

Park Usage Policy: Naming of Parks and Community Facilities Policy

DETAILS

Council Admin

Effective from:	12 October 2021	
Contact officer:	Executive Coordinator Community and Recreation	
Next review date:	April 2024	
File reference:	CS433/408/07(P1)	
eDRMS	This policy	A18968939
	Value Proposition	A38003706

OBJECTIVES AND MEASURES

Objectives	To ensure all Council of the City of Gold Coast (Council) parks and community facilities are appropriately named in accordance with the approved: <ul style="list-style-type: none"> assessment criteria and principles and, application processes to recognise the contributions made to the Gold Coast community by individuals, families, service clubs or community organisations.
Performance measures	Number of objections to the naming of a park or community centre.
Risk assessment	Low

POLICY STATEMENT

Naming a park or community facility after a person or community organisation is a perpetual honour. Council should ensure that in each case the action is appropriate.

All applications for the naming/renaming of parks and community facilities after individuals, families, service clubs or community organisations will be assessed against the criteria outlined in Attachment A - Procedures.

The application processes outlined in Attachment B must be followed for all applications to name/rename Council parks and community facilities.

The issue of easily identifying the location of a park or community facility is also relevant. The general practice of naming parks or community facilities after their street or suburban location facilitates ready identification of the location of parks or community facilities by residents, Council workforce contractors, emergency services and other relevant personnel.

SCOPE

The provisions of this policy apply to the naming of all parks and community facilities within Gold Coast City.

DEFINITIONS

Council – Council of the City of Gold Coast

RELATED POLICIES AND DELEGATIONS

Signage and Brand Policy
Natural Areas Acquisition Policy

LEGISLATION

Not applicable

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SUPPORTING DOCUMENTS

Attachment A – Naming of Parks and Community Facilities Policy – Procedures

Attachment B – Naming of Parks and Community Facilities Policy - Application Process

RESPONSIBILITIES

Sponsor	Director Lifestyle & Community Services
Owner	Manager Parks and Recreational Services

VERSION CONTROL

Document	Date	Approved	Amendment
A18968939 v15	12.10.21	A71161067	Minor amendments
23741437 v8	08.04.19	iSpot #73210956	Minor amendments to guidelines
23741437 v7	09.02.17	iSpot #60591049	Amendment to Application Process
23741437 v6	07.01.15	iSpot #47821944	Minor amendment for plaques in parks
23741437 v5	28.02.12	iSpot #28924702	Policy 12.10.10 – 06.01.15
23741437 v4	13.10.10	R03.0130.010 / G03.0207.027	
23741437 v3	03.10.08	CEO Delegation 602	Policy 22.07.07 – 12.10.10
23741437 v2	03.10.08		Policy 02.11.01 – 22.07.07
23741437 v1	03.10.08		Original policy 25.10.01 – 02.11.01

1. Guidelines

- 1.1 Parks, as a matter of general practice, will be named after the suburb or street in which they are located, or a nearby geographical feature of the park or its surroundings, or the suburb, unless named by resolution by Council. If the park is to be named after the street name and the street name is named after a person, e.g. John Smith Street, to avoid confusion whether the park name is officially named after a person or not, the park name should be John Smith Street Park.
- 1.2 A name which has historical or cultural significance is acceptable.
- 1.3 Community facilities will generally be named after the suburb or general area of the city in which they are located, e.g. Mermaid Beach Community Centre, Nerang Bicentennial Community Centre.
- 1.4 Sites acquired under the provisions of the Open Space including Koala Habitat, Maintenance and Enhancement Separate Charge or associated Open Space Separate Charges will be given an individual name. The first part of the name describes both the general location and key natural values which the parkland supports (to the full extent if possible), followed by the term "Conservation Area" to confer its principal function. (E.g. Pimpama Wetlands Conservation Area)
 - 1.4.1 Notwithstanding 1.3 above, it is highly desirable that both the cultural and natural heritage of acquired sites be identified and acknowledged. The naming of interpretive or recreational infrastructure within the park after historical affiliations, or individual or families who have made a contribution to the city or locality is therefore considered highly appropriate. (E.g. John Smith Walking Track, Jones Family Camping Grounds)
 - 1.4.2 The naming of sites acquired under the Open Space Preservation Land Acquisition Program is to be conducted in accordance with 1.4 above and that naming occurs at the time of the preparation of the detailed management plan for the site.
- 1.5 A name will not be adopted which duplicates, or closely resembles, a name already in use in Gold Coast City or a nearby local authority area.
- 1.6 A park and other facilities at, or near, a significant geographical feature may be named after that feature (e.g. Pine Lake Park)
- 1.7 Real property boundaries will delineate the area of a named park to assist asset management. Where a park is made up of more than one property it is preferred each property be linked to the name which most clearly identifies that park in its entirety, unless the boundaries of such areas are clearly delineated by natural or artificial features.
- 1.8 Where associated plaques support park naming, the form and content of existing plaques in parks, walkways and other public areas, shall remain unchanged.

2. Renaming of a park or community facility

The renaming of a park or community facility will only be considered if it can be demonstrated that the name is no longer appropriate in historical or geographical terms or is likely to cause distress to members of the community.

3. Placing of Plaques

The placing of memorial plaques in honour of persons in parks, or on infrastructure, will not be supported. Council will consider memorial tree plantings (exclusive of plaques) to occur, subject to Council's direction with respect to species and location. Full cost and implementation of tree planting and establishment (including replacements if required) to be borne by the applicant.

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Requests to name a park or community facility after a person or family will be the exception as a general rule, and all proposals will be presented to Council for consideration.

1. Naming a Council park or community facility after an individual or family

- 1.1 Naming a park or community facility after an individual or family will be considered where a person or family member is deceased* and:
 - a. is widely known and respected within the local community;
 - b. has a recognised historical link with the locality or is generally acknowledged as having made a significant contribution to the social, economic, sporting or cultural development of the community; and
 - c. is of good repute and not likely to be the subject of controversy.

** Under exceptional circumstances consideration will be given to a living person where the naming is deemed to be in accordance with a, b and c above and the recognition is considered appropriate by Council. As a guide, Councillors might include a living person who is terminally ill where Council feels it would like to acknowledge that person whilst living.*

- 1.2 The nominated person has widespread community support.
- 1.3 A family who is nominated should have made a significant contribution to the community over two or more generations.
- 1.4 The proposal to name the park or facility should be advertised with signage, at or on, the property or facility for public comment for twenty-one days (21) prior to the presentation of a report to Council for its consideration.
- 1.5 Council will determine whether a request will be granted taking into consideration the advice of the Director Lifestyle and Community and the outcomes of the community consultation.
- 1.6 Application Process
 - a. Applicant must submit a written supporting statement for the nominee/s.
 - b. This must be supported by a minimum of three (3) third parties, one of whom must be a community group.
 - c. Documentation must be validated by Statutory Declaration and signed by a Justice of the Peace or Commissioner of Declarations.
 - d. Applications will be given careful consideration (including discussion with the Divisional Councillor) prior to being presented to Council for its consideration and decision.

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- 1.7. Where Council grants a request to have a park named after a person an inscription will be included within the “Park Name” sign. The inscription will acknowledge the nature of the person’s contribution to the community and where an official naming ceremony is conducted, will also include “

"Dedicated by His/Her Worship the Mayor of the City of Gold Coast, Cr (name*)
Attended by Cr (name), Division (No.)
(Date)"

* Name to be included irrespective of attendance at the dedication ceremony.

Where there is to be no official naming ceremony conducted, the wording shall be:

“Dedicated by His/Her Worship the Mayor of the City of Gold Coast, Cr (name*)
and Cr (name*), Councillor Division (No.) on Day Month, Year

- 1.8. Where Council grants a request to have a community facility (infrastructure) named after a person, the naming will be for the life of the facility. Should the facility be subject to damage or removal, Council is under no obligation to replace the facility or name another facility in its place. The plaque attached to the facility will be in proportion with the facility.

2. Naming a Council park or community facility after a community organisation or service club

The naming of a facility after a community group/service club is not the favoured option, unless the organisation or service club has made, or is committed to making, a significant contribution to the development and improvement of the facility.

- 2.1. Such name must include a geographic component to distinguish it. (e.g. Runaway Bay Lions Park).

An alternative may be to install suitable inscriptions/plaques to acknowledge the contribution of the group/club on the facility or specific structure.

2.2. Application Process

- (1) Applicants must submit a written supporting statement for the nominees/s.
- (2) This must be supported by a minimum of three (3) third parties, one of which must be a community group.
- (3) Documentation must be validated by Statutory Declaration and signed by a Justice of the Peace or Commissioner of Declarations.
- (4) Applications will be given careful consideration (including discussion with the Divisional Councillor) prior to being presented to Council for its consideration and decision.

Where Council grants a request to have a park named after a community group or service club, an inscription will be included within the “Park Name” sign. The inscription will acknowledge the nature of the group’s contribution to the community.