

Policy title	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	9 August 2022
Outcome area	1 Our sustainable shire celebrates our natural environment and outdoor lifestyles
Strategy	1.1 Move together for a sustainable future
Delivery Program	1.1.3 Facilitate waste management services guided by the strategy and asset management plan
Operational Program	1.1.3.1 Build, renew, operate and maintain waste landfill sites and transfer stations

Purpose

Eurobodalla Shire Council's policy provides guidance to assist in naming public land including parks, reserves, sports fields and public pathways to identify land in Council records, maps and plans for general public use.

The policy ensures compliance with the Geographical Names Board of NSW (GNB) naming and renaming of sites for which Council is the authority.

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.

Policy aims

- 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 details

1	Application This policy applies to public land including parks, reserves, sports fields and public pathways to identify land in Council records, maps and plans for general public use.
2	Authority 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. 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.

Implementation

Requirements		Responsibility
1	Legal The Geographical Names Board (GNB) has prepared guidelines for the determination of placenames. A copy of the guidelines is available from the GNB (www.gnb.nsw.gov.au) Council must give the Geographical Names Board (GNB) at least one month's notice of the proposed name.	Council officers
2	Staff Under supervision, relevant Council staff will be responsible for ensuring that this policy is implemented appropriately within their work area, after they have received appropriate training to do so.	Council officers
3	Concerns Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.	Council officers
4	Consultation Any consultation deemed necessary will occur as required with key stakeholders, which may include (but not be limited to) the community, other agencies, statutory and industry bodies. Where the renaming of an existing site is being considered, affected property owners, community groups and Aboriginal Land Councils will be contacted inviting suggestions. Public submissions regarding this policy are invited for consideration during the exhibition period.	Council officers as applicable

Review

This policy will be reviewed every 4 years. It may also be reviewed and updated as necessary if legislation requires it; or when Council's related policies, 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 and public pathways.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election, unless Council updates or revokes it sooner.

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

Performance indicator	Data source(s)
Delivery Program/ Operational Plan outcomes achieved	Council reporting
Concerns or complaints registered	Council records
Customer feedback, survey responses	Surveys
Internal or external review	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
Related Council Policy or Code of Practice	Council policies Eurobodalla Council website (nsw.gov.au)
Local Government Act 1993	Local Government Act 1993 No 30 - NSW Legislation
Geographical Names Act	Geographical Names Act 1966 No 13 - NSW Legislation

Related external references

Name	Link
Office of Local Government	www.olg.nsw.gov.au
Geographical Names Board – Guidelines for Determination	GNB_Place_Naming_Policy.pdf (nsw.gov.au)

Change history

Version	Approval date	Approved by	Min No	File No	Change
1	26 June 2012	Council	12/179	E09.3418 E06.0375	Policy commenced
2	27 Aug 2013	Council	13/246	E13.7095 E06.0375	Reviewed and updated
3	27 June 2017	Council	17/214	E16.0297 E06.0375	Reviewed and updated at start of new Council term. Report GMR17/021.
4	9 Aug 2022	Council	22/190	E16.0297 E06.0375	Reviewed and updated at start of new Council term. Report GMR22/080.

Internal use

Responsible officer		Director Infrastructure Services		Approved by	Council
Minute	22/190	Report	GMR22/080	Effective date	9 Aug 2022
File	E16.0297 E06.0375	Review date	Jun 2022	Pages	3