



**Southern Downs**  
REGIONAL COUNCIL

# **Works and Parks Policies**



# Roads and Streets Naming Policy

---

<b>Policy Category:</b>	Engineering Services
<b>Policy Number:</b>	Policy No 16
<b>Date Adopted:</b>	27 August 2008
<b>Date to be Reviewed:</b>	
<b>Date Reviewed:</b>	
<b>Date/s Amended:</b>	
<b>Date Rescinded:</b>	
<b>Related Document/s:</b>	
<b>Responsible Officer:</b>	Director Engineering Services

---

## **Background (if applicable)**

Not applicable.

## **Purpose**

The purpose of this policy is to provide guidelines for the naming or renaming of roads and streets within the Southern Downs Regional Council area.

## **Scope**

The scope of the policy is:

- To provide a consistent procedure to local road and street naming or renaming
- To increase the use of names which have a locally relevant historical, flora or fauna theme
- To provide staff, community and intending developers with clear information on Council's requirements for the naming or renaming of roads and streets

## **Definitions (if applicable)**

Not applicable.

## **Policy Content**

### **1.0 Information to be Provided**

A written proposal including a reason for the preferred name together with a plan showing the location of the road to be named or renamed is to be submitted to Council.

## **2.0 Assessment Process**

Council's Department of Engineering Services will initially assess the proposed name against the guidelines outlined in section 4.0. If the proposed road name is in accordance with the guidelines the proposed road name will be advertised for public comment for a minimum period of 14 calendar days and shall include:

- (a) advertising in the relevant local newspapers and;
- (b) written advice to all adjacent landholders.

For renaming of roads, where a road crosses a Council boundary, consultation will be held with the relevant Council.

If the proposed name is not in accordance with the guidelines, the application will not be approved and the applicant advised accordingly.

After 14 calendar days advertising of the proposed road name, a report will be prepared for submission to the next available Council meeting. The report shall advise of details of the application together with any correspondence received.

## **3.0 Adoption of Road Name**

After adoption of the road or street name a letter shall be forwarded to the applicant, adjacent landholders if initially advised of the proposed change and those who provided any comment.

The Department of Natural Resources & Water and the Department of Emergency Services to also be advised of any road or street name changes.

## **4.0. Guidelines for Naming of Roads & Streets**

Council determines road names for unnamed roads and renaming of roads, based on the merit of each request. The following criteria will be used in assessing proposals for road and street names within the Southern Downs Regional Council area.

### **4.1 Uniqueness**

- 4.1.1 Duplication of names within the Region will be avoided. If possible duplication of names in proximity to adjacent localities should also be avoided. This requirement is to avoid confusion particularly for emergency services.

### **4.2 Sources**

- 4.2.1 If a suitable road name cannot be found in Appendix 1 for the former Stanthorpe Shire Council area or Appendix 2 for the former Warwick Shire Council area, the preferred sources for road and street names include;
  - Names of founding mothers and fathers, prominent citizens or identities, excluding living persons
  - Name of Developer/Development
  - Flora and fauna, generally using the local name and avoiding lengthy or complex scientific names
  - Animals eg Emperor Avenue, Shark Street
  - Name of Region eg Junabee Road, Clintonvale-Goomburra Road
  - Local Landmarks eg Mt Marshall Road, Spring Creek Road
  - Theme Area eg Kidman Drive in Cinema Heights Estate
  - Explorers Names eg Cunningham Street.

4.2.2 Names should be appropriate to the physical, historical or cultural character of the area concerned.

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

4.2.4 A variation to preferred road and street names will be considered on the individual merits of the proposal.

#### 4.3 Format

4.3.1 Names should be reasonably easy to read, spell, and pronounce in order to assist both service providers and the travelling public.

4.3.2 Unduly long names and names comprised of two or more words should be avoided.

- A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
- Whilst street and cul-de-sac names should only have one word, it is recognized that some roads require a two word name because of their geographic relationship eg New England Highway.

#### 4.4 Spelling

4.4.1 Where it is intended that a road have the same name as a place or feature with an approved geographical name as shown on the Locality Names and Boundaries plan prepared by the Department of Natural Resources, then particular care should be taken to ensure that the correct spelling is adopted.

4.4.2 Generally road or street names proposed should not contain abbreviations eg The "Creek" in "Gecko Creek Road" should not be abbreviated.

4.4.3 The apostrophe mark should be omitted in the possessive case eg "Fred's Road" should be "Freds Road".

4.4.4 The use of hyphens should be avoided.

#### 4.5 Road Type

4.5.1 Proposals for road and street names should include an appropriate road type suffix.

- Assistance to travellers should be a major consideration in the choice.
- The suffix should generally reflect the form of the road or street eg Crescent – a crescent or half moon, rejoining the road from where it starts; Place, Close or Court for a cul-de-sac.

#### 4.5.2 List of Suffixes

The following list of road type suffixes considered suitable for Southern Downs Regional Council is included for convenience.

In most cases the connotations are clear, however, where necessary a definition can be checked in a dictionary.

- Avenue
- Boulevard
- Close
- Court
- Crescent
- Drive
- Lane
- Parade
- Place
- Road
- Street
- Terrace
- Walk

### **5. Naming of Roads in New Subdivisions**

- 5.1 Developers should propose names for roads within the new subdivision at the time of submitting their Operational Works Permit.
- 5.2 Road/s within new subdivisions which do not border other properties do not require public consultation if the suggested road name/s falls within the guide listed above. Council's Department of Engineering Services will initially assess the proposed name/s against the guidelines outlined in section 4.0. If the proposed road name is in accordance with the guidelines the proposed road name will be referred to the Mayor and Deputy Mayor for approval. If a road abuts a property boundary outside the subdivision, it is Council's discretion whether to seek public comment on the road name/s. Council has the discretion at all times to advertise for public comment for any road name/s within subdivisions.

### Appendix 1:

#### Names to be considered for use in naming of roads and streets in the former Stanthorpe Shire

Fernview	"Fernview" was the name of Tom Spiller's dairy which operated for many years from property in the Caves Road area.
Pappagallo	Giovanni Pappagallo was a resident of Ballandean where he owned an orchard and settled there in 1938. He was a founding member of the International Club and carried out his farming enterprise until his death in 1974. His six children attended the Ballandean State School. (refer Doc 15797 File: 904/06)

## Appendix 2:

### Names to be considered for use in naming of roads and streets in the former Warwick Shire

Name	Reason
Maroon	The Maroon family, both Jake, Tony and their father, did a tremendous amount of charity work and gave considerably to the sporting clubs of Warwick.
Thomas	Thomas Hall was a pioneer of the local district and wrote a book titled "The Early History of Warwick and Pioneers of the Darling Downs". Thomas Hall built and lived in the house which still stands on the eastern side of the Grafton Street bridge in Junabee Road, Warwick at possibly number 8.
Barnes	In recognition of the Ceb Barnes and family of Canning Downs stud & their contribution to the community.
Olsen	Lyn Olsen was a quiet achiever with many years service to the Warwick community which was only halted by failing health in his latter years.
Bond	In recognition of the Bond family in Yangan.
Maynes	In recognition of the Maynes family who were the first farmers in the Lonsdale Road, Sladevale area after the breakup of Canning Downs.
Peterson	One of the locals who had property in 1900s cnr Warwick-Yangan Rd & Lonsdale Rd, Sladevale. (This name for use in Queen Mary Falls area.)
Kingsford Ridge (already Kingsford St)	Kingsford Ridge has long been the local name for the ridge/mountains/hills that Lonsdale Rd, Sladevale travels along. Long time residents of the area have always referred to the mountain abutting Mt Tabor as Kingsford Ridge.-
Tanna	Historical name
Hilton	The Hilton family have been involved in the Rodeo for many years.
Myra	Myra May was an iconic resident in The Hermitage area. (This name for use in The Hermitage area.)

Note: These Appendices are to be updated from time to time as suitable names to be used for naming of roads and streets are identified.

# Roadside Memorials

---

<b>Policy Category:</b>	Engineering Services
<b>Policy Number:</b>	42
<b>Date Adopted:</b>	
<b>Date to be Reviewed:</b>	28 October 2010
<b>Date Reviewed:</b>	
<b>Date/s Amended:</b>	
<b>Date Rescinded:</b>	
<b>Related Document/s:</b>	
<b>Responsible Officer:</b>	Manager Works & Parks

---

## **Background (if applicable)**

Southern Downs Regional Council recognises the distress caused when a loved one is lost through a road accident.

## **Purpose**

To provide guidance regarding requirements for the installation of a roadside memorial on a Council controlled road. The intent of this policy is to mirror as much as possible the policy of the Department of Transport and Main Roads.

## **Scope**

The policy is to ensure that all road users are provided with a safe road environment. Council also wants to ensure that family, friends and road users are safe while a roadside memorial is installed and visited.

By following the guidelines in this policy, assures that memorials can be easily maintained and will cause minimum distraction to other road users.

## **Definitions (if applicable)**

A roadside memorial is a physical token/object denoting a memory of a person(s) killed on or near a Council controlled road.

One suggested memorial is a white cross, installed using the specified dimensions outlined in this policy. The Council will consider other memorials on a case by case basis.

A name and date may be recorded on the memorial and flowers may also be attached.

A road is defined as the area between property boundaries incorporating the roadway and road side verge or footpath.

## **Policy Content**

### **1. Requirements to install a memorial**

- (a) These guidelines will assist in the installation of a memorial.
- (i) It is essential that a roadside memorial does not interfere with traffic on a Council controlled road or the road's operation, to ensure everyone's ongoing safety.
- (ii) Roadside memorials should be contained within the following dimensions:
- Height            750mm
  - Width            500mm
  - Depth            400mm (below ground level)
- (b) In the interest of the safety of other road users and the safety of persons installing memorials, there are a number of locations where the placement of memorials is restricted. Examples of locations where memorials are not permitted include traffic islands, medians and roundabouts or where they may interfere with any traffic control devices.

Care must be taken at all times when attending a roadside memorial. Family and friends are urged to park their vehicles safely and clear of the road.

### **2. How to apply to install a memorial**

- (1) Completion of the attached information form is required. This form is available from Council's offices or on the website at [www.southerndowns.qld.gov.au](http://www.southerndowns.qld.gov.au).
- (2) Once completed, the form is to be returned to a Southern Downs Regional Council office.

### **3. Location does not comply with safety requirements**

Council officers can suggest alternative locations which are safe for both drivers and memorial visitors.

### **4. Length of time to stay in place**

Memorials may be in place indefinitely, provided they are regularly maintained by family and friends and do not become a road safety hazard or a maintenance issue for Council. If the road is upgraded, relocation may be required.

### **5. Indemnity of public liability insurance**

Those responsible for installing a roadside memorial will not be asked to arrange indemnity or public liability insurance.

## **6. Relocation and removal of a memorial**

- (a) There may be times when roadworks are required at the location of a roadside memorial. When this is needed, Council will safely and carefully relocate the memorial for the duration of the works and then replace it, if possible.
- (b) Every attempt will be made by Council to consult those affected prior to the removal or relocation of the memorial. If the memorial obstructs the completed roadworks, it may be moved to a new location, following contact with those affected.
- (c) In instances when a roadside memorial becomes a road safety hazard or a maintenance issue for Council, relocation or removal will occur in a safe manner. Every effort will be made to contact those affected before removal or relocation.
- (d) In the event Council damages a roadside memorial, a replacement will be arranged that conforms to the guidelines outlined in this policy.

## **7. Memorials on State controlled roads**

Queensland roads are managed by the Queensland Department of Transport and Main Roads and local Councils. Your nearest Queensland Department of Transport and Main Roads office should be contacted for information about roadside memorials on the State controlled road networks. Council officers are able to advise if a road is State controlled.



## APPLICATION FOR A ROADSIDE MEMORIAL

Please complete the following information and return to the Customer Service counter at Council offices or mail to the Chief Executive Officer, Southern Downs Regional Council, PO Box 26, WARWICK QLD 4370. You will receive written advice of Council's decision on your application.

Name of applicant:		
Address:		
Email (if any):		
Phone Number (Day Time Contact):	( )	
Mobile Phone Number:		
Structure: (please indicate type)	<input type="checkbox"/>	White cross
	<input type="checkbox"/>	Other (please describe)
Proposed location:		

Note: The completed form will be retained by Council offices and the information will remain confidential

Warwick Office:  
Telephone: (07) 4661 0300  
Facsimile: (07) 4661 0333  
64 Fitzroy Street  
Warwick Qld 4370

Stanthorpe Office:  
Telephone: (07) 4681 5500  
Facsimile: (07) 4681 5540  
61 Marsh Street  
Stanthorpe Qld 4380