

Policy Number:	BLD 2
Policy Type:	Building
Policy Name:	Naming of Council Facilities
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

OBJECTIVE

The objective of this policy is to provide a framework for selecting and adopting new and replacement names for Council owned facilities including properties, buildings, parks and reserves, memorials, and other physical structures, but excluding road infrastructure throughout the Shire of Nannup.

POLICY

Council recognises that the names of infrastructure owned by Council can have significant influence on the development of an improved sense of community within the Shire. It is important that the community be part of the process by having an opportunity to contribute possible names for Shire infrastructure.

The naming of facilities, buildings and amenities under the control of the Council will be undertaken in a planned, coordinated and inclusive manner which represents and acknowledges the area's history, heritage and environment.

Principles of Naming Facilities:

When proposing names for facilities developed and owned by the Shire of Nannup, the following criteria will be taken into consideration:

- i. The locality of the development (eg – Carlotta)
- ii. Any historical events associated with or near the site
- iii. Indigenous and cultural heritage relevant to the site
- iv. Pioneering families (family names only) associated with the immediate area
- v. Significant individuals who have contributed substantially to the community in a voluntary capacity
- vi. Social or calendar events
- vii. Community or corporate sponsorship

Procedure for Naming New Facilities:

- i. Elected members and members of the community may submit, in writing, names for consideration by Council for new facilities or for the renaming of facilities including in their submission their reasons for their suggestion. Where the suggestion is to name a facility

after a person who is no longer living, who has made a significant contribution to the community, extensive background information on the person's voluntary contributions to the community is to be provided as part of the written submission.

- ii. Where a name or names are suggested other than a name relating to the locality or prime function of the facility, using the criteria above (Principles of Naming Facilities), The Chief Executive Officer shall cause a confidential report to be prepared on the proposed name(s) for Council consideration. Elected members shall select their preferred option by 1st past the post ballot. If no clear preference is decided on the 1st ballot, a second ballot shall be held with the two most popular choices from the first ballot, the only choices.
- iii. Where there is a request to rename an existing Council owned facility, in addition to the above criteria, the additional information is to be considered:
 - i. The historical reason for the original name,
 - ii. The public's acceptance and familiarity of the original name, and
 - iii. The costs associated with changing the name.

Consultation Process:

Following the completion of the above procedure Council will undertake community consultation on any proposed name. Consultation and background research will vary according to the nature of the nomination however should be generally in accordance with the following:

(i) Nominee is an individual -

Consultation shall occur in the first instance with the nominee or relevant family members to ascertain their support. If the nominee disapproves the naming process will not be pursued. If the nominee is deceased, then appropriate relatives or friends will be contacted asking if they approve of the request. If the relatives or friends do not approve, the naming process will not be pursued. If the nomination is approved in either case, then background research and community consultation is then to be conducted.

(ii) Nominee is a Community Group -

The community group will be asked if they approve of the nomination. If the nominated group disapproves the naming process will not be pursued. If the nomination is approved, then background research and community consultation is then to be conducted.

(iii) Nomination is an Historical, Social or Culturally Specific Name -

In the case of culturally specific names, consultation is to occur in the first instance with relevant cultural groups with any request for the use of indigenous names requiring the approval of the appropriate indigenous representatives. If the nomination is approved, then background research and community consultation is then to be conducted.

(iv) Background Research -

Appropriate background research should be conducted regarding the level of community or Council service of the nominee and the significance of any historical, social, or culturally specific names proposed. The purpose of the research is to provide a rationale for the merit of the nomination.

(v) Community Consultation -

Where appropriate, community consultation will be conducted with relevant stakeholders. The stakeholders, method and level of consultation required will be determined by the Chief Executive Officer and will include as a minimum local public notice of the proposed name. The purpose of the consultation is to seek stakeholder feedback on the naming request. Council is to consider all comments received and may accept or reject in whole or in part any such comments received in respect of the proposed name.

Memorial in Recognition of Reason for Name:

Once Council has made a determination on the preferred name, the Chief Executive Officer will cause the commissioning of a memorial to be placed upon the facility by way of the placement/erection of a plaque consistent with the facility's size and location. Such plaques will record the person's initials and surname (including post nominals) and, subject to preference, use of a single first (or preferred) name and the date of the memorialisation. Where appropriate the extent or significance of the person's or group's contribution to the community will be notated.

Related Policies	HAB 5
Related Procedures/Documents	
Delegated Level	
Adopted	OM 24 April 2009
Reviewed	OM 25 January 2018