

## SIGNS POLICY

Type	Governance
Category	Infrastructure
Responsible Officer	Director Infrastructure
First Issued / Adopted	Pre 2009
Review Period	2 years
Last Reviewed	26 August 2020, 28 January 2015
Minutes Reference	OM263/20, OM25/15
Next Review Date	September 2024
Applicable Legislation	Local Government Act 1999 AS 1742.5 - 1997 Manual of Uniform Traffic Control Devices - Part 5 Street Name and Community Facility Name Signs, Standards Australia DPTI Road Sign Guidelines Guide to visitor and service road signs in South Australia
Related Documents	By-Law No. 2 - Moveable Signs Fees and Charges Schedule Selection of Road Names and Public Places Policy
Public Consultation Required	No
File Reference	14.55.3.9

### 1. PURPOSE

To ensure uniformity of signs across the Council area.

### 2. SCOPE

This policy only applies to signs that do not require a planning permit. Council's Development and Regulation Department should be consulted regarding any signage that falls outside this policy, eg advertising signs.

Document No	Version No	Last review	Next review	Page
POL -0037	1.0	26 August 2020	31 July 2022	Page 1 of 7

### 3. DEFINITIONS

**Tourist Signs** - are white on brown. Tourist signs are provided where the tourist attraction is regularly open on a daily basis and generates tourism activity. Examples include art galleries, flora and fauna parks, wineries and amusement parks.

**Service Signs** - are white on blue and provide pictorial representation of services available.

**Directional Signs** - are white on blue and provide a description of the type of service it is directing the community towards when they may otherwise be confused as to the exact location of the establishment.

**Service Club Signs** - Signs located in an information bay or at the entrances into town and are the service club emblem only.

**Advertising Signs** - Permanent signs affixed to Council structures or on Council Land advertising businesses.

**Rural Property Address Signs** - Roadside signs indicating the address of rural properties.

**Residential Property Address Signs** - Signage indicating the residential house number.

**What's On Banners** - Located at the entrances into Port Pirie promoting community events.

**Banners** - Temporary banners on Council land advertising community events/services.

**Street Name Signs** - are black on white and affixed to posts at locations where kerbside etching is not present.

**A Frame / Sandwich Board Signs** – are small movable signs located on Council land advertising a business/organisation.

### 4. POLICY STATEMENT

#### 4.1 Objectives

- To ensure that directional signage throughout the region provides clear directions to appropriate service and community facilities.
- To reduce sign clutter which detracts from the appearance of the area; which reduces the impact and overall effectiveness of individual signs.
- To provide a clear, logical and readily understood directional signs through the use of standardised signs, symbols and consistent colour-coding of different types of signs that comply with the appropriate Australian Standards.

Document No	Version No	Last review	Next review	Page
POL -0037	1.0	26 August 2020	31 July 2022	Page 2 of 7

## **4. POLICY STATEMENT (Cont'd)**

### **4.1 Objectives (cont'd)**

- To ensure that directional signs are provided only to facilities that are likely to be sought by people not familiar with the area.
- To clearly identify facilities that may qualify for directional signs, and the conditions under which they may be permitted.

### **4.2 Directional Signs**

For the purpose of this policy, community facilities are described as facilities that are likely to be sought by significant numbers of visitors to a local area. Inclusion of businesses or commercial centres, such as shopping centres, is acceptable but if it can be demonstrated that a local shop that may be sought after by people unfamiliar with the area.

*The wording of the sign shall be limited to the nature of the facility, service or business and not display the name of the organisation or business.*

#### **4.2.1 Location**

Signs will be provided at intersections to direct road users to community facilities located on side streets. They are not normally provided for facilities, which abut major roads.

Signs are normally provided at a single location to indicate the most convenient route to the facility from the nearest major road. The total number of signs to a given facility shall be limited to two.

Signing at more than two locations should be used only when a facility generates a significant amount of traffic where similar convenient routes originate at widely separated points on major roads or a number of alternative routes are needed to accommodate the traffic volume.

Signs are placed in the same location as the street name signs and are normally mounted immediately below the street sign.

No more than four (4) finger blade signs shall be placed on a post in accordance with Australian standards. Priority for placing signs shall be in order of:

1. Street Name
2. Street information (eg No through road)
3. Emergency Services
4. Community facilities or service information.

Where a request is received for a location where the post is already at its maximum, the existing finger blade signs will be reviewed for currency. Alternative locations can be investigated to accommodate the new request where required and if possible.

Document No	Version No	Last review	Next review	Page
POL -0037	1.0	26 August 2020	31 July 2022	Page 3 of 7

**4. POLICY STATEMENT (Cont'd)****4.2 Directional Signs (cont'd)****4.2.2 Financial and Administrative Details**

Where the sign is to be erected on a road under the control of Council, a quote for the supply and installation of the signs will be provided to the applicant upon request of the signs. Refer to Council's fees and charges for indicative costs.

Where the sign is to be erected on a road under the control of DPTI, application shall be made directly to DPTI by the applicant requesting the sign.

**4.2.3 Installation and Maintenance**

Installation of the signs will be undertaken by Council upon payment of the service charge outlined in the quote provided by Council.

The applicant who pays for the provision of directional signs remains responsible for the maintenance and upkeep, subject to and in accordance with the Council's approval.

The need for repairs or replacement shall be at the discretion of the Council. The cost of maintaining the signs including damage or vandalism, replacement, reinstatement and/or re-erection is the responsibility of the applicant.

Council may undertake maintenance works on behalf of the applicant with the costs recovered from the applicant.

It is the applicant's responsibility to immediately notify the Council to arrange for the removal of all directional signs in the event of the facility, service or business closing, or ceasing to operate. Costs for undertaking this work may be charged to the facility, service or business operator.

**4.2.4 Pre-Existing Signs to Policy Adoption**

Pre existing signs will be allowed to remain at Council's discretion however, Council maintains the right to replace or remove any signs installed on roads under its control when any of the following occurs:

- The facility no longer conforms with the conditions of the sign approval.
- The sign is in a poor state of repair.
- The facility no longer operates as an eligible community facility, or the facility ceases to operate.
- There is a demonstrated need for aggregating signs in a particular location.
- The road authority needs to resume the land.

Document No	Version No	Last review	Next review	Page
POL -0037	1.0	26 August 2020	31 July 2022	Page 4 of 7

## **4. POLICY STATEMENT (Cont'd)**

### **4.2 Directional Signs (cont'd)**

#### **4.2.4 Pre-Existing Signs to Policy Adoption (cont'd)**

Replacement of any existing signs will be the subject to the conditions of this policy and will require a new application. Replacement signs will only be approved in accordance with this policy and prior existence of signs does not infer automatic approval of new signs.

### **4.3 Tourist Signs**

Signing of facilities, which are primarily of interest to tourists, shall be in accordance with the Department of Planning, Transport and Infrastructure's (DPTI) Road Sign Guidelines Guide to visitor and service road signs in South Australia. These guidelines set out in detail the process for considering applications and design details for signs approved under the guidelines.

Where the sign is to be erected on a road under the control of Council, a quote for the supply and installation of the signs will be provided to the applicant upon request of the signs. Refer to Council's fees and charges for indicative costs.

### **4.4 Signs on DPTI Roads**

Where the sign is to be erected on a road under the control of DPTI, application shall be made directly to DPTI by the applicant requesting the sign.

### **4.5 Service Club Signs**

The preferred location for these signs is within information bays or on the white frame signs located at the entrances:

#### **4.5.1 More Than One Sign**

Where more than one service club sign is installed then they should be mounted on common support structure.

#### **4.5.2 Emblem**

The signs must be restricted to the organisations emblem only and not display any detailed information of meetings times or locations.

#### **4.5.3 Liability**

The Service Club/Organisation must accept liability for any claims of damage or injury regarding the structure. Signs will be of a material and size approved by Council.

Document No	Version No	Last review	Next review	Page
POL -0037	1.0	26 August 2020	31 July 2022	Page 5 of 7

#### **4. POLICY STATEMENT (Cont'd)**

##### **4.5 Service Club Signs (cont'd)**

###### **4.5.4 Costs**

Council will install the sign; however the Service Club/Organisation must be responsible for the cost of the sign and any ongoing maintenance.

##### **4.6 Banners (on Council Land Temporarily)**

Refer to Council By-Law No. 2 - Moveable Signs, dot point 10 "Banners".

##### **4.7 Illegal Posters/Signs**

If advice is received that posters/signs have been affixed without Council consent, or otherwise in contravention of this policy, the poster/sign will be deemed to be illegal and the authorised officers will follow the following procedure:

3.5.1 The relevant officer is to notify the organisation/person(s) by telephone or facsimile, requesting removal of the posters/signs within 24 hours.

3.5.2 If the posters/signs are not removed within 24 hours, instructions will be given to immediately remove or paint over the offending posters/signs.

3.5.3 If evidence can be obtained of persons affixing the offending posters/signs, this information is to be referred to the relevant officer for possible legal proceedings under the Local Government Act 1999.

##### **4.8 Advertising Signs (Permanent)**

Relating to permanent business signs on Memorial Oval external fence (for example).

##### **4.9 Rural Property Address Sign**

A rural property address sign is black on white displaying the property number and road name and is installed on the roadside adjacent the entrance into the property.

Council will provide one (1) sign at no cost to the property owner.

All replacement signs will be provided by Council at the cost of the property owner. Refer to Council's Fees and Charges Schedule for applicable costs.

Document No	Version No	Last review	Next review	Page
POL -0037	1.0	26 August 2020	31 July 2022	Page 6 of 7

#### **4. POLICY STATEMENT (Cont'd)**

##### **4.10 Residential Property Address Sign**

As per the Local Government Act 1999 Section 220(6), it is the responsibility of the property owner to display appropriate signage indicating the house/street number of the property for location purposes. This only applies in urbanised areas where a rural property address sign is not applicable.

##### **4.11 What's On Banners**

Council has the ability to display banners at each of the three (3) entrances into Port Pirie. These banners shall be to promote Council events or events to which the community is invited to attend.

All requests for a "What's On Banner" should be directed to Council's Events Coordinator who will determine the suitability and appropriateness of the banner. There may be a cost involved, refer to Council's Fees and Charges Schedule for applicable costs.

##### **4.12 Street Name Signs**

Street name fingerblade signs are black on white and affixed to posts at intersecting locations to indicate the street/road name.

Where a request for a street/road fingerblade sign has been received for a location where the street/road name is already etched on the kerbside, Council will investigate the validity of the request and install a fingerblade sign if deemed necessary.

Where a complaint is received regarding an inappropriate street name fingerblade on private property that may be misleading or confusing, Council will investigate and take necessary steps to remove the misleading or confusing sign.

##### **4.13 A Frame / Sandwich Board Signs**

Refer to Council's By-Law No. 2 – Moveable Signs

#### **5. FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au)

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Rural Office, Bowman Street, Crystal Brook.

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Document No	Version No	Last review	Next review	Page
POL -0037	1.0	26 August 2020	31 July 2022	Page 7 of 7