

Document Control		
Policy Title:	Naming of Council Facilities	Policy Type: Council
Responsible Directorate:	Community Sustainability	Doc Id No: 2595996
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Version ¹	Council Meeting Date (Date of Adoption/Endorsement)	Minute Number
1.0.0	7 December 2022	M24/12/22

1. Purpose and Scope

This policy provides a framework for consistent and judicious decision making concerning the naming or re-naming of existing and new council facilities including areas of open space.

This policy is not intended to be applied retrospectively to existing named places. Proposals for the renaming of such, will be considered individually and the policy or part thereof, applied on a case by case basis.

The policy excludes:

- those places named by other naming authorities
- memorials covered under Gympie Regional Council's Monuments and Memorials Policy.

2. Related Legislation/Documents

Place Names Act 1994

Queensland Government Place Names Policy 2019

Place Names Regulation 2005

Queensland Heritage Register

ISDP204 Road & Street Naming Guidelines

Gympie Regional Council Monuments and Memorials Policy

Department of Transport and Main Roads Naming of Infrastructure Policy 2020

¹ The Version Number is direct from the Corporate Records Management System

3. Definitions

To assist in interpretation of this policy the following definitions apply:

- *Facility or facilities* includes structures and areas of open space.
- *Gazetteer* means the Gazetteer of Place Names.
- *Open Space* refers to (but not limited to) outdoor areas, reserves, ovals, playing fields.
- *A Place* as defined in the Place Names Act 1994 means an area or geographical feature (whether natural or artificial).
- *Region* means any area as defined within the Gympie LGA, irrespective of planning zone and/or private ownership.
- *Required* means considered essential.
- *Should* means highly recommended.
- *Significant contribution* means a demonstrated dedication to community or achievement worthy of recognition.
- *Stakeholder/s* means any individual, group or organisation with an interest or stake in the Council decision being considered.
- *Structure/s* refers to (but not limited to) buildings or parts of buildings, skateparks, playgrounds and bridges (where not a gazetted State road).

4. Policy Statement

Gympie Regional Council recognises the value of naming the region's facilities for the purpose of fostering a sense of community and celebrating historic events and shared connections. Named places help orientate visitors to our region and can assist emergency services to specific areas.

4.1 Objectives

The main objectives of the policy are to:

- provide a mechanism for any person or organisation to propose the naming of a facility for consideration
- ensure the proposed name is appropriate for the facility
- ensure the name is recorded².

4.2 Submitting a request

Any person or organisation may request that a facility be named. All requests for consideration shall be made in writing and addressed to the Chief Executive Officer. Submissions should include contact details of the applicant making the request and any required consent from family members or justification of cultural appropriateness (if applicable).

² In line with legislation set out in the Place Names Act 1994

4.3 Naming Principles

Naming suggestions should adhere to a minimum of one of the following categories:

- a person (for posthumous consideration who has passed no less than six months prior to the naming request) or group who has made a significant contribution to the community
- an historic event relevant to the place
- an Aboriginal or Torres Strait Islander word
- a geographic reference including landscape features
- a relevant endemic flora and fauna.

Naming suggestions must not:

- be offensive or derogatory
- be in honour of a living person except in exceptional circumstances
- be a duplication of another name or be similar in sounding or spelling of another name (this requirement avoids confusion particularly for emergency services).

4.4 Assessment of a request

Council reserves the right to name or re-name facilities at its discretion in accordance with this policy. Following submission, council shall consider all suggestions generally in line with the following process and applicable internal procedures:

- officers undertake research/analysis to understand the appropriateness of the proposed name/s
- officers carry out relevant and meaningful community engagement
- officers provide a recommendation to Council for deliberation and endorsement
- Council resolve to adopt, alter or reject the proposed name
- officers advise the applicant and relevant stakeholders of the outcome.

Should a proposal for the naming of open space be accepted, the name will be entered into the Gazetteer and relevant authorities notified of the change.

5. Review

This policy will be reviewed when any of the following occur:

1. the related legislation/documents are amended or replaced
2. other circumstances as determined from time to time by a resolution of Council
3. as initiated by the Chief Executive Officer or Executive Leadership Team
4. periodic review – within four years from date of adoption.

6. Delegations

Nil