1. Statement
This policy outlines the requirements for Department of Health major capital infrastructure project onsite signage to recognise the Government’s commitment to capital investment and application of the Department’s corporate identity whilst ensuring a consistent internal and external visual identity.

2. Purpose
The intent of this policy is to ensure major capital infrastructure project onsite signage is designed in accordance with Queensland Government’s corporate identity guidelines 2017 and Department of Housing and Public Works project signage: government signage requirements fact sheet 2018.

3. Scope
This policy applies to preconstruction and construction onsite signage on major capital infrastructure projects.
This policy does not apply to building and wayfinding signage.
This policy applies to all employees, contractors and consultants within the Department of Health, commercialised business units and external contractors and consultants.
This policy can be used by Hospital and Health Services either as is, by re-branding or as a base for a Hospital and Health Services specific policy.

4. Principles
• Clarity - Government signage informs the local and broader community of the Governments’ undertakings, and equally signals commitment, improvement and progress.
• Consistency - consistent Government signage ensures a uniform internal and external visual identity across all Queensland Government projects.

5. Requirements
5.1 All major capital infrastructure project onsite signage must comply with:
5.1.1 Queensland Government corporate identity guidelines 2017; and
5.1.2 Department of Housing and Public Works project signage: government signage requirements fact sheet 2018.

5.2 Signage must not be used for a project where:
5.2.1 It would compromise the Government’s reputation and / or
5.2.2 In circumstances where drawing public attention to government projects through the use of signage is not appropriate. Such circumstances include sensitive procurement, where signage may put vulnerable people at risk, or stigmatise sections of the community.

5.3 Signage requirements:
5.3.1 The Coat of Arms must be displayed on all material associated with the major project or major infrastructure development.
5.3.2 The Coat of Arms must be displayed at the bottom right hand corner of the signage to align with the whole-of-government brand.
5.3.3 The Australian Government Crest must appear to the left of the Coat of Arms when the Australian Government have committed funding to the project.
5.3.4 Contractor logos should sit to the direct left of the Coat of Arms.
5.3.5 Where the project contractor’s logo appears on onsite signage, the Coat of Arms should appear.
5.3.6 Where the Queensland Government is the majority funder, the Coat of Arms should feature more prominently than the logos or identifiers of partners.
5.3.7 The name of the Queensland Government initiative where applicable, must be clearly visible.
5.3.8 All major project/infrastructure on-site signage must face the most public aspect of the site to allow for maximum visibility.
5.3.9 At least 50 per cent of all banners, mesh netting and temporary fences should include signage.
5.3.10 Project signs must not include Department names and Department-specific taglines.

5.4 The Project Director shall ensure that the standard project signage detail as outlined in Department of Housing and Public Works project signage: government signage requirements fact sheet and project guide 2018 is included in all construction contractor contract documentation.

5.5 All Major capital infrastructure project onsite signage must be approved by the Project Director, Capital Project Delivery, Capital and Asset Services Branch and the Hospital and the Health Service Chief Executive for the project.

6. Aboriginal and Torres Strait Islander considerations
All decisions regarding signage must give consideration to the Queensland Government Reconciliation Action Plan 2018-2021.

7. Supporting documents

Version Control

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| 1       | 28 February 2019 | New policy – Major capital infrastructure project onsite signage
|         |               | Capital Infrastructure Delivery
|         |               | Capital and Asset Services Branch
|         |               | Review due March 2021 or if related policies change. |