

Program: Executive Office
Date of Adoption: 8 February 2023
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Scope

This Policy relates to the naming of infrastructure assets under Mackay Regional Council's (MRC's) control including but not limited to - roads, bridges, parks, open spaces, reserves, public facilities, footpaths, recreation paths and car parks and applies to Council and Staff of MRC.

Objective

This Policy provides a consistent and transparent approach to the naming of MRC's infrastructure assets to ensure that:

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

Policy Statement

The naming of infrastructure assets provides an opportunity to honour individuals of the community for their contributions and achievements that deserve recognition, as well as emphasising important landmarks, geographical features or history.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
 by Mackay Regional Council

Contents

1.0 Principles 3

1.2 Commemorative Street Blades..... 3

1.3 Naming of New Parks, Reserves, Open Spaces 4

1.4 Naming within New Development 4

1.5 Naming Rights for Sponsorship Purposes..... 4

1.6 Nominations 4

1.7 Community Consultation..... 5

1.8 Approving Nominations..... 5

1.9 Process After Approval 5

2.0 Complaints 5

3.0 Definitions 6

4.0 Review of Policy..... 7

5.0 Reference..... 7

6.0 Attachments..... 8

1.0 Principles

The naming of infrastructure assets may be instigated by the following circumstances:

- A request from a member of the community;
- As a result of new infrastructure assets being constructed as part of MRC works or new development.

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

This policy must be read in conjunction with Corporate Standard 90.1 Commemorative Street Blades.

1.1 Request for naming or Renaming of an Infrastructure Asset

Renaming is discouraged however an infrastructure asset may be renamed under special circumstances with the below elements being considered to assist Council's decision:

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

1.2 Commemorative Street Blades

Commemorative Street Blades will be considered as an opportunity to honour the region's citizens that made the ultimate sacrifice in service of the community or provided a historical or leading service for a prolonged period of 25 years or more to the local community. This includes ANZAC soldiers that served and gave their lives or persons associated with the region that provided a distinguished service and commitment to the local community.

Requests for Commemorative Street Blades including information provided as part of the request will be vetted by the Heritage Reference Group (HRG) before final approval by Council resolution.

Requests for Commemorative Street Blades must be accompanied by research and credible supporting material as detailed in the annexed Corporate Standard 90.1 Commemorative Street Blades.

1.3 Naming of New Parks, Reserves, Open Spaces

Parks will be named after the major street or road in which they are situated. Should the street name be inappropriate through reason of duplication or lack of a major street frontage to the park or similarity with another existing named park, then a locality name should be adopted.

The locality name should be that of the suburb, locality, township, etc. in which the park is situated. Should the locality name be unsuitable through the existence of similarly named parks, then the park should be named from a list of significant historical events or historical personages.

The criteria for selection of a park name should include:

- (a) That the name identifies the area in which the park is situated; or
- (b) That the name relates to a significant person or historical event for which recognition in perpetuity should occur.

A register of significant historical events or persons will be maintained.

Members of the public will be able to suggest additions to the Register of Significant Historical Persons or Events and the register shall be maintained by Parks, Environment and Sustainability Program.

1.4 Naming within New Development

The naming of new assets created as part of a new development (i.e., road networks, parks or reserves) are to be included in the lodgement of the associated operational works application.

Infrastructure asset names will be approved as part of the application process and the sealing of the Survey Plan.

Approval of infrastructure asset names will be as per planning delegations for the approval of operational work applications.

1.5 Naming Rights for Sponsorship Purposes

Council will consider Naming rights (for sponsorship purposes) on a case-by-case basis. Naming rights are not considered permanent.

Any sponsor messages displayed at or on an MRC owned asset must be in accordance with MRC's requirements. MRC reserves the right to prohibit any requests if it deems the message to be offensive or discriminatory.

All requests for naming rights will be put to Council for resolution.

1.6 Nominations

Members of the public may submit at any time, naming ideas, for consideration. Submission for naming or renaming of an infrastructure

asset (except for New Development which will be approved by delegated authority) must be made in writing and should include the following information:

- Name/s selected;
- Exact location and/or locality of the infrastructure asset; and

Any other relevant information pertaining to the suggested name/s in order to support the application.

1.7 Community Consultation

Where appropriate, community consultation will be conducted with relevant stakeholders when MRC proposes to name or rename an infrastructure asset.

The purpose of the consultation is to seek stakeholder feedback on the naming request in order for MRC and/or staff to make an informed decision on a naming proposal.

Public consultation is not required where a name is being assigned to new infrastructure created by way of New Development.

1.8 Approving Nominations

Nominations will be considered by MRC and after public consultation put to Council for resolution. The naming of infrastructure assets will be at the discretion of the Council.

Council may adopt, alter or reject any recommendation presented.

Unsuccessful recommended names and suitable unsolicited suggestions will be included in the "Approved Names Register" list of names that may be used in the future. This Register will be maintained by MRC's Geographic Information Program (GIS) in Shared Services.

1.9 Process After Approval

Following approval by Council, MRC shall as soon as practicable:

- Details updated in MRC records (i.e. Pathways).
- Erect appropriate signage; and
- Correspond with affected external organisations or individuals advising of the new or renamed asset.

2.0 Complaints

Any complaints in relation to this service will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the *Human Rights Act 2019*.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following Council Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

3.0 Definitions

To assist in interpretation the following definitions shall apply:

Heritage Reference Group shall mean a group of community members comprised of heritage agencies, local heritage organisation representatives and Council staff who lead and advise Council on historical and cultural heritage matters for the Mackay region appointed Council.

Commemorative Street Blades shall mean street name signages distinguishable disguisable to Council's typical street sign as per Council approved standard.

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Infrastructure Asset shall mean an asset owned or under the control of Mackay Regional Council which includes but not limited to roads, bridges, parks, reserves, public facilities, footpaths, bicycle paths, and car parks.

MRC shall mean Mackay Regional Council.

New Development shall mean a development which has been approved by MRC through the development assessment process.

Park means an area primarily used for recreational and managed by Council.

Public Facility shall mean any facility/building owned by or entrusted to MRC for use by the community for recreation, sport, cultural or community purposes, on a non-commercial or non-profit making basis.

Reserve shall mean land dedicated as a reserve as per the *Land Act 1994*.

Road is described as per section 59(2) of the *Local Government Act 2009*:

- (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.

However, a **road** does not include –

- (a) a state-controlled road; or
- (b) a public thoroughfare easement.
- (c) a private road - Section 60(4) of the *Local Government Act 2009* states that a private road is a road over land which is owned by a person who may lawfully exclude other persons from using the road.

Road Name History means a register of all road names currently in use or where they have been approved for proposed developments. Information is also recorded where a road name has significant historical events or persons relevant to the Mackay region.

4.0 Review of Policy

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

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5.0 Reference

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Place Names Act 1994*
- *Human Rights Act 2019*
- *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*
- MRC Corporate Standard 090.1 - Commemorative Street Name Blades

6.0 Attachments

1. Corporate Standard 090.1 – Commemorative Street Name Blades

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New Policy		Council	28.02.18
2	Amendment		Council	13.05.22
3	Amendment + CS		Council	08.02.23

Attachment 'A'

Program	Strategic Planning
Date of Endorsement	8 February 2023
Review Date	8 February 2023

1.0 Scope

This Corporate Standard applies to the approval of the use of Commemorative Street Blades within the Mackay Regional Council area.

2.0 Objective

To provide a framework and a consistent assessment process on the use of Commemorative Street Blades which honour fallen ANZAC soldiers within the Mackay Regional Council area.

3.0 Reference

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Place Names Act 1994*
- *Human Rights Act 2019*
- *Australian/New Zealand Addressing Standards – AS/NZS 4819:2011*
- *MRC Policy 090 - Naming of Infrastructure Assets*

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Heritage Reference Group shall mean a group of community members comprised of heritage agencies, local heritage organisation representatives and Council staff who lead and advise Council on historical and cultural heritage matters for the Mackay region appointed Council.

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Commemorative Street Blades shall mean street name signages distinguishable to Council's typical street sign as per Council approved standard.

New Development shall mean a development which has been approved by Council through the development assessment process.

Road is described as per section 59(2) of the Local Government Act 2009:

- (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.

However, a **road** does not include -

- (a) a state-controlled road; or
- (b) a public thoroughfare easement.
- (c) a private road - Section 60(2) of the *Local Government Act 2009* states that a private road is a road over land which is owned by a person who may lawfully exclude other persons from using the road.

5.0 Standard Statement

This standard is intended to fulfil the following objectives:

Designation of Commemorative Street Blades may arise from approval of a replacement of a current street blade. A request from Council or the community for an existing unnamed Road; or a new road being constructed as part of Council works or New Development must be read in conjunction with Council Policy 090 - Naming of Infrastructure Assets.

5.1 Request to designate a Commemorative Street Blade, either as new or to replace and existing regular street blade, are to be made formal application to Council.

5.2 Information and material to support a formal application to have a Commemorative Street Blade designated, where possible, should include details of:

- Full Name, including Middle Name
- Ranking and Battalion Number
- Date and location of passing
- Age
- Location of burial or memorial
- Family relations/ties in the Mackay Region
- Information to address the assessment criteria in 5.5
- Information must include references and copies from reputable sources to validate the history of the surname and linkage to the soldier identified.

5.3 Based on the details and research available/provided, the Heritage Reference Group (HRG) will conduct an assessment and evaluation process providing a recommendation to Council to accept or refuse the use of Commemorative Street Blades.

5.4 Requests for Commemorative Street Blades will need to be itemised as an agenda item to the HRG's next scheduled meeting (arranged quarterly).

Prior to the groups meeting, all members of the group must have access to the material and a suitable amount of time prior to consider the material.

The HRG will deliberate on a decision, in accordance with this policy, and will make a recommendation as a record within the minutes of the HRG meeting. HRG minutes will be endorsed by Council in the next scheduled Ordinary Meeting.

Applicant will be notified of the Decision from Council's Ordinary Meeting.

Applicant will be instructed on the next steps and actions to proceed forward.

5.5 Criteria for assessment

An application to replace an existing street blade with a Commemorative Street Blade will be subject to a set of criteria. The application is required to provide a response to each criterion in order to justify the use of Commemorative Street Blades.

- Provide a biography of the commemorated Surname in accordance with section 5.2 of this Standard;
- Demonstrate a connection to the Mackay region by providing information surrounding the history of the commemorated serviceman/woman. This may include nature of work, names of direct relatives, area of residence etc;
- Outline information detailing the commemorated serviceman/woman's accounts of their experiences during their enlistment; and
- Any other relevant information.

6.0 Review of Standard

This corporate standard will be reviewed when any of the following occur:

1. The related policy documents are amended or replaced.
2. Other circumstances as determined from time to time.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New Standard		Council	13.05.22
2	Amendments		Council	08.02.23