



Policy

30 NAMING OF COMMUNITY FACILITIES AND OPEN SPACE POLICY

File Reference No:

Strategic Outcome: Good government

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Date for Review: 01/10/2016

Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

It is often appropriate to name Council-controlled community facilities and open space to recognise and honour the history and culture of Berrigan Shire and its community.

When naming these facilities, it is important that the names chosen are appropriate and that the views of relevant stakeholders are given consideration and weight. It is also important that a consistent process is used to determine the names chosen for a facility.

This policy provides a consistent and open process to determine appropriate and relevant names that reflect the history and culture of Berrigan Shire and its community.

2. PURPOSE

The purpose of this policy is to ensure:

- A consistent process is followed when naming Council controlled community facilities and open space
- Names chosen for Council-controlled community facilities and open space are appropriate and enjoy community support
- All parties involved in naming relevant facilities understand the Council's process.
- Recognition of places and people with historic, scenic and/or cultural significance.
- The names of relevant facilities and the rationales behind the naming are recorded and stored for future reference.

3. SCOPE

This policy applies to the naming of Council-controlled facilities and open space, including and not limited to buildings and structures, fixed equipment, parks and sporting fields.

The policy applies to facilities and open space owned directly by the Council as well as Crown Land where the Council is trustee. The policy also applies where the



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Council has delegated care, control and management of the facilities to a volunteer committee of the Council.

The policy does not apply to the naming of Council roads and streets, which are covered by the Council's Streets and Public Places Naming Policy. The policy does not apply to the naming of geographical or topographical features which are covered by the Geographic Names Board.

4. OBJECTIVE

This policy is developed to assist the Council with Operational Plan Objective 2.2.2.10.1

Develop and implement Naming Infrastructure and Assets at Council Controlled Facilities Policy.

5. DEFINITIONS

Committee of Management – A committee established under s355 of the Local Government Act 1993 to exercise a function of the Council. In this case, the volunteer committees of the Council delegated care, control and management of Council's community facilities.

Facility – A park, piece of open space, building, oval, garden, court etc. owned by the Council and managed directly or through a Committee of Management. This may be on land owned by the Council or Crown Land for which the Council is trustee.

User body – A group that makes use of a Council-provided community facility

6. POLICY IMPLEMENTATION

6.1 General principles

It is intended that facilities would be named after individuals only in exceptional circumstances and that such naming would:

- Commemorate and recognise individuals, institutions or events that contributed significantly to the betterment of the Berrigan Shire community.
- Demonstrated achievement at a high level
- Portray the appropriate physical, historical or cultural character of the area/place concerned
- Be consistent with the overall interest, values and expectation of the Berrigan Shire community
- Be consistent with the relevant legislation and Geographical Names Board Guidelines where applicable.

6.2 Process

Names for Council-controlled community facilities and open space may be proposed by:

- Councillors



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- Council staff
- The responsible volunteer Committee of Management
- User bodies using the facility
- Other community groups and government organisations
- The general public

Requests for naming or renaming a facility must be submitted to the Council in writing and include sufficient information on the name and its link to the facility to allow the Council to make a decision.

Council officers will consult with relevant parties in a discreet fashion about the proposed name and prepare a report for the Council.

If the facility is proposed to be named after a living person, the Council will require that person's express approval.

Before a deceased person's name is proposed for naming, the deceased person's next of kin or appropriate relative will be consulted where practicable,

While there is no obligation to undergo a public consultation process, the Council may seek public comment should it feel it to be appropriate.

As a result of the consultation process, the Council will not promise and cannot guarantee confidentiality regarding any naming proposal put forward.

Approval of the proposed name will then be determined by the Council by means of a Council resolution based on the report provided and the judgement of the Council.

6.3 Appropriate names

The Council will not approve naming facilities after sponsors; however individual rooms and features may be informally named as such by user bodies on a temporary basis.

As a general rule, facilities will not be named for members of Council staff, Councillors or those formally associated with Council, as long as that formal relationship exists. An exception may be made where the naming is specifically to honour the Councillor's or member of staff service outside their formal Council role.

6.4 Miscellaneous

The Council will ensure the origin of the name will be clearly stated and recorded.

Once approved, the installation and type of signage will be coordinated by the Council with the cost being borne by the applicant of the request. Only in extraordinary circumstances with the Council cover the cost of purchasing and installing signage.

If a facility that has been named is removed or replaced for any reason, or the nature of the facility changes, Council is not obliged to retain the name.



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7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- Geographical Naming Board of New South Wales Guidelines for the Determination of Place Names

7.2 Council policies

- Berrigan Shire Council Code of Conduct
- *Berrigan Shire 2023* (Community Strategic Plan)
- Streets and Public Places Naming Policy