

COUNCIL POLICY



Policy name	Naming of Public Infrastructure and Public Acknowledgements
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Abstract

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

Dates	Policy or amendment approved 19 Jun 2013 Policy or amendment takes effect 19 Jun 2013 Policy is due for review (up to 4 years) 19 Jun 2017
Endorsed by	Director Planning and Environmental Services
Approved by	Gunnedah Shire Council, at its [Meeting type] Meeting of Council held 19 Jun 2013 Resolution number: 400
Policy Custodian	Director Planning and Environmental Services
Relevant to	Gunnedah Shire Council and the general public
Superseded Policies	Naming of Public Infrastructure Policy
Related documents	N/A
Related legislation	Local Government 1993
File number	833898

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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 organizations 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. Nominations
 - 3.1 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.
 4. Process
 - 4.1 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.
 - 4.2 Following acceptance of a submission by Council, the submission shall be advertised in a local newspaper for a period of 21 days inviting comment and/or objections to the proposed naming.
 - 4.3 Where the proposal relates to a living person, Council shall enquire as to that individual's concurrence to the proposal.
 - 4.4 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.

4.5 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. Accountability, roles and responsibilities

5.1 Authorisation – General Manager

Is responsible for the setting of delegations of staff through official instrument.

5.2 Policy Custodian – Director Planning & Environmental Services

Is the officer accountable for managing policy compliance and initiating the policy review process. This officer will also have the responsibility for all aspects of policy implementation, unless appropriately delegated to another officer.

8. Version control and change history

Date	Version	Approved by & Resolution No.	Amendment
23 Mar 2001	Original	Council Minute 267.8	Rescinded
20 Sep 2006	Original	Council Minute 74.5	
19 Jun 2013	Amended	Council Minute 400	