NAMING AND RENAMING OF RESERVES POLICY

1. INTRODUCTION

The purpose of this Policy is to provide consistency with regard to the requirements for the naming and renaming of Council owned reserves (either a public reserve or a drainage reserve), or Crown reserve over which Council has been appointed Crown Land Manager.

The naming and renaming of reserves is a process that involves consultation with the community, local Historical Societies and Local Aboriginal Land Councils (where applicable). The selection of names must comply with the policies and guidelines of the Geographic Names Board of NSW (GNB).

Whilst this Policy supersedes the Naming and Renaming of Reserves Policy adopted by Council on 3 April 2000, this Policy does not apply retrospectively. Naming arrangements that pre-date this Policy are not necessarily subject to its terms.

2. POLICY STATEMENT AND SCOPE

Whilst Council has the statutory power under the Local Government Act 1993 to carry out the administrative functions associated with the naming and renaming of reserves, the GNB sets the policy and processes for all reserve naming proposals in New South Wales. The GNB has a number of Principles designed to ensure that naming practices in New South Wales will be at the highest possible standard and will result in clear reserve names which minimise confusion, errors and discrimination.

This Policy applies to reserves in the Port Macquarie-Hastings Council local government area. The objective of the Policy is to provide consistency and clarity in naming and renaming of reserves. The Policy applies to all Council staff, contractors, consultants and land developers involved in the process of naming and renaming Council owned reserves, Crown Land of which Council is Crown Land Manager and reserves within institutions such as retirement complexes, lifestyle villages, educational campuses and proposed reserves in subdivisions.

All requests for the naming or renaming of reserves in the Port Macquarie-Hastings Council local government area are to comply with the principles set out by the GNB of NSW and Council’s Naming and Renaming of Reserves Policy and Procedure. Applications for naming or renaming of reserves that do not comply with the GNB Principles or this Policy cannot be considered by Council.

Reserve names must be drawn from the following sources, either:

- Aboriginal names associated with the locality;
- Local history themes, flora, fauna, ships etc.;
- Names reflecting NSW multicultural heritage.

The use of names of people (living and deceased) are excluded as a source of reserve names.

Notwithstanding the above, in exceptional circumstances as determined only by formal resolution of Council, the names of deceased persons, eg early settlers, war servicemen and women and other persons who have contributed significantly to the heritage of the area, may be used having regard to the Principles and Guidelines published by the GNB.
 Costs

The applicant shall be required to lodge a Council Naming and Renaming of Reserves Application Form and pay the relevant fee as published in Council’s Schedule of Fees and Charges.

Costs associated with the purchase and installation of the reserve name signs will be borne by Council, except for reserves being named or renamed as part of a development application.

 Maintenance of Reserves and Reserve Signage

The naming of reserves not owned by Council (Crown reserves, private reserves or reserves within facilities such as retirement complexes, nursing homes, hospitals, universities etc) does not imply Council’s acceptance of responsibility for the maintenance of that reserve or the reserve name sign.

3. RESPONSIBILITIES AND AUTHORITIES

The following Council officers are responsible for ensuring this Policy is reviewed and updated to meet external compliance – the Policy will be reviewed every four (4) years or as otherwise required:

- Property and Leasing Co-ordinator.

The following Council officers are responsible for and accountable to follow this Policy and can provide advice on this policy:

- Property officers;
- Geographical Information Systems officers;
- Development Assessment officers;
- Recreation and Buildings officers.

4. REFERENCES

- Geographical Names Act 1966;
- Geographical Names Board Guidelines for the Determination of Place Names;
- Geographical Names Board of NSW website www.gnb.nsw.gov.au factsheets and publications;
- Local Government Act 1993;
- Port Macquarie-Hastings Council Naming and Renaming of Reserves Application Form;
- Port Macquarie-Hastings Council Naming and Renaming of Reserves Procedure.

5. DEFINITIONS

General Manager: 1st tier management position and titled as such.
Director: 2nd tier management position and titled as such.
Group Manager: 3rd tier management position and titled as such.
Council Officer: A member of Council staff.
Council Reserves: Council owned Reserves and Parks.

6. PROCESS OWNER

Group Manager Commercial Business Units.
7. AMENDMENTS

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<thead>
<tr>
<th>Name of Document</th>
<th>File Location</th>
<th>Amendments:</th>
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</thead>
<tbody>
<tr>
<td>Naming and Renaming of Reserves Policy - revised 2011 07 04</td>
<td>D2012/225287</td>
<td>• New Policy template.</td>
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<tr>
<td></td>
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<td>• Permitted sources of reserve names revised to exclude names of people (living and deceased) unless, in the case of deceased persons, in exceptional circumstances as determined only by formal resolution of Council.</td>
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