	SIGNS FOR REMOTE SUPERVISION	Doc No	
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GENERAL MANAGER	Council 21st February 2017 Minute No: 02.17.3924	February 2019	

POLICY STATEMENT

To ensure clear, concise directions as to the location, content and frequency of signs at Council controlled facilities, to minimise public liability exposure emanating from the provision of services to the community.

OBJECTIVES

1. To ensure that signs erected at Council Parks, Reserves and Pools encourage appropriate and safe use.
2. To provide that in determining if signs are to be erected at a Council Park, Reserve or Pool, Council follows a set recognizable procedure that demonstrates the systematic consideration of hazards and usage factors.
3. To ensure that Council adheres to International and Australian Standards in the design and erection of signs.
4. To ensure that Council follows the provisions of the Statewide Mutual Liability Scheme for Local Government's Best Practice Manual "Signs as Remote Supervision".

SCOPE

1. All Councillors, permanent, temporary and casual employees of Balranald Shire Council, including volunteers, work experience persons and contractors.
2. All Council Parks, Reserves and Pools.

DEFINITIONS

1. *Development Rating for Parks and Reserves:* Grading scale of “1” to “5” used to rate the extent of infrastructure at a Council park or reserve. i.e. “1” – no infrastructure; up to “5” – extensive development such as a sporting complex. See Table 1 – Signs as Remote Supervision – Implementation Guidelines.
2. *Hazard Rating for Parks and Reserves:* Grading scale of “1” to “5” used to rate the degree of natural hazards in a Council park or reserve. i.e. “1” – no hazardous natural features up to “5” – hazards include a river, dams and cliffs greater than 3 metres. See Table 1 – Signs as Remote Supervision – Implementation Guidelines.
3. *Population Use Rating for Parks and Reserves:* Grading scale of “1” to “5” used to rate the estimated maximum number of people that may use the park or reserve at any one time. i.e. “1” – less than 5 people at any one time; up to “5” – more than 500 people at any one time. See Table 3 – Signs as Remote Supervision – Implementation Guidelines.
4. *Frequency of Use Rating for Parks and Reserves:* Grading scale of “1” to “5” used to rate how often the park or reserve is in use. i.e. “1” – used once annually; up to “5” – in continuous use for the majority of every day. See Table 4 – Signs as Remote Supervision – Implementation Guidelines.
5. *Development Rating for Pools:* Grading scale of “2” to “5” used to rate the type of pool at a Council park or reserve. i.e. “2” – a natural waterhole in untouched bushland; up to “5” – an extensive swimming and recreation development. See Table 5 – Signs as Remote Supervision – Implementation Guidelines.
6. *Population Use Rating for Pools:* Grading Scale of “1” – “5” used to rate the estimated number of people that may use a pool at any one time. i.e. “1” – less than 5 people at any one time; up to “5” – more than 500 people at any one time. See Table 6 – Signs as Remote Supervision – Implementation Guidelines.
7. *Frequency of Use Rating for Pools:* Grading Scale of “1” to “5” used to rate how often the pool is in use. i.e. ‘1’ – used once annually; up to “5” – an activity or event is held at the pool on a daily basis. See Table 7 – Signs as Remote Supervision – Implementation Guidelines.
8. *Facility Visitation Rate (FVR):* A numerical result that is applied to parks, reserves or pools, reached by multiplying the Development Rating by the Population Use Rating, then adding the Frequency of Use Rating. The FVR is used to determine the (minimum) appropriate signs for each park, reserve or pool. See Table 8 – Signs as Remote Supervision – Implementation Guidelines.

PROVISIONS

1. The process of Risk Assessment for sign installation in Parks, Reserves and Pools shall take into account:-
 - The degree of development at the site,
 - Hazards identified and rated as per Table 2 Signs as Remote Supervision – Implementation Guidelines, and
 - The level of public use.

Refer to *Flow Chart* - Signs as Remote Supervision – Implementation Guidelines.
2. Signs shall be erected on the basis of the calculated Facility Visitation Rate (FVR). See Table 8 – Signs as Remote Supervision – Implementation Guidelines.
3. Signs shall be inspected and maintained in accordance with Council's annual budget allocation.

RESPONSIBILITIES

In accordance with Signs as Remote Supervision – Implementation Guidelines:

The Director of Infrastructure & Development:

1. Arranges the assessment of Development, Hazard and Usage factors.
2. Arranges for the preparation and management of Budgets and Programs for the erection and maintenance of signs.
3. Determines the placement of signs.
4. Arranges the construction and erection of signs.

SIGNS AS REMOTE SUPERVISION IMPLEMENTATION GUIDELINES

TABLE 1 – DEVELOPMENT RATING FOR PARKS and RESERVES

DEVELOPMENT RATING	DEVELOPMENT	HAZARD RATING	NATURAL HAZARDS
1	Untouched bush or cleared land. No infrastructure	1	No hazardous natural features
2	Cleared land with static infrastructure such as a grass area with tables and chairs, toilet block or lookout	2	Sloping ground, no natural water. e.g. walking track around reserve
3	Cleared land with mobile infrastructure such as a grassed area with play equipment, cycleway, markets, leash-free dog areas	3	Reserve contains natural waterway that runs during wet weather, drops less than one metre
4	Council-owned infrastructure with no artificial lighting such as golf course, football field, recreational ground, caravan park	4	Creeks, ponds and ledges between 1metre and 3 metres
5	Extensively developed infrastructure with artificial lighting such as sporting complex, artificially lit netball courts	5	Contains river, dams or cliffs greater than 3 metres

Note: Whichever is the higher of the Development Rating or the Hazard Rating is the RISK RATING for the reserve.

TABLE 2 – EXAMPLES OF SEVERITY RISK VARIABLES

RATING	VARIABLE	
1	Minor Injury	Minor cuts, grazes, bruising, bleeding
2	Sprains and strains	An injury resulting in time being spent at home
3	Serious injury	Broken limb, facial lacerations, partial disability etc requiring hospitalisation
4	Permanent Disability	A serious injury resulting in a permanent disability
5	Death	As a result of the injuries sustained

TABLE 3 – POPULATION USE RATING FOR PARKS and RESERVES

USE RATING	ESTIMATED MAXIMUM POPULATION USE FOR AREA
1	Less than 5 people at any one time
2	5 to 50 people at any one time
3	50 to 100 people at any one time
4	100 to 500 people at any one time
5	More than 500 people at any one time

TABLE 4 – FREQUENCY OF USE RATING FOR PARKS and RESERVES

USE RATING	ESTIMATED FREQUENCY OF USE
1	An activity or event is held at the site on an annual basis
2	An activity or event is held at the site on a monthly basis
3	An activity or event is held at the site on a weekly basis
4	An activity or event is held at the site on a daily basis
5	The site is in continuous use for the majority of every day

TABLE 5 – DEVELOPMENT RATING FOR POOLS

DEVELOPMENT RATING	DEVELOPMENT DESCRIPTION
1	Not applicable
2	Natural swimming pool/hole; e.g. untouched bush owned by Council with access to natural water hole known for swimming use
3	Natural swimming pool/hole: e.g. untouched bush owned by Council with static infrastructure (tables, toilet block etc) with access to natural water hole known for swimming use
4	Council-owned infrastructure purpose built for swimming recreation; e.g. coastal rock pool, single tank swimming pool
5	Extensively developed infrastructure purpose built for swimming recreation; e.g. multiple tank swimming pools, multi-purpose facilities

TABLE 6 – POPULATION USE RATING FOR POOLS

USE RATING	ESTIMATED MAXIMUM POPULATION USE
1	Less than 5 people at any one time
2	5 to 50 people at any one time
3	50 to 100 people at any one time
4	100 to 500 people at any one time
5	More than 500 people at any one time

TABLE 7 – FREQUENCY OF USE RATING for POOLS

USE RATING	ESTIMATED FREQUENCY OF USE
1	Not applicable
2	An activity or event is held at the site on an annual basis
3	An activity or event is held at the site on a monthly basis
4	An activity or event is held at the site on a weekly basis
5	An activity or event is held at the site on a daily basis

FLOW CHART

RISK ASSESSMENT AND SIGN INSTALLATION IN PARKS, RESERVES AND POOLS

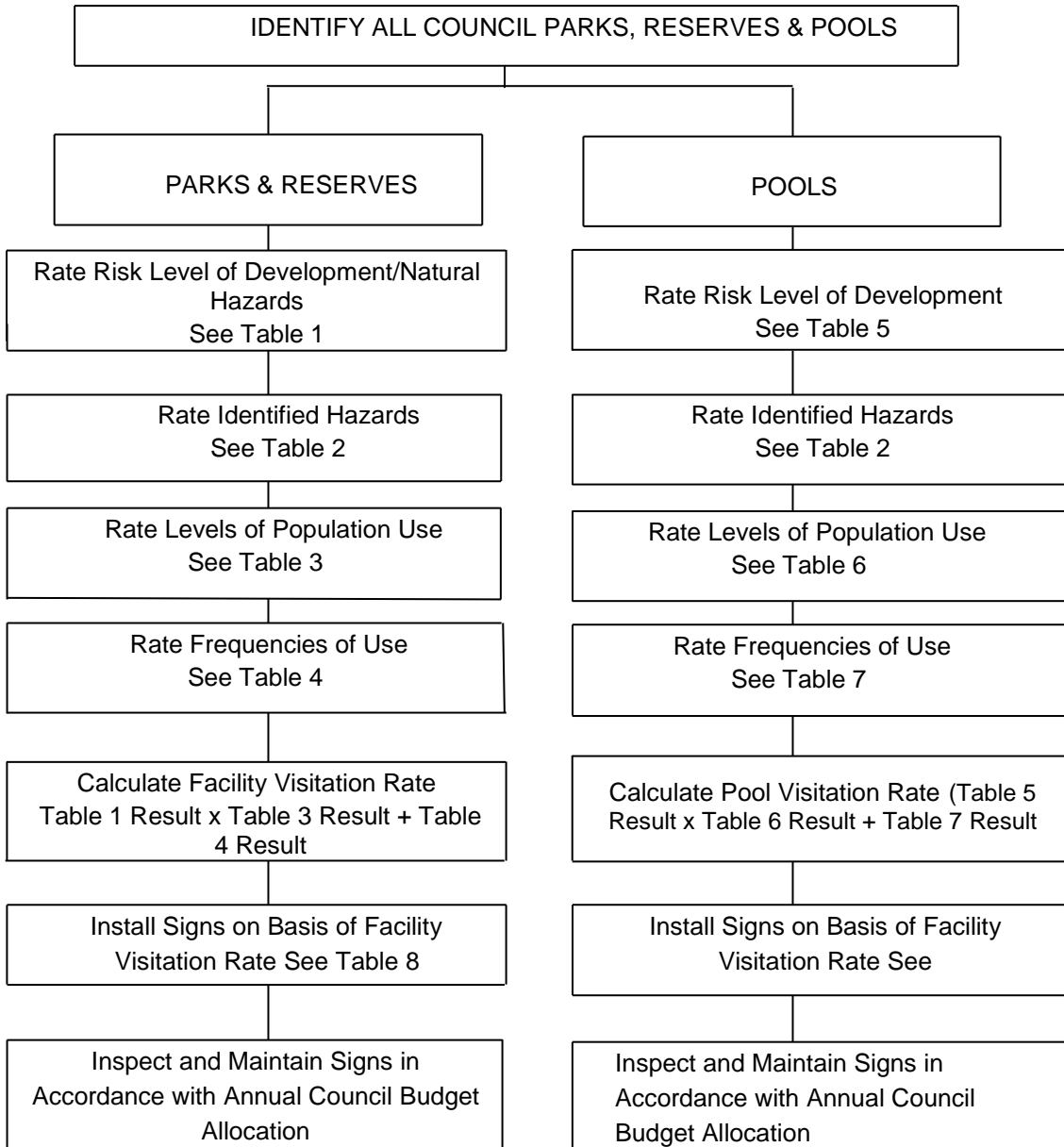


TABLE 8 – USE OF FACILITY VISITATION RATING (FVR) TO DETERMINE (MINIMUM) APPROPRIATE SIGNS

FVR	GENERAL DESCRIPTION OF SIGN	LOCATION OF SIGNS
2 – 3	No signs are required	Nil
4 – 6	One sign is required The sign should contain the name of the facility The sign should contain a general safety message All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms	The sign should be placed in a prominent position within the facility
7 – 10	All signs should contain the name of the facility All signs should contain a general safety warning message All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms The highest ranked hazard identified within the facility should appear on the sign as a warning symbol	A sign should be placed at all entrances provided by Council to the facility. Signs should be spaced no further apart than 1000 metres around the perimeter of the facility where access cannot be controlled.
11 – 15	All signs should contain the name of the facility. All signs should contain a general safety warning message. All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms. The two dominant hazards identified within the facility should appear on the sign as warning symbols.	A sign should be placed at all entrances provided by Council to the facility. Signs should be spaced no further apart than 500 metres around the perimeter of the facility where access cannot be controlled
16 – 20	All signs should contain the name of the facility All signs should contain a general safety warning message All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms. The three dominant hazards identified within the facility should appear on the sign as warning symbols.	A sign should be placed at all entrances provided by Council to the facility. Signs should be spaced no further apart than 250 metres around the perimeter of the facility where access cannot be controlled.

21 – 26	<p>All signs should contain the name of the facility</p> <p>All signs should contain a general safety warning message</p> <p>All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms.</p> <p>All hazards identified within the facility should appear on the sign as warning symbols.</p>	<p>A sign should be placed at all entrances provided by Council to the facility.</p> <p>Signs should be spaced no Further apart than 100 metres around the perimeter of the facility where access cannot be controlled.</p>
27 – 30	<p>The level of risk is such that warning signs alone would not be the most appropriate risk reduction technique.</p> <p>Fulltime supervision whilst the facility is occupied is the preferred option.</p> <p>A suitably experienced organizing group or community committee, police or security firm may supply fulltime supervision.</p> <p>Physical barriers preventing access should be provided and installed unless there is fulltime supervision.</p>	

General Safety Message: *“For the safety and comfort of all users of this facility, please observe the prohibition, warning and information symbols”*

Note:

It is important that Council not use prohibition signs unless they can demonstrate that the prohibition is enforced.

All signs must be in accordance with recognized Australian/International standards and colours.

BALRANALD SHIRE COUNCIL

SIGNS AS REMOTE SUPERVISION

INSPECTION CHECKLIST
PARKS AND RESERVES

NAME OF PARK OR
RESERVE:.....

INSPECTOR..... DATE / /

DEVELOPMENT	YES/NO	COMMENTS/CONDITION
<i>Perimeter Fencing</i>		
<i>Car park</i>		
<i>Boat Ramp</i>		
<i>Clubrooms</i>		
<i>Grandstand</i>		
<i>Toilets</i>		
<i>Playgrounds</i>		
<i>Lookout</i>		
<i>Bridge</i>		
<i>Rotunda</i>		
<i>Other Buildings</i>		
<i>Service Pits</i>		
<i>Goal Posts</i>		
<i>Lighting/Electrical/Poles</i>		
<i>Barbeque Facilities</i>		
<i>Statues/Artworks</i>		
<i>Drinking Fountains</i>		
<i>Seating/Tables</i>		
<i>Pathways</i>		
<i>Gardens</i>		
<i>Signs</i>		
<i>Rubbish Bins</i>		
<i>Skate Ramps</i>		

NATURAL FEATURES	YES/NO	COMMENTS/CONDITION
<i>River</i>		
<i>Pond/Dam</i>		
<i>Drains/Gullies</i>		
<i>Trees</i>		
<i>Bushland</i>		
<i>Rocks</i>		
<i>Steep/Sloping Ground</i>		
<i>Bluegreen Algae</i>		

COUNCIL ORDINANCES	YES/NO	COUNCIL ORDINANCES	YES/NO
<i>Alcohol Free</i>			
<i>No Camping</i>			
<i>No Dogs</i>			
<i>Other</i>			

DETERMINATION OF SIGN REQUIREMENTS

NAME OF FACILITY:

CALCULATION OF FACILITY VISITATION RATE (FVR)
 TABLE 1 – DEVELOPMENT RATING FOR PARKS and RESERVES
 TABLE 3 – POPULATION USE RATING FOR PARKS and RESERVES
 TABLE 4 – FREQUENCY OF USE RATING FOR PARKS AND RESERVES

FVR = Table 1 Result x Table 3 Result + Table 4 Result.....
 x + FVR.....

LIST OF HAZARDS
 Rated as per Table 2 – Examples of Severity Risk Variables

SIGN PLACEMENT

NUMBER	POSITION.....
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GENERAL SAFETY MESSAGE TO BE INCLUDED ON ALL SIGNS:
"For the safety and comfort of all users of this facility, please observe the prohibition, warning and information symbols"

COUNCIL ORDINANCES TO BE DEPICTED ON SIGN
 Note: All Council Ordinances should appear as prohibition signs. It is important that Council not use prohibition signs unless they can demonstrate that the prohibition is enforced.

WARNING SYMBOLS TO BE DEPICTED ON SIGN
