



Reserve Naming Policy

Reference Number:	5.3
Type:	Council Policy
Category:	Open Space and Recreation
Relevant Community Plan Outcome:	<ul style="list-style-type: none"> • Provide accessible social infrastructure and services that engage our diverse community. • Be bold and innovative in our practices, leadership and decision making.
Responsible Officer(s):	Manager Open Space and Recreation
First Issued/Approved:	July 2006
Minutes Reference	CoS 5/03/2018, Item 3.12
Last Reviewed:	March 2018
Next Review Due:	March 2020
Applicable Legislation:	Local Government Act 1999 Geographical Names Act 1991
Related Policies:	Memorial Trees / Plaques Policy
Related Procedures:	

1. Purpose

This policy provides guidelines for the naming of reserves.

2. Scope

Naming of Council Reserves is generally after an adjoining street or suburb, providing an easy and practical reference for users and emergency services. Occasionally, Council receives requests to name a reserve in memory of a relative, community member, previous landowners etc. This Policy provides principles and processes for managing such requests.

3. Policy Statement

As a general guideline, reserve naming should relate to the prominent adjoining street, locality or suburb, however, where a request is made to rename a reserve, the following principles and processes should apply.

3.1 Principles for Considering Reserve Naming Requests

Assigning or changing a name of a public place requires a resolution of Council, and notice of the resolution must be given:

- to appropriate authorities in writing, and
- to the public in the form of a public notice.

In accordance with the spirit of Council's Public Consultation Policy, assignment or change of a public place/reserve name should also be subject to an appropriate level of public notification and community consultation prior to deciding to name or rename a reserve.

Requests for the naming / renaming of a reserve will be considered if they meet the following criteria:

- The proposed name recognises an individual who has provided outstanding service to the community and either the individual or relatives of the individual approve the use of the name
- The name reflects the character, landscape, function or history of the area or the site
- The proposed name is of indigenous origin, has relevance to the area and has the approval of the local Kurna people
- The name is unique in the City and is not similar to the name of another site (avoiding confusion)

Requests for naming / renaming a reserve will not be considered if one of the following applies:

- The reserve has been named/renamed by a previous resolution of Council
- The reserve has been named in an approved land division
- The reserve has been named by the Geographical Naming Board, other relevant authority or is listed in the State Gazette Database of Place Names in South Australia.

3.2 Process for Naming of a Reserve

Following receipt of a written request, the following process for naming / renaming a reserve should be followed:

- The request must comply with the criteria outlined in 3.1
- Council considers the request and approves or disapproves the process of investigation
- If approved by Council, Community consultation is undertaken as outlined in section 3.3
- Council considers the outcome of the community consultation process and resolves to name / rename the reserve
- Notification of the name is publicised in the local Messenger Press and is referred to the relevant Statutory Authorities
- A corporate standard reserve sign is erected on the newly named/renamed reserve or an approved 'public art' sign is erected if project funding is available.
- When naming reserves, the name given is not exclusive, may be added to by section or to a particular location or if for some reason (relocate or add a building) change the name or have joint names.

3.3 **Community Consultation**

Community Consultation, in accordance with the requirements of the Local Government Act 1999 for assigning or changing a name of a public place will be undertaken prior to any Council decision to assign a name to or rename a reserve, and will including the following:

- Notification to Ward Councillors in relation to the proposal
- Notification to residents/property owners within 300 metres of the reserve
- Notification in the local Messenger Press inviting public comment on the proposal
- In the event of a proposal to assign an Aboriginal name to a reserve, the local Kurna people will also be consulted.

4. **Definitions**

NIL