

# COMMUNITY FACILITY NAME SIGNS

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## 1. OBJECTIVE

To provide an effective and efficient approach to the approval, installation, maintenance and removal of Community Facility Name Signs within the City of Karratha (the City).

The intent of the Policy is to:

- Identify the type of facilities considered suitable to be signposted.
- Establish uniformity in the appearance of signs.
- Clearly identify the process for which signs are approved and where and how they are installed.
- Define the process for removal of signs that do not conform with this policy.

## 2. PRINCIPLES

This policy is intended to provide a guide for persons seeking to gain approval for the installation of such signs within a road reservation.

### 2.1 Definition of Community Facilities

In accordance with Australian Standard AS 1742.5:2017 Community Facility Name Signs, 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. A facility providing a service for the benefit of the general public such as those listed in 2.2.

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 for the purpose of indicating the location of:

- Hospitals and Medical Centres;
- Municipal offices, depots and waste facility;
- Town halls;
- Civic centres;
- Government Departments;
- Sporting and recreational grounds and facilities;
- Tertiary, Secondary and Primary education institutions;
- Day Care Centres;
- Churches and religious institutions;
- Airports;
- Post Offices;
- Veterinary clinics;
- Not-for-profit/charitable facilities;
- 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, Colour and Permitted Information

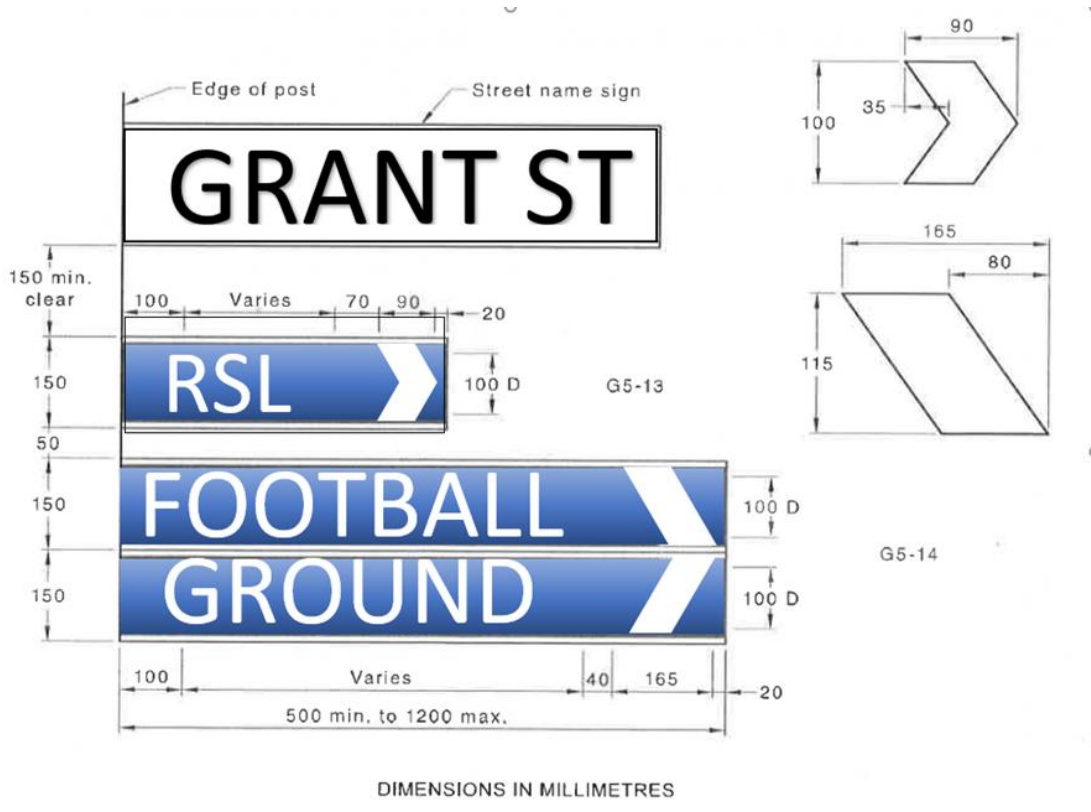
Community Facility Name Signs shall generally be of rectangular shape and in a similar format to street finger boards. Colours used will be white lettering on blue reflective background in accordance with AS 1742.5:2017.

The sign shall contain the name of the facility and a chevron pointing horizontally in the general direction of the facility as shown below.

Organisation logos should not be used as they require larger sign plates and provide surplus information that the road user must interpret.

Where the facility name requires only a single line, the minimum depth of the sign shall be 150mm (with a minimum depth of 130mm reflectorized) and the letters shall be 100mm. Where two lines are required, the sign shall comprise of 2 x 150mm depth signs mounted together.

Lettering shall be Series D, as specified in AS 1744-1975. In circumstances where lettering looks to exceed the maximum width of 1200mm, Series C shall be used to fit the available width. The lettering shall not be narrower than Series C.



### 2.4 Location and Mounting

Community Facility Signs will be located at intersections to direct road users to community facility/facilities located on side streets as described in AS 1742.5:2017 Section 2.8 Mounting Height.

Signage 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).

Consideration will be given to:

- The appropriateness of directing traffic where similar services are within close or closer proximity to the signage location; and
- Proliferation of signage at the requested location.

To maintain the effectiveness of the signage and considering safety for road users, a maximum of three (3) facilities are to be signposted at any one location.

## **2.5 Fabrication, Installation and Maintenance**

- 2.5.1 Signage arrangements through appropriate signage manufacturers and associated fabrication costs are to be borne by the applicant following design approval from the City;
- 2.5.2 Installation and maintenance of signs will only be undertaken by the City and/or its approved contractors;
- 2.5.3 Once community facility name sign/s are fabricated in accordance with 2.5.1 and supplied to the City, all costs associated with the installation are to be borne by the applicant and paid to the City. These costs include the City's supply of:
  - a) appropriate fittings and fixings;
  - b) any additional pole/s and associated hardware as required; and
  - c) the City's labour to install the sign/s including wages, overhead and plant operating costs;
- 2.5.4 Installation costs are also applicable for replacement signs as per 2.5.1 - 2.5.3 above, required in the event that the existing sign becomes damaged or in the City's opinion has deteriorated to an unacceptable standard.

If the City considers the applicant to be a not-for-profit community group, the applicant will be exempt from installation costs provided under section 2.5.3. However, this exemption is not applicable for replacement signs as described in 2.5.4.

## **2.6 Sign Approval Process**

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

- Request for signage must be made using a Community Facility Name Sign Application Form obtainable from the City's Administration Office or City's website.
- The application must include details pertaining to the name required on the sign, the type and/or nature of the facility to be signposted. The application should detail the intersection(s) on which signs are requested.
- Fees and charges that may be applicable to the installation of the signage will be charged in accordance with Council's Fees and Charges for Private Works.
- Applications for Community Facility Name Signs will be assessed against this policy and applicable guidelines and will also consider the need, usefulness, desirability and benefit of the proposed signage by the Manager Infrastructure Services.
- When assessing applications for new signage, consideration will be given to the nature of the service or facility, social utility and wider benefit, as well as accessibility (being how often the facility is available to the public, or proportion of public that would be seeking to access the service or facility).
- All applications will be responded to in writing with the details of sign name, the sign size and type, and the estimated cost of installation or alternatively the reasons for the application being refused.

## 2.7 Compliance with Policy

The City maintains the right to replace or remove any signs on roads under its control. Signs may be removed in the following circumstances (but not limited to):

- The sign does not comply with this policy;
- The sign is in a poor state and in need of repair;
- The facility for which the sign relates, has ceased to operate;
- The sign is redundant or removal of the sign is due to facility relocating premises;
- There is a demonstrated need for consolidation of signage due to proliferation within the location;
- The sign is considered to be ineffective or inappropriate;
- The sign is considered a hazard or poses a safety risk to users of the road or members of the public; or
- The sign is inconsistent with Department of Planning, Transport and Infrastructure (DPTI) requirements or Australian Standards.

## 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 1742.5:2017
- AS 1744-1975

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; 154376-Jun 2019; 154688-Oct 2020
Last Review:	October 2020
Next Review:	October 2023 [Every 3 years]
Responsible Officer:	Manager Infrastructure Services

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