



# Gladstone Regional Council

## Council Policy

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| <b>Title</b>             | <b>NAMING OF INFRASTRUCTURE ASSETS</b> |
| <b>Policy Number</b>     | <b>P-2020-17</b>                       |
| <b>Business Unit/s</b>   | <b>STRATEGIC ASSET PERFORMANCE</b>     |
| <b>Date of Adoption</b>  | <b>02 NOVEMBER 2020</b>                |
| <b>Resolution Number</b> | <b>S/20/4339</b>                       |
| <b>Review Date</b>       | <b>02 NOVEMBER 2023</b>                |
| <b>Date Repealed</b>     |  |

### 1.0 PURPOSE:

To set out Gladstone Regional Council's requirements for naming existing and proposed infrastructure assets.

### 2.0 SCOPE:

This policy applies to infrastructure assets within the Gladstone Regional Council Local Government Area.

### 3.0 RELATED LEGISLATION:

- *Local Government Act 2009;*
- *Local Government Regulation 2012;*
- *Place Names Act 1994;*
- *Gladstone Regional Council Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011;*
- *Gladstone Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011.*

### 4.0 RELATED DOCUMENTS:

- Naming of Infrastructure Assets Corporate Standard;
- Australian Standard AS 4819:2011 Rural and Urban Addressing;
- Australian Standard AS 1742.5:2017 Manual of Uniform Traffic Control Devices (MUTCD) Part 5: Street name and community facility name signs;
- Australian Standard AS 1744:2015 Standard alphabets for road signs;
- Maintenance of Formed or Gravel Roads Policy;
- Maintenance of Unformed or Unmade Roads Policy;
- Road Hierarchy Policy;
- Parks Hierarchy;
- Approved Place Names Register;
- Add a Name to Council's Approved Place Names Register Application Form (Residents);

- New Asset Name as Part of Development Application Form;
- Queensland State Government gazetted Place Names register.

## 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

**“Approved Place Names Register”** means a register available on Council’s website containing all names approved by Council, referencing Council’s resolution number where applicable and providing information relating to the origin of the name where known.

**“Infrastructure Asset”** means a road, bridge, park, sport facility, building, reservoir, water treatment plant or lookout owned by Council or under the control of Council, or a privately-owned road.

**“Major Infrastructure Asset”** means an arterial or distributor road (under Council’s Road Hierarchy Policy), regional or district park (under Council’s adopted Parks Hierarchy), bridge, sports facility, building, reservoir, water or wastewater treatment plant, or lookout.

**“Minor Infrastructure Asset”** means a collector street/road or local street/road (under Council’s Road Hierarchy Policy), or a local or reserve park (under Council’s adopted Park Hierarchy).

**“Privately Owned Road”** has the meaning given under section 60 of *the Local Government Act 2009*.

**“Road”** has the meaning given under section 59 of the *Local Government Act 2009*.

## 6.0 POLICY STATEMENT:

### 6.1 Principles

Council reserves the right to allocate names in accordance with this policy. Council has no obligation to accept any name proposed by any group, entity, developer or individual.

At the time of adopting this policy, Council will not automatically change the name of an infrastructure asset that does not comply with this policy nor will it revoke names approved prior. Council may choose to do so at its discretion.

The naming of an infrastructure asset in accordance with this policy does not change the responsibility associated with the ownership of the asset or require Council to maintain the asset.

The names of proposed infrastructure assets will be chosen from the Approved Place Names Register.

### 6.2 Approved Place Names Register

Council will maintain an Approved Place Names Register to use at its discretion.

Prior to this register becoming exhausted, Council will invite applications for inclusion of names to be placed on the Approved Place Names Register via a publicly advertised process.

### **6.2.1 Application to Add a Name to the Approved Place Names Register**

Council will only consider applications received in an approved form.

Applications must be accompanied with supporting documentation and evidence to enable the independent assessment by Council as to the validity of the claims being made for the recognition of names within the application.

### **6.2.2 Assessment of Applications to Add a Name to the Approved Place Names Register**

Names will be assessed for inclusion in the Approved Place Names Register against the following criteria:

- diversity of place names within the local government area;
- compliance with Australian Standard AS 4819:2011 Rural and Urban Addressing;
- generally consist of less than 15 characters for the naming of roads (including spaces and excluding road type suffix);
- consist of less than 35 characters for all other infrastructure asset types (including spaces and excluding infrastructure asset type);
- the source of the name;
  - where an Indigenous name is proposed, consultation must occur with the Port Curtis Coral Coast Trust Limited (PCCC) or prescribed entity and written permission obtained from the prescribed entity approving the use of the proposed name. The English meaning of the name must be supplied for reference purposes.
- propriety of the name; and
- for the naming of roads, communication - generally consist of one word (excluding the use of a given and surname in recognition of a person), easily read, spelt and pronounced in order to assist Emergency Services, service providers and the public.

Applications will not be considered where the name is:

- offensive or likely to give offence;
- inappropriate sounding when pronounced;
- considered as a commercial or company name;
- deemed to be incongruous – out of place; and
- for the naming of roads, unduly long and composed of more than one word (excluding the use of a given name and surname in recognition of a person).

Applications will be assessed by Council with applicants notified in writing of the outcome of their application.

### **6.2.3 Application to Remove a Name from the Approved Place Names Register**

Council will only consider applications received in writing which are accompanied with supporting documentation.

Applications will be assessed and presented to Council for decision via Council resolution at a General Meeting. Applicants will be notified in writing of the outcome of their application.

#### **6.2.4 Application to Utilise a Name from the Approved Place Names Register**

Council will only consider applications received in writing addressing the intended use of the approved name and the requirement to name the infrastructure asset.

Under section 60 of the *Local Government Act 2009* Council has control of all roads in its local government area, with the exception of State-controlled roads and public thoroughfare easements. This control includes being able to approve the naming and numbering of private roads and the naming and numbering of other roads.

Applications will be assessed and presented to Council for decision via Council resolution at a General Meeting. Applicants will be notified in writing of the outcome of their application.

#### **6.3 Applications as part of a Development Application**

Proposals to name infrastructure assets created as part of a Development Application are to be included in the lodgement of the associated Operational Works development application.

Property developers who wish to name the newly created infrastructure asset in their development should refer to the Approved Place Names Register for appropriate names in the first instance.

Should the developer seek to propose an alternative name for the infrastructure assets, an application must be received in an approved form. Applications must propose a name that complies with this policy.

Applications related to the naming of minor and major infrastructure assets will be presented for decision via Council resolution at a General Meeting prior to the applying for survey plan sealing.

#### **6.4 Application to Rename an Infrastructure Asset**

Council will only consider applications received in writing which are accompanied with supporting documentation.

Applications will be assessed and presented to Council for decision via Council resolution at a General Meeting.

Applicants will be notified in writing of the outcome of their application.

#### **7.0 ATTACHMENTS:**

Nil.

#### **8.0 REVIEW MECHANISM:**

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or

3. Three years from date of adoption.

| <b>TABLE OF AMENDMENTS</b> |             |                               |   |
|----------------------------|-------------|-------------------------------|---|
| <b>Document History</b>    | <b>Date</b> | <b>Council Resolution No.</b> | <b>Notes (including the prior Policy No, precise of change/s, etc)</b>  |
| Originally Approved        | 02/12/2008  | 08/780                        | Formerly called P-3.06.01 Naming of Streets, Roads, Parks, Bridges and Other Places   |
| Amendment 1                | 19/05/2015  | G/15/2417                     |   |
| Amendment 2                | 5/2/2019    | G/19/3644                     | Formerly P-2015/13  |
| Amendment 3                | 02/11/2020  | S/20/4339                     | Formerly P-2018-09. Amendments to allow applications where the name is of a person still active in their service, position or community; and allowance of the use of more than one word in naming of roads when use is a given name and surname in recognition of a person. |

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**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**