



1.0 Purpose

The Naming Policy (Policy) sets out requirements for the naming of parks, reserves, public spaces, roads, buildings and facilities or parts thereof under the care and control of Canterbury-Bankstown Council (Council).

The Policy aims to ensure that naming principles meet legislative requirements while providing a consistent approach to naming opportunities.

2.0 Scope

This Policy applies to all proposals to name parks, reserves, public spaces, roads, buildings and facilities or parts thereof under the care and control of Council.

All proposals to officially name parks, reserves, public spaces and roads on privately owned property within the Local Government Area (LGA), for example sub-divisions, must comply with this Policy and the guidelines provided by the Geographical Names Board of NSW (GNB).

While Council is the authority responsible for naming or renaming roads and places under its control, all naming applications must be submitted to the GNB for approval and registration of the name.

Any reference to a Council ward must utilise the dual name for that ward, as outlined below:

- Bura / Bass Hill
- Bunya / Revesby
- Bunmarra / Roselands
- Darani / Bankstown
- Budjar / Canterbury

3.0 Terms and Definitions

In this Policy the terms below have the following meanings:

Term	Definition
<i>Duplicate</i>	A name that is the same or similar in spelling or sound to an existing name.
<i>Official Name</i>	A name that been adopted by Council, approved by the GNB and gazetted
<i>Plaque</i>	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 into a surface.
<i>Private Road</i>	Any road that is not a public road, that is on private property and is not under the control of Council.
<i>Public Road</i>	A Council-controlled road where Council is the roads authority and does not include State controlled roads.



4.0 Policy Statement

Council is committed to an open and transparent process in the selection of place and road names. Council will comply with the guidelines issued by the GNB and the relevant provisions of the *Geographical Names Act 1966* (NSW) and *Roads Act 1993* (NSW).

Place names have both geographical and social significance and play a role in promoting community wellbeing and belonging.

This Policy supports the vision identified in the City of Canterbury Bankstown Community Strategic Plan 2036 under the Safe and Strong destination, '*A proud and inclusive City that unites, celebrates and cares*'.

5.0 Policy Criteria

Council will consider all naming proposals on their individual merits.

The following principles will be applied by Council when considering place naming proposals for parks, reserves and open public spaces:

5.1 Place Naming principles

- Commemoration of a person or group who made a significant contribution and delivered a significant benefit to the area around the geographical feature or locality, as well as the wider Canterbury Bankstown community;
- Commemoration of an event or place that is important in local, state or national history;
- The proposed name is an Aboriginal name of relevance to the area;
- The proposed name has local or cultural relevance, reflecting the heritage and history of local people, landscape, natural amenity, flora, fauna, and/or function of the site or area;
- The proposed name promotes the cultural diversity of Canterbury-Bankstown;
- Names that acknowledge gender diversity are encouraged;
- Names must not be derogatory or offensive, incongruous, out of place, and of a commercial nature;
- Names of funding bodies will not be included in the official name of parks, reserves, public spaces, buildings and facilities or parts thereof (for recognition of funding see item 5.5 Naming and inauguration plaques);
- Names that commemorate a living person or duplicate existing names within the Canterbury-Bankstown LGA or adjacent LGAs will not be accepted;
- Council will not usually consider a name change if the site is currently recognised by a formal or informal name that is widely accepted and strongly recognised by the local community. Any name change proposals will undergo a community consultation process to ensure there is support for the proposed name change;
- Community impact of the proposal; and
- Names must conform to the principles outlined in the Place Naming Policy of the GNB.



5.2 Place Naming Process

Council will undertake community consultation, as outlined in Council's Community Engagement Policy.

Council will make every effort to gain the consent of the immediate family for names commemorating a person, unless the name is of a historical person that lived in the distant past. The Aboriginal and Torres Strait Islander (ATSI) Advisory Committee will be consulted for Aboriginal names.

When considering a naming proposal, Council will determine if the name requires registering with the GNB. Council reserves the right to alter or rescind naming proposals by resolution at an Ordinary meeting of Council.

Once the proposal is supported by Council resolution, Council, if required, will submit a naming proposal request to the GNB for consideration and approval.

A suitable memorial plaque or board will be erected at parks, reserves and public open spaces once the GNB endorses the naming proposal. Short biographical information, including the achievements or significance of the person or group after whom the site is named, will be displayed on the plaque or board. Council's Memorials Policy provides further guidance on the establishment of memorial objects such as plaques and monuments under the care and control of Council.

5.3 Road Naming

Under the *Roads Act 1993*, Council can name all public roads where it is the roads authority, and will comply with the procedure for naming and renaming public roads as outlined in the *Roads Regulation 2018* (Regulation), and the GNB NSW Address Policy and User Manual.

Council will provide notice of road naming proposals through a community consultation process. Such proposals are submitted through the NSW Place and Road Naming Proposals System. The GNB will then notify all relevant parties of the outcome, as per the Regulation.

Council requires that individuals or organisations naming private roads or roads that fall within community subdivisions also comply with the guidelines in this Policy and GNB endorsed publications.

In addition to the Place Naming principles outlined in 5.1, Council will apply the following principles when considering road naming proposals:

- Ensure public safety and service delivery;
- Uniqueness

5.3.1 Renaming of Roads

Road names are intended to be enduring, and the renaming of roads is discouraged unless there are significant reasons for a change.

Issues that can prompt renaming proposals include, but are not limited to: the redesign of a road, changed traffic flow, mail or service delivery problems, duplication issues, public safety issues, and addressing problems, as stipulated in the GNB NSW Address Policy and User Manual. Where there are significant reasons for a change, Council will undertake the renaming process in accordance with the Regulation.



5.3.2 Private Roads

Private roads shall not be named unless they:

- provide access to a site or complex that could not otherwise be reasonably given an address component in accordance with the Geographical Names Board of NSW Address Policy and User Manual;
- represent a community or area of interest; and,
- are clearly defined and able to be uniquely identified.

Council reserves the right to name a private road if it is believed to be in the interests of the LGA.

5.4 Naming of buildings, facilities, public land and parts thereof: Specific principles

While there is no requirements or guidelines under the GNB in relation to naming of the above, Council will consider the Place Naming principles listed in this Policy, as well as the following specific principles. Council owned buildings and facilities may be given either:

- Functional names;
- Non-functional names, including naming after a person or group that has made a significant contribution to the Canterbury-Bankstown community;
- Locational names; and
- Commemorative names.

5.5 Naming and inauguration plaques

The layout and wording of Council initiated plaques must be approved by the Communications Unit of Council.

5.5.1 Naming plaques

A suitable plaque will be supplied and securely fixed to the building or facility, or parts thereof, with a sign naming the building or facility. Plaques installed by Council will be funded by Council, however, Council may seek a financial contribution from funding partners, if applicable.

Council will include, as a minimum, the name adopted by Council and the date of the formal naming on the naming plaques of buildings, facilities, or parts thereof.

5.5.2 Inauguration plaques

Council will include as a minimum on inaugural plaques of buildings, facilities, or parts thereof:

- The name of the facility, as adopted by Council;
- Date of inauguration (day/month/year);
- The name of the person inaugurating;
- The name of the Mayor;
- The name of all Councillors (first name, last name, alphabetically);
- The name of the Chief Executive Officer;
- Canterbury-Bankstown Council logo; and
- Acknowledgement of funding/support (if required by funding agreements).



6.0 Approval and Review

6.1 Policy Owner

Manager Information Services and Manager Governance

6.2 Authorisation

Adopted by Canterbury-Bankstown Council on 27/02/2018.

6.3 Reviews and Modifications

The next review is due on

Review Date	Modification	Approved by
07/10/2021	Reference to dual naming of council wards	Resolution of Council 28 th September 2021 Ordinary Council Meeting Manager Information Services and Manager Governance
24/10/2022	Administrative review, including updating content	Resolution of Council Ordinary Council Meeting
xx	Administrative review and inclusion of s5.3.2 in relation to naming of private roads.	

7.0 Related Documents

7.1 Laws and Standards

- *Geographical Names Act 1966* (NSW)
- *Local Government Act 1993* (NSW)
- *Roads Act 1993* (NSW)
- *Roads Regulation 2018* (NSW)

7.2 Policies and Procedures

- Community Directional Signage Policy and Application Form
- Community Engagement Policy
- Geographical Names Board of New South Wales, Geographical Names Board of NSW Policy, Place Naming (2019), ISSN: 2206-6373.
- Geographical Names Board of New South Wales, Guidelines for the determination of place names (2018)
- Geographical Names Board of New South Wales, NSW Address Policy and User Manual (2019)
- Indigenous Naming Guidelines
- Memorials Policy
- Standards Australia, Australian Standard- Manual of uniform traffic control devices- Part 5: Street name and community facility name signs- AS 1742.4: 2017.