



POLICY

ADOPTED
CM 6/6/13
Minute 212/13

Sign Inspection and Replacement

REV: May 14

FILE No. A0100021

OBJECTIVE

The objective of this policy is to formalise and document inspection and operational procedures to maximise the effectiveness of the Shire Roadway signs and balance maximum sign effectiveness, public safety, and performance while maintaining fiscal responsibility.

This policy will assist Council in achieving Theme 4, Goal 4.1 of the Community Plan, 'Connecting our Region High Quality Road Network that is Safe and Efficient'

POLICY

Background

1. There are five (5) different types of roadway signs. These include:
 - Regulatory Signs
 - Warning Signs
 - Information Signs
 - Miscellaneous Signs
 - Construction Signs (these are generally temporary signs related to construction)
2. Sign priority based on Function and Classification:
 - A) Priority One:
 - Stop Signs
 - Give Way Signs
 - School Crossings
 - Hospital
 - Pedestrian
 - Handicap Parking and Loading
 - B) Priority Two:
 - Other Regulatory Signs: these include Speed Limit signs, No Parking signs, etc.
 - Warning Signs: these include Height Restriction signs, Road Narrow signs, Median signs, etc.
 - C) Priority Three:
 - Information Signs: these include Route signs, directional signs, etc.
 - Miscellaneous Signs:

SIGN INSPECTION AND REPLACEMENT

Inspection And Inventory

An inventory of all signs will be maintained by Council, which will include a history of inspection and condition of the signs. All signs will be inspected with scheduled road inspections as follows:

- Priority One: - Once every 12 months
- Priority Two: - Once every 24 months
- Priority Three: - Once every 36 months

Signs inspections will confirm that the sign is in place and will document the appearance, conditions and reflectivity of the sign as well as visibility of the sign with regard to obstructions (i.e.: trees that have grown in front of signs).

Other Inspections

Public Concerns:

In addition to formal inspections, citizen concerns related to Shire Roadway Signs will be documented in the Works Request System. Safety related concerns will be investigated within 1 working day. All other concerns will be investigated in a timely manner as manpower and workload permit.

Council Staff:

In addition to formal inspections, Council staff shall inform Customer Service of any concerns related to Council Roadway Signs. Safety related concerns will be investigated within 1 working day. . . All other concerns will be investigated in a timely manner as manpower and workload permit.

Sign Conditions

Signs are rated on appearance and reflectivity, and placed into one of the following four (4) levels:

- Level One - New
- Level Two - Starting to fade and noticeable colour change.
- Level Three - Very noticeable fading and colour change, or minor damage.
- Level Four - Badly faded and colour almost gone, or damaged severely

Action

When signs reach Level Two, they are replaced as work load and budget restraints warrant. If there is a safety issue, a works order will be issued immediately and the sign will be replaced as soon as is reasonable, based on availability of work force.

Sign Replacement

	CONDITION			
SIGN IMPORTANCE	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
PRIORITY ONE		X	X	X
PRIORITY TWO			X	X
PRIORITY THREE				X
X = replace				

SIGN INSPECTION AND REPLACEMENT

Visibility Of Signs

When the visibility of a sign is found to be impaired by other signs, trees, shrubs, etc. so that the effectiveness of the sign is significantly reduced, works will be scheduled to bring the sign back to a functional level, as manpower and workload permit. In the event of private trees obstructing Roadway Signs, the owner will be contacted to perform maintenance on the tree to correct the obstruction.

Interpretation

The Mid Western Regional Council acknowledges that all signs cannot be maintained in perfect condition due to fiscal and practical constraints. The timing of maintenance and inspections will be planned within the scope of current operating budget, to balance safety and appearance.