

Naming of Roads, Parks, Buildings and Infrastructure

Policy Type: Council Policy	Policy No. CP- 096
Policy Owner: Exec Manager <u>Governance</u> <u>and</u> Legal Services	Last Review Date: 21 April 2020 February 2016

Policy Objectives

To provide guidance and consistency in the process of naming and renaming of the City's Assets located on City owned or Crown land (vested or not) in accordance with State requirements.

Policy Scope

Local Governments responsible for the administering of land within Western Australia are required to make submissions to Landgate for any naming proposal for place names, features, administrative boundaries, localities or roads within their jurisdiction.

This policy provides guidance for the naming and renaming of City of Melville Assets in accordance with the Geographic Names Committee (GNC) Policy and Standards for Geographical Naming (GNCP) in Western Australia.

Renaming of an asset will only be considered where a facility is substantially changed in nature, such as through demolition, re-subdivision, re-development or significant enhancement or due to extenuating circumstances.

Definitions / Abbreviations Used In Policy

City's Assets shall include but is not limited to, Roads, Streets, Parks, Reserves, Buildings or other significant infrastructure owned by the City of Melville on City owned or Crown land.

GNCP means Landgate's Geographic Names Committee Policy and Standards for Geographical Naming in Western Australia.

Schedule of Names means the Register of names maintained by the City for consideration for naming City assets.

Policy Statement

Schedule of Names

The City supports a consistent approach to the naming of assets under its jurisdiction. As such the naming of all roads, streets, laneways/rights of way, parks, reserves and buildings shall be in accordance with the GNCP, and this policy should be read in conjunction with that document.

The City maintains a Schedule of Names and the City's criteria for names to be included in the Schedule will have due regard to the GNCP and the following City criteria:



- (a) Prominent district identities, including pioneering families.
- (b) Persons who have made a significant contribution to the community.
- (c) Elected Members who have been presented the City of Melville Award for Distinguished Service to Council (Policy CP-015).
- (d) Personal names who have had a direct long-term association with the area, or have made a significant contribution to the area, such as twenty or more years voluntary service associated with a local community group or service club.
- (e) Traditional indigenous names relevant to a site or locality or with a relevant meaning.
- (f) Names that have historical connotations with the site or surrounding area.
- (g) Names that represent any relevant local landmarks, flora or fauna.
- (h) Individuals who are still living will only be recognised in exceptional circumstances.
- (i) The list of names are to consider gender equality.

Where a person's name is involved, approval will be sought from the person being honoured or their family prior to the name being presented to the Council.

Each review of the Schedule of Names will include engagement with the community to allow the community to submit any new names for consideration. However names can be submitted to the City for the attention of the CEO at any time.

All suggestions must be made in writing and must include the following:

- Proposed name
- Date and place of birth and date of passing away if applicable
- Period of residence in the locality
- History of the person to be honoured (including any relevant documentation)
- Outline of the contribution to the community by the person, 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
- Evidence of support by the local community (if possible)
- Evidence of engagement and endorsement of all relevant local Aboriginal groups if applicable

Initial review of all suggested names will be made by City Officers against the criteria, and in accordance with the GNCPS, and a subsequent report provided to the CEO for consideration for inclusion on the Schedule of Names. **Elected Members will be advised of names added to the Schedule in the Elected Members Bulletin.**

Where suggested names meet the criteria of this policy, the proposal is to be presented to Council at least every 4 years for inclusion on the Schedule of Names.

The Schedule of Names will be maintained by Governance service area, in consultation with all Directorates as part of each review process.

Naming of City Assets

Naming of all City Assets shall be in accordance with the GNCPS. As the City seeks to name new assets, City Officers will prepare a shortlist of potential names from the City's Schedule of Names.



All naming and renaming proposals will be in consultation with the community in accordance with the GNCPs consultation process. Once the Council has endorsed the proposal, a formal request seeking approval is made to Landgate for final determination.

The City supports a consistent approach to the naming of the assets under its jurisdiction. As such the naming of all streets, laneways/rights of way, parks, reserves and buildings shall be in accordance with the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia, and this policy should be read in conjunction with that document.

Suggested names will be assessed against the Geographic Names Committee (GNC) names criteria and presented to the Council annually for inclusion on the Schedule of Names.

From time to time, the City seeks to name new assets. In these instances, City officers will prepare a shortlist of potential names from the City's Schedule of Names.

The criteria for names to be included on the Schedule include:

- (a) Prominent district identities, including pioneering families;
- (b)(a) Persons who have made a significant contribution to the community;
- (c)(a) Elected Members who have been presented the City of Melville Award for Distinguished Service to Council (Policy CP015).
- (d)(a) Personal names who have had a direct long term association with the area, or have made a significant contribution to the area, such as twenty or more years voluntary service associated with a local community group or service club
- (e)(a) Traditional indigenous names relevant to a site or locality or with a relevant meaning;
- (f)(a) Names that have historical connotations with the site or surrounding area;
- (g)(a) Names that represent any relevant local landmarks, flora or fauna.

The shortlisted names will be presented to the Council for the Council to adopt a preferred name to proceed to community consultation.

Where a person's name is involved, approval will be sought from the person being honoured or their family prior to the name being presented to the Council.

All naming and renaming proposals will be in consultation with the community in accordance with the requirements of the Geographic Names Committee Policies and Standards.

The outcomes of the community engagement will be presented to the Council for the Council to adopt a final name. This name is then sent to the GNC for final determination.

Road and Park Naming

In accordance with the requirements of the Geographic Names Committee, an individual's name can only be considered for naming of a park or road if that person has been deceased for at least two years.

Naming of roads and parks shall be in accordance with Geographic Names Committee Policies and Standards.



Schedule of Names

- ~~_____ Prominent district identities, including pioneering families;~~
- ~~_____ Persons who have made a significant contribution to the community;~~
- ~~_____ Elected Members who have been presented the City of Melville Award for Distinguished Service to Council (Policy CP015);~~
- ~~_____ Personal names who have had a direct long term association with the area, or have made a significant contribution to the area, such as twenty or more years voluntary service associated with a local community group or service club~~
- ~~_____ Traditional indigenous names relevant to a site or locality or with a relevant meaning;~~
- ~~_____ Names that have historical connotations with the site or surrounding area;~~
- ~~_____ Names that represent any relevant local landmarks, flora or fauna.~~

~~Where a person's name is involved, approval will be sought from the person being honoured or their family prior to the name being presented to the Council.~~

~~The Council's adopted Schedule of Names will be reviewed at least every two years.~~

~~Each review will include engagement with the community to allow the community to submit any new names for consideration on the Schedule of Names. However names can be submitted to the City at any time.~~

~~All suggestions must be made in writing and must include the following:~~

- ~~• Proposed name~~
- ~~• Date and place of birth and date of passing away if applicable~~
- ~~• Period of residence in the locality~~
- ~~• History of the person to be honoured (including any relevant documentation)~~
- ~~• Outline of the contribution to the community by the person, 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~~
- ~~• Evidence of support by the local community (if possible)~~

~~The Schedule of Names will be maintained by Governance service area, in consultation with all Directorates as part of each review process.~~

References that may be applicable to this Policy

Legislative Requirements:	<i>Land Administration Act 1997</i> <i>Land Information Authority Regulations 2007</i>
Procedure, Process Maps, Work Instructions:	Policy CP015 – Recognition of Elected Member Services Process – Naming of Roads, Parks Buildings and Infrastructure
Other Plans, Frameworks, Documents Applicable to Policy:	Geographic Names Committee – Policies and Standard for Geographical Naming in Western Australia
Delegated Authority No:	

