

COMMUNITY FACILITY NAME SIGNS

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1. OBJECTIVE

This policy is established to provide a basis for the coordinated control of the use of Community Facility Name Signs within the City of Karratha.

The intent of the Policy is to:

- Identify the type of facilities that are permitted to be signposted as defined in [AS 1742.5:2008AS1742.5—1997](#).
- Establish the process by which such signs are approved and where and how they are ~~erected~~installed.
- Define the procedure for the removal of existing signs that do not conform to the Policy.

2. PRINCIPLES

This Policy is intended to provide a guide for the provision of Community Facility Name Signs in the City of Karratha. Council provides this policy as a guide for persons wishing to gain approval for the ~~erection~~installation of such signs within a road reservation.

2.1 Definition of Community Facilities

In accordance with Australian Standard AS1742.5 – 1997, Community Facilities are described as facilities generally of a non-commercial nature, which are likely to be sought by significant numbers of strangers to a district. Inclusion of group commercial centres such as shopping centres, is acceptable, but not individual commercial establishments.

2.2 Facilities Suitable for Signage

Community Facility Name Signs shall only be permitted within the City of Karratha for the purpose of indicating the location of:

- Hospitals and Medical Centres;
- Municipal offices, depots and ~~tips~~waste facility;
- Town halls;
- Civic centres;
- Sporting and recreational grounds and facilities;
- Tertiary education institutions;
- Churches and religious institutions;
- Airports;
- Post Offices;
- Veterinary clinics;
- Places of short term or visitor accommodation, such as hotels;
- Buildings and places of historical interest;
- Buildings designed for the accommodation of aged persons; and
- Shopping centres – applications to be considered on individual merits.

In all cases, the shortest name by which a facility is commonly known shall be used on the sign.

2.3 Sign Shape and Colour

Community Facility Name Signs are to be blue with white lettering, they shall be either rectangular signs similar to street name signs or signs similar to finger boards.

Where the facility name requires only a single line, the depth of the sign shall be 150mm and the lettering used shall be to Australian Standards AS 1744-1975 series DN and CN at least 10mm in height. Where two lines are required, the sign shall comprise of 2x 150mm depth sign plates mounted together (refer to AS 1742.5-1997 Figure 3.1).

The sign length shall not be less than 500mm and not greater than 1000mm when mounted on a single pole. Signs greater than 1000mm in length shall be mounted on two poles and approval of such length signs will be subject to a specific location inspection for suitability by the Manager Infrastructure Services or selected nominee prior to approval being granted.

Where the orientation of the sign does not adequately indicate the direction to the street, an arrow may be incorporated in the sign.

2.4 Location and Mounting

Signs as described in section 2.3 are provided at intersections to direct road users to community facilities located on side streets.

Signs are normally provided at a single location to indicate the most convenient route to a facility from the nearest road. Signing at two (2) or more locations should be used only when the facility generates an appreciable amount of traffic, where similarly convenient routes originate at widely separated points on major roads, or where a number of alternative routes are needed to accommodate the traffic volume (e.g. to a large shopping complex).

Signs are placed in the same location as the side street name signs and are normally mounted on the same post, pole etc. as the street name and immediately below it.

To maintain the effectiveness of the signage, a maximum of three (3) facilities are to be signposted at any one location.

2.5 Cost of ~~Erection~~Installation

All costs associated with the ~~erection~~installation of a community facility name sign are to be borne by the applicant. These costs include, but are not limited to:

- a) The cost of the community facility name sign together with the appropriate fittings and fixings.
- b) The costs of an additional pole and associated hardware as required.
- c) The costs of Council's labour to ~~erect~~install the sign including wages, overhead and plant operating costs.
- d) The cost of supplying a replacement sign in the event that the existing sign becomes damaged or in Council's opinion has deteriorated to an unacceptable standard. In this case costs relative to ~~erection~~installation, labour and supply of materials will also apply.
- e) The cost of removing a redundant sign or removal due to the facility named on the sign relocating premises.

If Council considers the applicant to be a non-profit community group, the applicant will be exempt from ~~the associated cost of erection~~installation section 2.5 Cost of ~~Erection~~Installation (a) (b) (c). The ~~erection~~installation costs are to be charged to Council's Traffic/Street Signs and Control Equipment account.

[Associated costs are identified in Councils Annual Budget - Fees and Charges](#)

2.6 Sign Approval Process

The process for the approval of a Community Facility Name sign is as follows:

- The applicant is required to lodge a request in writing for a Community Facility Name Sign. The request is to include details pertaining to the name required on the sign, the type and/or nature of the facility to be signposted. The application to include a sketch plan detailing the intersection(s) on which signs are requested and the proximity of the facility to the sign location.
- Applications for Community Facility Name Signs will be considered by the Manager Infrastructure Services in line with Council's Policy. In the event of the dispute over the suitability of a particular facility, the application may be referred to Council for resolution. In this case the provisions of clause 2.1, the definition of community facilities will be used as a measure of the facility in question.
- All applications will be responded to in writing with the details of sign name, the sign size and type, and the estimated cost of ~~erection~~installation or alternatively the reasons for the application being refused.
- Council retain the right to remove any unauthorised signage without notice.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

4. REFERENCES TO RELATED DOCUMENTS

- ~~AS 1742.5:2008~~ ~~AS 1742.5-1997~~
- AS 1744-1975

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| Policy Number: | TE-01 |
| Previous Policy Number: | N/A |
| Resolution Numbers: | 10199-Apr 1997; 11635-May 1999; 11640-Jun 1999; 12738-Sep 2002; 13497-Oct 2004; 14223-Oct 2007; 153508-Jul 2016 |
| Last Review: | June 2016 <u>2019</u> |
| Next Review: | June 2022 <u>18</u> |
| Responsible Officer: | Coordinator Operations |

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.