

POLICY:-	
Policy Title:	Infrastructure Assets Naming Policy
File reference:	F13/77-09
Date Policy was adopted by Council initially:	21 May 2020
Resolution Number:	
Other Review Dates:	N/A
Resolution Number:	
Current Policy adopted by Council:	21 May 2020
Resolution Number:	86/20
Next Policy Review Date:	2022

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	4 October 2019 Reviewed 9 February 2020
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	Coordinator Assets and Risk
Committee/s (if any) consulted in the development of this policy::	N/A
Responsibility for implementation:	Manager Assets and Design
Responsibility for review of Policy:	Coordinator Assets and Risk

1. PURPOSE:

To ensure a consistent and transparent approach to the naming of Council's existing and proposed infrastructure assets.

2. SCOPE:

This policy applies to infrastructure assets within the Upper Lachlan Shire Council Local Government Area.

Street and road Names are not included in this policy

3. RELATED POLICIES:

- Street and Road Naming Policy
- Geographical Names Board of NSW Policy – Place Naming
- ULSC Infrastructure Plan

4. DEFINITIONS:

To assist in interpretation, the following definitions apply:

Council means Upper Lachlan Shire Council (ULSC)

GNB Geographical Names Board of NSW

Infrastructure Assets means Infrastructure assets such as walkways, footbridges, parks, buildings and structures other than roads and other road related infrastructure under the control of Council.

Road has the meaning given under the NSW Roads Act 1993.

Naming convention means a standardised and unambiguous system used to name places, objects, installation and geographical features within Upper Lachlan Shire Council.

Geographical features means natural or environmental aspects of particular region or area.

Dual naming means a system of applying an additional name to geographical and environmental features where there is strong evidence or pre-existing Aboriginal place name.

Public land means a place open to the public and is under the care, management or ownership of Council, including parks, gardens, trails, habitats, reserves, waterways, sports grounds, community facilities, picnic shelters; may also be referred to as a Council assets.

5. POLICY STATEMENT:

The naming of infrastructure assets provides an opportunity to honour individuals and groups for contributions and achievements that deserves recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history.

Naming of infrastructure assets may arise either:

- At the instigation of Council, or the community for existing unnamed infrastructure assets; or
- As a result of new infrastructure assets being constructed as part of Council works or residential development.

This policy provides a consistent approach to the naming of infrastructure assets to ensure that:

- Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- Any new infrastructure asset name does not conflict with existing names presently in use; and

5.1 Naming

Names will be assessed for inclusion in the Approved Place Names Register against the following criteria:

- Diversity of place names within the local government area;
- In line with Geographical Names Board of NSW Policy – Place Naming
- Consists of less than 35 characters (including spaces and excluding infrastructure asset type;
- Propriety of the name;

Applications will not be considered where the name is:

- Of person still active in their service, position or community;
- Offensive or likely to give offence;
- Inappropriate sounding when pronounced;
- Considered as a commercial or company name;
- Deemed to be incongruous-out of place;
- A given name, except where it is necessary to identify an individual to avoid ambiguity; and

Applications will be assessed by Council with applicants notified in writing of the outcome of their application.

5.2 Renaming

Renaming is discouraged however an infrastructure assets may be considered for renaming upon request if the name is:

- Not in line with Geographical Names Board of NSW Policy – Place Naming
- a person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- a strong community desire (for example over 100 submissions) for a name change;
- duplicated elsewhere in the Council area;
- found that the information submitted regarding the naming of infrastructure assets is factually incorrect.

5.3 Nominations

If Council is instigating the naming of an infrastructure assets, a notice will be placed on Council's website and advertised in the local newspaper. Council may also seek specific input from community groups, property owners/residents or other representative bodies as deemed necessary to ensure that community consultation has taken place.

Members of the public may submit at any time, naming ideas, for consideration. Submissions should be sent to the General Manager in writing and should include the following information:

- Name/s selected to be in compliance with the GNB place naming policy;
- Type of infrastructure Asset to be named
- Exact location and/or locality of the infrastructure asset; and
- Any other relevant information pertaining to the suggested name/s in order to make a decision.

5.4 Approving Nominations

Council may adopt, alter or reject any recommendation presented.

When naming or renaming a public infrastructure, Council must consider:

1. A public notice is published in a local newspaper seeking submissions within 28 days to request proposed infrastructure names;
2. Following 28 days, the response from the public, a review of the proposed names must be conducted using the principle of the GNB Place Naming Policy.

3. If Council receive several proposed names, a report is to be presented to Council setting out the basis of the request, the name or names proposed, details of the justification including historical or local significance of the name or names proposed. Any decision by the Council at this stage can only be that it is proposing a name of the infrastructure from the choices submitted.
4. The public have the opportunity at the Council meeting with the infrastructure naming item listed to speak for or against any name proposed.
5. Following a resolution by Council on the proposed names or re-naming of infrastructure Council will:
 - a. Write to the party who lodged the request and any local residents who had responded and inform them of the Council's decision;
 - b. Publish a notice of the proposed name in a local newspaper inviting submissions, in writing to the Council, within 21 days
6. Council staff to install signage on the new infrastructure name
7. The Asset register shall be updated with new the infrastructure name:

5.5 New Development

Proposed names received by the developer will be assessed and approved by the Development Engineering unit as part of the Development Approval Process.

Property developers who wish to name an alternative name for the infrastructure assets, an application must be received in an approved form. Application must propose a name that complies with this policy.

6. RESPONSIBILITY

Director of Infrastructure

Provide Vision, Goals, Objective and Policy direction and resolves disputes with respect to this policy in line with direction from Council.

Manager of Assets & Design

Manager of Assets and Design is responsible for the processing of the infrastructure naming in this policy, monitor the budget for the naming of the infrastructure, review, advertise, approve the infrastructure names and help with the infrastructure naming register.

Design Engineer

Design Engineer is responsible for the review of the applications and provides any recommendations to the Manager of Asset and Design in consultation with the Coordinator Assets and Risk

Coordinator Assets and Risk

Maintain and update the Asset register and review of this policy.

7. REVIEW TIMELINES

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

- The related legislation or governing documents are amended or replaced; or
- Other circumstances as determined from time to time by Council; or
- Two years from date of adoption.