

POLICY:-	
Policy Title:	Street and Road Naming Policy
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Next Policy Review Date:	2020

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	
Committee/s (if any) consulted in the development of this policy::	
Responsibility for implementation:	Director of Infrastructure
Responsibility for review of Policy:	Coordinator Assets and Risk

Objective

The objective of this document is to provide consistent format to be followed for the naming of public road in Upper Lachlan Local Government Area. The policy will ensure road names conform to the road naming principles outlined in NSW Addressing User Manual

Definitions

Classified Roads are Defined in the NSW Roads Act 1993.

Public Road means:

- (a) any road that is opened or dedicated as a public road, whether under the NSW Roads Act 1993 or any other Act or law; and
- (b) any road that is declared to be a public road for the purposes of the NSW Roads Act 1993.

Roads Authority means as defined within the NSW Roads Act 1993, and declared to be a roads authority in relation to a particular public road.

- (a) The RMS is the roads authority for all freeways.
- (b) the minister is the roads authority for all Crown roads.
- (c) the regulations may declare that a specified public road, or for all public roads within a specified area, other than any freeway or Crown road.
- (d) the council of the local government area is the roads authority for all public roads within the area, other than:
 - I. any freeway or Crown road; and
 - II. any public road for which some other public authority is declared by the regulations to be the roads authority.

RMS means the Roads and Maritime Service constituted under the Transport Administration Act 1988.

Road Naming Principles

Section 6.7 of NSW Addressing user Manual

1. Ensuring Public safety and service Delivery
2. Language
3. Roads to be Name
4. Uniqueness, Duplication
5. Acceptable Road Names
6. Commemorative Road Names
7. Road Extents
8. Suffixes, Prefixes and irectional Indicators

9. Amending Road Names
10. Road Types
11. Cross-Jurisdictional Naming or Renaming
12. Name of Water features or island

Road Naming Processes

General

The Geographic Names Board (GNB) is responsible for assigning names to places anywhere in NSW.

The Board has prepared Guidelines for the naming of roads, a copy of which is attached. A copy of this should be provided to all developers to assist them when proposing names to roads within their developments.

Road Naming / Renaming a road

The process for naming or renaming a road is defined in NSW Addressing user manual chapter 8, the following are the process work flow tasks

- Define Road extent and select a Road name
- Check name against gazetteer, principles and Policies
- Help and suitability advice
- Consultation with public and authorities
- Finalise proposal and submit to GNB
- GNB secretariat considers proposal
- GNB considers proposal
- Update Gazetteer Council Issue Gazettal Notice
- Appeal Decision – Referral to Road Minister
- Notification and Signage

The NSW Addressing user manual has detailed process and task descriptions as a guide.

Process Considerations by Council

1. When naming or renaming a public road, Council must consider::
 - i. letters will be forwarded to neighbours seeking their submissions within 21 days for new name(s); and
 - ii. A public notice of the proposal is published in a local newspaper seeking submissions within 21 days;

- iii. At the expiration of the 21 days period of time, a letter will be forwarded to the GNB indicating that Council is proposing to either name an unnamed road or to re-name an existing named road, as the case may be. The letter should indicate the name(s) proposed, the views of any local residents and whether there are any other names that might be considered. Council must give the GNB at least 30 days to respond.
- iv. Following the response from the GNB, if there is an objection a review of the name proposed must be conducted.
- v. If the GNB approves the proposed name, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed and confirmation that the GNB has no objection to the name or names proposed. A brief overview of the process involved in naming or re-naming roads should also be included. Any decision by the Council at this stage can only be that it is proposing a road name from the choices submitted.
- vi. Following a decision by Council to the proposed naming or re-naming of a road:
- vii. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision and what was happening now;
- viii. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
- ix. Notify the relevant NSW State Government Agency of the proposed name for registration and if required serve a notice on the affected agencies inviting submissions, in writing to the Council, within 21 days.
- x. If the Council resolves to adopt the proposed name:
 - (a) Publish a notice in the relevant Gazette and in a local newspaper giving (in the case of a road that is being named for the first time) a brief description of the location of the road; and
 - (b) Notify the NSW State Government Agency of the new name and the agency if required will inform the following, given sufficient particulars to enable the road to be identified:
 - Australia Post;
 - the Registrar General;
 - the Surveyor General;
 - the Chief Executive of the Ambulance Service of NSW;
 - Fire and Rescue NSW;
 - the NSW Rural Fire Service;
 - the NSW Police Force;
 - the State Emergency Service;
 - the New South Wales Volunteer Rescue Association Inc; and
 - in the case of a classified road – the RMS.
 - (c) Inform everyone who has made a request or submission and neighbours of Council's decision.
 - (d) Update Council records and relevant signs.

Responsibility

Director of Infrastructure

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

Design Engineer

Provides, advertise, adopts, apply for approval to GNB and receives and use road names for naming purposes and help with road naming register.

Asset & Risk Coordinator

Maintain and update this policy and the road naming register.

RELEVANT LEGISLATION AND COUNCIL POLICY AND PROCEDURES

The following Legislation and Council Policies and documents that are relevant to this Policy include:-

Geographical Names Act 1966
Road Act 1993
Road (General) Regulation 2000
Crown Land Act
Environment & Plan Act 1979
Local Government Act 1993
Transport Administration Act 1988
Surveying & Spatial Information Act 2002
Surveying & Spatial Information Regulation 2012