

POLICY NAME: (REVIEW)
NAMING of ROADS, BRIDGES & PUBLIC PLACES

POLICY REF: NO1

MEETING ADOPTED: 22 September 2011
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POLICY HISTORY: 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 names that comply with the *Guidelines for the Naming of Roads, Bridges & Public Places* prepared by the Geographical Names Board of NSW (GNB);
- c) ensure that the naming of roads is consistent with the requirements in the *Rural and Urban Addressing Standard AS/NZS 4819:2011*;
- d) ensure that the naming of roads, bridges and public places conforms to established guidelines that will not compromise the provisions of emergency utilities and postal services;
- e) ensure a transparent and consistent approach to the naming of roads, bridges and public places in the Ballina Shire and which reflect its history and character.

BACKGROUND

It is important that the naming of roads, bridges and public 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.

Local Council's are advised to use these established practices wherever possible.

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.

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DEFINITIONS

Name Bank	a list of themes and names developed by Council in consultation with community members for the naming of roads, bridges and public places in the Ballina Shire and which meet the NSW GNB's naming guidelines
name	a proposed identification for a road, bridge or public place that satisfies the requirements of Council's Name Bank
theme	a component of Council's Name Bank which identifies a theme from which names may be generated for the naming of roads, bridges and public places and which satisfy the requirements of Name Bank
Council	Ballina Shire Council
GNB	Geographical Names Board of New South Wales
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.
Private Road	is any road that is not a public road and may include roads to battleaxe 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 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 district or electoral district as defined in <i>Geographical Names Act 1966</i> and as used by the GNB.

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*

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- Crown Lands Act 1989
- Geographical Names Act 1966
- Australian Standard AS / NZS4819 - Rural and Urban Addressing
- Roads Regulation 2008
- Geographical Names Board - Road Naming Guidelines
- Geographical Names Board – Naming Public Places Guidelines
- Geographical Names Board - Naming and Addressing of Private Roads and Roads in Community Subdivisions

POLICY

Council's policy is to support the naming of roads, bridges and public 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 public places will be in accordance with the Geographic Names Board of NSW [Address Policy](#).

1. Name Bank

- 1.1 To facilitate efficiencies in the naming of roads, bridges and public places various themes and names will be identified through research (in accordance with the GNB guidelines) and community submissions and the list of names will be referred to as the Name Bank. The Name Bank will be adopted by Council and will be amended from time to time.
- 1.2 Selecting names from the Name Bank is a preferred course of action when naming roads, bridges and public places. This approach is designed to shortening the current process of seeking a new name each time one is required.
- 1.3 The Name Bank will be available on Council's website to assist this process.
- 1.4 The flowchart in **APPENDIX A** summarises the steps to create the Name Bank.

2. Proposing a name not included in the Name Bank

- 2.1 There will be cases where a name is suggested for a road, bridge or public place that is not included in the Name Bank. Where an applicant proposes a name that does not comply with the fundamentals of the Name Bank the submission will be determined in accordance with the process set down by the GNB.

3. The process of naming roads, bridges and public places

- 3.1 The process for the naming of roads and bridges is summarised in the flowchart contained in **APPENDIX B**.
- 3.2 The flowchart relates to subdivisions, private developments, existing roads and bridges and proposing a name not included in the Name Bank.

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- 3.3 **APPENDIX C** contains a flowchart that outlines the process for naming public places.
- 3.4 If a public park or place adjoins a street or road where a name from the Name Bank has been allocated, 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 that is not in the Name Bank.
- 3.5 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 GNB guidelines.
- 4. Private Roads**
- 4.1 There is no legislation associated with the naming of private roads and this policy seeks to provide a process to ensure the naming of private roads is consistent with the policy and GNB Guidelines. The application of the policy and guidelines will ensure stakeholders are notified and the potential for confusion and duplication of road names is reduced.
- 5. The Development Process**
- 5.1 Development proposals incorporating new roads, bridges and public 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.
- 5.2 Proposed names for roads, bridges or public places should 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 the Name Bank or other source in accordance with the naming policy guidelines.
- 5.3 New names 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. Once the plan is registered, the road and public places are dedicated to Council as public assets.
- 5.4 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 only 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.
- 5.5 There are essentially three choices that an applicant can make in respect of selecting road and **place** names:

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- i. Proposing a name from the Name Bank. This will require confirmation that the name is available and can be reserved for use.
- ii. Proposing a name not in the Name Bank. This will require a naming application and the necessary public exhibition to add the proposed name to the Name Bank.
- iii. Authorise Council to select a name from the Name Bank.

6. Dual Naming

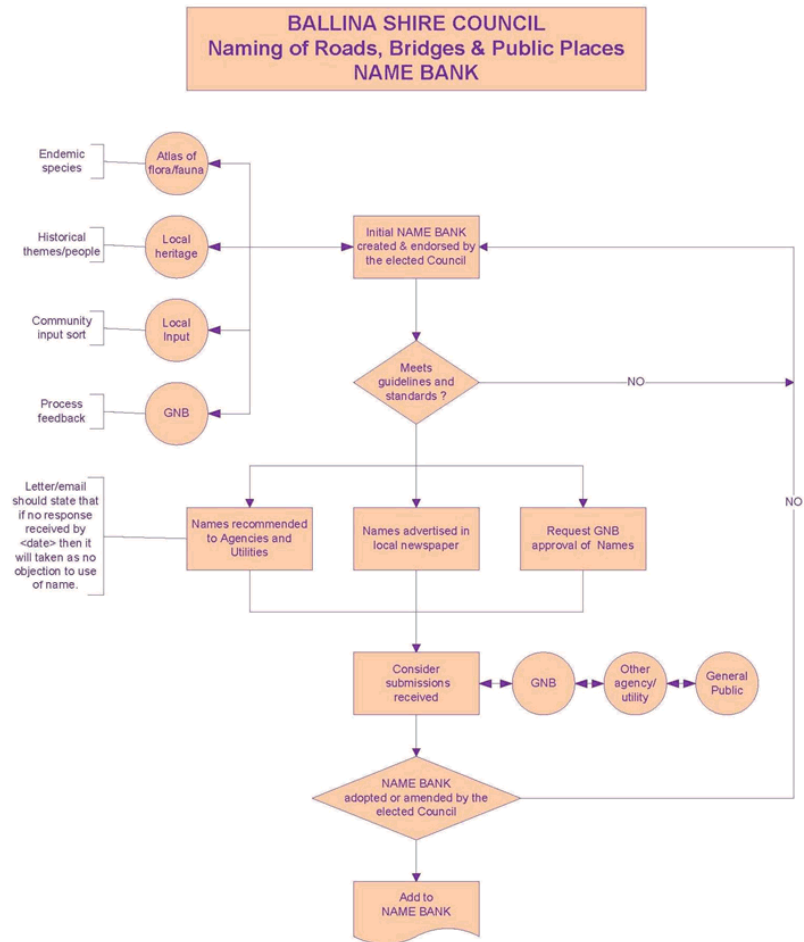
- 6.1 In accordance with the GNB Dual Naming Policy, Council encourages the dual naming of geographic features and recognised cultural sites in the Ballina Shire. The support of the dual naming of geographic features and recognised cultural sites seeks to acknowledge the shire's Aboriginal community. It also promotes the value of the shire's Aboriginal cultural heritage and cultural recognition as an important facet of the Reconciliation process.
- 6.2 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.
- 6.3 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 public 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.
- 6.4 The application of dual naming in the shire is in accordance with the **GNB Dual Naming Policy and Guidelines**.

REVIEW

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

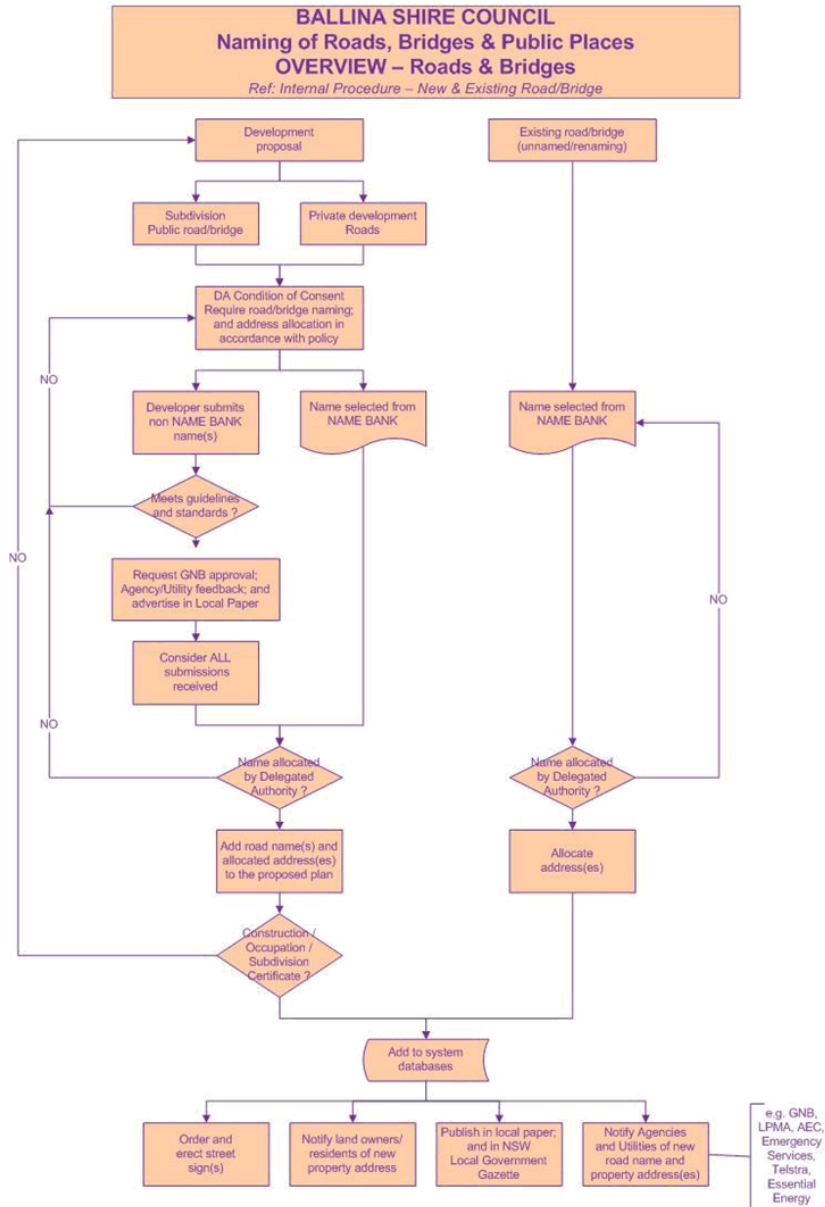
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APPENDIX A Flowchart – Endorsed List Process



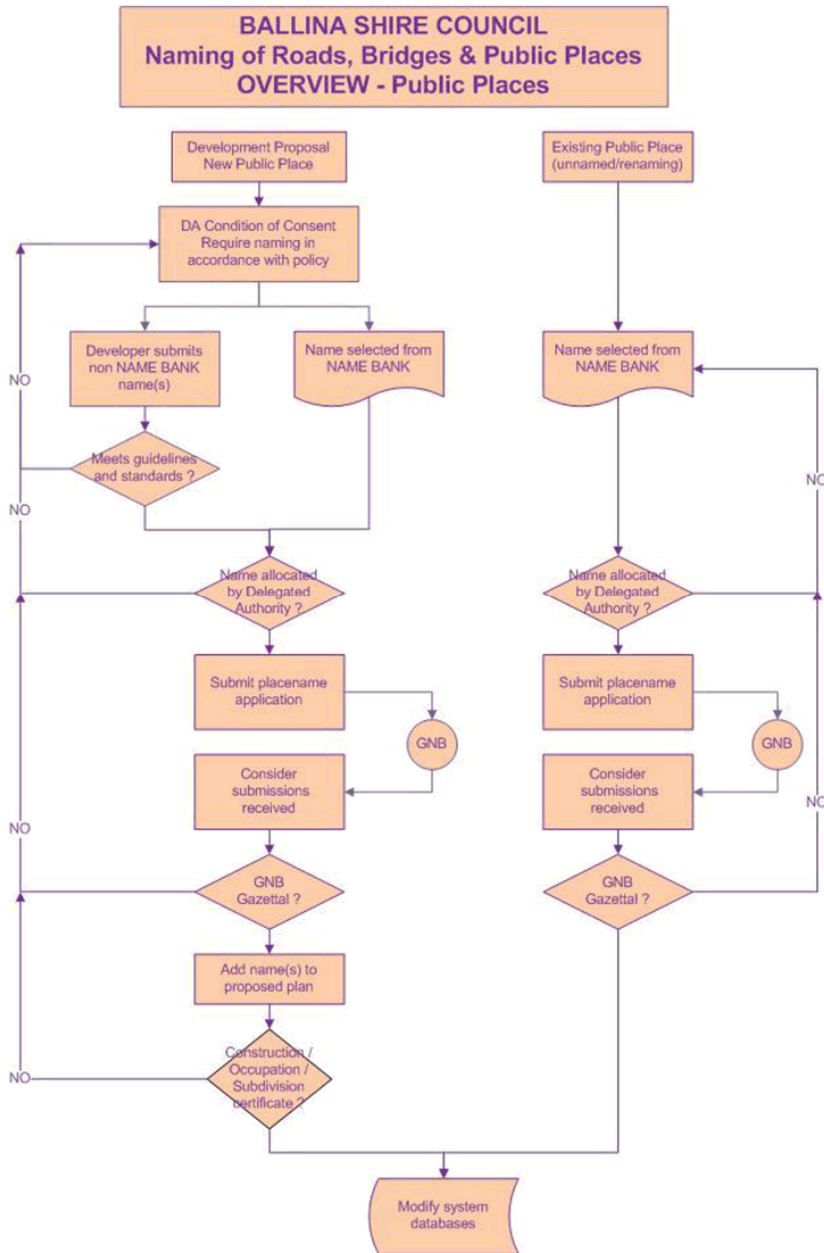
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APPENDIX C Flowchart – Overview – Naming Public Places Process



APPENDIX D GNB Guidelines

These guidelines were endorsed by the Geographic Names Board of NSW (GNB) on 17 October 1996. For updates to the GNB guidelines please refer to the GNB website www.gnb.nsw.gov.au/publications

1. A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc., may be accepted but, in doing so, care should be exercised in avoiding duplication of names already used for other features.

The GNB prefers to avoid the repetition of commonly used names. Sugar Loaf, Sandy, **Back, Deep**, Long, Kangaroo, Reedy, Rocky, Spring, and Stony are examples of such names.

2. Easily pronounced names should, as far as possible, be used.
3. Names of Aboriginal origin or with a historical background are preferred.
4. Names acknowledging the multicultural nature of our society are encouraged.
5. The changing of long established placenames is generally not preferred, except where necessary to avoid ambiguity or duplication.
6. If considered appropriate, placenames may perpetuate the names of eminent persons, particularly those of early explorers, settlers and naturalists.
7. Names of persons should normally only be given posthumously but the GNB, at its discretion, may approve a feature name which honours a living person. Such a person's contribution to the local community should have been of outstanding benefit to the community. Ownership of the land is not sufficient reason for the application of the owner's name to a geographical feature. The GNB will not approve the naming of a feature after a person still holding public office.
8. The GNB may approve a first name or given name as part of a geographical name only where it is necessary to appropriately honour the person referred to or where it is necessary to avoid ambiguity.
9. Long and clumsily constructed names and names composed of two or more words should be avoided.
10. The multiplication of names for different parts of the same topographical feature such as a stream or mountain range will be avoided whenever possible and the one name applied to a stream or mountain range throughout its entire length.
11. The naming of forks, arms and branches of a river as North Branch and South Branch is not favoured. Generally, it is preferable to assign independent names to river branches.

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12. The use of cardinal points of the compass as a prefix or suffix to an existing name is not favoured. However, well-established names which carry such a prefix or suffix may be approved.
13. Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form; that spelling which is sanctioned by general usage should be adopted.
14. When a choice is offered between two or more names for the same place, locality or feature, all sanctioned by local usage, the GNB may adopt one of such names as is considered appropriate in accordance with the rules outlined above.
15. The possessive form should be avoided whenever possible without destroying the sound of the name or changing its descriptive application e.g. Howes Valley should be written without the apostrophe.
16. The use of hyphens in connecting parts of names should, as far as possible be avoided.
17. Names considered offensive or likely to give offence not be approved.