
Procedure Owner: Governance
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POLICY SUPPORTED

Naming of Facilities and Recognition of Outstanding Local Community Contributions Policy.

PURPOSE

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, through the above mentioned policy has established a system of recognition through 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”) or through the planting of a tree or provision of a seat or bench along with a plaque.

There is also the opportunity for individuals to be memorialised through tree planting without a Plaque. In assessing proposals or applications, the above mentioned City policy and associated criteria need to be adhered to.

PROCEDURE

Naming of Council Assets

1. Proposals must be made in writing to the Chief Executive Officer.

All proposals must include:-

- Proposed location.
 - Proposed name.
 - Date and place of birth and date of passing away if applicable.
 - Period of residence in the locality.
 - History of the person being honoured.
 - Outline of their contribution to the community, including membership of clubs and voluntary organisations.
 - Justification statement regarding why the person should be honoured.
 - Contact details of the person being honoured or their immediate family.
 - Agreement by the local community, if possible.
2. Initial review of the proposal will be made by Council officers for its conformance based on the criteria identified in the associated City policy and a recommendation provided to the Chief Executive Officer.

3. If assessed as conforming, a confidential memo is to be forwarded to all Councillors and the Executive for comment prior to reporting to Council for determination. Where the proposal is to name or rename a facility after an individual, the report is to be kept confidential.
4. Where there is more than one proposal received, Elected Members will be invited to select their preferred option through a show of hands. If an absolute majority preference is not achieved through this process, the vote will be recast, based on the two (2) most popular choices. The vote will be recast as appropriate until a clear decision is reached.
5. Approval is to be sought from the facility users, where possible, and the person being honoured or their family prior to forwarding the proposal to the Geographic Names Committee to be assessed under their Principles, Guidelines and Procedures (where required to do so).
6. All proposals forwarded to the GNC shall include a covering letter outlining Councils approval, the details of the person being honoured, a justification statement, the proposed name and the location of the council asset being named, including a map.
7. Once approved, a plaque with appropriate wording is to be coordinated by Governance and Executive Services. The wording of the plaque is to be approved by the Manager Communications and Events in consultation with the Director Community Development. The supply and installation shall be the responsibility of the City's Infrastructure Directorate and is to be securely fixed to the asset as appropriate.
8. An official opening or naming ceremony may be held if required. The decision to hold an opening or naming ceremony will be at the discretion of the Chief Executive Officer in consultation with the Mayor. Ceremonies are to be conducted by the Mayor (or his nominee) and the CEO of the City, unless the Mayor elects to refer the matter to Council for nomination of another Councillor.
9. The ceremony is to be coordinated through the Office of the Mayor in consultation with the City's Communications and Events Service Unit.

An invitation list shall be developed by the Mayor, in conjunction with the CEO and a speech prepared by the Communications and Events Service Unit giving a brief history of the person being honoured and the reasons for naming of the council asset.

10. The associated costs are to be borne by the City of Wanneroo unless a voluntary contribution is made by the appropriate party.

Registration of Building Names

Although the names of City of Wanneroo buildings do not have to be registered with Landgate, in order that the new name change will be shown on maps etc. where appropriate Landgate is to be advised.

Memorials and commemorative plaques

1. Applications or proposals must be made in writing to the Chief Executive Officer and is to include:-
 - three (3) feasible sites/locations;
 - explanation of the significance and relationship to each site;
 - proposed text or images to be included;
 - what policy criteria does the application/proposal meet; and

- any other pertinent information including the names of other persons who may be contacted to act as referees for the proposal.
2. Initial review of the proposal will be made by Council officers for its conformance based on the criteria identified in the City's policy and a recommendation provided to the Chief Executive Officer except in the case of commemorative trees without plaques.

Commemorative trees without a plaque intended as a private memorial for individuals or families will be considered on a case by case basis and a determination made by the Chief Executive Officer. Assessment of applications will take into account the City's guidelines relating to the planting of trees in parks, gardens and reserves.

3. If the proposal for a memorial and plaque is assessed as conforming, a confidential memo is to be forwarded to all Councillors and the Executive for comment prior to reporting to Council for determination.
4. Once approved the applicant, where appropriate, to be advised in writing and the installation of the memorial and plaque with appropriate wording (*i.e. In recognition of (name) for contribution to the community (year)*) to be coordinated by Governance and Executive Services. The supply and installation shall be the responsibility of the City's Infrastructure Directorate.
5. The City of Wanneroo has final approval of appropriate site/s, and will determine the exact location of any plaque or memorial.
6. Memorials can only be installed where there is minimal impact on the local amenity and surrounding residents.
7. Where a memorial is approved through a nomination by the Council to recognise an outstanding contribution by an individual or association, the costs associated with this are to be met by the City of Wanneroo - (Elected Members Account).

A ceremony may be held, if required. The decision to hold a ceremony will be at the discretion of the Chief Executive Officer in consultation with the Mayor. Ceremonies are to be conducted by the Mayor (or his nominee) and the CEO of the City, unless the Mayor elects to refer the matter to Council for nomination of another Councillor.

The Manager Marketing, Communication and Events will arrange for a press release and/or photograph to be taken of the recipient, (if possible) together with the Mayor and Ward Councillor at the planting or laying of the plaque.

8. The memorial shall be located at the designated site for a period of up to five (5) years from the time of installation with the following exceptions:
 - The area in which the item is sited is to be redeveloped.
 - The use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site.
 - The structure or support on which the item is located is to be removed or permanently altered.

The City does not guarantee to retain the memorial after a period of 5 years

9. The applicant must meet all costs associated with design, fabrication, transportation, installation, site preparation work and maintenance of the memorial. 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 maintenance or replacement costs including vandalism and theft.

Should for any reason an installed memorial become disturbed through works, either by the City or by external contractors working for another Government Department, the memorial shall be removed and returned to the family where possible. Subject to CEO approval, the memorial may be reinstated, if appropriate, in the same location or installed in another location nearby.

10. If the condition of the memorial has deteriorated significantly the City will endeavor to contact the owners to discuss its condition and to confirm their wish for the memorial to remain (repair to be at the expense of the owner) or be removed. In the event that a memorial is damaged and the original applicant is no longer in existence, Council may resolve to repair or remove the memorial. Any memorial that presents a safety hazard of any kind, will be removed without notice.
11. The City of Wanneroo will maintain a register of all memorials so that person/s responsible for the memorial can be contacted if necessary.
12. No new memorial or plaque will be permitted which commemorates a person, event or occasion already memorialised in the City of Wanneroo unless there are exceptional circumstances.

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 be replaced at Council's expense in a mutually agreed location.

The requested tree type must be stated as part of the application/approval process and the City will verify the appropriateness of the plant type for the location. It is recommended that the applicant contact the City of Wanneroo for guidance on the selection of a tree species.

Category 2 - Commemorative trees with plaques.

A tree and plaque consistent with Council's requirements for any of the City's parks, gardens or reserves, intended to recognise outstanding community contributions. An appropriate location is to be approved by the CEO. Plaque to be set at base of tree.

Category 3 – Memorial Plaque

To be placed on features of buildings (i.e. a room, courtyard or garden) or on structures constructed and maintained by the City (i.e. a lookout, recreational equipment, seat or park bench etc). Particularly, features of regional buildings may be named in honour of an individual who has made a significant contribution to the locality in general.

Design Specifications and Technical Notes:

- Small rectangular metal plaque - maximum size 100 mm x 150 mm (h x w)

- 3mm brass or 1.6mm stainless steel
- Acid etched (black paint fill if appropriate)
- No imagery or varnish to be used

Responsibility for Implementation

Governance and Executive Services.

REVISION HISTORY

Version	Next Review	Record No:
<i>07 February 2012 – CS04-02/12</i>		11/88382