

1.39 Naming of City Facilities, Roads, Parks, Reserves, Buildings, Other Assets, and Awards

Policy Owner	Executive Director Community Services
Responsible Officer	Manager Community Relations *Manager Governance & Risk
Date of Approval	27/06/2023
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Objective

Define the City of Albany (the City) policy position in regard to:

- Naming recognition of persons who have made an outstanding contribution to Albany; and
- Application of the State’s policy position “Geographical Naming in Western Australia”.

Scope

This policy position applies to City facilities and other assets or activities that fall under the care and control of the City.

Policy Statements

A. Form of Recognition

Council may consider naming recognition as outlined within this policy in honour of persons who have made an outstanding contribution to community or who, in the opinion of the Council, are worthy of such an honour.

Council will consider requests or proposals to honour members of its community on a case-by-case basis and on merit, at its absolute discretion, and subject to the appropriate guidelines and approval processes as detailed within this policy.

Council will prefer naming recognition other than on buildings and facilities, except in instances where they consider there is exceptional merit.

A proposal for naming, including the proposed name and justification for the proposal, can be put forward to Council for consideration by:

- A Councillor by way of a Notice of Motion.
- A City officer via a report to Council.
- A member of the public via a submission to the CEO.

Through its consideration, Council may endorse the name or determine that the proposal requires further community consultation, subject to policy statement ‘B (ii)’.

B. Criteria for Assessment for Personal Recognition

A request for naming recognition shall be assessed against the following criteria:

- Whether the person being honoured has been instrumental in the development of Albany.
- The views of the community with respect to honouring the person and their achievements or contributions.
- The contribution made by the person to the Albany and/or wider community, through areas such as education, healthcare, the humanities, science, the law, the arts, law enforcement, the armed forces, or community service, representation on Council or another level of government, volunteering, association with a local sporting or service club, or through business or professional achievement. A significant contribution could include, but is not limited to:
 - Three (3) or more terms of office on the local government Council;
 - Twenty (20) or more years association with a local community, sporting or service club;
 - Twenty (20) or more years association with an industry or sector that has contributed to the development of the community or region;
 - Action by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community or area; or
 - Evidence of entrepreneurialism, or philanthropy, that has greatly benefitted people other than the nominee.

C. Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia

The City supports a consistent approach to the naming of City facilities, streets, parks, reserves and buildings under the Council's jurisdiction. As such, in addition to the criteria within this policy, the naming or re-naming of all city facilities, streets, parks, reserves and buildings shall be in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia (Geographical Naming Standards).

Names chosen for City facilities, streets, parks, reserves and buildings are expected to be permanent, and re-naming is discouraged and will only be undertaken in exceptional circumstances.

Evidence of substantial community support for a change of name must be provided and this will be ascertained via consultation with the community, in accordance with Policy Statement 'B (ii)' and the Council's Community Engagement Policy.

D. Aboriginal and Dual Naming of Streets, Parks and Reserves

The Aboriginal and Dual Naming of streets, parks and reserves shall be in accordance with the Geographical Naming Standards (Section 7) and Landgate's Aboriginal and Dual Naming Guidelines.

E. Naming of Awards and Medals

Council may consider the naming of awards or medals in memoriam as appropriate recognition of the contribution made by a person to the local community. Such awards or medals will be subject to consideration of the criteria within this policy. Any annual or biennial awards or medals shall be reviewed after no more than ten (10) years.

F. Provision of Plaques at City Facilities, Streets and Buildings

Plaques erected to commemorate the establishment of City owned facilities shall be inscribed with details that indicate the following:

- Name of the facility.
- Date upon which the facility was commemorated.
- The name of the person or persons opening the facility.
- If applicable, the Architect and Builder's name can be included.

G. Council Determination

The Council shall in determining the application, to name a City facility, Street, Park, Reserve, Building or significant infrastructure:

- Give due consideration to any submissions received.
- Receive a confidential report from the Chief Executive Officer detailing all requests to apply a name.
- Approve of any application by decision of Council.

Memorial plaques and street furniture will be administered in accordance with the Council's Memorial Plaque & Seat Policy position and guidelines.

Legislative and Strategic Context

This policy is to be read in conjunction with the State Government's Policies and Standards for Geographical Naming in Western Australia, and the Aboriginal and Dual-Naming Guidelines, which can be sourced from Western Australia's land information authority "Landgate" and the City of Albany Property Local Law.

Strategic Community Plan:

This policy links to the following pillars of the *Strategic Community Plan 2032*:

- **Pillar:** Place – A responsibly planned city that is attractive, vibrant and well-connected.
- **Outcome:** Local history, heritage and character is valued and preserved.
- **Objective:** Identify, preserve, and showcase significant local history and heritage.

Review Position and Date

This policy must be reviewed every three years by the document owner.

Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- Scholarships & Bursaries (*Draft proposal currently being formulated for review*)
- Freedom of Entry & Keys to the City of Albany Policy & Procedure
- Honorary Freeman of the City of Albany Policy
- Memorial Plaque & Seat Policy, Guidelines and Application
- Community Engagement Policy
- [Policies and Standards for Geographical Naming in Western Australia](#) administered by Landgate
- [Discovering Landgate data | Landgate](#)
- [Geographic Names Committee | Landgate](#)

Definitions

Key terms and acronyms used in the policy, and their definitions:

- **"City facilities"** shall include but not be limited to, Streets, Parks, Reserves, Buildings, or other significant infrastructure owned by the City of Albany.