



NAMING CONVENTION POLICY

Adopted: 29 March 2017

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NAMING CONVENTION POLICY

1. PURPOSE/OBJECTIVES

The purpose of this policy is to provide the standards and conditions for the naming of streets, parks, facilities and geographical features within the Liverpool Government Area (LGA). This policy will set standardised and unambiguous naming conventions for Liverpool City Council, reflective of relevant legislation and policy guidelines.

2. LEGISLATIVE REQUIREMENTS

Australian/New Zealand Rural and Urban Addressing Standards (AS/NZS 4819:2011)

Geographical Names Act 1966

NSW Roads Act 1993

NSW Roads Regulation 2008

3. DEFINITIONS

Committee for Geographical Names Australasia (CGNA): The official body that coordinates place naming activities across Australia and New Zealand. The Geographical Names Board of NSW is a member of this committee and reports to the committee on naming activities within NSW.

Dual naming: A system of applying an additional name to geographical and environmental features where there is strong evidence of a pre-existing Aboriginal place name.

Geographical feature: Natural or environmental aspects of a particular region or area.

Geographical Names Board (GNB): The official body for naming and recording details of places and geographical names in NSW.

Greenfield site: Undeveloped land in a city or rural area. These areas of land are usually agricultural or amenity properties being considered for urban development.

Naming convention: A standardised and unambiguous system used to name streets, places, objects, installation, and geographical features within the Liverpool LGA.

Place: Any geographical feature or any district, division, locality, region, city, town, village, settlement, railway station or any other place within the territories or the waters of the State of New South Wales.

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Public land: A place open to the public and is under the care, management or ownership of Council, including parks, gardens, trails, habitats, reserves, waterways, sports grounds, community facilities, picnic shelters; may also be referred to as a Council asset.

Public road: Any road that is opened, dedicated or declared to be a public road, whether under the Roads Act 1993 or any other relevant Act.

4. POLICY STATEMENT

4.1 Council commits to a standardised and unambiguous naming convention of all Council assets, including streets, places, parks, facilities, objects and other geographical features to:

- a) Enable and ensure public safety and service delivery by emergency services and other public services;
- b) Assist the public in moving around the Council area;
- c) Acknowledge the GNB's role in assigning names to streets, places and natural features; and
- d) Recognise and acknowledge Liverpool's history, heritage and culture.

4.2 This policy has been developed to ensure that the applications and requests for naming are determined and managed on a consistent, standardised and unambiguous basis. Names that are selected will be appropriate to the physical, historical and cultural character of the area concerned.

4.3 Council also receives requests for the placement of plaques, memorials or a commemorative sign in public open spaces.

5. NAMING CONVENTIONS

5.1 Regulatory Requirements

5.1.1 The GNB has the role of assigning names to streets, places, parks and natural features. Their guidelines are recommended *"...to ensure clear community identification of what name applies to which place or feature, and to enable clear communication in times of emergency, for delivery of services and, in many cases, as a reminder of our history"*.

5.1.2 Issues that prompt re-naming include the redesign of a road, changed traffic flow, mail or service delivery problems, duplication issues and addressing problems.

5.1.3 The *Geographical Names Act 1966* empowers the GNB *"to assign names to places, investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name and to apply names with regard to position, extent or otherwise"*. Place names and place name patterns are an integral part of the heritage of a place. These names form part of the inheritance passed from one generation to the next and should be respected for their inherent historic, linguistic, aesthetic and social values. Any proposal for a new

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name should acknowledge earlier place naming practices associated with the place.

5.2 Determining place names

- 5.2.1 The GNB has the role of assigning names to places and geographical features. The GNB's *Addressing User Manual* and *Address Policy* and the *Committee for Geographical Names Australasia (CGNA) guidelines* are aimed at ensuring community input, giving all interested parties a say in naming decisions and minimising duplication of names.
- 5.2.2 Council has a role in applying the GNB's and CGNA's guidelines when considering requests to name streets, places, buildings, objects and natural features within its geographical boundaries.

5.3 Dual names

- 5.3.1 A dual name recognises Aboriginal cultural heritage and original place names given by Aboriginal people, to sit alongside existing European names. A dual name can be assigned where there is strong evidence, in the form of written or oral tradition, of a pre-existing Aboriginal place name.
- 5.3.2 All dual naming requests require the support of the local aboriginal land council and where relevant, tribal elders of the area. It is strongly advised that applicants seek comment from appropriate local residents and community groups before making a request to Council. Council's consideration of dual naming requests will be undertaken in accordance with the GNB's dual naming policy, which only applies to geographical and environmental features and cultural sites; it does not apply to suburbs, towns or streets.

5.4 Street names

- 5.4.1 Road naming authorities including local councils must adhere to the procedure outlined in the *NSW Road Regulation 2008* when naming a public or private road. The GNB developed a *Road Naming Policy for NSW* to standardise the process and ensure a consistent approach to road naming. 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.
- 5.4.2 In NSW, the GNB must be notified of all road naming proposals. This is commonly done by submitting a Naming Request Form. See Appendix 1 and 2 for the process to make a naming request.

5.5 Liverpool's naming history

5.5.1 Liverpool's history dates back to the earliest years of settlement in NSW. The town of Liverpool was founded by Governor Macquarie on 7 November 1810. Liverpool is named after Robert Banks Jenkinson, Earl of Liverpool, who was the Secretary of State for the Colonies and the British city of Liverpool.

5.5.2 Historically, the names of suburbs, waterways, streets, parks and reserves were often derived from pioneering families or homes and estates. Sometimes names identified the uses of an area (e.g. the Cowpastures = Cowpasture Road), landscape features or historical events. Some names came from the administration of the time, especially during the colonial period, e.g. Macquarie Street named after Governor Lachlan Macquarie.

5.6 Current naming conventions for Liverpool

5.6.1 Liverpool is the home of the Darug, Gandangara and Tharawal people who have lived in the area for over 40,000 years. Where appropriate, Council will assign names that acknowledges Aboriginal cultural heritage and original place names given by Aboriginal people.

5.6.2 The history of Liverpool is rich with stories of European exploration, convict settlement, agricultural pursuits, industrialisation, migration, military uses, civic and community development. This history and character is embedded in our heritage buildings and parks; they are a window into Liverpool's past as well as inspiration for the future development of Liverpool.

5.6.3 Incorporating Liverpool's rich cultural history into Council's process for place naming is important and is consistent with the GNB's guidelines for determining place names.

6. REQUESTS TO NAME A PLACE OR OBJECT

6.1 Types of places and objects that are named

6.1.1 Council will consider a request to name the following types of places or objects:

- a) A local public artwork of cultural significance to Liverpool;
- b) An individual sports field that is not already named, other than numerically;
- c) A club house or amenities building;
- d) A community facility; and
- e) Geographical features such as parks, lakes or waterways.

6.2 Criteria for assessing naming requests

6.2.1 Council will consider a request to name a place or object in accordance with the GNB's *NSW Addressing User Manual and NSW Address Policy*. The following criteria will be used to determine the appropriateness of a place naming proposal:

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1. A person's (now deceased) contributions which have delivered significant benefit to the wider community or to the area in which the request relates.
Note: 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;
2. Established community groups, organisations or associations, based in Liverpool that have made significant contributions to the area in which the request relates;
3. Significant anniversaries of events unique to the history and culture of Liverpool or a particular site
4. The use of indigenous names are also supported and will be referred to Council's Aboriginal Consultative Committee for review; or
5. Names of renowned persons, particularly those of early explorers, settlers and naturalists.

Note: The GNB does not condone the ownership of land as a sufficient reason for the names of individuals to be applied to a geographical feature;

6.2.2 Council will not consider names that:

- a) Have similar spelling or sound, or are already in use within Liverpool, within 10 km in a neighbouring LGA or within a locality of the same name elsewhere in New South Wales; or
- b) Pose a risk to public safety and service delivery, such as emergency services providers or mail delivery.

6.3 Renaming places and objects

6.3.1 It is common for informal names for places and objects to become well-known and used throughout the local and regional community over time. An example is the naming of newly released estates by developers and sometimes this may result in requests to rename a place or object. However, the renaming process can cause a safety issue with emergency service providers or an inconvenience to existing land-owners in having to update their address details. Changing a name can result in the wrong name being described or a new name not being located during an emergency situation; both scenarios can lead to unforeseeable circumstances or even a preventable death.

6.3.2 The changing of long established place names is generally not preferred by the GNB, except where necessary to avoid ambiguity or duplication. The renaming of streets, parks, places and other features should only occur if the current name:

- a) Does not meet the Australian/New Zealand Rural and Urban Addressing Standards (AS/NZS 4819:2011);
- b) Causes a safety issue;
- c) Causes confusion due to duplicate names;
- d) A spelling error; or
- e) Is considered to be offensive to a large number of community members.

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6.4 Commemorative naming

- 6.4.1 It is not recommended by the GNB or the CGNA to assign place names that commemorate a living person.
- 6.4.2 The CGNA guidelines recommend that when a personal name is used, it should be applied only posthumously and generally only the surname should be used.
- 6.4.3 Alternatives to place names include commemorative plaques or naming a particular community facility such as a building or oval after the person to be commemorated.
- 6.4.4 Council may, in exceptional circumstances, approve a place name or a particular community facility that honours a living person. This does not apply to Street Names and Park Naming

6.5 Process for naming, renaming or reservation of name requests

- 6.5.1 There are three naming scenarios that Council will respond to:
 - a) Naming unnamed and new roads, suburbs and geographical features;
 - b) Responding to external requests to name individual streets, places or objects. From time to time, Council will receive requests from individuals or organisations for the naming of a street, place, park, facility or object;
 - c) Renaming of existing public roads, in exceptional circumstances, as a result of road widening, road extensions etc.

Further information about Council's role and procedures in responding to naming request is set out in Appendix 1.

- 6.5.2 Council will process any request for naming in accordance with this policy and the Geographical Names Board NSW Address Policy 2015, as amended.
- 6.5.3 Council will undertake internal and external stakeholder consultation as required.
- 6.5.4 All naming request must adhere to the GNB guidelines:
 - a) Names should be easy to pronounce and not unnecessarily long;
 - b) Names should not be duplicated with the same LGA and if possible surrounding LGAs;
 - c) Names for places should not be proposed to commemorate living persons. (Alternatives are to use commemorative plaques or naming a particular community facility such as a building or oval after the person to be commemorated);
 - d) Historical and/or Aboriginal names are preferred. Names encouraging multiculturalism are encouraged; and
 - e) Council and the GNB do not encourage the renaming of roads or parks.

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Note: While Council can approve recommendations, it is ultimately the GNB's decision and endorsement that will take precedence for all street, park and suburb naming request. This does not include Council owned facilities and buildings.

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

29 March 2017

DEPARTMENT RESPONSIBLE

Community and Culture

REVIEW DATE

The policy will be reviewed by Council every two years.

VERSION	AMENDED BY	DATE	TRIM NUMBER
1	Council Resolution	29 March 2017	055709.2017

THIS POLICY WAS DEVELOPED AFTER CONSULTATION WITH

Community and Culture business units
Corporate Services (Governance, Legal and Procurement)
Planning and Growth (Strategic Planning)

REFERENCES

Geographical Names Board NSW Address Policy 2015
Geographical Names Board NSW Addressing User Manual 2015

ATTACHMENTS

Appendix 1: Naming Procedure
Appendix 2: Naming Request Form

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Appendix 1: Naming Procedure

Steps	Actions
1. Request	<p>All proposed street naming, park naming, suburb naming, renaming or naming of a place or object must be submitted in writing to Council using the Naming Request Form (Appendix 2).</p> <p>The request must provide enough information to enable the location to be clearly identified, and must include a reason for the request.</p> <p>The form must be completed in full providing the contact name and address details of the applicant.</p>
2. Selection of Name	<p>All street, park and suburb naming will be assessed using the naming guidelines and in consultation with the GNB. The names will be checked for duplication using the GNB's Online Road Naming System.</p> <p>All other naming request will be evaluated using the naming guidelines. These requests are not required to be referred to the GNB.</p> <p>If a selected name is of Aboriginal origin, the naming request will be referred to Council's Aboriginal Consultative Committee for review.</p> <p>If the naming request does not provide sufficient information, Council will request additional information.</p> <p>The applicant will be advised in writing when names do not comply with the Naming Convention Policy and the Geographical Names Board NSW Address Policy 2015.</p>
3. Reporting to Council	<p>Suitable names will be referred to Council with a recommendation to begin the process of gazettal, with delegation to the Chief Executive Officer (or delegate).</p>
4. Advertise Naming Request (excluding Park Naming)	<p>If Council approves the recommendation, the request (excluding park naming) will be placed on public notification for 28 days in the local newspaper:</p> <ol style="list-style-type: none"> i. For street naming requests, the GNB and other relevant state agencies (Australia Post, NSW Ambulance, Fire and Rescue NSW, NSW Rural Fire Service, NSW State Emergency Service, NSW Volunteer Rescue Association, Roads and Maritime Services and NSW Police Force) will be notified using the GNB's Online Road Naming System to seek endorsement; ii. For park naming requests, the GNB undertakes all community consultation and state agencies referrals (Australia Post, NSW Ambulance, Fire and Rescue NSW, NSW Rural Fire Service, NSW State Emergency Service, NSW Volunteer Rescue Association, Roads and Maritime Services and NSW Police Force) on

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Steps	Actions
	<p>behalf of Council. The GNB will notify Council once the park name has been gazetted;</p> <p>If Council does not approve the recommendation, the applicant will be notified of the decision in writing.</p>
5. Review Submissions	<p>Council officers will consider all submissions during the public notification period. The three potential scenarios are as follows:</p> <ol style="list-style-type: none"> a) If there are objections from the relevant state agencies, Council will not proceed with the naming request. The applicant will be notified of the outcome. A report to Council will be prepared for the next available meeting outlining the reason for rejection; b) If there are no objections, the naming request will proceed to the NSW Parliamentary Counsel's Office (PCO) for gazettal under the delegation of the Chief Executive Officer (or delegate); c) Any submissions from the community during the public notification period will be considered. <ol style="list-style-type: none"> i. If there is strong community opposition, or reason to reconsider the proposal, a report will be prepared for the next available Council Meeting recommending withdrawal of the naming proposal. ii. If Council decides to support the proposal, the naming request will proceed to the PCO for gazettal under the delegation of the Chief Executive Officer (or delegate). iii. If Council decides not to adopt the naming proposal, then the applicant will be notified in writing outlining the reason for rejection.
6. Gazettal	<p>If supported, the naming request will be forwarded to the PCO to be placed in the NSW Government Gazette. The name is then legal, once published in the gazette.</p>

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Appendix 2 - Naming Request Form



Naming Request Form

This request form should be used for any proposals to name a geographical feature including streets, Council owned buildings, parks, reserves, or waterways within the Liverpool Local Government Area (LGA).

All naming requests will be considered in accordance with the Geographical Names Board's Addressing Policy 2015 and Council's Naming Convention Policy.

The following should be considered before submitting a proposal to Council:

- Names should be easy to pronounce and not unnecessarily long
- Names should not be duplicated within, or in close proximity to, the Liverpool LGA
- If commemorating a person, the person must be deceased. Commemorative naming after a person requires the person's contribution to the local community to have been an outstanding benefit to the community (*evidence must be required*)
- Historical and/or Aboriginal names are preferred. Names encouraging multiculturalism are also encouraged
- The name does not have the potential to cause offence or poses a risk to public safety and service delivery, such as emergency services or mail delivery
- Renaming of roads or parks that are already named is not encouraged due to the potential to cause a safety issue for emergency service providers

Please note: All questions must be completed in full relevant to your request, otherwise Council will not progress with the assessment.

Details of the naming request:

Proposed name:	
Location of the geographical feature (Lot/DP):	
Pronunciation if not obvious (use Macquarie Dictionary symbols)	
Description of feature, including location and extent (please attached identification aids e.g. marked map, marked photograph):	

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Reason for choice of name (if insufficient space, please attach details):	
If the name commemorates a person, please provide full name of the person it commemorates:	
- Date of birth	
- Date of death	
- Occupation when living	
- Last known residence	
How was the person associated with the feature to be named:	
Person's association with, and main contribution to, the local community within the Liverpool LGA:	
Any additional justification for the use of the name:	

Details of the person making the request (must be completed in full):

Name:
Address:
Phone number:
Email address:
Relationship / association with the person which this request relates if commemorating a person:

Information provided will be referred to the Geographical Names Board for consideration and endorsement, or Council in its final decision.

Please return the completed form to:

Attention: Strategic Planning
Liverpool City Council
Locked Bag 7064
Liverpool BC NSW 1871
lcc@liverpool.nsw.gov.au