

10.4.5 Public Exhibition - Naming and Addressing Policy

Directorate: Corporate Services

Business Unit: Technology and Corporate Services

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Executive Summary

The purpose of this report is to seek Council's endorsement to place the amended Naming and Addressing Policy (Policy) on public exhibition for a period of 28 days. The Policy has been comprehensively reviewed to ensure it reflects current Council practices, aligns with relevant state legislation and guidelines, including the NSW Address Policy and User Manual (APUM), and Geographical Names Board (GNB) requirements and provides clearer guidance for staff and community.

Following the exhibition period, if submissions are received that require further consideration, a report will be returned to Council outlining the outcomes and recommendations. If no submissions requiring further consideration are received, the Policy will proceed to adoption.

Recommendation

That:

- 1. Council endorse the amended Naming and Addressing Policy to be placed on public exhibition for a period of 28 days and,**
- 2. If no relevant submissions are received as a result of public exhibition that require further consideration, that Council adopt the Naming and Addressing Policy.**

Background

Council's current 'Naming and Addressing (Roads, Public Reserves, Parks, Sportsfields, Assets) Policy was first adopted on 29 August 2018, with a minor desktop review that was last adopted on 1 July 2021.

A full review has now been undertaken to ensure the Policy is current, consistent with state naming and addressing requirements, and reflective of Council's current operational processes. As part of this review, substantial

amendments have been made, and the Policy title has been simplified to **Naming and Addressing Policy** to improve clarity and usability.

Due to the extent of the amendments and the restructured format, providing a tracked-changes version is not practical. Instead, a summary table outlining the key differences between the Naming and Addressing (Roads, Public Reserves, Parks, Sportsfields, Assets) Policy and the Draft Naming and Addressing Policy are included below to support transparency.

The Draft Amended Policy is provided as **Attachment 1** and the current Policy is provided as **Attachment 2**.

Category	Naming and Addressing (Roads, Public Reserves, Parks, Sportsfields, Assets) Policy Current Policy (2021)	Naming and Addressing Policy Amended Draft Policy (2026)
Purpose of the Policy	Focused mainly on meeting legal requirements for naming and addressing.	Broader focus: clear principles, stronger governance, cultural recognition, community identity, and public safety.
Scope of the Policy	Covered roads, parks, reserves, sportsfields, assets and land parcels	More clearly defines everything the policy applies to, including public and private roads, all land parcels requiring addresses, and all Council-owned or managed assets.
References Used	Relied on a smaller set of laws and guidelines.	Updated to include a wider range of NSW legislation and naming and addressing standards, giving clearer direction.
Definitions	Very few terms were defined.	Includes a detailed list of definitions so the community can clearly understand technical terms.
Road Naming Principles	Names often reflected local history, flora/fauna, or people	Stronger requirements for safety, clear navigation, cultural appropriateness and consistency with state rules.

	who contributed to the city.	Dharawal names need support from the Aboriginal Advisory Committee (AAC).
Road Naming Process	Applications submitted in writing; senior staff decided names if compliant.	Clearer steps: CEO may approve compliant road names; applications with objections go to Council for a decision. All proposals must meet NSW Address Policy and User Manual (APUM) requirements.
Naming Roads in New Subdivisions	General guidance only (themes, traffic flow).	More detailed requirements: early name submission, road function, emergency access, and clear addressing outcomes.
Naming Reserves and Parks	Encouraged community suggestions; names recommended to Geographical Names Board.	Provides a clear, modern process including public exhibition on Council's website and referral to the Geographical Names Board (GNB) for final approval.
Commemorative Naming (Parks and Reserves)	Allowed naming after individuals with significant contributions.	Stricter criteria: must meet GNB guidelines, and individuals must have been deceased for at least 12 months.
Naming Council-owned Assets	Similar to parks and reserves; focused on contributions.	More detailed criteria: names should reflect function, location, and community identity. Encourages cultural representation and unified naming of sites where possible.
Commemorative Naming (Assets)	Minimal restrictions on naming after individuals.	Reserved for exceptional cases only aligning with GNB commemorative principles and requires community exhibition.
General Addressing rules	High-level rules for urban and rural addressing.	Major clarification: how primary access points are chosen, how corner lots are addressed, how suffixes and

		sub-addresses work, and how early address confirmation is provided.
Address Numbering	Outlined standard numbering practices.	Much more precise: continuous numbering, no number ranges, rules for level numbers and sub-address formats, and full alignment with APUM.
Address Display Requirements	Included penalties for not displaying an address.	Maintains legal requirements but frames address display as essential for emergency services and community safety.
Overall Tone	Focused mainly on administrative and compliance matters.	Clearer, more community-focused, culturally respectful, and future-oriented policy with stronger decision-making principles.

Council Implications

FINANCIAL / RESOURCES

Nil

LEGISLATION AND POLICY (INCLUDING ADVOCACY, STRATEGIC AND OTHER PLANS)

Local Government Act 1993 (NSW)

Roads Act 1993 (NSW) and Roads Regulation 2018 (NSW)

Geographical Names Act 1966 (NSW)

NSW Address Policy and User Manual (APUM)

Geographical Names Board of NSW Policy - Place Naming

SOCIAL IMPACT

Public exhibition of the Policy will allow the community to provide their comments on the draft amended Policy.

SUSTAINABILITY CONSIDERATIONS

Nil

LEGAL CONSIDERATIONS

The Policy aligns with legislative requirements under the *Roads Act 1993 (NSW)*, *Local Government Act 1993 (NSW)*, and *Geographical Names Act 1966 (NSW)*. Clear naming and addressing improves legal clarity for property identification, emergency services, and land administration.

RISK CONSIDERATIONS

Adopting a contemporary, compliant Policy reduces risks related to inconsistent naming, addressing errors, community confusion, and non-compliance with state legislative frameworks.

Link to Community Strategic Plan

This report supports the following objectives, strategies and actions of the Community Strategic Plan:

4.2 We are responsible leaders

4.2.1 Council is transparent and trusted to make decisions that reflect the values of the community collectively

4.2.1.02 Comply with Local Government legislation, Council policies, procedures, systems and frameworks

Previous Council Resolutions

Not Applicable

Consultation

Internal

Senior GIS Officer

Statutory Planning and Urban Release Manager

Executive Manager Works and Services

Executive Manager Infrastructure and Projects

Infrastructure Planning Manager

Community Development Manager

Governance Officer

Museum Curator

Senior Leadership Team

External

Nil

Political Donations Disclosure

Not Applicable

Options

Nil

Conclusion

It is recommended that Council endorse the draft amended Naming and Addressing Policy for the purposes of public exhibition.

Attachments

1. Draft Naming and Addressing Policy
2. Naming and Addressing (Roads Public Reserves Parks Sportsfields and Assets) Policy