Unconfirmed
MINUTES

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MINUTES
Unconfirmed

1. OPENING OF THE MEETING
The Deputy Mayor, Cr Westendorp, opened the meeting at 5.02pm.

Councillors: Marg Attley Tolmie Ward
Peter Olver Mansfield Ward
Cr Paul Sladdin Bonnie Doon Ward
Cr Harry Westendorp Jamieson Ward

Chief Executive Officer: Alex Green
Community Services Manager: Melanie Hotton
Governance & Strategy Coordinator Dawn Bray
Infrastructure Manager Neil Ogilvie
Senior Civil Engineer: Paul Valente
Statutory Planner: Claire Wilkinson

2. STATEMENT OF COMMITMENT

The Councillors affirmed the following Statement of Commitment:

“We the Councillors of Mansfield Shire / declare that we will undertake on every occasion / to carry out our duties in the best interests of the community / and that our conduct shall maintain the standards of the Code of Good Governance / so that we may faithfully represent / and uphold the trust placed in this Council by the people of Mansfield Shire.”

3. ACKNOWLEDGEMENT OF COUNTRY

The Councillors affirmed the “Acknowledgement of Country” for the Mansfield Shire Council:

“Mansfield Shire Council recognises that indigenous people have been custodians of this area for generations. We acknowledge the living culture and unique role of Taungurung people in our region.”

4. APOLOGIES

Cr Volkering Mansfield Ward
5. CONFIRMATION OF MINUTES

Crs. Attley/Sladdin:

That the Minutes of the Mansfield Shire Council meeting, held on 17 April 2018, be confirmed as an accurate record.

Carried

6. DISCLOSURE OF CONFLICT OF INTERESTS

Nil.

7. REPRESENTATIONS

Item 10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers)

- Erhard Luczyiec - Owner Applicant
- Peter Nugent
- Brian and Linda Dermott
- Geoff and Susan Cook
- Greg and Pam Wainwright

Item 10.6.1 Special Charge Scheme – Submissions to the Intention to Declare New Street (South), Mansfield

- Murray Chenery

8. NOTICES OF MOTION

Nil.
9. MAYOR’S REPORT

The Mayor, Councillor Paul Volkering, will present the monthly Mayor’s report to the Council as follows:

Last night the Federal Treasurer handed down the Budget, another budget aimed directly at addressing the infrastructure needs of a rapidly growing nation. So too was there a recent announcement of Infrastructure spending within the Victorian State budget and of course, we are working at a local level to hand down our budget.

Mansfield Shire Council’s annual budget is around $20m for those who aren’t aware. When you think about the money that is thrown around at both a State and Federal level, you begin to get a picture of just how small we really are in terms of the bigger picture.

Nonetheless, the recent Victorian State Budget which will be the forerunner to an election later this year was a good news story for Mansfield with the announcement of funding for Stage 2 of the Mansfield Secondary College redevelopment totalling approximately $4.8M.

Stage 2 will include new classrooms, a STEM (Science, Technology, Engineering and Maths) centre and of course a new gymnasium; long overdue, but a very welcomed announcement.

I also commend the Mansfield Steiner School on the opening of their new facility. I know Fran Cummins the Principal, and her team, have been working on this for some time, so congratulations to them on bringing this work to conclusion. Education provision in Mansfield is being recognised by the investment that is taking place in all our schools.

Mansfield Primary is also undergoing planning for further works, the Secondary College is well into Stage 1 works and the Rudolph Steiner School will have brand new facilities coming on stream soon. Stand by for further big announcements in this sector of our community.

Already within the community there is a growing groundswell of voices suggesting that the new “gymnasium” at Mansfield Secondary College needs to be a double court basketball facility and that Mansfield Shire Council should support that development.

Clearly, if the development of a double court was to occur it would require the development of other additional assets to support the addition of a second court and to ensure that the gymnasium is capable of meeting the needs of all those who might wish to use it going forward. Parking, streetscaping, external lighting and drainage are just a few of the additional considerations.

Council is open to listening and could no doubt support this notion, however, a good deal of water needs to pass under the bridge, so to speak, before we know how and what type of support will be required.
9. MAYOR’S REPORT CONT.

Mansfield Shire Council has not had any real dialogue with the Secondary College Council up until now, but there will need to be significant on-going discussion to arrive at an outcome that will see the community’s expectations met.

Provision had been made within our long-term budget forecasts for a significant investment in local sporting infrastructure but having to find additional resources at a time when the community don’t want us selling off other non-producing assets is going to be challenging.

Along with the announcement of Stage 2 funding at Mansfield Secondary College was a significant investment by the State Government in local roads funding, something that Rural Councils Victoria has been lobbying for over the last two years in particular. So, it was good to see the State Government coming to the party and investing in roads, particularly those in most need, those in country Victoria. At the same time, the State Government announced a shake-up of VicRoads as we know it, with a restructure and reorganisation of that Department, which will now be in five centres across the State. Maybe it’s the beginning of “Decentralisation”?

Let’s hope that some of the “roads” funding finds its way through to our community where we have numerous dangerous gravel roads in urgent need of redevelopment.

We’ve also just had a first round of public budget submissions and once again we have a small but nonetheless vociferous group who are arguing for further cuts to services and expenditure. Balancing the needs of our community within very tight budgets is an on-going challenge and those members of the community who take an active interest will note that measures to address our budget constraints have been measured and considered, rather than just a blanket cut across important services.

We know we can’t satisfy everyone, but we can do the prudent thing and continue to work in a collaborative manner, with the community foremost in our thinking and decision making.

As a Council we have at least three major projects we are working on to try and bring together for our broader community benefit, all of which we are beginning to see some progress.

1. The Station Precinct. Funding has been made available to commence work on a full blown detailed plan that is “shovel ready” for this area. Significant work has taken place on this in the past by Mansfield Cultural Heritage and Arts Centre but has not attracted any funding which is needed to transition to a model facility that the community want and expect. Plans for this area will include a clear vision and future for the Visitor Information Centre, the current Station facility and surrounding areas as well.
9. MAYOR’S REPORT CONT.

2. The provision for a future Indoor Sports Facility; likely to become a reality after the news of the funding for Stage 2 of the Mansfield Secondary College. The current facility at the Mansfield Recreation Reserve has long been struggling to keep up with demand and requires some significant investment if it were to serve the community into the foreseeable future. Council will endeavour to work with all stakeholders to get the best outcome for the community.

3. Increased funding for our local roads, bridges and community infrastructure program. Council is acutely aware of the current issues on many of our local roads and the substandard conditions of many of those roads, which require a further major investment. Many of our 21 public toilets are in a desperate need of an upgrade, which has the potential to cost many millions of dollars.

So, as can be seen there is no shortage of projects that we have in mind and have prioritised.

I’ve written before in my Mayoral report, about the complexities we face as a small rural Shire, trying to satisfy everyone, at a time when rate capping is biting hard. As you can see from above, there is no change to this ongoing dilemma.

Undoubtedly, the highlight of the last month has been attending the Anzac Day ceremony here in Mansfield and representing the community at both the dawn service and the march that followed a little later that morning.

This year, retired Lieutenant, Tom Ingpen conducted the role of Master of Ceremonies and did a great job, ensuring everyone, the Mayor included, kept to their allotted time. Well done Tom.

Last Wednesday night we also conducted a budget meeting in Melbourne for our non-resident rate-payers, many of whom were supportive and understanding of the measures Council is taking in order to deliver a sustainable approach to our annual budget and alignment to our overall Council plan.

My sincere thanks to Councillors for their ongoing commitment and willingness to both attend and listen to our communities as part of the budget consultation process.

In my role as Mayor, I try and get around to as many businesses as I can within the time available and it was disappointing to see one of our local eateries close its doors recently. Harry’s Fork had become known for its excellent cuisine and fine dining, so it was with some sadness that I noticed it had closed. We wish Chris and Christine all the best for the future. At the same time a new Café has sprung up in High St, near Bank Place known as George and Al Roy. Some might say that is a rather unusual name for a Café, but for those who don’t know, the Café was named after George Chalk and Al Seaton and Roy, Al’s good mate.
9. MAYOR’S REPORT CONT.

Similarly, a new fine Arts business, Tingari Arts has opened in the old IT shop. We wish both those new businesses much success.

My meetings with local business people have diminished somewhat as the budget process and a bad dose of the flu have taken up much of my time. However, conversations with the community remain varied and generally positive with significant interest and apprehension around planning applications, budgets and future plans.

Councillors, including the CEO were also invited by the Management of Centennial Mines at A1 Mine to tour the mine. Once again there is considerable investment going on by this company out at A1 mine at Gaffney’s Creek.

On a very rough estimate, approximately $500,000 is coming back into our community through the additional services that the company consume whilst conducting their operation. Food and electrical services, cleaning, fuel, accommodation and mechanical services and other consumables to mention are a few of the varied services being consumed by the company and its staff within the Mansfield Shire. The mine also employs approximately 120 people in total and about 60 out at the mine.

The Tour took us 400m underground into the various aspects of the mine. It was a little daunting to be going that far underground and the men and women who are working out there, certainly earn their money. The mine is managed to a very professional standard and I was highly impressed by the safety aspects taken to ensure the staff can work in a safe environment.

Interestingly, on our way out we saw significant work going on by VicRoads to help maintain the road. We also witnessed several trucks taking the high-grade ore back to Maldon in Central Victoria for processing. The mine remains a very viable operation so long as the gold price remains as it has over the last few years.

Paul Volkering
Mayor.

Crs Olver/Attley:

That the Mayor’s report be received.  

Carried
10. OFFICER REPORTS

10.1 DEPARTMENTAL REPORTS

File Number: E103
Responsible Officer: Chief Executive Officer, Alex Green

Introduction

Departmental reporting allows a short briefing to be provided to the Council on the current operations, tasks and projects undertaken within each Department over the past month.

The Chief Executive Officer will present the monthly Departmental reports to the Council, as follows:

- Community Services (no report this month)
- Development Services
- Infrastructure
- Executive Services
- Corporate and Organisational Development
- Governance and Strategy
- Finance

Crs Attley/Sladdin:

That the monthly Department reports be received.

Carried
ATTACHMENT 10.1

DEPARTMENTAL REPORTS

(18 PAGES)
DEVELOPMENT SERVICES DEPARTMENTAL REPORT
MAY 2018

BUILDING

Increase in building activity
This month has seen a substantial increase in the number of permits issued for dwellings in the Shire.

Fifteen dwelling permits were lodged with Council - the highest number for a month since June 2012.

A total of 31 permits were lodged for a total value of $6,325,641. Again, this is $62,502 more than the previous high in June 2012. There are also a large number of outstanding notifications awaiting permits to be issued and increased sales activity within the Shire that indicates the next few months will also show very resilient figures.

DEVELOPMENT COMPLIANCE

A significant amount of work has been undertaken this month to ensure compliance with the Mansfield Planning Scheme.

Some of the issues currently under investigation include:

- Several cases of earthworks being undertaken without permits. Two of these were in Bonnie Doon and one in Sawmill. Owners of both the properties in Bonnie Doon have been into Council to determine permit requirements and deadlines have been set for application lodgement. The owner of the Sawmill Settlement site will be rehabilitating the site.
- A dwelling in Sawmill Settlement that was being advertised as available for motel style accommodation for up to 42 people has returned to being used as a dwelling.
- Properties in Bonnie Doon and Goughs Bay have had kitchens and a bathroom removed to return them to being non-habitable sheds. Both had been used as dwellings in contravention of their planning permits.
- A property in Sawmill Settlement which had fitted a kitchen to a detached studio and turned it into a second dwelling with no permit has had the kitchen removed. This was important as the studio was used for short term holiday rental and is in a Bushfire Management Overlay.
- Allegations from the public of human habitation of several sheds in Bonnie Doon proved to be false. The investigation resources used should not be considered wasted as the ability to report back to the complainants demonstrated a clear commitment of Council to follow up such matters and were appreciated.
- Owners of properties in Bonnie Doon and Tolmie who were living in sheds whilst constructing houses have been encouraged to obtain camping permits and use caravans on site. Both of these owners told Council that they needed to be on site during construction and did not have alternative accommodation. Caravans are seen as safer than sheds for accommodation as they are specifically designed for human habitation.
- Discussions with local real estate agents has resulted in an increase in queries as to whether properties are compliant with the Planning Scheme. They will often encourage potential purchasers of properties with known compliance issues to contact Council for more information.

Overall, working with local real estate agents and owners to achieve compliance through education and strict timelines on the lodgement of retrospective planning permit applications, as opposed to being focused on penalties, is proving beneficial in most cases.
LOCAL LAWS

Adoption of the Domestic Animal Management Plan 2017-21
The Mansfield Shire Domestic Animal Management Plan was adopted by Council at its 17 April 2018 meeting.

The adopted plan has been sent to the Secretary of the Department of Economic Development, Jobs, Transport and Resources as required under the Domestic Animals Act 1994.

Notices have been placed on Council’s website, social media pages to inform the community about its adoption.

ENVIRONMENT

Environment Advisory Committee
The Environment Advisory Committee met on 27 April 2018. The role of Advisory Committees was discussed at the meeting, as well as the Mansfield Shire Advisory Committee 2017 policy.

Various issues were discussed including:
- community driven environmental projects
- the successful Clean-Up Australia Day event coordinated by students at the Mansfield Secondary College
- recent Up2Us Landcare Alliance training events such as the Healthy Hectares workshop where Committee member Matt Mahoney was a presenter.
- Lou Perrin updated the advisory committee on the variety of programs implemented by her team on both Mt Buller and Mt Stirling.

The next meeting of the Environment Advisory Committee is scheduled for 29 June 2018.

Community Energy discussions follow up meeting
A second meeting of a working group met to discuss future Community Energy Projects on 26 April 2018.

The meeting was chaired by Kerstie Lee, Executive Officer Up2Us Landcare Alliance and attended by community members Andrew Setchell and Andrew Webb, and Mansfield Shire Environment Officer Damien Gerrans.

The group discussed different models of Community Energy delivery and how other regional communities have implemented such project.

The group plans to facilitate a broader community workshop on Community Energy opportunities likely to be held in August 2018.

WASTE

Recycling Update
Negotiations with JJ Richards in relation to the future price for processing the recyclables collected from the Shire continued this month.

Council has received confirmation from the Minister for Local Government that exemption from public tender processes has been provided should the existing contract require amendment following these negotiations. The majority of councils across the State have received this exemption.

Council has also received confirmation that it is eligible for the $60/tonne rebate from the State to assist with covering the increase in recyclables from March to the end of June only.
# Development Services Statistics – April 2018

## Planning

### Planning Applications Lodged for the Month

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Lodged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of dwelling (with outbuilding 3)</td>
<td>5</td>
</tr>
<tr>
<td>Development outbuilding/store</td>
<td>5</td>
</tr>
<tr>
<td>Native vegetation removal</td>
<td>1</td>
</tr>
<tr>
<td>Two lot subdivision</td>
<td>2</td>
</tr>
<tr>
<td>Buildings &amp; works signage</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL (includes combined applications)</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

### Planning Applications Determined for the Month

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Determined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subdivision 2 lot and creation of carriage way easement</td>
<td>1</td>
</tr>
<tr>
<td>Use &amp; development of an outbuilding</td>
<td>1</td>
</tr>
<tr>
<td>Development of dwelling &amp; outbuilding</td>
<td>1</td>
</tr>
<tr>
<td>Development of a dwelling &amp; outbuilding &amp; native veg removal</td>
<td>1</td>
</tr>
<tr>
<td>Development of dwelling</td>
<td>1</td>
</tr>
<tr>
<td><strong>WITHDRAWN outbuilding &amp; accommodation</strong></td>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>6</strong></td>
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</table>

### Other Planning Consents & Enquiries

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Statement of Compliance</td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Secondary Consent (endorse amended plans)</td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>Extension of time</td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

### Certification Applications Lodged for the Month

<table>
<thead>
<tr>
<th>Application No</th>
<th>Date Lodged</th>
<th>Type</th>
<th>Location</th>
<th>Application Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>S110435P/18</td>
<td>11/4/2018</td>
<td>Certification two lot subdivision</td>
<td>Oaksford Drive Mansfield</td>
<td>Under assessment</td>
</tr>
<tr>
<td>S119281P/18</td>
<td>13/4/2018</td>
<td>Certification two lot subdivision</td>
<td>69 Highton Lane Mansfield</td>
<td>Under assessment</td>
</tr>
</tbody>
</table>
### Days Taken to Approve Planning Application

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
</tr>
</thead>
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<tr>
<td>1 - 30 days</td>
<td>3</td>
<td>1</td>
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<td>6</td>
</tr>
<tr>
<td>31 - 60 days</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>2</td>
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<td></td>
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<tr>
<td>Over 60 days</td>
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<td>4</td>
<td>2</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td>16</td>
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<tr>
<td>Withdrawn / Permit not req. / Lapsed/Refused</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td><strong>Number of applications finalised</strong></td>
<td><strong>17</strong></td>
<td><strong>10</strong></td>
<td><strong>9</strong></td>
<td><strong>6</strong></td>
<td></td>
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<td><strong>42</strong></td>
</tr>
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</table>

### Delegated Planning Approvals

<table>
<thead>
<tr>
<th>File No.</th>
<th>Description</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA3728/2</td>
<td>Subdivision 2 lot and creation of carriageway easement</td>
<td>141 Lakins Road Mansfield</td>
</tr>
<tr>
<td>DA6875</td>
<td>Use &amp; development of an outbuilding</td>
<td>350 Tabletop Road Bridge Creek</td>
</tr>
<tr>
<td>DA6718</td>
<td>Development for a dwelling &amp; outbuilding</td>
<td>136 Ambrose Drive Tolmie</td>
</tr>
<tr>
<td>DA4881</td>
<td>Development of a dwelling &amp; outbuildings &amp; removal of native vegetation</td>
<td>109 Glencoe Ridge Howes Creek</td>
</tr>
<tr>
<td>DA3789</td>
<td>Development of dwelling</td>
<td>2 Mountain Rise Merrijig</td>
</tr>
</tbody>
</table>
BUILDING

Monthly Comparative Value of Building Permits Lodged

<table>
<thead>
<tr>
<th></th>
<th>2017-18</th>
<th>2016-17</th>
<th>2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL</td>
<td>$2,806,374</td>
<td>$1,239,521</td>
<td>$2,882,301</td>
</tr>
<tr>
<td>AUG</td>
<td>$2,575,688</td>
<td>$3,028,490</td>
<td>$2,036,159</td>
</tr>
<tr>
<td>SEP</td>
<td>$3,525,850</td>
<td>$3,283,640</td>
<td>$4,076,727</td>
</tr>
<tr>
<td>OCT</td>
<td>$3,669,368</td>
<td>$3,087,059</td>
<td>$3,980,488</td>
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<tr>
<td>NOV</td>
<td>$2,110,805</td>
<td>$2,840,190</td>
<td>$4,195,913</td>
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<tr>
<td>DEC</td>
<td>$3,425,626</td>
<td>$1,287,616</td>
<td>$2,340,597</td>
</tr>
<tr>
<td>JAN</td>
<td>$1,412,051</td>
<td>$4,662,701</td>
<td>$1,931,990</td>
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<tr>
<td>FEB</td>
<td>$3,317,615</td>
<td>$3,473,971</td>
<td>$3,256,275</td>
</tr>
<tr>
<td>MAR</td>
<td>$4,018,171</td>
<td>$5,215,249</td>
<td>$3,259,043</td>
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<tr>
<td>APR</td>
<td>$6,325,641</td>
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<td>MAY</td>
<td>$3,247,878</td>
<td>$4,056,281</td>
<td>$3,462,222</td>
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<tr>
<td>JUN</td>
<td>$1,011,969</td>
<td>$3,462,222</td>
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<tr>
<td>TOTAL</td>
<td>$33,187,189</td>
<td>$36,720,571</td>
<td>$38,126,336</td>
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</table>

Monthly Comparison of Permits Lodged for Dwellings

<table>
<thead>
<tr>
<th></th>
<th>2017-18</th>
<th>2016-17</th>
<th>2015-16</th>
</tr>
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<tbody>
<tr>
<td>JUL</td>
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</tr>
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<td>AUG</td>
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<td>OCT</td>
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<td>JAN</td>
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</tr>
<tr>
<td>FEB</td>
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<td>MAR</td>
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<tr>
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<tr>
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## Value of Building Permits Lodged with Council

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>Value</th>
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<tr>
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<td>ALT &amp; ADDITIONS</td>
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<td>DOMESTIC SHEDS &amp; CARPORTS</td>
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<td>SWIMMING POOLS &amp; FENCES</td>
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<tr>
<td>TOTAL COST OF BUILDING WORKS</td>
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## SEPTIC

### Septic Applications Lodged, Approved and Issued for the Month

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<tr>
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<tr>
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</tr>
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<td>NOV</td>
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</tr>
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<tr>
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## Septic Applications Lodged

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<td>6</td>
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<tr>
<td>TOTAL</td>
<td>57</td>
<td>73</td>
<td>75</td>
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</table>
CAPITAL WORKS

The work to replace culverts on Howqua Track, Merrijig has commenced by contractor Alpine Civil. Works are expected to be completed by end of May.

The road resealing program is nearing completion with 95% of the work completed by Sprayline.

Works on the rural road resheeting has been delayed due to material not meeting Council’s specification. These works are due to recommence shortly and be completed by end of May/early June.

The final seal on Ogilvies Road was completed on 19 April by Fineblade including the last section east of Dundas Court.

The contract for the construction of gravel footpaths along the Midland Hwy and Malcolm Street has been awarded to Alpine Civil. Works are due to commence shortly.

The construction of the Bouldering Wall at the Youth Hub (skate park) has commenced with the wall being installed and soft fall to be completed week commencing 30 April.

The construction of the additional tennis court and hit up wall at the Elvins Street complex is well underway and expected to be completed mid May. However due to cool temperatures the acrylic surfacing cannot be completed until October, but the court and hit up wall can still be used in the interim.

Building maintenance works have commenced with works on the old Mechanics Institute and the PAC. Maintenance works have also been carried out of some of Council public amenities.
FIELD SERVICES

Major works for the month:

- Seal road potholes in Mansfield Town.
- Maintenance to toilets in Mansfield and Jamieson.
- Grading Shanks rd, Howqua river rd, Delatite lane, Wairere rd, Long Lane, Greens rd, McKees lane, Olivers rd, Youngs rd and Aldous rd.
- Drain cleaning in Howqua track, Delatite lane, Homepoint dr, Wairere rd and Sawmill area.
- Remove rubbish from the ecafe and install new basketball ring.
- Rail Trail path maintenance and Drain cleaning.
- Potholing gravel roads in Tolmie and Dueran Lane.
- Drain cleaning vacuuming leaves in Mansfield and Bonnie Doon streets.

Minor Works for the month:

- Maintenance and reporting of play grounds, BBQ and Toilets
- Vandalism occurring with time spent straightening and replacing signs.
- Sealed road maintenance, Road signs and drain cleaning Mansfield, Bonnie Doon and Jamieson
- Install and remove banners at the start of High street
- Street sweeper in Mansfield, Jamieson and Bonnie Doon
- Working to complete CRMS issues
- The cleaning of rubbish and butt bins in the CBD every 2 weeks

Plant Hours: Combined, three Graders operated for 230 hours throughout the month of April.
PARKS & GARDENS

Major works for the month:

Mansfield

- Pruning street trees for pedestrian, vehicle clearance and school bus routes
- Weed control.
- Preparations Anzac Day
- Vegetation Removal and paver installation at Youth Centre, Erril St. (see picture)
- Development of large garden bed amongst the red gums in Botanic Park (see picture)
- Rejuvenate the garden bed at Mansfield Cemetery Niche Wall area (see picture)
- Fertilize 3 Mansfield ovals, Lords, Rec. Reserve and High School

Goughs Bay. Mowing, brush cutting lakeside reserves and walking path areas.
Maindample. Mowing public park.
Merton. Mowing and brush cutting public reserves and roadside areas.
Bonnie Doon. Mowing and brush cutting public reserves. Mowing footy oval as required.

Minor Works for the month:

- Daily rubbish pick up walk through in Mansfield.
- Regular scheduled rail trail maintenance
- Regular scheduled garden rounds.
- Regular scheduled mowing rounds.

Jamieson. Mowing and brush cutting of River reserves and township
Macs Cove. Mowing and brush cutting public reserves.
The continuing dry spell has kept us busy watering, everywhere.

The main gatehouse at the Mansfield Cemetery has been washed down. The niche wall garden has been given a facelift (photo above). There were 3 interments at Mansfield and one at Bonnie Doon this month.
ANZAC DAY

Ward Councillors attended numerous Anzac Day Services across the Shire to honour and remember the commitment and sacrifices of all our servicemen and servicewomen in conflicts since the First World War, and those who continue to serve today.

Wreaths were laid on behalf of Councillors and residents at services which took place at Mansfield, Jamieson, Bonnie Doon, Tolmie and Merrijig.

INDI COUNCILS ROUND TABLE DISCUSSION WITH CATHY MCGOWAN

Mayor, Cr. Paul Volkering and CEO, Alex Green attended a round table discussion on 23 April with representatives from Alpine, Benalla, Indigo, Moira, Murrindindi, Towong, Wangaratta and Wodonga councils facilitated by our Federal Member, Cathy McGowan MP.

The purpose of the discussion was to:
• catch up on local government activities
• 2018-2019 Budget
• ALGA National General Assembly of Local Government
• Parliamentary and Electoral Update

These meetings provide us with the opportunity to discuss matters of mutual interest with our neighbouring councils.

THREE FACES PORTRAIT ARTS PRIZE REVEAL

Cr. Attley attended the ‘Reveal’ of the sitter and announcement of the artists participating in the Biennial 2018 Mansfield Three Faces Portrait Arts Prize held at the Delatite Hotel on 27 April.

Council continues to be the major sponsor of this initiative which has been successfully run by the Mansfield Arts Council since its inception in 2007. The Mayor will participate in the judging at the ‘Unveiling’ event which will occur on 7 June and as sponsor, Council will acquire the winning portrait which will be displayed in the foyer of the municipal office alongside previous winning portraits of prominent local residents.
INFORMATION MANAGEMENT

With our current PABX near end of life we have a new phone system planned for installation within the next few months. As part of the switch under the contract, we will have 100 Mbps Fibre internet connection service through Telstra. This service should be available in June.

This fast internet will assist us with our Office 365 migration. In preparation for the implementation of office 365 relevant staff have undertaken training in “Enabling and Managing Office 365”.

CUSTOMER SERVICE & RECORDS

This month has been busy with dog registrations for the team. Customer Service have also provided additional admins support for environmental health with data entry and the Rates department with updating change of address details.

HUMAN RESOURCES

As part of the recent restructure there were a number of positions that were offered to staff whose positions were to be made redundant. As some of these employees declined the offer of redeployment there has been a significant amount of recruitment activity to fill the vacant positions.

Application numbers have been down compared to previous years however with the exception of two positions all have been filled.

RISK & OHS

The following policies and procedures have been completed and are awaiting management approval.

- First Aid Policy, Procedure and Forms;
- Incident Notification Policy, Procedure and Forms.

A number of other policies are currently being worked including Hazard Identification and Inspection Policy to include procedures and forms.

Inspections

Workplace inspections were undertaken at the Mansfield Library, Depot Office, Depot Workshop, Mansfield Youth Centre and Mansfield Family and Children’s Centre.

In addition, inspections were undertaken at the Resource Recovery Centre, Mansfield Sports Complex, Mansfield Recreation Reserve and Mansfield Aquatic Centre.

CRMS – RISK OHS DATA

111 CRMS’s have been raised between the 1 January 2018 and the 30 April 2018. Of these 111 CRMS’s, one is open, 37 are outstanding and 73 have been closed.
CRMS Overview

Incident Overview

There were 11 incidents reported between 1 January 2018 and the 30 April 2018. Of these incidents, five were in relation to members of the public and five were in relation to employees.

Of the six incidents relating to employees, one was a near miss, accidental property damage and the other four were minor injuries. Of the four employee injuries, one was a report only injury and three were first aid treatment injuries.
GOVERNANCE & STRATEGY DEPARTMENTAL REPORT
MAY 2018

GOVERNANCE

The Local Government Act Bill is yet to be introduced into Parliament for debate. No further information has been provided from the Government as to when the Bill will be tabled.

Council lodged its submission with Local Government Victoria in March 2018 and according to the draft Bill, this is expected to occur in “mid 2018”.

Once Royal Assent is given, Stage 1 of the introduction of the new act is expected to occur in July 2018, with the introduction of new provisions around high level governance issues including roles and powers of councils, overarching principles as to how we operate and the constitution of councils.

Council will then have a further 6 months to prepare a range of new policies and plans as Stage 2 of the new Act’s implementation.

Stage 3, proposed for July 2019, will see the introduction of new governance rules and a raft of new policies are required to be produced and adopted.

The final stage of implementation will occur at the 2020 General Election.

ECONOMIC DEVELOPMENT

Small Business Victoria Workshops

Local business operators have really engaged this month with the Small Business Victoria Workshops hosted by council.

On average the workshops had 13 participants from a range of business sectors with feedback indicating high levels of satisfaction.

The Victorian Small Business Bus will also be in town on 24 May 2018 for free advice on developing a your business idea, formulating a business plan and marketing a business.

For more information about workshops visit business.vic.gov.au

STRATEGY

Minister approves Amendment C36

The Mansfield Shire Domestic Wastewater Management Plan was funded several years ago by the State Government as a pilot project to uncover the latest science around wastewater treatment and behaviour and its cumulative effects on water supply catchments.

It retested the thinking of the impacts of our general household wastewater and septic tank dispersal fields to nearby waterways and water bodies and how this affects the quality of the water in the catchments such as Lake Eildon and Lake Nillahcootie.

This study and subsequent planning scheme amendment has had a wide reach as 95% of the Shire is within a special water supply catchment.

Many properties through out the Shire are affected by the revised controls that were proposed by the amendment. This required significant community engagement and notification programme during exhibition of the amendment.

This amendment seeks to bring the findings of the Mansfield Shire Domestic Wastewater Management Plan into the planning scheme as a reference document to a local policy
and two revised Environmental Significance Overlays.

The overlays place requirements on planning applications for the siting of future dwellings and additions over a certain size, earthworks, vegetation removal and other matters.

As an example, there are setback requirements to declared waterways for certain buildings and works to protect the buffer areas required to prevent seepage into the catchments. This is a significant amendment for the Shire and one that will protect our waterways and catchments for future generations. The amendment will come into effect upon its gazettal which is anticipated in the next week or so.
The proposed 2018-19 budget is currently on public exhibition for a period of 28 days during which we welcome community feedback. Submissions should be made in writing and addressed to the CEO prior to the closing date of 15 May 2018. A submissions hearing will be scheduled for 1:30pm on 29 May 2018 for Councilors to consider all submissions.

The Mansfield public budget forum was held on 1 May 2018 and was attended by approximately 15 community members.

The Melbourne non-resident ratepayers forum will be held on 9 May 2018 in Whitehorse. Details are available on Council’s website.

Representatives from the Victorian Auditor Generals Office (VAGO) completed an interim financial audit in early May. The visit is a preliminary assessment prior to the final audit scheduled for August.

Two internal audits have been performed in recent months by contractors from AFS & Associates. The reports will be presented to the Audit and Risk Advisory Committee at their May meeting.

We are working on improving the array of online payments that can be made through our website, and the customer experience in making those payments.

Spencer the Snail, designed inhouse by Revenue Officer Kristine Bretherton, will be promoting a drive to register for electronic delivery of information and invoices. This will assist council to move customers from snail mail to electronic mail, achieving cost and efficiency savings, and improving customer service.

<table>
<thead>
<tr>
<th>No.</th>
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<tr>
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<td><strong>TOTAL</strong></td>
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The fourth instalment rate notices have been issued and are due 31 May 2018. Supplementary rate assessments are now closed off until the new financial year.

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10.2 DEVELOPMENT SERVICES

10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers)

File Number: DA2935
Responsible Officer: Claire Wilkinson Statutory Planning

Disclosure of Conflicts of Interest

The author of this report does not have a direct or indirect Conflict of Interest in this matter, as defined by the Local Government Act 1989.

Introduction

The purpose of this report is to seek Council’s determination of a retrospective application for a planning permit for buildings and works (earthworks) and outbuildings (shipping containers) on the land described as 55 Grandview Drive, Barwite.

The application was submitted following compliance action taken by Council in response to complaints received by the public.

The application has been referred to Council as the application has received more than four (4) objections. Current Council Policy requires that planning applications that have received more than four objections must be decided by Council.

Application Details

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<tr>
<td><strong>Applicant</strong></td>
<td>Richard Luczyiec</td>
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<tr>
<td><strong>Proposal</strong></td>
<td>Buildings and works (earthworks) and outbuildings (shipping containers)</td>
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<td><strong>Application lodged</strong></td>
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| **Notice and Submissions** | Notice to surrounding properties - Yes  
Notice on site - Yes  
Notice in newspaper - No  
Number of objections - Nine (9) |

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<td><strong>Property Address</strong></td>
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<tr>
<td><strong>Legal Description</strong></td>
<td>Lot 21 on PS403034</td>
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<td><strong>Land Area</strong></td>
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<td><strong>Existing Use</strong></td>
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<td><strong>Restrictive Covenants</strong></td>
<td>Section 173 Agreement V457000Q</td>
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<table>
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<td><strong>Zone</strong></td>
<td>Clause 35.03 Rural Living Zone (RLZ1)</td>
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| **Overlays** | Clause 42.01 Environmental Significance Overlay (ESO2) – Lake Nillahcootie Catchment  
Clause 44.06 Bushfire Management Overlay (BMO) |
| **State Planning Policy Framework** | Clause 11.12-2 Environmental assets  
Clause 12.04-1 Environmentally sensitive areas  
Clause 13.05-1 Bushfire planning strategies and principles  
Clause 14.02-1 Catchment planning and management  
Clause 14.02-2 Water quality |
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

| Local Planning Policy Framework | Clause 21.05-3 Water catchment planning  
Clause 21.06-3 Bushfire  
Clause 22.02 Design and siting guidelines in rural areas |
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<td>Clause 35.03-4 – A permit is required to construct a building or construct or carry out works</td>
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<td>Clause 42.01-2 - A permit is required to construct a building or construct or carry out works</td>
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Executive Summary

A retrospective planning permit is sought to carry out buildings and works (earthworks) and outbuildings (shipping containers) on land described as 55 Grandview Drive, Barwite being Lot 21 PS403034. The key findings of the report are:

- This proposal is located on a site within a scenic area of significant rural ambience and prominent views. The current extent of earthworks has established a site cut that allows for the shipping containers to be topographically set into the landscape, however further work is needed to reduce the visual impact of the structures on the site.

- The existing location of the property on the corner of two prominent local streets lends itself to offer increased visibility. Two new crossovers have been established off Bromfield Drive. No consultation with the shire's engineering department and no permit for works within a road reserve had been obtained for these works. An Engineering assessment of the site has confirmed that both of the crossovers that have been established have not been installed to the required standard.

- A Section 173 is registered on title for the subject site. The location of the proposed shipping containers is within the building envelope stipulated on title for the lot. However, the extent of earthworks and site clearing extends beyond the stipulated building envelope.

- An assessment of the application has established that relevant state and local planning policies, zone and overlay provisions, and the Decision Guidelines of Clause 65 of the Mansfield Planning Scheme are complied with subject to conditions to bring the proposal into compliance with the scheme and to reflect the extent of works that would have been supported should a permit have been sought prior to works commencing.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthenworks) and outbuildings (shipping containers) cont.

Background

Subject site & locality

The subject site is located at 55 Grandview Drive, Barwite legally described as Lot 21 PS403034. The site is 2.406 hectares in area and is an irregular shaped corner allotment.

The site is located within an existing subdivision zoned Rural Living Zone. Adjoining properties to the north, west and east of the site have dwellings constructed on site as well as associated outbuildings. The dwellings on these lots are 100 metres north and 125 metres west of an existing dwelling on the subject site.

An existing gravel crossover and driveway is situated in the north wester n corner of the lot and provides all weather access into the site. The existing access extends approximately 90 metres into the allotment towards the centre of the lot where a two storey, three-bedroom dwelling and outbuilding (shed) have been constructed on the property. The existing residence is situated 34 metres from the northern property line and has an existing total floor area of 122.37 square metres. The site has an existing 16 metre rise across the site sloping upwards from the corner of Grandview Drive and Bromfield Drive towards the adjoining property to the north (45 Grandview Drive).

An Environmental Significance Overlay applies to the site that relates to the Lake Nillahcootie special water supply catchment. A Bushfire Management Overlay also applies to the site.

There is no reticulated wastewater or water available to the property. An existing septic tank has been installed for waste water generated by the dwelling on site and this was approved in November 2001. The system has an existing irrigation area that is currently situated to the south of the dwelling. An existing dam is located approximately 45 metres south east of the dwelling in proximity to the boundary with Bromfield Drive.

One listed encumbrance is registered on the title as affecting the land.

- Section 173 Agreement in instrument V457000Q registered 3 June 1998 pertains to Lots 12-31 in Plan of Subdivision 403034M.

The Section 173 Agreement stipulates building envelopes on the subject lots.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Figure 1: Aerial view of subject site and surrounds

Permit/Site History

The following planning permits have been previously approved for the site:

- P111/91 Subdivide the land in three stages as per attached plan ref. 2578/S and the use of the lots so created for rural living - issued 18 November 1991
- PH/01/00187 Construction of a Dwelling – issued 4 July 2001

Proposal

The current owner has submitted a retrospective planning permit application for buildings and works (earthworks) and outbuildings (shipping containers) to be used for personal storage.

The layout of the development is included in the attachments.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Figure 1 shows the 57 metre by 27 metre site cut and excavation to level the site. It also shows the location of four shipping containers in the north eastern section of the allotment (2017 aerial view of the subject site and surrounds). The shipping containers measure 6 metres by 2.4 metres and have a combined floor area of 59 square metres. The containers are approximately 85 metres south of a neighbouring dwelling at 45 Grandview Drive. The applicant has currently installed a section of camouflage netting over two of the four containers as screening.

Two additional points of vehicular access are also visible in Figure 1. An approximate 135 metre long driveway has been established off the southern boundary of the site providing access/egress to Bromfield Drive. Another shorter crossover off Bromfield Drive has been created off the eastern boundary of the site. The applicant has submitted that these points of access were created to allow for the initial delivery of the containers by heavy haulage vehicles. The applicant wishes to maintain the new points of access as ‘additional property fire weather emergency evacuation routes to southern and eastern directions’.

The scope of the current application work will not result in any native vegetation removal. Earlier aerial imagery for the site does not show that native vegetation was situated in the area where works without a permit have occurred. It is proposed that the existing dwelling and any additional structures on the subject site will remain in situ.

In response to the initial Council planning review, an objectors consult meeting as well as written submissions from objectors, the applicant has provided further information in relation to the works on site and has also submitted amendments to the current submission. Plan revisions were provided to Council on 16 April 2018. The changes to the initial proposal can be summarized as follows:

- Two proposed tree line plantings in relation to the positions on site where the shipping containers are most visible.
- Revised layout with updated position of four shipping containers to reflect their current location/positioning on site.

Mansfield Planning Scheme Context

State Planning Policy Framework (SPPF)

The relevant provisions of the SPPF which must be considered in the assessment of this proposal are outlined in this section.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Clause 11 Settlement

Clause 11.12-2 Environmental assets

To protect environmental and heritage assets, and maximise the regional benefit from them, while managing exposure to natural hazards and planning for the potential impacts of climate change.

Planning must conserve water and manage waterways and storages as key environmental, social and economic assets to the region.

Officer response

As the site is located in a special water supply catchment, the application has been referred to Goulburn Murray Water for assessment. The water authority has not objected to the buildings and works (earthworks) and outbuildings (shipping containers), which are in proximity to an unnamed watercourse in the catchment.

Clause 12 Environmental and landscape values

Clause 12.04-1 Environmentally sensitive areas

To protect and conserve environmentally sensitive areas.

Planning must protect environmentally sensitive areas from development which would diminish their environmental, conservation or recreation values.

Officer response

It is considered that the scope of works and scale of development is not of a scale that will diminish the values of the area subject to appropriate rehabilitation of the land through conditions on the planning permit.

Clause 13 Environmental Risks

Clause 13.05-1 Bushfire planning strategies and principles

To assist to strengthen community resilience to bushfire.

Overarching strategies include prioritising the protection of human life over other policy considerations in areas at risk from bushfire; and apply the precautionary principle to decision-making when assessing the risk to life, property and community infrastructure.

Outbuildings associated with a dwelling less than 100 m² are exempt from requiring a planning permit under the Overlay.
10.2.1  P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Officer response

A Bushfire Management Overlay applies to the site. The applicant is proposing to construct four (4) shipping containers on an allotment with an existing dwelling. The combined 59 square metre floor area of the containers does not exceed 100 square metres and therefore, pursuant to Clause 44.06-1, the buildings and works does not require assessment under the bushfire provisions.

Clause 14 Natural Resource Management

Clause 14.02 Water

Clause 14.02-1 Catchment planning and management

To assist the protection and, where possible, restoration of catchments, waterways, water bodies, groundwater, and the marine environment.

Planning must protect water catchments and water supply facilities to ensure the continued availability of clean, high-quality drinking water.

Clause 14.02-2 Water quality

To protect water quality

Planning must ensure that land use activities are managed to reduce runoff to waterways.

Officer response

The Goulburn Broken Regional Catchment Strategy 2013-2019 applies to the land. It is considered that the expected impacts stemming from the works can be appropriately addressed through permit conditions relating to the protection of water quality. The application was referred to Goulburn-Murray Water with no objections raised in relation to works on this specific site.

Local Planning Policy Framework (LPPF)

The following Local Planning Policies and objectives (in italics) are relevant to this application:

Clause 21.05 Environmental and Natural Resource Values

Clause 21.05-3 Water catchment planning

It is policy to recognise and protect the environmental significance of the Special Water Supply Catchments.

Land use and development of land abutting Lake Eildon and Lake Nillahcootie needs to be carefully assessed having regard to their attributes and ensuring that water quality, biodiversity and the visual amenity of the landscape is not prejudiced.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Relevant objective and strategies include:

- Recognise and protect the environmental significance of the Special Water Supply Catchments.
- Ensure best practice Water Sensitive Urban Design (WSUD) techniques are used in new urban and rural development. Prevent development in the catchment that is detrimental to water quality.
- Improve the quality of urban stormwater entering the catchment.

Planning must ensure that water is released into the catchment in its best possible condition.

Clause 21.06 Environmental Risks

Clause 21.06-3 Bushfire

The Regional Bushfire Planning Assessment identifies that development pressure near forested land and often in locations where there is only one access road is a major risk. The bushfire risk is increasing in areas that are popular for residential and rural residential development, areas where there is a high number of non-resident landowners. Council has completed the Bushfire Planning Provisions – Mitigating Risk in Small Townships 2014 report which has led to a greater understanding of the risk levels of smaller towns and settlements.

It is policy to ensure that strategic and settlement planning decisions prioritise the protection of human life, over other policy considerations.

Officer response

See officer response under Clause 13.05-1 above.

Clause 22.02 Design and siting guidelines in rural areas

The policy basis of the Clause is to ensure;

- The rural areas of the Shire are acknowledged as one of the Shire’s and the region’s greatest assets.
- The design and siting of buildings, access driveways and other earthworks must be such as to limit the impact on the visual amenity. This is particularly so in areas of high visual amenity, such as in the more scenic valleys and on or near exposed ridgelines.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

It is policy that:

- **Buildings should be unobtrusive in the landscape, be located along tree lines or topographically obscured to reduce their visual impact.**
- **Substantial landscaping should be used to reduce the visual impact of the buildings on the landscape.**
- **Buildings, including sheds, should be constructed out of materials capable of blending in with the natural surrounding environment whether this be in natural form or via a tailored paint scheme.**
- **External finishes on buildings should:**
  - Respond to, compliment and/or reflect the colours and textures evident in the natural environment;
  - Have a low reflectivity to minimise glare and visual impact.

Officer response

It is suggested that a condition requiring amended plans to ensure that the shipping container exteriors are muted colours and non-reflective to address the design and siting guidelines in rural areas. Further to these policy requirements, works will be required to remove and reinstate landscaping where two new access driveways have been created. Further landscaping will also be required to suitably screen the shipping containers from the nearest adjoining roadway (Bromfield Drive) and the dwelling to the north (45 Grandview Drive).

Zoning and Overlays

**Clause 35.03 – Rural Living Zone 1 (RLZ1)**

The purpose of the Zone is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for residential use in a rural environment.
- To provide for agricultural land uses which do not adversely affect the amenity of surrounding land uses.
- To protect and enhance the natural resources, biodiversity and landscape and heritage values of the area.
- To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.

**Permit Trigger:** Pursuant to Clause 35.03-4, a planning permit is required to construct a building or construct or carry out works (earthworks and shipping container).

Officer response

The works and development is generally in accordance with the decision guidelines of the Rural Living Zone, however it is considered that some aspects associated with the scope of works are not in keeping with the character of the area (e.g. number of crossovers, extent of
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Site works). Conditions of the planning permit will require that works are undertaken to mitigate adverse impacts on neighbouring properties.

Clause 42.01 - Environmental Significance Overlay – Schedule 2

The purpose of the Overlay is:
- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

At Schedule 2, the environmental objectives to be achieved are:
- Ensure the protection and maintenance of water quality and water yield within the Lake Nillahcootie Proclaimed Catchment Area
- Protect and enhance the visual amenity and landscape of the catchment area

Permit Trigger: Clause 42.01-2 stipulates that a permit is required to construct a building or construct or carry out works.

Schedule 2 – 3.0 Lake Eildon Catchment Permit Requirements

<table>
<thead>
<tr>
<th>Referral Requirements</th>
<th>Officer’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following application must be referred in accordance with Section 55 of the Act to the referral authority specified in Clause 66.04 or a schedule to that clause.</td>
<td>In accordance with Figure two, the subject site is less than 100 metres from a watercourse within the catchment area.</td>
</tr>
<tr>
<td>All Land All applications for development of land within 100 metres of the full supply level of Lake Nillahcootie or from any watercourse within the catchment area</td>
<td></td>
</tr>
</tbody>
</table>

Figure 2: Subject site, approximate distance from a watercourse within the catchment area
### Officer response

Before deciding on an application, the responsible authority must consider the Decision Guidelines of the Schedule to Clause 42.01 as follows:

<table>
<thead>
<tr>
<th>Decision Guidelines</th>
<th>Officer’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The recommendations of the ‘Guidelines for the Protection of Water Quality’</td>
<td>Protective measures will be required by conditions on permit to ensure the protection and maintenance of water quality and water yield within the Lake Nillahcootie Proclaimed Catchment Area.</td>
</tr>
<tr>
<td>in relation to any proposed use or development, particularly recommended setback</td>
<td></td>
</tr>
<tr>
<td>distances</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>When setback recommendations cannot be achieved for infill development applications</td>
<td>Land within the setback should be required to provide for site remediation with reinstatement works along the property boundary.</td>
</tr>
<tr>
<td>in pre-existing subdivisions, setback distances using neighbouring setbacks or</td>
<td></td>
</tr>
<tr>
<td>previous building footprints.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The potential for the proposed development to degrade water quality or quantity</td>
<td>As the site is in a special water supply catchment, the application has been referred to Goulburn Murray Water for assessment. The water authority has not raised concerns in relation to the buildings and works (earthworks) and outbuildings (shipping containers) in proximity to an unnamed watercourse in the catchment.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The intensity of the development</td>
<td>It is considered that the site works and personal storage within shipping container outbuildings does not alter the low density use of the land and represents a scale of use and development common for a rural living property.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>The maintenance and improvement of the visual quality of the area as viewed from</td>
<td>The view from the original entrance to the site will remain largely unchanged. It is considered that permit conditions require that the two additional points of access be removed with lands reinstated to address this impact. New landscaping along with the existing site topography and localised undulations will assist to screen the current development on site.</td>
</tr>
<tr>
<td>roads and private property</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

<table>
<thead>
<tr>
<th>Decision Guidelines</th>
<th>Officer’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The siting, colour and design of buildings</td>
<td>The external finishes of the shipping containers will require painting to, compliment and/or reflect the colours and textures evident in the natural environment. Additional camouflage netting will also be required to minimise glare and visual impact.</td>
</tr>
<tr>
<td>Appropriate measures to prevent erosion of banks, streambeds and adjoining land and the siltation of watercourses, drains and other features.</td>
<td>Protective measures are required to ensure the protection and maintenance of water quality and water yield within the Lake Nillahcootie Proclaimed Catchment Area.</td>
</tr>
<tr>
<td>Appropriate measures to prevent pollution, increased nutrient loads and increased turbidity of water in watercourses, drains and other features.</td>
<td>Refer to aforementioned considerations regarding erosion and sediment control measures.</td>
</tr>
<tr>
<td>Whether the environmental objectives of this schedule will have been met.</td>
<td></td>
</tr>
<tr>
<td>Appropriate measures to prevent increased surface water run-off or concentration of surface water run-off leading to erosion, siltation, pollution of watercourses, drains and other features.</td>
<td>Refer to aforementioned considerations regarding erosion and sediment control measures.</td>
</tr>
<tr>
<td>Any management plan prepared by the relevant water board or water supply authority.</td>
<td>The Goulburn Broken Regional Catchment Strategy 2013-2019 applies to the land. It is considered that the expected impacts stemming from the illegal works can be appropriately addressed through permit conditions relating to the protection of water quality. The application was referred to Goulburn-Murray Water with objections raised in relation to works on this specific site.</td>
</tr>
<tr>
<td>The comments of the Goulburn Murray-Water Authority, and where appropriate the Goulburn Broken Catchment Management Authority.</td>
<td>Referral has been incorporated into the assessment of the proposal.</td>
</tr>
</tbody>
</table>
## General Provisions

### Clause 65 Decision Guidelines

Before deciding on an application or approval of a plan, the responsible authority must consider the matters set out in the decision guidelines.

### Officer response

<table>
<thead>
<tr>
<th>Officer’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The matters set out in Section 60 of the Act.</strong></td>
</tr>
<tr>
<td>It is considered that the application adequately responds to:</td>
</tr>
<tr>
<td>a) The Mansfield Shire Planning Scheme.</td>
</tr>
<tr>
<td>b) Any submissions received.</td>
</tr>
<tr>
<td>c) Any decision and comments of a referral authority.</td>
</tr>
<tr>
<td><strong>The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.</strong></td>
</tr>
<tr>
<td>Please refer to Officer Responses in the preceding pages. It is considered all state and local planning policy objectives and strategies can be met by this proposal subject to conditions.</td>
</tr>
<tr>
<td><strong>The purpose of the zone, overlay or other provision.</strong></td>
</tr>
<tr>
<td>The proposal meets the purpose in that it provides for buildings and works in a rural living area.</td>
</tr>
<tr>
<td><strong>Any matter required to be considered in the zone, overlay or other provision.</strong></td>
</tr>
<tr>
<td><strong>The orderly planning of the area.</strong></td>
</tr>
<tr>
<td>It is considered that with appropriate conditions in relation to the preservation of local amenity the proposal can produce acceptable outcomes in keeping with the existing pattern of development.</td>
</tr>
<tr>
<td><strong>The effect on the amenity of the area.</strong></td>
</tr>
<tr>
<td>It is considered that the extent of works will need to be revised to address current impacts to local amenity. The shipping containers will require painting and further camouflage netting utilise materials and colours that will not aesthetically contrast the surrounding landscape. The position and number of shipping containers is not considered unsuitable to the size of the rural living allotment.</td>
</tr>
</tbody>
</table>
### 10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

<table>
<thead>
<tr>
<th></th>
<th>Officer’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proximity of the land to any public land.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Factors likely to cause or contribute to land degradation, salinity or reduce water quality.</td>
<td>The shipping containers will not generate wastewater and a reticulated waste water system currently services the dwelling.</td>
</tr>
<tr>
<td>Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.</td>
<td>It has been identified that the scope of the proposed new points of access on site may result in stormwater impact on the adjoining road and potentially, adjacent lots. It is considered that the two additional points of access be removed with lands reinstated to address this impact.</td>
</tr>
<tr>
<td>The extent and character of native vegetation and the likelihood of its destruction.</td>
<td>It is considered that the balance of existing established trees will maintain the extent and character of native vegetation</td>
</tr>
<tr>
<td>Whether native vegetation is to be or can be protected, planted or allowed to regenerate.</td>
<td>Two areas of new vegetation plantings are proposed as a component of landscaping.</td>
</tr>
<tr>
<td>The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.</td>
<td>The scope of work does not trigger the requirements to address and minimise fire hazard.</td>
</tr>
</tbody>
</table>

### Other matters

#### Section 173 Agreements and covenants

A Section 173 Agreement is registered on title. The location of the shipping containers is within the building envelope stipulated in the section 173 Agreement, however the extent of earthworks and site clearing extends beyond the stipulated building envelope. Conditions can require the rehabilitation of this area.

#### Cultural Sensitivity

The site is not identified as containing areas of Aboriginal Cultural Heritage Sensitivity.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Consultation

Referral Responses
The application has been referred to the following internal and external agencies:

Section 55 Referral

<table>
<thead>
<tr>
<th>Authority</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goulburn Murray Water</td>
<td>No objection subject to two conditions relating to sediment control and storm water run-off.</td>
</tr>
</tbody>
</table>

Internal/ Council Referral

<table>
<thead>
<tr>
<th>Authority</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>&quot;Bromfield 1&quot; driveway crossing has been constructed in a location which compromises an existing cross-road Council drain and, unless the driveway crossing is redesigned by an Engineer to cater for this drainage, is not in a suitable location even though sight distances are adequate.</td>
</tr>
<tr>
<td></td>
<td>&quot;Bromfield 2&quot; driveway crossing has been constructed in a location which currently has inadequate sight distance towards the north-east and the culvert under the crossing is set too close to the road without the required sloping face end-walls.</td>
</tr>
</tbody>
</table>

Advertising
The application was advertised by way of notices to three (3) owners or occupiers of properties within the area, either adjoining the subject site or immediately across the road on Grandview Drive and Bromfield Drive (6 March until 23 March). A public notice was also placed on site. Nine (9) submissions were received in response to advertising. Submissions were received from the owners of an adjoining property at 45 Grandview Drive, a total of five properties in Grandview Drive and a further four properties on Bromfield Drive.

A consultation meeting, attended by the Applicant, eight objectors (15 local residents), Council staff including CEO Alex Green and Crs Volkering, Attley and Westendorp was held on April 4 2018. Unfortunately no compromise was reached at this meeting.

The grounds of the objections can be summarised as follows:

(See table over)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Objection Comments</th>
<th>Number of Times Raised</th>
<th>Officer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amenity</strong></td>
<td>Looks like an industrial area</td>
<td>6</td>
<td>It is considered that the extent of earthworks on site and the position of the containers within 100 metres of a dwelling not in the same ownership has resulted in visual amenity impacts for the adjoining property to the north. Conditions can ensure compliance with the requirements of design and siting guidelines in rural areas by:</td>
</tr>
<tr>
<td></td>
<td>Undermines the tranquility of the area/ diminished quiet rural lifestyle</td>
<td>4</td>
<td>- painting the shipping containers in muted natural tones</td>
</tr>
<tr>
<td></td>
<td>Works have degraded environment/ pollution</td>
<td>2</td>
<td>- the installation of further camouflage netting, and</td>
</tr>
<tr>
<td></td>
<td>No painting of works to blend in with surrounds</td>
<td>2</td>
<td>- planting of shrubs to the north of the containers can negate the visual impact of the structures in the landscape.</td>
</tr>
<tr>
<td></td>
<td>No regard for neighbours</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degrades local property values</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No landscape screening</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Containers</strong></td>
<td>Unsightly</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Siting inconsistent with plans</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Too many/ scale</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dangerous goods could be stored within</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Can enclose 132 cubic metres of possessions</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Crossovers</strong></td>
<td>Drain is broken/ not correctly engineered</td>
<td>7</td>
<td>It is considered that both new driveway crossings are not a preferred location. A condition of permit can require their reinstatement to Council’s satisfaction within two (2) months of the date of the permit.</td>
</tr>
<tr>
<td></td>
<td>Unfinished surface is washing away/ silt is blocking drain/ will cause drainage issues</td>
<td>5</td>
<td>It is considered that a &quot;Works within Road Reserve Permit Application&quot; is required to ensure that Council can advise the applicant as to the best location for a second driveway crossing and any requirements as to construction details.</td>
</tr>
<tr>
<td></td>
<td>High impact to pedestrians/ cyclists/ children/ horse riders</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Driveways are dangerous</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Too many</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poorly located</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Looks unsightly</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Will increase local traffic</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Regulation</strong></td>
<td>Not in accordance with planning scheme</td>
<td>3</td>
<td>It is considered that the retrospective planning permit process for buildings and works (earthworks) and outbuildings (placement of shipping containers) on the subject site require the applicant to address the relevant provisions of the Mansfield Shire Planning Scheme.</td>
</tr>
<tr>
<td></td>
<td>Use of site for commercial</td>
<td>3</td>
<td>This application was lodged because of enforcement action taken by Council’s Compliance Officer, which demonstrates that Council is actively responding to the concerns of residents and taking tangible steps to ensure compliance with the Planning Scheme and planning legislation.</td>
</tr>
<tr>
<td></td>
<td>Encourages others to act without regard of legislative requirements</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not clear what the use of the site will be</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not in accordance with the Environmental Significance Overlay</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Planning Department has not protected residents</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Collapse of legislative planning process</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not clear if containers will be removed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No penalty for doing the wrong thing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Site</strong></td>
<td>Why such a large excavation</td>
<td>2</td>
<td>Development conditions will require that some of the excavated area is reinstated and landscaped, particularly as it relates to views to the land from any road and private land.</td>
</tr>
<tr>
<td></td>
<td>Condition of the nature strip (hazardous)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unsafe</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Road</strong></td>
<td>School bus uses the road</td>
<td>4</td>
<td>It is considered that the development conditions require that the two additional points of access be removed with lands reinstated to address this impact.</td>
</tr>
<tr>
<td></td>
<td>Heavy vehicles inappropriate in the residential subdivision</td>
<td>3</td>
<td></td>
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</tbody>
</table>
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Officer Assessment

It is considered that the buildings and works (earthworks) and outbuildings (shipping containers) can be modified to present an acceptable planning outcome on the following grounds:

(i) Conditions will require that the illegal earthworks be suitably treated to give further consideration of the public realm and surrounding residential area. Additional landscape planting along the north, south and east property boundaries can screen views into the site and address the existing stipulated building envelope on title.

The Objectors’ concerns relating to the breach of the Planning Scheme the illegal buildings and works currently represent are acknowledged. However, the role of Council’s Compliance Officer is to undertaken proactive inspections, and to respond to complaints from the public, to ensure the community is aware of, and complies with, the Mansfield Planning Scheme.

As stated above, it is considered that the remedial works required to bring the buildings and works into compliance with the Planning Scheme represents enforcement action that is commensurate to the risks and impacts created by the illegal works.
10.2.1 P004/18 - 55 Grandview Drive, Barwite – Buildings and works (earthworks) and outbuildings (shipping containers) cont.

Crs Attley/Sladdin:

That Council resolve to issue a Notice of Refusal to Grant a Permit for buildings and works (earthworks and outbuildings) at 55 Grandview Drive, Barwite more particularly described as Lot 21 PS403034, on the following grounds:

1. The proposal is inconsistent with the purpose of the Rural Living Zone of the Mansfield Planning Scheme in that the buildings and works will adversely impact the landscape values of the area.

2. The proposal is inconsistent with the environmental objective at 2.0 of Schedule 2 to the Environmental Significance Overlay of the Mansfield Planning Scheme - in that the buildings and works will adversely impact the visual amenity and landscape of the area.

3. The proposal is inconsistent with the objective of the state planning policy at Clause 12.04-2 of the Mansfield Planning Scheme - Landscapes - in that the buildings and works do not recognise the natural landscape for its aesthetic value and the buildings and works do not positively contribute to the character and identity of the area.

4. The proposal is inconsistent with the objectives of the local planning policy at Clause 22.02 of the Mansfield Planning Scheme - Design and Siting Guidelines in Rural Areas and Upon Significant Ridgelines - in that the buildings and works are not designed and sited to limit environmental and visual impacts.

5. Accepting the approval of the proposed recommendation is setting a precedent that Council accepts that residents are able to carry out building and works without approval.

Carried
ATTACHMENT 10.2.1

P004-18 - 55 GRANDVIEW DRIVE, BARWITE: BUILDINGS AND WORKS (EARTHWORKS) AND OUTBUILDINGS (SHIPPING CONTAINERS)

(6 PAGES)
Figure 2: Local objectors- Nine (9) submissions received
START POINT 1, CLOCKWISE
Ref: Plan Off Subdivision
PS 403034M

NOTE:
TWO FIREFIGHTING & WET WEATHER ACCESS DRIVEWAYS
TO DROP OFF AREA
ON BLOOMFIELD DRIVE

Figure 3: Site Plan
Figure 4: Proposed vegetation planting

START POINT 1, CLOCKWISE
Ref: Plan Off Subdivision PS 403034M

NOTE:
PROPOSED TREE LINE PLANTATION
ON NORTH EAST BLOCK - BLOOMFIELD DRIVE

PROPOSED TREE LINES INDICATED AS: o o o
Figure 5: Site Inspection Photos
Figure 6: Photos of the shipping containers from the nearest adjoining property to the north
10.3 COMMUNITY SERVICES

10.3.1 Community Initiated Projects Policy

File Number: E2254
Responsible Officer: Community Services Manager, Mel Hotton

Disclosure of Conflicts of Interest

The author of this report does not have a direct or indirect Conflict of Interest in this matter, as defined by the Local Government Act 1989.

Introduction

This policy sets out Council’s involvement in infrastructure projects on Council owned or controlled land where they involve the construction of new assets or renewal of assets and are initiated, delivered and maintained by a community group.

Background

Council recognises the value of community based organisations and contribution in the development of local communities. This policy acknowledges many communities are continually striving to improve the appearance of their townships and associated infrastructure outside of the planning cycle and works delivered by Council. In some instances there is a need to assist and support those organisations involved in the development of new infrastructure or renewal of existing assets on Council owned or controlled land.

Statutory Requirements

N/A

Council Plan

Strategic Objective 1.2 Council is an effective advocate on behalf of its community

Strategic Objective 3.2 We support our communities in meeting their own needs.

Financial

N/A

Social

This policy provides the framework for which Community groups and organisations can come together and develop the projects that are important to them and where they would like to head in the future. It is the template for the realisation of Community planning and aspirations.
10.3.1 Community Initiated Projects Policy cont.

Environmental
N/A

Economic
N/A

Community Engagement
N/A

Officer's Comments

The implementation of the Community Initiated Projects Policy will establish a framework for Council arrangements when considering requests by the Community for the construction or renewal of infrastructure on Council owned or managed land and formalise the ongoing management arrangements.

Crs Sladdin/Attley:


Carried
ATTACHMENT 10.3.1

COMMUNITY INITIATED PROJECTS POLICY

(13 PAGES)
Community Initiated Projects Policy

PURPOSE/OBJECTIVE

This policy sets out Council’s involvement in infrastructure projects on Council owned or controlled land where they involve the construction of new assets or renewal of assets and are initiated, delivered and maintained by a community group.

POLICY STATEMENT

Council recognises the value of community based organisations and contribution in the development of local communities. This policy acknowledges many communities are continually striving to improve the appearance of their townships and associated infrastructure outside of the planning cycle and works delivered by Council. In some instances there is a need to assist and support those organisations involved in the development of new infrastructure or renewal of existing assets on Council owned or controlled land.

DEFINITIONS

List all abbreviations/terms used throughout this Policy.
SCOPE

This policy applies to the development of community initiated infrastructure projects, which do not form part of Council’s annual works plan, strategic plan or corporate plan. These projects are for new assets or renewal of community assets such as park furniture, rotundas, property landscaping, community gardens, public art works, footpaths, minor buildings/structures and other civil infrastructure.

RESPONSIBILITIES

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

The Community Services Department is the owner of this policy. Any review of this Policy must be made in consultation with the Community Development Team Leader and the Community Services Manager.

REFERENCES / RELATED POLICIES

This policy relates and refers to the Asset Management Policy

IMPLEMENTATION

This Policy is effective from XXX.

REVIEW DATE

This Policy is to be reviewed by XXX.

AUTHORISATION TO IMPLEMENT POLICY

Signed: ______________________  Witnessed: ______________________

Councillor  Chief Executive Officer

Approval dated:  XXX

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.
POLICY DETAIL

Council Role

- Guidance with Council permit requirements and public consultation processes where required.
- Guidance on how the project proposal relates to Council’s scheduled works or strategic plans.
- Guidance on relevant industry standards and regulations for public infrastructure.
- Guidance with scoping, planning, design and approvals for the project where required.
- Assistance with delivery methodology.
- Advice on risks and legislative requirements in relation to Work, Health and Safety.
- Assistance with the development of a transparent and auditable process for dealing with public money.
- Identify appropriate sites for works to occur.
- Evaluation of outcomes.

Community Group Responsibility

The following items will be considered the responsibility of the Community group unless an alternative arrangement is established and approved by Council.

1. Planning

   1.1. Submit a Community Initiated Project proposal application to the relevant Council department for consideration and approval including the following information:

   - Demonstrated community benefit for current and future generations;
   - Level of Community consultation and/or support gained for the project;
   - Links with current Council and community strategies and plans;
   - Contact details of the organisation with a nominated project supervisor;
   - A budget which specifies the sources of funds expected to be used for the development, implementation and management / maintenance of the project and timeline for completion; and
   - Develop a risk register covering project uncertainties

   1.2. Undertake all scoping, planning, design and approvals for the project where required.

   - Liaise with council staff throughout all process steps.

2. Implementation

   2.1. Implement the project in full according to the final and agreed proposal with Council.

   2.2. Ensure public liability and volunteer insurance coverage is provided to permit the group to undertake the project where in kind labour is anticipated.

   2.3. Appoint appropriately pre-qualified contractors to undertake relevant items of work e.g electrician, plumber, or builder.

   2.4. Meet with Council’s representative to inspect the final works in accordance with relevant regulations.
3. Maintenance

3.1. Meet/agree to the utility costs associated with such infrastructure (e.g. floodlighting, electric barbeques, drinking taps etc.)

3.2. Undertake/agree to the ongoing and routine maintenance for the infrastructure to the satisfaction of Council and the community.

3.3. Arrange for an alternative organisation to assume ongoing maintenance responsibilities for the relevant assets in the event the initiating organisation disbands or determine they no longer wish to be involved in the maintenance of the infrastructure.

“These items above can or may be captured though the Memorandum of Understanding (MoU) process.

4. Abandonment

In the event an asset is abandoned by the initiating community group Council will consider options for the continuation of the asset. It should not be assumed that the asset will continue to be maintained by Council.

In the first instance the initiating organisation will seek to find a replacement organisation to undertake ongoing maintenance. If a replacement organisation cannot be found the initiating organisation will discuss with Council decommissioning the asset.

If the asset is abandoned by the initiating organisation the Council will discuss and consider the future of that asset including:

- The benefit to the community
- The capacity of Council to fund ongoing maintenance
- The cost to decommission or remove the infrastructure
- Seek reimbursement for removal of the item.

Implementation

1. All proposals for a community initiated project will be initially considered and discussed with the relevant Council officer/s.

2. Council reserves the right to consider, approve or reject proposals taking into consideration the above roles and responsibilities, linkages with corporate and community plans, project scope and the outcomes and benefits as key decisions guidelines.

3. A memorandum of understanding will be established to assist with guiding the ongoing management arrangements.

4. A Project Control Group (PCG) will be established to work with the Community Group to complete the project. A PCG but contain at least one Council Officer.
PROCEDURES

An application form for a Community initiated project must be fully completed and submitted to Council officers for consideration. Only fully completed applications will be considered.

The application must clearly outline the detail of the following:

- project name;
- authority and responsibility among partners;
- joint investment of time, funding, expertise and information;
- demonstration of planning and consultation;
- ongoing maintenance and renewal (as relevant);
- link to Council plan; and
- Community benefit.
SECTION 1

Name of Organisation: ……………………………………………………………

Manager/Contact Person: ………………………………………………… Position: …………………

Postal Address: ………………………………………………………………… Post Code: ……………

Street Address: ……………………………………………………………………………………………

Telephone: ……………………… Mobile: …………………………………

E-mail: ……………………………………………………………………………………………

Group/Organisation Status (please tick appropriate box)

Is your group/organisation

<table>
<thead>
<tr>
<th>Incorporated</th>
<th>YES</th>
<th>NO</th>
<th>Mansfield based</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABN Registered</td>
<td>YES</td>
<td>NO</td>
<td>Registered for GST</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

If yes, please provide your ABN:

…………………………
SECTION 2

1. Project name: ..................................................................................................................

Organisation name: ...........................................................................................................

   If your organisation is not the committee of management of the reserve/ hall you must seek
   permission to undertake the project. A letter of support is sufficient evidence.

3. Project Description (20%)

   A. What is the project?

       B. Describe the need for the project:

4. Who will benefit from the project (15%)
A. How is community support demonstrated?

B. What are the wider population benefits?

5. Project Financials

A. Costs
Please give a breakdown of projects costs and attach quotes to justify costs.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (including GST)</th>
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<tbody>
<tr>
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<td></td>
<td></td>
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<tr>
<td>In-kind support</td>
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</tr>
<tr>
<td>TOTAL PROJECT COST (including GST)</td>
<td>$</td>
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</tbody>
</table>
## SECTION 2 Continued

### B. Project Income

<table>
<thead>
<tr>
<th>Financial Contribution</th>
<th>Total $</th>
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<tbody>
<tr>
<td>Committee Contribution 1</td>
<td></td>
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<tr>
<td>Proposed Fundraising</td>
<td></td>
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</tbody>
</table>

**In Kind Support**

<table>
<thead>
<tr>
<th>Support Type</th>
<th>No. Hours</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary Labour</td>
<td></td>
<td>@ $20 / hour</td>
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<tr>
<td>Professional Labour 2 (provide detail)</td>
<td>@ $___ / hour</td>
<td></td>
</tr>
<tr>
<td>Equipment Hire 3 (provide detail)</td>
<td>@ $____ / hour</td>
<td></td>
</tr>
</tbody>
</table>

**Council Requested Contribution**

- **TOTAL PROJECT INCOME**

(This should match the total project cost)

1. Please attach copy of most recent bank statement to demonstrate capacity to contribute
2. Please provide details about in-kind voluntary labour, donated professional labour, donated plant and/or equipment

**IMPORTANT:** The application cannot be assessed without an accompanying financial statement

### 6. Is Council funding required or can the applicants fund the project themselves? (15%)

### 7. Project Support

**A. What financial assistance has your organisation previously received from Council? (10%)**

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<td>Profit</td>
<td>$</td>
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<td>Question</td>
<td>Weight</td>
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<td>8. Is the project supported by a clear and accurate budget, including</td>
<td>10%</td>
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<td>quotes and information regarding in-kind contributions and a bank</td>
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<td>statement?</td>
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<td>9. How does the project link with the Council Plan?</td>
<td>10%</td>
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<tr>
<td>10. What planning has been undertaken to complete the project?</td>
<td>10%</td>
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<tr>
<td>(Detail the stages involved in your project and how you propose to</td>
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<td>deliver it)</td>
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<td>11. What plans have been considered for ongoing maintenance and</td>
<td>10%</td>
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<td>renewal of the project?</td>
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</table>
## Application Checklist

- Has each question in the application form been addressed?
- Have you attached (essential):
  - Quotes
  - Bank Statements
  - Letter of support (only for groups not a committee of management of the hall/reserve)
- Have you completed all previous reporting requirements for grants received from Council?
- Have you signed the application?
- Have you kept a copy of this application for your own records?

(Council will pay any successful grant allocations to your organisation on approval of the grant and you are responsible for managing the project)
Policy Statement
This Memorandum of Understanding (MOU) is intended to form a legally binding agreement between Mansfield Shire Council and [INSERT GROUP] for the ongoing management and maintenance of the [INSERT ASSET, TOWN].

The project has been identified as (cross out whichever does not apply)
1. a key priority in the [township] Community Plan and/or
2. a community initiated project.

This MOU will have been typically established following agreement between the two parties and in respect to the asset not being integrated with Council’s asset register for the purpose of asset management responsibility.

This MOU should be considered with reference to Council Policy:
- Community Initiated Projects Policy

Management and Maintenance Responsibility Agreement
(Additional items to be added as required)

<table>
<thead>
<tr>
<th>Item</th>
<th>Contribution</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of Utilities:</td>
<td></td>
<td></td>
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<tr>
<td>Electricity</td>
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<td>Water</td>
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<td>Gas</td>
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<tr>
<td>Operational Funding</td>
<td></td>
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<tr>
<td>Insurance</td>
<td></td>
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<tr>
<td>Audit Requirements</td>
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<tr>
<td>Routine Maintenance:</td>
<td></td>
<td></td>
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<tr>
<td>Renewal or Upgrade:</td>
<td></td>
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</tbody>
</table>
Mansfield Shire Council
Community Initiated Projects Policy
Memorandum of Understanding TEMPLATE / INSERT GROUP NAME & ASSET

**Term of Agreement**

This agreement will be valid from the last date where signed below by one or more of the parties to the agreement, and will be effective until further notice.

**Agreement**

The [INSERT GROUP NAME] acknowledges that it will meet all management and maintenance costs of the [INSERT ASSET] as outlined above.

As the asset is being constructed on Council property Council reserves the right to remove or modify the asset. Council will seek to consult with the community prior to this occurring.

Any items not identified on establishment of this MOU may be considered thereafter and integrated into the agreement as a Variation to the Memorandum of Understanding which will be co-initialled by two representatives from each organisation.

The [INSERT GROUP] acknowledges that it must arrange for an alternative organisation to assume ongoing maintenance responsibilities for the [INSERT ASSET] in the event it disbands or determines they can no longer be involved in the maintenance of the asset.

Alternatively it should make arrangements for the decommissioning of the asset. If the asset is abandoned Council may remove the asset at its discretion and seek a financial contribution for removal.

On behalf of the [INSERT GROUP NAME] I hereby accept the terms set out in the conditions of the attached Schedule.

Group Executive Representative  
Signed:  
Name:  
Position:  
Date:  
Mansfield Shire Council

Group Executive Representative  
Signed:  
Name:  
Position:  
Date:  
Mansfield Shire Council

Responsible Department Manager  
Signed:  
Name:  
Position:  
Date:  
Mansfield Shire Council
10.4 EXECUTIVE SERVICES

10.4.1 Support For The Victorian Local Government Women’s Charter

File Number: E109
Responsible Officer: Alex Green, Chief Executive Officer

Disclosure of Conflicts of Interest
The author of this report does not have any direct or indirect conflict of interest in the matters discussed as defined by the Local Government Act 1989.

Introduction
The Victorian Local Governance Association first introduced a Women’s Charter in 1996. The Charter outlines key principles around gender equity, diversity and active citizenship. To date 69 councils have become signatories to the Charter.

This report seeks Council’s endorsement to sign up to the Women’s Charter 21 project as a means of proactively supporting the participation of women in all aspects of local government.

Background
Proactive action on gender equity has been a direction within local government for many years.

In 1996, the Women’s Participation in Local Government Coalition launched the first Victorian Local Government Women’s Charter.

The Victorian Local Governance Association is actively working to increase women’s participation in local government across the State. Their overall aim is to achieve a 50/50 balance in the representation of women and men in local government. Presently, their focus is to encourage more women to consider being councillors.

Statutory Requirements
There are no statutory requirements around ensuring gender balance for an elected council or council employees.

Council Plan
Achieving a balance in gender representation is consistent with Strategic Direction One – Participation and Partnerships of the 2017-21 Mansfield Shire Council Plan.

Relevant objectives within the plan are:
- Strategic Objective 1.2 Council is an effective advocate on behalf of its community; and,
- Strategic Objective 1.4 We have high levels of community participation, with growing levels of engagement from our senior citizens and people of all abilities.
10.4.1 Support For The Victorian Local Government Women’s Charter cont.

Financial
There are no financial implications of signing up to the Charter.

Social
There are social benefits gained from ensuring balanced representation from all sections of the community.

There is also a growing understanding that things such as this Charter, which tries to encourage greater participation in decision making and community life can be part of community wide efforts to reduce domestic violence and the overall empowerment of women.

Environmental
There are no environmental implications of signing up to the Charter.

Economic
There are no economic impacts created by signing up to the Charter.

Risk Management
There are no risk management impacts created by signing up to the Charter.

Community Engagement
No community engagement has been undertaken on this matter.

Officer’s Comments
The Victorian Local Government Women’s Charter can be found in Attachment 1.

It recognises the need to proactively increase the participation of women in decision making across the community.

The Charter has three core principles:

1. Gender equity – that women and men have an equal right to be community representatives and decision makers;
2. Diversity – the inclusion of different experience and perspectives strengthens local democracy and good governance; and,
3. Active Citizenship – councils will work with the community to increase women’s participation in public life.

The Victorian Local Governance Association (VLGA) and Municipal Association of Victoria (MAV) have run extensive education and promotion campaigns over the past three general elections to increase the number of women councillors and to promote participation in decision making processes.
10.4.1 Support For The Victorian Local Government Women’s Charter cont.

Overall, the signing of the Charter is a positive indication of this Council’s desire, as outlined in the Council Plan, of ensuring a broad cross section of voices and perspectives are heard in decision making forums.

Crs Attley/Olver:

That Council becomes a signatory to the Victorian Local Government Women’s Charter.

Carried
ATTACHMENT 10.4.1

SUPPORT FOR THE VICTORIAN LOCAL GOVERNMENT WOMEN’S CHARTER

(1 PAGE)
Recognising the need for increased women's participation in the key decision making forums in the community and in democratic governance, we, the local governments of Victoria, on behalf of our communities support the following principles:

**Gender Equity**
That women and men have an equal right to be representatives in local governments, committees and decision-making positions.

**Diversity**
The inclusion of different experiences and perspectives in local governments and community decision-making strengthens local democratic governance and helps build cohesive communities. Councils and communities encourage and welcome the participation of all women.

**Active Citizenship**
Local governments will work with the community to increase the numbers and participation of women in public life, so that decision-making more clearly represents and reflects the interests and demographics of communities.
10.5 FINANCE

10.5.1 New Policy – Naming of Roads, Features or Localities

File Number: E698
Responsible Officer: Finance Manager – Mandy Kynnersley

Disclosure of Conflicts of Interest
The author of this report does not have a conflict of interest in this matter

Introduction
Officers have prepared a new Council policy for the naming of roads, features or localities. The new policy is now presented to Councillors for endorsement.

Background
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.

From time to time Council, as the naming authority for the Mansfield Shire, are required to name (or re-name) roads, features or localities.

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

Statutory Requirements
The State government released the Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016 (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. The Mansfield Shire Council is a naming authority for roads, features and localities within its municipal area and is required to apply the Naming Rules.

The policy links directly to the Naming Rules and requires strict compliance with the statutory requirements within.

Council Plan
Strategic Objective 5.5: We have a strong framework in place to proactively mitigate risk. Enshrining the statutory requirements of the Naming Rules in a Council Policy reduces the risk of non-compliance.

Financial
There is no financial impact in relation to this policy. While there is a minor financial impost of conducting community engagement procedures for new naming proposals, the policy is merely formalising the processes already undertaken by Council, and therefore no additional cost will be incurred by Council as a result of adopting this policy.
10.5.1 New Policy – Naming of Roads, Features or Localities cont.

Social
The policy is merely formalising the processes already followed by officers and Councilors and as such there are no significant social impacts in relation to adopting this policy.

Environmental
There are no environmental impacts in relation to this policy.

Economic
There are no economic impacts in relation to this policy.

Risk Management
Endorsing the requirements of the Naming Rules within a Council Policy reduces the risk of non-compliance with the statutory requirements.

Community Engagement
There has been no community engagement in relation to the implementation of this policy, given it is based on statutory requirements.

Section 7 of the Naming Rules set out specific consultation processes that must be followed when naming a road, feature or locality, and the policy requires compliance with these processes.

Officer’s Comments
While Council officers currently apply the statutory requirements of the Naming Rules, the lack of formal, Council endorsed guidelines can lead to ambiguity within the community around the required procedures that must be followed when naming a road, feature or locality.

The policy seeks to address this ambiguity, and ensure Officers remain aware of the requirements of the statutory rules.

Crs Sladdin/Attley:

That Councillors endorse the new Council Policy for Naming of Roads, Features or Localities 2018.

Carried
ATTACHMENT 10.5.1

NEW POLICY – NAMING OF ROADS, FEATURES OR LOCALITIES

(123 PAGES)
PURPOSE/OBJECTIVE

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 – 2016 (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 Mansfield Shire Council is a naming authority for roads, features and localities within its municipal area and is required to apply the Naming rules.

POLICY STATEMENT

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.
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, bridge, 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’.

SCOPE

This policy applies to all Council employees, Councillors, contractors, consultants, volunteers and other authorised personnel of Mansfield Shire Council.

Mansfield 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.

RESPONSIBILITIES

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

Managers are responsible for ensuring their staff comply with the principles, practices and any associated procedures of this policy. Management, employees, contractors and volunteers are to be familiar with the application of this Policy, and are accountable for the delivery of this policy within their areas of responsibility.

The Revenue Unit is the owner of this policy. Any reviews of this Policy must be made in consultation with the Revenue Coordinator and the Finance Manager.
REFERENCES / RELATED POLICIES

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2016 (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.
Guide to VICNAMES.

IMPLEMENTATION

This Policy is effective from 1 April 2018.

REVIEW DATE

This Policy is due to be reviewed by 31 March 2021. The policy may be reviewed earlier where there is any legislative change.

AUTHORISATION TO IMPLEMENT POLICY

Signed: ______________________  Witnessed: ______________________

Councillor  Chief Executive Officer

Approval dated: XXX

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.
NAMING OF ROADS, FEATURES or LOCALITIES PROCEDURES

The following procedures are designed to ensure that all decisions relating to this policy are made in a consistent and open manner.

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 freeway 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:
  o The proposed name.
  o The location of the road, feature or locality, including a map and, if relevant, its current name.
  o Background information on why Council should consider naming or changing the name or boundary including any historic reasons of local relevance.
  o The reason for the proposal or why the current name is not considered appropriate or any other relevant information.
  o 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.
  o 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.
Notice of a proposal or application
Council will seek to give notice of an application or proposal in accordance with the following:

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<th>The type of consultation</th>
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<td>Immediate community.</td>
<td>• Letters to affected residents, ratepayers or businesses; and to residents.</td>
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<td>Boundary change of a feature or locality.</td>
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<tr>
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<td></td>
<td>• Public meetings (if it is a large-scale proposal or potentially contentious issue).</td>
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Assessment and evaluation

A preliminary assessment and evaluation of all naming/renaming proposals will be undertaken by Council officers (Revenue Co-ordinator and Finance Manager). 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.

What must Council 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:

Principles

- 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.
• Using commercial and business names.
• Language.
• Directional names to be avoided.
• Assigning extent to a road, feature or locality.

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 are.
• Prior uses of the land.
• Prior landowners/residents of the land.
• Notable community members.
• Local flora and fauna.

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.

Changes to Road, Features or Localities Names

Prior to the finalisation of a change of a road, feature or locality name, 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.

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.

**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”.

**Notice of Road, Feature or Locality Names**

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

1. the owners of properties abutting such road, feature or locality;
2. the Registrar of Geographic Names;
3. all emergency services including Police, Fire Brigade, Ambulance Services, Hospitals, SES;
4. other service providers such Australia Post, power, telephone;
5. Commissioner of State Land Tax; and

**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.

**Administration Process**

The administration and notification process is outlined within the Naming Rules. These must be referred to throughout the process.
ATTACHMENT 1

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2016 (Naming Rules).
Preface

The Office of Geographic Names (OGN) provides state-wide advice to Victorian naming authorities and the public about appropriate and compliant naming practices. As the Registrar of Geographic Names and through my management of OGN, I oversee the gazettal and registration of place names in Victoria.

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities 2016 (the naming rules) explains how a naming proposal must be undertaken. These naming rules have been reviewed in consultation with Victorian emergency service organisations, municipal councils, government departments and authorities, and relevant stakeholders.

The updated document is the result of extensive stakeholder consultation and the title emphasises the important role naming rules have under the Geographic Places Names Act 1998. The document has been reordered with duplications removed. Statutory requirements are also clearly identified so that compliant naming or renaming proposals can be submitted to OGN.

Victoria is unique in that it has a devolved naming process. The 79 Victorian municipal councils are the state’s primary naming authorities; however, a number of government departments, government authorities and private organisations also hold this role.

Public safety is paramount. For example, community facilities and infrastructure need to be officially named and registered with OGN to ensure emergency services can locate them. It is therefore very important that places already named but not registered be highlighted to OGN. Typically these names are considered legacy names.

The naming of new places and roads is largely generated by the rapid expansion of outer-metropolitan and regional residential developments. These developments provide opportunities for contemporary and historic Aboriginal naming themes to be adopted.

Victoria has a rich Aboriginal history, with 38 Aboriginal languages representing the diversity of Aboriginal cultural heritage and connection to Country. The uniqueness of language is based on location; each language is deeply rooted to the land and offers an ideal opportunity to connect a name to a place. To ensure the preservation of Aboriginal place names and languages across Victoria, we strongly encourage naming authorities to engage with Traditional Owners when assigning Aboriginal names to roads, features and localities.

Over the last couple of years, the ANZAC Commemorative Naming Project has honoured hundreds of war veterans and people who have displayed the Anzac spirit, with their names applied to roads, features and localities. Worthy individuals’ contributions to their communities have also been commemorated, with roads, sporting ovals and pavilions named in their honour.

Place names in Victoria are added to VICNAMES – the Register of Geographic Names, an online portal that holds all registered place names, including roads, features and localities. I encourage naming authorities and Victorians to submit through VICNAMES historical information and corroborating documents to provide people with background information about place names.

I trust that naming authorities and OGN’s stakeholders find these naming rules informative and useful in ensuring that geographic naming is appropriately administered.

John Tulloch
Registrar of Geographic Names
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1 Introduction

1.1 The naming rules

_Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016_ sets out step-by-step information on naming, renaming or changing the boundaries of roads, features and localities in Victoria. It replaces the _Guidelines for Geographic Names 2010 Version 2_.

These naming rules are the statutory requirements allowed for under the _Geographic Place Names Act 1998_; they are therefore mandatory for all naming authorities in Victoria – councils, government departments and authorities – and include all government-owned or administered roads, features (natural or otherwise) and localities.

When a road or feature is not owned or maintained by a government department or authority (such as some cultural centres, sporting centres, education facilities or aged care facilities) the private owners are strongly encouraged to adopt the principles, requirements and procedures detailed in these naming rules.

To ensure VICNAMES – the Register of Geographic Names (the state’s authoritative place names register) accurately reflects the status of named roads and features in Victoria, the names of these privately owned roads and features are recorded and these names are also available in Vicmap (the state’s authoritative spatial database).

Appropriate naming is essential to identify locations for 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.

These naming rules have been developed to be inclusive to all Victorians.

These naming rules are aligned with national principles around the consistent use of place names within Australia, including the Permanent Committee on Place Names – _Principles for the consistent use of place names_ (www.icsm.gov.au/publications/index.html), AS/NZS4819:2011 Rural and urban addressing and the United Nations Group of Experts on Geographical Names’ publications. The Office of Geographic Names (OGN) works closely with jurisdictions across Australia to achieve consistency in naming.

1.2 Legislation that applies

The naming rules are the guidelines provided for under s.5 of the _Geographic Place Names Act 1998_ (the Act), where it states that:

1) _The Governor in Council, on the recommendation of the Minister, by Order published in the Government Gazette, may make guidelines relating to procedures to be implemented in selecting, assigning or amending names of places._

2) _Without limiting the generality of subsection (1), the guidelines:_

   a) _must set out the rules and process to be followed in selecting, assigning or amending a name of a place;_

   b) _must set out the process to be followed before selecting or assigning an Aboriginal or Torres Strait Islander name of a place;_

   c) _must specify criteria for the assessment of cultural heritage or other significance in relation to the naming of places;_

   d) _must set out requirements for consultation before a name of a place is selected, assigned or amended; and_

   e) _may specify any other matter or thing appropriate in relation to the naming of places._
These naming rules provide details in relation to the Register of Geographic Names – VICNAMES (refer to Section 1.6), information on the role of the Minister responsible for the Act, the Registrar of Geographic Names, the Geographic Place Names Advisory Panel and various naming authorities.

The definition of ‘place’ under s.3 of the Act states:

*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:*

a) township, area, park, garden, reserve of land, suburb and locality;

b) topographical feature, including undersea feature;

c) street, road, transport station, government school, government hospital and government nursing home.

Refer to Section 11 Registrar’s Consideration of a proposal for the information regarding the registration of names under the Act.

Other legislation, regulations and policies relevant to geographic naming are:


**Note:** Some naming authorities have their own naming policies or guidelines that augment these naming rules.

These naming rules should not be applied to past naming decisions, they only apply to current naming proposals (for the duration of this edition’s official circulation).

However, when renaming a road, feature or locality these naming rules will apply. If advised of a risk to public safety due to a place’s name, naming authorities should also seek to rename it (where practical) and apply these naming rules.

### 1.3 Why there is 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.

The proper naming of any place enables it to be clearly identified and its precise location to be determined. The uniqueness and accuracy of a place name reduces the likelihood of delaying an emergency services vehicle due to inadequate or confusing location details, which might result in life threatening consequences. Proper naming also assists with service delivery by other agencies and companies.

1.4 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 these naming rules.

There are many different roads and feature types in Victoria (refer to APPENDIX A and APPENDIX B). The responsibility for preparing naming proposals and submitting them to the Registrar can vary. Please refer to the relevant sections and appendices in these naming rules to determine what is required. If you need help please contact OGN for advice.

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

The following are the four stages in the naming process for individuals or organisations.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Who can do it</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAGE 1:</td>
<td>Anyone (individuals, community groups, organisations, government departments or authorities) can propose a new name, change to an existing name or boundary change.</td>
<td>Section 1.5.1</td>
</tr>
<tr>
<td>Who can propose a new name?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who can propose a name change?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who can propose a boundary change?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAGE 2:</td>
<td>A naming authority is often responsible for or administering the named location or feature and as part of that role provides the Registrar of Geographic Names with any naming proposals. Naming authorities include councils, government departments and authorities, and some private organisations.</td>
<td>Section 1.5.2</td>
</tr>
<tr>
<td>Who can develop a naming, renaming or boundary change proposal?</td>
<td>Details of authorities responsible for road naming can be found in Section 3.4.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For localities, the authority is usually the council(s) within which the locality is situated. See Section 4.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A Geographic Place Names Advisory Committee can develop or review a naming proposal if a road, feature, or locality is determined to have greater than local</td>
<td></td>
</tr>
</tbody>
</table>

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016

95 7
### Section 1 Introduction

**Naming rules for places in Victoria**

- **Statutory requirements for naming roads, features and localities**

**STAGE 3:**
Who can appeal the naming proposal?

Anyone (individuals, community groups, organisations, government departments or authorities).

Section 8

**STAGE 4:**
Who has authority to endorse and enter a name in VICNAMES?

The Registrar of Geographic Names.

The Minister responsible under the Act may direct the Registrar to enter a name.

Section 1.5.4
Section 1.5.3
Section 1.5.5
Section 11
Diagram: People, organisations and processes involved in naming, renaming or changing the boundary of a road, feature or locality
1.5.1 Members of the public and other stakeholders

Members of the public are encouraged to participate in the naming process by proposing a name, initiating a 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 a name or boundary for a road, feature or locality to the responsible naming authority
- alert a naming authority and the Registrar to an issue with an existing name or boundary for a road, feature or locality and request that the matter be investigated
- comment on whether a naming, renaming or boundary change proposal conforms to the naming rules.

The Aboriginal community in Victoria includes the descendants of Victoria’s various Traditional Owner groups, who, at the time of colonisation in 1835, maintained complex societies with languages, laws and customs, and a connection to their land. Traditional Owners today continue to assert their identity and connection to their Country and are a key stakeholder in the naming process. The use of Aboriginal languages to name roads, features and localities has played, and continues to play, a significant role in promoting Traditional Owners’ relationships with Victorian landscapes.

Further information is outlined in the relevant sections (specifically, Section 2 General Principles, Section 4 Features and Section 7 Consultation) of the naming rules.

Further information about how to identify local Aboriginal communities, convene consultation meetings and respond to issues that may arise is available in Section 7.3 Developing an Aboriginal naming proposal.

1.5.2 Naming authorities

Naming authorities are responsible for submitting naming proposals that comply with these naming rules to the Registrar of Geographic Names. Due to the variety of roads, features or localities that can be named, there are multiple types of naming authorities. Essentially, councils, government departments or authorities and private organisations are the naming authorities when they are responsible for a particular road or feature within their jurisdiction. This may apply even when they are not the owners and/or responsible for the maintenance of the road or feature, e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.

1.5.3 Minister responsible for the Geographic Place Names Act 1998

The Minister responsible for the Geographic Place Names Act 1998 is responsible for all matters under the Act, including appointing the Registrar of Geographic Names (provided for under s. 7 of the Act) and members of the Geographic Place Names Advisory Panel (provided for under s. 14 of the Act).

Section 11(5) of the Act provides that the Minister may direct the Registrar to enter geographic names into VICNAMES, and under s. 12(1) of the Act may also direct the Registrar to refer a naming matter to a committee for its advice. When addresses are affected, the naming authority, which is typically a council, will be contacted. It is expected that the naming authority will engage with the community to seek comments, when necessary. The Minister has the power under the Act to overturn any decision made by a naming authority, the Registrar, or committee.

1.5.4 Registrar of Geographic Names

The powers and functions of the Registrar, as set out in s. 8 of the Act, include:

(a) To carry out the functions under the Act of registering names of places
(b) To keep and maintain the Register
(c) To advise the Minister on the establishment and development of the guidelines
Section 1 Introduction

(d) To disseminate information on the guidelines
(e) To monitor and review compliance with the guidelines
(f) Such other functions are conferred on the Registrar by or under the Act.

The Registrar has the necessary powers to carry out the functions of the Registrar under the Act.

The Registrar:

- oversees the OGN, whose primary role is to assist members of the public and naming authorities to develop robust naming proposals for roads, features or localities
- has the ability to determine a naming authority
- maintains VICNAMES in Victoria and enters and/or amends entries as required by the Minister, Geographic Place Names Advisory Committees or naming authorities
- is responsible for maintaining the Geographic Place Names Advisory Panel appointed by the Minister and for allocating members of the panel to select committees, as required from time-to-time by the Minister, or in instances of a naming proposal being considered to be of greater than local significance (refer to Principle C).

1.5.5 Geographic Place Names Advisory Panel and committees

The Geographic Place Names Advisory Panel and its committees are responsible for providing expert advice and recommendations to the Registrar on geographic place naming policies and principles; and, place naming issues of regional, state and national significance.

Committees may be convened by direction of the Minister or Registrar; or, at the request of a naming authority, if deemed appropriate by the Registrar.

The appointment of members to a Geographic Place Names Advisory Panel and procedures governing its processes and committees are outlined in s. 12 to s. 17 of the Act. Information on why a committee might be convened and what it considers are available online at www.delwp.vic.gov.au/namingplaces>Geographic place names advisory panel. Refer to Principle C Linking to place for when a committee can be formed.

1.6 VICNAMES – the Register of Geographic Names

S. 9 of the Act provides for a Register of Geographic Names, which includes place names and the names of streets and roads.


VICNAMES stores information and data related to all officially gazetted, registered and recorded road, feature and locality names in Victoria. There are some differences in the data stored for place and road records in VICNAMES and the following information is typically available:

- name
- status of name (refer to Section 1.7)
- registration date
- historical name (if available)
- gazette notice date and reference
- feature descriptor
- Vicmap ID – persistent feature identifier (PFI)
- location description
- coordinates (centroid)
- council – local government area where the feature is located
- naming authority
- permalink – a persistent permanent link to the record
- history of the name (if available)
- supporting historical documents (if available)
- map source information.

VICNAMES is linked to Vicmap, the Victorian government spatial data set. Linking VICNAMES to Vicmap ensures that the information in VICNAMES is aligned to the spatial representation of roads, features and localities, and that Vicmap references all officially registered or recorded names for roads, features and localities. Vicmap includes data that may not be officially registered under the Act.

### 1.7 Status of names in VICNAMES

Seven categories are applied to names in VICNAMES:

<table>
<thead>
<tr>
<th>Place name status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>This type is legally recognised for the purposes of the Act as an official name for a road, feature or locality administered or coordinated by a government authority. For example Watson Creek or Lorne.</td>
</tr>
<tr>
<td>Dual</td>
<td>This type consists of one name comprised of one non-Aboriginal and one Aboriginal name, which must be used together as the registered legally recognised name for the feature (refer to Principle (L)). For example Point Ritchie/Moyjil. For further information refer to Principle (G) Dual names.</td>
</tr>
<tr>
<td>Historical</td>
<td>This is a name no longer in official use but recorded for information purposes. For example Alexanders Head is now known as Brock Monument and Jeremal Creek is now known as Corryong Creek.</td>
</tr>
<tr>
<td>Base</td>
<td>This is a lifetime name for a feature, if the recorded name is subject to limited-term private contracts (refer to Section 4.2.4). For example Docklands Stadium is the base name and the current Registered name alters depending on the current site sponsor. For example Etihad Stadium.</td>
</tr>
<tr>
<td>Recorded</td>
<td>This is the name of a feature if a private entity has naming rights or the source of the name has yet to be confirmed with the naming authority (refer to Section 3.8). They are included in VICNAMES in the interests of public safety and information. For example Ault Beeac Falls or Amaroo Neighbourhood Centre.</td>
</tr>
<tr>
<td>Traditional</td>
<td>This is an Aboriginal name that is not in official use or used as a dual name for a feature (refer to Section 3.5). For example Wallermeryong Creek is the Aboriginal name for Main Creek.</td>
</tr>
<tr>
<td>Archived</td>
<td>Names no longer associated with the Register. For example Ascot Telephone Exchange.</td>
</tr>
</tbody>
</table>
1.8 Updating the naming rules

The Registrar must ensure that the naming rules, known under the Act as ‘the Guidelines’, are reviewed at least once every five years and that a report on any review is given to the Minister.

With constant improvements and changes in the spatial information sector, it may be necessary to occasionally amend the naming rules to ensure up-to-date standards are reflected. Updates need to be approved by the Governor in Council – naming authorities and other interested parties will be notified of any approved amendments.

1.9 How long is the naming process?

Each naming proposal is unique and timelines for completion are guides only.

If a proposed naming, renaming or boundary change is considered to be small-scale and only affects a limited number of residents, ratepayers and businesses, the process may be shorter than described below. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the process may take longer.

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Proposal initiation</th>
<th>Consultation</th>
<th>Compliance checks and reporting</th>
<th>OGN audit, gazette and notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>New road</td>
<td>1–2 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>New feature</td>
<td>1–2 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>New locality</td>
<td>3–4 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>Renamed road</td>
<td>1–2 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>Renamed feature</td>
<td>1–2 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>Renamed locality</td>
<td>3–4 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>Boundary change of a road</td>
<td>1–2 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>Boundary change of a feature</td>
<td>1–2 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
<tr>
<td>Boundary change of a locality</td>
<td>3–4 weeks</td>
<td>30–90 days</td>
<td>30–60 days</td>
<td>30–60 days</td>
</tr>
</tbody>
</table>

The process can become extended if the naming authority is consulting on multiple names, if objections and appeals are received, or if OGN requires additional information.

The process can be reduced if the naming authority has a bank of pre-approved names. Councils will often have a bank of names relevant to an area.
The diagram shows the end-to-end process.

1. Consider a name for a road, feature or locality
2. Check for compliance with the relevant naming rules (Section 2, 3, 4 and 5)
3. Send in a proposal to the naming authority (Section 6)
4. Naming authority undertakes community consultation (Section 7 and Section 8)
5. Consideration of the proposal by the naming authority (Section 9)
   • Complete the checklist (APPENDIX C)
6. Lodge a proposal with OGN (Section 10)
   • Registrar's consideration of a proposal (Section 11)
7. Endorsement: gazettal and registration of a proposal (Section 12 and Section 13)
8. Implementation, signage and recording the history in VICNAMES (Section 13)
2 General principles

The following principles must be used in conjunction with the relevant statutory requirements outlined in the three other sections of the naming rules related to roads, features and localities. They are designed to ensure no ambiguity, confusion, errors or discrimination are caused by the naming, renaming or boundary change process. All general principles are equally important.

Principle (A) Ensuring public safety

Geographic names and boundaries must not risk public and operational safety for emergency response; or, cause confusion for transport, communication and mail services. Many emergency services and other public services (such as mail) are determined by locality boundaries or road extents, and proposals must ensure that operations will not be adversely affected.

For example, the boundary of a locality must be applied in a way that makes sense, not only for the local community but also for visitors. Similarly, the extent of a road name should ensure easy navigation for pedestrians and vehicles along the entire route, from one end to the other.

Principle (B) Recognising the public interest

Regard needs to be given to the long-term consequences and short-term effects on the wider community of naming, renaming or adjusting the geographic boundary of a place. Changes will affect not only the current community but also future residents, emergency response zones, land titles and addresses, property owners, businesses and visitors.

A proposal will only be registered if the long-term benefits to the community can be shown to outweigh any private or corporate interests, or short-term effects.

Principle (C) Linking the name to place

Place names should be relevant to the local area with preference given to unofficial names used by the local community. If named after a person (refer to Principle H Using commemorative names), that person should be or have been held in strong regard by the community.

Names that link the name to the place could relate to Aboriginal culture and occupation of the land, local flora and fauna, Australian war contributions (refer to Section 2.3 Anzac commemorative naming project), European exploration and settlement, local geography and geology, significant events, the cultural diversity of past and current inhabitants, or patterns of land usage and industrial/mineral/agricultural production.

Infrastructure features should use the name of the locality, for example Tarneit Railway Station. Features that use the name of locality are not considered duplicates, but must have a unique identifier that distinguishes the feature from other similarly named features. Refer to 4.2.3 Locational names for further information.

This principle is particularly relevant to new estates, where naming themes can provide a strong link to place. Names of estates should not be applied to roads, features or localities to avoid possible future issues related to address. Those that have a historical connection to place are preferred. Refer to Principle (I) Using Commercial and business names.

A place of greater than local significance should have a name relevant to the wider community. A road, feature or locality 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
Section 2 General principles

- 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
- it is linked to a significant Aboriginal feature, story or landscape. Refer to Principle (F) Recognition and use of Aboriginal languages in naming.

In these instances a naming authority can request that the Registrar convenes a Geographic Place Names Advisory Committee to develop or determine a decision on a naming proposal (refer to Section 1.5.5 for further details).

Principle (D) Ensuring names are not duplicated

Proposed names must not duplicate another name within the distances listed below, irrespective of locality and/or council boundaries. Duplicates are considered to be two (or more) names within close proximity, or names that are identical or have similar spelling or pronunciation. Examples of names that are similar and considered to be duplicates are White, Whyte, Wite and Wiet.

**VICNAMES** can be used to check for a duplicate road, feature and locality names. Select the road or place and select duplicate. Refer to the Guide to VICNAMES available at [www.delwp.vic.gov.au/namingplaces](http://www.delwp.vic.gov.au/namingplaces) for further advice.

**Note:** the radius will default to either 5, 15 or 30 kilometres based on the location classification listed below. The defaulted radius provides the minimum required distance between duplications.

Duplication is not allowed within the same locality or the following default distances:

- **metropolitan urban areas**, within a 5 kilometre radius (metropolitan Melbourne and Geelong, city centres and surrounding suburbs)
- **regional urban areas**, within a 15 kilometre radius (a regional urban area consists of a town centre and its surrounding suburbs)
- **rural or remote areas**, within a 30 kilometre radius (a rural or remote area is an area located outside of towns).

Examples of duplicate name scenarios and solutions are available in Section 2.1.

Examples and scenarios of names not considered duplicates are available in Section 2.2.

If a naming authority is uncertain of which classification to apply, it should contact OGN for advice. Alternatively, apply a cautionary approach when checking for duplication and use the 30 kilometre radius search.

If the proposed name is duplicated, consider assigning it to something other than what you want to name (such as a park, reserve, road or a locality), outside of the duplicate search radius. If a feature or road is located near a state boundary, care should also be taken to avoid duplication with names in the other state, according to the distances prescribed above.

When considering the assignment of locality names, the above requirements are not applicable and naming authorities should refer to Section 5: Localities.

An exception to this principle is the assignment of multiple feature names within, for example, a park or reserve. The feature names must have a direct relationship with each other. Examples include Mildura Wharf Carpark adjacent to and servicing Mildura Wharf, Neulynes Carpark adjacent to Neulynes Mill Site, and Albert Park Lake and Albert Park Playing Fields located in Albert Park (the park). This exception is not allowed for the assignment of locality names or road names, which must be unique. Refer to Section 2.2.1 for further information. For further advice please contact OGN.
If naming authorities have a proposed name not duplicated within the same locality, but marginally within the radius deemed to be a duplicate, you may contact OGN for further advice.

**Principle (E) Names must not be discriminatory**

Place names must not discriminate. Refer to the *Equal Opportunity Act 2010* for further information.

**Principle (F) Recognition and use of Aboriginal languages in naming**

The use of Aboriginal languages in the naming of roads, features and localities is encouraged, subject to agreement from the relevant Traditional Owner group(s). If the application of an Aboriginal name is being considered to be applied as a Dual name, then please also refer to **Principle (G) Dual names**.

Naming authorities are strongly encouraged to consult with the relevant Traditional Owner group(s) prior to any public consultation on the proposed name(s). In instances of more than one relevant Traditional Owner group, naming authorities must consult all parties.

Further information about how to identify the appropriate Traditional Owner group(s), convene consultation meetings and respond to issues that may arise, is available in **Section 7.3 Developing an Aboriginal naming proposal**.

**Principle (G) 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. For further information refer to the **Principles for the consistent use of place names** ([www.icsm.gov.au/publications/index.html](http://www.icsm.gov.au/publications/index.html)).

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

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

- Dual names can 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.
  
  To avoid possible confusion for addressing or the provision of emergency management, dual names cannot be adopted for:
  
  - localities, towns or rural districts
  
  - constructed features such as roads, highways, bridges or communication towers.

**Note:** roads and localities should only be assigned a name that is either an Aboriginal name or non-Aboriginal name.

- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Aboriginal origin and newly available information indicates that an Aboriginal name could also apply.

- If a dual name is proposed, the non-Aboriginal name would appear first in the combined name, as long as it best reflects local community usage. For example, [Point Ritchie / Moyjil](http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=6743).

- If a non-Aboriginal name has weak support in the general community and the origin and application of an Aboriginal name is well supported, a dual name may be formed with the Aboriginal name part appearing first. In some cases, a single well-supported Aboriginal name could be substituted for the weakly supported non-Aboriginal name, instead of adopting a dual name.
Dual names will be formally registered without any distinction between non-Aboriginal and Aboriginal name parts other than sequence. If a visual separator is required for clarity, it should be a solidus (i.e. a /) preceded and followed by a space. The feature type should only be included with the non-Aboriginal name. The following examples would be acceptable:

- Gariwerd / Grampians National Park
- Grampians National Park / Gariwerd
- Nambruc / Aberfeldy State Forest
- Colquhoun State Forest / Boyanga Gidi.

Dual names once registered are to be used in full, particularly on maps, signs and legal documents. Shortened versions are not to be used.

**Principle (H) Using commemorative names**

Naming often commemorates an event, person or place. Examples include recognising Aboriginal people or cultural events, or following a theme such as Australian war contributions (refer to Section 2.3 Anzac commemorative naming project). When considering a commemorative name, the following points must be considered.

- If named after a person, that person should be or have been held in strong regard by the community, with preference given to unofficial names used by the local community. When deciding on the assignment of a commemorative name, naming authorities should consider the person’s achievements, relevant history and association to the area, and the significance of the family/person to the area/land. For example, a family that has been associated with an area for at least 50 years.
- The names of people who are still alive must be avoided because community attitudes and opinions can change over time.
- A commemorative name applied to a locality or road should use only the surname of a person, not first or given names.
- A commemorative name applied to a feature can use the first name and surname of a person; although, it is preferred that only the surname be used.
- The initials of a given name are not to be used in any instance.

**Note:** if a name is duplicated you may consider using a first or middle name or a locally used name; however, the naming authority should contact the OGN for further advice.

This approach ensures that emergency and postal services are not delayed because of inconsistent application of a name. For example, Smith Park is a clearer name than John Edward Smith Park because it’s possible John Park, Edward Park, John Smith Park, J. E. Smith Park or J. E. S. Park might be used by the public.

Naming authorities should make every effort to gain consent from family members of the person being commemorated. Supporting evidence that shows a naming authority’s attempts to consult family members should be provided to OGN when lodging the proposal.

Supporting evidence is required, including copies of letters sent to the family, copies of newspaper advertisements calling for consent or contact details of the family and any response from the family. When a naming authority is unable to locate existing family members, the naming authority may use the newspaper notice advertising the proposed name to also call for consent from the family and/or request family contact details from the community. Refer to Section 7.2.4 The consultation process, Notices. Any response from the family should be included in the proposal sent to the Registrar.

If a naming authority has exhausted avenues to contact families and the proposal is the name of a person who passed away at least 70 years ago, the Registrar will consider the naming proposal.
Section 2 General principles

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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. Consent from the person should be sought prior to any exemption request being submitted to OGN. The naming authority must outline the reasons for proposing a living person’s name, including but not limited to evidence about the person’s achievements, relevant history and association to the area. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

Principle (I) Using commercial and business names

For similar reasons to those outlined in Principle (H), naming authorities should not name places after:

- commercial businesses
- trade names
- estate names (which are solely commercial in nature)
- not-for-profit organisations.

Names of estates should not be applied to roads, features or localities to avoid possible future issues related to addressing. Names with historical connections to places are preferred.

Note: Estate names include names applied to residential estates, commercial use estates, e.g. residential subdivisions and business parks or commercial/industrial zoned land. Where roads, features and localities are named using the estate name, that have no link to place, then the name will not be allowed.

Naming authorities should use their discretion as to whether an exemption request is required. For further advice contact the OGN.

Exceptions may apply if the business or organisation had an association with the area over a substantial period of time and is held in high regard by the community, e.g. Lions Park Mallacoota (maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeid=12026), Mantello Drive and Vegemite Way.

In these circumstances, the naming authority must apply in writing to the Registrar to seek exemption from this principle, including but not limited to evidence of the business’s or organisation’s association with the area and any known community views. This exemption request must be sought prior to commencing any public consultation or reaching a decision on the final naming proposal.

Principle (J) Language

The use of names from Australian English, Aboriginal names and names from other languages need to be given careful consideration. The following points must be considered.

- Geographic names, except when they are proper nouns, must be written in standard Australian English or a recognised format of an Aboriginal language local to the area of the road, feature or locality.

- Geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.

An exception to this is in the use of Aboriginal languages, when it is accepted that Aboriginal names that initially appear complex will, over time, become familiar and easy to use.

- Names taken from a language other than English that represent geographical features generally use generic terms and will be allowed, unless the combination produces a duplication of sense. For example, Tor Mountain would not be allowed because Tor means mountain.

- ‘The’ is not a suitable prefix in naming of any road, feature or locality. For example, The Avenue is not acceptable.
• Hyphens can be used within place names that indicate the extent of the feature, for instance Mellick-Munjie Parish or Hattah-Kulkyne National Park. They can also be used when the name incorporates a hyphenated surname, for instance Kingsford-Smith Ulm Reserve.

• Diacritical marks (symbols such as ’, ´, or ¯) will be omitted from names drawn from languages that use such marks. For example, Cape Reamur (not Cape Réamur).

• Punctuation marks such as commas and full stops are not allowed.

• An apostrophe must be deleted from geographic names written with a final ‘s and the possessive ‘s should not be included. For example, Wilsons Promontory (not Wilson’s Promontory) or OReilly (not O’Reilly).

• Abbreviations are not allowed. An exception applies to the use of the honorific Saint. For example, Mount must be registered or recorded in full, but Saint can be recorded as St if requested by the naming authority. For example, St Agness Hill, Saint Georges Point and Mount Alfred.

• For the purposes of consistency, names starting with Mc or Mac must not have a space included between the Mc or Mac and the rest of the name. For example MacKenzie Falls, McAdam Gap and McCarthy Spur.

• A name cannot be a numeric value. For example 1st Street; 101 Road, 5th Avenue, 12 Apostles or 9 Mile Creek. Though Twelve Apostles and Nine Mile Creek would be allowed.

• Roads and features must use approved road and feature types which are located in Appendix A and Appendix B.

Principle (K) Directional names to be avoided

Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances, a different name must be chosen to allow for a clear distinction between two or more roads, features or localities.

An example of an unacceptable name is Smith Street being renamed Smith Street West and Smith Street East – either one or both ends of the street must be renamed.

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

When a proposal to name a road, feature or locality is being developed, the naming authority must clearly define the area and/or extent to which the name will apply. As a minimum, a proposal for a road or waterway must include the line details, a feature (excluding a waterway) must include the centroid coordinates, and a locality must include the polygon attributes.

For example, the name of a road should apply from one end of the road to the other, i.e. to the points where the road finishes or intersects with other roads.

The name of a waterway should apply from the beginning of the watercourse to its confluence with another waterway or body.

2.1 Results from a VICNAMES duplication search

Proposed names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation.

Not all results from a VICNAMES duplication search are duplicates. Common sense is required to determine similar sounding names. Sound out the name to ensure suitable difference.

Additionally, VICNAMES does not always pick up duplicates. For example, when checking a name ending with an s, the s is often omitted by the application.
As well as VICNAMES, naming authorities must use their local knowledge to avoid proposing duplicate names.

2.1.1 Metropolitan duplication

Duplication is not allowed in the same locality and in Melbourne and Geelong metropolitan urban areas, within 5 kilometres. Below are examples of metropolitan duplication.

Scenario: A naming authority has approved the development of a new subdivision that will be accessed via a road. In this example, the naming authority consulted the community about an appropriate name for the road and received a number of submissions. The preferred name is Taylor, which commemorates the Taylor family who were well respected in the area, ran a blacksmith shop on the site and lived in the municipality for over 50 years. As the proposed name is duplicated within a 5 kilometre radius it would not be allowed.

Solution: Consideration should be given to assigning the name to a feature or acknowledging the site or the goods sold. For example, Taylor Blacksmith manufactured nails, chains and repaired carriage wheels, you could consider the names below. Relevant history can then be added to the street signage, refer to Section 13.3. Examples of possible names:

- Blacksmith Court
- Carriage Place
- Nail Close.
**Scenario:** A naming authority has approved the development of townhouses that will only be accessible via a rear laneway. The naming authority has consulted the community about an appropriate name for the laneway and received a number of submissions. The preferred name is Smith, which commemorates the Smith family who were well respected in the area, ran a grocery store nearby and lived adjacent to the street. As the proposed name is duplicated within a 5 kilometre radius it would not be allowed.

**Solution:** Consideration should be given to assigning the name to a feature or acknowledging the shop itself or goods sold. For example, if Smiths Grocery was the first store to sell pineapples in Victoria, you could consider the names below. Relevant history can then be added to the street signage, refer to Section 13.3. Examples of possible names:

- Grocery Lane
- Produce Lane
- Pineapple Lane.
2.1.2 Regional urban area

Duplication is not allowed in the same locality and in regional urban areas within 15 kilometres. Below is an example of regional urban duplication.

**Scenario:** A naming authority has received a request to name a picnic area in a local park Gold Picnic Ground to commemorate a location in Bendigo where gold was found. There are multiple places that use ‘gold’ in their names within the area. In this case, use of the word gold would not be allowed.

**Solution:** Consider assigning the name of the person who discovered the gold or the tool used that found the gold. Relevant history may then be added to the street signage, refer to Section 13.3. Examples of possible names are below:

- Shovel Picnic Reserve
- Pick Axe Picnic Reserve
- Nugget Reserve.
2.1.3 Rural or remote areas

Duplication is not allowed in the same locality and in rural or remote areas, within 30 kilometres. Below are examples of rural or remote area duplications.

Scenario: The naming authority wishes to preserve the heritage of the area by naming a track after a well-known family that once owned the property to which it led. The proposed name for the track is Cunningham. There are three roads with similar or direct duplicates; therefore, the naming of the track using the preferred name would not be allowed.

Solution: Consider acknowledging the Cunninghames by recognising their work, management of the land or country/place of origin, e.g. the Cunninghames emigrated from Bristol, England on the boat HMAS Berrima. Relevant history may then be added to the street signage, refer to Section 13.3. Examples of possible names are below:

- Bristol Way
- Berrima Lane.
Scenario: A new bridge is being constructed, which will take traffic over the railway line. The proposed name for the bridge is Winston, after a deceased land owner and well-respected member of the community. However, there are multiple uses of the name Winton in the area; therefore, careful consideration should be given to using the name. Winton and Winston is considered a duplication and would not be allowed because they sound too similar and may be incorrectly identified between each other.

Solution: Consider the roles Mr Winston played in the community or how he used his land. For example, Mr Winston was chair of the local Landcare group for 12 years and his land was used to graze sheep and Jersey cows. Relevant history may then be added to the feature signage, refer to Section 13.3. Examples of possible names are below:

- Cow Bridge
- Jersey Bridge
- Sheep Bridge.

2.2 Feature names not considered duplicates

Naming authorities can use the following as a guide to determine feature names OGN might not consider duplicates. If naming authorities would like further advice, please contact OGN.

The names below are not considered duplicates because the feature names have unique identifiers that differentiate them from each other, or the feature type is different. In all examples, the requirement under 4.2.3 Locational names has been applied. The locality name in combination with the other parts of the name associate it to the area in which it is located.

These examples do not apply to roads – road names must be unique.
The creation of Craigieburn ANZAC Park (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=122246) in the locality of Craigieburn (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp?placeId=100850) is not considered a duplication, even though within a 5 kilometre radius there are the following similarly named features:

- Craigieburn Bicentennial Park
- Craigieburn Gardens.

The creation of Briagolong Botanical Park in the locality of Briagolong is not considered a duplication, even though within a 15 kilometre radius there are the following similarly named features:

- Briagolong Forest Red Gum Reserve
- Briagolong Recreation Reserve.

The creation of Belvoir Lake Park in the locality of Wodonga is not considered a duplication, even though within 5 kilometres radius there are the following similarly named features. This also relates to the exception for multiple feature names:

- Belvoir Park
- Belvoir Oval.

A new school called Murrayville Community College in the locality of Murrayville is not considered a duplication, even though within a 15 kilometre radius there are the following similarly named features:

- Murrayville Preschool
- Murrayville Primary School.

### 2.2.1 Multiple names

The assignment of multiple feature names within, for example, a park or reserve is not considered duplication. The feature name must have a direct relationship with one another i.e. Mildura Wharf Carpark which is adjacent and services Mildura Wharf, Albert Park Playing Fields located in Albert Park.
2.3 Anzac commemorative naming project

The OGN is managing the Anzac commemorative naming project (see www.delwp.vic.gov.au/ANZAC-namingproject). The project offers opportunities to name places with strong links to places and acknowledge the wartime service of municipalities local military people or civilians who supported Australia's military cause.

There are clear Commonwealth rules about using the word ‘Anzac’ under the Protection of Word ‘Anzac’ Act 1920 (see www.dva.gov.au/commemorations-memorials-and-war-graves/protecting-word-anzac). Penalties apply for the incorrect use of the term. Permission from the Federal Minister for Veterans’ Affairs is generally required to use the word ‘Anzac’ in a commercial context.

Under the Protection of Word 'Anzac' Regulations 1921 (Cth), the word ‘Anzac’ can be used in the name of a street, road or park containing or near a memorial to the First or Second World War.
3 Roads

3.1 What is a road?
For the purposes of these 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.

3.2 Statutory requirements applied to roads
Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in Section 2 as well as the requirements outlined in Section 3 below, specifically Sections 3.2.1 – 3.2.5.

3.2.1 Rural and urban addressing
Except where provisions are already made in these naming rules, the naming of a road must conform to the provisions of AS/NZS 4819:2011 Rural and urban addressing (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944). The standard outlines how to derive datum points and how address numbers are assigned. Further advice is available in APPENDIX D.

3.2.2 Extent: road course, start and end points
Any proposal to name or rename a road needs to clearly indicate the extent to which the name will apply. The extent of a road is considered to be its start and end points, and the course (including bends, divided carriageway sections and curves) of the road between these two points.

A road name must not be applied in an ambiguous or confusing way for road users. For example, the road name should be applied to a single, unobscured and unobstructed roadway that leads from a start point to an end point, in a clear and logical manner. The road name should not be applied in a ‘disjointed’ or confusing way. Isolated road segments should be uniquely named.
The examples above and below provide appropriate road types with clear extents. If you are unsure about which road type is appropriate and whether an extent is compliant you should contact OGN for advice.

In some cases, a renaming will be proposed for only one section of a road. In these instances, the coordinating road authority must clearly indicate which section of the road will be renamed and which section will remain the same (usually with an annotated and, possibly, dimensioned map or schematic diagram). Renamed roads should see a naming proposal created and submitted to OGN. An error or past amendment not represented in Vicmap or VICNAMES should be submitted via NES (see nes.land.vic.gov.au), the notification for editing service.

If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development and the proposed road has been constructed at either end but the middle section is yet to be built, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points (refer to APPENDIX D) until they meet at a cross road on the newly constructed middle section.

If one name is to be assigned to the completed road, renaming of the two unique roads and renumbering should take place to recognise the full extent of the road.

**Note:** any current or pending residents and land owners should be advised of the plan to rename the road in the future and possible renumbering implications.

### 3.2.3 Road types

All roads must have a road type assigned that suitably describes the road’s characteristics. The road type must be selected from the list of acceptable road types provided in APPENDIX A. The list of road types is compliant to AS/NZS 4819:2011 Rural and urban addressing (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944).

In new estates, road types can be chosen with the ultimate estate configuration in mind. For example, a road that is initially a cul-de-sac may be given an open-ended road type if it can be demonstrated that the road will eventually become a through road.

Road types must not be used to distinguish different roads of the same, similar sounding or spelt names. For example, the roads White Street, White Crescent and White Lane are considered duplications and unacceptable. The same applies to, for example, Whyte Street, Wite Crescent and Wyte Lane (or similar combinations).
3.2.4 Unacceptable road names

There are many legacy names within Victoria that today would not be allowed. The following are examples of unacceptable road names.

- Use of the definite article ‘the’ is not acceptable for sole use as a road name (e.g. it is not acceptable to name a road The Avenue).
- Road types are not to be used in the formation of a road name (e.g. Back Street Road, Arcade Walk, Track Way or Boulevard Street are not acceptable).
- The use of numerals is unacceptable for a road name, either in full alphabetised or numeric format (e.g. Four, Fourth, 4 or 4th are unacceptable). This is because of the possible confusion between the road name and address number.
- A prefixed or suffixed extension of the name is not to be used as part of a road name, e.g. upper, lower, little, old or new and the cardinal directions north, south, east and west. The only exceptions are:
  - when the name is derived from a local feature such as Old Mine Hill, Upper Axedale Quarry Road or South Coal Mine Road
  - when the name is derived from a locality name that uses a cardinal direction, e.g. Geelong West Road is an acceptable name because Geelong West is a locality name; however, Smith South Road, South Smith Road and Lower Smith Road are unacceptable because they do not reflect a locality name.
- Destination-to-destination names, e.g. Melbourne-Geelong Road, are unacceptable. This is because there are too many possible aliases (e.g. Melbourne Road, Geelong Road, Geelong-Melbourne Road and perhaps even a local name such as High Street where the road runs through a township). Therefore, a single name is required.
- Hyphens and the word ‘and’ are not to be used.
- The naming of a road after an estate, which is solely commercial in nature, is non-compliant. Refer to Principle (I) Using Commercial and business names.

3.2.5 Obstructed or altered roads

If the course of a road is to be permanently obstructed or closed, perhaps due to construction of other roads or features, a new unique name must be applied to one end of the road. This is particularly important when an emergency service vehicle cannot navigate the entire course of the road from one end to the other.

It is not appropriate to apply a cardinal direction (north, south, east or west) to one or both ends of the road in these instances. The application of cardinal directions is not appropriate because community recognition of them as unique roads in the same area is limited. Emergency and postal service delivery can also be severely affected.

In the example below, some members of the community could omit the use of the cardinal directions when requesting emergency services or sending mail – this can impede the efficient delivery of these services.

<table>
<thead>
<tr>
<th>7 Smith Street South</th>
<th>7 Smith Street North</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne</td>
<td>Melbourne</td>
</tr>
<tr>
<td>Victoria 3000</td>
<td>Victoria 3000</td>
</tr>
</tbody>
</table>

*If cardinal directions are applied to a road name, members of the public could mistakenly use the addresses below, which might apply to both the addresses above.*

<table>
<thead>
<tr>
<th>7 Smith Street</th>
<th>7 Smith Street</th>
<th>7 Smith Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne</td>
<td>South Melbourne</td>
<td>North Melbourne</td>
</tr>
<tr>
<td>Victoria 3000</td>
<td>Victoria</td>
<td>Victoria</td>
</tr>
</tbody>
</table>
3.3 Roads that can be named

All roads, whether they are public or private, should be named and registered in VICNAMES and Vicmap. This facilitates the application of standardised addressing and location identification across Victoria. Therefore, any land course navigable by vehicle or foot should be officially named according to the principles and procedures outlined in these naming rules.

Other than public roads, the following are some examples of roads that should be named and registered: access tracks to points of interest including rivers or levees, service roads between or behind buildings and private roads that give access to plantations or multiple properties.

Emergency services and public service providers rely on road names being officially registered and signed. This ensures that a road’s location and extent is uniquely identified in the Victorian government’s spatial databases, and is therefore accessible on the majority of relevant organisational and public mapping products. The registration of road names also means that properties or features located on or associated with the road can be assigned suitable and officially recognised street address numbers.

Addresses allocated through the official registration process are used for emergency and other service provision, as well as for the distribution of emergency warning notices to mobile and landline phones. Emergency and other services are often impeded from accurately locating residents and businesses when road names are not registered and addresses are not officially allocated.

Note: Driveways or common property do not need to be named if the sites themselves are addressed to the main road. Exceptions can be made when benefits – e.g. improved public safety, improved delivery of goods and services – can be expected.

Further information about naming roads on plans of subdivision, including street addressing, is available on the FAQ page (see www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml) of the SPEAR website (see FAQ Street Addressing).

3.4 Who can name roads?

Subject to the provisions of the Local Government Act 1989 and the Road Management Act 2004, the main road naming authorities (coordinating road authorities) in Victoria are:

- councils
- VicRoads
- State Government departments or authorities (including Port of Melbourne, Alpine Resort Management Boards, Places Victoria and Parks Victoria).

Both the Road Management Act 2004 and the Local Government Act 1989 allow for coordinating road authorities to name and rename roads and publish gazette notices informing of official road naming. However, these Acts state that, in all instances, the road authorities must act in accordance with the naming rules (refer to Section 1.1).

Typically, OGN gazettes roads on behalf of a council. When coordinating road authorities publish a gazette notice, the authority must act in accordance with the naming rules.

Importantly, road authorities must seek the Registrar’s endorsement for the proposed road name prior to publishing a gazette notice. Information on the processes and procedures required to be undertaken prior to gazettal are provided in Section 10.

Private road naming can be initiated by an owner, developer, emergency service provider, council or public interest group; however, the registration of the name is a process that needs to be completed by the relevant naming authority. Details on the naming processes and procedures for private roads are outlined in Section 3.8.

Naming authorities’ staff should lodge the proposal with OGN using the Notification for Editing Service (NES at nes.land.vic.gov.au). This online facility allows for the easy submission and tracking of proposals from the
naming authority through to the Registrar and onto the Department of Environment, Land, Water and Planning’s Information Services Division (ISD). Details on how to register for and use NES are on the website.

If a naming authority discovers a mistake with a road name, e.g. the name is correct in the gazettal and incorrect on the map base, then a NES request should be submitted to Vicmap to correct the mistake.

Note: if residents have been advised of the incorrect name and that name is in use, then changing it is regarded as renaming and the naming rules apply.

3.5 Roads with more than one naming authority

A checklist that naming authorities can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

Naming authorities own or maintain numerous roads and sometimes share the responsibility for their maintenance with council, government departments and authorities.

If the road is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance; or, consider referring a proposal to a Geographic Place Names Advisory Committee.

3.6 Council coordination of public roads’ naming

A checklist councils can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

Refer to Sections 6–14 for the process to prepare a proposal.

3.7 Government department or authority coordination of public roads’ naming

A checklist government departments and authorities can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

Because of the varied nature of roads that fall under the responsibility of naming authorities under different State Government departments and authorities, the Registrar prefers to establish unique naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

Naming authorities other than local government should have naming guidelines created in consultation with the Registrar. For example Parks Victoria, VicRoads and DELWP. These specific guidelines will complement the naming rules and apply to all roads within a naming authority’s jurisdiction. If a unique set of naming guidelines has not been established for a government department or authority and agreed with OGN, the general requirements set out in these naming rules apply.

3.8 Naming roads in new residential or commercial subdivisions

A checklist that can be used to prepare a proposal is available in APPENDIX C.

Typically, road names are entered via SPEAR.

1 SPEAR is an acronym for Surveying and Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online, including the submission of associated road names and addresses.
3.8.1 Responsibility for naming roads in residential or commercial subdivisions

Road naming within plans of subdivision is usually the developer’s role; although, land surveyors often help to choose names and add them to plans of subdivision. It should be noted, however, that plans of subdivision need to be approved by the responsible road naming authority. This is the responsibility of the council or State Government department or authority charged with approving the subdivision plans.

The developer and road naming authority are encouraged to work collaboratively to develop compliant road names for the subdivision.

3.8.2 The naming process

Prior to council certification, developers should consult the road naming authority when preparing plans of subdivision. This consultation may incorporate discussion of possible names for roads in the area and whether the road naming authority might suggest suitable themes (such as Aboriginal heritage, Anzac-related (refer to Section 2.3) or other local historical events or figures) for the developer to consider.

Developers and land surveyors must ensure that road names included on plans of subdivision, for the purposes of certification, conform to the principles outlined in these naming rules. Failure to comply with these statutory requirements may result in a name needing to be changed either prior to or after registration of the subdivision.

Further information is available from the Quick reference guide for land surveyors (see www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place).

Further information on compliant road types is available in APPENDIX A.

During the certification stage of the subdivision process, the road naming authority or subdivision approval and certification body must ensure that the road names allocated to the plans conform to the principles of these naming rules. If any of the parties believe that one or more of the road names do not conform, it should seek to have the land surveyor, in consultation with the developer, change the unsuitable names to ensure compliance.

When plans of subdivision are lodged for registration with Land Use Victoria, an audit of the road names may be undertaken by OGN. If OGN determines that the road names on a lodged plan do not conform to the naming rules, OGN will send a request to the subdivision approval and certification body for the non-conforming names to be changed.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

3.8.3 Entering subdivision road names into VICNAMES

Once a plan of subdivision has been registered, the road names are entered into VICNAMES (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp). Notification of registration is not formally supplied by the Registrar; rather, the act of entering the names into VICNAMES acts as a de-facto notification system.

3.8.4 Road name history

An optional form (available from www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place>Road name history form) can be uploaded to SPEAR with a plan of subdivision. Typically one form should be used per road name. Those looking to name multiple roads should liaise with the appropriate road naming authority to discuss the most efficient way to provide the information.

The form is not mandatory, but if the certifying authority requests that the form is filled in prior to any approval of the plan then the developer or land surveyor may be compelled to comply.

Providing detailed historical information will assist the approval process for the road naming authority. Also, if OGN chooses to audit the plan of subdivision, the information provided will help ensure that the name is appropriate and complies with the naming rules.

When the name has been officially registered in VICNAMES, the road naming authority or land surveyor should submit the historical information to VICNAMES. This will ensure the history behind the name is recorded.
3.8.5 Non-compliant names entered into VICNAMES
If the name of a road in a new subdivision is approved and entered into VICNAMES but is later shown to not comply with the naming rules, the Registrar has recourse to request the road naming authority change the name. The change should be undertaken through collaboration of the road naming authority and developer.

If it can be shown that the name as it is registered will cause an issue for emergency or other service providers, the name must be changed when requested by the Registrar. The naming authority must change the name to a compliant alternative within 90 days of receiving the Registrar’s request or outline to the Registrar the naming authority’s intended action to redress the issue.

The OGN will not be responsible for any costs associated with changing or amending plans of subdivision.

3.8.6 Maintenance and responsibility
Naming or renaming a road in a new subdivision, when the maintenance of that road is the responsibility of the developer and/or private land owners, does not imply or transfer responsibility for road maintenance to the road naming authority (council or State Government department or authority) processing the renaming proposal.

3.9 Naming private roads on private property and within complex sites
A checklist that can be used to prepare a proposal is available in APPENDIX C.

This section outlines the process for naming or renaming roads located on private properties for addressing or way-finding purposes. Private roads include (but are not limited to) roads in commercial logging sites, caravan parks, retirement villages, apartment complexes, shopping centres, schools, universities, hospitals, industrial estates or closed-gate communities. Refer to 3.9.3 Complex site addressing program for further information.

Private roads should be named and registered. It is particularly important if:

- the road gives access to one or more properties that cannot be assigned an unambiguous urban or rural address using the name of other public roads to the property
- the road provides a traffic thoroughfare between two other roads.

Roads on private properties are not usually open to public access (but this is not always the case) and, sometimes, they have restricted access through security gates. Even though these roads are not generally accessible by the public, they are usually named to allow for easy navigation within the complex.

The irregular and ungoverned naming of roads within complexes can lead to problems for emergency and other service providers, especially when the names do not conform to these naming rules and/or are not officially registered.

If a road on private property does not have a name registered in VICNAMES, the official address point for residences or businesses is defined as the primary address of the complex’s location. An example of this would be in a caravan park, when no matter what names were applied to particular roads within the complex, all sites may have the following address:

Ms R Smith
C/o Sunshine Caravan Park
457 Green Road
Melbourne
Victoria 3000

Or a complex address might be:

Ms R Smith
Site 4, Happy Street
C/o Sunshine Caravan Park
The use of primary addresses and complex addresses in these situations is not ideal; therefore, the Registrar requires the official registration of road names within complexes.

Officially registering road names within complexes ensures that the details are stored in Vicmap and are therefore accessible on the majority of relevant organisational and public mapping products.

The registration of private road names also means that properties or features located on private roads can be assigned suitable and officially recognised address numbers. This means that the address for the example above may be:

Ms R Smith
4 Happy Street
Melbourne
Victoria 3000

Note: street number allocation should be in accordance with AS/NZS4819:2011 Rural and urban addressing standard.

3.9.1 The naming process

An owner of a private road or complex is advised to consult their naming authority when developing roads on their site. This consultation might incorporate a discussion of possible names for roads if the naming authority wants to suggest suitable themes for the owner’s consideration.

Owners must ensure that road names conform to the principles and requirements outlined in these naming rules.

An owner of a complex must submit to their naming authority a plan/map for naming the roads within their property. The naming authority will then check that the proposal conforms to the naming rules and, if suitable, send the proposal to the Registrar for endorsement.

If it can be shown that the proposed name will cause an issue for emergency or other service providers, the name must be changed within 90 days of receiving a request from the naming authority or the Registrar; or, the complex owner must outline to the Registrar their intended action to redress the issue.

3.9.2 Entering a private road in VICNAMES

Upon receiving a proposal to name or rename a private road on private property, OGN will upload details of the proposal on the Naming proposals webpage (see www.delwp.vic.gov.au/naming places>Naming proposals). A letter will also be sent to the naming authority advising of the proposal’s receipt.

When considering the proposal, the Registrar will check that the proposed names or name conform(s) to the principles of these naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will gazette the proposal and update the Naming proposals webpage to reflect that stage in the procedure.

If the Registrar deems the proposal non-conforming, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal should be redesigned for future consideration and registration. The new name will not be registered in VICNAMES. The OGN will update the naming proposals webpage to reflect that stage in the process.

3.9.3 Maintenance and responsibility

Registering the name of a road in a private property or complex, when the maintenance of that road is the responsibility of the land owner or body of management, does not imply or transfer responsibility for road maintenance to the road naming authority (council or State Government department) processing the renaming proposal.
3.9.4 Complex site addressing program

The OGN, with assistance from Vicmap’s Information Services Division, emergency services and other stakeholder organisations, has launched the complex site addressing program.

The complex site addressing program aims to provide a unique address for each sub-address within large or complex sites such as retirement villages, universities, shopping centres, camping sites, sporting facilities, tourist venues, and caravan and residential parks.

By doing this, the program will improve the property addressing system in Victoria and support efficient and effective delivery of emergency and postal services, as well as a range of government activities.

A flyer is available online, primarily for municipal councils, who can then distribute it to managers of complex sites. The addressing information should then be provided by site managers to their councils for uploading to Vicmap. Further information is available online from: www.delwp.vic.gov.au/namingplaces.

For further information on initiating a naming/renaming proposal, refer to Sections 6–14 of these naming rules.
4 Features

4.1 What is a feature?
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.

A list of features included in VICNAMES and the relevant naming authorities can be found in APPENDIX B or at www.delwp.vic.gov.au/namingplaces>Guidelines for naming or proposing to name or rename a place.

4.2 Statutory requirements applied to features
Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in Section 2, as well as the requirements outlined in Section 4 below, specifically Sections 4.2.1–4.2.4.

4.2.1 Feature type
The feature type should be included in a feature’s name and located after the unique feature name. This is to minimise possible confusion over the feature type to which the name applies. For example, the naming of Waterlands Park enables users to understand that the feature Waterlands is parkland.

An exception to this is the use of Aboriginal names or words if the Aboriginal name already includes details of the feature type. For example, Birrarung Marr is a park in Melbourne, with Marr translating from the Woiwurrung language to mean ‘park’ in English.

4.2.2 Waterways
For the purposes of complying with these naming rules, it is necessary for naming authorities to describe in exact detail the full extent of any waterway it is proposing to name or rename, which will ensure official records are unambiguous.

The name of a waterway must be applied from the beginning of the watercourse to its confluence with another waterway or body, but not including tributaries.

Naming authorities must also consult the immediate community that might be affected by the naming of a waterway. Refer to Section 7 for further details.

The naming of waterways may have implications under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2007.

4.2.3 Locational names
If choosing a name based on location, the feature should be given the name of the official locality. If the name of a locality is used to define and locate a feature, e.g. Ballarat Avenue of Honour, the locality’s name should appear first in the feature’s name.

The names of neighbourhoods, residential estates and subdivisions should not be applied to a feature. The reason for this approach is that if many features are named after a local estate or neighbourhood rather than the official locality, there can be public confusion about the official addresses in the area.

For example, an unnamed reserve located within an estate known as Blue Water Lakes within the locality of Smithurst should not be proposed with the name ‘Blue Water Lakes Reserve’. Instead, the name ‘Smithurst Reserve’ should be proposed or, if this is already in use, another name should be chosen (perhaps one that commemorates a local historical event or person).

For example, it is not appropriate to name a piece of infrastructure ‘North Yarra Community Centre’ if the officially gazetted locality is Yarra North. It is important that naming authorities preserve the officially gazetted locality name; alternatively, consider renaming the locality.

Refer to Principle D for information about the use of multiple names linked to one locational name.
Refer to Section 2.2 for information about duplicate names.

4.2.4 Base names
Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) should also, for the purposes of emergency service management, be assigned a ‘base name’. The purpose of the base name is to provide a consistent name over the feature’s lifespan, particularly when the private sponsorship name may change.

An example would be the sporting stadium in Melbourne’s Docklands. Originally named Colonial Stadium then Telstra Dome followed by Etihad Stadium, the base name could be considered to be Docklands Stadium. The sponsorship names would be recorded in VICNAMES (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp) only at the time the sponsorship contract applies, after which time the name would be converted to historical status. The base name would be registered in VICNAMES for the feature’s lifespan.

4.3 Features that can be named
The Registrar requires that naming authorities given the task of naming public and private features adhere to the principles and statutory requirements in these naming rules because it is important to ensure that features in Victoria are clearly and unambiguously named, especially for emergency and other service reasons (all features are defined in Appendix B).

Information contained in VICNAMES is considered to be the definitive data source for geographical names information, and is distributed regularly to a nationwide network of emergency service, postal, and spatial information and mapping agencies.

Providing details to the Registrar of publicly and privately named features ensures that all relevant organisations are aware of the existence and locations of features and correct spelling of their names.

4.3.1 Legacy names
Legacy refers to features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES. Naming authorities are encouraged to register these features. Naming authorities requiring further information should contact OGN for advice. OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.

4.4 Who can name features?
Naming authorities (Refer to Section 1.5.2), companies and people who own or maintain a feature considered to be of public interest (such as a park, reserve, pavilion, sports stadium, concert hall, vineyard or a prominent structure) may name features and are required to submit the details of the feature’s extent and location along with background information on the name via NES (see nes.land.vic.gov.au) or in writing to the Registrar. Upon consideration of this information, the Registrar will determine appropriate action – whether to gazette and register or record the name in VICNAMES, and provide information to all relevant stakeholders (as detailed in Section 13).

Note: The Minister (or a delegate) administering the Water Act 1989 is the naming authority for waterways. Refer to the Water Act 1989 (at www.legislation.vic.gov.au) for the definition of a waterway.

Features named under private sponsorship contracts that will attract high visitor numbers (such as sporting stadiums or concert halls) might also, for the purposes of emergency service management, be assigned base names. The base name may be determined by government, a private entity or OGN (refer to Section 4.2.4).
4.5 Features with more than one naming authority
A checklist that naming authorities can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

Naming authorities own or maintain numerous public features such as parks, reserves, picnic areas and bridges. A list of features to be included in VICNAMES and the relevant naming authorities can be found in APPENDIX B.

If the feature is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

4.6 Council coordination of feature naming
A checklist that councils can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

Refer to Sections 6–14 for the process steps in preparing a proposal.

4.7 Features with State Government departments or authorities as the naming authority
A checklist that government departments and authorities can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

State Government departments or authorities that own or maintain public features such as schools and hospitals are the naming authorities for these features. Refer to APPENDIX B for a list of features considered to be owned or maintained by State Government departments or authorities.

Because of the varied nature of features that fall under the responsibility of naming authorities under different departments and authorities, the Registrar prefers to establish tailored naming guidelines for each department or authority and, where applicable, adhere to the principles and requirements of these naming rules.

State Government departments and authorities not covered by existing tailored naming guidelines should follow the procedures outlined in these naming rules.

4.7.1 Guidelines for specific departments or authorities
The following State Government departments and authorities have developed tailored naming guidelines in consultation with the Registrar. These guidelines apply to all features (and roads, as discussed in Section 3) under their jurisdictions.

The following list is only representative of the agreements reached at the time these naming rules were published.

- Department of Education and Training (see www.education.vic.gov.au/school/principals/spag/management/Pages/nameschool.aspx)
- Country Fire Authority.

4.7.2 Cemeteries
A cemetery is a place for the internment of bodily remains and cremated remains. Responsibility for naming cemeteries resides with the Department of Health and Human Services and individual cemetery trusts. For further information about amendment to or creation of a cemetery name, contact the Cemeteries & Crematoria Unit, Department of Health & Human Services on 1800 034 280 or email cemeteries@dhhs.vic.gov.au.
4.8 Features on private land

A checklist that can be used to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

This section outlines the process for naming or renaming features located on private properties. There are many features with companies or people as their naming authorities. Examples include, but are not limited to, sporting stadiums and precincts, hospitals, aged care facilities, tourist attractions, features, entertainment complexes or shopping centres. A full list of feature types that should be included in VICNAMES is available in APPENDIX B or contact OGN for details.

Private features should be named and recorded if the feature has an unrecorded official name or a locally accepted name. The naming of features within private property is usually the role of the owner of the site in which the feature is situated. For further information refer to Section 1.7.

The irregular and ungoverned naming of features can lead to emergency response and other service provision interruptions and problems, especially when the names do not conform to these naming rules and/or are not officially registered.

4.8.1 The naming process

Owners of features on private property should contact their naming authority when considering the naming of features. This consultation might include discussions about possible names for the feature – the naming authority may know the locally accepted name and/or wish to suggest suitable themes for the owner’s consideration.

Owners must ensure that feature names conform to the principles and requirements outlined in these naming rules.

An owner of a feature must submit to the naming authority responsible for the feature a plan/map for naming the feature. The naming authority will then check that the proposal conforms to these naming rules and, if suitable, send the proposal to the Registrar for endorsement.

If it can be shown that the proposed name will cause an issue for emergency or other service providers, the name must be changed within 90 days of receiving a request by the naming authority or the Registrar; or, the owner must outline to the Registrar their intended action to redress the issue.

4.8.2 Entering a private feature in VICNAMES

Upon receiving a proposal to name or rename a private feature on private property, OGN will upload details of the proposal on the Naming proposals webpage (see www.delwp.vic.gov.au/naming places>Naming proposals). A letter will also be sent to the naming authority advising of the proposal’s receipt.

When considering the proposal, the Registrar will check that the proposed naming or renaming conforms to the principles of the naming rules. If the Registrar deems that the proposal conforms to the naming rules, OGN will record the name in VICNAMES and update the Naming proposals webpage to reflect this stage in the procedure.

If the Registrar deems that the naming or renaming proposal does not conform, the proposal will be returned to the naming authority with a request for further information or advice about how the proposal be redesigned for future consideration and registration. The new name will not be recorded in VICNAMES. The OGN will update the Naming proposals webpage to reflect this stage in the procedure.

4.8.3 Maintenance and responsibility

Registering the name of a feature in a private property, when the maintenance of that feature is the responsibility of the land owner or body of management, does not imply or transfer responsibility for a feature’s maintenance to the naming authority (council or State Government department) that is processing the naming proposal.
4.9 Features with Aboriginal names

A checklist that can be used to prepare a proposal is available in APPENDIX C.

There are numerous features in Victoria that have Aboriginal names. In many instances, these features are defined differently to western concepts of place (e.g. middens, rocky escarpments, sites on a mountain or beach, rocky outcrops or stone arrangements), but their names are just as important to include in VICNAMES (see maps.land.vic.gov.au/lassi/VicnamesUI.jsp).

Any person or organisation can develop a proposal to register a feature’s Aboriginal name, whether the feature has an existing registered name or not.

If approved the process involves one of the following:

- Recording the Aboriginal name as ‘Registered’ (see Section 1.7) or ‘Dual’ results in the Aboriginal name being recognised as the official name in use for the feature. The name will appear on Vicmap standard maps for the area.

- Recording the Aboriginal name as ‘Traditional’ or ‘Historic’ results in the Aboriginal name being recognised on Vicmap standard maps; the name can be located by researchers and be used on specialised maps.

All names, regardless of their status, will be held in VICNAMES.

For further information refer to Section 7.3 Developing an Aboriginal naming proposal and Section 7.4 Process for a Traditional owner group to develop an Aboriginal naming proposal.

For further information on initiating a naming/renaming proposal, refer to Sections 6–14 of these naming rules.
5 Localities

5.1 What is a locality?

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’.

Every locality should have a unique and unambiguous name. It must have recognised and registered boundaries and not overlap with other localities. A locality provides an official reference area for addressing purposes.

A named neighbourhood is not a locality because it does not have officially recognised and registered boundaries; therefore, a neighbourhood name cannot be used for addressing purposes.

A named residential estate is not recognised as a locality name – refer to sections 5.2.2 and 5.2.3.

5.2 Statutory requirements applied to localities

Naming authorities must ensure that a naming proposal conforms to all relevant principles outlined in Section 2, as well as the requirements outlined in Section 5 below, specifically Sections 5.2.1–5.2.7.

5.2.1 Boundaries

Locality boundaries must align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as waterways or ridgelines. The following conventions must be applied.

1. If major roads separate communities, the boundary of a locality should be along the road centre line. In cases of dual carriageways, please contact OGN to discuss boundary options.
2. If residents and businesses in minor roads are deemed to be part of the same community, it is advisable to place the locality boundary along the back boundary of properties facing the road.

3. In dead-end roads and culs-de-sac, the locality boundary should wrap around the properties at the end of the road so that all properties accessed from the same road are addressed to the same locality.
4. The locality boundary for corner blocks should be the same as those for neighbouring properties accessed from the same road. There are four options for this location of boundaries, as shown in diagrams a., b., c. and d. below.

Diagram a. shows how boundaries should be applied to properties on corner blocks accessed from Black Street.

Diagram b. shows how boundaries should be applied to properties accessed from White Street.

Diagram c. shows how boundaries should be applied to properties where one corner block is accessed from Black Street and the other is accessed from White Street.

Diagram d. shows one option on how to apply a locality boundary where multiple shop fronts or residences on one property have access to both Black Street and White Street. As there are multiple options in these cases, contact OGN for advice.
5. If a property is situated on a corner and the block is subdivided with one or more of the new properties accessed from a road generally being addressed to a different locality, the locality boundary should be changed to incorporate the new subdivided properties.

6. Locality boundaries should take into account the location of battle-axe properties. Ideally, where a property is accessed through a right-of-way or private roadway from a road that forms part of a locality boundary, the locality boundary should incorporate the battle-axe property.
7. If a natural feature such as a waterway or ridgeline is to be used as the boundary for a locality, the boundary should be applied to the centreline of the feature. Exceptions to this include the Murray River, lakes, major rivers and ocean or sea boundaries. In these instances, contact OGN for advice.

8. A locality must not be defined as an island within another locality. For instance, all localities must have boundaries that run alongside two or more other localities, or one other locality and a state or sea boundary.

5.2.2 Estate and subdivision names

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. If a council is considering creating a new locality for an area that contains newly created estates and subdivisions, preference should always be given to creating a new unique name reflecting the landscape or history of the area. When an estate’s name has a historical connection to the area then this may be considered. The naming authority may determine whether there is a need to seek an exemption from the Registrar. Refer to Principles (C) and (I).

5.2.3 Promoting a new estate

The promotion of new estates by developers and land owners must use the correct locality name. The estate name must not conflict with current locality names.

If a land development is promoted as a new locality then this could be considered to be misleading and deceptive under the Competition and Consumer Act 2010 (see www.legislation.gov.au/Details/C2012C00103).

For example, promoting a new development as Green Hills Estate within the locality of Taylor is not misleading or deceptive. However, if a promotion claims that Green Hills will be a new locality where the new estate will be built, it is misleading and deceptive.

Precinct Structure Plan (PSP) names assigned by the Victorian Planning Authority are not to be used to create locality names, unless approval is provided from OGN.

5.2.4 Size

Community areas and landscape features vary in size and it is difficult to define the recommended size of a locality

Generally, a locality should be determined to facilitate emergency or postal service delivery. Therefore, a locality should not be so small that it would make it difficult to distinguish from the surrounding area. A locality also should not be so large that members of the public are confused about where the boundaries lie. Councils must be able to demonstrate that proposed boundaries for a locality will make sense to local residents, businesses and visitors.
A locality is an area that may contain a clear community hub that can be considered the focal point of the named locality. This sometimes consists of a shopping precinct and other economic, public, social infrastructure and provides services to the surrounding residential area.

5.2.5 Hyphens

Hyphens are not to be used in a locality’s name.

5.2.6 Local government area boundary review

Where an existing locality boundary extends across two or more local government area boundaries, the boundaries of the locality should be reviewed with the intention of aligning them within one local government area.

5.2.7 Locality names unique within Australia

Locality names must not duplicate any other locality name in Australia. For example, a new locality in Victoria should not be given the name of a locality that already exists in Queensland.

New locality names should not be similar in spelling or sound like any other existing locality names in Victoria (for example ‘White’ and ‘Whyte’) Refer to Section 2 Principle (D).

Locality names duplicated in other jurisdictions and proposed for a locality in Victoria will only be considered if there is a historical connection to the area, and with an appropriate suffix. Naming authorities should contact OGN, which will consider proposals on a case-by-case basis.

Naming authorities must contact OGN for national duplication checks, including checks against other state or territory reserved locality names. Typically, this process can take up to two weeks depending on jurisdictional availability. Once a unique name has been selected it may be reserved (refer to Section 5.3.2).

5.3 Who can name localities and amend boundaries?

In most instances, the administration of locality naming, renaming and boundary definition is the responsibility of the council within which the locality is situated. See below for the three exceptions to this.

- In some instances, an existing locality may cross two or more municipal areas. In this case, all affected municipalities need to coordinate the naming or renaming and any boundary changes. The final proposal will be assessed by a Geographic Place Names Advisory Committee (refer to Section 1.5.5).

- In other instances, an area being considered for a new locality name may lie within the jurisdiction of a government department or authority undertaking a major land redevelopment project, e.g. the Victorian Planning Authority.

- Victorian islands that are often beyond the councils area of governance. In these cases the matter may be sent to a Geographic Place Names Advisory Committee to be assessed. Relevant stakeholders may also be consulted, including councils, State government departments and agencies and affected private land owners.

5.3.1 Creating a new locality

As the Victorian population increases, new residential and business areas are being developed. Naming authorities play an important role in ensuring that all localities are properly defined and named.

Locality boundaries should be regularly reviewed and assessed to check they adequately reflect the existing situation.

Creating a new locality allows the area’s residents and businesses to use a unique name for addressing purposes. If several major developments are proposed in an area, for example a number of subdivisions distinguishable from the surrounding landscape, naming authorities should consider creating a new locality.
5.3.2 Reservation of locality names
If there could be significant time between consulting OGN about a suitable name or names of a new locality or localities, public consultations, endorsement by the naming authority and finalising the development, the naming authority can lodge the proposed name(s) with OGN to record the name(s) online and ensure other states and territories do not duplicate the name(s). Contact OGN for more details.

5.4 Localities with more than one naming authority
A checklist that naming authorities can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

If the locality is situated across two or more municipal areas, the collaborating naming authorities should engage with staff from the respective organisations and coordinate the proposals based on these naming rules. They may contact OGN for advice and coordination assistance or consider referring a proposal to a Geographic Place Names Advisory Committee.

5.5 New localities created by councils, government departments or authorities
A checklist that naming authorities can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

Naming authorities should ensure that the new locality’s proposed name conforms to all of the principles outlined in Section 2 and the requirements of Section 5; in particular, linking the name to the place and not naming places after commercial interests.

Government departments and authorities sometimes undertake major land redevelopment projects. If the development is of substantial size or in a prominent position, it should consider creating a new locality to define the area.

State Government departments and authorities that do not have existing tailored naming guidelines should follow the procedures outlined in Sections 6–14 of these naming rules.

The information provided in these sections should be used by government departments and authorities (e.g. the Victorian Planning Authority) as a step-by-step guide to creating a new locality.

5.6 Changes to existing locality name(s) or boundaries
As communities grow there is a need to ensure that a locality’s name and boundaries reflect community needs. A locality boundary change might be considered due to changes in the distribution of homes or businesses, or other demographic changes.

A checklist that naming authorities can use to prepare a proposal for the Registrar’s endorsement is available in APPENDIX C.

Sections 6–14 of these naming rules contain step-by-step guides to the implementation process for altering a locality name or boundary if that locality falls within one or more municipal areas.

5.7 What should not be done?
It is important to consider the following when assigning a locality or boundary:

- locality names should not be long or hard to pronounce
- proposed name/s should not be offensive, racist, derogatory or demeaning

2 An exception to this is in the use of Aboriginal languages when it is accepted that Aboriginal names may appear at first to be complex will, over time, become familiar and easy to use within the community.
- locality boundaries must not overlap any other locality boundary
- a locality should not cross municipal boundaries
- locality boundaries must not bisect properties or land – refer to the diagram below.

The below example shows how a locality boundary should not be defined. There is no clear boundary for properties on Brown Road or Orange Street.

If a locality boundary is not clearly defined, the naming authority should align the boundaries to definitive and distinguishable physical features, e.g. cadastral fabric, road centre lines, creeks, rivers and railways.
6 Initiating a proposal and checking required information

6.1 Initiating a proposal

6.1.1 General public

Members of the general public and community interest groups can develop a proposal to amend a name or change the name of a road, feature or locality, including a locality’s boundaries.

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 or relevant naming authority should be contacted for advice because some naming authorities may have their own naming policies or guidelines that augment these naming rules and may need to be applied.

Proposals should include:

- the proposed name
- the location of the road or feature, including a map (and, if relevant, its current name)
- background information on why the naming authority should consider naming or changing the name or boundary, e.g. why the proposed name is considered appropriate (include any history or local relevance) – see Principle (C)
- the reason for the proposal (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
- a statement saying that the proposed name conforms to the relevant principles and requirements in the naming rules.

A checklist available in APPENDIX C can be used to help ensure appropriate information is provided to the naming authority.

If the proposal is in the form of a petition it must include the information above. Refer to glossary for the definition and requirements of a petition.

Upon receiving the proposal from the public, the naming authority should initiate the formal proposal process detailed in Section 6.2. If a proposal is to change the name of a road, feature or locality located across two or more council administrative areas, the respective naming authorities need to coordinate the proposal’s processing. OGN can provide advice and, when necessary, recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to Section 1.5.5).

Once a naming proposal has been submitted to the naming authority, no further action is required by the member(s) of the general public or community interest group(s), unless the naming authority requires additional information or seeks to involve the public or group in the process.

6.1.2 Emergency management or other public service providers

If a request is made in the interests of public safety, the naming authority must respond to the request within 30 days, outlining intended action. Organisations that provide emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to name or change the name of a road, feature or locality to the relevant naming authority responsible for the area in/across which the road, feature or locality is located. The provider may only submit a proposal if it can be demonstrated to be in the community’s interest.
Proposals should include:

- the location and extent of the road, feature or locality (and if relevant its current name)
- background information on why the relevant naming authority should consider changing the existing name or registering the new name, or boundary amendments
- details on why a new name and/or boundaries are considered to be appropriate
- an indication that any proposed new name conforms to the principles and requirements outlined in Sections 2, 3, 4 and 5.

A checklist available in APPENDIX C can be used to help ensure appropriate information is provided to the naming authority.

Upon receiving the proposal from the emergency agency or other service provider, the naming authority should initiate the formal proposal process detailed in Section 6.2.

Often, emergency services or other public service providers will not provide a suggestion for the proposed new name. In these instances, the naming authority must find a suitable name.

**6.1.3 Councils**

Councils can generate a naming proposal in-house, including choosing an appropriate name. If a request is made of council in the interests of public safety, the council must respond to the request within 30 days, outlining intended action.

When preparing a proposal, the council should consider naming or renaming a road, feature or locality after a local historical figure or event, or a unique attribute of an event that occurs in the area.

Renaming should only be considered if the council can demonstrate that the proposal is being made in the community’s best interest.

Councils might consider meeting on a regular basis with local interest groups (such as historical societies and charitable organisations) to develop lists of appropriate names for future use.

It is possible for a council to hold a naming competition (but not a competition for the boundaries). In such instances, the council should contact OGN with a proposed approach. The OGN will provide an endorsement of the process prior to public consultation.

If the council wants to develop a naming or renaming proposal that uses an Aboriginal name or names, the relevant Traditional Owner group(s) should be contacted for input at the outset of the proposal’s development.

Information on this consultation process is available from Principle (F) and in Section 7.3.

Once a name has been chosen and/or boundaries redefined (if relevant), councils should initiate the formal proposal process outlined in Section 6.2.

If a proposal is to name, change the name or alter boundaries that cross municipal boundaries, the respective councils should coordinate the proposal’s processing. OGN can provide advice and where necessary recommend if the proposed naming needs to be referred to a Geographic Place Names Advisory Committee (refer to Section 1.5.5).

**6.1.4 Government departments or authorities**

State Government departments and authorities not covered by a unique set of road, feature or locality naming guidelines should follow the procedures outlined in these naming rules.

There are four possibilities for naming roads, features or localities owned or maintained by a government department or authority, described as follows.

- The department or authority can work cooperatively with OGN to make an in-house determination on an appropriate name. This option allows for endorsement of the proposal by the relevant Minister or a Geographic Place Names Advisory Committee, and ratification by the Registrar.
The department or authority can develop a public consultation process and work with OGN to determine a final naming proposal. It also allows for the possibility of including a Geographic Place Names Advisory Committee to make a final determination on the proposal, or for the relevant Minister to make a final decision.

To develop a name proposal through a public competition, the department or authority should contact OGN to discuss appropriate formats for the competition forum. Essentially, the competition should be advertised broadly, with reference made to these naming rules.

The Minister responsible for the department or authority can seek a Ministerial direction by writing to the Minister responsible for Act to request that powers under s. 11(5) of the Act be excised and direct the Registrar to enter the name in VICNAMES.

### 6.2 Naming proposal process

#### 6.2.1 Check information

Check all necessary information has been provided by the party proposing the name. If insufficient, request additional information within 30 days.

The decision to proceed with a name proposal rests with the naming authority.

#### 6.2.2 Apply the principles

If the naming authority is not certain the naming proposal conforms to the naming rules (for instance, in cases of possible duplication or boundary confusion) the naming authority can consult OGN and emergency agencies and public service providers using NES. This consultation should be undertaken prior to any public consultation.

Details on how NES works to facilitate consultation with emergency services and public service providers are available from nes.land.vic.gov.au.

Upon selection of a name or shortlist of names and/or boundaries, the naming authority should confirm that the names and/or boundaries conform to all of the principles outlined in Section 2 and statutory requirements outlined in Section 3, 4 and 5.

A naming authority may decline to consider a naming or renaming proposal where a substantially similar application has already been decided upon by the naming authority.
The following process flow chart details the formal process in its entirety.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Prepare a naming proposal – refer to Section 6.</td>
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<tr>
<td>2</td>
<td>Naming authority develops a consultation strategy – refer to Section 7.</td>
</tr>
<tr>
<td>3</td>
<td>Analyse feedback from the community and respond to any objections – refer to Sections 7 and 8.</td>
</tr>
<tr>
<td>4</td>
<td>Naming authority considers the naming proposal and ratifies, as necessary – refer to Section 9.</td>
</tr>
<tr>
<td>5</td>
<td>Naming authority lodges the proposal with OGN for consideration by the Registrar – refer to Section 10.</td>
</tr>
<tr>
<td>6</td>
<td>The Registrar considers the naming proposal – refer to Section 11.</td>
</tr>
</tbody>
</table>
| 7    | If compliant, the Registrar gazettes the name – refer to Section 12.  
If not compliant - refer to Section 6. |
| 8    | OGN registers the name in VICNAMES and sends out notification – refer to Section 13. |
| 9    | The naming authority installs signage and updates the history behind the name in VICNAMES – refer to Section 13. |
7 Consultation

Consultation is a key component in the process of naming and renaming roads, features and localities. Naming authorities must consult the public on any naming proposal, in accordance with these naming rules or as agreed with OGN. The level and form of consultation can vary depending on the naming proposal. The following procedure used for the naming of all roads, features and localities in Victoria, whether private or public.

There are two types of 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; government (neighbouring councils) or non-government organisations with an interest in or who service the area, including 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; Emergency Services Telecommunications Authority (ESTA) and Emergency Service Organisations (ESO).

**Please note:**

This section does not apply to the naming of new roads or features within new subdivisions where currently no one is directly affected – refer to Section 3.8.

For the use of Aboriginal names, Principle (F) applies – refer to Section 7.3.

In relation to a feature, if residents, businesses or ratepayers use the feature or its address will be affected, they must be consulted.

7.1 Minimum requirements

- When a proposed naming, renaming or boundary change will affect current addresses, the naming authority must contact the immediate community in writing (by letter or email).

- Letters must be sent to the ratepayers of the properties and, if the ratepayers are not the owner-occupiers, letters must also be sent to the residents and/or business occupants.

- A letter must include a survey or voting poll seeking a response from the residents, ratepayers and/or businesses – refer to Section 7.2.4.

- Consultation with the immediate and/or extended community should only occur once the naming authority is certain that the proposed name conforms to the principles of these naming rules. If the naming authority is uncertain, contact OGN for further advice.

- Consultation with the immediate and/or extended community must be a minimum of 30 days, though may be longer.

- If the proposed new name is an Aboriginal name, from the outset the naming authority should consult relevant local Traditional Owner group(s) and obtain their approval. Refer to Section 7.3.

3 ESO encompasses agencies that include Country Fire Authority (CFA), State Emergency Services (SES), Metropolitan Fire Brigade (MFB), Victoria Police (VicPol), Ambulance Victoria (AV). If consulting Emergency Service agencies. Contact local, regional and corporate/State headquarters, as well as ESTA.
• If a proposal will not affect current addresses the naming authority must consult the public by advertising the proposal in local or state-wide newspapers, unless OGN has given prior approval for an alternative process. The naming authority can also promote the proposal to the immediate and extended community on a website, through letters, newsletters, magazines, email contact lists and public notices.

• If proposing to name a road, feature or locality after a person, then every effort should be made to gain consent from the person’s family members. Supporting evidence demonstrating the naming authority’s efforts to consult family members should be provided to OGN with the proposal lodgement. Refer to Principle H for more information.

• Objections must be addressed when they suggest the proposal does not comply with the principles, requirements and procedures outlined in these naming rules. If it can be shown that the proposal does not conform, the naming authority must alter or abandon the proposal.

• If community support for a proposal is minimal, but the proposal has been made based on public safety and/or emergency response concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations.

If the naming authority believes community support will not be forthcoming and rejecting the proposal will maintain the risk to public safety (this is particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to Section 1.5.5 for further information).

7.1.1 Government departments and authorities
The department or authority must consult the council(s) within which the road, feature or locality is or will be situated. The department or authority should seek to collaborate with the council on developing the proposal, or at a minimum inform the council of the naming/renaming plans. This will ensure the council, as the addressing authority, can assign new or altered addresses to properties on the road and/or assist with developing appropriate boundaries, consulting with the community and advising how the proposal will impact upon existing addresses in the area.
7.2 The consultation process

The consultation process by a naming authority involves six steps, which are illustrated in the diagram below:

- **7.2.1 Prepare a naming proposal**
  Ensure that any chosen name adheres to the principles and relevant sections of these naming rules.

- **7.2.2 Develop a consultation strategy, including timelines.**

- **7.2.3 Determine who will be consulted.**

- **7.2.4 Build awareness of the proposal in the community and invite feedback.**

- **7.2.5 Compile and analyse feedback from the community.**

- **7.2.6 Inform the community of the naming authority's decision.**

7.2.1 Prepare a naming proposal

Ensure that any chosen name adheres to the principles and relevant sections of these naming rules. After the naming proposal has been initiated and checked that it conforms to the principles and requirements, naming authorities must consult Traditional Owner group(s) if the proposed name is of Aboriginal origin.

After the initial processes have been completed, the procedures of the naming rules stipulate that community consultation is required. Refer to Section 7.2.2.

7.2.2 Develop a consultation strategy

Create a timeline and strategy for consulting the wider community to ensure any chosen name will have community support: who you will consult (refer to 7.2.3), how you will consult (refer to Section 7.2.4) and how you will compile the feedback (refer to Section 7.2.5). Information on each of these topics is provided below.

Preparing this information in advance means that it can be referred to in various information campaigns throughout the consultation process.

A comprehensive strategy will ensure the naming authority has a compliant process that OGN can quickly approve.

7.2.3 Determine who should be consulted

Communities that will be affected by the proposed naming/renaming or boundary adjustment of a road, feature or locality should be consulted. The naming authority must decide whether the immediate community or the extended community should be consulted.

- Roads: consult the owners of properties accessed from the road.
- Features (other than waterways): consult owners of the sites themselves, users of the site, surrounding properties and people from the localities within which they fall.
- Waterways: consult owners of properties adjoining and those within 200 metres of watercourses or with adjoining parcel boundaries.
- Localities: consult property owners within the current and proposed locality’s(ies’) boundaries and from a generous buffer zone of properties adjoining, or within 200 metres of the boundaries.

When the naming authority has ensured that the proposal adheres to the principles and statutory requirements of these naming rules, there should be no further need for consultation with emergency and other service providers. This is because the naming rules have been written in consultation with emergency services and public service providers, and the principles have been designed to ensure that name duplication and confusion are minimised. However, naming authorities should take particular note of Section 13 regarding notification and mail delivery services for addresses on a road with a new name.

The following guide should be used to identify which members of the community to consult.

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Who to consult</th>
<th>Type of consultation</th>
</tr>
</thead>
</table>
| New road          | Immediate and extended community | • Letters  
                         |                                                                                   | • Notices  
                         |                                                                                   | • Surveys  
                         |                                                                                   | • Voting poll  
                         |                                                                                   | • Internet sites and social media  
                         |                                                                                   | • Public meetings (if it is a large-scale proposal or potentially contentious issue) |
| New feature       | Immediate and extended community | • Letters  
                         |                                                                                   | • Notices  
                         |                                                                                   | • Surveys  
                         |                                                                                   | • Voting poll  
                         |                                                                                   | • Internet sites and social media  
                         |                                                                                   | • Public meetings (if it is a large-scale feature or potentially contentious issue) |
| New locality      | Immediate and extended community | • Letters to affected residents, ratepayers or businesses; and to residents, ratepayers and businesses in properties adjacent to the proposed new boundaries  
                         |                                                                                   | • Notices  
                         |                                                                                   | • Surveys  
                         |                                                                                   | • Voting poll  
                         |                                                                                   | • Internet sites and social media  
                         |                                                                                   | • Public meetings (if it is a large-scale proposal or potentially contentious issue) |

4 Naming authorities should exercise discretion when deciding who to consult. If a proposed naming, renaming or boundary change is considered small-scale and will only affect a handful of residents, ratepayers and businesses, consultation should focus on these people. If the road, feature or locality is known to a lot of people and is, or will be, used extensively by the wider community, the consultation should extend to all possible stakeholders.

5 ‘New’ includes legacy roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor added to VICNAMES.
<table>
<thead>
<tr>
<th>Proposal</th>
<th>Who to consult</th>
<th>Type of consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renamed road</td>
<td>Immediate community</td>
<td>• Letters to affected residents, ratepayers or businesses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Notices</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Surveys</td>
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<tr>
<td></td>
<td></td>
<td>• Voting poll</td>
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<tr>
<td></td>
<td></td>
<td>• Internet sites and social media</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Public meetings (if it is a large-scale proposal or potentially contentious issue)</td>
</tr>
<tr>
<td>Boundary change of a</td>
<td>Immediate community</td>
<td>• Letters to affected residents, ratepayers or businesses</td>
</tr>
<tr>
<td>road</td>
<td></td>
<td>• Notices (if it is a large-scale proposal or potentially contentious issue)</td>
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<td></td>
<td></td>
<td>• Surveys</td>
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<td>• Voting poll</td>
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<td></td>
<td></td>
<td>• Internet sites and social media</td>
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<tr>
<td></td>
<td></td>
<td>• Public meetings (if it is a large-scale proposal or potentially contentious issue)</td>
</tr>
<tr>
<td>Renamed feature</td>
<td>Immediate and extended community</td>
<td>• Letters</td>
</tr>
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<td>Boundary change of a</td>
<td>Immediate and extended community</td>
<td>• Notices</td>
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<tr>
<td>feature</td>
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<td>• Surveys</td>
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<td>• Voting poll</td>
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<td>• Internet sites and social media</td>
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<td>• Public meetings (if it is a large-scale proposal or potentially contentious issue)</td>
</tr>
<tr>
<td>Renamed locality</td>
<td>Immediate and extended community</td>
<td>• Letters to affected residents, ratepayers or businesses</td>
</tr>
<tr>
<td>Boundary change of a</td>
<td>Immediate community</td>
<td>• Letters to affected residents, ratepayers or businesses</td>
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<td>locality</td>
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<td>• Notices</td>
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<td>• Surveys</td>
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<td>• Voting poll</td>
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<td>• Internet sites and social media</td>
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<tr>
<td></td>
<td></td>
<td>• Public meetings (if it is a large-scale proposal or potentially contentious issue)</td>
</tr>
</tbody>
</table>

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016
### Section 7 Consultation

#### Naming rules for places in Victoria

– Statutory requirements for naming roads, features and localities – 2016

#### 7.2.4 Build awareness of the proposal and invite feedback

Building awareness of the proposal is key to engaging with the community. The following methods are discussed further. 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.

#### Notices

This includes newspapers (including local and Aboriginal newspapers), radio and television. If an advertisement is to be placed and the naming authority wants to minimise costs, it is possible to place an advertisement or notice with the basic details and refer readers to a website, phone number or council office for further details. The minimum requirements for notices are outlined below and shown in the second example notice. A reduced cost advertisement is shown in the first example notice. If using the first example, then all the information in the second list of dot-points below must be available online.

Advertisements in local newspapers alone are generally insufficient to draw people’s attention to a proposal. In addition to advertisements, notices can be placed in public places, for example:

- at the site to be named or renamed
- local council offices
- libraries and other council facilities
- TAFEs and universities
- community centres and learning exchanges
- shops with community noticeboards such as newsagents, bookshops, supermarkets, organic food stores
- tourist information centres.

At a minimum, these notices must include the following, or the information must be available online:

- the proposed (new) name/boundary and why it has been nominated
• where the road, feature or locality is located
• information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website’s URL)
• The required date for response, within 30 days of the notice.

Alternatively, if there is no proposed name, notices must include:
• steps for nominating a name or names (in compliance with these naming rules)
• details of how the community can have input into endorsing or selecting a name (e.g. through a vote)
• information about how to provide feedback – at a public meeting (give date, time and venue); or, by phone (provide phone number), mail (include address), or email (include email address and the website’s URL).

Geographic naming proposal
[Insert naming authority name here] is proposing to name/rename a road, feature or locality or amend its boundary.
The road, feature or locality is located at [enter address and/or map].

Further information about the name is available at [must provide the proposal on naming authority’s website, including URL].

Reduced cost format for notices
Preferred format for notices

**Letters**

Letters to members of the immediate or extended community should be clear and precise. At a minimum, they must refer to the principles and requirements of the relevant sections of these naming rules and include the following information:

- the location and extent of the road, feature or locality proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be no less than 30 days from the date of the letter and/or public advertisement (whichever is later)
- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition.

Additional information may be provided as follows:

- Members of the public can provide feedback on the name or submit name nomination(s) by one of the following methods:
  - public meeting *(date, time and venue)*
  - phone *(number)*
  - mail *(address)*
  - email *(address)*
  - website *(URL)*.

- Further information about the name is available at *(must provide the proposal on naming authority’s website, include URL)*.

- All name submissions must comply with *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*.

- All submissions must be received by *(add date)* within 30 days of this notice. *(Or time frame determined by the naming authority, not less than 30 days.)*

*(Only include if using a commemorative name and unable to locate family members.)* *(Insert naming authority name here)* has been unable to locate existing family members to seek permission to use the proposed name and calls for consent from the family or requests family contact details from the community.*
transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address

- a mail or email address for responses.

An example of a letter is below:

**RE: Naming/renaming/boundary realignment letter**

[Insert naming authority name here] is proposing to name/ rename a road, feature or locality, or amend a locality’s boundary.

The location and extent of the road, feature or locality proposed to be named or renamed or boundary realignment [include a map and written description]

![Map of Victoria](map.png)

This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name with a link to where further information can be found].

Members of the public can provide feedback on the name and/or submit name nomination(s) by one of the following methods:

- public meeting [date, time and venue]
- phone [number]
- mail [address]
- email [address]
- website [URL].

Further information about the name is available at [must provide the proposal on naming authority’s website, include URL].

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should be noted that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also use their official address.

All name submissions must comply with Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

**Surveys (for use only with the immediate community)**

Surveys should be used to gain an indication of community support or opposition to a naming/renaming or boundary change proposal. They should be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

If a survey is being used to gauge public opinion, owner-occupied properties should be afforded two responses, i.e. one response from the owner of the property and one response from the occupier of the property.

At a minimum, a survey must refer to these naming rules, and include the following details:
• a statement outlining the background of the proposal (often in the form of a cover letter)
• state that all name submissions must comply with Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016
• state that all submissions must be received by (add date) within 30 days of this notice
• include the following question:
  o Do you agree or disagree with the proposal to name/rename/ adjust the boundaries of [enter name and display a map, as well as including space for respondents to include their name, address, email and phone number]?

If the naming authority is seeking to change a name and a boundary, for example a new locality name and a boundary change, the naming authority should include a specific question on each proposed change.

• Space for respondents to include their name, address and contact details.

Requesting a respondent’s name and address details will assist the naming authority to collate results and ensures a valid survey is undertaken.

Responses from the community need to be clear to ascertain whether there is support for a proposal. It may therefore be beneficial to include the following in any survey used:

• If you do not support the proposal please indicate why and/or demonstrate why the proposal does not conform to Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016.
• If you disagree, please explain why.
• If you would like to make any other comments in support of or in objection to the proposed name or boundaries, please do so.

Tacit approval is a way for the naming authority to help ensure a result can be achieved from the use of a survey. Tacit approval should only be used when the naming authority is seeking responses from the community for one proposed name. The naming authority can determine when to use tacit approval.

If the naming authority has multiple proposed names, they should issue two surveys. The first should seek response from the community about their preferred name. If no response is received then this should not be taken as tacit approval for any of the proposed names.

If a preferred name can be determined from the first set of results, the community should be re-surveyed about the preferred name, and the following statement used:
‘If you do not respond to this survey it will be taken as tacit approval of the proposed name’.

If after an initial or subsequent survey or vote on multiple names there is no clear preference, then the naming authority should choose a name in-house. The community must then be re-consulted and given 30 days to object to the naming authority’s preferred name.

If a naming authority is seeking to gain support from the extended community for a proposal, it should avoid using surveys and do it by publishing notices inviting written submissions. The naming authority could also consider establishing an online campaign site and facility for registering support, objections or comments (refer to the Internet and social media section for further information).
An example of a survey is below:

**Naming/renaming/boundary realignment survey**

[Insert naming authority name here] is proposing to name/rename a road, feature or locality, or amend its boundary.

The location and extent of the road, feature or locality proposed to be named or renamed, or boundary realignment [include a map and written description].

![Diagram of a map with names of streets and locations]

This naming/boundary realignment is needed because...[enter in the reason for the change and any background to the name, with a link to where further information can be found].

Do you agree or disagree with the proposal to name/rename/adjust the boundaries of [enter name and display a map]?

Agree [ ]
Disagree [ ]

[If the naming authority is seeking to change a name and a boundary, for example a new locality name and a boundary change, the naming authority should include a specific question on each proposed change.]

– If you disagree please explain why.
– If you would like to make any other comments in support of or objection to the proposed name or boundaries please do so.

[Optional] If you do not respond to this survey it will be taken as tacit approval of the proposed name.

All submissions must be received by [add date] within 30 days of this notice. [Or time frame determined by the naming authority, not less than 30 days.]

All name submissions must comply with Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016.

Please provide your name, address and contact details, including any comments, objections or written support of the name.

**Voting poll**

A formal voting poll may be used to select a name or choose between two or more names.

A voting poll could be used to gain an indication of community support to a naming/renaming or boundary change proposal in the immediate community if it will be affected by an address change arising from a proposal’s successful outcome.

In the case of a voting poll being used to gauge public opinion, owner-occupied properties should be afforded two votes, i.e. one vote to the owner of the property and one vote to the occupier of the property.
At a minimum, the voting poll document must refer to these naming rules and include the following details:

- a statement outlining the background of the proposal, often in the form of a cover letter
- one or more names or boundary proposals, including background information on each proposal
- the opportunity to object
- the following statement:
  Please cast your vote by [include date]. All votes will be counted, the name with the majority of votes will become the official name of the [road, feature, locality, and/or new boundaries], subject to [insert naming authority name here] approval
- An opportunity to record the respondents name and address.

Requesting a respondent’s name and address details will assist the naming authority to collate results and ensures a valid voting poll is undertaken.

Once a vote has taken place and the responses counted, with consideration given to any objections, there is no need to re-consult as the above statement indicates that the naming authority will approve the final name – refer to Section 9. Objections must be considered and addressed, where relevant, and all those that have objected must be given the opportunity to appeal to the Registrar – refer to Section 8.

An example of a voting poll is below:

### Naming/renaming/boundary realignment vote

[Insert naming authority name here] is proposing to name/renam...
Internet and social media

Internet and social media sites can be valuable for collating all relevant information for the benefit of immediate and wider communities. A webpage can be developed within the naming authority’s existing website or as an additional page with its own domain name. Social media sites such as Facebook and Twitter can also be useful tools.

Websites also enable members of the extended community to lodge expressions of support or objection to a naming/renaming or boundary change proposal. They are also a practical facility for a naming competition.

When a website is used as a platform for a naming competition, clear information must be provided about the requirement for names to conform to the principles and requirements of these naming rules.

At a minimum, websites promoting a naming/renaming or boundary change proposal or competition must include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road
- the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how and when naming proposals can be lodged, if relevant
- reference and links to these naming rules.

Public meetings

If it is considered necessary, a public meeting could be held. The need for this depends on how important the road, feature or locality is to the community and how controversial the naming/renaming/boundary change might be.

If a public meeting is held then it should be organised and chaired by the naming authority. Consideration must be given to the location and timing of any public meetings so that those in full-time work can attend.

The venue should be acceptable and accessible to all sections of the community and held at an appropriate time to maximise public attendance and views on the proposal.

If one or more public meetings are held, a reasonable amount of time between the last meeting date and the closing date for feedback submissions should be provided. This will give people time to think about the issue; talk it over with their families, colleagues and friends; and give feedback to the naming authority by letter, email or through the website.

Comments made at the meeting should be noted by a minute-taker and passed onto the naming authority for analysis and consideration.

If the awareness campaign results in some people from the community being opposed to the proposed name, a group may form to present a case against the name. If this occurs, care must be taken to take notice of concerns and determine to what extent the group is representative of the wider community.

It may be that the group represents particular interests that may not align with broader community values. The only time a group can be seen as representative of the whole community is when the community elects representatives to act on its behalf, specifically on the subject of a naming or renaming proposal.

Existing groups that have been formed for other purposes (e.g. charity and support or special interest groups) and generally represent a small proportion of the community cannot be seen to have a mandate to speak on behalf of the wider community. However, if groups have discussed the issue at a general meeting with a vote taken to tender a submission, this may be submitted to the consultation group for consideration.
If there is opposition, a new proposal may be put forward. In this instance, the naming authority will need to recommence the naming proposal process and should consider any impacts on public safety if left unchanged. Refer to Principle A and Sections 6.1.2; 6.1.3 and 8.4.1.

7.2.5 Analyse negative and positive feedback from the community

To assist in analysing the feedback, it is recommended that a spreadsheet or other analytical tool be developed to collate and organise the information. The itemised list of feedback should include:

- the source of the feedback (whether it is an individual or a community organisation, protest group, business or government department or authority)
- positive or negative responses to questions posed on the surveys or other methods, such as social media responses
- alternative suggestions provided by respondents.

All feedback must be considered by the naming authority.

If the community was consulted on one name or boundary amendment, the proposal by the naming authority has the support of the community and any objections have been addressed, then the proposal can be considered by the naming authority. Refer to Section 8 and Section 9 Finalising the proposal.

Analysing results – letters and surveys

Letters – confirming consent and objections from written submissions (immediate and extended communities)

If a naming authority is determining community support for a proposal, the statistics related to letters of support and objection are important to consider. The number of letters received should be categorised by their expressions of support or objection, and this information should then be represented as a percentage of the total amount of submissions received.

This information should then be further analysed. In particular, the statements of objection should be categorised in two ways:

- raising issues regarding the proposal not conforming to the principles, requirements and/or procedures of the naming rules;
- or, related to other topics, e.g. the name is not preferred.

For example:

- Total submissions received: 50
  - Submissions in favour: 25 (50%)
  - Submissions against: 25 (50%)

  *This proposal is split and the naming authority will have to make a decision about whether it will proceed, or re-consult.*

- Total valid submissions received: 40
  - Submissions in favour: 25 (62.5%)
  - Submissions against: 15 (37.5%)

  *This proposal can be considered to have community consent.*

Surveys – confirming consents or objections from survey material (immediate community only)

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of non-respondents (indicating, if applicable, tacit consent) is greater than 50 per cent of the total surveyed population.

For example:
Population in immediate community 100
Respondents who objected 30
Respondents who expressed consent 30
Non-responses (tacit consent) 40
Total community that consents 70%

*This proposal can be considered to have community consent.*

Population in immediate community 100
Respondents who objected 55
Respondents who expressed consent 40
Non-responses (tacit consent) 5
Total community that consents 45%

*This proposal cannot be considered to have community consent.*

### 7.2.6 Informing the community of the naming authority’s decision

A letter or email announcing the decision must be sent to all community members. It needs to respond directly to a naming proposal and/or a notice in the local newspaper (or other newspapers, as appropriate).

When objections have been received during the initial rounds of consultation, the community must be informed of the naming authority’s final decision. The exception is when a voting poll was used and the statement informs the community that the final decision is based on the votes received and subject to the naming authority’s approval.

Please refer to Section 8.5—for examples of what to send to objectors and those that have not objected. Objectors must be informed of their ability to appeal a naming authority’s decision.

The naming authority must allow at least 30 days for final objections to be received. The notification of a naming authority’s decision may be done in the form of a letter or email, which is available in the example below.

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**RE: Naming/renaming/boundary realignment**

[Insert naming authority name here] has made a decision on the name for the [road, feature or locality or amend its boundary].

[Include de-identified results of notices/letters/survey/vote/internet, if appropriate].

A report will now be presented to [insert naming authority name here] requesting the [insert proposed name/boundary] be endorsed.

[Insert naming authority name here] will consider the final proposed [insert proposed name/boundary] at its meeting on [enter, date, time, location of meeting].

You may object to this proposal by responding to this [notice/letter/email] or by attending the meeting above and voicing your objection.

All objections must be received by [add date] within 30 days of this notice.

If you plan to object you must address the following points:

- your interest in the naming proposal—e.g. if your address is affected or you have a personal link with the place and/or name
- reasons why the name is not appropriate, including how it is considered to not comply with the Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016.

[Insert naming authority name here] will not consider objections that do not explain why the objector opposes the name.

---
7.2.7 When to re-consult

When the naming authority has surveyed the community to establish a set of suitable or preferred names or boundaries, the community must then be re-consulted on the final determined name/boundaries for the proposal. Any preferred names sent out to residents, ratepayers and businesses by the naming authority must comply with the principles of these naming rules.

Proposals where re-consultation has not taken place (except in the case of a voting poll when a naming authority tallies the results and makes a decision) will be rejected by the Registrar as not conforming to the principles of these naming rules.

If a specific name was not proposed by the naming authority, the consultation process may have generated a detailed list of possible names. Naming authorities should collate this information and check that the names conform to the principles and statutory requirements of these naming rules. Any names that conform should be shortlisted and then formed into a proposal for re-consultation with the community.

This will require one of the methods under Section 7.2.4 to be used for further community consultation to determine support for the final proposed name.

The naming authority must continue to consult until one name is reached and sent for consideration by the naming authority. The name will need to be approved by the naming authority before proceeding. Refer to Section 9.

Note: If the community has been notified that, dependant on community support, the proposed name will be sent to the naming authority for endorsement, the naming authority can then consider the community informed of its decision. All objections must be considered and addressed (if relevant) by the naming authority. Objectors should be advised they can appeal to the Registrar of Geographic Names about the naming authority’s decision.

If the naming authority receives objections during the consultation process and decides to uphold the objections, it can choose to abandon, refine or change the proposal to ensure it conforms to these naming rules. If the naming authority decides to refine and/or change the proposal it must then undertake another round of community consultation to determine community support.
The process for consultation and re-consultation is detailed below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Naming authority seeks name for a road, feature or locality.</td>
</tr>
<tr>
<td>2</td>
<td>Multiple names received.</td>
</tr>
<tr>
<td>3</td>
<td>Naming authority shortlists after checking for compliance.</td>
</tr>
<tr>
<td>4</td>
<td>Multiple names from shortlist sent to the community for re-consultation.</td>
</tr>
<tr>
<td>5</td>
<td>Community indicates preference on a number of names OR community informed the name with the most votes will be chosen.</td>
</tr>
<tr>
<td>6</td>
<td>Naming authority selects the name with the most votes.</td>
</tr>
<tr>
<td>7</td>
<td>Naming authority re-consults on the final preferred name (if community not informed that the name with the most votes will be chosen).</td>
</tr>
<tr>
<td>8</td>
<td>Naming authority analyses the community feedback and decides whether to lodge a proposal.</td>
</tr>
</tbody>
</table>
7.3 Developing an Aboriginal naming proposal

7.3.1 Introduction
Consultation is a key component in the process of naming and renaming roads, features and localities. The process below must be used when proposing to use a name from an Aboriginal language.

While there is a diverse range of Aboriginal organisations in Victoria – local Aboriginal networks, health organisations, arts organisations and local advisory groups – naming proposals should be directed to the relevant Traditional Owner group(s). In Victoria, Traditional Owner groups may be legally recognised through the Native Title Act 1993 as native title holders, the Traditional Owner Settlement Act 2010 as traditional owner group entities or the Aboriginal Heritage Act 2006 as Registered Aboriginal Parties.

For more information about Native Title and Traditional Owner Settlements, visit http://www.justice.vic.gov.au/home/your+rights/native+title/.


In areas where a Traditional Owner group has not been legally recognised, please contact Aboriginal Victoria for advice about the relevant groups to consult.

Naming authorities wishing to name a road, feature or locality using an Aboriginal language must follow the steps below.

1. Identify a road, feature or locality to be named or renamed.
2. Determine Aboriginal group(s) to participate in consultation process.
3. Request the Traditional Owner group(s) nominate members to participate in a consultative group.
4. Consultative group builds awareness of proposal within the Aboriginal community.
5. Feedback to the consultative group from the wider Aboriginal community.
6. Consultative group endorses name(s).

7.3.2 Preparing a naming proposal
Initially, the naming proposal must be prepared according to the relevant sections of these naming rules. Preparation will include identifying the road, feature or locality that is to be named or renamed and considering what type of naming process would be suitable.

If a naming authority is considering using an Aboriginal name or names in the proposal, it must consult the relevant Traditional Owner group(s) to determine an appropriate name and receive consent for the use of that name.

7.3.3 Determining Aboriginal group(s) for consultation
It is the responsibility of the naming authority to determine which Traditional Owner group(s) to consult.
When the naming authority identifies more than one group that must be consulted it should establish a consultative group with which to liaise and determine an appropriate name or names for the proposal.

7.3.4 Selecting a consultative group

When the road, feature or locality to be named or renamed could embrace more than one Traditional Owner group (e.g. a mountain range that includes more than one Registered Aboriginal Party), a special consultative group may need to be formed from members of two or more groups.

To establish the consultative group, the naming authority should contact the relevant Traditional Owner groups by phone or letter, and include the following information:

- background to the naming proposal
- location of the road, feature or locality to be named or renamed
- details of which Traditional Owner groups have been identified in the area
- information on the desirability of forming a consultative group, formed by members of relevant Traditional Owner groups
- details on how Traditional Owner groups can nominate members for the consultative group and what their responsibilities will be
- a proposed timeline for the naming program and a ‘reply-by’ date
- a contact officer within the naming authority and contact details for OGN.

The Traditional Owner groups will decide who should be appointed to the consultative group. In order to recognise the need for the naming authority to gain confirmation of the representative status of a nominee, letters or emails supporting the membership should be provided from the representative group Chief Executive Officer or board chairperson (if it is convenient).

Members of a Traditional Owner group selected to be members of the consultative group must have consent from their community to make decisions on naming or renaming roads, features or localities. Each member of the consultative group should have equal voting rights and be appointed to assist the naming authority with identifying an appropriate name or names for the naming proposal.

7.3.5 Building awareness within the Traditional Owner community

It is important that members represent their Traditional Owner and/or broader Aboriginal group and take responsibility for building awareness within their community of the proposed naming or renaming. Community awareness could be built in the following ways.

Media

Build awareness through Aboriginal radio stations and Aboriginal programs in the mainstream media. Radio stations can include (but are not limited to) 3KND 1503 AM.

Specific newspapers for Aboriginal and Torres Strait Islander audiences include the *Koori Mail* and *National Indigenous Times*. Local newspapers are also important media vehicles. Whatever media method is used, it is important that information is included on how the broader community might provide feedback to members of the consultative group.

Notices

Notices can be placed in public places, for example:

- the site to be named or renamed
- Traditional Owner organisations (including their premises, websites and newsletters, where applicable), Aboriginal co-operatives or organisations
- cultural centres
Meetings

Members of the consultative group may hold meetings with the communities they represent (or raise the naming proposal during regular community meetings), and ensure that both women and men are invited and encouraged to provide input or feedback into the process.

7.3.6 Feedback from the Aboriginal community and endorsement of name(s)

The broader Aboriginal community may provide feedback to the consultative group.

The consultative group should establish a process to identify an appropriate name or names for the proposal and determine a method for achieving group consensus on the final name(s) to be endorsed and provided to the naming authority.

The process should include a final meeting of the consultative group. It will examine the feedback from appointed members who report feedback from their own communities or other Aboriginal people who have written, phoned or provided comments.

If there is consensus at this point, then the consultative group can endorse the name(s) and provide written or verbal advice to the naming authority.

If consensus is not reached on the name, the consultative group must contact the naming authority and/or OGN to discuss whether or not further support is required to reach a decision.

When a final decision is made, the naming authority and consultative group should work collaboratively to promote the naming proposal to the wider community. Information on how this can be achieved is outlined in the following section.

7.3.7 Building awareness of the proposal within the wider community

When a name or names is/are selected and approved by the relevant Traditional Owner group(s) and endorsed by the consultative group, the local community must be made aware of the proposed name and given the opportunity to provide feedback. Any publicity should build awareness and understanding of Aboriginal cultural heritage so the proposed name is seen in that context.

This is the responsibility of the naming authority, but it can be helpful to also involve the consultative group. At this step in the process naming authorities may continue with the process as outlined in Section 7.2.4 Build awareness of the proposal and invite feedback.

7.3.8 Feedback from the wider community

The wider community can provide feedback in a number of ways and could include letters, phone calls, an Internet site and/or email. This should be coordinated by the naming authority.

It has already been suggested that a public meeting should be held and that the awareness building may lead to such an event. However, this may be seen as excessive in some circumstances. It depends on how important the road, feature or locality is to the community and how controversial any naming or renaming might be.

If a public meeting is held then it should be jointly organised and chaired by the naming authority and the consultative group. Any comments made at the meeting should be noted by a minute-keeper and considered by the naming authority and consultative group for consideration.
An appropriate timeline for feedback should be established. When the feedback period ends, an analysis sheet should be prepared summarising the responses according to category of response and where the response came from: an organisation, individual or business. This sheet, together with the letters, phone log and emails should be passed onto the consultative group.

At this step in the process naming authorities may continue with the process as outlined in Section 7.2.5 Analyse feedback from the community.

7.3.9 Reimbursement of costs
The naming authority is expected to cover reasonable costs associated with the consultative group and public awareness campaign.

Limited financial assistance may be provided by the naming authority to facilitate the consultation process; however, reimbursement will not be available for consultative group meetings held when the naming or renaming is one of a number of agenda items.

If meetings are held by the consultative group to specifically discuss the naming issue, members’ travel costs may be reimbursed by the naming authority.

If a public meeting to gather feedback from the broader community is held, the person acting as co-chair may also have travel costs reimbursed.

It is not anticipated that a consultative group will need to establish a new Internet site. If one already exists, however, consideration should be given on a case-by-case basis to cover the cost of adjusting that site to record feedback on the issue.

7.4 Process for a Traditional Owner group to develop an Aboriginal naming proposal

If a Traditional Owner group wants to name a road, feature or locality but is unsure who the naming authority is and/or if there is an officially registered or locally known name, then follow the steps below or contact OGN for further advice.

7.4.1 Identify the name
The Aboriginal name for a road, feature or locality can be identified by any person, group or organisation using specific cultural knowledge or historical documentation relevant to the area in which the road, feature or locality is situated.

7.4.2 Locate other names
The proposer must check whether other names are officially registered or recorded (this can be checked using VICNAMES at maps.land.vic.gov.au/lassi/VicnamesUI.jsp). This will help identify the exact location of the road, feature or locality to which the proposed name will apply, and whether the wider community uses an unofficial name.

If an unofficial name exists, the proposer may submit the naming proposal as a Dual name with the existing registered or unofficial name. There are exceptions to a Dual name not being considered and, therefore, the assignment of an Aboriginal name may not proceed, e.g. to avoid possible confusion for addressing or providing emergency management (refer to Principle (G) Dual names).

If no other name is in use, the Aboriginal name can be recorded as registered, traditional or historic in VICNAMES. Refer to Section 1.7 Status of names in VICNAMES and for features Section 4.9 Features with Aboriginal names.

7.4.3 Verify the name
When an Aboriginal name has been identified, it must be verified by the Traditional Owner group(s) in the area in which the road, feature or locality is located. In some instances, this might be more than one group. In all instances, the name must be verified by all groups with recognised heritage in the area (for a list of
these groups refer to Section 7.3). Further advice can be obtained from Aboriginal Victoria, Department of Premier and Cabinet (www.dpc.vic.gov.au).

All relevant Traditional Owner groups must give written consent to the name being registered for the road, feature or locality (either as a Dual name or single name). If written consent has not been provided by all groups, contact OGN for further advice.

7.4.4 Contact the naming authority for the road, feature or locality
The proposer should contact the naming authority for the road, feature or locality and submit directly to it a naming proposal. Refer to Section 6.1.1. The naming proposal must then be processed according to the steps in Section 7.2 or Section 7.3 if proposing to use a name from an Aboriginal language.
8 Objections and submissions

The consultation process allows members of the community to express an opinion about a naming or renaming proposal.

People can object to a naming proposal, support it or provide comment on it without expressing support or opposition.

Objections to or submissions about an existing named road, feature or locality outside an active naming consultation period should refer back to Section 6 – Initiating a proposal and checking required information.

8.1 What to submit

An objection or submission, is a way for members of the community to inform the naming authority that one or more people disagree/agree with a naming or renaming proposal. An objection or submission must explain why a proposal is opposed/supported. Simply lodging opposition/support without an explanation does not help the naming authority understand the underlying issues/benefits.

At a minimum, objections or submissions (including petitions and pro-forma documents) should explain:

- the person’s or group’s interest in the naming proposal – e.g. if their address is affected or whether they have a personal link with the place and/or name
- reasons for the name being inappropriate/appropriate, unsuitable/suitable or unsupported/supported, including how it does or does not comply with these naming rules.

Note: If a petition is used to object or support a naming proposal then a statement within the petition must, as a minimum, address the two points above. Signatories must include their printed name and property address

8.2 Who can object or support a proposal?

Any person or organisation can lodge a submission in objection or in support of a naming, renaming or boundary change proposal during the public consultation period administered by the relevant naming authority.

8.3 Lodging a submission

Submissions 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.

8.4 How submissions are considered

Any submission 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 submissions, having regard to these naming rules and any other relevant matters it identifies.

All submissions must be included in an assessment report, stating the objection or support for a proposal, indicating relevance to the naming rules and the naming authority’s consideration/response to the submission.

The decision about whether or not to proceed with a naming proposal resides with the naming authority.

Note: The naming authority need not consider objections that don’t explain reasons for the objector opposing the name. If a voting poll is used, however, the naming authority must consider the numbers for and against a proposal, whether or not reasons for objections are provided.
If the naming authority accepts the proposal and lodges it with the Registrar for consideration, it must provide details of what the objections were and how they will be or have been dealt with.

If the naming authority decides to uphold the objections, it can choose to abandon the proposal or refine and/or change it to ensure it conforms to these naming rules. If the naming authority decides to refine and/or change the proposal, it must then undertake further community consultation in order to determine community support.

Naming proposals that have not addressed objections will be rejected by the Registrar as not conforming to these naming rules.

8.4.1 Minimal community support for name

If there is minimal support for the chosen name, the naming authority may decide to re-consult on a new name or abandon the proposal, regardless of the proposal being compliant to these naming rules.

Note: If the proposal has been made based on public safety and/or emergency management concerns, the naming authority should attempt to refine and/or change the proposal so that it meets community expectations. If the naming authority believes that community support will not be forthcoming, and non-approval of the proposal will maintain the risk to public safety, it can either proceed with the proposal on the grounds of public safety (particularly important if raised by emergency services) and/or contact OGN for advice. The OGN can refer the matter to a Geographic Place Names Advisory Committee (refer to Section 1.5.5 for further details).

8.5 Informing the community of a decision

In all instances (except a voting poll, refer to Section 7.2.6), any party who responded to the proposal must be advised of the naming authority’s decision. The naming authority must write to objectors, when they’re identified, informing them of the outcome of the naming proposal. 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). Only those members of the community who have objected to a naming proposal are offered the ability to appeal to the Registrar.

If objections raise concerns about the proposal not conforming to the principles and statutory requirements of these naming rules, the response must outline:

- how objections have been dealt with
- why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES; or if rejected, how it will subsequently be refined, changed or abandoned.

In cases of the naming authority accepting the 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.

For further information refer to Section 11.1 Appeals.

Note: The naming authority must have already allowed the community to object to the initial proposal and the naming authority must address the issues raised in the objector’s objection, where relevant.

The letter below outlines what to include (where applicable) in the letter to objectors.
Naming/renaming/boundary realignment

[Insert naming authority name] has made a final decision on the name for the [road, feature or locality or boundary amendment].

A report was presented to [insert naming authority name] and endorsed on [insert date of endorsement and link to minutes if available].

[Explain how the objection has been dealt with, e.g., there was overwhelming support for the name, the objection is not valid, the concerns raised will be mitigated because...]

[Explain why the naming proposal was accepted and sent to the Registrar for consideration and inclusion in VICNAMES; or if rejected, how it will subsequently be refined, changed or abandoned.]

[Insert naming authority name] will now send the proposal to the Registrar of Geographic Names.

As you previously objected, you are being advised that you have the opportunity to appeal the [insert naming authority’s name] decision.

All appeals must be made in writing and sent by mail to the Registrar of Geographic Names, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or by email to geo.names@delwp.gov.vic.au.

All appeals must be received by [add date, which needs to be within 30 days (minimum) of this notice or timeframe determined by the naming authority].

An appeal will only be considered 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 Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities– 2016.

Note: The above example must be used for informing objectors of a naming authority’s decision.

The letter below outlines what to include to those that have either made a submission, but had not objected or did not respond to the initial proposal.

Naming/renaming/boundary realignment

As you are aware, [insert naming authority name] has recently surveyed/notified the community of a proposal to name/rename a road, feature or locality or amend its boundary.

You have received this correspondence because you are affected by this proposal.

As a result of the survey/notice/letter, a preferred name of [insert preferred name] received the most support.

A report will now be presented to [insert naming authority’s name] requesting endorsement of [insert preferred name].

[Insert naming authority name here] will consider this request at its regular [insert meeting name here], scheduled to take place on [insert date, time and location of meeting].

[If an agenda is available, advise accordingly]

All objections must be received by [add date, which needs to be within 30 days (minimum) of this notice or timeframe determined by the naming authority].
9 Finalising the proposal

The naming authority must determine that the proposed name(s) and/or boundaries and the process undertaken to reach the final proposed name conforms with the Principles of Section 2 and relevant requirements in Sections 3, Section 4 or Section 5.

It is useful to prepare a report on the proposal, which will assist in determining compliance. The report should include:

- information about how the proposal conforms to the relevant principles and requirements of these naming rules
- discussion on and response to any objections/comments received during the consultation period(s).

The naming authority’s decision to accept or reject a proposal must be formally recorded. This may include councillors ratifying the name at council meetings, relevant Ministerial or CEO approval and/or when the decision has been made under delegated authority.⁶

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⁶ In some instances, council might prefer to provide a ‘delegation of authority’ for the naming process to a relevant officer within their organisation. In this case, approval for the name does not need to be granted by the councillors. It is important that the council forwards details of the delegated authority and whether this relates to roads, features and/or localities – on official letterhead signed by the CEO – to the Office of Geographic Names (OGN) for filing and future reference.
10 Lodging a proposal with OGN

Naming authorities should lodge the proposal with OGN using Notification for Editing Service (NES). This online facility allows proposals to be easily submitted and tracked, from the naming authority through to the Registrar and the addition of data to VICNAMES and Vicmap. Details on how to register for and use NES are provided at nes.land.vic.gov.au.

10.1 Information a naming authority must lodge with OGN

When submitting a proposal through NES, naming authorities must provide the following information, (where relevant):

- details of the existing and proposed extent of the road (in accordance with requirements of Section 3)
- details of the feature (including, as an example, a park’s address and access points for emergency management)
- details of the proposed boundaries for the new locality and boundaries of the existing localities in the area (in accordance with requirements of Section 5)
- a map displaying the extent of the road, feature and/or locality
- background on the proposed name and/or boundaries and why they were selected
- details of why a renaming is proposed
- details of the consultation process:
  - a statement from the naming authority(ies) about how they reached their decision about who to consult, i.e. immediate and/or extended community
  - a statement on which method(s) of consultation was used, i.e. notice, letter, survey, website etc
  - analysis of outcomes of consultation
  - how any objections were considered and what responses were provided to the objector
- confirmation that the name and/or boundaries conform to the principles and statutory requirements of Sections 2, 3, 4, and 5 of these naming rules
- confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer
- the following information (where relevant):
  - a copy of consent from the relevant Aboriginal group(s)
  - details of consultation with emergency services and public service providers (if NES was used for consultation this evidence is automatically attached to the submission to OGN
  - copies of the 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 8)
  - a copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.
10.2 What the Registrar does

The Registrar will follow the process in Section 11 unless a government department or authority requires either of the following.

10.2.1 Seeking Registrar’s endorsement of a proposal

If the proposed name and/or boundaries conform(s) to the principles and requirements of these naming rules, the Registrar will endorse the proposal and provide written evidence of this to the department or authority.

If the naming proposal does not conform to these naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply. The government department or authority can then amend the proposal and resubmit it to the Registrar for endorsement.

The government department or authority can use the Registrar’s endorsement to seek approval for the naming proposal from its Minister. If the Minister approves the proposal, the department or authority should then provide copies of this approval to the Registrar, who will then proceed to gazette and register the name utilising the processes outlined in Section 12.

10.2.2 Registrar’s consideration of a proposal seeking referral to a Geographic Place Names Advisory Committee

If the department’s or authority’s proposal is seeking the assistance of a Geographic Place Names Advisory Committee to make a final naming determination, the Registrar will convene a committee based on the provisions of s.12 to s.17 of the Act.

The committee will be convened at its committee members’ earliest possible convenience.

Further information about Geographic Place Names Advisory Committees is available in Section 1.5.5.
11 Registrar’s consideration of a proposal

Upon receiving a proposal from the responsible authority to name or rename a road, feature, or locality and/or its boundaries, OGN will advise the naming authority of the proposal’s receipt.

If the naming authority indicates that the proposal received objections during the consultation period, the Registrar will not consider approving the proposal until 30 days have elapsed since the naming authority accepted the proposal and notified objectors. This 30-day period is to allow time for objectors to lodge an appeal, as provided in Section 8 and refer to 11.1 Appeals below. If there are no objections then the Registrar will proceed with considering the proposal.

When considering the proposal, the Registrar will check compliance with all the principles and relevant requirements of these naming rules. In particular, the Registrar will check that the name is not duplicated, appropriate community consultation has occurred and the naming authority in the creation or alteration of a locality’s boundaries has considered any proposed change to be in the community’s long-term interests.

If the Registrar deems that the proposal conforms to the naming rules, OGN will proceed to gazette the proposal and update the Naming proposals webpage at www.delwp.vic.gov.au/namingplaces>Naming proposals.

The Registrar may consider the name is of greater than local significance and in this instance the proposal will be referred to a Geographic Place Names Advisory Committee for its advice. Further details on Geographic Place Names Advisory Committees are available in Section 1.5.5.

If the naming proposal does not conform to these naming rules, the Registrar will offer advice on how to amend the proposal to ensure that it will comply. Only compliant names will be gazetted and registered in VICNAMES.

Note: The Registrar has discretionary powers to enter any name into the Register.

Section 11 of the Act, Registration of names, states:

1. The Registrar must enter in the Register each name for which an application for registration is made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.

2. The Registrar must amend a geographic name in accordance with an application for amendment made in accordance with this Act and the guidelines, other than an application that is referred to a Committee for advice.

3. The Registrar, upon receiving advice in accordance with this Act and the guidelines from a Committee to which a matter is referred under this Act, must make such entries or alterations in the Register as are necessary to give effect to that advice.

4. The Registrar may make such entries in the Register as the Registrar determines are appropriate to record the names of places for which names are assigned by or under any other Act.

5. The Registrar must comply with any directions given by the Minister from time to time concerning the registration of names in the Register and must not make an entry inconsistent with any such direction as in force from time to time.

6. The Registrar must cause to be published in the Government Gazette, and in such newspapers circulating generally in the State as the Registrar thinks appropriate, a notice of each entry of a place name, and of each amendment of an entry, in the Register.
11.1 Appeals

The Registrar may only consider appeals from members of the community who have already objected directly to the naming authority’s proposal. An appeal to the Registrar 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.

All appeals must be made in writing and sent to the Registrar of Geographic Names, Office of Geographic Names, DELWP, PO BOX 500, East Melbourne, Victoria 3002 or via email to geo.names@delwp.gov.vic.au. Appeals that do not respond/address one of the two points above will not be considered as valid appeals.

Petitions may be used to appeal a naming authority’s decision. If a petition is used to object to a naming proposal then a statement within the petition must, as a minimum, respond/address the two points above. Signatories must include their printed name and property address.

OGN will formally acknowledged receipt of all appeals, either via letter or email.

The Registrar will consider all valid appeals and determine whether a naming authority has complied with the naming rules. Objectors will receive a formal response to an appeal outlining the Registrar’s decision to endorse and proceed with gazettal or reject a proposal.

OGN follows the below process when the Registrar considers a name proposal.

1. Proposal received by OGN.
2. If objections received OGN waits 30 days for any appeals
   - OGN audits proposal.
3. Registrar deems the proposal does not conform to the naming rules and is sent back to the naming authority.
   - Registrar deems proposal is of greater than local significance and sends to GPNAP Committee for advice.
4. Registrar deems proposal conforms to naming rules.
5. OGN gazettes the name in the Victoria Government Gazette and adds to VICNAMES.
6. OGN notifies relevant stakeholders including the naming authority.
12 Gazettal of a proposed name or boundaries

When a name, new name and/or boundary(ies) is/are chosen and endorsed by the Registrar, it/they will be included in a weekly notice published in the Victoria Government Gazette (www.gazette.vic.gov.au), notifying registration of new or altered roads, features or locality names and/or boundaries in Victoria.

A name may also be endorsed prior to gazettal by the Minister of the department or authority from which the proposal was generated; or, through a proposal from a Geographic Place Names Advisory Committee.

The gazette notice will include the following items (where relevant):

- the NES change request number
- the pre-existing name of the road, feature or locality
- the new name of the road, feature or locality, (if private, will be indicated)
- the name of the private complex in which the road is located
- written details of the extent of the road, feature or locality
- the address of the feature
- the locality(ies) in which the road or feature is located
- the names of the existing localities within which the new locality is being defined
- the naming authority
- a web link to OGN’s website, where a map can be viewed.

The gazette notice acts as official notification that the name and/or boundaries will be registered in VICNAMES.

An example of a gazette notice is below.

<table>
<thead>
<tr>
<th>Change Request Number</th>
<th>Road Name</th>
<th>Locality</th>
<th>Proposer and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>64137</td>
<td>McNamara Walk</td>
<td>Yarravonga</td>
<td>Moira Shire Council&lt;br&gt;The walking track traverses south from South Road to James Lilis Drive.</td>
</tr>
<tr>
<td>65903</td>
<td>Green Palms Drive</td>
<td>Cobram</td>
<td>Moira Shire Council&lt;br&gt;(Private Road – within Green Palms Village)&lt;br&gt;The road traverses west from Ritchie Road.</td>
</tr>
</tbody>
</table>
### Section 12 Gazettal of a proposed name or boundaries

**Gazette of a proposed name or boundaries**

<table>
<thead>
<tr>
<th>Change Request Number</th>
<th>Road Name</th>
<th>Locality</th>
<th>Proposer and Location</th>
</tr>
</thead>
</table>
| 65945                 | Rupe Lane | Nar Nar Goon North | Carolina Shire Council  
Service road running between Wilson Road  
and 2205 Princes Freeway. |

**Feature Naming:**

<table>
<thead>
<tr>
<th>Change Request Number</th>
<th>Place Name</th>
<th>Naming Authority and Location</th>
</tr>
</thead>
</table>
| 65399                 | Ken Lyons Pavilion  | Kingston City Council  
Within Regents Park  
Sixth Avenue, Aspendale 3195.  
For further details see map at  

**Localities:**

<table>
<thead>
<tr>
<th>Change Request Number</th>
<th>Naming Authority</th>
<th>Affected Localities</th>
<th>Location</th>
</tr>
</thead>
</table>
| 64274                 | Golden Plains Shire Council | Anakie and Steglitz | To modify the locality boundary, to follow the back of the property boundaries of 110, 140 and 150 Butchers Road, so that these properties are located in the locality of Steglitz.  
For further details see map at  
| 65088                 | East Gippsland Shire Council | Bete Bolong and Newmerella | To modify the locality boundary between Bete Bolong and Newmerella, to include all properties along Preston Road and Robinsons Road in the locality of Newmerella.  
For further details see map at  

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**Office of Geographic Names**

Land Victoria  
570 Bourke Street  
Melbourne 3000

**JOHN E. TULLIOCH**  
Registrar of Geographic Names

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**Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016**

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173 of 85 pages
13 Implementation

The implementation of any name is very important. It ensures names are widely adopted and known by the immediate and extended community. Careful consideration should be given to promotion, communication and education about a name and/or boundaries. For example community members need to be officially told when to use a new road name for an address or a change in a locality name. The use of an Aboriginal name may see the community being educated about its meaning and pronunciation.

Ensuring correct notification to organisations and communicating the name widely will ensure state and federal government, emergency services and postal/goods delivery services are up-to-date.

All naming authorities including, municipal councils, government departments/agencies and authorities should consider creating a communications plan dependent on the scale of a naming proposal. They should also ensure naming authorities databases, websites, related documents, local mapping and imagery are updated.

A number of requirements are involved in the implementation of a name, these include registration, notification, signage and history. Further information is available below.

13.1 Registration

Only after a naming authority receives notification from the Registrar that an official naming or boundary change has been registered in VICNAMES can it notify affected members of the immediate and/or extended community and other interested stakeholders.

13.2 Notification

13.2.1 OGN notifies stakeholders

Upon registration, OGN will inform relevant stakeholders. The naming authority is also encouraged to inform local stakeholders as advised below.

Within 30 days of a proposal’s endorsement OGN will publish a notice on the Naming proposals webpage at www.delwp.vic.gov.au/namingplaces and send notification to the naming authority. The notice will include a link to an electronic map that naming authorities can download and distribute to all local stakeholders, including local emergency and utility service providers.

OGN will organise for notification to be sent to state-wide and national bodies, including emergency and postal services, and spatial information or mapping organisations. These include:

- Australia Post
- EMSINA (Emergency Management Spatial Information Network Australia) – Victorian Committee members, including: Emergency Services Telecommunications Authority; Ambulance Victoria; Victoria Police; Country Fire Authority; Metropolitan Fire Brigade; State Emergency Service; Department of Environment, Land, Water and Planning; Department of Justice; and Department of Health and Human Services
- Real Estate Institute of Victoria
- Australian Bureau of Statistics
- Australian Electoral Commission
- Melway and other spatial information or mapping agencies.
Road updates, including spatial extents and attributes are regularly published to the Vicmap Transport spatial layer, used by councils, State Government departments and authorities and mapping agencies.

13.2.2 Who the naming authority must notify

If addresses have been affected the naming authority must notify residents, ratepayers and businesses in the immediate community. Refer to the following example.

### Naming/renaming/boundary realignment

As you are aware [insert naming authority] recently surveyed/notified the community of a proposal to name/rename a road, feature or locality, or amend its boundaries.

You have received this correspondence because you are affected by this proposal.

As a result of the notice/letter/survey/voting poll, the preferred name [enter preferred name] received the most support.

[Insert naming authority] considered the proposal at its regular [insert meeting name] meeting on [insert date, time and location of meeting].

[Insert naming authority] endorsed the name and requested that the name be sent to the Registrar of Geographic Names for gazettal and registration.

The name was gazetted on [insert date and gazettal reference]. [Insert naming authority] has been informed that the name has been registered and emergency services have been informed.

Signage will be installed in due course.

[If addresses affected, include the following]

Your old address [insert old address] has now changed to [insert new address].

Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new. It should also be noted, however, that Australia Post cannot guarantee the delivery of incorrectly addressed mail and you should endeavour to use the new official address.

It is important to distribute details of the endorsed proposal to the following local organisations – they may have an interest in knowing the new or altered name and boundaries and there can be a delay between official notification to state-wide bodies and details filtering through various systems.
The naming authority should notify the following local organisations and stakeholders:

- Australia Post offices
- real estate agents
- gas, water and electricity suppliers
- council rates departments
- local mapping agencies
- local police stations
- local ambulance station
- local Country Fire Authority and/or Metropolitan Fire Brigade station
- State Emergency Service local headquarters
- tourist information centres.

13.2.3 VICNAMES holds the gazetted and registration details

Following the proposal’s gazetral, the Registrar will enter the gazette date, gazette reference and the details of the new or amended name and/or boundaries into VICNAMES.

**Roads**

The gazetral date for a road naming or renaming is available from the *Victoria Government Gazette* and will not be held in VICNAMES. The official date of registration will be the date the name is entered into Vicmap Transport or when the name was last edited; this information is viewable in VICNAMES.

If required, the naming authority may also wish to proceed with its own gazetral of the road naming, as provided under the various road acts. This is a decision for the naming authority to make. Refer to Section 3.4.

Road discontinuance notices are the responsibility of councils and VicRoads.

**Features and localities**

The gazetral date and reference for a feature or locality naming or renaming will be recorded in VICNAMES. The official date of registration will be the date the name is entered into VICNAMES.

13.2.4 Updating other databases, including private companies

While OGN, councils and State Government departments and authorities have a responsibility to update both state and national datasets, road, feature, locality and address information can take time to filter out to various companies’ databases. Databases belonging to satellite navigation, online address searches, companies that offer address searches on the internet and service providers (such as utility companies) can take months to update.

It is not the responsibility of the naming authority to update private organisations with address information.

The naming authority can provide official proof of an address on letterhead that the community can use to inform such private organisations of a change to an address.

13.2.5 Updating emergency services databases

Updates are provided to emergency services, in particular ESTA, who handles OOO calls, when a naming proposal is processed through NES or the SPEAR subdivision process. Typically, ESTA receives at least three updates a year from State Government. If naming authorities are concerned that information has not been updated or want to know when it is appropriate to inform members of the public, please contact OGN for advice.
Section 13 Implementation – Signage & History

13.3 Signage

Road, feature and locality signage in Victoria must conform to the requirements outlined in this section.

All signage for a road, feature or locality must be erected within 30 days of the name being gazetted and registered or within 30 days of being notified by OGN.

In all instances, naming authorities must not erect or display signage prior to receiving Registrar’s advice that the naming proposal has been endorsed, gazetted and entered in VICNAMES. Existence of signage prior to lodging a naming proposal with the Registrar is not a valid argument for the name to be registered.

It is recommended that naming authorities apply to the Registrar as early as possible to ensure names can be endorsed, gazetted and registered in VICNAMES and Vicmap. Appropriate and unambiguous signage will assist with delivery of goods and services and ensure adequate provision for emergency management.

The names of estates and subdivisions are considered to be neighbourhood names; therefore, they are not officially recognised for addressing purposes. They should not appear on council, State Government department or agency signage.

Signage design and display can differ for roads, features or localities. Specific information on signage is provided below.

13.3.1 Requirements for road signage


The only acceptable road type abbreviations are provided in APPENDIX A and may be applied to road signage.

Diacritical marks should not be added to street signage, refer to Principle (J) and AS1742.5.

In addition, the location of signage is an important issue for naming authorities to consider. Road name signage should be placed at intersections and junctions, and in areas where it is not obscured from view or covered by objects such as trees and buildings. Road name signage should also be located at regular junctions and cross roads to allow members of the public to discern their location, especially in rural areas.

Signage for private roads should include reference to the fact that they are private roads, which implies they are not accessible to the general public. The cost is the responsibility of the property owner, developer, owners corporation (subject to local council’s provisions and guidelines).

If the site is under construction, signage must be erected within 30 days of infrastructure work commencing at the site (this is to ensure that emergency management services can respond to any incidents that might arise in the area during the construction phase). If the road is under construction, 30 days after the name is registered, temporary signs may be erected until such time as the road is open to traffic.

When road names are approved via the SPEAR subdivision process (at www.spear.land.vic.gov.au), signage must be erected after the certification of the plans and within 30 days of infrastructure work commencing at the site.

7 SPEAR is an acronym for Streamlined Planning through Electronic Applications and Referrals. The system allows users to process planning permits and subdivision applications online.
Refer to road signage examples below.

DAWES RD
Richard & George Dawes - WW1

TOMPKINS RD
Edwin Tompkins - WW1

CROMBIE LANE
Alexander Crombie - WW1

NO THROUGH ROAD

CANNING ST
Charles John Canning (1812-62)
British Viscount, Statesman

18 - 44

GERTRUDE ST
Daughter of Captain Brunswick Smythe,
co-owner with Benjamin Baxter of the land
subdivided in 1839

153 - 237

NICHOLSON ST
William Nicholson (1816-65) merchant and
politician, MCC Mayor (1856-57),
Premier of Victoria (1859-60)

140-120

TURNER ST
James Hobson Turner, Councillor (c1872),
tanner and hat maker (Denton's Hat Factory)

1-113
13.3.2 Requirements for feature signage

Signage for features can take whichever form or design the naming authority deems appropriate to ensure that the name can be easily located, identified and read by all members of the community.

At a minimum, the signage for a feature should be located at major access points to ensure people can readily identify the feature in an emergency.

Example of feature signage

For features with addresses that visitors might find difficult to describe (e.g. barbecue sites in parks, swimming sites at beaches or walking tracks in state forests), there is an option to display an emergency marker. These markers are geocoded for the use of the ESTA (the organisation responsible for answering 000 calls) and can be useful for providing emergency services with accurate location information and specific directions on how to access the area.

13.3.3 Requirements for locality signage
Adequate locality signage should be displayed on all major roads and thoroughfares. This is particularly important in rural and remote areas, where visitors may be unfamiliar with the area.

13.4 History

13.4.1 Recording historical information in VICNAMES
It is important to record information about why a road’s, feature’s or locality’s name was chosen. This will ensure historical information is available to future generations and provide transparency in the naming process.

When a name has been gazetted and registered, the naming authority should access VICNAMES and enter any historical information and, if desired, upload corroborating documents on the new name. This information should explain why the name was chosen and how the name has links to the local area.

It is expected that the historical information is submitted to VICNAMES by the naming authority.

Anyone can upload historical information to VICNAMES. The submission should relate to an appropriate source, which includes:

- books
- an edited book section
- journal
- manuscript
- oral history
- maps
- newspaper/magazine
- artefact
- website
- council
- OGN.


A historical content administrator (HCA) will review the submission and either approve, reject or request further information. Once approved, the submission will be viewable in VICNAMES. If a submission relates to multiple features or roads, then associations can be made by the HCA. The submitter will be notified of the submission’s approval or rejection.

Once a submission has been approved, corroborating historical information can be submitted. This could include copies of photos as jpegs or Microsoft Word or PDF documents. This information should be emailed to geo.names@dewlp.vic.gov.au, clearly indicating the record the information relates to. The HCA can then upload this content to the record.
## APPENDIX A  Road types accepted for registration

As per Clauses 4.3, 4.6.2, 7.2 and 8.3.2(a) within the AS/NZS4819:2011: Rural and urban addressing standard, the road types specified within this appendix are the only road types that can be used.

### Culs-de-sac

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSE</td>
<td>CL</td>
<td>A short enclosed roadway.</td>
</tr>
<tr>
<td>COURT</td>
<td>CT</td>
<td>A short enclosed roadway.</td>
</tr>
<tr>
<td>MEWS</td>
<td>MEWS</td>
<td>A roadway in a group of houses.</td>
</tr>
<tr>
<td>PLACE</td>
<td>PL</td>
<td>A short, sometimes narrow enclosed roadway.</td>
</tr>
<tr>
<td>PLAZA</td>
<td>PLZA</td>
<td>A roadway enclosing the four sides of an area, forming a marketplace or open space.</td>
</tr>
<tr>
<td>RETREAT</td>
<td>RTT</td>
<td>A roadway forming a place of seclusion.</td>
</tr>
</tbody>
</table>

### Either culs-de-sac or open-ended roads

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLEY</td>
<td>ALLY</td>
<td>Usually a narrow roadway in cities or towns. A minor roadway through the centre of city blocks or squares.</td>
</tr>
<tr>
<td>CHASE</td>
<td>CH</td>
<td>A roadway leading down to a valley.</td>
</tr>
<tr>
<td>CREST</td>
<td>CRST</td>
<td>A roadway running along the top or summit of a hill.</td>
</tr>
<tr>
<td>GLADE</td>
<td>GLDE</td>
<td>A roadway usually in a valley of trees.</td>
</tr>
<tr>
<td>GROVE</td>
<td>GR</td>
<td>A roadway that features a group of trees standing together.</td>
</tr>
<tr>
<td>LANE</td>
<td>LANE</td>
<td>A narrow way between walls, buildings or a narrow country or city roadway.</td>
</tr>
<tr>
<td>RISE</td>
<td>RISE</td>
<td>A roadway going to a higher place or position.</td>
</tr>
<tr>
<td>SQUARE</td>
<td>SQ</td>
<td>A roadway bounding the four sides of an area to be used as open space or a group of buildings.</td>
</tr>
<tr>
<td>TERRACE</td>
<td>TCE</td>
<td>A roadway usually with houses on either side raised above the road level.</td>
</tr>
<tr>
<td>VIEW</td>
<td>VIEW</td>
<td>A roadway commanding a wide panoramic view across surrounding areas.</td>
</tr>
<tr>
<td>VISTA</td>
<td>VSTA</td>
<td>A road with a view or outlook.</td>
</tr>
<tr>
<td>WHARF</td>
<td>WHRF</td>
<td>A roadway on a wharf or pier.</td>
</tr>
</tbody>
</table>
### Open-ended roads

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROACH</td>
<td>APP</td>
<td>A roadway leading to an area of community interest, i.e. public open space, commercial area, beach etc.</td>
</tr>
<tr>
<td>AVENUE</td>
<td>AV</td>
<td>A broad roadway, usually planted with trees on each side.</td>
</tr>
<tr>
<td>BOULEVARD</td>
<td>BVD</td>
<td>A wide roadway, well paved, usually ornamented with trees and grass plots.</td>
</tr>
<tr>
<td>BREAK</td>
<td>BRK</td>
<td>A vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.</td>
</tr>
<tr>
<td>BYPASS</td>
<td>BYPA</td>
<td>An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.</td>
</tr>
<tr>
<td>CIRCUIT</td>
<td>CCT</td>
<td>A roadway enclosing an area.</td>
</tr>
<tr>
<td>CONCOURSE</td>
<td>CON</td>
<td>A roadway that runs around a central area, e.g. public open space or a commercial area.</td>
</tr>
<tr>
<td>CRESCENT</td>
<td>CR</td>
<td>A crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.</td>
</tr>
<tr>
<td>DRIVE</td>
<td>DR</td>
<td>A wide thoroughfare allowing a steady flow of traffic, without many cross streets.</td>
</tr>
<tr>
<td>ENTRANCE</td>
<td>ENT</td>
<td>A roadway connecting other roads.</td>
</tr>
<tr>
<td>ESPLANADE</td>
<td>ESP</td>
<td>A level roadway, often along the seaside or a river.</td>
</tr>
<tr>
<td>FIRETRAIL</td>
<td>FTRL</td>
<td>Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.</td>
</tr>
<tr>
<td>FREEWAY</td>
<td>FWY</td>
<td>An express, multi-lane highway, with limited or controlled access.</td>
</tr>
<tr>
<td>GRANGE</td>
<td>GRA</td>
<td>Roadway leading to a country estate, or focal point, public open space, shopping area etc.</td>
</tr>
<tr>
<td>HIGHWAY</td>
<td>HWY</td>
<td>A main road or thoroughfare; a main route.</td>
</tr>
<tr>
<td>LOOP</td>
<td>LOOP</td>
<td>Roadway that diverges from and re-joins the main thoroughfare.</td>
</tr>
<tr>
<td>PARADE</td>
<td>PDE</td>
<td>A public promenade or roadway that has good pedestrian facilities along the side.</td>
</tr>
<tr>
<td>PARKWAY</td>
<td>PWY</td>
<td>A roadway through parklands or an open grassland area.</td>
</tr>
<tr>
<td>PROMENADE</td>
<td>PROM</td>
<td>A roadway like an avenue with plenty of facilities for the public to take a leisurely walk; a public place for walking.</td>
</tr>
<tr>
<td>QUAYS</td>
<td>QYS</td>
<td>A roadway leading to a landing place alongside or projecting into water.</td>
</tr>
<tr>
<td>RAMP</td>
<td>RAMP</td>
<td>An access road to and from highways and freeways.</td>
</tr>
<tr>
<td>RIDGE</td>
<td>RDGE</td>
<td>A roadway along the top of a hill.</td>
</tr>
<tr>
<td>ROAD</td>
<td>RD</td>
<td>A place where one may ride; an open way or public passage for vehicles, persons and animals; or, a roadway forming a means of communication between one place and another.</td>
</tr>
<tr>
<td>STREET</td>
<td>ST</td>
<td>A public roadway in a town, city or urban area; especially a paved open space.</td>
</tr>
</tbody>
</table>
### Naming rules for places in Victoria

#### Statutory requirements for naming roads, features and localities

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THOROUGHFARE</td>
<td>TF</td>
<td>Thoroughfare with footpaths and buildings along one or both sides.</td>
</tr>
</tbody>
</table>

**TRACK**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRACK</td>
<td>TRK</td>
<td>A roadway with a single carriageway and a roadway through a natural bushland region. The interpretation for both TRACK and TRAIL is limited to roadways; however, in many areas (e.g. Tasmania) these are more often associated with walking rather than vehicular movement.</td>
</tr>
</tbody>
</table>

**TRAIL**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAIL</td>
<td>TRL</td>
<td>See TRACK.</td>
</tr>
</tbody>
</table>

**WAY**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAY</td>
<td>WAY</td>
<td>An access way between two streets. Usually not as straight as an avenue or street.</td>
</tr>
</tbody>
</table>

### Pedestrian only roads

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCADE</td>
<td>ARC</td>
<td>A passage having an arched roof, or any covered passageway, especially one with shops along the sides.</td>
</tr>
</tbody>
</table>

**BOARDWALK**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARDWALK</td>
<td>BWLK</td>
<td>A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles along, or overlooking, a beach or waterfront.</td>
</tr>
</tbody>
</table>

**MALL**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MALL</td>
<td>MALL</td>
<td>A sheltered walk, promenade or shopping precinct.</td>
</tr>
</tbody>
</table>

**PATH**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATH</td>
<td>PATH</td>
<td>A roadway used only for pedestrian traffic.</td>
</tr>
</tbody>
</table>

**PASSAGE**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSAGE</td>
<td>PSGE</td>
<td>A narrow street for pedestrians.</td>
</tr>
</tbody>
</table>

**STEPS**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEPS</td>
<td>STPS</td>
<td>Route consisting mainly of steps.</td>
</tr>
</tbody>
</table>

**SUBWAY**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBWAY</td>
<td>SBWY</td>
<td>An underground passage or tunnel that pedestrians can use for crossing under a road, railway, river, etc.</td>
</tr>
</tbody>
</table>

**WALK**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WALK</td>
<td>WALK</td>
<td>A thoroughfare with restricted access used mainly by pedestrians.</td>
</tr>
</tbody>
</table>

**WHARF**

<table>
<thead>
<tr>
<th>Road Type</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHARF</td>
<td>WHRF</td>
<td>A roadway on a wharf or pier.</td>
</tr>
</tbody>
</table>
APPENDIX B  Feature types accepted for registration

A full list of features accepted for registration is available at www.delwp.vic.gov.au/namingplaces>Naming rules.

Features associated with the feature types can be found in VICNAMES at http://maps.land.vic.gov.au/lassi/VicnamesUI.jsp.

Note: The agencies listed in the ‘Naming Authority’ column are identified as the most common bodies that act as the naming authorities for that feature type, but it is/they are not necessarily the sole agency(ies) responsible for naming the feature.
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 or renaming a road, feature or locality.

A copy of the completed checklist may be submitted with your naming proposal to OGN

Refer to Section 11 Lodging a proposal with OGN for further information about how to submit a proposal for the Registrar’s consideration.

Are you seeking:

- The Registrar’s endorsement of the proposed name or shortlisted names?
- Assistance from a Geographic Place Names Advisory Committee to make a final determination on a proposed name?

Is your naming proposal related to a:

- Road? – complete sections 1, 2, 5, 6, 7, 8, 9
- Feature? – complete sections 1, 3, 5, 6, 7, 8, 9
- Locality? – complete sections 1, 4, 5, 6, 7, 8, 9

1. General Questions

| Principle (A) Recognising the public interest | Yes | No | Not applicable |
| Principle (B) Ensuring public safety | | | |
| Principle (C) Linking the name to the place | | | |
| Principle (D) Ensuring names are not duplicated | | | |
| Principle (E) Names must not be discriminatory | | | |
| Principle (F) Recognition and use of Aboriginal languages in naming | | | |
| Principle (G) Dual names | | | |
| Principle (H) Using commemorative names | | | |
| Principle (I) Using commercial and business names | | | |
| Principle (J) Language | | | |
| Principle (K) Directional names to be avoided | | | |
| Principle (L) Assigning extent to a road, feature or locality | | | |
### 1. General Questions continued

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 authority, have you checked with OGN to see if there are specific guidelines for your department? If there are no specific guidelines for your department, you should follow the principles and requirements of these naming rules.

### 2. Roads

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Have you referred to the *Roads Management Act 2004* and the *Local Government Act 1989* to determine if your organisation is the coordinating road authority for the road(s) in question?

Refer to Section 3.4 for more information.

If there is more than one coordinating 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 OGN for advice about how to make the proposal compliant.

#### 3.2.1 Rural and Urban Addressing

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

#### 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 OGN? ☐ ☐ ☐

**Roads located in residential or commercial subdivisions**

Are you aware that the road naming authority may not be the coordinating road authority; therefore, it is not responsible or liable for maintenance or other management of the road? Refer to Section 3.7.

Has a report on the naming proposal been discussed and signed off by the council prior to lodgement of the plans for certification? ☐ ☐ ☐

If the naming or renaming 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 9.
2. Roads continued

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Roads located on private property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you aware that the road naming authority may not be the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>coordinating road authority; therefore, it is not responsible or liable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for maintenance or other management of the road? Refer to Section 3.9.3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has/have the private road/roads already been constructed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, is/are the road name/s already in use by the immediate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>community?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does Australia Post deliver mail to the general facility or individual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>sites within the complex? Contact should be made with Australia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post to discuss mail delivery options for the property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue to Section 5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Features

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

3. Features continued

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal names for features Refer to Section 4.9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What type of proposal is being considered:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Addition of an Aboriginal name as Registered or Dual?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Addition of an Aboriginal name as Traditional or Historical?

If recording an Aboriginal name, does the feature already have an officially registered name or an unrecorded and/or unregistered name? If yes, the Aboriginal name may be considered as a Dual name. Refer to Principle G.

When recording the Aboriginal 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 Aboriginal 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 Aboriginal 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 Section 5

<table>
<thead>
<tr>
<th>4. Localities</th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the proposal conform to the statutory requirements in Section 5.2? If not, contact OGN for advice about how to make the proposal compliant</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>5.2.1 Boundaries</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Have you checked the proposal against the requirements and explanatory boundary map diagrams in Section 5.2.1?</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>5.2.2 Estate and subdivision names</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Have you checked that the name is not an estate or linked to a subdivision name? Refer to Section 5.2.2.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>5.2.3 Size</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Have you checked that the size is appropriate? Refer to Section 5.2.4.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>5.2.4 Hyphens</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>The name must not contain hyphens. Refer to Section 5.2.5.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Localities continued</th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.5 Local government area boundary review</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>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.</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
5.2.6 Locality names unique within Australia

Have you checked that the names are unique and not repeated elsewhere in Australia, or sought advice from OGN? Refer to Section 5.2.7.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>Not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the locality cover more than one municipal area, or is it part of a State Government project?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the proposal include a detailed map of the existing and proposed boundaries?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If relevant, has consideration been given to naming the locality after a local historical figure or event?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the new locality relates to a major land redevelopment project, has a public naming competition been considered?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Consultation

If the proposal affects addresses, have residents, ratepayers and businesses been consulted? Refer to Section 7.

If the proposed name is from an Aboriginal language, has/have the relevant Traditional Owner group(s) been consulted and given their approval? Refer to Principle (F) and Section 7.4.

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 authority, 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?

6. Lodging, considering and addressing objections and submissions

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 OGN and emergency response or other service providers? If so, contact OGN for advice.

If a delegation of authority has been used, have details of the relevant officer, been officially provided to OGN?

7. 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 13.
### 8. Signage and recording historical information

Has consideration been given to signage, if the naming proposal is endorsed by the Registrar? Refer to Section 13.3.

Has consideration been given to recording historical information in VICNAMES if the naming proposal is endorsed by the Registrar? Refer to Section 13.4.

### 9. 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 Notification for Editing Service (NES)?

<table>
<thead>
<tr>
<th>Details of the existing name</th>
<th>Yes</th>
<th>No</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background of the proposed name and why it was selected. If the proposed name is traditional or historical, include Aboriginal language and, if possible, cultural heritage information.</td>
<td>Yes</td>
<td>No</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Details of why a renaming is proposed (if relevant)</td>
<td>Yes</td>
<td>No</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Details of a features location (including, if possible, the address and access points for emergency response).</td>
<td>Yes</td>
<td>No</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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 principles and statutory requirements of Section 2 and either Section 3, 4 or 5 of these naming rules.

Confirmation that the proposal has been accepted by the naming authority or is being submitted by a delegated officer.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The following information (where relevant):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A copy of consent from relevant Traditional Owner group(s)</td>
<td>Yes</td>
<td>No</td>
<td>Not applicable</td>
</tr>
<tr>
<td>If undertaken, details of consultation with emergency response and public service providers (if NES was used for consultation, this evidence is automatically attached to the submission to OGN)</td>
<td>Yes</td>
<td>No</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Copies of notice, letter, survey or voting poll material</td>
<td>Yes</td>
<td>No</td>
<td>Not applicable</td>
</tr>
<tr>
<td>De-identified (i.e. personal details removed) objections received from the public</td>
<td>Yes</td>
<td>No</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Copies of letters sent to objectors, indicating their ability to lodge an appeal to the Registrar (as provided in Section 8.5)</td>
<td>Yes</td>
<td>No</td>
<td>Not applicable</td>
</tr>
<tr>
<td>A copy of council minutes indicating acceptance of the proposal, or that council staff have delegated authority.</td>
<td>Yes</td>
<td>No</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
APPENDIX D AS4819:2011 Rural and urban addressing

The following basic points must always be applied when developing addresses as part of a road naming or renaming proposal. These points represent only a small collection of rules as outlined in AS/NZS 4819:2011 Rural and urban addressing (see infostore.saiglobal.com/store/Details.aspx?ProductID=1497944), and road coordinating authorities are encouraged to refer to the standard for detailed advice.

Further information about naming roads on plans of subdivision, including street addressing, see the SPEAR FAQ Street Addressing at www.spear.land.vic.gov.au/spear/pages/about/about-the-application/frequently-asked-questions.shtml.

There are scenarios where neither AS/NZS 4819:2011 nor these naming rules provide a best fit solution to the problem. In these cases, naming authorities should contact OGN and Vicmap for a site specific solution.

1. A unique address should be assigned to each separately owned area of land or building, whether residential or commercial – for example hospitals, railway stations, places of worship, parks, monuments, education facilities, etc.

   The numbering and determination of the road must be relative to the access point from which the property, dwelling, structure or feature is accessed. The road name used in an address must be the named road nearest the main vehicular or pedestrian access to the front door or entrance of a property, building, dwelling structure or feature.

   Address numbers and names should be assigned as early as possible in the development process, and well before occupation. This must be adhered to in order to ensure adequate auditing of any proposals and, more importantly, to aid responses from emergency services and delivery of goods and services.

   In cases of a property or business being part of a complex (such as a shopping centre or recreational facility), the addressing rules as defined in AS/NZS 4819:2011 Rural and urban addressing should be applied. For the process of registering private roads within complexes, refer to Sections 3.8 and 3.9.

2. A datum point must be chosen from which all address numbers will be applied. The origin or datum point for all address numbering should be the intersection at that end of the road from where access most commonly occurs, or is planned to occur. The origin or datum point for numbering major roads such as highways should be at the capital city end, or the major city if the road is not connected to the capital city.

3. Numbering should be systematic and consistent along the extent of a named road, major road and highway throughout a locality. Address numbering standards and applications differ depending on whether the property is located in an urban or rural environment. Refer to AS/NZS 4819 Rural and urban addressing for specific directions and examples.

   In urban areas, address sites on the left side of the road from the datum point should be numbered from one and increase sequentially using odd numbers. Address sites on the right side of the road from the datum point should be numbered from two and increase sequentially using even numbers. Refer to point 8 for culs-de-sac numbering.

   If the opposite convention has been used throughout a defined area, it may continue to be used, provided it does not extend beyond that area.
4. Address numbers should be clear and logical and numbering should be sequential, ranging from the lowest to the highest. Numbers should be positive integers (no zero, fractions, or decimals). An address number should consist of no more than five numeric characters (i.e. up to 99999) and, if required, a single upper-case alphabetical suffix. The word ‘Lot’ should not precede any assigned address number.

5. Do not avoid numbers; numbers must be assigned in a logical and sequential manner. However, it is possible to reserve numbers for future development.

6. If a proposed road is being constructed in multiple stages as part of a multi-lot subdivision development, and the section that includes the datum point is not yet constructed, the naming and addressing authority should reserve address numbers for the first section of the road.

This does not apply when the proposed road has been constructed at either end and the middle section is yet to be built. In these instances, both ends of the road should have unique names applied. When the middle section of road is constructed, the two unique road names should extend from their datum points until they meet at a cross road on the newly constructed middle section.

If one name is to be assigned to the completed road, renaming of the two unique roads and renumbering should then take place to recognise the full extent of the road.
7. If a road continues with the same name through more than one locality, it is preferable that the numbering be unique and continuous for its entire length. For exceptionally long roads, logical sections may be defined by focal points and the numbering system applied to each section. The focal point should be placed so that localities are completely within a logical section.

8. A short cul-de-sac that has its own road name and five or fewer detached address sites can be numbered from the left, ignoring the normal odd and even numbering on each side. Alpha suffixes in this case may also be used to minimise any renumbering.

A cul-de-sac that has more than five detached address sites should be numbered with the odd numbers on the left and even numbers on the right. Alpha suffixes in this case should not be used.

9. A VicRoads administrative road name should not be used for addressing purposes.

Address examples

Scenario 1: Residential redevelopment at number 37 Wyndham Street (highlighted) has resulted in four units, one fronting Wyndham Street and three fronting a section of Manor Street (highlighted by a red line). There are no numbers left on Manor Street for the three new units.

Option 1: Assign a new name to the section of Manor Street highlighted by a red line, a Cul-de-sac road type and assign new numbering accordingly.

Option 2: Re-number the full extent of Manor Street, taking into account possible future subdivisions at 39, 38 and 40 Wyndham Street; 39, 37, 36 and 34 High Street; and 33, 32 and 34 Margaret Street.
**Scenario 2:** It has been highlighted by emergency services that 87 Metung Road is not accessible from Metung Road. The property is accessed from Essington Close.

**Option 1:** Re-number 87 Metung Road to Essington Close with the address 2A Essington Close.

**Option 2:** Create a road that accesses 87 Metung Road and assign an appropriate name and number.
APPENDIX E Information for the public

There are two information brochures available online that can be provided to the public for their information:

- Information for residents
- Quick guide.


The diagram below shows the process a member of the public would follow when consulted by a naming authority.

1. You have received a proposal for naming or renaming a road, feature or locality.
2. Decide whether the proposal directly affects you. For example, will your address change?
3. Decide if you support the proposal.
4. If you support the proposal, do you need to respond?
5. Are you able to propose a new name, boundaries or advice or do you support the name or boundaries?
6. If you do not support the proposal you may seek further information or submit an objection to the naming authority that sent the proposal.
7. The naming authority must consider all responses and decide on whether to accept or reject the name proposal.
8. If the naming authority rejects the naming proposal, another proposal might be made or the existing proposal could be altered, based on initial community feedback.
9. If the naming authority decides to proceed with the naming proposal you could appeal the decision by contacting the Registrar of Geographic Names.
10. OGN will audit the naming proposal and will either reject or accept the proposal.
11. If rejected, the naming authority may have to provide additional information or alter the existing proposal, which might result in additional consultation with affected parties.
12. If accepted, the Registrar of Geographic Names will proceed to gazette and register the proposed name and/or boundaries.
## GLOSSARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addressing authority</strong></td>
<td>The authority responsible for addressing is typically the council.</td>
</tr>
<tr>
<td><strong>Council</strong></td>
<td>A municipal council is the local government of a municipality, known throughout this document as the ‘council’.</td>
</tr>
<tr>
<td><strong>Cadastre</strong></td>
<td>Is a comprehensive register of land property boundaries and tenure in Victoria.</td>
</tr>
<tr>
<td><strong>Diacritical mark</strong></td>
<td>A glyph or accent added to a letter that is used to change the sound values of the letters to which they are added.</td>
</tr>
<tr>
<td><strong>Duplicate</strong></td>
<td>Duplicates are considered to be two (or more) names within close proximity, and those which are identical or have similar spelling or pronunciation. See Section 2 Principle D.</td>
</tr>
<tr>
<td><strong>Duplication radius</strong></td>
<td>Refers to the radius that is covered under a duplication search within VICNAMES. The radius defaults to 5, 15 and 30 km, depending on the locality selected. The radius can be changed manually.</td>
</tr>
<tr>
<td><strong>Estate names</strong></td>
<td>Includes names applied to residential estates, commercial use estates, e.g. residential subdivisions and business parks or commercial/industrial zoned land.</td>
</tr>
<tr>
<td><strong>EMSINA</strong></td>
<td>Emergency Management Spatial Information Network Australia (EMSINA) is a group of spatial practitioners in the emergency management sector.</td>
</tr>
<tr>
<td><strong>Facility’s Administrative Body</strong></td>
<td>Is the appropriate naming authority in who may determine a name for a given place name.</td>
</tr>
<tr>
<td><strong>Geographic name</strong></td>
<td>The name registered in VICNAMES as the name for that place.</td>
</tr>
<tr>
<td><strong>Geographic Place Names Advisory Committee (GPNAP)</strong></td>
<td>Geographic Place Names Advisory Committee, which is formed from the Geographic Place Names Advisory Panel, appointed under Section 12 of the Geographic Place Names Act 1998 (the Act).</td>
</tr>
<tr>
<td><strong>Guidelines</strong></td>
<td>The guidelines having an effect under Part 2 of the Act. In this case, the guidelines are now known as Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016. The title of this document is abbreviated to ‘naming rules’.</td>
</tr>
<tr>
<td><strong>Legacy</strong></td>
<td>Legacy refers to roads and features that have been named by a naming authority and/or are locally known, but are neither officially registered nor have been added to VICNAMES.</td>
</tr>
</tbody>
</table>
OGN will determine whether the names are gazetted and what status is applied to the names in VICNAMES.

### Naming authorities

Councils, government departments or authorities and private organisations are considered to be naming authorities when they are responsible for a particular feature or road within their jurisdiction. This may apply even when they may not be the owners and/or responsible for the maintenance of the feature or road e.g. Crown Land Committees of Management or leased/licensed facilities with maintenance obligations.

### Naming rules

The abbreviated name for *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2016*. This document is known as ‘Guidelines’ under the *Geographic Place Names Act 1998*. Refer to ‘Guidelines’ above.

### Notification for Editing Service (NES) at nes.land.vic.gov.au

NES facilitates improvement of spatial data quality. Provides simple, efficient, effective, low-cost maintenance process. Creates fully transparent maintenance process for all participants. Supplies maintenance processes to any potential data maintainer.

### Place

Means any geographic 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.

### Petition

A petition is a request signed by people seeking to change a name, submitting a naming proposal or appealing a naming authority’s decision. The printed name and property address for each signatory must be included.

### RAPs – Registered Aboriginal Parties

Registered Aboriginal Parties (RAPs) are organisations that represent the Traditional Owners and hold decision-making responsibilities under the *Aboriginal Heritage Act 2006* for the protection, management and preservation of Aboriginal cultural heritage in a specified geographical area.

### Register

The Register of Geographic Names, known as VICNAMES, was established under Section 9 of
### Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>The Registrar of Geographic Names appointed under s. 7 of the <em>Geographic Place Names Act 1998</em>.</td>
</tr>
<tr>
<td>Solidus (/)</td>
<td>Another term for a slash or break.</td>
</tr>
<tr>
<td>Tacit approval</td>
<td>By not responding to a naming proposal the affected party is giving implied consent to the proposal.</td>
</tr>
<tr>
<td>the Act</td>
<td>The <em>Geographic Place Names Act 1998</em> referred to as the Act throughout these naming rules. These naming rules are the ‘Guidelines’ provided for under s. 5.</td>
</tr>
<tr>
<td>Topographic</td>
<td>Refers to land’s height, shape and features, such as mountains and rivers in an area of land.</td>
</tr>
<tr>
<td>Traditional Owners</td>
<td>The primary guardians, keepers and knowledge holders of Aboriginal cultural heritage, including language. Under the <em>Aboriginal Heritage Act 2006</em>, Traditional Owners may be appointed as Registered Aboriginal Parties (RAPs).</td>
</tr>
<tr>
<td>VicRoads Administrative Road Name</td>
<td>A name VicRoads applies to roads they manage and may consist of multiple names and/or the extent of gazetted roads.</td>
</tr>
</tbody>
</table>
10.6 INFRASTRUCTURE

10.6.1 Special Charge Scheme – Submissions to the Intention to Declare New Street (South), Mansfield

File Number: E5251
Responsible Officer: Senior Civil Engineer, Paul Valente

Disclosure of Conflicts of Interest

The author of this report has no conflict of interest to declare in relation to this item.

Introduction

This report provides details of submissions received regarding the Intention to Declare a Special Charge Scheme for the construction of New Street (south), Mansfield.

Background

As part of its program to upgrade the road safety and amenity of the road network, Council resolved its Intention to Declare a Special Charge Scheme for the construction and sealing of New Street (south), Mansfield at its meeting 20 March 2018.

Property owners liable to pay the special charge were notified of Council’s intention on 22 March 2018 and it was subsequently publicly advertised in the Mansfield Courier. Residents were given a period of 28 days to make a written submission to Council in relation to the proposed declaration. 9 submissions were received in total, with one submission objecting to the scheme stating ‘under this special charge scheme, in its current form, we say no to sealing New Street’, 7 not out rightly objecting to the scheme but seeking clarification and one submission from the property owner at 2/18 New Street, who currently is not included in this scheme and is not liable to pay the special charge.

Property owners have a right to be heard in relation to their submissions by Council or a committee of Council, with several property owners having indicated that they wish to do so.

Submissions are attached.

Submissions

As nine submissions were received, an on-site meeting at New Street was held between residents and Council Officers from the Infrastructure Department on 2 May 2018 to provide information to the property owners on the scheme in relation to their submissions. The following points and clarification were discussed at the meeting.

Overview of the project
The project will include sealed road, kerb and channel, underground drainage and footpath.
10.6.1 Special Charge Scheme – Submissions to the Intention to Declare New Street (South), Mansfield cont.

**Cost Sharing Arrangements**
Why is the 11 lot subdivision at 15-19 Hunter Street with 8 of the lots gaining access from New Street only liable for contributing for one lot?

Residents felt that there should be a contribution from each lot within the subdivision accessing from New Street. It was explained to the residents that the contribution for that property for construction was through a condition of the planning permit which states; *Prior to the issue of a Statement of Compliance for Stage 2 the developer shall provide a cash contribution of $42,400 (indexed on a yearly basis in accordance with the Bureau of Infrastructure, Transport and Regional Economics Road Construction and Maintenance Price Index) for the upgrade of New Street (from Ailsa Street to the proposed internal road) to a 7m wide sealed pavement.*

**Parking and driveways**
What parking is going to be included in the existing street and within the new road extension due to the subdivision?

The current plans show that parking will be kept informal as it is in the current state with no expected additional hardstand areas. Parking within the subdivision has been catered for with some hardstand areas.

Any driveways that are altered during the works will be reinstated with what is existing, eg if it is a concrete driveway then it will be replaced with concrete.

**Road Design**
Intersection treatment at the southern end of the road with the new road of the subdivision. Safety concerns with a blind corner.

There will be an intersection treatment at the entrance to the new section of road with either a give way or stop sign. The existing end section of New Street will be construction as a driveway.

**Street Trees**
The one existing street tree is marked to be removed on the construction plans, is there a way to retain the tree and also what about additional street trees and beautification?

The current plans show the removal of the existing tree as the road alignment will be in very close proximity to the tree and will more than likely impact the tree and cause it to die. Council’s parks and gardens department will look at options of street trees once the road has been constructed.

**Footpaths**
Will they be included?

A footpath will be included within the works.
10.6.1 Special Charge Scheme – Submissions to the Intention to Declare New Street (South), Mansfield cont.

**Payment**
What options are there for payments and will there be any additional costs?

Payment of a special charge scheme can be made in 2 ways; payment spread over 4 years and paid quarterly with rates (interest applies to this option) or payment in full.

Under the Local Government Act 1989, Council can only increase property owner contributions by a maximum of 10% of that which have been declared.

**Timing**
Timing for construction and payments

The project is listed in the proposed Council budget for 2018-2019. If the scheme is declared and budget approved expected construction commencement would be by December 2018.

Once the scheme is declared charges can be levied and property owners can elect to pay in full or via instalments.

**Access**
Access to properties during construction will need to be maintained by the contractor and they will need to communicate any interruptions with residents.
10.6.1  Special Charge Scheme – Submissions to the Intention to Declare New Street (South), Mansfield cont.

The aerial image below shows the submissions received.

Council Plan

The Council Plan 2017-2021 lists a strategic theme ‘Enhanced Livability’ that incorporates long term strategies and capital works programs to respond to changing community needs.
10.6.1 Special Charge Scheme – Submissions to the Intention to Declare New Street (South), Mansfield cont.

Financial

Funding for this project has been put forward for consideration in the 2018-2019 Council budget as follows:

<table>
<thead>
<tr>
<th>Budget</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Landowner Contribution</td>
<td>$60,500</td>
</tr>
<tr>
<td>Previous Developer Contribution (paid in 2010 for property 2/18 New St)</td>
<td>$2,011</td>
</tr>
<tr>
<td>Developer Contribution</td>
<td>$42,400*</td>
</tr>
<tr>
<td>Council Contribution</td>
<td>$104,089</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$209,000</strong></td>
</tr>
</tbody>
</table>

*This is the anticipated developer contribution from 15-19 Hunter Street that has not yet been paid.

Social

The proposed sealing works would significantly enhance the amenity of residing on this road. In particular, the nuisance created by road generated dust is eliminated and drainage related issues minimised.

Environmental

While this proposal would represent an increase in the amount of hard paved surface, the final design would incorporate elements of Water Sensitive Urban Design philosophy to mitigate the impacts. There would be negligible impacts on surrounding areas given the improvements to the drainage system implemented through these works.

Air quality will be significantly improved as a result of sealing the road.

Economic

Council has adopted within the Strategic Resources Plan as a general principle ‘to implement the capital works program as created and modified as new projects are identified’.
10.6.1 Special Charge Scheme – Submissions to the Intention to Declare New Street (South), Mansfield cont.

Risk Management

There are several risks associated with the special charge scheme, both financial and reputational as listed below.

- The anticipated developer contribution may not be paid due if the subdivision does not proceed. This would increase Council’s estimated contribution to $125,288 and the estimated property owner contribution to $10,927 each if the same 50% apportionment is applied. As per standard practice, the developer is required to pay the contribution prior to the issue of Statement of Compliance. It could be sometime after the New Street construction works have been completed.
- Council’s contribution to the project is not approved in the 2018-2019 budget. If the scheme proceeds to the declaration stage and the project is not funded in the next financial year, there is the risk of construction prices increase beyond the current estimate, which would put pressure to allocated additional funding.

Communication

Landowners affected by the scheme have been formally notified in writing of Council’s intention to declare the Scheme and have been given the opportunity to formally lodge submissions in relation to the project prior to Council declaring the Scheme, with the statutory consultation period being 28 days. 8 submissions were received from affected property owners.

Officer Comments

In regards to residents submissions they have received copies of the construction plans, project estimates, budget details and aerial photo outlining which properties where included in the scheme at the on-site meeting. This has provided residents with some clarity of the project and for them to be able to make an informed decision with regards to their concerns. Residents have been advised to notify Council by 3pm Friday 11 May whether they wish to be heard by Council in relation to their submission. Several property owners have informally indicated that wish to be heard.

Crs Sladdin/Attley:

That Council consider the submissions made by residents in relation to the Intention to Declare a Special Charge Scheme for the construction and sealing of New Street (south), Mansfield and to allocate time for hearing of submissions.

Carried
ATTACHMENT 10.6.1

SPECIAL CHARGE SCHEME – SUBMISSIONS TO INTENTION TO DECLARE – NEW STREET (SOUTH), MANSFIELD

(13 PAGES)
Mr Alex Green  
Chief Executive Officer  
Mansfield Shire Council  
Private Bag 1000  
Mansfield Vic 3722

Mr Green and council members,

We are writing in regards to the **Proposed Special Charge Scheme** for the south end of New Street. Quite frankly, it would appear the council has bent over backwards for this scheme in favour of the developer. As you all know, 100% of the residents opposed the subdivision in its current form. To then require them to bear part financial burden for its prerequisite infrastructure, namely sealing the road, seems an abuse of protocol.

Thirty years ago, our family paid for the original block here in New Street then we were required to relinquish the first twenty meters of the land to the council with no compensation. This was to provide access to 13 New Street which was undeveloped at the time. Being the developers at the time, we constructed a road to our property at our own cost. We also brought up the sewer line on the east side of the street as well as water on the west side. This was all done at our own cost and we considered it fair enough as we were the ones building at the end of the street. Therefore, the precedent has been set in New Street that new developers
pay for the necessary infrastructure to make their project possible with least inconvenience to established neighbours.

We, the residents of New Street feel strongly that you should take on the developer to do the right thing and seal the whole road as the financial benefits of the house blocks will be entirely his. Under this Special Charge Scheme, in its current form, we say no to sealing new street. As such we are not willing to financially contribute to a development which provides us only with a loss of convenience and lifestyle quality.

As New street has been here a long time this road should have been sealed before now. Indeed, the development was approved without the road being sealed. No great effort has been made to seal New Street prior to Murray Chenery’s proposed development lending no obligation to current residents to seal the road now. If a satisfactory arrangement could be met, we do ask that the council recognise the existence of all nineteen houses in the south side of new street. Eight belonging to Murray Chenery and eleven to the established residents of the street. We propose that, if the council did require all residents to bear the cost of Murray Chenery’s development, at least that each resident should contribute according to the number of properties they own.

Furthermore, the problem of parking for current residents has yet to be adequately addressed. For this reason alone, we feel the residents of new street have good grounds for opposition of the entire subdivision scheme let alone being required to bear part of the financial burden of its beginning
stages. Suggestions for bypassing these obstacles have so far been vague, unworkable and possibly illegal on a blind corner. A council member's narrative of potential new residents using parking tactics common to city living are unsatisfactory for them and do not meet the needs of current residents.

Prior to considering contribution to a project which provides us with scant benefits, we would require a report detailing solutions to several problems we see as definite obstacles to this project proceeding in a fair and legal manner

- The plans for planting new trees after mature trees lost have been lost in aid of this development.
- Assurance of the implementation of an Open Space Charge for lack of Green Space.
- A workable and convenient parking plan in keeping with the expectations of living in a rural township.

Yours faithfully,
Dear Mr. Green,

I am in receipt of your letter dated 22 March 2018 re road works on New Street (South).

I understand that we are expected to pay our share of the work, because we will be using the road to access our properties. But, how are the future residents of the subdivision going to get to their places? Surely they will use the same road. Then why do those blocks not pay the same fees everyone else?

Ref R8453 15-19 Hunter St. 15 is Steve's old home, 17 a brick home and back Keller lives at 19. These homes are single blocks and don't reach New Street, so why are they on the list? And with a combined amount of $6,500. And then the house next to 27 = $600.

Will the street works include gutters and footpaths?

Perhaps the subdivision won't happen until after we have all paid for the work.

I am not against the payment of these works but all block owners should be paying equal amounts.

Yours faithfully,

[Signature]

What is the fate of the lone gum tree at No 20?
Will it be replaced with smaller bushes along New St?
Re: our conversation on or around the 5-4-18, in relation to the Shire’s letter dated 22nd March 2018, about the notice of intention for the “proposed special charge scheme” for road construction of New St (5th).

During our conversation, it was intimated the developer of 15-19 Hunter st, is contributing a said total of $47,900, not $5,500 as indicated in the Shire’s letter.

Also, would or does this amount affect the estimated $5,500 per household?

I am seeking clarification on the contribution details in written form.

Re: The Shire meeting scheduled for the 15th May,

I am happy for Mr Andrew Setchell to speak on my behalf, but would like to attend if I am able.

I am, and have been, on a full disability pension for over 20yrs, and therefore am requesting a custom payment plan to alleviate the added financial pressure I will incur, in accordance to the (local?) government’s Hardship Relief Scheme.

Yours Sincerely

9 New St
MANSFIELD
3722
Dear Paul,

I hope this email finds you well.

We have received your letter of 22/3/2018 relating to the 'Notice of Intention to Declare a Special Charge Scheme for the Sealing of New Street.'

Your letter contains an estimated contribution for 15-19 Hunter Street of $5500.

As you would aware, the Planning Permit for the Sub-division of 15-19 Hunter Street (P086/15) dated 19/1/2017 contains a condition (clause 10) which states "Prior to the issue of a statement of compliance for stage 2, the developer shall provide a cash contribution of $42,400 for the upgrade of New Street (from Aliso Street to the proposed internal road) to 7m wide sealed pavement."

Would you please clarify why 15-19 Hunter Street has been allocated an additional cost of $5500 in light of our planning permit only requiring us to pay the $42,400?

Please consider the environment before printing this email.
Our other neighbours have only been charged an increase from the previous Special Charge Scheme of $200 (from $5300 to $5500) representing a 3.6% increase. The additional charge to 15-19 Hunter street represents a 13.0% increase.

It should also be noted that the neighbour who paid their contribution a number of years ago has not been charged any additional fee.

We look forward to your early response.

Cheers
Mr Alex Green  
Chief Executive officer  
Mansfield Shire Council  
Private Bag 1000  
Mansfield 3722  

Dear Mr Green

I am writing regarding about a Mansfield shire costing on a sub division 11 Hunter st the rear of the property has been sub divided into 9 lots at present owned correct me if I am wrong by Mr Chenery. Planning permit no PO86/15

The proposed sub division proposed entry /exit to and from a at present quiet dead end narrow dead end street which has no drainage infrastructure or footpaths unlike Hunter street not to mention electrical wires and Telstra cables going under the existing dirt road entry next door to 20 New st.

Re proposed special charge scheme dated 22March 2018 residents estimated contribution to make a new pitchmen road prior to the start of any work being done At or on the 9 lots re above shire quote $5,500. This is reached by 29% share ($60,500) estimated $209,000 cost of 11 properties. There are 19 Properties.
If you divide $60,500 by 19 = $3184 a huge reduction from $5,500.

Not to mention I do not agree with the shire allowing Mr Chenery to pay only One share of the cost towards the cost of the road, this expense could have been Avoided had both Mr Chenery and Mansfield shire agreed to an entry/exit at 11 Hunter street!

Can you Mr Green confirm that the proposal in question entry next door to 20 new st, Is plenty wide enough to get a huge rubbish waste disposal trucks around the estate?

If not why not or does is the shire going to allow 9 new residents from which the shire Will get more rates to put their bins at the end of new st extra 18 bins 2perhousehold? That would be no inconvenience to the shire but a lot of inconvenience to the current Ratepayers a no of pensioners that no matter what cost shire decides will struggle to Pay for the road expense by the way should this occur will we be able to pay it of?

Awaiting your reply
To Mr Alex Green

We Daniel Robinson and Lindi Robinson of 16 new street Mansfield wish to write a submission to council about the proposed special charge scheme for new street.

We would like the rd sealed and are happy to pay for it, but I was under the understanding that if that subdivision went ahead at the end of new street they had to seal the rd? Obviously I’m wrong.

But surely as it has been approved they need to pay equal parts of the charge scheme? Bringing our cost down, not just one part for more than one block.

By my calculations it should be divided between at least 18 properties? Which would make it a lot fairer and I don’t think the council have been very fair to new street residents so far?
Dear Mr Alex Green,

I am writing to you for the proposed special charged scheme for New Street. I am all for the street to be sealed and this is the 4th attempt that the council has tried to have this done. Previous reasons for the works not going ahead were objections. Be a corner block and my access point is off Ailsa Street I am going to make sure that if I am paying any contribution that it is spread evenly among all the properties. The last submission would have all gone ahead until we all found out that there was a sub division going in up the end of new street. Now generally when a person is doing a sub division they should get charged for the cost of the new road as they will benefit from it and the amount of trucks and heavy equipment coming in when they build on those blocks will destroy the already very ordinary dirt road that is there. On the scheme it lists that there is 11 properties, well counting all the new ones in the subdivision there is 19. So I ask why does the developer get away with not paying his share? Every single block in that new subdivision will be using new street as their access to their houses so as I see it user pays. I am happy for the sealing of the road to go ahead as we are all sick of the dust and potholes but I strongly suggest that the figures are recalculated.

Kind Regards

20 Ailsa Street
Mr Alex Green  
Chief Executive Officer  
Mansfield Shire Council  
Private Bag 1000  
Mansfield VIC 3722

30th March 2018

RE: Notice of Intention to Declare a Special Charge Scheme  
Proposed Special Charge Scheme – Road Construction  
New Street (South), Mansfield  
Property Address: A8779 – 11 New Street

Dear Sir,

I would like to make the following submission regarding proposed Special Charge Scheme for road construction of New Street (South), Mansfield. I am aware, through email correspondence with Paul Valente, that plans are not finalised and I encourage Council to engage further with the residents of New Street.

Compliance of Intersection
I have raised the issue of compliance of the intersection at the southern end of New Street in previous submissions to Council. I note that the plan presented as part of the current Special Charge Scheme clearly shows an intersection at the southeastern corner of 11 New Street. By my measurements, the approach site distance from this intersection to the centre of the driveway of 11 New Street cannot be more than 13.2 metres. This is clearly non-compliant against the Infrastructure Design Manual’s required 37 metres at a designated speed limit of 50km/h.

I highlight that I still retain the option to refer this case back to VCAT if I can demonstrate non-compliance of infrastructure design.

Division of Costs
This Special Charge Scheme has come about purely because of the sub-division of 15-19 Hunter Street. Please note that the application to sub-divide this property was made with the road in its current condition. I also highlight that Council issued a Permit for the 11 lot sub-division on the 22nd November 2016. I am aware that one resident of New Street has already made a contribution to Council for road and footpath construction. This brings the total number of properties affected by this Special Charge Scheme (advertised 22nd March 2018) to 18, not 11 as indicated in your letter. I find it deeply offensive that the developer of 15-19 Hunter Street should only be required to pay $5,500 towards the construction of New Street given each of the 8 properties within the development will access and use the road equally. Should this proceed, at the very least the 29% levy ($60,500) should be divided by 18 properties equating to a contribution of $3,361.11 each.
**Removal of Native Vegetation**

I note on the plan that the only mature tree on the street is to be removed. I assume no consideration has been given to modifying the road design ever so slightly to retain this tree? The sub-division of 15-19 Hunter Street has already seen three mature redgums removed in contradiction to Council’s own Environment Policy stating that remnant vegetation and significant trees should be retained. Will the removal of this fourth, mature native tree warrant a native vegetation offset from Council?

**Street Trees**

I am dismayed that in this day and age Council can put forward a plan with no provision for street trees or landscaping. The ugliness of Chenery Street is a classic example of an infrastructure project (kerb and channel works) with little to no thought as to visual amenity. Mansfield is lagging so far behind other tourist towns with regards to it’s street scapes. Why have street trees and landscaping been omitted from this project and budget? Five or six bare-rooted trees and guards would add a grand total of approximately $500. I am aware Damien Gerrans is working on a revision of the Street Tree Policy. Perhaps he could be consulted.

**Street Scaping**

I refer you to the fantastic civil design of Village Court. The use of soft kerbing, storm water retention plantings and gentle bends in roads and footpaths create a vastly more pleasing and rewarding place to live. I appreciate that each site has it’s limitations. That said, the design that Council has put forward for New Street is dull at best. Given the abysmal quality and design of some of the developments occurring around Mansfield at the moment, our town is in grave danger of becoming the same as the horrible growth corridors around Melbourne. Imagination and creativity doesn’t have to cost more!

I appreciate your consideration of these points.

Yours sincerely,
Mr. Alex Green  
Chief Executive Officer  
Mansfield Shire Council  
Private Bag 1000  
Mansfield 3722.

Dear sir,

I received your letter of March 22\textsuperscript{nd} re road Construction in New Street. And the proposed charges to be levied to each land holder.

The charge is supposed to be of benefit to all property owners using this New Street development.

May I point out that the developer of the sub division has 9 new properties which are going to access this street, and also this is the reason that it is being upgraded to an expense to all of us who are already in residence, so please look at this matter seriously as I feel that the share you have suggested to us is incorrect and should be divided by 19.'

Is Council going to remove the one tree that is in the street? And is there any plan to beautify the street in any way?

I look forward to receiving your comments on this matter.

Yours faithfully

[Signature]
11. ASSEMBLIES OF COUNCILLORS

File Number:  E405
Responsible Officer:  Alex Green, Chief Executive Officer

Introduction
Under section 76AA of the Local Government Act 1989 an Assembly of Councillors (however titled) is defined as a planned or scheduled meeting, comprising at least three Councillors and one member of Council staff, that consider matters that are intended or likely to be:

- The subject of a decision of the Council; or
- Subject to the exercise of a function; duty or power of a Council that has been delegated to a person or committee [s.76AA].

An assembly of Councillors does not include a meeting of the Council, a special committee of the Council, or any club, association, peak body, political party of other organisation.

A written record of each assembly is held by Council and is available for public inspection.

The following is a list for the past month of assemblies held and the issues discussed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Assembly</th>
<th>Issues Discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 April 2018</td>
<td>VicForests Tour</td>
<td>Conflicts of Interest: NIL</td>
</tr>
<tr>
<td></td>
<td>Councillors:</td>
<td>Issues Discussed:</td>
</tr>
<tr>
<td></td>
<td>• Cr Paul Volkering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Cr Marg Attley</td>
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<td></td>
<td>• Cr Harry Westendorp</td>
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<td>Apologies:</td>
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<td>• Cr Peter Olver</td>
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<td>• Cr Paul Sladdin</td>
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<td>Officers:</td>
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<td></td>
<td>• Chief Executive Officer, Alex Green</td>
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11. ASSEMBLIES OF COUNCILLORS cont.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Assembly</th>
<th>Issues Discussed</th>
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<tbody>
<tr>
<td>17 April 2018</td>
<td>Councillors’ Briefing Session</td>
<td><strong>Conflicts of Interest:</strong> NIL&lt;br&gt;<strong>Issues Discussed:</strong>&lt;br&gt;- Budget Discussion&lt;br&gt;- Website development&lt;br&gt;- Station Precinct&lt;br&gt;- Rifle Butts Road&lt;br&gt;- Recycling Update&lt;br&gt;- Targa Update</td>
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<tr>
<td></td>
<td>Councillors:</td>
<td>• Cr Paul Volkering&lt;br&gt;• Cr Marg Attley&lt;br&gt;• Cr Peter Olver&lt;br&gt;• Cr Paul Sladdin&lt;br&gt;• Cr Harry Westendorp</td>
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<td></td>
<td>Apologies:</td>
<td>• Emma Jones &amp; Fergal Coleman from Symphony 3</td>
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<td></td>
<td><strong>External Attendees:</strong></td>
<td>• Chief Executive Officer, Alex Green&lt;br&gt;• Community Services Manager, Melanie Hotton&lt;br&gt;• Dawn Bray – Acting Development Services Manager</td>
</tr>
<tr>
<td>24 April 2018</td>
<td>Councillors’ Briefing Session</td>
<td><strong>Conflicts of Interest:</strong> NIL&lt;br&gt;<strong>Issues Discussed:</strong>&lt;br&gt;- CEO contract&lt;br&gt;- Organisational Structure&lt;br&gt;- Roads Strategy&lt;br&gt;- Footpath Strategy&lt;br&gt;- Ombudsman&lt;br&gt;- Lakins Road sale update&lt;br&gt;- Secondary College Stage 2 Masterplan Funding – Dual Court Indoor Stadium&lt;br&gt;- Ambulance Victoria/SES Multi Use Site&lt;br&gt;- Pick Your Project&lt;br&gt;- Minvera Street land sale&lt;br&gt;- Cricket Pitch on Rec. Reserve&lt;br&gt;- Monkey Gully Road landfill rehabilitation&lt;br&gt;- Yea Water Information Centre&lt;br&gt;- Grandview Drive Planning Application Update&lt;br&gt;- JLT Insurance Report&lt;br&gt;- Sally Brennan&lt;br&gt;- Cultural Heritage Management Plan – Invite AAV to present</td>
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<td></td>
<td>Councillors:</td>
<td>• Cr Paul Volkering&lt;br&gt;• Cr Marg Attley&lt;br&gt;• Cr Peter Olver&lt;br&gt;• Cr Paul Sladdin&lt;br&gt;• Cr Harry Westendorp</td>
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<td>Apologies:</td>
<td>• Chief Executive Officer, Alex Green&lt;br&gt;• Community Services Manager, Melanie Hotton&lt;br&gt;• Dawn Bray – Acting Development Services Manager&lt;br&gt;• Nell Ogilvie – Engineering Manager</td>
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</table>
11. ASSEMBLIES OF COUNCILLORS CONT.

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<thead>
<tr>
<th>Date</th>
<th>Type of Assembly</th>
<th>Issues Discussed</th>
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<tbody>
<tr>
<td>1 May 2018</td>
<td><strong>Councillors’ Briefing Session</strong></td>
<td>Conflicts of Interest: NIL</td>
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<td></td>
<td><strong>Councillors:</strong></td>
<td><strong>Issues Discussed:</strong></td>
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<td></td>
<td>• Cr Marg Attley</td>
<td>• Grandview Drive</td>
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<td></td>
<td>• Cr Peter Olver</td>
<td>• Planning Briefings</td>
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<td>• Cr Paul Sladdin (left the meeting at 10.00 am)</td>
<td>• 264 Dead Horse Lane – Planning Scheme Amendment</td>
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<td></td>
<td>• Cr Harry Westendorp</td>
<td>• Naming of Road, Features or Localities Policy</td>
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<td></td>
<td><strong>Apologies:</strong></td>
<td>• Street Numbering Policy</td>
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<td>• Cr Paul Volkering</td>
<td>• Community Initiated Projects Policy</td>
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<td><strong>Officers:</strong></td>
<td>• Mansfield Cultural Heritage Advisory Committee</td>
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<td></td>
<td>• Chief Executive Officer, Alex Green</td>
<td>• 2018-19 Budget</td>
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<td>• Community Services Manager, Melanie Hotton</td>
<td>• Waste Charge</td>
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<td></td>
<td>• Dawn Bray – Acting Development Services Manager</td>
<td>• Planning and Developers Stakeholder Briefing</td>
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<td></td>
<td>• Kathy Richardson, Strategic Planner</td>
<td>• Ice and other Drugs Forum</td>
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<td></td>
<td>• Claire Wilkinson, Statutory Planner</td>
<td>• Intention to Lease Pool Kiosk</td>
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<td></td>
<td>• Jack Francis – Statutory Planner</td>
<td>• Local Laws</td>
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<td></td>
<td><strong>Conflicts of Interest:</strong> NIL</td>
<td>• Cathy McGowan’s Youth Budget Breakfast</td>
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<td><strong>Issues Discussed:</strong></td>
<td>• Targa High Country Street Stage</td>
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<td>• Grandview Drive</td>
<td>• Old Maternal and Child Health Building</td>
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<td>• Planning Briefings</td>
<td>• Solar Low Income Project</td>
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<td>• 264 Dead Horse Lane – Planning Scheme Amendment</td>
<td>• Licola Road maintenance</td>
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<td>• Naming of Road, Features or Localities Policy</td>
<td>• The Island Jamieson maintenance costs</td>
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<td>• Street Numbering Policy</td>
<td>• Erril Street artworks</td>
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<tr>
<th>Date</th>
<th>Type of Assembly</th>
<th>Conflicts of Interest: NIL</th>
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<tr>
<td>1 May 2018</td>
<td><strong>Budget Information Session, Mansfield</strong></td>
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<td><strong>Councillors:</strong></td>
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<td>• Cr Harry Westendorp</td>
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<td><strong>Apologies:</strong></td>
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<td>• Cr Paul Volkering</td>
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<td><strong>Officers:</strong></td>
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<td>• Dawn Bray – Acting Development Services Manager</td>
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<td>• Claire Wilkinson, Statutory Planner</td>
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<td>• Jack Francis – Statutory Planner</td>
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<td></td>
<td><strong>Conflicts of Interest:</strong> NIL</td>
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<td></td>
<td><strong>Issues Discussed:</strong></td>
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<td></td>
<td>• Review of Council Plan and Strategic Resource Plan 2017-2021</td>
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<td></td>
<td>• Proposed Council Budget 2018-19</td>
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<td></td>
<td>• Current issues</td>
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**Councillors Attley/Olver:**

That the Council note the Assemblies of Councillors as provided.  

Carried
12. ADVISORY AND SPECIAL COMMITTEE REPORTS

12.1 Mansfield Shire Environment Advisory Committee: Minutes of Meeting

The Minutes of the Mansfield Shire Environment Advisory Committee meeting, held on 27 April 2018, are attached for the Council’s information.

<table>
<thead>
<tr>
<th>Crs Attley/Sladdin:</th>
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<tbody>
<tr>
<td>That the Council receive the Minutes of the Advisory Committee meetings as provided.</td>
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</tbody>
</table>

Carried
ATTACHMENT 12.1

ADVISORY AND SPECIAL COMMITTEE REPORTS – MANSFIELD SHIRE ENVIRONMENT AND ADVISORY COMMITTEE MINUTES

(5 PAGES)
**Meeting Date:** Friday 27 April 2018  
**Chairperson:** Cr Marg Attley  
**Time:** 10.00am  
**Location:** Council Chambers  
**File No.:** E4634

**Invitees:**
- Cr Marg Attley (Chair)  
- Dawn Bray Manager Development Services  
- Damien Gerrans Environment Officer  
- Kerstie Lee Up2Us Landcare Alliance Executive Officer  
- Tandy Annuscheit Gadhaba Local Indigenous Network Representative  
- Don Howie Victorian Farmers Federation Mansfield Branch  
- Louise Perrin Mt Buller & Mt Stirling Alpine Resort  
- Kerstie Lee Environment Services Manager  
- Damien Gerrans Environment Services Manager  
- Nicky Goudberg Community Representative  
- Robyn Rattray-Wood Community Representative  
- Rebecca Kirley Waste Management Officer  
- Tandy Annuscheit Gadhaba Local Indigenous Network Representative  
- Alicia Fox, Student Representative  
- Max Sampson, Student Representative  
- Ethan Lee, Student Representative  
- James Gardiner, Student Representative  
- Shubham Bajaj, Student Engineer (guest)

**Apologies:**
- Rebecca Kirley

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<thead>
<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>BUSINESS</th>
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<tr>
<td><strong>1. GENERAL BUSINESS:</strong></td>
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<tr>
<td>1.1 Opening of Meeting</td>
<td>10.10am</td>
<td>Cr Attley</td>
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<tr>
<td>1.2 Attendance</td>
<td>Cr Marg Attley, Dawn Bray, Damien Gerrans, Kerstie Lee, Don Howie, Louise Perrin, Matt Mahoney, Nicky Goudberg, Lily Christopher, Alicia Fox, Max Sampson, Ethan Lee, James Gardiner, Shubham Bajaj.</td>
<td>Cr Attley</td>
</tr>
<tr>
<td>1.3 Apologies</td>
<td>Rebecca Kirley</td>
<td>Cr Attley</td>
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<tr>
<td>1.4 Declaration of Interest</td>
<td>None declared.</td>
<td>Cr Attley</td>
</tr>
<tr>
<td>1.5 Minutes of Previous Meeting</td>
<td>EAC held on 16 February 2018. Minutes sent on 27 February 2018. Amendment by Kerstie: 1. Section 1.7 Discussion on Council Budget, Kerstie – Change text to: Up2Us ran a Soils and Veg workshop 2017 with feedback that composting workshops were of interest in 2018. Up2Us willing to collaborate with Mansfield Shire Council to co-host these this year Motion: The minutes of the meeting are adopted with the amendment documented above. Moved: Kerstie Seconded: Nicky All in favour</td>
<td>Cr Attley</td>
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<tr>
<td>ITEM</td>
<td>SUBJECT</td>
<td>BUSINESS</td>
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| 1.6  | Business Arising from Previous Meeting | **Action:** DG to develop a media release on Roadside Weed Control Program. 
Not complete – All GIS data now received. Press release being drafted. | Damien Gerrans |
| 1.7  | Council Budget | Standing agenda item to raise Council budget issues. 
Local Government Energy Saver Program works unlikely to proceed next financial year. No additional allocation provided. 
**Dawn Bray:** The budget is available for public comment. Funding has been included to develop an Environment Strategy. The Waste Strategy will be reviewed at the same time. 
Community members are encouraged to put in a submission to the budget process. There is also an opportunity to present your submission to Council. | Cr Attley |
| 1.8  | Round table | A standing agenda item where each member of the Committee has the opportunity to discuss relevant matters with the Committee. 
**Don:** Farmers are waiting on rain. It's not desperately needed yet. The long-term forecast is still for average rainfall in the area. 
There haven't been any VFF meetings to provide feedback on lately. 
**Lou:** It was a good summer on Mt Buller and Mt Stirling. Mountain Pygmy-possum numbers are increasing as a result of threatened species management. Weed control occurred over the summer period. Now getting ready for winter. Some baiting work occurs over winter. Over winter the environment staff works as Mt Stirling operations staff, including ski patrol. Lou provided a general overview of her team's role to the EAC. Work includes: 
- Pest control works primarily for cats and foxes; 
- Threatened species program; 
- Waste contracting and organic composting; 
- Track and trail management; 
- Licensing for tour operators across Mt Buller and Mt Stirling; 
- Issuing of dog permits on Mt Buller; and 
- Year round operation on Mt Stirling including Ski Patrol, | All |
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<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>BUSINESS</th>
<th>RESP. OFFICER</th>
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<tr>
<td>Ethan and James:</td>
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<td>Clean-up Australia Day event held at the Secondary College. A very successful event with all the students involved. Also good for raising awareness of litter at the school.</td>
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<td>Lou asked if the waste collected had been weighed as this is good for future comparisons. It wasn't this time, but will look at this for the future.</td>
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<td>Kerstie asked about recycling bins at the school. This will be followed up with Rebecca.</td>
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<td>Lou also raised the option of the Secondary College being a 'Resource Smart School'. This is a program run by Sustainability Victoria with resources to support schools.</td>
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<td>Kerstie:</td>
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<td>Timbertop students worked with the Fords Creek Landcare group with works along Fords Creek in Mansfield on the 25 and 26 April 2018.</td>
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<td>The 4th Healthy Hectare workshop was held on Saturday 28 April 2018.</td>
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<td>The Landcare spray unit has been well utilised from December 2017 onwards. The unit is stored at the Council Depot with Council maintaining the unit. Landcare are looking a charging a daily rate for future use of the spray cart.</td>
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<td>An initial Community Energy meeting was held on 16 March 2018 at the Delatite Hotel. A follow-up meeting was held on 26 April 2018 in Council Chambers. A Community Forum is being proposed for August 2018.</td>
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<td>A letter has been sent to Cathy McGowan expressing interest in a Community Energy Advocate role for the region.</td>
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<td>Nicky:</td>
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<td>Sawmill Settlement has been inundated with deer which are a problem.</td>
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<td>Nicky made a submission into the Mansfield Shire housing strategy. We need a broader discussion about ‘Sustainable Communities’.</td>
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<td>Dawn:</td>
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<td>Mansfield Shire has received $40K from DELWP towards an Integrated Water Management Plan for the Mansfield township. The project will commence shortly.</td>
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<td>ITEM</td>
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<td>Shubham: Reviewed the actions that have been implemented under the current Environment Strategy. This is the first step in the review process.</td>
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<td>Shubham has accepted the new role as an Engineering Quality Assurance Officer with Mansfield Shire.</td>
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<td>Matt: The Best Lamb, Best Wool group is next meeting in May. The priority of the group will be to increase lamb survival rates.</td>
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<td>Matt attended and presented at the Healthy Hectares workshop. It was a good workshop and Matt would have liked to see more people attending (about 12-16 people attended). John Gilson’s property was good to see.</td>
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<td>1.9</td>
<td>Environment Update</td>
<td>A report for April 2018 is attached.</td>
<td>Damien Gerrans</td>
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<td>Dawn added the Solar farms have been approaching the shire. 60ha are the minimum areas being looked at. This has implications for existing land use and native vegetation on the lots.</td>
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<td>1.10</td>
<td>Waste Update</td>
<td>Rebecca is an apology for the meeting.</td>
<td>Rebecca Kirley</td>
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<td>Dawn provided an update on the recycling program following the China import bans. Dawn is satisfied that Mansfield recycling won't end up going to landfill.</td>
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<td>Lou: The north-east Victoria region is in a better position than other parts of Australia</td>
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<td>Kerstie: This is an opportunity for awareness raising on recycling when the supermarkets are supposed to be going plastic bag free.</td>
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<td>2.</td>
<td>New Business:</td>
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<td>2.1</td>
<td>New Council business</td>
<td>Dawn: The role of advisory committees in Mansfield Shire was reviewed by Council. The Mansfield Shire Advisory Committee 2017 policy was presented to the group.</td>
<td>Dawn Bray</td>
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<td>A copy of the policy is attached with the minutes.</td>
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As an outcome of this policy, any recommendations raised by the Environment Advisory Committee to Council will require an Officer report that will be developed and approved through existing internal departmental procedures.

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<tr>
<td>2.2</td>
<td>Council Plan annual review</td>
<td>The Council Plan is currently open for public comment. Public comment is encouraged.</td>
<td>Dawn Bray</td>
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<td>2.3</td>
<td>Local Government Energy Saver Program – Greenhouse Reduction Plan and Inventory – See attached document.</td>
<td>Shubham presented the key actions in the report. There is currently funding available to implement Stage 2 (business case development) of the Local Government Energy Saver Program. In Stage 3 of the Local Government Energy Saver Program, Sustainability Victoria will co-fund on a dollar-for-dollar basis up to $100,000 towards building energy efficiency upgrades. A briefing spot to present this to Council is being sought.</td>
<td>Damien</td>
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3. **NEXT MEETING:**

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<tr>
<th>3.1</th>
<th>Next Meeting</th>
<th>Friday 29 June 2018, 10 am -12 midday</th>
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<td>Apologies: Nicky and Max are unable to attend the next meeting.</td>
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<td>Friday 31 August 2018, 10 am -12 midday</td>
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<td>Friday 26 October 2018, 10 am -12 midday</td>
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<td>Friday 7 December 2018, 10 am -12 midday</td>
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| 3.2 | Meeting Close | 11.50am |

*Environment Advisory Committee Meeting Notes*
13. AUTHORISATION OF SEALING OF DOCUMENTS
Nil

5.50pm SUSPENSION OF STANDING ORDERS
Crs Attley/Sladdin:
That Council suspend standing orders to facilitate public question time. Carried

14. PUBLIC QUESTION TIME
14.1 Chris Wilson applauded the proposed naming of the Bonnie Doon footbridge and enquired about the criteria for naming and timelines.

Chief Executive Officer Alex Green responded advising that there are no specific timelines but there are guidelines that apply.

14.2 Murray Chenery enquired about the court bowl at the southern end of New Street and asked if that would also be named New Street.

Technical Services Coordinator Paul Valente responded that given the court bowl is an extension of New Street, the name New Street would apply.

6.09pm RESUMPTION OF STANDING ORDERS
Crs Attley/Olver:
That Council resume standing orders. Carried

The Council returned to the business of the meeting.
15. CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

That pursuant to the provisions of Section 89(2) of the *Local Government Act 1989*, the meeting be closed to the public in order to consider:

(a) personnel matters;
(b) the personal hardship of any resident or ratepayer;
(c) industrial matters;
(d) contractual matters;
(e) proposed developments;
(f) legal advice;
(g) matters affecting the security of Council property;
(h) any other matter which the Council or special committee considers would prejudice the Council or any person;
(i) a resolution to close the meeting to members of the public.

**Crs Attley/Sladdin:**

That the meeting be closed to members of the public under Section 89(2) of the *Local Government Act 1989*, specifically the following sub-section:

(a) personnel matters

Carried

**Crs Attley/Sladdin:**

That the meeting be reopened to members of the public.

Carried

16. CLOSE OF MEETING

There being no further business the meeting concluded at 6.16pm.

CONFIRMED this twenty sixth day of June 2018.

__________________________________________
Mayor