

# Naming of Facilities Policy

## Section 1 - Purpose

(1) This Policy sets out the University's provisions for the naming of facilities of the University, including relevant authorities and procedures.

### Scope

(2) This Policy applies to the naming of a facility that is owned, leased, managed/operated, or controlled by the University including:

- a. buildings or external sections of buildings (such as wings);
- b. internal sections or spaces of buildings (such as lecture/seminar/tutorial rooms, halls, theatres, laboratories, conference rooms);
- c. developed outdoor spaces (such as courtyards, gardens, playing fields, walkways); and
- d. roads and streets on University lands.

(3) This Policy does not apply to the philanthropic naming of facilities. Refer to the [Naming Recognition Policy](#).

(4) This Policy does not apply to any other University related functions such as the naming of faculties, departments, offices, senior management portfolios, institutes, centres, honorary chairs, academic programs, scholarships, and endowments. Refer to the [Delegations of Authority Register](#).

## Section 2 - Policy

(5) The naming of a facility in honour of an individual or entity is one of the highest recognitions that the University can bestow and should be befitting of the contribution or significance of the individual or entity.

(6) Facilities may be named after or dedicated in honour of an individual or entity with the approval of the Council or the Vice-Chancellor in accordance with this Policy (refer to Part A - Authorities).

(7) Facilities may be named to memorialise or honour a strong historic connection to, or association with, the University.

(8) All naming of facilities must be consistent with the University's purpose, vision, and values.

(9) The reputation of any individual or entity for which the naming of a facility is being considered must be appropriately scrutinised. Proposals submitted for consideration must reference such scrutiny.

(10) The University reserves exclusive authority to name, discontinue or alter the name of a facility. A decision of the Council or the Vice-Chancellor, as appropriate to delegations under this Policy, shall be final.

(11) If an individual or entity after which a facility has been named comes into disrepute, the Council, or the Vice-Chancellor (in accordance with their delegated authority), may determine that the use of the name be discontinued.

(12) If a facility previously named under the authority of the Council or the Vice-Chancellor (in accordance with their delegated authority) is replaced or substantially renovated, or the use of a previously named area is changed, it may be renamed in recognition of a new individual or entity at the discretion of the Council or the Vice-Chancellor (in accordance with their delegated authority). Careful consideration will be given to any such name change. A different form of continuing recognition may be considered. Any naming of a replacement facility or different form of continuing recognition will be regarded as a new proposal and be subject to review and approval in accordance with this Policy. Where the naming of a facility was as a result of a donation or sponsorship any consideration of the renaming will be dealt with under the [Naming Recognition Policy](#).

## **Part A - Authorities**

(13) The Council is the approving authority for the naming of a building or external sections of a building (such as wings).

(14) The Council is the approving authority of a naming recommendation for a gazetted road or street on University land.

(15) The Vice-Chancellor is authorised by the Council to approve the naming of internal sections of a building (such as lecture/seminar/tutorial rooms, halls, theatres, laboratories, conference rooms) and non-gazetted roads or streets on University land. An approved naming of an internal section of a building will be reported to the Council by the Vice-Chancellor.

(16) The Vice-Chancellor is authorised by the Council to approve the naming of developed outdoor spaces (such as courtyards, gardens, playing fields, walkways). An approved naming of a developed outdoor space will be reported to the Council by the Vice-Chancellor.

(17) The Vice-Chancellor may approve the temporary naming of an unnamed facility (including a building or external section of a building) by reference to its use or location, or by means of some other name or association which may be easily changed. A temporary naming of a building or an external section of a building approved by the Vice-Chancellor will be reported to the Council.

## **Part B - Opportunities for Naming**

(18) An opportunity for the naming of a facility will usually be based on:

- a. significant contributions to the University;
- b. significant contributions to public life; or
- c. significant importance to the University.

(19) Where the University is considering the naming of a facility in honour of a deceased individual, the consent of the individual's nearest next of kin must be sought.

## **Part C - Register of Named Facilities**

(20) The Executive Director of Property will maintain an up-to-date central register of named facilities (including those facilities named for philanthropic purposes), which will be referenced in consideration of any recommendation for the naming of a facility.

## Section 3 - Procedures

(21) All proposals for the naming of a building or external section of a building will be submitted to the Council by the Vice-Chancellor. Proposals must:

- a. include an assessment of the individual's or entity's significant contributions to the University and/or public life, or the significant importance of the individual or entity to the University (such as in the case of an historic or cultural naming); and
- b. demonstrate the reputation of the individual or entity being recommended, including an assessment of any associated risks.

(22) Proposals for the naming of a gazetted road or street will be progressed through the Executive Director of Property and submitted to the Council by the Vice-Chancellor. Proposals must:

- a. include an assessment of the individual's or entity's significant contributions to the University and/or public life, or the significant importance of the individual or entity to the University (such as in the case of an historic or cultural naming); and
- b. demonstrate the reputation of the individual or entity being recommended, including an assessment of any associated risks.

(23) All proposals for the naming of an internal section of a building, a developed outdoor space (including an internal non-gazettted road or street) will be submitted to the Vice-Chancellor and must:

- a. include an assessment of the individual's or entity's significant contributions to the University and/or public life, or the significant importance of the individual or entity to the University (such as in the case of an historic or cultural naming); and
- b. demonstrate the reputation of the individual or entity being recommended, including an assessment of any associated risks.

## Section 4 - Guidelines

(24) Nil.

## Section 5 - Definitions

(25) The following definitions apply for the purpose of this Policy:

- a. University lands means any land owned, leased, operated/managed, or controlled by Macquarie University; and
- b. gazetted road refers to a sealed or unsealed road regularly maintained by a local, state or government body and upon which the general public have unlimited rights of access.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	23rd August 2022
<b>Review Date</b>	23rd August 2025
<b>Approval Authority</b>	University Council
<b>Approval Date</b>	18th August 2022
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	S. Bruce Dowton Vice-Chancellor
<b>Responsible Officer</b>	Heather Mackinnon Director and Chief of Staff, Office of the Vice-Chancellor +61 2 9850 7489
<b>Enquiries Contact</b>	Heather Mackinnon Director and Chief of Staff, Office of the Vice-Chancellor +61 2 9850 7489