

CRITERIA & PROCEDURES FOR NAMING COUNCIL FACILITIES AFTER INDIVIDUALS

1. PURPOSE

The purpose of this document is to define the criteria and procedures for the naming of Council facilities after individuals.

2. OBJECTIVES

To ensure that the naming of Council facilities is managed in a considered way according to an established set of criteria.

3. SCOPE

This policy applies to but is not limited to “facilities” as defined below:

- buildings or parts of buildings
- outdoor areas, reserves, sports fields
- other facilities recommended for naming by Council that are owned, operated or controlled by the City of Whitehorse

“Facilities” will not generally include:

- services themselves, or facilities from which services are provided directly by Council.

4. POLICY

It is intended that facilities would be named only in exceptional circumstances and that such naming would:

- recognise a substantial contribution made to the community by an individual.
- honour individuals who have been important members of the City or who have made a direct and/or substantial contribution or who have had a direct and/or substantial association with the City of Whitehorse.
- recognise individuals for their eminence and exceptional endeavour associated with the Whitehorse Community.

Generally the recommendation to name a Council facility after a person of good character will only be considered after the person is deceased.

In exceptional circumstances a Council facility could be named after a person still living in recognition of past contributions, but generally only where that association or link, formal or voluntary has ceased or is completed.

Where practicable, a deceased person’s next of kin or appropriate relative/s will be consulted before a deceased person’s name is recommended for naming.

Facilities shall not be named for members of the Council staff, Councillors, appointees to Committees of the Council or those formally associated with the Council, as long as that formal relationship exists.

The names of existing facilities would only be changed in exceptional circumstances. Generally, a named facility will retain that name as long as it exists unless exceptional circumstances arise that warrant the name being changed.

If a facility that has been named is removed or replaced for any reason, or the nature of the facility changes, Council is not obliged to retain the name.

Selection of names should, as far as possible, take into account and not be in conflict with any relevant policies, plans or strategies adopted or being considered by the Council.

“Registrar of Geographic Names” will be consulted and advised of changes where appropriate.

5. IMPLEMENTATION

Proposals for the naming of facilities may come from a variety of sources including individuals, groups, clubs, committees and societies etc.

Initial review of the proposal will be made by Council Officers and a subsequent report considered by the Chief Executive Officer (CEO) for assessment of the proposal for its conformance with the criteria and procedure herein.

If assessed by the CEO as conforming, the proposal will be advertised in the local paper/s for a minimum of two weeks to allow the community an opportunity to comment. Following consultation, the proposal will be referred to council for final consideration and approval.

Once approved, the installation and type of signage will be coordinated by the City of Whitehorse and the cost will be borne by Council unless a voluntary contribution is made by the appropriate party.

6. RELATED POLICIES & LEGISLATION

The authority for approval for naming facilities lies with the Whitehorse City Council and is subject to this criteria and procedures document, together with any other policies of the Council that may be approved from time to time.

Geographic Place Names Act 1998

Signs on Council Properties (excluding Roads) Policy