

Date Adopted February 2004
Date current as at May 2015
To be Reviewed May 2017

Fully compliant with Victorian
Charter of Human Rights and
Responsibilities Act 2006



POLICY TITLE ASSET NAMING

POLICY NUMBER POL/INFRA500

PURPOSE

This policy provides clear guidelines for the naming of Council's assets including roads, streets, reserves, open space and other Council facilities in the Municipality.

SCOPE

Applicable to roads, streets, reserves, open space and other Council facilities in the Swan Hill Rural City Council Municipality.

POLICY

Council will have an Asset Naming Committee chaired by the Deputy Mayor, and will include the Robinvale Ward Councillor. The committee will also include a community member from the Swan Hill Genealogical and Historical Society, Council's Director Infrastructure, Planning Officer, Technical Officer, and Assistant Revenue Officer who will act as the secretary for the committee.

The committee will meet annually and as required. The committee will consider all requests for asset naming in accordance with the Asset Naming Procedure.

Each member of the committee will be entitled to vote on all issues brought before the Asset Naming Committee. The committee must have a minimum of four members present for a meeting to occur (quorum), of which at least one must be a councillor.

The committee will have a master list of names that it should consult when considering the naming of assets.

RELATED POLICIES/DOCUMENTS

Nil

RELATED LEGISLATION

Victorian Charter of Human Rights and Responsibilities Act 2006
Geographic Place Names Act 1998

Signed: Michael Adamson

Mayor

Date: 21/05/2015

PROCEDURE TITLE ASSET NAMING

PROCEDURE NUMBER PRO/INFRA500P

PURPOSE

This procedure provides clear guidelines for the naming of Council's assets.

SCOPE

This procedure is to be applied by Council's Asset Naming Committee when it considers names for roads, streets, reserves, open space and other Council facilities in the Municipality.

INTRODUCTION

This procedure describes the process used by Council when selecting approving or assigning the names for roads and streets:

- In new subdivisions.
- For unnamed roads and streets.
- To change the names of existing streets and roads.

The policy will also apply to other Council assets including reserves, open space and facilities.

The importance of having appropriately named streets, roads and other assets is to enable the efficient and orderly operation of services in our community including emergency, postal and transport services as well as facilitating good community communications.

Council has responsibility under the Local Government Act 1989 for the naming of roads and streets. Approaches are made to Council on a regular basis to name or rename roads and streets or other assets. This procedure will provide a framework in which to consider these proposals and to recognise community heritage, identity and aspirations.

All recommendations made by the committee in relation to asset naming, and the minutes of the committee meetings will be brought to a Council meeting by the Director Infrastructure with a recommendation that Council note the minutes and adopt the recommendations.

PROCEDURE

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.
- 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.
- The road name should reflect the type of road of street it is. Eg road, street, boulevard, court, etc. Additionally dead-ends or no through roads should be called courts, close, lane or similar, as appropriate.
- Names should comply with the Guideline of the Geographic Place Names Victoria.

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What is Discouraged

- Roads or streets should not be named after commercial enterprises.
- Names should not be derogatory or offensive on the grounds of race, ethnicity, religion or gender.
- Apostrophes should not be used.
- 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.

List of Recommended Names

- Council will have a master list of recommended road, street and other names. This list will be 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 information.
- Requests for the addition of a name to the Asset Naming Master List will be considered by the Asset Naming Committee.

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.

PROCESS FOR CHOOSING A NAME

Renaming Roads

1. Proposals to rename a road will be considered by Council's Asset Naming Committee.
2. If the Asset Naming Committee does not consider the renaming to be appropriate or required (where the name has been submitted by a member of the public) it will advise the applicant of its decision not to proceed with a renaming.
3. Submissions will be considered by the Asset Naming Committee and the minutes from the corresponding meeting will be taken to Council for recommendation.
4. Proposals that the Asset Naming Committee and Council deem to have merit will be publicly advertised and community comment invited.
5. As part of any consultation Council will write to all abutting property owners and relevant authorities inviting them to make a submission.
6. Council will consider the Asset Naming Committee's recommendation and if in agreement ratify the road renaming.

Naming Unnamed Roads

1. Proposals to rename a road will be considered by Council's Asset Naming Committee.
2. If the Asset Naming Committee does not consider the renaming to be appropriate or required (where the name has been submitted by a member of the public) it will advise the applicant of its decision not to proceed with a renaming.
3. Submissions will be considered by the Asset Naming Committee and the minutes from the corresponding meeting will be taken to Council for recommendation.
4. Proposals that the Asset Naming Committee and Council deem to have merit will be publicly advertised and community comment invited.
5. As part of any consultation Council will write to all abutting property owners and relevant authorities inviting them to make a submission.
6. Council will consider the Asset Naming Committee's recommendation and if in agreement ratify the road renaming.

Names for Roads and Streets in New Subdivisions

1. Developers applying for subdivisions may submit names (in accordance with this policy) for consideration.
2. Developers are encouraged to draw from the list of recommended names in putting their proposal forward.
3. Relevant supporting documentation including an explanation for the name must be provided, where the proposed name is not included in the recommended list.
4. The Asset Naming Committee reserved the right to reject names.
5. Decisions can be made by delegate if proposal is in accordance with this policy. If not, Council's Asset Naming Committee will make the decision.
6. Names are not publicly advertised.

Names for Reserves, Open Space and Facilities

1. Proposals for naming reserves, open space and other Council facilities will be considered by the Asset Naming Committee.
2. Proposals to name reserves, open space and facilities will be publicly advertised and community comment invited.
3. As part of the advertisement Council will write to all abutting property owners inviting them to make a submission.
4. Submissions will be considered by the Asset Naming Committee and a recommendation on the proposed name will be made to Council.
5. Council will consider the Asset Naming Committee's recommendation and if in agreement ratify the name.

PROCESS FOR CHANGING A NAME

Timing

- Renaming roads or naming unnamed roads will generally be undertaken on an annual basis to ensure resources are utilised efficiently in the advertising and consultation process.
- Naming roads and streets in new subdivisions will be undertaken within the statutory period for approving a sub-division.
- 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 the local newspapers, where it has not been done as part of a consultation process.
- 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, and emergency, postal and transport services.

After Names are Assigned to Roads in New Subdivisions

- Council will register road names when it certifies plans of subdivision and forwards them for registration of title.

After Naming a Reserve, Open Space or Building/Facility

- 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.
- Council will notify all statutory bodies, and emergency, postal and transport services.
- Signs are to be erected as soon as possible after receiving ratification of name.

Signed: Dean Miller

CEO

Date: 27/05/2015