

The background image shows an outdoor community event, likely a market, with several blue and white tents set up on a dirt path. A person is walking in the foreground. A large sign in the foreground reads "MUNDARING Garden & Farmers MARKET Welcome 8am - 12 noon Thanks for your support".

GUIDELINES

for Temporary Community Events and Tourism Events Signage

Shire of Mundaring supports the use of temporary signs to promote community service events and community tourism events.

Signage in public spaces for community events and tourism events can be an important communication tool to encourage community participation and support community groups in their activities.

Control of the temporary signs is necessary to ensure the effectiveness of essential traffic and road safety signs and to minimise visual clutter in public reserves. Event advertising and signage needs to be erected in a safe manner that does not affect amenity or cause damage to the environment. Subject to Shire approval, temporary community and tourism event signage can be placed in

1. Public reserves including road reserves and parks; and at
2. Designated Shire controlled sites.

1. Public Reserves, including road reserves and parks


Approval

To seek approval for temporary community/tourism event signs in public reserves, please contact Building Services on (08) 9290 6660 or email shire@mundaring.wa.gov.au

Conditions

The following conditions for the signs must be met.

- a. no sign shall exceed 0.5 square metres in area;
- b. there shall be no more than 10 such signs relating to the same event or function displayed within the district;
- c. no two temporary community service signs advertising the same event or activity shall be erected within 100 metres of each other (except at booked Shire designated sites that can accommodate 2 signs);

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- d. no more than two temporary community service signs each advertising different events or activities shall be erected or displayed closer together than 2 metres;
 - e. Signs cannot involve any advertising devices which are inflatable or illuminated with pulsating, flashing, or moveable electronic writing or animation unless a licence from the Shire has been granted;
 - f. LED/illuminated signage cannot be placed within or immediately adjacent to parklands or playgrounds;
 - g. Signs must not pose a threat to public safety or health, obstruct sightlines of vehicles, cyclists or pedestrians and must not obstruct pedestrian movement. This includes placing signs on footpaths, median strips and roundabouts;
 - h. Signs erected in areas immediately abutting schools, aged care facilities and hospitals should not be placed in such a way or be of such a size to be a safety risk;
 - i. Signs must not be placed over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.7m;
 - j. Signs must be placed more than 0.5m from the kerb;
 - k. Signs must not be placed on any natural feature (including a rock or tree), walls, buildings, on a thoroughfare, or on any bridge or the structural approaches to a bridge;
 - l. Signs must not be installed in a way that may damage irrigation or turf within parks and reserves;
 - m. Signs must only relate to the event and its activities; and
 - n. The sign(s) can be installed for a maximum of 21 days prior to the event and must be removed within 7 days of the event finishing.

2. Designated Shire controlled sites

A temporary community/tourism event sign may be installed at no charge at a number of designated Shire controlled sites; subject to the location being available for booking. The sites have been selected to ensure effective exposure without unduly affecting the amenity or road safety in the area.

There are 13 approved sites for placement of community event signs within the Shire. Each site can accommodate either one or two signs. Please refer to Sign Locations Table on pages 4,5 and 6.

Bookings

To book a site, please contact Recreation and Tourism Services on 9290 6731 or email bookingsemail@mundaring.wa.gov.au and you will be provided with a unique link to make a booking.

Conditions

The following conditions must be met.

- a. Sign(s) dimensions must be no larger than 900mm horizontal, 500mm vertical.
- b. Signs must be made of non-reflective material.
- c. Signs must be securely affixed. Each location has 4 clamps on the posts, with eyelets for each sign to be securely attached to. Cable tie/zip ties or hanging clip fixings are recommended. Self-tapping screws (ie tech screws) must not be used to fix the sign directly to the posts. No brackets or fastening material is to remain on the post following the signs removal.
- d. Organisers must have secured an approved booking for the site prior to installing signage.
- e. Organisers are responsible for installing and removing the signage.
- f. Following an approved booking, sign(s) can be installed for a maximum of 21 days prior to the event and must be removed within 7 days of the event finishing.
- g. Any unapproved signage, or signage installed outside of these timeframes will be removed and the organiser will pay all costs associated with the removal.

Sign Material and Design

Choose the right material for your sign. Options include PVC/vinyl, corflute or light steel plate. Mesh banners are recommended for windy locations. Sign will require corner eyelets/grommets or similar to affix to the pole clamp. Cable/zip ties, nylon rope or hanging clips are recommended.

To enable your sign to be easily read from the road, the following is recommended:

- keep the information and pictures to a minimum;
- only include event name, date, time, location, with maximum of 2 logos and 1 image per sign.
- have a maximum of four lines of information.
- use a font that is easily read (eg Arial). No scripts or narrow fonts.




Example of a good sign design



Example of a non-compliant sign design

Road users have only 2 seconds maximum to absorb information. This sign is a potential hazard



Sign Locations Table			
Suburb	Location	Maximum No. Signs	Designated Shire controlled sites
Chidlow	Cnr Thomas St and Old Northam Rd	2	
Darlington	Cnr Owen Rd and Darlington Rd	1	
Glen Forrest	Cnr McGlew Rd and Great Eastern Hwy	1	

Sign Locations Table

Suburb	Location	Maximum No. Signs	Designated Shire controlled sites
Glen Forrest	Cnr Railway Pde and Hardey St	1	
Helena Valley	Cnr Scott St and Helena Valley Rd	2	
Helena Valley	Cnr Torquata Blvd and Helena Valley Rd	2	
Midvale	Cnr Elliot Rd and Farrall Rd	1	
Mount Helena	Cnr Evans St and Keane St	2	

Sign Locations Table

Suburb	Location	Maximum No. Signs	Designated Shire controlled sites
Mundaring	Cnr Nichol St and Great Eastern Hwy	1	
Parkerville	Cnr Seaborne St and Riley Rd	1	
Sawyers Valley	Cnr Sawyers Rd and Great Eastern Hwy	1	
Stoneville	Cnr Stoneville Rd and Riley Rd	1	
Wooroloo	Cnr Government Rd and Old Northam Rd	1	



Definitions

community service event

an event run by an organisation that is not for profit and is a legal entity, and where community entry is free and the event proceeds are returned directly to the community.

community tourism event

an event run by an organisation that is a legal entity, and where community entry is free and the event involves multiple stall holders and/or vendors (not for profit and profit) and/or other small enterprise activities.

event

an activity or function that is open to the public and run once or at infrequent occurrences of limited duration that provides the general public with leisure and social opportunities beyond everyday experiences. Events are distinct and organised programs usually of sporting, cultural, community or special interest group significance.

temporary community/tourism event signage

a portable sign which contains information relating to a community / tourism event, including community service event, community tourism event, charitable function or other charitable community activity held in the Shire of Mundaring.