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|-------------------------------|---|
| <b>Policy title</b>           | Roads Naming  |
| <b>Responsible manager(s)</b> | Director Infrastructure Services  |
| <b>Contact officer(s)</b>     | Engineering Administration Coordinator  |
| <b>Directorate</b>            | Infrastructure Services   |
| <b>Approval date</b>          | 11 October 2022   |
| <b>Outcome area</b>           | 4 Our connected community through reliable and safe infrastructure networks                           |
| <b>Strategy</b>               | 4.1 Provide integrated and active transport networks to enable a connected and accessible Eurobodalla |
| <b>Delivery Program</b>       | 4.1.3 Provide safe and reliable local rural and urban roads, guided by the asset management plan      |
| <b>Operational Plan</b>       | 4.1.3.1 Maintain the local rural and urban road network   |

### Purpose

As the Roads Authority, Council is empowered to name public roads under Section 162 of the *Roads Act 1993*. Council is also required to maintain a register that identifies roads by a given name and number.

The Roads Naming policy provides guidance for developers, the community and Council when allocating new road names or re-naming existing roads.

The policy ensures that appropriate naming and renaming of roads for which Council is the Roads Authority is undertaken in compliance with the Geographical Names Board of NSW (GNB).

### Policy aims

- Promote an integrated framework for dealing with road naming;
- Ensure consistency and fairness in the manner in which the Council deals with the naming and renaming of roads as the Roads Authority;
- Ensure compliance with legislative requirements under the *Roads Act 1993*;
- Promote awareness of the requirements of the *Act* with respect to the naming and renaming of roads as the Roads Authority;
- Make the Council's policies and requirements for the naming and renaming of roads readily accessible and understandable to the public.

### Policy details

|          |   |
|----------|---|
| <b>1</b> | <b>Application</b><br>This policy applies to developers, the community and Council when allocating new road names or renaming existing roads.         |
| <b>2</b> | <b>Legislation</b><br>This policy ensures Eurobodalla Shire Council's compliance with the <i>Roads Act 1993 - Section 162 –Naming of Public Roads</i> |

## Implementation

| Requirements |  | Responsibility                 |
|--------------|--|--------------------------------|
| 1            | <p><b>New Roads and Street Naming</b></p> <p>The Geographical Names Board (GNB) has prepared guidelines for the naming of roads. A copy of the guidelines is available from the GNB (<a href="http://www.gnb.nsw.gov.au">www.gnb.nsw.gov.au</a>) and is given to developers to assist them when proposing names of roads within their developments.</p> <p>For roads created in new subdivisions the developer will propose a name for the road as well as two alternatives.</p>   | Council officers<br>Developers |
| 2            | <p><b>Existing Unnamed Roads and Renaming of Existing Roads</b></p> <p>For roads which are not currently named or for roads which are currently named and are proposed to be renamed for any reason, for example to avoid duplication of a road name which is already in use to prevent confusion, the procedure will be in accordance with Council's Roads Naming Policy.</p> <p>Proposed road names are advertised. If no objections are received following the advertising period, the Director Infrastructure Services and/or the Divisional Manger Technical Services can approve the proposed name.</p> <p>Where objections are received, the matter shall be determined by Council.</p> | Council officers               |
| 3            | <p><b>Legal</b></p> <p>In accordance with the <i>Roads Act 1993</i>, Council, as the Roads Authority, may not name a public road or alter a name of a public road unless it has given the Geographical Names Board (GNB) at least one month's notice of the proposed name.</p>   | Council officers               |
| 4            | <p><b>Staff</b></p> <p>Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.</p>  | Council officers               |
| 5            | <p><b>Concerns</b></p> <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>   | Council officers               |
| 6            | <p><b>Consultation</b></p> <p>Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Where the renaming of an existing road is being considered, affected property owners, Chambers of Commerce, Aboriginal Land Councils and Emergency Services shall be contacted inviting suggestions. Public submissions regarding this policy are invited for consideration during the exhibition period.</p>  | Stakeholders                   |

### Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council’s related policies, functions, structure or activities change; or when technological advances or new systems change the way that Council manages roads naming.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council updates or revokes it sooner

Reviews of the effectiveness of this policy could include the following:

| Performance indicator                                | Data source(s)    |
|--|-------------------|
| Delivery Program/ Operational Plan outcomes achieved | Council reporting |
| Concerns or complaints registered                    | Council records   |
| Customer feedback, survey responses                  | Surveys           |
| Internal or external review                          | Audit             |

### Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

#### Related legislation and policies

| Name                             | Link   |
|----------------------------------|--|
| Local Government Act 1993        | <a href="http://www.legislation.nsw.gov.au/#/view/act/1993/30">www.legislation.nsw.gov.au/#/view/act/1993/30</a> |
| Roads Act 1993 (See section 162) | <a href="http://www.legislation.nsw.gov.au/#/view/act/1993/33">www.legislation.nsw.gov.au/#/view/act/1993/33</a> |

#### Related external references

| Name                            | Link   |
|---------------------------------|--|
| Office of Local Government NSW  | <a href="http://www.olg.nsw.gov.au">www.olg.nsw.gov.au</a> |
| Geographical Names Board of NSW | <a href="http://www.gnb.nsw.gov.au">www.gnb.nsw.gov.au</a> |

#### Change history

| Version | Approval date | Approved by | Min No | File No              | Change  |
|---------|---------------|-------------|--------|----------------------|---|
| 1       | 22 Sep 2009   | Council     | 09/291 | E09.3418             | Last reviewed 22/9/09. Report G09/99                                |
| 2       | 27 Aug 2013   | Council     | 13/246 | E13.7095             | Updated Template, review date, references and links. Report O13/131 |
| 3       | 28 Feb 2017   | Council     | 17/31  | E16.0297<br>E06.0375 | Reviewed and updated at start of new Council term GMR17/006         |
| 4       | 11 Oct 2022   | Council     | 22/265 | S004-T00060          | Reviewed and updated (start of new Council term) Report GMR22/099   |

*Internal use*

|                     |             |                                  |             |                |             |
|---------------------|-------------|----------------------------------|-------------|----------------|-------------|
| Responsible officer |             | Director Infrastructure Services |             | Approved by    | Council     |
| Minute              | 22/265      | Report                           | GMR22/099   | Effective date | 11 Oct 2022 |
| File                | S004-T00060 | Review date                      | 11 Oct 2022 | Pages          | 4           |