



# Local Road Naming Policy

## 1 Document Information

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| <b>Version Date</b><br><i>(Draft or Council Meeting date)</i>                          | [22 May 2018]                                |
| <b>Author</b>  | Manager Technical Services                   |
| <b>Owner</b><br><i>(Relevant director)</i>   | Director of Engineering & Technical Services |
| <b>Status –</b><br><i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i> | Adopted by Council                           |
| <b>Next Review Date</b>  | Within 12 months of Council being elected    |
| <b>Minute number</b><br><i>(once adopted by Council)</i>                               | 18/05/20                                     |

## 2 Summary

Section 162 of the Roads Act 1993 provides Council with the authority to name roads under its control. The Roads Regulation 2008 sets out the process to be followed when naming a road and this policy adheres to and follows that Regulation.

## 3 Approvals

| Title  | Date Approved | Signature |
|--|---------------|-----------|
| Director of Engineering & Technical Services |               |           |

## 4 History

| Minute No. | Summary of Changes                             | New Version Date  |
|------------|--|-------------------|
| 09/07/28   | Adopted by Council                             | 20 July 2009      |
| 10/02/17   | Readopted by Council                           | 15 February 2010  |
| 13/09/30   | Readopted as per s165(4)                       | 17 September 2013 |
| 18/05/20   | Author title updated. Readopted as per s165(4) | 22 May 2018       |

## **5 Reason**

One of the duties of a Local Government Authority (Council) is to ensure all formed road reserves under its control and used by the public have a unique and identifying name relevant to the area in which they are situated.

## **6 Scope**

This policy applies in all instances where a road requires naming or re-naming and Council is or will become the road authority.

## **7 Associated Legislation**

Part 10, Division 4 Section 162 The Roads Act 1993, the Roads Regulation 2008 Part 2, Division 2, particularly clauses 7 to 10. The Geographical Names Board has also published guidelines for road naming.

## **8 Definitions**

Roads Regulation 2008 replaces Roads (General) Regulation 2000.

Road – any designated road reserve whereby Council has ownership and/or control.

Council – Cabonne Council.

## **9 Responsibilities**

### **9.1 General Manager**

The General Manager is responsible for the overall control and implementation of the policy.

### **9.2 Directors and Managers**

The Director of Engineering and Technical Services or the Manager is responsible for any report to Council seeking approval to name a road reserve. They are to ensure all procedures are followed as set out in Roads Regulation 2008, Part 2, Division 2, Clauses 7 to 10.

### **9.3 Councillors**

To consider the proposed name and the reasons, and recommend process commencement and adoption of proposed name after all procedures have been followed as set out in the Roads Regulation 2008.

### **9.4 Employees**

Asset Officer responsible for identifying need, undertaking public consultation, investigation of possible names, preparation of report to Council, advertising intent in local newspapers and serving notice of proposal on those persons or bodies as listed in Roads Regulation 2008, Part 2, Division 2, Clause 7.

Upon the recommended name being adopted by Council, notice is to be published in Gazette and local newspapers. Notice is also to be served on those persons or bodies as listed in Roads Regulation 2008, Part 2, Division 2, Clause 7.

### **9.5 Rate Payers and Community Groups**

To provide information that allows Council to investigate the merit of names that may reflect familial or area history. The community displays particular interest in those things that may have an effect on their area.

## 10 Related Documents

| Document Name  | Document Location  |
|--|--|
| Approved list of names for naming roads, reserves and bridges. | Being developed June 2009 – December 2009<br>Assets Section of Cabonne Council |

## 11 Policy Statement

THAT:

Council endorse the Procedure for road naming as formulated under Roads Regulation 2008 particularly Part 2, Division 2, clauses 7 to 10.

### PROCEDURE

#### 1. Selection of a suitable name

A suitable name is to be selected to commence the process of naming a road. The Geographical Names Board Guidelines outline classes of names considered suitable. Council in consultation with the Cabonne residents is in the process of creating an approved list of suitable names that are pertinent to different areas of Cabonne Shire. Further community consultation may also be undertaken. If the road is created by a subdivision, this process will usually involve input from the developer.

#### 2. Report to Council

The name should then be reported to Council stating why the name is required and the reason for selection of the name.

Council should resolve to commence the road naming process with reference to the relevant legislation (the Roads Act, 1993) after satisfactory completion of steps 1 and 2.

#### 3. Notification to relevant authorities and advertising for comment

Upon resolution to commence the process the proposed road name should be advertised in a local newspaper and must be notified to the following persons or bodies:

- (i) Australia Post
- (ii) The Registrar-General
- (iii) The Surveyor-General
- (iv) The Chief Executive of the Ambulance Service of NSW
- (v) New South Wales Fire Brigade
- (vi) The NSW Rural Fire Service
- (vii) The NSW Police Force
- (viii) The State Emergency Service
- (ix) The NSW Volunteer Rescue Association Incorporated,
- (x) In the case of a classified road – the RTA.

The notice must state that written submissions on the proposed name may be made to the roads authority and must specify the address to which, and the date by which, any such submissions should be made.

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4. Analysis of submissions received after the stipulated period

If there are no objections from any party to the proposed road name a report should be presented to Council seeking resolution to gazette the road name as advertised. If there are objections, Council can either take these into consideration and offer an alternate name or name the road as originally advertised. In the case of an alternate name being considered Step 5 will need to be followed.

5. Name being considered other than that first reported to Council

The newly proposed alternate name should be reported to Council stating the reason for selection of the name and seeking approval for the process to recommence. Council must also seek comment from those persons or bodies numbered (i) to (x) in 3 above. As a change in the original suggested name is driven by the community there is still a further need to readvertise.

A roads authority may not proceed with a proposal to name or rename a road against any objection made by the following persons or bodies except with the approval of the Minister.

- (i) Australia Post
- (ii) The Registrar-General
- (iii) The Surveyor-General
- (iv) The Chief Executive of the Ambulance Service of NSW
- (v) New South Wales Fire Brigade
- (vi) The NSW Rural Fire Service
- (vii) The NSW Police Force
- (viii) The State Emergency Service
- (ix) The NSW Volunteer Rescue Association Incorporated, and
- (x) In the case of a classified road – the RTA.

Following Steps 3, 4 and 5 Council should resolve to adopt the name as reported. This name has been reached by consensus and will either be the original name as first reported or the alternate name. Upon adoption Step 6 should be concluded.

6. Approved name to be gazetted after Council resolution gives approval

The roads authority must publish the new name with a brief description of its location in the Gazette – Council Notices citing Part 10, Division 4 Section 162 of the Roads Act 1993 and the local newspaper. Council must then also notify those persons or bodies numbered (i) to (x) in 3 above.