

**Aboriginal and Torres Strait Islander names used in the naming of ACT Health, rooms and spaces**

**Standard Operating Procedure**

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| **Purpose** |

The purpose of this Standard Operating Procedure (SOP) is to establish a process that meets ACT Health’s Reconciliation Action Plan requirements regarding Aboriginal and Torres Strait Islander names used in the naming of ACT Health rooms and spaces.

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| **Scope** |

All ACT Health facilities must ensure consideration is given to the acknowledgement of rooms and spaces with appropriate local Aboriginal language names as a way of providing recognition to local Aboriginal and Torres Strait Islander peoples.

Any nomination of a name related to an Aboriginal and Torres Strait Islander person or a local Aboriginal language name for use in the naming of rooms and spaces in ACT Health facilities requires endorsement by the Director-General and approval by the Health Minister.

ACT Health rooms and spaces include all areas such as conference rooms, training and lecture rooms, gardens, courtyards and walk ways (where walkways are proposed to be named) will be considered in the approval process of naming rooms and spaces. Names to be considered are to remain in perpetuity or and should also refer to the function of the space. All ACT Health facility details will be consistent with Outlook calendar format e.g. ‘*ACTH-TCH-B6-‘Insert name*’ (L3-10s)’. Business and Infrastructure (B&I) will be responsible (in conjunction with Shared Services ICT) for updating the meeting room names on Outlook.

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| **Roles and Responsibilities** |

**All staff**

All ACT Health staff has responsibility to adhere to the *SOP on Aboriginal and Torres Strait Islander names used in the naming of ACT Health rooms and spaces* as well as to support and contribute to the implementation of ACT Health’s Reconciliation Action Plan.

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| **Procedure** |

Staff should contact the Aboriginal and Torres Strait Islander Health Unit for any assistance required in following the processes outlined below.

An application is to be submitted in writing to the Manager, Aboriginal and Torres Strait Islander Health Unit.

There are two categories for the nomination of names:

1. an individual name of an Aboriginal and Torres Strait Islander person who has provided a distinguished and outstanding service to Aboriginal and Torres Strait Islander health in the ACT and surrounding region.

and/or

1. a local Aboriginal language name that acknowledges culture with a specific connection to the health environment.

***2. When nominating a local Aboriginal language name (or words)***

The name of the language group and meaning of the language name (or words) including why the name should be considered for use should be described in the application.

Utilising this process assists in ensuring that offensive or sensitive terminology is avoided and importantly, there is guidance, coordination and consistency in approach.

Applications must address the following criteria:

* Any family or personal relationship to the nominee/nomination must be declared in the nomination by staff involved in the process.
* The nomination is to be no more than 450 words .When nominating a person’s name, the nomination must be include a description of the distinguished and outstanding service to Aboriginal and Torres Strait Islander health in the ACT and surrounding region including copies of any supporting documentation of service and/or awards of recognition.
* An endorsed confirmation of Aboriginal and Torres Strait Islander identity form must accompany the application.

**Assessment**

The ATSIHU will register all nominations received and complete the assessment, covering all information provided in the nomination and accompanying documentation. The applicant must seek permission in writing from the United Ngunnawal Elders Council (UNEC), for the use of their language names and attach the endorsement by UNEC to the nomination.

ATSIHU will submit nominations to the Aboriginal and Torres Strait Islander Health Coordination Group (including evidence of UNEC permission) for consideration and recommendation to the Director-General for endorsement.

After approval in principle by the Director-General of a person’s name to be used for this purpose, the consent of the person or their family must be sought.

ACT Health’s Infrastructure Program requirements, consistency with ACT Health values and the reflection of the functions of the property are all to be taken into consideration when a name is assessed.

A register of endorsed names will be maintained by ATSIHU and referred for consideration in the commissioning of new ACT Health buildings under the Health Infrastructure Program and/or when there is a request for a name is considered for use should be described and included in the application.

B&I and Health Infrastructure and Planning (HIP) will be notified by ATSIHU of all approvals for naming rooms and spaces. All ACT Health facility details will be consistent with Outlook calendar format e.g. ‘*ACTH-TCH-B6-‘Insert name*’ (L3-10s)’. B&I will be responsible (in conjunction with Shared Services ICT) for updating the meeting room names on Outlook.

**Announcement and implementation**

The Health Minister should be invited to announce the naming of a room or space and attend any official event that is expected to take place. Note, official events also require a Welcome to Country by a Ngunnawal Elder (refer to Aboriginal and Torres Strait Islander Cultural Protocols for Events Policy and SOP). When inviting family members, if named after an individual person (who may be deceased), the occasion must be culturally respectful.

When plaques or signage’s are to be used, that acknowledge an individual’s name and or the use of the local Aboriginal name the plaque or signage should include a description of the outstanding service provided by the Aboriginal and Torres Strait Islander individual or should explain the meaning of the name to be used. It should be located in close proximity of the room and/or space.

Plaques that acknowledge an individual’s name to be used in the naming of rooms and spaces should include a description of the outstanding service provided by the Aboriginal and Torres Strait Islander individual.

For the use of a local Aboriginal language name, a plaque should explain the meaning of the name and be located in close proximity of the room and/or space.

The design of plaques should be consistent with the aesthetic/feel of the signage and building. A plaque may also need to satisfy Infection Control guidelines.

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| **Evaluation** |

**Outcome Measures**

* Implementation of ACT Health’s Reconciliation Action Plan.
* Appropriate implementation of the SOP, *Naming ACT Health rooms and spaces with Aboriginal and Torres Strait Islander names*.

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| **Related Legislation, Policies and Standards** |

**Legislation**

* Not Applicable

**Policy**

* ACT Health*, Reconciliation Action Plan 2012-2015.*
* ACT Health, *Aboriginal and Torres Strait Islander Cultural Protocols for Events*.
* ACT Health, *Aboriginal and Torres Strait Islander Cultural Protocols for Events*.
* ACT Health*, Donations, Fundraising and Seeking External Sponsorship, Standard Operating Procedure - Donor Recognition (point 6).*

**Standards**

* ACT Health, *Naming ACT Health rooms and spaces with Aboriginal and Torres Strait Islander names*.

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| **References** |

* ACT Health*, Reconciliation Action Plan 2012-2015.*
* ACT Health*, Donations, Fundraising and Seeking External Sponsorship, Standard Operating Procedure - Donor Recognition (point 6).*

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