

Signs by Remote Supervision Policy

Date policy was adopted:	19 December 2018	CEO Signature and date 
Resolution number:	454/18	
Next Policy review date:	December 2020	
Reference number:	SF160365	
Strategic Pillar	Connection	
Responsible Branch	Urban Landscapes	20 December 2018

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1. OUTCOMES:

- 1.1 To ensure a standard for Remote Supervision Signs that provides a clear guideline for the placement, location, frequency and information for signage at Council facilities* and to actively minimise the risk of public liability within these facilities.
- 1.2 To ensure a system of ongoing maintenance and replacement for all 'Remote Supervision' signs.

2. POLICY:

- 2.1 Queanbeyan-Palerang Regional Council adopts the Statewide '*Signs as Remote Supervision Best Practice Manual*' as the process for assessment, selection and implementation of signs for Council's facilities. The signs will be used to direct, inform, warn and advise the public and staff of their surrounding environment in which they are visiting.
- 2.2 Risk assessments will be carried out on Council facilities in accordance to the process stated within the Statewide '*Signs as Remote Supervision Best Practice Manual*'. The resulting assessment will indicate to staff the style, location, information and frequency of signage required.
- 2.3 An inspection program of Council's remote supervision signage will be included into the regular risk inspections carried out by Council staff.
- 2.4 Areas of public liability exposure at Council facilities not adequately signed will, when Council becomes aware be assessed and appropriate action is undertaken to eliminate, reduce or accept the risk using signs as remote supervision.
- 2.5 Signage not meeting the existing Australian Standard or current best practice manual shall be replaced when funds allow and on a priority based on the assessment.

3. SCOPE OF THE POLICY:

- 3.1 This policy applies to signage at Council facilities across the local government area.

4. DEFINITIONS:

- 4.1 **Facility:** 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.

5. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS:

- 5.1 Council may refer to other publications style and layout of the sign. These shall include:-
 - QPRC Brand Guidelines Version 1.1 April 2017
 - Australian Standards, AS 2416:2002 Water Safety Sign update;
 - Australian Standards, AS 2342:1992 Development, Testing and Implementation of Information and Safety Symbols and Symbolic Signs;
 - Aquatic and Recreation Style Guide, Edition Two, January, 2004;
 - National Aquatic and Recreational Signage Style Manual 3rd Edition July 2006
 - Department of Local Government Practice Note 15 – Water Safety, October 2017.
 - Best Practice Manual – *Signs as Remote Supervision*, Statewide Mutual Version 8.1, August 2014

6. CONTENT:

- 6.1 Signs are often the cheapest and easiest method that Council can employ for supervision of a remote location. However, signs can only perform a limited function and are generally only one item in a whole range of information, past and present, which enters into a person's decision as to how to act in a given situation. The benefit of a sign is that it

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brings the foreseeable risk to the attention of the person at that location. However, the sign must be appropriate to the situation and placed in an appropriate position to satisfy Council's duty of care.

7. PERFORMANCE INDICATOR:

- 7.1 All Council facilities recorded in an inventory and rated accordingly with Statewide Best Practice Manual, '*Signs for Remote Supervision*'.
- 7.2 All signage inspected and documented monthly.