

NAMING OF COUNCIL ROADS PROCEDURE

INTENT

To ensure a consistent and transparent approach to the naming of Council's road assets.

SCOPE

This procedure applies to road assets under Cook Shire Council's control.

This procedure does not include naming of parks, reserves, creeks or sports facilities.

DEFINITIONS

Term	Definition
AS/NZS	Shall mean Australian / New Zealand Standard
Council	Shall mean Cook Shire Council
Road Asset	Shall mean roads and any other road related asset under the control of Council.
Road	As per section 59(2) of the <i>Local Government Act 2009</i> : (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 one 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 (d) A bridge, culvert, ford, tunnel or viaduct
New Development	Shall mean a development which has been approved by Council through the development assessment process.

Term	Definition
Theme Name	Shall mean where all roads in an area are named according to a particular subject.

PROCEDURE

Principles for naming of Council Roads will comply with the naming principles set out in the Australian/New Zealand Rural and Urban Addressing Standard (AS/NZS 4819:2011) (the Standard).

Some of the principles have been set out below. Council will consider all of the principles of the Standard when considering naming submissions.

Nominations

If Council is instigating the naming of a road asset, a notice will be placed on Council's website and advertised in the local newspaper. Council may also seek specific input from community groups, property owners/residents or other representative bodies as deemed necessary to ensure that a representative community consultation has taken place.

Members of the public may submit at any time, naming ideas, for consideration. Council's Road Naming Application form should be used and must include the following information:

- Name/s selected;
- Exact location and/or locality of the road asset; and
- Any other relevant information pertaining to the suggested name/s in order to make a decision in accordance with the Naming of Road Assets Procedure.

Approving Nominations

Nominations received will be assessed against the criteria outlined below by the Governance Coordinator, or their delegate, plus two other employees.

Recommendations will be presented to the Council for adoption.

Unsuccessful recommended names and suitable unsolicited suggestions will be included in the list of names that may be used in future.

If no suitable nominations are received, an alternative road asset name will be presented to the Council. These names will be assessed against the criteria set out below.

Council may adopt, alter or reject any recommendation presented.

Name Signs

Street name signs will be installed as per the Manual of Uniform Traffic Control Devices – [Part 5 Street Name and Community Facility Name Signs \(AS 1742.5-1997\)](#).

Naming Criteria for Road Assets

When Council is approached or decides to consider naming or renaming a road asset, the following will be given a higher priority:

- A name that has historical, cultural or local significance;
- Nominees who have contributed time, money or services to the community;
- Nominees who have been recognised in their field of expertise;

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- A name that is suggestive of the peculiarity of a geographical feature, e.g. shape, vegetation, etc.;

Family names that have already been used will not be considered even though it refers to a different family. In this case, consideration will be given to using the person's full name, e.g. Jo Bloggs Bridge.

Names will be appropriate to the physical, historical or cultural character of the area concerned. Except where an individual receives significant community support, personal names will only be given posthumously.

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

Renaming Road Assets

Renaming is discouraged however a road asset may be renamed upon request if:

- The person or body or entity after which the road asset was named has been discredited or dishonoured;
- There is very strong community desire for a name change;
- The name is duplicated elsewhere in the Council area;
- It has been found that the information submitted regarding the naming of the road asset is factually incorrect; or
- The name does not comply with AS/NZS 4819.2011 Rural and Urban Addressing.

Nominations to name road assets, including roads created by a 'new' development, are to be assessed against the following criteria:

UNIQUENESS

Name duplication within the local government area will be avoided. Where possible, duplication of names in proximity to adjoining local government areas will also be avoided. However, roads crossing local government boundaries will have the same name.

Where a curved road loops back to the same road from which it started, the consequent existence of two nearby intersections with the same name pairs should avoided.

SOURCES

Preferred sources for road names include:

- Thematic names such as flora, fauna or ships;
- Locality history;
- Aboriginal names;
- Early explorers, pioneers, settlers; or
- War/casualty lists.

The relevant aboriginal authority should be consulted when choosing aboriginal names, unless Council already has an agreed list of appropriate names.

PROPRIETY

Names which are characterised as follows should be avoided:

- Offensive or likely to give offence;
- Incongruous or out of place; or
- Commercial or company.

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COMMUNICATION

In order to assist the public to read, understand and recognise names quickly and efficiently, the following should be observed:

- Names should be reasonably easy to read, spell and pronounce; and
- Unduly long names and names composed of two or more words should be avoided; in particular:
- The use of given names will 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.

SPELLING

Where it is intended that a road has the same name as a place or feature with an approved or accepted geographical name, particular care should be taken to ensure that the correct spelling is adopted unless there are exceptional circumstances requiring a different spelling to be used.

Where names have been changed or corrupted by long established local usage, Council will not attempt to restore the original form. The spelling which is sanctioned by general usage should be adopted, e.g. Berry/Barry, Schwarz/Schwartz.

Road names proposed or approved will not contain abbreviations, e.g. the 'Creek' in Limestone Creek Road' should not be abbreviated. The exception to this is 'ST', which should always be used in place of 'Saint'.

FORM

The apostrophe mark will be omitted in the possessive case, e.g. 'Smith's Road' should be Smiths Road.

Possessive 's' will be deleted unless the euphony becomes harsh, e.g. 'Smith Road'.

The use of hyphens will be avoided.

ADDITIONAL SUFFIX OR PREFIX

The use of a compass point prefix or an additional suffix such as 'north' or 'extension' should be avoided, e.g. Railway Road West.

ROAD TYPE PRINCIPLES

When a road type with a geometric or geographic connotation is chosen, it will reflect the form of the road. Examples include:

- Crescent - This should be a crescent or half-moon, re-joining the road from which it starts.
- Esplanade - This should be open, level and often along the seaside or a river.
- Cul-de-sac - For a cul-de-sac, one should use Place, Close, Court or a road type with a similar connotation.

A list of recommended road types and abbreviations is given in the table below.

Arcade	ARC	Junction	JNC
Avenue	AV	Lane	LA
Boulevard	BVD	Parade	PDE
Circuit	CCT	Parkway	PWY
Circle, Cirlet, Circus	CIR	Place, Plaza	PL
Close	CL	Quay	QY
Court	CT	Road	RD
Crescent	CR	Square	SQ
Drive	DR	Street	ST
Esplanade	ESP	Terrace	TCE

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Gardens	GDN
Grove	GR

Way	WY

SIGNBOARD LENGTH

Whenever practicable, names will be confined to word lengths which can be accommodated on street name signboards without exceeding the lengths recommended:

- No more than 1200mm for single post end mounted.
- No more than 1800mm for single post centre mounted.
- Signs at intersections on roads of 80km/h and greater will be 200mm deep with 130mm lettering on the sign facing the high speed traffic.

Identification of Private Signage

Where a signpost is erected at the entry to a private road by a developer, a logo will be located at the support end of an end mounted sign.

Alternatively, if the organisation has no logo then the sign will be coloured in accordance with [Table 2.2 of AS 1742.5-1997 Manual of Uniform Traffic Control Devices – Part 5 Street Name and Community Facility Name Signs](#). The standard service sign colours of white legend on blue background and directional sign colours of white legend on standard green background will not be used in the Region.

Theme Name Areas

Where applicable, a developer will submit to Council a proposal to establish a theme name area including a detailed explanation of the theme basis and the suggested names.

Roads leading from one theme area to another will have a generic based name.

The use of theme names in areas where theme names have been established will be continued where possible.

New Developments

When a new road is created, whether it be taken over by Council as a public asset or retained within a development as a private road or street; the developer will offer three alternative names, in order of preference, for each road created.

Council may choose to select one of the three names offered by the developer or if inconsistent with an adopted theme or specifically non-secular, adopt an alternative.

APPROVALS

Theme and road names proposed for a new development by private developers will be approved by the Planning and Environment Department.

Alternative Road Names

Alternative names may be sourced from, but are not limited to unsolicited submissions made by the public. Before a name is selected, it must be assessed against the criteria outlined in [Naming Criteria for Road Assets](#).

Road names must be in accordance with Australian Standards.

Contacts to be Notified

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The following organisations need to be notified when a road is named or a road name is changed:

Organisation	E-mail address	Responsible Officer
Dept Natural Resources Mines & Energy (DNRME)	VCairns@resources.qld.gov.au	Rates Officer
Addressing Qld	AddressQueensland@resources.qld.gov.au	Rates Officer
Australia Post	addresspost.qld@auspost.com.au	Governance Coordinator
Cooktown Police	mcarthur.johnw@police.qld.gov.au ; white.kennethg@police.qld.gov.au	Governance Coordinator
Coen Police	White.gary@police.qld.gov.au ; FNR-D-stationcoen@qldpolice.onmicrosoft.com	Governance Coordinator
Ergon Energy	customerservice@ergon.com.au	Governance Coordinator
Electoral Commission	leichhardt@aec.gov.au	Governance Coordinator
Qld Fire & Emergency Services (QFES)	SIS Team: siskedron@police.qld.gov.au	Governance Coordinator
Rural Fire Service	QFESFNR.RegionalAdmin@qfes.qld.gov.au	Governance Coordinator
Ambulance	gascooktown.oic@ambulance.qld.gov.au	Governance Coordinator
Public Safety Business Agency	sis@psba.qld.gov.au	Governance Coordinator
Telstra	TBA	Governance Coordinator
Street segments for vehicle routing	ozdata@mapinfo.com	Survey

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AUTHORITIES, REFERENCES, LEGISLATION, GUIDELINES

Naming of Road Assets Policy

Local Government Act 2009

AS/NZS 4819:2011 Rural and Urban Addressing

AS 1742.5-1997 Manual of Uniform Traffic Control Devices – Part 5 Street Name and Community Facility Name Signs

REVIEW

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

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

POLICY ADOPTION & REVIEW DATES

Responsible Director:	Director Organisational Business Services
Officer Responsible for Review:	Governance Coordinator
Adoption Date:	25 January 2022
Resolution Number:	n/a
Review Date:	January 2025

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