

Name of policy:	Naming of Public Reserves and Facilities		
Adoption by Council:	27 September 2023	Minute number:	399/2023
Last review date:	27 September 2023		
Review timeframe:	4 years		
Next scheduled review date:	27 September 2027		
Related legislation:	Local Government Act 1993 Geographical Names Act 1966		
Associated policies/documents:	Naming of Public Reserves & Facilities Procedure		
Responsible division:	Liveable Communities		

Policy objective

To provide consistency regarding the requirements for the naming and renaming of public reserves and facilities.

Policy statement

Whilst Council has the statutory power under the Local Government Act 1993 to carry out the administrative functions associated with the naming and renaming of reserves, the Geographic Names Board of NSW (GNB) sets the policy and processes for all reserve naming proposals in New South Wales. The GNB has a number of principles designed to ensure that naming practices in New South Wales will be at the highest possible standard and will result in clear reserve names which minimise confusion, errors and discrimination.

Coverage of the policy

This Policy applies to:

- Council owned Community Land in the MidCoast Council local government area;
- Crown Land of which MidCoast Council is Crown Land Manager;
- Public facilities, buildings or structures on Council managed land;
- All Council staff, contractors, consultants, community groups/members and land developers involved in the process of naming or renaming Council managed land or facilities.

Strategic Plan link

Community Outcome 2: An integrated and considered approach to managing our natural and built environments.

Policy content

All requests for the naming of reserves and facilities are to be submitted along with a fee as per the adopted Council Fee's and Charges. To be considered by Council, naming proposal must comply with the principles set out by the Geographical Names Board of NSW (GNB) – Place Naming Policy and Council's Naming of Public Reserves and Facilities Policy. Applications that do not comply with the GNB Principles or this Policy cannot be considered by Council.

The GNB's primary directive is to give precedence in using names of Aboriginal origin associated with the place, or a name that recognises the social history of an area.

This is further supported by Resolution 383/19, to ensure we preference appropriate local Aboriginal naming wherever suitable. To achieve this, names for Reserves must be drawn from the following sources:

- Aboriginal names associated with the locality;
- Local history themes, flora, fauna, ships etc.;
- Names reflecting NSW multicultural heritage.

The use of names of people (living and deceased) are excluded as a source of names.

A long term commonly used name, but one that has not officially been recognised by the GNB, is the preferred formal name should it meet the naming principles.

Renaming a reserve that is already officially named is not permitted.

Naming of public facilities such as a community hall, sports field or pavilion, does not pass through the GNB process, however many of the naming principles are applicable. One difference is that names of deceased people is not excluded as a source provided suitability can be demonstrated. Informal naming of facilities by clubs or individuals is not considered official and will only be recognised by Council after the process identified in this policy and corresponding procedure.

GNB maintains the official register of names for public reserves, and Council's Asset Register maintains recognised names of Council facilities.

Where a naming request has been made by a community group or individual then the full cost of manufacture and erection of the sign is to be borne by the applicant. Costs will be calculated on a fee for service basis where no profit margin will be applied.

Definitions

GNB – Geographical Naming Board of NSW

References and related documents

- Local Government Act 1993
- Geographical Names Act 1966;
- Geographical Names Board – Policy and Guideline for the Determination of Place Names;
- Geographical Names Board of NSW website www.gnb.nsw.gov.au factsheets and publications;

Responsible officer (position)

Manager Community Assets