



**BYRON
SHIRE
COUNCIL**

Policy

Naming of Public Places and Community Facilities

2023

Information about this document

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Document History

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E2022/90913	29/03/2023	Minor amendments to remove the appendices but include reference in body instead; removal of “street signage”, “gardens” and “street seats with name plaques” to meet current practice

Further Document Information and Relationships

Related Legislation	The Geographical Names Act 1966
Related Policies	Tourist, Street Name, Community Facility and Service Signs Policy
Related Standards, Procedures, Statements, documents	#DM1006274 - Geographical Names Board Place Name Application Form – Dec 09 #DM1006276 - Geographical Names Board Commemorative Naming Application Form – Dec 09

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

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1. Introduction

1.1 Purpose

This Policy seeks to ensure community input into the naming of public places (other than roads and bridges) and community facilities in the Byron Shire.

The naming of public places or community facilities can be used to recognise outstanding achievement in the local community. This can encompass acts of bravery; the recognition of community service; and exceptional accomplishment by both individuals and groups. Names may also celebrate notable flora and fauna.

1.2 Objectives

- a) To provide clear guidelines for the naming of public places (other than roads and bridges) that is in accordance with the requirements and guidelines set out by the Geographical Names Board of NSW (GNB): and
- b) To provide clear guidelines for the naming of Council owned community facilities.

1.3 Definitions

List here all the terms and acronyms used in the Policy, and their definitions. List in alphabetical order.

Policy acronym	Definition
Place	means any geographical or topographical feature or any district, division, locality region, city, town settlement, railway station or school or any other place within New South Wales, but does not include any road, any Local Government Area, urban area, county district or electoral district. As defined in the Geographical Names Act 1966 and as used by the GNB
Community facility	means any facility owned or used by the community for recreation, sport, cultural or community purposes, on a non-commercial or non-profit making basis.
Contribution	refers to an outstanding benefit to the local community by both individuals and or groups. Acts of bravery, community service and exceptional accomplishment are considered contributions to the local community.

2. Policy Statement

2.1 Public Places

The selection of names for public places will be made with reference to the Guidelines provided by the Geographical Names Board of NSW (GNB) Appendix 1.

The following guidelines will be followed in determining the name of a public place within the Byron Shire Local Government Area:

- a) A proposal to name a public place may be made via written submission to Council.
- b) The proposal will be assessed by Council staff against the GNB's Guidelines to assess the suitability of the name.
- c) The proposed name/s will be reported to a Council meeting for endorsement.
- d) The proposal will be placed on public exhibition for a period of 28 days for public comment.
- e) Public comments will be collated and a final report and recommendation prepared for consideration at a formal meeting of Council for the adoption or otherwise of the name.
- f) An application will be prepared for submission to the GNB for approval, gazettal and registration of the name.

Council may call for suggestions from the community with regard to the naming of a public place should it so decide and in finalising the name, the guidelines outlined in this Policy would be followed.

2.2 Community Facilities

The following guidelines will be followed in determining the name of a community facility within the Byron Shire Local Government Area:

A proposal to name a community facility may be made via written submission to Council. Naming opportunities may take the form of:

- a) Buildings
- b) Parks
- c) Sportsfields

The proposal will take into consideration the naming of a community facility in honour of a person or persons who may be living or deceased and who the Council believes has either:

- a) Made a contribution over and above what might be reasonably expected through paid employment;
- b) Demonstrated achievement at a high level;
- c) Made a voluntary contribution to the community and stands out from others who may have also made a valuable contribution; and
- d) Where it can be established that a significant link can be made between the person or persons and the location.

The proposed name/s will be reported to a Council meeting for endorsement.

2.3 Geographical Names Board Guidelines

Current [GNB guidelines](#) for determination of place names need to be referenced with every proposal, such as the *Guidelines for the Determination of Place Names* and the *Commemorative Naming Fact Sheet*.

2.4 Community Consultation

The proposal will be placed on public exhibition for a period of 28 days for public comment. Public comments will be collated and a final report and recommendation prepared for consideration at a formal meeting of Council for the adoption or otherwise of the name.

Local Aboriginal groups will be consulted about proposed name changes.

A Commemorative Naming Application Form will be prepared and submitted in accordance with the guidelines issued from time to time by the GNB for the naming of community facilities.

Council may call for suggestions from the community with regard to the naming of a community facility should it so decide and in finalising the name, the guidelines outlined in this policy would be followed.