



# Gladstone Regional Council

## Council Policy

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Date Repealed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

### 1.0 PURPOSE:

~~This policy To sets out Council's requirements for naming, and thus clearly identifying, existing roads and proposed new roads, existing & proposed parks or open space areas, Council owned buildings & any other assets that may be required to be named existing and proposed infrastructure assets.~~

### 2.0 SCOPE:

This policy applies to ~~the 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 Laws 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;Fact Sheet – Guidelines for the naming of roads; March 2013 Geographical Names Board [www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)~~
- ~~Gladstone Regional Council – Allocation of Urban & Rural Addresses for Buildings & Property adjoining Roads Policy;Urban and Rural Road Addressing Policy;~~
- ~~Gladstone Regional Council – Maintenance of Formed or Gravel Roads Policy;~~

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- ~~Gladstone Regional Council—Maintenance of Unformed or Unmade Roads Policy;~~
- ~~Road Hierarchy Policy;~~
- ~~Parks Hierarchy;~~
- ~~Approved Place Names Register;~~
- ~~New Asset Name as Part of Development Application Form~~~~Add a Name to Council's Approved Place Names Register Application Form (Residents);~~
- ~~Add a Name to Council's Approved Place Name Register Application Form~~~~New Asset Name as Part of Development Application Form;~~
- ~~Queensland State Government gazetted Place Names register.~~

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**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.

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**“Council”** means Gladstone Regional Council.

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**“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.

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**“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.

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**“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.

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

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<b>Asset</b>	Gladstone Regional Council owned roads, road reserves, open spaces, parks, buildings and bridges.
<b>Park</b>	A large public garden or area of land used for recreation.
<b>Road</b>	Are roads as defined under Section 59 (2) of the Local Government Act 2009 and roads which are private roads. Section 59(2) states: A road is: (a) an area of land that is dedicated to public use as a road; or (b) an area of land that— (i) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and (ii) is open to, or used by, the public; or (c) a footpath or bicycle path; or (a) a bridge, culvert, ford, tunnel or viaduct.

<p>However, a road does not include— (a) a State-controlled road; or (a) a public thoroughfare easement.</p> <p>Under Section 60(2) of the Local Government Act 2009 Council's control over naming and numbering of roads extends to 'private roads' which are defined under Section 60(4) of the Act which states: "A private road is a road over land which is owned by a person who may lawfully exclude other persons from using the road."</p>
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## 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. Council reserves the right to allocate names in accordance with this policy.

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;

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- 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.

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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~~ Mayor Chief Executive Officer (or delegate) with applicants notified in writing of the outcome of their application.

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### **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.

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Applications will be assessed and presented to Council for decision via Council resolution at a General Council Meeting. ~~by the Chief Executive Officer with~~ Applicants will be notified in writing of the outcome of their application. ~~The approval of applications which comply with this policy will be via Council resolution.~~

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### **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.

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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~~ Mayor Chief Executive Officer (or delegate). ~~The approval of applications which comply with this policy in relation to the naming of a major infrastructure asset will be via Council resolution.~~

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 Mayor, Chief Executive Officer (or delegate).

Applications will be assessed by the Chief Executive Officer. The approval of applications which comply with this policy in relation to the naming of a major infrastructure asset will be via Council resolution.

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

## **6.0 APPLICATIONS:**

The applications that are required under this policy are as follows:-

- Naming of a New Council Asset
- Add a Name to Council's Approved Place Name Register
- Change to Existing Council Asset Name

## **7.0 APPROVAL PROCESS:**

In general the approval process is as follows:-

1. The need to name an asset is identified.
2. An application is received via the appropriate Application Form and assessed against the policy.
3. Council considers the suggested name or an appropriate name from the 'Approved Place Names Register'.

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4. Council resolves (at a General Meeting) to adopt a name and in the case of assets other than roads, Council will adopt the design of the sign. Road signs will be provided in accordance with Council's Engineering Standards.
5. The name is formally lodged with the state government by Council.
6. Applicants are notified.
7. Signs are erected and residents/users (if any) are informed.

Note: When a name in memoriam is used from the Approved Place Names Register Council will communicate through the Mayoral Office (using the original applicant contact details who sought inclusion of the memoriam name on the register) to acknowledge that the memoriam name is now in use. Should the contact details be out of date, Council will make no further effort to notify the applicant.

Council may change existing approved Asset names at its discretion based on conditions that may be present at the time e.g. Change of ownership of an unconstructed developments.

#### 7.1 Approved Place Names Register

To assist Council meet the objectives of this policy, Council will maintain an 'Approved Place Names Register' to use at its discretion. The register will be made available on Council's Website.

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The register will contain information relating to the origin of the name and reference Council's Resolution where known.

Applicants will be notified by letter of the outcome of their submission using the contact details provided with the submission.

Prior to the list in a specific area becoming exhausted Council's Chief Executive Officer will invite applications for inclusion on the 'Approved Place Names Register' via a publicly advertised process.

#### 7.2 New Place Name as Part of a Development

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

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Property developers who wish to name the newly created roads in their development should first refer to Council's 'Approved Place Names Register' for appropriate names in the first instance. If there are none suitable then the developer must:-

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- Propose a name that complies with the provisions of this policy using the 'New Asset Name as Part of Development Application Form';
- Road names will be approved prior to applying for Survey Plan sealing, the approved name(s) is to be shown on the submitted survey plan;
- The positioning of the sign is critical to avoid unnecessary confusion to the public. Council will advise the developer of the appropriate location. Council's standard drawing for road sign installation will be referred to (CMDG-R-080-Rev D).

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#### 8.0 POLICY STATEMENT:

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

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~~Naming an asset in accordance with this policy does not in any way change the responsibility associated with the ownership of the asset, or require Council to maintain the asset.~~

### **8.1 General**

~~Names assigned in accordance with this policy will:-~~

- ~~• Provide a diversity of place names within the community.~~
- ~~• Comply with Australian Standard AS4810-2011.~~
- ~~• Be easy to pronounce, consist of one word and be socially acceptable.~~
- ~~• Allow Emergency Services to easily locate properties, cattle yards, utility sites, monuments, parks & rest stops.~~
- ~~• Allow street/rural addressing to be allocated.~~
- ~~• Names should be limited to less than 35 characters which include any spaces and excludes the asset type.~~

### **8.2 Uniqueness**

- ~~• Name duplication within the local government area will be avoided.~~
- ~~• Roads crossing into an adjoining Local Government Area, State Development Area or Port Authority Area should have a single unique name.~~
- ~~• Similarity in road names within the local government area will also be avoided (e.g. White Street and Whyte Street).~~

~~Where duplication of street names already exist at the time of the adoption of this policy Council will not automatically change the name. Council may choose to change the name:-~~

- ~~• If requested to do so by at least ten (10) or majority of the residents;~~
- ~~• If requested by Emergency Services; or~~
- ~~• At Council's discretion.~~

### **8.3 Worthy Individual/Citizen**

~~Names of persons still active in their service, position, community should not be used.~~

~~Names that are able to be characterised into one of the following will be avoided:~~

- ~~• Offensive or likely to give offence;~~
- ~~• Inappropriate sounding when pronounced;~~
- ~~• Considered as a commercial or company name; and~~
- ~~• Deemed to be incongruous—out of place.~~

### **8.4 Communication**

~~Names are to be easily read, spelt and pronounced in order to assist Emergency Services, service providers and the public.~~

~~Unduly long names and names composed of more than one word will be avoided where possible.~~

~~Surnames/Family names are to be used except where it is necessary to identify an individual to avoid ambiguity by using their given name. The use of given names is to be generally avoided.~~

~~Roads with double destination names are to be progressively renamed.~~

### 8.5 Spelling

Where it is intended that an 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 e.g. Seventeen Seventy not 1770.

Place names shown on Department of Natural Resources & Mines topographic maps are approved names 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 other instances.

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

Generally Asset names proposed or approved should not contain abbreviations. For example the "Creek" in "Wallaby Creek Park" must not be abbreviated to "Wallaby Ck Park". There is however, one exception—"ST" (Capitalised) should always be used in place of "Saint".

### 8.6 Form

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

The use of hyphens will be avoided unless used in a name in memoriam. Australian Standards recommend replacing the hyphen with a space.

The use of numbers and Roman or Arabic numerals in an Asset name will be avoided (to be consistent with terminology used above). 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 Asset name, single spaces only are allowed between words e.g. "Mc Myrtle Street" should be shown as "McMyrtle Street" and no spaces are allowed to surround hyphens when allowed eg: "Jones – Smith Road" should be shown as "Jones-Smith Road"

### 8.7 Sources

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

The origin of each name will be clearly stated and subsequently recorded.

Preferred sources of names include (in no particular order):-

- Early local settlers, pioneers, explorers and other local eminent persons;
- War Service/Casualty lists;
- Theme based naming (e.g. ships, bushrangers, pioneers, etc);
- Local landmarks or site specific related features;

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- ~~In memoriam of an individual/family, subject to the following being submitted via the Add a Name to Council's Place Names Register 'Application Form' with one or more of the following:-
  - ~~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 demonstrates that the individual/family was of national prominence.~~(Evidence can include things like newspaper clippings, public notices, funeral notices, and articles from industry newsletters etc.)~~
- ~~Indigenous names of local features, subject to consultation with local indigenous community groups. (The English meaning of the name must be supplied for reference purposes);~~  
~~Note: If using Indigenous names, written permission must be obtain from the relevant Indigenous group approving the use of the proposed name.~~

The following thematic types are no longer considered as appropriate due to their overuse:-

- ~~Australian National & State Park Names.~~
- ~~Australian Rivers & other water bodies.~~
- ~~Bird names.~~
- ~~Fish names.~~
- ~~Flora & Vegetation (such as trees) names.~~

### **8.8 Naming Roads**

For proposed local roads or continuation of existing roads, names must be chosen from the 'Approved Place Name Register' list with a status of 'Not Used'.

#### **8.8.1 Road Type Suffix (and Prefix)**

Proposed road names are to include an appropriate road type suffix. The road type selected should be representative of the physical form of the road to assist with motorists and pedestrians.

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

There is to be no prefix or additional suffix used in a road name. 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. A notional prefix that relates directly to a locality name may be included as part of a road name (e.g. Lower Plenty Road, where Lower Plenty is a gazetted locality). However, where a directional or similar device is used to uniquely define road extremities, it will be used as a road suffix (e.g. Palmerston Road West).

While directionals (e.g. Smith Road East and Smith Road West) used to achieve uniqueness for segments of the same road name are acceptable, where such segments are unconnected, such as where an intervening segment of road is unconstructed or where they are separated by a barrier and are likely to remain unconnected for the foreseeable future or where they are separated by a very busy road, consideration will be given to renaming one or each of the unconnected segments.

The following is a list of acceptable road type suffixes:-

Type	Abbrev	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.

### 8.9 Gated Communities

Developers of gated, security or restricted entry developments that contain internal roads must apply to Council for approval of these internal road names. This ensures uniqueness of the name and that other components of this policy are adhered to.

~~The Local Government Act 2009 Section 60 (2)(c) Control of roads, states that Local Government has control of all roads in its local government area to approve the naming and numbering of private roads.~~

~~Additionally, this is for the benefit of Emergency Services and the community as a whole.~~

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

**97.0 ATTACHMENTS:**

Nil.

**108.0 REVIEW TRIGGER 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 ~~from time to time~~ by a resolution of Council or the CEO; or
3. ~~Periodic Review — 3 years~~ Three years from date of adoption.

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**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			

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**STUART RANDLELEISA DOWLING**  
CHIEF EXECUTIVE OFFICER

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