

Naming of Roads, Features or Localities

Corangamite Shire

March 2024



**CORANGAMITE
SHIRE**

Council Policy



Naming of Roads, Features or Localities Policy

Introduction

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

The naming of roads, features and localities is important for public safety and to identify locations for managing emergencies and delivering goods and services.

Names are necessary and offer the following benefits:

- Recognition and identification
- Connection to country and place
- Culture
- Emergency service response and natural disaster relief
- Heritage
- Landscape
- Communications, including postal and news services
- Trade and commerce
- Population censuses and statistics
- Property rights
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- Property rights and cadastre
- Urban and regional planning
- Environmental management
- Map and atlas production
- Navigation
- Tourism

The State Government released the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022* (Naming Rules). These Naming Rules are the statutory guidelines provided for under section 5 of the *Geographic Place Names Act 1998*; they are therefore mandatory for all naming authorities in Victoria – councils, government departments and other authorities – and include all government-owned or administered roads, features (natural or otherwise) and localities.

Appropriate naming is essential to identify locations for managing emergencies and delivering goods and services in Victoria. The Naming Rules are based on national standards and policies, providing a strong basis for regulated and unambiguous naming procedures across the State.

Council is a naming authority for roads, features and localities within its municipal area and is required to apply the naming rules.

Purpose

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.

Scope

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.

For information relating to naming a feature, locality or road which is the responsibility of a private company or state government department as the naming authority refer to the Naming Rules.

Definitions

Roads

In accordance with the Naming Rules, a road is considered to be a 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 include alleyways, streets, highways, fire tracks, bike paths and walking tracks.

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 or park.

Locality

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'.

Naming Authority

The entity responsible for naming. It includes councils, government departments or agencies, Traditional Owner groups and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction.

Naming Rules

The abbreviated name for *Naming rule for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*.

VICNAMES

The Register of Geographic Names, was established under section 9 of the *Geographic Place Names Act 1998*.

References

- *Local Government Act 2020*
- *Geographic Place Names Act 1998*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2022 (Naming Rules) Aboriginal Engagement and Participation Plan (Corangamite Shire, 2023)*
- *Gender Equality Act 2020*
- *Gender Quality Action Plan 2021-2025 (Corangamite Shire)*

Policy Detail

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 Department of Transport and Planning (or State Government department as varied).

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.
 - A statement about how the proposed name conforms with the relevant principles and requirements in the Naming Rules.
- Undertake community consultation in accordance with Sections 7 and 8 of the Naming Rules. This includes analysis of community feedback and responding to any objections.
- Consider a proposal in accordance with Section 9 of the Naming Rules including making a decision to accept or reject a proposal and recording the decision.
- Upon acceptance of a proposal, lodge the proposal with Geographic Names Victoria for the Registrar's consideration in accordance with Sections 10 and 11 of the Naming Rules. The final endorsement and gazettal and registration of a proposal is undertaken by the Registrar of Geographic Names in accordance with Sections 12 and 13 of the Naming Rules.

- Implement appropriate signage and recording in VICNAMES (the online tool used to search and record geographic names, features and localities in Victoria) in accordance with Section 1 of the Naming Rules.

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	The Type of Consultation/Notification
New road. New feature. Renamed road. Boundary change of a road.	Immediate community.	<ul style="list-style-type: none"> • Letters/emails to affected residents, ratepayers or businesses; and to residents. • Notices/newsletters/signs • Surveys • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal 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/emails to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries. • Notices/newsletters/signs. • Surveys. • Voting poll • Internet sites and social media • Public meetings (if it is a large-scale proposal 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:

- A. The reasons/rational for the proposal.
- B. Broad community interest and benefit.
- C. Potential costs.
- D. Existing community views.
- E. Controversy that a proposal may generate.

What must Council consider?

The Council shall name and may 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

- A. Ensuring public safety.
- B. Recognising the public interest.
- C. Linking the name to place.
- D. Ensuring names are not duplicated.
- E. Recognition and use of Traditional Owner languages.
- F. Names must not discriminate or be offensive.
- G. Gender Equality
- H. Dual names.
- I. Using commemorative names.
- J. Using commercial and business names.
- K. Language.
- L. Directional names to be avoided.
- M. Assigning extent to a road, feature or locality.

Guidelines

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

- Names derived from Traditional Owner 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 same postcode area, feature or locality;
- whether a loop road is named in such a way that two separate intersections involve roads with the same two names or similar names;
- whether the same name would apply to separate lengths of road which are separated by a physical obstruction to vehicular travel, within the same postcode area; and
- any other matter relevant.

Traditional Owner Language and Names

Traditional Owner language and names are often based on location; languages are deeply rooted to the land and offer an ideal opportunity to connect a name to a place. The use of Traditional Owner languages enables the wider community to be educated about Traditional Owner history and shared culture.

The use of Traditional Owner language in the naming of roads, features and localities is encouraged in accordance with the Naming Rules, and is subject to agreement from the relevant Traditional Owner groups. If the application of a Traditional Owner name is being considered to be applied as a dual name, then it must refer to Principle H of the Naming Rules.

Gender Equality

Gender equality in the naming of roads, feature and localities is encouraged, and when developing a naming proposal consideration should be given to gender quality.

Council's Gender Equality Action Plan 2021-2025 seeks to foster gender equity and inclusion within Corangamite Shire, and includes strategies to establish gender quality awareness and promote the importance of gender quality and equity in the all plans, policies and practice.

Council will ensure consideration is given to gender equality in naming proposals.

Changes to Road, Features or Localities Names

Prior to the finalisation of a change of a road, feature or locality, the 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 including deciding the weight to be given to competing submissions having regard to the Naming Rules. All submissions must be included in an assessment report which includes an assessment and response to 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 on 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 may be had to the requirements of:

- *AS 1743:2018 Road Signs – Specifications*
- *AS 1742 Manual of uniform traffic control devices*
- *AS1744-1975 Forms of letters and numerals for road signs*
- *AS/NZS 4819:2011 Rural and urban addressing*

Notice of Road, Feature or Locality Names

Upon registration of a name, Geographic Names Victoria will inform relevant stakeholders.

After changing or naming any road, feature or locality, Council will give notice to:

1. the owners, residents, ratepayers or business of affected properties abutting such road, feature or locality;
2. the Registrar of Geographic Names;
3. all emergency services including Police, Country Fire Authority, Ambulance Services, Hospitals, SES;
4. other service providers such Australia Post, power, telephone;
5. Commissioner of State Land Tax; and
6. State and Commonwealth Electoral officers.

Record of Road, Feature or Locality Names

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

Administration Process

The administration and notification process is outlined within the Naming Rules. These must be referred to throughout the process.

Reference to linked Procedure or Guidelines, if applicable

n/a

Review Date

March 2028

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

The *Gender Equality Act 2020* requires Council to undertake gender impact assessment when developing or reviewing any policy, program or service which has a direct and significant impact on the public. A Gender Impact Assessment has been undertaken and it is considered that the policy meets the needs of people of different genders, addresses gender inequality, and promotes gender equality.