



## Safe Environment Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	1169, 2008/1169, 2011/413, 2013/1686, 2015/748, 2018/2538, 2019/0166, 0954/2021
<b>Approval Date:</b>	<b>25 August 2008</b>	<b>Last Reapproval Date:</b>	<b>24 May 2021</b>
<b>Review Date:</b>	May 2023	<b>Internal Reference No.:</b>	
<b>Department:</b>	Community and Organisational Development	<b>Division:</b>	Community Capacity and Learning
<b>Function:</b>	2 - Community Relations	<b>Responsible Officer:</b>	Manager Community Capacity and Learning

### A - PREAMBLE

1. The City of Salisbury provides a broad range of facilities and programs throughout the City intended for community access and use. These facilities and programs support the community, providing both resources and access to services. By clearly stating the rights and responsibilities of all users, Council aims to ensure the maximum participation and enjoyment of these facilities by everyone.

### B - SCOPE

1. This policy applies to all facilities, services and programs offered by the City of Salisbury, its staff, contractors and volunteers.

### C - POLICY PURPOSE/OBJECTIVES

1. This policy confirms the City of Salisbury's commitment to providing safe and supportive community facilities. It outlines the rights and responsibilities of staff and all persons using Council facilities or participating in a community program or event.

### D - DEFINITIONS

1. For the purpose of this document, employees, volunteers, contractors and labour hire personnel will be referred to as "those engaged" or "persons engaged".
2. **Authorised Officer** – an employee of the City of Salisbury who has been appointed under s. 260 of *the Local Government Act 1999* as an Authorised Officer.
3. **Facility** - includes, but is not limited to, the Salisbury Community Hub, City of Salisbury libraries, recreation centres and community centres, and includes both the buildings and associated outdoor space such as car parks.

## **E - POLICY STATEMENT**

### **Rights and Responsibilities of the City of Salisbury**

1. The City of Salisbury is committed to providing facilities, services and social and community programs where all people feel respected, valued and encouraged to reach their full potential. It will make every effort to provide a safe and supportive environment within its programs and facilities.
2. The City of Salisbury will provide facilities that are designed to meet community expectations, be fit for purpose and provide an attractive and welcoming environment. Any equipment that is provided is maintained to ensure that it is both fit for purpose and meets appropriate standards.
3. The City of Salisbury endorses the principle that ‘environmental’ and ‘building’ design has and can contribute significantly to creating safe environments.
4. In order to ensure all users feel safe and supported, each facility has requirements of appropriate behaviour by the users of the facility and/or equipment provided. These are stated in their Conditions of Entry and/or Code of Conduct which are prominently displayed, or made available, within the facility.
5. Council has the right to refuse entry to persons behaving in a manner that is aggressive and/or, threatening or indicates that a person is under the influence of alcohol or drugs.
6. Where a user or users of a facility or equipment behave(s) in a manner that is contrary to the Conditions of Entry and/or Code of Conduct, an authorised officer of the City of Salisbury has the right to ask that person to leave the facility. Failure to follow this direction will result in further action as outlined in the Individual Facilities Policies – Conditions of Entry Guidelines.

### **Rights and Responsibility of Users**

1. All users of Council facilities and equipment are required to respect the rights of others and to use the facilities and equipment only for the purpose intended. Where facilities or equipment are damaged, users should report the damage to the appropriate persons engaged as soon as possible.
2. Users have the responsibility to follow the reasonable directions of staff and to abide by the facility’s Conditions of Entry and/or Codes of Conduct.
3. All users of Council facilities have the right to appeal against a decision that affects their access to facilities and programs and should contact the Community and Organisational Development Department of Council in the first instance.

## **F - LEGISLATION**

1. *Local Government Act 1999*
2. *Children and Young People (Safety) Act 2017*
3. *Young Offenders Act 1994 (SA)*
4. *Adoption Act 1988*
5. *Family Law Act 1975*
6. *Children and Young People (Safety) Regulations 2017*
7. *Family and Community Services Act 1972 (SA)*
8. *By-Law No. 4 - Local Government Land.*
9. *Summary Offences Act 1953*
10. *Work Health and Safety Act 2012 (SA)*

## **G – REFERENCES**

1. Child Safe Environments: Principles of Good Practice, Government of South Australia, Department of Human Services, 2019

## **H - ASSOCIATED POLICIES/PROCEDURES**

1. City of Salisbury Protecting Children and Vulnerable People Policy
2. City of Salisbury Peak Work Health and Safety and Return to Work Policy
3. City of Salisbury Internal Review of Council Decisions Policy
4. City of Salisbury Volunteer Management Policy
5. City of Salisbury Occupational Violence Policy

### **Document Control**

<b>Document ID</b>	Safe Environment Policy
<b>Prepared by</b>	Jo Cooper
<b>Release</b>	<b>8</b>
<b>Document Status</b>	<b>Endorsed</b>
<b>Date Printed</b>	