable</b>	
16	<i>Principal</i> -supplied documents (subclause 8.2)	<b>Contract documents including:</b> <ul style="list-style-type: none"> <li>• <b>Conditions of Contract;</b></li> <li>• <b>Specifications;</b></li> <li>• <b>Drawings; and</b></li> <li>• <b>Tender Submission Documents</b></li> </ul>	
17	Documents, number of copies, and the times or stages at which they are to be supplied by the <i>Contractor</i> (subclause 8.3)		
	Document	No. of copies	
	Time/ Stage		
	1. Concept Drawings	<b>Hard copy + 1 electronic copy</b>	<b>Within Seven (7) weeks of date of acceptance of tender</b>
	2. Approved Final "for Construction" drawings	<b>Hard copy + 1 electronic copy</b>	<b>Within Fifteen (15) weeks of date of acceptance of tender</b>
	3. Design Report	<b>Hard copy + 1 electronic copy</b>	<b>Within Fifteen (15) weeks of the issue of the certificate of practical completion.</b>
	4. As Constructed drawings	<b>Hard copy + 1 electronic copy</b>	<b>Within Four (4) weeks of the issue of the certificate of practical completion.</b>
18	Time for <i>Superintendent's direction</i> about documents (subclause 8.3)	<b>14 days</b>	
19	Subcontract <i>work</i> requiring approval (subclause 9.2)	<b>All Subcontract Work</b>	
20	Novation (subclause 9.4)	<b>Not applicable</b>	
21	<i>Intellectual property rights</i> granted to the <i>principal</i> , the Alternative applying (subclause 10.2)	<b>Alternative 1</b>	



22 *Legislative requirements*

- |     |   |                       |
|-----|---|-----------------------|
| (a) | Those excepted<br>(subclause 11.1)                | <b>Not applicable</b> |
| (b) | Identified <i>WUC</i><br>(subclause 11.2(a)(iii)) | <b>Not applicable</b> |

23 Insurance of *the Works*  
(clause 16A)

- |     |                      |                      |
|-----|----------------------|----------------------|
| (a) | Alternative applying | <b>Alternative 1</b> |
|-----|----------------------|----------------------|

If Alternative 1 applies

- |     |   |            |
|-----|---|------------|
| (b) | Provision for demolition and removal of<br>debris                                 | <b>Nil</b> |
| (c) | Provision for <i>consultant's</i> fees and<br><i>Principals</i> consultants' fees | <b>Nil</b> |
| (d) | Value of materials or things to be supplied<br>by the <i>Principal</i>            | <b>Nil</b> |
| (e) | Additional amount or percentage   | <b>Nil</b> |
- 
- |     |  |  |
|-----|--|--|
| 24  | Professional indemnity insurance<br>(clause 16B and subclause 9.2(d))  |  |
| (a) | Levels of cover of <i>Contractor's</i> professional<br>indemnity insurance   | <b>\$2,000,000.00</b>  |
| (b) | Period of which <i>Contractor's</i> professional<br>indemnity insurance shall be maintained<br>after issue of <i>final certificate</i>                 | <b>7 years</b>   |
| (c) | Categories of <i>consultants</i> and levels of<br>cover of <i>consultants'</i> professional<br>indemnity   | <b>Coverage of \$2,000,000.00 for all categories of<br/>consultants.</b> |
| (d) | Period for which each <i>consultant's</i><br>professional indemnity insurance shall be<br>maintained after issue of the <i>final<br/>certificate</i> . | <b>7 Years</b>   |

25	Public liability insurance (clause 17)	
	(a) Alternative applying	<b>Alternative 1</b>
	If Alternative 1 applies	
	(b) Amount per occurrence shall be not less than	<b>\$20,000,000.00</b>
26	(a) Time for giving access (subclause 24.1)	<b>Date of Acceptance of Tender</b>
	(b) Time for giving possession (subclause 24.1)	<b>After Date of Acceptance of Tender</b>
27	The information, materials, documents or instructions and the times by, or periods within which they are to be given to the <i>Contractor</i> (clause 32)	<b>Date of Acceptance of Tender</b>
28	<i>Qualifying cause of delay.</i> Cause of delay for which <i>EOTs</i> will not be granted (page 3, paragraph (b)(iii) of clause 1 and subclause 34.3)	<b>Not applicable</b>
29	Liquidated damages, rate (subclause 34.7)	<b>Two Thousand dollars (\$2,000) per week or part thereof</b>
30	Bonus for early <i>practical completion</i> (Clause 34.8)	<b>Not applicable</b>
31	Other compensable <i>causes</i> (page 1, paragraph (b) of clause 1 and subclause 34.9)	<b>Nil</b>
32	<i>Defects liability period</i> (Clause 35)	<b>Twelve (12) months from Date of Practical Completion</b>
33	<i>Progress Claims</i> (subclause 37.1)	
	a) Times for progress claims	<b>Monthly – at the end of each month</b>

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34	Unfixed plant and materials for which payment claims may be made (subclause 37.3)	<b>Nil</b>
35	Interest rate on overdue payments (subclause 37.5)	<b>15% per annum</b>
36	Time for <i>Principal</i> to rectify inadequate possession (subclause 39.7 (a) (iii))	<b>Fourteen (14) days</b>
37	Arbitration and <i>Expert Determination</i> : (subclause 42.3)	
(a)	Person to nominate an arbitrator	<b>Chairperson for the time being of the Chapter of the Institute of Arbitrators &amp; Mediators Australia in New South Wales</b>
(b)	Rules for arbitration:	<b>Rules 5-18 of the Rules of The Institute of Arbitrators &amp; Mediators Australia for the Conduct of Commercial Arbitrations</b>
(c)	Appointing Authority under UNCITRAL Arbitration Rules:	<b>President of the Institute of Arbitrators &amp; Mediators Australia</b>

# **ANNEXURE - PART B (DETAILS)**



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**ANNEXURE PART B DETAILS**

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**1. Deletions**

No clauses have been deleted from the General Conditions in AS 4902-2000

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**2. Amendments**

No clauses of AS 4902-2000 have been amended.

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**3. Additions**

The following clauses have been added to AS4902-2000:

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**CLAUSE 44. WORK HEALTH AND SAFETY (W H & S)**

**44.1** The Contractor shall:

- a) Comply with all requirements of the Contract and all statutory requirements for Work Health and Safety.
- b) Ensure that each of its Subcontractors and Consultants comply in like manner.
- c) Demonstrate to the Principal whenever requested that requirements of the Contract and statutory requirements for Work Health and Safety are being met.
- d) Prior to the commencement of work, provide the Principal with certification that safety requirements of the Contract and statutory requirements for Work Health and Safety are capable of being met.
- e) If the period of the contract exceeds three months the Contractor is to provide the Principal with a monthly certification that requirements of the Contract and statutory requirements for Work Health and Safety are being met.

**44.2** Where inappropriate or inadequate provision of Work Health and Safety Management by the Contractor or Contractor's Subcontractor results in costs, losses or damages incurred by the Principal or claims by third parties against the Principal for either direct or consequential costs, losses or damages, the Contractor shall be liable for costs, losses or damages associated with any claim including but not limited to administration costs incurred by the Principal in resolving such claim.

**CLAUSE 45. ENVIRONMENTAL SYSTEMS PLANNING**

**45.1** The Contractor shall:

- a) Comply with all requirements of the Contract and statutory requirements for protection of the environment.
- b) Ensure that each of its Subcontractors and Consultants comply in like manner.
- c) Demonstrate to the Principal by mutual inspection and/or documentation whenever requested that requirements of the Contract and statutory requirements for the protection of the environment are being met.
- d) Prior to the commencement of work, provide the Principal with certification that the requirements of the Contract and statutory requirements for the protection of the environment are capable of being met by the Contractors' organisation and management.

- e) If the period of the contract exceeds three months the Contractor is to provide the Principal with a monthly certification that the requirements of the Contract and statutory requirements for protecting the environment are being met.
- f) The Contractor is responsible for and must at its own cost make good any damage to the environment caused by the execution of the works.

**45.2** Where inappropriate or inadequate provision of environmental management by the Contractor or Contractor's Subcontractor results in costs, losses or damages incurred by the Principal or claims by third parties against the Principal for either direct or consequential costs, losses or damages, the Contractor shall be liable for costs, losses or damages associated with any claim including but not limited to administration costs incurred by the Principal in resolving such claim.

#### **CLAUSE 46. HOURS OF WORK**

**46.1** The hours of work under the Contract will be limited to:

7:00 am	to	6:00 pm	Mondays to Fridays
8:00 am	to	1:00 pm	Saturdays
No Work			Sundays or Public Holidays

**46.2** Work may be allowed outside these hours with the prior approval of the Superintendent. If, in the interests of the safety or to protect life or property the Contractor finds it necessary to carry out, without the prior approval of the Superintendent, work outside the defined hours of work, the Contractor shall inform the Superintendent in writing of the circumstances within 24 hours.

#### **CLAUSE 47. ACCESS TO INFORMATION (GIPA Act, s.121)**

**47.1** The Contractor must, within seven (7) days of receiving a written request by Council, provide Council with immediate access to the following information contained in records held by the Contractor:

- a) information that relates directly to the performance of the services provided to Council by the Contractor pursuant to the Contract;
- b) information collected by the Contractor from members of the public to whom it provides, or offers to provide, the services pursuant to the Contract; and
- c) information received by the Contractor from Council to enable it to provide the services pursuant to the Contract.

**47.2** For the purposes of sub-clause 47.1, information does not include:

- a) information that discloses or would tend to disclose the Contractor's financing arrangements, financial modelling, cost structure or profit margin;
- b) information that the Contractor is prohibited from disclosing to Council by provision made by or under any Act, whether of any State or Territory, or of the Commonwealth; or
- c) information that, if disclosed to Council, could reasonably be expected to place the Contractor at a substantial commercial disadvantage in relation to Council, whether at present or in the future.

**47.3** The Contractor will provide copies of any of the information in sub-clause 47.1, as requested by Council, at the Contractor's own expense.

**47.4** Any failure by the Contractor to comply with any request pursuant to sub clause 47.1 or 47.3 will be considered a breach of an essential term and will allow Council to terminate the Contract by providing notice in writing of its intention to do so with the termination to take effect seven (7) days after receipt of the notice. Once the Contractor receives the notice, if it fails to remedy the breach within the seven (7) day period to the satisfaction of Council, then the termination will take effect seven (7) days after receipt of the notice.

**CLAUSE 48. CONSULTATION (GIPA Act, s.54)**

- 48.1** Council will take reasonably practicable steps to consult with the Contractor before providing any person with access to information relating to the Contract, in response to an access application under the Government Information (Public Access) Act 2009 (GIPA Act), if it appears that:
- a) the information:
    - i. includes personal information about the Contractor or its employees; or
    - ii. concerns the Contractor's business, commercial, professional or financial interests; or
    - iii. concerns research that has been, is being, or is intended to be, carried out by or on behalf of the Contractor; or
    - iv. concerns the affairs of a government of the Commonwealth or another State (and the Contractor is that government);
  - b) the Contractor may reasonably be expected to have concerns about the disclosure of the information; and
  - c) those concerns may reasonably be expected to be relevant to the question of whether there is a public interest consideration against disclosure of the information.
- 48.2** If, following consultation between Council and the Contractor, the Contractor objects to disclosure of some or all of the information, the Contractor must provide details of any such objection (including the information objected to and the reasons for any such objection) within 5 days of the conclusion of the consultation process.
- 48.3** In determining whether there is an overriding public interest against disclosure of government information, Council will take into account any objection received by the Contractor.
- 48.4** If the Contractor objects to the disclosure of some or all of the information but Council none the less decides to release the information, Council must not provide access until it has given the Contractor notice of Council's decision and notice of the Contractor's right to have that decision reviewed.
- 48.5** Where Council has given notice to the Contractor in accordance with sub-clause 48.4, Council must not provide access to the information:
- a) before the period for applying for review of the decision under Part 5 of the GIPA Act has expired; or
  - b) where any review of the decision duly applied for is pending.
- 48.6** The reference in sub-clause 48.5(a) to the period for applying for review of the decision under Part 5 of the GIPA Act does not include the period that may be available by way of extension of time to apply for review.

**CLAUSE 49. PUBLIC INTEREST DISCLOSURE ACT 1994**

Under the provisions of the Public Interest Disclosure Act 1994 Contractors/Contractors have a statutory responsibility to report suspected wrong doing in the four categories covered by the Public Interest Disclosures Act 1994 (the PID Act), ie, corruption, maladministration, serious and substantial waste of public money and government information contravention.

- i) Corrupt conduct

Corrupt conduct is the dishonest or partial exercise of official functions by a public official. For example, this could include:

- the improper use of knowledge, power or position for personal gain or the advantage of others
- acting dishonestly or unfairly, or breaching public trust
- a member of the public influencing a public official to use their position in a way that is dishonest, biased or breaches public trust.

- ii) Maladministration



Maladministration is conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives.

For example, this could include:

- making a decision and/or taking action that is unlawful
  - refusing to grant someone a licence for reasons that are not related to the merits of their application
- iii) Serious and substantial waste in Local Government

Serious and substantial waste is the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money, this includes all revenue, loans and other money collected, received or held by, for or on account of the Council.

For example, this could include:

- poor project management practices leading to projects running over time
  - having poor or no processes in place for a system involving large amounts of public funds.
- iv) Government information contravention

A government information contravention is a failure to properly fulfil functions under the Government Information (Public Access) Act 2009(GIPA Act).

For example, this could include:

- destroying, concealing or altering records to prevent them being released
- knowingly making decisions that are contrary to the legislation
- directing another person to make a decision that is contrary to the legislation

Although reports about the previous four categories of conduct can attract the specific protections of the PID Act, Contractors/Contractors should report all activities or incidents that they believe are wrong.

For example, these could include:

- harassment or unlawful discrimination
- reprisal action against a person who has reported wrongdoing
- practices that endanger the health or safety of staff or the public

It is the Contractor/Contractor's responsibility to report any known or suspected incidents. To do so is to help promote integrity, accountability and good governance within the Council.

The Contractor/Contractor who makes a report will be kept informed of the progress and outcome of such report.

For a report to be considered a protected disclosure, it has to meet all the requirements under the PID Act. These requirements are:

- the person making the disclosure must honestly believe on reasonable grounds that the information shows or tends to show wrongdoing.
- the report has to be made to Council's Disclosure Officers:

For more information see the NSW Ombudsman's guideline on what can be reported at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au)

#### **CLAUSE 50. LONG SERVICE LEVY**

The Contractor shall be liable for the payment of a Long Service Levy, if required by the Long Service Payments Corporation. Evidence of payment of the Long Service Leave Levy or exemption of payment provision, shall be submitted to the principal prior to commencement of the Works under the Contract.

# **ANNEXURE - PART C**



**ANNEXURE PART C  
STATUTORY DECLARATION**

I, \_\_\_\_\_  
*(Full name of Declarant)*

of \_\_\_\_\_  
*(Address)*

do hereby solemnly declare and affirm that:

1. I am the representative of the Contractor: \_\_\_\_\_  
*(Name of Contractor and ACN if applicable)*

in the Office Bearer capacity of: \_\_\_\_\_  
*(Position Title of Declarant)*

the said Contractor having a contract for: \_\_\_\_\_  
*(Name of Contract)*

with \_\_\_\_\_ and I am in a position to know the facts attested to.  
*(Name of Principal)*

2. All workers who have at any time been engaged by the Contractor have been paid all moneys due and payable to them in respect of their employment on work under the Contract, with the exception of the workers and the respective amounts listed below: *(INSERT NAMES & ADDRESSES OF WORKERS, THE AMOUNTS OWING, AND WHETHER IN RESPECT OF WAGES, HOLIDAY PAY, ALLOWANCES, ETC).*

\_\_\_\_\_  
\_\_\_\_\_

3. All subcontractors and suppliers to the Contractor have been paid all moneys due and payable to them for the performance of work under the Contract and the supply of materials for use in work under the Contract, with the exception of the subcontractors and suppliers and the respective amounts listed below: *(INSERT NAMES & ADDRESSES OF SUBCONTRACTORS AND SUPPLIERS, THE AMOUNTS OWING AND WHETHER IN RESPECT OF MATERIALS SUPPLIED, WORK PERFORMED, ETC).*

\_\_\_\_\_  
\_\_\_\_\_

4. The Contractor has been informed by each subcontractor to the Contractor by Statutory Declaration in equivalent terms to this declaration that all workers, subcontractors, and suppliers engaged by them or their subcontractors have been paid all moneys due and payable to them in respect of their work under the Contract, with the exception of the workers, subcontractors and suppliers and the respective amounts listed below. I am not aware of anything to the contrary, and on the basis of the contents of the statutory declarations provided I believe that information to be true: *(INSERT NAMES & ADDRESSES, THE AMOUNTS OWING AND WHETHER IN RESPECT OF WAGES, MATERIALS, ETC).*

\_\_\_\_\_  
\_\_\_\_\_

I make this solemn declaration, as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law provided for any wilfully false statement in any such declaration.

\_\_\_\_\_  
*(Signature of Declarant)*

Declared at: \_\_\_\_\_ this \_\_\_\_\_  
*(day month year)*

before me \_\_\_\_\_  
*(Signature of JP or authorised person)*



**CABONNE COUNCIL**

**CONTRACT No. 1177110**

**LUMP SUM CONTRACT**

for the

**DESIGN, SUPPLY AND INSTALLATION OF  
INCLUSIVE PLAYGROUNDS AT  
MORRIS PARK, CANOWINDRA NSW 2804  
AND  
DR ROSS MEMORIAL RECREATION GROUND,  
MOLONG NSW 2866**

**SPECIFICATIONS**

**PREPARED BY:  
COUNCIL'S DEPARTMENT OF  
ENGINEERING & TECHNICAL SERVICES  
DATE: JULY 2020**

**SPECIFICATION**

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## GENERAL REQUIREMENTS

### TS.01 DEFINITIONS

1. The following definitions shall be used:

- **Project Manager** - Council appointed officer responsible for the management of the project. The Project Manager fulfils the role of Superintendents Representative under the terms of the Contract.

*Definitions*

### TS.02 PROJECT DESCRIPTION

1. The Contract involves the Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866

*Description*

### TS.03 LOCATION OF THE PROJECT

1. The locations of the project are:

- Morris Park, Corner of Finn Street and Rodd Street, Canowindra NSW 2804. and Dr Ross Memorial Recreation Ground, Edward Street, Molong NSW 2866 Shown in the location map in Information for Tenderers: - **1. Project Identification and Description.**

*Locations*

### TS.04 SCOPE OF WORKS

1. **BACKGROUND – Morris Park, Canowindra**

#### Current Usage

**Morris Park, Canowindra is located on a busy road and is a popular stopping place for travellers who stop to use the facilities. The Driver Reviver also utilises the park during school holiday periods, encouraging more people to stop at the location.**

#### Existing Key Features:

- Mens, ladies and disabled toilet facilities
- Playground
- BBQ area and sink
- Picnic table seating
- Steel shade cover which covers most of the existing playground
- Old historical tractor (retain)





Entrance from Belmore Street



Rodd Street Entrance





View of parking available/entrance pm Finn Street (left of the play space)



View BBQ area in relation to toilet block and play space





View of existing play space, toilet block and seating

## 2. BACKGROUND – Dr Ross Memorial Recreation Ground, Molong

### Current Usage

Dr Ross Memorial Recreation Ground is located at the Molong Recreation Ground, on the Mitchell Highway. The location of the play space is popular for travellers to stop and use the facilities. The playground is also utilised by users of the Recreation Ground (football, cricket clubs, local schools, and markets).

### Existing Key Features:

- Mens, ladies and disabled toilet facilities
- Playground
- BBQ area and sink
- Picnic table seating
- Steel shade cover which covers most of the existing playground



Entry from the recreation ground carpark



Current play space showing existing equipment and cement ramp (view recreation carpark)





Entry from Edward Street showing amenities in relation to existing play space



View of play space from the BBQ area

### 3. PROJECT VISION DESIGN REQUIREMENT

As with all community infrastructure there is a desire to maximise usage whilst maintaining accessibility for the public and special interest groups. The outcomes of the play spaces at Morris Park, Canowindra and Dr Ross Memorial Recreation Ground, Molong, should be to develop a holistic approach to inclusive play opportunities. The space should also aim to aid in development of physical and social skills for all skill levels and abilities.

The works to include reference to the “Design Principles Checklist (page 62)” in “Everyone Can Play” guidelines see Appendix ‘A’, and should include;

- Detailed design based on the context plan provided by Council
- Removal of all existing play equipment and soft fall – disposal of equipment at local waste facility
- Removal of black pipe edging around playground
- Supply and installation of new solar lighting to improve night security of site
- Supply and installation of new play equipment
- Supply and installation of new rubber soft fall
- Supply and construction of pathways to improve accessibility of the play space and other amenities
- Design and layout of play space to provide visual links to facilities whilst ensuring user comfort and enjoyment
- Inclusion of large net swing
- Inclusion of ramps and stairs for platform access

#### **TS.05 DRAWINGS**

1. The following drawings are included in the Specification:
  - Proposed Inclusive Playgrounds Context Plans prepared by Cabonne Council.
  - Proposed Inclusive Playgrounds Context Plans - Detail prepared by Cabonne Council.

#### **TS.06 SPECIFICATION DOCUMENTS**

1. All works under the contract shall be executed in accordance with relevant current Australian Standards, Council requirements and industry best practice, based on current documentation at date of calling for tender submissions.

**TS.07 SURVEY DATA**

- Tenderers are advised to locate all public utilities in the site area for themselves. *Public utilities*

**TS.08 WORKING AREA**

1. The working area available to the Contractor during construction of the works under this Contract is within the property boundary *Working Area*
2. If further clearing of the site is required, approval must be gained from the Principal.
3. If at any time the fences in the working area are damaged the Contractor will be responsible for any cost associated with damage restoration and or fines imposed. *Damage to Fences*

**TS.09 ACCESS TO SITE**

1. Workers, materials and equipment are not allowed onto adjacent properties without the relevant landowner's and the Principal's permission. *Access to site*
2. The Contractor shall be responsible for the maintenance of roadways required on the worksite to undertake the work under the Contract. *Maintenance of roadways within site area*
3. The Contractor shall be responsible for the safe movement of traffic and pedestrians into and out of the working area in accordance with RMS G10. *Movement of traffic*
4. The Contractor will be responsible for site inductions. All workers / people deemed necessary will be given a site induction and have their names added to the register, if required with the Contractors WH&S Management Plan. *Site inductions*

**TS.10 POSSESSION OF SITE**

1. The time for giving possession of site for establishment of the Contractor's facilities only is arranged with agreement with the Principals. *Acceptance of Tender*
2. Possession shall be denied to the site to allow for: *Possession to be withheld*

- Submission of the Construction Programme
- Release of the Hold Point for the Project Work Health & Safety (WHS) Management Plan
- Release of the Hold Point for the Contractor’s Environmental Management Plan and
- Submission of the Project Quality System.

**TS.11 CONTRACTORS REPRESENTATIVE**

- |  |  |
|--|--|
| <p>1. The Contractor shall provide a Representative on the site at all times during which any activities relating to the execution of the Works under the Contract are taking place and, if required by the Superintendent, at such other times and at such other places at or in which any activities relating to the execution of the Works under the Contract are taking place.</p> | <p><i>Contractors Representative</i></p>               |
| <p>2. The Representative shall have a minimum of five years of proven and demonstrated contract management experience including programming of works and engagement and management of subcontractors.</p>  | <p><i>Technical Requirement for Representative</i></p> |

**TS.12 PROJECT MEETINGS**

- |  |                                   |
|--|-----------------------------------|
| <p>1. The Project Manager and the Contractor shall hold a minuted meeting once per month, to cover such issues as</p> <ul style="list-style-type: none"> <li>• Progress in relation to the works program.</li> <li>• Any Project Manager directions to the Contractor</li> <li>• Other as required.</li> </ul> | <p><i>Agenda for meetings</i></p> |
| <p>2. The Project Manager shall keep a written record of these meetings. A copy of the minutes shall be sent to all attendees.</p>   | <p><i>Minutes of meeting</i></p>  |
| <p>3. Where no meeting is held, this needs to be formally recorded along with the reasons for not holding the meeting.</p>   |                                   |

**TS.13 LOCATING SERVICES**

- |   |  |
|---|--|
| <p>1. It is the Contractor’s responsibility in Consultation with the relevant assets owners to locate all services. The Contractor is to contact “Dial Before You Dig” and other concerned asset owners to locate the services.</p> | <p><i>Contractors responsibility</i></p> |
| <p>2. Council shall in no way be responsible for locating services on public or private property.</p>   | <p><i>Council not liable</i></p>         |

**TS.14 PHOTOGRAPHIC RECORD OF THE SITE**

- |   |                                       |
|---|---------------------------------------|
| <p>1. Prior to any work on-site the Contractor shall provide a photographic record of the</p> | <p><i>Photographs to be taken</i></p> |
|---|---------------------------------------|



site. The photographs shall record:

- Any relevant features that may be disturbed during construction
- Water infrastructure
- Electrical infrastructure
- Removed equipment prior to removal

*Time & Date*

2. The photograph image shall include a time and date stamp of when the photograph was taken.

*File Name*

3. The filename for the photographs shall include the Playground location.

*Submission of  
Photographs*

4. All photographs are to be submitted to the Project Manager prior to final completion of the Works.

**TS.15            DAMAGE TO PUBLIC PROPERTY**

1. If during construction any public utility is damaged it is to be repaired by the appropriate authority at the Contractors cost.
2. Where existing services must be interrupted to enable carrying out of the works such interruption shall be at a time agreed by the superintendent. Organise with the responsible servicing authority so that the interruption shall be for the minimum practical time. Give notices of the interruption to all the affected parties.

*Damage to  
Public  
Property**Interruption of  
Services***TS.16            MATERIALS SUPPLIED BY THE PRINCIPAL**

1. No materials shall be supplied by the Principal.

*Materials  
supplied by  
the Principal***TS.17            DELAYS DUE TO WET WEATHER AND  
FLOODING**

1. Notwithstanding anything to the contrary in the Contract, all costs arising from delays to the completion of the Works due to wet weather and its consequences shall be borne by the Contractor.
2. The Contractor shall make every endeavour to reschedule construction activities to minimise all wet weather or flooding delays to the Works over the contract period. The Superintendent shall be entitled to take into account the Contractor's endeavours to mitigate such delays when assessing claims against extensions of time.
3. Should the Superintendent direct a suspension of the whole or any part of the Works during prolonged flooding delays, the time of such suspension shall not qualify as "Excessive wet weather delay". Entitlement to payment in such circumstances shall be determined by the Superintendent.

*Wet weather  
days**Mitigation of  
wet weather  
delays**Loss of time  
due to  
flooding***TS.18            QUALITY SYSTEM**

1. The Contractor shall plan, establish, document and maintain a Quality System, which conforms to the requirements of the Contract access to the Contractor's and Sub Contractor's quality systems for monitoring and quality auditing the quality system.
2. The Quality System proposed by the Contractor and Sub Contractors shall be used as an aid to achieve compliance with the requirements of the Contract and to document such compliance

*Required**Manual to  
Support  
Contract  
Requirements*

**TS.19            QUALITY MANUAL**

*Conforms with Quality Manual*

1. The Contractor shall conform to the policies stated in Quality Manual submitted with the Tender and approved by the Project Manager.

**TS.20            INSPECTION AND TEST PLANS**

*Inspection and Test Plan*

1. The Contractor shall submit relevant Inspection and Test Plans to the Project Manager for verification before commencing work on activities covered by the Quality Manual. The Inspection and Test Plans shall include where applicable, observations, measurements or tests at the Contractor's or Sub Contractor's facilities. Testings to be conducted to AS4685.

**TS.21            QUALITY RECORDS**

1. The Superintendent requires the Contractor to submit inspection and test results as evidence that the work complies with the Contract prior to certifying work for payment.

*Evidence of Completed Work*

2. Quality records must be retained by the Contractor for a minimum of five (5) years after the date of issue of the Final Certificate.

*Records to be held for Five years*

3. The Contractor shall be responsible for the quality of all products, processes, and services under the Contract and shall provide all test facilities and perform demonstrative conformance of all products, processes, and services to technical requirements of the Contract.

*Contractor is responsible for quality tests*

4. The Contractor shall submit to the Project Manager quality records as evidence that the work has complied with the specific quality requirements. These records shall include summaries of inspection and test results.

*Submission of records*

5. Within one (1) month from the date of practical completion, the Contractor shall make available a register of all quality records held. The Contractor shall supply copies of all quality records of parts thereof as required by the Project Manager.

*Submission of records at completion of works*

**TS.22            AUDIT, SURVEILLANCE AND TESTING**

1. The Superintendent is entitled to conduct audits, surveillance and testing as the Superintendent considers appropriate to verify that the Contractor is implementing an effective quality system. The Contractor must provide every assistance to the Superintendent.

*Audit of Quality system*

2. The Project Manager shall be given access in conjunction with or through the Contractor to all laboratories and other facilities used for quality control tests to verify that specific requirements are being met.

*Access for Project Manager*

**CONSTRUCTION REQUIREMENTS**

**TS.23 GENERAL SITE CONSIDERATION**

**1. Time for Completion**

- 50 weeks from the date of Acceptance of Tender.

*Contract Period*

**2. Protection of Adjoining Buildings and Structures**

- The Contractor must ensure that no activity shall cause damage to, or adversely affect the structural integrity of adjoining buildings and structures.
- The structural integrity of the existing solid shade structure must be maintained
- The effects of vibration on adjoining buildings and their occupants shall be minimised, by the Contractor at all times and as far as practicable, by selecting construction methods and equipment appropriate to the circumstances.

*Protection*

**TS.24 SITE CLEARING**

1. The Contractor shall remove everything on or above the site surface including existing play equipment, softfall, rubber edging, rubbish, scrap, grass, vegetable matter and organic debris, scrub, timber, stumps, boulders and rubble.
2. All topsoil shall be stripped over the area on which construction takes place. This topsoil shall be carefully stockpiled to be reused for landscaping on completion of the building construction or otherwise disposed of as directed.
3. The Contractor shall remove cleared and grubbed material from the site. Council will provide disposal site within Molong Depot site or waste facility.

*Clearing and grubbing*

*Topsoil*

*Disposal of material*

**TS.25 DEMOLITION**

1. All demolition shall be carried out with the requirements of AS 2601-2001- The Demolition of Structures.
2. Contractor shall remove the demolished materials from the site. Do not burn or bury on site.
3. The photographic and written record made before commencement of demolition work of the condition of the portion of the existing building being retained, adjacent buildings and other relevant structures or facilities by the Contractor is to be submitted to the Project Manager prior to final completion of the works.
4. Do not use explosives in the demolition process.
5. The Contractor shall require to give at-least 3 working days' notice of completion of demolition so that adjacent structures may be inspected following completion of

*Standards and Specifications*

*Ownership and implementation*

*Submission of records*

*Explosives*

demolition.

*Notice of completion*

## **TS.26 EARTHWORKS**

1. The Contractor shall carry out all excavation works necessary to allow the construction of the new works at his own expense. The Contractor shall arrange and bear all costs and charges required for compliance with any Authority having jurisdiction over the works for such aspects as disconnection of services, temporary services and continuation of supply.
2. The Contractor shall carry out all earthworks necessary for the preparation and shaping of the subgrade formation including trimming, compaction (including compaction tests) and grading in all soil materials found on site.
3. The Contractor shall provide supports to adjacent structures where necessary, sufficient to prevent damage arising from the works. This applies to all structures where the zone of influence is interfered with by the proposed excavation works.

*General required*

*Temporary supports*

## **TS.27 CONCRETE WORKS**

1. All concrete works shall be in accordance with relevant current Australian Standards and Specifications.

*Standards and Specifications*

## **TS.28 STEEL WORKS**

1. All steel works shall be in accordance with relevant current Australian Standards and Specifications

*Standards and Specifications*

## **TS.29 TIMBER WORKS**

1. All timber works shall be in accordance with relevant current Australian Standards

## **TS.30 CERTIFICATES**

1. The following certificates and warranties are to be provided to the Superintendent prior to practical completion:
  - Copies of Manufacturer's warranties
  - Certificates of Authorities

*Standards and Specifications*

*Certificates*

## **TS.31 PROJECT COMPLETION**

1. **Site Clean Up**
  - On completion of all work all excess materials and soils must be removed

from the site to the satisfaction of the Superintendent.

- All disturbed grass areas to be reinstated to the satisfaction of the Superintendent.
- All temporary fences and signage to be removed and any damaged areas to be made good.
- All damaged areas must be repaired to the same condition or better as they were prior to the works commencing and to the Superintendent's satisfaction.

*Site clean up*

**2. Practical Completion**

- The Contractor is to apply for a certificate of practical completion no later than 14 days prior to the expected date of practical completion.
- Prior to practical completion being awarded the Principal, Contractor and Superintendent are to conduct a joint site inspection to determine if all works as per the approved design and specifications are completed.
- If completed works are not satisfactory, then the Contractor will be issued notice under the contract works, stating the non-compliant items and be given 14 days to complete or rectify the works as appropriate.

*Certificate of practical completion*

**ENVIRONMENTAL PROTECTION REQUIREMENTS**

**TS.32 GENERAL ENVIRONMENTAL PROTECTION REQUIREMENTS**

1. The Contractor shall be responsible for ensuring that all works comply with all relevant regulations relating to the protection of the environment.

*Contractors responsibilities*

**TS.33 STOCK PILE SITES**

1. The Contractor shall ensure that stockpile sites are not located in or near areas susceptible to overland runoff such as creeks and gullies.
2. No material shall be stockpiled on public land without the approval of the Project Manager.

*Location of stockpile  
Stockpiles on Public Land*

**TS.34 DUMPING OF RUBBISH AND EXCESS MATERIAL**

1. All debris and excess material from the works shall be transported to the approved landfill site.
2. No debris or excess material shall be dumped on private property without the approval of the Project Manager.

*Dumping of rubbish*

*Approval of Project*

*Manager*

**TS.35 RESTORATION OF DISTURBED GROUND**

- |   |   |
|---|---|
| 1. The Contractor shall restore all ground disturbed by the works to a standard similar or better than that prior to the commencement of the work.  | <i>General required</i>                 |
| 2. In accordance with Clauses TS.15 a photographic record of the site shall be taken prior to commencing work. Should such documentation not be taken and submitted, the Contractor shall restore the disturbed surface to the satisfaction of the property owner.                                      | <i>Photographs</i>                      |
| 3. The Contractor is to ensure that settlement of backfill in trenches and other areas is minimised and is responsible for filling any sunken areas.  | <i>Settlement of trenches</i>           |
| 4. On completion of the project, the site office and any security fencing must be totally removed. If the site office is on private property, the Contractor will need to obtain from the property owner a letter indicating that they are satisfied with the condition that the site has been left in. | <i>Removal of site office</i>           |
| 5. The Project Manager shall be the final arbiter of the quality of the restoration.  | <i>Project Manager as final arbiter</i> |

**WORK HEALTH AND SAFETY REQUIREMENTS**

**TS.36 WORK HEALTH AND SAFETY**

- |   |                             |
|---|-----------------------------|
| 1. The following Safety Standards shall apply for the Works:  |                             |
| <ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011 and relevant Codes and Regulations.</li> <li>• Work Health and Safety Regulations 2011 &amp; related Codes and Practice as well as:             <ul style="list-style-type: none"> <li>a) The Contractor shall implement a training program for all personnel working on the Works under this Contract, including any Sub Contractors personnel, and satisfy the requirements of Occupational Health and Safety legislation.</li> <li>b) The Contractor must ensure that all personnel and Sub Contractors engaged on activities associated with the project adopt safe work practices</li> <li>c) The Contractor must ensure that the Sub Contractors fulfils all requirements of the Work Health and Safety Act and all relevant [State] Work cover Authority Regulations. The Contractor shall ensure that work is carried out in a safe manner for the safety of the work</li> </ul> </li> </ul> | <i>General requirements</i> |

force and general public alike. The Contractor must detail how WH&S issues and training will be handled during the construction of the Works.

- |    |  |  |
|----|--|--|
| 2. | The Contractor must comply with and ensure that it's employees, subcontractors and agents comply with any Acts, regulations, local laws and by-laws, Codes of Practice, Australian Standards, Councils' WH & S document, policies and procedures, which are in any way applicable to this contract or the performance of the services under this contract. | <i>Legislation</i>                       |
| 3. | The Contractor shall prepare and implement a Project Work Health and Safety Management Plan.   | <i>WHS Plan</i>                          |
| 4. | It is a policy of Council that all Contractors, Sub Contractors, Consultants and agents who undertake works for or on behalf of Council comply with the requirements of the Cabonne Council WH&S Manual and Policies.  | <i>Council<br/>WH&amp;S<br/>Handbook</i> |
| 5. | All Contractor and Sub-Contractor employees will be required to attend a CENTROC WHS induction prior to the commencement of the works. Employees who have completed the CENTROC induction since 2014 are not required to redo. Employees will need to provide proof of attendance.   | <i>CENTROC<br/>Induction</i>             |

## WORKS AS EXECUTED DOCUMENTATION REQUIREMENTS

### TS.37      WORKS AS EXECUTED DRAWINGS

- |    |  |  |
|----|--|--|
| 1. | The Contractor shall progressively prepare and, no later than 4 weeks after the date of Practical Completion, supply the Superintendent with fully marked-up and certified Work-as-Executed Drawings for the whole of the Contract. Prints of the latest revisions of the Drawings will be supplied by the Principal at no cost to the Contractor for this purpose. The progressively prepared Work-as-Executed Drawings shall be updated each month and be made available for inspection by the Superintendent. | <i>Provision of<br/>Works as<br/>Executed<br/>Drawings</i> |
| 2. | The Drawings shall be stamped and certified by the Contractor as being a true record of the work constructed.  |  |
| 3. | The cost of maintaining the Work-as-Executed records and progressively preparing the Work-as-Executed Drawings shall be deemed to be included in the rates and prices generally in the Contract.   |  |





**CABONNE COUNCIL**

**CONTRACT No. 1177110**

**LUMP SUM CONTRACT**

for the

**DESIGN, SUPPLY AND INSTALLATION OF  
INCLUSIVE PLAYGROUNDS AT  
MORRIS PARK, CANOWINDRA NSW 2804  
AND  
DR ROSS MEMORIAL RECREATION  
GROUND, MOLONG NSW 2866**

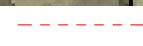
**CONTEXT PLANS**

**PREPARED BY:  
COUNCIL'S DEPARTMENT OF ENGINEERING  
& TECHNICAL SERVICES  
DATE: JULY 2020**

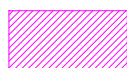




AMENITIES



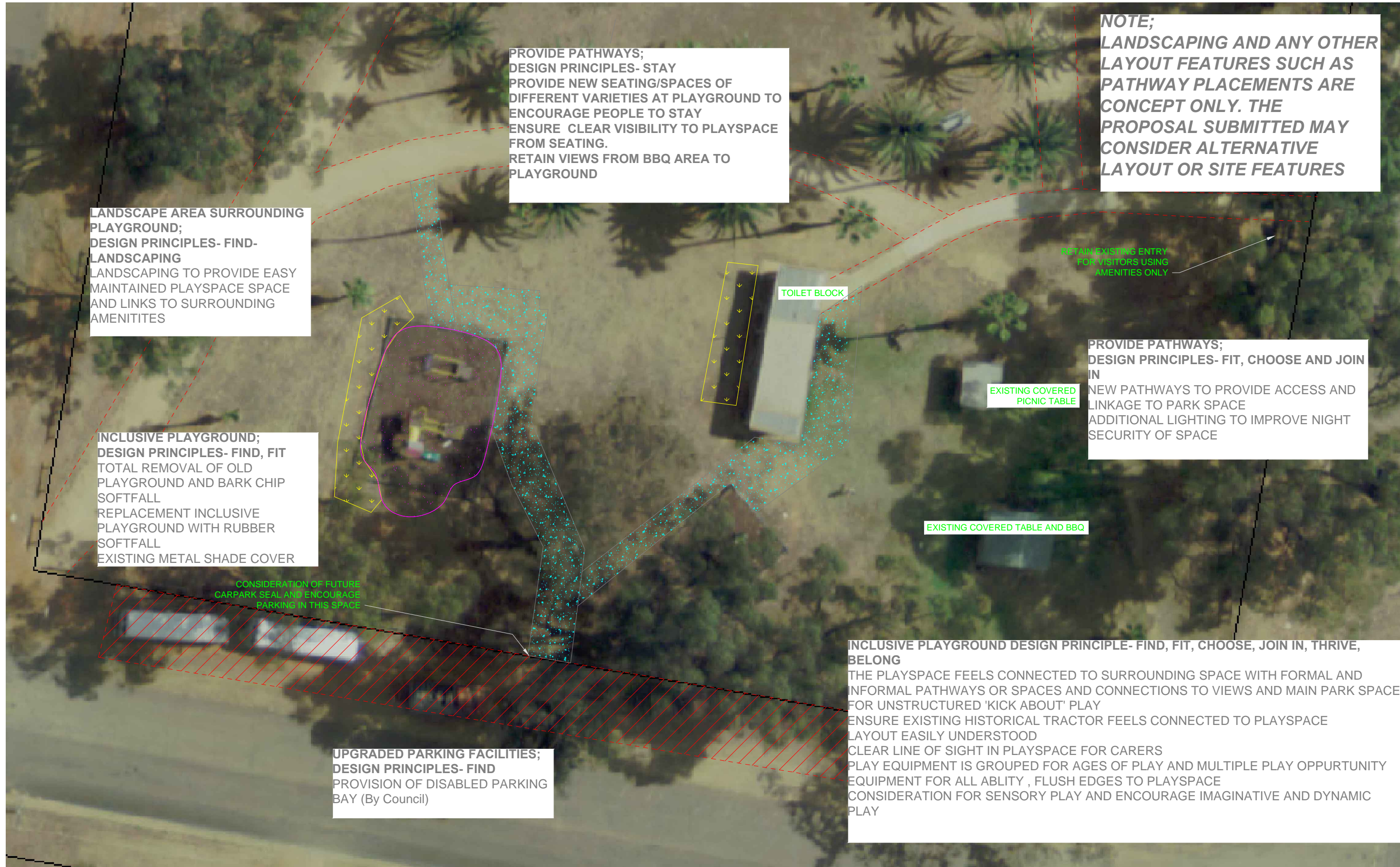
INTERNAL WALKWAY/ CARPARK



PLAYGROUND SPACE

<b>CABONNE COUNCIL</b>		No. OF SHEETS <b>2</b>	SHEET No. <b>1</b>
CANOWINDRA MORRIS PARK			
CONTEXT PLAN		PLAN NUMBER	
PROPOSED INCLUSIVE PLAYGROUND		<b>CAN-272</b>	





PROVIDE PATHWAYS;  
 DESIGN PRINCIPLES- STAY  
 PROVIDE NEW SEATING/SPACES OF  
 DIFFERENT VARIETIES AT PLAYGROUND TO  
 ENCOURAGE PEOPLE TO STAY  
 ENSURE CLEAR VISIBILITY TO PLAYSACE  
 FROM SEATING.  
 RETAIN VIEWS FROM BBQ AREA TO  
 PLAYGROUND

**NOTE;**  
 LANDSCAPING AND ANY OTHER  
 LAYOUT FEATURES SUCH AS  
 PATHWAY PLACEMENTS ARE  
 CONCEPT ONLY. THE  
 PROPOSAL SUBMITTED MAY  
 CONSIDER ALTERNATIVE  
 LAYOUT OR SITE FEATURES

LANDSCAPE AREA SURROUNDING  
 PLAYGROUND;  
 DESIGN PRINCIPLES- FIND-  
 LANDSCAPING  
 LANDSCAPING TO PROVIDE EASY  
 MAINTAINED PLAYSACE SPACE  
 AND LINKS TO SURROUNDING  
 AMENITITES

INCLUSIVE PLAYGROUND;  
 DESIGN PRINCIPLES- FIND, FIT  
 TOTAL REMOVAL OF OLD  
 PLAYGROUND AND BARK CHIP  
 SOFTFALL  
 REPLACEMENT INCLUSIVE  
 PLAYGROUND WITH RUBBER  
 SOFTFALL  
 EXISTING METAL SHADE COVER

CONSIDERATION OF FUTURE  
 CARPARK SEAL AND ENCOURAGE  
 PARKING IN THIS SPACE

UPGRADED PARKING FACILITIES;  
 DESIGN PRINCIPLES- FIND  
 PROVISION OF DISABLED PARKING  
 BAY (By Council)

TOILET BLOCK

RETAIN EXISTING ENTRY  
 FOR VISITORS USING  
 AMENITIES ONLY

PROVIDE PATHWAYS;  
 DESIGN PRINCIPLES- FIT, CHOOSE AND JOIN  
 IN  
 NEW PATHWAYS TO PROVIDE ACCESS AND  
 LINKAGE TO PARK SPACE  
 ADDITIONAL LIGHTING TO IMPROVE NIGHT  
 SECURITY OF SPACE

EXISTING COVERED  
 PICNIC TABLE

EXISTING COVERED TABLE AND BBQ

INCLUSIVE PLAYGROUND DESIGN PRINCIPLE- FIND, FIT, CHOOSE, JOIN IN, THRIVE, BELONG  
 THE PLAYSACE FEELS CONNECTED TO SURROUNDING SPACE WITH FORMAL AND  
 INFORMAL PATHWAYS OR SPACES AND CONNECTIONS TO VIEWS AND MAIN PARK SPACE  
 FOR UNSTRUCTURED 'KICK ABOUT' PLAY  
 ENSURE EXISTING HISTORICAL TRACTOR FEELS CONNECTED TO PLAYSACE  
 LAYOUT EASILY UNDERSTOOD  
 CLEAR LINE OF SIGHT IN PLAYSACE FOR CARERS  
 PLAY EQUIPMENT IS GROUPED FOR AGES OF PLAY AND MULTIPLE PLAY OPPURTUNITY  
 EQUIPMENT FOR ALL ABILITY , FLUSH EDGES TO PLAYSACE  
 CONSIDERATION FOR SENSORY PLAY AND ENCOURAGE IMAGINATIVE AND DYNAMIC  
 PLAY

- AMENITIES
- EXISTING PATHWAYS
- LANDSCAPING AND NEW PLANTINGS
- PROPOSED PLAYGROUND WITH RUBBER SOFTFALL EXISTING COVER RETAINED
- PROPOSED PATHWAYS

<b>CABONNE COUNCIL</b>		No. OF SHEETS	SHEET No.
CANOWINDRA MORRIS PARK		2	2
CONTEXT PLAN- DETAIL OF PLAYSACE PROPOSED INCLUSIVE PLAYGROUND		PLAN NUMBER	
		CAN-272	





- AMENITIES
- PLAYGROUND SPACE
- INTERNAL ROAD/ CARPARK
- MOLONG REC PICKET FENCELINE

<b>CABONNE COUNCIL</b>		No. OF SHEETS <b>2</b>	SHEET No. <b>1</b>
MOLONG MOLONG RECREATION GROUND CONTEXT PLAN PROPOSED INCLUSIVE PLAYGROUND		PLAN NUMBER <b>MOL-401</b>	





RETAIN EXISTING ENTRY FOR VISITORS USING AMENITIES ONLY

TOILET BLOCK

PROVIDE PATHWAYS; DESIGN PRINCIPLES- FIT, CHOOSE AND JOIN IN  
NEW PATHWAYS TO PROVIDE ACCESS AND LINKAGE TO PARK SPACE  
ADDITIONAL LIGHTING TO IMPROVE NIGHT SECURITY TO SPACE

DRESSING SHEDS

PICNIC TABLE

LANDSCAPE AREA SURROUNDING PLAYGROUND;  
DESIGN PRINCIPLES- FIND- LANDSCAPING  
LANDSCAPING TO PROVIDE EASY MAINTAINED PLAYSPACE SPACE AND LINKS TO SURROUNDING AMENITIES

COVERED BBQ AREA

NOTE;  
LANDSCAPING AND ANY OTHER LAYOUT FEATURES SUCH AS PATHWAY PLACEMENTS ARE CONCEPT ONLY. THE PROPOSAL SUBMITTED MAY CONSIDER ALTERNATIVE LAYOUT OR SITE FEATURES

COVERED TABLE

INCLUSIVE PLAYGROUND;  
DESIGN PRINCIPLES- FIND, FIT  
TOTAL REMOVAL OF OLD PLAYGROUND AND BARK CHIP SOFTFALL  
REPLACEMENT INCLUSIVE PLAYGROUND WITH RUBBER SOFTFALL

INCLUSIVE PLAYGROUND DESIGN PRINCIPLE- FIND, FIT, CHOOSE, JOIN IN, THRIVE, BELONG  
THE PLAYSPACE FEELS CONNECTED TO SURROUNDING SPACE WITH FORMAL AND INFORMAL PATHWAYS OR SPACES AND CONNECTIONS TO VIEWS AND SPORTS OVAL SPACE FOR UNSTRUCTURED 'KICK ABOUT' PLAY  
LAYOUT EASILY UNDERSTOOD  
CLEAR LINE OF SIGHT IN PLAYSPACE FOR CARERS  
PLAY EQUIPMENT IS GROUPED FOR AGES OF PLAY AND MULTIPLE PLAY OPPURTUNITY  
EQUIPMENT FOR ALL ABLITY , FLUSH EDGES TO PLAYSPACE  
CONSIDERATION FOR SENSORY PLAY AND ENCOURAGE IMAGINATIVE AND DYNAMIC PLAY

UPGRADED PARKING FACILITIES;  
DESIGN PRINCIPLES- FIND  
PROVISION OF DISABLED PARKING BAY (By Council)

CONSIDER FUTURE POSSIBILITY OF CARPARK RE SEAL AND ENCOURAGE OFF STREET PARKING IN THIS SPACE

MOLONG RECREATION GROUND

- AMENITIES
- INTERNAL ROAD/ CARPARK
- LANDSCAPING AND NEW PLANTINGS
- PLAYGROUND- PROSED RUBBER SOFTFALL
- MOLONG REC PICKET FENCELINE

<b>CABONNE COUNCIL</b>	No. OF SHEETS <b>2</b>	SHEET No. <b>2</b>
MOLONG MOLONG RECREATION GROUND CONTEXT PLAN-DETAIL OF PLAYSPACE PROPOSED INCLUSIVE PLAYSPACE	PLAN NUMBER <b>MOL-401</b>	



**CABONNE COUNCIL**

**CONTRACT No. 1177110**

**LUMP SUM CONTRACT**

for the

**DESIGN, SUPPLY AND INSTALLATION OF  
INCLUSIVE PLAYGROUNDS AT  
MORRIS PARK, CANOWINDRA NSW 2804  
AND  
DR ROSS MEMORIAL RECREATION  
GROUND, MOLONG NSW 2866**

**TENDER SUBMISSION DOCUMENTS**

**PREPARED BY:  
COUNCIL'S DEPARTMENT OF ENGINEERING  
& TECHNICAL SERVICES  
DATE: JULY 2020**

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## NOMINATION OF REQUIRED TENDER SUBMISSIONS

---

All Submitted information will be treated as confidential

### TENDER FORMS AND DECLARATIONS

---

1. Tender Form
2. Lump Sum Tender Form
3. Bill of Quantities
4. Tenderer's Particulars - Personnel
5. Register of Tenderer's Subcontractors and Suppliers
6. Major Machinery and Equipment
7. Statutory Declaration on Non-Collusive Tender Submission
8. Acquaintance with Site
9. Receipt of Addenda
10. Statement of Conformance

### INSTRUCTION TO TENDERER

The Tenderer shall complete in full and submit the forms in numerical order listed above. The completed forms, declarations and required information shall comprise the Tender Submission Documents. **Initial and date each form at the bottom right hand side of each page.**

### COMPLETION OF DOCUMENTS

The omission of / failure to complete the forms listed above may, at the absolute discretion of the Principal, result in a nonconforming tender and be subject to rejection.

### TENDERER'S ACKNOWLEDGMENT

**Contract:** Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866

**Contract No:** 1177110

**Date:**

---

**Signature of Tenderer:**

---

## TENDER SUBMISSION FORM 1

### TENDER FORM

The Tenderer must complete and submit with Tender submission.  
All Submitted information will be treated as confidential

I, \_\_\_\_\_ (Print name)

of \_\_\_\_\_

\_\_\_\_\_ (Address)

on this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_

having fully acquainted myself with the Conditions of Tender and accordingly the obligations and responsibilities of the Contract do hereby tender to perform the work described below:

**Contract: Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866**

**Contract No: 1177110**

as invited by: CABONNE COUNCIL, in accordance with the following documents.

**Conditions of Contract**

**Information for Tenderers**

**Specifications**

**Drawings**

**Tender Submission Documents+**

**Addendum (if any)**

By submitting this Tender, the Tenderer warrants and represents that the Tenderer has made their own enquiries and investigations and has obtained professional advice and all other relevant information so as to inform itself of all risks and contingencies which may affect the Tender price. The Tenderer warrants and represents that it has included for all such risks and contingencies in the Submission.

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	



**TENDER SUBMISSION FORM 1 continued**

Signature of Tenderer: \_\_\_\_\_

Phone and facsimile numbers: \_\_\_\_\_

Subscribed and declared this: \_\_\_\_\_ Day of \_\_\_\_\_ Year \_\_\_\_\_

Before me: \_\_\_\_\_ (Print name)

Witness: \_\_\_\_\_ (Signature)

**Referees**

Name	Position	Telephone No
1. ....		
.....		
2. ....		
.....		

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	

**TENDER SUBMISSION FORM 2****LUMP SUM TENDER FORM**

The Tenderer must complete and submit with tender.  
All Submitted information will be treated as confidential

The Tenderer shall complete all or part of the following information in accordance with their Tender Submission. Amounts specified for these Lump Sum amount shall equal the extended totals from the relevant Bill of Quantities.

All amounts shall be inclusive of GST.

<b>Tender Submission Form</b>	<b>Description</b>	<b>Lump Sum Amount (including GST)</b>
3	All Works under Contract	

**Signature of Tenderer:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Subscribed and declared this:** \_\_\_\_\_ **Day of** \_\_\_\_\_ **(Year)** \_\_\_\_\_

**Before me:** \_\_\_\_\_ *(Print name)*

**Witness:** \_\_\_\_\_ *(Signature)*

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday 5 <sup>th</sup> August 2020	Date	

## TENDER SUBMISSION FORM 3

### BILL OF QUANTITIES – ALL WORKS UNDER CONTRACT

1. The quantities shown are estimated quantities only and are not to be taken as correct quantities of work to be carried out.
2. **All prices and rates shall be GST exclusive.**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
------	-------------	------	-----	------	--------

<b>1</b>	Inclusive Playgrounds				
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
1.7					
1.8					
1.9					
1.10					
1.11					
1.12					
1.13					
1.14					

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	

1.15					
1.16					
1.17					
1.18					
<b>Subtotal (Excl. GST)</b>					
<b>GST</b>					
<b>TOTAL LUMP SUM CONTRACT PRICE ( Incl. GST )</b>					

<b>Contract</b>	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
<b>Contract Number</b>	1177110	<b>Tenderer to Complete</b>	
<b>Council</b>	Cabonne Council	<b>Tenderer's Initial</b>	
<b>Submission Date</b>	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	<b>Date Submitted by Tenderer</b>	

## TENDER SUBMISSION FORM 4

### TENDERER'S PARTICULARS - PERSONNEL

The Tenderer must complete and submit with tender  
All Submitted information will be treated as confidential

Provide the names of the Project Manager and Site Manager or Responsible Officer in the event of a winning tender.

**1. Contractor Project Manager** \_\_\_\_\_

Name	Company Role	Estimated Time Commitment (%)	Years Experience	
			In current firm	prior

**Work responsibilities for this Project:**


**2. Contractor Site Manager** \_\_\_\_\_

Name	Company Role	Estimated Time Commitment (%)	Years Experience	
			In current firm	prior

**Work responsibilities for this Project:**


**3. Design Sub Contractor** \_\_\_\_\_

Name	Company Role	Estimated Time Commitment (%)	Years Experience	
			In current firm	prior

**Work responsibilities for this Project:**


Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	

**TENDER SUBMISSION FORM 5****REGISTER OF TENDERER'S SUBCONTRACTORS AND SUPPLIERS**

The Contractor must complete and submit with Tender submission  
All Submitted information will be treated as confidential

The Tenderer is instructed to compile a listing below of all Selected Subcontractors and Suppliers which the Tenderer expects to use to execute the Works under the terms of this Contract.

Supplier or Contractor	Telephone No.	Description of work or materials
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	

## TENDER SUBMISSION FORM 6

### MAJOR MACHINERY AND EQUIPMENT

The Tenderer must complete and submit with Tender submission  
All Submitted information will be treated as confidential

**The Tenderer is instructed to compile a listing below of all Major Equipment and Machinery proposed to execute the Works under the terms of this Contract.**

Make / Model	Description	Year of Manufacture	Owned or Leased
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	

## TENDER SUBMISSION FORM 7

### STATUTORY DECLARATION ON NON-COLLUSIVE TENDER DECLARATION

The Tenderer must complete and submit with Tender submission  
All Submitted information will be treated as confidential

I, \_\_\_\_\_ (Print name),  
of \_\_\_\_\_ (Address),

do hereby solemnly declare and affirm the following;

1. I, after having made due inquiry believe the following to be completely accurate to the best of my knowledge.
2. Neither the Tenderer nor the Tenderers Agents or Servants have entered into any contract or agreement to offer payment of any kind to a representative of the Principal in the event of a winning tender.
3. Neither the Tenderer nor the Tenderers Agents or Servants have had any knowledge of the price of Tender submitted by its competitors nor did the Tenderer furnish the price of the enclosed tender to any external source prior to the close of the tender date as specified within this Contract.
4. Neither the Tenderer nor the Tenderers Agents or Servants have entered into any contract or agreement to offer payment of any kind to an unsuccessful Tenderer in the event of a winning submission.
5. The Tenderer is not aware of any facts which would affect the decision of the Principal in accepting the Tender nor has the Tenderer attempted to acquire information relevant to the Tenderer award process by soliciting the Principal, the Superintendent or their Representative's Agents or Servants.
6. Neither the Tenderer nor the Tenderers Agents or Servants have entered into any agreement with other Tenderers or third party which results in a payment of unsuccessful Tender fees.
7. The contents of this document are true and correct to the best of my knowledge and in no way have been written under duress of any form.

I make this solemn declaration as to the matter aforesaid, according to the law in this behalf made, and subject to the punishment by law provided for any wilfully false statement in any such declaration.

**Signature of Tenderer:** \_\_\_\_\_

**Subscribed and declared at:** \_\_\_\_\_

**This:** \_\_\_\_\_ **Day of** \_\_\_\_\_ **Year** \_\_\_\_\_

**Before me:** \_\_\_\_\_ (Print name)

**Witness:** \_\_\_\_\_ (Signature)

(Justice of the Peace or authorised person)

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	



## TENDER SUBMISSION FORM 8

### ACQUAINTANCE WITH SITE

The Tenderer must complete and submit with tender  
All Submitted information will be treated as confidential

This form shall be signed by the Tenderer as a guarantee to the Principal that the Tenderer has undertaken a site inspection without direction of the Principal so as to be fully acquainted with the physical characteristics of the site.

Site Descriptions: Canowindra Morris Park, Corner of Finn Street and Rodd Street, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Edward Street, Molong NSW 2866

### DECLARATION OF SITE INSPECTION

I, \_\_\_\_\_, of the Tendering Organisation \_\_\_\_\_

have, of my own accord, conducted an inspection of the aforementioned site and in doing so I have acquired a sound knowledge of the physical characteristics of the site and any consequential procedures and processes that may arise as a result of any environmental or geographical constraints or conditions and in doing so have abided by all National, State, and Council regulations, legislation and bylaws.

The Tenderer understands that it is the responsibility of the Tendering Organisation to inform all personnel, agents and Subcontractors of the Tendering Organisation of all information pursuant to the preceding paragraph.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Contract	Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866		
Contract Number	1177110	Tenderer to Complete	
Council	Cabonne Council	Tenderer's Initial	
Submission Date	12.00 noon Wednesday, 5 <sup>th</sup> August 2020	Date Submitted by Tenderer	





# INSTRUMENT OF AGREEMENT

This instrument shall be completed by Principal and Contractor after acceptance of the tender.  
It is included here for the Tenderer's information.

**This form comprises a binding Contractual Agreement between:**

**CABONNE COUNCIL** (Principal) and ..... (Contractor)

**to faithfully execute the whole of the Works as set out in the documents below for the**

**Contract:** Design, Supply and Installation of Inclusive Playgrounds at Morris Park, Canowindra NSW 2804 and Dr Ross Memorial Recreation Ground, Molong NSW 2866

**Contract No:** 1177110

**Within the Area of Cabonne Council**

**in accordance with:** Tenderers' Tender dated ..... and  
Letter of Acceptance dated .....

### Contractual Document Parts Include

- Conditions of Contract { The General Conditions of Contract AS 4000-1997  
  { Annexure to the General Conditions of Contract
- Specifications
- Drawings
- Tender Submission Documents
- Addendums (if any)

The Principal does not guarantee that information provided as additional to the Contract Documents to assist the Tenderer in the preparation of the tender is accurate or complete and the Tenderer must make their own assessment as to the validity of the information.

**Name of Contractor:** \_\_\_\_\_

**Signature of Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ (Signature)

Signed for and on behalf of Cabonne Council.

.....  
**General Manager**

.....  
**Witness**

.....  
**Name of General Manager (print)**

.....  
**Name of Witness (print)**

.....  
**Date**

.....  
**Date**



**CABONNE COUNCIL**

**CONTRACT No. 1177110**

**LUMP SUM CONTRACT**

for the

**DESIGN, SUPPLY AND INSTALLATION  
OF INCLUSIVE PLAYGROUNDS AT  
MORRIS PARK, CANOWINDRA NSW  
2804  
AND  
DR ROSS MEMORIAL RECREATION  
GROUND, MOLONG NSW 2866**

**APPENDIX A**

**PREPARED BY:  
COUNCIL'S DEPARTMENT OF ENGINEERING  
& TECHNICAL SERVICES  
DATE: JULY 2020**

**CABONNE COUNCIL**

A stylized graphic of a hand with fingers pointing downwards, rendered in light green. The background features large, overlapping curved shapes in yellow, orange, and red.

# EVERYONE CAN PLAY

A GUIDELINE TO CREATE  
INCLUSIVE PLAYSPACES



## **Acknowledgement of Country**

The Department of Planning and Environment acknowledges the traditional custodians of the land and pays respect to the Elders past, present and future. We honour Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to place and their rich contribution to our society.

## **Enquiries**

For enquiries or more information on the Everyone Can Play guideline, please contact the Office of Open Space and Parklands on (02) 8289 6673, email [everyonecanplay@planning.nsw.gov.au](mailto:everyonecanplay@planning.nsw.gov.au) or visit [planning.nsw.gov.au/everyonecanplay](http://planning.nsw.gov.au/everyonecanplay)

## **Disclaimer**

While every reasonable effort has been made to ensure that this document is correct at the time of printing, the State of NSW, its agents and employees, disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance or upon the whole or any part of this document.

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Office of Open Space and Parklands  
Department of Planning and Environment  
320 Pitt Street, Sydney NSW 2000



The community playspace has always been loved in Australian culture. Many of us look back on our childhood with fond memories of playing on slides and swings with friends and family. It is a place where communities come together, interact, and enjoy the outdoors.

It is only natural when kids grow up, they want future generations to share these experiences. Our Everyone Can Play program ensures that playspaces are better – and more inclusive – than ever before.

Everyone Can Play is a best practice toolkit for councils, community leaders, landscape architects – even passionate local residents – to use when creating world-class playspaces designed to include everyone in the community.

**On behalf of the New South Wales Government, I encourage you to adopt this guideline and ensure meaningful change can be made for future generations. Together we can create playspaces that leave lasting memories for future generations.**

– Anthony Roberts MP  
Minister for Planning and Housing



## Can I get there?

## Can I play?

## Can I stay?

These three questions should be central when creating and modernising playspaces across New South Wales.

Whether you are a local council, a playspace designer or a passionate community member, Everyone Can Play is your toolkit for checking your playspaces are designed and delivered according to best practice and will be enjoyed by everyone in the community.

At the heart of Everyone Can Play is a declaration that play really is for everyone, regardless of age, ability or cultural background. As you will read, even the smallest changes can do wonders for ensuring an inclusive playspace.

I would like to thank everyone involved in creating these guidelines. Through sharing your stories, dedication and passion, you have been part of a landmark project that will leave a legacy of wonderful playspaces across NSW.

See you in the playspace!

– Fiona Morrison  
Commissioner, Open Space and Parklands  
NSW Department of Planning and  
Environment

Everyone Can Play was developed through a highly collaborative process. Special thanks to the following groups for their expert advice and guidance in developing Everyone Can Play.

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# A commitment for inclusive playspaces in NSW

Our society is incredibly diverse, comprising people of all ages, abilities and cultural backgrounds.

Our communities have playspaces for adventure, discovery, relationship building and creating joy and memories. But there is more we can do to ensure our playspaces are designed to bring people together.

Play is for everyone.  
Our playspaces should be too.

Playspaces exist at the heart of our neighbourhoods and should cater for everyone – young and old, families and carers, and people of all abilities.

Playspaces should be welcoming and comfortable, easy to navigate and interesting. They should offer a range of physical challenges, a variety of landscape settings and provide opportunities to connect with others.

Let's ensure Everyone Can  
Play in NSW.

Whether you are a member of council, a community leader, a landscape architect or a passionate citizen, you can inspire change.

This document outlines the key principles of inclusive playspaces and provides tools to convert your ideas into improvements.

Everyone Can Play is not a new standard but a commitment to the future of play in NSW. This is a set of best practice recommendations designed to encourage more people to create more inclusive playspaces.

# A new way of thinking

The creation of inclusive playspaces requires a new way of thinking about the way playspaces are planned, designed and managed. The three principles of Everyone Can Play will promote thinking for more inclusive playspaces across NSW.

For a playspace to be truly inclusive, it is important to consider the wider context. Can I get there? Can I play? Can I stay?



## Can I get there?

Consider location, layout, signage, wayfinding and accessibility to ensure everyone can find their way to, in and around the playspace.



## Can I play?

The play experience, including the equipment and surfacing, should allow everyone to experience a variety of challenging and engaging play opportunities in a way that suits them.



## Can I stay?

Consider safety, facilities, landscape and the wider environment to ensure everyone can stay at the playspace for as long as they would like.



# 1. BACKGROUND

## INCLUSIVE PLAYSPACES ARE FOR EVERYONE

Understand what makes a playspace inclusive, why inclusive play matters and what Everyone Can Play hopes to achieve.



# What is an inclusive playspace?

An inclusive playspace invites people of all ages, abilities and cultures to come together.

Inclusive playspaces are easy to access, easy to move around, provide a range of play options and challenges, and have appropriate facilities in a comfortable environment. Inclusive playspaces encourage everyone to stay as long as they choose.

A playspace is more than just equipment. It is the entire setting used and enjoyed as part of the play experience.

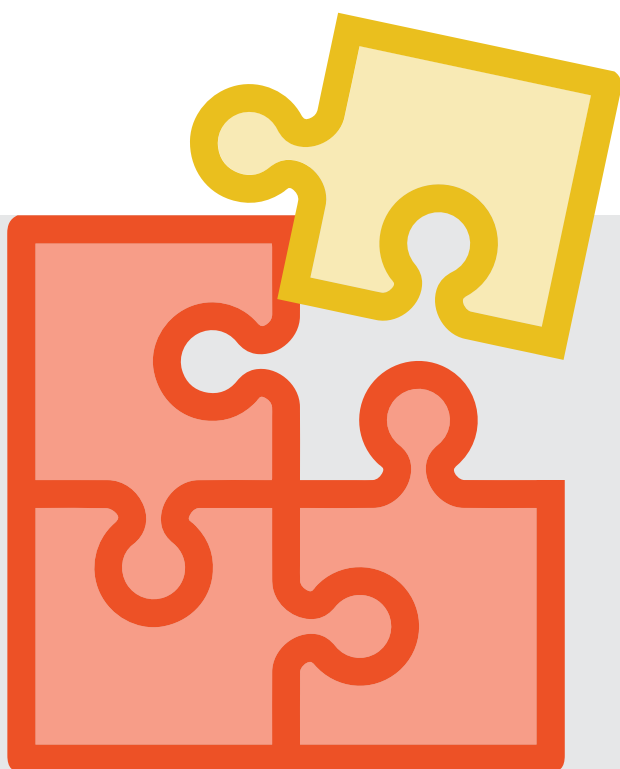
An inclusive playspace utilises principles of inclusive design and accessibility, creating spaces people of all ages and abilities can enjoy.

## Accessibility vs. Inclusivity

Accessibility is commonly associated with mobility standards and safety compliance. Accessibility refers to the physical ability of people to access a place or thing. Accessible design mainly addresses the movement needs of people with disabilities. When applied to playspaces, conforming to accessibility standards in key aspects including the equipment, surfacing and supporting facilities, creates an all abilities playspace.

Inclusive playspaces consider as many needs as possible. They provide a welcoming place where people feel comfortable yet challenged, and remove obstacles and barriers that prevent people of all ages, cultural backgrounds and abilities (both physical and mental) from playing.

Inclusive playspaces provide access to a variety of play experiences people enjoy together. The Everyone Can Play guideline encourages users to think beyond accessibility needs, so everyone can experience the joys of play.



Accessibility is one piece of the puzzle.



# Seeing new perspectives

A CONVERSATION WITH  
MEGAN AND EMILY

**All Megan, who is legally blind, wanted to do with her daughter Emily was be able to take her to a playspace. Megan wanted a place for the two of them to belong. She wanted to be equal in a community space.**

What does taking Emily to a playspace mean to you?

“Going to a playspace is extremely meaningful, as it allows me to feel like I’m being a great parent. I’m not the parent with a disability who can’t read her daughter print books. I’m the parent who can take her to the park and race her down the slippery dip. It’s a place where I feel I can go and be myself, and my daughter can be herself. We can be comfortable, and people can be comfortable with us.

Our children learn boundaries in playspaces. They are where adults teach our children about sharing, collaboration, cooperation and community. If a park does one thing, it breaks down barriers. It breaks down cultural barriers, diversity barriers, and disability barriers. Inclusion matters on all levels, and it’s about everybody.”

– Megan and Emily  
Mother and daughter





# The importance of inclusive play

Play is for everyone. It is essential to children's development, shaping the way they interact with the world around them. It enables them to learn new skills, make friends and build self-confidence. Play is also important to the health and wellbeing of people of all ages, abilities and cultural backgrounds.

Play is important for all children. Through play, children develop the skills they need for life. It teaches children to socialise and interact with others. It allows them to develop creativity and imagination and helps with emotional and cognitive development. Play gives children opportunities to take risks and challenges. Besides the obvious benefits of movement, exercise and fitness, physical play also provides the building blocks for a child's complete development, from balance, vision and hearing, to tactile learning and sensory integration.

Play is not just focused on young children. Young people and the young at heart also benefit from playspaces. So inclusive design needs to consider more than the needs of young children. Everyone Can Play ensures people of all ages have places to be active and have fun.

Providing inclusive playspaces is crucial given 1.3 million people in NSW live with a disability, our ageing population is increasingly involved in the everyday care of grandchildren, and our multicultural society has almost 100,000 overseas immigrants arrive in NSW annually.

Playspaces are key community assets, designed to bring everyone together in a fun, welcoming and comfortable environment.

Everyone Can Play will ensure NSW playspaces invite all people to participate in a variety of play experiences, in ways that challenge, excite and promote an active and healthy lifestyle.

Play is a vital socialisation opportunity for children and their parents or carers. Communities come together, connect and build relationships in playspaces. It is very important to consider this in planning and designing of playspaces.

Creating playspaces that allow people of all ages, abilities and cultural backgrounds to play together is essential for community harmony, building a society of tolerance and understanding is a value of inclusive playspaces in our community.



# Levelling the playing field

A CONVERSATION  
WITH LEILA AND MIA

**When Mia's mum, Leila, wants to take her daughters, Mia (four) and Andie (two) to a playspace, she has to do her research. She needs to check access to the playspace, what the play surfaces are (bark chips are the hardest for Mia to navigate with her prosthetic leg) and whether there is equipment both her girls can enjoy.**

**A trip to a playspace can cause anxiety for many parents and carers. Everyday things can present huge obstacles to people like Leila and Mia.**

"So many playspaces have no options that suit everyone. It's disappointing to me because Mia is more able than some. If I struggle, I can't imagine how it must feel for people who have children or family members with higher needs. It would make such a big difference if designers were to think about accessibility to the playspace and the choices of equipment for everyone in the community."

**What does the playspace mean to Mia?**

It means Mia can be a kid! She gains more confidence, improves her motor skills and gets to make new friends! Every time we get to the playspace her face lights up and she has the biggest smile. With the right design, it's a place she can be on the same level as all of the other kids."

– Leila and Mia  
Mother and daughter

# About Everyone Can Play

## THE PRINCIPLES

The creation of inclusive playspaces requires a new way of thinking about the way playspaces are planned, designed and managed. The three principles of Everyone Can Play encourage thinking about creating more inclusive playspaces across NSW.

### **Can I get there?**

Consider location, layout, signage, wayfinding and accessibility to ensure everyone can find their way to, in and around the playspace.

### **Can I play?**

The play experience, including the equipment and surfacing, should allow everyone to experience a variety of challenging and engaging play opportunities in a way that suits them.

### **Can I stay?**

Consider safety, facilities, landscape and the wider environment to ensure everyone can stay at the playspace for as long as they would like.

## THE INCLUSIVE PLAY PROCESS

The six-step inclusive play process will help playspace designers, planners and managers integrate the principles of Everyone Can Play into the design and management of inclusive playspaces.

### **Strategic Planning**

Plan for inclusive play across your community.

### **Scope**

Review existing playspaces, determine improvements and create a scope for a new playspace.

### **Design**

Use inclusive design principles to inform playspace design.

### **Deliver**

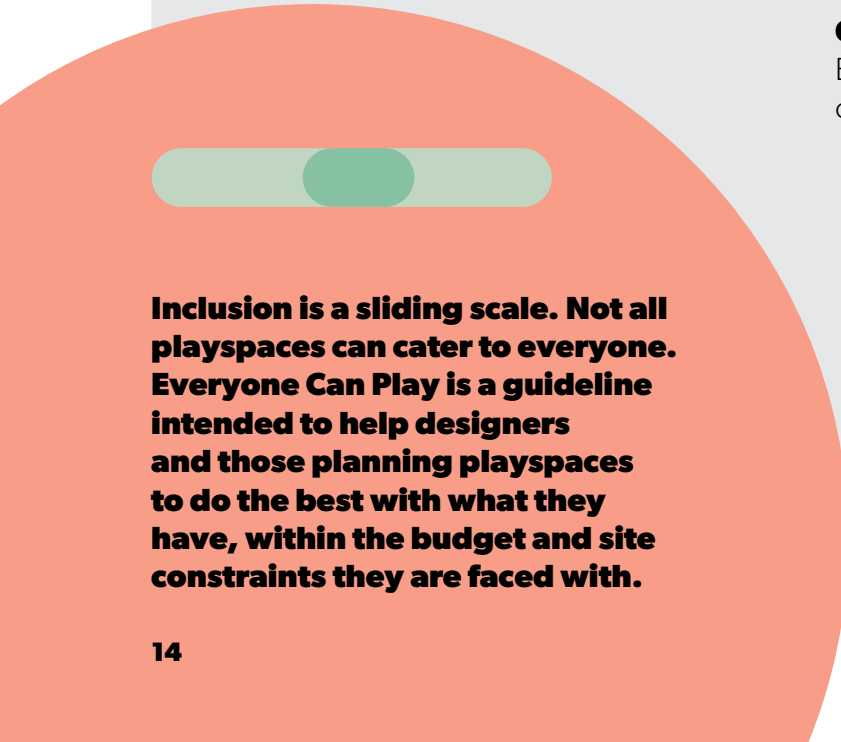
Build inclusive play opportunities.

### **Evaluate**

Conduct continuous reviews and measurement of success.

### **Champion**

Become an inclusive playspace champion.



**Inclusion is a sliding scale. Not all playspaces can cater to everyone. Everyone Can Play is a guideline intended to help designers and those planning playspaces to do the best with what they have, within the budget and site constraints they are faced with.**



# Who is Everyone Can Play for?

## **Children, adults and young people**

Playspaces are utilised by a range of people, including children, adults, young people, families and carers. Everyone Can Play will ensure there are inclusive play opportunities available for a broader range of users.

## **Communities**

Playspaces exist in diverse communities, with people of all ages, abilities and cultural backgrounds. Improving the network of inclusive playspaces will make our communities more resilient and connected.

## **Playspace professionals**

Councils, developers, designers, planners and manufacturers collaborate to build playspaces. Everyone Can Play provides the considerations and tools to guide the planning, design and delivery process. The majority of playspaces are inspected and maintained by councils. Everyone Can Play sets best practice recommendations for planning, evaluation and ongoing monitoring.

**We encourage every agency – private and public – to include the principles of this guideline in the design of their playspaces.**



# How to use Everyone Can Play

Everyone Can Play is a key resource for the planning, design and evaluation stages of new and existing playspaces in NSW. It aims to ensure everyone can play in NSW. It sets expectations and priorities for improved inclusive play opportunities in regional and metropolitan areas.

Current playspace design theory and an acknowledgment of how universal design creates comfortable and inclusive places guided Everyone Can Play's development.

This development included the establishment of the Everyone Can Play principles and the inclusive play process.

Everyone Can Play is not a new standard and not intended to be prescriptive. Not all recommendations and considerations within Everyone Can Play will be relevant for all playspaces. Our communities are diverse and our playspaces should be too. Everyone Can Play provides guidance for the planning, design and delivery of inclusive playspaces.

**Importantly, Everyone Can Play is about doing the best you can with the resources you have.**

## Councils

**can use Everyone Can Play to:**

- Inform design briefs.
- Address existing playspaces.
- Determine what improvements can be made to increase inclusivity.
- Influence budget setting for playspaces.
- Educate staff on the importance of inclusion in our open spaces.
- Form part of council's Play Delivery Program.

## Communities

**can use Everyone Can Play to:**

- Inform and educate the community.
- Advocate for more inclusive playspaces.
- Understand what inclusive play is and its importance in the community.

## Playspace designers

**can use Everyone Can Play to:**

- Act as a checklist and reminder of the principles and goals of inclusive design.
- Be an industry leader in the design of inclusive playspaces.
- Lead and influence clients to create more inclusive playspaces.

## Industry

**can use Everyone Can Play to:**

- Educate and inform others on the value of inclusion.
- Act as a vision and commitment to all decision-making.

# How was Everyone Can Play developed?

Everyone Can Play's goals and principles were defined by a review of current theory and research into playspace design, accessibility standards and universal design. A common set of principles and criteria were developed, guiding improved inclusive play opportunities in both regional and metropolitan areas.

Everyone Can Play was developed during a highly consultative process, to ensure its principles and aims could easily be applied to industry and councils for maximum influence and benefit. The Office of Open Space and Parklands undertook extensive stakeholder engagement in the preparation of the draft guideline. Advocacy and advisory groups provided guidance and critical review of the draft guideline.

The advocacy group, consisting of nine representatives from the play industry, worked closely to guide the foundation of the guideline. It established the foundation of design principles adapted to the creation of playspaces.

An advisory group of 55 council, community and industry representatives was established to test and challenge the evolving guidelines, ensuring the guideline evolved into a workable and usable document.

These groups met on several occasions between December 2017 and June 2018 to review Everyone Can Play, incorporating their feedback and recommendations were incorporated. At key points in its development, Everyone Can Play underwent rigorous testing against sample playspaces. This included desktop reviews of playspaces currently in the design phase, as well as on-site assessments of existing playspaces.

The draft guideline was placed on public exhibition for a period of six weeks, giving the community, industry and councils the opportunity to submit feedback and comments.

The Office of Open Space and Parklands also held a series of workshops in eleven locations across NSW, where councils and industry representatives were invited to participate and provide feedback.

Feedback received during the public exhibition of the draft Guideline was reviewed and informed the development of the final Everyone Can Play Guideline.





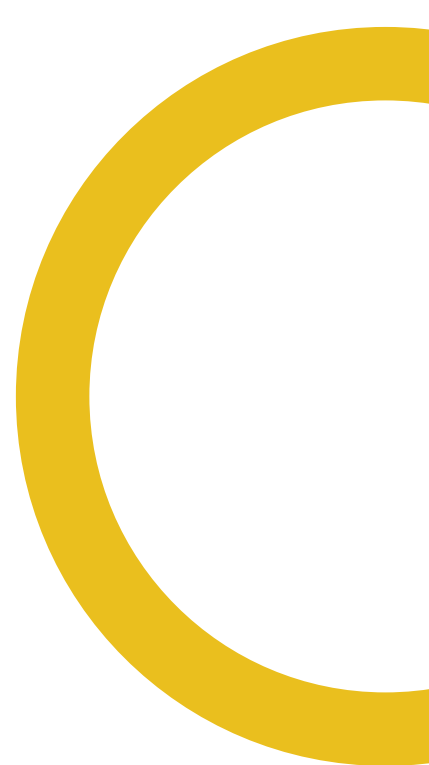




# 2. THE INCLUSIVE PLAY PROCESS

THE PROCESS OF PLANNING, DESIGNING AND  
DELIVERING INCLUSIVE PLAYSACES

Learn more about strategic planning, preparation, delivery and evaluation, the Everyone Can Play design principles, and why standing up for inclusive play is important.





# The six-step inclusive play process

Our playspaces are diverse. The steps we take towards improving them will be diverse as well.

Everyone Can Play has been structured to provide concise principles that focus on creating playspaces where people of all backgrounds, abilities and ages can access and enjoy. To achieve these principles across NSW, all stages of the play process require thinking about inclusion needs.

The six-step play process is designed to assist playspace designers, planners and managers make decisions and recommendations where inclusion is the foundation principle.

Everyone has a role in the play process – from designers understanding community needs, to communities acknowledging site limitations, to council maintenance crews providing ongoing playspace monitors. This six-step process helps integrate the principles of Everyone Can Play into the day to day planning design and management of inclusive playspaces.

**The inclusive play process is flexible and can be adjusted for each project, as some stages may not be needed for all playspaces. This process should be used to establish different roles, and includes recommendations to help deliver inclusive playspaces in your community.**





## Fun for all ages

A CONVERSATION WITH COLIN AND ALFIE

**“I love taking my three grandchildren, Alfie, Ollie, and Charlie, to the park. We love going to playspaces that provide for everyone.”**

“I’ve just turned 71 so I want to relax but two-year-old Alfie wants to run around, enjoy himself and make new friends. These playspaces have seats and shade but what we enjoy most is when I can join in and play alongside him. We love to play on the big basket swing together and the higher we swing the bigger he smiles.

If I could influence the design of playspaces, I would ask the designers to imagine how the playspace will be used all year round. I would ask them to design the park to be exciting and enjoyable for the children but also to make it

comfortable for the adults who accompany them. I would ask them to make sure it’s easy for us to get to with prams or walkers, that there’s shade, water and bathrooms close by and places for all of us, even the big children, to play.

I have really enjoyed the opportunities I’ve had to influence the design of a playspace in my community. The opportunity to share my experiences and preferences with the people who are creating places for me and my grandchildren has been exciting, especially when I get to see my requests come to life in the new space.”

– Colin and Alfie  
Granddad and grandson

# STRATEGIC PLANNING

**Successful delivery of inclusive playspaces requires enthusiasm and commitment, but it also requires careful thought about location, resources, policies and community needs and perceptions.**

Making appropriate plans to deliver inclusive playspaces will provide a strong base for engagement and successful delivery. Each organisation involved in the development of new or renewed playspaces should embed the principles of Everyone Can Play into strategic and project decision-making about play in their community.

## Strategic planning considerations

Creating a network of inclusive playspaces across NSW requires strategic leadership from all councils. Embedding Everyone Can Play into the strategic direction of the planning, design and management of open space will build a wider statewide network.

## Strategic planning steps

### STEP 1

Determine where Everyone Can Play sits in relation to the organisation's strategic and statutory planning documents.

### STEP 2

Undertake a review of key planning documents relevant to playspaces and align documents with the aims and principles of Everyone Can Play.

This may include a review of: current master plans; plans for management; development control plans; community strategic plans; open space strategies; public domain technical manuals; and voluntary planning agreements between developers and councils.

If required, update planning documents to incorporate key inclusive playspace considerations or reference Everyone Can Play to inform future thinking. Consider whether an inclusive playspace implementation plan is required to ensure success.

### STEP 3

Undertake an analysis of the distribution of existing playspaces and identify opportunities to maximise inclusion in existing playspaces.

Distribution mapping will indicate the current distribution of inclusive play opportunities. This will help identify gaps that can be addressed to provide equitable access to inclusive playspaces across NSW.

## STEP 4

Identify the needs of the local community and align strategies and distribution of playspaces to meet these needs and address deficiencies.

## STEP 5

Develop appropriate annual budgets for the planning, design, delivery and maintenance of inclusive playspaces.

There are costs required to create change but simple solutions can have a big impact. Consider appropriate budgets for the planning, design, delivery and ongoing maintenance of new and renewed playspaces to ensure they provide long-term benefit to the community.

## STEP 6

Embed the overall principles of Everyone Can Play into all statutory and strategic documents to maximise uptake of inclusion in the planning, design and management of playspaces across the local community.

## STEP 7

Instil a culture of collaboration between planners, designers, builders and managers to achieve best practice inclusive decision-making.

## Project planning considerations

With Everyone Can Play embedded into the strategic framework for the planning of playspaces, the next step is focusing on the Everyone Can Play principles in the planning of individual projects.

**When planning a new playspace or an upgrade to an existing one, think of the three Everyone Can Play principles as the overall outcome. That is: I can get there. I can play. I can stay.**

To achieve these principles and create a more inclusive playspace, consult the following steps.



## Project planning steps

1. Consult with the local community to understand their priorities, cultural considerations and expectations.
2. Understand who you are providing inclusive playspaces for and their unique requirements.
3. Understand the role and function of the playspace within the strategic playspace network. This will help clarify size, function and ancillary facilities needed.
4. Understand the budget for the project and use the outcomes of previous investigation to develop priorities for design.
5. Ensure appropriate resources are available to plan, design, evaluate, deliver and monitor inclusive playspaces.
6. Use the three Everyone Can Play principles (Can I get there? Can I play? Can I stay?) to inform a brief or return brief and define the objectives and expectations for the playspace.
7. Collaborate with suitably qualified professionals to design and deliver improvements.



# SCOPE

Applying The  
*Can I get there?*  
*Can I play?*  
*Can I stay?* Principles  
to existing playspaces  
across NSW.

There are more than 6,000 existing playspaces across NSW. Retrospective application of the Everyone Can Play principles to these playspaces will significantly increase opportunities to improve inclusion. All councils should consider what modifications or upgrades can be made to existing playspaces. Even the smallest changes to an existing playspace can have a big impact. Changes may take the form of additional shade or seating, a new access path or soft fall surface, or additional play equipment that will offer new play challenges.

The first step is understanding how to modify existing playspaces is to complete an assessment against the Everyone Can Play principles. The completed assessment will formulate a scope for upgrades and modifications.

The Everyone Can Play **Evaluation Checklist** can be found in Tools section.

Conducting a rigorous on-site evaluation of all playspaces in a community will establish inclusive play opportunities.

## **The Everyone Can Play Evaluation Checklist**

The Everyone Can Play Evaluation Checklist provides a set of specific criteria to guide you through an on-site assessment. It is essential for determining improvements to existing playspaces. The results from this comprehensive set of questions will determine improvements needed to deliver inclusive playspaces in your local community.

From this process, key considerations for inclusive playspace delivery can be identified, and opportunities for improvement can be developed. Actions developed from the evaluation set the basis for an implementation strategy, which includes costing, budgeting and programming requirements.

The Everyone Can Play Evaluation Checklist is a best practice measure for existing playspaces to identify ways to improve inclusive play across NSW.

# Muston Park Playspace, Chatswood

BEST PRACTICE  
PLAYSPACE UPGRADE

Expand  
existing seating  
opportunities

Locate equipment  
underneath existing  
tree canopy



Use existing  
"Space" theme to  
inform selection of  
new equipment

Extend existing  
pathway to  
provide access to  
play equipment

Replace existing  
play equipment  
with accessible  
pieces

Reposition  
entrance gate to  
allow for pause  
point upon entry

## Using the Playspace Evaluation Checklist:



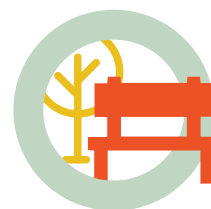
### Can I get there?

- ✓ The layout of the playspace can be easily understood
- ✓ Points of entry and exit are easy to locate



### Can I play?

- ✓ Equipment is well connected
- ✓ Equipment theming and colour palette respond to the local context



### Can I stay?

- ✓ Adequate amount of shade to cover play activities
- ✓ Range of seating options

# DESIGN

Playspaces can be designed and built in different sizes, each with unique requirements. Whether regional or metropolitan, with a small or large budget, playspace designers should consider the site's characteristics, community considerations and design aspirations.

Everyone Can Play is not a new standard and is not intended to be prescriptive. Not every recommendation and consideration within this guideline will be relevant for all playspaces.

Our communities are diverse and our playspaces should be too. Everyone Can Play provides guidance for the planning, design and delivery of inclusive playspaces. Importantly, Everyone Can Play is about doing the best you can with the resources you have.

Refer to the **Design Principles Checklist** in the Tools section to help you design your next playspace project.



## Design steps

1. Understand where the playspace sits within the local playspace network.
2. When designing a new playspace, determine a suitable location within the park using the design principles as a guide.
3. Consider the site's context and plan to celebrate the space's unique qualities.
4. Understand who you are designing for by consulting with the local community to recognise their priorities and expectations.
5. Use Everyone Can Play to inform your design brief.
6. Use the six design principles when shaping your concept and detailed design phases (or renewal works) to ensure you are enhancing inclusive play opportunities.
7. Critically review your playspace design against Everyone Can Play.





# The game plan

## A CONVERSATION WITH LUCILLA

**“Play has been part of my life since my landscape architecture degree. Play is such an important part of growing up and developing our skills, no matter what age or ability.”**

“It’s not just something that’s important in my work, but in my personal life too. I have five children, two of them are on the spectrum. So it’s really important I can take them places they feel part of and can socialise. It’s something I take seriously in the playspaces I work on.

Everyone Can Play will help people like me plan more inclusive playspaces. We can use Everyone Can Play to design something that will actually bring everybody together, and will have ongoing impacts for everyone. It’s an awesome guide for every council, but particularly us in the regional areas that don’t always have a lot of support and information about inclusive play.

Everyone Can Play complements the various Australian standards that ensure our playspaces are safe. Through application of Everyone Can Play and the Australian Standards, we can ensure our playspaces are safe and inclusive.”

– Lucilla  
Landscape Architect and Group Manager, Community Place  
Port Macquarie Hastings Council



# Universal design

**Universal design is the process of designing for everyone. It is the “design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation and specialised design.”**

**- Ron Mace, 1997**

Everyone Can Play is strongly influenced by universal design thinking. Everyone Can Play takes the emphasis for design of playspaces beyond accessibility and ability, to ensure equal emphasis is placed on maximising play opportunities and social integration for people of all ages and cultures.

The principles of inclusive playspaces provided in Everyone Can Play are an adaptation of the Seven Principles of Universal Design (developed by Ron Mace et al. 1997) and the Eight Goals of Universal Design (Steinfeld and Maisel, 2012). These principles and goals have been applied in a practical way to playspaces in NSW.

## Seven Principles of Universal Design

1. Equitable use
2. Flexibility in use
3. Simple and intuitive to use
4. Perceptible information
5. Tolerance for error
6. Low physical effort
7. Size and space for approach and use

# Playspace design theory

Due to ever changing technology, an increasing awareness of the differing needs of our community, and a greater understanding of child psychology and physical development, a review of best practice theory and design recommendations was required to give Everyone Can Play a well-informed foundation.

We reviewed local and international industry-leading publications to gain an understanding of current innovative design for all abilities. They were also reviewed for intergenerational play, sustainable playspace initiatives and the influences of cultural perceptions on play.

Consultation for Everyone Can Play was a critical source of knowledge, bringing together industry leaders from design, delivery, playspace management organisations and community advocates. We consulted people whose daily lives would be improved by the successful delivery of more inclusive playspaces.

The understanding and insight gained from this consultation ensured Everyone Can Play developed a holistic approach to inclusive play opportunities, for participants and carers.

## Eight Goals of Universal Design

1. Body fit
2. Comfort
3. Awareness
4. Understanding
5. Wellness
6. Social integration
7. Personalisation
8. Cultural appropriateness

# The design principles

These six guiding design principles address the intent of inclusive playspace design in greater detail. The principles are an important reference for inclusive playspace design. Established through a review of current theory and research into playspace design, accessibility standards and universal design.

The design principles extend the focus beyond accessibility to include opportunities for play and social interaction for people of all ages, abilities and cultures.



## Find

Communicate the purpose and location of play elements and facilities.



## Fit

Provide a range of play opportunities for people of all abilities and sizes.



## Choose

Enable exciting individual experiences and social interaction.



## Join In

Create opportunities for everyone to connect.



## Thrive

Challenge and involve people of all capabilities.



## Belong

Create a place that's welcoming and comfortable.

Refer to the **Design Principles Checklist** in the Tools section to help you design your next playspace project.

# Find

Communicate the purpose and location of play elements and facilities.



## Focus areas

Location  
Layout  
Accessibility  
Signage  
Wayfinding  
Play experience  
Equipment  
Surfacing  
Landscape  
Safety  
Facilities

## Outcomes

Playspace users should be able to find their way to, in and around the playspace.

Making the playspace as clear, easy to get to, and logical in its location and layout will assist removing any perceived barriers and encourage users to visit.

Linking the playspace to surrounding elements such as paths and cycle routes, will help people get to the playspace. Additionally, providing a connection between the playspace and the surrounding landscape broaden the play experience.



# Fit

Provide a range of play opportunities for people of all abilities and sizes.



## Focus areas

Location  
Layout  
Accessibility  
Signage  
Wayfinding  
Equipment  
Surfacing

## Outcomes

Inclusive play is about ensuring people of different sizes, abilities and cultural backgrounds can play together.

By playing, users can develop problem-solving skills, foster creativity and imagination, build relationships, and improve emotional and social skills.

Being able to participate in activities and play can increase one's self-esteem, lead to feelings of acceptance and being valued, and encourage people to feel positive about themselves.





# Choose

Enable exciting individual experiences and social interaction.



## Focus areas

Location  
Layout  
Accessibility  
Signage  
Wayfinding  
Play experience  
Equipment  
Surfacing  
Landscape  
Safety  
Facilities

## Outcomes

Playspaces should provide a range of options for the user, so they can choose how they wish to play.

Confidence and comfort in decision-making are important skills to develop. If the playspace provides multiple play opportunities for both individual and group play, it enables people to decide how they want to play, and with whom.



# Join In

Create opportunities for everyone to connect.



## Focus areas

Location  
Layout  
Accessibility  
Play experience  
Equipment  
Surfacing  
Landscape  
Safety  
Facilities

## Outcomes

Playspaces can provide a safe, secure environment for people to connect with others through play. This participation can lead to the development of cooperation, communication and social skills.

The playspace and play equipment should provide engaging experiences and enable all people to use and join in where possible – helping to improve social skills, as well as physical and mental health.





# Thrive

Challenge and involve people of all capabilities.



## Focus areas

Location  
Layout  
Accessibility  
Play experience  
Equipment  
Surfacing  
Landscape  
Safety

## Outcomes

Playspaces are a great place for children to challenge themselves and develop cognitive, social, emotional and fine motor skills.

By including a range of stimulating and imaginative activities in the playspace, people of all capabilities are challenged – improving their wellbeing.



# Belong

Create a place that's welcoming and comfortable.



## Focus areas

Location  
Layout  
Accessibility  
Signage  
Wayfinding  
Play experience  
Equipment  
Surfacing  
Landscape  
Safety  
Facilities

## Outcomes

Playspaces can be a safe space for the community to gather and play.

Creating an inviting space that encourages members of the community to come together can encourage people to make new connections and friends, develop social skills, and leave a positive impact on mental health and development.

This feeling of belonging can also lead to community-building, through a sense of ownership and local participation.





# Collaroy Beach Playspace, Collaroy

## Best practice case study

Regional playspaces offer an opportunity to combine a variety of play activities within a setting that is comfortable and enjoyable for a wide range of people.

Shade to the majority of the playspace activity zones and central seating areas

Pause point on entry to allow paced movement into activity zones



Play experiences suitable for all ages and abilities co-located with more challenging play experiences

Surfacing colour contrasted to show activity vs. circulation space

Formal enclosure through walls and fences to provide sense of safety and comfort adjacent to potential hazards (e.g. water bodies and roads)

All abilities equipment pieces co-located with standard pieces of same play type (e.g. liberty swing immediately adjacent to other swing types)



Carousel flush to allow ease of access

Set within existing landscape features to provide strong sense of place

Located adjacent to informal kick-about space

Orientation path of consistent width and material linking entry points and play zones

Primary entry celebrated with signage and artwork



Inclusion of equipment that offers challenge as users develop in ability and strength

Accessible parking spaces adjacent

Multiple seating options (some with backs and arms) with sufficient circulation space

Passive lawn area away from activity zone for rest and quiet play



# Sydney Park Playspace, Sydney

## Best practice case study

By integrating a playspace into the landscape of a park, playspace users can benefit from not only the challenges of play but also the opportunities of the surrounding park facilities.

Appropriate lighting to enhance time of day use and provide a feeling of safety



Orientation path of consistent width and material linking entry points and play zones

Equipment for all abilities and ages fully integrated into the playspace and reachable for everyone

Sensory focused and natural elements



Multiple play opportunities (both challenging and comfortable) to engage people of different ages and abilities

Passive lawn area away from activity zone for rest and quiet play

Sufficient hard surface adjacent to seating to allow for wheelchair and pram parking, without obstructing the path



Provide variation of seating types at regular intervals on the orientation path to ensure everyone has appropriate rest options

Informal play opportunities to encourage creativity

Surfacing colour contrast to show activity vs. circulation space



# Westport Park Playspace, Port Macquarie

## Best practice case study

No two inclusive playspaces will look the same, but small inclusions can make a big difference.

Formal enclosure through fences to provide sense of safety and comfort adjacent to potential hazards (e.g. water bodies and roads)



Passive lawn area away from activity zone for rest and quiet play

Orientation path of consistent width and material linking entry points and play zones

Informal seating for park users throughout the space





Play equipment reflects the local environment and integrates the playspace into the surrounding landscape

Picnic/BBQ facilities in central location with solid shade to provide all year-round weather protection

Located adjacent informal kick-about space

Rubbish bins are provided and suitably located

Clear sightlines for passive surveillance

Equipment provides multi-user play opportunities for all abilities and ages fully integrated into the playspace and reachable for everyone

Surfacing colour contrast to show activity vs. circulation space

Carousel flush to allow ease of access



# Melaleuca Park Playspace, Jordan Springs

## Best practice case study

By selecting play equipment and a materials palette relating to the site's context, a playspace can better connect with its surroundings – providing a more integrated play experience.

Located adjacent informal kick-about space

Playspace utilises existing trees for shade, with additional trees planted as needed



Layout of playspace can be easily understood by a first-time user

Orientation path links to key areas of the playspace



Surrounding landscape provides a comfortable and enjoyable environment

Seating opportunities are easily accessed from the circulation path

Play equipment theming and colour palette respond to the local context

Clear lines of sight throughout the playspace



Public art incorporated to educate users and add to the character of the playspace

Unprogrammed spaces for imaginative play

# DELIVER

We acknowledge everyone will have different methods of delivering inclusive playspaces to the community. By collaborating with a wide range of people, including traffic engineers, play equipment manufacturers, landscape architects, developers, community group representatives, open space planners and the community, you will ensure the most inclusive outcome for everyone.

## Delivery considerations

### **The planning**

Developing an inclusive playspace implementation plan may be beneficial assisting in the immediate and ongoing delivery of improvements to inclusive playspaces.

### **The technical elements**

Review the playspace against the Evaluation Checklist prior to the finalisation of the playspace documentation to ensure all opportunities to maximise inclusion can be reached. Once complete, undertake any necessary improvements. Review local, statewide and Australian policies and standards to ensure your design is compliant.

### **Consultation**

Consultation is crucial for success. Consult the local community, play equipment manufacturers, advocacy groups, designers, schools, and people who use the playspace to assist with the delivery.

### **Partnerships**

Partnering with others will help deliver better playspaces. Seek partnership opportunities with neighbouring councils, government agencies, local businesses, developers, advocacy groups, designers, and international service organisations, such as Lions Club and Rotary clubs.

### **Beyond delivery**

Ongoing maintenance will ensure playspaces look and function as intended. It is important to educate and upskill professionals on Everyone Can Play, to maintain and improve playspaces. Partner with neighbouring councils to share resources and knowledge, or establish community working groups to foster a sense of ownership and pride of playspaces. It is essential that both new and improved playspaces are continually reviewed, monitored and adjusted



# EVALUATE

appropriately. We recommend you review these spaces annually, in line with regular checks already being undertaken.

As the people who make up our communities change, so too will the requirements for playspaces. Similarly, as new equipment and technology is developed, there will be an opportunity to review and adapt our inclusive playspaces.

Everyone Can Play is an important tool for monitoring playspaces. The design principles and Evaluation Checklist are key resources to help review playspaces and ensure they continue to succeed.

These documents will help us understand if, and to what extent, inclusive playspaces become the norm.



## Evaluating steps

1. Use the design section of Everyone Can Play to inform your thinking for new playspaces and existing playspace designs.
2. Understand the current provision, condition, access and distribution of playspaces and identify areas for improvement.
3. Undertake ongoing consultation with the community to understand their changing priorities, cultural considerations and expectations.
4. Update and review relevant planning documents including implementation plans, maintenance programs, playspace strategies and the Everyone Can Play planning section on a regular basis.
5. Keep up to date with current research and innovation of playspace equipment, surfacing materials and inclusive products.

# Reality check

## A CONVERSATION WITH RACHAEL

**In her role in recreational project delivery and design, Rachael delivers playspaces for her region. She knows the importance of thoroughly assessing a space to create an inclusive strategy for each playspace. Rachael tested this guide's Evaluation Checklist (located in the Tools section) and shares her experience of how it will help her in pre-design planning and evaluation.**

"The Checklist will empower my team to confidently assess existing and new playspaces against the criteria and ensure we are providing the best possible facilities for our community. It will highlight areas where improvements can be made – especially small changes for big gains and ensure making playspaces inclusive becomes ingrained in the planning stages of all facilities in the Central Coast.

Using this Checklist will guarantee all aspects of inclusiveness are considered and addressed when designing, constructing and maintaining our playspaces.

Simply by going through the list, you understand that designing for inclusion is more than just accessibility, it's about making spaces that are better for the whole community, and that small changes can make a big difference to so many users.

Everyone Can Play and the tools it includes will help ensure we consistently evaluate and plan our spaces. It gives me a tool to promote and to educate staff, project managers and senior management on the importance of providing inclusive facilities."

– Rachael  
Project Manager, Recreational Project  
Delivery and Design  
Central Coast Council



# CHAMPION

## Education and advocacy

Inclusive playspaces play an important role in the lives of countless Australians. They are spaces for development – of physical and social skills, of learning, enjoyment and growth. Many people experience their first memories at playspaces and continue to visit them throughout their lives.

To champion change, we need the support and dedication of all people involved. This goes beyond the communities, and extends to developers, councils, suppliers, maintenance staff and everyday people.

Championing inclusive playspaces can be as easy as leading by example. It can be creating best practice playspaces that incorporate the principles of inclusive playspace design, or communicating with and educating others on what you know or where they can find information. Councils can include a commitment to provide inclusive playspaces in Disability Inclusion Action Plans, or pass a motion mandating the use of Everyone Can Play for new and upgraded playspaces. Collaboration with other professionals is also critical in overcoming challenges and barriers to inclusion. You should consult with users to achieve playspaces that are embraced by the community and well used.

**Championing change could simply be promoting great playspaces.**

This could include drawing attention to best practice examples and encouraging others to create more inclusive playspaces.





# We are the champions

## A CONVERSATION WITH BEC

**Playspace champion Bec knows an inclusive community place requires more than just soft fall and wide paths.**

“It’s about leading and educating, working together to solve problems, and challenging people to think differently.

Once we know what inclusive play looks like it’s so important to keep spreading the message, and to promote compassionate design that shows kindness to everyone in the community who will use the space.

Play is the thing that equalises us all. It’s the measure recognised internationally of a happy individual and society. Being a champion means you stand up and speak out. You use your capabilities to enable every member of the communities you service, to belong.”

– Bec  
Inclusive playspace champion



# Free to be free

## A CONVERSATION WITH BRIAN

**Brian's work in disability support services has strengthened his belief that inclusive playspaces are a vital element for working towards an inclusive society.**

### What challenges do you face when looking for a playspace for your clients?

"It's really important I find somewhere that is inclusive for people of all physical abilities, as well as places that provide a safe environment for those with cognitive impairments, who may be at risk of becoming overwhelmed easily and behave unpredictably in public spaces.

Certain elements can make it easier to enjoy a playspace: tables that are wheelchair friendly; benches easily accessible for people with impaired mobility; play equipment suitable for people who require assistance – like large swings that are lower to the ground and allow the user to lay down in them; and spaces that are interesting and visually unique.

Inclusive playspaces allow people with varied levels of physical ability and cognition to interact with one another. They feel included. They feel as though spaces are made for them and their peers, and not just the portion of the population living without disability.

These spaces are so important because they allow everyone to interact in a fun and stimulating environment. They don't exclude one group through the process of including another. They allow a demographic of people who are marginalised within many aspects of society to feel accepted."

– Brian  
Disability support services





# 3. TOOLS

THE TOOLS TO TRANSLATE  
IDEAS INTO ACTION

Do the best you can with the resources you have!  
The following tools will help ensure everyone can play.



# Playspace Evaluation Checklist

## A tool for reviewing existing playspaces and playspace designs.

Each playspace is unique and not all playspaces will meet every criteria of this Checklist.

Use the Everyone Can Play Evaluation Checklist to see where improvements can be made, in line with available budget, playspace size and location. Remember, it's about doing the best you can with the resources you have.

This Evaluation Checklist is designed to ensure more people can get to, play and stay at existing playspaces in our communities. It can also be used as a tool for reviewing inclusive playspace designs.

**Playspace name:** \_\_\_\_\_

**Playspace address:** \_\_\_\_\_

## Can I get there?

### Location

	NO CHANGE	POTENTIAL CHANGE	CHANGE REQUIRED
Information about the playspace is available before I go.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car parking is easily available/close to the playspace (e.g. street parking, a dedicated car park).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible car parking bays are provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The playspace is connected to a shared path or cycle route.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a public transport link (bus stop, train station, light rail) close to the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The playspace's access point can be used easily and comfortably by most people without having to cross a main road or other barrier (e.g. unsignalised intersections, kerbs, streets without footpaths or pram ramps).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Layout

The layout of the playspace can easily be understood by a first-time user.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The playspace has signage or a map to aid navigation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	NO CHANGE	POTENTIAL CHANGE	CHANGE REQUIRED
Points of entry and exit are easy to locate from inside and outside the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are pause points at the entry and exit to view and assess play opportunities on arrival.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is an area within the playspace for carers to interact and supervise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are clear lines of sight throughout the playspace for carers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Play equipment for different age groups is grouped together without being separated from the main area of activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Formal and informal seating is provided in appropriate locations (e.g. at regular intervals, near shade, adjacent to activity areas).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Signage

Signage is easy to read, using simple language, graphics and high colour contrast.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage is located at a height that is easy to read for all playspace users, including children and those in wheelchairs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pictographs and braille are provided on key instructional and safety signage.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Access

There is an orientation path or circulation path within the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a flush edge from the path surface to the play surface for easy access by all users. (The entire surface does not need to be flush – just key transition points.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Access gates can be operated by an adult using a wheelchair or mobility device.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





# Can I play?

## Play experience

	NO CHANGE	POTENTIAL CHANGE	CHANGE REQUIRED
The playspace provides opportunities for a variety of age groups (e.g. toddlers, children, teenagers, adults).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Varied play types are provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are a variety of multi-user equipment pieces.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are opportunities for intergenerational play.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment is challenging for multiple age groups and ability levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Play opportunities can be accessed at a variety of heights.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Everyone can access the main play piece and have meaningful play experiences.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are multiple opportunities for people with limited mobility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are unprogrammed spaces for imaginative play.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are quiet points within the playspace for rest and passive relaxation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Wayfinding

There is a map at the playspace entry to assist with navigation and decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maps follow the points listed for inclusive signage (i.e. easy to read, located at a height for all users to see).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is directional signage along activity trails.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a clear path network hierarchy (e.g. easy to distinguish between main orientation path, circulation paths and play paths).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is an appropriate colour contrast between the paths and the play surfaces.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Access

	NO CHANGE	POTENTIAL CHANGE	CHANGE REQUIRED
The site's topography creates an obstacle or barrier to playspace access (e.g. steep slope with no footpath, stair-only access).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any barriers can be overcome with the inclusion of a ramp.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is an orientation path linking to, in and around the playspace that links to access points and key activity areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The orientation path is clearly identifiable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The orientation path has a consistent width and surface finish.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The orientation path conforms to relevant Australian access standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The orientation path connects directly to all access points.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The majority of play elements are connected to a circulation path.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The circulation path has a consistent width and surface finish.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Equipment

Equipment is well connected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The majority of equipment is designed so that adults can be fit in, on or under (e.g. swings, slides, climbing structures).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Elevated equipment pieces include a ramped access point for people of various ages with limited mobility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dynamic play pieces are arranged in a sequence promoting skill development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Equipment theming and the colour palette respond to the local context.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





# Can I stay?

## Safety

	NO CHANGE	POTENTIAL CHANGE	CHANGE REQUIRED
The playspace can be clearly observed from the street or neighbouring properties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are clear sight lines to all play equipment pieces from the pathways and seating options to ensure comfortable supervision by carers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The playspace is protected from adjacent potential risks (e.g. busy roads, open water bodies).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a sufficient boundary enclosure to provide a secure environment (e.g. fence, natural features such as mounds, rocks, planting).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is adequate lighting provided from the street or within the playspace to support appropriate time of day use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supporting facilities (BBQ, toilet, car park) are adequately lit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Facilities

Seating provided is adequate for the scale and use of the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seating provides various options to cater for a range of users (e.g. varied heights, back rests, arm rests).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Various seating arrangements, such as individual and group seating, are provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is enough clearance space adjacent to the seat to park a pram, wheelchair or mobility device without blocking the circulation space or path.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are seating opportunities provided in a quiet location for retreat.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is access to drinking water.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water can easily be accessed by all playspace users and has fixtures that are easy to operate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	NO CHANGE	POTENTIAL CHANGE	CHANGE REQUIRED
Rubbish bins are provided and suitably located.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bins can be utilised by all playspace users.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toilet access is available within the playspace or nearby.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is an accessible toilet nearby that includes changing facilities for babies, children and adults.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are picnic tables provided within and adjacent to the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are BBQ facilities provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilities are accessible to all users, are considerate of children's safety and are easy to operate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Landscape

There is an adequate amount of shade to cover the majority of play activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is an adequate amount of shade to cover seating areas and protect park users.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The surrounding landscape provides a comfortable and enjoyable environment to be in.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are views or visual links to the local context outside the playspace, to contribute to a sense of play.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



# Design Principles Checklist

**A tool to assist determining priorities when designing a playspace.**

The best practice recommendations are designed to inspire innovation, challenge existing processes and prompt designers to create inviting playspaces with inclusion top of mind.

Not all design recommendations will be relevant for all playspaces. Consider the unique context of the playspace to ensure the design is appropriate for the site's characteristics, size, budget and design aspirations.

## Find

### Location, layout and accessibility

	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Connect to street footpaths and the park entry with safe road crossing points.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Connect with transport networks and include appropriate arrival facilities: pedestrian and cycle routes, accessible parking, mini-van drop off zones, busy bays through close proximity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Orientate and position the playspace to utilise the site's unique features, including views, existing vegetation, topography and passive surveillance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include an accessible path (without stair-only access) from/to the street, carpark and supporting facilities that are wide enough for a wheelchair and pram to pass each other with ease.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a primary entry point that is linked by an orientation path to help people connect between all points of entry and exit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a formal entry zone that provides a sense of welcome to the playspace and a pause point to observe the layout, become familiar with the space and decide where to go first. A slow introduction to the playspace is important to some people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Signage and wayfinding

Develop a map of the playspace that outlines the location of key features to help people navigate the space. (Primarily for destination playspaces only.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
<b>Play experience</b>				
Create a flexible, imaginative and unique playspace that is not solely reliant on equipment for play value.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a range of dynamic play options to balance, climb, rock, slide, swing or spin.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide multiple play opportunities (both comfortable and challenging) to engage people of different ages and ability levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Position seating and shade directly adjacent to water play to ensure carers can closely supervise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Equipment and surfacing</b>				
Include equipment pieces for all abilities and ages (flush carousel, hammock or basket swing, in-ground trampolines, ramp access to feature structure) that are fully integrated into the playspace and reachable for everyone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a variety of play surfacing to provide a contrast between activity, fall and circulation zones.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Landscape</b>				
Develop a design that reflects the local environment and integrates the playspace into the surrounding landscape, utilising existing vegetation and key views.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Safety</b>				
Ensure clear sight lines for passive surveillance from the street or surrounding property are not obstructed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide a formal or informal boundary enclosure (fence, gate, landform, planting) to provide a secure environment from potential risks. Risks could include busy roads and open water bodies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Provide appropriate lighting provisions (streetscape or playspace specific) to ensure playspaces are safe at different times of the day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide appropriate lighting to the orientation paths and facilities in larger playspaces to enhance time of day use opportunities and provide a feeling of safety.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Facilities

Create a gathering point with seating and shade to promote social interaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide variation of seating types (back and armrest, platform seating) at regular intervals on the orientation path to ensure everyone has appropriate rest options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide bins, bubbler/water and bike racks near playspace entry points and picnic facilities. (Ensure these facilities are accessible to people of different sizes and mobility.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide appropriate, accessible picnic and BBQ facilities situated within the playspace or close by.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include an accessible toilet/s and feature change facilities (babies, children, adults) near the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Fit

### Location, layout and accessibility

Include an accessible path (without stair-only access) from/to the street, carpark and supporting facilities that are wide enough for a wheelchair and pram to pass each other with ease.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include sufficient hard surface adjacent to all seats, allowing wheelchair and pram parking without obstructing the path.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Ensure there is an appropriately located flush edge to the play surface from the access path to help wheelchairs, prams and people with limited mobility travel between the areas with ease.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Signage and wayfinding

Include universally designed and multi-sensory entry signage and emergency/maintenance contact details if appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop a map of the playspace that outlines the location of key features to help people navigate the space. (Primarily for destination playspaces only.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Equipment and surfacing

Ensure the majority of equipment pieces provide inclusive and engaging play experiences for all people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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## Choose

### Location, layout and accessibility

If possible, locate the playspace adjacent to supporting facilities, such as toilets, informal recreation spaces/kick-about and food and beverage facilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a formal entry zone that provides a sense of welcome to the playspace and a pause point to observe the layout, become familiar with the space and decide where to go first. A slow introduction to the playspace is important to some people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include a vantage point/s with seating and shade from which the carers can see the whole playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create a quiet area away from the activity zones with seating and a sense of enclosure to provide a place for quiet play and rest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Arrange activity zones with subtle separation, without boundaries or significant distance between them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Signage and wayfinding

Develop a map of the playspace that outlines the location of key features to help people navigate the space. (Primarily for destination playspaces only.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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## Play experience

Create a flexible, imaginative and unique playspace that is not solely reliant on equipment for play value.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a range of dynamic play options to balance, climb, rock, slide, swing or spin.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure fun and challenging individual and multi-user play options are included.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create informal and imaginative play opportunities to encourage creativity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider including sensory focused and natural elements. These could include interactive technology, music, sand, water and planting to stimulate the senses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explore opportunities for bike tracks and play paths. This could include directional or activity-themed markings, a variety of bumps, dips and level changes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Equipment and surfacing

Include equipment pieces for all abilities and ages (flush carousel, hammock or basket swing, in-ground trampolines, ramp access to feature structure) that are fully integrated into the playspace and reachable for everyone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Ensure surfacing to all abilities play pieces is accessible and compliant with the relevant Australian standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create surfacing to sensory play and main equipment pieces that is comfortably trafficable by all, including those with limited mobility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Landscape

Include a landscape area (e.g. turf kick-about) close by to provide opportunities for unstructured play and connections to the local environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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## Safety

Create a sense of distinction between quiet areas and activity spaces through landform, planting and surface materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide appropriate lighting provisions (streetscape or playspace specific) to ensure playspaces are safe at different times of the day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Facilities

Provide variation of seating types (back and armrest, platform seating) at regular intervals on the orientation path to ensure everyone has appropriate rest options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide appropriate, accessible picnic and BBQ facilities situated within the playspace or close by.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Join In

### Location, layout and accessibility

Connect to street footpaths and the park entry with safe road crossing points.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Connect with transport networks and include appropriate arrival facilities: pedestrian and cycle routes, accessible parking, mini-van drop off zones, bus bays through close proximity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include an accessible path (without stair-only access) from/to the street, carpark and supporting facilities that are wide enough for a wheelchair and pram to pass each other with ease.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a primary entry point that is linked by an orientation path to help people connect between all points of entry and exit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure there is an appropriately located flush edge to the play surface from the access path to help wheelchairs, prams and people with limited mobility travel between the areas with ease.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrange activity zones with subtle separation, without boundaries or significant distance between them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Play experience

Create a flexible, imaginative and unique playspace that is not solely reliant on equipment for play value.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider a range of dynamic play options to balance, climb, rock, slide, swing or spin.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide multiple play opportunities (both comfortable and challenging) to engage people of different ages and ability levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure fun and challenging individual and multi-user play options are included.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create informal and imaginative play opportunities to encourage creativity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider including sensory focused and natural elements. These could include interactive technology, music, sand, water and planting to stimulate the senses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Equipment and surfacing

	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Include equipment pieces for all abilities and ages (flush carousel, hammock or basket swing, in-ground trampolines, ramp access to feature structure) that are fully integrated into the playspace and reachable for everyone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure the majority of equipment pieces provide inclusive and engaging play experiences for all people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure surfacing to all abilities play pieces is accessible and compliant with the relevant Australian standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create surfacing to sensory play and main equipment pieces that is comfortably trafficable by all, including those with limited mobility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Landscape

Include a landscape area (e.g. turf kick-about) close by to provide opportunities for unstructured play and connections to the local environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establish a well-considered planting palette specific to the playspace's context (orientation, shade and wind provision) and environment. This will create a micro-climate for year-round enjoyment with seasonal variation and maximise comfort at all times of day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include shade structures, sails and significant tree canopies to provide shade to play zones and seating areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Safety

Ensure all playspace equipment, fall zones and surfacing complies with relevant Australian standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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## Facilities

Create a gathering point with seating and shade to promote social interaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Provide variation of seating types (back and armrest, platform seating) at regular intervals on the orientation path to ensure everyone has appropriate rest options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide bins, bubbler/water and bike racks near playspace entry points and picnic facilities. (Ensure these facilities are accessible to people of different sizes and mobility.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide appropriate, accessible picnic and BBQ facilities situated within the playspace or close by.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include picnic facilities with a solid shade structure to provide year-round weather protection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include an accessible toilet/s and feature change facilities (babies, children, adults) near the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Thrive

### Location, layout and accessibility

Create a quiet area away from the activity zones with seating and a sense of enclosure to provide a place for quiet play and rest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrange activity zones with subtle separation, without boundaries or significant distance between them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Play experience

Create a flexible, imaginative and unique playspace that is not solely reliant on equipment for play value.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide multiple play opportunities (both comfortable and challenging) to engage people of different ages and ability levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure fun and challenging individual and multi-user play options are included.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Create informal and imaginative play opportunities to encourage creativity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider including sensory focused and natural elements. These could include interactive technology, music, sand, water and planting to stimulate the senses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Position seating and shade directly adjacent to water play to ensure carers can closely supervise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explore opportunities for bike tracks and play paths. This could include directional or activity-themed markings, a variety of bumps, dips and level changes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Equipment and surfacing

Include equipment pieces for all abilities and ages (flush carousel, hammock or basket swing, in-ground trampolines, ramp access to feature structure) that are fully integrated into the playspace and reachable for everyone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure the majority of equipment pieces provide inclusive and engaging play experiences for all people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create surfacing to sensory play and main equipment pieces that is comfortably trafficable by all, including those with limited mobility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Landscape

Include a landscape area (e.g. turf kick-about) close by to provide opportunities for unstructured play and connections to the local environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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## Safety

Provide a formal or informal boundary enclosure (fence, gate, landform, planting) to provide a secure environment from potential risks. Risks could include busy roads and open water bodies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Create a sense of distinction between quiet areas and activity spaces through landform, planting and surface materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure all playspace equipment, fall zones and surfacing complies with relevant Australian standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Belong

### Location, layout and accessibility

Orientate and position the playspace to utilise the site's unique features, including views, existing vegetation, topography and passive surveillance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If possible, locate the playspace adjacent to supporting facilities, such as toilets, informal recreation spaces/kick-about and food and beverage facilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include sufficient hard surface adjacent to all seats, allowing wheelchair and pram parking without obstructing the path.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include a vantage point/s with seating and shade from which the carers can see the whole playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create a quiet area away from the activity zones with seating and a sense of enclosure to provide a place for quiet play and rest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arrange activity zones with subtle separation, without boundaries or significant distance between them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Signage and wayfinding

Include universally designed and multi-sensory entry signage and emergency/maintenance contact details if appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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## Play experience

	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Create a flexible, imaginative and unique playspace that is not solely reliant on equipment for play value.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure fun and challenging individual and multi-user play options are included.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Position seating and shade directly adjacent to water play to ensure carers can closely supervise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Landscape

Develop a design that reflects the local environment and integrates the playspace into the surrounding landscape, utilising existing vegetation and key views.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Establish a well-considered planting palette specific to the playspace's context (orientation, shade and wind provision) and environment. This will create a micro-climate for year-round enjoyment with seasonal variation and maximise comfort at all times of day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include shade structures, sails and significant tree canopies to provide shade to play zones and seating areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Safety

Provide a formal or informal boundary enclosure (fence, gate, landform, planting) to provide a secure environment from potential risks. Risks could include busy roads and open water bodies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create a sense of distinction between quiet areas and activity spaces through landform, planting and surface materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide appropriate lighting provisions (streetscape or playspace specific) to ensure playspaces are safe at different times of the day.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	LOW PRIORITY	MEDIUM PRIORITY	HIGH PRIORITY	N/A
Provide appropriate lighting to the orientation paths and facilities in larger playspaces to enhance time of day use opportunities and provide a feeling of safety.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Facilities

Create a gathering point with seating and shade to promote social interaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide variation of seating types (back and armrest, platform seating) at regular intervals on the orientation path to ensure everyone has appropriate rest options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide bins, bubbler/water and bike racks near playspace entry points and picnic facilities. (Ensure these facilities are accessible to people of different sizes and mobility.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide appropriate, accessible picnic and BBQ facilities situated within the playspace or close by.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include picnic facilities with a solid shade structure to provide year-round weather protection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Include an accessible toilet/s and feature change facilities (babies, children, adults) near the playspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





# Playspace sketches

