

# Council Policy

## Place Naming Policy

Objective Reference: A11463044

### 1.0 AUTHORITY

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

### 2.0 INTENT

The purpose of this policy is to provide guidance on the naming of roads, features and localities on the Mornington Peninsula (Peninsula). It provides for a coordinated, consistent, fair and equitable process when investigating and determining proposals for place naming to ensure any naming decision is made in the best interests of the community and the naming of places provides a lasting and meaningful legacy to the Peninsula.

### 3.0 SCOPE

This policy applies to Councillors and Shire officers of the Mornington Peninsula Shire (the Shire), and members of the Peninsula community.

### 4.0 GOVERNANCE PRINCIPLES

Under the *Local Government Act 2020*, Council must give effect to the following overarching governance principles:

- priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- innovation and continuous improvement is to be pursued;
- collaboration with other Councils and Governments and statutory bodies is to be sought;
- regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- the transparency of Council decisions, actions and information is to be ensured.

### 5.0 POLICY STATEMENT

In addition to the 13 principles outlined in the Naming Rules, the Shire is committed to and will uphold the following principles in applying this policy.

#### 5.1 General Principles

- 5.1.1** The Shire as a Naming Authority under the Naming Rules is responsible for place names across the Peninsula with the exception of public space that is not owned or managed by the Shire such as Crown Land. These requests will be directed to the relevant government department.
- 5.1.2** The use of First People's Language is encouraged and names from the Bunurong language are to be considered when opportunities arise for new naming proposals. The Shire recognises the past and ongoing custodianship of land in the municipality by the Bunurong People and seeks to provide

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a strong connection to Aboriginal Heritage and Culture. Requests will be subject to consultation with the Bunurong Land Council as the Registered Aboriginal Party for the Peninsula.

- 5.1.3 The Shire is committed to addressing gender inequity and will investigate opportunities for naming places on the Peninsula in line with the Shire's Gender Equality Strategy
- 5.1.4 To assist in the preservation of local history and cultural heritage, historical names will be researched and considered when naming opportunities arise.
- 5.1.5 Commemorative naming will only be considered for deceased individuals, organisations or events that have stood the test of time and have left a significant tangible legacy to the community that has resonance with the broader public. Commemorative naming will not be considered within two years following the death of a person to allow for the development of historical significance in line with the requirement for commemoration under the Shire's Public Memorials Policy.
- 5.1.6 The Shire should seek 'in-principle' support from the Registrar of Geographic Names Victoria (GNV) prior to commencement of engagement with the community.
- 5.1.7 The Shire will consult the community, local community groups and historical societies to develop appropriate names and naming proposals.
- 5.1.8 Council approval is required before undertaking community consultation for all naming proposals, with the exception of subdivisions and roads. Following consultation, a final report and recommendation will be presented to Council.
- 5.1.9 Naming proposals from the community, including those to correct misspelling or incorrect naming, must be submitted with supporting documents and evidence before the naming process will commence.

### 5.2 Subdivisions

It is the responsibility of the developer to ensure names are compliant with the Naming Rules and to forward proposed names to GNV. The Shire will work collaboratively with developers to create compliant road names for new subdivisions. Approval of new road names on plans of subdivision will be considered and approved as part of the planning process.

Consultation is not required for naming proposals within new subdivisions where there are currently no residents, businesses or ratepayers who would be directly affected.

### 5.3 Locality Naming and Boundary Changes

In general, the Shire will not support a request to establish a new locality name, or to alter the boundaries of existing localities within the municipality.

Any request to alter locality names must be submitted with evidence of support from a significant number of the affected persons. Such evidence might include a petition, letters of support, results of a community survey or similar. Council officers must be satisfied that such support exists before any request will be

taken to Council for consideration. A proposal to alter locality names can only be instigated by Council resolution and must be conducted in accordance with the process set out in the Naming Rules.

### 5.4 Assessment Criteria and decision making

- 5.4.1** Any person may make a naming proposal which must be in writing and submitted to the Governance Services Team. All proposals must provide background detail, the reason for the proposal as well as contact details of the proposer and evidence of support from members of the community.
- 5.4.2** Naming proposals, with the exception of subdivisions, will be assessed by the Governance Services Team. Consultation with Ward Councillors and relevant Shire officers will be undertaken.
- 5.4.3** The Manager –Governance has delegated authority to approve road names under Schedule 10, clause 5 of the *Local Government Act 1989*. As such all road naming requests will be managed by the Governance Services Team in line with policy principles.
- 5.4.4** All other naming proposals will be presented to Council for approval prior to commencing community engagement. All community feedback will be considered prior to presenting to Council for final endorsement of the name.
- 5.4.5** Consultation will be undertaken as required by the Naming Rules with the immediate community and extended community depending on the naming proposal.
- 5.4.6** The Shire will notify all new or amended names to GNV for inclusion in the Register of Geographic Names (VICNAMES) for official mapping and other purposes such as public safety.

## 6.0 HUMAN RIGHTS CHARTER COMPATIBILITY

This policy has been assessed as being compatible with *the Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## 7.0 ASSOCIATED DOCUMENTS

- *Geographic Place Names Act 1998*
- *Naming Rules for Places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.
- *Local Government Act 1989*
- *Local Government Act 2020*
- *Road Management Act 2014*
- Gender Equality Strategy 2020-2030
- Local History Development Plan 2019
- Public Memorials Policy
- Reconciliation Action Plan 2022

## 8.0 DEFINITIONS

<b>Feature</b>	Means a unique geographical place or attribute that is easily distinguished within the landscape (including a park, reserve, sports ground or prominent structure or building).
<b>Naming Rules</b>	Means the current version of guidelines issued by the Registrar of Geographic Names Victoria under Section 5 of the <i>Geographic Place Names Act 1998</i> . Currently these are the <i>Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2022</i> .
<b>Immediate community</b>	Includes residents, ratepayers, businesses and community groups within the immediate area directly affected by the proposal (including where addresses are directly affected).
<b>Extended community</b>	Includes residents, ratepayers, businesses and community groups in the area surrounding the affected area.

## 9.0 POLICY SPONSOR

The Manager – Governance is responsible for overseeing the application and review of the Place Naming policy.

## 10.0 DOCUMENT CONTROLS

The Place Naming Policy will be reviewed within four years or earlier as required.

### Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Shire department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by resolution of Council.