

NAMING OF COMMUNITY FACILITIES AND PARKS (INCLUDING SPORTS GROUNDS AND NATURAL AREAS) MANAGEMENT POLICY

ADOPTED BY EXECUTIVE MANAGEMENT COMMITTEE: 20 MAY 2014

BACKGROUND

Council receives a number of requests to recognise the achievements and efforts of individuals and groups that have contributed significantly to the cultural and social aspects of the City of Wollongong.

This procedure relates directly to those requests received for the commemorative/recognition installations and the naming and renaming of Council owned and or controlled community facilities, parks, sportsgrounds and natural areas.

OBJECTIVE

The main objective of this procedure is to provide an opportunity for formal commemorative recognition for individuals and groups whose significant service has enriched the Wollongong region, or who have attained outstanding achievement in their field of endeavour.

POLICY STATEMENT

This policy and supporting procedures are in accordance with Council's Community Recognition Program policy which outlines the options to acknowledge the contributions and the achievements of individuals or groups associated with the city.

This policy extends to:

- Naming and renaming of Community Facilities, Parks, Sportsgrounds and Natural Areas; and
- Commemorative recognition installations in Community Facilities, Parks, Sportsgrounds and Natural Areas.

Wollongong Botanic Garden Public Dedications Policy is to be referred to in context with this policy for the facilitation of any commemorative recognitions through:

- Plaques;
- Tree Dedications; or
- Furniture Dedications.

STATEMENT OF PROCEDURES

This procedure identifies the process to be followed and setting out of criteria for community requests for commemorative/recognition installations and the naming and renaming of Council owned and or controlled Community Facilities, Parks, Sportsgrounds and Natural Areas.

DEFINITIONS

Community Facilities: Council building managed and/or owned that is made available for the use by the general public including, but not limited to, community centres, halls, and libraries in addition to other fixed structures.

Parks: Community Land categorised as 'park' under the Local Government Act (1993) and Crown Land managed by Council as a park. Such land is primarily used for passive recreational activities.

Sportsgrounds: Community Land categorised as 'sportsground' under the Local Government Act (1993) and Crown Land managed by Council as a sportsground. Such land is primarily used for active recreational activities.

Natural Area: Community Land categorised as 'natural area (bushland, wetland, escarpment, watercourse, or foreshore)' under the Local Government Act (1993) and Crown Land managed by Council as a natural area.

Commemorative: Something that honours or preserves the memory of another.

Recognition: The acknowledgment of achievement, service, merit, etc.

Installations: 'Installations' where referred to in this policy, refers to assets including plaques, pavers, monuments, trees, furniture, sculptures and rocks.

1 Naming of Parks, Sportsgrounds and Natural Areas

Wollongong City Council follows the guidelines of the Geographical Names Board for the assignment of names to parks, sportsgrounds and natural areas within the Wollongong Local Government Area.

Council will consider the naming of parks, sportsgrounds and natural areas (including features within those) based on the following:

- A person's name;
- A group – charitable, social/cultural community;
- Geographical relevance of the immediate area;
- Historical or cultural significance to the local area;
- Indigenous significance to the local area; or
- Botanical reference native to the area.

a Criteria

Where a request is made to name parks, sportsgrounds and natural areas after a person it must be made posthumously.

The application must demonstrate that the person commemorated and the name chosen meets the following requirements:

- The person has had more than twenty years of service to the Wollongong region;
- Must relate to the place of residence or area of service;
- The person was of good repute and not likely to be the subject of controversy; and
- The person has made a significant contribution to the Wollongong region which has been formally recognised.

Council will only consider the naming of a park, sportsground or natural area upon receipt of a formal application in writing.

b Procedure

A written application with supporting evidence is to be received by Council. Once this has been received it will be considered and subject to a process of community consultation, with the final decision resting with Wollongong City Councillors.

The procedure for naming a park, sportsground and natural area, is as follows:

- Provide a written application which includes the following information:
 - o Identify the name which is to be considered;
 - o Brief of the name and why Council should consider the application for the naming;
 - o Identify the individual or group's contribution to the Wollongong region;
 - o Include letters of support;
 - if naming is that of a person, a letter of support from a family member must be included;
 - o Outline the strong connection to the site; and
 - o Identify the proposed council parks, sportsgrounds or natural areas.

Please ensure your application also meets the criteria set out in the Geographical Names Board for Commemorative Naming www.gnb.nsw.gov.au/place_naming.

Once the application is received, the application will:

- Step 1: Be reviewed for existing names (formal and/or informal), common use names (including a visual check) and any other relevant checks that are deemed appropriate and required before being sent to Executive Management Committee (EMC) for consideration and approval.
- Step 2: If supported by the EMC a community consultation process will be undertaken.
- Step 3: Following consultation, a report is to be presented to Council and if supported unanimously, will require a formal Council resolution supporting the submission of the name to the Geographical Names Board in accordance with their guidelines.
- Step 4: Final notification of the application will be advised in writing once the Geographical Names Board approval is received.

1.1 Renaming of Parks, Sportsgrounds and Natural Areas

Renaming of existing parks, sportsgrounds or natural areas is to be avoided and will only be considered in the following exceptional circumstances:

- If the person/body/entity after which the park was named has been discredited, dishonoured or dissolved;
- The name has been duplicated elsewhere in the Wollongong Local Government Area; or
- The current name is a location name and has not been bestowed in the past.

Criteria 1a) and Procedure 1b) applies.

In the event that a facility is transferred to Council ownership it is the intention that consideration will be given to maintaining the existing name or common use name of that facility.

2 Naming of Community Facilities (Buildings)

An application for the naming of a facility and halls/rooms within these facilities can only be accepted for a new Council facility and is not applicable to the renaming of an existing facility.

Renaming will only occur under exceptional circumstances – refer to 2.1 Renaming of Community Facilities (Buildings).

a Criteria

Facilities should be named using the following guidelines:

- Geographical relevance of the immediate area;
- Historical or cultural significance to the local area;
- Indigenous significance to the local area; and
- Botanical reference native to the area.

Under no circumstance will a new community facility be named after an individual person.

b Procedure

A written application with supporting evidence is to be received by Council. Once this has been received it will be considered and subject to a process of community consultation, with the final decision resting with Wollongong City Councillors.

The procedure for naming a facility is as follows:

- Provide a written application which includes the following information:
 - o Identify the proposed Council facility to be named;
 - o Identify the name which is to be considered (include secondary options);
 - o Brief including the name and why Council should consider the application for the naming;
 - o Include letters of support; and
 - o Outline the connection of the name to the site.

Once the application is received, the application will:

- Step 1: Be reviewed by Council's Executive Management Committee. This will include a review of the existing names (formal and/or informal), common use names (including a visual check) and any other relevant checks that are deemed appropriate and required.
- Step 2: If supported by the Executive Management Committee, a community consultation process will be undertaken.
- Step 3: Following consultation, a report is to be presented to Council and if supported unanimously, will require a formal Council resolution for approval.
- Step 4: Final notification of the application will be advised in writing.

2.1 Renaming of Community Facilities (Buildings)

Renaming of existing Community Facilities or rooms/halls within these facilities is to be avoided and will only be considered in the following exceptional circumstances:

- If there is a change of use of the facility or a change in the original intended use of the facility.; or
- If the organisation or group no longer exist or function.

Criteria 2a) and Procedure 2b) applies.

In the event that a facility is transferred to Council ownership it is the intention that consideration will be given to maintaining the existing name or common use name of that facility.

3 Commemorative Recognition Installations in Community Facilities, Parks, Sportsgrounds and Natural Areas

Wollongong City Council will only permit commemorative recognition installations in community facilities, parks, sportsgrounds and/or natural areas for individuals or groups in the following circumstances:

- Commemorative recognition installations at Wollongong Botanic Garden (refer to the separate Wollongong Botanic Garden Public Dedications Policy).
- Interpretive signage at a community facility, park, sportsground or natural area which is of historical significance.

Please note that Wollongong City Council does NOT PERMIT the spreading of ashes, or placement of personal items at a dedication at any of its parks, sportsgrounds and natural areas.

SUMMARY SHEET	
Responsible Division	Community Cultural and Economic Development
Date adopted by Executive Management Committee	20 May 2014
Date of previous adoptions	
Date of next review	May 2017
Prepared by	Public Relations Events Officer
Authorised by	Manager Community Cultural and Economic Development