



Policy for Naming of Parks, Reserves and Buildings

Directorate: Community Development H401106

Category: Recreation and Cultural Services

Policy Owner: Recreation and Cultural Services

Implementation: Adopted 21 December 1976

Amended 2.10.79, 5.8.86, 22.4.87, Item 9.2/W4 Council 18.12.90, Item 9.2/A8 Council 3.9.91, Item 9.2/A13 Council 6.9.94, Item 10.1/LS11 Council 16.12.97, Item 10.2/A8 Council 24.11.98 Council 25.10.05 Item 11.3/A3

Objective

Where appropriate, the City will consider naming parks, reserves or buildings in honour of persons considered to be pioneers, persons who have made an outstanding humanitarian contribution or who, in the opinion of the City, are worthy of such an honour. This policy will also apply to proposals for the naming of defined portions of reserves specifically developed for particular sports, hereinafter referred to as "fields".

Whenever it is proposed to name a street, building, reserve or other facility located on Crown or City-owned land (vested or not) the Crown or City ownership will be respected by adhering to the naming guidelines set down by the State's Geographic Names Committee.

Where possible or appropriate a location name should be associated with the naming of a facility. Consideration to including the location name as a suffix will be appropriate.

Where a facility is substantially changed in nature, in consequence of demolition, re-subdivision or significant enhancement renaming may be considered.

Where the Local Government Act Section 2.22 provisions (with the exclusion of the five year limit as in Section 2.22(1)(b)) relating to disqualification of a councillor can be applied to a person (past or present) who has been honoured through the City's Naming Policy, regardless of status (public servant, politician, past or present councillor or member of the public), the naming shall be revoked, City records and other public records adjusted and naming material on the subject facility removed – which removal will occur without formal reference to the Council.

Policy Statement

CRITERIA FOR ASSESSMENT

Naming Parks, Reserves and Buildings - Criteria for Assessment

All requests to name parks, reserves or buildings shall be assessed against the following criteria:

- With regard to naming of buildings the person being honoured must have been instrumental in the development of the building.



- The person is to be considered worthy of such an honour.
- Date and place of birth of passing away if applicable.
- Have resided within a 1km radius of the facility being named for more than ten (10) years.
- Have been a member of a local service club/s or voluntary organisation/s.
- Have made a significant contribution to the local community through education, representation on Council/State Government, voluntary input, association with a local sporting club or through business must be identified.
- A significant contribution could include:
 - Two or more terms of office on a local government council
 - Twenty (20) or more years association with a local community group, such as Scouts, Apex, Rotary, School P & C etc.
 - Action by an individual to protect, restore, enhance, or maintain an area that produces substantial long term improvements for the community for the community or area.
 - Evidence of works undertaken being of a pioneering nature for the benefit of the community.

PROCEDURE

Naming Parks, Reserves and Buildings - General Purpose

All applications for naming reserves, parks or buildings must be made in writing and assessed by the Leisure Services Department regardless of which facility or who initiated the request.

All applications shall be confidential and considered by the Community Services Committee.

All applications must include:

- Proposed reserve, park or building location.
- Proposed new name.
- Date and place of birth and date of passing away if applicable.
- Period of residence in the locality.
- History of the person being honoured.



- Outline of their contribution to the community, including membership of clubs and voluntary organisations.
 - Justification statement regarding why the person should be honoured.
 - Contact details of the person being honoured or their immediate family.
 - Agreement by the local community if possible.
- 2.4 All information is to be forwarded in a confidential memo to all Councillors and the Executive for comment prior to reporting to Council.
- 2.5 Approval is to be sought from the local community, facility users and the person being honoured or their family prior to forwarding the proposal to the Geographic Names Committee at DOLA.

Naming Parks, Reserves and Buildings - Geographic Names Committee, DOLA

Requests to name the following shall be forwarded to the Geographic Names Committee, DOLA for approval if the name is:

- A feature name for a reserve or park.
- A building on an unnamed reserve.

Requests to name the following shall be submitted to the Geographic Names Committee, DOLA for information only:

- Buildings on a named reserve.
- General buildings in the community.

All proposals forwarded to the Geographic Names Committee shall include the following:

- A covering letter outlining Councils approval.
- An outline of the person being honoured and justification statement.
- The proposed name and the location of the facility being named, including a map.

Naming Parks, Reserves And Buildings - Opening Ceremony, Plaques and Signs

Once a proposed name is approved by Council, the local community and the Geographic Names Committee an official opening or naming ceremony shall be held.

The ceremony shall be coordinated by the Leisure Services Department and the Mayor's Secretary.



For naming of **reserves and parks** the following shall apply:

- A plaque with appropriate wording shall be supplied and securely fixed adjacent to the reserve sign. This will be coordinated by the Leisure Services Department and supplied by the City Building Operations Department.
- A standard wooden reserve sign shall be supplied and installed prior to the opening function. Supplied and coordinated by the Parks and Reserves Department this will include the name of the person being honoured and the locality name in order to identify the facility's geographical location.
- An invitation list shall be developed by the Manager Leisure Services and the Mayor's Secretary to invite relevant persons to the opening function.
- A speech shall be prepared by the Manger Leisure Services giving a brief history of the person being honoured and the reasons for naming the reserve or park after them.
- The function will consist of the opening speech by the Mayor or suitable representative with an opportunity for a reply by the person being honoured or their immediate family.
- Refreshments shall be supplied if considered appropriate and approved by Council.

For naming of buildings the following shall apply:

- A plaque with appropriate wording shall be supplied and securely fixed to the building with a sign naming the building. This will be co ordinated by the Leisure Services Department and supplied by the City Building Operations Department.
- At a strategic location within the building, a framed picture shall be provided, containing the testimonial details and photograph of the person after whom the building has been named.
- An invitation shall be developed by the Manger Leisure Services and the Mayor's Secretary to invite relevant persons to the opening function.
- A speech shall be prepared by the Manager Leisure Services giving a brief history of the person being honoured and the reasons for naming the building after them.
- The function will consist of the opening speech by the Mayor or suitable representative with an opportunity for a reply by the person being honoured or their immediate family.
- Refreshments shall be supplied if considered appropriate and approved by Council.

The provision of plaques and signs shall be funded by the Works Division and shall be provided in accordance to Policy Z303102 Plaques on Council Buildings.