



*City of*  
**DAREBIN**

## **Road & Place Naming Policy**

**June 2014**

Document Review Status

Version	Date	Next review date	Review type
1	October 2003		Approved by Council
	June 2014		Internal Review
1.1	23 June 2014	June 2017	Adopted by Council

<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>1. INTRODUCTION.....</b>	<b>1</b>
<b>2. OBJECTIVE.....</b>	<b>1</b>
<b>3. SCOPE.....</b>	<b>2</b>
<b>4. DEFINITIONS.....</b>	<b>2</b>
<b>5. LEGISLATION.....</b>	<b>2</b>
<b>6. POLICY.....</b>	<b>3</b>
<b>7. RESPONSIBILITY.....</b>	<b>3</b>
<b>8. NAMING PRINCIPLES.....</b>	<b>3</b>
<b>9. NAMING THEMES.....</b>	<b>5</b>
<b>10. PROCEDURES.....</b>	<b>5</b>
<b>10.1. Road Naming Procedure.....</b>	<b>5</b>
<b>10.1.1. New Roads on Plans of Subdivision.....</b>	<b>6</b>
<b>10.1.2. Unnamed Right-Of-Way as a Street Address.....</b>	<b>6</b>
<b>10.1.3. Change of Existing Road Name.....</b>	<b>7</b>
<b>10.1.4. Naming Private Roads.....</b>	<b>7</b>
<b>10.2. Place Naming Procedure.....</b>	<b>7</b>
<b>10.2.1. Naming a Place.....</b>	<b>8</b>
<b>10.2.2. Change of Existing Place Name.....</b>	<b>8</b>
<b>10.3. Locality Naming.....</b>	<b>8</b>
<b>11. CONSULTATION GUIDELINES.....</b>	<b>9</b>
<b>12. DELEGATION / AUTHORITY.....</b>	<b>10</b>
<b>13. SUNSET CLAUSE.....</b>	<b>10</b>
<b>APPENDIX 1 – NAMING PROCESS.....</b>	<b>i</b>

## 1. INTRODUCTION

Darebin City Council is the custodian of an extensive range of property assets including parks, roads, buildings and other infrastructure that, in many cases are named in memory of significant individuals, families, associations, inhabitants, historical objects or events. Council recognises that this significance can change over time.

The naming of roads and places plays a significant role in orientation, communication, vocabulary, and recognising spirituality and reflecting the community values of the time. As well as providing records of historical and cultural value, it ensures the capacity to unambiguously identify and locate geographical entities and places, as an essential system for services, infrastructure and public administration e.g. emergency response, postal and freight delivery.

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

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;*
- (c) *street, road, transportation station, government school, government hospital and government nursing home”<sup>1</sup>*

## 2. OBJECTIVE

The objective of this policy is to document the approach used by Council in the naming of roads, places and localities across the municipality. It provides a framework to ensure a co-ordinated, consistent, fair and equitable protocol is followed by Council when investigating and determining naming proposals.

Council will do this bearing in mind that language is a powerful tool that shapes the reality people live in. How things are named and the recognition awarded to people based on their gender, class, culture, ethnicity and so on makes a difference. Practical implementation of this policy will look to address and overcome any underlying assumptions behind language that can lead to unwitting exclusion of people.

The policy, which is built on the foundations of the Act, aims to preserve the City’s identity and heritage whilst respecting its “*residents, diverse races, ethnicities, faiths and beliefs, abilities, gender, talents and aspirations, sexualities and sex and gender identities, age and occupations, income and lifestyles”<sup>2</sup>*

<sup>1</sup> Geographic Place Names Act 1998 Part 1 Sec 3 .Para 4

<sup>2</sup> Council Plan 2013-2017 Diversity Statement

### 3. SCOPE

All place naming proposals of local significance will be assessed in accordance with this policy and resolved by Council prior to their registration. Those places of wider than local affiliation, and therefore of regional, state and national significance, will be handled centrally by a State place naming advisory committee who will seek the input from affected communities and Council.

### 4. DEFINITIONS

**Place** – is 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;
- (c) street, road, transportation station, government school, government hospital and government nursing home.<sup>3</sup>

**Locality** – is an administrative geographical area of Victoria that has been distinguished for its community's and/or landscape's characteristics. In metropolitan areas it is commonly referred to as a 'suburb'.<sup>4</sup>

**Naming Committee** – is an internal committee that is established at the required juncture to consider each naming proposal and provide a recommendation for Council consideration.

**Road** – is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples include alleyways, roads, streets, rights-of-way, bridges, footpath, tracks and bike/walking paths.<sup>5</sup>

### 5. LEGISLATION

Primarily the naming of geographic places is governed by the following legislation:

- *Geographic Place Names Act 1998*
- *Guidelines for Geographic Names 2010*

Other legislation, regulations and policies relevant to geographic place naming are:

- AS/NZs4819:2011 Rural and urban addressing
- *Aboriginal Heritage Act 2006*
- *Aboriginal Heritage Regulations 2007*
- *Local Government Act 1989*
- *Planning and Environment Act 1987*
- *Road Management Act 2004*
- *Subdivision Act 1988*

<sup>3</sup> Geographic Place Names Act 1998 Part 1 Sec 3 .Para 4

<sup>4</sup> Guidelines for Geographic Names 2010 Version 2 Sec 3 pg 35

<sup>5</sup> Guidelines for Geographic Names 2010 Version 2 Sec 4 pg 54

## **6. POLICY**

Whilst the Act refers to both roads and places as “places”, this policy, where appropriate, has divided places into three categories - road naming, place naming and locality naming. The names of each shall be allocated in accordance with the naming principles and themes of this policy and the Act.

## **7. RESPONSIBILITY**

Manager, Assets and Properties is responsible for the implementation and monitoring of this policy ensuring legislative compliance.

The Relevant Council Unit (the service delivery unit responsible for the property asset that is subject to the naming proposal) in conjunction with the Properties Unit is responsible for undertaking the naming process. This process includes engaging in consultation, the evaluation of naming proposals for reporting to Council, advice to internal Council units and the Registrar of Geographic Names.

The Naming Committee (the Committee) is established at the required juncture to consider each naming proposal and provide a recommendation for Council consideration. The Committee will include the Mayor, Ward Councilor/s, representative/s from the relevant Council service area/s and Properties Unit. This Committee will be extended to include representation from relevant advisory committees, communities and councils including Darebin Women’s Advisory Committee, Darebin Aboriginal Advisory Committee, and the Wurundjeri Council; dependent upon the naming proposal being considered.

The Director, Assets and Business Services may be called upon to resolve issues that may arise from the application of this policy.

All persons defined in this section will take into account Darebin’s Community Engagement Framework, Equity and Inclusion Policy and the Equity and Inclusion Planning and Audit Tool when considering naming proposals.

## **8. NAMING PRINCIPLES**

Naming proposals will be assessed against the naming principles outlined in this policy with regard to the following:

- In applying the naming principles 1H, 1K and 1G, Council will have specific regard for people from the target groups identified in Darebin’s Equity and Inclusion Policy who have been historically excluded from opportunities to be recognised as full, active and contributing citizens to the life of the City, including recognition through naming.
- In applying principle 1J, Council acknowledges that understandings can change over time and previously acceptable language, practices and theories may now be understood as discriminatory and wrong. As such, Council may undertake to revise road and place names across the municipality based on current understandings.

PRINCIPLES		DEFINITION
1(A)	<b>Language</b>	Place names must be written in standard Australian English or a recognised format of an Australian Indigenous language local to the area or the feature, locality or road. They must be easy to pronounce, spell, write and should not exceed 25 characters.
1(B)	<b>Recognising the public interest</b>	Changes to existing names and boundaries of features, suburbs and localities should be in the overall public interest and with due regard to the long term consequences and effects upon the wider community.
1(C)	<b>Ensuring public safety</b>	Place names must not compromise public safety and operational safety of emergency services, transport, communication and mail services.
1(D)	<b>Ensuring names are not duplicated</b>	Place names within close proximity, and those which are identical or have similar spelling or pronunciation must not be used.
1(E)	<b>Directional names to be avoided</b>	Place names that use a cardinal direction (north, south, east and west) to distinguish itself from another similar name is considered to be a duplicate name and must be avoided.
1(F)	<b>Assigning extent to a feature, locality or road</b>	When assigning place names to a feature, locality or road, the area and/or extent to which the name will apply must be defined i.e. the name of a road should apply from one end of the road to the other and the same for waterways.
1(G)	<b>Linking the name to the place</b>	Place names should have some sense of connection or relevance to the local areas having regard to the historical and cultural significance of the area e.g. geography, inhabitants, flora and fauna.
1(H)	<b>Using commemorative names</b>	Places are often named in the commemoration of a person. Naming of places after living persons should be avoided and will only be considered in exceptional circumstances. Surnames are preferred for commemorative naming.
1(I)	<b>Using commercial and business names</b>	Places should not be named after commercial businesses, trade names and non-profit organisations except in exceptional circumstances.
1(J)	<b>Names must not be discriminatory</b>	Place names should not cause offence on the basis of race, ethnicity, religion, disability, sexuality or gender.
1(K)	<b>Recognition and use of indigenous Australian names</b>	The use of Indigenous Australian names are encouraged for features, localities and roads, subject to agreement from the relevant Indigenous communities.
1(L)	<b>Dual names</b>	The use of dual/multiple names may be assigned to places where it is appropriate to give recognition to names drawn from two or more cultural backgrounds.
1(M)	<b>Consulting with the public</b>	Council will consult with the public on any naming proposal with the exception of newly created roads within subdivisions where there are currently no residents, businesses or rate payers who will be directly affected. The level of consultation may vary depending on the naming proposal.
1(N)	<b>Lodging, considering and addressing objections</b>	Any objection received during the public consultation period will be given consideration by Council prior to making a decision regarding the naming proposal.
1(O)	<b>Notification of naming decision</b>	Only after Council has received notification from the Registrar, that the naming proposal has been registered in VICNAMES can it notify affected members of the community and other interested stakeholders. <sup>6</sup>

<sup>6</sup> Guidelines for Geographic Names 2010 Version 2 pg 10

## 9. NAMING THEMES

The naming themes outlined in this policy recognise the significance of the cultural and historic events, the people and the communities that have, and continue to, shape Darebin.

In respect to the naming or renaming of roads, places and localities, consideration shall be given to the following naming themes:

NAMING THEMES
Indigenous heritage and language
Cultural and ethnic diversity of Darebin i.e. its migration history and multicultural groups
Social and historical events of Darebin
Prior uses of the land and the people associated with it
Local landscape and physical characteristics
Significant contributors, including women and people in the target groups identified in Council's Equity and Inclusion Policy, to Darebin's development or community (having regard for Naming Principle 1 (H))
Darebin people, including women and people in the target groups identified in Council's Equity and Inclusion Policy, that have demonstrated outstanding civic service (having regard for Naming Principle 1 (H))
Geographic location i.e. Bundoora Park
Recognition of unofficial names

## 10. PROCEDURES

### 10.1. Road Naming Procedure

Requests for the naming of roads arise from a number of situations including the application for a plan of subdivision, new developments that front rights-of-way and even private developments such as nursing homes or multi-unit developments that have internal road systems.

The naming of roads is a Local Government responsibility under Schedule 10 of the *Local Government Act 1989* in accordance with the Guidelines for Geographic Place Names 2010.

Road names will be allocated after they have been investigated and determined as being appropriate for use, having regard to this policy and the Act.

Road names are not to be agreed to until they have been reviewed by the Properties Unit and either approved by Council resolution (in the case of non subdivisional roads) or subdivision plans have been certified and a statement of compliance has been issued.

Road naming proposals will be assessed according to the following classifications:

#### **10.1.1. New Roads on Plans of Subdivision**

Statutory Planning issue planning permits for land subdivisions. In some instances a plan of subdivision also leads to the creation of new road/s which need to be named. All such plans require certification and a statement of compliance to be issued by Council before registration with the Land Titles Office.

In these circumstances, developers applying for subdivision permits may submit suggested names (in accordance with this policy and the Act) with their permit application for consideration. In this regard relevant supporting documentation and explanation for the suggested names must be provided. Whilst Council will work with developers to create compliant road names for new subdivisions, it also reserves the right to reject road names.

Statutory Planning is required to provide the Properties Unit with a copy of the plan of subdivision illustrating the location of the proposed road/s together with the suggested road name/s.

Properties will undertake the necessary investigations and consultations to determine whether the road names are appropriate for use based on this policy and the Act. Statutory Planning will be advised accordingly.

Before issuing a statement of compliance for a certified plan of subdivision that creates a public road, Statutory Planning must ensure that the delineated road is not named unless it is the official name as determined by Council.

#### **10.1.2. Unnamed Right-Of-Way as a Street Address**

Statutory Planning are also required to inform Properties of any proposed development if their primary point of access and egress is from a right-of-way.

Rights-of-way will only be named when the development for which the naming is related, is complete.

Like 10.1.1., developers may submit suggested names (in accordance with this policy) for consideration. Apart from the requirement to refer the naming proposal to the relevant Council departments for comment, the same administrative and legislative process for section 10.1.1. will apply.

For those applications that do not form part of a plan of subdivision, the naming proposal will require Council resolution. The road name can be used after approval by Council and registration with Geographic Names.

All developers will be informed that naming the right-of-way does not infer any obligation on Council to improve, upgrade or maintain the road beyond the level of service that preceded the naming of the right-of-way. Nor does it require Council to provide services e.g. rubbish collection may have to be from the closest main street and there is no assurance that street lighting will be provided, as rights-of-way in most instances are less than 3 metres in width.

For those rights-of-way that are unmade, Council will request that they be constructed at the developer's cost as a condition of the planning permit. Following construction Council will add the right-of-way to the Register of Public Roads.

Council will also consider naming proposals of constructed rights-of-way where properties with a primary point of access and egress from the right-of-way were not identified for naming at the time of their development and they have been experiencing location issues (i.e. causes confusion and/or a risk of delay to an emergency vehicle).

Council will only consider resolving names for public roads.

### 10.1.3. Change of Existing Road Name

When it is proposed that a name of an existing road is to be altered then the applicant will be required to document the reason/s for the change (i.e. causes confusion and/or a risk of delay to an emergency vehicle).

Properties will undertake investigations to authenticate the reason/s for the requested change of name. If validated, a road renaming would be supported. Properties will undertake the necessary investigations and consultations to determine an appropriate replacement name based on this policy and the Act. It will also refer the naming proposal to the relevant Council departments for comment.

These naming proposals will require Council resolution. The road name can only be used after approval by Council and registration with Geographic Names.

### 10.1.4. Naming Private Roads

On occasions, plan of subdivisions for large private developments such as nursing homes, large multi-unit developments and shopping centres create private internal road systems that require naming. The developers will be advised that they are responsible for the naming of private roads in such developments and that this should be done having regard to this policy and the Act. Although Council is not responsible for these roads, the developer is invited to contact Council for advice.

To enable the community to distinguish the road from a public road, it is preferred that any signage that is erected follows Darebin's Signage Strategy with a minor variation to include the words "private road" in brackets below the road name. All costs associated with the installation of signage for private roads are to be borne by the owner of the road.



## 10.2. Place Naming Procedure

Requests for the naming of places can be initiated by anyone in the community including a naming authority such as Council, a Council officer, community group, government authority, developer or member of the public having regard to this policy and the Act.

A feature or place is considered to be a unique geographical place or attribute that is easily distinguished within the landscape.<sup>7</sup> Including public assets that range from pavilions, parks, bridges, playgrounds, bike/walking paths, kindergartens, etc.

The *Local Government Act 1989* imparts no obligations on Council when considering the naming of places. However, in accordance with this policy, Section 223 of the *Local Government Act 1989* (right to make submission) will be voluntarily applied by Council when a naming proposal is received to ensure best practice governance and consultation with the local community.

Place names will be allocated after they have been investigated and determined as being appropriate for use, having regard to this policy and the Act. Place names need to be approved by Council resolution and then submitted to the Registrar of Geographic Names. It is not until Council receives formal notification from the Registrar of Geographic Names that the place can officially be named and signage erected.

#### **10.2.1. Naming a Place**

Prior to beginning any naming process for a feature, the naming proposal should be referred to Properties to consider the circumstances surrounding the request and determine whether it has merit based on this policy and the Act and to ensure compliance with legislation.

The Relevant Council Unit in conjunction with Properties will be responsible for undertaking appropriate investigations and consultations regarding the naming proposal in accordance with this policy and the Act.

The Naming Committee will consider the naming proposal and the consultation feedback before providing a recommendation for Council consideration.

Following a Council resolution in support of the name, the naming proposal will be submitted to the Registrar of Geographic Names. The Registrar will review the process undertaken by Council and undertake a compliance audit in accordance with the Act. It is not until Council receives formal registration advice from the Registrar of Geographic Names that the public asset can be officially named and signage erected.

#### **10.2.2. Change of Existing Place Name**

When it is proposed that a name of an existing place is to be altered then the applicant will be required to document the reasons for the change as part of the naming proposal. The same administrative and legislative process for section 10.2.1. will apply.

### **10.3. Locality Naming**

A locality in the metropolitan areas is commonly referred to as a “suburb”. Every locality has officially recognised and registered boundaries that do not overlap with those of other localities. Because of the unique and unambiguous name and boundaries, a locality provides an official reference point for addressing purposes.

---

<sup>7</sup> Guidelines for Geographic Names 2010 Version 2 pg 21

A neighbourhood is not a locality because it does not have officially recognised and registered boundaries and cannot be used for addressing purposes. The names of estates and subdivisions are considered to be neighbourhood names; and as such cannot be used.<sup>8</sup>

If Council is considering creating a new locality for an area that contains newly created estates and subdivisions, preference will be given to creating a new unique name that characterises the landscape or history of the area.

Locality names must not duplicate any other locality name in Australia.

Changes to the boundaries of locality areas should be in the overall public interest and not for private interest/s. All such boundary changes will only be made after appropriate consultation with affected communities, businesses and emergency services.

The administration of locality naming, renaming and boundary definition is the responsibility of Council unless:

- A locality is positioned across two or more municipal areas. In this instance, all affected municipalities need to co-ordinate the naming or renaming or boundary changes, and the final proposal being assessed by a State place naming advisory committee.
- In other instances an area being considered for a new locality name might fall under the jurisdiction of a government department or authority undertaking a major land redevelopment project (i.e. Growth Areas Authority).<sup>9</sup>

## 11. CONSULTATION GUIDELINES

The consultation guidelines will apply to all naming proposals received by Council. Consultation and will be carried out in accordance with Darebin's Community Engagement Framework and the Equity and Inclusion Planning and Audit Tool.

Council commits to consulting with concerned or affected parties which can be classified as:

- the **immediate community**, which includes residents, ratepayers and businesses within the immediate area directly affected by the naming proposal; or
- the **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; any visitor groups to the area; and government or non-government organisations with and interest in or who service the area.

The amount of consultation will depend on which classification applies to the naming proposal. For example, naming an existing right-of-way may only require Council to contact the affected and abutting property owners/residents whereas the naming of a park may draw the wider community interest and require public notices, exhibitions, signs on site and notification to a broader range of public authorities etc.

Consultation may include public notices, exhibitions, public forums, notice on Council's website, signs on site, name proposal leaflets, and written correspondence to affected and abutting property owners/residents.

<sup>8</sup> Guidelines for Geographic Names 2010 Version 2 pg 35

<sup>9</sup> Guidelines for Geographic Names 2010 Version 2 pg 35

If the consultation process invites submissions, this process will be undertaken in accordance with Section 223 of the *Local Government Act 1989* (right to make submission). Whilst this is not a legislative requirement it will be voluntarily applied by Council when a naming proposal is received to ensure best practice governance and consultation with the local community.

The period of any public exhibition of naming proposals by Council will be no less than 28 days except in extraordinary circumstances.

A naming proposal will not be forwarded to the Registrar of Geographic Names until a period of two months has elapsed since the first advertisement of the public exhibition of a naming proposal.

### ***Exception***

Road names submitted with new subdivisions are approved as part of the certification of a plan of subdivision process and as such do not need to go through a public consultation process. Council's subdivision certification process includes an audit of road names to ensure that names comply.

### ***Use of Traditional Indigenous Australian Names***

If naming proposals use traditional Indigenous Australian names then consultation with the relevant Indigenous communities will be undertaken prior to any public consultation on the proposed name/s. If there is more than one relevant Indigenous group, consultation will be made with all parties. These naming proposals are subject to agreement from the relevant Indigenous communities.

## **12. DELEGATION / AUTHORITY**

Subsequent to Council approval or subdivision plans having been certified and a statement of compliance issued by Council in accordance with this policy the Manager, Assets and Properties shall have delegated authority to register the Place name with the appropriate authorities.

## **13. SUNSET CLAUSE**

This policy will be reviewed every three years.

**APPENDIX 1 – NAMING PROCESS**

