

NAMING OF PUBLIC OPEN SPACE & FACILITIES POLICY

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**PREPARED BY:
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SUTHERLANDSHIRE

1. PURPOSE

The names we give to places convey their significance through a sense of history, identity, and connection between people and a place. Council recognises the importance of this connection, and has developed a Policy to ensure that consistent, consultative and transparent practices are in place for the selection of place names.

The purpose of this Policy is to:

- Provide a clear and succinct framework for staff and Council when considering public open space naming proposals for land and facilities within the Sutherland Shire LGA.
- Align Council place naming policy with that administered by the Geographical Names Board of NSW (the “GNB”), and with national and international best practice.
- Ensure that public open space and facility names reflect the character and history of the Sutherland Shire.

2. APPLICATION

This Policy applies to all naming proposals put forward by Council, staff or members of the community for naming of public open space and facilities.

3. PRINCIPLES

3.1. Application of Principles

No one principle should be applied to the detriment of another. Principles must be collectively considered and applied to the extent that is reasonable and practicable in the circumstances.

3.2. Selection of Names

Council's first preference is for public open space to be named after the characteristics of a locality, for example, Cronulla Park.

Names acknowledging the heritage of the Sutherland Shire are encouraged, especially those that are associated with explorers, settlers, naturalists, and historical events.

The use of Aboriginal names are also encouraged. Priority will be given to the use of Aboriginal names for any place that does not have an assigned geographical name.

Names that recognise acts of bravery, community service and exceptional accomplishment are encouraged for commemorative names.

The changing of long-established place names is to be avoided except where necessary to avoid ambiguity or duplication.

3.3. Procedure

Place name proposals may be put forward by the community, Councillors or staff.

All requests for new place names will be recorded in a central “Place Name Proposal Register” as soon as they are received. This register will be updated as a proposal progresses.

Council staff will undertake community consultation on all naming proposals that receive in principle support from Council. If Council resolves to adopt the name, results of the community consultation will be included in Council's formal submission to the GNB. The specifications for consultation are detailed in the Asset Management Services Procedures for Naming of Public Open Space & Facilities (the “Procedures”).

Council staff will undertake consultation with the Aboriginal Advisory Committee on all naming proposals that receive in-principle support from Council, when names recognising Aboriginal culture and heritage, or that utilise Aboriginal words, are proposed.

All naming proposals must follow the steps detailed in the Procedures.

3.4. Naming of Public Facilities

Public facilities are defined as any Council-owned or managed facility other than a geographical feature. Facilities include infrastructure such as buildings, ovals, pavilions, boardwalks, wharves, gardens and playgrounds.

Names of public facilities do not require formal approval by the GNB, however Council will satisfy itself that naming requests for public facilities comply with the principles set out in this Policy.

3.5. Exclusions

The Policy does not apply to the following types of infrastructure which are not typically constructed by Council, however Council reserves the right to name these facilities as permitted under the Geographical Names Act when it has contributed monetarily to the construction of such infrastructure:

- Roads
- Railway stations
- Bridges
- Schools
- Private estates

4. RESPONSIBILITIES

4.1. Responsible Officer

The Team Leader Open Space Assets is the Responsible Officer for this Policy. Responsibilities include:

- Maintaining records including review and maintenance of the place name register;
- Reporting;
- Keeping the Policy current;
- Implementing communications, education and monitoring strategies; and
- Providing a point of contact about the meaning and application of the Policy.

4.2. Council

In accordance with the Local Government Act 1993, Council is responsible for administration of this Policy.

4.3. Chief Executive Officer

Council has delegated the Chief Executive Officer the authority to meet our obligations under the relevant legislation.

4.4. Directors

Directors are responsible for ensuring their Division adheres to the requirements of this Policy and provide guidance in respect of achievement of the strategic objectives of the Policy within their division and the organisation.

4.5. Staff

Staff must:

- Execute requests for place names in accordance with procedure.

- Provide reports to Council on naming proposals.
- Ensure that naming proposals comply with this policy and with all relevant acts and guidelines issued by the GNB
- Undertake community and stakeholder consultation
- Prepare and submit formal applications to the GNB for final determination
- Carry out any actions arising from the GNB decision such as installation of on-site signage and updating of the website.

5. MONITORING

Application of the Policy will be monitored by the Team Leader Open Space Assets.

6. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

- Council adheres to and complies with the *State Records Act 1998 (NSW)* and *Privacy and Personal Information Protection Act 1998 (NSW)* through its Access to Information Policy and its Privacy Management Plan.
- Open space names and their derivation are a matter of public record.
- Naming proposals submitted to the GNB are recorded with NSW State Archives and Records and are available to the public
- Place name proposals lodged with Council will be recorded on a single register, and will be kept in a manner that confirms to the provisions of the *State Records Act 1998 (NSW)*.
- A copy of all relevant documents for names endorsed by the GNB will be provided to the Local Studies division of Sutherland Shire Libraries.
- Access to information held by Council will comply with Council's Access to Information Policy, the *Government Information (Public Access) Act 2009 (NSW)*, and the *Privacy and Personal Information Protection Act 1998 (NSW)*.

7. BREACHES OF POLICY

Breaches of this Policy will be dealt with in accordance with normal disciplinary procedures and will be advised to the Chief Executive Officer and/or Director Shire Infrastructure, via the Manager Asset Services.

8. RELATED DOCUMENTS

- Asset Management Services Procedures for Naming of Public Open Space & Facilities
- Aboriginal Heritage Signage Policy
- Access to Information Policy
- Privacy Management Plan

9. RELEVANT LEGISLATION, REGULATIONS AND GUIDELINES

- *Local Government Act 1993 (NSW)*
- *State Records Act 1998 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Government Information (Public Access) Act 2009 (NSW)*
- *Geographical Names Act 1966 No. 13*

10. DEFINITION OF TERMS

Term	Meaning
Act	<i>Geographical Names Act 1966 No 13</i>
GNB	Geographical Names Board of NSW as constituted under the Act
Gazetteer	List of geographical names. In NSW the Geographical Names Gazetteer is stored in the Geographical Names Register database.
Geographical name	The name of a place as determined by the provision of the Act and been notified in the Gazette as a geographical name, but does not include a name which has ceased to be a geographical name under the Act.
Place	Defined by the Act as 'any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the <i>Local Government Act 1993</i>), area of operations of a country council ... (within the meaning of the Act), any electoral district under the <i>Electoral Act 2017</i> , any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations'.
Public Facilities	Any Council-owned or managed facility other than a geographical feature. Public facilities include, but are not limited to, infrastructure such as buildings, ovals, pavilions, boardwalks, wharves, gardens and playgrounds.
Public Open Space	Any parcel of land under the control and management of Sutherland Shire Council regardless of tenure.

End of Document

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