

COMMUNITY FACILITY NAME SIGNS

Purpose

The purpose of this policy is 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 intent of this policy is to provide guidelines for persons seeking to obtain approval for the installation of such signs within a road reservation, including:

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

Definitions

The **City** means the City of Karratha.

The **Act** means the *Local Government Act 1995*.

Australian Standards or **AS** means the documents that set out specifications, procedures and guidelines that aim to ensure products, services, and systems are safe, consistent, and reliable.

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 as per **Australian Standard AS 1742.5:2017** Community Facility Name Signs.

Policy Statement

1. **Community Facilities** Suitable for Signage

Community facility name signs shall only be permitted within the City for the purpose of indicating the location facilities providing a service, as listed below, with the inclusion of shopping centres, but not individual commercial establishments.

- Hospitals and medical centres;
- Municipal offices, depots, and waste facility;
- Town halls;
- Civic centres;
- Government department buildings;
- Sporting and recreational grounds and facilities;
- Tertiary, secondary, and primary education institutions;
- Daycare 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 or acronym by which a facility is commonly known shall be used on the sign.

2. 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**.

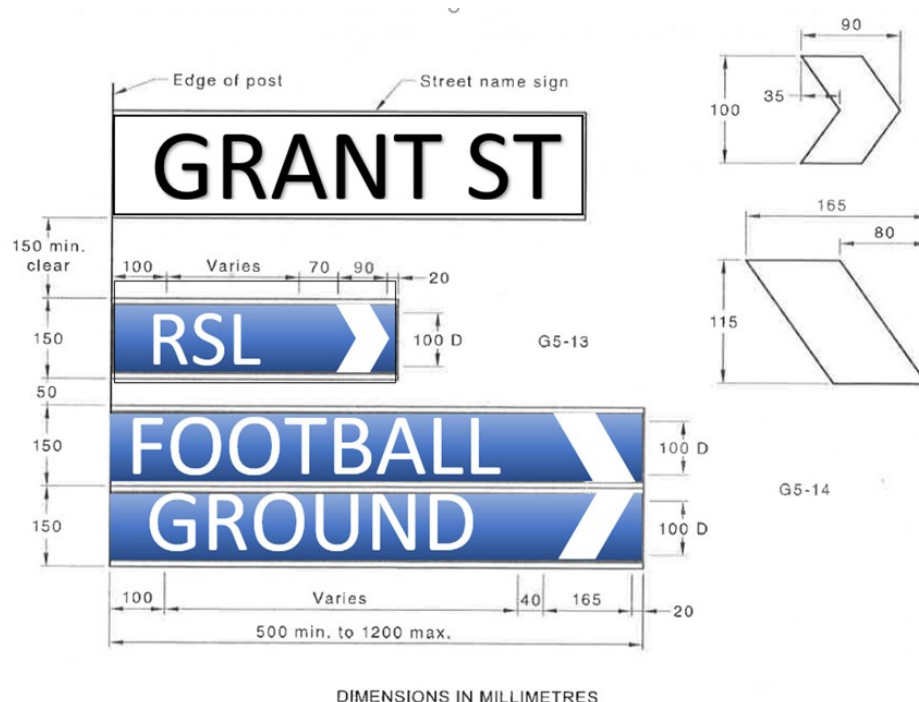
The sign shall contain the name of the facility and a chevron pointing horizontally in the general direction of the facility as depicted in 2.1.

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.

2.1. Sign artwork and dimensions



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3. Location and Mounting

Community facility name 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 is 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.

4. Fabrication, Installation, Maintenance and Exemptions

4.1. Fabrication

The arrangement for all fabrication of signs will be undertaken by the City and/or its approved Contractors. The costs associated with the fabrication and delivery of City approved signage will be the responsibility of the applicant and will be paid by the applicant to the City prior to fabrication.

4.2. Installation

The installation of signs will only be undertaken by the City and/or its approved Contractors. The costs associated with the installation of signage will be paid by the applicant to the City prior to installation. Associated costs including, but not limited to:

- a. appropriate fittings and fixings,
- b. any additional pole/s and associated hardware as required, and/or
- c. the City's labour to install the sign/s including wages, overhead and plant operating costs.

4.3. Maintenance

If the existing sign becomes damaged or, in the City's opinion, has deteriorated to an unacceptable standard, costs for maintenance and/or a replacement sign are borne by the applicant as per clause 4.1 and 4.2 above.

4.4. Exemptions

If the City considers the applicant to be a not-for-profit community group, the applicant will be exempt from installation costs only provided under clause 4.2. This exemption is not applicable for costs relating to fabrication or maintenance and/or a replacement sign as described under clause 4.1 and 4.3 respectively.

5. Application and Assessment Requirements

- 5.1. Request for signage must be made using an *Application for Community Facility Name Sign* form obtainable from the City's Administration Office or City's website.

- 5.2. 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.
- 5.3. Fees and charges associated with the fabrication will be on-charged to the applicant. Installation costs will be charged in accordance with Council's Fees and Charges for Private Works. All charges are payable to the City prior to fabrication commencing.
- 5.4. Applications will be assessed against this policy and applicable standards and will also consider the need, usefulness, desirability, and benefit of the proposed signage by the Manager Asset Maintenance.
- 5.5. 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).
- 5.6. All applications will be responded to in writing if approved, including the estimated cost of fabrication and installation or alternatively the reasons for the application being refused.

6. Compliance

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**.

7. 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.

Related Documents

Legislation & Local Laws	<i>Local Government Act 1995</i>
Australian Standards	AS 1742.5:2017 AS 1744-1975
Procedures, Documents & Forms	Application for Community Facility Name Sign Code of Conduct

Policy Owner

Directorate	<i>Projects Infrastructure</i>	&	Department	<i>Asset Maintenance</i>
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Review Management

Next review due: *Feb 2028*

Version Management

Version	Date	Council Resolution Number	Description
<i>1.0</i>	<i>Apr 1997</i>	<i>10199</i>	
<i>2.0</i>	<i>May 1999</i>	<i>11635</i>	
<i>3.0</i>	<i>Jun 1999</i>	<i>11640</i>	
<i>4.0</i>	<i>Sep 2002</i>	<i>12738</i>	
<i>5.0</i>	<i>Oct 2004</i>	<i>13497</i>	
<i>6.0</i>	<i>Jul 2016</i>	<i>153508</i>	
<i>7.0</i>	<i>Jun 2019</i>	<i>154376</i>	
<i>8.0</i>	<i>Oct 2020</i>	<i>154688</i>	
<i>9.0</i>	<i>May 2025</i>	<i>OCM250526-11</i>	<i>Current Version</i>

APPLICATION FOR COMMUNITY FACILITY NAME SIGN

POLICY TE-01

This application is to be submitted and will be assessed in accordance with Council Policy TE-01.

APPLICANT DETAILS:

NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	















ORGANISATION/COMMUNITY FACILITY DETAILS:

ORGANISATION NAME:			
FACILITY ADDRESS:			
NON-FOR-PROFIT:	Yes	No	ABN/ACN:
SERVICE PROVIDED:			

SIGN INFORMATION:

NUMBER OF SIGNS:	1	2	3
INSTALL LOCATION 1:			
INSTALL LOCATION 2:			
INSTALL LOCATION 3:			

SIGN ARTWORK: (ART DETAILS ARE OUTLINES IN THE COUNCIL POLICY)

SINGLE LINE SIGN ART:																				
DOUBLE LINE SIGN ART:																				
ADDITIONAL SYMBOLS: (MAX OF 2)																				

ADDITIONAL INFORMATION TO PROVIDE:

PHOTOS OF INSTAL LOCATION: <i>(in colour)</i>	Yes	No
ADDITIONAL INFORMATION: <i>(please list)</i>		

Additional Important Information to Note:

- Approved signage installation will be added to the sign maintenance program and will be installed at the next available opportunity.
- A maximum of three (3) facility sign panels may be located at any one intersection excluding road nameplates and other traffic sign panels.

AGREEMENT AND SIGNATURE:

I am authorised to act on behalf of the stated organisation / community group.

I have read and understood the Council Policy TE-01 Community Facility Name Sign Policy and the information above.

The information I have provided above is true and correct.

I acknowledge that where signage is approved, costs are payable to the city prior to works commencing and I shall meet the cost of repairs and replacement including from accidental damage, vandalism and wear and tear when required by the city, failing which the signage may be removed by the City.

APPLICANT NAME:		DATE:
SIGNATURE:		

APPLICATION FOR COMMUNITY FACILITY NAME SIGN

POLICY TE-01

OFFICE USE ONLY:

DATE RECEIVED:			
REFERENCE NUMBER:			
ASSESSED BY:			
STATUS:	Approved	Declined	
COMMENTS:			
LOCATIONS APPROVED / REASON FOR DECLINE			
NOTIFICATION DATE:			

FEES:

FEE AMOUNT: (NOT-FOR-PROFIT INSTALL FEES EXEMPT)	FABRICATION:	INSTALLATION:	TOTAL:
	\$	\$	\$
FEES PAID DATE:		RECEIPT NUMBER:	

INSTALLATION:

INSTALLATION DATE:	
REINSTALLATION DATE:	
NOTIFICATION DATE:	
COMMENTS:	