

Document Name	Document Version Number	Review Date
Signs As Remote Supervision Policy	1.0.3	October 2023
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23 October 2019	5428	Revised

### 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 useable 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 Greater Hume Council.

### 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.

### Definitions

**Council** means Greater Hume Council (GHC), ABN: 44 970 341 154

**GHC** means Greater Hume Shire Council or Council, ABN: 44 970 341 154

### Policy Content

Council shall use and refer to the procedures set out in the Statewide Mutual 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 operating.

A regular inspection program of Council's remote supervision signage shall be included in risk inspections conducted by Council officers.

Areas of potential public liability exposure at river reserves and parks inadequately signposted shall, when Council becomes aware of a potential risk, be assessed with a view to:

- eliminate the risk using signs as remote supervision
- reduce the risk using signs as remote supervision
- accept 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 related procedure.

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.

### **Links to Policy**

Risk Management Policy

### **Links to Procedure**

Risk and WHS Responsibility Authority and Accountability Procedure  
Signs as Remote Supervision Procedure

### **Links to Forms**

Signs as Remote Supervision Assessment Form

### **References**

AS/NZS ISO 31000:2009 Risk Management – principles and guidelines  
Statewide Mutual – Best Practice Manual – Signs as Remote Supervision  
Statewide Mutual – Best Practice Manual – Signs as Remote Supervision – supplement  
*AS 2342 Development, testing and Implementation of Information and Safety Symbols and Symbolic Signs*  
*AS/NZS 2416 Standard for Water Safety*

### **Responsibility**

As detailed in the Risk and WHS Responsibility Authority and Accountability Procedure.

### **Document Author**

Risk & Safety Coordinator

### **Relevant Legislation**

1993 Local Government Act  
Civil Liability Act 2002  
WHS Act 2011 & associated Regulation

### **Associated Records**

GHSC – RS Signage Register  
GHSC – RS Signage Template – Large  
GHSC – RS Signage Template – Medium  
GHSC – RS Signage Template – Small