



Attachment 1 to Item 208

Draft Naming of Roads and Places Policy

Date of meeting: 22 November 2022
Location: Council Chambers
Time: 6:30 p.m.



Draft Naming of Roads and Places Policy

Division:	Corporate Services	Policy Number:	TBA
Branch:	Property and Strategy	Adopted Date:	TBA
Responsible Officer:	Manager Property Management and Strategy	Next Review Date:	TBA
Director:	Director Corporate Services	Version:	1



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1. TITLE

This Policy is to be known as Naming of Roads and Places Policy.

2. PURPOSE

Names provide an important link between the community and the country or places in which the names appear. Names can also reflect the history of our communities. This Policy supports recognition of First Nations peoples, cultures and histories in the naming of places in the public domain.

First Nations names are to be chosen in consultation or validated with the First Nations Groups/Organisations in the local area, who have a relationship to the site.

Notable, pioneers and European history names are to be chosen in consultation or validated with Council's Local Studies Librarian or Council's Heritage Advisor.

War veteran names will be chosen in consultation or validated with Council's Local Studies Librarian and the Richmond and Windsor RSL Sub-Branches.

This Policy provides guidance for the naming of suburbs, roads, parks and reserves, buildings, bridges and features that are owned, operated, managed or under the authority of Council, with the exception being private roads.

This Policy does not replace the Guidelines and Policies created by the Geographical Names Board of New South Wales. All naming proposals must be checked for conformance with the Geographical Names Board of New South Wales Guidelines for the determination of place names.

This Policy does not include commercial arrangements where naming is given in conjunction with sponsorship rights.

3. SCOPE

The Policy applies to all parks, open spaces, roads and buildings owned, operated or managed by Hawkesbury City Council.

This Policy also applies to places, including suburbs and localities, but does not supersede any requirements of the Geographical Names Board of New South Wales, who are the naming authority for places in the state of New South Wales.

This Policy will also be used in the consideration of any names suggested by the general public or requests from the community for endorsement of a name that they intend to submit to the Geographical Names Board.

This Policy does not apply retrospectively.

4. BACKGROUND

This Policy is made in accordance with Resolution 187 of Item 144 of the Ordinary Council Meeting held on 13 June 2018, in which Council resolved:

"That:

2. Council develop a Naming Policy for its Roads, Buildings, Parks and Reserves."

5. NAMING PROPOSAL CATEGORIES



5.1 Reporting Requirements

All naming proposals are reported to a meeting of Council to seek resolution to commence public consultation. Leading to the subsequent endorsement or rejection of a naming proposal. This excludes private roads which do not require public consultation.

5.2 Naming Principles

All naming proposals should be named in accordance with one of the following, depending on the feature that is to be named

- NSW Geographical Names Act 1966
- NSW Addressing User Manual
- NSW Geographical Names Board Place Naming Policy
- NSW Heritage Council Policy – Place Names of Heritage Value

Council endorses the use of names relevant to the Hawkesbury area. The themes are as follows:-

- First Nations history and language
- Notable pioneers and pioneer families who lived in the Hawkesbury area
- Flora and Fauna (English or First Nations language)
- Landscape/Amenity
- War veterans
- Significant local identities
- Cultural diversity
- European history

Names provide an important link between the community and the country or places in which the names appear. Names can also reflect the history of our communities. This Policy supports recognition of First Nations People in the naming of places in the public domain.

First Nations names are to be chosen in consultation or validated with the First Nations Groups/Organisations in the local area, who have a relationship to the site.

Notable, pioneers and European history names are to be chosen in consultation or validated with Council's Local Studies Librarian or Council's Heritage Advisor.

War veteran names will be chosen in consultation or validated with Council's Local Studies Librarian and the Richmond and Windsor RSL Sub-Branched.

All other name types will be chosen in consultation or validated with any other group that may be deemed necessary.

Council requires the consent of the immediate family for names commemorating a deceased person unless the name is of a historical person that lived in the distant past.

5.3 Naming Proposal Categories

5.3.1 Suburb Naming

When naming is required

Council's suburb boundaries were officially defined in September 2004. As they have been defined, naming may need to be reviewed from time to time due to addressing issues or urban development.

Names may come from the Geographical Names Board of New South Wales, Council or members of the public.



Responsibilities

- The Geographical Names Board of New South Wales has the statutory responsibility under the Geographical Names Act 1966 to assign names and determine definitive boundaries for suburbs and localities throughout NSW.
- Suburb and locality names require have the endorsement of Council. Council plays an important role in consulting with residents, businesses and other interested stakeholders.

5.3.2 Road Naming (Public and Private)

When naming is required

- Development of a new public road/s in a subdivision.
- Development of new private road/s in a subdivision.
- Unformed road that is to be formed
- Unnamed roads that are to be used for addressing purposes.

For public road/s the name proposed may come from the developer of the subdivision, Council staff or members of the community.

For private road/s the name proposal is to come from the developer, unless the developer requests Council to source a name.

Responsibilities

- The Geographical Names Board of New South Wales has a role in the road naming process to set policy and processes for all road naming proposals in NSW. They also compile, maintain and publish a list of road names as per the NSW Geographical Names Act 1966.
- The NSW Addressing Policy applies to all roads in NSW, regardless of custodianship and maintenance agreements.
- Council is the Road Naming Authority under the Roads Act 1993 and Roads Regulation 2018 for all local and regional roads.
- Under the NSW Addressing Policy and NSW Addressing User Manual, Council is responsible for all State Roads, Crown Roads, Private Roads, Right of Ways/easements for addressing purposes.
- All roads are to be named in accordance with the NSW Addressing Policy, NSW Addressing User Manual and this Policy. This includes a notice in the NSW Government Gazette.
- All road name proposals are submitted via NORNS as part of the approval process with the Geographical Names Board of New South Wales.
- All name proposals are to provide background information for the proposed name/s.
- All new public/private roads in a subdivision are subject to Council's Fees and Charges.

5.3.3 Parks and Reserves

When naming is required

- A new public park or reserve
- Unnamed parks or reserves needing to be uniquely identified.
- Significant community interest in assigning or changing an existing name.
- Change in ownership of an existing unnamed park or reserve.

Names may come from Council Staff, Council or members of the community.

Responsibilities

- The Geographical Names Board of New South Wales has a role in the parks and reserves naming process to set policy and processes for all proposals in NSW. They also compile, maintain and



publish a list of parks and reserve names in the Geographical Names Board of New South Wales Names Register.

- The naming of parks and reserves is not covered by legislation.
- Council will name parks and reserves which it owns or manages in accordance with the Geographical Names Board of New South Wales Place Naming Policy and this Policy. This includes a notice in the NSW Government Gazette.
- Should be noted that changing an existing name can cause significant confusion to the community.
- All name proposals are to provide background information for the proposed name/s.

5.3.4 Buildings

When naming is required

- Development of a new Council owned building, if it assists in uniquely identifying the building.
- Re opening of an existing Council owned building, if it assists in uniquely identifying the building.
- Change in ownership of a building to Council, if it assists in uniquely identifying the building.
- Significant community interest in assigning or changing an existing name.

Responsibilities

- Naming is not covered by legislation.
- Council will name buildings which it owns or manages in accordance with the Geographical Names Board of New South Wales Place Naming Policy and this Policy.
- Should be noted that changing an existing name can cause significant confusion to the community.
- All name proposals are to provide background information for the proposed name/s.

5.3.5 Bridges

When naming is required

Council does not generally name bridges, unless there is significant community interest in assigning a name to a bridge.

Names may come from Council Staff, Council or members of the community.

Responsibilities

- Naming is not covered by legislation.
- Council will name bridges which it owns in accordance with the Geographical Names Board of New South Wales Place Naming Policy and this Policy.
- All name proposals are to provide background information for the proposed name/s.

5.3.6 Other Naming

When naming is required

Other naming proposals may include:

- Gardens, buildings or features within an open space, parks or reserve,
- Car parks,
- Open space (not deemed a park or reserve),
- Ovals, and
- Art installations.

Names may come from Council Staff, Council or members of the community.



Responsibilities

- Naming is not covered by legislation.
- Council will name other proposals for which it owns in accordance with the Geographical Names Board of New South Wales Place Naming Policy and this Policy.
- All name proposals are to provide background information for the proposed name/s.

6. FIRST NATIONS PEOPLE CULTURAL RECOGNITION

Hawkesbury City Council is committed to recognising First Nations cultural heritage and history.

An emerging consideration is the opportunity to incorporate names which contribute to achieving the outcomes of Council’s Reconciliation Action Plan, which is being drafted at the time of preparing this Policy.

Local Indigenous groups will be consulted on proposed names as part of the usual consultation process.

7. PUBLIC CONSULTATION

Public consultation is to occur for all naming proposals. Depending on the feature to be named, consultation should be in accordance with one of the following:-

- Council’s Community Engagement Policy
- NSW Geographical Names Act 1966
- NSW Roads Act 1993
- NSW Roads Regulation 2018
- NSW Addressing User Manual
- Geographical Names Board of New South Wales Place Naming Policy

8. SIGNAGE

Council will ensure that appropriate signage is erected in accordance with the Australian Standards and all Legislations and Policies listed.

9. ROLES AND RESPONSIBILITY

Responsibility	Authority	Accountability
Position: Council Officers		
Overall responsibility for implementation of the Policy	<p>Receive and respond to naming requests.</p> <p>Prepare Council and/or Committee reports relating to the naming of Suburbs, Roads, Parks and Reserves, and Buildings.</p> <p>Installation of signage for approved names, where relevant.</p>	Council wide implementation of the procedure.
Position: Manager City Services and Manager Property Management and Strategy		



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Responsibility	Authority	Accountability
Overall responsibility for the Document Control policy	Approve minor changes to procedure	Council wide implementation of the procedure. Review and update of this procedure.
Position: Councillors		
Approval of proposed names.	Giving consideration and resolution to naming proposals at Council meetings.	Council wide implementation of the procedure.

10. DEFINITIONS

In this policy, the following definitions apply:

Council	The Hawkesbury City Council.
Council officials	Councillors, members of the staff of Council, committee members, contractors, consultants and volunteers representing Council in an official capacity.
Dual naming	An official designation by the Geographical Names Board to register place names of First Nations language origin alongside European names.
Feature	A man-made fixture or aspect of a place that is distinct from the place as a whole. For example, a public art display, a particular sports oval which is part of a sports facility, or a playground which is part of a public park.
Geographical feature	A natural or environmental aspect of a particular region or area. For example, a body of water such as a creek or river, or a landform such as a hill or mountain.
GNB	The Geographical Names Board of New South Wales
HCC	Hawkesbury City Council
Informal name	A name for a place or feature that is in established use by the community but is not officially registered with any government agency.
NORNS	New South Wales Online Road Naming System
NSW	New South Wales
Park	A public park that is owned and maintained by Council or a Crown Reserve that is under the care and control of Council. National Parks are named by NSW National Parks and Wildlife Services.
Place	Defined in the Geographical Names Act 1966 as <i>“any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road...”</i>
Private Road	A private road is any road that is not a public road. For the purposes of this policy, a private road refers to a road that is on private property or is a community title road and is not under the control of Council
Public Road	A public road is any road that is opened, dedicated or declared to be a public road, whether under the Roads act 1993 or any other Act. For the purposes of this policy, a public road refers to a Council-controlled road where Council is the roads authority, and does not include state controlled roads.



Reserve	A local road reserve or other type of utility reserve that is owned and maintained by Council.
RSL	Returned Services League

11. RELATED DOCUMENTS

Legislation

- NSW Geographical Names Act 1966
- NSW Local Government Act 1993
- NSW Roads Act 1993
- NSW Roads Regulation 2008
- NSW Environmental Planning and Assessment Act 1979

Related policies

- Geographical Names Board of New South Wales Place Naming Policy
- NSW Address Policy
- NSW Heritage Council Policy – Place Names of Heritage Value
- Council's Community Engagement Policy
- Council's Fees and Charges

Guidelines

- Australian/New Zealand Rural and Urban Addressing Standards (AS/NZS 4819:2011)
- Geographical Names Board of New South Wales Guidelines for the Determination of Place Names
- NSW Addressing User Manual