
REPORT NO:	8.3
REPORT TITLE:	Place Names Policy Review
SOURCE:	Megan Kruger, Manager Governance Peter Faull, Coordinator Governance
DIVISION:	Finance & Governance
FILE NO:	HCC11/739
POLICY:	Place Names Policy
STRATEGIC OBJECTIVE:	3.2: Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
ATTACHMENT:	1. <i>Place Names Policy (Updated Version)</i>

1. SUMMARY OF REPORT:

- 1.1 Council's Place Names Policy has been reviewed and updated with proposed changes following the release of the *Naming Rules for Places in Victoria - Statutory Requirements for Naming Roads, Features and Localities* in 2022.
- 1.2 It is recommended that the updated Place Names Policy be placed on public exhibition for a period of 28 days to seek the community's views on proposed changes to the policy.

2. RECOMMENDATION:

- 2.1 **THAT Council places the updated Place Names Policy, which is provided as Attachment 1 of this report, on public exhibition for a period of 28 days to seek the community's views on proposed changes to the policy.**
- 2.2 **THAT Council notes that a further report will be presented to Council for consideration following the conclusion of the public exhibition period.**

3. LEGISLATIVE POWERS:

- 3.1 *Geographic Place Names Act 1998* (the Act);
- 3.2 *The Naming Rules for Places in Victoria – Statutory Requirements for Naming Road, Features and Localities 2022* (the Naming Rules) which are given effect under that Act;

4. FINANCIAL IMPLICATIONS:

There is no expenditure associated with reviewing Council's Place Names Policy.

5. ENVIRONMENTAL SUSTAINABILITY CONSIDERATIONS:

There are no environmental sustainability implications in respect to this report.

6. CLIMATE CHANGE ADAPTATION CONSIDERATIONS:

There are no climate change adaptation implications in respect to this report.

7. CHARTER OF HUMAN RIGHTS APPLICATION:

The rights protected in the *Charter of Human Rights and Responsibilities Act 2006* were considered and it was determined that no rights are engaged in the recommendations made to Council in this report.

8. COMMUNITY CONSULTATION:

It is recommended that Council places the updated Place Names Policy on public exhibition for a period of 28 days to seek the community's views on proposed changes to this policy.

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9. DISCUSSION:

- 9.1 Council's Place Names Policy is applied to investigate and determine proposals to assign or amend names of places (being a road, feature or locality) or to amend the boundaries of a road, feature or locality. This policy is also followed to establish an Avenue of Honour.
- 9.2 This policy was last reviewed in August 2017 following the release of the 2016 edition of the Naming Rules. A 2022 edition of the Naming Rules has now been released. The requirements of Council, in its capacity as a Naming Authority, remain unchanged under the Naming Rules.
- 9.3 The Naming Rules include the Naming Principles. The Naming Principles must be used in conjunction with the relevant statutory requirements outlined in various sections of the Naming Rules. The Naming Principles are designed to ensure that names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. All naming principles are equally important.
- 9.4 The following table explains the differences between the Naming Principles in the 2022 edition of the Naming Rules from the General Principles (which are now referred to as the Naming Principles) in the 2016 edition of the Naming Rules:

2022 Naming Principles	2016 General Principles	Change to Principle (if applicable)
Principle (A) Ensuring Public Safety	Principle (A) Ensuring Public Safety	No change
Principle (B) Recognising the Public Interest	Principle (B) Recognising the Public Interest	No change
Principle (C) Linking the Name to Place	Principle (C) Linking the Name to Place	No change
Principle (D) Ensuring Names Are Not Duplicated	Principle (D) Ensuring Names are Not Duplicated	No change
Principle (E) Recognition and Use of Traditional Owner Languages	Principle (E) Names Must not be Discriminatory	General Principle E from the 2016 edition of the Naming Rules (Names Must Not Be Discriminatory) is now Naming Principle F, with the updated title of Names Must Not Discriminate or be Offensive. Additional guidance is provided on consulting with Traditional Owner Groups.
Principle (F) Names Must not Discriminate or be Offensive	Principle (F) Recognition and Use of Aboriginal Languages in Naming	General Principle F from the 2016 edition of the Naming Rules (Recognition and Use of Aboriginal Languages in Naming) is now Naming Principle F, with the updated title of Recognition and use of Traditional Owner languages. Additional guidance is provided on existing names which are considered to be derogatory or patently offensive.
Principle (G) Gender Equality	Principle (G) Dual Names	General Principle G from the 2016 edition of the Naming Rules (Dual Names) is now Naming Principle H.

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2022 Naming Principles	2016 General Principles	Change to Principle (if applicable)
		Naming Principle G, Gender Equality, is a new principle which encourages gender equality in naming.
Principle (H) Dual Names	Principle (H) Using Commemorative Names	General Principle H from the 2016 edition of the Naming Rules (Using Commemorative Names) is now Naming Principle I.
Principle (I) Using Commemorative Names	Principle (I) Using Commercial and Business Names	General Principle I from the 2016 edition of the Naming Rules (Using Commercial and Business Names) is now Naming Principle J. This principle now includes a condition that commemorative names of a deceased person should be applied no less than two years posthumously. If a naming authority wishes to name within two years it is required to seek an exemption.
Principle (J) Using Commercial and Business Names	Principle (J) Language	General Principle I from the 2016 edition of the Naming Rules (Language) is now Naming Principle K.
Principle (K) Language	Principle (K) Directional Names to be Avoided	General Principle I from the 2016 edition of the Naming Rules (Directional Names to be Avoided) is now Naming Principle L.
Principle (L) Directional Names to be Avoided	Principle (L) Assigning Extent to a Road, Feature or Locality	General Principle L from the 2016 edition of the Naming Rules (Assigning Extent to a Road, Feature or Locality) is now Naming Principle M.
Principle (M) Assigning Extent to a Road, Feature or Locality		This not a new principle, it is an existing principle which has been allocated a new reference number.

- 9.5 Of note to Council is the addition of new Naming Principle G, Gender Equality, which encourages gender equality in naming, and the new condition under Naming Principle I, Using Commemorative Names, that commemorative names of a deceased person should be applied no less than two years posthumously, with a naming authority required to seek an exemption if it wishes to use the name of a deceased person within 2 years.
- 9.6 As part of its efforts to promote gender equality, Council is undertaking a project focused on getting more public places named after women. This project will be delivered by a team of students working two days per week, over a period of three months. The project seeks to deliver the following key outputs:
- 9.6.1 Review and assessment of existing public place names in the municipality. This is expected to focus on names assigned to Council owned/operated buildings, facilities, parks, and open spaces. It is not expected to include street names. This will include the students compiling a spreadsheet of existing public place names in the Hume municipality and simple analysis to determine the overall proportion of public places in the Hume municipality that are named after men vs. women.

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- 9.6.2 Development of a database of prominent local women. To develop this database, students will be required to consult and engage with a range of community groups and historical societies within the Hume City community.
- 9.6.3 Identification of appropriate policies or procedures that could support Council to work toward gender equality in public place naming over time. This will require students to identify best-practice policies and procedures, to develop an understanding of existing public place naming processes in place at Council, before making recommendations on policies/procedures that could be established by Council to work toward gender equity in public place naming.
- 9.7 A Gender Impact Assessment will also be completed for the Place Names Policy prior to a final policy being presented to Council for consideration following community consultation.
- 9.8 Other changes that are proposed in the updated Place Names Policy are as follows:
 - 9.8.1 It is proposed that the Chief Executive Officer, under the power delegated to them by Council, may approve the commencement of community consultation of an application that is being considered under the Place Names Policy on the condition that it is compliant with the Naming Principles contained within the Naming Rules. This delegation would not apply to applications made to use a commemorative name, a business or commercial name or a name using Traditional Owner language, except if the name is already well known in an unofficial capacity by the local community. It is also proposed that the Chief Executive Officer may sub-delegate this power to the Chief Financial Officer, Manager Governance or Coordinator Governance.
 - (a) This change is proposed so that in limited circumstances some types of applications can be assessed by officers under delegated authority and proceed directly to community consultation if the application is compliant with the Naming Principles.
 - (b) An example of the use of this proposed delegated power would be officer approval of the commencement of community consultation on a proposal to officially name a reserve after the street that the reserve is located in, for example, a proposal to name a reserve in Smith Street the 'Smith Street Reserve'.
 - (c) All applications will continue to be presented to Council for final decisions, and it is not proposed that the authority to make final decisions is sub-delegated to officers, or that the Chief Executive Officer will use their delegated power to make the final decision on an application.
 - 9.8.2 The updated policy includes a clause in which Council acknowledges inequity in the naming of places and it commits to working towards equity in place naming in relation to gender, traditional owner names and languages and names and languages which reflect Hume City's modern multicultural society.
 - 9.8.3 The updated policy provides clarification on the criteria set out in the Naming Rules on when a living person can be commemorated, which is in exceptional circumstances and following an application to the Registrar of Geographic Names which outlines the reasons for proposing a living person's name, including but not limited to evidence about the person's achievements which are of national or state significance, and relevant history and association to the area which ensures a link to place.

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- 9.8.4 A copy of a Quick Guide on the use of the Naming Rules has been included as an attachment to the updated Place Names Policy, and the submission template which is included with the policy has been updated where required so that it is compliant with the updated Naming Rules.
- 9.8.5 Other minor formatting changes have been made, and text reviewed and removed where it is no longer required or if it is duplicating information that is provided in the Naming Rules.
- 9.9 Council also has a Memorialisation Within the Municipality of Hume Policy. This policy will be reviewed separately to this current review of the Place Names Policy.

10. CONCLUSION:

It is proposed that the update version of Council's Place Names Policy, which is provided as Attachment 1 of this report, be placed public exhibition for a period of 28 days to seek the community's views on the changed proposed to this policy.

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PLACE NAMES POLICY

Policy Reference No.	POL/185
File No.	HCC11/739
Strategic Objective	3.2 Deliver responsible and transparent governance, services and sustainable assets that respond to community needs
Adopted by Council	February 2002
Re-Adopted	Month 2023
Date for Review	Month 2028
Responsible Officer	Manager Governance
Department	Governance

PLACE NAMES POLICY

1 POLICY STATEMENT

- 1.1 Hume City Council will comply with any applicable legislation, regulations, rules and/or policy when it receives and considers an application made under the *Geographic Place Names Act 1998* (the Act).
- 1.2 Hume City Council's Place Names Policy outlines how Council will investigate and determine applications received to:
 - a) assign or amend names of places (being a road, feature or locality);
 - b) amend the boundaries of a road, feature or locality; or
 - c) establish an Avenue of Honour.

2 PURPOSE

- 2.1 The Naming Rules for Places in Victoria 2022 - Statutory Requirements for Naming Roads, Features and Localities (the Naming Rules) are the statutory guidelines provided for under section 5 of the Act. They set out step-by-step information on naming or changing the boundaries of roads, features and localities in Victoria. It is mandatory for all naming authorities in Victoria, which includes local councils, to follow the Naming Rules. Under section 6 of the Act, the guidelines must be reviewed once every five years.
- 2.2 The purpose of this policy is to:
 - a) ensure that Council follows the Naming Rules when investigating and determining applications to assign or amend names of places, and locality boundaries;
 - b) ensure that submitters of place name applications are aware of the process and principles by which Council will investigate and determine their applications.

3 SCOPE

- 3.1 Any public or private road, feature or locality within the Hume municipality can be named or renamed, or have its boundary changed, using the Naming Rules.
- 3.2 Council on occasion receives proposals to name Council owned assets or features and areas controlled by Council after a Hume resident or an individual who has made a significant contribution to the Hume municipality, or to locate a memorial (for example, a commemorative plaque) on Council land or assets, or areas controlled by Council. In circumstances that do not fall within the scope of this Place Names policy, applications of this type will fall under any other applicable Council policy or guidelines.

4 OBJECTIVE

The objective of this policy is to ensure that Council follows the Naming Rules when investigating and determining naming applications, so that there is transparency and consistency in its decision making and application of this policy.

5 POLICY IMPLEMENTATION

- 5.1 Council will begin investigating and determining place name applications after one of the following occurs:
 - a) A Council Officer identifies a need to assign or amend the name of a place or places;
 - b) A member of the general public, a community interest group or an organisation submits a written request to amend a name or change the name of a road, feature or locality, including a locality's boundaries;
 - c) A Plan of Subdivision is submitted for certification by Council. Council's subdivision certification process includes an audit of street names to ensure that

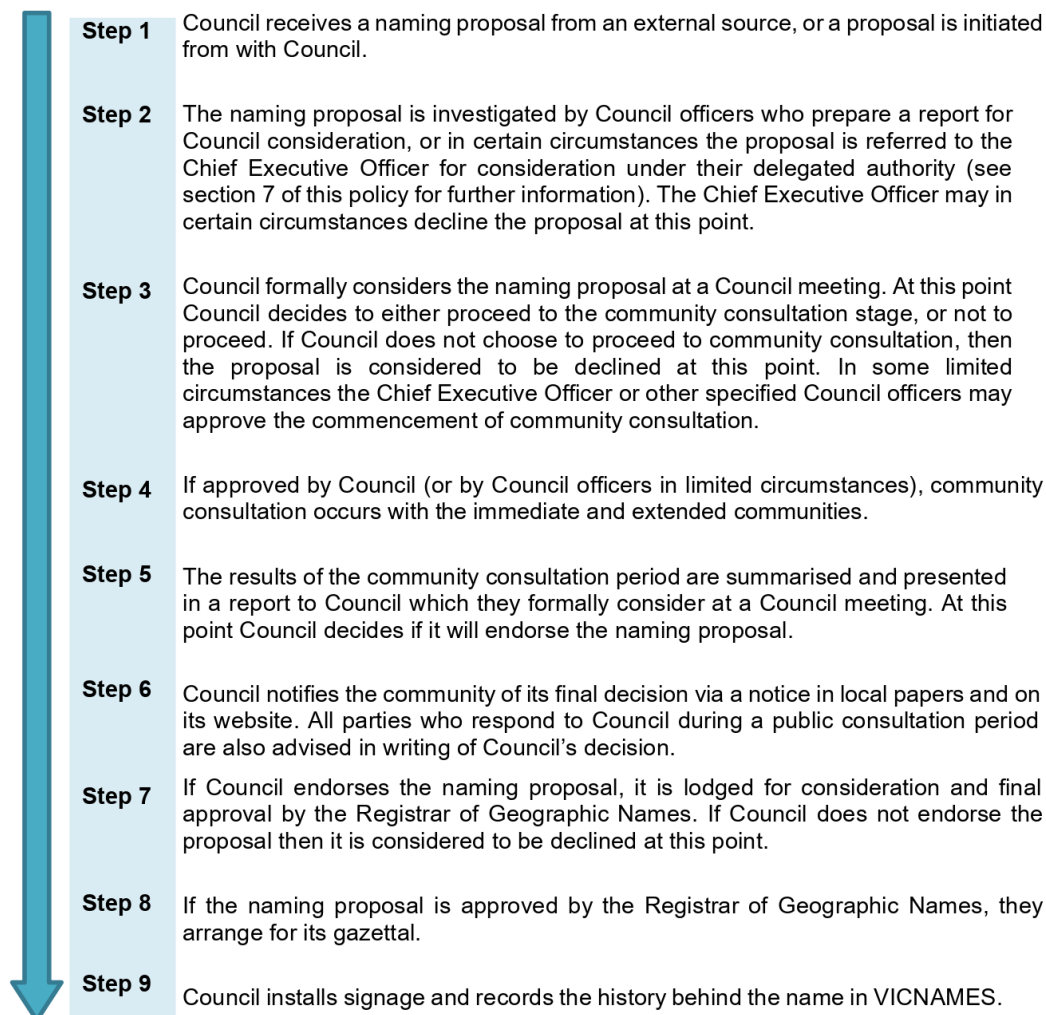
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new names are compliant with the Naming Rules.

- d) A Council resolution is made directing officers to commence investigating a naming proposal.

- 5.2 Council will follow the step-by-step process listed below when it receives a place name application. Steps are explained in further detail later in this policy:



6 PROCEDURE TO CONSIDER PROPOSALS TO ASSIGN OR AMEND THE NAME OF A ROAD, FEATURE OR LOCALITY, OR TO AMEND A LOCALITY BOUNDARY

- 6.1 When considering a proposal to assign or amend the name of a road, feature or locality, or to amend a locality boundary, Council will follow the requirements set out in the Naming Rules, including public consultation requirement where mandatory.
- 6.2 The Naming Rules include the Naming Principles which must be used in conjunction with the relevant statutory requirements outlined in various sections of the Naming Rules. The Naming Principles are designed to ensure that names are enduring and there is no ambiguity, confusion, error or discrimination caused by the naming or locality boundary change process. All naming principles are equally important.

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6.3 The Naming Rules can be viewed in the Naming Rules by following this [link](http://www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules), or by visiting www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules.

6.4 Quick Guide for the Naming Rules, which was published by the Department of Energy, Environment and Climate Action, is provided as Attachment 1 of this policy.

7 DECISION NOT TO PROCEED WITH CONSIDERATION OF A NAMING PROPOSAL

7.1 In accordance with clause 6.2.1 of the Naming Rules, 'the decision to proceed with a name proposal rests with the naming authority', being Council.

7.2 Council can choose not to proceed to public consultation with a naming proposal that has been presented to it for consideration if it decides:

- a) That the naming proposal seeks to change a long established and compliant name that is familiar to local residents and service providers, particularly to emergency service providers, and the proposal does not establish a compelling reason as to why Council would consider endorsing a change of name for such a location; or
- b) If for any other reason Council determines that it does not wish to proceed to public consultation for a naming proposal that has been presented to it for consideration.

7.3 The Chief Executive Officer, under the power delegated to them by Council, can reject the application and decline to present to Council for their consideration any proposal that the Chief Executive Officer has assessed as:

- a) being non-compliant with principle (D) Ensuring Names are Not Duplicated and/or principle (F) Names Must Not Discriminate or be Offensive, of the Naming Rules;
- b) being substantially similar to an application which has already been decided upon by the naming authority.

8 CONSULTATION

Council will comply with all consultation requirements set out under the Naming Rules.

9 AVENUES OF HONOUR

9.1 Avenue of Honour is the term given to a memorial avenue of trees, generally with each tree symbolising a person. Most avenues are in remembrance of those who fought or died in war, particularly World War I (1914–1918).

9.2 Avenues of Honour are a means of family members and the community expressing gratitude to individuals who sacrificed their life in major conflicts around the world in which Australia participated. They are usually a row of trees accompanied by a monument or plaques which identify and commemorate a collective of individuals from a local area.

9.3 To request the establishment of an Avenue of Honour, a resident or community group must provide with their written submission to Council the following information:

- the proposed site of the Avenue of Honour;
- proposed details of the commemorative plantings;
- details of the collective and/or all individuals to be commemorated;
- the conflict/s in which the individuals lost their lives;
- proposed details of any memorials, plaques and/or monuments to be included in the proposed Avenue;
- any other information that is relevant to the submission.

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- 9.4 Council officers will first check with the road authority that is responsible for the road at the location for which the Avenue of Honour is being proposed, and if appropriate, refer the proposal to them, if Council is not the naming authority for this location. This will most likely be VicRoads. If Council is the naming authority and not the road authority, it will seek the road authority's view on the proposal and approval from them to consider establishing the Avenue of Honour, should that be deemed appropriate. Ongoing maintenance of the Avenue of Honour will also be discussed with the road authority, if it is not Council.
- 9.5 If the road authority does not approve the request for an Avenue of Honour then the applicant will be advised of this and no further action will be taken by Council.
- 9.6 If the road authority gives their approval for the Avenue of Honour, Council will then consult with other stakeholders as per the community consultation requirements contained in this policy.
- 9.7 In addition to those requirements, Council will also consult with any of the following:
- Returned and Services League of Australia (RSL)
 - Department of Veteran's Affairs
 - Australian War Memorial
 - National Trust of Australia (Vic)
 - Local Historical Associations

10 OTHER MATTERS**10.1 *Chief Executive Officer Delegated Authority to Approve the Commencement of Community Consultation or to Sub-Delegate this Authority to Another Council Officer***

- 10.1.1 The Chief Executive Officer, under the power delegated to them by Council, may approve the commencement of community consultation of an application being considered under this policy on the condition that the application is compliant with the Naming Principles contained within the Naming Rules. This delegation does not apply to applications made to use a commemorative name, a business or commercial name or a name using Traditional Owner language, except if the name is already well known in an unofficial capacity by the local community.
- 10.1.2 The Chief Executive Officer may also sub-delegate this power to the Chief Financial Officer, Manager Governance or Coordinator Governance.
- 10.1.3 An example of the use of this delegated power would be officer approval of the commencement of community consultation on a proposal to officially name a reserve after the street that the reserve is located in, for example, a proposal to name a reserve in Smith Street the 'Smith Street Reserve'.

10.2 *Equity and Inclusion in Naming*

- 10.2.1 Council acknowledges inequity in the naming of places and it is committed to work towards equity in place naming in relation to gender, traditional owner names and languages and names and languages which reflect Hume City's modern multicultural society.

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10.3 Naming After Living People

10.3.1 Principle I of the Naming Rules, Using Commemorative Names, provides the following criteria regarding commemoration of a living person:

Commemoration of a living person is strongly discouraged and is generally not permitted. In exceptional circumstances, if the naming authority wishes to name a road, feature or locality after a living person, it must apply in writing to the Registrar to seek an exemption from this principle before any public consultation or a decision is made. Consent from the person should be sought prior to any exemption request being submitted to GNV. The naming authority must outline the reasons for proposing a living person's name, including but not limited to:

- i. evidence about the person's achievements which are of national or state significance;
- ii. relevant history and association to the area which ensures a link to place.

11 DEFINITIONS AND ABBREVIATIONS

Act means the *Geographic Place Names Act* 1998.

Estate names include names applied to residential estates, commercial or mixed estate. For example, residential subdivisions and business parks or commercial/industrial zoned land.

Naming Rules means the Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2022 or any update version of the Naming Rules., having effect under the Act

Place means any place or building that is, or is likely to be, of public or historical interest and includes, but is not restricted to:

- township, area, park, garden, reserve of land, suburb and locality
- topographical feature, including undersea feature;
- street, road, transport station, government school, government hospital and government nursing home.

Registrar means the Registrar of Geographic Names.

12 RELATED DOCUMENTS

- *Geographic Place Names Act* 1998;
- *Local Government Act* 1989;
- *Local Government Act* 2020;
- *Road Management Act* 2004;
- *Aboriginal Heritage Act* 2006;
- *Aboriginal Heritage Regulations* 2018;
- AS/NZS 4819:2011 Rural and urban addressing;
- *Survey Co-ordination Act* 1958;
- *Subdivision (Procedures) Regulations* 2011;
- Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2022;
- Hume City Council's 'Proposals for Memorialisation Within the Municipality of Hume' policy;
- Quick Guide – Naming Rules for Places in Victoria 2022 (Attachment 1);
- Naming Proposal – Submission Template to Hume City Council (Attachment 2).

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ATTACHMENT 1 - Quick Guide Naming Rules for Places in Victoria 2022



Naming rules for places in Victoria

Quick guide

What are the naming rules?

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities

The naming rules provide processes and procedures for naming roads, features and localities across Victoria.

Appropriate naming is essential for identifying locations when managing emergencies and delivering goods and services in Victoria. The naming rules are based on national standards and policies. They provide a strong basis for standardised and unambiguous naming procedures across the state.

They have been developed through detailed consultation with councils, government departments, emergency agencies and public service providers.

The full version of the naming rules can be found at www.land.vic.gov.au/thenamingrules

Why is there a need for naming rules?

The naming rules provide a structure for ensuring that assigning names to roads, features and localities in Victoria is undertaken in a consistent way for the community's benefit. Those benefits include:

- recognition and identification
- culture

- connection to country and place
- heritage
- landscape
- emergency service response and natural disaster relief
- communications, including postal and news services
- trade and commerce
- population censuses and statistics
- property rights and cadastre
- urban and regional planning
- environmental management
- map and atlas production
- navigation
- tourism.

What can be named or renamed using the naming rules?

Any public or private road, feature or locality within Victoria can be named, renamed or have its boundary changed using the principles, requirements and procedures in the naming rules.

There are many different roads and feature types in Victoria. Responsibility for preparing naming proposals and submitting them to the Registrar of Geographic Names can vary. Please refer to the relevant sections and appendixes in the naming rules.

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Naming rules for places in Victoria

Who can name or rename roads, features and localities in Victoria, and who oversees the process?

Members of the public are encouraged to participate in the naming process by proposing a name, initiating a naming proposal or responding to a relevant naming authority regarding a naming proposal.

Other stakeholders include emergency service organisations, Australia Post, owners corporations, private institutions, Traditional Owners, historical societies and utility or other service providers.

They can be involved in the naming process in three ways:

- Propose to the responsible naming authority a name for a road, feature or locality, or a locality boundary
- alert a naming authority and the Registrar to an issue with an existing name for a road, feature or locality or locality boundary and request that the matter be investigated
- comment on whether a naming, renaming or boundary change proposal conforms to the naming rules.

The proposal needs to be submitted to the naming authority responsible for the area in/across which the road, feature or locality is situated – it is important to note that the council(s) or relevant naming authority(ies) should be contacted for advice because some naming authorities have their own naming policies or guidelines that augment the naming rules.

Who should be consulted?

There are several community groups to consult regarding a naming, renaming or boundary change proposal:

- the **immediate community**, which broadly includes people who live and work within the area and owners of properties or businesses; in particular, residents, ratepayers and businesses within the immediate area directly affected by the proposal

- the **extended community**, which includes residents, ratepayers and businesses surrounding the area directly affected by the proposal; in particular, any visitor groups to the area such as shoppers, tourists, recreational or dining visitors and government (neighbouring councils) or non-government organisations with an interest in or who service the area
- Traditional Owner group(s), local historical societies and eminent individual historians; service clubs such as Lions and Rotary Clubs, Country Women's Associations, farmers groups, school parents associations, Probus clubs, senior citizens centres, ethnic associations; and Emergency Services Telecommunications Authority (ESTA) and emergency service organisations (ESOs)¹.

How a naming authority builds awareness of a proposal and invites feedback

Building awareness of the proposal is key to engaging with the community. The following methods are discussed further in the naming rules. Each method has its own strengths and, prior to selecting one or more of the methods, naming authorities should consider the proposal's aims and desired outcomes of community consultation. For example, a survey is conducted to investigate opinions; a voting poll is used to make a choice for one or more options.

The following methods can be used to build awareness of the proposal and invite feedback. Each one has its own advantages and conditions of use:

- notices in newspapers
- letters to the immediate or extended community
- surveys (for use only with the immediate community)
- voting poll
- Internet sites and social media
- public meetings.

¹ ESOs encompass agencies that include Country Fire Authority (CFA), State Emergency Services (SES), Metropolitan Fire Brigade (MFB), Victoria Police (VicPol), Ambulance Victoria (AV). If consulting ESOs, consider contacting both local and administrative management (headquarters) as well as ESTA.

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What is an objection?

An objection is a way for members of the community to inform the naming authority that one or more people disagree with a naming or renaming proposal. An objection must explain why a proposal is opposed.

Simply lodging opposition without an explanation does not help the naming authority understand the underlying issues.

Lodging objections

Any person or organisation can lodge an objection to a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority. Objections must be lodged directly with the naming authority within the minimum 30 days allocated for feedback. Naming authorities can, if necessary, provide for a longer feedback period.

Considering objections

- Any objections received during the public consultation period must be considered by the naming authority. The naming authority is responsible for deciding the weight to be given to competing objections, having regard to the naming rules and any other relevant matters it identifies.
- All objections must be included in an assessment report, stating the objection and indicating relevance to the naming rules and the naming authority's consideration/response to the objection.
- The naming authority need not consider objections that don't explain reasons for the objector opposing the name.
- The decision about whether or not to proceed with a naming proposal resides with the naming authority.

Appeals

In the case of a naming authority accepting a proposal, the letter to objectors also needs to include details of how an appeal can be made to the Registrar.

An appeal can only be made if the objector can demonstrate that either:

- the naming authority did not consider the objections during its deliberations
- the proposal does not reasonably conform to the principles and statutory requirements of these naming rules.

The letter to objectors needs to indicate that an appeal to the Registrar must be lodged within 30 days of the naming authority accepting the proposal and/or sending the letter to the objector (whichever is later).

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ATTACHMENT 2 - Naming Proposal Submission Template to Hume City Council

APPLICANT'S NAME AND CONTACT DETAILS	
Name:	
Address:	
Contact number:	
Contact email address:	
IS YOUR NAMING PROPOSAL RELATED TO A:	
☐	Road
☐	Feature
☐	Locality
IS YOUR NAMING PROPOSAL FOR A:	
☐	New name for an unnamed road, feature or locality
☐	Renaming of a road, feature or locality
PLEASE COMPLETE THE FOLLOWING DETAILS:	
Proposed Name	
Location of the road or feature (please include a map with your proposal)	
Background information on why Council should consider naming or changing the name or boundary, for example, why the proposed name is considered appropriate (include any history or local relevance)	
If the proposal is a commemorative name, please include information on the person such as: • Full name, date of birth and date of death; • Occupation and/or education; • Civil and community achievements or contributions; • Honours and awards received; • Other relevant material of historical interest.	
Reason for the proposal (why the current name is not considered appropriate or any other relevant information)	

Policy Reference No:	POL/185	Responsible Officer:	Manager Governance
Date of Re/Adoption:	Month 2023	Department:	Governance
Review Date:	Month 2028		

PLACE NAMES POLICY

GENERAL QUESTIONS			
If proposing a new name or to change a name, does the proposal conform to the principles in Section 2 of the Naming Rules? Please refer to the 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	☐	☐	☐
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	☐	☐	☐

PROPOSING A NAME USING TRADITIONAL OWNER LANGUAGE

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PLACE NAMES POLICY

	Yes	No
Is a name using Traditional Owner Language being proposed?	☐	☐
If proposing 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. Please refer to Principle H.	☐	☐
Has the Traditional Owner name been verified by the area's Traditional Owner group(s), and is there written evidence of this verification? Please refer to Section 7.3 of the Naming Rules.	☐	☐

Date Adopted	February 2002
Date Re-Adopted	Month 2023
Review Date	Month 2028

Policy Reference No:	POL/185	Responsible Officer:	Manager Governance
Date of Re/Adoption:	Month 2023	Department:	Governance
Review Date:	Month 2028		