

# NAMING PUBLIC ASSETS POLICY



**Responsible Department:** Corporate Services  
**Responsible Section:** Property Services  
**Responsible Officer:** Property Services Manager

## Objective

To provide:

- Guidelines and a process for the naming of Public Assets within the Shire that, preserves the Shire's identity & 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

## Policy

### Definitions

The following extract is provided from The Geographical Names Board of New South Wales website (Source: <http://www.gnb.nsw.gov.au/board/>):

*"The Geographical Names Board of New South Wales was established in 1966 as the official body for naming and recording details of places and geographical names in New South Wales.*

*The Board consists of eight members and is chaired by the Surveyor-General. Other members include nominees of the Royal Australian Historical Society, the Geographical Society, the Department of Planning, the State Library, the NSW Aboriginal Land Council and the Local Government and Shires Association.*

*The Geographical Names Act, 1966, empowers the Board to assign names to places, to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name and the application of such name with regard to position, extent or otherwise.*

*A place is described in The Act as "any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any local government area, urban area, county or district under the Local Government Act, electoral district or subdivision, or any school". The Act also specifies the procedures for formalising names.*

*The Board welcomes suggestions from the public for new place names, however, proposals will need to have the support of the local council. A proposal form is available from the Board and this will assist people to provide the necessary information to enable an unnamed feature to be officially named.*

*All records are carefully maintained and are readily accessible. This information forms an important part of the historic fabric of the State."*

This Policy is intended only to relate to Assets owned by or entrusted to, Narrabri Shire Council. Public Assets include:

- Reserves, Parks and public open space;
- Streets, Roads, Causeways, Bridges and other road features;
- Public Facilities and Buildings etc.

### **Spelling and Grammar**

Generally, names proposed or approved should not contain abbreviations – eg, the "Creek" in "Example Creek Road" must not be abbreviated. There is, however, one exception "ST" should always be used in place of "Saint".

The apostrophe mark (') must be omitted in the possessive case – eg, "Smith's Road" should be "Smiths Road". It is further preferable to deter a possessive "S" unless the effect of name becomes harsh – eg, "Smith Road".

The use of hyphens should be avoided

### **Requirements for all Public Assets**

Names chosen for Assets are expected to be permanent, and renaming is discouraged.

The following list of previous serving Mayors and Presidents should be used in the future naming of public assets:

### **Narrabri Municipal Council Listing**

Alderman C Collins	<b>Used</b>	1883 - 1886
Alderman T Morath	<b>Used</b>	1886 - 1887
Alderman J M McDonald	<b>Used</b>	1887 - 1888
Alderman G S E Dale	<b>Used</b>	1888 - 1894
Alderman G Williams		1894 - 1896
Alderman J J Piper		1896 – 1897, 1901 – 1903, 1905 - 1907
Alderman A R Stafford	<b>Used</b>	1897 - 1898

Alderman A E Collins	<b>Used</b>	1898 - 1901
Alderman H V Mumford		1903 - 1904
Alderman P J Levey		1904 – 1905, 1918 - 1927
Alderman C Martyn		1907
Alderman L Malone		1907 – 1910
Alderman S J Faulkner		1910 – 1911
Alderman H G Spencer	<b>Used</b>	1911 – 1917
Alderman E Briscoombe		1917 – 1918
Alderman H L Walker		1927 – 1929
Alderman E P Logan	<b>Used</b>	1929 – 1944
Alderman R L Manning	<b>Used</b>	1944 – 1946
Alderman H A Bennett	<b>Used</b>	1946 – 1947
Alderman A A Gleeson	<b>Used</b>	1947 – 1950
Alderman N L Ferguson		1950 – 1951
Alderman J H Campbell	<b>Used</b>	1951 – 1953
Alderman D T Griffiths		1953 – 1954
Alderman G J McInerney		1954 – 1956
Alderman R A Caldwell		1956 – 1958
Alderman J Delaney	<b>Used</b>	1959 – 1965
Alderman J D Cameron	<b>Used</b>	1965 – 1968
Alderman W H Heath		1968 – 1971
Alderman V A W Miller	<b>Used</b>	1971 – 1978
Alderman B J Sinclair		1978 – 1980

#### **Namoi Shire Council Listing**

Councillor J Humphries		1906
Councillor W Holcombe		1907, 1908, 1910, 1913
Councillor A A Coppleson		1909, 1911, 1912, 1929, 1930, 1932, 1933
Councillor A G Cole		1914
Councillor R Cameron	<b>Used</b>	1915, 1916, 1917
Councillor W G Grace	<b>Used</b>	1917, 1920
Councillor J A Laird		1918, 1919, 1920, 1935 - 1943
Councillor R T Slack-Smith		1921, 1922, 1924, 1925
Councillor E J Gillham		1923
Councillor R Shields		1926, 1927, 1928
Councillor L W Guest	<b>Used</b>	1931
Councillor E R Currey		1934
Councillor K R Kirkby		1936, 1937, 1938, 1945, 1949
Councillor G H P Gilby		1939
Councillor J W Gray	<b>Used</b>	1940, 1942, 1946, 1948
Councillor J Hibbens	<b>Used</b>	1941
Councillor A Wangmann		1944
Councillor H O Rees	<b>Used</b>	1951, 1953, 1959
Councillor E K Lord		1957, 1958, 1959
Councillor E K Vickery	<b>Used</b>	191947, 1950, 1952, 1957, 1961 - 1967
Councillor T R Cole		1968 - 1971
Councillor L J Hibbens	<b>Used</b>	1971 - 1974
Councillor R H Palmer	<b>Used</b>	1974 - 1980

## Presidents

Councillor N R Sweetman		1981 – 1983, 1989 - 1990
Councillor H P Illingworth	<b>Used</b>	1983 - 1985
Councillor R H G Panton		1985 - 1989
Councillor J F Brooks		1990 – 1991
Councillor G B O’Regan		1991 – 1993

## Mayors

Councillor G B O’Regan		1993, 1994 - 1995
Councillor D A Kelly		1993 - 1994
Councillor R H G Panton OAM		1995 – 2000, 2002 - 2004
Councillor G A Sevil		2000 – 2002, 2004 - 2008
Councillor R A Faber		2008 – 2012
Councillor C M Bolton		2012 -

The Chosen Name:

- Will not duplicate existing names within the Shire;
- Be easy to read, spell and pronounce;
- Names of people to be used only to mark notable public achievements or pioneers of the area. A given name should 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. The use of given names should generally be avoided;
- Will relate to the locality e.g. flora & fauna, aboriginal, historical etc is desirable but not obligatory;
- Will not be unduly long or composed of two or more words if possible

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

Where names have been changed or corrupted 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.

For personal names, the person being honoured by the naming should be of proven character, and have either had a direct long term association with the area, or have made a significant contribution to the area of the proposed Asset. Association or contribution can include:

- Three or more terms of office as an Elected Member of the Council;
- 25 or more years association with a local community group;
- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community or area over a period of 25 years.

The use of traditional Aboriginal/Murri names is encouraged and preferred for as yet unnamed natural features, subject to agreement from the relevant Aboriginal/Murri communities.

Names which are characterised as follows are to be avoided:

- offensive or likely to give offence
- incongruous – out of place
- commercial or company (except in the case of Sponsorship, see below)
- Commence with the definite article – “the”
- Long and difficult, such as some scientific names
- More than 34 characters long.

On their own, death and former ownership of land, are not acceptable reasons for proposing a name.

Councillors or Parliamentarians cannot be considered for naming a Public Asset until they are deceased.

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

Should a Public Asset be demolished or replaced an application to name the new Public Asset must be made in accordance with this Policy. Such application can be made by Council Staff if the recommendation is to maintain the existing name.

### **Sponsorship**

The name of a Service Organisation or Corporate Body may be included in a naming sign where the Service Organisation or Corporate Body has been the main contributor (more than 50% of the cost) to the provision, including major upgrade of the Public Asset

The Name of a Service Organisation or Corporate Body may be included in a naming sign where a sponsorship arrangement for maintenance exists between the Service Organisation or Corporate Body and Council. The contribution will be at least 50% of the annual cost of maintaining the Public Asset for a period of no less than five (5) years after which the sign will be amended/removed if the agreement is not renegotiated.

The inclusion of the name of a Service Organisation or Corporate Body in a naming sign must be a specific Resolution of Council.

### **Specific Requirements for Parks and Reserves**

Parks or reserves in excess of 1.5 hectares will be defined as a Park and be given the suffix Park or Oval(s). Parks or reserves less than 1.5 hectares will be defined as a Reserve and be given the suffix Reserve.

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.

Names that commemorate or may be construed to commemorate living persons will not be considered for Parks or Reserves.

Components of Parks and Reserves (eg. picnic facilities, gates, gardens, play equipment etc, excluding public buildings) may be named in honour of still living community members who have contributed towards the establishment of the particular feature or towards the community in general.

### **Specific Requirements for Public Buildings**

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, (ie The Crossing Theatre, Narrabri War Memorial Pool etc)

Names that commemorate or may be construed to commemorate living persons will not be considered for Public Buildings.

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 who have contributed towards the establishment of the particular feature or towards the community in general.

Buildings should not be named to reflect the activity within them, e.g. Band Room, to enable flexibility in future use of the building without renaming it.

### **Specific Requirements for Roads**

(Note: Adopted from the Guidelines for the Naming of Roads - Geographical Names Board of NSW)

Will not use compass directions as a prefix or suffix (eg North, South etc) if this can be avoided unless the road is split by another road and the compass direction will reduce ambiguity for emergency services.

For large subdivisions with multiple streets an overall theme for the naming of streets and parks is recommended.

Components of roads (eg. gardens, seats, lights, walkways, rest areas etc) may be named in honour of still living community members who have contributed towards the establishment of the particular feature or towards the community in general.

All private accesses (including private thoroughfares created under Community Title) should be clearly identified with the statement "Private".

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.

Roads crossing Local Government boundaries should have a single and unique name, where possible.

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. When a type suffix with a geometric or geographic characteristic is chosen, it should generally reflect the form of the road, eg:

- Crescent – a crescent or half moon, rejoining the road from which it starts.
- Esplanade – open, level and often along a river.
- For a cul-de-sac use Place, Close, Court or a type suffix of similar connotation.

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	

### **Crown Road Considerations**

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.

### **Naming proposals**

All naming proposals shall include:

- A map showing the location of the Public Asset.
- The proposed name.
- Evidence that the proposal is either in accordance with, or contrary to (ie seeking an exemption) this policy.
- The reason for the choice of name.
- For personal names: 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.
- Evidence of community support (ie Petition) for new name or a change of name must be provided, this does not alleviate the need to publicly advertise the proposal if Council believes it has merit.
- An application fee as outlined in Councils Fees and Charges.

### **Procedure**

Council staff will prepare a report for Council to consider, including all the supporting information outlined in Section 9.0 above. The Council report shall provide a recommendation that upholds this policy.

If Council believe the proposal has merit the Council will resolve to advertise the proposal as follows:

- using local media (one add only);
- Councils website;
- the Council’s administration building and library foyers;
- a temporary notice on the Public Asset (excluding naming proposals for Roads and components of an Asset);
- in the case of a naming proposal for a Road written notice to all property owners along the road;
- in the Case of a naming proposal for a Roads and an Asset that is or on Crown Land, The Geographical Names Board of New South Wales will be consulted;
- in the case of as yet unnamed natural features, the relevant Aboriginal/Murri communities will be notified in of a naming proposal in writing.

Twenty Eight days will be provided to allow written responses to be received.

Council will consider the feedback it receives at the end of the advertising period and formally resolve a position on the naming proposal.

### Signage

Each Asset named will have a clearly visible sign erected as soon as practicable after Council’s resolution to name the Asset. Such signage to be similar to signs on like Assets (ie location type, size, wording and materials) as determined by the General Manager, unless a different standard is especially resolved by Council.

Official opening plaques will acknowledge the Mayor, Councillors and Senior Staff.

### Renaming of Assets

Names chosen for Public Assets are expected to be permanent, and renaming is discouraged. If renaming is proposed because of some exceptional circumstance, a proposal in accordance with Section 9.0 Naming Proposal above, must be provided, and then Section 10.0 Procedure is to be followed.

### References

- *The Geographical Names Act, 1966.*

### History

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
681/2007	2 October, 2007	Adopted
63/2010	16 February 2010	Reviewed
210/2013	2 April 2013	Reviewed
164/2017	15 August 2017	Reviewed