

Wagga Wagga City Council

ROAD AND SUBURB NAMING POLICY

REFERENCE NUMBER	POL 047		
ORIGINAL APPROVAL DATE	28 September 2015		
RESPONSIBLE MANAGER	Manager City Development		
RESPONSIBLE DIRECTORATE	Commercial Development		
<p>This document is to be reviewed every four years or in the first twelve months of the new term of Council, whichever is the earliest. Next Review Date: September 2020</p>			
Revision number	Issue Date	Council Resolution	Council Meeting Date
Original	July 2015	Res No: 15/271.4	28 September 2015
1	July 2017	E Team	8 August 2017
2	August 2017	Res No: 17/279	28 August 2017

PART 1: INTRODUCTION

As a Roads Authority, Council has responsibility for managing and approving the naming and renaming of public/private roads within the Wagga Wagga City Council Local Government Area. The processes to be followed are largely outlined in the *Roads Regulation 2008*. Supporting guidelines and information regarding road naming is also available in a number of documents produced by the Geographical Names Board of New South Wales such as the “NSW Road Naming Policy”.

Council receives numerous road naming and renaming requests every year from members of the public. These requests range from formalising long used unofficial road names, the naming of unnamed roads (including roads identified only by an engineering road number), as well as requests to change existing road names. Road naming requests are also generated internally from Directorates of Council.

Council is also responsible for Suburb and Locality naming. Suburb/locality naming is a method used by Council to ensure consistency within suburbs throughout the city. Suburb/Locality naming is utilised by Council staff for the naming of new subdivisions and allows staff to select appropriate road names for newly subdivided areas from previously approved themes.

1.1 Policy Objectives

The purpose of this Policy is to outline a clear set of guidelines for road naming and renaming with appropriate reference to legislative requirements and Geographic Names Board Guidelines.

1.2 Scope of Policy

This Policy applies to all requests made to Council, or requirements of Council, to name/rename public, private roads, suburbs and localities.

1.3 Definitions

GNB	Geographical Names Board of New South Wales
RMS	Roads and Maritime Services
Road Naming	The naming of an unnamed road, and includes roads only referenced by an engineering road number
Road Renaming	The naming of a road that already has a name
Suburb Naming	The naming of a new suburb

1.4 Legislative Context

This policy has been created having regards to the applicable provisions of the following legislative documents:

- Roads Act 1993
- Sections 162-163
- Roads Regulation 2008
- Sections 7-10

1.5 Related Documents

- Geographical Names Board of New South Wales Road Naming Policy
- Geographical Names Board of New South Wales Road Naming Proposal Sample letter
- Geographical Names Board of New South Wales NSW Road Naming Policy Overview
- Geographical Names Board of New South Wales Sample Advertisement
- Geographical Names Board of New South Wales Road Naming Proposal Sample Checklist

1.6 Reporting Requirements

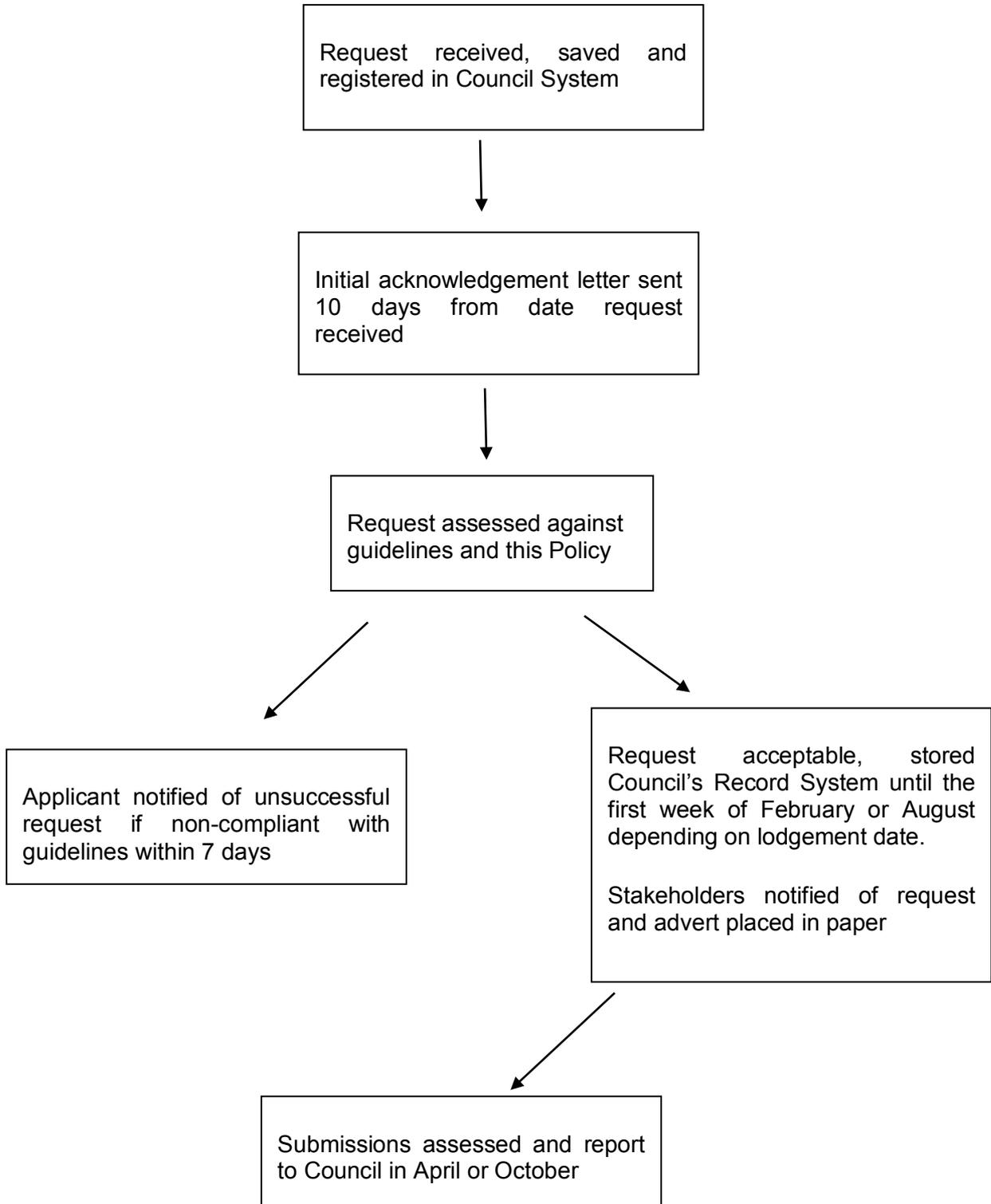
This process will be implemented by staff within the Commercial Development Directorate of Council.

Due to the resourcing implications involved in processing road naming requests, such requests will be dealt with in bulk on a 6 monthly basis. After the initial batch, processing of requests will commence in the first week of February and August every year with stakeholder notification, with a view to reporting to Council meetings in April and October respectively. This would allow advertising in May and November, with a second report to Council (if required) or gazettal in June and December/January. This timing ensures that notification does not occur during the Christmas/New Year holiday period.

NOTE: If a request is lodged by Emergency Services the request must be attended to in the following time frames:

- 10 days to send initial response letter
- 30 days to develop an action plan
- 20 days to resolve the issue.

Reporting requirements flow diagram



1.7 Application Requirements

For Council to consider a road naming/renaming request an application form must be submitted and the required fees paid in accordance with Council's current Revenue and Pricing Policy. A copy of the application form is available on Council's website.

As stated under Section 1.6 above road renaming requests will only be considered on a 6 monthly basis.

Should the adopted road name list (appendix 3) be reduced to 10 as discussed in Section 2.2.2 below, Council will advertise for potential road names to be submitted for consideration in adding to the list. Any submission made during this period will be free of charge.

1.8 Approval Arrangements

A report will be prepared by Planning Officers in conjunction with the Manager City Development and a recommendation will be presented to the Council meeting for consideration.

1.9 Review procedures

This policy will be reviewed on a 4-year basis – in line with Council Elections.

A report on the list of eligible names will be presented to Council on a 5-yearly basis. .

PART 2: POLICY CONTENT

2.1 General Provisions

2.1.1 The following road naming/re-naming scenarios are dealt with under this policy:

- Public request for naming/re-naming of a public or private road
- Internal request/requirement for naming/re-naming of a public or private road
- Emergency Services request for naming/re-naming of a public or private road
- Public request for name to be used in the future (no specific road)
- Suburb theme naming

2.2 Specific Provisions

2.2.1 Public, Internal and emergency services request for naming/renaming of a public or private road

Requests will be assessed against the general principles contained in the GNB's NSW Road Naming Policy. These are as follows:

- Principle 1 – Ensuring Public Safety and Service Delivery
- Principle 2 – Language
- Principle 3 – Roads to be named
- Principle 4 – Uniqueness, Duplication
- Principle 5 – Acceptable Road Names
- Principle 6 – Commemorative Road Names
- Principle 7 – Road Extents
- Principle 8 – Suffixes, Prefixes and Directional Indicators
- Principle 9 – Amending Road Names
- Principle 10 – Road Types
- Principle 11 – Cross-Jurisdictional Naming or Renaming

Where the initial request is from Council, Council Officers will select an appropriate road name, to be endorsed by Council.

This can occur in the following ways:

- If the road to be named is within an area identified as having a locality/suburb theme (appendix 2) then a name from this theme must be selected.
- If the road is not covered by a theme then a name from the list of adopted road names covered in appendix 3 shall be selected. This is based firstly on most relevant and secondly on date the submission was made, with oldest having preference.

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- In some circumstances it may be appropriate for Council staff to use a name outside of both appendix 2 and 3.

Once Council Officers have established that the proposed name meets the above principles the name will be advertised and referred to relevant stakeholders. On completion of the advertising period a report will be prepared for Council. Council Officers will enact the recommendations from the Council meeting to complete the request.

Should the proposed name not meet the above-mentioned principles, support for such a name will not be supported by Council staff and applicants will be advised accordingly.

2.2.2 Public request for name to be used in the future

Council commonly receives requests for names to be used for the naming of 'future' roads. These requests will be assessed against the general principles contained in the GNB's NSW Road Naming Policy listed above.

Once Council Officers have established that the proposed name meets the above principles a report will be prepared for Council recommending that the name be added to the list of adopted road names for Wagga Wagga (appendix 3).

Should the proposed name not meet the above mentioned principles Council staff will not support the proposal and applicants will be advised accordingly.

Given the size of the existing list Council will not accept any requests for road names to be added to this list until such time as it has been reduced to 10. At this point Council will undertake public consultation to seek public interest to submit possible future road names to Council. Council officers will undertake assessment of these names and follow the process discussed above.

2.2.3 Suburb Theme naming

Council has traditionally adopted suburb based themes for naming streets within the city. The themes previously adopted by Council for existing suburbs are listed in appendix 2:

Should a request be made for a future suburb theme to be considered, Council Staff will prepare a report to Council for consideration.

Developers of new suburbs can select from the 'future suburb theme names' if they wish, Council officers will select a theme from the list if the developer does not select one. The developer will need to identify this at time of lodgement of the Development Application and ensure the selected theme has enough suitable names for the size of the suburb taking into consideration future growth of that particular area. The developer cannot nominate a theme that is not contained within the existing list, nor can the developer suggest individual road names without following the process discussed above.

Appendix 1 – Advert (request for submissions)

ROADS ACT 1993, ROADS REGULATION 2008

REQUEST FOR FUTURE ROAD NAMES

Wagga Wagga City Council, as the relevant Roads Authority seeks public interest to submit future road names to Council for consideration.

Any request will be assessed by Council to ensure it complies with the general principles contained in the Geographical Names Board's NSW Road Naming Policy. This document can be found on Council's website by following the attached link www.wagga.nsw.gov.au should you wish to ensure compliance before lodging a request. Failure to comply will result in the name being rejected.

There is no cost involved in this process.

Written submissions may be made to Council in relation to this proposal. Submissions must be made to Council by **(Insert Date)** and should be marked to the attention of the Manager City Development and be addressed to:

Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Enquiries: Further details relating to the matter can be obtained by contacting the Council's City Development Team. If you have any enquiries regarding the proposal, or about making a submission, please telephone City development on 1300292442.

Appendix 2 – Adopted Locality/Suburb Road Naming Themes

- *Alan Staunton Oval and Eric Weissel Oval* – Wagga Wagga Rugby League Clubs and Identities
- *Bomen* – Sheep and cattle breeds
- *Boorooma* – Notable Australian sporting identities
- *Bourkelands* – Important pastoral homesteads of the region
- *Central Wagga Laneways* – Wiradjuri words
- *Estella* – Crop varieties and individuals associated with the Agricultural Research Institute
- *Forest Hill* – Australian trees
- *Glenfield* – Aboriginal words
- *Gobbagombalin (Estella West)* – Riverina Parish names
- *Governor's Hill (Bakers Lane Rural Residential Development)* – Ships of the First, Second and Third fleet
- *Hammond Avenue Industrial Area* – Australian explorers
- *Lake Albert* – Tree species
- *Lloyd* – Prominent Australians (Other than sportspersons)
- *Simkim Crescent Area* – Former prominent Wagga identities
- *Tatton* – Prominent Australian / local landmarks
- *Tolland* – American Presidents
- *Airport* - significant Wagga region aviation identities or aviators from the Australian Aviation Hall of Fame (AAHOF) inductees roll (current and future)
- Future Theme Names
 - Fauna (Regional)
 - Regional cities
 - Persons listed on the walk of honour and Citizens of the year
 - *residents of the City of Wagga Wagga who have been recognised by the Honours Secretariat and feature on the honour board at the Council Chambers*
 - *Asimus, David*
 - *Daley, Clarence James*
 - *Scholfield, James Fulton Arthur*
 - *Hawkins, Joseph Wesley*
 - *Rhodes, John Colin*
 - *Brassil, Patrick*
 - *Sadlier, Stanley Clifford*
 - *Pearse, Astley George*
 - *Nicholls, Alan George*
 - *Wealand, Janet*
 - *Burgman, Albert*

Appendix 3 – Adopted Road Names

- Any other – list of names to be used for naming individual roads outside of the above suburb areas.
 - *Names previously approved by Council to be considered for future road names*
 - *Miles – After the Miles family of Ladysmith (Ladysmith)(1990)*
 - *Austin – After eminent medical practitioner Dr Hartly Austin (anywhere)(1996)*
 - *Goldsmith - After eminent medical practitioner Dr Leslie Goldsmith (anywhere)(1996)*
 - *Kunming – After Wagga’s Chinese Sister City (should be used for major road)(1996)*
 - *Clout – After Thomas Clout (anywhere)(1996)*
 - *Kerfoot – After Edward Kerfoot (anywhere)(1995)*
 - *Stapylton – After Granville William Chetwynd Stapylton, Major Michell’s surveyor during the early 1800s (anywhere)(1993)*
 - *Halbisch – After Halbisch family who owned property in the area (Central, near showgrounds)(1993)*
 - *Owen – Suggestion from RAAF for street names in Ashmont subdivision (Ashmont)(1993)*
 - *Winnel – After Winnel family who were early settlers within Wagga (Glenfield)(1986)*
 - *Pulver – After the Pulver family (northern suburbs)(1984)*
 - *Wild – After George A wild, pioneer of the area (Lake Albert)(1984)*
 - *Lowing – After John Lowing, instrumental in development within Bomen (Bomen, North Wagga)(2015)*
 - *Stevens – After Steven Edward Stevens, one of earliest settlers in Wagga (Central Wagga)(2015)*