

	COUNCIL POLICY	
	Tourist and Community Facility (Fingerboard) Sign Policy	
	Policy Number	CP063
	Directorate	Infrastructure Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	26/02/2025
	Review Due	26/02/2029

## 1. PURPOSE

This policy details Fraser Coast Regional Council's (FCRC) position regarding assessment, approval and management of tourist and community facility signs, commonly called fingerboard signs.

## 2. SCOPE

This policy applies to the Council controlled road network within the FCRC boundary, and typically where the speed environment is 60 km/h or less.

## 3. HEAD OF POWER

*Local Government Act 2009, Section 60*

## 4. DEFINITIONS

To assist in the interpretation of this Policy, the following definition(s) apply:

**“Community Facility Signs”** are:

- a) Signs identified by their fingerboard shape, which includes a chevron pointing horizontally to the facility with white writing on a blue background.
  - Typical community facilities are generally not-for-profit and include:
    - i. Churches and religious institutions
    - ii. Hospitals
    - iii. Post Offices
    - iv. Sporting and Recreation grounds and facilities
    - v. Clubs (RSL, Boat Club, etc)
  - Community facility signs may also be considered appropriate for facilities of a commercial nature such as:
    - i. Caravan parks & camping sites, B&B, Farm Stay, Backpacker, etc
    - ii. Shopping centres

**“Tourist Facility Signs”** are:

- a) Signs identified by their fingerboard shape, which includes a chevron pointing horizontally to the facility with white writing on a brown background.
  - Typical tourist facilities appropriate for this type of sign include a:
    - i. Zoo
    - ii. Theme Park, Water Park, etc



Figure 1 – Example of a blue community facility and brown tourist fingerboard sign

## 5. POLICY STATEMENT

To ensure that tourist and community facility fingerboard signs are managed to provide consistency to the travelling public, reduce signage proliferation and ensure the equity of provision of this type of signage, it is necessary to establish eligibility criteria and limit the types of tourist or community facilities that will be approved for installation.

### 5.1 Eligibility Criteria:

- 5.1.1 *Community Facilities (Not-for-profit)* - Council has adopted the eligibility criteria in the Queensland Department of Transport and Main Roads – Guidelines, Tourist and Services Signs, March 2023 (Guidelines), Section 6.3.5 and table 6.3.5 Specific criteria for community service signs (see attachment A).
- 5.1.2 *Community Facilities (Commercial)* – Council has adopted the eligibility criteria in the Guidelines, Section 6.3 criteria for consideration of accommodation including, caravan parks, camping sites, backpacker, bed and breakfast, farm stays, and self-contained accommodation (see attachment B).
- 5.1.3 *Tourist Facilities* – Council has adopted the eligibility criteria in the Guidelines, Section 5.2 for tourist signs (see attachment C).

### 5.2 Number of Signs Permitted:

- 5.2.1 Council allows two fingerboard signs for each facility, and a maximum of three fingerboard signs per location (intersection).

### 5.3 Management, Cost and Application Process for Signs

- 5.3.1 *Management of Signs* – Council shall be responsible for approval, design, procurement, installation, maintenance and removal of signs under this policy.
- 5.3.2 *Cost of Signs* – Except where a fee and charge waiver or reduction is granted by Council, payment of a prescribed fee is required. A fee shall also be charged for non-standard signs and replacement of signs as required. There are no ongoing maintenance fees or charges. See Schedule of Fees and Charges on Council's website for the latest fees.

#### 5.3.3 *Application Process*

- Obtain and complete the “Application for Tourist and Community Fingerboard Sign” from Council’s webpage and return the form to Council with the appropriate fee(s).
- If applying for an exemption of fees, tick the exemption request box on the application form and return the completed form to Council for consideration. See Councils “Fees and Charges Waiver or Reduction Policy” for entities that will be considered for fee exemption.
- Once the application is considered by Council, contact will be made with the applicant to discuss the outcome of the application.
  - If the application is approved and fees are paid or the applicant is exempt from fees, confirmation of the sign layout, location(s), and estimated timing of installation will occur.
  - If the application is not approved, the applicant will be notified with the reasons for rejecting the application. Any fees paid will be refunded.

#### 5.3.4 *Other Considerations*

- If facility or tourist signs are no longer required, the facility shall notify Council, and the signs will be removed. There are no fees or charges for removal of signs.
- Where a facility changes location and requests signs altered to the new location, the existing approval will lapse, and a new application will be required for assessment.
- If signs are identified that are not approved, or are in locations not approved, the signs will be removed, and the facility owner will be notified.

### **5.4 Removal of Facility Signs for Council Purposes**

- 5.4.1 Council may require removal of the signs for a number of reasons not mentioned previously in this policy or associated with the facility. These include but are not limited to:
  - Changes or upgrades to the road network
  - Changes to Councils criteria for assessment
  - Any other reason determined appropriate by Council
- 5.4.2 Where Council removes signage for reasons under this clause (5.4), Council may consider fee waiver or reduction if an application is submitted for installation of facility or tourist signs at an alternative location(s).

## 6. ASSOCIATED DOCUMENTS

AS 1742.5 – 2017 Manual of Uniform Traffic Control Devices – Part 5 Street name and community facility name signs – Section 3 Community facility name signs

Queensland Department of Transport and Main Roads (TMR) - Guideline – Tourist and Service Signs – March 2023 (Guidelines)

Fraser Coast Regional Council (FCRC) Application for Tourist and Community Fingerboard Signs

FCRC – Fees and Charges Waiver or Reduction Policy

FCRC – Schedule of Fees & Charges

FCRC – Guidelines for the Tourist and Community Facility (Fingerboard) Signs

## 7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council, or at intervals of no more than three years.

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Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	23/09/2020	3989815v4
2	Transition to Council template, Name change and update to all sections	Council	26/02/2025	5049157v1

## **Attachments A, B & C – Guideline for the Community Facility and Tourist (Fingerboard) Signs Extract**