

PLACE NAMING POLICY

POLICY ADMINISTRATION

Dates	Policy approved 23/05/2022 (Version 3) This policy is effective upon its approval. Policy is due for review May 2025
Approved by	Council Meeting 23/05/2022 (Version 3) Council Resolution CCL039-22 (COM021-22)
Policy Type	<input type="checkbox"/> Executive Policy <input checked="" type="checkbox"/> Council Policy
Exhibition Period	N/A
Policy Owner	Manager Cultural Engagement and Library Services
Related Documents	N/A
References & Legislation	Roads Act 1993 Geographical Names Act 1966 Local Government Act 1993 NSW Road Regulation 2018 Geographic Names Board of NSW Policy – Place Naming 2019 NSW Address Policy and User Manual 2021
Document Identifier	Policy #: Pol-051.03 Doc #: D18/81563
Breaches of Policy	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
Record Keeping	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

PURPOSE

The purpose of this policy is to describe the conditions for the naming of Council assets, including Roads, Reserves, Buildings, Places and other Geographical features within the Georges River Council Local Government Area (LGA).

SCOPE

This Policy applies to applications to name and applications to re-name Roads, Reserves, Buildings, Places and other Geographical features.

DEFINITION OF TERMS

These definitions are intended to be consistent with those used by the Geographic Names Board.

Term	Meaning
Building/Facility	A man-made structure.
Place/Town	An area with defined borders, including suburbs.
Geographical feature	A permanent physical part of the environment (for example: hills, cliffs, lakes, rivers).
Locality	A bounded area within the landscape that has not been defined as a suburb.
NSW Geographical Names Board	The NSW Geographical Names Board (GNB) comprises representatives from government agencies and persons with subject matter expertise. Together they form an authoritative body under the Geographical Names Act 1966.
Road	An open way, usually surfaced with tarmac or concrete, providing passage from one place to another. Includes terms such as street, avenue, lane and crescent.
Reserve	An area proclaimed to be a public reserve by government legislation. Includes parks, playgrounds and sports fields.
Road Reserve	Land that is set aside for the purpose of a public road. Applications to name or re-name road reserves will not be accepted. A road reserve will take its name from the road it is adjacent to. A road reserve at the point of an intersection will take its name from both roads or the name of the intersection.
Memorial	An object or feature intended to preserve the memory of a person, group, event or place.

Temporary Memorial	A disposable memorial temporarily erected by a bereaved family and/or friends at or near the site of a road crash or tragic incident, traditionally comprising a floral display.
Plaque	A plate, tablet, or slab made of metal, stone or any other appropriate material with text and/or graphics displayed on it and fixed on, applied to, or inserted in/on a surface.

POLICY STATEMENT

This policy reflects legislative and regulatory guidelines, ensuring that Council assets are named or re-named in a consistent and transparent way. Names that are selected will be appropriate to the physical, historical and cultural character of the area.

1. General Principles

- 1.1. A consistent naming convention for all Council assets, including Roads, Reserves, Buildings, Places and other Geographical features provides the following benefits:
- efficient response to emergency situations by emergency services and other public services;
 - clear way-finding for the public when moving around the Georges River Local Government Area;
 - improved commercial activities by assisting efficient delivery of goods and services; and
 - recognition of the history and culture of Georges River.

2. General Priorities

- 2.1. Names will be selected that represent the diverse history of the region including:
- Aboriginal history, heritage and culture;
 - early settlers;
 - historically significant people, activities and industries;
 - war veterans; and
 - gender diversity.

3. Naming Conventions

3.1. Regulatory Requirements

- 3.1.1. The NSW Geographical Names Board (GNB) has policies which regulate the creation, maintenance and distribution of place names and address data in NSW. These rules are intended to meet the needs of community, government, business and emergency services. Applications to name or re-name are subject to the approval of the Geographic Names Board.

3.2. Determining Place Names

3.2.1. Council has a role in applying the GNB's Place Naming Policy and the NSW Address Policy and User Manual when considering requests to name or re-name Roads, Reserves, Buildings, Places and Geographical features within the Georges River Local Government Area.

3.3. Road Names

3.3.1. Georges River Council will follow the procedure outlined in the NSW Road Regulation and the NSW Address Policy and User Manual.

4. **Naming Requests**

4.1. Naming Assessment Criteria

4.1.1. Council will consider naming requests that are appropriate to the Georges River Local Government Area, in accordance with the GNB's Place Naming Policy and the NSW Address Policy and User Manual.

4.1.2. Appropriate names include:

- a) The name of a person who made demonstrable contributions that delivered significant benefit to the community or to the area in which the request relates;
- b) The name of established community groups, organisations or associations, based in the Georges River Council Local Government Area that have made demonstrable contributions that delivered significant benefit to the community or to the area in which the request relates;
- c) Significant anniversaries of events unique to the history and culture of the Georges River Local Government Area or a particular site; or
- d) Indigenous names that are connected to the history or culture of the Georges River Local Government Area or a particular site. These applications will be referred to Council's Aboriginal Reference Group and the Local Aboriginal Land Council for review.

4.1.3. Ownership of land in itself is not sufficient grounds for a naming request.

4.1.4. Council will not consider names that:

- a) are already in use, or have a similar spelling or sound to names already in use:
 - in the Georges River Local Government Area, or
 - within 10 kilometres in a neighbouring Local Government Area, or
 - within a Locality of the same name elsewhere in New South Wales; and

- b) are deemed to pose a risk to public safety and service delivery by emergency, postal and other governmental services providers.

5. Re-naming Requests

5.1. General preference for existing names

5.1.1. Requests to re-name Roads, Reserves, Buildings, Places or Geographical features will generally not be accepted.

5.1.2. Requests to re-name will only be accepted if the current name:

- a) does not meet the Australian/New Zealand Rural and Urban Addressing Standards (AS/NZS 4819:2011);
- b) causes a safety issue;
- c) causes confusion due to duplicate names;
- d) has a spelling error; or
- e) is considered to be offensive to a large number of community members.

5.1.3. The applicant must demonstrate that:

- a) the current name is inappropriate in accordance with section 5.1.2 of this Policy; and
- b) there is significant community support for the proposed new name.

5.2. Dual names

5.2.1. Where there is substantial historical evidence that a Geographical feature had an existing Aboriginal name, a dual name to sit alongside the existing non-Aboriginal name may be considered by Council. A dual name:

- a) must be developed in consultation with Council's Aboriginal Reference Group and the Local Aboriginal Land Council; and
- b) cannot be applied to a Locality, Town or Road.

6. Establishment of Memorial Trees and Plaques

6.1. Approvals of Memorial Tree Plantings

6.1.1. Council is mindful that parks are used by the community for recreation, rest and relaxation and it is important to ensure that they do not duplicate the commemorative function of cemeteries and other Memorial spaces.

6.1.2. The installation of an unmarked Memorial tree may be arranged to commemorate a deceased person at the discretion of Council's Tree Management Officer.

6.1.3. The specific location and species of Memorial trees will only be approved at the discretion of Council's Tree Management Officer.

6.1.4. Council will maintain the Memorial tree during its life.

6.2. Conditions for approving memorial plaques

6.2.1. In accordance with section 4.1 of this policy Council may, at its discretion, consider proposals for the placement of Memorial Plaques in locations to be determined by the appropriate officers in accordance with this Policy.

6.2.2. Unless otherwise decided by Council in a specific case, the total cost of design, fabrication, site preparation, installation and all other costs relating to a Memorial Plaque shall be borne by the donor/applicant.

6.2.3. Council officers will:

- a) approve the design, size, material, text and graphics to be used for Plaques; and
- b) determine the suitability for and location of these objects in accordance with Council's Plans of Management and other relevant planning documents.

6.2.4. At the expiry of the useful life of the furniture or equipment upon which a Memorial Plaque is placed, Council officers may choose to remove the item, and reasonable attempts will be made to return the Plaque to the donor.

6.3. General conditions

6.3.1. Council will reserve the right to remove and/or relocate a Plaque or Memorial tree in the following circumstances:

- a) the area is to be developed; or
- b) the character and use of the area in which the item is sited has changed significantly and the item is no longer deemed suitable for the site; or
- c) the structure or support on which the item is located is to be removed or altered.

6.3.2. All Memorial trees and donated Plaques shall remain Council property.

6.3.3. Council will not take any responsibility for the loss, damage, and /or replacement of the donated tree or Plaque.

6.3.4. Council reserves the right to refuse applications for placement of Memorial trees or Plaques.

6.4. Temporary Roadside Memorials

6.4.1. Whilst approval for temporary roadside Memorials are not mandatory, Council as the 'roads authority' for Council-controlled roads will ensure that such Memorials do not cause a distraction or hazard to road users, adversely affect nearby residents or fall into disrepair and become unsightly.

6.4.2. Council officers will liaise with Roads and Maritime Service on issues relating to Temporary Memorials in Roads and Maritime Service jurisdiction.

- 6.4.3. Council will provide advice and information about its policy on temporary roadside Memorials including the fact that road safety would be considered when determining the location of the Temporary Memorial.
- 6.4.4. Council will not install or maintain temporary roadside Memorials on behalf of bereaved families or individuals.
- 6.4.5. Acceptable temporary roadside Memorials would consist of:
- a) a small non-reflective religious symbol;
 - b) a bouquet of flowers;
 - c) candle(s); or
 - d) a small item of memorabilia, for example a photograph of the deceased.
- 6.4.6. Council will not approve the placement of fixed, substantial or permanent objects that restrict road users' line of sight in a Road Reserve or along a Road.
- 6.4.7. Notwithstanding the above, Council reserves the right to remove or relocate a temporary roadside Memorial at any time, if deemed necessary, in circumstances including, but not limited to, the following:
- The Temporary Memorial:
- a) presents a distraction and safety hazard for road users; or
 - b) has fallen into disrepair and is unsightly; or
 - c) impacts surrounding residents or the community; or
 - d) has been there for more than the generally allowed period and neither Council has been contacted for an extension nor the remains of the Memorial been removed from the site; or
 - e) relocation is necessary due to unavoidable road maintenance or construction activity; or
 - f) any other compelling circumstance, including exposure to public liability risks.
- 6.4.8. Where it becomes necessary to relocate a Temporary Memorial, Council will try to work cooperatively with the bereaved, if contactable, to encourage them to move the temporary roadside Memorial to a more appropriate location.
- 6.4.9. Council's General Manager will have delegated authority to approve, remove or relocate a temporary roadside Memorial on or along a Council-controlled road.
- 6.4.10. Council will not take any responsibility for the maintenance of any temporary roadside Memorial, or for the loss, damage, removal or relocation of any

Memorial, or for the loss, damage, removal or relocation of any Memorial due to reasons specified above or due to vandalism.

- 6.5. Applications under Section 6 of this Policy will be managed by the appropriate Council officer in accordance with this Policy.

7. Naming of Buildings, Facilities and parts thereof

7.1 The naming of Buildings is not covered by legislation. Council may name its building assets as it sees fit. Building names can assist with identity, clarity of purpose and addressing.

7.2 There is no requirement or guidelines under the Geographical Names Board for the naming of Buildings or other objects/spaces not defined as a Road, Park or a Place; however for consistency and transparency, Council will apply the same principles for all spaces, places and objects requiring a name.

7.3 Besides the General Principles and Priorities for naming listed in Sections 1 and 2 of this Policy, the following Specific Principles shall also apply when naming Council-owned Buildings, Facilities or parts thereof (e.g. rooms, theatres, halls, galleries, wings, sporting Facilities, ovals, amenities blocks).

7.3.1. Council-owned Buildings and Facilities may be given either:

- a) functional names;
- b) non-functional names, including naming after a person, group, or event;
- c) local names;
- d) commemorative names; or
- e) a combination of any two of the above.

7.3.2. The names of Buildings, Facilities or parts thereof generally shall not change during the life of the Building, Facility or part thereof.

7.3.3. Buildings, Facilities, or parts thereof may be named after or dedicated in honour of a person, group or entity in recognition of significant charitable contributions to the Georges River community.

7.3.4. Council may, at its discretion, seek community feedback to assist with the naming of a Building, Facility or part thereof. This may be done through formal community consultation processes, via Council's Have Your Say panel, or as a naming competition. Suitable names submitted by members of the community will be subject to the principles contained within this Policy.

7.3.5. Inaugural naming Plaques of Buildings, Facilities, or parts thereof shall include as a minimum:

- a) name as adopted by Council;
- b) date of formal naming;
- c) name of the person inaugurating;
- d) name of the Mayor and Councillors; and

- e) Council logo in accordance with Council's branding guidelines.
- 7.3.6. Inaugural Plaques of Buildings, Facilities, or parts thereof may include the name of the General Manager and Directors.
- 7.3.7. Where state government or other grant guidelines mandate Plaque design, an additional Plaque shall be installed to fulfil the requirements of sections 7.3.5 and 7.3.6 above.

8. Application and assessment process

- 8.1 The process for reviewing and assessing requests to name or re-name Council assets is as follows.
 - 8.1.1. Application to name/re-name Council asset is submitted.
 - 8.1.2. Applicant to provide supporting research/evidence to justify their submission, including letters of support from appropriate community or government organisations.
 - 8.1.3. Review and research will be conducted by the appropriate Council officers to verify details of the application as well as its compliance with this policy and the requirements of the GNB.
 - 8.1.4. Council officers will seek to identify and get feedback on the application prior to being presented to Council as follows:
 - a) Where the application is for a commemorative name, Council will seek to identify and get feedback from direct family members.
 - b) Where the application applies to a Road, Council will seek to identify and get feedback from the prescribed government authorities listed in the NSW Address Policy and User Manual.
 - 8.1.5. Applications that comply will be presented to Council and may include alternative name options that have been discovered through research.
 - 8.1.6. Name options that are approved by Council will be advertised and exhibited for community feedback.
 - 8.1.7. Community feedback about name options will be presented to Council for final approval and endorsement.
 - 8.1.8. Names that have then been endorsed by Council will be submitted to the GNB.
 - a) Where the name applies to a geographical location, the GNB is responsible for contacting prescribed government authorities, approval and publishing a gazette notice of the name.
 - b) Where the name applies to a Road, the GNB is responsible for approval of the name and Council is responsible for publishing a gazette notice of the name.

- c) Where the name applies to a Building or Facility, GNB approval is not required, but the GNB is responsible for updating spatial services with regard to the name.

8.1.9. The final result will be communicated to Council and to the community.

RESPONSIBILITIES

Position	Responsibility
Councillors	<ul style="list-style-type: none"> Approve or decline naming requests by way of a formal Council Resolution.
General Manager	<ul style="list-style-type: none"> Approve, remove or relocate a temporary roadside memorial on or along a Council-controlled road.
Manager Cultural Engagement and Library Services	<ul style="list-style-type: none"> Update Policy as required and ensure Policy is included on Council's Policy Register and Electronic Document and Records Management System
Coordinator Library Operations	<ul style="list-style-type: none"> Review applications to ensure they comply with minimum requirements; provides additional background research to verify historical accuracy and recommend alternative name options. Review and verify applications for place naming/re-naming, including applications relating to Aboriginal Cultural Heritage
Premium Facilities team	<ul style="list-style-type: none"> Review and verify applications for building naming/re-naming
Engineering Services team	<ul style="list-style-type: none"> Review and verify applications for road naming/re-naming
Parks and Waterways team	<ul style="list-style-type: none"> Review and verify applications for parks and reserve naming/re-naming
Council Officers	<ul style="list-style-type: none"> Adhere to this policy; to file related documentation into Council's Electronic Document and Records Management System

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
1.0	New Georges River Council Place Naming Policy.	Manager Community and Cultural Development	24/09/2018 - 16/12/2019
2.0	Review of Place Naming Policy to mandate the inclusion of Councillor names on place naming plaques.	Manager Library Services	16/12/2019 – 23/05/2022

	<p>Updated Policy approved by Council.</p> <p>(Council Resolution CCL079-19 (COM052-19))</p>		
3.0	<p>Policy amended to provide more clarity in relation to place naming priorities, naming requests for dual names and the application and assessment process to ensure consistency with Council values.</p>	<p>Manager Cultural Engagement and Library Services</p>	<p>23/05/2022 - ongoing</p>