

Road Naming Policy

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| Policy Classification | - Infrastructure |
| Policy N° | - POL/393 |
| Policy Status | - Current |
| Responsible Service Unit | - Strategic Governance |
| Authorised by | - Executive Management Team (EMT) |
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This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).

New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.

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1. PURPOSE

- 1.1 Council's powers in the naming of roads are contained within the Local Government Act 1989 (LGA) and the Road Management Act 2004. In essence, Council may approve, assign or change the name of a road so long as Council observes the guidelines, procedures and reporting obligations contained within the GPN Act.
- 1.2 Council, as a Naming Authority under the *Guidelines for Geographic Names* is required to resolve on all new road names in the municipal district.
- 1.3 This policy provides a framework for a consistent approach to the assigning of names to streets & roads throughout the municipality to enable the clear identification of the road for emergency services, commercial deliveries, user and visitors to the feature.
- 1.4 The criteria outlined within this policy will ensure that Council acts within the *Guidelines for Geographic Names* provided from time to time by the Registrar of Geographic Names (Victoria) pursuant to the Geographic Place Names Act 1998(GPN Act) and in accordance with the *Local Government Act 1989(LGA)* and the *Subdivision (Procedures) Regulations 2011(SP Regs)*.

2. POLICY STATEMENT

2.1 Naming by Delegated Authority

The Manager Strategic Governance is granted delegated authority to exercise the Council's function in naming or renaming a road and in exercising this power will do so in accordance with the Guidelines for Geographic Names in existence under the GPN Act and the matters included within this policy. This authority does not apply to clauses 2.3 and 2.4 of this policy.

2.2 Renaming of a Road

Council will only consider the renaming of a road if requested to do so by a significant number of the property owners or occupiers abutting the road and it will be subject to the following conditions:-

- 2.2.1 any renaming of a road will be treated the same as a Change of Address within the Street Numbering Policy and costs will be passed onto the individual property owners; and

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2.2.2 a public advertisement shall be placed in an appropriate local newspaper and on Council's website and submissions called for pursuant to the Guidelines in existence under the GPN Act.

2.3 Naming of Private Driveways on Common Land

For driveways that are formed on privately owned common land under the control of an Owners Corporation and are not named at the subdivision stage, Council will only consider naming the driveway if requested to by the Owners Corporation and the driveway meets the following criteria:-

2.3.1 The common driveway must meet most of the following five requirements:-

- i. The common driveway should be fully constructed in concrete, bitumen or brick pavers to permit unrestricted access which is measured by the ability of an ambulance to safely access properties fronting the common driveway;
- ii. That Australia Post delivers "house to house" along the common driveway.
- iii. The common driveway should provide access to at least 3 properties;
- iv. The length of the common driveway should exceed 75m; and
- v. The width of the common driveway to be no less than 3.2m.

2.3.2 The naming will also be conditional upon:

- i. affected property owners acknowledging that the action is not a change to the legal status of the driveway or a declaration that the driveway is as it will remain as common property on the plan of subdivision; and
- ii. any naming of common property post certification of the Plan of Subdivision will be treated the same as a Change of Address within the Street Numbering Policy and costs will be passed onto the individual property owners; and
- iii. a street sign be supplied and installed by Council at the expense of the Owners Corporation or affected property owners; and
- iv. any future replacement of the street sign will be at the cost of the Owners Corporation or property owners.

2.3.3 If the driveway is not on Common Land, Council will only initiate the naming of the driveway if it receives a request to do so from a significant number of the property owners or occupiers abutting the driveway and subject to the above mentioned criteria and conditions.

2.4 New Roads on a Plan of Subdivision

Where a plan of subdivision creates a road or roads the following is to apply.

2.4.1 The developer of the land be encouraged to assign a name for each road on the plan and given a copy of Council's criteria for preferred road names to assist in this process, but advised that the prerogative to

assign street names rests solely with Council; and

2.4.2 Ensure that a permit note, that the provision of road name signage is to be provided at the developer's expense, is issued with the land subdivision.

2.5 Private Roads

For internal access roads in large private developments such as retirement villages and multi-unit developments that remain private and outside of Council's control, the developer of the land be given a copy of Council's criteria for preferred road names and encouraged to assign a name for each road on the plan of development. The developer is responsible for the purchase, location and installation of road signage infrastructure.

2.6 Developments Using an Unnamed Right Of Way as a Street Address

Any right-of-way upon which any new development fronts will require a name to be assigned to it to give the development a street address. A standard planning permit condition, that the provision of road name signage is to be provided at the developer's expense, is to be included in the planning permit issued for the development of the site.

2.7 Road Signage

2.7.1 The signage to be used for road naming as a result of the above road types will be the same as is in general use for all Council roads.

2.7.2 Signage for Private Roads and Private Driveways as described above will be at the developers' or owners corporations' discretion and cost.

2.7.3 The commissioning, location and installation of any new road signage due to a naming or renaming process as described above is the responsibility of the Manager Engineering Operations.

2.8 Preferred Road Names

Names that are preferred for roads within the municipality shall be, but not limited to, those that commemorate people or historical events associated with the history, settlement and development of the municipality, recognise local geographical features or are the zoological, botanical or common name of Australian flora and fauna.

If a naming or renaming proposal intends to use an Indigenous name, contact should be made with relevant Indigenous communities to seek their input at the outset of the proposal development process.

3. SCOPE OF POLICY

This policy applies to those Council Officers within the Statutory Planning Unit and the Strategic Governance Services Unit, with responsibility for managing the naming

of roads by developers and by Council and the Manager Engineering Services for the provision of appropriate road signage.

4. RESPONSIBILITY

Manager Strategic Governance, Strategic Governance Service Unit.
Manager Engineering Operations for clause 2.7.
Manager Statutory Planning for clauses 2.4 and 2.5.

5. DEFINITIONS

For the purpose of this policy a “road” includes any of the following:

- a street;
- a right-of-way;
- any land reserved or proclaimed as a street or road under the Crown Land (Reserves) Act 1978 or the Land Act 1958;
- a public road under the Road Management Act 2004;
- a passage; or
- a cul de sac; and
- private driveways on common land with access rights to abutting properties are classified as (private) cul de sacs, thereby being covered by the definition of ‘road’ in section 3 of the *Local Government Act 1989*

6. RELATED POLICIES, PROCEDURES, GUIDELINES, LEGISLATION & RESEARCH

Related Policies

Naming of Reserves Policy

Supporting Procedures

Road Naming Procedures

Action Plans

Nil

Guidelines

Guidelines for Geographic Names under Geographic Place Names Act 1998

Related Legislation

Local Government Act 1989;
Subdivision (Procedures) Regulations 2011;

Road Management Act 2004; and
Geographic Place Names Act 1998

Supporting Research and Analysis
Nil

7. DOCUMENT HISTORY

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| Policy Title: | Road Naming Policy |
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| Resp. Officer Position: | Governance Co-ordinator |
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