



Bayside Council

Serving Our Community

Place Naming Policy

2023



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Place Naming Policy

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Contents

| | | |
|----------|---|-----------|
| 1 | Introduction | 4 |
| 1.1 | Background | 4 |
| 1.2 | Context | 4 |
| 1.3 | Definitions | 4 |
| 1.4 | Policy statement..... | 6 |
| 1.5 | Scope of Policy | 6 |
| 2 | Principles..... | 6 |
| 2.1 | General Principles | 6 |
| 2.2 | General Priorities | 7 |
| 2.3 | Regulatory Requirements and Naming Conventions | 7 |
| 2.4 | Naming Proposals..... | 8 |
| 2.5 | Renaming Proposals | 8 |
| 2.6 | Naming of Facilities | 9 |
| 2.7 | Naming of Bridges and other Infrastructure on Roads | 9 |
| 3 | Policy implementation | 10 |
| 3.1 | Policy responsibilities | 10 |
| 3.2 | Proposal and Assessment Process | 10 |
| 4 | Document control..... | 12 |
| 4.1 | Review | 12 |
| 4.2 | Related documents | 12 |
| 4.3 | Relevant Legislation, Regulations & Guidelines | 12 |
| 4.4 | Version history | 13 |

1 Introduction

1.1 Background

The names we give to places convey their significance through a sense of history, identity, and connection between people and a place.

Bayside is an evolving place, with new residents, workers, businesses and developments shaping and changing our experience of our local environment. Therefore, names should reflect our community's values and history while embracing the city's future and aspirations.

The Council recognises the importance of this connection and has developed this Policy to ensure that consistent, consultative and transparent practices are in place for the selection of place names.

The purpose of this Policy is to:

- Provide a clear and succinct framework for staff and Council when considering place naming proposals for reserves, roads, facilities, places, bridges and other geographical features within the Bayside LGA
- Align Council place naming policy to the NSW Geographical Names Board's (GNB) Place Naming Policy and comply to *Geographical Names Act 1966*
- Ensure that place names reflect the physical, historical and cultural character of the area.

1.2 Context

The Council acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of our land, Australia. The Council acknowledges the Gadigal/Bidjigal people of the Eora Nation as the traditional custodians of this place we now call Bayside.

The Eora had named their land long before British colonisation. There are many sites across our local government area with historical and cultural significance for Aboriginal and Torres Strait Islander communities.

Names provide a very important link between the community and the country or places in which the name appears. Names can also reflect the history of our communities.

The Council recognises that, by acknowledging our shared past, we are laying the groundwork for a future that embraces all Australians, a future based on mutual respect and shared responsibility for our land.

This Policy complements and is consistent with the policies and principles of the GNB, which is the official body for naming and recording details of places and geographical names in NSW.

1.3 Definitions

The definitions of certain terms are:

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| Act | Geographical Names Act 1966 No 13 |
| Assets | Roads, parks, reserves, places and facilities that are owned, operated or managed by the Council. |
| Authorities or Agencies | The Roads Regulation 2008 requires local government to service notice of road naming proposals to the prescribed authorities listed in Regulation 7.1. The list of prescribed authorities includes: Australia Post, Registrar-General, Surveyor-General, Chief Executive of the Ambulance Service of NSW, Fire and Rescue NSW, NSW Rural Fire Service, NSW Police Force, State Emergency Service, New South Wales Volunteer Rescue Association Incorporated, and for a classified road, the Roads and Maritime Services. |
| BHT | Botany Historical Trust |
| Council | Bayside Council |
| Facilities | Any Council-owned or managed facility other than a geographical feature. Public facilities include, but are not limited to, infrastructure such as buildings, ovals, pavilions, boardwalks, wharves, gardens and playgrounds. |
| GNB | Geographical Names Board as constituted under the Act. |
| Gazetteer | List of geographical names. In NSW the Geographical names gazetteer is stored in the Geographical Names Register database. |
| Geographical name | The name of a place as determined by the provision 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. |
| Geographical Names Board Place Naming Policy | The policies detailed in the document are consistent with national and international policies, guidelines and best practices for place naming. |
| Geographical feature | A permanent physical part of the environment. |
| LGA | Local Government Area |
| Locality | Defined by the Geographical Names Board as a named geographical area with defined boundaries which represents a community or area of interest and may be rural or urban in character (where urban it is usually defined as a suburb). |
| NSW Address Policy and User Manual | Document that outlines the Geographical Names Board and DCS Spatial Services policy, principles, processes and procedures for addressing in NSW. |
| Place | Defined by the Act as '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, 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. |
| Reserve | An area proclaimed to be a public reserve by government legislation. Includes parks, playgrounds and sports fields. |

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| Road | All formed roads, including private roads (roads for which the care and maintenance is not the responsibility of a Local Government) that are generally open to the public or to services. Includes terms such as street, avenue, lane and crescent. |
| Road Authority | Under the Roads Act 1993 the Council of a local government area and Transport for NSW are the road naming authorities. The Geographical Names Board (GNB), under the authority of the Surveyor-General, is a relevant party and must be notified of any new road names. |
| RAP | Reconciliation Action Plan |
| SGHS | St George Historical Society |
| Suburb | A bounded area within the landscape that has an 'Urban' Character. |
| TfNSW | Transport for NSW |

1.4 Policy statement

This Policy reflects legislative and regulatory guidelines, ensuring that reserves, roads, facilities, places, bridges and other geographical features within the Bayside LGA are named or renamed in a consistent, consultative and transparent way. Names that are selected will be appropriate to the physical, historical and cultural character of the area.

1.5 Scope of Policy

This Policy applies to all naming proposals put forward by Bayside Council (the "Council"), staff or members of the community for proposals to name or rename reserves, roads, facilities, places, bridges and other geographical features within the Bayside LGA.

2 Principles

2.1 General Principles

A consistent naming convention for all reserves, roads, facilities, places, bridges and other geographical features within the Bayside LGA provides the following benefits:

- a) efficient response to emergency situations by emergency services and other public services;
- b) clear wayfinding for the public when moving around the Bayside Local Government Area (LGA);
- c) improved commercial activities by assisting efficient delivery of goods and services; and
- d) recognition of the physical, historical, and cultural character of the area.

2.2 General Priorities

Names will be selected that represent the diverse history of the region including:

- a) Aboriginal history, heritage and culture;
- b) early settlers;
- c) historically significant people, activities and industries;
- d) multicultural place names and
- e) gender diversity.

2.3 Regulatory Requirements and Naming Conventions

- a) Road, Reserves and Place Names
 - i. The GNB Address Policy and User Manual regulates the creation, maintenance, and distribution of address data in NSW. In addition, the GNB Place Naming Policy regulates the naming or renaming of places. The Policies have been developed to meet the needs of the community, government, business, and emergency services.
 - ii. Council has a role in applying the GNB's Address Policy and User Manual, and Place Naming Policy when considering proposals to name or rename public reserves, roads, places, and other geographical features within the Bayside LGA.
 - iii. Council will follow the process outlined in GNB Policies. Applications to name or rename are subject to the approval of the GNB.
- b) Facility Names
 - i. The naming of facilities is not covered by the legislation or GNB policies. Therefore, Council may name its facility assets as it sees fit.
 - ii. For consistency and transparency, Council will apply the same GNB Place Naming Policy principles for all spaces, places and objects requiring a name as they can assist with identity, clarity of purpose, location and/or addressing.
- c) Bridges and other Road Infrastructure Names
 - i. For consistency and transparency, Council will apply the same GNB Address Policy and User Manual, and Place Naming Policy principles when considering proposals to name Bridges and other Structures on local, regional and state roads (other than freeways) within the Bayside LGA. Applications to name or rename are subject to the approval of TfNSW.
- d) Determining Aboriginal Names
 - i. All Aboriginal naming proposals require consultation with the Council's Reconciliation Action Plan (RAP) Working Party, the relevant Local Aboriginal Land Council and Aboriginal Elders of the area.
 - ii. Local words of Aboriginal origin are encouraged for new place naming proposals. Consideration may be given to a name or word, for example, from the Gadigal/Bidjigal language that recognises or describes:

- 1) a name that recognises an Aboriginal or Torres Strait Islander person, or historic community event or connection
- 2) the historic flora or fauna of the area
- 3) the traditional name for a geographical feature or landmark
- 4) an event, gesture or occupation of historical or contemporary relevance to the place

2.4 Naming Proposals

a) Naming Assessment Criteria

- i. Council will consider naming proposals that are appropriate to the Bayside LGA, in accordance with this policy, GNB's Address Policy and User Manual, and GNB Place Naming Policy.
- ii. Appropriate names include:
 - 1) Aboriginal names that are connected to the history or culture of the Bayside LGA, the Gadigal/Bidjigal people or a particular site. All Aboriginal naming proposals require consultation with the Council's RAP Working Party, the relevant Local Aboriginal Land Council and Aboriginal Elders of the area.
 - 2) commemorative names of a person (deceased for more than 12 months) that recognises acts of bravery, community service and exceptional accomplishment;
 - 3) significant anniversaries of events unique to the history and culture of the Bayside LGA or a particular site;
 - 4) names acknowledging the multicultural nature of NSW are encouraged;
 - 5) names associated with the heritage of an area are encouraged, especially the names of early explorers, settlers and naturalists
 - 6) 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.
- iii. Council will not consider names that:
 - 1) are already in use, or have a similar spelling or sound to names already in use in the Bayside LGA or adjoining LGA;
 - 2) are deemed to pose a risk to public safety and service delivery by emergency, postal and other governmental services providers;
 - 3) discriminatory or derogatory names are not acceptable;
 - 4) ownership of land in itself is not sufficient grounds for a naming proposal;
 - 5) using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy.

2.5 Renaming Proposals

- a) General preference for existing names
 - i. Proposals to re-name roads, reserves, places, bridges or other geographical features are to be avoided.

- ii. Proposals to re-name will only be accepted if the current name:
 - 1) causes a safety issue;
 - 2) causes confusion due to duplicate names;
 - 3) has a spelling error; or
 - 4) is considered to be offensive to many community members.
- iii. The applicant must demonstrate that:
 - 1) the current name is inappropriate in accordance with Clause 2.5a(ii), and
 - 2) there is significant community support for the proposed new name.

2.6 Naming of Facilities

- a) The naming of facilities is not covered by legislation or GNB policies. Council may name its facility assets as it sees fit. For consistency and transparency, Council will apply the same GNB Place Naming Policy principles for all spaces, places and objects requiring a name as they can assist with identity, clarity of purpose, location and/or addressing.
- b) The following Principles shall also apply when naming Council-owned facilities or parts thereof (e.g., buildings, rooms, theatres, halls, galleries, wings, sporting facilities, ovals, pavilions, grandstands, amenities blocks, boardwalks, gardens, and playgrounds).
 - i. Council may name a facility or parts thereof at its discretion after or dedicated in honour of person, group or entity based in the Bayside LGA in recognition of significant benefit to the community or to the area in which the proposal relates;
 - ii. Council may, at its discretion, seek community feedback to assist with the naming of a facility or part thereof. This will be done through formal community consultation processes. Suitable names submitted by members of the community will be subject to the principles contained within this Policy.

2.7 Naming of Bridges and other Infrastructure on Roads

- a) The GNB Place Naming Policy stipulates the same principles for road naming applies to bridges and other road infrastructure. For consistency and transparency, Council will apply the same GNB Address Policy and User Manual, and Place Naming Policy principles when considering proposals to name Bridges and other Infrastructure on local, regional and state roads (other than freeways) within the Bayside LGA.
- b) The following Principle shall also apply when naming bridges and other Infrastructure on local, regional, and state roads within the Bayside LGA:
 - i. Consideration has been given to National and State commemorative initiatives involving the naming of new key road infrastructure.

3 Policy implementation

3.1 Policy responsibilities

- a) Council in accordance with the Local Government Act 1993 is responsible for administration of this Policy. Council approves or declines naming proposals by way of a formal Council Resolution.
- b) The Development Control Planner (City Futures) is the responsible officer for this policy. Responsibilities include:
 - i. updating this policy and the internal procedure to align with associated legislation and policies;
 - ii. receipt, coordinate and execute proposals;
 - iii. verify name proposal complies with this policy and with all relevant acts, policies and guidelines;
 - iv. produce Council Committee and Council reports on naming proposals;
 - v. prepare and submit formal applications to the GNB or TfNSW for final determination;
 - vi. update the applicant on status and result of proposals; and
 - vii. point of contact about the meaning and application of this policy.
- c) The Local History Librarian is responsible for conducting research to verify historical accuracy and recommend alternative name options.
- d) The Manager Community Life is responsible for:
 - i. undertaking community and stakeholder consultation
 - ii. participating in the review and verification of proposals relating to Aboriginal Cultural Heritage.
 - iii. coordinating consultation with the Council's RAP Working Party, relevant Local Aboriginal Land Council, Aboriginal Elders, and any other relevant community group in the area relating to the proposal
 - iv. coordinating consultation with the Botany Historical Trust and St George Historical Society relating to the proposal

3.2 Proposal and Assessment Process

The process for submitting and assessing proposals to name or re-name roads, reserves, facilities, places, bridges or other geographical features is as follows:

- a) Prior to applicant submission:
 - i. Checked for conformance with this policy.
 - ii. Gather supporting research/evidence to justify submission, including letters of support from appropriate community organisations.
- b) Applications from external parties must be submitted to either PO Box 21 Rockdale NSW 2215 or council@bayside.nsw.gov.au or and attach supporting research/evidence and supporting letters.
- c) Council will review and conduct research to verify details of the proposal as well as its compliance with this policy, the GNB Address Policy and User Manual, and GNB Place Naming Policy.
- d) Where the proposal is for an Aboriginal Name:

- i. the Council will engage Council's RAP Working Party, relevant Local Aboriginal Land Council and/or Aboriginal Elders of the area.
 - ii. proposals that comply will be presented to Council for final decision and resolution. It may include alternative name options that have been discovered through research.
- e) Where the proposal is for a non-Aboriginal Name:
 - i. proposals that comply will be presented to a meeting of Council, and may include alternative name options that have been discovered through research.
 - ii. name(s) approved by Council will be exhibited for community feedback.
 - iii. community feedback will be presented to a meeting of Council for final decision and resolution.
- f) Where the name applies to a place or reserve:
 - i. proposals that comply will be presented to a meeting of Council, and may include alternative name options that have been discovered through research.
 - ii. Council will engage with the community for consultation prior to re-tabling at Council meeting.
 - iii. community feedback will be presented to a meeting of Council for final decision and resolution.
 - iv. Aboriginal and non-Aboriginal names endorsed by Council will be submitted to the GNB for assessment, along with supporting evidence of Council's engagement and minutes of Council meeting.
 - v. The name approved by the GNB will be exhibited for community consultation for a period of one month.
 - vi. The GNB will either reject, alter, endorse the name, or request more information. If endorsed, the name progresses to gazettal.
 - vii. communication of result:
 - 1) the GNB will communicate the result to Council.
 - 2) Council notifies relevant authorities.
 - 3) the Council will communicate the result to the applicant and to the community.
- g) Where the name applies to a Council local road:
 - i. proposals that comply will be submitted to the GNB for preliminary advice
 - ii. proposals that comply will be presented to a meeting of Council, and may include alternative name options that have been discovered through research.
 - iii. Council will engage with the community for consultation prior to tabling at Council meeting.
 - iv. community feedback will be presented to a meeting of Council for final decision and resolution.
 - v. Council will submit the road name proposal via the NSW Place and Road Naming Proposal System to the GNB for evaluation. The proposal will include supporting evidence of Council's engagement and minutes of Council meeting
 - vi. The online proposal system (or GNB) notifies Council if the name is approved or rejected
 - vii. If approved, the system (or GNB) also notifies all relevant parties
 - viii. Council will communicate the result the community.

- h) Where the name applies to a bridge and other infrastructures on Council local roads:
- i. Name proposals that comply will be presented to a meeting of Council, and may include alternative name options that have been discovered through research
 - ii. name(s) approved by Council will be exhibited for community feedback.
 - iii. community feedback will be presented to a meeting of Council for final decision and resolution.
 - iv. Council will communicate the result to the applicant and to the community.
 - v. Council will advise the relevant naming authority (e.g. TfNSW)
 - vi. Council will advise the GNB so that they may update the Spatial Services Record.
- i) Where the name applies to a facility:
- i. the Council will communicate the result to the applicant and to the community.

4 Document control

4.1 Review

This policy is reviewed at least every four years or when relevant legislation changes.

4.2 Related documents

- Bayside Reconciliation Action Plan 2022
- Bayside Access to Information Policy 2018
- Bayside Privacy Management Plan 2016

4.3 Relevant Legislation, Regulations & Guidelines

- NSW Geographical Names Act 1966
- NSW Geographic Names Board Address Policy and User Manual May 2021
- NSW Geographic Names Board Place Naming Policy July 2019
- NSW Roads Act 1993
- NSW Road Regulation 2008
- NSW Local Government Act 1993
- NSW State Records Act 1998
- NSW Privacy and Personal Information Protection Act 1998
- NSW Government Information (Public Access) Act 2009

4.4 Version history

| Version | Release Date | Author | Reason for Change |
|----------------|---------------------|---------------------------|--|
| 1.0 | 9 June 2022 | Executive Project Officer | New document |
| 2.0 | 25 September 2022 | Executive Project Officer | Public Exhibition |
| 3.0 | 3 May 2023 | Executive Manager | Endorsement by City Services Committee |
| | 24 May 2023 | Executive Manager | Council Resolution and adoption |