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Place and Road Naming Policy

April 2023

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Contents

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES IN DAREBIN	1
1. PURPOSE.....	2
2. BACKGROUND.....	2
3. SCOPE	2
4. DEFINITIONS.....	3
5. LEGISLATION, REGULATIONS AND POLICIES	3
6. POLICY	4
7. PRINCIPLES OF THE NAMING RULES.....	5
8. COUNCIL’S POLICY OBJECTIVES	6
8.1 CITY OF DAREBIN COUNCIL PLAN.....	7
8.2 TOWARDS EQUALITY – DAREBIN’S EQUITY, INCLUSION AND HUMAN RIGHTS FRAMEWORK.....	7
8.3 STATEMENT OF COMMITMENT TO TRADITIONAL OWNERS AND ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE 2019.....	7
8.4 GENDER EQUITY AND PREVENTING VIOLENCE AGAINST WOMEN ACTION PLAN.....	7
8.5 THE WELCOMING CITIES STANDARD	8
8.6 BREATHING SPACE – THE DAREBIN OPEN SPACE STRATEGY	8
9. COUNCIL’S PLACE AND ROAD NAMING PRIORITIES	8
10. RECOGNITION AND USE OF ABORIGINAL LANGUAGES IN NAMING	10
11. PROCESS FOR NAMING A PLACE	10
12. PROACTIVE PLACE NAMING PROPOSALS.....	12
12.1 COUNCIL BOTH PROPOSES THE NAME AND THE PLACE	12
12.2 COUNCIL PROPOSES THE NAME AND SEEKS SUGGESTION ON THE PLACE	12
12.3 COUNCIL SEEKS NAME FOR A ROAD, FEATURE OR LOCALITY	12
12.4 COUNCIL SEEKS SUGGESTIONS FIRST ON THE NAME, THEN ON THE PLACE	13
13. DEVELOPING AN ABORIGINAL LANGUAGE NAMING PROPOSAL	13
14. ADDITIONAL CONSIDERATIONS	13
15. ROADS	13
15.1 NAMING ROADS IN NEW RESIDENTIAL OR COMMERCIAL SUBDIVISIONS	13
15.2 UNNAMED RIGHT OF WAY AS A STREET ADDRESS.....	14
15.3 NAMING PRIVATE ROADS	14
16. FEATURES.....	15
17. LOCALITY.....	15
18. DELEGATION OF AUTHORITY	15
19. RELATED DOCUMENTS	16
APPENDIX A – REQUEST TO NAME OR RE-NAME A ROAD OR PLACE WITHIN THE CITY OF DAREBIN (ONLINE FORM)	17
APPENDIX B – NAMING FLOWCHART	19
APPENDIX C – TRADITIONAL OWNER LANGUAGE NAMING FLOWCHART	20

Acknowledgement of Traditional Owners and Aboriginal and Torres Strait Islander Communities in Darebin

Darebin City Council acknowledges the Wurundjeri Woi-Wurrung people as the Traditional Owners and custodians of the land and waters we now call Darebin and pays respect to their Elders, past, present and emerging.

Council also pays respect to all other Aboriginal and Torres Strait Islander communities in Darebin.

Council recognises and pays tribute to the diverse culture, resilience and heritage of Aboriginal and Torres Strait Islander people.

We acknowledge the leadership of Aboriginal and Torres Strait communities and the right to self-determination in the spirit of mutual understanding and respect.

1. Purpose

This Place and Road Naming Policy is to guide Council in exercising its powers as a naming authority under the Geographic Place Names Act 1998 (the Act) to name or rename roads, features and localities within the City of Darebin in accordance with the Naming Rules for Places in Victoria: Statutory requirements for naming roads, features and localities 2022 (the Naming Rules)

The purpose of this policy is to ensure that:

- (a) Council acts according to the Naming Rules when receiving requests to name or rename publicly owned roads, features or localities within the City of Darebin; and
- (b) Submitters of place name requests are aware of the process and principles by which Council will investigate and determine their applications.

2. Background

Under the Act, Council is a naming authority, and as such, is responsible for naming public geographic features, localities and public roads in the municipal district.

When considering naming requests, Council is required to comply with the principles and processes outlined in the Naming Rules and make application for the registration of all new or altered names to the Registrar of Geographic Names (the Registrar). If approved, the Registrar of Geographic Names will arrange for gazettal of the name and its inclusion in the Register of Geographic Names (VICNAMES) for official mapping and other purposes. The Registrar has the authority under the Act, to reject any proposal, if it does not satisfy the Naming Rules.

The Act defines place as "any geographic 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, transport station, government school, government hospital and government nursing home;

The Naming Rules reference several of the resolutions of the United Nations Group of Experts on Geographic Names, the United Nations Sustainable Development Goals and the Victorian Aboriginal Affairs Framework.

When making application for registration of a name, Council should include details of how the proposed name complies with these resolutions, goals and the Victorian Aboriginal Affairs Framework, as applicable.

3. Scope

This policy applies to all requests to name or rename publicly owned roads, features or localities in the City of Darebin for which Council is the naming authority as detailed in the Naming Rules. Victorian Government authorities such as VicRoads, Parks Victoria and the Department of Education are determined to be the naming authority for public features or roads that they own or maintain.

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.

Council facilities (such as buildings and playgrounds) are subject to the Naming Rules.

Even though the principles and values are shared between this policy and Council's Monuments and Memorials Policy, they both will operate independently.

4. Definitions

the Act Naming Rules	<i>Geographic Place Names Act 1998</i> The abbreviated name for <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022</i> . This document is known as ‘Guidelines’ under the <i>Geographic Place Names Act 1998</i> .
Principles	Principles within the Naming Rules to which naming proposals must comply.
Naming Authorities	Councils, government departments or authorities and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction. This may apply even when they may not be the owners and/or responsible for the maintenance of the feature or road e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations. Traditional Owner Groups may also progress and manage the naming process in some circumstances.
GNV	Geographic Names Victoria
Geographic place Features	Defined by law to cover features, localities and roads. Including mountains, watercourses, buildings, structures, parks and reserves.
Locality	Where there are officially recognised boundaries including suburbs, towns, cities and regions.
Road	Including laneways, bridges, streets, highways, fire tracks, bike path, and walking tracks.
Geographic name Immediate community	The name registered in VICNAMES as the name for that place. Broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal.
Extended community	Includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors; government (neighbouring councils) or non-government organisations with an interest in or who service the area.
Petition	A petition is a request signed by people seeking to change a name, submitting a naming proposal or appealing a naming authority’s decision. The printed name and property address for each signatory must be included.
RAPs – Registered Aboriginal Parties	Registered Aboriginal Parties (RAPs) are organisations that represent the Traditional Owners and hold decision-making responsibilities under the <i>Aboriginal Heritage Act 2006</i> for the protection, management and preservation of Aboriginal cultural heritage in a specified geographical area.
Registrar	Registrar of Geographic Names Victoria appointed under section 7 of the Act.
Traditional Owners	The primary guardians, keepers and knowledge holders of Aboriginal cultural heritage, including language. Under the <i>Aboriginal Heritage Act 2006</i> , Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).

5. Legislation, Regulations and Policies

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

- *Geographic Place Names Act 1998*
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*

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

- AS/NZs4819:2011 Rural and urban addressing
- *Aboriginal Heritage Act 2006*
- *Aboriginal Heritage Regulations 2007*
- Victorian Aboriginal Affairs Framework 2018-2023
- Darebin's Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019
- *Equal Opportunity Act 2010*
- *Local Government Act 2020*
- *Road Management Act 2004*
- *Subdivision (Procedures) Regulations 2011*
- *Survey Co-ordination Act 1958*
- Gender Equity and Preventing Violence Against Women Action Plan 2019-2023
- Darebin's Towards Equality Framework
- The Welcoming Cities Standard
- *Victorian Charter of Human Rights and Responsibilities Act 2006*
- United Nations Group of Experts on Geographic Names (UNGEGN) Resolutions (see 1.3.1 of the Naming Rules for the applicable resolutions)
- United Nations Sustainable Development Goals (SDGs)

6. Policy

Council, as a naming authority under the Naming Rules, is responsible for geographic place names in the municipal district and is required to abide by the Naming Rules, which is set out as step-by-step guidelines and information on naming or changing boundaries of roads, features and localities in Victoria. The term "naming" as used in the Naming Rules refers to both a new name and renaming.

Place names are an important part of Darebin's cultural, historical and geographic environment. The naming of new places and the preservation of existing ones contributes to a sense of belonging and reflects the cultural values of communities both of today and of Darebin's rich past. Place names are therefore of major social importance. Council must bear the responsibility for taking care of the place name heritage and making sure that place naming is conducted in a way that preserves Darebin's cultural heritage whilst being true to its Council Plan 2021-2025 Vision of an equitable, vibrant and connected community.

This policy is to ensure that Council follows the Naming Rules when investigating and determining naming applications, so that there is transparency and consistency in its decision making and application of this policy.

Council will not promote the process of a competition for the purposes of undertaking naming of any road, feature or locality within the municipality, however Council may seek community engagement to obtain a bank of names for its consideration for future naming opportunities (Name Bank). A competition is where the public is invited to nominate a name for a road, feature or locality, and the accepted nominations are used in a voting poll to determine the preferred name.

This policy also acknowledges that Darebin City Council has a long-standing commitment to serve and respond to the diverse needs of its community. This is articulated in the Council Plan 2021-2025 which places a strong emphasis on equity, diversity and inclusion throughout all aspects of Council business as stated in Towards Equality - Darebin City Council's Equity, Inclusion and Human Rights Framework 2019-2029.

7. Principles of the Naming Rules

Council will abide by the Principles of the Naming Rules when assessing and determining all naming applications. A summary of the Principles in the Naming Rules are as follows:

- A. Ensuring public safety** - Geographic names and boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.
- B. Recognising the public interest** - To preserve our cultural heritage names should be enduring. When naming or adjusting the geographic boundary of a place, naming authorities must consider the long-term benefits and short-term effects on the wider community. Changes may affect current and future residents, emergency response zones and addresses, property owners, businesses and visitors.

A proposal will only be registered if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

- C. Linking the name to place** - Names should have a link to place to ensure the preservation of our cultural heritage. Naming authorities play an important role in recognising and promoting our cultural heritage, as do surveyors, developers and the general public in suggesting names. Place names should be relevant to the local area with preference given to unofficial names used by the immediate community. If named after a person (refer to Principle I - Using commemorative names), that person should be held in strong regard by the community.

Names that link the name to the place could relate to Traditional Owner culture and occupation of the land (Refer to Principle E). Other examples include local flora and fauna, Australian war contributions (refer to ANZAC Commemorative naming project), past exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

- D. Ensuring names are not duplicated** - To protect our communities proposed names must not duplicate another name within a locality or the distances listed below, irrespective of council boundaries. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation. Examples of names that are similar and considered to be both duplicates and not duplicates are provided in APPENDIX B of the naming rules.

Duplication is not allowed within the same locality or for metropolitan urban areas, within a 5 kilometre radius (metropolitan Melbourne and Geelong, city centres and surrounding suburbs).

- E. Recognition and use of Traditional Owner languages** - Traditional Owner languages 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 languages in the naming of roads, features and localities is encouraged, and is subject to agreement from the relevant Traditional Owner group(s).

- F. Names must not discriminate or be offensive** - Place names must not discriminate or cause offense. Refer to *the Equal Opportunity Act 2010* for further information on what constitutes discrimination.

- G. Gender Equality** - Gender equality in the naming of roads, features and localities is encouraged. When developing a naming proposal consideration should be given to gender equality.

Gender equality is when people of all genders have equal rights, responsibilities, and opportunities. Everyone is affected by gender inequality - women, men, trans and gender diverse people, children, and families. It impacts people of all ages and backgrounds.

H. Dual names - Dual names may only be assigned to geographic features. Dual names cannot be assigned to roads or localities.

Dual names with Traditional Owner place names are encouraged as a transitional step toward the adoption of the Traditional Owner name.

Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups.

In Victoria, the approach to giving simultaneous and joint recognition of Traditional Owners and non-Traditional Owner cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Traditional Owner language origin and the other of Traditional Owner language origin.

I. Using commemorative names - Naming often commemorates an event, person or place. Examples include recognising Traditional Owners, cultural events or following a theme such as Australian war contributions (refer to the ANZAC Commemorative naming webpage).

The names of people who are still alive must be avoided because community attitudes and opinions can change over time.

Commemorative names of a deceased person should be applied no less than two years posthumously. If a naming authority wishes to name within two years it is required to seek an exemption.

When considering a commemorative name there are several other points that need to be considered. These are found in the Naming Rules.

J. Using commercial and business names - For similar reasons to those outlined in Principle (I) on the naming rules, Using Commemorative Names, naming authorities should not name places after commercial businesses; trade names; estate names (which are solely commercial in nature); or not-for-profit organisations.

K. Language - The use of names from Australian English, Aboriginal names and names from other languages need to be given careful consideration. See the Naming Rules for further points.

L. Directional names to be avoided - Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered a duplicate name. In these instances, a different name must be chosen to allow for a clear distinction between two or more roads, features or localities.

M. Assigning extent to a road, feature or locality - When a proposal to name a road, feature or locality is being developed, the naming authority must clearly define the area and/or extent to which the name will apply.

As noted above these Principles are in summary form. For further explanation of the principles, to which any application will be assessed by, go to the Naming Rules.

8. Council's Policy Objectives

As Council is required to abide by the Principles of the Naming Rules it is also required to abide by its own policies and commitments.

Council has identified the opportunity to use place and road naming as a way of furthering its policy objectives in a range of areas. This will be guided by but not limited to:

- City of Darebin Council Plan 2021-2025
- Towards Equality – Darebin's Equity, Inclusion and Human Rights Framework 2019-2029;
- Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019;
- Gender Equity and Preventing Violence Against Women Action Plan 2019-2023:

- The Welcoming Cities Standard; and
- Breathing Space – The Darebin Open Space Strategy 2019-2029.

8.1 City of Darebin Council Plan

Darebin Council Plan 2021-2025 identifies the priorities of the community for the future and guides the decision making of Council. In particular, Strategic Direction 1: Vibrant, Respectful and Connected – gives clear direction on what is to be considered in naming via the following strategic objectives:

- We will help to build an inclusive and empowered community, where social cohesion and community harmony are fostered;
- We will embrace diversity and ensure everyone is included in our society, and no one is left behind - by combating discrimination, and championing equity, inclusivity and diversity;
- We will prioritise and respect the voices and aspirations of Traditional Owners and Aboriginal and Torres Strait Islander communities in Darebin.

8.2 Towards Equality – Darebin’s Equity, Inclusion and Human rights Framework

The goals of the Towards Equality Framework are operationalised and applied through the Equity Impact Assessment. This naming policy is a practical way of addressing inequality and promoting inclusion, social justice and human rights by increasing the recognition and visibility of people, cultures and history that have had no voice, e.g. Aboriginal culture and history.

The Equity Impact Assessment will be applied to any naming process to ensure, equity, inclusion, human rights and wellbeing values are being addressed.

8.3 Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019

The Statement of Commitment affirms Council’s commitment to Wurundjeri Woi-wurrung Traditional Owners and Aboriginal and Torres Strait Islander communities of Darebin and strengthening the journey to reconciliation.

8.4 Gender Equity and Preventing Violence Against Women Action Plan

The Gender Equity and Preventing Violence Against Women Action Plan has several actions across two action areas that can be realised through this naming policy. The two action areas are, *Safe, inclusive and respectful communities* and *Women’s participation in community life*. Two of the key actions are:

- Embed gender equity principles into Council’s policies, practices, planning and service delivery; and
- Support initiatives that seek to promote gender equity with particular focus on groups of women who experience compounding forms of discrimination, including:
 - Aboriginal women
 - Women with disabilities
 - Women from migrant, refugee and asylum seeker backgrounds.
 - LGBTIQ+ women

In support of these principles and initiatives, Darebin will name at least 75% of all new naming requests for places, features and public roads after significant women.

8.5 The Welcoming Cities Standard

Council is committed to achieving the Welcoming Cities Standard and is working toward the principles and criteria across the six categories of the Standard. Areas of alignment to this policy include:

- Welcoming Cities recognise the importance of cultural diversity and inclusion and seek to advance and institutionalise that work through collaboration across council, the local community and other government agencies.
- Welcoming Cities facilitate relationships between migrant and receiving communities that address racism and promote social cohesion.
- Welcoming Cities value public spaces and facilities that enhance liveability, social cohesion and inclusion of all residents.

8.6 Breathing Space – The Darebin Open Space Strategy

One of the key directions in Darebin's Open Space Strategy is to meet the community's open space needs. There are three specific actions under this direction that relate to this naming policy. They are:

- A2.1 Naming at least 50% of new public open spaces, bridges, waterways and wetlands, and including infrastructure in those open spaces such as sporting grounds, pavilions, show courts, walking trails and roads for significant Aboriginal and Torres Strait Islander people, figures, symbols or items, with particular attention to Wurundjeri Woi-Wurrung people as the Traditional Owners;
- A3.2 Name at least 25% of new public open spaces for significant members, figures, symbols, items or terms of CALD communities; and
- A4.7 Achieve gender parity in the naming of open spaces as quickly as possible over the course of this strategy (and beyond) through naming at least 80% of new public open spaces (and renaming existing spaces where appropriate) for significant women.

9. Council's Place and Road Naming Priorities

Council is committed to addressing inequity and social justice and through naming opportunities seeks to visibly recognise the cultural diversity and heritage of the Darebin community, and to recognise significant contributions to the Darebin Community. Priority will be given to balance opportunities across all naming projects as shown in the Naming Priorities table below, in order of priority:

Primary Priority

Names reflecting Wurundjeri Language, Names and First Nations heritage, in consultation with the Wurundjeri Woi-wurrung Heritage Corporation to address the lack of recognition of Aboriginal and Torres Strait Islander people as First Peoples of Australia and demonstrate Council's support of its objectives in Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019.

Secondary Priority

Names reflecting our migrant and culturally diverse communities and their cultural heritage by equally prioritising the naming of major public roads, secondary and subdivisional roads, laneways, buildings and pavilions and pedestrian bridges to reflect migration history and rich contribution of multicultural and multifaith communities to community life.

Priority

Names of significant women to address the lack of recognition of women and demonstrate Council's commitment to gender equity. Where naming proposals are in respect of individuals, at

least 75% of all those naming proposals will be for significant women with consideration of intersectionality with other Naming Priorities.

Names associated with diversity, equity, social justice or community leadership within our community (People with a Disability, LGBTQIA+ OR leader for diversity, equity, social justice or disadvantage) to reflect Council’s strong commitment to diversity, equity and social justice.

Other Priorities

Names reflecting the settlement and heritage of the Darebin community, for example ANZAC commemorative names, the cultural history of Darebin, and historical land use.

Unofficial names where a name is in common usage within the community but has not been registered with GEO Names and where Council considers that the name should become official.

The Implementation of Naming Priorities

The application and implementation of priorities will vary across the categories of naming activities, as outlined in the table below. Particular regard has been given to prioritise significant naming opportunities for the primary naming priority, with consideration to the impact that a high volume of less impactful naming consultation requests would have on the resources of the Wurundjeri Woi-wurrung Corporation.

NAMING PRIORITIES				
	Names reflecting Wurundjeri Language, Names and First Nations heritage, in consultation with the Wurundjeri Woi-wurrung Heritage Corporation	Names reflecting our migrant and culturally diverse communities and their cultural heritage	Names associated with diversity, equity, social justice or community leadership within our community	Other Priorities
	<i>Where naming in respect of individuals, at least 75% will be for significant women with consideration to intersectionality with other Naming Priorities</i>			
Major Roads & Bridges	Equal Priority	Equal Priority		
Secondary & Subdivisional Roads		Equal Priority	Equal Priority	Equal Priority (allowing for themes), eg flora and fauna, historical and cultural heritage
Laneways		Equal Priority	Equal Priority	
Buildings / Pavilions / Pedestrian Bridges	Equal Priority	Equal Priority	Equal OR Priority for intersectionality	
Open Space	As per Breathing Space Strategy	As per Breathing Space Strategy	As per Breathing Space Strategy	

10. Recognition and use of Aboriginal languages in naming

The Aboriginal community in Victoria includes the descendants of Victoria's various Traditional Owner groups, who, at the time of colonisation in 1835, maintained complex societies with languages, laws and customs, and a connection to their land. Traditional Owners today continue to assert their identity and connection to their Country and are a key stakeholder in the naming process. The use of Aboriginal languages to name roads, features and localities has played, and continues to play, a significant role in promoting Traditional Owners' relationships with Victorian landscapes.

Further information is outlined in the relevant sections (specifically, Section 2 General Principles (Principle E and Principle K), Section 4 Features and Section 7 Consultation) of the naming rules and Section 12 of this policy.

Traditional Owners can, in certain circumstances, be the naming authority or manage and progress the naming process.

Further information is outlined in the relevant sections (specifically, section 1.5.2 Traditional Owners as Naming Authorities and section 6.1.3 Traditional Owners, Traditional Owner Group(s) and Registered Aboriginal Parties (RAPs) of the naming rules.

The Domains and Objectives in the Victorian Aboriginal Affairs Framework (VAAF) inform the Naming Rules.

The use of Traditional Owner language in the naming of roads, features and localities supports the following VAAF Goals:

- Goal 18 Aboriginal land, water and cultural rights are realised.
- Goal 19 Aboriginal culture and language are supported and celebrated.

More specifically, Objectives 18.1 and 19.1 of the Domain, Culture and Country, are:

- Objective 18.1 Increase the recognition and enjoyment of Aboriginal land, water and cultural heritage rights.
- Objective 19.1 Support the preservation, promotion and practice of culture and language.

In addition, this policy and Council's Open Space Strategy support and promote the use of Traditional Owner language for place and road naming.

11. Process for naming a place

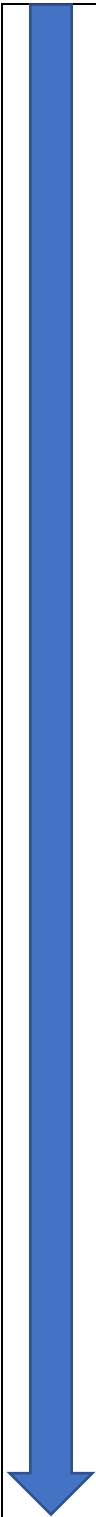
The Naming Rules provide that anyone (including the Council itself) may submit a request to name or rename a road, feature or locality to Council. Such a request must be made via the Naming Application form at Appendix A. An electronic version of this form is available on Council's website.

The word "naming" in this policy and in the Naming Rules includes "renaming".

Council will begin investigating and determining place name applications after one of the following occurs:

- a. Council/council officer identifies a need to assign or amend the name of a place or places;
- b. A member of the general public, a community interest group, an organization or a Traditional Owner Group (as applicable) submits a written request to amend a name or change the name of a road, feature or locality, including a locality's boundaries.

The process for naming places is as follows:



Step 1	Council receives a naming request from an external source, or a request is initiated from Council. The request must be via the Request to name or re-name a road or place within the City of Darebin form.
Step 2	A Council officer checks all necessary information has been provided by the party proposing the name. If insufficient, a request for additional information within 30 days will be made. Council officer also checks compliance with the Naming Rules.
Step 3	A report is prepared for Council to consider the request.
Step 4	Council formally considers the naming request at a Council meeting. At this point Council decides to either proceed to the public consultation stage, or not to proceed. If Council does not choose to proceed to public consultation, then the proposal is considered to be declined at this point.
Step 5	If approved by Council, public consultation (including submissions and objections) occurs for at least 30 days, with immediate and extended communities. This consultation period must abide by Council's Community Engagement Policy and Section 7 of the Naming Rules.
Step 6	Compile and analyse all feedback (including submissions or objections) from the public consultation and include this in a report to Council for determination as per the advice provided in Sections 7 and 8 of the Naming Rules
Step 7	Council formally considers the naming proposal and either endorses the naming proposal or not. If Council does not endorse the proposal, then it is considered to be declined at this point.
Step 8	Any party who responded to the naming proposal, during the consultation period, must be advised of Council's decision. Council must write to objectors and submitters, when they're identified, informing them of the outcome of the naming proposal as per Section 8 of the Naming Rules. Council must also respond to all submissions. Objectors must be advised that they have 30 days to object directly to the Office of Geographic Names from the later of the date of the notification to the objector or the date of application to Geographic Names for registration of the name by Council.
Step 9	If Council endorses the naming proposal, an application is lodged with GNV for consideration and final approval by the Registrar of Geographic Names as per Section 10 and 11 of the Naming Rules. All submissions and objections, and responses to them are included in the application.
Step 10	If compliant the Registrar gazettes the name as per Section 12 of the Naming Rules
Step 11	GNV registers the name in VICNAMES and sends out notification as per Section 13 of the Naming Rules
Step 12	Council installs signage and updates the history behind the name in VICNAMES as per Section 13 of the Naming Rules.

A flowchart of the Naming Process is provided in Appendix B.

Property Services is responsible for the implementation and monitoring of this policy ensuring legislative compliance and will work collaboratively across council with other relevant departments to undertake the naming process in accordance with the Naming Rules.

12. Proactive place naming proposals

As well as being responsive to naming proposals, Council shall, from time to time, undertake a proactive place naming program, where it shall first declare its intention to name a place in accordance with its Naming Priorities, and then subsequently identify a suitable location. Alternatively, it may identify a particular name to be applied, either to an identified location or not. While this process can only be formally commenced by Council resolution, it may arise as a result of an approach by a member of the community or advice from a Council officer.

Depending on Council's initial resolution, there are four different processes for naming places under the proactive program. They are as follows:

12.1 Council both proposes the name and the place

Step 1	The process is as in Section 9 of this policy and begins with Step 1.
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12.2 Council proposes the name and seeks suggestion on the place

Step 1	Prior to a Council resolution proposing a name, a Council officer should ensure all necessary information has been provided and check compliance with the Naming Rules.
Step 2	After the resolution proposing a name, conduct public consultation for at least 30 days, seeking community suggestions on places that could be named using the proposed name. This consultation period must abide by Council's Community Engagement Policy and Section 7 of the Naming Rules.
Step 3	After analysing the feedback prepare a Council report for its consideration and then follow the process as in Section 9 of this policy, beginning with Step 3. It is noted that the community must be re-consulted on the final determined name.

12.3 Council seeks name for a road, feature or locality

Step 1	Council determines a place and seeks suggestions to name the place in accordance with its Naming Priorities. (As per the Naming Rules Section 7.2.6)
Step 2	Advertise Council is seeking a name for a place.
Step 3	Multiple names are received.
Step 4	Council shortlists after checking for compliance.
Step 5	Multiple names from shortlist sent to the community for re-consultation.
Step 6	Community indicates preference on a number of names or community informed the name with the most votes will be chosen.
Step 7	Naming authority selects the name with the most votes.
Step 8	Naming authority re-consults on the final preferred name (if community not informed that the name with the most votes will be chosen).
Step 9	Follow the process as in Section 9 of this policy, beginning with Step 6.

12.4 Council seeks suggestions first on the name, then on the place

Step 1	Council determines to name places in accordance with Council's Naming Priorities. This process is similar to the one for Council seeking a name for a road, feature or locality (3).
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An example of Council being proactive in place naming as part of its celebration of International Womens' Day, Council determines to name five streets in recognition of women who have made a significant contribution to the City of Darebin. It resolves to commence the naming process by calling for community suggestions for suitable women.

13. Developing an Aboriginal language naming proposal

Consultation is a key component in the process of naming roads, features and localities. There is a specific process that must be used when proposing to use a name from an Aboriginal language. Refer to the principles of the Naming Rules as well as Section 7.3 for the specific process to follow when developing an Aboriginal language naming proposal.

Traditional Owner Groups may elect to manage and progress the naming process.

Consultation should begin well before a report is put to Council for an Aboriginal language name to allow the Traditional Owners sufficient time to consider the proposed name(s) in a way that is culturally appropriate and acceptable for them.

Council will provide categories of names that are applicable to the type of place to be proposed to be named in accordance with Council's Naming Priorities, as a guideline for the names to be proposed.

See Appendix C for the flowchart for the process of Traditional Owner naming.

While there is a diverse range of Aboriginal organisations in Darebin, naming proposals should be directed to the Wurundjeri Woi-Wurrung people as the Traditional Owners. The broader Aboriginal community may provide feedback at the relevant time in this process.

14. Additional considerations

Where it is inappropriate to name a place after a person, institution or enterprise, Council may determine that it is appropriate to place a plaque or other commemorative work in a prominent position on that place to recognise the contribution of that person, institution or enterprise. This principle will be governed by Council's Monuments and Memorials Policy.

There are additional statutory requirements contained within the Naming Rules, which are not listed in this policy, that are mandatory for Council to follow when considering specific types of place name applications. Specifically, there are requirements to be met when investigating and determining applications to name, create or amend localities, roads and features.

15. Roads

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.

Council must ensure that a naming proposal for a road conforms to all relevant principles outlined in Section 2 of the Naming Rules as well as the requirements outlined in Section 3, specifically Sections 3.2.1 – 3.2.5.

15.1 Naming roads in new residential or commercial subdivisions

Surveyors and Developers are required to consult with Property Services when selecting names for roads in new subdivisions; this is part of the subdivision certification process. Property Services can suggest themes for road names that should be applied when naming these roads and provide names that fit within these themes for any Name Bank that may be developed.

Property Services will work collaboratively with the Surveyor and Developer to develop road names that are compliant with the Naming Rules and this policy. Developers will be encouraged to select names from Council's Name Bank.

In these circumstances, developers applying for subdivision permits may submit suggested road names (in accordance with the Naming Rules and this policy) and relevant documentation to support the proposed names with their permit application for Property Services' consideration. Supporting documentation and an explanation for the suggested names must be provided.

Statutory Planning is required to provide Property Services with a copy of the plan of subdivision illustrating the location of the proposed road/s together with the suggested road name/s so compliance with this policy and the Naming Rules can be checked.

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 compliant with the Naming Rules and this policy in accordance with the advice of Property Services. All such plans require certification and a statement of compliance to be issued by Council before registration with Land Use Victoria. Upon registration of the plan, the name(s) will be registered with GEO Names. See Section 3.8 of the Naming Rules for further information.

GEO Names recommends that roads and buildings in complex sites (as defined in 3.9.4 of the Naming Rules), for example caravan parks be named and that Council is consulted on the proposed name(s). Housing Estates are not named under the Naming Rules.

15.2 Unnamed Right of Way as a Street Address

Proposed developments can result in the dwelling's primary point of access and egress be from an unnamed right of way. Council's preference is not to name unnamed laneways and rights of way, however in these circumstances, if a planning permit application proposes this, Statutory Planning is required to inform Property Services who will investigate the possibility of naming the laneway with a recognisable street address. Developers may submit suggested names for consideration.

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

When an unmade right of way would be utilised by a new development at a greater capacity than currently generated by the property, the unmade right of way will be required to be constructed at the developer's cost as a condition of the planning permit. 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.

Council will also consider naming proposals of constructed rights of way where they have been experiencing location issues (i.e. causes confusion and/or a risk of delay to an emergency vehicle).

15.3 Naming Private Roads

Large private developments such as nursing homes, large multi-unit developments and shopping-centres can create private internal road systems that require naming. Developers are responsible for the naming of private roads in such developments. The owner of the private road or the complex is advised to consult with Council. Owners must ensure that the road names conform to the principles and requirements outlined in the Naming Rules and this policy. The owner must submit their proposal to Council with a plan/map for naming the roads within the property. Council will check the proposal conforms and, if suitable, will send the proposal to the Registrar of Geographic Names for endorsement.

Council is not responsible for these roads.

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.



16. 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.

A list of features included in VICNAMES and the relevant naming authorities can be found on the Geographic Names website.

Council must ensure that a naming proposal conforms to all relevant principles outlined in Section 2 of the Naming Rules, as well as the requirements outlined in Section 4, specifically Sections 4.2.1–4.2.4.

17. 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'.

Every locality should have a unique and unambiguous name. It must have recognised and registered boundaries and not overlap with other localities. A locality provides an official reference area for addressing purposes.

A named neighbourhood is not a locality because it does not have officially recognised and registered boundaries; therefore, a neighbourhood name cannot be used for addressing purposes.

A named residential estate is not recognised as a locality name.

Council must ensure that a naming proposal conforms to all relevant principles outlined in Section 2 of the Naming Rules, as well as the requirements outlined in Section 5, specifically Sections 5.2.1–5.2.7.

18. Delegation of authority

Section 10 of the Naming Rules allows for naming to occur by delegation of authority:

- the naming of localities, important public features and major roads are required to be resolved by Council at an Ordinary Council Meeting;
- the Chief Executive Officer, has delegated authority to reject a naming application and decline to present to Council for their consideration any proposal that the Chief Executive Officer has assessed as:
 - being non-compliant with principle (D) Ensuring Names are Not Duplicated and/or principle (F) Names Must Discriminate or be Offensive, of the Naming Rules; or
 - being substantially similar to an application which has already been decided upon by Council.
- the Manager, City Development has delegated authority to approve new names on plans of subdivision on behalf of Council.

19. Related documents

Geographic Place Names Act 1998

Naming Rules for Places in Victoria: Statutory requirements for naming roads, features and localities 2016

AS/NZs4819:2011 Rural and urban addressing

Aboriginal Heritage Act 2006

Aboriginal Heritage Regulations 2007

Victorian Aboriginal Affairs Framework 2018-2-23

Darebin's Statement of Commitment to Traditional Owners and Aboriginal and Torres Strait Islander People 2019

Equal Opportunity Act 2010

Local Government Act 2020

Road Management Act 2004

Subdivision (Procedures) Regulations 2011

Survey Co-ordination Act 1958

Victorian Charter of Human Rights and Responsibilities Act 2006

United Nations Group of Experts on Geographic Names (UNGEGN) Resolutions (see 1.3.1 of the Naming Rules for the applicable resolutions)

United Nations Sustainable Development Goals (SDGs)

City of Darebin Council Plan 2021-2025

Towards Equality – Darebin's Equity, Inclusion and Human Rights Framework 2019-2029;

Breathing Space – The Darebin Open Space Strategy 2019-2029; and

Gender Equity and Preventing Violence Against Women Action Plan 2019-2023

The Welcoming Cities Standard

Appendix A – Request to name or re-name a road or place within the City of Darebin (online form)

Request to name or re-name a road or place within the City of Darebin Application

Do you want to name/rename a:

- Major Road
- Bridge
- Secondary or Subdivisional Road
- Laneway
- Building / Pavilion / Pedestrian Bridge
- Open Space

Existing Name of road/place (if applicable): _____

Provide location / address details: _____

The proposal

Proposed Name _____

Reason for proposal?

Please tell us about the origin / justification of the proposed name

Background / History of the proposed name?

Please tell us about the origin /justification of the proposed name

Which of Council's Naming Priorities does the proposed name support:

- Primary Priority - Names reflecting Wurundjeri Language, Names and First Nations heritage, in consultation with the Wurundjeri Woi-wurrung Heritage Corporation
- Secondary Priority - Names reflecting our migrant and culturally diverse communities and their cultural heritage
- Names of significant women to address the lack of recognition of women and demonstrate Council's commitment to gender equity.
- Names associated with diversity, equity, social justice or community leadership within our community (People with a Disability, LGBTQIA+ OR leader for diversity, equity, social justice or disadvantage)
- Names reflecting the settlement and heritage of the Darebin community, for example ANZAC commemorative names, the cultural history of Darebin, and historical land use.

- Unofficial names where a name is in common usage within the community but has not been registered with GEO Names and where Council considers that the name should become official.
- None of the above

Does the proposed name align to Council's priorities for the road / lane / bridge / building / space proposed to be named, as shown in section 9 of the Place and Road Naming Policy?

- Yes
- No

If the name relates to an individual, have you obtained:

- Family members consent
- Other

Supporting Documentation

Please upload site plan and/or map of location proposed for naming

Please upload history and background of the proposed name including source material, references and photographs or images

Applicant Details

First Name _____

Last Name _____

Contact Number _____

Email _____

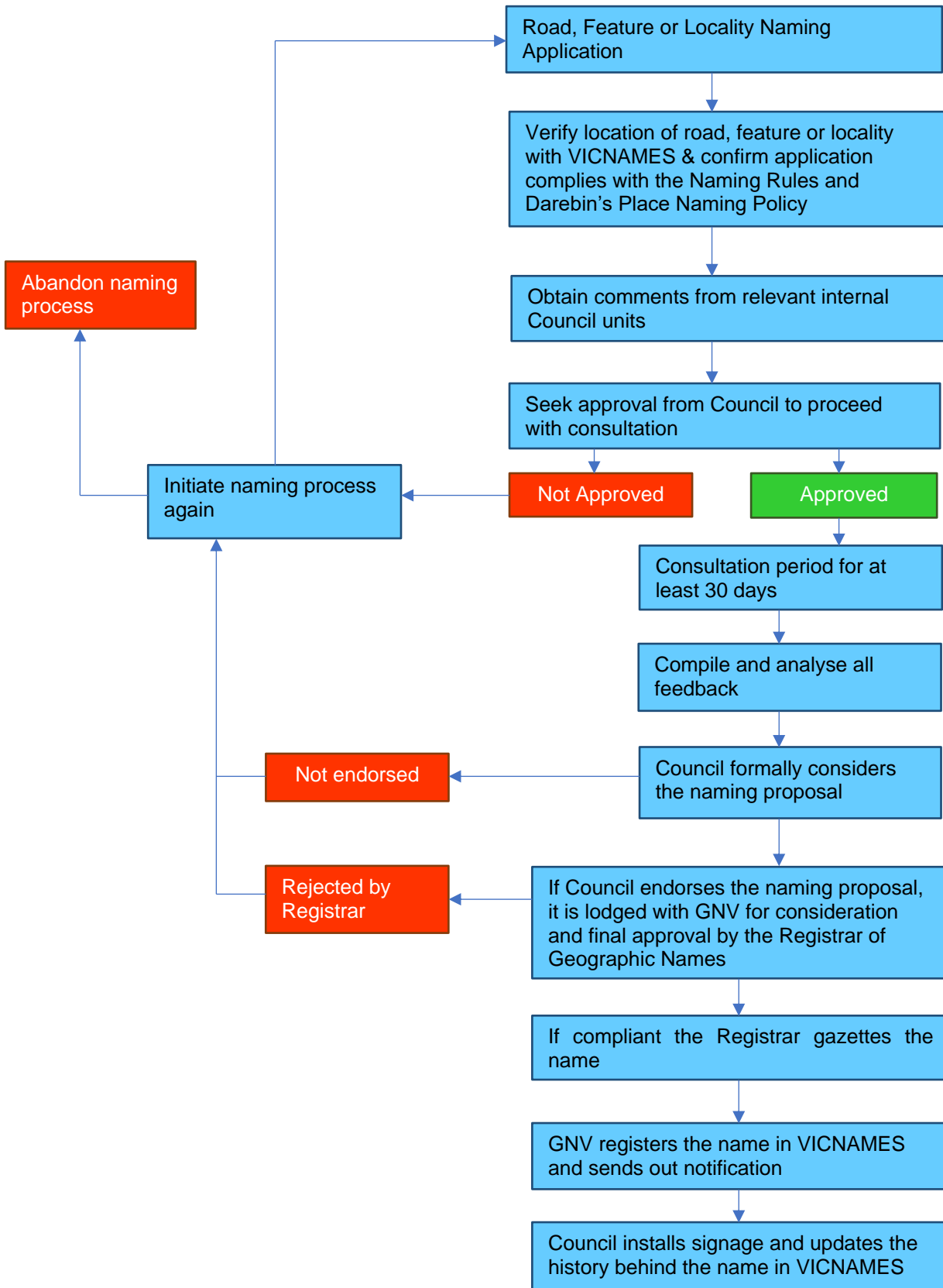
Preferred method of contact

- Phone
- Email
- Either

The collection and handling of personal information is in accordance with Darebin Council's [Privacy Policy](#).

You can also collect the policy in person from Council's [Customer Service Centres](#).

Appendix B – Naming Flowchart



Appendix C – Traditional Owner language Naming Flowchart

