

POLICY

Policy name	Naming Of Parks, Reserves, Sports Fields And Public Pathways
Responsible manager(s)	Divisional Manager Technical Services
Contact officer(s)	Engineering Administration Coordinator
Directorate	Infrastructure Services
Approval date	27 August 2013

Purpose

The purpose of this policy is to identify public land including parks, reserves and sports fields to assist in locating that land in Council records, maps and plans for general public use. This policy also provides for the naming of public pathways by Council where there has been continual and recognised involvement of individuals or groups.

The Geographical Names Board of NSW (GNB) is the authority, under the *Geographical Names Act 1966*, responsible for the assigning of names to places and geographical features.

This policy is designed to ensure that the formal adoption of names for reserves, parks and sporting fields should be restricted to major public facilities, areas for which a Plan of Management is required or when a specific request is received from the public.

Council also receives requests from time to time to name public pathways where there has been continual and recognised involvement of individuals or groups. Council may choose to locally name a public pathway without formal recognition through the GNB.

This policy aims to:

- Promote an integrated framework for dealing with the naming of parks, reserves, sports fields and public pathways.
- Ensure compliance with legislative requirements under the *Geographical Names Act 1966*.
- Ensure consistency and fairness in the manner in which the Council deals with the naming of parks, reserves, sports fields and public pathways.
- Make the Council's policies and requirements for the naming of parks, reserves, sports fields and public pathways readily accessible and understandable to the public.

Policy statement

1	<p>Application</p> <p>To identify public land including parks, reserves and sports fields to assist in locating that land in Council records, maps and plans for general public use.</p> <p>To provide for the naming of public pathways by Council where there has been continual and recognised involvement of individuals or groups.</p>
2	<p>The Geographical names Board of NSW (GNB) is the authority, under the <i>Geographical Names Act 1966</i>, responsible for the assigning of names to places and geographical features.</p> <p>The GNB will only consider the adoption of a place name after the GNB has advertised it in the Government Gazette and local press for one month inviting public comment.</p>

Implementation

Requirements	Responsibility
<p>1 Code of Practice This policy will be implemented by following Council’s Naming of Parks, Reserves, Sports fields, Public pathways Code of Practice, which specifies in detail the plan, procedures and matters to be considered.</p>	Council Officers
<p>2 Naming of Reserves , Parks and Sporting Fields for Council Purposes Council is occasionally asked to provide a suitable name to identify a new or existing park, reserve or sporting field, or is required to adopt a name for management purposes. Input should always be sought from local groups or organisations and the general public on a preferred name of the facility. A Council resolution should be sought on a preferred name to be submitted to the GNB for advertising and adoption. The submission to the GNB should include reasons for adopting the name and any documentation supporting the proposal.</p>	Council Officers Council General Public GNB
<p>3 Naming of Reserves, Parks and Sporting Fields Following Requests from the Public The proposed names are usually suggested by the public to perpetuate a longstanding resident or other notable person. The person(s) requesting the adoption of the name should be provided with the GNB Guidelines and Placename Application Form for the determination of place names and asked to supply the required supporting documentation. When this documentation is received, a report should be submitted to Council seeking concurrence or objection to the proposed name. Following a Council resolution all information on the proposal, including Council’s resolution on the matter, should be forwarded to the GNB for consideration and advertising.</p>	Council Officers Council General Public GNB
<p>4 Naming of Public Pathways Naming of public pathways is supported for the continual and recognised involvement of individuals or groups. Where a name is suggested by the public or an organisation, supporting information should be requested outlining how the request complies with the public pathway naming policy. This should then be submitted to Council seeking concurrence or objection prior to public exhibition. The outcomes of the public exhibition shall be resubmitted to Council for determination. Council will fund the provision of standard pathway naming signs.</p>	Council Officer Council General Public
<p>5 Staff Under supervision, applicable Council staff will be responsible for ensuring that policies are implemented appropriately within their work area, after they have received relevant training to do so.</p>	Council Officers

6	<p>Concerns</p> <p>Concerns received regarding the naming of reserves, parks, sporting fields and public pathways will be recorded on Council's customer service request (CSR) or records system and handled in accordance with Council's Customer Service Requests Policy. They will be used to analyse the history of concerns and help determine follow up actions.</p>	Council Officers
7	<p>Complaints</p> <p>Complaints received regarding this policy will be lodged with the Public Officer and handled in accordance with council's Complaints Policy.</p>	Public Officer
8	<p>Community Consultation</p> <p>Any proposed names for parks, reserves and sporting fields will be advertised by the GNB prior to being adopted. The community have the opportunity to comment on the proposed name at that time.</p> <p>Any proposed naming of a public pathway will be placed on public exhibition by Council. The community have the opportunity to comment on the proposed name at that time.</p>	GNB Council Officers

Review

The policy will be automatically revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council revokes it sooner. **Note:** *Automatic revocation of the policy is provided for by section 165(4) of the Local Government Act 1993. The next general local government election is expected to be held in September 2016.*

This policy may also be reviewed and updated as necessary if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages the naming of parks, reserves, sports fields, public pathways.

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Concerns	Council records
Customer Feedback Survey Responses	Surveys
Internal or external audit	Audit

Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

Related legislation and policies

Name	Link
Code of Practice – <i>Naming of Parks, Reserves, Sports Fields, Public Pathways</i>	www.esc.nsw.gov.au
<i>Local Government Act 1993</i>	www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/
<i>Geographical Names Act 1966</i>	www.legislation.nsw.gov.au/maintop/view/inforce/act+13+1966+cd+0+N

Related external references

Name	Link
Division of Local Government	www.dlg.nsw.gov.au/

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	26 Jun 2012	Council	12/179	E09.3418	Reviewed and updated
2	27 Aug 2013	Council	13/246	E13.7095	Updated to Template, review date, references and links. Report O13/131.

Internal use

Responsible officer	Director Infrastructure Services		Approved by	Council	
File no	E13.7095	Report no	O13/131	Effective date	27 Aug 2013
Min no	13/246	Review date	Sep 2016	Pages	4