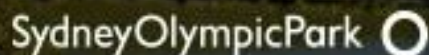


Sydney Olympic Park Authority Policy



Policy Name	Sydney Olympic Park Map Policy and Guidelines
Policy No.	POL11/3
Department File No.	F11/397
Business Unit	Place Management
Officer Responsible	Director, Place Management
Approving Officer	Chief Operating Officer
Date of Approval	January 2022

Version	Review	Date	Approved By
1		August 2011	
2	Reviewed by EM, Community Engagement & Communications	November 2012	
2.1	Reviewed by EM, Community Engagement & Communications	January 2014	
2.2	Reviewed by EM, Community Engagement & Communications	January 2015	CEO
2.3	Reviewed	June 2018	
2.4	Reviewed by Senior Manager, Place Activation & Strategy	August 2019	Director, Place Management
3	Reviewed by Director, Place Management	January 2022	Chief Operating Officer

SYDNEY OLYMPIC PARK MAP POLICY AND GUIDELINES

Purpose

The purpose of the Sydney Olympic Park Map Policy and Guidelines is to outline the process for managing and updating the Sydney Olympic Park map.

Background

The Sydney Olympic Park map is an essential tool for the Authority. It visually represents Sydney Olympic Park, demonstrates the size and diversity of the precinct, assists in way finding and promotes the brand.

The Sydney Olympic Park map is used by both internal and external stakeholders for many different reasons. It is important that any map that is in public circulation for staff, community, stakeholders, visitors and the general public is accurate and current, supports the Authority's business objectives and reflects the corporate brand.

As Sydney Olympic Park continues to transform into a vibrant town, with an increasing number of new developments and facilities, there is a need to continuously change and update the Sydney Olympic Park map.

Policy

Staff should adhere to the Sydney Olympic Park Map Guidelines when making updates and when distributing any Sydney Olympic Park map to external parties.

Guidelines

The Sydney Olympic Park precinct is likely to change through:

- Property development
- Delivery of new assets / facilities / infrastructure in the public domain or parklands
- Name changes to locations, venues and facilities
- Town planning activities in and around the Park
- Sydney Olympic Park Authority Board decisions
- External organisations, particularly changes to names of venues or retail shops, facilities and services available in venues/commercial buildings.

Sydney Olympic Park Authority currently uses three map formats to represent Sydney Olympic Park in printed and online materials:

- Spatial Information / CADD map
- Graphically Designed Visitor Map
- Interactive Website Map

Map Updates

Various staff are responsible (directly or indirectly) for the delivery of a precinct change that is permanent in temporary nature. All changes to the Sydney Olympic Park map require approval from the Chief Operating Officer.

Staff responsible for changes should notify the Director, Place Management of the precinct change as outlined in this policy, so that the map register can be updated and the change represented in the Sydney Olympic Park map. Notification of any precinct change should be accompanied by written confirmation and/or approval.

Consideration should be given to the Authority's legislative requirements (particularly the *Sydney Olympic Park Authority Act 2001 No 57* and *Sydney Olympic Park Authority Regulation 2007*) and the requirements for formal naming processes through the Geographic Names Board.

Geographic Names Board

The Geographical Names Board is the authority for geographical names in NSW and operates under the *Geographical Names Act 1966*. The place naming process normally follows four main steps: proposal, review, consultation and assign. The Geographic Names Board encourages community members and authorities to propose new names for geographic features. Generally, proposals should have the endorsement of the government agency that administers the area where the feature is located and the name should also comply with the Geographic Names Board's Place Naming Policy (https://www.gnb.nsw.gov.au/data/assets/pdf_file/0017/220148/GNB_Place_Naming_Policy.pdf).

All submissions to the Geographic Names Board require the approval of the Sydney Olympic Park Authority Board, the Chief Executive Officer and/or the Chief Operating Officer.

Map Register

A map register will be maintained by the Coordinator, Place Identity & Experience and include:

- Details of the requested precinct change (including details confirmed and details yet to be advised)
- Date that precinct change is expected to take effect
- Requested by
- Approved by
- Date changes have been updated in all versions of the map

The Coordinator, Place Identity and Experience will undertake a review of the map every six months to ensure accuracy and consistency, with any updates provided to the various teams responsible for the three versions of the map.

Contact Officer

Any enquiries relating to the Sydney Olympic Park Map Policy and Guidelines should be directed to the Director, Place Management on 9714 7229.