

Signs as Remote Supervision – A Risk Management Policy

1 Document Information

Version Date <i>(Draft or Council Meeting date)</i>	24 July 2018
Author	Risk Management Coordinator
Owner <i>(Relevant director)</i>	Director Engineering and Technical Services
Status – <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
Next Review Date	12 months from Council being elected
Minute number <i>(once adopted by Council)</i>	18/07/14

2 Summary

By using a procedural approach, Council will control facilities with signs providing information to the community. The signage will be inspected within determined timeframes with respect to staffing and budget.

3 Approvals

Title	Date Approved	Signature
Director Engineering and Technical Services		

4 History

Minute No.	Summary of Changes	New Version Date
03/04/22-5		3 April 2007
10/11/11	Adopted by Council at November Meeting	15 November 2010
13/09/30	Readopted as per s165(4)	17 September 2013
18/07/14	Risk Management Officer changed to Risk Management Coordinator. Readopted as per s165(4)	24 July 2018

5 Reason

The policy “Signs as Remote Supervision” ensures that Cabonne 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.

6 Scope

The benefit of a sign is that it brings the foreseeable risk to the attention of the person at that location. It is supposed to add to the knowledge of the person who views the sign. If the person then elects to enter the area and suffers injury, then arguably Council had satisfied its duty of care and no liability will be incurred. The sign must be appropriate to the situation and placed in an appropriate position.

7 Associated Legislation

Civil Liability Act 2002

8 Definitions

Facility - *“a parcel of land that may include reserves, parks, pools and where applicable, waterways, either owned, operated or under the care and control of Council”.*

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control of the “Signs as Remote Supervision” Policy and its implementation across Council.

9.2 Directors and Managers

Directors and Managers have the responsibility to ensure that the “Signs as Remote Supervision” Policy and the associated procedures are implemented within their areas of responsibility.

9.3 Supervisors

Supervisors are responsible for ensuring that signs are installed and maintained in each of Council’s facilities as required by the Policy and Procedures.

9.4 Employees

Employees are responsible for notifying their supervisors if any signs require replacement or repair.

9.5 Others

The community is required to comply with any signage where it is required at or in Council facilities

10 Related Documents

Document Name	Document Location
Risk Management Policy	
Gathering Information Policy	

11 Policy Statement

Cabonne Council will aim to satisfy the duty of care that it has with respect to each facility by using a systematic, factual and repeatable approach to the provision of signs for the information of people using those facilities under Council's care and control. All facilities signage will be inspected on an at least an annual basis but within the constraints of staffing and budget.