

# Wagga Wagga City Council

## SIGNS AS REMOTE SUPERVISION POLICY

<b>REFERENCE NUMBER</b>	POL 011		
<b>ORIGINAL APPROVAL DATE</b>	February 2009		
<b>RESPONSIBLE MANAGER</b>	Manager Operations		
<b>RESPONSIBLE DIRECTORATE</b>	Commercial Operations		
<p>This document is to be reviewed: every four years or in the first twelve months of the new term of Council, whichever is the earliest. Next Review Date: September 2020</p>			
<b>Revision number</b>	<b>Issue Date</b>	<b>Council Resolution</b>	<b>Council Meeting Date</b>
1	27 July 2009	Res No: 09/077	27 July 2009
2	April 2013	E-Team	2 April 2013
3	August 2013	Res No: 13/224.1	26 August 2013
4	August 2017	Res No: 17/279	28 August 2017

## **PART 1: INTRODUCTION**

The Signs as Remote Supervision Policy was developed to provide a simple, systematic and readily usable procedure to determine signage requirements for facilities on Council parkland which is owned and/or operated by Council or under the care and control of Council.

In 1994-1995 an audit was undertaken by Members of the Statewide Mutual Liability Scheme to ascertain their level of activity in areas of risk that were causing exposure to liability and claims.

In accordance with the Best Practice Manual – “Signs as Remote Supervision” Council officers will inspect all facilities on Council parkland under this Policy.

### **1.1 Policy Objectives**

- To provide clear guidelines as to the placement of guidance, directional or prohibition signs.
- To ensure the safe and effective management of parks, gardens and public reserves through the provision of appropriate signs consistent with the enjoyment of the facilities provided by legitimate users.
- To ensure that Council complies with the Best Practice Manual “Signs as Remote Supervision” provided by Council’s liability insurer, Statewide Mutual Liability Fund.
- To minimise Council’s exposure to public liability emanating from the provision of services to the community.

### **1.2 Scope of Policy**

- (a) Council shall use and refer to the procedures set out in the Statewide Mutual Liability Fund 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 dangers in the environment in which they are operating.
- (b) A regular inspection program of Council’s remote supervision signage shall be included in risk inspections conducted by Council officers.

- (c) Areas of potential public liability exposure at river reserves and parks inadequately signposted shall, when Council becomes aware of a potential risk, be assessed with a view to:-
- eliminating the risk using signs as remote supervision.
  - reducing the risk using signs as remote supervision.
  - accepting the risk using signs as remote supervision.
- (d) Signs in existence currently not meeting the current best practice and/or Australian Standards shall be replaced as funds permit in priority order based on public usage of the respective areas and the rating formula detailed in the procedures.
- (e) The relevant Council Manager shall seek an annual budget allocation from Council to be used for the replacement of old signs and the installation of new signs where areas of high risk are identified as per the procedures.
- (f) The implementation of this Policy and associated procedures shall be the responsibility of the Manager Parks and Recreation Services.

### **1.3 Definitions**

The Statewide Mutual Liability Fund has a Best Practice Manual for “Signs as Remote Supervision” to assist Member Councils in preparing their own procedures and standards.

### **1.4 Legislative Context**

1993 Local Government Act – s632, s633, s681A, s630, s631

### **1.5 Related Documents**

Refer to the Statewide Mutual Liability Fund - Best Practice Manual “Signs as Remote Supervision”.

Relevant Council forms include the following:

- WWCC Signs as Remote Supervision Checklist
- WWCC River Reserve Signage Audit document

## **1.6 Responsibilities**

To conduct regular (annual) checks that the required signs are in place and are still relevant or in line with current best practice.

## **1.7 Reporting Requirements**

To note the measures in place for signs as remote supervision as part of the annual Statewide Mutual Insurance Audit.

## **1.8 Approval Arrangements**

None

## **1.9 Review procedures**

Any review of the Statewide procedures should be done in conjunction with the current version of the Statewide Mutual Liability Fund - Best Practice Manual "Signs as Remote Supervision".

This Policy is to be reviewed every four years with the term of Council.

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**ATTACHMENT: SIGNS AS REMOTE SUPERVISION CHECKLIST****WWCC - Signs as Remote Supervision Checklist**

**Note:** Signage checks should be completed monthly.

Name of Reserve: \_\_\_\_\_

Name of Council Officer: \_\_\_\_\_

Title of Council Officer: \_\_\_\_\_

Date Check was conducted: \_\_\_\_\_

Number of signs on Site: \_\_\_\_\_

**Condition of the Sign/s.**

Is the Sign still up/standing: \_\_\_\_\_

\_\_\_\_\_

Is the Sign still visible (no branches or dirt etc blocking view): \_\_\_\_\_

\_\_\_\_\_

Is the Sign still easily read: (hasn't faded significantly or peeled etc): \_\_\_\_\_

\_\_\_\_\_

Have the conditions of the reserve changed significantly in order to require the sign to be reviewed or changed (is the sign still relevant)?:

\_\_\_\_\_

\_\_\_\_\_

Any additional comments regarding the Reserve sign/s or the condition of the reserve generally which should be addressed:

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_