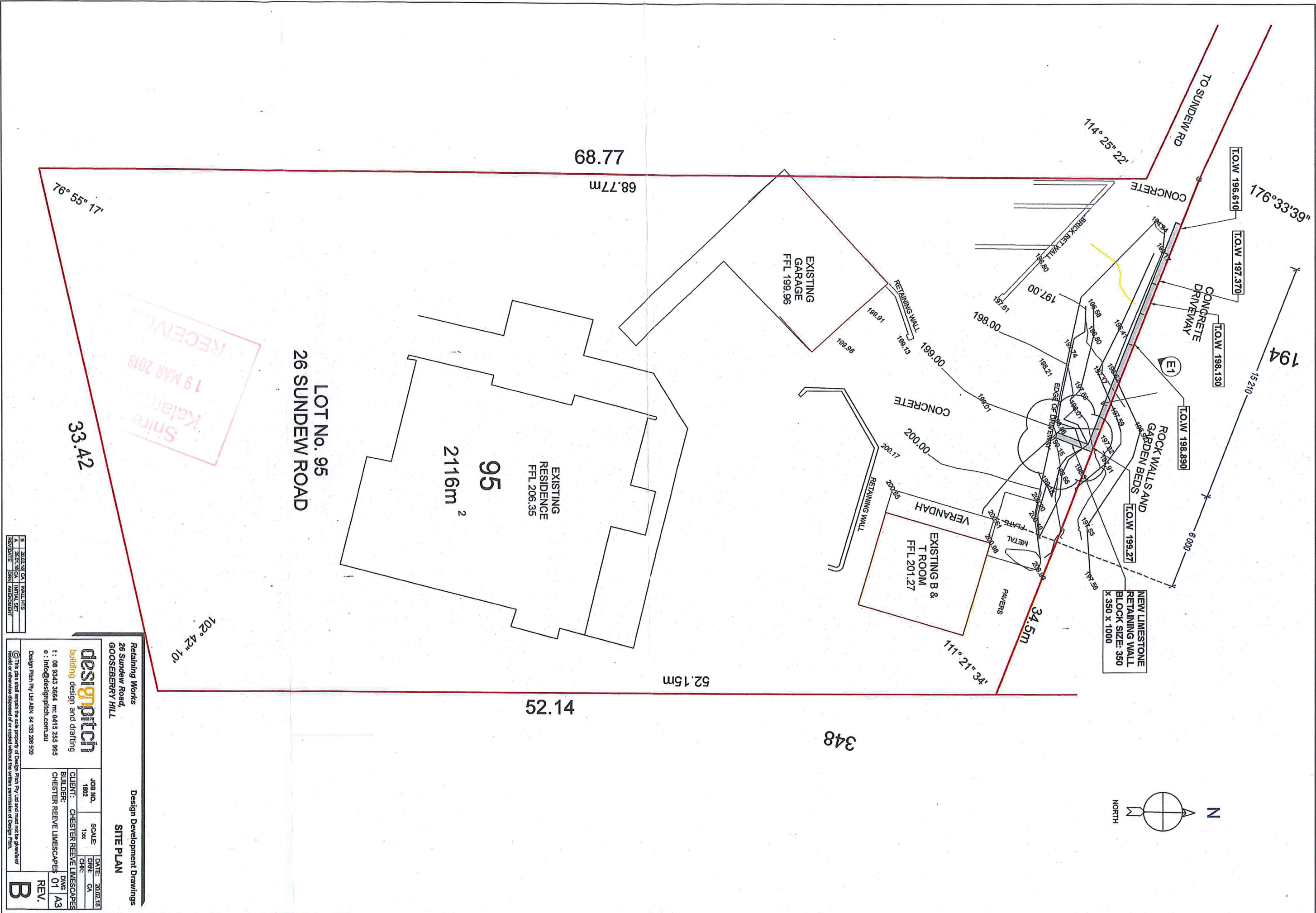
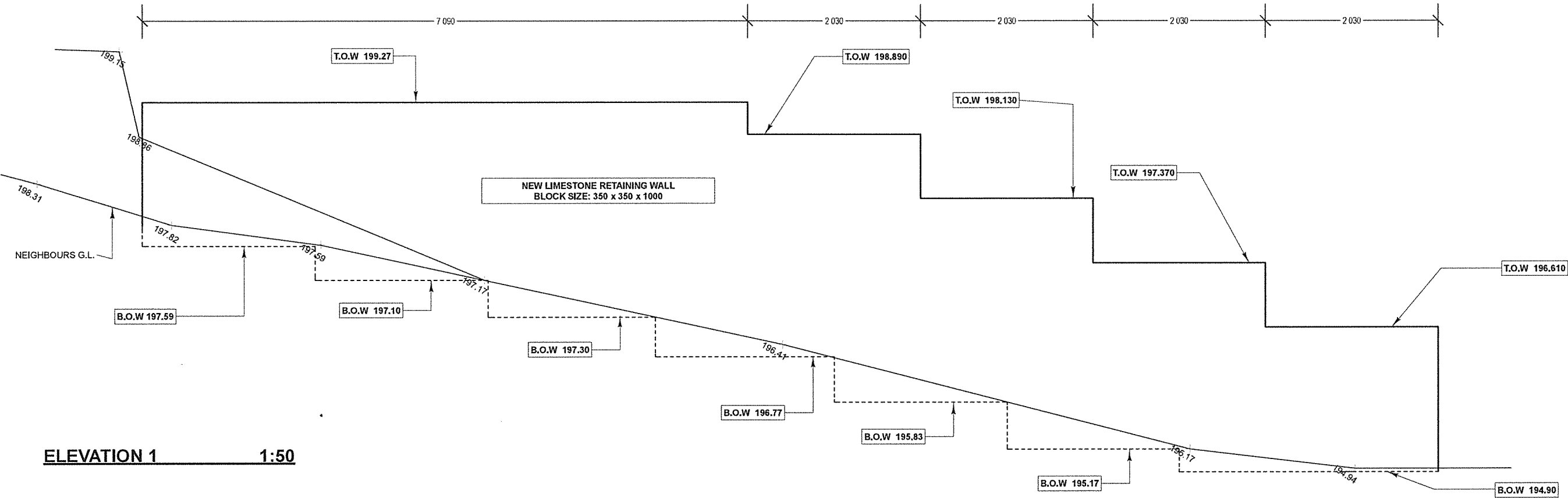


Public Agenda Briefing Forum - 14 August 2018 Attachments

10.1.1. Lot 95 (26) Sundew Road, Gooseberry Hill - Proposed Limestone Retaining Wall	3
10.1.1.1. Site and Elevation Plans.....	3
10.1.1.2. Site Photos.....	6
10.1.2. Proposed Amendment No.100 - Lot 500 (27) Wandoo Road, Forrestfield - 'No Zone' (Road Reserve) to Residential R20.....	8
10.1.2.1. Scheme Amendment.....	8
10.1.2.2. Applicant Scheme Amendment Request.....	15
10.1.2.3. Existing Deposited Plan.....	21
10.1.2.4. Proposed Deposited Plan - Subsequent Subdivision.....	22
10.1.3. Local Planning Policy P-DEV 64 - Requirements for Local Planning Amendments: Adoption for Public Advertising.....	23
10.1.3.1. Local Planning Policy P-DEV 64 - Requirements for Local Planning Amendments	23
10.1.4. Proposed Tavern - Lot 1 (21) Haynes Street, Kalamunda.....	38
10.1.4.1. Development Plans.....	38
10.1.5. Proposed Outbuilding (Shed) - Lot 16 (28) Davies Crescent, Gooseberry Hill.....	50
10.1.5.1. Development Plans.....	50
10.1.5.2. Submitters Table.....	52
10.1.5.3. Streetscape Views.....	53
10.1.6. Suburb Naming of the Forrestfield North District Structure Plan Area and Future Train Station.....	58
10.1.6.1. 1574- Geographic-names-policies.....	58
10.1.6.2. Forrestfield North DSP Map.....	198
10.3.1. Quarterly Progress Report Against KPIs - April - June 2018.....	199
10.3.1.1. Quarterly Report Progress Report Apr- Jun 2018.....	199

10.3.1.2. KPI Scorecard July 17 - June 18.....221





ELEVATION 1 1:50

Retaining Works
26 Sundew Road,
GOOSEBERRY HILL

Design Development Drawings

ELEVATIONS

designpitch
building design and drafting

t : 08 9343 3664 m: 0415 255 995
e : info@designpitch.com.au

Design Pitch Pty Ltd ABN 64 133 296 509

JOB NO. 1802	SCALE: 1:50	DATE: 27.05.18 DRN: CA CHK:
CLIENT: CHESTER REEVE LIMESCAPES		
BUILDER: CHESTER REEVE LIMESCAPES	DWG 02	A3
REV.		B

B	20.02.18	CA	WALL HTS
A	28.01.18	CA	INITIAL SET
REV	DATE	DRN	AMENDMENT

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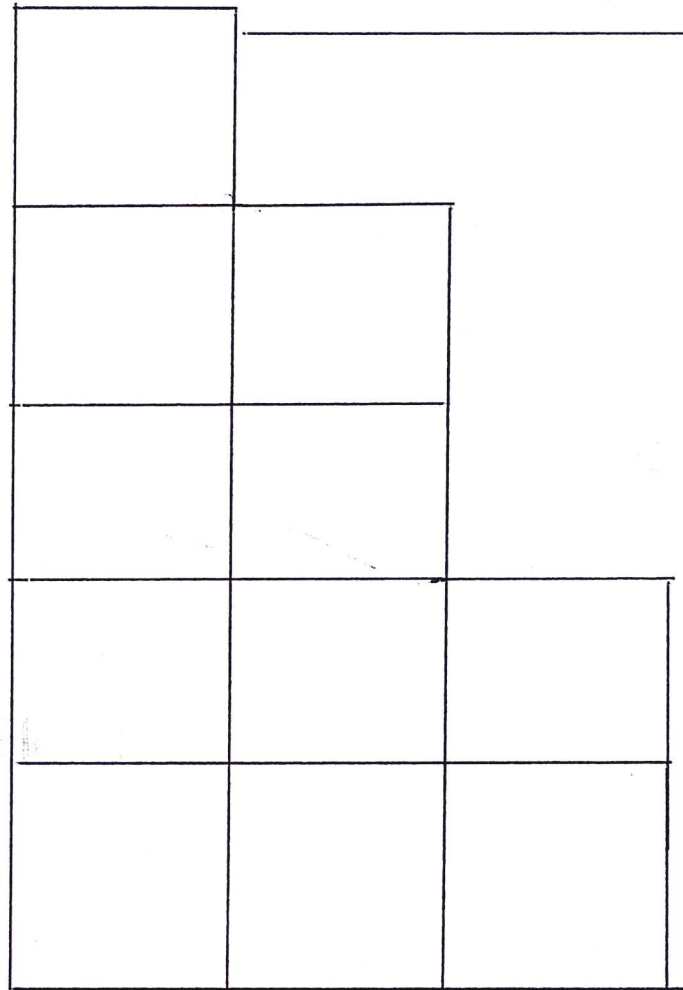
3

TOW @ HIGHEST POINT
199.27

NEW
CONCRETE

26 BOUNDARY
LINE

GL
@ # 24.



TOP OF WALL DROPS TO FOLLOW EXISTING DRIVEWAY
BOTTOM OF WALL DROPS TO FOLLOW NEIGHBOR'S LEVELS

LOW
SIDE
24

HIGH
SIDE
26





City of Kalamunda
Local Planning Scheme No.3

AMENDMENT NO. TBA

*To rezone portion of Lot 500 Wandoo Road, Forrestfield from 'No
Zone' to 'Residential' with an R20 density code*

FORM 2A

Planning and Development Act 2005**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME****Local Planning Scheme No. 3
Amendment Number TBA**

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

To rezone portion of Lot 500 Wandoo Road, Forrestfield from No Zone to Residential R20.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

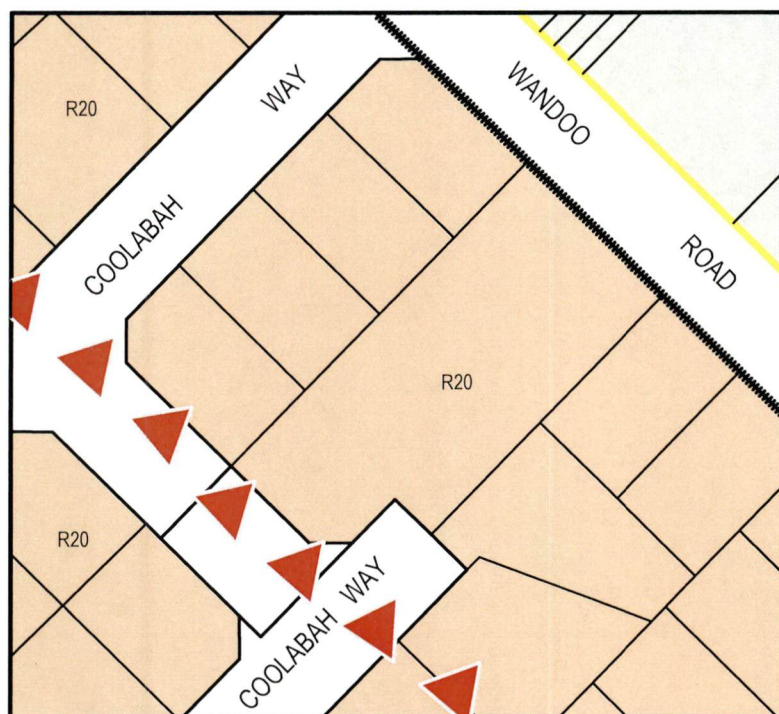
- The proposed amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
- The proposed amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- The proposed amendment is neither complex nor basic, as defined under Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Dated this _____ day of _____ 20__

(Chief Executive Officer)

SCHEME AMENDMENT MAP

CITY OF KALAMUNDA LOCAL PLANNING SCHEME No.3 AMENDMENT No.X



EXISTING ZONING

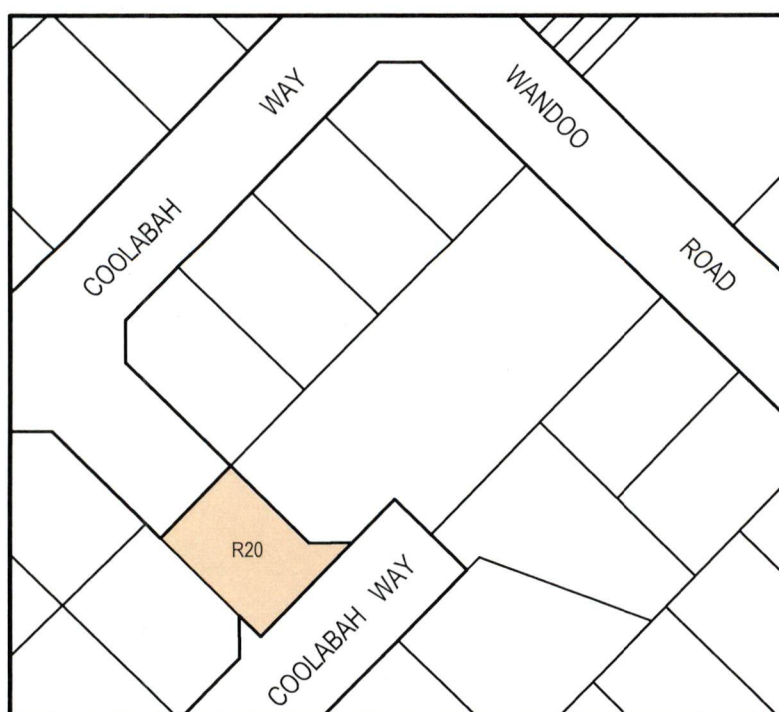
LEGEND

LOCAL SCHEME ZONES

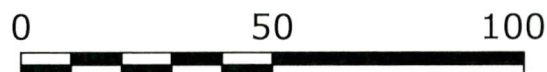
-  RESIDENTIAL
-  SPECIAL RURAL

OTHER CATEGORIES

-  R20 RCODES
-  BUSHFIRE PRONE AREA



PROPOSED ZONING



**Planning and Development Act 2005
RESOLUTION TO SUPPORT LOCAL PLANNING SCHEME AMENDMENT**

***City of Kalamunda Local Planning Scheme No. 3
Amendment Number TBA***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005* support the above Local Planning Scheme by:

Rezoning a portion of Lot 500 (No. 27) Wandoo Road, Forrestfield from 'No Zone' to 'Residential' with an applicable density code of R20.

**Planning and Development Act 2005
RESOLUTION TO SUPPORT LOCAL PLANNING SCHEME AMENDMENT**

***City of Kalamunda Local Planning Scheme No. 3
Amendment Number TBA***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005* support the above Local Planning Scheme by:

Rezoning a portion of Lot 500 (No. 27) Wandoo Road, Forrestfield from 'No Zone' to 'Residential' with an applicable density code of R20.

FORM 6A

COUNCIL ADOPTION

This standard Amendment was adopted by resolution of the Council of the City of Kalamunda at the _____ Meeting of the Council held on the __ day of _____, 20__.

.....
MAYOR.....
CHIEF EXECUTIVE OFFICER**COUNCIL RESOLUTION TO ADVERTISE**

by resolution of the Council of the City of Kalamunda at the _____ Meeting of the Council held on the __ day of _____, 20__ proceed to advertise this Amendment.

.....
MAYOR.....
CHIEF EXECUTIVE OFFICER**COUNCIL RECOMMENDATION**

This Amendment is recommended for support by resolution of the City of Kalamunda at the _____ Meeting of the Council held on the _____ day of _____, 20__ and the Common Seal of the City of Kalamunda was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR.....
CHIEF EXECUTIVE OFFICER**WAPC ENDORSEMENT (r.63)**.....
**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....

FORM 6A - CONTINUED

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....

Chief Executive Officer
City of Kalamunda
PO Box 42
Kalamunda WA 6926

1st June 2018

ATTENTION: PLANNING DEPARTMENT

Dear Sir / Madam,

RE: PROPOSED SCHEME AMENDMENT – LOT 500 (No. 27) WANDOO ROAD, FORRESTFIELD

On behalf of the owners of the above property, we seek the City's initiation of an Amendment to Local Planning Scheme No. 3 to rezone a 570m² portion from 'No Zone' (road reserve) to Residential R20.

The proposed rezoning is consistent with advice contained in WAPC's subdivision approval reference number 155121 for the subject property which states that the land identified as road reserve is no longer required. The rezoning will remove an anomaly of a proposed subdivided lot having a portion zoned Residential and another portion identified as road reserve, in favour of a single Residential zoning.

The 570m² portion of land identified as road reserve is owned by our clients. This portion is surplus to the current and future requirements of Coolabah Way and the lots within it which were created over 40 years ago. As a result there will be no impact on adjoining and nearby owners.

In support of the Amendment we enclose a report detailing the proposed in further detail in accordance with the City's requirements.

Can you please provide us with an invoice for the City's fee made out to Norman & Susan Wong c/- The Land Division.

Regards,



Joel Carter

APPLICANT'S SCHEME AMENDMENT REPORT

1. INTRODUCTION

The landowners of Lot 500 (No. 27) Wandoo Road, Forrestfield seek to initiate an amendment to the City of Kalamunda's Local Planning Scheme No. 3 ('LPS 3') by:

- Rezoning a portion of Lot 500 (No. 27) Wandoo Road, Forrestfield from 'No Zone' (identified as road reserve in LPS 3) to 'Residential' with an applicable density code of R20 as shown in the Scheme Amendment Map (**Appendix 1**).

The amendment will enable a proposed new subdivided lot to be entirely zoned Residential R20, rather than a complicated Residential R20 zoning / No Zone classification.

The proposed new subdivided lot is described as Lot 501 in draft Deposited Plan 412868 (**Appendix 2**).

Note: the land identified as road reserve in LPS 3 has never previously been created and forms part of Lot 500. This amendment is therefore not a road closure.

2. BACKGROUND

2.1 Location

Lot 500 is located in the eastern portion of Forrestfield in close proximity to Lesmurdie Falls Natinal Park. Land to the north and east of the subject site is zoned 'Special Rural' and land to the south and west is categorised by Residential zoned land. The surrounding land is established and has been developed according to applicable zoning / density classifications.

2.2 Land Description & Ownership

The subject land is legally described as Lot 500 on Deposited Plan 46029 on Certificate of Title Volume 1465, Folio 458 and is owned in fee simple by Norman & Susan Wong (see **Appendix 3** – Record of Certificate of Title).

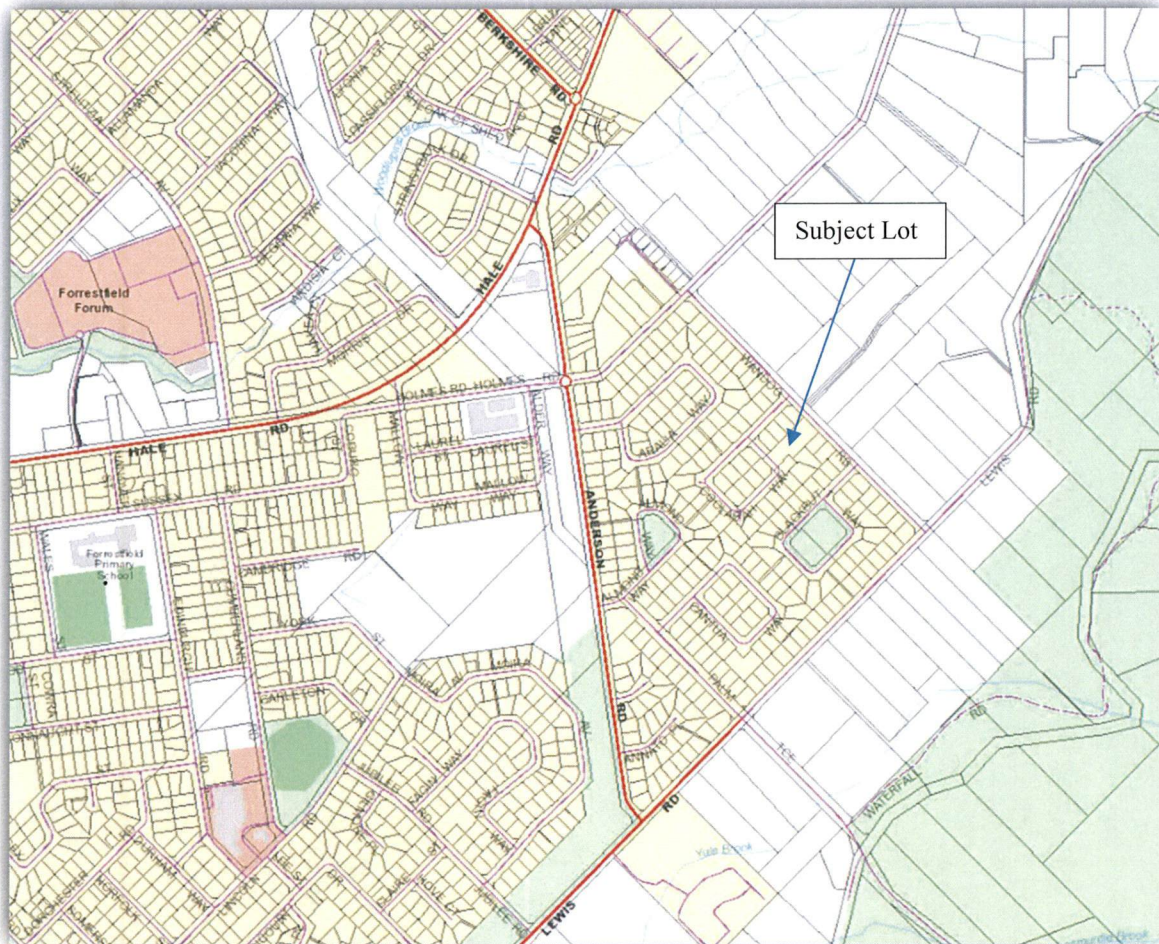


Figure 1 – Location Plan

2.3 Subdivision Approval

On the 2nd August 2017 the Western Australian Planning Commission ('WAPC') conditionally approved a subdivision of the subject land into 5 lots.

The submitted subdivision plan proposed the creation of 570m² of road reserve (extension of Coolabah Way) and a 500m² residential lot.

During the subdivision assessment process the Applicants for the subdivision (The Land Division) were advised by the WAPC that the City no longer required the 570m² road reserve. Consistent with this advice the following Conditions and Advice Notes were imposed in the WAPC's subdivision approval reference 155121:

Condition 1. *The plan of subdivision be modified to amalgamate proposed Lot 1 and the proposed 570m² road to form a balance lot.*

Advice Note 1. *In regard to Condition 1, the landowner/applicant is advised that the proposed road reserve as identified on the approved plan of subdivision **is no longer required** by the Shire of Kalamunda. The applicant should discuss the possibility of a Local Planning Scheme Amendment with the City of Kalamunda. (emphasis added in bold).*

2.4 Physical Characteristics & Current Land Use

Lot 500 is generally rectangular in shape and comprises a total area of 3,555m². The land enjoys frontage to both Wandoo Road and Coolabah Way (see **Appendix 4** – Deposited Plan 46029).

The land has been developed with a residential house and various incidental outbuildings and improvements.

The 570m² portion of land to be rezoned is relatively flat and devoid of native vegetation. Dial Before You Dig investigations have concluded that there are no services located within this portion.

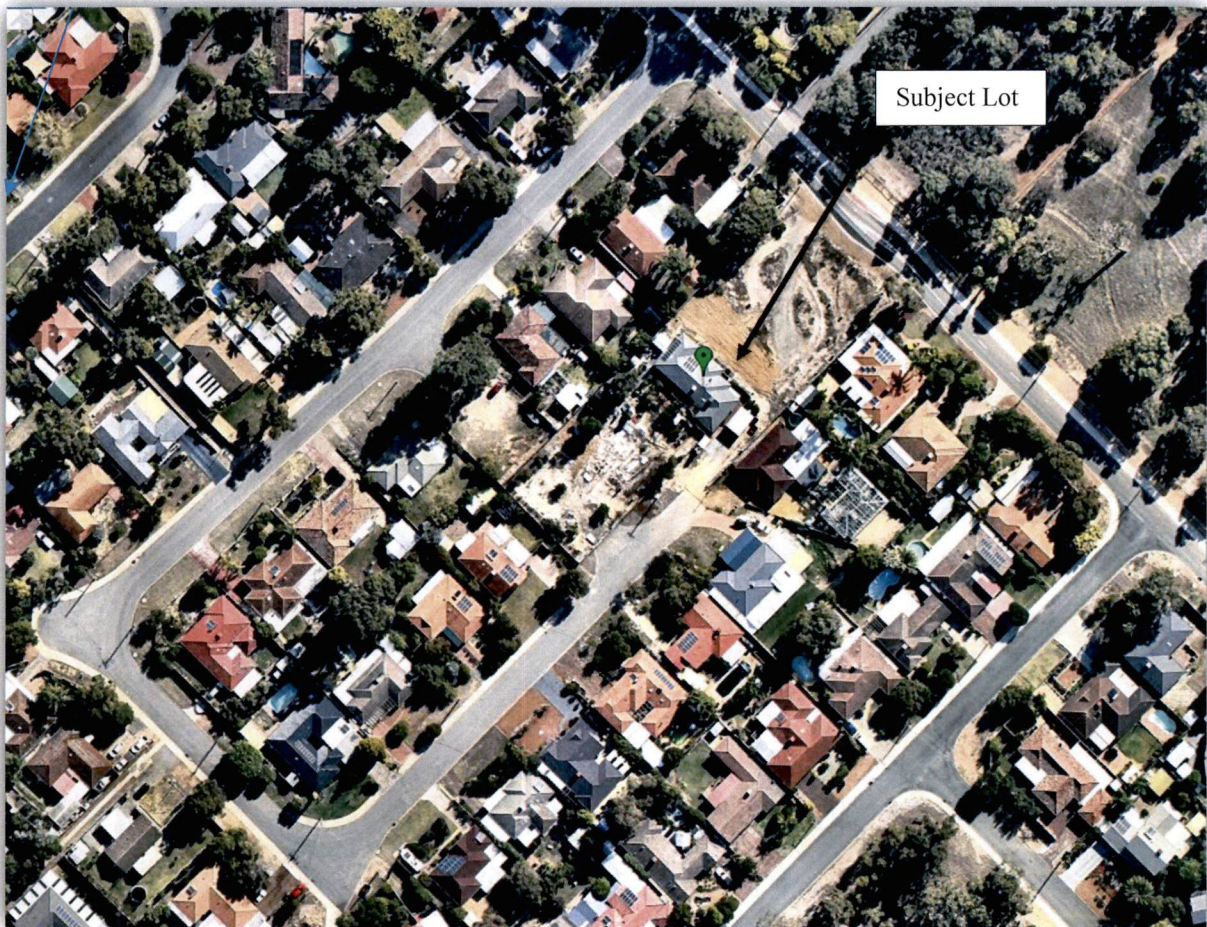


Figure 2 – Aerial Image

3 STRATEGIC AND STATUTORY FRAMEWORK

3.1 State Planning Context

3.1.1 Metropolitan Region Scheme

Lot 500 is classified 'Urban' zone under the Metropolitan Region Scheme (MRS). The proposal is therefore consistent with the zoning classification under the MRS.

3.1.2 State Planning Policies

3.1.2.1 SPP 3.7 – Planning in Bushfire Prone Areas

A portion of Lot 500 is identified as being within a 'Bushfire Prone Area' however this is not considered relevant to the proposal given that this was previously addressed as part of the subdivision assessment process prior to subdivision approval being issued.

More relevantly the 570m² portion of land to be rezoned is not identified as being within a 'Bushfire Prone Area'.

3.2 Local Planning Context

3.2.1 Local Planning Scheme

Under the terms of the City of Kalamunda's current operative Local Planning Scheme No.3 (LPS 3) the majority of Lot 500 is classified 'Residential' zone with a density coding of R20. The south eastern portion of the site (approx. 20m in width and 570m² in area) is identified for Road Reserve purposes.

4 AMENDMENT PROPOSAL

4.1 Proposed Rezoning

This amendment to LPS 3 proposes to rezone a portion of Lot 500 (No. 27) Wandoo Road, Forrestfield from 'No Zone' (road reserve) to 'Residential R20'.

4.2 Planning Justification

Based on the City's of Kalamunda's directive that the 570m² portion of land identified as Road Reserve is no longer required, the amendment will essentially remove an anomaly under LPS 3 where a proposed subdivided lot would have a dual Residential zoning / Road classification in favour of a standard Residential zoning across the entire lot. This will in turn simplify consideration and assessment for any future Building applications for the land.

Existing lots in Coolabah Way were created in 1975 & 1977 and therefore the existing road network has functioned in its current state for over 40 years without a 'short cut' through Lot 500. Given the relatively short length of Coolabah Way, it is agreed that the minor road extension (which would introduce intersections) is not necessary. The 570m² portion of land to be rezoned is therefore considered to be surplus to the current and future requirements of the established road network.

The 570m² portion of land to be rezoned is cleared and physically capable of being developed for residential purposes at the proposed density. Parent Lot 500 enjoys good access to the local and regional road network and is served by essential service infrastructure.

5 CONCLUSION

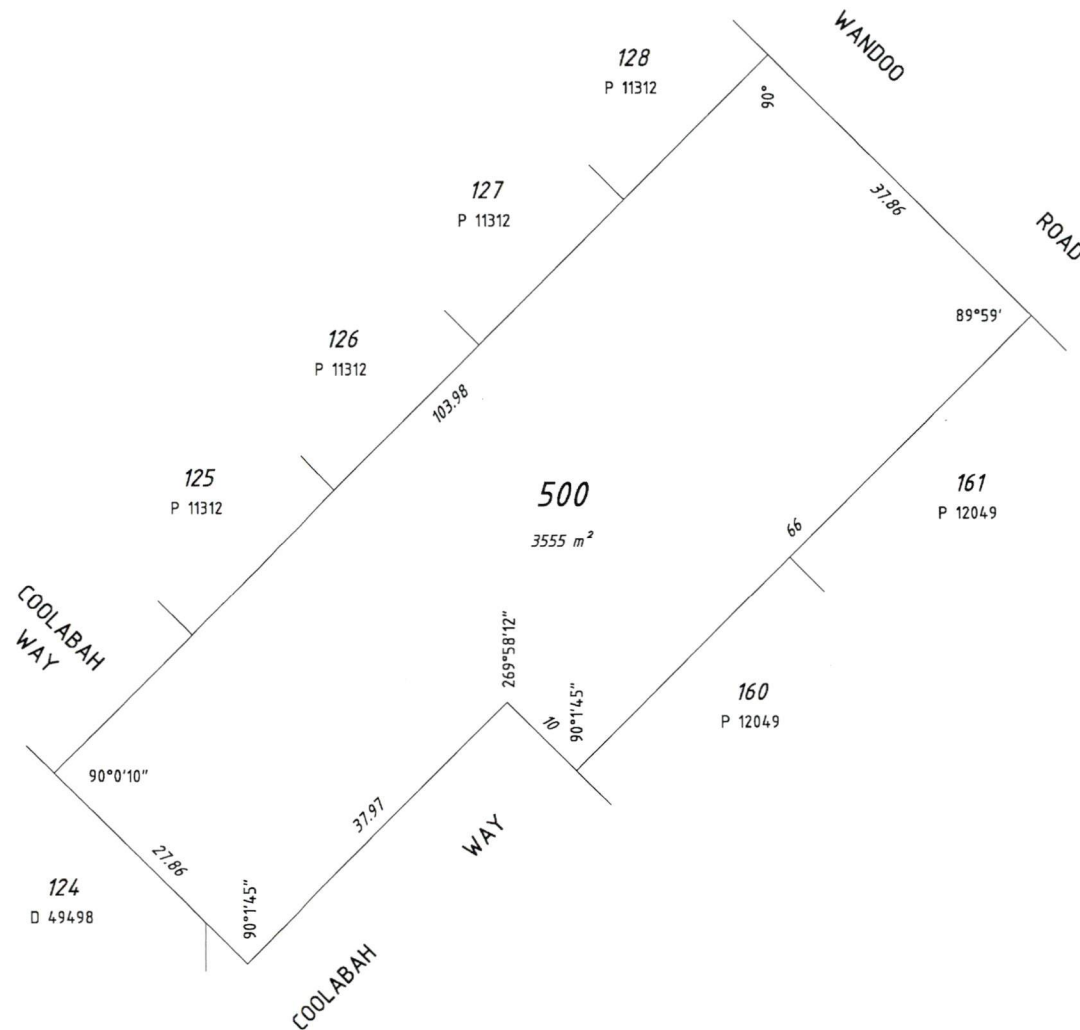
Pursuant to Section 75 of the Planning and Development Act we request Council adopt a standard amendment to LPS 3 by:

- Rezoning a 570m² portion of Lot 500 (No. 27) Wandoo Road, Forrestfield from 'No Zone' (road reserve) to 'Residential R20'.



The amendment will enable the proposed new subdivided lot to have a standard Residential zoning across the entire lot.

The amendment will have no impact on the amenity or character of the locality and is considered to be consistent with orderly and proper planning.

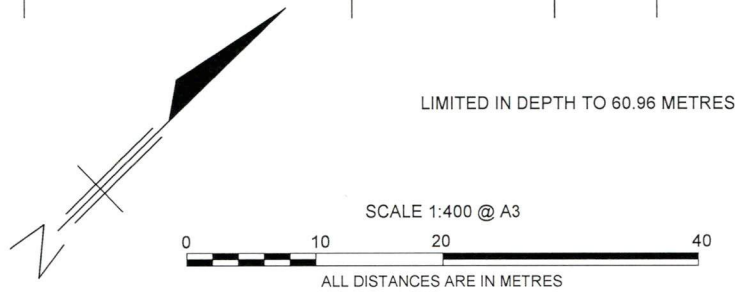
LIMITED IN DEPTH TO 60.96 METRES



THE DIMENSIONS SHOWN ON THIS PLAN
MAY NOT REPRESENT THE MOST RECENT
DIMENSIONS AVAILABLE FROM PRECEDING
SURVEY RECORDS AND DOCUMENTS
FOR THE LOT(S) SHOWN HEREON

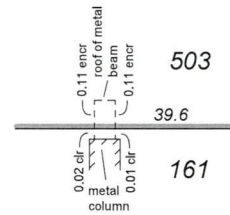
TYPE		FREEHOLD	
PURPOSE		CONVERSION	
PLAN OF		LOT 500	
COMPILED FROM		D 15339 D 51423 P 11312	
HELD BY DLI IN DIGITAL FORM ONLY			
DISTRICT		SWAN FILE	
TOWNSITE			
LOCAL AUTHORITY		SHIRE OF KALAMUNDA	
LOCALITY		FORRESTFIELD	
FORMER TENURE		RECORDED	
PART LOT 1449 ON D 15339 C/T 1465-458		ON INDEX BG34 (2) 23.21	R.B. PREPARED BY 21.6.2006 DATE
CSD REFERENCE		PUBLIC	P.W.K. CHECKED BY 21.6.2006 DATE
SCALE @A3: ALL DISTANCES ARE IN METRES		1:500	0 5 10 15 20 25
THIS PLAN CREATED FOR CERTIFICATE OF TITLE LAND DESCRIPTION PURPOSES			
THIS PLAN PROVIDES A GRAPHIC REPRESENTATION OF THE EXISTING LOT(S) AND ALLOCATES A WHOLE LOT(S) AND DESCRIPTION FOR THE CONVERSION OF PAPER CERTIFICATES OF TITLE TO THE DIGITAL REGISTER.			
		 Department of Land Information	
DEPOSITED PLAN			
46029			
SHEET 1 OF 1		EDITION 1 VERSION 1	

VER	AMENDMENT	AUTHORISED BY	DATE



ENLARGEMENT 'Y'

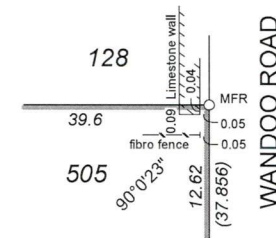
Not to Scale



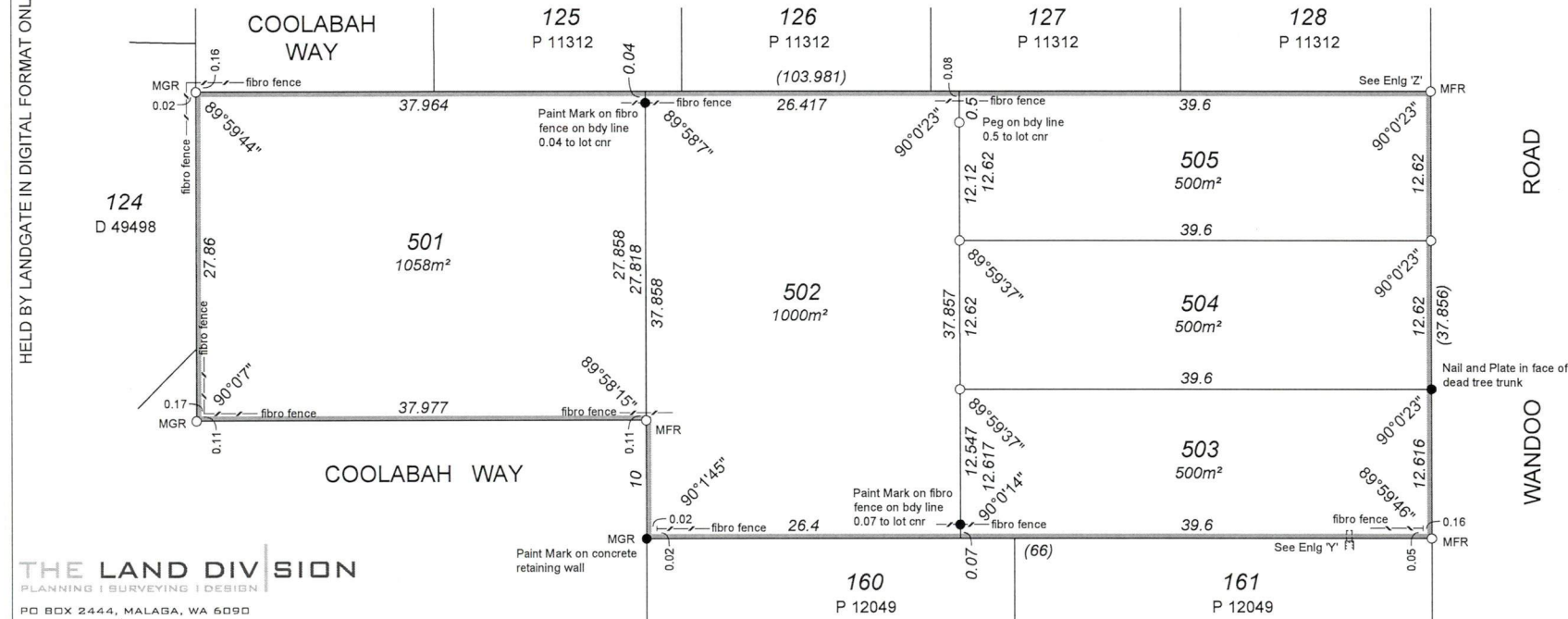
PRELIMINARY PLAN
SUBJECT TO WATER CORPORATION
EASEMENT

ENLARGEMENT 'Z'

Not to Scale



HELD BY LANDGATE IN DIGITAL FORMAT ONLY



THE LAND DIVISION
PLANNING | SURVEYING | DESIGN

PO BOX 2444, MALAGA, WA 6090
T: 9209 3232 | F: 9249 2551
E: INFO@LANDDIVISION.COM.AU
17-7309 AK 8-1-2018

INTERESTS AND NOTIFICATIONS

SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
	NOTIFICATION	SEC 165 of the P & D ACT	DOC	ALL LOTS		Subject to a Bushfire Management Plan

TYPE	FREEHOLD	S.S.A.	NO
PURPOSE	SUBDIVISION		
PLAN OF	LOTS 501 - 505		
FORMER TENURE	LOT 500 DEPOSITED PLAN 46029 C/T 1465/458		
LOCAL AUTHORITY	CITY OF KALAMUNDA		
LOCALITY	FORRESTFIELD		
D.O.L. FILE			
FIELD RECORD	143302		
SURVEYOR'S CERTIFICATE - Reg 54			
I, ARMIN TUKA			
hereby certify that this plan is accurate and is a correct representation of the -			
(a) *survey; and			
(b) *calculations from measurements recorded in the field records, (delete if inapplicable)			
undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.			
LICENSED SURVEYOR	DATE		
LODGED			
DATE	FEE PAID	ASSES No.	
I.S.C.			
EXAMINED			
DATE			
WESTERN AUSTRALIAN PLANNING COMMISSION FILE 155121			
Delegated under S.16 P & D Act 2005 DATE			
IN ORDER FOR DEALINGS			
SUBJECT TO			
INSPECTOR OF PLANS AND SURVEYS DATE			
APPROVED			
INSPECTOR OF PLANS AND SURVEYS DATE (S.18 Licensed Surveyors Act 1909)			
DEPOSITED PLAN 412868			
SHEET 1 OF 1 SHEET VERSION 1			

Planning Policy P-DEV 64 - Requirements for Local Planning Scheme Amendments

Management Procedure	Relevant Delegation

Adopted	XXXX 2018	Next Review Date	XXXX 2019

Purpose

The purpose of this Policy is to provide guidance on the level of detail the City requires as part of a Standard or Complex Amendment to the Local Planning Scheme.

1. Background and Introduction

In response to an increasing trend and demand for Local Planning Scheme Amendments, the City seeks to establish policy guidance with respect to the level of detail and information provided as part of a Local Planning Scheme Amendment Application. The Policy also establishes the timing in which the City and Council reviews, and then decides regarding the suitability of amending the Scheme.

2. Application of Policy

Local Planning Policy P-DEV 64 Requirements for Local Planning Scheme Amendments is operative throughout the City of Kalamunda.

3. Statutory Authority / Legal Status

This Policy has been prepared in accordance with Part 2, Clause 3 of the Schedule 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (The Regulations)

(a) Relationship to Local Planning Scheme No.3

This policy is a planning policy prepared, advertised and adopted pursuant to Part 2 of the Regulations. The policy augments and is to be read in conjunction with the provisions of Local Planning Scheme No.3 (the Scheme) relating to development.

If there is a conflict between this local planning policy and the Scheme, then the Scheme shall prevail.

(b) Relationship to other state planning/ development control policies.

This policy has due regard to and should be read in conjunction with state planning policies. Of particular relevance to this policy are:

- i. State Planning Policy 1 – State Planning Framework.
- ii. State Planning Policy 3.7 Planning in Bushfire Prone Areas

(c) Relationship to other local planning policies

This policy has due regard to and should be read in conjunction with the City of Kalamunda's other local planning policies. Of particular relevance to this policy is:

- Local Planning Policy P-DEV 45 – Public Notification of Planning Proposals.

4. Policy objectives

- a) To provide guidance in respect to the process and level of detail required for a Local Planning Scheme Amendment based on whether the amendment is Basic, Standard or Complex as defined by the Regulations.
- b) To recognise the balance between the need for the community to be informed of, and to have reasonable opportunity to provide input into Local Planning Scheme Amendments, and the timely and accurate determination of those amendments.
- c) To provide a consistent approach on the circumstances when the City receives a Local Planning Scheme Amendment, the level of detail required and at what stage of the process this information will be requested to be submitted.
- d) To ensure applicants provide sufficient detail so that the City and Council can understand the likely extent of any proposed development and amenity impacts, and therefore determine whether a Local Planning Scheme Amendment is deemed appropriate.
- e) To provide a practical administrative process of Local Planning Scheme Amendments.

5. Policy Measures

- a) Part 5 of the Regulations establishes the provisions for amending the Local Planning Scheme and distinguishes the following:

- Basic Amendment
- Standard Amendment
- Complex Amendment

Appendix B outlines the differences between the three different Scheme Amendment types.

- b) The Regulations outline the specific process for the various types of amendments, the mechanisms for advertising and the requirements of when the application is required to be forwarded to the Western Australian Planning Commission (WAPC).

The requirement of this policy applies to Standard and Complex Amendments only and does not apply to Basic Amendments.

- c) The Scheme provides the ability for landowners to apply for additional or special uses in accordance with Clause 4.5 "Additional Uses" and Clause 4.7 "Special Use Zones"

'An additional use is a land use that is permitted on a specific portion of land in addition to the uses already permissible in that zone that applies to the land.'

'A Special Use Zone applies to specific categories of land use which do not comfortably sit within any other zone within the Scheme.'

For example, in Rural Zones, "Place of Worship" is an "X" land use which means that it is prohibited within that zone. LPS 3 provides an ability for an applicant to apply for a Local Planning Scheme Amendment for an Additional or Special Use which provides the City with the ability to assess the merits of that use. The provisions of this policy provide further clarification regarding the level of detail and information submitted with an application to amend the Scheme for the purposes of an Additional Use or a Special Use Zone.

This Policy only applies to applications for a Scheme amendment where there is a change of use to the land and/or where there is the potential for new built form and associated activities and where these changes are likely to have an impact on the amenity of the existing and future local community.

Policy Statement

2. Land Use Scoping Statement and Concept Master Plan

- a) Land Use Scoping Statement.

When considering a Scheme Amendment which seeks to change a land use or apply an additional land use, the Council may be faced with a decision whether to support the amendment without knowing what the anticipated built form or amenity outcome for that site, or the impact the amendment may have in terms of the surrounding community. To improve the decision-making process, the City will require an applicant to provide a Land Use Scoping Statement. This document is required to be submitted upon initial lodgement of the amendment application and will form part of the application information presented to Council when it is requested to adopt the amendment for the purposes of public advertising.

The Land Use Scoping Statement is a report which is intended to provide the City with a level of background information addressing core land use planning issues and to provide Council with a greater level of detail regarding intended outcomes. The Statement is required to address but is not limited to the following land use and planning related issues:

i. Scale and Intensity of Use

The extent of the proposed use in terms of the types of proposed activities, the number of people occupying and/or attending the development, any proposed major fixtures or events during the calendar year, the likely hours of operation, and the proximity to other habitable land uses.

ii. Streetscape

The extent to which any subsequent future development will likely alter the desired and/or existing streetscape of the immediate area of the proposed Scheme Amendment. It is noted that *Applications for development which include new buildings will be assessed in accordance with the Scheme and in accordance with the R Codes where abutting or within a residential zoned area.*

iii. Tree Preservation.

The extent to which the proposed amendment and any subsequent future development will result in the loss of any significant trees or other natural vegetation which will be required to be cleared. *Where trees are proposed to be removed, details are to be provided on a site plan, showing where the tree or vegetation is native and above 300mm in trunk diameter. A report shall be provided by a suitably qualified environmental consultant to determine the health of the tree and if it hosts any natural fauna, and where there is clearing of natural vegetation proposed, a flora and fauna study will also be required.*

iv. Open Space

Where relevant, the extent of preservation of areas of useable on-site open space to be maintained as part of the proposal and any subsequent future development.

v. Site Limitation or Constraints

Outline and address any special limitations on the development of the land by its size, shape or environmental/geographical feature.

vi. Prevailing Amenity

The likely amenity impacts that could arise from approval of the application, including noise, any proposed traffic and parking issues, or scale of any proposed development.

The applicant is required to analyse the context in which the application for Scheme Amendment will impact on prevailing amenity as it relates to anticipated land use outcomes. This may include such factors as:

- Noise Attenuation
- Dust and Odour
- Environmental Impact
- Traffic Impact
- Safety and security

b) Concept Master Plan

Applicants are also required to include written details in their application regarding the likely future staging of any development or growth of activities in the form of an illustrative Concept Master Plan upon initial lodgement.

When applying for an additional use or special use via a Scheme Amendment, a Concept Master Plan shall be submitted with the request to amend the Scheme outlining the likely or desired overall development of the site and including each relevant stage as applicable.

The details of the Concept Master Plan may include but is not limited to the following:

i) Location of Buildings

Indicative location of all proposed buildings, car parking and access on a scaled plan.

ii) Incidental and Additional Uses

Proposed likely incidental or additional uses. The applicant is required to specify those uses, and if details are known, provide a list of those uses and likely operating timeframes.

iii) Concept Drawings

Conceptual drawings for any proposed buildings, or modifications to any existing buildings. Concept plan for the entire property including any staging.

iv) Traffic Assessment

A preliminary Traffic Impact Statement to be provided undertaken by a suitably qualified traffic engineering consultant.

v) Effluent Disposal

An effluent management statement is to be provided, where not connected to reticulated sewer. Where applicable, the applicant is required to provide a statement and/or plan demonstrating effluent disposal can be achieved.

vi) Stormwater Disposal

Where applicable the applicant is required to provide a statement and/or plan demonstrating stormwater disposal can be achieved.

vii) Car Parking

A preliminary car parking strategy, including overflow parking provisions contained on-site, where applicable, is to be provided.

viii) Bushfire Management

Bushfire Contour mapping or Bushfire Attack Level Assessment (BAL) for the site or the area subject to Scheme amendment. (Note that depending on the land uses proposed and the future/anticipated development outcomes a Bushfire Management Plan and Emergency Evacuation Plan may form part of a Condition of approval for the Scheme Amendment.)

ix) Noise Management

A noise impact assessment may be required to be provided undertaken by a suitably qualified acoustic consultant where the City deems that the proposed land use may conflict with or affect surrounding or adjacent existing and proposed land uses. A Noise Management Plan may be required to be submitted.

- c) It is noted that the Concept Master Plan and Land Use Scoping Statement relate to preliminary and indicative proposals only. As such the submitted details may be amended through the Development Application Stage. It is noted however, that where a proposal for development deviates significantly from the Concept Master Plan and the Land use Scoping Statement, the City is unlikely to support the development without substantial reasoning and sound planning justification.

3. Matters to be Considered

The following matters will be given consideration in the assessment of applications for a Local Planning Scheme Amendment.

- a) The likely impact of the proposed scheme amendment on the prevailing amenity and character of the immediate and surrounding area based on established planning principles.

- b) Any structure plan, activity centre plan or local development plan that relates to the development.
- c) Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.
- d) The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.
- e) Any report of the review of the local planning scheme that has been published under the Regulations.

4. Variations to the Policy

Where a variation is applied consideration to Clause 3 "Matters to be considered" shall be referenced.

Any variation to the requirements of this policy or items contained in Clause 2 will require the applicant to provide additional justification demonstrating how the proposal will not adversely affect adjoining property owners, the streetscape or the amenity of the locality, with reference to Clause 3 – 'Matters to be Considered' of this policy.

Explanatory Notes

(1)

Related Local Law			
Related Policies	State Planning Policy 1 – State Planning Framework. State Planning Policy 3.7 Planning in Bushfire Prone Areas Local Planning Policy P-DEV 45 – Public Notifications of Planning Proposals		
Related Budget Schedule			
Legislation	<i>Planning and Development Act 2005, Planning and Development Act (Local Planning Schemes) Regulations 2015</i>		
Conditions			
Authority			
Adopted		Next Review Date	

APPENDIX A – EXPLANATORY INFORMATION

WHAT IS A TOWN PLANNING SCHEME?

Local Planning Schemes are made under Part 5 of the *Planning and Development Act 2005*, which sets out the general objectives of schemes, the matters which may be addressed and the requirements for review.

Where schemes involve the zoning or classification of land, they are required to reflect the *Planning and Development (Local Planning Scheme) Regulations 2015*. Importantly, there are some sections of the scheme which are 'deemed provisions' and cannot be changed.

Schemes include a variety of zones and accompanying statutory planning provisions which combine to provide for control of land use and development. This combination reflects a set formula of land use possibilities and zoning arrangements, with the intent being that the formula achieves the aims of the Scheme, which itself is derived from the strategic vision of the Local Planning Strategy.

WHAT IS A SCHEME AMENDMENT?

From time to time, it becomes necessary to amend the City's Local Planning Scheme No. 3 (the Scheme). When a change is proposed or made to the Scheme, it is referred to as a Scheme Amendment. These changes can be proposed by landowners, the City itself or State Government agencies. The decision to initiate a Scheme Amendment is however at the discretion of the City (which has no appeal rights), and once initiated the City becomes responsible for progressing a Scheme Amendment through to the Western Australian Planning Commission and ultimately the Minister for Planning.

Scheme amendments occur for a variety of different reasons including:

- a change in zoning to accommodate development;
- a change in the residential density coding to increase residential density;
- a change in the Scheme's wording to ensure more effective planning;
- to implement the strategic vision of the Local Planning Strategy; or
- to ensure orderly and proper planning.

SPOT REZONING

The planning system has a general presumption against changing the zoning of individual lots ('spot rezoning') independent of a broader zoning or local planning strategy. Scheme Amendment requests should relate to a broader, more logical area, or be considered as part of a major Scheme review in the interests of orderly and proper planning.

SHOULD I ENGAGE A TOWN PLANNING CONSULTANT?

Given the complexity of the Scheme Amendment process, it is usually advisable for an applicant to engage a suitably experienced Planning Consultant who can fully address all relevant issues in the initial Scheme Amendment request and subsequent stages including the requirements of the Scheme amendment report as outlined in **Appendix A**.

SCHEME AMENDMENT FEE

Fee estimates are calculated in accordance with the *Planning and Development Regulations 2009*. Upon lodgement of a Scheme Amendment and prior to a Scheme Amendment being initiated by Council at an Ordinary Meeting the minimum fee is to be paid to the City of Kalamunda. The applicable fee is calculated by estimating the staff time and resources necessary to process and consider the Scheme Amendment. The applicant will be provided with an appropriate acknowledgment letter and invoice by the City at this stage.

The following minimum fees apply to each type of Scheme Amendment:

- Standard Amendment: \$2,500
- Complex Amendment: \$5,000

Please note that the fees may vary according to the complexity of the amendment proposed and any additional hours logged by City staff.

A record of costs will be kept in accordance with the *Planning and Development Regulations 2009*.

SCHEME AMENDMENT PROCESS

Section 75 of the *Planning and Development Act 2005* provides for local governments to amend a local planning scheme. A Scheme Amendment becomes operative when approved by the Minister for Planning and published in the Government Gazette.

The procedure for amending a Town Planning Scheme is set out in the State Government's *Planning and Development (Local Planning Schemes) Regulations 2015*.

There are different timeframes applicable depending on whether the amendment is categorised as a Basic, Standard or Complex amendment. The descriptions of these amendments are described in **Appendix B**.

The Scheme Amendment process and timelines are set out in **Appendix C**.

APPENDIX A

RECOMMENDED TABLE OF CONTENTS FOR SCHEME AMENDMENT REPORT

The following 'Table of Contents' and 'Table of Figures' aims to guide applicants in the preparation of their Scheme Amendment proposal report. The City strongly recommends that applicants follow this standard format, as it will assist in ensuring that all relevant information is included within the report. It should be noted however that this list is not definitive and additional sections and/or figures may be required in relation to specific amendment proposals. In some cases, the information may not be required if it has no relevance to the proposed scheme amendment. If uncertain, please contact Strategic Planning to discuss. ***Note: Five (5) copies of Scheme Amendment document are required should Council resolve to initiate the Amendment.**

Table of Contents

- 1. Introduction**
 - 1.1. Site Details
 - 1.2. Proponent
 - 1.3. Land Ownership
- 2. Strategic and Statutory Framework**
 - 2.1. State Planning Context
 - 2.1.1. Metropolitan Region Scheme
 - 2.1.2. State Planning Policies
 - 2.1.3. State Planning Strategies
 - 2.2. Local Planning Context
 - 2.2.1. Local Planning Scheme
 - 2.2.2. Local Planning Policies
 - 2.2.3. Local Planning Strategies
- 3. Site Analysis**
 - 3.1. Topographical Features
 - 3.2. Land Capability
 - 3.3. Native Vegetation
 - 3.4. Native Fauna
 - 3.5. Conservation Areas
 - 3.6. Watercourses and Wetlands
 - 3.7. Hydro-geological Conditions
 - 3.8. Aboriginal and European Heritage
 - 3.9. Infrastructure Availability
- 4. Amendment Proposal and Type**
 - 4.1. Amendment Specifications/Type (Basic/Standard/Complex)
 - 4.2. Rationale for Amendment
 - 4.3. Future Development Proposal
- 5. Conclusions**
- 6. References**

Table of Figures

- Figure 1: Location Map
Figure 2: Land Ownership
Figure 3: Metropolitan Region Scheme Zoning
Figure 4: Town Planning Scheme No.3 Zoning
Figure 6: Topographical and Environmental Features
Figure 7: Aboriginal and European Heritage Sites
Figure 8: Opportunities and Constraints
Figure 9: Proposed Amendment(s) to Town Planning Scheme No. 3 Mapping
Figure 10: Proposed Future Development or Subdivision

APPENDIX B

Extracted from Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015

CATEGORIES OF SCHEME AMENDMENTS

basic amendment means any of the following amendments to a local planning scheme —

- a) an amendment to correct an administrative error;
- b) an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;
- c) an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;
- d) an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;
- e) an amendment to the scheme so that it is consistent with a State planning policy;
- f) an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;
- g) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;
- h) an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;
- i) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area if the amendment will have minimal effect on the scheme or landowners in the scheme area;

complex amendment means any of the following amendments to a local planning scheme —

- a) an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- b) an amendment that is not addressed by any local planning strategy;
- c) an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;
- d) an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;
- e) an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;

standard amendment means any of the following amendments to a local planning scheme

- a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;
- d) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme does not currently include zones of all the types that are outlined in the plan;
- e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- g) any other amendment that is not a complex or basic amendment.

APPENDIX C**LOCAL PLANNING SCHEME AMENDMENTS PROCESS AND INDICATIVE TIMELINES**

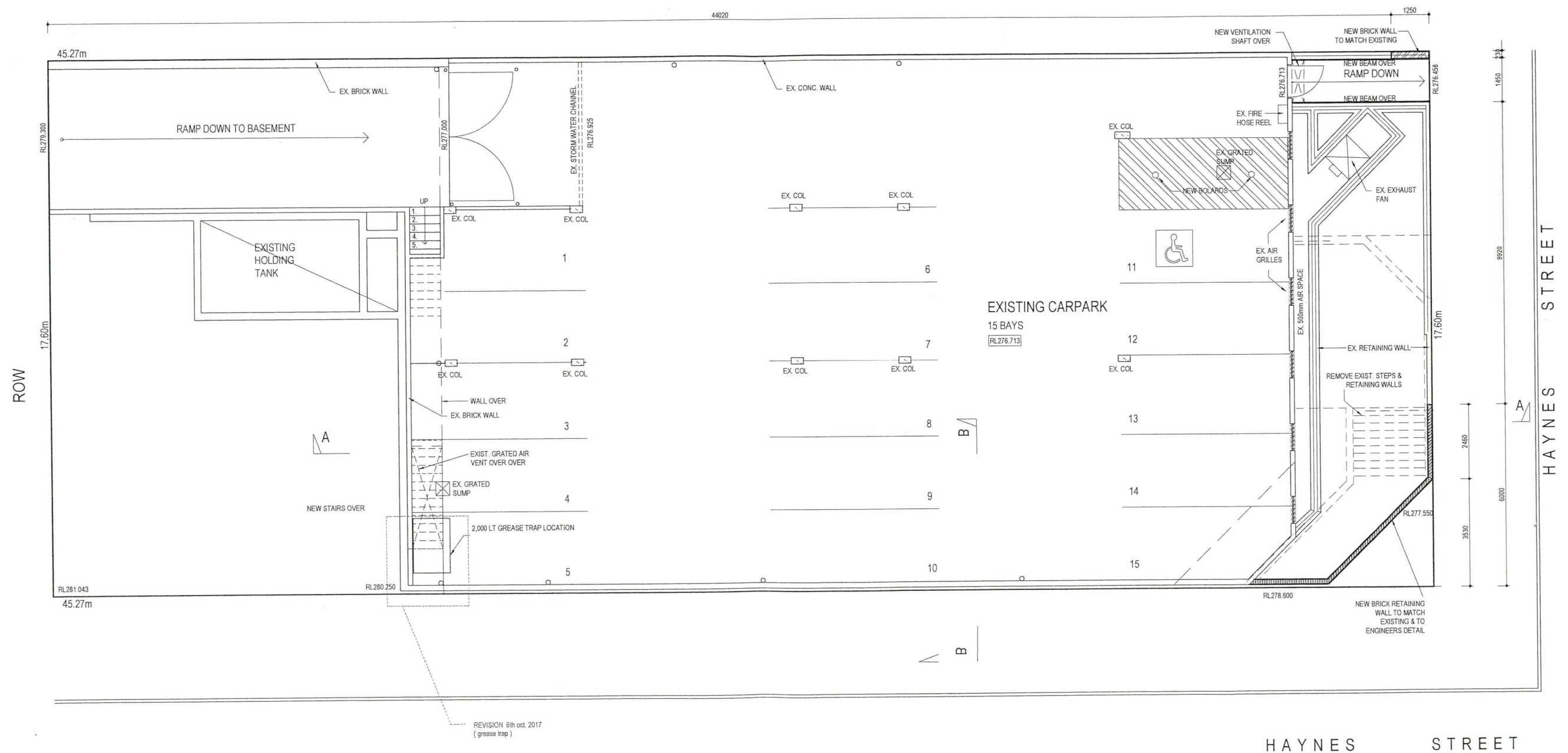
Action		Approximate timeframe		
		Basic	Standard	Complex
1.	Preliminary discussion Applicant and City officers discuss merits of proposal prior to formal lodgement	(not included in this timeframe estimate)		
2.	Scheme Amendment request lodged Request acknowledged, registered electronically, allocated to officer and fee determined	1 week		
3.	Internal Assessment Subject to receipt of fee, Scheme Amendment request referred to internal departments for comment. Officer to consolidate comments and provide response to applicant requesting modifications/more information (if required)	3 weeks		
4.	Council Report and Resolution Officer prepares report to Council for consideration to initiate Scheme Amendment. Council resolve whether to initiate Amendment (with or without modifications) or not to proceed with the Amendment. (Note: Ordinary Council Meetings are held on a monthly basis except January)	4 weeks		
5.	Referral to Environmental Protection Authority (EPA) and Western Australian Planning Commission (WAPC) Upon receipt of satisfactory documents, Scheme Amendment referred to EPA for comment and approval to advertise. All amendments are sent to WAPC, if complex for consent to advertise (others as FYI)	4 weeks	4 weeks	6 weeks
6.	Advertising Following receipt of consent to advertise from EPA, Scheme Amendment is advertised via local newspaper, letters to affected landowners and service	N/A	42 days	60 days

Action		Approximate timeframe		
		Basic	Standard	Complex
	authorities/government agencies, on City’s website, within City buildings and signs on site (if required).			
7.	Assess Submissions Officer assesses any submissions received during advertising period and prepares a schedule of submissions to supplement report to Council.	N/A	1 week	
8.	Council Report Officer prepares report to Council with recommendation to either proceed with final approval, proceed with modification, not to proceed.	N/A	4 weeks	
9.	Council Decision Council resolve to either adopt, adopt with modifications or refuse Scheme Amendment. Officer notifies applicant and submitters of Council resolution.	1 week		
10.	Referral to WAPC Scheme Amendment referred to WAPC for Minister for Planning consideration.	1 week		
11.	Minister for Planning Decision Minister for Planning may approve, approve with modification or refuse Scheme Amendment. If major modifications are required, re-advertising of Scheme Amendment may occur at this stage.	42 days	60 days	90 days
12.	Final Approval and Gazettal If Minister for Planning grants approval, Scheme Amendment is published in the Government Gazette (date when amendment legally comes into effect). Officer notifies applicant and submitters of Scheme Amendment gazettal.	3 weeks		
Total		23 weeks (<6mths)	32 weeks (8mths)	41 weeks (~10mths)

PLEASE NOTE:

The information contained herein is a guide only. It is recommended that the advice and assistance of the City's Approval Services be sought in conjunction with any enquiries concerning proposals to amend Local Planning Scheme No. 3 or rezone land within the City. Some timeframes may vary if complex issues arise or where applicants do not return information in a timely manner.





City of Kalamunda **BASEMENT FLOOR PLAN**

== == == == DENOTES WALLS OR ITEMS TO BE DEMOLISHED OR

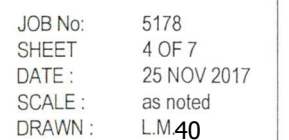
REFURBISHMENT OF EXISTING BUILDING - RESTAURANT
ADDRESS:
21 HAYNES SREET
KALAMUNDA

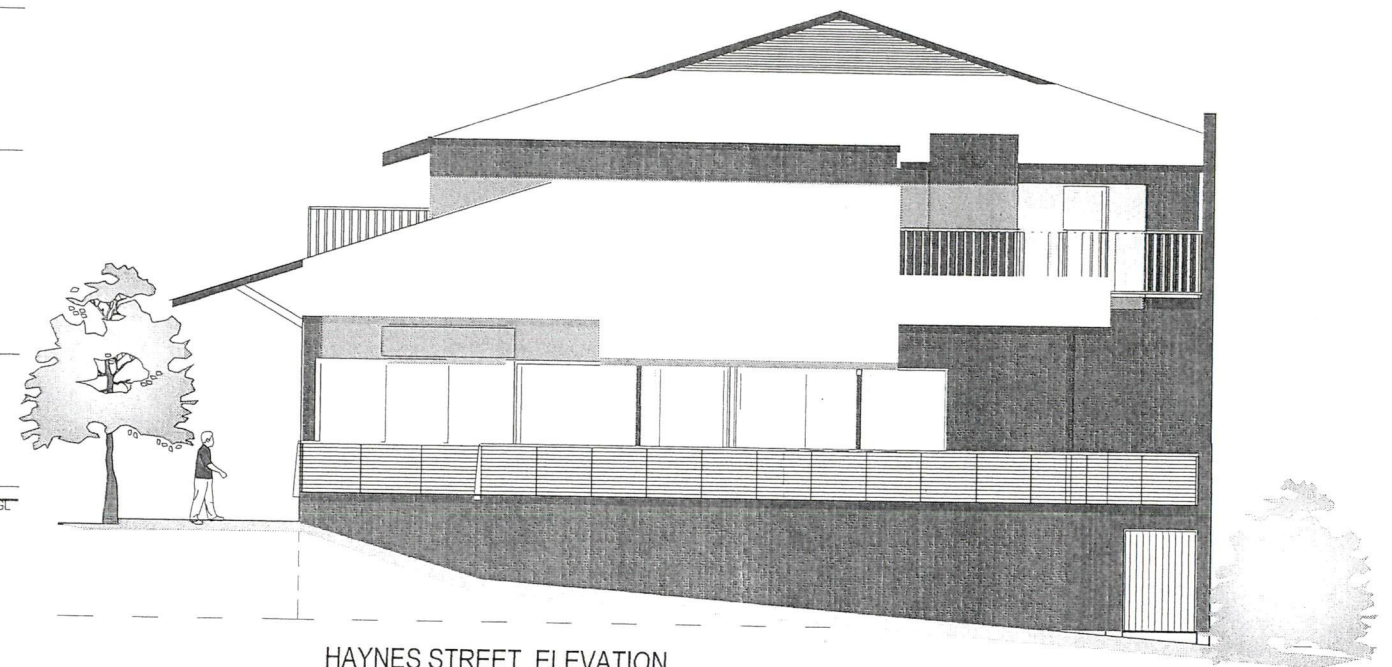
L. MARCHESANI & ASSOCIATES
DESIGNERS & DRAFTING
17 OAKWOOD AVE
WOODLANDS TEL 9344 5622

BUILDING DESIGNERS' ASSOCIATION

JOB No: 5178
SHEET 2 OF 7
DATE: 30 NOV 2017
SCALE: 1:100
DRAWN: I M







HAYNES STREET ELEVATION
(TYPICAL EXTERNAL COLOUR SCHEME)



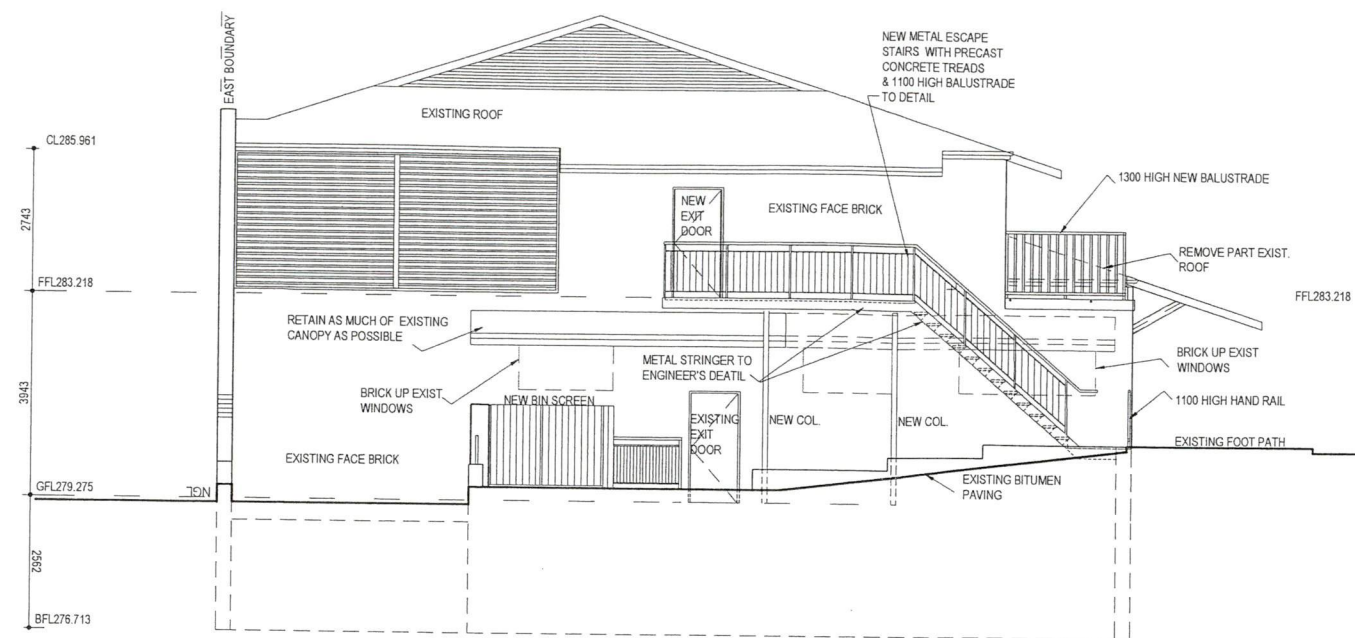
REVISION 25 November 2017

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2. DECKS

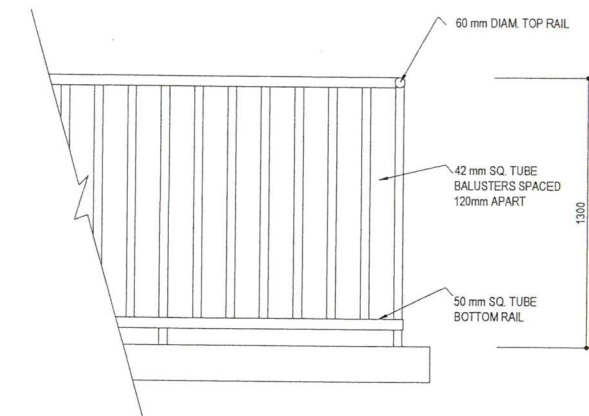
L. MARCHESANI & ASSOCIATES
DESIGNERS & DRAFTING
175 MAIN STREET
OSBORNE PARK TEL 9344 5622



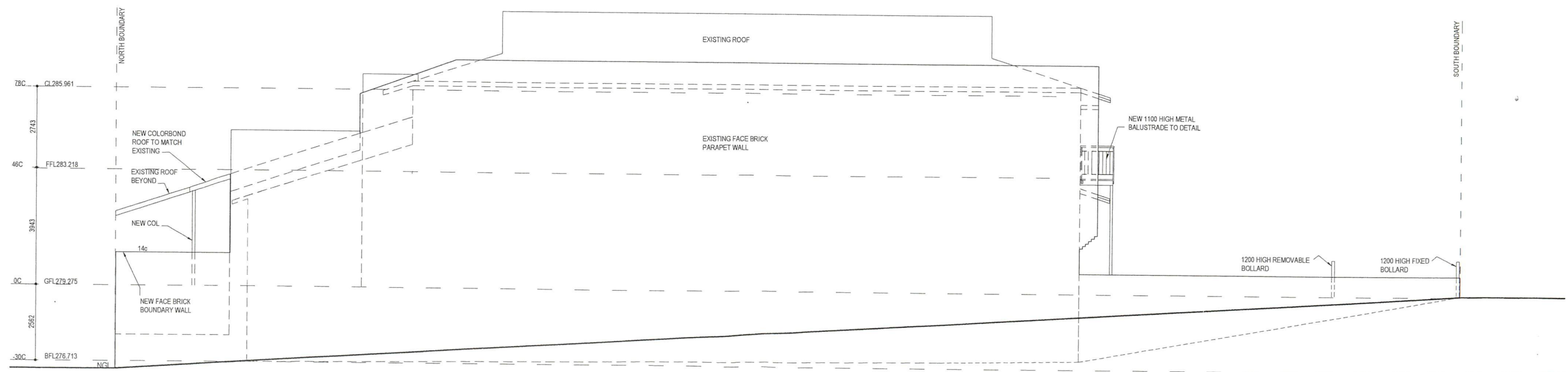
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SHEET 5 OF 7
DATE : 25 NOV 2017
SCALE : 1:100
DRAWN : L.M. 41



SOUTH ELEVATION SCALE 1:100



BALUSTRADE DETAIL SCALE 1:25



WEST ELEVATION SCALE 1:100

NOTE: --- DENOTES WALLS OR ITEMS TO BE DEMOLISHED OR REMOVED

REVISION	25 November 2017
1. LIFT SHAFT	
2. DECKS	





NOTE: — — — — — DENOTES WALLS OR ITEMS TO BE DEMOLISHED OR REMOVED

REVISION 25 November 2017

1. LIFT
1. DECKS



BUILDING
DESIGNERS'
ASSOCIATION

JOB No: 5178
SHEET 1 OF 7
DATE : 25 NOV.2017
SCALE : as noted
DRAWN : L.M.



== == == == == DENOTES WALLS OR ITEMS TO
BE DEMOLISHED OR
REMOVED



BUILDING
DESIGNERS'
ASSOCIATION

JOB No: 5178
SHEET 2 OF 7
DATE : 25 NOV 2017
SCALE : 1:100
DRAWN : 44 M.



1	WASH BASIN	23	MIXER
2	DOUBLE SINK	24	SCALES
3	WORK BENCH	25	WORK BENCH
4	WALL SHELF	27	SINK BENCH
5	INFILL BENCH	29	INGREDIENTS BIN
7	GAS RANGE OVEN	30	SPIRAL PASTRY MIXER
8	SELF COOKING CENTRE	31	WORK BENCH
9	RATIONAL STAND	32	PIZZA COUNTER
11	INFILL BENCH	33	WORK BENCH
12	GAS FRYER 450MM	34	DOUBLE BOWL SINK
13	GAS FRYER 600MM	36	DISH WASHER
14	GAS PASTA COOKER	37	OUTLET BENCH
15	GAS CHAR GRILL	38	PIPE SHELF
16	GAS GRIDDLE 600MM	39	WORK BENCH
17	ELEC. SALAMANDER	40	WALL SHELF
18	PIZZA COUNTER	41	WALL SHELF
19	ELEC. HOT CUPBOARD	42	ICE MAKER
20	REFRIGERATED CABINET	43	UNDER COUNTER DISH WASHER
21	HEATER LAMP	44	ICE MAKER

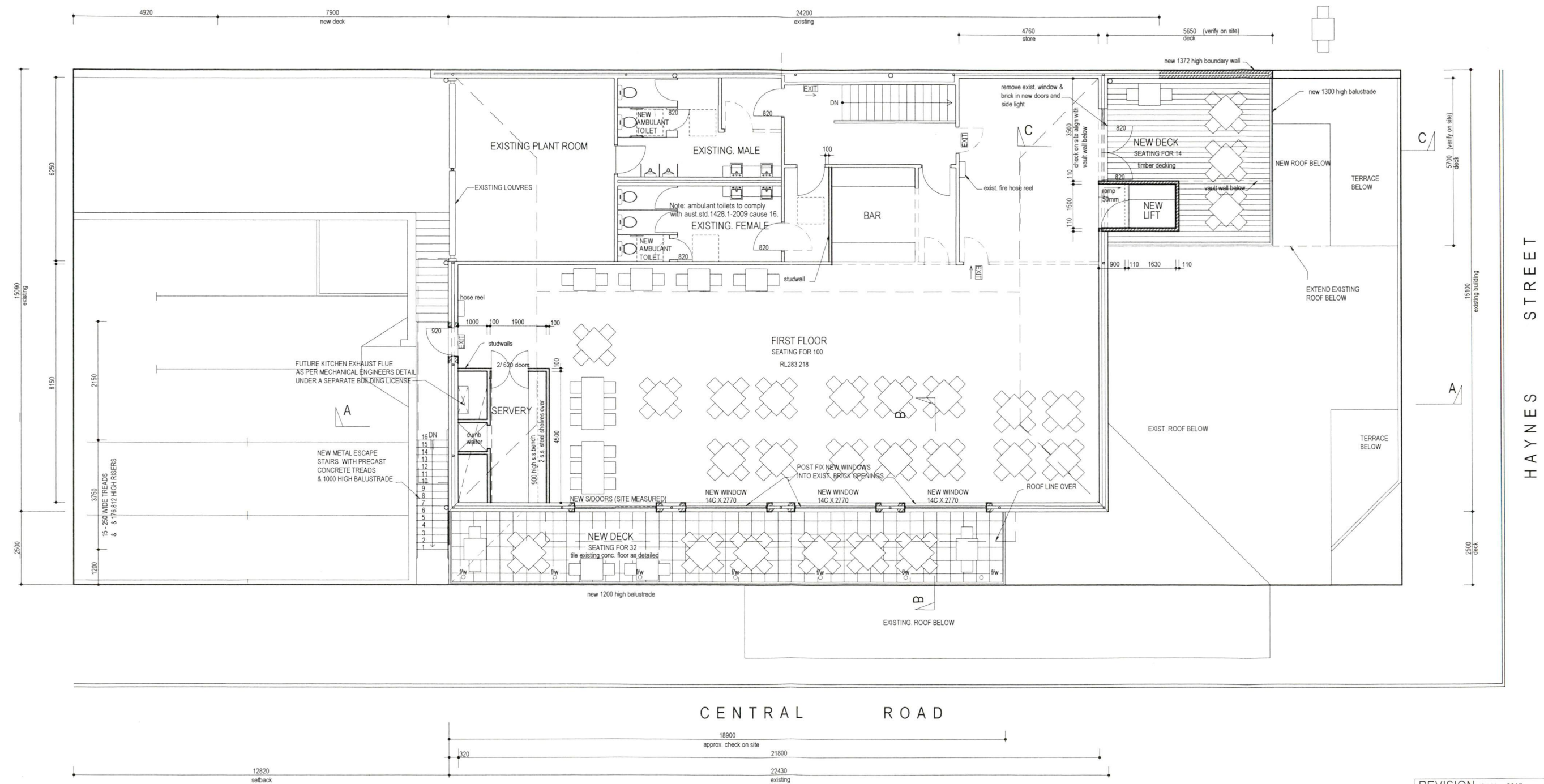


REVISION 25 November 2017

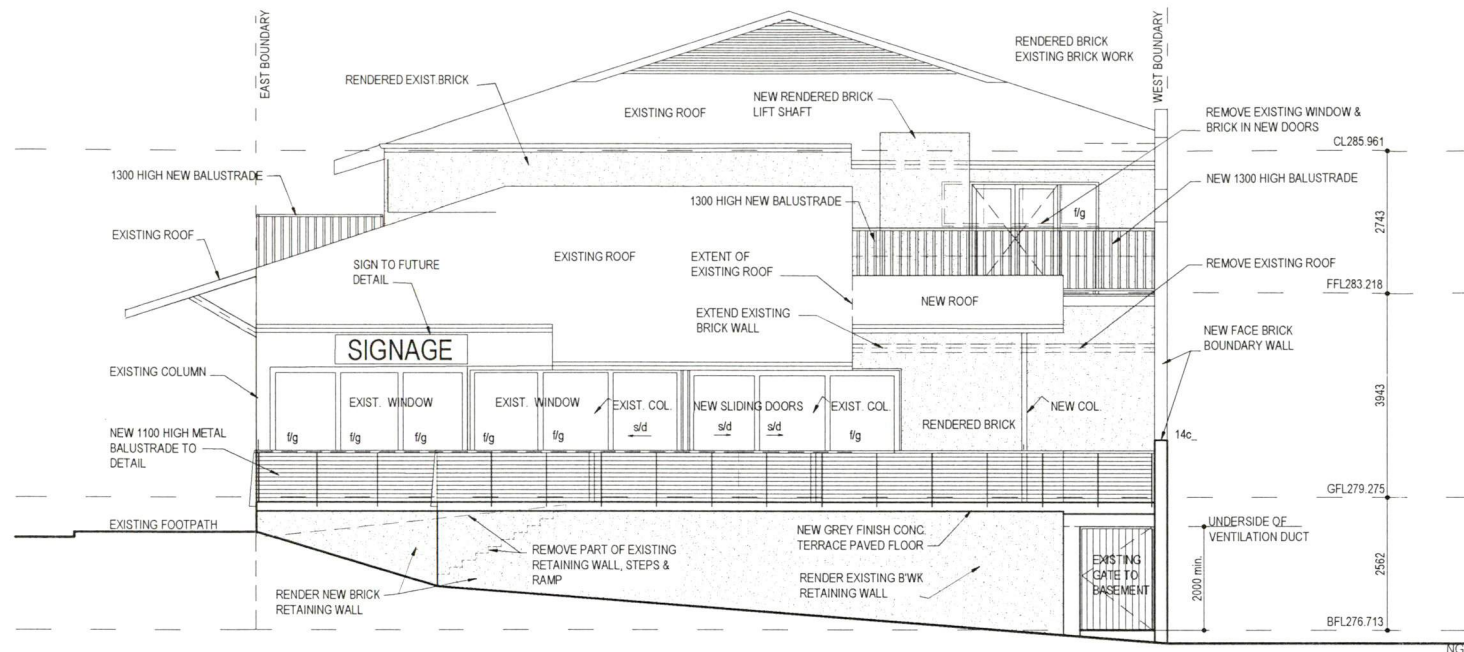
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DESIGNERS & DRAFTING
17 OAKWOOD AVE
WOODLANDS TEL 9344 5622



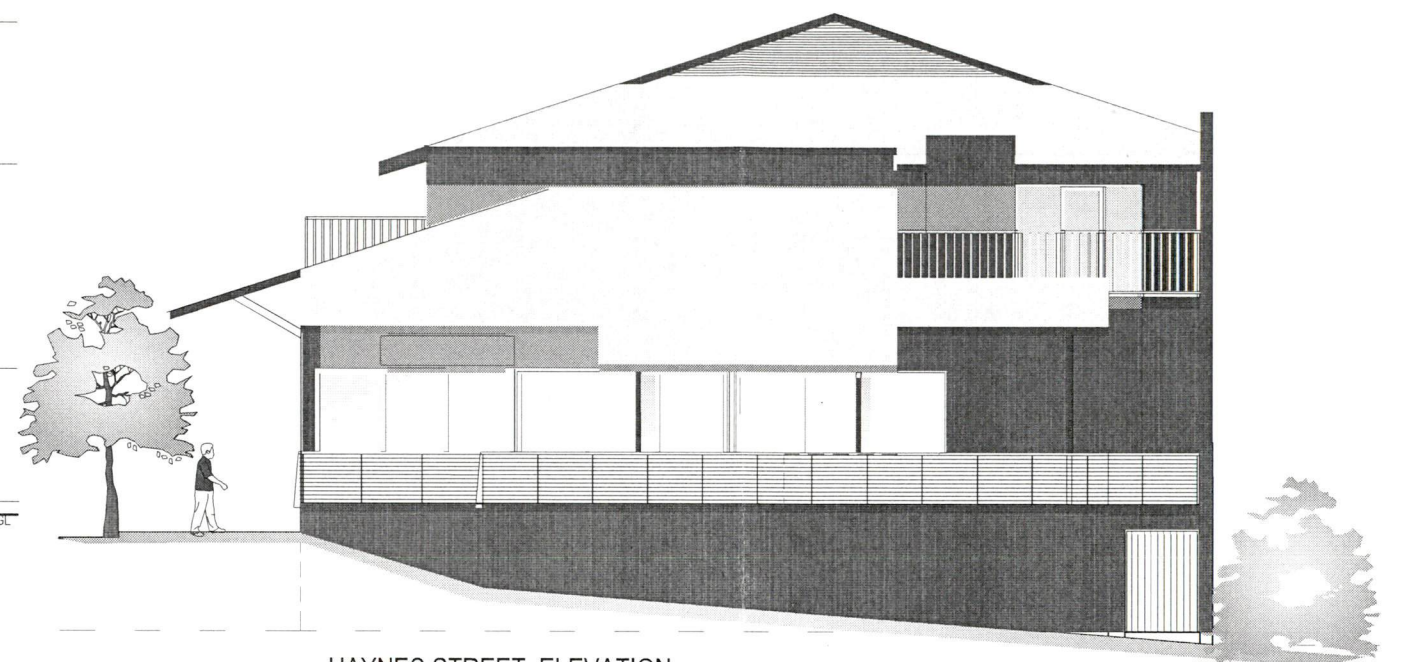
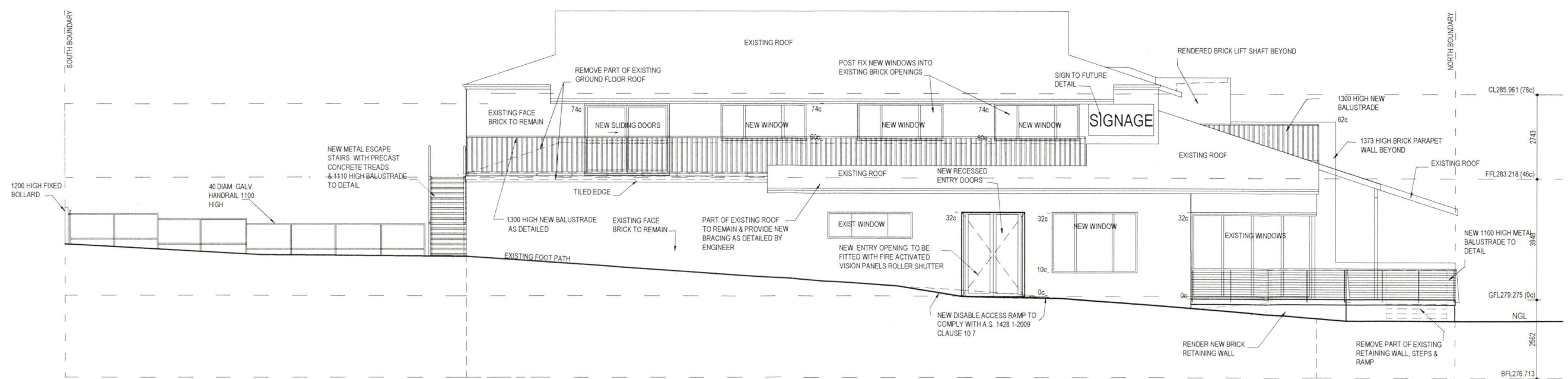
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SHEET 3 OF 7
DATE : 25 NOV 2017
SCALE : as noted
DRAWN : L.M.



FIRST FLOOR PLAN SCALE 1:100



HAYNES STREET ELEVATION

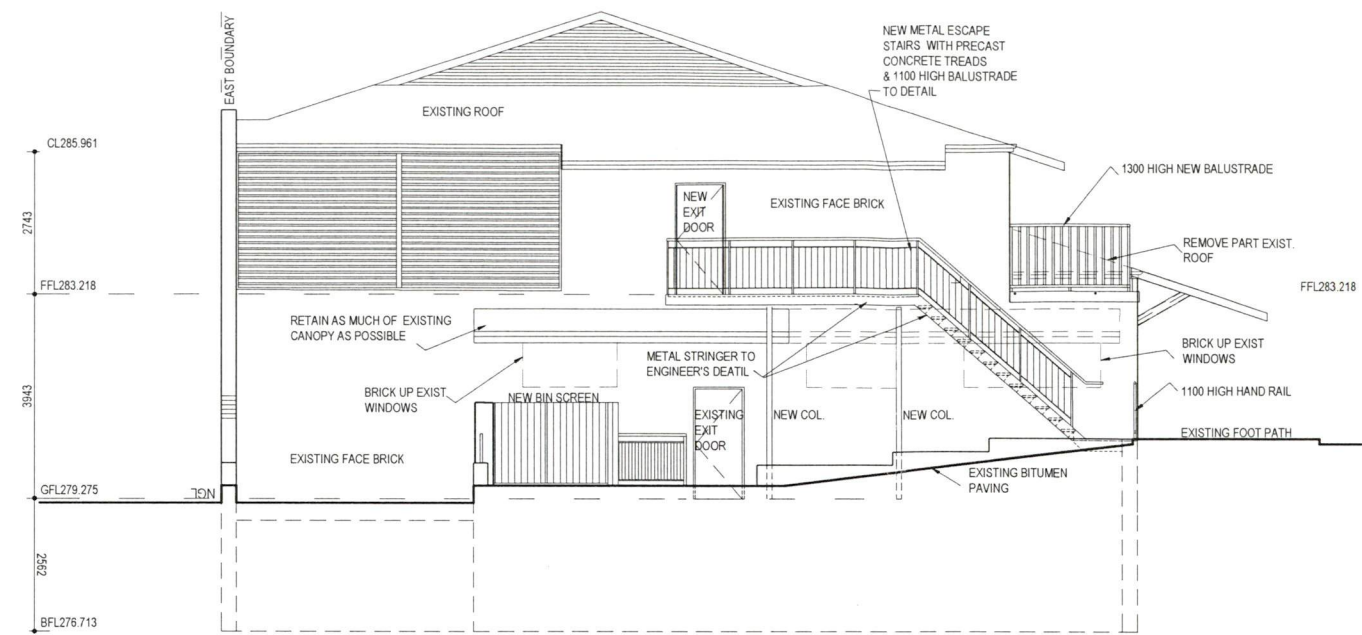
HAYNES STREET ELEVATION
(TYPICAL EXTERNAL COLOUR SCHEME)

CENTRAL STREET ELEVATION

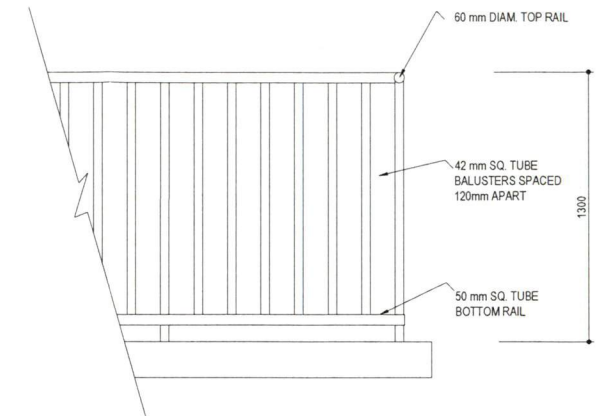
NOTE: --- DENOTES WALLS OR ITEMS TO BE DEMOLISHED OR REMOVED

REVISION 25 November 2017

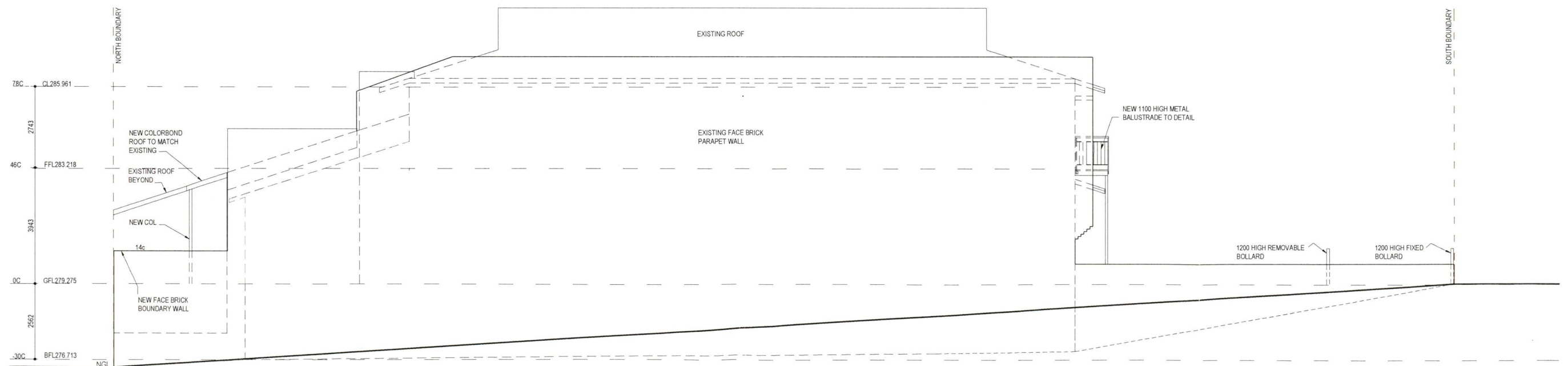
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2. DECKSREFURBISHMENT OF EXISTING BUILDING -
RESTAURANT
ADDRESS:
21 HAYNES STREET
KALAMUNDAL. MARCHESANI & ASSOCIATES
DESIGNERS & DRAFTING
175 MAIN STREET
OSBORNE PARK TEL 9344 5622JOB No: 5178
SHEET 5 OF 7
DATE: 25 NOV 2017
SCALE: 1:100
DRAWN: L.M.



SOUTH ELEVATION SCALE 1:100



BALUSTRADE DETAIL SCALE 1:25



WEST ELEVATION SCALE 1:100

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TEL 9344 5622JOB No: 5178
SHEET 6 OF 7
DATE: 25 NOV 2017
SCALE: as noted
DRAWN: L.M.

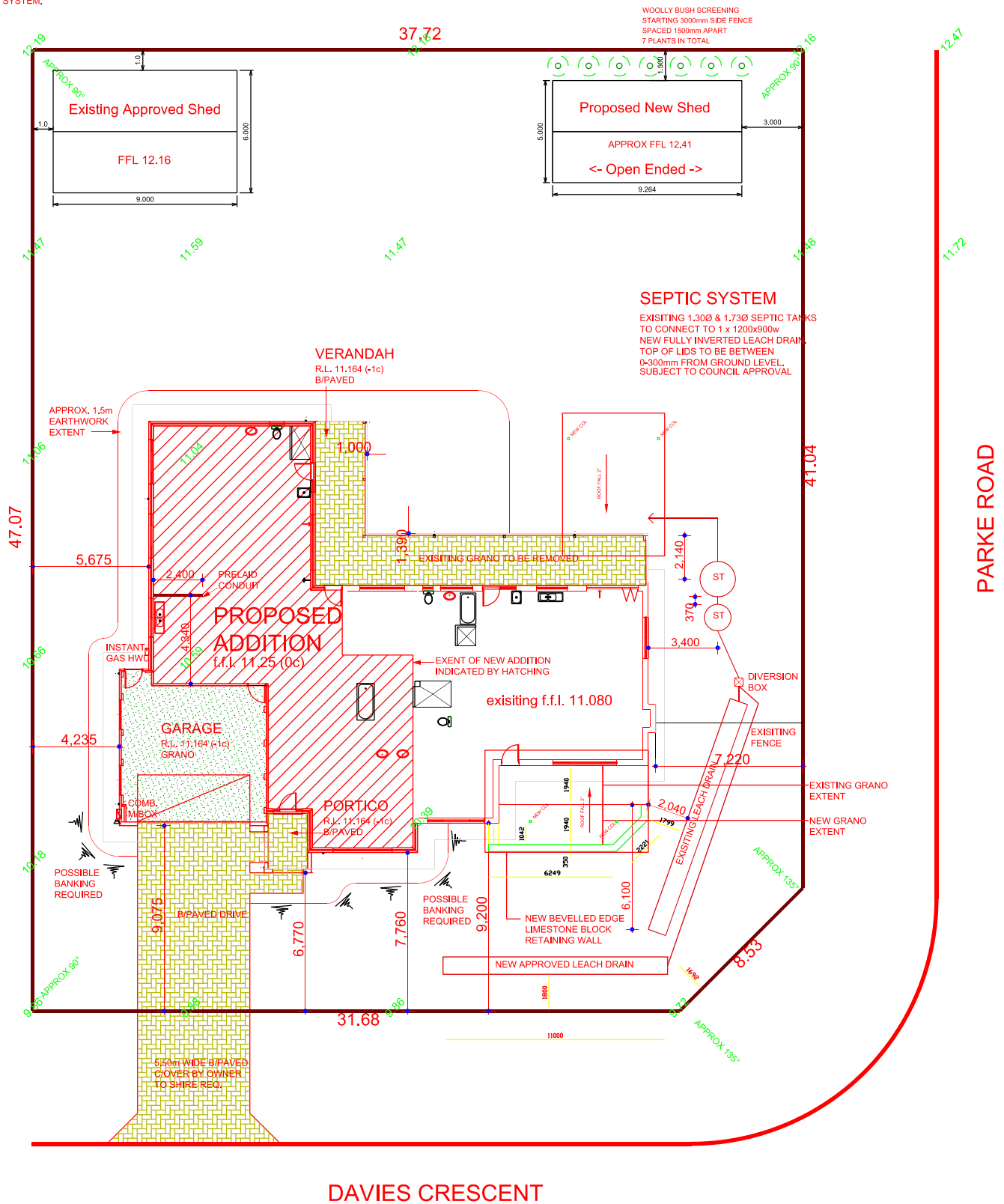
1. REFER TO FLOOR PLAN FOR EXTENTS
OF BUILD UP AND DROP FOOTINGS.

CONCRETOR /
ELECTRICIAN NOTE
1. CONDUIT IN SLAB IN KITCHEN AREA.

PLUMBER NOTE

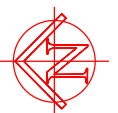
1. CONNECT ALL DOWNPIPES TO
STORMWATER SOAKWELLS AS PER
SHIRE REQUIREMENTS.
2. CONNECT ALL NEW FIXTURES TO
EXISTING SEPTICS SYSTEM.

DO NOT SCALE FROM THIS DRAWING
All sub-contractors to check dimensions
& notes prior to initiating works. Any
discrepancies to be notified to the Site
Supervisor without delay.
ALL DIMENSIONS TO BRICKWORK.



ISSUE FOR CONSTRUCTION

Scale 1:200
0 2 4 6 8 10



PROPOSED RESIDENCE FOR:

B. SHERIDAN

ADDRESS:

28 DAVIES CRESCENT,
GOOSEBERRY HILL.

VARIATIONS:

DATE: 04/04/14

DRN: MN

SCALE:1:200

SITE PLAN

49

SHEET NUMBER : 01

JOB NO: 1401

STRATCO
SHEDQUARTERS

DOMESTIC • INDUSTRIAL • RURAL

All Dimensions shown are measured from outside of frame (including purlins and girts). Dimensions shown are for illustrative purposes only and should not be used for assembly. Please refer to the relevant installation guides or detailed drawings provided for site preparation, portal frame layout and slab dimensions. Please refer to current Stratco Code of Practice (revised 2017) by Stratco Iron & Associates for 15' Nominal range or Certification referenced 2017-026 by RMA for 10' Nominal range. Certifications are applicable to standard shed designs only.

Elevations

Job Reference
Sales Person
Client Name

Mr Benjamin Gilmore
Mr. Barry Sheridan

Site Address

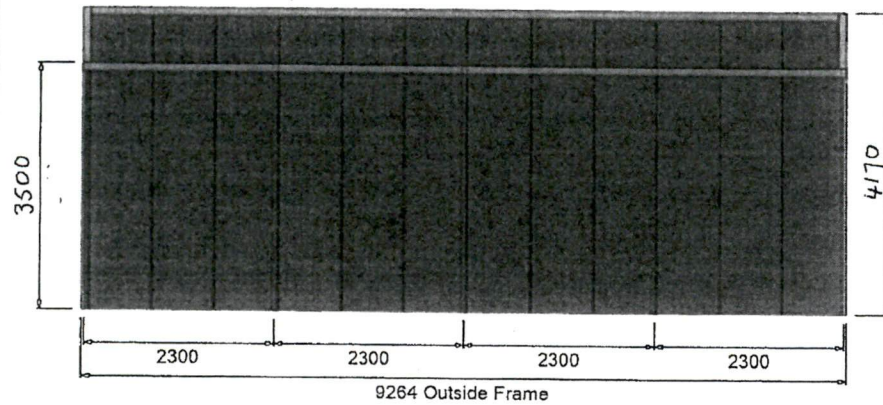
28 dalves Crescent
Gooseberry Hill

Design Number
Date

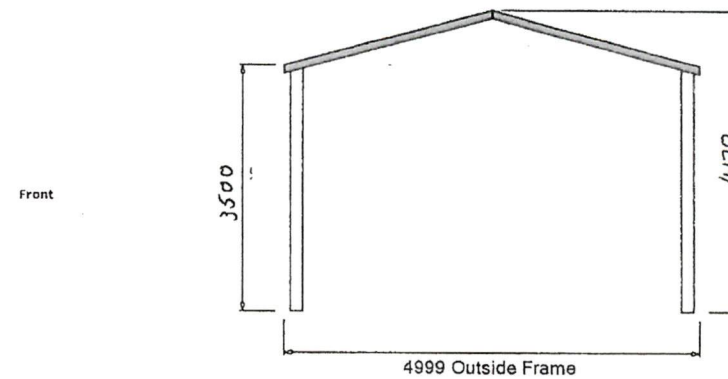
SQ147713
05/08/2017

Customer Signature

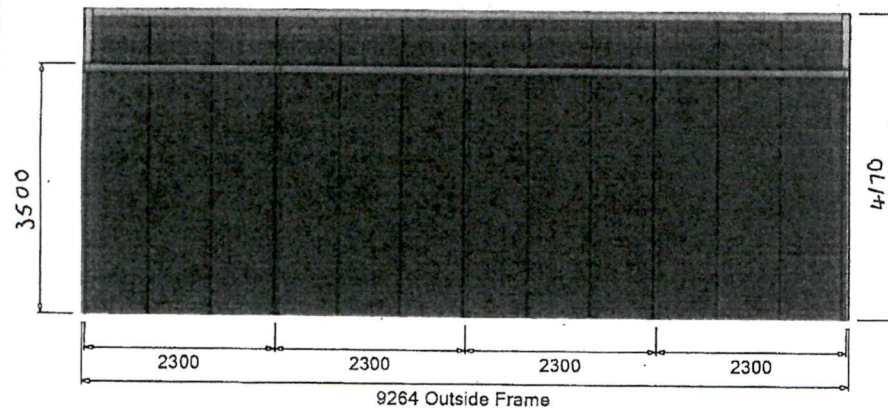
Left Elevation



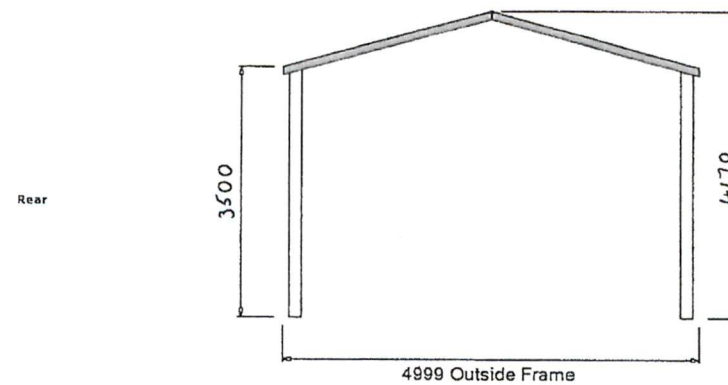
Front External Elevation



Right Elevation



Rear External Elevation



Submission Table

Submitter Assess No.	Nature of Submission	Applicant/Owner Response	Response/Recommended Modifications
1	<p>Objection</p> <p>I object to this proposal for the following reason. This large shed is positioned well forward of my home and the building 'set-back' for Parke Road. The shed height 4170mm to top of gable, plus I assume a 300mm sand pad and 100 concrete pad will mean a height of more than 4.5 metres. That will put it well above my kitchen window height. The kitchen corner window is on the south-west corner of my home right next to where the shed would be built.</p> <p>Currently I enjoy a pleasant view down the street with coastal views and twinkling city lights. This would be replaced with the view of a large tin shed wall only 3.5 metres away. It is too tall. What industry will he be running from this large outbuilding?</p> <p>This will affect the enjoyment of living at the property and definitely reduce its value.</p> <p>I see no reason that the shed has to be positioned so close to the road. There is room for it beside my house where I would be happy to see it located but I do not want it built in the proposed position.</p>	<p>The applicant provided revised plans that increased the setback distance from the secondary street to 3m.</p> <p>The applicant has submitted that there is a putting green located adjacent to the proposed location of the outbuilding and that the setback cannot be increased.</p>	<ul style="list-style-type: none"> - The applicant has provided plans that indicate a maximum height of 4.1m. Building outside of this height would be a breach of any planning approval granted. - It is considered that the proposed wall height of 3.5m would potentially block the neighbours view. - Plans provided indicate a 1.5m setback from the affected property, not a 3.5m setback. Any approval granted by the City would have a condition placed upon it that the structure cannot be used for commercial, industrial or habitable purposes. - House costs are not considered to be a valid planning concern - The setback variation to the secondary street has been noted and commented upon in the report.
2	<p>Non-Objection</p> <p>We are more than happy with the proposal as presented.</p>	Nil.	Noted.

Streetscape Views









The only structures within the street setback have been appropriately designed to blend with the existing house





Policies and Standards for Geographical Naming in Western Australia

Version 01:2017

Foreword

A society cannot function without reliable location information. One of the earliest and most enduring examples of this is place names. Names not only help people find locations, they provide an interesting insight into the history and culture of areas. In Western Australia we have a rich array of names for landmarks, towns, suburbs and streets. They recognise our Aboriginal culture, colonial past, the contributions of important Western Australians and so much more. Our place names are an important part of who we are and what we value.

The Geographic Names Committee (GNC), based at Landgate, has the responsibility of collecting, approving and registering place names in Western Australia. The GNC, previously known as the Nomenclature Advisory Committee, has been providing this important service for more than 80 years. By ensuring the state's place names meet national and international standards, the GNC preserves our cultural heritage and protects life and property by making sure emergency services can find people who need help.

This document, 'Policies and standards for geographical naming in Western Australia', outlines how the GNC approves names and what principles guide the committee's decisions. It has been updated to include the latest information and policies. It is a valuable resource to people involved in naming decisions and applications including local governments, property developers and businesses, as well as people interested in why and how places are named.

Hon Rita Saffioti MLA

Minister for Transport; Planning; Lands

Foreword.....	ii
Section 1: General naming policies and standards.....	1
Background	1
The benefits of naming.....	1
Why is there a need for these policies and standards?	1
How do these policies and standards work?	2
Legislation and standards	2
Land Administration Act 1997	2
Land Information Authority Regulations 2007	2
Australian Standard AS/NZS 4819:2011 Rural and urban addressing	2
Names covered by other legislation or regulations	2
Requesting and processing submissions	3
Members of the public.....	3
Stakeholders	3
Local Governments and other government authorities	3
Cooperation between agencies	3
Minister responsible for the <i>Land Administration Act 1997</i>	3
Western Australian Gazetteer	4
Use of official names.....	4
Gazetteer of Australia	4
Policies	4
1.1 Purpose of the geographic naming policies	4
Retrospective application of policies.....	5
In the public interest and safety	5
Names on private land	5
Unnecessary name changes	5
1.2 Language and spelling	6
Australian English	6
Recognition and use of Aboriginal names	6
Dual naming.....	6
Consultation	6
Pronunciation and use	6
Spelling of geographic names	7
Uniformity of spelling	7
Discriminatory, derogatory and inappropriate names	7
Names in general use.....	8
Alternate or alternative names	8
Dissemination of sensitive or secured names	8
1.3 Characteristics of geographic names.....	8
Specifics and generics.....	8
Names starting with 'The'	9
Use of prepositions	9
Use of the words 'city', 'town' or 'shire'	10
Accepted use of capitalisation	10
Possessive apostrophe.....	11
Use of hyphens and the word 'and'	11
Diacritical marks	11
Punctuation.....	11
Symbols and logograms	11
Numbers in names.....	11

1.4	Commemorative names	12
	New commemorative naming proposals.....	12
	Use of personal names.....	12
	Honouring living people by the Minister.....	13
	Use of initials	13
	Titles, honorifics and post nominals.....	13
	Use of animal names	14
	Commemorating events.....	14
	Use of the word 'Bicentennial'	14
	Use of the word 'Royal'	14
	Abbreviations	14
	Defence words and acronyms	15
	Protection of the word Anzac.....	15
	Uses which are allowed under the regulations	16
1.5	Naming places of state significance	16
1.6	Government, residential and commercial names and facilities	16
	Nomenclature governed by other statutory authorities	16
	Uses which are allowed under the regulations	17
	Naming of government facilities.....	17
	Naming buildings, infrastructure and facilities	17
	Business and commercial names	18
	Exceptions allowed due to historical context	18
	Use of 'Limited' or 'Proprietary' in a name	18
	Estate, promotional, neighbourhood and regional names	18
1.7	Name assignment, duplication and extents	18
	Names associated to a place.....	18
	Ensuring names are not duplicated	19
	Consideration of proposed duplicated names	19
	Close proximity to existing names	19
	Topographical feature names near state boundaries	19
	Locality names.....	19
	Assigning extents to a feature, administrative boundary or road.....	20
	Features which cross state and territory borders.....	20
	Coastal and maritime features.....	20
	Coastal waters and high water features	20
	Undersea features and maritime names.....	20
	Limits of oceans and seas	20
1.8	Community consultation and lodging objections	21
	Consulting with the community	21
	Lodging and considering objections	22
	Lodging objections.....	22
	Considering objections	22
1.9	Referenced documents	22
1.10	Definitions, terminology and acronyms – Sections 1-9	23
1.11	Updating these policies and procedures	26
	Update register	26

Section 2: Roads	27
Introduction	27
Using this section of the policy	27
Who can officially name roads?	27
Which roads can be named?	27
Public roads	28
Private roads and rights-of-way	28
Reserved road names	28
Road naming policies	29
2.1 Australian Standards AS/NZS 4819:2011 Rural and urban addressing	29
Road extents	29
Contiguous navigable roads	29
Laneways and short roads	29
Naming malls and pedestrian access ways	29
2.2 Components of a road name	30
Name element requirements	30
Road types	30
Other road types suitable for use in Western Australia	30
Unacceptable names	30
2.3 Name duplication	31
Existing duplicated or similar sounding names	31
2.4 Naming amendments	31
2.5 Naming roundabouts and rotaries	32
Roundabouts	32
Rotaries	32
2.6 State roads	33
2.7 Government managed land	33
2.8 Private, residential and commercial developments	33
Roads on private property	34
Compliance	34
2.9 Tourist drives / routes	34
State tourist drives	34
Local scenic drives	35
General assessment criteria	35
Submission process to recognise tourist route	35
Review of current state tourist drives and routes	36
Identification of state scenic drives, tourist drives and routes	36
Road name submission process	36

Section 3: Topographic features	38
Introduction	38
Using this section of the policy	38
Who can officially name topographic features?	38
Which features can be named?	38
Topographic feature naming policies	38
3.1 Components of a topographic feature name	38
Name element requirements	39
Feature classes (generics)	39
Unacceptable names	39
Recommended sources for new or changes to names	39
3.2 Name duplication	40
Existing duplicated or similar sounding names	40
3.3 Assigning named extents	40
Point features	40
Linear features	40
Area features	41
3.4 Naming amendments	41
3.5 Topographical feature names crossing or near state boundaries ..	41
3.6 Government managed land	41
3.7 Private, residential and commercial developments	42
Features on private property	42
Compliance	42
3.8 Topographic features of greater than local significance	42
Name submission process	43
Section 4: Localities	44
Introduction	44
Using this section of the policy	44
Who can officially name localities?	44
Locality naming policies	44
4.1 Components of a locality name	45
Name element requirements	45
Unacceptable names	45
Recommended sources for new or changes to names	45
Use of Aboriginal names	46
Boundary delineation	46
4.2 Name duplication	46
Existing duplicated or similar sounding names	47
4.3 Assigning named extents	47
Locality sizes	47
4.4 Naming and boundary amendments	48
Proposed boundary amendments	48
4.5 Locality names crossing local government and state boundaries ..	48
4.6 Assignment of postcodes	48
4.7 Government managed land	49

4.8	Private, residential and commercial developments	49
	Compliance	49
4.9	Review of localities.....	49
	Name and extent submission process	50
	Section 5: Local parks and recreational reserves	51
	Introduction	51
	Using this section of the policy.....	51
	Who can officially name local parks and recreational reserves?	51
	Which local parks and recreational reserves can be named?.....	51
	Local parks and recreational reserve naming policies	51
5.1	Components of a local park or recreational reserve name	52
	Name element requirements	52
	Acceptable feature classes (generics).....	52
	Unacceptable names	52
	Recommended sources for new names	53
	Use of Aboriginal names.....	53
	Boundary delineation	53
5.2	Name duplication	54
	Existing duplicated or similar sounding names	54
5.3	Assigning named extents	54
	Local park or recreational reserve sizes	54
	Naming of pavilions and other structures	54
5.4	Naming amendments	55
5.5	Local park or recreational reserves near state boundaries.....	55
5.6	Government managed land	55
5.7	Private, residential and commercial developments	56
	Compliance.....	56
5.8	Local park or recreational reserve of greater than local significance	56
	Name submission process	56
	Section 6: Administrative boundaries	58
	Introduction	58
	Using this section of the policy.....	58
	Who can officially name administrative boundaries?	58
	Administrative boundary naming policies	58
6.1	Components of an administrative boundary name	58
	Name element requirements	59
	Feature classes (generics)	59
	Unacceptable names	59
	Recommended sources for new names or changes to names.....	59
	Use of Aboriginal names.....	60
	Boundary delineation	60
6.2	Name duplication	61
	Existing duplicated or similar sounding names	61
6.3	Assigning named extents	61
	Administrative boundary sizes	61

6.4	Naming and boundary amendments.....	61
	Proposed boundary amendments.....	61
6.5	Local government and state boundaries.....	62
6.6	Government managed land	62
6.7	Private, residential and commercial developments	62
	Name and extent submission process	62
	Section 7: Appropriate use of Aboriginal names and dual naming	64
	Introduction	64
	Who can officially name topographic features?	64
	Which features can be named?	64
	Aboriginal and dual naming policies	64
7.1	Components of an Aboriginal or dual name	65
	Orthography for the language	65
	Name element requirements	65
	Aboriginal names	65
	Dual names.....	66
	Feature classes (generics)	66
	Depiction and order of names.....	66
	Unacceptable names	67
7.2	Name duplication	67
	Existing duplicated or similar sounding names.....	67
7.3	Assigning named extents	67
7.4	Naming amendments	67
7.5	Aboriginal and dual names crossing or near state boundaries	68
7.6	Government managed land	68
7.7	Private, residential and commercial developments	68
	Features on private property.....	68
	Compliance.....	69
7.8	Aboriginal and dual names of greater than local significance.....	69
7.9	Recording the name as ‘historical’	69
	Name submission process	69
	Aboriginal community consultation.....	70
	Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee	71
	Introduction	71
	Using this section of the policy	71
	The Minister for Lands’ role and responsibilities	71
	Landgate and the delegation of authority	71
	GNC executive officer and the secretariat.....	71
	Secretariats terms of reference	72

Geographic Names Committee	72
GNC History.....	72
Committee membership.....	72
Responsibilities of the GNC.....	73
GNC recommendations	73
Naming submission presented to the GNC	73
Review of a GNC decision.....	74
Presentation policy for the GNC	74
Other naming groups and organisations	74
Permanent Committee on Place Names (PCPN).....	74
United Nations Group of Experts on Geographical Names (UNGEGN).....	75
International naming uniformity.....	75
Pacific South-West Division.....	75
Section 9 Consulting with the wider community	76
Introduction	76
Using this section of the policy	76
The consultation process	77
Step 1: Prepare a naming proposal	77
Step 2: Develop a consultation strategy	77
Step 3: Determine who should be consulted	78
Step 4: Build awareness of the proposal and invite feedback	79
Notices.....	79
Letters.....	79
Surveys.....	80
Internet.....	80
Public meetings	81
Step 5: Analyse feedback from the community.....	81
Confirming responses from written submissions	82
Confirming responses from survey material	82
Consulting with Aboriginal groups	83
Groups who should be consulted include the following:	83
Traditional owner groups:	83
Broader Aboriginal groups:	83
The consultation process	83
Determining the Aboriginal group(s) for consultation	84
Selecting a consultative group	84
Building awareness within the Aboriginal community	85
Media	85
Notices.....	86
Meetings	86
Letters.....	86
Feedback from the Aboriginal community.....	86
Endorsement of name(s).....	87
Building awareness of the proposal	87

Appendix 1A: Naming submission process	88
Who may submit a naming application?	88
General public.....	88
Emergency response or other public service providers	88
Local government	88
General process steps	89
Step 1 Check information	89
Step 2 Apply the policies	89
Step 3 Consult with Aboriginal communities	89
Step 4 Consult with emergency service response and other stakeholders.....	89
Step 5 Consult with the public	90
Step 6 Council consideration.....	90
Step 7 Lodgement of submission to Landgate	90
Landgate's consideration of submissions	90
Notification of approvals	91
Appendix 2A:	92
Road types suitable for use in Australia	92
Appendix 3A:	95
Topographic feature classes suitable for use in Western Australia	95
Appendix 3B:	117
Topographic feature naming checklist	117
Appendix 4A:	119
Locality naming and boundary checklist	119
Appendix 5A:	121
Local park and recreational reserve naming worksheet	121
Appendix 6A:	123
Administrative boundary feature classes suitable for use in Western Australia.....	123
Appendix 6B:	125
Administrative boundary naming worksheet	125
Appendix 7A:	127
Other policy documents relating to Aboriginal and dual naming	127
Appendix 7B:	128
Aboriginal and dual naming worksheet	128

Section 1: General naming policies and standards

Background

For Western Australia, features on the surface of the earth, man-made or built structures and political/administrative boundaries are considered collectively according to their form (feature class), for example. roads, localities, river, desert, forest, lake etc. Within this policy, these are referred to collectively as geographic features.

The *Policies and Standards for Geographical Naming in Western Australia* includes a number of fundamental requirements for the naming of roads, administrative boundaries, cultural and topographical features. They include legislative considerations, external policies and cultural factors to ensure a sound toponymic heritage for future generations of Western Australians.

The benefits of naming

Geographic nomenclature or toponyms are usually the first point of reference used when referring to a spatial location and are a fundamental component of culture. They are indispensable when used as public and personal references for location description and identification for example defence, emergency service responders and postal services, addresses, navigation.

Benefits of recording and preserving geographic names are associated with the past, present and future of a community. They form an integral part of personal identity by defining where people were born, live, have lived and from where their ancestors have come from. Such names are key elements of maps and charts and their practical benefits include the intelligence relating to the location of a place.

Why is there a need for these policies and standards?

In order to comply with relevant legislation and to provide an open and transparent naming process, policies and standards are required. This document has been developed to provide a basis on which the assignment of names to places, features, administrative boundaries and roads can be undertaken. They serve the long-term interests of the community by identifying, protecting and reflecting our culture, heritage and landscape, and apply to all nomenclature within Western Australia.

The benefits of a consistent writing system (or orthography) of geographic naming is important to a wide range of local, national and international communities who engage in:

- communications such as postal and news services
- emergency service response and natural disaster relief
- environmental management
- map and atlas production
- navigation and tourism
- property determinations and cadastre
- road maintenance and development
- statistic and census information
- trade and commerce
- urban and regional planning
- vegetation and mineral mapping.

How do these policies and standards work?

In Western Australia the practice of officially naming features, localities and roads is covered under Section 26 and 26A of the *Land Administration Act 1997*. The legislation is supported by policies and processes which provide the necessary information for any person or group interested in the naming and the determination of extents for roads, topographical features, points of interest, administrative boundaries and localities.

The use of these standards and policies is mandatory and they have been developed through consultation with local government, government departments, emergency service responders, public service providers and the wider community.

The information in this document has been divided into the following sections

Section 1: General naming policies and standards

Section 2: Roads

Section 3: Topographic features

Section 4: Localities

Section 5: Local parks and recreational reserves

Section 6: Administrative boundaries

Section 7: Appropriate use of Aboriginal and dual naming

Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee

Section 9: A guide to consultation

Section 1 includes general information about the naming processes and details the principles and standards which apply to all naming, renaming or changing the position or boundary of a feature, locality or road. The information in Section 1: General Naming Policies and Standards must be used in combination with the various policies and procedures as outlined in the other sections of this document.

Legislation and standards

Land Administration Act 1997

These policies and standards are provided for under the *Land Administration Act 1997, Part 2 – General administration, Division 3 – General; 26. Constitution, etc. of land districts and townsites; 26A Names of roads and areas in new subdivisions.*

Land Information Authority Regulations 2007

These policies and standards are also provided for under the *Land Information Authority Regulations 2007; 3 – Information prescribed as fundamental land information*

Australian Standard AS/NZS 4819:2011 Rural and urban addressing

All Western Australian rural and urban address allocations are recorded by Landgate in accordance with AS/NZS 4819:2011. This Standard was prepared by the Street Address Working Group of the Intergovernmental Committee on Surveying and Mapping (ICSM).

Names covered by other legislation or regulations

The naming of local government authorities and wards - *Local Government Act 1995*.

The naming of Electoral Districts - *Electoral Act 1907*.

Requesting and processing submissions

Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name or boundary by contacting Geographic Names within Landgate in the first instance.

Consultation with the relevant local authority is required in each case. To expedite the process, such requests should be put to the relevant local authority for their comment and/or endorsement prior to the submission being sent to Landgate for consideration.

Further information on the process of submitting naming requests can be found in Appendix 1A of this section.

Members of the public

Members of the public are welcome to participate in the naming process. They may do so by submitting such proposals to the relevant local government or other government authority responsible for the feature, locality or road they are interested in naming/renaming or adjusting the position/boundaries of.

Further specific details of the naming proposal procedures, and the information that should be provided in such submissions, are outlined in the relevant sections of this document.

Stakeholders

Stakeholders such as emergency service responders and other service providers may request a naming action in three ways:

- propose a name or boundary for a feature, locality or road to the responsible local government or other government authority
- alert the responsible local government or other government authority and Landgate to an issue with an existing name or boundary for a feature, locality or road and request that the matter be investigated
- assist Landgate in providing advice in the determination of whether a naming request conforms to these policies.

Local Governments and other government authorities

Local Government and government departments/authorities responsible for the administering of land within Western Australia are required to make submissions to Landgate for any naming proposals for place names, features, administrative boundaries, localities or roads within their jurisdiction.

Cooperation between agencies

Geographic information and the systems which use such data are ever present and of constant interest to the general public, developers, surveyors, state and commonwealth government agencies, and of particular importance to emergency service responders.

All such agencies and groups are encouraged to collaborate on naming issues when necessary. This is particularly important when naming issues extend across local government boundaries or are of great significance to the wider community.

Minister responsible for the *Land Administration Act 1997*

The Minister for Lands (the Minister) is responsible for the *Land Administration Act 1997*. Through delegated authority, the Minister enables Landgate to review submissions and identify, capture and maintain new place names, features, administrative boundaries, localities and roads within Western Australia and formally approve these actions on the Minister's behalf.

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.

* (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 Alouarn 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 Badjirrajirra Creek, Whingawarra 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 Corner, Keanes Point.

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

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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.

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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.

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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 7th 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.

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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 to 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 exiting 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:

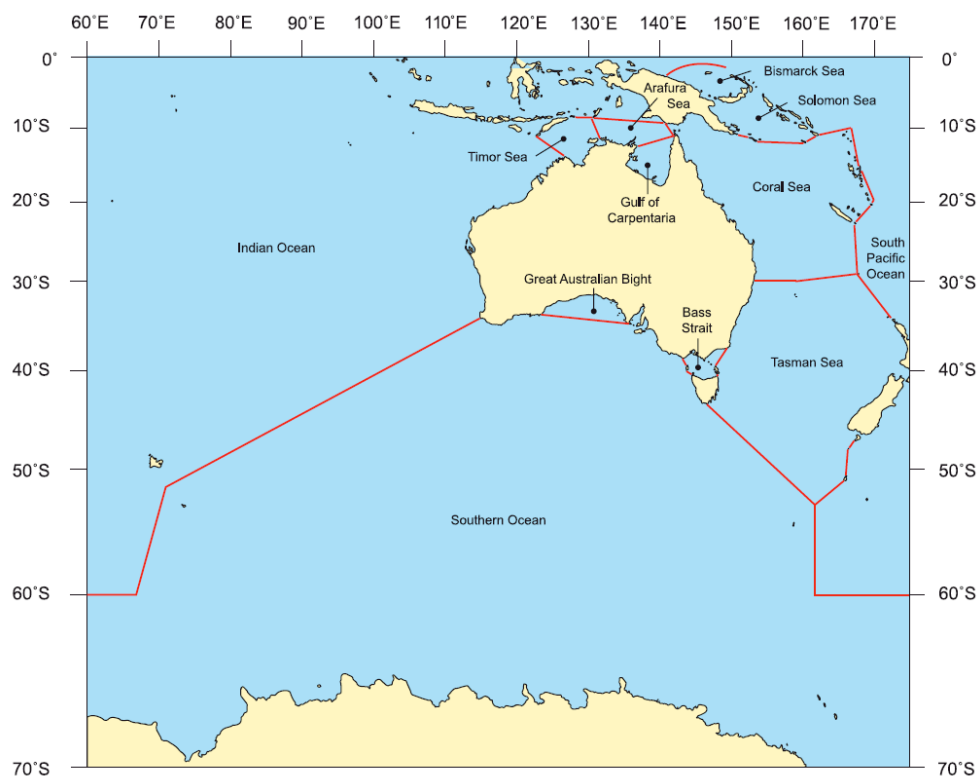
- undersea feature names external to the coastal waters of Australia
- the limits and names of oceans and seas adjacent
- names of maritime and navigational features, and coastal, hydrographic and oceanographic features not managed by commonwealth and state place names bodies.

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"> • Reserve Name Register • Commemorative Naming • State Significant Names • Naming of Parks and Reserves (minor edit)
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 unnamng 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 8th, 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).

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.

It should be noted that whilst the selection of new road names within new subdivisions is usually the developer/landowner's role, endorsement from the relevant local government(s) is necessary prior to any submissions being made to Landgate.

The developer and the local government(s) should work collaboratively to develop compliant road names for the subdivision.

2.8.1 Roads on private property

Private roads include (but are not limited to) any formed roads and tracks within a commercial logging site, caravan park, retirement village or closed-gate community. If the intention is for these private roads to be used for property street addressing, way finding purposes or for general public access, they must be named in accordance to these policies.

All private roads should be named and submitted for approval, especially if the road gives access to one or more properties that cannot be assigned an alternative unambiguous urban or rural address.

The irregular and ungoverned naming of roads within complexes can lead to confusion and interruption to the efficient delivery of emergency and other essential services. The official approval of road names within such complexes ensures that the details are accessible to the wider community and are included on the majority of relevant organisational and public mapping products.

2.8.2 Compliance

All roads within private, residential or commercial subdivision must be named in accordance with Section 1: General policies and standards.

When plans of subdivision are lodged for registration with Landgate, an audit of the road names will be undertaken. If it can be shown that the road names on a lodged plan have not been officially approved, this will result in delays affecting the approval of lodged surveys and consequently the issuing of certificates of title.

Owners of private land and complexes should liaise with the relevant local government when developing roads on the site. Owners must ensure that road names conform to the Policies and Standards for Geographical naming in Western Australia.

2.9 Tourist drives / routes

To assist the promotion of Western Australia's diverse range of landscapes, scenery and other 'special places' to overseas and eastern states visitors, state tourist and local scenic drives may be determined and named.

2.9.1 State tourist drives

A state tourist drive shall be a quality route which is considered to be of state-wide significance. It should portray and link some of the state's unique natural features or exceptional scenic areas. It must provide a meaningful route for tourists to experience something 'special' and enhance a visitor's tour of the state.

It shall be a requirement that the standard of routes recognised as state tourist drives be kept at a high level. If this criterion is not adhered to, then the value of such routes will be undermined and the value of such an initiative will be diminished.

A route simply linking features such as national parks, state forests, lookouts or other built or natural features is not sufficient to justify a designation as a state tourist drive. They can be used to enhance such a route, but cannot be the sole purpose for it. Similarly, a route that links together a township's normal features and facilities would also not constitute justification for a state Tourist Drive.

2.9.2 Local scenic drives

If a route which does not meet the assessment criteria for a state tourist drive has been recognised as having a reasonable tourism value, then it may be recognised as a local scenic drive.

If the route does not have any tourism merit and may have a negative or misleading impact on tourists and visitors to an area, then no approval for such a route shall be given.

2.9.3 General assessment criteria

Tourism value shall be assessed by the following:

- the tourist drive/route must have significant tourism interest and shall offer an array of significant scenic or natural features which should be of greater interest than the general topography or sights as seen on a regular through route
- the theme and name of the route must reflect its unique characteristics and not conflict with its natural or physical surroundings or any other official feature, road or route within the state or nationally
- routes with generic names like 'Marine Tourist Drive', 'Heritage Tourist Drive' or 'Wildflower Tourist Drive' shall not be approved as they are not unique to a specific location within the state
- the tourist drive/route should not rely on attractions which are strictly seasonal or are not a permanent feature of the route, such as wildflowers
- the proposed tourist drive/route shall be endorsed by the relevant local government(s), local Visitor Centre(s), WA Tourism Commission and a majority of the local community and businesses
- be as safe as possible for motorists who may be unfamiliar with the local area
- only include sealed maintained roads and avoid any hazardous alignments or grades, or single lane roads which may not be suitable for the volume of tourist traffic that may be attracted to the route
- not follow main arterial roads such as major local government roads and national or state highways except where necessary for short distances (no more than 5kms) to maintain the continuity of the tourist drive/route
- not be located in built up areas or town centres
- avoid intersections or sections of road which may at times be relatively congested with heavy haulage or other non-tourist traffic
- be capable of leading motorists back to the main through route from which they deviated with adequate signage to assist them with continuing their journey.

Tourist information on the general area, including brochures, maps and guides should be made available from tourist centres and other outlets along the route. The route will also need to be marked on maps in roadside information bays wherever they exist.

2.9.4 Submission process to recognise tourist route

Applications for a route to be recognised as a state tourist drive shall be submitted to Landgate.

The application must:

- be supported with a formal resolution from the relevant local government(s)
- indicate that the proposed route is supported by the WA Tourism Commission, Regional Travel Association, local visitor centre, as well as the local community and businesses
- identify the jurisdiction(s) responsible for the erection and ongoing maintenance of direction and other related signs along the route, including the cost of removing the signs if the route fails to meet the criteria for a state tourist drive at some point in the future
- clearly describe the route on a large scale map
- describe the unique natural features or scenic attributes which exist along the route;
- list all significant natural and built attractions along the route with a brief description of each
- include a one or two word name for the route which will be suffixed with the words 'Tourist Drive'
- include a description of how the state tourist drive will be promoted and what marketing collateral will be produced.

2.9.5 Review of current state tourist drives and routes

State tourist drives/routes will be subject to review on a regular basis to ensure that the quality of the route has not diminished or been compromised over time. If a state tourist drive/route loses that special quality it had when first assessed and recognised then the route shall be deleted.

2.9.6 Identification of state scenic drives, tourist drives and routes

Local government is responsible for the establishment and maintenance of such drives and routes including the cost of road signage and its maintenance. The signage of state tourist drives is governed by Australian Standard AS1742. Part 6: Manual of uniform traffic control devices – Tourist and service signs.

Local governments will be required to obtain approval from Main Roads WA (MRWA) for the erection of any route signs which occur on highways and roads under its control.

Supplementary or any other associated Tourist Attraction and Tourist Service signs will be subject to the established approval and funding guidelines available from MRWA and respective local governments.

Road name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each road name proposal shall include the following information:

- the reason for the proposal or name change
- origin of each road name and its source
- a location by local government, locality and estate name if known
- identification on a map clearly indicating extent and precise start and end points
- photographs or sketches

- any other supporting information such as historic articles, reference materials, publications etc
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- if the application is for a renaming, evidence of consultation from the affected residents and property owners is required.

Please refer to Landgate's [help guide](#) on Landgate's website for assistance specific to road naming submissions.

Incomplete applications will not be progressed until all the necessary information has been provided.

Section 3: Topographic features

Introduction

For the purposes of these policies, a topographic feature is considered to be a unique geographical place or attribute on the surface of the earth that is easily distinguished within the landscape. Examples include a mountain, watercourse, bay, valley etc.

Using this section of the policy

The naming of topographical features provides instantly recognisable labels to identify geographic entities. As with all naming processes, the duplication of names within an area often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

For Western Australia, features on the surface of the earth are considered collectively according to their form (feature class), for example river, desert, forest, lake etc. These are referred to as geographic or topographic features. The term topographic features for the purposes of this policy will refer to natural features only. The use of the term geographic features will refer to all natural, political and cultural entities.

This section outlines how features can be named, renamed or have their boundaries and spatial reference points determined or realigned.

Who can officially name topographic features?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and un-naming all topographic features 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 topographic feature names.

Which features can be named?

All topographic features may be named and formally approved by Landgate. Therefore, any land feature of interest to local governments, public groups, emergency service responders and public service providers should be officially named according to the policies and procedures outlined in this document.

Topographic feature naming policies

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

3.1 Components of a topographic feature name

All topographic feature name submissions must conform to the policies as outlined in Section 1: General policies and standards.

3.1.1 Name element requirements

A topographic feature name shall usually consist of a single name element (specific) followed by a feature class (generic), for example Nangetty Hills and not Hills Nangetty. However for topographic features, some may include the feature class (generic) before or after the name, for example lake, mount, cape and point. Each of these may either precede or follow the name. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1 of the Policies and Standards for Geographical Naming in Western Australia

In instances where the name is of Aboriginal origin, the use of a generic term with an Aboriginal name is not mandatory. Further information regarding the appropriate use of Aboriginal names and terms can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

3.1.2 Feature classes (generics)

All topographic names shall include as part of that name a feature class or generic.

The feature class must be selected from the official list of feature classes used within Western Australia as shown in this document as Appendix 3A: Topographic feature classes suitable for use in Western Australia. The correct use of feature classes alleviates any possible confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Aboriginal names or words which already include details of the feature class within the name.

3.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: General policies and standards must be applied for all topographic feature naming submissions.

The use of road types as part of a feature name shall not be used, for example Street Brook or Road Hill.

The use of cardinal indicators and suffixes/prefixes which are not topographic feature specific (Mount, Lake, etc.) are not supported. Where possible unique names should be applied and the use of these terms may only be considered by Landgate when the name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time.

The use of numbers in a topographic feature name may only be used as words (eight, eighth) or as numbers, such as 8 (for example 8th, 3rd, 2nd are not allowed), and only if the proposed name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time. In all other cases it is not acceptable for a topographic feature name to include numbers/numerics, either in full alphabetised or numeric format, for example Section 1: Policy 1.3.12

3.1.4 Recommended sources for new or changes to names

The following sources are recommended when seeking a new topographic feature name or amending an existing one:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area

- names of persons who died during war service
- names associated with historical events connected with the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

3.2 Name duplication

Names proposed for unnamed topographic features shall not be duplicated. Duplicated names are considered to be two or more names which are identical or have similar spelling or pronunciation.

There shall be no topographic feature name duplication within a local government. All topographic feature name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

3.2.1 Existing duplicated or similar sounding names

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

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.

3.3 Assigning named extents

All topographic feature naming submissions must clearly define the area or extent to which the name shall apply. Any decisions on a naming submission shall specify the limits of the feature to which the name officially applies.

Point features

Point topographic features are those which are too small to represent as lines or polygons on maps and may include pools, peaks, etc. and are associated with a single location in space.

Coordinates for the feature must be included within a naming submission.

Linear features

Linear topographic features are those features which have length and are able to be represented as a line, but do not have an area. Therefore these are represented by a line or set of lines (a string) on a map. They include such feature classes as watercourses, ridges, breakaways, etc.

Coordinates for the start, mid and end point of the feature to be named must be provided. Full extents clearly indicating the start and finish points of the linear feature must be included within a naming submission. The midpoint may not be strictly the mathematical midpoint, but a representative point of the feature near its middle.

Coordinates for linear features should use a high level of precision, commensurate with features' small width, not great length, to ensure that the coordinate locations are centred on, not merely near, the feature.

Area features

Area features are defined as a topographic feature which may be represented by a defined area on a map. They include such feature classes as bays, lakes, mountain ranges etc.

Area features are most commonly captured as 'polygons' as this is the most common way of describing topographical features. Coordinates for the midpoint of the area (polygon) and a set of coordinates for its boundary must be included within a naming submission.

3.4 Naming amendments

Official topographic feature names are expected to be enduring. Landgate discourages any changes to official names without good reason, however each such proposal will be considered on an individual basis, and the merits of each case will be carefully evaluated.

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

- changes made to bring official usage into agreement with well-established local usage
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer.

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

The requirements of emergency service responders for clear, unambiguous topographic feature 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 topographic feature name changes deemed to be non-essential or unnecessary shall incur a service charge.

3.5 Topographical feature names crossing or near state boundaries

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

If a topographical feature crosses a state or territory border, the process for the selection of a suitable name shall include consultation with relevant state and applicable local government agencies and may require consultation with the wider community.

3.6 Government managed land

All topographic features situated on land administered by other government agencies and authorities other than local governments, must be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of topographical features within these areas.

Because of the varied nature of topographic features 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.

3.7 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming topographic features situated within a private, residential or commercial subdivision.

All topographic features situated within private, residential or commercial development areas must be named in accordance with the relevant Landgate naming policies.

The land owner/developer and the local government(s) should work collaboratively to develop compliant names for the topographic features within these areas.

3.7.1 Features on private property

All topographic features which are located on private property but accessed by the local or wider community, or are visited/used for recreational activities, should be submitted for approval.

The irregular and ungoverned naming of topographic features can lead to confusion and interruption to the efficient delivery of emergency service responders. The official approval of such topographic feature names ensures that the details are accessible to the wider community and are included on the majority of relevant organisational and public mapping products.

3.7.2 Compliance

All topographic features within private, residential or commercial subdivision must be named in accordance with Section 1: General policies and standards.

3.8 Topographic features of greater than local significance

A topographic feature is considered to be of greater than local significance when it is:

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

Name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each topographic feature name proposal shall include the following information:

- The location of the topographic feature including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates
- The 1:250 000 and 1:50 000 mapsheet names and numbers the feature(s) are situated on
- Evidence that there is no existing Aboriginal name for the feature
- If the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- Submission of the completed worksheet which is located in this document as Appendix 3B to clearly indicate which policies in Sections 1 and 3 the proposal conforms to
- Supporting information as to why Landgate should consider naming or changing the topographic feature name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- The proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- A current map or plan correctly marked with clearly defined topographic feature extents and name(s)
- Where applicable, evidence of landowner, family or community support
- If the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 3B to assist with submission of topographic feature naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 4: Localities

Introduction

For the purposes of these policies, a locality is a uniquely and clearly defined administrative geographical area which may also be commonly referred to as a 'suburb' in an urban area. Every locality has officially approved boundaries and are a mandatory component of an address.

Estate names, neighbourhood names, generalised place names will not be considered as official locality names. These names will not be formally approved and have not been allocated officially defined boundaries. Such names are used for marketing purposes and to distinguish smaller areas within an official locality for this purpose only. For this reason, such names cannot be used for addressing purposes.

Using this section of the policy

The naming of localities enables the delivery of essential and emergency service responders to all addressable land parcels within Western Australia. As with all naming processes, the duplication of names within the state (or nationally) often causes confusion and misunderstandings. Therefore, the names and future boundaries of new localities within Western Australia will follow these policies to ensure their uniqueness and their historical link to the state.

This section outlines how localities can be named, renamed or have their boundaries determined or realigned.

Who can officially name localities?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and un-naming all locality and other administrative boundaries 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 locality names and boundaries.

Locality naming policies

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

Selection of a locality name must take into consideration the impact the name will have on the wider community. The selection shall recognise that locality names may bear specific provenance to the history, geography or junction of another state or territory. Investigation into this level of association must be included as part of any assessment in determining the assignment of a new locality name.

4.1 Components of a locality name

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

4.1.1 Name element requirements

A locality name shall consist of a single name element (specific) and shall not include a second word to form a double-barrelled name.

4.1.2 Unacceptable names

The official naming parameters as detailed in Section 1: General policies and standards must be applied for all locality naming submissions.

There shall be only one official name for a locality; dual or alternative names shall not be assigned.

The use of road types as part of a locality name shall not be used, for example Glendalough Street.

No locality name shall be preceded or followed by a feature class (generic) or a cardinal indicator. The use of such is not considered an appropriate means to create a unique name. For example, East Bullsbrook, Wanneroo Brook, Mount Northam and Swan Valley North are not acceptable. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1.

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

Locality names which are not directly related to the area in which they are to be located will not be accepted.

4.1.3 Recommended sources for new or changes to names

Locality names are expected to be enduring and changes to names will only occur if there is a proven risk to life if the current name is retained.

The following sources are recommended when seeking a new locality name:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area
- names of persons who died during war service
- names associated with historical events connected with the area
- flora or fauna native to the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Locality naming proposals will not succeed if:

- the proposal seeks to adopt a developer's estate/promotional name coined to endorse a development

- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc
- the proposed name has no relationship to the area or is a made up name
- the proposed name is duplicated or similar in spelling or sound to an existing locality name within Australia
- petitions presented in support only represent one point-of-view
- the proposal is not supported by local government
- no broad-based community survey has been undertaken
- the proposal does not have strong local community support
- the proposal is to rename all or part of a locality after urban development occurs.

Use of Aboriginal names

In instances where the name is of Aboriginal origin, all submission must conform to the information regarding the appropriate use of names and terms which can be found in Section 7: Use of Aboriginal names and dual naming.

Any locality name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

4.1.4 Boundary delineation

The submission for the creation of new or modification of existing locality boundaries shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined, contiguous and must not overlap another locality boundary
- boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks
- locality boundaries for corner blocks shall be the same as those for neighbouring properties accessed from the same road
- if a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally defined as being addressed to a different locality, the locality boundary shall be changed to incorporate the new subdivided properties
- if a natural feature such as a waterway is to be used as the boundary for a locality, the boundary should be applied to the centreline of such a feature
- a locality shall not be defined as an island within another locality. For instance, all localities should have boundaries that run alongside two or more other localities or one other locality and a state or sea boundary
- a locality boundary should not separate any areas which are considered to be of community interest
- boundaries shall not bisect single lots or land parcels. Exceptions that may be considered by Landgate for endorsement may include large areas such as forest, lakes or national parks.

4.2 Name duplication

Names proposed for new localities shall not be duplicated or sound similar to names used within the state or nationally.

For example Girraween (NT), Girraween (NSW), Girraween (Qld) or Girrawheen (WA) or Mount Alford (Qld) and Mount Alfred (Vic). Duplicated names are considered to be any existing locality or administrative boundary name which is spelt exactly the same or is considered to have a similar spelling or pronunciation.

There is a national requirement that consultation with all other states and territories must be undertaken for all locality name proposals to ensure that the proposed name is not recorded on any reserved names list for future use within those jurisdictions. Landgate will provide assistance with such consultation on request from the local government proposing the name.

All locality name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

4.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established locality names are duplicated or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause a risk to life and confusion in the delivery of essential services, consultation with the relevant local government and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be met between the relevant local government and the community in the application of a new unique locality name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

4.3 Assigning named extents

All locality naming submissions must clearly define the area to which the name shall apply. Any decisions on a naming submission shall specify the limits of the area to which the name officially applies.

4.3.1 Locality sizes

A locality will be defined for the purposes of assisting delivery of emergency service responders or postal services. Therefore, a locality cannot be so small that it makes it difficult to distinguish from the surrounding area nor can it be so large that it confuses members of the public about where the boundaries are situated. All submissions must be able to demonstrate that proposed boundaries for a locality will make sense to local residents and businesses as well as visitors.

The requirements as to the size and number of available lots required for urban and rural localities are:

- localities within metropolitan and urban areas shall be a minimum size of 100ha, with the minimum number of lots to be 1000. The maximum size shall be 10,000ha. The ideal size for an urban locality is approximately 500ha
- localities with rural areas shall have a minimum size of 1000ha and have no maximum size. The ideal size for a rural locality is approximately 2500ha.

4.4 Naming and boundary amendments

The official locality names are expected to be enduring. Landgate discourages any changes to official names without good reason, however each such proposal will be considered on an individual basis and the merits of each case will be carefully evaluated.

4.4.1 Proposed boundary amendments

The need to amend a locality boundary will arise when there is an impediment to the efficient delivery of services to an area, the inability to assign a correct street address, further land development or as a result of the construction of a new major road.

The implementation of such changes will occur if a significant benefit to the community is identified. This includes:

- the amendment supports the requirements of the WA Police, emergency service responders and Australia Post
- the amendment alleviates difficulties by the community in gaining access to and from the area
- the benefits of the proposal to the community as a whole
- the size of the area and the proposed boundaries
- the amendment facilitates correct street addressing requirements as included in Australian Standards AS/NZS 4819:2011.

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.

4.5 Locality names crossing local government and state boundaries

Where a locality boundary extends across two or more local government boundaries, the boundaries of the locality shall be reviewed with the intention of aligning them with the local government area.

A locality boundary shall not extend beyond the Western Australian state border.

4.6 Assignment of postcodes

Australia Post is responsible for the allocation of four digit numeric postcodes. These codes are allocated to geographic areas to facilitate the efficient processing and delivery of mail.

The decision to assign a new postcode or an existing postcode to a locality is based on operational efficiency. Issues that underpin this decision include the configuration of the Australia Post network, transportation connections and delivery arrangements.

Landgate shall consider Australia Post requirements when reviewing all locality boundary proposals.

4.7 Government managed land

All localities situated on land administered by other government agencies and authorities other than local governments, shall be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies which are responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of localities within these areas.

4.8 Private, residential and commercial developments

The intention of this subsection is to outline the acceptable use of official locality names in which private, residential or commercial subdivisions may exist.

Estate, commercial, 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 used, 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 should 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.

4.8.1 Compliance

The irregular and ungoverned naming of private, residential or commercial development areas within a locality can lead to confusion and interruption to the efficient delivery of essential and emergency service responders. Therefore, developers of such areas are encouraged to select such names in accordance with Section 1: General policies and standards.

4.9 Review of localities

Boundaries of localities in areas that are subject to urban development and residential infill shall be reviewed regularly and amended where appropriate.

Such revisions will determine whether the boundaries continue to adequately define the existing situation of the area. If major developments create a unique area and are readily distinguishable from the surrounding landscape, or a major road infrastructure creates a division, then the creation of a new locality may be deemed necessary by Landgate.

Name and extent submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each locality name proposal shall include the following information:

- the location of the locality feature including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates for the centroid of the locality polygon
- the 1:250 000 and 1:50 000 mapsheet names and numbers the locality is situated on
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal community
- submission of the completed worksheet which is located at in this document as Appendix 4A to clearly indicate which policies in Sections 1 and 4 the proposal conforms to
- supporting information as to why Landgate should consider naming or amending the locality name or boundary (if relevant, why the current name and/or boundary is considered to be less appropriate than the new proposed name and boundary)
- the proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- a current map or plan correctly marked with clearly defined locality boundary extents and name(s)
- where applicable, evidence of landowner, family or community support
- if the application is for a renaming, evidence of consultation from the wider community is required.

Landgate has provided a checklist at Appendix 4A to assist with submission of locality naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 5: Local parks and recreational reserves

Introduction

For the purposes of these policies, a local park and recreational reserve is a uniquely and clearly defined administrative geographical extent. It may be freehold or crown land parcels which have been established for public purpose, such as recreational use and/or for the protection of local habitat areas. They may include public gardens, infrastructure such as shelters, ablutions, playground equipment, barbeques or other features such as ponds, lakes, bushland and walking trails.

Using this section of the policy

The naming of local parks and recreational reserves provides instantly recognisable labels to identify these geographic entities. As with all naming processes, the duplication of names within an area often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

This section outlines how local parks and recreational reserves can be named, renamed or have their boundaries and spatial reference points determined or realigned.

Who can officially name local parks and recreational reserves?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially naming and un-naming all local parks and recreational reserves 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 local parks and recreational reserve names.

Which local parks and recreational reserves can be named?

All local parks and recreational reserves should be named and formally approved by Landgate. It is in the public interest and important for the ease of identification and dispatch of emergency service responds that local parks and recreational reserves are officially named in accordance to the policies and procedures outlined in this document.

Local parks and recreational reserve naming policies

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

Selection of a local park or recreational reserve name must take into consideration the impact the name will have on the wider community.

5.1 Components of a local park or recreational reserve name

All local park and recreational reserve naming submissions must conform to the policies as outlined in Section 1.

5.1.1 Name element requirements

A local park or recreational reserve name should consist of a single name element (specific) followed by a feature class (generic), for example Queenscliff Park and not Park Queenscliff. Further information regarding their appropriate use can be found in Section 1: Policy 1.3.1.

In instances where the name is of Aboriginal origin, the use of a generic term with an Aboriginal name is not mandatory. Further information regarding the appropriate use of Aboriginal names and terms can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

5.1.2 Acceptable feature classes (generics)

All local park or recreational reserve names shall include as part of that name a feature class (or generic).

It is preferred that all local park or recreational reserves use the feature class PARK as part of the name.

The word RESERVE should only be used as part of a name if the whole of the area to be named is an official reserve as created under the *Land Administration Act 1997* and has been allocated an official reserve number. The name is to be applied to the whole extent of the reserve. It will not be applied to disconnected parcels of land; however the same name may be applied to multiple adjoining reserves.

5.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and standards must be applied for all local park or recreational reserve naming submissions.

The use of road types as part of a local park or recreational reserve name shall not be used, for example Smith Street Park.

The use of cardinal indicators and suffixes/prefixes which are not locality specific (Mount, Lake, etc) are not supported. For example, Mount Lawley Park will only be accepted if it is to be applied to a large recreational area within the locality of Mount Lawley. Where possible the names of the adjoining roads should be applied.

The use of a unique name may only be considered by Landgate when the name is derived from a historical reference indicating that the name has been in use in the same area for some extended period of time.

The use of numbers in a topographic feature name may only be used as words (eight, eighth) or as numbers, such as 8 (for example 8th, 3rd, 2nd are not allowed), and only if the proposed name is derived from a historical reference indicating that the name in this form has been in use for some extended period of time. In all other cases it is not acceptable for a park or reserve name to include numbers/numerics, either in full alphabetised or numeric format, for example Section 1: Policy 1.3.12

5.1.4 Recommended sources for new names

It is expected that all new local parks or recreational reserves will be named after an adjoining road name.

If, due to duplication, an alternate name is required the following are considered suitable sources for such submissions:

- names from Aboriginal languages formerly identified with the general area
- names of pioneers who were relevant to the area
- names of persons who died during war service
- names associated with historical events connected with the immediate area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Local park or recreational reserve naming or renaming proposals will not be approved if:

- the proposal seeks to adopt a developer's estate/promotional name coined to endorse a development
- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc
- the proposed name has no relationship to the area or is a made-up name
- petitions presented in support only represent one point-of-view
- the proposal is not supported by local government
- no broad-based community survey has been undertaken for a renaming
- the renaming proposal does not have strong local community support
- the proposal is to rename all or part of a local park or recreational reserve after urban development occurs.

Use of Aboriginal names

In instances where the name is of Aboriginal origin, the submission must conform to the information regarding the appropriate use of Aboriginal names and terms which can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

Any local park or recreational reserve name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

5.1.5 Boundary delineation

The submission for the creation of a new, or modification of an existing, local park or recreational reserve shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined
- must not overlap another cadastral parcel boundary
- must be contiguous
- boundaries shall align with cadastral information.

5.2 Name duplication

Names proposed for new local parks or recreational reserves shall not be duplicated or sound similar to names used within the state. Duplicated names are considered to be any existing local park or recreational reserve name which is spelt exactly the same or is considered to have a similar spelling or pronunciation.

All local park or recreational reserve name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

5.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established local park or recreational reserves names are duplicated, or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause, a risk to life and confusion in the delivery of essential services, consultation with the relevant local government and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be reached between the relevant local government and the community in the application of a new unique local park or recreational reserve name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

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.

Local park or recreational reserve naming submissions requesting names other than the adjacent road name, will not be accepted if the suggested name exists as a road name within 10km of the proposed local park or recreational reserve or within the same local government area.

5.3 Assigning named extents

All local park or recreational reserve naming submissions must clearly define the area or extent to which the name shall apply. The same name shall only be applied to contiguous land parcels and will not be applied to unconnected land parcels.

Any decisions on a naming submission shall specify the limits of the feature to which the name officially applies.

5.3.1 Local park or recreational reserve sizes

There is no minimum or maximum size requirement for a named local park or recreational reserve. However, the names shall not bisect a lot and shall only apply to whole cadastral land parcels. They may be applied to more than one land parcel.

5.3.2 Naming of pavilions and other structures

Components of local parks or recreational reserves, for example pavilions, and other structures etc may be named in honour of living community members who have contributed towards the establishment of the particular feature or towards the community in general.

The formal approval of such components is not required when the local park or recreational reserve has already been named as a whole. However the names shall conform to these naming policies and standards to ensure there is no duplication of names elsewhere within Western Australia. This assists in the provision of early responses from emergency service responders if the need should arise.

Landgate shall be informed of the names of such structures and facilities to ensure that the name, origin and position are recorded and available for inclusion on maps and for the unhindered provision of emergency service responders and essential services.

5.4 Naming amendments

Official local park or recreational reserve names are expected to be enduring. Landgate discourages any changes to official names without good reason, however such proposals will be considered on an individual basis, and the merits of each case will be carefully evaluated.

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

- changes made to bring official usage into agreement with well-established local usage
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer.

Where a change to the name of a local park or recreational reserve is proposed, clear justification outlining sufficient reasons for consideration is required. As names are meant to be enduring, the current name has already been in use within the public domain. The proposed new name selected shall conform to all the necessary naming policies and standards.

The requirements of emergency service responders for clear unambiguous local park or recreational reserve 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 local park or recreational reserve name changes deemed to be non-essential or unnecessary shall incur a service charge.

5.5 Local park or recreational reserves near state boundaries

If a local park or recreational reserve is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

No local park or recreational reserve may cross a state or territory border.

5.6 Government managed land

All local parks or recreational reserves situated on land administered by other government agencies and authorities other than local government must be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies which are responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of local park or recreational reserves within these areas.

5.7 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming local parks or recreational reserves situated within a private, residential or commercial subdivision.

All local parks or recreational reserves situated within private, residential or commercial development areas must be named in accordance with the relevant Landgate naming policies.

The land owner/developer and the local government should work collaboratively to develop compliant names for local parks or recreational reserves within these areas.

5.7.1 Compliance

All local parks or recreational reserves within private, residential or commercial subdivisions must be named in accordance with Section 1: General policies and standards.

5.8 Local park or recreational reserve of greater than local significance

A local park or recreational reserve is considered to be of greater than local significance when it is:

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

Name submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for its endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, each name proposal for a local park or recreational reserve shall include the following information:

- The location of the local park or recreational reserve including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates for the centroid of the park/reserve polygon
- The 1:250 000 and 1:50 000 mapsheet names and numbers the park/reserve is situated on
- If the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community

- Submission of the completed worksheet which is located at in this document as Appendix 5A to clearly indicate which policies in Sections 1 and 5 the proposal conforms to
- Supporting information as to why Landgate should consider naming or changing the local park or recreational reserve name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- The proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- A current map or plan correctly marked with clearly defined local park or recreational reserve extents and name(s)
- Where applicable, evidence of landowner, family or community support
- If the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 5A to assist with submission of naming requests for local parks and recreational reserves. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 6: Administrative boundaries

Introduction

For the purposes of these policies, administrative boundaries are uniquely and clearly defined administrative geographical boundaries. Examples include electoral boundaries, local government boundaries, land divisions, port authorities etc.

Administrative boundaries are legally documented and attributed boundaries used to define the rights, responsibilities and interests on the land. These areas are recognised by governments or other organisations for administrative purposes. Landgate records and administers state and local government administrative boundaries only.

Using this section of the policy

The naming of administrative boundaries provides instantly recognisable labels to identify administrative geographic entities. As with all naming processes, the duplication of names within the state often causes confusion and misunderstandings even though such duplications have been common within a local government area, the state or nationally in the past.

This section outlines how administrative boundaries can be named, renamed or have boundaries determined or realigned.

Who can officially name administrative boundaries?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially name and un-name all administrative boundaries in Western Australia which are not legally named under other state legislation. 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 administrative boundary names.

Administrative boundary naming policies

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

Selection of administrative boundary names must take into consideration the impact the name will have on the wider community. The selection shall recognise that such names may bear specific provenance to the history, geography or junction of another state or territory. Investigation into this level of association must be included as part of any assessment in determining the assignment of a new administrative boundary name.

6.1 Components of an administrative boundary name

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

6.1.1 Name element requirements

Where possible an administrative boundary name should consist of a single name element (specific) and not include a second word to form a double-barrelled name.

6.1.2 Feature classes (generics)

All administrative boundaries shall include as part of that name a feature class or generic.

The feature class must be selected from the official list of feature classes used within Western Australia as shown in this document as Appendix 6A: Administrative Boundary Feature types suitable for use in Western Australia. The correct use of feature classes alleviates any possible confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Aboriginal names or words which already include details of the feature class within the name.

6.1.3 Unacceptable names

The official naming parameters as detailed in Section 1: Policies and standards must be applied for all administrative boundary naming submissions.

There shall be only one official name for an administrative boundary; dual or alternative names shall not be assigned.

The use of road types or feature classes as part of an administrative boundary name shall not be used.

No administrative boundary name shall be preceded or followed by a feature class (generic) or a cardinal indicator. The use of such is not considered an appropriate means to create a unique name. For example, East Bullsbrook Ward, South Wanneroo Water Catchment Area, Swan North Legislative Assembly District are not acceptable. Further information regarding appropriate use can be found in Section 1: Policy 1.3.1.

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

Administrative boundary names which are not directly related to the area in which they are to be located will not be accepted.

6.1.4 Recommended sources for new names or changes to names

Administrative boundary names are expected to be enduring and changes to names will only occur if there is a proven risk to life if the current name is retained or if the form and purpose of the boundary has been changed.

The following sources are recommended when seeking a new administrative boundary name:

- names from Aboriginal languages formerly identified with the general area
- descriptive names appropriate to the features
- names of pioneers who were relevant to the area

- names of persons who died during war service
- names associated with historical events connected with the area
- flora or fauna native to the area.

Proposed names with significance to specific groups only (this excludes Aboriginal names) or names with no relevance to a particular area are not acceptable for approval.

Administrative boundary naming proposals will not be approved if:

- the proposal seeks to adopt a commercial or developer's estate/promotional name coined to endorse a development
- the proposal seeks to adopt the names used for existing infrastructure, for example schools, shopping precincts, hospitals etc.
- the proposed name has no relationship to the area or is a made-up name
- the proposed name is duplicated or similar in spelling or sound to an existing administrative boundary name within Australia
- petitions presented in support only represent one point of view
- no broad-based community survey has been undertaken
- the proposal does not have strong local community support.

Use of Aboriginal names

In instances where the name is of Aboriginal origin, the submission must conform to the information regarding the appropriate use of names and terms which can be found in Section 7: Appropriate use of Aboriginal names and dual naming.

Any administrative boundary name derived from an Aboriginal source must be local to the area and shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

6.1.5 Boundary delineation

The submission for the creation of new, or modification of existing, administrative boundaries shall only be reviewed if the following has been taken into consideration:

- all boundaries shall be clearly defined, contiguous and must not overlap another administrative boundary of the same function
- boundaries shall align with road centrelines (major highways, divided carriageways and railways), cadastral information or obvious topographical features such as rivers, shorelines, creeks
- if a natural feature such as a waterway is to be used as the boundary for an administrative boundary, the boundary should be applied to the centreline of such a feature
- an administrative boundary shall not be defined as an island within another administrative boundary of the same function
- boundaries shall not bisect single lots or land parcels. Exceptions that may be considered by Landgate for endorsement may include large areas such as forests, lakes or national parks.

6.2 Name duplication

Names proposed for unnamed administrative boundaries shall not be duplicated. Duplicated names are considered to be two or more names which are within close proximity and those which are identical or have similar spelling or pronunciation.

There shall be no administrative boundary name duplication within the state regardless of function. All administrative boundary name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

6.2.1 Existing duplicated or similar sounding names

Whilst these policies are not expected to enact changes to precedents where established administrative boundary names are duplicated or are similar in sound or spelling (homonymous), if such names are found to have caused, or are likely to cause, a risk to life and confusion in the delivery of essential services, consultation with the relevant managing jurisdiction (commonwealth or state government agency) and the affected community should be undertaken to have a unique and compliant name approved.

If no agreement can be met between the relevant managing jurisdiction and the community in the application of a new unique administrative boundary name for an area, and the Minister agrees such a change is in the community's best interests, a formal name change may still be endorsed by the Minister.

6.3 Assigning named extents

All administrative boundary naming submissions must clearly define the area to which the name shall apply. Any decisions on a naming submission shall specify the limits of the area to which the name officially applies.

6.3.1 Administrative boundary sizes

There is no minimum or maximum size requirement for a named administrative boundary. However, the names shall not bisect a lot and shall only apply to whole cadastral land parcels. They may be applied to more than one land parcel.

6.4 Naming and boundary amendments

Official administrative boundary names are expected to be enduring. Landgate discourages any changes to official names without good reason, however such proposals will be considered on an individual basis, and the merits of each case will be carefully evaluated.

6.4.1 Proposed boundary amendments

The need to amend an administrative boundary will arise when there is a change to the function of the boundary or needs of the managing jurisdiction.

The implementation of such changes will occur if a significant benefit to the community is identified.

Submissions seeking changes for reasons of perceived status or financial benefit shall not be supported.

6.5 Local government and state boundaries

If an administrative boundary is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

An administrative boundary shall not extend beyond the Western Australian state border.

An administrative boundary may extend across multiple local government boundaries.

6.6 Government managed land

All administrative boundaries situated across land administered by other government agencies and authorities other than local governments, shall be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of administrative boundaries within these areas.

Because of the varied nature of administrative boundaries 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.

6.7 Private, residential and commercial developments

An administrative boundary shall extend across any private, residential and commercial development as required and as prescribed in relevant legislation.

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

Name and extent submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government or government agencies for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, all administrative boundary naming proposals should include:

- the location of the administrative boundary including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates
- the 1:250 000 and 1:50 000 mapsheet names and numbers the administrative boundary is situated on
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal

community

- submission of the completed worksheet which is located at in this document as Appendix 6B to clearly indicate which policies in Sections 1 and 6 the proposal conforms to
- supporting information as to why Landgate should consider naming or changing the administrative boundary name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- the proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- a current map or plan correctly marked with clearly defined administrative boundary extents and name(s)
- if the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 6B to assist with submission of administrative boundary naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Section 7: Appropriate use of Aboriginal names and dual naming

Introduction

For the purposes of these policies, Aboriginal names are those words from Aboriginal dialects unique to Western Australia.

Dual naming is a method for naming landmarks in a manner that reflects the Indigenous name and the introduced English name.

Who can officially name topographic features?

As per the provisions in the *Land Administration Act 1997*, the Minister for Lands (the Minister) has the authority for officially approving and un-approving all feature names 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 submissions seeking the use of Aboriginal and dual names.

Which features can be named?

Only natural topographic features (for example islands, mountains, ranges, lakes) may be named using Aboriginal or dual names and formally approved by Landgate. Therefore, any land feature of interest to local governments, public groups, emergency service responders and public service providers should be officially named according to the policies and procedures outlined in this document.

Dual names shall not be applied to cultural features such as localities, administrative boundaries, crown land reserves, open space recreation parks or reserves, constructed features such as roads, highways, bridges or communication towers etc.

Approval of a dual name for an administrative boundary may only be considered if the administrative boundary has been created for the identification of land pertaining to an area with a recognised land claim, where the land is vested for the preservation of Aboriginal culture and or the natural environment, for example Lalang-garram / Camden Sound Marine Park.

Aboriginal and dual naming policies

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

Selection of any Aboriginal or dual name must take into consideration the impact the name will have on the wider community. The selection shall recognise that such names may bear specific provenance to the history or geography of a specific area or Aboriginal language group. Investigation into this level of association must be included as part of any assessment in determining the assignment of an Aboriginal or dual name.

7.1 Components of an Aboriginal or dual name

Subject to the intended application of an Aboriginal or dual name (for example will the name be applied to a road, locality or feature) submissions must conform to the relevant policies as outlined in Sections 1, 2 and 3.

7.1.1 Orthography for the language

In areas where the Aboriginal language has an existing writing system, any previously unrecorded name will be recorded in the form dictated by that established writing system. Where more than one language group has named a feature, all alternative names will be recorded in the appropriate form.

Subject to approval from the relevant Aboriginal community, the name to be used in the public domain will be the name from the language group within which the feature is physically located.

For new names where no accepted orthography for the language exists, a linguist or anthropologist acceptable to the Aboriginal community concerned with the naming action should establish a practical orthography.

For those names which were previously recorded and for which there is now a more accurate spelling available, decisions as to whether or not the spelling of the name is to be changed will be assessed by Landgate on an individual case basis.

Consideration for such changes will be given to:

- the views of the Aboriginal community involved
- the extent of the alteration required
- the projected effect of the name change on the immediate and wider community
- the best method to alter the name in a culturally sensitive manner.

7.1.2 Name element requirements

Aboriginal names

The use of Aboriginal names is encouraged by Landgate and the collection and compilation of recorded Aboriginal topographic names is supported.

Known recorded Aboriginal names should be made clear where possible with a historical background, identifying origins etc. and more particularly, in their areas of current occupation and traditional association.

Aboriginal place names from one area shall not be applied or transposed to another.

Where the name of a single feature has been published in both Aboriginal and English forms and both forms are in general use, Landgate may retain both forms as an official dual name or decide which of the two may be officially used.

The use of traditional Aboriginal names is encouraged for features, localities and roads, subject to agreement from the relevant Aboriginal communities. The identification of a name (or names) of Aboriginal heritage is encouraged to be undertaken by local governments and relevant Aboriginal groups.

Dual names

In Western Australia, Landgate supports the concurrent and combined acknowledgment of two cultures through a dual name which consists of two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal Australian language origin.

Dual naming is not considered preferable to one name, and in each case the proposal should be investigated to establish if the Aboriginal name would have enough community support to replace the existing name.

Dual naming submissions will be given consideration when a feature already has a widely accepted name of non-Aboriginal origin and newly available information indicates that an Aboriginal name could also apply.

A dual name must be Indigenous to the local area. It shall only be assigned where there is definite evidence, preferably historic, in the form of written or oral tradition that the feature has two names.

7.1.3 Feature classes (generics)

If a single Aboriginal name is to be applied to an appropriate topographic feature, such should include as part of that name a feature class or generic, for example Mount Yetar Pindooral Clayhole.

Appropriate feature classes must be selected from the official list of feature classes used within Western Australia as shown in Section 3 as Appendix 3A: Topographic feature classes suitable for use in Western Australia. The correct use of feature classes alleviates any possible confusion as to which feature the name is being applied to.

Exceptions to this only occur with the use of Aboriginal names or words which already include details of the feature class within the name, for example Calijie (hill within the Shire of York).

7.1.4 Depiction and order of names

When a name is proposed for a previously unnamed feature and information indicates that an Aboriginal name could also apply, in this instance the non-Aboriginal name shall appear first in the combined name, so long as it best reflects local community usage, for example Weaber Range / Jemarnde-wooningim.

If a non-Aboriginal name has poor support in the general community and the origin and application of an Aboriginal name is well supported, a dual name shall be formed with the Aboriginal name appearing first. In some cases, a single well-supported Aboriginal name could be substituted for the poorly supported non-Aboriginal name, instead of adopting a dual-name.

Once a dual name is approved, signposts, maps and directories relating to the area shall feature both names.

Dual names shall include a visual separator and it must be a solidus ('/') preceded and followed by a space, for example Mount Nameless / Jarndanmunha.

The name as approved and registered shall be shown on and in official maps, documents, publications and signage. Both parts of a dual name shall be shown in the same font type, size, style and colour. Shortened versions are not to be used.

7.1.5 Unacceptable names

Relevant official naming parameters as detailed in Section 1: Policies and standards must be applied for all Aboriginal or dual naming topographic feature submissions.

Aboriginal names or terms from one particular area shall not to be applied to other areas for official naming purposes.

7.2 Name duplication

Aboriginal or dual names proposed for unnamed topographic features shall not be duplicated. Duplicated names are considered to be two or more names which are within close proximity and those which are identical or have similar spelling or pronunciation.

There shall be no Aboriginal or dual names duplication within a local government. All Aboriginal or dual name submissions must conform to all of the mandatory policies outlined in Section 1: Policy 1.6.

7.2.1 Existing duplicated or similar sounding names

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

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.

7.3 Assigning named extents

All Aboriginal or dual naming submissions must clearly define the area or extent to which the name shall apply. Any decisions on a naming submission shall specify the limits of the feature to which the name officially applies. Section 3: Policy 3.3 shall apply in all Aboriginal or dual name submissions.

7.4 Naming amendments

Official Aboriginal or dual names are expected to be enduring. Landgate discourages any changes to official names without good reason, however each such proposal will be considered on an individual basis, and the merits of each case will be carefully evaluated.

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

- changes made to bring official usage into agreement with well-established local usage
- proposals to eliminate naming issues such as derogatory names, duplication or those previously approved on the basis of incorrect information
- proposals previously made at the request of persons or organisations (public or private) for commemorative or other reasons important to the proposer
- evidence of strong community support for the change.

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

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

7.5 Aboriginal and dual names crossing or near state boundaries

If an Aboriginal or dual name is situated near a state boundary, care must be taken to avoid duplication with names used in the other states or territories.

If an Aboriginal or dual name crosses a state or territory border, the process for the selection of a suitable name shall include consultation with relevant Aboriginal communities, state and applicable local government agencies and may require consultation with the wider community.

7.6 Government managed land

All Aboriginal or dual named features situated on land administered by other government agencies and authorities other than local governments must be named in accordance with the relevant Landgate naming policies.

Commonwealth, state, territory or local government authorities or agencies responsible for the management of land administered by them, shall liaise with Landgate to develop practices and processes for the naming of Aboriginal or dual named features within these areas.

Because of the varied nature of Aboriginal or dual name features 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.

7.7 Private, residential and commercial developments

The intention of this subsection is to outline the process for naming or renaming Aboriginal or dual named features situated within a private, residential or commercial subdivision.

All Aboriginal or dual named features situated within private, residential or commercial development areas must be named in accordance with the relevant Landgate naming policies.

The landowner/developer, relevant Aboriginal communities and the local government(s) should work collaboratively to develop compliant names for the Aboriginal or dual named features within these areas.

7.7.1 Features on private property

All Aboriginal or dual named features which are located on private property but accessed by the local or wider community or are visited/used for recreational activities should be submitted for approval.

The irregular and ungoverned naming of features within can lead to confusion and interruption to the efficient delivery of emergency service responders. The official approval of such Aboriginal or dual named feature names ensures that the details are accessible to the wider community and are included on the majority of relevant organisational and public mapping products.

7.7.2 Compliance

All Aboriginal or dual named features within private, residential or commercial subdivision must be named in accordance with Section 1: General policies and standards.

7.8 Aboriginal and dual names of greater than local significance

An Aboriginal or dual named feature is considered to be of greater than local significance when it is:

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

7.9 Recording the name as 'historical'

In some instances an Aboriginal community may not wish to have a traditional name officially approved for a feature and made available to the general public. In these cases, the community may seek to have the name recorded as 'Historic' or as a 'Sensitive Secured Name' within the state's gazetteer.

Sensitive Secured Names refers to names that were used for the area pre-colonisation. Historic refers to names that were developed post-colonisation. Having a name recorded as a Sensitive Secured or Historic Name means that it will not appear on official maps, but the history and meaning of the name will be recorded for information purposes.

Sensitive Secured Names are not made available to the general public or other government agencies.

Name submission process

The intention of this subsection is to provide information on how make a submission to name and rename topographic features with Aboriginal or dual names within Western Australia. Applications should be directed to the relevant local government for their endorsement and submission to Landgate.

General information on the process for submitting naming applications is shown at Appendix 1A.

In addition, topographic feature naming proposals using Aboriginal or dual names should include:

- the location of the topographic feature including coordinates latitude and longitude, decimal degrees or Map Grid of Australia (MGA) coordinates
- the 1:250 000 and 1:50 000 mapsheet names and numbers the feature(s) are situated on
- evidence that there is no existing Aboriginal name for the feature
- evidence of support from relevant Aboriginal community
- submission of the completed worksheet which is located at in this document as Appendix 7B to clearly indicate which policies in sections 1, 3 and 7 the proposal conforms to
- supporting information as to why Landgate should consider naming or changing the topographic feature name(s) (if relevant, why the current name is considered to be less appropriate than the new proposed name)
- the proposed name(s), the origin/source/historical context, and any supporting evidence that may be appropriate such as maps, photographs, references or sketches
- a current map or plan correctly marked with clearly defined topographic feature extents and name(s)
- where applicable, evidence of landowner, family or community support
- if the application is for a renaming, evidence of consultation from the immediate and/or wider community is required.

Landgate has provided a checklist at Appendix 7B to assist with submission of Aboriginal or dual naming requests. Incomplete applications will not be progressed until all the necessary information has been provided.

Aboriginal community consultation

All dual naming proposals require the support of the native title representative body and, where relevant, tribal elders of the area. If the topographic feature covers more than one Aboriginal land council area, for example a river, mountain range etc, approval must be sought from each relevant council. A written proposal should be sent to the local Aboriginal land council with details of the topographic or cultural site for which a dual name is being proposed.

The allowance of ample time for a reply may be required due to the local Aboriginal land council needing an unanticipated meeting to consider the proposal. If there is no response from the local or regional Aboriginal land council within three months, Landgate can submit the proposal to the Department of Aboriginal Affairs for consideration and support for its approval.

Section 8: Role of the Minister for Lands, Landgate and the Geographic Names Committee

Introduction

The purpose of this section of the policy is to clearly explain the roles and responsibilities of the Minister for Lands (the Minister), Landgate and the Geographic Names Committee (GNC).

Using this section of the policy

This section is to provide a clear understanding to government agencies, developers, local government, community interest groups and the general public about the roles and responsibilities of the Minister, Landgate and the GNC in the formal approval of roads, administrative boundaries and topographic features within Western Australia.

The Minister for Lands' role and responsibilities

As part of the Lands portfolio, the Minister, as per the provisions in the *Land Administration Act 1997*, has the authority for officially approving all road, feature and administrative boundary names in Western Australia. The Minister also has the authority to un-name.

Landgate and the delegation of authority

Landgate is a statutory authority which is managed by a board. This Board of Management is accountable to the Minister for the delivery of Landgate related products and services.

Within Landgate, there are a number of roles responsible for designated functions under the *Land Information Authority Regulations, 2007* and the *Land Administration Act, 1997*, including the Commissioner of Titles, Registrar of Titles, Valuer-General, Surveyor General and the Geographic Names Committee and Secretariat.

Through delegated authority, under the *Land Administration Act, 1997*, Landgate acts on the Minister's behalf to undertake the administrative responsibilities required for the formal approval of naming submissions, including the development of policies and procedures.

GNC executive officer and the secretariat

The GNC is served by an executive officer and a secretariat, both of which are provided by Landgate. The executive officer assists the chairman in the planning and conducting of the GNC meetings and implementation of Committee resolutions. It is also the executive officer's role to represent Western Australia on national consultative committees which meet to focus on issues of common interest to all states and territories and to develop national guidelines for a more unified approach to nomenclature in Australia.

Standard naming operations are managed by the executive officer and the secretariat (the Geographic Names Team) as provided by Landgate. This office is responsible for managing the nomenclature needs of the community, local government, real estate, mapping industries etc., for topographical features, administrative boundaries, localities and roads.

The secretariat is also responsible for the maintenance of the state's gazetteer and nomenclature database which holds essential attribute information.

Secretariats terms of reference

- assign nomenclature to topographical features, localities and roads
- alter, when required, the nomenclature of topographical features, localities and roads
- determine whether the use of a topographical feature, locality or road name shall be discontinued
- adopt national and international rules of orthography, nomenclature and pronunciation with respect to naming topographical features, localities and roads
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any topographical feature, locality and road names
- investigate and determine the application of nomenclature to topographical features, localities and roads with regard to position, extent or otherwise
- maintain a gazetteer and geographic nomenclature database for Western Australia
- inquire into and make recommendations on any matters relating to the nomenclature of topographical features, localities and roads referred by the Minister.

Geographic Names Committee

GNC History

In 1936 the then Minister for Lands, the Hon M.F. Troy, appointed an advisory committee known as the Nomenclature Advisory Committee. The Committee consisted of Dr J.S. Battye (Chancellor of the University of Western Australia and State Archives Board Chairman) as the Committee Chairman and its appointed members included Mr J.A. Klein, MA (Director of Education), Mr J.P. Camm (Surveyor General), Mr P Hasluck (Western Australian Historical Society) and Mr F.I. Bray (Memorials Committee of the Western Australian Historical Society).

The Committee's name was changed in 1987 to the Geographic Names Committee and it performs a similar role today by providing advice to, and on behalf of, the Minister on geographical naming issues.

Committee membership

Appointments to the GNC are made by the Minister to represent different points of view from local communities, professional institutions and government agencies within Western Australia. It provides a mechanism to make democratic naming decisions for the state government and is comprised of representatives from the following organisations:

- Australia Post
- Community Representatives (2 positions)
- Department of Aboriginal Affairs
- Department of Fire and emergency service responders
- Department of Mines and Petroleum
- Department of Parks and Wildlife
- Landgate – Chairman and executive officer
- Main Roads Western Australia
- State Records Office of Western Australia
- Urban Development Institute of Australia (WA Division) Inc.
- Western Australia Police
- Western Australian Local Government Association (2 representatives).

Responsibilities of the GNC

The GNC is responsible for:

- advice on geographical nomenclature matters
- development of policies to facilitate the approval and processing of nomenclature applications
- development of rules and processes to be followed in selecting, assigning or amending geographic nomenclature
- setting out processes and procedures for the selection or assigning of Aboriginal nomenclature
- specifying criteria for the assessment of cultural heritage or other significance in relation to the naming of places
- establishing consultation requirements for geographic nomenclature actions
- specifying any other matter or item appropriate to geographic nomenclature in Western Australia
- advising to the Minister on the establishment and development of the naming policies and standards
- dissemination of information on the naming policies and standards
- monitoring and review of compliance with the naming policies and standards
- undertaking other functions as required in relation to nomenclature.

At the discretion of the Minister the Committee shall:

- Review naming actions, transactions and issues which impact on any government agency, authority or instrumentality or that may attract significant public, government or other external interest
- Review and approve papers and reports to third/external parties which contain naming issues or exceptions which may prompt media, public or government scrutiny.

GNC recommendations

Not all submissions for a naming approval are required to be presented to the GNC for endorsement. Through the *Land Administration Act 1997*, *Land Administration Regulations 2007* and the *Instrument of Delegations*, the chairman and the executive officer of the GNC, and other Landgate officers have the authority to approve and un-approve naming submissions. Through Landgate's Geographic Names, advice is provided to the applicant on how the naming proposal shall proceed or why it cannot.

The GNC is presented with naming actions that are considered to be of significance to the wider community, may be controversial in nature, are required in the interests of public safety or those applications seeking special consideration as they do not comply with the necessary policies and standards.

Each matter determined by the GNC is made on the basis of the unique circumstances associated with the particular issue. Such decisions are not to be taken as precedents in subsequent naming deliberations.

Naming submission presented to the GNC

When a naming action has been presented to the GNC, it shall:

- determine whether the naming proposal in its current form conforms to all required naming policies and standards
- seek further supporting evidence, if required, from the applicant, government departments or development bodies, and other interested parties such as affected local land owners, businesses or residents as required

- consult with relevant emergency service response or public service organisations if a question of public safety or confusion might arise
- consider all information for its relevance to the principles, policies and procedures, especially all objections received from members of the public and emergency service responders or other public service organisations.

The GNC will determine the merits of each proposal and/or identify issues arising from the application before making a final decision.

Review of a GNC decision

Apart from requests from the Minister, after making a determination, the GNC will only reconsider an issue if new or additional relevant information is provided by the proponent.

The Minister may be asked to review a GNC decision on a naming matter within Western Australia if the proponent feels aggrieved by the decision of the GNC. A copy of the submission requesting the review is to be sent to Landgate for its information.

Presentation policy for the GNC

Individuals, interest groups or organisations with a direct interest in a topic to be considered by the GNC may request to make a short formal presentation to the Committee. The Committee will determine if they will hear the presentation or not. Submissions for such requests and any supporting documents must be provided to Landgate no less than fourteen calendar days before the scheduled meeting.

Presenters will be allocated a minimum time of fifteen minutes and a maximum of thirty minutes, prior to the scheduled GNC meeting and before the discussion of this matter where a decision is to be made by the GNC. The GNC members will be able to ask questions of the presenters and the executive officer will record any discussions and or questions which will be included as an appendix to the final version of the minutes.

Questions raised must relate to the matters being discussed on the GNC agenda or to a function of the committee. No debate or discussion will be permitted on any question or answer.

The Chairman may accept or reject any question, or determine that any requiring a complex response which may need further research, be answered in writing following the meeting and these will also be included as an appendix to the meetings minutes.

Other naming groups and organisations

Permanent Committee on Place Names (PCPN)

In 1984, to assist with the coordination and communication for the consistent use of place names within Australia and New Zealand, the Committee for Geographical Names in Australasia (CGNA) was formed. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM) and is now known as the Permanent Committee on Place Names (PCPN).

All of the principle naming authorities in Australia and New Zealand are represented on the PCPN including the Australian National Placenames Survey (ANPS), Great Barrier Reef Marine Park Authority (GBRMPA), Australian Antarctic Division (AAD), Australian Hydrographic Office (AHO) and the Department of Defence.

The PCPN meets annually to discuss issues of common interest to all states and territories and develop guidelines to reflect a national approach to nomenclature.

Its terms of reference include:

- The promotion of a greater community awareness of geographical names
- Development and promotion of national guidelines for geographical names
- Promotion of the use of correct names by map, chart and electronic application procedures
- Support for the maintenance and development of jurisdictional and national gazetteers, PCPN, Scientific committee on Antarctic Research (SCAR), and the Sub-Committee on Undersea Feature Names (SCUFN)
- Support of initiatives for the appropriate use and preservation of geographical names, and for the recognition of their heritage and cultural importance
- Support of the United Nations Group of Experts on Geographical Names (UNGEGN) and its initiatives.

United Nations Group of Experts on Geographical Names (UNGEGN)

International naming uniformity

In 1958, the Economic and Social Council of the United Nations passed a resolution requesting that the Secretary General draft a plan for achieving international uniformity on geographical names at the national and international level. As a result of this resolution, efforts to standardise geographic names for international use became the role of the United Nations Group of Experts on Geographical Names (UNGEGN).

UNGEGN functions through 23 geographical/linguistic divisions and working groups which address issues such as training courses, digital data files and gazetteers, romanisation systems, country names, terminology and toponymic guidelines. Activities include the sponsoring of conferences and sessions of a group of experts in the interests of developing guiding principles for attaining uniformity in the name-processing procedures and in the promotion of national standardisation by all countries.

Pacific South-West Division

Through the PCPN, Australia and New Zealand are represented at UNGEGN in the Pacific South West Division (PSW). Countries participating in this division include Australia, Fiji, Nauru, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga and Vanuatu

Section 9 Consulting with the wider community

Introduction

Consultation is a key component in the process of naming and renaming topographic features, administrative boundaries, localities and roads. The following process is recommended when consulting with the immediate and extended community in relation to naming and renaming processes.

This section provides information on the nature and extent of consultation required and when it is appropriate.

Using this section of the policy

For the purposes of this document, there is a distinction between 'immediate community' and 'extended community' for consultation.

Immediate community is considered to be:

- people who live or work within the area
- owners of properties or businesses in the area.

Extended community is considered to be:

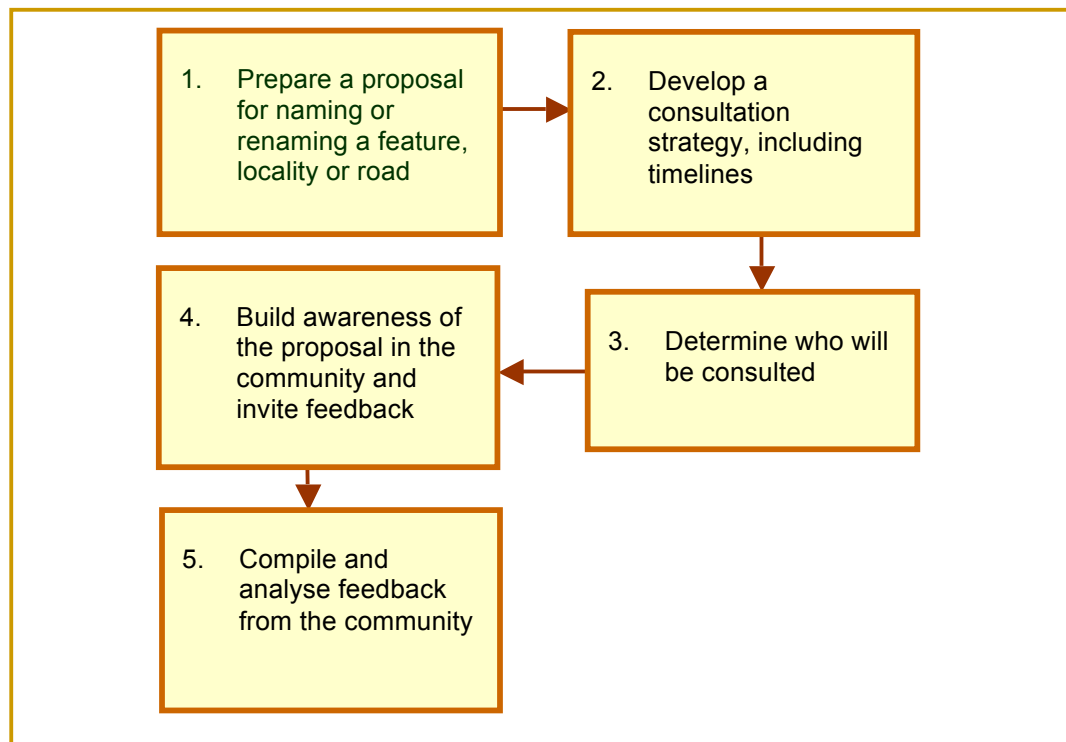
- visitors to the area (shoppers, tourists, recreational or dining visitors etc)
- organisations that have an interest in the area (Aboriginal associations, local historical societies and eminent individual historians, service clubs such as Lions Clubs and Rotary Clubs, Country Women's Associations, farmers groups, State Emergency Service, brigades, school parents associations, Probus clubs, senior citizens centres, ethnic associations, etc)
- government or non-government organisations that service the area.

The 'area' is different depending on the circumstances of the proposal. In general, it is considered to include (but is not be limited to):

- features (other than waterways): the sites themselves and the localities within which they fall
- localities: properties within the current and proposed locality's boundary and a generous buffer zone of properties adjoining or within 200 metres of the boundary
- roads: properties accessed from the road or major roads of state significance.

The consultation process

The consultation process involves five steps, which are illustrated in the diagram below and described in detail to follow.



Local government is expected to cover costs associated with public consultation.

Step 1: Prepare a naming proposal

The naming proposal must be prepared according to the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017.

If the proposed name is a traditional Aboriginal name or derived from an Aboriginal Australian language relevant to Western Australia, local governments must consult with the relevant Aboriginal groups prior to submitting the naming proposal. Further details on consultation with the Aboriginal community are provided later in this document under Consulting with Aboriginal Groups.

This portion of the document provides information on consultation with the wider community following endorsement of the proposal by the Aboriginal community.

The information below should be used as a guide to assist with consultation.

Step 2: Develop a consultation strategy

A strategy for consulting with the wider community should detail who will be consulted, how they will be consulted and how feedback will be compiled and analysed. Information on each of these topics is provided below.

In addition to this information the strategy documentation should outline a timeline for the consultation process, allocate staff and resources to different tasks and define the background purpose and intended goals to be achieved through consultation.

Preparing this information in advance means that it can be referred to in different information campaigns throughout the consultation process.

Step 3: Determine who should be consulted

Consultation should be held with the communities that will be affected by the proposed naming/renaming or boundary adjustment of any feature, locality or road. The following guide may be used to identify which members of the community to consult.

Proposal	Who to consult	Type of consultation
New feature	Immediate and extended community	<ul style="list-style-type: none"> • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
New locality	Immediate and extended community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
New road	Immediate and extended community	<ul style="list-style-type: none"> • Notices (only if this is a potentially contentious issue)
Renamed feature	Immediate and extended community	<ul style="list-style-type: none"> • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Renamed locality	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Renamed road	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a feature	Immediate and extended community	<ul style="list-style-type: none"> • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a locality	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses; and residents, ratepayers and businesses in properties adjacent to the proposed new boundaries • Notices (if it is a large-scale proposal or potentially contentious issue) • Surveys • Public meetings (only if this is a potentially contentious issue)
Boundary change of a road	Immediate community	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices (if it is a large-scale proposal or potentially contentious issue) • Surveys • Public meetings (only if this is a potentially contentious issue)

Step 4: Build awareness of the proposal and invite feedback

The following methods can be used to build awareness of the proposal and invite feedback. Each method has its own strengths and prior to selecting one or more of the methods, naming authorities should give consideration to the proposal's aims and the required outcomes of community consultation.

Notices

This includes newspaper (including local and Aboriginal newspapers), radio and television. If an advertisement is to be placed and the local government is seeking to reduce costs, it is possible to place an advertisement or notice listing the basic details and referring readers to a website, phone number or council office for further details.

Advertisements in local newspapers alone are generally insufficient to draw people's attention to a proposal.

In addition to advertisements, notices can be placed in public places, for example:

- at the site to be named or renamed
- local council offices
- libraries
- technical colleges and universities
- community centres and learning exchanges
- shops with community noticeboards such as bookshops, supermarkets, organic food stores
- tourist information centres.

These notices should include the following:

- the proposed (new) name/boundary and why it has been nominated
- where the feature, locality or road is located
- information on how to provide feedback, such as a public meeting (give date, time and venue), phone number, mailing address, email details and the website's URL.

Alternatively, if there is no proposed name, notices should include the following:

- guidelines for nominating a name or names
- details of how the community can have input into endorsing or selecting a name (for example through a vote)
- information about how to provide feedback, such as at a public meeting (give date, time and venue), phone number, mailing address, email details and/or the website's URL.

Letters

Letters to members of the immediate or extended community should be clear and precise.

As a minimum they must refer to the principles and procedures of the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following information:

- the location and extent of the feature, locality or road proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be 30 days from the date of the letter and/or public advertisement (whichever is later)

- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address.

NOTE: If property addresses are potentially affected by the proposal, the letter must include a survey seeking a response from the residents, rate payers and/or businesses in question. Refer to information below for further details about what should be included in the survey.

Surveys

Surveys should be used to gain an indication of community support or rejection of a naming/renaming or boundary change proposal. They must be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

Surveys must refer to the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following details:

- a statement outlining the background of the proposal
- information that the non-return of surveys will be treated as tacit consent for the proposal
- inclusion of two questions:
 - Do you approve the proposal to name/rename/adjust the boundaries of _____?
 - Do you support the proposed name _____ or boundary location (as shown on map)?
- space for respondents to include their name, address and contact details.

If a local government is seeking to gain support from the extended community for a proposal, it should avoid using surveys and do it by publishing notices inviting written submissions. The local government could also consider establishing an online campaign site and facility for registering support, objections or comments (refer to the 'Internet' section below for further details).

Internet

Internet sites can be valuable for collating all relevant information in one area for the benefit of immediate and wider communities. A website can be developed within the local government's existing website or as an additional site with its own domain name.

Websites are very useful for allowing members of the extended community to lodge expressions of support or objection to a naming/renaming or boundary change proposal. They are also a very practical facility for accommodating a naming competition.

When a website is used as a platform upon which to hold a naming competition, clear information must be provided about the requirement for names to conform to the principles of the Policies and Standards for Geographical Naming in Western Australia 2017.

As a minimum, websites promoting a naming/renaming or boundary change proposal or competition should include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how naming proposals can be lodged, if relevant

- reference and links to the online Policies and Standards for Geographical Naming in Western Australia 2017.

Public meetings

If it is considered necessary, a public meeting could be held. The need for this depends on how important the feature, locality or road is to the community and how controversial the naming/renaming/boundary changing may be.

If a public meeting is held then it should be organised and chaired by the local government. Consideration must be given to the location and timing of any public meetings so that those in full-time work can attend.

The venue should be one that is acceptable to all sections of the community and held at an appropriate time in the evening (for example. 7.30pm).

If one or more public meetings are held, a reasonable amount of time between the last meeting date and the closing date for feedback submissions should be provided. This will give people time to think about the issue, talk it over with their families, colleagues and friends, and give feedback to the local government by letter, email or through the website.

Comments made at the meeting should be noted by a nominated recorder and passed onto the local government for analysis and consideration.

If the awareness campaign results in some sections of the community being opposed to the proposed name, a group may form to present a case against the name. If this occurs, care must be taken to take notice of concerns and determine to what extent the group is representative of the wider community.

It may be that the group represents particular business interests that may not align with broader community values. The only time a group may be seen as representative of the whole community is when the community elects representatives to act on its behalf, specifically on the subject of a naming or renaming proposal.

Existing groups that have been formed for other purposes (for example charity and support or special interest groups), and generally represent a small proportion of the community, cannot be seen to have a mandate to speak on behalf of the wider community. However, if groups have discussed the issue at a general meeting with a vote taken to tender a submission, this may be submitted to the consultation group for consideration.

If there is opposition a new proposal may be put forward. In this instance, the local government will need to recommence the naming proposal process.

Step 5: Analyse feedback from the community

To assist in analysing the feedback, a spreadsheet should be developed to collate and organise the information.

The spreadsheet should include:

- the source of the feedback (whether it is an individual or a community organisation, protest group, business or government department or authority)
- positive or negative responses to questions posed on the surveys
- if a respondent provided alternative suggestions.

If there was no specific name proposed by the local government, the consultation process may have generated a detailed list of possible names. Naming authorities should collate this information and check that the names conform to the principles of the guidelines. The names that conform should be shortlisted and then formed into a proposal as per the procedures outlined in the guidelines. This will require further community consultation to determine support for the final name for the proposal.

Confirming responses from written submissions

If a local government is determining community support for a proposal, the statistics related to letters of support and objection are important to consider. The number of letters received should be categorised by their expressions of support or objection, and this information should then be represented as a percentage of the total amount of submissions received.

This information should then be further analysed. In particular, the statements of objection should be categorised as to whether they have raised issues regarding the proposal not conforming to the principles and/or procedures of the guidelines, or are related to other topics.

Statements of objection that do not refer directly to ways in which the proposal does not conform to the guidelines must be discarded and cannot be included in the data analysis of community support.

Objections must be addressed when they raise an issue of the proposal not complying with the principles and procedures outlined in the guidelines. If it can be shown that the proposal does not conform to the requirements of the guidelines the local government must alter or abandon the proposal.

If the proposal is then altered to ensure compliance with the guidelines, the local government must re-consult with the community to ascertain support or opposition to the revised proposal.

When community support for a proposal is minimal, but the proposal has been put forward based on public safety and/or emergency service responder concerns, the local government should attempt to refine and/or change the proposal so that it meets community expectations.

If the local government believes that community support will not be forthcoming and non-approval of the proposal will maintain the risk to public safety, it should seek advice from Landgate, who can refer the matter to a Geographic Names Committee meeting for advice or support.

Confirming responses from survey material

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating tacit consent) is greater than 50 per cent of the total surveyed population.

For example:

Population in immediate community	100
Respondents who objected	30
Respondents who expressed consent	30
Non-responses (tacit consent)	40
Total community that consents	70%

This proposal **can** be considered to have community consent.

Population in immediate community	100
Respondents who objected	55
Respondents who expressed consent	40
Non-responses (tacit consent)	5
Total community that consents	45%

This proposal **cannot** be considered to have community consent.

When community support for a proposal is minimal, but the proposal has been put forward based on public safety and/or emergency service responder concerns, the local government should attempt to refine and/or change the proposal so that it meets community expectations.

If the local government believes that community support will not be forthcoming and non-approval of the proposal will maintain the risk to public safety, it should seek advice from Landgate, which can refer the matter to a Geographic Names Committee.

Consulting with Aboriginal groups

Groups who should be consulted include the following:

Traditional owner groups:

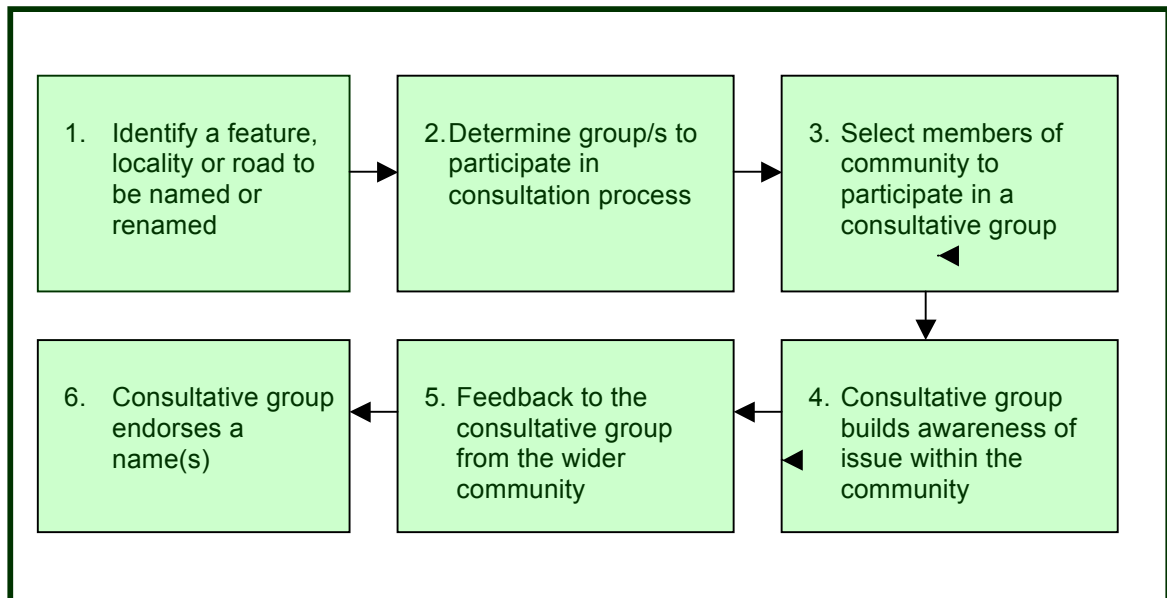
- Registered Native Title Holder
- Aboriginal Land Use Agreement Holder
- Registered Native Title Claimants
- Kimberley Land Council
- Yamatji Marlpa Aboriginal Corporation
- Central Desert Native Title Services
- Goldfields Land and Sea Council Aboriginal Corporation
- South West Aboriginal Land and Sea Council.

Broader Aboriginal groups:

- local Aboriginal networks
- traditional language reference groups.

The consultation process

The consultation process involves six steps, which are illustrated in the diagram below and described in detail to follow.



Determining the Aboriginal group(s) for consultation

It is the responsibility of the local government to determine which Aboriginal group(s) should be contacted for consultation.

Local governments should refer to the available traditional owner information for the area in which the feature, locality or road is located and determine which traditional owner group(s) should be consulted.

When the local government identifies more than one group that must be consulted it should establish a consultative group with which to liaise and determine an appropriate name(s) for the proposal.

Selecting a consultative group

Because the area or feature to be named or renamed could embrace more than one Aboriginal group, for example a mountain range that includes more than one nation or clan, a special consultative group may need to be formed from members of two or more Aboriginal groups.

To establish the consultative group, the local government should contact all relevant traditional owners and/or broader Aboriginal groups by phone or letter, and outline the following information:

- background to the naming proposal
- location of the feature, locality or road to be named or renamed
- details of which Aboriginal groups have been identified as having heritage associated with the area
- information on the desirability of forming a c
- consultative group, formed by members of relevant Aboriginal groups
- details on how Aboriginal groups can nominate a member for the consultative group and what their responsibilities will be
- a proposed timeline for the naming program, and a 'reply-by' date
- a contact officer within the council and contact details for the Office of Geographic Names.

The Aboriginal groups will decide who should be appointed to the consultative group, and guidance on appointments should be provided by the local government. In order to recognise the need for the local government to gain confirmation of the representative status of a nominee, if it is convenient, letters or emails supporting the membership should be provided from the representative groups, chief executive officer or board chairperson.

Traditional owners or members of a broader Aboriginal group selected to be members of the consultative group must have consent from their community to make decisions on naming or renaming geographic features, localities or roads. Each member of the consultative group should have equal voting rights and be appointed to assist the local government with identifying an appropriate name(s) for the naming proposal.

There is no intention to impose criteria demanding gender equity on the membership of the consultative group; however, it is important when communicating with the broader Aboriginal community that care is taken to ensure that both women and men are involved during all stages of the decision-making process.

Building awareness within the Aboriginal community

For the consultative group to legitimately represent the wider Aboriginal community, it is important that members represent traditional owners and/or broader Aboriginal groups and take responsibility for building awareness within their community of the proposed naming or renaming. Community awareness could be built in the following ways:

Media

Build awareness through Aboriginal radio stations and Aboriginal programs in the mainstream media. Radio stations can include (but are not limited to):

100.5 FM, Geraldton
 100.9fm Noongar Radio
 6AR 100.9 FM Dianella, Perth
 6CCR Perth
 6DBY Larrkardi 97.9FM
 6FX 101.3 MHz, Wankgi
 6PRK 98.1 FM, Halls Creek
 6WR Waringarri Radio
 Beagle Bay
 Bidyadanga (Lagrange)
 Djarindjin/Lombadina
 Goolarri 99.7 FM
 Jigalong
 Kalumburu
 Looma
 Mulba 6HCR 101.3FM
 One Arm Point
 Oomburgurri
 Pilbara and Kimberley (PAKAM)
 Warmun (Turkey Creek)
 Yandeeeyarra (Mugarinya)
 Yiyili
 Yungngora (Noonkanbah)

Aboriginal newspapers and newsletters that reach the affected community might include the National Indigenous Times. Whatever media method is used, it is important that information is included on how the broader community might provide feedback to appointed members of the consultative group.

Notices

Notices can be placed in public places, for example at the following locations:

- the site to be named or renamed
- Aboriginal co-operatives or organisations
- Native title group offices
- local council offices
- libraries
- colleges and universities
- community centres and learning exchanges
- shops with community notice boards such as bookshops, supermarkets and organic food stores.

Meetings

Members of the consultative group should hold meetings with the communities they represent (or raise the naming proposal during normal meetings of the communities), and ensure that both women and men are invited and encouraged to provide input or feedback into the process.

Letters

Letters can be sent to community organisations such as Aboriginal associations, service clubs such as Lions Clubs and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations.

This does not mean that clubs or organisations are legitimate representatives in the process. It is simply a means of bringing about awareness of the issue.

If the location or feature to be named or renamed is outside the town's limits, letters can also be sent to businesses that operate in that area (for example tour group operators).

Awareness building, whether it is through the public media or notices, should provide information on how the reader or listener may become involved in the consultation process.

Ideally this means advertising a public meeting that people can attend to get an overview of the issue, an outline of the process, and information about how they can become involved.

Feedback from the Aboriginal community

The broader Aboriginal community may provide feedback to the consultative group using the following methods:

- Meet with appointed members of the consultative group. It is the responsibility of the consultative group members to bring feedback to the consultative group
- Provide an opportunity for people to express their opinion by letter, phone call, email or possibly through an internet site, especially if public media such as radio or newspaper is used.

The consultative group may wish to hold a public meeting to allow the broader community to attend and express their views but this is not mandatory.

Endorsement of name(s)

The consultative group should establish a process for identifying an appropriate name(s) for the proposal and determine a method for achieving group consensus on a final name(s) to be endorsed and provided to the local government.

The process should include a final meeting of the consultative group, which will examine the feedback from (a) appointed members of the group that report feedback from their own communities, (b) other Aboriginal people who have written, phoned, etc.

If there is consensus at this point then the consultative group can endorse the name(s) and provide written or verbal advice of its decision to the local government.

If consensus is not reached on the name, the consultative group must contact the local government and/or Landgate's Geographic Names Team to discuss whether or not further support is required to reach a decision.

Once a final decision has been made, the local government and consultative group should work collaboratively to promote the naming proposal to the wider community. Information on how this may be achieved is outlined in the following section.

Building awareness of the proposal

Once a name(s) has been selected and approved by the relevant Aboriginal groups, and endorsed by the consultative group, it can be important to also involve the wider community in the decision-making process. This should be the responsibility of both the local government and the consultative group.

The local community should be made aware of the proposed name being considered and provided with the opportunity to give feedback. Any publicity should seek to build awareness and understanding of Aboriginal cultural heritage so that the proposed name can be seen in that context.

Methods outlined above for building awareness should be employed to raise awareness in the general community including public media, notices, letters and meetings. An appropriate timeline for feedback should be established. When the feedback period ends, an analysis sheet should be prepared summarising the responses according to category of response and where the response came from: an organisation, individual or business. This sheet, together with the letters, phone log, emails, etc. should be passed onto the consultative group.

Appendix 1A: Naming submission process

Landgate accepts applications for new names relating to roads, localities, administrative boundaries and topographic features. Such applications should be directed to the relevant local government for their endorsement prior to submissions being made to Landgate.

If a proposal is to change the name of a feature located across multiple local government areas, the respective local governments need to coordinate the proposal's submission prior to it being lodged with Landgate.

1. Who may submit a naming application?

1.1. General public

Members of the general public and community interest groups may submit a proposal to the relevant local government to name or change the name of a road, topographic feature, locality or administrative boundary. Such submissions may only be made if the naming or renaming proposal can be demonstrated to be in the best interests of the community.

The proposal must then be endorsed by the relevant local government who is responsible for the area in/across which the road etc. is located.

Upon receiving a naming proposal from the general public or community interest group, the local government should initiate the naming process and make a formal submission to Landgate.

1.2. Emergency response or other public service providers

Organisations that deal with the provision of emergency or other essential services (such as power, water, postal or telecommunications) may submit a proposal to name, or change the name of, a feature to the relevant local government responsible for the area in/across which the feature is situated. Such submissions may only be made if the naming or renaming proposal can be demonstrated to be in the best interests of the community.

Upon receiving a naming proposal from the emergency or other essential service provider, the local government should initiate the naming process and make a formal submission to Landgate.

If a request is made in the interests of public safety, the local government must respond within 30 days and action the request within one council meeting of that initial response. Often, an emergency service response or other public service provider will not provide a suggestion for the proposed new name. In these instances, the local government must provide a suitable name.

1.3. Local government

Local governments may submit an application to name or rename a feature. Renaming of existing features will only be considered if the local government is able to demonstrate that the proposal is being made in the best interests of the community for reasons of safety.

It is possible for local governments to hold naming competitions. In these instances the local government should contact Landgate and the processes described in Section 9: A Guide to consultation should be adopted for use.

If the local government is seeking to develop a naming or renaming proposal that uses an Aboriginal name(s), contact should be made with relevant Aboriginal communities to seek their input at the outset of the proposal process.

Once a name has been chosen, local governments should initiate the formal submission process.

2. General process steps

The following steps briefly outline local government requirements for preparing a naming submission:

Step 1 Check information

Local Governments are to ensure that all the necessary information has been provided by the party proposing the name. If insufficient, request additional information within a specified timeframe.

Step 2 Apply the policies

Upon selection of a new name, local governments must ensure the proposal conforms to all of the policies outlined in the relevant sections of this policy.

If the proposal does not comply with the relevant policies, or the local government determines that the proposal is frivolous in nature, the local government should seek more suitable names from the party proposing the name

Step 3 Consult with Aboriginal communities

If the proposed new name is derived from an Aboriginal language, from the outset the local government, or the party proposing the name, should consult with and obtain the input and approval of the relevant local Aboriginal community(s).

Details on the consultation process are provided in Section 9: A Guide to Consultation

Step 4 Consult with emergency service response and other stakeholders

When local governments have ensured that the proposal adheres to the relevant naming policies, there should be no further need for consultation with emergency service response and other service providers. This is due to these policies having been endorsed by Landgate and the relevant agencies.

In instances of local governments not being certain whether the naming or renaming proposal conforms to the policies (for instance, in cases of possible duplication or confusion) they should consult with Landgate, and seek feedback from emergency service response and public service providers. Such consultation and feedback processes should be undertaken prior to any public consultation to ensure that unsuitable proposals are not unnecessarily provided to the public for their feedback.

Step 5 Consult with the public

The immediate community, including residents, ratepayers and businesses, must be consulted on any naming or renaming proposals that will affect their address.

Consultation with the immediate and/or extended community should only occur once Local Government is certain that the proposed name conforms to the relevant naming policies. If councils are uncertain of this, they should contact Landgate for further advice.

Step 6 Council consideration

Once the above steps have been undertaken a report must be prepared on the proposal.

The local government's decision to accept or reject a proposal needs to be formally recorded. This also applies when the decision has been made under delegated authority.

Step 7 Lodgement of submission to Landgate

If the local government endorses the proposal, a formal request seeking approval of the submission should be made to Landgate, via an online submission.

All naming proposals should include:

- applicant LGA Contact details
- developer/Agent/Proposer details
- the location of the development site in which the proposed road or feature will be situated
- supporting information as to why Landgate should consider naming or changing the name(s)
- the proposed name(s) and the origin/source/historical context
- a final road design plan (where applicable) correctly marked with road extents and names
- where applicable, evidence of landowner, family or community support
- if the name is Aboriginal in origin, evidence of support from relevant Aboriginal Community
- if the application is for a renaming, evidence of consultation from the affected residents is required.

2.1. Landgate's consideration of submissions

Upon receiving a submission to name or rename a road, Landgate will notify the requestor acknowledging it has received the submission. This notification will confirm that all the necessary information has been included or notify the requestor that further information is required before the approval process can continue.

If the submission is not from a local government, and supporting documentation has not been received confirming that the relevant local government has supported the request, the requestor will be notified that the approval process will not continue.

When considering the proposal, Landgate will check that the proposed naming or renaming conforms to all the relevant naming policies.

If Landgate finds that the submission is non-compliant, the relevant local government and original requestor (if required) will be issued with either a request for further information, or advice that the submission needs to be modified to confirm its compliance.

If Landgate deems that the submission is compliant, the formal approval process will be undertaken.

Once a name has been formally approved, the new or amended name is entered into the State's Gazetteer and information regarding the name's origin, location, derivation, historical name/s (if available), the local government(s) and locality in which the name is located and the official approval date is also recorded. Landgate's other corporate databases will then be able to reflect the necessary additions, amendments or deletions, thus ensuring this information is made available to Landgate stakeholders and the wider community.

2.2. Notification of approvals

Once the approval process has been finalised, Landgate will notify the relevant local government(s) and the original requestor (if required) and provide a copy of the official naming approval for their records. The relevant local government(s) is required to notify any relevant stakeholders or service providers of the naming approval.

Appendix 2A:

Road types suitable for use in Australia

The following table is an extract from Australian Standard AS/NZS 4819:2011 Appendix A 'Road Types – Australia'. Road types used in Western Australia shall be chosen from this list for open ended roads, cul-de-sacs or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city block or squares.	✓	✓	
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.	✓		✓
Avenue	Av	Broad roadway, usually planted on each side with trees.	✓		
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			✓
Boulevard	Bvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	✓		
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.	✓		
Chase	Ch	Roadway leading down to a valley	✓	✓	
Circuit	Cct	Roadway enclosing an area.	✓		
Close	Cl	Short, enclosed roadway.		✓	
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).	✓		
Court	Ct	Short, enclosed roadway.		✓	
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.	✓		
Crest	Crst	Roadway running along the top or summit of a hill.	✓	✓	
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross-streets.	✓		
Entrance	Ent	Roadway connecting other roads.	✓		
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.	✓		

Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and re-joins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a	✓	✓	

		group of buildings.			
Steps	Stps	Route consisting mainly of steps.			✓
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.	✓		
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			✓
Terrace	Tce	Roadway usually with houses on either side raised above the road level.	✓	✓	
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.	✓		
Trail	Trl	See 'Track'.	✓		
View	View	Roadway commanding a wide panoramic view across surrounding areas.	✓	✓	
Vista	Vsta	Roadway with a view or outlook.	✓	✓	
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			✓
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.	✓		
Wharf	Whrf	A roadway on a wharf or pier.	✓	✓	✓

Appendix 3A:

Topographic feature classes suitable for use in Western Australia

The following table is a list of feature classes suitable for use within Western Australia for topographic feature naming.

Feature Class Abbreviation	Feature Class	Description
AOS	Aboriginal Outstation	<p>ABORIGINAL OUTSTATION = A station in a remote or sparsely populated location OR camps or settlements established by Aboriginal people on their ancestral lands, away from the government town or missions or;</p> <p>an area of land on which a small community of Aboriginal people lives away from larger settlements</p>
AF	Airfield	<p>AERODROME = A landing area that is smaller than an airport, or Any licensed airfield or government airfield maintained by the Federal Airports Corporation, other than those designated airports.</p> <p>AIRFIELD = A level tract of land, maybe equipped with hard surfaced runways and buildings etc. for the operation and maintenance of mainly light aircraft.</p> <p>AIRPORT = A facility, either on land or water, where aircraft can take off and land; usually consists of hard-surfaced landing strips, a control tower, hangars, and accommodations for passengers and cargo.</p> <p>AIRSTRIP = A facility that consists only of a runway with perhaps fuelling equipment. They are generally in remote locations, or A level tract of land, usually without a hard-surfaced runway or maintenance facilities, but otherwise suitable for landing and take-off by light aircraft.</p> <p>LANDING GROUND = An area of flat land used by aeroplanes for landing and take-off and having only rudimentary facilities, or none at all, or A level tract of land, usually without a hard-surfaced runway or maintenance facilities, but otherwise suitable for landing and take-off by light aircraft.</p> <p>WATER AERODROME = Any area of water that is used for aircraft arrival or departure, or A body of water designated for the operations of seaplanes and with facilities licensed for such craft to use.</p>
ANCH	Anchorage	<p>ANCHORAGE = A sheltered place near a coast with sufficient depth of water and a sea bottom below that will hold an anchor securely, so that a ship may lie still in that location for an extended period of time or;</p> <p>an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas.</p> <p>ROAD[S] = A partly sheltered anchorage or;</p> <p>an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas.</p> <p>ROADSTEAD = An area near the shore, where vessels can anchor in safety; usually a shallow indentation in the coast or;</p> <p>an area for ships to anchor, sufficiently sheltered by reefs, sandbanks or islands to give protection from seas.</p>
ARCH	Archipelago	<p>ARCHIPELAGO = An archipelago is a landform which consists of a chain or cluster of islands. Archipelagos usually occur in the open sea; less commonly a large land mass may neighbour them.</p> <p>Archipelagos are often volcanic, forming along ocean ridges or hotspots, but there are many other processes involved in their construction, including erosion and deposition.</p>
BANK	Bank	<p>BANK = A portion of the sea bed raised above its surroundings, but covered with enough water to permit navigation or;</p> <p>the sloping ground along the edge of a river, stream or lake or;</p> <p>a broad elevation in the continental shelf lying some distance off the coast, over which the water is relatively shallow.</p> <p>BAR = A ridge or succession of ridges of sand (or other substances) extending across the mouth of a river or harbour and which may obstruct navigation.</p> <p>SANDBANK = An undersea bank of sand, which may be exposed at low tide.</p> <p>SANDBAR = A bar of sand formed in a sea or river by the action of the tides or</p>

		currents or: an undersea ridge of sand, built up by the action of tides, currents, etc., and possibly exposed at low tide.
BAY	Bay	BAY1 = An open, curving indentation made by the sea or a lake into a coastline or a wide indentation in the coastline generally smaller than a gulf and larger than a cove or; a well-marked indentation made by the sea into a coastline, larger than a cove, whose penetration is in such proportion to the width of its mouth as to partly surround its waters, and which thus constitutes more than a mere curvature of the coast. BAY2 = A well-marked indentation made by a lake into its shoreline, larger than a cove, whose penetration is in such proportion to the width of its mouth as to partly surround its waters, and which thus constitutes more than a mere curvature of the shore. FJORD= Long narrow arm of the sea between high cliffs, but the term bay has also been applied to such a feature
BCH	Beach	The sloping shore along a body of water that is periodically washed by waves or tides and is usually covered with sand or gravel or; The sloping shore of a lake usually covered with sand or gravel.
NAVB	Beacon,Light,Buoy	BEACON = A prominent specially constructed object forming a conspicuous mark as a fixed aid to navigation or; a navigational signal light on a tower or hill. BUOY = A floating object moored to the seafloor, as an aid to navigation or for other specific purposes or; a distinctively shaped and coloured float, anchored to the bottom, for designating moorings, navigable channels, or obstructions in a body of water. 'BEACON = A prominent specially constructed object forming a conspicuous mark as a fixed aid to navigation or; a navigational signal light on a tower or hill. LIGHT = A lighted aid to navigation, i.e. a lighted buoy or; an aid to navigation, such as a buoy or minor structure, incorporating an illuminating source.'
BEND	Bend,Loop,Elbow,Mndr	BEND = A curve in the course of a stream and (or) the land within the curve; a curve in a linear body of water. ELBOW = A sudden turn in a channel, river, or shoreline OR a curve in the course of a stream. MEANDER = A curve in the course of a river which continually swings from side to side in wide loops, as it progresses across flat country or; a curve in the course of a stream, which because of the flat terrain, continually swings in wide loops as it progresses. RIVER BEND = A curved segment of a river or; a curve in the course of a stream.
BGHT	Bight	BIGHT = An indentation in the sea coast similar to a bay, but either larger or with a greater curvature or; a crescent-shaped indentation in the coastline usually of large extent and not more than a 90 degree sector of a circle.
BLHL	Blowhole	BLOWHOLE = A hole near the sea-shore which has been formed in the roof of a cave, and through which air and possibly water are forced by the rising tide or; a vent in a cliff connecting with a cave below through which spray is forced.
BORE	Bore	ARTESIAN BORE = A type of bore in which the water is forced to the surface by hydrostatic pressure or; a hole bored vertically into strata, producing a constant supply of water at the surface without pumping. BORE = A deep vertical hole of a small diameter made to obtain water; or to ascertain the nature of the underlying strata.
BRKY	Breakaway	Steep cliffs connecting the old and new plateaux formed by the collapse of the

		edges of a tabletop, mesa or similar.
BRKW	Breakwater	<p>BREAKWATER - A natural or artificial structure along a coast capable of checking the force of the waves, thereby reducing beach erosion or sheltering vessels from rough seas or;</p> <p>a barrier built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour.</p> <p>GROYNE = A low artificial wall-like structure constructed of timber, stone, concrete or steel, usually extending roughly perpendicular to the shoreline and designed to protect the shore from erosion or to trap sand or;</p> <p>a low wall or other barrier built out from a beach to prevent erosion or drifting of sand.</p> <p>MOLE = A massive structure of masonry or large rocks, built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour.</p> <p>TRAINING WALL = A barrier built to protect a coastal beach from the force of the waves, or to provide additional protection for vessels in a harbour.</p>
BRDG	Bridge	<p>BRIDGE = A structure that spans and provides a passage over a road, railway, river or some other obstacle or;</p> <p>a natural bridge, a bridge or arch of natural rock.</p> <p>CULVERT = A waterway, usually in the form of an arch or barrel of masonry, brickwork or concrete, beneath a road or channel</p> <p>or; a tunnel-drain for water crossing underneath a road, canal or similar feature.</p> <p>CUTTING = An open excavation through high ground to enable road, rail or canal to pass with minimal gradient.</p> <p>FERRY = A vessel for transporting passengers and or vehicles across a body of water.</p> <p>RAILWAY CUTTING = An excavation in a piece of high land for a railway.</p>
CP	Camp	<p>CAMP = A group of tents or other temporary shelters in one place or;</p> <p>a place where tourists and holidaymakers can stay, in tents, cabins or vans.</p> <p>CAMPSITE = An area where a camp has been established or where it would be suitable to establish one; and area, often provided with amenities, where it is permitted to set up a camp.</p> <p>CAMPING GROUND = An area where a camp has been established or where it would be suitable to establish one; and area, often provided with amenities, where it is permitted to set up a camp.</p> <p>PICNIC AREA = A recreation site providing such facilities for outdoor meals as tables, benches, fireplaces, and sanitation for daytime use only.</p>
CNAL	Canal	<p>AQUEDUCT = A conduit or artificial channel for conducting water from place to place.</p> <p>CANAL = A large artificial channel used by vessels as a route over land or;</p> <p>a large artificial watercourse used for irrigation purposes.</p> <p>WATERWAY = A river, channel or other water feature which can be used for communication or transport.</p>
CAPE	Cape	<p>CAPE = A piece of land projecting into a body of water or;</p> <p>an elevated protrusion of land into the sea.</p> <p>NESS = A promontory or headland or an elevated protrusion of land into the sea.</p>
CWAY	Causeway	<p>CAUSEWAY = A raised way across a low or wet ground or water or;</p> <p>a raised roadway of solid structure built across low or wet ground or across a stretch of water.</p>
CAVE	Cave	<p>CAVE = A hollowed-out chamber in the earth, or in the side of a cliff or hill; especially a larger natural cavity in the earth with an opening to the surface or;</p> <p>a hollowed-out natural cavity in the earth with an opening to the surface.</p> <p>CAVERN = A term generally regarded as synonymous with CAVE, though sometimes implying one of the large dimensions or;</p> <p>a very large natural hollow cavity in the earth with an opening to the surface.</p>

		<p>GROTTO = A large cave produced in a limestone region; the term is sometimes loosely applied to other types of cave or;</p> <p>a small picturesque cave.</p>
CEM	Cemetery	<p>CEMETERY = A place (usually an enclosed area of land) in which dead bodies are buried. The term cemetery implies that the land is specifically designated as a burying ground or;</p> <p>a large burial ground.</p> <p>GRAVEYARD = A small burial ground, especially one in a churchyard.</p>
CHAN	Channel	<p>CHANNEL = A deeper or sufficiently deep waterway, natural or dredged, through a river, harbour, passage, strait or;</p> <p>a navigable route through shoals, which affords the best and safest passage for vessels or boats or;</p> <p>a comparatively deep and narrow marine route affording a passage for vessels through shallower waters.</p> <p>CUTTING (Waterway) = A navigable route through shoals, which affords a safe passage for vessels or boats.</p> <p>GUT = A narrow passage such as a strait or inlet in a bank or shoal, sometimes forming a channel through it.</p> <p>GUTTER = A narrow passage such as a strait or inlet in a bank or shoal, sometimes forming a channel through it.</p> <p>LEAD = A narrow channel, especially through drift ice, or in rock or coral studded waters.</p> <p>PASSAGE = A narrow navigable channel, especially one through reefs or islands or;</p> <p>a comparatively deep and narrow route affording a passage for a vessel between two landmasses.</p> <p>RACE = A man made watercourse where the water velocity is significantly higher than in an earthen channel.</p>
CLAY	Claypan	<p>CLAY FLAT = A wide area of hardened impervious clay which retains water but resists the growth of vegetation.</p> <p>CLAYHOLE = A depression in the ground of hardened impervious clay which retains water.</p> <p>CLAYPAN = A shallow depression, generally circular in outline, varying in diameter from a few to several hundred metres. Floored with clay, bare of vegetation and holding water for a time after rain or;</p> <p>a depression in the ground of hardened impervious clay which retains water.</p>
CLIF	Cliff	<p>CLIFF = A perpendicular or steep face of rock of considerable height either inland or along the coast.</p> <p>BLUFF = A headland or cliff with a bold and almost perpendicular face or;</p> <p>a high steep bank or cliff, especially one with a broad face.</p> <p>BUTTRESS = A rugged, protruding rocky ridge or face on a mountainside or;</p> <p>a very steep spur projecting from a hill, mountain, plateau, range etc., having the appearance of supporting it.</p> <p>ESCARPMENT = The steep slope terminating into a plateau or any level or upland surface or;</p> <p>a continuous line of cliffs or steep slopes, formed by faulting or erosion.</p> <p>PRECIPICE = A vertical or steep face of rock, cliff, mountain, etc. (usually at least one hundred metres high) or;</p> <p>a cliff with a vertical, or nearly vertical, or overhanging face.</p> <p>ROCK FACE = A perpendicular or steep face of rock or;</p> <p>an area of exposed rock, generally in a vertical position on an elevated relief feature.</p> <p>SCARP = The steep slope terminating into a plateau or any level or upland surface.</p> <p>STEEPS = A steep place (as on a hill) or the very steep and deep sides of a mountain or high plateau.</p> <p>WALL = A perpendicular or steep face of rock considerable in height, either</p>

		inland or along the coast.
COST	Coast,Shore,Shoreline	<p>COAST = The part of the land adjoining or near the ocean or; applied to that part of an island or continent that borders and ocean or its saltwater tributaries</p> <p>COASTLINE = A line on a map indicating the disposition of a coast but the term is often used to refer to the coast itself.</p> <p>SHORE - The narrow strip of land in immediate contact with any body of water, including the area between high and low water lines.</p> <p>SHORELINE = Where the shore and water meet. Shoreline and coastline are generally used as synonymous or; the edge of a body of water.</p>
COVE	Cove	<p>ARM = An arm of the sea or a lake extending into the land or; a comparatively long, narrow and natural body of water extending from a sea or harbour into the neighbouring landscape or; a comparatively long, narrow and natural body of water extending from a lake into the neighbouring landscape.</p> <p>COVE = A sheltered recess in a coast; a small bay, a creek or inlet where boats may shelter or; an indentation made by the sea in the coastline, smaller than a bay, but with sufficient curvature to provide shelter or; an indentation made by the waters of a lake in its shoreline, smaller than a bay, but with sufficient curvature to provide shelter.</p>
CRTR	Crater	<p>The funnel-shaped hollow at the top of the cone of a volcano or; a cup-shaped depression in a hill or mountain, produced by volcanic eruption or; the hollow caused by the fall of a meteorite on to the earth's surface or; a bowl-shaped depression formed by the impact of a meteorite.</p>
DAM	Dam	<p>BARRAGE = A large structure across a river or estuary to constrain the limit of tidal influence, and thus the ingress of sea water or; a structure built to store water, generally for irrigation.</p> <p>CATCHMENT = A drainage basin or watershed, the region of land whose water drains past a specific point along a river or into a specified body of water. The determination of the catmint area is important in the field of water supply and hydrology or the geographical area draining into a river or reservoir or; a large depression from which the rainwater that falls on it, apart from that removed by evaporation, is drained into a river or stream, which then carries the water into the sea or a lake; its boundary is defined by the ridge (or watershed) beyond which water flows in the opposite direction.</p> <p>DAM = A large manmade structure of earth, masonry, etc. built across a stream to impound water for any purposes or; a wall or barrier constructed of earth, masonry etc., to impound water or; an earthen structure in generally undrained areas, built to contain water for stock purposes.</p> <p>LEVEE = A broad low rise of alluvium which is formed in time of flood on the side of a river or stream or; an embankment built to confine a river within its bed or; an embankment built to confine a stream to its bed.</p> <p>WEIR = A dam across a stream over which the water is allowed to flow, although it raises the water-level. It is also used to measure the flow and control the depth of the water impounded or; a barrier erected across a stream to impound and raise the water level for the purpose of maintaining it at the level required for irrigation or navigation purposes.</p>
DEPR	Depression	<p>ARTESIAN BASIN = A basin-shaped, permeable layer of rock such as chalk, this is sandwiched between two.</p> <p>BASIN = A depression or hollow in the earth's surface, wholly or partly surrounded by higher land, particularly one which is drained by a river and its tributaries or; the tract of country drained by a river and its tributaries, or which drains into a</p>

		<p>particular lake or sea.</p> <p>DEPRESSION = A hollow or relatively sunken are, on land or in the sea.</p> <p>DOLINE = A small to medium sized closed depression, a few metres to a few hundred metres in diameter and depth. Formed by slow, concentrated solutional removal of rock in an area, from the surface downwards, or by the collapse of overlying rock into a cave or chamber beneath.</p> <p>DONGA = A shallow circular depression in the surface of a limestone plain.</p> <p>WATERSHED = The elevated boundary line separating the headstreams which are tributary to different river systems or basins.</p>
DSRT	Desert	An almost barren tract of land in which the precipitation is barely sufficient or adequate that it will only support limited vegetation and is subject to extreme temperatures.
DOCK	Dock	<p>ANCHORAGE = An area in port set aside for vessels to anchor.</p> <p>BASIN = An artificial basin which ships are built or repaired, also termed dry dock or;</p> <p>an artificial basin in which ships are maneuvered prior to being received for loading and unloading or;</p> <p>an artificial hollow place containing water, in which ships are docked.</p> <p>DOCK = An artificially enclosed body of water in which ships may be built, loaded or repaired.</p> <p>DRY DOCK = An artificial basin fitted with a gate, into which vessels can be floated and water pumped out to facilitate repairs on the vessel.</p> <p>WET DOCK = A dock in which the water can be maintained at the set level by opening or closing a gate.</p>
DRN	Drain	<p>BORE DRAIN = A man made drain to remove excess water from a free flowing bore or;</p> <p>a drain carrying water from an artesian bore to wherever it may be needed for sheep, cattle, irrigation, etc.</p> <p>CHANNEL = An artificial watercourse used for drainage or irrigation purposes.</p> <p>DRAIN = An artificially constructed watercourse designed for the purpose of removing surplus water from the land surface or;</p> <p>a channel constructed so that water is drained or gradually carried away.</p>
DUNE	Dune	<p>DUNE[S] = A mound, ridge or hill of drifted sand either in a desert, or along a sea coast. Formed by the action of wind or;</p> <p>a mound, ridge or hill of drifted sand, formed by the action of the wind.</p> <p>SANDRIDGE = A ridge of sand deposits or a mound, ridge or hill of drifted sand, formed by the action of the wind.</p>
ENTR	Entrance	<p>The seaward end of a channel, harbour, dock, etc. or;</p> <p>a passageway into enclosed waters or;</p> <p>an opening or passage into a harbour or lake.</p>
ESTY	Estuary	<p>ESTUARY = The mouth of a river where tidal effects are evident and where salt and fresh water occurs or;</p> <p>the widening out of the lower portion of a tidal river.</p> <p>RIVER MOUTH = The exit or point of discharge of a river into the sea, a lake, or another river or;</p> <p>the area at which a river makes contact with the sea.</p>
FARM	Farm	<p>FARM = A tract of land devoted for agricultural or horticultural purposes.</p> <p>FARM (Specialised) = An agricultural research station.</p> <p>RESEARCH ESTABLISHMENT = Land and associated facilities, devoted for agricultural or horticultural research purposes OR an agricultural research station.</p> <p>SPECIAL PURPOSE FARM = A tract of land, designated for special agricultural or horticultural purposes.</p> <p>SEWERAGE FARM = A farm equipped with apparatus for the disposal of sewerage and its utilisation as manure.</p> <p>TREE FARM = A farm for the propagation of trees.</p>

FENC	Fence	<p>A manmade barrier of relatively light structure used as an enclosure or boundary or;</p> <p>a freestanding structure designed to restrict or prevent movement across a boundary. It is generally distinguished from a wall by the lightness of its construction: a wall is usually restricted to such barriers made from solid brick or concrete, blocking vision as well as passage (though the definitions overlap somewhat) or;</p> <p>a structure that serves to enclose an area usually a garden or a field.</p>
FORD	Ford	<p>CROSSING = The shallower part of a river or other body of water where it is crossed or;</p> <p>a shallow part of a stream, approached by a roadway, where it may be crossed.</p> <p>FORD = The shallow part of a river or other body of water which may be crossed by wading or by vehicle or;</p> <p>a shallow part of a stream, approached by a roadway, where it may be crossed.</p> <p>RIVER CROSSING = A shallow part of a river, approached by a roadway, where it may be crossed.</p>
FRST	Forest	<p>BRUSH = A dense growth of bushes.</p> <p>BRUSHWOOD = The small growing trees or shrubs of a wood; a thicket of small trees or underwood.</p> <p>BUSH = A large wilderness area or;</p> <p>a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs.</p> <p>COPSE = A small wood or group of trees.</p> <p>FOREST = A bounded area of land covered mainly with trees; an area of land proclaimed to be a forest reserve under a Forest Act or Ordinance or;</p> <p>uncultivated tree-covered land of considerable extent.</p> <p>GLADE = An open space or passage in a wood or forest, either natural or produced by the felling of trees.</p> <p>GROVE = A small shady wood; a cluster of trees set about a small open space or a small wood or group of trees.</p> <p>HEDGE = A fence formed by a row of closely planted shrubs or bushes.</p> <p>RAINFOREST = Tropical rain forest, a dense mixed forest characterised by a thick canopy of branches and leaves, generally in excess of 25m above ground level, and in a virgin state providing more than 85% ground cover, annual rainfall exceeds 1000mm and dense undergrowth are usually present or;</p> <p>dense evergreen forest found in tropical and temperate areas with heavy and constant rainfall.</p> <p>SCRUB = A tract of bushland, undergrowth, or stunted trees or;</p> <p>a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs.</p> <p>THICKET = A small wood or group of closely set trees, especially one with dense undergrowth or;</p> <p>a tract of country, not large in extent, which is uncultivated and which bears a dense growth of low-growing bushes or shrubs.</p> <p>WOOD[S] = A large and thick collection of growing trees, usually less extensive than a forest or;</p> <p>a tract of country, not large in extent, which is uncultivated and covered with trees.</p>
GAP	Gap	<p>A low point or opening between hills or mountains or in a ridge or mountain range or;</p> <p>a deep sloping ravine or cleft cutting a mountain ridge.</p>
GRDN	Garden	<p>GARDEN = A tract of land devoted to the growing of flowers, fruit, or vegetables or;</p> <p>an area of land used for the cultivation of ornamental plants, herbs, fruit, vegetables etc.</p> <p>NURSERY = A plot of ground in which young plants are reared for transplantation, especially trees, etc. for sale.</p>

		VINEYARD = A plantation of grapevines. For producing grapes for wine-making, etc. or; agricultural holdings where grapes are grown on the vine.
GPL	Gas Pipeline	A tube of wood, metal, concrete, etc., especially for the conveyance of water, natural gas, petroleum, etc. or; a long pipe used to transport natural gas.
GOLF	Golf Course	'GOLF CLUB = A club with grounds for members to play golf on, often combined with various social amenities. GOLF COURSE = An area of ground laid out for the playing of golf. GOLF DRIVING RANGE = An area (usually fenced) for the practice of driving (hitting) golf balls.'
GORG	Gorge,Ravine,Chasm	CANYON = A deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river or; a deep valley with steep sides, often with a stream flowing through it. Usually called a gorge in Australia. CHASM = A particularly narrow portion of a canyon, gorge or ravine where the width is notably exceeded by the depth and the sides are vertical or nearly so. CIRQUE = A deep rounded hollow or amphitheatre on a mountain side formed by glacial action. GLEN = A narrow wooded valley with generally steep sides, usually having a river or stream at the bottom (term not in general use in Australia) or; a narrow wooded valley with steep sides, often with a stream feature flowing through it. GORGE = A valley which is more than usually deep and narrow, with steep walls. This term is preferred to canyon and glen in Australia or; a deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river.
GULF	Gulf	Part of the sea, extending into the land, usually larger than a bay or; an area of sea partly enclosed by land, taking the form of a long narrow stretch of water larger than a loop.
GLLY	Gully	A small valley or gorge eroded by running water, but through which water commonly runs only after rain.
HBR	Harbour	HARBOUR = A natural or artificially improved body of water providing protection for vessels, and generally anchorage and docking facilities or; a large, naturally enclosed and sheltered area of water where vessels can anchor or berth. HAVEN = A small enclosed and protected harbour or a small, naturally enclosed and sheltered area of water where vessels can anchor or berth. MARINA = A protected area provided with berthing and shore facilities (including toilets, water and rubbish disposal) particularly for yachts and other pleasure craft or; a docking facility for yachts and other pleasure boats.
HLPT	Helipad, Heliport	HELIPAD = A place for helicopter to land and take off, or a landing place for helicopters. HELIPORT = A place for helicopter to land and take off. An airport specifically designed for helicopters
HILL	Hill	BUTTE = A flat topped hill, similar to, but small than a mesa or an isolated hill with steep sides and a small flat top, formed by weathering or a small residual of a mesa, the level top being the upper surface of the hard stratum but little lowered by erosion; the slopes on all sides are escarpments and its maximum horizontal dimension in any one direction is about 400 metres. CONE = A hill shaped such that it has a circular base and tapers to a point at the top. HILL = A small portion of the earth's surface elevated above its surroundings. in general, an eminence is not considered a mountain unless its elevation from foot to summit is over 300m, but this distinction is arbitrary or a conspicuous natural elevation of the earth's surface, rising to a peak less than 300m above its surrounding terrain. HILLOCK = A small hill or mound.

		<p>KATTA = An Aboriginal term for a hill in South Western Australia.</p> <p>KNOB = A prominent rounded or hill.</p> <p>KNOLL = A small hill or eminence of more or less rounded form, and its altitude should not exceed 30m above the surrounding country or a rounded hill, smaller than a knob, rising to less than 30m above the surrounding terrain.</p> <p>KOPJE = An isolated hill, often formed by the denudation of the land around it; a South African term for a small isolated hill, presenting as a residual rock mass after desert denudation.</p> <p>MESA = A flat table-like upland, which falls away steeply on all sides as escarpments; it is larger in area than a butte but smaller than a plateau.</p> <p>PYRAMID = A high mountain peak formed by three or more adjacent steep-sided glacial basins.</p> <p>SANDHILL = A hill of sand deposits with a minimum height of less than one meter and a maximum height of about 50 meters. Found in hot deserts and along sandy coastlines or a mound, ridge or hill of drifted sand, formed by the action of the wind.</p> <p>SUGARLOAF = A hill or mountain, conical or cone shape, thus resembling a sugarloaf, i.e. a solid cone of refined sugar, the form in which it was previously distributed or a hill shaped such that it has a circular base and tapers to a point at the top.</p> <p>TOWER = Anything tall and thin approximating the shape of a column or tower or a prominent hill which is perceived as approximately cylindrical in its elevation.</p>
HLS	Hills	<p>DIVIDE = A ridge of land between two drainage basins or; the topographic ridge that separates drainage basins or; a line of hills or mountains which acts as a watershed.</p> <p>HILLS = A range of hill on the earth's surface elevated above its surroundings or; a range of naturally elevated landforms, with a general elevation of less than 300m above their surrounds.</p> <p>SANDHILLS = A ridge of sand deposits with a minimum height of less than one meter and a maximum height of about 50 meters. Found in hot deserts and along sandy coastlines or; a mound, ridge or hill of drifted sand, formed by the action of the wind.</p>
SLP	Hillside (Slope)	<p>GRADIENT = Commonly used to describe the measure of a slope (also called steepness, fall or incline) of a straight line or a significant inclination of the surface of the ground on the side or end of an elevated relief feature.</p> <p>HILLSIDE = The slope or declivity of a hill. An inclination, slope or gradual descent of the surface of the ground; an inclination downwards or the side or slope of a hill.</p> <p>JUMPUP = A point on a cliff face where a road or track rises abruptly from one level to another or; a sudden steep rise or escarpment, especially presenting as an elevated, step-like obstacle on an ascending road or track.</p> <p>SCREE = Scree or detritic cone is a term given to broken rock that appears at the bottom of crags, mountain cliffs or valley shoulders. The maximum inclination of such deposits corresponds to the friction angle of the mean debris size or; a sloping mass of loose rocks at the base of a cliff or; a slope or base of a cliff consisting of broken rock fragments.</p> <p>SLOPE = A gradient on the side or end of an elevated relief feature or; a significant inclination of the surface of the ground on the side or end of an elevated relief feature.</p> <p>TERRACE2 = A nearby level strip of land extending along the edge of a sea, river or lake, or on the sides of a hill or valley. It is bounded above and below by rather abrupt slopes or; a series of level narrow strips of land, or one such strip, lying between a slope upwards to hills on one side and a slope, often abrupt, downwards on the other.</p>
HMSD	Homestead	<p>HOMESTEAD = A main residence on a horticultural or agricultural farm or a house with outbuildings, on a farm or station.</p>

		<p>OUTCAMP = An area of land on which a small community of Aboriginal people lives away from larger settlements.</p> <p>OUTSTATION = An area of land on which a small community of Aboriginal people lives away from larger settlements.</p> <p>RUN = A term for a property on which livestock are husbanded.</p>
INLT	Inlet	<p>A basin at the lower reaches of a river, connected to the sea by a narrow opening and subject to tidal movements or;</p> <p>a narrow opening by which the water penetrates into the land or;</p> <p>a narrow stretch of water reaching inland from a sea or;</p> <p>a narrow stretch of water reaching inland from a lake or other body of water.</p> <p>LOOP = A long narrow stretch of water protruding into the land, often rounded or loop shaped at its extremity or;</p> <p>an incursion into the coastline, smaller than a gulf, and taking the form of a long narrow stretch of water, rounded or loop-shaped at its extremity.</p>
INTL	Intermittent Lake	<p>INTERMITTENT LAKE = A water body which shrinks and may become dry for long periods until replenished by rainfall.</p> <p>SALT PAN = A small non-vegetated hollow, formerly containing water, in which a deposit of salt is left behind owing to evaporation of the water.</p>
IS	Island	<p>ATOLL = A coral island consisting of a ring or horseshoe shaped reef, nearly or entirely surrounding a central lagoon.</p> <p>CAY = A low flat island of sand, mud, coral, etc., awash or drying at low tide or;</p> <p>a small sand or coral-fragment island with scant vegetation, formed by transient wind and sea action.</p> <p>CLUMPS = Mangrove islands. A cluster of small islands or a group of small islands, clustered closely together.</p> <p>CORAL ISLAND = An island principally or entirely formed of coral.</p> <p>EYOT = A small island in a river.</p> <p>ISLAND = A piece of land surrounded by water, in an ocean, sea, lake or river or;</p> <p>an area of land completely surrounded by the sea, and not large enough to be called a continent or;</p> <p>an area of land completely surrounded by the waters of a lake or other inland body of water.</p> <p>ISLE = A small island or an area of land completely surrounded by the sea, and not large enough to be called a continent or;</p> <p>an area of land completely surrounded by the waters of a lake or other inland body of water.</p> <p>ISLET = A small island, diminutive of isle or;</p> <p>an area of land surrounded by the sea, smaller than an island but larger than a cay or;</p> <p>a small island in a lake or other inland body of water.</p>
ISGP	Island Group	<p>A group or cluster of islands or;</p> <p>a group or chain of islands in the sea.</p>
ISTH	Isthmus	<p>ISTHMUS = A narrow strip of land bordered on both sides by water that connects two larger bodies of land.</p> <p>NECK = A narrow piece of land with water on each side or;</p> <p>a narrow strip of land bordered on both sides by water that connects two larger bodies of land.</p>
LAGN	Lagoon	<p>LAGOON = A relatively small enclosed area of water separated from the open sea by some more or less effective, but not complete, obstacle such as low sandbanks.</p> <p>An enclosed area of salt or brackish water separated from the open sea by some more or less effective, but not complete, obstacle such as low sand bank. The name most commonly used for the area of water enclosed by a barrier reef or atoll OR a small fresh or saltwater lake.</p> <p>LAKE = A relatively large enclosed area of water separated from the open sea by some more or less effective, but not complete, obstacle such as low</p>

		sandbanks.
LAKE	Lake	<p>LAKE = A body of fresh or salt water, natural or artificial, enclosed or nearly enclosed by land. It may or may not have in and out-flowing water or;</p> <p>an area of fresh water surrounded by land.</p> <p>LOCH = A lake or arm of the sea or;</p> <p>an area of fresh water surrounded by land.</p> <p>LOUGH = An Irish term for lake or arm of the sea or;</p> <p>an area of fresh water surrounded by land.</p> <p>MOUNTAIN LAKE[S] = A lake formed in the crater of an extinct volcano.</p> <p>TARN = A small mountain lake.</p>
LNDG	Landing (Hydro)	<p>LANDING = A place where boats receive or discharge passengers, freight, etc.</p> <p>LANDING PLACE = A place where boats receive or discharge passengers, freight, etc.</p>
LDGE	Ledge	A projecting ridge on a mountain or submerged under water or a narrow shelf-LIKE projection on a cliff, the side of a hill or a mountain.
LH	Lighthouse	<p>A distinctive structure on or off the coast, exhibiting a major light designed to serve as an aid to navigation or;</p> <p>a large coastal tower exhibiting a major light source serving as an aid to navigation.</p>
LKOT	Lookout	<p>A man made structure which is used as an observation or viewing point or;</p> <p>a level area on a hill or mountain which affords a view of the surrounding terrain or;</p> <p>a place on a high vantage point, especially a mountain, from which one can admire the view.</p>
MET	Meteorological Stn.	A facility with instruments and equipment to make weather observations by monitoring atmospheric conditions to study the weather.
MINE	Mine	<p>ADIT = A type of entrance to an underground mining operation in which the entrance shaft is horizontal or nearly horizontal. They are usually built into the side of a hill or mountain. The use of adits is generally called drift mining or a horizontal tunnel into a mine or other underground workings which is used for entry, drainage, transport etc.</p> <p>CLAY PIT = An open mine for the extraction of clay which is generally used for manufacturing pottery or bricks or;</p> <p>a small but relatively deep depression in the ground of hardened impervious clay which retains water.</p> <p>COALFIELD[S] = An area where coal is or was removed from the earth or an area with subterranean supplies of coal, where coal mines are established.</p> <p>GASFIELD = An area in which natural gas occurs in quantities worthy of exploration or an area where natural gas occurs and is extracted.</p> <p>GOLDFIELD[S] = An area where gold is or was removed from the earth or;</p> <p>a region in which gold deposits have been found and where mines have been established.</p> <p>MINE = An excavation in the earth from which ores and minerals are extracted or;</p> <p>a place or area from which ores, precious stones or minerals are or were extracted from the earth or any place in, on or under which mining operations are carried on for the purpose of removing commercial minerals.</p> <p>OILFIELD = An area of land or sea where oil is found and extracted or a region rich IN petroleum deposits, especially one with producing oil wells.</p> <p>OPALFIELD = An area where opals are mined.</p> <p>PIT = A hole made by digging for minerals or other industrial purposes.</p> <p>QUARRY = A place where stone or rock is extracted or;</p> <p>an open surface excavation or pit for the extraction of building stone, slate, marble etc.</p> <p>SAND PIT = An excavation in the ground for the extraction of sand for industrial purposes or;</p>

		<p>a large pit in sandy ground from which sand is dug.</p> <p>SHAFT = A vertical hole serving as access to a mine or other underground workings which is used for entry, transport, etc. or a vertical hole serving as access to a mine or other underground workings.</p> <p>SLATE QUARRY = An open surface excavation or pit for the extraction of slate.</p>
MC	Mining Centre	A facility built to support a mine or other area from which ores, precious stones or minerals are or were extracted from the earth.
MSSN	Mission	<p>A body of persons sent into a region for the betterment of the inhabitants or;</p> <p>a remote locality situated where a missionary practice is, or was founded or;</p> <p>an establishment administered by a religious community for the spiritual and social welfare of others, especially an outback community for Aboriginal people.</p>
MONU	Monument	<p>CAIRN = A pyramidal heap of stones to mark a summit, track boundary, historical event, or a memorial to a person.</p> <p>COLUMN = A pillar or solid body of wood or stone of considerably greater length than thickness. Used as a solitary monument. or;</p> <p>an upright structure shaped like a long cylinder, constructed as a memorial.</p> <p>CROSS = A monument in the shape of a cross.</p> <p>MARKER = A small structure marking the site of a historical event.</p> <p>MONUMENT = Anything by which the memory of persons or things are preserved; anything that serves as a memorial to a person, event or of past times or;</p> <p>an obelisk, statue or building erected to commemorate a person or event.</p> <p>OBELISK = A stone pillar having a rectangular cross section tapering towards a pyramidal top or;</p> <p>a tall, thin, four-sided, tapering monument which ends in a pyramidal top or;</p> <p>a tall tapering four-sided shaft of stone, erected to commemorate a person or an event.</p> <p>SHRINE = A place of worship hallowed by association with some sacred thing, person, an object or place, with or without buildings, memorialising a person, deity or event or;</p> <p>a place or site venerated for its association with a famous person or event.</p>
MT	Mountain (300m+)	A natural elevation of the earth's surface rising more or less abruptly from the surrounding level, and attaining an altitude which, relative to adjacent elevations, is impressive or notable. in general the height of a mountain is 300m or more from foot to summit, but this distinction is arbitrary or a natural elevation of the earth's surface rising more or less abruptly at least 300m from the surrounding level.
OPN	Ocean Place Name	A place situated on or within the ocean.
OIL	Oil Well	A well that yields or has yielded oil or any perforation through the Earth's surface designed to find and release both petroleum oil and gas hydrocarbons.
OS	Outstation	<p>OUTCAMP = A camp in a remote or sparsely populated location</p> <p>OUTSTATION = A station in a remote or sparsely populated location.</p>
PARK	Park	<p>CARAVAN PARK = A bounded area in which caravans are, or can be, parked, or where caravan type accommodation can be obtained. Domestic facilities may be provided.</p> <p>OVAL = A flat area, oval shaped, on which sporting activities can take place OR a level area of ground usually enclosed in a circular or ellipsoid shape and designated for sporting activities.</p> <p>PARK = An area of land, usually within a town, often with recreational and other facilities, which is set aside for public use OR an area of land, either in its natural state or improved, set aside for recreational use by the public.</p> <p>PICNIC AREA = A tract of land reserved for day picnic purposes, with constructed fire-places and other facilities OR a tract of ground maintained with amenities suitable for people to bring food for outdoor eating.</p> <p>SPORTS FIELD = A reserve used for sporting fixtures.</p> <p>SPORTSGROUND = A reserve used for sporting fixtures.</p>
PASS	Pass	COL = A depression in a range of mountains or hills, usually providing a pass

		<p>through the range or;</p> <p>a low point on a ridge between two higher-standing parts of a mountain range.</p> <p>OPENING = A narrow route across a relatively low notch or depression in a mountain barrier.</p> <p>PASS = A break or gap in a mountain range permitting easier passage from one side to the other, also called a col.</p> <p>PASSAGE = A narrow route across a relatively low notch or depression in a mountain barrier.</p> <p>SADDLE = A depressed part of a ridge between two summits or;</p> <p>a low point on a ridge between two higher-standing parts of a mountain range.</p>
PSTL	Pastoral Lease	A particular type of leasehold that allows Crown Land to be used for grazing of stock.
PEAK	Peak	<p>HILLTOP = The top or summit of a hill.</p> <p>MOUNTAIN PEAK = The top or obvious summit of a mountain.</p> <p>PEAK = The top or obvious culmination of a mountain or;</p> <p>The separately named summit on a hill or mountain range or;</p> <p>a prominent point in a plateau or a range of hills or;</p> <p>a mountain with a pointed summit.</p> <p>POINT = A bluff or natural overlook or;</p> <p>the top or obvious summit of a mountain.</p> <p>SUMMIT = A point higher than all the ground immediately surrounding it or;</p> <p>the top or obvious culmination of a mountain.</p>
PEN	Peninsula	<p>PENINSULA = A piece of land almost surrounded by water, especially one connected with the mainland by only a narrow neck or isthmus or;</p> <p>a land feature which projects into the sea, and which is connected to the mainland by a narrow isthmus.</p> <p>PRONG = A pointed elongated arm of land protruding into the sea.</p>
PIER	Pier, Wharf, Jetty	<p>JETTY = A structure of stone, or timber projecting into water and serving as a pier or wharf.</p> <p>PIER = A long narrow structure extending into the water to afford a berthing place for vessels; to serve as a pleasure promenade or;</p> <p>a structure built out in to the water to serve as a landing place for ships.</p> <p>QUAY = A wharf approximately parallel to the shoreline and accommodating ships on one side only, the other side being to the shore. It is usually of solid construction or;</p> <p>an artificial landing place, built of masonry etc., for vessels to receive or discharge passengers or freight.</p> <p>RAMP = An inclined surface connecting two levels or;</p> <p>a slope, usually paved, set aside for the launching of small water craft.</p>
PLNA	Place Name	<p>JUNCTION = A place where rivers, roads or railways meet.</p> <p>NEIGHBOURHOOD = A surrounding or nearby region. A small local district in an urban or suburban area.</p> <p>PLACE NAME = A place at which there is or was relatively minor human occupation or activity.</p> <p>POCKET = A small isolated group of people or a small local district in an urban or suburban area.</p> <p>ROAD BEND = A curved segment of a road or an unbounded locality centred on a bend in a road.</p> <p>ROAD CORNER = Intersection of two roads or an unbounded locality centred on a place where two roads meet.</p> <p>RURAL PLACE = A rural area of significance or a place, site or precinct in a rural landscape, generally of small extent, the name of which is in current use.</p> <p>URBAN PLACE = An urban area of significance or a place, site or precinct in an urban landscape, the name of which is in current use, but the limits of which have not been defined under the address locality program.</p>

PLN	Plain	<p>BOTTOM = Low-lying alluvial land adjacent to a river.</p> <p>CLEARING = A piece of land cleared for cultivation, especially the primeval forest or;</p> <p>an area of ground within a forest area, where a degree of cultivation has resulted in less than 15% of the ground being covered by trees or scrub.</p> <p>DOWNS = Open rolling grassland, usually in the high country with fairly smooth slopes.</p> <p>FLAT[S] = A relatively level piece of ground, smaller in extent than a plain, within an area of greater relief.</p> <p>GRASSLAND = A generally open and continuous, fairly flat area of grass. Often located between temperate forests at high latitudes and deserts at subtropical latitudes or;</p> <p>land where grass or grass-like vegetation grows and is the dominant form of plant life or;</p> <p>an area in which the natural vegetation consists primarily of perennial grasses.</p> <p>PLAIN = A tract of land, the general surface of which is a comparatively flat or slightly undulating, and sparsely if at all timbered or;</p> <p>RIVER FLAT = A relatively LEVEL tract OF country WITHOUT hills AND smaller THAN a plain, caused BY THE laying down OF sediment BY a river.</p> <p>TIDAL FLAT = A large area OF nearly LEVEL land, usually OF mud, covered AT high water AND attached TO THE shore.</p> <p>UNCULTIVATED LAND = Land NOT cultivated OR tilled FOR pasture.</p>
PLAN	Plantation	<p>ARBORETUM = A plot of land where different trees or shrubs are grown for study or popular interest or;</p> <p>a botanical garden facility where trees and shrubs are cultivated for exhibition.</p> <p>PLANTATION = A large quantity of trees that have been planted; a growing wood or;</p> <p>an estate where cash crops are grown on a large scale, especially in tropical areas or;</p> <p>a plot in which trees are planted and cultivated, usually for commercial purposes.</p>
PL	Plateau	<p>PLATEAU = An elevated tract of comparatively flat or level land or;</p> <p>an elevated tract of comparatively flat land with an extent of at least 2500 hectares.</p> <p>TABLELAND[S] = A plateau bounded by steep cliff-like faces which lead abruptly down to the sea or adjoining lowlands. An elevated tract of comparatively flat land with an extent of at least 2500 hectares.</p>
PT	Point	<p>BILL = A beak-like coast promontory or a small narrow beak-like projection of land into the sea.</p> <p>HEAD = A cape or promontory jutting seawards from a coastline, usually with a significant sea-cliff or;</p> <p>a comparatively high protrusion of land into the sea, with a steep face or;</p> <p>a comparatively high protrusion of land into a lake or other inland body of water, with a steep face.</p> <p>HEADLAND = A high projecting cliff face at the end of a range of hills or an escarpment. Note: an un-named head is usually described as a head-land although headland is occasionally used as a generic form or;</p> <p>a comparatively high protrusion of land into the sea, with a steep face or;</p> <p>a comparatively high protrusion of land into a lake or other inland body of water, with a steep face.</p> <p>POINT = The extreme end of a cape; or the outer end of any land protruding into the water, usually less prominent than a cape or;</p> <p>a small protrusion of land into the sea or;</p> <p>a small protrusion of land into a lake or other inland body of water.</p> <p>POINT [STREAM] = A promontory extending out into a large body of water.</p> <p>PROMONTORY = A rocky coastal headland projecting significantly into the sea or;</p>

		<p>an elevated protrusion of land into the sea or;</p> <p>an elevated protrusion of land into a lake or other inland body of water.</p>
POOL	Pool	<p>A small body of still or standing water, permanent or temporary, often in the bed of an intermittent river or stream, and sometimes spring fed, chiefly one of natural formation, or;</p> <p>a large partly enclosed arm of a sea or lake or;</p> <p>a small body of still water in a natural hollow.</p>
PORT	Port	<p>A place provided with terminal and transfer facilities for loading and discharging cargo or passengers, usually located in a harbour or;</p> <p>a major commercial and industrial area alongside navigable water with facilities for the loading and unloading of ships.</p>
RTRK	Racetrack	<p>AUTO TRACK = A circuit or course used for motor racing.</p> <p>RACECOURSE = A piece of ground on which horseraces are held for public entertainment; any place where horse races are held or;</p> <p>a place with a track which has been licensed by government for the holding of horse races.</p> <p>RACETRACK = A track on which races, especially motor races, are held, a racecourse or a circuit or course used for motor racing.</p> <p>SPEEDWAY = A racetrack for racing automobiles or motorcycles or a track, usually oval in shape, on which car and motorcycle races are held.</p> <p>VELODROME = An arena with a suitably banked track for cycle races or an arena with a banked track, usually oval in shape, constructed for cycle races.</p>
RLY	Railway	<p>LOOP = A railway branch line which leaves the main line and re-joins it after a short distance.</p> <p>RAIL LOOP = A stretch of rail track that provides a place for a train to halt temporarily while other trains pass on an adjacent main line. This configuration allows the sequence of trains along a track to change or;</p> <p>a short branch off a railway track often connected at both ends to the main track, where trains can pass on a single line stretch of railway.</p> <p>RAILROAD = A track consisting of two parallel steel (or in older networks, iron) rail tracks or;</p> <p>line that is the commercial organisation responsible for operating a system of transportation for trains that pull passengers or freight.</p> <p>RAILWAY = A track or set of tracks of iron or steel rails used for the passage of trains or;</p> <p>a permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.</p> <p>RAILWAY LINE = The road consisting of railroad track and roadbed or a permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.</p> <p>TRAMWAY = Usually a system of grooved tracks laid in urban streets. Forming routes for the conveyance of passengers in trams.</p>
RSTA	Railway Station	<p>RAILWAY SIDING or SIDING = A short branch off a railway track, often connected at both ends to the mainline track, and used for shunting or for loading, unloading and storing goods trucks or;</p> <p>a short branch off a railway track often connected at both ends to the main track, where trains can pass on a single line stretch of railway.</p> <p>RAILWAY STATION = A place where trains stop for passengers and/or freight or;</p> <p>a structure beside a railway line with facilities for receiving and discharging passengers and freight.</p> <p>STATION = A facility at which passengers may board and alight from trains and/or goods may be loaded or unloaded or;</p> <p>a structure beside a railway line with facilities for receiving and discharging passengers and freight.</p>
RNGE	Range	<p>HEIGHTS = The vertical dimension of extension, distance from the base of a landform to the top or the highest part of a range, especially the peaks of a set of hills or mountains.</p> <p>MASSIF = A block of the earth's crust bounded by faults and shifted to form peaks of a mountain range or a massif is a section of the earth's crust that is</p>

		<p>demarcated by faults or flexures.</p> <p>MOUNTAIN RANGE = A group of mountains bordered by lowlands or separated from other mountain ranges by passes or rivers.</p> <p>MOUNTAINS = A series of land masses that project well above its surroundings or a series or line of mountains with or without obvious peaks, in which the crests are relatively narrow, At least 16km in length.</p> <p>RANGE = A series or line of mountain or hill ridges with or without obvious peaks, in which the crests are relatively narrow, and are at least 16km in length.</p> <p>TOPS = The top point of a mountain or hill or the highest part of a range especially the peaks of a set of hills or mountains.</p>
RAV	Ravine	<p>A small narrow steep sided valley, larger than a gully and smaller than a canyon or;</p> <p>a deep valley, relatively narrow but of considerable size, bounded by steep slopes, and formed by a river.</p>
RCH	Reach	<p>A straight section of a river, especially a navigable river between two bends or; a comparatively straight part of a river or channel between two bends.</p> <p>Can also be referred to as an ARM.</p> <p>A narrow portion of the sea or a lake projecting from the mainland.</p>
REEF	Reef	<p>CORAL REEF = A reef, often of large extent, composed chiefly of coral and its derivatives.</p> <p>REEF = A ridge of rocks or coral lying near the surface of the sea, which may be visible at low tide, but is usually covered by water.</p> <p>May include man-made reefs.</p>
RESV	Reserve	<p>COMMON = A tract of land which belongs to the local community as a whole, and is open to common use, particularly for recreation.</p> <p>CONSERVATION PARK = An area set aside for the conservation of fauna and flora, usually with restricted access.</p> <p>CONSERVATION RESERVE = A tract of public land set apart for a specific purpose.</p> <p>FLORA RESERVE = Crown land set aside for the protection of flora, with access controlled by state or federal authorities.</p> <p>RESERVE = A tract of public land set apart for recreation, as a public reserve, or for a specific purpose, i.e., Nature Reserve, Game Reserve, showgrounds, etc. OR an area proclaimed to be a public park by government legislation.</p> <p>SHOWGROUND[S] = A tract of land with pavilion(s) an arena(s) for the exhibition and display of livestock and produce OR a reserve used for fairs, field days, and local shows.</p>
RES	Reservoir	<p>ARTIFICIAL LAKE = The waters impounded by usually the constructions of a reservoir or;</p> <p>a lake constructed for the containment of water.</p> <p>DAM = A body of water, impounded by a constructed wall or barrier, and stored for domestic or other uses.</p> <p>POND2 = A small body of still water; may be of natural or artificial formation or; a relatively small body of water retained by a barrier, usually for drinking or irrigation purposes.</p> <p>PONDAGE = The holding back of water for later release for power development above the dam of a hydroelectric plant to, equalize daily or weekly fluctuations of stream flow or to permit irregular hourly use of water by the wheels to care for fluctuations in the load demand or;</p> <p>in general the holding back of water for later releases or;</p> <p>the storage capacity available for the use of such water or;</p> <p>water in excess of normal levels temporarily trapped by an embankment.</p> <p>PUBLIC WATERING PLACE = An artificial waterhole for the watering of stock.</p> <p>RESERVOIR = An artificial lake for the storage, regulation and control of water for domestic or other use or;</p> <p>an artificial lake or structure storing water for domestic or other uses.</p> <p>RETARDING BASIN = An artificially maintained flood-control area into which</p>

		floodwaters are deflected by means of a dam placed across a river channel.
RDGE	Ridge	<p>FAULT = A crack in the earth's crust resulting from the displacement or one side with respect to the other of;</p> <p>a fracture in the earth's crust along which movement has taken place and where the rock strata on the two sides do not match.</p> <p>NECK = A narrow elongated projecting strip or land or;</p> <p>a long and narrow stretch of elevated ground, generally with a length of less than 16km.</p> <p>RIDGE = A long and narrow stretch of elevated ground either isolated or located in a range or a long and narrow stretch of elevated ground, generally with a length of less than 16km.</p>
FRNG	Rifle/Rocket Range	<p>BOMBING RANGE = A tract of land on which the military conducts bombing practice.</p> <p>RIFLE RANGE = A tract of land on which rifle shooting contests are held or; an area designated for target practice with rifles.</p> <p>ROCKET RANGE = An area of land designated for the launching of rockets.</p>
RH	Rockhole	<p>GNAMMA HOLE = Small holes of varying shape, diameter and depth, found in hard granite outcrops and in the decomposed granite of a breakaway, usually holding water or;</p> <p>a natural hole in a rock in which rainwater collects.</p> <p>ROCKHOLE = A hole excavated in solid rock by water action.</p> <p>SINK = A pit like hole in found in areas of karst. These features are caused by the weathering of limestone or dolomite by subsurface drainage or;</p> <p>a saucer shaped depression in the earth's surface, usually found in limestone regions, Through which water may enter the ground and pass along an underground course.</p>
OFRK	Rocks (Offshore)	<p>ROCK = An isolated rocky formation or a single large stone, usually one constitutes a danger to navigation; can be submerged or partially submerged or;</p> <p>an isolated rocky formation submerged or partly submerged in the sea, which constitutes a danger to navigation or;</p> <p>a large rocky formation surrounded by the waters of an inland body of water.</p> <p>ROCKS = A large and isolated formation of rocky outcrops submerged or partly submerged in the sea, which constitutes a danger to navigation or;</p> <p>a large formation consisting of rocky outcrops surrounded by the waters of an inland body of water.</p>
MTRK	Rocks (On Land)	<p>BOULDER[S] = A large water-worn or weather-worn stone(s) or;</p> <p>a large detached rock, rounded OR worn.</p> <p>COLUMN = A large detached rock, taller than it is wide and roughly cylindrical in shape or;</p> <p>a large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect.</p> <p>CRAG = A rough, steep rock or point of rock or;</p> <p>a prominent rocky outcrop on an elevated relief feature.</p> <p>MONOLITH[S] = A single great stone, often in the form of a column or obelisk or;</p> <p>a geological or technological feature such as a mountain, consisting of a single massive stone or rock. Erosion usually exposes these formations, which are most often made OF very hard AND solid metamorphic rock or an extremely large isolated rock.</p> <p>NEEDLE = A tall perpendicular sharp-pointed rock.</p> <p>PILLAR = A large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect.</p> <p>PINNACLE = An isolated, tall, perpendicular sharp-pointed rock or;</p> <p>a sharp pointed rock, rising more or less vertically or a tall perpendicular sharp-pointed rock.</p> <p>ROCK COLUMN = any tall and relatively thin landform that has an approximate</p>

		<p>shape of a column or tower or;</p> <p>a large rock which is part of an elevated relief feature but which is prominent for its tall and cylindrical aspect.</p> <p>ROCK FORMATION = An isolated group of large rocky outcrops, rising sharply from level terrain or;</p> <p>a group or formation of rocks, boulders or a prominent outcrop consisting of several rocky crags on an elevated relief feature.</p> <p>ROCK = A prominent or isolated outcrop of stone on land or a group of prominent or isolated outcrop of stones on land or;</p> <p>an isolated rocky outcrop rising sharply from level terrain or;</p> <p>a prominent rocky outcrop ON an elevated relief feature or;</p> <p>an isolated group of large rocky outcrops, rising sharply from level terrain or;</p> <p>a prominent outcrop consisting of several rocky crags on an elevated relief feature.</p> <p>SPIRE = A large rock which is part of an elevated relief feature but which is prominent for its tall tapering aspect, resembling an inverted cone or a pyramid.</p> <p>TOR = An isolated mass of rock, usually granite, which has been subject to considerable weathering, and often assumes peculiar shapes or;</p> <p>an isolated high rock, commonly one eroded by wind into unusual shapes.</p>
RUIN	Ruin	<p>The remains of a fallen building, town etc., or of anything in a state of destruction or decay or;</p> <p>a fallen and derelict building.</p>
SM	Sawmill	<p>A mill for dressing logs and lumber or;</p> <p>an establishment in which timber is sawn into planks or boards by machinery.</p>
SCHL	School	<p>COLLEGE = An institution for higher education; a large and important secondary school or;</p> <p>an establishment for learning at post-secondary level, usually for vocational or technical education.</p> <p>COMBINED PRIMARY AND SECONDARY = A facility used for full-time primary and secondary instruction of children, typically aged 6 to 17.</p> <p>HIGH SCHOOL = A facility used for the full time tuition of children usually aged from 12 to 17 years.</p> <p>INSTITUTE = An association organized to promote art or science or education or a building in which work of a literary, scientific or educational character is carried out.</p> <p>KINDERGARTEN = A facility used for the tuition of young children (usually under the age of 5) prior to preschool.</p> <p>PRESCHOOL = A facility used for the tuition of young children prior to school age, usually children age of five.</p> <p>SCHOOL = A place or establishment where instruction is given, especially one for children or;</p> <p>an establishment for primary or secondary education created by the Education Act.</p> <p>SECONDARY SCHOOL = A facility used for full-time secondary institution of children, typically aged 12 to 17.</p> <p>SPECIAL SCHOOL = A facility used for the education of children with special needs.</p> <p>TAFE = A facility used for providing education or instruction in technical, business or trade subjects at a post-secondary level.</p> <p>UNIVERISTY = An educational institution for both instruction and examination in the higher branches of knowledge with the power to confer diploma, undergraduate or postgraduate qualifications or;</p> <p>a tertiary educational institution with the power to award postgraduate research degrees.</p>
SEA	Sea	<p>OCEAN = The vast body of water on the surface of the globe, which surrounds the land or;</p> <p>one of the five major geographical divisions of the salt waters that cover the majority of the earth's surface.</p>

		<p>SEA = One of the smaller divisions of the oceans, especially if partly enclosed by land or;</p> <p>one of the smaller divisions of the salt waters that cover the majority of the earth's surface, in particular one which forms part of one of the five oceans and which is partly enclosed by land.</p>
SHOL	Shoal	<p>PATCH[ES] = An alternative to a shoal when referred to a detached area constituting a danger, frequently used in the plural or;</p> <p>at shoal which constitutes a danger to vessels.</p> <p>SHALLOWS = An indefinite term applied to expanses of shoal or shallow water or an area of shallow water.</p> <p>SHOAL = A ridge of sand or of rocks just below the surface of the sea or; an area of shallow water.</p>
SOAK	Soak	<p>NATIVE WELL = A natural spring or a small pool fed from a spring or soak and sometimes improved by Aborigines; a type of waterhole or a natural receptacle for water, fed from a spring or soak, and possibly improved by Aborigines.</p> <p>SOAK = A damp or swampy spot around the base of granite rocks or in otherwise dry watercourses or;</p> <p>a hollow, often in sandy soil and around the base of granite rocks, where water collects, on or below the surface of the ground.</p> <p>SOAKAGE = Legal term for water that oozes, seeps or filters through the soil without a definite channel in a course that is unknown or not discoverable or;</p> <p>a hollow, often in sandy soil and around the base of granite rocks, where water collects, on or below the surface of the ground.</p>
SND	Sound	<p>A relatively long arm of the sea. Forming a channel between an island and the mainland, or connecting two larger bodies of water, as a sea and the ocean, or two parts of the same body, but usually wider and more extensive than a strait or;</p> <p>a relatively long arm of a sea or ocean forming a channel between an island and the mainland or connecting two larger bodies, as, a sea and the ocean, or two parts of the same body; usually wider and more extensive than a strait.</p>
SPIT	Spit	<p>SANDSPIT1 = A deposition land form found off coasts. They are a type of bar or beach that develops where a re-entrant occurs, such as a cove, bay, ria or river mouth and they are formed by the movement of sediment (typically sand) along a shore by a process known as longshore drift OR a small bank of low land projecting into the sea from the shore.</p> <p>SANDSPIT2 = A small bank of low land projecting into a lake or other inland body of water from the shore.</p> <p>SPIT1 = A small point of land or narrow shoal projecting into a body of water from the shore OR a small bank of low land projecting into the sea from the shore.</p> <p>SPIT2 = A small bank of low land projecting into a lake or other inland body of water from the shore.</p>
SPRG	Spring	<p>HOT SPRING[S] = A stream of hot water issuing from the ground OR a naturally heated mineral spring.</p> <p>MINERAL SPRING = A spring which contains a noticeable quantity of mineral matter in solution OR a spring of water which has in it a high proportion of naturally occurring mineral salts.</p> <p>POOL SPRING = A pool which is naturally replenished by a flow of water from a subterranean spring.</p> <p>SPRING = A place at which a flow of water issues naturally from the ground, either continuously or intermittently.</p>
SPUR	Spur	<p>SPUR2 = A minor linear projection off a range, ridge, mountain, hill, tableland or plateau being not more than 2kms in length and decreasing in altitude from the parent feature OR a minor linear projection off an elevated relief feature, less than 2km in length and decreasing in altitude from the parent feature.</p>
STOK	Stock Route	<p>STOCK ROUTE = A route designated for droving stock, with the intent of avoiding vehicular traffic.</p>
STR	Strait	<p>CHANNEL2 = A navigable stretch of water between two landmasses, wider than a strait.</p> <p>STRAIT = A narrow passage connecting two larger bodies of water OR a comparatively deep and narrow route affording a passage for a vessel between two landmasses.</p>

SFSP	Surfing Spot	<p>SURF BREAK = Refers to waves of the sea as they break in shallow water or upon the shore. A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.</p> <p>SURFING SPOT = A place where the sport of surfing occurs. A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.</p>
SWMP	Swamp, Marsh, Morass	<p>COWAL = A small swampy hollow in red-soil country.</p> <p>MARSH = A tract of low lying land, flooded at times and generally swampy. In Australia, often the same as swamp OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds.</p> <p>MORASS = A bog or marsh OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds.</p> <p>SALTMARSH = A marsh which at times is flooded by the sea, or an inland marsh in an arid region in which the water contains a high proportion of salt OR a marsh which is sometimes flooded by the sea or which for some other reason has water with a high saline content.</p> <p>SWAMP = A tract of low-lying land which is permanently saturated with moisture, and is usually overgrown with vegetation OR a tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds.</p> <p>WETLAND[S] = An area inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support vegetation typical of swamps, marshes, bogs, etc.</p>
TANK	Tank	TANK = A large receptacle or structure for holding water or other liquids, or gas OR an artificial waterhole forming a reservoir for rainwater and adjacent run-off, made by building walls of earth either excavated or conveyed to the site.
TO	Telegraph Office	TELEGRAPH OFFICE = A building which was purpose built FOR THE sending AND receiving OF telegraph transmissions.
TOWR	Tower	<p>RADIO TOWER: An antenna for the transmission of sound by radio waves to a widely dispersed audience through radio receivers. Or</p> <p>A transmission tower for radio broadcasts.</p> <p>TELEVISION TOWER: An antenna for the transmission of sound and images by radio waves to a widely dispersed audience through television receivers. For example, MAWSON TELEVISION TOWER. Or</p> <p>A transmission tower for television broadcasts.</p> <p>TOWER: A structure taller than its diameter; can stand alone or be attached to a larger building. Or</p> <p>A high metal tower which carries conductors for the transmission of media broadcasts.</p> <p>TRANSMISSION TOWER: Tall structures designed to support antennas for telecommunications and broadcasting, including television. Or</p> <p>A high metal tower which carries conductors for the transmission of media broadcasts.</p>
TRK	Track, Trail	<p>BRIDLE PATH = A path fit for the passage of horses, but not motor vehicles.</p> <p>TRACK = A way made or beaten by the feet of men or animals; a formed and/or marked walking way OR an un-surfaced way, especially through rough country, for walking, riding or driving.</p> <p>TRAIL = A track or path for passage by foot or horse from one point to another; does not include roads or highways OR an un-surfaced way, especially through rough country, for walking, riding or driving.</p>
TREE	Tree	TREE = A prominent lone or marked tree OR a large arboreal specimen, either living or preserved, identified as a cultural object, usually commemorating a historic event associated with it.
DEEP	Trough (Hydro)	<p>TRENCH = A deep ocean trench or valley with steep sides, formed by depresses, usually to several kilometres in depth.</p> <p>TROUGH = A narrow, generally more shallow than a trench, depression with in the land surface or ocean bed.</p>
TUNN	Tunnel	TUNNEL = An artificial subterranean passage through a hill, etc. or under a road or river, etc. especially for railway or road OR an enclosed subterranean excavation through high ground or under a body of water to enable road or rail

		traffic to pass the obstruction.
VAL	Valley	<p>AMPHITHEATRE = A basin-shaped hollow, particularly one having steep sides.</p> <p>DALE = A wide open valley OR a small open river valley partly enclosed by low hills.</p> <p>DELL = A small wooded valley.</p> <p>VALE = A valley, usually of a broad, level type OR a long area of lower elevation in an area of elevated relief, bounded by hills or mountains, usually with a river flowing through it, and formed by erosion or by movements in the earth's crust.</p> <p>VALLEY = A long narrow depression in the earth's surface, usually with a fairly regular downward slope or a long area of lower elevation in an area of elevated relief, bounded by hills or mountains, usually with a river flowing through it, and formed by erosion or by movements in the earth's crust.</p>
WINE	Vineyards and Wineries	Vineyards and Wineries - buildings or properties which produce wine or a business involved in the production of wine. Typically includes a plantation of grapevines, warehouse, bottling lines, laboratories and large tanks.
PATH	Walk Trail, Path	<p>PATH = A way beaten or trodden by the feet of men or beasts; a course or track or;</p> <p>a way, paved or unpaved, for walking.</p> <p>TRAIL = A trail set aside for walking.</p> <p>WALK = A path set aside for walking.</p>
WPL	Water Pipeline	<p>CONDUIT = A large diameter pipeline FOR conveying liquids.</p> <p>WATER PIPELINE = A pipeline FOR THE conveyance OF water.</p>
STRM	Watercourse	<p>A natural or artificial channel through which water flows, or</p> <p>A stream, creek, brook, rill, ribulet, runnel, streamlet, run or river, or</p> <p>A channel, bed or route along which water flows, or</p> <p>A Tidal river, tidal stream, tidewater river, tidewater stream</p>
WRFL	Waterfall	<p>CASCADE = A waterfall over a set of steep rocks, or a series of small waterfalls.</p> <p>CATARACT = A waterfall usually of considerable size in both flow and height.</p> <p>FALL[S] = A perpendicular or very steep descent of water in the course of a stream OR a sudden steep descent of water over a natural step in the bed of a stream.</p> <p>RAPID[S] = A portion of a stream where it descends rapidly, without a break in the slope of the bed sufficient to form a waterfall.</p> <p>WATERFALL = A sudden steep descent of water over a natural step in the bed of a stream.</p>
WTRH	Waterhole	<p>BILLABONG = A river branch that forms a backwater or stagnant pool OR a waterhole in a stream or in an anabranch, which dries up outside the rainy season.</p> <p>HOLE = A natural hole or hollow containing water, especially one in the dry bed of an intermittent river.</p> <p>LAGOON2 = A small body of open fresh water, smaller than a lake, possibly appearing only seasonally.</p> <p>OXBOW = A lake formed when a meandering river, having bent in an almost a complete circle, cuts across the narrow neck of the land between the two stretches, and leaves a backwater; silt is gradually deposited by the river at the entrances to this backwater, until it finally becomes a lake OR a small bow-shaped lake, as a remnant of a former meander of a river after the river has straightened its course by cutting through the neck of the meander.</p> <p>POND2 = A small body of still water in a natural hollow.</p> <p>WASHPOOL = A natural pool in a stream in which sheep are washed before shearing.</p> <p>WATER = Large pools of water in arid regions, usually permanent and not normally located in a watercourse.</p> <p>WATER FEATURE = A feature within water.</p> <p>WATERHOLE = A natural hole or hollow containing water, often in the dry bed of an intermittent river OR a spring in the desert OR a natural hole or hollow</p>

		containing water, especially one in the dry bed of an intermittent river.
WBRG	Weighbridge	A weighbridge is a large set of scales, usually mounted permanently on a concrete foundation that is used to weigh entire vehicles and their contents. By weighing the vehicle both empty and when loaded, the load carried by the vehicle can be calculated.
WELL	Well	ARTESIAN WELL = A type of well in which the water is forced to the surface by hydrostatic pressure. WELL1 = A hole drilled into the ground to extract oil or gas. WELL2 = A natural spring or small pool fed by a spring or soak and sometimes improved by Aborigines OR a hole or pit dug in the ground to obtain water, often lined with stone OR a hole or pit dug or drilled into the ground to extract water.
WHRF	Wharf	WHARF = A platform, contiguous to and more or less parallel with the shoreline, alongside of which ships may be secured for loading or unloading cargo or passengers OR a platform, such as a jetty, pier or quay, alongside of which ships may be secured for loading or unloading cargo or passengers.
WRCK	Wreck	AIRCRAFT WRECKAGE = The remnants of a crashed aircraft such as a plane or helicopter. WRECK = The ruined remains of a stranded or sunken vessel, which has been rendered useless OR the ruined remains of a sunken vessel.
YD	Yard	PADDOCK = A piece of land, especially one used for pasture or tillage OR a tract of land, fenced or otherwise marked off, used for rural production. STOCKYARD = An enclosure forming a pen for livestock etc., a stockyard OR an enclosure for the temporary keeping of livestock, such as horses, sheep or cattle. YARD = An enclosure forming a pen for livestock etc., a stockyard OR an enclosure for the temporary keeping of livestock, such as horses, sheep or cattle.

Appendix 3B:

Topographic feature naming checklist

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in *Sections 1* and *3* of the *Policies and Standards for Geographical Naming in Western Australia*.

<input type="checkbox"/>	Is the feature of greater than local significance (e.g. located in more than two local governments; in a tourist precinct or major city centre)? Does advice need to be sought from Landgate before proceeding with the submission?			
<input type="checkbox"/>	Does the submission name conform to the policies in Section 1?			
		Yes	No	N/A
	Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recognising the public interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensuring public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cardinal indicators/prefixes/suffixes avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assigning the complete extent to the feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Correct use of commemorative names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name is not discriminatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recognition and use of Aboriginal names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dual naming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consultation with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provided evidence of objections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Is the 'feature class' used in the name compliant with the approved list of feature classes for Western Australia?			
<input type="checkbox"/>	Is the feature situated on land administered by another government agency? Is the land privately owned or part of a commercial area? Has consultation with these groups been undertaken? (See Section 9)			
<input type="checkbox"/>	If the naming submission originally came from a member of the public, does it include sufficient background information on why the name would be appropriate? (See Section 9)			
<input type="checkbox"/>	If the naming proposal comes from a local government and relates to the local area, has consultation with relevant interest groups such as historical societies and community groups been undertaken? (See Section 9)			
<input type="checkbox"/>	Is the name of Aboriginal origin? If so, have the relevant Aboriginal groups been consulted and provided their consent (See Sections 7 and 9)			
<input type="checkbox"/>	Have the policies been complied with? If not, is consultation required with emergency service response and other service providers?			
<input type="checkbox"/>	Have the relevant residents, ratepayers and businesses been consulted?			
<input type="checkbox"/>	Have objections received during public consultation been addressed?			
<input type="checkbox"/>	Has a report on the naming proposal been discussed and signed off by all councillors prior to lodgement with Landgate? OR If a delegation of authority has been used, have details of the relevant officer been officially provided to Landgate?			

<input type="checkbox"/>	<p>Does the submission contain:</p> <ul style="list-style-type: none">• details of the feature (including, if possible, the address and access points for emergency service response)• background of the proposed name and why it was selected• indication that the name conforms to the principles of Sections 1 and 3 of the guidelines• copies of survey material/maps/plans• details on how council has addressed any objections lodged• copies of consent from Aboriginal communities (if relevant)• details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received• a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority.
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Appendix 4A:

Locality naming and boundary checklist

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 4 of the Policies and Standards for Geographical Naming in Western Australia.

<input type="checkbox"/>	As localities are considered to be of greater than local significance has advice been sought from Landgate before proceeding with the submission?																																																
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<input type="checkbox"/>	<p>Does the submission contain:</p> <ul style="list-style-type: none">• details of the locality• background of the proposed name and why it was selected• indication that the name conforms to the principles of Sections 1 and 4 of the guidelines• copies of survey material/maps/plans• details on how council has addressed any objections lodged• copies of consent from Aboriginal communities (if relevant)• details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received• a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority
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Appendix 5A:

Local park and recreational reserve naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 5 of the Policies and standards for geographical naming in Western Australia.

<input type="checkbox"/>	Is the local park or recreation reserve of greater than local significance? Does advice need to be sought from Landgate before proceeding with the submission?																																																
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<input type="checkbox"/>	<p>Does the submission contain:</p> <ul style="list-style-type: none">• details of the local park or recreation reserve (including, if possible, the address and access points for emergency service response)• background of the proposed name and why it was selected• indication that the name conforms to the principles of Sections 1 and 5 of the guidelines• copies of survey material/maps/plans• details on how council has addressed any objections lodged• copies of consent from Aboriginal communities (if relevant)• details of consultation with emergency service response and public service providers (if relevant), including copies of correspondence sent and responses received• a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority
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Appendix 6A:

Administrative boundary feature classes suitable for use in Western Australia

The following table is a list of feature classes suitable for use within Western Australia for administrative boundary naming.

Feature Class Abbreviation	Feature Class	Description
AA	Agricultural Area	The area taken up by arable land, permanent pasture and meadow, land used for permanent crops and kitchen gardens
ABF	Administrative Boundary Feature	A limit or border of a geographic area under the jurisdiction of some governmental or managerial entity.
DCA	Development Control Area	The Development Control Areas include the waters of rivers and adjoining parks and recreation reservations of specific areas to protect, regulate and control development in these areas.
DI	District	A division of an area for administrative purposes.
ELEC	Electoral Boundary	An electoral boundary (also known as a constituency, riding, ward, division, district, electoral area or electorate) is a distinct territorial subdivision for holding a separate election for one or more seats in a legislative body. Generally, only voters who reside within the geographical bounds of an electoral district (constituents) are permitted to vote in an election held there.
LAD	Legislative Assembly District	A district used to determine the geographical bounds of a legislative assembly district (constituents) are permitted to vote in an election held there. The Legislative Assembly is the lower chamber of the bicameral state legislatures in some Commonwealth countries, such as Australia
LCD	Legislative Council District	Western Australia has been divided into six regions for electing the Legislative Council, three regions in Perth and three covering the rest of the state.
LDIS	Land District	Western Australia is divided into five land divisions which are divided into officially gazetted land districts (for cadastral purposes), which are then further divided into numbered locations.
LDIV	Land Division	There are five land divisions in Western Australia, as specified in Schedule 1 of the Land Administration Act 1997: Eastern Land Division; Eucla Land Division; Kimberley Land Division; North-West Land Division; South-West Land Division.
LGA	Local Government Authority	That part of the state which deals mainly with such matters as concern the inhabitants of a particular district or place, and which it is thought desirable should be administered by local authorities, subordinate to the central government.
LGAT	Local Govt Town	Land that was declared to be a townsite under the Local Government Act.
LGAW	Local Govt Ward Boundary	A ward is a subdivision of a municipality. In Western Australia they are an electoral district within a municipality used in local politics.
MHA	Marine & Harbour Area	Bounded areas created under the Marine and Harbours Act.
MMA	Marine Management Area	The reservation of an area for the purpose of managing and protecting the marine environment so that it may be used for conservation, recreational, scientific and commercial purposes. Commercial purposes includes-aquaculture, commercial fishing and pearling activity; mining, within the meaning of the Mining Act 1978; seismic surveys and exploratory drilling for petroleum; and production of petroleum and associated activities.
MNR	Marine Nature Reserve	The reservation of a marine nature reserve for the conservation and restoration of the natural environment; the protection, care and study of indigenous flora and fauna; and the preservation of any feature of archaeological, historic or scientific interest.
MPAR	Marine Park	The reservation of an area for the purpose of allowing only that level of recreational and commercial activity which is consistent with the proper conservation and restoration of the natural environment, the protection of indigenous flora and fauna and the preservation of any feature of archaeological, historic or scientific interest.
NP	National Park	A tract of land declared public property by a national government with a view to its preservation and development for purposes of recreation and culture.
PA	Port Authority	Most ports are managed by port authorities with different levels of state control. These are mostly separate bodies that run the port on behalf of government,

		being responsible for port management and governance.
RIVR	River Reserve	That area reserved under the Metropolitan Region Scheme (MRS) for waterways.
RPA	Riverpark Area	Areas managed by the Swan River Trust comprising waterways, land adjoining those identified waters excluding freehold land in private ownership.
SA	Suburban Area	An area which has been developed for residential use located outside of a 'city' area.
SFST	State Forest	Forest areas protected by state laws and acts.
STAT	State	<p>A state is the bounded area which is administered by a government, a country subdivision in a federal form of government which shares political jurisdiction with a federal or national government.</p> <p>There are six states in Australia: New South Wales (NSW), Queensland (Qld), South Australia (SA), Tasmania (Tas.), Victoria (Vic.) and Western Australia (WA).</p> <p>There are ten Australian territories outside the borders of the states. two mainland territories, Australian Capital Territory (ACT) and Northern Territory (NT) and one offshore territory, Norfolk Island, which have been granted a limited right of self-government by the Australian Government.</p> <p>Seven territories are governed only by Commonwealth law, usually through an Australian Government-appointed Administrator. They are: Ashmore and Cartier Islands; Australian Antarctic Territory; Christmas Island; Cocos (Keeling) Islands; Coral Sea Islands; Jervis Bay Territory; Territory of Heard Island and McDonald Islands.</p>
TNST	Townsite	Gazetted townsites as created under the Land Administration Act.
WCA	Water Control Area	Water Control Area's as defined by the Department of Water.
WCT	Water Catchment Area	Water Catchment Area's as defined by the Department of Water.

Appendix 6B:

Administrative boundary naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1 and 6 of the Policies and Standards for Geographical Naming in Western Australia.

<input type="checkbox"/>	As administrative boundaries are considered to be of greater than local significance has advice been sought from Landgate before proceeding with the submission?																																																
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Appendix 7A:

Other policy documents relating to Aboriginal and dual naming

The following table is a list other relevant policy documents regarding the application of Aboriginal or dual names to features within Western Australia.

Document title	Author / Source
Policy guidelines for the recording and use of Aboriginal and Torres Strait Island Place names http://www.icsm.gov.au/cgna/aboriginal_names.pdf	Committee for Geographical Names in Australasia (ICSM)
Guidelines for the Consistent Use of Place Names, April 2008	Permanent Committee on Place Names (PCPN)

Appendix 7B:

Aboriginal and dual naming worksheet

The following checklist will help ensure naming proposals have followed the necessary processes and complied with the required policies as shown in Sections 1, 3 and 7 of the Policies and Standards for Geographical Naming in Western Australia.

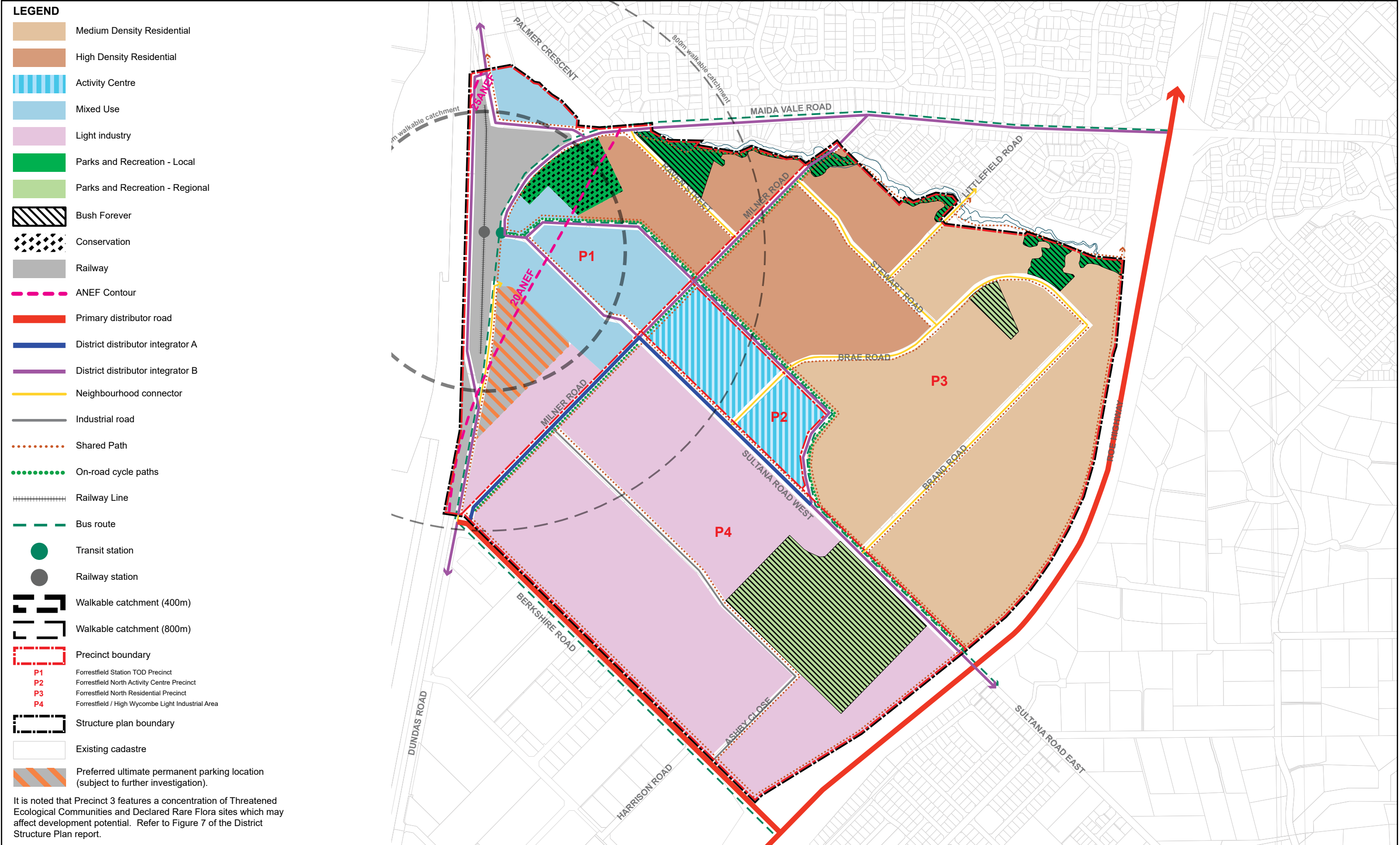
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<input type="checkbox"/>	<p>Does the submission contain:</p> <ul style="list-style-type: none">• details of the feature (including, if possible, the address and access points for emergency service response)• background of the proposed name and why it was selected• indication that the name conforms to the principles of Sections 1 and 3 of the guidelines• copies of survey material/maps/plans• details on how council has addressed any objections lodged• copies of consent from Aboriginal communities• details of consultation with emergency service responders and public service providers (if relevant), including copies of correspondence sent and responses received• a copy of council minutes indicating endorsement of the proposal, or that council staff have delegated authority
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Structure Plan

Forrestfield North District Structure Plan



Project Manager: MC

Drawn: OP

Checked: MC

Date: 24 Aug 2016

Scale: 1:5,000 @ A3

Drawing No. 714-504 ST-12A



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ABN 36 097 273 222

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Activated cultural facilities	Arts & Culture	Review completed, identified initiatives implemented	1	3	2	17	Investigate alternative management models for the Zig Zag Art Gallery that are community driven.	Some research into management models for community galleries has been undertaken. Council approved the formation of the Kalamunda Arts Advisory Committee. Positions on the Advisory Committee have been approved and meetings commenced. It has been clarified that the Advisory Committee will assist with the investigation of alternative management models. The first meeting took place in February 2018. The Committee has requested funding for an external operational review to inform their recommendations. Management of the Zig Zag Gallery will be a subject for discussion in due course.
Activated cultural facilities	Community Facilities	Business Plan is developed and implemented	1	3	2	15	Develop and annually review a business plan for the Zig Zag Cultural Centre to guide the future direction of the Centre and increase utilisation.	The 2017/18 Zig Zag Cultural Centre (ZZCC) Business Plan guides the direction and operations of the ZZCC for the current financial year. A key focus area includes the continued drive to grow the promotion of Perth Hills as a tourism destination with local members and also collaboratively with Experience Perth, Tourism WA and neighbouring Local Governments. There have been no new volunteers in the last 12 months despite promotion on the City website. A volunteering strategy is being developed through People Services to recruit new volunteers.
Activated cultural facilities	Community Facilities	Business Plan is developed and implemented	1	3	2	14	Develop and annually review a business plan for the Kalamunda Performing Arts Centre to guide the direction of the Centre and increase utilisation.	The 2017/18 Business Plan guides the direction and operations of the Kalamunda Performing Arts Centre. Focus areas include the promotion and delivery of a diverse theatre program, including Morning Music; purchase of priority theatre equipment; progression of security and safety initiatives. Recent performances included Menopause the Musical, A Fine Romance and Summer of the Seventeenth Doll, which attracted good attendance numbers. The Morning Music pre-booking system has been working well with good attendance figures for the first Wednesday of each month. Maintenance works have given the foyer a much needed refresh. CCTV is currently being installed for the safety of patrons and staff.
Connected to history and education	Community Facilities	Attendance increased; Community are satisfied with level of service received	1	3	2	19	Promote and provide Kalamunda History Village programs to schools and the community.	The Kalamunda History Village programme for school visits continues to operate at capacity. The term-time bookings are almost at full capacity for the 2018 school year. The City has been successful in its application for funding through the Lotterywest Heritage and Conservation Grants for the Kalamunda History Village locomotive remediation and refurbishment project. Lotterywest has indicated that the 50% requested from has been approved and a report was subsequently approved by Council for the remediation of the locomotive. Expression of Interest documentation is currently being assessed.
Connected to history and education	Lifelong Learning	Agreement review is completed	1	1	3	3	Monitor and review the Lesmurdie Community and School Library Joint Use Agreement.	The 60 day public consultation period commenced on 13 October and closed on 13 December 2017. There were 294 responses received from the consultation which have been collated and analysed. Outcomes of the consultation were presented to Councillors in February 2018. At the Ordinary Council Meeting 27 March 2018, Council resolved to maintain the current Licence Agreement with Department of Education.
Connected to history and education	Lifelong Learning	Families with young children are receiving appropriate services	1	1	3	4	Participate in the Better Beginnings program for Kindergarten and Pre-Primary through local schools.	This year a total of 2,146 young children and their parents have participated in the Libraries Better Beginnings program. Along with attending Rhymetime and Story time sessions, children and their families have been linked to Library resources and activities to enhance Literacy Development.
Connected to history and education	Lifelong Learning	Library Services Plan is delivered	1	1	3	1	Develop and annually review a Library Services Business/Marketing Plan to guide the direction of Library Services and increase utilisation of the libraries.	The Business and Marketing Plan has been updated for 2017/18, with key focus areas as follows: - Review of the Lesmurdie Community and School Library has been completed, with Council endorsing a decision to maintain the current licence agreement with the Department of Education. - Radio Frequency Identification has been implemented at the Kalamunda Library. - Pop Up Libraries have continued throughout the City as means to promote Library Services to our community. - Early childhood learning opportunities (Rhymetime, Better Beginnings) have been held across all libraries. - E-services actively promoted and reviewed. - Review of Van Delivery Service was completed. - Various community programs and information workshops have been held across all libraries. - A variety of school holiday programs have been held at across libraries at the end of each school term. - Themed events and displays as part of Library week, Children's Book Week, National Science Week held across all four Libraries.
Engaged communities	Community Committees	Review completed, identified initiatives implemented	1	3	1	9	Review every two years before elections all existing management and advisory committees to determine their effectiveness and identify whether there is a need for an improved structure and purpose.	All Advisory Committees were reviewed in September 2017. Council endorsed revised Terms of Reference and installed new and existing committees. The City of Kalamunda Community funding Program has two rounds during each financial year.
Engaged communities	Community Group Sustainability	City sporting clubs have clear direction around funding	1	3	1	1	Ensure the effective provision of the City's Community Funding Program in accordance with set funding rounds.	In the first round in October 2017, the City received funding applications from 12 sporting and community groups for funding for various projects and fundraising events. Ten of the 12 groups received funding totalling \$8,250. The Kalamunda Sports Star Awards received 48 applications for funding support for athletes representing WA or Australia in their chosen sport. 37 athletes were funded totalling \$7,580. During the March round of funding in 2018, the City received funding applications from 14 sporting and community groups for funding for various projects and fundraising events. Twelve of the 14 groups received funding totalling \$8,010. The Kalamunda Sports Star Awards received 43 applications for funding support for athletes representing WA or Australia in their chosen sport. 37 athletes were funded totalling \$9,800. In total the City provided funding totalling \$33,640 to community and sporting groups as well as individual athletes over the 17/18 financial year.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Engaged communities	Community Group Sustainability	Policy is endorsed	1	3	1	2	Investigate, adopt and implement a policy framework that will clarify provision of City support for existing and new community groups.	<p>The Community Services team continues to meet with, and provide guidance and support to, a wide range of community groups, organisations and individuals to encourage everyone to play their part in creating a thriving, inclusive and welcoming community for Kalamunda.</p> <p>A Connecting Communities 'all ages, all abilities' event was held on 26 April 2018 at Hartfield Park Recreation Centre aimed at encouraging the community to become more active and showcasing the many participation opportunities offered by local sporting and community groups. Over 800 people of all ages came along and participated in a wide range of sporting, arts, music, play, dance and cultural activities. This successful event was the result of cross-departmental working, with seniors, disability, youth, early years, recreation, libraries, public relations and health promotion team input.</p> <p>The City's community partnership with Act, Belong, Commit was also launched at this event, complementing the information about a positive approach to physical and mental health and wellbeing.</p>
Engaged communities	Environmental Partnerships	Volunteers satisfied with their role and level of support received	1	3	1	11	Promote and support local environmental Friends Groups within the City.	<p>Collectively 25 Friends Groups have been supported this period to undertake weed control, plant native species, survey bushland, treat Phytophthora Dieback and attend environmental education workshops. The City assists with guidance and advice, providing labour, materials, training, monitoring, debris collection and disposal and joint funding submissions. This includes around 150 members of the community working towards the Group's Action plan for each year to achieve quality management of our most important environmental assets. Their work covers more than 36 hectares of the City's key natural areas.</p> <p>The City celebrates the enormous efforts of the Friends Groups with a lunch and thank you at the Hartfield Park Recreation Centre in December, where around 200 volunteers attend.</p>
Engaged communities	Services for Families with Young Children	Families with young children are receiving appropriate services	1	3	1	3	Maintain relationship with the Early Years Group Network, considering opportunities to advocate and promote initiatives.	<p>Community Services staff regularly attend the monthly Zig Zag Early Years Partnership (ZZEYP) meetings, for which the Youth Officer also provides administrative and promotional support.</p> <p>The City's Early Years Network, the Zig Zag Early Years Partnership, is regarded as one of the most successful in the Metro area. This is further reinforced by the upcoming visit by the Commissioner for Children and Young People to see what lessons can be shared from our network.</p> <p>Pop Up Play sessions have been a strong focus in 2018, with four taking place from February to May 2018, with the aim of improving physical outcomes for young children. The February Pop Up Play at High Wycombe attracted almost 300 children and parents. The second in March at Lenihan Nature Playground in Wattle Grove, with the theme of exploring nature, saw over 150 parents, grandparents and children enjoy the wide variety of active play opportunities on offer. The third combined with the City of Kalamunda's Have a Go Hartfield event on Thursday 26 April, where total attendance was 800, mostly families with young children. The final Pop Up Play before the winter break in May, hosted by Walliston Primary School with the theme: Let's Go Wild also attracted around 100 people! The youth team sponsored Kanyana Wildlife's attendance and multiple ZZEYP partners support all of these activities.</p> <p>A parenting seminar on Screens & the Early Years was another highlight earlier in the year, as well as the service providers' professional development event focussing on local outcomes of the Australian Early Development Census. These outcomes will be further addressed by the partnership as we work with industry professionals to introduce further learning opportunities around the topic of speech development.</p>
Engaged communities	Volunteer Support	Volunteers satisfied with their role and level of support received	1	3	1	14	Ensure each service area using volunteer assistance takes responsibility for managing their volunteers fairly and equitably and recognises them as a valuable sector of the City's workforce.	Superseded by the Active Citizens Strategy.
Expression through the Arts	Arts & Culture	Community Art Exhibition is delivered	1	3	2	3	Conduct an annual Community Art Exhibition for residents and members of the City's local visual arts community to provide local artists with the opportunity to gain exposure.	<p>There are 4 community exhibitions held each year.</p> <p>Lions Club Contemporary Art Awards were held in January 2018. They were open to hobbyists as well as professional artists from the wider community with a prize pool of around \$2,700. Artists are invited to submit work in three categories one of which includes 'Kalamunda Captured'. In the February 2018 award exhibition, 46 artists participated showing 60 works. This is considered to be a large exhibition for the Zig Zag space.</p> <p>NAIDOC Week exhibition is open to aspiring and professional artists both indigenous and non-indigenous. Artists are invited to submit recent work reflecting the annual theme. For 2018 it will be 'Because of Her, We Can' celebrating the contribution of women to the culture. The exhibition has run since 2014 attracting indigenous artists such as Sharon Egan, Robyn Hardy, Shelley Paing-Nee, Neroli Blurton, Aurora Abraham and Norma McDonald. Often, multiple family members will contribute works for exhibition. This exhibition is free of fees to the artist. For the 2017/2018 financial year it was held in July 2017.</p> <p>The annual Youth Art exhibition has been presented through varied platforms. First through schools, then open invitation to aspiring artists between 12 and 25, then artists who have completed an arts degree. The overarching approach to this exhibition is that it is driven by the artists with an eye to provide fundamental information to other young aspiring artists about art practice, exhibiting in a professional space and marketing. This opportunity is provided free of fees to the artists. It was held September 2017.</p> <p>Senior Resident Exhibition is held annually during Seniors Week. Artists at all skill levels are invited to submit newly created works. Participating artists are drawn from community groups such as Kalamunda Learning Centre and local arts and crafts groups. A Peoples Prize is announced at the end of the exhibition. This exhibition is free of fees to the artist. It was held November 2017.</p>
Healthy communities	Community Health	Local Community Health & Wellbeing Plan is delivered	1	2	2	2	Implement the Local Community Health & Wellbeing Plan.	The review of the Community Health Plan was finalised at the end of December 2017. Improvements were made to the plan both in content and readability. The draft Community Health and Wellbeing Plan will be presented to Council in the coming months for their comment and consideration.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Healthy communities	Community Health	Local Community Health & Wellbeing Plan is delivered	1	2	2	1	Establish and develop sustainable programs and activities that promote health and wellbeing for all in the City of Kalamunda.	The recreation facilities conduct regular group fitness classes, lifestyle programs, junior programs, active seniors classes and netball competitions each month. Hartfield Park Recreation Centre had a total of 23,548 participants and High Wycombe Community and Recreation Centre had a total of 1,416 participants in programs for the year.
Healthy communities	Recreation Facilities & Spaces	Attendance increased; Community are satisfied with level of service received	1	2	3	7	Ensure maximum utilisation of the City's recreation facilities by providing high quality, affordable activities, programs and support services.	High Wycombe Community and Recreation Centre had 3,847 visits in June 2018 and 56,427 for the year. Hartfield Park Recreation Centre had 8,470 visits in June and 124,842 for the year.
Healthy communities	Recreation Facilities & Spaces	Attendance increased; Community are satisfied with level of service received	1	2	3	10	Oversee the effective management of the Kalamunda Water Park by the contractor, to ensure maximum utilisation of the facility and that the operational budget is maintained.	Belgravia Leisure and Health Group were appointed to manage the Kalamunda Water Park commencing in the 2017/2018 financial year. The season opened in November 2017 with Belgravia introducing some new elements to the park including an inflatable water slide. Attendance figures for the 17/18 financial year increased from 33,785 in 16/17 to 35,328. Kalamunda Water Park monthly reports are reviewed by City Staff and Belgravia Leisure to monitor attendance and financial results against budget.
Healthy communities	Recreation Facilities & Spaces	Bike Plan is delivered	1	2	3	4	Develop and implement the Bike Plan to promote cycling in the City and to increase the number of cyclists using the bicycle network and facilities.	The Bicycle Plan 2017 was endorsed by Council in December 2017 and was released for public comment on 12 February 2018. The results were then reported to Council in June 2018 and the plan has now been adopted. Projects identified in the plan have been included in the 2018/2019 capital works budget.
Healthy communities	Recreation Facilities & Spaces	Community engagement; Masterplan is completed	1	2	3	5	Develop a Masterplan to guide future development of Maida Vale Reserve and consult with user groups.	The final draft Masterplan has been developed and will be presented to Council at the Ordinary Council Meeting on 24 July. Following endorsement of the draft document, it is anticipated that a period of 40 days public comment will commence.
Healthy communities	Recreation Facilities & Spaces	Community engagement; Masterplan is completed	1	2	3	6	Develop a Masterplan to guide future development of Scott Reserve and consult with user groups.	The City received notification on 21 June 2018 that the application for funding through Community Sport and Recreation Facilities Fund to support a Masterplan for Scott Reserve had been successful. The City is currently undertaking the process of engaging a suitable consultant to commence the project.
Healthy communities	Recreation Facilities & Spaces	Community engagement; Satisfaction with standard of parks	1	2	3	8	Ensure that the development of all future neighbourhood level parks considers the needs of families.	Stage Two of the Ledger Road playground upgrade is now complete. New shade sails and poles were installed in early June 2018. New outdoor gym equipment and mini basketball court is proposed for installation at Lenihan Corner, Wattle Grove in conjunction with the "Living Streams" development in the 2018/2019 financial year.
Healthy communities	Recreation Facilities & Spaces	Community engagement; Satisfaction with standard of parks	1	2	3	11	Plan for priority park and reserve developments in accordance with the community need and the land development process.	Annual reviews of the Community Facilities Plan and the Long Term Financial Plan are undertaken to determine priority park and reserve developments.
Healthy communities	Recreation Facilities & Spaces	Completion of redevelopment project	1	2	3	1	Design and implement the redevelopment of Woodlupine Brook including Lot 35 (348) Hale Road.	Design approval received from both the Water Corporation and the Department of Water. Stage 2 "Living Stream" works (including Lot 35) nearing completion, with Practical Completion scheduled for late July 2018, weather permitting. Stage 2 "Plant Supply/Delivery" completed. Stage 3 "Plant Supply/Delivery" tender advertising placed on hold until July/August 2019. Stage 3 "Living Stream" detailed design to be finalised pending outcome of Acid Sulphate Soils investigation to be commissioned/completed in July 2018, noting that tender advertising has been placed on hold until September 2019 due to acquisition of land relating to two lots located within the Stage 3 alignment still needing to be finalised.
Healthy communities	Recreation Facilities & Spaces	Implemented Trails Loop projects	1	2	3	12	Progress relevant approvals and secure external funding opportunities for the Perth Hills Trails Loop Masterplan.	Trail locations and detailed designs for stage one of the Kalamunda Loop Trail from Kalamunda to Pickering Brook have been completed. The Kalamunda Mountain Bike Collective (KMBC) submitted a funding application to Lotterywest to assist with trail development costs. Unfortunately due to new grant criteria the funding application was unsuccessful. City Officers are now working with the KMBC to progress stage one with their increased in-kind and cash contributions. A State Government Trails Reference group have also commenced engaging with key stakeholders and approval authorities to progress the development of stage two of the trail loop project.
Healthy communities	Recreation Facilities & Spaces	Masterplan is delivered	1	2	3	9	Implement Ray Owen Masterplan subject to securing a suitable funding source.	A consultant has completed the Court Redevelopment Review for Ray Owen Sports Centre. The report is to be considered by Council at the Ordinary Council Meeting in July. A revised concept design for the Car Park, taking into consideration feedback received from reserve stakeholders, is anticipated to be ready for consideration in August 2018.
Healthy communities	Recreation Facilities & Spaces	Parks Asset Management Plan is delivered	1	2	3	2	Develop a Parks Asset Management Plan to guide future development and maintenance programs for the City.	The Parks Asset Management Plan was completed and accepted by Council in August 2018. The next phase of work in this area will involve creating maintenance strategies during 2018/2019.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Healthy communities	Recreation Facilities & Spaces	Policy is endorsed and annual program is delivered	1	2	3	3	Develop a policy and program for the implementation of new pathways.	A draft policy has been created, and new criteria for have been set up for identifying and assessing paths. The current Long Term Financial Plan includes paths already identified from the early work. The finalisation of the plan has been deferred due to work on the asset valuations and asset management plans. The Pathways Expansion Plan will be reported to Council in September 2018.
Inclusive connected communities	Aged Care and Disability Services	Implemented Aged Care Strategy and advocacy for development of sites	1	1	1	5	Advocate and monitor trends in aged care to attract funding for increased housing, aged care places and service opportunities.	Meetings with relevant parliamentarians and Providers are occurring regularly and these activities are reported through to Council via the Aged Care Committee.
Inclusive connected communities	Aged Care and Disability Services	The aging population and people with disability are receiving appropriate services	1	1	1	4	Resource, deliver and regularly review the Positive Aging Plan (PAP).	Council adopted an Age Friendly Strategy and Action Plan in September 2017, replacing the previous Positive Ageing Plan as the City's primary guiding document for older people. Extensive community consultation shaped the direction of the plan which focusses new activity in four key areas: Transportation, Housing, Social Participation and Communication & Information. This is in addition to maintaining existing activities and programs. Since then an activity schedule has been developed to progress these key areas in 2018, with some already underway or completed: <ul style="list-style-type: none"> • The Age Friendly Strategy and Action Plan is available online and in hard copy, as is the now updated Seniors Information Directory. • Information sessions commenced in March with Living Well and Rightsizing in Retirement, followed by Laughter Yoga (May) attended by 90 participants, and Decluttering and Plastic free living (June). • Intergenerational activities are also planned from June, starting with young people sharing their skills with older techno (phone, tablet, laptop etc.) gadget users, then later in the year we will be capturing memories and dreams from young and old. • New for 2018 was a mature age job seekers focus to the Kalamunda Careers Expo with Council of the Ageing represented and a presentation by Greg Mitchell tailored to this age group. Feedback was very positive from those attending, though numbers not as high as anticipated. The development of the Age Friendly Communities Plan was made possible by a grant from the Department of Communities, and this grant has now been successfully acquitted. The Plan will be implemented over a period of four years from 2017-2021 and although the City applied to the Department of Communities for a further grant towards implementation, it was unsuccessful.
Inclusive connected communities	Aged Care and Disability Services	The aging population and people with disability are receiving appropriate services	1	1	1	2	Disability Access & Inclusion Plan (DAIP) is funded and implemented annually.	Actions were developed against the strategies identified in the endorsed DAIP 2017-2022. These initiatives will build on existing activities, such as an Accessible Business program and an environmental volunteering project with students from Kalamunda Education Support Senior School, as well as the introduction of new ones such as Connecting Communities, an 'all ages - all abilities' event in April 2018, attended by around 800 people. All activity aims to improve accessibility in the City and to help build an inclusive community. An Accessible Business Toolkit has been developed and was formally launched on 15 March 2018 at a Business Breakfast hosted by the City. This initiative will continue to grow as new resources become available. Raising awareness in the business, and wider community, of how to make everyone feel welcome will also continue to be a focus of Disability Awareness Week in December each year. Administrative support continues to be provided to the City's Disability and Carers Advisory Committee and the City is part of a number of other disability related networks in the metro area.
Inclusive connected communities	Aged Care and Disability Services	The aging population and people with disability are receiving appropriate services; Disability Access and Inclusion Plan is delivered	1	1	1	7	External funding for PAP & DAIP actions is monitored and all grants available are sought after.	Funding sources are constantly being monitored e.g. Department of Communities, Lotterywest, State and Federal Government.
Inclusive connected communities	Cultural Diversity	Attendance at events increased, greater community engagement	1	1	2	7	Provide culturally diverse and inclusive community events that enable greater involvement from people of all cultural backgrounds.	The City currently holds a number of culturally diverse and inclusive community events, with collaborations across various portfolios, with youth, seniors, libraries, environment and other business units. The City of Kalamunda Libraries are running free English Conversation classes. Corymbia Festival has a multicultural theme. Recent Food trucks event in High Wycombe had a multicultural food component. Seniors Week programme has been finalised for November 2017. A series of inclusive movie nights will be held over Summer 2017/2018.
Inclusive connected communities	Reconciliation	Reconciliation Action Plan is delivered	1	1	2	4	Develop, resource and deliver the Reconciliation Action Plan.	An allocation was included in the 2017/18 budget to support the development of a Reconciliation Action Plan (RAP) and a project plan was developed. As specialised consultation is essential to the development of the City's first RAP, an external consultant is leading on this project. Project activity will comprise: desk research/review of documents; staff training; community and stakeholder consultation and the writing of the RAP. The project schedule aims for a completion date of December 2018. Specific community conversations are now underway and internal stakeholder group training in Reconciliation is scheduled for 4 July with our consultants.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Inclusive connected communities	Services for Families with Young Children	Families with young children are receiving appropriate services	1	1	2	3	Develop, resource and deliver a plan to establish support networks in the community to enable families with young children to be socially connected.	<p>The Youth Officer continues to provide administrative support for the Coordination Group of the Zig Zag Early Years Partnership (ZZEYP).</p> <p>A two year Action Plan (2016-2018) was developed in consultation with the ZZEYP and excellent progress has been made, prompting an early review in June 2018 to develop new actions and targets for 2018-2020.</p> <p>Activities this year have included 4 Pop Up Play sessions, a Screens and the Early Years parenting seminar and a professional development session for service providers based around the local findings of the Australian Early Development Census.</p> <p>The City also continues to provide financial support to Child Health Centres in Kalamunda, High Wycombe and Forrestfield.</p>
Inclusive connected communities	Youth Services	Youth Plan is delivered	1	1	2	2	Coordinate and/or implement consultation-based programs, activities and initiatives related to the Youth Plan.	<p>The Youth Plan guides youth services, events and programmes over the next five years and focuses on four areas: participation, wellbeing, communication and organisation - with strategies, actions, timeframes and measures developed for each.</p> <p>The 2018 youth program is now well underway, with the latest events being an Eco Festival, planned and implemented by a team of local young people, to celebrate WA Youth Week in mid April and the Careers Expo with over 600 students in May. New for this year is the development of a Youth Advisory Council which includes an outdoor team building day in Bickley and a range of intergenerational 'all ages, all abilities' activity in partnership with the Senior and Disability Officer.</p> <p>Throughout Terms 1 & 2, continuous engagement continues to flourish with regular skate clinics at Forrestfield and High Wycombe Skate Parks (and in the school holidays at Kalamunda Skate Park). The youth team's Facebook page: The Influence contains more detailed information about upcoming events and opportunities and ensures we keep in regular contact with the youth community.</p>
Safe and secure communities	Community Safety	Community are satisfied with level of service received	1	2	1	17	Undertake an annual service review of capacity and procedures to ensure a well-resourced and accountable Ranger service for the community.	The City Rangers currently have 5 full-time and 2 casual officers.
Safe and secure communities	Community Safety	Community are satisfied with level of service received	1	2	1	4	Deliver an effective graffiti management plan for the City.	The casual officers work on alternate weekends to support the permanent staff. This provides two officers each weekend, making it safer to impound and release animals plus attend to urgent business matters, for example dog attacks.
Safe and secure communities	Community Safety	Community are satisfied with level of service received	1	2	1	11	Investigate and implement options for a community safety education and awareness raising initiative for the City.	This is an ongoing program throughout the year, which targets known hot spots as priority areas. Control of graffiti is being accommodated within current resources.
Safe and secure communities	Community Safety	Community are satisfied with level of service received	1	2	1	16	Undertake an annual service review of capacity and procedures to ensure a well-resourced and accountable Health service for the community.	Positions were advertised to fill four vacancies on the Community Safety and Crime Prevention Advisory Committee. Recommendations for the final appointment of the four positions will be brought to Council in June.
Safe and secure communities	Community Safety	Regular inspection program is delivered	1	2	1	21	Undertake playground safety compliance and condition audits.	<p>Statistics are being collected throughout the year to allow for the capacity of the health program to be effectively monitored. The program is currently reaching its KPIs, however there are a number of changes in legislation planned for the coming 18 months which may impact the capacity of the team.</p> <p>The services of a certified playground assessor are employed to undertake inspections of all of the City's playground facilities on an annual basis. The playgrounds are checked for operational compliance and condition, and minor repairs and servicing are completed within a month of the inspection. The data collated from each inspection assists with developing a renewal program and proposing improvements to meet up to date standards for component provision and to improve the usability of a playground.</p> <p>There are currently 65 standard playgrounds of various styles and sizes in the City of Kalamunda. Every five years each playground is assessed in detail against Australian standards for safety and construction. This informs the ten year replacement program priorities.</p>
Safe and secure communities	Community Safety	Regular maintenance program is delivered	1	2	1	20	Maintain clearances to power lines, vehicles and pedestrians.	<p>The 2017-2018 annual powerline and traffic clearance vegetation pruning program was completed prior to the summer fire ban season beginning December 2017. This allows machinery to operate in the vicinity of powerlines without risk of causing canopy and pole top fires or electrocution to operators. This contracted work addresses around 11,000 trees per year.</p> <p>Further to this scheduled work, the City responds to pedestrian and vehicle sight line or overhanging vegetation pruning requirements. This year has seen excessive growth and fruit weighting as a result of the warm wet weather throughout our summer and winter seasons in particular. Where excessive growth of some species has resulted in non-compliance with powerline and traffic sightline clearances, the City has utilised annual contractors to complete a second service for the year, undertaken in stages throughout summer and in preparation for winter storm damage.</p> <p>Western Power undertake inspections and issue work notices to the City for powerline clearance tree pruning or tree removal works on an ad hoc basis. In 2017-2018 the frequency of the inspections and notices varied and increased from previous years, which is likely to have been in response to the prevailing weather conditions causing excessive seasonal growth. The City is required to undertake the works in compliance with the 30 day, 60 day or 90 day work notices. Variations in budget expenditure for this high risk activity need to be carefully managed against available allocations.</p>
Safe and secure communities	Community Safety	Road Safety Audits completed, improvement in traffic safety	1	2	1	5	Undertake Road Safety Audits at key locations where traffic management issues have been identified.	The 2017-2018 annual powerline and traffic clearance vegetation pruning program was completed prior to the summer fire ban season beginning December 2017. This allows machinery to operate in the vicinity of powerlines without risk of causing canopy and pole top fires or electrocution to operators. This contracted work addresses around 11,000 trees per year.
Safe and secure communities	Emergency Management	Fire Mitigation Program is delivered and budget allocated	1	2	1	18	Provide adequate resources to ensure the City is well prepared for a disaster or danger that may confront its community.	Further to this scheduled work, the City responds to pedestrian and vehicle sight line or overhanging vegetation pruning requirements. This year has seen excessive growth and fruit weighting as a result of the warm wet weather throughout our summer and winter seasons in particular. Where excessive growth of some species has resulted in non-compliance with powerline and traffic sightline clearances, the City has utilised annual contractors to complete a second service for the year, undertaken in stages throughout summer and in preparation for winter storm damage.
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								Road Safety Audits are only undertaken when a significant change in road design has happened. An RSA will be arranged for Williams / Railway and Elizabeth / Railway Road intersections.
								The City continues to fund the DFES Community Emergency Manager officer and has a service unit dealing with Emergency Management.

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Safe and secure communities	Emergency Management	Regular meetings are held	1	2	1	9	Coordinate and support the ongoing function of the Local Emergency Management Committee.	Local Emergency Management Committee and Recovery Groups meet regularly as required under legislation. The committee has been well attended. Efforts are being made to revive the committee. This will allow for more proactive planning to come out of the Local Emergency Management Committee.
Safe and secure communities	Emergency Management	Regular meetings are held	1	2	1	12	Local Emergency Management Committee (LEMC) meets quarterly.	Meetings have been well attended. Terms of reference for the Local Emergency Management Committee are being reviewed to improve the outcomes for the committee's meeting.
Safe and secure communities	Emergency Management	Regular meetings are held	1	2	1	15	The City's Emergency Recovery Committee meets regularly and receives regular training.	The committee meets twice a year. In March 2018, a workshop was held with representatives from the City's nursing homes. The workshop addressed issues relating to the evacuation of their facilities and the need for the management of the nursing homes to plan ahead to ensure all vulnerable residents can be safely evacuated. Activation procedures and operational plans are being developed to allow for a seamless recovery.
Safe and secure communities	Fire Prevention	Compliance with fire break requirements	1	2	1	8	Continue to deliver a range of fire management services to the community in partnership with State and local volunteer services.	At the end of December 2017 18,000 properties were inspected with 1,340 work orders issued. This equates to a 92% compliance rate. Feedback received from residents following this season's inspection program has promoted a review of the operating procedures which govern how it is administered. This has led to some positive initiatives being proposed to allow City staff more flexibility with how they engage with our residents. The goal is to bring about a higher level of compliance before the fire season commences, through an effective engagement and education program.
Safe and secure communities	Fire Prevention	Fire Mitigation Program is delivered	1	2	1	19	Fire Mitigation Program is developed, delivered and resourced annually with input from key stakeholders - DEC, DFES and Environmental Services.	Completion of the 2017/2018 annual programs for fire mitigation and fuel reduction including mechanical fuel reduction across the City's reserves has included 72 kilometres of firebreaks upgraded, and 63.34 hectares of grasses (dead flammable material) slashed down to 50mm to meet the conditions stated under the Bushfires Act. In addition, major projects including 2 hectares of mature woody weeds mulched in Jorgensen Park to complement an environmental restoration project. The City's Fire Mitigation team have also reached targets of 28.69 hectares of hazard reduction burns with a total fuel reduction of approximately 479.63 tonnes.
Vibrant and fun events	Community Events	Annual program is delivered	1	3	2	5	Deliver an annual program of City controlled community based events.	The Summer Series of Movie Nights took place from January - March and has been a huge success. Planning is underway for 2019. Corymbia Multicultural Festival was held on 10 March 2018 with one of the largest turnouts ever and a significant amount of positive feedback. The Corymbia Multicultural Festival is always a popular community event. It's wonderful for everyone to be able to come together and celebrate our diversity. The day was jam-packed with fun and excitement, including multicultural food stalls, free amusement rides, inflatable fun for all ages, arts & crafts activities, face painting and market stalls. There were performances from Akwabba African drumming, Taiko Do and Phil Walley-Stack. Phil is one of Australia's top didgeridoo players and admired entertainers and draws on his culture and life experiences to deliver powerful performances. Plus of course the ever-popular fireworks finale. One of the highlights of Corymbia is our In the Mix youth music program. 2018 was the fifth year for the annual youth music program. In the Mix gives emerging young artists the opportunity to connect, collaborate and make music with other young people in their community. In 2018 sixteen young musicians took part in the program, ranging in ages from 12 to 20. These musicians brought to the program a diverse range of instruments, talents and experience levels. Bickley Harvest Festival was held in May. Preparation is also complete for the Emergency Services Dinner in July, which is a part of our recognition of Emergency Services Volunteers in the District.
Vibrant and fun events	Community Events	Annual program is delivered	1	3	2	6	Deliver an annual program of civic events that builds pride and gives recognition to our local heroes (e.g. ANZAC Day, Australia Day celebrations and volunteer recognition events).	Civic events held in the 2018/2019 financial year include various Citizenship Ceremonies, Australia Day Celebrations, Thank a Volunteer Day and also ANZAC Day Ceremonies, with assistance provided to the RSL and Pickering Brook Heritage Group.
Vibrant and fun events	Community Events	Policy developed and endorsed	1	3	2	9	Develop and implement a Significant Events Sponsorship Policy to enable the annual pursuit of sponsorship funding to community groups from the City and from the corporate sector to the City.	Policy & Procedures adopted at September Ordinary Council Meeting. Roll out now underway.
Vibrant and fun events	Community Events	Annual report completed and submitted to Council	1	3	2	11	Implement the City's standard evaluation process for all City events and compile an annual report to Council.	Standard evaluation process is to be implemented now that the new Policy has been adopted.
Vibrant and fun events	Community Events	Process is endorsed and implemented	1	3	2	7	Design an events evaluation methodology and process for assessing the value and satisfaction levels of City organised events.	Completed and implemented.

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Vibrant and fun events	Community Events	Review completed, identified initiatives implemented	1	3	2	13	Review the events strategy to ensure the delivery of high quality events.	Event Strategy has been reviewed.
Best practice waste management	Waste Management	Decrease in waste sent to landfill	2	3	1	2	Implement the initiatives from the Waste Strategy.	Ongoing progress continues to be made on implementing initiatives from the 2013-2022 Waste Strategy, significantly the appointment of a Waste Education Officer, working to promote recycling and reuse, improvements to battery, light globe and E-waste collection services. The introduction of an online booking system for skip bins has transitioned well and a program to encourage greater use of the skip bin service with a view to increasing skip use and reducing capacity issues at Walliston Transfer Station has commenced. We continue to liaise with the Eastern Metropolitan Regional Council on the establishment of the Energy from Waste facility at East Rockingham. Stage 1 of the introduction of recycling bins in Town Centre has also been completed. The Waste Strategy is being reviewed and will consider any carry forward or outstanding items from the 2013-2022 strategy.
Best practice waste management	Waste Management	Decrease in waste sent to landfill	2	3	1	5	Regularly review and update the Waste Strategy.	A presentation on the key concepts, programs and financial implications for the draft new Waste Strategy 2018-2021 was provided at the Councillor Strategic Retreat on 10 February 2018. Further ongoing waste briefings to Council occurred, culminating in a Strategic Waste Day being held at the Operations Centre on 12 May 2018. This provided direction with significant changes to entry requirements to the Walliston Transfer Station adopted by Council at its meeting on 29 May 2018. Extensive financial analysis was undertaken on 5 options in considering the introduction of a third bin, with a determination to hold off on a decision until issues associated with recycling and the State Government releases its Waste Strategy which may mandate an option for implementation.
Best practice waste management	Waste Management	Regular meetings are held	2	3	1	7	Work with the EMRC to support the development of a secondary waste treatment plant.	The City has now signed the Participants Agreement for a Waste Supply Agreement for the proposed Waste from Energy plant in East Rockingham. Finance due by February 2019.
Best practice waste management	Waste Management	Review completed, identified initiatives implemented	2	3	1	4	Investigate and develop options for upgrading the Walliston Resource Recovery Facility.	Draft Redevelopment/Upgrade Plan received from consultants (Talis) and reviewed by officers. This has been put on hold until such time as the outcome of an application made to the Department of Environmental Regulation on 6 December 2017 for a licence to operate the Transfer Station in accordance with the Environmental Protection Act 1986. The Department of Environmental Regulation has sought comment on aspects around green waste storage, fire prevention, dust suppression, tyres and more recently on noise modelling. It is anticipated that should a licence be issued it is likely to have conditions around these aspects, and therefore the Draft Redevelopment/Upgrade Plan will not be implemented until that outcome is known. Draft Redevelopment/Upgrade Plan was presented to the Councillors Strategic Retreat on 10 February 2018.
Biodiversity conservation	Natural Resource Management	Action Plan developed, identified initiatives implemented	2	1	1	7	Identify City reserves prone to erosion and develop an action plan that links to elements of the City's drainage strategy and the Eastern Catchment Management Plan.	Asset maintenance and environmental officers have closely monitored the stormwater improvement projects implemented this financial year, from the first of the winter rains in late May through to the end of June. These projects have demonstrated an outstanding success for erosion control measures implemented in streams and across parklands and drainage infrastructure: - Ridge Hill (opposite John Farrant Drive), Maida Vale - 15 Lascelles Parade, Gooseberry Hill - 25 Gooseberry Hill Road, Gooseberry Hill - 91 Kalamunda Road, Kalamunda - 34 Torwood Drive, Gooseberry Hill - 41 Winjana Road, Lesmurdie - Woodlupine Brook, Forrestfield - 18 Josephine Crescent, Kalamunda - 133 Gooseberry Hill Road, Gooseberry Hill - 16 Dawson Avenue, Forrestfield - 91 Kalamunda Road, Kalamunda - Gunbar Way, Gooseberry Hill

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Biodiversity conservation	Natural Resource Management	Annual program is delivered	2	1	1	9	Monitor and implement an annual program to control important weeds, dieback and feral animals in City reserves, through liaison with all relevant City service areas.	<p>Weed control in road, park, drainage facility and environmental value reserves is undertaken annually in 2 main campaigns, after winter rains commencing in May/June, and to control spring germinating weeds in September and October. Additional services are required where unseasonal rain causes further germination of annual weeds. Declared weeds of state or national significance are targeted throughout the year to ensure long term control is effective, particularly for persistent weeds such as Caltrop, Tambook Grass, non-native wattles, Patterson's Curse and Japanese Pepper. Parks and Environmental Services maintain registers for Patterson's Curse and Caltrop to ensure elimination of these persistent weeds. This is supported by advertising campaigns on Facebook and the City's website to identify locations, and brochures are issued to assist residents with identifying, controlling and reporting the weeds.</p> <p>Sports grounds and fine turf playing surfaces are managed for the control of a range of annual weeds, particularly broadleaf weeds, and for diseases affecting the turf cover, such as Sting Nematode and fungal infestations. Significant effort is invested in maintaining a healthy grass surface that is able to resist disease and weed infestation under normal wear and tear.</p> <p>Dieback control stem injection of susceptible trees at our conservation value reserves, Fleming Reserve, High Wycombe, Hartfield Park, Forrestfield and Maida Vale Reserve were increased this year to assist trees with resisting infection.</p> <p>Monitoring and trapping of the introduced catfish <i>Tandanus tandanus</i> in Ledger Road Reserve saw the eradication of the pest before it reached our waterways.</p> <p>The City has conducted fox trapping in June or July for the previous 2 years, with great success in capturing and removing mature breeding age foxes from bushland reserves - 6 foxes and 3 feral cats in 2017. This program is coordinated with the Department Biodiversity Conservation and Attractions to ensure the control of foxes moving into vacated territories or turning their predation to native animals when the rabbit controlling Calicivirus is released each year. The primary objective for the City is to limit the impact of foxes on our native fauna, which is under serious threat, and to help protect domesticated animals such as chickens and rabbits.</p> <p>Monitoring is continued throughout the year for all weeds, diseases and pests to determine base levels and level of risk and to develop targeted programs of control.</p>
Biodiversity conservation	Natural Resource Management	Budget allocated; Annual program is delivered	2	1	1	3	Continue to resource and implement the Woodlupine Living Stream Project.	<p>Resourcing and implementation committed/programmed, with status of remaining works noted as follows:</p> <p>Stage 2 "Plant Supply/Delivery" completed. Design approval received from both the Water Corporation and the Department of Water.</p> <p>Stage 2 "Living Stream" works (including Lot 35) nearing completion, with Practical Completion scheduled for late July 2018, weather permitting.</p> <p>Stage 3 "Plant Supply/Delivery" tender advertising placed on hold until July/August 2019 given acquisition of land relating to two lots located within the Stage 3 alignment still needing to be finalised.</p> <p>Stage 3 "Living Stream" detailed design to be finalised pending outcome of Acid Sulphate Soils investigation to be commissioned in July 2018, noting that tender advertising has been placed on hold until September 2019 given acquisition of land relating to two lots located within the Stage 3 alignment still needing to be finalised.</p>
Biodiversity conservation	Natural Resource Management	Framework developed and endorsed	2	1	1	4	Develop a framework that identifies all available land areas that can be rehabilitated / revegetated through offset plans for the City to utilise as environmental offsets.	<p>Officers identified sites within management control suitable for rehabilitation offsets related to City projects in 2016, such as for the Hartfield Hockey development. These are currently managed in-house to meet the requirements for those projects.</p> <p>Planning Services developed an implementation plan in collaboration with other business units for delivery of the adopted Public Open Space Strategy and a joint outcome of this is the identification of opportunities for enhancement of biodiversity value reserves and public open spaces through development applications.</p> <p>The City has identified an opportunity to negotiate with the Perth Transport Authority for the acquisition of ecologically significant community lands as part of the Forrestfield North development.</p>
Biodiversity conservation	Natural Resource Management	Local Environment Strategy developed and endorsed	2	1	1	5	Develop and implement a Local Environment Strategy to provide strategic direction in the delivery of best practice environmental stewardship in the City.	<p>A significant project of Council's Kalamunda Environmental Advisory Committee (KEAC) is the finalisation of the City's first Local Environment Strategy for adoption by Council in 2019. The project was initiated in 2017 and developed through an extensive community and internal stakeholder engagement process in the first half of 2018. Consultants were engaged to review the strategy framework and informing document schedule prepared by KEAC, to research background information and rationalise the feedback gained through the engagement.</p> <p>At the end of June 2018, the document is in first draft form including four key themes and key priorities drawn from the data collected. Workshops were conducted for developing actions in timeframes to deliver on the key themes and priorities. The project is on target for Council's consideration for adoption in late 2018.</p>
Biodiversity conservation	Natural Resource Management	Policy completed and endorsed	2	1	1	6	Develop and implement a Significant Tree Policy to protect the tree canopy across the City.	<p>Officers prepared a proposed Planning Scheme amendment for Council's consideration February 2018. The matter was deferred and subject to further review.</p> <p>The Kalamunda Environmental Advisory Committee (KEAC) have included in their items for advice to Council, a discussion paper providing clarity around current issues, decision making frameworks, regulations, guidelines and initiatives for biodiversity and landscape enhancement. The paper will include current information on vegetation matters relevant to the public and private realms; and will propose themes for further discussion, advocacy and policy consideration relevant to the public realm.</p>

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City leadership in biodiversity conservation	Environmental Partnerships	Availability of funding researched, applications & advocacy undertaken where applicable	2	1	2	7	Seek grant funding and contributions for the implementation of local environmental projects.	<p>In 2017, the City was successful in gaining a State Natural Resource Management (State NRM) grant for \$4,500 to run citizen science workshops over 18 months and to purchase 2 iPad tablets. Community environmental training events were held in April, May and October 2017 with excellent attendance and the tablets continue to be used for school, community and Friends of Group Coordinator training events and monitoring projects. State NRM notification of completion of the "citizen science project" was received in May 2018, "We wish to extend our special thanks to you and your team for the wonderful work that you have done. Should your project be selected for a random audit, your organisation will be contacted by the State NRM Program office for further information."</p> <p>Other successful 2017-2018 environmental funding projects include:</p> <ul style="list-style-type: none"> - Swan Alcoa Landcare Program (SALP) funding for Phosphite Injection Dieback treatments on Friends Group Sites - SALP funding for Jorgensen Park woody weed control and stream restoration - State NRM funding for planting as part of the Woodlupine Living Stream Project near the Nature Playground - Riverbank Grants are currently available and present an opportunity to seek funding for erosion control along waterways in locations such as Poison Gully, Crummet Creek, Woodlupine Brook, Lower Lesmurdie Falls, or Yule Brook <p>Community and Friends of Group volunteers (of more than 150 regular participants) continue to contribute significant working hours across the City's bushland and waterway restoration projects, promoting the importance of the local environment and advocating for resources and state agency assistance with management.</p>
City leadership in biodiversity conservation	Environmental Partnerships	Program of engagement developed	2	1	2	3	Engage with regional partners to implement federal and regional environmental goals.	<p>The Eastern Region Metropolitan Council (EMRC) and member Council officers work together to implement the Regional Catchment Management Plan and coordinate activities to optimise community environmental education. A part time staff member from the EMRC supports the City with private landowner education, significant weed control and catchment management and liaises with the Upper Lesmurdie Falls and Piesse Brook Friends Groups.</p> <p>Perth Natural Resources Management (Perth NRM) have collaborated with the City for delivery of a number of community environmental education programs this year.</p> <p>On an ongoing basis, officers liaise and work with officers from the Department Fire and Emergency Services (DFES) and Department Biodiversity Conservation and Attractions (DBCA) to coordinate complementary management of reserves for conservation values and fire mitigation management.</p> <p>Federally and state protected species or wetlands and ecological communities are monitored in our reserves and where a development proposal may include a significant environmental asset it is referred to the relevant agency for advice.</p>
Community involvement	Environmental Partnerships	Action Plans developed	2	1	3	3	Develop annual action plans to assist groups to deliver on-ground environmental conservation programs.	<p>All of the 20 active environmental Friends Groups have annual action plans in place to guide their bushland restoration activities and record completion of projects and programs for each year. Priorities are set annually for meeting long term goals.</p> <p>New groups starting up develop new Action Plans and in the 2017-2018 year, interest from the community in forming two additional Friends Groups at Hartfield Park and Cayden Reserve was received. Officers are supporting the formation of the Groups and developing priorities.</p> <p>Action Plans for each location can be viewed on the City's website and new members are encouraged to join the Friends Groups or volunteer for one or many activities.</p>
Community involvement	Environmental Partnerships	Annual program is delivered	2	1	3	2	Deliver environmental training and events to build citizen science capacity and environmental skills.	<p>See -</p> <p>2.1.3.4 Partner with organisations to support and train volunteers to deliver on-ground environmental conservation programs, and</p> <p>2.1.2.7. Seek grant funding and contributions for the implementation of local environmental projects</p>
Community involvement	Environmental Partnerships	Annual program is delivered	2	1	3	1	Deliver community environmental events, presentations, training sessions and workshops to increase environmental values.	<p>The Parks and Environmental Services team are active participants in the Corymbia Festival and other City community events where the promotion of the local environment and opportunities to participate in the City's programs are provided.</p> <p>Officers presented on skills development for environmental volunteers at the South Australian State Natural Resources Management (SA State NRM) conference in Adelaide in April.</p> <p>A significant engagement program was launched in the first half of 2018 to capture community and key stakeholder views on what they value in the local environment and where the City should direct efforts in this regard. This informs the City's Local Environmental Strategy to be completed in the second half of 2018.</p>

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Community involvement	Environmental Partnerships	Annual program is delivered	2	1	3	4	Partner with organisations to support and train volunteers to deliver on-ground environmental conservation programs.	<p>The Parks and Environmental Services team partners with the Dieback Working Group implementing the disease control program with Friends of Group volunteers. This program was expanded in the 2017/2018 year with increased Friends of Group engagement and the assistance of a successful Swan and Alcoa Landcare Program grant application for Dieback control.</p> <p>As part of the Eastern Region Catchment Management Plan implementation, officers provided Green Card training under the Bush Skills for the Hills program.</p> <p>Finalisation of the Citizen Science State Natural Area Management project in January 2018 resulted in increasing the capability of volunteers to carry out monitoring and reporting in our bushland reserves and facilitated the purchase of iPads and a promotional marquee. This allowed the team to provide a further 4 environmental education workshops utilising applications for Murdoch University's student education and Marri App for Dieback disease monitoring, Cockie counts and data collection for the Atlas of Living Australia.</p> <p>While the City utilised the volunteer workforce Green Army Program for bushland reserve works in the second half of 2017, the team provided cultural awareness training for them in collaboration with the Department for Biodiversity, Conservation and Attractions' Nearer to Nature Program. The City also partnered with Birdlife Australia to provide:</p> <ul style="list-style-type: none"> - A community information session 19 October 2017 to learn about ducks, birds of prey, honeyeaters, insect eaters and other common bird species found in our local area. - Three Bird Watching Tours were conducted at Jorgensen Park on 14 October (28 people), Schipp Reserve (15 people) and Plesse Brook on 21 October where many woodland birds were seen. - A Birds in Backyard application training session was attended by 10 people and included how to download the App and fill in the fields, with a practical demonstration to record their sightings. <p>Grab a gladdie was held at Watsonia Road Reserve with the City's senior management group for the fourth year in a row. The City was the only local government in the state to receive a final Federal Government Hasluck Green Army project for the second half of 2017, delivered in partnership with Ecojobs.</p> <p>Other collaborations provided excellent results for increasing community awareness and care of our bushland reserves, through Kalamunda Senior High School Student Support Program, Landcare and Conservation Volunteers Australia.</p>
Community involvement	Environmental Partnerships	Annual program is delivered	2	1	3	5	Partner, promote and support regional community environmental events.	<p>In partnership with a range of other organisations, the Parks and Environmental team have delivered:</p> <ul style="list-style-type: none"> - Eastern Regional Catchment Management Plan (ERCMP) member Council and key stakeholder Steering Group establishment for overseeing the ERCMP implementation in alignment with member Council strategic directions. - ERCMP environmental events and management programs across the member Council catchments implemented on target for 2017-2018: • Bush Skills for the Hills 24 November 2017 • Bush Skills 4 Youth • Kanyana Workshop #2 of 5 attracted 70 people to Bill Shaw Park. • Kanyana Workshop #3 of 5 attracted 70 people to Kalari Park in November. - ERCMP implementation is through the catchment and Friends of Groups who operate on land other than the City's and are either coordinated by the Eastern Metropolitan Region Council (EMRC) or stand-alone incorporated organisations. The City provides operational support through adjoining land management programs (coordinating activities and sharing promotions), providing advice, directing interested community members and sharing information. • Private landowner support and education through EMRC shared Environmental Projects Officer. • Contribute to regional EcoNews, Bushland News, GreenPage newsletters, EMRC and Perth Natural Resource Management networks. • Promote all regional partner activities through City of Kalamunda Public Relations team. • Support and promote Healthy Wildlife Healthy Lives program. • Provide community skills training for Australia Living Atlas and other citizen science application uses. • Community Planting Day plant request received from Friends Groups <p>The Parks and Environmental Services team delivered standalone environmental community events:</p> <ul style="list-style-type: none"> - Plants to Residents at Gooseberry Hill and Forrestfield in June 2018, giving away 14,000 plants and a range of environmental and safety education information - National Tree Day at Fleming Reserve and 2 school selected sites - The Forever Project biodiversity workshop 20 April - Friends Groups bushland planting days in June installing 6,000 plants
Contaminated sites are safe	Contaminated Site Remediation	Asbestos Management Plan resourced and delivered	2	4	1	2	Ensure that Alan Anderson and Ledger Reserves are managed in accordance with an approved asbestos management plan.	<p>Asbestos Management Plan has been rewritten for Ledger Road Reserve. This was handed to the Department of Water Environment and Regulation and Department of Health in August 2017.</p> <p>The Department of Water Environment and Regulation and the Department of Health met with representatives of the City and the City's consultant 360 Environmental to discuss the document in early January 2018. Amendments are being made to the document in accordance with the advice given. An improved asbestos management plan will be provided to the Department of Water Environment and Regulation and the Department of Health in March 2018.</p> <p>Works to remediate Alan Anderson Reserve will be commencing in the second half of the 2017/2018 financial year. This work includes the covering of the site with fill, laying of grass and revegetation of the site.</p>

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Contaminated sites are safe	Contaminated Site Remediation	Availability of funding researched, applications & advocacy undertaken where applicable	2	4	1	3	Identify alternative funding sources to enable investigation, required remediation and land use planning to occur.	Currently only municipal funds are available for related works. Emailed the regional Environmental Health Managers to determine how they have approached this issue. Most have sought municipal funds, confirming no external funding is available at present to manage ongoing costs. Request made to WALGA regarding advocating on behalf of Local Government seeking funding from the State (waste levy) to assist in undertaking contaminated sites actions. There may be an opportunity to seek some grant funds for redevelopment from with the Commonwealth Government. Efforts are being made to identify this source and implement a project to improve some of the identified contaminated sites.
Contaminated sites are safe	Contaminated Site Remediation	Contaminated Site Management Plans resourced and delivered	2	4	1	6	Regularly review and implement contaminated sites management plans for all City sites.	Asbestos Management Plan for Ledger Road has been updated and sent to Department of Water Environment and Regulation and the Department of Health. The service's contaminated site consultant and an auditor were procured to investigate the operations of Brand Road and Dawson Avenue. The primary focus was given to Brand Road to facilitate works for Forrestfield North. Works are planned for the remediation of Brand Road and Dawson Avenue to facilitate the return of the land for community use. East Terrace Reserve has been fully remediated with a report covering works undertaken with Department of Water and Environment Regulation for their consideration. The following works are underway regarding the management of the City's contaminated sites: - Brand Road (former landfill site) soil, gas and leachate monitoring and tests have been undertaken. The site has a high level of groundwater present in the former landfill. Further tests will be undertaken to determine the source of the water. The results will be used in the production of a detailed site investigation and provide the necessary intelligence to develop an ongoing maintenance program for the site. - Dawson Avenue, investigations have commenced for the future use of the former landfill. The same consultants who are assisting with Brand Road are also working on this project for the City.
Contaminated sites are safe	Contaminated Site Remediation	Contaminated sites are transparent to community	2	4	1	4	Investigate all City controlled contaminated sites and identify potential risks and issues that require mitigation in line with Department of Water and Environmental Regulation requirements.	The Eastern Metropolitan Regional Council did not provide a quote for the ongoing management of the City's contaminated sites. The following works are underway regarding the management of the City's contaminated sites: - Brand Road (former landfill site) soil, gas and leachate monitoring and tests have been undertaken. The site has a high level of groundwater present in the former landfill. Further tests will be undertaken to determine the source of the water. The results will be used in the production of a detailed site investigation and provide the necessary intelligence to develop an ongoing maintenance program for the site. - Dawson Avenue, investigations have commenced for the future use of the former landfill. The same consultants who are assisting with Brand Road are also working on this project for the City. - Ledger Road Reserve, works have recommenced to increase coverage of the former landfill. Amendments have been made to the site's asbestos management plan. Permanent warning signs will be installed in May - June. Works were undertaken to widen fire breaks in the reserve. One of the fire trails will be closed and vegetated to reduce erosion.
Contaminated sites are safe	Contaminated Site Remediation	Review completed, identified initiatives implemented	2	4	1	7	Investigate possible future uses for land within Pioneer Park.	An investigation has commenced to identify which sections of Pioneer Park are available for sustainable development. The city is looking at opportunities as they arise for development or use of the site.
Low carbon efficient energy	Environmental Sustainability	Annual energy use is reduced	2	2	1	7	Undertake a rolling program of energy audits to identify mitigating actions to reduce energy consumption.	The City collects annual data through the Greensense program and undertakes improvements as part of the City's standard financial budget management, monitoring and reporting. - Improved operational budget management and maintenance scheduling has provided for problem solving and billing rationalisation. In 2017-2018, officers checked all metered locations and matched all supplies against uses, particularly where leased buildings, club use lighting and park irrigation pump supplies were not clearly differentiated. As a result leased and non-leased supplies are allocated to the correct users, electrical installation compliance is met and reductions in operational costs directly to the City have been reduced. Ongoing expenditure monitoring supports the business case for solar panels to key facilities at the City. - The annual data collection of data input into the Greensense program will allow the City to utilise the advanced features of the program to identify further energy supply and use improvements across the City and report our progress. This is a future funding consideration for Council.
Low carbon efficient energy	Environmental Sustainability	Annual energy use is reduced	2	2	2	4	Use energy use data and technologies to improve efficiencies in reserve lighting, barbeques and irrigation.	As part of the City's standard financial budget management, monitoring and reporting, the City has improved operational budget management and maintenance scheduling to provide for problem solving and billing rationalisation. In 2017-2018, officers checked all metered locations and matched all supplies against uses, particularly where leased buildings, club use lighting and park irrigation pump supplies were not clearly differentiated. As a result leased and non-leased supplies are allocated to the correct users, electrical installation compliance is met and reductions in operational costs directly to the City have been reduced. Ongoing expenditure monitoring supports the business case for solar panels to key facilities at the City. Upgrading of lighting and irrigation systems has allowed power supply and billing to be updated in 2017-2018 at Scott Reserve, Ray Owen Reserve and Kostera Oval. Development proposals for local park barbeque installations at The Hales was not supported given the high power and maintenance demand more suited to a district level facility of high use.
Low carbon efficient energy	Environmental Sustainability	Plan developed and implemented	2	2	1	4	Develop a Renewable Energy Plan that identifies and implements opportunities where renewable energy can be applied to City owned facilities.	This is a specialist area that was not able to be resourced. The priority and scope needs to be reviewed in 2018/2019.

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Water efficiency	Environmental Sustainability	Annual water use is reduced	2	2	1	6	Investigate and develop opportunities to implement efficiencies in the City's water use.	Along with park reticulation system renewals and maintenance improvements to reduce irrigation demands, the City has identified the specific need for a dedicated Water Manager and resourced a position, to develop innovative approaches to water resources for park irrigation and technologies to improve irrigation efficiencies. The foundations of this work will provide further opportunities and applications for water provision and management for other Citywide projects.
Water efficiency	Environmental Sustainability	Effectiveness reported on regularly	2	2	2	1	Finalise the implementation of the Hartfield Park water harvesting project and monitor results.	Water harvesting was initiated during July through September 2017, with some 16 million litres of water injected into the aquifer (i.e. "banked" for future irrigation use). Testing of water quality was undertaken and results analysed, with a report presented to the Department of Water and Environmental Regulation - approval to proceed full-scale has been received.
Water efficiency	Environmental Sustainability	Review completed, identified initiatives implemented	2	2	2	2	Investigate and develop opportunities to supplement the City's water requirements.	Investigation in relation to potential water availability in fracture rock formations has proven inconclusive, with investigation now focused on pumping "banked" water arising from the Hartfield Park Managed Aquifer Facility to the Perth Hills area within the City. A Feasibility Study has been undertaken, with detailed design scheduled to be undertaken in 2018/2019.
A robust and diversified economy	Economic Development	Business community are satisfied with level of service received	3	3	1	3	Ongoing liaison with the Kalamunda Chamber of Commerce and the wider business community.	Staff continue to liaise closely with the Kalamunda Chamber of Commerce and wider business community. Monthly meetings have been taking place at an operational level. Actions have been allocated from the newly adopted Economic Development Strategy. The Chamber arranged a meeting with the Shadow Tourism Minister and the Tourism Minister with representatives from the City of Kalamunda. The close working relationship continues with the Executive Officer.
A robust and diversified economy	Economic Development	Economic Development Strategy is delivered	3	3	1	1	Deliver the actions outlined in the Economic Development Strategy.	The Economic Development Strategy was adopted by Council in November 2017, enabling officers to identify and commence delivering priority actions during 2018. A review of the proposed program of activities has been undertaken. A meeting took place with the Kalamunda Chamber of Commerce with an agreed focus on business capacity building, strong local identity and tourism for the remainder of the financial year. The Chamber will concentrate on delivering relevant business training, mentoring and networking opportunities. The Chamber organised meetings with both the Minister for Tourism and the Shadow Minister for Tourism to raise the profile of tourism in the Perth Hills. Meeting held with local business regarding a 'buy local programme'.
A robust and diversified economy	Economic Development	Resources are maintained and updated annually	3	3	1	2	Develop Investor Attraction resources to highlight opportunities for businesses, and continue to promote opportunities for businesses.	A concept has been developed after investigating a range of promotional material including digital platforms, video and print. A brief has been refined to focus on the digital delivery of suitable investor attraction material and quotations have been requested for a series of short videos promoting the stories of successful local businesses. Research currently being carried out into attracting major companies into relocating from eastern states.
A robust and diversified economy	Economic Development	Subscriptions are current; Statistics are current and relevant	3	3	1	4	Subscribe to and develop locally-based statistical analysis capability, including Community Profile, Community Atlas, Economic Profile and Population Forecasts.	Online subscriptions were renewed for 2017/18, and continue to be promoted through regular attendance at business group meetings. The results of the 2016 Census have now been incorporated which has triggered a complete update of profile.id and forecast.id. Briefings have been provided to staff and Council.
A robust and diversified economy	Hills Rural Study	Hills Rural Study is being achieved	3	1	1	31	Summarise the objectives, strategies and statutory actions from the Hills Rural Study for action and inclusion within the new Local Planning Strategy.	Land capability information provided by Department of Primary Industries and Regional Development (Previously Department of Agriculture). Water information provided by Department of Water and Environmental Regulation, and Water Corporation. Land capability and water information to feed into finalisation of draft Strategy. Remainder of the draft Strategy is 70% complete. Requires further investigations into water availability. Pickering Brook Townsite identified as an investigation area by the North-East Subregional Structure Plan. A task force to be set up to review this area and the rural area more broadly. The Rural Strategy to also be informed by the Tourism Strategy 2018.
A robust and diversified economy	Hills Rural Study	Hills Rural Study is being achieved	3	4	2	3	Commence a Local Planning Scheme No 3 amendment for the purpose of rationalising rural zones in the Hills Rural Study area.	Department of Agriculture land capability mapping has been completed. This is in the process of being reviewed by the City. This process is being undertaken as part of the Hills Rural Strategy and future considerations as part of the Local Planning Strategy. State Government announced that a task force has been formed to establish a new planning and tourism strategy for the Perth Hills and Pickering Brook area. The City's Rural Strategy will progress in parallel with the State planning and tourism strategy for the area. The City has scheduled funding in 2018/19 to review land capability mapping undertaken by Department of Agriculture.
A robust and diversified economy	Hills Rural Study	Hills Rural Study is being achieved	3	4	2	2	Advocate for the Department of Primary Industries and Regional Development to initiate a study into the agricultural productivity of the Hills Rural Study area for the purpose of delineating the boundaries of a new "Priority Agriculture" zone.	Department of Agriculture land capability mapping has been completed. This is in the process of being reviewed by the City with more detailed analysis needing to be undertaken to justify the "Priority Agriculture" zone. Department of Water and Environmental Regulation and Water Corporation have provided water information which is in the process of being analysed and incorporated into the Rural Strategy. No further information required from these Departments at this stage.
A robust and diversified economy	Smart Cities	Availability of funding researched, applications & advocacy undertaken where applicable	3	3	2	5	Develop collaborations with State and/or other Local Governments to develop Smart Cities deal bids.	The City is developing a SC Deal in conjunction with EMRC Councils. The City has developed collateral to promote smart cities deals for the Forrestfield North development.
A robust and diversified economy	Smart Cities	Digital Strategy is developed and delivered	3	3	2	4	Develop and implement a Digital Strategy to attract funding through the Smart Cities program.	A community consultation process was undertaken in December 2017. The Digital strategy is drafted and under internal review.

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A robust and diversified economy	Smart Cities	Digital Strategy is developed and delivered	3	3	2	1	Collaborate with others to encourage and support the growth of digital entrepreneurs within the City.	The Kalamunda Chamber of Commerce has agreed to develop a panel of business mentors to assist young entrepreneurs and to facilitate new businesses with creative ideas. A consultant has been engaged to develop a Digital/Smart City Strategy for the City and consultation concluded with an online survey open until the end of February. A draft strategy has been developed for internal review.
A robust and diversified economy	Tourism	Tourism Strategy developed and endorsed	3	4	1	2	Develop a Tourism Strategy, including examination of the Local Planning Scheme to identify changes to support tourism development.	A tourism strategy, including a Destination Marketing Plan and Destination Management Plan, will be developed in 2018 following the Economic Development Strategy being endorsed by Council. A workshop took place in early May to commence the consultation phase. A follow-up meeting was held to allocate sectors for research and consultation to interested members of the group. The next meeting will be in early July.
Accessible, well maintained and modern public open spaces and community facilities	Asset Management	Annual program is delivered	3	2	1	26	Develop a rolling 10 year program of detailed projects forming the City's capital works program for each asset class.	Draft 10 year capital works program developed after a number of iterations considered at staff workshops in April and May. The draft 10 year capital works program was presented to Councillors at a number of Budget Workshops in May and June resulting in minor changes. The Long Term Financial Plan and Budget adopted by Council at the Special Council Meeting on 25 June 2018.
Accessible, well maintained and modern public open spaces and community facilities	Asset Management	Asset Management Policy, Strategy and Plans reviewed and delivered	3	2	1	23	Develop and regularly review the Asset Management Policy, Strategy and associated plans for all major asset classes, and implement all associated actions to provide strategic direction in the management of all assets.	The Parks Asset Management Plan was reported to Council in August 2017. The Drainage Asset Management Plan has been completed and will be reported to Council in July 2018. A status report on the Asset Management Strategy will be issued to Council in July 2018.
Accessible, well maintained and modern public open spaces and community facilities	Asset Management	Community are satisfied with level of service received	3	2	1	24	Undertake community engagement processes to establish appropriate levels of service for relevant asset classes.	The Roads Asset Management Plan has been delayed due to the extent of information needed from the road survey, infrastructure valuation, and treatment selection matrix. The intention is to present the plan to Council in September 2018. Community consultation has been completed for the Levels of Service of Roads, Drainage and Pathways assets. The consultation closed 23 March and results were accepted by Council in June 2018. Information from the consultation will be used in future asset management plans, including the Drainage and Roads asset management plans.
Accessible, well maintained and modern public open spaces and community facilities	City Branding & Style	Design concepts developed and endorsed; program of works developed	3	2	1	11	Develop a set of design concepts to reflect the character and uniqueness of the City and develop an entry statement program of work to create new and improve existing entry points including hydro-mulching, native plants, landscaping and signage.	Initial investigation actioned, however, it was agreed to defer this action until 2018/2019 pending the outcome of a proposed City of Kalamunda Signage Strategy under development and thereafter, direction in relation to signage scope of work and identification of proposed sign locations.
Accessible, well maintained and modern public open spaces and community facilities	City Branding & Style	Report received, scope approved	3	2	1	38	Form a corporate team to develop a scope and define extent of requirements across the City for new signage.	Team is formed. Scope and requirements determined.
Accessible, well maintained and modern public open spaces and community facilities	City Branding & Style	Signage Strategy developed and endorsed	3	2	1	37	Develop a Signage Strategy and associated guidelines, including branding and Style Guide and "Park and Public Location Signs", "Tourism", "Directional Way Finding and Street Signs" and "Parking Control Signs".	Significant discussions taking place across various units. Strategy defined, implementation is subject to branding process. Asset mapping undertaken of current signage. New local law being developed by Development Services, Assets also involved in developing draft directional signage. Local Law has been endorsed by the Signage Working Group. Project progression subject to branding project being finalised, which is on track to be completed in September 2018 as per the revised Council timeframe, following the request from the Kalamunda Arts Advisory Committee. As such this Action is to be rolled over to the next financial year for completion.

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Accessible, well maintained and modern public open spaces and community facilities	City Branding & Style	The City has appealing streetscapes	3	2	1	44	Develop design concepts and a program for improved landscaping along the verges and median strips of the major arterial roads throughout the City that reflect a unique image for the City.	<p>Road improvement and construction projects include landscape enhancements to address road safety, orientation, public amenity and water sensitive urban design outcomes. These proposals are reviewed as part of engineering development design and the City's capital works program.</p> <p>Officers provide advice relevant to the natural and cultural values of the location to improve the streetscape while limiting Council's exposure to significant ongoing maintenance cost liabilities.</p> <p>In 2017/2018 a number of streetscape improvement designs were developed for implementation in Abernethy, Hale and Welshpool Roads. The City reviewed streetscape proposals as part of The Hales and a number of small lot developments in Forrestfield, High Wycombe and Wattle Grove.</p> <p>Officers also work closely with Main Roads WA for intersection and road upgrades, which include landscape improvements, for future projects at Kalamunda and Roe Highway through to Roe and Welshpool Road East. Residential road improvements are largely an outcome of local traffic treatments that include pavement and landscape upgrades, and from annual verge tree planting programs.</p> <p>In 2017/2018 the completion of planting of more than 200 trees to Sheffield and St John Roads, along with Hardey Road East and Arthur Roads in Wattle Grove has seen a significant improvement in these streets and a positive response from residents. Improved maintenance to ensure better street presentation and young tree survival has also been a focus of the operational teams.</p> <p>In 2018/2019 the City will finalise the development of a master street tree planting plan prioritising higher traffic volume streets and entries into the City. In this year officers will also prepare actions to address any recommendations for the finalised Local Environmental Strategy 2018 in reference to landscaping the City's streets.</p>
Accessible, well maintained and modern public open spaces and community facilities	Community Facilities	Availability of funding researched, applications & advocacy undertaken where applicable	3	2	1	43	Seek funding opportunities and innovative partnerships to facilitate construction of the Woodlupine Digital Community Hub.	<p>A concept was developed and funding opportunities are being sought after. The project was presented to Federal Ministers during the advocacy trip in September 2017.</p> <p>Funding support has been sought from the Federal and State Governments and Lotterywest with a view to securing significant funding towards the development of Kalamunda Community Centre (KCC).</p>
Accessible, well maintained and modern public open spaces and community facilities	Community Facilities	Availability of funding researched, applications & advocacy undertaken where applicable	3	2	1	33	Secure funding for the Kalamunda Community Centre from Lotterywest, State government and Federal government grants and pledges.	<p>Since then, staff have been in regular communication with a number of funding bodies, monitoring the applications and providing additional information as requested. \$2.5 million has been approved by the Lotterywest Board and Minister, subject to a number of conditions. More recently, the State Government has also announced \$3 million toward the project.</p>
Accessible, well maintained and modern public open spaces and community facilities	Community Facilities	Building Rationalisation Program is delivered	3	2	1	16	Following consultation and in line with the approved Building Rationalisation Program, undertake programmed demolitions.	<p>Three demolition projects approved as part of the 2017/2018 Capital Works Budget, with demolition undertaken during September 2017.</p>
Accessible, well maintained and modern public open spaces and community facilities	Community Facilities	Kalamunda Community Centre completed	3	2	1	25	Design and construct the Kalamunda Community Centre.	<p>Meeting of the Community Reference Group held on 9 May 2018, with a key recommendation to Council being the location of the new Kalamunda Community Building to be on the site of the existing Kalamunda Community Learning Centre building. This recommendation was subsequently supported by Council at its meeting on 26 June 2018.</p> <p>Announcement by the State Government on 20 June 2018 of \$3million towards the construction of the Kalamunda Community Centre will now allow the funding agreements with the Federal Government and Lotterywest to be finalised. With the funding partnerships resolved the project can then proceed.</p>
Accessible, well maintained and modern public open spaces and community facilities	Community Facilities	Recommendations on a program to address underutilised facilities	3	2	1	31	Develop a program and undertake consultation with community groups impacted by any proposed rationalisation and ensure they have alternative arrangements in place.	<p>The potential rationalisation of Carmel Hall and Toy Library are being considered as part of the Kalamunda Community Learning Centre redevelopment project.</p> <p>Rationalisation projects completed for 2017/18 so far include the Pioneer Park Pavilion, Tennis Club Shelter located at the Pickering Brook Sports Ground and the Administration records storage "Green Room".</p>
Accessible, well maintained and modern public open spaces and community facilities	Community Facilities	Review completed, identified initiatives implemented	3	2	1	34	Undertake a review of the 10 year priority actions outlined within the Community Facilities Plan, on an annual basis.	<p>Annual priorities have been workshopped with Councillors during May and June 2018, as part of the Annual Budget deliberation process and Long Term Financial Plan.</p>

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Accessible, well maintained and modern public open spaces and community facilities	Industrial Development	Forrestfield/High Wycombe Industrial Area Stage 1 infrastructure is delivered	3	2	1	17	<p>Following land acquisitions - design and deliver priority infrastructure with available funds in the Forrestfield/High Wycombe Industrial Area Stage 1 Developer Contributions Plan.</p>	<p>Nardine/Ashby Upgrade & Extension (Portions A & B): Project recommenced following Easter, with status summarised as follows - Portion A - 90% complete with pathway and the remaining 20% of stormwater swales recommenced late June 2018, following completion of street lighting conduit installation works. Works scheduled for completion late July/early August 2018. Portion B - Contractor recommenced on site in May 2018 and has completed the majority of works associated with realignment of the Ashby Close water main however, completion of this work is subject to relocation of a HV Cable by Western Power. It is noted that 75% of the road extension component of the work is completed, with proposed widening of the Ashby Close carriageway to follow on completion of the HV Power and water main works. Works scheduled for completion late August 2018.</p> <p>Nardine/Milner Intersection Upgrade: Land acquisition finalised and Western Power works completed. Certified drawings and specification were to be presented early February 2018, however, the impact of recently installed ATCO Gas and Western Power underground services remains under review, with all design/tender documentation to be presented to the City in early July 2018.</p> <p>Ashby/Berkshire Intersection Upgrade: Relocation of the boundary fence impacted by the change of property boundary completed, with quotations received for the relocation of property water services - works to be undertaken July 2018 subject to quotation evaluation/property owner liaison. Western Power works relating to the existing street lighting completed. Intersection design is currently under review in relation to RAV7 turning movements, with all design/tender documentation to be presented to the City in early July 2018.</p> <p>Dundas/Berkshire/Milner Intersection Upgrade: Land acquisition finalised. Western Power works associated with undergrounding of existing overhead power infrastructure and installation of new street lighting nearing completion. All design/tender documentation to be presented to the City in early July 2018.</p> <p>Road 2A: Certified drawings, specification and the construction cost estimate has been received from the City's Design Consultant, with the project placed "On Hold" pending completion of Nardine/Ashby Upgrade & Extension works and receipt of "intersection" tenders in order to review Scheme costs and confirm direction.</p>
Accessible, well maintained and modern public open spaces and community facilities	Recreation Facilities & Spaces	Availability of funding researched, applications & advocacy undertaken where applicable; Stirk Park Masterplan delivered	3	2	1	32	Identify funding and oversee the effective implementation of the Stirk Park Masterplan.	The community consultation period in relation to the proposed inclusion of a skate park within the Stirk Park Master Plan closed on 30 April 2018. Council will now consider the item at the July Ordinary Council Meeting.
Accessible, well maintained and modern public open spaces and community facilities	Recreation Facilities & Spaces	Hartfield Masterplan delivered	3	2	1	9	Complete the design and construction of the Hartfield Park Masterplan.	Construction of Hockey Playing Fields completed. Construction of the Hockey Clubrooms continuing, with Practical Completion expected during December 2018. This includes works relating to carpark improvements and associated lighting.
Accessible, well maintained and modern public open spaces and community facilities	Recreation Facilities & Spaces	Public Open Space Strategy developed and endorsed	3	1	1	17	Complete and implement the Public Open Space Strategy to identify upgrade and rationalisation options.	Strategy adopted by Council in May.
Accessible, well maintained and modern public open spaces and community facilities	Strategic Planning	Environmental Planning Strategy developed and endorsed	3	1	1	27	Prepare an Environmental Planning Strategy to identify key environmental considerations as an input into the new Local Planning Strategy.	Draft strategy finalised and scheduled for presentation to August OCM for public advertising. Delayed due to the need to workshop small scale clearing on private land with Council at Strategy Session.
Accessible, well maintained and modern public open spaces and community facilities	Wattle Grove Cell 9 Project Management	Cell 9 infrastructure is delivered	3	2	1	18	<p>Following land acquisitions - design and deliver priority infrastructure with available funds in the Wattle Grove Cell 9 Developer Contributions Plan.</p>	<p>Wimbridge Road Extension: Completed and operational.</p> <p>Woodlupine Brook Pedestrian Bridge: Completed and operational.</p> <p>Hale Road Widening: Project split into two stages with design review currently being advanced. Subject to receipt of final design, associated documentation and public utility services approvals, a tender is to be advertised late August/early September 2018 for the construction of Stage 1 (i.e. the section between Welshpool Road East and the Wimbridge/Arthur Roundabout), with land acquisition relating to the section from the roundabout to Tonkin Highway still to be resolved.</p> <p>Sheffield Road Street Lighting Upgrade: Quotation received from Western Power and is currently under review.</p> <p>Woodlupine Brook Living Stream Upgrade: Design approval received from both the Water Corporation and the Department of Water. Stage 2 "Plant Supply/Delivery" completed. Stage 2 "Living Stream" works (including Lot 35) nearing completion, with Practical Completion scheduled for late July 2018 weather permitting. Stage 3 "Plant Supply/Delivery" tender advertising placed on hold until July/August 2019 given acquisition of land relating to two lots located within the Stage 3 alignment still needing to be finalised. Stage 3 "Living Stream" detailed design to be finalised pending outcome of Acid Sulphate Soils investigation to be commissioned in July 2018, noting that tender advertising has been placed on hold until September 2019 given acquisition of land relating to two lots located within the Stage 3 alignment still needing to be finalised.</p>
Activity centres activated and modernised	Forrestfield North	Forrestfield North Local Structure Plan finalised	3	1	1	24	Plan for sustainable land use options around the future railway station. Manage consultant team to deliver structure plans to facilitate subdivision and development.	<p>Consultant team progressing Forrestfield North Local Structure Plans. Local Structure Plan documentation for Residential Precinct out for public advertising. Information sessions, workshops and one-on-one meetings have been carried out with landowners.</p> <p>Local Structure Plan documentation for TOD Precinct waiting advice from Landcorp and PTA regarding possible improvement plan and car parking. PTA recently announced that the car park will be changed to multi-decked car park. The City is seeking PTA's confirmation on the car park's land requirement (footprint), so that the LSP for TOD Precinct can be progressed accordingly.</p>

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Activity centres activated and modernised	Sustainable Activity Centres	Activity Centre Plans developed	3	1	1	18	Develop Activity Centres Plans for Kalamunda and Forrestfield reflecting sustainability principles into these plans.	Kalamunda Activity Centre Plan in the process of being prepared by consultants Urbis, with key inputs being provided by the City. Forrestfield Activity Centre Plan on hold pending finalisation of the traffic study into Hale Road.
Activity centres activated and modernised	Sustainable Activity Centres	Activity Centre Strategy developed and endorsed	3	1	1	26	Prepare an Activity Centre Strategy to identify City wide future retail demand and outline how existing and future activity centres should develop as input for a revised Local Planning Strategy.	Activity Centre Strategy in the process of being prepared. Retail planning consultant has finalised retail planning analysis with outcomes being incorporated into the report. Delayed due to ABS statistical data being released. Activity Centre precinct plans in the process of being finalised. Project timeframes stretched primarily because of resourcing constraints relating to staff movements.
High quality and diverse built environment	Development Design	Design guidelines developed	3	1	1	35	Utilise the Design Advisory Panel to develop design guidelines for precincts throughout the City.	To be progressed as part of Activity Centre Plans for Kalamunda and Forrestfield. Kalamunda currently in the process of preparation. Forrestfield on hold pending finalisation of the traffic study on Hale Road. Deferred to 2019/2020 financial year.
High quality and diverse built environment	Planning Services	Community are satisfied with level of service received	3	1	1	10	Regularly review, map, benchmark and improve planning approval processes with a view to increasing customer satisfaction levels.	Information sheets review finalised. Local planning policy review ongoing, with eight policies adopted this financial year. Development application checklist and general application information updated.
High quality and diverse built environment	Planning Services	Community are satisfied with level of service received	3	1	1	4	Gather, monitor and examine customer feedback through regular surveys and feedback processes to continually identify and improve the customer interface with planning processes.	Customer feedback response for all approval letters completed. Application checklist forms to better inform applicants of City requirements have been updated. Tracking of planning applications and online lodgement of planning applications now available to the community.
High quality and diverse built environment	Planning Services	Community are satisfied with level of service received	3	1	1	2	Develop customer friendly process maps and guidelines and make them readily available to the public.	Prepared customer information sheets to accompany the development application checklists. Information Sheets reviewed and improved to assist the customer on planning related matters.
High quality and diverse built environment	Planning Services	Community are satisfied with level of service received	3	1	1	5	Implement online self-service building and planning approval software.	Process mapping has been undertaken for statutory planning and building. On line tracking of planning applications now available to the public.
High quality and diverse built environment	Planning Services	Identified timeframe and improvement in agreed planning categories reported to Council	3	1	1	3	Develop, monitor and report KPIs to ensure all approvals are processed within agreed timeframes and are advertised and communicated broadly and effectively.	Lodgement of Building Permits has now been improved through the City's website portal. Key Performance Indicators for 2017/18 finalised. Reporting monthly to ensure statutory timeframes are met. Local Planning Policy P-DEV 45 Public Notifications has been reviewed and changes made to ensure more effective advertising of applications, particularly in relation to significant applications. The Policy was adopted by Council at the December 2017 OCM and is now being implemented.
High quality and diverse built environment	Planning Services	Review completed, identified initiatives implemented	3	1	1	15	Undertake regular biennial reviews of all Planning policies to ensure they are current, relevant and work in the interest of the community.	For significant planning applications, community information session are now held. Approval Services are currently reviewing all existing planning policies, and preparing new policies where appropriate. Planning Policies Adopted: P-DEV 60 - Design Advisory Committees - Adopted by Council July OCM. P-DEV 61 - Retention and Upgrade of existing Dwellings - Adopted by Council July OCM. P-DEV 56 - Family Day Care Centres and Child Care Premises - Adopted by Council November OCM P-DEV 54 - Dual Density Guidelines - Adopted by Council November OCM. P-DEV 45 - Public Notification of Planning Proposals - Adopted by Council at the December OCM. P-DEV 20 - Outbuildings and Sea Containers - Adoption at the February OCM. P-DEV 55 - Place of Worship - adopted May OCM P-DEV 57 - Street Fences, Walls and Gates - Adopted June OCM. Planning Policies under review: P-DEV 42 - Signage on Private Property P-DEV 22 - Commercial Vehicle Parking New Planning Policies: Tiny Houses Consulting Rooms Aged Accommodation General Residential Exemptions Minor Development Tourism Development Home Occupation and Home Business

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Sustainable built environments	Diverse & Sustainable Housing	Strategy is developed and endorsed; Density targets are delivered	3	1	1	25	Prepare a Housing Strategy to identify future density and redevelopment areas as input for a revised Local Planning Strategy.	Geographical Information System mapping being prepared. Strategy actions identified, currently in the process of being refined. Draft strategy documentation in the process of being prepared and reviewed. Project timeframes stretched primarily because of resourcing constraints relating to staff movements.
Sustainable built environments	Industrial Development	Contribution scheme is managed correctly	3	1	1	34	Undertake an annual review of the Forrestfield/High Wycombe Industrial Area Stage 1 Developer Contributions Plan including effective regular consultation with landowners.	DCP annual review advertising complete, submissions in the process of being considered along with revisions to detailed cost estimates. Shawmac have been engaged to finalise cost estimates. A final review of the finalised DCP will also be undertaken by Woodsome prior to presentation to Council.
Sustainable built environments	Industrial Development	Forrestfield/High Wycombe Industrial Area Stage 1 infrastructure is delivered	3	1	1	20	Facilitate land acquisitions and works agreements for Forrestfield/High Wycombe Industrial Area Stage 1 scheme infrastructure.	All priority agreements finalised. Outstanding acquisitions, waiting additional funds: Lot 50 Sultana Road West Lot 51 Sultana Road West
Sustainable built environments	Industrial Development	Industrial Development Strategy developed and endorsed	3	1	1	28	Prepare an Industrial Development Strategy to identify and justify future industrial land in the City as an input into the new Local Planning Strategy.	Draft document has been prepared. Scheduled for presentation to Council for public advertising June OCM. Council resolved to adopted the Strategy for advertising purposes. Community engagement will commence 3 July 2018.
Sustainable built environments	Strategic Planning	Feasibility study completed	3	1	1	16	Commence feasibility investigations for a new urban cell in the Wattle Grove East area.	Feasibility report finalised and scheduled to be presented to Council July OCM. Council report finalised to be presented.
Sustainable built environments	Strategic Planning	Infrastructure and Servicing Strategy developed and endorsed	3	1	1	19	Develop and implement an Infrastructure and Servicing Strategy to inform future transport and infrastructure planning within the City, ensuring an emphasis on alternative transport modes and utility service provision in the City's future growth areas.	Draft mapping prepared. Scope of works has been developed, with the initial drafting of the document underway. Budget allocation has been scheduled for 2018/19 for progression as part of the City's Local Planning Strategy. Timeframes stretched due to staffing changes and resources.
Sustainable built environments	Strategic Planning	Local Planning Scheme is current	3	1	1	32	Undertake a review of Local Planning Scheme No 3 (Amendment 83).	Amendment 83 report finalised and was adopted by Council at the December 2017 Ordinary Council Meeting. Documentation has been sent to the Western Australian Planning Commission (WAPC). Officers are working through detailed drafting edits with WAPC before it is presented to WAPC for adoption.
Sustainable built environments	Transport Options	Availability of funding researched, applications & advocacy undertaken where applicable	3	2	2	3	Investigate and advocate for opportunities and partnerships for securing grants to improve cycle ways and trails.	Meetings have been held with relevant members of parliament seeking funds for the Kalamunda Trails Loop project - no funding is available to date. The Bike Plan was approved for public consultation in December 2017. Community Cycling Reference was established in July 2017 to consider suitable cycle routes.
Sustainable built environments	Transport Options	Availability of funding researched, applications & advocacy undertaken where applicable	3	2	2	4	Investigate funding opportunities and partnerships for Travel Smart initiatives to be implemented.	The PTA have been approached and are reviewing bus routes to increase public transport availability to coincide with the Forrestfield train line.
Sustainable built environments	Transport Options	Review of bus services undertaken and reported	3	2	2	2	Develop relationships with key Ministers and officers in the Public Transport Authority and seek to undertake a review of bus services throughout Kalamunda, as well as feed in services to the Forrestfield railway station.	The City has written to the PTA to seek a status on any future bus planning for Kalamunda, and was advised that as part of the FAL project, 26 new buses will be purchased. This as well as more bus kilometres will provide better feeder services to both Belmont and Forrestfield stations. Transperth will carry out further modelling closer to the opening of the Forrestfield Line to ensure we use up to date population / usage figures. The analysis will include consultation with local residents. A similar process was done for both the Joondalup and Mandurah Lines. PTA have assured that there will be improvements to the bus feeder services in Forrestfield.
Sustainable built environments	Wattle Grove Cell 9 Project Management	Cell 9 infrastructure is delivered	3	1	1	21	Facilitate land acquisitions and works agreements for Wattle Grove Cell 9 scheme infrastructure.	Agreements being progressed: Priority acquisitions have been finalised. Lot 2 Hale Road - negotiating with landowner, dispute over land valuation. Lot 28 Hale Road - negotiating with landowner, dispute over land valuation.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Sustainable built environments	Wattle Grove Cell 9 Project Management	Review completed	3	1	1	33	Undertake an annual review of the Cell 9 Developer Contributions Plan.	2017/18 annual review in the process of being prepared. Land valuations complete. Infrastructure estimates being reviewed by the City's Assets team. Project held up due to infrastructure estimate inputs. Asset Delivery advises that the cost estimate will be delayed to early August. Administration costs have been reconciled by the City's finance team. Creative ADM were appointed and the review is complete. Team have been working on concepts to refresh based on the review recommendations.
Corporate capacity and capability	City Branding & Style	Review completed, identified initiatives implemented	4	1	1	24	Undertake a review of the City's brand and style guide and implement.	Branding project being finalised, which is on track to be completed in September 2018 as per the revised Council timeframe, following the request from the Kalamunda Arts Advisory Committee. As such this Action is to be rolled over to the next financial year for completion.
Corporate capacity and capability	Continuous Improvement	Agreed target service level improvements	4	1	2	132	Undertake annual service reviews of all service areas to identify operational improvements in efficiency or organisational capacity.	Service reviews completed and presented to the Councillors in February.
Corporate capacity and capability	Continuous Improvement	Annual training program delivered	4	1	2	137	Continue to implement the Kalamunda GROW program to develop a resilient, well trained and highly effective organisation.	GROW deliverables for 2018/19 are complete.
Corporate capacity and capability	Customer Service	Customer Service Strategy developed, endorsed and delivered	4	1	2	23	Develop, resource and regularly review the Customer Service Strategy to provide a coordinated approach to service delivery that provides for ongoing improvements to customer services for the whole City.	The City of Kalamunda has launched a new customer service strategy for residents and ratepayers, following its adoption in November 2017. For the first time the City of Kalamunda has introduced the new strategy to assist with ongoing initiatives for better working relationships. The Customer Service Strategy 2017 – 2021 (the Strategy) is the catalyst for bringing together an ongoing program of initiatives to focus the City on continually improving the customer service experience in all spaces. The strategy outlines the key principles, strategies, actions, and performance measures for improved customer service standards over the next four years. <ul style="list-style-type: none"> • Strive to achieve a new customer service ethos and deliver on the customer service promise and principles • To culturally optimise the organisation to achieve best practice customer service outcomes • To support and train staff to feel empowered, be proactive and work collaboratively toward business objectives and customer service excellence • To effectively communicate with our customers, internally and externally. The strategy responds to consistent feedback themes from internal and external customer bases around: <ul style="list-style-type: none"> • Customer service standards • Timely and effective communication • Consistently reviewing enquiry handling processes • Respect, honesty and professionalism • Self-service options and accessibility through technology enablement • Automated transactions • Less referrals across the organisation • Offering options and customised services The Strategy addresses these under five key principles and outlines, objectives, actions and measures within three focus areas. 1. Service Standards: Methods for setting standards and working together better. 2. Communication & Culture: Staff engagement, motivation and skill development. 3. Technology: Systems, tools and processes to support customer service delivery.
Corporate capacity and capability	Customer Service	Training program delivered	4	1	2	27	Oversee an annual training program for all customer service staff across the City.	Customer Service Training was successfully undertaken in accordance with the GROW program.
Corporate capacity and capability	Emergency Management	Business Continuity Plan reviewed and implemented	4	1	2	103	Develop and regularly review the City's Business Continuity Plan, to provide an effective response to major risks that may significantly threaten business operations.	The City of Kalamunda's main IT site is now in Shenton Park, with the disaster recovery site 400km North in Geraldton. This provides us with flexibility of access, and ensures that if the administration building is knocked out, that access to vital city information will still be possible. IT Business Continuity and Disaster Recovery plans will be linked together under the overarching City Business Continuity Plan. Currently reviewing with Community Safety to ensure the City's Business Continuity Plan is supported.
Corporate capacity and capability	Information Technology Development	Business processes identified and entered into the Promapp system	4	1	2	97	Create a team to review, map and reengineer where possible for improvements in corporate efficiency, all business processes and document in readiness to upgrade corporate systems.	Consulted with City of Geraldton to study how their environment has been developed. Process Mapping training will be provided in two parts. One, with the Grow Program, where staff will learn about Process Mapping. The second will be training on use of the Promapp software, to make full use of the system. Both have commenced.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Corporate capacity and capability	Information Technology Development	Current Corporate Systems reviewed, issues or gaps identified, solutions developed in collaboration	4	1	2	92	Continue to work positively within the Altus Collaboration Consortium to upgrade all key corporate systems.	General Ledger visioning exercises have been completed, and process maps have been provided to IT Vision. There have been delays, with the Inspections Module predominantly, as it has been delivered via new project methodology.
Corporate capacity and capability	Information Technology Development	Information Communication Technology Strategy is delivered	4	1	2	110	Implement the Information Communication Technology Strategy and report progress against the plan quarterly.	Focus still remains on the Altus Project and Information Security. Tenders Management module is now live, and the Inspections Module is nearing completion. The General Ledger project is now underway with a number of workshops already being held to obtain business requirements. Workshops held have been Accounts Payable, Accounts Receivable and Bank Reconciliation and the overarching Core Financials Project workshop.
Corporate capacity and capability	Information Technology Development	Mobile applications developed and implemented	4	1	2	112	Investigate, identify, test and implement the use of mobile technology applications to drive efficiency for officers in the field.	Mobility first is still a guiding principle when developing Altus products. A final Fire Inspections workshop meeting was held the week beginning 2 July 2018 to finalise and refine Fire Inspections requirements, this is scheduled to be released end of September 2018.
Corporate capacity and capability	Information Technology Development	New records management system implemented	4	1	2	111	Investigate and replace/upgrade the City's records management system with a modern and highly efficient and effective system.	Implemented the new Records System. The next stage is to ensure that the system is used to its full potential. An Altus Electronic Content Management system (ECM) Working Group has been created, with Power Users involved. This will investigate issues, suggest enhancements, and help with the changing of processes to reflect the greater capabilities of the new system. Altus ECM Working Group has commenced working on the Altus ECM Implementation Phase 2. This will take 18 months as each business unit is brought across to ECM in a staged manner.
Corporate capacity and capability	Information Technology Development	New records management system implemented	4	1	2	109	Ensure the City's records are maintained in accordance with the State Records Act.	New Records System has been implemented. A new Record Keeping Plan will be submitted to the State Records Office by the end of September 2018, to show the change to processes. This work is continuing.
Corporate capacity and capability	Information Technology Development	Online "self-service" applications developed and implemented	4	1	2	101	Develop and implement online application services to streamline and improve customer access to all transactional services.	The Building Online submissions system will be available to all residents from 2 July 2018. The Planning Application Tracking System will also be available to all residents from 2 July 2018. Both systems will improve transparency, and will help residents understand the process of approval. These two systems are now live.
Corporate capacity and capability	Information Technology Development	Process is developed and implemented	4	1	2	98	Design and implement an electronic archiving process to transfer City records from paper format to electronic.	Altus Electronic Content Management system (ECM) has been implemented. The next stage is to get approval for the process of destruction of source records through the State Records Office. This work is continuing.
Corporate capacity and capability	Internal Audit	Annual audit program is delivered and reported	4	1	2	13	Develop and deliver an annual rolling performance audit program of policies, processes, systems and financial controls.	The Auditors have completed the Annual Audit work for the 2016/17 Financial Year. The Internal Audit function has been outsourced and the City is currently in the process of awarding an Audit contract for two years.
Corporate capacity and capability	Internal Audit	System audit completed and reported	4	1	2	17	Undertake a system audit of key financial controls every two years and report through the Audit and Risk Committee.	The City has completed a system audit of key financial controls and is planning the Audit program for the next round of financial control audits.
Corporate capacity and capability	Legal Services	Legal Framework developed and implemented	4	1	1	47	Design and develop a legal framework, including policies and procedures for ensuring legal advice is managed effectively.	Introduced internal General Counsel Advice Request forms and procedures, Legal and Governance file protection and allocation/recording system established. Security/ permissions allocation upgraded and refined to necessary staff.
Corporate capacity and capability	Occupational Safety & Health	Regular meetings are held	4	1	2	140	Identify and proactively pursue improvements to workplace safety through the Occupational Safety & Health Committee.	All OSH Committee actions are on track. Committee activities for 2018/19 are complete.
Corporate capacity and capability	Occupational Safety & Health	Safety Management Plan maintained and reported	4	1	2	142	Monitor and report on all OSH issues and the progress of all mitigation actions.	All current issues reported have been responded to.
Corporate capacity and capability	Policies	Induction; Ongoing training sessions; Policy Register maintained and all staff and Councillors aware of how to access	4	1	1	51	Ensure that ongoing training and awareness raising of Council and City policies is provided to Staff and Council.	Ongoing as necessary, or otherwise as policies are reviewed or introduced. All policies and procedures presently under review. Preparation of global policy review report to be expected early to mid 2018.
Corporate capacity and capability	Policies	Review completed; Policy Register maintained and all staff and Councillors aware of how to access	4	1	1	60	Undertake a complete review of all Council and City policies every two years and ensure all policies are easily accessible.	All policies and procedures presently under review. Preparation of global policy review report to be expected early to mid 2018.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Corporate capacity and capability	Statutory Compliance	All local laws reviewed within statutory timeframe	4	1	1	49	Ensure all local laws are current and relevant, either by developing new or amending existing local laws, as required.	All local laws subject to ongoing review.
Corporate capacity and capability	Statutory Compliance	All local laws reviewed within statutory timeframe; Land use compliance monitored and breaches acted on	4	1	1	25	Ensure local laws and land use compliance in accordance with relevant legislation and City assets are protected.	Local law review progressing and ongoing, including review of guiding plan.
Corporate capacity and capability	Statutory Compliance	Annual Audit and Annual Report completed within statutory timeframes	4	1	2	53	Ensure the annual audit and annual report are completed before December each year.	Parking local law under review in the context of future parking at new station in Forrestfield (High Wycombe South). Audit report signed off on 13 October 2017. The report and Financial Statements have been sent to the Department in line with the regulations.
Corporate capacity and capability	Statutory Compliance	Budget variance within 10% and completion by May	4	1	2	61	Prepare and adopt an Annual Budget to guide the distribution of funding for City operations in line with Local Government Financial Regulations.	The Annual Report was endorsed by Council in December 2017. The Annual Budget timetable has been presented to management, detailing key dates and the first and mid term budget reviews. Strategic Service work commencing in January 2018. Capital Budgets updated with actuals as of December 2017 and released to Operations staff for review. Incorporated Business Unit Planning and Performance metrics into budget planner. WFP costings are being confirmed by managers. Rates Modelling draft complete.
Corporate capacity and capability	Statutory Compliance	Compliance Audit completed accurately within statutory timeframe	4	1	1	53	Ensure the Compliance Audit Return is completed and lodged on time in accordance with the Local Government Act.	Compliance Audit Return was lodged on Thursday 29 March 2018, as required by regulation 15 of the Local Government (Audit) Regulations 1996 (WA).
Corporate capacity and capability	Statutory Compliance	Financial ratios determined and reported	4	1	2	49	Ensure financial ratios are closely monitored and used to drive budget decisions and are regularly reported to Council.	Under review each month. Asset Ratios are heavily impacted with the higher depreciation for the infrastructure category. Adoption of new Revenue standards will have a negative impact on Current and Own Source Ratios as prepaid Rates will no longer be required to be recognised as income in the year of receipt.
Corporate capacity and capability	Statutory Compliance	Register kept in accordance with Local Government Act	4	1	1	55	Ensure the gift register is maintained and Staff and Councillors are aware of their requirements to disclose.	Ongoing. Process under review to ensure online versions available at all times.
Corporate capacity and capability	Statutory Compliance	Review completed within statutory timeframe	4	1	1	54	Ensure the Delegations Register is reviewed annually, in line with the Local Government Act.	Reviewed once every financial year pursuant to section 5.46(2) of the Local Government Act.
Corporate capacity and capability	Workforce Planning	Survey distributed to all staff for completion every two years	4	1	2	146	Undertake an employee perceptions and satisfaction survey (Organisational Health Check) every two years.	Survey complete.
Corporate capacity and capability	Workforce Planning	Survey results reported, strategies developed	4	1	2	138	Develop strategies to address issues arising from the staff survey and incorporate into the Workforce Plan reviews.	2018/19 deliverables are complete.
Corporate capacity and capability	Workforce Planning	Workforce Plan is delivered, actions entered into interplan for monitoring	4	1	2	141	Implement the actions outlined in the Workforce Plan, monitor progress against actions and report progress against actions through the corporate reporting systems.	Workforce Plan activities for 2018/19 are complete
Corporate capacity and capability	Workforce Planning	Workforce Plan review completed	4	1	2	135	Annually review and refine the City's Workforce Plan and undertake a major review every four years.	Finalised, preparing for final review and Council approval.
Outstanding leadership	Advocacy	Advocacy Strategy developed and endorsed	4	2	2	5	Develop and implement an Advocacy Strategy to support the City's approach to professional advocacy.	The Advocacy Program is underway, key messages and flagship projects have been identified and collateral developed. An advocacy mission was undertaken in September 2017.
Outstanding leadership	Advocacy	Increase in project ready plans identified for funding opportunities	4	2	2	6	Maintain a regular annual program of engagement with all local State and Federal politicians, all Ministers and all Shadow Ministers.	Meetings with the new State Government Ministers have been occurring. Monthly meetings with Local Members have occurred. All meetings are reported to Council via the weekly Councillors Information Bulletin.
Outstanding leadership	Advocacy	Regular meetings are held	4	2	2	4	Continue to participate in activities concerning the Perth Airport.	The City attends all Perth Airport activities and meeting of the PAMG. Meetings are held quarterly.

Performance Area	Project Goal	Expected Outcome	Goal	Strategic Plan Link Outcome	Strategy	Action	Priority Action - Linked to Corporate Business Plan	Quarterly Status
Outstanding leadership	Advocacy	Representation on external bodies maintained or increased	4	2	2	2	Actively seek City representation on external bodies and provide support to Elected Members and Senior Officers to actively participate in professional and/or industry disciplines that will further enhance the image of the City.	The City has broad representation on external committees including WALGA State Council, EMRC, RDA, IPWEA, LGMA, Parks and Leisure Australia, Kalamunda Chamber of Commerce, IPWEA Asset Management Group, LG Chief Officers group, Perth Airport Management Group, Planning Institute Australia, and supports many local groups through its community development efforts.
Outstanding leadership	Councillor Support	All new Councillors receive induction, at least one training session held per year	4	1	1	50	Ensure effective induction and ongoing training is provided to Elected Members.	Ongoing training is available to Councillors and updates on relevant legal and governance matters are provided as required, or on instruction from the Chief Executive Officer.
Outstanding leadership	Councillor Support	Governance & Policy Framework review undertaken	4	1	1	52	Ensure that the Governance & Policy Framework is used to guide Councillors and is reviewed every two years prior to Council elections.	The Governance and Policy Framework has been reviewed and was accepted by Council in November 2017.
Outstanding leadership	Risk Management	The City has a transparent risk framework that is constantly being monitored	4	1	2	15	Implement the City's Risk Management Plan and identify major risks, determine risk tolerance levels and apply mitigation responses.	The City's Risk Management Plan has been implemented and the revised Risk Profile was endorsed by Council in November 2017. Council will review the Risk Profile as part of February's Strategic Review.
Outstanding leadership	Statutory Compliance	Code of Conduct reviewed and endorsed	4	1	2	84	Review the City's current Code of Conduct in alignment with the release of a Model Code of Conduct for local government and implement through induction, ongoing training and awareness-raising.	Code of Conduct for Elected Members and City Staff was reviewed in March 2017 and is currently again under review. People Services is conducting an initial review at present, after which, General Counsel will finalise and present to the Chief Executive Officer and to Council. Ongoing training and awareness raising to be provided through in house seminar series.
Participation & consultation	Community Consultation, Communication & Engagement	Annual perception survey is undertaken and reported to Council	4	1	2	19	Conduct a biennial survey of residents to measure community perception of City services.	Catalyse perception survey market research phase complete. Report finalised.
Participation & consultation	Community Consultation, Communication & Engagement	Improvement in community engagement perception	4	2	1	8	Implement the actions outlined in the Community Engagement Strategy, to deliver best practice approaches for community engagement initiatives.	All actions in the Community Engagement Strategy, Kalamunda Engages, have been utilised for engagement campaigns. The Strategy is being used as tool to deliver the City's community engagement activities.
Participation & consultation	Community Consultation, Communication & Engagement	Improvement in community engagement perception	4	2	1	15	Utilising the GROW program, develop an ongoing training program for all staff involved in community engagement, raising awareness of the City's Strategy and processes.	Work is complete for this financial year. Induction process is including a significant focus on Community Engagement for all new staff, with the policy, procedure and strategy and tools all explained and sent to all new staff. Also available via the intranet and sent to all Managers post adoption. Formal training across the organisation has taken place regarding Kalamunda Engages, along with IAP2 training to ensure staff understand the theory behind the processes. New Community engagement template implemented and rolled out for all campaigns using the strategy and model.
Participation & consultation	Community Consultation, Communication & Engagement	New website implemented, other digital platforms investigated and developed as appropriate	4	1	2	25	Improve communication with the community through the ongoing review and development of the website and other digital platforms.	Web review and maintenance ongoing. New developments include the expansion of our Community Engagement Software and Mapping Functionality for the community. Engagement HQ has allowed for increased two way communication that the City has previously not had in an electronic medium. It has been very well received with positive feedback from the community, as well as a high level of use. The use of the City's social media platforms has proven to be a valuable two-way communication tool for a large section of the community. A dedicated digital officer has seen the City's profile grow to over 5,000 followers, information reaching into the tens of thousands of viewers over week-long time frames and the vast majority of community enquiries being responded to in under 24 hours.
Participation & consultation	Community Consultation, Communication & Engagement	Program of engagement developed	4	2	2	3	Continue to hold regular meetings with stakeholders as part of an ongoing process of building and maintaining better stakeholder relations within the local community.	A Stakeholder Community Engagement Plan is complete and will be presented to Council in April 2018.
Participation & consultation	Community Consultation, Communication & Engagement	Social Media Strategy developed and implemented	4	1	2	22	Develop guidance and training for use of social media applications and technologies.	Ongoing guidance is available through a dedicated resource.

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Participation & consultation	Community Consultation, Communication & Engagement	Social Media Strategy developed and implemented	4	1	2	20	Develop a social media strategy that clearly shows how social media will best be deployed.	Social media officer has developed and is now implementing Social Media plans for key contact centres including Libraries, Recreation, Kalamunda Performing Arts Centre. Social media strategy has proven very effective with a growing trend in community interactions on platforms such as facebook.
Participation & consultation	Forrestfield North	Forrestfield North Community and Stakeholder Engagement and Communications Strategy is delivered	4	2	1	16	Implement the actions outlined in the Forrestfield North Community and Stakeholder Engagement and Communications Strategy.	Project currently being undertaken. Initial consultation complete with submissions closing 2 July 2018.
Participation & consultation	Meetings of Council	Agendas and Minutes published within statutory timeframes	4	1	1	58	Prepare and publish all Agendas and Minutes of Council and Committee meetings in accordance with legislation.	Ongoing as per legislative requirements.
Participation & consultation	Public Relations & Marketing	Community Perception Survey - increased positive attitude towards the City	4	1	1	20	Deliver well-coordinated and targeted PR and marketing programs to raise the profile and image of the City.	Continuing with Connect newsletter, new monthly newsletter in local papers, significant focus on community engagement, e-news, timely and relevant media releases and responses, as well new digital programs per project that we assist with across the organisation.
Wide and diverse representation	Elections	Campaign developed and delivered prior to election	4	1	1	21	Develop and implement campaigns to encourage increased participation in Council elections.	A joint campaign strategy was entered in partnership with the City of Swan and Town of Bassendean with a Call to Nominate campaign. Promotion has been broad. We also participated in the Midland Councillor Nomination Event and held a nominee information night including a Mock Meeting, that received press coverage. Successful outcome with participation increased in line with objectives.
Wide and diverse representation	Elections	Campaign developed and delivered prior to election	4	1	1	22	Encourage diversity in Council activities from minority groups and young citizens.	Promotion for all services focus on encouraging diversity, with use of imagery and language targeted at specific groups as a part of communication and engagement undertaken to inform, consult, involve and collaborate with community.

Scorecard Name

* Council Scorecard

Date From

01-Jul-2017

Date To

30-Jun-2018

LINKED ITEMS	UNIT	TARGET	ACTUAL	INDICATOR
** Customer Service				
COMMENTS: N/A				
* Response to customer requests within 5 working days (by directorate, measured monthly)	%	90.00	93.75	
<i>COMMENTS:</i> N/A				
* Response to incoming correspondence within 5 working days (by directorate, measured monthly)	%	90.00	92.69	
<i>COMMENTS:</i> N/A				
* Response to Councillor enquiries within 5 working days (by directorate, measured monthly)	%	95.00	100.00	
<i>COMMENTS:</i> N/A				
** Planning & Development				
* Building Permit/Certificates determined within statutory timeframe	%	95.00	99.83	
<i>COMMENTS:</i> 103 applications received. All applications determined within statutory timeframes.				
* Planning applications determined within statutory timeframe	%	95.00	95.71	
<i>COMMENTS:</i> N/A				
* Subdivision applications referred to the WAPC within statutory timeframes	%	95.00	85.92	
<i>COMMENTS:</i> 8 applications processed, 6 within the statutory time frame. 2 applications required the applicant to provide further information.				
** Compliance				
COMMENTS: N/A				
* Risk mitigation - number of identified risks not mitigated	#	5.00	0.00	
<i>COMMENTS:</i> All risks mitigated				
* All Purchase Orders are compliant to the purchasing policy and legislation	%	100.00	100.00	
<i>COMMENTS:</i> Compliant				
* All tenders compliant with regulations	%	100.00	100.00	
<i>COMMENTS:</i> Compliant				
Overall Performance	%	100.00	112.22	