

RICHMOND VALLEY COUNCIL POLICY REGISTER

Reference: Parks and Reserves - Naming, Policy, Procedure

Policy No: 3.8.1

POLICY:	NAMING OF PUBLIC PARKS, RESERVES, SPORTING FIELDS AND COUNCIL FACILITIES
FUNCTION:	Parks, Reserves, Sporting Grounds, Council Facilities
OBJECTIVE:	To support procedures for the naming of Public Parks, Reserves, Sporting Fields and Council Facilities
DIRECTORATE:	WORKS

POLICY:

Purpose

Council's Policy and Procedure for Naming of Public Parks, Reserves, Sporting Fields and Facilities, will enable a better identification of public land. Locality names are important navigation tools; not only to residents but for Council, emergency services and mapping services.

The procedure will provide a systematic approach including all guidelines and requirements that are to be followed when naming a new or existing public park, reserve, sporting field or Council facility.

The Policy, together with the associated procedures, provide guidelines for managing the issue of naming public parks, reserves, sporting fields and Council facilities in accordance with the Standard.

To What Area Does the Policy Apply?

The policy applies to all land within Richmond Valley Council not within a road reserve.

Legislative Requirements

Geographical Names Act 1966.

Place Naming Guidelines

The following criteria will be used in assessing proposals for place naming in the Richmond Valley Council area:

- Names should be appropriate to the physical or cultural character of the locality concerned.
- Place names which duplicate or are likely to be confused with existing place names within Richmond Valley Council will not be used.
- Thematic names with historical, botanical or zoological background are preferred.
- Names derived from the language of the indigenous population of the district are also welcomed, and should be approved by the Aboriginal Community Committee prior to use.
- Euphonious names (i.e. pleasing to the ear, easy to pronounce) shall be used.

- The use of given names or given and family names combinations should, as far as possible, be avoided, because they can be unduly cumbersome to pronounce. Exceptions may be made where special (e.g. historical) reason is provided and where the names will still be euphonious as required.
- Existing company or commercialised names shall not be used.
- Names which are unduly long, cumbersome or difficult to pronounce should be avoided.
- Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form. That spelling which is sanctioned by general usage should be adopted.
- Features cannot be named in honour of living persons however a commemorative plaque or naming a particular community facility such as a building or oval would be acceptable.
- If appropriate, the names of eminent local persons now deceased may be perpetuated, particularly those of early explorers, settlers, naturalists, etc.
- The use of hyphens and apostrophes should be avoided to avoid confusion in correct naming.
- The use of cardinal points of the compass as a prefix or suffix to a road name should not be used as unique road names are preferred to avoid confusion.
- Names considered offensive or likely to give offence shall not be approved.
- Where a place is to be named in a particular locality (e.g. within a single subdivision) a series of names with a common theme is preferred, to establish a local identity for the place. (A list in Appendix A of the Procedure is arranged under a number of relevant themes to assist in this process; Aboriginal; Architects, Surveyors; Botanical; Ecological, Naturalists; Educational; Cultural, Miscellaneous Historical, Medical Associations, Religious Association, Vietnam Veterans; World War I Ex-Serviceman; World War II and Zoological.

Application Process

Council welcomes community proposals for additions to the list (Appendix A of the Procedure). Suggestions can be made by the community on the form entitled "*Geographical Names Board of New South Wales background information – Proposed geographical name commemorating a person application form*". The form should be submitted to Council with a letter of endorsement.

Related Policies And Documents

Procedures for Naming of Public Parks, Reserves, Sporting Fields and Council Facilities.

VARIATION

Council reserves the right to review, vary and/or revoke this policy from time to time.