

POLICY TITLE SIGNS AS REMOTE SUPERVISION

VERSION I: Adopted 3 May 2007

Last reviewed: -

OBJECTIVES

To ensure clear and concise directions as to the location, content and frequency of signs at swimming pools, reserves and parks to minimise public liability exposure emanating from provision of services to the community.

POLICY STATEMENT

- 1 Council has prepared a set of procedures in relation to its signs used as remote supervision. These procedures are based on current best practice. 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.
- 2 A regular inspection program of Council's remote supervision signage shall be included in risk inspections conducted by Council's Risk Managers.
- 3 Areas of public liability exposure at beaches, swimming pools, reserves and parks inadequately signposted shall, when Council becomes aware of a potential risk, be assessed with a view to:-
 - a) eliminating the risk
 - b) reducing the risk
 - c) accepting the riskusing signs as remote supervision
- 4 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.
- 5 The appropriate 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.
- 6 The implementation of this policy and associated procedures shall be the responsibility of the Executive Manager. Due to Councils fixed resources it will be necessary to implement this plan in a reactive manner. Signage will

be inspected, repaired and replaced in relation to the risk associated with the hazard.

Date Policy Adopted	Minute No	Authority
3 May 2007	33383	Council Resolution

FACILITY VISITATION RATES FOR PUBLIC AREAS

The following inspection procedure provides Council with a risk assessment process for determining the number and style of signs required in public areas for remote supervision.

For each public area the facility visitation rate shall be determined from the following tables and the use of equation 1. The resulting Facility Visitation Rate (FVR) will provide staff with direction on the signage most appropriate to that location.

TABLE 1 – DEVELOPMENT RATING FOR RESERVES

Development	Rating*	<i>Natural Hazards</i>
Virginal bush, cleared land, no infrastructure	1	No hazardous natural features
Cleared land, static infrastructure eg. Grass area with tables and chairs, toilet block, lookout	2	Sloping ground, no natural water eg walking track around reserve
Cleared land with mobile infrastructure eg. grassed area with play equipment.	3	Reserve contains natural waterway that runs during wet weather, drops less than 1 metre
Council owned infrastructure with no artificial lighting eg golf course, football field, recreational ground, caravan park	4	Creeks, ponds and ledges between 1 metre and 3 metres
Extensively developed infrastructure with artificial lighting eg sporting complex, artificially lit netball courts	5	Contains river, dams and cliffs greater than 3 metres

*Assess the site for a comparable level of development and/or natural hazard to those described in the table. Establish a risk rating for the level of development and/or the natural hazard making reference to the middle column. Use the highest of these numbers to represent the 'development' in the Facility Visitation Rate (FVR) calculation.

TABLE 2 – DEVELOPMENT RATING FOR POOLS

Rating	Development
1	Not Applicable
2	Natural swimming pool/hole eg virginal bush owned by Council with access to natural water hole known for swimming pool
3	Natural swimming pool/hole eg cleared land owned by Council with static infrastructure (tables, chairs, toilet block etc) with access to natural water hole known for swimming use
4	Council owned infrastructure purpose built for swimming recreation eg. coastal rock pool, single tank swimming pool
5	Extensively developed infrastructure purpose built for swimming recreation eg multiple tank swimming pools, multi-purpose facilities

TABLE 3 – POPULATION USE RATING FOR RESERVES

Rating	Population Use
1	Less than 5 people at a time
2	5 to 50 people at a time
3	50 to 100 people at a time
4	100 to 500 people at a time
5	Greater than 500 people at a time

TABLE 4 – POPULATION USE RATING FOR POOLS

Rating	Population Use
1	Not Applicable
2	Less than 5 people at a time
3	5 to 49 people at a time
4	50 to 99 people at a time
5	Greater than a 100 people at a time

TABLE 5 – FREQUENCY USE RATING FOR RESERVES

Rating	Frequency of Use
1	An annual activity or event is held at facility
2	A monthly activity is held at facility
3	A weekly activity or event is held at the facility
4	A daily activity or event is held at the facility
5	The facility is in continuous use

TABLE 6 – FREQUENCY USE RATING FOR POOLS

Rating	<i>Frequency of Use</i>
1	Not applicable
2	An annual activity or event is held in the pool
3	An activity or event takes place within the pool on a monthly basis
4	An activity or event takes place within the pool on a weekly basis
5	An activity or event takes place within the pool on a daily basis

To determine the most appropriate signage and its location at each facility it is necessary to calculate the Facility Visitation Rate (FVR).

Equation 1

$$\text{FVR} = (\text{Development} \times \text{Population}) + \text{Frequency}$$

Tables 3, 4, 5 and 6 are designed to assist in providing a population rating and a frequency rating.

Once a Facility Visitation Rate (FVR) has been calculated refer to Table 7- Determining Most Appropriate Sign for a Council Reserve or Table 8– Determining the Most Appropriate Sign for a Council Pool.

Each table will indicate the “General Description Of Sign Required” as well as its “Location” at a facility.

TABLE 7 – DETERMINING THE MOST APPROPRIATE SIGN FOR A COUNCIL RESERVE

FVR	GENERAL SIGN DESCRIPTION	LOCATION
2-3	No sign is required	Nil
4-6	<p>The sign should contain the name of the reserve</p> <p>The sign should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the reserve should appear on the sign as prohibition pictograms</p>	A sign should appear in a prominent position at the entrance to the reserve
7-10	<p>The sign should contain the name of the reserve</p> <p>The message should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the reserve should Appear on the sign as prohibition pictograms</p> <p>The dominant hazard identified within the reserve should appear on the sign as a warning symbol</p>	A sign should appear at all entrances provided by council to the reserve and spaced no greater than 1000 metres apart around the perimeter of the reserve where access cannot be controlled
11-15	<p>The sign should contain the name of the reserve</p> <p>The message should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the reserve should Appear on the sign as prohibition pictograms</p> <p>The two dominant hazards identified within the reserve should appear on the sign as warning symbols</p>	A sign should appear at all entrances provided by Council to the reserve and spaced no greater than 500 metres apart around the perimeter of the reserve where access cannot be controlled

16-20	<p>The sign should contain the name of the reserve</p> <p>The message should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the reserve should appear on the sign as prohibition pictograms</p> <p>The three dominant hazards identified within the reserve should appear on the sign as warning symbols</p>	<p>A sign should appear at all entrances provided by Council to the reserve and spaced no greater than 250 metres apart around the perimeter of the reserve where access cannot be controlled.</p>
FVR	GENERAL SIGN DESCRIPTION	LOCATION
21-26	<p>The sign should contain the name of the reserve</p> <p>The message should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the reserve should appear on the sign as prohibition pictograms</p> <p>All hazards identified within the reserve should appear on the sign as warning symbols</p>	<p>A sign should appear at all entrances provided by Council to the reserve and spaced no greater than 100 metres apart around the perimeter of the reserve where access cannot be controlled</p>
27-30	<p>Council should consider full-time supervision whilst the reserve is occupied. The level of risk is such that a sign warning people of the hazards would not be the most appropriate risk reduction technique</p> <p>Whatever level of supervision Council elects, the supervisory body must be experienced for the activity</p> <p>Physical barriers preventing access should be provided and installed unless there is full-time supervision</p>	

TABLE 8 – DETERMINING THE MOST APPROPRIATE SIGN FOR A COUNCIL POOL

FVR	General Sign Description	Location
2-20	<p>The sign should contain the name of the pool</p> <p>The sign should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the pool should appear on the sign as prohibition pictograms</p> <p>All hazards identified within the pool should appear on the sign as warning symbols</p>	<p>A sign should appear at all entrances provided by Council to the pool and spaced no greater than 100 metres apart around the perimeter of the pool where access cannot be controlled</p>
21-30	<p>Council should consider full time supervision whilst the pool is occupied. The level of risk is such that a sign warning people of the hazards would not be the most appropriate risk reduction technique.</p> <p>What ever level of supervision council elects, the supervisory body must be experienced for the activity.</p> <p>Physical barriers preventing access should be provided and installed unless there is full-time supervision</p>	

It is the responsibility of the Executive Manager of Infrastructure and Assets to ensure adequate signage is displayed in accordance with the Best Practice Manual – Signs as Remote Supervision. Signage should reflect to the users of the facility the risks associated with the developmental and natural features present at that facility.

FACILITY VISITATION RATE

	Develo pment Table 1 or 2	Natural hazards Table 1 or 2	Pop Table 3 or 4	Freq Table 5 or 6	FVR
Passive Recreational Areas:					
Jubilee Park Dungog	3	3	2	2	8
Bruyn Park, Dungog	2	3	2	3	9
Pioneer Park, Dungog	2	1	1	1	3
Lions Park, Clarence Town Road, Dungog	3	1	2	1	7
Coronation Park, Dungog	3	1	2	1	7
Frank Robinson Memorial Park, Dungog	2	5	2	2	12
Lions Park, Scott Avenue, Dungog	3	1	2	1	7
Lioness Park, Clarence Town Road, Dungog	2	5	2	1	11
Fulton Park, Salisbury	2	1	1	1	3
John Tucker Park, Paterson	3	5	3	2	17
Kings Wharf Reserve, Paterson	2	5	2	1	11
Dave Sands Memorial Park, Bendolba	2	1	1	1	3
Orana Park, Gresford	3	1	2	1	7
Maxwells Creek Reserve	2	1	1	1	3
Phillips Creek Reserve	2	1	1	1	3
Vacy Memorial Green	2	1	2	1	5
Reserve, Baird Street, Dungog	1	1	1	1	2
Bandon Grove Reserve	2	5	3	1	16
Lions Park, Clarence Town	2	5	2	1	11
Bridge Reserve, Clarence Town	2	5	4	2	22
Skip Line Park, Martins Creek	3	1	2	1	7
Chichester Reserve	2	1	1	1	3
Martins Creek Recreational Reserve	4	1	2	1	9
Active Recreational Areas:					
Dungog Netball Courts	5	3	3	3	18
Dungog Public Swimming Pool	5	5	3	5	20
Dungog Skateboard Area	4	3	2	1	9
Clarence Town Public Swimming Pool	5	5	3	5	20
Clarence Town Fishing Club Reserve	2	5	1	2	7
Clarence Town Pony Club Grounds	4	1	2	2	10
Bennett Park (committee management)	5	1	4	3	23
Clarence Town Park (committee management)	5	1	4	3	23
Paterson Sportsground (committee management)	5	1	4	3	23
Gresford Sporting Complex (committee management)	5	1	4	3	23
Dungog Showground (committee management)	5	1	4	3	23
Martins Creek Tennis Courts (committee management)	4	1	2	1	9
Clarence Town Tennis Courts (committee management)	5	1	2	3	13
Dungog Tennis Courts (committee management)	5	1	2	3	13
Wharf Reserve (Williams River) Water-skiing area	2	5	2	2	12
Webbers Creek (Paterson River) Boating Area	2	5	1	1	6