

# Direction Signs – Community Facilities and Tourist Facilities



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| <b>Council Policy Number</b> | <b>053</b>   |
| Date adopted                 | 16 June 2021 |
| Scheduled for review         | June 2025    |

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## 1. Preamble

The Campaspe Shire Council (Council) promotes signage for community benefit, tourism, economic development and wayfinding. Council will ensure that the number, size, colour, and location of signs do not interfere with road safety. This policy provides all individuals, organisations and businesses with all the criteria when seeking directional signage for community and tourist facilities, including standards, number permitted, costs, maintenance and removal.

## 2. Purpose

To specify criteria for the approval of directional signage for community and tourist facilities.

## 3. Definitions

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|--------------------|--|
| Community Facility | Buildings, structures and areas that are essentially community based and operated, even though they may be used by visitors and, in some cases, they may attract visitors in their own right. Includes public institutions (e.g. schools, churches, emergency services, not for profit organisations, clubs and other similar facilities). |
| Wayfinding         | The process or activity of ascertaining one's position and planning and following a route.   |

## 4. Policy Statement

### 4.1 Scope

This policy applies to all individuals, organisations and businesses requesting directional signage within the municipality. This applies to directional signs on arterial roads, as defined in the *Road Management Act 2004*, and local roads.

Council will forward applications for direction signage on arterial roads to VicRoads for their assessment and approval.

### 4.2 Standards

All applications for directional signage for tourist facilities will be assessed against the control and eligibility criteria outlined in the *Vic Roads Tourist Signing Guidelines* and criteria outlined in *VicRoads Additional Network Standards and Guidelines – Community Information Signs*, except when more stringent or localised controls are specified by this Policy.

Directional signage must be designed and erected in accordance with the requirements of Australian Standard Suite AS1742.3 – Manual of Uniform Traffic Control Devices.

### 4.3 Numbers of Signs Permitted and Cost - Community Facilities

Applications by community facilities are generally limited to one sign per facility, unless more can be justified for successful wayfinding.

Council will meet the cost of this signage if the application is approved.

#### 4.4 Cost of Provision of Directional Signs for Tourist Facilities

The applicant for direction signage for a tourist facility (upon approval) must pay Council the cost of purchasing, installing, erecting and maintaining the sign prior to the purchase and installation of the sign.

#### 4.5 Removal of Signs

Council (and VicRoads) reserve the right to remove signs and signage structures that:

- a. Fail to comply with *Vic Roads Tourist Signing Guidelines* or *Vic Roads Additional Network Standards and Guidelines – Community Information Signs* or this Policy
- b. Are obsolete or outdated – i.e. the facility is no longer in operation or the name of the facility on the sign has changed or is incorrect
- c. Have been erected without approval
- d. Have not been manufactured to the relevant Australian and or VicRoads Standards, are faded, or illegible
- e. Are an impediment to the safe thoroughfare of either vehicular or pedestrian traffic
- f. Are deemed unwarranted by Council or VicRoads
- g. Should be incorporated into, or be replaced with, a more appropriate or consolidated signage structure.

There will be no compensation for the removal of signs undertaken for any of the reasons listed above, whether a sign has previously been approved or not. Approved signs are not recorded as assets; however, a register will be maintained on the Asset Department's Geographical Information System.

#### 4.6 Applications

The procedure for making an application for direction signs for community facilities and tourist facilities is by emailing ([shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)) or making contact with Council's customer contact centre.

### 5. Exclusions

This policy does not apply to the following types of signs:

- a. Temporary community event and information signage
- b. Real Estate signage
- c. Moveable advertising signage
- d. Advertising signage
- e. Interpretative and path link signage
- f. Shopping Precinct and arcade signage
- g. Garage sale signage
- h. Safety advice signage
- i. Commercial centre banners
- j. Variable message signage

### 6. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

### 7. Related Legislation

Nil

### 8. Related Policies, Procedures and Strategies

Nil

**9. Attachments**

Nil

**10. Review Period**

Four years

**Responsible officer**

Manager Assets

**11. Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**12. Approval History**

|         |                   |                          |                   |
|---------|-------------------|--------------------------|-------------------|
| Adopted | 12 November 1998  | Minute Book Reference No | 3133 (Item 10.4)  |
| Revised | 8 July 1999       | Minute Book Reference No | 3737 (Item 12.1)  |
| Revised | 12 September 2000 | Minute Book Reference No | 4658 (Item 12.1)  |
| Revised | 11 September 2001 | Minute Book Reference No | 5565 (Item 12.2)  |
| Revised | 13 August 2002    | Minute Book Reference No | 6305 (Item 12.1)  |
| Revised | 14 October 2003   | Minute Book Reference No | 7100 (item 12.2)  |
| Revised | 14 September 2004 | Minute Book Reference No | 7941 (item 12.2)  |
| Revised | 13 September 2005 | Minute Book Reference No | 9008 (item 12.1)  |
| Revised | 12 October 2006   | Minute Book Reference No | 10251 (item 9.1)  |
| Revised | 16 October 2007   | Minute Book Reference No | 11542 (item 9.1)  |
| Revised | 21 October 2008   | Minute Book Reference No | 12868 (item 9.5)  |
| Revised | 18 August 2009    | Minute Book Reference No | 14208 (Item 9.1)  |
| Revised | 21 September 2010 | Minute Book Reference No | 16407 (Item 12.6) |
| Revised | 18 October 2011   | Minute Book Reference No | 18261 (item 13.3) |
| Revised | 19 August 2014    | Minute Book Reference No | 878 (Item 6.1)    |
| Revised | 16 June 2021      | Minute Book Reference No | 637 (Item 9.10)   |

Chief Executive Officer:  .....

Date: 17 June 2021 .....