

## Policy

# Naming of Buildings and Facilities on Council Sportsfields

Version 1.0

Adopted by Council at its meeting on 18 May 2010

Minute No: 337

Division:  
Section:  
File Reference:  
Historical Reference:

Engineering and Operations  
Recreation Services  
Council Policies/Protocols/Procedures  
Reviewed 20 June 2013

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# **Naming of Buildings and Facilities on Council Sportsfields**

## **Policy Objective**

To provide a consistent, transparent and standard procedure for the naming of buildings and facilities on sportsfields under the control of Council

## **Definitions**

Not applicable

## **Policy Background**

This Policy is being developed for the community to outline Council's Policy on ....this should be short and to the point - 2-3 paragraphs at most.

## **Policy**

That Council adopt the following guidelines when considering and approving the naming of buildings or infrastructure on sportsfields under the control of Council where each application is to be assessed on its own merits.

## **Application**

Council requires an application for the naming of buildings and facilities on sportsfields under the control of Council to be in writing providing the following information:

- (i) a clear description of the building or facility to be named, including street address, locality, a clear description of the proposed item to be named ;
- (ii) the proposed name and the reason for the choice of that proposed name;
- (iii) any history of the land set aside on which the facility is located relative to the name proposed;
- (iv) any history or historical involvement with the Tweed Shire area of the person or organisation after whom the naming is sought;
- (v) contributions by the person or organisation to the Tweed Shire community which may warrant consideration for the proposed name;
- (vi) any history of service to the Tweed Shire community that was on a voluntary basis;
- (vii) any detailed information in relation to the service and its contribution to the betterment of the Tweed Shire community;

## **Assessment Criteria**

- (a) Nominations will only be accepted by sporting organisations and not individuals

- (b) The person after whom the naming is sought should have made a significant and long term contribution to the sporting community of the Tweed and in particular with the sporting organisation using the facility or the development of the facility itself ;
- (c) The person after whom the naming is sought must be respected within the community;
- (d) The person after whom the naming is sought must have been a resident of the Tweed Shire;
- (e) Names of Aboriginal origin associated with the locality or associated with the historical background of the locality will be highly regarded, but must be accompanied by written approval of the name from the Local Aboriginal Land Council existing in the locality of public reserve to be named;
- (f) Proposed descriptive name refers to flora, fauna or other descriptive elements refers to local indigenous species and relates directly to the Tweed Shire area.
- (g) Prior ownership of the land is not sufficient reason to apply the owner's name, personal or corporate, to the building or facility;

### **Approval Process**

- (1) If Council approves the application against the criteria listed above, then a report will be made to Council for a resolution to advertise the name in the Tweed Link or any other local newspaper inviting submissions from the public for a twenty eight (28) day submission period. Any submissions received will be considered in a further report to Council.
- (2) Proposal to be assessed against any submissions received and a recommendation for approval or otherwise to be made in report to Council.

### **Related Legislation**

Not applicable

### **Compliance**

Not applicable

### **Forms**

Not applicable

### **Review Period**

This policy will be reviewed within 12 months of the election of each new Council or more frequently in the event of any legislative changes or change in circumstances.

### **Useful Links**

[Tweed Shire Council website](#)

**Version Control:**

<b>Version History</b>		
<b>Version #</b>	<b>Summary of changes made</b>	<b>Date changes made</b>
1.0	Incorporated into new policy template	20/06/2013