



BOROONDARA
City of Harmony

Naming of Council Properties Policy 2011



Responsible Directorate: Corporate Services
Authorised by: Council
Date of adoption: 18/07/2011
Review date: 2016
Policy type: Council

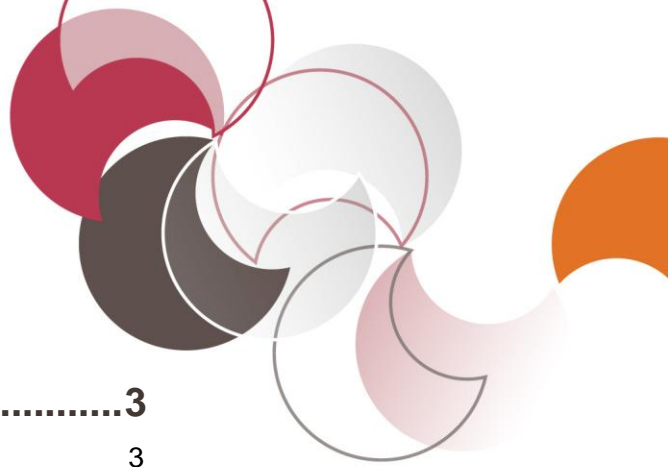


Table of contents

1. Introduction.....	3
1.1. Purpose	3
1.2. Scope	3
2. Background.....	3
2.1. Methodology	4
2.2. Context	4
2.3. Consultation	4
2.4. Corporate framework	4
3. Policy statement.....	4
4. Implementation and monitoring.....	6
4.1. Accountabilities	6
4.2. Financial implications	6
5. References.....	7
5.1. Related documents	7
5.2. Definitions	7



1. Introduction

1.1. Purpose

The purpose of the Naming of Council Properties Policy is to establish Council policy in relation to the permanent naming of Council property.

1.2. Scope

The Naming of Council Properties Policy applies to all applications to Council that wish to have property named, whether they are internal or external applicants.

Any existing property name cannot be taken as a precedent for future approvals and any alterations to any existing property will need to comply with this policy and with the guidelines issued under the *Geographic Place Names Act 1998*, ("the Act").

New road names proposed as part of a subdivision plan are considered as part of the plan of subdivision certification process, and will need to comply with this policy and with the guidelines issued under the Act.

In observing this policy, Council strives at all time to act in a manner consistent with the guidelines issued under the Act. In selecting appropriate new names, Council will endeavour to create a "sense of place" and strive to honour and observe the local character of the relevant area. Council will also aim to honour heritage and historical connections of the relevant precinct and select names consistent with any identifiable historic naming trends in the local precinct.

2. Background

On 21 April 1998, the *Geographic Place Names Act 1998* received the Royal Assent. The primary aim of the Act is to ensure that new or changed names are notified to the Registrar, that names are registered, and that all geographic names data is captured for mapping purposes.

The Act defines place as "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 and locality;
- (b) topographical feature, including undersea feature;
- (c) street, road, transport station, government school, hospital and government nursing home".

Only those places or features of wider than local affiliation, and therefore of significance to a wider community, or in many cases to the whole State, will be considered centrally. Naming authorities have the power to determine all geographic place names within their areas of responsibility, based on local usage having regard to historical and cultural heritage, and the preference of local communities.

The determination of place names is undertaken by the responsible local governing or administering body, i.e. the Council and must be done in accordance with the principles and procedures outlined in the *Guidelines for Geographic Names 2010*, ("the Guidelines").

Local governing and administering bodies have the power to develop proposals for all geographic place names within their areas of responsibility, based on local usage having regard to historical and cultural heritage, and the preference of the local community.

Once a proposal is received at the Office of Geographic Names, the Registrar will finally check for compliance with principles and consultation procedures required under the guidelines, and register a new or altered place name in the official register.



2.1. Methodology

In progressing a naming proposal, Council will ensure that all processes followed will be transparent and the interested public involved through processes which are meaningful and informative and must comply with the processes detailed in the Guidelines. Public information on naming proposals should be exhibited and advertised as widely and effectively as possible. The Guidelines dictate how consultation surveys should be framed and conducted. Outcomes of surveys undertaken will be presented to Council for consideration. Opportunity will be provided during each naming process for public submissions to be heard by Council in accordance with Section 223 of the Local Government Act 1989.

2.2. Context

The City of Boroondara receives requests from internal and external stakeholders seeking to name Council properties for commercial, philanthropic or identification reasons. Council policy is required to conform to the Act and its associated guidelines, as well as to address internal preferences in regard to naming Council property.

2.3. Consultation

In the process of naming Council property, the requirement of permanently naming internal and external features of Council assets (such as trees, rooms, furniture, etc) has been determined as a part of the Sponsorship and Acknowledgement Policy, while temporary naming of internal features of Council property is covered in the individually signed lease/licence agreements.

The display of all signage must comply with the Boroondara Planning Scheme Policy.

The Guidelines require that the following information be included in all surveys undertaken under this policy:

- That the non return of surveys will be treated as 'tacit approval' for the proposal; and
- That there are two questions that must be responded to -
 1. Do you approve of the proposal to name/rename/adjust _____?
 2. Do you support the proposed name _____ (as shown on the map)?

2.4. Corporate framework

This policy supports Council's Mission and Vision by addressing the following objectives in the Council Plan 2010-15:

- Community Engagement
- Ensuring Liveability and Amenity
- Responsible Resource Management

3. Policy statement

Council recognises the importance of community consultation in naming its property and the public should be involved in the naming exercise particularly those that are directly concerned or affected. To this end, Council recognises that the policy adopted for the naming of Council property includes all statutory requirements and in addition, requires that all names be determined by Council resolution.

The naming of Council properties should not inappropriately impact the environment of Boroondara through unnecessary signage and it should recognise the heritage of Boroondara through appropriate naming conventions.



The policy does not address the naming of internal or external features of Council property including trees, artwork, rocks, plaques, memorials, furniture, playground equipment and platforms. These features are covered in Council's Sponsorship and Acknowledgement Policy.

Council does not support the external naming (or re-naming) of pavilions, playgrounds, scoreboards and has a preference not to name sporting ovals but to use generic reference of oval 1, 2, 3 etc.

Council must conform to the principles set out in the Guidelines issued by the Office of Geographic Names.

Guiding Principles

The Guidelines issued to accompany the Act, state that names must be written in standard Australian English or a recognised format of an Australian Indigenous language local to the feature, locality or road.

Overall the principles in the guidelines state that naming authorities should comply with the following:

- (a) Names are easy to pronounce, spell and write (there may be exceptions with Indigenous names).
- (b) Recognise the long term public interest.
- (c) Do not affect public safety.
- (d) Ensure names are not duplicated.
- (e) Avoid the use of directional names eg north, south, etc.
- (f) Ensure feature, locality or road extent is clearly defined.
- (g) Link the name to the location of the feature.
- (h) Avoid using names of people that are still alive.
- (i) Must not name places after commercial businesses, trade names and non-profit organisations.
- (j) Must not propose names that are discriminatory.
- (k) Use traditional indigenous Australian names where appropriate subject to agreement from the relevant Indigenous communities.
- (l) 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 origin and the other of Indigenous Australian language origin.

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. However, the use of dual names cannot be adopted for:

- Localities, towns or rural districts:
 - Infrastructure: and
 - Constructed features such as roads, highways, bridges or communication towers.
- (m) Consult extensively with the public.
 - (n) Consider all objections lodged in the 30 day feedback period.
 - (o) Notification of and new/changed name must not occur until advice is received from the Registrar of Geographic names.



Selection of Names

In selecting appropriate new names, Council will adhere to the guiding principles noted above. Further to the above selection of a new name will involve consultation with the local Historical Services Librarian to identify any appropriate historical connections with the relevant precinct or historical naming trends in the local precinct.

This process of selecting appropriate names, together with Council's observance of the guidelines to the *Geographic Place Names Act 1998*, will ensure that Council will not name features after animals or fictional persons or characters. Council will not name features after corporate names or service clubs unless exceptional circumstances exist. In such circumstances the Guidelines require that Council consult with the Registrar of Geographic Names prior to the commencement of any public consultation.

Final documentation of a naming proposal should include the following:-

- Name determined for the property/feature;
- Locality Plan and Site Plan - Details of site (geographic location), ownership;
- Background to the naming of the place/feature with a brief history;
- When relevant, report on survey results including relevant commentary from stakeholders.

Council's preference is not to name currently unnamed laneways and right of ways. Council acknowledges however, that from time to time, VCAT will approve a planning or subdivision permit that results in a dwelling whose sole physical access is to an unnamed laneway. In these circumstances it may be necessary to name the laneway in order to provide the new development with a practical and easily recognisable street address. Council also acknowledges that changes in use or physical access to properties may from time to time require consideration of the need to name a previously unnamed laneway.

Where a right of way is named, the following policy statements will apply:

- naming all right-of-ways and unnamed laneways with the Road Type - "Lane";
- if an existing right of way required to be named is an extension of an existing road then the right of way should assume the name of that road if the numbering sequence is practical.

4. Implementation and monitoring

4.1. Accountabilities

For all queries or feedback regarding this policy document, please contact the responsible officer below.

Contact	Contact number	Contact e-mail
Coordinator Revenue and Property Services	9278 4444	revenue@boroondara.vic.gov.au

The responsible officer coordinates the implementation, maintenance and review of this policy; ensuring stakeholders are aware of their accountabilities.

4.2. Financial implications

The financial implications of this policy include the cost of consultation, advertising and erection of signage (where applicable).



5. References

5.1. Related documents

- Sponsorship and Acknowledgement Policy
- Plaques Policy
- Local Government Act 1989
- Geographic Place Names Act 1998 and associated guidelines
- Boroondara Planning Scheme
- Road Management Act 2004

5.2. Definitions

Council	Indicates reference to the City of Boroondara as a geographical area and also refers to the entity which has the authority to make decisions on behalf of the Boroondara community.
Open Space	“Open Space” is defined as but not limited to: gardens, parks, sports grounds, road reserves, bush reserves, major leisure facilities and crown land reserves owned or managed by Council; all permanent structures within these open space areas including buildings, pavilions, and clubrooms; “Open Space” will not include: nature strips, roundabouts and other very small open areas owned or managed by Council.
Property	“Property” can be defined as but not limited to a: park, area, bridge, garden, reserve of land, or suburb; topographical feature; street, road, building, structure or right of way.