

Brougham-Pratt, Charlotte

From: [REDACTED]@royalact.com.au>
Sent: Wednesday, 9 August 2023 4:25 PM
To: Cotsell, Peter
Cc: Orgill, Oliver
Subject: RE: Swim Safety Plan ACT - meeting with ACT Parks and Conservation Service

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Hi Peter,

Thanks for your email, good timing actually, we are also in the process of planning a session to workshop the ACT Water Safety & Drowning Prevention Plan which will aim to address all inland recreation locations in ACT - Murrumbidgee River Corridor being of particular concern. Would love to have both yourself and Oliver involved to contribute to this if you are open to it? Looking at Mid-Late September as a rough timeframe.


Happy to set up a meeting to discuss in the meantime if you like?

Kind Regards,

[REDACTED]
Regional Manager
Royal Life Saving ACT

P: 02 6260 5800 | E: act@royalact.com.au | W: <https://act.training.royallifesaving.com.au/>



 This office is located on land within the Ngunnawal nation.

From: Cotsell, Peter <Peter.Cotsell@act.gov.au>
Sent: Friday, August 4, 2023 10:18 AM
To: RLS ACT <act@royalact.com.au>
Cc: Orgill, Oliver <Oliver.Orgill@act.gov.au>
Subject: Swim Safety Plan ACT - meeting with ACT Parks and Conservation Service

UNOFFICIAL

Hi there, hope all things are well with you guys.

Myself and Ollie (CC'd) work for Parks and Conservation Service ACT and manage the Murrumbidgee River Corridor. In response to the 2022 Coronial Enquiry into the deaths along the Murrumbidgee, we are looking to develop a swim safety plan. I'm just wondering whether we could organise a meeting with you to discuss the plan, in particular comms material

Kind regards
Pete

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other person.

Brougham-Pratt, Charlotte

From: [REDACTED]@royalnsw.com.au>
Sent: Tuesday, 30 April 2024 9:32 AM
To: Watts, Michaela
Cc: Pegg, Stacey; Faulks, Amy; Stratford, Simon
Subject: Re: Internal Consultation Draft of ACT Drowning Prevention plan

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Michaela,

Thanks for getting back to me an apology I have just seen your previous email and must have missed it??

The ACT Drowning Prevention Plan was drawn from the recommendations from the Coronial Inquest. Royal Life Saving took the voluntary lead after discussions with Peter in this space as we have done these processes many times before.

We do not have a specific ACT Government Coordinator. Early talks with Pete were that we would work together to have a Minister ultimately champion the endorsement of the Drowning Prevention Plan.

Normally we would send a draft to all parties represented at the workshops, mentioned in the plan or have some form of responsibility to review, provide feedback and share amongst their networks.

Ultimately in other jurisdictions we have sought Ministerial representation to endorse the plan on behalf of the Government.

We are happy to lead that process in Petes absence through our Government Advocacy Team but we were just seeking some initial feedback from you guys before going down that path.

Happy to chat further if you would like or have any alternative thoughts

Regards

██████████
General Manager – Drowning Prevention & Education | Royal Life Saving Society - Australia (NSW)

T (02) 9634 3700 | M ██████████ | E ██████████@royalnsw.com.au | W www.drowningprevention.org.au

PO Box 8307, Baulkham Hills BC, NSW, 2153



From: Watts, Michaela <Michaela.Watts@act.gov.au>

Date: Monday, 29 April 2024 at 2:56 PM

To: ██████████@royalnsw.com.au>

Cc: Pegg, Stacey <Stacey.Pegg@act.gov.au>, Faulks, Amy <Amy.Faulks@act.gov.au>, Stratford, Simon <Simon.Stratford@act.gov.au>

Subject: RE: Internal Consultation Draft of ACT Drowning Prevention plan

O-TECH / 02 7801 8500

Warning: Sender @Michaela.Watts@act.gov.au is not yet trusted by your organization.
Please be careful before replying or clicking on the URLs.

[Report Spam](#) [Mark Safe](#)

UNOFFICIAL

Hi [REDACTED], I hope you are well.

Just touching base on the ACT Drowning Prevention Plan and whether there were any formal arrangements in it's development to inform co-branding and ACT Government Coordination etc?

Kind regards

Michaela

From: Watts, Michaela

Sent: Tuesday, March 19, 2024 12:24 PM

To: [REDACTED]@royalnsw.com.au>

Cc: Pegg, Stacey <Stacey.Pegg@act.gov.au>; Faulks, Amy <Amy.Faulks@act.gov.au>

Subject: FW: Internal Consultation Draft of ACT Drowning Prevention plan

UNOFFICIAL

Hi [REDACTED] and thanks so much for circulating the draft ACT Drowning Prevention Plan.

Pete has temporarily move to a different role in the ACT Parks and Conservation Service and I was hoping you could please let me know who your ACT Government account/contact person is, noting that ACT PCS carries only a small jurisdictional responsibility for this plan? Once we have determined the ACT Government coordinator, we will be better positioned to provide feedback on the draft.

It would be great also to understand the arrangements for co-branding and implementation – I understand the RLSSA received federal funding for the development of jurisdictional DPPs and I'm not sure whether it would then require Australian Government branding rather ACT Government.

If a meeting is a better way to communicate the background to this plan please let Stacey and I know and we can arrange this in the coming weeks.

Kind regards

Michaela

Michaela Watts

Senior Director – Parks and Partnerships

ACT Parks and Conservation Service

E: michaela.watts@act.gov.au T: (02) 6207 1831 M: [REDACTED]

Environment, Planning and Sustainable Development Directorate | ACT Government

Dickson – Level 2 Naas, Northbourne Ave, Dickson

Athllon Depot – Crn Athllon Rd and Sulwood Dr, Farrer

Mitchell Depot – 66-68 Grimwade St, Mitchell

GPO Box 158 Canberra ACT 2601 | www.environment.act.gov.au



I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: [REDACTED]@royalnsw.com.au>
Sent: Wednesday, February 21, 2024 11:33 AM
To: Cotsell, Peter <Peter.Cotsell@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>
Cc: [REDACTED]@royalnsw.com.au>; [REDACTED]@royalact.com.au>
Subject: Internal Consultation Draft of ACT Drowning Prevention plan

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I would like to undertake the following actions if this suits you:

- Review the Internal Consultation Draft (all)
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 - What more do you want / need?
 - changes / additions etc to the plan
 - Public Consultation Process
 - Thoughts around agency briefings / consultation
 - Ministerial Involvement etc

- Send out Public Consultation Draft
- Changes Made and conversation held with key agencies / departments.

Your thoughts are appreciated and as always more than happy to have a further conversation with you about anything in this space

Regards

[Redacted]

General Manager – Drowning Prevention & Education | Royal Life Saving Society - Australia (NSW)

T (02) 9634 3700 | M [Redacted] | E [Redacted]@royalnsw.com.au | W www.drowningprevention.org.au

PO Box 8307, Baulkham Hills BC, NSW, 2153

Royal Life Saving

INLAND WATERWAYS SAFETY SERVICES



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Brougham-Pratt, Charlotte

From: Faulks, Amy
Sent: Tuesday, 6 August 2024 10:31 AM
To: Burkevics, Bren
Cc: Watts, Michaela
Subject: FW: Internal Consultation Draft of ACT Drowning Prevention plan
Attachments: RE: Swim Safety Plan ACT - meeting with ACT Parks and Conservation Service ; Re: Internal Consultation Draft of ACT Drowning Prevention plan; ACT Drowning Prevention Plan - Internal Consultation Draft V1 .pdf

UNOFFICIAL

Morning Bren,

As per our discussion, please find attached a draft of the ACT Drowning Prevention Plan.


I believe that Mic has a way forward for the report which she will discuss with you.

Regards,

A

Amy Faulks

Director, Communications & Engagement – Planning & Development and Environment, Heritage, Parks & Water Divisions

 [Microsoft Teams](#) | T: (02) 6207 2096 | EPSDD Media Mobile: [REDACTED]

Communications, Engagement and Media | Environment, Planning and Sustainable Development Directorate | ACT Government

www.environment.act.gov.au | www.planning.act.gov.au | www.climatechoices.act.gov.au

From: Watts, Michaela <Michaela.Watts@act.gov.au>

Sent: Friday, May 17, 2024 1:21 PM

To: Faulks, Amy <Amy.Faulks@act.gov.au>; Magee, Alexandra <Alexandra.Magee@act.gov.au>

Cc: Stratford, Simon <Simon.Stratford@act.gov.au>

Subject: FW: Internal Consultation Draft of ACT Drowning Prevention plan

UNOFFICIAL

Hi all – I'm going to have a read through this doco for RLSSA, but would be great to catch up about it before sending back. Are there others in the organisation who should also look through? It looks like Pete engaged with RLSSA as part of the national reforms and coroner report so I'm still unsure about the PCS "ownership" status.

Please let me know a good time to discuss.

Mic

From: Cotsell, Peter <Peter.Cotsell@act.gov.au>

Sent: Tuesday, March 19, 2024 11:48 AM

To: Watts, Michaela <Michaela.Watts@act.gov.au>; Stratford, Simon <Simon.Stratford@act.gov.au>

Subject: RE: Internal Consultation Draft of ACT Drowning Prevention plan

UNOFFICIAL

Hi Mic, no formal agreement or ToR for participation per se. See the attached email for some historical context. My understanding is as follows (acknowledging the slightly bizarre governance):

- RLSSA advocate for communities in high drowning areas to work in partnership with RSLLA, government and stakeholders to develop the Local Plans consistent with their planning methodology which includes:
 - o Standard template
 - o Facilitated community workshop (designed to identify responsible agencies and prevention actions)
- RLSSA workshops are voluntary and convened via invitation to key stakeholders
- We voluntarily and actively engaged with RLSSA to assist with logistics and identification of key stakeholders for the workshop
- Normally, the Plan would be presented to the community / local council – but because we took an active role, the Plan was presented to us as a draft
- From memory, the only formal part of the process was signing a confidentiality statement at the workshop because of the nature and sensitivity of the material they used in some sessions.
- The final draft will be presented to us formally unless in our response we urge them to write and present the plan to the CM 😊

Hope this helps?

Call me if you need to discuss further

Regards

Pete

From: Watts, Michaela <Michaela.Watts@act.gov.au>

Sent: Tuesday, March 19, 2024 11:16 AM

To: Cotsell, Peter <Peter.Cotsell@act.gov.au>; Stratford, Simon <Simon.Stratford@act.gov.au>

Subject: FW: Internal Consultation Draft of ACT Drowning Prevention plan

UNOFFICIAL

Hi Pete – just catching up on this plan with comms team and was wondering if there is an agreement or terms of reference with RLSSA for our participation in developing the ACT DPP?

Ta,
Mic

From: Cotsell, Peter <Peter.Cotsell@act.gov.au>

Sent: Wednesday, February 21, 2024 12:55 PM

To: Watts, Michaela <Michaela.Watts@act.gov.au>; Daines, Nicholas <Nicholas.Daines@act.gov.au>; Stratford, Simon <Simon.Stratford@act.gov.au>

Cc: Swain, Shelley <Shelley.Swain@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>

Subject: FW: Internal Consultation Draft of ACT Drowning Prevention plan

UNOFFICIAL

Hi Mic and Nick, please see below and attached noting this is the first draft and perhaps we shouldn't be targeting our efforts towards Tasmania (see below below) .

The Plan spans multiple agencies and notes that as one of the plan's highest priorities CMTEDD should convene a Drowning Prevention Advisory Council. It also addresses pool safety.

Given the above , with respect to feedback I would suggest a response and input from all agencies would be the most appropriate mechanism to respond to RLSSA. We could think about:

- Brief Bren
- Min V writing to Chief Minister seeking their lead and convening the Council and the Council secretariat leading the response and endorsement
- Cabinet submission following the last update and recommend CMTEDD now take over and implement the Plan with funding – and then CMTEDD coordinate feedback
- PCS take the lead and coordinate a response across agencies and then liaise at the Directorate level re setting up the Council

Simon Ill leave it to you to coordinate between Mic/Nick and Ollie and Shell – I have taken the lead on this one to date.

Happy to discuss
Kind regards
Pete

3.2. Develop a campaign toolkit that is readily available to community organisations and business who regularly engage with adult males and communities within Tasmania

Royal Life
Saving ACT

Community
Royal Life Saving
Boating and Fishing
Industry
High School
Tertiary Institutes

Medium

From: [REDACTED]@royalnsw.com.au>

Sent: Wednesday, February 21, 2024 11:33 AM

To: Cotsell, Peter <Peter.Cotsell@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>

Cc: [REDACTED]@royalnsw.com.au>; [REDACTED]@royalact.com.au>

Subject: Internal Consultation Draft of ACT Drowning Prevention plan

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- Public Consultation Process
 - Thoughts around agency briefings / consultation
 - Ministerial Involvement etc
-
- Send out Public Consultation Draft
 - Changes Made and conversation held with key agencies / departments.

Your thoughts are appreciated and as always more than happy to have a further conversation with you about anything in this space

Regards

██████████
General Manager – Drowning Prevention & Education | Royal Life Saving Society - Australia (NSW)

T (02) 9634 3700 | M ██████████ | | E ██████████ [@royalnsw.com.au](mailto:██████████@royalnsw.com.au) | W www.drowningprevention.org.au

PO Box 8307, Baulkham Hills BC, NSW, 2153



Brougham-Pratt, Charlotte

From: Swain, Shelley
Sent: Friday, 8 November 2024 5:23 PM
To: Watts, Michaela; Daines, Nicholas; Stratford, Simon; Conti, Claire
Subject: Lifebuoys out at Casuarina Sands and Pool

OFFICIAL

Hi Mic, Nick, Simon and Claire

Installation of the swim safety signs is complete. Three lifebuoys went out today, two at Casuarina Sands and one at Casuarina Pool.

Cas Sands, upstream beach:



Cas Sands, main beach:



Cas Pool, main:



Have a great weekend!

Shelley Swain | a/g Area Manager - Murrumbidgee/North Namadgi NP/Lower Cotter Catchment
Phone: [REDACTED] | Email: Shelley.Swain@act.gov.au
ACT Parks and Conservation Service | Environment, Planning and Sustainable Development Directorate
ACT Government
1541 Cotter Rd, Casuarina Sands ACT 2611
GPO Box 158 Canberra ACT 2601 | www.environment.act.gov.au

Brougham-Pratt, Charlotte

From: Watts, Michaela
Sent: Monday, 2 September 2024 1:30 PM
To: Stratford, Simon
Subject: FW: DDG Rutledge and EBM Watts Meeting w RLSS - Drowning Prevention Plan

FYI – no further action required, we just keep doing what we are doing with our rec areas

From: Burkevics, Bren <Bren.Burkevics@act.gov.au>
Sent: Monday, September 2, 2024 8:09 AM
To: Rutledge, Geoffrey <Geoffrey.Rutledge@act.gov.au>
Cc: EPSDDExecutiveOffice <EPSDDExecutiveOffice@act.gov.au>; Faulks, Amy <Amy.Faulks@act.gov.au>; Watts, Michaela <Michaela.Watts@act.gov.au>
Subject: RE: DDG Rutledge and EBM Watts Meeting w RLSS - Drowning Prevention Plan

UNOFFICIAL

Hi Geoffrey

Thanks for your assistance on this one and for helping to tie off the loose ends. The work done by PCS on swimming area safety has positioned EPSDD well for the approaching summer. Should the RLSS thing that more needs to be done, as you say it's a matter for the government to consider amongst a wealth of other public safety considerations.

Thanks

Bren Burkevics | Executive Group Manager

Phone 02 6207 8628 | Mobile [REDACTED]

Executive Support: Beth Hogan | 02 6207 0662 | beth.hogan@act.gov.au

Environment, Heritage and Parks Group | Environment, Planning and Sustainable Development Directorate (EPSDD) | ACT Government

Naas Neighbourhood, Level 2, 480 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

Environment.act.gov.au

From: Rutledge, Geoffrey <Geoffrey.Rutledge@act.gov.au>
Sent: Sunday, September 1, 2024 4:59 PM
To: Burkevics, Bren <Bren.Burkevics@act.gov.au>; Watts, Michaela <Michaela.Watts@act.gov.au>
Cc: EPSDDExecutiveOffice <EPSDDExecutiveOffice@act.gov.au>; Faulks, Amy <Amy.Faulks@act.gov.au>
Subject: RE: DDG Rutledge and EBM Watts Meeting w RLSS - Drowning Prevention Plan

UNOFFICIAL

Bren,

Michaela and I had the opportunity to meet with the RLSS on Thursday.

The outcome of the meeting is that, the ball is back in the court of the RLSS.

I think we made it clear that we had not the capacity nor capability to progress the plan as drafted and we wished RLSS every success in advocating for greater action with our government via elected officials, rather than public servants.

Two things that were of use from the meeting.

- Potential opportunity to collaborate on education and community engagement materials – I have passed this onto Alex Magee – she will review as appropriate.
- Have a look at the work done with the NSW Planning Department on [Places to Swim](#) to see if there is any lessons for use from there – Michaela and Alex Magee will review as they see fit.

Geoffrey

From: Burkevics, Bren <Bren.Burkevics@act.gov.au>
Sent: Monday, August 12, 2024 8:11 PM
To: Watts, Michaela <Michaela.Watts@act.gov.au>
Cc: Rutledge, Geoffrey <Geoffrey.Rutledge@act.gov.au>; EPSDDExecutiveOffice <EPSDDExecutiveOffice@act.gov.au>; Faulks, Amy <Amy.Faulks@act.gov.au>; Wilson, EmilyRose <EmilyRose.Wilson@act.gov.au>; Pegg, Stacey <Stacey.Pegg@act.gov.au>; EPSDD Environment <EPSDDEnvironment@act.gov.au>
Subject: DDG Rutledge and EBM Watts Meeting w RLSS - Drowning Prevention Plan

UNOFFICIAL

Hi Michaela

I briefed A/DG Rutledge on this draft report this afternoon and we discussed tactics.

Geoffrey and I agreed that he and you would meet with General Manager [REDACTED] to discuss how the draft report has landed and challenges for the ACT Government to progress it in its current format.

Perhaps Stacey and Emily Rose could work together to find a time for your both to meet with [REDACTED] online? Over to you to progress.

Thanks

Bren Burkevics | Executive Group Manager

Phone 02 6207 8628 | Mobile [REDACTED]

Executive Support: Beth Hogan | 02 6207 0662 | beth.hogan@act.gov.au

Environment, Heritage and Parks Group | Environment, Planning and Sustainable Development Directorate (EPSDD) | ACT Government

Naas Neighbourhood, Level 2, 480 Northbourne Avenue Dickson ACT 2602 | GPO Box 158 Canberra ACT 2601

Environment.act.gov.au

From: [REDACTED] <[\[REDACTED\]@royalnsw.com.au](mailto:[REDACTED]@royalnsw.com.au)>

Sent: Wednesday, February 21, 2024 11:33 AM

To: Cotsell, Peter <Peter.Cotsell@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>

Cc: [REDACTED] <[\[REDACTED\]@royalnsw.com.au](mailto:[REDACTED]@royalnsw.com.au)>; [REDACTED] <[\[REDACTED\]@royalact.com.au](mailto:[REDACTED]@royalact.com.au)>

Subject: Internal Consultation Draft of ACT Drowning Prevention plan

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PO Box 8307, Baulkham Hills BC, NSW, 2153

Royal Life Saving



INLAND WATERWAYS SAFETY SERVICES



Brief for EPSDD Design

MRC Swim Safety signage

November 2011

1. Road level signage

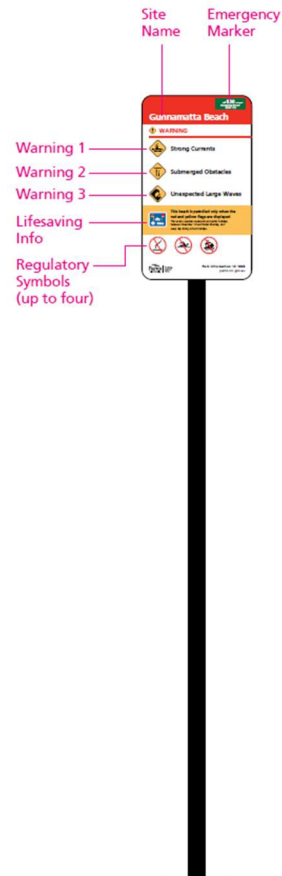
Suggested format:







- Standard warning diamond (as below), followed by:
- 2 x separate rectangular panels with symbol on left/text on right
 - No signal
 - No lifesaving service





2. Open space sign (wide): 600 x 1100
3. Defined access sign (small on post): 385 x 645

- Visual reference below from Parks VIC signage manual
- See spreadsheet below for content
- Dimensions taken as a guide from Parks VIC signage manual (happy for design team to propose other dimensions)



Order	Item	Text/icon	Notes
1	Name of Rec Area	Casuarina Sands	Updated with each site
2	Emergency marker	<p>In an emergency dial 000 and quote</p> 	<p>***May only be used in sites that have reception (design for both instances please)</p> <p>Placeholder text – please use until unique location identifier is confirmed for each location</p>
3	Warning	<p>Diamond yellow ! symbol WARNING text Room for up to 6 languages translations:</p> 	Please use example of language translations as a placeholder until we determine if we use translations or which languages to select
4	Hazards	 Strong Currents  Shallow Water  Submerged Obstacles  Deep Water	<p>Symbol on left Text on right</p> <p>Confirm current symbols via standards:</p> <p>AS/NZS 2416.1:2010 Part 1, Part 2 and Part 3 Water Safety Signs and beach safety flags</p>

5	Lifesaving information		<p>Example from Parks VIC signage manual when no lifesaving service is provided</p> <p>Please change 'No lifesaving service' to 'No lifesaving service, facilities or resources'</p>
6	Key contacts/logos	In an emergency: 000	
		Nearest emergency phone is located at toilet block in Casuarina Sands BBQ area	***May only be used at certain sites (design for both instances please)
		Access Canberra: 13 22 81	
		ACT Gov/PCS co-brand	
		<p>Interpreter symbol + QR code</p> 	<p>***May only be used in sites that have reception (design for both instances please)</p> <p>QR code to link to safety page on website: https://www.parks.act.gov.au/before-you-go/safety</p> <p>Translation will be available at the link</p>
7	Final message	Visitors intending to swim are reminded that although your wellbeing is our concern, it is your responsibility. PLEASE TAKE CARE.	



D3.3 Open Space Signs

Design Specification Sheet

Total Panel Size

600mm (w) x 845-1155mm (h)
(excluding posts)

Note: Panel height varies based on number of warnings

Fonts

Frutiger Bold, Roman and Light

Logos

Parks Victoria Putting Safety
First endorsed brand

Colours

PMS Black C 

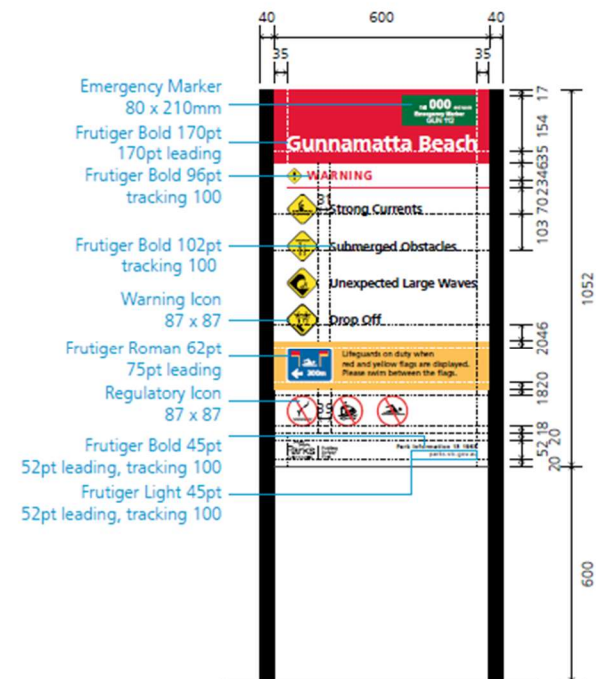
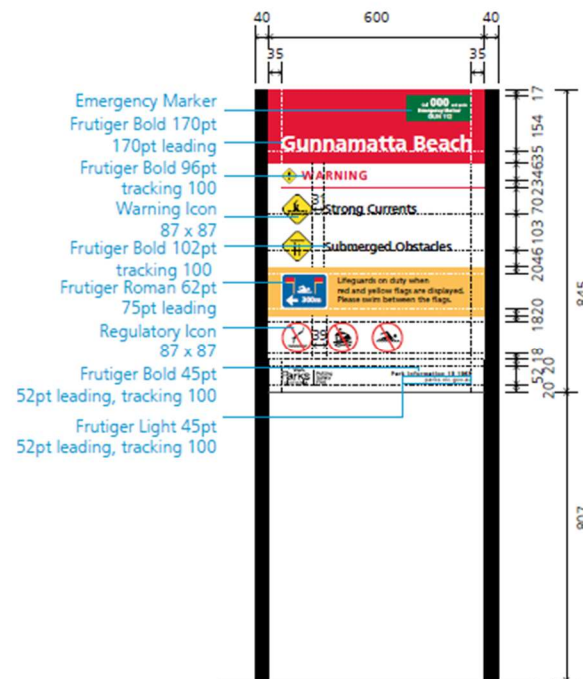
White 
Road Signs use
Retroflective White Class 2

PMS 186C 
Road Signs use
Retroflective Red Class 2

PMS 301C 
Road Signs use
Retroflective Blue Class 2

PMS 136C 

PMS 340C 



Scale 1:20



D3.3 Open Space Signs

Design Specifications

Template file:
PV_D3.3a.ai
PV_D3.3b.ai

Go to the
Production
Specifications
overleaf

Print or save
this page for your
signage supplier



D3.4 Defined Access Sign

Production Specification Sheet

You will also need to provide your sign supplier with the documents below:

01 Production Specification Notes

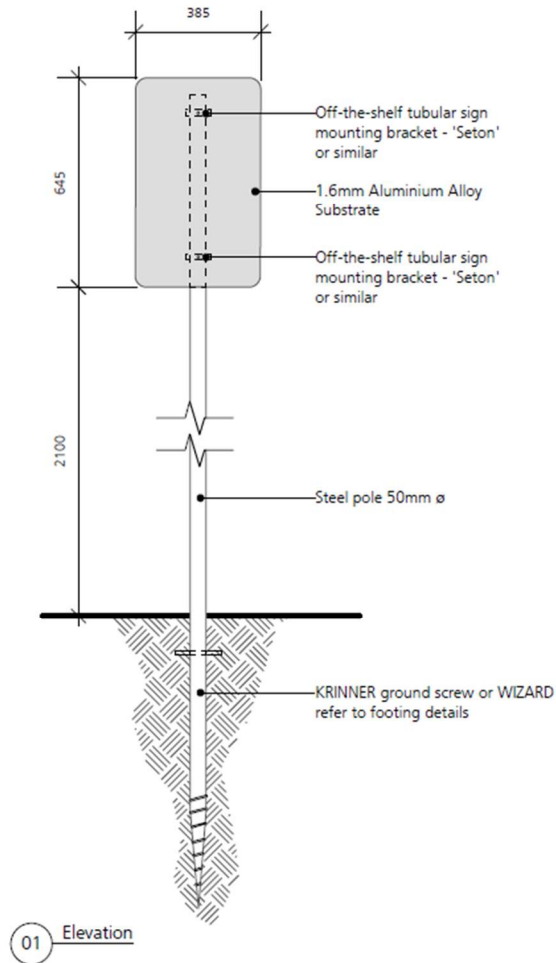
Page 203

02 Footing and Installation Details

Page 209

03 Installation Notes

Page 210



D3.4 Defined Access Sign

Production Specifications

Go back to the signage control panel on page 167

Print or save this page for your signage supplier

Murrumbidgee River Corridor

Swim safety signage Plan, October/November 2023

Key documents:



Guidelines-for-Inland
-Waterway-Safety-Dr: _ACTInlandAssessmer



CotterRecreationArea

Guidelines for Inland Water Safety – pages 101-123 relate specifically to ‘Provision of Safety Signage around Inland Waters’

Parks Vic Signage Manual – page 82 relates to Water Safety signs

Relevant standards:

- AS/NZS 2416.1:2010 Part 1, Part 2 and Part 3 Water Safety Signs and beach safety flags
- Water safety signs should conform to ISO 20712-1.
- Public information symbols should conform to ISO 7001.
- RLSSA and Parks VIC consistent with standards

Considerations/signage requirements

1. Types of signs:

- i) **Road level:** generally relate to directing traffic to inland beach, or alerting to key messages etc.

PCS to consider ‘no lifesaving service’/‘no signal’ sign on road at entrance to each recreation area (easily read/accessed from car). These key messages are important to relay to visitors early as they impact on safety issues.

Discuss with Comms/seek standards advice to see how this is best displayed/formatted.

- ii) **Access signs:** in both ‘defined access’ (pathways) or ‘open access’ (i.e. banks of a river, wide pathways). Could also be used in carparks in some locations where there is defined access (i.e. Kambah Pool).
- iii) **Individual hazards:** to be used when a hazard is localised.

PCS to consider in future but for purpose of this signage campaign, there is no current need.

These types of signs can be used by PCS as a guide for clarity/dimensions/layout (Guidelines):



2. Location and size of signs

- Sited to promote readability
- In an area void of secondary signage / visual distraction
- Placed so not to be obscured by vegetation
- Placed near or at the start of an access track
- Mounting height/sign height and maximum viewing distance (page 116 in Guidelines)
- the lighting and illumination where the signage will be located

Exact location of signage across 17 water reaction areas in MRC are to be determined with input from district land managers. List of areas at end of document.

Use ArcGIS map to propose sites. Claire to visit sites to assess and take images for signage plan.

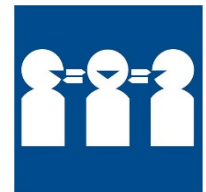
3. Content/text to support the sign

The RLSSA recommended information hierarchy for multiple signs should be consistent and is suggested as follows:

- **Location information**
- **Hazards and Warnings**
- **Information**
- **Regulations / prohibitions**
- **Key contacts**

Regarding Culturally and Linguistically Diverse (CALD)/Accessibility considerations from RLSSA (pg 103 in Guidelines)

- Where there are to be words on a sign, is it likely that the meaning of the sign will need to be conveyed to persons not familiar with the English language?
- In addition to English, it may be necessary to repeat the message in one or more other languages, particularly if instant recognition of the message may be needed in a critical situation. **Concern re clarity/busyness of sign with too many words/translations. Consider 'Warning' text in a few key languages as per example below at Wagga Beach (below)?**
- Translated messages should adhere as closely as practicable to the intent of the English version.
- The interpreter symbol and a QR code should be considered with information linking to information in multiple languages. **(Claire to confirm in which locations QR codes can be used. Comms to confirm to which page/information the QR code will link to)**
- If a symbol or symbolic sign is used, does the meaning, as specified for that symbol or sign, accurately convey the message which needs to be conveyed by the sign? It may be necessary to add words to qualify or augment the message.



Current signage

Swim safety:

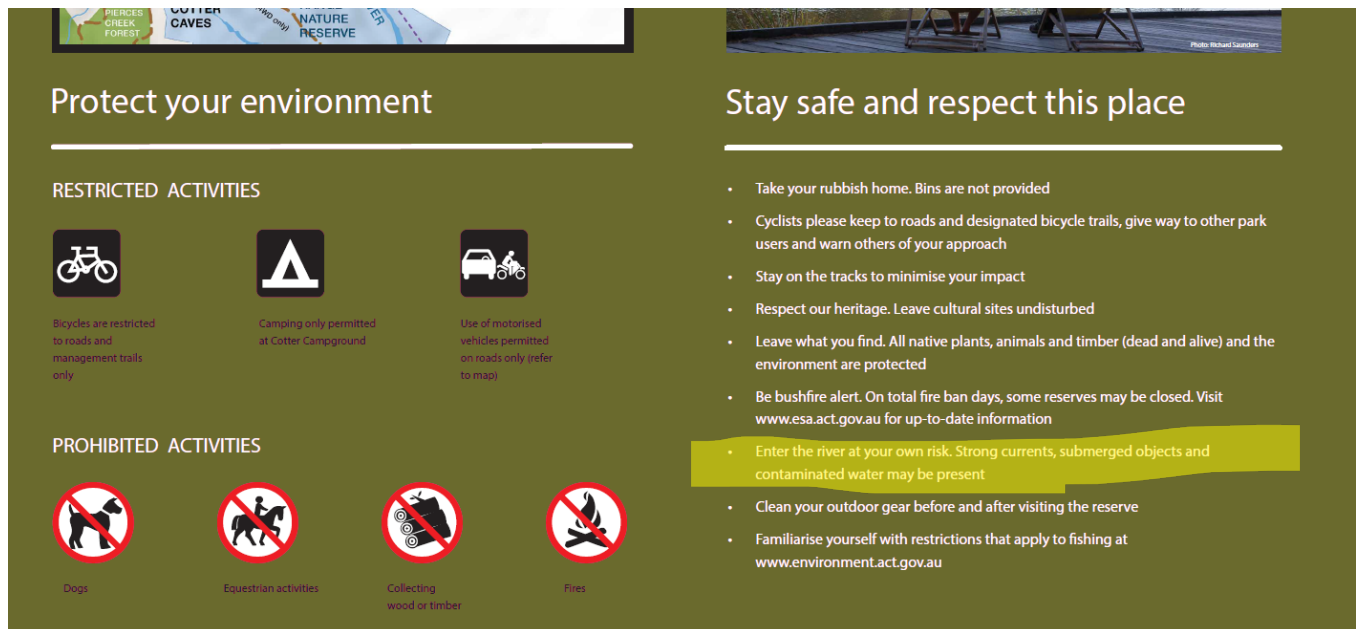


- MRC happy with messaging (in red) – some changes to hazard symbols suggested
- Signage locations do need to be updated/reviewed. More signage required in some key areas. Existing signage will be removed once new signage in place.
- Hazard signage placed along roadside entrances not readable when in car (pictographs, text etc too small)

Swim safety signage context




Reserve orientation signage – major trailhead

- Restricted/prohibited activities
- One dot point relates to swimming (highlighted): *Enter the river at your own risk. Strong currents, submerged objects and contaminated water may be present.*







Protect your environment

RESTRICTED ACTIVITIES

-  Bicycles are restricted to roads and management trails only
-  Camping only permitted at Cotter Campground
-  Use of motorised vehicles permitted on roads only (refer to map)

PROHIBITED ACTIVITIES

-  Dogs
-  Equestrian activities
-  Collecting wood or timber
-  Fires

Stay safe and respect this place

- Take your rubbish home. Bins are not provided
- Cyclists please keep to roads and designated bicycle trails, give way to other park users and warn others of your approach
- Stay on the tracks to minimise your impact
- Respect our heritage. Leave cultural sites undisturbed
- Leave what you find. All native plants, animals and timber (dead and alive) and the environment are protected
- Be bushfire alert. On total fire ban days, some reserves may be closed. Visit www.esa.act.gov.au for up-to-date information
- Enter the river at your own risk. Strong currents, submerged objects and contaminated water may be present
- Clean your outdoor gear before and after visiting the reserve
- Familiarise yourself with restrictions that apply to fishing at www.environment.act.gov.au

Water contamination signs

- Only time river is closed for swimming is when water quality is unsafe – PCS notified by ACT Health – at various locations
- Signs provided by ACT Health – PCS staff affix closed panel (Shelley to confirm?)
- Confusing messaging – as closure relates to water quality not other hazards detailed in sign – suggest these signs stand alone – consider changing to messaging regarding water quality
- Resolve later – not for current priority signage campaign



Warning sign

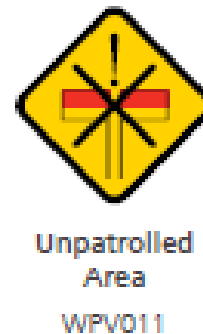
- Referenced in Cotter Recreation Area assessment, (pg 35) this example at Cotter Bend
- Submerged rocks as opposed to submerged objects
- Existing signage will be removed once new signage in place.



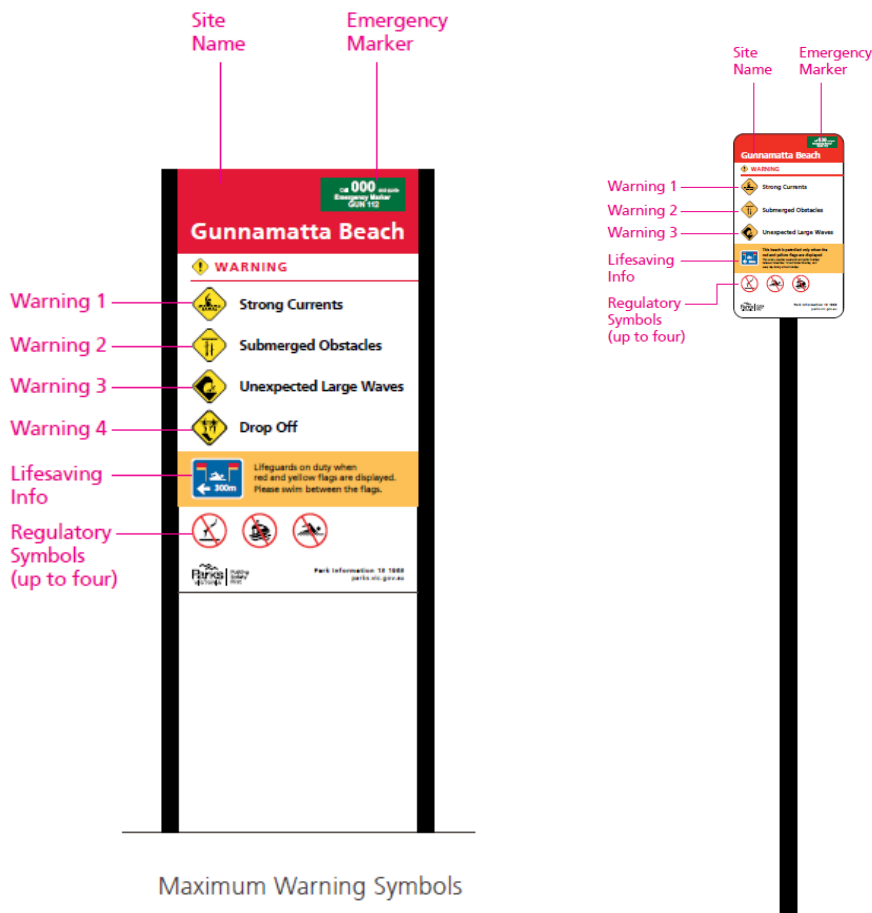
Brief for EPSDD Design

1. Road level signage

- Need to convey two key messages:
 - No lifesaving service
 - No signal
- Require pictographs for both
- Need to be read easily from car – symbols to be large and clear
- Alternative 'no lifesaving service' symbol – Unpatrolled Area below a little unclear?
- Suggested format:
 - Standard warning diamond (as below), followed by:
 - 2 x separate rectangular panels with symbol on left/text on right



2. Access signs



(Above for image reference – from Parks VIC signage manual)

1. **Name of Recreation Area:** i.e. Cotter Bend, Casuarina Sands, Kambah Pool
2. **Emergency marker – or location details for emergency services (top righthand corner):** TBC – Claire investigating via ESA if system used in ACT

In an emergency dial 000 and quote
LYB 121

3. **WARNING:** symbol and text

4. Hazards:

- 4 hazards only for clarity on a sign
- MRC have advised that the following 4 hazards are relevant for each water rec area
 - Strong Currents
 - Shallow Water
 - Submerged Obstacles
 - Deep Water



Strong Currents

WPFV023



SHALLOW WATER

Submerged
Obstacles

WPFV013



DEEP WATER

- We believe the above pictographs for Shallow Water and Deep Water (from original signage) represent the hazard best and would prefer to use these. Current standards below. **Comms to advise if this is possible.**



Shallow Water

WPFV024



Deep Water

WPFV025

5. Information:



NO LIFESAVING SERVICE

Keep children under supervision
at all times

- Example above from Parks VIC signage manual when no lifesaving service is provided
- Please edit text above to say 'No lifesaving service, facilities or resources'

6. Key contacts/logo:

- Access Canberra: 13 22 81
- In an emergency: 000
- ACT Gov/PCS co-brand
- Also include detail here on emergency phone if appropriate
- QR Code + interpreter symbol for information in language **(to discuss with Comms)**

Nearest Emergency phone is
located on toilet block at
Casuarina Sands BBQ area

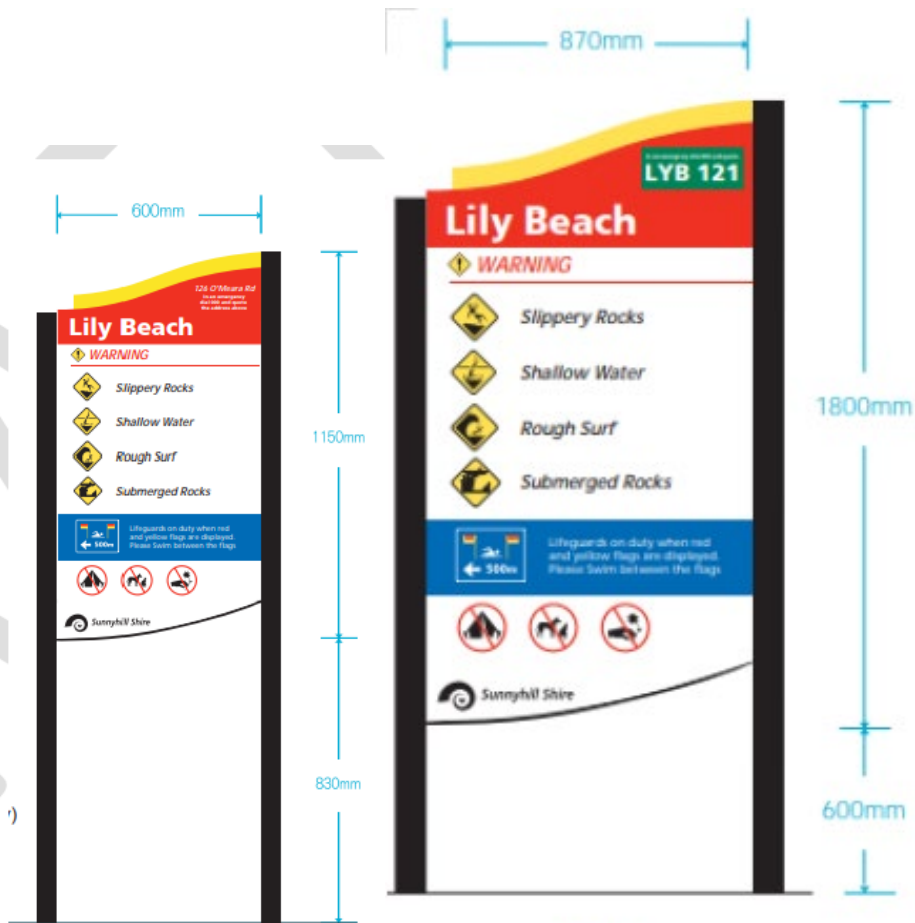
7. Other final message:

Visitors intending to swim are reminded that although your well-being is our concern, it is your responsibility. **PLEASE TAKE CARE.**

@EPSDD Design: Please provide three proofs for access signs:

- 1) Wide access sign - content as above
 - 2) Wide access sign - content as above with translation option (use Wagga Beach below as example)
 - 3) Small post access sign – content above
- EPSDD Design to determine appropriate branding/colours etc
 - Suggested dimensions for access signs (two types) are shown below. Signage dimensions will depend on location. For purposes of reviewing mock ups the design team can select just one option.
 - Suggested dimensions for small post sign shown below.
 - Translation option will allow PCS to determine if ‘warning’ in other languages is a viable option, or if this impact on clarity of signs. Given the focus on CALD groups in assessment recommendations PCS should demonstrate we have explored this option.
 - Use 6 translations below – and if we pursue this version, we can confirm languages.





Type C.
Displays 3 or 4 Hazard Symbols

Type A.
Displays 3 or 4 Hazard Symbols



List of water recreation areas in MRC (17):

MRC to identify priority areas for signage installation rollout.

Casuarina Pool

Casuarina Sands

Cotter Campground

Cotter Bend

Cotter Avenue

Kambah Pool

Kambah Pool Nudist

Tharwa Bridge

Tharwa Sandwash

Swamp Creek

Uriarra crossing East

Uriarra Crossing West

Murrays Corner

Pine Island Central

Pine Island South

Point Hut

Angle Crossing

Updated Swim Safety signage brief March 2024

1. No lifesaving service symbol

- New/updated symbol for 'no lifesaving service etc' as lifebuoys are being trialled in some districts
- Please delete the illustration of a buoy and just show lifesaving chair
- Please use the blue/red cross format for this symbol similar to 'no mobile service' in roadside sign example – this is because the red circle with stroke-through generally relates to prohibited activities (i.e. no lifesaving services allowed)
- Words to accompany this symbol: No lifesaving service

2. Roadside diamond

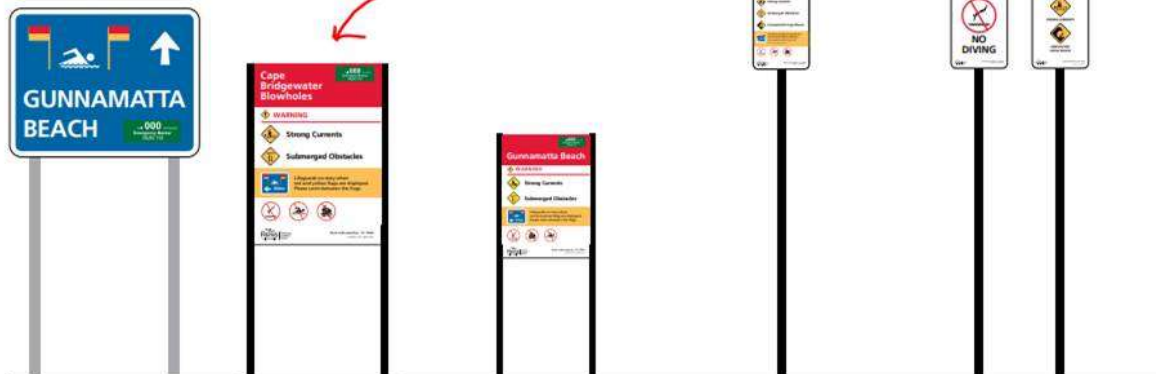
- Update with 'No lifesaving service' symbol (chair only)



3. Carpark (NEW SIGN)

- For design concept please use the Cotter Bend Open Access sign (updated 'no lifesaving service' symbol)
- Dimensions (total panel size) – Open to EPSDD Design's suggestion here, based on:
 - Take into account the size of Open Access: 600 x 1100
 - Other examples – Parks Vic Signage Manual has carpark sign dimensions based on National Aquatic and Recreational Signage Style Manual: 870mm (w) x 1235-1685mm (h) (excluding posts) – see page 342 and 343 for detailed specs

D3 Water Safety Signs



D3.1 Road Signs (page 164)

Purpose:
To direct traffic to specific areas. Information symbols for available services may also be included. Symbols are to be white on a blue background.

When and where to use:
At main or intersecting roads in proximity to the visitor site.

D3.2 Carpark Signs (page 165)

Purpose:
Designed to attract attention, these signs display important information to visitors so that an informed decision on the suitability of the location can be made prior to undertaking activities.

When and where to use:
Signs should be located in all carparks of coastal visitor sites where important information needs to be displayed and where there is no other Parks Victoria entry sign.

D3.3 Open Space Signs (page 166)

Purpose:
Designed to attract attention, these signs display important risk and regulatory information to visitors.

When and where to use:
To be used in areas where access is not limited to pathways or alternatively for wide pathways.

D3.4 Defined Access Sign (page 167)

Purpose:
Designed to attract attention, these signs display important risk and regulatory information to visitors.

When and where to use:
For use where access to the park is controlled via a narrow pathway.

D3.5 Individual Hazard and Regulation Signs (page 168)

When and where to use:
To be used where a hazard is localised and has been identified at a level of risk that warrants sign posting. Individual signs may also be used for displaying regulations for known trouble spots or to indicate regulation boundaries such as 'Dogs permitted off leads past this point'.

4. Open space

- Please update template for both versions (with and without emergency phone) with 'No lifesaving service' symbol

5. Defined access - without emergency phone

- Please update template with 'No lifesaving service' symbol

6. Buoy signage (NEW SIGN)

- For consistency, please design signage for buoys based on emergency phone signage below
- This lifebuoy could save your life. Please keep it safe.
- Black and white
- Suggested size: 420mm (w) x 300mm (h)
- This sign will be affixed to the poles that the lifebuoy will hang from



Like Comment Send Share



Swim safety catch up - 09 04/2024

Quote:

- Require approx. quantities/types for quote
- Frames v posts – 2 legged frames
- Reflective? Road level sign only
- Claire to complete service order

Design

- Happy with no lifesaving service symbol
- (Note Cotter Bend not to have emergency phone wording) – two versions and without
- Change wording from repeating 000 and include phone symbol
- 000 box to be same proportions as corflute open space sign
- Can take off length off if required (not wedded to this exact size)



(same green as emergency wording)

- Mic sign off- need proofs with/without emergency phone + road level signage + lifebuoy signage (still to come from Design)
- SM to do installation



Brougham-Pratt, Charlotte

From: Watts, Michaela
Sent: Friday, 15 December 2023 4:31 PM
To: Cotsell, Peter; McQueen, Lauren
Cc: Conti, Claire; Swain, Shelley
Subject: Re: For Approval: Swim Safety Signage

OFFICIAL

Same - let's get it done !! Approved.

Mic

From: Cotsell, Peter <Peter.Cotsell@act.gov.au>
Sent: Friday, December 15, 2023 2:46:04 PM
To: McQueen, Lauren <Lauren.McQueen@act.gov.au>; Watts, Michaela <Michaela.Watts@act.gov.au>
Cc: Conti, Claire <Claire.Conti@act.gov.au>; Swain, Shelley <Shelley.Swain@act.gov.au>
Subject: RE: For Approval: Swim Safety Signage

OFFICIAL

Hi Lauren, many thanks for the below – appreciate the email btw and clarity!

All good to go from my end

Kind regards

Pete

From: McQueen, Lauren <Lauren.McQueen@act.gov.au>
Sent: Friday, December 15, 2023 2:37 PM
To: Watts, Michaela <Michaela.Watts@act.gov.au>; Cotsell, Peter <Peter.Cotsell@act.gov.au>
Cc: Conti, Claire <Claire.Conti@act.gov.au>; Swain, Shelley <Shelley.Swain@act.gov.au>
Subject: For Approval: Swim Safety Signage
Importance: High

OFFICIAL

Hi Mic and Pete,

Please see attached the mock-ups for the Swim Safety Signage. This has gone through several iterations of feedback with Design, and in conversation with Claire and the district and various external stakeholders.

As a part of the Swim Safety Signage, there will be open space signs (large signs), defined access sign (small signs) and road level signs. I have attached the original design concept presentation with more information on these sizes/designs for your reference – noting that the designs themselves have been updated.

Attached are copies of the final open space sign designs in two versions:

1. Casuarina Sands: Has an example of the signage with messaging on an emergency phone in the area (see bottom left of the design)
2. Cotter Bend: Signage without messaging on emergency phone location

These will vary depending on the facilities available at each site as to whether or not the messaging is included.

A couple of things to note:

- In order to get the signs out, we will be printing on corflute in the first instance. This will also be useful as a mechanism to test them before final print.
- At this stage, we don't have the timing there to coordinate with districts and ESA for the green Emergency Marker information, and to test the accuracy of all Lat/Long data, so we will print this section as blank and add in decals in the New Year
- Given timelines for design/printing, we are proposing that before shutdown we prioritise the below four sites, and work on the remaining sites after shutdown.

There are **16** water rec areas in total.

- Cotter Bend
- Casuarina Pool
- Casuarina Sands
- Cotter Campground

Once we have your approval, we will arrange for design to pull together the final designs for the four priority sites and send to the printers.

If you have any queries, please let Claire or myself know.

Thank you,

Lauren

Lauren McQueen (she/her)

Acting Director, Volunteer and Visitor Experience

Parks and Partnerships | ACT Parks and Conservation Service

Environment, Planning and Sustainable Development Directorate | ACT Government

P 02 6205 7384 | M [REDACTED] | E lauren.mcqueen@act.gov.au

Find us on Facebook www.facebook.com/ACTParks or www.facebook.com/TidbinbillaNatureReserve

Follow us on Instagram at [@ACTParks](https://www.instagram.com/ACTParks)

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



Swim Safety signage concepts

November 2023



ACT
Government



Swim Safety signage - concept

Open space sign - 600mm x 1100mm



Open space sign with translation - 600mm x 1100mm

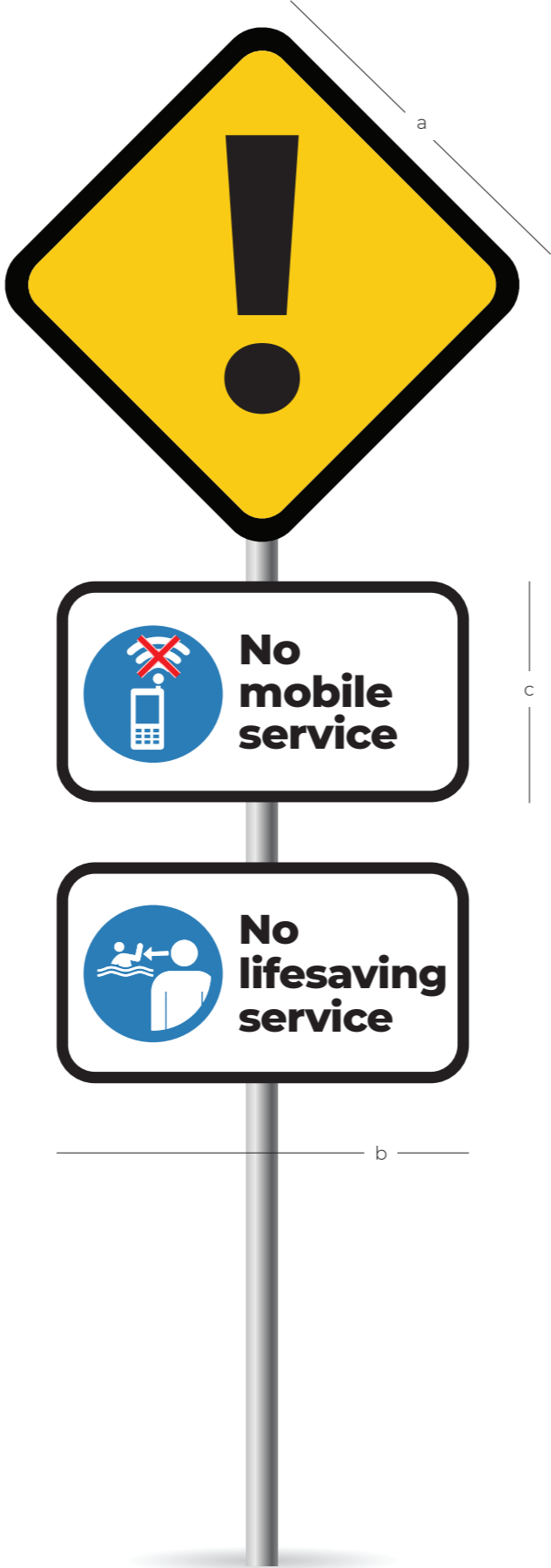


Swim Safety signage - concept

Defined access sign - 385mm x 645mm



Road level signage - a = 600mm, b = 700mm, c = 375mm



Swim Safety signage - Co2

Carpark
870mm x 1685mm

Open Space with emergency
600mm x 1100mm

Open Space without emergency
600mm x 1100mm

Cotter Bend

In an emergency dial 000



WARNING

ਚੇਤਾਵਨੀ ਸਾਵਧਾਨ ਆਗਿਆ ਚਾਂਗ ਬਾਓ



Strong Currents



Submerged Obstacles



Shallow Water



Deep Water



No lifesaving service



Scan QR code for further safety information



Translation and interpreting services available on website
www.parks.act.gov.au/before-you-go/safety




Visitors intending to swim are reminded that although your wellbeing is our concern, it is your responsibility.

PLEASE TAKE CARE

Casuarina Sands

In an emergency dial 000



WARNING

ਚੇਤਾਵਨੀ ਸਾਵਧਾਨ ਆਗਿਆ ਚਾਂਗ ਬਾਓ



Strong Currents



Submerged Obstacles



Shallow Water



Deep Water



No lifesaving service



Nearest emergency phone is located at toilet block in Casuarina Sands BBQ area.



Scan QR code for further safety information
Translation and interpreting services available on website
www.parks.act.gov.au/before-you-go/safety




Visitors intending to swim are reminded that although your wellbeing is our concern, it is your responsibility.

PLEASE TAKE CARE

Kambah Pool

In an emergency dial 000



WARNING

ਚੇਤਾਵਨੀ ਸਾਵਧਾਨ ਆਗਿਆ ਚਾਂਗ ਬਾਓ



Strong Currents



Submerged Obstacles



Shallow Water



Deep Water



No lifesaving service



Scan QR code for further safety information



Translation and interpreting services available on website
www.parks.act.gov.au/before-you-go/safety




Visitors intending to swim are reminded that although your wellbeing is our concern, it is your responsibility.

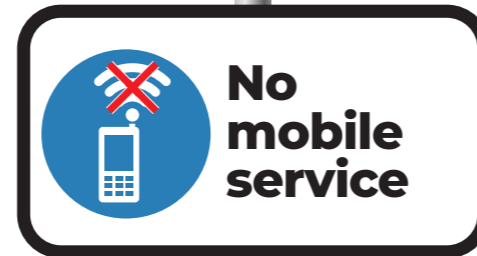
PLEASE TAKE CARE

Swim Safety signage - Co2

Defined access
385mm x 645mm

Road level
a = 600mm, b = 700mm, c = 375mm

Bouy
420mm x 300mm





Service Order – GS3847175_02
Issued Under GS3847175 Supply and Installation of Signage for ACT
Parks and Conservation Service

Issue date: **03/05/2024**
 Date and time for submission of response: **30/06/2024**
 Acknowledgement of receipt of Service Order required? No
 Issued to: Screenmakers

Instructions to Supplier:
 Issued under and subject to the terms of panel deed No. GS3847175.210 (“Deed”)
 Complete and sign this Service Order, addressing any assessment criteria or other matters notified by the Territory and submit your response by the date and time for submission to: claire.conti@act.gov.au
 If the Supplier wishes to request any amendments to the Service Order, including requesting any Confidential Text, amend and sign the Service Order and return it to the Territory together with a document clearly detailing the changes requested to the Service Order. The Territory is not bound to accept any requested amendments. If the Supplier is assessed as the preferred panel member to provide the Services, the Territory and the Supplier must execute a final version of this Service Order prior to the commencement of the Services or supply of Goods.

1.	Requesting Directorate/ Agency:	Environment Planning Sustainability and Development		
2.	Supplier name:	Screenmakers		
3.	Term of Service Order:	From 03/05/2024 until 30/06/2024		
4.	Services: <i>See clauses 1.1 and 3 of the Deed</i>	Item	Details of Services	Timeframe for completion
		1.	Install various signage to 17 locations in MRC. Refer to table of sites/signage types.	30/06/2024
5.	Goods: <i>See clauses 1.1 and 2 of the Deed</i>	Item	Details of Goods	
		1.	1 x Carpark sign (1685 x 870) and frame	
		2.	33 x Open Space signs (1100 x 600) and frames	
		3.	5 x Defined Access signs (645 x 385) and posts	
		4.	17 sets of road level signs (diamonds + key messages) and 12 x posts	
		5.	10 x buoy signs	
6.	Delivery, Commissioning & Installation <i>See clauses 1.1 and 7 and Item 4 Schedule 2 of the Deed</i>	To:	Murrumbidgee River Corridor Depot	
		When:	By 30/06/2024	
		Installation / Commissioning:	For liaison re installation and onsite coordination – please liaise with Shelley.Swain@act.gov.au	

7.	Contract Price: <i>See clauses 1.1 and 6 of the Deed</i>	\$70,645.30 (GST inclusive) <i>[Respondent to complete]</i>
8.	Disbursements: <i>See clause 6 of the Deed</i>	Except if otherwise stated in the Deed or this Service Order, the Contract Price is inclusive of all taxes, duties and changes, and all disbursements, including out-of-pocket expenses incurred by the Supplier.
9.	Invoicing arrangements: <i>See clause 6 of the Deed</i>	The Contract Price is payable as a lump sum in arrears. An Invoice may only be rendered following competition of the Services.
10.	Confidential Text <i>See clause 14 of the Deed</i>	As defined in the Deed.
11.	Territory Information <i>See clauses 1.1 and 13 of the Deed</i>	As defined in the Deed.
12.	Support Material	As defined in the Deed.
13.	Additional requirements	N/A.

Requesting Officer:

Name: Claire Conti

Signature: 

Date:

Position: Vis Info Manager

Ph: 

Email: Claire.conti@act.gov.au

This form must be signed by an authorised officer of the Supplier and returned to the Requesting Officer by date for submission specified above.

Supplier: *[Respondent to complete]*

Name: Cheree Mostert

Signature: 

Date: 6.5.2024

Position: General Manager

Ph: 02 6297 8474

Email: @screenmakers.com.au

If the Supplier is selected as the preferred supplier to supply the Goods and provide the Services, the Supplier may not commence this work until this form has been signed by the Territory's approving delegate and returned to the Supplier, at which stage the draft Service Order becomes a final Service Order and, together with the Deed, forms the parties' contract for the Goods and Services.

Territory's approving delegate:

Name: Rebecca

Signature: 

Date: 6/6/24

Blundell

Position: P25340

Ph: 

Email: rebecca.blundell@act.gov.au

Notes:

No legal obligations with respect to this Service Order arises until the Supplier and the Territory's

*approving delegate have signed this Service Order. In addition to the matters set out in this Service Order, the provision of Services is subject to and must be read with the Deed.
Any prices quoted by the Supplier in this Service Order must not exceed those set out in, or calculated in accordance with, the Pricing Information at Attachment 2 of the Deed (if any).*

Area name (order of priority)	ROADSIDE - warning diamond - no mobile reception - no lifesaving service	OPEN SPACE 600 x 1100 with emergency phone info	OPEN SPACE 600 x 1100 without emergency phone info	DEFINED ACCESS 385 x 645 with emergency phone info	DEFINED ACCESS 385 x 645 without emergency phone info	Unique emergency marker	Reduced lat/long coords	
Cotter Bend	1		Install: 5 Spare: 5 Total: 10			MRC 03		Ordered from Mavericks 19/12 57 signs 46 OPEN SPACE 11 DEFINED ACCESS
Casuarina Pool	1 (Casuarina precinct)	Install: 3 Spare: 3 Total: 6				MRC 02		Ordered from Mavericks 4 Jan, for their re-opening on 15 Jan 56 signs 37 OPEN SPACE 19 DEFINED ACCESS
Casuarina Sands		Install: 5 Spare: 5 Total: 10				MRC 01		
Cotter Campground	Capture info on new campground signage?	Spare: 5 Total: 8 Different text re emergency shown at foot				MRC 05		
Cotter Avenue	1		Install: 1 Spare: 2 Total: 3			MRC 04		
Pine Island Central	1 (Pine Island precinct)		Install: 3 Spare: 3 Total: 6		Install: 4 Spare: 4 Total: 8	MRC 06		
Pine Island South			Install: 1 Spare: 2 Total: 3		Install: 1 Spare: 2 Total: 3	MRC 07		
Kambah Pool	1 (Kambah Pool precinct)		Install: 1 Spare: 2 Total: 3		Install: 1 Spare: 2 Total: 3	MRC 08		
Kambah Rockpools			Install: 1 Spare: 2 Total: 3		Install: 2 Spare: 2 Total: 4	MRC 09		
Uriarra Crossing East	1		reducing this to 3?) (I've lost track on this, but have 6 showing on our map, and I actually thought one was going to be defined. Let's stick			MRC 10		
Uriarra Crossing West	1		Install: 5 Spare: 3 Total: 8		Install: 1 Spare: 1 Total: 2	MRC 11		
Swamp Creek			Install: 1 Spare: 1 Total: 2			MRC 12		
Tharwa Bridge	1		Install: 2 Spare: 1 Total: 3		DeSalis cemetery) (I'm not sure DeSalis is necessary actually. Let's leave it here and we can consult with Ollie before putting out.	MRC 13		
Tharwa Sandwash	1		Install: 1 Spare: 3 Total: 4			MRC 14		

Murrays Corner	1		Install: 1 Spare: 2 Total: 3		Install: 1 Spare: 2 Total: 3	MRC 15	
Point Hut Crossing					Install: 2 Spare: 2 Total: 4	MRC 16	
Angle Crossing			Install: 2 Spare: 3 Total: 5			MRC 17	

Area name	Emergency marker (unique area code)	Reduced lat/long	Access information - emergency access gates - directions and photos
Cotter Bend	MRC 03		
Casuarina Pool	MRC 02		
Casuarina Sands	MRC 01		
Cotter Campground	MRC 05		
Cotter Avenue	MRC 04		
Pine Island Central	MRC 06		
Pine Island South	MRC 07		
Kambah Pool	MRC 08		
Kambah Rockpools	MRC 09		
Uriarra Crossing East	MRC 10		
Uriarra Crossing West	MRC 11		
Swamp Creek	MRC 12		
Tharwa Bridge	MRC 13		
Tharwa Sandwash	MRC 14		
Murrays Corner	MRC 15		
Point Hut Crossing	MRC 16		
Angle Crossing	MRC 17		

	Information on signs
	Detailed information for 000

DRAFT signage example (600 x 1100):

Casuarina Sands

In an emergency dial 000 and quote

MRC 01

LAT -35.319 LONG 148.958



WARNING
चेडावली सावधान 警告 Cảnh báo



Strong Currents



Submerged Obstacles



Shallow Water



Deep Water



No lifesaving service, facilities or resources

Nearest emergency phone is located at toilet block in Casuarina Sands BBQ area.

Scan QR code for further safety information

Visitors intending to swim are reminded that although your wellbeing is our concern, it is your responsibility.
PLEASE TAKE CARE

GAZ Schema					
fcl_urn (Text)	Unique ID e.g. Site Code	MRC 03			
counter (Long Integer)	N/A	n/a	n/a	n/a	n/a
businessname (Text)	Site Code	PCS?			
buildingname (Text)	Site Name	Cotter Bend			
buildingnumber (Text)					
streetname1 (Text)	Street Name If applicaible	Cotter Road			
streetname2 (Text)	Street Name If applicaible				
areaname1 (Text)	Division or District	Coree			
areaname2 (Text)		ACT			
postcode (Long Integer)	Postcode	2611			
posttown (Text)					
actualx (Double)	X				
actualy (Double)	Y				
routingx (Double)					
routingy (Double)					
ds_key (Long Integer)	N/A				
update_date (Date)	Dataset date				

Brougham-Pratt, Charlotte

From: McQueen, Lauren
Sent: Friday, 3 November 2023 2:45 PM
To: Conti, Claire
Subject: Notes from meeting with Ollie re: Swim Safety

OFFICIAL

Notes from meeting with Ollie re: Swim Safety

MRC happy to go with design proposed

Emergency Location Markers

Feedback that difficult to coordinate - would need to check with ESA what the options are

Claire will follow up with ESA

MRC is happy to consider pending the advice from ESA

Warnings:

MRC agree worth keeping on the table.

Will get comms to do two versions - with/without

Hazards:

Most rivers will have the same hazards so shouldn't vary between locations

Strong Currents, Submerged Obstacles, Shallow Water, Deep Water

MRC agree that four is enough, these four are key ones that people are dying from

Agreed existing symbols are more impactful than the newer ones

Life-Saving Info:

Ollie things still to flag no facilities, no resources, etc.

Also likes it being in red.

Ollie happy that wellbeing/responsibility message is at the bottom of the sign.

Regulatory Symbols:

MRC agree two separate signs (trail vs swim safety) - don't mix the messaging.

Key Contacts/Logos:

Access/000, PCS Co-Branding, listing emergency phone location.

MRC Raised having emergency phone in more prominent location on the sign - up top??? Do we also need to raise whether or not there is coverage. Do we add it in to where we mention no life-saving service, no facilities, no service, etc.

Emergency Phones only at Campground and Casuarina Sands (not pool)

QR Codes/to MRC webpage where may be more info for swim safety (and google translate)

Comms Factsheet on Swim Safety.

Pine island may be only swimming area with reception, maybe Uriarra & Kambah Pool, so may not be worth it.

MRC would need to audit the swimming areas.

Types of Signs:

Road Signs: No life-saving, no mobile reception as key messaging, and instead of exclamation mark, a different symbol - life saving and phone crossed out?

CarPark Signs: On the access track instead? Car parks are spread out, there's broad level access, hard to get right.

Kambah Beach, one at top of trail before you walk down, then another at the bottom?

Value in smaller sign? In areas like Cotter Bend - being mindful of their impact on the landscape. Prioritise the larger signs. Will be a site-by-site assessment.

Will do a mock-up of the small signs anyway.

Any places benefiting from individual signs?

MRC advised too variable to have individual signs.

Additional:

Reflective Elements? Need to be separate

Existing signs will be removed.

SunSmart – park it for now

Parental Supervision Signs – plaques on picnic table? Ollie wondered how effective they are? Park for now

Lauren McQueen (she/her)

Volunteer Programs Manager | Volunteer and Visitor Experience

Parks and Partnerships | ACT Parks and Conservation Service

Environment, Planning and Sustainable Development Directorate | ACT Government

P 02 6205 7384 | M [REDACTED] | E lauren.mcqueen@act.gov.au

Find us on Facebook www.facebook.com/ACTParks or www.facebook.com/TidbinbillaNatureReserve

Follow us on Instagram at [@ACTParks](https://www.instagram.com/ACTParks)

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



Brougham-Pratt, Charlotte

From: Verkuylen, Richard
Sent: Sunday, 17 December 2023 11:17 AM
To: Conti, Claire; Forbes, Steve; Brown, Marc; Dalton, Wayne; Szychowska, Ludzia; [REDACTED]
Cc: McQueen, Lauren; Orgill, Oliver; Swain, Shelley; Rhodes, Tim; Mackenzie, Scott (ACTF&R); Berry, John
Subject: RE: Emergency markers re ACT PCS swim safety signs
Attachments: GAZ_Schema.xlsx

OFFICIAL

Hi Claire,

Normally it takes 2-3 weeks to get data into CAD.

We can attempt to expedite this work, but will need to check with the various stakeholder and see if it is achievable, especially during this time of reduced activity.

I have attached the Gazetteer Schema – If you could provide the data in this manner it will assist in reducing the timeframe

Please reach out if you have any questions

Cheers,

Richard

From: Conti, Claire <Claire.Conti@act.gov.au>
Sent: Wednesday, December 13, 2023 3:58 PM
To: Verkuylen, Richard <Richard.Verkuylen@act.gov.au>; Forbes, Steve <Steve.Forbes@act.gov.au>; Brown, Marc <Marc.Brown@act.gov.au>; Dalton, Wayne <Wayne.Dalton@act.gov.au>; Szychowska, Ludzia <Ludzia.Szychowska@act.gov.au>; [REDACTED] [REDACTED]@fujitsu.com>
Cc: McQueen, Lauren <Lauren.McQueen@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>; Swain, Shelley <Shelley.Swain@act.gov.au>; Rhodes, Tim <Tim.Rhodes@act.gov.au>; Mackenzie, Scott (ACTF&R) <Scott.Mackenzie@act.gov.au>; Berry, John <John.Berry@act.gov.au>
Subject: RE: Emergency markers re ACT PCS swim safety signs

OFFICIAL

Many thanks Steve and Richard for the feedback so far, and for the support of this project. Can appreciated it is quite an involved process, so thank you for your advice and patience.

- Re your question about QR code, Steve – this will link to the ACT Parks website safety page: <https://www.parks.act.gov.au/before-you-go/safety> (Google Translate is available on this page)
- I will work with the MRC district to create the table of required information to support the emergency marker system. Hoping to pass this on as soon as we can – hoping early next week
- [@Verkuylen, Richard](#) – estimate of how long will you need for the reformatting/testing/updating stage?

Christmas wishes to you all too!

Talk soon,

Claire

From: Verkuylen, Richard <Richard.Verkuylen@act.gov.au>

Sent: Wednesday, December 13, 2023 3:33 PM

To: Forbes, Steve <Steve.Forbes@act.gov.au>; Conti, Claire <Claire.Conti@act.gov.au>; Brown, Marc <Marc.Brown@act.gov.au>; Dalton, Wayne <Wayne.Dalton@act.gov.au>; Szychowska, Ludzia <Ludzia.Szychowska@act.gov.au>; [REDACTED] <[\[REDACTED\]@fujitsu.com](mailto:[REDACTED]@fujitsu.com)>

Cc: McQueen, Lauren <Lauren.McQueen@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>; Swain, Shelley <Shelley.Swain@act.gov.au>; Rhodes, Tim <Tim.Rhodes@act.gov.au>; Mackenzie, Scott (ACTF&R) <Scott.Mackenzie@act.gov.au>; Berry, John <John.Berry@act.gov.au>

Subject: RE: Emergency markers re ACT PCS swim safety signs

OFFICIAL

Thanks Steve and Claire,

Agree with Steve suggestions, also noting that having a Lat Long will assist when the caller calls ACT Policing – which may not have this information.

In addition to what has been suggested, could you please add the following as this will assist in preparing the information for the 000 call centre:

- Ensure the Long and Lat of each point is in the table
- Address, including Suburb/District, PostCode of each point (where applicable)

[@Conti, Claire](#) Getting these data into the CAD search database is an involved process so once the table has been created please send it through to esampping@act.gov.au ASAP so it can be prepared in the necessary format, tested and updated for searching in the 000 Call-Centre prior to each sign's installation.

Many thanks,

Richard

From: Forbes, Steve <Steve.Forbes@act.gov.au>

Sent: Tuesday, December 12, 2023 12:53 PM

To: Conti, Claire <Claire.Conti@act.gov.au>; Brown, Marc <Marc.Brown@act.gov.au>; Dalton, Wayne <Wayne.Dalton@act.gov.au>; Szychowska, Ludzia <Ludzia.Szychowska@act.gov.au>; [REDACTED] <[\[REDACTED\]@fujitsu.com](mailto:[REDACTED]@fujitsu.com)>

Cc: McQueen, Lauren <Lauren.McQueen@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>; Swain, Shelley <Shelley.Swain@act.gov.au>; Rhodes, Tim <Tim.Rhodes@act.gov.au>; Mackenzie, Scott (ACTF&R) <Scott.Mackenzie@act.gov.au>; Berry, John <John.Berry@act.gov.au>; Verkuylen, Richard <Richard.Verkuylen@act.gov.au>

Subject: FW: Emergency markers re ACT PCS swim safety signs

Thanks for the email and phone calls @Conti, Claire, merry Christmas to you all over there! 😊🎄

Looking at the graphic, some feedback from me, I think the sign is missing a Latitude and Longitude, this would be handy just in case the triple zero call routes to an interstate call centre and they don't have the marker code in their systems. Also, what are the QR codes?

Looping in our fantastic team who will put this together our end for you and I acknowledge your timelines. Firstly @Brown, Marc and @Dalton, Wayne from the COMCEN management team for approvals, procedures and E000 operator briefing and @Szychowska, Ludzia and [REDACTED] who will look after the entries into our E000 gazetteer.

Few tasks as a team we will need to work through to make this work smoothly, *below are my thoughts and if others have thoughts please hit reply to all and contribute;*

- Getting the full list into our search Gazetteer used in the E000 room
- Each entry would be better if we also had some access details to put with it (i.e. “best access via the south east carpark end of Kambah Pool Road”)
- Adding a copy of each sign into our SSI database would be handy
- Getting PCS assistance to educate our E000 team members and also front line responders of the signs

Regards,



Steve Forbes ESM

Operations Branch | Intelligence Team

Director Intelligence Team

ACT Emergency Services Agency
Justice and Community Safety Directorate

📞 02 6205 5235 📱 [REDACTED]

📍 9 Amberley Avenue, Fairbairn Business Park, MAJURA ACT 2609



From: Conti, Claire <Claire.Conti@act.gov.au>

Sent: Tuesday, December 12, 2023 12:34 PM

To: Forbes, Steve <Steve.Forbes@act.gov.au>

Cc: McQueen, Lauren <Lauren.McQueen@act.gov.au>; Orgill, Oliver <Oliver.Orgill@act.gov.au>; Swain, Shelley <Shelley.Swain@act.gov.au>

Subject: Emergency markers re ACT PCS swim safety signs

OFFICIAL

Hi Steve

Thanks again for your time to discuss emergency markers on ACT PCS swim safety signs. We are under a fairly tight timeframe to install corflute signs across 16 water rec areas before the Christmas break – with the aim to erect permanent signs in the new year.

See below a draft example of the signage we have developed – which includes the green emergency marker (this is just to provide an idea of the design direction, you will see edits to other aspects of the sign are required). We are aiming to finalise artwork/details by the end of this week. At this point, we will be able to forward a table of the unique emergency marker details for each site, mapped locations of each sign, finalised sign artwork, and any details re access that may assist emergency services.

Casuarina Sands

In an emergency dial 000 and quote

LYB 121



WARNING

警告 चेतावनी चैतावनी

Attention Avvertimento whakatupato



Strong
Currents



Submerged
Obstacles



Shallow
Water



Deep
Water



No lifesaving service,
facilities or resources

In an emergency: 000

Nearest emergency phone is located at toilet block
in Casuarina Sands BBQ area.

Access Canberra: 13 22 81



Scan QR code for translation

<https://www.parkact.gov.au/bathers-programs/bathy>



Visitors intending to swim are reminded that although your
wellbeing is our concern, it is your responsibility.

PLEASE TAKE CARE.

Please let me know if you need any further details at this stage to progress from your end and discuss with the relevant teams. Grateful for your assistance and support on this project.

Talk soon,

Claire

Claire Conti (She/Her)

Visitor Information Manager | Volunteer and Visitor Experience

Parks and Partnerships | ACT Parks and Conservation Service

Environment, Planning and Sustainable Development Directorate | ACT Government

W environment.act.gov.au

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Follow us on Instagram at [@ACTParks](https://www.instagram.com/ACTParks)

Please note that I work Tuesday – Friday

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



Brougham-Pratt, Charlotte

From: Ryan, Melanie
Sent: Wednesday, 13 December 2023 10:52 AM
To: Conti, Claire; Cotsell, Peter
Cc: Orgill, Oliver; McQueen, Lauren
Subject: Translations
Attachments: Warning translation.docx; Warning translation.pdf; Invoice 43587 Translation.pdf

OFFICIAL

Good morning Claire, Pete and team

Please find attached the translations of 'warning' for our swim safety signage for your records.

The invoice for payment is also attached.

Thanks
Mel

Melanie Ryan

Assistant Director, Communications and Engagement – Environment, Heritage and Water

 [Microsoft Teams](#) | EPSDD Media Mobile: [REDACTED]

Communications, Engagement and Media | Environment, Planning and Sustainable Development Directorate | ACT Government

Level 4 (Snow Gum), 480 Northbourne Avenue, Dickson 2602 | GPO Box 158 Canberra ACT 2601

www.environment.act.gov.au | www.planning.act.gov.au | www.climatechoices.act.gov.au

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ENGLISH	Chinese simplified
Warning	警告

ENGLISH	Nepali
Warning	सावधान

ENGLISH	Punjabi
Warning	ਚੇਤਾਵਨੀ

ENGLISH	Vietnamese
Warning	Cảnh báo