

FILE NO: PSC2009-02488

TITLE: NAMING AND RENAMING OF RESERVES POLICY

POLICY OWNER: PROPERTY OFFICER

1. PURPOSE:

1.1 The purpose of this policy is to provide consistency in the process of naming and renaming reserves.

2. CONTEXT/BACKGROUND:

- 2.1 The naming and renaming of reserves is a process defined within the Geographical Names Board (GNB) guidelines to comply with the *Geographical Names Board Act 1966*.
- 2.2 Council must comply with this Act when naming or renaming its reserves.
- 2.3 It involves consultation with GNB, the community, Crown Lands, Historical Society and Local Aboriginal Land Councils (where applicable).

3. SCOPE:

- 3.1 To provide consistency in the process of naming and renaming of Council owned reserves or Crown reserves which Council are appointed the Crown Land Manager.
- 3.2 This policy applies to the naming and renaming of Council owned reserves (either public reserves or drainage reserves) and Crown reserves which Council are the Crown Land Manager.
- 3.3 Requests for the naming of other Crown lands should be referred back to the applicant with the advice they should contact the relevant Crown office directly.
- 3.4 **PART A - THE NAMING OF COUNCIL OWNED RESERVES** (ie. Council holds freehold title)
 - 3.4.1 An application/enquiry is received at Council either from a person or agency or by a section of Council with the proposal to name or rename a reserve. Initial consultation between Council's Property Officer and relevant Council staff will determine if naming is required or appropriate (eg. reserve possibly already named).

- 3.4.2 Requests for the naming of reserves are to comply with the Placename Application.
- 3.4.3 Form (fact sheet) and guidelines as set by the GNB for determination are located on the GNB website www.gnb.nsw.gov.au. Where an application is received seeking commemoration of a living person, the application shall be refused.
- 3.4.4 Where the application is received seeking the commemoration of a deceased person (12 months must have passed since they deceased) then a Commemorative Naming Form and guidelines as set by the GNB should also be completed.
- 3.4.5 Where the proposed name has an historical connotation, the relevant local Historical Society shall be notified by mail or email of the proposal and requested to comment on the historical suitability of the name.
- 3.4.6 Where the proposed name has an Aboriginal connotation, the relevant Local Aboriginal Land Council shall be notified by mail or email of the proposal and requested to comment on the suitability of the name.
- 3.4.7 A recommendation will be prepared for the Ordinary Council Meeting providing relevant details requesting Council apply to the GNB with the proposed name.
- 3.4.8 If recommendation is approved, Council's Property Section will complete the required application form after liaising with the applicant to obtain all details. This form will be submitted to the GNB with any other required documents for the Board to determine.
- 3.4.9 If the recommendation is not approved, the applicant is advised to propose a new name and the process will begin again from point 3.
- 3.4.10 If the GNB determines the name is appropriate that Department will advertise in a local newspaper circulating in the area of the reserve proposed to be named/renamed with a copy of the advertisement to be placed in each Councillor's mail tray. The advertisement shall include the following: "That comments and submissions on the proposal shall be in writing and will be received by Council for a period of 28 days from the date of advertisement/written notification".
- 3.4.11 At the close of the advertising/public consultation period and if objection(s) have been received, copies of all objections will be reported to Council.
- 3.4.12 If Council resolves to proceed and change the original proposed name to one provided through the objection process and agrees upon a name(s), application shall be made to the GNB for formal approval of the name(s) resolved.

3.4.13 The reserve(s) is taken to be officially named upon publication of a notice by the GNB in the New South Wales Government Gazette and local newspaper.

3.4.14 Suitable signage to be erected upon the reserve(s) at such position(s) as determined by the required Facilities and Services staff or his/her nominated representative.

3.5 PART B - THE NAMING OF CROWN RESERVES OVER WHICH COUNCIL HAS BEEN APPOINTED 'CROWN LAND MANAGER'

3.5.1 Requests are to comply with point 3.4.2 Part A of this policy.

3.5.2 Approval shall be obtained from the District Office of Crown Land prior to advertising/public consultation.

3.5.3 If approval is obtained, compliance with requirements of points 3.4.3 to 3.4.14 inclusive of Part A of this policy.

3.5.4 The scope may also include – what, when and where the policy applies; who will be affected and how it will affect them and what impact the policy will have. Exclusions to policy application should also be included, if applicable.

4. DEFINITIONS:

4.1 An outline of the key definitions of terms included in the policy.

Crown Reserve	Crown reserves are land set aside on behalf of the community for a wide range of public purposes including environmental and heritage protection, recreation and sport, open space, community halls, special events and government services.
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5. POLICY STATEMENT:

5.1 It is Council's intent that this policy specifies the requirements of naming and renaming a Council owned reserve or Crown reserve over which Council has been appointed Crown Land Manager.

6. POLICY RESPONSIBILITIES:

6.1 Roles and responsibilities - the Property Officer is responsible for the implementation of this policy.

- 6.2 Support and advice - can be obtained from the GNB, Historical Society and Local Aboriginal Land Council and Crown Land where applicable.
- 6.3 Communication - Council staff and the community will be kept informed via local newspapers and either mail or email for the consultation period and after the name is finalised, the GNB will publish the name in the NSW Government Gazette.
- 6.4 Implementation of this policy with adoption of uniform guidelines endorsed by the GNB will enable ratepayers and public authorities such as the Police and Ambulance Services to more easily locate reserves.
- 6.5 The applicant would be responsible for costs. Therefore if Council was the applicant the costs would be minimal, generally only for signage.

7. RELATED DOCUMENTS:

- 7.1 [GNB Placename Application Form – Fact Sheet and Guidelines.](#)
- 7.2 Council's Road Naming & Renaming Process.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No	PSC2009-02488	EDRMS record No	18/170586
Audience	Council staff & Community		
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Author	Property Officer		
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Adoption date			

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	9 October 2012	Property Officer	Policy Adopted	263
2	12 August 2014	Property Officer	Policy Amended	208
3	11 September 2018	Property Officer	Transferred into new format. 3.1 - Change reference from Trust Manager to Crown Land Manager 3.5 – Change reference from Trust Manager to Crown Land Manager 5.1 – Change reference from Trust Manager to Crown Land Manager	284