NAMING AND RENAMING OF ROADS POLICY

1. INTRODUCTION

Port Macquarie-Hastings Council (Council) is committed to providing residents with the best possible service to ensure public safety when it comes to location information. The selection and use of road names should not risk public safety or the operational safety of emergency services, nor cause confusion for transport, communication or mail services.

The naming and renaming of roads is a process that involves consultation with the community, local Historical Societies, and Local Aboriginal Land Councils (where applicable). The selection of names must comply with the policies and guidelines of the Geographical Names Board of NSW (GNB).

Whilst this Policy supersedes the Naming and Renaming of Roads Policy adopted by Council on 18 September 2006, this Policy does not apply retrospectively. Naming arrangements that pre-date this Policy are not necessarily subject to its terms.

2. POLICY STATEMENT AND SCOPE

Whilst Council is a Roads Authority as constituted by the Roads Act 1993 and has the statutory power to carry out the administrative functions associated with road naming and renaming, the GNB sets the policy and processes for all road naming proposals in New South Wales. The GNB has a number of Principles designed to ensure that naming practices in New South Wales will be of the highest possible standard and will result in clear road names which minimise confusion, errors and discrimination.

This Policy applies to all roads in the Port Macquarie-Hastings Council local government area. The objective of this Policy is to provide consistency and clarity in naming and renaming of roads. This Policy applies to all Council staff, contractors, consultants and land developers involved in the process of naming and renaming of all roads.

All requests for the naming or renaming of roads in the Port Macquarie-Hastings Council local government area are to comply with the principles set out by the GNB and Council’s Road Naming and Renaming Policy and Procedure. Applications for naming or renaming of roads that do not comply with the GNB Principles or this Policy cannot be considered by Council.

Road names must be drawn from the following sources, either:

- Aboriginal names;
- Local history themes, flora, fauna, ships etc. ;
- Names reflecting NSW multicultural heritage.

The use of names of people (living and deceased) are excluded as a source of road names.

Notwithstanding the above, in exceptional circumstances as determined only by formal resolution of Council, the names of deceased persons, eg early settlers, war servicemen and women and other persons who have contributed significantly to the heritage of the area, may be used having regard to the Principles and Guidelines published by the GNB.
Costs

The applicant shall be required to lodge a Council Road Naming and Renaming Application form and pay the relevant fee as specified in Council’s published Schedule of Fees and Charges.

Costs associated with the purchase and installation of the road name signs will be borne by Council, except for private roads or roads being named or renamed as part of a development application.

Maintenance of Road Surface/Road Formation/ Road Signage

The naming of roads not owned by Council (Crown roads, private roads, rights of way or roads within facilities such as retirement complexes, nursing homes, hospitals, universities etc) does not imply Council’s acceptance of responsibility for the maintenance of that road or the street/road name sign.

3. RESPONSIBILITIES AND AUTHORITIES

The following Council officers are responsible for ensuring this Policy is reviewed and updated to meet external compliance – the Policy will be reviewed every four (4) years or as otherwise required:

- Property and Leasing Co-ordinator.

The following Council officers are responsible for and accountable to follow this Policy and can provide advice on this Policy:

- Property officers;
- Geographical Information Systems officers;
- Development Assessment officers;
- Infrastructure & Asset Management Division officers.

4. REFERENCES

- Australian/New Zealand Urban and Rural Addressing Standard AS/NZS 4819;
- Geographical Names Act 1966;
- Geographical Names Board New South Wales Address Policy;
- Geographical Names Board NSW Addressing User Manual;
- Local Government Act 1993;
- Port Macquarie-Hastings Council Naming and Renaming of Roads Application Form;
- Port Macquarie-Hastings Council Naming and Renaming of Roads Procedure;
- Roads Act 1993;
- Roads Regulation 2008.

5. DEFINITIONS

General Manager: 1st tier management position and titled as such.
Director: 2nd tier management position and titled as such.
Group Manager: 3rd tier management position and titled as such.
Council officer: A member of Council staff.

6. PROCESS OWNER

Group Manager Commercial Business Units.
7. **AMENDMENTS**

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| Naming and Renaming of Roads Policy - revised 2011 07 04 | D2012/225285 | • New Policy template.  
• Permitted sources of road names revised to exclude names of people (living and deceased) unless, in the case of deceased persons, in exceptional circumstances as determined only by formal resolution of Council.  
• Relevant procedures listed in the previous Policy have been inserted into a new Naming and Renaming of Roads Procedure.  
• Staff position titles updated. |