

FILE NO: PSC2009-00938

TITLE: ROAD NAMING AND ADDRESSING GUIDELINES POLICY

OWNER: DIRECTOR CORPORATE STRATEGY AND SUPPORT

1. PURPOSE:

1.1 This policy is to provide consistency in the naming and addressing of new roads, roads within subdivisions to be dedicated to Council or renaming/readdressing of existing roads within the Port Stephens Local Government Area.

2. CONTEXT/BACKGROUND:

2.1 Previous Council policies for the naming of roads have been based on the Geographical Names Board (GNB) Guidelines which linked into the existing standards of the time being:

- a) Roads Act 1993.
- b) Roads Regulation 1994.
- c) Australian Standard AS1742.5 1986.

2.2 In March 2015, The Geographical Names Board of New South Wales formally adopted the new NSW Address Policy and User Manual. The new NSW Address Policy and User Manual is aligned with the new Australian/New Zealand Rural and Urban Addressing Standard AS/NZS 4819:2011.

2.3 The Geographical Names Board of New South Wales requires road naming authorities such as councils to comply with the NSW Address Policy and User Manual and to utilise the online Road Naming System as the adherence to the principles, procedures and processes will ensure consistency and unambiguous road naming and addressing across NSW.

3. SCOPE:

3.1 To fulfil the consistent approach and adopt a 'single source of truth' to the principles, procedures and processes for the naming and addressing of roads under this policy, Council shall adopt the Geographical Names Board of New South Wales, NSW Address Policy and User Manual.

4. DEFINITIONS:

4.1 An outline of the key definitions of terms included in the policy.

Single Source of Truth	“In the context of the custodian of the NSW Address Database, Spatial Services aggregate and apply quality assurance mechanisms to address data from data producers in NSW and provision this as a single source of truth” GNB ISSN:2204-9460.
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5. STATEMENT:

5.1 Council adopts the Geographical Names Board of New South Wales, NSW Address Policy and User Manual when naming and addressing new roads, roads within subdivisions to be dedicated to Council or renaming/readdressing of existing roads within the Port Stephens Local Government Area.

6. RESPONSIBILITIES:

6.1 The Asset Section Manager is responsible for the policy framework.

6.2 The Strategic Property Coordinator is responsible for implementation, monitoring and evaluation.

7. RELATED DOCUMENTS:

7.1 Roads Act 1993.

7.2 Australian/New Zealand Rural and Urban Addressing Standards AS/NZS 4819:2011.

7.3 Geographical Names Board of New South Wales, NSW Address Policy and User Manual.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No.	PSC2009-00938	EDRMS record No.	24/82610
Audience	Community, Public Domain and Services, Assets Section and Corporate Services		
Process owner	Director Corporate Strategy and Support		
Author	Strategic Property Coordinator		
Review timeframe	3 years	Next review date	27 February 2027
Adoption date	10 October 1995		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	10/10/1995	John Maretich	Road Naming Guidelines.	315
2	08/09/2015	Property Services Section Manager	Changes to reflect the new NSW Address Policy and the NSW Addressing User Manual that was adopted by the Geographical Names Board (GNB) in March 2015.	265
3	08/10/2019	Property Services Section Manager	Reviewed information and transferred into new template. Inserted full stops at 2.1 a), b) and c). 2.2 – Insert 'the' to improve sentence readability. 2.3 – Updated utilized to utilised and inserted full stop. 4.1 – Removed use of inverted commas. Added 7.3 and 7.4 to 'Related Documents'. Updated EDRMS record number.	184

Version	Date	Author	Details	Minute No.
4	26 October 2021	Strategic Property Coordinator	<p>2.2 – Deleted the words “NSW Addressing” from both references to the policy to reflect correct policy name.</p> <p>2.3 – Changed “urges” to “requires” as adherence is mandatory; reworded clause to improve readability.</p> <p>3.1 – “Changed Land and Property Information” to “Spatial Services”; changed name of policy to reflect correct name.</p> <p>4.1 – Changed definition so that it is identical to that in the policy.</p> <p>5.1 – Changed name of policy to reflect correct name.</p> <p>6.2 – Changed responsibility from Section Manager to Coordinator.</p> <p>7.3 – Changed name of policy to reflect correct name.</p> <p>Controlled document information:</p> <p>Updated process owner to Corporate Services Group Manager to reflect current structure.</p> <p>Updated author to Strategic Property Coordinator to reflect current title.</p> <p>Amended the review timeframe to 3 years in accordance with Council’s policy review process.</p>	286

Version	Date	Author	Details	Minute No.
5	27 February 2024	Strategic Property Coordinator	<p>5.1 – deleted ‘that’ to ensure Councils clear position.</p> <p>Title updated to reflect Council style guide typography – “&” deleted and replaced with “and”.</p> <p>Reviewed information and transferred into new template.</p> <p>Controlled document information:</p> <p>Updated process owner to Director Corporate Strategy and Support to reflect current structure.</p>	019