



PLACE AND ROAD NAMING POLICY P3.0255.2

PLACE AND ROAD NAMING POLICY

DIRECTORATE: Customer and Corporate Strategy
BRANCH: Digital, Technology and Innovation
CATEGORY: 2

1. Purpose

- 1.1. The Act empowers the GNB as the official body for naming and recording details of places and geographical names.
- 1.2. The Department of Customer Service (Spatial Services) and the GNB have a statutory responsibility to establish, update, preserve and publicise place and road names in New South Wales.
- 1.3. Council is committed to encouraging the selection of Place and Road names within the Camden LGA that reflect a sense of history, identity and connection between people and places.
- 1.4. Council is the Road naming and re-naming authority for any Road under its control including Roads that are to be dedicated to Council by way of a subdivision of land but excluding Roads under the control of any State Government authority or private Road.

2. Alignment with Community Strategic Plan

- 2.1. Council's Community Strategic Plan 2036 identifies five key directions to guide Council towards achievement of the vision for Camden to 2036 that "Camden is a connected, diverse, and thriving community, embracing opportunities of growth, while valuing our rich heritage and protecting and sharing responsibility for our natural environment".

The following objectives and strategies are applicable to this Policy and relevant to the identified key directions of Leading:

- L1.2 - Build and strengthen partnerships across Government and Industry.
- L1.3 - Conduct business on behalf of Camden in an open, transparent, and consistent manner.
- L2.2 - Council builds opportunities for continuous improvement through service delivery, reflective of need.
- L3.2 - Communicate effectively with the community and stakeholders to promote opportunities.

3. Scope

- 3.1. This policy applies to Council and its community, as well as the Heritage Advisory Committee, particularly in relation to all Places and Roads that are owned or controlled by Council.

4. Objectives

4.1. The purpose of this policy is to:

- Ensure that proposals for the naming of Places and Roads shall conform to the GNB's naming principles.
- Establish a framework for consistent and standardised decision making in relation to Place and Road naming.
- Reduce the potential for confusion between Place and Road names to facilitate essential service delivery and public safety.
- Ensure that names reflect a sense of history, identity and a connection between people and places.
- Ensure that Council recognises the importance of community consultation involved in the Place and Road naming process, including working with the Heritage Advisory Committee by providing support and validating place and road naming options.
- Ensure that Place names that are selected are in accordance with the GNB Policy.
- Ensure that the Road names that are selected are in accordance with the NSW Address Policy and User Manual.
- Ensure that Aboriginal names are encouraged as names to be used for any feature that currently does not have a name recognised by the GNB.

5. Policy Statement

5.1. Principles

- 5.1.1. In accordance with the GNB Place Naming Policy and the NSW Address Policy and User Manual, the following principles shall apply when considering Place and Road naming in the Camden LGA:

Language

- Place or Road names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the geographical name.

- Diacritical marks (symbols such as ´ in é, ¸ in ç or : in ö) are not used in Australian English names, and shall be omitted from place and names drawn from languages that use such marks.
- Place or Road names shall be easy to pronounce, spell and write, and preferably not exceed three words (including any designated term) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- The following types of punctuation as used in Australian English shall not be included as part of a geographical name:
 - For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a Place and Road name.
 - An apostrophe mark shall not be included in place and road names written with a final 's', and the possessive 's shall not be included e.g. Georges River not George's River. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connell Plains).
 - A Place or Road name shall not include a preposition e.g. Avenue of the Allies.
 - Place or Road names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve or The Road is not acceptable.
 - A Place or Road name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Point, not Pt except that St shall be used for Saint. An exception may be where an abbreviation may have become widely accepted by the community e.g. CWA for Country Women's Association.
 - For the purposes of consistency, Place and Road names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
 - A Place or Road name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a geographical name, they shall be written in full e.g. Fourth Top Ridge, Eleven Mile Creek.
 - A Place or Road name shall not include initials e.g. A F Wyatt Reserve.

- The spelling of geographical names derived from the same source shall be uniform in spelling e.g. Mount Kosciuszko, which is now spelt with z to be consistent with original spelling).
- Postnominals and titles shall not be included in Place name and road names e.g. John Smith not John Smith AO. An exception is the use of 'VC'.

Form and Character of Names

- Place or Road names shall be recognisable words or acceptable combinations of words and shall be appropriate to community sensitivities.
- Discriminatory or derogatory Place and Road names are not acceptable. In response to requests from the public, the GNB will investigate the appropriate status of any names deemed to be discriminatory or derogatory.
- Commercial and business names shall not be used for Place or Road names.
- Use of club, society, association or special interest group names is discouraged. Community based associations, particularly those philanthropic associations, may be acceptable (e.g. Rotary, Lions, Apex)

5.2. Commemorative Names

5.2.1. Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition.

5.2.2. The name of persons who gave their lives in service for their country are often used as commemorative names.

5.2.3. The person commemorated should have contributed significantly to the area around the geographic feature or locality.

5.2.4. Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies.

5.2.5. Ownership of land is not in itself grounds for the application of an owner's name.

5.2.6. Names of persons holding public office shall not be used.

5.2.7. Personal names, including those of persons still living, may be used for built features (e.g. pavilions and grandstands, etc.), however these features are not formally assigned by the GNB and are not covered by the Act. The following apply:

- The names of deceased persons are suitable for the naming of places. Such persons shall have had long term association with the area or have made a significant contribution to the area of the proposed place and roads.
- Long-term association or significant contribution should be one or more of the following:
 - Two or more terms of office on Council.
 - Twenty or more years association with a local community group or service club.
 - Twenty or more years of association or service with a local or state government or organisation.
 - Action by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community
 - Local residents of note.

The death of a person within a place is not solely to be considered sufficient justification for commemoration.

5.3. Duplication of Place Names

5.3.1. Duplication includes identical or similar spelling and/or pronunciation.

- New Place names, other than locality name, may be duplicated provided there is no duplication of the name within the local government area or adjoining local government area.
- Place names with a different designation value are not considered to be duplications.

5.3.2. A proposal to establish proposed Place and Road names must satisfy Council's Place and Road Naming Policy and comply with both the NSW Geographical Names Board Place Naming Policy and Guidelines.

5.3.3. When Council submits a Place or Road naming proposal to the GNB, it should be supported by a Council resolution and should supply evidence that community feedback including feedback from the Heritage Advisory Committee has been sought on the proposal.

5.3.4. The GNB is the Place Naming and Re-Naming Authority.

5.4. DUPLICATION OF ROAD NAMES

5.4.1. Uniqueness is the most essential quality to be sought in proposing a new Road name. A Road name will be regarded as a duplicate if it is the same or similar in spelling or sound to an existing name, regardless of the Road type.

5.4.2. Road names shall not be duplicated:

- Within the same address locality.
- Within the adjoining locality.
- Within a duplicated locality anywhere in NSW.
- Within the following proximity radius:
 - 10 km in a Metropolitan Urban Area.
 - 20 km in a Regional Urban Area.
 - 30 km in a Rural Area.

5.4.3. The proximity radius provides the minimum required distance between duplications. Additional information, including a map of NSW LGA Road Name Proximities and how the radius is applied to different land use zones, can be found in the GNB NSW Address Policy and User Manual.

5.5. GNB Policy and Legislation

5.5.1. The provisions of this policy are subject to changes in GNB policy and applicable legislation from time to time.

6. Roles and Responsibilities

6.1. Chief Information Officer

The Chief Information Officer has strategic and managerial responsibility to ensure Council's Place and Road Naming Policy and Procedure adhere and meet requirements of GNB's Place Naming Policy, Road Naming Policy and associated guidelines.

6.2. Team Leader Spatial Information Services

The Team Leader Spatial Information Services acts as Council's responsible officer and works with internal and external stakeholders in the naming of Place and Road names within Camden LGA following Council's adopted Place and Road Naming Policy and Procedure to achieve the desired outcomes.

7. Reporting

7.1. There are no reporting obligations required under this Policy.

8. Review

8.1. This Policy will be reviewed every three years or more frequently as required.

9. Definitions

Act means the *Geographical Names Act 1966*.

Council means Camden Council.

Geographical Name means the name of a place as determined by the provisions of the Act and been notified in the Gazette as a geographical name, but does not include a name which has ceased to be a geographical name under the Act.

GNB means the Geographical Names Board of New South Wales as constituted under the Act.

LGA means Local Government Area.

Place means, in accordance with the Act any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement, or railway station or any other place within New South Wales but does not include any road, any area (within the meaning of the *Local Government Act 1993*) or area of operations of a county council (within the meaning of that Act), any electoral district under the *Parliamentary Electorates and Elections Act 1912*, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.

- Road** includes:
- a) highway, street, lane, pathway, footpath, cycleway, thoroughfare, bridge, culvert, causeway, road-ferry, ford, crossing, by-pass and trackway, whether temporary or permanent, and
 - b) any part of a road and any part of any thing referred to in paragraph (a), and
 - c) any thing forming part of a road or any thing forming part of any thing referred to in paragraph (a).

10. Related Materials

10.1. Useful links to GNB NSW resources:

- Geographical Names Board of NSW Policy: Place Naming
https://www.gnb.nsw.gov.au/___data/assets/pdf_file/0017/220148/GNB_Place_Naming_Policy.pdf
- NSW Address Policy and User Manual
https://www.gnb.nsw.gov.au/___data/assets/pdf_file/0020/223346/NSW_Address_Policy_and_User_Manual.pdf
- Road Naming Policy; Chapter 6 - 6.7 Principles of Road Naming
<https://www.gnb.nsw.gov.au/addressing>
- Geographical Names Board of NSW – Place Name Application
https://www.gnb.nsw.gov.au/___data/assets/pdf_file/0011/58844/GNB_Place_name_application_form_Dec_2018.pdf
- Geographical Names Board of NSW – Commemorative Naming Form
https://www.gnb.nsw.gov.au/___data/assets/pdf_file/0008/58841/Commemorative_Naming_Form_Dec_2018.pdf
- Aboriginal Place Naming Guidelines
https://www.gnb.nsw.gov.au/aboriginal_place_naming

10.2. Relevant legislative instruments:

- *Geographical Names Act 1966*
- *Local Government Act 1993*
- *Parliamentary Electorates and Elections Act 1912*
- *Roads Act 1993*
- *Roads Regulation 2018*

10.3. Related Policies, Plans and Procedures:

- GNB NSW Address Policy and User Manual
- GNB Geographical Names Board of NSW Policy
- GNB Guidelines for the determination of place names
- Place and Road Naming Procedure - P3.0266.2

Approval and Review	
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Responsible Manager	Chief Information Officer
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