

ROAD AND PLACE NAMING POLICY

Policy No: DCSB-I-14.03	Approved on: September 2022	Administered by: Manager, Infrastructure & Civil Works
Last Reviewed: September 2019	Review Date August 2023	Record No: 380890
Classification: Infrastructure		
Strategic Plan link: Strategy 1.1.7 Ensure compliance of relevant Council policies and procedures with legislative requirements.		
References and related Policies, Procedures and Forms: Local Government Act 1999 s219, 220 & 231 Australian Standard AS 1742.5:1997 of "Manual of Uniform Traffic Control Devices" Australian Standard AS 4819:2011 "Rural and Urban Addressing" LGA guidelines " <i>Selection of Names for Roads in SA.</i> "		

1 Purpose and Scope

The purpose of this policy is to respond to legislation and provide guidance to staff and the community with regard to the naming of streets, roads and other public places within the Council area.

2 Power to Make the Policy

The District Council of Streaky Bay has the power, and under certain circumstances the obligation, under section 219 of the Local Government Act 1999 (the Act) to assign a name to, or change the name of:

- a public road
- a private road
- a public place

3 Definitions

Public Road includes roads under Council's ownership, care, control or management but does not include "unmade" road reserves.

Private Road means a road that runs through private property and is privately owned by a member of the public.

Public Place means a place that is open to members of the public and is under the care, control or ownership of Council

4 Policy

Council will assign a name to;

Each public road created by land division [See S.219(8) of the Act]. The developer is required to submit proposed road names to Council for prior approval:

- All sealed public roads within the Council area
- All formed public roads within the Council area that are regularly accessed; and
- All roads that can be used as part of an address for an address site
- This does not include 'unmade' road reserves.

Council may also assign names to public places where they are of significance to Council or the Community.

All formed private roads that are accessible to the public (with the following exception) will also be assigned a name. This includes roads within complexes such as hospitals, retirement villages, sporting precincts, parks and Caravan Parks.

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.

The naming of State roads is the responsibility of the Department of Infrastructure and Transport.

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

4.1 Initiating the Road Naming Process

A road naming process may be initiated if:

- a request is received by the Council from an affected landowner 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;
- Council receives an application for a land division;

4.2 Road and Public Place Names

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

4.2.1 Uniqueness

A road or public place 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 (eg emergency services response).

Roads that are maintained by DIT will be named by DIT.

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 an adjacent suburb or locality will also be avoided. However, roads crossing Council boundaries should have a single and unique name.

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.

4.2.2 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
- Long standing club members or other eminent persons

Names will be selected to be appropriate to the physical, historical, or cultural character of the area concerned.

The origin of each name will be clearly stated and recorded as part of the Council's historical records.

Local Aboriginal groups will be consulted when choosing Aboriginal names or using words from relevant Aboriginal languages.

4.2.3 Propriety

Names of living persons will 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 associated with a company or business; or
- Names of corporation's sub dividing land
- Long street names for short streets

4.2.4 Communication

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

Unduly long names and names composed of two or more words should be avoided for public roads except where:

- 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. Sceale Bay Road;
- roads with double destination names will be avoided eg Poochera-Port Kenny Road.

4.2.5 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".

4.2.6 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.

4.2.7 Road Type

Road names will include an appropriate road type suffix conforming with 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, eg, 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. [The list has been sourced from Australian Standards AS 1742.5 - 1986 and AS 4212 - 1994. An expanded road type list and

acceptable abbreviations can be sourced from AS 4590:2006. In most instances the connotations are clear but where necessary a definition can be checked in a dictionary.] 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	

4.2.8 No prefix or additional suffix

The use of a compass point prefix/suffix or an additional suffix such as “north” or “extension” will be avoided, particularly where new roads are to be named. Where an existing road is subsequently bisected because 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.

4.3 Naming of Private roads

This policy covers all formed roads that are regularly accessed and therefore includes private roads. Private landowners are not obliged to seek Council approval for naming their roads. However, there is a public interest in encouraging private landowners 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.

4.4 Consultation with adjoining councils

If Council decides to change the name of a public road that runs into the area of an adjoining Council, 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 Act]

4.5 Public notice of name assignment or change

Council will give public notice of the assigning or changing of a road or public place name [see s.219(4) of the Act].

[Drafting Note: there is no longer a requirement in the Act for the above]

All Public notices will include the date that the new name takes effect

Where a road is *to be* renamed/changed:

- Council will advertise the proposed naming or name-change of the road or public place in accordance with Council’s Public Consultation Policy
- Council will then decide of name and will notify parties who have made a written submission of the outcome.

[Drafting Note: there is no legislative requirement to publicly consult on name changes, however this is good practice]

4.6 Advising relevant parties of new name or name change

Council will provide mandatory written notice of Council's decision to:

- Registrar-General;
- Surveyor-General; and
- Valuer-General [see s.219(3)(a) of the Act]
- the owner of the road (if a private road);

[Drafting Note: there is no legislated requirement to notify these services]

and may provide written notices to other interested parties such as

- owners of abutting properties;
- Australia Post;
- Communications providers;
- SA Water;
- SA Power Networks
- SA Police
- SA Ambulance Service; and
- Country Fire Service and State Emergency Services

4.7 Date of effect for new names or name changes

The date of effect of the new or changed road or place name will be determined at the time the decision to assign the name 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 or place, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change letterhead stationary and advertising references;
- Potential confusion for people using maps 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 Act.

4.8 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).

Note: *Signage for State road names is the responsibility of DIT.*

5 Public Consultation (Policy)

s. 219(6) and (7) of the Act outline requirements for alterations, substitutions, or new policy documents.

6 Records

All records shall be kept and disposed of in accordance with Councils Records Management Policy & procedure and the current General Disposal Schedule.

7 Policy Availability

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site:

www.streakybay.sa.gov.au

District Council of Streaky Bay

29 Alfred Terrace

Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email dcstreaky@streakybay.sa.gov.au

8 Document History

Version No:	Description of Change:	Date Endorsed	Minute Number
V1.0		November 2010	33/0309
V2.0		September 2019	319/19
V2.1	Public Consultation requirement amendments due to Local Government Act changes	September 2022	249/22