



Policy

67. SIGNS AS REMOTE SUPERVISION

Version 02

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Strategic Outcome: Good government

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Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Berrigan Shire Council is committed to managing its risks strategically and systematically in order to benefit the community and manage adverse effects to the Council.

Berrigan Shire Council recognises that it aims to eliminate risks where possible. This however is not always practicable, and in many reserves and facilities under the Council's control, it is often appropriate for the Council to use signs as remote supervision as a risk mitigation measure.

2. PURPOSE

The purpose of this policy is to clearly outline the methodology used in assessing facilities for signs as remote supervision. This systematic process will determine the type of sign to be erected, the information to be included, the location and number of signs required, and follow up inspection and maintenance programs.

3. SCOPE

This policy applies to:

- Identified public facilities where, due to their nature, access is open and uncontrolled;
- Staff involved in the assessment of facilities to determine the need for signage;
- Staff involved in the ongoing inspection and maintenance of signage.

4. OBJECTIVE

This policy is designed to assist the Council meet the following Delivery Plan objectives:

2.2.2 Council operations support ethical, transparent and accountably corporate governance.

5. DEFINITIONS



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Facility refers to a parcel of land that may include reserves, parks, beaches, pools and where applicable waterways, either owned, operated or under the care and control of Council.

Level of Development refers to the amount of improvement that has taken place at a facility, or the existence of natural features within or about the facility. Development and improvement includes the infrastructure that Council has provided for use by the public, such as carparks, tables, barbeque equipment, swings, pools, tennis courts, etc., whilst natural features include creeks, cliffs, blowholes, etc.

Frequency of use is defined as the number of times the facility is used by patrons on a regular basis.

Population use is defined as the average number of people that use a facility at any given point in time during organised or impromptu events.

Facility Visitation Rating (FVR) is a calculation based on the data collected during the evaluation process. The data collected includes the amount of development of the facility, the population use of the facility and the frequency of use of the facility ($FVR = (Development \times Population) + Frequency$). The FVR is the resulting numerical value used to determine the most appropriate sign for the facility.

Prohibition Symbols are depicted by a red circle with a red diagonal slash across the front on a white background. Inside the red circle is a black pictorial image depicting the behaviour or activity that Council has prohibited.

General Warning Symbols are depicted by a yellow diamond with a black border. Inside the yellow diamond is a black figure/image depicting the activity/hazard that is being warned against.

6. POLICY IMPLEMENTATION

6.1 Determining Appropriate Signs for Council Facilities

In determining appropriate signs for facilities, the Council will apply best practice principles using the following process:

1. Establish a full and complete inventory of all applicable Council facilities that require signage as a remote form of risk mitigation;
2. Determine Council's Level of Development within each facility, including naturally occurring features;
3. Ascertain the Population use for each facility;
4. Predict or obtain the Frequency of use of the facility;
5. Using the formula, calculate the FVR;
6. Identify the hazards associated with the facility, and using Council's risk management framework, assess and rate the risks;



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7. Select and produce the most appropriate sign for the facility and determine its location.

6.2 Facility Visitation Ratings Register

The Facility Visitation Ratings Register lists all the identified facilities where signage as remote supervision is required.

The register details the process to be used to determine the FVR, and then individually identifies each facility, the results of the assessment, the signage to be used and the location of the signage.

6.3 Sign Maintenance and Inspection

Council has in place a regular inspection and maintenance regime for facility signage which is included as part of the overall public facility inspection program.

Ongoing maintenance of signs as remote supervision will be carried out as part of scheduled maintenance and recurrent expenditure programs for signage as allocated in the Council's Annual Budget, and at the discretion of the responsible manager.

Changes to Standards or Best Practice Guidelines on which this policy and the signs' design are based will automatically warrant the replacement of signs. Existing signs will be used until they reach the end of their useful life or circumstances within the facility change to the extent that it warrants replacement.

6.4 Documentation

All records relating to the sign evaluation and determination process, sign inspection and maintenance programs, will be maintained as part of Council's record management system.

6.5 Monitoring and Review

The Facility Visitation Rating Register will be reviewed in line with policy, and where any significant changes to the level of development or usage of a facility require a reassessment of its FVR and potential hazards.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

Additional publications to be read in conjunction with this policy include:

- Risk Management Policy and Framework
- Facility Visitation Rating Register
- *AS2342:1992 Development, Testing and Implementation of Information and Safety Symbols and Symbolic Signs*
- *AS/NZS2416:2010 Water Safety Signs and Beach Safety Flags parts 1, 2 & 3*
- *Statewide Mutual "Signs as Remote Supervision" Best Practice Manual, August 2014*