

# Policy

## **Naming of Streets, Parks, Places and Buildings**



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Adopted:	29/04/1992 #422 (Naming of Streets Policy) 08/09/2010 #182 (Naming of Parks, Places and Buildings Policy)
Last reviewed:	09/08/2017 #563
New review date:	09/08/2019
Legal Authority:	Local Government Act Section 2.7 – The Role of Council
Directorate/s:	City Engagement City Infrastructure
Department/s:	Community Development Engineering Services
Related documents:	<p>Acts/Regulations</p> <p>Local Government Act 1995 Section 2.7 – Role of Council</p> <p>Land Administration Act 1997</p> <p>Plans/Strategies</p> <p>Nil</p> <p>Policies</p> <p>Nil</p> <p>Work Instructions</p> <p>Nil</p> <p>Other documents</p> <p>AS/NZS 4819-2011 Rural and Urban Addressing Standard</p>

*Note: Changes to References may be made without the need to take the Policy to Council for review.*

## Policy:

### 1. Title

Naming of Streets, Parks, Places and Buildings

## **2. Purpose**

To provide guidelines for the naming of streets, parks, places and buildings and to standardise street naming within the City of Kwinana.

## **3. Scope**

This policy is in respect to the naming of all streets, parks, places and buildings within the City of Kwinana.

## **4. Definitions**

List definitions and terminology that will assist in the understanding of this Policy.

## **5. Policy Statement**

### **5.1 Naming of Streets**

The Geographic Names Committee (GNC) and Council approve new street names. The proposed name is to comply with the latest version of Landgate's Policies and Standards for Geographical Naming in Western Australia, in order for the GNC to approve it.

All proposed road naming or renaming is to be submitted in writing to the City including the contact name and address details of the applicant. The request is to provide adequate information to enable the road to be clearly identified and is to include a reason for the request.

To expedite the approval process for new names, applicants are encouraged to contact the City to obtain a copy of their pre-approved road names, in order to select a pre-approved name.

Street naming should occur on the basis of;

- name of crew and passengers, arriving in Western Australia on the original settlers' ships;
- aboriginal words;
- past elected members;
- past long term serving officers;
- local pioneers; or
- any other name approved by the Geographic Names Committee (GNC) and Council.

It should be noted that names should not be offensive or likely to cause offence, and should not be that of a living person or current company/business.

Some existing road names within the City of Kwinana do not comply with this policy. Generally however, these are only to be changed if there are compelling reasons (e.g. confusion with a similar name).

## 5.2 Naming of Parks, Places and Buildings

A 'Naming of Parks, Places and Buildings Selection Working Group' is to comprise of;

- three elected members; and
- at least one prominent community member (for example, the Citizen of the Year).

The working group is to meet as required.

### 5.2.1 Selection of names for Parks, Places and Buildings

Following a consultation process that ensures consistency and fairness with regards to input from the community and stakeholders (to be determined by the Director City Living), submissions for names are to be considered by the Working Group. The naming of all the City's Parks, Places and Buildings is to be determined by Council resolution.

The naming of parks and places must be in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia which incorporates the relevant sections of the AS/NZS 4819-2011 Rural and Urban Addressing Standard.

### 5.2.2 What is encouraged

- Names should have some relevance to the area in which the asset is located. Aspects to be taken into account include historical, cultural, heritage, environmental, geographical or botanical significance.
- Aboriginal place names may be adopted where these names are appropriate to the locality and provided that consultation occurs with the relevant Aboriginal groups and there is agreement on the use of the proposed name.

### 5.2.3 What is discouraged

- Assets should not be named after commercial enterprises.
- Names should not be derogatory or offensive on the grounds of race, ethnicity, religion or gender.
- Names of living persons should not to be approved by Council. Landgate's Policies and Standards for Geographical Naming in Western Australia, states that the use of a person's name whom has not been deceased for at least two years will not be considered.

### 5.2.4 General naming rules

Council should ensure as far as possible that names are:

- Relatively short (e.g. the use of scientific names may not be appropriate).
- Relevant to the purpose for which they are recommended.
- Not easily confused with or duplicating names within the region or nearby localities.



- Consistent with Landgate's Policies and Standards for Geographical Naming in Western Australia

#### 5.2.5 List of recommended names

The City has a master list of recommended Parks, Places and Building Names. This master list is to be formed from those names recommended by previous consultation that have not yet been used.

Persons requesting the addition of a name to the master list are to submit supporting information.

Requests for the addition of a name to the master list will be considered by the Naming of Parks, Places and Buildings Selection Working Group.

## **6. Financial/Budget Implications**

There may be costs associated with providing naming signage and ceremonies associated with this Policy.

## **7. Asset Management Implications**

There are no specific asset management implications associated with this Policy.

## **8. Environmental Implications**

There are no specific environmental implications associated with this Policy.

## **9. Strategic/Social Implications**

Strategic Community Plan 2017 – 2027

Objective 1.9: Respect and promote Kwinana's unique heritage

## **10. Occupational Safety and Health (OSH) Implications**

There are no specific OSH implications associated with this Policy.

## **11. Risk Assessment**

A risk assessment must be performed as part of the Council Policy review and the information as detailed in the Council report. Risk events and risk ratings will change and it is the responsibility of the relevant Directorate to ensure risk is reviewed regularly.