

MURRAY RIVER COUNCIL
COUNCIL POLICY

**ROAD
&
PLACE
NAME
POLICY**

POL-314.V#1



murray river
council

1. INTRODUCTION

The Road & Place Name Policy (Policy) demonstrates that Murray River Council (Council) has a systematic and documented approach for reducing risks associated with the naming of roads & places.

Under the Roads Act 1993 the Council of a local government area is the road naming authority.

Addresses connect people to a place and place names constitute the most commonly used spatial reference. Addresses must adhere to the basic principles that they are simple, singular (i.e. not-duplicated), intuitively understood and relevant to place. These addressing principles are important for both government and the community.

Murray River Council is empowered to name public roads under Section 162 of the Roads Act 1993. Under the provisions of the NSW Address Policy & User Manual, Murray River Council has the responsibility for also endorsing the authoritative road name for private & crown roads, ensuring they are approved by the Geographical Names Board of NSW (GNB) and in relation to crown roads, gazetted.

In exercising its power to name roads, Council is also required to follow procedures set out in the Roads Regulation 2018. Council is also required to maintain a register that identifies roads by a given name and number.

This policy will provide guidance for developers, the community and Council when allocating new road & place names or re-naming existing roads. The policy ensures that appropriate naming and renaming of roads and places for which Council is the Roads Authority is undertaken in compliance with the GNB.

Under the Local Governance Act Section 124 (Order 8) Council may order an owner or occupier of land to 'identify premises with such numbers or other identification in such manner as is specified in the order'. Failure to comply with this order is an offence, as described under Section 628, for which the maximum penalty is 50 penalty units for an individual and 100 penalty units for a corporation.

2. OBJECTIVES

The objectives of the Policy are to:

- ▶ Ensure compliance with legislative requirements under the Roads Act 1993 and other legislation.
- ▶ Ensure road names are officially and correctly recorded in accordance with Part 2, Division 1 of the Road Regulation 2018 & the NSW Address Policy & User Manual.
- ▶ Ensure place names are officially and correctly recorded in accordance with the Geographical Names Board of NSW Policy – Place Naming.
- ▶ Ensure a consistent approach to road & place naming which benefits emergency services, transport and goods and service delivery and provide opportunities for community consultation when determining road & place names.

Aligning this Policy with the NSW Address Policy ensure this Policy is also aligned with the AS/NZS 4819:2011 Rural and Urban Addressing.

3. SCOPE

This Policy applies to all roads (public) & places within Council regardless of custodianship and maintenance agreements. Under this policy, all roads in the Council area shall be authoritatively named and the names gazetted, where possible.

The Policy addresses naming of roads (private & public), assignment of address numbers, development & subdivision address processes, complex site addressing and creation of new or amended address locality boundaries.

4. LEGISLATION

- ▶ Anti-Discrimination Act 1977 (NSW)
- ▶ Geographical Names Act 1966 (NSW)
- ▶ Local Government Act 1993 (NSW)
- ▶ Road Act 1993 (NSW)
- ▶ Road Regulation 2018 (NSW)

5. POLICY STATEMENT

As the roads authority, Council will adhere to the procedures outlined in the Road Regulation 2018 (NSW) and policy outlined in the NSW Address Policy & User Manual when naming roads.

When naming places Council will adhere to the procedure outlined in the Geographical Names Board of NSW Policy – Place Naming.

5.1. UNIQUENESS

Uniqueness is the most essential quality to be sought in proposing a new road name.

Road names should not be duplicated, even if the road type is different. A road name will be regarded as a duplicate if it is the same or similar in spelling or sound to an existing name, regardless of the road type (eg: there should be no other road named Edward, even if called Edward Court or Edward Place).

Road names shall not be duplicated within:

- ▶ The same address locality;
- ▶ An adjoining address locality; or
- ▶ A local government area

5.2. SOURCE

Preferred sources for road names include names related to or associated with:

- ▶ Aboriginal names (in a local language chosen in consultation with the Local Aboriginal Land Council and/or relevant Aboriginal community).
- ▶ Local history, including early explorers, settlers, and other eminent persons (proposed use of historical names should demonstrate consultation with the Local Historical Society).
- ▶ War servicemen & women
- ▶ Thematic names such as flora and fauna,
- ▶ Landmarks (names should be appropriate to the physical, historical or cultural character of the area).
- ▶ Commemoration of an event, person, or place. Commemorative names of a person only be for deceased persons and reasonable efforts will be made to gain consent from an appropriate family member(s).

Large subdivisions with multiple roads should use an overall theme for naming of roads. The origin of each name should be clearly stated and subsequently recorded.

5.3. COMMUNICATION AND PROPRIETY

- ▶ Names should not be offensive, racist, derogatory, or demeaning as clarified in the Anti-Discrimination Act 1977 (NSW).
- ▶ Names should be easily pronounceable.
- ▶ Road names shall not be misspelt nor contain abbreviations. In particular, the spelling of personal names shall be able to be validated by reference to primary sources.

- Commercial and business names shall not be used, particularly where the name can be construed to be promoting a business. However, business names no longer in use and which promote the heritage of an area are acceptable.
- Road types shall not be used in the formation of a road name, for example Promenade Road, Court Street etc. even if the road type is also a surname.
- The use of given or first names in conjunction with a surname is not normally acceptable but may be considered if required to provide uniqueness for a significant name e.g., Scott Rodgers Road might be acceptable if there is already a Rodgers Road.
- Names should be as short and simple as possible and preferably consisting of only one word plus the road type. It is recognised that some roads will require two words due to geographic relationship e.g., Colligan Creek Road.
- Road names will not contain hyphens.

5.4. ROAD EXTENTS

The extent of a named road shall be defined by the formed road and shall include only a single section accessible by vehicles or pedestrians. Unconnected sections, such as where separated by an unbridged stream or physical barrier, shall be assigned separate names.

When a road extent is broken into separate sections by acquisition, redevelopment or redesign, the name shall only be retained on one section and the other section(s) renamed as part of the development process.

5.5. RENAMING

Renaming of existing roads or places shall only occur where a case can be made that service delivery has been or has potential to be substantially negatively impacted by maintaining existing name.

5.6. RESPONSIBILITIES

The responsibilities of Council in relation to naming of different road classes are as follows:

Road Class	Naming Authority	Council Responsibility
State Roads, including national routes and highways	RMS	Responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted
Regional and Local Roads	Local Government (Roads Act 1993, Roads Regulation 2018)	Naming Authority
Roads over rail bridges	Rail Access Corporation, RMS or Local Government (Roads Act 1993, Roads Regulation 2018)	Responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.
Private Roads, right of ways, and easements (intended as Roads)	Local Government (with jurisdiction over the area in which the road is located) as advised by GNB	Naming Authority. (Ensuring name is endorsed by the GNB).
Crown Roads	Local Government (with jurisdiction over the area in which the road is located) As advised by GNB	Naming Authority. (Ensuring name is approved by the GNB and gazetted)

Other Roads	Bodies such as State Forests, Federal Airports Corporation, Sydney Ports, National Parks and Wildlife Service or Private Sector Tollway Operators.	Ensure the road names are endorsed, addresses applied, and the name is approved by the GNB and gazetted.
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As per the Geographical Names Act 1966 (NSW), authority for address locality names and boundaries rests with the GNB.

For roads where Council is the naming authority, Council will, in general, adopt the following approach to identifying a name for a given road.

Road/Place Type	General Procedure
<ul style="list-style-type: none"> Currently unnamed roads New Roads Created by Council 	<ul style="list-style-type: none"> Proposed by an Applicant or by the Responsible Officer. Reviewed by Responsible Officer and endorsed by the CEO. Council approval through a resolution. Public display of proposed names for 28 days for comment and feedback. Lodge proposed names through NSW Place & Road Name Proposal System. On approval, gazetted through the NSW Government Gazette online Portal (not applicable for private roads). Notify SS Road Updates & GNB
New Roads (Created by a Developer (within a specific development))	<ul style="list-style-type: none"> Proposed by Developer. Reviewed by Responsible Officer and endorsed by the CEO. Council approval through a resolution. Public display of proposed names for 28 days for comment and feedback. Lodge proposed names through NSW Place & Road Name Proposal System. On approval, gazetted through the NSW Government Gazette online Portal (not applicable for private roads). Notify SS Road Updates & GNB

6. ROLES AND RESPONSIBILITIES

Position	Responsibility
CEO	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy and related Procedures.
Directors, Managers and Supervisors	To communicate, implement and comply with this policy and related Procedures.
All Council Employees	To be aware of and ensure compliance with this Policy.

7. EVALUATION AND REVIEW

It is the responsibility of the Manager Strategic Assets, to monitor the adequacy of this Policy and recommend appropriate changes.

This Policy will be formally reviewed every four (4) years or as needed, whichever comes first.

8. NON-COMPLIANCE

Non-compliance could result in a breach of the Code of Conduct Policy and/or disciplinary action.

9. ASSOCIATED DOCUMENTS, DEFINITIONS & ACRONYMS

External:

- ▶ NSW Address Policy and User Manual/Geographical Names Board of New South Wales. Provides policy & process for all road naming proposals in NSW.
<https://www.gnb.nsw.gov.au/publications/policies>
- ▶ Geographical Names Board of NSW Policy – Place Naming. Provides policy & process for all place naming proposals in NSW. <https://www.gnb.nsw.gov.au/publications/policies>
- ▶ Glossary of status values in the Geographic Names Register (GNB)
- ▶ AS/NZS 4819:2011 Rural and Urban Addressing

Internal:

Nil

Definitions:

Term	Definition
AS/NZS	Australia NZ Standards
CEO	Chief Executive Officer (General Manager)
Council or MRC	Murray River Council
GNB	Geographical Names Board
Policy	This Road and Place Name Policy
Place	Defined by the <u>Geographical Names Act 1966</u> No 13 as ‘any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the <u>Local Government Act 1993</u>) or area of operations of a county council (within the meaning of that Act), any electoral district under the <u>Parliamentary Electorates and Elections Act 1912</u> , any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.’
Responsible Officer	Manager responsible for the asset management function of Council
RMS	Roads and Maritime Services
Road	an area that is open to and/or used by the public and is navigable by vehicle or foot and can be used for assigning addresses or allowing access between points or to a feature.

10. DOCUMENT CONTROL

Version No.	Details	Dates	CM9 Reference	Resolution No.
1	Initial Issue	28 November 2023 – to today	VF/23/666	181123

Council reserves the right to review, vary or revoke this policy at any time.
This Policy is scheduled for review in before 2027.

NOTE:

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DISCLAIMER:

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