



Street, Reserve & Asset Naming Policy

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Department	Infrastructure and Operations
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Policy statement / objectives

Kiama Municipal Council is the authority responsible for naming and addressing streets, reserves and assets within the Kiama Local Government Area (LGA).

This Policy sets out Council's principles, governance and decision-making framework for naming roads, public reserves, parks, sportsfields, estates, places and Council-owned, operated or managed assets, and for allocating addresses to properties. Council recognises naming as a meaningful opportunity to honour local heritage and history, significant community contributions, and cultural connection.

Council is committed to naming practices that celebrate and reflect the richness of our community, including the meaningful incorporation of Dharawal language and the recognition of Aboriginal cultural heritage.

Council is committed to practices that:

- deliver consistent, practical and compliant outcomes that support public safety, emergency services and navigation;
- reflect local character and heritage, including local flora, fauna, significant historical themes, and people with enduring contributions to the Municipality of Kiama;
- respect and protect Aboriginal cultural heritage and identity through culturally sensitive naming, including the appropriate use of Dharawal language;
- support transparent, evidence-based decisions that comply with relevant legislation, standards and NSW policy manuals.

Scope

This Policy applies to all public and private roads within the Kiama LGA, as well as all land parcels requiring an official address. It also covers the naming of public reserves, parks, sportsfields, estates and any Council-owned, or managed assets.

References

Local Government Act 1993 (NSW)

Roads Act 1993 (NSW)

Roads Regulation 2018 (NSW)

Geographical Names Act 1966 (NSW)

NSW Address Policy and User Manual (APUM)

GNB Place Naming Policy – Principles and Processes for Place Naming in NSW

AS/NZS 4819:2011, Rural and Urban Addressing Standards

Consultations

Executive Leadership Team

Manager Planning and Development

Manager Community Outcomes

Strategic Planning Coordinator

Governance Team

Definitions

Term	Definition
AAG	The Aboriginal Advisory Group provide strategic advice to Council on Aboriginal and Torres Strait Islander matters.
APUM	The NSW Address Policy and User Manual – sets the state-wide rules that councils and government agencies must follow to ensure property addresses are unique, consistent and compliant for emergency services, navigation and land information systems. NSW Address Policy and User Manual NSW Government
Assets and Facilities	Built structures owned and named by Council, e.g., buildings, playgrounds and sports infrastructure
Commemorative naming	Naming that honours a person's significant and lasting contribution to the Kiama community.
Datum point	A fixed reference point used to measure position, distance or elevation so that all related mapping, surveying or addressing information is aligned to a consistent starting location.
Dual naming	Dual naming is a statutory NSW Government process that allow certain natural features such as rivers, mountains and other landforms, to have both an Aboriginal name and introduced name officially recognised together, where approved by the Geographical Names Board of NSW. It does not apply to roads, streets, suburbs, towns, public reserves, parks, sportsfields, Council facilities or addresses.
GNB	Geographical Names Board of New South Wales
LGA	Local Government Area
Place	An area with defined borders, including suburbs, reserves and geographical features as defined by the Geographical Names Act 1966.
Reserve	An area proclaimed to be a public reserve by government legislation. This includes parks, playgrounds and sportsfields.
Road	All formed roads (public and private) generally open to the public or services.

Variation and review

Council reserves the right to review, vary or revoke this Policy.

Review history

Date reviewed	Date adopted / endorsed	Brief detail of amendments
New Policy.		This policy was developed to ensure naming of streets, reserves or assets is related to the locality of Kiama, and to ensure consistency of naming.

POLICY

1. Road Naming

1.1. Principles

The following principles apply to all road naming proposals and guide the selection of acceptable road names. Road names must support public safety, effective emergency response, navigation and wayfinding.

They must be clear, unambiguous and comply with the NSW Address Policy and User Manual (APUM). Road names should reflect the local character of Kiama LGA and may draw from local flora and fauna, local history, local industry, geology, significant geographical features or other approved references.

Dharawal language names may be considered where culturally appropriate and endorsed by the Kiama Aboriginal Advisory Group (AAG). All road names must comply with APUM language and form principles. Where a commemorative name is proposed, it must also comply with the requirements and guidance of the Geographical Names Board of NSW (GNB).

1.2. Applications and Assessment

Applications must be submitted using Council's "Application for Road Naming" and be accompanied by the applicable fee. Each application must clearly demonstrate the meaning, origin and relevance of the proposed name and must show that it complies with the principles and requirements of APUM. It is recommended that applicants provide a secondary list of names, to expedite the process if primary names are rejected.

1.3. Public Notice and Adoption

Following a referral to GNB for acceptance of proposed names, a report will be tabled to the next Council meeting seeking approval for public exhibition of the proposal for a minimum period of 28 days. Council will provide public notice of proposed road names in accordance with the procedures outlined in the APUM.

Following the exhibition period, Council or the CEO (under delegated authority) will determine whether to adopt the road names dependent on any relevant submissions received. Once adopted, Council will provide public notice of the new road name and gazettal in accordance with legislative requirements.

1.4. New Subdivisions

Development consents involving the dedication of new unnamed public roads will include a condition requiring the early submission of preferred road names. Road names must be approved prior to issue of the Subdivision Certificate to support consistent addressing, emergency services readiness and timely integration into spatial datasets. When determining a proposal to name a new road, Council will consider the designed traffic function, layout and extent of the constructed road and surrounding subdivision. This includes, but is not limited to, link roads, one-way streets, looped roads, rear lanes, access pathways, emergency access roads and service roads.

Council will also consider the addressing outcomes for properties fronting or accessing the road to ensure clear, logical and unique addresses can be allocated. Road naming within new subdivisions must comply with the relevant principles and guidelines of the APUM and provide a consistent naming theme. Council may at its discretion, provide a preferred naming theme for new subdivisions and list of potential naming options.

2. Naming of Public Reserves and Parks

2.1. Principles

Names assigned to public reserves and parks should support community identity, wayfinding, and place recognition. When selecting names, Council will give preference to names that reflect the area's historical context, incorporate culturally appropriate Dharawal language, or recognise native species.

For small pocket parks, Council may apply the name of the adjoining street where this provides clearer navigation and assists the community in identifying the space. Place naming is governed by the Geographical Names Act 1966 and the Geographical Names Board of NSW Policy - Place Naming. The GNB is the statutory authority responsible for place naming in New South Wales.

2.2. Commemorative Names

Commemorative naming recognises an individual or group that has made a significant and enduring contribution to Council or the Kiama LGA. Eligible contributions may include long-term community service, acts of bravery, sporting achievement, cultural leadership, public service, or other outstanding accomplishments by service personnel, community leaders, educators, industry pioneers, sporting figures or notable Aboriginal and Torres Strait Islander peoples.

The GNB does not support naming places after living persons. Individuals must have been deceased for at least 12 months before consideration, and all proposals must comply with the GNB Place Naming Policy – Commemorative Names.

2.3. Application, Public Notice and Adoption

Requests to name a public reserve or park must be submitted in writing and must meet all requirements of the GNB. Once a preferred name has been identified, a report will be tabled to the next Council meeting seeking approval for public exhibition of the proposal for a minimum period of 28 days.

Following the exhibition period, Council or the CEO (under delegated authority) will determine whether to adopt the proposed name dependent on any relevant submissions received. Once adopted, Council will provide public notice of the new public park or reserve name and gazettal in accordance with legislative requirements.

2.4. New Subdivisions

Where a development includes the dedication of land as a public reserve, a condition of consent will require the developer to provide a list of preferred names for that reserve. This list must be submitted at the same time as the preferred street names for the subdivision to enable holistic and consistent naming across the development.

3. Naming of Council Assets

3.1. Principles

Council may assign names to any public facility or space that it owns or manages, including sportsfields, community buildings and other civic infrastructure, provided the asset is not subject to the NSW Place Naming Policy administered by the GNB.

When naming sportsgrounds, major venues or other assets that attract visitors, Council gives preference to names that assist with clear identification, enhance wayfinding and strengthen the connection between the facility and the community it serves.

Names should reflect the asset's purpose, location or primary function so that they remain accessible and meaningful to residents and visitors.

In selecting names for Council assets, Council is committed to respectfully representing the Municipality's diversity, cultural identity and community values. Names that acknowledge gender diversity, celebrate Kiama's multicultural community and recognise Aboriginal heritage are encouraged. Names may also reflect individuals who have passed away, who have made a meaningful and enduring contribution to the Kiama community. Consultation will be required with specific stake holders relating to those people, such as a related community group or organisation.

Aboriginal names must be drawn from the local Dharawal language and require endorsement from the AAG. Where a naming proposal seeks to honour an Aboriginal individual, Council will consult with the AAG to ensure appropriate cultural processes and sensitivities are observed.

When an asset reaches the end of its useful life, Council may choose to retire the name associated with it. In such cases, there is no expectation that the name will transfer to a replacement or upgraded asset, and Council may determine a new name where appropriate.

To support clarity and ease of identification, Council generally aims to apply a single name across an entire site. Separate names may be considered only where a site contains clearly defined areas or distinct features that warrant a different name for practical or functional reasons.

3.2. Commemorative Naming

Functional or locality-based names remain the preferred approach for major Council facilities. Commemorative naming will be considered only where a compelling, well-substantiated case demonstrates that an individual or group has made a significant and enduring contribution to the Kiama municipality and community. Such contributions may include long-term community service, civic leadership, cultural or sporting achievement, or other notable public service.

Council reserves commemorative naming for exceptional cases where an extraordinary and clearly demonstrated contribution has been made. Although approval from the GNB is not required for Council-managed assets, Council's approach is informed by the GNB's Place Naming Policy and individuals must have been deceased for at least 12 months before consideration.

All naming proposals must align with this policy, including principles relating to commemorative names, and may involve consultation with the GNB where appropriate. All naming proposals will be assessed within this legislative and policy framework to ensure naming decisions remain consistent with recognised state-level standards and obligations. Commemorative naming proposals must undergo public exhibition and are required to be determined by Council.

3.3. Signage Responsibilities

Council's approval of a naming or addressing proposal does not obligate Council to install, fund or maintain any associated signage. Unless Council expressly resolves otherwise, all costs relating to the supply, installation, maintenance, and any required approvals for signage associated with an approved name are the responsibility of the applicant. All signage must comply with relevant legislation, applicable Council standards, and any specific design, or placement requirements. Signage associated with subdivision works will typically transfer to Council ownership following Subdivision Certificate and associated maintenance periods.

4. Addressing

Accurate and consistent addressing is essential for public safety, emergency response, service delivery, property identification, and the effective functioning of Council's spatial data systems. Council will assign addresses in accordance with APUM principles to ensure consistency, clarity and compliance across the Kiama LGA.

Addresses are determined by the property's primary access point. The primary access point for a property is determined by Council based on the approved vehicle and pedestrian access arrangements shown on development consent plans, and imposed conditions within the Notice of Determination. Considerations include the approved driveway location, pedestrian entry, building orientation, road frontage and the intended function of the development. Where a site has multiple access points, Council will determine the primary address based on the access that best supports safe, logical and consistent addressing outcomes. For undeveloped corner lots, an alternative address will be reserved to maintain numbering consistency and accommodate future development.

Address numbers must follow a logical sequence from the road's datum point, with odd numbers on the left and even numbers on the right. Numbers must be unique, continuous and non-ranged. Alphabetical suffixes may be used only where no whole numbers are available (e.g. 10A,10B). Sub-addresses for multi-occupancy developments must follow logical, continuous numbering consistent with APUM.

Rural addressing uses a distance-based system linked to the property's entrance in accordance with APUM. Under section 124 of the Local Government Act 1993, Council may require property owners to display the allocated address number, with penalties for non-compliance under section 628. Council confirms addresses early in the development process and provides finalised address data to NSW Spatial Services at subdivision plan registration. Council officers may apply limited discretion, consistent with APUM and this Policy, where necessary to ensure addresses are unique, logical and functional.

5. Estate Names

Estate names are considered to be branding for particular development areas or gated communities, and as such are not address locality names and cannot be used for addressing purposes. Should a development or gated community wish to use an estate name for the purpose of branding its development, then the name chosen must comply with APUM Section 6.8.3 'Acceptable Address Locality Names.'

Related forms / documents

Kiama Council - Application for Road Naming

Attachments

Nil	

Authorisation

Name: ELT meeting date OR Council resolution No: ****

Date: Date endorsed by ELT or adopted by Council