



## Club Information Signage on Council Reserves Policy

<b>Policy Type:</b>	<b>Policy</b>		
<b>Approved By:</b>	Council	<b>Decision No:</b>	1655, 2011/522
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<b>Department:</b>	City Projects	<b>Division:</b>	Design Services
<b>Function:</b>	14 - Infrastructure	<b>Responsible Officer:</b>	Manager, Design Services

### A - PREAMBLE

1. Council receives several requests a year from various licensed clubs to install Club information signage on Council Reserves. It is important that these signs present a uniform image, consistent with Council's Marketing style.

### B - SCOPE

1. This policy applies to all Council licensed Sports Clubs, which use Council Reserves.

### C – POLICY PURPOSE/OBJECTIVES

1. To provide consistent club information signage on City reserves.

### D - POLICY STATEMENT

1. Sports, or other club, club informational signage may be installed on Council Reserves, adjacent to the building entrance road, or on Council buildings, as long as it is consistent with Council's style guide, including colours, styles and text fonts, and meets Australian Standards.
2. Club signage is not to be included on the Council reserve sign.
3. Informational signs provide the sporting club with a standard information sign located at the park entrance road to the clubrooms.
4. A small steel sheet sign may also be attached to the Sports Clubroom's external wall as long as it complies with the City's standard corporate colours, styles and texts fonts.
  - The steel sheet will provide standard club information.
5. All costs associated with the installation and manufacture of these signs is the responsibility of the requesting club.

6. The location of the signs either on the council building or the reserve entrance road is to be approved by the responsible officer to ensure compliance with traffic management issues or location of essential services.
7. Where the retrofit of community commercial signs is required, building approval for the site location is required.
8. No commercial advertising is to be displayed on any of the Sports Clubs informational signage.

## **G - REFERENCES**

1. The Sports Club informational signage specifications for fabrication and installation procedures are described within Contract No 05 CM 05 CORPORATE STREET AND SUBURB SIGNAGE (Fabrication and Installation).

## **H - ASSOCIATED PROCEDURES**

1. City of Salisbury Corporate Image Style

### **Document Control**

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<b>Prepared by</b>	Dameon Roy
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