

NAMING INFRASTRUCTURE ASSETS PROCEDURE

1. Scope

The Naming Infrastructure Assets Procedure (this 'Procedure') applies to the naming or renaming of existing infrastructure assets and the naming of assets contributed to Council through development works as defined by the *Planning Act 2016*.

This Procedure does not apply to a place prescribed under the *Place Names Act 1994*.

2. Purpose

Naming of infrastructure assets provides an opportunity to honour individuals and groups for contributions and achievements that deserve recognition.

This Procedure enables Council to apply commemorative naming to infrastructure assets in a consistent manner to ensure that:

- a) Public consultation is undertaken where necessary and nominations received from the public are assessed against pre-determined criteria to ensure transparency;
- b) New names do not conflict with names presently in use;
- c) New names are not racist, derogatory, demeaning or likely to give offence;
- d) Council's road network has an easily recognisable system of names that assist both pedestrians and motorists and provides a safe traffic environment; and
- e) Council's parks and reserves can be easily identified.

3. Related Documents

Primary

Road Related Management and Functions Policy

Legislative reference

Local Government Act 2009 s 60

Planning Act 2016

Related documents

AS/NZS 4819:2011: Rural and urban addressing

Principles for the Consistent Use of Place Names – ANZLIC Committee on Surveying & Mapping / Permanent Committee on Place Names

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Infrastructure Asset	An item or facility under the control of Council including roads and road related infrastructure, parks, reserves, playgrounds, sporting fields and monuments.
Road	As defined in the <i>Local Government Act 2009</i> .

5. Procedure

5.1 Instigation

The naming or renaming of an infrastructure asset may be instigated in the following circumstances:

- a) By resolution of Council;
- b) When the Manager Engineering Services:
 - authorises a request from a member of the community be processed under this procedure;
 - Determines it is in the public interest to undertake the process outlined in this procedure; or
 - is required to assign a name under Item 5.5.

5.2 Process

When an infrastructure asset is to be named or renamed, the following steps are to be followed:

- a) Council's website and social media channels will call for naming proposals giving a three week deadline for submissions;
- b) The Manager Engineering Services may seek specific input from certain community groups, property owners/residents or other representative bodies to ensure that sufficient community consultation takes place;
- c) Nominations are to be assessed against Appendix 1 by the Manager Engineering Services plus two other employees of Council. The results of the assessment are to be reported to Council with a recommendation; and
- d) Council, at its discretion, may adopt, alter or reject any recommendation presented.

5.3 Assessment against Criteria

All nominations must be assessed against Appendix 1. In addition, the following are to be considered:

- a) The relevant heads of consideration identified in Item 4 of AS/NZS 4819:2011: Rural and urban addressing (regardless of the type of infrastructure asset being named);
- b) To assist both service providers and the travelling public to read, understand and recognise names quickly and efficiently, names should be reasonably easy to read, spell and pronounce;
- c) Where it is intended that a road be given the same name as a place or feature with an approved or accepted geographical name, particular care should be taken to ensure the correct spelling is adopted unless there are exceptional circumstances requiring a different spelling;
- d) When names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form. The spelling which is sanctioned by general usage should be adopted, eg Berry/Barry, Schwarz/Schwartz; and
- e) Whenever practicable, it is highly desirable that names are confined to word lengths which can be accommodated on road name signboards without exceeding the following lengths:
 - No more than 1200mm for single post end mounted;
 - No more than 1800mm for single post centre mounted; and

- Signs at intersections on roads of 80km/h and greater shall be 200mm deep with 150mm lettering on the sign facing the high speed traffic.

5.4 Road Type Selection Principles

To determine a road type, Council will comply with Item 4.3 of AS/NZS 4819:2011: Rural and urban addressing.

5.5 Development (*Planning Act 2016*)

1) Theme Name Areas

- a) The developer is to submit theme name areas along with a list of names that demonstrate the theme proposal.
- b) However, through roads leading from one theme area to another should have a generic name.
- c) Established theme names will be continued where possible.

2) New Infrastructure Assets

- a) The developer is to submit one name plus two alternatives.
- b) Usually, the developer's nominated name will be approved, provided there is no conflict with names presently in use.

3) Assessment and Approval of Names

- a) Item 5.2 does not apply to naming associated with development.
- b) While it is not necessary to follow the scoring matrix in Appendix 1, approved names should comply with the criteria.
- c) The Manager Engineering Services is authorised to assess and approve names under Item 5.5.

5.6 Service Provider Notification

When an infrastructure asset is named, the Manager Engineering Services is to notify the following where relevant:

- a) Australia Post;
- b) Australian Electoral Commission;
- c) Department of Resources (Land & Spatial Information);
- d) Queensland Ambulance Service;
- e) Queensland Fire and Emergency Services;
- f) Queensland Police Service;
- g) Ergon Energy;
- h) Telstra; and
- i) Livingstone Shire Council
 - Revenue; and
 - Assets and GIS.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced by the Director Infrastructure Services.

7. Repeals/Amendments

This Procedure repeals the Livingstone Shire Council 'Naming of Infrastructure Assets Procedure (v5.0)'.

Version	Date	Action
1.0	22/04/2014	Procedure Endorsed by Council
2.0	07/03/2017	Amended Procedure Endorsed by Council
2.1	04/12/2018	Administrative Amendments – reflect organisational restructure
3.0	16/04/2019	Amended Procedure Endorsed by Council
4.0	21/12/2021	Amended Procedure – full review undertaken and content of former/repealed policy of same name included. Approved by Executive Director and endorsed by Council
5.0	13/09/2022	Amended Procedure Approved - section 5.1 updated, definition of Infrastructure Asset updated
6.0	17/03/2023	Amended Procedure Approved – Appendix 1 updated

MICHAEL KRIEDEMANN
GENERAL MANAGER INFRASTRUCTURE

APPENDIX 1

PROPOSED NAME:

Submissions that have any of the following characteristics are to be detailed in the report to Council and allocated a zero score:

- Are offensive, racist, derogatory, demeaning, likely to give offence or is out of place with surrounding names;
- Could be construed as advertising commercial or industrial enterprise;
- Names that have already been used;
- Where an individual has nominated themselves.

Criteria	Scoring Matrix	Comments
Name is suggestive of the peculiarity of a geographical feature (e.g. shape, vegetation, etc).	<ul style="list-style-type: none">• does not fit criteria = 0• partially fits criteria = 5• completely fits criteria =10	
Name has historical, cultural or local significance.	<ul style="list-style-type: none">• does not fit criteria = 0• partially fits criteria = 5• completely fits criteria =10	
Nominee has made a significant contribution to the community over a substantial period of time.	<ul style="list-style-type: none">• does not fit criteria = 0• partially fits criteria = 5• completely fits criteria =10	
The name is of a service club or community group that has made a significant contribution to the community over a substantial period of time.	<ul style="list-style-type: none">• does not fit criteria = 0• partially fits criteria = 5• completely fits criteria =10	
Nominee has been recognised in their field at a national level or higher.	<ul style="list-style-type: none">• does not fit criteria = 0• completely fits criteria =10	
The name has received more than 50% of the nominations.	<ul style="list-style-type: none">• does not fit criteria = 0• completely fits criteria =10	

<p>The name has any of the following characteristics:</p> <ul style="list-style-type: none"> (i) Aboriginal/Torres Strait Islander names; (ii) Locality history; (iii) Early explorers, pioneers, settlers; (iv) War/casualty lists; or (v) Thematic names such as flora, fauna or ships. 	<p>Number of characteristics the name fulfills:</p> <ul style="list-style-type: none"> • Nil = 0 • One = 5 • Two or more = 10 	<ul style="list-style-type: none"> - Names should be appropriate to the physical, historical or cultural character of the area concerned. - The origin of each name should be clearly stated. - If an Aboriginal or Torres Strait Islander name is nominated, the aboriginal authority should be consulted.
<p>Name is unduly long or composed of two or more words.</p>	<ul style="list-style-type: none"> • name is unduly long = 0 • name has two or more words = 0 • name is not unduly long = 5 • name consists of one word = 5 	<ul style="list-style-type: none"> - Given names should generally be avoided and should only be included with a family name where it is essential to identify an individual or avoid ambiguity. - Whilst street and cul de sac names should have only one word, it is recognised that some roads require a two-word name because of their geographical relationship (e.g. Hidden Valley Road).
<p>Consistent with an existing theme name area.</p>	<ul style="list-style-type: none"> • is not consistent = 0 • is consistent =10 	
<p style="text-align: right;">TOTAL SCORE</p>		