Place Naming Procedure

Contents

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1   Purpose

The purpose of this procedure is to:

- outline when and how the Place Naming Policy applies

- describe the roles and responsibilities of the Council, Chief Executive Officer and staff in relation to place naming

- set out the process for the formal naming of public places such as parks, reserves and gardens, open spaces and buildings.

Note

- Items *such as playgrounds, bench seats and trees will not be formally named but may carry a plaque or similar that references a person – refer to council's Plaques, Memorials and Military Memorials Procedure.*

- *For the naming of public and private roads – refer to council's Road Naming Policy and Road Naming Procedure.*

- *The naming of cities, suburbs, towns, mountains, rivers and beaches is the responsibility of the state government – refer www.sa.gov.au.*

- *Any legislative requirement which affects council will take precedence over council's policies and procedures.*

2   Background information

Councils must prepare and adopt a policy relating to the assigning of names under Section 219 of the *Local Government Act 1999*. The procedure is a companion to the Place Naming Policy.

The Place Naming Policy and Procedure extend to all public places, parks, reserves, open spaces and buildings held in the ownership of the City of Onkaparinga or held under the care, control and management of the council.

3   Definitions

Common name	A name:
	a) assigned to the public place using the road or street on which it is located, and/or
	b) used by more than one community of interest (for example community groups, schools, businesses, etc.), and/or
	c) referred to in local documentation (for example tourism brochures and local newsletters).
	Spelling for common names is with a lower case 'p' or 'r', i.e. Smith Avenue park or King Street reserve. This allows us to differentiate between common and formal place names.
Dual name	Assigned to a public place where there is a geographical and/or topographical feature that has both a traditional

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	Aboriginal name and an existing European name e.g. Mukatilla/John Lawrie Reserve.
Formal name	A name resolved by Council, normally published in the Government Gazette and public notices.
	Spelling for formal names is with a capital 'P' or 'R', i.e. Arbury Park, or Gladys Reynell Reserve.
Garden	A place set aside to grow vegetables, fruit, herbs, flowers or other plants, e.g. Willunga Jubilee Rose Garden.
Kaurna Warra Karrpanthi (KWK)	A committee of Kaurna people with a link to cultural and linguistic researchers and support through Tauondi College. The committee works on the revival of the Kaurna language and provides expert information relating to Kaurna language and its use. This includes considering requests for Aboriginal place names.
Key Internal Stakeholder Group	A group of staff responsible for providing advice and feedback to inform an initial assessment of a place name or place naming application.
	The principal members of the Key Internal Stakeholder Group (the group) will represent the following work areas:
	• Engagement
	• Community Assets (Open Space)
	• Spatial Information Services
	• Social Planning
	The following work areas are represented in a wider group:
	• Property
	• Facility Operations
	• Heritage
	• Planning
	• Projects
	• Local History (Libraries)
	• Community Connections
Park	An area of open space that is open to the public, generally used for passive and/or active recreation.
Place	The *Geographical Names Act 1991* governs the naming of places in South Australia. It defines a place as any area, region, locality, or any geographical or topographical feature, and includes any building or feature that is, or likely to be, of public or historical interest.
Proposed name	The name specified in the place naming application, or suggested by a member of the Key Internal Stakeholder

Group or by the community during community engagement.

Public place	The *Local Government Act 1999* defines as 'a place to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the *Community Titles Act 1996' (Local Government Act 1999, section 4)*. A public place includes council owned or managed land, buildings and open space such as parks and reserves, but does not include suburbs, townships, roads, rivers or beaches.
Recognised name	An existing name for a place, such as a formal, signed or recorded name.
Recorded name	The name by which a place is designated on a map, plan or other record.
Reserve	A place set aside for special use, such as the preservation and/or protection of flora and fauna.
Signed name	The name recorded on any on-site signage.

4   Operating Procedure

4.1   Initiating the place naming process

A public place naming process may be initiated if:

- a place naming application is received from a community organisation/group or member of the community

- Council resolves that the place name process be initiated or a name change be investigated

- the Key Internal Stakeholder Group determines that it is in the public interest to initiate the place naming process or investigate a name change

- Council receives an application for a land division where it is proposed that the open space reserve being vested to the council is to be given a name other than the common name (i.e. the name of the adjoining road e.g. King Street reserve).

4.2   Name sources

The appropriate sources for place names are outlined in the Place Naming Policy. Names can be proposed by the community, an elected member or the Key Internal Stakeholder Group.

Preference should be given to Aboriginal names in areas where an Aboriginal name is deemed appropriate. In other locations preference should be given to historical names (such as early explorers, pioneers, and settlers, eminent persons, war/casualty lists), or names that match an identified theme for the area. The most appropriate name source(s) for each location will be identified by the Key Internal Stakeholder Group.

KWK will be consulted when considering Aboriginal names or using words from relevant Aboriginal languages.

4.3   Form and naming protocols

The appropriate form for place names is outlined in the Place Naming Policy. Generally the following principles will apply:

- The definitions in this document (refer 3) should be a key consideration when determining the most appropriate place name. For example Willunga Jubilee Rose Garden is a garden, Arbury Park is a park, and Pimpala Conservation Reserve is a reserve.

- The apostrophe mark ' will be omitted in the possessive case e.g. Smith's Reserve will be Smiths Reserve.

- Names will avoid the use of the possessive 's' unless the euphony becomes harsh e.g. Devil Elbow Reserve.

- The use of hyphens will be avoided. However, hyphens may be used when naming a public place after a person with a hyphenated name.

- Dual names will be separated by a slash or stroke / to clearly define the two names. Dual names including an Aboriginal name will always list the Aboriginal name first e.g. Mukutilla/John Lawrie Reserve.

- Should a dual name be assigned we will give the Aboriginal name first then the European name e.g. Mukatilla/John Lawrie Reserve.

- Punctuation can be used where appropriate e.g. P.G. Dawson Reserve.

4.4   General place naming process

To initiate the place naming process, an applicant must complete and submit a place naming application, which will include evidence and information to support the proposal.

Once an application has been received, the following process should be undertaken:

1. Send an acknowledgement to the applicant.

2. Consult with the Key Internal Stakeholder Group (refer 4.6) and invite their advice and feedback to inform an initial assessment, including determining whether or not:

   o the land meets our definition of a public place, i.e. it can be named (refer 3)

   o the public place already has a formal or recognised name

   o the proposed name is appropriate for the public place

   o an Aboriginal name should be considered for the public place (refer 4.7)

  o   it is appropriate to proceed with our place naming process and prepare a report to Council.

3.   If the Key Internal Stakeholder Group does not identify a reason to oppose the application, proceed to the next step in this process. Otherwise notify the applicant of the outcome.

4.   If it is deemed that an Aboriginal name should be considered, write to KWK seeking their feedback/inviting them to provide a name (refer 4.8).

5.   Prepare a community engagement pack (refer 4.10) and undertake community engagement (Stage 1), if appropriate.

6.   Send an email to the Mayor and ward councillors advising that community engagement has commenced (refer 4.10).

7.   Receive, collate and analyse the results from community engagement Stage 1.

8.   Prepare a report to Council providing all of the appropriate name options, and seeking permission to proceed to community engagement (Stage 2). Include any relevant feedback from the Key Internal Stakeholder Group and/or KWK as appropriate (refer 4.9).

9.   Undertake community engagement (Stage 2), if appropriate.

10. Receive, collate and analyse the results from community engagement Stage 2.

11. Prepare a report for Council including the engagement outcomes, inviting a decision about the public place name (refer 4.11).

12. Arrange for public notices to be published (refer 4.12) and advise key stakeholders of the outcome (refer 4.13).

13. Arrange for a place name sign to be installed at the location if appropriate (refer 4.15).

A checklist (see appendix 1) should be used to guide this process.

4.5 Information to be provided by applicant

The purpose of submitting a completed place naming application form is to clarify key information which will determine the appropriateness of the proposed name, and support the preparation of community engagement and decision making documents. Where reasonable to do so, the evidence provided by the applicant should include:

• the reason for the request (if the request is to assign an Aboriginal name the Key Internal Stakeholder Group will seek and consider feedback from KWK)

• where a person's name has been nominated

  o   their full name

  o   date of birth/death

- o   occupation and/or education details

- o   written approval from the relevant family member(s)

- o   supporting documentation such as family history, deeds and conveyances, photographs, civil and community achievements, details of the contribution a person has made to the community, terms of office, honours and awards received, etc.

- written approval from stakeholders affected by the proposal, e.g. lessees, Community Management Groups, developer of a sub-division.

4.6   Internal assessment and engagement

The Key Internal Stakeholder Group (the group) will be engaged during the place naming process.

Consultation with the group will inform the internal assessment of the place naming application and the preparation of the initial report to Council.

The group will advise whether the public place has already been assigned a formal name or has a recognised name (including checking the Open Space Network Database) in which case we will notify the applicant in writing of the existing name. Our place naming records (i.e. databases, records, signs) have been captured over time and the relevance to our current place naming protocols is subject to construal.

For public places (including parks and reserves) without a formal or recognised name the group will advise whether the public place has, or should have, a traditional Aboriginal name and/or European name.

The group will also advise if the public place may be of significance to particular communities and stakeholders.

The group will be informed of the outcome of the place naming process.

4.7   Criteria for assigning an Aboriginal name

Consultation with the Key Internal Stakeholder Group will identify if an Aboriginal place name should be assigned.

- Criteria 1 – the place has a common, recorded or formal place name which is Aboriginal

- Criteria 2 – within or adjacent to the place there is a significant natural topographic feature

- Criteria 3 – the place (or the area adjacent the place) is likely to be of significance for local Aboriginal people, e.g. a place adjacent the Onkaparinga River, or a place adjacent to Witton Bluff, etc.

4.8   Process for assigning an Aboriginal name

If any of the criteria in 4.7 are met, we will contact Kaurna Warra Karrpanthi (KWK) to investigate if there is an existing Aboriginal name for the place. If KWK advises there is no known place name, we will ask KWK to advise us of an Aboriginal name in writing.

If an Aboriginal place name is proposed via another source we will contact KWK for advice on the name by completing their questionnaire for groups/individuals seeking advice on the use of Kaurna language.

There is a fee for advice from KWK.

4.9   Permission to proceed to community engagement

A report will be presented to Council seeking permission to proceed to community engagement. The report will include details about the place name proposal (if applicable) and all appropriate place name options. Options will normally include the common name (if applicable), Aboriginal place name (if applicable) and the proposed name/s.

Should Council support the place naming request (and place name options) we will proceed to community engagement (Stage 2).

4.10 Community engagement

If the Key Internal Stakeholder Group determines that there is no formal or recognised name for the public place we will undertake community engagement.

The purpose of community engagement is to invite feedback on the place name options.

We will undertake community engagement in accordance with legislative requirements and give consideration to the following process:

4.10.1   Stage 1 – seeking known and potential names

a)   send a community engagement pack sent to residents/property owners within 300 metres (local parks and reserves) or 500 metres (district and regional parks and reserves) of the public place. The community engagement pack will generally include:

- a letter

- an aerial map of the public place

- any supporting information

- a reply-paid envelope

b)   send an email or letter to any relevant community groups and other identified stakeholders

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c)   install one or more signs (depending on the size of the public place and the number of access points) at the public place

d)   social media notifications (district and regional parks and reserves only)

e)   place a notice and supporting information on our website seeking input on any known or potential names for the public place

f)   inform the Mayor and ward councillors (with a cc to relevant Director/Manager) that community engagement (Stage 1) is commencing.

4.10.2   Stage 2 – seeking feedback on the potential names

Once the Key Internal Stakeholder Group determines which potential names are appropriate we will present a report to Council seeking permission to undertake the second stage of community engagement:

a)   send emails to any residents or community groups that participated in Stage 1 of the engagement

b)   install one or more signs (depending on the size of the public place and the number of access points) at the public place

c)   place a notice in a local newspaper

d)   social media notifications (district and regional parks and reserves only)

e)   place a notice and supporting information on our website inviting feedback on the place name options (for a period of no less than 21 days).

All feedback will be collated, and a report summarising the community engagement outcomes will be presented to Council for a decision on the formal name for the public place (refer 4.11).

4.10.3   Stage 3 – advising stakeholders of the place name decision

Once Council has formally named the public place, advise the stakeholders of the outcome:

a)   place a public notice in the Government Gazette (refer 4.12)

b)   place a notice in a local newspaper (refer 4.12)

c)   place a notice and supporting information on our website (refer 4.12)

d)   social media notifications (district and regional parks and reserves only)

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e)   send a letter or email to key stakeholders e.g. Surveyor-General, emergency services etc. (refer 4.13)

f)   send emails to any residents or community groups that participated in Stage 1 or Stage 2 of the engagement (refer 4.13)

g)   send an email to members of the Key Internal Stakeholder Group and any other relevant employees (refer 4.13).

4.11 Place naming decision by Council

At the completion of community engagement, the feedback and engagement outcomes will be reported to Council with a recommendation for the preferred place name.

4.12 Public notification about the assignment of and/or change to place name

Council will give public notice when a place name has been assigned or changed. A notice will be published in the Government Gazette and in a newspaper circulating generally throughout the State (i.e. The Advertiser) or as required under the *Local Government Act 1999*.

Notices may also be placed in local newspapers (e.g. The Messenger).

Public notices will include the date that the new name takes effect.

The outcome will be published on our website.

4.13 Inform stakeholders of place name

Key stakeholders

Council will provide written notice (e.g. by email or letter) of Council's decision on a new place name or name change to key stakeholders, including:

- Registrar-General

- Surveyor-General (Geographic Names Unit)

- Valuer-General (see Section 219(3)(a) of the *Local Government Act 1999*)

- SA Police

- SA Ambulance Service

- SA Metropolitan Fire Service

- Country Fire Service

- Australia Post

- Telstra

- SA Water

- SA Power Networks (previously ETSA Utilities)

- Origin Energy

- the place naming applicant (where applicable).

Other stakeholders

Other stakeholders should also be informed of Council's decision on a new place name or name change as appropriate, including

- engagement participants

- owners of abutting properties

- the Key Internal Stakeholder Group.

4.14 Date of effect for new names or name changes

The effective date to assign or change a name will be determined by Council at the time of the place naming decision. The effective date will allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition. The date of effect will be determined after considering:

- the impact (if any) on surrounding property owners, residents, tenants and occupiers, in particular when changing an existing name

- the potential confusion for people using maps and street directories that effectively become out of date

- the time required to advise relevant parties/developers to update advertising references (given the desire of some developers to sell property 'off the plan')

- whether council will update the Register of Community Land (as required by section 207 of the Act).

4.15 Place name signage

Council will ensure that signage is installed as soon as practical following the date of effect of the approved place name in accordance with the relevant Australian Standards and our City Wide Signage Guidelines.

Generally a public place will have at least one sign installed at the location to reflect the formal name. Additional signs should be considered factoring the size of the public place and the number of access points. For parks, reserves and open spaces consult with the Open Space (Community Assets) team regarding the ideal location and number of signs.

Signage may be erected on the land during construction of a sub-division if the land title has been issued in the name of the council.

4.16 Use of correct place names

It is important to use the correct and appropriate place name in all instances i.e. letters to residents, maps, signs, and internal/corporate systems.

To ascertain and confirm the correct place name please contact the Spatial Information Services team in the first instance.

5   References

Place Naming Policy (CI Anywhere Document Set ID 2283891)

6   Appendices

Appendix 1 - Place Naming Checklist (refer CI Anywhere Document Set ID 4408724)

7   Document control

Author (to whom changes are to be recommended):			
Position	**Name**		
Team Leader Engagement & Grants	Dale Sutton		
Stakeholders (audience – engagement groups):			
Communities, Elected Members, Community Assets, Spatial Information Services, Libraries			
Reviewed by:			
Position	**Name**		**Date reviewed**
Team Leader Engagement & Grants	Dale Sutton		19/09/2018
Approved by (document owner):			
Position / Group	**Name**	**Approval date**	**Approval ECM number**
Manager Strategic Futures	Daniel Jellings	19/09/2018	ECM 3620409
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July 2018	Dale Sutton	V 4.0	Update based on Council resolution
July 2017	Dale Sutton	V 3.0	Update
July 2016	Dale Sutton	V 2.0	Update
unknown	Fiona Dallimore	V 1.0	Original

Related documents: (internal documents that need to be reviewed when this document is amended)	
Title of document	**Document number**
Place Naming Policy	ECM 2283891
Place Naming Checklist (Appendix 1 to this Procedure)	ECM 4408724

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