

Logan City Council

Signage for Logan City Council 2020

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Amendment History

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1 Procedure

The following procedure is to be undertaken for this policy:

- (a) 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. The signage policy is set to provide brand consistency across all signage and to control the quality and volume of signs produced across Council and for Council-related business across the city.
- (b) Council officers from the Corporate Communications branch will be responsible for specifying branding requirements for signage in accordance with the Use of Council Logos and Branding Policy.
- (c) In relation to the administration centre, signage must comply with the following:
 - (i) 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.
- (d) In relation to other facilities, signage must comply with the following:
 - (i) All signage requirements for the Council’s facilities shall be referred in the first instance to the Corporate Communications Manager for approval of style and placement.
 - (ii) All temporary or permanent signage requirements for the administration centre shall be directed to the Corporate Communications Manager for approval of style and placement to the Corporate Property Manager for implementation with the exception of signs related to emergency services, and/or are controlled by specific legal requirements.
- (e) Where the Council’s logo is used all signage must be approved by the Corporate Communications or delegate prior to any production or installation of signage.

2 Definitions

Definitions for terms used within the procedure can be found in Signage for Logan City Council Policy (DM: 13511600).

3 References

Signage for Logan City Council Policy (DM: 13471589)