



# Subdivisions Road Naming Policy

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## 1. PURPOSE

- 1.1 The purpose of this policy is to provide a consistent and meaningful approach to the naming of roads created by new subdivisions in the Golden Plains Shire Council.
- 1.2 This policy will provide a method of ensuring that newly created roads are named and recorded in accordance with the Naming rules for places in Victoria – *Statutory requirements for naming roads, features and localities 2022*.
- 1.3 This Policy aligns with Council's Vision and Values to maintain integrity and a commitment to being authentic, honest and ethical in our work.



## 2. SCOPE

- 2.1 The Golden Plains Shire Council is the naming authority for new roads created under the *Subdivision Act 1988*. Developers within the Shire are to review this policy in conjunction with the Naming rules before proposing new road names within approved subdivisions.
- 2.2 The Naming rules represent a definitive position in respect to all naming processes; this policy applies only to the naming of roads created under the *Subdivision Act 1988*. (Council is not responsible for the naming of arterial roads or freeways that are managed by the Department of Transport).

## 3. POLICY STATEMENT

- 3.1 Golden Plains Shire Council is committed to providing a consistent, meaningful and transparent approach to the naming of new roads as a result of the subdivision process.
- 3.2 This policy is to be used in conjunction with the Subdivisions Road Naming Procedure which sets out the process for the naming of roads as a result of subdivision.
- 3.3 Council has identified the opportunity to collaborate with local first peoples, historical groups and developers specifically within local growth areas to generate ideas and recommendations around particular themes for proposed roads.
- 3.4 Council seeks to preserve and enhance the heritage and identity of Golden Plains Shire through this policy.
  - 3.4.1 Council aims to achieve a balanced representation of:
    - 1. First peoples cultural heritage and landscape (via consultation with relevant recognised Aboriginal parties).
    - 2. Significant contributors to the community of all genders and backgrounds with strong regard for Commemorative War and Anzac personnel (who are deceased)

3. Local flora and fauna
4. Local historical events, exploration, settlement and prior land use

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#### 4. PROCEDURES

- 4.1 Through consultation with local first peoples, community groups and historical societies Council will create a register of suitable road names and themes, with a key focus on townships identified to experience growth.
- 4.2 Council will work collaboratively with developers to ensure they are aware of the register. Council will ensure proposed road names are compliant with the naming rules and this policy.
- 4.3 The approval of any road names will be administered by the subdivision team of Council. The subdivision team will research, collaborate and maintain a register, known as the 'Subdivision Road Name Register' for names and themes deemed most suitable for naming new roads within key growth localities.
- 4.4 A proposed road name is submitted to Council using a road name history form (Appendix 9.1), lodged via SPEAR. This is assessed and approved or refused in SPEAR.

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#### 5. RESPONSIBILITIES

##### **Compliance, monitoring and review**

- 5.1 Council's Manager of Planning and other relevant authorised officers are responsible for implementing this policy.
- 5.2 The policy owner is responsible for ensuring the policy:
  - aligns with relevant legislation, government policy and council's requirements/strategies/values.
  - is reviewed to evaluate its continuing effectiveness (E.g., achieves its purpose and remains relevant and current).

##### **Reporting**

- 5.3 No additional reporting is required.

##### **Records Management**

- 5.4 Council must maintain all records relevant to administering this policy in accordance with the *Public Records Act 1973*.

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#### 6. POLICY GUIDELINES

- 6.1 The naming of any new roads within a subdivision will occur in accordance with delegated authority.
- 6.2 Only road name applications made in accordance with Naming rules for places in Victoria and the Subdivision Road Name procedure will be considered.
- 6.3 All other road naming or alterations to existing road names are dealt with by Council's Governance unit.
- 6.4 Council will give preference to names or themes identified within the Subdivisions

Road Name Register.

## 7. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
Council	Golden Plains Shire Council
SPEAR	Surveying and Planning through Electronic Applications and Referrals (SPEAR)

## 8. RELATED LEGISLATION AND DOCUMENTS

- 8.1 [Geographic Place Names Act 1998](#)
- 8.2 [Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022](#)
- 8.3 [Subdivision Act 1988](#)
- 8.4 [Subdivision \(Procedures\) Regulations 2011](#)

## 9. APPENDIX

- 9.1 Road name history form

## 10. HUMAN RIGHTS STATEMENT OF COMPATABILITY

- 10.1 It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic).


## 11. POLICY OWNER

The Manager of Planning is the policy owner.

## 12. DOCUMENT INFORMATION

DOCUMENT TYPE:	Council Policy
DOCUMENT STATUS:	Approved
DOCUMENT OWNER POSITION:	Subdivisions Officer
APPROVED BY:	Council
DATE ADOPTED:	25 July 2023
VERSION NUMBER:	1.0
REVIEW DATE:	June 2025
DATE RESCINDED:	N/A

## SUBDIVISIONS ROAD NAMING POLICY

EVIDENCE OF APPROVAL:	 <hr/> Signed by Chief Executive Officer
FILE LOCATION:	INT23/324FA5D5
NOTES:	<p>Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date.</p> <p>Available at: <a href="https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies">https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies</a></p>

# Road name history

This form should be uploaded with your plan of subdivision.  
One form should be used per road name.

Any name proposal must comply with the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities* (the naming rules).

## History

Providing detailed historical information will assist the approval process. When the Office of Geographic Names audits the plan of subdivision, the information provided helps to ensure that the name is appropriate and complies with the guidelines. The history behind it can then be recorded online.

Find the full version of the naming rules at: <https://www.land.vic.gov.au/place-naming/understand-the-naming-process/the-naming-rules>

If multiple road names are being proposed, you should consider how best to capture the historical information.

### Please provide the following information when submitting a road name proposal

Road name and number

(e.g. Smiths Road, Road 1, R1)

(e.g. Whites Close Common Property, CM1)

Location of road/plan of subdivision number (e.g. Smiths Road located between Bulgar Avenue and Swiss Court)/(PS4176)

Focussing on Principle (C) Linking the name to place, please explain how the proposal fulfils this principle.

(Further information on recording the source of the road name origin is in the [Guide to VICNAMES](https://www.land.vic.gov.au/place-naming/services-and-resources/vicnames-register) at <https://www.land.vic.gov.au/place-naming/services-and-resources/vicnames-register>

# Road name history

Does the road name comply with Section 2 General Principles and the relevant statutory requirements of the naming rules?

YES ☐  
NO ☐

Exemption to naming rules requested?

YES ☐ (If YES, please explain why an exemption will be needed. Any exemption must be sought from the Registrar of Geographic Names in writing, in addition to completing this form. Please contact the relevant council.)

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NO ☐  
N/A ☐

Other comments

(e.g. local history, military history, employment, family details etc.)

Note: As well as submitting to council you may wish to send a copy to [geo.names@delwp.vic.gov.au](mailto:geo.names@delwp.vic.gov.au) (approved names only).

## For the use of council/Office of Geographic Names:

Does the name comply with the naming rules?

Yes [ ☐ ] No [ ☐ ]

Comments:

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