



# On Public Exhibition

## Draft Naming and Addressing Policy

### Exhibition period

From 4 May 2026 to 1 June 2026

### How to make a Submission

Submissions must be received in writing and addressed to  
The Chief Executive Officer, Dharawal Country,  
Locked Bag 155 Shellharbour City Centre, 2529  
or sent by email to [council@shellharbour.nsw.gov.au](mailto:council@shellharbour.nsw.gov.au)

#### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The personal information contained in your submissions is collected by Shellharbour City Council for the purpose of corresponding with you about your submission. If you make an anonymous submission, Council will be unable to contact you further.

The information is intended for use by Council to assist in its decision making processes. The content of your submission may be summarised and attached to a Council Report and displayed on Council's website, your personal information will not be included. The submission will be stored in Council's electronic records management system. You can apply to Council to access and correct your personal information. Please see Council's Privacy Management Plan available on Council's website or contact Council's Privacy Officer on 4221 6111 for more information.

## Naming and Addressing

<b>Policy Owner: Executive Manager Technology and Corporate Services</b>	
<b>Date Last Adopted: 28 April 2026</b>	<b>Review Date: 28 April 2030</b>

### 1. Policy Statement/Objective(s)

Shellharbour City Council is the authority responsible for naming and addressing within the Shellharbour Local Government Area (LGA). This Policy sets out Council's principles, governance and decision-making framework for naming roads, public reserves, parks, sportsfields, places and Council-owned, operated or managed assets, and for allocating addresses to properties.

Council recognises naming as a meaningful opportunity to honour local history, significant community contributions, and cultural connection. Council is committed to naming practices that celebrate the richness of our community, including the respectful 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 City of Shellharbour;
- 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.

### 2. Scope

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

### 3. Definitions

<b>LGA</b>	Local Government Area
<b>Assets and Facilities</b>	Built structures owned and named by Council, e.g., buildings, playgrounds and sports infrastructure.
<b>GNB</b>	Geographical Names Board of New South Wales
<b>Road</b>	All formed roads (public and private) generally open to the public or services.

<b>Datum point</b>	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.
<b>Place</b>	An area with defined borders, including suburbs, reserves and geographical features as defined by the <i>Geographical Names Act 1966</i>
<b>Reserve</b>	An area proclaimed to be a public reserve by government legislation. Includes parks, playgrounds and sportsfields.
<b>AAC</b>	The Shellharbour Aboriginal Advisory Committee provide strategic advice to Council on Aboriginal and Torres Strait Islander matters.
<b>APUM</b>	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.
<b>Commemorative naming</b>	Naming that honours a person’s significant and lasting contribution to the Shellharbour community.
<b>Dual naming</b>	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.

#### 4. Variation and Review

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

##### Review History

Date Policy first adopted – version 1	29 August 2018
Date Policy reviewed – version 2	1 July 2021
Date amended and adopted by Council - version 3	28 April 2026

#### 5. Policy

##### 5.1 Road Naming

###### 5.1.1 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 Shellharbour and may draw from local flora and fauna, local history, significant geographical features, or individuals who have made a meaningful and enduring contribution to the Shellharbour community.

Dharawal language names may be considered where culturally appropriate and endorsed by the Shellharbour Aboriginal Advisory Committee (AAC).

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).

#### 5.1.2 Applications and Assessment

Applications must be submitted using Council's official Road Naming Application Form 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. The Chief Executive Officer (CEO) may approve compliant proposals under delegation that meet all policy and legislative requirements.

Proposals will be referred to Council where valid objections are received during the public exhibition period or where, Council officers or the CEO consider that the matter raises broader public interest considerations and warrants determination by the elected Council.

#### 5.1.3 Public Notice and Adoption

Council will provide public notice of proposed and adopted road names in accordance with the *Roads Regulation 2018* and the procedures outlined in the APUM. After considering any submissions received during the exhibition period, Council, or the CEO under delegated authority, will determine whether to adopt the road name. Once adopted, Council will provide public notice of the new road name in accordance with legislative requirements.

#### 5.1.4 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.

## **5.2 Naming of Public Reserves and Parks**

### 5.2.1 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.

### 5.2.2 Commemorative Names

Commemorative naming recognises an individual or group that has made a significant and enduring contribution to Council or the Shellharbour 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.

### 5.2.3 Applications and the GNB Process

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, Council will prepare a report and publicly exhibit the proposed name on its website and consider any submissions received during the exhibition period. If the proposal is endorsed following community feedback, Council will forward the recommended name to the GNB for its consideration, formal public advertising and subsequent gazettal.

### 5.2.4 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.

## **5.3 Naming of Council Assets**

### 5.3.1 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 from within and outside the Shellharbour LGA, Council gives preference to names that assist with clear identification, enhance wayfinding and strengthen the connection between the facility and the community it serves.

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.

### 5.3.2 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 Shellharbour 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. 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.

#### **5.4 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.

#### **5.5 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 Shellharbour 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.

## **6 References and Related Documents**

*Local Government Act 1993 (NSW)*

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

*Geographical Names Act 1966 (NSW)*

COLLABORATION

ACCOUNTABILITY

INTEGRITY

RESPECT

SUSTAINABILITY

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

Shellharbour City Council - Community Engagement Policy

Shellharbour City Council - Application for Road Naming

## 6 Attachments

Nil

### Policy Authorised by:

Name: Council Resolution Number - TBC

Date: 28 April 2026

DRAFT

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