

Naming of Places and Naming and Numbering of Roads

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1. Purpose

The purpose of this policy is to provide a clear and consistent approach to the allocation and administration of the 'Naming of Places' and 'Naming and Numbering of Roads' throughout the City of Greater Dandenong (CGD).

The policy ensures that Council acts within the guidelines provided in *Guidelines for Geographic Names 2010* as set out by the Registrar of Geographic Names (Victoria) and in accordance with the *Local Government Act 1989* and the *Subdivision (Procedures) Regulations 2011*.

2. Background

Council, as a Naming Authority under the *Guidelines for Geographic Names 2010*, is required to resolve on all geographic place names in the municipal district of Greater Dandenong, with the exception of geographic places of regional, state or national significance. In the consideration of naming requests, Council is required to abide by the *Guidelines for Geographic Names 2010* and must undertake the procedures set out in those Guidelines.

Council, under the *Local Government Act 1989*, may require people to number their premises and to renew those numbers. Street numbering must adhere to the provisions set out in the AS/NZS4819 Geographic Information – Rural and Urban Addressing.

3. Scope

This policy applies to:

- the naming of places, including sports pavilions, reserves, features and roads according to the Guidelines for Geographic Names 2010 set out by the Registrar of Geographic Names (Victoria); and
- the numbering of all existing and proposed roads in the City of Greater Dandenong, inclusive of public and private roads.

This policy does not apply to the naming of internal rooms, structure and facilities within Council buildings.

4. Human Rights and Responsibilities Charter – Compatibility Statement

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this policy but is not relevant to its contents.

5. References

- Victorian *Geographic Place Names Act 1998*
- *Local Government Act 1989*
- *Subdivisions (Procedures) Regulations 2011*
- Guidelines for Geographic Names 2010 set out by The Registrar of Geographic Names (Victoria)
- AS/NZS4819 Geographic Information – Rural and Urban Addressing
- Supersedes previous policy dated 22 August 2011

6. Definitions

For the purpose of this policy, a street is defined as an officially named thoroughfare. A comprehensive list of all road types is available in the *Guidelines for Geographic Names 2010*

7. Council Policy

As a Naming Authority, Council must abide by the *Guidelines for Geographic Names 2010*. Council's Commercial Property Unit, along with other relevant Council units, will generally manage the naming of places, features and roads and this will be carried out in a clear and consistent manner in line with those guidelines.

Application for the naming of places, features, sports pavilions and reserves after an individual worthy of merit and consistent with community expectations and the *Guidelines for Geographic Names 2010* will be considered by Council and must:

- comply with the Victorian Geographical Place Names Act 1998.
- conform to the principles set down in the *Guidelines for Geographic Names 2010* by The Registrar of Geographic Names (Victoria) .
- comply with Council's responsibilities with respect to the naming of places, features and roads as well as the numbering and renaming of roads.
- facilitate the quick and accurate location of properties by emergency services, postal services, visitors and general community.
- ensure that all properties can be uniquely identified for Public Utilities purposes.
- establish administrative procedures that ensure that owners, occupiers and all relevant authorities are notified of newly allocated street names and/or numbers.

All street numbers shall be allocated in accordance with the above and the *AS/NZS4819 Geographic Information – Rural and Urban Addressing* and shall be applied in any of the following circumstances:

- creation of new allotments (as per notification from Planning Department).
- physical changes to existing allotments (as per notification from Planning Department).
- changes in the number or disposition of tenements.

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- where a submission is received from any person or body affected alleging that property numbering is unsatisfactory.
- an owner applies for a street name and number change, e.g. a corner block where the entrance faces the side street.

Council will support the ANZAC Commemorative Naming Project conducted by the Victorian Government's Department of Environment and Primary Industries.

8. Related Documents

- This policy must be read in conjunction with the *Guidelines for Geographic Names 2010*. All procedures required to implement this policy are provided in the *Guidelines for Geographic Names 2010*.