



WSC Road Naming Policy



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Wingecarribee Community Strategic Plan 2031 -

3.4 We have a safe, maintained and effective assets and infrastructure

Document Type	Council Policy
Document Reference No.	4919847
Version No.	Version 1
Adoption Date	16 August 2023
Resolution Number	MN 2023/467
Document Owner	Manager Assets
Responsible Branch	Assets
Responsible Business Unit	Assets Roads and Drainage
Review Schedule	Four Years
Review Date	30 June 2027

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1. Objectives

The objectives of this Policy are to:

- Provide consistent guidelines and procedures for developers, the community and Council staff for the naming and re-naming of all roads for which Wingecarribee Shire Council (Council) is the road naming authority.
- Ensure that appropriate road names are allocated through informed and thorough assessment processes, utilising names with local connections wherever possible; and
- Define the State Government policies and relevant Legislation under which Council will administer its road naming functions.

2. Scope

This Policy applies to all road naming and renaming applications from developers, members of the public and other authorities for public roads, private roads and Crown roads that are used as access roads.

This Policy also applies to road naming proposals that are initiated by Council for the purpose of assigning a name to an unnamed road.

3. Policy Statement

Council, under section 162 of the Roads Act 1993 and the Geographical Names Board (GNB) NSW Address Policy and User Manual, is responsible for naming all public roads for which Council is the roads authority, and also holds the authority for endorsement of all names for private roads and Crown roads.

This Policy formalises Council's commitment to adhering to the Regulation and the NSW Address Policy and User Manual, in particular, Chapter 6.7.3 of the which states;

All formed roads, including private roads (roads for which the care and maintenance is not the responsibility of Local Government) that are generally open to the public or to services, shall be named in accordance with the principles of this Policy. This includes, but not limited to, motorways and freeways; bike paths, bridle paths or walking tracks; roads within complexes such as universities, hospitals and retirement villages; roads within national parks and pedestrian only roads, such as malls.

Council's property addressing obligations will therefore determine whether a road should be named. Unformed (or unconstructed) roads will not be named unless a name is required for addressing purposes, in accordance with the NSW Address Policy.

3.1 Road Naming

A road naming proposal must be submitted in writing, with email being accepted as a written submission. The submission will be subject to the road naming fee as set out by Council's Fees and Charges. The submission must state the origin or local significance of the name/(s) and must include a map showing the extent of each road to be named.

Road names that do not meet the GNB's requirements will be rejected, and the applicant requested to submit an alternate name.

Aboriginal names are supported. Where it is sought to name a road using an Aboriginal language, the name shall be in a local language and Council will seek written approval from the Local Aboriginal Land Council.

If the proposed road name aligns with GNB principles, the proposal will be submitted to Council via a Council Report for their consideration and approval to be placed on public exhibition.

Upon due consideration of any objections to the proposed road naming, Council may proceed to apply the name.

Council will notify the relevant statutory authorities and submit the approved name/(s) to the Gazette via the NSW Place and Road Naming System.

If approved by the GNB, Council will notify the external addressing stakeholder group of the new road name/(s) as well as notify the applicant directly.

3.2 Signposting of Named Roads

All named roads shall be sign posted. Where it has been deemed necessary by Council, for way-finding purposes, the street number range will be displayed on the sign blade.

The supply and installation of street name signage for new subdivisions is the responsibility of the Developer and is to remain under their maintenance responsibility until dedication of public roads to Council.

The supply and installation of signage for private roads is the responsibility of the affected property owner(s), subject to approval under Section 138 of the Roads Act 1993, and to the requirements of Council's Civil Engineering Standard Drawings.

4. Responsibilities

Responsibilities for the implementation of this Policy are shared as follows.

4.1 Councillors

- Councillors shall lead the community in their understanding of and compliance with this Policy.

4.2 Executive

- Executive shall implement and comply with this Policy; and
- Lead staff in their understanding of and compliance with this Policy.

4.3 Manager Assets

- The Manager Assets shall implement and comply with this Policy;
- provide guidance to Councillors, Executive and other Council staff as to the content and implementation of this Policy;
- ensure the timely review of this Policy; and
- conduct investigations into alleged non-compliance with this Policy.

4.4 Council Staff

- Council staff shall comply with this Policy. Council staff responsible for dealing with applications for road naming must do so in accordance with this Policy, relevant legislation and any other applicable guidelines or policies.

5. Definitions in this Policy

External addressing stakeholder group.

- Australia Post
- The Registrar General
- The Surveyor General
- The Chief Executive of the Ambulance Service of NSW
- Fire and Rescue NSW
- The NSW Police Force
- The NSW State Emergency Service
- The NSW Volunteer Rescue Association; and
- Transport for NSW (in relation to classified roads only)

6. Related Material

6.1 Related Legislation

The following legislative material(s) are related to this Policy:

- *Geographical Names Act 1966;*
- *Local Government Act 1993;*

- *Roads Act 1993; and*
- *Roads Regulation 2018*

6.2 Related Documents

The following documents are related to this Policy:

- Australian/New Zealand Standard AS/NZA 4819-2011 Rural and Urban Addressing;
- Australian Standards AS1742.5-1997 Manual of uniform traffic control devices: Part 5: Street name and community facility signs;
- NSW Address Policy and User Manual (Geographical Names Board).

7. Document Control

7.1 Version Control

Version	Adoption Date	Notes
1	16 August 2023	No submissions were received during the public exhibition period and so as per resolution of Ordinary Council Meeting 16 August 2023, Policy was adopted.

7.2 Superseded Documents

Document Title	Adoption Date	Notes
Road Naming in Wingecarribee Council	25/03/1998	Policy contains outdated references and duplicates detail contained in other sources

8. Attachments

There are no attachments to this Policy.

Approved by:

Wingecarribee Shire Council