



# CSPD Facilities Naming Policy

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## 1. Introduction and Purpose

This policy outlines the requirements and procedures for naming facilities within CSPD. It ensures that the chosen names reflect the CSPD vision and values and provides general decision-making principles for naming facilities such as buildings and rooms. Please note that this does not cover the naming of new schools. It also includes guidelines for names given in exchange for capital fundraising and clarifies the differentiation between names given in perpetuity and those that may cease upon triggering events.

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## 2. Scope

To maintain consistency and appropriate recognition, the following buildings and facilities are eligible for naming:

### 3.1 Primary Buildings

- Main academic buildings, administrative centres, chapels, auditoriums, and sports complexes.
- Buildings that serve as focal points within the school or educational network (e.g., libraries, science and technology centres).

### 3.2 Secondary Facilities

- Rooms within main buildings, such as lecture halls, classrooms, conference rooms, and smaller study or prayer spaces.
- Outdoor facilities, including courtyards, playgrounds, or gardens.

### 3.3 Restrictions on Naming

- Essential facilities related to maintenance or general infrastructure (e.g., utility rooms, storage spaces) are generally excluded from naming.
  - Temporary structures or short-term use spaces should not be named unless under special, approved circumstances.
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### 3. Definitions

For the purposes of this policy, the following definitions apply:

- **CSPD:** Refers to Catholic Schools Parramatta Diocese.
  - **Executive Leadership Team (ELT):** The senior executive leadership body of CSPD responsible for reviewing committee recommendations and delivering the final decision and sign-off on facility names.
  - **In Perpetuity (Perpetual Naming):** A naming right granted with no predetermined expiration date, typically applied when honouring saints, biblical figures, significant historical community members, or exceptional long-term capital contributions.
  - **Naming Review Committee:** The administrative panel established to evaluate and provide recommendations on naming proposals, consisting of representatives from the Legal, Governance & Risk Directorate, the Communications & Engagement Directorate, and the relevant school.
  - **Primary Buildings:** Major structures that serve as core focal points within a school campus or the educational network, including main academic buildings, administrative centres, chapels, auditoriums, sports complexes, libraries, and science and technology centres.
  - **Secondary Facilities:** Localised spaces within or surrounding primary structures, including general learning classrooms, lecture halls, conference rooms, study/prayer spaces, courtyards, playgrounds, and gardens.
  - **Traditional Owners:** The original Indigenous custodians of the geographical lands upon which CSPD offices and schools operate, with particular emphasis on the Dharug and Gandagara People, Lands and Languages.
  - **Triggering Events:** Specific, predefined circumstances—such as major facility renovations, repurposing of a space, a set term expiration, or a conflict between a named individual's reputation and CSPD values—that legally or operationally terminate a naming agreement.
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## 4. Guiding Principles

All names chosen must:

- Align with the values and mission of CSPD, promoting faith, learning, and community.
  - Honour figures, saints, significant persons or themes that reflect the teachings of the Catholic Church and CSPD values.
  - Be consistent with the inclusive and respectful nature of the network, avoiding divisive or controversial figures.
  - Where applicable, reflect the school or institution's historical context and connection to the community.
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## 5. Naming Categories

### 5.1 Buildings

Names for buildings should reflect their purpose and importance within the network. Consideration should be given to:

- Saints, biblical figures, or key religious figures central to the Catholic faith.
- The Traditional Owners of the Lands our schools and offices operate on, and the Dharug and Gandagara Languages.
- Notable educators, patrons, or community members who have made significant contributions to the CSPD mission.
- Concepts or virtues that embody CSPD values
- Consultation with the building owner ie. Chancery approval is required for Bethany Centre meeting room names.

### 5.2 Rooms or Facilities

Room names, including classrooms, sports halls, chapels, or common areas, should follow similar guidelines but may offer more flexibility for localised or context-dependent recognition.

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## 6. Decision Making Process

To ensure appropriate scrutiny, the following process will be followed:

### 6.1 Initial Proposal

- **Submitter:** Any proposal for naming must be submitted by a member of the community, sponsor, or external stakeholder.
- **Documentation:** Proposals must include a clear rationale for the suggested name, demonstrating how it aligns with Catholic values, the institution's mission, and the community's culture.

### 6.2 Review Panel

A **Naming Review Committee** will be established, composed of:

- 1 representative from the CSPD Legal, Governance & Risk Directorate
- 1 representative from the CSPD Communications & Engagement Directorate
- Where relevant, 1 representative from the school

### 6.3 Scrutiny and Evaluation

The committee will evaluate the proposal based on:

- Alignment with Catholic values and vision
- Appropriateness within the context of the specific institution and community
- Long-term significance of the proposed name
- Avoidance of potential controversy or conflicts with the CSPD values

### 6.4 Final Decision

The final decision rests with the Executive Leadership Team (ELT) following the Naming Review Committee's review and recommendations. Decisions should be made by consensus or majority vote, with a final sign-off by CSPD Chief Executive Officer or appropriate authority within the network.

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## 7. Naming for Capital Fundraising

In instances where a building or room is named in exchange for a capital donation, the following must apply:

### 7.1 Alignment with Values

While recognising donor contributions, all names must still adhere to the guiding principles. The donation should not outweigh or replace the need for the name to reflect CSPD values.

### 7.2 Financial Thresholds

Donor recognition through naming may be considered for contributions exceeding a certain financial threshold, to be reviewed by CSPD leadership based on the particular fundraising strategy and goals.

### 7.3 Donor Agreement

A formal agreement will be made with the donor outlining:

- The length of time the name will be used (perpetual or limited)
- A clause indicating that the name may cease in certain conditions, such as significant changes to the building or changes to the named individual's reputation that conflict with CSPD values.
- Recognition procedures (e.g., plaques or public acknowledgment)

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## 8. Names Given in Perpetuity vs. Names Which Cease Upon Triggering Events

### 8.1 Perpetuity

Certain names may be granted in perpetuity, particularly when:

- The name honours a saint, biblical figure or significant member of the CSPD community.
- The donor's contribution is deemed especially significant or aligned with a long-term vision for the institution.

## 8.2 Names Which Cease Upon Triggering Events

Naming agreements can specify that the name will cease upon certain triggering events, including:

- Major renovation or repurposing of the building or room.
  - Significant changes in the donor's or named individual's reputation that conflict with CSPD values.
  - A set period (e.g., 20-30 years) after which the name may be reconsidered.
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## 9. Consultation for Indigenous Naming

When proposing an Indigenous name for a building or room, the following requirements and steps must be taken to ensure respect, authenticity, and appropriate engagement with Indigenous communities:

### 9.1 Purpose and Respect

- All proposed Indigenous names must reflect the cultural and historical significance of the Indigenous language and traditions.
- Names should align with CSPD commitment to recognising and respecting Indigenous heritage and contributions.

### 9.2 Initial Engagement

- **Contact Indigenous Leaders:** Identify and reach out to appropriate Indigenous leaders, elders, or cultural representatives associated with the relevant Indigenous community.
- **Establish a Collaborative Dialogue:** Hold initial meetings to explain the purpose of the naming and seek their input on culturally significant names.

### 9.3 Consultation Process

- **Gather Recommendations:** Work collaboratively with Indigenous representatives to compile a list of potential names that hold cultural importance.

- **Cultural Approval:** Ensure that the proposed name is approved by Indigenous community representatives, confirming its meaning and significance.
- **Document the Process:** Keep detailed records of consultations and agreements to maintain transparency and adherence to cultural procedures.

#### 9.4 Final Approval and Acknowledgment

- **Review by Senior Leadership:** Submit the name and documentation to the Naming Review Committee and Senior Leadership Team for final consideration.
- **Recognition of Indigenous Input:** Acknowledge the contribution of the Indigenous community in any public communications, ensuring the naming event respects their culture and participation.

#### 9.5 Continued Cultural Sensitivity

Names that are established via this consultation process can only be changed with renewed consultation and approval from Indigenous representatives. The Indigenous representatives who are consulted for renewal do not need to be the same individuals as the initial consultation but they need to be culturally relevant to the existing Indigenous name.

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## 10. Implementation and Review

This policy will be reviewed every three years or upon significant institutional changes to ensure continued alignment with the vision and values of CSPD. The CSPD Executive Leadership Team reserves the right to amend the policy as needed, ensuring transparency and continued relevance to the organisation.

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## 11. Further information

Further information on this policy can be directed to the Business Development Team via the CSPD Help Centre on (02) 9840 5620 or via the Help Centre Self Service Portal.

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## 12. Submission template

The [attached template](#) is to be populated and submitted to the Naming Review Committee via email to the Business Development Manager at:  
cspdadminservices@parra.catholic.edu.au

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