



POLICY NO:-

Infr CP041 – DIRECTIONAL SIGNAGE POLICY FOR PUBLIC EVENTS AND ACTIVITIES – TEMPORARY SIGNS WITHIN ROAD RESERVES

GOVERNANCE INFORMATION

Procedure Link:	PR056	Administrative Policy Link:	NA
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ADMINISTRATION INFORMATION

History		ENG38	OCM	05/11/14	Res: 359/14	Synopsis	Policy created.
Version	1	CP041	OCM	09/08/17	Res: 211-17	Synopsis	New Council Policy Document endorsed
Version	2	CP041	SCM	16/07/18	Res: 251-18	Synopsis	Reviewed and Adopted by Council
Version	3	CP041	OCM	19/09/18	Res: 311-18	Synopsis	Correction and Adoption by Council
Version	4	Infr CP041	SCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	5	Infr CP041	OCM	28/09/22	Res: 243-22	Synopsis	Reviewed and Adopted by Council
Version	5	Infr CP041	OCM	23/10/24	Res: 275-24	Synopsis	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

This policy has been developed to provide guidance in the approval of temporary directional signs relating to one-off non-regular or periodic community events and activities. This policy relates to signage of a short term nature that provides the location and/or direction to the event or activity site.

This policy relates only to temporary directional signs within road reserves under the care, control and management of the Shire of Dardanup.

This policy sets the guidelines for the use of temporary directional signs for one-off events and activities that may generate high traffic volumes on side roads and areas away from the central business district.

It is the intent of the policy is to ensure that all temporary directional signage is of a suitable type and is safely located within road reserves, so they are easily identified, located and understood, without compromising the safety of motorists and pedestrians.

Road signage is provided for guidance to the motorist and to facilitate safe, efficient and orderly travel. It is not to be provided for promotional or advertising purposes for individual businesses.

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Road signage is provided for guidance to the motorist and to facilitate safe, efficient and orderly travel. It is not to be provided for promotional or advertising purposes for individual businesses.

Council delegates its authority to the Chief Executive Officer to approve the placement of any temporary directional signs within any local authority road reserve in the Shire of Dardanup in accordance with the following:

Approval Criteria

1. The sign should not add to visual clutter at the proposed location.
2. The sign should be suitably sized and located within the road reserve, so that:
 - a) It does not block motorist or pedestrian (including disabled) visibility of the road, pathway or traffic;
 - b) It does not affect the visibility of traffic signs and devices;
 - c) It does not impede on pedestrian access, including disabled access.
 - d) It does not impede on private property or affect a property in anyway;
 - e) It does not impede, affect or damage the road and its associated infrastructure; and
 - f) It will not damage landscaping and street scaping.

3. Signs should be of a temporary nature that can be easily installed and removed.
4. Signs should be securely fixed to ensure that they do not become dislodged and move.
5. Signs must be static in nature i.e. no spinning, rotating or moving parts.
6. Signs must not be illuminated.
7. Activities that may be considered for temporary signage, but not limited to these, include:
 - Real estate for sale;
 - Home opens;
 - Garage sales;
 - Community events; and
 - Other activities that are considered to be in the public's interest.
8. The following table provides details on the number, duration and approval requirements for temporary signage:

Activity	No. of Signs Allowed	Duration allowed	Approval Application Requirement
Real estate for sale (at property)	Maximum three (3) per property. Signs to be placed adjacent to property boundary.	Until property sale is settled or listing contract ends	No approval required. Compliance with policy only.
Real estate for sale (away from property)	Only permissible outside of built up areas. To be determined by Shire staff based on details provided.	Until property sale is settled or listing contract ends	Approval required.
Home open	Unlimited. Signs to be placed along route between home and nearest arterial route. Date and time to be displayed on each sign.	Up to five (5) days.	No approval required. Compliance with policy only.
Garage sale	Unlimited. Signs to be placed along route between home and nearest arterial route. Date and time to be displayed on each sign.	One (1) day (Garage sale day).	No approval required. Compliance with policy only.
Events	To be determined by Shire staff based on details of the event.	Up to thirty (30) days prior to the event.	Approval required.
Other activities	To be determined by Shire staff based on details of the activity.	To be determined by Shire staff based on details of the activity.	Approval required.

Standard Conditions

1. The sign(s) are to be supplied and installed by the person or representative of the person organising the activity. The Shire may require a Shire Officer to be present during the installation of the temporary sign.
2. Signs are to be in good order and condition to the satisfaction of Council and to be appropriately worded.
3. Council have the authority to remove the sign(s) if:
 - a) The activity is cancelled or if the nature of the attraction or facility changes;
 - b) The sign(s) of a type requiring approval have been installed without approval;
 - c) The signs are not in accordance with the approval given or not in accordance with the requirements of this policy.

- d) The sign poses a risk to public safety.
 - e) The sign content is inappropriate and/or offensive.
 - f) The activity has finished and the signs have been left out beyond the allowed duration – refer to the table in Point 8 of the Approval Criteria for allowed durations.
4. Where a sign has been approved, it is not to be modified in any way without the prior written approval of Council.
 5. Where a sign is a type that requires approval, all requests for permission to have directional signs installed are to be submitted in writing to Council using the “Application for Directional Signage” form.
 6. Where a road that is under the care and control of the Shire of Dardanup intersects a road that is under the care and control of Main Roads WA, signs will be approved by Main Roads WA and installed in accordance with Main Roads WA specifications.