

**8.1 REVIEW OF POLICY NO. 4.1.18 – NAMING OF CITY FACILITIES, STREETS, PARKS, RESERVES AND BUILDINGS**

- Attachments:**
1. **Policy No. 4.1.18 - Naming of City Facilities, Streets, Parks, Reserves and Buildings**
  2. **Assessment of Policy No. 4.1.18 - Naming of City Facilities, Streets, Parks Reserves and Buildings**

**RECOMMENDATION:**

That Council **REPEAL** Policy No. 4.1.18 – Naming of City Facilities, Streets, Parks, Reserves and Buildings at Attachment 1.

**PURPOSE OF REPORT:**

To seek Council's consent to repeal Policy No. 4.1.18 – Naming of City Facilities, Streets, Parks, Reserves and Buildings at **Attachment 1**.

**DELEGATION:**

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

**BACKGROUND:**

[Policy No. 4.1.18 – Naming of City Facilities, Streets, Parks, Reserves and Buildings](#) was first adopted by Council in September 1997.

At its Meeting on 22 April 2008 (Item 10.4.2), Council re-adopted the policy with no amendments.

At its Meeting on 9 April 2013 (Item 9.5.4), Council approved amendments to the policy to include reference to Landgate's [Policies and Standards for Geographical Naming in Western Australia](#).

It is proposed that the policy be repealed and administration prepare an internal procedure to provide guidance for when the City is seeking to name City facilities, streets, parks, reserves or buildings.

A review of the current policy provisions and impact of repealing has been provided in **Attachment 1**.

**DETAILS:****Requirement for a documented City position (including community need or legislative requirement):**

There is no longer a requirement for a documented City position on naming of facilities.

Landgate's *Policies and Standards for Geographical Naming in Western Australia* (Landgate's Policy) is the overarching State policy which sets requirements and legislation for naming of roads, topographic features, government buildings, suburbs and localities, parks and reserves, renaming, and dual naming. Landgate's Policy outlines requirements for applications including necessary community consultation and analysis of community feedback. Landgate's Policy also notes requirements for:

- commemorative naming (for example, names commemorating an individual will only be considered posthumously, and must include evidence of support by the wider community);
- naming duplications (ensuring names are not duplicated within 10kms in a metropolitan area);
- business and commercial names (not approving names after commercial businesses and organisations);
- inappropriate names (ensuring naming proposals are not discriminatory or derogatory); and
- general naming conventions (such as, punctuation, abbreviation, initials etc.)

There is no legislative requirement for this policy and no major complexity in the process for assessing naming applications from the community. A review of the policy provisions and implications has been undertaken and is included as **Attachment 2**.

Landgate require that naming applications be sent from local government on behalf of community members, however final approval of naming proposals lies with Landgate. The City has a Road Naming Procedure which has been adapted to encompass more than just the naming of roads. This update is in line with the City's Naming Places Program and webpage, which incorporates naming of features, landmarks, laneways, and dual naming.

**Examples of current / best practice:**

Most local governments simply note the necessity for all naming proposals to be in accordance with Landgate's policy with little additional detail. This is due to Landgate's [Policies and Standards for Geographical Naming in Western Australia](#) being a detailed handbook for State requirements for all naming proposals.

**CONSULTATION/ADVERTISING:**

No community consultation is required for the repeal of the policy.

**LEGAL/POLICY:**

There is no legislative or regulatory requirement for this policy. Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The Policy Development and Review Policy sets out the process for the development, review and repeal of the City's policy documents.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to repeal the policy as the policy is proposed to be replaced with internal guidance documenting the naming of facilities process to be followed by Administration, consistent with Council's adopted Policy Development and Review framework.

Council at its meeting 15 December 2020 resolved to adopt the Policy Development and Review Policy to guide administration on the development and review of the City's strategies, policies and action plans to achieve transparent and consistent decision making which align with the City's objectives, strategic priorities and legislative requirements.

This policy includes the local government decision making hierarchy on page 2 which identifies that a Policy is adopted by Council and is the general rule or principle which is required to provide clear direction to Administration on the day to day management of the City.

The Local government Act 1995 at section 5.41(c) and (d) outlines the Functions of Chief Executive Officer are to:

- (c) *cause council decisions to be implemented; and*
- (d) *manage the day to day operations of the local government;*

Consequently, the decision making hierarchy of the Policy Development and Review Policy outlines that:

*Internal Procedures are determined by Administration and are a series of actions conducted in a certain order to facilitate the operation aspects of policy statements or strategies. Internal procedures explain the steps and the considerations to be followed by Administration.*

**STRATEGIC IMPLICATIONS:**Innovative and Accountable

*We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.*

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil

**POLICY NO: 4.1.18****NAMING OF CITY FACILITIES, STREETS, PARKS, RESERVES  
AND BUILDINGS****OBJECTIVES**

To provide “Policies and Standards for Geographical Naming in Western Australia”, the factors to be taken into consideration and the procedure to be undertaken when naming City of Vincent facilities, Streets, Parks, Reserves and Buildings under the Council’s jurisdiction.

**POLICY STATEMENT****Definition:**

“City facilities” shall include but not be limited to, Streets, Parks, Reserves, Buildings, or other significant infrastructure owned by the City of Vincent.

- 1. 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 the naming of all city facilities, streets, parks, reserves and buildings shall be in accordance with the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia.
- 2. Naming of Laneways and Rights of Ways**

The naming of Laneways and Rights of Ways shall be in accordance with Council Policy No: 2.2.8 “Laneways and Rights of Ways” and the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia (Refer Part Section 8 Section 8.21).
- 3. Naming of Streets**

The naming of Streets shall be in accordance with the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia. (Refer Part 2 and 8).
- 4. Naming of Parks and Reserves**
  - 4.1 The naming of Parks and Reserves shall be in accordance with the Geographic Names Committee’s Policies and Standards for Geographical Naming in Western Australia. (Refer Part 6).
  - 4.2 The Council may give consideration to naming portions of a park or reserve with the name of a person, in accordance with the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia.

- 5. Naming of Buildings**  
 The naming of Buildings and significant infrastructure shall be in accordance with this Policy and the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia. (Refer Part 6).
- 6. Dual Naming of Streets, Parks and Reserves**  
 The dual naming of Streets, Parks and Reserves shall be in accordance with the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia. (Refer Part 4).
- 7. Re-Naming of City Facilities, Streets, Parks, Reserves and Buildings**
- 7.1 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 circumstance. If renaming is proposed because of some exceptional circumstance, the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia will apply.
- 7.2 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 the Council's Policy – "Community Consultation".
- 8. Provision of Plaques at City Facilities, Streets and Buildings**  
 That plaques erected to commemorate the establishment of City owned facilities shall be inscribed with details that clearly indicate the following:
- 8.1 Name of the Facility;
- 8.2 Date upon which the facility was commemorated;
- 8.3 The name of the person or persons opening the facility; and
- 8.4 Names of all Council Members in office at the time of commemoration of the facility commencing with Mayor, followed by the Deputy Mayor then others listed in alphabetical order and the Chief Executive Officer. If applicable, the Architect and Builder's name can be included. (Council Members are to be given the choice as to how they desire their name to appear – if different to their official/legal name).
9. The Council shall in determining the application, to name a City facility, Street, Park, Reserve, Building or significant infrastructure:
- (a) Give due consideration to any submissions received;
- (b) Receive a confidential report from the Chief Executive Officer detailing all requests to apply a name; and
- (c) approve of any application only by an Absolute Majority Decision.
10. This Policy is to be read in conjunction with the following "Policies and Standards for Geographical Naming in Western Australia" and Policy Procedures.

|                             |  |
|-----------------------------|--|
| <b>Date Adopted:</b>        | <b>22 September 1997</b>                             |
| <b>Date Amended:</b>        | <b>26 February 2013</b>                              |
| <b>Date Reviewed:</b>       | <b>22 July 2003, 22 April 2008, 26 February 2013</b> |
| <b>Date of Next Review:</b> | <b>February 2018</b>                                 |

### Policy Procedures and Guidelines

1. **Guidelines for the Naming of a Council Facility, Street, Park or Reserve**

The Council, having regard for the requirements of the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia may approve the naming of a Council facility, Street, Park or Reserve following the receipt of a name deemed suitable by Geographic Names Committee.
2. **Criteria for Assigning Names to a Council facility, Street, Park, Reserve or Building**
  - 2.1. The Council will consider all proposals to name a Council facility, street, park, reserve or building on a case by case basis and each proposal will be assessed and determined on its merit.
  - 2.2. All proposals to name a Council facility, Street, Park or Reserve or Building must be based on strong community recognition and support of the proposed name.
  - 2.3. All naming recommendations supported by the Council must be consistent with the Geographic Names Committee Principles, Policies and Standards for Geographical Naming in Western Australia and Procedures and their final approval (where applicable).
  - 2.4. Where the Council wishes to name a Council facility, Street, Park or Reserve or Building using a personal name, it should;
    - (a) Only be applied posthumously and not after a living person, unless there are exceptional and/or special circumstances;
    - (b) Only use names which are easy to pronounce, spell and write;
    - (c) Preferably only use names which are concise and short; and
    - (d) **Only be applied where it is demonstrated that the person(s) has made a significant contribution to the local community.**
3. **Applications from the Community**
  - 3.1. Any application from the community for the naming of a Council facility, Street, Park, Reserve, Building or significant infrastructure shall be submitted in writing to the City, and shall include the following:
    - 3.1.1 a brief history or submission in support of the naming application, which must:
      - (a) Demonstrate a strong relevance and/or connection to the area; and/or
      - (b) Identify long standing links with the local community and/ or City;
    - 3.1.2 in the case of a person, detailed information and supporting documentation (e.g. letters, newspaper articles, oral histories, photographs etc) to demonstrate their contribution(s)/relevance to the local community; or
    - 3.1.3 in the case of a place/historical matter, detailed information and supporting documentation (e.g. letters, newspaper articles, oral histories, photographs etc) to demonstrate the relevance/connection/link of the name to the area and/or local community.

#### 4. Mechanism for Community Consultation Feedback

- 4.1 Prior to advertising, the City's Local History Librarian and/or Heritage Officer may conduct further research of the submitted information and provide a report on the suitability of the nomination to the City's Local History and Heritage Advisory Group for consideration and recommendation. The Advisory Group's recommendation will be reported to the Council for consideration and determination.
- 4.2 Where applicable, the recommended proposed name shall be submitted to the Geographic Names Committee for a name deemed suitable by the Geographic Names Committee.
- 4.3 Once approval of a name deemed suitable from the Geographic Names Committee has been received, the matter shall be reported (on a confidential basis) to the Council for consideration and determination for '*in principle*' approval, prior to community consultation.
- 4.4 The City shall;
  - 4.4.1 advertise the proposal to name a Council facility, Street, Park or Reserve or Building on a local basis , for a period of twenty-one (21) days seeking written comments and submissions on the proposal;
  - 4.4.2 submit a report to the Council detailing the submissions received, and a recommendation.
- 4.5 Should the Council approve the naming application, a request for formal approval shall be submitted to the Geographic Names Committee and the applicant is to be subsequently advised of the outcome following the granting of an approval by the Geographic Names Committee.

#### 5. Parks and Reserves

- 5.1 Priority will be given to the naming of Parks and Reserves after an adjacent street or significant feature to maximise the identification of that Park or Reserve with an area.
- 5.2. Names that commemorate or may be construed to commemorate living persons will not be considered for Parks or Reserves over 1 hectare.
- 5.3 Proposals to name a Park or Reserve after a person (either living or deceased) should include evidence of community support for the name.

- 5.4. For personal names, the person being honoured by the naming should have either had a direct long term association with the City, or have made a significant contribution to the area, Park, Reserve, building or facility or the State. Association or contribution can include:
- 5.4.1 Two or more terms of office as an Elected Member of the Council;
  - 5.4.2 20 or more years association with a local community group;
  - 5.4.3 Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community or area; or
  - 5.4.4 20 or more years service with the City.
- 5.5 Service to the community or organisation must have been voluntary. Given names may be included as part of the naming proposal, and given and surname combinations are acceptable. Death, and former ownership of land are not acceptable reasons for proposing a name, unless previous criteria apply.
- 6. Naming of Parks and Reserves under 1 Hectare**
- 6.1 The approval of the Minister for Lands is required. Naming of Parks and Reserves under one (1) hectare shall be in accordance with the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia.
  - 6.2 The names of living persons are acceptable, except for those persons holding any form of public office.
- 7. Naming of Ovals, Pavilions, Gardens etc**
- 7.1 Applications for the Naming of Ovals, Parks, Gardens etc shall be in accordance with the Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia.
  - 7.2 Components of reserves (e.g. Pavilions, oval, gardens etc) may be named in honour of community members (either living or deceased) who have contributed towards the establishment of the particular feature or made a significant contribution towards the community in general (as outlined in clause 3 of this Policy/Guideline).
  - 7.3 The approval of the Minister for Lands is not required for such names when the Park or Reserve has already been named as a whole. The Department of Land Administration should be informed of the name if it is to be included on maps.

**Assessment of Policy No. 4.1.18 – Naming of City Facilities, Streets, Parks, Reserves and Buildings**

| No.  | Current Clause   | Impact of Policy revocation  |
|------|--|--|
|      | <p><b>OBJECTIVES</b><br/> <i>To provide "Policies and Standards for Geographical Naming in Western Australia", the factors to be taken into consideration and the procedure to be undertaken when naming City of Vincent facilities, Streets, Parks, Reserves and Buildings under the Council's jurisdiction.</i></p>  | <p>No impact.</p> <p>The objective itself refers to naming being informed by Landgate's <i>Policies and Standards for Geographical Naming in Western Australia</i> which infers that naming is based on this standard and that this prevails in the approach to naming.</p>  |
|      | <p><b>Definition:</b> "City facilities" shall include but not be limited to, Streets, Parks, Reserves, Buildings, or other significant infrastructure owned by the City of Vincent.</p>  | <p>No impact.</p> <p>All of these facilities are covered by Landgate's <i>Policies and Standards for Geographical Naming in Western Australia</i> which would inform the process and approach for future naming.</p>   |
| 1-7. | <p><b>Clauses 1-7:</b></p> <ol style="list-style-type: none"> <li>1. <i>Geographic Names Committee Policies and Standards for Geographical Naming in Western Australia</i></li> <li>2. <i>Naming of Laneways and Rights of Ways</i></li> <li>3. <i>Naming of Streets</i></li> <li>4. <i>Naming of Parks and Reserves</i></li> <li>5. <i>Naming of Buildings</i></li> <li>6. <i>Dual Naming of Streets, Parks and Reserves</i></li> <li>7. <i>Re-Naming of City Facilities, Streets, Parks, Reserves and Buildings</i></li> </ol> | <p>No impact.</p> <p>All of these clauses and their approach to naming state that it is informed by Landgate's <i>Policies and Standards for Geographical Naming in Western Australia</i>. A policy setting this out is not required.</p> <p>These provisions can be incorporated into a future information sheet.</p> |
| 8.   | <p><b>8. Provision of Plaques at City Facilities, Streets and Buildings</b><br/> <i>That plaques erected to commemorate the establishment of City owned facilities shall be inscribed with details that clearly indicate the following:</i></p> <p>8.1 <i>Name of the Facility;</i></p>  | <p>No impact.</p> <p>These provisions are administrative matters that can be incorporated into a future information sheet.</p>   |



|           |   |   |
|-----------|---|---|
|           | <p>8.2 Date upon which the facility was commemorated;</p> <p>8.3 The name of the person or persons opening the facility; and</p> <p>8.4 Names of all Council Members in office at the time of commemoration of the facility commencing with Mayor, followed by the Deputy Mayor then others listed in alphabetical order and the Chief Executive Officer. If applicable, the Architect and Builder's name can be included. (Council Members are to be given the choice as to how they desire their name to appear – if different to their official/legal name).</p> |   |
| <p>9.</p> | <p>9. The Council shall in determining the application, to name a City facility, Street, Park, Reserve, Building or significant infrastructure:</p> <p>(a) Give due consideration to any submissions received;</p> <p>(b) Receive a confidential report from the Chief Executive Officer detailing all requests to apply a name; and</p> <p>(c) approve of any application only by an Absolute Majority Decision.</p>   | <p>No impact.</p> <p>These provisions are administrative matters that can be incorporated into a future information sheet.</p> <p>In relation to point (c) the <i>Local Government Act 1995</i> states that Absolute Majority decisions are required for powers that are conferred on the Local Government. Naming of facilities is not a power conferred on Local government and therefore does not require an Absolute Majority decision under the <i>Local Government Act 1995</i>.</p> <p>As outlined in this policy, naming of facilities is governed by Landgate's <i>Policies and Standards for Geographical Naming in Western Australia</i>. Officially naming features, localities and roads is covered under Section 26 and 26A of the <i>Land Administration Act 1997</i>.</p> <p>The Minister for Lands (the Minister) is responsible for the <i>Land Administration Act 1997</i>. Through delegated authority, the Minister enables Landgate to review submissions and identify, capture and maintain new place names, features, administrative boundaries, localities and roads within Western Australia and formally approve these actions on the Minister's behalf.</p> |

|     |   |  |
|-----|---|--|
| 10. | <i>10. This Policy is to be read in conjunction with the following "Policies and Standards for Geographical Naming in Western Australia" and Policy Procedures.</i> | No impact.<br><br>This statement is repeated unnecessarily numerous times in the policy.<br><br>This provision is administrative matters that can be incorporated into a future information sheet. |
|     | <b>Policy procedures and guidelines</b>   | No impact.<br><br>These provisions provide administrative guidance and can be incorporated into a future information sheet.  |