

Community Facilities Naming Guidelines

Policy Objective

To provide a guideline for the naming of Community Facilities

Procedure

All proposed naming of memorial and community facilities should follow the guidelines as established within the *Guidelines for Geographic Names – Victoria, Principles, Policies, Procedures document under the Geographic Place Names Act 1998*

The purpose of the Act is to make provision for the naming of places and the registration of place names. Naming Authorities have the responsibility for the investigation and determination of geographic names of local significance and the notification of new or altered place names for inclusion in the Register.

The Act defines place as “...*any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to -*

- a) township, area, park, garden, reserve of land, suburb and locality;*
- b) topographical feature, including undersea feature;*
- c) street, road, transport station, government school, hospital and government nursing home”.*

Naming authorities have the power to determine all geographic place names within their areas of responsibility, based on local usage having regard to historical and cultural heritage, and the preference of local communities. It should be noted that for names to be recognised as official names, they must be notified to the Registrar and placed in the Register of Geographic Names with ‘Official Place Name’ status.

Place

Community Facility / Reserve

Reserved for the recognition or memory of an individual (or family), service organisation/club or group, having made a very significant contribution to public life and to the facility being named.

Application Approval Process

Applications for naming of memorials/facilities are to be made to Council for its "in-principle" approval. Following this the proposal shall be publicly advertised seeking community comment.

Council will then consider the proposal in light of the guidelines and any submissions received.

Responsible Officer for procedure

General Manager Infrastructure

Date of last review **22 June 2005**

Date Approved by Council **13 July 2005**