

POLICY NAME: NAMING OF COUNCIL OWNED FACILITIES
POLICY REF: N02
MEETING ADOPTED: 27 May 2021
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POLICY HISTORY: 270417/32; 270912/13 Arising from Council
Minute No.151211/23



TABLE OF CONTENTS

OBJECTIVE.....	1
POLICY.....	1
BACKGROUND.....	2
DEFINITIONS	2
SCOPE OF POLICY	2
RELATED DOCUMENTATION	2
REVIEW.....	3
APPENDIX A – FLOWCHART OF PROCESS	4

OBJECTIVE

The objective of this policy is to establish the criteria which the Council will have regard for in considering proposals for the naming of Council owned facilities in recognition or commemoration of individual persons.

POLICY

As a generalisation, the Council is not disposed toward the allocation of individual(s) names for community owned facilities. However, it is acknowledged that circumstances may arise when such action is proposed by families, community groups, or by the Council itself.

A written justification must be presented by proponents which substantiates why a facility (or a part of a facility) should be named after an individual. In considering a naming proposal, the Council will have regard for the following matters:

- a. Whether the naming of the facility will perpetuate the name of an eminent person associated with the history or culture of Ballina Shire;
- b. Whether the person has/had held an executive position in a prominent or representative community organisation for an extensive period (eg greater than 20 years);
- c. Whether the person has made a personal financial contribution toward the capital or operational cost of the facility. The amount of the contribution represents a substantial proportion of these costs;
- d. Whether the person has/had a public office for an extensive period of time within a level of government.
- e. Whether the person is/was a member of the local Aboriginal community who, by consensus within that community, has made an outstanding contribution toward the awareness, promotion and/or protection of aspects of the Aboriginal heritage and culture of our shire;
- f. Whether the person has served Australia with distinction and has an association with Ballina Shire.

Names of persons should only be used posthumously, but the Council, at its discretion, may approve a name which honours a living person. Such a person's contribution to the Ballina Shire community should have been outstanding. Prior ownership of the land on which the facility has been/is to be constructed is not sufficient reason alone for the application of the person's name.

Upon receipt of a proposal to name a facility after an individual, Council's General Manager will decide whether the proposal should be exhibited for public comment, or referred to particular organisations for comment to assist the Council in its determination.

The General Manager, in reporting the proposal to the Council, may elicit the views of Council staff or instruct them to conduct research or access other resources to verify the information lodged in support of the nomination.

BACKGROUND

From time to time Council receives requests from community members or organisations for consideration to be given to the naming of Council owned community facilities and infrastructure.

Council has an endorsed policy for the naming of roads, bridges and places (Policy Reference N01). It is intended that these two policies be aligned, as far as practicable in terms of transparency, consistency of approach and community engagement, where considered appropriate.

It is noted that the *Guidelines for the Naming of Roads, Bridges and Places* published by the Geographical Names Board of New South Wales is highly relevant in relation to the naming of that type of infrastructure. However, in relation to the naming of other Council assets (such as halls and galleries, for example) it is apparent that those Guidelines do not apply. Nevertheless, some of the processes and provisions contained therein have been adapted for use in this policy.

The overarching aim in establishing this policy is to demonstrate an open and fair mechanism for naming Council owned facilities. The community should have the confidence that proposals for naming facilities will be equitably assessed and determined, with broadly accepted outcomes.

DEFINITIONS

For the purpose of this policy, the references below have the following meanings:

Council – means Ballina Shire Council.

Council facility – means an asset owned by the Council, such as a hall or gallery, for example, but does not include a road, bridge or place.

SCOPE OF POLICY

This policy applies to:

- Council employees
- Councillors
- Community members
- Committees of Council
- Consultants/Contractors
- Developers

RELATED DOCUMENTATION

As a minimum, this policy should be read in conjunction with:

- Local Government Act
- Geographical Names Act 1966
- Council Policy for the Naming of Roads, Bridges and Places
- NSW Geographical Names Board – Guidelines & Publications

REVIEW

The Naming of Council Owned Facilities Policy is to be reviewed every four years.

APPENDIX A – FLOWCHART OF PROCESS

BALLINA SHIRE COUNCIL – NAMING OF COUNCIL OWNED FACILITIES

