



## COUNCIL POLICY

**Title:** Naming of Council Facilities

**Responsible Officer:** Deputy Chief Executive Officer

Shire of  
**Kellerberrin**

**Version:** Current

### 1. PURPOSE

The purpose of this policy is to establish a framework for the naming of Council buildings and parks; and to determine the process for considering a name change of Council property.

### 2. SCOPE

This policy is applied to the Shire of Kellerberrin Community.

### 3. DEFINITIONS

### 4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### 5. POLICY STATEMENT

This policy outlines the philosophy and process for the naming of:

- Towns, localities, streets and parks;
- New Council buildings, gardens, memorials and other infrastructure or council-owned amenities; and
- The re-naming of existing council buildings, gardens and other infrastructure or council owned properties.

Council recognises that the names of buildings, gardens, parks and reserves owned by the Shire can have significant influence on the future development and sense of community within an area. With this in mind, it has determined that the naming of facilities, buildings and amenities under the control of the Shire will be undertaken in a planned and coordinated way which respects and acknowledges the area's history, heritage and environment.

### Naming of Towns, Localities, Streets and Parks – General

The Chief Executive Officer shall arrange for the naming of streets and reserves, and the allocation of house numbers.

Council will follow the principles and guidelines for the general naming of streets, parks, roads, towns localities, as determined by the Geographic Names Committee of Western Australia, and set out by Landgate.

While in general, Parks and Reserves shall be named after an adjacent boundary road, and buildings and facilities shall be named after the locality in which they reside or after an adjacent road, where possible, to facilitate ease of identification, alternatives may be developed using the following principles.

### Principles of Naming Facilities

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

The locality within which the development is situated; Any historical events associated with or near the site; Indigenous and cultural heritage relevant to the site; Community or corporate sponsorship; Marketing opportunities

- Pioneering families (family names only) associated with the immediate area (5-10 kilometres radius);
- Social or calendar events; and
- Significant individuals who have contributed substantially to the community.

### Procedures for Naming New Facilities

The naming of new facilities will be undertaken in a timely and coordinated fashion.

Due process will be given to the consideration of any proposed name for any new facility.

Where a new facility is being developed/constructed, elected members and the community may suggest, in writing, names for the facility and the reasons for the suggestion. Where it is proposed to name the facility after a person who is no longer living and who made a significant contribution to the community, it is a requirement that background information on that person be provided as part of the written material.

In the event that a name or names are suggested other than a name relating to the locality or prime function of the facility, using the criteria listed above, the Chief Executive Officer will prepare a confidential report on the proposed names. Elected members will be invited to select their preferred option through a ballot system based on 'first-past-the-post'. If an absolute majority preference is not achieved through this process, the secret ballot will be recast, based on the two (2) most popular choices.

### Criteria for renaming an existing facility

The Shire recognises that from time to time it may be appropriate to rename a Shire owned facility.

When considering options for re-naming Shire of Kellerberrin facilities, in addition to the criteria listed in Section 2 (above), the following will also be considered:

- The historical reasons for the original name;
- The public profile/familiarity of the facility's original name;
- The costs associated with changing the facility's name; and
- The relevance to the facility's main user group of the proposed new name.

### Proposing the Renaming of a facility

Any resident or elector of the Shire of Kellerberrin may propose the renaming of a Council facility, but a proposal by an elector must be supported in writing by an elected member. Nominations must be made in writing to the Chief Executive Officer.

On receipt of a nomination the Chief Executive Officer will cause a report to be prepared based on the naming criteria identified in this policy. The report shall be circulated to all elected members for confidential, informal discussion. If an elected member expresses an objection to the nomination that elected member must give reasons for the objection. If no elected member objects to the report's recommendation, it shall be assumed that all agree to the proposal. An objection received will not necessarily invalidate the nomination subject to agreement by the majority of Council.

### Recognition of Community Members

In instances where the renaming proposal relates to recognising a member of the community who, in their lifetime, demonstrated outstanding contributions to the Shire of Kellerberrin, the following criteria will be required to be met:

- Persons nominated should have made substantial contribution directly to the Shire of Kellerberrin, largely in a voluntary capacity;
- The nominee must have given extensive and distinguished service to the community that goes beyond the particular Local Government Authority concerned (e.g. service to other organisations, voluntary and community groups, school P&C etc.) in a largely voluntary capacity;
- The service should be easily recognisable as having a direct benefit to the Shire of Kellerberrin and have produced substantial long term improvement for the Shire of Kellerberrin.
- Nominees should have lived within the Shire of Kellerberrin for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the Shire of Kellerberrin.

The person making a nomination to re-name a facility after an individual will provide sufficiently detailed background information to enable the

Chief Executive Officer to prepare a report on the proposal which considers the criteria listed in this policy.

Being a former Councillor or former Member of Parliament is not sufficient grounds on which to nominate an individual. (In the event that the nominee is still living, the nomination must be made in the strictest confidence without the nominee's knowledge). Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria for nomination.

Process on Receipt of a Nomination

On receipt of a proposal to rename an existing facility, the Chief Executive Officer will cause a report to be prepared and circulated on a confidential basis to elected members for consideration. On the written advice of at least four elected members the report and recommendation shall be put to Council for consideration.

In the event that less than four elected members support the proposed name change, the Chief Executive Officer will advise the person who proposed the name change accordingly.

**6. RELATED LEGISLATION/ DOCUMENTATION**

**7. REVIEW DETAILS**

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16