

Road & Public Places Naming Policy

Reference Number:	Section 8 No. 4
Responsible Department:	Infrastructure & Environment
Related Policy/Procedure:	8.1 Rural Property Addressing Policy 8.7 Rural Property Addressing Procedure
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Version Number:	Amendment No. 1
Applicable Legislation:	Local Government Act, 1999 S219
Next Review Date:	1 September 2022
Review Frequency:	Every 4 years or legislative requirements or decision by Council.

1. Introduction

Council is required to prepare and adopt a policy relating to the assigning of road names under section 219 of the Local Government Act 1999 (LG Act).

The policy has drawn on the Guidelines for the Selection of Names for Roads in South Australia, which were developed for the Rural Property Addressing Project, and the relevant Australian Standard.

The LG Act enables Council to delegate the authority to assign road names to Council's Administration, for example to the Chief Executive Officer. However for the development of this policy, the Council or a Committee of Council, will decide on the assignation of names to roads and public places in the Council area which will be confirmed by Council resolution.

2. Policy Statement

A Council has the power under section 219 of the LG Act to assign a name to, or change the name of a public road; a private road; and a public place.

Council must assign a name to each public road created by land division.

It is Council's policy that all sealed public roads and all formed public roads within the Council area that are regularly accessed will be assigned a name. This does not include 'unmade' road reserves.

All formed private roads that are accessible to the public (with the exception below) will also be assigned a name. This includes roads within complexes such as universities, hospitals, retirement villages, and roads in forests or parks etc. Private roads with five or less property addresses do not need to be named. In these cases address numbers will be assigned off the road that the private road exits on to.

All roads that can be used as part of an address for an address site will be assigned a name.

The naming of State roads is the responsibility of Department of Planning Transport and Infrastructure (DPTI), or such successor to the Department should its functions be amended.

Road name signs that identify each public road will, as far as practicable, be placed at every road intersection and will clearly indicate the road to which it applies.

"Private Road" means a road in private ownership.

"Public Place" means a place (including a place on private land) to which the public has access, but does not include any part of a community parcel divided by a plan of community division under the *Community Titles Act 1996*.

"Public road" means—

- (a) Any road or land that was, immediately before the commencement of the LG Act, a public street or road under the repealed Act; or
- (b) any road—
 - (i) that is vested in a council under this or another Act; or
 - (ii) that is placed under a council's care, control and management as a public road after the commencement of the Act,

but not including an alley, laneway, walkway or other similar thoroughfare vested in a council; or

- (c) any road or land owned by a council, or transferred or surrendered to a council, and which, subject to the Act, is declared by the council to be a public road; or
- (d) any land shown as a street or road on a plan of division deposited in the Lands Titles Registration Office or the General Registry Office and which is declared by the council to be a public road; or
- (e) any land transferred or surrendered to the Crown for use as a public road that was, immediately before the transfer, held by a person in fee simple or under a lease granted by the Crown,

(and includes any such road that is within the boundaries of a public square).

"Road" means a public or private road or thoroughfare to which public access is available on a continuous or substantially continuous basis to vehicles, pedestrians, or both and includes:

- (a) A bridge, viaduct or subway; or
- (b) An alley, laneway or walkway.

3. Policy Procedure

3.1. Initiating the Road and Public Place Naming Process

A road naming process may be initiated if:

- a request is received by the Council from an affected land owner or their agent;
- Council resolves that a name change be investigated;
- Council staff determine it is in the public interest to investigate a change in road name;
- Council opens or forms a road; or
- Council receives an application for a land division.

3.2 Names of Roads and Public Places

In the naming and renaming of public roads the following principles will be observed.

3.2.1 Uniqueness

A road will have only one name.

A road name will be unique within an official suburb or rural locality. Duplicate road names within a suburb/locality will be resolved in order to avoid confusion (e.g. emergency services response).

Roads that are maintained by the DPTI will be named by DPTI. Council will consult with DPTI in relation to naming these roads.

Duplicate names and similar sounding names (e.g. Paice, Payce or Pace Roads) within a suburb or locality will be avoided where possible.

If possible, duplication of names in proximity to adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name. (Refer to clause 3.4)

Wherever practicable, road names will be continuous from the logical start of the road to the logical end of the road, irrespective of Council boundaries, landforms and intersecting roads.

3.2.2 Name Sources

Sources for road names may include:

- Aboriginal names taken from the local Aboriginal language;
- early explorers, pioneers, and settlers;
- eminent persons;
- local history;
- thematic names such as flora, fauna, ships, etc;
- war/casualty lists; and
- Commemorative names.

Names will be selected so as to be appropriate to the physical, historical or cultural character of the area. The origin of each name will be clearly stated and recorded as part of the Council's historical records. The local Aboriginal community will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

3.2.3 Propriety

Names of living persons should be avoided. Names, which are characterised as follows, will not be used.

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

3.2.4 Communication

Names will be reasonably easy to read, spell and pronounce in order to assist service providers, emergency services and the travelling public.

Unduly long names and names composed of two or more words should be avoided:

- a given name will 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 will generally be avoided;
- 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 geographic relationship e.g. Scottys Grave Road;
- roads with double destination names will be avoided. For example Kapunda-Greenock Road or Greenock-Nain Road.

3.2.5 Spelling

Where it is intended that a road have the same name as a place or feature with an approved geographical name, particular care will be taken to ensure that the correct spelling of the official place name is adopted as shown in the State Gazetteer.

Where the spelling of names has been changed by long established local usage, unless there is a particular request by the local community to retain the original name, the spelling that is sanctioned by general usage will be adopted.

Generally road names proposed or approved will not contain abbreviations

e.g. the "Creek" in "Wallaby Creek Road" must not be abbreviated. There are, however, two exceptions, "St" will always be used in place of "Saint" and it is acceptable to use "Mt" for "Mount".

3.2.6 Form

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

Names will avoid the use of the possessive "s" unless the euphony becomes harsh e.g. "Devil Elbow".

The use of hyphens will be avoided. However, hyphens may be used when naming a road after a person with a hyphenated name.

3.2.7 Type of Road or Public Place

Road names will include an appropriate road type suffix conforming to the following guidelines:

- The suffix chosen will be compatible with the class and type of road. Assistance to both the motorists and pedestrians is a major consideration in choosing the suffix.
- When a suffix with a geometric or geographic connotation is chosen it will generally reflect the form of the road, e.g.,
 - Crescent - a crescent or half-moon, re-joining the road from which it starts;
 - Esplanade - open, level and often along the seaside or a river.
- For a cul-de-sac use Place, Close, Court or a suffix of similar connotation.
- Highway (HWY) will be specifically reserved for roads associated with the state arterial road network. Its use will be restricted to roads of strategic importance constructed to a high standard.

The following list of suitable road type suffixes is included as examples. Reference has been sourced from Australian Standards AS 1742.5 -1997.

An expanded road type list and acceptable abbreviations can be sourced from AS 4590:2006. Only road types shown in the standards documents will be used.

Alley	Avenue	Boulevard	Bypass
Circle	Circuit	Circus	Close
Court	Crescent	Drive	Arcade
Grove	Lane	Mews	Parade
Parkway	Place	Plaza	Promenade
Road	Row	Square	Street
Terrace	Walk	Way	

3.2.8 No Prefix or Additional Suffix

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” should be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected as a result of traffic management planning or some other reason, it may be appropriate to delineate each half of the road by the addition of a compass point suffix for the purposes of assisting the community and the emergency services to locate the appropriate part of the road.

3.3 **Naming of Private Roads**

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private land owners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private land owners and developers to select suitable names, preferably in accordance with this policy, and to obtain Council endorsement for the name. Where Council proposes to assign a name to a private road it will consult with the owner of the land over the proposed name and the signage requirements for the road.

Where the private road intersects with a public thoroughfare, Council where practicable, will in the public interest place a road sign identifying the private road. The private land owner at the owner’s own cost shall be responsible for any additional signage, which shall conform to Council’s road signage standard.

3.4 **Consultation with Adjoining Councils**

If a Council decides to change the name of a public road that runs into the area of an adjoining Council, the Council will give the adjoining Council at least two months’ notice of the proposed change and consider any representations made by the adjoining Council in response to the notice. [see s.219(2) of the LG Act]

3.5 **Public Notice of Name Assignment or Change**

Council will give public notice of the assigning or changing of a road name. This will be by publication in the Government Gazette and by notice in a newspaper circulating generally throughout the State as required under the LG Act; by placement of a notice in Council’s offices, and on Council’s website ‘www.light.sa.gov.au’. The public notice will include the date that the new name takes effect.

3.6 Advise Relevant Parties of New Name or Name Change

Council will provide written notice of Council's decision on a new road name or name change to all relevant parties, including:

- The Registrar-General;
- the Surveyor-General;
- The Valuer-General [see s.219(3)(a) of the LG Act]
- The Electoral Commissioner for South Australia;
- Revenue SA;
- SA Water;
- ETSA Utilities;
- Telstra;
- Australia Post;
- The Emergency Services providers (inclusive of the SA Police, the SA Ambulance Services, the State Emergency Service, and the SA Metropolitan Fire Service and or the Country Fire Service)
- the owner of the road (if a private road); and,
- owners of abutting properties;

It is noted that some of the abovementioned notifications will occur automatically, for example where the naming may relate to a land division process in accordance with other State legislation.

3.7 Date of Effect for New Names or Name Changes

The date of effect of the new or changed road name will be determined at the time the decision to assign the name so as to allow sufficient time for all stakeholders to make arrangements to ensure a smooth transition.

The date of effect will be determined after considering:

- In respect of renaming an existing road, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationery and advertising references;
- Potential confusion for people using maps (including digital mapping) and street directories that effectively become out of date; and
- The desire of some developers to sell property 'off the plan' and the opportunity for new owners to know their future address at an early stage. Council will update the Register of Public Roads as required by s.231 of the LG Act.

3.8 Road Name Signage

Council will ensure road naming signage in accordance with the relevant Australian Standard (AS 1742.5 – 1997) is erected. (Signage may be erected during construction of a sub-division). Signage for State road names is the responsibility of DPTI.

Road signage shall be designed and installed in accordance with Council's Standards and Requirements for the Design, Construction and Development of Infrastructure Assets in the Light Regional Council. Reference is made to following website link;

[http://www.light.sa.gov.au/webdata/resources/files/Signposting Strategy and Guidelines.pdf](http://www.light.sa.gov.au/webdata/resources/files/Signposting%20Strategy%20and%20Guidelines.pdf)

4. Associated Policy and Procedures

4.1 Light Regional Council Rural Property Addressing Policy (8.1)

4.2 Light Regional Council Rural Property Addressing Procedure (8.7)

4.3 Standards and Requirements for the Design, Construction & Development of Infrastructure Assets in the Light Regional Council – Revision 2

5. Monitor and Review of Policy

This Policy will be reviewed every four years or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the Chief Executive Officer. Public notice will be given of adopting or altering this policy.

6. Access to Policy and Enquiry Handling

The Policy is available for public inspection at Council's Kapunda office, 93 Main Street, Kapunda and at the Freeling office, 12 Hanson Street, Freeling. A copy of the policy can also be downloaded from Council's website www.light.sa.gov.au.

For further information on this Policy, please contact:

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History of Amendment

1. Policy was adopted at Council on 23 July 2013 Minute Reference I&RS9.5.4/2013 page 2013/191.
2. Amendment No. 1 was adopted at Council on 24 April 2018 Minute Reference 12.2.2 at page 2018/148

Policy No: Version:	Section 6 No. 18 Amendment No. 1	Date of this Policy: 24 April 2018	Page 8 of 8
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