



SIGNS AS REMOTE SUPERVISION POLICY

Document Version Control			
Responsible Department	Prepared By	Resolution No.	Review Period
Infrastructure and Engineering	Paul Gallagher	2009/373	Three (3) years
Infrastructure and Engineering	Kerrie Murphy	2017/370	Four (4) years
Infrastructure and Engineering	Melanie Slimming	2024/112	Four (4) years

PURPOSE

The purpose of this policy is to outline the guidelines and procedures for utilizing signs as a means of remote supervision for various activities conducted by Narromine Shire council. By implementing this policy Council aims to enhance safety, efficiency, and accountability in operations while ensuring compliance with relevant regulations and standards.

OBJECTIVE

The objective of this policy is to establish clear guidelines for the use of signs as a form of remote supervision, ensuring that council activities are conducted in a safe and efficient manner. This policy seeks to:

1. Provide clarity on the circumstances under which signs may be utilized as a means of remote supervision.
2. Define the responsibilities of relevant personnel involved in the deployment and maintenance of such signs.
3. Ensure compliance with applicable laws, regulations, and standards governing the use of signage for remote supervision.
4. Promote transparency and accountability in council operations by clearly communicating the presence and purpose of remote supervision signs to the public.

SCOPE

1. Authorization and Approval:

- Any use of signs as a form of remote supervision must be authorized and approved by designated personnel within the council, in accordance with established procedures and guidelines.
- Prior to the deployment of remote supervision signs, a risk assessment must be conducted to identify potential hazards and determine appropriate mitigation measures.

2. Selection and Placement of Signs:

- Signs used for remote supervision purposes must be selected based on their visibility, durability, and suitability for the intended application.
- Signs should be strategically placed in locations where they can effectively convey information to workers, contractors, and the general public.
- Consideration should be given to factors such as line of sight, distance, and potential obstructions when determining the placement of remote supervision signs.

3. Maintenance and Inspection:

- Regular maintenance and inspection of remote supervision signs must be conducted to ensure their continued effectiveness and compliance with relevant standards.
 - Any damage, deterioration, or malfunction of remote supervision signs should be promptly reported and addressed by responsible personnel.
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4. Communication and Awareness:

- The presence and purpose of remote supervision signs should be clearly communicated to all relevant stakeholders, including council staff, contractors, and the public.
- Information regarding the significance of remote supervision signs, including any associated risks or restrictions, should be readily accessible to ensure awareness and understanding among stakeholders.

5. Compliance and Accountability:

- All activities conducted under the supervision of remote supervision signs must adhere to applicable laws, regulations, and standards, including but not limited to workplace health and safety requirements.
- Council personnel responsible for the deployment and maintenance of remote supervision signs are accountable for ensuring compliance with this policy and associated procedures.

POLICY

In accordance with the statewide mutual best practice framework and our commitment to excellence in service delivery, the local council is committed to undertaking the following:

1. Ensuring that all activities conducted under the supervision of remote supervision signs are carried out in a manner that prioritizes safety, efficiency, and environmental sustainability.
2. Providing adequate resources, training, and support to personnel involved in the deployment and maintenance of remote supervision signs.
3. Regularly reviewing and updating this policy to reflect changes in legislation, technology, and best practices related to the use of signage for remote supervision.
4. Engaging with stakeholders, including community members, industry partners, and regulatory authorities, to solicit feedback and continuously improve the effectiveness of remote supervision practices.

By adhering to the principles outlined in this policy, the local council reaffirms its commitment to upholding the highest standards of professionalism, integrity, and accountability in all aspects of its operations.

This Signs as Remote Supervision Policy shall be implemented and enforced across all relevant departments and divisions of the local council, effective immediately upon approval by the appropriate authorities.

RELEVANT LEGISLATION AND REFERENCE DOCUMENTS

New South Wales Civil Liability Act 2002

Australian, New Zealand and International Standard – AS/NZS ISO 31000:2018 – Risk Management – Principles and Guidelines

Australian Standard – AS 1742.3.2019 – Manual of Uniform Traffic Control Devices

Statewide Mutual Best Practice Manual – Signs as Remote Supervision, Version 11, October 2021

REVIEW

This Policy will be reviewed every four (4) years.