



## COUNCIL POLICY

<b>Council Policy Title:</b>	<b>Naming of Roads, Localities and Features</b>
<b>Council Policy ref. no:</b>	20.2
<b>Responsible Department:</b>	Corporate and Community Services
<b>Date of adoption/review:</b>	22 January 2014

### 1. PURPOSE

The major emphasis of this policy is to preserve the Shire's identity and heritage and to recognise its cultural and physical diversity; and

- to provide guidelines for the naming of places within the Colac Otway Shire.
- to provide a consistent decision making approach to naming requests.

### 2. BACKGROUND

Council, as a Naming Authority under the *Geographic Place Names Act 1998* is required to resolve on all geographic place names in the municipal district, with the exception of geographic places of state significance.

In the consideration of naming requests, Council is required to be guided by the Victorian Guidelines for Geographic Names and register all endorsed names with the Registrar of Geographic Names.

The Act defines place as "any place or building that is, or is likely to be of public or historical interest and includes, but is not restricted to:

- a) Township, area, park, garden, reserve of land, suburb and locality;
- b) Topographical feature, including undersea feature; and
- c) Street, road, transport station, government school, hospital and government nursing home."

Generally this policy will only apply to the naming of roads, streets, reserves, gardens, suburbs and localities.

### 3. POLICY

In the consideration of naming requests, Council is required to abide by the Guidelines for Geographic Names Victoria and notify all new or altered names to the Registrar of Geographic Names for inclusion in the Register for official mapping data and other purposes.

### **3.1 Instigation of the Place Naming Process**

Involvement in investigating and/or determining geographic place names will begin after one of the following triggers:

- Councillor(s) and Council Officer(s) identifies a need to name an unnamed place, or alter a place name/boundary;
- Member(s) of the community request an unnamed place to be named, or that a place name/boundary be altered;
- A Plan of Subdivision is submitted for certification by Council. A plan of subdivision can include street names. Council's subdivision certification process includes audit of these names to ensure they comply with this policy. In this instance only 3.2C of this policy applies.

### **3.2 Procedure for Naming**

A. Council's decision should be made according to the following naming principles:

- Subject to appropriate public consultation process that ensured effective input from the public or interested parties.
- Appropriate decision making that is in the public interest.
- Following appropriate policies on naming standardisation.
- Preventing an unnecessary duplication of specific name.

B. Names are selected using the following criteria:

- Preserve the heritage and identity of Colac Otway Shire localities.
- Maintain the integrity of Council's existing name theme of historical, settlement, physical feature, flora and fauna.
- Cultural significance to the municipality's communities.
- Consideration of names connected with, used by or commemorating past indigenous communities that inhabited the area.
- Recognition of prior uses of land the people associated with it.
- Ensure linking the name to the relevant place.
- Recognition of existing unofficial names.
- Ensure names assigned to streets are simple and easily pronounced.
- Names to be written in Australian English and not exceed 25 characters.
- The person whose name is being proposed is deceased.
- The person whose name is being proposed has a record of significant achievement in their chosen field that would reasonably be recognised by the community.

C. Names should not be used if they include any of the following:

- Named after commercial businesses, trade names or non-profit organisations.
- Generally the name of a living person except person of national significance.
- Commence with the definite article – 'the'; or use the apostrophe 's' indicating possessive case.
- Long and difficult names.
- Abbreviations – names to be spelt in full.
- Names that could cause offence on the basis of race, ethnicity, religion and gender or to particular community groups.

- Names assigned to streets that could compromise public safety and operational safety to emergency services or cause confusion for transport, communication and mail services.
- Similarity with names of existing streets within nearby localities.

Changes to the boundaries of suburbs, localities or place names should be in the overall public interest and not for private interest(s). All such changes should only be made after appropriate consultation with effected communities and appropriate authorities.

### **3.3 Procedural Guidelines**

The following guidelines apply:

- A naming request may originate from the wider community or Colac Otway Shire officers.
- Naming request initiated by individuals or organisations must be in writing and if the proposal is for a commemorative naming, details of the life and achievements of that person must be provided to Colac Otway Shire.
- Appropriate public consultation regarding a naming proposal should be undertaken. This may take the form of advising all abutting property owners about the proposed name and seeking comments feedback or placing a public advertisement in the local newspaper inviting comments from effected residents and/or public.
- Consultation should be undertaken with local indigenous community representative groups as to possible names. They should be consulted at the start of a proposal to ascertain if they have any objection to the suggested name, and if so, what alternative name they wish to submit;
- A report recommending the name (or renaming) of a road, lane, reserve, building or other infrastructure is to be referred to Council meeting for formal consideration;
- Once a final decision has been made the applicant, all abutting property owners and residents will be notified of the Council's decision;
- Advice will be sent to all relevant Colac Otway Shire departments, advising of the new or amended name.
- Arrangements will be made to erect appropriate signage (if required).
- Colac Otway Shire will notify:
  - the registrar of Geographic Names of the new or amended name
  - the relevant public authorities of the new or amended name
- Record the details of name origins in a Record of Name Origins. Council should ask for and preserve a record of name origins from those who recommend new place names, to facilitate the processing of names in accordance with the statutory requirements and to create a record of this aspect of Victoria's heritage.

## **4 RELATED LEGISLATION AND DOCUMENTATION**

- *Local Government Act 1989*
- *Geographic Place Names Act 1998* and associate guidelines
- *Colac Otway Planning Scheme*
- *Road Management Act*

## 5. IMPLEMENTATION AND MONITORING

### 5.1 Accountabilities

The officer responsible for all queries or feedback regarding this policy document, please contact the Revenue Co-coordinator.

The responsible officer co-ordinates the implementation, maintenance and review of this policy ensuring stakeholders are aware of their accountabilities.

### 5.2 Financial Implications

The financial implications of this policy include the cost of consultation, advertising and erection of signage (where applicable).

### ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
22 January 2014	Adopted by Council