

Reserve Naming and Memorial Policy

1 Purpose

The City acknowledges that people share a relationship with the land and that the names we give to places remind us of their significance, local history and identity. Names orientate us within the landscape and help us identify features and places.

The City has a number of reserves and associated infrastructure where it may be appropriate to celebrate or recognise our region's history, culture, people and events by honouring significant individuals, families, service clubs, community organisations and events through naming or placing memorials and plaques. Recognition is an honour and it is important that there are clear, ethical and consistent processes for selecting names.

The City is also committed to recognising Aboriginal cultural heritage by registering original place names given by Aboriginal people so they sit side by side with existing European names.

The purpose of this policy is to ensure a consistent, equitable and transparent process for naming or placing memorials in City owned and managed facilities, including parks, reserves and sports fields (hereafter referred to as Reserves). It also establishes the principles, criteria and considerations in which applications and proposals for recognition, naming, memorials and dual naming will be assessed.

2 Naming of Reserves

Naming of "places", as defined by the *Geographical Names Act 1966*, should be in accordance with the Geographical Names Board (GNB) of NSW Guidelines and must be submitted by the City to the GNB of NSW for approval.

1. Reserves will generally be named:
 - a) After the suburb or street they are located, or
 - b) After a nearby geographical feature, or
 - c) Otherwise named by resolution of Council.
2. A name will, where possible:
 - a) be unique and not duplicate or closely resemble another name within the Local Government Area.
 - b) avoid being too long, and
 - c) be in accordance with community standards
3. A name of historical, multicultural or cultural significance may be accepted by resolution of the City.
4. Names are to be culturally sensitive. Names that are derogatory or likely to cause offense should be avoided.
5. Reserves with the principal function of flora and fauna conservation will include "Conservation Reserve" after the name (e.g. Boambee Creek Conservation Reserve).
6. Reserves with the primary function of recreation or amenity will generally include "Park" or "Reserve" after the name (e.g. Brelsford Park).
7. Reserves with a primary function of sport will generally include "sports complex, field, or

- oval” after the name (e.g. High Street Sports Complex).
8. All reserve naming signs will be in accordance with the City’s corporate sign templates unless otherwise directed by the City.
 9. Real property boundaries will delineate the area of a named reserve to assist asset management. Where a reserve is made up of multiple properties, The City prefers that each property is linked to the name which most clearly identifies the reserve in its entirety.
 10. Land developers proposing to name new reserves created from development are required to submit a written application at the subdivision certificate stage. This will enable appropriate approval processes and ensure approved name signs are incorporated into the development plans. All naming must be in accordance with this policy.
 11. Reserves cannot be named after a commercial enterprise, however commercial sponsorship may be recognised by other means on reserve signage (e.g. Green Mountain Reserve (proudly) sponsored by (business name)). This would require acceptance by resolution of the City.
 12. The City prefers to avoid changing long established place names. The City will only consider renaming a Reserve already officially recognised by the GNB of NSW if it is demonstrated that the name is:
 - a) No longer appropriate historically or geographically, or
 - b) Likely to cause distress to members of the community, or
 - c) Changed in accordance with Section 2.1.
 13. The City will only replace existing signs to reflect a name change as funding permits, although applicants may fund a new sign. If the applicant funds the sign, the City will specify the design and location and all costs associated with the sign are to be borne by the applicant.
 14. Existing reserve names, recorded prior to this policy, that acknowledge individuals, families or groups will be retained.
 15. The City will consider merit based applications for existing reserve renaming after a period of 25 years has lapsed. This initiative endeavours to offer the opportunity to members of our community, who make substantial contributions in subsequent generations relevant and deserved acknowledgement if the City considers it appropriate.

2.1 Significant Individuals or Families

In certain instances it may be appropriate to recognise significant individuals or families. The names of individuals, families, service organisations and clubs may be considered in conjunction with reserve and associated infrastructure naming and signs.

1. Any proposal to include the name of a person or family on a reserve name sign will require resolution of the City, and if approved, the name will be displayed upon one reserve name sign at the reserves main entrance. The name of the reserve will be displayed as follows (e.g. Joe Smith Park).
2. The City will not consider naming regional reserves (e.g. Jetty Foreshores, Botanic Gardens, Coffs Coast Sport and Leisure Park etc.) after significant individuals or families, although the City may consider recognising significant individuals or families through naming facilities within the regional complex.
3. If the City grants a request to name a reserve facility or venue after a person or family, the name will be displayed on a single sign at an appropriate location. The name of the reserve will be displayed followed by the (name) (e.g. Coffs Coast Sport and Leisure Park Joe Smith Oval).
4. For a person or family to be recognised in memoriam, they must have a significant historical connection to the facility or place and:

- a) Have made a significant contribution to the community, or
 - b) Have demonstrated outstanding civic service, or
 - c) Donated significant property or funds for community benefit, and
 - d) Be widely known and respected within the community.
5. The City may, if necessary, seek advice from external expertise (e.g. local historical society) to verify information or claims of association. All naming applications will require the individual's/family's consent, or if deceased, consent of a family representative. Prior ownership of the land is not in itself grounds for the application of the owner's name to a Reserve.
6. The City will assess the merit of applications in accordance with this Policy. Applications considered to have merit will be advertised prior to the presentation of a report to the City for its consideration.
7. Applications may be declined if the City determines that the name may cause offence.

2.2 Indigenous and / or Dual Naming

Indigenous and/or dual naming will be accepted where there is strong evidence supported by written or oral tradition of a pre-existing Indigenous place name. The use of Indigenous names will be guided by the GNB of NSW Dual Naming "Supporting Cultural Recognition" factsheet. Proposed names will be assessed by the local Aboriginal language centre to ensure accuracy and contextual relevance. All Indigenous/dual name proposals require:

1. The support of the Local Aboriginal Land Council, and relevant Elder group.
2. To be determined by resolution of the City.

3 Memorials and Recognition on Reserves and Reserve Infrastructure

Naming infrastructure within a place does not require approval by the GNB and will be approved by the City:

1. The City will only consider placing memorials and plaques in honour of persons in reserves, or on reserve infrastructure (other than what is already permitted by this Policy) for:
 - a) A permanent built monument to mark a connection between a person and a reserve, or event of national significance. Monuments design and placement are to:
 - i. Consider the cultural landscape
 - ii. Have minimal impact on natural values and visual amenity
 - iii. Be in accordance with The City's Public Art Policy and the reserve site plan.Small objects (boulders, posts, and plinths) will not be considered for placement due to their ad hoc nature.
 - b) A tree planted to mark a connection between a person and a reserve that is of family or personal significance. Species selection and location is at the City's discretion. The applicant is responsible for full cost and implementation of tree planting and establishment (including replacements if required). The City will not approve plaques on the tree or on the ground next to the tree.
2. Requests for monuments and plaques will require application to the City and may require a Council resolution.
3. Unauthorised new and existing memorials will be removed in accordance with Section 3 below.
4. Whilst a reserve cannot be named after a commercial enterprise, infrastructure within the reserve may be named and badged after sponsors with the approval of the City. In the case of leased sports fields the lessee must not grant, permit or allow naming rights to

parts of the demised premises without the Lessor's prior written consent. The City will apply this policy in considering the lessee's request.

5. Infrastructure with plaques will have a finite life and while efforts will be made to extend the life of the infrastructure, The City cannot guarantee that the infrastructure will remain at the designated site indefinitely. Infrastructure may be removed prior to the end of their useful life if:
 - a) The area in which the infrastructure is situated is redeveloped.
 - b) Use of the site changes significantly in character and the item is not deemed suitable for the site

Reasonable efforts will be made to contact the applicant in the event that a plaque is relocated or removed.

3.1 Large Reserve Infrastructure Dedication

1. The City may consider a request for a plaque on larger reserve infrastructure. Infrastructure considered suitable may include picnic areas, playgrounds, rotundas/stages, grandstands, tiered seating, and club houses. If a person, family, service club or group is recognised they must be considered to be widely known and respected within the community and have:
 - a) made a significant contribution to the community, or
 - b) have demonstrated outstanding civic service, or
 - c) donated significant property or funds for community benefit
2. The City may decline an application if it is determined that they may cause offence. Prior ownership of the land is not in itself grounds for the application of the owner's name to reserve infrastructure.
3. A plaque of recognition on infrastructure may be either in memoriam or for living people in accordance with the criteria detailed above.
4. Where the City grants a request to place a plaque on larger reserve infrastructure the recognition will be for the life of the infrastructure. Should the facility be subject to damage or removal, The City will be under no obligation to replace the infrastructure or name another in its place. Any plaques attached to infrastructure will be modest in size and in proportion to, and integrated with, the infrastructure as determined by the City. Wording on the plaque is to be brief and reflect the nature of the applicant's contribution. Full costs associated with the plaque will be borne by the applicant. The design and location of the plaque will be at the City's discretion.

3.2 Small Reserve Infrastructure Dedication

1. The City will consider a plaque on smaller donated reserve infrastructure (e.g. seats) for families or individuals that are not in accordance with 3.1. Recognition will be limited to a small plaque with the following wording "Provided by (name)" or "Donated by (name)". The recognition will be for the life of the infrastructure. Should the infrastructure be subject to damage or removal, the City will be under no obligation to replace the infrastructure/plaque or name another in its place. Any plaque attached to infrastructure will be in proportion with the infrastructure.
Full costs of the infrastructure, installation, and the plaque will be borne by the applicant.
2. The design and location of the infrastructure and plaque will be at The City's discretion.
3. An application may be declined if the City determines that it may cause offence.

3.3 Service Club or Community Organisation Recognition

In certain circumstances, The City may decide that it is appropriate to recognise the contributions of a service club or community organisation on a reserve name sign. This will only be considered if the organisation has made a significant financial or in-kind contribution to the development and improvement of the reserve or infrastructure.

1. Where the City grants a request to recognise the contribution of a service club or community organisation, the organisation's name will be displayed upon one reserve name sign at the main entry to the reserve. In these instances the name of the reserve will be displayed followed by the term "developed with assistance from (name) (e.g. Green Mountain Park developed with assistance from Coffs Harbour Lions Club).
2. Where the contribution is more modest, the City may consider small plaques to acknowledge the contribution of the service club or community organisation to be integrated on specific structures. In this instance full costs will be borne by the applicant.

4 Removal of Unauthorised Memorials

The City may take the following action in order to remove unauthorised memorials:

1. Place a 'notice of removal' on the structure/memorial advising that the person(s) contact City to discuss removal.
2. Make all attempts to locate/contact the person(s) who installed the memorial
3. Remove the memorial after a Calendar month of erecting the 'notice of removal'.
4. The City will not be liable for any damages associated with unauthorised memorials and their removal.
5. All removed memorials will be retained for collection.

5 Definitions

Place: any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the Local Government Act 1993) or area of operations of a county Council (within the meaning of that Act), any electoral district under the Parliamentary Electorates and Elections Act 1912, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations. For the purpose of this Policy all parks, reserves and sporting venues comprising sporting fields are considered to be "places", within the meaning of the Geographical Names Act 1966.

Reserve: Any The City owned or managed land that is used for a recreation, amenity, conservation or outdoor sporting purpose.

Infrastructure: Built infrastructure within a reserve.

Memorial: Anything intended to mark the memory of a deceased person or past event, including but not limited to monuments, commemorative plaques, tree plantings and shrines as authorised by The City.

Plaque: a flat tile/tablet of metal which includes text to commemorate a person, place or event and/or to provide historical text or information, fixed to an object or furniture.

Significant Individual: A person considered to be widely known and respected within the community and have:

- a) made a significant contribution to the community, or
- b) have demonstrated outstanding civic service, or
- c) donated significant property or funds for community benefit

National significance: significant to the people of Australia. In other words where the person’s or event’s connection to Coffs Harbour is of special interest to the nation in its widest sense and forms part of Australia’s heritage.

Unauthorised Memorial: is a memorial that has not received City authorisation in accordance with this Policy.

6 Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead Councillors in their understanding of, and compliance with this policy and guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with this policy and guidelines.
Directors	All Directorates	To communicate, implement and comply with this policy and related guidelines.
City Leaders	All Directorates	To implement this policy and related procedures.
All City officials	All Directorates	To comply with this policy and related procedures.

7 References

- Local Government Act 1993
- Crown Lands Act 1989
- Geographical Names Act 1966
- NSW GNB Guidelines:
 - Guidelines for the determination of place names– March 2013
 - Commemorative naming Factsheet – March 2013
 - Dual naming supporting Cultural recognition Factsheet- March 2013
 - Multicultural place names in NSW – March 2013

8 Details of Approval and revision

- **Approval date:** 23/03/2023
- **Responsible Group:** Transport and Open Space Services
- **Responsible Section:** Asset Strategies
- **Superseded policies/procedures:** N/A
- **Next review date:** 28/08/2025

Table of amendments

Amendment	Authoriser	Approval ref	Date
This policy was reviewed and with only minor updates to formatting, structure and references to the City of Coffs Harbour.	Council	2023/45	23/03/23