



**Policy Owner:** Director Corporate Services

**Direction:** 5. Our Civic Leadership

## 1. STATEMENT OF INTENT

- 1.1 To ensure that signs erected at North Sydney Council parks, reserves and pools encourage appropriate and safe use.
- 1.2 To provide that, in determining if signs are to be erected at a Council park, reserve or pool, Council follows a set recognisable procedure that demonstrates the systematic consideration of hazard and usage factors.
- 1.3 To ensure that Council adheres to International and Australian standards in the design and erection of signs and the provisions of the Statewide Mutual Liability Scheme for Local Government's *Best Practice Manual "Signs as Remote Supervision"*.

## 2. ELIGIBILITY

- 2.1 All Councillors, permanent, temporary and casual employees of North Sydney Council, including volunteers, work experience persons and contractors.
- 2.2 All Council parks, reserves and pools.

## 3. DEFINITIONS

- 3.1 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. (Refer Appendix A - Table 1).
- 3.2 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. (Refer Appendix A - Table 1).
- 3.3 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 50 people at any one time; up to 5 = more than 5000 people at any one time. (Refer Appendix A - Table 2).

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- 3.4 Frequency of Use Rating for Parks and Reserve - 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. (Refer Appendix A - Table 3).
- 3.5 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, such as the North Sydney Olympic Pool complex. (Refer Appendix A - Table 4).
- 3.6 Population Use Rating for Pools - Grading scale of 1 to 5 used to rate the estimated maximum number of people that may use a pool any one time i.e. 1 = less than 50 people at any one time; up to 5 = more than 5,000 people at any one time. (Refer Appendix A - Table 5).
- 3.7 Frequency of Use Rating for Pools - Grading scale of 2 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. (Refer Appendix A - Table 6).
- 3.8 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.  
(Refer Appendix A - Table 7).

#### **4. PROVISIONS**

- 4.1 The process of Risk Assessment for sign installation in parks, reserves and pools shall take into account (as depicted in Appendix B: Flowchart).
- a) the degree of development at the site;
  - b) hazards identified; and
  - c) the level of public use.
- 4.2 Signs shall be erected on the basis of the calculated FVR. (Refer Appendix A - Table 7).
- 4.3 Signs shall be inspected and maintained in accordance with Council's annual budget allocation.

#### **5. RESPONSIBILITY/ACCOUNTABILITY**

- 5.1 Council's Director Open Space and Environment is responsible for:

- a) arranging assessment of development, hazard and usage factors;
- b) arranging for the preparation and management of Budgets and Programs for the erection and maintenance of signs; and
- c) determining the placement of signs.

5.2 Council’s Director Engineering and Property Services arranges for the construction and erection of signs.

**6. RELATED POLICIES/DOCUMENTS/LEGISLATION**

The Policy should be read in conjunction with the following Council policies and documents:

- Corporate Communications and Visual Standards Manual

The Policy should be read in conjunction with the following documents/legislation:

- Work Health and Safety Act 2011
- Statewide Mutual Liability Scheme for Local Government’s Best Practice Manual “Signs as Remote Supervision

<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Resolution No.</b>	<b>Review Date</b>
1	16 February 2009	Council	61	2009/10
2	18 February 2013	Council	61	2016/17
3	25 June 2018	Council	214	2020/21

## APPENDIX A: 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 grass area with tables and chairs, toilet block, lookout	2	Sloping ground, no natural water, e.g. walking track around reserve
3	Cleared land with mobile infrastructure, such as 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 1 metre and 3 metres
5	Extensively developed infrastructure with artificial lighting, such as sporting complex, artificially lit netball courts	5	Contains river, dams and cliffs greater than 3 metres

*Note: Which ever is the higher of the Development Rating or the Hazard Rating is the Risk Rating for the Reserve.*

**Table 2: Population Use Rating for Parks and Reserves**

Use Rating	Estimated Maximum Population Use
1	Less than 50 people at any one time
2	50 to 500 people at any one time
3	500 to 1,000 people at any one time
4	1,000 to 5,000 people at any time
5	More than 5,000 people at any time

**Table 3: Frequency of Use Rating for Parks and Reserves**

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

**Table 4: 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, chairs, 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 5: Population Use Rating for Pools**

Use Rating	Estimated Maximum Population Use
1	Less than 50 people at any one time
2	50 to 500 people at any one time
3	500 to 1,000 people at any one time
4	1,000 to 5,000 people at any time
5	More than 5,000 people at any time

**Table 6: 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

**Table 7: Use of Facility Visitation Rating (FVR) to Determine (Minimum) Appropriate Signs**

FVR	General Description of Sign	Location of Signs
2 - 3	<ul style="list-style-type: none"> <li>No signs are required</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>
4 - 6	<ul style="list-style-type: none"> <li>One sign is required.</li> <li>The sign should contain the name of the facility.</li> <li>The sign should contain a general safety warning message.</li> <li>All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms.</li> </ul>	<ul style="list-style-type: none"> <li>The sign should be placed in a prominent position with the facility.</li> </ul>
7 - 10	<ul style="list-style-type: none"> <li>All signs should contain the name of the facility.</li> <li>All signs should contain a general safety</li> </ul>	<ul style="list-style-type: none"> <li>A sign should be placed at all entrances provided by Council to the facility.</li> </ul>

FVR	General Description of Sign	Location of Signs
	<p>warning message.</p> <ul style="list-style-type: none"> <li>• All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms.</li> <li>• The highest ranked potential hazard identified within the facility should appear on the sign as a warning symbol.</li> </ul>	<ul style="list-style-type: none"> <li>• Signs should be spaced no greater than 1,000 metres apart around the perimeter of the facility, where access cannot be controlled.</li> </ul>
11 - 15	<ul style="list-style-type: none"> <li>• All signs should contain the name of the facility.</li> <li>• All signs should contain a general safety warning message.</li> <li>• All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms.</li> <li>• The two dominant hazards identified within the facility should appear on the sign as warning symbols.</li> </ul>	<ul style="list-style-type: none"> <li>• A sign should be placed at all entrances provided by Council to the facility.</li> <li>• Signs should be spaced no greater than 500 metres apart around the perimeter of the facility, where access cannot be controlled.</li> </ul>
16 - 20	<ul style="list-style-type: none"> <li>• All signs should contain the name of the facility.</li> <li>• All signs should contain a general safety warning message.</li> <li>• All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms.</li> <li>• The three dominant hazards identified within the facility should appear on the sign as warning symbols.</li> </ul>	<ul style="list-style-type: none"> <li>• A sign should be placed at all entrances provided by Council to the facility.</li> <li>• Signs should be spaced no greater than 250 metres apart around the perimeter of the facility, where access cannot be controlled.</li> </ul>
21 - 26	<ul style="list-style-type: none"> <li>• All signs should contain the name of the facility.</li> <li>• All signs should contain a general safety warning message.</li> <li>• All Council restrictions that apply to the facility should appear on the sign as prohibition pictograms.</li> <li>• All hazards identified within the facility should appear on the sign as warning symbols.</li> </ul>	<ul style="list-style-type: none"> <li>• A sign should be placed at all entrances provided by Council to the facility.</li> <li>• Signs should be spaced no greater than 100 metres apart around the perimeter of the facility, where access cannot be controlled.</li> </ul>

FVR	General Description of Sign	Location of Signs
27 - 30	<ul style="list-style-type: none"> <li>• The level of risk is such that warning signs alone would not be the most appropriate risk reduction technique. Full-time supervision whilst the facility is occupied is the preferred option.</li> <li>• A suitably experienced organizing group or community committee, police or security firms may supply full-time supervision.</li> <li>• Physical barriers preventing access should be provided and installed unless there is full-time supervision.</li> </ul>	

*Note: All signs erected must be in accordance with recognised Australian/International standards and colours.*

**APPENDIX B: FLOWCHART RISK ASSESSMENT AND SIGN INSTALLATION IN PARKS, RESERVES AND POOLS**

