

Geographic Naming Policy

Policy – CP025

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Manager Corporate Administration	Executive Leadership Team	Council	June 2017	2017/0132
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1. The purpose of this policy is to

Provide guidelines for the naming of geographic features within the Mildura Rural City Council municipality. The major emphasis of this policy is to maintain a consistent approach to geographic naming, ensure public safety, preserve the Municipality's identity and heritage and to recognise early pioneers and cultural diversity.

2. Policy Statement

Council is a Naming Authority under the *Geographic Place Names Act 1998 and Local Government Act 1989* and is required to resolve all geographic names in the Municipality with the exception of geographic places of state or national significance.

As the Naming Authority Council is committed to undertaking all naming processes in accordance with the *Naming rules for places in Victoria 2016*.

The Geographic Naming Policy identifies the key factors to be considered when deliberating on geographic naming or renaming.

3. Principles

- Names selected will be in accordance with the Naming Principles within the Naming Rules.
- Compliance with the Naming Rules is mandatory
- Any feature, locality or road (whether public or private) can be named, renamed or have its boundary changed
- Preference will be given to unofficial names used by the local community providing it complies with the Naming Rules
- Commemorative names are encouraged
- Names should not be of a living person except in exceptional circumstances and then approval must be sought from the Registrar
- Thematic names are acceptable
- Naming a geographic feature does not infer any obligation on Council to improve, upgrade or maintain the feature beyond the level of service that preceded the naming process

- All naming must undergo an external consultation process as per the Naming Rules with the exception of roads in new subdivisions
- Roads within new subdivisions must be approved by relevant Council officers prior to certification

4. Operational Processes

- A report recommending the naming is to be referred for formal consideration at a Council Meeting
- Once approved by Council, the proposal will be lodged with the Office of Geographic Names via the Notification and Editing Service (NES) for review and final approval
- Applicants and property owners affected will be kept informed of naming progress and final outcome
- Public Authorities will be notified of the new or amended name
- Appropriate signage will be installed
- All relevant Council Branches will be notified and relevant systems updated

5. Who is responsible for implementing this policy?

The Manager of Corporate Administration is responsible for implementing and monitoring relevant aspects of this policy.

Council reserves the right to form partnerships for specific naming projects where deemed appropriate.

6. Definitions

<i>The Act</i>	<i>Local Government Act 1989</i>
The Naming Rules	Naming rules for places in Victoria 2016
The Policy	Geographic Naming Policy
Principles	Principles within the Naming Rules which naming proposals must meet
Geographic Place	Defined by law to cover features, localities and roads
Features	Including mountains, watercourses, buildings, structures, parks and reserves
Localities	Where there are officially recognised and registered boundaries including suburbs, towns, cities and regions
Roads	Including alleyways, bridges, streets, highways, fire tracks, bike paths and walking tracks
Naming Authorities	Municipal Councils, government departments or authorities, private organisations
Registrar	Oversees the Office of Geographic Names

OGN	Office of Geographic Names
Immediate Community	The immediate community is defined as residents, ratepayers and businesses within the immediate area affected by the proposal
Extended Community	The extended community includes members within the immediate community along with visitor groups and government and non-government organisations who have an interest or service the area
NES	Notification and Editing Service – Online facility for submission and tracking of proposals to the Registrar
Public Authorities	Local emergency Services and other public service providers

7. Legislation and other references

7.1 Legislation, regulations and policies

For further information relevant to geographic naming:

- Geographic Place Names Act 1998
- Local Government Act 1989
- Road Management Act 2004
- Planning and Environment Act 1987
- Aboriginal Heritage Act 2006
- Aboriginal Heritage Regulations 2007
- AS/NZS4819:2011 Rural and urban addressing
- Survey Co-ordination Act 1958
- Subdivision (Procedures) Regulations 2011
- Mildura Rural City Council Plan 2013-2017

7.2 Risk Assessment Reference

Please tick the corporate risk(s) that this policy is addressing.

Risk Category	✓	Risk Category	✓
Asset Management	✓	Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory	✓	Leadership & Organisational Culture	✓
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	✓
Corporate Governance	✓	Project Management	
Environmental Sustainability		Public Image and Reputation	✓