

1 Purpose

This policy provides a uniform approach to the naming or renaming of assets such as features, facilities, infrastructure or locations within the jurisdiction of Toowoomba Regional Council which includes roads (public and private), bridges, walkways, buildings, parks and reserves (including structures within those areas) or any other assets of Council which may be named to:

- distinguish between similar assets;
- assist with location identification;
- honour individuals, objects or events;
- contribute to the asset's cultural and social significance;
- recognise environmental attributes and features contextually and functionally; or
- contribute to a sense of place.

2 Scope and applications

This policy applies to the naming or the renaming of any asset for which Council is the custodian.

Exclusions:

This policy does not apply to:

- new roads which are contained within development applications lodged with the Development Services branch where developers are required to provide three alternative names for the new asset;
- towns and place names;
- roads and bridges within State Government control;
- all matters of signage;
- agreements relating to sponsorship of an asset;
- access and management of an asset

3 Principles

This policy aligns with Council's 2024 - 2029 Corporate Plan focus area/s of people/place/prosperity/performance and is guided by the key priorities defined within the Toowoomba Regional Council's Corporate Plan (2024 - 2029):

- 2.10 Pursue options for a greener Toowoomba Region and Council
- 2.12 Preserve, protect and improve our environments
- 4.2 Continue to pursue prudent financial management and sustainability
- 4.3 Delivery of community and customer-focused service
- 4.6 Continuous improvement of business-processes and systems, including community consultation

In addition to upholding the Corporate Plan principles outlined above, Council is committed to upholding the obligations within the *Human Rights Act 2019* by giving proper consideration to the provisions of the Act when making decisions relevant to this policy.

4 Content

4.1 Common principles for naming an asset

A proposed name must adhere to one or more of the following principles:

- be appropriate to the local, indigenous, geographical, environmental or physical character;
- be of verifiable historical or cultural significance;

- relate to the local flora, fauna, landscape;
- be named after a benefactor, eminent person, pioneer or long-term land holder of verifiable significance without a criminal history;

and must:

- be unique in nature;
- be sensitive to diverse cultures and in accordance with community standards and values;
- contain less than 35 characters;
- be concise and easy to pronounce;
- be spelt using contemporary Australian English;
- be the correct spelling;
- be endorsed by the relevant traditional custodians of the land on which the asset is located to ensure there is no cultural conflict.

A proposed name must not:

- be a duplication of another name;
- be or generally contain abbreviations;
- cause confusion;
- be offensive or likely to give offense;
- be interpreted as advertising for a commercial or industrial enterprise;
- be named after a living person or organisation, excepting in exceptional circumstances relating to benefaction or bequest or substantial verifiable community contribution.

A proposed name must conform to the requirements of:

- this policy;
- any other relevant Council policies;
- Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices;
- Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing Section 4;
- any other relevant documentation to determine the validity, viability and appropriateness of the request.

Council reserves the right to:

- adopt or decline any name proposed by an individual, group, or organisation;
- adopt an alternative name;
- defer a decision pending public consultation in instances where Council feels community consultation may provide a better outcome;
- rename an asset if the person or body after which it has been named has been discredited or dishonoured.

Naming an asset in accordance with this policy does not in any way change the responsibility associated with the ownership or management of the asset or compromise any future use where Council holds freehold title or trusteeship until such time as the asset is sold or relinquished.

4.2 Naming/renaming of roads and bridges

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

A road may be named or renamed as a result of one of the following circumstances:

- change of name for an existing road;
- previously unnamed road;
- road extension.

A road name will be defined by the area of the formed road. Unformed roads will not be named unless a name is required for addressing purposes.

The term for the type of road (e.g. avenue, lane, esplanade) will be in accordance with the Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices and Appendix A Road Types – Australia within the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing.

Wherever practicable, roads will have a single and unique name and be continuous from the designated start to the designated end of the road asset, irrespective of Council boundaries, terrain and intersecting roads.

Owners of private, gated, secure, or restricted entry establishments that contain internal roads must apply to Council for approval to name or rename internal road names. This does not mean that Toowoomba Regional Council accepts responsibility for a private road, other than ensuring that its name is unique and uniform in designation throughout the Toowoomba Region within the terms of Council's current policy, Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices, and the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing.

Renaming of roads will only occur in extraordinary cases in accordance with section 4.1.

4.3 Naming/renaming of parks and infrastructure within a park

A park may be named or renamed as a result of one of the following circumstances:

- a new park is acquired;
- a previously unnamed or default named park requires naming;
- a change in name is required due to a verifiable change in community attitude and support;
- when a naming sponsorship arrangement expires.
- if two formally named parks are joined a decision will be made about using either of the names or another option entirely.

Where a default named park becomes contiguous with a named park for any reason, the whole area will take on the formally named park's name.

Parks contributed as part of the development assessment process are not to be named through the development assessment process and are generally not named until all stages of the development are delivered and a significant portion of the development has been progressed such that there is enough of a community to have input into the naming process.

Park names will be unique within the locality and will seek to have general appeal and relevance to the community in which they are located.

Naming after persons will only be considered under circumstances relating to benefaction or bequest; or where there has been substantial and verifiable community contribution made to the local community by the nominated person and there is broad and extensive community support.

The dual naming of parks is permitted; however, if the name proposed is of traditional owners' origin or cultural significance, it must be referred to and endorsed by the relevant traditional owners/custodians of the land on which the asset is located.

Any park not named at the time of its dedication will bear the default name associated with its greatest road frontage, e.g. Smith Street Park. Additionally, the primary function of the land and its future classification will determine the appropriateness of use of the terms park, open space, reserve or utility land after the default name. Only park classifications with the primary function of recreation, sport, amenity or bushland preservation can be formally named.

In general, naming or renaming shall be considered primarily for parks in their entirety; however, Council may consider applications for the following where a park already has a formal name:

- a node that is distinctive in its purpose / function (e.g. a playground or oval) located in a district or regional recreation or sports park;
- a significant facility or asset located in a district or regional recreation or sports park (e.g. a grandstand or shelter); or
- large sporting field aggregations where naming of areas may be considered as part of a sponsorship agreement.

4.4 Naming/renaming of other community infrastructure

New community infrastructure such as buildings or facilities should be named at the time of the official opening.

Renaming of community infrastructure will only occur in extraordinary cases in accordance with section 4.1.

4.5 Submitting a request to Council

All requests relating to the naming of an asset must be submitted to Council in writing or on the relevant application form. Requests should contain all pertinent details, including supporting documentation, background for the request and contact details for the applicant before being assessed.

4.6 Assessment of a request

Upon receipt of a request:

1. an analysis will be made of the request;
2. a recommendation will be made based on the applicable criteria;
3. approval or otherwise of the request will be made based on the internal procedures of the particular group of Council controlling the asset
 - a. parks and other community infrastructure will be investigated by the Environment & Community Services Group with a report submitted to Council for deliberation and decision;
 - b. bridges will be investigated by the Infrastructure Services Group with a report submitted to Council for deliberation and decision;
 - c. roads will be investigated by the Infrastructure Services Group with a report submitted to the General Manager Infrastructure Services Group for deliberation and approval under delegation from Council and the Chief Executive Officer; or in circumstances where the General Manager believes that the report requires additional consideration; the report will be submitted to either the Chief Executive Officer or Council for deliberation and decision;
4. the applicant and relevant stakeholders will be advised of the outcome.

5 Responsibilities/accountabilities

It is the responsibility of the Principal Business Support Infrastructure Services Group to review this policy in conjunction with the Principal Parks Strategy.

6 Relevant laws

Local Government Act 2009

Local Laws and Subordinate Local Laws

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2018

Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2020

Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2020

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2018

7 Related policies/documents

Members of the public can access Council policies on Council's website. If a policy listed below does not appear on the website please contact 131 872 or email info@tr.qld.gov.au to request a copy. Staff may access policies via the [Policy Register and Review Schedule](#).

Council policies

2.07 Guidelines for Councillors Receiving Customer Requests or Complaints

2.21 Road Network Extensions and Upgrades Policy

2.47 Memorials and Plaques Policy

2.71 Sponsorship Policy

7.07 Naming/Renaming of Roads and Bridges Procedure

7.21 Naming/Renaming of Parks and Park Infrastructure Procedure

Other documents

Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing

Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices

ICSM Guidelines for the Consistent Use of Place Names including Guidelines for the Use of Aboriginal and Torres Strait Islander Place Names and Dual Naming Depiction Guidelines

[Corporate Plan 2024-2029](#)

8 Related forms

Parks and Park Infrastructure Naming/Renaming Application Form (DM# 7984303)

9 Definitions

Applicant – any individual, group or organisation making a request.

Asset – any road (public and private), bridge, walkway, park, building, structure, reserve or any other infrastructure or land of Council's which may be named.

Default park name – name allocated to a park that is unnamed or not named at the time of its dedication as a park or by virtue of a proposal under the policy and associated with the street name of its postal address.

Formal park name – name allocated to a park by virtue of an accepted proposal under this policy.

Investigating officer – any Council officer assigned the task of analysing a request for naming/renaming an asset.

Park – any area of land or reserve included in Council's open space network which is owned or managed by Council for open space values.

Request – any internal or external written decision sought from Council and made by either a resident, ratepayer, elected representative, officer or any external agency.

Road – a defined corridor within a gazetted road reserve of any type as specified in the Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing Appendix A – Road Types Australia.

Stakeholders – any individual, group or organisation involved or associated with an asset, or who has an expressed or inherent interest or value for a person, environmental feature or locality etc.

10 Policy details

Policy category:	Council Policy	Policy version number¹:	3.00
Date adopted/approved:	3 October 2024	Effective date:	3 October 2024
Approval authority:	Council		
Policy Owner:	Infrastructure Services Group and Environment and Community Services Group		
Contact officer:	Principal Business Support Infrastructure Services Group and Principal Parks Strategy		
Review date:	October 2027		

11 Revision history

Policy version	Approval date	DM Reference
Amalgamation of former policies – 2.06 Naming of Parks	20 July 2010	3556774v4
2.37 Naming/Renaming of Roads	15 October 2013	5293977v1
1.00	17 October 2016	6520403v5
2.00	20 April 2021	9022361v3
3.00	3 October 2024	11357859v3

¹ Printed copies are uncontrolled. It is the user's responsibility to ensure that any copies of policy documents are the current issue. Any delegations should be verified via the relevant Delegation Register as it takes precedence if there is a conflict. The Chief Executive Officer will, if necessary, be the sole arbiter in resolving any issues of conflict