



Gladstone Regional Council

Council Policy

Title	NAMING OF INFRASTRUCTURE ASSETS
Policy Number	P-2018-09
Business Unit/s	STRATEGIC ASSET PERFORMANCE
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

To set out 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;
- AS4819:2011 Rural and Urban Addressing;
- Manual of Uniform Traffic Control Devices (MUTCD) Part 5;
- Urban and Rural Road Addressing Policy;
- 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.

"Council" means Gladstone Regional Council.

"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, the Chief Executive Officer 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 AS4819:2011;
- Consist of less than 35 characters (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 (consist of one word, 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:

- Of persons still active in their service, position, or community;
- Offensive or likely to give offence;
- Inappropriate sounding when pronounced;
- Considered as a commercial or company name;
- Deemed to be incongruous – out of place;
- A given name, except where it is necessary to identify an individual to avoid ambiguity; and
- For the naming of roads, unduly long and composed of more than one word.

Applications will be assessed by the Chief Executive Officer (or delegate) 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 Council 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 where related to the naming of major infrastructure, presented to Council for decision via Council resolution at a General Council Meeting. Where related to minor infrastructure, applications will be decided by the Chief Executive Officer (or delegate).

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.

Approval of applications related to the naming of minor infrastructure assets must be received from Council's Operational Works delegated officer prior to the applying for survey plan sealing. Applications related to the naming of major infrastructure assets will be presented for decision via Council resolution at a General Council 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 where related to the naming of major infrastructure, presented to Council for decision via Council resolution at a General Council Meeting. Where related to minor infrastructure, applications will be decided by the Chief Executive Officer (or delegate).

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.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
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			
Amendment 3			

.....
LEISA DOWLING
CHIEF EXECUTIVE OFFICER