

Naming of Facilities and Recognition of Outstanding Local Community Contributions

Policy Owner: *Executive Services*
Contact Person: *Coordinator Governance*
Date of Approval: *07 February 2012 – CS04-02/12*

POLICY OBJECTIVE

To provide a framework for the recognition of outstanding local community contributions.

POLICY STATEMENT

The City of Wanneroo recognises that there are members of the community who work in a voluntary, vocational or professional capacity who contribute substantially to their local communities within the City. To honour these individuals and organisations, or to commemorate an historical event, the City will establish a system of recognition through:-

1. The naming or renaming of Council buildings or parts of buildings, gardens, parks, reserves, roads/streets and other structures under the control of the City of Wanneroo (hereinafter referred to as “council assets”); and
2. Memorials and commemorative plaques on appropriate sites.

The “Naming of Facilities and Recognition of Outstanding Local Community Contributions” Management Procedure supports this policy.

SCOPE

In most circumstances Council will name assets according to the Geographic Names Committee Western Australia’s (GNC) Principles, Guidelines and Procedures. (GNCPGP).

Where appropriate, Council may consider naming or renaming council assets to recognise individuals or associations who have contributed substantially to the cultural, political or social development of Wanneroo or who, in the opinion of Council, are worthy of such an honour. Council assets may also be named or renamed after an historical event associated with or near a site. In all cases proposals will be determined giving consideration to the GNCPGP and the criteria detailed in this policy.

The City also recognises that honouring individuals and/or groups in the community through Memorials and commemorative plaques, for significant achievements or outstanding service encourages community leadership, engagement, ownership and the overall wellbeing of the community. Council will therefore consider applications for the installation of Memorials and commemorative plaques in public reserves in accordance with the criteria detailed in this policy.

BACKGROUND

Whilst appropriate memorials and the naming of council assets may serve as appropriate recognition for outstanding community contributions, they need to be carefully considered to ensure that they do not negatively impact on the greater good of the community.

CONSULTATION WITH STAKEHOLDERS

Consultation has been undertaken with City Administration and Elected Members.

IMPLICATIONS (Financial, Human Resources)

Costs associated with a Council decision to recognise individuals and organisations for significant contributions to the City of Wanneroo community will be carried by the City. Costs associated with Memorials and commemorative plaques will be met by the applicant including design, manufacture, installation and maintenance. Payment for approved Memorials and commemorative plaques will need to be made prior to the commencement of works and the applicant must meet all ongoing costs including those associated with vandalism and theft.

IMPLEMENTATION

Naming of Council Assets

Where proposals are received for naming or renaming of council assets to recognise an individual, association or event, the City will have regard for the GNCPGP and the following City of Wanneroo criteria:-

- The locality within which the development is situated.
- Any historical events associated with or near the site (e.g – Perry's Paddock).
- Indigenous and cultural heritage relevant to the site; (Jandabup Nature Reserve).
- Community or corporate sponsorship.
- Marketing opportunities (e.g Aquamotion).
- Pioneering families (family names only) associated with the immediate area (5-10 kilometres radius); (e.g Cockman House).
- Social or calendar events.
- Individuals or associations who have contributed substantially to the cultural, political or social development of Wanneroo over a significant period of time (generally not less than 20 years).
- Significant anniversary of an event unique to Wanneroo's history and development.
- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community or area.
- The costs associated with the changing of the facility's name.
- Death or ownership of the land on which the facility is developed is not normally acceptable as a criteria for nomination.

Memorials and commemorative plaques

Memorial proposals should be presented in a form that has a broad community interest and applicants should be encouraged to consider the restoration of an existing memorial or landscape or urban design feature that is not explicitly memorial in form, for example; trees, landscaping or seating rather than the construction of a new memorial.

The City of Wanneroo will take into account the number of existing Memorials and commemorative plaques in a specific location prior to considering a proposed new memorial. It is recognised that a particular location may reach a saturation point and it would then be appropriate to consider limitations or a moratorium of future memorial installations at a particular location or area. The City of Wanneroo has final approval of appropriate site/s and will determine the exact location of any memorial, however preference will be given to nearest public open space.

Criteria:

- Recognition of an individual or association that has contributed significantly to the cultural, political or social aspects of Wanneroo's development over a significant period (generally not less than 10 years).
- While the contribution may be in a paid, vocational or voluntary capacity, it should have a positive impact on the social well-being of the local community.
- The service should be easily recognisable as having a direct benefit to the City and have produced substantial long term improvement for the City.
- An individual or association strongly linked to Wanneroo and its history.
- A significant anniversary of an event unique to Wanneroo's history and development, or historical or other information relevant to the site/location of the plaque.
- Being a former councillor or former Member of Parliament is not sufficient grounds on which to nominate an individual.
- Death or former ownership of the land on which the facility is developed is not normally acceptable as criteria for nomination.

The above criteria does not apply to "Tree Memorials without a plaque" intended as a private memorial for individuals or families. Family and friends may wish to commemorate the death of a loved one with the installation of a tree memorial in keeping with the City's guidelines. Roadside Memorials are the subject of a separate Council policy available on the City's web site.

Application Process

Proposals for the naming or renaming of a council asset and applications for the installation of Memorials and/or commemorative plaques must be made in writing to the Chief Executive Officer.

All proposals should include sufficient information to allow the City of Wanneroo to effectively assess the proposal or application against the criteria detailed in this policy.

Removal, Relocation & De-accession

All memorials or plaques that are installed on land owned in freehold, crown land or land under the care and control of the City of Wanneroo that has not obtained the necessary approvals will be removed.

Categories of Memorials and commemorative plaques

There are three categories for memorials and/or commemorative plaques:-

Category 1 - Commemorative trees without plaques: A tree consistent with Council's requirements for any of the City's parks, gardens or reserves, placed in a grassed location approved by the City, intended as a private memorial for individuals or families. Council will maintain the tree. If due to unforeseen circumstances the tree must be removed (e.g. it dies, or due to changes to the site) it will, where possible, be replaced at Council's expense in a mutually agreed location. This category is not subject to the criteria listed above and all applications will be considered having regard for the City's guidelines relating to the planting of trees in parks, gardens and reserves.

Category 2 - Commemorative trees with plaques: Identification of appropriate locations within the City where mature trees and accompanying small commemorative metal plaque may be located which recognise the contributions of community members. Applications will be assessed according to the criteria listed above.

Where the City agrees to recognise community contributions in this way the City will plant a tree that is in keeping with the City's guidelines in an appropriate location along with the placement of a plaque.

Category 3 - Memorial plaques

To be placed on features of buildings (i.e. a room, courtyard or garden) and on structures constructed and maintained by the City (i.e. a lookout, recreational equipment, seat or park bench). Applications will be assessed according to the criteria listed in this policy for outstanding community contributions.

ROLES and RESPONSIBILITIES

The City's Governance and Executive Service Unit will be responsible for application of this policy.

DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Corporate Strategy and Performance in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to Council for a ruling.

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Council Assets	Buildings or parts of buildings, other structures, gardens, parks and reserves, roads, streets.
Memorial	An object that is designed to preserve the memory or to commemorate a person, group, association, event or occasion.
Plaque	a flat tablet of metal that includes text and/or images designed to commemorate or preserve the memory of a person, group or event and may include historical text or information relevant to its location.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Youth Reward & Recognition Policy: - The City of Wanneroo annually recognises individuals who have made a significant contribution to their school and local community and who are achieving well academically. This is done through the City of Wanneroo Student Citizenship Award presented to a student who has demonstrated an interest and participation in the school and community affairs and has strived for personal development; and the City of Wanneroo Student Scholarship Award presented to individuals who have demonstrated outstanding levels of academic achievement or citizenship and are at financial or social disadvantage, which may limit their educational opportunities.

Award of the Title "Honorary Freeman of the City of Wanneroo" recognises individuals who have lived in the City of Wanneroo for a significant number of years (significant would usually mean at least 20 years). The recipient should have given extensive and distinguished service to the community over and above that associated with local government (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity.

Award of the Title "Wanneroo Pioneer" Policy provides for recognising residents who have lived in the City of Wanneroo for 50 years or more by awarding the title 'Wanneroo Pioneer'.

Australia Day Award Policy provides a framework for recognising individuals and organisations through the City of Wanneroo Charles Searson Australia Day Youth Award presented to an individual under 25 years of age and the Australia Day Award presented to an individual over 25 years of age who have made an outstanding contribution to the local community; and the Australia Day Community Group or Event Award presented to an outstanding local community group or event.

Naming of Facilities and Recognition of Outstanding Local Community Contributions Management Procedure

The above policies are available on the City of Wanneroo's website at www.wanneroo.wa.gov.au.

RESPONSIBILITY FOR IMPLEMENTATION

Corporate Strategy and Performance – Executive Services

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07 February 2012 – CS04-02/12	February 2014	TRIM: 11/74521