



PORT STEPHENS
C O U N C I L

SUPPLEMENTARY INFORMATION

**ORDINARY COUNCIL MEETING
12 MARCH 2024**

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- Nb. **Bold** Items listed above have not been previously received or viewed by Councillors.

SUPPLEMENTARY INFORMATION

ITEM NO. 10

FILE NO: 24/63380
EDRMS NO: PSC2005-2795

POLICY REVIEW: INFORMATION & DIRECTION SIGNS IN ROAD RESERVES POLICY

REPORT OF: JOHN MARETICH - ASSETS SECTION MANAGER
DIRECTORATE: FACILITIES AND INFRASTRUCTURE

RECOMMENDATION IS THAT COUNCIL:

- 1) Receives and notes submissions (**ATTACHMENT 1**).
- 2) Revokes the Information and Direction Signs in Road Reserve Policy dated 23 February 2021, Minute No. 030.
- 3) Adopts the revised Information and Direction in Road Reserve Policy shown at (**ATTACHMENT 2**).

BACKGROUND

The purpose of this report is to provide the revised Information and Direction in Road Reserve Code (**ATTACHMENT 3**).

While the Council report, submissions and response makes recommended changes to the Information and Direction in Road Reserves Code, the attached code in the Council report is missing the relevant wording change to the Method – Hierarchy of Signs. The change will now include the addition of Tarean Road, Karuah as a major road for the purpose of gateway signage.

ISSUES

There are no known issues with making this modification to the code and it aligns with the submission response attached in the Council report.

ATTACHMENTS

- 1) Submissions for Council Report - Information and Direction Signs in Road Reserve Policy. [↓](#)
- 2) Information and Direction Signs in Road Reserve Policy. [↓](#)
- 3) Information and Direction Signs in Road Reserve Code. [↓](#)

ITEM 10 - ATTACHMENT 1 SUBMISSIONS FOR COUNCIL REPORT - INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE POLICY.

POLICY REVIEW – Information & Direction Sign in Road Reserve Policy

No.	Author of submission	Comment	Council response
1	Councillor	Requests the consideration of Tarean Road, Karuah in list of major roads.	The Information & Direction Signs in Road Reserve Code (the code) has been amended to add Tarean Road, Karuah into list of major roads.
2	Tomaree Ratepayers & Residents Association (TRRA)	<p>TRRA has previously commented on how unhelpful it is to have revised policies placed on exhibition without any explanation of the changes and justification, and without important linked documents – in this case the 34 page 'Information and Direction Signs in Roads Reserve(s) Code' which provides the detail relating to different types of signs. This supporting information is contained in staff reports and attachments to the Agenda papers for the Council meeting at which the decision was made to proceed to public exhibition (in this case the meeting on 28 November 2023).</p> <p>Inconsistency with control signs on private land. TRRA welcome the emphasis of the Policy on visual amenity though concerns of inconsistency between Council's strong controls on signage in its road reserves and the apparent lack of an effective policy on signage on private property visible from major public roads. Signage is expressly NOT subject to the '... Signs in Road Reserves Policy', but instead to other Council requirements and to State Environmental Planning Policy (SEPP) 64 – Advertising and Signage.</p>	<p>The comments concerning the public exhibition process are noted. The process of reviewing a policy includes updating the version control at the end of end document. This provides detail on what has been updated at the time of each review and ensures the document is presented in a professional manner. The draft policy is placed on public exhibition inviting comments on the document as a whole, not just the updates and removes any confusion about what the track changes mean to the broader community.</p> <p>The Information & Direction Signs in Road Reserve Policy (the policy) relates to the signs within the road reserve. Signs within private property are managed through the Development Assessment process with a differing criteria.</p>

ITEM 10 - ATTACHMENT 1 SUBMISSIONS FOR COUNCIL REPORT - INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE POLICY.

		<p>Raised the issue of the deplorable visual impact of the seemingly uncontrolled proliferation of commercial signs along Nelson Bay Road in particular. Despite multiple discussions, Council has not yet confirmed whether major commercial billboards even have DA approval. We welcome the resolution at the 12 December 2023 Council meeting to seek a detailed staff report on unapproved signs on private roadside land.</p> <p>Submission that the final ‘... Signs in Road Reserves Policy’ needs to be consistent, where relevant, with the approach Council takes to signs on private roadside land and on Council recreational reserves, and also, as far as possible, with the Transport for NSW policy on signage in State road reserves. submit that the final ‘... Signs in Road Reserves Policy’ needs to be consistent, where relevant, with the approach Council takes to signs on private roadside land and on Council recreational reserves, and also, as far as possible, with the Transport for NSW policy on signage in State road reserves.</p> <p>Commercial benefit- Council’s policy on approval of direction signs in road reserves pointing to private commercial enterprises, such as accommodation and tourist attractions, and on relevant fees and charges, is fair, equitable, consistent and transparent, both to avoid undue favouritism to particular businesses and to remove any integrity risk. Noted that these principles are included in section 6 of the Policy, but it is how applications are handled</p>	<p>This policy relates to the signs within the road reserve. Support for the future detailed staff report on unapproved signs on private roadside land is noted.</p> <p>This policy is consistent with the applicable Australian Standards and the NSW Visitor Attraction Signposting program administered through Destination NSW and supported by Transport for NSW.</p> <p>There is a fundamental difference between recreational reserve and directional signage under this policy. The difference is that recreational reserve signage is designed to be viewed while stationary and directional signage is designed to be viewed from a moving vehicle.</p> <p>Support for the signage convention and fee structure is noted.</p> <p>The application and approval process aligns with the provisions of the Roads Act 1993.</p>
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		<p>in practice that matters. Neither the Policy nor the Code contain any detail of the application and approval process.</p> <p>Costs are addressed on p5 of the '... Signs ... Code'. all costs over the entire life cycle of a sign should be borne by the applicant (= benefitting facility), the Code allows for discretion on the part of the assessing officer to have Council meet some or all of the costs. The criteria that guide the exercise of this discretion should be included in the Policy, and we also suggest that a public register be made available of all approvals of signs for private facilities, including the financial arrangements in each case.</p> <p>It is not clear if the item 'Signage application fees' in Council's Fees & Charges Schedule (p66), which states the statutory fee of \$357, applies to all applications under the Policy and Code, and also unclear who bears the cost of the physical sign itself and its placement, which in some cases would require a new pole, and would in most cases significantly exceed that fee.</p> <p>Suggestion for Council to subsidise the overall cost of any commercial signage.</p> <p>The Code covers 'Gateway signs' which can include private tourist attractions although we assume most of these will be located in the reserves for State Roads, and subject to assessment by the multi-party Tourist Attraction Signposting Assessment Committee (p7). We question what process would be followed if an application was</p>	<p>The policy and code has been updated to confirm that Council will meet the costs for Emergency Service and Not for Profit Organisations.</p> <p>The quoted fee is under the heading of development applications and does not relate to signage associated with the policy.</p> <p>The assessment of Gateway Signs within the road reserve is the same irrespective if the road is owned by Council or State Government.</p>
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ITEM 10 - ATTACHMENT 1 SUBMISSIONS FOR COUNCIL REPORT - INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE POLICY.

		<p>received for a 'Gateway' sign on a Council road reserve?</p> <p>On most White & Blue Facility (Service) signs, including to most types of accommodation, no business or commercial names are allowed (Code, section 1.5). Brown & White Tourist direction signs, to significant attractions may include business or commercial names where applicable, but require approval from the TASAC (Code, section 2.3).</p> <p>Suggest a public register would address all of these issues, and give the community confidence in the integrity of the process. Suggest Council should take the opportunity of the revision to clarify a range of operational issues about the implementation of the Policy, in the interests of transparency and integrity, and should establish a public register of signs.</p>	<p>In deciding whether to grant approval, TASAC apply a number of tests of eligibility of quality and service at the destination. Approval for directional signage on Council managed roads are intended to supplement a visitors journey.</p> <p>Noted.</p>
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ITEM 10 - ATTACHMENT 2 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE POLICY.



Policy

FILE NO: PSC2005-2795

TITLE: INFORMATION & DIRECTION SIGNS IN ROAD RESERVES POLICY

OWNER: ASSETS SECTION MANAGER

1. PURPOSE:

- 1.1 To provide a safe, effective and efficient network of signs to guide motorists to tourist services, community facilities and natural features within Port Stephens.
- 1.2 To meet Council's statutory requirements under the Local Government Act, the Roads Act and other relevant legislation in relation to the use of Council's road reserve.
- 1.3 To control the type, size and position of advertising that may be displayed within Council's road reserves.
- 1.4 To provide a level of detail that is not covered in other forms of legislation and instruments such as State Environmental Planning Policy Infrastructure (SEPP) Infrastructure and State Environmental Planning Policy Infrastructure (SEPP) 64 – Advertising and Signage.

2. CONTEXT/BACKGROUND:

- 2.1 The types of signs covered by this policy are locality and facility, directional, advertising structures, regulatory/warning/advisory and **open space parks and reserves**.
- 2.2 The regulation of signs is a function of Council. This policy contributes to the orderly display of signs in Council's road reserves. Control of signs is necessary to reduce visual clutter that could otherwise detract from the natural environment of Port Stephens and potentially reduce the effectiveness of essential traffic and road safety signs.
- 2.3 The Information and Direction Signs in Road Reserves Policy refers to signs within the road reserve only and does not relate to advertising on private property or in Council Recreation Reserves.

3. SCOPE:

- 3.1 Council is responsible for controlling or monitoring activities being undertaken in its road reserves.
- 3.2 Council will adopt clear and consistent procedures when dealing with applications for signs within the road reserve.
- 3.3 Signs situated on private property are controlled by the Port Stephens Council Development Control Plan.
- 3.4 Council will assess all applications for signs within the road reserve in accordance with the Information and Direction Signs in Road Reserve Code.

Policy

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Policy

4. DEFINITIONS:

4.1 An outline of the key definitions of terms included in the policy.

Road Reserves	An area of land set aside for potential road construction on which building is not allowed.
SEPP	State Environmental Planning Policy.

5. STATEMENT:

- 5.1 The policy is to provide a consistent approach to the approval of a safe, effective and efficient network of signs to guide motorists to Tourist Services, Community Facilities and natural features within Port Stephens. Motorists should be guided to the Suburb, then the Street and then Facility.
- 5.2 Reasonable limitation on the size and number of signs displayed within Council's road reserve will ensure that the visual amenity of the Port Stephens environment is maintained.
- 5.3 Information and directional signage must conform to relevant legislations and the requirements of the Information and Direction Signs in Road Reserve Code.
- 5.4 Advertising signs on buildings or awnings is controlled by the Port Stephens Council Development Control Plan.
- 5.5 All signage associated with any election must comply with local government, NSW State and Australian Commonwealth laws.

6. RESPONSIBILITIES:

- 6.1 The continued regulation of the placement of signage advertising within Council's road reserves will assist in reducing visual clutter while allowing business operators to display essential information for potential customers.
- 6.2 Council seeks to assist in the creation of a vibrant business community by implementation of a fair and equitable advertising signs policy.
- 6.3 Council will charge any applicable fee for installation and management of signs as noted in Council's adopted Fees & Charges.
- 6.4 Installation and maintenance costs are to be met by the applicant. Council will meet the costs for Emergency Service and Not for Profit Organisations.
- 6.5 Enforcement of illegal signage within the road reserve will be carried out in accordance with Council's Compliance Policy.

Policy

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ITEM 10 - ATTACHMENT 2 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE POLICY.

Policy



7. RELATED DOCUMENTS:

- 7.1 Local Government Act 1993.
- 7.2 Roads Act 1993.
- 7.3 State Environmental Planning Policy Infrastructure.
- 7.4 State Environmental Planning Policy 64 – Advertising and Signage.
- 7.5 Bus Shelter Policy.
- 7.6 Outdoor Trading Policy.
- 7.7 Information & Direction Signs in Road Reserve Code.
- 7.8 Port Stephens Council Development Control Plan.
- 7.9 Port Stephens Council Compliance Policy.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No.	PSC2005-2795	EDRMS record No.	TBA
Audience	Community, Assets Section, Civil Assets, Staff and General Manager		
Process owner	Assets Section Manager		
Author	Civil Assets Planning Manager		
Review timeframe	3 years	Next review date	TBA
Adoption date	04/11/1995		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	04/11/1995	Civil Assets Manager	Adopted	147
2	25/11/2014	Civil Assets Manager	Amended	318

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ITEM 10 - ATTACHMENT 2 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE POLICY.



Policy

Version	Date	Author	Details	Minute No.
3	9 Oct 2018	Civil Assets Planning Manager	Reviewed and updated in to the new Policy Template. New Title and EDRMS File. 1.1, 1.2, 1.4, 2.1, 2.2, 3.3, 5.1, 5.2, 5.4, 5.5, 6.4 & 6.6 – New points added. 1.4, 2.3, 2.4, 3.2, 3.4, 5.1, 5.3, 6.3 – Reworded to improve purpose. 4 – Removal of definition. 7.3, 7.4, 7.7 & 7.9 – Added Related Documents.	123
4	23 Feb 2021	Civil Assets Manager	Reviewed and updated in to the new Policy Template. Removed - 2.1 This policy was previously named the Advertising Signs in Road Reserve Policy. The title of this policy has been changed to better reflect the content of the associated code.	030
5	TBA	Civil Assets Manager	Change Author title 2.1 Removed parks and reserves and add open space. 6.1 Removed advertising and add signage. 6.2 Removed advertising to improve content. 6.4 Added Council will meet the costs for Emergency Service and Not for Profit Organisations.	TBA

Policy

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PORT STEPHENS
C O U N C I L

**Information & Direction Signs
in Road Reserve Code**

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

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ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Overview

This code aligns with the Information and Direction Signs in Road Reserves Policy. This code addresses the issue of signposting within the road reserve, Council owned property and private property. Its purpose is to assist in assessments regarding signage, but is not to be used exclusively.

This code acknowledges that other forms of legislation and instruments such as SEPP Infrastructure and SEPP64 may take precedence over this policy. This code provides a level of detail that is not covered in these SEPPS.

Purpose

To provide a safe, effective and efficient network of signs to guide motorists to Tourist Services, Community Facilities and natural features within Port Stephens. Motorists should be guided to the **Suburb**, then the **Street** and finally the **Facility**.

It is the intention of this code to cover roads and reserves under Council's care and control, it does not include state roads. Signs on state roads will be determined by Transport for New South Wales (TfNSW).

General Principles

The following general principles need to be observed in the implementation of this Code:

- (a) Tourist and Services signing is primarily about traffic management through the efficient and safe direction of traffic to facilities. Except for gateway signage, signs are not to be used for advertising or promotion.
- (b) Sign of facilities is only one part of an effective visitor or traveller information system. The signposting system is supplementary to maps, other printed material and advice through various other media.
- (c) Signs need to be user friendly and meaningful to the traveller. Consistent application amongst road authorities of the sign design and content requirements of this code is essential to ensure that signs are recognised as authoritative providers of information. This code does not therefore generally permit design variations.
- (d) Use of fewer signs and more attention to their placement will result in less visual clutter and a more favorable travelling environment.
- (e) This code should be read in conjunction with other Port Stephen Council documents, not limited to Council's Technical Specification series that may define, for example, sign type details that are different than those contained within this code. Wherever inconsistencies are discovered between Council published documents and this code, clarity should be sought directly from Council in writing.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Method – Hierarchy of signs

Gateway, Locality, Suburb, Street then Facility

- Establish road network hierarchy to determine signposting locations

The following roads are classified as major roads in their localities:

Adelaide Street	Irrawang Street	Port Stephens Street
Bagnall Beach Road	Italia Road	Raymond Terrace Road (state road)
Benjamin Lee Drive	Lemon Tree Passage Road	Richardson Road (state road)
Blanch Street	Lisadell Road	Salamander Way
Brandy Hill Drive	Marine Drive	Sandy Point Road
Bucketts Way	Masonite Road	Seaham Road (state road)
Butterwick Road	Medowie Road	Shoal Bay Road
Cabbage Tree Road (state road)	Mount Hall Road	Soldiers Point Road
Church Street	Nelson Bay Road (state road)	Stockton Street
Clarence Town Road	Nelsons Plains Road	Swan Bay Road
East Seaham Road	Newline Road	Tarean Road
Ferodale Road	Old Punt Road	Tomago Road (state road)
Gan Gan Road	Oyster Cove Road	Victoria Parade
Government Road	Pacific Highway (state road)	Warren Street
Grahamstown Road	Paterson Road	William Street
High Street	Paterson Street	William Bailey Street
Hinton Road	Port Stephens Drive	Woodville Road

Signs on roads listed above will be assessed by Port Stephens Council with the exception of those marked 'state roads', these need the approval of TfNSW.

Signs off 'state roads'

All facilities located off a 'state road' will not be dealt with under the guidelines of this code but will be subject to an application and approval from TfNSW.

Signs on local roads off 'state roads'

Facilities that are located off the local road that joins the 'state road', shall be included on a reassurance sign located near the junction of the 'state road'. These facilities must conform to the Approval Criteria of this code for that facility and be signposted on the local road that joins the 'state road'. A maximum of eight (8) facilities will be signposted on the reassurance sign.

Signs on major roads through Suburbs

These facilities must conform to the Approval Criteria of this code for that facility. A maximum of three (3) facilities will be signposted at an intersection. All other roads within Port Stephens Council will be considered as minor roads and be assessed by Council. Facilities located on the listed major roads will not be signposted from that road unless otherwise specified in the relevant sections. Signs should guide motorists to the *Suburb*, then the *Street* and finally the *Facility*.

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Cost

A signage application costs will be met by the applicant or benefitting party, except for Emergency Service and Not for Profit Organisations. Costs for all aspects of the sign's lifecycle including but not limited to its design, purchase, installation, and 10 years of maintenance for the applicants consideration and payment prior to any installation. Where a sign has been made redundant or deteriorated to a level unacceptable to Council, whether naturally or otherwise, the sign must be removed at the benefitting party cost. Any desired replacement of the signage will be considered as new sign.

1.0 SIGNS HIERACHY

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

1.0 SIGNS HIERARCHY

1.1 GATEWAY SIGNS

Definition

Gateway signs are a form of tourist information signs which may be provided on the approach to tourist regions. They include a promotional content such as a welcome to arriving tourists, a regional theme, tourist attractions related to that theme and the availability of tourist information. They are designed to be read from a vehicle moving at the prevailing traffic speed.

Approval Criteria

Consultation on the site, sign legend and content is a matter for Council, the relevant regional tourism organisation, TfNSW and Tourism New South Wales. The Tourist Attraction Signposting Assessment Committee (TASAC) is the appropriate forum for these detailed considerations.

Sign Type

The sign shall be a sign as approved by the relevant body such as Council or TASAC.

Location for sign

Port Stephens Gateway signs should be located on the major roads entering or leading to the Port Stephens area. These signs would generally be located on major roads under the control of TfNSW and may be reviewed TASAC.

The following locations should be considered:

- Pacific Highway and New England Highway at Hexham
- Pacific Highway at Karuah
- Nelson Bay Road at Fern Bay
- Raymond Terrace Road at Nelsons Plains
- Paterson Street at Hinton
- Clarendetown Road at Woodville
- Paterson Road at Duns Creek
- Clarendetown Road at Glen Oak
- Bucketts Way at Limeburners Creek
- East Seaham Road, East Seaham

1.2 LOCALITY SIGNS

Definition

A Locality sign depicts the geographic name given to a locality within Port Stephens. The sign can also include a distinguishing feature or logo for the locality.

Eg Tilligerry Peninsula

The sign is used to advise motorists they are entering a defined locality.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Approval Criteria

Consultation on the site and sign legend and content is a matter for Council, the relevant regional tourism organisation, TfNSW and/or nominated locality committee representatives. The Tourist Attraction Signposting Assessment Committee (TASAC) can be the appropriate forum for these detailed considerations.

Sign Type

The sign shall include the locality name with a common emblem for that locality as agreed upon by the above committee. The legend and background colours should be conducive to legibility in style as well as size.

Location for sign

The locality should be signposted at the boundary of the locality on all roads entering the locality.

1.3 SUBURB SIGNS

Definition

A Suburb sign is a sign stating the name of the town or village you are about to enter. The sign can also incorporate a distinguishing feature or logo for that suburb.

Approval Criteria

Consultation on the site, sign legend and content is a matter for Council, the relevant regional tourism organisation, TfNSW and/or nominated locality committee representatives. The Tourist Attraction Signposting Assessment Committee (TASAC) can be the appropriate forum for these detailed considerations.

Sign Type

The sign shall include the suburb name with a common emblem for that town as agreed upon by the above committee. The legend and background colours should be conducive to legibility in style as well as size. The sign may also include service symbol signs that meet TfNSW's criteria for service signs.

Location for sign

The town should be signposted on the approaches on the major roads entering the locality.

1.4 STREET NAME SIGNS

Definition

Street name signs are used to indicate to all road users, the names of roads and streets under day and night time conditions. These signs should also indicate the locality they are within to assist with identification particularly on long roads that cross locality boundaries. Property numbers can also be shown on the sign

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing black legend on a class 1 white reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a street or road name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing black legend or 80mm D series medium spacing black legend in two lines.

Location for sign

These signs are for general use at all intersections. The sign should be positioned clear of pedestrian movements and point in the direction of the street or road. At intersections of major urban arterial roads, it may be necessary to provide additional street name information on advance to the intersection. In urban roundabouts, the sign may be located in the central island to replace the sight chevron.

Rural Road Addressing

Several roads within Council's boundary have rural road addressing schemes in place. This scheme allows for better signposting of property addresses in rural areas to assist emergency services primarily. The scheme consists of the provision of a progressive numbering system based on distance from an origin point. When a side street intersects the numbered street, numbers for each direction along the numbered street should be displayed to assist motorists locating property addresses.

1.5 FACILITY SIGNS (WHITE AND BLUE)

Definition

Service signs direct motorists to essential facilities and services available to the general public within that locality only.

The Australian Standard AS1742.6 currently contains the set of approved symbols to be used for service signs.

1.5.1 SCHOOLS – PRE SCHOOL, PRIMARY SCHOOL, HIGH SCHOOL, TERTIARY EDUCATION AND SPECIAL EDUCATION

Approval Criteria

The school must satisfy the criteria for a Pre School, Primary School, High School, Tertiary Education or Special Education facility. The school should be open and accessible to the public for the purposes of education.

Sign Type

The sign shall consist of 100mm D series medium spacing class 1 white reflective legend on a class 1 blue reflective background stating the school name. There is no standard symbol for schools.

Location for sign

The school should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.2 BOAT RAMPS AND PUBLIC WHARVES

Definition

A formalised location under the care and control of Port Stephens Council for the launching/retrieval and loading/unloading of marine craft.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Approval Criteria

The boat ramp or wharf should be open and accessible to the public in all conditions. If the boat ramp is not accessible in all conditions, supplementary information should be included on the sign.

Sign Type

The boat ramp sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S21) on a class 1 blue reflective background. The size of the sign will be dependent on the speed limit on the approach road. The public wharf sign shall consist of 100mm D series medium spacing class 1 white reflective wording 'PUBLIC WHARF' on a class 1 blue reflective background.

Location for sign

The boat ramp or public wharf should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.3 PUBLIC AMENITIES

Approval Criteria

The amenities should be open to the general public, as a minimum, during normal business hours (9.00am to 5.00pm).

Sign Type

The sign shall be 200mm high street blade style with class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S16 or S16a) and class 1 reflective white 150mm C series narrow space wording 'AMENITIES' on a class 1 blue reflective background. (appendix A)

Location for sign

The amenities should be signposted at the closest street to the amenities and at the position of the facility.

1.5.4 MEDICAL SERVICES

1.5.4.1 HOSPITALS

Approval Criteria

Hospitals shall only be signposted when a 24 hour casualty service or a connection to such a service is available.

Sign Type

The sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S1) on a class 1 blue reflective background. The name of the hospital may be included on the sign if a number of hospitals are in that locality or to avoid ambiguity. The legend will be class 1 white reflective legend. The size of the symbol and legend will be dependent on the speed limit on the roadway. (appendix A)

No business or commercial name will be permitted.

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Location for sign

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.4.2 MEDICAL CENTRES

Approval Criteria

Medical Centres shall only be signposted when a 24 hour casualty service or a connection to such a service is available.

Sign Type

The sign shall consist of 100mm D series medium spacing class 1 white reflective wording 'MEDICAL CENTRE' and symbol (AS 1742.6 Appendix B Table B1 S1) on a class 1 blue reflective background.

No business or commercial name will be permitted.

Location for sign

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.4.3 VETERINARY CLINICS

Approval Criteria

Veterinary Clinics shall only be signposted when a 24 hour emergency service or 24 hour access to such a service is available.

Sign Type

The sign shall be 200mm high street blade style with class 1 reflective white 80mm D series medium space wording 'VETERINARY CLINIC' on a class 1 blue reflective background. (appendix A)

No business or commercial name will be permitted.

Location for sign

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.5 EMERGENCY SERVICES

Definition

State Emergency Services
Rural Fire Service
New South Wales Fire Service
New South Wales Police Service
Ambulance

Approval Criteria

Emergency services are to be signposted when 24 hour service or a connection to such a service is available.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm.

The wording should be included on the sign to identify the type of emergency service available (State Emergency Service, Police, Fire Service, Rural Fire Service etc)

In locations where the road reserve is wide, (eg dual carriageway, rural roads), high speed roads or when a service name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines (appendix A)

Location for sign

The sign should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.6 REST AREAS

Definition

A Rest Area is a roadside stopping place which, as a minimum, shall provide at least one picnic table in shade in an area where vehicles can safely stop clear of the travelled road.

Approval Criteria

A Rest Area can be signposted if it meets the definition as above. Rest Area signs on major state roads will need the approval of TfNSW. Rest Area signs on local roads will need the approval of Port Stephens Council.

Sign Type

The sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S12) on a class 1 blue reflective background. The size of the sign will be dependent on the speed limit on the roadway.

Location for sign

The feature should be signposted on the approaches to the facility and at the position of the facility.

1.5.7 AIRPORTS

Approval Criteria

An airport that provides regular commercial air services shall be signposted on all major roads to a maximum distance of 50km from the airport along all major travel routes.

Sign Type

The sign shall consist of a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S11) on a class 1 blue reflective background. The name of the airport may also be included on the sign to avoid ambiguity. The legend will be class 1 white reflective legend. The size of the symbol and legend will be dependent on the speed limit on the roadway.

E.g. Newcastle Airport is actually located in the suburb of Williamtown.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Location for sign

The airport signs should be used to indicate the route and entry point to the airport. The importance of a major airport requires that it be included as a normal destination on advance and intersection direction signs on state roads as determined by TfNSW. When airport indicators are to be placed alongside major roads, they should be placed in a prominent location, with arrow symbols indicating direction of travel.

1.5.8 VISITOR INFORMATION CENTRES

Approval Criteria

Signs shall only be displayed at facilities such that they are a manned Visitor Information Centre or unmanned information bay or information boards that are accredited in accordance with the Australian Tourism Accreditation Standard administered by Tourism New South Wales.

Sign Type

The signs shall be in accordance with AS 1742.6 Section 2 Tourist Information Facilities.

Location for sign

The sign locations shall be in accordance with AS 1742.6 Section 2 Tourist Information Facilities.

1.5.9 MARINAS

Approval Criteria

Signs should be present at Marina's on the proviso that they are principally the place for the birthing of vessels for private or commercial use and may also include service and maintenance facilities including a dry dock. Individual activities within the marina area will not be signposted separately such as boat repairs, dry docks, restaurants, boat hire, fishing tackle supplies and charter tours. The marina is considered to be the principle destination.

Sign Type

The sign shall be 200mm high street blade style with class 1 reflective white 150mm D series medium space wording 'MARINA' on a class 1 blue reflective background. (appendix A)

No business or commercial name will be permitted.

Location for sign

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.10 INDUSTRIAL ESTATES

Industrial estates or areas of heavy industry pose a unique problem to signpost. Many industrial areas such as Tomago have more than one area. Estate names would help to identify different estates within the one locality. To reduce confusion, the estate could be named after the main access road into the estate. Further discussion within Council would need to be undertaken to determine if naming of industrial estates is appropriate.

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Definition

An estate or area deemed industrial by Council where the principle activity is industrial/heavy industry.

Approval Criteria

The estate has more than 3 businesses established.

Sign Type

The sign shall be 200mm high street blade style with class 1 reflective white 80mm D series medium space wording 'INDUSTRIAL ESTATE' on a class 1 blue reflective background. No business or commercial name will be permitted, apart from an estate name if applicable. (appendix A)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads, the sign size may be increased to a 300mm high panel sign with 120mm Mod E series white reflective legend. (appendix A)

Location for sign

The sign locations shall be in accordance with AS 1742.6 Section 2 Tourist Information Facilities.

1.5.11 CHILD CARE / LONG DAY CARE CENTRES

Definition

A child care centre is a building or place used for child care as defined within the *Child Welfare Act*.

Approval Criteria

The centre must provide pre-school care, long day care, before/after school care or a combination of the above.

Sign Type

The sign shall be a 200mm high street blade style sign with 80mm D series medium spacing class 1 white reflective legend 'CHILD CARE CENTRE' in two lines on a class 1 blue reflective background (appendix A).

No business or commercial name will be permitted.

Location for sign

The Child Care Centre should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.12 ACCOMMODATION

1.5.12.1 ACCOMMODATION FOR THE AGED OR DISABLED

Definition

Accommodation for the aged or disabled refers to residential accommodation which is used for or is intended to be used permanently as accommodation for aged persons or disabled persons. Accommodation of this kind may consist of hostels, a grouping of self-contained dwellings, a nursing home facility, respite care or a combination of the above.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Approval Criteria

The facility needs to be established and approval given to operate by Port Stephens Council. This type of accommodation should include facilities for the use or benefit of aged or disabled persons.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (Retirement Village, Nursing Home, Aged Care, Hospice etc)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

Location for sign

The accommodation facility should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.12.2 MOTELS

Definition

A motel is a building or buildings used substantially for overnight accommodation of travellers and their vehicles.

Approval Criteria

The motel shall have a minimum of 20 beds and an on-site booking office.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (e.g. Motel)

In locations where the road reserve is wide, (e.g. dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

Location for sign

The motel should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

1.5.12.3 HOTELS

Definition

A hotel is any building or buildings used for the purposes as specified in an hotelier's licence. Overnight accommodation of travellers and their vehicles may also be a facility the hotel provides.

Approval Criteria

The hotel shall have a minimum of 20 beds and an on-site booking office.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (eg Hotel)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

Location for sign

The hotel should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.12.4 CARAVAN PARKS

Approval Criteria

The caravan park shall have a minimum of 20 sites for caravans/motor homes or a combination of sites for tents and overnight accommodation should be available to the public.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S9 or AS1742.6 Appendix B Table B1 S8). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (e.g. Caravan Park)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines on a class 1 blue reflective background.

No business or commercial name will be permitted.

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Location for sign

The caravan park should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles. Advance signposting on the approaches to the caravan park are permitted if the road fronting the caravan park is a high speed road.

1.5.12.5 HOLIDAY ACCOMMODATION

Establishments that offer accommodation other than caravans, mobile homes, tent sites, motels, hotels, bed and breakfast type accommodation. Such establishments would include backpackers, cabins, bungalows, hostels etc.

Approval Criteria

The establishment shall have a minimum of 20 beds and an on-site booking office.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6). The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of accommodation service available (eg Cabins, Backpackers, Resort)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

No business or commercial name will be permitted.

Location for sign

The establishment should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.12.6 BED AND BREAKFASTS

Approval Criteria

The bed and breakfast (B&B) establishment must be licensed and approval given to operate by Port Stephens Council.

Sign Type

The sign shall be 200mm high street blade style with 80mm D series medium spacing class 1 white legend on a class 1 blue reflective background including a class 1 white reflective symbol (AS 1742.6 Appendix B Table B1 S6). The wording should be included on the sign to identify the type of accommodation service available (e.g. Bed & Breakfast)

No business or commercial name will be permitted.

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Location for sign

The B&B establishment should be signposted only in the street that it is located in to avoid ambiguity. If signposting is provided on other streets leading to B&B, motorists expect to find a B&B on that street.

1.5.13 COMMUNITY FACILITIES

1.5.13.1 COMMUNITY GROUPS

Definition

Community groups that are 'not for profit' groups are activity based not retail based. Combination of the above examples is the Scouts and Guides.

Approval Criteria

Groups that have their own facilities that are a recognised 'not for profit' organisation and conduct activities the general public can participate in, meet the approval criteria.

Groups that use community facilities that are a recognised 'not for profit' organisation and conduct activities the general public can participate in, do not meet approval criteria. The community facility will be signposted as per SECTION 2 Community Buildings.

Sign Type

The sign shall be 200mm high street blade style with class 1 reflective white 150mm D series medium space wording on a class 1 blue reflective background. (appendix A)

Location for sign

The facility should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.13.2 COMMUNITY BUILDINGS

Definition

A community building is any building or buildings used for the purposes of the general community.

Approval Criteria

The building is open and accessible to the general public or on site contact details are available.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of building available (Community Hall, Council Administration Offices, Library, etc)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a facility name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

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Location for sign

The building should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.13.3 SHOPPING CENTRES

Approval Criteria

A shopping centre shall have a gross leasable floor area of greater than 1000 m². The shopping centre must also be of community significance and NOT located on a major road.

Sign Type

The sign shall be 200mm high street blade style with class 1 white 150mm B series narrow space wording 'SHOPPING CENTRE' on a class 1 blue reflective background. (appendix A)

No business or commercial name will be permitted.

Location for sign

The shopping centre should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.13.4 REGISTERED CLUBS

Definition

An establishment used by persons associated with, or a body incorporated for social, literary, political, sporting, and athletic or other lawful purposes whether of the same or of a different kind and whether or not the whole or part of such a building is the premises of a club registered under the Registered Clubs Act. ~~1976~~

Approval Criteria

The Registered Club will not be signposted if it is located within an existing community building such as a hall or school facility. These community facilities will be signposted under section 1.5.13 Community Facilities. All other Registered Clubs located within dedicated buildings will be permitted signposting.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing class 1 white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of club.

No business or commercial name will be permitted.

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or where a name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing black legend or 80mm D series medium spacing black legend in two lines.

Location for sign

The establishment should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

1.5.13.5 PLACES OF WORSHIP

Definition

A place of worship is any building or buildings used for the purposes of religious worship.

Approval Criteria

The place of worship will not be signposted if it is located within an existing community building such as a hall or community building. These community facilities will be signposted under section 1.5.13 Community Facilities. All other places of worship located within dedicated buildings will be permitted signs.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing class 1 white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm. The wording should be included on the sign to identify the type of place of worship.

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or where a name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing black legend or 80mm D series medium spacing black legend in two lines.

No business or commercial name will be permitted.

Location for sign

The establishment should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.13.6 CEMETERIES AND CREMATORIUMS

Approval Criteria

The establishment be licensed and approval given to operate as a cemetery/crematorium under the guidelines specified by Port Stephens Council.

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing class 1 white legend on a class 1 blue reflective background.

No business or commercial name will be permitted.

Location for sign

The cemetery/crematorium should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

1.5.13.7 SERVICE CLUBS

Definition

Rotary Club, Lions Club, Probus Club, Country Women's Association, etc

Approval Criteria

The club is an approved club under the guidelines specified by Port Stephens Council.

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Sign Type

The sign shall include a logo or other information regarding meeting times, contact telephone number or venue. The sign material shall be aluminium and will measure no greater than 0.6m x 0.6m or have an area no greater than 0.36m². The sign must not include any colours or design elements that are similar to road signs. For example, a sign depicting a 'STOP' sign, or similar.

Location for sign

The service clubs signs will be mounted to a common structure on the major road at the entrance to the locality the club is located in.

2.0 DIRECTIONAL SIGNS

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

2.0 DIRECTIONAL SIGNS

2.1 ADVANCE DIRECTION SIGNS

Definition

Advance direction signs provide motorists with advance notice of directions to focal points (towns and cities) facilitating traffic movements in the safest and most direct manner.

Approval Criteria

These types of signs are generally approved of and provided by TfNSW.

Sign Type

The sign shall be class 1 white reflective legend on class 1 green reflective background.

Location for sign

The signs are located on the approaches to intersections or decision points.

2.2 INTERSECTION DIRECTION SIGNS

Definition

Intersection direction signs provide motorists with directions to focal points (towns and cities) facilitating traffic movements in the safest and most direct manner.

Approval Criteria

These types of signs are generally approved of and provided by TfNSW.

Sign Type

The sign shall be class 1 white reflective legend on a class 1 green reflective background.

Location for sign

The signs are located on the approaches to intersections or decision points.

2.3 TOURIST DIRECTION SIGNS (WHITE AND BROWN)

Definition

Tourist Direction signs (brown and white) are signs that guide motorists to features and tourist attractions of significant interest as determined by the Tourist Attraction Signposting Assessment Committee (TASAC).

Some of the typical features signposted are:-

- Major tourist attractions
- Tourist drives
- Tourist establishments
- Tourist features (scenic, geographic etc)
- Historical features
- Cultural
- Theme Parks
- Winery
- Museum
- Galleries
- Craft centres

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- Zoo Parks

Approval Criteria

Consultation on the site and sign legend and content is a matter for the relevant regional tourism organisation, TfNSW and Tourism New South Wales. The Tourist Attraction Signposting Assessment Committee (TASAC) is the appropriate forum for these detailed considerations.

Sign Type

The sign shall be a sign as approved by the TASAC.

Location for sign

The facility or feature should be signposted as per the requirements of TfNSW manual, Tourist Signposting.

2.3.1 INTERPRETIVE SIGN

Definition

Signs which provide information about a feature, including the history or cultural significance.

Approval Criteria

These types of signs are approved of and provided by Port Stephens Council.

Sign Type

The sign shall be white legend on a brown background.

Location for sign

The signs are located at the feature.

eg The Marriage Trees located in King Street, Raymond Terrace

3.0 ADVERTISING STRUCTURES

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

3.0 ADVERTISING STRUCTURES

All advertising signs and structures within the road reserve (with the exception of Sandwich Board signs and Bus Shelter Advertising) require the submission of a Development Application which will require Council approval before signs will be permitted within the road reserve. Council does not generally approve advertising within the road reserve. Advertising may cause driver distraction and increase the risk of a crash.

3.1 BUS SHELTERS

Advertising signs are not permitted within the road reserve but are permitted on bus shelters. Where advertising is to be installed on a Council owned bus shelter, a bus shelter advertising application form will need to be lodged with Council and this application approved by Council. This application form can be found on the Port Stephens Council website.

3.2 SANDWICH BOARDS

Advertising is permitted on sandwich boards within the road reserve for the purpose of advertising adjacent to the business use. An application form can be found on the Port Stephens Council website.

3.3 BANNERS

Banners within the road reserve used for advertising businesses will not be permitted. However, banners that advertise events within that locality will be considered and approval assessed by Port Stephens Council. Applications should be made in writing to Council requesting Banner advertising for events.

3.4 VEHICLES

Advertising may be permitted on some vehicles within the road reserve in accordance with SEPP64.

3.5 AWNING/HOARDING

Advertising is permitted on awnings and hoardings within the road reserve through an application to Council.

3.6 IDENTILITES

Street furniture incorporating illuminated street name signs and an advertising panel on a single post are permitted within the road reserve however require a development application to be lodged with Council for approval.

4.0 REGULATORY/WARNING/ADVISORY

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

4.0 REGULATORY/WARNING/ADVISORY

4.1 REGULATORY

Sign Type

Regulatory signs are enforceable by Police. A full listing of regulatory signs can be found on the Roads and Maritime website: <http://www.rms.nsw.gov.au>

Eg No Stopping, Stop sign, Give Way sign, Speed limit sign, etc.

Approval

All regulatory signs with the exception of speed limit signs are to be approved of by the Local Traffic Committee which comprises of technical representatives from N.S.W. Police, Council and TfNSW. TfNSW is the only authority for approving speed limits.

Installation

All regulatory signs with the exception of speed limit signs are to be installed by a Road Authority under the definition given within the Roads Act. Speed limits signs are the responsibility of TfNSW.

4.2 WARNING

Sign Type

Warning signs give advance notice to motorists about specific hazards or road conditions ahead as per Australian Standard AS 1742.2.

Eg Curve warning signs, Crest warning signs, etc.

Approval

All warning signs are to comply with the warrants or criteria set out in Australian Standard AS 1742.2.

Installation

All warning signs are installed by Council.

4.3 ADVISORY SIGNS

Sign Type

Advisory signs give advance notice to motorists about specific road conditions and geographic features ahead as per Australian Standard AS 1742.2.

Eg Road Subject to Flooding, Hunter River, Bridge height limits, etc.

Approval

All advisory signs are to comply with the warrants or criteria set out in Australian Standard AS 1742.

Installation

All advisory signs are installed by Council.

5.0 OPEN SPACE

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

5.0 OPEN SPACE

5.1 DIRECTIONAL

- Open Space – with community facilities
- Recreation Facilities – tennis courts, football ovals
- Leisure Facilities

Sign Type

The sign shall be 150mm high street blade style with 100mm D series medium spacing white reflective legend on a class 1 blue reflective background. The sign shall be no shorter than 500mm and no longer than 1200mm.

The wording should be included on the sign to identify the type of facility available (tennis court, swimming pool, sporting complex or the name of the reserve, oval, field)

In locations where the road reserve is wide, (eg dual carriageway, rural roads) or on high speed roads or when a service name is long, the sign size may be increased to a 200mm high street blade style sign with 150mm D series medium spacing white reflective legend or 80mm D series medium spacing white reflective legend in two lines.

Location for sign

The feature should be signposted from the closest major road through the locality and signposted via the shortest most accessible route for all vehicles.

5.2 ADVERTISING

Advertising signs are not permitted within the road reserve but are permitted within Open Space. Applications should be made in writing to Council to allow for a determination to be made. A development application may be required to be lodged dependent on the nature of the signage. Typically, advertising is not supported in any Council Open Spaces and any application will be reviewed on a case by case basis without reference to any previous positive or negative determinations.

5.3 INFORMATIONAL

Informational signs are not permitted within the road reserve but are permitted within Open Space. Applications should be made in writing to Council to allow for a determination to be made. Applications for informational signage will be reviewed on a case by case basis without reference to any previous positive or negative determinations.

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

REFERENCES AND FURTHER INFORMATION

- Port Stephens Council is the local Council which governs the Local Government Area of Port Stephens. They are also the Road Authority for this area in combination with TfNSW. Port Stephens Council is responsible for managing approvals for number of different signage types in this area. For further information see:

<http://www.portstephens.nsw.gov.au/>

- TfNSW is a NSW Government agency delivering safe and efficient journeys throughout NSW, managing the operations and programs of some roads and waterways. TfNSW is responsible in providing concurrence to Council requests and acting as a Road's Authority and approval body under the Road Act. For further information see:

<http://www.rms.nsw.gov.au>

- Standards Australia is the nation's peak non-government, not-for-profit Standards organisation that produce the standard that most industries attempt to comply to, including those relating to signage. For further information see:

<http://www.standards.org.au>

- The Federal Register of Legislation lists out all the legislation residents, business owners, Councils or otherwise is required to follow in regards to signage installations and approvals. For further information see:

<https://www.legislation.gov.au>

- TASAC, The Tourist Attraction Signposting Assessment Committee is responsible for the assessment of applications for tourist signposting for the majority of tourist signposting needs in NSW. For further information see:

<https://www.destinationnsw.com.au/tourism/business-development-resources/tourist-attraction-signposting/about-tasac>

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

APPENDIX A



ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

CONTROLLED DOCUMENT INFORMATION:

This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website www.portstephens.nsw.gov.au			
EDRMS container No	PSC2005-2795	EDRMS record No	
Audience	Community, Assets Section, Civil Assets, Staff and General Manager		
Process owner	Assets Section Manager		
Author	Civil Assets Engineer		
Review timeframe	Three years	Next review date	
Adoption date	04/11/1995		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	26 April 2005	Traffic Engineer & Project Engineer, Traffic & Road Safety	Policy Adopted By Council	101
2	25 Nov 2014	Civil Assets Engineer	Policy Amended and adopted by Council	318
3	9 Oct 2018	Civil Assets Engineer	Reviewed and revised content. Name Of Code Changed. EDRMS Container Changed. Roads and Traffic Authority replaced by Roads and Maritime Service throughout the code. Overview, 1.1, 1.5.7, 1.5.8, 1.5.9, 3.0 – 3.6, 4.1, 5.2, 5.3 - Reworded to improve purpose. General Purpose (5), Cost, 1.1, References – Addition of Information. Cost 1.1-1.5.13 – Removed	123
4	23 Feb 2020	Civil Assets Manager	Reviewed and revised content. Formatted to current style guide. Changed Roads and Maritime Service (RMS) to Transport for New South Wales (TfNSW) throughout the code. Page 4 – Method - Hierarchy of signs - Added Masonite Road, Port Stephens Street, William Street and removed Watefront	030

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Version	Date	Author	Details	Minute No.
			<p>Road. Page 8 – 1.1 – Added East Seaham Road, Seaham. Appendix B Table B1 – Added to AS 1742.6 throughout the code. Page 18 – 1.5.12.1 – Removed including a class 1 white reflective symbol (AS 1742.6 s6 bed). Page 23 – 1.5.13.4 – Removed 1976 from Registered Clubs Act. Page 28 – 2.3 – Removed Traffic Engineering Manual Part 12.</p>	
5		Civil Assets Manager	<p>Reviewed and revised content. Formatted to current style guide.</p> <p>Table of contents 5.0 remove Parks And Reserves and add Open Space. Page 4 – Tarean Road added. Page 15-17 - 1.5.12.1, 1.5.12.3, 1.5.12.4, 1.5.12.5, 1.5.12.6, 1.5.13.5, 1.5.13.6 – Added, No business or commercial name will be permitted. Page 17 - 1.5.12.6 – B&B added and wording Bed and breakfast removed. Page 17 - 1.5.12.6 – Added, including a class 1 white reflective symbol (AS1742.6 Append B Table B1 S6). The wording should be included on the sign to identify the type of accommodation service available (e.g Bed & Breakfast). Page 26 - 3.0 – Added, Council does not generally approve advertising within the road reserve. Advertising may cause driver distraction and increase the risk of a crash. Page 26 - 3.4 - reworded to improve content. Page 28 - 4.1 – Removed, with the exception of local traffic and shared zone & who are the only</p>	

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Version	Date	Author	Details	Minute No.
			<p>authority for approving such signage. 5.0, 5.1, 5.2, 5.3 – Removed, Parks and Reserves. Added, Open Space. Page 5 - Cost Deletion of- Regardless of the nature of a, (for example if it is to be installed as part of development, benefits a private entity or otherwise), Signs should be designed to meet a minimum service life of ten (10) years, been in place for longer than 10 years and/or where it has, Where the sign relates to a facility, until such time that the facility exists and/or the facility ceases operations, the signage shall be managed under the above arrangement. On termination of a facility's operations all signage relating to the facility shall be removed at the facility managers cost. Where no direct benefitting party is identifiable or where the assessing officer makes a determination that costs will be met by Council, Council may meet the lifecycle costs of the sign in full or partially with the remainder to be met by the applicant as determined by the assessing officer. Page 5 – Cost Added , except for Emergency Service and Not for Profit Organisations . Costs, and 10 years of, for the applicants consideration and payment prior to any installation, been made redundant or, Any desired replacement of the signage will be considered as</p>	

ITEM 10 - ATTACHMENT 3 INFORMATION AND DIRECTION SIGNS IN ROAD RESERVE CODE.

Version	Date	Author	Details	Minute No.
			new sign Deletion of replaced and adding removed.	

SUPPLEMENTARY INFORMATION

ITEM NO. 1

FILE NO: 24/64083
EDRMS NO: 79-2022-3-1

CARBON NEUTRALITY 2025

REPORT OF: BROCK LAMONT - STRATEGY & ENVIRONMENT SECTION
MANAGER
DIRECTORATE: COMMUNITY FUTURES

RECOMMENDATION IS THAT COUNCIL:

- 1) Receives and notes the Information Papers being presented to Council on 12 March 2024.

BACKGROUND

The purpose of this Supplementary Information Paper is to correct the financial years specified in the Carbon Neutrality 2025 Information Paper.

ISSUES

Information Paper, Item No. 1 Carbon Neutrality 2025, 12 March 2024, noted incorrect financial years.

A revised Information Paper with corrected financial years is provided in **(ATTACHMENT 1)**.

ATTACHMENTS

- 1) Revised Information Paper - Carbon Neutrality 2025. [↓](#)

ORDINARY COUNCIL - 12 MARCH 2024

ITEM NO. 1

**FILE NO: 24/34238
EDRMS NO: 79-2022-3-1**

CARBON NEUTRALITY 2025

REPORT OF: BROCK LAMONT - STRATEGY & ENVIRONMENT SECTION
MANAGER
DIRECTORATE: COMMUNITY FUTURES

BACKGROUND

The purpose of this report is to provide a quarterly update on the development and implementation of a Port Stephens Carbon Neutral Action Plan. The plan seeks to reduce emissions from Council operations in accordance with the Council resolution from 11 April 2023, Minute No.014 (**ATTACHMENT 1**).

Council has been working with a consultant to create a Carbon Neutral Action Plan that would reduce emissions over time. The plan will allow Council to achieve Carbon Neutrality within the defined timeframe as well as prepare Council for the Net Zero future as legislated by the Australian Federal Government. A report containing full details of the Carbon Neutral Action Plan with short, medium and long-term actions will be presented to Council at an upcoming two way briefing prior to being reported to Council for adoption.

REPORT STATUS

The below table provides an update on the deliverables required to prepare and implement the Carbon Neutral Action Plan for Council operations.

Deliverable	Status
Engage carbon specialist consultant.	Complete
Review and update emissions data.	Complete
Audit emission sources and establish potential emission reduction strategies.	Complete
Modelling and evaluation of emissions reduction strategies and pathways.	Draft complete
Preparation and adoption of the Action Plan – An Action Plan outlining the actions and costs required to reduce emissions and achieve Carbon Neutral status by 2025 will be prepared.	First draft complete
Implementation and monitoring of the Action Plan – Implementation of the actions outlined in the Action Plan will begin with ongoing monitoring of each action's progress.	Upcoming

ORDINARY COUNCIL - 12 MARCH 2024

Due to the relatively small timescale between reporting intervals, there have been no updates from the data previously reported for Quarter 4 2023 to that being reported for Quarter 1 2024.

Emissions data reporting as at Quarter 1 2024:

Council's carbon footprint calculation for the 2021/22 financial year has been completed and is set out within **Table 1**.

Table 1: Port Stephens Council Carbon Footprints for FY2020/21 and FY2021/22 including annual emissions reductions.

Financial Year	Annual Emissions (t-CO2e.p.a)	Annual Emission Reduction (%)
2020/21	12,547	Nil.
2021/22	7,586	39.6%

Two of the largest sources of Council's emissions are from electricity and fleet fuel usage. These have been detailed further below.

Electricity Usage

Council's electricity usage in the 2021/22 financial year was responsible for 25.2% of the total carbon footprint. In January 2022, Council signed a renewable Power Purchase Agreement (PPA) which ensures 100% of Council's electricity is provided from renewable energy sources. This initiative has reduced Council's emissions from electricity to zero.

Notwithstanding the PPA, Council has also undertaken a number of projects which have further reduced Council's electricity consumption. These projects include:

- A \$900,000 investment in solar panels installed across Council's pools, depots and community buildings
- The conversion of 99% of Council managed streetlights to LEDs
- Upgrading of sports field lighting to LEDs at Yulong Oval, Nelson Bay Netball Courts, Brandon Park, Nelson Bay Tennis Courts and Soldiers Point Tennis Courts
- Council is currently undertaking further upgrades to field lighting at Tomaree Sports Complex, Salamander Bay and Bowthorne Oval, Wallalong.

Continued investment into renewable energy projects reduces Council's overall energy consumption and allows utilities savings to be reinvested into sustainability projects and initiatives.

A breakdown of Council's electricity usage in FY2021/22, which is now being used to target areas for future reduction projects, is available in **Table 2**.

ORDINARY COUNCIL - 12 MARCH 2024

Table 2: Breakdown of Port Stephens Council electricity usage for the 2021/22 financial year.

Council asset	Percentage (%)
Sports, parks, public lighting and amenities	33.1%
Street lighting	23.8%
Swimming pools	20.8%
Buildings	17.4%
Depots	2.6%
Other	1.5%
Emergency services	0.8%
Total	100%

Fleet Fuel Usage

Council's fleet includes a wide range of vehicles ranging from light commercial to heavy vehicles and heavy plant (e.g. excavators, loaders and tractors). Investment in low or no emission vehicles and plant will make a significant impact on Council's carbon footprint over an extended period.

Progress in this area will be subject to market availability and comparison to meet the service delivery needs of Council. In the meantime, Council is currently trialling a number of low emission small plant equipment, including EV mowers and hand tools. Council will continue to investigate viable long-term solutions for its fleet vehicles and plant.

A breakdown of the fuel usage from Council's fleet vehicles in FY2021/22 is provided within **Table 3**.

Table 3: Port Stephens Council Fleet fuel consumption for the 2021/22 financial year.

Fuel Type	Percentage (%)
Diesel	96.5%
Petrol	3.5%
Ethanol	0.1%
Total	100%

ATTACHMENTS

- 1) Minute No.014, 11 April 2023. [↓](#)

ORDINARY COUNCIL - 12 MARCH 2024

COUNCILLORS' ROOM/DASHBOARD

Nil.

TABLED DOCUMENTS

Nil.

ITEM 1 - ATTACHMENT 1 REVISED INFORMATION PAPER - CARBON NEUTRALITY 2025.

ORDINARY COUNCIL - 12 MARCH 2024

ITEM 1 - ATTACHMENT 1 MINUTE NO.014, 11 APRIL 2023.

MINUTES ORDINARY COUNCIL - 11 APRIL 2023

ITEM NO. 2

**FILE NO: 22/109005
EDRMS NO: 79-2022-3-1**

CARBON NEUTRALITY PROJECT UPDATE

REPORT OF: BROCK LAMONT - STRATEGY & ENVIRONMENT SECTION
MANAGER
GROUP: DEVELOPMENT SERVICES

RECOMMENDATION IS THAT COUNCIL:

- 1) Note the status update for the Carbon Neutrality project.
- 2) Endorse the allocation of funding for the preparation of the Port Stephens Carbon Neutral Action Plan.

**ORDINARY COUNCIL MEETING - 11 APRIL 2023
MOTION**

014	<p>Councillor Leah Anderson Councillor Glen Dunkley</p> <p>It was resolved that Council:</p> <ol style="list-style-type: none">1) Note the status update for the Carbon Neutrality project.2) Endorse the allocation of funding for the preparation of the Port Stephens Carbon Neutral Action Plan.3) Quarterly updates be provided in the Council Information Papers on the Carbon Neutrality Action Plan and how Council is tracking to meet the target in 2025.
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Councillor Peter Kafer returned to the meeting at 7:52pm.
Councillor Matthew Bailey returned to the meeting at 7:52pm.

Cr Anderson requested the following amendment, which was consented to be included in the motion.

“That quarterly updates be provided in the Council Information Papers on the Carbon Neutrality Action Plan and how Council is tracking to meet the target in 2025.”

Those for the Motion: Crs Leah Anderson, Giacomo Arnott, Matthew Bailey, Glen Dunkley, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

PORT STEPHENS COUNCIL

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MINUTES ORDINARY COUNCIL - 11 APRIL 2023

The motion was carried.

BACKGROUND

The purpose of this report is to provide a progress update and identify next steps in the development of a Carbon Neutral Action Plan for Port Stephens Council.

At its meeting of 12 October 2021, Minute No. 275 (**ATTACHMENT 1**), Council resolved to:

- 1) Commit to the goal of achieving carbon neutrality for Council operations by 2025.
- 2) Determine a suitable funding source to support Council in achieving this goal.
- 3) Provide a report to Council on a roadmap to achieving carbon neutrality.

Council has implemented a number of initiatives to reduce operational greenhouse gas (GHG) emissions. A summary of activities and initiatives is as follows:

- Participating in a Power Purchasing Agreement to secure 100% renewable energy from the electricity grid
- Installing a solar photovoltaic system on Council's Administration Building, reducing annual energy consumption by 25%
- Installing solar photovoltaic systems on many of Council's libraries, community centres and Rural Fire Service buildings
- Installing solar pool pre-heating at Lakeside Leisure Centre, Tomaree Aquatic Centre and Tilligerry Aquatic Centre
- Installing solar photovoltaic system and water tank at Salamander Waste Transfer Station
- Use of recycled glass 'greencrete' in capital works projects
- Installing Building Management Systems and Programmable Logic Controllers at our Administration Building, Lakeside Leisure Centre and many sports and community buildings to deliver energy efficiencies and lower operating costs
- Installing variable-speed drives (VSD) at Lakeside Leisure Centre, Kangaroo Street and Stockton Street flood pumps to reduce energy consumption
- Installing energy-saving LED field lighting at sports facilities
- Installing energy-saving LED lighting at Council's Administration Building, Tomaree Library and Community Centre, Council works depots, surf clubs, community centres and halls
- Reduction in overall waste to landfill through reuse of recycled materials and materials diversion. During the data collection period, Council saved 8,865 kg of CO₂-e of GHG emissions by utilising recycled materials over virgin materials
- Cross organisational consultation, data collection and gap analysis in partnership with NSW Sustainability Advantage to establish carbon baseline figures and establish key focus areas.

Whilst the initiatives that Council has put in place have greatly reduced the organisations GHG emissions, a number of areas remain as the focus for further

ITEM 1 - ATTACHMENT 1 REVISED INFORMATION PAPER - CARBON NEUTRALITY 2025.

ORDINARY COUNCIL - 12 MARCH 2024

ITEM 1 - ATTACHMENT 1 MINUTE NO.014, 11 APRIL 2023.

MINUTES ORDINARY COUNCIL - 11 APRIL 2023

emissions reductions in order to achieve Carbon Neutral status by the target date of 2025.

The focus areas for continued and future GHG emission reductions include electricity consumption (51%), Councils operational waste to landfill (27%), commuting (13.2%), and fleet vehicles and machinery emissions (8.8%).

In order to progress the project further, Council requires specialist knowledge and expertise that is not resourced within the organisation. Sustainability specialist providers in this industry have been contacted to provide estimated costs for the services required by Council to continue to progress the project.

Should the recommendation be accepted, a sustainability specialist would be engaged through Council's procurement process to undertake the summarised scope of work below:

Deliverables	
Comprehensive Carbon Audits (10 to 15 sites)	Audit of Council's highest emissions producers such as: <ul style="list-style-type: none">• Aquatic centres• Waste facilities• Administration buildings• Holiday parks• Libraries• Depots
Comprehensive Cost Benefit Analysis	Consideration and recommendation of emissions reduction options including: <ul style="list-style-type: none">• Operational process efficiencies, data collection, monitoring and reporting improvements.• Projected emissions reductions and scenario modelling.• Estimated costs to implement actions.• Estimated costs to maintain operations.• Payback period from operational savings.
Carbon Neutral Action Plan	Preparation of document and agreed action plan for Council endorsement.

Council sought an estimated quote for the provision of the above services, with the assistance from carbon neutral experts. The provision of the above services is estimated at \$47,000 (inc. GST). Cost is subject to Council's procurement process to ensure best value of services, and therefore the final cost may change. To continue to progress this project, the allocation of funding for this purpose is requested.

ITEM 1 - ATTACHMENT 1 REVISED INFORMATION PAPER - CARBON NEUTRALITY 2025.

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ITEM 1 - ATTACHMENT 1 MINUTE NO.014, 11 APRIL 2023.

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COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Environmental Sustainability	Develop and deliver a program for Council leading the way to a climate positive future and mitigating environmental risks.

FINANCIAL/RESOURCE IMPLICATIONS

There is an immediate financial implication for the Carbon Neutrality project to resource the requisite skills and expertise.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	Yes	Est. \$47,000	Sustainability Reserve. Adoption of the recommendation will resource the next phase of the Carbon Neutrality project.
Developer Contributions (S7.11)	No		
External Grants	No		
Other	No		

LEGAL, POLICY AND RISK IMPLICATIONS

There is not a legal requirement for Council to achieve carbon neutrality. Local Government plays an important role in reducing Australia's GHG emissions in their role as community leaders and creating environmentally sustainable regions. This assists in working towards the NSW State Government's target of achieving net zero emissions by 2050.

ITEM 1 - ATTACHMENT 1 REVISED INFORMATION PAPER - CARBON NEUTRALITY 2025.

ORDINARY COUNCIL - 12 MARCH 2024

ITEM 1 - ATTACHMENT 1 MINUTE NO.014, 11 APRIL 2023.

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Risk	Risk Ranking	Proposed Treatments	Within Existing Resources?
There is a reputational risk that Council would not achieve its commitment to Carbon Neutrality of Council's operational emissions by 2025 should resources not be allocated.	Medium	Accept the recommendation.	Yes
There is a financial risk that Council would need to fund the emissions gap to achieve its commitment to Carbon Neutrality of Council's operational emissions by 2025 should resources not be allocated.	Medium	Accept the recommendation.	Yes

SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Council's commitment to achieving carbon neutrality for Council operations by 2025 is an ambitious target that requires sufficient resourcing to be reached. Responding to climate change protects the natural and built environment for the benefit of the community and generations to come. Resourcing this project would reduce potential damage to Council assets, reduce disruption to the delivery of Council's services, reduce future costs associated with GHG emissions and set the example for the Port Stephens community.

CONSULTATION

Consultation with key stakeholders has been undertaken by the Strategy and Environment Section for technical refinement and awareness of the intent of the plan.

Internal

- Community Services Section
- Assets Section
- Finance Section
- Organisational Support Section

ITEM 1 - ATTACHMENT 1 REVISED INFORMATION PAPER - CARBON NEUTRALITY 2025.

ORDINARY COUNCIL - 12 MARCH 2024

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External

- NSW Government – Sustainability Advantage

OPTIONS

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

ATTACHMENTS

- 1) Minute No. 275, 12 October 2021.

COUNCILLORS ROOM

Nil.

TABLED DOCUMENTS

Nil.