

SB3.3 NAMING OF COUNCIL FACILITIES**Policy Objective**

To establish guidelines for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont Community.

Policy Statement

Council will consider requests for the naming of the City's public facilities, to recognise persons who have given notable service to the Belmont community.

Policy Detail

Consideration will be based on the following guidelines: -

1. Public facilities may include community halls, meeting rooms, clubrooms, pavilions and other structures as determined by Council. The naming of streets, parks and reserves is subject to policy SB3.2.
2. Application to name a City public facility, or part thereof, may be made by any member of the Belmont community.
3. Applications should include: -
 - i. the person/s name being proposed;
 - ii. an outline of their history of service to the City;
 - iii. the preferred location/venue for application of the name;
 - iv. the significance or relevance of the proposed location/venue to the person/s proposed; and
 - v. suggested wording for a naming plaque, using simple language and limited to a maximum of 30 words
4. Selection and application of names to specific venues is at the sole discretion and determination of the City of Belmont.
5. Costs associated with the purchase, engraving and maintenance of plaques are to be borne by the City of Belmont.

1. Selection Criteria

- i. Demonstrated outstanding service to the Belmont community over an extended period of time.
- ii. Exceptional contributions by individuals to user groups of a particular facility and/or the facility itself.
- iii. Significance of the person's connection with the facility proposed for naming.

Recognition plaques and naming signage will be installed by the City at the relevant venue as required

Council by its resolution, retains the right to:-

- i. rename a venue or part thereof;
- ii. remove any plaque; or
- iii. relocate any plaque.

2. Naming Plaque Removal

A naming plaque can only be removed by Council resolution, initiated either by the City's administration or on the written request of:-

- i. existing users;
- ii. the person after whom the venue was named or a member of their immediate family; or
- iii. a user group.

3. Honour Board Installation

An Honour Board will be provided by the City in each facility that is named in accordance with this policy to maintain a permanent record of all the people honoured with a "naming" plaque.

The Honour Board will record: the name of each person and a summary of their service to the community.

4. Decision Making Process

That upon an application being received, those organisations that lease or hire the affected facility for a period greater than two years are to be advised and requested to make a submission on the proposal within 14 days.

At the conclusion of the submission period an item is to be placed on the Councillor Portal providing all the information received and informing Elected Members of the Chief Executive Officer's proposed decision on the matter.

Elected Members will then have a seven day period in which the matter can be requested to be placed before Council for a resolution on the matter.

Reference/Associated Documents

SB3.2 Naming or Renaming of Streets, Parks and Reserves

Reference to Internal Procedure

N/A

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	PARKS AND ENVIRONMENT
POLICY OWNER:	COORDINATOR COMMUNITY WELLBEING

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
31/10/07		12.5.5
28/04/09		12.10
22/11/11		12.9
25/06/13		12.8
22/09/15		10.7
27/09/16	REVIEW – MINOR	12.9
25/09/18	REVIEW – NONE	12.5

NEXT REVIEW DATE	2020
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