

SIGNS AS REMOTE SUPERVISION

POLICY ADOPTED: 16 SEPTEMBER 2008

Policy Objective:

To provide guidelines for ensuring that the Council and staff comply with the Best Practice Manual – Signs as Remote Supervision, issued by Statewide Mutual and establish a simple, systematic and readily useable system to determine signage requirements for facilities such as reserves, parks, and pools, which are owned and/or operated by the Council or under the care and control of Bland Shire Council.

Policy Statement:

Signs play an important role in advising, directing and warning members of the public of inherent dangers in the environment in which they are operating.

Bland Shire Council shall ensure that appropriate warning and advisory signs are installed and maintained at all relevant Council facilities.

Bland Shire Council adopts the Best Practice Manual – Signs as Remote Supervision and endorses the following tables within the document.

- ❖ Development rating for reserves.
- ❖ Development rating for pools.
- ❖ Population use rating for reserves.
- ❖ Population use rating for pools.
- ❖ Frequency use rating for reserves.
- ❖ Frequency use rating for pools.

Responsibilities:

All persons must abide by the intent of this policy.

Recommended Practices:

Assessment and Establishment

- a. The Council will conduct an initial inspection of all its signs.
- b. The Council will assess the findings of the inspection program by using the analysis tool set out in the Best Practice Manual - Signs as Remote Supervision and determine signage required.
- c. Coordination of this assessment is the responsibility of the Facilities Coordinator, who will be assisted by the supervisor of the relevant facility.
- d. A program for the progressive installation of signage will be developed.

Allocated Resources

The Council will allocate sufficient human and financial resources to;

- a. Progressively install signage in accordance with a risk management approach.
- b. Conduct annual inspections.
- c. Assess and implement appropriate controls for the implementation of the policy and procedures.

Inspection

The Council will conduct ongoing inspections of all its signs as a component of inspections of reserves, parks and pools. This inspection program is the responsibility of the relevant director/supervisor in charge of the facility.

Controls

The Council will endeavour, at all times, to follow the order for risk as set out below:

- a. eliminate the risk.
- b. reduce the risk.
- c. accept the risk.

by using the techniques set out in the "Signs as Remote Supervision" procedures.

Implementation of controls is the responsibility of the Facilities Coordinator.

Standard Sign

A standard format shall be developed for all warning and advisory signs.

Record Keeping

Records of the assessment of required signage and installation and inspection of signage will be kept on the required facility file.

Duration and Review

This policy will come into effect on and from the date of adoption. This policy will be reviewed at least every three years from the date of adoption.

References:

- a. Best Practice Manual – Signs as Remote Supervision, issued by Statewide Mutual.

Related Documents:

- a. Signs as Remote Supervision – Excel process for determining signage based on BPM formula (File location: InfoXpert / Workspace / Corporate Style Guide / Excel Templates)

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Engineering Services		
EDRMS Doc. ID	329295		
Superseded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
16 September 2008	0	24/9/08	September 2011

Related Council Policy / Procedure
Signs as Remote Supervision – Excel process for determining signage based on BPM formula (File location: InfoXpert / Workspace / Corporate Style Guide / Excel Templates)