

**Policy: NAMING OF PUBLIC ASSETS**

**GOV-POL-29**

**Service: Governance**

**Responsible Officer: Director Finance & Corporate Services**

**1. OBJECTIVE**

To provide guidelines for the naming of public assets within Yass Valley Local Government Area (LGA).

**2. DEFINITION**

**Public Assets** - any building, structure, room, events, sporting grounds, parks or other property under the care and control of Yass Valley Council.

**3. PRINCIPLES**

**3.1** Priority will be given to the naming of public assets after an historical event, town/locality or feature to maximise the identification of that facility within an area.

**3.2** Where a public asset is to be named after a person, the person must have made a significant contribution to the Council or the Yass Valley Local Government Area. This may be in the form of:

- Outstanding and extensive service to the community
- Sporting Achievements
- Contribution to Council and the Local Government Area

Names that commemorate or may be construed to commemorate living persons will not be considered for community facilities.

**3.3** Asset names are not be duplicated within the region.

**3.4** Components of buildings (eg rooms, courtyards, gardens, 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.

**3.5** Naming of rooms or features within the one building would normally be required to adopt one consistent theme which has direct lines to the name of the overall facility.

**4. 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 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
- If Council proposes a name for an asset it would also go through the public consultation process

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**5. PROCEDURE**

- 5.1** A report will be prepared for Council to consider, including all supporting information as outlined in 4. The Council report shall provide a recommendation that upholds this Policy.

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

- Using local media
- Council's website
- Council's administration building and library
- The Geographical Names board of NSW will be consulted

Twenty eight (28) days will be provided to allow written submissions to be received. Council will formally resolve a position on the naming proposal.

- Council may approve the proposed name, or may reject the proposal.

**6. SIGNAGE**

Each public asset named will have a clearly visible sign erected as soon as practicable after Council's resolution to name the asset. Signage is to be similar to signs on like buildings, unless a different standard is especially resolved by Council

**7. REFERENCE DOCUMENTS/LEGISLATION**

Nil

**HISTORY**

<i>Minute No</i>	<i>Date of Issue</i>	<i>Action</i>	<i>Author</i>	<i>Checked By</i>
301	23 November 2016	Adopted	Sharon Hutch	Council Meeting