

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	Before 24/04/90	-	Before 24/04/90
2	14/01/03	25	14/01/03
3	08/03/05	74	08/03/05
4	11/05/10	0142	11/05/10
Suspended	27/01/15	15/005	-
5	27/03/18	18/107	4/05/18
6	28/11/23	23/275	2/01/24

2 Policy Objective

To ensure a consistent and coordinated approach to the naming of new roads and open spaces in the Griffith Local Government Area (LGA).

3 Road or Place Name Proposals

- a) Proposed names for roads and open spaces shall be selected from the Griffith City Council Road and Place Name Register. Existing names in this Register have been reviewed for suitability, but are still subject to evaluation in the [NSW Place and Road Naming Proposal System](#) (Proposal System) and subsequent approval for use by the GNB.

Proposals (including new proposals received by request via Council resolution or unsolicited proposal requests received by Council) to include a name in the Griffith City Council Road and Place Names Register shall be subject to GNB compliance guidelines and proposed via the [NSW Place and Road Naming Proposal System](#) to the GNB for approval. If approved by GNB, the request for entry into the Council Road and Public Place Name Register will be by Council resolution.

Proposals for road names for a new development in the LGA may be received from the Applicant during the Development Application process, noting that road naming needs to be done early in the development process. Name proposals may be the individual preference of the Applicant (up to one or one half of names required) or may be selected from existing entries in the Council's Road and Place Names Register (at least one half of names if more than one name required).

However chosen, all proposed names must meet any GNB compliance guidelines and attain pre-approval by the GNB using the [NSW Place and Road Naming Proposal System](#) prior to presentation to Council for public exhibition and adoption.

- b) Once pre-approval status (for roads only) for a name proposal is granted by the GNB, Information Management staff will submit to Council either i) the request for inclusion in Council's Road and Place Names Register or ii) to name new developments.

- c) Requests to either use a name from the Griffith City Council Road and Place Names Register, or use names proposed by an Applicant for a new development will require a resolution from Council to publically exhibit the request (normally 28 days on the Council website and Newsletters) and seek submissions prior to adopting the name. Submissions received are presented to Council for consideration.

4 Naming of Roads

The naming of roads in NSW is standardised to ensure that the process is transparent and easy to understand for regulatory bodies and members of the community. A consistent approach to road naming benefits emergency services, transport and goods and service delivery and provides opportunities for community consultation when determining road names. Road names not officially and correctly recorded can impede the delivery of emergency and other services to residents and businesses. With the centralisation of emergency service operational dispatch centres in NSW, uniqueness is the most essential quality when proposing a new road name. Duplication of similar and like sounding road names should be avoided as these names can cause confusion for operational dispatch and delay emergency response times.

Under the Roads Act 1993 (Part 10, Division 4, Section 162), Griffith City Council and Transport for NSW are the road naming authorities for the Griffith Local Government Area (LGA) and are responsible for the naming of roads. 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, among other parties. As such Council may exercise its power to name all public roads, subject to the Geographical Names Board NSW Addressing User Manual.

Road naming authorities must adhere to the procedure outlined in the NSW Road Regulation 2018 and policy outlined in the [NSW Address Policy and User Manual](#). With specific regard to Procedure 1; Council will publish notice of the proposal on the Council website and will accept online or written submissions in relation to the proposed name. Submissions received will be considered and presented to Council for final approval.

Proposals for names for roads in the Griffith Local Government Area (LGA) shall be selected only from Griffith City Council Road and Place Names Register following the proposal procedure (Section 3)

5 Naming of Open Spaces

- a) The Geographical Names Board (GNB) is the authority for geographical, suburban and boundary names in NSW and operates under the Geographical Names Act 1966. The GNB has the power to assign, alter or discontinue names of places and approve that a recorded name of a place shall be its geographical name. The GNB applies principles to ensure consistency of naming thereby reducing the potential for confusion.
- b) Uniqueness is the most essential quality to be sought in proposing a new place name. It is also essential that place names reflect community sentiment and are relevant to place. These principles facilitate reliable electronic searching essential for navigation

systems, service delivery and public safety. The purpose of place names is to primarily provide unambiguous direction and reference to geographical entities. Duplication of locality names is to be avoided.

- c) Names for open spaces in the Griffith Local Government Area (LGA) shall be selected only from Griffith City Council Road and Place Names Register following the proposal procedure (Section 3). The GNB Secretariat can provide preliminary feedback on the suitability of a place name.
- d) If a place name is proposed it must follow the following process:
- GNB Secretariat review the proposal and prepare a report for the Board
 - The Board review the proposal at the next scheduled meeting (there are 5 per year)
 - The Board can either:
 - Approve the name to be advertised
 - Reject the name
 - Defer the decision
 - Approve the name to be advertised with modifications (modifications need to be agreed upon by Council)
 - If approved to be advertised, the GNB Secretariat will advertise in a local newspaper and receive submissions from the public for a period of one month
 - Following the public submission period council review and comment on any objections received. If no objections are received the name is assigned.
 - The Board will then reconsider the proposal and all objections and decide to either:
 - Approve the name (with or without modification) to be recommended to the Minister for Customer Service, who has the final say
 - Reject the name
 - Defer the decision.

6 Adoption of Names (Roads or Places)

- a) Regardless of the nature and origin of a road or place naming or renaming request, the naming of public roads and places shall only be approved by way of adoption of a resolution of Council following public consultation.
- b) For place names - It is a legislative requirement of the GNB to then advertise the proposals for public comment (Section 8 of the *Geographical Names Act*).

If no objections are received, the names are published in the NSW Government Gazette making them official geographical names.

If objections are received, council is asked to comment on the objection and if it wishes to proceed, the Board reconsiders council's request. If the Board agrees, a report is submitted to the Minister for final approval. If approved by the Minister, the names are published as above.

- c) Under Section 15 of the Geographical Names Act 1966 (Act), it states it is an offence to publish unofficial place names that have not been assigned under the Act in publications and maps.

- d) Under Section 7 of the Road Regulation 2018, it states that a roads authority may not proceed with a proposal to name or rename a road against an objection made by a relevant party (GNB).

7 Aboriginal Place Names

As stated in the GNB Place Naming Policy, Aboriginal place names are preferred for the name of any place that does not have an assigned geographical name.

Prior to submitting an Aboriginal name for consideration by the GNB, the proponent should consult the Local Aboriginal Land Council and Aboriginal communities on all matters concerning Aboriginal place names occurring in their area of current occupation and traditional association, in line with self-determination policies. This includes any proposals to assign new names, alter spellings of existing names or assign dual names.

Dual Naming

Dual naming may be used for naming of a physical and environmental place of significance to the local Aboriginal Community when a non-Aboriginal geographical name already exists. It applies to geographical features such as a river, mountain, creek, caves etc however it does not apply to localities, roads or towns.

https://www.gnb.nsw.gov.au/__data/assets/pdf_file/0003/229494/Aboriginal_Place_Names.pdf

8 Renaming of Roads or Places

Where a request is received to rename a road, consideration will only be given in exceptional circumstances and where doing so will comply with GNB Guidelines. Determination will be made on an individual basis and without precedent.

9 Definitions

The Geographical Names Board of NSW - Place Naming Policy (July 2019) maintains a Glossary of Designation Values

Public Place – Park, Reserve

Road – Road, Carpark, Pathway

Universal Naming Principles -

- a) Uniqueness is the most essential quality to be sought in proposing a new road or place name. A name will be regarded as a duplicate if it is the same or similar in spelling or sound to an existing name.
- b) Road and place 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.

- c) Road and place 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.
- d) Commercial and business names shall not be used, particularly where the name can be construed to be promoting the business. However, business names no longer in use and which promote the heritage of an area are acceptable.
- e) Road or place names shall not be offensive, racist, derogatory, or demeaning (refer to NSW Anti-Discrimination legislation)
- f) Road or place names shall not include initials e.g. A F Wyatt Reserve.
- g) Road or place names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve is not acceptable.
- h) Naming often commemorates an event, person or place. The names of people who are still alive shall not be used because community attitudes and opinions can change over time. It is a requirement that a person is to have been deceased for at least 12 months before an application to commemoratively name a road or place name after them is deemed acceptable.
- i) Aboriginal names are encouraged and shall be in the local language, chosen in consultation with the Local Aboriginal Land Council (LALC) or Aboriginal Communities.

For a full list of road naming and suburb/locality naming principles please refer to the [NSW Address Policy and User Manual 2021](#).

For a full list of place naming principles please refer to the [GNB Place Naming Policy](#).

10 Legislation

Roads

- a) Local Government has the statutory authority responsibility to as a road naming authority (RNA) under the Roads Act 1993 and Roads Regulations 2008 for naming and gazetting regional road and local roads.
- b) RNA must exhibit naming proposals and serve notice on persons and bodies as defined in Roads Regulations 2008 regarding road naming proposals
- c) The NSW Place and Road Naming Proposal System supports the application of road naming processes.
- d) The NSW Address Policy and User Manual 2021 outlines the GNB and NSW Spatial Services policy, principles, processes and procedures for addressing in NSW.

Place Names, Suburbs and localities:

- a) GNB has statutory responsibility under the Geographical Names Act 1966 to assign names to geographical features and places and to determine suburb and locality boundaries in NSW.

11 Related Documents

19/20003 - GCC Road & Place Names Register - Current - Future - Private

17/33178 - Procedure - Online Road Naming Proposal Checklist - Information Management

NSW Address Policy and User Manual (May 2021)

Geographical Names Board of NSW - Place Naming Policy (July 2019)

Geographical Names Board of NSW - Guidelines for the determination of place names (September 2018)

Geographical Names Board of NSW - Naming a place (September 2018)

Geographical Names Board of NSW - Commemorative naming fact sheet (September 2018)

12 Directorate

Economic and Organisational Development