

## PURPOSE

To outline a strategic policy framework to guide the assessment of requests for the dedication of Council owned Community Facilities

## SCOPE

This policy applies to, but is not limited to, “community facilities” as defined below:

- buildings or parts of buildings
- public outdoor areas, reserves, playing fields
- other community facilities recommended for naming by Council that are owned, operated or managed by Maroondah City Council.

This policy does not apply to the dedication of reserves or places which are the responsibility of the Registrar of Geographic Names.

## OBJECTIVES

The objectives of the Policy are:

1. To establish clear parameters for when a request for naming a community facility will be considered.
2. To establish set criteria for the initial assessment of requests as suitable for consideration.
3. To determine a process for the submission, assessment, consultation and approval of requests for naming a community facility.

## POLICY PRINCIPLE

The dedication of a community facility will only occur in exceptional circumstances to honour and acknowledge extraordinary contribution to the Maroondah Community.

## RELATIONSHIP TO THE MAROONDAH 2040 COMMUNITY VISION

The Policy relates to the following directions contained in Maroondah 2040: Our Future Together

**Key Direction: An Active Community** 1.2.1 Support and Empower local community groups, sporting clubs and special interest groups across Maroondah.

**Key Direction: A Learning Community** 2.17 Facilitate and encourage places, spaces and programming that provide for a third place of community connection beyond home and work

### Policy Control Schedule

<b>Policy Title:</b> Community Facilities Dedication Policy		<b>Policy No:</b> L16 04	<b>Policy type:</b> Council Policy
<b>Policy creation date:</b> April 2016	<b>Current version approved:</b> 18 April 2016	<b>Current version number:</b> 1	<b>Policy review date:</b> April 2020
<b>Parent policy:</b>	<b>Child policy/policies:</b>	<b>Policy responsibility:</b> Leisure	<b>TRIM record number:</b> 15/161091

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## ALIGNMENT WITH COUNCIL'S MISSION AND VALUES

The Policy aligns with Maroondah City Council's values of Cooperation and Commitment and articulates to Council employees and the wider community, the assessment framework for ensuring that the dedication of a Community Facility is appropriate and acknowledges an extraordinary contribution to the Maroondah Community.

## BACKGROUND / CONTEXT

From time to time Council receives requests from individuals and community groups to name public open space and other community facilities after an individual, a family or an organisation. Naming public open space or a community facility is a perpetual honour, the Council must ensure that in each case the action is under all circumstances appropriate.

## POLICY POSITION

The request for the naming of a Community Facility after an individual will generally only be considered where the person has been deceased for a minimum 12 months to allow for the development of historical perspective and:

- i. was widely known and respected within the local community; and
- ii. generally acknowledged as having made an extraordinary contribution to the social, economic or cultural development of the community; and
- iii. considered by Council to have been of good character and not likely to be the subject of controversy.

The naming of a facility after an individual who is living will be considered only if they meet the three key criteria listed above as well as the criterion listed below:

- i. a resident who currently or has recently made an outstanding contribution to the local community over many years, either through Council or community groups such as charities or sporting and recreational clubs.

Where a community facility is currently dedicated, the name would only be changed in exceptional circumstances. If, however, a facility that has been named is removed or replaced for any reason, or the nature of the facility changes, Council is not obliged to retain the name

Dedications should as far as possible, take into account and not be in conflict with any relevant policies, plans or strategies adopted or being considered by Council.

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In the event of a facility being recommended for dedication after an Indigenous Australian person or in an indigenous Australian language, prior consent from the local Wurundjeri Elders and other affected indigenous elders is required.

Commercial Naming Rights may be considered however naming right agreements cannot be perpetual and must contain a sunset clause specifying the conclusion of the naming right period.

The naming of a room or other components of a community facility may also be considered where appropriate.

## POLICY IMPLEMENTATION

1. A request to name a Community Facility may be made by Council or the community via a written submission.
2. The request would initially be assessed against the policy position criteria by a panel of Council staff to check the suitability of the name.
3. The initial assessment recommendation will be presented to the Assembly of Council for consideration to progress to community consultation. A Council report will be prepared seeking Council approval to seek community feedback.
4. Where practicable next of kin or appropriate relative/s, relevant user groups, surrounding residents and other community members associated with the community facility will be consulted via written request and afforded 28 days to make a written submission if opposed to the proposal.
5. The outcomes of the community consultation process will be presented to the Assembly of Councillors and final recommendations, taking in to account the outcomes of community consultation, will be prepared for final consideration and approval in a Council report.
6. Where the Council approves a request to have a Community Facility named after a person or a family, a plaque and or signage will be installed and maintained by Council.

## ROLES AND RESPONSIBILITIES

The Community Facilities Dedication Process will be undertaken by the area of Council responsible for the management of the Community Facility.

The internal suitability assessment panel will comprise of, but not limited to, representatives from:

1. Community Planning & Development
2. Communications & Marketing
3. Service Area responsible for the management of the facility
4. Any other relevant service areas

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## BUDGET RESPONSIBILITIES

All costs associated with the consultation and approval process and installation and maintenance of plaques and /or signage of the facility will covered by the Council area responsible for the management of the community facility.

## RELATED LEGISLATION

- The Registrar of Geographic Names
- Geographic Place Names Act (1998)

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