



TOURIST AND SERVICES SIGNAGE POLICY

PURPOSE

The purpose of this policy is to provide guidelines for signage erected in the City.

SCOPE

This policy applies in respect of tourist and services signs erected in the City and applies to all City officers with responsibility for signage in the City.

DEFINITIONS

CEO means the Chief Executive Officer of the City.

City means the City of Kalgoorlie-Boulder.

Commercial Services means a commercially operated establishment providing travellers with service such as meals, refreshments, overnight accommodation, caravan park, camping (including a camping ground at which no charge is made) etc.

Community Facility means a specific facility not necessarily related to travel, but which may be sought by visitors to a district, and which includes recreation facilities, e.g. library, swimming pool, public facilities e.g. telephone, emergency medical service; and administrative facilities e.g. town hall, post office.

Major Tourist Attraction means a major tourist resort, such as a townsite, National park or other feature which generates significant tourist traffic.

Other Tourist Attractions means other tourist resorts or scenic features of less significant tourist traffic generation.

Rest Areas means roadside stopping places which provide safe parking and at least two other services.

Roadside Stopping Place means an area set aside for the free use of travelers normally provided and maintained by the road authority or a committee of management and which provides:

- a. A parking area;
- b. A parking area containing one or more of a fireplace, picnic facilities, water supply or toilet;
- c. A truck parking area; or
- d. A combination of b and c.

Tourist Drive means a marked (possibly numbered) route which may be in the form of a circuit and is usually a scenic drive or a route connecting a number of tourist attractions.



Tourist Establishment means a commercially operated establishment catering for tourists and for which a charge may be or may not be made (museum, fauna park, historic home, tourist farm, winery, gallery, craft centre, pottery etc.)

Tourist Features means a site visited by the tourist, such as a scenic lookout, historical marker or geographical feature (waterfall, rock formation, cave, lake etc.) or a geographical feature viewed by the tourist from the road but not actually visited.

Tourist Information means an accredited attended establishment (tourist information centre) or an unattended roadside establishment (information bay, information boards within rest areas, town/district maps etc.).

POLICY STATEMENT

This City recognises the need for clear signage throughout Kalgoorlie-Boulder to assist both residents and visitors and has developed this policy to provide consistency and transparency in its process of manufacturing and installing signs on application.

POLICY DETAILS

1. Sign standards

- a. Service signs will be white text on blue background with no logos or business names.
- b. Only signs complying with “Australian Standard 1742.6 Manual of Uniform Traffic Control Devices – Part 6: Service and Tourist Signs for Motorists be considered for erection as Blue Pointer Direction signs.
- c. Commercial names shall not be used on these signs.

2. Sign application process

- a. An applications for erection of a sign is to be made in writing directed to Engineering Services, advising in respect of the proposed sign:
 - i. Wording;
 - ii. Location; and
 - iii. Detail specifications of sign.
- b. City officers will assess location and if the applicant’s proposed sign is approved by the City, will forward the applicant a drawing of the sign and Private Works Order showing the estimated cost.
- c. If accepted by the applicant, the applicant must sign and return the Private Works Order to the City. Upon signing of the Private Works Order the applicant agrees to the terms and conditions set out in that Private Works Order which form a binding agreement between the applicant and the City and which shall include without limitation:



- i. The applicant will pay the final cost of manufacture and installation of the sign in accordance with the terms of Private Works Order or failing that, the invoice issued by the City.
- ii. If the sign is damaged the applicant will be responsible for cost of repairs or replacement sign.
- iii. If the sign deteriorates, the City may remove the sign the applicant will be required to reapply for a new sign and bear the cost of manufacture and installation of that new sign (if approved by the City in accordance with this policy).
- iv. The City reserves the right to remove the sign without liability to the applicant.

3. Removal of signs by City

- a. Signs may be removed and not replaced because of works carried out by the City, it's contractors or any service provider that makes the location of the sign a traffic hazard.
- b. Signs that are for any length of time not required will be removed and not replaced.
- c. Any non-complying and unapproved sign be removed by the City.

RELEVANT DOCUMENTS

Application For Activities on Thoroughfares

DOCUMENT CONTROL				
Responsible Department	Engineering			
Description of Changes	Revised			
Version	Resolution Number	Endorsement Date:	Last Reviewed Date:	Next Review Date:
1	15.2.2	18 December 2023	December 2023	December 2025
2	15.2.4	15 December 2025	May 2025	May 2027