

NAMING OF PUBLIC OPEN SPACE AND FACILITIES POLICY

October 2022

**PREPARED BY:
ASSET SERVICES UNIT**



4-20 Eton Street,
Sutherland NSW 2232
T 02 9710 0333
sutherlandshire.nsw.gov.au

SUTHERLANDSHIRE

1. PURPOSE

Council has responsibility for the naming of public open space and facilities within the Sutherland Shire. 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, 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 Locality

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

3.3 Heritage

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

3.4 Aboriginal Names

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

3.5 Commemorative Names

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

3.6 Existing Place Names

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

3.7 Naming of Public Facilities

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

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

3.8 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 Manager Asset Services is the Responsible Officer for this Policy and is responsible for keeping the Policy current.

4.2 Chief Executive Officer

Council has delegated the Chief Executive Officer the authority to exercise the responsibilities detailed in this Policy.

4.3 Directors

Directors are responsible for ensuring their Division adheres to the requirements of this Policy and for providing guidance in respect to ensuring that consistent, consultative and transparent practices are in place for the selection of place names within their division and the organisation.

4.4 Employees

Employees must adhere to the requirements of this Policy and operate within its authorities.

5. POLICY COMPLIANCE

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 Geographical Names Board of NSW. The specifications for consultation are detailed in the Asset Services Procedures for Naming of Public Open Space and Facilities (the “Procedures”).

Council staff will undertake consultation with the Aboriginal and Torres Strait Islander Advisory Subcommittee and the relevant Aboriginal Land Council or their nominated person(s), 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.

6. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

Council adheres to and complies with the *NSW State Records Act 1998* and *Privacy and Personal Information Protection Act 1998* through its Access to Information Policy and Privacy Management Plan.

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

- Aboriginal Heritage Signage Policy
- Access to Information Policy
- Privacy Management Plan

9. RELEVANT LEGISLATION AND REGULATIONS

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021 (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 (NSW)*

NAMING OF PUBLIC OPEN SPACE AND FACILITIES POLICY



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

UNCONTROLLED COPY WHEN PRINTED - For up to date copy please refer to Sutherland Shire Council Intranet / Website			
Document Name: Naming of Public Open Space & Facilities Policy		Policy Accountability Manager Asset Services	
Version: 3.0	Approved by: Council (INF021-22)	Minute No: 202	Date approved: 31 October 2022
Original: June 2018	Last Revision: July 2020	Next Revision: October 2026	