



# **Tourism & Services Signage on Roads Policy**

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## 1. PURPOSE

- 1.1 To provide guidelines for an integrated and consistent approach to tourism and services signing on Council managed roads.



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## 2. SCOPE

- 2.1 Council is the Road Authority for the purpose of managing tourism and services signing on main roads within the built-up areas and local roads pursuant to Section 66 of the *Road Management Act 2004* (the Act).

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## 3. POLICY STATEMENT

- 3.1 All new tourist signing including direction signs, tourist attraction signs, service signs and community facilities signs shall be in accordance with the VicRoads Tourism Signing Guidelines (February 2009).

All Signs will comply with the Australian Standards AS1742 and AS2342 in relation to the use of colour, lettering, type, size and use of symbols.

- 3.1.1 Where a number of signs for a similar attraction or service already exist at one intersection, the introduction of a new signs will result in the rationalisation or signs at that intersection. This could include the removal of old or out-dated signs and the aggregation of existing signs by way of the use of generic references.

- 3.1.2 Operators of attractions and services will be responsible for the costs related to the development, installation, maintenance and removal of signs relating to their operations. Signs must be maintained to the satisfaction of Council.

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## 4. PROCEDURES

- 4.1 Golden Plains Shire shall charge fees to cover the administrative work in determining a tourist or service sign application.
- 4.2 An additional fee (no greater than actual cost) shall apply for the installation of signs by Council.
- 4.3 The cost of manufacturing and supplying the signs is the responsibility of the application.
- 4.4 Signs must be manufactured and installed by VicRoads Approved suppliers
- 4.5 Fees and charges shall be reviewed annually as part of the annual budget process.

## 5. RESPONSIBILITIES

Compliance, monitoring and review

5.1 Applicant is responsible for;

- 1.1.1 The costs of maintenance or replacement of signage.
- 1.1.2 The removal of signs relating to their operations.
- 1.1.3 Maintaining the signs to the satisfaction of Council.

### Records Management

5.2 *Council must maintain all records relevant to administering this policy in accordance with the Public Records Act 1973.*

## 6. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

6.1 **AS** – The Australian Standards

6.2 **Tourist Sign**- A sign that directs residents to a business or facility.

6.3 **Applicant** – The owner / operator who requests a business or facility sign.

Term	Definition
<i>Council</i>	<i>Golden Plains Shire Council</i>
<i>Complaint</i>	<p><i>An expression of dissatisfaction with:</i></p> <ul style="list-style-type: none"> <li>• <i>the quality of a service provided, an action taken, or decision made by Council or its contractor</i></li> <li>• <i>a delay or failure in providing service, taking an action, or making a decision by Council or its contractor</i></li> </ul>

## 7. RELATED LEGISLATION AND DOCUMENTS

- 7.1 AS1742.3:2009 – Manual of uniform traffic control devices.
- 7.2 AS2342 – Development, testing and implementation of information and safety symbols and symbolic signs
- 7.3 Road Management Act 2004, Section 66
- 7.4 VicRoads Tourism Signing Guidelines (February 2009)

## 8. HUMAN RIGHTS STATEMENT OF COMPATABILITY

8.1 As a public authority, Council has a duty to act compatibly with human rights and to give human rights proper consideration in decision making. See the guidelines for policy makers available at: <https://www.justice.vic.gov.au/justice-system/laws-and-regulation/human-rights-legislation/charter-of-human-rights-guidelines-for.>

**9. POLICY OWNER**

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| 9.1 | Manager Asset Services   |
| 9.2 | The policy owner is the individual who is given the responsibility to review, edit and maintain this policy and associated procedure. The policy owner is also the point of contact for any questions regarding this policy. |

## 10. DOCUMENT INFORMATION

DOCUMENT TYPE:	Council Policy document
DOCUMENT STATUS:	Not Approved
DOCUMENT OWNER POSITION:	Director Infrastructure & Development
APPROVED BY:	Senior ManagementTeam
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NOTES:	<p>Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at: [Select one URL below and delete the other]</p> <p>[for Council policy]</p> <p><a href="https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies">https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies</a></p> <p>[for organisational policy]</p> <p><a href="https://intranet.goldenplains.vic.gov.au/the-hub">https://intranet.goldenplains.vic.gov.au/the-hub</a></p>