



## Signs as Remote Supervision Policy

	Name	Position	Signature	Date
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Authorised By	<b>Craig Moffitt</b>	<b>General Manager</b>		<b>9/7/18</b>
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**Revision History**

<b>Version</b>	<b>Date</b>	<b>Prepared/Amended</b>	<b>Approved By</b>	<b>Revision Date</b>
V1			Council	
V2			Council	
V3			Council	
V4			Council	

**Change History**

<b>Version</b>	<b>Change Details</b>
V1	
V2	
V3	
V4	

## Introduction

This policy sets out:

### 1. Purpose

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

### 2. 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.
- Staff involved in the ongoing inspection and maintenance of signage.

### 3. Definitions

**Council** means Murrumbidgee Council

**MC** means Murrumbidgee Council

### 4. Policy Statement

The policy has been prepared to ensure that Council has clear and concise directions, as to the location, content and frequency of signs and to minimise public liability exposure emanating from the provision of services to the community.

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. Council has prepared a set of procedures based on the current best practice to assist with this.

#### Inspection

Council will conduct inspections of all its reserves, parks and pools in accordance with the “Signs as Remote Supervision” Procedures. This inspection program is the responsibility of Assistant General Manager, Infrastructure & Environment.

#### Assessment

Council will assess the findings of the inspection program by using the analysis tool set out in the “Signs as Remote Supervision” Procedures. This assessment is the responsibility of Assistant General Manager, Infrastructure & Environment.

### **Controls**

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

- i. Eliminate the risk
- ii. Reduce the risk
- iii. Accept the risk

By using the techniques set out in the 'Signs as Remote Supervision' procedures. Implementation of controls is the responsibility of Assistant General Manager, Infrastructure & Environment.

### **Monitoring**

Council will monitor the results of the program by using the procedure set out in the 'Signs as Remote Supervision' procedures. Implementation of monitoring is the responsibility of the Assistant General Manager, Infrastructure & Environment.

### **Allocated Resources**

Council will allocate sufficient human and financial resources to conduct the inspections, assess and implement appropriate controls for the implementation of the policy and procedures.

*Murrumbidgee Council Operational Plan 2018-2019; Overhead Clearing - Risk Management Cost Appendix 1 Page 10; Engineering Admin - Risk Signage Appendix 1 Page 13.*

### **References**

StateWide Best Practice Manual – Signs as Remote Supervision

## **5. Policy Review**

This policy will be reviewed after 12 months.