



Title of Procedure	Signs as Remote Supervision Management Procedure		
This applies to	All Council Employees		
Author	Kara Mohr	Date approved:	
Position of Author	WHS/Risk Officer	Authorised by:	General Manager
Legislation, Australian Standards, Code of Practice	<ul style="list-style-type: none">• Work Health and Safety Act 2011 (NSW)• Work Health and Safety Regulation 2017 (NSW)• AS/NZS ISO 31000:29 Risk Management – Principles and Guidelines		
Related Policies/Procedures	<ul style="list-style-type: none">•		
TRIM Reference:			
Document Reference:	PR028		

1. PURPOSE

This procedure has been developed to provide Council with a systematic process to determine signage requirements for Parks, Sporting facilities, Swimming Pools and Reserves under Councils management or control.

It has been developed in accordance with the Statewide Mutual Best Practice Manual – “Signs as Remote Supervision” and International Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines.

2. COMMENCEMENT OF THE PROCEDURE

This procedure will commence from XXXXX. It replaces all other procedures relating to Signs as Remote Supervision Management.

This procedure is to be reviewed at least every five years or where changes are made to Statewide Mutual Best Practice Manual. Facilities are to be reviewed at least every five years or where the situation has changed at the facility, for example new playground equipment or other infrastructure being installed.

3. OBJECTIVES

- To provide clear guidelines as to the placement of guidance, warning, directional or prohibition signs.
- To ensure the safe and effective management of parks, sporting grounds, swimming pools and reserves through the provision of appropriate signs consistent with the hazards and facilities provided at these locations.
- To ensure effective risk management strategies are identified, implemented and monitored for continued effectiveness.
- To ensure a regular inspection routine.
- To ensure that Council complies with the Best Practice Manual “Signs as Remote Supervision” provided by Council’s liability insurer, Statewide Mutual.
- To minimise Council’s exposure to public liability claims emanating from the provision of services to the community.
- To provide safe and enjoyable facilities for the community.

4. SCOPE

Determining, Installing and maintaining consistent and appropriate signage is a cost-effective means for Council to provide information and supervision to the public at varying locations under the management or control of Council.

Signs perform the function of imparting specific information to the public that would otherwise require the presence of a Council staff member. Appropriate signage seeks to allow persons to make an informed decision prior to entering/using a particular facility.

This procedure additionally assists Council in making informed decisions on how to manage identified hazards and risks located at the facility.

Council shall:

- Use and refer to the procedures set out in the Statewide Mutual Best Practice Manual “Signs as Remote Supervision” in relation to its signs used as remote supervision. Such signage shall be used to direct, advise or warn members of the public of inherent risks in the environment in which they are utilising.
- Establish and maintain regular inspection program of Council’s remote supervision signage as part of Parks and Gardens inspections of facilities in line with the assessed Facility Risk Rating (FVR) and Councils resource base as determined by Director of Shire Services.
- Signs in existence not meeting Statewide Best Practice and/or Australian standards shall be replaced as funds permit in order of priority based on Statewide Mutuals Facility Visitation Rating (FVR) and risk level of identified hazards
- Establish and maintain a regular inspection program of playgrounds and playground equipment as part of Parks and Gardens inspections of facilities in line with the assessed FVR and Councils resource base as determined by Director of Shire Services.
- Set intervention standards for any repairs or risk mitigation strategies in line with the level of risk and Council resource base as determined by Director of Shire Services.
- Monitor and review residual risks.
- Ensure all inspections are recorded in Council’s record system TRIM.
- Provide training to staff in the inspection of facilities; and

Director of Shire Services to seek an annual budget allocation to be used for the establishment of any new required signage and for the replacement of old, vandalised or missing signs, damaged or unsafe infrastructure and other identified hazards requiring treatment.

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5. TRAINING

Training and instruction shall be provided by Statewide Mutual Risk Manager to Councils WHS & Risk Coordinator in the assessment of risks and required signage for Parks, Sporting facilities, Swimming Pools and Reserves under Councils management or control. Any further training shall be provided by Councils WHS & Risk Coordinator.

6. PROCESS

General Manager and Directors:

- Has ultimate responsibility in the support and application of this procedure. Ensure that adequate resources are available to effectively manage the risks associated
- Ensure that processes are in place for the review of this procedure every two years.

Managers and Supervisors:

- In consultation with workers, ensure inspections and general asset management inspections are undertaken regularly.

Risk/WHS Officer:

- undertake Signs as Remote Supervision assessment periodically and advise stakeholders of any identified hazards and suggested risk controls.

7. MEDIA

Any liaison with the media regarding incidents or injuries at any Council owned or managed facility shall be coordinated by Council's General Manager or in his absence, Council's acting General Manager.

8. RECORDS

Central Darling Shire Council will maintain the following records relating to Signs as Remote Supervision Management in accordance with Council's Record Management Policy (GF21/734 – GD19/17263):

Record Name	Storage Location	Who has responsibility for Storage
<i>Outdoor work Risk Assessment</i>	<i>TRIM system</i>	<i>Risk/WHS Officer</i>
<i>SWMS/ SOPs/ SWIs</i>	<i>TRIM system</i>	<i>Operations Manager</i>
<i>Health Monitoring Records</i>	<i>TRIM & BeSafe systems</i>	<i>Risk/WHS Officer</i>
<i>Related Training Records</i>	<i>TRIM & BeSafe systems</i>	<i>Risk/WHS Officer</i>

The privacy and confidentiality of all parties must be considered and respected at all times, especially regarding the availability of records and the inclusion of personal details.

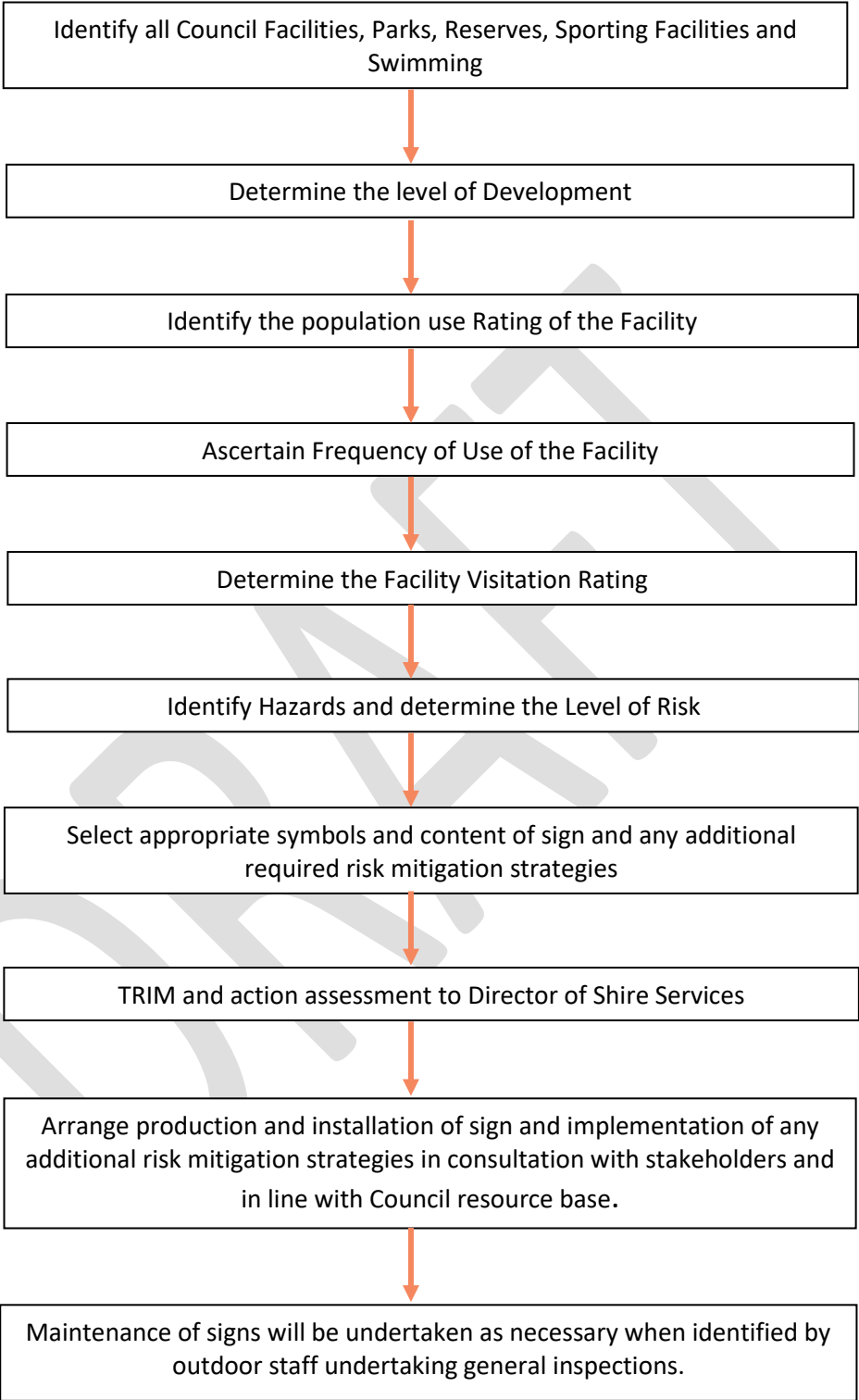
9. APPENDICES

1. Signs as Remote Supervision Process
2. Facility Inspection and Reporting Frequency
3. Signs and Facility Assessment Form
4. Sample Sign

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Appendix 1

Signs as Remote Supervision Process



Appendix 2 Facility Inspection and Reporting Frequency

FVR	Facility Inspection and Reporting Frequency
2 – 3	Inspect every 2 years or when changes are made at facility
4-6	Inspect every 2 years or when changes are made at facility
7 – 10	Inspect annually or when changes are made at facility
11 – 15	Inspect annually or when changes are made at facility
16 – 20	Inspect every 6 months or when changes are made at facility
21 – 26	Inspect every 3 months or when changes are made at facility

DRAFT

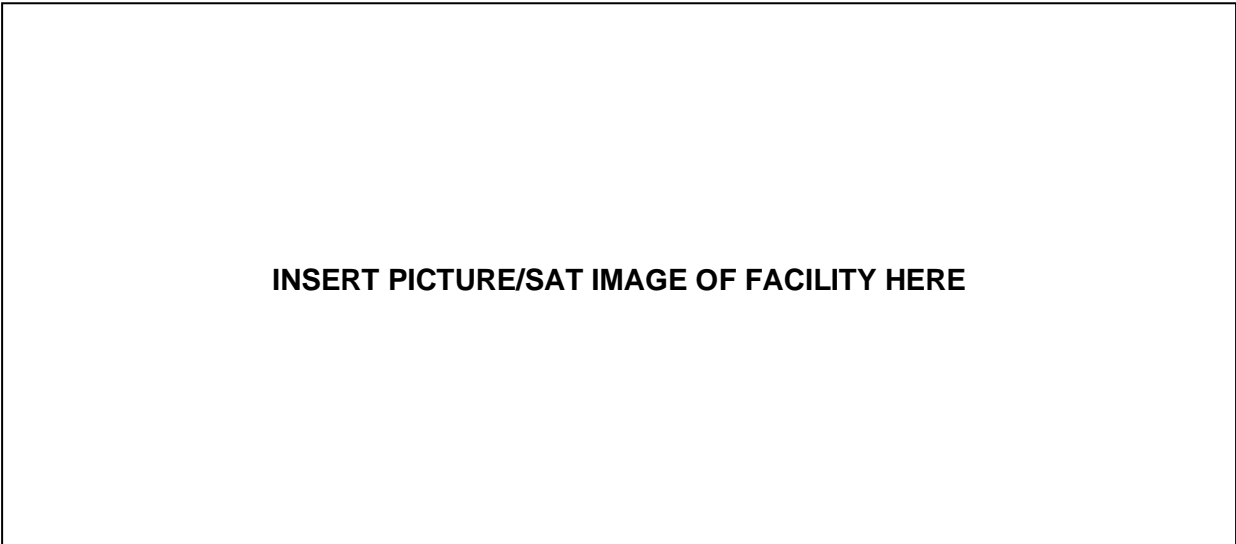
Appendix 3 - Signs and Facility Assessment Form

SIGNS AS REMOTE SUPERVISION ASSESSMENT FORM

Facility Name:

Address:

Date of Assessment:



Structures and Features at Facility				
Signs at Facility				
Facility Visitation Rating (FVR)	Rating for Site	Score		
(A) Development				
(B) Population using site				
(C) Frequency of use				
	FVR = (A x B) + C			
List of Hazards identified and assessed (prioritised)				
Hazard		Likelihood	Consequence	Risk Rating

Hazard Warnings to be displayed on the sign

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Information to be included on the sign (Per Council/site-specific rules)

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Statewide Mutual Best Practice Manual Sign Content and Location per FVR:

	<p>INSERT RECOMENED ACTIONS PER BEST PRACTICE MANUAL HERE</p>	
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Additional Risk Mitigation Strategies:

Assessors Name:	
Position:	

FVR Definitions

Development	<ol style="list-style-type: none"> 1. Virginal bush, cleared land, no infrastructure. 2. Cleared land, static infrastructure (e.g. grassed area, tables and chairs, toilet block, lookout). 3. Cleared land with mobile infrastructure (e.g. grassed area with play equip, cycleway, market, leash free dog areas). 4. Council owned infrastructure with no artificial lighting (e.g. golf course, football field, rec ground, caravan park). 5. Extensively developed infrastructure with artificial lighting (e.g. sporting complex, artificially lit courts) <p>AND / OR</p>
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	<ol style="list-style-type: none"> 1. No hazardous natural features. 2. Sloping ground, no natural water; walking track around reserve. 3. Natural waterway running during wet weather, fall < 1m. 4. Creeks, ponds, drops between 1 to 3m. 5. Rivers, dam, cliffs > 3m.
Population	<ol style="list-style-type: none"> 1. < 5 people; 2. 5 to 50; 3. 50 to 100; 4. 100 to 500; 5. > 500.
Frequency of Use	<ol style="list-style-type: none"> 1. Annual activity; 2. Monthly activity; 3. Weekly activity; 4. Daily activity, 5. Continuous use.

FVR	General Sign Description	Location
2 – 3	No sign is required	NA
4 – 6	<p>The sign should contain:</p> <ul style="list-style-type: none"> • The name of the facility. • A general warning message. • All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms. • Any information symbols relevant to the facility. <p>NB: Given the low rating of or absence of risk the sign does not require the depiction of warning symbols.</p>	A sign should appear in a prominent position within the facility.
7 – 10	<p>The sign should contain:</p> <ul style="list-style-type: none"> • The name of the facility. • A general warning message. • All Council's Regulations applying to the facility should appear on the sign as prohibition pictograms. • All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHs then the 	A sign should appear at all entrances to the facility provided by Council.

FVR	General Sign Description	Location
	<p>top hazard should appear.</p> <ul style="list-style-type: none"> Any information symbols relevant to the facility. 	
11 - 15	<p>The sign should contain:</p> <ul style="list-style-type: none"> The name of the facility. A general warning message. All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms. All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGH's then the top two hazards should appear. Any information symbols relevant to the facility 	A sign should appear at all entrances to the facility provided by Council.
16 - 20	<p>The sign should contain:</p> <ul style="list-style-type: none"> The name of the facility. A general warning message. All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms. All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHs then the top three hazards should appear. Any information symbols relevant to the facility. 	A sign should appear at all entrances provided by Council to the facility. Consideration should be given to placing signs in other areas of high use.
21 - 26	<p>The sign should contain:</p> <ul style="list-style-type: none"> The name of the facility. A general warning message. All Council's Regulations that apply to the facility should appear on the sign as prohibition pictograms. All potential hazards identified within the facility that have a risk rating of HIGH should appear on the sign as warning symbols. If no HIGHs then the top four hazards should appear. Any information symbols relevant to the facility. 	A sign should appear at all entrances provided by Council to the facility. Consideration should be given to placing signs in other areas of high use
27 - 30	<p>Council should consider full time supervision whilst the facility is occupied, as well as the display of warning symbols.</p> <p>The level of risk is such that the installation of a sign alone warning people of the hazards would not be the most appropriate risk reduction technique.</p> <p>A combination of both supervision and signage is the most appropriate approach.</p> <p>Whatever level of supervision Council elects, the supervisory body must be experienced and trained for the activity.</p>	In addition to supervision, consideration should be given to placing signs at the entrance and in other highly visible

FVR	General Sign Description	Location
		areas within the facility.

Consequence Definitions

Category	Insignificant	Minor	Moderate	Major	Catastrophic
Public Liability	First aid only required; minimal loss to organisation.	Some medical treatment required; medium loss to organisation.	Significant injury involving medical treatment or hospitalisation; high loss to organisation.	Severe injuries or fatalities to individual; very high loss to organisation.	Multiple fatalities or extensive long term injuries; worst case loss to organisation.

Likelihood Definitions

Category	Rare	Unlikely	Possible	Likely	Almost Certain
Public liability	Only ever occurs under exceptional circumstances.	Conceivable but not likely to occur under normal operations; no evidence of previous incidents.	Not generally expected to occur but may under specific circumstances	Will probably occur at some stage based on evidence of previous incidents	Event expected to occur most times during normal operations

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	High	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	High

Appendix 4 – Sample Sign

 **CENTRAL DARLING
SHIRE COUNCIL**

IVANHOE SWIMMING POOL

WARNING

Use of this facility may be hazardous, please take responsible care for your safety and those persons under your responsibility, this facility is an un-supervised pool.
NO LIFEGUARDS ON DUTY

 NO RUNNING	 NO DIVING	 NO BOMBING	 NO PUSHING	 NO GLASS OR ALCOHOL
 NO SMOKING	 NO PETS	 NO CAMERAS	 NO SCOOTERS OR BIKES	
 NO LIFEGUARD ON DUTY	 DEEP WATER	 SHALLOW WATER	 SLIPPERY SURFACE	

 **KEEP CHILDREN UNDER ACTIVE SUPERVISION AT
ALL TIMES IN AND AROUND WATER**

IN AN EMERGENCY CALL 000

FACILITY ADDRESS: LEICHARDT ST, IVANHOE
CENTRAL DARLING SHIRE COUNCIL: 08 8083 8900