



POLICY			
TITLE:	NAMING OF PARKS, PARK FEATURES, COMMUNITY BUILDINGS, RECOGNITION OF LONG AND EXEMPLARY SERVICE AND HISTORIC PLACES AND EVENTS	CODE:	CM 188
PURPOSE or OBJECTIVE:	To set out the principles for the naming of parks, park features, community buildings and recognition of long and exemplary service.		
REFERENCE DOCUMENTS:	Local Government Act 1995 s 2.7.(2)(b) Policy CM 195 Personal Memorials		

POLICY STATEMENT
This policy outlines the principles for the naming of parks, park features and public buildings, the identification of historic places and events and for the recognition of long and exemplary service to ensure that parks and buildings managed by the City are appropriately named, that historic places and events are identified and that there are suitable mechanisms for recognising long and exemplary service to the community by community members.

1. Scope

This policy applies to the naming of parks, park features and community buildings that are managed by the City, to the identification of places and events of historic significance and to the recognition of community members whose long and exemplary service to the community deserves acknowledgment.

2. Definitions

<i>Commemorative plaque</i>	A plate containing written information which is mounted on a structure to recognise the memory of an event or an individual in their public capacity.
<i>Community building</i>	A building managed by the City that is intended for community use
<i>Exemplary service</i>	The person has made a significant contribution to the local community through voluntary input to a local community initiative or local community organisation such as a sporting club, educational institution, environmental community group or community garden.
<i>Historic Plaque</i>	A plate mounted on a structure to provide information about a past time or significant public event.
<i>Local community organisation</i>	A voluntary or not-for-profit community organisation, the activities of which are primarily located within the City of Canning, such as sporting clubs, aged care and disability support groups, environmental volunteer groups and State Emergency Services groups.
<i>Long service</i>	The person has been associated with the City for a period of at least ten (10) years as a resident or ratepayer or the person has been a

	member of a local community group or organisation for at least ten (10) years.
<i>Park</i>	Area of public land vested to or managed by the City that is set aside for outdoor recreation and/or conservation.
<i>Park feature</i>	An area or item with a specific function such as an oval, a wetland, a lake, a fountain, a boardwalk, a lookout.
<i>Criminal conviction</i>	Criminal conviction as defined by the Criminal Code, resulting in a jail term or a substantial fine.

3. Naming of Parks, Features in Parks and Community Buildings

- (1) Proposals for the naming of parks, features in parks and community buildings under the control of the City will follow the principles, guidelines and procedures of the State Government Landgate Geographic Names Committee, noting that the Minister for Lands has the authority for the naming and re-naming of parks.
- (2) All proposals for naming and re-naming will be reported to Council for determination prior to submission to Landgate.
- (3) Proposals for naming after an individual will only be considered when the individual meets the criteria for long and exemplary service.

4. Recognition of Long and Exemplary Service

- (1) Council may give consideration to the recognition of long and exemplary service by an individual to the City or a community initiative within the City or local community organisation active in the City, in one of the following ways:
 - a) The naming or renaming of a park, a feature in a park, or a community building,
 - b) The mounting of an honour plaque on an interior wall of a community building,
 - c) The mounting of an honour plaque on another type of structure, for example the Environmental Volunteers Honour Board at the Canning River Eco Education Centre,
 - d) The mounting of an honour plaque on a durable park asset such as a bench, shelter, drinking fountain and
 - e) The planting of a tree with a plaque on a plinth installed nearby.
- (2) Applications for the recognition of long and exemplary service shall provide the details of the length of service of the nominated individual and detailed information on the exemplary service contributed by the individual with supporting evidence if available.
- (3) Applicants may nominate a particular method to recognise an individual however determination of the most appropriate method remains with Council.
- (4) All proposals for the installation of plaques recognising long and exemplary service will be referred to Council for determination
- (5) Individuals may only be recognised once by one of the methods set out in this policy unless approved otherwise by Council.
- (6) Every application will be judged on its merits, taking into account a number of factors including, but not limited to, any known criminal convictions of the person for whom the application is made.

5. Historic Plaques

- (1) Historic plaques may identify places and commemorate events of local, regional, state, national or international significance.
- (2) Applications for historic plaques shall provide detailed information on the place or event and its significance.

- (3) All proposals for the installation of historic plaques will be reported to Council for determination.
- (4) The structure to which an historic plaque is attached shall be functionally and aesthetically appropriate to the place it is installed.

6. Costs Associated with the Provision of Assets and Plaques

- (1) Unless otherwise approved by Council, all costs associated with the provision of a park asset, a tree and the provision and mounting of a plaque shall be at the applicant's expense.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Local Government Act 1995 (s.2.7)</i>
Process Links	<i>(List name of associated documents, eg. procedures, guidelines, application forms, etc with TRIM reference)</i>

POLICY ADMINISTRATION

Directorate responsible		Officer Title	Date last approved by Exec Team
			Date
Version	Decision Reference	Synopsis	Delegation No
1	ET-120-98 28 July 1998 OCM	Policy SRS 206 adopted by Council	N/A
2	CM-191-09, 13 October 2009 OCM	Policy CM 188 adopted by Council	N/A
3	EN-011-19 18 June 2019 OCM	Policy CM188 adopted by Council Reference to personal memorials removed and new Personal memorials policy CM 195 created. 1. Reference to commemoration of staff members removed (still possible if service is voluntary). 2. Definition of long service reduced from 20 years to 10 years. 3. Reference to perpetual trophies removed. 4. For naming or re-naming of parks, all applications approved by Council now require referral to the Minister for Lands. 5. Clause added re consideration of the merits of an application including known criminal convictions.	N/A