

# COMMUNITY FACILITY DIRECTION SIGNS POLICY

<b>Reference number:</b>	POL 015
<b>Approval date:</b>	17 October 2022
<b>Policy owner:</b>	Director Infrastructure Services
<b>Next review:</b>	September 2025

The purpose of this Policy is to simplify the requirements of road users within the Wagga Wagga Local Government Area (LGA) to locate community facilities through directional signage, in compliance with Australian Standard AS1742.5:2017 and AS/NZS1906.1:2017.

Poorly located and over-used signage can create visual clutter and confusion. Avoiding sign proliferation therefore is imperative to maintain the effectiveness of Community Facility signage within the LGA.

As specific facilities are likely to be sought by name, the shortest name by which the facility is commonly known should be on the sign. In general, an over complication of directional signage will not necessarily assist people in reaching their destination. The sign should simply guide the user, providing information in a controlled and consistent way.

Therefore, the use of community facility name signs should be restricted to facilities which are likely to be sought by a significant number of visitors to the area.

## Purpose

- The standardisation of Community Facility Direction Signs (CFDS) within the City of Wagga Wagga and surrounding Local Government Area.
- Identification of community facilities and other non-profit institutions which are likely to be sought by a significant number of road users and strangers to the area.
- The avoidance of sign proliferation by adherence to adopted guidelines in accordance with Australian Standards.
- Uniformity in relation to shape, size, and permitted information as per AS1742.5:2017
- Adoption of correct mounting height and other requirements concerning CFDS as per AS1742.5:2017 street name and community facility name signs and AS/NZS1906.1:2017 Reflective materials and devices for road traffic control purposes – Retro reflective sheeting.
- To ensure Wagga Wagga City Council (WWCC) complies with Australian Standards and other relevant procedures in the erection and maintenance of such signs.

## Scope

This Policy applies to all Community Facility Direction Signs within the City of Wagga Wagga and surrounding LGA. Signs in existence currently not meeting the Australian Standards shall be replaced as funds permit, in priority order based on public usage of the respective community

facility. The appropriate Council Manager shall seek an annual budget allocation from Council to be used for the replacement of old signs and the installation of new signs where areas of community need are identified. The implementation of this Policy and associated procedures shall be the responsibility of the Director Infrastructure Services.

Types of facilities may include, but are not limited to:

- (a) Churches and religious institutions.
- (b) Civic Centre, Town Halls, Public Offices.
- (c) Emergency Services such as Police, Fire Brigade, & Ambulance Stations.
- (d) Hospitals and other health organisations.
- (e) Major shopping centres.
- (f) Major sporting and recreational facilities.
- (g) Major transport facilities such as railway stations and airports.
- (h) Municipal depots and rubbish tips.
- (i) Post Offices.
- (j) Tertiary education institutions
- (k) Public amenities.

## **Policy Provisions**

This Policy is designed to clarify and address the implementation and maintenance of Community Facility Direction Signs within the Wagga Wagga Local Government Area (LGA).

## **Responsibilities**

Council as the Authority for all local roads within the Wagga Wagga LGA is responsible for implementation and maintenance of all CFDS.

Insurance of signs and structures erected must therefore be non-hazardous in themselves as liability will lie with the Authority, the Council.

## **Reporting Requirements**

Requests for new Community Facility Direction Signs and the maintenance or replacement of old CFDS should be directed to WWCC in a written format and acted upon in a timely manner to assist the prioritised needs of the general community.

## **Approval Arrangements**

Council is the local road Authority and, as such, is the consenting authority for the erection of any CFDS within the Wagga Wagga LGA. Application for the implementation of new signage and maintenance or replacement of old signage should therefore be made to Council for consideration of approval.

It should be noted that CFDS erected by Council; or another public authority do not require development consent.

## Review procedures

This document is to be reviewed at four (4) year intervals or on an as required basis. The responsibility of review is that of the Policy owner, the Director Infrastructure Services.

## General Provisions

### General

The purpose of CFDS is to advise road users of the direction to facilities, generally of non-commercial nature, which are located on side streets. The number of facilities which can be effectively signposted at any one point should be limited as proliferation or over usage can effectively confuse drivers and pedestrian thereby negating any benefit.

As specific community facilities are likely to be sought by name, the shortest name by which the facility is commonly known should be shown on the sign. In the case of a church, a denominational name may be included to assist strangers to the area. In general, the use of community facility signs should be restricted to facilities which are likely to be those sought by a significant number of visitors to the area.

Types of facilities which may be considered for CFDS have been referred in 1.2 Scope of Policy of this Policy.

### Effective Community Facility Direction signage

To maintain the effectiveness of CFDS, the following guidelines as recommended by Australian Standard AS1742.5:2017 should be adopted:

- (a) Where a community facility abuts a major road, signage other than on the property should not be provided.
- (b) Where a community facility abuts a street which runs directly off a major road, no signage should be provided to it unless there may be uncertainty about the direction to take, as may be the case where the street name is the same on both sides of the major road.
- (c) A desirable maximum of two (2) facilities and an absolute of three (3) facilities should be signposted at any one (1) location in an effort to avert confusion.

## Specific Provisions

### Shape, size and permitted information

CFDS's shall be rectangular with the long axis horizontal. Ends shall be square cut. The use of current street name blade signs will suffice, unless otherwise required, as the sign shall contain the name of the facility and a chevron pointing horizontally in the general direction of the facility. A logo which will assist in identifying the facility or type of service may be permitted on the sign. Length will therefore be determined by the name of the facility and the above-mentioned permitted information with consideration for the suitability and placement of signage included during assessment.

Lettering shall be Series D, as specific in AS1744:2015 Standard Alphabets for Road Signs, except where this would result in a sign longer than 1200mm where the lettering may be made proportionally narrower to fit the available width, but not narrower than Series C.

Australian Standard AS1742.5:2017 provides further detailed dimensions in millimetres relevant to the manufacturing of Community Facility Name Signs.

### **Mounting Height**

The mounting height shall be applicable to current WWCC street sign erection procedures aimed at minimizing vandalism of signs by allowing signs to be erected at a height of greater than 3.2 metres.

The CFDS should be installed, where possible, on the same post as a street name, with the street name being located above all signs with a minimum distance of 150mm between the bottom of the street sign and the top of any other sign.

### **Location, Orientation and Number of Signs**

All CFDS at an intersection should be installed on the one post which should be the same post that supports the street name sign. Signage should provide a general direction to the required facility, generally commencing at only one (1) point of a major road, unless the facility generates an appreciable amount of traffic from two or widely separated points on that major road. The point at which a sign should be placed is at the nearest intersection of a collector or arterial road with the local road on which the facility is located.

The signs shall be orientated to align with the street name sign to minimise confusion.

### **Colour and reflectivity**

All CFDS shall have white lettering on a blue background and generally mounted above the optimum height for illumination by vehicle headlights unless otherwise required to be so for the betterment of the community. The signs shall be made with a retro-reflective material that meets, as a minimum standard, the specifications for Class 1 material as specified in AS/NZS1906.1:2017 'Reflective materials and devices for road traffic control purposes' – Retro-reflective sheeting, with at least the lettering being reflectorised.

### **Signposting to major facilities**

In regards to facilities which generate a large amount of traffic, such as universities, major sporting venues, large community shopping centres and major transport depots, CFDS size may have to be increased to provide adequate detail. Logos advertising sponsor's names, whether business or not, or products for sale shall not be permitted.

### **Charges**

The initial cost of manufacture and installation of a sign shall be met by the applicant. The cost of maintenance to signs, including replacement in the event of serious damage, should be met by Council.

Council reserves the right to remove a CFDS at anytime if the purpose for which the sign was originally installed no longer exists or does not meet the conditions for a CFDS.

Fees and charges may be found in Council's Fees and Charges schedule.

## Legislative Context

The principal legislated Acts governing the powers of Local Council and the State of New South Wales regarding CFDS are as follows:

- Local Government Act 1993
- Road Rules 2014
- Road Transport legislation in New South Wales

## Related Documents

- Australian Standard AS1742.5:2017 - Street name and community facility name signs, Section 3 Community Facility Name Signs.
- Australian Standard/New Zealand Standard AS/NZS1906.1:2017 Reflective materials and devices for road traffic control purposes, Retroreflective sheeting
- Wagga Wagga City Council - Signage Style Guide
- Councils Fees and Charges

## Definitions

Term	Definition
CFDS	Community Facility Direction Signs
Community facility	Facilities which are generally of a non-commercial nature and which are likely to be sought by a significant number of residents and visitors unfamiliar to the area. A community facility is not a substitute for a tourist attraction, which may require sign posting under a different scheme.
Council	Wagga Wagga City Council (WWCC)
Street	All roads and road related areas, as defined in Part 2 Division 1 of the Road Rules 2014.
Road user	All persons utilising the street/road, whether in a motor vehicle or as a pedestrian, and includes footpath area for pedestrian traffic.
Non-profit institutions	Community groups of a non-profit, non-commercial nature which are likely to be sought by a significant number of residents and visitors unfamiliar to the area.
Shopping centres	A group of commercial centres such as neighbourhood shopping complex, not an individual commercial enterprise.

## Revision History

Revision number	Council resolution	Council meeting date
1	12/325 via Minutes P&S Committee	19 November 2012
2	Res No: 13/224.1	26 August 2013
3	Review approval by E Team	11 November 2015
4	Res No: 17/279	28 August 2017
5	Res No: 22/354	17 October 2022