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SIGNS AS REMOTE SUPERVISION

Strategic Outcome:	Good government	
Policy type	Administrative	
Date of Adoption:	17 August 2022	Minute Number: 259
Date for Review:	19 August 2026	
Responsible Officer:	Enterprise and Risk Manager	
Document Control:	Replaces Signs as Remote Supervision Policy adopted 19 April 2017	
Delivery Program Link:	2.1.3 Council operations and financial management support ethical, transparent, and accountable corporate governance	

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.

Council's goal is to eliminate risk wherever possible, however this is not always practicable and in many reserves and facilities under Council's control, it is often appropriate for the Council to utilise signage 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; and
- staff involved in the ongoing inspection and maintenance of signage.



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4. OBJECTIVE

This policy is developed to assist the Council with the Delivery Program Objective:

2.1.3 Council operations and financial management support ethical, transparent and accountable corporate governance.

5. DEFINITIONS

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.

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.

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

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.

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 Council has provided for use by the public, such as carparks, tables, barbeque equipment, swings, pools, tennis courts, etc. Natural features include creeks, cliffs, etc.

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

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 pivotal image depicting behaviour or activity Council has prohibited.



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6. POLICY IMPLEMENTATION

6.1 Determining appropriate signs for Council facilities

In determining appropriate signs for facilities, the Council will apply best practice principles sourced through Statewide Mutual 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 FVR formula, calculate the FVR.
6. Identify the hazards associated with the facility, and using Council's risk management framework, assess and rate the risks.
7. Select and produce the most appropriate sign for the facility and determine its location.

6.2 FVR Register

The FVR 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 replacement is warranted.



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7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Civil Liability Act 2002*
- AS ISO 31000:2018 Risk management – Guidelines
- AS 2342-1992 Development, testing and implementation of information and safety symbols and symbolic signs

7.2 Council policies and guidelines

- Statewide Mutual “Signs as Remote Supervision” Best Practice Guidelines
- Risk management Policy and Framework
- Claims Management Policy
- Claims Management Procedures
- Incident Investigation Procedures

8. RECORDS MANAGEMENT

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

All Records must be kept in accordance with Council’s Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council’s Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

A number of legislative instruments require Councils to have the policy available for inspection at Council’s principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council’s principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council’s website <https://www.berriganshire.nsw.gov.au/>



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Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0		New Policy document	Enterprise Risk Manager
1.1	17.08.2022	Minor review - formatting	Enterprise Risk Manager

APPENDICES

Nil