

# POLICY COVER SHEET

## Policy Development and Management

<b>Type:</b>	Council
<b>Adopted:</b>	27 March 2024
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<b>Approved By:</b>	Council
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<b>Responsible Officer:</b>	Coordinator Asset Management
<b>Department:</b>	Sustainability & Assets
<b>File No:</b>	SF/103
<b>Attachments:</b>	Naming Rules for Places in Victoria

Step	Approved By	Date of Approval / Completion
Reviewed relevant legislation	Responsible Officer	9 August 2023
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Draft reviewed by Coordinator Governance	Coordinator Governance	19 March 2024
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Draft circulated to staff via Murri for feedback	Responsible Officer	NA
Changes made	Responsible Officer	
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Changes made	Responsible Officer	19 March 2024
EMT approval	CEO	
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<b>Title:</b>	Naming Roads and Places Policy and Guidelines
<b>Type:</b>	Council
<b>Adopted:</b>	27 March 2024
<b>File No:</b>	SF/103
<b>Attachments:</b>	Naming rules for places in Victoria

Responsible Officer: Coordinator Asset Management

27 March 2024

TRIM Reference: 24/20791

## 1 Policy Statement

This policy has been created to provide guidance on, and consistency in, Council's approach to considering proposals for the assigning of names to roads, localities and geographical features in the municipality.

When considering the naming or renaming of roads and places, Murrindindi Shire Council will:

1. Comply with the legislation and guidelines referred to in this policy.
2. Apply the naming principles described in this policy.
3. Follow the process outlined in this policy.
4. Consider fairly and equitably all valid naming requests and submissions.

## 2 Rationale

Consistent and appropriate naming of roads, assets, features, locations and cultural places is essential for precisely identifying locations for the management of emergencies and the delivery of services. It is important that practices, processes, and procedures for naming places are unambiguous, provide enduring names and preserve our cultural identity.

The naming of roads is a local government responsibility under the Local Government Act 1989 and the Road Management Act 2004. The processing of proposed names in new subdivisions is governed by the Subdivision (Procedures) Regulations 2011. Council is a naming authority within the Geographic Place Names Act 1998 (Act) and is bound by the guidelines issued under the Act, which are currently the Naming Rules for Places in Victoria 2022.

## 3 Scope

This policy applies to the naming of roads and geographic features including:

- Public roads, streets, trails, tracks and laneways.
- Bridges and other road related features.
- Non-public or private roads and features under specific criteria.
- Localities and their boundaries, including historical locations.
- Reserves, parks and public open spaces.
- Geographic features including rivers and other waterways.
- Public facilities and buildings.

## 4 Murrindindi Naming Principles

When considering proposed names, including the names of roads in new subdivisions, the following criteria shall apply in addition to the thirteen (13) naming principles listed in the Guidelines:

1. New names
  - a. Preference shall be given to names that have a historical or other relevant connection to the immediate area. The name must have an enduring relevance.
  - b. Where a local family name is proposed, the consent of the family needs to be provided by the proposer.
  - c. Preference will be given to identifiable woman's names, first names rather than family names.
  - d. Local Indigenous names or descriptives relevant to the immediate area and approved by the relevant registered party, shall only be used, avoiding the use of borrowed indigenous names from other language groups.
  - e. Dual English and Indigenous names shall only be used for locations or features.

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- f. Proposed road name suffixes shall be in accordance with the Guidelines and be meaningful to the road type.
  - g. Proposed road names will be checked for duplication and possible confusion with existing roads within a minimum radius of 30 kilometres irrespective of a different township or locality. This includes adjacent municipal districts.
2. New estates
    - a. Developers of new estates may submit proposed names for roads based on a theme so long as the theme will apply to all roads in that estate.
  3. Renaming
    - a. Renaming roads will be supported where the present name causes confusion and there is a risk of delay to an emergency vehicle.
    - b. Where a road is to be renamed due to duplication, the one with fewer properties will be preferred for renaming.

## 5 Definitions

Reference Term	Definition
Act	The Geographic Place Names Act 1998.
Acts, related	<i>Local Government Act 1989</i> <i>Road Management Act 2004</i>
Directly affected property	Means a property that will or may undergo a change of address or come under the operation of section 23 of the <i>Aboriginal Heritage Regulations 2007</i> (which affects land within 200 metres of a named watercourse) of a naming proposal..
Essential service	Means Ambulance Victoria, Australia Post, Country Fire Authority, Emergency Services Telecommunications Authority, Forest Fire Management Victoria, State Emergency Service, Victoria Police and all similar organizations operating within the Shire.
Guidelines	Means the current version of the guidelines issued under the Act, which is currently known as the <i>Naming Rules for Places in Victoria</i> .
Place	Has the meaning given in Section 3 of the Act, which includes: <ol style="list-style-type: none"> <li>a) Township, area, park, garden, reserve of land, suburb and locality.</li> <li>b) Topographical feature.</li> <li>c) Street, road, transport station, government school, government hospital and government nursing home.</li> </ol> Also, can include private roads or localities.
Place Names Officer	Means the officer appointed by Council to ensure the processes are carried out in accordance with the Act. (Coordinator Asset Management).
Registrar	Means the Registrar of Geographic Names (Surveyor General of Victoria).
VICNAMES	Means the Register of Geographic Names which is the official record of place names in Victoria.

Table 1 – Definitions

## 6 Procedure

The Place Names Officer has the overall responsibility for ensuring that all processes are completed in accordance with the Guidelines and this policy including the specific requirements in the use of local Indigenous and commemorative names. The workflow for this procedure is provided as diagram 1 below.

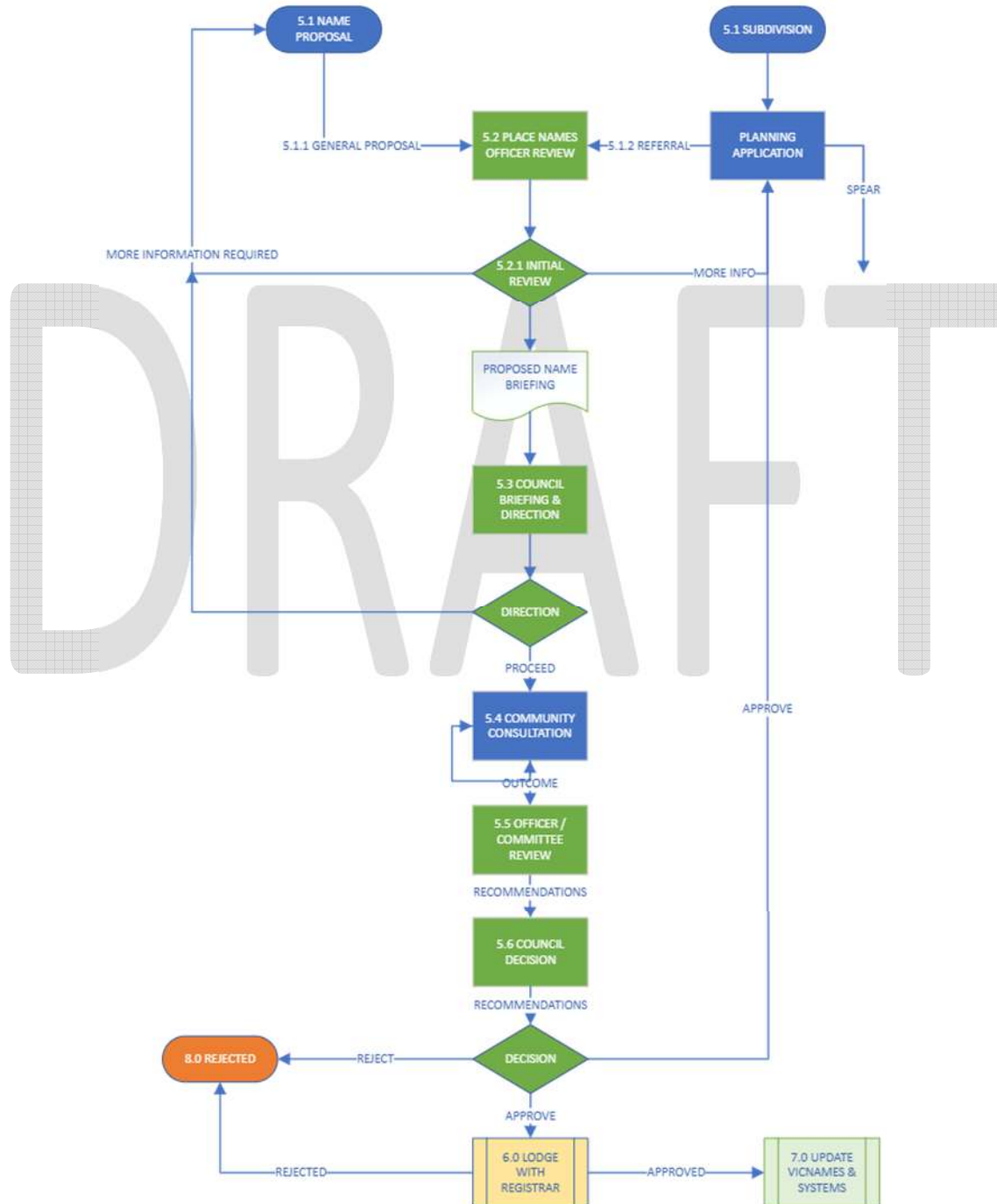


Figure 1 – Naming Roads and Places Process

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## 6.1 Initiating naming requests

### 6.1.1 General naming proposal

Any person or organization may lodge a proposal to name or rename a road or place. Requests can be initiated by an individual or a group in the community, another naming authority or a Council officer. Requests are initiated by submitting a proposal to the Place Names Officer, or via a petition to Council so long as the required information is also provided.

If a naming proposal is initiated by a petition to Council, the Place Names Officer shall ensure that the required information is provided by the proposer before it is considered.

All naming proposals received are to be acknowledged by the Place Names Officer.

### 6.1.2 Road and location names arising from new subdivisions

Planning applications for subdivision which will result in the naming of roads and places shall be referred to the Place Names Officer for consideration and comment. A naming proposal form is not required. Decisions on such naming proposals will be made by Council officers under delegation. Council officers can seek direction from Council as required.

Road names generated through subdivision are processed to the Registrar and VICNAMES via SPEAR.

## 6.2 Preliminary assessment and evaluation

The Place Names Officer shall conduct an initial review of the merit of the proposal with respect to Section 2 Naming Principles of the Guidelines and may seek further information or offer advice to the proposer to refine the request.

### 6.2.1 Initial Review of proposed Names

The Place Names Officer will conduct an initial review of the proposed name with reference to the Guidelines and Council's Naming Principles listed in Section 4.

## 6.3 Initial Council Review

Once the naming proposal has been reviewed by the Place Names Officer, a report shall be prepared for all naming and renaming proposals to be presented to Council for direction including new subdivisions where required. The initial report must include the consultation strategy detailing the form and extent of proposed community consultation.

Council may:

- Decide to seek further information from the proposers.
- Accept the proposal in principal and proceed to community consultation.
- Defer the decision and proceed to community consultation or survey to determine an alternate name.
- Reject the proposal.

Council may also decide to form a Place Names Committee to help conduct the community consultation and evaluate the results.

## 6.4 Community Consultation.

Once approved by Council for initial consultation, the following table provides an indication of the community consultation requirements. The definitions of immediate and extended communities are in the Guidelines.

The expected timeframes and method of consultation defined in the Guidelines will apply. A minimum of 30 days is to be allowed for submissions.

Proposal	Who to Consult	Communications
<b>New road, locality or feature.</b> <b>Boundary change of a locality</b>	Immediate community	Direct letter
	Extended community	Notice in local newspapers. Dindi – In The loop Social Media Public meeting if a large scale or potentially contentious change. Victorian Gazette as required
<b>Renamed road, locality or feature.</b> <b>Boundary change of road (lengthening or shortening a road)</b>	Immediate community	Direct letter Notice in local newspapers. Dindi – In The loop Social Media Public meeting if required
	Formal notification	Notice of decision in local newspapers Victorian Gazette
<b>Use of Indigenous names</b>	Taungurung Land and Water Council or Wurundjeri Woi-wurrung Cultural Heritage Corporation	Direct communications
<b>Use of family names</b>	Immediate family	Direct communications

**Table 2 - Community Consultation summary**

The communication strategy must define the ways in which community members or organizations may make a submission for or against the proposal.

The owners and occupiers considered as “Immediate community” include the directly impacted properties and a reasonable buffer round the area. Extended community means the whole of the Shire. In all cases, the essential services are always included in the consultation.

## 6.5 Review community consultation results.

The Place Names Officer or Place Names Committee will oversee the evaluation of submissions and objections. Submissions and objections need to be in writing or via an electronic form via Council’s engagement platform, The Loop and contain the information outlined in the Guidelines. Verbal submissions are not allowed under the Act.

Multiple submissions from individuals on behalf of a single organization may be discounted.

The Place Names Officer coordinates the preparation of a report to Council ensuring that decision is compliant with the Guidelines.

## 6.6 Council Resolutions

The Guidelines limit Council to three options when making a resolution:

- Adopt the recommendation in the report and submit the proposal to the Registrar for consideration.

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- Defer a decision on the proposal. This can also be specified with additional requirements.
- Abandon the proposal. This can be to reject the name proposed with the intention of commencing another proposal.

Council cannot resolve to adopt a different name to that advertised for public comment. If a different name is preferred, then the existing proposal needs to be abandoned and a new proposal prepared and advertised as per the Guidelines.

The implementation of a resolution of Council cannot commence until the Registrar advises approval. The community is required to be informed of a decision. The Guidelines provide an overview of the requirements including direct and specific responses to each objector. The Place Names Officer shall ensure objectors are notified and also informed of their opportunity to appeal the Registrar's decision.

## 7 Lodge a proposal with the Registrar

The Place Names Officer will ensure the decision is lodged with Geographic Names Victoria (VICNAMES) via VicMap Editing Service (VES) with all the required data.

The Registrar will allow at least 30 days after a decision to allow objections to be lodged.

Geographic Names Victoria will gazette the new or changed name. The Place Names Officer will ensure that all other gazette notifications, for example in accordance with the Road Management Act, are implemented following the registration of the change.

## 8 Implement Name Changes

The Place Names Officer will ensure all local systems are updated (including Asset Management and Rates systems) and a notice of the change is provided to all local essential services.

Road, feature and locality signage must be erected within 30 days of the name being gazetted and registered.

## 9 Related Policies, Strategies and Legislation

### 9.1 Legislation and Standards

- *Geographic Place Names Act 1998.*
- *Local Government Act 1989.*
- *Road Management Act 2004.*
- *Aboriginal Heritage Act 2006.*
- *Aboriginal Heritage Regulations 2018.*
- *Gender Equality Act 2020.*
- *Survey Coordination Act 1958.*
- *Subdivision (Procedures) Regulations 2011.*
- AS/NZS 4819:2011 – Rural and urban addressing.

### 9.2 Council Plan

There is an annual action in the Council Plan 2021 – 2025 under the following Goals:

1. Resilient Communities
  - 1.1. Celebrate the community's vibrant, diverse and creative people.
2. Beautiful townships and rural settings.
  - 2.1. Connect our communities through improved roads, footpaths and public transport.

### **9.3 Management and Review**

The responsibility for the on-going review and monitoring of this policy will be undertaken by the Manager Sustainability & Assets or delegate every four years or earlier if necessary.

### **9.4 Consultation**

Internal consultation has occurred in the development of this Policy with relevant departments of council and the Executive Leadership Team.

### **9.5 Human Rights Charter**

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.

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