

Shire of Lake Grace

Ordinary Council Meeting



## NOTICE PAPER

### To the President and Councillors

In accordance with the provisions of Section 5.5 of the Local Government Act 1995, you are hereby notified that an Ordinary Meeting of Council has been convened:

**Date:** Wednesday 17 April 2019

**At:** Council Chambers  
1 Bishop Street, Lake Grace, WA

**Commencing:** 1.30 pm

To discuss the items of business in the agenda as set out on the following pages.

Denise Gobbart  
**Chief Executive Officer**

12 April 2019  
**Date**

Shire of Lake Grace

Ordinary Council Meeting

# Agenda

17 April 2019

Meeting Commencing at 1.30 pm

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## **SHIRE OF LAKE GRACE**

Agenda for the Ordinary Meeting of Council to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 17 April 2019.

### **1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS**

The Shire President opened the meeting at \_\_\_ pm.

### **2.0 DISCLAIMER READING**

A recording of the disclaimer is to be played aloud.

*No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.*

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**3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)****3.1 PRESENT**

Cr JF De Landgraft	Shire President
Cr SG Hunt	Deputy Shire President
Cr R Chappell	
Cr DS Clarke	
Cr RA Lloyd	
Cr AD Marshall	
Cr MG Stanton	
Cr P Stoffberg	

**In Attendance**

Ms B Knight	Deputy Chief Executive Officer
Ms V Crispe	Manager Infrastructure Services
Miss C Cavanagh	Executive Assistant

**Observers/Visitors****3.2 APOLOGIES**

Ms D Gobbart	Chief Executive Officer
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**3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Cr Spurr has been granted leave from Monday 1 April 2019 to Tuesday 30 April 2019 inclusive.

Cr Marshall has been granted leave from Monday 24 June 2019 to Friday 2 August 2019 inclusive.

Cr Clarke has been granted leave from Saturday 14 July 2019 to Thursday 1 August 2019 inclusive.

**4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5.0 PUBLIC QUESTION TIME****6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7.0 NOTATIONS OF INTEREST****7.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A**

Cr Chappell declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 120) with the nature of the interest being CBH Shareholder, storage, handling, freight and marketing of grain.

Cr Clarke declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 120) with the nature of the interest being CBH Shareholder, storage and handling of grain and purchase of lime.

Cr De Landgrafft declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 120) with the nature of the interest being CBH Shareholder, storage, sale and purchase of grain and fertiliser purchase.

Cr Lloyd declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 120) with the nature of the interest being CBH Shareholder and storage of grain.

Cr Marshall declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 120) with the nature of the interest being CBH Shareholder, storage and marketing of grain.

Cr Stanton declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 120) with the nature of the interest being minor shareholder, delivery of grain to CBH for storage, handling and marketing.

Cr Stoffberg declared a financial interest in item 14.2.3 Application For Development Approval – Minor Proposed Upgrades to CBH's Grain Handling & Storage Facility On Lot 11 (No.7059) Kulin-Lake Grace Road, Lake Grace (refer page 120) with the nature of the interest being catering for training.

**7.2 DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B****7.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C****8.0 APPLICATIONS FOR LEAVE OF ABSENCE**

## **9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

## **10.0 CONFIRMATION OF MINUTES**

### **10.1 ORDINARY MEETING – 20 MARCH 2019**

#### Recommendation

That the Minutes of the Ordinary Council Meeting held on 20 March 2019 be confirmed as a true and accurate record.

### **10.2 ANNUAL MEETING OF ELECTORS – 4 APRIL 2019**

#### Recommendation

That Council

1. receive the minutes of the Annual General Meeting of Electors held on 4 April 2019; and
2. note the decisions made therein pertaining to the receipt of the following reports:
  - Presidents Report – 30 June 2018;
  - Chief Executive Officer's Report – 30 June 2018;
  - Financial Statements – 30 June 2018; and,
  - Auditors Report – 30 June 2018.

Shire of Lake Grace

Annual General Meeting of Electors

# Minutes

4 April 2019





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Shire of Lake Grace – Annual General Meeting of Electors 4 April 2019

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**SHIRE OF LAKE GRACE**

Minutes of the Shire of Lake Grace Annual General Meeting of Electors held at Newdegate Recreation Centre, Waddell Road, Newdegate, WA on Thursday 4 April 2019.

**1.0 OPENING & ANNOUNCEMENT OF VISITORS**

The Shire President, Cr Jeanette De Landgrafft presiding, opened the meeting at 7:00pm

**1.1 PRESENT**

Cr JF De Landgrafft	Shire President
Cr SG Hunt	Deputy Shire President
Cr DS Clarke	
Cr RA Lloyd	
Cr AD Marshall	
Cr MG Stanton	
Cr P Stoffberg	

**In Attendance**

Ms Belinda Knight	Deputy Chief Executive Officer
Mr Vanessa Crispe	Manager Infrastructure Services

**1.2 APOLOGIES**

Ms D Gobbart	Chief Executive Officer
Cr R Chappell	
Cr MR Spurr	
Ms Alison Spencer	

**2.0 MINUTES OF PREVIOUS MEETING****Resolution****RESOLUTION 011**

Moved Cr Marshall  
Seconded Cr Stoffberg

That the Minutes of the 2016/2017 Annual Electors Meeting held on 7 February 2018 be confirmed as a true and accurate record.

**CARRIED UNANIMOUSLY**



**3.0 2017/2018 ANNUAL REPORT – PRESIDENTS REPORT**

Shire President, Cr Jeanette De Landgraft presented the President's Report.

Resolution

**RESOLUTION 012**

Moved Cr Lloyd  
Seconded Cr Stanton

That the President's Report, for the year ended 30 June 2018 as presented, be received.

**CARRIED UNANIMOUSLY**

**4.0 2017/2018 ANNUAL REPORT – CHIEF EXECUTIVE OFFICER'S REPORT**

Deputy Chief Executive Officer, Ms Belinda Knight presented the Chief Executive Officer's Report.

Resolution

**RESOLUTION 013**

Moved Cr Hunt  
Seconded Cr Stanton

That the Chief Executive Officer's Report, for the year ended 30 June 2018 as presented, be received.

**CARRIED UNANIMOUSLY**

**5.0 2017/2018 ANNUAL REPORT – FINANCIAL STATEMENTS**

Resolution

**RESOLUTION 014**

Moved Cr Hunt  
Seconded Cr Stanton

That the Shire of Lake Grace Annual Financial Statements for the year ended 30 June 2018, as presented, be received.

**CARRIED UNANIMOUSLY**

**6.0 2017/2018 ANNUAL REPORT – AUDITOR’S REPORT**

Resolution

**RESOLUTION 015**

Moved Cr Marshall  
Seconded Cr Stanton

That the Shire of Lake Grace Auditor’s Report, for the year ended 30 June 2018, be adopted.

**CARRIED UNANIMOUSLY**

**7.0 OTHER INFORMATION AND QUESTION TIME**

Nil

**8.0 GENERAL BUSINESS**

Nil

**9.0 CLOSURE**

There being no further business, the Shire President closed the meeting at 7:13pm

**10.0 CERTIFICATION**

I Jeanette Frances De Landgraft certify that the minutes of the meeting held on the  
4 April 2019 as shown were confirmed as a true record at the meeting held on the

\_\_\_\_\_.

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date

**11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUCIL**

**13.0 REPORTS OF COMMITTEES**

**13.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE**

Recommendation

That Council receives the Minutes of the Lake Grace Library Resource and Community Resource Centre Management Committee Meeting held on 12 March 2019.

Shire of Lake Grace

Lake Grace Library Resource &  
Community Resource Centre  
Management Committee

# Minutes

12 MARCH 2019



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Shire of Lake Grace Lake Grace Library Resource and Community  
Resource Centre Management Committee Meeting Minutes 12 March 2019

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### **SHIRE OF LAKE GRACE**

Minutes for the Lake Grace Community Library Resource and Community Resource Centre Management Committee Meeting held at the Lake Grace Community Library, Lake Grace, WA on Tuesday 12 March 2019.

#### **1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson opened the meeting at 11:04am.

#### **2.0 RECORD OF ATTENDANCE/APOLOGIES LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

##### **2.1 PRESENT**

Mary Naisbitt	Chairperson
Cathy Willis	Principal, Lake Grace District High School
Michelle Lay	School Administrator, Lake Grace District High School
Suzanne Reeves	Lake Grace Community Resource Centre Manager
Ollie Farrelly	Community Representative
Cr Debrah Clarke	Lake Grace Shire Council Representative
Lee Trevenen	Shire Administration Co-ordinator
Lois Dickins	Library Co-ordinator

##### **Observers/Visitors**

Nil

#### **2.2 APOLOGIES**

Belinda Knight	Lake Grace Shire Deputy CEO
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#### **2.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Nil

#### **3.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

Shire of Lake Grace Lake Grace Library Resource and Community  
Resource Centre Management Committee Meeting Minutes 12 March 2019

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#### **4.0 CONFIRMATION OF MINUTES**

#### **4.1 LAKE GRACE LIBRARY RESOURCE AND COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE – 13 NOVEMBER 2018**

##### Recommendation/Resolution

##### **RESOLUTION 201901**

Moved: O Farrelly  
Seconded: D Clarke

That the minutes of the Lake Grace Community Library Resource & Community Resource Centre Management Committee Meeting held on the 13 November 2018 be confirmed as a true and accurate record.

**CARRIED 6/0**

#### **4.2 BUSINESS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

#### **5.0 DECLARATIONS OF INTEREST**

Nil

#### **6.0 NOTICES OF URGENT BUSINESS**

Nil

#### **7.0 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED**

Nil

#### **8.0 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil



Shire of Lake Grace Lake Grace Library Resource and Community  
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## 9.0 MEMBERS REPORTS

### 9.1 LIBRARY REPORT

Our book exchange and accessioning are all up to date. VDX requests are happening, but just. Book Club is still going steady. Issue 1, 2019 has had good sales.

LEGO club are using the library again this year. 10 to 20 children come every Tuesday after school. Amanda Trevenen does tutoring every Monday and Wednesday afternoon.

The Library Officers job has been advertised. The successful applicant will start next term.

Late last year, the Shire held a kite making and flying day. Photos and kites were given to Lydia and I to display in the library. The display brightened up our corner and created lots of interest. We are now looking forward to the second lot for display.

Year 10 student Kenny Perham has started Work Placement in the library with Lydia on Thursday afternoons. Kenny seems keen to learn the workings of the library.

On Thursday afternoons, Lydia puts all chairs up onto the tables to help the cleaner out with vacuuming.

Statistics since the last meeting:

November 2018	Issues & Renewals 685	Borrower Visits	374
December 2018	Issues & Renewals 177	" "	153
January 2019	Issues & Renewals 238	" "	56
February 2019	Issues & Renewals 628	" "	339

#### Recommendation/Resolution

#### RESOLUTION 201902

Moved: L Dickins

Seconded: D Clarke

That the report and statistics of the Lake Grace Community Library be confirmed.

**CARRIED 6/0**

**9.2 CRC REPORT**

After the mayhem of pre-Christmas it was nice to have a small reprieve over January to catch up with some of the backlog. It has been incredibly busy since we put out our first paper with a number of workshops and catch up meetings for various groups that we are involved with. The Late Night Shopping went well and once again the weather was kind to us; this event wouldn't be possible without the effort that is put in by a number of local groups and individuals. We are looking at some funding for some entertainment for the event this year.

We have introduced a more thorough annual plan in place for the Lakes Link and it is working quite well. We have introduced some new articles, which is a good balance as we have been inundated with advertising. The volume of advertising although great financially has made it tricky with placement. 2019 is the first year we have fully introduced an email version of the Lakes Link; a few of our paper subscribers have moved to the online version but the main ones subscribing to online are those who have never subscribed before. Most are ex residents and are thrilled to be able to get the paper at a more affordable cost.

Workshops we have held have been Rural Minds in Varley and Lake Grace, Forklift and an AdvoCare information session. Coming up we have an ASIST workshop and Peter Lyndon James Tough Love seminar. The crochet/knitting group for Wheelchairs for Kids will restart on the first Friday in April, we will also hold another forklift in June.

LDAG will be holding a parent information session in April, part of this will also be an opportunity to find out what kind of information parents are wanting. LDAG do have access to funding for communities and families but it is ideas that we need.

Roadwise will be having the Driver Reviver out again for Easter, we are moving forward on our localized safety campaign with the local police happy to match up with us in having strategic campaigns.

The community bus has been heavily booked for the last month and following a committee meeting last week the price will be going up from 85c/km to \$1/km. The booking and hire process seems to be working quite well and we will be advertising for someone willing to clean the bus for a fee on

ANZAC Day is approaching and the CRC has funding to cover some of the costs for this, we are yet to have a meeting with our RSL group.

Recommendation/Resolution

**RESOLUTION 201903**

Moved: S Reeves

Seconded: O Farrelly

That the report of the Lake Grace CRC be confirmed.

**CARRIED 6/0**

Shire of Lake Grace Lake Grace Library Resource and Community  
Resource Centre Management Committee Meeting Minutes 12 March 2019

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### 9.3 CRC SEMINAR ROOM FINANCIAL REPORT

13/11/2018 - 12/03/2019

#### Seminar Room Hire Account Reconciliation:

Balance of Seminar Room Account 13/11/2018		\$1,485.59
30/11/18 Bank Interest	\$0.12	\$1,485.71
12/12/18 Venue Hire (Nov)	\$143.93	\$1,629.64
31/12/18 Bank Interest (No venue hire for Dec)	\$0.13	\$1,629.77
31/01/19 Bank Interest (No venue hire for Jan)	\$0.13	\$1,629.90
28/02/19 Interest	\$0.12	\$1,630.02
6/03/19 Venue Hire (Feb)	\$81.82	<u>\$1,711.84</u>

#### Seminar Room Bank Account Statement Reconciliation:

Balance of Feb 28th Bank Statement		\$1,630.02
Less Unpresented payments	\$81.82	\$1,711.84
Plus Unrecorded deposits	\$0	<u>\$1,711.84</u>

#### Recommendation/Resolution

#### RESOLUTION 201904

Moved: S Reeves

Seconded: D Clarke

That the financial report of the Lake Grace Community Resource Centre be confirmed.

**CARRIED 6/0**

**10.0 MATTERS FOR DISCUSSION****10.1 CLEANERS STORE ROOM DOOR**

Michelle has organised for the store room door to be rehung so it swings outward.

**10.2 PAYMENT OF WAGES**

The school has previously been paid quarterly in advance for wages and asked why this has changed. Lee will take this back to the Shire CEO and also look at the agreement.

**10.3 CLEANING**

The CRC/Library cleaner has 1.25 hours a week to clean the foyer, kitchen and toilets. As this is not long enough to do a good job all the time, Suzanne has indicated that the CRC staff would clean the front door and the Library staff would clean the back door and empty library bins. All staff would be responsible for the cleaning of the kitchen.

**10.4 BUILDING MAINTENANCE**

The building needs maintenance done, especially outside. Cathy explained that the Education Department maintenance budget is very low for the whole state. Cathy will take the matter to the Lake Grace P & C to get them to write letters to the politicians.

**11.0 OTHER BUSINESS****11.1 SHIRE/EDUCATION DEPARTMENT 50/50 MAINTENANCE COSTS**

Michelle is going to send an invoice of \$794.00 to the Shire for half of the 2018 building maintenance costs.

**11.2 SHIRE BUDGET**

Lee will send a budget request form to Michelle so the school can submit a request for Library wages and building maintenance costs.

Shire of Lake Grace Lake Grace Library Resource and Community  
Resource Centre Management Committee Meeting Minutes 12 March 2019

10

**12.0 DATE OF NEXT MEETING**

**12.1 28 MAY 2019 COMMITTEE MEETING**

The next Lake Grace Library Resource and Community Resource Centre Management Committee Meeting is scheduled to take place on Tuesday 28 May 2019, commencing at 11.00 am at the Lake Grace Community Library, School Place, Lake Grace.

**13.0 CLOSURE**

There being no further business, the Chairperson closed the meeting at 11:47am.

**14.0 CERTIFICATION**

I \_\_\_\_\_ certify that the minutes of the meeting held on the 12 March 2019 as shown were confirmed as a true record at the meeting held on 28 May 2019.

\_\_\_\_\_  
Presiding Member

\_\_\_\_\_  
Date

## 14.0 REPORTS OF OFFICERS

### 14.1 INFRASTRUCTURE SERVICES

#### 14.1.1 AUTHORISATION TO PAY BUSHBY ACCOUNT RAISED FROM THE PRIOR YEAR

**Applicant:** Internal Report  
**File No.** 0482  
**Attachments:** Nil  
**Author:** Mr Jason Lip  
  
**Disclosure of Interest:** Nil  
**Date of Report:** 02 April 2019  
**Senior Officer:** Ms Vanessa Crispe

  
 Technical Officer

  
 Manager Infrastructure Services

#### Summary

That Council authorise the payment of an invoice for materials procured for a road construction project completed in the last financial year 2017/18.

#### Background

During the 2017/18 financial year, work was started and completed on the North Lake Grace-Karlgarin Road's 'S bends', which were a sequence of narrow curves a few kilometres east from the intersection with the Lake Grace-Kulin Road (also known as Gorge Rock Road).

During planning, the Shire had to find a source of gravel near the worksite, as there was no suitable gravel that could be utilised from the road reserves. From this, the Shire made inquiries with landowners nearby seeking permission to push up and take gravel from their privately held land.

One such landowner is Mr. Bushby. The Shire had taken gravel out of his pits in order to progress with works on the 'S bends', and whom recently sent in the invoice for the purchase of gravel.

#### Comment

The Shire is unable to pay Mr. Bushby's invoice for 4,000 m<sup>3</sup> of loose gravel (at a rate of \$1.25/m<sup>3</sup> exc. GST) as Job 1213035 – "North Lake Grace-Karlgarin Rd" has no funds budgeted since it is considered completed and closed as of the end of the last financial year 2017/18.

The "Road Making Materials Agreement" document for this procurement is unable to be located, but the \$1.25/m<sup>3</sup> rate is consistent with agreement documents the Shire does possess from other landowners.

The Shire notes that there is already a "RP Bushby" creditor in the SynergySoft system and that the Shire has previously paid for gravel from this landowner.

#### Legal Implications

*Local Government Act 1995*

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.\*Absolute majority required.
- (1a) In subsection (1) —  
**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

### Policy Implications

#### Shire of Lake Grace Policy – 5.5 Road Making Materials

Objective: To ensure that materials are obtained at the lowest cost to the Shire together with proper written evidence of Council's obligations.

- Guidelines:
- 1) To document agreements with landholders for the supply of road making materials.
  - 2) To outline any conditions relating to the taking of road making materials.
  - 3) Property owner not required to obtain Extractive Industries licence as it is the Shire that is operating the pit.
  - 4) To specify compensation payable.
  - 5) To prescribe rehabilitation requirements.
  - 6) To prevent disputes arising from removal of road making materials.

### Consultation

Internal: Vanessa Crispe, Manager Infrastructure Services  
Denise Gobbart, Chief Executive Officer

### Financial Implications

An unbudgeted expenditure of \$5,000 exclusive of GST under the Job 1213035 – “North Lake Grace-Karlgarin Road”

### Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective – A prosperous agricultural based economy supporting diversification of industry

- Outcome 1.1 An innovative, productive agriculture industry
- 1.1.1 Enhance and maintain transport network

Recommendation

For Council to:

1. Authorise the unbudgeted expenditure of \$5,500 including GST to pay the outstanding invoice from Mr. RP Bushby; and
2. Allocate the unbudgeted expenditure for the aforementioned invoice to Job 1213035 – “North Lake Grace-Karlgarin Road”.

Voting Requirements

Absolute Majority of Council required.



**14.1.2 APPROVAL OF UNBUDGETED EXPENDITURE – REFURBISH 10B GUMTREE DRIVE, LAKE GRACE**

**Applicant:** Internal Report  
**File No.** 0810  
**Attachments:** Nil  
**Author:** Mr Jason Lip  
  
**Disclosure of Interest:** Nil  
**Date of Report:** 03 April 2019  
**Senior Officer:** Ms Vanessa Crispe

  
 Technical Officer

  
 Manager Infrastructure Services

Summary

That Council approves the additional funding to the amount of \$21,505 to carry out refurbishment works on 10B Gumtree Drive.

Background

The duplex unit became vacant on the 31 May 2018, the standard housing inspection was carried at the time of the vacation and subsequently further inspections have been carried out determining what works are to be undertaken to return the duplex unit to a suitable liveable home. As it is an old house it will require a considerable work to refurbish the interior to modern living standards.

Comment

10B Gumtree Drive is not in a habitable state and requires refurbishment to modern living standards. At the recent IPAM Advisory Group meeting held on Wednesday 03 April 2019, members inspected 10B Gumtree Drive with the following areas agreed requiring urgent attention.

An estimation of funds required to have the following works completed have been extracted from the previous recent refurbishment works at 6 Banksia Place.

<b>Cost Item</b>	<b>Cost</b>
Kitchen refurbishment – new cupboards, gas oven/stove, splashbacks, sink	\$7,900
Bathroom refurbishment – new vanity, shower screen, taps and showerheads, all tiling	\$7,400
Back patio – new shade structure	\$2,750
Replace roller blinds not in insurance claim	\$1,500
<i>Total</i>	<i>\$19,550</i>
<i>GST</i>	<i>\$1,955</i>
<i>Grand Total</i>	<i>\$21,505</i>

The current 2018/2019 budget allocation for this building's capital job of \$10,000 has been allocated to the internal painting and the replacement of the air conditioning system.

The following Insurance claims that have been approved:

- Replacement of 2 doors interior - Complete
- Repairs to the flyscreens - Complete

- Broken window with new glass - Complete
- Exterior lattice on back veranda - Complete
- Trend TX2.5mm vinyl laid in the Kitchen - Outstanding
- New carpet and new underlay in the 2 bedrooms, hallway and living area - Outstanding
- New roller blinds - Outstanding

The new air-conditioner has been installed with the internal painting undertaken as of Tuesday 2 March 2019 as part of the 2018/2019 budget allocation. On inspection the morning of Tuesday 2 March 2019 it was discovered that the brick face walls had been painted after instructions were clearly given and included on the purchase order that this process was not to be undertaken. Due to the bricks being very porous the paint that had been applied would be impossible to remove. After inspection and with no option to remedy the current issue it was decided to continue and paint the remainder of the brick face walls.

As part of recruitment and retention for some staff a Shire-owned house is offered for the duration of their tenure. Recruitment tends to be a lengthy process and the Shire is unable to start the recruitment process (advertisement of the position) until there are houses available.

The Shire would like the funds approved to carry out the works as soon as possible rather than wait until the adoption of the 2019/2020 budget to minimise the current recruitment issues.

#### Legal Implications

##### *Local Government Act 1995*

##### 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\*Absolute majority required.

- (1a) In subsection (1) —  
**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
  - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

#### Policy Implications

Nil

#### Consultation

Internal: Vanessa Crispe, Manager Infrastructure Services  
 Denise Gobbart, Chief Executive Officer  
 Shire of Lake Grace IPAM Advisory Group

### Financial Implications

A cost of approximately \$21,505 would be incurred should Council agree for these works to go ahead. Expenditure would be allocated to Job 9197134 – “10B Gumtree Dr Capital” current budgeted amount of \$10,000. The funds will be offset by savings within various building maintenance accounts.

### Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Economic Objective – A prosperous agricultural based economy supporting diversification of industry

Outcome 1.1 An innovative, productive agriculture industry

- 1.1.1 Enhance and maintain transport network

Environment Objective – Protect and enhance our natural and build environment

Outcome 3.1 A well maintained attractive built environment servicing the needs of the community

- 3.1.1 Maintain, rationalise, improve or renew buildings and community infrastructure

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.2 An efficient and effective organisation

- 4.2.2 Comply with statutory and legislative requirements
- 4.2.3 Provide a positive and safe workplace

### Recommendation

For Council to authorise an additional \$21,505 for further refurbishment works for 10B Gumtree Drive, increase the budget for Job 9197134 from \$10,000 to \$31,505.

### Voting Requirements

Absolute Majority of Council required

**14.1.3 APPROVAL TO COMMENCE ROAD NAME CHANGE PROCESS – HILTON ROAD TO STREVETT ROAD**

**Applicant:** Mr Kingsley Harry Strevett  
**File No.** 0357  
**Attachments:**

1. Letter from Kingsley Strevett and map
2. General Naming Policy
3. Road Naming Policy
4. Naming Procedure

**Author:** Mr Jason Lip

**Disclosure of Interest:** Nil  
**Date of Report:** 4 April 2019  
**Senior Officer:** Ms Vanessa Crispe

  
 Technical Officer

  
 Manager Infrastructure Services

### Summary

For Council to approve the Shire in commencing the process to change the name of Strevett Road to Walsh Road and Hilton Road to Strevett Road.

### Background

Currently the Strevett family resides on farming land on the east side of Hilton Road. The applicant Mr Kingsley Strevett, in a letter addressed to the Shire President, detailed his request to change the road that accesses his farms from Hilton Road to Strevett Road.

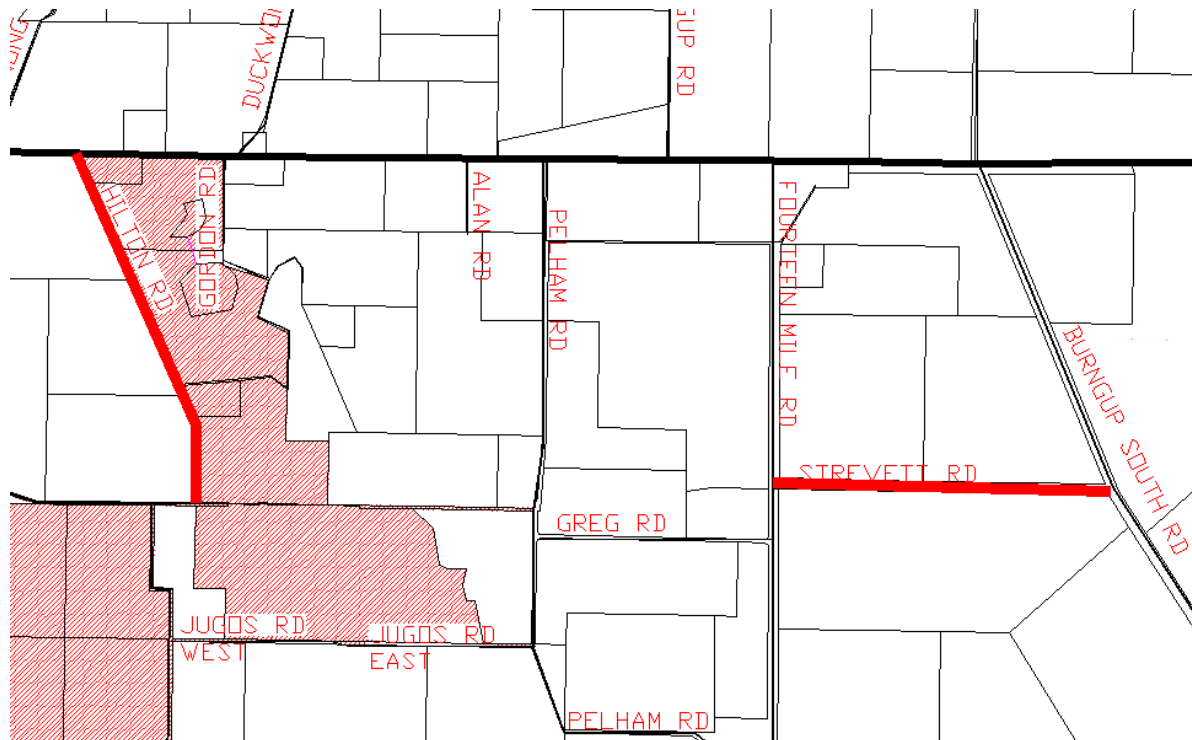
Mr Strevett's intention with this request is to minimise or eliminate confusion in regards to receiving visitors, tradesman, packages and freight deliveries to his properties, as there is a road named Strevett Road roughly 12 kilometres to the east of Hilton Road. People who try to visit Mr Strevett's properties are confused when they find that there are no Strevett's living on Strevett Road.

For Hilton Road is to have its name changed to Strevett Road, Mr Strevett also proposed that Strevett Road is it is currently known be changed to Walsh Road. The Walsh name is proposed to be named after Barry Walsh who used to own land there and was a former Shire President from May 1976 to May 1983.

In his letter, Mr Strevett indicates that he and his son wish to farm these lands for many years in to the future.

### Comment

All land directly abutting Hilton Road from the east side is owned by Mr Strevett. Hilton Road is not directly accessible from Strevett Road; to get from one road to the other one would require double-backing on to Fourteen Mile Road and the Lake Grace-Newdegate Road (Jugos Road East cannot handle any heavy traffic).



*Mr Strevett's land coloured in red and relevant roads highlighted*

If this request is approved by Council, the administration would submit the proposed road name change to Geographic Names Committee. They will perform a check as to whether the names meet their policy requirements (on top of our checking against their policy). This would include both the new Strevett Road and Walsh Road as replacement names. This is an informal process that simply checks the suitability of the road name, and is not an approval to have the road name changed.

Duplicate names are not allowed within the same locality, so the Hilton Road name change will not be approved unless the current Strevett Road name change is approved.

After their preliminary endorsement, it will be left to the Shire to develop a strategy to retrieve evidence of community support for the road name change. This will include landowners accessed by both Hilton Road and the current Strevett Road, in the form of a letter.

Under the *Policies and Standards for Geographical Naming in WA Version 01:2017*, consent for a road name change is considered achieved if the total number of responses plus the total number of non-responses (tacit consent) of all directly impacted population (landowners who are accessed by these roads) is greater than 50%. The Shire may also advertise through its publication channels (Facebook, local newsletter, Shire website, etc.) of their intention to change the names of the two roads and to invite complaints or consent from the wider community (all residents and businesses within the shire).

A follow-up Agenda Item will be submitted to Council once evidence of consent is received and the relevancy and actions taken for all complaints is compiled. If Council agrees to the submission after reviewing all the evidence gathered, the documents and evidence will be forwarded to the Geographic Names Committee for final approval with the Minister for Lands.

Lastly, if both road name changes are approved, the Shire will need to broadcast that decision through the aforementioned publication channels and go through the process of updating its internal maps, mapping systems and road name signage.

### Legal Implications

#### *Land Administration Act 1997*

26. *Land districts and townships, constitution etc. of*
- (2) *Subject to section 26A, the Minister may by order –*
- (a) *constitute land districts and townships; and*
  - (b) *define and redefine the boundaries of, name, rename, and cancel the names of, and, subject to this section, abolish land districts and townships; and*
  - (c) *name, rename and cancel the name of any topological feature, road or reserve.*
- (3) *An order made under subsection (2) may include such matters enabled to be effected under and order made under another provision of this Act as the Minister thinks fit.*
- 26A. *New subdivisions, names of roads and areas in*
- (4) *The Minister may –*
- (a) *approve the proposed name; or*
  - (b) *direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or*
  - (c) *refuse to approve the proposed name.*
- (5) *A person must not –*
- (a) *assign a name to the area or road unless the name is first approved by the Minister;*
  - (b) *alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.*

### Policy Implications

Nil

### Consultation

Internal: Vanessa Crispe, Manager Infrastructure Services

### Financial Implications

There are numerous incidental fees and costs that may have to be paid. Many charges are for informing the community of the intention to undergo the road name change, such as paying for advertising space in the community newsletter, and postage fees for formal letters to the landowners accessed by those two roads (Strevett Road and Hilton Road).

If the name changes are approved, costs will be incurred associated with purchasing new road signs for Walsh Road, and it is assumed the current Strevett Road signs can be shifted from their current location to the new location. In total there would be two new road signs plus labour and plant costs of roughly 4 hours for installation totalling an approximate cost of \$750. These costs would be allocated to Job 122508 – “Rural Roads Signs & Guideposts”.

If the Geographic Names Committee does not approve of the road name change because they consider it non-essential or frivolous there will be a service charge for the application. The Geographic Names Division of Landgate have been contacted, at the time of contact the staff directly involved with this process were unavailable to provide the total amount that would be charged only an estimate of \$200.00 per road name change.

### Strategic Implications

#### Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.1 A strategically focused, unified Council functioning efficiently

- 4.1.1 Provide informed leadership on behalf of the Community

Outcome 4.2 An efficient and effective organisation

- 4.2.2 Comply with statutory and legislative requirements
- 4.2.3 Provide a positive and safe workplace

### Recommendation

That Council, requests the Chief Executive Officer commence the Naming Submission Process as detailed in the Policies and Standards for Geographical Naming in WA, to consider the following proposed road name changes:

1. Strevett Road to Walsh Road; and
2. Hilton Road to Strevett Road.

### Voting Requirements

Simple majority required.

Item 14.1.3

Attachment 1

25th September 2018

Cr. Jeanette de Landgraft  
President  
Lake Grace Shire  
Box 50  
Lake Grace WA 6353

Shire of Lake Grace	
File No:	0023
25 SEP 2018	
Xref:	
Records #:	133982
Officer:	CEO

Dear Jeanette

Re: Hilton Road – Name Change

I would be most grateful if the Lake Grace Shire Council would consider the following proposal-

Change the name of Hilton Road (9 kilometres east of Lake Grace) to Strevett Road.

The Home farm was cleared by my Grandfather early 1900's and we purchased Hilton Willcocks farm in early 1970's. All this land runs along the east side of Hilton Road which owned by Strevett family.

My self and son farm this land and hope to keep farming for many years to come.

There is a Strevett road about 15 kilometres away which causes confusion with salesman, truckies and visitors etc., thinking they are in the vicinity of our farm.

I have given this a lot of thought and if the Shire considers my proposal a suggestion is where Strevett road is now could be changed to Walsh Road after Barry Walsh who owned land there and was a Shire Councillor and President in Lake Grace.

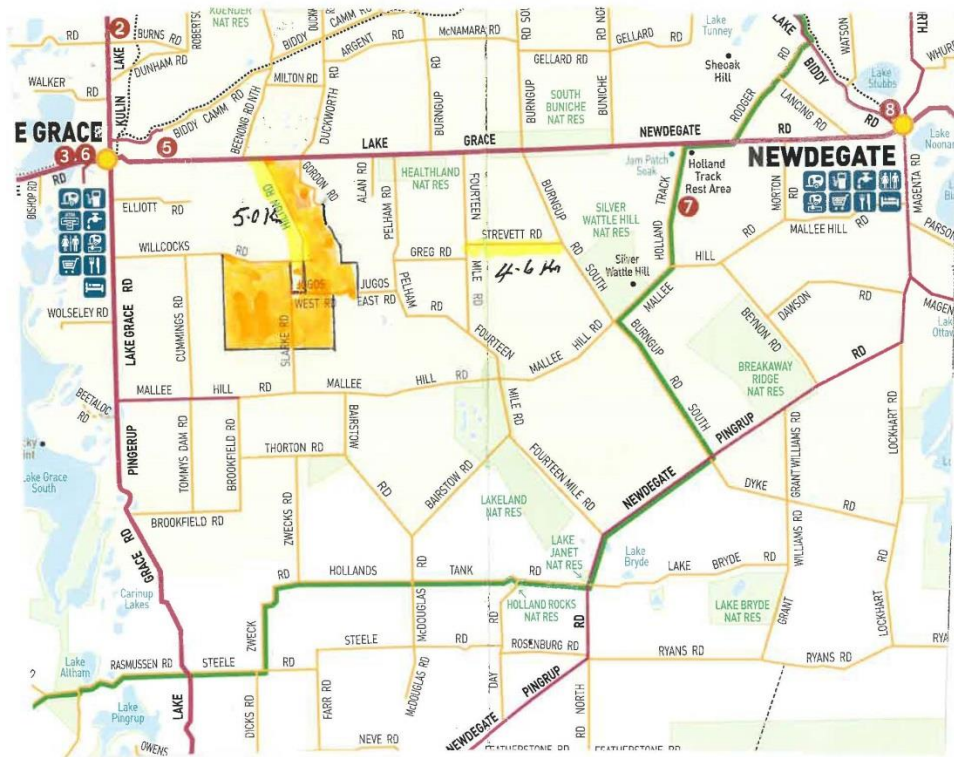
Hope this meets with your approval.

Yours sincerely



Kingsley Strevett





The Minister appoints the Geographic Names Committee (GNC) to provide expert advice on submissions considered to be controversial, of state significance or those seeking special consideration due to their non-compliance with the naming policies. Further information on the role of the Minister, Landgate and the GNC can be found in Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee.

## Western Australian Gazetteer

Landgate is responsible for maintaining the State's Gazetteer and nomenclature database which is known as GEONOMA. This information system contains official, recorded, historical and administrative names and geographical coordinates of places, localities, features, points of interest, public and private roads for all of Western Australia and its territories. Information (attributes) considered to be essential to these names such as the official spelling of the name, feature type, classification, derivation, map number, coordinates and if known, any alternative and historical names is also recorded.

GEONOMA is recognised by the Western Australian government as the primary source of truth and the official register for all approved names for topographic features, administrative boundaries and roads, including their positions and extents. Names added to or amended within GEONOMA are automatically propagated to features in other linked government systems.

### Use of official names

Names that have been formally approved by the executive officer, chairman of the GNC or the Minister are deemed to be 'official' or 'approved' names. Such names are recorded within the State Gazetteer as approved and these names must be used for all official maps and spatial data products within Western Australia.

### Gazetteer of Australia

The Gazetteer of Australia is a composite database which contains recorded geographical names within Australia. This database is maintained in cooperation with ICSM and the Permanent Committee on Place Names (PCPN). The information within this gazetteer is provided by the jurisdictions. The copyright for the information resides with the relevant state, territory or Australian jurisdiction that remains the official custodians of this information. Further information about the Australian Gazetteer can be obtained from Geoscience Australia

## Policies

### 1.1 Purpose of the geographic naming policies

The following policies must be used in conjunction with the relevant policies outlined in the other relevant sections of this document. They have been established to ensure that no confusion, errors or discrimination may be caused by the naming, renaming or boundary change process.

### **1.1.1 Retrospective application of policies**

These policies are not intended to be applied retrospectively except in those instances where the application of these are considered to be in the public's best interest for the provision of essential and emergency service responders.

They do, however, set new, and reinforce existing, policies and standards for geographic naming in Western Australia. The intent of this document is to ensure that past issues and problems resulting from little or no regulation of the naming process are not repeated.

### **1.1.2 In the public interest and safety**

Any new, or change to existing, names for topographic features, administrative boundaries or roads shall not risk public and operational safety, interfere with emergency service responders, or cause confusion for transport, utility, communication and mail services. Any submissions to change existing names will only be considered when the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

### **1.1.3 Names on private land**

Any topographic feature, locality or administrative boundary within a private property, retirement village, mining town or any other non-public area shall be named in accordance with these policies and standards.

It is recommended that all roads on private land are named in accordance with these policies however those that are used for addressing or accessing services must adhere to these policies for reasons of public safety.

### **1.1.4 Unnecessary name changes**

Any change to an existing approved name is discouraged. As all official names are meant to be enduring, any proposals to change the name of a feature, administrative boundary or road must include evidence of a compelling reason for such a change, for example the proposal is deemed to be in the public interest for safety reasons.

The changing of a name merely to correct or re-establish historical usage shall not be considered in itself a reason to change a name.

Evidence of community consultation and feedback from all relevant agencies and jurisdictions must be included with the submission. All such requests will be required to be presented to Landgate for consideration.

If Landgate determines that the name change is unnecessary or non-essential, yet there is enough community support for the change and it is compliant with the relevant naming policies and standards, it may be approved but it shall incur a service charge.

## **1.2 Language and spelling**

### **1.2.1 Australian English**

Names in Western Australia shall only be adopted in a single language form, although it is acknowledged that other forms may be pre-existing and in use. All new submissions will require a single language form only and shall only be written in standard Australian English\*.

A name derived from languages other than Australian English should be written according to the considered opinion of linguistic specialists and be acceptable to the appropriate language communities concerned.

### **1.2.2 Recognition and use of Aboriginal names**

The use of Aboriginal names and words for naming features, administrative boundaries and roads are a way of recognising the different enduring cultural and language groups. Names originating from an Australian Aboriginal language local to the area of the topographical feature, locality or road, must be written in a standard recognised format and their use is subject to agreement from the relevant Aboriginal communities

Named features may remain in their traditional language without translation of the generic descriptor. A descriptive term may be added to indicate the true nature of the feature.

#### **Dual naming**

In Western Australia, the use of dual naming is supported as a means of giving concurrent and shared recognition of two cultures. Dual names shall always consist of two distinct name parts; usually one part of Australian English and the other of Aboriginal Australian language origin. Dual names may not be applied to most administrative boundaries, infrastructure or constructed features such as roads, bridges or communication towers. They may be applied to natural topographic features, bounded areas such as state forests, national parks and crown land reserves.

Further information regarding the use of Aboriginal languages and the dual naming policy can be found in Section 7: Appropriate use of Aboriginal and dual naming.

#### **Consultation**

Consultation with the relevant Aboriginal communities should be undertaken prior to any public consultation on the proposed name(s). In instances when there is more than one relevant Aboriginal group, consultation with all parties must be undertaken. Further information regarding an Aboriginal consultation process is included in Section 7: Appropriate use of Aboriginal and dual naming.

### **1.2.3 Pronunciation and use**

Names should be easy to pronounce, spell and write. They shall not exceed more than three (3) words including the generic for a topographical feature; two (2) words including the road type for roads; and one (1) word for localities. Names used for roads and localities should be short.

An exception to this policy is in the use of Aboriginal words. It is accepted that whilst the traditional names may appear to be complex at first, they will over time become familiar and easier to use within the community.

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\* (Australian English is a variety of the English language and was recognised as being different from British English by 1820.)



#### **1.2.4 Spelling of geographic names**

Spelling of names should conform to Australian English where possible. When determining the spelling of names, it is recognised that spelling rules that apply to other words in the English language may not apply. Although these standard spellings generally conform to rules of Australian English, they may reflect historical spellings or forms commonly used, or preferred, by the community and may therefore include what appear to be grammatically incorrect, misspelled, improperly combined, or clipped words.

#### **1.2.5 Uniformity of spelling**

Names of the same origin applying to various service facilities in a community shall conform in spelling with the official name of the community. Associated features with the same specific shall also agree in form and spelling.

Associated names, such as Balgowlah and Balgowlah Heights, or names deriving from the same source such as McLaren Flat and McLaren Vale, should have the same spelling, rather than for example Girraween and Girrawheen.

#### **1.2.6 Discriminatory, derogatory and inappropriate names**

Discriminatory or derogatory names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious, or other groups. It is recognised that the perception of discriminatory or derogatory may vary through time and from place to place. In response to requests from the public, and on a case by case basis, Landgate will investigate the appropriate status of any existing names deemed to be discriminatory or derogatory.

All new names submitted for official use shall be recognisable words or acceptable combinations of words which must be euphonious, in good taste and are found in present-day local usage. Exceptions to this occur when a name is shown to be offensive or derogatory to a particular group, gender or religion. In such instances, Landgate will not approve the use of these names for official purposes.

Names that are composed from unnatural or inappropriate combinations of words, including combinations of words of different languages and fusions of forename and surname elements shall not be accepted.

Any request to change a currently used name on the grounds that the name is derogatory or patently offensive shall be forwarded to Landgate in the form of an official application and must include the reasons why the present name should not remain in use.

In considering a change proposal, careful consideration will be given to all relevant factors, including the extent and distribution of usage, historical context, user perceptions and intent, and lexical meanings.

### **1.2.7 Names in general use**

Preference shall be given to the names with extensive usage on official maps, to names in government records and names which have been proven to be of direct historical and/or local significance. Where long-established forms on maps and in records conflict with extensive, preferred local usage, the matter shall be referred to Landgate for resolution.

Names which have geographical significance or are names of early explorers, discoverers, settlers, naturalists, surveyors etc are generally acceptable. They will be deemed appropriate where they are relevant to the history of Western Australia, its discovery by Europeans and the location in which they are to be applied.

The changing of long established place names shall not be accepted. Consideration may be given where it is necessary to avoid ambiguity or duplication.

### **1.2.8 Alternate or alternative names**

An alternate or alternative name is any current or historical name or spelling for a topographic name other than its official name.

The use of such names shall not be allowed for official purposes and will be resolved by establishing one official name as outlined in these policies.

### **1.2.9 Dissemination of sensitive or secured names**

There may be some instances where the details and location of a topographical feature name may need to be held back from appearing in the public domain. In these instances, Landgate will decide if it is in the state's interest to have the details of such names suppressed from public access. Examples of such instances may include the location of Aboriginal heritage sites where there may be state or national security implications or where Landgate has identified other reasons such as public safety concerns.

These names and their locations will still be registered within the State's Gazetteer, but they will be assigned the name type of 'sensitive/secured' name and will only be released to individuals, agencies or groups who make a written formal request to Landgate justifying access to such information.

## **1.3 Characteristics of geographic names**

Geographic names (toponyms) originated in, and continue to be, influenced by spoken language; therefore, consideration must be given to this when adopting them into a written form. Often emphasis is placed on the written forms of names, including matters of spelling, capitalisation, word form, and writing marks, when these may have very little to do with the way names are to be spoken.

### **1.3.1 Specifics and generics**

A geographical name usually includes both a specific (also known as a proper name) and a generic (an entire group or class) element. For example, Cannington (Canning – town), Israelite Bay or Lake Argyle. The generic part tells the kind of place, feature, or area to which the name refers, and the specific part uniquely identifies the particular place, feature, or area.

The specific part may consist of one or more words such as Meharry, 80 Mile and Nallah Nallah. The generic part of the name is usually a single topographic term such as brook, hill, bay, peak, or lake. If a watercourse is smaller than named 'rivers' nearby, the use of another term, such as 'brook', 'creek', or 'stream' would be more appropriate.

The binomial (two-part) form is strong, and in written usage often leads to combining words in the specific part of the name, such as Arnold Park Brook and Cairnhill Park. The names of some features can be long, especially if that specific part is a prepositional phrase: Archipelago of the Recherche, Diamond of the Desert Spring, Champ de Mars and St Alouam Island Nature Reserve.

Some names have rare generic forms; for example, Shinbone Alley (valley), Imorogu Tabletop (hill), Devils Elbow (place name), and Rundle Patch (reef). New names shall contain the generic term appropriate to the nature of the feature. The generic term shall be recorded in English, or in an Aboriginal language appropriate to the area in which the feature is located.

In English, the generic normally follows the specific. However, 'lake', 'mount', 'cape', and 'point' may either precede or follow. 'Mount' generally precedes a personal name, as in Mount Meharry and Mount Augustus. All generics shall be recorded in full, for example, Mount not MT or Mt and Point not PT or Pt.

Occasionally a name of Aboriginal origin, when fused with the specific, has a generic term that is similar in meaning to the French or English generic of the toponym. Examples are Badjirajirra Creek, Whingawarrena Hill and Mount Gnurdungning. Whilst names such as these are quite acceptable the use of a generic term with an Aboriginal name is not mandatory.

### **1.3.2 Names starting with 'The'**

A definite article is a part of speech which is used in front of a noun. They are sometimes used in reference to certain types of topographic locations. 'The' is the only definite article used in Australian English. Some examples where one-word names required a capitalised article include, The Arrows, The Causeway, The Deadwater and De Grey.

New road and locality names shall not include the definite article 'The', for example, The Avenue, The Esplanade or The Strand.

The use or retention of the definite article 'The' will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

### **1.3.3 Use of prepositions**

Prepositions shall not be used when naming topographical features, administrative boundaries or roads. Common prepositions include, 'about', 'above', 'between', 'inside', 'near', 'of', 'onto', etc.



#### 1.3.4 Name extensions, destinations, suffixes or prefixes

The use of name extensions, qualifying terminology, cardinal indicators, prefixes or suffixes (for example, Upper, New, North, South, Park, Grove, Heights, Waters etc.) shall not be permitted for new road and locality names.

Suffixes for roads, localities and topographic feature names shall not be used, for example, Babakin North West Road, Dead Horse Hill West Road, Wyening West Road. The use of directional or other similar devices as suffixes to uniquely define a name can lead to confusion and unnecessary duplication and therefore will not be approved for use.

New destination-to-destination names, for example, Midland-Perth Road, shall not be permitted.

Pre-existing road names that include a hyphen in the official name shall remain and be shown with the hyphen in all usage, for example, Miling-Moorra Road.

The use or retention of name extensions, cardinal indicators, prefixes or suffixes will only be considered in exceptional circumstances and then only where necessary to give emphasis to a unique or outstanding topographical feature.

#### 1.3.5 Use of the words 'city', 'town' or 'shire'

The use of the words 'city', 'town' or 'shire' shall not be approved as part of a road, administrative boundary, locality or topographic feature, alone or in combination with other words unless assigned under the *Local Government Act 1995* or the *Land Administration Act 1997*.

#### 1.3.6 Accepted use of capitalisation

Capitalisation is writing a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. Words considered to be a part of a proper topographic name shall be capitalised, including all the adjectives, common nouns, and the definite article.

Examples include:

Aurillia Creek Racecourse Branch  
Big Ti Tree Creek  
De La Poer Range Nature Reserve

Exceptions to the rule of capitalisation include articles and prepositions within multiple word names. When the generic part of a name is purposely omitted, the definite article preceding the specific name shall not be capitalised.

Archipelago of the Recherche  
King of the West Lake  
Pass of the Abencerrages

Proper names of topographic entities such as regions, political divisions, populated places, localities, and physical features shall be capitalised in both the singular and plural.

Beaufort Plains (Homestead)  
Badgingarra Ward, Dandaragan (local government ward boundary)  
Samson Brook Catchment Area



### **1.3.7 Possessive apostrophe**

When naming roads, administrative boundaries or topographical features the possessive apostrophe shall not be used. The use of such an apostrophe in the English language denotes ownership, possession, or reflects association or affiliation to something.

In all cases of topographic features, localities and roads which have been named in the past containing an element that has historically been written with a final –'s or –s', the apostrophe is to be removed completely, for example St Georges Terrace, Gentles Comer, Keanes Point.

An apostrophe forming part of a name may be included, for example O'Connor, A'Dale, D'Orlando.

### **1.3.8 Use of hyphens and the word 'and'**

The use of hyphens to connect parts of names shall not be used. However, hyphens used in administrative names, for example, City of Kalgoorlie-Boulder, Shire of Augusta-Margaret River, may be used.

In all cases of topographic features and roads which have been named in the past containing an element that has historically been written with a hyphen, the hyphen as part of the name shall be retained, for example, Bee-Eater Creek, Baulu-Wah Community, Minilya-Exmouth Road.

The word 'and' is not to be used

### **1.3.9 Diacritical marks**

Diacritical marks, also known as diacritics, are not used in Australian English names. In the case of names derived from languages other than English, any diacritical marks shall not be carried over to the English form, for example, Géographe Bay becomes Geographe Bay and Cape Péron is Cape Peron.

### **1.3.10 Punctuation**

The following types of punctuation as used in Australian English, shall not be included as part of a geographic name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark, ellipsis, hyphen, dash, apostrophe and parenthesis.

### **1.3.11 Symbols and logo grams**

Symbols or logograms are used in written language to represent an entire word or unit of speech. Examples in English include numerals and symbols such as &, @, ☺, ♀, ♂ or © # and %.

When naming roads, administrative boundaries or topographical features symbols or logograms shall not be used.

### **1.3.12 Numbers in names**

Numbers or roman numerals included as all or part of a road, administrative boundary or topographical feature name shall be written in full, for example, One Arm Point and not 1 Arm Point, Seventh Avenue and not 7<sup>th</sup> Avenue or VII Avenue.

## **1.4 Commemorative names**

In the past, many topographical features and places in Western Australia were often named after living persons, an event or another place. It was common practice to bestow the names of benefactors, members of the Royal Family, international and national figures, crews of vessels, members of expeditions, survey assistants, and family members left at home, many of whom had no connection with the feature that was named after them. This practice is no longer supported.

A commemorative name applied to a road or locality shall only use the surname of a person posthumously.

A commemorative name applied to a topographic feature may use the first name and surname of a person; although, it is preferred that only the surname is used.

A commemorative name applied to local parks and recreational reserves may use the first name and surname of a person; although, it is preferred that only the surname is used.

### **1.4.1 New commemorative naming proposals**

Landgate recognises the significance of historic commemorative naming and encourages the continued recognition of outstanding achievements, contributions to the community and significant events.

The following policies shall apply to all commemorative naming proposals:

- all commemorative name proposals shall meet the same criteria required of any other name proposal
- all commemorative naming proposals must include evidence of support by the wider community and reach beyond a single local government, person or special interest group
- a commemorative name shall not be used to commemorate victims of, or mark the location of, accidents or tragedies
- prior or current ownership of land does not confer the right or entitlement to apply a commemorative name
- the use of unofficial commemorative names in publications, or in landscape dedications or markers, is no assurance that they will be adopted into official names records
- a commemorative name shall not be considered for adoption if a well-established and acceptable name already exists for the feature.

### **1.4.2 Use of personal names**

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons will also not be accepted.

The approval of a name to commemorate an individual will only be considered;

- posthumously
- permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out
- based on a demonstrated record of achievement

- having had a direct and long-term association with the location and made a significant contribution to the area
- the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located
- such application is in the public interest
- there is evidence of broad community support for the proposal.

The following will not be considered as appropriate grounds for a commemorative naming request:

- current or past ownership of the land is not considered sufficient grounds
- precedence of existing names
- past or ongoing public service within all levels of government
- names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.

#### **Use of nicknames, epithets or informal names**

The use of nicknames or other informal names may also be used but only in combination with the surname, for example, Snow Bennett Park. The approval of such names will be at the GNC's discretion as the preference is for only the surname to be used. The use of elongated names such as Harold 'Snow' Bennett Park will not be considered.

#### **Alternate commemorative naming options**

If a local government or community group wishes to commemorate a living person, they should consider an alternative option. Section 5: Local parks and recreational reserves, may meet their needs for commemorative naming of living people.

The local government may prefer to commemoratively name buildings and/or other community infrastructure after living people. It is however requested that the normal naming policies and standards should still be applied to avoid duplications and any possible confusion with other such facilities.

#### **1.4.3 Honouring living people by the Minister**

In rare circumstances the Minister at his or her discretion may approve a commemorative name of a living person for a road or locality, where they have attained exceptional achievements at state, national or international level, requiring special recognition.

The Minister will not approve a name:

- that could be considered offensive
- exposes the State Government to legal risk or widespread public criticism
- is connected to a religious group, political group or commercial enterprise where they are likely to cause public divisiveness.

#### **1.4.4 Use of initials**

The initials of a given name shall not be used in any instances. For example, a feature named Smith Park is easier to identify than one named J.K. Smith Park as it could be incorrectly referred to as JK Park, K Park, Smith Park by the public.

#### **1.4.5 Titles, honorifics and post nominals**

A title is added to the beginning of someone's name to signify respect (such as the honorific of Sir, Madam etc), an official position or a professional or academic qualification.



Some titles are also hereditary. Post nominals are the letters or abbreviations often seen after someone's name signifying that the individual holds a position, office or honour.

When naming a topographic feature, administrative boundary or road after a person who has earned the honour of a title or postnominal, these shall not form part of the official name. For example, the use of Doctor, Professor, or General is not permitted as part of a name. Similarly, military, service and academic post nominals (for example QC, JP, MBE, AC) are not permitted as part of a name either.

When submitting a naming request for a person who has a relevant title, honorific or post nominal, information pertaining to the origin of the name must be submitted with the naming application and contain all relevant references to the titles or honour/s the person may hold.

#### **1.4.6 Use of animal names**

The use of animal names shall only be approved in certain circumstances. Animal names and breed names of significance to the area or state will be considered where supported by appropriate evidence.

The use of pet names will not be supported.

#### **1.4.7 Commemorating events**

When submitting a request to commemorate an event, at least five years must have elapsed since the event occurred. A commemorative name shall not be used to mark the location of accidents or tragedies.

#### **1.4.8 Use of the word 'Bicentennial'**

Requests to use 'Bicentennial' as an official name, or as part of a name, previously required the written approval from the relevant Federal Minister responsible for the *Australian Bicentennial Authority Act 1980 (Commonwealth)*. This responsibility has been removed as a result of the act being repealed by the *Statute Stocktake Bill 1999 (Commonwealth)*, however each application requesting the use of this word will be reviewed on a case by case basis to ensure it is being used decorously and in context.

#### **1.4.9 Use of the word 'Royal'**

In the past, the use of 'Royal' was only able to be used as an official name, or as part of a name, if such a proposal had been granted a Royal Charter as permitted by the sovereign on the advice of the Privy Council which advises the head of state (Commonwealth) on state, historic and other matters which fall outside the jurisdictions of Ministerial portfolios.

The administration of the use of the word 'Royal' is now overseen by the Constitutional Settlement Division of the Cabinet Office (UK) and no longer denotes the existence of a Royal Charter.

Examples of its use are Royal Perth Hospital, Royal Geographical Society and the Royal Western Australian Historical Society.

#### **1.4.10 Abbreviations**

Abbreviations shall not be accepted for any official topographical features, administrative boundaries, localities or road name nomenclature in Western Australia. The use of Mount and Point in a name shall not be abbreviated to 'Mt' or 'Pt', they are to be used in full.

The only exception to this policy is in the use of the honorific Saint which is able to be shortened to the internationally recognised abbreviation of 'St'.

For the purpose of consistency, names which begin with Mc, Mac, M' or O' must not have a space included between the Mc, Mac, M' or O' and the rest of the name.

#### **1.4.11 Defence words and acronyms**

Commonwealth legislation, *Defence (prohibited words and letters) Regulations 1957*, controls the use of any word, words or groups of letters pertaining to the Naval, Military or Air Forces or a service or body of persons associated with the defence of the Commonwealth.

Any applications seeking the consent to use such words shall be made in writing to the Minister of Defence and must state the grounds upon which the application is being made. The Minister may then either give consent for or refuse the application.

All applications for the use of such a word, words or groups of letters must still be made as a part of a normal naming application to Landgate and they will only be considered if the proposed names meet all the other required naming policies.

Examples of prohibited word/s and letters are (but not limited to):

- Australian Air Force
- Australian Air Force Reserve – AAFR
- Australian Army
- Australian Defence Force – ADF
- Australian Navy
- Defence Force
- Her Majesty's Australian Ship – HMAS
- Royal Australian Air Force – RAAF
- Royal Australian Navy – RAN.

#### **1.4.12 Protection of the word Anzac**

The word Anzac is a proper noun and as such the first letter is upper case and the rest of the word is lower case. ANZAC should be used where the Australian and New Zealand Army Corps as an army formation or battle grouping is being referred to, for example 'the landing of the ANZAC' or 'the ANZAC forces'. Legislation in Australia, New Zealand and the United Kingdom has been enacted to protect the word 'Anzac'.

In Australia, the Protection of Word 'Anzac' Regulations *were made in 1921 under the War Precautions Act Repeal Act 1920 to protect the word 'Anzac', and any word which resembles it, from inappropriate use.*

Under the Regulations no person may use the word 'Anzac', or any word resembling it, in connection with:

'any trade, business, calling or profession or in connexion with any entertainment or any lottery or art union or as the name or part of the name of any private residence, boat, vehicle or charitable or other institution, or any building in connexion therewith.'  
(Regulation 2 (1))

without the authority of the Minister for Veterans' Affairs.

**Uses which are allowed under the regulations**

While most uses of the word 'Anzac' require the authority of the Minister for Veterans' Affairs, there are a couple of uses that are excluded from this requirement under the Regulations.

These are:

- the naming of a street, road or park in which, or in the immediate vicinity of which, there is situated a public memorial relating to the war which commenced on the fourth day of August, 1914, or the war which commenced on the third day of September, 1939; (*Regulation 3 (2a)*); and
- the naming or re-naming of a street, road or park the name of which at the commencement of this regulation contained the word 'Anzac' or any word resembling the word 'Anzac'. (*Regulation 3 (2b)*).

Applications for obtaining consent for the use of the word Anzac where it does not comply with the uses as outlined above will require the Minister for Veterans Affairs' consent. Please contact the relevant Minister for advice where required.

Naming applications for use of the word 'Anzac' in any topographic road, locality or feature, name must be made as a part of the normal process to Landgate. Where the proposed name meets all other naming policies Landgate will provide guidance to the applicant in obtaining prior permission from the Minister for Veterans Affairs.

**1.5 Naming places of state significance**

The Minister at their discretion may name a place of state significance as identified by the state government.

Where a local government, or member of the public may have identified a place of state significance requiring naming, or a place that is of significance to the state, they should liaise with their local Member of Parliament before requesting Landgate to review the proposed name for suitability.

The Premier and Ministers may also refer to the Minister for Lands a name or place of state significance.

The Minister on behalf of the state government may at their discretion approve the name.

Landgate will record names of state significance that have been identified on behalf of, and endorsed by the state government for future use.

**1.6 Government, residential and commercial names and facilities****1.6.1 Nomenclature governed by other statutory authorities**

The names of local governments, and other legal entities as created by, or resulting from, legislation by the appropriate government shall be accepted by Landgate.

Such naming should adhere to the spelling and language form of names specifically legislated by commonwealth or state governments. Commonwealth and state government departments and agencies with statutory authority to establish such named features should consult with Landgate when considering names for new municipalities and similar legal land divisions.



Names for facilities established by postal authorities, railway companies, and major public utilities should be in keeping with the Landgate naming policies and standards. Names established for land divisions by federal, provincial, and territorial departments should also comply with Landgate naming policies and standards and shall also be accepted.

**Uses which are allowed under the regulations**

Where a feature is within an area in the state of Western Australia that falls under the control of the Commonwealth it shall be officially named by Landgate.

Before Landgate assigns a name to a feature under commonwealth control, it shall consult with the relevant commonwealth authority and all relevant naming policies must apply.

Under section 52(ii) of the Australian Constitution the Commonwealth is granted exclusive power over places it controls, for example airports, post offices and defence establishments. Although the Commonwealth has control, it does not have the legislative power to assign or alter official names.

**1.6.2 Naming of government facilities**

Some names are governed by other agencies, authorities or commonwealth, state, territory or local governments. It is expected that the required naming policies will be applied to avoid unnecessary duplications and any possible confusion.

Landgate is to be notified of such naming actions so that the information is included in the State's Gazetteer and made available for use by the community, essential and emergency service responders.

**1.6.3 Naming buildings, infrastructure and facilities**

The naming of buildings, infrastructure and facilities of significance to the community provides an opportunity to honour individuals and groups who deserve recognition in a visible and enduring way. They also present an opportunity to emphasise important landmarks, topographical features or historical events and should not be given lightly.

It is important that any new name for a building, infrastructure or facility does not conflict with existing names.

Suitable names for such features should be assessed against the following criteria:

- whether the name has geographical, historical, cultural or local significance
- if a living person is nominated, they must have contributed time, money or services to the community that were not part of their work, for at least 10 years
- named after people who have been recognised in their field of expertise at a state, national or higher level, for at least 10 years
- names shall not include persons who have been convicted of criminal offences
- family names that have already been used are not to be considered even though it refers to a different family. Consideration may be given to using the person's full name for example Joe Smith Library
- buildings, infrastructure and facilities named after a person may include an appended functional title where this would serve to clarify the location of the building or assist in identification.

Corporate names should be avoided for permanent recognition.

#### **1.6.4 Business and commercial names**

Approval shall not be given to the naming of roads, administrative boundaries or topographic features after commercial businesses, trade names and not-for-profit organisations. This policy is to ensure that no commercial advantage or disadvantage arises from such naming proposals.

##### **Exceptions allowed due to historical context**

Exceptions may apply where the business or organisation has had a proven historic association with the area in which the proposal is located. This association with the area must be proven to have existed over a substantial period of time and is held in strong regard by the community. In such instances, all applications must outline the reasons for proposing the name and provide evidence of the business or organisation's association with the area.

The formal approval of such names will be at the GNC's discretion.

#### **1.6.5 Use of 'Limited' or 'Proprietary' in a name**

The use of the words 'Limited' or 'Proprietary', or their abbreviations, either in combination with other words or alone shall not be permitted.

#### **1.6.6 Estate, promotional, neighbourhood and regional names**

Estate, subdivisional or promotional (vanity) names of a subdivision or development used for the marketing of real estate shall not be accepted as a substitute for an official locality name. Such names undermine the correct use of property street addressing and create potential for confusion to emergency service responders and future residents. They shall not have any official recognition within Western Australia.

Such names shall only be used by developers in marketing documents in the early stages of a development and must be used in conjunction with the official locality name. They cannot be used without the official locality name being used (for example, Ranford Estate, Canning Vale or Brighton Estate, Butler) when advertising houses or land for sale and in general correspondence.

When such names are selected for use, they should conform to general naming policies and standards, such as avoiding duplication and only using a locality name as an estate name when the estate is actually situated within the locality of that name.

Landgate is to be informed of all such names so that they can be recorded for information purposes to assist with emergency service response coordination.

The names of existing infrastructure such as shopping precincts, schools and other facilities shall not be considered as suitable names for a locality unless they conform to the general naming policies and standards.

### **1.7 Name assignment, duplication and extents**

#### **1.7.1 Names associated to a place**

Names submitted for features and administrative boundaries should be relevant to the local area. Infrastructure features should where possible use the name of the locality it is situated within. If a historic 'theme' is chosen for road names, that theme must relate to the area in which the roads are to be located.



When a feature, administrative boundary or road is of greater than local significance, the name should be relevant to the wider community.

Examples of where a feature, administrative boundary or road is considered to be of greater than local significance include:

- it is located in two or more local government areas
- it is located in a significant tourist precinct
- it is proposed to be created as part of a state or federal government project
- it is a major waterway
- it is a major undersea or shoreline feature
- it has major cultural, natural or recreational landscape features
- it is linked to a significant Aboriginal feature, story or landscape.

### **1.7.2 Ensuring names are not duplicated**

Names proposed for unnamed topographic features and administrative boundaries shall not be duplicated. Duplicated names are considered to be two or more names which are within the same locality, within close proximity and those which are identical or have similar spelling or pronunciation. Duplicated names may lead to confusion for the public and to emergency service responders.

Where established names are duplicated or are similar in sound or spelling (homonymous), and are likely to cause confusion, consultation with the relevant government agency, local government and, if required, the wider community shall be undertaken to achieve a differentiation between them.

#### **Consideration of proposed duplicated names**

This policy does not preclude the use of duplicated names with a different generic and when Landgate is satisfied that the duplication will not cause confusion. Such features shall be situated within reasonable proximity to the associated source, for example Beedelup Falls is situated on Beedelup Brook within Beedelup National Park.

#### **Close proximity to existing names**

Close proximity for duplication is considered to be the following:

- metropolitan and urban area, within 10km (a metropolitan area which consists of a city and its surrounding localities, for example regional urban areas such as the Cities of Albany, Bunbury, Busselton, Greater Geraldton and Kalgoorlie-Boulder. For the purpose of this policy the Perth metropolitan area extends (and includes) north from the City of Wanneroo, east to the City of Swan, Shire of Kalamunda, Shire of Mundaring, City of Armadale and south to the City of Mandurah.
- rural or remote area within 50km (a rural or remote area is an area located outside of cities and major towns).

#### **Topographical feature names near state boundaries**

If a topographical feature is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories according to the distances prescribed above.

Locality names are to be unique within Australia. When considering assignment of locality names, applicants should refer to Section 4: Localities.

#### **Locality names**

There shall be no duplication of locality names within the state or nationally. Duplicated names are considered to be any existing locality or administrative boundary name which is spelt exactly or is considered to have a similar spelling or pronunciation.

### **1.7.3 Assigning extents to a feature, administrative boundary or road**

When a proposal to name a feature, administrative boundary or road is being considered, the application must include maps or diagrams clearly defining the area and/or extent to which the name will apply.

At a minimum, a proposal for a feature (excluding a waterway) must include the centroid coordinates, an administrative boundary must include the full polygon extent and its relationship to the existing cadastre and a road or waterway must include the full start and end points of its linear extent, for example the name of a road should apply from one end of the road to the other - to the points where the road finishes or intersects with other roads and the names of waterways should apply from the beginning of the watercourse to its confluence with another waterway or body.

### **1.7.4 Features which cross state and territory borders**

In accordance with national naming policies, the name for any feature that crosses a state/territory boundary must be the same on both sides of that boundary. The selection of a name for such a feature shall be by agreement between Landgate and the Northern Territory and/or South Australian governments.

The primary responsibility for obtaining consensus should rest with the authority in the state or territory in which the feature was first named or that which has the largest extent within its boundaries.

### **1.7.5 Coastal and maritime features**

#### **Coastal waters and high water features**

The naming of features which are exposed at low tide, those permanently above sea level (high water features) and seabed features which are situated within Western Australia's coastal waters, is the responsibility of the relevant statutory authority or agency.

In general terms, Landgate has the jurisdiction to name features in all areas which are three nautical miles seaward off the coast.

#### **Undersea features and maritime names**

When assigning or altering the name of an undersea or prominent coastal feature, Landgate shall consult with the Australian Hydrographic Service (AHS) which is responsible for the management of undersea features and maritime names.

The AHS's responsibilities encompass all aspects of researching, processing and management of:

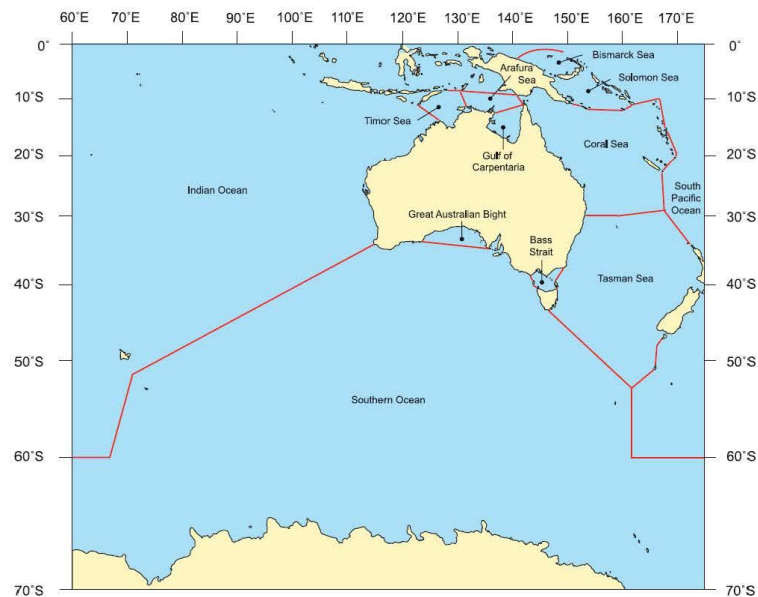
- undersea feature names external to the coastal waters of Australia
- the limits and names of oceans and seas adjacent
- names of maritime and navigational features, and coastal, hydrographic and oceanographic features not managed by commonwealth and state place names bodies.

The AHS maintains the Maritime Gazetteer of Australia which comprises of names shown on Australian nautical paper charts. This gazetteer can be accessed at <http://www.hydro.gov.au/>.

#### **Limits of oceans and seas**

The AHS has the responsibility for maintaining and administering the limits of oceans and seas adjacent to Australia, the external territories and the Australian Antarctic Territory.

The limits are published in the International Hydrographic Organization (IHO) publication S-23 'Limits of Oceans and Seas'. S-23 is used as a technical reference document and has been determined solely for hydrographic purposes and is not to be interpreted as having any legal or political associations.



Source: Limits of Oceans and Seas fact sheet – Australian Hydrographic Service

## 1.8 Community consultation and lodging objections

### 1.8.1 Consulting with the community

Any proposal requesting the renaming of an approved name or any new naming proposal considered to be of significance to the immediate or extended community must include evidence of consultation with the community. Local governments must ensure that the level and form of consultation undertaken reflects the significance of the naming proposal.

This policy does not apply to the naming of new roads within subdivisions where there are currently no residents, businesses or ratepayers who will be directly affected. With the use of Aboriginal names, Section 7: Appropriate use of Aboriginal and dual naming applies.

The immediate community is defined as including residents, ratepayers and businesses within the immediate area who are directly affected by the submission.

The extended community includes residents, ratepayers and businesses surrounding the area directly affected by the proposal, any visitor groups to the area, and government or non-government organisations with an interest in the area.

Where there is a risk to public safety, Landgate may endorse naming proposals in the absence of community support if it is deemed that the proposal will reduce the risk to safety. Formal approval of the Minister will then be sought.



This further information regarding community consultation requirements and procedures can be found within Section 9: A Guide to Consultation.

### **1.8.2 Lodging and considering objections**

An objection is a way for members of the community to inform the proposer of a naming application that one or more person disagrees with a naming or renaming proposal.

#### **Lodging objections**

Any person or organisation may lodge objections to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant local government. Objections must be lodged directly with the local government within the allocated time for feedback.

#### **Considering objections**

Any objections received during the public consultation period must be given consideration by the local government. All objections must be included in an assessment report, stating the objection and indicating relevance to the guidelines and council's consideration/response to said objection. Consideration need only be given to those objections that relate to concerns of non-conformance to the naming. Further information to assist with public consultation and administering objections is available in Section 9: A Guide to Consultation.

## **1.9 Referenced documents**

The following are referred to within this document:

- AS 1742.6-2004 Manual of uniform traffic control devices – Tourist and service signs
- AS/NZS 4819:2011 Rural and urban addressing
- *Australian Bicentennial Authority Act, 1980 (Commonwealth)*
- *Commonwealth of Australia Constitution Act (The Constitution), 1900*
- *Defence (prohibited words and letters) Regulations, 1957 (Commonwealth)*
- *Electoral Act 1907*
- Guidelines for the Consistent Use of Place Names, ICSM, April 2012 (includes Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names, and Dual Naming Depiction Guidelines)
- *Land Administration Act 1997*
- *Land Information Act 2007*
- *Land Information Authority Regulations 2007*
- *Local Government Act 1995*
- *Protection of Word 'Anzac' Regulations, Statutory Rules 1921 No. 2 as amended made under the War Precautions Act Repeal Act 1920*
- *Section 52(ii) of the Australian Constitution*
- Undersea Features Names and Maritime Place Names fact sheet – Australian Hydrographic Office.

### 1.10 Definitions, terminology and acronyms – Sections 1-9

AAD	Australian Antarctic Division.
Abbreviation	A shortened form of a word or phrase. Usually consists of a letter or group of letters taken from the word or phrase. For example, the word abbreviation can itself be represented by abbr., abbrev. or abbrev.
Access point	The position along the road where the public may access an address site.
Acronym	A word formed from the initial letters or groups of letters of words in a set phrase or series of words, as ANZAC for the Australian and New Zealand Army Corps.
Address site	A site for which an address is being assigned.
AHS	Australian Hydrographic Service.
Alternative name	A name that is an alternative to another name for the same feature.
ANPS	Australian National Placenames Survey.
Apostrophe	' is used as a substitute for a missing letter or letters in a word (cannot = can't), to show the possessive case (Jane's room) and in the plural of letters, some numbers and abbreviations.
Approval	A written report enabling the adoption of road, administrative boundary or feature names on behalf of the Minister for Lands via delegated authority.
ASEPSW	Asia South East, Pacific South West Division, one of 23 linguistic/geographical divisions within UNGEGN.
Binomial	Consisting of or relating to two names or terms.
CNGA	Committee for Geographical Names in Australasia.
Colon	: is used to direct attention to matter (such as a list, an explanation, a quotation, or amplification) that follows.
Comma	, is used to indicate the separation of elements within the grammatical structure of a sentence.
Dash	– is used to indicate a break in the thought or structure of a sentence.
Definite Article	'The' is the only definite article used in English. It is used to restrict the meaning of a noun to make it refer to something that is known by both the speaker or writer and the listener or reader.
Dual name	A name that consists of two names that must be used together, usually one Aboriginal and one European.
Endonym	Name of a geographical feature in an official or well-established language occurring in that area where the feature is located.
Established Name	A geographic name that has appeared consistently in written usage and (or) has been expressed consistently in verbal usage, and that is supported by historical and (or) current written materials and (or) in folklore.
Euphonious	An agreeableness in sounds, pleasant to the ear, harmonious.
Exonym	Name used in a specific language for a geographical feature situated outside the area where that language is spoken, and differing in its form from the name used in an official or well-established language of that area where the geographical feature is located.
Formed	In relation to a road, means that it is physically constructed or prepared for passage by vehicles or pedestrians.
Gazetteer	A geographical dictionary or directory which contains important reference information about geographical features, localities and roads. Can contain information such as the location of places, dimensions of physical features, origins and derivations.
GBRMPA	Great Barrier Reef Marine Park Authority.
Generic	Relating to or descriptive of an entire group or class, general.

Geographic	Something of or relating to geography; concerning the topography of a specific region.
Geographic Feature	Natural or man-made feature on the earth. There are two types; natural geographic features and man-made geographic features.
Geographic Name	A name applied to a geographic feature; is the proper name, specific term, or expression by which a particular geographic entity is, or was, known; any relatively permanent part of the natural or manmade landscape or seascape that has a recognisable identity within a particular cultural context; may refer to any place, feature, or area on the Earth's surface, or to a related group of similar places, features, or areas.
GEONOMA	A technical database maintained by Landgate which contains the official Western Australian gazetteer and other pertinent geographical names information.
GNC	Geographic Names Committee
Guideline(s)	Information provided to assist in understanding a principle, policy, or procedure.
Historical Name	A geographic name given and used during the early history of a place or feature; the name may be either obsolete or in current use.
Historic	= 100 years
Homonymous	Having the same or corresponding sound or name.
Honorific	A title, phrase or grammatical form conveying respect.
Hyphen	- is used between parts of a word. It can be used to split a word by syllables to fit on a line of text.
ICSM	Intergovernmental Committee on Surveying and Mapping.
LGA	Local government authority.
Local Government	The third tier of government administered by states and territories. They may be referred to as shires, towns or cities.
Local Usage	A geographic name commonly and currently used for an entity, whether in verbal and (or) written form, by persons having frequent enough contact with the entity to use the name on a frequent basis.
Locality	A geographical area defining a neighbourhood or community of interest. Localities are usually rural in character though the name is interchangeable with suburb which is used to describe more urban areas.
Logogram	Is a conventional abbreviated symbol for a frequently recurring word or phrase, for example &, @, \$ or ©.
MRWA	Main Roads Western Australia
Official Name	A geographic name, and its written form and application, approved or recognized as official by the Geographic Names Committee for use throughout Western Australia. An official name is established either by policy or decision of the secretariat and/or the Geographic Names Committee.
Orthography	Specifies or defines the set of symbols (script) used in a language, and the rules about how to write these symbols. It generally refers to spelling but this is considered only part of orthography, with other elements including hyphenation, capitalization, word breaks, emphasis, and punctuation.
Parenthesis	( ) is used to amplify or explain a word, phrase, or sentence inserted in a passage.
PCPN	Permanent Committee on Place Names
Period or Full Stop	. is used to mark the end of a sentence.
Placename	Same as geographic name.
Policy	A statement of regulation(s) relating to particular toponymic circumstances; used to guide and determine present and future decisions.



Posthumous Preposition	Published or awarded after a person's death. Usually indicates the temporal, spatial or logical relationship of its object to the rest of the sentence as in the following examples; the book is on the table; the book is beneath the table. The most common prepositions are 'about' 'above' 'across' 'after' 'against' 'along' 'among' 'around' 'at' 'before' 'behind' 'below' 'beneath' 'beside' 'between' 'beyond' 'but' 'by' 'despite' 'down' 'during' 'except' 'for' 'from' 'in' 'inside' 'into' 'like' 'near' 'of' 'off' 'on' 'onto' 'out' 'outside' 'over' 'past' 'since' 'through' 'throughout' 'till' 'to' 'toward' 'under' 'underneath' 'until' 'up' 'upon' 'with' 'within' and 'without'.
Principle	An accepted or professed rule of action or conduct that applies to all toponymic conditions that fall under its scope; used to guide and determine present and future decisions.
Procedure(s)	A set of instructions outlining steps to accomplish a particular goal, such as submitting name proposals to the Geographic Names Committee; an act or a manner of proceeding in any action or process; conduct.
Quotation Marks	' ' are used chiefly to indicate the beginning and the end of a quotation in which the exact phraseology of another person, or of a text, is directly cited.
Reserve Register	A register of road name prefixes reserved by a local government for its specific future use. They are recorded within the State's Gazetteer with the feature class of RVRD.
Road	For the purpose of this document, roads are all open ways for the passage of vehicles and people and they may or may not be formed or constructed. They also include private roads that are open to public use and the delivery of services.
SCAR	Scientific Committee on Antarctic Research.
SCUFN	Sub-Committee on Undersea Feature Names.
Secretariat	An office (team) responsible for the administrative affairs of a legislative body, committee or organisation.
Semicolon	; is used to connect independent clauses indicating a closer relationship between the clauses than a period, or full stop, does.
Sequential	In a logical order, not necessarily uniformly.
Shall	Indicates that a statement is mandatory.
Should	Indicates a recommendation which may indicate a highly desirable outcome that is not mandatory only because of exceptional cases.
Specific	Explicitly set forth, definite.
State Road	A road managed by Main Roads Western Australia.
Suburb	A geographical area defining a neighbourhood or community of interest. A suburb is urban in character though the name is interchangeable with Locality which is usually used to describe a rural area.
Symbol	Is a character mark, for example ☺, ♀, ☼ or #.
Topographic	A detailed, precise description of a place or region; a graphic representation of the surface features of a place or region on a map, indicating their relative positions and elevations.
Topography	The science or practice of describing a particular place, city, town, tract of land; the accurate and detailed delineation and description of any earth feature or cultural place.
Toponymy	The scientific study of place names (toponyms), their origins, meanings, use and typology.
Unnamed Feature	A geographic entity that is not known to have had a verbal or written name.
Unofficial Name	A geographic name not formally recognised as official.

Variant Name	A name or spelling, once or currently used to refer to a particular geographic entity, other than the official name.
Verbal Name	A name used by people when referring to a place, feature, or area in their own language as commonly spoken every day.
Written Name	A geographic name in handwritten or printed form; for example, handwritten letters, diaries, and logs or names printed in newspapers or on maps or recorded in official, digital records.

## 1.11 Updating these policies and procedures

With constant improvements and changes in the spatial information sector, it may be necessary to occasionally update these policies to ensure up-to-date standards are reflected.

Updates will need to be endorsed by the GNC and approved by the Minister. Any approved amendments will be published on the Landgate webpage.

### 1.11.1 Update register

Version	Date	Section	Amendment
Draft	01/09/2015	Whole Document	
Draft	20/10/2015	Whole Document	Editing
Update 0.1	14/6/2017	Foreword, Sections 1, 2 & 5	Ministers endorsement of GNC Policy amendments; <ul style="list-style-type: none"> <li>• Reserve Name Register</li> <li>• Commemorative Naming</li> <li>• State Significant Names</li> <li>• Naming of Parks and Reserves (minor edit)</li> </ul>
Update 0.1	26/06/2017	Whole Document	Minor edits, updated to comply with Landgate Style Guide



## Section 2: Roads

### Introduction

For the purposes of these policies, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

### Using this section of the policy

Within Western Australia road naming is standardised to facilitate the application of correct address information and to ensure that a consistent approach is undertaken to benefit emergency service responders, transport and service delivery. If established policies for road naming were not applied, the provisions of emergency service responders, utilities and postal deliveries would be compromised.

In Western Australia the following shall be applied:

- all roads shall be named, including private roads which are open to public access or for the delivery of services. This includes but is not limited to:
  - major state roads, highways, motorways and freeways
  - roads within complexes such as universities, hospitals and retirement villages
  - roads within conservation reserves, state forests, water reserves and any other government administered land
  - pedestrian-only roads such as paths, trails, malls or steps
- all road naming proposals shall be submitted to Landgate for approval.

Any proposal to name, rename or extend a road shall clearly indicate the full extent of the road to which the name will apply. The extent of a road is considered to be its start and end points. This includes bends, divided carriageway sections and curves which are included between these two points.

A road name shall not be applied in a way that is ambiguous or could cause confusion for road users. The road name should be applied to a single, unobscured and unobstructed roadway that leads from point A to point B, in a clear and logical manner.

Roads are not suitable for dual naming and approval will not be given to such proposals.

### Who can officially name roads?

Under the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and un-naming roads in Western Australia. Through delegated authority, Landgate acts on the Minister's behalf to undertake the administrative responsibilities, including the development of policies and procedures, required for the formal approval of road names.

### Which roads can be named?

All roads, whether they are public or private, shall be named and formally approved by Landgate.

Therefore, any land course navigable by vehicle or foot and of interest to local governments, public groups, emergency service response and public service providers must be officially named according to the policies and procedures outlined in this document.

**Note:** driveways that give access to five or fewer address sites do not need to be named if the properties are adequately addressed on the main road that provides access. Driveways on private land or common property should not be named, unless it can be shown there is a risk to public safety or the name is causing confusion in the delivery of goods and services.

### **Public roads**

A public road is any road that is opened, dedicated or declared to be a public road, whether under the *Land Administration Act 1977, Part 2 – General administration, Division 3 – General* or any other Act.

As a prerequisite to lodgement, all survey documents creating, extending or showing abutments to roads must show the correct approved road names. If no approved name exists, the new road names must be formally approved by Landgate before the survey can be lodged. To help expedite this process, the developer or their agent should be prompt in lodging a concept plan and a proposal for road names with the relevant local government. Local governments shall then propose the names to Landgate for approval.

### **Private roads and rights-of-way**

A private road is any road that is not a public road which is open to public access or for use by other services. Private roads and rights-of-way must be clearly identified and uniquely named to facilitate the application of standardised addressing to all land parcels in Western Australia.

The delivery of emergency and other services to residents and businesses are often impeded when private road names are not officially recorded. To minimise confusion, standardise address allocations and support emergency service responders, all road naming policies and addressing standards must be applied.

Private roads include but are not limited to:

- some roads or driveways to battle-axe blocks
- roads indicated on community subdivision plans
- roads in various cluster developments
- roads on private property, for example, roads in caravan parks
- other forms of 'rights of way'.

Naming a road on private land does not mean that Landgate, the secretariat, the GNC or the Minister is accepting responsibility for that road other than of ensuring its name meets the required naming policies for Western Australia.

### **Reserved road names**

Local governments may no longer request that eligible road names be reserved for future use within their boundaries. Prior existing reserved road names will automatically lapse five years from original approval, with the Reserve Register to contain no local government requested names from 1 January 2022.

Local governments are encouraged to maintain their own reserve register, using the Landgate on-line form to check for suitability.

## Road naming policies

Local governments and other authorities are to ensure that all naming submissions conform to the policies outlined in Section 1, as well as all the policies outlined in this Section.

### 2.1 Australian Standards AS/NZS 4819:2011 Rural and urban addressing

Except where provisions are already made in these policies, the naming of any road must conform to the provisions of [AS/NZS 4819:2011 Rural and urban addressing](#). The standard outlines how to derive datum points and how address numbers are assigned.

#### 2.1.1 Road extents

Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

#### Contiguous navigable roads

A named road shall include only one navigable section. If a road design has become obstructed, due to construction of other roads or features, and is separated to become two unconnected navigable sections of road then these road extents must be assigned separate unique road names. This is particularly important when emergency service responders cannot navigate the entire course of the road from one end to the other.

Common separations may include unbridged streams, pedestrian segments, railings etc.

The above does not apply when the separate sections are either of the following:

- two sides of the same road separated by a median strip; or
- part of a classified highway that is split by a section that is assigned a local name where it passes through a town or city.

#### 2.1.2 Laneways and short roads

The increase in urban density in new developments and urban redevelopment has resulted in many narrow short lanes and rights-of-way requiring names. Laneways shall be named if a name is required for addressing purposes or has been created as a public road by survey.

The naming of such roads is supported with a preference for use of the road type LANE and short names consisting of no more than six letters. The leg of a battle-axe lot shall not be considered a laneway.

Roads which are regarded as short, for example a small cul-de-sac or private road with five or less address sites, that are not proposed to be lengthened or will not have additional address sites needed in the future, may not need a separate name. Any address numbers required may be assigned on to the road on which it connects.

#### 2.1.3 Naming malls and pedestrian access ways

Malls and pedestrian access ways shall be named according to the current road naming policies and standards. The names shall be recorded as private road names and may be used for the allocation of street addresses if required.



If a mall or public access way is created as an official reserve and a name is required for the actual reserved area, then the name shall be recorded separately as a road name and as a topographic feature name (reserve).

## **2.2 Components of a road name**

All road name submissions must conform to the policies as outlined in Section 1.

### **2.2.1 Name element requirements**

Every road name shall consist of a single name element followed by a road type, for example Smith Road, Jones Street etc. not Black Swan Drive, John Smith Avenue.

A single length of road shall have only one name.

Road names without a type shall not be used, for example Broadway, Causeway, The Avenue, The Boulevard, The Esplanade, The Mews, The Strand etc.

### **2.2.2 Road types**

All road names shall include a road type.

The road type must be selected from the list as shown in Australian Standards AS/NZS 4819:2011 Rural and urban addressing – Appendix A, Road Types – Australia. A copy of this road types list has been provided in this document in Appendix 2A: Road types suitable for use in Australia.

The road type shall be chosen to convey the function and characteristics of the road as described in the 'description' field of the road type list. Road types may be chosen with the final configuration in mind, for example a road that is first constructed as a cul-de-sac may be given an open-ended street type if it can be confirmed that the road structure will be modified and eventually become a through road.

Road types shall not be used to distinguish different roads of the same or similar sounding names, for example Reed Street, Reed Crescent and Reed Way. Such roads shall be considered as duplicates and are not acceptable.

This also applies to similar sounding names such as Read Street, Rede Crescent and Reid Way.

#### **Other road types suitable for use in Western Australia**

In addition to the road types listed in Appendix 2A, there are exceptions where the use of an alternate road prefix or suffix may be requested.

The word 'Jalan' is used as a prefix on roads situated on the Cocos (Keeling) Islands and Christmas Island. The word 'Jalan' is a Malay word for road or street, for example, Jalan Guru and Jalan Perak.

Aboriginal words used to describe paths or tracks may also be used. For example, the word 'Banan' is used exclusively within the Kimberley area as a road type, for example Berewereng Banan and Templetonia Banan.

### **2.2.3 Unacceptable names**

The official naming parameters as detailed in Section 1: Policies and Standards must be applied for all road naming submissions.

As outlined in Section 1: Policy 3.1, names starting with the definite article 'THE' shall not be approved for use as a road name, for example The Boardwalk, The Esplanade, The Strand are no longer acceptable road names.

The use of road types as part of a road name shall not be used for example Swan View Road, Southern Crest Road, Beachview Drive, Lakeview Avenue, View Street or Boulevard Way.

As outlined in Section 1: Policy 1.3.4, the use of prefixes and suffixes is not supported. The only exception that may be considered by Landgate is when the name is derived from a local feature of historical significance such as 'Lake Clifton Drive' or 'Mount Meharry Way'.

Destination-to-destination names, for example Harvey-Quindanning Road, are not acceptable, see Section 1: Policy 1.3.4. Where previous naming actions have allowed the use of a hyphen as part of the name, there shall be no space between the names and the hyphen, for example Quairading-York Road is acceptable, Quairading – York Road is not.

The use of numerals in a road name may cause confusion between the name of the road and an address number. Therefore it is not acceptable for a road name to include numbers/numerics, either in full alphabetised or numeric format for example neither Eight, Eighth, 8 or 8<sup>th</sup>, see Section 1: Policy 1.3.12

## 2.3 Name duplication

There shall be no road name duplication within a local government, regardless of any differences of road types. All road name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

### 2.3.1 Existing duplicated or similar sounding names

Road names submitted for approval cannot be:

- homonymous, for example similar in spelling to an existing road name
- similar in sound to an existing road name
- in the same locality as an existing road name
- in an adjoining locality
- in the same local government area
- duplicated more than six times in the metropolitan area, three north and three south of the Swan River
- duplicated more than 15 times within Western Australia
- less than 10km from the existing duplication in the metropolitan area
- less than 50km from an existing duplication in rural areas.

These exclusions shall also apply to similar sounding or written names, and to those within similar sounding localities even if they are more than 10km away, for example Forrestfield / Forrestdale, Woodbridge / Woodridge, Fremantle / East Fremantle etc.

Road name duplication should be avoided in adjoining local governments.

## 2.4 Naming amendments

Road names are intended to be enduring. The renaming of any road is discouraged unless there are good reasons for a change of name.

Reasons that may be considered in support of a name change are:

- redesign of a road layout
- changed traffic flow
- mail delivery problems
- the misspelling of a name in the original application
- name duplication issues
- property street addressing issues.

Renaming shall be necessary when a road is made into a cul-de-sac, resulting in two or more separated sections of road. Such separations can cause difficulties for emergency service responders and the delivery of other services to the area. The renaming of a portion of separated road may also be used to solve address numbering problems.

Where a change to the name of a road is proposed, the new name selected shall conform to all the necessary naming policies and standards.

For regional roads the change of name must have broad community support, and for local roads, there must be majority support from the affected land owners and residents.

The requirements of emergency service responders for clear, unambiguous road naming shall also be a consideration.

Proposals normally require the support of local government, but the Minister is the final authority in all such matters.

Submissions for road name changes deemed to be non-essential or unnecessary shall incur a service charge.

## **2.5 Naming roundabouts and rotaries**

Roundabouts and rotaries are circular intersections in which traffic travels clockwise around a central island. They are constructed to control traffic, to minimise delay by being able to accommodate large volumes of traffic movements, and to provide adequate sight distances. The primary difference between the two is that rotaries have a significantly larger diameter than roundabouts.

All entrances and exits to roundabouts and rotaries must be clearly named and labelled with adequate signage.

### **2.5.1 Roundabouts**

Roundabouts are circular intersections with specific design and traffic control features. These features include yield control of all entering traffic, channelised approaches, and geometric curvature and features to induce desirable vehicle speeds. They may also include more extensive pedestrian and bicycle features.

Roundabouts shall not have names or address ranges.

### **2.5.2 Rotaries**

Rotaries are characterised by a large diameter (a minimum of 40m). Unlike most roundabouts, lane changes may be required within a rotary for some movements.

Rotaries may be named however all such naming requests shall adhere to the following:

- the naming of state road rotaries shall be undertaken through consultation with MRWA
- local government is to be consulted for the naming of rotaries which are under their control
- rotary names shall be unique and not duplicated anywhere within Western Australia
- rotary names should be short and preferably of local Aboriginal origin
- rotary names shall not be named the same as any of their intersecting roads.

Rotaries shall not have address ranges.

## **2.6 State roads**

Main Roads Western Australia (MRWA) is responsible for the management of all freeways, highways and main roads in Western Australia, which are collectively referred to as state roads. Management includes all ramps and rotaries associated with state roads. A list of state roads is available on the MRWA website ([www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)).

The naming of major state roads shall conform to these naming policies and standards, and shall be referred to the Minister for approval. The process for the selection of names shall include consultation with relevant state and local government agencies and should include consultation with the wider community.

The Minister for Transport has determined that, for all new major roads funded by the state government, MRWA shall consult with government before any action is initiated to identify a suitable name. Advice will then be provided on whether the government is to choose a name, or if MRWA should undertake community consultation or some other action to identify a suitable name or shortlist of names, for consideration by government. MRWA must advise Landgate of the government's chosen or endorsed name.

The official naming parameters as detailed in Section 1: Policies and Standards must be applied for all such naming actions.

## **2.7 Government managed land**

All roads administered by other government agencies and authorities other than local governments, must adhere to all of the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of roads or tracks on land administered by them, shall liaise with Landgate to develop practices and processes for their naming.

Because of the varied nature of roads that fall under the jurisdiction of different state government departments and authorities, Landgate prefers to establish individual naming policies and practices for each department or authority as required.

If a unique set of naming policies and practices has not been established for a relevant government department or authority, then the general Landgate policies shall apply.

## **2.8 Private, residential and commercial developments**

The intention of this subsection is to outline the process for naming or renaming roads created as part of a private, residential or commercial subdivision.