

POLICY NAME: NAMING of ROADS, BRIDGES & PLACES
POLICY REF: NO1
MEETING ADOPTED: 25 August 2016
Resolution No. 250816/28
POLICY HISTORY: 220911/26; 261109/17; 251007/23



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OBJECTIVES

The objectives of this policy are to:

- a) create a policy for naming of roads and bridges and that is in accordance with the requirements of the *Roads Act 1993* and the *Roads Regulation 2008*.
- b) provide guidelines for selecting place names that are consistent with the requirements Geographical Names Board of NSW (GNB);
- c) ensure that the naming of roads is consistent with the requirements in the *New South Wales Address Policy* and the *Rural and Urban Addressing Standard AS/NZS 4819:2011*;
- d) ensure that the naming of roads, bridges and places conforms to established guidelines that will not compromise the provisions of emergency, utility and postal services;
- e) ensure a transparent and consistent approach to the naming of roads, bridges and places in the Ballina Shire which reflect its history and character.
- f) To ensure consistency, clarity and timeliness for addressing and naming

BACKGROUND

It is important that the naming of roads, bridges and places in the Ballina Shire is standardised to ensure that the process is transparent, understandable and, if appropriate, provides opportunities for community consultation.

A consistent approach also benefits emergency services, transport and goods delivery.

The GNB's primary directive is to give precedence in using names of Aboriginal origin associated with the place, OR a name that recognises the social history of an area.

The naming of private and public roads, bridges, places and geographical features provides an opportunity to recognise all aspects of a place's history. This may include names associated with historical themes, natural features, industry and local work practices and the presence or achievements of individuals or groups in the community that have contributed to shaping local history.

The naming of roads and places after people who are still living is not considered appropriate. The GNB's experience is that proposals of this kind can lead to division in the community and other associated problems. Jurisdictions around the world prohibit the use of names of living persons. The GNB strongly recommends that local councils do not name public places to honour living persons and suggests alternative ways of commemorating living persons. Other means of commemoration may include plaques or the naming community facilities.

DEFINITIONS

AP NSW Address Policy

| | |
|---------------------|---|
| AUM | NSW Addressing User Manual |
| Council | Ballina Shire Council |
| GNB | Geographical Names Board of New South Wales |
| Name | a proposed identification for a road, bridge or place that satisfies the requirements of this policy |
| Place | means any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement, railway station or school or any other place within New South Wales. The definition does not include any road, any local Government area, urban area, county council district or electoral district by virtue of the regulations. |
| Private Road | is any road that is not a public road and may include roads to battle-axe blocks, roads indicated on community subdivision plans, roads in various cluster developments, roads on private property such as roads in caravan parks and other forms of 'rights of way'. |
| Public Road | is any road that is opened, dedicated or declared to be a public road, whether under the <i>Roads Act 1993</i> or any other Act. |
| RMS | Roads & Maritime Services of New South Wales |

SCOPE OF POLICY

This policy applies to:

- Council employees
- Councillors
- Community members
- Committees of Council
- Consultants/Contractors
- Developers

RELATED DOCUMENTATION

As a minimum this policy should be read in conjunction with:

- *Local Government Act 1993*
- *Roads Act 1993*
- *Crown Lands Act 1989*
- *Geographical Names Act 1966*
- Australian Standard AS / NZS4819 - Rural and Urban Addressing
- *Roads Regulation 2008*
- NSW Addressing User Manual
- NSW Road Naming Policy
- NSW Road Naming Procedure and Process

POLICY

Council's policy is to support the naming of roads, bridges and places in accordance with appropriate guidelines and standards. The policy encourages the use of names associated with historical themes and people that have shaped the history of the shire including Aboriginal, European and other peoples.

In addition, the selection of names for roads, bridges and places will be in accordance with the NSW Address Policy.

1. The process of naming roads, bridges and places

- 1.1 The process for the naming of roads, bridges and places is summarised in the flowchart contained in **APPENDIX A**
- 1.2 If a public park, reserve or place adjoins a road, the preferred option is for the street name to be applied to the public park or place. Extenuating circumstances such as recognising significant local heritage will be taken into account when considering a proposal for a name.
- 1.3 In cases where road names are determined by public authorities such as the RMS, Council will liaise with the appropriate authority to ensure that the road design and selected names address key elements of Council's policy and the NSW Address Policy.

2. Private Roads

- 2.1 All formed roads, including private roads that are generally open to the public or to services shall be named in accordance with the AUM Addressing Principles. This includes, but is not limited to, bike paths, walking tracks, roads within hospitals, retirement villages, national parks and pedestrian only roads, such as malls.

3. The Development Process

- 3.1 Development proposals incorporating new roads, bridges and places can generate the need to name such facilities. In some cases, residential developments such as retirement villages and caravan parks require the provision of a privately owned road network.
- 3.2 Proposed names for roads, bridges or places are to be considered early in the development process. Where new names are required, a condition of development consent will require the applicant to have the names finalised, or authorise Council to allocate a name before the subdivision certificate is issued. A proposed name may be selected from any source in accordance with the naming policy guidelines.
- 3.3 All road names are to be gazetted with the GNB, and must be shown on the final subdivision plan prior to issue of the subdivision certificate and lodgement of the plan with NSW Land & Property Information for registration.

3.4 The appropriate naming of private internal roads within a development that services separate domiciles is also important from an addressing and emergency response perspective. Council has not traditionally had a statutory role in approving private road names and can do so through the development consent process via a condition of consent. Under this policy the naming of private roads must be finalised prior to the issue of an occupation certificate.

4. Dual Naming

4.1 In accordance with the GNB Dual Naming Guidelines, Council encourages the dual naming of geographic features and recognised cultural sites in the Ballina Shire. The support of the dual naming of geographic features and recognised cultural sites seeks to acknowledge the shire's Aboriginal community. It also promotes the value of the shire's Aboriginal cultural heritage and cultural recognition as an important facet of the Reconciliation process.

4.2 Dual naming may be applied to situations where it can be established that a proposed name was historically associated with a particular geographic or cultural feature; it does not apply to roads or bridges.

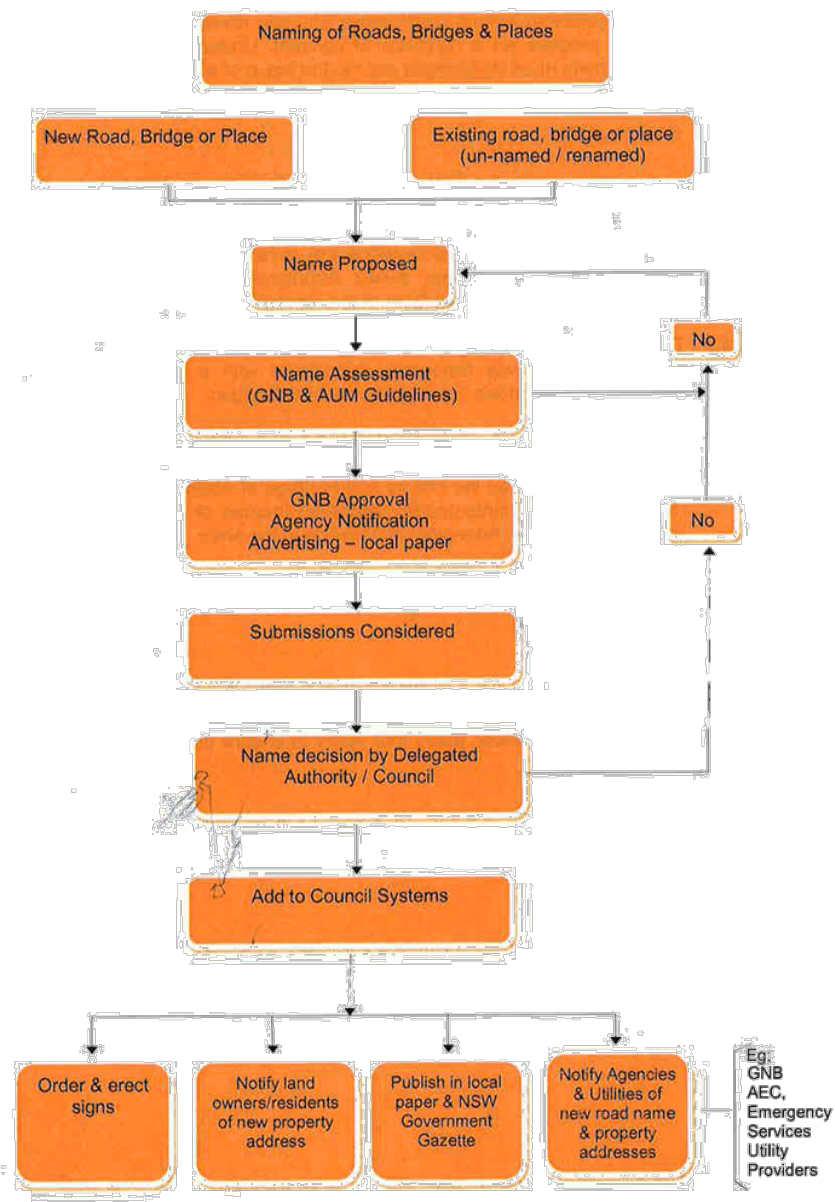
4.3 The dual naming of geographic features and recognised cultural sites is an option in addition to any proposal to apply other names to roads, bridges and places that recognise the history and heritage of Aboriginal people in the shire. This can include contemporary historical themes or personalities associated with post-European Aboriginal experience in the shire.

The application of dual naming in the shire is in accordance with the GNB Dual Naming Guidelines.

4.4 REVIEW

This policy is to be reviewed every four years to ensure that it meets legislation and guidelines.

APPENDIX A - Flowchart – Overview – Naming Roads, Bridges & Places



POLICY NAME: NAMING OF COUNCIL OWNED FACILITIES
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OBJECTIVE

The objective of this policy is to establish the criteria which the Council will have regard for in considering proposals for the naming of Council owned facilities in recognition or commemoration of individual persons.

POLICY

As a generalisation, the Council is not disposed toward the allocation of individual(s) names for community owned facilities. However, it is acknowledged that circumstances may arise when such action is proposed by families, community groups, or by the Council itself.

A written justification must be presented by proponents which substantiates why a facility (or a part of a facility) should be named after an individual. In considering a naming proposal, the Council will have regard for the following matters:

- a. Whether the naming of the facility will perpetuate the name of an eminent person associated with the history or culture of Ballina Shire;
- b. Whether the person has/had held an executive position in a prominent or representative community organisation for an extensive period (eg greater than 20 years);
- c. Whether the person has made a personal financial contribution toward the capital or operational cost of the facility. The amount of the contribution represents a substantial proportion of these costs;
- d. Whether the person has/had a public office for an extensive period of time within a level of government.
- e. Whether the person is/was a member of the local Aboriginal community who, by consensus within that community, has made an outstanding contribution toward the awareness, promotion and/or protection of aspects of the Aboriginal heritage and culture of our shire;
- f. Whether the person has served Australia with distinction and has an association with Ballina Shire.

Names of persons should only be used posthumously, but the Council, at its discretion, may approve a name which honours a living person. Such a person's contribution to the Ballina Shire community should have been outstanding. Prior ownership of the land on which the facility has been/is to be constructed is not sufficient reason alone for the application of the person's name.

Upon receipt of a proposal to name a facility after an individual, Council's General Manager will decide whether the proposal should be exhibited for public comment, or referred to particular organisations for comment to assist the Council in its determination.

The General Manager, in reporting the proposal to the Council, may elicit the views of Council staff or instruct them to conduct research or access other resources to verify the information lodged in support of the nomination.

BACKGROUND

From time to time Council receives requests from community members or organisations for consideration to be given to the naming of Council owned community facilities and infrastructure.

Council has an endorsed policy for the naming of roads, bridges and places (Policy Reference No.1). It is intended that these two policies be aligned, as far as practicable in terms of transparency, consistency of approach and community engagement, where considered appropriate.

It is noted that the *Guidelines for the Naming of Roads, Bridges and Places* published by the Geographical Names Board of New South Wales is highly relevant in relation to the naming of that type of infrastructure. However, in relation to the naming of other Council assets (such as halls and galleries, for example) it is apparent that those Guidelines do not apply. Nevertheless, some of the processes and provisions contained therein have been adapted for use in this policy.

The overarching aim in establishing this policy is to demonstrate an open and fair mechanism for naming Council owned facilities. The community should have the confidence that proposals for naming facilities will be equitably assessed and determined, with broadly accepted outcomes.

DEFINITIONS

For the purpose of this policy, the references below have the following meanings:

Council – means Ballina Shire Council.

Council facility – means an asset owned by the Council, such as a hall or gallery, for example, but does not include a road, bridge or place.

SCOPE OF POLICY

This policy applies to:

- Council employees
- Councillors
- Community members
- Committees of Council
- Consultants/Contractors
- Developers

RELATED DOCUMENTATION

As a minimum, this policy should be read in conjunction with:

- Local Government Act
- Geographical Names Act 1966
- Council Policy for the Naming of Roads, Bridges and Places

9.2 **Ballina Indoor Sports Centre - Naming.DOC**

Ballina Shire Council
Facilities

(REVIEW) Naming of Council Owned

REVIEW

The Naming of Council Owned Facilities Policy is to be reviewed every four years.

APPENDIX A – FLOWCHART OF PROCESS

BALLINA SHIRE COUNCIL – NAMING OF COUNCIL OWNED FACILITIES

