

## Council Policy: Service & Tourist Signs Policy

### 1.0 Objective

The City of Albany's Service and Tourist Signage Policy within road and other reserves under Council control is to provide the travelling public with clear and uniform roadside information, while minimising the number of signs and avoiding direct advertising.

### 2.0 Scope

This policy applies to all service and tourist signage on roads and other reserves that are under the care, control and management of the City of Albany, including streets, squares and parks.

### 3.0 Definitions

- **AS** Australian Standards
- **CEO** Chief Executive Officer

### 4.0 Policy Statement

The purpose of the policy is to detail the principles and conditions governing the approval of requests for signage.

This policy applies to all service and tourist signage on roads and other reserves that are under the care, control and management of the City of Albany, including streets, squares and parks.

The CEO has delegated authority to approve signs within Council's reserves provided that conditions as per the guidelines/procedures are complied with.

All signs must comply with Australian Standards AS1742 Parts 5 & 6, AS 1744 and Main Roads

W.A. guidelines with regards to size, colouring, lettering, symbols, fixing and installation.

Unless otherwise directed, all signs are to be erected and maintained by Council at the expense of the applicant. Council will undertake minor maintenance for all signs where possible but will not replace stolen, badly damaged or end of life signs. Where a sign requires to be replaced, a formal application is required and the relevant fees paid.

The City of Albany retains control of all signs it installs on Local Government Roads. As such, the City of Albany reserves the right to remove, modify or relocate unapproved, damaged, badly maintained or dangerous signs without notice.

The written agreement of Main Roads Western Australia is to be obtained for all signage proposed for roads under their control.

Written agreement from the Western Australian Tourism Commission is required for all Tourist signs, and Service signs relating to accommodation.

Existing signs that do not conform to this Policy shall remain in place until such time as they require replacement or are specifically reviewed by Council.

Council will remove unapproved signs on the road reserve without notice and recover costs.

### 5.0 Legislative and Strategic Context

All signs must comply with Australian Standards AS1742 Parts 5 & 6, AS1744 and Main Roads W.A. guidelines.

### 6.0 Review Position and Date

Executive Director Works & Services to review on or before 30/6/2016

## 7.0 Delegated Authority

The CEO is delegated the authority to approve signs within Council's reserves.

Condition: Amount must be allocated in Council's annual budget.

## 8.0 Associated Documents

- Australian Standards AS1742 Parts 5 & 6
- Australian Standards AS1744
- Main Roads W.A. guidelines
- City of Albany Service and Tourist Signs Guidelines
- City of Albany Service and Tourist Signs Application form
- Tourism Signs – W.A. Tourism Commission

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