

CE 3 – Commemorative Policy

1 Objectives

The objectives of the Commemorative Policy are to:

- a. Provide an avenue to commemorate individuals, families and groups who have contributed to community-wellbeing on a significant scale.
- b. Outline the factors to be considered and the procedure to be undertaken when naming, purchasing or placing features within the local government area, through either Council initiation or community application.
- c. Provide additional guidelines for commemorative naming, including the procedure for applying.
- d. Advise of minimal community consultation expectations.

2 Scope

This policy applies to all workers and the public.

2.1 Commemorate

means to remember officially and give respect to a great person, great people, natural feature, people-made feature or event (e.g. public ceremony, statue, building, plaque, bench, road, park, bridge, mountain, river etc.).

2.2 Councillors

means members of an elected body that make decisions on behalf of a local government through a formal meeting process. Generally, local government council members, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

2.3 Employee

means a person that's hired to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Also known as staff.

2.4 Worker

means a part-time or full-time employee, casual employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers..

3 Policy

Council is supportive of commemorating individuals, families and groups who have contributed to community wellbeing on a significant scale.

To ensure transparency, accountability and reasonableness in deciding who or what is to be commemorated, applicants must adhere to the following procedures.

3.1 Application Process

- a. All naming of geographic features will be undertaken in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia. This includes:

- Roads
 - Reserves
 - Topographic features
 - Buildings owned by the State or Commonwealth Government
 - Bridges
- b. Commemoration of non-geographical features is at the discretion of Council.
Nongeographical features that are not under Landgate's remit include:
- Public ceremonies
 - Statues
 - Buildings owned by the Shire
 - Plaques
 - Benches
 - Trees
 - Gardens
- c. Commemoration may take the form of:
- Commemorative naming, after a person, organisation, group, structure or feature.
 - Commemorative celebration and/or recognition of an event.
 - A significant non-Aboriginal or Aboriginal name.
 - A logical description of a location.
 - A logical description of a purpose or function.
- Preference will be given to proposed names based on logical descriptions of location, or purpose or function. Variation from this will require additional justification and/or broader community support.

3.2 Process

- a. An application may be made at any point by a community member or organisation or initiated by Council. The application must be submitted in writing, and include an application form, reason for the proposed name, evidence of significance of the proposed name, and evidence of community support.
- b. Evidence of significance may include (but is not limited to):
- Detailed description with specific information on why a person or people should be publicly commemorated.
 - Recorded historical information.
 - Description of relevance to the Bridgetown-Greenbushes region and/or community.
 - Record of service with community groups or clubs.
 - Record of contribution to the community.
 - Record of association with the location or feature proposed to be named.
 - Record of national or international reputation.
- c. Evidence of community support may include, but not be limited to (in writing):
- Community confirmation on the detailed description with specific information on why a person or people should be publicly commemorated (see b. above).
 - Support from members of the family, friends or community if relevant.
 - Support from members of the club or association.
 - Support from residents or businesses surrounding the feature proposed to be named.

Commemoration using Geographic Features

- a. Upon receipt and initiation of an application to apply a proposed name or commemorate in an alternate manner, the Shire will initiate community consultation. Following the completion of the required consultation, the application will be assessed by the Shire against:
 - The requirements of Landgate's Policies and Standards for Geographical Naming in Western Australia: and
 - Each submission received from the community.
- d. The application will be presented to Council for support by a Councillor, the CEO or a member of the community, prior to any submission being made by the Shire to Landgate to apply the name formally. Should Council resolve not to support the application, the assessment will cease and the proposed name will not be progressed.

Commemoration using Non-geographical Features

- a. Commemoration using features that do not require Landgate's approval (i.e. naming of community buildings) will occur immediately following Council's decision.
- b. Following initiation of an application, the Shire will:
 - Publish notification of the proposed commemoration on Facebook, on the Shire's website and in the relevant local newspaper for a period not less than 28 days.
 - Notify surrounding and/or affected residents, ratepayers, businesses and community groups generally in accordance with the example contained at Appendix 1, for a period not less than 28 days.
- c. The Shire will notify each person who made a submission in relation to the proposed commemoration of the decision, once made.
- d. If Council supports a proposed name without application to a road or place, the name will be placed on the Reserve Road and Place Name Register. Following identification of a need to apply a name, Council may select a preferred name from the register or commence consultation for the identification of an alternate name. Any name selected from the Register will be presented to Council for specific support prior to any submission being made to Landgate to apply the name formally.
- e. Aboriginal or non-Aboriginal names may be selected to recognise the importance and contribution of local Aboriginal language groups.
- f. Aboriginal names selected:
 - Will be in the language that the place is located in.
 - Will be important to the Bridgetown-Greenbushes area or the relevant language group, including but not limited to local flora and/or fauna or geographic locations,
 - Will be considered only following consultation with and approval by the relevant local Aboriginal community and Corporation.
 - Require a description of the historical origins of the name in the form of written or oral tradition.
- g. Dual naming is the application of both an Aboriginal and European name to a place. Both will be official place names, and both names will be used together. Dual names can be applied to topographical features (e.g. islands, mountains, ranges, rivers, lakes) and cannot be adopted for constructed features such as roads, highways or bridges etc.

- h. Commemorative naming can be used to recognise a person, group, or organisation of significant importance to Bridgetown-Greenbushes and its community. Commemorative naming:
 - May be a person, group or association.
 - Must have an ongoing or significant association with the feature or location proposed to be named.
 - If a person, will only be considered if the person being honoured made significant community contribution in more than one field.
 - If a person must be posthumous and with the consent of the family.
- i. The following will generally not be considered as appropriate grounds for a commemorative name:
 - Commemoration of victims of, or the location of accidents or tragedies.
 - Current or past ownership of the land.
 - Past or ongoing service within all levels of government.
 - Commercial grounds, including sponsorship or marketing.
- j. When considering the naming of multiple roads or places in a general area, such as with a new subdivision, all proposed names will follow a determined theme for the area. The proposed theme will be relevant to Bridgetown-Greenbushes.
- k. Renaming of existing geographic features is generally not supported, except as required for the application of a dual name.
- l. Council will consider variations to this policy in extenuating circumstances where the proposed naming demonstrates significant community support and is able to be supported by Council and/or Landgate (where relevant).

4 Accountabilities & Responsibilities

- a. Council is accountable for:
 - Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
 - Endorsing (or not) each organisational policy document in a timely and effective manner.
 - Delegating implementation of each policy document to the CEO.
- b. The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- c. The Executive Management Team and Managers is responsible for:
 - Ensuring that all employees under their direction comply with this policy document.
 - Enacting process to redress non-compliance with this policy document.
- d. All employees are individually responsible for complying with this policy document.

5 Risk Management

If this Commemorative Policy is not in place the risks include (but are not limited to):

- a. Provide an avenue to commemorate individuals, families and groups who have contributed to community-wellbeing on a significant scale.
- b. Outline the factors to be considered and the procedure to be undertaken when naming, purchasing or placing features within the local government area, through either Council initiation or community application.
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- d. Advise of minimal community consultation expectations.

6 Legislation, Policy and Other Related Documents

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| Statutory Power (Acts, Regulations, Local Laws, Town Planning Scheme etc) | <i>Local Government Act 1995</i> |
| Shire Policies | Nil |
| Related Documents | Nil |
| Related Procedure | Nil |

7 Administration

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