
Cessnock City Council Naming of Council Assets Policy

Date Adopted: **25/10/2023** Revision: **9**

1. POLICY OBJECTIVES

Council is committed to the naming of Council Assets. This Policy outlines the method by which Council will assign a name to a Council Asset after an individual, group or organisation.

2. POLICY SCOPE

This Policy applies to Council staff following receipt of a proposal to formally dedicate a Council Asset after an individual, group or organisation.

3. POLICY STATEMENT

The Geographical Names Board of NSW (**GNB**) has the role of assigning names to places and natural features and this Policy was established to provide a consistent and transparent process in the naming of Council Assets, which is compliant with the GNB [Policy for Place Naming](#).

4. ASSESSMENT PROCESS

- 4.1. Requests for the naming of Council Assets are to be made to Council in writing and comply with the GNB [Policy for Place Naming](#).
- 4.2. Where a Council Asset is to be named after a person, the person must have made a significant contribution to Council or the local community and meet the requirements prescribed in clause 7 of the GNB [Policy for Place Naming](#).
- 4.3. Council will supply applicants with a place naming fact sheet.
- 4.4. Requests for the naming of Council Assets, including reserves under the management of Council must include the following information as a minimum:
 - 4.4.1 Applicant's name and contact details (address, phone number, email etc.);
 - 4.4.2 Full name of the person the name commemorates;
 - 4.4.3 Proposed geographical name;
 - 4.4.4 Date of birth;
 - 4.4.5 Date of death;
 - 4.4.6 Association of the person with the asset to be named or reason for the choice of name;
 - 4.4.7 Person's association with and main contribution(s) to Council and/or local community;

- 4.4.8 If the application is for the dedication of a portion of land or piece of infrastructure (e.g. picnic shelter, park furniture), a suitable site map of the area;
- 4.4.9 Copy of committee resolution or minutes where the applicant is a community group, committee or organisation (where applicable);

4.5. Where the proposal is to name a Council owned reserve, a report including a staff recommendation will be submitted to the elected Council for approval and referral to the GNB. The GNB will then consider the proposed name in accordance with the relevant Policy and guidelines and advertise the proposal in the local media, also inviting public submissions. The GNB will consider any public submissions and advise Council of the outcome of the application.

4.6. Personal names, including those of persons still living, may be used for Council Assets e.g. amenities buildings, grandstands etc. however these features are not formally assigned by the GNB. Naming of these assets will be approved by a resolution of Council following consultation with key internal and external stakeholders.

4.7. If a named building, etc. is demolished through the passage of time or as a result of accident or natural disaster, Council is not obliged to retain the use of that name in any replacement or new asset.

Council reserves the right to withdraw the name of a Council asset if it is considered inappropriate for the name to remain.

5. RESPONSIBILITIES

5.1. The elected Council will decide on whether naming proposals shall proceed to the GNB for consideration.

5.2. The elected Council will approve proposals to name smaller Council Assets e.g. amenities buildings, grandstands etc. following consultation with key internal and external stakeholders.

5.3. Open Space & Community Facilities Team will consider proposals, undertake community engagement, consultation with relevant stakeholders and prepare a report for the elected Council's consideration for all Open Space & Community facilities and assets.

5.4. Community & Cultural Development Team will consider proposals, undertake community engagement, consultation with relevant stakeholders and prepare a report for the elected Council's consideration for all Cultural facilities and assets.

5.5. Compliance, monitoring and review

5.5.1 The Open Space and Community Facilities Manager is responsible for the compliance, monitoring and review of this Policy.

Records Management

5.5 Staff must maintain all records relevant to administering this Protocol in accordance with Council's [Records Management Policy](#).

6. POLICY DEFINITIONS

Applicant	A person or agency who applies to Council to consider naming a Council Asset (or part thereof). This is the person/agency Council will liaise with regarding the matter including requests for additional information and/or response on what action was taken in relation to the matter.
Council	means Cessnock City Council
Council Asset	Includes sportsgrounds, parks, reserves, passive recreation areas community halls, cultural facilities, childcare facility, pre-school or other Council owned building (or part thereof). Council Assets can also include picnic shelters, park furniture, amenities buildings, grandstands, and rooms within buildings or other infrastructure.

7. POLICY ADMINISTRATION

Business Group	Works and Infrastructure
Responsible Officer	Open Space and Community Facilities Manager
Associated Procedure (if any, reference document(s) number(s))	Naming of Council Assets Standard Operating Procedure (DOC2019/091166)
Policy Review Date	Three years from date of adoption unless legislated otherwise
File Number / Document Number	DOC2019/090370 Previously DOC2013/029153
Relevant Legislation	<i>This Policy supports Council's compliance with the following legislation:</i> Section 5 of the Geographical Names Act 1966 (NSW)
Relevant desired outcome or objectives as per Council's Delivery Program	A connected, safe & creative community Objective 1.1: Promoting social connections Objective 1.2: Strengthening Community Culture, Civic leadership and effective governance Objective 5.1: Fostering and supporting community leadership Objective 5.2: Encouraging more community participation in decision making Objective 5.3: Making Council more responsive to the community
Related Policies / Protocols / Procedures / Documents (reference document numbers)	<ul style="list-style-type: none"> ▪ Records Management Policy ▪ Naming of Council Assets Procedure (DOC2019/091166) ▪ Naming of Council Assets Application Form (DOC2019/108736) ▪ Naming of Council Assets Fact Sheet (DOC2019/123576)

8. POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	14 May 1997 (DS&CS) 49/1997 – 496)	Establishment of the Policy
2	5 March 2003 (DC&RS 26/2003 – 781)	Periodic Review
3	1 September 2009	Periodic Review
4	18 September 2013 (PM91/2013 – 581)	Periodic Review
5	22 January 2014 (PM1/2014 – 736)	Draft Policy recommending the inclusion of other park assets be included into the Policy
6	19 March 2014 (PM25/2014 - 823	Adoption of the new Policy including other park assets as exhibited.
7	28 October 2019	Periodic Review (draft Policy for public exhibition)
8	11 December 2019 (WI97/2019)	Adoption of revised Policy
9	20/9/2023 (WI29/2023)	Periodic Review (draft Policy for exhibition)
	25/10/2023	Adoption of revised Policy