

ASSET NAMING PROCEDURE

TO ACCOMPANY - COUNCIL POLICY NO. 098

This Procedure should be read in conjunction with Gannawarra Shire Council Policy No. 098 – Asset Naming and *Naming Rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016* which sets the guidelines for asset naming in accordance with Sec.5 of the *Geographic Place Names Act 1998*. The procedure applies when selecting, approving or assigning names for roads and streets, reserves, open spaces and facilities within the Gannawarra Shire.

WHAT IS ENCOURAGED

- Names should have some relevance to the area in which the asset is located. Aspects to be taken into account include historical, cultural, heritage, environmental or botanical linkages.
- The road name should reflect the type of road or street it is eg. road, street, boulevard, court. Additionally, dead-ends or not through roads should be called court, close or similar, as appropriate.
- Names should comply with the *Naming Rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016*.

WHAT IS DISCOURAGED

- Roads or streets should not be named after commercial enterprises or trade names;
- Estate names (which are solely commercial in nature) should not be used;
- Names should not be derogatory or offensive on the grounds of race, ethnicity, religion or gender;
- Apostrophes must not be used;
- The names of 'not for profit' organisations should not be used, and
- Renaming of roads is generally discouraged to avoid inconvenience and cost to affected landholders.

WHAT IS CHOSEN

Council should ensure as far as possible that place names are:-

- Relatively short.
- Relevant.
- Easy to pronounce, spell and write.
- Not easily confused with or duplicating names within the municipality or nearby localities.

PROCESS FOR CHOOSING A NAME

CONSULT THE LIST OF RECOMMENDED NAMES

- A list of recommended road, street and other names is compiled by Council with resident suggestions and input from community and historical groups.
- The list is agreed by Council's Asset Naming Committee. This list is known as the Asset Naming Master List.
- Persons requesting the addition of a name to the Asset Naming Master List will be required to submit supporting documentation.

The Asset Naming Committee will provide recommendations to Council on all requests for the addition of names to the Asset Naming Master List. Council will need to endorse the recommendation before the name can be added to the Asset Naming Master List.

RENAMING ROADS AND NAMING UNNAMED ROADS

- Proposals to name or rename a road will be considered by Council's Asset Naming Committee (see attached flow chart).
- Proposals will be publicly advertised and community comment invited.
- Council will write to all abutting property owners and relevant authorities inviting them to make a submission.
- Submissions will be considered by Council's Asset Naming Committee.
- Council will consider the Asset Naming Committee's recommendations and ratify road names.

NAMES FOR ROADS AND STREETS IN NEW SUBDIVISIONS

- Developers applying for subdivision may submit names (in accordance with this policy) for consideration.
- Developers are encouraged to draw from the master list of recommended names when putting their proposals forward.
- Relevant supporting documentation including an explanation for the name must be provided, where the proposed name is not included in the master list.
- Council reserves the right to reject names.
- Decision made by delegate if proposed names from Asset Naming Master List. If not, Council's Asset Naming Committee will make the decision.
- Names are not publicly advertised.

NAMES FOR RESERVES

- Proposals for naming reserves, open space and other Council facilities will be considered by Council or its nominated Asset Naming Committee.
- Proposals will be publicly advertised and community comment invited.

- As part of the consultation process, Council will write to all abutting property owners inviting them to make a submission.
- Submissions will be considered by Council or its Asset Naming Committee.
- Council will make the final decision.

TIMING

- Renaming roads or naming unnamed roads will generally be undertaken on an “as required” basis to ensure resources are utilised efficiently in the advertising and consultation process.
- Naming roads and streets in a new subdivision will be undertaken within the statutory period for approving a subdivision.
- Naming of other assets will be considered, as required.

AFTER RENAMING ROADS OR NAMING UNNAMED ROADS

- All property owners abutting the road, those who made a submission and the various authorities will be advised in writing of Council’s decision.
- Council records will be updated.
- Council will advertise its decisions in local newspapers.
- Council will notify Land Victoria, VicRoads and Geographic Place Names Victoria of new or altered road and street names.
- Council will notify all statutory bodies, emergency, postal and transport services.

AFTER NAMES ARE ASSIGNED TO ROADS IN NEW SUBDIVISIONS

- Council will register road names when it certifies the plans of subdivision.

AFTER NAMING A RESERVE, OPEN SPACE OR BUILDING

- Council will notify relevant authorities of the new name of the particular asset.
- Council records will be updated.
- Council will advertise its decision(s) in the local newspapers and in the Government Gazette.
- Council will notify all statutory bodies, emergency, postal and transport services.

GENERAL PROCESS FOR CONSIDERING NAMING/RENAMING ASSETS

