
Cessnock City Council Installation of Directional Signs for Community, Services and Tourist Facilities Policy

Date Adopted **04/08/2020** Revision: **5**

POLICY OBJECTIVES

- 1.1. To guide the provision of clear and standardised Directional Signage to Community, Services and Tourist Facilities within the City of Cessnock, by:
- Reducing sign proliferation that detracts from the appearance of the city's roads, and lessens the effectiveness of all signs,
 - Clearly identifying Community, Services and Tourist Facilities that may qualify for Directional Signage, and
 - Clearly outlining the conditions under which such signs are permitted.

2. POLICY SCOPE

- 2.1. This Policy applies to the provision of Community Facility, Services Facility, and Tourist Facility Directional Signage, within a public road reserve, by Council.
- 2.2. This Policy applies to all roads for which Council is the roads authority, as specified in the Roads Act 1993.
- 2.3. This policy should be read in conjunction with the Standard.

3. POLICY STATEMENT

- 3.1. Cessnock City Council supports the provision of directional signage to guide road users to Community, Services and Tourist Facilities
- 3.2. To ensure they are easily identified, Signs/Pictograms are to be provided in a uniform manner consistent with:
- other road authorities,
 - AS 1742 Manual of Uniform Traffic Control Devices Part 5: Street name and community facility name signs,
 - AS 1742 Manual of Uniform Traffic Control Devices Part 6: Tourist and services signs,
 - State Environmental Planning Policy 64;
 - NSW Tourist Signposting Manual; and
 - The Cessnock Signage Technical Manual.
- 3.3. Signs/Pictograms may be provided where warranted on the basis of providing directional signage to Community, Services and Tourist Facilities and some high traffic generating activities, which are located on a side street.

- 3.4. Signs/Pictograms are provided for guidance to road users, and to facilitate safe, efficient, and orderly travel.
- 3.5. Signs/Pictograms are not to be installed for promotional/advertising purposes. Requests for specific business or venue names is generally considered as advertising signage and is not permitted by this policy.
- 3.6. Enquiries regarding the installation of Community, Services and Tourist Facility Directional Signage can be addressed to Councils Customer Service Centre in the first instance. Further guidance relating to eligibility, location, and content can then be provided.

4. ELIGIBLE FACILITIES AND SERVICES

- 4.1. Eligibility for installation of Community Facility, Services Facility, and Tourist Facility Directional Signs will be determined by Council officers, considering the requirements of this Policy, SEPP 64, the Standard, and the Act;
- 4.2. A list of Community and Services Facilities eligible for the installation of Directional Signage can be found in Appendix A.
- 4.3. A list of Community and Services Facility Pictograms can be found in Appendix B.
- 4.4. A list of Tourist Facility Pictograms can be found in Appendix C.

5. INSTALLATION AND REMOVAL

- 5.1. The procurement and installation of all Community Facility and Services Facility signs will be undertaken by Council, at Councils discretion.
- 5.2. The installation of any Community, Services or Tourist Facility sign by any other party is contrary to this policy and the Act.
- 5.3. Council reserves the right to remove any signage, including fingerboard signs, that has been installed;
 - a) Contrary to this policy,
 - b) Contrary to SEPP 64, the Standard or the Act, or
 - c) Under a revoked Council Policy.

6. RESPONSIBILITIES

6.1. Compliance, monitoring and review

- 6.1.1. Council's Traffic & Transport Team Leader is responsible for monitoring the implementation of this Policy, with a view to ensuring that it remains consistent with government policy and relevant legislation and that as far as is practicable its objects are achieved.

6.2. Reporting

- 6.2.1. No additional reporting is required.

6.3. Records management

- 6.3.1. Staff must maintain all records relevant to administering this policy in accordance with Council's [Records Management Policy](#).

7. POLICY DEFINITIONS

Act	means the <i>Roads Act 1993</i> (NSW)
Community Facility	A facility, generally of a non-commercial nature, providing a service to the community, and which is likely to be sought by significant numbers of visitors to a district.
Council	means Cessnock City Council
Directional Signage	A sign advising the type of facility by either text or pictogram, and pointing in the direction of that facility. Directional Signage may be mounted on a steel pole in the road reserve. Poles may have other signage such as street name attached.
Pictogram	An easily recognised symbol for providing direction to a community, service or tourist facility.
SEPP 64	Means State Environmental Planning Policy No. 64 – Advertising and Signage
Services Facility	An establishment providing travellers with meals, refreshments, overnight accommodation, caravan or camping facilities or other essential services.
Standard	means Australian Standard 1742 - Manual of Uniform Traffic Control Devices
Tourist Facility	Any tourist feature, attraction, information facility or visitors centre provided, maintained or access maintained for the benefit of tourists.

8. POLICY ADMINISTRATION

Business Group	Works and Infrastructure
Responsible Officer	Infrastructure Manager
Associated Procedure (if any)	Nil
Policy Review Date	Three years from date of adoption unless legislated otherwise
File Number / Document Number	DOC2020/044347
Relevant Legislation (reference specific sections)	This policy supports Council's compliance with the following legislation: <ul style="list-style-type: none"> ▪ Section 138, <i>Roads Act 1993</i> (NSW) ▪ Clause 16, <i>State Environmental Planning Policy No. 64</i>
Relevant desired outcome or objectives	<i>Accessible infrastructure, services and facilities</i> <i>Objective 4.2 Improving the road network</i>
Related Policies / Protocols / Procedures	<ul style="list-style-type: none"> ▪ Records Management Policy ▪ Compliance and Enforcement Policy.

9. POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
	Authorising the installation of Community Facility, Services Facilities and Tourist Facility Directional Signage.	The role(s) authorised to perform the said function: <ul style="list-style-type: none"> Principal Engineer, Traffic & Transport Infrastructure Manager, Infrastructure

10. POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	9 July 1980 (CE43/1980, 1424)	New policy adopted
2	5 March 2003 (DC&RS26/2003 -781)	Periodic review
3	18 September 2013 (PM91/2013-581)	Periodic review
4	6 November 2013 (PM114/2013 -654)	Periodic review
5.	4 August 2020 (WI55/2020)	New policy adopted

Appendix A - Eligible Community & Services Facilities

The following public Community Facilities generally meet the criteria for installation of Community Facility signage or pictograms:

- Town/Community Halls;
- Parks/Playgrounds/Picnic Areas;
- Sporting facilities;
- Aquatic facilities;
- Cemeteries;
- Libraries;
- Museums;
- Art Galleries;
- Theatres/Performing Arts Centres;
- Works depots;
- Airports;
- Waste facilities;
- Hospitals;
- Police/Emergency Service Facilities (24 hour);
- Churches (sign may include denomination);
- Public sites of interest, such as memorials etc.

The following Services Facilities generally meet the criteria for installation of Services Facility signage or pictograms:

- Visitor Information Centres;
- Rest Areas;
- Public Toilets;
- Service Centres (fuel/mechanical repairs);
- Accommodation;
- Cafés/Restaurants;
- Post Offices;
- Chemists;
- Caravan/Camping/RV Areas;
- Caravan/RV Dump Points.

Appendix B - Community & Services Facility Pictograms

	Accredited Visitor Information Centre		Toilets
	Visitor Information Centre		Hospital
	Accommodation		Accessible
	Restaurant		Airport
	Cafe		Place of Worship
	Rest Area		Education Facility
	Park		Library
	Playground		Gallery
	Camping Area		Theatre/Performing Arts Centre
	Caravan Park		Sporting Field
	RV Dump Point		Swimming Pool
	Service Station/Fuel		WiFi
	Parking		Shopping Centre
	Bus Stop		Chemist
	Police Station		Post Office

Appendix C - Tourist Facility Pictograms

	Winery		Sky Diving
	Historic Village		Ballooning
	Walking Track		Horse Riding
	Scenic Lookout		Golf
	Aboriginal		Garden/Nursery
	Cellar Door		Museum
	Functions/Events/Weddings		Zoo
	Gourmet Produce		Spa
	Cooking Class		