

Schedule 1 Naming and Memorial Policy (MPF 1201)

Proposal	Approver	Approval Criteria	Limits and Conditions
<p>Name of prominent University property*</p> <p>OR</p> <p>The affixing of a memorial to prominent University property</p>	<p>Council</p>	<p>To recognise a person who has made a distinguished contribution to the University, to community or to society, or whose international reputation has brought credit to the University.</p> <p>OR</p> <p>To recognise a donor (a person or organisation) who has made a significant philanthropic gift to the University.</p> <p>OR</p> <p>To recognise an Indigenous Elder or respected person or the traditional owners of the land upon which the University property is built</p> <p>OR</p> <p>To recognise the land of the traditional owners upon which the University property is located.</p>	<ul style="list-style-type: none"> • Approval must be in accordance with this policy • Naming approval, subject to the terms of any lease, may be for the life of the property or fixed period not exceeding 20 years. • Approval for the affixing of memorial must be on the recommendation, made in accordance with this policy, of the Chief Operating Officer. • Proposals must be submitted in accordance with the processes set under Section 5.5 of this policy. • Where funds are pledged over a period and the flow of funds agreed as part of the gift documentation or sponsorship ceases before the agreed time, approvals may be revised or withdrawn
<p>Name of prominent University property</p>	<p>Council</p>	<p>To recognise a sponsor (a person or organisation) that has agreed to significantly sponsor the University.</p>	<ul style="list-style-type: none"> • Approval must be in accordance with this policy • Naming approval is for a fixed period not exceeding 20 years. • Proposals must be submitted in accordance with the processes set under Section 5.5 of this policy. • Where funds are pledged over a period and the flow of funds agreed as part of the gift documentation or sponsorship ceases before the agreed time, approvals may be revised or withdrawn

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Name an academic or non-academic entity or an academic program	Council	To recognise a person or organisation that has provided financial or in-kind support to the University	<ul style="list-style-type: none"> • Approval must be in accordance with this policy • Proposed names of academic programs must be consulted with the Academic Board prior to approval. • Proposals must be submitted in accordance with the processes set under Section 5.5 of this policy. • Where funds are pledged over a period and the flow of funds agreed as part of the gift documentation or sponsorship ceases before the agreed time, approvals may be revised or withdrawn
Name less prominent University property OR The affixing of a memorial to less-prominent University property.	Vice-Chancellor <i>(or a committee established and chaired by the Vice-Chancellor)</i>	<p>To recognise a person who has made a distinguished contribution to the University or to society, or whose international reputation has brought credit to the University. OR</p> <p>To recognise a donor (a person or organisation) who has made a significant philanthropic gift to the University. OR</p> <p>To recognise an Indigenous Elder or respected person or the traditional owners of the land upon which the University property is built</p>	<ul style="list-style-type: none"> • Approval must be in accordance with this policy • Naming approval, subject to the terms of any lease, may be for the life of the property or fixed period not exceeding 20 years. • Approval for the affixing of memorial must be on the recommendation, made in accordance with this policy, of the Chief Operating Officer. • Proposals must be submitted in accordance with the processes set under Section 5.5 of this policy. • Where funds are pledged over a period and the flow of funds agreed as part of the gift documentation or sponsorship ceases before the agreed time, approvals may be revised or withdrawn

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The name of <ul style="list-style-type: none"> • a new or existing academic position at Level E OR • a staff award. 	Provost	To recognise a person or organisation that has supported the University through distinguished effort or substantial financial contribution.	<ul style="list-style-type: none"> • Approval must be in accordance with this policy • Proposals must be submitted in accordance with the process set by the approver. • Where funds are pledged over a period and the flow of funds agreed as part of the gift documentation or sponsorship ceases before the agreed time, approvals may be revised or withdrawn
The name of <ul style="list-style-type: none"> • a new or existing academic position below Level E OR • a faculty or graduate school student award 	Dean	To recognise a person or organisation that has supported the University through distinguished effort or substantial financial contribution.	<ul style="list-style-type: none"> • Approval must be in accordance with this policy • Proposals must be submitted in accordance with the process set by the approver. • Where funds are pledged over a period and the flow of funds agreed as part of the gift documentation or sponsorship ceases before the agreed time, approvals may be revised or withdrawn
The name of a University-wide student award	The Academic Registrar	To recognise a person or organisation that has supported the University through distinguished effort or substantial financial contribution.	Proposals must be submitted in accordance with the process set by the approver. Where funds are pledged over a period and the flow of funds agreed as part of the gift documentation or sponsorship ceases before the agreed time, approvals may be revised or withdrawn

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<p>Rename University property, entity, academic position, academic program, student or staff award OR Remove a memorial</p>	<ul style="list-style-type: none"> Where the proposal involves significant strategic considerations or reputational risk, Council may approve the renaming or removal, overriding the decision of the original approver. Where the proposal is without significant strategic considerations or reputational risk, the renaming or removal may be approved by the designated approver in accordance with this schedule. Council approval is not required unless Council was the original approver. 	<p>Must be strong evidence that retention of a name, or a memorial, is inconsistent with the principles of Section 4.1. OR The original naming reflects occupants who relocate or consolidate with others. OR The name that the individual, group or organisation is known by is changed.</p>	<ul style="list-style-type: none"> Approval must be in accordance with this policy The approver must consider <ul style="list-style-type: none"> the protocols to guide the University's response to renaming or removing memorials the impact of any relevant gift documentation or sponsorship agreement Reasonable efforts must be taken to inform any relevant donor or sponsor (or representative) Proposals must be submitted in accordance with the processes set under Section 5.5 of this policy.
<p>Affix signage to University property to detail the history of a person / people, who are the subject of controversy recognised by the University, after whom the University property is/was named</p>	<ul style="list-style-type: none"> Where the proposal involves significant strategic considerations or reputational risk, Council may approve the affixation of signage regardless of the prominence of the property. Where the proposal involves prominent University property, Council may approve the affixation of the signage. <p>Where the proposal involves less prominent University property the Vice-Chancellor may approve the affixation of the signage.</p>	<p>To approve signage, it must be demonstrated either that:</p> <ul style="list-style-type: none"> the removal of a name of a person/people without the signage would have the effect of erasing history <p>OR</p> <ul style="list-style-type: none"> the name of a person/people should be retained with the signage for the benefit of truth-telling. 	<ul style="list-style-type: none"> The approver must consider any protocols to guide the University's response to renaming or removing memorials

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Remove a memorial	Chief Operating Officer	<p>Approval requires at least one of the following:</p> <ul style="list-style-type: none"> • The area in which the item is sited is to be redeveloped. • Ongoing maintenance costs are prohibitive. • In the case of a plaque, the asset to which it is attached has reached the end of its useful life. • The condition of the memorial is poor. 	<ul style="list-style-type: none"> • Approval must be in accordance with this policy • Prior to removal <ul style="list-style-type: none"> ○ the Vice-Chancellor must be consulted; and ○ reasonable efforts must be taken to inform relevant stakeholders that the memorial is to be removed
Change an organisational name	Council – prominent university property Vice-Chancellor – less prominent property Provost –level E academic positions / staff awards Dean – below level E academic positions / faculty graduate school awards Academic Register – University-wide student awards	<ul style="list-style-type: none"> • The organisation requests the change • The organisation agrees to bear any associated costs • The change is feasible and practicable 	New name must be approved in accordance with the policy