

# TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## REMOTE SUPERVISION SIGNS

**ACTIVE**

|                       |
|-----------------------|
| <b>Review Details</b> |
|-----------------------|

**ABOUT THIS RELEASE**

**DOCUMENT NAME:** Remote Supervision Signs  
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**REVIEW**

| Revision Date  | Revision Description  | Date approved by Council | General Managers Endorsement |
|----------------|---|--------------------------|------------------------------|
| September 2009 | Revision to co-incide with update of Statewide Best Practice Manual             |                          | GCL                          |
| September 2017 | Revision to coincide with Statewide commonly recognised symbols supplement 2014 | N/A                      | GCL                          |
|                |   |                          |                              |
|                |   |                          |                              |

**PLANNED REVIEW**

| Planned Review Date | Revision Description | Review by      |
|---------------------|----------------------|----------------|
| October 2021        | Review               | Safety Officer |

## POLICY

To provide and maintain Remote Supervision Signs at Councils' Parks Reserves, Sporting Fields, and Facilities where recreational activities are pursued.

To ensure that information posted on those signs will advise the public of risks that have been identified within the immediate area.

To enforce any Prohibition under the Local Government Act that those signs may identify.

Evaluate and manage signs to improve public safety and awareness.

Monitor the appropriateness of the signs to the identified situation.

Use signs that conform to Australian Standards or follow as near as possible the scheme of those signs.

Use recognised Pictograms suitable for use by Councils.

## RESPONSIBILITIES

Council will be responsible for the installation and maintenance of Remote Supervision Signs.

Councils' Safety Officer and Parks and Garden Staff will be responsible for the inspection of, and recording of repairs required of those signs, on Councils' Inspection Report Sheets at intervals set out on those Report Sheets.

Council has a section responsible for the maintenance and installation of signage within its' workforce. That department will be responsible for the repair or replacement of any Remote Supervision Signs that need to be erected or repaired as reported on those Inspection Sheets.

## DETERMINATION OF SIGNS

Council will use the process of Risk Management and Risk Assessment in determining the appropriateness of the sign for the specific situation, where certain risks are identified.

Statewide' Best Practice Manual Version 8.1 (Signs as Remote Supervision) and Statewide Mutual Commonly Recognised Symbols Supplement 2014 will also be used as a guide to the installation of signage.

The Department of Local Government's revised edition of Water Safety Practice Note 15 will also be used to determine signage.

## REFERENCE MATERIAL

- Australian Standard 2416-2002 Design and application of water safety signs
- Australian Standard 2342 Development, testing and implementation of information and safety symbols and symbolic signs.
- Australian Standard 2899 Public information symbolic signs
- Australian Standard 2899.2 Part 2 Water safety signs
- Department of Local Government Practice Note 15 Water Safety
- Statewide Mutuals -Best Practice Manual- Signs as Remote Supervision Version 8.1
- Statewide Mutual – Commonly Recognised Symbols Supplement 2014

## DETERMINING SIGNAGE FOR RESERVES, PARKS AND POOLS WITHIN TEMORA SHIRE COUNCIL

Signage used is determined by using the Facility Visitation Rate. This is calculated by using the following formula.

*Facility Visitation Rate =*

*Development Rating Number x Population Use Number +  
Frequency of Use Number*

### Step 1

Calculate the Facility Development Rating Number using the following tables(1A and 1B).

**Table 1A Development Rating for Reserves/Parks**

|   | DEVELOPMENT  | NATURAL HAZARDS   |
|---|--|---|
| 1 | Virginal bush, cleared land, no infrastructure   | No hazardous natural features                                 |
| 2 | Cleared land, static infrastructure e.g. grass area with tables and chairs, toilet block, BBQ facility, shade structures                 | Sloping ground, trees   |
| 3 | Cleared land with mobile infrastructure e.g. grassed area with play equipment, markets, leash free dog areas.                            | Sloping ground, trees, walkways                               |
| 4 | Council owned infrastructure with artificial lighting e.g. football field, recreational ground, caravan park, skate park, kiosk, toilets | Creeks or dams ,large trees                                   |
| 5 | Extensively developed infrastructure with artificial lighting e.g. sporting complex, netball courts, kiosk ,toilets,                     | Contains lake, dams, large trees, banks greater than 1 metre. |

### NOTE:

1. The rating number used to calculate the FVR will be the higher of the development or natural hazard rate.
2. The development table varies to the table in Statewide Mutual BPM to suit the Council assets

Table 1B

**Development Rating for Swimming Facilities-as described in the Local Government Practice Note 15 (revised edition 2005)**

| Rating | Development Rating   |
|--------|--|
| 1      | Other: e.g. natural still waterway that is an area known for swimming and associated activities (rivers, creeks, lakes, etc).  |
| 2      | Other: e.g. Any still water environment that has been specifically constructed, designed or intended to be used for swimming, diving, paddling or wading (Rock Pools, Dams, Swimming Enclosures, etc).   |
| 3      | Swimming Pool: (Local Community Swimming Pool). Swimming Pool that is managed by the Council and/or a designated community group that has one small swimming pool (less than 25 metres in length) with very low patronage levels and no more than one aquatic activity occurring at any one time. Pool configuration would always be the standard rectangular shape.   |
| 4      | Swimming Pool: (Aquatic Centre). Facility that has one or two bodies of water with medium to low patronage levels and no more than one aquatic activity occurring at any one time e.g. main swimming pool and a diving of toddler pool. Pool configuration is generally a standard rectangular shape.  |
| 5      | Swimming Pool: (Multi Purpose Aquatic and Recreation Facility). This facility generally has more than one body of water and would typically have a high patronage turnover with multiple activities occurring at the same time e.g. school usage, lap swimming, lean to swim, scuba diving etc. Pool configuration and number of pools within the facility should also be taken into consideration for the purposes of surveillance. |

**NOTE:** Temora Shire Council does not have any beach facilities.

**Development Rating Numbers for Temora Shire Council Facilities**

| <b>REGISTER OF PARKS/RESERVES/SWIMMING POOLS/SPORTING AREAS</b> | <b>Development Rating Number</b> |
|---|----------------------------------|
| <b>PARKS</b>  |                                  |
| Apex Park   | 2                                |
| Bradley Park  | 3                                |
| Callaghan Park  | 5                                |
| Davey Park  | 2                                |
| Edis Park   | 2                                |
| Federal Park  | 5                                |
| Gloucester Park   | 3                                |
| Golden Gate Reserve   | 3                                |
| Harper Park   | 2                                |
| Hillview Park   | 2                                |
| Lake Centenary  | 5                                |
| Lions Park  | 2                                |
| Paleface Park   | 2                                |
| Pinney Park   | 1                                |
| Springdale Reserve  | 3                                |
| Temora West Park  | 4                                |
| Williams Park   | 2                                |
| <b>OTHER AREAS</b>  |                                  |
| Airport caravan Park  | 4                                |
| Caravan Park  | 4                                |
| Rural Museum  | 4                                |
| <b>SWIMMING AREAS</b>   |                                  |
| Ariah Park Swimming Pool  | 4                                |
| Temora Swimming Pool  | 5                                |
| <b>SPORTING AREAS</b>   |                                  |
| Ariah Park Rec Ground   | 4                                |
| Bob Aldridge  | 5                                |
| Nixon Park  | 5                                |
| Recreation Centre   | 5                                |
| Temora West Sportsground  | 5                                |
| Tennis Courts   | 5                                |
| The Oval  | 5                                |
| The Recreation Ground   | 5                                |

**Step 2**

**Calculate the Population Use Number for the facility**

*It is important to conduct the population usage of the facility.  
Population is defined as the average number of people that use the facility at any given point in time during an organised session or impromptu use.*

*Table 2 reflects as accurately as possible the population situation for Temora Shire Council.*

**Table 2**

|   | <b>Population Use for reserves and pools</b> |
|---|--|
| 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            |

**Population Use Rating Number for Temora Shire Council Facilities**

| <b>REGISTER OF PARKS/RESERVES/SWIMMING POOLS/SPORTING AREAS</b> | <b>Population use Rating Number</b> |
|---|-------------------------------------|
| <b>PARKS</b>  |                                     |
| Apex Park   | 1                                   |
| Bradley Park  | 1                                   |
| Callaghan Park  | 2                                   |
| Davey Park  | 2                                   |
| Edis Park   | 1                                   |
| Federal Park  | 2                                   |
| Gloucester Park   | 3                                   |
| Golden Gate Reserve   | 1                                   |
| Harper Park   | 2                                   |
| Hillview Park   | 2                                   |
| Lake Centenary  | 3                                   |
| Lions Park  | 2                                   |
| Paleface Park   | 2                                   |
| Pinney Park   | 1                                   |
| Temora West Park  | 1                                   |
| Springdale reserve  | 2                                   |
| Williams Park   | 1                                   |
| <b>OTHER AREAS</b>  |                                     |
| Airport Caravan Park  | 2                                   |
| Caravan Park  | 2                                   |
| Rural Museum  | 3                                   |
| <b>SWIMMING AREAS</b>   |                                     |
| Ariah Park Swimming Pool  | 2                                   |
| Temora Swimming Pool  | 3                                   |
| <b>SPORTING AREAS</b>   |                                     |
| Ariah Park Rec Ground   | 3                                   |
| Bob Aldridge  | 3                                   |
| Nixon Park  | 4                                   |
| Recreation Centre   | 3                                   |
| Temora West Sportsground  | 3                                   |
| Tennis Courts   | 2                                   |
| The Oval  | 3                                   |
| The Recreation Ground   | 3                                   |

**Step 3****Frequency of Usage Number**

*The next step in the process is to determine the frequency of use of the facilities. Frequency is defined as the number of times that the facility is used by patrons. In some cases facilities are used so frequently that it is considered to be zero. At the other end of the scale facilities may be used constantly by huge numbers. In the middle are facilities that are used for annual events by a large number of people such as a yearly festival.*

*Chart 3 is a typical frequency use for a Council facility. The chart reflects typical usage numbers for Temora Shire Councils facilities.*

**Seasonal fluctuations**

*In the event that the facility is used for one major event per year it may be necessary to apply additional signs for that event on a temporary basis.*

**Table 3**

| <b>Frequency of Use for reserves and parks</b> |   |
|--|---|
| 1  | An annual activity or event is held                       |
| 2  | An activity or event takes place on a monthly basis       |
| 3  | An activity or event takes place on a weekly basis        |
| 4  | An activity or event takes place on a daily basis         |
| 5  | The area is in continuous use for the majority of the day |

**Frequency of Use Rating Number for Temora Shire Council Facilities**

| <i>Parks/Reserves/Swimming Pools/Sporting Areas</i> | <b>Frequency of Use</b> |
|---|-------------------------|
| <b>PARKS</b>  |                         |
| Apex Park   | 4                       |
| Bradley Park  | 2                       |
| Callaghan Park                                      | 5                       |
| Davey Park  | 1                       |
| Edis Park   | 1                       |
| Federal Park  | 5                       |
| Gloucester Park                                     | 5                       |
| Golden Gate Reserve                                 | 1                       |
| Harper Park   | 3                       |
| Hillview Park                                       | 1                       |
| Lake Centenary                                      | 5                       |
| Lions Park  | 2                       |
| Paleface Park                                       | 5                       |
| Temora West Park                                    | 1                       |
| Pinney Park   | 1                       |
| Springdale Reserve                                  | 3                       |
| Williams Park                                       | 1                       |
| <b>OTHER AREAS</b>                                  |                         |
| Airport caravan park                                | 5                       |
| Rural Museum  | 5                       |
| Caravan Park  | 5                       |
| <b>SWIMMING AREAS</b>                               |                         |
| Ariah Park Swimming Pool                            | 5                       |
| Temora Swimming Pool                                | 5                       |
| <b>SPORTING AREAS</b>                               |                         |
| Ariah Park Rec Ground                               | 5                       |
| Bob Aldridge  | 5                       |
| Nixon Park  | 5                       |
| Recreation Centre                                   | 5                       |
| Tennis Courts                                       | 5                       |
| The Oval  | 4                       |
| The Recreation Ground                               | 4                       |
| Temora West Sportsground                            | 4                       |

**Step 4****Calculate Facility Visitation Rate***Development Rating x Population Use + Frequency of Use*

| <b>Parks/Reserves</b>    | <b>Development Rating</b> | <b>Population Rating</b> | <b>Frequency Rating</b> | <b>Facility Visitation Rating</b> |
|--------------------------|---------------------------|--------------------------|-------------------------|-----------------------------------|
| Apex Park                | 2                         | 1                        | 4                       | 6                                 |
| Bradley Park             | 3                         | 1                        | 2                       | 5                                 |
| Callaghan Park           | 5                         | 2                        | 5                       | 15                                |
| Davey Park               | 2                         | 2                        | 1                       | 5                                 |
| Edis Park                | 2                         | 1                        | 1                       | 3                                 |
| Federal Park             | 5                         | 2                        | 5                       | 15                                |
| Gloucester Park          | 3                         | 3                        | 5                       | 14                                |
| Golden Gate Reserve      | 3                         | 1                        | 1                       | 4                                 |
| Harper Park              | 2                         | 2                        | 3                       | 7                                 |
| Hillview Park            | 2                         | 2                        | 1                       | 5                                 |
| Lake Centenary           | 5                         | 3                        | 5                       | 20                                |
| Lions Park               | 2                         | 2                        | 2                       | 6                                 |
| Paleface Park            | 2                         | 2                        | 5                       | 9                                 |
| Pinney Park              | 1                         | 1                        | 1                       | 2                                 |
| Springdale Reserve       | 3                         | 2                        | 3                       | 9                                 |
| Temora West Park         | 4                         | 1                        | 1                       | 5                                 |
| Williams Park            | 2                         | 1                        | 1                       | 3                                 |
| <b>Other Areas</b>       |                           |                          |                         |                                   |
| Airport caravan park     | 4                         | 2                        | 5                       | 13                                |
| Caravan Park             | 4                         | 2                        | 5                       | 13                                |
| Rural Museum             | 4                         | 3                        | 5                       | 17                                |
| <b>Swimming Areas</b>    |                           |                          |                         |                                   |
| Ariah Park Swimming Pool | 4                         | 2                        | 5                       | 13                                |
| Temora Swimming Pool     | 5                         | 3                        | 5                       | 20                                |
| <b>Sporting Areas</b>    |                           |                          |                         |                                   |
| Ariah Park Rec Ground    | 4                         | 3                        | 5                       | 17                                |
| Bob Aldridge             | 5                         | 3                        | 5                       | 20                                |
| Nixon Park               | 5                         | 4                        | 5                       | 20                                |
| Recreation Centre        | 5                         | 3                        | 5                       | 20                                |
| Temora West Sportsground | 5                         | 3                        | 4                       | 19                                |
| Tennis Courts            | 5                         | 2                        | 5                       | 15                                |
| The Oval                 | 5                         | 3                        | 4                       | 19                                |
| The Recreation Ground    | 5                         | 3                        | 4                       | 19                                |

## DESCRIPTION OF SIGNAGE REQUIRED

The use of warning signs is a concept derived from the need for Councils to warn members of the public of hazards that are present within their facilities. International warning signs have been used for warning motorists about road conditions ahead for many years. The idea to adopt the warning signs on Council facilities is simply following a recognised convention.

By using the information gathered, the assessment of each facility and its potential for injury and the calculation of the facility visitation rate, Council will be in position to determine the most appropriate sign for the facility.

Facility Visitation Rating to determine the most Appropriate Sign for a Council Facility

| FVR    | General Sign Description   | Location   |
|--------|--|--|
| 2 – 3  | No sign is required  | Nil  |
| 4 – 6  | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>Any information symbols relevant to the facility</p> <p>NB: The sign does not require the depiction of warning symbols</p>   | A sign should appear in a prominent position within the facility           |
| 7 – 10 | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council's Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>All potential hazards identified within the facility that have a high risk rating should appear on the sign as warning symbols. If there is no high risk hazards then the most hazardous at the facility shall appear</p> <p>Any information symbols relevant to the</p> | A sign should appear at all entrances provided by Council to the facility. |

|                |  |   |
|----------------|--|---|
|                | <p>facility</p>  |   |
| <p>11 – 15</p> | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general warning message</p> <p>All Council’s Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>All potential hazards with a high risk rating should appear or if no high risk hazards then the two dominant hazards identified within the facility should appear on the sign as warning symbols</p> <p>Any information symbols relevant to the facility</p>  | <p>A sign should appear at all entrances provided by Council to facility.</p>   |
| <p>16 – 20</p> | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council’s Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>All potential high risk hazards identified will appear on the signage</p> <p>If there are no high risk hazards identified then the three dominant hazards identified within the facility shall appear on the sign as warning symbols</p> <p>Any information symbols relevant to the facility</p> | <p>A sign should appear at all entrances provided by Council to facility. Consideration must be given to placing signs in other high use areas</p>        |
| <p>21 – 26</p> | <p>The sign should contain the name of the facility</p> <p>The sign should contain a general safety warning message</p> <p>All Council’s Ordinances that apply to the facility should appear on the sign as prohibition pictograms</p> <p>All potential high risk hazards identified</p>   | <p>A sign should appear at all entrances provided by Council to the facility. Consideration must be given to placing signs in other areas of high use</p> |

|         |  |  |
|---------|--|--|
|         | <p>within the facility shall appear on the sign as warning symbols.<br/>If there are no high risk hazards the top four hazards must appear.</p> <p>Any information symbols relevant to the facility.</p>   |  |
| 27 – 30 | <p>Council should consider full time supervision whilst the facility is occupied. The level of risk is such that 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 persons must be experienced and trained for the activity They are supervising.</p> |  |

**STEP 5**  
**DETERMINING THE MOST APPROPRIATE SIGN FOR A COUNCIL POOL**

| FVR   | GENERAL SIGN DESCRIPTION  | LOCATION   |
|-------|---|--|
| 2-20  | <p>Council must always consider <b>full time supervision</b> whilst the pool is occupied</p> <p>A sign must contain the name of the pool</p> <p>A general warning message</p> <p>All Councils ordinances that apply to the pool must appear on the sign as prohibition pictograms</p> <p>All hazards identified within the pool area shall appear on the sign as warning symbols</p> <p>Any information symbols relevant to the pool area</p>   | <p>A sign should appear at all entrances provided by Council to the pool. Consideration must be given to placing signs in other highly visible areas</p> |
| 21-30 | <p>Council must always consider <b>full time supervision</b> whilst the pool is occupied. The level of risk is such that a sign warning people of the hazards would be the most appropriate risk reduction technique.</p> <p>Whatever level of supervision Council elects, the supervisory persons must be experienced and trained for the activity they are supervising.</p> <p>Physical barriers preventing access must be provided and installed unless there is full time supervision</p> | <p>A sign must appear at all entrances provided to the pool. Consideration must be given to placing signs in other highly visible areas</p>              |

## **IMPLEMENTATION AND MANAGEMENT OF SIGNS AT RESERVES, PARKS AND POOLS**

### **ELEMENTS OF A SIGN**

All signs should be composed of at least four components and may include two other components depending on the needs of Council. Each component is made up of words and symbols. All symbols are to follow the International Convention and Australian Standard AS 2342 – 1992; Development, Testing and Implementation of Information and Safety Symbols and Symbolic Signs.

Councils provide many different forms of infrastructures within their facilities. Some of the infrastructures are static such as tables, paths, viewing platforms etc and encourage passive recreation while some infrastructures, such as swings, skateboard ramps, swimming pools and golf courses encourage active recreation. There are also natural features that are contained within facilities that encourage both passive and active recreation such as walkways, cliffs, ponds, creeks etc.

When determining the most appropriate sign to be used for the facility, Council will need to have identified and listed the types of infrastructures provided within the facility. Each of the different types of infrastructures provided will contain obvious and hidden hazards. Some will contain a number of hazards. Some of these hazards will have the potential for death, some may cause serious injury while others will be completely safe.

Council must list each of the infrastructures and natural features within the facility and rank them in potential to cause injury.

The use of warning signs is a concept derived from the need for Councils to warn members of the public of hazards that are present within their facilities. International warning signs have been used for warning motorists about road conditions ahead for many years. The idea to adopt the warning signs on Council facilities is simply following a recognised convention.

By using the information gathered, the assessment of each facility and its potential for injury, and the calculation of the facility visitation rate, Council will be in position to determine the most appropriate sign.

### **Component 1 – Council Facility Identification Data**

All facilities within the Council area must be identifiable. This unique identifier can be a name or as simple as an asset number. It is important that there is an identifier on the sign that relates back to the assessment sheet used by Council.

### **Component 2 – General Warning Message**

As a matter of practice, Councils would be advised to include a general warning message on all signs. This is a simple message warning the user of the facility that hazards may exist within the facility and that patrons will need to take reasonable care for their own safety.

“Warning: Use of this facility may be hazardous. Please take care.”

### **Component 3 – Prohibition Symbols**

All Council Ordinances should appear as prohibition signs. Prohibition symbols are depicted by a red circle on a white background with a red diagonal slash across the front of the sign. Inside the red circle is a black figure depicting the activity that is prohibited. It is important to note that prohibition signs are only useful if Council can demonstrate that the prohibition is enforced. Appendix A is a list of commonly used prohibition pictograms suitable for use by Councils.



### Component 4 – General Warning Symbols

Warning symbols are depicted by a yellow diamond with a black border. Inside the yellow diamond is a black figure depicting the activity that is being warned against. Appendix B is a list of the common recognised warning symbols suitable for use by Councils.



NB. When identifying the hazards at the facility, it may become necessary to rank the hazards in order of the potential severity of the injury that may occur to an individual. Table 4 lists a range of risk variables suitable for use in determining the potential severity of injury. matrix already in use for all Council's risk assessments.

**TABLE 4**

| <b>RATING</b> | <b>VARIABLE</b>            | <b>DESCRIPTION</b>   |
|---------------|----------------------------|--|
| 1             | LOW-Minor injury           | Minor cuts, grazes, bruising, bleeding   |
| 2             | MEDIUM-Sprains and strains | Injury requiring convalescing at home  |
| 3             | MEDIUM-Serious injury      | Broken limb, facial laceration, partial disability etc requiring hospitalisation and medical treatment |
| 4             | HIGH-Permanent disability  | Injury resulting in permanent disability   |
| 5             | HIGH-death                 | As a result of injury  |

Using the contents of Table 4, Council needs to prepare a comprehensive list of the hazards found within the facility, ranking the hazards from 1 through to however many were identified. 1 being the least hazardous, 2 the next, 3 the next etc.

## Component 5 – Other Information

Any other comments or instructions that Council wish to appear on the sign should appear either as information of safety messages. Information should appear on the sign as white symbols or words on a blue background. Safety information such as exits, first aid etc should appear on the sign as white symbols or words on a green background. Appendix D is a list of the commonly recognized information symbols suitable for use by Council.



## INSPECTION, REPAIR AND MAINTENANCE OF DAMAGED SIGNS

The condition of signs will be included in checklists appropriate to the facility. High usage rate facilities signs will be checked almost daily e.g. Pools, lake, parks and sporting facility. Low usage facilities will be checked less often during the specific inspection timeframe e.g. quarries.

All inspections, repairs or replacement of signage will be documented and retained in Councils' file room at the main office.

Any repairs required will be noted and reported to the direct supervisor of the facility. Appropriate arrangements will then be made to have the repairs conducted so as to return the sign to its original standard by Councils Sign Maintenance Crew.

Below is a time frame for the inspection of Remote Supervision Signage at Councils' facilities.

| <b>FVR</b> | <b>Time frame for inspection of signage</b> | <b>Risk</b> |
|------------|---|-------------|
| 2 – 3      | 12 MONTHS                                   | LOW         |
| 4 – 6      | 12 MONTHS                                   | LOW         |
| 7 – 10     | 12 MONTHS                                   | LOW         |
| 11 – 15    | 6 MONTHLY                                   | MEDIUM      |
| 16 – 20    | 6 MONTHLY                                   | MEDIUM      |
| 21 – 26    | MONTHLY                                     | HIGH        |
| 27 – 30    | MONTHLY                                     | HIGH        |

A formal inspection including a review of all signage will be undertaken every two years and recorded. Any alteration to the FVR will be adjusted in Councils' Remote Supervision Sign register.

## **BUDGETING FOR SIGNS AND MAINTENANCE**

The cost of installing original signage has come from normal maintenance costs associated with the particular facility.

Any updating, replacement of signage or installation of new signage will come from an allocated funding named Capital-Signage Strategy and Remote Supervision Signs depending on the availability of resources and the risk priority.

## **COMMONLY RECOGNISED SYMBOLS FOR SIGNS**

Please refer to Statewide Mutual document "Commonly Recognised Symbols' for the most current source of reference

## **POLICY REVIEW**

This policy will be reviewed every year or more frequently if required and any changes highlighted.