

PLACE NAMES POLICY

Policy Reference No.	POL/185
File No.	HCC11/739
Strategic Objective	3.2 Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
Adopted by Council	February 2002
Re-Adopted	
Date for Review	August 2027
Responsible Officer	Manager Governance
Department	Governance

PLACE NAMES POLICY

1 POLICY STATEMENT

- 1.1 Hume City Council will comply with any applicable legislation, regulations, rules and/or policy when it receives and considers an application made under the *Geographic Place Names Act 1998* (the Act).
- 1.2 Hume City Council's Place Names Policy outlines how Council will investigate and determine applications received to:
- a) assign or amend names of places (being a road, feature or locality);
 - b) amend the boundaries of a road, feature or locality; or
 - c) establish an Avenue of Honour.

2 PURPOSE

- 2.1 The Naming Rules for Places in Victoria 2022 - Statutory Requirements for Naming Roads, Features and Localities (the Naming Rules) are the statutory guidelines provided for under section 5 of the Act. They set out step-by-step information on naming or changing the boundaries of roads, features and localities in Victoria. It is mandatory for all naming authorities in Victoria, which includes local councils, to follow the Naming Rules. Under section 6 of the Act, the guidelines must be reviewed once every five years.
- 2.2 The purpose of this policy is to:
- a) ensure that Council follows the Naming Rules when investigating and determining applications to assign or amend names of places, and locality boundaries;
 - b) ensure that submitters of place name applications are aware of the process and principles by which Council will investigate and determine their applications.

3 SCOPE

- 3.1 Any public or private road, feature or locality within the Hume municipality can be named or renamed, or have its boundary changed, using the Naming Rules.
- 3.2 Council on occasion receives proposals to name Council owned assets or features and areas controlled by Council after a Hume resident or an individual who has made a significant contribution to the Hume municipality, or to locate a memorial (for example, a commemorative plaque) on Council land or assets, or areas controlled by Council. In circumstances that do not fall within the scope of this Place Names policy, applications of this type will fall under any other applicable Council policy or guidelines.

4 OBJECTIVE

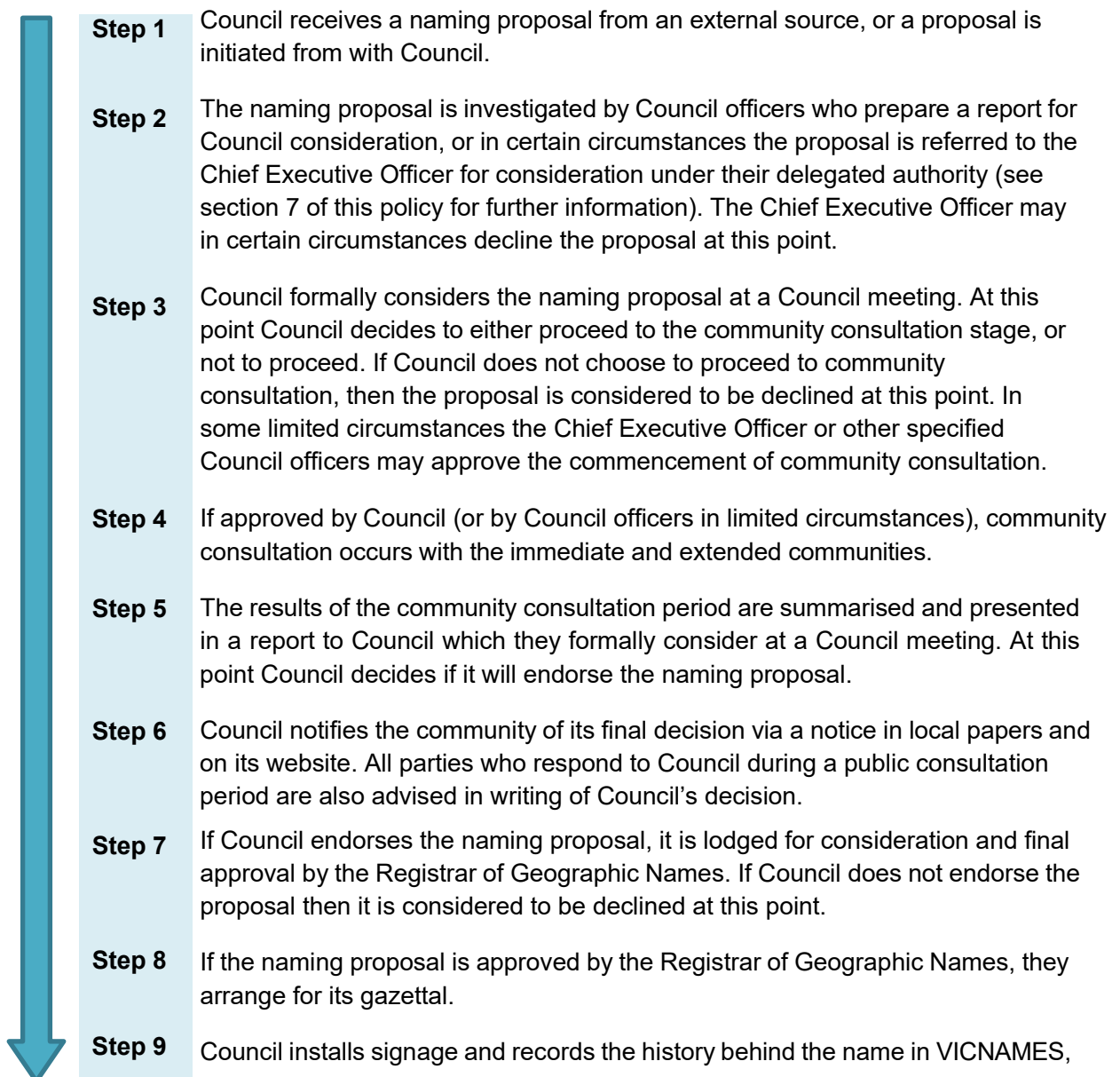
The objective of this policy is to ensure that Council follows the Naming Rules when investigating and determining naming applications, so that there is transparency and consistency in its decision making and application of this policy.

5 POLICY IMPLEMENTATION

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- 5.1 Council will begin investigating and determining place name applications after one of the following occurs:
- a) a 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 or an organisation submits a written request to amend a name or change the name of a road, feature or locality, including a locality's boundaries;
 - c) a Plan of Subdivision is submitted for certification by Council. Council's subdivision certification process includes an audit of street names to ensure that new names are compliant with the Naming Rules.
 - d) A Council resolution is made directing officers to commence investigating a naming proposal.
- 5.2 Council will follow the step-by-step process listed below when it receives a place name application. Steps are explained in further detail later in this policy:



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6 PROCEDURE TO CONSIDER PROPOSALS TO ASSIGN OR AMEND THE NAME OF A ROAD, FEATURE OR LOCALITY, OR TO AMEND A LOCALITY BOUNDARY

- 6.1 When considering a proposal to assign or amend the name of a road, feature or locality, or to amend a locality boundary, Council will follow the requirements set out in the Naming Rules, including public consultation requirement where mandatory.
- 6.2 The Naming Rules include the Naming Principles which must be used in conjunction with the relevant statutory requirements outlined in various sections of the Naming Rules. The Naming Principles are designed to ensure that names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. All naming principles are equally important.
- 6.3 The Naming Rules can be viewed in the Naming Rules by following this [link](#), or by visiting www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules.
- 6.4 A Quick Guide for the Naming Rules, which was published by the Department of Energy, Environment and Climate Action, is provided as Attachment 1 of this policy.

7 DECISION NOT TO PROCEED WITH CONSIDERATION OF A NAMING PROPOSAL

- 7.1 In accordance with clause 6.2.1 of the Naming Rules, 'the decision to proceed with a name proposal rests with the naming authority', being Council.
- 7.2 Council can choose not to proceed to public consultation with a naming proposal that has been presented to it for consideration if it decides:
- that the naming proposal seeks to change a long established and compliant name that is familiar to local residents and service providers, particularly to emergency service providers, and the proposal does not establish a compelling reason as to why Council would consider endorsing a change of name for such a location; or
 - if for any other reason Council determines that it does not wish to proceed to public consultation for a naming proposal that has been presented to it for consideration.
- 7.3 The Chief Executive Officer, under the power delegated to them by Council, can reject the 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 Not Discriminate or be Offensive, of the Naming Rules;
 - being substantially similar to an application which has already been decided upon by the naming authority.

8 CONSULTATION

Council will comply with all consultation requirements set out under the Naming Rules.

9 AVENUES OF HONOUR

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- 9.1 Avenue of Honour is the term given to a memorial avenue of trees, generally with each tree symbolising a person. Most avenues are in remembrance of those who fought or died in war, particularly World War I (1914–1918).
- 9.2 Avenues of Honour are a means of family members and the community expressing gratitude to individuals who sacrificed their life in major conflicts around the world in which Australia participated. They are usually a row of trees accompanied by a monument or plaques which identify and commemorate a collective of individuals from a local area.
- 9.3 To request the establishment of an Avenue of Honour, a resident or community group must provide with their written submission to Council the following information:
- the proposed site of the Avenue of Honour;
 - proposed details of the commemorative plantings;
 - details of the collective and/or all individuals to be commemorated;
 - the conflict/s in which the individuals lost their lives;
 - proposed details of any memorials, plaques and/or monuments to be included in the proposed Avenue;
 - any other information that is relevant to the submission.
- 9.4 Council officers will first check with the road authority that is responsible for the road at the location for which the Avenue of Honour is being proposed, and if appropriate, refer the proposal to them, if Council is not the naming authority for this location. This will most likely be VicRoads. If Council is the naming authority and not the road authority, it will seek the road authority's view on the proposal and approval from them to consider establishing the Avenue of Honour, should that be deemed appropriate. Ongoing maintenance of the Avenue of Honour will also be discussed with the road authority, if it is not Council.
- 9.5 If the road authority does not approve the request for an Avenue of Honour then the applicant will be advised of this and no further action will be taken by Council.
- 9.6 If the road authority gives their approval for the Avenue of Honour, Council will then consult with other stakeholders as per the community consultation requirements contained in this policy.
- 9.7 In addition to those requirements, Council will also consult with any of the following:
- Returned and Services League of Australia (RSL)
 - Department of Veteran's Affairs
 - Australian War Memorial
 - National Trust of Australia (Vic)
 - Local Historical Associations

10 OTHER MATTERS

10.1 Place Names Committee

- 10.1.2 An internal Place Names Committee will initially consider all naming proposal applications.
- 10.1.3 The membership of this committee consists of two Councillors, the Chief Executive Officer, the Chief Financial Officer, the Manager Governance and the Coordinator Governance.
- 10.1.4 The committee will decide if an application proceeds to the community consultation stage or if an application is declined without any further action being taken.

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- 10.1.5 The committee can refer any applications to Council if it thought that a decision to proceed to the community consultation stage was more appropriate to be made by Council. This could be, for example, applications that could have municipal wide implications, such as an application to amended suburb boundaries or names.
- 10.1.6 This committee will meet quarterly, and Councillors would receive an update on the activities undertaken by the committee following their quarterly meeting.
- 10.1.7 Officers from Council's Governance department will provide administrative support to the committee.
- 10.1.8 The final decision for all naming applications that proceed to community consultation would be made by Council. The Place Names Committee is not delegated any powers to make final decisions on naming proposals.

10.2 Equity and Inclusion in Naming

- 10.2.1 Council acknowledges inequity in the naming of places and it is committed to work towards equity in place naming in relation to gender, traditional owner names and languages and names and languages which reflect Hume City's modern multicultural society.

10.3 Naming After Living People

- 10.3.1 Principle I of the Naming Rules, Using Commemorative Names, provides the following criteria regarding commemoration of a living person:
Commemoration of a living person is strongly discouraged and is generally not permitted. In exceptional circumstances, if the naming authority wishes to name a road, feature or locality after a living person, it must apply in writing to the Registrar to seek an exemption from this principle before any public consultation or a decision is made. Consent from the person should be sought prior to any exemption request being submitted to GNV. The naming authority must outline the reasons for proposing a living person's name, including but not limited to:
- i. evidence about the person's achievements which are of national or state significance;
 - ii. relevant history and association to the area which ensures a link to place.

11 DEFINITIONS AND ABBREVIATIONS

Act means the *Geographic Place Names Act 1998*.

Estate names include names applied to residential estates, commercial or mixed estate. For example, residential subdivisions and business parks or commercial/industrial zoned land.

Naming Rules means the Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2022 or any update version of the Naming Rules., having effect under the Act

Place means any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- township, area, park, garden, reserve of land, suburb and locality
- topographical feature, including undersea feature;
- street, road, transport station, government school, government hospital and government nursing home.

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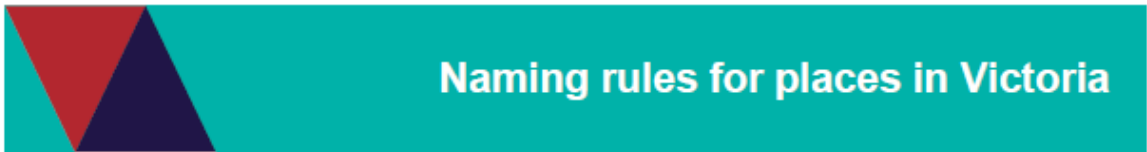
Registrar means the Registrar of Geographic Names.

12 RELATED DOCUMENTS

- *Geographic Place Names Act 1998*;
- *Local Government Act 1989*;
- *Local Government Act 2020*;
- *Road Management Act 2004*;
- *Aboriginal Heritage Act 2006*;
- *Aboriginal Heritage Regulations 2018*;
- AS/NZS 4819:2011 Rural and urban addressing;
- *Survey Co-ordination Act 1958*;
- *Subdivision (Procedures) Regulations 2011*;
- Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2022;
- Hume City Council’s ‘Proposals for Memorialisation Within the Municipality of Hume’ policy;
- Quick Guide – Naming Rules for Places in Victoria 2022 (Attachment 1);
- Naming Proposal – Submission Template to Hume City Council (Attachment 2).

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Naming rules for places in Victoria

Quick guide

What are the naming rules?

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities

The naming rules provide processes and procedures for naming roads, features and localities across Victoria.

Appropriate naming is essential for identifying locations when managing emergencies and delivering goods and services in Victoria. The naming rules are based on national standards and policies. They provide a strong basis for standardised and unambiguous naming procedures across the state.

They have been developed through detailed consultation with councils, government departments, emergency agencies and public service providers.

The full version of the naming rules can be found at www.land.vic.gov.au/thenamingrules

Why is there a need for naming rules?

The naming rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Those benefits include:

- recognition and identification
- culture

- connection to country and place
- heritage
- landscape
- emergency service response and natural disaster relief
- communications, including postal and news services
- trade and commerce
- population censuses and statistics
- property rights and cadastre
- urban and regional planning
- environmental management
- map and atlas production
- navigation
- tourism.

What can be named or renamed using the naming rules?

Any public or private road, feature or locality within Victoria can be named, renamed or have its boundary changed using the principles, requirements and procedures in the naming rules.

There are many different roads and feature types in Victoria. Responsibility for preparing naming proposals and submitting them to the Registrar of Geographic Names can vary. Please refer to the relevant sections and appendixes in the naming rules.

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Naming rules for places in Victoria

Who can name or rename roads, features and localities in Victoria, and who oversees the process?

Members of the public are encouraged to participate in the naming process by proposing a name, initiating a naming proposal or responding to a relevant naming authority regarding a naming proposal.

Other stakeholders include emergency service organisations, Australia Post, owners corporations, private institutions, Traditional Owners, historical societies and utility or other service providers.

They can be involved in the naming process in three ways:

- Propose to the responsible naming authority a name for a road, feature or locality, or a locality boundary
- alert a naming authority and the Registrar to an issue with an existing name for a road, feature or locality or locality boundary and request that the matter be investigated
- comment on whether a naming, renaming or boundary change proposal conforms to the naming rules.

The proposal needs to be submitted to the naming authority responsible for the area in/across which the road, feature or locality is situated – it is important to note that the council(s) or relevant naming authority(ies) should be contacted for advice because some naming authorities have their own naming policies or guidelines that augment the naming rules.

Who should be consulted?

There are several community groups to consult regarding a naming, renaming or boundary change proposal:

- the **immediate community**, which 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

- the **extended community**, which 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 and government (neighbouring councils) or non-government organisations with an interest in or who service the area
- Traditional Owner group(s), local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; and Emergency Services Telecommunications Authority (ESTA) and emergency service organisations (ESOs)¹.

How a naming authority builds awareness of a proposal and invites feedback

Building awareness of the proposal is key to engaging with the community. The following methods are discussed further in the naming rules. Each method has its own strengths and, prior to selecting one or more of the methods, naming authorities should consider the proposal's aims and desired outcomes of community consultation. For example, a survey is conducted to investigate opinions; a voting poll is used to make a choice for one or more options.

The following methods can be used to build awareness of the proposal and invite feedback. Each one has its own advantages and conditions of use:

- notices in newspapers
- letters to the immediate or extended community
- surveys (for use only with the immediate community)
- voting poll
- Internet sites and social media
- public meetings.

¹ ESOs encompass agencies that include Country Fire Authority (CFA), State Emergency Services (SES), Metropolitan Fire Brigade (MFB), Victoria Police (VicPol), Ambulance Victoria (AV). If consulting ESOs, consider contacting both local and administrative management (headquarters) as well as ESTA.

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What is an objection?

An objection is a way for members of the community to inform the naming authority that one or more people disagree with a naming or renaming proposal. An objection must explain why a proposal is opposed.

Simply lodging opposition without an explanation does not help the naming authority understand the underlying issues.

Lodging objections

Any person or organisation can lodge an objection to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority. Objections must be lodged directly with the naming authority within the minimum 30 days allocated for feedback. Naming authorities can, if necessary, provide for a longer feedback period.

Considering objections

- Any objections received during the public consultation period must be considered by the naming authority. The naming authority is responsible for deciding the weight to be given to competing objections, having regard to the naming rules and any other relevant matters it identifies.
- All objections must be included in an assessment report, stating the objection and indicating relevance to the naming rules and the naming authority's consideration/response to the objection.
- The naming authority need not consider objections that don't explain reasons for the objector opposing the name.
- The decision about whether or not to proceed with a naming proposal resides with the naming authority.

Appeals

In the case of a naming authority accepting a proposal, the letter to objectors also needs to include details of how an appeal can be made to the Registrar.

An appeal can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of these naming rules.

The letter to objectors needs to indicate that an appeal to the Registrar must be lodged within 30 days of the naming authority accepting the proposal and/or sending the letter to the objector (whichever is later).

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ATTACHMENT 2 - Naming Proposal Submission Template to Hume City Council

APPLICANT'S NAME AND CONTACT DETAILS	
Name:	
Address:	
Contact number:	
Contact email address:	
IS YOUR NAMING PROPOSAL RELATED TO A:	
<input type="checkbox"/>	Road
<input type="checkbox"/>	Feature
<input type="checkbox"/>	Locality
IS YOUR NAMING PROPOSAL FOR A:	
<input type="checkbox"/>	New name for an unnamed road, feature or locality
<input type="checkbox"/>	Renaming of a road, feature or locality
PLEASE COMPLETE THE FOLLOWING DETAILS:	
Proposed Name	
Location of the road or feature (please include a map with your proposal)	
Background information on why Council should consider naming or changing the name or boundary, for example, why the proposed name is considered appropriate (include any history or local relevance)	
If the proposal is a commemorative name, please include information on the person such as: <ul style="list-style-type: none"> Full name, date of birth and date of death; Occupation and/or education; Civil and community achievements or contributions; Honours and awards received; Other relevant material of historical interest. 	
Reason for the proposal (why the current name is not considered appropriate or any other relevant information)	

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GENERAL QUESTIONS			
If proposing a new name or to change a name, does the proposal conform to the principles in Section 2 of the Naming Rules? Please refer to the principles below.			
	Yes	No	NA*
Principle A - Ensuring public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle B - Recognising the public interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle C - Linking the name to place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle D - Ensuring names are not duplicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle E - Recognition and use of Traditional Owner languages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle F - Names must not discriminate or be offensive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle G - Gender equality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle H - Dual names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle I - Using commemorative names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle J - Using commercial and business names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle K - Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle L - Directional names to be avoided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Principle M - Assigning extent to a road, feature or locality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROPOSING A NAME USING TRADITIONAL OWNER LANGUAGE

	Yes	No
Is a name using Traditional Owner Language being proposed?	<input type="checkbox"/>	<input type="checkbox"/>
If proposing a Traditional Owner name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Traditional Owner name may be considered as a dual name. Please refer to Principle H.	<input type="checkbox"/>	<input type="checkbox"/>
Has the Traditional Owner name been verified by the area's Traditional Owner group(s), and is there written evidence of this verification? Please refer to Section 7.3 of the Naming Rules.	<input type="checkbox"/>	<input type="checkbox"/>

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