

COUNCIL POLICY

 Road, Feature and Locality Naming Policy	Policy No:	IE-05
	Approval Date:	September 2019
	Approved By:	
	Review Date:	September 2023
	Version No:	001
Responsible Officer:	Manager, Assets and Contracts	
External References:	Geographic Place Names Act 1998 Naming rules for places in Victoria 2016 Local Government Act 1989 (Section 206 and Schedule 10) Road Management Act 2004 Moyne Shire Council Planning Scheme Planning & Environment Act 1987	
Authorising Officer:	Chief Executive Officer	

1. PURPOSE

This policy sets out the guidelines and principles that need to be followed by Council officers when naming a road, feature or locality within the Shire boundaries.

The appropriate naming of roads, features and localities is important for public safety and to identify locations for managing emergencies and delivering goods and services. Names make a landscape easy to refer to and capture patterns of settlement. Names are necessary for orientation, communication, service delivery, map and atlas production, emergency response and natural disaster relief.

The State government released the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* (Naming Rules). The Naming Rules are the statutory requirements under the *Geographic Place Names Act 1998* for all naming authorities to follow in nominating or considering a name of a road, feature or locality in Victoria. The Moyne Shire Council is a naming authority for roads, features and localities within its municipal area and is required to apply the Naming Rules.

This policy provides a system of ensuring roads, features and localities within the Shire are appropriately named and recorded in a consistent manner and in accordance with the Naming Rules.

2. SCOPE

The Moyne Shire Council is the naming authority for roads, features and localities within its municipal area for which it is responsible irrespective of whether it owns or manages the road, feature or locality. This policy outlines the process for naming any feature, locality or road (whether public or private) which is the responsibility of Council.

The Naming Rules represent the definitive position in respect to all naming processes. Both the Naming Rules and this policy apply only to new naming proposals or proposals to re-name a road, feature or locality.

Council is not responsible for naming arterial roads, freeways or geographical places of regional, state and national significance.

Relevant Legislation and Guidelines

Local Government Act 1989 – primarily Schedule 10, Clause 5.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2016 (Naming Rules).

Geographic Place Names Act 1998 – section 5 which makes compliance with the Naming Rules mandatory for all local governments.

3. DEFINITIONS

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

Road Naming Authority – Subject to the provisions of the Local Government Act 1989 and the Road Management Act 2004, the main road naming authorities (coordinating road authorities) in Victoria are:

- Councils;
- VicRoads; and
- State Government departments or authorities.

Features – A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure, reserve, individual playing surfaces or park.

Localities - A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb' and has officially recognised boundaries.

The Act - Geographic Place Names Act 1998

The Naming Rules - Naming Rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016

Geographic Place - Defined by law to cover features, localities and roads.

Registrar - Oversees the Office of Geographic Names.

OGN - Office of Geographic Names.

Immediate Community - Defined as residents, ratepayers, and businesses within the immediate area affected by the proposal.

Extended Community - Includes members within the immediate community along with visitor groups, and government and non-government organisations who have an interest or service in the area.

VES - Vicmap Editing Service – online facility for submission and tracking of proposals to the Registrar.

Public Authorities - Local Emergency Services and other public service providers.

4. POLICY

Council to Approve Road, Feature or Locality Names

Any person, community group, organisation, government department or authority can propose a new name, change an existing name or change a boundary. A person must not apply a name to a road, feature or locality without the consent of the Council. This does not apply to any freeway or to any supplementary name applied to the entire length of a declared road by VicRoads.

Upon receipt of a request, Council, as the naming authority must adhere to the Naming Rules including the Checklist located in Appendix C of the Naming Rules and specifically will:

- Consider or propose a name for a road, feature or locality in accordance with Section 1 of the Naming Rules.
- Check for compliance with the relevant naming rules in accordance with Sections 2, 3, 4, and 5 of the Naming Rules.
- Ensure proposals include:
 - The proposed name.
 - The location of the road, feature or locality, including a map and, if relevant, its current name.
 - Background information on why Council should consider naming or changing the name or boundary including any historic reasons of local relevance.
 - The reason for the proposal or why the current name is not considered appropriate or any other relevant information.
 - Contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community members or groups.

Notice of a proposal or application

Council will seek to give notice of an application or proposal in accordance with the following:

Proposal	Who to consult	Type of Consultation
New or renamed road. New feature. Boundary change of a road.	Immediate community.	<ul style="list-style-type: none">• Letter to affected residents, ratepayers or businesses;• Notices;• Surveys; and• Public meetings (if it is a large scale or potentially contentious issue).
New locality/suburb Renamed feature or locality. Boundary change of a feature or locality.	Immediate and extended 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;• Surveys; and• Public meetings (if it is a large scale or potentially contentious issue).

Assessment and evaluation

A preliminary assessment and evaluation of all naming/renaming proposals will be undertaken by Council officers. The objective of this assessment is to establish that the proposal has reasonable and justifiable merit and will consider:

- The reasons/rationale for the proposal.
- Broad community interest and benefit
- Potential costs.
- Existing community views.
- Controversy that a proposal may generate.

What must Council consider?

Council may name or rename a road, feature or locality required for public traffic and public purposes in accordance with the following principles and guidelines and in compliance with the Naming Rules:

Principles

- Ensuring public safety.
- Recognising the public interest.
- Linking the name to place.
- Ensuring names are not duplicated.
- Names must not be discriminatory
- Recognition and use of Aboriginal languages in naming.
- Dual names.
- Using commemorative names.
- Using commercial and business names.
- Language
- Directional names to be avoided.
- Assigning extent to a road, feature or locality.

Guidelines

The following naming themes are encouraged for all place naming applications:

- Names derived from Indigenous heritage and language.
- Social and historical events of the local area.
- Prior uses of the land.
- Prior landowners/residents of the land.
- Notable community members.
- Local flora and fauna.

Council will also consider the following:

- Whether the name is likely to be confused with the name of another road, feature or locality in the area.
- Whether the name would duplicate the name of another separate road in the area.
- Whether the same name would apply to separate lengths of road which are separated by a physical obstruction to vehicular travel, within the same area
- Any other matter relevant.

Changes to Road, Feature or Locality Names

Prior to the finalisation of a change of a road, feature or locality, Council must give public notice, enabling people to make written submissions.

Such notice shall be undertaken in accordance with a consultation strategy determined as appropriate in line with Section 7 of the Naming Rules.

Objections and Submissions

Following notification, any objection or submission received during the public consultation period must be considered by Council with regard to the Naming Rules. All submissions must be included in an assessment report which includes an assessment of the submission.

If Council accepts a proposal and lodges it with the Registrar of Geographic Names, it must provide details of what the objections/submissions were and how they will be or have been dealt with.

Council must advise submitters of its decision in writing in accordance with Section 8 of the Naming Rules. Objectors have 30 days within which to lodge an appeal to the Registrar of Geographic Names.

Council must write a report of its decision of a proposal which includes information about how the proposal conforms to the relevant principles and guidelines of the Naming Rules and discussion on and responses to any objection/submission received during the public consultation period.

Road Identification

Where the Council erects signs on roads/streets which are readily passable by traffic to indicate the road name, regard must be had to the requirements of Australian Standard AS 1742.5 "Street Name and Community Facility Name Signs".

Notice of Road, Feature or Locality Names

After changing or naming any road, feature or locality, where applicable notice shall be forwarded to:

- The owners of abutting property.
- The Registrar of Geographic Names.
- All emergency services including Police, CFA, SES, Ambulance Victoria.
- State and Commonwealth Electoral officers.
- Other services including Australia Post, Powercor, Wannon Water, Telstra, AusNet.
- Google Maps, Open Street Map and Melways.

Record of Road, Feature or Locality Names

Council must keep a record of all road, feature or locality names and name changes agreed to by the Council and must accurately record the names, locations and the dates that the changes become operative.

Council officer responsible for assessing naming proposals

Naming Proposal Type	Responsible Officer
Road	Manager Assets and Contracts
Feature	Manager of Assets and Contracts
Locality	Manager Assets and Contracts

5. QUALITY RECORDS

(List the documentation and records to be completed to ensure compliance with this policy)

Record	Retention/Disposal Responsibility	Location
Road Register	Property and Assets Officer	Magiq/Subject Files/Information Management/Records Management /Registers
Feature and Locality Register	Manager Cultural and Community Development	TBC