

Policy title	Fingerboard Signs – Local Directional
Responsible manager(s)	Director, Infrastructure Services
Contact officer(s)	Engineering Administration Coordinator
Directorate	Infrastructure Services
Approval date	26 July 2022
Outcome area	4. Our connected community through reliable and safe infrastructure networks
Strategy	4.1 Provide integrated and active transport networks to enable a connected and accessible Eurobodalla
Delivery Program	4.1.3 Provide safe and reliable local rural and urban roads, guided by the asset management plan
Operational Plan	4.1.3.2 Build and renew the local and urban road network

Purpose

This Policy recognises the importance of providing directional signage for residents, visitors and emergency services. It provides Council with a mechanism to ensure that fingerboard signs (street signposts) are erected on a priority basis without compromising road safety.

Fingerboard signs at street junctions provide key directional information for residents, visitors and emergency services about the street name and location of key destination points (e.g. public facilities).

Supporting businesses and tourism is important to ensure the economic and social wellbeing of our community. Council receives requests from businesses and tourism operators to permit signs directing people to their enterprise.

The number of signs provided at each junction point must be limited to ensure drivers have the ability to safely read, make decisions and turn if required without impacting on road safety. The policy does this by applying a priority to the types of signs that can be erected at any one junction, and placing a limit on the number of visible signs per post.

Policy aims

This Policy aims to:

- provide a mechanism for dealing with the erection of directional fingerboard signs which doesn't compromise road safety;
- ensure consistency and fairness in the manner in which the Council deals with requests;
- ensure compliance with legislative requirements under the *Roads Act 1993*;
- assist consumers to find local businesses and recognise the importance of business and tourism to the local economy;
- be readily accessible and understandable to the public.

Policy details

1	Application This Policy applies to any requests received from the public for the placement of local, directional fingerboard signs.
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	All fingerboard signs are to be provided, maintained and replaced by Council except for tourist and commercial signs and some public information signs that will be at full cost recovery.
2	Legislation Eurobodalla Shire Council will comply with the <i>Roads Act 1993</i> .
3	Erection of Signs <ul style="list-style-type: none"> • The erection of fingerboards signs will only be permitted to provide direction to local facilities. • The fingerboard signs shall conform to specified Australian Standards (AS 1742.5:2017) for size, content, lettering, colour and location. • The allocation of space on the signpost shall be prioritised so that the number of signs on any one post is restricted to achieve the following: <ul style="list-style-type: none"> a) road safety is not compromised by motorists being distracted; b) street names are clearly identified; c) “No Through Roads” are clearly identified. • Remaining space on the signpost is allocated for signs that provide direction to local facilities such that the more important facilities receive the highest priority. The order of priority shall be: <ul style="list-style-type: none"> a) emergency facilities (eg, hospital); b) high priority public facilities (eg, sporting precincts, boat ramps); c) tourist facilities; d) lower priority public facilities.
4	Directory Information Boards Where the demand for fingerboard signs exceeds the available space, such as at the entrance to villages, consideration shall be given to the establishment of Directory Information Boards. These directories and provision of appropriate pull-off bays will be funded by revenue from businesses displaying information on the boards.

Implementation

Requirements		Responsibility
1	Code of Practice This Policy will be implemented by following Council’s Code of Practice for Fingerboard Signs – Local Directional, which specifies in detail the plan, procedures and matters to be considered.	Council officers
2	Requests in Writing Requests regarding fingerboard signs must be in writing with details of the requested sign, location and wording. The applicant is liable for all costs incurred with the sign (including installation).	Public Council officers

3	Staff Under supervision, and once appropriate training has been received, relevant Council staff will be responsible for ensuring that this Policy is implemented within their work area.	Council officers
4	Concerns Public concerns communicated to Council in relation to this Policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints Policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
5	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Public submissions regarding this policy are invited for consideration during the exhibition period.	As applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages directional fingerboard signs.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council updates or revokes it sooner.

Reviews of the effectiveness of this Policy could include the following:

Performance indicator	Data source(s)
Assessed requests	Council records
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external audit	Audit

Governance

This Policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Eurobodalla Shire Council <i>Fingerboard Signs – Local Directional Code of Practice</i>	https://www.esc.nsw.gov.au/_data/assets/pdf_file/0009/138735/Fingerboard-Signs-Local-Directional-Code.pdf
<i>Local Government Act 1993</i>	www.legislation.nsw.gov.au/#/view/act/1993/30
<i>Roads Act 1993</i>	www.legislation.nsw.gov.au/#/view/act/1993/33
AS 1742.5-1997:2017 <i>Manual of uniform traffic control devices – Street name and community facility name signs</i>	SAI Global Current Publications https://infostore.saiglobal.com/en-

	au/Standards/AS-1742-5-1997-99527_SAIG_AS_AS_265932/
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Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au

Change history

Version	Approval date	Approved By	Min No	File No	Change
1	22 Sep 2009	Council	09/291	E09.3418	Local Directional Fingerboard Signs Policy reviewed & retained (report G09/99)
2	10 Sep 2013	Council	13/272	E13.7095	Reviewed and updated, policy name changed.
3	09 May 2017	Council	17/120	E16.0297 E06.0375	Reviewed and updated at start of new Council term
4	26 July 2022	Council	22/154	E16.0297 E06.0375	Reviewed and updated at start of new Council term - report GMR22/072

Internal use

Responsible officer	Director, Infrastructure Services		Approved by	Council	
Minute	22/154	Report	GMR22/072	Effective date	26 July 2022
File	E16.0297 E06.0375	Review date	April 2022	Pages	4