

# SIGNS AS REMOTE SUPERVISION POLICY

---

<b>Reference number:</b>	POL 011
<b>Approval date:</b>	17 October 2022
<b>Policy owner:</b>	Manager Parks and Strategic Operations
<b>Next review:</b>	September 2025

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 Council owned/operated recreational facilities under this Policy.

## Purpose

- To provide clear guidelines as to the placement of guidance, directional or prohibition signs.
- To ensure the safe and effective management of parks, sportsgrounds, gardens and public reserves through the provision of appropriate signs consistent with the enjoyment of the facilities provided to legitimate users.
- To minimise impacts on infrastructure, utilities and services.
- 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 claims emanating from the provision of services to the community.

## Scope

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 undertaking recreational activities.

An annual regular inspection program of Council’s remote supervision signage shall be included in risk inspections and conducted by staff within Council’s Infrastructure Directorate.

Areas of potential public liability exposure at river reserves, sportsgrounds and parks inadequately signposted shall, when Council becomes aware of a potential risk, be assessed based on the level of risk identified and available budget, with a view to:

- reducing the risk using signs as remote supervision.
- accepting the risk using signs as remote supervision.

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.

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.

The implementation of this Policy and associated procedures shall be the responsibility of the Manager Parks and Strategic Operations.

## Policy Provisions

### Responsibilities

Council staff will undertake a regular inspection regime to ensure that the required signs are in place and are compliant with Australian Standards and current best practice.

### Reporting Requirements

- Statewide Mutual - Risk Management and Audit Program.
- Reporting and benchmarking through Statewide Mutual - Continuous Improvement Program.

## Legislative Context

- Local Government Act 1993 – s632, s633, s681A, s630, s631
- Civil Liabilities Act 2002 – s42, Division 5, c5m

## Related Documents

- Australian Standards - Signage
- Statewide Mutual Liability Fund - Best Practice Manual “Signs as Remote Supervision”.
- Council’s Signs as Remote Supervision Checklist
- Council’s River Reserve Signage Audit

## Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 09/077	27 July 2009
2	E-Team	2 April 2013
3	Res No: 13/224.1	26 August 2013
4	Res No: 17/279	28 August 2017
5	Res No: 22/354	17 October 2022

**ATTACHMENT: SIGNS AS REMOTE SUPERVISION CHECKLIST**

**Wagga Wagga City Council - Signs as Remote Supervision Checklist**

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

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:

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_ ECM Registration No: \_\_\_\_\_ Signature: \_\_\_\_\_