

Road & Place Naming

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| Next Review Date: | 30/06/2029 |
| Related Legislation: | Roads Act 1993 The Roads (General) Regulations 2008 |
| Associated Policies/Documents: | The Australian/New Zealand Standard for Rural and Urban Addressing (AS/NZS 4819:2011) NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended) Geographical Names Board of NSW Policy, Place Naming |
| Directorate: | City Performance |
| Responsible Owner: | GIS Manager |
| Record Number: | POL25/16 |

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1. Policy Purpose

The purpose of this policy statement is to bring together and detail Council's policies in relation to the naming of roads in the Shoalhaven local government area.

2. Objectives

2.1. Policy Statement

Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation. Place names reflect the relationship between people and place and create a link that forms the basis for communication, location and addressing. This policy is based on the principles of The Geographical Names Act 1966 which recognises the importance of unambiguous and official place names as well as the principles outlined in the legislation and guidelines listed below;

- Roads Act 1993
- The Roads (General) Regulations 2008
- The Australian/New Zealand Standard for Rural and Urban Addressing (AS/NZS 4819:2011)
- NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended)
- Geographical Names Board of NSW Policy, Place Naming
- Consolidation of Council Minutes

3. Definitions

| Term | Meaning |
|--------------------------------|--|
| Geographical Names Board (GNB) | The determining authority for naming of all roads, places, and infrastructure in New South Wales |
| Retrospective | Existing problematic address issues |
| Complex Sites | Large sites comprising of multiple owners, tenants, access points and which contains multiple sub addresses, such as a retirement village or shopping centre |
| Infrastructure | A Council owned asset, including but not limited to buildings, sporting facilities or reserves |
| Stakeholders | Including but not limited to Council staff, NSW State Government Agencies, commercial entities, surveyors, Planners, developers, special interest groups and members of the public |
| Immediate community | Property Owner(s) who directly utilise an address which will be affected by a change to the road name or type |

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| Asset Custodian | The appropriate unit within Shoalhaven City Council that directly administers the business relating to the asset |
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4. Roles and Responsibilities

4.1. Provisions

4.1.1. Road Names within the Shoalhaven

Council will apply this policy for Road Naming within the Shoalhaven, and it will be incorporated within Council's overall document of policies for planning and development within the local government area.

Public Roads

General Requirements

The naming or re-naming of public roads must comply with the guidelines and policies as per the NSW Address Policy and the principles of road naming as outlined in the NSW Address Policy and User Manual. The Geographical Names Board is the final determining body for the naming of roads, places, and infrastructure.

Additional local criteria as follows:

- A relationship to the locality e.g., flora & fauna, aboriginal, historical etc. is desirable but not obligatory.
- For large subdivisions with multiple roads an overall theme for the naming of roads is recommended.
- Due consideration be given to the use of Aboriginal names for appropriate features within the City (added through resolution of 17.12.91 – Minute No. 91.3218). – see also clause 3.2 below.
- Council will apply the NSW Retrospective Address Policy where problematic or confusing road naming issues are identified.
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines.

Private Roads

General Requirements

The naming or re-naming of Private roads should meet the following criteria:

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council will be submitted to the GNB for consideration.
- All private roads within complex sites are to be named as required by the *NSW Road Naming Policy* to allow the allocation of street numbers.
- All private road signs must not include the Council logo and be clearly signposted as "Private Road".

- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines

Crown Roads

General Requirements

The naming or re-naming of Crowns roads should meet the following criteria:

- All names to meet the same requirements as public roads.
- Proposals should be generated by the applicant in consultation with the Council and once verified by Council be submitted to the GNB for consideration.
- All crown road signs must not include the Councils logo and be clearly signposted as "Privately Maintained Road".
- Any request for commemorative road naming will be assessed against the Geographical Names Board guidelines.

Roads in the Bomaderry Area

Future road names (from 29/1/74) in respect of the area bounded by Cambewarra Road, Princes Highway and Meroo Street are to be of aboriginal origin to achieve uniformity as far as practicable in view of the number of roads already allocated aboriginal names in the subject section of Bomaderry.

4.1.2. Place Naming/Renaming

All requests to name places in the Shoalhaven should be submitted in writing and meet the GNB policy and requirements as set out in the Geographical Names Boards Place Naming Policy:

- Place Naming is required for any natural area, place of significance, new locality or infrastructure.
- The custodian of the asset within Council should carry out consultation with the community to determine sentiment and support for the new name prior to any submission to the GNB. The GIS Unit will assist the asset custodian with the administrative procedure relating to the submission to the Geographical Names Board.
- The Asset Custodian will provide all supporting documentation relating to the GIS Unit for the report to Council and the submission to the GNB.
- Requests for place naming will require endorsement from Council prior to being submitted to the GNB.

4.2. Application Process & Procedure

General Requirements

- Council's Geographic Information Systems (GIS) Unit administers road naming and will assist the asset custodian responsible for administering place naming.
- The applicant will be required to pay the scheduled fee as per Council's current fees and charges and provide all required documentation including map of subdivision, origin of road name and extent of new road(s) prior to processing the application.

- Proposed road names in new subdivisions must be approved by Council as part of the subdivision approval process.
- Any road name, whether for a public, private or crown road within an urban, rural or community subdivision must comply with this policy.
- The subdivision developer is required to supply road name signs and maintain them until Council accepts maintenance of the roads as public roads.
- Council's Road and Place Naming Policy is based on the guidelines and policy of the Geographical Names Board, who are the determining authority for naming of all roads, places and infrastructure in New South Wales.
- Commemorative naming shall only be considered if it meets all guidelines and policy of the Geographical Names Board.
- Any request for commemorative naming shall be accompanied by letters of support from the community including the relevant CCB, Progress Association or Local Aboriginal Land Council if the name is Indigenous in origin.
- Appeals regarding the outcome of a request for road or place names should be lodged with the Geographical Names Board.

Statement of Procedures

An application is received containing a list of proposed road name(s), a detailed origin of name(s), subdivision details, supporting letters from CCB or Progress Association if request involves commemorative naming, letter of support from Local Aboriginal Land Council if the proposed name is indigenous in origin.

Application for Place Naming must include the above supporting documentation and be endorsed by Council prior to being submitted to the GNB.

- Council Officers check that proposed names are suitable and comply with Council Policy and the GNB guidelines. If the name does not comply the application will be rejected.
- 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 as follows:
- Council will arrange exhibition of the proposal. Exhibition will involve the notification of the proposal, which will include but is not limited to:
 - Publishing a notice in a Local Newspaper and Councils website
 - Notification of the authorities prescribed under the Roads (General) Regulation 2018 will be via the NSW Place and Road Naming Proposal System
- 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 Traffic for NSW (in the case of a classified road), except with the approval of the Minister
- The Geographical Names Board will also act if it receives submissions or complaints from any source on road naming proposals.
- At the close of the exhibition period:

- Any objections received to a road renaming proposal will prompt GIS staff to reissue correspondence to affected owners which will include a list of other alternative roads names. Owners will be asked to rank their preferred road names in order of preference.
 - A report will be prepared for Council outlining any negative feedback received, requests to evaluate alternative names and results of road naming poll.
 - Council will review the information and make the final determination.
 - If no objections are received, the road naming proposal is deemed to be acceptable under this policy.
- Should Council decide to proceed with the proposed road name it can then be adopted, Council must exhibit the adoption of the new name on:
 - Council's website.
 - In correspondence to affected owners or any proponent that communicated with Council about the proposal.
- Once the new road name is adopted, it will be published in the NSW Government Gazette.
- Once the new road name is gazetted it will be entered into Council's systems for future use and all stakeholders notified

4.3. Implementation

Council is responsible for the administration and implementation of naming/renaming roads.

5. Related Legislation, Policies or Procedures

- Roads Act 1993
- The Roads (General) Regulations 2008
- The Australian/New Zealand Standard for Rural and Urban Addressing (AS/NZS 4819:2011)
- NSW Address Policy and User Manual, including NSW Retrospective Address Policy (as amended)
- Geographical Names Board of NSW Policy, Place Naming

6. Risk Assessment

Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation with the intent of this policy being to minimise risk through alignment with the Geographical Names Board (GNB) policies and guidelines. Some of the main risks and challenges faced by Council in our local government area have been outlined below as well as a summary of how these risks and challenges will be addressed.

I. Appropriate Road Names

- Adequate communication with developers and applicants during the initial application process.
- Communication with the Geographical Names Board and referencing the NSW Address Policy and User Manual when required.

II. Appropriate Public Consultation

- Consultation with the immediate community, including but not limited to residents, rate payers and businesses.
- Consultation with Local Aboriginal Land Councils as required.
- Consultation with Community Consultative Bodies and or Progress Societies as required.
- Exhibition to the general public & appropriate time frames provided for feedback.

III. Negative Feedback to a New Road or a Road Renaming Proposal

- In the event there are objections to a proposed road name, a shortlist of alternative road names will be researched and presented to affected owners.
- Affected owners will be asked to evaluate the alternatives and rank them from most preferred to least preferred.
- A report will be prepared notifying Council of the negative feedback and the results of the affected owner's preferences for a final determination

7. Data and Reporting

Statistics relating to the number of new roads gazetted is reported internally and the details of new roads are work flowed to appropriate Council staff for action.

Creation of new roads is done in consultation with the Geographical Names Board. The Geographical Names Board notifies relevant NSW Government Organisations of any significant outcomes.

8. Monitoring and Review

This policy statement will be reviewed within the term of every new Council.

9. Ownership and Approval

9.1. Public Policy

| Responsibility | Responsible Owner |
|----------------|-------------------|
| Directorate | City Performance |

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| Endorsement | Director, City Performance |
| Approval/Adoption | Council |

10. Reference

New South Wales Address Policy and User Manual

https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual_2024.pdf

New South Wales Retrospective Address Policy

https://www.nsw.gov.au/sites/default/files/noindex/2024-11/NSW%20Address%20Policy%20and%20User%20Manual_2024.pdf

Geographical Names Board of NSW Policy – Place Naming

[Place naming in NSW | NSW Government](#)

Roads Act 1933

<https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-033>

The Roads (General) Regulations 2008

<https://legislation.nsw.gov.au/view/html/inforce/current/sl-2008-0156>

The Geographical Names Act 1966

[Geographical Names Act 1966 No 13 - NSW Legislation](#)