

NAMING PUBLIC ASSETS POLICY

Responsible Department:	Corporate and Commercial Services
Responsible Section:	Property Services
Responsible Officer:	Manager Property Services

Objective

To provide:

- Guidelines and a process for the naming of Public Assets within the Shire that, preserves the Shire's identity and heritage.
- The opportunity for Council and all community stakeholders to have input to the naming of the Shire's Public Assets.

To ensure consistency, openness, and transparency of Council's determination of requests for the naming of Public Assets under the control of Council.

Introduction

The naming of assets after people who have made significant contributions to the community is a long-standing tradition. This policy sets out a framework to commemoratively name Council assets as a way of recognising the historical and cultural significance, and outstanding achievement of residents in the community in a way that:

- Provides a means of acknowledgement of the importance of place, acts of bravery, community service, and exceptional accomplishment of individuals; and
- Provides a consistent and fair approach to naming public assets after individuals.

Policy

1. Definitions

1.1. Terms within this policy have their ordinary meaning unless otherwise specified.

2. Application

2.1. This policy applies to naming:

- (a) Bridges;
- (b) Parks;
- (c) Playgrounds;
- (d) Ovals;
- (e) Reserves;
- (f) Recreational facilities;
- (g) Buildings;
- (h) Rooms;
- (i) Carparks;
- (j) Lookouts;
- (k) Shelters;

- (l) Footpaths, bike paths, tracks, and trails;
 - (m) Geographical features; and
 - (n) Roads.
- 2.2. This policy does not apply to:
- (a) Place naming (towns/villages/areas);
 - (b) Memorials; or
 - (c) Assets not within Narrabri LGA.

3. Commemorative Naming of Public Assets

Individuals

- 3.1. Council may, from time-to-time name public assets after individuals in accordance with this policy.
- 3.2. In order for an individual's name to be eligible to have a public asset named after them, the individual must have:
- (a) Made a significant contribution to the local area, New South Wales, or Australia.
 - (b) Made a significant contribution to the local social or cultural heritage of the community, particularly the Aboriginal Community;
 - (c) Achieved excellence in a particular field or endeavour of local, state, national, or international significance;
 - (d) Provided extensive community service; and
 - (e) No longer be living, except in exceptional circumstances.
- 3.3. For the avoidance of doubt, the following classes of people are deemed to be eligible:
- (a) Former Mayors;
 - (b) Former Councillors who served three consecutive terms;
 - (c) Former local recognised Aboriginal Elders;
 - (d) Victoria Cross recipients;
 - (e) Recipients of other gallantry awards; and
 - (f) Other persons as agreed by Council.
- 3.4. The mere fact that a person owned property, or was a resident, and has died is not sufficient reason to name a public asset after them.
- 3.5. Individuals must have been of good character. Where an individual after whom an asset is named is found to not have been of good character, the asset will be renamed.
- 3.6. The use of given names will generally be avoided. A given name will only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity or in the case of a component of a Public Asset.

Groups

- 3.7. Council may, from time-to-time name public assets after groups in accordance with this policy.
- 3.8. In order for a group's name to be eligible to have a public asset named after them, the group must have:
- (a) Made a significant contribution to the local area, New South Wales, or Australia.
 - (b) Made a significant contribution to the local social or cultural heritage of the community, particularly the Aboriginal Community;
 - (c) Achieved excellence in a particular field or endeavour of local, state, national, or international significance; or
 - (d) Provided extensive community service; and
 - (e) Have a significant tie to the asset or location of the asset proposed to be named after them.
- 3.9. The mere fact that a group operated in the LGA and had ties to a location or asset is not sufficient reason to name a public asset after them.

3.10. Groups must have been in good standing in the community.

Other Categories

3.11. Council may, from time-to-time name public assets after things other than individuals or groups in accordance with this policy.

3.12. In order for the name to be eligible, it must:

- (a) Include geographic features, original natural systems, or wildlife unique to the site or area;
- (b) Be of Aboriginal origin or have historical background;
- (c) Acknowledge the multicultural nature of society; or
- (d) Function as a reminder of a significant event or material object in history.

General

3.13. Names chosen for assets are to be permanent unless it is no longer appropriate to name the asset after the particular individual, group, or other matter.

3.14. A name should not be used for more than one public asset. Council will keep and maintain a list of all public assets named after individuals, groups, or other things.

3.15. Any naming approved will be on the basis that such naming does not compromise any future Council use of the Public Asset.

3.16. Should a Public Asset be demolished or replaced an application to name the new Public Asset must be named in accordance with this Policy.

3.17. Names for public assets must not be:

- (a) Offensive;
- (b) incongruous – out of place
- (c) commercial or company (except in the case of Sponsorship, see below)
- (d) Commence with the definite article – “the”
- (e) Long and difficult, such as some scientific names
- (f) More than 34 characters long without exceptional reasons.

3.18. Names in long usage, which commemorate or preserve for the historical record, events and people as part of the pattern of history of the landscape, are preferred for the naming of previously unnamed features or where alteration of a name is being considered

3.19. Where names have been changed or altered by long established local usage, it is not usually advisable to attempt to restore the original form: that spelling which is sanctioned by general usage should be adopted.

3.20. For Aboriginal names, the traditional spelling(s) should be used. Council will seek advice of the local Aboriginal Community in relation to this.

4. Corporate or other sponsorship of public assets

4.1. A corporate body or commercial entity may be included in a naming sign on a public asset where it:

- (a) Was the main contributor (more than 50% of the cost) to the provision, including major upgrade of the Public Asset; or
- (b) A sponsorship arrangement for maintenance exists between the entity and Council and:
 - (i) The contribution by the body or entity is at least 50% of the annual cost of maintaining the Public Asset for a period of no less than five (5) years.

4.2. After five years under clause 4.1(b) above, the sign will be amended/removed if the agreement is not renegotiated.

4.3. The inclusion of the name of a corporate body or commercial entity in a naming sign must be a specific Resolution of Council.

5. Specific Requirements for Parks and Reserves

- 5.1. Parks or reserves in excess of 1.5 hectares will be defined as a Park and be given the suffix Park or Oval(s).
- 5.2. Parks or reserves less than 1.5 hectares will be defined as a Reserve and be given the suffix Reserve.
- 5.3. Priority will be given to the naming of Parks and Reserves after an adjacent street or feature to maximise the identification of that Park or Reserve with an area.
- 5.4. Names that commemorate or may be construed to commemorate living persons will not be considered for Parks or Reserves.
- 5.5. Components of Parks and Reserves (e.g. picnic facilities, gates, gardens, play equipment etc, excluding public buildings) may be named in honour of still living community members who are otherwise eligible under this policy.

6. Specific Requirements for Public Buildings

- 6.1. Priority will be given to the naming of Public Buildings after an historical event, town/locality or feature to maximise the identification of that Building with an area.
- 6.2. Names that commemorate or may be construed to commemorate living persons will not be considered for Public Buildings.
- 6.3. Components of buildings (eg. forecourts, plazas, courtyards, lawns, gardens, walkways, rooms, stairs and terraces etc) may be named in honour of still living community members are otherwise eligible under this policy.
- 6.4. Buildings should not be named to reflect the activity within them, in order to enable flexibility in future use of the building without renaming it.
- 6.5. Rooms can be named after the activity within them.

7. Specific Requirements for Roads

- 7.1. Council will not use compass directions as a prefix or suffix (eg North, South etc) if this can be avoided unless:
 - (a) the road is split by another road; and
 - (b) the compass direction will reduce ambiguity for emergency services.
- 7.2. For large subdivisions with multiple streets an overall theme for the naming of streets and parks is recommended.
- 7.3. Components of roads (eg. gardens, seats, lights, walkways, rest areas etc) may be named in honour of still living community members who have are otherwise eligible under this policy.
- 7.4. All private accesses (including private thoroughfares created under Community Title) should be clearly identified with the statement "Private".
- 7.5. Where roads are only maintained by Council for part of their length, the remainder being normally a Crown road reserve, then a sign be erected at the end of the Council maintained section indicating that Council does not maintain the road beyond this point.
- 7.6. Roads crossing Local Government boundaries should have a single and unique name, where possible.
- 7.7. Proposals for road names should include an appropriate road type suffix. Assistance to both the motoring and pedestrian public should be a major consideration in this choice.
- 7.8. When a type of suffix with a geometric or geographic characteristic is chosen, it should generally reflect the form of the road.

7.9. The following is a list of suitable road type suffixes (and abbreviations):

Avenue	Ave
Circuit	
Close (cul-de-sac)	Cl
Court (cul-de-sac)	
Crescent	Cres
Drive	Dr
Esplanade	Espl
Lane	
Mall	
Parade	Pde
Place (cul-de-sac)	Pl
Promenade	
Road	Rd
Street	St
Terrace	Tce
Way	

8. Crown Road Considerations

8.1. Accesses over privately maintained Crown Road Reserves may be signposted, in accordance with the procedure in this policy (i.e. be advertised, including notification to NSW Department of Lands and The Geographical Names Board of New South Wales. The sign will not include a reference to Council and include the words "privately maintained". All costs involved in providing the sign are to be borne by the applicant.

9. Initiating Asset Naming

- 9.1. Public asset naming may be initiated by:
- Council calling for expressions of interests;
 - A request from a community member, group, or entity;
 - A notice of motion by a Councillor; or
 - The General Manager or their delegate bringing a report to Council recommending naming a public asset.
- 9.2. Requests from a community member, group, or entity must be made using a form prescribed by the General Manager.
- 9.3. A request from a community member or report by the General Manager or delegate must, at a minimum, contain the following information:
- The asset proposed to be named;
 - The proposed name of the asset;
 - For individuals: biographical details, including dates of birth and death (if relevant), length and years of service or association, and evidence that the next of kin or family have been consulted;
 - The basis for naming the asset against the eligibility criteria;
 - Evidence supporting the basis referred to above; and
 - The prescribed fee (if any).

10. Assessment of Proposals

- 10.1. Where proposals are made by expressions of interests, community requests, or internal Council processes, the General Manager or their delegate will ensure that a preliminary assessment is conducted on proposals.
- 10.2. Wide community consultation should occur in relation to proposals to name public assets.
- 10.3. A panel of no less than three persons, selected by the General Manager or their delegate, will convene to conduct the preliminary assessment.
- 10.4. In relation to the constitution of the panel:
 - (a) At least one member should have previous experience in managing the particular asset class; and
 - (b) It should be multi-disciplinary;
- 10.5. The panel will present a report to the General Manager or their delegate making recommendations or providing a shortlist.
- 10.6. The General Manager or their delegate will bring a report to Council making recommendations or providing a shortlist for Council to consider.
- 10.7. All decisions to name public assets will be by Council Resolution.

11. Signage

- 11.1. Each named Asset named will have a clearly visible sign erected as soon as practicable after Council's resolution to name the Asset.
- 11.2. Signage will to be similar to signs on like Assets as determined by the General Manager or their delegate, unless a different standard is especially resolved by Council.
- 11.3. Official opening plaques will acknowledge the Mayor, Councillors, and Senior Staff.

12. Renaming of Assets

- 12.1. If renaming is proposed because of some exceptional circumstance, a proposal should be made in accordance with the above procedure, with reasons as to why the current name is no longer appropriate.

13. Spelling and Grammar

- 13.1. Generally, names proposed or approved should not contain abbreviations, except for "saint" becoming "st."
- 13.2. The apostrophe mark (') must be omitted in the possessive case.
- 13.3. The use of hyphens should be avoided

References

- *The Geographical Names Act 1966* (NSW).

History

Minute Number	Meeting Date	Description of Change
681/2007	October 2, 2007	Adopted
63/2010	February 16, 2010	Reviewed
210/2013	April 2, 2013	Reviewed
164/2017	August 15, 2017	Reviewed
	March 8, 2021	Rebranded
336/2022	October 18, 2022	Endorsed for Public Exhibition
362/2022	November 22, 2022	Adopted