



# **Road and Place Naming Framework**

**August 2017**

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## 1. Purpose

The purpose of this framework is to document the approach used by Council in the naming of roads, places and localities across the municipality. It provides a structure to ensure a coordinated, consistent, fair and equitable process is followed by Council when investigating and determining naming proposals.

## 2. Scope

The framework applies to the naming of places, features, localities and roads within Banyule City Council and are in accordance with the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016* ([www.dtpli.vic.gov.au/namingplaces](http://www.dtpli.vic.gov.au/namingplaces)).

Whilst this framework does not strictly apply to the informal naming of features such as internal rooms, facilities and structures on Council land, guidance is provided within the framework and procedure on naming considerations and the decision-making process.

## 3. Definitions

**Act:** means the Geographic Place Names Act 1998

**Naming Rules:** means the current version of Guidelines issued by the Register of Geographic Names under Section 5 of the Geographic Place Names Act 1998. Currently these are *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*

**Feature:** As defined in the Geographic Places Names Act 1998 and the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*

**Locality:** As defined in the Geographic Places Names Act 1998 and the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*

**Road:** As defined in the Geographic Places Names Act 1998 and the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*

## 4. Legislation

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

- Geographic Place Names Act 1998
- Schedule 10 Section 5 of the Local Government Act 1989
- *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016*

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

- Road Management Act 2004
- Aboriginal Heritage Act 2006
- Aboriginal Heritage Regulations 2007
- AS/NZS4819:2011 Rural and urban addressing
- Subdivision Regulations 2011

## 5. Rationale

Banyule City Council is the naming authority for roads and features within its municipality with the exception of geographic places of regional, state or national significance. Naming authorities undertake the formal process for naming/renaming. This includes preparing the naming proposal, community consultation and lodging the proposal to the Office of Geographic Names for consideration.

Council is required to abide by the *Naming Rules* which set out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria.

## 6. Framework

Appropriate naming is essential to identify locations for providing emergency services and delivering goods and services in Victoria. Names are also an important part of Council's historic and cultural heritage.

Names ideally should have some relevance to their location. Consideration is to be given to historical, cultural, heritage, environmental or botanical linkages. The use of Aboriginal names is encouraged. Names should be written in standard English or a recognised format of Aboriginal language. Names should be easy to pronounce, spell and write.

This framework recognises that the naming of features, localities and roads should be in the overall public interest and not for private interest(s).

### 6.1 Roads

#### *Rights of Way*

Council's preference is not to name currently unnamed laneways and rights of ways. It is acknowledged however, that from time to time, a planning or subdivision permit will result in a dwelling whose sole physical access is to an unnamed laneway. In these circumstances it may be necessary to name the laneway in order to provide the new development with a practical and easily recognisable street address.

For more information please refer to *Banyule Rights of Way Strategy 2014-2024* (available on Councils website [www.banyule.vic.gov.au](http://www.banyule.vic.gov.au)).

#### *New Roads created on a Plan of Subdivision*

Council will work with developers to create compliant road names for subdivisions. Plans of subdivision need to be approved by Council. Road names are registered after Council has certified and issued a statement of compliance for the plan of subdivision.

### 6.2 Features

Under the *Naming Rules* 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.

Council's intention is to only name places of significant prominence and permanence. Usually these are places that warrant naming because of their size or to assist with identifying their location. In general, features within a park or reserve should not be officially named and registered.

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Playgrounds, ovals and pavilions within a park or reserve are usually identifiable by the name of the park /reserve.

### 6.3 Localities

A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas such as Banyule, a locality is known as a suburb. Every locality should have a unique and unambiguous name.

Please refer to Section 5 of the *Naming Rules* for more information on naming localities.

### 6.4 Commemorative Names

Commemorative naming of deceased persons will be considered by Council where they meet the following criteria:

- They commemorate a deceased individual who was a member of the Banyule community and who has made a substantial contribution to the Banyule community
- The contribution of the individual was extra-ordinary and over and above what might reasonably be expected through paid employment or their voluntary contribution to the community, and that contribution stands out from others who may have also made a valuable contribution.

Generally a request for commemorating naming will only be considered where the individual has been deceased for at least one year, to allow for appropriate development of historical perspective.

Commemorative naming must also be in line with Principle (H) using Commemorative names in the *Naming Rules*.

### 6.5 Informal Naming

Informal naming of minor features, including internal rooms, structures and Council facilities will be considered on a case by case basis by the asset owner, in partnership with Property Services. Informal names are not registered for inclusion on the register of geographic names in Victoria (VicNames). Requests made directly to the asset owner are likely to be considered on:

- Demonstrated support from members or groups of the community
- Relevance of naming to the location
- Service and contribution to the Banyule community

## 7 Procedure

### 7.1 Initiation of Request

Any person or organisation may request that a place or road be named or renamed. All requests to Council must be in writing and should include:

- Background detail and the reason for the proposal
- Contact details of the proposer(s), and information concerning support from members or groups of the community.

Upon receiving the naming request, Council officers will determine the merits of the request with regard to:

- Any issues given as the reasons for the request
- Whether it is the most practical way of resolving those issues
- Whether it complies with the *Act, Naming Rules* and this framework
- Whether it will improve public safety
- The number of directly affected properties and the likely inconvenience it may cause to owners and occupiers of those properties
- The relative urgency of the request
- Budget considerations
- Any other matters considered relevant

Council officers will write to the proposer advising whether Council will proceed with the naming proposal.

## 7.2 Proceeding with the naming proposal

If Council considers the naming proposal has merit and can resource the proposal within the current year's budget, Council will proceed with the naming proposal in line with the *Naming Rules*.

Once Council has undertaken any required community consultation and reached a decision on a preferred name, Council will submit the naming proposal to the Office of Geographic Names for approval and registration.

For informal naming of minor features, the applicant should undertake a community notification period. All costs associated with naming, any consultation, advertising or signage will fall to the applicant. The asset owner may impose conditions upon the applicant in this regard.

## 7.3 Consultation

Consultation is a key component in the process of naming or renaming roads, features and localities. Consultation provides the community involvement in shaping the area in which they live. Section 7 of the *Naming Rules* outlines consultation requirements and defines two types of groups to consult with, the immediate community and extended community, depending on the naming proposal. In addition to the requirements of the *Naming Rules*, Council will consider the following:

- Roads: Consult the owners and residents of properties accessed from the road
- Features: consult owners and residents of surrounding properties (minimum 100 metres from the site) with preference to properties in streets linking access to the feature.

Note: Consultation does not apply to the naming of new roads within a subdivision where currently no one is directly affected.

## 7.4 Signage

Signage will be consistent with Council's Corporate Identity Policy and Guidelines and Council and Community Plaques Protocol.

## 7.5 Events

Some naming projects may warrant a launch event to celebrate the new name. Naming projects that warrant an event include those with significant engagement from the community and commemorative naming where family members of the person being honoured are available to attend.

Launch events are only to be held after names have been officially approved by the Office of Geographic Names and on completion of the road or feature that is being named.

## 8 Financial Implications

The financial implications of this framework include staff resourcing, the cost of consultation, advertising, appropriate signage and the cost of an event (where applicable).

## 9 Banyule Reference Documents

- Banyule Rights of Way Strategy 2014-2024
- Banyule Outdoor Advertising Policy Part 1 and 2 (December 2015)
- Council's Corporate Identity Policy and Guidelines 2015
- Council and Community Plaques Protocol

## 10 Further Information

For further information regarding this framework please contact Property Services, Banyule City Council on ph 9490 4222, or [enquiries@banyule.vic.gov.au](mailto:enquiries@banyule.vic.gov.au)

### Approval and Review

Date framework adopted by Council: 16 October 2017

Date framework due for review: 5 years after approval