



Roadside Service Signage Policy

1 Purpose

This document details Coffs Harbour City Council’s Policy on the roadside signage in road reserves.

2 Policy

The following details Council’s requirements regarding roadside signs.

1. Council will provide roadside service signs (e.g. fire places, roadside rest areas etc.) when required and designed according to AS 1742 part 6 (2009). If necessary, council will allow them to be erected as finger boards of 150 or 200 mm width, provided the signs are always subservient to normal direction or street signs.
2. Roadside service signs indicating public places and/or facilities of interest (e.g. surf beach, swimming pool, lookout etc.) are to be erected in accordance with AS 1742 Part 6 (2009) as finger boards of 150 or 200 mm width provided the signs are always subservient to normal direction or street signs.
3. Council may provide roadside service signs indicating private attractions, facilities and amenities, if considered appropriate, and conditional upon the following requirements:
 - a) The sign is in accordance with Section 2(2) of this policy
 - b) The owner provides prepayment of the signage costs
 - c) Only one sign will be allowed to be placed at the nearest public road intersection to the private operation
 - d) A brief description or symbol only to be shown on the sign (e.g. camping area, motel, museum etc.)
 - e) No distance to be shown on the sign unless it is a walking distance which is relevant
 - f) No signs to be erected contrary to Roads and Maritime Services policy on the Pacific Highway
 - g) Council accepts no responsibility for the cost of maintaining or replacing approved signs.
 - h) No commercial name or symbol is to be shown on the sign

3 Definitions

Road Reserve: The section of land dedicated to be a road for public use typically from property boundary to the opposite property boundary.

4 Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead councillors in their understanding of, and compliance with this policy and guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with this policy and guidelines.
Directors	All Directorates	To communicate, implement and comply with this policy and related guidelines.
Council Leaders	All Directorates	To implement this policy and related procedures.
All Council officials	Council	To comply with this policy and related procedures.

5 References (laws, standards and other Council documents)

- Local Government Act 1993 No 30,
- Local Government General Regulation 2005
- Roads Act 1993 No33

6 Details of Approval and revision

- **Approval date: 14/09/2017**
- **Responsible Section: Roads and Open Space**
- **Superseded policies/procedures:**
- **Next review date: 14/09/2021**

Table of amendments

Amendment	Authoriser	Approval ref	Date