

Signage and Entrance Statement Policy



Record number	D19/82169
Responsible Managers	<ol style="list-style-type: none">1. Promotional and information signage, Manager Customer & Communications2. Safety, legal and traffic signage, Manager Civil Assets & Manager Community Safety3. Entrance Statement Structures, Manager Buildings Assets & Environment
Other key internal stakeholders	Director Assets & Environment Director Organisational Services & Excellence Director Community & Cultural Development Manager Civil & Water Operations Manager Rec, Leisure Services & Community Safety Manager Parks
Last reviewed	10 May 2021 (Planning and Design Code references)
Adoption reference	Council
Resolution number	744 & 693
Previous review dates	23/02/21, 29/08/17, 10/06/14, (Merges Signage Policy and Entrance Statement Structures Policy) 16/11/11, 09/10/07 (City Signage Policy)
Legal requirement	NA
Due date next review	2023

1. PURPOSE

The purpose of this policy is to state Council's position in regards to the provision of Council's public signage and entrance statement structures within the City of Tea Tree Gully.

This policy assists in the planning, design, installation and maintenance of signs related to buildings, reserves and roads under the care and control of Council, and sets out clear responsibilities for the maintenance or replacement of decorative street name signs and entrance statement structures (at times this may form part of a boundary fencing alignment or be located on private property).

Interpretive markers and public artworks are site specific and do not fall under this policy.

2. POLICY

Council recognises the importance of developing and maintaining a network of consistent signage within the City of Tea Tree Gully. Consistent signage benefits local business, the community and visitors alike.

The State Government as part of the State Disability Inclusion Plan 2019-2023 has an action for councils to consider the installation of signs on the front of public buildings indicating where disability access is available.

As the phasing in of new signs will occur over time, it is unavoidable that some old and new signage may appear together. Good practice means any major changes to signage must be well planned (ideally a whole of site approach) to minimise disruption, inconvenience and inconsistency of signage format.

Requests for signage by the public and employees shall be processed in accordance with Council's internal procedures and the Fees and Charges Register (where relevant).

Where Council receives a request to install and/or maintain a sign on a public road, only those applications that are consistent with the relevant Australian Standard will be considered. Generally council will not support the provision of directional signage for local businesses. Council may consider directional signage requests for Council or community facilities (e.g. community buildings, sporting sites) or sites that may attract significant patronage from outside the City of Tea Tree Gully. Signage needs to be assessed for retention if it is due for maintenance.

2.1 General Principles

Signage within the City of Tea Tree Gully shall be managed in accordance with the following general principles:

2.1.1. Promotional and information signage:

- a. Council will plan, develop and maintain appropriate signage to inform, direct and guide our community while also promoting Council ownership

- b. Signage will be developed according to the corporate style guides and relevant procedures
- c. Where relevant signage on buildings will include information about disability access.
- d. Building and Reserve name signs will identify the building and/or the reserve and may also identify permanent user groups
- e. Community facility name signs, generally of a non-commercial nature, may be installed to promote and increase awareness of the facility
- f. Suburb signs are located throughout the city, predominantly on major roads at the entry to individual suburbs
- g. City entry signs maybe located on main roads at the entrance gateways or other key locations within the city
- h. Heritage signs will be installed at various places throughout the city that are identified as having heritage significance
- i. Building and Reserve name signs will identify the official building and/or the reserve name as well as any Council approved naming rights. Current signage installed with Council approval, without meeting this requirement, will be updated subject to Council funding availability. Signage installed, without meeting this requirement, by third parties without seeking Council approval or not installed as per Council advice and/or whereby Council signage has been removed without Council authorisation will be scheduled to be updated or removed in consultation any relevant hirer, lessee or licensee.
- j. Council signage relating to approved naming rights for sporting ovals or sporting grounds must include Council's logo and the design must be approved by Council.
- k. Where possible digital signage technology will be considered for promotional based signage.

2.1.2 Safety, legal and traffic signage:

- a. Road safety and traffic management signage shall comply with AS 1742 and any applicable requirements under the Australian Road Rules
- b. Street name signs will be assessed for condition and renewed as required and will incorporate the Council logo with green lettering on a white reflective background (the basic style) in accordance with Australian Standards
- c. By-law signs will be installed where required by Council to give effect to any Council by-law concerning access to or use of local government land that is required under section 238(3) of the Local Government Act 1999
- d. New land division signage must be consistent with any relevant Australian Standard and any Council requirements.

2.1.3 Entrance statement structures:

- a. Entrance Statement Structures are located throughout the City, these are often used by developers as a marketing tool.
- b. An Entrance Statement Structure forms an integral part of the landscape character of the subdivisions in which they are installed. Accordingly, Council accepts responsibility for maintenance and management of Entrance statement structures whether they are included as part of a fencing barrier or not. This responsibility may include damage to the structure which is not caused by any direct action or neglect from the property owner (e.g. vandalism or the action or neglect of a driver of a motor vehicle) Council notes that there are exceptions to this principle, where:

- i. Damage to an entrance statement structure has occurred through the action or neglect of the adjacent property owner (including their agents) such as soil fill, irrigation or plantings. Council may repair or replace the structure in this instance and recover costs at its discretion.
 - ii. The fence requires painting, rendering or other similar maintenance on the private property side of the fence, which in the opinion of Council does not impact on the structural integrity of the fence or the amenity of the area. In these instances the adjoining private property owner is to be responsible for the maintenance of their side of the fence as provided for in the Fences Act 1975
- c. In the event in which Council is seeking to exceed a common fencing standard (colour bond or brush), Council accepts financial responsibility for the proposed structure and ongoing maintenance
- d. Council will monitor all entrance statement structures and advise adjoining property owners of any actions required to protect the integrity of the structure
- e. Council will consider the use of irrigation and establishment of vegetation in proximity of entrance structures on a case by case basis considering factors such as soil conditions and structural integrity of the entrance statement structures.
- f. Entrance statement structures may be removed or altered including being rebuilt if the structure is deemed unsafe by a structural engineer or it becomes obviously apparent to the relevant Council staff.
- g. Each matter other than minor repairs will be considered by a formal Council meeting based on the road hierarchy that the entrance statement is facing and the merits of each specific circumstance.
- h. Council will consider the following minimal factors to determine the treatment of each failed entrance statement wall, noting other factors may also be considered which are relevant to each specific circumstance:
 - 1) A structural engineer's report and recommendation
 - 2) A preference to rebuild the new structure entirely on Council land and funded by Council
 - 3) Entrance Statement structures faces either an arterial, collector or local road
 - 4) Surveyed property boundary
 - 5) Design, availability of materials and scale
 - 6) Appearance/character in defining the area
 - 7) Cost of removal, replacement or alteration
 - 8) Remedial works to prolong the existing structure
 - 9) Can the structure be altered to address safety concerns
 - 10) Modified/replacement entrance statements will be in accordance with any relevant Council style guide
 - 11) Topography or other site circumstances (underground services, proximity to pedestrian and vehicle movement, crime prevention and soil conditions) may make establishment of a similar structure difficult

- 12) Consideration will be given to modifying existing structures to lower the replacement cost and future maintenance requirements for entrance statements on collector or arterial roads
 - 13) Current use of the land (footpaths, traffic)
 - 14) Life expectancy of the asset landscape around the entrance statement
 - 15) Consultation with the adjoining property owner
 - 16) Impact on Council maintenance obligations
 - 17) If the replacement structure is required to act as a retaining wall then a financial contribution may be negotiated with the adjoining property owner.
- i. It is inevitable that these assets will at some point require decommissioning and/or major refurbishment. At this point the need and style of the signs will be reassessed and arrangements will be made to inform the public in accordance with the Community Engagement (Public Consultation) Policy, while being cognisant of any relevant Community Land Management Plan.
 - j. Council will monitor these structures as part of its Asset Management Inspection program, which will inform future programmed maintenance and be scheduled into the forward works program. Any maintenance or refurbishment work conducted by the Council will be subject to Council's budget process.
 - k. Applications for new decorative street name signs and/or entrance statement structures will be assessed as part of the development assessment process. Structures and signs will need to comply with AS1742 and will require suitable engineering design and specifications to be approved by the Council. Council may refuse or amend the application to address future maintenance or risk issues.

3. DEFINITIONS

For the purposes of this policy the following definitions apply:

AS 1742

Australian Standard: Manual of Uniform Traffic Control Devices.

Entrance Statement Structure

A fence or a wall (usually constructed of brick or other masonry materials, sometimes faced with a plastered render which can also be painted) located at the entrance to a street or road that identifies the name of the street or road (with the street name usually affixed to the structure). An Entrance Statement Structure is typically provided by the developer of the relevant subdivision area. It may be a stand-alone feature or it may form part of the boundary fence of the adjoining land. Where it is a fence, it may include steel or timber decorative treatments on top of the walls. Entrance statement structures will include suitable supportive infrastructure such as footings and structural elements to ensure structural adequacy of the entrance statement on Council property but excludes associated infrastructure required to manage private property impacts such as soil, vegetation, irrigation.

Other streetscape, marketing or localised treatments such as decorative street furniture, paved or artistic treatment to road surfaces, vegetation, rocks and plantings, lighting and supporting utility infrastructure, memorial and ceremonial structures will not be considered as part of the signage and entrance statement considerations for the purposes of this policy.

An entrance statement structure may be located on council land or located as part of a boundary fence between council owned reserves/land and adjoining land that is privately owned.

Boundary Fence

A dividing fence where:

1. The fence line closely follows the actual surveyed boundary between Council owned reserves/land and adjoining land that is privately owned
2. While not situated on the actual surveyed boundary (for reasons of topography or practicality), follows a mutually agreed fence line.

4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this Policy for Entrance Statement Structures:

a. Local Government Act 1999

The Act grants Council extensive powers pursuant to which it may carry out road works (including maintenance to fences on roads) but does not obligate Council to do so.

b. Fences Act 1975

This Act provides for the erection, replacement, repair and maintenance of fences situated along the boundary of adjoining land. It does not apply to Council land that is more than one hectare in size or to land forming a road or road reserve. It should be noted that this policy will provide responsibilities and commitments for Council which exceed the provisions of the Fences Act.

c. Encroachments Act 1994

This Act provides for the adjustment of boundaries where buildings or walls encroach on adjoining land, and facilitates the determination of boundaries.

d. Planning, Development and Infrastructure Act 2016

Any fence (including fence/retaining wall combinations) that is over two (2) metres in height is subject to development approval under this Act. In some zones and **overlays in the Planning and Design Code** (i.e. Hills Face Zone, **Hazards (Flooding) Overlay**), fences under two (2) metres in height also require development approval. A masonry fence that is over one (1) metre in height also requires development approval.

Fences are often covered by encumbrances ensuring certain standards are consistently met. Council does not administer encumbrances except those to which it is a party, nor does it

administer those for the Golden Grove Development Area registered by Renewal SA and its predecessors.

The following additional legislation applies to this Policy (for Signage):

- Road Traffic Act 1961
- Highways Act 1926
- Disability Discrimination Act 1992 (Cth)

Council has discretionary powers provided by the *Local Government Act 1999* and some delegated power via the Minister for Transport and Infrastructure concerning the *Road Traffic Act 1961*.

4.2 Other references

Council’s document including:

- a. Fees and Charges Register
- b. Boundary Fence Management Policy
- c. Community Engagement (Public Consultation) Policy
- d. Community Land Management Plans
- e. Disability And Inclusion Plan

External documents including:

- a. Planning and Design Code
- b. Australian Standard AS 1742: Manual of Uniform Traffic Control Devices
- c. Other relevant Australian Standards

5. STRATEGIC PLAN/POLICY

5.1 Strategic Plan

The following strategic objectives in Council’s Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
Community	
<i>People feel a sense of belonging, inclusion and connection with the City and the community</i>	Signage and Entrance Statement structures are part of the landscape character of and area
Environment	
<i>A community that is protected from public and environmental health risks</i>	Failure of masonry entrance statement structures may cause injury to the community
Places	
<i>Streets, paths, open spaces and parks are appealing, safe and accessible</i>	Some signage and entrance statements are decorative and appealing for residents
<i>Buildings and places are energy efficient, well designed and display a uniqueness of character and identity</i>	Entrance statements are unique to certain developed areas such as Golden

	Grove as well as redeveloped areas of the city
<i>Infrastructure and community facilities are fit for purpose, constructed using sustainable practices and well maintained</i>	Entrance statement structures are regularly inspected and maintained.

5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on four key themes of organisational excellence. The themes most relevant to this report are: Customer Care and Sustainable Operations.

6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council’s scheme of delegations.