

# COUNCIL POLICY



Naming & Renaming of Bridges,  
Roads, Streets & Places

Commencement Date	25 September 2023
Council Department	Environmental Services
Contact Officer	Director-Environmental Services
Revision Required	Every 4 years

### Policy Review

This policy shall be reviewed at four (4) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

### Revision History

Version	Council Meeting Date	Resolution No.	Responsible Officer
1	22 June 1992	182/1992	Shire Engineer
2	28 June 2010	173/2010	Land-Use Planner
3	25 May 2020	126/2020	Director-Environmental Services
4	25 September 2023	190/2023	Director-Environmental Services

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## I. Road Naming Process

All road naming and road renaming proposals shall be dealt with in accordance with the road naming process legislated in accordance with the Roads Act 1993, the Roads Regulation 2018 and the Geographical Names Board of New South Wales – NSW Address Policy and User Manual.

Accordingly, when Council, as roads authority, receives a proposal to name an unnamed or rename a previously named road, it must follow the below process.

### I.1 Public Notification

- Publish notice of the proposal in the local newspaper, and
- Serve notice of the proposal on the following persons or bodies;
  - (i) Surveyor General;
  - (ii) The Registrar General;
  - (iii) Australia Post;
  - (iv) The Chief Executive of NSW Ambulance;
  - (v) Fire and Rescue NSW;
  - (vi) NSW Rural Fire Service;
  - (vii) NSW Police Force;
  - (viii) State Emergency Service;
  - (ix) New South Wales Volunteer Rescue Association Incorporated; and
  - (x) Transport for NSW (in the case of a classified road).

The notice must state that written submissions on the naming proposal may be made to the roads authority and must specify the address to which, and the date by which, any such submissions should be made.

Any person may make a submission to the roads' authority in relation to the naming proposal.

A roads authority (other than the Minister) may not proceed with a proposal to name or rename a road against an objection made by a relevant party except with the approval of the Minister.

### I.2 Roads Authority

If, after consideration of any submissions, the roads authority decides to proceed with the proposed name, the roads authority must;

- Publish notice of the new name in the NSW Government Gazette and in the local newspaper. In the case of a road that is being named for the first time a brief description of the location of the road should be given.
- Inform the following persons or bodies of the new name, giving sufficient particulars to enable the road to be identified;
  - (i) Surveyor General;
  - (ii) The Registrar General;
  - (iii) Australia Post;

- (iv) NSW Ambulance;
- (v) Fire and Rescue NSW;
- (vi) NSW Rural Fire Service;
- (vii) NSW Police Force;
- (viii) State Emergency Service;
- (ix) New South Wales Volunteer Rescue Association Incorporated; and
- (x) Transport for NSW (in the case of a classified road).

## **2. Road Naming or Road Renaming Assessment Guidelines**

All proposals relating to the naming or renaming of roads shall be assessed in accordance with the Geographical Names Board of New South Wales – NSW Address Policy and User Manual.

Accordingly, the following guidelines should be observed;

### **2.1 Ensuring Public Safety and Service Delivery**

Road names shall not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. The clarity of road names and road extents, and all road name proposals shall ensure that operations will not be adversely affected. All road names are to be officially approved and adopted.

### **2.2 Uniqueness**

Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (eg. White Street and Whyte Street).

However, roads crossing council boundaries should have a single and unique name.

### **2.3 Road Name Sources**

Preferred sources for road names include:

- Aboriginal names
  - Local history
  - Early explorers, pioneers, settlers and other eminent persons
  - War/casualty lists
  - Thematic names such as flora, fauna or ships.
- Names should be appropriate to the physical, historical or cultural character of the area concerned.
  - The origin of each name should be clearly stated and subsequently recorded.
  - The Local Aboriginal Land Council should be consulted when choosing Aboriginal names unless the road naming authority already has an agreed list of appropriate names.

### **2.4 Road Name Language**

- Road names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the road.

- Road names shall be easy to pronounce, spell and write, and preferably not exceed three words (including the road type) 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.
- Diacritical marks (symbols such as ´ in é, ¸ in ç or : in ö ) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
- The following types of punctuation as used in Australian English shall not be included as part of a road name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (“”), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), dash (/), ampersand (&) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a road name.
- An apostrophe mark shall not be included in road names written with a final ‘s’, and the possessive ‘s shall not be included e.g. St Georges Terrace not St George’s Terrace. Apostrophes forming part of an eponymous name shall be included (e.g. O’Connor Road).
- A road name shall not include a preposition e.g. Avenue of the Allies.
- Road names shall not include the definite article (The) as the first or sole name element of a road name e.g. The Esplanade or The Northern Road is not acceptable.
- A road name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Mount, not Mt) except that St shall be used for Saint.
- For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
- A road name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a road name they shall be written in full e.g. Fifth Avenue, Ten Mile Road.
- A road name shall have the same spelling as any name from which it is derived.
- A road name shall not include initials e.g. J Jones Road is not acceptable

## 2.5 Road Name Propriety

- Names of living persons should not be used.
- Names which are characterised as follows are to be avoided;
  - Road names shall not be offensive, racist, derogatory or demeaning (refer to NSW Anti-Discrimination legislation).
  - Road names shall not be misspelt. In particular, the spelling of personal names shall be able to be validated by reference to primary sources.

- 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.
- Road types shall not be used in the formation of a road name, for example Promenade Road, Court Street etc. even if the road type is also a surname.
- Only one name shall be used for commemorative naming e.g. a given name or surname.

## 2.6 Commemorative Road Names

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 not appropriate to use nicknames as an alternative to an official name for the purposes of road naming.

Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names. The person commemorated should have contributed significantly to the area.

Ownership of land that has been developed is not considered as a significant reason for naming purposes.

The initials of a given name are not to be used in any instances.

Council shall make every effort to gain consent from family members of the person who is being commemorated. Supporting evidence that shows attempts by a Local Government to consult with family members should be provided during the lodgment of the proposal, but it is acknowledged that some names may be from an era for which this is not possible.

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 after them is deemed acceptable.

## 3. Bridge Naming or Bridge Renaming Assessment Guidelines

The naming process, as set out in Section 1 of this Policy, shall also apply to the naming of new bridges, or renaming of existing bridges in the Cowra Shire.

The GNB – Guidelines for the Naming of Roads shall also apply to the naming of new bridges, or renaming of existing bridges in the Cowra Shire.

### 3.1 Additional Assessment Guidelines

In addition to the GNB of New South Wales – Guidelines for the Naming of Roads, the following guidelines should be considered as part of the road naming process for roads and bridges in the Cowra Shire.

- Family names should only be used where that family has contributed to the history and progress of the shire over several generations, particularly in the area where the road or bridge is located, and where the roads or bridge is worthy of use of the name.

- Individuals' names may be used where these persons have contributed significantly to the community throughout their lifetime, particularly in the area where the road or bridge is located, and where the road or bridge is worthy of the use of the name.
- Property or location names may be used where they are a dominant or sole feature on or of the area where the road or bridge is located and where the name is attractive.
- Hyphenated names depicting a starting and finishing location of roads are to be avoided.

#### **4. Naming a Place**

The Geographical Names Board of NSW (GNB) is the official body for naming and recording details of places and geographical names. Proposed names can be submitted by Council, government authority or the community to the GNB. Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation.

The Geographical Names Board (GNB) and Cowra Shire Council are committed to reawakening Aboriginal place names in Cowra. Anyone can make a proposal to the GNB to restore and recognise an Aboriginal place name. Through place naming, communities have the opportunity to unlock past stories, preserve traditions, and provide a sense of belonging and identity. There is a strong connection between people and place and the land seamless with spirituality and identity for Aboriginal people.

##### **4.1 Naming a Place Principles**

There are general principles to guide the selection of the name of a place and these are as follows;

###### **4.1.1 Language**

Geographical 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. They should be easy to pronounce, spell and write and not be longer than 25 characters (Aboriginal language names may be any exception to this rule).

###### **4.1.2 Form and Character of Names**

Place names shall be recognisable words or acceptable combinations of words and shall not be discriminatory or derogatory. Commercial and business names shall not be used. The use of club, society, association or special interest group names is discouraged. Commemorative names recognising a person, event or place can be used and the person commemorated should have contributed significantly to the area around the geographic feature or locality. Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies.

###### **4.1.3 Selection of names**

Aboriginal names are encouraged as well as names acknowledging the multicultural nature of our society, and gender diversity in names are encouraged. Names associated with the heritage of an area are encouraged and names in relation to a topographic feature may be accepted.



#### 4.2 Recognition and use of Aboriginal names

A place name is the most common way to identify your location of where you live and connects people to a place. The place could be a park, railways station or suburb and the naming should follow the Guidelines for the Determination of Place Names and the steps outlined in the below Naming a Place process.

#### 4.3 Naming a Place process

- Council, government authority or community submits a proposed name to the GNB.
- GNB reviews the submission and reports to the GNB Board.
- GNB Board makes a determination or seeks further information.
- GNB seeks public comment.
- If no public comment then the GNB determines that the name becomes official.