

## CODE OF PRACTICE

**Code Title:** FINGERBOARD SIGNS – LOCAL DIRECTIONAL

**Reason for Code:** 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, for example public facilities. 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. Therefore priority must be given to the signs that can be provided at any one junction.

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

This Code of Practice and related Policy provides Council with a mechanism for controlling the installation and allocation of space on fingerboard signposts, for example street signposts. This is done by applying a priority to the types of signs that can be erected, and imposes a limit on the number of visible signs per post. This ensures that fingerboard signs are only erected on a priority basis and without compromising road safety.

### Code of Practice details:

#### 1. Approval

The erection of local directional fingerboard signs requires the approval of the Director Infrastructure Services.

All signs must comply with the relevant Australian Standard AS 1742.5 relating to street name and community facility name signs or as otherwise specified or approved.

Where the signs are located on a state highway the approval of the Roads and Maritime Service (RMS) will also be required.

#### 2. Maximum Number of Signs

A maximum of five fingerboard signs, including the street name, visible to the approaching motorist can be erected on a signpost.

Additional signs may be placed on the signpost pointing towards or away from the approaching motorist so that they are not visible to the approaching motorist.

**Note:** The exception to this would be where a town/suburb directional sign and/or approved NSW Tourism sign existed. These signs should be included in the total number of visible signs at any one junction.

A maximum of two separate directional fingerboard signs to a particular tourist establishment is permitted.

Where demand for signs on a signpost exceeds available space and there is a requirement for priority 6 or 7 signs, tourist information signs shall be limited to a maximum of three signs.

### 3. Sign Lettering and Blade Size

The signs are to be created using size D letters and the blades are to be generally a maximum of 12 spacings in length. The blade depth is to be 150mm except where higher traffic speeds in rural areas warrant a 200mm depth of blade for the street name.

### 4. Colour of Signs

- a) Street name to be black lettering on white background
- b) Emergency signs to be white lettering on blue background
- c) Public information signs to be white lettering on blue background
- d) Tourist information signs to be white lettering on blue background
- e) Signs to places of historical or cultural interest such as historical buildings, monuments etc to be white lettering on brown background.

### 5. Priority of Allocation Space

Space on a sign post is to be allocated in the following priority order:

- a) Street name
- b) Emergency services such as ambulance, hospital, police, medical centres (if 24 hour service)
- c) No through road signs
- d) Public information signs – high demand facilities
- e) Tourist information signs - locations to have higher priority than accommodation houses
- f) Public information signs – medium demand facilities
- g) Public information signs – lower demand facilities

Refer to Attachment A of this Code for the Priority of Allocation Space for Fingerboard Signs listing.

### 6. Payment for Signs

All fingerboard signs are to be provided, maintained and replaced by Council except for tourist and commercial signs and some public information signs as shown in Attachment A.

Public information signs are to utilise symbols as much as possible. Multiple symbols should be used on one signboard with a limit of no more than three symbols per sign, to allow motorists to read these easily.

If a tourist/commercial sign is vandalised, becomes illegible or is stolen, the full replacement cost for the sign will be borne by the tourist/commercial operator.

### 7. Tourist Related Signs

Major tourist destinations may be entitled to larger signposting as approved by the RMS and NSW Tourism, such signposting is to be included in the total number of signs at any one junction.

The names of businesses and accommodation houses should not be listed on the signs. Symbols are to be used wherever possible. The use of B&B for bed and breakfast is recommended.

Responsible Officer: Director Infrastructure Services		Fingerboard Signs – Local Directional Code of Practice	
Report: O13/56	Effective Date: 10 Sept 2013 (Policy)	File: E13.7095	
Minute No. Policy O13/272	Review Date: Policy - 2016	Page 2 of 4	

## 8. Unapproved Signs

Existing signs will remain except for signs that have not been erected by Council and would not be approved under this code. These signs are to be removed.

Fingerboard signposting will not be provided at a location where a facility has road frontage or where a facility is otherwise visible to the travelling public.

Where a new facility is built and signposting is required, a fingerboard sign will only be provided if there is available space on the required signposts. If the new facility is an emergency facility or new public facility under priority 4 of Attachment A, it will take preference and can replace any tourist or commercial signs. A refund of 50% of any payment made to Council for the tourist or commercial sign will be made if the sign is less than 2 years old.

### *Change history*

Version	Approval date	Approved by	Min No	File No	Change
1	Existing	General Manager			
2	10 Sept 2013	Council	O13/272	E13.7095	Policy approved by Council, Code updated to reflect Policy.

**ATTACHMENT "A"**  
**PRIORITY OF ALLOCATION SPACE FOR FINGERBOARD SIGNS**

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	PRIORITY 7
<b>Street Name</b>	Emergency Services	No Through Road	Public Toilets	Tourist Information Signs (in priority order) <ul style="list-style-type: none"> <li>• Tourist Information Centres</li> <li>• Accommodation of various types/caravan and camping parks</li> <li>• Tourist attractions, ie river cruises, mini golf</li> <li>• Boat hire of various types</li> <li>• Galleries/crafts</li> <li>• Restaurants and cafes</li> <li>• Historic buildings (at their cost if commercial)</li> <li>• Monuments</li> </ul>	Beaches	Council offices/ Depots
			Boat Ramps	Golf Clubs (at own cost)	Churches (at own cost)	TAFE/University (at own cost)
			Libraries	Bowling Clubs (at own cost)	Community Centres	Schools (at own cost)
			Sports Fields		Community Health Centres (at own cost)	Showgrounds
			Public Swimming Pools		Scenic walks	Pony Clubs
			Cemeteries		Post Offices (at own cost)	Public Halls
			Waste Depots and Recycling Centres			Wharves
			Shopping Centres (remote)			Passive reserves