

## 1.53 Service Information & Tourist Signs Policy

<b>Policy Owner</b>	Executive Director Infrastructure, Development & Environment
<b>Responsible Officer</b>	Manager Engineering and Sustainability Manager Development Services *Manager Governance & Risk
<b>Date of Approval</b>	19/04/2005
<b>Amended/Revised</b>	25/06/2024

### Objective

The City of Albany's Service and Tourist Signage Policy aims to provide clear, uniform roadside information for travellers within road reserves and other areas under Council control, while minimizing the number of signs and avoiding direct advertising.

### Scope

This policy applies to all service and tourist signage placed on roads and reserves managed by the City of Albany (the City), including streets, squares, and parks.

### Policy Statements

The purpose of this policy is to outline the principles and conditions for approving signage requests.

**A: Scope:** This policy applies to all service and tourist signage on roads and reserves managed by the City of Albany, including streets, squares, and parks.

**B: Delegated Authority:** The Chief Executive Officer delegates the power to approve signs within Council reserves, provided they meet all guidelines and procedures.

**C: Compliance Requirements:** All signs must comply with Australian Standards AS1742 Parts 5 & 6, AS1744, and Main Roads WA guidelines concerning size, colour, lettering, symbols, fixing, and installation.

#### D: Installation and Maintenance:

- All signs are to be installed and maintained by the City at the applicant's expense unless otherwise directed.
- City Officers may perform minor maintenance on signs when feasible but will not replace signs that are stolen, significantly damaged, or at the end of their life. For replacements, a formal application and payment of fees are required.

#### E: Control and Removal of Signs:

The City maintains control over all signs on Local Government roads and reserves the right to remove, modify, or relocate any unapproved, damaged, poorly maintained, or hazardous signs without notice.

#### F: Approval from External Agencies:

- Approval from Main Roads WA is required for all signage on roads under their control.
- Approval from the WA Tourism Commission is required for all tourist signs and for service signs related to accommodations.

### **G: Non-Compliant Signs:**

Existing signs that do not conform to this policy may remain until they require replacement or are reviewed by the City.

### **H: Unapproved Signs:**

The City will remove unapproved signs from the road reserve without notice and recover associated costs.

### **Legislative and Strategic Context**

All tourist and directional signs must meet the standards set by Australian Standards AS1742 Parts 5 & 6 and AS1744, along with Main Roads WA guidelines. These standards govern aspects such as size, colour, lettering, symbols, and installation to ensure consistent and effective signage across all relevant locations

**Delegated Authority: Reference:** SI\_2.01 Sign Development Applications for Crown Land as Owner (Planning & Development Act 2005)

### **Review Position and Date**

Policy to be reviewed every two years.

### **Associated Documents**

These documents collectively ensure that tourist and directional signs are designed, placed, and maintained according to both local and national standards, enhancing navigability and safety for visitors.

- Australian Standards AS1742 Parts 5 & 6. These standards cover traffic control devices for general use and for tourist and service signs specifically.
- Australian Standards AS1744. This standard pertains to the specifications for road signs, including materials and design.
- [Main Roads WA Guidelines](#). These guidelines provide comprehensive instructions for the design, placement, and maintenance of road signs in Western Australia.
- City of Albany Service and Tourist Signs Guidelines. Local guidelines specific to the City of Albany, ensuring consistency and compliance with broader standards.
- City of Albany Service and Tourist Signs Application Form. Necessary for applying for the installation of service and tourist signs within the City of Albany.
- Tourism Signs – WA Tourism Commission. Guidelines from the Western Australia Tourism Commission for the use of tourism signs.
- Local Planning Signs Policy. Local council policies govern the planning and approval of signs.
- City of Albany Local Laws:
  - Local Government Property Local Law. Regulations concerning the use of local government property.
  - Activities on Thoroughfares and Public Places and Trading Local Law. Rules for activities conducted on public thoroughfares and places, including signage.

### **Definitions**

- **AS** Australian Standards