

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 128816-1  
**Minute number:** 148/2017

**Policy title:** **SIGNAGE FOR THE COUNCIL'S FACILITIES**  
**Directorate:** INNOVATION & CITY TRANSFORMATION  
**Branch:** MARKETING & EVENTS  
**Policy objective:** To set guidelines for signage on the Council's facilities.

**Policy scope:**

This policy is to be used for the placement of all signage in or on the Council's facilities, to clarify the distinction between the Council's work facilities and community facilities, and ownership of these facilities by the community.

**Definitions:**

Not applicable.

**Policy statement:**

The following procedure is to be undertaken for this policy:

1. The signage policy is set to control the quality and volume of signs produced inside the Council's administration centre, and the Council's other buildings, and to keep signage to an appropriate minimum with a clear focus for the community.
2. In relation to the administration centre, signage must comply with the following:
  - (a) No handwritten signs will be erected on any walls for public viewing within the administration centre, except where emergency situations shall dictate otherwise, and then only with the approval of the Chief Executive Officer.
  - (b) All permanent signs to be erected within the centre must conform to the standard set by the Marketing & Events branch, and must incorporate typestyle as detailed in the style guide, excepting where signs are related to emergency services, and/or are controlled by specific legal requirements.
3. In relation to other facilities, signage must comply with the following:
  - (a) All signage requirements for the Council's facilities shall be referred in the first instance to the Marketing & Events Manager for approval of style.
  - (b) All temporary or permanent signage requirements for the administration centre shall be directed to the Marketing & Events Manager for approval of style and to the Administration Manager for implementation.
  - (c) Where the Council's logo is used to mark the Council's facilities, the following shall apply:
    - (i) the words "LOGAN CITY COUNCIL" will appear as part of the Council's logo only on the Council's work specific facilities, such as the administration centre, depots and treatment plants;

- (ii) the word 'LOGAN' will appear as part of the Council's logo on all other signs and facilities, such as libraries, community centres, park signs and road signs; and
- (iii) amendments to 3(c)(i) or 3(c)(ii) may be made at the discretion of the Chief Executive Officer.

**Related policies/legislation/other documents:**

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
<a href="#">3151360</a>	Administrative	Style Guide