

## **RISK MANAGEMENT - SIGNS AS REMOTE SUPERVISION**

### *Objective*

Gilgandra Shire Council has recognised that outdated, damaged or missing signs are an inconvenience to the public and represent a potential for public liability claims. In the interests of public safety Council recognises its responsibility in providing appropriate signage at its Swimming Pools, Parks and Reserves.

Areas of public liability exposure at Council facilities inadequately signposted will, when Council becomes aware of a potential risk, be assessed with a view to eliminating, reducing or accepting the risks using signs as remote supervision.

### *Scope*

This policy has been prepared to ensure that Council has clear and concise directions, as to the location, content and frequency of signs and to minimise public liability exposure emanating from the provision of services to the community. Signs are often the cheapest and most direct method that Council can employ for supervision of a remote location and attempting to ensure the health and safety of its community members.

### *Policy*

- Council will adopt the State wide “Signs as Remote Supervision Best Practice Manual” as the process for the assessment, selection and placement of signs at swimming pools, parks and reserves. Such signage shall be used to direct, advise or warn the public of inherent dangers in the environment in which they are operating.
- Council may refer to other documents for style and layout of its signs.
- A regular inspection program of Council’s remote supervision signage shall be included in risk/asset inspections conducted by Council staff.
- Signs currently not meeting the current best practice and/or Australian Standards, shall be replaced, as funds permit, in priority order based on hazards and public usage of the respective areas and the rating formula detailed in the manual.
- The appropriate Council Director shall seek an annual budget allocation from Council to be used for the replacement of old signs and installation of new signs where areas of high risk are identified as per the manual.

### *Responsibilities*

Council will be responsible for the installation and maintenance of Remote Supervision Signage.

Council's Asset Officer, Pool staff and Parks and Garden staff, with the assistance of Council's Risk Management Officer, will be responsible for the inspection of, and recording of repairs required of those signs, on Council's spreadsheet of Council owned or controlled Signs as Remote Supervision.

Asset Officer, Pool staff and Parks and Gardens staff will record any repairs needed and report them to their supervisor.

## Monitor And Review

This policy and related procedures shall be reviewed within 12 months of the next general election by the Risk Management Officer in consultation with Management. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.

## Relevant Legislation

Nil

## Associated Documents

Statewide Signs as Remote Supervision Best Practice Manual  
 Spreadsheet of Council owned or controlled Parks, Reserves and Swimming Pools  
 Aquatic and Recreational Signage Style Guide

|                             |                                 |                       |                          |
|-----------------------------|---------------------------------|-----------------------|--------------------------|
| <b>Responsible Officer:</b> | Director Growth and Liveability |                       |                          |
| <b>Date Adopted:</b>        | 16/7/09<br>20/3/18<br>21/02/23  | <b>Resolution No:</b> | 314/09<br>48/18<br>11/23 |
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