

BACKGROUND

Council, under the *Roads Act 1993*, is the roads authority for all public roads within its area, other than any freeway or Crown road or any public road for which another public authority is declared by the regulation to be the road authority. As such, Council may name or rename all public roads for which it is the roads authority, subject to the Geographical Names Board being given at least one month's notice of the proposed name.

In exercising its power to name roads, Council is also required to follow procedures set out in the *Roads (General) Regulation 2018*.

OBJECTIVE

The main objectives of this policy are to –

- 1 Provide guidelines and procedures for the naming and renaming of roads.
- 2 Ensure that the proposed road names and road suffixes are appropriate.
- 3 Ensure that the origin of the road names be recorded.

POLICY STATEMENT

This policy formalises Council's requirements with regards to the procedures to be undertaken and the guidelines to be used when existing public roads for which Council is the roads authority are proposed to be renamed or proposed roads to be dedicated to Council are named.

Legislation and guidelines used to determine this policy are as follows:

- *Roads Act 1993*
- *Roads (General) Regulation 2018*
- NSW Online Road Naming System
- Australian Standards AS1742.5-1997 and AS4590-2006
- New South Wales Address Policy (October 2014)
- New South Wales Addressing User Manual (October 2014)

As part of the procedure, once a road has been formally named, it will be entered into Council's Land Information System database to provide a permanent record of the background/origin for the reasons for naming that road.

POLICY REVIEW AND VARIATION

This Policy forms part of Council's three-year rolling review of policies schedule and will be reviewed within three years from the date of each adoption of the policy, or more frequently as required.

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

STATEMENT OF PROCEDURES

When Council is in receipt of a request to name a proposed road or rename an existing road the following procedure must be followed:

- i The proposed name shall be considered having regard to the Road Naming Guidelines as contained in the next section of this Policy.
 - ii A written application must be submitted to Council that clearly sets out the reasons, origin and history of the proposed road name and must include a plan or map clearly showing the extent of the proposal. The proposed name must include an appropriate road suffix.
 - iii Council Officers will check that the proposed road name is suitable and complies with this Policy. If the proposed name does not comply with this policy the written application will be rejected.
 - iv For the renaming of existing roads, or roads new roads constructed by Council, a working group of the ward councillors and the Lord Mayor will approve those names to be forwarded to community and agency consultation.
 - v In the event of rejection the applicant will be notified and provided with reasons for the rejection. In the event of support, action will proceed to step (vi).
 - vi Council will arrange exhibition of the proposal. Exhibition will involve the notification of the proposal, which will include:
 - Publishing a notice in a Local Newspaper
 - Serving notice on:
 - The Lord Mayor and Wollongong City Councillors
 - Australia Post
 - The Registrar-General
 - The Surveyor-General
 - The Chief Executive of the Ambulance Service of NSW
 - New South Wales Fire Brigades
 - The NSW Rural Fire Service
 - The NSW Police Force
 - The State Emergency Service
 - The New South Wales Volunteer Rescue Association Incorporated
 - In the case of a classified road – the RMS
- Notification of the authorities prescribed under the *Roads (General) Regulation 2018* will be via the NSW Online Road Naming System.
- vii Council may not proceed with a proposal to name or rename a road against an objection made by Australia Post, the Registrar-General, the Surveyor-General or the RMS (in the case of a classified road), except with the approval of the Minister.
 - viii If Council is unable to comply with step (i) and step (vi), the statutory notification shall be given to the Geographical Names Board.

The Geographical Names Board will also act if it receives submissions or complaints from any source on particular road naming proposals.
 - ix At the close of the exhibition period:
 - Any objections will be reported to Council. The naming proposal will then be determined upon resolution by Council to either proceed with the name proposal in accordance with step (x) or reject the proposal and notify the proponent in accordance with step (v).
 - If Council does not receive any objections, then the road naming proposal is deemed to be an acceptable road name to adopt under this policy in accordance with step (x).
 - x Should Council decide to proceed with the proposed road name then upon resolution to adopt the name, Council must:

- Publish notice of the new name in:
 - The Government Gazette
 - 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.
 - Inform:
 - Australia Post
 - The Register-General
 - The Surveyor-General
 - The Chief Executive of the Ambulance Service of NSW
 - New South Wales Fire Brigades
 - The NSW Rural Fire Service
 - The NSW Police Force
 - The State Emergency Service
 - The New South Wales Volunteer Rescue Association Incorporated
 - In the case of a classified road – the RMS
- xi All appropriate details supporting the reasons for naming of that road will be compiled by the Council division responsible, and entered into Council's Information Management System. Once a road has been formally named, it will be entered into Council's Land Information System database, and linked with the information supporting adoption of road name.

ROAD NAMING GUIDELINES

In the naming and re-naming of roads the provisions of the New South Wales Road Naming Policy – Geographical Names Board of New South Wales, (24 October 2013) and the New South Wales Address Policy (October 2014) must be observed. In addition road names are encouraged to include relevant local, cultural, historical and natural influences in the region. When proposing the names of people, gender equity is a relevant consideration.

SUMMARY SHEET

Responsible Division	Development Assessment and Certification
Date adopted by Council	19 November 2018
Date of previous adoptions	19 October 2015, 16 October 2007, 25 November 2002
Date of next review	November 2022
Responsible Manager	Development Engineering Manager
Authorised by	Manager Development Assessment and Certification