POLICY LOCATION	Infrastructure and Delivery	**POLICY TITLE**	Naming of Roads, Features and Localities
POLICY NUMBER	CA30	**DATE ADOPTED**	February 2020
REVISION NUMBER	2	**REVISION DATE**	20 August 2025

1. Purpose

This policy sets out the guidelines and principles that need to be followed by Council officers when naming a road, feature or locality within the Shire boundaries.

The naming of roads, features and localities is important for public safety and to identify locations for managing emergencies and delivering goods and services. Names make a landscape easy to refer to and capture patterns of settlement. Names are necessary for orientation, communication, service delivery, map and atlas production, emergency response and natural disaster relief.

The State government released the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022* (Naming Rules). The Naming Rules are the statutory requirements under the *Geographic Place Names Act 1998* for all naming authorities to follow in nominating or considering a name of a road, feature or locality in Victoria (see Attachment 1). The Buloke Shire Council is a naming authority for roads, features and localities within its municipal area and is required to apply the Naming rules.

This policy provides a system of ensuring roads, features and localities within the Shire are appropriately named and recorded in a consistent manner and in accordance with the Naming Rules.

2. Definitions

Roads – For the purposes of the Naming Rules, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot. It can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, streets, highways, fire tracks, bike paths and walking tracks.
Features – A feature is considered to be a unique geographical place or attribute that is easily distinguished within the landscape. For example, a feature can be a mountain, watercourse, building, prominent structure or park.
Localities - A locality is a geographical area that has identifiable community and/or landscape characteristics. In urban areas, a locality is commonly referred to as a 'suburb'.

3. Scope

The Buloke Shire Council is the naming authority for roads, features and localities within its municipal area for which it is responsible irrespective of whether it owns or manages the road, feature or locality.

This policy outlines the process for naming any feature, locality or road (whether public or private) which is the responsibility of Council.

The Naming Rules represent the definitive position in respect to all naming processes. Both the Naming Rules and this policy apply only to new naming proposals or proposals to re-name a road, feature or locality.

Council is not responsible for naming arterial roads, freeways or geographical places of regional, state and national significance.

For information relating to naming a feature, locality or road which is the responsibility of a private company or state government department as the naming authority refer to the Naming Rules.

4. Relevant Legislation and Guidelines

- *Local Government Act 2020 – primarily Schedule 10*.
- *Naming rules for places in Victoria* – Statutory requirements for naming roads, features and localities - 2022 (Naming Rules).
- *Geographic Place Names Act 1998* – primarily section 5 and section 23 which makes compliance with the Naming Rules mandatory for all local governments.

POLICY DETAILS

5. Council to Approve Road, Feature or Locality Names

Any person, community group, organisation, government department or authority can propose a new name, change an existing name or change a boundary. A person must not apply a name to a road, feature or locality without the consent of the Council. This does not apply to any highway or to any supplementary name applied to the entire length of a declared road by VicRoads.

Upon receipt of a request, Council, as the naming authority must adhere to the Naming Rules including the Checklist located in Appendix C of the Naming Rules and specifically will:

- Consider or propose a name for a road, feature or locality in accordance with Section 1 of the Naming Rules.
- Check for compliance with the relevant naming rules in accordance with Sections 2, 3, 4 and 5 of the Naming Rules.
- Ensure proposals include:
    - The proposed name.
    - The location of the road, feature or locality, including a map and, if relevant, its current name.
    - Background information on why Council should consider naming or changing the name or boundary including any historic reasons of local relevance.
    - The reason for the proposal or why the current name is not considered appropriate or any other relevant information.
    - Contact details of the proposer(s) and information on public consultation that has occurred and/or support and non-support that has been gathered from community

members or groups. This should contain the contact details, names, addresses, and signatures of all affected property owners. An affected property owner is one who owns an interest in property contiguous to the Road/Feature/locality.

- A statement about how the proposed name conforms with the relevant principles and requirements in the Naming Rules.

- Undertake community consultation in accordance with Sections 7 and 8 of the Naming Rules. This includes analysis of community feedback and responding to any objections.
- Consider a proposal in accordance with Section 9 of the Naming Rules including making a decision to accept or reject a proposal and recording the decision.
- Upon acceptance of a proposal lodge the proposal with the Office of Geographic Names for the Registrar's consideration in accordance with Sections 10 and 11 of the Naming Rules. The final endorsement and gazettal and registration of a proposal is undertaken by the Registrar of Geographic Names in accordance with Sections 12 and 13 of the Naming Rules.
- Implement appropriate signage and recording in VICNAMES (the online tool used to search and record geographic names, features and localities in Victoria) in accordance with Section 13 of the Naming Rules.

6. Notice of proposal or application

Council will seek to give notice of an application or proposal in accordance with the following:

Proposal	Who to consult	The Type of Consultation
New road. New feature. Renamed road. Boundary change of a road.	Immediate community.	• Inform local Forum Committees within the township/locality of the proposed naming/renaming. • Letters to affected residents, ratepayers or businesses; and to residents. • Notices. • Listening posts (if it is a large-scale proposal or potentially contentious issue).
New locality (suburb). Renamed feature or locality. Boundary change of a feature or locality.	Immediate and Extended community.	• Inform local Forum Committees within the township/locality of the proposed naming/renaming. • Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries. • Notices. • Surveys. • Listening posts (if it is a large-scale proposal or potentially contentious issue).

7. Assessment and Evaluation

A preliminary assessment and evaluation of all naming/renaming proposals will be undertaken by Council officers. The objective of this assessment is to establish that the proposal has reasonable and justifiable merit and will consider:

- The reasons/rational for the proposal.
- Broad community interest and benefit.
- Potential costs.
- Existing community views.
- Controversy that a proposal may generate.

8. What Council will consider

The Council shall name and may rename a road, feature or locality required for public traffic and public purposes in accordance with the following principles and guidelines and in compliance with the Naming Rules:

- Ensuring public safety.
- Recognising the public interest.
- Linking the name to place.
- Ensuring names are not duplicated.
- Names must not be discriminatory.
- Recognition and use of Aboriginal languages in naming.
- Dual names.
- Using commemorative names (yet avoiding living people)
- Avoid the use of commercial and business names.
- Language.
- Directional names to be avoided.
- Assigning extent to a road, feature or locality.

9. Guidelines

The following naming themes are encouraged for all place naming applications:

- Names derived from Indigenous heritage and language.
- Social and historical events of the local area.
    - Local flora and fauna.
    - Does the name honour an event:
    - Is the name commemorative:
    - Is the road potentially of Regional, State or National Significance:
    - Is the name taken from local Aboriginal/Koori language:
    - Is the name early explorers, pioneers, and settlers:
    - Eminent persons (must be deceased):
    - Local history:
    - Thematic names such as flora, fauna, ships etc;
    - War/casualty lists;
    - Commemorative names

- Council will also consider the following:
    - Whether the name is likely to be confused with the name of another road, feature or locality in the area;
    - Whether the name would duplicate the name of another separate road in the same postcode area, feature or locality;
    - Whether a loop road is named in such a way that two separate intersections involve roads with the same two names or similar names;
    - Whether the same name would apply to separate lengths of road which are separated by a physical obstruction to vehicular travel, within the same postcode area; and
    - Any other matter relevant.

10. Changes to Road, Features or Localities Names

Prior to the finalisation of a change of a road, feature or locality, the Council must give public notice, enabling people to make written submissions. Such notice shall be undertaken in accordance with a consultation strategy determined as appropriate in line with Section 7 of the Naming Rules.

11. Objections and Submissions

Following notification, any objection or submission received during the public consultation period must be considered by Council including deciding the weight to be given to competing submissions having regard to the Naming Rules. All submissions must be included in an assessment report which includes an assessment and response to the submission.

If Council accepts a proposal and lodges it with the Registrar of Geographic Names, it must provide details of what the objections/submissions were and how they will be or have been dealt with.

Council must advise submitters of its decision in writing in accordance with Section 8 of the Naming Rules. Objectors have 30 days within which to lodge an appeal to the Registrar of Geographic Names.

Council must write a report on its decision of a proposal which includes information about how the proposal conforms to the relevant principles and guidelines of the Naming Rules and discussion on and responses to any objection/submission received during the public consultation period.

12. Road Identification

Where the Council erects signs on roads/streets which are readily passable by traffic to indicate the road name, regard may be had to the requirements of Australian Standard AS 1742.5 “Street Name and Community Facility Name Signs”.

13. Notice of changes to names

After changing or naming any road, feature or locality, notice shall be forwarded to:

- The owners of properties abutting such road, feature or locality;
- The Registrar of Geographic Names;
- All emergency services including Police, Fire Brigade, Ambulance Services, Hospitals, SES;
- Other service providers such Australia Post, power, telephone;
- Commissioner of State Land Tax; and
- State and Commonwealth Electoral officers.

14. Record of Road, Feature or Locality Names

Council must keep a record of all road, feature or locality names and name changes agreed to by the Council and must accurately record the names, locations and the dates that the changes become operative.

15. Administration Process

The administration and notification process are outlined within the Naming Rules. These must be referred to throughout the process.

16. Accessibility of this policy

A copy of this policy is:

(a) Available for inspection by the public at the Council's Wycheproof District Office, and
(b) Published on the Council's internet website.

APPENDIX C Checklists

The checklists in this document should be used to ensure you have complied with:

- principles listed in Section 2
- relevant statutory requirements (as required) under Section 3, Section 4 and Section 5
- processes required for naming a road, feature or locality.

Naming authorities are encouraged to submit a copy of a completed checklist with your naming proposal to GNV

Refer to Section 10 Lodging a proposal with GNV for further information about how to submit a proposal for the Registrar's consideration.

***NA:** Not applicable

Are you seeking:

☐	The Registrar's in-principle support? If yes, refer to section 6.2.3.
☐	Gazettal and registration of a name? (continue to fill in this checklist)

Is your naming proposal related to a:

☐	**Road** – complete sections 1, 2, 5, 6, 7, 8, 9 (of this checklist)
☐	**Feature** – complete sections 1, 3, 5, 6, 7, 8, 9 (of this checklist)
☐	**Locality** – complete sections 1, 4, 5, 6, 7, 8, 9 (of this checklist)

General Questions

If proposing a new name or to change a name, does the proposal conform to the principles in Section 2? Refer to principles below.

	Yes	No	NA*
Principle A - Ensuring public safety	☐	☐	☐
Principle B - Recognising the public interest	☐	☐	☐
Principle C - Linking the name to place	☐	☐	☐
Principle D - Ensuring names are not duplicated	☐	☐	☐
Principle E - Recognition and use of Traditional Owner languages	☐	☐	☐
Principle F - Names must not discriminate or be offensive	☐	☐	☐
Principle G - Gender equality	☐	☐	☐
Principle H - Dual names	☐	☐	☐

Principle I - Using commemorative names	☐	☐	☐

General Questions continued

	Yes	No	NA*
Principle J - Using commercial and business names	☐	☐	☐
Principle K - Language	☐	☐	☐
Principle L - Directional names to be avoided	☐	☐	☐
Principle M - Assigning extent to a road, feature or locality	☐	☐	☐
If the naming proposal originally came from a member of the public, does it include sufficient information on why the name would be appropriate?	☐	☐	☐
If you are a state government department or agency, have you checked with GNV to see if there are specific guidelines for your department or agency? If there are no specific guidelines for your department or agency, you should follow the naming rules.	☐	☐	☐

Roads

	Yes	No	NA*
Is your organisation the road authority for the road(s) in questions under the *Roads Management Act 2004* or *Local Government Act 1989* or *Local Government Act 2020*? Refer to Section 3.4 for more information.	☐	☐	☐
If there is more than one road authority, are you preparing this proposal as a collaborative project?	☐	☐	☐
Does the proposal conform with the statutory requirements in Section 3.2 Statutory requirements that apply to roads. If not, contact GNV for advice about how to make the proposal compliant.	☐	☐	☐
3.2.1 Rural and Urban Addressing	☐	☐	☐
3.2.2 Extent: road course, start and end points Does the road have clear start and end points?	☐	☐	☐
3.2.3 Road types Does the road name use an acceptable road type?	☐	☐	☐
3.2.4 Unacceptable road names Have you checked the list of unacceptable road names? E.g. 'the' or 'and' is unacceptable, as are numbers, hyphens, directions or destinations	☐	☐	☐
3.2.5 Obstructed or altered roads	☐	☐	☐

If a delegation of authority has been used, have details of the relevant officer been officially provided to GNV?	☐	☐	☐
If the naming proposal is being lodged after the plan of subdivision has been certified, please ensure the appropriate documentation is attached to the proposal. Refer to Section 10.			

Private Roads located on private property

	Yes	No	NA*
Are you aware that the road naming authority may not be the road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to Section 3.9.3.	☐	☐	☐
Has/have the private road/roads already been constructed?	☐	☐	☐
If so, is/are the road name/s already in use by the immediate community?	☐	☐	☐
Does Australia Post deliver mail to the general facility or individual sites within the complex? Contact should be made with Australia Post to discuss mail delivery options for the property.	☐	☐	☐

Continue to Consultation

Features

	Yes	No	NA*
Is the feature of greater than local significance (for example located in more than two municipalities, in a tourist precinct or major waterway)? If so, a Geographic Place Names Advisory Committee may need to be convened. Refer to Principle C and Section 4.	☐	☐	☐
Does the proposal conform to the statutory requirements in Section 4.2? If not, contact GNV for advice about how to make the proposal compliant.	☐	☐	☐
4.2.1 Feature type Is the feature type proceeding the feature's name (for example Waterlands Park)? Refer to Section 4.2.1.	☐	☐	☐
4.2.2 Waterways If the feature is a waterway, has the extent been determined?	☐	☐	☐
4.2.3 Locational name If using a location-based name, is it the name of the locality rather than the name of the neighbourhood, estate or subdivision?	☐	☐	☐
4.2.4 Base names Is the feature privately owned or administered and subject to a naming sponsorship contract? If so, a base name should be assigned.	☐	☐	☐

Traditional Owner names for features Refer to Section 4.9.

What type of proposal is being considered:
☐ Addition of a Traditional Owner name as registered or dual?
☐ Addition of a Traditional Owner name as traditional or historical?

Features continued

	Yes	No	NA*
If recording a Traditional Owner name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Traditional Owner name may be considered as a dual name. Refer to Principle H.	☐	☐	☐
When recording the Traditional Owner name as registered or dual, are you aware that the name will be recognised as the official name in use for the feature? The name will appear on regular maps for the area.	☐	☐	☐
When recording the Traditional Owner name as traditional or historical, are you aware that the name will be recognised on regular maps? The name can be located by researchers and be used on specialised maps.	☐	☐	☐
Are you aware that all names, regardless of status, will be held in VICNAMES? Refer to Section 4.9.	☐	☐	☐
Has the Traditional Owner name been verified by the area's Traditional Owner group(s), and is there written evidence of this verification? Refer to Section 7.3.	☐	☐	☐

Continue to Consultation

Localities

Does the proposal conform to the statutory requirements in Section 5.2? If not, contact GNV for advice about how to make the proposal compliant			
5.2.1 Boundaries Have you checked the proposal against the requirements and explanatory boundary map diagrams in Section 5.2.1?	☐	☐	☐
5.2.2 Estate and subdivision names Have you checked that the name is not an estate or linked to a subdivision name? Refer to Section 5.2.2.	☐	☐	☐
5.2.4 Size Have you checked that the size is appropriate? Refer to Section 5.2.4.	☐	☐	☐
5.2.5 Hyphens The name must not contain hyphens. Refer to Section 5.2.5.	☐	☐	☐
5.2.6 Local government area boundary review Have you checked that, if the locality boundary extends across municipal boundaries, the boundaries have been reviewed with	☐	☐	☐

the intention of aligning with the municipal boundaries? Refer to Section 5.2.6.	

Localities continued

	Yes	No	NA*
5.2.7 Locality names unique within Australia Have you checked that the names are unique and not repeated elsewhere in Australia, or sought advice from GNV? Refer to Section 5.2.7.	☐	☐	☐
Does the locality cover more than one municipal area, or is it part of a state government project?	☐	☐	☐
Does the proposal include a detailed map of the existing and proposed boundaries?	☐	☐	☐
If relevant, has consideration been given to naming the locality after a local historical figure or event?	☐	☐	☐
If the new locality relates to a major land redevelopment project, has a public naming competition been considered?	☐	☐	☐

Consultation

	Yes	No	NA*
If the proposal affects addresses, have residents, ratepayers and businesses been consulted? Refer to Section 7.	☐	☐	☐
If the proposed name is from a Traditional Owner language, has/have the relevant Traditional Owner group(s) been consulted and given their approval? Refer to Principle E and Section 7.3.	☐	☐	☐
If the naming proposal comes from a council and relates to the local area, has it been discussed with relevant interest groups such as historical societies and community groups?	☐	☐	☐
If the naming proposal is being developed in-house by a state government department or agency, have relevant interest groups been consulted?	☐	☐	☐
If the naming proposal is being developed through a public competition, have you referred to the information contained in Section 7?	☐	☐	☐

Lodging, considering and addressing objections and submissions

	Yes	No	NA*
Have the concerns or objections raised by residents, ratepayers and businesses been addressed? Refer to Section 8.	☐	☐	☐

If the majority of immediate community members have opposed the proposal but there is an underlying service provision need to change the name or adjust the extent, do you require the assistance of GNV and emergency response or other service providers? If so, contact GNV for advice.	☐	☐	☐
If a delegation of authority has been used, have details of the relevant officer, been officially provided to GNV?			

Notification of a naming decision

Has consideration been given to whom the naming authority should notify if the naming proposal is endorsed by the Registrar? Refer to Section 14.2.			

Signage and recording historical information

Has consideration been given to signage, if the naming proposal is endorsed by the Registrar? Refer to Section 14.3.	☐	☐	☐
Has consideration been given to recording historical information in VICNAMES if the naming proposal is endorsed by the Registrar? Refer to Section 14.4.			

Naming proposal documentation

Has the naming authority prepared a report on the proposal, to help determine compliance? Refer to Section 9. Any report should include the following: • information about how the proposal conforms with principles in Section 2 and statutory requirements in relevant sections • discussion of and response to any objections/comments received during the consultation period(s).	☐	☐	☐
Has the naming authority's decision to accept or reject the proposal been formally recorded? This may involve councillors', relevant Ministerial or CEO's approval (if delegation of authority used). Refer to Section 9.			
Are the following pieces of information attached to the naming proposal being lodged, using the online Vicmap Editing Service (VES)?			
Details of the existing name	☐	☐	☐
Background of the proposed name and why it was selected. If the proposed name is traditional or historical, include Traditional Owner language and, if possible, cultural heritage information.	☐	☐	☐
Details of why a naming is proposed (if relevant)	☐	☐	☐

Naming proposal documentation continued

	Yes	No	NA*

Details of a features location (including, if possible, the address and access points for emergency response).	☐	☐	☐
Details of the consultation process:			
A statement from naming authority about how they reached their decision to consult immediate and/or extended community	☐	☐	☐
An analysis of the consultation's outcomes	☐	☐	☐
How any objections were considered and what responses where provided to the objectors.	☐	☐	☐
Confirmation that the name conforms to the naming rules.	☐	☐	☐
Confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer.			

Naming

The following information (where relevant):			
A copy of consent from relevant Traditional Owner group(s)	☐	☐	☐
If undertaken, details of consultation with emergency response and public service providers (if VES was used for consultation, this evidence is automatically attached to the submission to GNV)	☐	☐	☐
Copies of notice, letter, survey or voting poll material	☐	☐	☐
De-identified (i.e. personal details removed) objections received from the public	☐	☐	☐
Copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in Section 9.1)	☐	☐	☐
A copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.	☐	☐	☐