

Naming of Parks, Reserves and Park Facilities Policy

Local Government Act 2009

1. POLICY STATEMENT

This policy provides a process for the naming of parks, reserves and park facilities.

2. PRINCIPLES

Only the council has authority to name parks, reserves and park facilities.

Parks and reserves names must be formally adopted by council and recorded in the Parks and Reserves Register.

Council needs to ensure that proposed park names are appropriate and relevant, and proposals from the community are considered in the context of historical or geographical association and/or significance of a person's or organisation's past contribution to the community.

3. SCOPE

This policy applies to the naming of parks, reserves and parks facilities.

4. RESPONSIBILITY

Managers and Supervisors are responsible for ensuring that this policy is understood and adhered to by all relevant staff.

This policy is administered by the General Manager, Construction, Maintenance and Operations through the Infrastructure Committee.

5. DEFINITIONS

Manager – includes persons appointed to positions including with the title, Team Manager, General Manager, Principal, Director and Chief.

Parks and Reserves – means any parcel of land under the control of or managed by the council as open space, regardless of tenure. The definition only applies to dedicated road reserves if those roads are closed to vehicular traffic for longer than six months.

Park Facility – means any structure or feature located within a park or reserve such as gazebos, playgrounds, lookouts, individual ovals, playing fields or courts.

Workers – includes employees, contractors, volunteers and all others who perform work on behalf of Council.

6. POLICY

6.1. GENERAL GUIDELINES

Park names and park facility names require formal council approval.

Parks and park facilities will not be named after living persons except in exceptional circumstances, or where major sponsorship arrangements exist.

If named after a person or organisation, the person or organisation must have some historical connection to the park or facility, or must have made a significant contribution to the community. In the case of a service club, the club must have made a significant financial or in-kind contribution to the development of the park or park facility.

Council's Land Use Planning Unit is responsible for the development and maintenance of a database of suitable names and supporting information and must be consulted to provide comment and recommendations regarding any proposals received from the community.

In the case of an indigenous name, consultation is to be coordinated through Council's Inclusive Community Unit.

Advice may be sought from external expertise (e.g. JCU, local heritage society) to verify information or claims of association if considered necessary.

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Land developers who have specific proposals to name new parks that will be created as part of the development process are required to make written application at the operational works stage to enable approval of the name where appropriate and so that park name signs are incorporated into the development plans.

6.2. PROCESS

All proposals for the naming of a park, reserve or park facility must be submitted to council in writing and include details of the person/persons/organisation the park is to be named after, and supporting information.

Proposals will be forwarded to Infrastructure & Operations for processing.

Infrastructure & Operations will recommend a name selected:

- from an approved list of potential park names developed and maintained by the Heritage and Urban Planning Unit; or
- after consideration of a specific written request from the community including family members, land developers, service clubs; or
- after receiving responses to an advertisement or competition.

The Community, Environment and Lifestyle division and external expertise will be approached where appropriate to provide comment about proposals received from the community.

A report will be prepared by Construction, Maintenance and Operations and submitted to council through the Infrastructure Committee.

Name confirmed by council resolution.

The park name and real property description is to be recorded in the Parks and Reserves Register, and the name of park facilities to be recorded in Council's Asset Register.

7. LEGAL PARAMETERS

Local Government Act 2009

Local Government Regulation 2012

8. ASSOCIATED DOCUMENTS

Parks and Reserves Register

Council's Asset Register

9. DOCUMENT HISTORY

Date	Version	Amendment	Reviewer	Approved

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