

<b>Place Naming</b>	Document No:	SCS - 004
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Responsible Officer:	General Manager Governance & Infrastructure	
Authorising Officer:	Chief Executive Officer	

## 1. Purpose

To provide a Policy for initiating, approving or rejecting the naming of parks, reserves, roads, facilities and features throughout the Surf Coast Shire.

## 2. Scope

This policy covers new names or name changes to parks, reserves, roads, facilities and features throughout the Surf Coast Shire.

## 3. Application

This Policy applies to all decisions around naming of parks, reserves, roads, and facilities and features throughout the Shire Surf Coast Shire

## 4. Definitions

### Parks/Reserve

means any land:  
 (a) owned by Council; or  
 (b) occupied by Council; or  
 (c) of which Council has the care and management  
 and which is used for sporting or recreational purposes, and includes:  
 (i) sporting or recreational facilities  
 (i) parks and gardens;  
 (ii) nature reserves  
 (iii) all car parks, roads, footpaths, tracks and other areas within such land.

### Facility

means any structure or building.

### Feature

means any geographical place or attribute such as a mountain or watercourse

### Roads and Streets

means:  
 (a) As per Schedule 10 in the Local Government Act 1989; or  
 (b) Road Management Act 2004; or  
 (c) Includes a road vested in the Crown; or  
 (d) Includes common property or private road referred to council for naming where this common property or private road provides access to a number of properties.

### Municipal District

means the municipal district of the Surf Coast Shire Council

**Stakeholders** means:

- (a) Community Groups;
- (b) Service Organisations;
- (c) Sporting Bodies;
- (d) Surf Coast Shire Council;
- (e) Government Departments;
- (f) Committees of Management
- (g) Developers

## 5. Policy

Council will consider the naming or renaming of a park, reserve, road, facility or feature upon application and following consideration of the merits of the application under the principles governing standardisation within the Naming rules for places in Victoria.

### 5.1 Naming

Names should have some relevance to the area in which streets are located. In this regard consideration should be given where appropriate to historical, cultural, heritage, environmental and botanical linkages.

Aboriginal names may be adopted where these names are appropriate to the locality, provided that consultation occurs with the relevant Aboriginal groups, and there is agreement to the proposed name.

Council may undertake consultation with local historical groups or the broader community to assist it in determining names.

Naming after commercial businesses, organisations or living persons should be avoided as community attitudes and opinions can change over time.

The names must not cause offence on the basis of race, ethnicity, religion, disability, sexuality or gender.

In the event of naming after a commercial business, organisation or living person, that business, organisation or living person must have made some significant contribution to the community of the Surf Coast Shire, and the exceptional circumstances approved by Council. Documented history or evidence of contribution will be required by Council in these circumstances.

When naming after a person, that person must have made some significant contribution to the community of the Surf Coast Shire, and with the exception of unusual circumstances approved by Council, the person whose name is to be used shall be deceased.

The Place Naming process is:

1. Request received by Council staff;
2. Referred to Place Naming Committee for review and recommendation;
3. Referred to Council for consideration;
4. Public consultation (refer section 5.3); and
5. Council to make final determination.

### 5.2 Signage

Signage shall be in accordance with the requirements of Australian Standard AS 1742.5 "Street Name and Community Facility Name Signs".

### 5.3 Community Consultation

Council will give public notice of its intention to name or change the name of a road, park, reserve, facility or feature. The public notice will inform interested parties of their right to make written submissions in relation to the proposed name. Council will consider any submissions received.

Such notice shall be published in the newspaper applicable to the area concerned and posted to each owner abutting such road, park, reserve, facility or feature (if applicable).

## 5.4 Notice of Name Changes

After changing or naming any park, reserve, road, facility or feature where applicable notice may be forwarded to:

- The owners of abutting properties;
- All emergency services including Police, CFA, SES,;
- Other service– Australia Post, Powercor, Barwon Water, Telstra, ;
- State and Commonwealth Electoral;
- Melways, Google Maps, and Open Street Map
- The Registrar of Geographic Names.

## 6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Application requests	Records Management	Ongoing	Relevant Trim File

## 7. Attachments

Management Procedure MPP-003 – Place Naming Guidelines

## 8. References

- 'Naming rules for places in Victoria', Statutory requirements for naming roads, features and localities 2016 Geographic Place Names Act 1998
- Local Law No. 1 of 2011 – Community Amenity
- MPP-003 Place Naming Guidelines Management Policy & Procedure
- Surf Coast Shire Place and Road name register – D13/19005
- Surf Coast Shire Corporate Style Guidelines - Signage