

SUBDIVISIONS ROAD NAMING PROCEDURE



Subdivisions Road Naming Procedure

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SUBDIVISIONS ROAD NAMING PROCEDURE

1. PURPOSE

- 1.1 The purpose of this procedure is to support the Subdivisions Road Naming Policy in providing a consistent and meaningful approach to road naming within subdivisions in the Golden Plains Shire.
- 1.2 This procedure will outline the process to provide a method of ensuring that newly created roads as a result of an approved subdivision are named and recorded in accordance with the Naming rules for places in Victoria – *Statutory requirements for naming roads, features and localities 2022* (or any updated version).
- 1.3 This Subdivisions Road Naming Procedure 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 the policy in conjunction with the Naming rules before proposing new road names within approved subdivisions.
- 2.2 The Subdivision Support Officer assesses and reviews any submitted road name history forms submitted for approval.
- 2.3 The Naming Rules represent a definitive position in respect to all naming processes, and this policy applies to the naming of roads created under the *Subdivision Act 1988* for council managed roads. (Council is not responsible for the naming of arterial roads or freeways that are managed by the Department of Transport).

3. PROCEDURE

- 3.1 The subdivision team will undertake research including consultation with local first peoples, community groups and historical societies to develop and maintain a register of suitable road names for growth areas around the shire where larger subdivisions are expected to occur.
- 3.2 Section 2 of the Naming rules outlines the main principles that must be used in conjunction with the relevant statutory requirements relating to the naming of roads. They are designed to ensure no ambiguity, confusion, errors or discrimination are caused when naming newly created roads;
 - Principle A - Ensuring public safety
 - Principle B - Recognising the public interest

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- Principle C - Linking the name to place
 - Principle D - Ensuring names are not duplicated
 - Principle E - Recognition and use of Traditional Owner languages
 - Principle F - Names must not discriminate or be offensive
 - Principle G - Gender equality
 - Principle H - Dual names
 - Principle I - Using commemorative names
 - Principle J - Using commercial and business names
 - Principle K - Language
 - Principle L - Directional names to be avoided
 - Principle M - Assigning extent to a road, feature or locality
- 3.3 Following consultation and collaboration, the Subdivision Road Name Register will be created.
- 3.4 Council will work collaboratively with developers to ensure they are aware of the Subdivision Road Name Register and associated policy and procedure. Developers will be encouraged to view the Subdivision Road Name Register on council's website before lodging the road name history form into SPEAR.
- 3.5 A proposed name is submitted to council using a road name history form (*Appendix 7.1*) and lodged via SPEAR. This is then assessed by the Subdivision Support Officer and the applicant is then notified of council's decision via SPEAR.
- 3.6 Council will give preference to names and themes within the Subdivisions Road Name Register when considering any new road name.

4. RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Council's Manager of Planning and other relevant authorised officers are responsible for implementing this policy.
- 4.2 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

- 4.3 No additional reporting is required.

Records Management

- 4.4 Council must maintain all records relevant to administering this policy in accordance

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with the *Public Records Act 1973*.

5. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Terms and definitions

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

6. RELATED LEGISLATION AND DOCUMENTS

- 6.1.1 [*Geographic Place Names Act 1998*](#)
- 6.1.2 [*Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*](#)
- 6.1.3 [*Subdivision Act 1988*](#)
- 6.1.4 [*Subdivision \(Procedures\) Regulations 2011*](#)

6.2 Strategic Documents, Policies or Procedures

Subdivision Road Naming Policy 2023

7. APPENDIX

- 7.1 Road name history form

8. HUMAN RIGHTS STATEMENT OF COMPATABILITY

- 8.1 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)

9. PROCEDURE OWNER

- 9.1 The Subdivision Officer is the procedure owner.

10. DOCUMENT INFORMATION

Subdivisions Road Naming Procedure
Reference Number:

Effective Date:
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SUBDIVISIONS ROAD NAMING PROCEDURE

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NOTES:	Procedure documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Procedure page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at: https://intranet.goldenplains.vic.gov.au/the-hub