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Naming of Parks and Park Facilities Policy

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Naming of Parks and Park Facilities Policy		
Owner: Parks	Accountability: Passive Parks and Reserves Recreation Management	Endorsed: 28/05/2019
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1. Scope

The policy addresses the convention and process for the naming of parks, artworks, park buildings and clubhouses, and geographical features in Council owned and managed open space parks and reserves.

All place and infrastructure asset naming proposals will be assessed in accordance with this policy, undergo public exhibition and comment and/or be resolved by Council prior to their registration and/or assignment.

In observing this policy, Council aims at all time to act in a manner consistent with the applicable naming rules. In selecting appropriate names, Council will endeavour to create a “sense of place” and to honour and observe the local character and history of the relevant geographic area, place or infrastructure asset.

2. Purpose

To formalise the principles and processes by which the City of Ryde names community infrastructure assets and public places, ensuring that a consistent, fair and equitable protocol is followed.

This policy will provide the standards and conditions for the naming of parks, facilities and infrastructure within the City of Ryde. This document provides the policy direction for standardised and unambiguous naming conventions for the City of Ryde and will reflect the relevant legislation and policy guidelines.

3. Principles / Responsibilities

Community infrastructure assets and public places are reminders of local history, culture and citizens, and are named appropriately to match the context and significance of the asset. Names are an important navigation and reference tool in our community. They tell us where we are, define places, and are part of our community’s identity

GUIDING PRINCIPLES

In general terms, naming should be unique and use form, spelling and style of contemporary Australian English. In particular cases, naming practice should take into account contemporary Indigenous and Torres Strait Islander spoken languages. Names should ensure clear community identification of what name applies to which place or feature, and to enable clear communication in times of emergency.

A name shall be wherever possible:

- relevant to Australian, preferably local, history, flora, fauna, culture, local landscape and physical characteristics;
- short and simple - preferably not more than three words;

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- names must be easy to pronounce, spell and write. An exception to this is in the use of Aboriginal words when it is accepted that a name may at first appear to be complex but will, over time, become more familiar and accepted by the community
- in all respects, in accordance with community standards;
- complementary with and sensitive to existing names and design themes of adjoining assets;
- not easily confused with or duplicating names within the region or nearby local governments;
- be considerate of any potential risk to the reputation of the City and/or Council from aligning with an individual or company whose reputation may vary.
- have strong local community support.

If personal names are used, the person commemorated should:

- have contributed significantly to the development, protection or enhancement of the City of Ryde that has produced long-term improvements in the area or community;
- have actively served or contributed to an area of national or international importance;
- have a long-term association with a local community group or service club (twenty years or more),
- service to the community or organisation and/or must have donated property or funds for community benefit;
- have their birth name recognised – no nick names;
- preferably be recognised in memoriam.

Note: names that commemorate a living person will not be considered for parks and reserves, community infrastructure and/or public places.

Names of living persons are by their nature subject to partisan perception and change in community judgement and acceptance. For this reason the adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstance.

Sensitivity to diverse cultural situations should be applied when selecting names and derogatory or discriminatory terms or terms likely to cause offence will not be approved.

Note: Applications for the use of personal names being nominated for Infrastructure Assets must be substantiated by a minimum of three (3) persons outlining the person's association with and main contribution(s) to local community.

Names of commercial entities must not be used unless part of a formal sponsorship proposal. This is considered under the City's Sponsorship Policy.

NAMING OF PARKS AND RESERVES

The City is responsible for the naming of parks and open spaces which it owns or manages. While there is no legislative requirement to officially name parks, it assists the community with addressing and provides a sense of place. The naming of parks, reserves and

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components of reserves will therefore meet the requirements under the NSW Government Geographical Names Board - Guidelines for the Determination of Place Names.

The Geographical Names Board maintains a Geographical Names Register and the City, once the name is approved through this policy, will submit all names of parks, reserves and open spaces to the Geographical Names Board to be officially assigned and recognised.

NAMING OF COMMUNITY ASSETS, BUILDINGS AND OTHER INFRASTRUCTURE WITHIN PARKS

The City is responsible for the naming of parks and open spaces which it owns or manages. The naming of buildings and other infrastructure within parks and open spaces is not covered by legislation. The City may therefore, through a resolution of Council, name its assets as it sees fit. Names can assist with identity and clarity of purpose.

There is no requirement or guidelines under the Geographical Names Board for the naming of buildings or other objects/spaces not defined as a road, park or a place; however for consistency and transparency, the City will apply the same Guiding Principles outlined previously in this policy for all spaces, places and objects within a park that require a name.

RENAMING OF COMMUNITY INFRASTRUCTURE OR PUBLIC PLACES

Renaming will only occur in an extraordinary case. Evidence of substantial community support must be provided for a change in name.

Where infrastructure or a public place has been named after a person and that person comes into disrepute through illegal activities, conviction or similar, whether retrospectively or subsequent to the naming, the name of the infrastructure or place shall be immediately removed.

Where a name change is being considered for any of the City's infrastructure (or reserve), the request is to be firstly referred to Geographical Names Board (GNB) to confirm if the current name is officially approved by the GNB. If the current name is not officially approved by GNB, the City can apply for the new name to be approved through GNB. For the naming of any infrastructure after the street in which it is located, only the name of the street should be used and should not include the suffix (e.g. Thomson Pavilion - not Thomson Street Pavilion).

If the current name is officially approved by GNB, Council will need to approve a recommendation to GNB for the change of name. Once the new name is approved by GNB, *the City can use this policy and procedure to officially change the name of the infrastructure asset.*

Any naming, or renaming recommended to GNB should be accompanied with a plan to identify what is being named. The naming could include only the infrastructure on a park or reserve, only the reserve, or both the infrastructure and the park or reserve.

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REQUIREMENTS FOR NAMING PROPOSALS

POLICY REQUIREMENTS

Implementation of this policy rests with the responsible department accountable for the asset to be named or renamed.

The operational actions required to progress a naming proposal, and internal and external consultation required, is outlined in the Naming Proposal Procedure below.

Naming of Parks and Reserves or Facilities within Parks Procedure

All naming proposals must be:

- checked for conformance with this policy and the policies and principles of the NSW Addressing User Manual,
- checked for conformance with GNB Guidelines for the determination of placenames

Once the proposed name has been checked for conformity with the abovementioned policies and principles, a report will be presented to Council who will approve the name in principle and to proceed to public exhibition.

The proposed name will be placed on public exhibition and consultation undertaken in accordance with the City's Community Engagement Strategy. Notice will be given to the relevant Authorities, local residents and businesses (as appropriate) for a period of 28 days with a further 14 days allowed for the receipt of written public submissions.

The submissions will then be reviewed and if any feedback is received during the public exhibition period, a report prepared for Council. If no feedback is received during the public exhibition period, the proposed name will be taken as adopted by Council.

The name will then be submitted to the Geographical Names Board for approval or registration on the Geographical Names Register, and finally Gazetted in the NSW Government Gazette.

SIGNAGE

Any signage used to identify the name of Infrastructure Assets must be in line with the City's signage practices, design standards, and guidelines. The use of the City's logo will be in accordance with the City's image protocols.

4. References and Legislation

RELATED DOCUMENTS

- City of Ryde Memorial Plaques and Donation of Park Furniture and Trees Policy
- City of Ryde Facility Opening and Plaque- Procedures

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- City of Ryde Sponsorship Policy
- City of Ryde Integrated Open Space Plan 2012
- Geographical Names Board - Guidelines for the Determination of Place Names.

NSW Government Geographical Names Board - Guidelines for the Determination of Place Names Geographical Names Act 1966

Australian/New Zealand Rural and Urban Addressing Standards (AS/NZS 4819:2011)

NSW Addressing User Manual

5. Attachments

Attachment 1: Definitions

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Attachment 1:

DEFINITIONS

Community Infrastructure – any property, complex, structure, building, bridge, asset, sporting field owned or under the control of the City, excluding public roads.

Community Place - an area owned or under the control of the City that is not deemed to be a park (Eg plaza).

Geographical Names Board (GNB) – A NSW Government entity which is empowered by the Geographical Names Act 1966. This provides the Board with the power to assign names to places to:

- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name and
- determine the application of each name with regard to position, extent or other reference

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