



Version Control and Objective ID	Version No: 3	Objective ID: A8217238
Name of parent policy/administrative directive		
Approved by General Manager on	8 August 2022	
Date of Review	8 August 2026	

1. Background

This procedure applies to the naming or re-naming of all new and existing roads, private roads, parks (including individual park features or facilities), bridges and places in, or which traverse the Ipswich Local Government Area and that fall under the control of the Ipswich City Council.

2. Purpose

The objectives of this procedure are to ensure the consistency of the naming/renaming of all roads, private roads, parks, bridges and places within the Ipswich Local Government Area and to ensure easy identification and trouble-free location and access to all properties within the Ipswich Local Government Area especially by Emergency Services and Australia Post.

3. Regulatory Authority

- Local Government Act 2009, Chapter 3, Part 3, Division 1, Section 59 & 60 (2) (c) & (d)
- Australian/New Zealand Standard, Rural and urban addressing (AS/NZS 4819:2011)

4. Human Rights Commitment

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this procedure. When applying this procedure, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

5. Roles and Responsibilities

The naming or re-naming of Trunk roads and City Wide or District facilities is to be referred to the Executive Leadership Team and then to the relevant Council Committee for consideration and determination. The naming or re-naming of all other (local) infrastructure is to be approved under the appropriate officer delegation arrangements.

6. Key Stakeholders

N/A

7. Education and Training Requirements

N/A

8. Procedure

- 8.1. The naming or re-naming of Trunk roads and City Wide or District facilities is to be referred to the Executive Leadership Team and then to the relevant Council Committee for consideration and determination. The naming or re-naming of all other (local) infrastructure is to be approved under the appropriate officer delegation arrangements.
- 8.2. An application must be lodged with Ipswich City Council stating the proposed name(s) for each road (including private roads), park (including individual park feature or facilities), bridge or place to be named or renamed along with the rationale, background or derivation of each name which is accompanied by a proposed layout plan.
- 8.3. In the instance of naming associated with development, the Developer must suggest at least two (2) names for each proposed naming. Consideration should be given to the naming of an overall open space (park) area, as well as clubhouses, sports fields or other individual facilities within the park. Naming associated with development should reflect an estate stage theme
- 8.4. The names should be socially acceptable and inoffensive.
- 8.5. There is to be no duplication of road names in the same suburb or neighbouring suburbs. There are also to be no names close in spelling or pronunciation which may cause confusion (particularly if in the same suburb or neighbouring suburbs).
- 8.6. Names which could be aligned with the following are to be avoided:
 - 8.6.1. Offensive, profane, racist, derogatory, demeaning or likely to offend;
 - 8.6.2. Inappropriate sounding when pronounced;
 - 8.6.3. Deemed incongruous - out of place;
 - 8.6.4. Difficult to pronounce or spell.
- 8.7. Roads to be named in a manner that allows for logical and unambiguous street numbering and according to road hierarchy.
- 8.8. The designation of road name type is to be appropriate to the geometry and hierarchy of the road.
- 8.9. Names should not be overly long to take into consideration the length of the road sign.
- 8.10. Hyphenated names are generally not acceptable.
- 8.11. Estate names, business names, product names, religious names or themes, political names or themes, developer, consultant and Council staff or Councillor's names are not acceptable.

- 8.12. Names of Pioneers, an individual or family who have an exemplary long history associated to the area may be considered for approval. Preference is for single names such as family or surname rather than Christian names or initials.
- 8.13. Names of local identities such as national level sporting or cultural achievements may be considered.
- 8.14. Rationale regarding the background of each proposed name or estate name theming must be provided.
- 8.15. Council may consider reviewing or re-naming a road or other named facility or infrastructure where the name is that of a person who has been convicted of an Indictable Offence against the Criminal Code or who has been convicted of an electoral offence contrary to the Local Government Electoral Act 2011 or has been convicted of an offence under s153 of the Local Government Act 2009 or the like.
- 8.16. Prior to consideration of any proposed name change, consultation must be undertaken with affected or potentially inconvenienced businesses and residents. Such consultation may be carried out in association with the Community Engagement Branch of the Arts, Social Development and Community Engagement Department. Any proposed name change shall not proceed unless there is a clear majority (eg.75%) of businesses and residents affected by the proposed change as a result of the consultation process.

9. Monitoring and review

This procedure will be reviewed in accordance with Council's four (4) year review cycle or sooner if required.

10. Related documents

N/A

11. Definitions

N/A

12. Process Model

N/A

13. Procedure Owner

The General Manager (Planning and Regulatory Services) is the procedure owner and the Manager, Development Planning is responsible for authoring and reviewing this procedure.