

Automated External Defibrillator Policy

Date Adopted:

Version: 1.0

Policy Objectives

- Support community safety and Council's duty of care to staff, volunteers, user groups and visitors.
- Provide a consistent framework for the provision, management and maintenance of Automated External Defibrillators (AEDs) across Council facilities.
- Ensure AEDs located at Council owned and managed facilities are appropriately installed, accessible and maintained so they are ready for use in an emergency.
- Support compliance with relevant Work Health and Safety (WHS) legislation and recognised best practice for first aid and emergency response.
- Promote public access to life-saving defibrillation equipment.

Policy Scope

This policy applies to:

- All Council owned buildings and facilities.
- Council staff, volunteers and contractors working at Council facilities.
- Community groups and members of the public using Council facilities where AEDs are installed.

Policy Statement

Council recognises that early access to defibrillation significantly improves survival outcomes for people experiencing sudden cardiac arrest.

Council is committed to providing a consistent approach to the provision, installation, maintenance and management of Automated External Defibrillators (AEDs) across Council facilities to support the safety of staff, volunteers and the community.

Council will implement and maintain AED infrastructure in accordance with relevant Work Health and Safety legislation, recognised emergency response practices and operational requirements within Council facilities.

Policy Definitions

Automated External Defibrillator (AED)

A portable electronic device used in emergency situations that automatically analyses heart rhythm and, if appropriate, delivers a controlled electric shock to restore a normal heart rhythm in the event of a cardiac arrest.

Cardiac Arrest

A sudden loss of heart function resulting in unresponsiveness and lack of normal breathing. Immediate CPR and defibrillation may improve survival.

Public Access Defibrillation (PAD)

The placement of AEDs in publicly accessible locations available to members of the public 24 hours a day, for use in emergency situations prior to the arrival of emergency services.

Signage – information signage to be co-located with AED units as required. This is to contain easy to follow directions for contacting emergency services and for use of the AED. It should also contain site name and location details.

Types of AEDs located in Council facilities:

Portable (Mobile) AED Units – Small units stored in portable carry bags, suitable for small spaces or locations with high risk of vandalism, and “grab and go” applications where it is practical to carry the unit during use of facility.

Secured Wall Mounted AEDs – Larger AED units installed within permanent cabinets in public areas of the facility. These units have high visibility signage to promote awareness of their location.

PAD units (Public Access) – Portable AEDs installed in weatherproof cases on buildings or posts with standardised signage and colours, suitable for 24-hour public access. The AED case may be equipped with a self-contained with solar panels or connected to a 240v power supply. The AED unit may contain additional features such as back-to-base alarms, automatic emergency services contact, and/or GPS tracking of unit for security purposes.

1. AED Placement and Provision

Placement

A category-based framework determines the AED provision across Council facilities and are categorised based on their usage, occupancy, and operational characteristics.

Category 1 – Council Staffed Facilities

Council owned or operated buildings with permanent staff during business hours, such as administration buildings, libraries, aquatic centres, satellite multi crew amenity buildings and waste facility.

These facilities are to be equipped with at least 1 AED unit with signage located in a visible and accessible location.

Category 2 – Council Owned Community Facilities

Council facilities used on a regular basis by community groups, either through regular hirer bookings, or one off events, such as sports ground amenities and community halls.

These facilities shall have either a secured AED unit, or a portable unit (depending on space, main usage and user group input) and signage placed in a readily accessible location with appropriate signage highlighting it's location.

Category 3 – Council Owned General Low-Use Facilities

Includes public toilet blocks, rotundas, storage buildings, and other buildings or structures with minimal or infrequent use.

No AED is required at these facilities.

Category 4 – Council Owned Commercial Buildings

Council owned facilities with a permanent, ongoing commercial lease holder, such as childcare centres, or commercial buildings, and RFS buildings.

These facilities may have AED units installed within the premises by the lease holder, but these will not be managed or maintained by Council.

Category 5 – Public Spaces

Council Owned public space locations such as parks, walkways and play spaces which are readily accessible to the public 24 hours a day.

Delegation is to be given to the General Manager for the number and location of the external Public Access Defibrillators (PAD) units, using a risk-based identification approach.

Provision

AED units installed at Category 1, 2 & 5, will be recognised as Council assets and Council will be responsible for their maintenance, consumables and replacement.

Facilities and sites will be assessed to determine the ideal location and type of AED units to be installed. Assessment may consider the number of staff, type of public use and activities undertaken.

For sites which are to have PAD units, assessment will consider proximity to emergency services and other non-Council managed PAD units, population density, foot traffic and risk of cardiac arrest.

To facilitate the placement and ongoing maintenance of AED units, Council will provide funding through both Capital and Operational budgets.

Council will also support user groups in grant applications, such as NSW Office of Sports Local Sports Defibrillator Grant Program, and will support partnerships with other government bodies and organisations.

2. Accessibility and Public Information

Council will support the accessibility and usability of AED units by members of the public, including individuals without formal training. This assistance will be through the inclusion of clear signage and equipment with audio prompts where available.

Council will also provide multilingual guidance at relevant facilities such as community centres and sports grounds as required.

Council will also provide up to date information on the location of AED units in a publicly accessible online database, such as the NSW Ambulance database and Councils website.

3. Maintenance and Asset Management

Council will ensure AED units located at Council facilities are maintained so they remain operational and ready for use. Maintenance activities will include routine inspection, replacement of consumables and servicing or replacement of faulty equipment. Council will maintain an asset register of AED units and record maintenance activities and replace with suitable units at end of life.

4. Training and Competency

While AEDs are designed for use by untrained persons, Council will promote staff and public awareness of AED locations and emergency response procedures.

5. Emergency Response

In the event of a suspected cardiac arrest at a Council facility, signage and guidance will prioritise contacting emergency services (000) as the first step, followed by administering CPR where possible and retrieving and using an AED as soon as possible while awaiting the arrival of emergency medical services.

6. Roles and Responsibilities

Council is responsible for supporting the overall provision and management of AED infrastructure across Council facilities.

Councils Assets team is responsible for the installation and replacement of units at end of life.

The Work Health and Safety & Risk teams provide guidance on first aid requirements and supports staff training and risk assessment for AED placement.

Building Services are responsible for the engagement of third-party inspectors at best practice intervals to service and maintain units.

Facility managers or responsible officers support building services and third-party contractors' routine inspections, and the reporting of use or damage.

Staff, volunteers, and user groups are to be aware of AED locations and follow emergency response procedures where applicable.

Policy Administration

Business Group:	City Services
Responsible officer:	Operations Manager Asset Management
Council reference:	
Policy review date:	July 2029
File number:	

Relevant legislation	• Work Health and Safety Act 2011 (NSW) • Work Health and Safety Regulation 2017 • SafeWork NSW – Managing the Work Environment and Facilities Code of Practice • SafeWork NSW – First Aid in the Workplace guidance.
Related documents	• Maitland City Council Work Health and Safety Policy • Maitland City Council Asset Management Policy • SafeWork NSW – Managing the Work Environment and Facilities Code of Practice • SafeWork NSW – First Aid in the Workplace guidance.

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES