

# COUNCIL POLICY

**Policy Name**

Naming of Public Infrastructure and Public Acknowledgements

**Abstract**

To establish a protocol for the naming of Public Infrastructure and publicly acknowledging individuals or organisations within the Gunnedah Local Government Area.

<b>Dates</b>	Policy or amendment approved	15 Nov 2023
	Policy or amendment takes effect	15 Dec 2023
	Policy is due for review (up to 4 years)	15 Nov 2027
<b>Endorsed by</b>	Executive Leadership Team	
<b>Approved by</b>	Gunnedah Shire Council at its Ordinary Meeting held on 15 Nov 2023 Resolution number: 11.11/23	
<b>Policy Custodian</b>	Director Planning and Environmental Services	
<b>Relevant to</b>	Gunnedah Shire Council and the general public	
<b>Superseded Policies</b>	Naming of Public Infrastructure Policy adopted 19 June 2013 Resolution number: 400	
<b>Related documents</b>	Nil	
<b>Related legislation</b>	Local Government Act 1993	

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## 1. Purpose

- 1.1 This Policy is to provide a framework and guidance by which Council shall deal with proposals to name public infrastructure or acknowledge individuals or organisations publicly.

## 2. Scope

- 2.1 This policy relates to the naming of public infrastructure and acknowledgement of individuals or organisations within the Shire of Gunnedah and shall include but not be limited to a public place, facility, building, structure, statues, services infrastructure and areas or items of flora under the control of Gunnedah Shire Council.

## 3. Definitions

- 3.1 **Council** means Gunnedah Shire Council

**Immediate family** in this policy means a deceased persons next of kin.

**Public Infrastructure** means any facility or structure which is owned and/or managed by the Gunnedah Shire Council shall including but not be limited to a public place, facility, building, structure, statues, services infrastructure and areas or items of flora.

## 4. Policy Principles

- 4.1 This policy intends to provide methodology to identify Individuals or organisations within the Gunnedah Community to recognise contributions to develop a list of potential names that could be used for the naming or public infrastructure such as, bridge, parks or road within the Gunnedah Local Government Area.

## 5. Policy Statement

### 5.1 Nominations

- 5.1.1 Nominations for naming of infrastructure or acknowledgement of individuals or organisations must be made in writing to Council. Submissions shall contain a detailed justification as to why the nominated item should be named as proposed and the background to the use of the proposed name.

- 5.1.2 Nominated names which are accepted by Council, but where no specific item of public infrastructure is nominated, names will be included within Council's 'Naming of Public Infrastructure Register'.

### 5.2 Process

- 5.2.1 Nominations shall be reported to Council for assessment as to whether the proposal shall proceed to public advertising. Council may refuse the proposed naming at this stage based on its assessment of the submission.

- 5.2.2 Following acceptance of a submission by Council for naming of any particular infrastructure, the submission shall be advertised in a local newspaper for a period of 21 days inviting comment and/or objections to the proposed naming.
- 5.2.3 Where the proposal relates to a living person, Council shall enquire as to that individual's concurrence to the proposal.
- 5.2.3 Where the proposal involves a deceased person, and the immediate family can be contacted, Council shall enquire as to the family's support for the submission.
- 5.2.4 Following closure of the exhibition period Council shall consider any submissions and determine whether the naming of infrastructure or the public acknowledgement of the individual or organisation shall be approved.

### 5.3 Limitations

- 5.3 The endorsement of names within Council's 'Naming of Public Infrastructure Register' does not ensure that the name is acceptable for the purpose of naming of public infrastructure. Any registration of public infrastructure with such a name would need to comply and be accepted by the Geographical Names Board in accordance with the 'Geographical Names Board of NSW Policy – Place Naming'.

## 6. Accountability, roles and responsibility

### 6.1 Policy Custodian

Director Planning & Environmental Services

### 6.2 Responsible Officer

Manager Development Assessment

## 7. Acknowledgements

Geographical Names Board of NSW Policy – Place Naming

## 8. Version Control and change history

Date	Version	Approved by & Resolution No.	Amendment
March 2001	1.0	Council Minute 267.8	Rescinded
September 2006	1.1	Council Minute 74.5	
June 2013	2.0	Council Minute 400	
December 2023	3.0	Council Resolution No. 11.11/23, 15 November 2023	Placed on Public Exhibition 16 Nov 2023 to 14 Dec 2023