



Moreland City Council

NAMING MORELAND PLACES POLICY

Date Resolved By Council:	11 December 2013
Commencement Date:	11 December 2013
Review Date:	December 2023
Responsible Department:	Corporate Services

This policy has been authorised and is included on Council's Website.

Peter Brown
Chief Executive Officer

11 December 2013

NAMING MORELAND PLACES POLICY

NOTE: *This policy replaces and upgrades the earlier Council policy titled “Naming Moreland Places Policy” revoked on 13 November 2013*

“The naming of places and geographic features is a very human activity, springing in the first instance from a need to know and relate to the landscape.”

Victorian Registrar of Geographic Names, 1999

This policy provides a solid framework for the assigning of names to streets & roads, open space and public facilities within Moreland to enable the provision of emergency services and the delivery of goods and services. Its foundation is the Geographic Place Names Act 1998, however it has been substantially tailored to give the local Moreland community appropriate opportunities for input into the naming of places that will provide a lasting and meaningful legacy to the City.

The criteria outlined within this policy for assessing proposed place names in Moreland recognises the cultural and ethnic diversity of Moreland as well as taking account of the particular contributions of women, ethnic groups and Aboriginals to the City.

STREETS & ROADS

When large subdivisions approved by Council lead to the creation of new streets, roads and Rights of Way (ROWs) these need to be named. In recent times, many significant subdivisions have occurred. Changes to state planning laws complimented by various Council strategies are also, on occasions, giving rise to new developments fronting onto unnamed ROWs.

A coordinated and consistent approach is required to ensure that new streets, roads and ROWs established in these developments are named appropriately and that the relevant bodies are advised. This policy will provide a framework on which to assess naming of streets and roads.

OPEN SPACE

The Moreland Open Space Strategy commits Council to the enhancement of existing Open Space and the strategic targeted development of new sites when opportunities arise. Open Space includes public reserves, parks, ovals and various playing fields. Recognition and identification of specific sites and areas can be readily achieved through the naming of such places. This policy will provide a framework on which to assess these suggestions.

PUBLIC FACILITIES

Council has an extensive range of community facilities. These range from but are not limited to childcare centres/kindergartens, playgrounds, tennis courts, BBQ facilities, drinking fountains, pavilions, bridges, malls, bus shelters, car parks, shared footways/bike paths, seats, rotundas, stages to tower clocks. Most of Council's public facilities have not been assigned names. Occasionally people write to Council suggesting names which could be given to public facilities. This policy will provide a framework on which to assess these suggestions.

NAMING MORELAND PLACES POLICY

LEGISLATIVE REQUIREMENTS

The Geographic Place Names Act 1998 (GPN Act 1998) devolves 'place' naming responsibilities to local communities through their Council's. A comprehensive set of procedures and guidelines and principles are offered to aid the place naming process. Council is able to supplement this framework to suit local conditions. The naming of deemed 'places of greater than local significance' will be managed by a State place naming advisory committee who will seek the input from local affected communities.

Other legislation, regulations and policies relevant to geographical naming:

- Local Government Act 1989.
- Road Management Act 2004.
- Planning and Environment Act 1987.
- Aboriginal Heritage Act 2006.
- Aboriginal Heritage Regulations 2007.
- AS/NZS4819 Geographical Information – Rural and Urban Addressing.
- Survey Co-ordination Act 1958.

Definition of **Place***

"any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to –

A) **township, area, park, garden, reserve of land, suburb & locality;**

(these can be considered as bounded locality).

B) **topographical feature, including undersea feature;**

C) **street, road, transport station, government school, hospital and government nursing home;**

(these can be considered as service infrastructure).

* Geographic Place Names Act 1998

RELATED COUNCIL POLICIES

Street Numbering Policy

Rights of Way Strategy 2011 - 2021

Rights of Way Associated Policies

NAMING MORELAND PLACES POLICY

CONTENTS

1. STREETS & ROADS

1.1 Legislative Requirements

1.2 Process

- Planning Services
- Developments Using Unnamed ROWs as a Street Address
- Private Roads to be Named
- Green Acre Subdivisions
- Responsible Unit for Naming
- Change of Existing Name
- City Infrastructure- Operations Centre
- Revenue Services

1.3 Consultation

1.4 Signage

1.5 Public Notice & Internal Notice

2. OPEN SPACE

2.1 Legislative Requirements

2.2 Process

- Administration
- Change of Existing Name

2.3 Consultation

2.4 Signage (Commemorative Plaque)

2.5 Public & Internal Notice

NAMING MORELAND PLACES POLICY

3. PUBLIC FACILITIES

- 3.1 Legislative Requirements
- 3.2 Process
 - Administration
 - Change of Existing Name
- 3.3 Consultation
- 3.4 Signage (Commemorative Plaque)
- 3.5 Public & Internal Notice

4. COUNCIL'S CRITERIA & GPN ACT PLACE NAMING PRINCIPLES

- 4.1 Targeted Consultation Schedule

5. PLACES OF GREATER THAN LOCAL SIGNIFICANCE

6. ADVICE OF PLACE NAME ADOPTION – (External)

SCHEDULES

<i>Schedule 1</i>	Geographic Place Names Criteria – What Can be Named
<i>Schedule 2</i>	Geographic Place Names Criteria – Recognition and Use of Indigenous Australian Names (including Dual Names)
<i>Schedule 3</i>	Geographic Place Names Criteria- Principles Governing Standardisation

NAMING MORELAND PLACES POLICY

1. STREETS & ROADS

1.1 Legislative requirements

- **Local Government Act 1989**

Council's powers over the naming of Streets and Roads are outlined in Section 206(1) Clause 5 of Schedule 10 of the Local Government Act 1989 (LGA). In essence, Council may approve, assign or change the name of a Road so long as Council observes the guidelines & procedures and reporting obligations contained within the GPN Act 1998.

- **Geographic Place Names Act 1998**

This Act through its guidelines, principles, procedures and policies establishes a process for the naming of places in Victoria. The Guidelines for Geographical Names 2010 Version 2 are the current guidelines in force at the date of this Policy. It also provides a reporting mechanism to state authorities for all naming projects. This is known as the Notification Editing Service (NES).

- **Moreland City Council**

Council through this policy, which is premised on observance to the GPN Act and in turn the current Guidelines for Geographical Names in force, is able to establish supplementary practices that address the specific peculiarities of the local community. Council's Local Legislation does not impinge on the place naming process.

1.2 Process

- **Planning Services**

A key function of Council's Planning Services is the issuing of planning permits - which includes permits for the subdivision of land. In some instances a plan of subdivision also leads to the creation of a new road. All such plans require certification and a Statement of Compliance to be issued by Council before registration with the Land Titles Office.

Accordingly, in circumstances where a plan of subdivision creates a road/s Planning Services must:

- ❖ Provide the responsible Council Unit (for naming) with a copy of the plan of subdivision showing the location of the proposed road together with contact details of the developer.
- ❖ Advise the developer of the land of this Policy and specifically Council's criteria for preferred place names (which include streets). Clearly inform them that the prerogative to assign street names rests solely with Council and that the naming process usually takes approximately 6 months to execute due to consultation and reporting requirements.
- ❖ Ensure that a standard planning permit condition is included with the final permit which stipulates that roads within the development are to be constructed to Council's specifications noting that the provision of Street

NAMING MORELAND PLACES POLICY

name signage is to be provided at the developer's expense.

NAMING MORELAND PLACES POLICY

- ❖ Prior to issuing a Statement of Compliance for a certified plan of subdivision that creates a public roadway, Planning Services must ensure that the delineated roadway is not named – unless it is the official name determined by Council.

It is sufficient for Land Titles Office registration requirements that such land be simply identified as a road reservation to be dedicated to Council.

- **Developments Using An Unnamed Right Of Way As A Street Address**

In such situations Planning Services are also required to inform the responsible Council Unit (for naming) of the proposed development. The ROW which the new development fronts will require a name to be assigned to it to give the development a street address if the proposed development proceeds.

- **Private Roads to be Named**

On occasions, plan of subdivisions for large private developments such as nursing homes, shopping centres and multi-unit developments create private internal access/roadways within them. In situations where such roads are dedicated to Council (i.e. public road) Council will assume ownership, maintenance and naming of them.

When such roads remain private and outside of Council's control they still require naming. It is necessary that 'private roads' in private developments be named. Planning Services are required to inform developers that they are responsible for the naming of private streets in such developments and they are obliged to meet the requirements of the Geographic Place Names Act and the current Guidelines for Geographical Names in force. In these circumstances the developer is invited to contact the Council for advice.

- **Green Acre Subdivisions**

In situations contrary to the above, i.e. open field subdivision that has a less intrusive impact on established properties, consultation will be only be carried out in accordance with the consultation process outlined below. It should be noted that this will involve the placement of a public advertisement calling for submissions.

- **Responsible Council Unit for Naming**

The responsible Council Unit will ensure the legislative compliance required for the naming of roads. This includes engaging broad consultation, the evaluation of proposed names for reporting to Council, advice to internal units and the GPN Registrar.

Specifically the responsible unit shall:

- ❖ Undertake general consultation (refer to consultation schedule below).
- ❖ In line with Council's naming preference criteria outlined in section 4 and the Guidelines for Geographical Names Principles listed in Schedule 3, undertake consultation with key community groups to solicit targeted naming suggestions.

NAMING MORELAND PLACES POLICY

- ❖ Prepare a report for Council recommending a name based on an assessment of the options against the criteria.
 - ❖ Once adopted, formally register the name with the Office of the Registrar GPN via the Notification and Editing Service (NES). The Office of GPN will formally register and gazette the name in the Victorian Government Gazette.
 - ❖ Formally notify all local external authorities.
 - ❖ Formally notify all submitters.
 - ❖ Formally notify all relevant 'branches' of Council of the new Street name assignment to ensure that relevant servicing can occur particularly in regard to waste disposal, property administration and local law enforcement.
- **Change of Existing Name**

When it is proposed that a name of an existing street is to be altered then a public advertisement shall be placed in the local newspapers and on Council's public website and submissions called for pursuant to the current guidelines in force (Guidelines for Geographical Names 2010 Version 2). All other consultation and administrative requirements outlined shall also be activated.

- **City Infrastructure – Operations Centre**

In respect to street name allocations or changes City Infrastructures is required to ensure that the names are placed on signage and that the new locations are accurately recorded.

More particularly City Infrastructure will:

- ❖ Maintain an appropriate register (Road Register) to record name allocations (or changes).
- ❖ Liaise with the developers of subdivisions that create new Streets to ensure that they fund appropriate Street signs and their installation costs. Regard must be had to Australian Standard AS1742.5 "Street Name and Community Facility Name Signs"; AS1744 "Forms of Letter and Numerals for Road Signs" and AS/NZS4819 "Geographical Information – Rural and Urban Addressing".
- ❖ The siting / placement of street signs is to be arranged by the developer through Council's Senior Traffic Engineer.
- ❖ Alternatively, commission the appropriate signs and obtain reimbursement from the developer. Regard must be had to Australian Standard AS1742.5 "Street Name and Community Facility Name Signs"; AS1744 "Forms of Letter and Numerals for Road Signs" and AS/NZS4819 "Geographical Information – Rural and Urban Addressing".

NAMING MORELAND PLACES POLICY

- **Revenue Services**

The Revenue Services Unit maintains Council's property database for valuation and rating purposes. Inclusion of new (or alteration of existing) Streets is therefore a paramount activity.

In particular the Revenue Services Property Office shall:

- ❖ Appropriately record the details of new (or altered) Streets as received on a register for name allocations noting the name assigned and the date which the name becomes operative.
- ❖ Record accurately property details from Land Titles Office (LTO) titles emanating from land set aside as a Street on certified plans of sub-division once registered with the LTO and issued to Council.
- ❖ Assign street numbers to such lots of land which front onto previously unnamed streets and offer such advice to the developer of such land upon request.

1.3 Consultation

- All individuals / groups & organisations mentioned in the scheduled attached to the **Council's naming preference criteria & principles**, (section 4), are to be specifically written to and invited to submit naming options and reasons for such.
- The Ward Councillors
- All other Councillors
- Relevant Internal Departments.
- The owner and/or developer of the subject site.
- Abutting property owners and occupiers.
- The wider community as determined by Council.
- The Moreland community - via a public notice calling for submissions with a closing date 30 days from the date of the notice in the Moreland Leader newspaper and on Council's Public Web site.

1.4 Signage

- As per the Infrastructure section, the commissioning of signage is the responsibility of the developer of the land creating the new street. This fact is noted in the planning permit issued for such developments. Furthermore, such signage should conform to, as a minimum, Australian Standard – AS1742.5 "Street Name and Community Facility Name Signs" AS1744 "Forms of Letter and Numerals for Road Signs" and AS/NZS4819 "Geographical Information – Rural and Urban Addressing".

NAMING MORELAND PLACES POLICY

- It is preferred that the MCC logo be placed on all new street signage. Contact will have to be made with Council's Manager Public Relations & Communications to effect the logo being placed on such signage.
- The siting / placement of street signs is to be arranged by the developer through Council's Senior Traffic Engineer.

1.5 Public & Internal Notice

- Only following advice from the Registrar GPN that the named recommended by Council has been registered can official notification commence. (The Office of GPN will formally register and gazette the name in the Victorian Government Gazette).
- Notification shall be to various persons / authorities. Refer to section 6, on **Advice of Place Name Adoption** for a list of the persons / authorities to be notified.
- Notify internal departments to update records accordingly.
- In all instances Council shall place a public advertisement in the Moreland Leader Newspaper and on Council's Public Website advising of the road name noting the meeting at which it was adopted.

2. OPEN SPACE

2.1 Legislative Requirements

- **Local Government Act 1989**

The LGA 1989 imparts no obligations on Council when considering the naming of Open Space.

- **Geographic Place Names Act 1998**

This Act through its guidelines, principles, procedures and policies establishes a process for the naming of places in Victoria. The Guidelines for Geographical Names 2010 Version 2 are the current guidelines in force at the date of this Policy. It also provides a reporting mechanism to state authorities for all naming projects. This is known as the Notification Editing Service (NES). Key public open spaces such as reserves and recreation areas are deemed necessary inclusions for the state GPN electronic register – Vicnames. Council has the scope to consult locally for such classes of place names and is then obliged to advise the Registrar GPN of the recommended name using the NES.

If the Register considers the name to be greater than local significance the proposal will be referred to a Geographical Place Names Advisory Committee for its advice.

NAMING MORELAND PLACES POLICY

- **Moreland City Council**

Council through this policy, which is premised on observance to the GPN Act and in turn the current Guidelines for Geographical Names in force, is able to establish supplementary practices that address the specific peculiarities of the local community. Council's Local Legislation does not impinge on the place naming process for Open Space.

2.2 Process

- **Administration (Open Space Design and Development)**

All open space naming requests shall be managed through the Responsible Council Unit (Open Space Design and Development Unit) in consultation with the necessary internal and external persons and authorities. The role of responsible Council unit is to **consult broadly** and **investigate** all open space naming options submitted. The ensuing consultation process is to be observed. This process shall be supported by appropriate **documentary evidence** to substantiate the **final recommendation** put forward to Council.

The preferred Council name will then lodged with the Office of GPN using the online NES. Subject to the naming proposal being deemed of 'greater than local significance' and GPN guideline compliance checks, the Registrar will proceed to Gazette and register the name. The gazettal and registration of the name provides the name with an official standing. The information in VICNAMES and Vicmap is relied upon by emergency services. Upon receipt of such formal registration advice from the Registrar, Council will then commission signage and offer public and internal advice of the assigned open space name.

- **Change of Existing Name**

When a name of an existing piece of open space is proposed to be altered then a public advertisement shall be placed in the local newspapers and on Council's public website and submissions called for pursuant to the current guidelines in force (Guidelines for Geographical Names 2010 Version 2). All other consultation and administrative requirements outlined shall also be activated.

2.3 Consultation

- Individuals / groups & organisations mentioned in the scheduled attached to the **Council's naming preference criteria & principles**, section 4, outline are to be specifically written to and invited to submit naming options and reasons for such.
- The Ward Councillor.
- All other Councillors.
- Relevant Internal Departments.

NAMING MORELAND PLACES POLICY

- Registered Sporting Clubs / Committees of Management that use the, (or adjacent), open space that is to be named.
- Abutting property owners and occupiers.
- The wider community as determined by Council.
- The Moreland community - via a public notice calling for submissions with a closing date 30 days from the date of the notice in the Moreland Leader newspaper and on Council's Public Web site.

2.4 Signage

- Signage shall only be commissioned when confirmation is received from the Registrar of GPN that the name proposed has been gazetted and officially registered.
- Council is responsible for the commissioning of signage for public open space. Such signage should conform to, as a minimum, Australian Standard – AS1742.5 "Street Name and Community Facility Name Signs" AS1744 "Forms of Letter and Numerals for Road Signs" and AS/NZS4819 "Geographical Information – Rural and Urban Addressing".
- All signage queries must be referred to Council's Marketing and Communications Branch and Planning Services.
- The siting / placement of public open space signs is to be coordinated through Council's Open Space Design and Development Unit.

Commemorative Plaque

Council may determine that it is appropriate that in addition to a formal open space name sign that an accompanying plaque be also mounted, in some form and at a suitable location. This will vary with the nature of the open space being named. The plaque would offer an explanation as to why the name was adopted as well as details about its origins. It may also commemorate a formal civic opening of the site.

2.5 Public & Internal Notice

- Only following advice from the Registrar GPN that the named recommended by Council has been registered can official notification commence. (The Office of GPN will formally register and gazette the name in the Victorian Government Gazette).
- Notification shall be to various persons / authorities. Refer to section 6, on **Advice of Place Name Adoption** for a list, of the persons / authorities to be notified.
- Notify internal departments to update records accordingly.

NAMING MORELAND PLACES POLICY

- In all instances Council shall place a public advertisement in the Moreland Leader Newspaper and on Council's Public Website advising of the open space name noting the meeting at which it was adopted.

3. PUBLIC FACILITIES

A feature or place is considered to be a unique geographical place or attribute that is easily distinguished within the landscape and includes things like bridges, sporting pavilions, bike paths, walking tracks etc.

3.1 Legislative requirements

- **Local Government Act 1989**

The LGA imparts no obligations on Council when considering the naming of Public Facilities.

- **Geographic Place Names Act 1998**

This Act through its guidelines, principles, procedures and policies establishes a process for the naming of places in Victoria. The Guidelines for Geographical Names 2010 Version 2 are the current guidelines in force at the date of this Policy. It also provides a reporting mechanism to state authorities for all naming projects. This is known as the Notification Editing Service (NES).

When the feature / facility is not owned or maintained by Council the organisations that own the feature must adhere to the GPN Act and the naming principles outlined in the current Guidelines for Geographical Names in force when considering a name for a public facility or feature. If the Register considers the name to be greater than local significance the proposal will be referred to a Geographical Place Names Advisory Committee for its advice.

- **Moreland City Council**

Council through this policy, which is premised on observance to the GPN Act, is able to establish supplementary practices that address the specific peculiarities of the local community. Council's Local Legislation does not impinge on the place naming process. This policy does not bind Council to name all 'things' deemed to be public facilities but rather, provide a procedure to be followed should Council wish to assign a name to such things.

NAMING MORELAND PLACES POLICY

3.2 Process

- **Administration**

All public facility naming requests shall be managed through the Relevant Council Units in consultation with the necessary internal / external persons and authorities. The role of the Unit is to **consult broadly** and **investigate** all facility naming options submitted. The ensuing consultation process is to be observed. This process shall be supported by appropriate **documentary evidence** to substantiate the **final recommendation** put forward to Council.

The preferred Council name will then be lodged with the Register of GPN using the online NES. Subject to the naming proposal being deemed of 'greater than local significance' and GPN guideline compliance checks, the Registrar will proceed to Gazette and register the name. The gazettal and registration of the name provides the name with an official standing. The information in VICNAMES and Vicmap is relied upon by emergency services.

Guidance on what can be named is found in the Guidelines for Geographic Names – refer to ***schedule 1***. If in doubt about the naming and registration requirements the GPN Registrar and his staff, are only too willing to assist and can be contacted on geonames@dse.vic.gov.au.

Upon receipt of formal registration advice from the Registrar, Council will then commission signage and offer public and internal advice of the assigned public facility name.

- **Change of Existing Name**

When a name of an existing public facility is proposed to be altered then a public advertisement shall be placed in the local newspapers and on Council's public website and submissions called for pursuant to the current guidelines in force (Guidelines for Geographical Names 2010 Version 2). All other consultation and administrative requirements outlined shall also be activated.

3.3 Consultation

- Individuals / groups & organisations mentioned in the scheduled attached to the **Council's naming preference criteria & principles**, section 4, outline are to be specifically written to and invited to submit naming options and reasons for such.
- The Ward Councillors – via a memo.
- All other Councillors – via the Councillors' Communiqué.
- Registered Sporting Clubs, Committees of Management, known Community Groups or others that use the public facility that is to be named.
- Relevant Internal Departments.

NAMING MORELAND PLACES POLICY

- Abutting property owners and occupiers
- The wider community as determined by Council
- The Moreland community - via a public notice calling for submissions with a closing date 30 days from the date of the notice in the Moreland Page of the Leader / Community News newspapers and on Council's Public Web site.

3.4 Signage

- Signage shall only be commissioned when confirmation is received from the Registrar GPN that the name proposed has been accepted and officially registered. (The Office of GPN will formally register and gazette the name in the Victorian Government Gazette).
- Furthermore, such signage should conform to, as a minimum, Australian Standard – AS1742.5 "Street Name and Community Facility Name Signs".
- All signage queries must be referred to Council's Marketing and Communications Branch and Planning Services.
- The siting / placement of public facility signs is to be coordinated through Council's Unit Manager Parks & Recreation and other Managers as appropriate.

Commemorative Plaque

Council may determine that it is appropriate that in addition to a formal public facility name signage that an accompanying plaque be also mounted, in some form and at a suitable location. This will vary with the nature of the public facility being named. The plaque would offer an explanation as to why the name was adopted as well as details about its origins. It may also commemorate a formal civic opening of the facility.

3.5 Public & Internal Notice

- Only following advice from the Registrar GPN that the named recommended by Council has been registered can official notification commence.
- Notification shall be to various persons / authorities. Refer to section 6, on **Advice of Place Name Adoption** for a list of the persons / authorities to be notified.
- Notify internal departments to update records accordingly.
- In all instances Council shall place a public advertisement in the Moreland Leader Newspaper and on Council's Public Website advising of the open space name noting the meeting at which it was adopted.

NAMING MORELAND PLACES POLICY

4. COUNCIL'S PLACE NAMING PREFERENCE CRITERIA

The criteria outlined within this policy for assessing proposed place names in Moreland recognises the cultural and ethnic diversity of Moreland as well as taking account of the particular contributions of women, ethnic groups and Aboriginals to the City.

In respect to the naming or renaming of Streets & Roads, Open Space and Facilities consideration shall be had to the following principles:

1. As a means of recognising the Aboriginal/Koori heritage of Moreland, Council will encourage the use of traditional Aboriginal/Koori names - subject to the involvement and agreement of the relevant Aboriginal communities.

*When Council is considering / or chooses to adopt an Aboriginal name, reference shall be had to Aboriginal / Koori Name Orthography and guidelines for Use of Indigenous Place Names provided by the Committee for Geographical Names Australasia. Reference can also be made to the Victorian Corporation for Languages as well as the local indigenous group. Dual naming, i.e. the use of both an Aboriginal & European names concurrently, can be also undertaken in certain circumstances. This is outlined in **Schedule 2**.*

2. Preference is to be given to names that acknowledge the role of groups or communities within Moreland.
3. Preference is to be given to names that acknowledge the contributions of Moreland's multi-cultural communities.
4. Preference will be given to names that acknowledge the important social and historical events which have fashioned Moreland's character in particular to that belonging to the site's geographical location.
5. Where the names of individuals are considered, preference will be given to women who have contributed to Moreland's development. It is not appropriate that the names of living persons be considered for place naming. (Principle 1(H) – Guidelines for Geographical Names V2, refer to **Schedule 3**).
6. When naming 'streets' consideration shall be given to the use of appropriate Street extensions to ensure that, as possible, there is a functionality or nexus between the street extension proposed and the physical layout of the land abutting the street. For example:

'Court'	for streets that have access concentrated through one end
'Avenue'	for streets of significance
'Close'	for dead end streets

Other possibilities include but are not limited to Boulevard, Place, Terrace, Grove, Parade, Way, Lane, Drive, Circuit, Drive. The Office GPN will only allow road types from the Australian Standard and *Guidelines* for officially allowed road types. Legacy issues will be considered on a case by case basis.

NAMING MORELAND PLACES POLICY

4.1 Targeted Consultation Schedule

to seek responses in relation to a criteria element

Criteria	☒ Persons / Groups to Consult ☒
As a means of recognising the Aboriginal/Koori heritage of Moreland, Council will encourage the use of traditional Aboriginal/Koori names - subject to the involvement and agreement of the relevant Aboriginal communities.	Wurundjeri Tribal Elders Cultural Officer Aboriginal Community Elder Service Refer to: <ul style="list-style-type: none"> D11/92247 Naming – Key Consultation groups for current details
Preference is to be given to names that acknowledge the role of groups or communities within Moreland.	Moreland Progress Associations Local Schools Moreland Neighbourhood Houses Political Organisations Refer to: <ul style="list-style-type: none"> D11/92247 Naming – Key Consultation groups for current details. Community Directory and Council's Community Development and Social Policy Branch for any new additions.
Preference is to be given to names that acknowledge the contributions of Moreland's multi-cultural communities.	Moreland Ethnic Communities Spectrum Migrant Resource Centre Refer to: <ul style="list-style-type: none"> D11/92247 Naming – Key Consultation groups for current details. Community Directory and Council's Community Development and Social Policy Branch for any new additions.
Preference will be given to names that acknowledge the important social and historical events which have fashioned Moreland's character in particular to that belonging to the site's geographical location.	Coburg Historical Society Inc Broadmeadows Historical Society Brunswick Community History Group Refer to: <ul style="list-style-type: none"> D11/92247 Naming – Key Consultation groups for current details. Community Directory for any new additions.

NAMING MORELAND PLACES POLICY

Where the names of individuals are considered, preference will be given to women who have contributed to Moreland's development. It is not appropriate that the names of living persons be considered for place naming.	Refer to: <ul style="list-style-type: none">• D11/92247 Naming – Key Consultation groups for current details.• Community Directory and Council's Community Development and Social Policy Branch for any new additions.
---	---

- *Invitations to submit a place naming proposal, to the groups/ persons outlined above will be accompanied with a copy of **Council's Place Naming Preference Criteria** (as defined on page 16). This will set the parameters for their suggestions.*
- *As appropriate other groups/ individuals in the community will be consulted on various place naming proposals. This shall be arranged in consultation with the Ward Councillor in whose ward the naming is occurring. The Mayor's mailing list may also be a suitable reference for this purpose.*

5. SIGNIFICANT PLACES OF GREATER THAN LOCAL SIGNIFICANCE

Definition of 'Greater than Local Significance'

* "...consisting of those places, being components of the natural environment of Australia, or the cultural environment of Australia, that have aesthetic, historic, scientific or social significance or other special value for future generations as well as the present community."

*Australian Heritage Commission Act 1975.

^ "When a feature, locality or road is of greater than local significance the name should be relevant to the wider community. A feature, locality or road considered of greater than local significance will usually fall into one or more of the following categories:

- it is located in two or more municipal areas;
- it is located in a significant tourist precinct;
- it is proposed to be created as part of a State or Federal Government project;
- it is a major waterway;
- it is a major undersea or shoreline feature;
- it has major cultural, natural or recreational landscape features; and
- it is linked to a significant Aboriginal feature, story or landscape.

NAMING MORELAND PLACES POLICY

^ Guidelines for Geographic Names 2010 Version 2

The Registrar GPN (or Minister) will determine if a place name is greater than local significance and this may result following a recommendation from a local authority. Should this occur the Registrar, who is responsible for maintaining the GPN Advisory Panel appointed by the Minister, will convene GPN Advisory Committee. The Committee will then undertake its own assessment of place naming options put forward as well as assessing any other proposals that it may determine or solicit from other sources. The GPN Advisory Committee will then make a recommendation to the Register that outlines how the naming proposal should proceed.

The following criteria, adopted by Heritage Victoria, will be used in assessment of geographic naming significance:

- The historical importance, association with or relationship to Victoria's history.
- The importance of a place or feature in demonstrating rarity or unique landscape or topographical features.
- The place or features potential to educate, illustrate or provide further scientific investigation in relation to Victoria's cultural heritage.
- The importance of the place or feature, in demonstrating social or cultural associations.
- Any other matter which the Minister considers relevant to the determination of place or feature significance, e.g. major sporting, recreational, or tourist landscape features.

Council remains obligated to engage in its own consultation processes for all place names even if they are deemed greater than local significance. The special committee set up by the GPN Registrar will seek place naming options for Places of greater than local significance from local communities through the local government of the area. ***The final decision on 'greater than local significance naming' rests with the Minister.***

6. ADVICE OF PLACE NAME ADOPTION – (external)

Council in all instances, once a place name has been formally gazetted and registered, will inform the Moreland community of the name assignment by way of a notice in the Moreland Leader newspapers and on Council's Public Website.

In addition to the general public notice above, Council is further obliged to advise specific authorities that such place name assignments have been made. Not all of these authorities will require advice for all classes of place naming. All advice is to be accompanied with a suitable site plan that clearly specifies the location / nature of the place being named.

NAMING MORELAND PLACES POLICY

*Internal advice to various ‘branches’ of Council is also required. Refer to the sections on **Public & Internal Notice**.*

External Authorities to whom advice on new Place Names is to be forwarded (refer to D11/92247 for current details):

- Local Police Station;
- Local Ambulance Branch;
- Local Metropolitan Fire Brigade;
- Local gas water and electricity services.

The Office of Geographical Place Names will organise for notification to be sent to state-wide and national bodies. These include:

- Australia Post;
- Emergency Services Telecommunications authority;
- Emergency Management Spatial Information Network Australia – (Victorian Committee) members including Ambulance Victoria, Victoria Police, Country Fire Authority, State Emergency Service, Department Environment and Primary Industries (formerly Department Sustainability and Environment) Department of Justice and Department of Human Services;
- Real-estate Institute of Victoria;
- Australian Bureau of Statistics;
- Australian Electoral Commission; and
- Melway, UBD and other spatial information or mapping agencies.

Others:

- Developer of the Site (if a person / body other than Council)
- All persons / bodies surveyed from Council’s naming preference criteria that offered a suggestion during the consultation process.

NAMING MORELAND PLACES POLICY

SCHEDULE 1

WHAT CAN BE NAMED (refer to Guidelines for Geographical Names V2 section 1.4 What can be named or renamed using these guidelines).

Any feature, locality or road (whether public or private) can be named, renamed or have its boundary changed, using the principles and procedures of these guidelines. Compliance with these guidelines is mandatory for all government-owned or administered features, localities and roads, all topographical (natural) features of greater than local significance, and private roads that are to be included in VICNAMES, the Register of Geographic Names.

When a feature is not owned or maintained by a government department or authority (such as cultural centres, wineries, sporting centres or homesteads) the owners are strongly encouraged to adopt the principles of these guidelines in the naming process. To ensure VICNAMES accurately reflects the status of named features in Victoria the names of these privately owned features are recorded.

Because there are many different types of features in Victoria, the responsibility for preparing naming proposals and submitting them to the Registrar can vary. Section 2 of these guidelines provides details on the different naming processes for features.

Municipal councils are usually the naming authority for localities and further details can be found in Section 3.

Information on the types of roads registered in VICNAMES is found in Section 4.

Extract From: **Guidelines for Geographic Names 2010 Version 2** pg.4 of 81

Available From www.dse.vic.gov.au/property-titles-and-maps/naming-places/guidelines

NAMING MORELAND PLACES POLICY

SCHEDULE 2

RECOGNITION AND USE OF INDIGENOUS AUSTRALIAN NAMES

(refer to Guidelines for Geographical Names V2 section 1.8 Principles, Principle 1(K) Recognition and use of Indigenous Australian Names and Principle 1(L) Dual Names).

Principle 1(K) Recognition and use of Indigenous Australian Names

The use of traditional Indigenous Australian names is encouraged for features, localities and roads, subject to agreement from the relevant Indigenous communities. The identification of a name (or names) of Indigenous heritage is encouraged to be undertaken by Indigenous groups who form a consultative group to the naming authority (refer to procedures section below).

Consultation with the relevant Indigenous communities should be undertaken prior to any public consultation on the proposed name(s). In instances when there is more than one relevant Indigenous group, naming authorities must consult with all parties. Naming authorities are strongly encouraged to establish an Indigenous consultation process and to refer to the supplementary document *Consulting with Indigenous Groups* available from www.dse.vic.gov.au/namingguidelines.

Procedure

Naming authorities should establish an Indigenous consultation process, which includes collaboration with the Traditional Owner and/or broader Indigenous group(s) that have heritage associated with the area in which the feature, locality or road is to be named or renamed. Where more than one group has an interest in the area, a consultative group should be established. Where only one group has an interest in the area, consultation can be undertaken by sending a letter outlining the proposal and seeking feedback within 30 days. Or, preferably, contact should be made by telephone or face-to-face meetings to discuss the proposal.

Consent is considered to be approval for the proposal at a meeting or during a phone conversation with, or through a letter written and signed by, the relevant representative of the Indigenous organisation.

If there is no response from an Indigenous organisation to the request for consultation and collaboration, the naming authority should contact the OGN. The OGN can assist the naming authority to seek further advice or information from the Victorian Aboriginal Corporation for Languages and/or Aboriginal Affairs Victoria. If a naming authority is unable to obtain a response to, or acceptance of, a proposal for a name, it can request that the Registrar considers the naming proposal and, if appropriate, refers it to the Indigenous Names Committee of the Geographic Place Names Advisory Panel for its advice.

Further information on how to identify local Indigenous community groups, convene consultation meetings and respond to issues that may arise, is available from the supplementary document *Consulting with Indigenous Groups*, available from www.dse.vic.gov.au/namingguidelines.

Committee for Geographical Names in Australasia – falls under the UNGEGN - *United Nations Group of Experts of Geographical Names* <http://unstats.un.org/unsd/geoinfo/ungegn/>

Further information can be found at http://www.icsm.gov.au/cgna/consistent_place_names_guidelines.pdf

NAMING MORELAND PLACES POLICY

Guidelines for the Consistent Use of Place Names April 2012 includes Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names and Dual Naming Depiction Guidelines.

NAMING MORELAND PLACES POLICY

Principle 1(L) Dual names

Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups.

In Victoria, the approach to giving simultaneous and joint recognition of two cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Indigenous language origin and the other of Indigenous Australian language origin.

Naming authorities wishing to develop dual naming proposals need to ensure the following issues are considered.

- Dual names may be applied to natural topographical features (e.g. islands, mountains, mountain ranges and rivers) and mapped or bounded areas such as state forests, national parks, Crown land reserves and open space recreation reserves. Dual names cannot be adopted for:
 - localities, towns or rural districts;
 - infrastructure; and
 - constructed features such as roads, highways, bridges or communication towers.
- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Indigenous origin and newly available information indicates that an Indigenous name could also apply.

In these cases, if a dual name is proposed, the non-Indigenous name part would appear first in the combined name, as long as it best reflects local community usage.

- If a non-Indigenous name has weak support in the general community and the origin and application of an Indigenous name is well supported, a dual name may be formed with the Indigenous name part appearing first. In some cases, a single well-supported Indigenous name could be substituted for the weakly supported non-Indigenous name, instead of adopting a dual-name.
- Dual names will be formally registered without any distinction between non-Indigenous and Indigenous name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (i.e. /) preceded and followed by a space. Two options are available, as shown below, to either include the feature type with both names (once only) or only with the non-Indigenous name. For example, either of these examples would be acceptable:
 - Grampians / Gariwerd National Park; or
 - Grampians National Park / Gariwerd.
- Dual names once registered are to be used in full, particularly on maps, signs and legal documents. Shortened versions are not to be used.

Extract From: **Guidelines for Geographic Names 2010 Version 2** pgs.1 6 of 81

available from www.dse.vic.gov.au/namingguidelines

NAMING MORELAND PLACES POLICY

SCHEDULE 3 **GEOGRAPHICAL PLACE NAMES - PRINCIPLES GOVERNING STANDARDISATION** (Guidelines for Geographical Names 2010 Version 2 section 1.8 Principles).

The following principles must be used in conjunction with the relevant specific principles outlined in Section 2, Section 3 and Section 4 of the Guidelines for Geographical Names 2010 Version 2 relating to features, localities and roads. They are designed to ensure that there can be no confusion, errors or discrimination caused by the naming, renaming or boundary change process.

Principles

Principle 1(A) Language

Principle 1(B) Recognising the public interest

Principle 1(C) Ensuring public safety

Principle 1(D) Ensuring names are not duplicated

Principle 1(E) Directional names to be avoided

Principle 1(F) Assigning extent to a feature, locality or road

Principle 1(G) Linking the name to the place

Principle 1(H) Using commemorative names

Principle 1(I) Using commercial and business names

Principle 1(J) Names must not be discriminatory

Principle 1(K) Recognition and use of Indigenous Australian names

Principle 1(L) Dual names

Principle 1(M) Consulting with the public

Principle 1(N) Lodging, considering and addressing objections

Principle 1(O) Notification of a naming decision

Principle 1(P) Signage