

## 10.14 Naming of Parks, Reserves and Buildings

### Objective

Provide a short statement on the objective of the policy.

To establish criteria for the Naming of Parks, Reserves and Buildings.

### Policy

On request Council will consider the naming of parks, reserves or buildings in honour of the persons considered to have made an outstanding contribution to the community and are considered by Council and the community to be worthy of such an honour.

Where required all naming decision shall be made in accordance with the Department of Land Administration (DOLA) - Geographic Names Committee of Western Australia Principles, Policies and Procedures.

### Criteria of Assessment

All requests for the naming of Parks, Reserves and Buildings shall be assessed against the following criteria:-

1. Have been instrumental in the development of the facility where the naming of a building is concerned.
2. Be considered to be worthy of such an honour
3. Must have resided in the local community for more than ten (10) years.
4. Have been a member and actively involved in a local service club or voluntary organization or government organization and significantly contributed to the local community. A significant contribution may include:-
  - a. Two (2) or more terms of office on the Shire of East Pilbara Council
  - b. Fifteen (15) or more years association with a local community group
5. Actions by the individual to protect, restore, enhance or maintain an area that substantially improves the facility to the community.
6. Evidence of works undertaken being of a pioneering nature for the benefit of the community.

### Procedure for an Application

All applications shall be made in writing.

All applications shall be deemed as confidential during the consideration process and information will be forwarded to all Council Members in a confidential memo for comment prior to the Council Meeting.

All applications shall include:-

1. Proposed reserve, park or building locations
2. Proposed new name for the facility

3. Date and place of birth and date of passing away if applicable
4. Period of residence in the locality
5. History of the person being honoured
6. An outline of their contribution to the community, including membership of clubs and voluntary organizations
7. Statement of why the person should be honoured
8. Contact details of the person being honoured or their immediate family
9. Proof of agreement by local community member and groups

### Notification to the Geographic Names Committee, (DOLA)

Requests to name the following shall be forwarded to the Geographic names Committee of DOLA for approval:

1. A naming of a park or reserve
2. A building on an unnamed reserve

Requests to name the following shall be forwarded to the Geographic Names Committee of DOLA for information only;

Buildings on a named reserve

General building in the community

All requests shall be forwarded to DOLA in accordance with the Geographic Names Committee of Western Australia Principles, Policies and Procedures.

### Opening Ceremony

A Plaque and/or sign with the appropriate wording shall be supplied and securely fixed to the facility.

An opening function shall be arranged by Council Administration.

### **Authorisation Details**

<b>References:</b>			
<b>Authorised by:</b>	Council		
<b>Date:</b>	27 June 2003	<b>Item No.</b>	9.1.3
<b>Review/Amendment Date</b>		<b>Item No.</b>	
<b>Next Review</b>			
<b>Responsible Directorate</b>	Infrastructure Services		
<b>Responsible Officer</b>	Manager Operations		
<b>File No.</b>			