



Gladstone Regional Council

Corporate Standard

Title	NAMING OF INFRASTRUCTURE ASSETS
Corporate Standard No.	CS-2020-20
Business Unit/s	STRATEGIC ASSET PERFORMANCE
Date of Approval by CEO	02 NOVEMBER 2020
Date of Effect	02 NOVEMBER 2020
Review Date	02 NOVEMBER 2023
Date Repealed	

1.0 PURPOSE:

To provide a standard process and guideline for the naming of existing and proposed infrastructure assets.

2.0 SCOPE:

This corporate standard 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 Policy;
- Australian Standard AS 4819:2011 Rural & 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 corporate standard refer to the Naming of Infrastructure Assets Policy for definitions.

6.0 CORPORATE STANDARD STATEMENT:

6.1 Approved Place Names Register

The Approved Place Names Register will provide one of the following statuses for each name:

- Used – the name has been allocated to an infrastructure asset;
- Not Used – the name has been approved and is available for allocation;
- Reserved – the name has been approved and is planned to be used within a specific development (i.e. a Development Approval has been issued and is current);
or
- Removed – the name is no longer available for use as the approval has been rescinded or the development approval has lapsed.

6.2 Applications

The applications that are required under the Naming of Infrastructure Assets Policy are:

- Application to Add a Name to the Approved Place Names Register;
- Application to Remove a Name from the Approved Place Names Register;
- Application to Utilise a Name from the Approved Place Names Register;
- Applications as part of a Development Application; and
- Application to Rename an Infrastructure Asset.

6.3 Assessment of Applications to Add a Name to the Approved Place Names Register

6.3.1 Uniqueness of Name

To encourage the diversity of place names within the local government area:

- names are not to be duplicated for the same infrastructure asset type.
- names similar in spelling or similar pronunciation will not be approved for the same infrastructure asset type (i.e. White Street and Whyte Street).
- infrastructure assets crossing into an adjoining local government area, State development Area, or Port Authority Area must have a single unique name.
- themes shall not be repeated in separate geographic locations (i.e. fish names to only be approved for use in Telina).

6.3.2 Source of Name

There are no limitations as to the source of the name, including:

- early local settlers, pioneers, explorers and other local eminent persons;
- war service/casualty lists;
- theme based naming (i.e. ships, bushrangers, pioneers, etc);
- local landmarks or site specific related features;

- in memoriam of an individual/family, subject to supporting documentation being provided, i.e.:
 - evidence that shows a long history of the individual/family within the region;
 - evidence that demonstrates that the individual/family made significant contributions to the community;
 - evidence that demonstrates that the individual/family was of national prominence.

Where an individual/family name is proposed evidence must be provided showing a history of the individual/family within the region, including:

- inclusion on a public ware service/casualty list;
- significant history within the region;
- significant contributions to the local community;
- significant sporting achievements; or
- national prominence.

6.3.3 Spelling

The spelling of names derived from the same source shall be uniform.

Where it is intended that an infrastructure asset should have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted i.e. Seventeen Seventy not 1770.

Furthermore, place names shown on Department of Natural Resources and Mines topographic maps are the approved names (correct spelling) or in exceptional circumstances where the name has been changed subsequent to the publication of the map. The Queensland State Government gazetted Place Names register will be referred to in all other instances for correct spelling.

Where names have been changed or corrupted by long established local usage, it is not recommended to restore the original form, i.e. spelling which is sanctioned by general usage should be adopted.

Names should not contain abbreviations i.e. the "Creek" in "Wallaby Creek Park" must not be abbreviated to "Wallaby Ck Park". The exception is "ST" (capitalised) which should always be used in place of "Saint".

6.3.4 Form

The apostrophe mark (') must be omitted in the possessive case i.e. "Smith's Road" will be "Smiths Road". However, apostrophes forming part of an eponymous name may be included i.e. O'Connor Road.

The use of hyphens must only be used in a name in memoriam. In all other circumstances, the hyphen will be replaced with a space in accordance with Australian Standards.

The use of numbers and Roman or Arabic numerals in a name will be avoided. When numbers are applied to a name it will be in alpha rather than numeric form.

No spaces will be embedded in words within the name, single spaces only are allowed between words i.e. "Mc Myrtle Street" is to be shown as "McMyrtle Street" and no spaces

are to surround hyphens when approved i.e. "Jones - Smith Road" is to be "Jones-Smith Road".

Names must generally consist of less than 15 characters where the infrastructure asset is a road. Exceptions may be presented to Council for consideration, having regard to:

- the maximum length of a sign;
- the types of letters which make up the name; and
- whether a second line or plate would be required to accommodate the length of the name.

For all other infrastructure assets, names must consist of less than 35 characters.

Character limitations include spaces and exclude infrastructure asset type.

6.3.5 Road Type Suffix and Prefix

Proposed names utilised for the naming of roads are to include an appropriate road type suffix (one only). The road type selected should be representative of the physical form of the road to assist motorists and pedestrians.

Road type suffixes should not be abbreviated when being proposed, advertised and gazetted. It is acceptable to use abbreviated road type suffixes on mail, road signs and maps.

The following is a list of acceptable road type suffixes:

Type	Abbreviation	Description
Avenue	AV	A broad roadway usually planted on each side with trees.
Boulevard	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
Circuit	CCT	A roadway that re-joins itself, enclosing an area without cross streets.
Close	CL	A short no through road.
Court	CT	A short no through road.
Crescent	CR	Geometrically a crescent or half-moon thoroughfare, rejoining the road from which it starts without many cross streets.
Drive	DR	A wide thoroughfare of substantial length allowing a steady flow of traffic without many cross streets.
Esplanade	ESP	a wide, open and level roadway often along a seaside or river.
Lane	LANE	A short narrow way between walls, buildings etc. a narrow country or city roadway.
Parade	PDE	A public promenade or roadway which has good pedestrian facilities along the side, often leading to a specific feature.
Place	PL	A short no through road.
Road	RD	A place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another.

Street	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terrace	TCE	A roadway with significant topographical features usually with houses on either side above or below the road level.
Way	WAY	An access way between two streets.

The use of similar words to Upper, Lower, Extension, North, East, South and West will be avoided where possible to prefix or suffix a road name.

Road name prefixes will not be used with the exception of a notional prefix that relates directly to a locality name which may be included as part of a road name (i.e. Lower Plenty Road, where Lower Plenty is a gazetted locality).

Where a directional or similar device is used to uniquely define road extremities, it will be used as a road suffix (i.e. Palmerston Road West).

Where a directional is used for the circumstances identified above, such segments must be unconnected:

- where an intervening segment of road is unconstructed; or
- where they are separated by a barrier; or
- where they are likely to remain unconnected for the foreseeable future; or
- where they are separated by an arterial or distributor road,

and consideration is to be given to renaming one or each of the unconnected segments.

6.4 Assessment of Applications to Remove a Name from the Approved Place Names Register

Applications will be assessed against the following criteria:

- the name's compliance with the policy and this corporate standard;
- discreditation or dishonour of the source of the name;
- duplication of the name within the local government area;
- the name is no longer appropriate in historical or geographical terms;
- factually incorrect information was submitted with the application.

6.5 Assessment of Applications to Utilise a Name from the Approved Place Names Register

Applications will be assessed against the following criteria:

- intended use of the name;
- status of the name;
- need to name the infrastructure asset.

Names are to be appropriate to the physical, historical, or cultural character of the area concerned.

6.5.1 Naming of Major Infrastructure Assets

Prior to consideration by Council, adjoining property owners or other community groups and representative bodies as deemed appropriate are to be advised in writing of the proposal to name a major infrastructure asset.

Following Council's resolution, a notice will be placed on Council's website and advertised in the local newspaper advising of the approved name for the major infrastructure asset.

6.6 Assessment of Applications as part of a Development Application

Property developers who wish to name newly created infrastructure assets in their development application must:

- propose a name that complies with the provisions of this policy using an approved form;
- have names approved prior to applying for survey plan sealing, with the approved name(s) to be shown on the submitted survey plan; and
- install signage in a location advised by Council and in accordance with Council's standard drawing for sign installation.

Developers of gated, security or restricted entry developments that contain internal roads must apply to Council for approval of these internal road names.

Naming of the driveways is not permitted for developments that create new driveways or accesses that are not to be made public, such as those developments created under the *Body Corporate and Community Management Act 1997*.

All applications will be assessed under sections 6.2.2 and 6.2.4 of the Naming of Infrastructure Assets Policy and sections 6.3 and 6.5 of this Corporate Standard.

6.7 Assessment of Applications to Rename an Infrastructure Asset

Applications will be assessed against the following criteria:

- discreditation or dishonour of the source of the name;
- duplication of the name within the local government area;
- the name is no longer appropriate in historical or geographical terms;
- factually incorrect information was submitted with the application;
- the construction of new infrastructure (in accordance with AS 4819:2011);
- the name's compliance with AS 4819:2011.

7.0 ATTACHMENTS:

Nil.

8.0 REVIEW TRIGGER:

This corporate standard 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 effect.

TABLE OF AMENDMENTS		
Document History	Date	Notes (including the prior CS No, precise of change/s, etc)
Originally Approved	5/2/2019	Introduced in conjunction with revised policy.
Amendment 1	02/11/2020	Formerly CS-2018-16. Amendments to reflect change in policy position – allowance of the use of given name in addition to surname in recognition of a person.
Amendment 2		
Amendment 3		

APPROVED:

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER