

	<h2>Naming of Council Community Facilities and Open Space Policy</h2>
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Endorsement	General Manager Community Services 24 November 2009 Executive 24 November 2009 Policy Review Panel 30 November 2009
Authorisation	Council Executive 14 December 2009
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Responsible officer:	Manager Leisure and Library Services
Policy owner	Open Space Planning Coordinator

1. Purpose

This policy is to provide guidance in the naming of Council's Facilities, Buildings and areas of open space.

2. Scope

This policy applies across all of Council.

This policy does not apply to the naming of streets and roads.

3. Definitions

Facilities" can include but are not limited to:

- buildings or parts of buildings;
- outdoor areas, reserves, ovals, playing fields;

4. Policy

4.1 The naming of a "facility" will be based on the following criteria as determined within the Guidelines for Geographic Place Names Victoria:

- 4.1.1 Locality of the facility i.e: Hillside Recreation Reserve or street i.e.: West Melton Drive Reserve. Where a facility is named after the street, registration under the Guidelines for Geographic Place Names Victoria is not required.
- 4.1.2 Recognition of substantial contribution to the community or the Shire of Melton, i.e. Harry Allen Reserve, Hannah Watts Park.
- 4.1.3 The elements within the facility provide an opportunity to recognise the contribution to the community of the area i.e. George Brown Pavilion or Susan Smith Oval.

- 4.1.4 The procedure for naming of facilities is to be undertaken in line with the procedures outlined within the Guidelines for Geographic Place Names Victoria.

The use of Commercial Naming of facilities is strictly prohibited without the written consent of Council.

5. Responsibility

- a) Council, as a Naming Authority, in accordance with the Guidelines for Geographic Place Names Victoria, is to determine geographic place names in the municipal district under their control with the exception of geographic places naming of places or features of regional, state-wide or national significance.
- b) In consideration of naming requests, Council is required to conform with the Principles Governing Standardisation (Section 2) as defined in the Guidelines for Geographic Place Names and to submit all assigned names to the Registrar of Geographic Names for authorisation and registration.
- c) Given the responsibility for development and management, the Community Services Directorate of Council is responsible for the processes advised in this report. The guidelines issued by the Registrar of Geographic Place Names must be taken into account in the process.
- d) The ordering, erection and ongoing maintenance of the appropriate signage will be the responsibility of the relevant service area of Council.

6. References and links to other documents

Guidelines for Geographic Place Naming (issued by the Registrar of Geographic Place Names, October 2004). [Guidelines for Geographic Names Victoria](#)